



## CITY OF MENDOTA HEIGHTS

### CITY COUNCIL REGULAR MEETING AGENDA

October 30, 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 October 15, 2024, City Council Meeting
- b. Approve Minutes from the October 15, 2024, City Council Work Session
- c. Resolution 2024-63 Amending the 2024 Play Classification Plan for Non-Union Employees
- d. Approve 2025 Fourth of July Fireworks

- e. Approve Police Department Out-of-State Training Request
- f. Accept Grant for the Mendota Heights Police Department Police Cadet Program
- g. Approve Purchase Orders for the City Hall AV/Cablecast Room Relocation
- h. Approve Plat Correction for the Springman Addition
- i. Approve Purchase of a Buffalo Turbine Blower
- j. Approve Claims List

**7. Presentations**

- a. Cannabis Ordinance

**8. Public Hearings**

- a. Resolution 2024-62 Adopting and Confirming Assessments for the Emerson Avenue Street Improvements

**9. New and Unfinished Business**

**10. Community / City Administrator Announcements**

**11. City Council Comments**

**12. Adjourn**

**Next Meeting**

**November 6 at 7:00PM**

Information is available in alternative formats or with the use of auxiliary aids to individuals with disabilities

upon request by calling city hall at 651-452-1850 or by emailing [cityhall@mendotaheightsmn.gov](mailto:cityhall@mendotaheightsmn.gov).

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

CITY OF MENDOTA HEIGHTS  
DAKOTA COUNTY  
STATE OF MINNESOTA

**DRAFT** Minutes of the Regular Meeting  
Held Tuesday, October 15, 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, Mazzitello, and Miller, were also present.

PLEDGE OF ALLEGIANCE

The council, the audience, and staff recited the Pledge of Allegiance.

AGENDA ADOPTION

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

Ayes: 5

Nays: 0

PUBLIC COMMENTS

Carol Mulvihill, 1154 Orchard Place, expressed concern about the upcoming elections. She stated that she serves as an Election Judge and has noticed that the city does not have a good voter turnout. She stated that she started asking people if they vote and was surprised that people did not think their vote mattered and were concerned with voter fraud. She suggested that the City complete a post-election audit, hand-counting the votes after to ensure voters that the results were accurate.

Mayor Levine commented that Mendota Heights has one of the highest election turnout rates in the state.

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 1, 2024, City Council Minutes

- b. Acknowledge the August 14, 2024, Parks and Recreation Commission Meeting Minutes
- c. Acknowledge July 2024 and August 2024 Fire Synopses
- d. Approve Contract to Install LED Streetlight Fixtures
- e. Approve 2024-2025 Insurance Renewal and Elect to Not Waive Statutory Limits
- f. Resolution 2024-57 Accepting Project and Approving Final Payment for the Marie Avenue Bridge Improvements
- g. Acknowledge the August Par 3 Financial Report
- h. Resolution 2024-60 Accepting a Park Bench Donation
- i. Approval of Claims List
- j. Resolution 2024-61 Approving Joint Powers Agreement Amendment with Dakota County for Operation of a Residential Organics Drop-Off Site

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

#### PRESENTATIONS

#### A) RESOLUTION 2024-59 AUTHORIZING THE ISSUANCE AND AWARDING THE SALE OF \$2,755,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2024A PLEDGING FOR THE SECURITY THEREOF SPECIAL ASSESSMENTS AND LEVYING A TAX FOR THE PAYMENT THEREOF

Keith Dahl, with Ehlers, presented background information and explained that the Council is being asked to consider a resolution authorizing issuance and awarding the sale of \$2,755,000 General Obligation Improvement Bonds, Series 2024A, pledging for the security thereof special assessments and levying a tax for the payment thereof. He presented the results of the bond sale and noted that this does show a reduction from the original amount of \$3,085,000.

Mayor Levine thanked Mr. Dahl and Ehlers for their assistance.

Councilor Paper referenced the comment that receiving seven bids for a bond like this was a lot and asked for clarification on the type of bond or what made that unusual.

Mr. Dahl replied that when you get around \$3,00,000 that becomes more attractive for bidders and the AAA rating of the City also attracts more bidders. He stated that generally, they are happy with three to five bids.

Councilor Miller moved to adopt RESOLUTION NO. 2024-59 AUTHORIZING THE ISSUANCE AND AWARDING THE SALE OF \$2,755,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2024A PLEDGING FOR THE SECURITY THEREOF SPECIAL ASSESSMENTS AND LEVYING A TAX FOR THE PAYMENT THEREOF.

Councilor Mazzitello seconded the motion.

Further discussion: Councilor Paper noted that this bond sale was \$300,000 lower than anticipated, in the favor of the City, and asked for clarification.



Mr. Dahl replied that when a City receives a premium bid that is going to the secondary market with the underwriter selling the bonds, therefore, they anticipate future market conditions. He stated that lowering the par amount of the bonds is less interest paid in the long run. He noted that the other option would have been to accept the higher amount, in case there were additional costs to cover. He stated that the assessments would not be reduced as assessments only cover 20 percent of the project cost.

Councilor Mazzitello explained that the principal amount of the bond is less, which means the debt service is less, as the is the property tax levy impact.

Ayes: 5

Nays: 0

#### PUBLIC HEARING

#### A) RESOLUTION 2024-58 ADOPTING AND CONFIRMING ASSESSMENTS FOR THE BRIDGEVIEW SHORES STREET IMPROVEMENTS

Assistant City Engineer Lucas Ritchie explained that the Council was being asked to approve Resolution 2024-58 adopting and confirming assessments for the Bridgeview Shores Street Improvements.

Councilor Lorberbaum noticed different assessments for different zoning districts and asked if that is common practice.

Assistant City Engineer Lucas Ritchie stated that when a project includes multiple zoning districts, it is common practice to split out those zones. He confirmed that the City would continue to follow that practice going forward.

Councilor Mazzitello asked how the interest rate was estimated.

Finance Director Kristen Schabacker explained that the true interest rate of the bonds that were sold for the project is used, plus two percent for administrative, legal, and miscellaneous costs.

Councilor Paper asked how the project turned out in terms of timelines and meeting expectations.

Assistant City Engineer Lucas Ritchie replied that the project went well, finishing substantial completion about one month ahead of time. He noted some additional items that are still being completed, such as striping. He stated that the pavement and replaced curb and gutter were well done.

Councilor Miller commented that he lives in the neighborhood and the contractor was highly professional, always watching for the young children in the area. He stated that the contractors also cleaned up after themselves and finished ahead of schedule.

Councilor Miller moved to open the public hearing.

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

Dave Koziol, 2535 Arbor Court, stated that he supported the project because of the poor conditions of the road and thanked the City for completing this project. He agreed with Councilor Miller that the project went well. He referenced the comment that R-1 has more frontage than R-2 lots, which supports the difference in the assessment cost, and noted that there are some R-1 lots with just driveways and no other frontage. He read language from the assessment notice and believed that everyone was going to be assessed equally, noting that the townhomes have values in the \$600,000s which is similar to the homes. He commented that all homes benefit equally and should be charged equally.

Linda Schlasner, 806 Monet Court, thanked the Council for the project and addressing their concerns related to the difference between R-1 and R-2 properties. She commented that there are distinct differences in the size of the lots. She stated that the townhomes also have lower values than the homes. She agreed that the contractor did a great job, and they have a nice road. She asked the Council to leave the assessments as they are.

There being no one further coming forward to speak, Councilor Paper moved to close the public hearing. Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

Assistant City Engineer Lucas Ritchie stated that R-1 and R-2 are proposed to have different assessments, noting that lot frontage was not used in the calculation. He explained that they used access and zoning to determine the assessment. He explained that even though there are two lots without frontage, they do still benefit from the project with driveway access to the road.

Councilor Mazzitello moved to adopt RESOLUTION NO. 2024-58 ADOPTING AND CONFIRMING ASSESSMENTS FOR THE BRIDGEVIEW SHORES STREET IMPROVEMENTS.

Councilor Lorberbaum seconded the motion.

Further discussion: Councilor Mazzitello commented that the property values he looked at during the last meeting were shown on the GIS from Dakota County and noted that he is unsure of the prices those homes would have sold at. He stated that units in R-1 and R-2 do have different assessment rates.

Councilor Paper commented that it was great to hear how well the contractor did as he did not receive one negative email about the project. He wished that every project would go this smoothly.

Mayor Levine also expressed appreciation to the contractor and to the residents for their patience during the project.

Ayes: 5

Nays: 0

## NEW AND UNFINISHED BUSINESS

No items scheduled.

## COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

## COUNCIL COMMENTS

Councilor Mazzitello recognized Indigenous Peoples Day, which was celebrated the previous day. He stated that the previous day also honored Italian American immigrants.

Councilor Miller recognized the Two Rivers Cross Country Teams, noting wins by both the boys and girls teams. He commented that elections are very important, and the Election Judges take their role seriously. He encouraged everyone to go out and vote.

Councilor Lorberbaum encouraged residents to vote on Election Day or vote early. She also recognized Indigenous Peoples Day and borrowed words from the Guthrie theater with a slight modification as a common statement prior to performances.

Councilor Paper wished the fall sports teams luck as they progressed through playoffs and tournaments.

Mayor Levine stated that the Council held a productive budget work session today. She stated that residents can vote early during City Hall business hours and encouraged residents to vote early. She noted that City Clerk Nancy Bauer is the longest-standing employee for the city, who has been with the City for 36 years and expressed confidence in the abilities of City staff.

## ADJOURN

Councilor Mazzitello moved to adjourn.

Councilor Paper seconded the motion.

Ayes: 5

Nays: 0

Mayor Levine adjourned the meeting at 7:49 p.m.

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Stephanie B. Levine  
Mayor

ATTEST:

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Nancy Bauer  
City Clerk

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CITY OF MENDOTA HEIGHTS  
DAKOTA COUNTY  
STATE OF MINNESOTA

**DRAFT** Minutes of the City Council Work Session  
Tuesday, October 15, 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 5:01 p.m. Council members Lorberbaum, Mazzitello, Miller, and Paper were also present.

Others present included City Administrator Cheryl Jacobson, Public Works Director Ryan Ruzek, Finance Director Kristen Schabacker, Park and Recreation/Assistant Public Works Director Meredith Lawrence, Community Development Manager Sarah Madden, Police Chief Kelly McCarthy, and City Clerk Nancy Bauer.

VICTORIA ROAD NOISE BARRIER

Public Works Director Ruzek stated that this topic had been discussed in the past by the city council. After MnDOT clear-cut vegetation in the right-of-way along 35E, the city received several complaint calls from the residents. The council had directed staff to apply to MnDOT for the roadside community planting program. Staff submitted the application on July 3 and have not heard back from MnDOT regarding the application. Staff does not anticipate any plantings in 2024.

At the September 17, 2024, city council meeting, residents spoke and submitted a petition requesting a noise barrier wall. MnDOT does have a noise barrier wall program, and a map was shown of the homeowners who had signed the petition. Another map showed where residents would like a noise barrier wall installed.

Public Works Director Ruzek continued that MnDOT does have four study areas in Mendota Heights and there are three segments in the area being discussed. These three areas rank within the benefit of a noise barrier wall that MnDOT has studied. The rankings for the wall in this area are ranked 97, 101, and 103 metro-wide.

Ruzek stated that if an application was submitted, the city would need to commit 10% of the funds as a local match. Depending on the type of wall, either concrete or wood the match would range anywhere from an estimated \$453,000 to \$756,000. Special assessments could be used for the affected properties to help offset the cost of the wall.

He noted that applications submitted and selected in this funding round would be for installation in 2030. It is a highly competitive process for MnDOT to build a noise barrier wall. For the application to be considered, the city would need to apply every year.

Council member Mazzitello asked about the criteria when MnDOT scored the applications for selection. Public Works Director Ruzek responded that a potential need for a noise wall had been shown.

Public Works Director Ruzek stated that if the city did apply for a noise barrier wall, MnDOT would conduct a noise study, rank the applications based on existing noise level, the length and height of the wall, the number of benefitted homes, and cost-effectiveness of the barrier wall.

Council member Paper asked who would maintain the wall if one was built. Public Works Director Ruzek responded that the city would maintain the city side of the wall.

### CITY COUNCIL PRIORITIES AND FY2025 PRELIMINARY BUDGET

Mayor Levine stated that the council held four work sessions regarding the 2025 preliminary budget, and it had been passed at a council meeting. Included in the preliminary budget were two new staff positions among other funded budget requests. The mayor expressed concern over the general fund balance and asked the council to review its priorities to determine if any budget adjustments were needed.

A spreadsheet was handed out with scenarios to reduce the preliminary budget amount.

City Administrator Jacobson reported on the salary adjustments that would be implemented retroactively to October 1. She reminded the council that staff compensation is reviewed annually and that adjustments are needed for pay equity compliance and market competitiveness. She sought clarification on the council's acceptance of the recommended adjustments that had been discussed at a previous work session. It was the consensus to implement the 2024 salary adjustments.

City Administrator Jacobson stated that overtime for public works staff and staff working weekend park events should be discussed in early 2025.

The Par 3/Parks and Recreation position was discussed. City Administrator Jacobson reviewed the anticipated salary. Finance Director Kristen Schabacker stated that 60 percent of the salary was budgeted to come out of the Par 3 budget and 40 percent would come out of the Parks and Recreation budget. The qualifications sought for the position were outlined.

The city's fund balance policy and the city's bond rating were discussed. It was suggested that the fund balance policy and the special parks fund be discussed at a future work session. Finance Director Schabacker stated that the staff budgeted for a health insurance rate increase for 2025. The health insurance rates did not go up as anticipated by staff.

Staff items requested for the 2025 preliminary budget that could be removed were discussed.

Council member Paper asked if the administrative position could start on April 1, 2025. City Administrator Jacobson stated yes and the pay grade for the position would also be reduced from the original amount.

The council was in support of the two new positions requested with the administrative position to be hired April 1, 2025, and the purchase of a new engineering truck be delayed for another year. It was the consensus of the council that the capital improvement plan be discussed at a future work session.

#### CANNABIS ORDINANCE PRELIMINARY DISCUSSION

This cannabis ordinance preliminary discussion was not discussed due to lack of time.

#### ADJOURNMENT

Mayor Levine adjourned the meeting at 6:50 p.m.

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Stephanie B. Levine, Mayor

ATTEST:

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Nancy Bauer, City Clerk

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**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** October 30, 2024

**AGENDA ITEM:** Resolution 2024-63 Amending the 2024 Pay Classification Plan for Non-Union Employees

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Cheryl Jacobson, City  
Administrator  
Kristen Schabacker, Finance  
Director

**ACTION REQUEST:**

Approve Resolution 2024-63 Amending the 2024 Pay Classification Plan for Non-Union Employees

**BACKGROUND:**

In 2023, the City of Mendota Heights completed a compensation study that reviewed the city's employee compensation. As a part of that study, the City Council directed staff to align the pay matrix with the average rate for comparison cities and asked staff to identify recommended changes annually in order to ensure that the city maintained a competitive pay system.

Earlier this year, the City completed its required pay equity reporting and identified additional positions that were below-predicted pay for the market and in need of adjustment. Staff reviewed the positions and identified corrections to the compensation system that include a pay grade adjustment for the Administrative Support Assistant, Police Support Specialist, and Utility Billing Clerk classifications; a reclassification to include a pay grade adjustment and position title change from Accounting Clerk to Accountant; and an adjustment of 1.5 percent to the step rate for the Police Chief and City Administrator positions.

**FISCAL AND RESOURCE IMPACT:**

Fiscal year 2024 funds are available to implement the proposed changes retroactively to October 1.

**ATTACHMENTS:**

1. Resolution for 2024 Pay Changes
2. Copy of 2024 Proposed Pay Scale 3.0 calculation grid with adjustments

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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

**RESOLUTION 2024-63**

**AMENDING THE 2024 PAY CLASSIFICATION PLAN FOR NON-UNION  
EMPLOYEES**

**WHEREAS**, the city desires to maintain a competitive position with comparable cities in the attraction and retention of qualified employees; and

**WHEREAS**, the City Council has adopted a grade and step pay system for non-union employees, and

**WHEREAS**, the City Council adopted Resolution 2023-97 approving the 2024 Pay Classification Plan for non-union employees; and

**WHEREAS**, the City Council has directed staff to review employee compensation annually during the budget process and staff has identified six positions that require adjustment; and

**WHEREAS**, the adjustments will include changes in pay grade for the Administrative Support Assistant, Police Records Specialist, and Utility Billing Clerk classifications; a reclassification to include a pay grade adjustment and position title change from Accounting Clerk to Accountant, and an adjustment of 1.5 percent to the step rate for the Police Chief and City Administrator positions.

**NOW, THEREFORE, BE IT RESOLVED**, that the 2024 Pay Classification Plan for Non-Union Employees is hereby amended effective retroactively to October 1, 2024.

Adopted by the City Council of the City of Mendota Heights this 30<sup>th</sup> day of October, 2024

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

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Stephanie B. Levine

ATTEST:

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Nancy Bauer, City Clerk

CITY OF MENDOTA HEIGHTS  
**AMENDED SALARY MATRIX (2024)**  
3.0%

Grade	Position	Step						
		1	2	3	4	5	6	7
1		\$46,814	\$48,452	\$50,148	\$51,904	\$53,720	\$55,600	\$57,546
2	Community Service Officer	\$49,623	\$51,360	\$53,157	\$55,018	\$56,943	\$58,936	\$60,999
3		\$52,600	\$54,441	\$56,347	\$58,319	\$60,360	\$62,473	\$64,659
4		\$55,756	\$57,708	\$59,727	\$61,818	\$63,982	\$66,221	\$68,539
5	Administrative Support Assistant	\$59,102	\$61,170	\$63,311	\$65,527	\$67,820	\$70,194	\$72,651
6	Utility Billing Clerk Accounting Clerk	\$62,648	\$64,840	\$67,110	\$69,459	\$71,890	\$74,406	\$77,010
7	Police Support Specialist Natural Resources Technician Deputy City Clerk	\$66,407	\$68,731	\$71,136	\$73,626	\$76,203	\$78,870	\$81,631
8	Recreation Program Coordinator	\$70,391	\$72,855	\$75,405	\$78,044	\$80,775	\$83,602	\$86,528
9		\$74,614	\$77,226	\$79,929	\$82,726	\$85,622	\$88,619	\$91,720
10	Accountant Communications Coordinator Fire Marshal	\$79,091	\$81,859	\$84,725	\$87,690	\$90,759	\$93,936	\$97,223
11	Senior Engineering Technician Natural Resources Coordinator	\$83,837	\$86,771	\$89,808	\$92,951	\$96,205	\$99,572	\$103,057
12	City Clerk	\$88,867	\$91,977	\$95,196	\$98,528	\$101,977	\$105,546	\$109,240
13	Parks & Recreation Manager	\$94,199	\$97,496	\$100,908	\$104,440	\$108,095	\$111,879	\$115,795
14	Public Works Superintendent	\$99,851	\$103,346	\$106,963	\$110,706	\$114,581	\$118,592	\$122,742
15	Community Development Manager Assistant City Engineer	\$105,842	\$109,546	\$113,381	\$117,349	\$121,456	\$125,707	\$130,107
16	Assistant PW/Parks& Rec Director	\$112,192	\$116,119	\$120,183	\$124,390	\$128,743	\$133,249	\$137,913
17	Police Captain Community Development Director	\$118,924	\$123,086	\$127,394	\$131,853	\$136,468	\$141,244	\$146,188
18	Assistant City Administrator Finance Director Public Works Director	\$126,059	\$130,472	\$135,038	\$139,764	\$144,656	\$149,719	\$154,959
19		\$133,623	\$138,300	\$143,140	\$148,150	\$153,336	\$158,702	\$164,257
20	Police Chief	\$141,640	\$148,722	\$156,159	\$163,966	\$172,165	\$180,773	\$189,812
21	City Administrator	\$150,139	\$157,646	\$165,528	\$173,804	\$182,495	\$191,619	\$201,200
22		\$159,147	\$167,105	\$175,460	\$184,233	\$193,444	\$203,117	\$213,272

Step 4 = Midpoint

**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** October 30, 2024

**AGENDA ITEM:** Approve 2025 Fourth of July Fireworks

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Parks and Recreation

**CONTACT:**

Meredith Lawrence, Parks  
and Recreation/Assistant  
Public Works Director

**ACTION REQUEST:**

Approve the budget expenditure for the city's Fourth of July fireworks display and authorize the City Administrator to execute the necessary contract and agreements with J & M Displays and Mendakota Country Club.

**BACKGROUND:**

As part of the City Council's priority to *Enhance City Governance and Services* with a focused strategy to *Enhance Connections and Community Partners, Businesses and Residents*, the Council has supported city-sponsored fireworks on Independence Day (July 4).

This year, J & M Displays provided the fireworks show on July 5, 2024, (date change due to inclement weather on July 4) and staff was pleased with their event communication, preparation and safety plan. Staff reviewed the fireworks show from 2024 and determined it would be best for J & M Displays to provide the show in 2025. J & M Displays has been in business for 40 years and has provided fireworks displays for many jurisdictions within the Twin Cities and throughout the United States including presenting the Dick Clark New Year's Eve show in New Orleans.

The proposal for 2025 from J & M Displays includes an approximate 17-minute display that is electronically fired. Fireworks will be delivered utilizing a Department of Transportation HazMat certified driver and vehicle. J & M Displays are covered under a \$10,000,000 insurance policy. The contract from J & M Displays includes a not-to-exceed amount of \$20,000, which is in line with what other cities plan to pay for a similar show in 2025. The fireworks display is scheduled for July 4 with July 5, August 8 and August 9 as potential weather back-up dates.

An agreement between the city, J & M Displays, and Mendakota Country Club is needed. An agreement was drafted by the City Attorney in 2022 between the City and the fireworks company and between the City and Mendakota Country Club for access to their property as the launch site. Staff will update these agreements to be used in 2025.

**FISCAL AND RESOURCE IMPACT:**

The FY2025 budget includes \$25,000 for an annual fireworks display. J & M Displays contract for the fireworks display includes a not to exceed amount of \$20,000 should the display go as planned on July 4. Should the City postpone the fireworks show due to weather after the crew and driver has left the shop with the fireworks in transit and/or set up on site, a 15% increase in the total cost would be incurred by the City.

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

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

**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** October 30, 2024

**AGENDA ITEM:** Approve Police Department Out-of-State Training Request

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Police

**CONTACT:** Cheryl Jacobson, City  
Administrator

**ACTION REQUEST:**

Approve a request by Police Chief Kelly McCarthy to attend out-of-state training in Boston, Massachusetts, from January 26 to January 31, 2025.

**BACKGROUND:**

In October, Chief McCarthy applied for a one-week class at the John F. Kennedy School of Government. Entrance into Kennedy School classes is highly competitive and the number of participants in each class is typically small. The classes are taught by leading scholars in the field.

The class that Chief McCarthy is interested in attending is *Leadership for the 21st Century: Chaos, Conflict, and Courage*. Per the course description, participants will be introduced to, "a set of conceptual frameworks designed to challenge fundamental assumptions about how to courageously and effectively exercise leadership and authority during difficult times". Learning objectives include learning the skills to analyze and manage dynamics that impede progress, the ability to translate purpose and commitment to tangible results, and building leadership resilience.

Chief McCarthy has attended two classes and by completing Leadership for the 21st Century, she will fulfill the classes required to obtain her Harvard Kennedy School Executive Certificate in Public Leadership. Her attendance in the previous classes benefited the City by providing her with the tools to conceptualize and implement creative programs including the use of speed cameras, safe storage programs, a take-home squad program, and public engagement strategy. I do not doubt that her participation in Leadership for the 21st Century will greatly benefit the City of Mendota Heights.

**FISCAL AND RESOURCE IMPACT:**

The cost of the program (coursework and lodging) is \$11,400 to be paid from the Police Training Budget and Admin Training Budget. This reflects a \$500.00 discount for the completion of the Executive Certificate. Chief McCarthy will pay all other associated costs including transportation.

**ATTACHMENTS:**

1. HKS\_InvoicePDF
2. Harvard Kennedy School Executive Education Admissions

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure





## INVOICE

**Bill To:**

Mendota Heights Police Department  
Kelly McCarthy  
1101 Victoria Curve  
Mendota Heights MN 55118  
United States of America

**Invoice:** HKSEE058371  
**Billing Date:** 10/18/2024  
**Billing Due Date:** 11/17/2024  
**PO#:**  
**Amount Due (USD)** \$ 11400.00

Participant:  
Kelly McCarthy

Description	Dates	Total (USD)
Leadership for the 21st Century	Jan 26 - Jan 31, 2025	\$ 11,900.00
EE Executive Series Discount		\$ -500.00
<b>Payments Received</b>		<b>\$ 0.00</b>
<b>Remaining Balance</b>		<b>\$ 11400.00</b>

**Additional Invoice Information:**

**PAYMENT METHODS:** Payment **must include invoice number** and must be made in U.S. dollars (USD). Payments by **check** must be drawn on a U.S. bank account. Checks issued by foreign banks will not be accepted.

BANK WIRE & ACH TRANSFER		Processing time: up to 3 business days
Account Name:	President and Fellows of Harvard College	
Bank Name & Branch Address:	Bank of America, 100 Federal Street, Boston, MA, 02110, USA	
Bank Account Number / IBAN:	89893825	
Routing/ABA/USAWIRE Transfer Number:	026 009 593	
ACH Transfer/Routing Number:	011 000 138	
SWIFT Code Number / BIC Code:	BOFAUS3N	
CREDIT CARD		
We currently accept credit card payments by Visa, MasterCard, and American Express.		
To make a payment by credit card, please <a href="#">click here</a> .		
CHECK		Processing time: up to 4 weeks
Payable to:	President and Fellows of Harvard College	
Mail to:	Finance Office, Harvard Kennedy School Executive Education	
	79 JFK Street – Mailbox 73, Cambridge, MA 02138, USA	

**HARVARD INFORMATION**

Tax ID Number/EIN: 04-2103580

UEI: MJJXCN1DELJ5

CAGE Code #3FRJ3

[Harvard W-9 Form](#)

If you have any questions, please visit/contact us at:

Email: [exed@hks.harvard.edu](mailto:exed@hks.harvard.edu) | Phone: 1-617-496-9000, option 2 | Fax: 1-617-495-2267 | [Cancellation & Refund Policy](#)

**From:** [HKS Executive Education](#)  
**To:** [Kelly McCarthy](#)  
**Subject:** Harvard Kennedy School Executive Education Admissions  
**Date:** Friday, October 18, 2024 5:17:12 PM

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Dear Kelly,

On behalf of the Harvard Kennedy School Executive Education Admissions Committee, we'd like to congratulate you on your acceptance to our **Leadership for the 21st Century** program, offered January 26 – 31, 2025. We are delighted that you will be joining us for this transformational experience.

**Please review the following resources carefully:**

### **Program Logistics**

[Please log-in to your account](#) using the same credentials you used to apply to the program and provide the following information:

**Program Logistics:** Inform us of any dietary or accessibility needs and confirm how you would like your name to appear on your nametag and certificate.

**Required Program Information:** Please review the information in this tab and acknowledge the HKS Executive Education Terms of Agreement.

**Invoices and Payments:** An invoice for your attendance has been generated and can be found [here](#). If necessary, you can make any updates to your billing details.

### **Program Website**

Please review the information provided on the program website, which was specifically designed for Leadership for the 21st Century participants. Please access the website at: <https://exed.canvas.harvard.edu/courses/5584>.

This site should answer most questions you may have about your time in Executive Education. The site is regularly updated with logistical information so please check back often. Curricular information will be added to this site approximately one month prior to the program.

### **Hotel Reservations**

A reservation will be made on your behalf at the [DoubleTree Hotel](#), with check in on Sunday, January 26, 2025 and check-out on Friday, January 31, 2025. There is detailed information about the hotel, including how to extend your stay, on the [program website](#).

Our faculty and staff are eager to help you make the most of your time at Harvard Kennedy School. Here, you and your peers will be immersed in an inspiring and challenging learning environment. Each day the schedule is intensive and filled with classroom sessions, group work and networking meals. We encourage you to arrive on campus ready to work and to remain free from office responsibilities during the program. We look forward to meeting you on Sunday, January 26, 2025!

Please do not hesitate to contact me if you have any questions.

Once again, congratulations on your acceptance to the program.

Sincerely,

Karen Morrissey, Program Director  
kmorrissey@hks.harvard.edu

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**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** October 30, 2024

**AGENDA ITEM:** Accept Grant for the Mendota Heights Police Department Police Cadet Program

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Police

**CONTACT:** Wayne Wegener, Police Captain

**ACTION REQUEST:**

Accept a grant in the amount of \$50,000.00 for the Mendota Heights Police Department Police Cadet Program.

**BACKGROUND:**

In July 2024, the Mendota Heights Police Department launched a Police Cadet Program to aid with competitive recruitment. The program currently has two cadets that are expected to graduate and become officers with the department in the coming months. The Mendota Heights Police Department applied for and was awarded a 2025 State of Minnesota Intensive Comprehensive Peace Officer Education and Training Program grant in the amount of \$50,000.00 to continue the program.

**FISCAL AND RESOURCE IMPACT:**

The \$50,000.00 grant does not have any matching requirements and will be managed by the police captain.

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** October 30, 2024

**AGENDA ITEM:** Approve Purchase Orders for the City Hall AV/Cablecast Room Relocation

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Engineering

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

**ACTION REQUEST:**

Approve purchase orders for relocating the Audio Visual/Cablecast operations room at city hall.

**BACKGROUND:**

The AV/cablecast room at city hall has been identified as not meeting Occupational Safety and Health Administration (OSHA) standards. The current issue would be having a required 36-inch clearance in front of the electrical panels. The space currently has an approximate 33-inch permanent clear space and is occupied by a cable cast operator with no clearance.

City staff have been looking at several options to meet compliance. The most cost-effective option is to move the equipment to the adjacent janitorial closet. The city can then use the existing cable room for storage of janitorial supplies. The work will require the removal of an existing slop sink, adding additional electrical outlets, and installing a mini-split cooling device. NDC4 will purchase a new desk and cabinets for the equipment and perform all relocating and rewiring needed.

**FISCAL AND RESOURCE IMPACT:**

The project has three separate vendors needed to perform the necessary work. To remove the sink, including capping the water supply and drain lines is \$675 (Janecky Plumbing). The cost to install the electrical outlets is \$3,950 (Wallraff Electric). The cost to install the mini split cooling is \$5,975 (Devito). The total project cost is \$10,600 and will be funded through the city hall fund.

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure, Inclusive and Responsive Government



**REQUEST FOR CITY COUNCIL ACTION**

---

**MEETING DATE:** October 30, 2024

**AGENDA ITEM:** Approve Plat Correction for the Springman Addition

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Engineering

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

**ACTION REQUEST:**

Approve a plat correction for the Springman Addition.

**BACKGROUND:**

City Council approved the preliminary and final plat for the Springman Addition at their July 2, 2024, meeting. Upon recording the plat, Dakota County surveyors noted an error in two dimensions on the lot for 8 Beebe Ave.

Attached is a plat correction form to be signed by the mayor and city clerk. The two errors are described on the plat correction form and highlighted in red text on the amended Springman Addition plat.

**FISCAL AND RESOURCE IMPACT:**

There are no fiscal or resource impacts with this item.

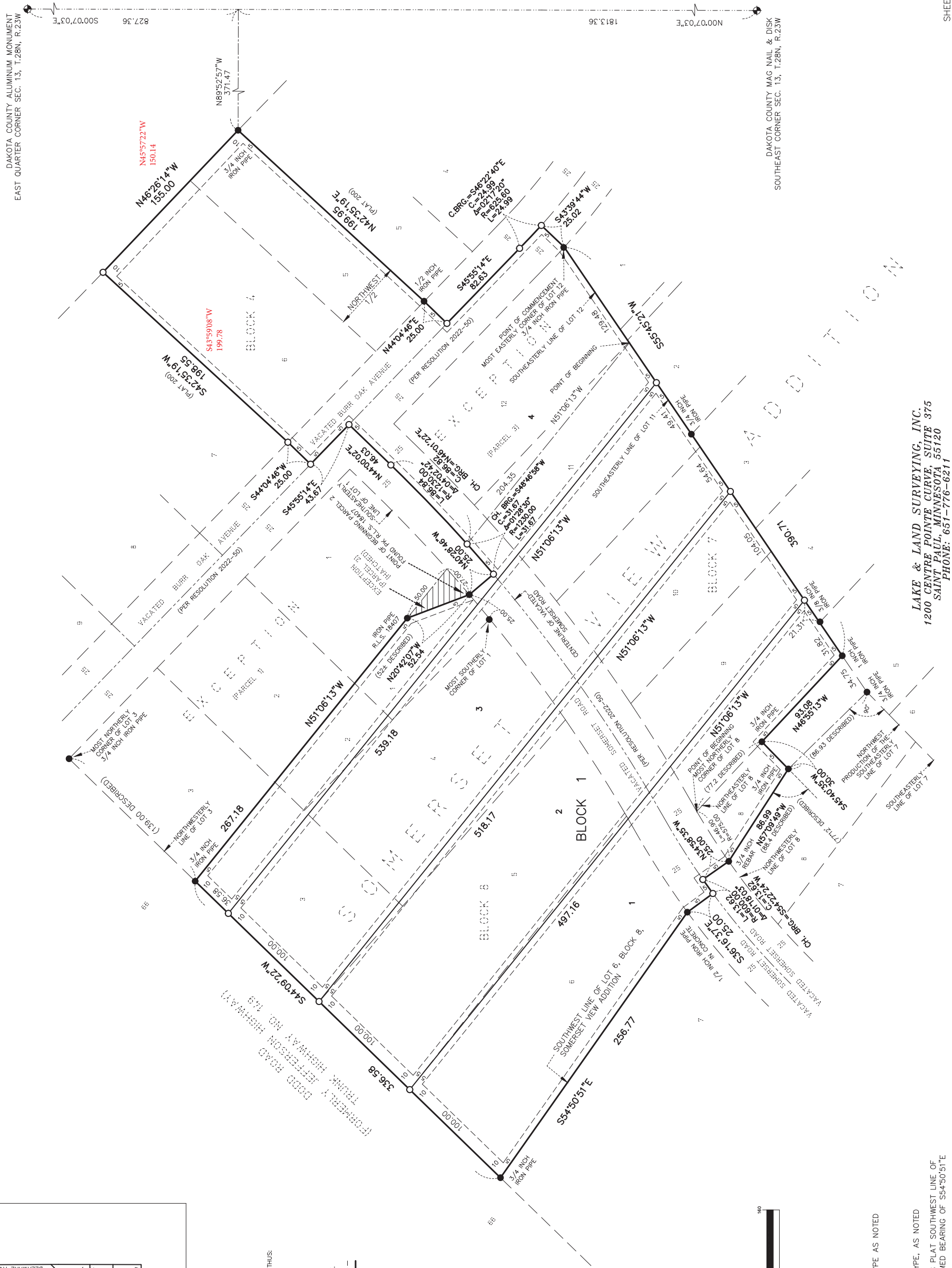
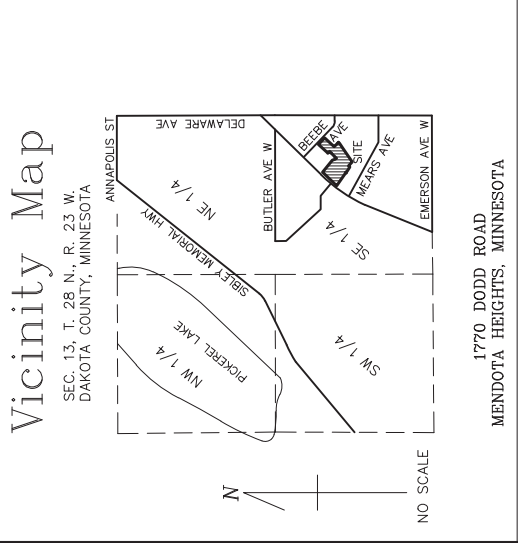
**ATTACHMENTS:**

1. Springman Addition Plat - Corrected
2. Plat Correction Signed1

**CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government

# SPRINGMAN ADDITION



**LAKE & LAND SURVEYING, INC.**  
1200 CENTRE POINTE CURVE, SUITE 375  
SAINT PAUL, MINNESOTA 55120  
PHONE: 651-776-6211

SHEET 1 OF 2 SHEETS

### LAND SURVEYOR'S CERTIFICATE OF PLAT CORRECTION

Pursuant to the provisions of Minnesota Statutes, Section 505.174, I, Ryan M Peterson, a duly Licensed Land Surveyor in and for the State of Minnesota declare as follows:

1. That I prepared the plat of SPRINGMAN ADDITION, Dated September 6<sup>th</sup>, 2024 and filed on September 12<sup>th</sup>, 2024 in the office of the County Recorder, Dakota County, Minnesota, as Document No. 3645203.
2. That said plat contains errors, omissions or defects described as follows:
  - a. The most northerly corner of Lot 4, Block 1 is incorrectly labeled as "Denotes 14 Inch X 5/8-inch rebar monument set and capped RLS 60424".
  - b. The northeasterly line of Lot 4, Block 1 is incorrectly labeled with a dimension of 155.00 feet and a bearing of North 46 degrees 26 minutes 14 seconds West.
  - c. The northwesterly line of Lot 4, Block 1 is incorrectly labeled with a dimension of 198.55 feet and a bearing of South 42 degrees 35 minutes 19 seconds West.
  - d. The most southeasterly line of Lot 1, Block 1 is missing a dimension between two 3/4-inch iron pipes.
3. That said plat is hereby corrected as follows:
  - a. A 3/4-inch iron pipe exists at the most northerly corner of Lot 4, Block 1.
  - b. The northeasterly line of Lot 4, Block 1 has a dimension of 150.14 feet and a bearing of North 45 degrees 57 minutes 22 seconds West.
  - c. The northwesterly line of Lot 4, Block 1 has a dimension of 199.78 feet and a bearing of South 43 degrees 59 minutes 08 seconds West.
  - d. The missing dimension between the two 3/4-inch iron pipes is 31.82 feet. The most southeasterly line of Lot 1, Block 1 has an overall dimension of 53.13 feet.

I hereby certify that this Surveyor's Certificate of Plat Correction 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 this 25 day of October, 2024.

Ryan M Peterson  
Ryan M. Peterson, Professional Land Surveyor  
Minnesota License No. 60424

This Surveyor's Certificate of Plat Correction to the plat of SPRINGMAN ADDITION was approved by the City of Mendota Heights, Minnesota, at a regular meeting held this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_.

City of Mendota Heights, Minnesota

\_\_\_\_\_, Mayor \_\_\_\_\_, Clerk

County Surveyor, Dakota County, Minnesota

This Surveyor's Certificate of Plat Correction has been reviewed and is approved this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_.

By, \_\_\_\_\_, Todd B. Tollefson, Dakota County Surveyor

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## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** October 30, 2024

**AGENDA ITEM:** Approve Purchase of a Buffalo Turbine Blower

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Public Works

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

### **ACTION REQUEST:**

Approve the purchase of a Buffalo Turbine Debris Blower-BT-HYSS3 from Tri State Bobcat

### **BACKGROUND:**

Public Works does roadside mowing, blowing leaves and debris off trails, and storm damage cleanup on the roadways. These tasks are presently done with hand blowers, sweepers or borrowing the blower from Par 3 when available. This proposed blower will mount on the front of the Toolcat for easy visibility and have more agility with the lift arms than the tow behind one from Par 3. Throughout the season and in leaf drop months, staff clears the trails to prevent slips, trips, and falls from trail walkers and bikers. When mowing roadsides, staff follow behind the mower with a blower to clear any debris that is left in the roadway. This blower will save time and will be safer to use on trails and roadways having the equipment in front of the operator.

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

Staff received a quote from Tri State Bobcat for \$7,650 for the purchase of this equipment. Public Works has a sufficient budget to pay for this blower out of the equipment maintenance fund.

### **ATTACHMENTS:**

None

### **CITY COUNCIL PRIORITY:**

Environmental Sustainability & Stewardship, Premier Public Services & Infrastructure

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## Request for City Council Action

**MEETING DATE:** October 30, 2024  
**TO:** Mayor, City Council and City Administrator  
**FROM:** Kristen Schabacker, Finance Director *KMS*  
**SUBJECT:** Claims List Summary

### BACKGROUND

#### Significant Claims

Met Council Environmental Services – SAC & November Sewer Service	\$ 112,022.45
MN Dept of Labor & Industry - Surcharges	\$ 9,550.14
Axon Enterprise – Tasers/Cameras - Police	\$ 14,583.25
Cummins North Central – Engine 10 Repair - Fire	\$ 11,088.38
Emergency Automotive Technologies – New Squad Builds - Police	\$ 101,384.99
Hennepin Technical College – Police Training	\$ 15,000.00
Inspectron – September Building Inspection Services	\$ 50,070.27
Kimley Horn & Associates – Friendly Hills Street Project Services	\$ 26,944.37
Kirchner Contracting – Park Maintenance	\$ 4,950.00
LOGIS – IT Services	\$ 30,891.96
Ryan Contracting – Emerson Ave Street Project Work	\$ 821,984.73
SPRWS – Water Services & Cell Tower Rent Split	\$ 17,046.65
St Croix Sensory – Friendly Hills Street Project Services	\$ 6,150.00
City of St Paul – Asphalt	\$ 5,883.18
TKDA – Victoria Curve/Emerson Ave Street Projects Services	\$ 80,609.73
US Bank – Monthly Purchases	\$ 12,574.40
Vortech Hydro Vac & Televising – Sanitary Sewer Cleaning and Televising	\$ 27,574.39

Manual Checks Total	\$ 126,483.75
System Checks Total	\$ 1,300,106.35

**Total for the list of claims for the October 30, 2024 City Council meeting**      **\$1,426,590.10**

### RECOMMENDATION

Staff recommends that the Mendota Heights City Council approve the list of claims for October 30, 2024.

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**MANUAL CHECKS**  
10/23/24 MAN

Account	Comments	DEPT Descr	Amount
HOTTINGER, GEORGE AND MOLLY			
E 01-4490-050-50	TRAIL EASEMENT	Road & Bridges	\$1.00
HOTTINGER, GEORGE AND MOLLY			\$1.00
MAUZY, RANDY & MARY			
E 01-4490-050-50	TRAIL EASEMENT	Road & Bridges	\$1.00
MAUZY, RANDY & MARY			\$1.00
METRO COUNCIL ENVIRONMENT SVC			
R 15-3320	SEPT SAC		\$2,485.00
E 15-4449-060-60	NOV SEWER SERVICE	Utility Enterprise	\$109,562.30
R 15-3615	SEPT SAC		-\$24.85
METRO COUNCIL ENVIRONMENT SVC			\$112,022.45
MISSION SQUARE (ICMA RETIREMENT)			
G 01-2073	10/11/24 PAYROLL		\$150.00
G 01-2072	10/11/24 PAYROLL		\$4,150.00
MISSION SQUARE (ICMA RETIREMENT)			\$4,300.00
MN DEPT OF LABOR & INDUSTRY			
R 01-3315	2Q SURCHARGES		\$9,948.06
R 01-3615	2Q SURCHARGES		-\$397.92
MN DEPT OF LABOR & INDUSTRY			\$9,550.14
SAM S CLUB			
E 45-4310-210-45	CONCESSIONS - PAR 3	Golf Course	\$29.62
E 01-4490-070-70	PARK MASTER PLAN FOCUS GR	Parks & Recreation	\$121.34
SAM S CLUB			\$150.96
XCEL ENERGY			
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$11.95
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$30.23
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$30.23
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$79.43
E 45-4211-047-45	UTILITIES	Golf Course	\$8.54
E 45-4212-046-45	UTILITIES	Golf Course	\$324.02
E 45-4211-046-45	UTILITIES	Golf Course	-\$60.35
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$34.15
XCEL ENERGY			\$458.20
			\$126,483.75



## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**10/30/24 PAY**

Account	Comments	DEPT Descr	Amount
ALERT-ALL CORP			
E 01-4305-157-30	FIRE PREVENTION - FIRE	Fire	\$3,217.00
ALERT-ALL CORP			\$3,217.00
ALLEGRA PRINT & IMAGING			
E 01-4305-070-70	DAILY REPORT CARDS - PW	Parks & Recreation	\$110.96
E 01-4305-050-50	DAILY REPORT CARDS - PW	Road & Bridges	\$110.96
E 15-4305-060-60	DAILY REPORT CARDS - PW	Utility Enterprise	\$110.96
E 45-4300-045-45	FUEL USAGE FORMS	Golf Course	\$17.55
E 01-4300-105-15	FUEL USAGE FORMS	Engineering Enterprise	\$17.55
E 01-4300-030-30	FUEL USAGE FORMS	Fire	\$17.55
E 01-4300-020-20	FUEL USAGE FORMS	Police	\$17.55
E 01-4300-070-70	FUEL USAGE FORMS	Parks & Recreation	\$17.55
E 01-4300-050-50	FUEL USAGE FORMS	Road & Bridges	\$17.56
E 01-4300-110-10	FUEL USAGE FORMS	Administration	\$17.55
E 15-4300-060-60	FUEL USAGE FORMS	Utility Enterprise	\$17.56
ALLEGRA PRINT & IMAGING			\$473.30
ALLSTREAM			
E 01-4210-020-20	10/15/24-11/14/24 TELEPHON	Police	\$478.45
ALLSTREAM			\$478.45
ASCAP			
E 01-4435-200-70	MUSIC LICENSE FEE ADJ 1/1/2	Parks & Recreation	\$11.67
E 01-4435-200-70	MUSIC LICENSE FEE 11/1/24-1	Parks & Recreation	\$72.33
G 01-1215	MUSIC LICENSE FEE 1/1/25-10		\$361.67
ASCAP			\$445.67
ASPEN MILLS			
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$147.40
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$14.00
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$109.00
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$36.00
ASPEN MILLS			\$306.40
ASSA ABLOY ENTRANCE SYSTEMS US INC.			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$447.00
ASSA ABLOY ENTRANCE SYSTEMS US INC.			\$447.00
AXON ENTERPRISE (TASER INTL)			
E 01-4223-020-20	AXON CAMERAS - PD	Police	-\$196.14
E 01-4223-020-20	AXON CAMERAS - PD	Police	-\$28.13
E 01-4223-020-20	AXON TASERS - PD	Police	\$14,807.52
AXON ENTERPRISE (TASER INTL)			\$14,583.25
B S N SPORTS			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$778.78
B S N SPORTS			\$778.78
BAN-KOE CO.			
E 01-4335-315-30	11/1/24-12/31/24 DOOR SYSTE	Fire	\$280.00
G 01-1215	1/1/25-10/31/25 DOOR SYSTE		\$460.00
G 01-1215	1/1/25-10/31/25 DOOR SYSTE		\$1,400.00
E 01-4220-114-14	11/1/24-12/31/24 DOOR SYSTE	Info Tech	\$92.00

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**10/30/24 PAY**

Account	Comments	DEPT Descr	Amount
BAN-KOE CO.			\$2,232.00
BGMN, INC.			
E 01-4320-070-70	FUEL ADDITIVE	Parks & Recreation	\$80.84
E 15-4320-060-60	FUEL ADDITIVE	Utility Enterprise	\$80.84
E 01-4320-110-10	FUEL ADDITIVE	Administration	\$80.84
E 01-4320-020-20	FUEL ADDITIVE	Police	\$80.84
E 01-4320-030-30	FUEL ADDITIVE	Fire	\$80.84
E 01-4320-050-50	FUEL ADDITIVE	Road & Bridges	\$80.84
BGMN, INC.			\$485.04
BOUND TREE MEDICAL LLC			
E 04-4610-020-20	NEW SQUADS OXYGEN BAGS -	Police	\$1,337.94
BOUND TREE MEDICAL LLC			\$1,337.94
BREDEMUS HARDWARE COMPANY, INC			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$280.00
BREDEMUS HARDWARE COMPANY, INC			\$280.00
CARSTAR BLOOMINGTON NORTH			
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$3,022.52
CARSTAR BLOOMINGTON NORTH			\$3,022.52
CENTRAL IRRIGATION SUPPLY			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$156.98
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$37.12
CENTRAL IRRIGATION SUPPLY			\$194.10
CHODEK, RICKY			
E 01-4305-157-30	REIMBURSE FIRE PREVENTION	Fire	\$97.68
CHODEK, RICKY			\$97.68
CJ SPRAY, INC.			
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$45.00
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$45.00
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$45.00
CJ SPRAY, INC.			\$135.00
CLAREY S SAFETY EQUIPMENT			
E 01-4305-156-30	OPERATING SUPPLIES - FIRE	Fire	\$2,474.83
CLAREY S SAFETY EQUIPMENT			\$2,474.83
CONCENTRA OCCUPATIONAL HEALTH			
E 15-4220-060-60	TESTING - UTILITY	Utility Enterprise	\$142.00
E 01-4220-070-70	TESTING - PARKS	Parks & Recreation	\$142.00
CONCENTRA OCCUPATIONAL HEALTH			\$284.00
CROULEY, RYAN			
E 01-4415-050-50	MILEAGE REIMBURSEMENT - C	Road & Bridges	\$239.86
CROULEY, RYAN			\$239.86
CUMMINS NORTH CENTRAL			
E 01-4330-460-30	ENGINE 10 EQUIP REPAIR - FI	Fire	\$11,088.38
CUMMINS NORTH CENTRAL			\$11,088.38
CUSTOM FIRE APPARATUS			

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**10/30/24 PAY**

Account	Comments	DEPT Descr	Amount
E 01-4330-460-30	EQUIP REPAIR - FIRE	Fire	\$96.87
CUSTOM FIRE APPARATUS			\$96.87
DAKOTA COUNTY ENVIRONMENT MGMT			
E 08-4280-000-00	WASTE DISPOSAL 8/22/24 - CI	Spec Fds	\$32.48
DAKOTA COUNTY ENVIRONMENT MGMT			\$32.48
DAKOTA COUNTY FINANCIAL SERVIC			
E 01-4275-030-30	SEPT RADIO SUBSCRIBER FEE	Fire	\$839.88
E 15-4200-610-60	SEPT RADIO SUBSCRIBER FEE	Utility Enterprise	\$23.33
E 01-4200-610-50	SEPT RADIO SUBSCRIBER FEE	Road & Bridges	\$186.64
E 01-4220-040-40	ANNUAL SUPPORT COST 2024	Code Enforcement/Inspe	\$615.00
E 01-4200-610-15	SEPT RADIO SUBSCRIBER FEE	Engineering Enterprise	\$69.99
E 01-4275-020-20	SEPT RADIO SUBSCRIBER FEE	Police	\$1,003.19
E 01-4200-610-70	SEPT RADIO SUBSCRIBER FEE	Parks & Recreation	\$139.98
DAKOTA COUNTY FINANCIAL SERVIC			\$2,878.01
DAKOTA COUNTY FIRE CHIEFS ASSN			
E 01-4404-030-30	2024 MEMBERSHIP DUES - FIR	Fire	\$100.00
DAKOTA COUNTY FIRE CHIEFS ASSN			\$100.00
DELTA DENTAL			
E 01-4131-020-20	NOV 2024 DENTAL PREMIUM	Police	\$1,423.60
E 01-4131-105-15	NOV 2024 DENTAL PREMIUM	Engineering Enterprise	\$299.62
E 08-4131-000-00	NOV 2024 DENTAL PREMIUM	Spec Fds	\$51.04
E 15-4131-060-60	NOV 2024 DENTAL PREMIUM	Utility Enterprise	\$248.59
E 01-4131-030-30	NOV 2024 DENTAL PREMIUM	Fire	\$51.04
E 01-4131-110-10	NOV 2024 DENTAL PREMIUM	Administration	\$592.62
G 01-2071	NOV 2024 DENTAL PREMIUM		\$688.09
G 01-2074	NOV 2024 DENTAL PREMIUM		\$913.18
E 01-4131-020-20	NOV 2024 DENTAL PREMIUM	Police	\$153.12
E 01-4131-070-70	NOV 2024 DENTAL PREMIUM	Parks & Recreation	\$306.24
E 01-4131-050-50	NOV 2024 DENTAL PREMIUM	Road & Bridges	\$446.13
DELTA DENTAL			\$5,173.27
ELECTRO WATCHMAN			
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$8.34
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$8.33
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$8.33
ELECTRO WATCHMAN			\$25.00
EMERGENCY APPARATUS MTNC			
E 01-4330-460-30	EQUIP REPAIR - FIRE	Fire	\$969.90
E 01-4268-030-30	NFPA PUMP TEST - FIRE	Fire	\$265.00
E 01-4268-030-30	NFPA PUMP TEST - FIRE	Fire	\$265.00
E 01-4268-030-30	NFPA PUMP TEST - FIRE	Fire	\$265.00
E 01-4268-030-30	NFPA PUMP TEST - FIRE	Fire	\$325.00
EMERGENCY APPARATUS MTNC			\$2,089.90
EMERGENCY AUTOMOTIVE TECHNOLOG			
E 04-4610-020-20	NEW SQUAD BUILDS - PD	Police	\$14,483.57
E 04-4610-020-20	NEW SQUAD BUILDS - PD	Police	\$14,483.57
E 04-4610-020-20	NEW SQUAD BUILDS - PD	Police	\$14,483.57
E 04-4610-020-20	NEW SQUAD BUILDS - PD	Police	\$14,483.57

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**10/30/24 PAY**

Account	Comments	DEPT Descr	Amount
E 04-4610-020-20	NEW SQUAD BUILDS - PD	Police	\$14,483.57
E 04-4610-020-20	NEW SQUAD BUILDS - PD	Police	\$14,483.57
E 04-4610-020-20	NEW SQUAD BUILDS - PD	Police	\$14,483.57
EMERGENCY AUTOMOTIVE TECHNOLOG			\$101,384.99
FIRE CATT			
E 01-4268-030-30	STATIC TESTING - FIRE	Fire	\$3,978.20
FIRE CATT			\$3,978.20
FLAGSHIP RECREATION			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$710.14
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$2,058.00
FLAGSHIP RECREATION			\$2,768.14
FLEET SERVICES			
E 01-4200-610-20	SEPT 2024 SQUAD LEASES - PD	Police	\$9,791.70
FLEET SERVICES			\$9,791.70
FLEETPRIDE			
E 01-4330-490-10	EQUIP REPAIR - ADMIN	Administration	\$3.29
E 01-4330-490-10	EQUIP REPAIR - ADMIN	Administration	\$3.29
FLEETPRIDE			\$6.58
FURTHER (SELECT ACCOUNT)			
E 01-4131-105-15	OCT 2024 PARTICIPANT FEE	Engineering Enterprise	\$10.85
E 01-4131-020-20	OCT 2024 PARTICIPANT FEE	Police	\$41.95
E 01-4131-110-10	OCT 2024 PARTICIPANT FEE	Administration	\$21.30
E 01-4131-070-70	OCT 2024 PARTICIPANT FEE	Parks & Recreation	\$11.25
E 01-4131-050-50	OCT 2024 PARTICIPANT FEE	Road & Bridges	\$10.85
E 08-4131-000-00	OCT 2024 PARTICIPANT FEE	Spec Fds	\$2.25
FURTHER (SELECT ACCOUNT)			\$98.45
GRAFIX SHOPPE			
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$115.00
GRAFIX SHOPPE			\$115.00
GRAINGER			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$36.00
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$9.00
GRAINGER			\$45.00
GRANNIS & HAUGE, P.A.			
E 01-4222-120-20	SEPT 2024 PROSECUTIONS - P	Police	\$5,137.50
GRANNIS & HAUGE, P.A.			\$5,137.50
GREEN2 SOLAR LEASING, LLC			
E 15-4213-060-60	SOLAR PANEL LEASE - PUBLIC	Utility Enterprise	\$65.86
E 01-4213-030-30	SOLAR PANEL LEASE - FIRE	Fire	\$197.58
E 45-4213-045-45	SOLAR PANEL LEASE - PAR 3	Golf Course	\$181.91
E 01-4213-070-70	SOLAR PANEL LEASE - PUBLIC	Parks & Recreation	\$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	\$131.71
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 01-4213-070-70	SOLAR PANEL LEASE - PUBLIC	Parks & Recreation	\$65.85

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
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Account	Comments	DEPT Descr	Amount
GREEN2 SOLAR LEASING, LLC			\$1,385.30
HEIDELBERG, HAYLEY			
E 01-4305-157-30	REIMBURSE FIRE PREVENTION	Fire	\$97.93
HEIDELBERG, HAYLEY			\$97.93
HELPING HANDS HOME SERVICES			
E 01-4335-315-30	SEPT BLDG MAINT - FIRE	Fire	\$640.00
HELPING HANDS HOME SERVICES			\$640.00
HENNEPIN TECHNICAL COLLEGE			
E 01-4306-020-20	PATHWAYS TO POLICING CADE	Police	\$15,000.00
HENNEPIN TECHNICAL COLLEGE			\$15,000.00
HOECHST, SHAYNA			
E 01-4400-020-20	REIMBURSE CONFERENCE EXP	Police	\$146.86
HOECHST, SHAYNA			\$146.86
IDEAL ENERGIES SOLAR LEASING 2021			
E 01-4213-030-30	SOLAR PANEL LEASE - FIRE	Fire	\$166.16
IDEAL ENERGIES SOLAR LEASING 2021			\$166.16
INNOVATIVE OFFICE SOLUTIONS			
E 01-4300-640-12	OFFICE SUPPLIES - ELECTIONS	Elections	\$4.76
E 01-4300-030-30	OFFICE SUPPLIES - FIRE	Fire	\$29.04
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$75.59
E 01-4435-200-70	OFFICE SUPPLIES - REC	Parks & Recreation	\$10.56
E 01-4300-640-12	OFFICE SUPPLIES - ELECTIONS	Elections	\$25.04
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$48.30
INNOVATIVE OFFICE SOLUTIONS			\$193.29
INSPECTRON INC			
E 01-4231-040-40	SEPT 2024 PLAN REVIEWS & I	Code Enforcement/Inspe	\$50,070.27
INSPECTRON INC			\$50,070.27
JOHNSON, DAN			
E 01-4400-030-30	TRAINING REIMBURSEMENT -	Fire	\$226.87
JOHNSON, DAN			\$226.87
KIMLEY-HORN AND ASSOCIATES, INC.			
E 27-4220-807-00	FRIENDLY HILLS ST. PROJ.	Spec Fds	\$26,944.37
KIMLEY-HORN AND ASSOCIATES, INC.			\$26,944.37
KIRCHNER CONTRACTING			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$4,950.00
KIRCHNER CONTRACTING			\$4,950.00
LOGIS			
E 10-4460-000-00	AUG 2024 NETWORK SERVICES	Spec Fds	\$1,812.50
E 01-4220-070-70	AUG 2024 NETWORK SERVICES	Parks & Recreation	\$48.33
E 01-4220-050-50	AUG 2024 NETWORK SERVICES	Road & Bridges	\$48.33
E 01-4490-640-12	AUG 2024 NETWORK SERVICES	Elections	\$797.50
E 01-4223-020-20	AUG 2024 NETWORK SERVICES	Police	\$906.25
E 01-4220-114-14	AUG 2024 NETWORK SERVICES	Info Tech	\$7,148.50
E 01-4220-030-30	AUG 2024 NETWORK SERVICES	Fire	\$253.75

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
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Account	Comments	DEPT Descr	Amount
E 01-4220-114-14	GOPHER LOCATES	Info Tech	\$16.20
E 01-4220-114-14	NETWORKING INFRASTRUCTU	Info Tech	\$10,313.36
E 01-4301-030-30	NETWORKING INFRASTRUCTU	Fire	\$5,572.40
E 01-4220-114-14	IT SERVICES	Info Tech	\$3,926.50
E 15-4220-060-60	AUG 2024 NETWORK SERVICES	Utility Enterprise	\$48.34
LOGIS			\$30,891.96
MED COMPASS			
E 15-4220-060-60	HEARING TESTS & OSHA TRAI	Utility Enterprise	\$65.00
E 01-4220-070-70	HEARING TESTS & OSHA TRAI	Parks & Recreation	\$260.00
E 01-4220-050-50	HEARING TESTS & OSHA TRAI	Road & Bridges	\$325.00
MED COMPASS			\$650.00
MENARDS			
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$16.68
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$23.97
G 45-2035	EQUIP REPAIR - PAR 3		-\$2.67
E 45-4330-490-45	EQUIP REPAIR - PAR 3	Golf Course	\$41.54
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$12.99
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$13.00
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$71.35
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$54.92
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$13.00
MENARDS			\$244.78
MENDOTA HEIGHTS, CITY OF			
E 45-4427-045-45	2024 3RD QTR SEWER - PAR 3	Golf Course	\$455.67
MENDOTA HEIGHTS, CITY OF			\$455.67
METRO SALES			
G 01-1215	RICOH/SP5300DN PRINTER CO		\$351.00
E 01-4220-110-10	RICOH/SP5300DN PRINTER CO	Administration	\$117.00
METRO SALES			\$468.00
MN FIRE SERVICE CERTIFICATION			
E 01-4400-030-30	RECERTIFICATIONS - FIRE	Fire	\$341.25
MN FIRE SERVICE CERTIFICATION			\$341.25
MN ST ADMIN ITG TELECOM SRVCE			
E 01-4223-020-20	SEPT 2024 WAN SERVICE	Police	\$124.00
E 01-4220-114-14	SEPT 2024 WAN SERVICE	Info Tech	\$111.00
MN ST ADMIN ITG TELECOM SRVCE			\$235.00
NAC MECHANICAL & ELECTRIC			
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$3,178.56
NAC MECHANICAL & ELECTRIC			\$3,178.56
OREILLY AUTO/FIRST CALL			
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$27.92
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$9.79
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$9.79
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$9.80
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$54.82
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$54.82
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$27.92

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
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Account	Comments	DEPT Descr	Amount
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$27.92
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	-\$255.17
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$54.82
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$27.92
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$27.92
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$27.92
OREILLY AUTO/FIRST CALL			\$106.19
OXYGEN SERVICE CO			
E 01-4305-030-30	OPERATING SUPPLIES - FIRE	Fire	\$318.43
OXYGEN SERVICE CO			\$318.43
R D O EQ CO			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$636.87
R D O EQ CO			\$636.87
ROOF SPEC INC.			
E 24-4220-000-00	FIRE STATION ROOF	Spec Fds	\$3,800.00
ROOF SPEC INC.			\$3,800.00
ROSEVILLE MIDWAY FORD			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$194.70
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$194.70
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$88.11
E 01-4330-490-10	EQUIP REPAIR - ADMIN	Administration	\$71.50
E 01-4330-440-20	EQUIP REPAIR - PD	Police	-\$88.00
ROSEVILLE MIDWAY FORD			\$461.01
RYAN CONTRACTING			
E 27-4220-805-00	EMERSON AVE ST IMPROVEME	Spec Fds	\$821,984.73
RYAN CONTRACTING			\$821,984.73
SAFETY SIGNS			
E 29-4330-000-00	EQUIP REPAIR - STORM UTILIT	Spec Fds	\$865.00
SAFETY SIGNS			\$865.00
SAVATREE			
E 01-4500-075-75	TREE SERVICES - NATURAL RE	Natural Resources	\$2,088.00
SAVATREE			\$2,088.00
SEWER EQUIPMENT CO OF AMERICA			
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$400.88
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$941.09
SEWER EQUIPMENT CO OF AMERICA			\$1,341.97
SOUTH METRO SWAT			
E 01-4400-020-20	TRAINING - PD	Police	\$507.61
SOUTH METRO SWAT			\$507.61
SOUTHVIEW GARDEN CENTER			
E 01-4435-200-70	TRICK OR TEEING SUPPLIES -	Parks & Recreation	\$319.60
E 01-4435-200-70	TRICK OR TEEING SUPPLIES -	Parks & Recreation	\$129.25
SOUTHVIEW GARDEN CENTER			\$448.85
SPRWS			

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
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Account	Comments	DEPT Descr	Amount
G 01-2035	JULY-SEPT 2024 CELL TOWER		\$1,856.86
E 01-4425-315-30	SEPT SERVICE - 2121 DODD R	Fire	\$300.69
E 08-4425-000-00	SEPT SERVICE - 1101 VICTORI	Spec Fds	\$665.81
E 01-4425-310-50	SEPT SERVICE - 2431 LEXINGT	Road & Bridges	\$27.02
E 01-4425-310-70	SEPT SERVICE - 2431 LEXINGT	Parks & Recreation	\$27.02
E 01-4425-070-70	SEPT SERVICE - 2171 DODD R	Parks & Recreation	\$2,438.32
G 01-2035	JULY-SEPT 2024 CELL TOWER		\$1,584.45
G 01-2035	JULY-SEPT 2024 CELL TOWER		\$1,856.86
G 01-2035	JULY-SEPT 2024 CELL TOWER		\$2,375.00
G 01-2035	JULY-SEPT 2024 CELL TOWER		\$2,375.00
G 01-2035	JULY-SEPT 2024 CELL TOWER		\$1,856.86
E 15-4425-310-60	SEPT SERVICE - 2431 LEXINGT	Utility Enterprise	\$27.02
E 01-4425-070-70	SEPT SERVICE - 2627 CONCOR	Parks & Recreation	\$1,655.74
SPRWS			\$17,046.65
ST. CROIX SENSORY, INC.			
E 27-4220-807-00	FRIENDLY HILLS ST. PROJ.	Spec Fds	\$6,150.00
ST. CROIX SENSORY, INC.			\$6,150.00
ST. PAUL, CITY OF			
E 01-4422-050-50	ASPHALY MIX - STREET	Road & Bridges	\$5,883.18
ST. PAUL, CITY OF			\$5,883.18
STREICHERS			
E 01-4306-020-20	UNIFORM - PD	Police	\$459.96
E 04-4610-020-20	EQUIP - SQUAD BUILDS	Police	\$331.98
E 01-4410-020-20	UNIFORM - PD	Police	\$46.99
E 04-4610-020-20	EQUIP - SQUAD BUILDS	Police	\$829.95
STREICHERS			\$1,668.88
SUN LIFE (ASSURANT BENEFITS)			
E 01-4132-031-30	NOV PREMIUM	Fire	\$174.90
SUN LIFE (ASSURANT BENEFITS)			\$174.90
TIME SAVER OFF SITE SEC. SVC.			
E 01-4220-070-70	10/8/24 PARK & REC COMMISS	Parks & Recreation	\$246.00
E 01-4220-110-10	10/1/24 CITY COUNCIL MINUT	Administration	\$237.00
TIME SAVER OFF SITE SEC. SVC.			\$483.00
TKDA			
E 99-4460-804-00	VICTORIA CURVE STREET IMP	Spec Fds	\$45,053.58
E 27-4220-805-00	EMERSON AVE ST IMPROVEME	Spec Fds	\$35,556.15
TKDA			\$80,609.73
TRI STATE BOBCAT			
E 45-4330-490-45	EQUIP REPAIR - PAR 3	Golf Course	\$19.24
G 45-2035	EQUIP REPAIR - PAR 3		-\$1.24
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$76.87
TRI STATE BOBCAT			\$94.87
U. S. BANK			
E 01-4490-109-09	MAYOR/MGR MTG - CITY COUN	City Council	\$35.23
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$27.30
E 01-4400-070-70	TREE INSPECTOR RECERT - PA	Parks & Recreation	\$200.00
E 45-4300-045-45	OFFICE SUPPLIES - PAR 3	Golf Course	\$59.46



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Account	Comments	DEPT Descr	Amount
E 01-4490-110-10	SEASON RECRUITING - REC	Administration	\$0.89
E 01-4435-200-70	MARKETING - PARK SYSTEM M	Parks & Recreation	\$130.59
E 45-4334-045-45	COURSE MAINT - PAR 3	Golf Course	\$830.18
E 01-4400-110-10	TRAINING - ADMIN	Administration	\$135.19
E 01-4400-200-70	TRAINING - REC	Parks & Recreation	\$135.19
E 01-4400-050-50	APWA FALL WORKSHOP - STRE	Road & Bridges	\$737.04
E 01-4333-075-75	TREE PLANTING - NATURAL RE	Natural Resources	\$31.95
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$27.29
E 01-4333-075-75	TREE PLANTING - NATURAL RE	Natural Resources	\$66.22
E 01-4330-490-30	EQUIP REPAIR - FIRE	Fire	\$284.99
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$64.99
E 01-4400-070-70	MN FALL MAINT EXPO - STREE	Parks & Recreation	\$120.00
E 01-4400-070-70	TRAINING - PARKS	Parks & Recreation	\$25.00
E 01-4400-050-50	TRAINING - STREET	Road & Bridges	\$25.00
E 15-4400-060-60	TRAINING - UTILITY	Utility Enterprise	\$25.00
E 01-4300-070-70	OFFICE SUPPLIES - PW	Parks & Recreation	\$11.82
E 08-4280-000-00	WASTE DISPOSAL 9/12/24 - CI	Spec Fds	\$19.95
E 15-4300-060-60	OFFICE SUPPLIES - PW	Utility Enterprise	\$11.82
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$27.29
E 01-4490-109-09	MAYOR/MGR MTG - CITY COUN	City Council	\$38.90
E 01-4400-020-20	BCA TRAINING - PD	Police	-\$300.00
E 04-4610-020-20	SQUAD EQUIP - PD	Police	\$835.00
E 01-4400-020-20	BCA TRAINING - PD	Police	\$300.00
E 01-4400-020-20	BCA TRAINING - PD	Police	\$300.00
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$7.47
E 01-4435-200-70	THE WORKS MUSEUM - REC	Parks & Recreation	\$210.00
E 01-4435-200-70	BARKTOBER - REC	Parks & Recreation	\$112.75
E 01-4435-200-70	TRICK OR TEEING - REC	Parks & Recreation	\$115.16
E 01-4400-200-70	CONFERENCE - REC	Parks & Recreation	\$222.76
E 01-4435-200-70	TRICK OR TEEING - REC	Parks & Recreation	\$349.54
E 01-4400-050-50	MN FALL MAINT EXPO - STREE	Road & Bridges	\$90.00
E 01-4435-200-70	TRICK OR TEEING - REC	Parks & Recreation	\$36.74
E 01-4435-200-70	TRICK OR TEEING - REC	Parks & Recreation	\$77.97
E 01-4400-200-70	CONFERENCE - REC	Parks & Recreation	\$121.50
E 01-4435-200-70	TRICK OR TEEING - REC	Parks & Recreation	\$98.59
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$46.13
E 01-4435-200-70	BARKTOBER - REC	Parks & Recreation	\$119.93
E 01-4333-075-75	NATIVE RESTORATION MAINT	Natural Resources	\$191.00
E 01-4435-200-70	THE FUN LAB - REC	Parks & Recreation	\$100.00
E 01-4333-075-75	TREE PLANTING - NATURAL RE	Natural Resources	\$119.67
E 01-4404-110-10	MAGC MEMBERSHIP - BENGTS	Administration	\$85.00
E 01-4300-640-12	SUPPLIES - ELECTIONS	Elections	\$292.05
E 01-4300-640-12	SUPPLIES - ELECTIONS	Elections	\$24.44
E 01-4333-075-75	NRMP PROJECT - CPL GRANT -	Natural Resources	\$100.65
E 01-4333-075-75	NRMP PROJECTS - NATURAL R	Natural Resources	\$19.98
E 01-4400-050-50	TREE INSPECTOR RECERT - ST	Road & Bridges	\$100.00
E 01-4300-110-10	SUPPLIES - ADMIN	Administration	\$15.48
E 01-4300-050-50	OFFICE SUPPLIES - PW	Road & Bridges	\$11.82
E 01-4410-020-20	UNIFORMS - PD	Police	\$1,328.00
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$92.39
E 01-4300-640-12	SUPPLIES - ELECTIONS	Elections	-\$116.64
E 01-4300-640-12	SUPPLIES - ELECTIONS	Elections	\$44.43
E 01-4333-075-75	FRESH AIR FRIDAYS - NATURA	Natural Resources	\$61.83

## CITY OF MENDOTA HEIGHTS

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Account	Comments	DEPT Descr	Amount
E 01-4490-109-09	MAYOR/MGR MTG - CITY COUN	City Council	\$34.75
E 08-4280-000-00	WASTE DISPOSAL 9/19/24 - CI	Spec Fds	\$18.40
E 01-4490-109-09	MAYOR/MGR MTG - CITY COUN	City Council	\$7.48
E 01-4490-109-09	SUPPLIES - CITY COUNCIL	City Council	\$139.74
E 01-4490-109-09	WORK SESSION - CITY COUNCI	City Council	\$209.53
E 15-4300-060-60	OFFICE SUPPLIES - UTILITY	Utility Enterprise	\$92.39
E 15-4330-490-60	EQUIP REPAIR - PW	Utility Enterprise	\$89.99
E 01-4300-640-12	SUPPLIES - ELECTIONS	Elections	\$172.78
E 01-4330-490-50	EQUIP REPAIR - PW	Road & Bridges	\$89.99
E 01-4220-020-20	WELLNESS SERVICES - PD	Police	\$195.00
E 01-4400-020-20	BCA TRAINING - PD	Police	\$300.00
E 01-4318-020-20	POSTAGE - PD	Police	\$26.53
E 01-4318-020-20	POSTAGE - PD	Police	\$8.50
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$27.84
E 01-4400-020-20	MCOPA TRAINING - PD	Police	\$250.00
E 01-4305-020-20	OPERATING SUPPLIES - PD	Police	\$49.73
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$150.98
E 01-4400-020-20	CONFERENCE - PD	Police	\$145.29
E 01-4223-020-20	SEPT TRANUNION - PD	Police	\$75.00
E 01-4410-020-20	UNIFORM - PD	Police	\$595.00
E 01-4410-020-20	UNIFORM - PD	Police	\$130.56
E 01-4400-020-20	ON TARGET STRATEGIES TRAI	Police	\$1,290.00
E 01-4400-020-20	CONFERENCE - PD	Police	\$100.00
E 01-4330-490-70	EQUIP REPAIR - PW	Parks & Recreation	\$89.99
U. S. BANK			\$12,574.40
VESTIS (ARAMARK)			
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$17.47
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$15.29
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$15.29
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$15.29
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$10.70
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 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$17.47
VESTIS (ARAMARK)			\$235.18
VORTECH HYDRO VAC & TELEVISIONING			
E 15-4330-490-60	SANITARY SEWER CLEANING &	Utility Enterprise	\$27,574.39
VORTECH HYDRO VAC & TELEVISIONING			\$27,574.39
WAGMAN, ERIC			
E 01-4410-020-20	UNIFORM REIMBURSEMENT -	Police	\$83.20
WAGMAN, ERIC			\$83.20
WALLRAFF ELECTRIC CO.			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$375.00
WALLRAFF ELECTRIC CO.			\$375.00
WSB & ASSOCIATES			
E 27-4220-806-00	BRIDGEVIEW SHORES ST IMPR	Spec Fds	\$1,985.75
WSB & ASSOCIATES			\$1,985.75
			\$1,300,106.35



## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** October 30, 2024

**AGENDA ITEM:** Cannabis Ordinance

**ITEM TYPE:** New and Unfinished Business

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

**ACTION REQUEST:**

Provide direction on drafting an ordinance regulating Cannabis Business operations within the City, in compliance with Minnesota Statutes, Chapter 342

**BACKGROUND:**

In 2023, the Minnesota Legislature passed a bill legalizing adult use of cannabis and cannabis businesses. Part of this bill also created The Office of Cannabis Management (OCM), which was created to regulate and oversee the cannabis industry in Minnesota. State statute limited the type regulations a city can place on the use, sale and production of cannabis and cannabis products. The law identified cannabis cannot be sold until the OCM was established and able to issue licenses. That timeline is expected to be accomplished by January 1, 2025. In mid-June 2024, the OCM released "A Guide for Local Governments on Adult-Use Cannabis", which includes a model ordinance. This document is attached for the Council to reference while discussing the proposed regulations.

Community Development, Administration, the City Clerk's office and the Police Department will be coordinating during the creation of the City's Cannabis regulations and implementation of the ordinance in 2025. The OCM is the licensing and general enforcement body for cannabis-based businesses, but local governments will be responsible for compliance checks for age-verified sales and can inspect for compliance with city-specific regulations. Under the statute, local governments cannot prohibit the possession, transportation, or use of cannabis, or the establishment of a state-licensed cannabis business. Local governments also may not require additional licensing of cannabis businesses. However, the City is permitted to adopt some reasonable restrictions and performance standards. For these regulations, cities have the authority to adopt a registration ordinance requiring a cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency

hemp edible retailer with a license from OCM to initially and annually register with the city. To obtain a registration from the city, the ordinance may require: payment of a fee, compliance with the requirements of Minn. Stat. Ch. 342, and to be current on all property taxes and assessments. If a city adopts a registration ordinance, the city may limit the number of licensed cannabis retailers, cannabis mezzobusinesses and cannabis microbusinesses to no fewer than one registration for every 12,500 residents. This is based on the Minnesota State Demographer numbers.

The City also has the ability to decide which zoning districts cannabis and hemp businesses will be allowed to operate within. Many cities are likely to view both uses similar to liquor stores or tobacco shops from a zoning perspective. Mendota Heights' Alcoholic Beverages ordinance notes that off sale liquor licenses may only be issued in the MU-PUD Zoning District. However, the Zoning Ordinance identifies liquor stores as a similar use to a bowling alley, billiard room, skating rink, fraternal organization, or other similar assembly uses and notes the use as a Conditional Use in the MU-Mixed Use, B-1-General Business, and B-2-Neighborhood Business districts (as identified in the updated Zoning Ordinance, going into effect January 1, 1025). Tobacco Shops are listed as a CUP in those same zoning districts. No buffer performance standards are imposed on either use. The City Council may take a more restrictive approach with cannabis and hemp businesses, as recommended later in this report, by defining the uses within the Zoning Ordinance and establishing allowed zoning districts as well as buffer requirements and appropriate performance standards via a Zoning Ordinance revision. If Council wishes to be less restrictive, they could treat cannabis uses like current tobacco and alcohol licensing requirements which do not impose buffer requirements.

Minnesota Statutes define cannabis business and hemp businesses:

Cannabis Business means any of the following licensed under this chapter: (1) cannabis microbusiness; (2) cannabis mezzobusiness; (3) cannabis cultivator; (4) cannabis manufacturer; (5) cannabis retailer; (6) cannabis wholesaler; (7) cannabis transporter; (8) cannabis testing facility; (9) cannabis event organizer; (10) cannabis delivery service; and (11) medical cannabis combination business.

Hemp Business means either of the following licensed under this chapter: (1) lower-potency hemp edible manufacturer; or (2) lower-potency hemp edible retailer. Hemp business does not include a person or entity licensed under chapter 18K to grow industrial hemp for commercial or research purposes or to process industrial hemp for commercial purposes.

The definitions and regulations for the cannabis retailer, manufacturer, wholesaler, transporter, testing facility, and delivery service operations are tailored to the new cannabis and hemp industries, but the functionality of the uses are similar to existing retail, manufacturing, wholesale, transport, testing, and delivery operations for non-cannabis industries. The defined cannabis microbusiness, mezzobusiness, cultivators, and event organizer uses are not comparable to existing uses. These uses and operations are provided in Minnesota Statute Chapter 342 and will be included in the new rules, as outlined in the attached OCM guide.

The statute gives the City of Mendota Heights the authority to adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business, provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

Based on the actions local governments are permitted to take relating to cannabis businesses, staff recommends the following ordinance updates to City Code to comply with the OCM guidelines as well as preserve the City of Mendota Height's interest in local control:

1. Create a registration of cannabis retailers, cannabis mezzobusinesses and cannabis microbusinesses.
2. Require cannabis businesses (cannabis retailers, cannabis mezzobusinesses, cannabis microbusinesses, etc.) to be located at least 500-ft away from principal school buildings, principal day care buildings, principal residential treatment facility buildings, and attractions in parks (like playgrounds and sports fields). *Optional: The City may prohibit the operation of a cannabis business within 1000-ft of a school as an increased buffer, but only for that specific use.*
3. Update the Zoning Ordinance use chart to allow Cannabis Retail to be permitted in the same zoning as off-sale liquor or tobacco: MU-Mixed Use, B-1-General Business, B-2-Neighborhood Business. Update the use chart to allow Cannabis cultivation/research/manufacturing/distribution in I-Industrial as similar allowed uses. *Note: See pgs. 12-14 of the OCM Guide*
4. Incorporate standards within Title 12 to regulate hours of operation, signage, and other best practices as Zoning Ordinance performance standards.

Policy questions for the City Council to consider:

1. Should cannabis retail be permitted in the same zoning as off-sale liquor or tobacco?
2. Should cannabis cultivation/research/manufacturing/distribution be permitted in I-Industrial as similar allowed uses?
3. What performance standards should be considered? Odor mitigation, signage, hours of operation, lighting, etc.
4. Should a buffer be implemented from schools, daycare, residential treatment facilities, or from attractions within public parks? Should the City impose the maximum allowed buffer, or a different dimension?
5. Should the City limit the number of cannabis retail businesses? *Note: the City cannot limit fewer than 1 per 12,500 residents.* Should the City prohibit the operation of a cannabis retail business within a distance of another cannabis retail business?
6. The City does not currently license or impose additional performance standards for lower-potency edible cannabinoid products (THC products). The OCM will begin issuing lower-potency hemp edible retailer licenses with their other licensing duties. Should lower-potency hemp manufacturers and retailers also be subject to a registration process and be identified within the zoning ordinance use chart? *Note: locations where such products are currently sold may include grocery stores, tobacco shops, and in some cases restaurants, bars, or breweries. A liquor store is also authorized to sell edible cannabinoid products under state law.*

## **FISCAL AND RESOURCE IMPACT:**

1. There will be new revenue for the City from the 10% state tax on some cannabis products. Under the new law, 20% of the gross receipts tax revenue from cannabis products is dedicated to local governments, to be shared equally between cities and counties (the remaining 80% flows to the state general fund). Local taxes imposed solely on sale of cannabis products are prohibited.
2. An initial registration fee may be established by the City that cannot exceed \$500 or half the amount of an initial state license fee under the statute. A renewal registration fee may be imposed annually but cannot exceed \$1,000 or half the amount of a renewal state license fee under the statute.

**ATTACHMENTS:**

1. A Guide for Local Governments on Adult-Use Cannabis

**CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government





# *A Guide for Local Governments on Adult-Use Cannabis*



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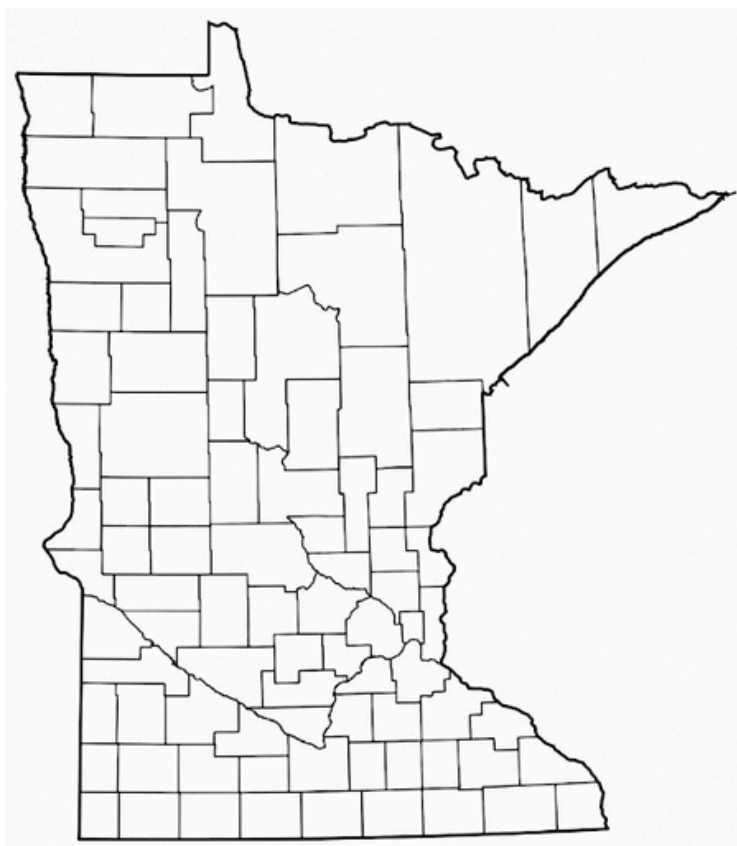
# Introduction

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

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

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

As of this guide’s date of publication, state regulations governing the adult-use cannabis market have not yet been published — **this document will be updated** when such regulations become effective.



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

# About OCM

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



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

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

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

# License Types

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

## **Microbusiness**

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

## **Mezzobusiness**

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

## **Cultivator**

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

## **Manufacturer**

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

## **Retailer**

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

## **Wholesaler**

Wholesalers may purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from another licensed cannabis business.

Wholesalers may also import hemp-derived consumer products and lower-potency hemp edibles.

# ***License Types (continued)***

## **Transporter**

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

## **Testing Facility**

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

## **Event Organizer**

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

## **Delivery Service**

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

## **Medical Cannabis Combination Business**

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

## **Lower-Potency Hemp Edible Manufacturer**

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

## **Lower-Potency Hemp Edible Retailer**

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

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

# The Adult-Use Cannabis Law

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

## For Individuals

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



## For Businesses

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



# ***The Cannabis Licensing Process***

An applicant will take the following steps to proceed from application to active licensure. As described, processes vary depending on social equity status and/or whether the type of license being sought is capped or uncapped in the general licensing process.

## ***License Preapproval: Early Mover Process for Social Equity Applicants***

The license preapproval process is a one-time application process available for verified social equity applicants. State law requires OCM to open the application window on July 24, 2024, and close the window on August 12, 2024. The preapproval process is available for the following license types, and all are capped in this process: microbusiness, mezzobusiness, cultivator, retailer, wholesaler, transporter, testing facility, and delivery service.

Preapproval steps:

1. Applicant's social equity applicant (SEA) status verified.
2. Complete application and submit application fees.
3. Application vetted for minimum requirements by OCM.
4. Application (if qualified) entered into lottery drawing.
5. If selected in lottery, OCM completes background check of selected applicant and issues license preapproval.
6. Applicant with license preapproval\* submits business location and amends application accordingly.
7. OCM forwards completed application to local government.
8. Local government completes certification of zoning compliance.
9. OCM conducts site inspection.
10. When regulations are adopted, license becomes active, operations may commence.

\*For social equity applicants with license preapproval for microbusiness, mezzobusiness, or a cultivator license, they may begin growing cannabis plants prior to the adoption of rules if OCM receives approval from local governments in a form and manner determined by the office. This is only applicable to cultivation and does not authorize retail sales or other endorsed activities of the licenses prior to the adoption of rules.

# ***The Cannabis Licensing Process (cont.)***

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

## ***General Licensing: Cultivator, Manufacturer, Retailer, Mezzobusiness***

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. Application (if qualified) entered into lottery drawing.
4. If selected in lottery, OCM completes background check of selected applicant and issues preliminary approval.
5. Applicant with preliminary approval submits business location and amends application accordingly.
6. OCM forwards completed application to local government.
7. Local government completes certification of zoning compliance.
8. OCM conducts site inspection.
9. License becomes active, operations may commence.\*

## ***General Licensing: Microbusiness, Wholesaler, Transporter, Testing Facility, Event Organizer***

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. For qualified applicants, OCM completes background check of vetted applicant and issues preliminary approval.
4. Selected applicant submits business location and amends application accordingly.
5. OCM forwards completed application to local government.
6. Local government completes certification of zoning compliance.
7. OCM conducts site inspection.
8. License becomes active, operations may commence.\*

\*For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 16 for information on the local retail registration process.

# General Authorities

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

## Cannabis Retail Restrictions (342.13)

Local governments may limit the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality, as long as there is **at least one retail location per 12,500 residents**. Local units of government are not obligated to seek out a business to register as cannabis business if they have not been approached by any potential applicants, but cannot prohibit the establishment of a business if this population requirement is not met. Local units of government may also issue more than the minimum number of registrations. Per statutory direction, a municipal cannabis store (Page 19) cannot be included in the minimum number of registrations required. For population counts, the state demographer estimates will likely be utilized.

## Tribal Governments (342.13)

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

## Taxes (295.81; 295.82)

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

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



# General Authorities (cont.)

## ***Retail Timing Restrictions (342.13)***

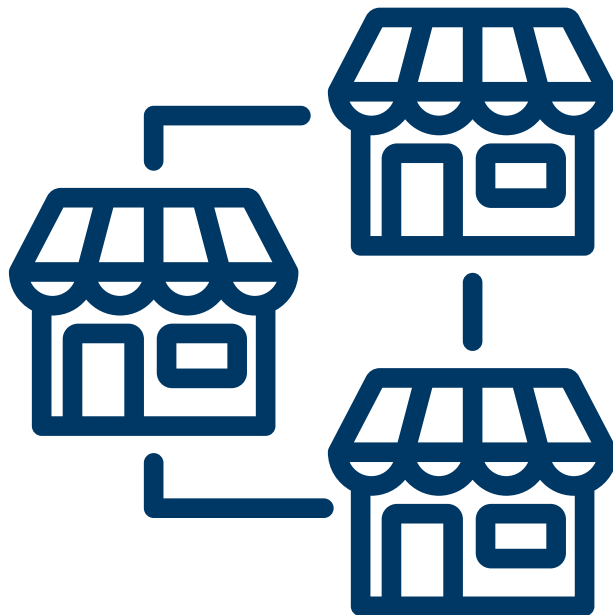
Local governments may prohibit retail sales of cannabis between the hours of 8 a.m. and 10 a.m. Monday-Saturday, and 9 p.m. and 2 a.m. the following day.

## ***Operating Multiple Locations with One License***

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

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

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



# ***Zoning and Land Use***

## ***Buffer Guidelines (342.13)***

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

## ***Zoning Guidelines***

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

Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business. Note that certain types of licenses may be able to perform multiple activities which may have different zoning analogues. In the same way municipalities may zone a microbrewery that predominately sells directly to onsite consumers differently than a microbrewery that sells packaged beer to retailers and restaurants, so too might a municipality wish to zone two microbusinesses based on the actual activities that each business is undertaking. Table 1, included on Pages 13 and 14, explains the types of activities that cannabis businesses might undertake, as well as, some recommended existing zoning categories.

# Zoning and Land Use (cont.)

**Table 1: Cannabis and Hemp Business Activities**

<b>Endorsed Activity</b>	<b>License Type Eligible to Do Endorsed Activity</b>	<b>Description of Activity</b>	<b>Comparable Districts</b>	<b>Municipal Considerations</b>
Cultivation	Cultivator Mezzobusiness Microbusiness Medical Cannabis Combination	"Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.	Indoor: Industrial, Commercial, Production  Outdoor: Agricultural	Odor  Potential need for transportation from facility  Waste, water, and energy usage  Security
Cannabis Manufacturing, Processing, Extraction	Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This group of endorsed activities turn raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.	Industrial, Commercial, Production	Odor  Potential need for transportation from facility  Waste, water, and energy usage  Security
Hemp Manufacturing	Lower-Potency Hemp Edible (LPHE) Manufacturing	These business convert hemp into LPHE edible products.	Industrial, Commercial, Production	Odor Waste, water, and energy
Wholesale	Wholesale Cultivator Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This activity and license type allows a business to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.	Industrial, Commercial, Production	Need for transportation from facility  Security

# Zoning and Land Use (cont.)

**Table 1: Cannabis and Hemp Business Activities (continued)**

<b>Endorsed Activity</b>	<b>License Type Eligible to Do Endorsed Activity</b>	<b>Description of Activity</b>	<b>Comparable Districts</b>	<b>Municipal Considerations</b>
Cannabis Retail	Retail Mezzobusiness Microbusiness Medical Cannabis Combination	This endorsed activity and license types allow a business to sell cannabis and cannabis products directly to consumers.	Retail, Neighborhood Shopping Districts, Light Industrial, Existing districts where off-sale liquor or tobacco sales are allowed.	Micros may offer onsite consumption, similar to breweries.  Micros and Mezzos may include multiple activities: cultivation, manufacture, and/or retail.
Transportation	Cannabis Transporter	This license type allows a company to transport products from one license type to another.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Delivery	Cannabis Delivery	This license type allows for transportation to the end consumer.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Events	Event Organizer	This license entitles license holder to organizer a temporary event lasting no more than four days.	Anywhere that the city permits events to occur, subject to other restrictions related to cannabis use.	On site consumption.  Retail sales by a licensed or endorsed retail business possible.

# Local Approval Process

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



## Local Certification of Zoning Compliance (342.13; 342.14)

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

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

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

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

# ***Local Approval Process (cont.)***

## ***Local Retail Registration Process (342.22)***

Once the licensing process begins, local government registration applies to cannabis retailers or other cannabis/hemp businesses seeking a retail endorsement. Local governments must issue a retail registration after verifying that:

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

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

## ***Determining a Process for Limiting Retail Registrations***

If a local government wishes to place a limitation on the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality (as long as there is at least one retail location per 12,500 residents, see Page 10), state law does not define the process for a local government's selection if there are more applicants than registrations available. A few options for this process include the use of a lottery, a first-come/first-serve model, a rolling basis, and others. Local governments should work with an attorney to determine their specific process for selection if they wish to limit the number of licensed cannabis retailers per 342.13. Local governments are not required to limit the number of licensed cannabis retailers.

# ***Local Approval Process (cont.)***

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

## ***Registration and Renewal Refusals***

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



## ***Local Registration Suspension (342.22)***

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

## ***Expedited Complaint Process (342.13)***

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

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



# Inspections & Compliance Checks

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

## Inspections and Compliance Checks (342.22)

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





# Municipal Cannabis Stores

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

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

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

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

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



# Creating Your Local Ordinance

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

- Local governments may not prohibit the possession, transportation, or use of cannabis, or the establishment or operation of a cannabis business licensed under state law.
- Local governments may adopt reasonable restrictions on the time, place, and manner of cannabis business operations (see Page 11).
- Local governments may adopt interim ordinances to protect public safety and welfare, as any studies and/or further considerations on local cannabis activities are being conducted, until January 1, 2025. A public hearing must be held prior to adoption of an interim ordinance.
- If your local government wishes to operate a municipal cannabis store, the establishment and operation of such a facility must be considered in a local ordinance.



## Model Ordinance

For additional guidance regarding the creation of a cannabis related ordinance, please reference the addendum in this packet.

# ***Additional Resources***

## ***OCM Toolkit for Local Partners***

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

These resources are also included in the addendum of this packet.

Toolkit resources include:

- Appendix A: Model Ordinance
- Appendix B: Retail Registration Form and Checklist
- Appendix C: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist
- Appendix D: Enforcement Notice from the Office of Cannabis Management
- Appendix E: Notice to Unlawful Cannabis Sellers

## ***Local Organizations***

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

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

# ***Appendix A: Model Ordinance***

## Cannabis Model Ordinance

*The following model ordinance is meant to be used as a resource for cities, counties, and townships within Minnesota. The italicized text in red is meant to provide commentary and notes to jurisdictions considering using this ordinance and should be removed from any ordinance formally adopted by said jurisdiction. Certain items are not required to be included in the adopted ordinance: 'OR' and (optional) are placed throughout for areas where a jurisdiction may want to consider one or more choices on language.*

Section 1	Administration
Section 2	Registration of Cannabis Business
Section 3	Requirements for a Cannabis Business (Time, Place, Manner)
Section 4	Temporary Cannabis Events
Section 5	Lower Potency Hemp Edibles
Section 6	Local Government as a Retailer
Section 7	Use of Cannabis in Public

### AN ORDINANCE OF THE (CITY/COUNTY OF ) TO REGULATE CANNABIS BUSINESSES

The (city council/town board/county board) of (city/town/county) hereby ordains:

#### Section 1. Administration

##### 1.1 Findings and Purpose

(insert local authority) makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes (insert local authority) to protect the public health, safety, welfare of (insert local here) residents by regulating cannabis businesses within the legal boundaries of (insert local here).

(insert local authority) finds and concludes that the proposed provisions are appropriate and lawful land use regulations for (insert local here), that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

##### 1.2 Authority & Jurisdiction

*A county can adopt an ordinance that applies to unincorporated areas and cities that have delegated authority to impose local zoning controls.*

(insert local authority) has the authority to adopt this ordinance pursuant to:

- Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of

a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of (insert local here).

(Optional) (insert city here) has delegated cannabis retail registration authority to (insert county here). However, (insert city here) may adopt ordinances under Sections (2.6, 3 and 4) if (insert county here) has not adopted conflicting provisions.

### 1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

### 1.4 Enforcement

*The elected body of a jurisdiction can choose to designate an official to administer and enforce this ordinance.*

The (insert name of local government or designated official) is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

### 1.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the (insert local here) to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

## Section 2. Registration of Cannabis Businesses

*A city or town can delegate authority for registration to the County. A city or town can still adopt specific requirement regarding zoning, buffers, and use in public places, provided said requirements are not in conflict with an ordinance adopted under the delegated authority granted to the County.*

### 2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within (insert local here) without first registering with (insert local here).

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

## 2.2 Compliance Checks Prior to Retail Registration

*A jurisdiction can choose to conduct a preliminary compliance check prior to issuance of retail registration.*

Prior to issuance of a cannabis retail business registration, (insert local here) (shall/shall not) conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, (insert local here) shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

## 2.3 Registration & Application Procedure

### 2.3.1 Fees.

(insert local here) shall not charge an application fee.

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by (insert local here) shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

### 2.3.2 Application Submittal.

The (insert local here) shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- v. (Insert additional standards here)

(B) The applicant shall include with the form:



- i. the registration fee as required in [Section 2.3.1];
  - ii. a copy of a valid state license or written notice of OCM license preapproval;
  - iii. (Insert additional standards here)
- (C) Once an application is considered complete, the (insert local government designee) shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
- (D) The application fee shall be non-refundable once processed.

### 2.3.3 Application Approval

- (A) (Optional) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- (B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

### 2.3.4 Annual Compliance Checks.

The (insert local here) shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24] and this/these [chapter/section/ordinances].

The (insert local here) shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

### 2.3.5 Location Change

*A jurisdiction may decide to treat location changes as a new registration, or alternatively treat a location change as allowable subject to compliance with the rest of the registration process.*

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

or

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of (insert local here), it shall notify (insert local here) of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

## 2.4 Renewal of Registration

The (insert local here) shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by (insert local here).

A cannabis retail registration issued under this ordinance shall not be transferred.

### *2.4.1 Renewal Fees.*

The (insert local here) may charge a renewal fee for the registration starting at the second renewal, as established in (insert local here)'s fee schedule.

### *2.4.2 Renewal Application.*

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance.
- Insert additional items here

## 2.5 Suspension of Registration

### *2.5.1 When Suspension is Warranted.*

The (insert local here) may suspend a cannabis retail business's registration if it violates the ordinance of (insert local here) or poses an immediate threat to the health or safety of the public. The (insert local here) shall immediately notify the cannabis retail business in writing the grounds for the suspension.

### *2.5.2 Notification to OCM.*

The (insert local here) shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide (insert local here) and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

### *2.5.3 Length of Suspension.*

*A jurisdiction can wait for a determination from the OCM before reinstating a registration.*

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The (insert local here) may reinstate a registration if it determines that the violations have been resolved.

The (insert local here) shall reinstate a registration if OCM determines that the violation(s) have been resolved.

#### 2.5.4 Civil Penalties.

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

### 2.6 Limiting of Registrations

*A jurisdiction may choose to set a limit on the number of retail registrations within its boundaries. The jurisdiction may not however, limit the number of registrations to fewer than one per 12,500 residents.*

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within (insert local legal boundaries here).

(Optional) If (insert county here) has one active cannabis retail businesses registration for every 12,500 residents, the (insert local here) shall not be required to register additional state-licensed cannabis retail businesses.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to (insert number <= minimum required).

## Section 3. Requirements for Cannabis Businesses

*State Statutes note that jurisdictions may “adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business.” A jurisdiction considering other siting requirements (such as a buffer between cannabis businesses, or a buffer from churches) should consider whether there is a basis to adopt such restrictions.*

### 3.1 Minimum Buffer Requirements

*A jurisdiction can adopt buffer requirements that prohibit the operation of a cannabis business within a certain distance of schools, daycares, residential treatment facilities, or from an attraction within a public park that is regularly used by minors, including a playground or athletic field. Buffer requirements are optional. A jurisdiction cannot adopt larger buffer requirements than the requirements here in Section 3.1. A jurisdiction should use a measuring system consistent with the rest of its ordinances, e.g. from lot line or center point of lot.*

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-1,000] feet of a school.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a day care.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a residential treatment facility.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

(Optional) The (insert local here) shall prohibit the operation of a cannabis retail business within [X] feet of another cannabis retail business.

Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

### 3.2 Zoning and Land Use

*For jurisdictions with zoning, said jurisdiction can limit what zone(s) Cannabis businesses can operate in. As with other uses in a Zoning Ordinance, a jurisdiction can also determine if such use requires a Conditional or Interim Use permit. A jurisdiction cannot outright prohibit a cannabis business. A jurisdiction should amend their Zoning Ordinance and list what zone(s) Cannabis businesses are permitted in, and whether they are permitted, conditional, or interim uses. While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business.*

#### 3.2.1. Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

#### 3.2.1. Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

#### 3.2.1. Hemp Manufacturer.

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

#### 3.2.1. Wholesale.

Cannabis businesses licensed or endorsed for wholesale are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

#### 3.2.1. Cannabis Retail.

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

#### 3.2.1. Cannabis Transportation.

Cannabis businesses licensed or endorsed for transportation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

#### 3.2.1. Cannabis Delivery.

Cannabis businesses licensed or endorsed for delivery are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

### 3.3 Hours of Operation

*State law limits the retail sale of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to the hours of:*

- *Monday-Saturday: 8 a.m.-2 a.m. the following day*
- *Sunday: 10 a.m.-2 a.m.*

*A local jurisdiction may adopt an ordinance prohibiting sales for any period between the hours of 8 a.m.-10 a.m. and between 9 p.m.-2 a.m. the following day, seven days a week.*

(Optional) Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of (insert time here) and (insert time here).

### 3.4 (Optional) Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by (insert local here)'s sign ordinances.

## Section 4. Temporary Cannabis Events

*Any individual or business seeking to obtain a cannabis event license must provide OCM information about the time, location, layout, number of business participants, and hours of operation. A cannabis event organizer must receive local approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event.*

### 4.1 License or Permit Required for Temporary Cannabis Events

#### 4.1.1 License Required.

*A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four days. A jurisdiction should determine what type of approval is consistent with their existing ordinances for events.*

A license or permit is required to be issued and approved by (insert local here) prior to holding a Temporary Cannabis Event.

#### 4.1.2 Registration & Application Procedure

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants for Temporary Cannabis Events.

#### 4.1.3 Application Submittal & Review.

The (insert local here) shall require an application for Temporary Cannabis Events.

- (A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:
  - i. Full name of the property owner and applicant;
  - ii. Address, email address, and telephone number of the applicant;
  - iii. (Insert additional standards here)
- (B) The applicant shall include with the form:
  - i. the application fee as required in (Section 4.1.2);
  - ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the (insert local authority), or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

- (C) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.

(D) The application fee shall be non-refundable once processed.

(E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

*A jurisdiction may establish standards for Temporary cannabis events which the event organizer must meet, including restricting or prohibiting any on-site consumption. If there are public health, safety, or welfare concerns associated with a proposed cannabis event, a jurisdiction would presumably be authorized to deny approval of that event.*

- Insert standards here

(G) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

(H) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The (insert city/town/county) shall notify the applicant of the standards not met and basis for denial.

(Optional) Temporary cannabis events shall only be held at (insert local place).

(Optional) Temporary cannabis events shall only be held between the hours of (insert start time) and (insert stop time).

## Section 5. (Optional) Lower-Potency Hemp Edibles

*A jurisdiction can establish different standards or requirements regarding Low-Potency Edibles. A jurisdiction can consider including the following section and subsections in their cannabis ordinance.*

### 5.1 Sale of Low-Potency Hemp Edibles

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

### 5.2 Zoning Districts

*If sales are permitted, a jurisdiction can limit what zone(s) the sales of Low-Potency Edibles can take place in. A jurisdiction can also determine if such activity requires a Conditional or Interim Use permit.*

Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

### 5.3 (Optional) Additional Standards

#### 5.3.1 Sales within Municipal Liquor Store.

*A jurisdiction that already operates a Municipal Liquor Store may sell Low-Potency Edibles within the same store.*

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

#### *5.3.2 Age Requirements.*

*A jurisdiction is able to restrict the sale of Low-Potency Edibles to locations such as bars.*

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

#### *5.3.3 Beverages.*

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

#### *5.3.4 Storage of Product.*

*A jurisdiction is able to set requirements on storage and sales of Low-Potency Edibles.*

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

### Section 6. (Optional) Local Government as a Cannabis Retailer

(insert local here) may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

(insert local here) shall be subject to all same rental license requirements and procedures applicable to all other applicants.

### Section 7. Use in Public Places

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.



# ***Appendix B: Retail Registration Form and Checklist***

## Retail Registration Form and Checklist

Local Unit of Government:

Business Name:

Business Address:

Minnesota Cannabis Business License Number:

### Registration Period

Initial

Renewal

Cannabis Microbusiness (\$0.00)

Cannabis Microbusiness (\$1000.00)

Cannabis Mezzobusiness (\$500.00)

Cannabis Mezzobusiness (\$1000.00)

Cannabis Retailer (\$500.00)

Cannabis Retailer (\$1000.00)

Is Applicant Current on All Property Tax and Assessments at Retail Location:

Yes

No

Preliminary Local Ordinance Compliance:

Pass

Fail

Notes:

The above named applicant having paid the appropriate fees, being current on all applicable tax obligations, and having passed a preliminary compliance review, is authorized to engage in retail cannabis sales in the above named jurisdiction.

Approved By:

Title:

Date:

# ***Appendix C: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist***

## Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

Minnesota Statute 18K.02, Definitions  
Minnesota Statute 152.01, Subdivision 9  
Minnesota Statute 151.72, Sale of Certain Cannabinoid Products

Minnesota Statute 152.0264, Cannabis Sale Crimes  
Minnesota Statute 342.09, Personal Adult Use of Cannabis

Question	Yes	No	Comments	Additional Information
<b>Business License and Registration Compliance</b>				
Is the business registered with the Minnesota Department of Health?				All businesses selling hemp-derived cannabinoid products must be registered. See <a href="http://www.health.state.mn.us/people/cannabis/edibles/index.html">Hemp-Derived Cannabinoid Products (www.health.state.mn.us/people/cannabis/edibles/index.html)</a>
If the business offers on-site consumption, do they have a liquor license?				Local authorities issue on-site consumption licenses. These are required for all businesses permitting on-site consumption of THC.
<b>Product Compliance – All Products</b>				
Does the business ensure that all sales are made to persons 21 years old or older?				Only persons 21 years of age or older may purchase hemp-derived cannabinoid products, with the exception of topicals. These products may be sold to anyone.
Does the business have all edible cannabinoid products, except beverages, behind the counter or in a locked cabinet?				Businesses must ensure all edible cannabinoid products are secure and inaccessible to customers.

Question	Yes	No	Comments	Additional Information
Only delta-8 and delta-9 are allowed for human consumption. Does the business sell edibles or beverages with any other intoxicating cannabinoids?				MDH has identified products containing many different intoxicating cannabinoids, such as HHC, THC-O, THC-P, PHC, delta-10, delta-11, delta-8p, delta-9p, etc. The product must contain only delta-8 and/or delta-9.
Does the business sell any edible products that are similar to a product marketed to or consumed by children?				Edible products that appear similar to candy or snacks marketed toward or consumed by children are not allowed.
Does the label on the edible or beverage state “Keep out of reach of children”?				All products must include the warning label “Keep out of reach of children.”
Is the manufacturer’s name, address, website, and contact phone number included on the label or provided through a QR code?				If not, the product is not in compliance.
Does the QR code on the product bring the user to a Certificate of Analysis on the website, which includes the name of the independent testing laboratory, cannabinoid profile, and product batch number?				All products must be tested by batch in an independent, accredited laboratory. The results must include the cannabinoid profile.
Does the label on the product indicate the cannabinoids by serving and in total?				The label must indicate the potency by individual serving as well as in total.

Question	Yes	No	Comments	Additional Information
Does the label on the product make any claim the product offers any kind of health benefit?				Health claims are not permitted on hemp or cannabis products unless approved by the FDA. At this time, there is not an approved statement.
Does the label on the product state that the product does not claim to diagnose, treat, cure or prevent any disease?				The manufacturer cannot claim the product will provide any health benefit unless the product has been formally approved by the FDA.
Does the business sell CBD (or other forms of cannabidiol) in the form of a softgel, tablet, or tincture?				Non-intoxicating cannabinoids may only be sold in the form of an edible, beverage, or topical. Therefore, softgels and tablets cannot be sold. Tinctures must be labeled as either an edible or beverage and comply with the edible or beverage requirements.
<b>Product Compliance – Edibles</b>				
Does the edible product contain more than 5 mg delta-8 and/or delta-9 per serving?				Edibles may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the edible product package/container contain more than 50 mg total THC (delta-8 and/or delta-9)?				Edibles may not exceed 50 mg total delta-8 or delta-9 per package. The edible cannot contain any other form of THC or intoxicating cannabinoid.
Are all the edible product's servings clearly marked, wrapped, or scored <u>on</u> the product?				Edible product servings must be clearly distinguished on the product. Bulk products that require the consumer to measure are not allowed.

Question	Yes	No	Comments	Additional Information
Does the business sell any edible products in the shape of bears, worms, fruits, rings, ribbons?				Edibles in shapes that appeal to children are not allowed.
Is the edible product in a child-proof, tamper-evident, opaque container?				All edibles must be in a container that is child-resistant and tamper evident. If the container is clear, the business must place the edible into an opaque bag at the point of sale. Clear bags are not allowed.
<b>Product Compliance - Beverages</b>				
Does the beverage product contain more than 5 mg delta-8 or delta-9 per serving?				Beverages may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the beverage product contain more than 2 servings?				Beverages cannot exceed two servings, regardless of the THC potency.
Is the beverage product in an opaque container?				If the beverage is in a clear container, the business must place the beverage in an opaque bag at the point of sale.
<b>Product Compliance – Smokables (non-flower)</b>				
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain more than 0.3% THC?				<p>A product's certificate of analysis will show the concentration of THC the product contains. The certificate typically is found through the QR code on the product package. In MDH's experience, most vapes contain 50% - 90%+ THC.</p> <p>Pre-rolls may consist of raw hemp flower. These products are not regulated by 151.72. However, if a pre-roll is labeled as "infused" or "coated" have additional cannabinoids applied to the material, of which the product typically exceeds the 0.3% THC limit.</p>

Question	Yes	No	Comments	Additional Information
Does the business sell vapes, pre-rolls, dabs, or other smokeable products that contain other intoxicating cannabinoids, such as HHC?				MN Statutes do not allow any cannabinoid, other than delta-8 or delta-9, to be sold if the cannabinoid is intended to alter the structure or function of the body. HHC is a cannabinoid known to have potency greater than THC.
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain CBD?				Non-intoxicating cannabinoids cannot be smoked, vaped, or inhaled.
<b>Product Compliance – Flower</b>				
Does the business sell raw hemp flower?				<p>Raw hemp flower must contain 0.3% or less of delta-9 on a dry weight basis. Products exceeding 0.3% delta-9 dry weight are marijuana, and are illegal for sale.</p> <p>THC-A is the non psychoactive precursor to delta-9. Once heated THC-A converts to delta-9. In that process some amount of THC-A is lost.</p> <p>To determine whether, once heated, the hemp flower will exceed the allowable 0.3% of delta-9, one can use a decarboxylation formula which takes into account the conversion of THC-A into delta-9.</p> <p>That formula is as follows:  <math display="block">\text{Total THC} = (0.877 \times \text{THC-A}) + \text{d-9 THC}</math></p> <p>Raw flower must include a certificate of analysis to show testing below 0.3% delta-9.</p> <ul style="list-style-type: none"> <li>A lack of a certificate of analysis would constitute an illegal sale.</li> </ul>



Question	Yes	No	Comments	Additional Information
				<ul style="list-style-type: none"> <li>A certificate of analysis showing that under the decarboxylation formula that delta-9 would exceed the 0.3% threshold would also indicate the flower is cannabis and not hemp and therefore being sold illegally.</li> </ul>
<b>Product Compliance – On-Site Consumption</b>				
If the business offers on-site consumption, do they serve the edible or beverage in its original packaging?				The business may not pour out or remove an edible from its original packaging.
If the business offers on-site consumption, do they mix a cannabis-infused beverage with alcohol?				The business may not mix cannabis-infused products with alcohol.
If the business offers on-site consumption, do they permit customers to remove from the premises products which have been removed from their original packaging?				Products which have been removed from their original packaging cannot be removed from the premises by the customer.

NOTE: If a person suspects that a hemp-derived cannabinoid product is being sold in violation of Minnesota law, they can use the complaint form at [Submitting Hemp-Derived Cannabinoid Product Complaints \(www.health.state.mn.us/people/cannabis/edibles/complaints.html\)](http://www.health.state.mn.us/people/cannabis/edibles/complaints.html).

# ***Appendix D: Enforcement Notice from the Office of Cannabis Management***

## Enforcement Notice from the Office of Cannabis Management

Dear Registered Hemp Derived Cannabinoid Business:

The Office of Cannabis Management (OCM), established in 2023, is charged with developing and implementing the operational and regulatory systems to oversee the cannabis industry in Minnesota as provided in Minnesota Statutes Chapter 342.

When Minnesota legalized the sale of adult-use of cannabis flower, cannabis products, and lower-potency hemp edibles/ hemp-derived consumer products, the Minnesota Legislature included statutory provisions, [Minnesota Statutes, chapter 152.0264](#), making the sale of cannabis illegal until a business is licensed by OCM. The Office of Cannabis Management has not yet issued licenses for the cultivation, manufacture, wholesale, transportation or retail sale of cannabis, therefore any retail sales of cannabis products, including cannabis flower, are illegal.

The Office of Cannabis Management has received complaints of retailers selling cannabis flower under the label of hemp flower. Under an agreement between The Minnesota Department of Health (MDH) and OCM, inspectors from MDH will begin to examine any flower products being sold during their regular inspections to determine whether they are indeed hemp flower or cannabis flower.

In distinguishing between hemp and cannabis flower, OCM, consistent with federal rules and regulations related to hemp under 7 CFR 990.1, will consider the total concentration of THC post- decarboxylation, which is the process by which THC-A is converted into Delta-9 to produce an intoxicating effect. The examination of raw flower products will include reviewing the certificate of analysis for compliance in several areas, including:

Compliance with the requirement that raw flower listed for sale includes a Certificate of Analysis (COA). Products for sale without a COA will constitute an illegal sale.

A COA that affirms concentrations of 0.3% or less of Delta-9 on a dry weight basis. Products exceeding 0.3% Delta-9 dry weight are considered marijuana and are therefore illegal to sell.

A COA that confirms that the total levels of Delta-9 and THC-A after the decarboxylation process do not exceed 0.3%. A COA that indicates the raw flower will exceed 0.3 percent Delta-9 post-decarboxylation, or a subsequent test conducted by an independent laboratory utilized by OCM that confirms Delta-9 in excess of 0.3 percent will be considered illegal.

[Minnesota Statutes, Chapter 342](#) governs Minnesota’s cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4](#) prohibits the retail sale of cannabis flower and cannabis products “without a license issued under this chapter that authorizes the sale.”

To date, the Office of Cannabis Management has not issued any cannabis licenses, applications for licenses are expected to be available in the first half of 2025. As such, selling cannabis is a clear violation of law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6](#), OCM may assess fines in excess of a \$1 million for violations of this law. Likewise, under [Minnesota Statutes, chapter 342.19](#), OCM is empowered to embargo any product that it has “probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]” Furthermore, violations of law may be considered in future licensing decisions made by OCM.

As inspectors enter the field, we encourage you to review the products you are currently selling to ensure they fall within the thresholds outlined above. If you have any questions related to the products you are selling, please send an email to [cannabis.info@state.mn.us](mailto:cannabis.info@state.mn.us).

Thank you for your attention to this matter.

A handwritten signature in black ink, appearing to read "Charlene Briner", with a long horizontal flourish extending to the right.

Charlene Briner  
Interim Director  
Office of Cannabis Management

# ***Appendix E: Notice to Unlawful Cannabis Sellers***

## Notice to Unlawful Cannabis Sellers

This notice is to inform you that your current course of action may run afoul of Minnesota law, and continuing this course of action may result in civil actions and potential criminal prosecution. To avoid such outcomes, you should immediately cease and desist any plans to engage in the unlicensed sale of cannabis and cannabis products.

[Minnesota Statutes, Chapter 342 \(www.revisor.mn.gov/statutes/cite/342\)](http://www.revisor.mn.gov/statutes/cite/342) governs Minnesota's cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4) prohibits the retail sale of cannabis flower and cannabis products "without a license issued under this chapter that authorizes the sale." To date the Office of Cannabis Management has not issued any retail, or other, cannabis licenses. As such, your plan to sell cannabis in a retail setting at this date would be in flagrant violation of the law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6), OCM may assess fines in excess of a \$1,000,000 for violations of this law.

Likewise, under [Minnesota Statutes, chapter 342.19 \(www.revisor.mn.gov/statutes/cite/342.19\)](http://www.revisor.mn.gov/statutes/cite/342.19), OCM is empowered to embargo any product that it has "probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]" It is believed that products attempted to be sold at your retail location might be distributed in violation of the law, and would therefore be subject to embargo by OCM. Under [Minnesota Statutes, chapter 342.19, subd. 2 \(www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2\)](http://www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2), once embargoed OCM "shall release the cannabis plant, cannabis flower, cannabis product, artificially derived cannabinoid, lower-potency hemp edible, or hemp-derived consumer product when this chapter and rules adopted under this chapter have been complied with or the item is found not to be in violation of this chapter or rules adopted under this chapter."

While Minnesota has legalized the sale of adult-use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products, the legislature did add new statutory provisions, [Minnesota Statutes, chapter 152.0264 \(www.revisor.mn.gov/statutes/cite/152.0264\)](http://www.revisor.mn.gov/statutes/cite/152.0264), making illegal the unlawful sale of cannabis. As there are not yet any licenses issued by OCM for the cultivation, manufacture, wholesale, transportation, or retail of cannabis, any sales of cannabis products in excess of the limits in 152.0264 is illegal.

If you are only planning to sell cannabinoid products that are derived from hemp, you should ensure that the sale of those products is consistent with [Minnesota Statutes, chapter 151.72 \(www.revisor.mn.gov/statutes/cite/151.72\)](http://www.revisor.mn.gov/statutes/cite/151.72), including but not limited to the requirement that your business be registered with the Commissioner of Health, and that all products are in compliance with the relevant statutes.

Finally, in addition to the state laws outlined above, please be aware that any retail location must be in compliance with local government ordinances and zoning requirements.

OCM takes seriously its charge to enforce Minnesota Statutes, Chapter 342, and its responsibility to ensure a safe and legal cannabis market. In order to avoid the above-described actions, all attempts to open a cannabis retail dispensary in Minnesota without the appropriate license should be ceased.



## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** October 30, 2024

**AGENDA ITEM:** Resolution 2024-62 Adopting and Confirming Assessments for the Emerson Avenue Street Improvements

**ITEM TYPE:** Public Hearing

**DEPARTMENT:** Engineering

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

**ACTION REQUEST:**

Approve Resolution 2024-62 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 the meeting on April 16, 2024.

The Public Hearing for the consideration of special assessments for the Emerson Avenue Street Improvements was advertised for the City Council meeting at 7:00 P.M. on October 30, 2024.

The project is nearing substantial completion, and the contractor has provided scheduling updates to complete the project with an anticipated substantial completion date of November 8, 2024. The final bituminous wear course is included as an item for final completion with this project and is scheduled for placement in June 2025.

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.

Items to consider: the property at 642 Maple Park Drive has been identified to be assessed for two units due to the lot size, which would typically allow for subdivision. However, the plat shows a 40' drainage and utility easement exists within the western half of the lot, along with a large diameter storm sewer line, restricting a possible future subdivision. Staff recommends reducing the assessment to a single lot for this property. The city would absorb the additional assessment unit within the municipal bonding. The Assessment Roll provided, and assessment calculations below, include only a single unit assessment proposed for this property and an additional assessment unit for the city.

#### **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.:

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



<b>Total Cost for SPRWS Improvements</b>	<b>\$ 2,106,523</b>
Total Improvement Cost	\$ 3,848,647
Total Indirect Costs for City*	\$ 565,557
<b>Total Cost</b>	<b>\$ 4,414,205</b>
<b>Rounded Total Cost</b>	<b>\$ 4,414,300</b>

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

<b>Assessment Calculation</b>	<b>Total</b>
Total Project Cost	\$ 4,414,300
Assessable Amount	\$ 1,815,832
Assessment Amount (50% of Assessable Amount)	\$ 907,916
Total Units - Residential*	103
Assessment - Residential	\$ 869,910.19
Total Units - City of Mendota Heights*	4.5
City Assigned Assessment Amount	\$ 38,005.79
Total Units	107.5
Unit Assessment (Assessable amount/ XX Units)	\$ 8,445.73
<b>Total Assessment Amount</b>	<b>\$ 8, 446</b>
<b>Total Multi-Unit Assessment Amount**</b>	<b>\$ 4,326</b>

\*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

<b>Funding Source</b>	<b>Project Total</b>
Municipal Levy	\$ 934,537
Park Fund (Municipal Levy)	\$ 90,479
City Assessment (Municipal Levy)	\$38,006
<b>Total Municipal Levy</b>	<b>\$ 1,063,022</b>
Residential Assessments (50%)	\$ 869,910
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
<b>Total</b>	<b>\$ 4,414,205</b>

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 2024-62
2. Assessment Map
3. Emerson Avenue Assessment Roll

**CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government, Premier Public Services & Infrastructure

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

**RESOLUTION 2024-62**

**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

**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 this resolution. 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 thirtieth day of October 2024.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

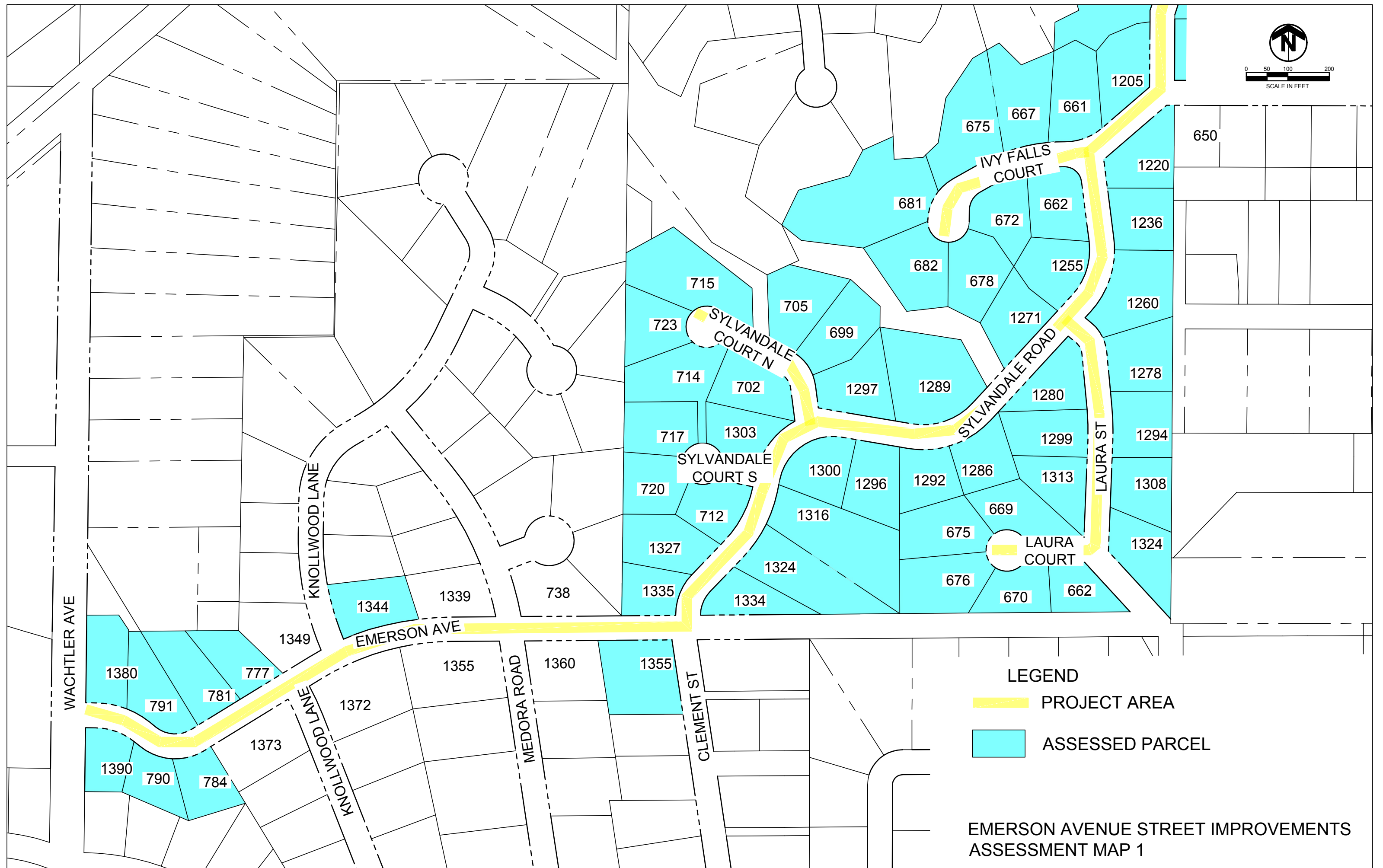
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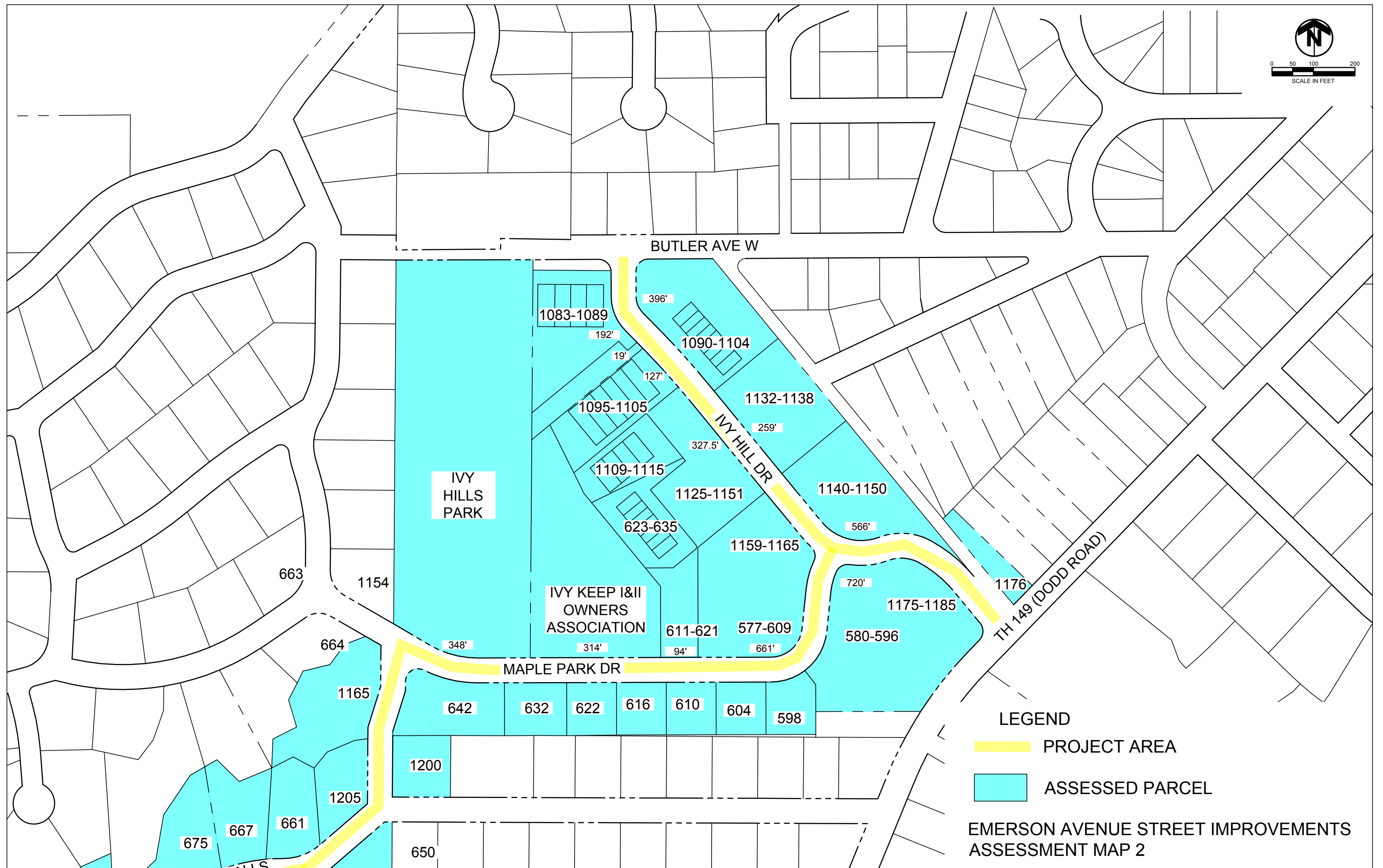
**Stephanie B. Levine, Mayor**

**ATTEST**

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**Nancy Bauer, City Clerk**





LEGEND

PROJECT AREA

ASSESSED PARCEL

City of Mendota Initiatives - Economic Area Street Improvements		4,414,308.00
Total Project Cost	\$	4,414,308.00
Assessor's Amount	\$	1,915,632.00
Assessment (55% of Assessable Amount)	\$	967,256.00
Residential unit assessments (units)	\$	107.5
Interest rate	%	5.446.00
Initial year		2025

## RECLAMATION

RECLAMATION													
NUMBER	PARCEL ADDRESS	PARCEL ID NUMBER	LEGAL DESCRIPTION	PROPERTY OWNER	JOINT OWNER	OWNER ADDRESS	CITY AND ZIP	CONSTRUCTION TYPE	NUMBER OF UNITS	UNIT ASSESSMENT RATE	PRIVATE PARKING ASSESSMENT	TOTAL ASSESSMENT AMOUNT	
1	3132 IVY HILL DR	27176020490	CLAMP-THOMSON IVY HILL	MICHELLE A BLATT	ARCHIE A LEPAGE	3132 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
2	3132 IVY HILL DR	27176020500	CLAMP-THOMSON IVY HILL	CORRY A MCCOY	KENDRA KATE MCCOY	3132 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
3	3132 IVY HILL DR	27176020510	CLAMP-THOMSON IVY HILL	LAUREL DOLY		3132 IVY HILL DR	SAINT PAUL MN 55118-1830	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
4	3132 IVY HILL DR	27176020520	CLAMP-THOMSON IVY HILL	KATHLEEN M GARDNER		3132 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
5	3132 IVY HILL DR	27176020530	CLAMP-THOMSON IVY HILL	ANTHONY W TOTT EBERSON		3132 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
6	3134 IVY HILL DR	27176020540	CLAMP-THOMSON IVY HILL	JO ELLYN CHURCH	LAWRENCE STEVEN CHURCH	3134 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
7	3134 IVY HILL DR	27176020550	CLAMP-THOMSON IVY HILL	GRANAMA, CLAY		3134 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
8	3140 IVY HILL DR	27176020560	CLAMP-THOMSON IVY HILL	ANNA M MOEL	ROBERT A MANUEL	3140 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
9	3140 IVY HILL DR	27176020570	CLAMP-THOMSON IVY HILL	PAMELA A REBERG		3140 IVY HILL DR	SAINT PAUL MN 55118-1830	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
10	3140 IVY HILL DR	27176020580	CLAMP-THOMSON IVY HILL	MARY JANE TOTT CROWN		3140 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
11	3140 IVY HILL DR	27176020590	CLAMP-THOMSON IVY HILL	TOTT ABERGSON		3140 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
12	3140 IVY HILL DR	27176020600	CLAMP-THOMSON IVY HILL	MARY HARRINGTON FORC		3140 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
13	3140 IVY HILL DR	27176020610	CLAMP-THOMSON IVY HILL	MICHAEL TOTT GOSWOL		3140 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
14	3140 IVY HILL DR	27176020620	CLAMP-THOMSON IVY HILL	MARY A DUNN		3140 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
15	611 MAPLE PARK DR	27176020630	CLAMP-THOMSON IVY HILL	DIANE J BORDATH		611 MAPLE PARK DR	SAINT PAUL MN 55118-1840	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
16	611 MAPLE PARK DR	27176020640	CLAMP-THOMSON IVY HILL	CAROL KOSCHAK		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
17	611 MAPLE PARK DR	27176020650	CLAMP-THOMSON IVY HILL	ELLI RUDOLPH JACSCHE		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
18	611 MAPLE PARK DR	27176020660	CLAMP-THOMSON IVY HILL	ANTHONY PERAL	ALYSSA BORDA	611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
19	611 MAPLE PARK DR	27176020670	CLAMP-THOMSON IVY HILL	ABIGAIL E LUNDQUIST		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
20	611 MAPLE PARK DR	27176020680	CLAMP-THOMSON IVY HILL	ELIZABETH H WITVIT		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118-1840	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
21	611 MAPLE PARK DR	27176020690	CLAMP-THOMSON IVY HILL	HARRISON JR & MARY N RANDOLPH		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
22	308 IVY HILL DR	27176020700	IVY KEEP II	ROBERT A LINDA SERNBERG		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
23	308 IVY HILL DR	27176020710	IVY KEEP II	MARGARET LUCY ANDERSON		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
24	308 IVY HILL DR	27176020720	IVY KEEP II	CAROL A GUINNETI		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
25	308 IVY HILL DR	27176020730	IVY KEEP II	GRAIG K LINDER		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
26	308 IVY HILL DR	27176020740	IVY KEEP II	LESLIE CALDWELL WINTER		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
27	308 IVY HILL DR	27176020750	IVY KEEP II	MICHAEL A NANCY BRILL		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
28	308 IVY HILL DR	27176020760	IVY KEEP II	DAVID & BRODIE FROCHNER		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
29	308 IVY HILL DR	27176020770	IVY KEEP II	BRADY LITE COFFEY		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
30	308 IVY HILL DR	27176020780	IVY KEEP II	STEPHEN D HINNE		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
31	311 IVY HILL DR	27176020790	IVY KEEP II	MARGARET A DONOHUE		311 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
32	311 IVY HILL DR	27176020800	IVY KEEP II	THOMAS T TOTT KOLNICK	PATRICIA C TOTT KOLNICK	311 IVY HILL DR	SAINT PAUL MN 55118-1830	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
33	611 MAPLE PARK DR	27176020810	IVY KEEP II	KIMBERLY A BORDA		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
34	611 MAPLE PARK DR	27176020820	IVY KEEP II	TRACY & KRISTA WALSH		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
35	611 MAPLE PARK DR	27176020830	IVY KEEP II	KEITH J ANDERSON		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
36	611 MAPLE PARK DR	27176020840	IVY KEEP II	STEVEN L LUNK		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
37	611 MAPLE PARK DR	27176020850	IVY KEEP II	CLARE PEXCUTY		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
38	611 MAPLE PARK DR	27176020860	IVY KEEP II	MAURICE MAMORY		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
39	611 MAPLE PARK DR	27176020870	IVY KEEP II	SAINT PAUL MN 55118-1840		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
40	611 MAPLE PARK DR	27176020880	IVY KEEP II	MENDOTA HEIGHTS MN 55118		611 MAPLE PARK DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
41	308 IVY HILL DR	27176020890	IVY KEEP II	JAMES D INOK		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
42	308 IVY HILL DR	27176020900	IVY KEEP II	ANTHONY JOSEPH ANDERSON		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
43	308 IVY HILL DR	27176020910	IVY KEEP II	MARY SALMAN ANDERSON		308 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
44	311 IVY HILL DR	27176020920	IVY KEEP II	MARY A BORDA		311 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
45	311 IVY HILL DR	27176020930	IVY KEEP II	STEVEN MILLER		311 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
46	311 IVY HILL DR	27176020940	IVY KEEP II	BLAIR FISCHNET		311 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
47	311 IVY HILL DR	27176020950	IVY KEEP II	BRIGITTA LEE BERNARDINI		311 IVY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
48	601 MAPLE PARK DR	27176020960	CLAMP-THOMSON IVY HILL	MARGARET H CALLEMAN		601 MAPLE PARK DR	SAINT PAUL MN 55118	RECLAMATION	0.44	\$ 4,446.00	\$ 649.65	\$ 4,326.15	Feasibility area 37 units divided by 85 units (1875/7000 R= 36.8 unit/Parling Bay Assessment (584622.4000 units)
49	601 MAPLE PARK DR	27176020970	CLAMP-THOMSON IVY HILL	RICARDO A KATHY BROOKS		601 MAPLE PARK DR	RIVER FOREST ST	RECLAMATION	0.44	\$ 4,446.00			



128	1334 SYLVANDALE RD	273762103080	WY FALLS 2ND ADDITION	CHARLEEN VITELLI	JOHN VITELLI	1334 SYLVANDALE RD	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
129	1335 SYLVANDALE RD	273762103140	WY FALLS 2ND ADDITION	MICHAEL A BARAKA-BERON		1335 SYLVANDALE RD	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
130	662 LAURA CT	273762103090	WY FALLS 2ND ADDITION	JOHN & KATHERINE KOVAR		662 LAURA CT	MENDOTA HEIGHTS MN 55118-1946	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
131	688 LAURA CT	273762103110	WY FALLS 2ND ADDITION	CHARLES W & JENNIFER ROBINSON KUDOS		688 LAURA CT	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
132	670 LAURA CT	273762103100	WY FALLS 2ND ADDITION	TERENCE J PETERSON		670 LAURA CT	SAINT PAUL MN 55118-1946	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
133	675 LAURA CT	273762103120	WY FALLS 2ND ADDITION	JOHN E TATE & PATRICIA A TATE TRACY		675 LAURA CT	MENDOTA HEIGHTS MN 55118-1947	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
134	676 LAURA CT	273762103130	WY FALLS 2ND ADDITION	RYAN D FENNER	ANGELA K HILLO	676 LAURA CT	MENDOTA HEIGHTS MN 55118-1946	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
135	689 SYLVANDALE CT	273762103010	WY FALLS 2ND ADDITION	JONIE A ELON	ALEXANDRA E KOLO	689 SYLVANDALE CT	SAINT PAUL MN 55118-1714	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
136	690 SYLVANDALE CT	273762103060	WY FALLS 2ND ADDITION	MICHAELA WANDERL		690 SYLVANDALE CT W	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
137	725 SYLVANDALE CT	273762103095	WY FALLS 2ND ADDITION	STEVEN E SCHULTZ		689 SUNNITT AVE	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
138	722 SYLVANDALE CT S	273762103070	REGISTERED LAND SURVEY #31	ELIASH C BEL	JULIA A BEL	722 SYLVANDALE CT S	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
139	724 SYLVANDALE CT	273762103045	WY FALLS 2ND ADDITION	ALEXANDER J STROCHOFFER		724 SYLVANDALE CT W	SAINT PAUL MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
140	725 SYLVANDALE CT	273762103050	WY FALLS 2ND ADDITION	ROBERT A & RENEE L MALANGREN		725 SYLVANDALE CT	SAINT PAUL MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
141	727 SYLVANDALE CT S	273762103015	REGISTERED LAND SURVEY #31	DAVID D TATE OLSON	CHARI T TATE OLSON	727 SYLVANDALE CT S	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
142	728 SYLVANDALE CT S	273762103020	REGISTERED LAND SURVEY #31	ROBERT MILLHUISER	CLAIRE KANEY	728 SYLVANDALE CT S	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
143	729 SYLVANDALE CT	273762103085	WY FALLS 2ND ADDITION	ERIC J MAGNUSON	KAY E THOMSON	729 SYLVANDALE CT	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
144	1344 ENGLWOOD DR	273762103018	WY FALLS WEST 2ND ADD	ANN STEINGALBERT	THOMAS STEINGALBERT	1344 ENGLWOOD DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
145	1355 CLEMENT ST	273762103022	AUDITORS SUBDIVISION NO 3	CARMEN H A TATE BRUNNER		1355 CLEMENT	SAINT PAUL MN 55118-1726	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
146	1360 WACHTER AVE	273711303010	CHEBERY HILL	PETER KOSKINE		1360 WACHTER AVE	SAINT PAUL MN 55118-1709	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
147	1360 WACHTER AVE	273714003030	CHEBERY HILL	BERNARD J & LISA B MADRY		1360 WACHTER AVE	MENDOTA HTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
148	177 EMERSON AVE	273762103025	WY FALLS WEST 2ND ADD	PAUL & JENNY ROSE		177 EMERSON AVE W	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
149	761 EMERSON AVE	273762103015	WY FALLS WEST 2ND ADD	MARY C CAVENEY		761 EMERSON AVE	SAINT PAUL MN 55118-1705	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
150	764 EMERSON AVE	273712003010	CHEBERY HILL	ARAD & MAIGDA R FORDGRANT		764 EMERSON AVE W	SAINT PAUL MN 55118-1706	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
151	762 EMERSON AVE	273714003005	CHEBERY HILL	TONY & JILL M ROBINSON		762 EMERSON AVE W	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
152	765 EMERSON AVE	273715003012	CHEBERY HILL	JOHN & PAULA GROENKE	DAVE L & KAY M ZIMBOWSKI	765 EMERSON AVE W	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
153	1355 SYLVANDALE RD	273762103048	WY FALLS	HOLLY ARNET		1355 SYLVANDALE RD	MENDOTA HTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
154	14126 HWY HILL DR	274812003000	WYCHNER ADDITION	ROBERT A ALVAREZ	CONSTANCE F ALVAREZ	14126 HWY HILL DR	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
155	685 BUTLER AVE	273762103065	CLAMP TRIMENSION OPP HILL	CUTY OP MENDOTA HEIGHTS		685 BUTLER AVE	SAINT PAUL MN 55118-1652	RECLAMATION	4.5	\$	8,448.00	\$	38,007.00	
156	DRAINAGE AREA	273762103020	WY FALLS 2ND ADDITION	WY FALLS HOME OWNER ASSOC		711 MARIE PARK CT	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
157	DRAINAGE AREA	273762103030	WY FALLS 2ND ADDITION	WY FALLS HOME OWNER ASSOC		711 MARIE PARK CT	MENDOTA HEIGHTS MN 55118	RECLAMATION	1	\$	8,448.00	\$	8,448.00	
TOTAL										197.50	\$	95,220.00	\$	953,195.00

CITY ADDRESS  
DRAINAGE AREA