



## CITY OF MENDOTA HEIGHTS

### PARKS AND RECREATION COMMISSION REGULAR MEETING AGENDA

October 8, 2024 at 6:30 PM

Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

**1. Call to Order**

**2. Roll Call**

- a. Introduction of New Commissioner

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

*The Commission, 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. Approval of Minutes**

- a. Approve Minutes from the August 14, 2024 Parks and Recreation Commission Meeting

**6. Public Comment - for items not on the agenda**

*Public comments provide an opportunity to address the Commission on items which are not on the meeting agenda. All are welcome to speak. Individuals should address their comments to the Commission 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 five (5) minutes. No action will be taken; however, the Chair and Commissioners may ask clarifying questions as needed or request staff to follow up.*

**7. Acknowledgement of Reports**

*Items on the Acknowledgement of Reports are approved by one motion of the Commission.*

- a. Par 3 Update
- b. Park Improvement Project Update
- c. Recreation Update

- d. Park System Master Plan Update
- e. Parks and Recreation Strategic Planning Update

**8. New Business**

- a. Park Bench Donation Recommendation

**9. Old Business**

- a. FY2025 Budget Update

**10. Staff Announcements**

**11. Student Representative Update**

**12. Commissioner Comments and Park Updates**

**13. Adjourn**

**Next Meeting  
November 12 at 6:15pm**

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).



## Parks and Recreation Commission

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**Meeting Date:** October 8, 2024

**Agenda Item:** Introduction of New Commissioner

**Item Type:** Action Item

**Department:** Parks and Recreation

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

**Action Request:**

Commissioners are encouraged to introduce themselves to the new Parks and Recreation Commissioner.

**Background:**

On August 20, the City Council appointed Jennifer Weichert to the Parks and Recreation Commission.

Jennifer has been a resident of Mendota Heights for more than 33 years and lives near Victoria Highlands Park. She is a retired Corporate Executive and Small Business Owner. She has a strong history of collaboration and problem-solving, being able to analyze situations and find solutions. She has a passion for healthy living and staying active, being engaged socially, spiritually and intellectually. She has enjoyed and engaged in many of the City's sponsored and supported activities. As a traveled woman, she hopes to introduce fresh trendy ideas and concepts that she has enjoyed in other communities to the People of Mendota Heights.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

A Leading Community with Invested Partners

## CITY OF MENDOTA HEIGHTS, DAKOTA COUNTY, MINNESOTA

**DRAFT PARKS AND RECREATION MEETING MINUTES**

AUGUST 14, 2024

The August meeting of the Mendota Heights Parks and Recreation Commission was held on Wednesday, August 14, 2024, at Mendota Heights City Hall, 1101 Victoria Curve.

**1. Call to Order** – Chair Jaffrey Blanks called the meeting to order at 6:30 p.m.

**2. Roll Call** – The following Commissioners were present: Chair Jaffrey Blanks, Commissioners: Stephanie Meyer, Michelle Muller, Jo Schifsky, Dan Sherer, and Michael Toth; absent: None. Staff present: Parks and Recreation Director Meredith Lawrence, Parks and Recreation Intern Sydnee Yengo, Recreation Program Coordinator Willow Eisfeldt, and Public Works Director Ryan Ruzek.

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval of Agenda**

Chair Blanks requested to move the item: Parks and Recreation Intern Presentation to the beginning of the meeting.

*Motion Sherer/second Meyer, to approve the agenda as amended.*

AYES 6: NAYS 0

**5. New Business****5.a Parks and Recreation Intern Presentation**

Parks and Recreation Director Meredith Lawrence stated that staff is proud to have the Parks and Recreation Intern Sydnee Yengo present tonight to provide a presentation. She noted that her last day with the City will be next Friday. She stated that Sydnee has been a great addition to the team this summer and thanked her for her contributions, noting that she was able to accomplish things that Parks and Recreation staff would not have been able to do without her.

Parks and Recreation Intern Sydnee Yengo introduced herself and identified her goals for the summer. She reviewed her responsibilities during her time in Mendota Heights and provided details on the programs and projects that she was involved with, along with other items she worked on including drafting policies and creating a sustainability webpage. She stated that she enjoyed working with City staff and members of the community.

Commissioner Muller thanked Ms. Yengo for her service this summer, noting that she saw her at many community events this summer.

Commissioner Sherer commented that the summer intern experience is great for both the intern and the staff. He asked which park is next for a sign planting.

Ms. Yengo replied that she is not aware of which park will be next.

Commissioner Schifsky expressed thanks noting that she has also seen Ms. Yengo at several summer events. She appreciated her joyful attitude and commented that she is excited about the sustainability webpage.

Chair Blanks asked the most challenging project this summer.

Ms. Yengo replied that the fleet policy was the most challenging as it involved a lot of research collection.

Chair Blanks and the Commission expressed thanks for the work that was completed this summer.

#### **6.a Approval of Minutes from July 9, 2024 Regular Meeting**

*Motion Schifsky/second Toth to approve the minutes of the July 9, 2024 Parks and Recreation Commission Regular Meeting.*

AYES 6: NAYS 0

#### **7. Citizen Comment Period (for items not on the agenda)**

None.

#### **8. Acknowledgement of Reports**

Chair Blanks read the titles of the three updates (Par 3, Park Improvement, Recreation, Park System Master Plan, and Parks and Recreation Strategic Plan Updates) and polled the Commissioners for questions.

##### **8.a Par 3 Update**

Parks and Recreation Director Meredith Lawrence briefly reviewed the written report including the number of rounds, maintenance, and the challenges of the rain. She stated that they are still working to address vandalism that is occurring at the course. She stated that two budget requests were presented to the Council for 2025 relating to the golf course including a staff position that would be split between the golf course and parks and recreation. She stated that the financial report from the course was distributed to the Commission prior to the meeting and provided a brief overview.

Commissioner Toth asked if there has been an increased cost in maintenance of weeds due to the increased rainfall.

Ms. Lawrence confirmed that they have worked with a consultant to change the mixture of applications for the site to address the things that have been growing.

Commissioner Sherer referenced the proposed staffing position split and asked if the person would be the main contact for the golf course, which would free Ms. Lawrence for other activities.

Ms. Lawrence confirmed that the golf course is taking more and more of her time, and this additional position would allow designated focus on the course for marketing, course technology updates (tee management software) and employee management at the course. In addition to helping out with the golf course, this position would assist with existing recreation programs and events.

Commissioner Sherer asked if a second intern has been considered.

Ms. Lawrence commented that has been considered. She noted the amount of staff time that is spent to add an intern and make the internship a valuable experience is extensive and it would be difficult to have an intern at a site with little staff interaction--therefore the golf course would not be a good fit for that type of position.

Commissioner Schifsky asked if they have looked at deliveries for products.

Ms. Lawrence commented that they have done that but there is an issue with storage and staff completing those store runs has become the best fit. She commented that there is a low number of staff and high demand, therefore there needs to be additional staff or less duties.

Commissioner Muller commented that Mendota Heights has a significantly smaller staff than cities of similar size.

Ms. Lawrence stated that at the Master Plan presentation of information from the consultant, it was projected that the City is four employees short in terms of park and recreation. She stated that staff is going to reach out to other cities to see what their staffing levels are. She stated that she received a report from West St. Paul today and reviewed the parks and recreation staff in that community, which would be in addition to public works/park staff members.

### **8.b Parks Improvement Update**

Parks and Recreation Director Meredith Lawrence provided a status update on the different park improvement projects. She noted that the 2025 budget requests have been presented to the City Council and stated that the budget process will involve discussion about the special parks fund balance policy.

Commissioner Toth referenced the fund balance policy and asked if the Commission should provide input to the Council on whether that policy should be amended.

Ms. Lawrence replied that the Commission is always welcome to provide a recommendation to the Council. She stated that the special parks fund is not a maintenance fund and if they are going to continue to improve the parks, they will need those funds. She stated that there is an apartment project that will go forward in the next few years, which will replenish the fund but that will most likely be the last substantial contribution and therefore future funding for the parks will need to be a continued discussion topic. She recognized that there was intent behind the original policy, but the City is now in a different place and those funds will need to be used.

Commissioner Sherer commented that he recalled that \$350,000 to \$400,000 in annual funding would be needed to continue to provide park improvements. He asked for more information on the locking mechanism for the Mendakota bathrooms.

Ms. Lawrence commented on the many meetings they have had on this project. She noted that users will be able to lock the bathroom when in use and leave the bathroom when done.

Commissioner Meyer asked the contractor that was used for the Marie Park pickleball courts.

Ms. Lawrence replied that CNH Sports Surfaces was the contractor, noting that the City has had great experiences working with that contractor.

Commissioner Meyer agreed, noting that she wanted to commend the contractor for the excellent job that they did on the project and cleaning up.

Commissioner Sherer asked if anything is suggested to protect the pickleball surface when it is flooded in the winter.

Ms. Lawrence replied that they have not received any additional recommendations.

### **8.c Recreation Update**

Recreation Program Coordinator Willow Eisfeldt provided an update on the Parks Celebration events held this past weekend. She also reviewed other recent activities and programming events as well as upcoming events and programming opportunities for youth and adults.

Chair Blanks and the Commission thanked staff for all the planning and effort that goes into the Parks Celebration events.

Commissioner Muller asked why the Maker's Market is not going to be the same day as the 5K.

Ms. Eisfeldt commented that they are hoping to attract more shoppers during the cooler weather, that may be shopping for the holidays.

### **8.d Park System Master Plan Update**

Parks and Recreation Director Meredith Lawrence provided an update on the Park System Master Plan process, noting that phase two of engagement has begun. She explained that phase one opened the door for requests and desires within the park system while phase two will focus more on the level at which residents would be supportive of funding. She thanked the Commission for their assistance with engagement.

Commissioner Muller asked why a water feature was not a direct question on the phase two survey, as that was a clear request in phase one.

Ms. Lawrence commented that element would be dependent on the funding information gathered during phase two, as there would be no point in asking the question if residents are not willing to fund at that level. She stated that while there is a desire for a water feature by some residents, there are water features and pools available in adjacent communities. She stated that the answers received in the funding portion of engagement would open the discussion for phase three to include the elements that could be provided at the different funding levels.

## **9. Old Business**

### **9.a Park System Master Plan Commissioner Engagement**

Parks and Recreation Director Meredith Lawrence stated that staff has been out a fair amount interacting with residents and discussing the project within the past week. She stated that they engaged a lot of youth during phase one, where phase two will focus more on adults because of the financing focus. She stated that phase two marketing materials are available for the Commission members, acknowledging their assistance throughout this process. She stated that the schedule of upcoming engagement events was provided to the Commission, should they wish to participate in phase two, which will close on September 7<sup>th</sup>.

Chair Blanks encouraged the Commission members to continue to get out in their own neighborhoods to engage residents.

Ms. Lawrence reviewed some ways the Commission can continue to reach out to their neighbors, friends, networks and to share the City social media posts.

Commissioner Schifsky stated that there are back to school events and perhaps they could request a table.

Commissioner Sherer commented on the high number of attendees for soccer Saturdays. Commissioner Meyer commented that she has received questions from residents on where the phase one results could be shared.

Ms. Lawrence commented that she could work with the consultant to develop a summary of those results that could be posted on the website.

## **8. Acknowledgement of Reports (Continued)**

### **8.e Parks and Recreation Strategic Planning Update**

Parks and Recreation Director Meredith Lawrence provided an update on the Parks and Recreation Strategic Plan progress.

## **10. Staff Announcements**

Parks and Recreation Manager Meredith Lawrence shared the following announcements:

- Winter seasonal positions will be posted around Labor Day
- Master Plan survey is available on the website and paper copies are available at City Hall
- The City Council interviewed three candidates for the vacant Park and Recreation Commission seat and a new Commissioner will be appointed at the Council meeting next week
- Thanks to the recreation staff for all their hard work during the busy summer season
- Other events can be found on the City's website

## **11. Student Representative Update**

None.

## **12. Commission Comments and Park Updates**

Commissioner Sherer

- Commented that the basketball hoop at the east side of Hagstrom King seems to be stuck at the lowest setting
- Commented that the baseball fields were a bit rough recently

Commissioner Toth

- Commented that he spoke with residents and other users of Rogers Lake Park recently to gain feedback including a need for brush maintenance on the sides of the trails, a desire for a pedestrian crossing sign at Wagon Wheel, vegetation maintenance near the fishing pier
- Suggested that they look at potential lake treatment for Rogers Lake to address the weed growth



Public Works Director Ryan Ruzek commented that staff is going to get out and clear brush along the pedways this next week. He commented that they do not promote fishing in the area off Wagon Wheel, and therefore will not install signs promoting people to cross in that area. He stated that the City does work with the Lake Homeowners Association to do treatments of the lake and agreed that a second treatment could be helpful around the fishing pier. He noted that there is also a shoreline project scheduled for 2025.

Commissioner Muller

- Received input about the desire for a swimming beach at Rogers Lake, but noted the poor water quality
- Enjoyed activities at Friendly Hills this past weekend
- Kensington also looks nice and green
- Thanked the Summer Intern for her work over the summer

Chair Blanks

- Market Square is a great place for music in the park and encouraged residents to attend
- Some incidents of vandalism at Valley Park

Commissioner Schifsky

- It is fun to continue to see all the users at Wentworth
- Thanked the Summer Intern for her services this summer

Commissioner Meyer

- Marie Park continues to be full of users
- Mendakota continues to be great, and people enjoyed all the activities this past weekend
- Wished the best for the Summer Intern as she continues her education

### **13. Adjourn**

*Motion Meyer/Second Muller to adjourn the meeting at 8:03 PM*

AYES 6: NAYS 0

Minutes drafted by:  
Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*



## Parks and Recreation Commission

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**Meeting Date:** October 8, 2024

**Agenda Item:** Par 3 Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

### Background:

#### Season Statistics

Although an extremely wet season during the Spring/Summer and dry during the Fall, the golf course has had a successful season. The following rounds have been played in 2024:

- March: 261
- April: 1,923
- May: 2,664
- June: 3,395
- July: 3,093
- August: 3,089
- September: 2,095
- Schools: 263

### Aeration Complete

Par 3 maintenance staff and administrative staff completed the annual aeration of the greens on September 17. This process takes approximately nine hours with four staff working the entire day. Aerating is imperative to reduce thatch and ensure a healthy playing surface for the future.

### Close Date

A close date has not been identified yet, but staff continues to monitor the weather and the course's profitability in order to determine the course's last day open for business for 2024. Historically, the course has closed at the end of October or in early November.

**Financial Update**

Staff has requested an August Financial Report from the Finance Department for review at the October meeting.

**Turf Conditions**

Overall the turf was in great condition for the 2024 season. The turf was the healthiest it has been in the past seven years. Staff is proud of the work of the Par 3 maintenance team and the stellar playing conditions that were provided to customers this season.

**2025 Budget**

The Par 3 requested the following in the 2025 budget:

1. Recreation Facilities Coordinator (60% Par 3, 40% Recreation/Parks)
2. Online Tee Software/POS Software

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All

Vibrant and Diverse Community Programming



## Parks and Recreation Commission

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**Meeting Date:** October 8, 2024

**Agenda Item:** Park Improvement Project Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

### Background:

#### 2024 Project Updates

The following projects have been completed in 2024:

- Marie Park Hockey Rink Acrylic Surfacing for Pickleball
- Mendakota Park Fiber Installation--Cameras, Door Access
- Marie Park Dugout Addition/Baseline Fencing
- Wentworth Park Pickleball Installation
- Marie Park Ball Field Resurfacing

#### 2025 Budget Requests

Staff included the following requests as part of the 2025 budget consideration:

1. Wentworth Park Basketball Court Expansion (NOT included in Preliminary)
2. Ivy Hills Playground Replacement (Included in Preliminary)
3. Wentworth Hockey Board Replacement (NOT included in Preliminary)
4. Valley Park Picnic Shelter Refurbishment (NOT included in Preliminary)
5. Hagstrom King Park Connection Point (Included in Preliminary)
6. Basketball Hoop Replacement/Relining (NOT included in Preliminary)
7. Friendly Hills Tennis Court Resurfacing (Included in Preliminary)

As part of the Parks Maintenance budget, staff did request an infield renovation project at a ball field in 2025.

#### Special Parks Fund Balance

Currently, the Special Parks Fund is showing an estimated balance of approximately \$190,000

available as of October 1, 2024. Current policy states the Special Parks Fund should have a balance of at least \$200,000. The Council will need to determine next steps in regards to spending the Special Parks Fund.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All



## Parks and Recreation Commission

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**Meeting Date:** October 8, 2024

**Agenda Item:** Recreation Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

**Contact:** Willow Eisfeldt, Recreation  
Program Coordinator

### **Background:**

#### **Barktober**

Barktober occurred on October 5, 2024. Staff will provide an update on event numbers and day of details.

#### **Trick-Or-Teeing**

Trick-Or-Teeing will occur on Saturday, October 19 from 4:00-6:00 PM at the Par 3 Community Golf Course. Currently, four businesses are joining the event; three volunteers, the Natural Resources Commission, as well as the Mendota Heights Police and Fire Departments. This is a free event for all. Come out and enjoy stress-free trick-or-treating, free snacks, cider, crafts and more!

#### **Makers Market**

In partnership with West St. Paul Parks and Recreation and TriDistrict Community Education, the Makers Market will be returning this fall on Saturday, November 9 from 9:00 AM-3:00 PM at Two Rivers High School. Currently, there are 40+ vendors registered to sell local and handmade goods at the market.

#### **Winter Programming**

Winter programming registration opens on Friday, November 1 at 8:00 AM. These programs will include ice skating lessons, gymnastics, winter field trips and more! Programs that will continue throughout the winter are Coffee, Cribbage, and Cards as well as Tour De Rec. Schedules and additional information can be found online at [www.MendotaHeightsMN.Gov/Register](http://www.MendotaHeightsMN.Gov/Register).

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Vibrant and Diverse Community Programming



## Parks and Recreation Commission

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**Meeting Date:** October 8, 2024

**Agenda Item:** Park System Master Plan Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

### Background:

Staff has completed the community engagement for Phase 2 of the Park System Master Plan. The survey, which opened on August 1 and closed on October 6 focused on the finances to help determine whether residents are comfortable with the potential financial implications based on the wants and needs identified in the Phase 1 survey. The Phase 2 survey had over 500 survey responses, which is an impressive response rate. Staff was present at many community events and met with various community groups throughout Phase 1 and Phase 2 to ensure proper awareness and engagement throughout the process, as the more community input received, the stronger the plan will be.

Staff coordinated Focus Groups with various segments of the Mendota Heights population on October 2. The focus groups included the following four groups: Partners of the City, Active Adults/Senior Citizens, Residents with Disabilities and Sports User Groups. The consultant and staff received great information from the residents that took part in the Focus Groups and the staff is grateful for their time and dedication to the plan.

A joint work session of the City Council and the Parks and Recreation Commission will take place on November 12 at 6:00pm. The consultant will present their findings from Phase 1 and Phase 2 of engagement, in addition to their programming analysis, benchmark study, financial sustainability report, and equity analysis. This meeting will take the place of the regularly scheduled November 12 Parks and Recreation Commission meeting.

Staff continues to meet bi-weekly with the consultant team and will continue to do so until the completion of the project. Staff anticipates project completion in February, 2025.



**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community

A Safe Connected and Walkable/Bikable Community



## Parks and Recreation Commission

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**Meeting Date:** October 8, 2024

**Agenda Item:** Parks and Recreation Strategic Planning Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

**Background:**

Included is the planning calendar that staff is utilizing to ensure progress. Each month, staff will provide an update on the strategic planning calendar.

**Attachments:**

1. PRC Planning Calendar 2024

**Item Relation to Commission Guiding Principles:**

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community

2024 STRATEGIC GOALS

ACTION ITEM	STRATEGIC INITIATIVE	RESPONSIBILITY	TIMELINE													
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	UPDATE	
Completion of Park System Master Plan	All	Parks and Recreation Director													Engagement for Phase 1 and Phase 2 of the Master Plan is complete. The consultant will be sharing their findings in preparation for the final document at the November 12 Joint Work Session.	
Finalize Sponsorship, Donation, and Event Policies	Sustainable Funding Source for Parks and Recreation	Parks and Recreation Director													The sponsorship policy has been approved by the City Council and is in effect. Staff will begin work on the donation and event policies next.	
Work with businesses (Village and Plaza) for Event Engagement	A Leading Community with Invested Partners	Parks and Recreation Director/Recreation Program Coordinator													Cupid’s Crawl with businesses was held at Frozen Fun Fest. Music in the Park had a great 2024 year. Staff has contacted businesses for Trick or Teeing.	
Work with the City of West Saint Paul to determine if a joint facility is feasible.	A Leading Community with Invested Partners	City Administrator/ Parks and Recreation Director													West Saint Paul has a new subconsultant for the project—the City of West Saint Paul will be including a question on the potential Community Center as part of their statistically valid survey this Summer.	
Create Trail CIP Program	Greater Connection to the Natural Environment	Public Works Director													This item was presented at the June meeting.	
Update Trail Maps to Be More Accessible	A Safe, Connected, Walkable and Bikeable Community	Parks and Recreation Director/Senior Engineering Technician													The interactive online map for the Mendota Heights Park System has been completed and is now launched on the City’s website.	
Diversify Programming Offered (Senior and Teen Programming)	Vibrant and Diverse Community Programming	Recreation Program Coordinator													The Coffee, Cards and Cribbage series has increased to a weekly event. The Summer Adult Walking group took place in 2023 and in 2024. Staff continues to look for ways to engage seniors and teens.	
Coordinate Ongoing Community Engagement Plan for Commissioners	Effective Two-Way Communication with an Informed Community	Commissioners													Commissioners discussed engagement at their April work session for Phase 1 and Phase 2 engagement was discussed at the August meeting.	
Continued Success of the Volunteer in the Parks (VIP) Program	All	Commissioners and Staff													Staff continues to seek volunteers for events when necessary.	



## Parks and Recreation Commission

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**Meeting Date:** October 8, 2024

**Agenda Item:** Park Bench Donation Recommendation

**Item Type:** Action Item

**Department:** Parks and Recreation

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

### Action Request:

If the Commission concurs, it should, by motion, recommend approval of the Park Bench Donation for Wentworth Park by Bill and Joan Gacki.

### Background:

The Park Bench Donation program was adopted in 2001. Through the program, a resident may donate \$1,500 to the City to offset the costs to purchase and install a park bench. Any costs above the donated amount would be the responsibility of the City from the Parks Maintenance Budget.

Staff received a park bench donation from Bill and Joan Gacki to be installed at Wentworth Park near the pond. A map that is attached provides a point point of where the bench is proposed to be installed. The bench would be installed twenty feet from the pond to ensure a proper buffer is adhered to. Staff has walked the site with the residents and feels it would be a good location for the bench.

The desired plaque language for the bench would read:

In Loving Memory of Our  
Son Daniel Gacki  
Sunshine and Laughter and Love

### Fiscal and Resource Impact:

Bill and Joan Gacki provided a \$1,500 donation for the park bench. The City is grateful for this donation.

**Attachments:**

1. Bill and Joan Gacki Donation Map

**Item Relation to Commission Guiding Principles:**

Greater Connection to the Natural Environment

A Safe Connected and Walkable/Bikable Community



### Gacki Bench Donation-Wentworth



*Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed.  
This is not a legal document and should not be substituted for a title search, appraisal, survey, or  
for zoning verification.*

Map Scale  
**1 inch = 75 feet**  
9/30/2024



## Parks and Recreation Commission

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**Meeting Date:** October 8, 2024

**Agenda Item:** FY2025 Budget Update

**Item Type:** Action Item

**Department:** Parks and Recreation

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

### Action Request:

The Commission will be provided an update on the FY2025 budget. Commissioners should ask questions related to the budget if they have them.

### Background:

At the September 17 City Council meeting the Preliminary 2025 Budget was approved. The Preliminary Budget sets the maximum tax levy that the Council can approve for 2025; thus, the levy can be lowered prior to the final December approval, but cannot be increased.

Included in the packet is the Budget Improvement Package Summary List--2025 which outlines the items requested and which items are included in the Preliminary Budget for 2025.

The requested position of Recreation Facilities Coordinator will be discussed further at a work session on October 15 with the City Council to determine if the position will be included in the final 2025 budget or if it will be removed.

### Fiscal and Resource Impact:

None.

### Attachments:

1. BIP Summary List 2025

### Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners  
Greater Connection to the Natural Environment  
Vibrant and Diverse Community Programming  
A Safe Connected and Walkable/Bikable Community  
Active Recreation Facilities for All  
Effective Two-Way Communication with an Informed Community



## CITY OF MENDOTA HEIGHTS

## 2025 BUDGET IMPROVEMENT PACKAGE (BIP) WORKSHEET - GENERAL FUND &amp; GENERAL FUND BALANCE

Unassigned General Fund Balance 12/31/2023	\$	12,090,906
Obligated Funds	\$	1,359,809
Unassigned General Fund Balance	\$	10,731,097
Proposed FY2025 General Fund Expenditures	\$	13,227,127
75%	\$	9,920,345
(Estimated) Available Unassigned Fund Balance	\$	810,752

Department	Budget Item Requested	Initial	Recommended?		Included Budget Amount	Funding Source			Notes
		Budget Request	Yes	No		Levy	Fund Balance	Other	
Administration	ADA Transition Plan	\$ 35,000	X			\$ 35,000			
Administration	City Hall: Cubicle Replacement	\$ 27,500	X					\$ 27,500	City Hall Fund
Administration	City Hall: Door Knob Replacement	\$ 25,000	X					\$ 25,000	City Hall Fund
Administration	City Hall: Boiler Replacement	\$ 75,000		X					
Administration	Position: Assistant to the City Administrator	\$ 131,000	X			\$ 131,000			
Administration	Elections: Absentee Voting Administration	\$ 4,500	X			\$ 4,500			Policy Decision
Administration	IT: Public Works Door Access	\$ 20,000		X					
Fire	Replacement of Chief 1 Vehicle	\$ 72,500		X					
Fire	Parking Lot Replacement	\$ 100,000		X					
Fire	Replacement of Brush 10	\$ 100,000	X				\$ 100,000		
Fire	Fire Relief	\$ 18,000	X			\$ 18,000			
Eng	Pavement Rehabilitation Project (Streets)	\$ 300,000		X					
Parks	Wentworth Park Basketball Court Expansion	\$ 45,000		X					
Parks	Ivy Hills Playground Replacement	\$ 160,000	X			\$ 160,000			
Parks	Wentworth Hockey Board Replacement	\$ 45,000		X					
Parks	Valley Park Picnic Shelter Refurbishment	\$ 165,000		X					
Parks	Hagstrom King Park Connection Point	\$ 77,500	X				\$ 30,000	\$ 47,500	MSA Funds
Parks	Basketball Hoop Replacement/Relining	\$ 24,500		X					
Parks	Friendly Hills Tennis Court Resurfacing	\$ 18,000	X				\$ 18,000		
Parks	Oheyawahe Interpretive Plan - Phase III	\$ 10,000	X			\$ 10,000			Part of a larger state funded project
Parks	Oheyawahe Bury Power Lines	\$ 10,000	X			\$ 10,000			Part of a larger state funded project
Parks/Par3	Position: Recreation Facilities Coordinator	\$ 119,565	X			\$ 76,080		\$ 43,485	Par 3
Par3	Online Tee Time Software/POS System	\$ 12,000		X					
PW	Replacement of Parks Truck F-550	\$ 81,000	X				\$ 81,000		
PW	Staff Summer Hours Overtime	\$ 2,200	X			\$ 18,000			Policy Decision
PW	Cold Planer Attachment for Skid Steer	\$ 20,000	X			\$ 20,000			
PW	Garage Door Aprons and Ballards	\$ 43,000		X					
PW	Garage Door Replacement	\$ 80,000	X				\$ 53,333	\$ 26,667	Sewer Fund
PW	Wheel Loader	\$ 195,000		X					2026CIP
PW	Public Works Facility Parking Lot Replacement	\$ 190,000		X					
PW	Replacement of Engineering Truck	\$ 48,000	X				\$ 48,000		
PW	Scada System Upgrades	\$ 36,000	X					\$ 36,000	Sewer Fund
	Fire Station Roof	\$ 100,000					\$ 100,000		
	Building Fund: Police Department and City Hall	\$ 250,000	X				\$ 200,000		
	Depreciation	TBD					\$ 175,000		
	<b>TOTAL</b>	<b>\$ 2,640,265</b>			<b>\$ -</b>	<b>\$ 482,580</b>	<b>\$ 805,333</b>	<b>\$ 206,152</b>	

Amounts in blue will be included in the General Fund Budget