



CITY OF MENDOTA HEIGHTS

CITY COUNCIL REGULAR MEETING AGENDA

December 3, 2024 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 November 19, 2024, City Council Meeting
- b. Approve Minutes from the November 19, 2024, City Council Work Session
- c. Approve Minutes from the November 12, 2024, City Council Work Session
- d. Community Waste Abatement Agreement with Dakota County
- e. Approve Encroachment Agreement with Xcel Energy in Valley Park
- f. Resolution 2024-71 Adopting and Confirming Assessments for the Emerson Avenue Street Improvements

- g. Approve a Change Order from DreamScapes Landscaping & Design for the Ivy Falls Retaining Wall Repair Project
- h. Award Contract for VFD and SCADA at Main Lift Station
- i. Approve Online Tee Time Reservation Software
- j. Approve Fire Department Out of State Travel Request
- k. Approve the Purchase of a Standby Generator for the Par 3 Clubhouse
- l. Approve October 2024 Treasurer's Report
- m. Approve Claims List

7. Presentations

- a. Partners in Energy - Energy Action Plan

8. Public Hearings

9. New and Unfinished Business

- a. 2025 City Budget and Property Tax Levy
- b. Resolution 2024-78 Approving a Lot Split Request at 1912 South Lane
- c. Consideration of Ordinance No. 591: Short Term Rentals and Ordinance No. 594: Fee Schedule Amendment

10. Community / City Administrator Announcements

11. City Council Comments

12. Adjourn

Next Meeting

December 17, 2024 at 7:00PM

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CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY
STATE OF MINNESOTA

DRAFT Minutes of the Regular Meeting
Held Tuesday, November 19, 2024

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Council, the audience, and staff recited the Pledge of Allegiance which was led by Cub Scouts Pack 37.

AGENDA ADOPTION

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

Ayes: 4

Nays: 0

PUBLIC COMMENTS

Daniel Kloos, 669 Laura Court, stated that with the water works replacement process the roads were torn up and took a while. He commented that there were roads that were blocked during the process and vehicles were still driving fast, causing a safety issue.

CONSENT AGENDA

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

- a. Approval of October 30, 2024, City Council Minutes
- b. Approval of November 6, 2024, City Council Minutes
- c. Approval of November 12, 2024, City Council Work Session Minutes
- d. Approval of November 12, 2024, Special City Council Minutes
- e. Approve 2025 Tobacco License Renewal
- f. Approve Massage Therapist License
- g. Approve Purchase Order for Victoria Road Storm Sewer Improvement

- h. Resolution 2024-67 Approving Support for a Noise Wall along Victoria Road
- i. Resolution 2024-72 Certifying Delinquent Sewer Accounts
- j. Resolution 2024-73 Certifying Delinquent Water Accounts
- k. Acknowledge September 2024 Fire Synopsis
- l. Approval of Claims List

Councilor Mazzitello seconded the motion.

Ayes: 4

Nays: 0

PRESENTATIONS

A) METRO TRANSIT NETWORK NOW CONCEPT PLAN

Cyndi Harper, Metro Transit, presented information on Metro Transit ridership, service, and the Network Now concept plan.

Mayor Lavine commented that when driving in her vehicle she is still experiencing the same, or worse, level of traffic post-pandemic.

Ms. Harper commented that the traffic patterns she displayed were reflective of transit ridership. She commented that in terms of suburb traffic that remains the same, while the traffic within the major cities has changed. She explained that there is increased flexibility in the times people are in the office during the day, and on days of the week.

Councilor Paper asked how the ridership of Metro Transit compares to other transit in the area, such as Minnesota Valley.

Ms. Harper commented that Metro Transit is the largest provider in the twin cities but is not the only provider. She stated that the other providers have seen even more of a shift as they were bringing riders from park and rides to downtown Minneapolis. She explained that in that scenario those people have vehicles are choosing to use transit to avoid congestion or to avoid paying for parking, something that would make driving inconvenient. She stated that with the exception of Minnesota Valley, the other smaller providers have moved to the micro-transit model and do not provide all-day service.

Councilor Paper asked if any of the routes go to the industrial park.

Ms. Harper confirmed that the area was covered and described the paths of the different routes that traveled through Mendota Heights.

Councilor Paper asked if the buses for the Mendota Heights microservice would stay within the zone.

Ms. Harper confirmed that the buses would stay within the zones. She stated that they would have at least five vehicles and they would aim to keep wait times under 30 minutes. She stated that after the first six months in North Minneapolis, they were able to increase the size of the zone as they had more information on ridership and patterns. She anticipated that the additional zones would be able to expand as well.

Councilor Paper commented that this looks like a reasonable service for this community as it will make things more accessible, and it is more tailored to needs.

Ms. Harper commented that this service would run seven days per week from early in the morning to late in the evening. She stated that the buses would use the payment services, including the tap system, and riders could then connect to the other Metro Transit routes that would travel outside of the zone. She commented that the app would handle the entire scheduling process from one service to another.

Councilor Paper asked if a rider could reach Target Field Station.

Ms. Harper commented that the fastest route would be on the blue line. She provided some options riders could take.

Councilor Paper asked for details on people who may be interested in employment and whether a CDL is required.

Ms. Harper commented that they will train applicants for their CDL. She stated that jobs are posted on the Metro Transit website, noting that they are hiring. There are retention bonuses and people would receive paid training to receive their CDL.

Councilor Mazzitello asked if it would be possible to stretch the bubble to Fort Snelling.

Ms. Harper commented that while they would like to do that, that is not something she can commit to as of yet.

Councilor Mazzitello noted that on one of the maps, there was a light red or orange line that runs across Highway 62 from the G line station to the airport and asked for more information.

Ms. Harper replied that is tentatively called Route 354, which is a new route, and described the path that route would take.

Councilor Lorberbaum commented on the media attention that has been received stating that light rail service is not safe. She stated that this microservice would seem to be seen as a safer option.

Ms. Harper commented that is the perspective they have heard from others as well. She stated that Metro Transit has an extensive safety plan. She stated that microservice requires an account to book a ride, which would provide the service with contact information. She commented that the microservice provides an appropriate type of service in areas where there is not the best pedestrian walkway environment.

Mayor Lavine commented that it has always been difficult to get good data. She stated that people who do not have a car simply cannot live here because of the lack of transit access. She commented that previously it would take 2.5 hours to get from her home to downtown St. Paul because the route goes out of the way to get to the destination. She stated that it would be nice to have the microservice area expanded to get to the main hubs. She asked that the service area be reviewed to include the apartments and senior apartments. She expressed thanks to the representatives from Metro Transit who were present tonight.

Scott Thompson, Metro Transit, commented that he started as an intern in 1976 and has been working mostly in St. Paul for the last 30 years. He commented that micro transit will do a better job of serving the needs of this community because of the lack of ridership for the larger routes. He reviewed his career experience with Metro Transit and stated that he is honored and grateful to have had the opportunity to work for this organization.

Mayor Lavine thanked Mr. Thompson for his service to the community and stated that they were honored to be his last meeting before retirement.

PUBLIC HEARING

No items scheduled.

NEW AND UNFINISHED BUSINESS

A) ACCEPT THE RETIREMENT OF FIRE CHIEF DAVE DREELAND AND APPOINT DAN JOHNSON AS FIRE CHIEF

City Administrator Cheryl Jacobson explained that the Council was being asked to accept the retirement notice of Fire Chief Dave Dreelan and appoint Dan Johnson as Fire Chief for the City of Mendota Heights.

Fire Chief Dave Dreelan provided a story about his family's involvement with the Mendota Heights Fire Department as well as how he came to join the department himself. He stated that the fire department and fire service have defined who he is, and it was important to leave the department with a legacy to someone he knows and trusts. He thanked the citizens, the Council, City staff, as well as the past members of the department that have built this legacy.

Fire Captain Dan Johnson thanked everyone for their support. He commented that as this process has come to a close and the information has become public, it provided him with the opportunity to reflect on his time in the department and the support he has received. He stated that the City Council has been exceptional in its support for the department. He recognized that he will have huge shoes to fill and the success they will achieve is because of the members in the department working together. He looked forward to working with everyone and continuing to uphold the standard of service they provide to the community.

Mayor Levine thanked the gentleman for their words, recognizing that they were not anticipating speaking tonight. She stated that everyone in the community is thrilled with the service and leadership that the department provides, recognizing that there are three Chiefs in the audience tonight.

Councilor Lorberbaum thanked the past, present and future Chiefs noting that the community not only depends on the fire department but also trusts them.

Councilor Paper commented that these two gentleman are part of what makes the community great.

Councilor Mazzitello moved to accept THE RETIREMENT NOTICE OF FIRE CHIEF DAVE DREELAN AND APPOINT DAN JOHNSON AS FIRE CHIEF FOR THE CITY OF MENDOTA HEIGHTS.

Councilor Paper seconded the motion.

Ayes: 4

Nays: 0

B) PAVEMENT REHABILITATION APPROACH FOR THE FRIENDLY HILLS NEIGHBORHOOD IMPROVEMENTS

Assistant City Engineer Lucas Ritchie provided a brief background on this item. The Council was being asked to provide staff with direction on the pavement rehabilitation approach within the Friendly Hills Neighborhood Improvements project.

Mayor Levine thanked staff for the additional analysis that was completed following the questions from residents at the public hearing.

Councilor Paper stated that the Council requested more data, which staff gathered and presented in a clear manner that will assist the Council in making their decision.

Councilor Mazzitello echoed the thoughts of staff, noting that this was an outstanding data collection and presentation of information. He referenced the tables shown within the Council packet comparing the assessment estimates for the options and stated that with that information he did not think they would want to go with the split assessment type method. He noted the life expectancy for full-depth reclamation (FDR) of 20+ years, while the mill and overlay would have a life expectancy of 15 years. He commented that the street plan is a 25-year cycle, noting that the last cycle took 28 years to get through. He stated that the FDR would align with that cycle while the mill and overlay would have a ten-to-15-year window before the street was repaired again, and only provide cost savings to residents of about \$1,500 in the assessment amount.

Assistant City Engineer Lucas Ritchie stated that the assessment payment term would be ten years and therefore residents would only have a short break without assessment if the mill and overlay option were chosen.

Councilor Mazzitello commented that he expected more residents to attend tonight and asked if there is another opportunity to explain this to residents.

Assistant City Engineer Lucas Ritchie replied that notice was not sent to residents directly for this meeting and the intent was to gather input from the Council and then hold a neighborhood meeting in January and again in April.

Councilor Mazzitello stated that he would be interested in the input of residents if that is possible.

Mayor Levine stated that if they were to proceed with the mill and overlay on some of the roads and equal assessments were done, they would be doing another mill and overlay on the same streets in 12 to 15 years and only the residents receiving the mill and overlay would be charged a second time which is not equitable.

Councilor Mazzitello commented that when they go back to the subdivision, a surface treatment would be done on the entire subdivision and not just the mill and overlay portion. He stated that the risk residents are being asked to take is a potential 12-year window of the pavement condition deteriorating very rapidly.

Mayor Levine asked if Councilor Mazzitello would then not support the second mill and overlay.

Councilor Mazzitello commented that would be up to the engineering staff and Council at that time. He noted that if they followed the plan they would not come back to this area for 25 years.

Mayor Levine stated that Assistant City Engineer Lucas Ritchie stated that if the mill and overlay were done, another mill and overlay would be needed in 2038 as the pavement would not last.

Assistant City Engineer Lucas Ritchie stated that if the mill and overlay timeframe were used, they would most likely need to work a second mill and overlay into their capital plan for 2038. He recognized that would add challenges to the plan and incorporate portions of streets for mill and overlay. He noted that if that were done, they would assess parcels that have driveway access on the street. He stated that it would be challenging to go with an equal assessment at this time and then only assess certain properties in 2038.

Councilor Mazzitello commented that it is the double edge of the risk if the mill and overlay were chosen. He stated that the first risk is a potential assessment for a second mill and overlay in 13 years, or the roads would continue to deteriorate until the 25-year mark.

Mayor Levine referenced the statement that the mill and overlay might be challenging because of the changes in depth throughout the project area. She stated that experts are stating the pavement is uneven, there would likely be a second mill and overlay in 2038, and a segment of the residents in that area would then be charged a second assessment. She stated that the Council is elected to make decisions for the community and requested that the Council make the decision based on the information presented by the experts. She stated that engineering is recommending the FDR, and she would recommend following that recommendation.

Councilor Lorberbaum stated that the Council and staff have heard the requests of the neighborhood, have done the research, and it would then be appropriate to direct staff to proceed with a design they could present to residents. She suggested using the original design for 2025 and 2026.

Councilor Paper stated that he would be inclined to move forward with the way the project was proposed based on the information presented.

Councilor Mazzitello stated that he could support either design and construction methods. He stated that his only point was that the residents asked them to look into this and was unsure that the residents received the results.

Councilor Lorberbaum commented that information can then be provided to the residents.

Councilor Mazzitello commented that the residents will see the lesser assessment but perhaps may not understand what that means. He stated that the FDR will very likely get them through the 25-year window,

while the mill and overlay would most likely not. He stated that he just wanted to understand that the neighborhood understands the risk of taking the lesser assessment.

Mayor Levine asked who would be requesting the smaller assessment.

Councilor Mazzitello commented that most of the public does not understand the engineering of repairing a street and may simply desire the lesser-cost option. He stated that the Council can vote to move forward with a design process and then explain the design process at the next open house.

Councilor Lorberbaum stated that is what she would propose.

Mayor Levine invited a member of the public to speak.

Councilor Paper commented that the mill and overlay will save money upfront to spend more later, noting that the cost that will be spent later is unknown. He stated that if it is stretched out this neighborhood would become patchwork again, with constant repairs.

Councilor Mazzitello commented that the big reason this area needs these repairs is because of the decision made by the Council 25 years ago and the watermain work that has been done to repair breaks.

John Maczko, Councilmember Elect, stated that he lives in this neighborhood and noted that he was the one at the public hearing who made the comment that drove this research. He stated that FDR is almost like a road reconstruction, which is very aggressive, and it is no doubt that it is the Cadillac of road restoration. He stated that most cities in the area do not complete an FDR after 25 years and simply do a mill and overlay. He stated that this was a great report presented by staff, but noted that there are many experts. He stated that this is about being fiscally right in what they do and how they make decisions. He stated that he agreed with Councilor Mazzitello and believed that any overlay would last more than 12 years. He noted that these are local residential streets with a lower volume of traffic. He stated that this project is larger than Friendly Hills with different streets of different ages and infrastructure needs. He provided information on the cycles of other communities. He did not doubt that an FDR would be the easiest and provide the best product but did not believe that is the standard needed every 20 years. He recognized that the ultimate decision is that of the Council and that he would not have a vote until January, but stated that if he had a vote, he would vote against an FDR. He stated that the original report from Braun did not recommend FDR and in the second report Braun was told that FDR would be the project, and the report was developed as such. He commented that \$1,500 is a lot of savings for residents in the Friendly Hills area as those are not million-dollar homes. He stated that the mill and overlay option would result in a \$1,100,000 savings between the assessments and City paid portion of the project.

Councilor Lorberbaum asked how Mr. Maczko would address the varying assessment if FDR is not chosen.

Mr. Maczko commented that they are all in this together and the neighborhood should be assessed equally regardless of the improvement that is completed. He stated that Delaware Crossing is an entirely different neighborhood but has been lumped into this project. He stated that his preference for mill and overlay is based on the practices of other communities and the Local Road Research Board, as well as his 40 years of experience.

Councilor Mazzitello commented that he would hope it is not the intent of the City to reclaim a road every 25 years. He stated that if FDR were done, the subsequent project would be a mill and overlay.

City Engineer Ryan Ruzek stated that the issue they have run into in the past with mill and overlay projects and the City assessment process is that residents feel they own the roadway. He commented that residents are extremely unhappy with the results of the mill and overlay as cracks appear within the first year, which is why the FDR was proposed. He stated that an overlay was not considered as they believed that all the water infrastructure was going to be replaced. He commented that staff will prepare the project for whatever option the Council chooses. He stated that he would be concerned with a mill and overlay on Decorah. He stated that staff still believe that FDR is the best treatment for this neighborhood.

Mayor Levine referenced a statement from Mr. Maczko that a mill and overlay could last 20 years, but also recognized that the FDR could last over 25 years.

Councilor Mazzitello stated that the geotechnical report is very conservative and states the lifespan of the FDR would be 20+ years while the mill and overlay would be 12 to 15 years.

Mayor Levine commented that if the FDR were done, they would not need to touch those streets for another 25 years. She referenced a comment made by Mr. Maczko that the lifespan of a road is 40 years and stated that perhaps this project is then not needed.

Councilor Mazzitello commented that according to the Local Road Research Board, the lifespan of a newly constructed road is 50 to 70 years. He stated that Friendly Hills did not make it for a number of reasons, which included the watermain breaks. He stated that another reason that lifespan was not reached is because it was not built well, noting varying pavement thicknesses. He stated that there is an argument for FDR and an argument for mill and overlay, noting that he could support either option but wants to make sure residents are informed of the information the Council received.

Councilor Lorberbaum commented that the City has completed its cycle for the road repairs throughout the community and they are back to the start. She stated that based on very limited data, she asked if this same decision would be presented for the next project or whether this project has uniqueness.

City Engineer Ryan Ruzek commented that they will run into this decision quite frequently and the decision made tonight will be a precedent moving forward. He stated that the geotechnical reports are completed and a recommendation is provided by Braun for all projects, noting that staff does not dictate the type of project before that work is done to determine the needs.

Councilor Lorberbaum stated that this is not just then a decision for this project but would set a precedent for the cycle.

Mayor Levine commented that they are setting a policy, and the policy was an FDR after the 25-year cycle. She stated that the Council will need to make the determination if that policy is still what they want to follow.

Councilor Mazzitello commented that when looking at the 50-to-70-year lifespan for the road, if the maintenance is completed, a mill and overlay is completed at ten to 12 years, again in another ten to 12 years, and then an FDR is done in the next ten to 12 years. He noted that there would then be two more mill and overlays completed in that cycle with reconstruction after that. He stated that Friendly Hills did not follow that lifespan, which is why they are where they are.

Councilor Lorberbaum asked if the future roads have or have not followed that lifespan.

Councilor Mazzitello commented that this question will come forward for probably the next six projects because he could not verify the construction quality of when they were built. He stated that the project should have had consistent pavement and aggregate thickness, which it did not.

City Engineer Ryan Ruzek commented that each neighborhood will be unique in the geotechnical reports and utilities, but this could continue to be a factor.

Councilor Mazzitello reviewed the mission of the City to provide a quality of life through services and infrastructure, which include premier infrastructure and services. He asked the quality answer in this scenario. He stated that unfortunately, that answers the question. He stated that for over 30 years he has watched governmental entities Band-Aid things. He highly doubted that every subdivision would require an FDR from here on out and believed the decision would be easy if they followed the mission statement of the City.

Mayor Levine appreciated the input from everyone and summarized the consensus to direct staff to move forward with the FDR option as originally presented. She asked that the City be clear with its message on the decision to ensure residents are appropriately informed. She recognized that this is not a policy decision on future road improvement and that decisions will continue to be based on the data and recommendations for the best method of improvement.

COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

COUNCIL COMMENTS

Councilor Paper wished everyone a happy Thanksgiving.

Councilor Lorberbaum stated that Townsquare continues to do a great job fulfilling its mission and providing exceptional service, noting recent awards received. She thanked the Executive Director for the service she has provided, recognizing a future retirement. She shared a quote for Thanksgiving.

Councilor Mazzitello commented that there was a spirited discussion tonight which makes them such great decision makers. He stated that the first snowfall of the season may occur the following day and provided some words of wisdom for safe driving. He asked residents to shovel out hydrants for fire safety. He also shared information on the reason Veterans Day and Thanksgiving are so close together, reminding residents to be thankful for those who sacrificed for the freedoms they have.

Mayor Levine thanked Troop 37 for attending and leading the Pledge of Allegiance. She also thanked and congratulated Fire Chief Dave Dreelan and future Fire Chief Dan Johnson.

ADJOURN

Councilor Mazzitello moved to adjourn.

Councilor Paper seconded the motion.

Ayes: 4

Nays: 0

Mayor Levine adjourned the meeting at 9:14 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, November 19, 2024

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

CALL TO ORDER

Mayor Levine called the work session to order at 5:00 pm. Councilors Lorberbaum, Mazzitello, and Paper was also present. Councilor Miller was absent.

Others present included: City Administrator Cheryl Jacobson, Public Works Director Ryan Ruzek, Finance Director Kristen Schabacker, Natural Resources Coordinator Krista Spreiter, Community Development Manager Sarah Madden, Park and Recreation/Assistant Public Works Director Meredith Lawrence, City Attorney Amy Schmidt, City Attorney Leah Koch, Councilmember Elect John Maczko, and City Clerk Nancy Bauer.

PARTNERS IN ENERGY – ENERGY ACTION PLAN (DRAFT)

Natural Resources Coordinator Krista Spreiter provided an update on the Mendota Heights Energy Action Team's efforts over the past six months to develop a comprehensive citywide energy action plan. If adopted, the plan will serve as a roadmap for the city's energy initiatives over the next 18 months.

Spreiter explained that the effort is part of Xcel Energy's Partners in Energy program, a two-year initiative designed to help communities establish and achieve their energy goals. The Energy Action Team brought together a diverse group of stakeholders, including residents, students, commission members, county officials, and city staff, to craft the plan.

Representatives from Xcel Energy—Paolo Sperin, Ana De La Torre, and Sophie Troutman—presented details of the proposed plan. They emphasized its goal of promoting energy efficiency, renewable energy use, and beneficial electrification across the city's residents, businesses, and municipal operations. The overarching objective is to build a more energy-resilient community.

Sperin highlighted the targets of the program. By 2030, Mendota Heights aims to save approximately \$1.6 million through energy efficiency initiatives and prevent the emission of 9,000 metric tons of carbon dioxide equivalent (MTCO_{2e}). This reduction is equivalent to removing 200 gas-powered cars from the roads annually through the decade.

The presentation outlined strategies for achieving these goals in four focus areas: residential energy efficiency, business and municipal energy efficiency, renewable energy adoption, and beneficial electrification. Discussions touched on approaches to engage local businesses, funding mechanisms, educational outreach, and the role of solar projects in achieving these objectives.

Councilor Lorberbaum expressed gratitude to the Xcel representatives for their efforts and detailed presentation.

Mayor Levine inquired about the plan's next steps. Troutman responded that the plan is scheduled to be presented for approval at the December 3, 2024, City Council meeting, provided there are no substantial changes or new feedback. She encouraged written feedback from stakeholders before the meeting.

CANNABIS ORDINANCE

Community Development Manager Madden reviewed the updates to the draft cannabis ordinance. The draft ordinance was modeled after the Office of Cannabis Management (OCM) model ordinance for the registration of a cannabis business. Madden noted that the draft ordinance does include modifications to the Zoning Ordinance use chart to incorporate the new uses.

The council asked about buffers and their application to or from a bordering city. Attorney Koch stated buffers would be measured within the city. The state statute allowed buffers from parks and schools were reviewed.

Mayor Levine stated she would like a cannabis business to be located in the industrial area.

Attorney Koch stated that the cap in the state statute was for cannabis retail businesses. Councilors agreed that cannabis retail business should be removed from the MUPUD district in the zoning use chart.

Attorney Koch reported that the OCM administrative rules are anticipated to go into effect early/mid 2025 and not the January 2025 timeline as originally expected.

City Administrator Jacobson asked for information regarding the OCM licensing process for cannabis businesses. Attorney Koch said the state will look at potential applications to license cannabis businesses. She noted that a good registration ordinance would be recommended to help the city maintain some of the power that cities have been granted.

Community Development Manager Madden stated she would need to come back to the council with a registration ordinance and noted that performance standards could be listed in the registration ordinance.

Councilor Mazzitello asked if someone were to apply for a cannabis business registration with the city, would they need to apply to the OCM first for a license. Community Development Manager Madden stated yes.

Councilor Lorberbaum asked if the city should be planning on doing random checks on a cannabis business. Attorney Koch replied that the city is required to do one compliance check per calendar year for age verification compliance. Community Development Manager Madden stated the compliance check is in the draft ordinance. Attorney Koch said that there is an expedited complaint form that could be sent to OCM also.

Mayor Levine verified that Community Development Manager Madden had enough direction to update the draft ordinance. It was recommended by Attorney Koch that the draft ordinance be approved first then a registration ordinance be drafted.

Community Development Manager Madden stated that a public hearing on the draft ordinance will be held at the Planning Commission meeting on November 26, 2024, on the zoning use chart portion of the draft ordinance. The draft ordinance then will be presented to the City Council at their December 17, 2024, meeting.

CITY HALL – POLICE STATION VISIONING

City Administrator Jacobson provided background on the need to align the police department/city hall building project with a clear vision that reflects the community's needs and values. She stated that what was being asked of the council was for them to provide input on what key elements they believe should be incorporated into a municipal campus.

Councilor Mazzitello asked if the existing city hall could provide for the needs of the police department. Chief McCarthy responded that it could generally but one of the needs is more means of ingress and egress among a host of other issues.

Councilor Mazzitello stated that the police department is out of date and out of space. He added that what residents like about the existing building is its residential location and that it looks like a residential building.

Councilor Lorberbaum said she is looking for something with a stamp of approval. Lorberbaum described here STAMP acronym noting that S – safe for the public and staff as well as healthy, T – technology -the must provide tools that are needed, A – accessible, M – modern built for the future, P – proud (all stakeholders are proud when walking into city hall).

Councilor Paper would like a building built on the ballfield so that no additional rent would be paid while the building is built. He noted that residents do appreciate having their own police department and the cost of construction does not go down. He stated that the building is long past due for a remodel.

Councilor-elect John Maczko stated that when the existing building was built it was built to add on where the solar panels are. He recalled that there was extensive community input when it was built. He stated that a city hall should be on this site and that the footprint needs to be guided by what the needs are.

Councilor Mazzitello said he did see a scenario for keeping the building and adding an addition where the police department moves into the addition. The downstairs then could be repurposed. What this scenario would not solve is the ingress and egress issue.

Mayor Levine stated there will be a task force and community input for this issue. She likes the building but does not like that residents can't find the police department easily. She noted the communal space in the center of city hall. She noted her love for the council chambers and stated it is one of the best she has seen.

ADJOURNMENT

Council Mazzitello made a motion to adjourn the meeting. Councilor Lorberbaum seconded the motion. Motion carried 4-0. The meeting adjourned at 6:47 pm.

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, November 12, 2024

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

CALL TO ORDER

Mayor Levine called the work session to order at 6:15 p.m. Councilors Lorberbaum, Mazzitello, Miller (left at 8:00 pm), and Paper was also present.

Parks and Recreation Commissioners present: Jaffrey Blanks (arrived 6:22 pm), Stephanie Meyer, Michelle Muller, Jo Schifsky, Dan Sherer, Jennifer Weichert, and student representative Evangeline Fuentes. Michael Toth was absent.

Others present included: City Administrator Cheryl Jacobson, Public Works Director Ryan Ruzek, Park and Recreation/Assistant Public Works Director Meredith Lawrence, Recreation Program Coordinator Willow Eisfeldt, and City Clerk Nancy Bauer.

Leon Younger, Brad Aldrich, and Mo Convery of Confluence/PROS Consulting were also present.

PARKS SYSTEM MASTER PLAN UPDATE

Park and Recreation/Assistant Public Works Director Meredith Lawrence reported that Confluence/Pros was hired in January to prepare a Mendota Heights Park System Master Plan. They have been working on a non-biased audit of the Mendota Heights parks. The consultants are here to present their initial findings for the 15-year plan.

Brad Aldrich presented a PowerPoint summarizing the progress of the Parks System Master Plan, which has completed its first three phases: needs assessment, community engagement, and an analysis of existing and future needs. He explained that the plan is a high-level system analysis aimed at evaluating the overall park system. The findings revealed that the parks are geographically well-distributed, with a minor gap in the southwest area of the city. While the parks are well-maintained, there is a lack of balance in amenities, along with a clear need for accessibility improvements and greater diversity in park features.

A comparative analysis of core amenities showed that Mendota Heights meets or exceeds national standards in areas like ball diamonds, pickleball courts, tennis courts, playgrounds, and basketball courts. However, it falls short in providing indoor recreation space and maintaining trails. Additionally, the city has slightly less park acreage per resident than the national standard, particularly in neighborhood parks, but it far exceeds the standard for open spaces. Aldrich

emphasized that this does not necessitate acquiring more parkland, as the city is close to meeting the standard.

The benchmark analysis compared Mendota Heights to similar cities, including Golden Valley, MN; Green River, WY; New Brighton, MN; New Hope, MN; and West St. Paul, MN. Consultant Leon Younger provided insights into park system maintenance and staffing, noting that the city's staffing levels align with the Midwest average of one parks maintenance employee per 32 acres.

Mayor Levine expressed interest in understanding how local athletic associations influence staffing needs. Younger explained that such associations are typically not included in staffing analyses but acknowledged their significant role in programming.

Younger also reviewed the program assessment, identifying areas for improvement, such as expanding age-specific programs for preschoolers and older adults, diversifying offerings, and addressing capacity and staffing challenges. He recommended leveraging partnerships to expand capacity, creating pricing and cost-recovery strategies, standardizing customer service, and using data to guide decisions and measure performance.

Mo Convery reported on the results of community engagement. In Phase 1, participants highlighted the importance of preserving the parks' existing scale and character while improving trail connections and diversifying amenities. Phase 2, conducted between July and October with 594 respondents, focused on gauging support for expanded funding to address community-identified priorities. These priorities included adding indoor community space, improving accessibility, developing a new park on the city's west side, and pursuing a general parks referendum. While the survey results were not statistically valid, most respondents expressed willingness to support funding increases, with 67% favoring at least one level of tax increase ranging from \$8 to \$22 per month.

The community's top funding priorities centered on accessibility improvements, safe trail connections, and expanded programming and staffing. A preference for enhancements over new development emerged, alongside a strong recognition of the park system's value to the community. Specific focus groups provided additional insights, with active adults prioritizing trail accessibility and indoor gathering spaces, accessibility advocates emphasizing adaptive features, and sports groups seeking upgrades to fields and facilities.

Discussions also touched on future steps for the plan. Parks and Recreation/Assistant Public Works Director Lawrence explained that the next phase involves finalizing the 95% draft of the plan, distributing it for public comment, and ultimately submitting it to the City Council for approval.

Mayor Levine inquired about integrating the plan with the city's Capital Improvement Plan, while Councilor Mazzitello raised questions about balancing the maintenance of existing facilities with new projects stemming from community feedback.

Lawrence confirmed that the master plan aims to remain flexible and adaptable to ongoing and future needs.

The meeting concluded with discussions about exploring partnerships, learning from neighboring cities like West St. Paul, and incorporating accessibility standards into park projects. The next steps include releasing the draft plan to the public and ensuring it serves as a guiding document for the city's park system over the next 15 years.

ADJOURNMENT

Councilor Paper made a motion to adjourn the meeting, and it was seconded by Councilor Mazzitello. Motion passed 4-0.

The meeting adjourned at 8:22 p.m.

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: December 3, 2024

AGENDA ITEM: Community Waste Abatement Agreement with Dakota County

ITEM TYPE: Consent Item

DEPARTMENT: Parks and Recreation

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

ACTION REQUEST:

Approve the 2025 Community Waste Abatement Grant Agreement allowing the City to continue to receive reimbursement funding from Dakota County for waste abatement services provided by the city and authorize the City Administrator, to act as the authorized signer, to execute the 2025 grant agreement for community waste abatement.

BACKGROUND:

Mendota Heights is proposed to receive approximately \$28,600 in community funding from Dakota County in 2025 to assist in its recycling efforts. Funding for 2025 will go towards residential communications, municipal facilities/park verification and education, special collections, multifamily recycling, reduce/reuse activities and in-person education, and event recycling and organics collection.

There is one minor change to the County grant in 2025 based on the signing status of the grant document from previous years. Since the City of West Saint Paul acts as the fiscal agent, the document now clarifies each city's role under the agreement, since the obligations to provide grant funding and to perform the grant tasks are limited to the County and West St. Paul. For example, the change clarifies that Mendota Heights does not have the reporting and performance obligations required under the agreement. It does not change the funding or activities that will be performed for the cities. Staff has reviewed this change for 2025 and is comfortable with it.

FISCAL AND RESOURCE IMPACT:

Funding has been included in the FY2025 preliminary budget.

ATTACHMENTS:

1. City of WSP - Contract #DCA22206 - SIGNATURE REQUEST
2. City of WSP - Exhibit 1 - #DCA22206
3. City of WSP - Exhibit 2 - #DCA22206
4. City of WSP - Exhibit 3 - #DCA22206

CITY COUNCIL PRIORITY:

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

COMMUNITY WASTE ABATEMENT 2025 GRANT AGREEMENT

This Community Waste Abatement Grant Agreement (Agreement) is made and entered into by and between the County of Dakota, acting through its Environmental Resources Department (County) and City of West St. Paul (the "Grantee"), acting on behalf of itself and for the cities of South St. Paul, Mendota Heights, Sunfish Lake, and Lilydale.

WHEREAS, Metropolitan counties are responsible for waste management policy and programs (Minn. Stat. §115A.551); and

WHEREAS, Dakota County Solid Waste Ordinance 110 requires each municipality in the County to have a solid waste abatement program that is consistent with the Dakota County Solid Waste Management Plan (Management Plan), formally known as the solid waste master plan; and

WHEREAS, the Management Plan governs all solid waste management in the County (Minn. Stat. § 115A.46); and

WHEREAS, municipalities may not develop or implement a solid waste management activity that is inconsistent with the Management Plan (Minn. Stat. § 115A.46); and

WHEREAS, the Management Plan supports performance-based funding for municipalities to develop and implement waste abatement programs, education, and outreach; and

WHEREAS, by Resolution No. 19-577 (June 18, 2019), the Dakota County Board of Commissioners approved the Community Waste Abatement Grant Program (Grant Program); and

WHEREAS, funding amounts for the Grant Program are established by the County Board each year as part of the Environmental Resources Department (Department) budget; and

WHEREAS, the cities of West St. Paul, South St. Paul, Mendota Heights, Sunfish Lake, and Lilydale have entered into a Joint Powers Agreement under which West St. Paul has agreed to perform certain Grant Program activities on behalf of all of the cities; and

WHEREAS, the Grantee agrees to perform all activities described in this Agreement and Dakota County Waste Abatement Community Grant Program Exhibit 1 (Guidelines) and Exhibit 2 (Application) to the satisfaction of the County.
NOW THEREFORE, in reliance on the above statements and in consideration of the mutual promises and covenants contained in this Agreement, the County and the Grantee agree as follows:

AGREEMENT

- 1. PURPOSE.** The purpose of this Agreement is to provide grant funding to Grantee to implement solid waste abatement activities as described in this Agreement and Exhibits 1 and 2.
- 2. ELIGIBILITY.** The cities of West St. Paul, South St. Paul, Mendota Heights, Sunfish Lake, and Lilydale are all eligible municipalities for purposes of the Grant Program.
- 3. PARTIES.** The parties to this Agreement are the County and Grantee, collectively referred to as the "parties".
- 4. TERM.** Notwithstanding the dates of signatures of the parties to this Agreement, this Agreement shall commence on January 1, 2025, through December 31, 2025, (grant calendar year) for the purposes of completing activities identified in Exhibit 2 and shall continue until April 1, 2026, for the purpose of reimbursement, unless earlier terminated by law or according to the provisions of this Agreement.
- 5. GRANTEE OBLIGATIONS.** The Grantee shall:
 - A. Develop, implement, and operate a local comprehensive landfill abatement program that complies with the Management Plan, Dakota County Solid Waste Ordinance 110, this Agreement, and Exhibits 1 and 2.
 - B. Fulfill all responsibilities for Base and, if applicable, for Supplemental Funding as outlined in Exhibit 1.
 - C. Report time, expense, and performance pursuant to responsibilities set forth in this Agreement using County report forms (Exhibit 2) and additional agreed-upon reporting tools provided by the County Liaison.

- 6. ELIGIBLE AND INELIGIBLE EXPENSES.** Grantee may use allocated funds only on eligible items as identified in Exhibit 1 and completed within the grant calendar year of this Agreement. Other waste abatement expenses may be eligible with prior written approval from the County Liaison.
- 7. FUNDING AMOUNT.** Grantees receive performance-based funding in part from a pass-through grant from the State. Funding amounts are contingent upon available State and County funds, and reflect the funding levels approved by the County Board as part of the annual budget. Base Funding is allocated for administration, residential communications, municipal facilities/parks verification and employee education, and special collections. Optional Supplemental Funding is allocated for multifamily recycling, additional special collections, reduce/reuse activities, in-person education, event recycling/organics collection, and to meet funding gaps in eligible grant categories. The allocated funding for the Grantee shall be in the total amount not to exceed \$113,514.13 (the "Funding Amount"), as set forth in Exhibit 2.
- 8. FUNDING MATCH.** Grantee shall provide a 25% match of the total reimbursed grant funding amount through a cash match, in-kind contribution, or combination thereof, to pay for any new or ongoing activities that are instituted by the grant (i.e., any eligible expenses, whether new or ongoing).
- 9. FISCAL AGENT.** Pursuant to the cities' Joint Powers Agreement, West St. Paul acknowledges that it shall act as Fiscal Agent for the cities for purposes of receiving the Funding Amount, performing the landfill abatement program activities identified in Exhibit 2 and otherwise complying with the terms of this Agreement. The cities of South St. Paul, Mendota Heights, Sunfish Lake, and Lilydale will sign this Agreement for purposes of accepting West St. Paul's designation of Fiscal Agent to act on the cities' behalf for purposes of the Grant Program, but shall not be considered parties to this Agreement.
- 10. FUNDING SOURCE ACKNOWLEDGEMENT.** Grantee shall provide funding source credit on all print materials, written as: Partially funded by Dakota County and the Minnesota Pollution Control Agency.
- 11. RECORDS.** The Grantee shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Grantee shall manage funds in a dedicated bank account, maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
- 12. PERFORMANCE REPORTING AND REIMBURSEMENT.** Grantees shall report performance of responsibilities set forth in this Agreement and Exhibits 1 and 2 on a report form provided by the County. Grantee may request reimbursement for eligible expenses, less revenues or other funds received, incurred in connection with the performance of activities in accordance with this Agreement and Exhibits 1 and 2 on a reimbursement form provided by the County.
- Reimbursement requests must be submitted to the County Liaison by July 15 of the grant calendar year and by January 15 following the grant calendar year. The Grantee must certify that the requested reimbursements are accurate, appropriate and eligible in accordance with this Agreement, that the Grantee has submitted complete documentation of the actual expenditures for which reimbursement is sought, and that such expenditures have not been otherwise reimbursed.
- Reimbursement requests must be supported by documentation such as vendor invoices, receipts, or detailed financial reports produced using municipal accounting software, itemizing all expenses related to the grant, including salary and benefits. Any reimbursement request for multiple municipalities must separately itemize the request for reimbursement for each individual municipality.
- Reimbursement request payment will not be made for activities with incomplete documentation. Complete reimbursement requests are reviewed by the County Liaison. Payment for approved reimbursement requests will be made to the Grantee within 30 calendar days of approved reimbursement request submissions. Reimbursements will be made for approved expenditures incurred within the grant calendar year. No reimbursements will be made for reimbursement requests received after February 15 following the grant calendar year.
- 13. FAILURE TO PERFORM.** Upon review of each Grantee report, the County Liaison will notify the Grantee in writing of any unsatisfactory performance. Reimbursements will be authorized only for activities performed to the satisfaction of the County within the terms of this Agreement.

- 14. AMENDMENTS.** The Dakota County Environmental Resources Director (Director) shall have the authority to approve in writing modifications to the Funding Amount as requested by the Grantee, as long as the modification does not exceed the total Funding Amount identified in Section 7 and so long as the proposed modifications are consistent with the Agreement and Exhibits 1 and 2. The County Liaison shall have the authority to approve in writing modifications to the Application activities and related expenses identified in Exhibit 2 up to the Funding Amount, as requested by Grantee, so long as the proposed modifications are consistent with the Program Guidelines (Exhibit 1) and this Agreement.
- 15. PROPERTY.** Upon termination of this Agreement or unless otherwise specified, any eligible infrastructure purchased by the Grantee or by the County and provided to the Grantee to fulfill Grant obligations shall be the sole property of the Grantee.
- 16. INDEMNIFICATION.** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws govern liability of the County and Grantee. The provisions of this section shall survive the expiration or termination of this Agreement.
- 17. AUTHORIZED REPRESENTATIVES:** The following named persons are designated as the Authorized Representatives of the Parties for purposes of this Agreement. These persons have authority to bind the party they represent and to consent to modifications, except that the Authorized Representatives shall have only the authority specifically granted by their respective governing boards. The parties shall provide written notification to each other of any change to the Authorized Representative. Notice required to be provided pursuant this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification of this Agreement.

TO THE COUNTY

Nikki Stewart, Director, or successor
Environmental Resources Department
14955 Galaxie Avenue
Apple Valley, MN 55124

TO THE GRANTEE

Nate Burkett, or successor, City Manager
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, MN 55118

- 18. LIAISONS.** To assist the parties in the day-to-day performance of this Agreement, to ensure compliance, and provide ongoing consultation, a liaison shall be designated by the County and the Grantee. The County and the Grantee shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Agreement, the following persons are the designated liaisons:

COUNTY LIAISON

Gena Gerard
Senior Environmental Specialist
952-891-7021
gena.gerard@co.dakota.mn.us

GRANTEE LIAISON

Courtney Selstad
Recycling Coordinator
651-552-4118
cselstad@wsprmn.gov

- 19. TERMINATION, GENERAL.** Either party may terminate this Agreement for cause by giving seven days' written notice or without cause by giving thirty (30) days' written notice, of its intent to terminate, to the other party. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause shall mean a material breach of this Agreement and any supplemental agreements or amendments thereto. Notice of Termination shall be made by certified mail or personal delivery to the Authorized Representative of the other party. In addition, notification to the County or the Grantee regarding termination of this Agreement by the other party shall be provided to the Office of the Dakota County Attorney, Civil Division, 1560 Highway 55, Hastings, MN 55033. Termination of this Agreement shall not discharge any liability, responsibility or right of any party, which arises from the performance of or failure to adequately perform the terms of this Agreement prior to the effective date of termination.
- 20. TERMINATION BY COUNTY FOR LACK OF FUNDING.** Notwithstanding any provision of this Agreement to the contrary, the County may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, Minnesota Agencies, or other funding source, or if its funding cannot be continued at a level sufficient to allow payment of the amounts due under this Agreement. Written notice of termination sent by the County to the Grantee by email or facsimile is sufficient notice under this section. The County is not obligated to pay for any

activities that are provided after written notice of termination for lack of funding. The County will not be assessed any penalty or damages if the Agreement is terminated due to lack of funding.

- 21. USE OF CONTRACTORS.** The Grantee may engage contractors to perform activities funded pursuant to this Agreement. However, the Grantee retains primary responsibility to the County for performance of the activities and the use of such contractors does not relieve the Grantee from any of its obligations under this Agreement. If the Grantee engages any contractors to perform any part of the activities, the Grantee agrees that the contract for such services shall include the following provisions:
- A. The contractor must maintain all records and provide all reporting as required by this Agreement.
 - B. The contractor must defend, indemnify, and hold harmless and save the County from all claims, suits, demands, damages, judgments, costs, interest, and expenses arising out of or by reason of the performance of the contracted work, caused in whole or in part by any negligent act or omission of the contractor, including negligent acts or omissions of its employees, subcontractors, or anyone for whose acts any of them may be liable.
 - C. The contractor must provide and maintain insurance through the term of this Agreement in amounts and types of coverage as set forth in the Insurance Terms, which is attached and incorporated as Exhibit 3, and provide to the County, prior to commencement of the contracted work, a certificate of insurance evidencing such insurance coverage.
 - D. The contractor must be an independent contractor for the purposes of completing the contracted work.
 - E. The contractor must acknowledge that the contract between the Grantee and the contractor does not create any contractual relationship between County and the contractor.
 - F. The contractor shall perform and complete the activities in full compliance with this Agreement and all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or local political subdivisions having jurisdiction over the activities.
 - G. The contractor must use County toolkits (i.e., text, content, images) and follow the County's Waste Abatement Education and Outreach Style Guide to provide standardized messaging.
- 22. EMPLOYEES OF PARTIES.** Any and all persons engaged in administering the Grant Program for the County shall not be considered employees of the Grantee, for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employees while so engaged. Any and all claims made by any third party as a consequence of any act or omission on the part of said employees while so engaged shall not be the obligation or responsibility of the Grantee.
- Any and all persons engaged in the work to be performed by the Grantee arising from this Agreement shall not be considered employees of the County for any purpose, including Worker's Compensation, and any and all claims that may or might arise out of said employment context on behalf of said employee while so engaged. Any and all claims made by any third party as a consequence of any act or omissions of the part of the Grantee's employees while so engaged on any of the work arising from this Agreement shall not be the obligation or responsibility of the County.
- Nothing contained in this Agreement is intended or should be construed as creating or establishing the relationship of partners or joint ventures between the County and the Grantee, nor shall the County be considered or deemed an agent or representative of the Grantee and the Grantee shall not be deemed an agent or representative of the County.
- 23. COMPLIANCE WITH LAWS/STANDARDS.** The County and Grantee agree to abide by all federal, state or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which either party is responsible, including but not limited to Minn. Stat. § 115A, which requires cities to collect recyclable materials at all facilities under their control, wherever trash is collected, and to transfer the recyclable materials to a recycler.
- 24. EXCUSED DEFAULT – FORCE MAJEURE.** Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of God, acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.

25. CONTRACT RIGHTS CUMULATIVE NOT EXCLUSIVE.

- A. **In General.** All remedies available to either party for breach of this Agreement are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies. The rights and remedies provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.
- B. **Waiver.** Any waiver is only valid when reduced to writing, specifically identified as a waiver, and signed by the waiving party's Authorized Representative. A waiver is not an amendment to the Contract. The County's failure to enforce any provision of this Contract does not waive the provision or the County's right to enforce it.

26. RECORDS RETENTION AND AUDITS. Each party's bonds, records, documents, papers, accounting procedures and practices, and other records relevant to this Agreement are subject to the examination, duplication, transcription and audit by the other party, the Legislative Auditor or State Auditor under Minn. Stat. § 16C.05, subd. 5. If any funds provided under this Agreement use federal funds these records are also subject to review by the Comptroller General of the United States and his or her approved representative. Following termination of this Agreement, the parties must keep these records for at least six years or longer if any audit-in-progress needs a longer retention time.

27. MODIFICATIONS. Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the County and Grantee.

28. ASSIGNMENT. Neither party may assign any of its rights under this Agreement without the prior written consent of the other party. Consent under this section may be subject to conditions.

29. GOVERNMENT DATA PRACTICES. For purposes of this Agreement, all data on individuals collected, created, received, maintained or disseminated shall be administered consistent with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

30. MINNESOTA LAW TO GOVERN. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in Dakota County, Minnesota or U.S. District Court, District of Minnesota. The provisions of this section shall survive the expiration or termination of this Agreement.

31. MERGER. This Agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings, or agreements. There are no representations, warranties, or provisions, either oral or written, not contained herein.

32. SEVERABILITY. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

33. ELECTRONIC SIGNATURES. Each party agrees that the electronic signatures of the parties included in this Contract are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

Remainder of page intentionally blank. Signature pages follow.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date(s) indicated below.

FOR DAKOTA COUNTY

(I represent and warrant that I am authorized to execute this contract on behalf of Dakota County.)

By: _____

Nikki Stewart, Director
Environmental Resources Department

Date of signature: _____

APPROVED AS TO FORM:

/s/ Tim Sime 11-8-2024
Assistant County Attorney/Date
KS-24-686

Dakota County Contract #DCA22206
County Board Res. No. 19-577

CITY OF WEST ST. PAUL

(I represent and warrant that I am authorized by law to execute this contract and legally bind the Grantee.)

By: _____

Signature line

Printed Name: _____

Title: _____

Telephone: _____

Date of signature: _____

Attest: _____

Title: _____

Date: _____

CITY OF LILYDALE

(Accepting designation of West St. Paul as Fiscal Agent to act on behalf of the City of Lilydale for purposes of the Community Waste Abatement Grant Agreement between Dakota County and the City of West St. Paul.)

By: _____

Signature line

Printed Name: _____

Title: _____

Telephone: _____

Date of signature: _____

Attest: _____

Title: _____

Date: _____

CITY OF MENDOTA HEIGHTS

(Accepting designation of West St. Paul as Fiscal Agent to act on behalf of the City of Mendota Heights for purposes of the Community Waste Abatement Grant Agreement between Dakota County and the City of West St. Paul.)

By: _____

Signature line

Printed Name: _____

Title: _____

Telephone: _____

Date of signature: _____

Attest: _____

Title: _____

Date: _____

CITY OF SOUTH ST. PAUL

(Accepting designation of West St. Paul as Fiscal Agent to act on behalf of the City of South St. Paul for purposes of the Community Waste Abatement Grant Agreement between Dakota County and the City of West St. Paul.)

By: _____

Signature line

Printed Name: _____

Title: _____

Telephone: _____

Date of signature: _____

Attest: _____

Title: _____

Date: _____

CITY OF SUNFISH LAKE

(Accepting designation of West St. Paul as Fiscal Agent to act on behalf of the City of Sunfish Lake for purposes of the Community Waste Abatement Grant Agreement between Dakota County and the City of West St. Paul.)

By: _____

Signature line

Printed Name: _____

Title: _____

Telephone: _____

Date of signature: _____

Attest: _____

Title: _____

Date: _____

Dakota County Community Waste Abatement Grant Program 2025 Guidelines

I. Grant Overview

- A. Municipalities in Dakota County have responsibilities to establish and maintain comprehensive local waste abatement programs to support implementation of the Solid Waste Management Plan. Dakota County provides educational, financial, and technical assistance to municipal governments to aid local waste abatement programs. The Dakota County Community Waste Abatement Grant Program (Program) assists municipalities with waste abatement expenses.

II. Grant Eligibility

- A. Dakota County municipalities are eligible for the Program, excluding Dakota County townships and the cities of Coates, Empire, Hampton, Miesville, New Trier, Randolph and Vermillion.
- B. Municipalities with fewer than 1,000 households are eligible for limited funding in specific categories.
- C. To be eligible for Municipal Facilities Verification and Education funding, municipality must have at least one municipal facility to verify or at least one employee to educate, other than the municipal Liaison.
- D. To be eligible for Multifamily Recycling funding, municipality must have multifamily housing.

III. Grant Funding Allocation and Match

- A. Funding amounts are determined annually by the County Board of Commissioners.
- B. Base Funding: Base Funding is allocated for required grant activities, including administration, residential communications, municipal facilities/parks verification and employee education, and special collections.
- C. Supplemental Funding: Optional Supplemental Funding is allocated for multifamily recycling, additional special collections, reduce/reuse activities, in-person education, event recycling, and gap funding.
- D. Matching Funds: Cities must provide a 25% match of the total reimbursed grant funding amount (Base Funding plus Supplemental Funding) through a cash match, in-kind contribution, or combination thereof, to pay for any activities that are instituted by the grant (i.e., any eligible expenses, whether new or ongoing). Any expenses that are not listed in the Guidelines as Eligible Expenses are ineligible for matching funds unless pre-approved by the County Liaison.
- E. Fund Eligibility Limits and Flexibility: a fund allocation maximum is set for each Base and Supplemental Funding grant category to align funding levels with Solid Waste Management Plan

priorities, diversion potential, and other criteria, as defined in the Fund Allocation document. Fund allocations may be adjusted from one category to another, up to 10% per category, while not exceeding the total fund allocation for a given year, with prior written approval from the County Liaison.

IV. Grant Application Instructions

- A. Conduct a planning process with city staff and others who will be responsible for coordination and implementation, to collectively determine which activities are feasible, realistic, and achievable.
- B. Complete all pages of the Application, excluding shaded areas for reporting.
- C. Use whole numbers for hours included in Cost Basis Calculations.
- D. If multiple municipalities submit one Application, the Application must itemize descriptions, costs, and funding requests for each municipality. Insert additional rows as needed.
- E. Submit Application by October 1, 2024 to Dakota County for review. Email to: gena.gerard@co.dakota.mn.us.
- F. Finalize Application and collect signature of authorized representative.
- G. Submit signed Application to Dakota County for approval. Email to: gena.gerard@co.dakota.mn.us.
- H. Obtain Grant Agreement from Dakota County.
- I. Execute Grant Agreement.

V. Funding Requests

Part 1: Base Funding Request (Required)

1. Grant Administration

Minimum Grant Requirements

- A. Fulfill responsibilities necessary for effective grant administration and demonstrate performance of waste abatement programs.
- B. Identify and ensure new municipal Liaison(s) is properly trained to fulfill responsibilities by attending the Dakota County Recycling Ambassador course as approved by the County Liaison.
- C. Participate in solid waste management training including, at minimum, the annual RAM/SWANA conference, Association of Recycling Managers (ARM) regional meetings, and annual ARM workshop, to support effective implementation of responsibilities.

- D. Ensure municipal Liaison(s) attends the six Program meetings hosted by the County Liaison.
- E. Refer businesses, schools, multifamily properties, and other organizations to County Program Managers to coordinate all requests for resources (e.g., education, containers, labels).
- F. Provide reasonable support to implement the Solid Waste Management Plan, including but not limited to:
 - 1. Participate in the Solid Waste Management Plan revision process (e.g., attend city meetings or other engagement methods for municipalities).
 - 2. Participate in County meetings to coordinate event and multifamily programming related to County Ordinance 110, if requested.
 - 3. Optional: Participate in the annual RAM compost bin sale.
- G. Maintain current waste management information on the municipal website:
 - 1. Describe city solid waste collection requirements for haulers (i.e., licensing requirements) and hauler collection information (e.g., allowable collection days and time of day) for residents and commercial generators
 - 2. Describe city solid waste collection requirements for generators, including commercial generators, events, and multifamily properties;
 - 3. Post the County's standardized messages for residential recycling materials (i.e., the yes/no "what to recycle" list); and
 - 4. Coordinate with County staff for municipal website content and links to Dakota County website pages (e.g., Dakota County Recycling Requirements, the Recycling Guide, The Recycling Zone, Residential Recycling, Business Recycling, Multifamily Recycling, School Recycling, Event Recycling, Reuse Map, Environmental Education Resources, backyard composting, tree care, and wood waste disposal).
- H. Demonstrate Program compliance and waste abatement metrics in mid-year and final reports that include information for all Base and Supplemental funded projects, as described in Reporting and Reimbursement below.
- I. Submit reimbursement requests by County deadlines with substantiating documentation, as described in Reporting and Reimbursement below.

Eligible Expenses

- A. Salary, benefits, and mileage of municipal personnel, full-time and temporary, while working on the planning, implementing, promoting, and reporting of eligible activities.
- B. Solid waste training and professional memberships to support effective implementation of Base Funding or Supplemental Funding activities.
- C. Outreach media usage fees (e.g., advertisements, videos, billboards, radio, theater, television, e-news, and social media) for RAM compost bin sale.
- D. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

2. Residential Communications

Minimum Grant Requirements

- A. Provide County standardized articles with images to all residents of single-family and multifamily dwellings in municipality-mailed newsletters on each of the following topics, with full pages preferred and a half page required at a minimum:
 - 1. Home recycling;
 - 2. Residential services at the Recycling Zone;
 - 3. Residential food scraps drop-off sites or food waste prevention (select 1); and
 - 4. Local reduce/reuse opportunities for residents.
- B. Promote County-developed electronic media messages (e.g., website, social media, e-news) about solid waste and household hazardous waste management, including but not limited to all priority waste abatement topics listed in section A above, using County messaging.
- C. Serve as a resource to residents on waste abatement-related inquiries (e.g., email, phone).
- D. Provide funding source credit on all print materials, written as: Partially funded by Dakota County and the Minnesota Pollution Control Agency.
- E. Submit written residential waste abatement information to County Liaison for review at least five business days before printing.

Eligible Expenses

- A. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working on the planning, implementing, promoting, and reporting of eligible activities.
- B. Percentage of cost for design, production, and postage for municipality newsletter devoted to waste abatement articles on topics listed in Requirements above using County standardized messaging articles and images, or to mail County waste abatement materials to new residents in coordination with the County.
- C. Outreach media usage fees (e.g., advertisements, videos, billboards, radio, theater, television, e-news, and social media) for waste abatement standardized messaging.
- D. Consultant/contract services or stipend for an organization or group to provide assistance.
- E. Translation services if approved in advance by County Liaison.
- F. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

3. Municipal Facilities/Parks Verification and Education

Minimum Grant Requirements

- A. Provide monitoring and verification of recycling requirements and best waste management practices at least once annually, by visually inspecting and reporting on status of compliance with Dakota County Ordinance 110 using the Municipal Facilities Recycling Tool or another tool provided by Dakota County, to verify recycling programs for facilities under the municipality's control collect the Designated List of Recyclables wherever trash is collected and follow best waste management practices.
- B. Provide County standardized solid waste abatement messaging about recycling in municipal buildings, in print or electronic format, to each municipal employee, volunteer, tenant, and custodial/housekeeping staff annually, and other people responsible for sorting, collecting, or transporting waste to external carts or dumpsters, within 30 days of a new hire or new tenant, and within 30 days of a substantive change to your recycling or waste program.
- C. Conduct in-person training on Ordinance 110 requirements with city personnel who are responsible for (a) recycling container placement and monitoring on city property, (b) emptying trash, recycling, and organics (if collected) containers on city property, (c) handling event permits or facility rental applications, and (d) staffing events subject to Ordinance 110.
- D. Optional: Add waste abatement infrastructure (i.e., recycling and organics containers and labels or signage) in municipality-controlled facilities, including parks, where containers are needed and have not yet been placed, (i.e., replacing existing containers is an ineligible expense), to implement best waste management practices in collaboration with parks and facilities staff as follows:
 - 1. Paired: All trash containers are paired with recycling containers (within 10 feet of each other).
 - 2. Color-coded: All new containers and lids are blue for recycling, green for organics, and grey or black for trash and are made from recycled-content materials. New multistream containers are blue for recycling and gray or black for trash.
 - 3. Signage: All containers have color-coded labels on the top and visible sides of the container. Labels on sides of containers meet County label standards. For indoor containers, lids have color-coded labels on both ends, facing opposite directions.
 - 4. Convenient: All containers are strategically and conveniently located to serve employees and visitors.
 - 5. Appropriate lids: All containers have lids with openings appropriate for the collected material. Recycling container lids have Saturn-shaped or circle-shaped openings.

Eligible Expenses

- A. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working on the planning, implementing, promoting, and reporting of eligible activities.
- B. Copying and printing waste abatement education materials for municipal employees and vendors, such as signs, trainings and mass communication using County messaging standards.
- C. Consultant/contract services or stipend for an organization or group to provide assistance.
- D. Fees for MRF tours to educate municipal employees about their local recycling system.

- E. Recycling containers, organics containers, multi-stream (entryways only) containers, and labels/signage necessary to fulfill Requirements described above, with preferred use of County staff-recommended recycling receptacle options, or other receptacles as approved by the County Liaison for special circumstances.
- F. Trash receptacles are only eligible as part of a multi-stream container (i.e., the Program does not fund stand-alone trash containers).
- G. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

4. Special Collections

Minimum Grant Requirements

- A. Implement one or more drop-off events, discounts, curbside collections, permanent drop-off collection sites, or combination thereof to collect specific traditional and non-traditional solid waste materials from residents for reuse or recycling.
- B. Collect all of the following materials from residents for reuse, recycling, or organics composting, with reuse required if reuse outlets are available:
 - 1. Confidential paper for shredding
 - 2. Mattresses and box springs
 - 3. Pumpkins
- C. The following optional materials may also be collected from residents for reuse or recycling, with reuse required if reuse outlets are available:
 - 1. Bicycles
 - 2. Cardboard
 - 3. CFLs
 - 4. Furniture
 - 5. Holiday lights
 - 6. Scrap metal
 - 7. Shoes
 - 8. Athletic gear
 - 9. Other materials as pre-approved by the County Liaison (e.g., building materials, textiles, film plastic/plastic bags).
- D. Ensure special collection opportunities are conveniently located and scheduled for every collection in Item B, with an independent collection opportunity for each municipality having 1,000 households or more; a municipality with fewer than 1,000 households may coordinate with a neighboring municipality for co-collection.

- E. Obtain confirmation that collected materials are delivered to a reuse location or to a licensed recycling/organics facility, or to another facility approved by the County Liaison.
- F. Request and report weights, cubic yards, or number of units for each material collected, as specified on the County reporting tool.
- G. Promote special collection opportunities to all single-family and multifamily residents using County messaging standards, telling residents how materials will be managed.
- H. Submit promotional communications to County Liaison for review at least three business days before publication.
- I. Coordinate collections with County liaison to prevent duplication of effort, conflicting messages, pricing conflicts, and competition for resident participation.

Eligible Expenses

- A. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working on the planning, implementing, promoting, and reporting of eligible activities (i.e., for collection of materials listed above).
- B. Vendor services, less resident fees, to collect materials listed above at a residential drop-off day or event with confirmed delivery to a reuse, recycling, or organics facility.
- C. Vendor services, less resident fees, to collect materials listed above at a permanent residential collection drop-off site or curbside collection, with confirmed delivery to a reuse, recycling, or organics facility.
- D. Print media copying/printing to promote special collection opportunities and permanent drop-off sites to residents (e.g., posters, flyers, signs) using County messaging standards.
- E. Fees for advertisements, videos, radio, television, e-news, and social media to promote collections, using County messaging standards.
- F. Consultant/contract services or stipend for an organization or group to provide assistance.
- G. Safety vests, work gloves, and other protective equipment for volunteers working on collections for materials listed above.
- H. Other expenses to administer grant-funded activities with prior written approval from the County Liaison.

Part 2: Supplemental Funding Request (Optional)

5. Multifamily Recycling

Minimum Grant Requirements

A. Conduct all of the following activities:

1. Coordinate with the County Liaison to develop or strengthen multifamily points of contact (“touchpoints” such as business license renewals, rental license renewals, rental inspections, fire inspections, and property manager meetings), consistent with city codes and County Ordinance 110.
2. Maintain an inventory of all multifamily properties in the municipality, updated annually, and provide a copy to Dakota County.
3. Send an annual mailing about recycling resources to property managers and owners of apartments, condominiums, townhomes, and independent senior living, in coordination with County staff.
4. Identify, strengthen, or both, municipal planning and construction procedures to support recycling and organics as appropriate in new or remodeled buildings (e.g., internal chutes; adequate internal and external space).
5. Work with County Liaison to identify and provide technical assistance for multifamily properties enrolled in the Dakota County Multifamily Recycling Program to implement best waste management practices by:
 - a. First attending technical assistance training provided by County Liaison;
 - b. Promoting the program to engage new participants through strategic outreach;
 - c. Providing on-site needs assessments to systematically evaluate and document opportunities to enhance recycling and waste prevention, and to meet best practices, using County materials;
 - d. Using needs assessments to complete applications for the program in collaboration with property managers to request County-supplied containers, labels, signage, education materials, staff and resident education as needed, and other technical assistance;
 - e. Implementing approved plans in coordination with property managers, haulers, County staff, and other partners;
 - f. Providing targeted on-site employee and resident education about recycling and waste prevention, including the recycling system within the building, in partnership with the County Liaison, using County messaging standards;
 - g. Providing ongoing support to sustain recycling efforts by contacting past program participants to offer additional education materials, staff and resident education as needed, and other technical assistance;
 - h. Promoting reuse and bulky waste collection opportunities for multifamily tenants at move-in/move-out;
 - i. Collaborating with the County Liaison for culturally specific needs such as translation and interpretation;
 - j. Following all program protocols for outreach and technical assistance, best waste management practices, and education, using County messaging standards; and
 - k. Tracking and reporting on outcomes for each participating property, using forms or tools provided by the County Liaison.

Eligible Expenses

- A. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working on the planning, implementing, promoting, and reporting of eligible activities.
- B. Consultant/contract services or stipend for an organization or group to provide assistance.

- C. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

6. Reduce/Reuse Activities

Minimum Grant Requirements

- A. Provide annual updates to the County's online Dakota County Reduce & Reuse Map.
- B. Implement any of the following activities:
 - 1. Promote existing opportunities and services for residents to reuse household items such as furniture and building materials.
 - 2. Prioritize reusable dishware (e.g., washable baskets, cups) in place of single-use products at permanent facilities that are city-owned, by purchasing durable dishware and a dishwasher to wash dishware on site.
 - 3. Prioritize reusable dishware (e.g., washable baskets, cups) in place of single-use products at outdoor community events held on city property, with anticipated attendance of 300 or more people, by contracting with vendors that offer reusable products and services for events (e.g., washing on site or off site).
 - 4. Host and/or promote residential swap events or city-wide garage sales, prioritizing materials with insufficient options for reuse or exchange through existing retail, community-based, or online platforms; obtain and report weights for each material collected at swap events; and ensure that usable items that are not swapped are donated after the event, to the extent possible;
 - 5. Provide staff support at County Fix-It Clinics.
 - 6. Host residential reduce, reuse, or repair education classes on topic(s) identified in consultation with County liaison using County messaging, ensuring all hired educators are approved in advance by Dakota County, and reporting on outcomes by monitoring presentation attendance (e.g., sign-in sheet or head count), online webinar attendance (e.g., number of people who log on), booth interactions (e.g., clicker or tally sheet), and game interactions (e.g., clicker or tally sheet).
 - 7. Coordinate with a local repair business to host a repair event or to offer coupon discounts in coordination with County Liaison.
 - 8. Facilitate changes to municipality codes, policies, and practices that are barriers to reuse (e.g., clothing drop box prohibitions, rental companies, and secondhand stores).
 - 9. Facilitate changes to internal policies and practices to promote waste reduction, reuse, and recycling of municipal supplies and equipment through any of the following:
 - a. Facilitate changes to increase recycled content in products purchased by the city (in accordance with Minn. Stat. § 16C.073).
 - b. Identify existing city policies and administrative practices for copy paper purchases in internal operations.
 - c. Facilitate revisions to policies and practices to purchase at least 30% post-consumer recycled content copy paper.
 - 10. Initiate a paper printing reduction initiative.
 - 11. Provide transportation for residents to participate in reduce/reuse activities (e.g., seniors);
 - 12. Other as approved by County Liaison.

Eligible Expenses

- A. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working on the planning, implementing, promoting, and reporting of eligible activities described in Requirements above).
- B. Vendor services, less resident fees, to collect materials listed above at a residential drop-off day or event with confirmed delivery to a reuse, recycling, or organics facility.
- C. Vendor services, less resident fees, to collect materials listed above at a permanent residential collection drop-off site or curbside collection, with confirmed delivery to a reuse, recycling, or organics facility.
- D. Print media copying/printing to promote reduce/reuse activities, special collection opportunities and permanent drop-off sites to residents (e.g., posters, flyers, signs) using County messaging standards.
- E. Reuse training and professional memberships to support effective implementation of Reduce/Reuse activities.
- F. Fees for County-approved professional educators and performers who help implement required education activities on topics listed above and comply with County messaging standards.
- G. Fees for advertisements, videos, radio, television, e-news, and social media to promote collections using County messaging standards.
- H. Translation services if approved in advance by County Liaison.
- I. Consultant/contract services or stipend for an organization or group to provide assistance.
- J. Reduce/reuse activity expenses with prior written approval (e.g., start-up supplies).
- K. Washable dishware to replace single-use products, as described in grant requirements above.
- L. Dishwashing equipment for washable dishware, including carts and racks; must be Energy Star qualified.
- M. Other expenses to administer grant-funded activities with prior written approval from the County Liaison.

7. In-Person Education

Minimum Grant Requirements

- A. Provide in-person waste abatement education for adults and youth through instructional classes, presentations, or activities at booths, events, or gatherings to educate 1% or more of the municipality's population through face-to-face verbal interactions, on one to two of the following topics per activity:

1. Home recycling (required)
 2. Residential organics drop site(s) (optional)
 3. Residential services at the Recycling Zone (optional)
 4. Local reduce/reuse opportunities for residents (e.g., classes about simple mending, donation/downsizing with County messaging on proper disposal) (optional)
- B. Ensure all staff and volunteers who implement In-Person Education activities are properly trained to fulfill responsibilities by attending the Dakota County Recycling Ambassador course.
- C. Ensure all professional educators who implement In-Person Education activities are approved in advance by Dakota County.
- D. Use County materials for promotional and distribution handouts.
- E. Use display and education materials provided by County Liaison and track planned education activities in County tool.
- F. If conducting virtual education, provide a live format with interactive opportunities (i.e., no pre-recorded videos).
- G. Use messaging standards on County website for verbal education or have County Liaison review messaging.
- H. Coordinate with County Liaison for any education requests in schools, businesses, and multifamily residences.
- I. Track and report number of people educated in person by monitoring presentation participation (e.g., sign-in sheet or head count), online webinar participation (e.g., number of people who log on), verbal booth interactions (e.g., clicker or tally sheet), and game interactions (e.g., clicker or tally sheet).

Eligible Expenses

- A. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working on the planning, implementing, promoting, and reporting of eligible activities (i.e., only activities described in Requirements above; does not include brochure distribution, or any activities lacking an educational face-to-face interaction and direct learning experience).
- B. Printing or copying of promotional or distribution pieces (e.g., posters, flyers, guides) complying with County messaging standards and approved in advance by County Liaison, if not duplicative of existing County publications.
- C. Event, booth, and room rental fees.
- D. Fees for County-approved professional educators and performers who help implement required education activities on topics listed above and comply with County messaging standards.

- E. County-approved promotional items or professional services up to \$500 in value that create minimal waste and engage residents in education activities described above.
- F. Consultant/contract services or stipend for an individual, organization or group to provide assistance.
- G. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

8. Event Recycling and Organics Collection

Minimum Grant Requirements

- A. Implement recycling, back-of house organics (food scraps) collection, or both, at events, tournaments, and festivals held on city property or on private property outdoors.
 - 1. Contact and assist event coordinators to plan and implement recycling collection, back-of-house organics collection, or both.
 - 2. Provide temporary containers, proper bags, signage, hauler services for collection, and as appropriate, recruit waste station staffing.
 - a. Optional: Implement a 24/7 accessible checkout system (e.g., locker storage).
 - 3. Assist with applying best waste management practices for standardized messaging to vendors, volunteers, and custodial staff; labeling an appropriate number of co-located recycling and trash containers in strategic locations to prevent overflow; and confirming delivery to a licensed/permitted facility.
 - 4. For recyclables collection, prioritize events on public property that generate at least one ton (8 cy) of trash (e.g., community events, athletic tournaments, fairs, markets, concerts, etc.)
 - 5. For organics collection, prioritize events of at least 300 people that generate back-of-house organics and at least one ton (8 cy) of trash.
 - 6. Obtain confirmation that collected materials are delivered to a licensed or otherwise approved recycling/organics facility if grant funds are being used for hauling services at city events.
 - 7. Coordinate with the County Liaison to develop or update municipal permits and agreements to require recycling/back-of-house organics with best waste management practices at events, tournaments, and festivals (e.g., event permit, event vendor agreement, facility rental agreement, event hauler agreement), consistent with city codes and County Ordinance 110.

Eligible Expenses

- A. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working on the planning, implementing, promoting, and reporting of eligible activities.
- B. X-frame containers, grabbers, green 5-gallon buckets, signage, X-Frame bags for recyclables and organics, promotion and other materials necessary for successful project implementation at events. Purchased assets are the property of the city for use at events.

- C. Recycling/organics hauling services of collected materials from city events, tournaments, and festivals, with confirmed delivery to a licensed recycling/composting facility, or to another facility approved by the County Liaison.
- D. Consultant/contract services or stipend for an organization or group to provide assistance, prioritizing large events.
- E. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

9. Gap Funding

Minimum Grant Requirements

- A. Complete, or make progress toward completing, one or more waste abatement projects included in eligible grant categories above, for which additional funding is needed, with first priority given to filling funding gaps in Base Funding categories, second priority given to filling gaps in Supplemental Funding categories, and third priority given to conducting waste abatement activities that are not included in Base Funding or Supplemental Funding, with prior written County liaison approval.

Eligible Expenses

- A. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working directly on the planning, implementing, promoting, and reporting of eligible activities.
- B. Expenses for completion of projects that are eligible, as defined in Grant Requirements and Eligible Expenses sections above.
- C. Other expenses to administer grant-funded activities with prior written approval from the County Liaison.

VI. Ineligible Expenses

The following expenses are ineligible for funding:

- A. Expenses that are not specified as an eligible expense above, unless written approval has been obtained from the County Liaison.
- B. Expenses related to non-waste abatement waste issues (e.g., energy, water, sustainability).
- C. Expenses related to land disposal of materials, and collection and management of banned materials, trash, hazardous and household hazardous waste and business waste, unless specifically identified above (e.g., residential compact fluorescent bulb collection, multi-stream containers).
- D. Expenses related to city code amendments and enforcement (e.g., code compliance administration, inspections).

- E. Municipality-generated waste management.
- F. Food or refreshments unless approved by the County Liaison as compliant with Dakota County Policy 2740.
- G. Design/print of education and communications print materials not described above, unless prior written approval has been obtained from the County Liaison.
- H. Out-of-state meals, travel, and lodging.
- I. Office supplies and equipment including phone charges, website host fees, and consultant fees.
- J. Installation and labor costs related to equipment purchase, service costs or plans such as extended warranties, and replacement of existing equipment such as dishwashers, refrigerators/freezers, and water filling stations.
- K. Extended leave, defined as a formal leave of absence for a special circumstance (e.g., childbirth, caring for an ill family member, health condition, military leave) approved by the city, for voluntary or mandatory (e.g., performance) reasons.

VII. Reporting and Reimbursement

Grant Requirements

- A. By July 15, 2025, municipality shall submit a mid-year report and reimbursement request form for the first six months of 2025, on forms provided by the County Liaison.
- B. By January 15, 2026, municipality shall submit a final report and reimbursement request form for the last six months of 2025, on forms provided by the County Liaison.
- C. Mid-year and final reports shall include time spent on each category, and for each city if applicable, for municipality personnel, full-time and temporary, while working directly on the planning, implementing, promoting, and reporting of eligible activities during the reimbursement period.
- D. Report and reimbursement request forms must be signed by the Authorized Representative (i.e., contract signatory) for the grant agreement, or by other designee who is independent of municipality personnel who work directly on the planning, implementing, promoting, and reporting of eligible activities.
- E. Reimbursement requests must be for eligible expenses, less revenues or other monies received, incurred in connection with the performance of grant activities.
- F. Reimbursement requests must be supported by documentation that includes expense dates, vendors, items purchased, and amounts – such as vendor invoices, receipts, or detailed financial reports produced using municipal accounting software – itemizing all expenses related to the grant, including salary and benefits. Any reimbursement request for multiple municipalities must separately itemize the request for reimbursement for each individual municipality.

- G. Salary and benefits cannot exceed the total amount budgeted for salary and benefits in the Application unless reasonable justification is provided and approved by County Liaison in advance.
- H. Activities outlined in the Application and contained in the Grant Agreement represent municipality's obligations, and it is the County's expectation that the Grant Agreement will be fully implemented. Municipality must contact County Liaison to make workable adjustments as needed during the contract period and proactively address any implementation challenges as they arise.
- I. Changes to Application activities and related expenses require prior approval from the County Liaison, as described in the Grant Agreement.

Dakota County Community Waste Abatement Grant Program 2025 Application

Municipality	West St. Paul, South St. Paul, Mendota Heights, Lilydale, Sunfish Lake
Application Deadline	October 1, 2024
Funding Period	January 1, 2025 - December 31, 2025
Report and Reimbursement Request Due Dates	July 15, 2025 for January - June 2025 January 15, 2026 for July - December 2025

Authorized Representative (Contract Signatory)			
Name:	Nate Burkett	City and Title:	West St. Paul City Manager
E-mail:	nburkett@wspmn.gov	Phone:	651-552-4101
Mailing Address:	1616 Humboldt Ave, West St. Paul, MN 55118		
Name:	James Francis	City and Title:	South St. Paul Mayor
E-mail:	jfrancis@sspmn.org	Phone:	651-554-3203
Mailing Address:	125 3 rd Avenue, South St. Paul, MN 55075		
Name:	Cheryl Jacobson	City and Title:	Mendota Heights City Administrator
E-mail:	cjacobson@mendotaheightsmn.gov	Phone:	651-255-1153
Mailing Address:	1101 Victoria Curve, Mendota Heights, MN 55118		
Name:	Dan O'Leary	City and Title:	Sunfish Lake Mayor
E-mail:	cwilcoxclerk@gmail.com	Phone:	651-238-0904
Mailing Address:	P.O. Box 18281, West St. Paul, MN 55118		
Name:	John Diehl	City and Title:	Lilydale Mayor
E-mail:	cityoflilydale@comcast.net	Phone:	651-457-2316
Mailing Address:	1011 Sibley Memorial Highway, Lilydale, MN 55118		
Municipality Primary Contact			
Designated Liaison:	Courtney Selstad	City and Title:	Recycling Coordinator
E-mail:	cselstad@wspmn.gov	Phone:	651-552-4118
Municipality Secondary Contact			
Designated Back-up:	Eric Weiss	City and Title:	West St. Paul Parks, Recreation and Environment Director
E-mail:	eweiss@wspmn.gov	Phone:	651-552-4138
Designated Back-up:	Monika Miller	City and Title:	South St. Paul Associate Planner
E-mail:	mmann@southstpaul.org	Phone:	651-554-3273
Designated Back-up:	Meredith Lawrence	City and Title:	Mendota Heights Parks and Recreation Director/Assistant Public Works Director
E-mail:	mlawrence@mendotaheightsmn.gov	Phone:	651-255-1354
Designated Back-up:	Christy Wilcox	City and Title:	Sunfish Lake City Clerk
E-mail:	cwilcoxclerk@gmail.com	Phone:	612-718-4282
Designated Back-up:	Mary Tollefson	City and Title:	Lilydale City Administrator
E-mail:	cityoflilydale@comcast.net	Phone:	651-457-2316
Municipality Communications Contact			
Name:	Sarah Haugen	City and Title:	West St. Paul Communications Coordinator

E-mail:	shaugen@wspmn.gov	Phone:	651-552-4139
Name:	Jacob Steiner	City and Title:	South St. Paul Communications Coordinator
E-mail:	jsteiner@southstpaul.org	Phone:	651-554-3272
Name:	Kelly Torkelson	City and Title:	Mendota Heights Asst. City Administrator
E-mail:	ktorkelson@mendotaheightsmn.gov	Phone:	651-255-1356
Name:	Christy Wilcox	City and Title:	Sunfish Lake City Clerk
E-mail:	cwilcoxclerk@gmail.com	Phone:	612-718-4282
Name:	Mary Tollefson	City and Title:	Lilydale City Administrator
E-mail:	cityoflilydale@comcast.net	Phone:	651-457-2316

Application Planning Team

Communications - Name:	Sarah Haugen	City and Title:	West St. Paul Communications Coordinator
Municipal Facilities - Name:	Mike Sanders	City and Title:	West St. Paul Assistant Public Works Superintendent
Event Recycling - Name:	Sam Murphy	City and Title:	West St. Paul Recreation & Engagement Manager
Other - Name:	Bryan Byrd	City and Title:	West St. Paul Administrative Specialist
Communications - Name:	Jacob Steiner	City and Title:	South St. Paul Communications Coordinator
Municipal Facilities - Name:	Melissa Blair	City and Title:	South St. Paul Assistant to Public Works Director
Event Recycling - Name:	Deb Griffith	City and Title:	South St. Paul Community Affairs Liaison
Other - Name:	-	City and Title:	-
Communications - Name:	Kelly Torkelson	City and Title:	Mendota Heights Asst. City Administrator
Municipal Facilities - Name:	John Boland	City and Title:	Mendota Heights Public Works Superintendent
Event Recycling - Name:	Meredith Lawrence	City and Title:	Mendota Heights Parks and Recreation Director/Assistant Public Works Director
Other - Name:	Sarah Madden	City and Title:	Mendota Heights Community Development Specialist
Other - Name:	Katie Bengtson	City and Title:	Mendota Heights Communications Coordinator
Communications - Name:	Christy Wilcox	City and Title:	Sunfish Lake City Clerk
Municipal Facilities - Name:	NA	City and Title:	NA
Event Recycling - Name:	Jim Naves	City and Title:	Sunfish Lake Forester
Other - Name:	-	City and Title:	-
Communications - Name:	Mary Tollefson	City and Title:	Lilydale City Administrator
Municipal Facilities - Name:	Mary Tollefson	City and Title:	Lilydale City Administrator
Event Recycling - Name:	NA	City and Title:	NA
Other - Name:	-	City and Title:	-

Budget Summary	Funding Eligibility	Funding Request
Part 1: Base Funding Request (Required)	-	-

1. Administration	\$29,000	\$28,862
2. Residential Communications	\$16,500	\$16,452
3. Municipal Facilities Verification and Education	\$3,840	\$3,761
4. Special Collections	\$20,919.60	\$20,779.63
Part 2: Supplemental Funding Request (Optional)	-	-
5. Multifamily Recycling	\$17,298	\$17,231
6. Reduce/Reuse Activities	\$11,622	\$11,570.50
7. In-Person Education + 8. Event Recycling and Organics	\$6,973.20	\$6,749
9. Gap Funding	\$8,169.39	\$8,109
Total Eligible Grant Funding	\$114,322.19	-
Total Grant Funding Request	-	\$113,514.13
Total Grant Match/In-Kind Funding (25%)		\$30,375
Total Cost of Proposed Activities (Request + Match)		\$143,889.13
Total Grant Diversion Potential (Tons)		26.75 tons

A. Application and Reporting Instructions

1. See Guidelines Section IV: Grant Application Instructions.
2. Insert additional rows as needed.
3. Check the boxes for any selected optional activities.
4. Fill in unshaded areas.

B. Grant Request and Reimbursement Expenses

1. See Guidelines Section VII: Reporting and Reimbursement.
2. Fill in shaded areas.

Part 1: Base Funding Request (Required)

1. Grant Administration

Description of Expense	Person Responsible: Name and Title	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual	Total 2025
WSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 187 hours	\$8,976			
SSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 175 hours	\$8,400			
MH Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 184 hours	\$8,832			
SFL Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 20 hours	\$960			
LD Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 20 hours	\$960			
RAM/SWANA conference (SSP)	Name: Courtney Selstad Title: Recycling Coordinator	\$565	\$565			
ARM workshop (SSP)	Name: Courtney Selstad Title: Recycling Coordinator	\$35	\$35			
Mileage for meetings (MH)	Name: Courtney Selstad Title: Recycling Coordinator	\$0.67/mile x 200 miles	\$134			
Funding Request Total	-	-	\$28,862			
WSP Matching Funds: supervisory time	Name: Eric Weiss Title: Parks, Recreation and Environment Director	\$61/hr x 40 hours	\$2,440			
SSP Matching Funds: supervisory time	Name: Monika Miller Title: Associate Planner	\$51/hr x 40 hours	\$2,040			
SSP Matching Funds: Communications Coordinator time verifying County links on website are active and link to correct pages	Name: Jacob Steiner Title: Communications Coordinator	\$38/hr x 6 hours	\$228			
MH Matching Funds: supervisory time	Name: Meredith Lawrence Title: Parks and Recreation Director/Assistant Public Works Director	\$60/hr x 40 hours	\$2,400			
SFL Matching Funds: supervisory time	Name: Christy Wilcox Title: City Clerk	\$50/hr x 5 hours	\$250			
LD Matching Funds: supervisory time	Name: Mary Tollefson Title: City Administrator	\$61/hr x 4 hours	\$244			

Minimum Grant Requirements (Deliverables)

- A. Fulfill responsibilities necessary for effective grant administration and demonstrate performance of waste abatement programs.
- B. Identify and ensure new municipal Liaison(s) is properly trained to fulfill responsibilities by attending the Dakota County Recycling Ambassador course as approved by the County Liaison.
- C. Participate in solid waste management training including, at minimum, the annual RAM/SWANA conference, Association of Recycling Managers (ARM) regional meetings, and annual ARM workshop, to support effective implementation of responsibilities.
- D. Ensure municipal Liaison(s) attends the six Program meetings hosted by the County Liaison.
- E. Refer businesses, schools, multifamily properties, and other organizations to County Program Managers to coordinate all requests for resources (e.g., education, containers, labels).
- F. Provide reasonable support to implement the Solid Waste Management Plan, including but not limited to:
 1. Participate in the Solid Waste Management Plan revision process (e.g., attend city meetings or other engagement methods for municipalities).
 2. Participate in County meetings to coordinate event and multifamily programming related to County Ordinance 110, if requested.
 3. Optional: Participate in the annual RAM compost bin sale.
- G. Maintain current waste management information on the municipal website:
 1. Describe city solid waste collection requirements for haulers (i.e., licensing requirements) and hauler collection information (e.g., allowable collection days and time of day) for residents and commercial generators
 2. Describe city solid waste collection requirements for generators, including commercial generators, events, and multifamily properties;
 3. Post the County's standardized messages for residential recycling materials (i.e., the yes/no "what to recycle" list); and
 4. Coordinate with County staff for municipal website content and links to Dakota County website pages (e.g., Dakota County Recycling Requirements, the Recycling Guide, The Recycling Zone, Residential Recycling, Business Recycling, Multifamily Recycling, School Recycling, Event Recycling, Reuse Map, Environmental Education Resources, backyard composting, tree care, and wood waste disposal).
- H. Demonstrate Program compliance and waste abatement metrics in mid-year and final reports that include information for all Base and Supplemental funded projects, as described in Reporting and Reimbursement below.
- I. Submit reimbursement requests by County deadlines with substantiating documentation, as described in Reporting and Reimbursement below.

2. Residential Communications

Description of Expense	Person Responsible: Name and Title	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual	Total 2025
WSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 53 hours	\$2,544			
SSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 57 hours	\$2,736			
MH Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 60 hours	\$2,880			
SFL Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 2 hours	\$96			
LD Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 2 hours	\$96			
WSP Assisting Staff Salary: Promoting city events and County	Name: Sarah Haugen Title: Communications Coordinator	\$40/hr x 5 hours	\$200			

waste abatement messaging on social media						
WSP Article mailings: 4 required articles mailed to every household (n=9287)	Name: Sarah Haugen Title: Communications Coordinator	\$700 for 1 full-color page which includes communications staff time, printing and postage x2.5 full pages per year (1 full page article and 3 half page articles per year) = \$1,750	\$1,750			
SSP Article mailings: 4 required articles mailed to every household (n=8429)	Name: Jacob Steiner Title: Communications Coordinator	\$700 for 1 full-color page which includes communications staff time, printing and postage x2.5 full pages per year (1 full page article and 3 half page articles per year) = \$1,750	\$1,750			
MH Article mailings: 4 required articles mailed to every household (n=11,658)	Name: Katie Bengtson Title: Communications Coordinator	\$800 for 1 full-color page which includes communications staff time, printing and postage x2 full pages per year (each article requiring ½ page) = \$1,600	\$1,600			
SFL Article mailings: 4 required articles mailed to every household (n=180)	Name: Christy Wilcox Title: City Clerk	\$350 for ½ page x 4/year, including printing and postage	\$1,400			
LD Article mailings: 4 required articles mailed to every household (n=538)	Name: Mary Tollefson Title: City Administrator	\$350 for ½ page x 4/year, including printing and postage	\$1,400			
Funding Request Total	-	-	\$16,452			
WSP Matching Funds: Additional time promoting recycling events and County waste abatement messaging on social media	Name: Sarah Haugen Title: Communications Coordinator	\$40/hr x 30 hours	\$1,200			
SSP Matching Funds: Additional time promoting recycling events and County waste abatement messaging on social media	Name: Jacob Steiner Title: Communications Coordinator	\$38/hr x 30 hours	\$1,140			
MH Matching Funds: Advertising recycling events and promoting County waste abatement messaging on social media	Name: Katie Bengtson Title: Communications Coordinator	\$47/hr x 25 hours	\$1,175			
SFL Matching Funds: Newsletter preparation and event promotion	Name: Christy Wilcox Title: City Clerk	\$50/hr x 8 hours	\$400			
LD Matching Funds: Newsletter preparation and event promotion	Name: Mary Tollefson Title: City Administrator	\$61/hr x 8 hours	\$488			

Minimum Grant Requirements (Deliverables)

- A. Provide County standardized articles with images to all residents of single-family and multifamily dwellings in municipality-mailed newsletters on each of the following topics, with full pages preferred and a half page required at a minimum:
1. Home recycling;
 2. Residential services at the Recycling Zone;
 3. Residential food scraps drop-off sites or food waste prevention (select 1); and
 4. Local reduce/reuse opportunities for residents.
- B. Promote County-developed electronic media messages (e.g., website, social media, e-news) about solid waste and household hazardous waste management, including but not limited to all priority waste abatement topics listed in section A above, using County messaging.
- C. Serve as a resource to residents on waste abatement-related inquiries (e.g., email, phone).
- D. Provide funding source credit on all print materials, written as: Partially funded by Dakota County and the Minnesota Pollution Control Agency.
- E. Submit written residential waste abatement information to County Liaison for review at least five business days before printing.

3. Municipal Facilities/Parks Verification and Education

Description of Expense	Person Responsible: Name and Title	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual	Total 2025
WSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 22 hours	\$1,056			
SSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 24 hours	\$1,152			
MH Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 24 hours	\$1,152			
LD Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 1 hours	\$48			
WSP Parks/Facilities Staff responsible for monitoring and verification	Name: Mike Sanders Title: Public Works Assistant Superintendent	No expense	\$0			
SSP Parks/Facilities Staff responsible for monitoring and verification	Name: Melissa Blair Title: Assistant to Public Works Director/City Engineer	No expense	\$0			
MH Parks/Facilities Staff responsible for monitoring and verification	Name: John Boland Title: Public Works Superintendent	No expense	\$0			
LD Parks/Facilities Staff responsible for monitoring and verification	Name: Mary Schultz Title: City Administrator	No expense	\$0			
WSP Mileage for verification	Name: Courtney Selstad Title: Recycling Coordinator	\$0.67/mile x 38 miles	\$26			
SSP Mileage for verification	Name: Courtney Selstad Title: Recycling Coordinator	\$0.67/mile x 38 miles	\$26			
MH Mileage for verification	Name: Courtney Selstad Title: Recycling Coordinator	\$0.67/mile x 38 miles	\$26			
WSP Education expense: Lunch n Learn pizza for staff who place or empty containers, manage rentals, and staff city events	Name: Courtney Selstad Title: Recycling Coordinator	4 pizzas and soda = \$100	\$100			
SSP Education expense: Lunch n Learn pizza for staff who place or empty containers, manage rentals, and staff city events	Name: Courtney Selstad Title: Recycling Coordinator	4 pizzas and soda = \$100	\$100			

MH Education expense: Lunch n Learn pizza for staff who place or empty containers, manage rentals, and staff city events	Name: Courtney Selstad Title: Recycling Coordinator	3 pizzas and soda = \$75	\$75			
Containers: type, # of each, and location		Included in Gap Funding section				
Funding Request Total	-	-	\$3,761			
WSP Matching Funds: Assisting with verification	Name: Mike Sanders Title: Assistant Public Works Superintendent	\$50/hr x 6 hours	\$300			
SSP Matching Funds: Assisting with verification	Name: Melissa Blair Title: Assistant to Public Works Director/City Engineer	\$40/hr x 9 hours	\$360			
MH Matching Funds: Assisting with verification	Name: John Boland Title: Public Works Superintendent	\$68/hr x 6 hours	\$408			
LD Matching Funds: Assisting with verification	Name: Mary Tollefson Title: City Administrator	\$61/hr x 1 hour	\$61			

Minimum Grant Requirements (Deliverables)

- A. Provide monitoring and verification of recycling requirements and best waste management practices at least once annually, by visually inspecting and reporting on status of compliance with Dakota County Ordinance 110 using the Municipal Facilities Recycling Tool or another tool provided by Dakota County, to verify recycling programs for facilities under the municipality's control collect the Designated List of Recyclables wherever trash is collected and follow best waste management practices.
- B. Provide County standardized solid waste abatement messaging about recycling in municipal buildings, in print or electronic format, to each municipal employee, volunteer, tenant, and custodial/housekeeping staff annually, and other people responsible for sorting, collecting, or transporting waste to external carts or dumpsters, within 30 days of a new hire or new tenant, and within 30 days of a substantive change to your recycling or waste program.
- C. Conduct in-person training on Ordinance 110 requirements with city personnel who are responsible for (a) recycling container placement and monitoring on city property, (b) emptying trash, recycling, and organics (if collected) containers on city property, (c) handling event permits or facility rental applications, and (d) staffing events subject to Ordinance 110.
- D. ☒ Optional: Add waste abatement infrastructure (i.e., recycling and organics containers and labels or signage) in municipality-controlled facilities, including parks, where containers are needed and have not yet been placed, (i.e., replacing existing containers is an ineligible expense), to implement best waste management practices in collaboration with parks and facilities staff as follows:
 1. Paired: All trash containers are paired with recycling containers (within 10 feet of each other).
 2. Color-coded: All new containers and lids are blue for recycling, green for organics, and grey or black for trash and are made from recycled-content materials. New multistream containers are blue for recycling and gray or black for trash.
 3. Signage: All containers have color-coded labels on the top and visible sides of the container. Labels on sides of containers meet County label standards. For indoor containers, lids have color-coded labels on both ends, facing opposite directions.
 4. Convenient: All containers are strategically and conveniently located to serve employees and visitors.
 5. Appropriate lids: All containers have lids with openings appropriate for the collected material. Recycling container lids have Saturn-shaped or circle-shaped openings.

4. Special Collections

Description of Expense	Person Responsible: Name and Title	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual	Total 2025
WSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 63 hours	\$3,024			
SSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 66 hours	\$3,168			

MH Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 32 hours	\$1,536			
SFL Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 2 hours	\$96			
LD Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 9 hours	\$432			
SSP Staff salary to assist with Clean-Up Day	SSP Public Works staff	\$50/hr x 18 hours	\$900			
Paper collection: WSP Shred Event, April 2025 with Pioneer Secure Shred	Name: Courtney Selstad Title: Recycling Coordinator	2 trucks, 3 hours = \$2,000	\$2,000			
Paper collection: SSP Shred Event, September 2025 with Shred It	Event hosted and cost split with Wakota Federal Credit Union	1 truck, 3 hours = \$1,600/2	\$800			
Paper collection: MH Shred Event, October 2025 with Pioneer Secure Shred	Name: Courtney Selstad Title: Recycling Coordinator	1 truck, 3 hours = \$1,000	\$1,000			
Residents of Sunfish Lake and Lilydale will be invited to attend the collection events above at no cost to their grant budgets	Name: Courtney Selstad Title: Recycling Coordinator	Included above	\$0			
Mattress collection: WSP Mattress Collection, June 2025 with Second Chance Recycling	Name: Courtney Selstad Title: Recycling Coordinator	\$375 event fee + (\$25/mattress x 115 collected) = \$3,250	\$3,250			
Mattress collection: SSP Clean-Up Day, September 2025 with Second Chance Recycling	Name: Courtney Selstad Title: Recycling Coordinator	\$375 event fee + (\$25/mattress x 70 collected) = \$2,125	\$2,125			
Mattress collection: MH Mattress Collection, October 2025 with Second Chance Recycling	Name: Courtney Selstad Title: Recycling Coordinator	\$375 event fee + (\$25/mattress x 50 collected) = \$1,625	\$1,625			
Mattress collection: SFL residents can participate in the WSP Mattress Collection, June 2025 with Second Chance Recycling	Name: Courtney Selstad Title: Recycling Coordinator	\$25/mattress x 3 collected = \$75	\$75			
Mattress collection: LD residents can participate in the MH Mattress Collection, October 2025 with Second Chance Recycling	Name: Courtney Selstad Title: Recycling Coordinator	\$25/mattress x 3 collected = \$75	\$75			
Pumpkin collection: WSP Pumpkin Collection, November 2025, with Aspen Waste	Name: Courtney Selstad Title: Recycling Coordinator	20-yard roll off for pumpkins, including delivery and SET disposal costs = \$500	\$500			
Pumpkin collection: SSP Pumpkin Collection, November 2025, with Aspen Waste	Name: Courtney Selstad Title: Recycling Coordinator	20-yard roll off for pumpkins, including delivery and SET disposal costs = \$500	\$500			
Pumpkin collection: MH Pumpkin Collection, November 2025, with Aspen Waste	Name: Courtney Selstad Title: Recycling Coordinator	20-yard roll off for pumpkins, including delivery and SET disposal costs = \$500	\$500			
Residents of Sunfish Lake and Lilydale will be invited to attend the collection events above at no cost to their grant budgets	Name: Courtney Selstad Title: Recycling Coordinator	Included above	\$0			
SSP Other Collection: Scrap metal roll off at Clean-Up Day in September with JRs Recycling	Name: Courtney Selstad Title: Recycling Coordinator	40 yd roll off net cost billed with scrap metal value deducted	\$150			

WSP, SSP, MH Other Collection: Holiday Lights Nov 15-Dec 31 recycled by the Recycling Zone	Name: Courtney Selstad Title: Recycling Coordinator	No additional cost	\$0			
WSP, SSP, MH Other Collection: Athletic Gear Collection, 2 weeks in the spring, with United Heros League	Name: Courtney Selstad Title: Recycling Coordinator	No additional cost	\$0			
WSP Promotional expense: in- house printing of color promotional flyers for distribution at community events	Name: Courtney Selstad Title: Recycling Coordinator	\$0.25/flyer x 350 flyers	\$88			
WSP Promotional expense: Special Collection event promotions in city newsletter and social media	Name: Sarah Haugen Title: Communications Coordinator		\$600			
SSP Promotional expense: Special Collection event promotions in city newsletter and social media	Name: Sarah Haugen Title: Communications Coordinator		\$600			
MH Promotional expense: reusable event signage for sandwich boards	Name: Courtney Selstad Title: Recycling Coordinator	\$63/sign x 4 signs	\$252			
<i>Anticipated Revenue:</i> Residents of Mendota will be invited to participate in the shredded paper, mattress, and pumpkin collections above, City of Mendota grant funds in the amounts to the right will be used towards collection costs.	Name: Courtney Selstad Title: Recycling Coordinator	Shredded paper = \$36.50 Mattresses = \$40 Pumpkins = \$29.87	- \$106.37			
<i>Anticipated Revenue:</i> WSP mattress revenue	Name: Courtney Selstad Title: Recycling Coordinator	\$10/mattress x 115 estimated = \$1,150	-\$1,150			
<i>Anticipated Revenue:</i> SSP mattress revenue	Name: Courtney Selstad Title: Recycling Coordinator	\$10/mattress x 70 estimated = \$700	-\$700			
<i>Anticipated Revenue:</i> MH mattress revenue	Name: Courtney Selstad Title: Recycling Coordinator	\$10/mattress x 50 estimated = \$500	-\$500			
<i>Anticipated Revenue:</i> SFL mattress revenue	Name: Courtney Selstad Title: Recycling Coordinator	\$10/mattress x 3 estimated = \$30	-\$30			
<i>Anticipated Revenue:</i> LD mattress revenue	Name: Courtney Selstad Title: Recycling Coordinator	\$10/mattress x 3 estimated = \$30	-\$30			
Funding Request Total	-	-	\$20,779 .63			
<i>WSP Matching Funds:</i> Staff time updating website for events, creating flyers for events and posting on social media (Sarah)	Name: Sarah Haugen Title: Communications Coordinator	Sarah: \$40/hr x 20 hours = \$800				
Staff time supervising and assisting with acquiring space for events and coordinating barricades/cones (Eric)	Name: Eric Weiss Title: Parks and Rec Director	Eric: \$61/hr x 15 hours = \$915	\$2,115			
Staff time acquiring volunteers (Diane)	Name: Diane Erickson Title: Volunteer Coordinator	Diane: \$40/hr x 10 hours = \$400				
<i>SSP Matching Funds:</i> Staff time planning Clean Up Day (Melissa)	Name: Melissa Blair Title: Assistant to Public Works Director	Melissa: \$40/hr x 20 hours = \$800				
Staff time assisting with barricades, cones and moving equipment for events (Cory)	Name: Cory Pace Title: Public Works Staff	Cory: \$41/hr x 10 hours = \$410	\$2,121			
	Name: Jacob Steiner	Jacob: \$38/hr x 7 hours = \$266				

Staff time promoting special collection events (Jacob and Deb)	Title: Communications Coordinator Name: Deb Griffith Title: Community Affairs	Deb: \$43/hr x 15 hours = \$645				
MH Matching Funds: Staff time supervising parks/facility staff (Meredith) Staff time assisting with barricades, event layout and planning (John)	Name: Meredith Lawrence Title: Parks and Recreation Director/Assistant Public Works Director Name: John Boland Title: Public Works Superintendent	Meredith: \$60/hr x 12 hours: \$720 John: \$68/hr x 6 hours: \$408	\$1,128			
SFL Matching Funds: Staff time helping to promote collection events	Name: Christy Wilcox Title: City Clerk	\$50/hr x 1 hour	\$50			
LD Matching Funds: Staff time helping to promote collection events	Name: Mary Tollefson Title: City Administrator	\$61/hr x 2 hours	\$122			
Diversion Potential (Tons)	25 tons					

Minimum Grant Requirements

- A. Implement one or more drop-off events, discounts, curbside collections, permanent drop-off collection sites, or combination thereof to collect specific traditional and non-traditional solid waste materials from residents for reuse or recycling.
- B. Collect all of the following materials from residents for reuse, recycling, or organics composting, with reuse required if reuse outlets are available:
 1. Confidential paper for shredding
 2. Mattresses and box springs
 3. Pumpkins
- C. The following optional materials may also be collected from residents for reuse or recycling, with reuse required if reuse outlets are available:
 1. ☒ Bicycles
 2. ☐ Cardboard
 3. ☐ CFLs
 4. ☐ Furniture
 5. ☒ Holiday lights
 6. ☒ Scrap metal
 7. ☐ Shoes
 8. ☒ Athletic gear
 9. ☐ Other materials as pre-approved by the County Liaison (e.g., building materials, textiles, film plastic/plastic bags).
- D. Ensure special collection opportunities are conveniently located and scheduled for every collection in Item B, with an independent collection opportunity for each municipality having 1,000 households or more; a municipality with fewer than 1,000 households may coordinate with a neighboring municipality for co-collection.
- E. Obtain confirmation that collected materials are delivered to a reuse location or to a licensed recycling/organics facility, or to another facility approved by the County Liaison.
- F. Request and report weights, cubic yards, or number of units for each material collected, as specified on the County reporting tool.
- G. Promote special collection opportunities to all single-family and multifamily residents using County messaging standards, telling residents how materials will be managed.
- H. Submit promotional communications to County Liaison for review at least three business days before publication.

- I. Coordinate collections with County liaison to prevent duplication of effort, conflicting messages, pricing conflicts, and competition for resident participation.

Part 2: Supplemental Funding (Optional)

5. Multifamily Recycling

Description of Expense	Person Responsible: Name and Title	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual	Total 2025
WSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 105 hours	\$5,040			
SSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 122 hours	\$5,856			
MH Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 64 hours	\$3,072			
LD Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 8 hours	\$384			
WSP Printing/postage for mailing to all apartment owners and managers: 141 properties WSP Printing/postage for mailing to all condominium and townhome HOAs: 20 properties	Name: Bryan Byrd Title: Administrative Specialist Name: Courtney Selstad Title: Recycling Coordinator	Mailer to apartments is \$0 additional cost \$0.73/stamp x 20 HOA letters = \$14.60 \$0.25/color copies x 60 total pages = \$15	\$30			
SSP Printing/postage for mailing to all apartment owners and managers: 72 properties SSP Printing/postage for mailing to all condominium and townhome HOAs: 11 properties	Name: Courtney Selstad Title: Recycling Coordinator	Apartments: No additional charge for postage \$0.25/color copies x 216 total pages = \$54 HOAs: \$0.73/stamp x 11 HOA letters = \$8.03 \$0.25/color copies x 33 total pages = \$8.25	\$71			
MH Printing/postage for mailing to all apartment owners and managers: 3 properties MH Printing/postage for mailing to all condominium and townhome HOAs: 18 properties	Name: Courtney Selstad Title: Recycling Coordinator	Mailer to apartments is \$0 additional cost HOAs: \$0.73/stamp x 18 HOA letters = \$13.14 \$0.25/color copies x 54 total pages = \$13.50	\$27			
LD Printing/postage for mailing to all apartment owners and managers: 3 properties	Name: Courtney Selstad Title: Recycling Coordinator	Mailer to apartments is \$0 additional cost	\$11			

LD Printing/postage for mailing to all condominium and townhome HOAs: 7 properties		HOAs: \$0.73/stamp x 7 HOA letters = \$5.11 \$0.25/color copies x 21 total pages = \$5.25				
WSP Program promotion expense: Sponsored Post article on the West St. Paul Reader website, using the County-approved multifamily article.	Name: Courtney Selstad Title: Recycling Coordinator	\$450 for an electronic "Sponsored Post" article on their website (no size restrictions), which stays posted indefinitely	\$450			
SSP Program promotion expense: Advertisement in South St. Paul Voice, using the County-approved multifamily article.	Name: Courtney Selstad Title: Recycling Coordinator	\$350 for ¼ page advertisement	\$350			
MH Program promotion expense: Advertisement in Mendota Heights Living Magazine, using the County-approved multifamily article.	Name: Courtney Selstad Title: Recycling Coordinator	\$500 for ¼ page advertisement	\$500			
Other: Staff salary to administer HHW collection (batteries and small electronics) pilot program at a multifamily building, in consultation with County EI and HHW staff.	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 30 hours	\$1,440			
Funding Request Total	-	-	\$17,231			
WSP Matching Funds: Staff time assisting with referring properties to Multifamily grant (Zach)	Name: Zach Ludwig Title: Housing and Code Inspector	Zach: \$40/hr x 35 hours = \$1,400				
Staff time sending out multifamily grant information with rental license letters (Bryan) Mailer printing in-house	Name: Bryan Byrd Title: Admin Specialist	Bryan: \$38/hr x 12 hours = \$456 (141 properties x 3 pages) x \$0.25/page = \$105.75	\$1,962			
SSP Matching Funds: Staff time referring properties to Multifamily grant and identifying new properties (Deb) Staff time assisting with referring properties to Multifamily grant and communicating with properties (Mike)	Name: Deb Griffith Title: Community Affairs Liaison Name: Mike Lindamood Title: Code Enforcement Officer	Deb: \$43/hr x 20 hours = \$860 Mike: \$38/hr x 20 hours = \$760	\$1,620			
MH Matching Funds: staff time identifying potential new properties and directing inquiries to Multifamily Grant	Name: Sarah Madden Title: Community Development Specialist	\$48/hr x 20 hours	\$960			
LD Matching Funds: Staff time identifying potential new properties and directing inquiries to the grant program	Name: Mary Tollefson Title: City Administrator	\$61/hr x 2 hours	\$122			

Minimum Grant Requirements (Deliverables)

A. Conduct all of the following activities:

1. Coordinate with the County Liaison to develop or strengthen multifamily points of contact ("touchpoints" such as business license renewals, rental license renewals, rental inspections, fire inspections, and property manager meetings), consistent with city codes and County Ordinance 110.
2. Maintain an inventory of all multifamily properties in the municipality, updated annually, and provide a copy to Dakota County.
3. Send an annual mailing about recycling resources to property managers and owners of apartments, condominiums, townhomes, and independent senior living, in coordination with County staff.
4. Identify, strengthen, or both, municipal planning and construction procedures to support recycling and organics as appropriate in new or remodeled buildings (e.g., internal chutes; adequate internal and external space).
5. Work with County Liaison to identify and provide technical assistance for multifamily properties enrolled in the Dakota County Multifamily Recycling Program to implement best waste management practices by:
 - a. First attending technical assistance training provided by County Liaison;
 - b. Promoting the program to engage new participants through strategic outreach;
 - c. Providing on-site needs assessments to systematically evaluate and document opportunities to enhance recycling and waste prevention, and to meet best practices, using County materials;
 - d. Using needs assessments to complete applications for the program in collaboration with property managers to request County-supplied containers, labels, signage, education materials, staff and resident education as needed, and other technical assistance;
 - e. Implementing approved plans in coordination with property managers, haulers, County staff, and other partners;
 - f. Providing targeted on-site employee and resident education about recycling and waste prevention, including the recycling system within the building, in partnership with the County Liaison, using County messaging standards;
 - g. Providing ongoing support to sustain recycling efforts by contacting past program participants to offer additional education materials, staff and resident education as needed, and other technical assistance;
 - h. Promoting reuse and bulky waste collection opportunities for multifamily tenants at move-in/move-out;
 - i. Collaborating with the County Liaison for culturally specific needs such as translation and interpretation;
 - j. Following all program protocols for outreach and technical assistance, best waste management practices, and education, using County messaging standards; and
 - k. Tracking and reporting on outcomes for each participating property, using forms or tools provided by the County Liaison.

6. Reduce/Reuse Activities

Description of Expense	Person Responsible: Name and Title	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual	Total 2025
WSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 73 hours	\$3,504			
SSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 76 hours	\$3,648			
MH Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 40 hours	\$1,920			
SFL Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 2 hours	\$96			
LD Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 5 hours	\$240			
SSP Assisting Staff salary for Building Materials Swap	Name: Deb Griffith Title: Community Affairs Liaison	\$43/hr x 8 hours	\$344			
Event expense: SSP Arts & Craft Supply Swap in March, in conjunction with the SSP Arts Council	Name: Courtney Selstad Title: Recycling Coordinator	No additional cost	\$0			
Event expense: SSP Boy Scouts Used Bike Sale (reusable condition bikes confiscated by police and resold by Boy Scouts) in April	Name: Deb Griffith Title: Community Affairs Liaison	No additional cost	\$0			

Event expense: WSP Fall & Winter Décor Swap, October, swap assistance from local Girl Scout Troop	Name: Courtney Selstad Title: Recycling Coordinator	Stipend to Girl Scout Troop for helping at swap	\$500			
Event expense: SSP Building Materials Swap in October in conjunction with the Kaposia Library and Neighbors, Inc.	Name: Deb Griffith Title: Community Affairs Liaison	No additional cost	\$0			
Event expense: MH Toy Swap in November, swap assistance from local Girl Scout Troop	Name: Courtney Selstad Title: Recycling Coordinator	Stipend to Girl Scout Troop for helping at swap	\$500			
WSP Class expense: Host a creative reduce/reuse/repair class with the Craft Thrift Store (new in WSP). Date TBD. Curriculum and instructor to be approved by County Grant liaison.	Name: Courtney Selstad Title: Recycling Coordinator	Instructor fee per class	\$600			
WSP Promotions expense: Social media boost for Reduce/Reuse events	Name: Sarah Haugen Title: Communications Coordinator	\$39 for approximately 3,500 facebook and Instagram impressions	\$39			
SSP Promotions expense: Social media boost for Reduce/Reuse events	Name: Jacob Steiner Title: Communications Coordinator	\$32 for approximately 3,000 facebook and Instagram impressions	\$32			
SSP Other: Printing of flyers with furniture and building materials reuse information for distribution at community events. Flyer will be made in conjunction with County Comms staff.	Name: Courtney Selstad Title: Recycling Coordinator	\$0.25/page x 200 pages	\$50			
SSP Other: Reuse MN Membership and Conference attendance	Name: Courtney Selstad Title: Recycling Coordinator	Membership: \$50 Conference: \$90	\$140			
Anticipated revenue: City of Mendota contribution for residents invited to participate in Reduce/Reuse activities	Name: Courtney Selstad Title: Recycling Coordinator	Mendota contribution to Toy Swap costs	-\$42.50			
Funding Request Total	-	-	\$11,570.50			
WSP Matching Funds: Staff time with updating website to promote reuse events, social media, flyer creation and promotion (Sarah) Staff time supervising and assisting with event promotion in the community (Eric) Use of the Harmon Park Neighborhood Center for swaps	Name: Sarah Haugen Title: Communications Coordinator Name: Eric Weiss Title: Parks and Rec Director	Sarah: \$40/hr x 10 hours = \$400 Eric: \$61/hr x 10 hours = \$610 Room rental \$50/hr x 4 hours + \$200	\$1,210			
SSP Matching Funds: Additional staff time promoting and staffing reduce/reuse events (Deb) Staff time advertising and promoting reuse events (Jacob)	Name: Deb Griffith Title: Community Affairs Liaison Name: Jacob Steiner Title: Communications Coordinator	Deb: \$43/hr x 20 hours = \$860 Jacob: \$38/hr x 6 hours = \$228	\$1,088			

<i>MH Matching Funds: Supervisory time for facilities staff and assistance planning reuse events</i>	Name: Meredith Lawrence Title: Parks and Recreation Director/Assistant Public Works Director	\$60/hr x 10 hours	\$600			
<i>SFL Matching Funds: Staff time promoting events</i>	Name: Christy Wilcox Title: City Clerk	\$50/hr x 1 hour	\$50			
<i>LD Matching Funds: Staff time promoting events</i>	Name: Mary Tollefson Title: City Administrator	\$61/hr x 1 hours	\$61			
Diversion Potential (Tons)	1 ton					

Minimum Grant Requirements (Deliverables)

- A. Provide annual updates to the County's online Dakota County Reduce & Reuse Map.
- B. Implement any of the following activities:
 1. ☒ Promote existing opportunities and services for residents to reuse household items such as furniture and building materials.
 2. ☐ Prioritize reusable dishware (e.g., washable baskets, cups) in place of single-use products at permanent facilities that are city-owned, by purchasing durable dishware and a dishwasher to wash dishware on site.
 3. ☐ Prioritize reusable dishware (e.g., washable baskets, cups) in place of single-use products at outdoor community events held on city property, with anticipated attendance of 300 or more people, by contracting with vendors that offer reusable products and services for events (e.g., washing on site or off site).
 4. ☒ Host and/or promote residential swap events or city-wide garage sales, prioritizing materials with insufficient options for reuse or exchange through existing retail, community-based, or online platforms; obtain and report weights for each material collected at swap events; and ensure that usable items that are not swapped are donated after the event, to the extent possible;
 5. ☐ Provide staff support at County Fix-It Clinics.
 6. ☒ Host residential reduce, reuse, or repair education classes on topic(s) identified in consultation with County liaison using County messaging, ensuring all hired educators are approved in advance by Dakota County, and reporting on outcomes by monitoring presentation attendance (e.g., sign-in sheet or head count), online webinar attendance (e.g., number of people who log on), booth interactions (e.g., clicker or tally sheet), and game interactions (e.g., clicker or tally sheet).
 7. ☐ Coordinate with a local repair business to host a repair event or to offer coupon discounts in coordination with County Liaison.
 8. ☐ Facilitate changes to municipality codes, policies, and practices that are barriers to reuse (e.g., clothing drop box prohibitions, rental companies, and secondhand stores).
 9. ☐ Facilitate changes to internal policies and practices to promote waste reduction, reuse, and recycling of municipal supplies and equipment through any of the following:
 - a. Facilitate changes to increase recycled content in products purchased by the city (in accordance with Minn. Stat. § 16C.073).
 - b. Identify existing city policies and administrative practices for copy paper purchases in internal operations.
 - c. Facilitate revisions to policies and practices to purchase at least 30% post-consumer recycled content copy paper.
 10. ☐ Initiate a paper printing reduction initiative.
 11. ☐ Provide transportation for residents to participate in reduce/reuse activities (e.g., seniors);
 12. ☐ Other as approved by County Liaison.

7. In-Person Education

Description of Expense	Person Responsible: Name and Title	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual	Total 2025
WSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 25 hours	\$1,200			
SSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 29 hours	\$1,392			
MH Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 19 hours	\$912			
SFL Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 1 hour	\$48			

Event expense: WSP WestFest booth; June 7; no expense; 100 educated	Name: Courtney Selstad Title: Recycling Coordinator	No additional expense	\$0			
Event expense: WSP Latine Festival booth; July; Expense: Spanish translator to staff education table; 50 educated	Name: Courtney Selstad Title: Recycling Coordinator Translator to be identified in conjunction with the County Upcoming recycling, reuse events calendar printed in Spanish	Translator: \$65/hour x 5 hours = \$325 100 color flyers x \$0.25/page = \$25	\$350			
Event expense: WSP Safety Camp kids recycling activity; July and August; no expense; 90 educated	Name: Courtney Selstad Title: Recycling Coordinator	No additional expense	\$0			
Event expense: WSP COPS in the Park booth; August; no expense; 75 educated	Name: Courtney Selstad Title: Recycling Coordinator	No additional expense	\$0			
Event expense: SSP Environmental Expo booth; April; no expense; 80 educated	Name: Courtney Selstad Title: Recycling Coordinator	No additional expense	\$0			
Event expense: SSP Kaposia Days Fair booth; June; Expense: \$25 booth fee; 150 educated	Name: Courtney Selstad Title: Recycling Coordinator	Booth fee \$25	\$25			
Event expense: SSP Farmer's Market booth; 2 dates in September; no expense; 60 educated	Name: Courtney Selstad Title: Recycling Coordinator	No additional expense	\$0			
Event expense: MH & WSP Earth Week activities in April; Expense: Tricia and the Toonies Recycling Enviro-Show 40 educated	Name: Krista Spreiter Title: Natural Resources Coordinator	\$750 flat fee per show.	\$750			
Event expense: MH Music in Market Square booth; summer date TBD; no expense; 30 educated	Name: Courtney Selstad Title: Recycling Coordinator	No additional expense	\$0			
Event expense: MH Fishing Derby booth; July; no expense; 40 educated	Name: Courtney Selstad Title: Recycling Coordinator	No additional expense	\$0			
Event expense: MH Trick-or-Teeing booth; October; no expense; 100 educated	Name: Courtney Selstad Title: Recycling Coordinator	No additional expense	\$0			
Event expense: SFL Arbor Day booth; May 3; no expense; 30 educated	Name: Courtney Selstad Title: Recycling Coordinator	No additional expense	\$0			
Other: Recycled denim pencil to engage residents in education activities at community event booths in all cities.	Name: Courtney Selstad Title: Recycling Coordinator	700 pencils = \$400	\$400			
Funding Request Total*	-	-	\$5,077			
WSP Matching Funds: Staff time updating website for recycling education events, creating flyers and posting on social media (Sarah)	Name: Sarah Haugen Title: Communications Coordinator	Sarah: \$40/hr x 5 hours = \$200	\$754			
Supervisory time and assistance with coordinating recycling education events in tandem with Parks Department (Eric)	Name: Eric Weiss Title: Parks and Rec Director	Eric: \$61/hr x 8 hours = \$488				

<i>SSP Matching Funds: Staff time providing recycling education at farmers market and recruiting volunteers to assist with recycling education</i>	Name: Deb Griffith Title: Community Affairs Liaison	\$43/hr x 15 hours = \$645	\$645			
<i>MH Matching Funds: Staff time advertising recycling education events throughout the year on social media and in the newsletter, creating flyers as needed</i>	Name: Katie Bengtson Title: Communications Coordinator	\$47/hr x 14 hours	\$658			
<i>SFL Matching Funds: Staff time assisting with Arbor Day preparations</i>	Name: Christy Wilcox Title: City Clerk	\$50/hr x 1 hr	\$50			

*Supplemental Funding categories #7 and #8 share one funding allocation; combined subtotals may not exceed combined fund eligibility.

Minimum Grant Requirements (Deliverables)

- A. Provide in-person waste abatement education for adults and youth through instructional classes, presentations, or activities at booths, events, or gatherings to educate 1% or more of the municipality's population through face-to-face verbal interactions, on one to two of the following topics per activity:
 1. Home recycling (required)
 2. Residential organics drop site(s) (optional)
 3. Residential services at the Recycling Zone (optional)
 4. Local reduce/reuse opportunities for residents (e.g., classes about simple mending, donation/downsizing with County messaging on proper disposal) (optional)
- B. Ensure all staff and volunteers who implement In-Person Education activities are properly trained to fulfill responsibilities by attending the Dakota County Recycling Ambassador course.
- C. Ensure all professional educators who implement In-Person Education activities are approved in advance by Dakota County.
- D. Use County materials for promotional and distribution handouts.
- E. Use display and education materials provided by County Liaison and track planned education activities in County tool.
- F. If conducting virtual education, provide a live format with interactive opportunities (i.e., no pre-recorded videos).
- G. Use messaging standards on County website for verbal education or have County Liaison review messaging.
- H. Coordinate with County Liaison for any education requests in schools, businesses, and multifamily residences.
- I. Track and report number of people educated in person by monitoring presentation participation (e.g., sign-in sheet or head count), online webinar participation (e.g., number of people who log on), verbal booth interactions (e.g., clicker or tally sheet), and game interactions (e.g., clicker or tally sheet).

8. Event Recycling and Organics Collection

Description of Expense	Person Responsible: Name and Title	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual	Total 2025
WSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 10 hours	\$480			
SSP Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 2 hours	\$96			
MH Staff salary to administer Grant Requirements listed below	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 2 hours	\$96			
Hauling services: SSP On The Road Again event in October; recycling	Name: Courtney Selstad Title: Recycling Coordinator	30 96-gallon recycling carts= \$400	\$1,000			

and services through Republic Services; \$1,000		1 8yd recycling dumpster= \$600				
Event assistance services/stipend: WSP Explore WSP Days in June; consulting on best practices for recycling at various events; no expense; material collected by WM.	Name: Courtney Selstad Title: Recycling Coordinator	No expenses	\$0			
Event assistance services/stipend: SSP Taco Feed in March; back of house organics collection; no expense; material brought to City Hall for collection by WM	Name: Courtney Selstad Title: Recycling Coordinator	No expenses	\$0			
Event assistance services/stipend: MH 5k race in June; back of house organics collection; no expense; material brought to City Hall for collection by Aspen	Name: Courtney Selstad Title: Recycling Coordinator	No expenses	\$0			
X-Frames available for residents to borrow for free for private events	Name: Courtney Selstad Title: Recycling Coordinator	No expenses	\$0			
Funding Request Total	-	-	\$1,672			
WSP Matching Funds: Staff time assisting with recruiting volunteers to monitor recycling	Name: Diane Erickson Title: Volunteer Coordinator	\$400/hr x 10 hours = \$400	\$400			
SSP Matching Funds: Staff time recruiting volunteers (Deb)	Name: Deb Griffith Title: Community Affairs Liaison	Deb: \$43/hr x 15 hours = \$645	\$973			
Staff time setting up event containers (Cory)	Name: Cory Pace Title: Public Works Staff	Cory: \$41/hr x 8 hours = \$328				
MH Matching Funds: Staff time hauling and storing Xframes	Name: Terry Sullivan Title: Facility Manager	\$47/hr x 14 hours	\$658			
Diversion Potential (Tons)	0.75 tons					

*Supplemental Funding categories #7 and #8 share one funding allocation; combined subtotals may not exceed combined fund eligibility.

Minimum Grant Requirements (Deliverables)

- A. Implement recycling, back-of house organics (food scraps) collection, or both, at events, tournaments, and festivals held on city property or on private property outdoors.
- Contact and assist event coordinators to plan and implement recycling collection, back-of-house organics collection, or both.
 - Provide temporary containers, proper bags, signage, hauler services for collection, and as appropriate, recruit waste station staffing.
 - ☐ Optional: Implement a 24/7 accessible checkout system (e.g., locker storage).
 - Assist with applying best waste management practices for standardized messaging to vendors, volunteers, and custodial staff; labeling an appropriate number of co-located recycling and trash containers in strategic locations to prevent overflow; and confirming delivery to a licensed/permitted facility.
 - For recyclables collection, prioritize events on public property that generate at least one ton (8 cy) of trash (e.g., community events, athletic tournaments, fairs, markets, concerts, etc.)
 - For organics collection, prioritize events of at least 300 people that generate back-of-house organics and at least one ton (8 cy) of trash.
 - Obtain confirmation that collected materials are delivered to a licensed or otherwise approved recycling/organics facility if grant funds are being used for hauling services at city events.
 - Coordinate with the County Liaison to develop or update municipal permits and agreements to require recycling/back-of-house organics with best waste management practices at events, tournaments, and festivals (e.g., event permit, event vendor agreement, facility rental agreement, event hauler agreement), consistent with city codes and County Ordinance 110.

9. Gap Funding

Description of Expense	Person Responsible: Name and Title	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual	Total 2025
WSP Staff salary to administer Grant Requirements listed below: Additional In-Person Education time	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 6 hours	\$288			
SSP Staff salary to administer Grant Requirements listed below: Additional Grant Administration time	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 20 hours	\$960			
SSP Staff salary to administer Grant Requirements listed below: Additional In-Person Education time	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 21 hours	\$1,008			
SSP Staff salary to administer Grant Requirements listed below: Additional Event Recycling and Organics time	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 20 hours	\$960			
MH Staff salary to administer Grant Requirements listed below: Additional Grant Administration time	Name: Courtney Selstad Title: Recycling Coordinator	\$48/hr x 14 hours	\$672			
SFL Promotions Expense: social media boosts for special collections and reduce/reuse events	Name: Courtney Selstad Title: Recycling Coordinator	\$63 for approximately 6,000 facebook and Instagram impressions	\$63			
LD Mileage expense: LD Mileage to and from events and meetings	Name: Courtney Selstad Title: Recycling Coordinator	\$0.67/mile x 250 miles	\$168			
Other: WSP bins (Pilot Rock 32-gal metal receptacles) to add capacity at Marthaler Park and replace other rusted units	Name: Courtney Selstad Title: Recycling Coordinator	\$590/bin x 5 bins	\$2,950			
Other: MH bins (Commercial Zone PolyTech 42 gallon square containers) to replace damaged units	Name: Courtney Selstad Title: Recycling Coordinator	\$260/bin x 4 bins	\$1,040			
Funding Request Total*	-	-	\$8,109			
Matching Funds: name, title, and activities						

Minimum Grant Requirements (Deliverables)

- A. Complete, or make progress toward completing, one or more waste abatement projects included in eligible grant categories above, for which additional funding is needed, with first priority given to filling funding gaps in Base Funding categories, second priority given to filling gaps in Supplemental Funding categories, and third priority given to conducting waste abatement activities that are not included in Base Funding or Supplemental Funding, with prior written County liaison approval.

C. Application Summary

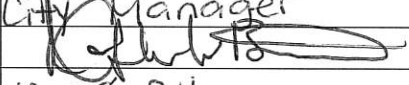
Description of Expense	TOTAL	Jan-Jun Actual	Jul-Dec Actual	Total 2025
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Total Base and Supplemental Funding Staff Hours (Combined)	1,728			
Total Base and Supplemental Funding Staff Expense (Combined)	\$82,780			
Total Base and Supplemental Funding Request (Combined)	\$113,514.13			
Total Base and Supplemental Matching Funds (Combined)	\$30,375			
Total Base and Supplemental Diversion Potential (Combined)	26.75 tons			

D. Authorized Signatures

Application for January 1, 2025 – December 31, 2025

Due: October 1, 2024

Authorized Representative (Contract Signatory):	Nate Burkett
Title:	City Manager
Signature (electronic signature acceptable):	
Date:	10-28-24

Report and Reimbursement Request for January 1, 2025 – June 30, 2026

Due: July 15, 2025

I, the undersigned, certify that this report was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my knowledge.	
Authorized Representative (Contract Signatory):	
Title:	
Signature (electronic signature acceptable):	
Date:	
Total Reimbursement Request:	

Report and Reimbursement Request for July 1, 2025 – December 31, 2026

Due: January 15, 2026

I, the undersigned, certify that this report was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my knowledge.	
Authorized Representative (Contract Signatory):	
Title:	
Signature (electronic signature acceptable):	
Date:	
Total Reimbursement Request:	

Contractor agrees to provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and to otherwise comply with the provisions that follow. Such policy(ies) of insurance shall apply to the extent of, but not as a limitation upon or in satisfaction of, the Contract indemnity provisions. The provisions of this section shall also apply to all Subcontractors, Sub-subcontractors, and Independent Contractors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions.

APPLICABLE SECTIONS ARE CHECKED**1. Workers Compensation.**

Workers' Compensation insurance in compliance with all applicable statutes including an All States or Universal Endorsement where applicable. Such policy shall include Employer's Liability coverage in an amount no less than \$500,000. If Contractor is not required by Statute to carry Workers' Compensation Insurance, Contractor agrees: (1) to provide County with evidence documenting the specific provision under Minn. Stat. § 176.041 which excludes Contractor from the requirement of obtaining Workers' Compensation Insurance; (2) to provide prior notice to County of any change in Contractor's exemption status under Minn. Stat. § 176.041; and (3) to defend, hold harmless and indemnify County from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for Workers' Compensation or Employers' Liability benefits for damages arising out of any injury or illness resulting from performance of work under this Contract. If any such change requires Contractor to obtain Workers' Compensation Insurance, Contractor agrees to promptly provide County with evidence of such insurance coverage.

**2. General Liability.**

"Commercial General Liability Insurance" coverage, providing coverage on an "occurrence" basis. Policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury, Contractual Liability (applying to this Contract), Independent Contractors, "XC&U" and Products-Completed Operations liability (if applicable). An Insurance Services Office "Comprehensive General Liability" policy which includes a Broad Form Endorsement GL 0404 (Insurance Services Office designation) shall be considered to be an acceptable equivalent policy form. Claims-made coverage is acceptable.

A total combined general liability policy limit of at least \$2,000,000 per occurrence and aggregate, applying to liability for Bodily Injury, Personal Injury, and Property Damage, which total limit may be satisfied by the limit afforded under its Commercial General Liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an Umbrella or Excess Liability policy (or policies); provided, that the coverage afforded under any such Umbrella or Excess Liability policy is at least as broad as that afforded by the underlying Commercial General Liability policy (or equivalent underlying policy). Coverage under such policy may be subject to a deductible, not to exceed \$25,000 per occurrence. Contractor agrees to maintain such insurance for at least one (1) year from Contract termination.



Such policy(ies) shall name Dakota County, its officers, employees and agents as Additional Insureds thereunder.

**3. Professional Liability**

Professional Liability (errors and omissions) insurance with respect to its professional activities to be performed under this Contract. This amount of insurance shall be at least \$2,000,000 per occurrence and aggregate. Coverage under such policy may be subject to a deductible, not to exceed \$25,000 per occurrence. Contractor agrees to maintain such insurance for at least one (1) year from Contract termination.

Contractor therefore agrees that it will not seek or voluntarily accept any such change in its Professional Liability insurance coverage if such impairment of Dakota County's protection could result; and further, that it will exercise its rights under any "Extended Reporting Period" ("tail coverage").

**4. Automobile Liability.**

Business Automobile Liability insurance covering liability for Bodily Injury and Property Damage arising out of the ownership, use, maintenance, or operation of all owned, non-owned and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined Bodily Injury and/or Property Damage in the amount of at least \$2,000,000 per accident

☒ Such policy, shall include Dakota County, its officers, employees and agents as Additional Insureds thereunder.

☐ 5. Network Security and Privacy Liability.

Network security and privacy liability insurance, including first-party costs, for any breach that compromises data obtained while providing services under this Agreement. This insurance should to cover claims which may arise from failure of Contractor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data including but not limited to confidential or private information, transmission of a computer virus or denial of service. The required limit shall not be less than \$2,000,000 per occurrence with a \$4,000,000 aggregate limit. Claims-made coverage is acceptable. Such insurance shall name Dakota County, its officials, employees, volunteers and agents as additional insureds. The policy shall provide an extended reporting period of not less than thirty-six (36) months from the expiration date of the policy, if the policy if not renewed.

☒ 6. Evidence of Insurance.

Contractor shall promptly provide Dakota County with a Certificate of Insurance prior to commencement of any work. At least 10 days prior to termination of any such coverage, Contractor shall provide Dakota County with evidence that such coverage will be renewed or replaced upon termination with insurance that complies with these provisions.

☒ 7. Insurer: Policies.

All policies of insurance shall be issued by financially responsible insurers licensed to do business in the State of Minnesota by a n insurer with a current A.M. Best Company rating of at least A:VII.

☒ 8. Release and Waiver.

Contractor agrees to rely entirely upon its own property insurance for recovery with respect to any damage, loss or injury to the property interests of Contractor. Contractor hereby releases Dakota County, its officers, employees, agents, and others acting on their behalf, from all claims, and all liability or responsibility to Contractor, and to anyone claiming through or under Contractor, by way of subrogation or otherwise, for any loss of or damage to Contractor's business or property caused by fire or other peril or event, even if such fire or other peril or event was caused in whole or in part by the negligence or other act or omission of Dakota County or other party who is to be released by the terms here of, or by anyone for whom such party may be responsible.

Contractor agrees to effect such revision of any property insurance policy as may be necessary in order to permit the release and waiver of subrogation agreed to herein. Contractor shall, upon the request of Dakota County, promptly provide a Certificate of Insurance, or other form of evidence as may be reasonably requested by Dakota County, evidencing that the full waiver of subrogation privilege contemplated by this provision is present; and/or, if so requested by Dakota County, Contractor shall provide a full and complete copy of the pertinent property insurance policy(ies).

Revised: 11/23

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: December 3, 2024

AGENDA ITEM: Approve Encroachment Agreement with Xcel Energy in Valley Park

ITEM TYPE: Consent Item

DEPARTMENT: Engineering

CONTACT: Ryan Ruzek, Public Works
Director

ACTION REQUEST:

Approve an encroachment agreement with Xcel Energy for the Valley Park Streambank Stabilization Project and authorize the Mayor and City Clerk to execute the agreement.

BACKGROUND:

Xcel Energy owns and maintains electrical transmission lines that parallel through Valley Park. The city, in partnership with Dakota County, Dakota County Soil and Water Conservation District (SWCD), and the Lower Mississippi Watershed Management Organization (LMRWMO) have issued a construction contract to Fitzgerald Excavating for implementing the improvements for the Valley Park Streambank Stabilization Project. This work involves excavation for a new pond near the Park Place trail connection and a meandering project near the central portion of north Valley Park all within an easement held by Xcel Energy.

Xcel Energy drafted the attached encroachment which is required to work within their easement. The project has been designed to meet all requirements of the agreement.

FISCAL AND RESOURCE IMPACT:

There are currently no financial impacts associated with this agreement.

ATTACHMENTS:

1. Dakota County - River to River Greenway Agreement

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Environmental Sustainability & Stewardship

(RESERVED FOR RECORDING DATA)

RETURN TO: Xcel Energy Siting & Land Rights, Seth Wight 414 Nicollet Mall, 06 Minneapolis, MN 55401

CONSENT TO IMPROVEMENTS

Line No. 0808/5577

Section 28, Township 28, Range 23

City of Mendota Heights

THIS CONSENT TO IMPROVEMENTS (this “Consent”), dated the ____ day of _____, 2024, is made by and between The City of Mendota Heights, their heirs, successors, and assigns (“Requestor”) and Northern States Power Company, a Minnesota Corporation, herein referred to as “Xcel Energy”, having an office and place of business in the City of Minneapolis, County of Hennepin, State of Minnesota.

WITNESSETH

WHEREAS, Xcel Energy obtained certain rights to construct and maintain facilities for the distribution and transmission of electrical energy in, over and across the following described property owned by Requestor (the “Premises”), by that document dated January 23rd, 1959 and recorded on the 9th day of September, 1963 in Book 261 of Deeds, pages 335-336, as Document No. 231433 (the “Easement”).

Premises: That part of Lot 3, Auditors Subdivision No. 2, according to the recorded plat thereof, Dakota County Minnesota lying east of Interstate Highway No. 35E.

All of Government Lot 10, Section 23, Township 28 North, Range 23 West, Dakota County, Minnesota lying east of Interstate Highway No. 35E

That part of Government Lot 8, Section 23, Township 28 North, Range 23 West, Dakota County, Minnesota, lying westerly of that part of said Lot 8 now platted as Park Place, according to the recorded plat thereof and lying southerly of the north 280.60 feet of said Government Lot 8.

WHEREAS, Requestor has applied to Xcel Energy for permission to use a portion of the Easement for grading for the INTERSTATE VALLEY CREEK STABILIZATION & WATER QUALITY BMP PROJECT purposes, hereinafter referred to as (the “Easement Area”). The Easement Area affected by this Consent is shown on Exhibit “B”, attached hereto.

NOW THEREFORE, in consideration of the promises exchanged herein, the parties for themselves and their respective successors and assigns agree as follows:

1. Xcel Energy consents to Requestor's use of the Easement Area for the purposes described in Exhibit "A", attached hereto and made a part hereof, subject to Requestor's strict compliance with the terms set forth herein.
2. The Requestor acknowledges that it has inspected the Easement Area and determined it to be suitable for the uses described in Paragraph 1 above. Requestor agrees that it is not relying on any oral or written representation of Xcel Energy concerning the Easement Area (including but not limited to dimensions, soil conditions, environmental conditions, and municipal restrictions, or use by adjoining or third parties).
3. No future work shall be conducted on the Easement Area until Requestor has received written approval from Xcel Energy. As a condition to approval, Requestor shall submit detailed plans of the work and a description of work procedures. Xcel Energy's approval of any work or work procedures merely indicates its consent to the proposed activities and does not constitute a representation or warranty concerning the suitability, prudence, effectiveness, or propriety of the proposed activities.
4. Requestor agrees that within thirty (30) days of Xcel Energy's submittal of an invoice, Requestor shall reimburse Xcel Energy for its reasonable expenses to review any request for work (including but not limited to costs for administrative review, engineering and field inspection).
5. Prior to commencing work, Requestor shall designate a representative who will supervise the work, be present during all work, and be authorized to control and, if necessary, suspend the work.
6. Requestor shall immediately suspend its work if requested by Xcel Energy. If suspension is required due to Requestor's failure to strictly comply with the terms of this Consent, upon such suspension the parties shall consult in an effort to cure such noncompliance so that the Requestor may resume its activities.
7. Requestor shall not at any time use or store any pollutant or hazardous material within the Easement Area, and shall at all times maintain the Easement Area in a safe and lawful condition.
8. Requestor shall, at its sole cost and risk, obtain all permits, consents or approvals required for its occupancy and use of the Easement Area. Upon Xcel Energy's request, Requestor shall provide evidence reasonably satisfactory to Xcel Energy that all required consents or permits are in force for Requestor's use of the Easement Area.
9. As part of Xcel Energy's business operations, Xcel Energy shall have the right, at any time and without liability or compensation to Requestor, to use the Easement Area to install, use, repair, maintain, relocate or remove facilities that presently exist or may in the future be located within the Easement Area.
10. LIMITATION OF LIABILITY; INDEMNITY. Requestor shall indemnify, defend and hold Xcel Energy, its agents, employees, and affiliates harmless from any cost, liability, damage, loss, claim, action or proceeding whatsoever for injury to persons (including death) or damage to property which may arise from or be claimed to have arisen from Requestor's exercise of the rights granted in this Consent. Requestor, on behalf of itself, its successors, assigns, and representatives, hereby releases Xcel Energy from any liability for damages incurred by Requestor, its successors, assigns, representatives, employees, agents, or those under its control arising from (1) Xcel Energy's use and improvement of the Easement Area for its business purposes, (2) the existing condition of the Easement Area, (3) Xcel Energy's future installations, (4) Xcel Energy's actions reasonably necessary to protect its property during emergency conditions, or (5) Xcel Energy's exercise of its rights to remove improvements, grading or other work installed within the Easement Area by or on behalf of Requestor without Xcel Energy's prior approval.

11. Unless otherwise provided for as part of the conditions for approval, throughout the time Requestor is conducting work on the Easement Area, Requestor shall insure that any contractor conducting said work shall maintain and provide evidence to Xcel Energy of insurance coverage at least equivalent to the following or Requestor shall provide, at Requestor's expense, the following coverage:
- a. Worker's Compensation at statutory limits with Employers Liability coverage of at least \$100,000 limits if such party is at any time during the term of this Consent subject to the requirements of any applicable law governing worker's compensation.
 - b. Comprehensive General Liability Coverage, (including blanket contractual liability) against claims for bodily injury, death and property damage, including environmental damage, arising out of such party's operations, affording combined single limit protection of One Million Dollars (\$1,000,000) with respect to personal injury or death and property damage, including environmental damage.

All policies shall be endorsed to (1) name Xcel Energy its directors, officers, employees and affiliates as additional insured with respect to any and all bodily injury and/or property damage, and (2) to require thirty (30) days written notice be given to Xcel Energy prior to any cancellation or material changes in the policy.

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Page 75 of 270

EXHIBIT “A”

SCOPE OF PROJECT.

This project consists of creek stabilization and water quality management project along lines 0808/5577 (115 kV) between STR’s 22-23 and STR’s 24-25. The project involves excavation for a proposed infiltration basin and grading/profile adjustment of an existing creek within the easement of Transmission lines 0808 and 5577. The proposed project meets Xcel Energy’s standards, provided the following conditions are adhered to:

(1) Excavation close to structure location.

A minimum distance of **20** feet of supported earth must be maintained from any part of the line structure. Support of the ground beyond the **20** feet may be provided by a slope no greater than three feet horizontal to one foot vertical. Support may also be provided by the use of cribbing, sheet piling, retaining wall or tunneling. The specific plan for providing the required support and the excavation plan for the proposed project must be submitted to Xcel Energy for review and approval prior to construction start.

(2) Grade change around structure location.

Fill around or above the structure is not permitted. The grade around the structures must provide for surface water runoff – no surface water ponding around structures will be permitted. Any cost related to the adjustment of Xcel Energy’s facilities will be at the requestor’s expense.

**Grading Plans “IVC_DA167782 PLANS - 60%_STR 22-23 BASIN GRADING” have been reviewed and approved.*

(3) Grade change within easement.

The ground elevation within the Easement Area shall not be increased above the existing grade. Stockpiling of soil and/or material within the Easement Area will not be permitted. Any proposed grade changes required for the site driveway must be reviewed and approved by Xcel Energy prior to the start of construction.

(4) Clearances to equipment and workers – Transmission Lines 0808/5577 115 kV

Any construction activities occurring near the transmission line(s) shall comply with all OSHA Safety Clearances. If these clearances cannot be maintained, the contractor or developer must request a line outage by calling Xcel Energy's System Operations Department. Outages are not guaranteed. If an outage is possible, adequate advanced notice must be provided in order to schedule the line outage.

- The applicable clearance value for Cranes & Equipment from Table 1 below, according to the specific voltage, is required at all times between the energized electrical conductors and any cranes or equipment used in construction activities.
- The applicable clearance value for Unqualified Workers from Table 1 below, according to the specific voltage, is required at all times between the energized electrical conductors and construction workers.

Disclaimer:

Ultimately, it is the responsibility of the worker to verify the provided OSHA clearances are current and accurate, and to adhere to such clearances. Xcel Energy accepts no liability for any incorrect or out of date clearances values, or misuse of the clearance values.

OSHA Website: <https://www.osha.gov/laws-regs/regulations/standardnumber>

Table 1: Minimum approach distances for equipment and unqualified workers performing work near power lines

Maximum System Operating Voltage ^a (V = Volts, kV = Kilovolts)	Cranes & Equipment Doing Work ^b		Unqualified Workers ^{g, h}
Operator Requirements	Qualified ^c	Qualified ^c	-
Minimum Safeguards	Proximity alarm, or unqualified spotter, or range control device ^d	Mark Boundary ^{e, f}	-
up to 750 V	10'-0"	20'-0"	10'-0"
up to 50 kV	10'-0"	20'-0"	10'-0"
69 kV	15'-0"	20'-0"	10'-9"
115 kV	15'-0"	20'-0"	12'-5"
138 kV	15'-0"	20'-0"	13'-3"
161 kV	15'-0"	20'-0"	14'-0"
230 kV	20'-0"	20'-0"	15'-5"
345 kV	20'-0"	20'-0"	20'-5"
500 kV	25'-0"	50'-0"	26'-9"

Table 1 Footnotes:

- a** Operating voltage may be AC or DC, phase-to-phase, or phase-to-ground. An unqualified worker is not expected to be able to distinguish.
- b** Per OSHA Table A, 29 CFR 1926.1408.
- c** Must be qualified per OSHA 29 CFR 1926.1408(g).
- d** Must meet requirements per OSHA 29 CFR 1926.1407 and OSHA 29 CFR 1926.1408(b), use one of the following: (1) a proximity alarm, (2) a dedicated spotter, (3) a device that automatically warns the operator when to stop movement, such as a range control warning device, (4) a device that automatically limits range of movement, set to prevent encroachment, or (5) an insulating link/device.
- e** Per OSHA 29 CFR 1926.1408(a)(2)(ii), and 1926.1409(a), use minimum controls boundary
- f** Per OSHA 29 CFR 1926.1408 (a)(1)(i), mark boundaries at or outside your MAD with items such as flags or range limit/range control warning devices. The operator must not operate the crane beyond those boundaries.
- g** This includes any worker not in a vehicle, such as workers performing work on the ground, or on elevated platforms or scaffolding. Includes allowance for worker's reach and reach with conductive objects.
- h** Clearance values determined according to OSHA 1910.333(c)(3)(i)(A)(2).

The OSHA requirements in this section must be included on the plan sets and specifications given to contractors.

(5) Building on easements.

There shall be no additional permanent or temporary buildings allowed within the easement area, without prior written approval from Xcel Energy.

(6) Fuel and refueling on easements.

There shall be no fuel tanks stored or refueling of vehicles and equipment within the easement.

(7) Streetlights and signs on easements.

If there are to be streetlights, signboards, identification signs or any other type of non-building structure within the easement, detailed plans must be submitted to Xcel Energy prior to construction for review and approval to verify compliance with electrical code clearances prior to construction start.

Metallic structures must be properly grounded. The same working clearance criteria as stated in paragraph (4) also applies, for equipment used to erect and install light standards, sign boards, etc. Any metallic structure, pole, wire or item placed in the vicinity of a high-voltage transmission line will have the potential to become electrically charged due to electrical induction. The development of an electric charge results in a potential difference between the metal installation and the ground, which can result in electrical shocks when the item is touched. Placement of such metallic installation should take into consideration the shock potential during the; construction, intended use AND future maintenance activities. Items which become charged must be connected to a grounding rod or grounding system to prevent shocks.

(8) Notification.

Prior to the start of construction and following project completion, the requestor or contractor must notify Xcel Energy. Please contact Seth Wight at (612) 342-8926, or by email at seth.j.wight@xcelenergy.com

It is the express condition of this consent that all other terms and conditions of that certain easement shall remain in full force and effect.

NOTICE REGARDING LIMITATION OF LIABILITY: Requester understands and agrees that pursuant to the foregoing consent provisions, Xcel Energy is not liable for any damages it or any other party may cause to the improvements authorized herein.

(Line 0808/5577: Str.22-25)

EXHIBIT “B”

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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 INTERSTATE CREEK STABILIZATION & WATER QUALITY BEST MANAGEMENT PRACTICE PROJECT

COUNTY PROJECT NO. ##
WMO PROJECT NO. ##
CITY PROJECT NO. MH202409



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	STATEMENT OF ESTIMATED QUANTITIES
3	DETAILS
4-8	MNDOT STANDARD PLANS
9	PROJECT ACCESS AND GENERAL LOCATION PLAN
10	BIORETENTION CONSTRUCTION NOTES
11	TYPICAL SECTIONS
12	REMOVAL PLANS
13	REACH 1 CONSTRUCTION PLAN AND PROFILE
14	REACH 2 CONSTRUCTION PLAN AND EROSION CONTROL
15	VALLEY PARK BASIN GRADING PLAN
16	PARK PLACE BASIN GRADING PLAN
17	WEIR CONSTRUCTION PLAN
18	WEIR DETAILS
19-20	EROSION CONTROL & TURF ESTABLISHMENT
21- 23	STORMWATER POLLUTION PREVENTION PLAN
24- 26	CROSS SECTIONS
THIS PLAN CONTAINS 26 SHEETS.	
PROJECT LOCATION	
MENDOTA HEIGHTS DAKOTA COUNTY	
APPROVED:	
CITY ENGINEER OF MENDOTA HEIGHTS	DATE
APPROVED:	
DAKOTA COUNTY ENGINEER	DATE
DAKOTA COUNTY, MINNESOTA	
 PHONE: 952.912.2600 10650 RED CIRCLE DRIVE, SUITE 500 MINNETONKA, MN 55343 www.sehinc.com	
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.	
PRELIMINARY	
Signature _____ BLAKE HANSEN, PE (MN)	
Date: #####	Lic. No. 58904
PROJECT NO. 167782	
1 of 26	

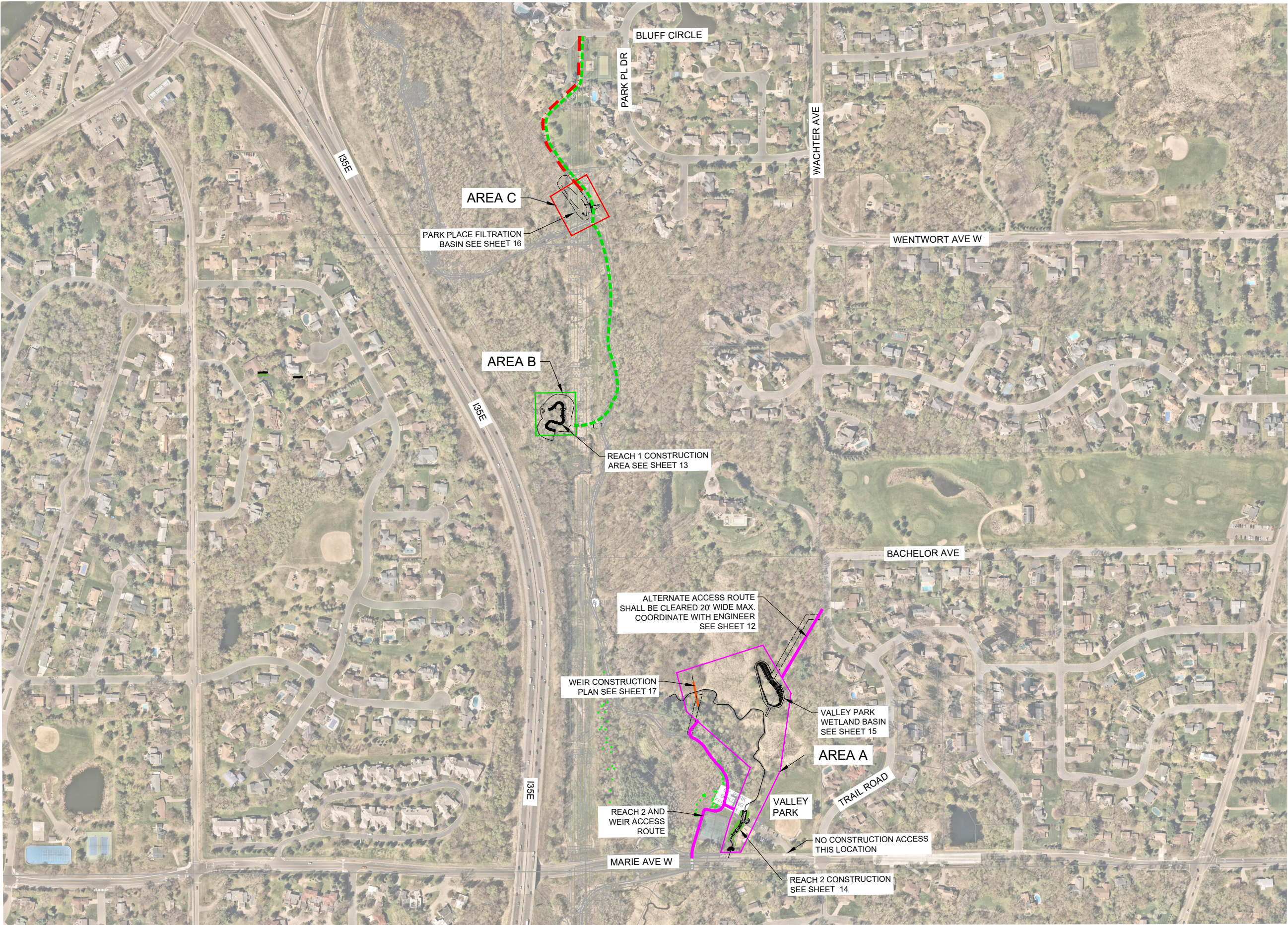
NOTE:
THE SUBSURFACE UTILITY QUALITY INFORMATION IN THIS PLAN IS LEVEL D.
THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE
GUIDELINES OF C/ASCE 38-02 ENTITLED "STANDARD GUIDELINES FOR THE
COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

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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- NOTES:
1. WHERE FEASIBLE, CONTRACTOR SHALL USE EXISTING TRAILS OR OTHER PASSABLE ROUTES TO ACCESS THE WORK.
 2. TREE CLEARING FOR ACCESS SHALL BE COORDINATED WITH AND APPROVED BY THE ENGINEER PRIOR TO BEGINNING WORK.

SEH Project	167782	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	MWS						
Designed By	MC						
Checked By	BH						



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.

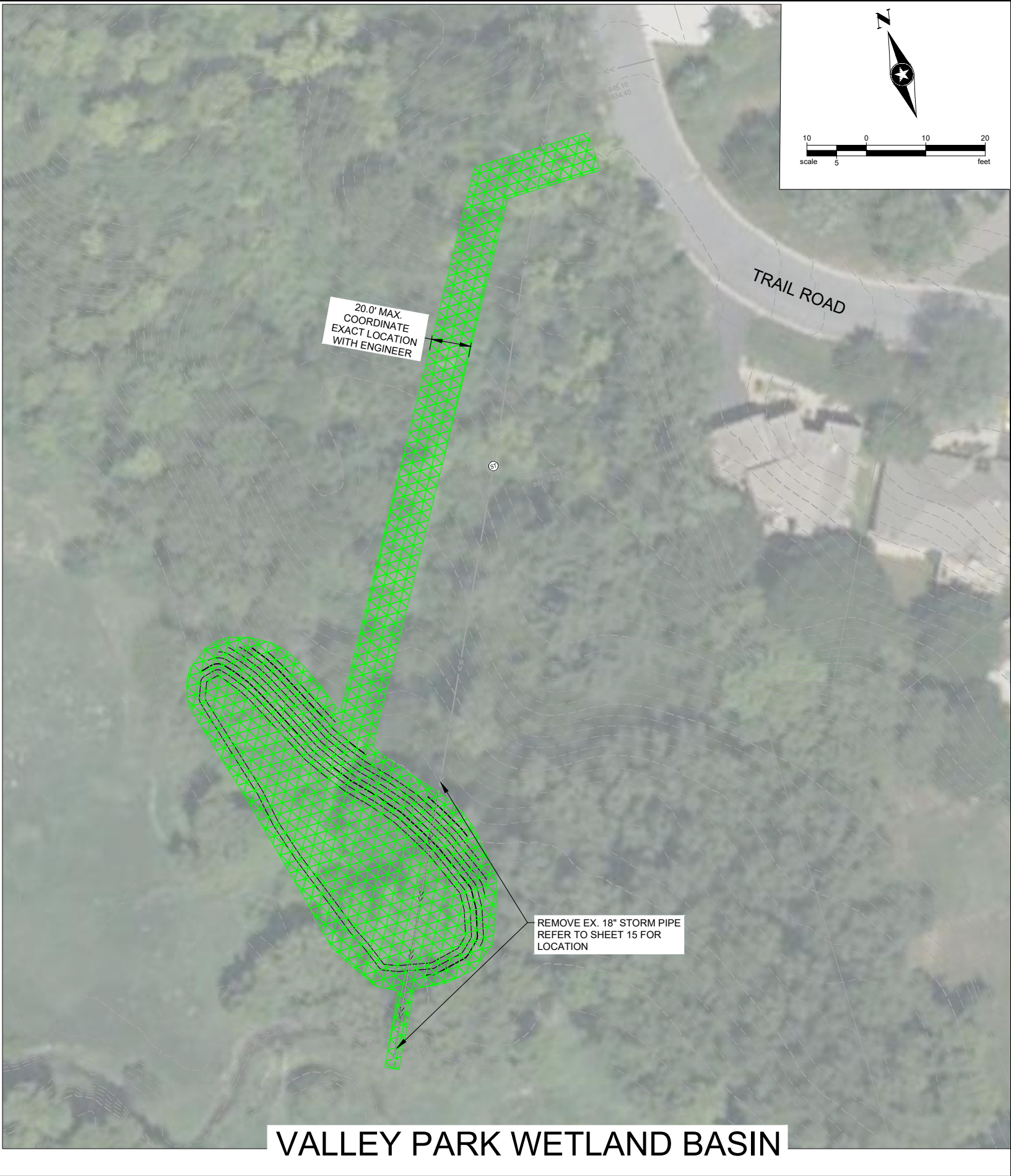
PRELIMINARY

BLAKE HANSEN, PE (MN)
DATE: #####
LICENSE NO. 58904

INTERSTATE CREEK STABILIZATION
& WATER QUALITY BMP PROJECT
DAKOTA COUNTY, MINNESOTA

PROJECT ACCESS AND GENERAL LOCATION PLAN

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Drawn By	MWS	#	#	Description		#	#	#	#	Description		#	#
Designed By	MC	#	#			#	#	#	#			#	#
Checked By	BH	#	#			#	#	#	#			#	#



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.

PRELIMINARY

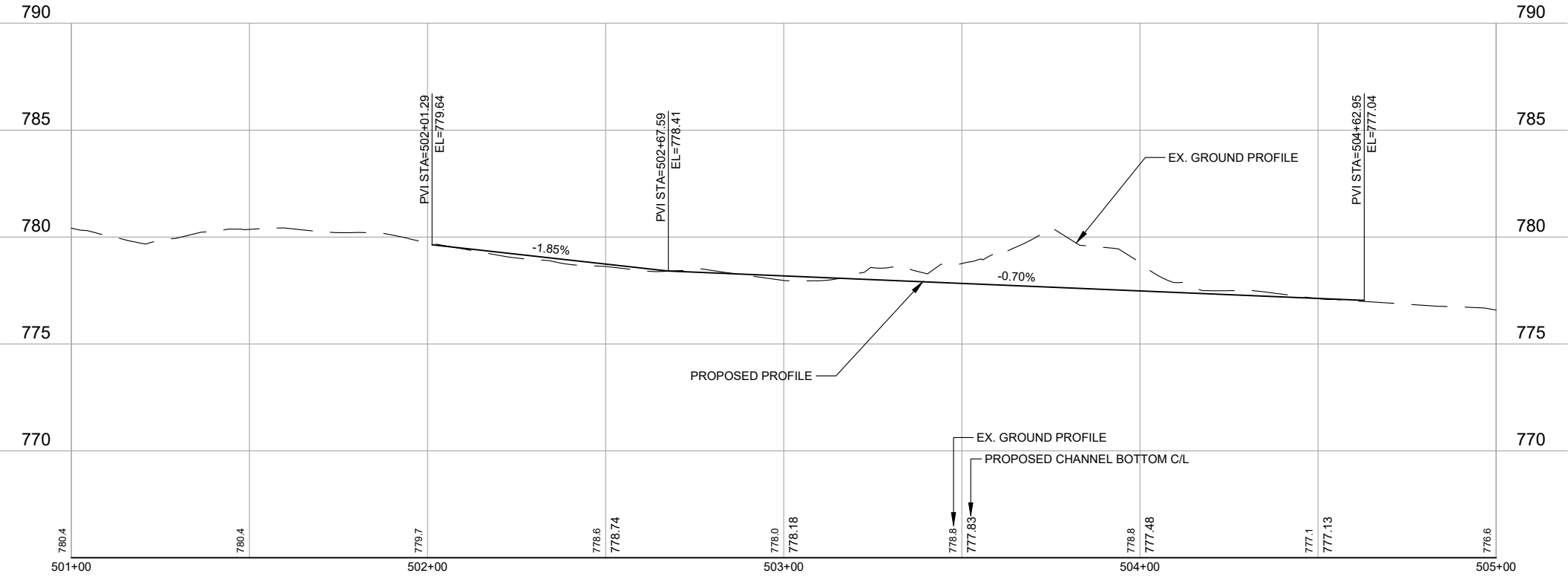
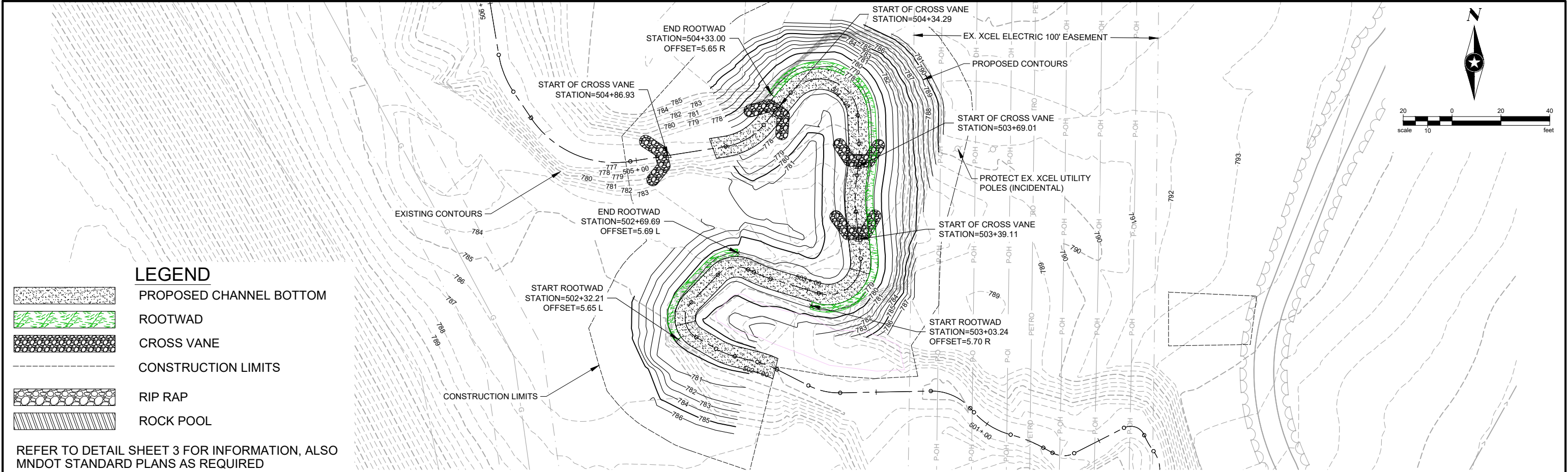
BLAKE HANSEN, PE (MN)
DATE: ##/##/## LICENSE NO. 58904

INTERSTATE CREEK STABILIZATION
& WATER QUALITY BMP PROJECT
DAKOTA COUNTY, MINNESOTA

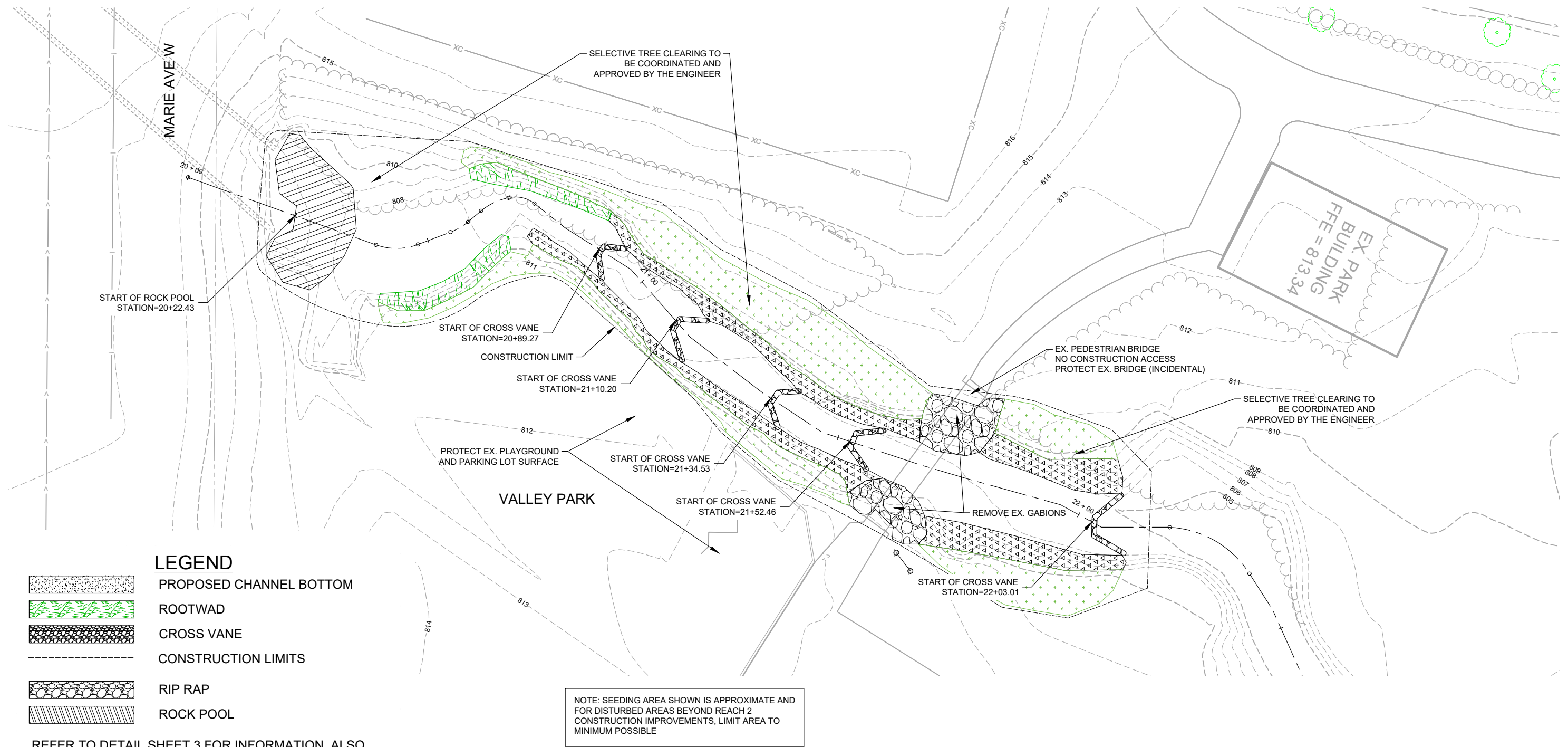
REMOVAL PLANS

12

of 26



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LEGEND

- PROPOSED CHANNEL BOTTOM
- ROOTWAD
- CROSS VANE
- CONSTRUCTION LIMITS
- RIP RAP
- ROCK POOL
- ROOT WRAP
- NATIVE SEED MIX

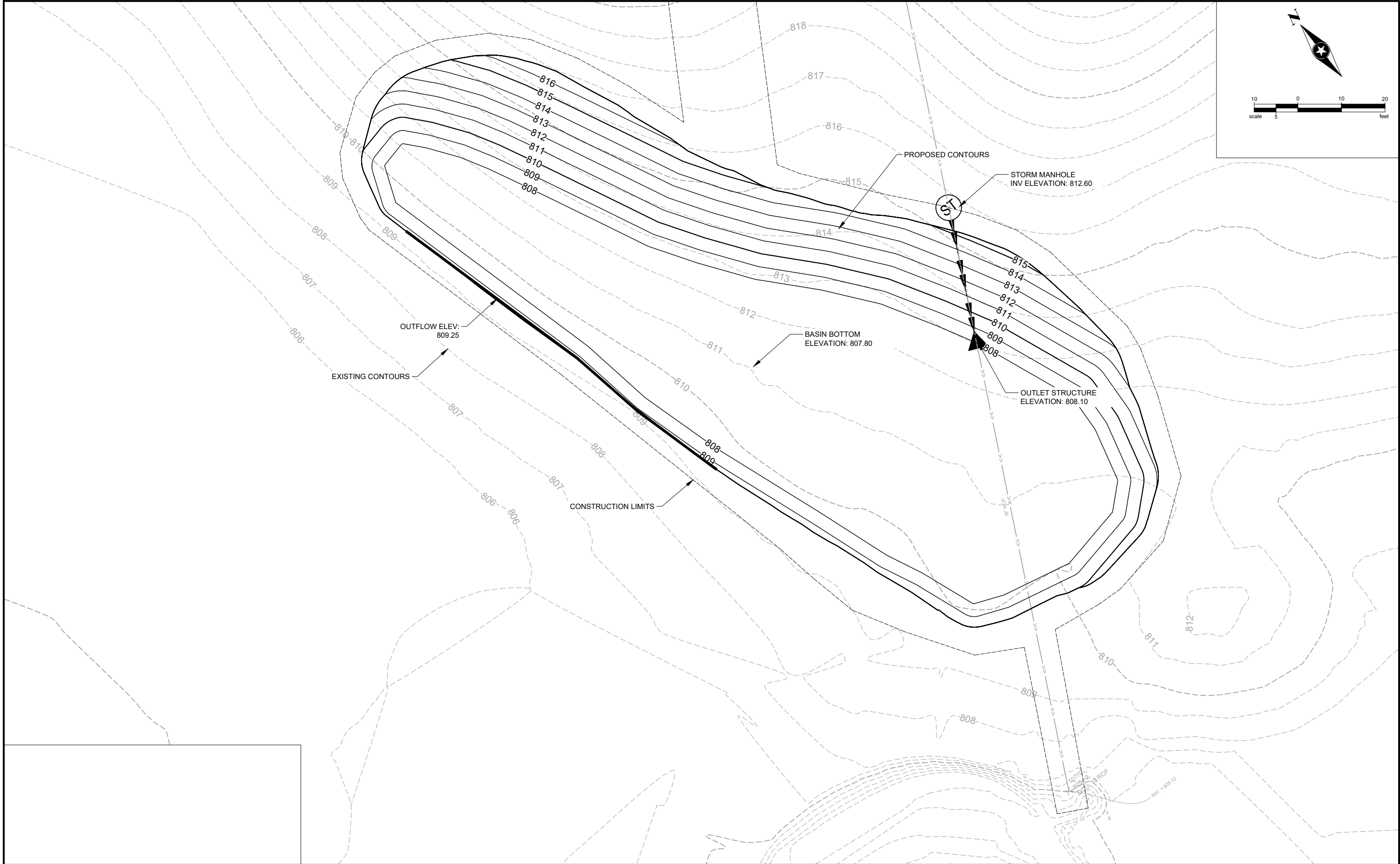
REFER TO DETAIL SHEET 3 FOR INFORMATION, ALSO
MNDOT STANDARD PLANS AS REQUIRED

NOTE: SEEDING AREA SHOWN IS APPROXIMATE AND
FOR DISTURBED AREAS BEYOND REACH 2
CONSTRUCTION IMPROVEMENTS, LIMIT AREA TO
MINIMUM POSSIBLE

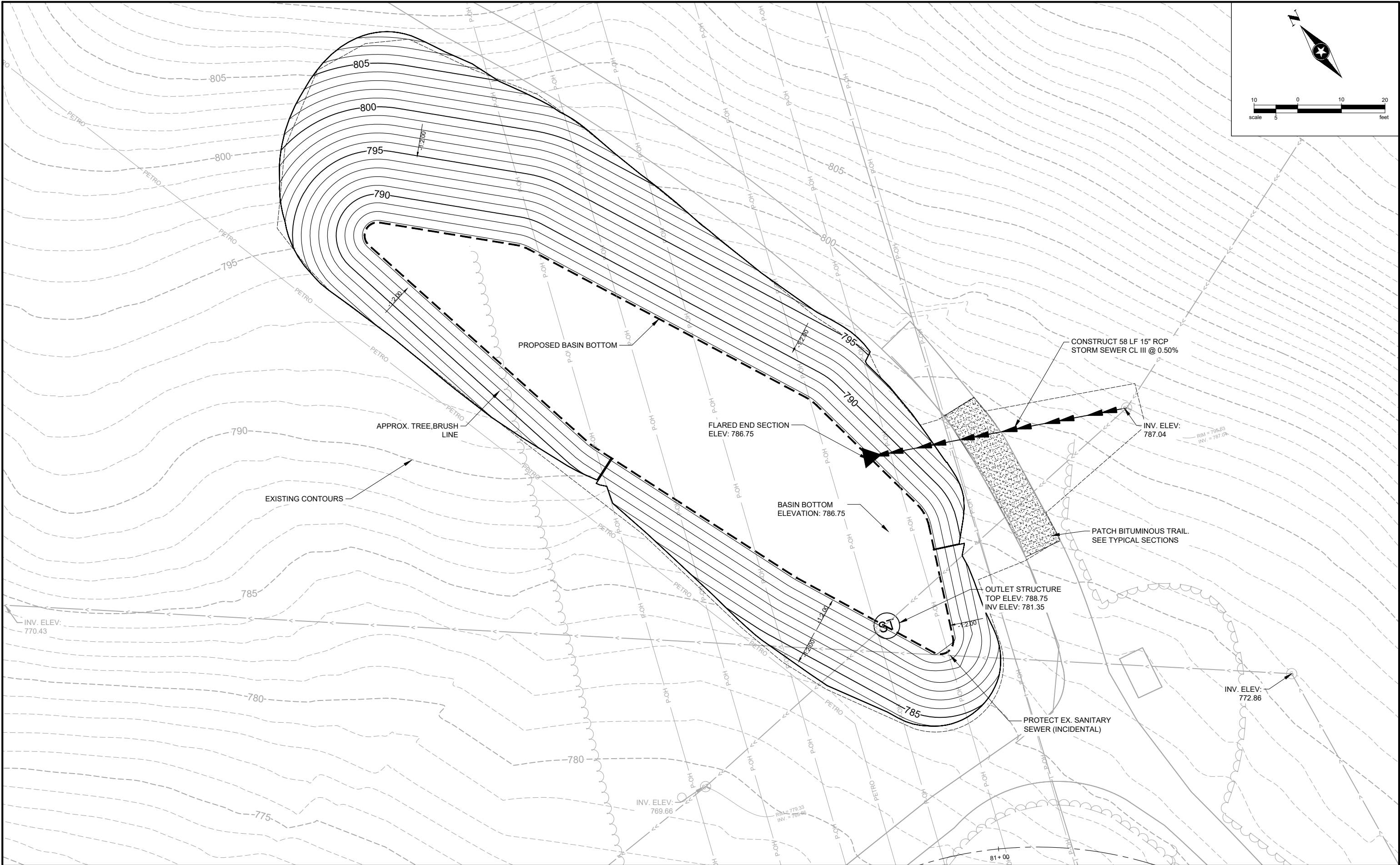
INTERSTATE VALLEY CREEK STABILIZATION & WATER QUALITY BMP PROJECT

SEH Project	167782	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date	<div><p>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.</p><div><div>BLAKE HANSEN, PE (MN)</div><div>DATE: ####/####/####</div><div>LICENSE NO. 58904</div></div></div>	INTERSTATE CREEK STABILIZATION & WATER QUALITY BMP PROJECT DAKOTA COUNTY, MINNESOTA	REACH 2 CONSTRUCTION PLAN AND EROSION CONTROL	14 of 26
Drawn By	MWS	.		.							
Designed By	MC	.		.							
Checked By	BH	.		.							

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SEH Project	167782	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	MWS						
Designed By	MC						
Checked By	BH						



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PRELIMINARY

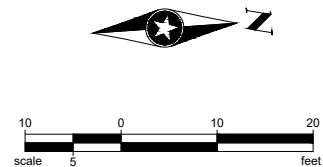
BLAKE HANSEN, PE (MN)
DATE: 7/12/2024 LICENSE NO: 58904

INTERSTATE CREEK STABILIZATION & WATER QUALITY BMP PROJECT

DAKOTA COUNTY, MINNESOTA

PARK PLACE BASIN GRADING PLAN

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LEGEND

- CONSTRUCTION LIMITS
- NATIVE VEGETATIVE PLANTINGS
- ROLLED EROSION PREVENTRION
- ROOTWAD
- CROSS VANE
- RIPARIAN VEGETATIVE PLANTINGS
- BIO-ROLL
- SILT FENCE
- FLOATING SILT FENCE
- DIRECTION OF FLOW

INTERSTATE VALLEY CREEK STABILIZATION & WATER QUALITY BMP PROJECT

SEH Project	IVC_DA167782	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	MWS	#	#	#	#	#	#
Designed By	MC	#	#	#	#	#	#
Checked By	BH	#	#	#	#	#	#



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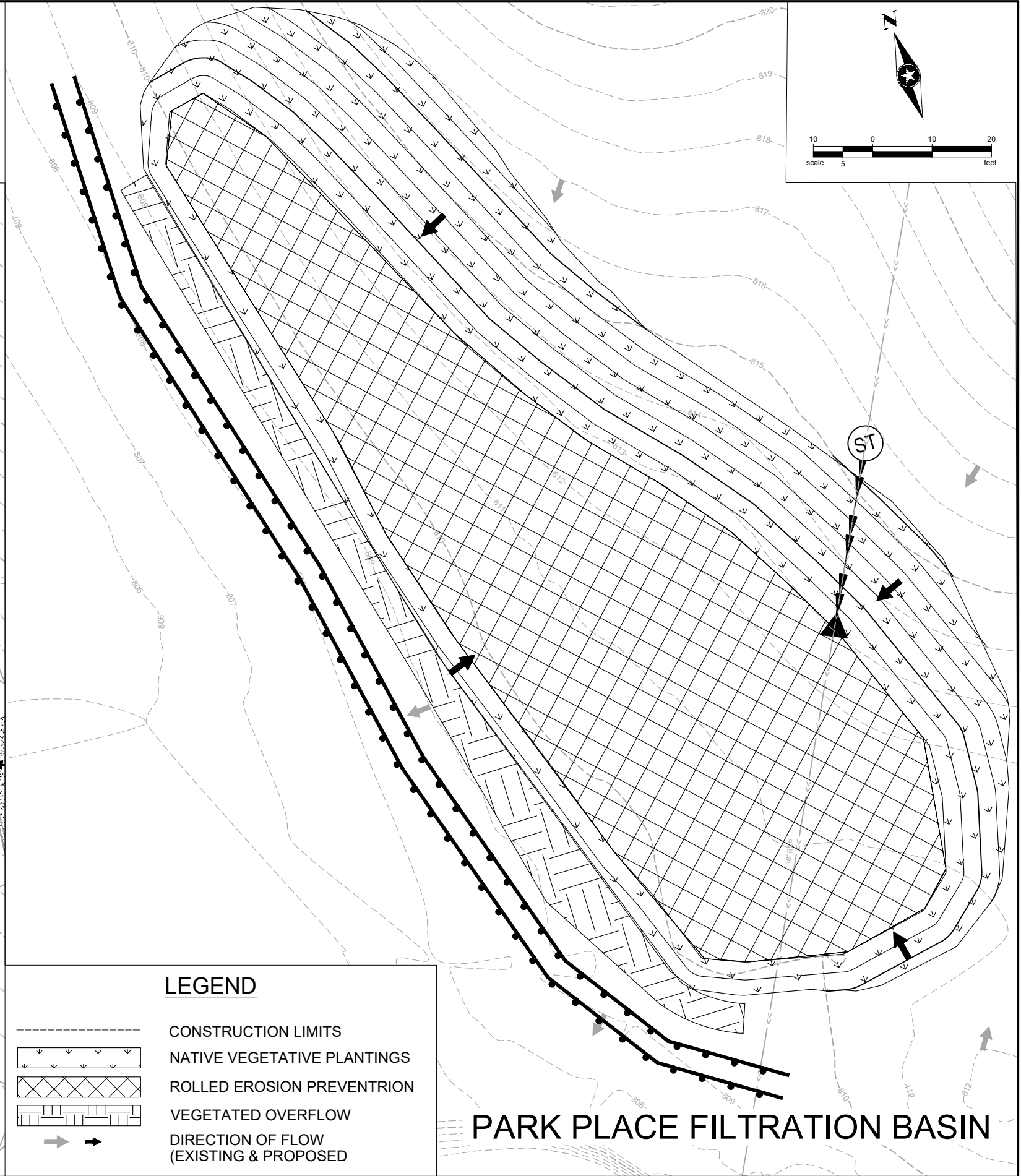
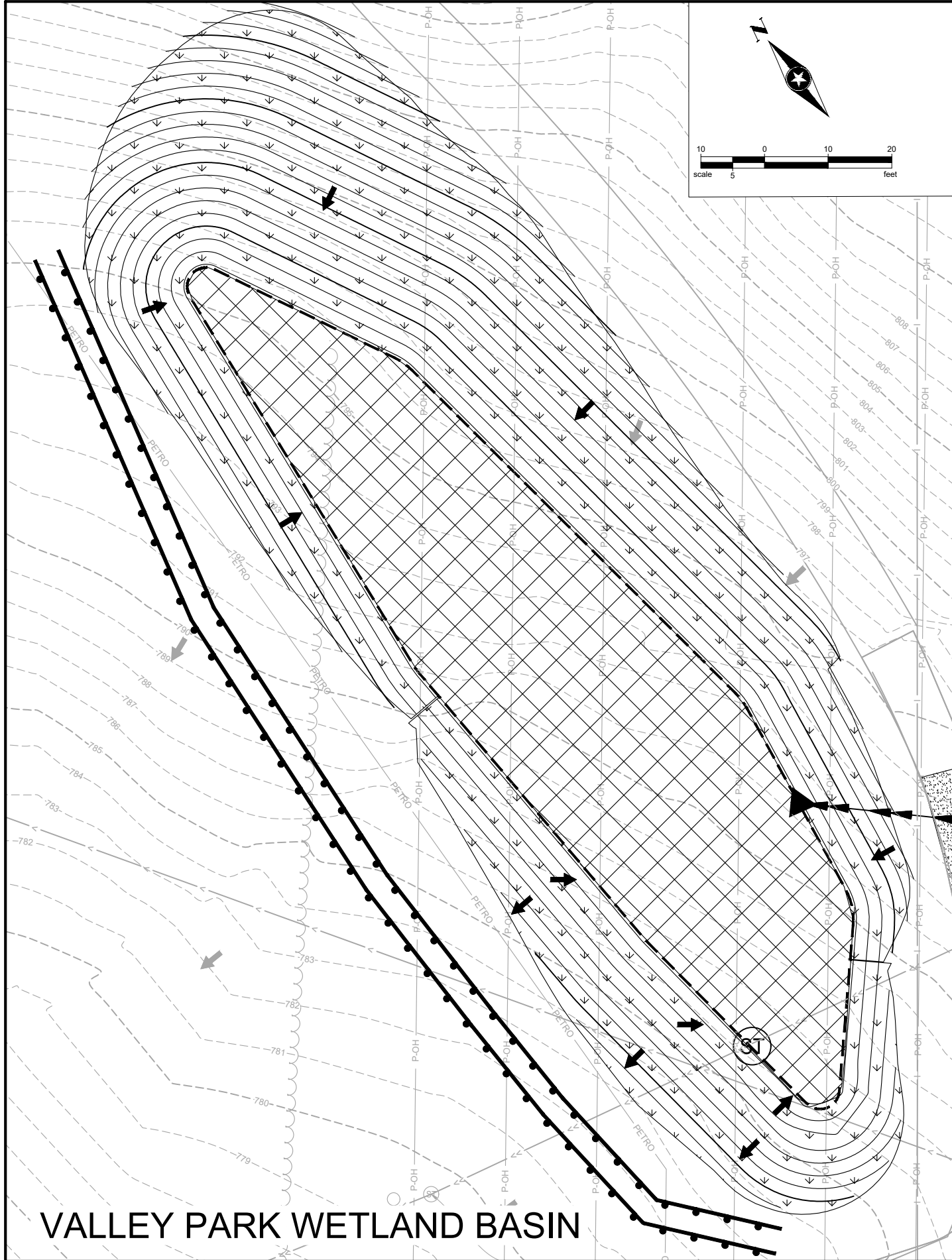
PRELIMINARY

BLAKE HANSEN, PE (MN)
DATE: #####
LICENSE NO. 58904

INTERSTATE CREEK STABILIZATION
& WATER QUALITY BMP PROJECT
DAKOTA COUNTY, MINNESOTA

EROSION CONTROL & TURF ESTABLISHMENT

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LEGEND

- CONSTRUCTION LIMITS
- NATIVE VEGETATIVE PLANTINGS
- ROLLED EROSION PREVENTRION
- VEGETATED OVERFLOW
- DIRECTION OF FLOW (EXISTING & PROPOSED)

SEH Project	IVC_DA167782	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	MWS	#	#	#	#	#	#
Designed By	MC	#	#	#	#	#	#
Checked By	BH	#	#	#	#	#	#



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PRELIMINARY

BLAKE HANSEN, PE (MN)
DATE: 7/12/2024 LICENSE NO. 58904

**INTERSTATE CREEK STABILIZATION
& WATER QUALITY BMP PROJECT**

DAKOTA COUNTY, MINNESOTA



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: December 3, 2024

AGENDA ITEM: Resolution 2024-71 Adopting and Confirming Assessments for the Emerson Avenue Street Improvements

ITEM TYPE: Consent Item

DEPARTMENT: Engineering

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

ACTION REQUEST:

Approve Resolution 2024-71 Adopting and Confirming Assessments for the Emerson Avenue Street Improvements

BACKGROUND:

Council ordered the Emerson Avenue Street Improvements at their December 19, 2023, meeting, and directed staff to prepare plans and specifications for this street reconstruction project. The plans were approved and authorized to bid at the March 19, 2024, meeting. Council awarded a contract to Ryan Contracting Co for \$4,857,894 at its meeting on April 16, 2024.

The Public Hearing for the consideration of special assessments for the Emerson Avenue Street Improvements was advertised for and held at the City Council meeting on October 30, 2024. The City Council adopted the Assessment Roll by approving Resolution 2024-62 at its November 6, 2024, City Council meeting. Staff were notified of an error within the Assessment Roll; specifically, a duplication of the property at 616 Maple Park Drive, PID #: 271785000040, in which the previous Assessment Roll identified this parcel to be assessed as both a single-family unit and a townhome unit. Staff reviewed the error and confirmed the property at 616 Maple Park Drive should only be included as a single unit within the Assessment Roll based on the driveway access and property size. The previous Assessment Roll was revised to only include this property as a single unit with the City absorbing the additional 0.44 units assigned previously to 616 Maple Park Drive.

The street improvements included bituminous pavement reclamation, aggregate base, concrete curb and gutter, concrete curb and gutter and sidewalk repair, catch basin repair, bituminous surfacing, storm sewer improvements, ADA improvements, and water main repairs and replacement to the following streets: Emerson Avenue, Ivy Falls Court, Ivy Hill Drive, Laura Court, Laura Street, Maple Park Drive, Sylvandale Court, Sylvandale Court South, Sylvandale Road, and Ivy Hills Park.

FISCAL AND RESOURCE IMPACT:

The Emerson Avenue Street Improvements are proposed to be financed by Special Assessments, Municipal Bonds, Saint Paul Regional Water Service Funds, and various Utility Funds. The total cost for the Emerson Avenue Street Improvements is estimated to be \$4,414,205 following construction. The project costs are further expanded to include indirect costs for administration, engineering, finance, legal, etc.:

Project Total	Total Estimated Costs
Street Improvements	\$ 1,538,841
Indirect Costs for Street Improvements (18%)*	\$ 276,991
Street Improvements Not Assessable (Digital Sign)	\$ 26,621
Total Costs for Street Improvements	\$ 1,842,453
Private Parking Bays	\$ 55,220
Total Costs for Private Parking Bays	\$ 55,220
Park Improvements	\$ 76,677
Indirect Costs Park Improvements (18%)*	\$ 13,802
Total Costs for Park Improvements	\$ 90,479
Storm Sewer Improvements	\$ 266,330
Water Improvements	\$ 2,000
Sanitary Improvements	\$ 51,200
Total Cost for Utility Improvements	\$ 319,530
Saint Paul Regional Water Service Watermain Replacement	\$ 1,831,759
Indirect Costs for SPRWS (15%)	\$ 274,764
Total Cost for SPRWS Improvements	\$ 2,106,523
Total Improvement Cost	\$ 3,848,647

Total Indirect Costs for City*	\$ 565,557
Total Cost	\$ 4,414,205
Rounded Total Cost	\$ 4,414,300

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

Assessment Calculation	Total
Total Project Cost	\$ 4,414,300
Assessable Amount	\$ 1,815,832
Assessment Amount (50% of Assessable Amount)	\$ 907,916
Total Units - Residential*	102.56
Assessment - Residential	\$ 866,194.09
Total Units - City of Mendota Heights*	4.94
City Assigned Assessment Amount	\$ 41,721.90
Total Units	107.5
Unit Assessment (Assessable amount/ XX Units)	\$ 8,445.73
Total Assessment Amount	\$ 8, 446
Total Multi-Unit Assessment Amount**	\$ 4,326

*1 unit = 100 frontage feet

**Assessment for multi-unit dwellings computed based on total frontage divided by number of dwellings. Private parking bay work added to townhouse assessment

Funding Source	Project Total
Municipal Levy	\$ 934,537
Park Fund (Municipal Levy)	\$ 90,479
City Assessment (Municipal Levy)	\$41,722
Total Municipal Levy	\$ 1,066,738
Residential Assessments (50%)	\$ 866,194
Private Parking Bay Assessments	\$ 55,220
Utility Fund - Storm Sewer	\$ 266,330
Utility Fund - Sanitary	\$ 51,200

Utility Fund - Water	\$ 2,000
Saint Paul Regional Water Services	\$ 2,106,523
Total	\$ 4,414,205

The total amount of the street reclamation assessment shall be payable in equal amounts extending over a period of 10 years.

Unpaid assessments will be charged an interest rate that will be 2% above the true interest cost of the bonds issued for these projects per annum.

ATTACHMENTS:

1. Resolution 2024-71
2. Assessment Map
3. Emerson Avenue Improvements Assessment Roll

CITY COUNCIL PRIORITY:

Inclusive and Responsive Government, Premier Public Services & Infrastructure

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

RESOLUTION 2024-71

**A RESOLUTION ADOPTING AND CONFIRMING ASSESSMENTS FOR THE
EMERSON AVENUE STREET IMPROVEMENTS**

WHEREAS, pursuant to proper notice duly given as required by law, the Mendota Heights City Council has met and heard and passed upon all objections to the proposed assessment for the improvement to certain streets identified as:

Bituminous pavement reclamation, aggregate base, concrete curb and gutter, concrete curb and gutter and sidewalk repair, catch basin repair, bituminous surfacing, storm sewer improvements, ADA and park improvements, and water main maintenance and replacement to the following streets: Emerson Avenue, Ivy Falls Court, Ivy Hill Drive, Laura Court, Laura Street, Maple Park Drive, Sylvandale Court, Sylvandale Court South, Sylvandale Road, and Ivy Hills Park

WHEREAS, the Mendota Heights City Council previously approved Resolution 2024-62, confirming the assessment roll for the Emerson Avenue Improvements project; and

WHEREAS, it was subsequently discovered that the property at 616 Maple Park Drive, PID # 271785000040, was erroneously duplicated in the assessment roll, requiring correction;

NOW THEREFORE BE IT RESOLVED, by the Mendota Heights City Council that:

1. Such proposed assessments, copies of which are attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. The total amount of the street reclamation assessment shall be payable in equal amounts extending over a period of 10 years. The first of the installments shall be the annual principal plus interest calculated from the public hearing date to the end of this year plus twelve months of the next year and shall bear interest at the rate of 2% above the true interest cost of the bonds issued per annum from the date of the adoption of the assessment resolution. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of Resolution 2024-62, approved on November 6, 2024. The property owner may, at any time thereafter, pay to the City Finance Director the entire amount of the assessment remaining unpaid, excepting the installment portion appearing upon the current year's property tax statement.

4. The City Clerk shall prepare and transmit to the County Auditor a certified duplicate of said assessment rolls with each then unpaid installment and interest set forth separately, to be extended upon the proper tax lists of the County, and the County Auditor shall thereafter collect said assessments in the manner provided by law.

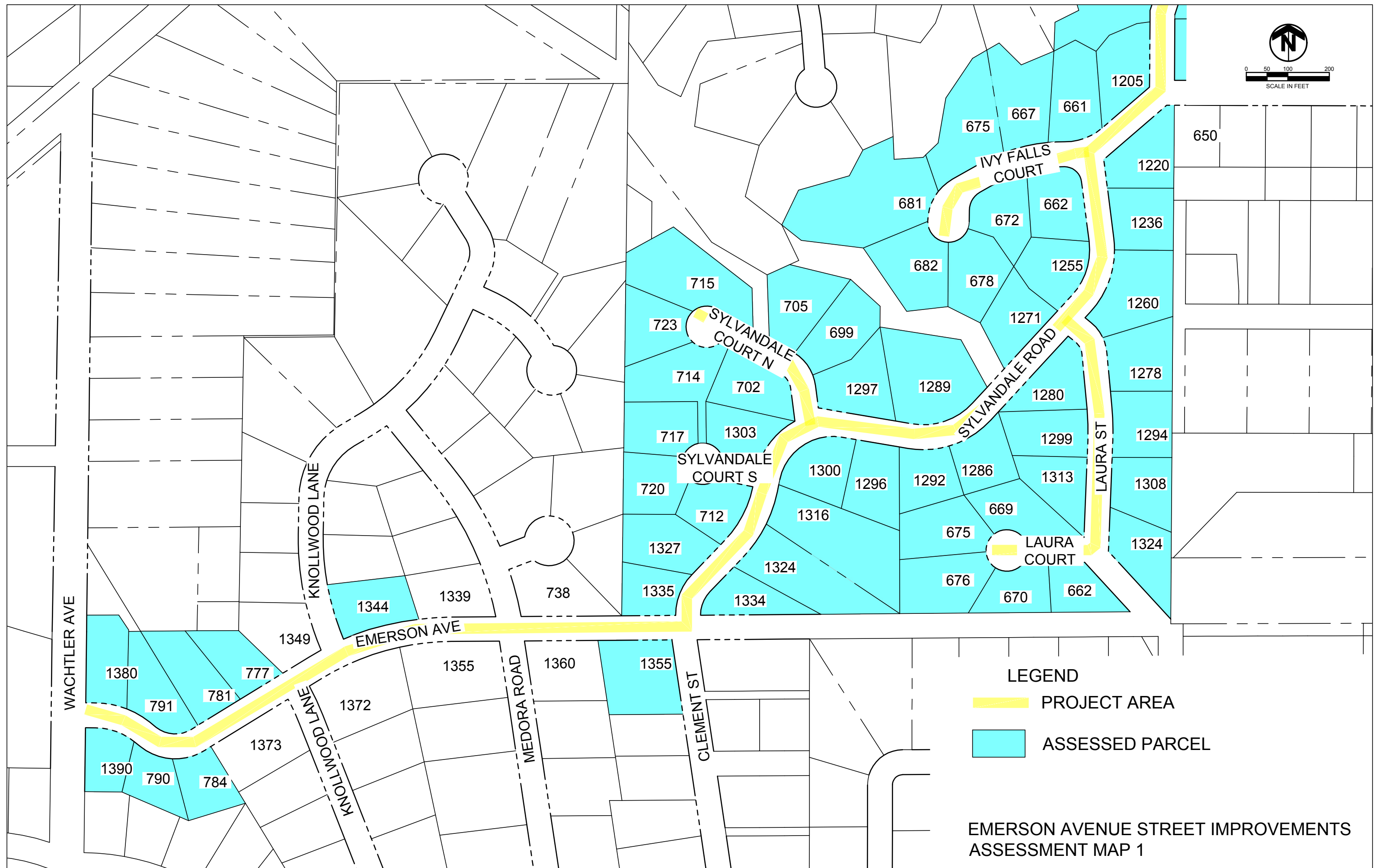
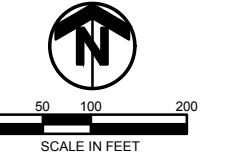
Adopted by the City Council of the City of Mendota Heights this third day of December 2024.

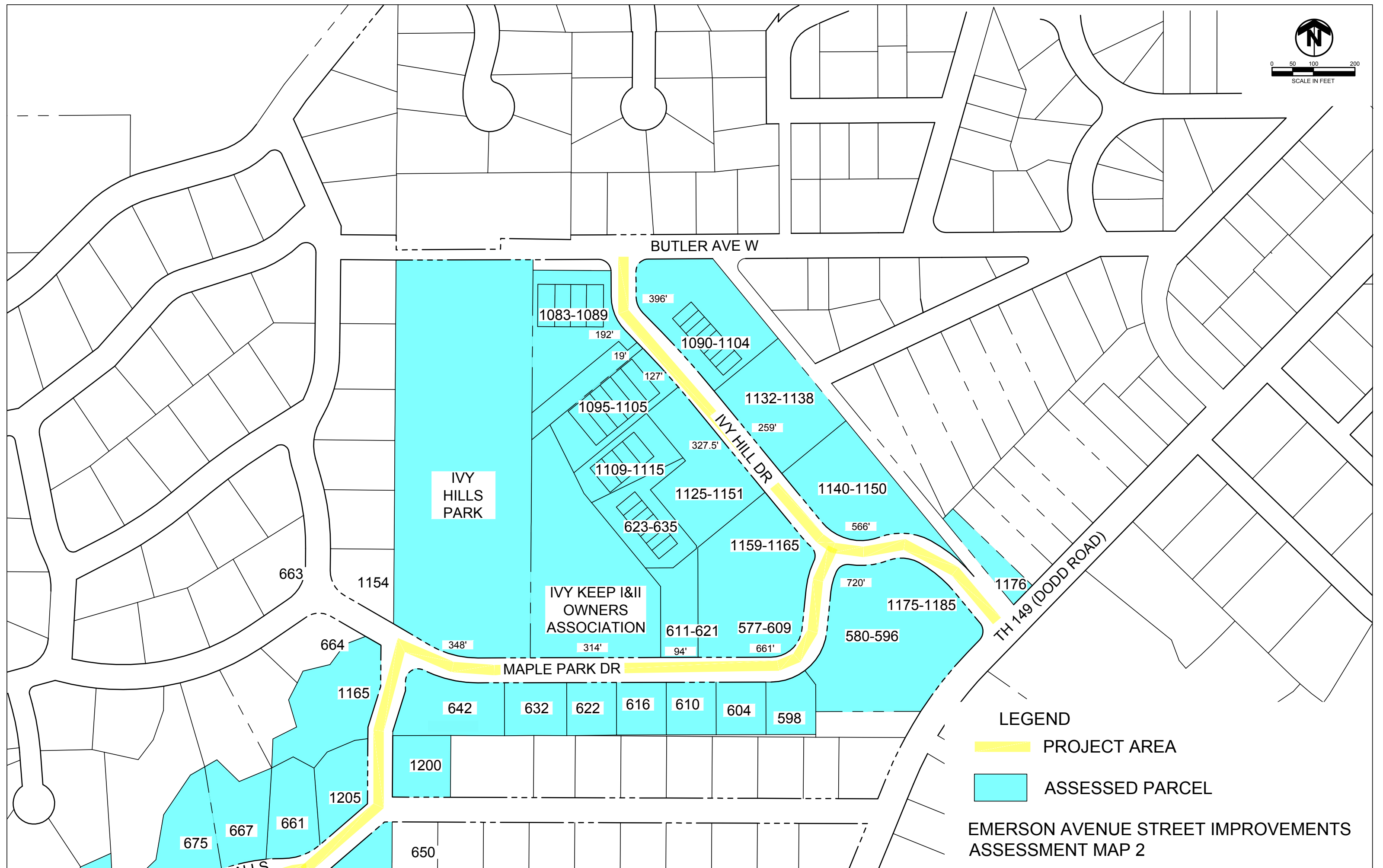
**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST

Nancy Bauer, City Clerk





LEGEND

- PROJECT AREA
- ASSESSED PARCEL

City of Mendota Heights - Emerson Area Street Improvements		
Total Project Cost	\$	4,414,300.00
Assessable Amount	\$	1,815,832.00
Assessment (50% of Assessable Amount)	\$	907,916.00
Residential unit assessments (units)		107.5
Residential unit rate	\$	8,446.00
Interest rate		6%
Term		10
Initial year		2025

RECLAMATION

NAMBER	PARCEL ADDRESS	PARCEL ID NUMBER	LEGAL DESCRIPTION	PROPERTY OWNER	JOINT OWNER	OWNER ADDRESS	QTY AND ACRES	TYPE	CONSTRUCTION TYPE	NUMBER OF UNITS	UNIT ASSIGNMENT	PRIVATE PACING RATE	UNIT ASSIGNMENT TOTAL
1	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	MICHELLE L BLATT		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
2	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	RENEE ANN ANDERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
3	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
4	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
5	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
6	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
7	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
8	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
9	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
10	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
11	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
12	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
13	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
14	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
15	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
16	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
17	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
18	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
19	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
20	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
21	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
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23	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
24	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
25	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
26	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
27	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
28	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
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31	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
32	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
33	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
34	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
35	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
36	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
37	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
38	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
39	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
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47	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
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51	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
52	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
53	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
54	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
55	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
56	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
57	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
58	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
59	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
60	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
61	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
62	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
63	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
64	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
65	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
66	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
67	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
68	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
69	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
70	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
71	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
72	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
73	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
74	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
75	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
76	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
77	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
78	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
79	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
80	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
81	16120 W HILL DR	271-70000000	CLAYTON THOMPSON DIV HILL	ANTHONY J AND TERRY EBERSON		1129 W 10TH AVE	0.44	RECLAMATION		1	4	4,440.00	4,440.00
82	16120 W HILL DR	271-700000											

Page 98 of 270



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: December 3, 2024

AGENDA ITEM: Approve a Change Order from DreamScapes Landscaping & Design for the Ivy Falls Retaining Wall Repair Project

ITEM TYPE: Consent Item

DEPARTMENT: Engineering

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

ACTION REQUEST:

Approve a change order from DreamScapes Landscaping & Design for the Ivy Falls Retaining Wall Repair project in a not to exceed amount of \$11,984.71

BACKGROUND:

City Council approved a quote for the Ivy Falls Retaining Wall repair from DreamScapes Landscaping at its August 7, 2024, meeting for an amount of \$37,131.96 to repair an existing wall that had fallen over and was no longer working effectively or in a safe condition.

Construction of the wall repair began the week of November 4, 2024, and staff were notified of an issue on November 14, pertaining to the number of blocks required to construct the wall. The existing wall was a smaller, CMU-style block that allowed for the base blocks to step and cater to the topography more consistently, as the length of each block was significantly smaller. Throughout, the length of the wall has 42" of elevation drop, which required the contractor to alter the original design to provide an adequate base block to make up the elevation difference and support the wall above. The contractor has identified the need and quantity of the additional blocks and is included with the attached extra for an amount of \$11,984.71.

FISCAL AND RESOURCE IMPACT:

The change order costs for the retaining wall repair to DreamScapes Landscaping & Design is for a not to exceed amount of \$11,984.71. The additional wall repair costs would be funded through a portion of the remaining Water Tower utility fund and stormwater utility fund.

ATTACHMENTS:

1. DreamScapes Change Order

CITY COUNCIL PRIORITY:

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



Ivy Falls Retaining Wall 24-Additional Wall Block

CITY OF MENDOTA HEIGHTS
1101 VICTORIA CURVE
MENDOTA HEIGHTS, MINNESOTA 55118

Sales: Jim Kalkes

Ivy Falls Retaining Wall

699 Sylvandale Court South Mendota Heights, Minnesota
55118

Est ID: EST4754634

Date: Jul-08-2024

Thank you for the opportunity to bid the landscape work for your project. We at DreamScapes Landscaping & Design look forward to beautifying your property and exceeding your expectations.

We take pride in providing quality customer service and standing behind all of our work. Therefore, the attached bid has been thoughtfully constructed to provide both value & quality. If you have any questions or need additional information please feel free to contact me at anytime.

Jim Kalkes, ASLA

Direct: 612-638-7944

DreamScapes Landscaping and Design Office: 651-415-1000

24-Add Bronko Block 174sf	\$11,984.71
----------------------------------	--------------------

- 22 ea - Versa Lok-Bronco II 18h 24" Deep Unit
- 6 ea - Versa Lok-Bronco II Tapered Cap Unit (TU) Grass Caps
- 1 ea - Versa Lok-Bronco II RH Corner Cap
- 2 ea - Erosion Control- Straw Blanket One Sided Netting - 8' x 112.5'
- Additional 3/4" Clear Limestone for base and backfill

Subtotal	\$11,984.71
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Taxes	\$0.00
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Estimate Total	\$11,984.71
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Contract Payment Summary

PO #

Contract #

DreamScapes Landscaping & Design, inc
7087 20th Ave S. Centerville
Centerville, MN
55038

P.612-638-7944

www.DreamScapesMN.com
JimK@DreamScapesMN.com

page 1 of 2

Contractor: James A. Kalkes
Jim Kalkes

Signature Date: 11/14/2024

Email: JimK@DreamScapesMN.com

Client: [Signature]
Project Works Director

Signature Date: 11/14/2024



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: December 3, 2024

AGENDA ITEM: Award Contract for VFD and SCADA at Main Lift Station

ITEM TYPE: Consent Item

DEPARTMENT: Public Works

CONTACT: John Boland, Public Works
Superintendent

ACTION REQUEST:

1. Award a contract to Total Control Inc. for \$31,725 for the installation of Variable Frequency Drive Units, and upgrade the panel for SCADA connectivity; and
2. Award a contract to Total Construction Inc. for 11,370 for additional electrical costs.

BACKGROUND:

The City has a sewage lift station at 1375 Mendota Heights Road. This is the main lift station for the Industrial Park.

Variable Frequency Drive (VFD) units are designed to provide energy efficiency in electric motors by optimizing acceleration, deceleration, and top end speed of the motors. They will reduce both energy costs, and provide a longer life for the motors and infrastructure associated with the lift station. Presently, this lift station has significant water hammer when the pumps shut down. The VFD's will allow the motor to decelerate enough before shutting down to limit this water hammer, providing less wear on the motors, valves, and piping in the station. This past summer, the City installed a SCADA system for the new panels installed at two of our other lift stations, and this one will be connected at the same time as the VFD's to provide data and alarm issues directly to staff.

Total Control Inc. installed the present SCADA system, and designed the VFD equipment needed for this station.

FISCAL AND RESOURCE IMPACT:

Cost of VFD equipment and Installation: \$17,206

Cost to upgrade panel to SCADA: \$14,519

Additional electrical costs through Total Construction Inc.: \$11,370

This project will be funded through the Sanitary Sewer Fund.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: December 3, 2024

AGENDA ITEM: Approve Online Tee Time Reservation Software

ITEM TYPE: Consent Item

DEPARTMENT: Parks and Recreation

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

ACTION REQUEST:

Approve ForeUP as the Online Tee Time Reservation Software for the Mendota Heights Par 3 Community Golf Course and authorize the City Administrator to execute the contract.

BACKGROUND:

As part of the 2025 budget discussion, adding online tee time reservation software at the Mendota Heights Par 3 Community Golf Course was a priority. To implement the new system for the 2025 season, staff have reviewed three online tee time software systems, in addition to meeting with municipal golf course professionals for their input on the success and usage of the software at their course.

Staff has determined that the ForeUP golf software best fits the Mendota Heights Par 3 Community Golf Course. ForeUP features a modern, cloud-based, comprehensive golf course system. The software is accessible from any device, from anywhere and is currently used by over 2,300 golf courses nationwide. The software will provide an updated Point of Sale (POS) System and Text/Emailing Marketing opportunities for customers.

Staff worked with the vendor to finalize a contract for services. The vendor provides two options for payment of services:

1. Monthly Use Fee of \$320: the city would be invoiced monthly and the contract includes an initial term of 24 months (annual total of \$3,840); or
2. Inventory Exchange: the city would provide two tee times per day (up to eight golfers per day) in exchange for free usage of the software. ForeUP would retain all revenue from these two tee times per day.

On average, the golf course is open approximately 210 days per season. Staff has analyzed the potential lost revenue if the City moved forward with the inventory exchange below:

- 1 player per day on ForeUp: $(210 \times \$16 = \$3,360)$
- 2 players per day on ForeUp: $(420 \times \$16 = \$6,720)$
- 3 players per day on ForeUp: $(630 \times \$16 = \$10,080)$
- 4 players per day on ForeUp: $(840 \times \$16 = \$13,440)$
- 5 players per day on ForeUp: $(1,050 \times \$16 = \$16,800)$
- 6 players per day on ForeUp: $(1,260 \times \$16 = \$20,160)$
- 7 players per day on ForeUp: $(1,470 \times \$16 = \$23,520)$
- 8 players per day on ForeUp: $(1,680 \times \$16 = \$26,880)$

Based on the analysis, staff recommends moving forward with the monthly use fee option. Staff believes implementation of the online tee time software will increase rounds at the golf course which will more than cover the cost of the new software.

Upon approval from the Council, staff would begin the implementation process to have the software up and running for the 2025 season. The typical implementation timeline is one month. The City would begin paying the monthly fee in February 2025.

FISCAL AND RESOURCE IMPACT:

ForeUP will cost \$320 per month for the 2025 season. There are sufficient funds in the golf course budget to cover the costs of this expense.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

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

**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: December 3, 2024

AGENDA ITEM: Approve Fire Department Out of State Travel Request

ITEM TYPE: Consent Item

DEPARTMENT: Fire

CONTACT: Dan Johnson
Acting Co-Fire Chief

ACTION REQUEST:

Approve the out-of-state travel request for Pete Madland to attend a National Fire Academy (NFA) course.

BACKGROUND:

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

Course Name: Commercial Fire Sprinkler System Plans Review

Location: National Fire Academy in Emmitsburg, MD

Dates: February 3 – 7, 2025

This course is highly recommended by the MN DPS State Fire Marshal Division for inspectors doing sprinkler system plan review and inspection, and would provide the department with a highly trained, in-house resource for the robust fire inspection process being led by our Fire Marshal Joe King.

FISCAL AND RESOURCE IMPACT:

The cost of this course is fully covered by the National Fire Academy (NFA), and the NFA provides housing for students while on campus to attend the course. The only cost to the City would be airfare for travel to and from the course, and for students representing qualified government agencies (such as our fire department), the airfare expense is expected to be fully reimbursable through FEMA upon successful completion of the course.

Transportation: Round-trip airfare is estimated at \$500.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: December 3, 2024

AGENDA ITEM: Approve the Purchase of a Standby Generator for the Par 3 Clubhouse

ITEM TYPE: Consent Item

DEPARTMENT: Parks and Recreation

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

ACTION REQUEST:

Approve the purchase of a standby generator for the Mendota Heights Par 3 Community Clubhouse.

BACKGROUND:

In the past three years the golf course has had more than a dozen incidents when the clubhouse has lost power due to a power outage. The golf course property has overhead powerlines, which are more susceptible to power outages than underground lines. In the winter when there is an outage, staff are called in to turn on temporary heaters to ensure the pipes in the exterior walls do not freeze. In the last three years, this has been a change in operations due to the clubhouse being used for recreation programs in the off-season and not being winterized. During the warm months when there is an outage, the course is not able to accept credit card payments. On busy days, this can result in a substantial amount of lost revenue for the course, as a large majority of payments are made via credit card.

As the course moves to an online tee time system in 2025, it will be more important than ever that staff has access to the online tee sheets to successfully provide continuation of services if there is a power outage. A backup generator has been included in past Capital Improvement Plans but has been deferred due to more pressing needs like mowers, HVAC replacement and facility safety upgrades. With the Par 3 showing an estimated \$63,500 operating surplus at the end of September, staff feels it is the right time to move forward with the installation of a standby generator at the clubhouse prior to the 2025 season.

Staff has received two quotes for the 18kw Generac natural gas generator and installation:
Allied Generators--\$12,110

Mid-Northern Services--\$14,380

FISCAL AND RESOURCE IMPACT:

Staff recommends that the Council approve the purchase of the generator and installation by Allied Generators for \$12,110. There is sufficient funds in the Par 3 Fund to cover this expenditure.

ATTACHMENTS:

None

CITY COUNCIL PRIORITY:

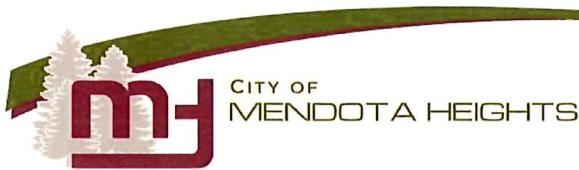
Economic Vitality & Community Vibrancy, Premier Public Services & Infrastructure, Inclusive and Responsive Government

**CITY OF MENDOTA HEIGHTS
TREASURER'S REPORT OCTOBER 2024**

	<u>BALANCE</u>	<u>COLLATERAL</u>
<u>Deerwood Bank</u>		
Checking Account .03%	\$29,622.95	
Collateral - Bonds		\$3,240,000.00
Gov't. Guar.		\$200,000.00
 <u>Investments</u>	 <u>Cost</u>	 <u>PV</u>
Saving Cert 7/27/2020 @ 1.50% Cherokee	\$14,540.30	\$14,540.30
FHLB 1.35% 2/11/25	\$490,000.00	\$485,428.30
FHLB 0.75% 10/14/25	\$500,000.00	\$489,560.00
FHLB 0.80% 2/25/26	\$340,000.00	\$325,774.40
FHLB 1.00% 3/16/26	\$505,000.00	\$483,365.80
FHLB 1.00% 6/30/26	\$300,000.00	\$286,908.00
FHLB 1.25% 8/26/26	\$250,000.00	\$237,365.00
FHLMC 5.25% 12/4/28	\$500,000.00	\$499,380.00
FHLMC 4.125% 8/13/29	\$497,500.00	\$492,410.00
Webbank 1.00% 12/30/24	\$135,000.00	\$134,215.65
JP Morgan 1.10% 1/31/25	\$245,000.00	\$242,848.90
Morgan Stanley Private Bank 0.70% 3/20/25	\$245,000.00	\$241,939.95
Ally Bank 2.60% 4/14/26	\$245,000.00	\$239,832.95
Sallie Mae Bank 1.00% 7/8/26	\$144,000.00	\$136,897.92
Goldman Sachs Bank 1.05% 9/22/26	\$160,000.00	\$151,496.00
State Bank of India 1.10% 9/28/26	\$245,000.00	\$232,108.10
Popular Bank 4.60% 4/19/27	\$245,000.00	\$248,655.40
Discover Bank 3.35% 7/12/27	\$235,000.00	\$231,338.70
Capital One 3.40% 8/17/27	\$245,000.00	\$241,388.70
Capital One USA 3.40% 8/17/27	\$245,000.00	\$241,388.70
BMW Bank America 4.85% 9/29/27	\$245,000.00	\$251,024.55
Morgan Stanley Bank 4.45% 5/3/28	\$245,000.00	\$249,027.80
Toyota Financial Savings Bank 4.20% 8/8/28	\$245,000.00	\$247,239.30
Central State Bank 4.50% 5/22/29	\$245,000.00	\$250,733.00
Customers Bank 4.55% 6/27/29	\$245,000.00	\$251,210.75
Fidelity Institutional Government Portfolio (Piper)	\$12,171,393.72	\$12,171,393.72
Gov't. Securities Fund 28% Sold 6/4	\$433,187.00	
MMkt Fd (WF)	\$332,399.98	
 TOTAL FUNDS AVAILABLE 10/31/2024	 \$19,977,643.95	
Funds Available 1/1/2024	\$25,004,259.44	

	<u>Rates</u>	<u>Money</u>	<u>Market</u>
Oct	Bank		0.03%
	5 Yr. Tr.		4.15%
	10 Yr. Tr.		4.28%

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Request for City Council Action

MEETING DATE: December 3, 2024
TO: Mayor, City Council and City Administrator
FROM: Kristen Schabacker, Finance Director
SUBJECT: Claims List Summary

BACKGROUND

Significant Claims

Carstar Bloomington North – Squad Repairs	\$ 4,561.58
ElectroWatchman – Fire System Updates – City Hall	\$ 4,110.75
Great River Greening – Natural Resources Services/Oheyawahe	\$ 7,665.74
Lexipol LLC – Police Training/Policies	\$ 10,921.34
LOGIS – IT Services	\$ 64,838.30
Mike McPhillips – Fall Street Sweeping	\$ 28,316.25
Northfield Solar – Utilities	\$ 9,778.14
Roof Spec – Fire Station Roof Services	\$ 4,200.00
Ryan Contracting – Emerson Avenue Street Project Work	\$ 1,014,594.05
Streichers – New Squad Setup	\$ 10,179.00
Swanson Haskamp Consulting – Zoning Code/Environmental Title Work	\$ 9,888.75
Tree Trust – EAB/Tree Canopy Program	\$ 18,870.00
US Bank – Monthly Purchases	\$ 15,345.82

Manual Checks Total	\$ 4,884.83
System Checks Total	\$ 1,256,052.91

Total for the list of claims for the December 3, 2024 City Council meeting \$ 1,260,937.74

RECOMMENDATION

Staff recommends that the Mendota Heights City Council approve the list of claims for December 3, 2024.

CITY OF MENDOTA HEIGHTS

11/25/24 10:44 AM

Page 1

Claims List
MANUAL CHECKS
11/22/24 MAN

Account	Comments	DEPT Descr	Amount
MISSION SQUARE (ICMA RETIREMENT)			
G 01-2073	11/22/24 PAYROLL		\$150.00
G 01-2072	11/22/24 PAYROLL		\$4,150.00
MISSION SQUARE (ICMA RETIREMENT)			\$4,300.00
XCEL ENERGY			
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$75.32
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$33.48
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$10.97
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$30.09
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$30.09
E 45-4211-046-45	UTILITIES	Golf Course	-\$46.84
E 45-4212-046-45	UTILITIES	Golf Course	\$55.31
E 45-4211-046-45	UTILITIES	Golf Course	\$396.41
XCEL ENERGY			\$584.83
			\$4,884.83

CITY OF MENDOTA HEIGHTS

11/25/24 10:44 AM

Page 1

Claims List
SYSTEM CHECKS
12/03/24 PAY

Account	Comments	DEPT Descr	Amount
ALLSTREAM			
E 01-4210-020-20	TELEPHONE SERVICES	Police	\$478.45
ALLSTREAM			\$478.45
ASPEN MILLS			
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$154.35
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$172.84
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$122.05
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$114.99
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$141.70
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$222.45
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$373.55
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$29.70
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$14.85
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$59.95
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$175.00
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$75.30
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$75.85
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$113.04
ASPEN MILLS			\$1,845.62
BOLTON & MENK INC			
E 19-4220-000-00	MARIE AVE BRIDGE	Spec Fds	\$529.00
E 01-4220-050-50	BRIDGE PROGRAM - STREET	Road & Bridges	\$1,994.00
BOLTON & MENK INC			\$2,523.00
CARSTAR BLOOMINGTON NORTH			
E 01-4330-440-20	SQUAD REPAIRS - PD	Police	\$4,561.58
CARSTAR BLOOMINGTON NORTH			\$4,561.58
CENTURY COLLEGE			
E 01-4402-030-30	TRAINING SUPPLIES - FIRE	Fire	\$44.25
CENTURY COLLEGE			\$44.25
COMCAST BUSINESS			
E 01-4268-030-30	11/7/24-12/6/24 SERVICE - FIR	Fire	\$35.25
COMCAST BUSINESS			\$35.25
DAKOTA COUNTY FINANCIAL SERVIC			
E 01-4220-040-40	ANNUAL SUPPORT COST 2024	Code Enforcement/Inspe	\$557.83
E 01-4211-420-50	3RD QTR 2024 UTILITIES	Road & Bridges	\$605.31
E 01-4275-030-30	SEPT 2024 RADIO SUBSCRIBER	Fire	\$839.88
E 15-4200-610-60	SEPT 2024 RADIO SUBSCRIBER	Utility Enterprise	\$23.33
E 01-4200-610-50	SEPT 2024 RADIO SUBSCRIBER	Road & Bridges	\$186.64
E 01-4200-610-70	SEPT 2024 RADIO SUBSCRIBER	Parks & Recreation	\$139.98
E 01-4200-610-15	SEPT 2024 RADIO SUBSCRIBER	Engineering Enterprise	\$69.99
E 01-4275-020-20	SEPT 2024 RADIO SUBSCRIBER	Police	\$1,003.19
DAKOTA COUNTY FINANCIAL SERVIC			\$3,426.15
DELTA DENTAL			
E 01-4131-050-50	DEC 2024 DENTAL PREMIUM	Road & Bridges	\$446.13
E 01-4131-105-15	DEC 2024 DENTAL PREMIUM	Engineering Enterprise	\$299.62
E 08-4131-000-00	DEC 2024 DENTAL PREMIUM	Spec Fds	\$51.04
E 01-4131-110-10	DEC 2024 DENTAL PREMIUM	Administration	\$706.74

CITY OF MENDOTA HEIGHTS

11/25/24 10:44 AM

Page 2

Claims List
SYSTEM CHECKS
12/03/24 PAY

Account	Comments	DEPT Descr	Amount
E 15-4131-060-60	DEC 2024 DENTAL PREMIUM	Utility Enterprise	\$248.59
G 01-2071	DEC 2024 DENTAL PREMIUM		\$573.97
G 01-2074	DEC 2024 DENTAL PREMIUM		\$913.18
E 01-4131-030-30	DEC 2024 DENTAL PREMIUM	Fire	\$51.04
E 01-4131-020-20	DEC 2024 DENTAL PREMIUM	Police	\$153.12
E 01-4131-070-70	DEC 2024 DENTAL PREMIUM	Parks & Recreation	\$306.24
E 01-4131-020-20	DEC 2024 DENTAL PREMIUM	Police	\$1,423.60
DELTA DENTAL			\$5,173.27
DEVITO, MICHAEL			
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$1,066.67
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$1,066.67
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$1,066.66
DEVITO, MICHAEL			\$3,200.00
DTN, LLC			
E 01-4421-050-50	CLEARPATH & FORECAST SUBS	Road & Bridges	\$433.76
DTN, LLC			\$433.76
ELECTRO WATCHMAN			
G 01-1215	ALARM MONITORING - PW		\$74.67
E 08-4335-000-00	ALARM MONITORING - CITY H	Spec Fds	\$88.00
G 15-1215	ALARM MONITORING - PW		\$74.67
E 01-4335-310-70	ALARM MONITORING - PW	Parks & Recreation	\$37.33
E 01-4335-310-50	ALARM MONITORING - PW	Road & Bridges	\$37.33
G 01-1215	ALARM MONITORING - PW		\$74.67
G 08-1215	ALARM MONITORING - CITY H		\$176.00
E 08-4335-000-00	FIRE DRILL - CITY HALL	Spec Fds	\$215.00
E 08-4335-000-00	NAC PANEL & ALARM NOTIFIC	Spec Fds	\$3,295.75
E 15-4335-310-60	ALARM MONITORING - PW	Utility Enterprise	\$37.33
ELECTRO WATCHMAN			\$4,110.75
ELROY S ELECTRIC SERVICE			
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$65.33
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$65.34
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$65.33
ELROY S ELECTRIC SERVICE			\$196.00
EMERGENCY APPARATUS MTNC			
E 01-4330-460-30	EQUIP REPAIR - FIRE	Fire	\$1,856.74
E 01-4330-460-30	EQUIP REPAIR - FIRE	Fire	\$1,279.43
EMERGENCY APPARATUS MTNC			\$3,136.17
EVAZICH, JASON			
E 01-4400-050-50	TRAINING EXPENSE REIMBURS	Road & Bridges	\$99.16
EVAZICH, JASON			\$99.16
FLEET SERVICES			
E 01-4200-610-20	OCT 2024 SQUAD LEASES - PD	Police	\$8,957.93
FLEET SERVICES			\$8,957.93
FURTHER (SELECT ACCOUNT)			
E 08-4131-000-00	NOV 2024 PARTICIPANT FEE	Spec Fds	\$2.25
E 01-4131-110-10	NOV 2024 PARTICIPANT FEE	Administration	\$21.30
E 01-4131-050-50	NOV 2024 PARTICIPANT FEE	Road & Bridges	\$10.85

CITY OF MENDOTA HEIGHTS

11/25/24 10:44 AM

Page 3

Claims List
SYSTEM CHECKS
12/03/24 PAY

Account	Comments	DEPT Descr	Amount
E 01-4131-070-70	NOV 2024 PARTICIPANT FEE	Parks & Recreation	\$11.25
E 01-4131-105-15	NOV 2024 PARTICIPANT FEE	Engineering Enterprise	\$10.85
E 01-4131-020-20	NOV 2024 PARTICIPANT FEE	Police	\$41.95
FURTHER (SELECT ACCOUNT)			\$98.45
GERLACH OUTDOOR			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$45.44
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$227.78
GERLACH OUTDOOR			\$273.22
GERTENS GREENHOUSE			
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$15.48
E 01-4305-070-00	OPERATING SUPPLIES - PARKS	Spec Fds	\$15.48
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$15.49
GERTENS GREENHOUSE			\$46.45
GREAT RIVER GREENING			
E 01-4333-075-75	OHEYAWAHE PILOT KNOB PRE	Natural Resources	\$3,152.41
E 01-4333-075-75	RESTORATION - NATURAL RES	Natural Resources	\$4,513.33
GREAT RIVER GREENING			\$7,665.74
GREEN2 SOLAR LEASING, LLC			
E 01-4213-050-50	SOLAR PANEL LEASE - PUBLIC	Road & Bridges	\$65.85
E 08-4213-000-00	SOLAR PANEL LEASE - CITY HA	Spec Fds	\$413.12
E 15-4213-060-60	SOLAR PANEL LEASE - PUBLIC	Utility Enterprise	\$131.71
E 01-4213-050-50	SOLAR PANEL LEASE - PUBLIC	Road & Bridges	\$131.71
E 15-4213-060-60	SOLAR PANEL LEASE - PUBLIC	Utility Enterprise	\$65.86
E 01-4213-070-70	SOLAR PANEL LEASE - PUBLIC	Parks & Recreation	\$65.85
E 45-4213-045-45	SOLAR PANEL LEASE - PAR 3	Golf Course	\$181.91
E 01-4213-030-30	SOLAR PANEL LEASE - FIRE	Fire	\$197.58
E 01-4213-070-70	SOLAR PANEL LEASE - PUBLIC	Parks & Recreation	\$131.71
GREEN2 SOLAR LEASING, LLC			\$1,385.30
HAGELEE, ERIC			
E 01-4410-020-20	GUN SAFE REIMBURSEMENT -	Police	\$200.00
HAGELEE, ERIC			\$200.00
HOGAN, CARA			
E 01-4400-020-20	REIMBURSEMENT SOT DRONE	Police	\$175.00
HOGAN, CARA			\$175.00
I A C P NET			
G 01-1215	2025 IACP NET SUBSCRIPTION		\$825.00
I A C P NET			\$825.00
IDEAL ENERGIES SOLAR LEASING 2021			
E 01-4213-030-30	SOLAR PANEL LEASE - FIRE	Fire	\$166.16
IDEAL ENERGIES SOLAR LEASING 2021			\$166.16
INNOVATIVE OFFICE SOLUTIONS			
E 01-4490-109-09	MTG SUPPLIES - CITY COUNCIL	City Council	\$15.58
INNOVATIVE OFFICE SOLUTIONS			\$15.58
L E L S			
G 01-2075	DECEMBER UNION DUES		\$1,057.50

CITY OF MENDOTA HEIGHTS

11/25/24 10:44 AM

Page 4

Claims List
SYSTEM CHECKS
12/03/24 PAY

Account	Comments	DEPT Descr	Amount
L E L S			\$1,057.50
LAWSON PRODUCTS, INC			
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$158.88
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$35.83
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$158.88
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$35.83
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$35.84
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$158.88
LAWSON PRODUCTS, INC			\$584.14
LEADSONLINE LLC			
G 01-1215	SOFTWARE - PD		\$3,106.00
LEADSONLINE LLC			\$3,106.00
LEXIPOL, LLC			
G 01-1215	2025 POLICY & TRAINING BUL		\$10,921.34
LEXIPOL, LLC			\$10,921.34
LOCAL UNION NO. 70			
G 01-2075	DEC 2024 UNION DUES		\$90.50
LOCAL UNION NO. 70			\$90.50
LOGIS			
E 10-4460-000-00	MENDAKOTA FIBER PROJECT	Spec Fds	\$7,691.00
E 01-4220-114-14	IT SERVICES	Info Tech	\$84.00
E 01-4220-114-14	IT SERVICES	Info Tech	\$610.00
E 01-4490-640-12	10/1-10/26 NETWORK SERVICE	Elections	\$2,102.50
E 10-4460-000-00	10/1-10/26 NETWORK SERVICE	Spec Fds	\$507.50
E 01-4223-020-20	10/1-10/26 NETWORK SERVICE	Police	\$290.00
E 01-4220-114-14	IT SERVICES	Info Tech	\$619.57
E 01-4220-114-14	10/1-10/26 NETWORK SERVICE	Info Tech	\$6,117.55
E 10-4460-000-00	MENDAKOTA FIBER PROJECT	Spec Fds	-\$11,317.76
E 10-4460-000-00	MENDAKOTA FIBER PROJECT	Spec Fds	\$57,022.69
E 01-4220-030-30	10/1-10/26 NETWORK SERVICE	Fire	\$1,051.25
E 01-4301-030-30	IT SERVICES	Fire	\$60.00
LOGIS			\$64,838.30
MENARDS			
E 01-4305-070-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$158.22
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$64.99
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$35.43
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$13.47
MENARDS			\$272.11
METRO SALES			
E 01-4200-610-20	OCT 2024 COPIER/PRINTER LE	Police	\$221.10
METRO SALES			\$221.10
MIKE MCPHILLIPS INC			
E 01-4424-050-50	NOV 2024 STREET SWEEPING	Road & Bridges	\$28,316.25
MIKE MCPHILLIPS INC			\$28,316.25
MN GLOVE INC			
E 15-4410-060-60	GLOVES - PW	Utility Enterprise	\$109.14

CITY OF MENDOTA HEIGHTS

11/25/24 10:44 AM

Page 5

Claims List
SYSTEM CHECKS
12/03/24 PAY

Account	Comments	DEPT Descr	Amount
E 01-4410-070-70	GLOVES - PW	Parks & Recreation	\$109.14
E 01-4410-050-50	GLOVES - PW	Road & Bridges	\$109.14
MN GLOVE INC			\$327.42
MN ST ADMIN ITG TELECOM SRVCE			
E 01-4220-114-14	OCT 2024 WAN SERVICE	Info Tech	\$111.00
E 01-4223-020-20	OCT 2024 WAN SERVICE	Police	\$124.00
MN ST ADMIN ITG TELECOM SRVCE			\$235.00
MNPEA			
G 01-2075	DEC UNION DUES		\$144.00
MNPEA			\$144.00
NARDINI FIRE EQ			
E 04-4610-020-20	NEW SQUAD BUILDS EXTINGUI	Police	\$400.00
E 01-4305-020-20	EXTINGUISHERS - PD	Police	\$221.10
E 08-4335-000-00	EXTINGUISHERS - CITY HALL	Spec Fds	\$400.00
E 01-4305-020-20	EXTINGUISHERS - PD	Police	\$1,228.50
NARDINI FIRE EQ			\$2,249.60
NORTHFIELD SOLAR LLC			
E 08-4211-000-00	OCT 2024 ELECTRIC UTILITIES	Spec Fds	\$3,542.92
E 01-4211-420-50	OCT 2024 ELECTRIC UTILITIES	Road & Bridges	\$242.01
E 15-4211-400-60	OCT 2024 ELECTRIC UTILITIES	Utility Enterprise	\$1,156.83
E 45-4211-046-45	OCT 2024 ELECTRIC UTILITIES	Golf Course	\$73.28
E 45-4211-047-45	OCT 2024 ELECTRIC UTILITIES	Golf Course	\$52.05
E 28-4211-000-00	OCT 2024 ELECTRIC UTILITIES	Spec Fds	\$1,959.77
E 01-4211-310-50	OCT 2024 ELECTRIC UTILITIES	Road & Bridges	\$396.14
E 01-4211-310-70	OCT 2024 ELECTRIC UTILITIES	Parks & Recreation	\$396.14
E 01-4211-315-30	OCT 2024 ELECTRIC UTILITIES	Fire	\$1,142.87
E 01-4211-320-70	OCT 2024 ELECTRIC UTILITIES	Parks & Recreation	\$419.98
E 15-4211-310-60	OCT 2024 ELECTRIC UTILITIES	Utility Enterprise	\$396.15
NORTHFIELD SOLAR LLC			\$9,778.14
OLSEN CHAIN & CABLE			
E 01-4335-310-50	HOIST & SCISSOR LIFT INSPEC	Road & Bridges	\$279.46
E 15-4335-310-60	HOIST & SCISSOR LIFT INSPEC	Utility Enterprise	\$279.46
E 01-4335-310-70	HOIST & SCISSOR LIFT INSPEC	Parks & Recreation	\$279.46
OLSEN CHAIN & CABLE			\$838.38
ON SITE COMPANIES			
G 01-1215	SUPPLIES - 2025 FROZEN FUN		\$2,202.00
ON SITE COMPANIES			\$2,202.00
OREILLY AUTO/FIRST CALL			
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$31.95
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$31.96
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$31.96
E 01-4330-490-10	EQUIP REPAIR - ADMIN	Administration	\$18.08
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$3.79
OREILLY AUTO/FIRST CALL			\$117.74
PITNEY BOWES			
E 15-4200-610-60	9/30/24-12/29/24 POSTAGE M	Utility Enterprise	\$27.26
E 01-4200-610-50	9/30/24-12/29/24 POSTAGE M	Road & Bridges	\$1.09

CITY OF MENDOTA HEIGHTS

11/25/24 10:44 AM

Page 6

Claims List
SYSTEM CHECKS
12/03/24 PAY

Account	Comments	DEPT Descr	Amount
E 01-4200-610-15	9/30/24-12/29/24 POSTAGE M	Engineering Enterprise	\$6.54
E 01-4200-610-70	9/30/24-12/29/24 POSTAGE M	Parks & Recreation	\$5.45
E 01-4318-040-40	9/30/24-12/29/24 POSTAGE M	Code Enforcement/Inspe	\$32.71
E 01-4200-610-30	9/30/24-12/29/24 POSTAGE M	Fire	\$3.27
E 01-4200-610-20	9/30/24-12/29/24 POSTAGE M	Police	\$43.61
E 01-4200-610-10	9/30/24-12/29/24 POSTAGE M	Administration	\$54.51
E 01-4318-080-80	9/30/24-12/29/24 POSTAGE M	Planning	\$32.71
PITNEY BOWES			\$207.15
PLUNKETTS PEST CONTROL INC			
E 01-4335-315-30	PEST CONTROL - FIRE	Fire	\$189.00
PLUNKETTS PEST CONTROL INC			\$189.00
ROOF SPEC INC.			
E 24-4220-000-00	FIRE STATION ROOF	Spec Fds	\$4,200.00
ROOF SPEC INC.			\$4,200.00
ROSEVILLE MIDWAY FORD			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$149.60
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$119.90
ROSEVILLE MIDWAY FORD			\$269.50
ROUSE, TOM			
E 01-4400-050-50	TRAINING EXPENSE REIMBURS	Road & Bridges	\$314.90
ROUSE, TOM			\$314.90
RYAN CONTRACTING			
E 27-4220-805-00	EMERSON AVE ST IMPROVEME	Spec Fds	\$1,014,594.05
RYAN CONTRACTING			\$1,014,594.05
SAFETY SIGNS			
E 01-4420-050-50	SIGNS - STREET	Road & Bridges	\$990.00
SAFETY SIGNS			\$990.00
SOLBERG AGGREGATE			
E 01-4422-050-50	SAND - STREET	Road & Bridges	\$244.90
SOLBERG AGGREGATE			\$244.90
ST. PAUL PIONEER PRESS			
E 01-4240-080-80	OCT 2024 LEGAL NOTICES	Planning	\$49.40
E 01-4240-640-12	OCT 2024 LEGAL NOTICES	Elections	\$18.20
E 27-4240-806-00	SEPT 2024 LEGAL NOTICES	Spec Fds	\$145.60
E 01-4240-640-12	OCT 2024 LEGAL NOTICES	Elections	\$78.00
E 01-4240-080-80	OCT 2024 LEGAL NOTICES	Planning	\$45.76
E 27-4240-807-00	SEPT 2024 LEGAL NOTICES	Spec Fds	\$187.20
E 01-4240-080-80	SEPT 2024 LEGAL NOTICES	Planning	\$58.24
E 27-4240-805-00	OCT 2024 LEGAL NOTICES	Spec Fds	\$130.00
ST. PAUL PIONEER PRESS			\$712.40
STREICHERS			
E 04-4610-020-20	NEW SQUAD BUILDS - PD	Police	\$10,179.00
STREICHERS			\$10,179.00
SUN LIFE (ASSURANT BENEFITS)			
E 01-4132-031-30	DEC 2024 PREMIUM	Fire	\$174.90

CITY OF MENDOTA HEIGHTS

11/25/24 10:44 AM

Page 7

Claims List
SYSTEM CHECKS
12/03/24 PAY

Account	Comments	DEPT Descr	Amount
SUN LIFE (ASSURANT BENEFITS)			\$174.90
SWANSON HASKAMP CONSULTING			
E 01-4220-135-80	ZONING CODE UPDATE	Planning	\$3,753.75
E 01-4220-135-80	ENVIRONMENTAL TITLE PREPA	Planning	\$6,135.00
SWANSON HASKAMP CONSULTING			\$9,888.75
TIME SAVER OFF SITE SEC. SVC.			
E 01-4220-110-10	10/30/24 & 11/6/24 CITY COU	Administration	\$413.00
TIME SAVER OFF SITE SEC. SVC.			\$413.00
TREE TRUST			
E 01-4333-075-75	2024 EAB BONDING GRANT	Natural Resources	\$8,140.00
E 01-4333-075-75	2024 TREE CANOPY PROGRAM	Natural Resources	\$10,730.00
TREE TRUST			\$18,870.00
TRI STATE BOBCAT			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$147.82
TRI STATE BOBCAT			\$147.82
U. S. BANK			
E 01-4435-200-70	MARKETING - REC	Parks & Recreation	\$26.82
E 01-4435-200-70	OFFICE SUPPLIES - REC	Parks & Recreation	\$30.99
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	-\$115.00
E 01-4490-640-12	MEALS - ELECTIONS	Elections	\$104.25
E 01-4400-200-70	MRPA TRAINING - REC	Parks & Recreation	\$179.00
E 01-4435-200-70	TRICK OR TEEING - REC	Parks & Recreation	\$38.98
E 01-4435-200-70	WALKIE TALKIES - REC	Parks & Recreation	\$713.63
E 01-4301-114-14	DOCK - IT	Info Tech	\$227.69
E 01-4301-114-14	DOCK - IT	Info Tech	\$227.69
E 01-4400-200-70	NRPA MEMBERSHIP - REC	Parks & Recreation	\$180.00
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$198.98
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$31.01
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$31.01
E 01-4333-075-75	SUPPLIES - NATURAL RESOURC	Natural Resources	\$27.45
E 01-4490-640-12	SUPPLIES - ELECTIONS	Elections	\$59.33
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$10.29
E 01-4333-075-75	NATIVE PLANTING - NATURAL	Natural Resources	\$54.05
E 01-4333-075-75	NATIVE PLANTING - NATURAL	Natural Resources	\$15.13
E 01-4333-075-75	NATIVE PLANTING - NATURAL	Natural Resources	\$10.80
E 01-4333-075-75	NATIVE PLANTING - NATURAL	Natural Resources	\$54.98
E 01-4333-075-75	DNR GRANT - NATURAL RESOU	Natural Resources	\$1,271.65
E 01-4410-105-15	CLOTHING - ENGINEERING	Engineering Enterprise	\$49.93
E 27-4220-805-00	EMERSON AVE ST IMPROVEME	Spec Fds	\$43.92
E 01-4305-020-20	OPERATING SUPPLIES - PD	Police	\$20.99
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$39.99
E 01-4305-020-20	OPERATING SUPPLIES - PD	Police	\$90.17
E 08-4280-000-00	WASTE DISPOSAL - CITY HALL	Spec Fds	\$27.40
E 01-4490-640-12	MEALS - ELECTIONS	Elections	\$325.81
E 01-4490-640-12	MEALS - ELECTIONS	Elections	\$796.65
E 01-4490-640-12	MEALS - ELECTIONS	Elections	\$135.92
E 01-4490-640-12	MEALS - ELECTIONS	Elections	\$89.94
E 01-4490-640-12	MEALS - ELECTIONS	Elections	\$67.23
E 01-4435-200-70	TRICK OR TEEING - REC	Parks & Recreation	\$324.63

CITY OF MENDOTA HEIGHTS

11/25/24 10:44 AM

Page 8

Claims List
SYSTEM CHECKS
12/03/24 PAY

Account	Comments	DEPT Descr	Amount
E 01-4333-075-75	BUCKTHORN REMOVAL KIT - N	Natural Resources	\$143.18
E 01-4333-075-75	SUPPLIES - NATURAL RESOURC	Natural Resources	\$10.84
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$24.31
E 01-4306-020-20	RASMUSSEN TRAINING - PD	Police	\$4,635.00
E 01-4490-020-20	TAG MTG - PD	Police	\$19.45
E 01-4400-020-20	BCA TRAINING - PD	Police	\$75.00
E 01-4435-200-70	TOUR DE REC - REC	Parks & Recreation	\$45.56
E 01-4404-020-20	MACIA MEMBERSHIP - S. HOEC	Police	\$75.00
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$106.97
E 01-4490-640-12	MEALS - ELECTIONS	Elections	\$67.83
E 01-4435-200-70	ELITE GYMNASICS FIELD TRI	Parks & Recreation	\$219.50
E 01-4435-200-70	TRICK OR TEEING - REC	Parks & Recreation	\$30.93
E 01-4490-640-12	MEALS - ELECTIONS	Elections	\$108.12
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$121.99
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$40.15
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$40.16
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$40.16
E 01-4490-105-15	MTG SUPPLIES - ENGINEERING	Engineering Enterprise	\$333.21
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$76.93
E 08-4335-000-00	FIRST AID SUPPLIES - CITY HA	Spec Fds	\$11.99
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$237.28
E 01-4400-070-70	PESTICIDE RECERTIFICATION	Parks & Recreation	\$330.00
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$76.94
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$39.99
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$40.00
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$40.00
E 01-4410-070-70	UNIFORM - PARKS	Parks & Recreation	\$201.59
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$31.02
E 01-4305-020-20	OPERATING SUPPLIES - PD	Police	\$61.73
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$298.80
E 01-4300-640-12	SUPPLIES - ELECTIONS	Elections	\$12.98
E 01-4490-109-09	MTG SUPPLIES - CITY COUNCIL	City Council	\$221.56
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$76.93
E 08-4335-000-00	FIRST AID SUPPLIES - CITY HA	Spec Fds	\$20.55
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$259.29
E 01-4223-020-20	OCT TRANSUNION - PD	Police	\$75.00
E 01-4331-020-20	PROMOTIONAL MATERIALS - P	Police	\$675.00
E 15-4300-060-60	OFFICE SUPPLIES - PW	Utility Enterprise	\$48.23
E 01-4300-050-50	OFFICE SUPPLIES - PW	Road & Bridges	\$48.23
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$103.38
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$6.76
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$6.75
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$6.75
E 15-4400-060-60	2024 PESTICIDE SAFETY RECE	Utility Enterprise	\$145.00
E 01-4400-050-50	2024 MN SNOWPLOW & SAFET	Road & Bridges	\$375.00
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$241.24
E 01-4300-070-70	OFFICE SUPPLIES - PW	Parks & Recreation	\$48.23
U. S. BANK			\$15,345.82
ULINE			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$879.93
G 45-2035	BLDG MAINT - PAR 3		-\$113.29
E 45-4335-045-45	BLDG MAINT - PAR 3	Golf Course	\$1,761.14

CITY OF MENDOTA HEIGHTS

11/25/24 10:44 AM

Page 9

Claims List

SYSTEM CHECKS

12/03/24 PAY

Account	Comments	DEPT Descr	Amount
E 01-4490-640-12	SUPPLIES - ELECTIONS	Elections	\$126.75
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$1,067.52
E 01-4490-640-12	SUPPLIES - ELECTIONS	Elections	\$126.68
ULINE			\$3,848.73
VESTIS (ARAMARK)			
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 08-4335-000-00	MAT SERVICE - CITY HALL	Spec Fds	\$115.50
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$17.47
VESTIS (ARAMARK)			\$178.61
WELAGE, DONALD & LYNDA			
G 15-1150	SEWER ACCOUNT REFUND		\$59.62
WELAGE, DONALD & LYNDA			\$59.62
WSB & ASSOCIATES			
E 27-4220-806-00	BRIDGEVIEW SHORES ST IMPR	Spec Fds	\$853.00
WSB & ASSOCIATES			\$853.00
			\$1,256,052.91

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REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: December 3, 2024

AGENDA ITEM: Partners in Energy - Energy Action Plan

ITEM TYPE: Presentation

DEPARTMENT: Natural Resources

CONTACT: Krista Spreiter, Natural
Resources Coordinator

ACTION REQUEST:

City Council will hear a presentation from Partners in Energy on the Mendota Heights Energy Action Plan. If Council so wishes, it should approve the Xcel Energy Partners in Energy Action Plan for Mendota Heights.

BACKGROUND:

Mendota Heights has been accepted into the Xcel Energy Partners in Energy Program. Partners in Energy is a free program provided by Xcel Energy that assists communities in developing and implementing an Energy Action Plan. Partners in Energy will provide tools and resources to support the unique energy needs, priorities, and vision of Mendota Heights to achieve the city's energy goals.

The collaboration between Xcel Energy and the city is a two-year commitment to develop and implement this Energy Action Plan. The six-month planning stage involved five workshops facilitated by Xcel Energy's representatives in which the Energy Action Team, comprised of residents, local business owners, students, county and city staff, and Natural Resources Commission members, worked to guide and develop the Energy Action Plan. Through these workshops, the Energy Action Team established three goals for Mendota Heights: Increasing energy efficiency, Decreasing energy costs, and Reducing greenhouse gas emissions. If the plan is accepted by City Council, this stage will be followed by an 18-month implementation stage in which the community is asked to take action within four focus areas to achieve its goals:

- Residential Energy Efficiency
- Business & Municipal Energy Efficiency
- Renewable Energy

- Beneficial Electrification

When completed, this plan will serve as a road map to help Mendota Heights save energy, combat climate change, and increase cost savings.

FISCAL AND RESOURCE IMPACT:

To be determined. Partners in Energy is provided by Xcel Energy to participating communities at no cost, with the understanding that staff time and city resources are required to successfully develop and implement the plan.

ATTACHMENTS:

1. 2024_11_11 PiE-MN-Mendota Heights Energy Action Plan

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy, Environmental Sustainability & Stewardship



DRAFT

An Energy Action Plan for Mendota Heights

November 2024



PARTNERS IN ENERGY
An Xcel Energy Community Collaboration

ACKNOWLEDGEMENTS

Thank you to the following individuals who contributed many hours of service to developing this Energy Action Plan.

NAME	AFFILIATION
Alexis Ludwig-Vogen	Mendota Heights Resident
Emily Smith	Xcel Energy Employee & Mendota Heights Resident, Serving as Resident
Jade Friedman	Mendota Heights Resident, Two Rivers High School Student
Jodi Coyer	Mendota Heights Local Business Owner
Kelly Torkelson	Assistant City Administrator
Krista Spreiter	Community Lead, Natural Resources Coordinator, City of Mendota Heights
Lily Wollan	Mendota Heights Resident, Two Rivers High School Student
Lisa Alfson	Director of Community & Economic Development, Dakota County
Lori Knosalla	Natural Resources Commission Member; Sustainability Committee
Patrick O'Leary	Mendota Heights Resident
Rosemary Husbands	Natural Resources Commission Member; Sustainability Committee
Ryan Ruzek	Public Works Director
Will Stein	Natural Resources Commission Member; Sustainability Committee
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The content of this plan is derived from a series of planning workshops hosted by Xcel Energy's Partners in Energy. Xcel Energy is the main electric and gas utility serving Mendota Heights. Partners in Energy is a two-year collaboration to develop and implement a community's energy goals. For more information about the planning workshops, see Appendix A: Xcel Energy's Partners in Energy Planning Process.

This Energy Action Plan was funded by and developed in collaboration with Xcel Energy's Partners in Energy. Partners in Energy shall not be responsible for any content, analysis, or results if Mendota Heights has made modifications to the plan.

TABLE OF CONTENTS

Acknowledgements	i
Executive Summary	3
Introduction	5
About This Plan.....	5
Why an Energy Action Plan.....	5
Where We Are Now	7
Community Demographics	7
Energy Use and Savings.....	8
Where We Are Going.....	19
Energy Vision.....	19
Focus Areas.....	19
Residential Energy Efficiency	20
Business & Municipal Energy Efficiency	20
Renewable Energy.....	20
Beneficial Electrification.....	20
Goals	21
Energy Action Plan Impact	21
How We Are Going To Get There	24
Strategies Overview	24
Focus Area: Residential Energy Efficiency	25
Focus Area: Business and Municipal Energy Efficiency	26
Focus Area: Renewable Energy.....	28
Focus Area: Beneficial Electrification	29
How We Stay On Course	31
Appendix A: Xcel Energy's Partners in Energy Planning Process	33
Appendix B: Baseline Energy Analysis.....	38
Appendix C: Methodology for Measuring Success	45
Appendix D: Glossary of Terms	50



MENDOTA HEIGHTS ENERGY ACTION PLAN

Mendota Heights City staff and community members collaborated with Xcel Energy's Partners in Energy program to create this Energy Action Plan. The plan offers Mendota Heights residents, businesses, and the City itself a path forward to save energy, avoid greenhouse gas emissions, and manage energy costs.

Our Energy Vision

Mendota Heights is a leader in the transition to a clean energy future. This plan guides the city, residents, and businesses to take action to increase energy efficiency and use renewable resources to create more community resilience.

Our Goals

By 2030, the Mendota Heights community will save an estimated **\$1.6 million** through energy efficiency projects and avoid **9,000 MTCO₂e** of greenhouse gas emissions.

Energy Action Plan Impacts



Estimated savings of **\$1.6 million** for residents, businesses and the City through the end of 2030.



Avoid **9,000 MTCO₂e** (Metric tons of carbon dioxide equivalent) of greenhouse gas emissions. That's like removing over 200 gas-powered cars from the road each year through 2030.



Empowering the Mendota Heights community to make decisions about its energy future.



PARTNERS IN ENERGY
An Xcel Energy Community Collaboration



How We Are Going to Get There

The City of Mendota Heights with support from Partners in Energy will take actions identified in this plan to achieve our goal. These actions center on four focus areas:

- **Residential Energy Efficiency**
- **Business & Municipal Energy Efficiency**
- **Renewable Energy**
- **Beneficial Electrification**

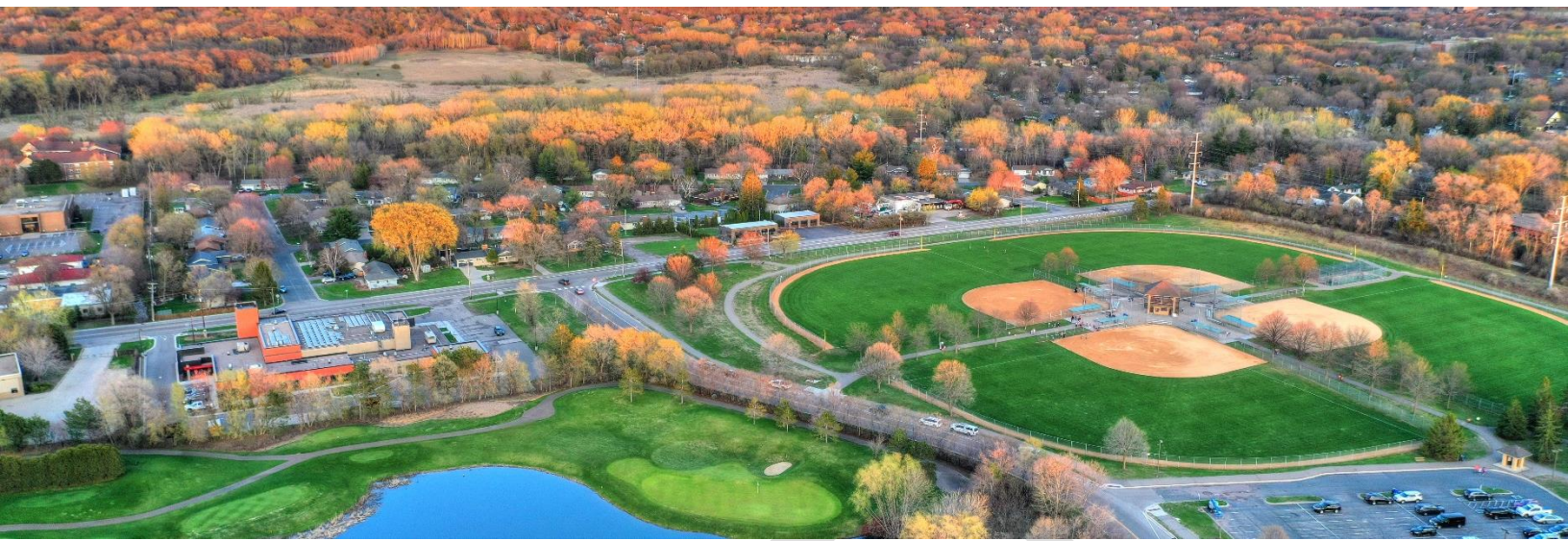


Strategy Highlights

- Connect residents with existing opportunities for energy efficiency upgrades, including home energy audits.
- Partner with area businesses to promote energy efficiency and help businesses manage energy costs.
- Lead by example and showcase the City of Mendota Heights' commitment to solar energy.
- Educate and engage residents on beneficial electrification, the switch from fossil fuel-powered technologies to electricity-powered technologies.
- Explore adding EV chargers to municipal buildings and electrifying the Mendota Heights fleet.
- Showcase local residents' energy efficiency, renewable energy, and electrification projects.



The content of this plan is derived from a series of planning workshops hosted by Xcel Energy's Partners in Energy. Thank you to the Mendota Heights Energy Action Team for their many hours of service.



INTRODUCTION

About This Plan

This Energy Action Plan is a roadmap to strategically guide Mendota Heights' action in a manner that supports the community goal to save \$1.6 million for residents and businesses and avoid 9,000 MTCO₂e of greenhouse gas emissions by 2030 (that's like removing over 2,100 gas-powered cars from the road for a single year!).

The goals and strategies outlined in this plan were developed collaboratively with a group of stakeholders, referred to as the Energy Action Team, through five planning workshops conducted between February and August 2024. The Energy Action Team included Mendota Heights residents, Commission members and City staff (see Acknowledgements for full list of participants). Team members coordinated throughout the process to share information and identify potential opportunities for partnership during implementation. See Appendix A: Xcel Energy's Partners in Energy Planning Process for more information about the planning process and Xcel Energy Partners in Energy.

Mendota Heights joined more than 30 other Minnesota and Wisconsin communities that have developed Energy Action Plans through Xcel Energy's Partners in Energy, an offering that provides resources for community energy planning. Partners in Energy also supports 18 months of plan implementation in the form of marketing and communications, data tracking and analysis, program expertise, and project management.

Why an Energy Action Plan

The City of Mendota Heights and its residents are committed to building a resilient future. Robust efforts are being made to create a more energy efficient and sustainable city — this Energy Action Plan will help guide the community in achieving its goals.

Climate trends suggest that in the next 50 years, Mendota Heights will experience more severe weather events, which are expected to have substantial impacts on public health. Climate-

resilient communities can prevent the worst public health and economic impacts by adapting the built environment and reducing greenhouse gas emissions.

To help reduce Mendota Heights' greenhouse gas emissions, the City prioritizes energy efficiency. In the City's 2040 Comprehensive Plan, Chapter 8, "Resilience," addresses renewable energy, the City's emergency action plan and sustainability. This chapter was initiated and created by community members with experience and knowledge of the subject matter and was included at the residents' recommendation. Many residents and community members are already dedicated to the goal of sustainable energy within the city.

In 2021, Mendota Heights joined GreenStep Cities, the program to assist and encourage sustainability in municipalities around Minnesota. Mendota Heights has achieved steps one, two and three. Being part of this organization shows continued efforts to improve the sustainability of Mendota Heights. The City also has a Natural Resources Management Plan (2022), which incorporates information and implementation strategies in planning for climate change and sustainability as it pertains to the city's natural resources.

Creating an Energy Action Plan will strategize the steps to greater energy efficiency, significantly benefiting the environment. By focusing on reducing energy use in homes and businesses, switching to renewable energy sources, or upgrading to more energy efficient appliances, everyone can contribute to a more sustainable future! Additionally, making energy efficient choices not only helps the planet but also saves money. These efforts will lead to lasting advantages for both the community and the environment, making Mendota Heights an even better place to live, work and play.



WHERE WE ARE NOW

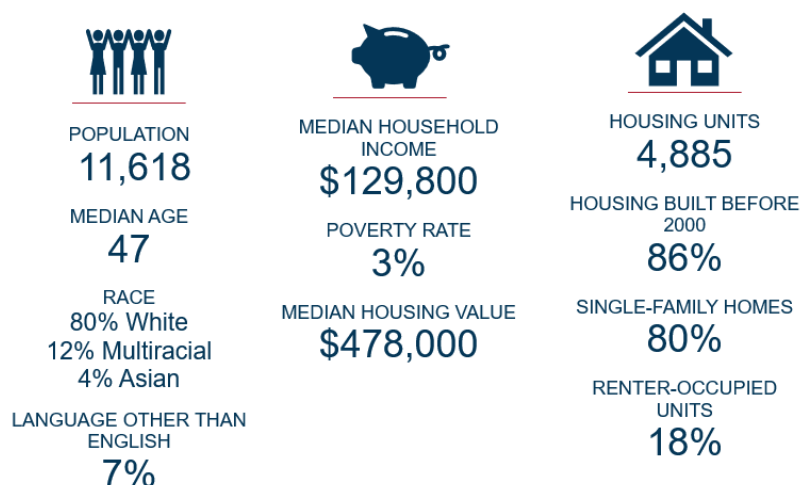
An integral part of the Partners in Energy planning process is reviewing historical energy data that informs the community's energy baseline. Xcel Energy provided data on energy use, participation counts and utility energy conservation program savings for Mendota Heights, as detailed in the following sections. See Appendix B: Baseline Energy Analysis for a comprehensive picture of Mendota Heights' baseline energy data.

Community Demographics

As of 2021, Mendota Heights' population of almost 12,000 residents lived in approximately 4,900 housing units. With lower levels of diversity compared to the Twin Cities metro area, 7% of residents speak a language other than English, 12% of residents identify as multiracial and 4% identify as Asian. A poverty rate of 3% and a median household income of \$130,000 make this a wealthier community compared to some peer cities. With 86% of housing built before 2000, most Mendota Heights residents live in housing stock with significant opportunity for energy efficiency improvements given the lower energy efficiency standards and general wear and tear on older buildings. Additionally, 18% of units in Mendota Heights are renter-occupied, presenting unique opportunities for energy efficiency measures that target renter-occupied units. Figure 1 displays the community demographic profile.

Figure 1. Overview of Mendota Heights community demographics¹

MENDOTA HEIGHTS COMMUNITY DEMOGRAPHIC SNAPSHOT



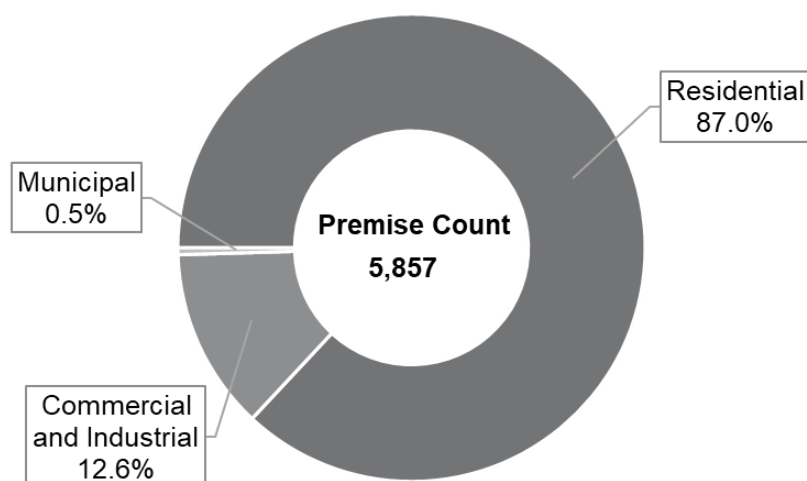
Energy Use and Savings

Premises

Xcel Energy provides electricity and natural gas to Mendota Heights residents and businesses. In 2023, Mendota Heights consisted of 5,872 distinct utility premises, which are a unique combination of service address and meter. For residential customers, this is the equivalent of an individual house or dwelling unit in a multi-tenant building. For business customers, it is an individual business, or for a larger business, a separately metered portion of the business' load at that address. Most Mendota Heights premises are residential, with a small number of commercial and industrial premises and a smaller portion of municipal premises rounding out the total (Figure 2).

¹ Source: U.S. Census Bureau American Community Survey, 2022 five-year estimates

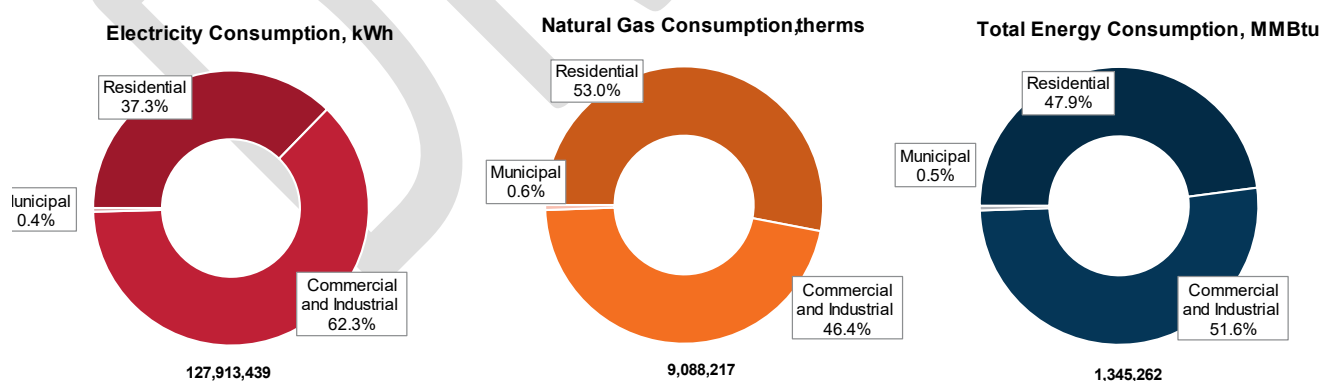
Figure 2. Total premises by sector, 2023



Grid Energy Use

On average during the 2021–2023 baseline period, the Mendota Heights community consumed 128 million kWh of electricity and 9.1 million therms of natural gas across all sectors per year (Figure 3). In order to compare energy use between electricity and natural gas consumption on a common measure of energy savings potential, total energy consumption (below right) was calculated using both electricity and natural gas consumption converted into British thermal units (MMBTu). Although the commercial and industrial sector only makes up 13% of premises in Mendota Heights, it accounts for over half of total energy consumption. Commercial and industrial premises use significantly more energy on average per premise than residential premises, a typical pattern for cities like Mendota Heights.

Figure 3. Average annual energy consumption by sector, 2020–2022



During the three-year baseline period (2021–2023), Mendota Heights' overall electricity consumption decreased slightly by almost 1%. Electricity consumption in the residential sector decreased almost 3% during the three-year baseline, while commercial consumption increased by 0.15% (Figure 4). Mendota Heights' natural gas consumption increased by 2% overall the

baseline period, driven by a 6% increase in the commercial and industrial sector (Figure 5). At the same time, the residential sector experienced a decrease of 1%. Total energy consumption during the baseline period varied in each sector consistent with variation in weather. Hotter summers (those with more cooling degree days) and colder winters (those with more heating degree days) had higher energy consumption. For example, of the three years considered, Mendota Heights' natural gas consumption was at its highest level in 2022, which was also the coldest year with the most heating degree days.

Figure 4. Electricity consumption by sector, 2021–2023

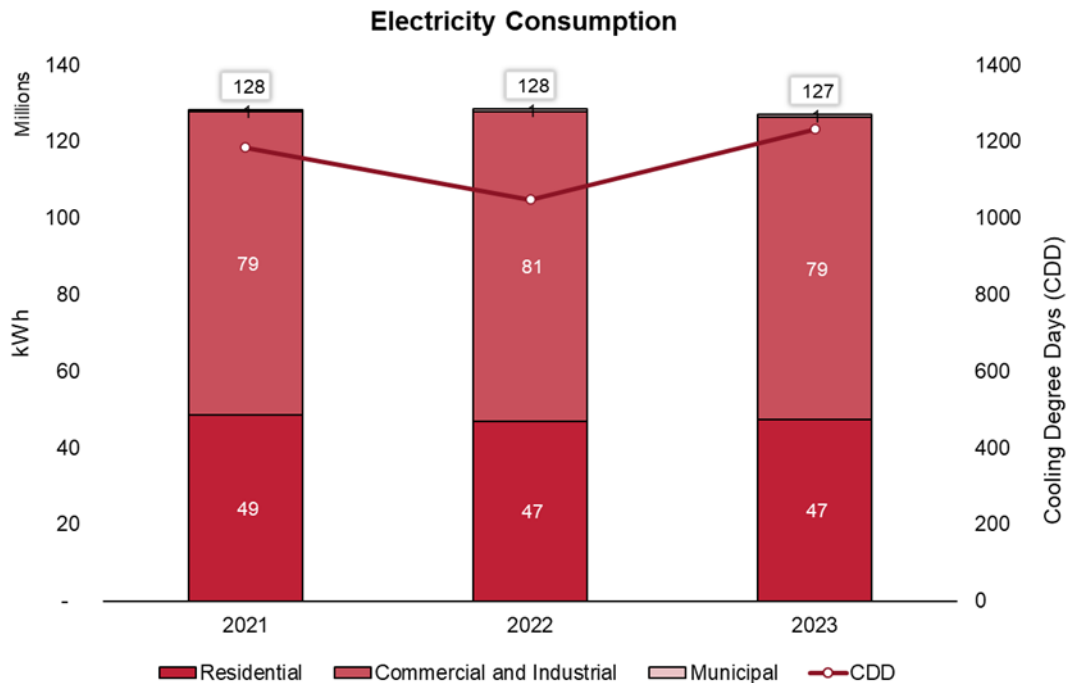
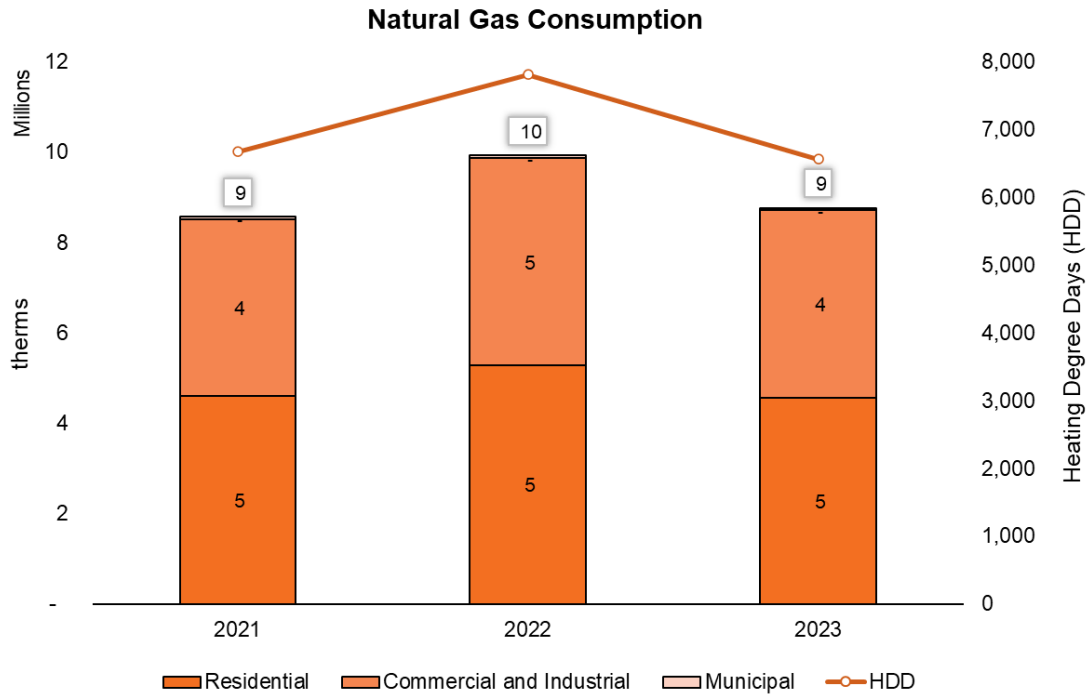


Figure 5. Natural gas consumption by sector, 2021–2023



Energy Costs and Energy Burden

During an average year over the three-year baseline period, Mendota Heights spent an estimated \$25 million on fuel costs for both electricity and natural gas (Figure 6). Not quite half of these costs were paid by residents, with total annual average fuel costs at \$11 million. A residential premise spent an average of \$2,180 annually on electricity and natural gas. The commercial sector averaged \$13 million annually on fuel costs. While costs vary greatly for commercial and industrial premises based on size and industry, on average these premises spent more than \$18,000 annually.

Figure 6. Total average annual energy costs by sector, 2021–2023

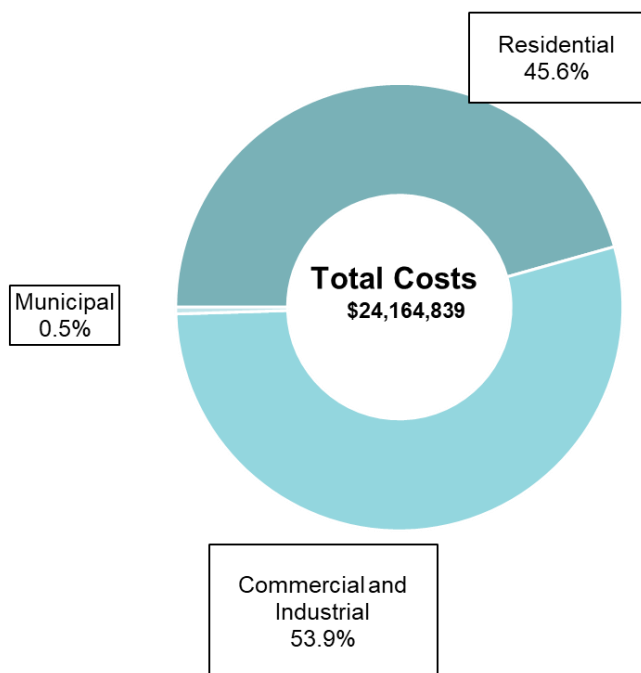


Table 1. Average annual fuel costs by sector and fuel type, 2021–2023

Sector	Annual Electricity Costs	Annual Natural Gas Costs	Annual Cost per Premise
Residential	\$6,761,896	\$4,265,189	\$2,180
Commercial & Industrial	\$9,663,943	\$3,355,895	\$18,150
Municipal	\$73,905	\$44,011	\$4,314
Total	\$16,499,744	\$7,665,095	

Energy burden is the percentage of income that community members spend on energy. A high energy burden is defined as spending greater than 6% of income on energy, while a severe energy burden is greater than 10% of income.² The group of Mendota Heights residents with the greatest energy burden are those who own their homes and make 30% or less of the area median income. This group spends up to 10% of their income on energy costs (Figure 7). The household data in

Figure 8 show that 4% of Mendota Heights residents fall into this category. As a point of reference, 55% of Mendota Heights residents are homeowners who make more than the area median income, a group with a 1% energy burden.

² APPRISE (Applied Public Policy Research Institute for Study and Evaluation). 2005. LIHEAP Energy Burden Evaluation Study. Washington, DC: HHS (Department of Health and Human Services). www.acf.hhs.gov/sites/default/files/ocs/comm_liheap_energyburdenstudy_apprise.pdf.

Figure 7. Energy burden by income and owner status³

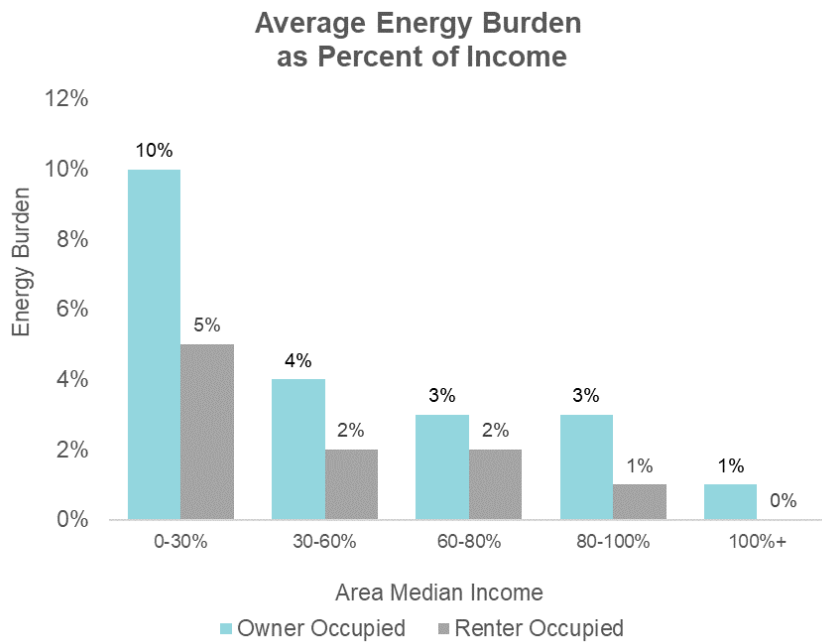
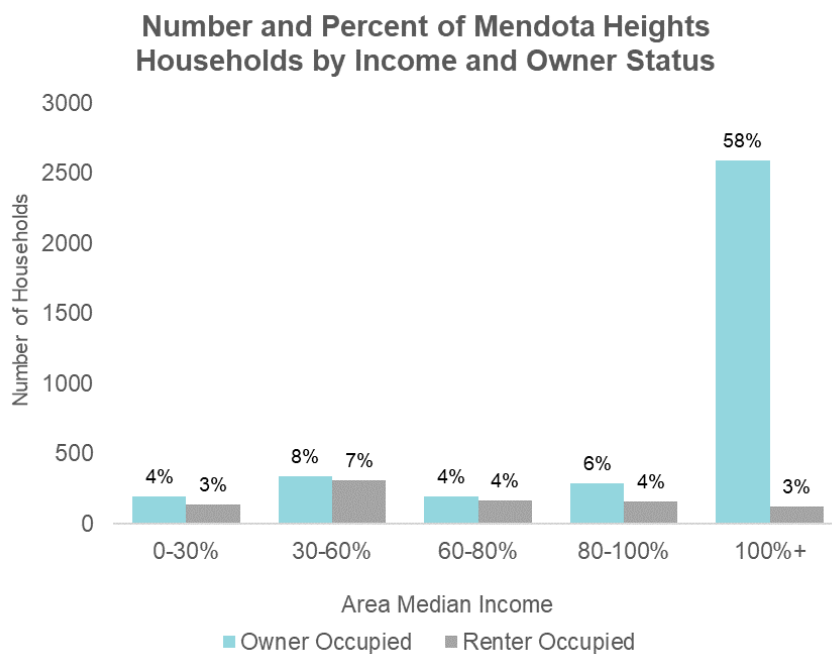


Figure 8. Household count by income and owner status



³ Source: Department of Energy Low-Income Energy Affordability Data Tool.

Greenhouse Gas Emissions

Greenhouse gas emissions are calculated for both electricity and natural gas consumption for all sectors in Mendota Heights (Figure 9). Mendota Heights' energy-related greenhouse gas emissions in 2023 amounted to almost 79,000 metric tons of carbon dioxide equivalent (MTCO₂e). Mendota Heights' residential sector accounts for 46% of energy-related greenhouse gas emissions. Emissions have decreased by 4% between 2021 and 2023, with an increase in only the municipal sector. Figure 10 breaks down the 2023 energy-related emissions by sector and fuel type. The largest proportion of emissions (31%) comes from natural gas in the residential sector, and in total, the residential sector generated 46% of Mendota Heights' energy-related greenhouse emissions while the commercial sector generated 54% of the emissions. Natural gas consumption made up the largest proportion of total emissions, adding up to 59% of all energy-related emissions. The proportion of energy-related emissions from natural gas is expected to increase over time as grid decarbonization results in cleaner electricity.

Figure 9. Energy-related greenhouse gas emissions, 2021–2023

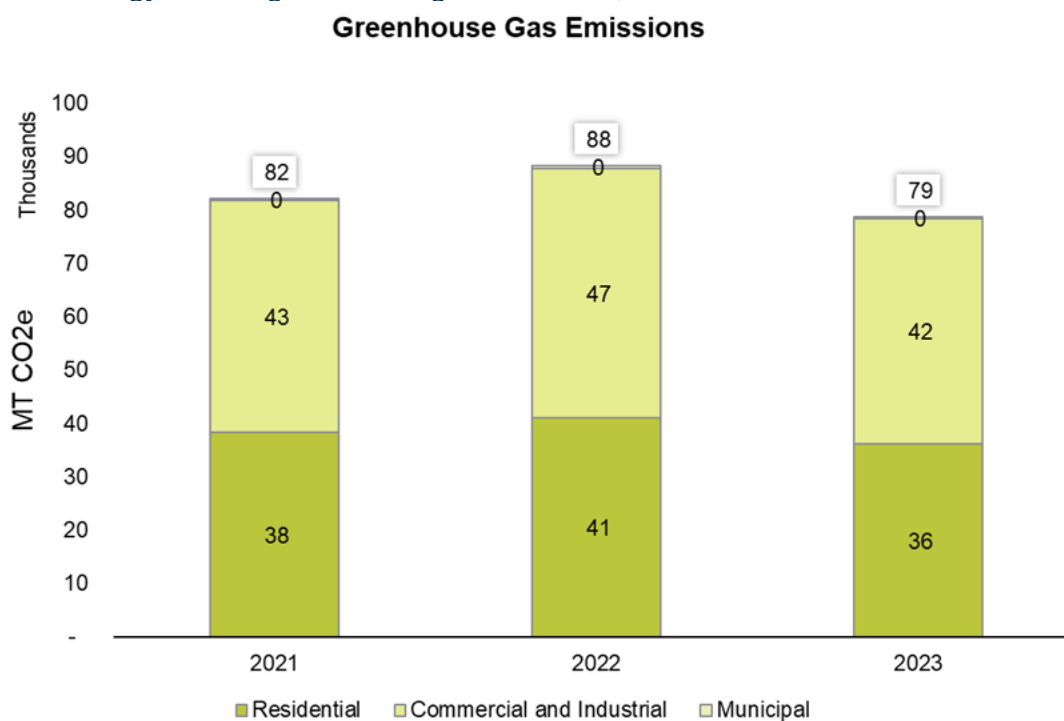
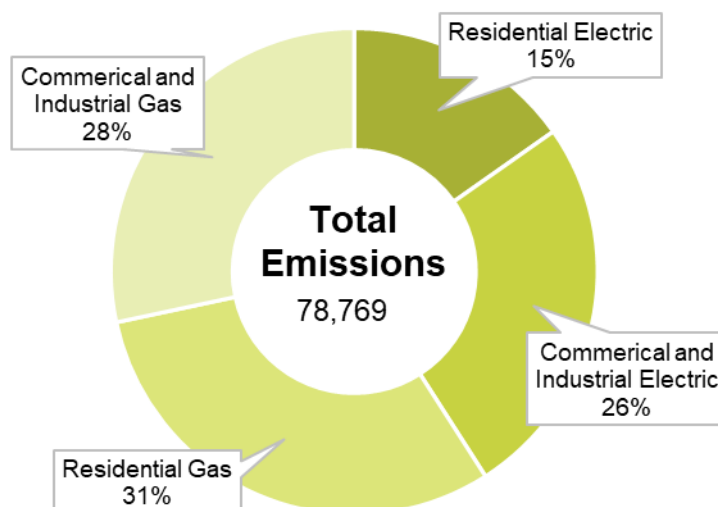


Figure 10. Energy-related greenhouse gas emissions by sector and fuel type, 2023

2023 Greenhouse Gas Emissions (MTCO₂e)



Renewable Energy

Mendota Heights residents and businesses use subscription programs and on-site options to support renewable energy (Table 2 and Table 3). In Mendota Heights, most renewable energy support is in the residential sector, where 521 residents receive renewable energy through subscription programs for a combined total of 3.6 million kWh. 86 residents have on-site solar installations. Fewer commercial and industrial customers participate in renewable energy offerings than residents, with 26 renewable energy program subscribers totaling 11.2 million kWh and 16 on-site installations. Across both residential and business premises, the total renewable energy subscribed is equivalent to almost 12% of total electricity consumption, which is equivalent to taking 1,466 gas-powered cars off the road for a year⁴. The total excludes generation from on-site solar because those installations are “behind the meter” – that is, on the customer’s side of the utility meter. Overall, there is potential to increase renewable energy use in Mendota Heights.

⁴ Source: EPA, <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

Table 2. Xcel Energy subscription renewable energy program support, 2023

Renewable*Connect® & Renewable*Connect Flex® ⁵	Residential	Commercial & Industrial	Total
Subscriber Count	318	1	319
Total Annual Electricity Subscribed (kWh)	1,327,967	1,672,376	3,000,343
Community Solar Gardens – Solar*Rewards® Community			
Subscriber Count	203	25	228
Total Annual Electricity Subscribed (kWh)	2,276,067	9,499,458	11,775,525
Total Xcel Energy Subscription Renewable Energy Support			
Subscriber Count	521	26	547
Total Annual Electricity Subscribed (kWh)	3,604,034	11,171,834	14,775,868
Percent of Sector Xcel Energy Electricity Use	7.6%	14.0%	11.6%

Table 3. Xcel Energy on-site solar program support, 2023⁶

On-site Solar – Solar*Rewards® and Net-Metering	Residential	Commercial & Industrial	Total
Participant Count	86	16	102
Total Electricity Capacity (kW)	811	740	1551

⁵ The Windsource® program is now called Renewable*Connect Flex®

⁶ Source: Xcel Energy Community Energy Report for Mendota Heights, 2023

Energy Efficiency Program Participation & Savings

Both residents and commercial and industrial premises participate in Xcel Energy's efficiency programs where they can receive rebates for upgrading equipment, arrange a building audit to understand their efficiency opportunities or manage their demand through rate savings programs. Participation in these programs results in energy savings for participants. Mendota Heights' residents and commercial and industrial premises saved an annual average of 1.7 million kWh and 93,000 therms during the baseline period by participating in Xcel Energy's efficiency programs (Table 4).

Table 4. Average annual program participation and energy savings, 2021–2023

Program Sector	Average Annual Participation	Average Electricity Savings (kWh)	Average Natural Gas Savings (therms)
Residential	629	141,093	46,512
Commercial & Industrial	57	1,520,599	46,698
Total	686	1,661,692	93,210

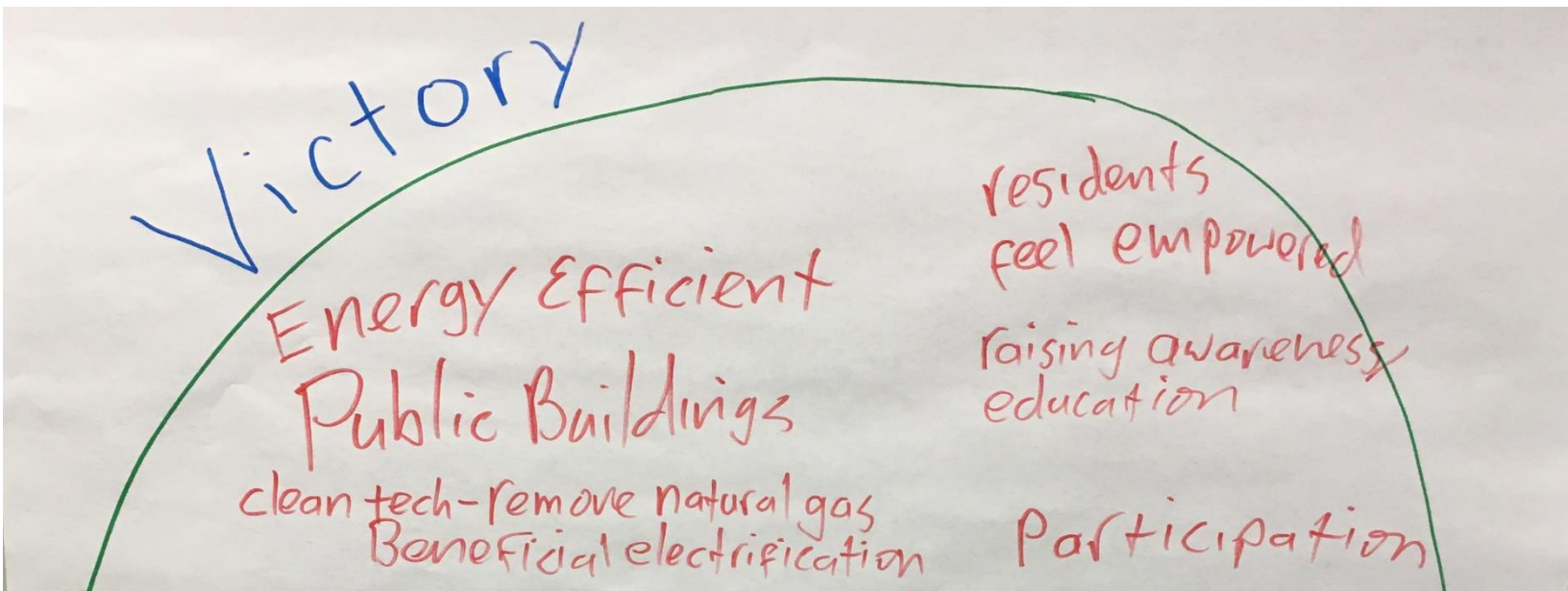
Mendota Heights residents and businesses rely on a few key programs from Xcel Energy to help them improve efficiency (Table 5 and Table 6). These tables are sorted by participants, with the program at the top representing the largest number of participations. The Residential Heating and Cooling rebate program, where residents receive rebates for upgrading to more efficient equipment, had the most participants and results in the most savings, but programs like Refrigerator Recycling, a recycling rebate program, and Home Energy Squad, a home energy assessment with some equipment installation, also resulted in significant savings. In the commercial and industrial sector, the Lighting Efficiency and Small Business Lighting programs that offer audits and rebates for businesses to upgrade to more energy efficient lighting had the most participants and highest savings. Energy Design Assistance and Energy Efficient Buildings had lower participation but significant savings.

Table 5. Average annual participation in top residential programs, 2021–2023

Residential Program	Average Annual Participation	Average Electricity Savings (kWh)	Average Natural Gas Savings (therms)
Residential Heating & Cooling	268	80,551	37,174
Refrigerator Recycling	23	21,589	0
Home Energy Squad	23	20,008	781
Insulation Rebate	22	8,631	6,128
Efficient New Home Construction	3	4,469	982

Table 6. Average annual participation in top commercial and industrial programs, 2021–2023

Commercial Program	Average Annual Participation	Average Electricity Savings (kWh)	Average Natural Gas Savings (therms)
Lighting Efficiency	18	482,954	0
Small Business Lighting	16	318,984	818
Energy Efficient Buildings	3	130,874	1,214
Energy Design Assistance	2	443,202	26,764
Fluid System Optimization	1	118,482	0



WHERE WE ARE GOING

Energy Vision

During the planning process, the Energy Action Team created a vision statement for this Energy Action Plan to guide the process and reflect the community's intentions.

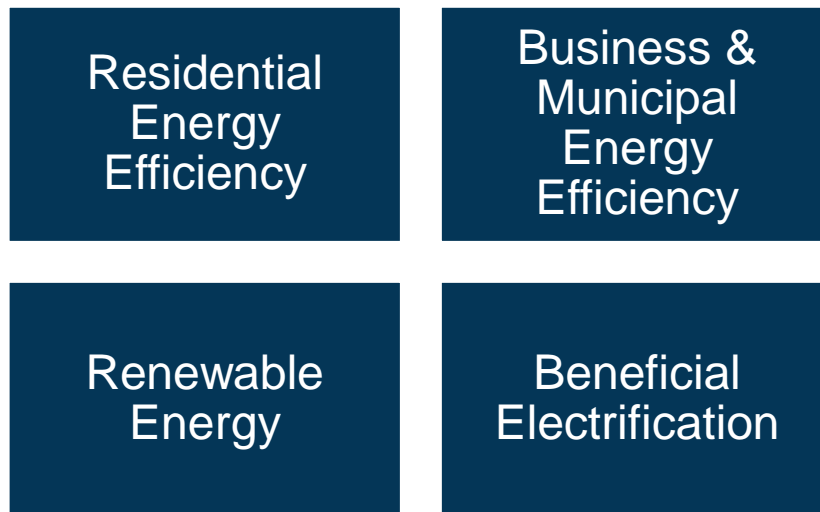
Vision

Mendota Heights is a leader in the transition to a clean energy future. This plan guides the city, residents and businesses to take action to increase energy efficiency and use renewable resources to create a more resilient community.

Focus Areas

To achieve the energy vision and community-wide commitment to energy stewardship, the Energy Action Team identified the following focus areas to prioritize strategies and resources. These focus areas were chosen to provide a holistic approach to energy stewardship, while focusing efforts on specific sectors and audiences.

Figure 11. Mendota Heights' Focus Areas



Residential Energy Efficiency

Residential Energy Efficiency will focus on encouraging residents conserve energy through energy efficiency projects, behavior changes and Demand Side Management (DSM) program participation (DSM programs are voluntary modification of consumer demand for energy through various methods, including education and financial incentives. DSM aims to encourage consumers to decrease energy consumption, especially during peak hours, or to shift time-of-energy use to off-peak periods such as nighttime and weekend.) The residential sector consists of living quarters for private households, such as single-family homes, duplexes, rentals, and other housing units.

Business & Municipal Energy Efficiency

Business & Municipal Energy Efficiency will focus on helping businesses and municipal buildings in Mendota Heights save energy by implementing energy efficient technologies, weatherizing their buildings and participating in utility programs. The commercial and industrial sector consists of service-providing facilities, schools, strip malls, office space, health care, manufacturing and food processing facilities. The municipal sector includes buildings owned and operated by the City of Mendota Heights like City Hall, fire stations, parks facilities and others.

Renewable Energy

The Renewable Energy focus area includes options to use both wind and solar energy to power homes and businesses in Mendota Heights. Renewable energy can be accessed through utility subscription programs, community solar gardens or on-site solar.

Beneficial Electrification

Beneficial electrification (BE) is the replacement of direct fossil fuel use that results in either lower costs, reduced emissions or more effective use of the power grid. In practice, this means replacing fossil fuel-powered appliances like gas water heaters and HVAC equipment with more efficient versions that run on electricity. This focus area involves helping residents, businesses and the City to upgrade to efficient electric technologies and take advantage of available incentives, resources and planning support.

Goals

The Energy Action Team set an overall goal during the planning process by deciding which metrics were important to measure and communicate, reviewing the community's energy baseline data to discuss ambitions and feasibility, and constructing a timeline to achieve these goals.

Community-wide Goal

We will measure our success against the community-wide goal, which will guide the actions of this plan.

Our Goal

By 2030, the Mendota Heights community will save an estimated \$1.6 million through energy efficiency projects and avoid 9,000 MTCO₂e of greenhouse gas emissions.

Achieving Mendota Heights' goal will avoid greenhouse gas emissions equivalent to removing over 2,100 gas-powered cars from the road for a year or the carbon sequestered by 10,500 acres of U.S. forests in one year.⁷

The total estimated greenhouse gas emissions avoided of 9,000 MTCO₂e are calculated from both energy efficiency and renewable energy program participation in Mendota Heights and grid decarbonization by Xcel Energy. The cost savings of \$1.6 million are calculated from the costs avoided by participating in energy efficiency programs offered by Xcel Energy. The energy savings equate to saving 1.7 million kWh in electricity and 93,000 therms in natural gas by 2030.

Energy Action Plan Impact

To visualize the energy savings from the goal, Figure 12 shows the business-as-usual scenario with the goal impact. The business-as-usual scenario shows what would happen in Mendota Heights if the city participation trends follow the same pattern as in years past. The navy-blue wedge shows the impact the Energy Action Plan would have on total energy savings in the

⁷ U.S. Environmental Protection Agency Greenhouse Gas Equivalencies Calculator, <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

community. As a result of energy savings, cost savings would also accrue — these are shown in Figure 13 totaling \$1.6 million by 2030. It is important to note that that these are the first-year cost savings of the energy efficiency improvements, rather than lifetime savings. We cannot guarantee what the energy savings will be in future years, but this calculation is the most conservative and we would expect lifetime energy savings to outpace this goal

Figure 12. Energy savings from Energy Action Plan impact through 2030

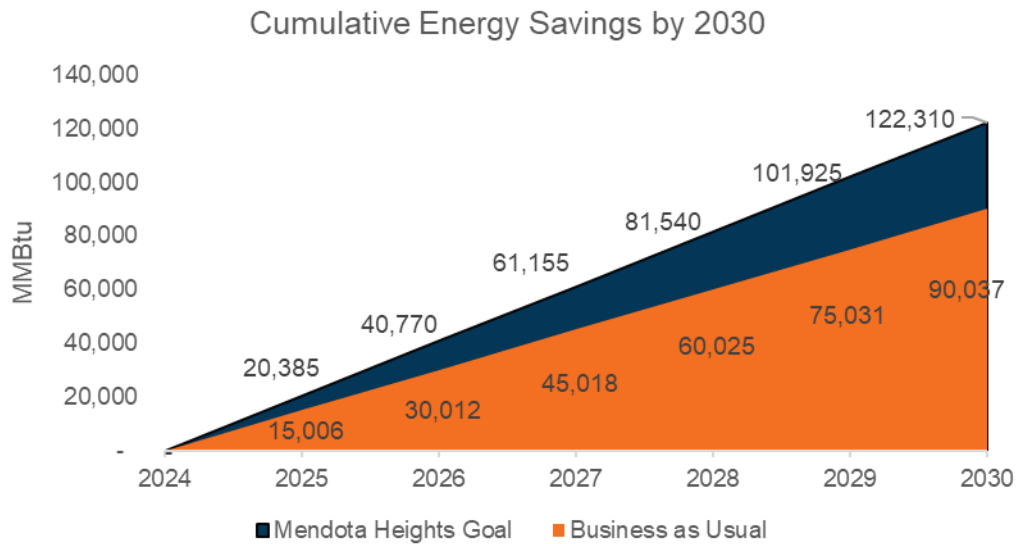
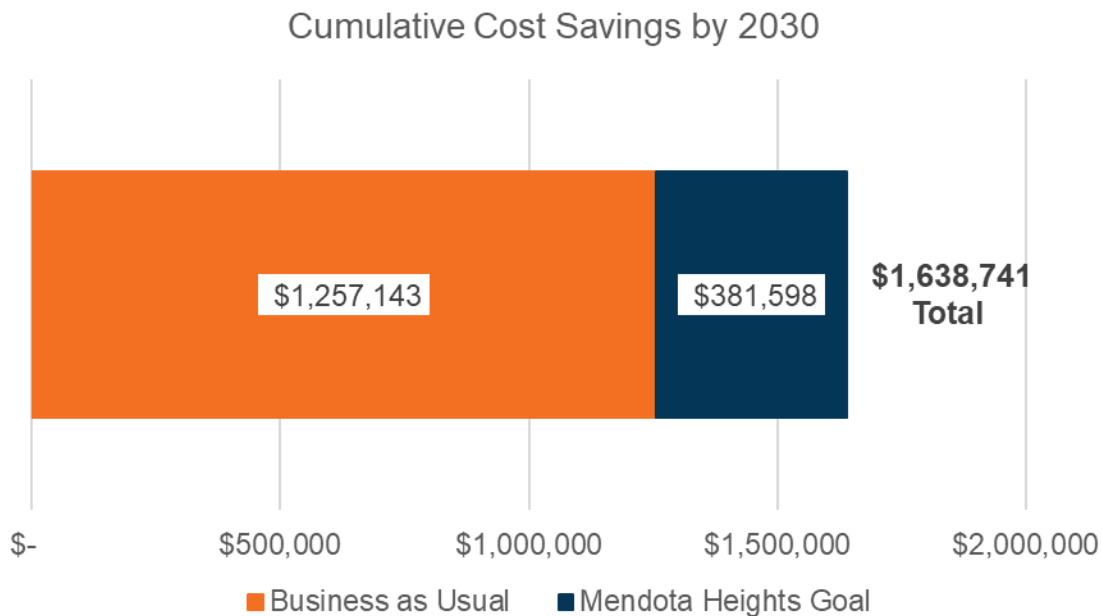
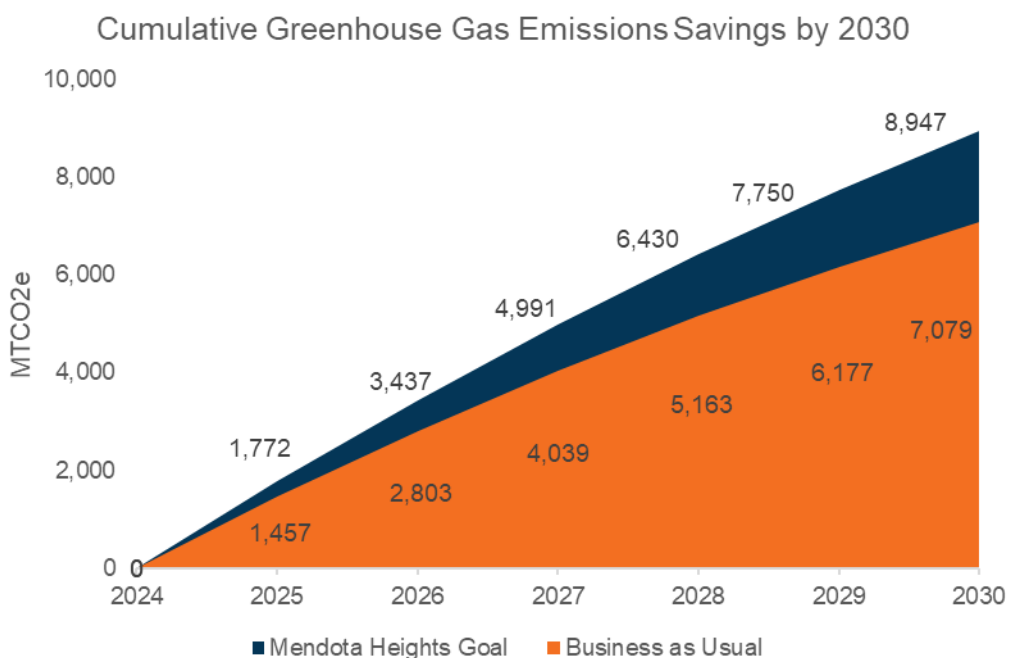


Figure 13. Cost savings from Energy Action Plan impact by 2030



Mendota Heights' goals will also impact energy-related greenhouse gas emissions. The plan will avoid an additional 26% of greenhouse gas emissions by the end of 2030 compared to business-as-usual. Greenhouse gas emissions savings are due to both avoided emissions attributable to participation in energy efficiency programs, as well as reduced emissions from renewable energy participation. Figure 14 includes only renewable energy programs in which the customer retains the Renewable Energy Credit (REC) and total kWh can be measured⁸ for the purpose of greenhouse gas emissions accounting.

Figure 14. Greenhouse gas emissions savings from energy action plan impact by 2030



⁸ While some customers who install on-site solar retain the RECs, the data is not available to estimate the total kWh due to behind-the-meter generation.



HOW WE ARE GOING TO GET THERE

The following section outlines the implementation work plan, including focus areas, strategies and tactics to help achieve Mendota Heights' goals. These initiatives will be a collaboration between the City of Mendota Heights and Partners in Energy, Xcel Energy and the Energy Action Team. Each focus area has background information, three to four strategies and specific tactics describing the actions we will take.

The Energy Action Team, composed of Mendota Heights residents, commission members and City staff, developed these strategies by considering the unique strengths and abilities of the Mendota Heights community. As a whole, these strategies are an effort to connect energy efficiency, renewable energy and electrification to both save energy and reduce carbon emissions. They offer points of access for businesses and residents at any point on their energy action journey. Whether someone is considering energy efficiency for the first time or installing your second bank of solar panels, this plan has something for Mendota Heights community members.

Strategies

Residential Energy Efficiency

1. Create outreach campaign to promote residential energy efficiency programs, rebate information and approved contractors.
2. Showcase local residential energy efficiency projects.
3. Explore sources of funding to support residential energy efficiency and renewable projects.

Business & Municipal Energy Efficiency

4. Showcase business energy efficiency projects.
5. Partner with area businesses to promote progress to current and prospective Mendota Heights businesses.
6. Explore a suite of energy efficiency practices for the City of Mendota Heights.
7. Direct business outreach with existing programs.

Renewable Energy

8. Highlight Mendota Heights solar gardens to lead by example.
9. Explore residential and business funding opportunities for solar projects.
10. Share and educate about existing solar success stories.

Beneficial Electrification

11. Design and execute education and outreach campaign for existing electrification opportunities.
12. Explore opportunities to connect residents, businesses and the City with funding for electrification projects.
13. Explore feasibility of incorporating electrification into City practices.
14. Facilitate peer-to-peer learning from residents who have already implemented electrification measures (EVs, heat pumps, etc.).

Focus Area: Residential Energy Efficiency

As a primarily residential community, Mendota Heights' energy future is largely in the hands of the people who live there. Resident team members voiced enthusiasm for taking action and encouraging their neighbors and community to do the same. While there is already significant participation in energy efficiency programs in Mendota Heights, there are opportunities for more residents to save energy. As Table 7: Average annual program participation and energy savings, 2021–2023 Table 7 shows, there are an average of 629 participations per year in energy efficiency programs, a tiny fraction of Mendota Heights' overall population.

Table 7: Average annual program participation and energy savings, 2021–2023

Program Sector	Average Annual Participation	Average Electricity Savings (kWh)	Average Natural Gas Savings (therms)
Residential	629	141,093	46,512
Commercial & Industrial	57	1,520,599	46,698
Total	685	1,661,692	93,210

Strategy 1: Create outreach campaign to promote residential energy efficiency programs, rebate information and approved contractors.

The team noticed that Mendota Heights residents are not broadly aware of energy efficiency programs, so they wanted to focus on promotion and outreach. This strategy uses a mixture of pre-existing and new channels to share information on some programs the team felt would be most useful to the community.

Tactics

- 1A: Promote energy efficiency via sustainability programs, City social media, neighborhood groups and the Mendota Heights Natural Resources Commission.
- 1B: Add energy efficiency information to City website.
- 1C: Table at Mendota Heights events.
- 1D: Promote refrigerator recycling as a quick win first step for energy efficiency.
- 1E: Promote energy assessments as a first step to increasing energy efficiency.

Strategy 2: Showcase local residential energy efficiency projects.

This plan contains many strategies that highlight existing projects to inspire others. This strategy leverages the energy efficiency projects that residents have already undertaken, like Home Energy Squad visits, refrigerator recycling, insulation upgrades and more.

Tactics

- 2A: Identify residents and businesses that have implemented energy efficiency projects.
- 2B: Call for citizen-submitted content on energy wins from residents.
- 2C: Work with neighborhood groups.

Strategy 3: Explore sources of funding to support residential energy efficiency and renewable projects.

This strategy recognizes that there are currently significant funding opportunities for energy projects. This strategy leverages the work done on the Energy Action Plan to demonstrate Mendota Heights' commitment to energy action, which could be used to win funding.

Tactics

- 3A: Attend webinars and other resource-sharing opportunities.
- 3B: Research federal, state and other grant and loan opportunities for these projects.

Focus Area: Business and Municipal Energy Efficiency

There are two main reasons the Energy Action Team adopted this focus area. First, institutions like businesses and municipalities play a significant role in saving energy in Mendota Heights. The Energy Action Team noticed that the average business participation in energy saving programs resulted in large energy savings compared to residential participation. Second, City staff and team members wanted the City to lead by example. Specifying how the City can help save energy is part of that theme.

Strategy 4: Showcase business energy efficiency projects.

Like many strategies in the plan, this one seeks to highlight existing projects in the Mendota Heights community to inspire community members to take action. The strategy also leverages businesses interest in self-promotion, creating an opportunity for them to be recognized for their energy saving measures.

Tactics

- 4A: Call for business-submitted content detailing these projects (e.g., a business owner does a video or social media walkthrough of their business or is interviewed about their experience).
- 4B: Incorporate this content into a business outreach campaign.

Strategy 5: Partner with area businesses to promote progress to current and prospective Mendota Heights businesses.

This strategy is part of the overall outreach approach to leverage existing connections and relationships.

Tactics

5A: Reach out to businesses by tabling at City events where business community will be present, phone and email to share information about Energy Action Plan and business-related programs.

5B: Identify businesses with existing sustainability policies.

Strategy 6: Explore a suite of energy efficiency practices for the City of Mendota Heights.

As part of its lead-by-example approach, Mendota Heights will examine multiple energy-saving programs for City operations. These are non-binding considerations but could lead to both avoided greenhouse gas emissions and avoided costs. The recent Geothermal Planning Grant Program from the Department of Commerce could be an early implementation opportunity for this strategy.

Tactics

6A: Explore a City LED light retrofit.

6B: Consider energy audits for City buildings.

Strategy 7: Conduct direct business outreach with existing communication channels.

This strategy aims to use the existing connections and communications channels that the City already has with its businesses, incorporating energy efficiency outreach into them. Utilizing these existing channels presents a low-hanging-fruit opportunity for outreach.

Tactic

7A: Promote business energy efficiency projects to businesses with which City has existing relationships.

Focus Area: Renewable Energy

As part of the overall goal of avoiding 9,000 MTCO₂e of greenhouse gas emissions, Mendota Heights will share opportunities for switching to renewable energy. The City of Mendota Heights is leading by example by subscribing 15 of its premises to community solar gardens. In addition, residents and businesses are already participating in renewable energy programs, with over 547 subscribers to renewable energy programs in 2023. There is ample room for growth of these programs in Mendota Heights and encouraging participation in them will be the cornerstone of this focus area.

Table 8: Xcel Energy subscription renewable energy program support, 2023

Renewable*Connect® & Renewable*Connect Flex® ⁹	Residential	Commercial & Industrial	Total
Subscriber Count	318	1	319
Total Annual Electricity Subscribed (kWh)	1,327,967	1,672,376	3,000,343
Community Solar Gardens – Solar*Rewards® Community			
Subscriber Count	203	25	228
Total Annual Electricity Subscribed (kWh)	2,276,067	9,499,458	11,775,525
Total Xcel Energy Subscription Renewable Energy Support			
Subscriber Count	521	26	547
Total Annual Electricity Subscribed (kWh)	3,604,034	11,171,834	14,775,868
Percent of Sector Xcel Energy Electricity Use	7.6%	14.0%	11.6%

Strategy 8: Highlight Mendota Heights community solar gardens to lead by example.

Mendota Heights would like to inspire other institutions to support renewable energy by communicating the success of their community solar garden subscriptions.

Tactics

8A: Share information about community solar gardens in City social media, Sustainable Solutions and newsletters.

8B: Share information about on- and off-site solar options for residents and businesses.

⁹ The Windsource® program is now called Renewable*Connect Flex®.

Strategy 9: Explore residential and business funding opportunities for solar projects.

The team identified knowledge of and funding for solar projects as a significant barrier for Mendota Heights community members. This strategy addresses that barrier by gathering and sharing information.

Tactics

9A: Identify active solar installers in Mendota Heights.

9B: Research funding opportunities and publish in outreach campaign.

9C: Explore specific sites in Mendota Heights that would be suitable for solar installation.

Strategy 10: Share and educate about existing solar success stories.

Mendota Heights residents and businesses are already getting energy from solar. This strategy leverages existing success stories to inspire residents and businesses to consider making their own move to renewable energy.

Tactics

10A: Request citizen-submitted content on solar projects in Mendota Heights.

10B: Roll this content into City newsletter, social media and other promotions.

Focus Area: Beneficial Electrification

Beneficial electrification is the process of switching from fossil fuel energy sources to electric energy sources, while maintaining current levels of greenhouse gas emissions or reducing them. Two examples are switching from an internal combustion vehicle to an electric vehicle or from a natural gas boiler to an air source heat pump, and in both cases getting the electricity from renewable sources.

The Energy Action Team identified beneficial electrification as a key component of their community's energy future. This focus area dovetails with the renewable energy and energy efficiency focus areas. As Mendota Heights becomes more energy efficient and sources its energy from renewables, and as Xcel Energy sources more and more of the electrical grid's energy from renewable sources, powering appliances with electricity will become the easiest way to avoid carbon emissions.

Strategy 11: Design and execute education and outreach campaigns for existing electrification opportunities.

Team members noted that most Mendota Heights community members don't know much about electrification and the important role it will play in transitioning to a low-carbon future. This campaign will focus on education, bringing Mendota Heights residents and businesses up to speed on how electrification can improve their lives and reduce carbon emissions. It will emphasize measures like heat pumps, electric water heaters, lawn care equipment and other electrification measures. It can also work in tandem with the outreach strategies for energy efficiency and renewable energy.

Tactics

11A: Promote electric lawncare equipment as quick-win electrification measure.

11B: Connect with neighborhood groups and HOAs to educate and share resources about electrification.

11C: Meet residents and businesses where they are on their electrification journey.

Strategy 12: Explore opportunities to connect residents, businesses and the City with funding for electrification projects.

There are significant funding opportunities from the Inflation Reduction Act, the ECO Act, Xcel Energy and other sources to fund electrification projects. This strategy gives the City a path to explore these opportunities and connect them to potential projects in Mendota Heights.

Tactics

12A: Research electrification funding opportunities.

12B: Attend webinars and other resource-sharing opportunities.

12C: Incorporate learnings into outreach and education campaign.

Strategy 13: Explore feasibility of incorporating electrification into City practices.

As part of its lead by example ethos, Mendota Heights staff felt it was important to consider how the City itself might implement electrification in its operations. This strategy offers a set of non-binding opportunities for staff to do so and opens the door for other electrification paths as staff see fit.

Tactics

13A: Explore adding EV chargers to municipal buildings and/or public spaces.

13B: Evaluate City fleet for conversion to EVs.

13C: Consider updating City permitting process and development review to include information on electrification options.

13D: Explore group buy of electrification infrastructure.

Strategy 14: Facilitate peer-to-peer learning from residents who have already implemented electrification measures (EVs, heat pumps, etc.).

The team included members who had already begun their electrification journey with heat pumps and electric vehicles. This strategy leverages those and similar experiences in the Mendota Heights community, relying on resident pride and community members to share knowledge. This strategy can also fit with similar resident-driven content in the energy efficiency and renewable strategies.

Tactics

14A: Use City social media to identify residents and businesses who have already installed electrification measures.

14B: Facilitate sharing these community members' experiences with electrification in outreach campaigns.

14C: Consider hosting a workshop for these community members to share their experiences.

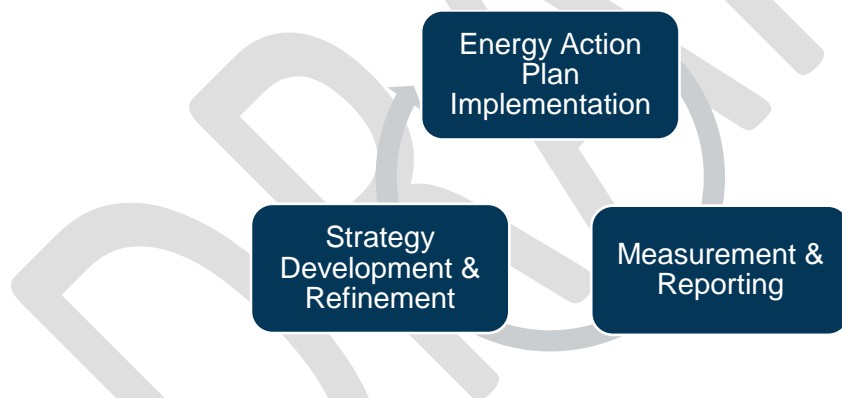
14D: Recruit residents who have already installed electrification measures.



HOW WE STAY ON COURSE

This Energy Action Plan is a living document that is cyclical in nature (Figure 15). Goals and strategies will be assessed and refined as needed based on data and community staff capacity.

Figure 15: Cycle of Implementation, Measurement and Reporting and Strategy Development



It will be important to evaluate and update strategies throughout implementation to reflect advancements in technology and new offerings from government entities and Xcel Energy. Throughout the planning process, we worked to build relationships between City staff and Xcel Energy staff that will foster the collaboration and cooperation required to successfully navigate the changing energy landscape.

Project Management and Tracking Progress

Partners in Energy will host regular project management check-in calls with staff to ensure we stay on course to achieve our strategies.

Partners in Energy will provide biannual progress reports with metrics of success and overall progress toward goals for Xcel Energy rebates and programs. These reports will be available publicly and shared with both the community and Energy Action Team. If available, ad hoc

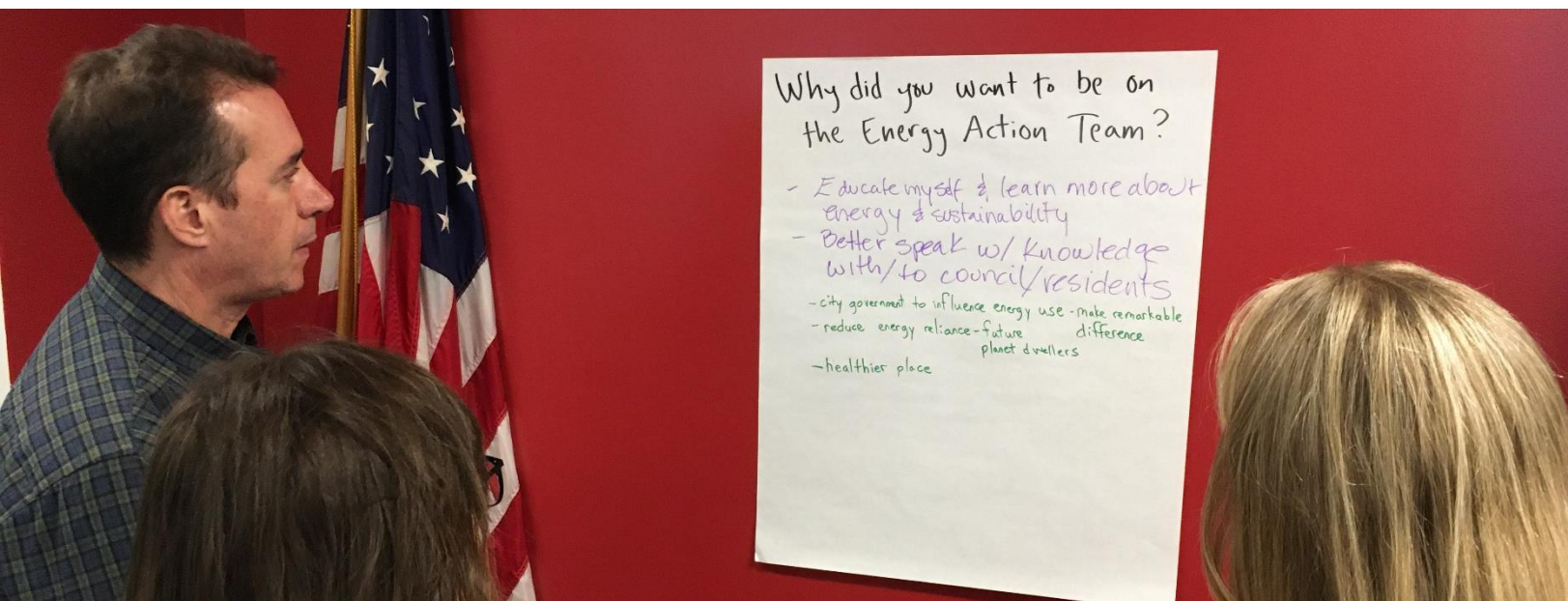
participation reports for specific Xcel Energy programs can be provided to measure the success of campaigns and to determine if we need to change course.

It will be important to let the wider community know how things are progressing and to recognize the collaborative efforts of those involved in achieving the plan targets. At critical milestones, Mendota Heights will publish updates on progress, share successes and congratulate participants and partners.

Energy Action Team Commitment

The Energy Action Team formed to create this plan has contributed an immense amount of time and effort to this plan. Each member is committed to remaining updated throughout the implementation period and supporting the plan as they have the capacity and enthusiasm. Some possible areas of support are:

- Telling their friends, neighbors and networks about the plan.
- Sharing their experiences implementing energy efficiency, renewable energy and electrification projects with the City and other Mendota Heights residents.
- Choosing a specific strategy from the plan and championing it in their community.



APPENDIX A: XCEL ENERGY'S PARTNERS IN ENERGY PLANNING PROCESS

About Xcel Energy's Partners in Energy

Xcel Energy is an electric and natural gas utility that provides the energy that powers millions of homes and businesses across eight western and midwestern states. Each community Xcel Energy serves has its own unique priorities and vision for its energy future. The energy landscape is dynamically changing with communities leading the way in setting energy and sustainability goals. To continue to innovatively support their communities, Xcel Energy launched Partners in Energy in the summer of 2014 as a collaborative resource with tailored services to complement each community's vision. The program offerings include support to develop an energy action plan, tools to help implement the plan and deliver results, and resources designed to help each community stay informed and achieve their outlined goals.



Partners in Energy Process for Success



Resources from Xcel Energy for Implementation

Plan Development Process

The content of this plan is derived from a series of planning workshops held in the community with a planning team committed to representing local energy priorities and implementing plan strategies. The engagement process included a series of five in-person workshops from February 2024 through August 2024, as well as multiple surveys between workshops.

Figure 16. Mendota Heights Energy Action Team members



Workshop 1: What should Mendota Heights' energy future look like? February 2024

The Energy Action Team got to know each other and learned about the Partners in Energy Process. The team brainstormed what victory would look like if this plan was successful and used those ideas to create a vision statement for the plan. The team also discussed priorities in the community that could be possible focus areas, leaning toward using audiences as the focus areas.

Figure 17. Team members getting to know each other through a gallery walk activity



Workshop 2: Using energy data to focus our efforts and achieve our vision. March 2024

The Energy Action Team learned about Mendota Heights baseline energy use through energy consumption and program participation data. With the baseline data in mind, the team finalized energy vision for Mendota Heights and confirmed focus areas of residential energy efficiency, business and municipal energy efficiency, renewable energy, and beneficial electrification. The team also discussed goal metrics, timeline and ambition level to formulate the community-wide goal.

Workshop 3: How will we measure success? May 2024

The team learned about Xcel Energy programs and how historical participation could be used to model their goals. With knowledge of the programs, the team decided on a bottom-up approach to model the Mendota Heights community-wide goal and solidified their decision to measure the goal with energy savings, cost savings and greenhouse gas emissions avoided by 2030.

Figure 18. Team members deciding goal ambition level



Workshop 4: What are we going to do? June 2024

Team members worked together in small groups to generate strategy ideas for each focus area from their unique perspectives and knowledge of Mendota Heights. The team decided how ambitious they wanted to be with their goal by reviewing two scenarios. The team chose to set a goal between ambitious and aspirational.

Workshop 5: How are we going to do the work? August 2024

The team learned about the elements of the Energy Action Plan and the process for providing feedback, along with reviewing the support that accompanies the plan's implementation for 18 months. Facilitators shared draft strategies and tactics for each focus area for the team to review. They prioritized strategies depending on their impact and feasibility and provided more details on the resources and assets available to make these strategies successful. The team closed out the workshop and planning process by reflecting on what they had achieved and sharing what they were taking with them.

Figure 19. Team members adding tactics and champions to strategies





APPENDIX B: BASELINE ENERGY ANALYSIS

Data was provided by Xcel Energy for all Mendota Heights premises for 2021–2023. Xcel Energy provides electric and natural gas service to the community. The data helped the Energy Action Team understand Mendota Heights’ energy use and opportunities for energy conservation and renewable energy. Data included in this section establishes a baseline against which progress toward goals will be compared in the future.

Electricity and Natural Gas Premises

Most Mendota Heights premises are residential. Of the 5,876 distinct premises in Mendota Heights in 2023, 87% (5,112) are residential, 12.6% (736) are commercial and industrial, and the remaining 0.5% are municipal buildings (28).

Table 9. Premise counts by sector, 2021–2023

Sector	2021	2022	2023	Average
Residential	5,027	5,042	5,105	5,058
Commercial & Industrial	711	717	724	717
Municipal	27	27	28	27
Total	5,765	5,786	5,857	5,803

Electricity and Natural Gas Consumption and Trends by Sector

On average, the Mendota Heights community consumes 128 million kWh of electricity and 9.1 million therms of natural gas across all sectors per year. Total energy consumption increased by 1.2% over the baseline period, which can be attributed to an increase of 2.3% in natural gas consumption and small 1% decrease in electricity consumption.

Table 10. Annual energy consumption by sector and fuel type, 2021–2023

Fuel Type	Sector	2021	2022	2023	Average
Electricity (kWh)	Residential	48,692,561	47,009,242	47,304,869	47,668,891
	Commercial & Industrial	79,029,681	80,895,932	79,150,168	79,691,927
	Municipal	542,668	547,664	567,533	552,622
	Total	128,264,910	128,452,838	127,022,570	127,913,439
Natural Gas (therm)	Residential	4,610,240	5,287,054	4,559,143	4,818,812
	Commercial & Industrial	3,913,468	4,581,676	4,156,238	4,217,127
	Municipal	44,565	60,468	51,799	52,277
	Total	8,568,273	9,929,198	8,767,180	9,088,217
Total (MMBtu)	Residential	627,163	689,101	617,319	644,527
	Commercial & Industrial	660,996	734,185	685,684	693,622
	Municipal	6,308	7,915	7,116	7,113
	Total	1,294,467	1,431,201	1,310,119	1,345,262

Total energy consumption during the baseline period varied in each sector consistent with variation in weather. Hotter summers (those with more cooling degree days) and colder winters (those with more heating degree days) had higher energy consumption. For example, of the three years considered, Mendota Heights' natural gas consumption was at its highest level in 2022, which was also the coldest year with the most heating degree days.

Table 11. Cooling degree and heating degree days, 2021–2023

	2021	2022	2023
Cooling Degree Days	1,184	1,049	1,232
Heating Degree Days	6,731	7,849	6,565

Greenhouse Gas Emissions and Trends

Mendota Heights' overall energy-related greenhouse gas emissions decreased from 2021–2023 by 4.1%. To calculate Mendota Heights' energy-related emissions, an “emissions factor” is used. This emissions factor describes the amount of CO₂ emitted per unit of energy (Table 13). Specifically, the certified emissions factors from Xcel Energy's Upper Midwest Fuel Mix and a standard emissions factor for natural gas emissions were used. As Xcel Energy completes third-

party verification, the emissions factors used during the planning process to estimate greenhouse gas emissions may change slightly.

Table 12. Energy-related greenhouse gas emissions in MTCO₂e, 2021–2023

Fuel Type	Sector	2021	2022	2023	Average
Electricity	Residential	13,937	13,050	12,016	13,001
	Commercial & Industrial	22,620	22,457	20,105	21,727
	Municipal	155	152	144	151
	Total	36,712	35,659	32,266	34,879
Natural Gas	Residential	24,467	28,059	24,196	25,574
	Commercial & Industrial	20,769	24,315	22,058	22,381
	Municipal	237	321	275	277
	Total	45,473	52,695	46,528	48,232
Total	Residential	38,404	41,109	36,212	38,575
	Commercial & Industrial	43,389	46,772	42,163	44,108
	Municipal	392	473	419	428
Total		82,185	88,354	78,794	83,111

Table 13. Emissions factors used to calculate energy-related greenhouse gas emissions, 2021–2023¹⁰

Fuel Type	2021	2022	2023
Electricity Emissions Factor (lbs/MWh)	631	612	560
Natural Gas Emissions Factor (MTCO ₂ e/Dth)	0.05307	0.05307	0.05307

Energy Costs

In total, Mendota Heights premises spent an annual average of \$24.2 million on energy during the baseline period. Mendota Heights residential premises made up not quite half of that spending (\$11 million or 46%), while commercial and industrial premises made up most of the other half. A small fraction of the spending was from municipal premises. Residential premises spent an annual average of \$2,180 per premise on fuel costs. Commercial premises spent much more per premise on energy, with an annual average of \$18,150 per premise.

¹⁰ [Xcel Energy 2022. Carbon Dioxide Emission Intensities.](#)

Table 14. Annual energy costs by sector and fuel type, 2021–2023

Fuel Type	Sector	2021	2022	2023	Average	Average Annual Cost Per Premise
Electricity	Residential	\$6,307,345	\$6,796,021	\$7,182,322	\$6,761,896	\$1,337
	Commercial & Industrial	\$8,606,590	\$10,233,476	\$10,151,763	\$9,663,943	\$13,472
	Municipal	\$66,273	\$76,558	\$78,885	\$73,905	\$2,704
	Total	\$14,980,208	\$17,106,055	\$17,412,970	\$16,499,744	
Natural Gas	Residential	\$3,252,283	\$5,485,768	\$4,057,517	\$4,265,189	\$843
	Commercial & Industrial	\$2,294,262	\$4,329,030	\$3,444,392	\$3,355,895	\$4,678
	Municipal	\$24,811	\$58,538	\$48,684	\$44,011	\$1,610
	Total	\$5,571,356	\$9,873,336	\$7,550,593	\$7,665,095	
Total	Residential	\$9,559,628	\$12,281,789	\$11,239,839	\$11,027,085	\$2,180
	Commercial & Industrial	\$10,900,852	\$14,562,506	\$13,596,155	\$13,019,838	\$18,150
	Municipal	\$91,084	\$135,096	\$127,569	\$117,916	\$4,314
Total		\$20,551,564	\$26,979,391	\$24,963,563	\$24,164,839	

Energy Burden

Energy burden is the percentage of income that residents spend on energy. Mendota Heights residents who own their homes and make 30% or less of the median area income spend up to 10% of their income on energy costs. This group comprises 192 households, 4% of the total households in the city. Notably, energy burden is higher across almost every income group for homeowners than renters.

Table 15. Energy burden by unit occupancy and median income¹¹

Percent of Area Median Income	Energy Burden		Household Count	
	Own	Rent	Own	Rent
0–30%	10%	5%	192	140
30–60%	4%	2%	339	311

¹¹ Source: Department of Energy Low-Income Energy Affordability Data Tool

60–80%	3%	2%	192	166
80–100%	3%	1%	289	158
100%+	1%	0%	2,592	125
Total	2%	2%	3,604	900

Program Participation and Savings

Mendota Heights already has a significant number of participants in energy efficiency programs from Xcel Energy, resulting in energy savings for residents and commercial customers. While fewer commercial and industrial premises participated during the baseline period, their participation resulted in larger savings per premise. In total, participation in these commercial programs saved an annual average of 141,093 kWh and 46,512 therms, while participation in residential programs saved an annual average of 1,520,599 kWh and 46,698 therms.

Table 16. Annual residential sector efficiency program participation and savings, 2021–2023

Residential Sector Programs	2021			2022			2023		
	Count	Savings (kWh)	Savings (therms)	Count	Savings (kWh)	Savings (therms)	Count	Savings (kWh)	Savings (therms)
Efficient New Home Construction	3	6,269	1,381	1	1,390	294	4	5,748	1,271
Home Energy Audit	11	-	-	31	-	-	41	-	-
Home Energy Savings Program	0	0	0	1	0	17	2	635	0
Home Energy Squad	13	9,343	402	28	24,584	1,012	28	26,097	928
HomeSmart	33	-	-	48	-	-	47	-	-
Insulation Rebate	31	4,666	9,546	15	1,320	3,276	21	19,908	5,561
Low-Income Home Energy Squad	2	1,047	76	1	1,256	47	4	4,979	312
Refrigerator Recycling	22	19,534	-	34	34,882	--	13	10,351	-
Residential Heating & Cooling	301	101,289	30,280	251	69,205	39,933	252	71,159	41,310
Residential Saver's Switch	13	20	-	235	255	-	33	38	-
Smart Thermostat	92	4,536	2,495	94	1,474	550	180	2,962	165
Whole Home Efficiency	0	0	0	1	333	679	0	0	0
Total	521	146,704	44,180	740	134,699	45,808	625	141,877	49,547

Table 17. Annual commercial/industrial sector efficiency program participation and savings, 2020–2022

Commercial Sector Programs	2020			2021			2022		
	Count	Savings (kWh)	Savings (therms)	Count	Savings (kWh)	Savings (therms)	Count	Savings (kWh)	Savings (therms)
Business Energy Assessments	0	-	-	0	-	-	1	-	-
Efficiency Controls	1	1	0	0	0	0	0	0	0
Electric Rate Savings	4	-14,248	-	0	0	-	5	-64	-
Energy Design Assistance	5	1,329,605	80,293	0	0	0	0	0	0
Energy Efficient Buildings	5	286,852	0	0	0	0	3	105,769	3,643
Fluid System Optimization	0	0	-	0	0	-	3	355,446	-
Foodservice Equipment	1	0	4,732	2	0	11,869	1	0	2,724
HVAC+R Efficiency	12	43,189	13,840	4	393	5,903	12	30,773	14,110
Lighting Efficiency	17	459,339	-	21	888,141	-	15	101,381	-
Multi-Family Building Efficiency	0	0	0	0	0	0	2	18,239	527
Saver's Switch for Business	0	0	-	1	1	-	4	28	-
Small Business Lighting	13	214,997	1,080	15	207,615	1,373	20	534,340	0
Turn Key Services	1	-	-	2	-	-	0	-	-
Total	59	2,319,735	99,945	45	1,096,150	19,145	66	1,145,912	21,004

Renewable Energy Support

There is support for renewable energy in Mendota Heights with 521 residential premises and 26 commercial/industrial premises (15 of which are owned by the City of Mendota Heights itself) subscribing to Xcel Energy renewable programs. These premises respectively receive a total of 3.6 million kWh and 11.2 kWh of their electricity from renewable sources. Furthermore, 86 residential premises and 16 commercial premises have on-site solar generation.

Table 18. Xcel Energy subscription renewable energy program support, 2023

Renewable*Connect® & Renewable*Connect Flex® ¹²	Residential	Commercial & Industrial
Subscriber Count	318	1
Total Annual Electricity Subscribed (kWh)	1,327,967	1,672,376
Community Solar Gardens – Solar*Rewards® Community		
Subscriber Count	203	25
Total Annual Electricity Subscribed (kWh)	2,276,067	9,499,458
Total Xcel Energy Subscription Renewable Energy Support		
Subscriber Count	521	26
Total Annual Electricity Subscribed (kWh)	3,604,034	11,171,834
Percent of Sector Xcel Energy Electricity Use	7.6%	14.0%

Table 19. Xcel Energy on-site solar program support, 2023¹³

On-site Solar – Solar*Rewards® and Net-Metering	Residential	Commercial & Industrial
Participant Count	86	16
Total Electricity Capacity (kW)	811	740

¹² The Windsource® program is now called Renewable*Connect Flex®.

¹³ Source: Xcel Energy Community Energy Report for Mendota Heights, 2023



APPENDIX C: METHODOLOGY FOR MEASURING SUCCESS

As part of implementation support, Partners in Energy will provide biannual progress reports for Xcel Energy participation and savings data for Mendota Heights. All goals will be measured against Mendota Heights' three-year baseline of 2021–2023 data unless otherwise noted.

The following section defines the three-year baseline against which progress is measured, including Xcel Energy program(s) included in the baseline.

Community-Wide Goal

Our Goal

By 2030, the Mendota Heights community will save an estimated \$1.6 million through energy efficiency projects and avoid 9,000 MTCO₂e of greenhouse gas emissions.

This goal assumes a business-as-usual (BAU) savings scenarios based on the three-year baseline. The community-wide goal will be measured comparing cumulative greenhouse gas emissions, estimated dollars saved and energy savings equivalencies for electricity and natural gas savings for all sectors between 2025 and 2030 against the estimated BAU value for the same time period. This goal includes current and future Xcel Energy efficiency programs and measures the first-year savings data the utility provides.

Table 20. Cumulative savings for Mendota Heights' goals

	BAU, 2025–2030	Goal, 2025–2030
Natural Gas Savings (therms)	559,566	797,707
Electricity Savings (kWh)	9,988,390	12,467,545
Greenhouse Gas Emissions Savings (MTCO ₂ e)	7,079	8,947
Cost Savings	\$ 1,257,143	\$ 1,638,741

To calculate energy savings, Partners in Energy will analyze data provided by Xcel Energy that summarizes the energy savings by program participant.

To calculate greenhouse gas emissions, Partners in Energy will use preliminary and certified emissions factors from Xcel Energy's Upper Midwest Fuel Mix. Partners in Energy will use energy savings by sector and fuel type to calculate estimated dollars saved in the community.

To meet Mendota Heights' goal, the community will need to save more electricity and natural gas annually than the BAU scenario. Table 21 below identifies the annual energy savings targets needed to stay on track to meet the goal.

Table 21. Annual energy savings targets

	BAU	Annual Target Through 2030
Natural Gas Savings (therms)	93,261	132,951
Electricity Savings (kWh)	1,664,732	2,077,924
Cost Savings	\$209,524	\$273,123

Focus Area Goals

Residential Energy Efficiency Goals

- Save 1,173,465 kWh and 409,960 therms by 2030 (230 kWh and 80 therms per premise)
- Save 2,348 MTCO₂e of greenhouse gas emissions by 2030 (.46 MTCO₂e per premise)
- Save \$427,773 in residential energy costs by 2030 (\$84 per premise)

This goal will be measured by comparing actual program participation against the BAU scenario. Progress will be measured from January 2025 through December 2030. Table 22 identifies annual program participation targets for select programs to meet this goal. These targets are based on select Xcel Energy programs. If Xcel Energy offers new residential efficiency rebate programs, they will be included in this calculation at the discretion of the Mendota Heights team and Partners in Energy.

Table 22. Residential energy efficiency focus area annual and cumulative participation targets by program

	BAU Annual Participation	Annual Target	Cumulative Target, 2025–2030
Xcel Energy Programs Total	586	756	4,537
Home Energy Audit	28	42	249
Home Energy Squad	23	35	207
Insulation Rebate	22	34	201
Residential Heating & Cooling	268	402	2,412
Other programs	245	245	1,468

Business & Municipal Energy Efficiency Goals

- Save 11,294,080 kWh and 387,747 therms by 2030
- Save 3,716 MTCO₂e of greenhouse gas emissions by 2030
- Save \$1,210,968 in business energy costs by 2030

This goal will be measured by comparing actual program participation against the BAU scenario. Progress will be measured from January 2025 through December 2030. Table 23 identifies annual program participation targets for select programs to meet this goal. These targets are based on select Xcel Energy programs. If Xcel Energy offers new commercial and industrial efficiency rebate programs, they will be included in this calculation at the discretion of the Mendota Heights team and Partners in Energy.

Table 23. Business energy efficiency focus area annual and cumulative participation targets by program

	BAU Annual Participation	Annual Target	Cumulative Target, 2025–2030
Xcel Energy Programs Total	62	82	461
Business Energy Assessments	0	1	6
Energy Design Assistance	2	3	15
HVAC +R Efficiency Rollup	9	14	81
Lighting Efficiency ¹⁴	18	27	133
Multi-Family Building Efficiency ¹⁵	1	1	6
Small Business Lighting ¹⁶	16	24	120
Other programs	17	17	100

Renewable Energy Goals

- Utilize 94 million kWh of renewable energy through Solar*Rewards Community, Renewable*Connect® and Renewable*Connect Flex® from 2025–2030.
- Avoid 2,883 MTCO₂e of greenhouse gas emissions through Renewable*Connect® and Renewable*Connect Flex® from 2025–2030.
- Increase renewable energy program participation by 3% annually, reaching 693 residents and 47 businesses from 2025–2030. Here, we make the assumption that all participants who subscribed to a renewable energy program prior to 2025 will continue to subscribe.

This goal will measure program participation by sector in Xcel Energy’s renewable energy programs. Xcel Energy offers two programs, Renewable*Connect Flex® and Renewable*Connect®, in which customers retain the Renewable Energy Credit (REC) meaning they can be counted toward the goal. Residents can subscribe to community solar gardens, Solar*Rewards Community, in which Xcel Energy retains the REC, so this is not counted toward the goal. Finally, there are two programs for on-site solar, Solar*Rewards and Net Metering. In the latter, the customer retains the REC, but due to data limitations, we cannot estimate the kWh subscription or emissions savings from these programs. Table 24 identifies the total participation targets for the renewable energy programs.

¹⁴ Modeled participation for Lighting Efficiency declines from 27 to 18 in 2027 to account for market saturation.

¹⁵ Average annual baseline participation for Multi-Family Business Efficiency was 2/3, meaning that there were two participations in three years, between 2021 and 2023. It is rounded to 1 in the table for the BAU annual participation, but in the model it is projected to increase to 1 for each year.

¹⁶ Modeled participation for Small Business Lighting declines from 24 to 16 in 2027 to account for market saturation.

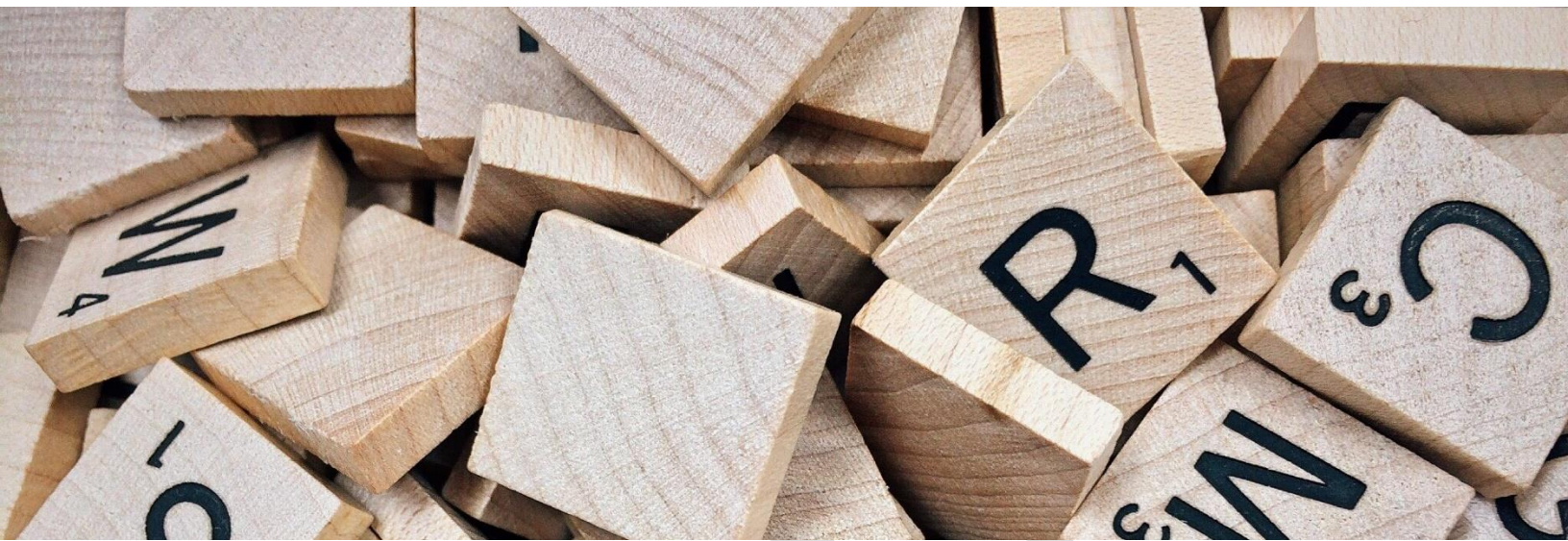
Table 24. Renewable energy focus area participation targets by sector

Program	Sector	BAU Participation	2030 Goal
Xcel Energy Programs Total	Total	629	740
Renewable*Connect Flex® and Renewable*Connect®	Residential	318	375
	Commercial	1	1
Solar*Rewards Community	Residential	211	249
	Commercial	25	27
On-site Solar	Residential	58	68
	Commercial	16	19

Beneficial Electrification Goal

- 10 participants annually in Xcel Energy's efficient fuel switching programs

Beginning in 2024, Xcel Energy offered rebates for replacing natural gas equipment with an electric option as part of their Efficient Fuel Switching programs. These rebates are for equipment such as an air source heat pump heating system and a heat pump water heater. Because the program is new, Mendota Heights baseline data is not yet available to determine an appropriate goal level for beneficial electrification participation. Thus, the decision was made to start with the goal of 10 participants annually. As more data becomes available, the Mendota Heights team and Partners in Energy can revisit this goal to determine whether it needs to be adjusted.



APPENDIX D: GLOSSARY OF TERMS

4 x 50: Xcel Energy's privacy rule, which requires all data summary statistics to contain at least four premises, with no single premise responsible for more than 50% of the total. Following these rules, if a premise(s) is responsible for more than 50% of the total for that data set, it is/they are removed from the summary.

Beneficial electrification (BE) is the replacement of direct fossil fuel use that results in either lower costs, reduced emissions, or more effective use of the power grid.

British Thermal Unit (BTU): The amount of heat needed to raise one pound of water at maximum density through one degree Fahrenheit.

Carbon-free: Carbon-free refers to sources of energy that will not emit additional carbon dioxide into the air. Wind, solar and nuclear energy are all carbon free sources but only wind and solar are renewable.

Carbon-neutral: Carbon-neutral, also described as "net zero", could include carbon-free sources but is broader and refers to energy that removes or avoids as much carbon dioxide as is released over a set period of time. Carbon-neutral is sometimes used to describe a site that produces an excess amount of electricity from a renewable energy source, such as solar, compared to what it consumes. That excess energy is put back into the grid in an amount that offsets the carbon dioxide produced from the electricity it draws from the grid when it is not producing renewable energy.

Community Data Mapping: A baseline analysis of energy data in a geospatial (map) format across the community.

Decatherm (Dth): Quantity of energy that is equivalent to ten therms.

Demand Side Management (DSM): Modification of consumer demand for energy through various methods, including education and financial incentives. DSM aims to encourage consumers to decrease energy consumption, especially during peak hours, or to shift time-of-energy use to off-peak periods such as nighttime and weekend.

Direct Installation: Free energy-saving equipment installed by Xcel Energy or other organization, for program participants, that produces immediate energy savings.

Energy Conservation and Optimization Programs (ECO): Portfolio of approved utility energy efficiency and demand management programs. Minnesota electric utilities have a goal of saving 1.5% of their total energy sales each year via customer conservation efforts. Minnesota natural gas utilities have a goal of saving 0.5% of their total energy sales each year via customer conservation efforts. ECO programs help Minnesota households and businesses use electricity and natural gas more efficiently, lessening the need for new utility infrastructure. The Minnesota Department of Commerce, Division of Energy Resources (DER) oversees ECO to ensure that ratepayer dollars are used effectively in achieving those goals and that energy savings are reported as accurately as possible.

Energy Burden: Percentage of gross household income spent on energy costs.

Energy Reduction: The result of behavior changes that cause less energy to be used. For example, setting the thermostat to a lower temperature *reduces* the energy used in your home during the winter. Since energy reductions can be easily reversed, they are not accounted for when calculating changes in energy usage.

Energy Savings: Comes from a permanent change that results in using less energy to achieve the same results. A new furnace uses X% less energy to keep your home at the same temperature (all things being equal), resulting in energy *savings* of X%. For accounting purposes, energy savings are only counted in the year the new equipment is installed.

Greenhouse Gases (GHG): Gases in the atmosphere that absorb and emit radiation and significantly contribute to climate change. The primary greenhouse gases in the earth's atmosphere are water vapor, carbon dioxide, methane, nitrous oxide, and ozone.

Grid Decarbonization: The current planned reduction in the carbon intensity of electricity provided by electric utilities through the addition of low- or no-carbon energy sources to the electricity grid.

Kilowatt-hour (kWh): A unit of electricity consumption.

Million British Thermal Units (MMBtu): A unit of energy consumption that allows electricity and natural gas consumption to be combined.

Metric Tons of Carbon Dioxide Equivalent (MTCO_{2e}): A unit of measure for greenhouse gas emissions. The unit "CO_{2e}" represents an amount of a greenhouse gas whose atmospheric impact has been standardized to that of one unit mass of carbon dioxide (CO₂), based on the global warming potential (GWP) of the gas.

Megawatt (MW): A unit of electric power equal to 1 million watts.

Premise: A unique combination of service address and meter. For residential customers, this is the equivalent of an individual house or dwelling unit in a multi-tenant building. For business customers, it is an individual business, or for a larger business, a separately-metered portion of the business's load at that address.

Renewable Energy Certificate (REC): For every megawatt-hour of clean, renewable electricity generation, a renewable energy certificate (REC) is created. A REC embodies all of the

environmental attributes of the generation and can be tracked and traded separately from the underlying electricity. Also known as a Renewable Energy Credit.

Resilience: The ability to prepare for and adapt to changing conditions and withstand and recover rapidly from disruptions. Resilience includes the ability to withstand and recover from deliberate attacks, accidents, or naturally occurring threats or incidents.

Recommissioning: An energy efficiency service focused on identifying ways that existing building systems can be tuned up to run as efficiently as possible.

Solar Garden: Shared solar array with grid-connected subscribers who receive bill credits for their subscriptions.

Solar Photovoltaic (PV): Solar cells/panels that convert sunlight into electricity (convert light, or photons, into electricity, or voltage).

Subscription: An agreement to purchase a certain amount of something in regular intervals.

Therm (thm or therm): A unit of natural gas consumption.

Trade Partner: Trade Partners, also known as Trade Allies or Business Trade Partners, are vendors and contractors who work with business and residential customers servicing, installing, and providing consulting services regarding the equipment associated with utility rebate programs. Their support for utility programs can range from providing equipment and assisting with rebate paperwork, to receiving rebates for equipment sold.



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: December 3, 2024

AGENDA ITEM: 2025 City Budget and Property Tax Levy

ITEM TYPE: New and Unfinished Business

DEPARTMENT: Administration

CONTACT:

Cheryl Jacobson, City
Administrator

Kristen Schabacker, Finance
Director

ACTION REQUEST:

1. Conduct a public budget meeting (Truth in Taxation); and
2. Adopt Resolution 2024-74 Approving the Final 2024 Tax Levy Collectible in 2025 and Adopting the Proposed Budget for 2025

BACKGROUND:

The City Council conducted 2025 budget discussions over three meetings held in August and an additional discussion in October, during which time the Council reviewed operational and capital requests from all departments and considered City Council priorities. The council considered expenditures and balanced requests with revenue that would be available in the upcoming fiscal year, which begins January 1.

The majority of discretionary expenditures are supported by taxes levied on residential and commercial properties in the city. The highlights of expenditures proposed for FY2025 are:

- The City is budgeting a COLA increase of 3%
- An increase of \$500 per firefighter to the Mendota Heights Fire Relief Association for firefighter pensions
- There are two new staff positions (2 FTEs) proposed in the 2025 budget, including an Administrative Coordinator to start April 2025, and a Recreation Facilities Coordinator to start January 2025)

There have been two changes made to the levy and budget since its adoption on September

17. Staff removed the increase to the city's contribution to employee insurance (resulting in a 0% increase) and has adjusted the start date of the Administrative Coordinator (from January to April). With these adjustments, the proposed 2025 tax levy is \$89,612 less than the preliminary tax levy approved on September 17, 2024.

The following chart reflects the proposed final 2025 levy, as compared to 2024:

	2024 Final	2025 Final
General Fund	\$10,104,289	\$10,617,020
Emergency	\$25,000	\$25,000
Preparedness		
Fire Relief	\$252,000	\$270,000
Equipment Reserve		\$180,000
Oheyawahe		\$20,000
Legal &	<u>\$40,000</u>	<u>\$40,000</u>
Contingency		
Net General Levy	\$10,421,289	\$11,152,020
Improvement	\$1,428,946	\$1,418,633
Bonds		
Tax Abatement	\$170,731	\$173,097
Bonds		
Fire Station Bonds	\$622,283	\$620,393
Equipment	\$161,070	\$136,238
Certificates		
Special Street Light	<u>\$85,000</u>	<u>\$93,000</u>
District		
Net Certified Levy	\$12,889,319	\$13,593,381

The 2025 budget includes capital items to be purchased from the general fund balance. The total amount proposed to come from the general fund balance is \$757,333. The details of this amount are included in the 2025 budget (and in the Budget Request summary). Even with these purchases, the general fund balance does not go below the 75% balance that is required by the City's Fund Balance Policy. Additionally, capital purchases to be made from other special funds are listed in the 2025 budget (and in the Budget Request summary).

The total General Fund budget for 2025 is \$13,117,369, which is 6.37% greater than the 2024 budget. The total city budget for all funds in 2025 is \$20,274,148, which includes such things as special revenue funds, enterprise funds, and debt service funds. The levy for 2025 will increase by \$704,062 over the 2024 levy. This represents a 5.46% increase over the 2024 final levy.

The budget document also includes an updated 5-year Capital Improvement Plan.

Tax Impact on Residential Properties: Overall, the value of residential property in Mendota Heights increased by an average of 1.34% between 2024 and 2025. The proposed 5.46% levy increase will increase the city portion of property taxes on an average-value home (which is \$540,000) from \$2,015.83 in 2024 to \$2,118.11 in 2025. This represents a 5.07% increase in the city portion of property taxes.

The budget-setting process requires that the city adopt a final budget and property tax levy for 2025 and certify it to the Dakota County Auditor by December 30, 2024. Minnesota Statutes require cities to hold a public meeting to discuss the proposed budget and property tax levy and allow public input before final approval. Dakota County sent out parcel specific tax statements to property owners in November. These showed the change in property taxes for next year, based on the adopted preliminary levy. Staff received two inquiries from property owners regarding their property taxes. Residents asked questions and voiced their concerns.

FISCAL AND RESOURCE IMPACT:

The fiscal and resource impact is summarized in the content of this memo.

ATTACHMENTS:

1. Resolution 2024-74 2024 Levy Collectible 2025
2. 2025 Final Budget v.12.03.2024
3. Budget Request Summary FY2025 12.03.2024
4. 2025-2029 Capital Improvement Plan 12.03.2024
5. 2025 Prelim Tax Rate Analysis 12.03.2024
6. 2025 Prelim Tax Rate Calc 12.03.2024

CITY COUNCIL PRIORITY:

Premier Public Services & Infrastructure, Inclusive and Responsive Government

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

**RESOLUTION 2024-74
RESOLUTION APPROVING FINAL 2024 LEVY COLLECTIBLE IN 2025 AND ADOPTING
PROPOSED BUDGET FOR 2025**

WHEREAS, the City has previously adopted a preliminary tax levy resolution 2024-51; and

WHEREAS, the city will accept public comments on December 3, 2024 on the proposed budget and tax levy.

NOW, THEREFORE, BE IT RESOLVED, that the City Council adopt the following levy for tax against all taxable property in the City of Mendota Heights for collection in the year 2025:

2025 Final

General Fund	10,617,020
Emergency Preparedness	25,000
Fire Relief	270,000
Equipment Reserve	180,000
Oheyawahe	20,000
Legal & Contingency Levy	40,000

Net General Tax Levy	\$11,152,020
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Special Debt Levies

Improvement Bonds	1,418,633
Tax Abatement Bonds	173,097
Fire Station Levy	620,393
Equipment Certificates	<u>136,238</u>

Net Levy Debt Service	\$2,348,361
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Street Light District	93,000
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Preliminary Levy Certified	\$13,593,381
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BE IT FURTHER RESOLVED that the debt levy for Series 2020A have been reduced because sufficient funds exist in the debt service fund for the payment of the debt service levy.

BE IT FURTHER RESOLVED that the budget as proposed is deemed to be practical and reasonable to maintain city operations and is hereby approved. The 2025 budget reflects \$20,274,148 of expenses for all funds. The 5-year capital improvement plan is presented as part of the 2025 final budget document.

The clerk is hereby instructed to transmit a certified copy of this resolution to the Dakota County Treasurer – Auditor.

Adopted by the City Council of the City of Mendota Heights this 3rd day of December 2024.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST

Nancy Bauer, City Clerk

BUDGET AND REVENUE SUMMARY

CITY OF MENDOTA HEIGHTS						
2025 BUDGET						
BUDGET AND REVENUE SUMMARY						
	2022	2023	2023	2024	2025	
BUDGET	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	% CHANGE
GENERAL FUND	\$10,074,485	\$10,874,159	\$11,116,348	\$12,331,671	\$13,117,369	6.37%
GENERAL FUND CONTINGENCY	\$198,145	\$34,751	\$40,000	\$40,000	\$40,000	0.00%
UTILITY FUND	\$2,163,729	\$2,022,128	\$2,462,973	\$2,307,523	\$2,510,133	8.78%
STORM WATER UTILITY FUND	\$190,036	\$447,434	\$475,758	\$752,826	\$836,270	11.08%
PAR THREE FUND	\$261,734	\$317,890	\$317,726	\$287,327	\$344,058	19.74%
CITY HALL FUND	\$248,584	\$240,745	\$334,668	\$306,303	\$346,258	13.04%
EMERGENCY PREPAREDNESS FUND	\$10,275	\$15,299	\$42,700	\$49,700	\$46,700	-6.04%
FACILITY/INFRASTRUCTURERESERVE FUND	\$385,131	\$56,776	\$0	\$300,000	\$0	100.00%
FIRE RELIEF FUND	\$309,229	\$347,157	\$350,000	\$378,000	\$410,000	8.47%
SPECIAL PARK FUND	\$377,588	\$577,159	\$86,790	\$246,830	\$2,000	-99.19%
DEBT FUND	\$2,226,724	\$2,216,460	\$2,216,460	\$2,383,030	\$2,348,361	-1.45%
EQUIPMENT RESERVE FUND	\$543,433	\$923,948	\$901,167	\$157,000	\$180,000	14.65%
STREETLIGHT MAINTENANCE FUND	\$73,427	\$93,359	\$166,000	\$53,000	\$93,000	75.47%
TOTAL BUDGET	\$17,062,520	\$18,167,265	\$18,510,590	\$19,593,210	\$20,274,148	3.48%
REVENUE						
GENERAL FUND	\$10,947,412	\$12,449,650	\$11,116,348	\$12,331,671	\$13,117,369	6.37%
GENERAL FUND CONTINGENCY	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	0.00%
UTILITY FUND	\$2,371,000	\$2,537,142	\$2,300,592	\$2,414,979	\$2,558,585	5.95%
STORM WATER UTILITY FUND	\$383,983	\$503,582	\$571,850	\$571,850	\$615,350	7.61%
PAR THREE FUND	\$262,790	\$302,105	\$217,950	\$265,450	\$307,000	15.65%
CITY HALL FUND	\$216,940	\$216,940	\$216,940	\$260,000	\$260,000	0.00%
EMERGENCY PREPAREDNESS FUND	\$22,894	\$32,942	\$25,000	\$25,000	\$25,000	0.00%
FACILITY/INFRASTRUCTURERESERVE FUND	\$348,848	\$52,050	\$0	\$0	\$0	0.00%
FIRE RELIEF FUND	\$331,390	\$345,838	\$350,000	\$378,000	\$410,000	8.47%
SPECIAL PARK FUND	\$510,115	\$510,115	\$5,000	\$5,000	\$5,000	0.00%
DEBT FUND	\$2,226,724	\$2,216,460	\$2,216,460	\$2,383,030	\$2,348,361	-1.45%
EQUIPMENT RESERVE FUND/RESERVES	\$571,347	\$1,117,271	\$901,167	\$157,000	\$180,000	14.65%
STREETLIGHT MAINTENANCE FUND	\$51,419	\$80,666	\$85,000	\$85,000	\$93,000	9.41%
TOTAL REVENUE	\$18,284,862	\$20,404,762	\$18,046,307	\$18,916,980	\$19,959,665	5.51%

TAX LEVY SUMMARY

CITY OF MENDOTA HEIGHTS					
2025 BUDGET					
TAX LEVY SUMMARY					
	2022	2023	2024	2025	% CHANGE
GENERAL FUND	\$8,642,981	\$9,380,964	\$10,104,289	\$10,617,020	5.07%
EMERGENCY PREPAREDNESS	\$25,000	\$25,000	\$25,000	\$25,000	0.00%
FIRE RELIEF	\$207,000	\$200,000	\$252,000	\$270,000	7.14%
EQUIPMENT RESERVE	\$0	\$0	\$0	\$180,000	100.00%
OHEYAWAHE	\$0	\$0	\$0	\$20,000	100.00%
LEGAL AND CONTINGENCY	\$40,000	\$40,000	\$40,000	\$40,000	0.00%
GENERAL FUND LEVY	\$8,914,981	\$9,645,964	\$10,421,289	\$11,152,020	7.01%
IMPROVEMENT BONDS	\$1,224,954	\$1,259,807	\$1,428,946	\$1,418,633	-0.72%
TAX ABATEMENT BONDS	\$171,145	\$173,615	\$170,731	\$173,097	1.39%
FIRE STATION LEVY	\$624,173	\$623,543	\$622,283	\$620,393	-0.30%
EQUIPMENT CERTIFICATES - DUMP TRUCK	\$27,707	\$27,300	\$26,775	\$0	-100.00%
EQUIPMENT CERTIFICATES - FIRE TRUCK	\$0	\$132,195	\$134,295	\$136,238	1.45%
TOTAL SPECIAL LEVY	\$2,047,979	\$2,216,460	\$2,383,030	\$2,348,361	-1.45%
MARKET VALUE REFERENDUM LEVY	\$178,745	\$0	\$0	\$0	0.00%
STREETLIGHT TAXING DISTRICT	\$53,000	\$85,000	\$85,000	\$93,000	9.41%
TOTAL TAX LEVY	\$11,194,705	\$11,947,424	\$12,889,319	\$13,593,381	5.46%

GENERAL FUND EXPENDITURE SUMMARY

GENERAL FUND						FUND 01
DEPARTMENT	2022 ACTUAL	2023 ACTUAL	2023 BUDGET	2024 BUDGET	2025 BUDGET	% CHANGE
CITY COUNCIL	\$42,922	\$42,821	\$49,906	\$58,966	\$60,371	2.38%
ADMINISTRATION	\$1,500,284	\$1,387,853	\$1,365,825	\$1,509,469	\$1,747,875	15.79%
ELECTIONS	\$103,236	\$81,524	\$42,497	\$133,420	\$64,201	-51.88%
IT	\$224,469	\$183,889	\$226,475	\$327,325	\$384,688	17.52%
POLICE	\$4,179,811	\$4,605,430	\$4,852,973	\$5,162,353	\$5,512,151	6.78%
FIRE	\$619,194	\$667,578	\$653,863	\$758,206	\$787,891	3.92%
CODE ENFORCEMENT	\$119,854	\$403,589	\$135,389	\$335,125	\$344,625	2.83%
PUBLIC WORKS-STREETS	\$1,188,002	\$1,306,578	\$1,341,987	\$1,346,077	\$1,338,974	-0.53%
PUBLIC WORKS-PARKS	\$1,244,352	\$1,291,808	\$1,306,600	\$1,202,146	\$1,326,115	10.31%
RECREATION	\$71,001	\$77,905	\$107,250	\$112,800	\$120,850	7.14%
NATURAL RESOURCES	\$0	\$0	\$0	\$447,942	\$478,319	6.78%
COMMUNITY DEVELOPMENT	\$214,438	\$195,972	\$225,468	\$200,838	\$198,578	-1.13%
RECYCLING	\$6,973	\$8,130	\$41,980	\$47,600	\$54,600	14.71%
ENGINEERING	\$559,949	\$621,083	\$766,135	\$689,404	\$698,131	1.27%
TOTAL GENERAL FUND	\$10,074,485	\$10,874,159	\$11,116,348	\$12,331,671	\$13,117,369	6.37%
GENERAL FUND CONTINGENCY	\$198,145	\$34,751	\$40,000	\$40,000	\$40,000	0.00%

GENERAL FUND REVENUE SUMMARY

GENERAL FUND						FUND 01
REVENUE SOURCE	2022 ACTUAL	2023 ACTUAL	2023 BUDGET	2024 BUDGET	2025 BUDGET	% CHANGE
TAXES						
CURRENT TAX LEVY	\$8,749,950	\$9,364,985	\$9,380,964	\$10,104,289	\$10,617,020	5.07%
LICENSES AND PERMITS						
CIGARETTE LICENSES	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	0.00%
RUBBISH LICENSES	\$1,120	\$1,390	\$1,400	\$1,200	\$1,400	16.67%
LIQUOR LICENSES	\$32,850	\$33,000	\$25,000	\$30,000	\$33,000	10.00%
BUILDING PERMITS	\$590,264	\$451,834	\$275,000	\$300,000	\$350,000	16.67%
HEATING PERMITS	\$50,409	\$42,152	\$30,000	\$40,000	\$40,000	0.00%
PLUMBING PERMITS	\$30,968	\$28,066	\$20,000	\$25,000	\$25,000	0.00%
RIGHT OF WAY PERMITS	\$21,049	\$10,945	\$7,500	\$10,000	\$10,000	0.00%
MASSAGE PERMITS	\$3,020	\$3,400	\$750	\$2,000	\$3,000	50.00%
TOTAL LICENSES AND PERMITS	\$731,480	\$572,587	\$361,450	\$410,000	\$464,200	13.22%
FINES AND FORFEITS						
COURT FINES	\$57,686	\$63,463	\$90,000	\$70,000	\$65,000	-7.14%
FALSE ALARMS FINES	\$2,600	\$3,075	\$1,500	\$2,000	\$2,500	25.00%
DOG IMPOUNDING	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL FINES AND FORFEITS	\$60,286	\$66,538	\$91,500	\$72,000	\$67,500	-6.25%
CHARGES FOR SERVICES						
RECREATION PROGRAMS	\$37,366	\$33,030	\$30,000	\$35,000	\$35,000	0.00%
PARK USE FEES	\$18,412		\$7,500	\$7,500	\$7,500	0.00%
FIELD USE FEES	\$0	\$18,957	\$10,500	\$10,500	\$10,500	0.00%
SOFTBALL LEAGUES	\$4,901	\$5,974	\$7,750	\$5,975	\$6,200	3.77%
MAPS AND ORDINANCES	\$0	\$0	\$0	\$0	\$0	0.00%
PLANNING FEES	\$9,357	\$15,842	\$15,000	\$10,000	\$10,000	0.00%
FIRE CONTRACTS	\$185,851	\$192,521	\$191,237	\$215,789	\$235,334	9.06%
LILYDALE POLICING	\$248,352	\$331,080	\$331,076	\$344,865	\$361,541	4.84%
MENDOTA POLICING	\$48,324	\$73,824	\$73,821	\$71,769	\$73,774	2.79%
POLICE SECURITY (OFF DUTY OT)	\$15,430	\$5,969	\$10,000	\$12,000	\$10,000	-16.67%
STREET MAINT. CHARGES	\$2,850	\$1,400	\$1,000	\$1,500	\$1,500	0.00%
ENGINEERING CHARGES	\$38,009	\$40,213	\$40,000	\$35,000	\$40,000	14.29%
FILING FEES	\$25	\$0	\$0	\$20	\$0	-100.00%
LEASE MAINTENANCE CHARGES	\$7,262	\$7,619	\$4,000	\$5,000	\$6,000	20.00%
TOTAL CHARGES FOR SERVICES	\$616,139	\$726,429	\$721,884	\$754,918	\$797,349	5.62%

GENERAL FUND REVENUE SUMMARY

INTERGOVERNMENTAL						
MSA MAINTENANCE	\$174,661	\$169,407	\$175,000	\$175,000	\$170,000	-2.86%
POLICE STATE AID	\$191,147	\$707,720	\$175,000	\$190,000	\$195,000	2.63%
SCHOOL RESOURCES OFFICER	\$63,367	\$0	\$0	\$0	\$0	0.00%
FEDERAL AND STATE GRANTS	\$111,583	\$73,277	\$40,000	\$50,000	\$50,000	0.00%
DAKOTA COUNTY GRANT	\$30,000	\$0	\$10,000	\$10,000	\$10,000	0.00%
PEACE OFFICER INSUR REIMBURSE	\$17,849	\$167,322	\$15,000	\$50,000	\$160,000	220.00%
ELECTION REIMBURSEMENT	\$0	\$12,067	\$0	\$0	\$0	0.00%
TOTAL INTERGOVERNMENTAL	\$588,607	\$1,129,792	\$415,000	\$475,000	\$585,000	23.16%
MISCELLANEOUS REVENUE						
SUNDRY REVENUE	\$176,063	\$35,490	\$5,000	\$20,000	\$20,000	0.00%
DONATIONS	\$24,000	\$25,380	\$0	\$0	\$0	0.00%
CELL TOWER REVENUE	\$67,276	\$51,226	\$48,000	\$50,000	\$90,000	80.00%
INTEREST	-\$125,684	\$419,418	\$20,000	\$20,000	\$50,000	150.00%
TOTAL MISCELLANEOUS	\$141,655	\$531,514	\$73,000	\$90,000	\$160,000	77.78%
DAKOTA COUNTY						
WASTE MANAGEMENT	\$11,745	\$10,255	\$25,000	\$27,914	\$28,750	2.99%
TOTAL DAKOTA COUNTY	\$11,745	\$10,255	\$25,000	\$27,914	\$28,750	2.99%
OTHER REVENUE						
UNAPPROPRIATED FUND TRANSFER	\$47,550	\$47,550	\$47,550	\$47,550	\$47,550	0.00%
UTILITY FRANCHISE FEE	\$0	\$0	\$0	\$350,000	\$350,000	0.00%
TOTAL OTHER REVENUE	\$47,550	\$47,550	\$47,550	\$397,550	\$397,550	0.00%
TOTAL GENERAL FUND REVENUE	\$10,947,412	\$12,449,650	\$11,116,348	\$12,331,671	\$13,117,369	6.37%

CITY COUNCIL
DEPARTMENT 9

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	CITY COUNCIL						
4110	SALARIES-REGULAR	\$22,344	\$22,344	\$22,500	\$22,500	\$22,500	0.00%
4133	WORKERS COMPENSATION	\$186	\$176	\$185	\$195	\$100	-48.72%
4135	FICA	\$1,709	\$1,709	\$1,721	\$1,721	\$1,721	0.00%
	TOTAL HUMAN RESOURCES	\$24,239	\$24,229	\$24,406	\$24,416	\$24,321	-0.39%
4220	PROFESSIONAL SERVICES	\$330	\$0	\$2,500	\$3,000	\$3,000	0.00%
4400	TRAINING	\$0	\$785	\$1,000	\$1,000	\$2,500	150.00%
4490	TELEPHONE	\$541	\$542	\$500	\$550	\$550	0.00%
4490	HALLOWEEN BONFIRE	\$0	\$0	\$500	\$0	\$0	0.00%
4490	FIREWORKS	\$15,225	\$15,000	\$15,000	\$25,000	\$25,000	0.00%
4490	MISCELLANEOUS	\$2,587	\$2,264	\$6,000	\$5,000	\$5,000	0.00%
	TOTAL OTHER CHARGES	\$18,683	\$18,591	\$25,500	\$34,550	\$36,050	4.34%
4600	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$42,922	\$42,821	\$49,906	\$58,966	\$60,371	2.38%
	CAPITAL OUTLAY ITEMS	APPROVED					

ADMINISTRATION
DEPARTMENT 10

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	ADMINISTRATION						
4110	SALARIES-REGULAR	\$654,504	\$679,728	\$669,989	\$758,196	\$902,658	19.05%
4115	SALARIES-OVERTIME	\$0	\$85	\$0	\$0	\$0	0.00%
4131	INSURANCE	\$112,927	\$129,741	\$149,193	\$160,306	\$180,194	12.41%
4133	WORKERS COMPENSATION	\$6,895	\$13,410	\$14,290	\$15,000	\$11,000	-26.67%
4134	PERA	\$47,695	\$52,118	\$50,249	\$56,865	\$67,699	19.05%
4135	FICA	\$52,737	\$55,552	\$51,254	\$58,002	\$69,054	19.05%
4137	EMPLOYEE ASSISTANCE PROGRAM	\$1,795	\$1,795	\$1,800	\$1,800	\$2,020	12.22%
	TOTAL HUMAN RESOURCES	\$876,553	\$932,429	\$936,775	\$1,050,169	\$1,232,625	17.37%
4200	RENTALS AND LEASES	\$873	\$205	\$0	\$10,600	\$1,000	-90.57%
4209	CITY HALL RENT	\$65,000	\$65,000	\$65,000	\$78,000	\$92,500	18.59%
4210	TELEPHONE	\$1,329	\$1,198	\$2,500	\$2,500	\$2,000	-20.00%
4220	CITY ATTORNEY	\$15,982	\$17,307	\$27,000	\$27,000	\$27,000	0.00%
4220	AUDITOR	\$25,795	\$29,834	\$27,000	\$28,000	\$32,000	14.29%
4220	CODIFIER-LINK TO CITY CODE	\$0	\$0	\$500	\$500	\$0	-100.00%
4220	ARCHITECTURAL SERVICES	\$30,739	\$47,062	\$0	\$0	\$0	0.00%
4220	CODIFICATION SERVICES	\$2,140	\$500	\$5,000	\$5,000	\$5,500	10.00%
4220	PROF SERVICES - HR COMP	\$0	\$18,917	\$17,500	\$5,000	\$5,000	0.00%
4220	SAFETY TRAINING	\$7,974	\$8,133	\$7,000	\$8,000	\$12,800	60.00%
4220	HR TESTING	\$3,696	\$580	\$1,000	\$4,000	\$1,500	-62.50%
4220	COUNCIL RECORDING SERVICES	\$5,644	\$4,961	\$6,000	\$6,000	\$6,000	0.00%
4220	MISCELLANEOUS	\$24,487	\$25,968	\$21,000	\$21,000	\$21,000	0.00%
4220	ADA TRANSITION PLAN	\$0	\$0	\$0	\$0	\$35,000	100.00%
4221	RETAINER-CITY ATTORNEY	\$7,506	\$972	\$0	\$0	\$0	0.00%
4240	LEGAL PUBLICATIONS	\$2,156	\$2,577	\$2,200	\$2,200	\$2,500	13.64%
4250	LIABILITY AND AUTO INSURANCE	\$128,046	\$123,781	\$146,000	\$146,000	\$152,200	4.25%
4268	NEWSLETTER	\$16,693	\$22,448	\$21,500	\$23,650	\$25,000	5.71%
	TOTAL CONTRACTUAL SERVICES	\$338,060	\$369,443	\$349,200	\$367,450	\$421,000	14.57%
4300	OFFICE SUPPLIES	\$7,777	\$7,368	\$8,000	\$8,000	\$5,500	-31.25%
4306	RECRUITMENT COSTS	\$166	\$65	\$2,000	\$2,000	\$2,000	0.00%
4318	POSTAGE	\$1,925	\$1,736	\$2,500	\$2,500	\$2,500	0.00%
4320	FUEL	\$2,480	\$2,677	\$2,500	\$2,500	\$2,700	8.00%
4330	EQUIPMENT REPAIR	\$1,690	\$1,032	\$3,000	\$3,000	\$3,000	0.00%
4331	MISCELLANEOUS FURNITURE/EQUIP	\$0	\$0	\$1,000	\$1,000	\$1,000	0.00%
	TOTAL COMMODITIES	\$14,038	\$12,877	\$19,000	\$19,000	\$16,700	-12.11%
4400	TRAINING	\$1,974	\$4,000	\$7,500	\$7,500	\$10,000	33.33%
4402	BOOKS AND SUBSCRIPTIONS	\$0	\$0	\$1,000	\$1,000	\$1,000	0.00%
4404	MEMBERSHIP DUES	\$18,092	\$18,477	\$21,500	\$23,500	\$24,000	2.13%
4415	MILEAGE AND AUTO ALLOWANCE	\$3,062	\$3,062	\$3,800	\$3,800	\$3,500	-7.89%
4437	CREDIT CARD FEES	\$11,193	\$2,145	\$1,000	\$1,000	\$3,000	200.00%
4480	CONTINGENCY	\$200,635	\$35,201	\$20,000	\$30,000	\$30,000	0.00%
4490	MISCELLANEOUS	\$5,577	\$7,719	\$5,000	\$5,000	\$5,000	0.00%
4490	ARC PER DIEM	\$800	\$2,500	\$1,050	\$1,050	\$1,050	0.00%
	TOTAL OTHER CHARGES	\$241,333	\$73,104	\$60,850	\$72,850	\$77,550	6.45%
4600	CAPITAL OUTLAY	\$30,300	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$30,300	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$1,500,284	\$1,387,853	\$1,365,825	\$1,509,469	\$1,747,875	15.79%
	CAPITAL OUTLAY ITEMS	REQUESTED					

ELECTIONS
DEPARTMENT 12

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	ELECTIONS						
4110	SALARIES-REGULAR	\$22,572	\$28,874	\$28,983	\$32,836	\$35,085	6.85%
4115	SALARIES-OVERTIME	\$4,016	\$2,109	\$0	\$5,000	\$0	-100.00%
4125	SALARIES-ELECTION JUDGES	\$41,879	\$16,170	\$0	\$49,500	\$0	-100.00%
4131	INSURANCE	\$5,990	\$6,092	\$7,623	\$8,001	\$8,001	0.00%
4134	PERA	\$1,550	\$842	\$2,174	\$2,838	\$2,631	-7.29%
4135	FICA	\$2,975	\$1,220	\$2,217	\$2,895	\$2,684	-7.29%
	TOTAL HUMAN RESOURCES	\$78,982	\$55,306	\$40,997	\$101,070	\$48,401	-52.11%
4220	CONSULTING FEES	\$693	\$315	\$0	\$1,000	\$0	-100.00%
4220	ABSENTEE/EARLY VOTING	\$0	\$0	\$0	\$0	\$4,500	100.00%
4240	LEGAL PUBLICATIONS	\$516	\$152	\$0	\$750	\$0	-100.00%
	TOTAL CONTRACTUAL SERVICES	\$1,209	\$467	\$0	\$1,750	\$4,500	100.00%
4300	OFFICE SUPPLIES	\$6,513	\$357	\$0	\$6,500	\$0	-100.00%
4318	POSTAGE	\$3,369	\$668	\$0	\$4,000	\$0	-100.00%
4330	BALLOT COUNTER MAINTENANCE	\$3,445	\$1,724	\$0	\$3,500	\$3,500	0.00%
4330	ELECTRONIC POLL BOOKS	\$0	\$0	\$0	\$4,000	\$4,000	0.00%
4330	ELECTRONIC POLL BOOK MAINTENANC	\$0	\$5,230	\$1,500	\$4,900	\$2,800	-42.86%
	TOTAL COMMODITIES	\$13,327	\$7,979	\$1,500	\$22,900	\$10,300	-55.02%
4415	MILEAGE AND AUTO ALLOWANCE	\$295	\$60	\$0	\$500	\$0	-100.00%
4490	MISCELLANEOUS	\$4,505	\$2,897	\$0	\$6,200	\$0	-100.00%
4490	IPADS, SECURE BALLOT BOXES	\$4,918	\$14,814	\$0	\$1,000	\$1,000	0.00%
	TOTAL OTHER CHARGES	\$9,718	\$17,771	\$0	\$7,700	\$1,000	100.00%
4600	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$103,236	\$81,524	\$42,497	\$133,420	\$64,201	-51.88%
	CAPITAL OUTLAY ITEMS	APPROVED					

INFORMATION TECHNOLOGY
DEPARTMENT 14

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	IT						
4110	SALARIES-REGULAR	\$0	\$0	\$0	\$0	\$0	0.00%
4115	SALARIES-OVERTIME	\$0	\$0	\$0	\$0	\$0	0.00%
4110	IT STAFF POSITION	\$0	\$0	\$0	\$0	\$0	0.00%
4131	INSURANCE	\$0	\$0	\$0	\$0	\$0	0.00%
4134	PERA	\$0	\$0	\$0	\$0	\$0	0.00%
4135	FICA	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL HUMAN RESOURCES	\$0	\$0	\$0	\$0	\$0	0.00%
4210	TELEPHONE	\$27,420	\$28,860	\$22,905	\$35,830	\$33,405	-6.77%
4220	WEBSITE COSTS	\$0	\$0	\$0	\$1,000	\$1,200	20.00%
	LOGIS SUPPORT	\$57,584	\$56,823	\$35,000	\$62,866	\$70,900	12.78%
	WEB SERVICES	\$1,560	\$0	\$8,846	\$8,846	\$8,846	0.00%
	STATE OF MN LINE FEES (FIBER FEE)	\$1,332	\$1,332	\$3,000	\$3,000	\$3,000	0.00%
	SERVER HOSTING	\$43,038	\$41,250	\$42,530	\$44,790	\$48,375	8.00%
	FIBER MANAGEMENT (LOGIS)	\$12,915	\$1,260	\$18,375	\$9,877	\$10,476	6.06%
	TOTAL CONTRACTUAL SERVICES	\$143,849	\$129,525	\$130,656	\$166,209	\$176,202	6.01%
4301	COMPUTER SOFTWARE AND HARDWARE						
	MICROSOFT LICENSES & CALS	\$0	\$0	\$7,170	\$41,500	\$47,359	14.12%
	COMPUTER REPLACEMENT	\$33,603	\$6,750	\$9,975	\$17,080	\$17,810	4.27%
	MMD SYSTEM	\$0	\$0	\$0	\$0	\$0	0.00%
	MISC HARDWARE & SOFTWARE	\$11,082	\$13,298	\$5,384	\$13,537	\$54,470	302.38%
	LASERFICHE MAINTENANCE	\$10,464	\$12,559	\$11,500	\$22,211	\$30,414	36.93%
	ADDITIONAL LASERFICHE LICENSES	\$0	\$0	\$2,700	\$0	\$1,000	100.00%
	SOFTWARE MAINTENANCE/RENEWALS	\$14,656	\$14,442	\$35,227	\$52,191	\$52,683	0.94%
	SERVER REPLACEMENT AND MAINTENANCE	\$0	\$4,824	\$8,000	\$0	\$0	0.00%
	FIREWALL	\$6,474	\$0	\$10,213	\$9,847	\$0	-100.00%
	DOOR ACCESS SYSTEM MAINTENANCE	\$3,678	\$2,491	\$4,000	\$4,000	\$4,000	0.00%
	TOTAL COMMODITIES	\$79,957	\$54,364	\$94,169	\$160,366	\$207,736	29.54%
4400	TRAINING	\$663	\$0	\$750	\$750	\$750	0.00%
4490	MISCELLANEOUS	\$0	\$0	\$900	\$0	\$0	0.00%
	TOTAL OTHER CHARGES	\$663	\$0	\$1,650	\$750	\$750	0.00%
4600	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$224,469	\$183,889	\$226,475	\$327,325	\$384,688	17.52%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

POLICE DEPARTMENT
DEPARTMENT 20

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	POLICE						
4110	SALARIES-REGULAR/PATROL	\$1,356,006	\$1,532,846	\$1,451,441	\$1,557,070	\$1,574,617	1.13%
4110	SALARIES-REGULAR/ADMINISTRATION	\$746,823	\$794,836	\$856,248	\$940,950	\$983,372	4.51%
4115	SALARIES-OVERTIME/PATROL	\$36,550	\$34,521	\$80,946	\$80,946	\$80,946	0.00%
4130	SALARIES-TEMPORARY	\$5,437	\$5,414	\$10,400	\$10,400	\$10,400	0.00%
4131	INSURANCE	\$529,563	\$584,275	\$655,440	\$689,880	\$669,920	-2.89%
4133	WORKERS COMPENSATION	\$168,447	\$165,803	\$176,680	\$185,510	\$210,000	13.20%
4134	PERA/PATROL	\$243,717	\$273,939	\$271,232	\$289,929	\$293,035	1.07%
4134	PERA/ADMINISTRATION	\$116,385	\$121,000	\$137,852	\$151,237	\$157,339	4.03%
4135	FICA/PATROL	\$23,638	\$25,872	\$23,015	\$24,547	\$24,801	1.03%
4135	FICA/ADMINISTRATION	\$18,442	\$19,338	\$20,746	\$22,951	\$24,421	6.40%
	TOTAL HUMAN RESOURCES	\$3,245,008	\$3,557,845	\$3,684,000	\$3,953,420	\$4,028,851	1.91%
4200	RENTALS AND LEASES	\$86,271	\$97,083	\$133,000	\$133,000	\$250,000	87.97%
4209	CITY HALL RENT	\$76,803	\$76,803	\$76,803	\$92,000	\$92,000	0.00%
4210	TELEPHONE	\$11,190	\$21,217	\$30,100	\$26,000	\$26,500	1.92%
4220	PROFESSIONAL SERVICES/LICENSES/FEES	\$12,405	\$16,888	\$12,920	\$13,200	\$13,200	0.00%
4222	PROSECUTIONS	\$70,264	\$70,996	\$75,000	\$75,000	\$75,000	0.00%
4225	ANIMAL IMPOUNDING FEES	\$697	\$2,078	\$2,500	\$2,500	\$2,500	0.00%
4223	OTHER CONTRACTUAL SERVICES	\$137,636	\$151,457	\$169,900	\$208,433	\$253,000	21.38%
4275	DISPATCH ANNUAL FEE	\$240,389	\$272,816	\$278,200	\$283,300	\$295,500	4.31%
	TOTAL CONTRACTUAL SERVICES	\$635,655	\$709,337	\$778,423	\$833,433	\$1,007,700	20.91%
4300	OFFICE SUPPLIES	\$2,796	\$3,315	\$6,000	\$6,000	\$6,000	0.00%
4301	COMPUTER SOFTWARE/HARDWARE	\$30,502	\$38,300	\$30,000	\$22,000	\$56,100	155.00%
4305	OPERATING SUPPLIES	\$11,671	\$14,038	\$40,000	\$40,000	\$40,000	0.00%
4305	POLICE RESERVES	\$5,147	\$1,694	\$4,000	\$4,000	\$6,000	50.00%
4306	RECRUITMENT COSTS	\$5,751	\$19,087	\$15,000	\$15,000	\$15,000	0.00%
4318	POSTAGE	\$454	\$301	\$2,000	\$2,000	\$4,000	100.00%
4320	GAS AND OIL	\$66,808	\$63,219	\$80,000	\$70,000	\$70,000	0.00%
4330	EQUIPMENT REPAIR/GENERAL	\$53,179	\$52,733	\$30,000	\$30,000	\$30,000	0.00%
4330	EQUIPMENT REPAIR/CAR SET UP	\$34,717	\$15,103	\$45,000	\$45,000	\$90,000	100.00%
4331	MISCELLANEOUS FURNITURE/EQUIP	\$1,707	\$21,397	\$11,000	\$11,000	\$11,000	0.00%
	TOTAL COMMODITIES	\$212,732	\$229,188	\$263,000	\$245,000	\$328,100	33.92%
4400	TRAINING	\$34,410	\$40,135	\$45,000	\$45,000	\$50,000	11.11%
4402	BOOKS AND SUBSCRIPTIONS	\$0	\$152	\$500	\$500	\$500	0.00%
4404	MEMBERSHIP DUES	\$16,826	\$31,826	\$55,050	\$58,000	\$50,000	-13.79%
4410	CLOTHING AND EQUIPMENT	\$31,197	\$33,567	\$20,000	\$20,000	\$40,000	100.00%
4430	CAR WASHES	\$0	\$0	\$1,000	\$1,000	\$1,000	0.00%
4490	MISCELLANEOUS	\$2,659	\$2,124	\$5,000	\$5,000	\$5,000	0.00%
4490	SHREDDING	\$1,324	\$1,257	\$1,000	\$1,000	\$1,000	0.00%
	TOTAL OTHER CHARGES	\$86,416	\$109,060	\$127,550	\$130,500	\$147,500	13.03%
4610	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$4,179,811	\$4,605,430	\$4,852,973	\$5,162,353	\$5,512,151	6.78%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

FIRE DEPARTMENT
DEPARTMENT 30

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	FIRE						
4110	SALARIES-REGULAR/ADMIN	\$50,967	\$55,194	\$82,995	\$96,757	\$100,905	4.29%
4110	SALARIES-REGULAR/FIREFIGHTERS	\$201,713	\$224,587	\$193,229	\$199,027	\$204,998	3.00%
4131	INSURANCE	\$5,190	\$11,300	\$5,445	\$17,145	\$17,145	0.00%
4132	INSURANCE-LONG TERM DISABILITY	\$2,864	\$2,924	\$3,000	\$3,000	\$3,000	0.00%
4133	WORKERS COMPENSATION	\$58,213	\$57,300	\$61,060	\$64,115	\$39,000	-39.17%
4134	PERA/ADMIN	\$3,783	\$5,916	\$3,933	\$7,257	\$7,568	4.29%
4135	FICA/ADMIN	\$3,886	\$4,241	\$6,349	\$7,402	\$7,719	4.28%
4135	FICA/FIREFIGHTERS	\$4,490	\$5,742	\$2,802	\$2,886	\$2,972	2.98%
	TOTAL HUMAN RESOURCES	\$331,106	\$367,204	\$358,813	\$397,589	\$383,307	-3.59%
4200	RENTALS AND LEASES	\$6	\$12	\$1,000	\$500	\$500	0.00%
4210	TELEPHONE	\$3,999	\$3,686	\$8,100	\$4,000	\$4,500	12.50%
4211	ELECTRICAL SERVICE	\$15,490	\$16,541	\$11,000	\$15,000	\$15,000	0.00%
4212	GAS SERVICE	\$21,431	\$15,858	\$18,000	\$20,000	\$20,000	0.00%
4213	SOLAR LEASE	\$3,995	\$4,156	\$4,200	\$4,200	\$4,651	10.74%
	PROFESSIONAL SERVICES						
4220	LOGIS - IT SERVICES	\$3,900	\$13,703	\$7,000	\$8,000	\$10,370	29.63%
4220	AUDIT	\$7,950	\$10,000	\$8,500	\$10,000	\$10,000	0.00%
4220	LEGAL	\$0	\$0	\$1,500	\$1,500	\$1,750	16.67%
4220	OTHER PROFESSIONAL SERVICES	\$242	\$3,930	\$2,000	\$1,000	\$9,000	800.00%
4240	LEGAL PUBLICATIONS	\$0	\$0	\$750	\$500	\$500	0.00%
4244	MEDICAL EXAMS	\$5,044	\$12,538	\$10,000	\$10,000	\$10,500	5.00%
4268	SNOWPLOW FIREFIGHTER DRIVEWAYS	\$5,615	\$7,015	\$11,000	\$11,000	\$11,000	0.00%
4268	DEPARTMENT REPORT PRINTING	\$4,289	\$4,279	\$4,500	\$4,500	\$4,500	0.00%
4268	STATIC TESTING	\$4,149	\$8,188	\$10,500	\$12,000	\$12,750	6.25%
4275	DISPATCH ANNUAL FEE	\$16,332	\$17,243	\$8,800	\$18,000	\$20,000	11.11%
4280	RUBBISH COLLECTION	\$2,274	\$2,635	\$2,500	\$2,750	\$2,900	5.45%
	TOTAL CONTRACTUAL SERVICES	\$94,716	\$119,784	\$109,350	\$122,950	\$137,921	12.18%
4300	OFFICE SUPPLIES	\$2,378	\$632	\$1,800	\$2,000	\$2,000	0.00%
4301	COMPUTER SOFTWARE	\$6,911	\$5,344	\$4,700	\$10,500	\$13,000	23.81%
4301	COMPUTER HARDWARE	\$17,322	\$3,653	\$8,800	\$21,750	\$29,263	34.54%
4305	OPERATING SUPPLIES						
	BOOTS/BUNKERPANTS/COATS	\$22,216	\$28,916	\$25,000	\$45,517	\$48,500	6.55%
	HOSE/NOZZELS/FITTINGS	\$3,471	\$5,702	\$10,000	\$11,000	\$13,000	18.18%
	MISCELLANEOUS OPERATING SUPPLIES	\$2,291	\$22,256	\$18,000	\$19,000	\$21,000	10.53%
	FIRE PREVENTION	\$0	\$2,829	\$7,500	\$7,500	\$7,750	3.33%
4318	POSTAGE	\$158	\$177	\$150	\$150	\$150	0.00%
4320	GAS AND OIL	\$9,742	\$9,140	\$8,000	\$8,000	\$9,000	12.50%
4330	EQUIPMENT REPAIR						
	COPIER MAINTENANCE	\$481	\$2,031	\$1,000	\$1,000	\$1,000	0.00%
	RADIO REPAIRS AND MAINTENANCE	\$0	\$3,150	\$1,000	\$1,500	\$1,750	16.67%
	APPARATUS REPAIRS AND MAINTENANCE	\$28,223	\$12,806	\$27,000	\$29,000	\$30,000	3.45%
	SCBA SERVICE	\$2,527	\$1,385	\$1,250	\$1,500	\$1,500	0.00%
	OTHER REPAIRS AND MAINTENANCE	\$8,897	\$12,205	\$5,000	\$7,000	\$8,500	21.43%
4331	MISC FURNITURE/EQUIPMENT	\$0	\$0	\$0	\$0	\$0	0.00%
4335	BUILDING MAINTENANCE	\$57,956	\$40,829	\$28,000	\$30,000	\$35,000	16.67%
	TOTAL COMMODITIES	\$162,573	\$151,053	\$147,200	\$195,417	\$221,413	13.30%

FIRE DEPARTMENT
DEPARTMENT 30

4400	TRAINING	\$13,056	\$9,341	\$18,000	\$18,250	\$18,750	2.74%
4402	BOOKS AND SUBSCRIPTIONS	\$2,098	\$905	\$1,750	\$2,000	\$2,500	25.00%
4403	TRAINING EXPENSES	\$7,732	\$4,772	\$5,500	\$5,500	\$5,500	0.00%
4404	MEMBERSHIP DUES	\$1,140	\$1,849	\$2,000	\$2,250	\$2,250	0.00%
4410	UNIFORMS	\$3,096	\$8,771	\$7,500	\$10,500	\$12,500	19.05%
4415	MILEAGE	\$0	\$0	\$250	\$250	\$250	0.00%
4425	WATER SERVICE	\$2,983	\$3,370	\$3,000	\$3,000	\$3,000	0.00%
4490	MISCELLANEOUS	\$694	\$530	\$500	\$500	\$500	0.00%
	TOTAL OTHER CHARGES	\$30,799	\$29,537	\$38,500	\$42,250	\$45,250	7.10%
4630	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$619,194	\$667,578	\$653,863	\$758,206	\$787,891	3.92%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

BUILDING OFFICIAL

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	BUILDING OFFICIAL						
4110	SALARIES-REGULAR	\$0	\$0	\$0	\$0	\$0	0.00%
4115	SALARIES-OVERTIME	\$0	\$0	\$0	\$0	\$0	0.00%
4131	INSURANCE	\$0	\$0	\$0	\$0	\$0	0.00%
4133	INSURANCE-WORKERS COMPENSATION	\$0	\$0	\$0	\$0	\$0	0.00%
4134	PERA	\$0	\$0	\$0	\$0	\$0	0.00%
4135	FICA	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL HUMAN RESOURCES	\$0	\$0	\$0	\$0	\$0	0.00%
4209	CITY HALL RENT	\$12,000	\$12,000	\$12,000	\$14,500	\$0	-100.00%
4210	TELEPHONE	\$3,343	\$3,239	\$5,500	\$4,000	\$4,000	0.00%
4220	PROFESSIONAL SERVICES	\$0	\$557	\$500	\$500	\$500	0.00%
	CITY ATTORNEY	\$0	\$700	\$2,000	\$1,000	\$1,000	0.00%
	CITY ENGINEER/GOPHER ONE	\$493		\$500	\$500	\$500	0.00%
4231	CONTRACTED INSPECTIONS	\$99,344	\$370,710	\$101,764	\$300,000	\$319,000	6.33%
	TOTAL CONTRACTUAL SERVICES	\$115,180	\$387,205	\$122,264	\$320,500	\$325,000	1.40%
4300	OFFICE SUPPLIES	\$1,717	\$1,006	\$1,250	\$1,250	\$1,250	0.00%
4305	OPERATING SUPPLIES	\$897	\$970	\$500	\$500	\$500	0.00%
4318	POSTAGE	\$1,774	\$2,252	\$1,500	\$1,500	\$2,500	66.67%
	TOTAL COMMODITIES	\$4,388	\$4,228	\$3,250	\$3,250	\$4,250	30.77%
4400	TRAINING	\$0	\$0	\$500	\$500	\$500	0.00%
4402	BOOKS AND SUBSCRIPTIONS	\$286	\$0	\$250	\$250	\$250	0.00%
4404	MEMBERSHIP DUES	\$0	\$0	\$125	\$125	\$125	0.00%
4490	MISCELLANEOUS	\$0	\$0	\$500	\$500	\$500	0.00%
4437	CREDIT CARD FEES	\$0	\$12,156	\$8,500	\$10,000	\$14,000	40.00%
	TOTAL OTHER CHARGES	\$286	\$12,156	\$9,875	\$11,375	\$15,375	35.16%
4620	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$119,854	\$403,589	\$135,389	\$335,125	\$344,625	2.83%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

STREETS
DEPARTMENT 50

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	PW - STREETS						
4110	SALARIES-REGULAR	\$411,837	\$434,915	\$414,876	\$452,104	\$470,115	3.98%
4115	SALARIES-OVERTIME	\$11,690	\$13,831	\$22,375	\$22,375	\$22,375	0.00%
4130	SALARIES-TEMPORARY	\$0	\$0	\$8,000	\$8,000	\$8,000	0.00%
4131	INSURANCE	\$94,451	\$93,126	\$116,305	\$122,072	\$122,072	0.00%
4133	WORKERS COMPENSATION	\$68,123	\$67,055	\$71,455	\$75,030	\$42,000	-44.02%
4134	PERA	\$31,112	\$33,008	\$32,794	\$35,586	\$36,937	3.80%
4135	FICA	\$33,046	\$35,021	\$34,062	\$36,910	\$38,287	3.73%
	TOTAL HUMAN RESOURCES	\$650,259	\$676,956	\$699,867	\$752,077	\$739,786	-1.63%
4200	RENTALS AND LEASES	\$3,059	\$3,417	\$5,500	\$5,500	\$5,000	-9.09%
4210	TELEPHONE	\$3,538	\$3,294	\$4,000	\$4,000	\$4,000	0.00%
4211	ELECTRICAL-STREET LIGHTS	\$24,855	\$25,252	\$24,000	\$25,000	\$26,000	4.00%
4211	ELECTRICAL-PUBLIC WORKS GARAGE	\$1,865	\$914	\$3,000	\$3,000	\$2,500	-16.67%
4211	ELECTRICAL-TRAFFIC SIGNALS	\$3,587	\$3,452	\$4,000	\$4,000	\$4,000	0.00%
4212	GAS SERVICE	\$9,558	\$4,844	\$7,500	\$10,000	\$9,000	-10.00%
4213	SOLAR LEASE	\$2,164	\$2,261	\$2,270	\$2,400	\$2,588	7.83%
4220	PROFESSIONAL SERVICES	\$6,053	\$8,494	\$5,000	\$7,500	\$7,500	0.00%
4220	CITY ATTORNEY	\$1,815	\$0	\$1,000	\$1,000	\$1,000	0.00%
4240	LEGAL PUBLICATIONS	\$0	\$405	\$500	\$500	\$500	0.00%
4280	RUBBISH REMOVAL	\$2,871	\$3,659	\$2,750	\$3,000	\$4,000	33.33%
	TOTAL CONTRACTUAL SERVICES	\$59,365	\$55,991	\$59,520	\$65,900	\$66,088	0.29%
4300	OFFICE SUPPLIES	\$840	\$1,618	\$1,000	\$1,000	\$1,000	0.00%
4305	OPERATING SUPPLIES	\$20,775	\$12,070	\$18,000	\$18,000	\$18,000	0.00%
4306	RECRUITMENT COSTS	\$0	\$0	\$500	\$500	\$500	0.00%
4318	POSTAGE	\$6	\$0	\$50	\$50	\$50	0.00%
4320	GAS AND OIL	\$43,739	\$41,533	\$45,000	\$45,000	\$45,000	0.00%
4330	EQUIPMENT REPAIR	\$83,249	\$97,756	\$80,000	\$85,000	\$90,000	5.88%
4331	MISC OFFICE/COMPUTER EQUIPMENT	\$331	\$0	\$1,500	\$1,500	\$1,500	0.00%
4335	PUBLIC WORKS GARAGE MAINTENANCE						
	BUILDING MAINTENANCE	\$8,854	\$9,469	\$8,500	\$10,000	\$10,000	0.00%
	CUSTODIAL SERVICES	\$1,040	\$0	\$1,500	\$1,500	\$1,500	0.00%
4336	SNOW REMOVAL DAMAGE REPAIR	\$578	\$7,090	\$5,000	\$4,000	\$4,000	0.00%
	TOTAL COMMODITIES	\$159,412	\$169,537	\$161,050	\$166,550	\$171,550	3.00%
4400	TRAINING	\$1,063	\$5,016	\$7,500	\$7,500	\$7,500	0.00%
4404	MEMBERSHIP DUES	\$0	\$0	\$300	\$300	\$300	0.00%
4410	CLOTHING AND EQUIPMENT	\$4,186	\$5,352	\$5,500	\$5,500	\$5,500	0.00%
4415	MILEAGE AND AUTO ALLOWANCE	\$0	\$0	\$250	\$250	\$250	0.00%
4420	STREET SIGNS AND POSTS	\$11,310	\$6,657	\$12,000	\$12,000	\$12,000	0.00%
4421	SAND AND SALT	\$73,151	\$85,914	\$125,000	\$125,000	\$125,000	0.00%
4422	STREET MAINTENANCE MATERIAL	\$27,355	\$78,651	\$40,000	\$40,000	\$40,000	0.00%
4423	CRACK SEALING/CHIP SEALING	\$41,796	\$75,634	\$100,000	\$100,000	\$100,000	0.00%
4424	STREET SWEEPING AND STRIPING	\$56,357	\$52,500	\$70,000	\$70,000	\$70,000	0.00%
4425	WATER SERVICE-PUBLIC WORKS	\$392	\$409	\$500	\$500	\$500	0.00%
4426	BONFIRE CLEAN UP	\$0	\$0	\$0	\$0	\$0	0.00%
4490	MISCELLANEOUS	\$256	\$105	\$500	\$500	\$500	0.00%
4500	TREE REMOVAL	\$92,450	\$93,855	\$60,000	\$0	\$0	0.00%
	TOTAL OTHER CHARGES	\$308,316	\$404,094	\$421,550	\$361,550	\$361,550	0.00%
4620	CAPITAL OUTLAY	\$10,650	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$10,650	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$1,188,002	\$1,306,578	\$1,341,987	\$1,346,077	\$1,338,974	-0.53%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

PARKS
DEPARTMENT 70

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	PW - PARKS						
4110	SALARIES-REGULAR	\$474,764	\$525,737	\$486,690	\$533,437	\$613,837	15.07%
4115	SALARIES-OVERTIME	\$7,791	\$3,878	\$15,000	\$15,000	\$30,500	103.33%
4130	SALARIES-TEMPORARY	\$32,829	\$42,700	\$50,000	\$50,000	\$50,000	0.00%
4131	INSURANCE	\$122,778	\$133,929	\$134,383	\$141,046	\$153,848	9.08%
4133	WORKERS COMPENSATION	\$27,245	\$26,815	\$28,575	\$30,000	\$33,000	10.00%
4134	PERA	\$34,623	\$38,826	\$37,627	\$41,133	\$48,325	17.48%
4135	FICA	\$40,847	\$46,261	\$42,205	\$45,780	\$53,117	16.03%
4138	UNEMPLOYMENT	\$0	\$1,792	\$0	\$0	\$0	0.00%
	TOTAL HUMAN RESOURCES	\$740,877	\$819,938	\$794,480	\$856,396	\$982,627	14.74%
4200	RENTALS AND LEASES	\$22,593	\$22,274	\$29,000	\$29,000	\$29,000	0.00%
4210	TELEPHONE	\$3,826	\$4,247	\$4,000	\$4,000	\$4,000	0.00%
4211	ELECTRICAL-PW/WARMING HOUSES	\$1,916	\$914	\$3,500	\$3,500	\$3,000	-14.29%
4211	ELECTRICAL-COMF. STAT./AERATOR	\$5,612	\$5,861	\$6,000	\$6,000	\$6,000	0.00%
4212	GAS SERVICE	\$10,421	\$5,251	\$8,000	\$10,000	\$9,000	-10.00%
4213	SOLAR LEASE	\$2,164	\$2,261	\$2,270	\$2,400	\$2,588	7.83%
4220	PROFESSIONAL SERVICES						
	CITY ATTORNEY	\$1,426	\$2,887	\$1,500	\$2,000	\$2,500	25.00%
	TESTING/COMMISSION MINUTES	\$4,256	\$2,553	\$2,000	\$6,000	\$5,000	-16.67%
	BIKE/PED PLAN - VALLEY FOREST	\$34,513	\$7,500	\$0	\$0	\$0	0.00%
	CITY ENGINEERING	\$1,030	-\$257	\$0	\$0	\$0	0.00%
	NATURAL RESOURCES PLAN	\$87,654	\$68	\$0	\$0	\$0	0.00%
4240	LEGAL PUBLICATION	\$681	\$423	\$500	\$750	\$750	0.00%
4268	OTHER CONTRACT SERVICES	\$0	\$0	\$0	\$0	\$0	0.00%
4280	RUBBISH REMOVAL	\$2,871	\$3,649	\$2,750	\$3,000	\$4,000	33.33%
	TOTAL CONTRACTUAL SERVICES	\$178,963	\$57,630	\$59,520	\$66,650	\$65,838	-1.22%
4300	OFFICE SUPPLIES	\$1,656	\$2,995	\$1,750	\$1,750	\$2,000	14.29%
4305	OPERATING SUPPLIES	\$17,922	\$18,451	\$18,000	\$20,000	\$20,000	0.00%
4306	RECRUITMENT COSTS	\$180	\$226	\$500	\$500	\$500	0.00%
4318	POSTAGE	\$366	\$454	\$250	\$350	\$500	42.86%
4320	GAS AND OIL	\$22,732	\$19,434	\$25,000	\$25,000	\$25,000	0.00%
4330	EQUIPMENT REPAIRS AND MAINTENANCE						
	EQUIPMENT REPAIRS/MAINTENANCE	\$51,212	\$37,757	\$46,500	\$46,500	\$46,500	0.00%
	PARKS MAINTENANCE SUPPLIES	\$56,350	\$35,019	\$60,000	\$60,000	\$60,000	0.00%
	CHEMICALS AND FERTILIZER	\$0	\$6,475	\$14,000	\$14,000	\$14,000	0.00%
	PARK MAINTENANCE COSTS	\$8,314	\$48,177	\$31,000	\$31,000	\$31,000	0.00%
	ERADICATE INVASIVE PLANTS	\$25,330	\$42,615	\$50,000	\$0	\$0	0.00%
	TOWN CENTRE LANDSCAPE MAINT.	\$0	\$0	\$9,000	\$9,000	\$9,000	0.00%
	INFIELD MAINTENANCE	\$0	\$28,163	\$0	\$10,000	\$10,000	0.00%
	PILOT KNOB RESTORATION	\$0	\$0	\$15,000	\$0	\$0	0.00%
	TREE SALE	\$0	\$9,332	\$10,000	\$0	\$0	0.00%
	NATIVE PLANTINGS	\$21,575	\$3,113	\$40,000	\$0	\$0	0.00%
	TREE CITY USA DESIGNATION	\$0	\$5,786	\$25,000	\$0	\$0	0.00%
4331	MISC OFFICE/COMPUTER EQUIP	\$211	\$0	\$1,500	\$1,500	\$1,500	0.00%
4335	BUILDING MAINTENANCE						
	BUILDING MAINTENANCE	\$6,411	\$10,019	\$8,500	\$10,000	\$10,000	0.00%
	CUSTODIAL SERVICES	\$1,040	\$0	\$1,500	\$1,500	\$1,500	0.00%
	TOTAL COMMODITIES	\$213,299	\$268,015	\$357,500	\$231,100	\$231,500	0.17%

PARKS
DEPARTMENT 70

4400	TRAINING	\$130	\$1,489	\$7,000	\$7,000	\$5,000	-28.57%
4404	MEMBERSHIP DUES	\$450	\$615	\$1,000	\$1,000	\$1,000	0.00%
4410	CLOTHING AND EQUIPMENT	\$3,158	\$488	\$5,500	\$5,500	\$5,500	0.00%
4415	MILEAGE AND AUTO ALLOWANCE	\$260	\$105	\$400	\$400	\$400	0.00%
4425	WATER SERVICE						
	PUBLIC WORKS	\$392	\$409	\$500	\$500	\$500	0.00%
	PARKS	\$23,825	\$28,949	\$25,000	\$30,000	\$30,000	0.00%
4490	MISCELLANEOUS	\$2,946	\$754	\$1,500	\$1,500	\$1,500	0.00%
4490	COMMISSIONER PER DIEM	\$550	\$2,250	\$4,200	\$2,100	\$2,250	7.14%
4500	TREE REMOVAL	\$70,002	\$48,053	\$50,000	\$0	\$0	0.00%
	TOTAL OTHER CHARGES	\$101,713	\$83,111	\$95,100	\$48,000	\$46,150	-3.85%
4600	CAPITAL OUTLAY	\$9,500	\$63,115	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$9,500	\$63,115	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$1,244,352	\$1,291,808	\$1,306,600	\$1,202,146	\$1,326,115	10.31%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

RECREATION
DEPARTMENT 70

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	RECREATION						
4435	SOFTBALL LEAGUES	\$941	\$4,786	\$8,000	\$8,500	\$5,500	-35.29%
4435	TENNIS LESSONS	\$3,259	\$3,278	\$3,500	\$4,000	\$4,000	0.00%
4435	SUMMER CONCERTS	\$10,246	\$8,444	\$22,500	\$18,000	\$15,000	-16.67%
	WINTERFEST	\$8,125	\$7,262	\$6,000	\$8,000	\$8,500	6.25%
4435	SAFETY CAMP	\$1,047	\$1,677	\$1,700	\$1,700	\$2,000	17.65%
4435	SPECIAL EVENTS/PROGRAMMING	\$2,069	\$6,179	\$6,500	\$7,000	\$5,000	-28.57%
	TRICK OR TEEING	\$0	\$0	\$0	\$0	\$5,000	100.00%
	TOUCH A TRUCK	\$0	\$0	\$0	\$0	\$3,000	100.00%
4435	TOUR DE REC	\$0	\$0	\$500	\$1,000	\$1,000	0.00%
	WORKOUTS IN THE PARK	\$0	\$0	\$500	\$500	\$1,000	100.00%
	CONTRACTED PROGRAMS	\$9,459	\$9,886	\$11,250	\$11,250	\$11,250	0.00%
	SENIORS PROGRAMMING	\$151	\$413	\$4,500	\$4,500	\$4,500	0.00%
4435	PROGRAM SUPPLIES/EQUIPMENT	\$5,813	\$3,053	\$3,500	\$6,000	\$6,000	0.00%
4435	FIELD TRIPS	\$976	\$877	\$4,000	\$4,000	\$4,000	0.00%
4435	RECREATION OFFICE SUPPLIES	\$0	\$0	\$550	\$600	\$600	0.00%
4435	KIDS FISHING DERBY	\$612	\$1,477	\$1,750	\$1,750	\$1,750	0.00%
4435	YOUTH AND STAFF SHIRTS	\$1,460	\$1,522	\$3,250	\$3,250	\$3,250	0.00%
4435	SCHOLARSHIP PROGRAM	\$0	\$0	\$1,000	\$2,500	\$2,000	-20.00%
	PARK CELEBRATION EVENTS	\$9,840	\$7,636	\$9,000	\$9,000	\$10,000	11.11%
	MARKETING & COMMUNICATIONS	\$3,791	\$8,280	\$8,000	\$8,000	\$10,000	25.00%
4435	MISCELLANEOUS	\$6,609	\$3,655	\$1,000	\$1,500	\$2,500	66.67%
4436	ONLINE REGISTRATION FEES	\$2,432	\$2,865	\$2,250	\$2,750	\$3,000	9.09%
4400	TRAINING/CONFERENCES	\$4,171	\$6,617	\$6,500	\$7,500	\$7,500	0.00%
4400	SEASONAL STAFF TRAINING					\$3,000	100.00%
4400	MEMBERSHIPS/SUBSCRIPTIONS	\$0	\$0	\$1,500	\$1,500	\$1,500	0.00%
4400	TUITION REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL RECREATION CHARGES	\$71,001	\$77,905	\$107,250	\$112,800	\$120,850	7.14%
	BUDGET IMPROVEMENT REQUESTS	REQUESTED	APPROVED				

NATURAL RESOURCES

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	NATURAL RESOURCES						
4110	SALARIES-REGULAR				\$94,035	\$100,248	6.61%
4131	INSURANCE				\$22,860	\$22,860	0.00%
4134	PERA				\$7,053	\$7,519	6.61%
4135	FICA				\$7,194	\$7,669	6.60%
	TOTAL HUMAN RESOURCES	\$0	\$0	\$0	\$131,142	\$138,296	5.46%
	VALLEY PARK POLLINATOR CORRIDOR				\$14,430	\$15,000	3.95%
	VALLEY PARK FOREST ENHANCEMENT - NORTH				\$34,070	\$0	-100.00%
	VALLEY PARK FOREST ENHANCEMENT - SOUTH CENTRAL				\$18,437	\$11,183	-39.34%
	VALLEY PARK NW FOREST ENHANCEMENT				\$21,165	\$10,000	-52.75%
	VALLEY PARK E FOREST ENHANCEMENT				\$8,235	\$15,252	85.21%
	VALLEY PARK S OAK/ASPEN KNOLL ENHANCEMENT				\$3,663	\$0	-100.00%
	ROGERS LAKE - SAVANA/FOREST AND SHORELINE ENHANCEMENT				\$0	\$34,518	100.00%
	NATURAL RESOURCE MAINTENANCE				\$40,000	\$37,670	-5.83%
	PILOT KNOB RESTORATION				\$15,000	\$15,600	4.00%
	TREE SALE				\$10,000	\$10,000	0.00%
	TREE CANOPY PROGRAM				\$25,000	\$27,000	8.00%
	TREE REMOVAL				\$125,000	\$100,000	-20.00%
	TREE PLANTING				\$0	\$10,000	100.00%
	TREE CARE (PRUNING, WATERING, DISEASE PREVENTION, MULCH, TREE GUARDS)				\$0	\$52,000	100.00%
	TOTAL CONTRACTUAL SERVICES	\$0	\$0	\$0	\$315,000	\$338,223	7.37%
4490	COMMISSIONER PER DIEM				\$1,800	\$1,800	0.00%
	TOTAL OTHER CHARGES	\$0	\$0	\$0	\$1,800	\$1,800	0.00%
	TOTAL EXPENDITURES	\$0	\$0	\$0	\$447,942	\$478,319	6.78%

COMMUNITY DEVELOPMENT
DEPARTMENT 80

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	COMMUNITY DEVELOPMENT						
4110	SALARIES-REGULAR	\$124,818	\$37,350	\$127,519	\$117,349	\$117,124	-0.19%
4131	INSURANCE	\$20,760	\$3,630	\$21,780	\$22,860	\$22,860	0.00%
4134	PERA	\$9,196	\$951	\$9,564	\$8,801	\$8,784	-0.19%
4135	FICA	\$8,923	\$1,844	\$9,755	\$8,978	\$8,960	-0.20%
	TOTAL HUMAN RESOURCES	\$163,697	\$43,774	\$168,618	\$157,988	\$157,728	-0.16%
4220	PROFESSIONAL SERVICES						
	CONSULTING PLANNER	\$30,528	\$139,683	\$10,000	\$10,000	\$10,000	0.00%
	COMP PLAN	\$0		\$500	\$500	\$500	0.00%
	CITY ATTORNEY	\$8,547	\$2,660	\$20,000	\$10,000	\$10,000	0.00%
	OPEN TO BUSINESS - DAKOTA COUNTY	\$2,800	\$2,800	\$3,000	\$3,000	\$3,000	0.00%
	DAKOTA COUNTY CHAMBER DIRECTORIES	\$0	\$0	\$0	\$0	\$0	0.00%
	PLANNING COMMISSION-MINUTES	\$1,852	\$1,594	\$3,500	\$3,500	\$3,500	0.00%
	RESOLUTION FILING WITH COUNTY	\$1,183	\$99	\$2,000	\$2,000	\$2,000	0.00%
	OTHER PROFESSIONAL SERVICES	\$0	\$0	\$500	\$500	\$500	0.00%
4222	PROSECUTIONS	\$0	\$0	\$2,000	\$0	\$0	0.00%
4240	LEGAL PUBLICATIONS	\$837	\$1,250	\$2,000	\$2,000	\$2,000	0.00%
	TOTAL CONTRACTUAL SERVICES	\$45,747	\$148,085	\$43,500	\$31,500	\$31,500	0.00%
4300	OFFICE SUPPLIES	\$393	\$374	\$2,500	\$2,500	\$1,000	-60.00%
4318	POSTAGE	\$136	\$597	\$1,500	\$1,500	\$1,000	-33.33%
4330	EQUIPMENT REPAIR - VEHICLE MNTCE	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL COMMODITIES	\$529	\$970	\$4,000	\$4,000	\$2,000	-50.00%
4400	TRAINING	\$952	\$0	\$4,000	\$2,000	\$2,000	0.00%
4402	BOOKS AND SUBSCRIPTIONS	\$0	\$0	\$500	\$500	\$500	0.00%
4404	MEMBERSHIP DUES	\$473	\$355	\$750	\$750	\$750	0.00%
4415	MILEAGE AND AUTO ALLOWANCES	\$36	\$0	\$100	\$100	\$100	0.00%
4490	PLANNING COMMISSION PER DIEM	\$1,925	\$1,950	\$3,000	\$3,000	\$3,000	0.00%
4490	MISCELLANEOUS	\$1,079	\$837	\$1,000	\$1,000	\$1,000	0.00%
	TOTAL OTHER CHARGES	\$4,465	\$3,142	\$9,350	\$7,350	\$7,350	0.00%
4600	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$214,438	\$195,972	\$225,468	\$200,838	\$198,578	-1.13%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

RECYCLING
DEPARTMENT 85

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	RECYCLING						
4110	SALARIES-REGULAR	\$0	\$0	\$0	\$0	\$0	0.00%
4115	SALARIES-OVERTIME	\$0	\$0	\$0	\$0	\$0	0.00%
4131	INSURANCE	\$0	\$0	\$0	\$0	\$0	0.00%
4133	WORKERS COMPENSATION	\$0	\$0	\$0	\$0	\$0	0.00%
4134	PERA	\$0	\$0	\$0	\$0	\$0	0.00%
4135	FICA	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL HUMAN RESOURCES	\$0	\$0	\$0	\$0	\$0	0.00%
4220	RECYCLING EVENTS/SUPPLIES	\$6,943	\$6,897	\$10,000	\$10,000	\$10,000	0.00%
4220	SHARED RECYCLING POSITION	\$0	\$0	\$30,380	\$36,000	\$42,000	16.67%
	TOTAL CONTRACTUAL SERVICES	\$6,943	\$6,897	\$40,380	\$46,000	\$52,000	13.04%
4300	OFFICE SUPPLIES	\$0	\$133	\$500	\$500	\$500	0.00%
4318	POSTAGE	\$0	\$0	\$500	\$500	\$500	0.00%
	TOTAL COMMODITIES	\$0	\$133	\$1,000	\$1,000	\$1,000	0.00%
4415	MILEAGE AND AUTO ALLOWANCE	\$0	\$0	\$100	\$100	\$100	0.00%
4490	MISCELLANEOUS	\$30	\$1,100	\$500	\$500	\$1,500	200.00%
	TOTAL OTHER CHARGES	\$30	\$1,100	\$600	\$600	\$1,600	166.67%
4600	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$6,973	\$8,130	\$41,980	\$47,600	\$54,600	14.71%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

ENGINEERING
FUND 5 DEPARTMENT 15

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	ENGINEERING						
4110	SALARIES-REGULAR	\$353,930	\$391,750	\$477,594	\$424,168	\$429,798	1.33%
4115	SALARIES-OVERTIME	\$9,190	\$13,927	\$10,000	\$10,000	\$10,000	0.00%
4130	SALARIES-TEMPORARY	\$0	\$0	\$10,000	\$10,000	\$10,000	0.00%
4131	INSURANCE	\$72,009	\$75,713	\$100,406	\$82,525	\$83,439	1.11%
4133	WORKERS COMPENSATION	\$7,313	\$7,199	\$7,670	\$8,055	\$5,500	-31.72%
4134	PERA	\$26,610	\$29,051	\$36,570	\$32,563	\$32,985	1.30%
4135	FICA	\$28,769	\$31,086	\$38,066	\$33,978	\$34,409	1.27%
	TOTAL HUMAN RESOURCES	\$497,821	\$548,726	\$680,306	\$601,289	\$606,131	0.81%
4200	RENTALS AND LEASES	\$782	\$795	\$900	\$900	\$900	0.00%
4209	CITY HALL RENT	\$49,329	\$49,329	\$49,329	\$59,000	\$59,000	0.00%
4210	TELEPHONE	\$541	\$556	\$4,000	\$4,000	\$4,000	0.00%
4220	PROFESSIONAL SERVICES						
	CITY AUDIT	\$3,720	\$4,144	\$3,750	\$3,865	\$4,200	8.67%
	OTHER PROFESSIONAL SERVICES	\$0	\$0	\$2,000	\$2,000	\$2,000	0.00%
	TOTAL CONTRACTUAL SERVICES	\$54,372	\$54,823	\$59,979	\$69,765	\$70,100	0.48%
4300	OFFICE SUPPLIES	\$1,307	\$1,396	\$2,000	\$2,000	\$2,000	0.00%
4305	OPERATING SUPPLIES	\$928	\$1,534	\$1,200	\$1,200	\$1,500	25.00%
4318	POSTAGE	\$315	\$68	\$300	\$300	\$300	0.00%
4320	GAS AND OIL	\$2,980	\$1,742	\$3,000	\$3,500	\$3,500	0.00%
4330	EQUIPMENT REPAIR	\$483	\$333	\$1,500	\$1,500	\$1,500	0.00%
4331	MISCELLANEOUS OFFICE/COMPUTER EQUIPMENT						
	MISCELLANEOUS EQUIPMENT	\$0	\$9,135	\$5,000	\$5,000	\$5,000	0.00%
	TOTAL COMMODITIES	\$6,013	\$14,207	\$13,000	\$13,500	\$13,800	2.22%
4400	TRAINING	\$789	\$2,005	\$2,500	\$2,500	\$5,000	100.00%
4402	BOOKS AND SUBSCRIPTIONS	\$0	\$0	\$100	\$100	\$100	0.00%
4404	MEMBERSHIP DUES	\$123	\$925	\$500	\$500	\$1,000	100.00%
4410	CLOTHING AND EQUIPMENT	\$750	\$0	\$500	\$500	\$750	50.00%
4415	MILEAGE AND AUTO ALLOWANCE	\$0	\$58	\$1,000	\$1,000	\$1,000	0.00%
4490	MISCELLANEOUS	\$81	\$340	\$250	\$250	\$250	0.00%
	TOTAL OTHER CHARGES	\$1,743	\$3,327	\$4,850	\$4,850	\$8,100	67.01%
4620	CAPITAL OUTLAY	\$0	\$0	\$8,000	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$8,000	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$559,949	\$621,083	\$766,135	\$689,404	\$698,131	1.27%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

UTILITY FUND
REVENUE SUMMARY

UTILITY FUND					FUND 15	
	REVENUES					
					2025	
REVENUE SOURCE	2022 ACTUAL	2023 ACTUAL	2023 BUDGET	2024 BUDGET	BUDGET	% CHANGE
SEWER RENTAL	\$2,403,823	\$2,477,424	\$2,287,742	\$2,402,129	\$2,522,235	5.00%
SEWER PERMITS	\$2,025	\$2,100	\$1,500	\$1,500	\$1,500	0.00%
LILYDALE LIFT STATION MAINT.	\$5,377	\$3,019	\$2,500	\$2,500	\$6,000	140.00%
MISCELLANEOUS INCOME	\$20,151	\$23,221	\$10,000	\$10,000	\$20,000	100.00%
INTERST INCOME	-\$3,469	\$51,528	\$10,000	\$10,000	\$20,000	100.00%
UNAPPROPRIATED TRANSFER	-\$56,907	-\$20,150	-\$11,150	-\$11,150	-\$11,150	0.00%
TOTAL UTILITY FUND REVENUE	\$2,371,000	\$2,537,142	\$2,300,592	\$2,414,979	\$2,558,585	5.95%

UTILITY
FUND 15 DEPARTMENT 60

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	SEWER UTILITY						
4110	SALARIES-REGULAR	\$153,558	\$169,607	\$155,874	\$170,005	\$179,683	5.69%
4115	SALARIES-OVERTIME	\$2,980	\$2,416	\$5,000	\$5,000	\$5,000	0.00%
4130	SALARIES-TEMPORARY	\$7,280	\$6,050	\$8,000	\$8,000	\$8,000	0.00%
4131	INSURANCE	\$22,655	\$26,870	\$41,164	\$43,205	\$43,205	0.00%
4133	WORKERS COMPENSATION	\$15,654	\$15,718	\$16,750	\$17,590	\$10,000	-43.15%
4134	PERA	\$21,366	\$12,526	\$12,066	\$13,125	\$13,851	5.53%
4135	FICA	\$13,295	\$13,991	\$12,919	\$14,000	\$14,740	5.29%
4139	OPEB	\$1,234	\$0	\$0	\$0	\$0	0.00%
	TOTAL HUMAN RESOURCES	\$238,022	\$247,180	\$251,773	\$270,925	\$274,479	1.31%
4200	RENTALS AND LEASES	\$1,442	\$1,789	\$7,000	\$7,000	\$4,000	-42.86%
4209	CITY HALL RENT	\$6,904	\$6,904	\$6,904	\$8,250	\$8,250	0.00%
4210	TELEPHONE	\$5,063	\$6,704	\$8,000	\$8,000	\$7,500	-6.25%
4211	ELECTRIC SERVICE						
	PUBLIC WORKS GARAGE	\$1,865	\$914	\$3,000	\$3,000	\$2,500	-16.67%
	LIFT STATIONS	\$10,504	\$8,566	\$15,000	\$15,000	\$12,000	-20.00%
4212	GAS SERVICE						
	PUBLIC WORKS GARAGE	\$9,558	\$4,844	\$7,500	\$10,000	\$9,000	-10.00%
	LIFT STATIONS	\$3,005	\$2,370	\$3,000	\$3,500	\$3,500	0.00%
4213	SOLAR LEASE	\$2,164	\$2,261	\$2,270	\$2,400	\$2,588	7.83%
4220	PROFESSIONAL SERVICES						
	CITY ENGINEER	\$3,486	\$2,442	\$0	\$0	\$0	0.00%
	CITY AUDIT	\$2,976	\$3,867	\$3,500	\$3,600	\$4,000	11.11%
	TRAINING	\$0	\$0	\$1,500	\$1,500	\$1,500	0.00%
	OTHER PROFESSIONAL SERVICES	\$10,303	\$1,133	\$15,000	\$15,000	\$15,000	0.00%
4240	LEGAL PUBLICATIONS	\$62	\$125	\$250	\$250	\$250	0.00%
4250	LIABILITY AND AUTO INSURANCE	\$8,770	\$8,478	\$10,000	\$10,000	\$10,500	5.00%
4280	RUBBISH REMOVAL	\$2,871	\$3,649	\$2,750	\$3,000	\$4,000	33.33%
	TOTAL CONTRACTUAL SERVICES	\$68,973	\$54,047	\$85,674	\$90,500	\$84,588	-6.53%
4300	OFFICE SUPPLIES	\$578	\$1,896	\$2,000	\$2,000	\$2,000	0.00%
4305	OPERATING SUPPLIES	\$16,787	\$18,523	\$15,000	\$15,000	\$20,000	33.33%
4318	POSTAGE	\$5,533	\$4,830	\$5,500	\$6,000	\$6,000	0.00%
4320	GAS AND OIL	\$6,757	\$5,797	\$7,500	\$7,500	\$7,500	0.00%
4330	EQUIPMENT REPAIRS AND MAINTENANCE						
	SEWER CLEANING/TELEVISIONING	\$45,537	\$26,563	\$62,000	\$62,000	\$62,000	0.00%
	SEWER LINING	\$0	\$19,615	\$200,000	\$250,000	\$250,000	0.00%
	ROOT CHEMICALS	\$10,206	\$6,557	\$10,000	\$10,000	\$10,000	0.00%
	HYDRANT MARKERS	\$0	\$0	\$750	\$750	\$750	0.00%
	SOFTWARE SUPPORT	\$840	\$840	\$2,000	\$2,000	\$1,000	-50.00%
	LIFT STATIONS MAINTENANCE	\$20,932	\$23,885	\$15,000	\$15,000	\$25,000	66.67%
	MISCELLANEOUS EQUIPMENT REPAIRS	\$25,887	\$20,255	\$35,000	\$35,000	\$35,000	0.00%
4331	FURNITURE/EQUIPMENT	\$122	\$19,058	\$1,200	\$1,200	\$1,200	0.00%
4335	PUBLIC WORKS GARAGE MAINTENANCE						
	BUILDING MAINTENANCE	\$6,411	\$14,121	\$8,500	\$10,000	\$10,000	0.00%
	CUSTODIAL SERVICES	\$1,040	\$0	\$1,500	\$1,500	\$1,500	0.00%
	TOTAL COMMODITIES	\$140,630	\$161,942	\$365,950	\$417,950	\$431,950	3.35%

UTILITY
FUND 15 DEPARTMENT 60

4400	TRAINING	\$1,158	\$1,454	\$2,500	\$2,500	\$2,500	0.00%
4404	MEMBERSHIP DUES	\$0	\$10	\$500	\$500	\$500	0.00%
4410	CLOTHING AND EQUIPMENT	\$1,258	\$1,080	\$1,250	\$1,250	\$1,250	0.00%
4415	MILEAGE AND AUTO ALLOWANCE	\$24	\$24	\$250	\$250	\$250	0.00%
4425	WATER SERVICE	\$392	\$409	\$400	\$400	\$450	12.50%
4437	CREDIT CARD FEES	\$3,265	\$3,162	\$2,000	\$3,500	\$3,000	-14.29%
4449	MWCC CHARGES	\$1,472,261	\$1,347,343	\$1,347,343	\$1,314,748	\$1,443,499	9.79%
4460	CONSTRUCTION COSTS	\$32,277	\$0	\$0	\$0	\$0	0.00%
4490	MISCELLANEOUS	\$5,373	\$5,769	\$5,000	\$5,000	\$5,000	0.00%
4491	DEPRECIATION	\$200,096	\$199,707	\$200,000	\$200,000	\$200,000	0.00%
	TOTAL OTHER CHARGES	\$1,716,104	\$1,558,959	\$1,559,243	\$1,528,148	\$1,656,449	8.40%
4600	CAPITAL OUTLAY	\$0	\$0	\$200,333	\$0	\$62,667	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$200,333	\$0	\$62,667	-100.00%
	TOTAL EXPENDITURES	\$2,163,729	\$2,022,128	\$2,462,973	\$2,307,523	\$2,510,133	8.78%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				
	Garage Door	\$26,667					
	SCADA	\$36,000					

STORM WATER UTILITY
FUND 29 DEPARTMENT

STORM WATER UTILITY					FUND 29	
	REVENUES					
					2025	
REVENUE SOURCE	2022 ACTUAL	2023 ACTUAL	2023 BUDGET	2024 BUDGET	BUDGET	% CHANGE
STORM WATER UTILITY FEES	\$586,430	\$589,829	\$580,000	\$580,000	\$615,000	6.03%
MISCELLANEOUS INCOME	\$4,684	\$17,414	\$0	\$0	\$0	0.00%
INTEREST INCOME	-\$12,481	\$37,998	\$1,500	\$1,500	\$10,000	566.67%
UNAPPROPRIATED TRANSFER	-\$194,650	-\$141,659	-\$9,650	-\$9,650	-\$9,650	0.00%
TOTAL STORM UTILITY FUND REVENUE	\$383,983	\$503,582	\$571,850	\$571,850	\$615,350	7.61%

STORM WATER UTILITY
FUND 29 DEPARTMENT 29

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	STORM WATER UTILITY						
4110	SALARIES-REGULAR	\$24,185	\$25,537	\$24,904	\$27,224	\$28,904	6.17%
4131	INSURANCE	\$4,221	\$4,397	\$6,752	\$7,087	\$7,087	0.00%
4134	PERA	\$3,895	\$1,895	\$1,868	\$2,042	\$2,168	6.17%
4135	FICA	\$1,828	\$1,920	\$1,905	\$2,083	\$2,211	6.14%
4139	OPEB	\$227	\$0	\$0	\$0	\$0	0.00%
	TOTAL HUMAN RESOURCES	\$34,356	\$33,750	\$35,429	\$38,436	\$40,370	5.03%
4209	CITY HALL RENT	\$6,904	\$6,904	\$6,904	\$8,250	\$8,250	0.00%
4214	SOFTWARE MAINTENANCE	\$0	\$0	\$200	\$0	\$0	0.00%
4220	PROFESSIONAL SERVICES						
	CITY AUDIT	\$1,191	\$1,326	\$1,200	\$1,240	\$1,500	20.97%
	WMO MEETINGS	\$26	\$0	\$6,000	\$0	\$0	0.00%
	ENGINEERING FEES	\$12,780	\$23,389	\$35,000	\$35,000	\$30,000	-14.29%
	RAIN GARDEN DESIGN/CONSTRUCTION	\$1,164	\$113	\$35,000	\$35,000	\$50,000	42.86%
	SURFACE WATER TREATMENT	\$8,500	\$6,668	\$10,000	\$10,000	\$10,000	0.00%
	OTHER PROFESSIONAL SERVICES	\$3,540	\$30,689	\$2,500	\$30,000	\$100,000	233.33%
4240	LEGAL PUBLICATIONS	\$96	\$0	\$250	\$250	\$250	0.00%
	TOTAL CONTRACTUAL SERVICES	\$34,201	\$69,089	\$97,054	\$119,740	\$200,000	67.03%
4300	OFFICE SUPPLIES	\$0	\$0	\$250	\$250	\$250	0.00%
4318	POSTAGE	\$0	\$143	\$25	\$25	\$150	500.00%
4330	EQUIPMENT REPAIR	\$2,923	\$6,394	\$10,000	\$10,000	\$10,000	0.00%
4337	STORM SEWER MAINTENANCE	\$24,241	\$33,980	\$50,000	\$50,000	\$50,000	0.00%
4339	POND MAINTENANCE	\$15,074	\$55,000	\$0	\$100,000	\$100,000	0.00%
	TOTAL COMMODITIES	\$42,238	\$95,517	\$60,275	\$160,275	\$160,400	0.08%
4404	MEMBERSHIP DUES	\$24,551	\$26,698	\$27,500	\$28,875	\$30,000	3.90%
4460	CONSTRUCTION COSTS	\$0	\$166,515	\$200,000	\$350,000	\$350,000	0.00%
4490	MISCELLANEOUS	\$246	\$458	\$500	\$500	\$500	0.00%
4491	DEPRECIATION	\$54,444	\$55,407	\$55,000	\$55,000	\$55,000	0.00%
	TOTAL OTHER CHARGES	\$79,241	\$249,079	\$283,000	\$434,375	\$435,500	0.26%
4600	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$190,036	\$447,434	\$475,758	\$752,826	\$836,270	11.08%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

PAR THREE
REVENUE SUMMARY

PAR 3						
	REVENUES					
					2025	
REVENUE SOURCE	2022 ACTUAL	2023 ACTUAL	2023 BUDGET	2024 BUDGET	BUDGET	% CHANGE
GREEN FEES	\$176,412	\$209,668	\$150,000	\$177,000	\$220,000	24.29%
RECREATION PROGRAMS	\$53,928	\$50,923	\$45,000	\$54,000	\$50,000	-7.41%
CONCESSIONS	\$33,596	\$36,090	\$22,500	\$34,000	\$36,000	5.88%
SUNDRY REVENUE	\$425	\$146	\$0	\$0	\$0	0.00%
INTEREST	-\$1,571	\$5,278	\$450	\$450	\$1,000	122.22%
TOTAL PAR THREE FUND REVENUE	\$262,790	\$302,105	\$217,950	\$265,450	\$307,000	15.65%

PAR THREE
FUND 45 DEPARTMENT 45

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	PAR 3						
4110	SALARIES-ADMIN	\$25,159	\$31,614	\$30,722	\$34,358	\$69,821	103.22%
4115	SALARIES-OVERTIME(HOLIDAY)	\$951	\$1,969	\$300	\$1,600	\$2,200	37.50%
4110	SALARIES-CLUBHOUSE	\$45,147	\$43,659	\$42,000	\$46,000	\$46,000	0.00%
4110	SALARIES - MAINTENANCE	\$18,306	\$22,833	\$25,000	\$27,000	\$27,000	0.00%
4131	INSURANCE	\$6,851	\$7,187	\$7,187	\$7,544	\$18,517	145.45%
4133	WORKERS COMPENSATION	\$3,042	\$3,054	\$3,255	\$3,420	\$1,900	-44.44%
4134	PERA	\$4,040	\$3,752	\$5,454	\$6,027	\$10,043	66.63%
4135	FICA	\$6,720	\$6,429	\$7,498	\$8,335	\$11,094	33.10%
4138	UNEMPLOYMENT	\$0	\$2,416	\$0	\$0	\$2,000	100.00%
	TOTAL HUMAN RESOURCES	\$110,216	\$122,914	\$121,416	\$134,284	\$188,575	40.43%
4200	RENTALS AND LEASES	\$6,809	\$6,432	\$6,000	\$8,000	\$8,000	0.00%
4210	TELEPHONE	\$4,623	\$4,812	\$4,500	\$5,000	\$5,200	4.00%
4211	ELECTRIC SERVICE						
	CLUBHOUSE	\$720	\$553	\$875	\$875	\$875	0.00%
	MAINTENANCE	\$3,244	\$3,033	\$2,750	\$3,350	\$3,350	0.00%
4212	GAS SERVICE	\$883	\$714	\$1,200	\$1,200	\$1,200	0.00%
4213	SOLAR LEASE	\$1,993	\$2,082	\$2,090	\$2,183	\$2,383	9.16%
4220	PROFESSIONAL SERVICES						
	CITY AUDIT	\$2,877	\$3,304	\$2,990	\$3,080	\$3,500	13.64%
	SYSTEM INSPECTIONS	\$0	\$61	\$1,000	\$1,000	\$3,000	200.00%
	DEPT OF AG LICENSE	\$0		\$100	\$100	\$100	0.00%
4250	LIABILITY AND AUTO INSURANCE	\$4,210	\$4,070	\$4,800	\$4,800	\$5,000	4.17%
4268	CONTRACT SERVICES						
	IRRIGATION SYSTEM SERVICES	\$3,728	\$0	\$4,500	\$4,500	\$4,500	0.00%
	IRRIGATION SOFTWARE	\$0	\$0	\$2,750	\$2,750	\$2,750	0.00%
4280	RUBBISH REMOVAL	\$1,004	\$1,169	\$1,000	\$1,250	\$1,300	4.00%
	TOTAL CONTRACTUAL SERVICES	\$30,091	\$26,229	\$34,555	\$38,088	\$41,158	8.06%
4300	OFFICE SUPPLIES	\$731	\$391	\$600	\$800	\$800	0.00%
4305	GOLF SUPPLIES	\$4,239	\$859	\$3,000	\$4,500	\$4,500	0.00%
4310	CONCESSIONS	\$5,497	\$8,553	\$5,250	\$6,000	\$9,000	50.00%
4320	GAS AND OIL	\$2,701	\$2,292	\$2,600	\$3,000	\$3,000	0.00%
4330	REPAIRS AND MAINTENANCE						
	GROUNDKEEPING EQUIPMENT REPAIR	\$2,660	\$8,685	\$12,000	\$12,000	\$12,000	0.00%
	REEL SHARPENING	\$1,818	\$1,946	\$2,250	\$2,250	\$2,250	0.00%
4331	MISC FURNITURE/EQUIPMENT	\$6,959	\$14,187	\$0	\$500	\$2,500	400.00%
4334	COURSE MAINTENANCE						
	MISCELLANEOUS	\$0	\$0	\$3,500	\$3,500	\$3,500	0.00%
	CHEMICALS AND FERTILIZER	\$18,411	\$20,826	\$20,000	\$22,500	\$24,000	6.67%
	IRRIGATION SYSTEM REPAIR	\$4,994	\$5,678	\$5,500	\$5,500	\$6,500	18.18%
	COURSE BEAUTIFICATION	\$2,627	\$3,902	\$2,000	\$3,000	\$3,500	16.67%
	SOIL/SAND	\$679	\$1,288	\$1,500	\$1,500	\$1,750	16.67%
4335	BUILDING MAINTENANCE	\$7,154	\$39,272	\$8,000	\$8,000	\$9,000	12.50%
	TOTAL COMMODITIES	\$58,470	\$107,879	\$66,200	\$73,050	\$82,300	12.66%
4400	TRAINING	\$484	\$0	\$2,000	\$2,000	\$2,000	0.00%
4404	MEMBERSHIP DUES	\$255	\$255	\$500	\$500	\$500	0.00%
4410	CLOTHING AND EQUIPMENT	\$1,944	\$6,334	\$5,000	\$5,000	\$5,500	10.00%
4435	RECREATION PROGRAM SUPPLIES	\$900	\$600	\$3,000	\$3,000	\$3,000	0.00%
4425	WATER SERVICE	\$341	\$399	\$480	\$480	\$500	4.17%
4427	SEWER SERVICE	\$1,582	\$1,582	\$1,600	\$1,675	\$1,675	0.00%
4436	ONLINE REGISTRATION FEE	\$2,537	\$3,033	\$1,475	\$3,000	\$3,100	3.33%
4437	CREDIT CARD FEES	\$6,852	\$8,158	\$6,500	\$7,000	\$8,500	21.43%
4490	MISCELLANEOUS	\$1,210	\$442	\$2,250	\$2,250	\$2,250	0.00%
4500	TREE REMOVAL	\$5,300	\$2,779	\$1,500	\$5,000	\$5,000	0.00%
	TOTAL OTHER CHARGES	\$21,405	\$23,581	\$24,305	\$29,905	\$32,025	7.09%
4620	CAPITAL OUTLAY	\$41,552	\$37,288	\$71,250	\$12,000	\$0	-100.00%
	TOTAL CAPITAL OUTLAY	\$41,552	\$37,288	\$71,250	\$12,000	\$0	-100.00%
	TOTAL EXPENDITURES	\$261,734	\$317,890	\$317,726	\$287,327	\$344,058	19.74%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

CITY HALL
FUND 8 DEPARTMENT 0

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	CITY HALL						
4110	SALARIES-REGULAR	\$71,645	\$75,599	\$73,657	\$79,664	\$82,056	3.00%
4115	SALARIES-OVERTIME	\$932	\$664	\$0	\$0	\$0	0.00%
4131	INSURANCE	\$19,813	\$20,844	\$21,780	\$22,860	\$22,860	0.00%
4133	WORKERS COMPENSATION	\$8,018	\$8,051	\$8,580	\$9,010	\$7,500	-16.76%
4134	PERA	\$10,218	\$5,643	\$5,524	\$5,975	\$6,154	3.00%
4135	FICA	\$6,162	\$6,365	\$5,635	\$6,094	\$6,277	3.00%
4139	OPEB	\$1,114	\$0	\$0	\$0	\$0	0.00%
	TOTAL HUMAN RESOURCES	\$117,902	\$117,166	\$115,176	\$123,603	\$124,847	1.01%
4211	ELECTRIC SERVICE	\$25,428	\$20,283	\$25,000	\$26,000	\$24,000	-7.69%
4212	GAS SERVICE	\$13,106	\$10,230	\$9,750	\$14,000	\$13,000	-7.14%
4213	SOLAR LEASE	\$4,380	\$4,576	\$4,542	\$4,800	\$5,411	12.73%
4220	PROFESSIONAL SERVICES						
	ARCHITECTURAL SERVICES	\$0	\$0	\$0	\$15,000	\$15,000	0.00%
	MISC PROFESSIONAL SERVICES	\$0	\$0	\$2,000	\$1,000	\$1,000	0.00%
4240	LEGAL PUBLICATION	\$0	\$0	\$0	\$0	\$0	0.00%
4250	LIABILITY AND AUTO INSURANCE	\$6,139	\$5,935	\$7,000	\$7,000	\$7,300	4.29%
4280	RUBBISH SERVICE	\$4,254	\$4,790	\$4,500	\$4,500	\$4,800	6.67%
	TOTAL CONTRACTUAL SERVICES	\$53,307	\$45,814	\$52,792	\$72,300	\$70,511	-2.47%
4331	FURNITURE/EQUIPMENT	\$0	\$0	\$1,800	\$5,000	\$5,000	0.00%
4335	BUILDING MAINTENANCE	\$36,056	\$32,414	\$46,500	\$40,000	\$40,000	0.00%
	TOTAL COMMODITIES	\$36,056	\$32,414	\$48,300	\$45,000	\$45,000	0.00%
4404	MEMBERSHIP DUES	\$0	\$0	\$50	\$50	\$50	0.00%
4415	MILEAGE	\$0	\$0	\$100	\$100	\$100	0.00%
4425	WATER SERVICE	\$4,813	\$7,027	\$5,000	\$5,000	\$6,000	20.00%
4480	CONTINGENCY/RESERVE	\$0	\$1,941	\$10,000	\$10,000	\$10,000	0.00%
4490	MISCELLANEOUS	\$0	\$60	\$250	\$250	\$250	0.00%
4491	DEPRECIATION	\$36,506	\$36,324	\$40,000	\$40,000	\$37,000	-7.50%
	TOTAL OTHER CHARGES	\$41,319	\$45,352	\$55,400	\$55,400	\$53,400	-3.61%
4600	CAPITAL OUTLAY	\$0	\$0	\$63,000	\$10,000	\$52,500	425.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$63,000	\$10,000	\$52,500	425.00%
	TOTAL EXPENDITURES	\$248,584	\$240,745	\$334,668	\$306,303	\$346,258	13.04%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				
	CITY HALL DOOR KNOB REPLACEMENT	\$25,000					
	CITY HALL CUBICLE REPLACEMENT	\$27,500					

EMERGENCY PREPAREDNESS
FUND 7 DEPARTMENT 0

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	EMERGENCY PREPAREDNESS						
4110	SALARIES-REGULAR	\$0	\$0	\$0	\$0	\$0	0.00%
4115	SALARIES-OVERTIME	\$0	\$0	\$0	\$0	\$0	0.00%
4130	SALARIES-TEMPORARY	\$0	\$0	\$0	\$0	\$0	0.00%
4131	INSURANCE	\$0	\$0	\$0	\$0	\$0	0.00%
4133	WORKERS COMPENSATION	\$0	\$0	\$0	\$0	\$0	0.00%
4134	PERA	\$0	\$0	\$0	\$0	\$0	0.00%
4135	FICA	\$0	\$0	\$0	\$0	\$0	0.00%
4138	UNEMPLOYMENT	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL HUMAN RESOURCES	\$0	\$0	\$0	\$0	\$0	0.00%
4211	ELECTRIC SERVICE	\$0	\$0	\$0	\$0	\$0	0.00%
4220	PROFESSIONAL SERVICES	\$0	\$0	\$7,000	\$9,000	\$9,000	0.00%
	TOTAL CONTRACTUAL SERVICES	\$0	\$0	\$7,000	\$9,000	\$9,000	0.00%
4305	OPERATING SUPPLIES	\$0	\$154	\$1,500	\$1,500	\$1,500	0.00%
4330	REPAIRS AND MAINTENANCE						
	SIREN MAINTENANCE AGREEMENT	\$545	\$0	\$5,000	\$5,000	\$5,000	0.00%
	N95 MASK TESTING	\$0	\$0	\$0	\$0	\$0	0.00%
	PHYSICALS	\$0	\$0	\$3,000	\$3,000	\$3,000	0.00%
	DAKOTA COUNTY SPECIAL OPS	\$3,724	\$0	\$3,000	\$3,000	\$3,000	0.00%
	EOC SUPPLIES	\$0	\$0	\$1,000	\$1,000	\$1,000	0.00%
	TOTAL COMMODITIES	\$4,269	\$154	\$13,500	\$13,500	\$13,500	0.00%
4400	AMEM ANNUAL CONFERENCE	\$0	\$0	\$1,200	\$1,200	\$1,200	0.00%
4400	TRAINING	\$0	\$0	\$0	\$0	\$0	0.00%
4400	CONTINGENCY	\$0	\$0	\$0	\$0	\$0	0.00%
4400	DAKOTA COUNTY EMER. PREP. CMTE.	\$6,006	\$15,144	\$9,000	\$14,000	\$11,000	-21.43%
4400	DRILL CONSULTANT/EXPENSES	\$0	\$0	\$0	\$0	\$0	0.00%
4490	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL OTHER CHARGES	\$6,006	\$15,144	\$10,200	\$15,200	\$12,200	-19.74%
4620	CAPITAL OUTLAY	\$0	\$0	\$12,000	\$12,000	\$12,000	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$12,000	\$12,000	\$12,000	0.00%
	TOTAL EXPENDITURES	\$10,275	\$15,299	\$42,700	\$49,700	\$46,700	-6.04%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				
	OUTDOOR WARNING SIREN ESCROW	\$12,000					

FIRE RELIEF ASSOCIATION
FUND 6

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	FIRE RELIEF						
4110	SALARIES-REGULAR	\$0	\$0	\$0	\$0	\$0	0.00%
4115	SALARIES-OVERTIME	\$0	\$0	\$0	\$0	\$0	0.00%
4130	SALARIES-TEMPORARY	\$0	\$0	\$0	\$0	\$0	0.00%
4131	INSURANCE	\$0	\$0	\$0	\$0	\$0	0.00%
4133	WORKERS COMPENSATION	\$0	\$0	\$0	\$0	\$0	0.00%
4134	PERA	\$0	\$0	\$0	\$0	\$0	0.00%
4135	FICA	\$0	\$0	\$0	\$0	\$0	0.00%
4138	UNEMPLOYMENT	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL HUMAN RESOURCES	\$0	\$0	\$0	\$0	\$0	0.00%
4200	RENTALS AND LEASES	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00%
4300	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL COMMODITIES	\$0	\$0	\$0	\$0	\$0	0.00%
4490	FIRE AID	\$125,625	\$138,052	\$115,000	\$125,000	\$140,000	12.00%
4490	CITY CONTRIBUTION	\$181,604	\$209,105	\$234,000	\$252,000	\$270,000	7.14%
4490	SUPPLEMENTAL BENEFIT ADMIN	\$2,000	\$0	\$1,000	\$1,000	\$0	-100.00%
	TOTAL OTHER CHARGES	\$309,229	\$347,157	\$350,000	\$378,000	\$410,000	8.47%
4600	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$309,229	\$347,157	\$350,000	\$378,000	\$410,000	8.47%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

SPECIAL PARK FUND
FUND 10 DEPARTMENT 0

CAT	OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
			ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
		SPECIAL PARK						
	4110	SALARIES-REGULAR	\$0	\$0	\$0	\$0	\$0	0.00%
	4115	SALARIES-OVERTIME	\$0	\$0	\$0	\$0	\$0	0.00%
	4130	SALARIES-TEMPORARY	\$0	\$0	\$0	\$0	\$0	0.00%
	4131	INSURANCE	\$0	\$0	\$0	\$0	\$0	0.00%
	4133	WORKERS COMPENSATION	\$0	\$0	\$0	\$0	\$0	0.00%
	4134	PERA	\$0	\$0	\$0	\$0	\$0	0.00%
	4135	FICA	\$0	\$0	\$0	\$0	\$0	0.00%
	4138	UNEMPLOYMENT	\$0	\$0	\$0	\$0	\$0	0.00%
		TOTAL HUMAN RESOURCES	\$0	\$0	\$0	\$0	\$0	0.00%
	4220	CITY AUDIT	\$1,240	\$1,425	\$1,290	\$1,330	\$1,500	12.78%
	4220	PROFESSIONAL SERVICES	-\$8,451	\$1,250	\$0	\$0	\$0	0.00%
		TOTAL CONTRACTUAL SERVICES	-\$7,211	\$2,675	\$1,290	\$1,330	\$1,500	12.78%
	4300	OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	0.00%
		TOTAL COMMODITIES	\$0	\$0	\$0	\$0	\$0	0.00%
	4460	ADJUSTABLE HOOPS	\$0	\$0	\$5,000	\$5,000	\$0	-100.00%
	4460	CONSTRUCTION COSTS	\$21,307	\$53,695	\$5,000	\$5,000	\$0	-100.00%
	4490	MISCELLANEOUS	\$132	\$0	\$500	\$500	\$500	0.00%
		TOTAL OTHER CHARGES	\$21,439	\$53,695	\$10,500	\$10,500	\$500	-95.24%
	4620	CAPITAL OUTLAY	\$363,360	\$520,788	\$75,000	\$235,000	\$0	-100.00%
		TOTAL CAPITAL OUTLAY	\$363,360	\$520,788	\$75,000	\$235,000	\$0	-100.00%
		TOTAL EXPENDITURES	\$377,588	\$577,159	\$86,790	\$246,830	\$2,000	-99.19%
		CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				

DEBT SERVICE

CITY OF MENDOTA HEIGHTS					
2025 BUDGET					
DEBT SUMMARY					
IMPROVEMENT BONDS	2022 LEVY	2023 LEVY	2024 LEVY	2025 LEVY	END DATE
2013	\$114,943	\$0	\$0	\$0	2/1/2034
2014 Refunding	\$63,003	\$67,512	\$66,661	\$65,148	2/1/2027
2014	\$74,551	\$79,150	\$78,389	\$76,824	2/1/2035
2015 Refunding	\$136,434	\$138,324	\$134,859	\$131,394	2/1/2028
2015	\$48,818	\$48,800	\$48,545	\$48,290	2/1/2036
2016	\$80,267	\$79,823	\$79,380	\$78,726	2/1/2037
2017	\$90,999	\$95,616	\$94,878	\$94,140	2/1/2030
2018	\$106,357	\$103,267	\$105,427	\$107,377	2/1/2030
FIRE STATION	\$624,173	\$623,543	\$622,283	\$620,393	2/1/2035
2019	\$313,134	\$269,631	\$274,466	\$227,591	2/1/2031
2020	\$196,448	\$174,538	\$171,703	\$174,119	2/1/2032
2021	\$0	\$203,146	\$202,606	\$104,951	2/1/2034
2022	\$0	\$0	\$172,033	\$171,609	2/1/2033
2023	\$0	\$0	\$0	\$138,464	2/1/2034
TOTAL	\$1,849,127	\$1,883,350	\$2,051,229	\$2,039,026	
TAX ABATEMENT BONDS	2022 LEVY	2023 LEVY	2024 LEVY	2025 LEVY	END DATE
2020 TAX ABATEMENT BONDS	\$171,145	\$173,615	\$170,731	\$173,097	2/1/2032
EQUIPMENT CERTIFICATES	2022 LEVY	2023 LEVY	2024 LEVY	2025 LEVY	END DATE
DUMP TRUCK	\$27,707	\$27,300	\$26,775	\$0	2/1/2025
FIRE TRUCK	\$0	\$132,195	\$134,295	\$136,238	2/1/2034
PAR THREE BONDS	2022 LEVY	2023 LEVY	2024 LEVY	2025 LEVY	END DATE
PAR THREE	\$178,745	\$0	\$0	\$0	2/1/2023
GRAND TOTAL	\$2,226,724	\$2,216,460	\$2,383,030	\$2,348,361	

STREETLIGHT MAINTENANCE
FUND 28 DEPARTMENT 0

OBJ	DESCRIPTION	2022	2023	2023	2024	2025	%
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	CHANGE
	STREET LIGHT MAINTENANCE						
4110	SALARIES-REGULAR	\$0	\$0	\$0	\$0	\$0	0.00%
4115	SALARIES-OVERTIME	\$0	\$0	\$0	\$0	\$0	0.00%
4130	SALARIES-TEMPORARY	\$0	\$0	\$0	\$0	\$0	0.00%
4131	INSURANCE	\$0	\$0	\$0	\$0	\$0	0.00%
4133	WORKERS COMPENSATION	\$0	\$0	\$0	\$0	\$0	0.00%
4134	PERA	\$0	\$0	\$0	\$0	\$0	0.00%
4135	FICA	\$0	\$0	\$0	\$0	\$0	0.00%
4138	UNEMPLOYMENT	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL HUMAN RESOURCES	\$0	\$0	\$0	\$0	\$0	0.00%
4211	ELECTRICAL SERVICES	\$8,952	\$5,700	\$17,500	\$17,500	\$17,500	0.00%
4220	PROFESSIONAL SERVICES	\$0	\$0	\$500	\$500	\$500	0.00%
	TOTAL CONTRACTUAL SERVICES	\$8,952	\$5,700	\$18,000	\$18,000	\$18,000	0.00%
4330	REPAIRS AND MAINTENANCE	\$64,475	\$87,659	\$35,000	\$35,000	\$75,000	114.29%
	TOTAL COMMODITIES	\$64,475	\$87,659	\$35,000	\$35,000	\$75,000	114.29%
4490	MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL OTHER CHARGES	\$0	\$0	\$0	\$0	\$0	0.00%
4620	CAPITAL OUTLAY	\$0	\$0	\$113,000	\$0	\$0	0.00%
	TOTAL CAPITAL OUTLAY	\$0	\$0	\$113,000	\$0	\$0	0.00%
	TOTAL EXPENDITURES	\$73,427	\$93,359	\$166,000	\$53,000	\$93,000	75.47%
	CAPITAL OUTLAY ITEMS	REQUESTED	APPROVED				
	LED upgrades	\$ 45,000					
	Pole Replacements	\$ 25,000					

City of Mendota Heights
Capital Requests Summary Fiscal Year 2025

Capital Item	Funding Source: Fund Balance	
Replacement of Brush 10 - Fire Department	\$ 100,000	
Hagstrom King Trail Connection	\$ 30,000	
Friendly Hills Tennis Court Resurfacing	\$ 18,000	
Replacement of Parks Turck F-550	\$ 81,000	
Garage Door Replacement - Public Works	\$ 53,333	
Building Fund	\$ 200,000	
Fire Station Roof	\$ 100,000	
Depreciation	\$ 175,000	
TOTAL	\$ 757,333	
Capital Item	Funding Source: 2025 Levy	
Ivy Hills Playground Replacement	\$ 160,000	Equipment Reserve
Cold Planer Attachment for Skid Steer	\$ 20,000	Equipment Reserve
Equipment Reserve	\$ 180,000	
Oheyawahe Interpretive Plan - Phase III	\$ 10,000	Oheyawahe
Oheyawahe Bury Power Lines	\$ 10,000	Oheyawahe
Oheyawahe	\$ 20,000	
TOTAL	\$ 200,000	
Capital Item	Funding Source: Other Funds	
Hagstrom King Trail Connection	\$ 47,500	MSA Funds
SCADA System Upgrade - Sewer Utility	\$ 36,000	Sewer Utility Fund
Garage Door Replacement - Public Works	\$ 26,667	Sewer Utility Fund
City Hall Door Knob Replacement	\$ 25,000	City Hall Fund
City Hall Cubicle Replacement	\$ 27,500	City Hall Fund
TOTAL	\$ 162,667	

CITY OF MENDOTA HEIGHTS

Proposed Final 12-03-2024

2025 BUDGET REQUEST PACKAGE SUMMARY - GENERAL FUND & GENERAL FUND BALANCE

Unassigned General Fund Balance 12/31/2023	\$	12,090,906
Obligated Funds	\$	1,359,809
Unassigned General Fund Balance	\$	10,731,097
Proposed FY2025 General Fund Expenditures	\$	13,117,369
75%	\$	9,838,027
(Estimated) Available Unassigned Fund Balance	\$	893,070
Funded FY2025 Budget Requests	\$	757,333
Available Unassigned Fund Balance	\$	135,737 (Remaining/Cushion)

Department	Budget Item Requested	Initial Budget Request	Recommended?		Included Budget Amount	Funding Source			Notes
			Yes	No		Levy	Fund Balance	Other	
Administration	ADA Transition Plan	\$ 35,000	X			\$ 35,000			
Administration	City Hall: Cubicle Replacement	\$ 27,500	X					\$ 27,500	City Hall Fund
Administration	City Hall: Door Knob Replacement	\$ 25,000	X					\$ 25,000	City Hall Fund
Administration	City Hall: Boiler Replacement	\$ 75,000		X					
Administration	Position: Assistant to the City Administrator	\$ 131,000	X			\$ 95,000			
Administration	Elections: Absentee Voting Administration	\$ 4,500	X			\$ 4,500			
Administration	IT: Public Works Door Access	\$ 20,000		X					
Fire	Replacement of Chief 1 Vehicle	\$ 72,500		X					
Fire	Parking Lot Replacement	\$ 100,000		X					
Fire	Replacement of Brush 10	\$ 100,000	X				\$ 100,000		
Fire	Fire Relief	\$ 18,000	X			\$ 18,000			
Eng	Pavement Rehabilitation Project (Streets)	\$ 300,000		X					
Parks	Wentworth Park Basketball Court Expansion	\$ 45,000		X					
Parks	Ivy Hills Playground Replacement	\$ 160,000	X			\$ 160,000			
Parks	Wentworth Hockey Board Replacement	\$ 45,000		X					
Parks	Valley Park Picnic Shelter Refurbishment	\$ 165,000		X					
Parks	Hagstrom King Park Connection Point	\$ 77,500	X				\$ 30,000	\$ 47,500	MSA Funds
Parks	Basketball Hoop Replacement/Relining	\$ 24,500		X					
Parks	Friendly Hills Tennis Court Resurfacing	\$ 18,000	X				\$ 18,000		
Parks	Oheyawahe Interpretive Plan - Phase III	\$ 10,000	X			\$ 10,000			Part of a larger state funded project
Parks	Oheyawahe Bury Power Lines	\$ 10,000	X			\$ 10,000			Part of a larger state funded project
Parks/Par3	Position: Recreation Facilities Coordinator	\$ 119,565	X			\$ 76,080		\$ 43,485	Par 3
Par3	Online Tee Time Software/POS System	\$ 12,000		X					
PW	Replacement of Parks Truck F-550	\$ 81,000	X				\$ 81,000		
PW	Staff Summer Hours Overtime	\$ 2,200	X			\$ 18,000			Policy Decision
PW	Cold Planer Attachment for Skid Steer	\$ 20,000	X			\$ 20,000			
PW	Garage Door Aprons and Ballards	\$ 43,000		X					
PW	Garage Door Replacement	\$ 80,000	X				\$ 53,333	\$ 26,667	Sewer Fund
PW	Wheel Loader	\$ 195,000		X					2026CIP
PW	Public Works Facility Parking Lot Replacement	\$ 190,000		X					
PW	Replacement of Engineering Truck	\$ 48,000		X					
PW	Scada System Upgrades	\$ 36,000	X					\$ 36,000	Sewer Fund
Fire	Fire Station Roof	\$ 100,000					\$ 100,000		
Administration	Building Fund: Police Department and City Hall	\$ 250,000	X				\$ 200,000		
Administration	Depreciation	\$ 175,000	X				\$ 175,000		
	TOTAL	\$ 2,815,265			\$ -	\$ 446,580	\$ 757,333	\$ 206,152	

2025-2029 Capital Improvement Plan

<u>Streets</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Sylvandale/Emerson Neighborhood Rehabilitation					
Bridgeview Shores Street Improvements					
Delaware Reconstruction	\$ 150,000		\$ 750,000		
Friendly Hills Neighborhood Rehabilitation (SPRWS Water Main)	\$ 5,479,373	\$ 3,893,071			
MHR Streets (Hampshire, Pond Circle, Haverton, Abbey)	\$ 1,752,465				
Rogers Lake Neighborhood Rehabilitation		\$ 2,656,485			
Curleys Valley View			\$ 3,281,395		
Bunker Hills Neighborhood Rehabilitation			\$ 2,178,540		
Chippewa Ave				\$ 1,780,870	
Tilsen Neighborhood				\$ 3,961,880	
Town Center & Knob Road					\$ 1,074,412
Hidden Creek					\$ 628,615
Mendota Heights Road & Industrial Park					\$ 4,972,110
Decorah/Wagon Wheel Realignment					\$ 575,000
Wachtler/Sibley Memorial Roundabout					\$ 30,000
	\$ 7,381,838	\$ 6,549,556	\$ 6,209,935	\$ 5,742,750	\$ 7,280,137
<hr/>					
<u>Sanitary Sewer</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Main Lift Station - Generator					
Lift Station Panel Replacement					
Lift Station Pump Replacement					
SCADA System Installation	\$ 100,000				
Lift Station Rehabilitation	\$ 55,000	\$ 115,000			
Annual Cleaning	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000
Annual Lining	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
	\$ 467,000	\$ 427,000	\$ 312,000	\$ 312,000	\$ 312,000
<hr/>					
<u>Storm Sewer</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Streambank Stabilization	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
MS4 Pond Inspections	\$ 100,000			\$ 100,000	
Pond Maintenance	\$ 185,400	\$ 190,962	\$ 196,691	\$ 202,592	\$ 208,670
	\$ 385,400	\$ 290,962	\$ 296,691	\$ 402,592	\$ 308,670

2025-2029 Capital Improvement Plan

<u>Parks/Trails</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Skate Park Improvements					
Wentworth Park Tennis Court Resurfacing					
Valencour Acquisition					
Oheyawahe Interpretive Plan					
Parks System Master Plan					
Marie-Ballfield Infield Surfacing					
Marie-Hockey Acrylic Surface					
Marie-Dugout Addition					
Mendakota-Fiber (Door Access/Cameras)					
Wentworth-Pickleball Court Installation					
Civic Center-Batting Cage Netting					
South Plaza Drive Trail Connection		\$ 21,108			
River to River Greenway Rehabilitation		\$ 181,534	\$ 125,653		
Wentworth-Hockey Rink Boards (Treated Wood)		\$ 45,000			
Ivy Hills-Playground Replacement	\$ 160,000				
Hagstrom King-Connection Point	\$ 77,500				
Basketball Hoops/Striping		\$ 25,000			
Valley-Picnic Shelter Refurbishment		\$ 165,000			
Mendakota-Netting on Backstops		\$ 16,000			
Ivy Hills-Basketball Expansion		\$ 45,000			
Wentworth-Expand Basketball to Full		\$ 45,000			
Friendly Hills Tennis Court Surfacing	\$ 18,000				
Oheyawahe Interpretive Plan	\$ 10,000				
Oheyawahe Overhead utilities	\$ 10,000				
Oheyawahe Trail		\$ 150,000			
Rogers Lake-Picnic Shelter w/Electricity		\$ 200,000			
Rogers Lake-Paved Walking Trails		\$ 25,000			
Rogers Lake-Playground		\$ 140,000			
Rogers Lake-Fiber (Park Security/Camera)		\$ 60,000			
Tot Lot-Water Source (Community Garden)		\$ 50,000			
Valley-Playground		\$ 135,000			
Valley-Backstop		\$ 30,000			
Dog Park-Water Source		\$ 50,000			
Wentworth-Ballfield Infield Surfacing		\$ 10,000			
Friendly Hills-Dugout Addition		\$ 25,000			
Ivy Hills-Backstop		\$ 30,000			

2025-2029 Capital Improvement Plan

Dodd Road Trail Connection (Mendota Hts Rd to Apache St)	\$	104,909				
Kensington-Fiber (Door Access/Cameras)	\$	125,000				
Mendakota-Safety Lighting on Path	\$	7,500				
Marie-Backstop	\$	30,000				
Mendakota-1st and 3rd Baseline Fences	\$	100,000				
Valley-Ballfield Infield Surfacing	\$	10,000				
Wentworth-Backstop	\$	30,000				
Friendly Hills-Playground	\$	140,000				
Hagstrom King-Bleachers Behind Plate	\$	50,000				
Ivy Hills-Foul Ball/Outfield Fence Addition	\$	29,000				
Ivy Hills-Dugout Addition	\$	25,000				
Kensington-Paved Walking Trails	\$	30,000				
Mendakota-Parking Lot	\$	250,000				
Mendakota-Paved Walking Trails	\$	75,000				
Victoria Highlands-Playground w/Shade	\$	150,000				
Friendly Hills-Pickleball Acrylic Surface	\$	25,000				
Friendly Marsh-Paved Walking Trails	\$	25,000				
Ivy Hills-Ballfield Infield Surfacing	\$	10,000				
Delware Avenue Trail (I-494 to TH 62)			\$	22,500		
Rogers Lake-Fishing Pier (Wood Railings)			\$	25,000		
Kensington-Fencing South Fence			\$	122,500		
Kensington-Playground			\$	175,000		
Friendly Hills-Ballfield Infield Surfacing			\$	10,000		
Kensington-Parking Lot			\$	40,000		
	\$	275,500	\$	1,448,642	\$	1,342,062
				\$	395,000	\$ -

<u>City Hall/Facilities</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Roof Replcement - Fire Station					
City Fall Fire Suppression Valve					
ADA Transition Plan	\$	35,000			
City Hall ADA Door Knobs	\$	25,000			
City Hall Boilers		\$	63,000		
Parking Lot - Fire Station		\$	100,000		
Public Works New Garage door	\$	80,000			
Aprons & Bollards		\$	50,000		
Parking Lot (Public Works)		\$	175,000		
Police Dept Expansion/City Hall Remodel		\$	12,000,000		
Public Works Floor Coating		\$	100,000		
	\$	140,000	\$	12,488,000	\$ -
				\$ -	\$ -

2025-2029 Capital Improvement Plan

<u>Equipment</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Natural Resources Vehicle (Engineering)					
M365 -IT					
Plow Truck - Mack (Streets)					
3/4 Ton Pickup (Parks)					
Compact Wheel Loader					
Snow plow Blade					
Robot Line Striper					
40MM Defense Tech. Tactical Single Launcher					
Pepperball Non-Lethal Projectile Launcher					
Taser Updates					
VARDA - Voice Activated Radio Dispatched Alarm					
Police Reserve Radios					
Engineering Vehicle (Engineering)		\$ 48,000			
1 Ton Pickup (Parks)	\$ 81,000				
Loader		\$ 200,000			
Ford Explorer (Fire Chief)		\$ 65,000			
Ford F250 pickup and pump (Fire)	\$ 100,000				
Brush Chipper		\$ 60,000			
Skidsteer		\$ 80,000			
Gator		\$ 35,000			
Administrative Vehicle		\$ 40,000			
2000 Gallon Tanker (Fire)		\$ 300,000			
Park & Recreation Vehicle			\$ 30,000		
510 John Deere			\$ 25,000		
Parks Trailer			\$ 10,000		
Facility Vehicle				\$ 30,000	
Squad Replacements (Police)	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
	\$ 216,000	\$ 863,000	\$ 100,000	\$ 65,000	\$ 35,000

2025-2029 Capital Improvement Plan

<u>Par 3</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Par 3 Sidewalk Work/ADA Compliance Work					
Par 3 Greens Roller					
Par 3 Patio Furniture and Benches					
Par 3 Online Tee Time Software	\$ -				
Par 3 Water Heater		\$ 5,000			
Par 3 Fiber (Door Access/Cameras)		\$ 140,000			
Par 3 Sofit/Fascia		\$ 20,000			
Par 3 Back Up Generator		\$ 15,000			
Par 3 Clubhouse Security System		\$ 5,000			
Par 3 Parking Lot Maintenance					
Par 3 Underground Irrigation Piping					
Par 3 Blower Replacement				\$ 11,000	
	\$ -	\$ 185,000	\$ -	\$ 11,000	\$ -
<hr/>					
<u>Streetlight</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Cabinet Replacement					
LED Upgrades	\$45,000	\$45,000			
Street Light Pole Replacement	\$25,000				
Pole Painting		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	\$ 70,000	\$ 70,000	\$ 25,000	\$ 25,000	\$ 25,000
<hr/>					
Totals	\$ 8,708,738	\$ 21,459,160	\$ 8,230,688	\$ 6,888,342	\$ 7,925,807

Market Value for Residential Properties Increased an Average of 1.34% from 2024 to 2025

Home Value		Total 2024 Tax	2025 City Tax	Difference	% Change
\$ 315,769		\$ 1,176.43			
	\$ 320,000		\$ 1,232.35	\$ 55.92	4.75%
\$419,381		\$1,562.45			
	\$425,000		\$ 1,636.72	\$ 74.27	4.75%
\$532,860		\$2,015.83			
	\$540,000		\$2,118.11	\$ 102.28	5.07%
\$690,744		\$2,751.09			
	\$700,000		\$2,888.33	\$ 137.24	4.99%

Tax Rates for Mendota Heights

2006	28.027		
2007	26.398		
2008	24.142		
2009	26.165		
2010	28.061		
2011	29.733		
2012	32.057		
2013	34.479		
2014	34.737		
2015	34.964	0.0001511	2015 referendum rate
2016	35.247	0.0001284	2016 referendum rate
2017	37.487	0.0001297	2017 referendum rate
2018	37.826	0.0001207	2018 referendum rate
2019	39.294	0.0001146	2019 referendum rate
2020	38.315	0.0001061	2020 referendum rate
2021	37.849	0.0001011	2021 referendum rate
2022	39.741	0.0000711	2022 referendum rates
2023	36.889	0.0000000	Referendum complete
2024	37.256		
2025	38.511		

The percentage change increases as the valuations of the property increases over \$500,000.
Property taxes are calculated at 1% on the first \$500,000 of the valuation.
The calculation increases to 1.25% on the value over \$500,000.

City of Mendota Heights

Net Tax Capacity

	Pay 2024 <u>Actual</u>	Pay 2025 <u>Preliminary</u>	
Tax Capacity Value	36,850,721	38,090,080	3.36%
Tax Increment	(425,740)	(486,356)	14.24%
Fiscal disparities Contribution	<u>(3,255,628)</u>	<u>(3,826,055)</u>	17.52%
Net Tax Capacity	<u>33,169,353</u>	<u>33,777,669</u>	1.83%

Tax Capacity Rate

	<u>Estimate</u>		
Tax levy	12,804,319	13,500,381	5.44%
Fiscal disparities	<u>(449,564)</u>	<u>(494,954)</u>	10.10%
Net tax levy	12,354,755	13,005,427	5.27%
Net Tax Capacity	33,169,353	33,777,669	1.83%
Tax Capacity Rate	0.37256	0.38511	3.37%



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: December 3, 2024

AGENDA ITEM: Resolution 2024-78 Approving a Lot Split Request at 1912 South Lane

ITEM TYPE: New and Unfinished Business

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

ACTION REQUEST:

Adopt Resolution 2024-78 approving a Lot Split request of the property located at 1912 South Lane.

BACKGROUND:

The property at 1912 South Lane is an existing lot of record legally described as Lot 1, Block 2, Jefferson Heights (excluding the west 60-ft). The subdivision was originally platted in 1949, and later South Lane was extended resulting in the 60-ft exclusion. The lot is currently 1.38 acres in size (60,309 square feet). The site currently contains a single-family home and accessory site improvements. The applicant intends to demolish the existing home, and later build two new single-family dwellings on the proposed two parcels.

The applicant, Lakes LLC, requests to subdivide the 1.38 acre parcel by a horizontal split, to create two parcels: "Parcel 1" to consist of 28,220-sq.ft or .65 acres of land; and "Parcel 2" to consists of 31,518-sq. ft, or 0.72 acres of land. Both proposed parcels meet the minimum 100-ft of frontage on South Lane. No development plans are proposed at this time, but will occur following an approval of the lot split request. No new or separate single-family development can occur or would be allowed on these parcels without the demolition of the existing home, which will be scheduled once the property has transferred in ownership after the City's approval of the lot split request. City Staff has suggested that the demolition of the home be a condition of approval of this lot split request prior to any work or development on the property.

At the November 26, 2024, Planning Commission meeting, a planning report was presented. A duly noticed public hearing was held to consider the lot split request. One written comment was received prior to the public hearing, which is attached to this report. There was one

member of the public who spoke to the application and inquired about impervious surface requirements. The Planning Commission discussed the implementation of the Zoning Code Update and how it would apply to the subject parcels at the time of their development into new single-family homes. The applicant spokesperson Bobby Schmitz was present and available for questions from the Commission.

A copy of the 11/26/24 planning report and lot split exhibit is attached to this memo. As noted in the attachment, staff recommended approval of the Lot Split request. Following their discussion, the Planning Commission voted unanimously (6-0) in support of the subdivision request for a Lot Split of the property at 1912 South Lane, with findings-of-fact and certain conditions, as outlined in the attached [draft] Resolution.

The City Council may affirm the recommendation from the Planning Commission by adopting Resolution No. 2024-78.

FISCAL AND RESOURCE IMPACT:

n/a

ATTACHMENTS:

1. Resolution 2024-78
2. 11/26/24 Planning Commission Staff Report
3. Parcel Split Exhibit
4. Public Comment E-mail

CITY COUNCIL PRIORITY:

Economic Vitality & Community Vibrancy

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

RESOLUTION 2024-78

**RESOLUTION APPROVING LOT SPLIT REQUEST AT 1912 SOUTH LANE
[PLANNING CASE NO. 2024-21]**

WHEREAS, Lakes LLC (the “Applicant”) submitted under Planning Application Case No. 2024-21, a request of a new Lot Split of the property located at 1912 South Lane (the “Subject Property”), and legally described in attached **Exhibit A**; and

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

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

WHEREAS, the Applicant proposes to subdivide the Subject Property into two parcels, Parcel 1 and Parcel 2 which are legally described on **Exhibit B**; and

WHEREAS, on November 26, 2024, the Mendota Heights Planning Commission held a public hearing on the application request at their regular meeting, and whereupon closing the hearing and follow-up discussion on this item, the Planning Commission recommended 6-0 to approve the requested lot split request on the Subject Property; and

NOW, THEREFORE, BE IT RESOLVED by the Mendota Heights City Council that the recommendation from the Planning Commission on Planning Case No. 2024-21 is hereby affirmed, and the proposed lot split request of 1912 South Lane may be approved based on the following findings-of-fact:

1. The proposed Lot Split (minor subdivision) creates two lots, where Proposed Parcel 1 is 28,220 square feet and Parcel 2 is 31,518 square feet.
2. The resulting lots, Parcel 1 and 2, meet all dimensional standards as established in the R-1 zoning district provided the existing structure and improvements are removed and/or demolished.
3. The proposed Lot Split is consistent with the Low Density Residential (LDR) density requirements, and the proposed use of the Lots for single-family residential uses is consistent with the intent and purpose of the LDR designation.
4. The removal of the existing home and improvements will result in two new buildable lots that have adequate area outside of all setback areas to construct a new residential structure.
5. Approval of the lot split to allow for future development of the lots with single-family residential uses will not adversely impact the character of the neighborhood which is developed with low density residential uses.

6. Provided the conditions of approval are met, the resulting lots and any future development will comply with the R-1 base zoning district requirements.

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

1. The applicant must record the Lot Split (minor subdivision) at Dakota County indicating the newly created Parcel 1 and Parcel 2.
2. The Resolution must be recorded at Dakota County and must be of record on both created parcels.
3. All transfer or deed documents which convey the portion of lands under the lot split process shall be recorded with Dakota County.
4. No single-family development will be allowed or approved on the proposed parcels until the existing single-family home and all accessory structures have been demolished.
5. The Applicant/Developer must provide a Best Management Practices (Stormwater Management) Agreement to the City as part of the building permit submittal and review process.
6. Any grading and/or construction activity related to the development of this lot shall comply with all applicable federal, state, and local regulations and codes, as well as in compliance with the City's Land Disturbance Guidance Document.
7. Any new or existing sanitary or water service lines will have to be reviewed by the Public Works Director and/or St. Paul Regional Water Services prior to issuance of any building permit.
8. A building permit must be approved prior to the commencement of any construction work on the new residential dwelling. Construction work shall occur only between the hours of 7:00 am and 8:00 pm weekdays; and 9:00 am to 5:00 pm weekends.

Adopted by the City Council of the City of Mendota Heights on this 3rd day of December, 2024.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

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

EXHIBIT A

Lot 1, Block 2, excepting therefrom the West 60 feet thereof, Jefferson Heights together with an easement over the Westerly 60 feet of said Lot 1, Block 2, Jefferson Heights, Dakota County, Minnesota

EXHIBIT B

Parcel 1 Proposed Property Description:

The North 100 feet of Lot One (1), Block Two (2), excepting therefrom the West 60 feet thereof, Jefferson Heights together with an easement over the Westerly 60 feet of said Lot One (1), Block Two (2), Jefferson Heights, Dakota County, Minnesota.

Parcel 2 Proposed Property Description:

Lot One (1), Block Two (2), excepting therefrom the West 60 feet thereof, Jefferson Heights together with an easement over the Westerly 60 feet of said Lot One (1), Block Two (2), Jefferson Heights, Dakota County, Minnesota.

Except the North 100 feet of said Lot One (1),

PLANNING STAFF REPORT

DATE: November 26, 2024
TO: Planning Commission
FROM: Sarah Madden, Community Development Manager
SUBJECT: Planning Case No. 2024-21
Lot Split Request
APPLICANT: Lakes LLC (Sean Doyle)
PROPERTY ADDRESS: 1912 South Lane
ZONING/GUIDED: R-1 One-Family Residential/SF Residential
ACTION DEADLINE: 12/20/2024 (60-day Review Period)

INTRODUCTION

Sean Doyle of SD Custom Homes/Lakes LLC is requesting consideration of a simple lot split on a parcel of land located at 1912 South Lane.

A public hearing notice for this planning item was published in the *Pioneer Press* and notice letters were mailed to all properties within 350-feet of the subject property. As of the date of this report, the City has not received any e-mail or phone inquiries or public comments relating to this application request.

DESCRIPTION OF THE REQUEST

This 1912 South Lane site is an existing lot of record legally described as Lot 1, Block 2, Jefferson Heights (excluding the west 60-ft). The subdivision was originally platted in 1949, and later South Lane was extended resulting in the 60-ft exclusion. The lot is currently 1.38 acres in size (60,309 square feet).

The property is currently owned by Louis and Alison Hawkins and contains a single-family home and accessory swimming pool. The applicant is requesting authorization of a lot split of the parcel, with the intention to demolish the existing home and later build two new single-family dwellings on the proposed two parcels.

The applicant is seeking to subdivide the 1.38 acre parcel by a horizontal split, to create two parcels: "Parcel 1" to consist of 28,220-sq.ft or .65 acres of land; and "Parcel 2" to consists of 31,518-sq. ft, or 0.72 acres of land. Parcel 1 is proposed to be 100.01-ft in width at the property line, and Parcel 2 is proposed to be 110.3-ft wide at the property lane,



fronting on South Lane. The parcels will later be developed with single family homes, which will be required to be reviewed by the City through the administrative building permit process.

ANALYSIS

Title 11-1-5.C of the City Code (Subdivision Ordinance) allows lot split requests to take place, provided the following standards are met:

Lot split request to divide a lot which is a part of a recorded plat where the division is to create two (2) lots and the newly created property line will not cause the other remaining portion of the lot to be in violation with this title or the zoning ordinance.

This request to split the property into two new parcels meets this City Code section, as the existing single-family home is to be demolished, and the proposed lots meet the required minimum lot size and lot with requirements of the R-1 zoning district. The dividing line for this lot split request does not cause the parcels to be in violation of the zoning ordinance.

No new or separate single-family development can occur or would be allowed on these parcels without the demolition of the existing home, which will be scheduled once the property has transferred in ownership after the City's approval of the lot split request. City Staff is suggesting that the demolition of the home be a condition of approval of this lot split request prior to any work or development on the property.

The property is immediately adjacent to a pond in the northeast corner of the site. The applicant is not requesting the building or development plans at this time, and so a Wetlands Permit is not required. Beginning January 1st, 2025, the City will no longer require Wetlands Permits as a Planning Application; however, the Wetlands Conservation Act procedures will continue to apply. The applicant has begun the process of coordinating with the City's Natural Resources staff to evaluate the Wetland boundary on the site.

This lot split request will have minimal or no impact upon the neighboring properties, and it will not impede the normal use, enjoyment and purpose of the South Lane area neighborhood.

ALTERNATIVES

1. Recommend approval of the lot split request, based on the attached findings-of-fact and based on certain conditions; or
2. Recommend denial of the lot split request, based on the revised findings-of-fact that the proposed adjustment is not consistent with the City Code or Comprehensive Plan and may have a negative impact on the surrounding neighborhood and/or properties; or
3. Table the request; and request more information from the Applicant or city staff to be presented back to the Planning Commission at the next regular meeting. Staff will extend the application review period.

STAFF RECOMMENDATION

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

- 1) The applicant must record the Lot Split (minor subdivision) at Dakota County indicating the newly created Parcel 1 and Parcel 2.
- 2) The Resolution must be recorded at Dakota County and must be of record on both created parcels.
- 3) All transfer or deed documents which convey the portion of lands under the lot split process shall be recorded with Dakota County.

- 4) No single-family development will be allowed or approved on the proposed parcels until the existing single-family home and all accessory structures have been demolished.
- 5) The Applicant/Developer must provide a Best Management Practices (Stormwater Management) Agreement to the City as part of the building permit submittal and review process.
- 6) Any grading and/or construction activity related to the development of this lot shall comply with all applicable federal, state, and local regulations and codes, as well as in compliance with the City's Land Disturbance Guidance Document.
- 7) Any new or existing sanitary or water service lines will have to be reviewed by the Public Works Director and/or St. Paul Regional Water Services prior to issuance of any building permit.
- 8) A building permit must be approved prior to the commencement of any construction work on the new residential dwelling. Construction work shall occur only between the hours of 7:00 am and 8:00 pm weekdays; and 9:00 am to 5:00 pm weekends.

Attachments:

1. Site Location Map
2. Applicant Letter of Intent
3. Parcel Split Exhibit
4. City Base Map – Utilities – 10/23/24

FINDINGS OF FACT FOR APPROVAL

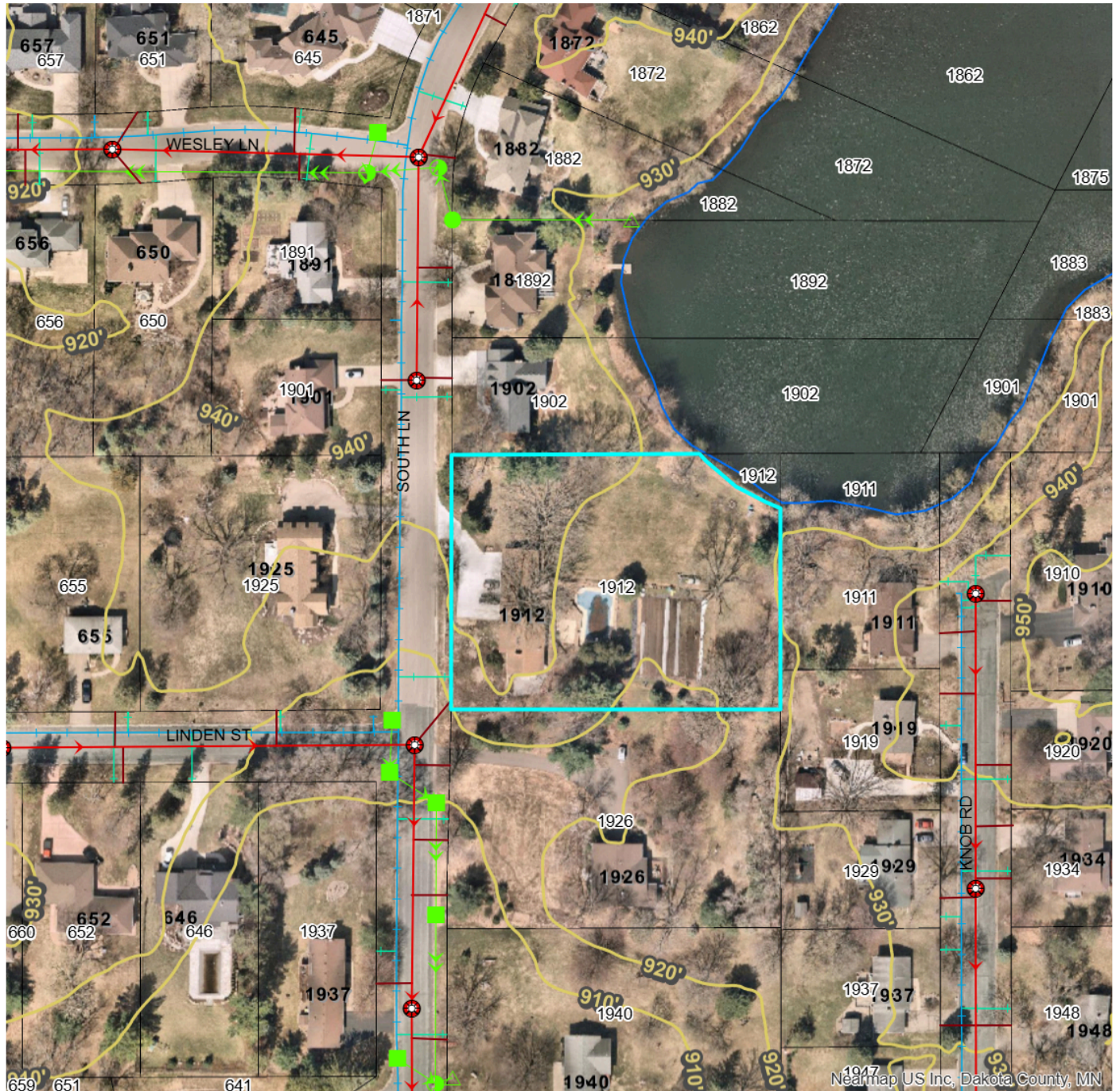
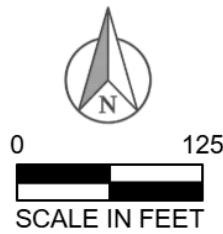
Lot Split Request 1912 South Lane

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

1. The proposed Lot Split (minor subdivision) creates two lots, where Proposed Parcel 1 is 28,220 square feet and Parcel 2 is 31,518 square feet.
2. The resulting lots, Parcel 1 and 2, meet all dimensional standards as established in the R-1 zoning district provided the existing structure and improvements are removed and/or demolished.
3. The proposed Lot Split is consistent with the Low Density Residential (LDR) density requirements, and the proposed use of the Lots for single-family residential uses is consistent with the intent and purpose of the LDR designation.
4. The removal of the existing home and improvements will result in two new buildable lots that have adequate area outside of all setback areas to construct a new residential structure.
5. Approval of the lot split to allow for future development of the lots with single-family residential uses will not adversely impact the character of the neighborhood which is developed with low density residential uses.
6. Provided the conditions of approval are met, the resulting lots and any future development will comply with the R-1 base zoning district requirements.

Site Location/Aerial Map 1912 South Lane

Date: 11/22/2024



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.



October 21, 2024

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

RE: 1912 South Lane Lot Split

Sarah:

We are requesting a lot split for the property at 1912 South Lane. Please consider the following:

Intent:

We are requesting that 1912 South Lane be split into two parcels since it meets the criteria set forth by the City of Mendota Heights municipal code. The existing home currently located on the property will be demolished, making way for 2 new single family homes.

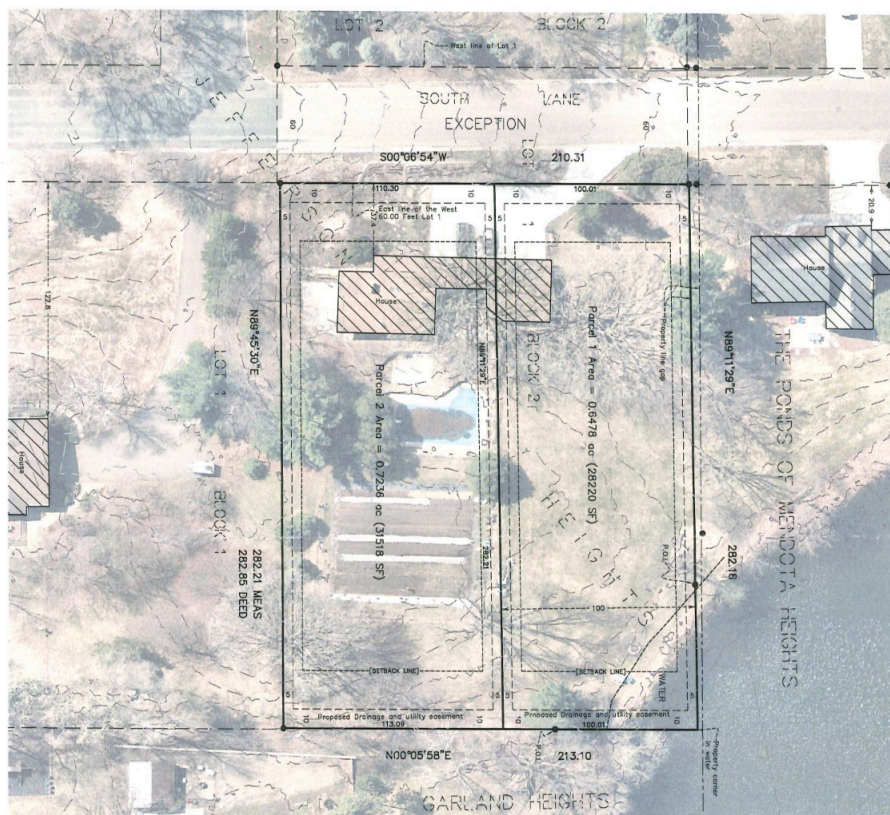
Our Request:

Permission to divide the property into two parcels, creating 2 new single-family home sites.

Sincerely,

A handwritten signature in black ink that reads 'Sean Doyle'.

Sean Doyle
Chief Manager
SD Companies, LLC, d.b.a. SD Custom Homes



- *Centres for*

Parcel / Proposed Property Description:
The North 100 feet of Lot One (1), Block Two (2),
excepting therefrom the West 60 feet thereof,
Jefferson Heights together with an easement over the
Westerly 60 feet of said Lot One (1), Block Two (2),
Jefferson Heights, Dakota County, Minnesota.

Parcel 2 Proposed Property Description:
Lot One (1), Block Two (2), excepting therefrom the West 60 feet thereof, Jefferson Heights together with an easement over the Westerly 60 feet of said Lot One (1), Block Two (2), Jefferson Heights, Dakota County, Minnesota.

I am hereby certifying to SD Commercial LLC that this survey, plan or report was prepared by me or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota, dated 10/18/24.

Signed: *Wesley Engineering, P.A.*

BY: 16-4
Peter J. Haskinson, Professional Land Surveyor
Minnesota License No. 42299 email: p-haskinson@plintersurf.com

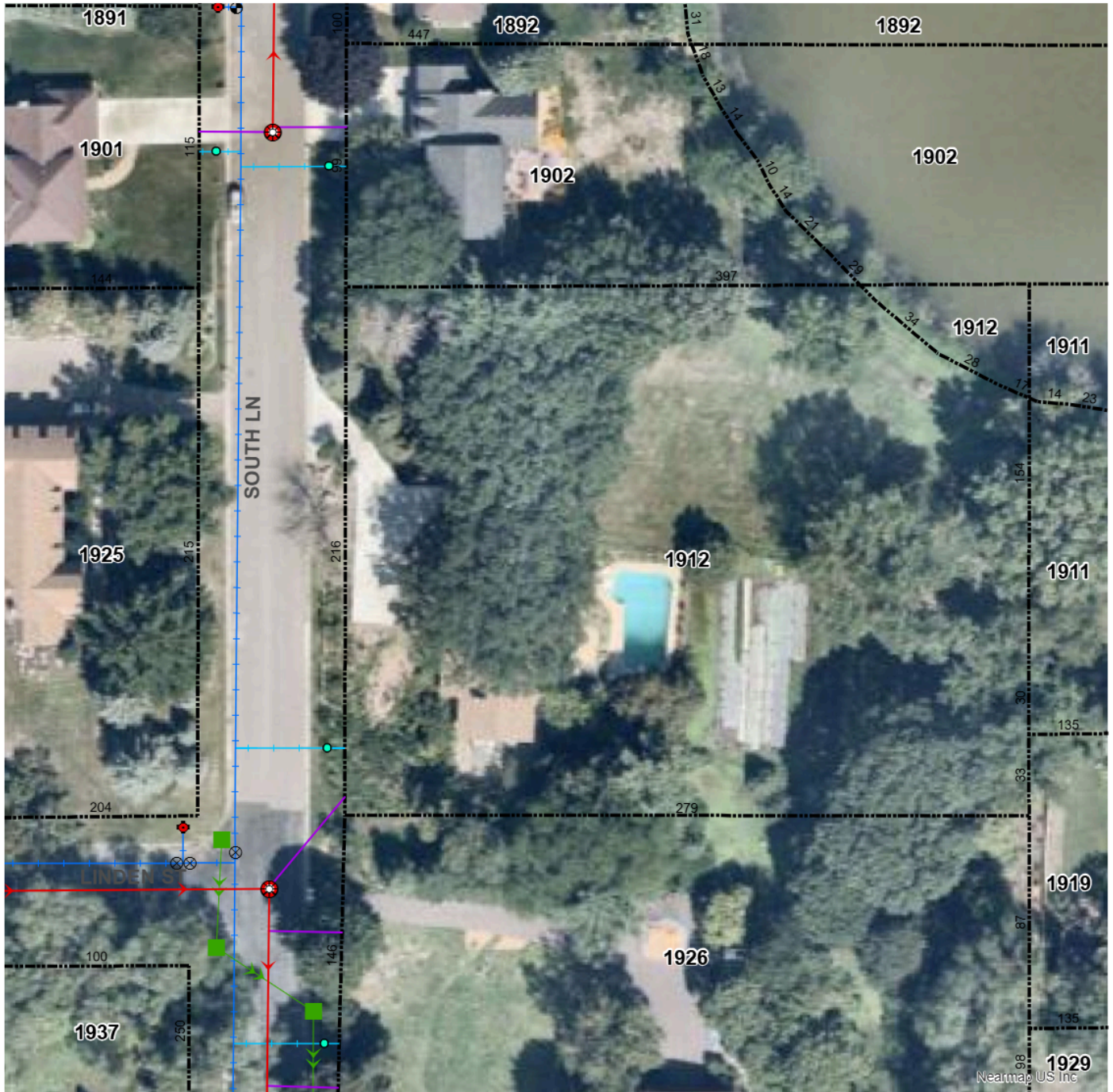
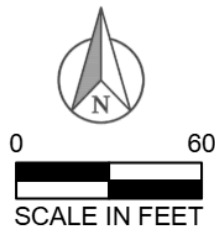
PIONEER *engineering*
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

Cad File: 124208000 PARCEL
SPLIT EXHIBIT (1)
Date: 10-18-24
Folder #: 1320
Drawn by: MTW

Parcel Split Exhibit for:
SD Companies LLC

2024 City Base Map Utilities

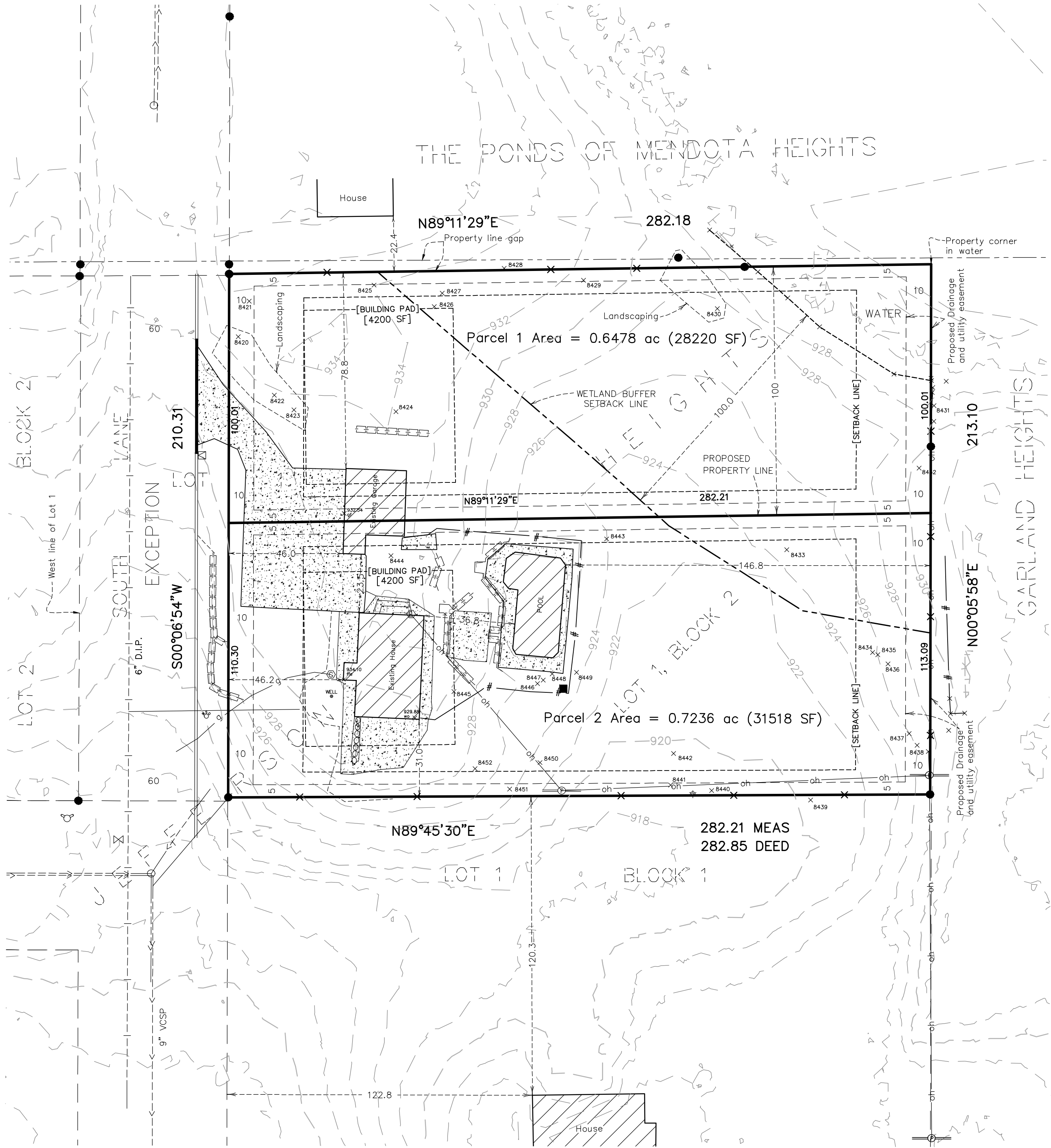
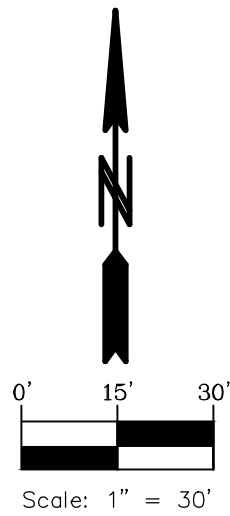
Date: 10/23/2024



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



House elevations As-built
Existing First Floor Elevation 938.5
Existing First Floor Garage Elevation 932.5

TREE INVENTORY

Tag No.	DBH	Common Name	Scientific Name	Notes
8420	16	Colorado Blue Spruce	<i>Picea pungens</i>	
8421	18	Red Pine	<i>Pinus resinosa</i>	
8422	14	Balsam Fir	<i>Abies balsamea</i>	
8423	8.5,5,3	White Cedar	<i>Thuja occidentalis</i>	
8424	54	Bur Oak	<i>Quercus macrocarpa</i>	
8425	19	White Pine	<i>Pinus strobus</i>	
8426	18	White Pine	<i>Pinus strobus</i>	
8427	17	White Pine	<i>Pinus strobus</i>	
8428	31	Northern Pin Oak	<i>Quercus ellipsoidalis</i>	
8429	23	Bur Oak	<i>Quercus macrocarpa</i>	
8430	25	Black Walnut	<i>Juglans nigra</i>	
8431	8,8	Box Elder	<i>Acer negundo</i>	
8432	19	White Pine	<i>Pinus strobus</i>	
8433	53	Silver Maple	<i>Acer saccharinum</i>	
8434	16	Crabapple	<i>Malus</i> sp.	
8435	13	Crabapple	<i>Malus</i> sp.	
8436	17,16	Crabapple	<i>Malus</i> sp.	
8437	18	American Elm	<i>Ulmus americana</i>	
8438	8	American Elm	<i>Ulmus americana</i>	
8439	40	Bur Oak	<i>Quercus macrocarpa</i>	
8440	8	Colorado Blue Spruce	<i>Picea pungens</i>	
8441	8	Red Pine	<i>Pinus resinosa</i>	
8442	9	Colorado Blue Spruce	<i>Picea pungens</i>	
8443	12,9	Colorado Blue Spruce	<i>Picea pungens</i>	
8444	60	Bur Oak	<i>Quercus macrocarpa</i>	
8445	11	Crabapple	<i>Malus</i> sp.	
8446	10,6	White Cedar	<i>Thuja occidentalis</i>	
8447	6,4,4	White Cedar	<i>Thuja occidentalis</i>	
8448	9,6	White Cedar	<i>Thuja occidentalis</i>	
8449	10,9,6	White Cedar	<i>Thuja occidentalis</i>	
8450	22	White Pine	<i>Pinus strobus</i>	
8451	16	Red Pine	<i>Pinus resinosa</i>	
8452	14	Red Pine	<i>Pinus resinosa</i>	

- LEGEND
- Denotes concrete
 - oh Denotes overhead utility lines
 - g Denotes underground gas line
 - # Denotes fence (chain link)
 - X Denotes gate valve
 - Denotes hydrant
 - Denotes electric box
 - Denotes electric meter
 - Denotes sanitary or storm manhole
 - Denotes utility pole
 - Denotes natural gas meter
 - Denotes storm sewer line
 - Denotes sanitary sewer line
 - Denotes found iron pipe
 - Denotes water well
 - Denotes boulder retaining wall
 - Denotes timber retaining wall

Property Description: (Per Warranty Deed)
Lot One (1), Block Two (2), excepting therefrom the West 60 feet thereof, Jefferson Heights together with an easement over the Westerly 60 feet of said Lot One (1), Block Two (2), Jefferson Heights, Dakota County, Minnesota.

Parcel 1 Proposed Property Description:
The North 100 feet of Lot One (1), Block Two (2), excepting therefrom the West 60 feet thereof, Jefferson Heights together with an easement over the Westerly 60 feet of said Lot One (1), Block Two (2), Jefferson Heights, Dakota County, Minnesota.

Parcel 2 Proposed Property Description:
Lot One (1), Block Two (2), excepting therefrom the West 60 feet thereof, Jefferson Heights together with an easement over the Westerly 60 feet of said Lot One (1), Block Two (2), Jefferson Heights, Dakota County, Minnesota.

Except the North 100 feet of said Lot One (1),

We hereby certify to SD Companies LLC that this survey, plan or report was prepared by me or under my direct supervision, and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota, dated 10/18/24.

Signed: Pioneer Engineering, P.A.

BY: Peter J. Hawkinson, Professional Land Surveyor
Minnesota License No. 42299 email-phawkinson@pioneereng.com

Parcel Split Exhibit for:
SD Companies LLC

Cad File: 12420800 PARCEL
SPLIT EXHIBIT (1)
Date: 10-18-24
Folder #: 1320
Drawn by: MTW

2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: (651) 681-1988
www.pioneereng.com

PIONEERengineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS

Sheet
1 of 1

From: Hoppe, Bruce <BHoppe@apog.com>
Sent: Saturday, November 23, 2024 11:49 AM
To: Sarah Madden
Cc: Bruce Hoppe
Subject: Re: Notice of Lot Split application - Property at 1912 South Lane - Planning Case No. 2024-21

Dear Ms. Madden,

My family and I live at 1882 South Lane, Mendota Heights, which is two homes north of the 1912 property. We want to provide some written comments regarding this application and proposed Lot Split. The existing 1912 single-family home and overall property is not well maintained and looks out of place compared to nearby homes. Thus overall, we are supportive of this proposal, with some caveats:

- Please verify the reputation of the builder or developer. The name provided (Lakes LLC) sounds like a temporary shell business structure that does not have long-term history of reputable business activity or history of completing large projects
- We are concerned that Lakes LLC is only a “flipper” contractor, looking for quick profits, not concerned about quality or reputation
- Please mandate that the basic design and quality materials inside and out of both new constructions fit the nearby Warrior Pond development
- I see the proposal is to maintain single-family permitting – We would be opposed to any multi-family development in this neighborhood – this would be out of place and character
- There are massive, ancient Oak trees (maybe 200yrs old) in the middle of the 1912 property. We are hoping that the redevelopment plan will strive to protect these valuable trees

We appreciate the opportunity to comment on this proposal.

Sincerely,
Bruce Hoppe

Bruce Hoppe

Apogee Enterprises, Inc. | Sr Project Manager, Business Development
4400 West 78th Street, Suite 520 | Minneapolis, MN 55435
| Cell: 612.670.9051 | bhoppe@apog.com | apog.com



CREATING
PEAK VALUE

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**REQUEST FOR CITY COUNCIL ACTION**

MEETING DATE: December 3, 2024

AGENDA ITEM: Consideration of Ordinance No. 591: Short Term Rentals and Ordinance No. 594: Fee Schedule Amendment

ITEM TYPE: New and Unfinished Business

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

ACTION REQUEST:

Adopt Ordinance No. 591, amending Title 3: Business and License regulations to add a new Chapter 5A: Short Term Rentals; Authorize Publication of Summary Ordinance; and, Adopt Ordinance No. 594, amending the City's Fee Schedule by establishing a Short Term Rental License fee

BACKGROUND:

The City Council began discussing Short Term Rentals in 2023 in response to residents who had an interest in pursuing a Short Term Rental within their home, as well as residents who had concerns with Short Term Rentals who may operate in their neighborhood. The City's existing ordinance and policy regarding rental of residential real estate in the R-1 zoning district is contained in Title 3, Chapter 5 Rental Housing, but there are no specific ordinance performance standards regarding short term rentals in either Chapter 5 or within Title 12 Zoning. A moratorium was established as an interim ordinance in order to provide the City with the time needed to conduct an ordinance research and drafting process, which occurred between September 2023-September 2024. This fall, the City Council has continued their discussion on the draft Short Term Rental ordinance in order to reach a consensus and make a final determination on the proposed ordinance.

To begin this ordinance preparation process, staff distributed a questionnaire to the City Council, and to members of the Planning Commission, consisting of general questions on policy details that relate to Short Term Rentals. A Short Term Rental, also known as vacation rental (e.g. Airbnb and VRBO rentals), is a living space that is offered for rent to visiting guests for a short period of time. Short Term Rental properties are usually furnished, and the dwelling can be a single room, multiple rooms, or an entire home. The rental period ranges from days

to weeks, with a maximum of 30 days. The goal of the City's research has been to identify performance standards and regulations that Mendota Heights could implement that would balance the concerns of residents with those of short-term rental property owners while preserving neighborhood character. Staff presented research relating to short-term rental ordinance standards and potential policy objectives, and the information gleaned from the questionnaire to the City Council at their March 19, 2024, City Council Work Session.

At that Work Session, the City Council provided direction to staff to move forward with an ordinance amendment within Title 3, Business and License Regulations, Chapter 5: Rental Housing which would authorize a short-term rental license requirement and associated application process. For specific ordinance provisions, the City Council agreed with consensus that the proposed ordinance should include standards such as:

- The definition of a short-term rental would be 30 days or less
- Short term rental units should be licensed and require an inspection when an application for licensing is received
- The number of occupants be limited to two occupants per legal bedroom (with means of egress needed)
- The home be homesteaded, or the owner/operators primary residence
- Establish a minimum night stay
- Parking be provided on-site for four operable vehicles on a paved surface, consistent with City Code
- Owners follow the existing property maintenance code

Much of those initial policy directives have remained in the draft Short Term Rental Ordinance as staff continued to revise and present updated versions of the ordinance to the City Council. The City Council provided additional feedback on the ordinance standards at their May 21 and June 18 work sessions, with the resulting feedback including standards within the final draft of the ordinance such as:

- A maximum number of 5 bedrooms
- A maximum occupancy of two persons per bedroom, with one of the proposed bedrooms within the unit available for up to 4 bedrooms (totaling a maximum of 12 person occupancy overall)
- Reservations must have a minimum 2-night stay
- No short term rental may be rented to any person under the age of 25

The City Council met at their September 17, 2024, regular meeting to discuss the proposed Ordinance No. 591, which establishes regulatory standards and licensing procedures for Short Term Rentals, also known as 'vacation rentals'. The proposed ordinance adds a new chapter into Title 3: Business and License Regulations (to be identified as Chapter 5A: Short Term Rentals) and is intended to address the short-term rental of dwelling units within the R-1 one family residential zoning district and provide operational standards for those residents who are interested in managing a short-term rental in their home, while also balancing the concerns of

neighboring residents and preserving neighborhood character.

At the September 17 City Council meeting, the Council discussed the 'primary residence' requirement, the inspection process, and asked for information on implementation and enforcement procedures. A public comment letter was also provided to the City Council at the beginning of the meeting which outlined concerns with the City's decision to license short-term rentals and the contents of the proposed ordinance. The City Council directed staff to make corrections and adjustments to the ordinance based on their discussion and asked for the City Attorney to review and provide comments to the Council about the letter received in advance of their next meeting.

The City Council continued their discussion at the October 1, 2024, regular City Council meeting. The draft of the Short Term Rental ordinance was updated to reflect comments that were shared by both members of the public, and members of the City Council during the September meeting. The City Attorney also prepared a memo and spoke to the City Council to address the public comment letter concerning the Short Term Rental Ordinance. The City Council discussed the primary residence, or Homestead, requirement, which is included in the proposed Short Term Rental ordinance as a licensing requirement for an owner to operate a Short Term Rental. The City Council then voted to table the ordinance for discussion at a future work session.

The City Council reviewed the Short Term Rental ordinance again at the November 12, 2024, Work Session meeting. Through discussion, the City Council reached consensus on the proposed ordinance and fees, and directed staff to return for final consideration of the ordinance at a regular meeting.

The revised final draft of the ordinance continues to include the primary policy objectives that have been discussed by the City Council over the past several months, including the overall standard defining short-term rentals as having leasing or rental periods of 30 days or less, property maintenance cross-references, standards for primary residency, maximum bedrooms and occupancy, a minimum night stay, an initial inspection requirement, and minimum renter age.

In addition to the proposed Ordinance No. 591, staff has prepared Ordinance No. 594 amending the City's fee schedule to add a Short Term Rental License fee, which is proposed to be set at \$200.00 per annual license. This has not been modified since the September 17 meeting.

Due to the length of the proposed ordinance, the City Council is also asked to consider authorizing the publication of a Summary Ordinance, which requires 4/5ths of the Council's votes to succeed. Staff recommends that the City Council approve the new ordinance to establish a Short Term Rental licensing process, and may make a motion for the consideration of adoption of the two proposed ordinances as noted below:

(1) Adopt Ordinance No. 591, Amending Title 3 of the City Code to incorporate Chapter 5A:

Short Term Rentals, establishing a short term license and regulatory standards, and Authorize Publication of a Summary Ordinance; and,
(2) Adopt Ordinance No. 594, Amending the City's Fee Schedule to add a Short Term Rental License fee.

The proposed Short Term Rental Ordinance will go into full place and effect on January 1, 2025.

FISCAL AND RESOURCE IMPACT:

N/A

ATTACHMENTS:

1. Ordinance No. 591: Short Term Rentals
2. Summary of Ordinance No. 591
3. Ordinance No. 594: Fee Schedule Amendment
4. City Attorney Memo to the Mendota Heights City Council (dated 9/24/24)
5. Minutes from Sept 17 Meeting
6. Minutes from Oct 1 Meeting

CITY COUNCIL PRIORITY:

Inclusive and Responsive Government, Economic Vitality & Community Vibrancy

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

ORDINANCE NO. 591

AMENDING TITLE 3 TO CREATE CHAPTER 5A: SHORT TERM RENTALS

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

Section 1. City Code Title 3 – BUSINESS AND LICENSE REGULATIONS is hereby amended to add Chapter 5A: SHORT TERM RENTALS as follows:

3-5A-1: PURPOSE AND SCOPE:

It is the purpose of this chapter to assure that short-term rental of dwelling units in the City's R-1 one-family residential zoning district is conducted, operated, and maintained so as not to become a nuisance to the surrounding neighborhood or an influence that fosters blight and deterioration or creates a disincentive to reinvest in the community. The City recognizes that short-term rentals provide an opportunity for residents to use their property to generate supplemental income; and, when properly managed, short-term rentals have a minimal impact on surrounding properties. When not properly managed, short-term rentals have the capacity to generate noise, traffic, and trash beyond what is typically present in a residential neighborhood creating a nuisance. These issues can be especially acute when the owner of the property does not reside in the home. In order to promote the health, safety, general welfare, aesthetics, and image of the community, the City facilitates and regulates the use of residential properties for short-term rentals by requiring the licensure of short-term rentals.

3-5A-2: DEFINITIONS:

For the purpose of this chapter, the following terms shall be defined as set forth below:

BEDROOM: A habitable room within a single-family dwelling which is used, or intended to be used, primarily for the purpose of sleeping, but shall not include any kitchen or dining room. The room shall have a method of egress in addition to the primary entry door to the room in accordance with the Minnesota Residential Building Code.

DWELLING: A building or one or more portions thereof occupied or intended to be occupied for residential purposes; but not including rooms in motels, hotels, nursing homes, boarding houses, tents and recreational vehicles, or attached multiple- family dwellings.

DWELLING UNIT: A residential accommodation located within a dwelling that includes permanently installed cooking, sleeping, and sanitation facilities, designed or intended for use as living quarters for a single family. Dwelling units subject to this chapter are defined as being detached dwelling units in the R-1 one-family zoning district.

OCCUPANT: A person who lives or sleeps in a dwelling unit.

OWNER: Any person having a legal or equitable interest who is the recorded or unrecorded owner, or otherwise has control, of the dwelling unit.

PRIMARY RESIDENCE: A dwelling unit where the property owner: lives in the property for more than six months a year; qualifies for Homestead tax classification as defined by MN Statutes 273.124 and as determined by the Dakota County Assessor.

RENT: To permit occupancy of a dwelling unit by a person other than the legal owner thereof, pursuant to a written or unwritten agreement, whether or not a fee is required by the agreement.

SHORT TERM HOME RENTAL: The furnishing for consideration of lodging to tourist or transient guests in a dwelling or dwelling unit, where the renting or letting for occupancy is for a temporary period of time that is thirty (30) consecutive calendar days or less.

SHORT TERM RENTAL GUEST: any person who, at their own expense or at the expense of another, exercises occupancy or possession, or is entitled to occupancy or possession, by reason of any rental agreement, concession, permit, right of access, option to purchase, license, time-sharing arrangement, or any other type of agreement for a period of thirty (30) consecutive calendar days or less.

3-5A-3: AUTHORIZATION AND GENERAL LICENSING PROVISIONS:

I. Authorization

Rental of all or a portion of a primary residence as a short term home rental by an owner to a short term rental guest is allowed as provided by this Section 3-5A, following the issuance of a license as set forth herein.

II. General Licensing Provisions

A. License Required:

1. No property shall be used as a short-term rental without a license issued by the City. The license once issued shall be valid for a period of one year from the date of issuance and must be renewed annually. This requirement applies to short term home rentals unless exempted pursuant to Section 3-5A-6.

B. License Application:

1. Application for a license shall be made to the City upon a form furnished by the City. A person who has been issued a rental license shall give notice, in writing, to the city administrator, within five (5) business days of any change in the information contained on the license application.

C. License Fees:

1. Licensing fees shall be prescribed as set forth in the City's fee schedule, and maintained on file in the office of the city administrator. The required fees shall be submitted along with the application for a new or renewal license. Applications for a renewal license submitted after the license term expiration are subject to a penalty fee.

D. License Terms:

1. All short term rental licenses shall be valid for a period of one calendar year, except as otherwise provided herein or in cases of suspension or revocation.
2. In order to be issued a license the applicant must submit the following application materials:
 - i. Name and address of the short term rental property and the property owner.
 - ii. Name, address, and phone number of a local agent authorized to be the emergency contact for the property and accessible at all times, and to make or order repairs or services for the property if in violation of City or State Codes, if the person is different than the owner.
 - iii. Number of bedrooms.
 - iv. Maximum number of occupants.
 - v. Signed agreement that the City has permission to access exterior areas of the property when responding to a reported violation of the standards in this section in order to ascertain if a violation has occurred.
 - vi. Verification that there are not any unresolved Code Enforcement or Property Maintenance cases.
 - vii. Affidavit of Residency to verify primary residence: Applicants for short term rental licenses are required to sign an affidavit of residency attesting that the home is their primary residence and acknowledging that subsequent discovery of non-residency shall be ground for revocation of the license.
 - viii. Listing services where the short term rental is advertised.
 - ix. Such other and further information as the City Council may require if applicable.

E. Initial License:

1. Owners currently operating a short term home rental within the City shall obtain a license as provided in this Section 3-5A within 45 days from the effective date of this ordinance.

F. License Issuance:

1. The City shall issue a short term rental license if real estate taxes and municipal utility bills for the dwelling unit have been paid, and the City has no record of unresolved complaints regarding the property subject to the rental license. The short term rental license must be in compliance with all standards of this Chapter.

G. Renewal Of License:

1. A licensee may continue to rent a dwelling unit after the expiration date of the rental license provided that the owner has filed with the city administrator, on or before the expiration date, the appropriate renewal license application and license fee, and provided that the City has no record of unresolved complaints regarding the property subject to the rental license.

H. Transfer Of License:

1. A short term rental license shall not be transferable to another person or to another dwelling unit. Each license shall automatically terminate upon the sale or other conveyance of the property to an unlicensed person or entity.

3-5A-4: CONDITIONS OF LICENSE:

All short-term rental unit owners and operators must comply with the following:

A. Performance Standards:

1. The short term rental dwelling unit shall have a maximum of five (5) bedrooms. Only one (1) bedroom may be larger 280 square feet in size.

2. The maximum occupancy within the short term rental dwelling unit shall be two (2) persons per bedroom in bedrooms less than 280 square feet in size. For a bedroom that is larger than 280 square feet, the maximum occupancy may be up to four (4) persons.

3. Short term rental reservations must have a minimum two (2) night stay.

4. The maximum number of vehicles that may be parked overnight on the property shall be consistent with the Property Maintenance Code. Vehicles in garages shall not be counted towards total number of vehicles.

5. The owner of a short-term rental dwelling unit must provide sufficient waste collection containers and service for the short term rental dwelling unit in order to meet the demand of the unit's occupants. The owner shall be solely responsible for ensuring that waste is properly collected, stored, and made available for regular collection. Waste may not be stored outside of approved containers. All waste containers must be stored, screened, and collected in accordance with Section 12-5-8 of this Code.

6. Listings advertising the property's availability for rent must state the license number, maximum occupancy permitted by the license, and the maximum number of vehicles that may be parked overnight on the property.

7. Ensure that all short term rental dwelling units have working smoke detectors and carbon monoxide alarm(s) installed in accordance with Minnesota Statutes Sections 299F.362 and 299F.51, and in accordance with the Minnesota Residential Building Code and Minnesota State Fire Code. Additionally, each unit shall have at least one properly maintained and charged fire extinguisher located in an easily-accessible location which is clearly marked and which is made known to the temporary occupants.

8. Provide and post the following information in a conspicuous place within each short-term rental dwelling unit:

- i. Emergency contact information for the short term rental dwelling unit owner;
- ii. Emergency contact information for the short term rental dwelling operator, of applicable;
- iii. The street address of the short term rental dwelling unit;
- iv. A Floor Plan of the short term rental dwelling unit indicating exits, escape routes, and the location of all fire extinguishers;
- v. The maximum occupancy limits of the short term rental dwelling unit; and
- vi. A parking map showing all allowable parking locations serving the property

9. An owner must, as a continuing obligation, maintain a current register of short term rental guests that includes the following information: a record of the dates the unit was rented, the number of short term rental guests during the rental periods, and the amount of rent paid by the short term rental guests in connection with the rental of the short term rental dwelling unit. This record shall be kept by the owner for at a minimum of one year. In the license application or any application for license renewal, the owner must designate the name, address, and telephone number of the person or persons who will have possession of the register, and must notify the City Administrator or designee of any change in the identity(ies), address(es), or telephone number(s) of such person or persons. The register must be available for inspection by the City Administrator or designee at all reasonable times and in the case of an emergency.

10. No short term rental dwelling unit may be rented to any person who is under the age of 25. The person who rents the unit must provide a telephone number to the owner or operator and must be accessible to the owner or operator by telephone during the short term rental period.

11. If the short term rental dwelling unit includes a swimming pool, spa, or hot tub, the owner or operator must post a sign near the pool, spa, or hot tub indicating that it is not licensed or inspected by the State, the county or the City.

12. The short term rental dwelling unit must have a visible house number that can be easily seen from a public street during the day and at night.

13. Comply with all applicable city, state, and federal laws, ordinances, and regulations.

14. Remit all applicable local, state, and federal taxes, including, but not limited to applicable lodging tax.

15. The city must be provided with accurate and up to date information regarding the name and contact information for the short term rental dwelling unit owner and operator, if applicable. If the owner or operator's contact information changes, updates must be filed with the city within 30 days of the date of the change.

B. Conduct On Licensed Premises:

1. Disorderly Conduct: It is the responsibility of the owner to ensure that persons occupying the licensed premises conduct themselves in such a manner so as not to cause the premises to be disorderly or constitute a nuisance. The owner or operator of the short-term rental dwelling unit is responsible to ensure that the property remains in compliance with the City's nuisance regulations.

3-5A-5: ENFORCEMENT:

The application for a short term rental license will be reviewed by the City Administrator or their designee.

A. Inspections:

1. The City Administrator or their designee shall conduct inspections of the short term rental dwelling unit to determine the compliance with the applicable provisions of this code. An inspection is required prior to the initial issuance of the license. The City may conduct inspections of the short term rental dwelling unit upon submittal of a license renewal application. The code official or designated representative may enter, examine, and survey at all reasonable times all short term rentals and premises after obtaining consent from an owner or occupant of the premises.

B. Violations:

1. It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of this Section or other provisions of this Code.

2. The code official shall serve a notice of violation on the licensee. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the termination of the unlawful occupancy of the structure in violation of the provisions of this chapter or of the order or direction made pursuant thereto.

3. A short term rental license may be revoked or suspended for violations of this section.

4. The imposition of the penalties herein prescribed shall not preclude the city attorney from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building in violation of this section, structure or premises, or to stop an illegal act, conduct, business or utilization of the building, structure or premises.

5. The property owner of record shall be responsible for any city costs in enforcing the provisions of this chapter including inspection fees, or other fees, charges or penalties that are imposed as permitted by law.

C. License Suspension Or Revocation, Or Refusal To Renew:

1. In the event of any potential health or safety violations, the code official may suspend the license until the violation is corrected.

2. If a property with a short term rental receives three notices of violation within a 365-day period, its short term rental license shall be revoked. The license may be revoked after a single violation if the violation is not immediately corrected pursuant to a notice of violation.

3. No person who has had a permit revoked under this Section shall be issued a short term rental license for one year from the date of revocation.

D. Appeal: The licensee may appeal the occupancy limit, parking limit, denial, suspension, or revocation to the City Council. The licensee must file with the city clerk a notice of appeal within ten days of an issuance, denial, suspension, or revocation. The Council shall consider the appeal at a regularly scheduled council meeting on or after 15 days from service of the notice of appeal upon the City Clerk by the licensee. Hearing on the appeal shall be open to the public and the licensee shall have the right to appear and be represented by legal counsel and to offer evidence in behalf of licensure. At the conclusion of the hearing, or as soon thereafter as practicable, the Council may order:

1. The denial, suspension, or revocation of the license.

2. The denial, suspension, or revocation by the code official be lifted and the license be returned to the licensee.

3. Additional terms, conditions and stipulations to be imposed on the licensee to mitigate problems.

3-5A-6: EXEMPTIONS:

A. This Chapter does not apply to:

1. Hotels, motels, bed and breakfasts, nursing homes, or state licensed residential care facilities.

2. Individual sleeping rooms within an otherwise owner-occupied residence, or rentals where the owner is present for the duration of the rental.

3-5A-7: NO WARRANTY BY CITY:

By adopting and undertaking to enforce this Section 3-5A, neither the city, nor its elected officials, employees, consultants, contractors, or agents warrant or guaranty the safety, fitness, or suitability of any rental dwelling or rental dwelling unit in the city. Owners and short term rental

guests should take appropriate steps to protect their interests, possessions, health, safety, and welfare.

3-5A-8: SEVERABILITY:

If any section, subsection, sentence, clause, or phrase of this Section 3-5A is for any reason held to be invalid, such decision will not affect the validity of the remaining portions of those Sections. The City Council hereby declares that it would have adopted the ordinance in each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

Section 2. Effective date. This ordinance shall be effective January 1, 2025, following adoption and publication according to law.

ADOPTED this 3rd day of December, 2024 by the City Council for the City of Mendota Heights.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**

Stephanie B. Levine, Mayor

ATTEST:

Nancy Bauer, City Clerk

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

SUMMARY ORDINANCE NO. 591

**AN ORDINANCE AMENDING TITLE 3: BUSINESS AND LICENSE REGULATIONS OF
THE CITY CODE OF MENDOTA HEIGHTS TO ADD CHAPTER 5A: SHORT TERM
RENTALS, ESTABLISHING A NEW ORDINANCE REGULATING SHORT TERM
RENTALS.**

NOTICE IS HEREBY GIVEN that, on December 3, 2024, Ordinance No. 591 was adopted by the City Council of the City of Mendota Heights, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance No. 591, the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council amends Title 3: Business and License Regulations to add Chapter 5A: Short Term Rentals, establishing a new ordinance regulating Short Term Rentals, including provisions to outline a Short Term Rental License process, terms and conditions of such a license, and performance standards for Short Term Rentals within the City of Mendota Heights.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours at the office of the City Administrator/City Clerk or on the City's website.

PASSED, ADOPTED and APPROVED FOR PUBLICATION by the City Council of the City of Mendota Heights, Minnesota, this 3rd day of December 2024.

CITY COUNCIL OF MENDOTA HEIGHTS

/S/Stephanie Levine, Mayor

Attest

/s/Nancy Bauer, City Clerk

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

ORDINANCE NO. 594

**AN ORDINANCE AMENDING THE FEE SCHEDULE TO ADD A SHORT TERM
RENTAL LICENSING FEE**

WHEREAS, the City has adopted the City Fee Schedule and desires to amend the City Code and the current Fee Schedule to reflect the addition of a Short Term Rental License and fees; and

WHEREAS, the City’s revised fee schedule for 2024 is set forth in “Exhibit A” attached hereto.

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

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

LICENSE AND PERMIT FEES

Short Term Rental License

\$200 /
annual

Title 3: Chapter 5A

Section 3. Effective date. This ordinance shall be effective upon adoption and publication according to law.

ADOPTED this 3rd day of December, 2024 by the Mendota Heights City Council.

CITY OF MENDOTA HEIGHTS

ATTEST:

Stephanie B. Levine, Mayor

Nancy Bauer, City Clerk

MEMORANDUM



CAMPBELL KNUTSON
PROFESSIONAL ♦ ASSOCIATION

TO: MENDOTA HEIGHTS CITY COUNCIL
FROM: AMY SCHMIDT, CITY ATTORNEY
DATE: SEPTEMBER 24, 2024
RE: SHORT-TERM RENTAL ORDINANCE; MEMO FROM LUKE BELLVILLE

Mayor and Councilmembers,

On September 17, 2024, the City Council conducted a public hearing and considered a proposed ordinance regulating short-term rental of residential property in the City (the “Ordinance”). Just prior to that meeting, the City Council received a memo from Luke Bellville, a Minnesota attorney. In his memo, Mr. Bellville identified the following:

Legal Issues

1. Affidavit of Residency Requirement
2. Age Discrimination
3. Due Process Concerns
4. Municipal Authority
5. Enforcement and Compliance Burden
6. Privacy Concerns

For each category, he described his view of the associated legal issues and cited caselaw, state and federal law, and the Minnesota and United States constitutions; and identified general legal considerations or potential conflicts.

Following the public hearing and at the conclusion of the Council’s consideration of the proposed Ordinance, the Council voted to table the matter for a final decision on October 1, 2024, and requested a legal memo to address the issues raised by Mr. Bellville.

Short Answer

The issues presented by Mr. Bellville warrant consideration by the Council, and his summary is helpful in identifying a need for certain revisions to the proposed Ordinance. At the same time, the scope of the legal concerns raised and the various legal authorities cited tend to overstate any legal defects in the proposed Ordinance. While it is not possible to say that any ordinance would definitely survive any possible legal challenge, with a few revisions made to the proposed Ordinance, it is likely to survive a legal challenge in whole or in part.

Discussion

Generally speaking, the concerns and issues raised by Mr. Bellville are not without merit. Clearly, the City is obligated to adopt ordinances that are constitutional, and do not discriminate or conflict

with other state or federal law. However, the specific issues that Mr. Bellville identifies, and the legal sources that he points to, are not necessarily the applicable legal analysis for the proposed Ordinance.

1. Municipal Authority to Adopt Short-Term Rental Ordinance.

In his memo, Mr. Bellville states the following:

The extensive regulations and requirements for licensure might be seen as an overreach of municipal authority. While Minnesota is a home rule state (Minn. Const. art. XII, § 4), there are limits to municipal power.

- Relevant Statute: Minn. Stat. § 462.351 grants municipalities the authority to regulate land use, but this power must be exercised within constitutional limits.

While it is true that there are limits to municipal power, this perhaps is a misreading of the Constitutional provision. Article XII, Section 4 of the Minnesota Constitution authorizes “any local government unit” to “adopt a home rule charter for its government.” It is not clear how this makes Minnesota a “home rule state.” Notably, the City of Mendota Heights has not adopted a home rule charter, and exercises powers as a statutory city. Accordingly, this part of the Minnesota Constitution is not specifically relevant to the question of the authority of the City of Mendota Heights to adopt this Ordinance.

Minnesota Statutes § 462.351 is likewise not specifically relevant in this context. This Statute section applies to a city’s authority related to municipal planning, and in combination with other sections¹ has the stated purpose of providing “municipalities, in a single body of law, with the necessary powers and a uniform procedure for adequately conducting and implementing municipal planning.”

Here, the proposed Ordinance does not fall under the City’s exercise of its municipal planning powers. Rather, by regulating short-term rentals, the City Council is exercising its general authority to issue licenses. This general authority arises from the powers granted by the Legislature to a city council to:

provide for the government and good order of the city, the suppression of vice and immorality, the prevention of crime, the protection of public and private property, the benefit of residence, trade, and commerce, and the promotion of health, safety, order, convenience, and the general welfare by such ordinances not inconsistent with the Constitution and laws of the United States or of this state *as it shall deem expedient*.²

¹ Minn. Stat. § § 462.351-462.364.

² Minn. Stat. § 412.221, subd. 32 (emphasis added). *See also, City of St. Paul v. Dalsin*, 245 Minn. 325, 71 N.W.2d 855 (1955); *State v. United Parking Stations*, 235, Minn. 147, 50 N.W.2d 50 (1951).

2. Other Constitutional Concerns.

Please note that each of the following constitutional issues could each be addressed far more extensively than is outlined here. I am happy to provide more in-depth analysis if needed.

A. General Constitutionality.

In addition to the concerns related to municipal authority to regulate the short-term rental of property under the Minnesota Constitution, in his memo, Mr. Bellville raises additional concerns regarding the constitutionality of this type of regulation. Specifically, Mr. Bellville asserts that a requirement for an affidavit of residency could “infringe on property rights protected under the Fifth and Fourteenth Amendments to the U.S. Constitution.” In support of this concern, Mr. Bellville cites an inverse condemnation³ case⁴ where he says the Court “emphasized the importance of considering the ‘reasonable expectations’ of property owners when evaluating regulations affecting property rights.”

This is an incomplete description of the Court’s holding in the cited case. The Court, in upholding the government’s action, also recognized that governments have “well-established power to ‘adju[s]t rights for the public good.’”⁵ Also, it is unclear how the holding or analysis of this case specifically relates to the constitutionality of a requirement in the Ordinance that a license applicant submit an affidavit of residency, or that a licensee may face the possible revocation of a license based on non-residency.

B. Enforcement and Compliance Burden.

Related to this case cited above, Mr. Bellville also expresses concern that the “significant responsibility placed on property owners to manage their rentals and comply with various conditions could be burdensome and potentially discourage participation in short-term rentals.” He cites *Penn Central Transportation Co. v. City of New York*, a seminal inverse condemnation case. Mr. Bellville cites this case as a possible basis for a challenge to “overly burdensome regulations” that violate the “reasonable use” doctrine established in that case.

Under the *Penn Central* rubric, a court would look at a regulation in terms of “the economic impact of the regulation on the claimant and, particularly, the extent to which the regulation has interfered with distinct investment-backed expectations . . . [and] the character of the governmental action.”⁶ While this legal test has evolved since it was initially decided⁷, it does still stand for the proposition that if a government regulation goes so far as to deny an owner of all economic value in the affected property, the regulation would effectively be a taking.

³ In simple terms, “inverse condemnation” occurs when a government regulation of land is so restrictive that the land is deprived of all economic value or use such that the regulation has the same effect as an exercise of eminent domain, and as a result, an owner is entitled to just compensation.

⁴ *Murr v. Wisconsin*, 237 S. Ct. 1933 (2017).

⁵ *Id.* at 1943 (citations omitted).

⁶ *Penn Central Transportation Co. v. City of New York*, 438 U.S. 104, 138 (1978).

⁷ See, e.g., *Kaiser Aetna v. United States*, 44 U.S. 164 (1979).

As with the issue discussed above, the regulations at issue in the case were not related to licensing, and were far more onerous and limiting than those in the proposed Ordinance. In fact, with the proposed Ordinance, the performance standards and management requirements are likely in the interests of an owner who wishes to protect their investment or receive good ratings and reviews from their renters or the platforms where they advertise their property for short-term rental. Further, all owners—regardless of whether they rent their property—are required to comply with the City Property Maintenance Code, the State Building Code, and other applicable regulations. Imposing restrictions under the City’s licensing authority is not so onerous as to constitute a taking.

C. Due Process.

As an additional constitutional concern, Mr. Bellville also states that the “revocation of licenses after violations . . . could face due process challenges under the Fourteenth Amendment if the process for contesting violations is not sufficiently robust.” In support of this concern, he cites a case where the Court established a “balancing test” for determining the due process that must be provided in administrative hearings.⁸

Again, this case is not necessarily the most apt choice of law in this context. First, the case cited is not a licensing case, and was a matter related to a denial of Social Security benefits. Second, while the cited case might be one of the leading cases related to the requirements for due process in administrative hearings, there is actually a division of opinion among the Courts as to whether licensees are entitled to due process.⁹ It is generally agreed that due process is required if a licensee has a property interest or a fundamental interest in the granting, renewal, or transfer of a license.¹⁰ Where due process is required for a licensee, there are generally-accepted steps that a city should follow to ensure that the licensee’s rights are protected.¹¹ As drafted, the proposed Ordinance conforms to these steps.

D. Equal Protection (Age Discrimination).

As drafted, the proposed Ordinance prohibits a licensee from renting to anyone under the age of 25 years. In his memo, Mr. Bellville notes concerns that this prohibition could violate state or federal law as illegal age discrimination. Mr. Bellville acknowledges that age is not a protected class under either the Federal Fair Housing Act or the Minnesota Human Rights Act as it applies to real property. At the same time, while citing cases that he acknowledges as “not directly applicable” for this purpose, Mr. Bellville also asserts that the proposed Ordinance could be challenged under the Federal Fair Housing Act or face other Equal Protection claims.¹²

⁸ *Mathews v. Eldridge*, 424 U.S. 319 (1976)

⁹ *See, e.g., Klinger v. City of Braham*, 130 F. Supp.2d 1068 (D. Minn. 2001).

¹⁰ *Greater Duluth COACT v. City of Duluth*, 701 F. Supp. 1452 (D. Minn. 1988).

¹¹ *Id.; Sabes v. City of Minneapolis*, 265 Minn. 166, 120 N.W.2d 871 (1963); *State v. City of Duluth*, 125 Minn. 425, 147 N.W. 820 (1914); *Trumbull Div., OwensCorning Fiberglass Corp. v. City of Minneapolis*, 445 F. Supp. 911, 917 (D. Minn. 1978); *In re License of West Side Pawn*, 587 N.W.2d 521 (Minn. Ct. App. 1998); *Hymanson and Lucky Lanes Inc. v. City of St. Paul*, 329 N.W.2d 324 (Minn. 1983).

¹² Cases cited are related to zoning; discrimination in housing rental under Section 8; conscientious objector seeking discharge from the Army (Vietnam era); discrimination under the Age Discrimination in Employment Act.

None of the cited legal authority really apply in the context of the proposed Ordinance. Here, as an exercise of the City's powers to issue licenses, it is within the City's authority to establish a minimum age for short-term rentals in furtherance of the public interest to protect life, safety, general welfare, and health. For example, before the Legislature raised the state-wide minimum age for the purchase of tobacco to 21 years, many Minnesota cities adopted local ordinances establishing that same minimum age for sales by city tobacco licensees.

E. Conclusion regarding Constitutional Concerns.

As cited above, Minnesota Statutes § 412.221, subd. 32, explicitly requires that city ordinances adopted under this grant of power be consistent with state and federal laws and constitutions. As a general rule, ordinances are presumed to be constitutional, and a person challenging the constitutionality of an ordinance bears the legal burden of proving that it is unconstitutional.¹³ Here, the requirements throughout the proposed Ordinance serve the Council's interest in regulating for the protection of life, safety, general welfare, and health of persons and property in the City. While it is possible that a person could bring challenges against the proposed Ordinance, there is nothing in the constitution, statutes, or court cases addressed above that are a clear basis for invalidating the proposed Ordinance.

3. *Privacy Concerns.*

Last, the proposed Ordinance includes requirement that a licensee maintain a guest registry as a condition of the license. Mr. Bellville raises the concern that such a registry could be public data under the Minnesota Government Data Practices Act ("MGDPA"). As the Council is no doubt aware, the MGDPA defines "government data" as "all data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use."¹⁴ The MGDPA "establishes a presumption that government data are public and are accessible by the public for both inspection and copying unless there is federal law, a state statute, or a temporary classification of data that provides that certain data are not public."¹⁵

As the proposed Ordinance is written, it is not explicit that a licensee must submit the required guest registry to the City for any purpose, or that the data will ever be in the possession of the City. Accordingly, the concern Mr. Bellville raises points to a need for clarification in the proposed Ordinance. With some revisions, this legal concern can be mitigated.

Conclusion

With some provisions specifically tailored to the needs and character of the City of Mendota Heights, the proposed Ordinance is similar to other short-term rental ordinances across Minnesota. The Council has the legal authority to adopt and enforce the Ordinance. The Ordinance requirements imposed on licensees are not so onerous or burdensome as to be deemed a taking, or to be a violation of a licensee applicant's or a licensee's constitutional rights.

¹³ *Ukkonen v. Gustafson*, 309 Minn. 260, 244 N.W.2d 139 (1976).

¹⁴ Minn. Stat. § 13.02, subd. 7.

¹⁵ Minn. Stat. § 13.01, subd. 3.

INTO EFFECT ON JANUARY 1, 2025, AND TO AUTHORIZE A PUBLICATION OF A SUMMARY ORDINANCE.

Councilor Lorberbaum seconded the motion.

Further discussion: Councilor Mazzitello stated that the motion is made incorporating the verbal changes that were discussed prior to the motion.

Mayor Levine acknowledged the work of the Planning Commission, members of the public, members of staff, and Planning Consultant Jennifer Haskamp who were all involved in this long process.

Ayes: 4

Nays: 0

B) CONSIDER APPROVAL OF ORDINANCE NO. 591, AMENDING TITLE 3: BUSINESS AND LICENSE REGULATIONS TO CREATE A SHORT TERM RENTAL ORDINANCE AND LICENSE PROCESS; AUTHORIZE PUBLICATION OF SUMMARY ORDINANCE; AND, CONSIDER APPROVAL OF ORDINANCE NO. 594, AMENDING THE CITY'S FEE SCHEDULE

Community Development Manager Sarah Madden provided a brief background on this item. The Council was being asked to consider Ordinance No. 591, amending Title 3: Business and License regulations to add a new Chapter 5A: Short Term Rentals; authorizing publication of a summary ordinance to adopt Ordinance No. 594, amending the City's Fee Schedule by establishing a Short Term Rental License fee.

Councilor Lorberbaum acknowledged the intent to remove the maximum allowed number of days. She noted the requirement for the owner to reside onsite for at least half the year and asked if the property could only be rented while the owner is at the property.

Community Development Manager Sarah Madden replied that the owner would not need to be on the property while renting it for a short-term basis.

Councilor Lorberbaum asked if the property could then be rented 100 percent of the time.

Community Development Manager Sarah Madden confirmed that could be done as long as all the other performance standards are met.

Mayor Levine commented that there was a family that came forward who has a unit in their home that they rent out.

Councilor Lorberbaum asked and received confirmation that all existing rentals would not be grandfathered in and would need to apply and meet the standards. She asked if the City is prepared to enforce these rules.

Community Development Manager Sarah Madden replied that the City has prepared an application form, and the City is prepared to begin accepting rental applications. She stated that enforcement would be handled on a case-by-case basis, and they would work with the City Attorney if there were additional

efforts needed after the application process. She confirmed that there is an established process for enforcement, should that be necessary.

Councilor Paper asked if there would be a home inspection after application.

Community Development Manager Sarah Madden confirmed that there would be an initial inspection to verify compliance with the ordinance. She stated that the cost for that service would be covered by the \$200 annual fee.

Councilor Paper asked if that \$200 fee would cover the cost of the inspection and any related staff time.

Community Development Manager Sarah Madden noted the items that would be inspected at the home, noting that it is not a full home inspection.

Councilor Paper asked if there were other violations noted during that inspection or whether they were only looking at the number of habitable rooms and smoke/CO2 detectors.

Community Development Manager Sarah Madden replied that the inspection would only focus on the terms within the ordinance.

Councilor Paper commented that he would want the inspection to verify that there is in fact a fire extinguisher onsite.

David Epstein, 2234 Swan, stated that he is a real estate broker and renovates properties as well. He stated that sometimes the highest and best use of a property is as a short term rental. He stated that this is a good ordinance if the City does not want to allow short term rentals. He stated that he does not live in any properties that he is renting out. He stated that requiring properties to be homesteaded in order to rent for short term rentals would eliminate the possibility of people earning revenue on their property. He stated that he moved to Mendota Heights for the safety that comes with it and because the local government does not overreach. He believed that this could be written in a way that allows for homes that are not homesteaded to be rented.

John Maczko, 750 Cheyenne Lane, stated that this is a residential community and short-term rentals are different. He did not believe people want businesses conducted in their neighborhood with a new family showing up every seven days. He commented that the rotating cast of people does not allow you to form a sense of community. He believed that the community is more suited for long term rentals. He did like the homestead clause and believed that proof would need to be provided during the application process.

Community Development Manager Sarah Madden commented that the license requirements speak of primary residence requirements and noted that could be clarified in the ordinance itself if desired.

Councilor Mazzitello confirmed that it is a bit confusing and that could be cleaned up within the ordinance.

Mayor Levine confirmed the consensus of the Council for that language to be cleaned up. She thanked Mr. Epstein for coming, but noted that they have been talking about this for one year and the decision to require a homesteaded property was not taken lightly by this Council.

Councilor Mazzitello stated that he would like the City Attorney to review Mr. Bellville's submission.

City Attorney Amy Schmidt stated that she did review some of the citations listed in the letter but has not done an exhaustive legal review. She stated that a lot of the cases that were cited relate more to the zoning authority of the city. She stated that in this ordinance the Council would be exercising its licensing authority.

Councilor Mazzitello asked when the moratorium expires.

Community Development Manager Sarah Madden replied that the moratorium expires on Thursday, September 19th.

Councilor Paper asked if the Council could review this after one year, similar to many other changes the City has made.

Mayor Levine commented that she does not see any problem passing the ordinance today, as there is nothing in this ordinance that is not included in the ordinances of other cities.

City Attorney Amy Schmidt commented that even if adopted tonight, the ordinance would not take effect until it is published and therefore there will be a period of time where the moratorium expires, and the ordinance is not in effect.

Councilor Lorberbaum asked if the moratorium could be extended.

City Attorney Amy Schmidt replied that she did not believe that the moratorium falls into the category of that which could be extended.

Councilor Mazzitello commented that there is no grandfathering in, once the ordinance is adopted, all short term rentals would need to fall under the ordinance. He stated that at the October 1st meeting he would like to see the revisions and the opinion of the City Attorney on the letter submitted by Mr. Bellville.

Councilor Mazzitello moved to TABLE CONSIDERATION OF THIS ITEM TO THE OCTOBER 1, 2024 MEETING.

Councilor Lorberbaum seconded the motion.

Ayes: 3

Nays: 1 (Paper)

C) RESOLUTION 2024-50 CALLING FOR AN ASSESSMENT HEARING ON THE BRIDGEVIEW SHORES STREET IMPROVEMENT PROJECT

Assistant City Engineer Lucas Ritchie provided a brief background on this item. The Council was being asked to consider Resolution 2024-50 calling for an assessment hearing on the Bridgeview Shores Street Improvement Project.

Councilor Lorberbaum asked when the work would take place if approved.

Brian Sullivan, Xcel Energy, replied that the goal is to start the work this fall on the mounding of the soil. He stated that they are currently working on maintenance of the tanks and once the approval is gained, they would bring the soil in to do the mounding. He stated that they would also plan to complete the retaining wall this fall. He stated that they would also hope to complete the waterline from Farmdale, which was included in a previous approval.

Councilor Lorberbaum asked if the project would be completed this fall.

Mr. Sullivan replied that it would be anticipated to be completed in December 2025.

Councilor Lorberbaum thanked Xcel for hearing the comments of the residents and their desire to minimize the impact on the trees. She also thanked the Planning Commission for its thorough discussion.

Councilor Paper asked and received confirmation that the plan is still to directionally bore the waterline. He asked if the safety shelter would be for a tornado.

Mr. Sullivan replied that the shelter would be for inclement weather protection. He commented that it is just a small bunker and did not believe it would have power.

Councilor Paper asked for more information on the retaining wall.

Grant Pinska, Xcel Energy identified the location for the retaining wall as well as its purpose. He confirmed that it would be within the fenced area.

Councilor Paper commented that it would be difficult for anyone to even notice anything being done from Sibley Memorial Highway.

Councilor Mazzitello moved to approve RESOLUTION 2024-56 APPROVING A MISSISSIPPI RIVER CORRIDOR CRITICAL AREA (MRCCA) PERMIT AND AMENDED CONDITIONAL USE PERMIT (CUP) TO XCEL ENERGY FOR THE PROPERTY LOCATED AT 800 SIBLEY MEMORIAL HIGHWAY, PLANNING CASE 2024-17.

Councilor Paper seconded the motion.

Ayes: 4

Nays: 0

D) TABLED – CONSIDERATION OF ORDINANCE NO. 591: SHORT TERM RENTALS AND
ORDINANCE NO. 594: FEE SCHEDULE AMENDMENT

Councilor Paper moved to REMOVE ORDINANCE NO. 591 AND ORDINANCE NO. 594 FROM THE TABLE FOR DISCUSSION AND CONSIDERATION.

Councilor Lorberbaum seconded the motion.

Ayes: 4

Nays: 0

Community Development Manager Sarah Madden provided a brief background on this item. The Council was being asked to consider adoption of Ordinance No. 591, amending Title 3: Business and License regulations to add a new Chapter 5A: Short Term Rentals; authorize publication of summary ordinance; and adopt Ordinance No. 594 amending the City's Fee Schedule by establishing a Short Term Rental License Fee.

Councilor Paper asked about the purpose of the guest registry.

Community Development Manager Sarah Madden commented that the standard was moved over from the rental housing ordinance and is seen in ordinances by other cities as well. She agreed that it may seem dated to require.

Councilor Paper asked if that is shown at the time of license renewal.

Community Development Manager Sarah Madden replied that it is not shown at the time of licensing or renewal but would need to be available upon request by the City.

Councilor Lorberbaum asked if the guest registry would be a public document.

City Attorney Amy Schmidt replied that as long as the guest registry is not in possession of the City it is not considered government data. She stated that it should be available for inspection upon request.

Councilor Lorberbaum asked if the City does, or should, give a list of the data that should be included in the guest registry such as the name of the person and contact information. She asked if there should be a note that the person renting is over the age of 25.

City Attorney Amy Schmidt commented that the City can dictate the information to be included in the guest registry. She stated that the age requirement would be enforceable whether or not that information is in the registry. She noted that this information would be included in the online service used to rent the property. She stated that the intention would not be for the City to retain that information but for the owner to retain that information and provide to the City upon request.

Community Development Manager Sarah Madden stated that the City requests that listing of the property be provided to the City as well, which would ensure that the requirements are included in that listing.

Councilor Lorberbaum moved to adopt ORDINANCE NO. 591, AMENDING TILE 3 BUSINESS AND LICENSE REGULATIONS TO ADOPT A NEW CHAPTER OF THE CITY CODE TO INCORPORATE CHAPTER 5A: SHORT TERM RENTALS, ESTABLUSHING A SHORT TERM LICENSE AND REGULATORY STANDARDS, AND AUTHORIZE PUBLICATION OF A SUMMARY ORDINANCE; AND ADOPT ORDINANCE NO. 594, AMENDING THE CITY'S FEE SCHEDULE TO ADD A SHORT TERM RENTAL LICENSE FEE, AND INCLUDED WITH THAT WOULD BE THE GEUST REGISTRY AND THAT WOULD INCLUDE THE AGE OF THE RENTER OR A CHECK MARK THAT THE RENTER IS 25 OR OLDER.

Councilor Paper seconded the motion.

Further discussion: Councilor Mazzitello stated that there is a story behind every caution label. He asked what Council was trying to accomplish with this ordinance and how this started. He stated that there are a couple dozen short term rentals in Mendota Heights and complaints were received about only one property. He stated that they are creating an ordinance for one bad operator. He stated that he has an issue with the homestead requirement and asked if they should be treating an out of city person different than a city person. He believed that they could get to where they want to go without that requirement. He stated that another metro city went down the path of wanting to have the homestead requirement and instead chose to limit the number of short term rental properties an out of city person could operate to one. He asked if the Council would support that change as it would accomplish the same goal without tap dancing on a thin constitutional line.

Councilor Lorberbaum asked if they removed the homestead requirement, could they require that the owner be a resident of the city.

City Attorney Amy Schmidt commented that would be more restrictive than the situation that Councilor Mazzitello already sees as an issue. She stated that the option suggested by Councilor Lorberbaum would be vague and difficult to enforce. She stated that Mendota Heights has the authority to regulate commerce from inside and outside the city and therefore was not concerned with the issues raised by Councilor Mazzitello. She stated that whether there is a homestead requirement or limit of one short term rental operated by someone outside of the city there would not be an issue as long as the requirements are applied equally across the board.

Mayor Levine commented that the larger goal is that the City does not want people buying up properties to rent them out. She stated that the homestead requirement was included because people care about their homes and would therefore care about who they rent to. She recognized that some people will be upset because they cannot purchase homes solely for the purpose of renting them out, but noted that other people will be happy because that issue will be prevented. She stated that the Council wants people to be able to stay in their homes and potentially rent them out when they are out of town. She recognized that the catalyst in this was one problem home.

Councilor Lorberbaum commented that her suggestion would not require the person to homestead the property. She explained that a resident could purchase additional homes to rent out for short term rental.

Mayor Levine commented that topic has not been discussed by the Council.

Councilor Mazzitello commented that they do not really know the number of short term rental properties in Mendota Heights, as they are only aware of the properties listed on the rental sites they have checked. He asked if they would be punishing people that are acting appropriately in order to punish someone behaving badly. He stated that they are crafting an ordinance to address one property and that will be applied city-wide. He stated that maybe there are rules in place that the licensing program would fix that property and there would not need to be a city-wide requirement that could potentially hurt a property acting appropriately.

Mayor Levine stated that the typical short term rental in Mendota Heights is a home someone lives in, and they rent them out. She stated that this has been discussed for the past year and she would be surprised if there are people in the community doing this and not coming forward with their concerns about the

potential ordinance. She stated that she would not be in favor of the suggestion of Councilor Lorberbaum which would allow a resident to purchase multiple properties for the intention of short term rental.

Councilor Paper commented that people who are buying real estate for the purpose of rental property generally use an LLC, which is easy to form and therefore could simply create a new LLC for the additional purchase. He stated that the problem exists with rentals of two to three days. He referenced the Fee Schedule which has resident and non-resident fees. He stated that a liquor license can cost \$10,000. He suggested that perhaps the non-resident rental license fee be set high, using the example of \$30,000.

Councilor Lorberbaum asked if they would need to table this again and bring it back to a work session.

Mayor Levine acknowledged that they are also missing a member of the Council tonight.

City Attorney Amy Schmidt stated that parks and recreation uses a resident and non-resident fee, which is standard as there would be a benefit for residents paying taxes to have a lower fee. She stated that any fee attached to a license has to be reasonable and related to the activity being regulated and therefore cannot be exorbitant. She stated that the short term rental fee would need to be reasonably related to the cost of inspecting and operating the program.

Councilor Paper commented that there is a cost for complaints, which are handled by City staff. He stated that they are trying to help residents, and this is costing an upside-down amount to regulate this. He commented that this property is in a residential community and has buses pulling up on weekends. He stated that if they want to eliminate the homestead portion of this, something else would need to be done in order to support the residents. He stated that Mendota Heights is not a vacation community, although residents do want the option to rent their houses out and that has worked fine with the exception of this one property. He stated that if they pull the license the property could continue to operate without a license, or a new LLC could own the property.

City Administrator Cheryl Jacobson commented that related to Councilor Paper's statement, the issue would become an issue of code enforcement, and they could continue to work to implement administrative citations in addition to licensing.

Councilor Lorberbaum commented that she was not specifically giving up on the homestead requirement.

Councilor Paper stated that if the homestead component were removed, perhaps they would want to recapture the minimum length of stay.

Councilor Mazzitello commented that he did not mean to throw a wrench in the gears, but there was a constitutional claim at the last meeting against what they were proposing. He stated that he would support tabling this to have another work session as that could allow Councilor Miller to participate as well. He stated that a number of emails and contacts were provided from people who wanted the City to ban short term rentals, noting that the City does not have the authority to ban short term rentals and therefore chose to go down the path of regulating.

Councilor Lorberbaum withdrew her motion.

Councilor Lorberbaum moved to TABLE THIS DISCUSSION TO A FUTURE WORK SESSION.
Councilor Mazzitello seconded the motion.

Further discussion: Councilor Mazzitello acknowledged that the October work session is already full and asked when this would be considered.

City Administrator Cheryl Jacobson confirmed that the October work session agenda is full, but this could be on the November 19th work session agenda. She also noted that the council had added a meeting and work session on November 12th.

The Council discussed options and decided to add this to the November 12th work session agenda, which will begin at 5 p.m.

Councilor Paper commented that it will be unlikely that the Council will reach full consensus on this issue, and it will be the same in the community. He stated that the Council needs to start talking about cannabis because that is around the corner.

Councilor Paper reconfirmed a second to the motion to TABLE THIS DISCUSSION TO A FUTURE WORK SESSION

Ayes: 4

Nays: 0

COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

COUNCIL COMMENTS

Councilor Paper wished everyone L'Shana Tova - a happy new year for those who celebrate and recognized it's been a difficult year.

Councilor Lorberbaum also wished everyone who celebrates and everyone who doesn't celebrate the same good wishes of a happy, joyful, healthy, and peaceful year.

Councilor Mazzitello stated that October is domestic violence awareness month, which is recognized with the color purple. He stated that domestic violence and abuse take a number of forms, physical, emotional and psychological in the one place people should feel safe, in their home. He asked people to check in with their neighbors, family members and friends. He stated that domestic violence can happen anywhere, to any economic class, or gender.

Mayor Levine commented that absentee voting is available at City Hall now.

ADJOURN