



## CITY OF MENDOTA HEIGHTS

### CITY COUNCIL REGULAR MEETING AGENDA

January 7, 2025 at 7:00 PM

Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

**1. Call to Order**

**2. Oath of Office**

a. Oath of Office

**3. Roll Call**

**4. Pledge of Allegiance**

**5. 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.*

**6. 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.*

**7. 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 December 17, 2024, City Council Meeting
- b. Designate Acting Mayor for 2025
- c. Designate Official Newspaper for 2025
- d. Approve 2025 Financial Items and Authorize Finance Director to Execute Electronic Payments and Prepay Claims

- e. Approve Appointments to the Dakota 911 Board of Directors
- f. Resolution 2025-01 Approving Municipal Appointments to the Mendota Heights Fire Relief Association Board of Trustees
- g. Resolution 2025-02 Appointing Representatives to the Northern Dakota County Cable Communications Commission (NDC4)
- h. Accept the Resignation of Firefighter Emily Mahon
- i. Authorize the Promotion of Madeline Spencer from Police Cadet to Police Officer
- j. Approve Purchase Order for Sewer Grouting on Spring Street
- k. Authorize Signing of the Partners in Energy Memorandum of Understanding
- l. Resolution 2025-05 Approving Community Development Block Grant (CDBG) Funding Application through Dakota County – Fiscal Year 2025
- m. Approve Claims List

**8. Presentations**

**9. Public Hearings**

- a. Ordinance 598 An Ordinance Amending the Fee Schedule

**10. New and Unfinished Business**

- a. Award Professional Services Contract for the Oheyawahe Capital Improvements

**11. Community / City Administrator Announcements**

**12. City Council Comments**

**13. Adjourn**

**Next Meeting**

**January 21, 2025 at 7:00PM**

Information is available in alternative formats or with the use of auxiliary aids to individuals with disabilities upon request by calling city hall at 651-452-1850 or by emailing [cityhall@mendotaheightsmn.gov](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](https://www.townsquare.tv/webstreaming)

**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Oath of Office

**ITEM TYPE:** Presentation

**DEPARTMENT:** Administration

**CONTACT:** Nancy Bauer, City Clerk

**ACTION REQUEST:**

Administer the oath of office to newly elected city officials.

**BACKGROUND:**

At the January 7, 2025, meeting of the City Council, the following individuals will take the Oath of Office:

Stephanie Levine, Mayor  
John Maczko, City Council  
Joel Paper, City Council

**FISCAL AND RESOURCE IMPACT:**

N/A

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government

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CITY OF MENDOTA HEIGHTS  
DAKOTA COUNTY  
STATE OF MINNESOTA

**DRAFT** Minutes of the Regular Meeting  
Held Tuesday, December 17, 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, and Paper, were also present. Councilors Mazzitello and Miller were absent.

PLEDGE OF ALLEGIANCE

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

AGENDA ADOPTION

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

Ayes: 3

Nays: 0

PUBLIC COMMENTS

No one from the public wished to be heard.

CONSENT AGENDA

Mayor Levine presented the consent agenda and explained the procedure for discussion and approval. Councilor Lorberbaum moved approval of the consent calendar as presented, pulling items C, I, L, and M.

- a. Approval of December 3, 2024, City Council Minutes
- b. Acknowledge the October 8, 2024, Parks and Recreation Commission Meeting Minutes
- c. ~~Approve 2025 Schedule of City Council Meeting Dates~~
- d. Approve the Issuance of Massage Establishment Licenses and Massage Therapist Licenses
- e. Approve 2025 Tobacco License Renewals
- f. Resolution 2024-75 Accepting Work and Approving Final Payment for Wentworth Park Tennis Courts Improvements, Project #202106
- g. Resolution 2024-76 Accepting Work and Approving Final Payment for Marie Park Pond Dredging, Project #202305
- h. Approve Purchase Order for Tree Removals
- i. ~~Resolution 2024-79 Reappointing City Advisory Commission Representatives~~

- j. Approve Job Description, Pay Classification, and Authorize Recruitment of the Recreation Facilities Coordinator position; and Approve Revised Recreation Program Coordinator Job Description
- k. Resolution 2024-82 Adopting the 2025 Pay Classification Plan for Non-Union Employees
- ~~l. Resolution 2024-80 Formally Accepting a Donation from the Coss Family Foundation~~
- ~~m. Resolution 2024-83 Formally Accepting a Donation for Police Officer Wellness~~
- n. Approve Resolution 2024-81 Providing for the Fourth Supplemental Indenture of Trust Related to Multifamily Housing Revenue Refunding Bonds (Lexington Heights Apartments Project), Series 2013 and Authorizing Execution of Documents Related Thereto
- o. Approval of Claims List

Councilor Paper seconded the motion.

Ayes: 3

Nays: 0

## PULLED CONSENT AGENDA ITEMS

### C. APPROVE 2025 SCHEDULE OF CITY COUNCIL MEETING DATES

Councilor Lorberbaum commented that the dates and start time are listed in the packet, but two members are missing tonight. She requested to delay action on this until all members are present but was unsure if that would impact the first meeting in January.

City Administrator Cheryl Jacobson asked that the Council approve the schedule as presented, with the 7:00 p.m. start time. She stated that there has been discussion of changing the start time back to 6:00 p.m., which would also impact the work session start times. She recommended that the council have a discussion when all are present. She explained that if the start time is desired to change in the future, the schedule could be amended at that time.

Councilor Lorberbaum moved to approve 2025 SCHEDULE OF CITY COUNCIL MEETING DATES.

Councilor Paper seconded the motion.

Ayes: 3

Nays: 0

### I. RESOLUTION 2024-79 REAPPOINTING CITY ADVISORY COMMISSION REPRESENTATIVES

Mayor Levine acknowledged and thanked the commission members with expiring terms who have opted to continue their service with another term. She also recognized the position openings on those commissions and encouraged interested residents to apply.

Councilor Lorberbaum moved to approve RESOLUTION NO. 2024-79 REAPPOINTING CITY ADVISORY COMMISSION REPRESENTATIVES.

Councilor Paper seconded the motion.

Ayes: 3

Nays: 0

### L. RESOLUTION 2024-80 FORMALLY ACCEPTING A DONATION FROM THE COSS FAMILY FOUNDATION

Councilor Lorberbaum recognized the donation from the Coss Family Foundation, which has also provided donations in the past, and appreciated their generosity.

Mayor Levine recognized the generosity of the Coss Family and their continued donations.

Councilor Lorberbaum moved to approve RESOLUTION NO. 2024-80 FORMALLY ACCEPTING A DONATION FROM THE COSS FAMILY FOUNDATION.

Councilor Paper seconded the motion.

Ayes: 3

Nays: 0

#### M. RESOLUTION 2024-83 FORMALLY ACCEPTING A DONATION FOR POLICE OFFICER WELLNESS

Councilor Lorberbaum stated that this donation was received from a citizen who wishes to remain anonymous and thanked the resident.

Councilor Lorberbaum moved to approve RESOLUTION NO. 2024-83 FORMALLY ACCEPTING A DONATION FOR POLICE OFFICER WELLNESS.

Councilor Paper seconded the motion.

Ayes: 3

Nays: 0

#### PRESENTATIONS

No items scheduled.

#### PUBLIC HEARING

No items scheduled.

#### NEW AND UNFINISHED BUSINESS

##### A) ORDINANCE NO. 596 AMENDING TITLE 12: ZONING TO INCORPORATE CANNABIS BUSINESS USE TYPES INTO THE TABLE OF USES (PLANNING CASE 2024-23)

Community Development Manager Sarah Madden provided background information and explained that the Council was asked to approve Ordinance No. 596 amending Title 12: Zoning to incorporate cannabis business use types into the Table of Uses.

Mayor Levine thanked the staff for their work on this. She recognized that the Council does not have enough members present tonight for the required four-fifths vote and asked for clarification on the action that could be taken tonight.

Community Development Manager Sarah Madden explained that the zoning controls can be put in place, listing the areas where these businesses could be located while the future amendments that will be considered would be under business and license portions of the City Code. She noted that the license draft ordinance is available on the city's website and will be discussed at a later date when the full council is available.

Councilor Lorberbaum asked and received confirmation that the action tonight is related to Ordinance 596.

Community Development Manager confirmed the requested approval and clarified that there was no summary publication.

Councilor Paper moved to adopt ORDINANCE NO. 596 AMENDING TITLE 12: ZONING, CHAPTER 3: ALLOWED USES TO ESTABLISH CANNABIS BUSINESS TYPES WITHIN THE TABLE OF USES.

Councilor Lorberbaum seconded the motion.

Ayes: 3

Nays: 0

#### COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

#### COUNCIL COMMENTS

Councilor Paper thanked Councilor Miller for his service on the Council as they have served together for the past ten years.

Councilor Lorberbaum commented that it has been a great year, and it is a privilege and honor to serve on the Council. She thanked the residents, business community, staff, consultants, public safety, members of the Council, and volunteers for all that they have been able to do this past year. She also thanked Councilor Miller for his service on the Council and wished everyone a safe and happy holiday season.

Mayor Levine echoed the comments made and expressed gratitude for the ability to serve the community and work with the terrific City staff. She acknowledged the service of Councilor Miller who also served on the Parks and Recreation Commission with herself and Councilor Paper. She encouraged residents to enjoy the upcoming skating season and wished everyone a happy new year.

Councilor Paper welcomed Assistant City Administrator Kelly Torkelson back.

#### ADJOURN

Councilor Paper moved to adjourn.

Councilor Lorberbaum seconded the motion.

Ayes: 3

Nays: 0

Mayor Levine adjourned the meeting at 7:25 p.m.

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Stephanie B. Levine  
Mayor

ATTEST:

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Nancy Bauer  
City Clerk

**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Designate Acting Mayor for 2025

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Cheryl Jacobson, City  
Administrator

**ACTION REQUEST:**

Appoint Councilmember John Mazzitello to serve as acting mayor for 2025.

**BACKGROUND:**

Minnesota Statutes §412.121 requires the Council to choose an acting mayor at the first City Council meeting of the year. The law provides that the acting mayor shall perform the duties of the mayor during the disability or absence of the mayor from the city or in the event of a vacancy in the office of mayor until a successor has been appointed.

The practice for the city has been that the Mayor has recommended a candidate, and the Council then affirms the recommendation or proposes an alternate candidate. Since 2023, the acting mayor position for the City of Mendota Heights has been held by Councilmember John Mazzitello.

**FISCAL AND RESOURCE IMPACT:**

N/A

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Designate Official Newspaper for 2025

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Nancy Bauer, City Clerk

**ACTION REQUEST:**

Designate the official 2025 newspaper for the city of Mendota Heights as the *St. Paul Pioneer Press*.

**BACKGROUND:**

Minnesota Statutes §412.831 requires that the City Council designate an official newspaper at the first meeting of each year. The City has received two quotes:

<i>St. Paul Pioneer Press</i>	\$ 7.70 per column inch
<i>The Minnesota Star Tribune</i>	\$17.90 per column inch

The *St. Paul Pioneer Press* is currently the City's official newspaper and conveniently publishes seven days a week.

**FISCAL AND RESOURCE IMPACT:**

The proposal from the *St. Paul Pioneer Press* is an increase of 5.77% from 2024. Legal publication costs are included in the 2025 budget.

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Approve 2025 Financial Items and Authorize Finance Director to Execute Electronic Payments and Prepay Claims

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Finance

**CONTACT:** Kristen Schabacker, Finance Director

**ACTION REQUEST:**

Adopt Resolution 2025-03 Establishing 2025 City Depositories and Resolution 2025-04 Accepting Pledged Securities for 2025. Authorize the Finance Director to execute electronic payments and prepay claims.

**BACKGROUND:**

There are three items that need to be reviewed by Council on an annual basis.

- Each year the City designates financial institutions that may be used as depositories for City funds
- Minnesota State Statute 118A.03 requires that to the extent City funds in a financial institution exceeds FDIC insurance amounts, a collateral security be pledged to cover the difference
- Council authorizes the Finance Director to execute electronic payments and prepay claims

**FISCAL AND RESOURCE IMPACT:**

None

**ATTACHMENTS:**

1. Depositories 2025
2. Securities 2025

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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

**RESOLUTION 2025 - 03**

**RESOLUTION ESTABLISHING 2025 CITY DEPOSITORIES OF FUNDS**

***BE IT RESOLVED*** by the city council of the City of Mendota Heights that the following institutions be designated as depositories for city funds and securities for 2025:

Deerwood Bank  
Wells Fargo Bank  
Cherokee State Bank  
Gateway Bank  
U.S. Bancorp  
Piper Sandler  
TCF National Bank  
TD Ameritrade  
Minnesota Municipal Money Market Fund  
Wells Fargo Advisors, Inc.

***BE IT FURTHER RESOLVED*** that investments of city funds be in any securities authorized by Minnesota Statutes Chapters 118A.04 and 427.02.

Adopted by the City Council of the City of Mendota Heights this 7th day of January, 2025.

CITY COUNCIL  
CITY OF MENDOTA HEIGHTS

BY

\_\_\_\_\_  
Stephanie B. Levine, Mayor

ATTEST:

\_\_\_\_\_  
Nancy Bauer, City Clerk

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

**RESOLUTION NO. 2025 - 04**

**RESOLUTION ACCEPTING PLEDGED SECURITIES FOR 2025**

**WHEREAS**, every designated depository of city funds must provide collateral or other security to the city to protect against financial loss, pursuant to Minnesota Statutes Chapter 118A.03 and 427.01; and

**WHEREAS**, all financial institutions designated as depositories for 2025 are members of the Federal Deposit Insurance Corporation (FDIC) which provides suitable security up to established limits; and

**WHEREAS**, the city's depositories in financial institutions routinely exceed these established limits necessitating the provision of additional security.

**NOW THEREFORE BE IT RESOLVED** that the following pledged securities be accepted by the city as additional collateral for calendar year 2025.

**Deerwood Bank**

\$ 200,000	FHLB	2.500%	due 08/01/2034
\$3,240,000	FHLB	0.750%	due 02/24/2026

Adopted by the City Council of the City of Mendota Heights this 7th day of January, 2025.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

By \_\_\_\_\_  
Stephanie B. Levine, Mayor

**ATTEST:**

\_\_\_\_\_  
Nancy Bauer, City Clerk

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**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Approve Appointments to the Dakota 911 Board of Directors

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Cheryl Jacobson, City  
Administrator

**ACTION REQUEST:**

Approve the appointment of Councilmember John Maczko as the primary representative and Mayor Stephanie Levine as the alternate representative to the Dakota 911 Board of Directors.

**BACKGROUND:**

Dakota 911 is a joint safety project established by a partnership of 11 cities and Dakota County. Dakota 911 provides centralized 911 and emergency dispatch services and is headed by a 12-member Board of Directors consisting of an elected official from each jurisdiction.

In 2025, the City is required to appoint a named elected official to serve as a Director and to designate another named elected official to serve as an alternate. Currently representing the city are councilmember Joel Paper as the primary representative and Mayor Stephanie Levine as the alternate representative. The city proposes for the 2025-2026 term that councilmember John Maczko be appointed as the primary representative for the city and Mayor Stephanie Levine be appointed as the alternate representative.

**FISCAL AND RESOURCE IMPACT:**

N/A

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure, Inclusive and Responsive Government

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## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Resolution 2025-01 Approving Municipal Appointments to the Mendota Heights Fire Relief Association Board of Trustees

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Cheryl Jacobson, City Administrator

**ACTION REQUEST:**

Approve Resolution 2025-01 appointing Mayor Stephanie Levine and City Clerk Nancy Bauer as municipal trustees along with Fire Chief Dan Johnson to the Mendota Heights Fire Relief Association Board of Trustees.

**BACKGROUND:**

Minnesota Statutes §424A.04, subd.1 requires that the city appoint three municipal trustees to the Board of Trustees for the Mendota Heights Fire Relief Association. Of the three municipal trustees, one must be an elected municipal official, one must be an elected or appointed municipal official and one must be the fire chief.

Municipal trustees have all the rights and duties accorded to any other trustee, except the right to be an officer of the Relief Association. Appointments of municipal trustees is done on an annual basis or at which time a successor is determined, whichever is later.

The mayor has previously been identified as the city elected official and the city clerk has been previously identified as the elected or appointed official. Dan Johnson as Fire Chief needs to be appointed.

**FISCAL AND RESOURCE IMPACT:**

N/A

**ATTACHMENTS:**

1. Resolution 2025-01 Fire Relief Trustee Appointments

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure



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

**RESOLUTION 2025-01**

**APPOINTING MUNICIPAL TRUSTEES TO THE MENDOTA HEIGHTS FIRE RELIEF  
ASSOCIATION BOARD OF TRUSTEES**

**WHEREAS**, the City Council of the City of Mendota Heights desires to make municipal appointments to the Board of Trustees for the Mendota Heights Fire Relief Association; and

**WHEREAS**, Minnesota Statutes §424A.04 states the three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually, and the chief of the municipal fire department.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Mendota Heights, Minnesota, that Mayor Stephanie Levine, City Clerk Nancy Bauer, and Fire Chief Dan Johnson are hereby appointed to serve as Municipal Trustees of the Mendota Heights Fire Relief Association for the year 2025, or until their successor has been appointed.

Adopted by the Mendota Heights City Council this 7<sup>th</sup> day of January 2025.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

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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:** January 7, 2025

**AGENDA ITEM:** Resolution 2025-02 Appointing Representatives to the Northern Dakota County Cable Communications Commission (NDC4)

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:** Cheryl Jacobson, City Administrator

**ACTION REQUEST:**

Approve Resolution 2025-02 appointing representatives to the Northern Dakota County Cable Communications Commission (NDC4).

**BACKGROUND:**

The Northern Dakota County Cable Communications Commission serves its member cities by administering and enforcing the cable franchise ordinance, managing institutional programming and overseeing local community programming. NDC4 is a municipal joint powers cooperative formed in 1982 by the seven cities of Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St Paul, Sunfish Lake and West St. Paul.

Proposed appointments for a two-year term running from January 2025 through January 2027 are:

Citizen Representative: Mickey Kieffer

Elected Official Representative: Sally Lorberbaum, Councilmember

**FISCAL AND RESOURCE IMPACT:**

N/A

**ATTACHMENTS:**

1. Resolution NDC4 Appointments

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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

**RESOLUTION 2025-02**

**APPOINTING REPRESENTATIVES TO THE NORTHERN DAKOTA COUNTY CABLE  
COMMUNICATIONS COMMISSION (NDC4)**

**WHEREAS**, the Northern Dakota County Cable Communications Commission serves its member cities by administering and enforcing the cable franchise ordinance, managing institutional programming and overseeing local community programming; and

**WHEREAS**, as a member, the City of Mendota Heights appoints two representatives to the commission. One of these representatives must be a city council member, and the other a citizen representative.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mendota Heights, Minnesota that Mickey Kieffer is hereby reappointed as the city's citizen representative and council member Sally Lorberbaum is hereby reappointed as the city's elected official representative to the NDC4 Commission for a two-year term beginning January 2025 through January 2027.

Adopted by the Mendota Heights City Council this 7<sup>th</sup> day of January 2025.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

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**Stephanie B. Levine, Mayor**

**ATTEST:**

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**Nancy Bauer, City Clerk**

**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Accept the Resignation of Firefighter Emily Mahon

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Fire

**CONTACT:** Dave Dreelan, Fire Chief

**ACTION REQUEST:**

Accept the resignation of Emily Mahon from the Mendota Heights Fire Department, effective December 24, 2024.

**BACKGROUND:**

Firefighter Emily Mahon has submitted her resignation from the Mendota Heights Fire Department effective December 24, 2024. Emily joined the department in 2023 and became a firefighter in August 2024.

**FISCAL AND RESOURCE IMPACT:**

N/A

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Authorize the Promotion of Madeline Spencer from Police Cadet to Police Officer

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

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

**ACTION REQUEST:**

Authorize the promotion of Madeline Spencer from Police Cadet to Police Office effective January 1, 2025.

**BACKGROUND:**

In 2024, the City Council authorized the creation of a new program for the recruitment of Mendota Heights Police Officers. The Police Cadet program maximizes the city's recruitment efforts by attracting top candidates who are still in the process of completing the required training to become a licensed police officer. With the completion of her program requirements, staff are recommending the promotion of Madeline Spencer from Police Cadet to Police Officer with the City of Mendota Heights.

**FISCAL AND RESOURCE IMPACT:**

With the promotion of Madeline Spencer, the city will be filling one of two current police officer vacancies in the department. This position was included in the 2025 budget.

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

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

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**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Approve Purchase Order for Sewer Grouting on Spring Street

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Engineering

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

**ACTION REQUEST:**

Approve a purchase order for sewer grouting on Spring Street.

**BACKGROUND:**

Mendota Heights cleans and televises its sewers to assess the pipe condition and potential sources of inflow and infiltration. The sewer pipe on Spring Street had a known infiltration concern and was lined in 2007. The sewer liner is still in excellent condition but there is an excessive amount of infiltration occurring at five sewer service connection points. This was discovered by a private sewer contractor assessing a service connection for a new home to be constructed on Spring Street. The video was shared with city staff and showed gushing water between the original pipe and the installed liner.

The contractor provided the city the attached quotation to trim three protruding taps, and grout five service connections.

This work will be completed using robotic equipment and cameras. The city is only seeking this single quote as this is specialty work and the city would need to pay for additional televising of the sewer main that would be included in other quotes.

**FISCAL AND RESOURCE IMPACT:**

The work for this improvement is estimated at \$3,450 to trim the protruding taps and service connections. The grouting is estimated at \$1,100 for each service connection (\$5,500) and \$15 per gallon of grout (\$300-450). The total cost is estimated at \$9,250-9,400. This would be funded from the sanitary sewer utility account.

**ATTACHMENTS:**

1. Spring Street Sewer Service Grouting

**CITY COUNCIL PRIORITY:**

Environmental Sustainability & Stewardship, Premier Public Services & Infrastructure

December 11, 2024

*American*

3086 Walden Drive Chaska, MN 55318

Phone (612) 226-0516

Email: Midwesttony81@aol.com

*Environmental LLC*

## Project Bid



City of Mendota Heights, MN

Rich Burrows

[Rburrows@mendotaheightsmn.gov](mailto:Rburrows@mendotaheightsmn.gov)

651-587-9179

Spring St sewer service grouting

Grind protruding tap flush with mainline and trim up two other services prior to grouting

\$ 3,450.00

Grout 5 Leaking service lines

\$ 1,100.00 each

\$ 15 per gallon of grout (estimated 20 – 30 gallons)

American Environmental, LLC

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## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Authorize Signing of the Partners in Energy Memorandum of Understanding

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Natural Resources

**CONTACT:** Krista Spreiter, Natural  
Resources Coordinator

### **ACTION REQUEST:**

Authorize the signing of the Memorandum of Understanding between the City and Xcel Energy through the Partners in Energy program.

### **BACKGROUND:**

Mendota Heights has been accepted into the Xcel Energy Partners in Energy Program. Partners in Energy is a free program provided by Xcel Energy that assists communities in developing and implementing an Energy Action Plan. Partners in Energy will provide tools and resources to support the unique energy needs, priorities, and vision of Mendota Heights to achieve the city's energy goals. Through the Partners in Energy Program, the city has developed an Energy Action Plan, which the City Council approved at its regular meeting on December 3, 2024.

The attached Memorandum of Understanding outlines and recognizes the partnership between Mendota Heights and Xcel Energy, and how the City will continue to work with Xcel Energy through the Partners in Energy program to implement the approved Energy Action Plan. The term of this joint effort as outlined in the memorandum begins January 1, 2025, and will be terminated June 30, 2026.

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

None at this time.

### **ATTACHMENTS:**

1. MOU Partners in Energy - Mendota Heights Implementation

### **CITY COUNCIL PRIORITY:**

Environmental Sustainability & Stewardship

## **Memorandum of Understanding Phase 2 – Plan Implementation**

Krista Spreiter  
Mendota Heights  
1101 Victoria Curve  
Mendota Heights, MN 55118

The intent of this Memorandum of Understanding is to recognize the achievement of the City of Mendota Heights in developing an Energy Action Plan. Northern States Power Company doing business as Xcel Energy, through its Partners in Energy offering, has supported the development of this Energy Action Plan. This document outlines how Mendota Heights and Xcel Energy will continue to work together to implement this Energy Action Plan. The term of this joint support, as defined in this document, will extend from January 1, 2025 through June 30, 2026.

**Xcel Energy will support Mendota Heights in achieving the goals of its Energy Action Plan in the following ways:**

### **Residential Energy Efficiency**

1. Use existing template and graphics to spearhead outreach campaign to promote residential energy efficiency programs, rebate information, and approved contractor
  - a. Create verbiage and graphics to promote energy efficiency.
  - b. Create energy efficiency content for City website
  - c. Provide collateral to promote refrigerator recycling program.
  - d. Provide collateral to promote energy assessments as a first step to increasing energy efficiency.
2. Support city staff finding local energy efficiency projects and create newsletters, flyers, and social media content (“collateral”) to share about them.
  - a. Provide collateral with City input to support City finding energy efficiency projects to showcase.
3. Research and share with City funding opportunities for energy efficiency and renewable energy projects.
  - a. Provide webinars and in-person event content and support regarding ~~on~~ funding opportunities for energy efficiency and renewable energy projects.
  - b. Research federal, state and other grant and loan opportunities for these projects and share with City.

Support funded by Xcel Energy for this strategy is not to exceed 58 hours. These hours will include those provided through the Partners in Energy team from Center for Energy and Environment and do not include support provided by Xcel Energy internal program staff.

### **Business & Municipal Energy Efficiency**

4. Support city staff finding local business energy efficiency projects and create newsletters, flyers, and social media content (“collateral”) to share about them.
  - a. Create collateral to support city staff in finding local business energy efficiency projects.
  - b. Use stories of business energy efficiency and renewable project wins to create collateral for business outreach.
5. With City support, create collateral that highlights energy action by businesses.
  - a. Provide talking points and flyers to support City representatives in tabling at events attended by businesses to share contact information and information about the Energy Action Plan.
  - b. Support City in identifying businesses with existing sustainability policies.
6. Provide guidance and options for Mendota Heights to potentially implement energy efficiency measures in its facilities.
  - a. Support City exploring LED light retrofits.
  - b. Provide program and other information to support the City considering energy audits for City buildings.
7. Provide collateral for business outreach.
  - a. Provide collateral for outreach to businesses with which City already has existing relationships.

Support funded by Xcel Energy for this strategy is not to exceed 52 hours. These hours will include those provided through the Partners in Energy team Center for Energy and Environment and do not include support provided by Xcel Energy internal program staff.

### **Renewable Energy**

8. Create newsletters, social media, flyers, and graphics (“collateral”) to highlight Mendota Heights’ existing solar gardens.
  - a. Create newsletters, social media, flyers, and graphics (“collateral”) for City to share in their channels.
  - b. Create collateral that highlights both on- and off-site solar options for residents and businesses.
9. Research and share solar project funding opportunities with City
  - a. Research solar installers active in Mendota Heights.
  - b. Research solar project funding opportunities and create collateral for outreach campaign.
  - c. Support City in researching sites in Mendota Heights suitable for solar installation.
10. Create collateral that highlights solar success stories in City.
  - a. Create call for citizen-submitted content on solar projects in City.

Support funded by Xcel Energy for this strategy is not to exceed 38 hours. These hours will include those provided through the Partners in Energy team from Center for Energy and Environment and do not include support provided by Xcel Energy internal program staff.

### **Beneficial Electrification**

11. Create newsletters, social media, flyers, and graphics to inform residents and businesses about opportunities for beneficial electrification.
  - a. Create collateral promoting electric lawn care as a quick-win electrification measure.
  - b. Provide talking points and materials for City to connect with HOAs and neighborhood groups to share resources on beneficial electrification.
  - c. Provide accessible collateral on beneficial electrification focused on businesses.
12. Research funding opportunities for beneficial electrification projects for residents, businesses, and Municipal buildings.
  - a. Research electrification funding opportunities.
  - b. Host webinars on electrification funding opportunities.
  - c. Incorporate information from research into collateral for outreach.
13. Share options for electrification with Mendota Heights.
  - a. Share experience with EV chargers.
  - b. Share programs for municipal fleet electrification.
14. Help facilitate peer-to-peer learning from residents who have already implemented electrification measures (EVs, heat pumps, etc.).
  - a. Provide social media language to identify residents and businesses who have already installed electrification measures.
  - b. Facilitate sharing these community members' experiences with electrification in outreach campaigns.
  - c. Provide guidance for hosting a workshop for these community members to share their experiences.
  - d. Provide recruitment language to find residents who have already installed beneficial electrification measures.

Support funded by Xcel Energy for this strategy is not to exceed 59 hours. These hours will include those provided through the Partners in Energy team from Center for Energy and Environment and do not include support provided by Xcel Energy internal program staff.

#### **Project Management and Reimbursed Expenses**

- Provide presentation content outlining Partners in Energy process, identified focus areas and goals, and benefits to community to be presented to City Council as part of update process
- Facilitate regular check-in meetings, track and report energy impacts and activities (process annual data from Xcel Energy), and help coordinate implementation kick-off activities
- Provide up to \$2,450 for reimbursed expenses related to printing and distribution of co-branded marketing materials, venue fees, food, and other related needs associated with outreach and education. Xcel Energy funding will not be provided for the purchase of alcohol

Support funded by Xcel Energy for project management is not to exceed 70 hours. These hours will include those provided through the Partners in Energy team from Center for Energy and Environment) and do not include support provided by Xcel Energy internal program staff.



**The City of Mendota Heights commits to supporting the Energy Action Plan to the best of its ability by:**

- Achieving the energy savings impacts outlined in the energy action plan and shown in the table below:

**Community Name Conservation Goals**

	<b>Electricity Savings (in kWh)</b>	<b>Natural Gas Savings (in therms)</b>
<b>Baseline Historic Energy Savings</b>	<b>2,500,000</b>	<b>140,000</b>
<b>Incremental Plan Energy Savings (1/1/2025 – 6/30/26)</b>	<b>620,000</b>	<b>60,000</b>
<b>Total Plan Energy Savings (baseline + plan energy savings)</b>	<b>3,117,000</b>	<b>200,000</b>

- Performing the coordination, tracking, and outreach duties as outlined in the Energy Action Plan that include but are not limited to the following:

### **Residential Energy Efficiency**

- Provide instructions and copy for outreach campaign, review collateral, and share campaign through City channels.
  - Review collateral and share to City social media, neighborhood groups, and Mendota Heights Natural Resources commission
  - Review energy efficiency content for City website, tailor to Mendota Heights, and post on website.
  - Table at relevant Mendota Heights events
  - Share collateral to promote refrigerator recycling program.
  - Share collateral to promote energy assessments as a first step to increasing energy efficiency.
- Search for local residential energy efficiency projects and circulate collateral about them.
  - Circulate collateral through City channels to find energy efficiency projects in the community to showcase.
  - Connect with neighborhood groups to find successful residential energy efficiency projects.
- Research funding opportunities for residential energy efficiency and renewable energy projects.
  - Attend Partners in Energy and other webinars to find out about funding opportunities for energy efficiency and renewable energy projects.
  - Research federal, state and other grant and loan opportunities for these projects.

### **Business & Municipal Energy Efficiency**

- Search for local business energy efficiency projects and circulate collateral about them.

- a. Circulate call for business-submitted content detailing energy efficiency and renewable energy projects through City channels.
  - b. Review collateral from Partners in Energy and circulate it to reach out to businesses.
5. Connect with local businesses to promote energy efficiency wins to prospective businesses.
  - a. Table at relevant City events with a business presence. Collect contact information and share information about the Energy Action Plan
  - b. Use City information to identify businesses with existing sustainability practices.
6. Research energy efficiency practices for City facilities and review options provided by Partners in Energy.
  - a. Support City facilities team in exploring LED light retrofit.
  - b. Consider energy audits for City buildings.
7. Send collateral to reach out to businesses through City channels.
  - a. Identify businesses City already has relationship with and reach out to them with Partners in Energy collateral.

### **Renewable Energy**

8. Share collateral provided by Partners in Energy through City channels to highlight City solar gardens.
  - a. Review collateral from Partners in energy and circulate it in City channels.
  - b. Circulate collateral that highlights both on- and off-site solar options for residents and businesses.
9. Research solar project funding opportunities.
  - a. Research solar installers in Mendota Heights
  - b. Research solar project funding opportunities and circulate collateral for outreach campaign.
  - c. Research sites in City that would be suitable for solar installation.
10. Share details of solar success stories so Partners in Energy can create collateral. Share collateral in City communication channels.
  - a. Circulate call for citizen-submitted content on solar projects in City.

### **Beneficial Electrification**

11. Review and circulate newsletters, social media, flyers, and graphics to inform residents and businesses about opportunities for beneficial electrification.
  - a. Circulate collateral promoting electric lawn care as a quick-win electrification measure
  - b. Connect with neighborhood groups and HOAs to educate and share resources about beneficial electrification.
  - c. Share collateral created by Partners in Energy through City channels and with businesses.
12. Research funding opportunities for beneficial electrification projects for residents, businesses, and Municipal buildings and evaluate their suitability in Mendota Heights
  - a. Research electrification funding opportunities.

- b. Attend webinars and other resource-sharing opportunities.
  - c. Circulate information and collateral into collateral for outreach.
13. Research beneficial electrification practices and assess their feasibility for incorporating into City protocols.
- a. Explore adding EV chargers to municipal buildings and/or public spaces.
  - b. Evaluate City fleet for conversion to EVs.
  - c. Consider updating City permitting process and development review to include information on electrification options.
  - d. Explore group buy of electrification infrastructure.
14. Facilitate peer-to-peer learning from residents who have already implemented beneficial electrification measures (EVs, heat pumps, etc.).
- a. Use City social media to identify residents and businesses who have already installed electrification measures.
  - b. Facilitate sharing these community members' experiences with electrification in outreach campaigns.
  - c. Consider hosting a workshop for these community members to share their experiences.
  - d. Recruit residents who have already installed electrification measure.

### **Project Management**

- Participate in coordination and tracking of scheduled check-ins, activities, and events
- Provide Xcel Energy an opportunity to review marketing materials to assure accuracy when they incorporate the Xcel Energy logo or reference any of Xcel Energy's products or services
- Share the plan document, supporting work documents, collateral, and implementation results from the Energy Action Plan with the public. The experience, successes, and lessons learned from this community will inform others looking at similar or expanded initiatives
- Share progress on upcoming sustainability planning as it relates to activities outlined in the Energy Action Plan
- Approval to share your community's aggregated Xcel Energy data (processed through Partners in Energy) with the Partners in Energy Network to be used primarily as a benchmark to other communities

### **Single Points of Contact**

All communications pertaining to this agreement shall be directed to Krista Spreiter on behalf of Mendota Heights and Sofia Troutman on behalf of Xcel Energy.

### **Legal Applicability and Waiver**

This is a voluntary agreement and not intended to be legally binding for either party. This Memorandum of Understanding has no impact, nor does it alter or modify any existing Franchise Agreement or other existing agreements between Xcel Energy and Mendota Heights. Parties agree that this Memorandum of Understanding is to memorialize the intent of the Parties regarding Partners in Energy but does not create a legal agreement between the Parties. It is agreed by the Parties that nothing in this Memorandum of Understanding will be deemed or construed as creating a joint venture, trust, partnership, or any other legal relationship among the Parties. This Memorandum of Understanding is for the benefit of the Parties and does not

create third party rights. Nothing in this Memorandum of Understanding constitutes a waiver of Mendota Heights' ordinances, Mendota Heights' regulatory jurisdiction, or Minnesota's utility regulatory jurisdiction.

Xcel Energy is excited about this opportunity to support Mendota Heights in advancing its goals. The resources outlined above and provided through Partners in Energy are provided as a part of our commitment to the communities we serve and Xcel Energy's support of energy efficiency and renewable energy as important resources to meet your future energy needs.

For City of Mendota Heights:

For Xcel Energy:

Signature:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Name:

\_\_\_\_\_

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

Date:

\_\_\_\_\_



## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Resolution 2025-05 Approving Community Development Block Grant (CDBG) Funding Application through Dakota County – Fiscal Year 2025

**ITEM TYPE:** Resolution

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

### **ACTION REQUEST:**

Adopt Resolution 2025-05 supporting and approving an application for the Dakota County Community Development Agency's Community Development Block Grant (CDBG) Program for Fiscal Year 2025.

### **BACKGROUND:**

Dakota County receives an annual allocation of Community Development Block Grant (CDBG) funds, which is a federal program administered by the Department of Housing and Urban Development (HUD). The program is designed to assist local governments with various community development projects and programs that primarily aid low- and moderate-income residents.

Dakota County is considered an "Entitlement County", and, as such, receives an annual allocation of federal CDBG funds. The Dakota County Board of Commissioners has chosen to allocate the CDBG funds amongst the various cities in the county; while the Dakota County Community Development Agency (CDA) administers this program on behalf of Dakota County. The CDA will continue to administer all aspects of the loan program.

Each year, the city's CDBG allocation is rebalanced to account for updated information in the American Community Survey provided by the Census Bureau for each city. Per HUD rules, the CDBG allocation is based on three factors: a community's population, people in poverty, and overcrowded housing units. Because these factors change over time, the allocation each city receives will change over time.

The total CDBG allocation Dakota County will receive for the 2025 Program Year is not yet

known; however, it is anticipated the County will receive an amount of \$1,873,895, which is similar to the amount received for the 2024 Program Year. The amount each city will actually receive for the upcoming 2025 Program Year is not known until the federal budget is approved. The estimated allocation for Mendota Heights is approximately \$17,211.00 for FY 2025.

In previous years, the city has used these CDBG funds to renovate or improve up to two (2) qualifying residential properties per year, and whose owners meet the criteria set forth in the program. The CDA requests every city that participates in this annual CDBG Program, to adopt a resolution of support and approval, which is attached.

**FISCAL AND RESOURCE IMPACT:**

There are no impacts to the city budget.

**ATTACHMENTS:**

1. Resolution 2025-05 CDBG Application Approval
2. CDBG Application FY 2025
3. Estimated FY 2025 Funds Allocation Letter

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure, Economic Vitality & Community Vibrancy

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

**RESOLUTION 2025-05**

**RESOLUTION APPROVING THE APPLICATION  
FOR FISCAL YEAR 2025 DAKOTA COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

**WHEREAS**, the City of Mendota Heights is a participating jurisdiction with the Dakota County Community Development Block Grant (CDBG) Entitlement Program for Fiscal Year 2025 (starting July 1, 2025 and ending June 30, 2026); and

**WHEREAS**, the Dakota County Community Development Agency is a sub-grantee of Dakota County for the administration of the CDBG Program; and

**WHEREAS**, the Dakota County Community Development Agency has requested Fiscal Year 2025 CDBG applications be submitted by January 17, 2025, based on an allocation of funds approved in the Annual Action Plan.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Mendota Heights, Minnesota that the following points be approved:

1. The Fiscal Year 2025 CDBG application is approved for submission to the Dakota County CDA;
2. The City Administrator for the City of Mendota Heights is authorized to execute the application and all agreements and documents related to receiving and using the awarded CDBG funds; and
3. The Dakota County CDA is designated as the administrative entity to carry out the CDBG program on behalf of the City of Mendota Heights, subject to future Subrecipient Agreements that may be required for specific CDBG-funded activities.

Adopted by the City Council of the City of Mendota Heights this 7<sup>th</sup> day of January, 2025.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

\_\_\_\_\_  
**Stephanie B. Levine, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Nancy Bauer, City Clerk**

# COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS APPLICATION FOR PROGRAM YEAR 2025

Application must be received by the Dakota County Community Development Agency  
**NO LATER THAN FRIDAY, JANUARY 17, 2025**  
For July 1, 2025 – June 30, 2026

## General Information

Applicant Name: City of Mendota Heights		UEI #: JYKCB2PFC9Y7
Contact Name: Sarah Madden, Community Development Manager		
Applicant Address: 1101 Victoria Curve		
City, State, Zip: Mendota Heights, MN 55118		
Phone: 651-255-1142	Email: smadden@mendotaheightsmn.gov	

## Proposed Activities

Activity	Requested Funding Amount
#1 Title: Housing Rehabilitation Loans	CDBG Request: \$ 17,211
#2 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#3 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#4 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#5 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
	Total Request: \$ <b>Click or tap here to enter text.</b>

## Contingency Funding Request:

**Note the funding levels for activities if there is an increase or decrease in federal funding levels. Specify which activities should be fully funded at the requested level and which should be increased or decreased.** Click or tap here to enter text.

**PLEASE NOTE:** AT LEAST 50% of the proposed funding must qualify as a LOW/MOD benefit. NO MORE THAN 35% of the any one community's proposed funding can be for PUBLIC SERVICES. Because public services may not account for more than 15% of the County's total funding, public service requests may be decreased once all applications are submitted and reviewed by CDA staff. NO MORE than 10% of any one community's funding can be used for PLANNING.



## Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed project(s), and that none will be made prior to notification from the Dakota County CDA based on HUD's issuance of a Release of Funds Notice.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Official

**PLEASE ATTACH THE RESOLUTION OF THE GOVERNING BODY SHOWING APPROVAL  
OF THE REQUEST FOR CDBG FUNDS.**

## I. Activity Title

**Please complete the following Sections I-V for EACH proposed activity. (For example, if 3 activities are being proposed, there will be 3 sets of the following pages.)**

**Activity #** 1

**Activity Title:** Housing Rehabilitation Loans

## II. Activity Information

**Describe the proposed activity in detail. Please be specific about purpose, location, number of people or households served, etc.**

The Housing Rehabilitation Loan Program provides loans in amounts up to \$35,000 to homeowners in Mendota Heights who meet equity and credit requirements and low/moderate income requirements. Those who qualify for the Housing Rehabilitation Loan Program will benefit from the structural integrity of the redevelopment of their properties. Residents of the City will also benefit from the increased market value and subsequent increased tax revenues generated from improved properties. The City of Mendota Heights is committed to supporting the continued viability of existing residential structures and neighborhoods throughout the entire community.

**Has this Activity received CDBG funding before?**

☒ Yes

☐ No

**Check the eligible activity category of the proposed activity:** *(See attached definitions)*

<b>Affordable Rental Housing</b> <input type="checkbox"/> Rehabilitation of Multi-Unit Residential <input type="checkbox"/> Fair Housing Activities <input type="checkbox"/> Energy Efficiency Improvements	<b>Public Services</b> <input type="checkbox"/> Senior Services <input type="checkbox"/> Youth Services <input type="checkbox"/> Transportation Services <input type="checkbox"/> Operational Support
<b>Affordable Homeowner Housing</b> <input type="checkbox"/> Homeownership Assistance <input type="checkbox"/> New (Re)Construction Homeowner Housing <input checked="" type="checkbox"/> Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential <input type="checkbox"/> Fair Housing Activities	<b>Public Facilities</b> <input type="checkbox"/> Recreational Parks <input type="checkbox"/> Public Water/Sewer Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalks <input type="checkbox"/> Assessment Abatement <input type="checkbox"/> ADA Improvements
<b>Homelessness</b> <input type="checkbox"/> Coordinated Access to Services & Shelter <input type="checkbox"/> Housing Stabilization <input type="checkbox"/> Emergency Shelter Operation	<b>Neighborhood Revitalization</b> <input type="checkbox"/> Acquisition of Real Property <input type="checkbox"/> Clearance and Demolition <input type="checkbox"/> Clean-up of Contaminated Site
<b>Economic Development</b> <input type="checkbox"/> Employment Training <input type="checkbox"/> Economic Development Assistance <input type="checkbox"/> Rehabilitation of Commercial/Industrial Buildings <input type="checkbox"/> Micro-Enterprise Assistance <input type="checkbox"/> Relocation	<b>Planning and Administration</b> <input type="checkbox"/> Planning <input type="checkbox"/> Administration

### Describe the activity schedule:

Is this a continuation of a previously funded activity? ☒ Yes ☐ No

Is this a time-specific project? ☐ Yes ☒ No

If this is a time-specific project, please note the start and end dates below:

Proposed Activity Start Date: July 1, 2025

Proposed Activity Completion Date: June 30, 2026

### III. CDBG National Objective

**CDBG funded projects/activities must meet one of the following program objectives. Check the objective for which the CDBG funds will be used.**

- |  |  |
|--|--|
| <input type="checkbox"/> Low/Mod Area Benefit  | <input type="checkbox"/> Low/Mod Limited Clientele Benefit |
| <input checked="" type="checkbox"/> Low/Mod Housing Benefit  | <input type="checkbox"/> Low/Mod Jobs Benefit              |
| <input type="checkbox"/> Slum/Blight Area Benefit  | <input type="checkbox"/> Slum/Blight Spot Benefit          |
| <input type="checkbox"/> Urgent Need (extremely rare; used only for emergencies): <i>(Please explain)</i> <a href="#">Click or tap here to enter text.</a> |  |

#### If you checked the Low/Mod Area Benefit box, please answer the following:

In what Census Tract/Block Group(s) do beneficiaries of your Activity live? *(Please include map)*  
[Click or tap here to enter text.](#)

How many residents live in this area? [Click or tap here to enter text.](#)

What is the percentage of low and moderate-income beneficiaries? [Click or tap here to enter text.](#)%

How was this documented? ☐ HUD Data ☐ Survey  
*(Please include a copy of survey)*

#### If you checked the Low/Mod Housing Benefit box, please answer the following:

How many Low/Mod Households will benefit? 2 Households  
*(Income eligibility must be verified by written documentation)*

Where will this activity occur? *(Address of property, neighborhood, or citywide)*  
To be determined by Dakota County Community Development Agency (CDA)

**If you checked the Low/Mod Limited Clientele Benefit box, please answer the following:**

How many Low/Mod People or Households will benefit? [Click or tap here to enter text.](#) People [Click or tap here to enter text.](#) Households (Please choose either People or Households for each project).

How will income be verified?

- ☐ Income Verification Request Forms
- ☐ Eligibility Status for other Governmental Assistance program
- ☐ Self Certification (Must request source documentation of 20% of certifications and must inform beneficiary that all sources of income and assets must be included when calculating annual income)
- ☐ Presumed benefit (HUD presumes the following to be low and moderate-income: abused children, battered spouses, elderly persons (62+), severely disabled persons, homeless persons, persons living with AIDS, migrant farm workers)

**If you checked the Low/Mod Jobs Benefit box, please answer the following:**

*To meet the requirements of the "Jobs" National Objective, the business being assisted must enter into an agreement showing commitment that at least 51% of jobs created or retained will be available to low/mod income persons. The business must also be prepared to provide a list of all jobs, detailed information about the jobs being created or retained, the selection and hiring process, and demographic information about the employees.*

Will this activity create or retain full time equivalencies (FTEs)? ☐ Create ☐ Retain  
*For job(s) that are being retained, please provide evidence that the assisted business has issued a notice to affected employees or that the business has made a public announcement to that effect, OR an analysis of relevant financial records that shows the business is likely to cut back on employment in the near future without planned intervention.*

Will the job(s) created or retained require a special skill? ☐ Yes ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? [Click or tap here to enter text.](#) %

**If you checked the Slum/Blight Area or Slum/Blight Spot Benefit box, please answer the following:**

What are the boundaries of the slum/blight area or the address of the slum/blight spot? [Click or tap here to enter text.](#)

*(Please provide letter from building inspector or other documentation noting deficiencies and include photos)*

What deficiency will be corrected or the public improvement be? [Click or tap here to enter text.](#)

If Slum/Blight Area, what percent of buildings are deteriorated? [Click or tap here to enter text.](#)%

#### IV. Proposed Objectives and Outcomes

Indicate the proposed objective and outcome of the activity/project.

	<b>Outcome #1 Availability/Accessibility</b>	<b>Outcome #2 Affordability</b>	<b>Outcome #3 Sustainability</b>
<b>Objective #1 Suitable Living Environment</b>	<input checked="" type="checkbox"/> Accessibility for the purpose of creating a suitable living environment	<input checked="" type="checkbox"/> Affordability for the purpose of creating a suitable living environment	<input checked="" type="checkbox"/> Sustainability for the purpose of creating a suitable living environment
<b>Objective #2 Decent Housing</b>	<input checked="" type="checkbox"/> Accessibility for the purpose of providing decent housing	<input checked="" type="checkbox"/> Affordability for the purpose of providing decent housing	<input checked="" type="checkbox"/> Sustainability for the purpose of providing decent housing
<b>Objective #3 Economic Opportunity</b>	<input type="checkbox"/> Accessibility for the purpose of creating economic opportunities	<input type="checkbox"/> Affordability for the purpose of creating economic opportunities	<input type="checkbox"/> Sustainability for the purpose of creating economic opportunities

Indicate how the activity outcome will be measured and projected number of beneficiaries.

- ☐ People \_\_\_\_\_
- ☐ Households \_\_\_\_\_
- ☒ Housing Units 2
- ☐ Public Facilities \_\_\_\_\_
- ☐ Jobs \_\_\_\_\_
  
- ☐ Businesses \_\_\_\_\_
- ☐ Organizations \_\_\_\_\_

## V. Project Budget

**Provide the total project cost and CDBG request.**

Total Project Cost: \$ 17,211

Total CDBG Request: \$ 17,211

CDBG Percent of Total Cost: 100%

**Describe all funding sources.**

Source of Funds	Amount	Committed	Pending
CDBG	\$ 17,211	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	\$ Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$ 17,211	<input type="checkbox"/>	<input type="checkbox"/>

**Please itemize project expenses, using the following guidance as applicable:**

- Acquisition & Improvement Costs - Include purchase price, closing costs, site improvements, clearance of toxic contaminants, and other acquisition and improvement costs
- Construction/Rehabilitation Costs - Include site improvements, construction (labor, materials, supplies), installation, permits and other construction/rehabilitation costs
- Professional Fees and Personnel Costs - Include architectural, engineering and code inspection fees, surveys, appraisals, legal fees, hazardous materials surveys, project management, and other professional/personnel fees
- Other Development Costs - Include relocation, financing costs, environmental reviews, environmental studies, and other development costs
- Eligible Costs for Planning Projects - Include professional services, project management costs, and other planning costs

Itemized Use of Funds/Expenses	Costs	CDBG Funds Requested	Other Funding Sources
Home Improvement Loans	\$ 17,211	\$ 17,211	\$ Click or tap here to enter text.
Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
<b>Total:</b>	\$17,211	\$ 17,211	\$ Click or tap here to enter text.

\* \* \* \* \*

***Please review each section for completeness.  
Each activity should have separate Sections I through V.***



## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ELIGIBLE ACTIVITIES**

**Please Note:** *Although an activity may be deemed eligible for CDBG funding, it does not guarantee funding. The Community Development Needs for the CDBG Program in the Consolidated Plan lists the priority of needs and dictates which types of eligible activities may be funded in a given year. All activities must meet a National Objective.*

**CDBG funds may NOT be used for costs attributable to a building used for the general conduct of government, general government expenses, or political activities.**

**Acquisition/Disposition:** Includes acquisition of real property, in whole or in part, by purchase, long-term lease, donation, or otherwise for any public purpose. Real property to be acquired may include land, air rights, easements, water rights, rights-of-way, buildings and other property improvements, or other interests in real property.

**Demolition/Clearance:** Includes clearance, demolition, and removal of buildings and improvements including movement of structures to other sites.

**Economic Development Activities:** Includes but are not limited to: (1) construction by the grantee or subrecipient of a business incubator designed to provide inexpensive space and assistance to new firms to help them become viable businesses, (2) loans to pay for the expansion of a factory or commercial business, and (3) training for by persons on welfare to enable them to qualify for jobs created by CDBG-assisted special economic development activities. The level of public benefit to be derived from the economic development activity must be appropriate given the amount of CDBG assistance.

**Homeownership Assistance:** Includes financial assistance for down payments, closing costs or other part of the purchase process and counseling for pre-purchase, post-purchase or foreclosure prevention.

**Rehabilitation:** Includes single-family rehabilitation, multi-family rehabilitation, energy efficiency improvements, public housing modernization, and rehabilitation of commercial properties.

**Relocation:** Includes relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profits, and farms, where required under section 570.606 of the regulations (pursuant to the Uniform Relocation Act).

**Public Facilities/Improvements:** CDBG funds may be used by the subrecipient or other public or private nonprofit entities for the acquisition (including long term leases for periods of 15 years or more), construction, reconstruction, rehabilitation (including removal of architectural barriers to accessibility), or installation, of public improvements or facilities. This includes neighborhood facilities, firehouses, public schools, libraries, and shelters for homeless people, as well as water and/or sewer treatment plants. Buildings for the general conduct of government cannot be acquired or improved with CDBG funds.

**Public Services:** CDBG funds may be used to provide public services (including labor, supplies, and materials), provided that each of the following criteria is met: 1) The public service must be either a new service or a quantifiable increase in the level of service; and 2) The amount of CDBG funds obligated within a program year to support public service activities may not exceed 35% of a city's allocation and the total public services of all subrecipients may not exceed 15% of the total grant awarded to Dakota County for that year.

**Planning:** Includes studies, analysis, data gathering, preparation of plans, and identification of actions that will implement plans. The types of plans which may be paid for with CDBG funds include but are not limited to comprehensive plans, individual project plans, community development plans, capital improvement programs, small area and neighborhood plans, environmental and historic preservation studies, and functional plans (such as plans for housing, land use, energy conservation, or economic development). Except for small cities and townships, the amount of CDBG funds obligated within a program year to support planning activities may not exceed 15% of a community's allocation.

**General Grant Administration:** CDBG funds may be used for general administration costs incurred by a subrecipient to administer its CDBG program. CDBG grant funds obligated to general grant administration may not exceed 10% of the community's allocation. Administration costs directly associated with a CDBG activity should be part of the activity as project

administration and are not considered general grant administration expenses. Please talk to the Dakota County CDA before you allocate funds to grant admin.

**Planning and General Grant Administration Activities may not exceed 20% of the total grant awarded to Dakota County for that year.**

November 14, 2024

Ms. Sarah Madden  
City of Mendota Heights  
1101 Victoria Curve  
Mendota Heights, MN 55118

**RE: CDBG Program Year 2025 Allocation Estimate**

Dear Ms. Madden,

Dakota County receives an annual allocation of Community Development Block Grant (CDBG) funds, which is a federal program administered by the Department of Housing and Urban Development (HUD). The program is designed to assist local governments with various community development projects and programs that primarily aid low- and moderate-income residents. Dakota County is considered an “Entitlement County”, and, as such, receives an annual allocation of federal CDBG funds. The Dakota County Board of Commissioners has chosen to allocate the CDBG funds amongst the various cities and townships in the County, as well use the funds for certain County programs. The Dakota County Community Development Agency (CDA) administers this program on behalf of Dakota County.

Each year, the city’s CDBG allocation is rebalanced to account for updated information in the American Community Survey provided by the Census Bureau for each city. Per HUD rules, the CDBG allocation is based on three factors: a community’s population, the number of people in poverty, and the number of overcrowded housing units. Each city receives a percentage of the annual Dakota County CDBG allocation based on the three factors. Because these factors change over time, the allocation each city receives will change over time.

The CDBG allocation Dakota County will receive for Program Year 2025 is not yet known and won’t be known until Congress passes and the President approves the Federal Fiscal Year 2025 federal budget. However, we believe it is prudent for each city to anticipate that the County will receive a similar amount to what was received for Program Year 2024, which was \$1,873,895.

The final Dakota County CDBG allocation affects the amount each city will receive for Program Year 2025. This amount may be more or less than what your city received for 2024. With that in mind, the estimated allocation for Mendota Heights for Program Year 2025 is **\$17,211**.

Please provide a contingency plan in your CDBG Program Year 2025 application that specifies which program(s) will receive more or less funding based on the final allocation. Please note that funding for any public service activities that the city may choose to fund with CDBG may be further reduced to ensure that the amount used for public services does not exceed 15 percent of the total Dakota County CDBG allocation.

If you have any questions, please feel free to contact me at (651) 675-4464 or [mdykes@dakotacda.org](mailto:mdykes@dakotacda.org).


Best Regards,  
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

A handwritten signature in black ink that reads "Margaret M. Dykes". The signature is written in a cursive, flowing style.

Margaret M. Dykes  
Asst. Director of Community and Economic Development



## REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:** January 7, 2025  
**AGENDA ITEM:** Claims List Summary  
**ITEM TYPE:** Consent Agenda  
**FROM:** Kristen Schabacker, Finance Director 

### **BACKGROUND**

#### **Significant Claims**

Met Council Environmental Services – Dec Sewer Service	\$ 109,562.30
Tenvoorde Ford – Police Squads	\$ 98,363.88
Inspectron – November Building Inspection Services	\$ 32,814.86
City of Mendota Heights – City Assessment/Petty Cash	\$ 38,390.76
Met Council Environmental Services – Jan Sewer Service	\$ 120,291.59
MN Department of Labor & Industry – 3Q Surcharges	\$ 6,313.10
US Bank – Monthly Purchases	\$ 21,014.83
CivicPlus – 2025 Civic Rec Costs	\$ 7,626.56
Dakota County Financial Services – Nov Radio/Election Costs	\$ 7,501.02
Dakota Wood-Grinding Inc – Wood Grinding Streets/Parks	\$ 15,000.00
Emergency Automotive Technologies – Squad Costs - Police	\$ 26,460.76
Kimley Horn and Associates – Friendly Hills Street Project Work	\$ 38,790.62
Mid Northern Services – LED Upgrades/Repairs	\$ 43,666.80
Savatree – Tree Services	\$ 11,683.00
Total Construction – SCADA Computer & Software	\$ 26,354.70
Tri State Bobcat – Equipment Repair – Streets Dept	\$ 23,297.24

Manual Checks Total	\$ 648,510.37
System Checks Total	\$ 293,706.68

**Total of the list of claims for January 7, 2025 City Council meeting      \$ 942,217.05**

### **RECOMMENDATION**

Staff recommends the Mendota Heights City Council approve the list of claims for January 7, 2025.

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**MANUAL CHECKS**  
**11/30/24 MAN**

Account	Comments	DEPT Descr	Amount
METRO COUNCIL ENVIRONMENT SVC			
E 15-4449-060-60	DEC SEWER SERVICES	Utility Enterprise	\$109,562.30
METRO COUNCIL ENVIRONMENT SVC			\$109,562.30
TENVOORDE FORD			
E 04-4610-020-20	2025 FORD INTERCEPTOR	Police	\$49,181.94
E 04-4610-020-20	2025 FORD INTERCEPTOR	Police	\$49,181.94
TENVOORDE FORD			\$98,363.88
			\$207,926.18

CITY OF MENDOTA HEIGHTS

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Claims List  
MANUAL CHECKS  
12/17/24 MAN

Account	Comments	DEPT Descr	Amount
MENDOTA HEIGHTS, CITY OF			
G 57-1155	CREDIT CARD TRANSFER		\$150,000.00
G 15-1155	CREDIT CARD TRANSFER		\$35,000.00
G 01-1155	CREDIT CARD TRANSFER		\$30,000.00
MENDOTA HEIGHTS, CITY OF			\$215,000.00
			\$215,000.00

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**MANUAL CHECKS**  
**12/31/24 MAN**

Account	Comments	DEPT Descr	Amount
B C A - BTS			
E 01-4490-070-70	BACKGROUND CHECKS - REC	Parks & Recreation	\$180.00
B C A - BTS			\$180.00
INSPECTRON INC			
E 01-4231-040-40	NOV 2024 PLAN REVIEWS & IN	Code Enforcement/Inspe	\$32,814.86
INSPECTRON INC			\$32,814.86
MENDOTA HEIGHTS, CITY OF			
E 37-4460-000-00	EMERSON STREET ASSESMEN	Spec Fds	\$38,007.00
G 01-1021	REPLENISH PETTY CASH		\$383.76
MENDOTA HEIGHTS, CITY OF			\$38,390.76
METRO COUNCIL ENVIRONMENT SVC			
G 15-1215	JAN SEWER SERVICE		\$120,291.59
METRO COUNCIL ENVIRONMENT SVC			\$120,291.59
MISSION SQUARE (ICMA RETIREMENT)			
G 01-2073	12/20/24 PAYROLL		\$150.00
G 01-2072	12/20/24 PAYROLL		\$4,150.00
MISSION SQUARE (ICMA RETIREMENT)			\$4,300.00
MN DEPT OF LABOR & INDUSTRY			
R 01-3315	3Q SURCHARGES		\$6,576.15
R 01-3615	3Q SURCHARGES		-\$263.05
MN DEPT OF LABOR & INDUSTRY			\$6,313.10
U. S. BANK			
E 15-4300-060-60	SUPPLIES - PW	Utility Enterprise	\$9.16
E 01-4400-070-70	SNOWPLOW TRAINING - PARK	Parks & Recreation	\$125.00
E 01-4400-050-50	SNOWPLOW TRAINING - STRE	Road & Bridges	\$250.00
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$197.20
E 15-4300-060-60	SUPPLIES - PW	Utility Enterprise	\$8.26
E 01-4300-050-50	SUPPLIES - PW	Road & Bridges	\$8.26
E 01-4300-070-70	SUPPLIES - PW	Parks & Recreation	\$8.26
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$281.31
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$13.85
E 15-4300-060-60	SUPPLIES - PW	Utility Enterprise	\$11.38
E 01-4300-050-50	SUPPLIES - PW	Road & Bridges	\$11.38
E 01-4400-070-70	SNOWPLOW TRAINING - PARK	Parks & Recreation	-\$125.00
E 01-4300-070-70	SUPPLIES - PW	Parks & Recreation	\$11.38
E 15-4300-060-60	SUPPLIES - PW	Utility Enterprise	-\$2.33
E 01-4300-070-70	OFFICE SUPPLIES - PW	Parks & Recreation	\$20.39
E 01-4300-070-70	SUPPLIES - PW	Parks & Recreation	-\$2.33
E 01-4410-020-20	UNIFORM - PD	Police	\$65.67
E 01-4300-050-50	SUPPLIES - PW	Road & Bridges	\$9.15
E 01-4300-070-70	SUPPLIES - PW	Parks & Recreation	\$9.15
E 15-4300-060-60	SUPPLIES - PW	Utility Enterprise	\$10.99
E 01-4300-050-50	SUPPLIES - PW	Road & Bridges	\$10.99
E 01-4300-070-70	SUPPLIES - PW	Parks & Recreation	\$10.99
E 01-4410-070-70	UNIFORM - PARKS	Parks & Recreation	-\$201.59
E 01-4410-070-70	UNIFORM - PARKS	Parks & Recreation	\$201.59
E 01-4300-050-50	SUPPLIES - PW	Road & Bridges	-\$2.33
E 01-4490-020-20	PURSUIT REPAIR - PD	Police	\$1,165.36



## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**MANUAL CHECKS**  
12/31/24 MAN

Account	Comments	DEPT Descr	Amount
E 29-4330-000-00	VALLEY CREEK STREAMBANK I	Spec Fds	\$250.98
E 08-4280-000-00	WASTE DISPOSAL - CITY HALL	Spec Fds	\$45.75
G 01-1215	2025 IACP MEMBERSHIP - GORG		\$158.33
E 01-4404-020-20	IACP MEMBERSHIP - GORGOS	Police	\$31.67
E 01-4490-020-20	INAUGURATION TRAVEL - PD	Police	\$435.15
E 01-4490-020-20	INAUGURATION TRAVEL - PD	Police	\$435.15
E 01-4490-020-20	INAUGURATION TRAVEL - PD	Police	\$435.15
E 01-4490-020-20	INAUGURATION TRAVEL - PD	Police	\$435.15
E 01-4490-020-20	INAUGURATION TRAVEL - PD	Police	\$35.99
E 01-4490-020-20	INAUGURATION TRAVEL - PD	Police	\$29.99
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$530.55
E 01-4490-020-20	INAUGURATION TRAVEL - PD	Police	\$35.99
E 01-4300-050-50	OFFICE SUPPLIES - PW	Road & Bridges	\$20.39
E 01-4400-020-20	ONCEFACE TRAINING - PD	Police	\$450.00
E 04-4610-020-20	NEW SQUAD BUILDS - PD	Police	\$171.00
E 01-4223-020-20	NOV 2024 TRANSUNION - PD	Police	\$75.00
E 01-4400-020-20	GRANT TRAINING - PD	Police	\$990.00
E 01-4305-020-20	OPERATING SUPPLIES - PD	Police	\$161.70
E 01-4305-070-70	OPERATING SUPPLIES - PW	Parks & Recreation	\$51.08
E 01-4305-020-20	OPERATING SUPPLIES - PD	Police	\$294.00
E 15-4410-060-60	UNIFORM - UTILITY	Utility Enterprise	\$199.99
E 01-4305-020-20	OPERATING SUPPLIES - PD	Police	\$109.00
E 15-4300-060-60	OFFICE SUPPLIES - PW	Utility Enterprise	\$20.38
E 01-4490-020-20	INAUGURATION TRAVEL - PD	Police	\$29.99
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$18.37
E 01-4435-200-70	OFFICE SUPPLIES - REC	Parks & Recreation	\$19.73
E 01-4435-200-70	STICKERS - REC	Parks & Recreation	\$204.85
E 04-4610-020-20	SQUAD BUILDS - PD	Police	\$396.33
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$1,618.52
E 04-4610-020-20	SQUAD BUILDS - PD	Police	\$138.30
E 15-4305-060-60	OPERATING SUPPLIES - PW	Utility Enterprise	\$51.07
E 04-4610-020-20	SQUAD BUILDS - PD	Police	-\$36.33
G 01-1215	STAR TRIBUNE - ADMIN		\$225.13
E 04-4610-020-20	SQUAD BUILDS - PD	Police	\$759.45
E 04-4610-020-20	SQUAD BUILDS - PD	Police	\$1,070.33
E 01-4400-020-20	EMT TRAINING - PD	Police	\$325.00
E 01-4331-020-20	EQUIP - PD	Police	\$1,851.73
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$30.89
G 01-1215	MCOPA MEMBERSHIP - PD		\$217.00
E 04-4610-020-20	SQUAD BUILDS - PD	Police	\$124.92
E 01-4410-020-20	UNIFORM - PD	Police	\$321.74
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$197.94
E 01-4305-040-40	OPERATING SUPPLIES - CODE	Code Enforcement/Inspe	\$171.79
E 01-4410-020-20	UNIFORM - PD	Police	\$680.00
E 01-4403-030-30	TRAINING SUPPLIES - FIRE	Fire	\$227.32
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$38.47
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$129.48
E 04-4610-020-20	SQUAD BUILDS - PD	Police	\$593.68
E 01-4305-050-50	OPERATING SUPPLIES - PW	Road & Bridges	\$51.08
E 01-4490-110-10	STAR TRIBUNE - ADMIN	Administration	\$23.95
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$13.32
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$13.33
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$13.33

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**MANUAL CHECKS**  
**12/31/24 MAN**

Account	Comments	DEPT Descr	Amount
E 01-4400-070-70	TRAINING - PARKS	Parks & Recreation	\$175.00
E 01-4435-200-70	MARKETING - REC	Parks & Recreation	\$39.68
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$455.30
G 01-1215	2025 FROZEN FUN FEST - REC		\$2,250.00
E 01-4435-200-70	2025 FROZEN FUN FEST - REC	Parks & Recreation	\$33.00
E 01-4435-200-70	STICKERS - REC	Parks & Recreation	\$820.00
E 01-4435-200-70	STICKERS - REC	Parks & Recreation	\$136.72
E 01-4435-200-70	SENIOR PROGRAMMING - REC	Parks & Recreation	\$15.96
E 01-4435-200-70	TRAINING - REC	Parks & Recreation	\$18.00
E 01-4435-200-70	SUPPLIES - REC	Parks & Recreation	\$33.94
E 01-4305-105-15	OPERATING SUPPLIES - ENGIN	Engineering Enterprise	\$7.99
U. S. BANK			\$21,014.83
US POSTAL SERVICE			
G 01-1210	REPLENISH POSTAGE METER		\$1,200.00
E 15-4318-060-60	4TH QTR BILLING POSTAGE	Utility Enterprise	\$825.35
US POSTAL SERVICE			\$2,025.35
XCEL ENERGY			
E 45-4211-047-45	UTILITIES	Golf Course	\$55.92
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$30.47
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$30.60
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$11.40
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$33.92
E 01-4211-320-70	UTILITIES	Parks & Recreation	\$77.65
E 45-4212-046-45	UTILITIES	Golf Course	\$68.07
E 45-4211-046-45	UTILITIES	Golf Course	-\$54.33
XCEL ENERGY			\$253.70
			\$225,584.19

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**01/07/25 PAY**

Account	Comments	DEPT Descr	Amount
ALLEGRA PRINT & IMAGING			
G 01-2010	OPERATING SUPPLIES - FIRE		\$166.08
ALLEGRA PRINT & IMAGING			\$166.08
ALLSTREAM			
E 01-4210-020-20	1/1/25-1/14/25 TELEPHONE SE	Police	\$216.07
G 01-2010	12/15/24-12/31/24 TELEPHON		\$262.38
ALLSTREAM			\$478.45
AMERICAN LEGAL PUBLISHING			
G 01-2010	ORDINANCES 589		\$208.45
AMERICAN LEGAL PUBLISHING			\$208.45
ANGEL ARMOR			
G 01-2010	UNIFORMS - PD		\$2,338.00
ANGEL ARMOR			\$2,338.00
ASPEN MILLS			
G 01-2010	UNIFORMS - PD		\$9.00
G 01-2010	UNIFORMS - PD		\$591.80
G 01-2010	UNIFORMS - PD		\$618.30
G 01-2010	UNIFORMS - FIRE		\$160.15
ASPEN MILLS			\$1,379.25
BGMN, INC.			
E 01-4320-110-10	FUEL ADDITIVE	Administration	\$102.71
E 01-4320-020-20	FUEL ADDITIVE	Police	\$102.72
E 01-4320-030-30	FUEL ADDITIVE	Fire	\$102.72
E 01-4320-050-50	FUEL ADDITIVE	Road & Bridges	\$102.72
E 01-4320-070-70	FUEL ADDITIVE	Parks & Recreation	\$102.72
BGMN, INC.			\$513.59
BREDEMUS HARDWARE COMPANY, INC			
G 01-2010	BLDG MAINT - FIRE		\$1,287.69
BREDEMUS HARDWARE COMPANY, INC			\$1,287.69
BURNSVILLE, CITY OF			
G 01-2035	2024 JPA ADMINISTRATIVE FE		\$559.54
BURNSVILLE, CITY OF			\$559.54
CIVICPLUS			
E 01-4301-114-14	2025 CIVICREC/CP PAY/AUDIO	Info Tech	\$7,626.56
CIVICPLUS			\$7,626.56
CJ SPRAY, INC.			
G 01-2010	OPERATING SUPPLIES - STREE		\$135.00
CJ SPRAY, INC.			\$135.00
COMPASS PEER GROUPS LLC			
E 01-4400-110-10	2025 TRAINING - K. TORKELO	Administration	\$1,600.00
E 01-4400-110-10	2025 TRAINING - C. JACOBSON	Administration	\$1,600.00
COMPASS PEER GROUPS LLC			\$3,200.00
DAKOTA COUNTY CHAMBER OF COMM			
E 01-4404-110-10	2025 MEMBERSHIP	Administration	\$2,500.00

# CITY OF MENDOTA HEIGHTS

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## Claims List SYSTEM CHECKS 01/07/25 PAY

Account	Comments	DEPT Descr	Amount
DAKOTA COUNTY CHAMBER OF COMM			\$2,500.00
DAKOTA COUNTY ENVIRONMENT MGMT			
G 15-2035	WASTE DISPOSAL - PW		\$3.99
G 01-2035	WASTE DISPOSAL - PW		\$4.00
G 01-2035	WASTE DISPOSAL - PW		\$4.00
DAKOTA COUNTY ENVIRONMENT MGMT			\$11.99
DAKOTA COUNTY FINANCIAL SERVIC			
G 15-2035	NOV 2024 RADIO SUBSCRIBER		\$23.33
G 01-2035	NOV 2024 RADIO SUBSCRIBER		\$69.99
G 01-2035	NOV 2024 RADIO SUBSCRIBER		\$139.98
G 01-2035	NOV 2024 RADIO SUBSCRIBER		\$186.64
G 01-2035	NOV 2024 RADIO SUBSCRIBER		\$933.20
G 01-2035	2024 ELECTION COST		\$5,308.00
G 01-2035	NOV 2024 RADIO SUBSCRIBER		\$839.88
DAKOTA COUNTY FINANCIAL SERVIC			\$7,501.02
DAKOTA WOOD-GRINDING, INC.			
G 01-2010	WOOD GRINDING - PARKS		\$7,500.00
G 01-2010	WOOD GRINDING - STREET		\$7,500.00
DAKOTA WOOD-GRINDING, INC.			\$15,000.00
DELTA DENTAL			
G 01-2074	JAN 2025 DENTAL PREMIUM		\$936.08
E 01-4131-020-20	JAN 2025 DENTAL PREMIUM	Police	\$156.18
G 01-2071	JAN 2025 DENTAL PREMIUM		\$706.41
E 15-4131-060-60	JAN 2025 DENTAL PREMIUM	Utility Enterprise	\$254.70
E 08-4131-000-00	JAN 2025 DENTAL PREMIUM	Spec Fds	\$52.06
E 01-4131-105-15	JAN 2025 DENTAL PREMIUM	Engineering Enterprise	\$306.75
E 01-4131-070-70	JAN 2025 DENTAL PREMIUM	Parks & Recreation	\$312.36
E 01-4131-030-30	JAN 2025 DENTAL PREMIUM	Fire	\$52.06
E 01-4131-020-20	JAN 2025 DENTAL PREMIUM	Police	\$1,508.76
E 01-4131-110-10	JAN 2025 DENTAL PREMIUM	Administration	\$607.89
E 01-4131-050-50	JAN 2025 DENTAL PREMIUM	Road & Bridges	\$457.33
DELTA DENTAL			\$5,350.58
DEVITO, MICHAEL			
G 15-2010	BLDG MAINT - PW		\$1,086.50
G 01-2010	BLDG MAINT - PW		\$1,086.51
G 01-2010	BLDG MAINT - PW		\$1,086.51
DEVITO, MICHAEL			\$3,259.52
DTN, LLC			
E 01-4421-050-50	1/1/25-1/7/25 CLEARPATH & F	Road & Bridges	\$97.95
G 01-2010	12/8/24-12/31/24 CLEARPATH		\$335.81
DTN, LLC			\$433.76
ELLIE FAMILY SERVICES			
G 01-2010	WELLNESS SERVICES - PD		\$720.00
ELLIE FAMILY SERVICES			\$720.00
EMERGENCY AUTOMOTIVE TECHNOLOG			
G 01-2010	EQUIP REPAIR - PD		\$472.08
G 01-2010	EQUIP REPAIR - PD		\$8,465.35

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
**01/07/25 PAY**

Account	Comments	DEPT Descr	Amount
G 01-2010	EQUIP REPAIR - PD		\$472.08
G 01-2010	EQUIP REPAIR - PD		\$472.08
G 01-2010	EQUIP REPAIR - PD		\$472.08
G 01-2010	EQUIP REPAIR - PD		\$472.08
G 01-2010	EQUIP REPAIR - PD		\$472.08
G 01-2010	EQUIP REPAIR - PD		\$472.08
G 01-2010	EQUIP REPAIR - PD		\$8,851.63
G 01-2010	EQUIP REPAIR - PD		\$472.08
G 01-2010	EQUIP REPAIR - PD		\$4,895.06
G 01-2010	EQUIP REPAIR - PD		\$472.08
EMERGENCY AUTOMOTIVE TECHNOLOG			\$26,460.76
ESS BROTHERS & SONS INC			
G 01-2010	STREET MAINTENANCE MATER		\$2,159.00
ESS BROTHERS & SONS INC			\$2,159.00
EVERLAST REHAB			
G 15-2010	EQUIP REPAIR - UTILITY		\$1,200.00
EVERLAST REHAB			\$1,200.00
FISHING FOR ALL LLC			
E 01-4435-200-70	ICE FISHING - FROZEN FUN FE	Parks & Recreation	\$500.00
FISHING FOR ALL LLC			\$500.00
FLEET SERVICES			
G 01-2010	NOV 2024 SQUAD LEASES - PD		\$8,701.12
FLEET SERVICES			\$8,701.12
FLEETPRIDE			
G 01-2010	EQUIP REPAIR - STREET		\$253.80
G 01-2010	EQUIP REPAIR - STREET		\$153.76
G 01-2010	EQUIP REPAIR - STREET		\$12.80
G 01-2010	EQUIP REPAIR - STREET		\$49.45
G 01-2010	EQUIP REPAIR - STREET		\$12.06
FLEETPRIDE			\$481.87
FURTHER (SELECT ACCOUNT)			
G 01-2010	DEC 2024 PARTICIPANT FEE		\$21.30
G 08-2010	DEC 2024 PARTICIPANT FEE		\$2.25
G 01-2010	DEC 2024 PARTICIPANT FEE		\$41.95
G 01-2010	DEC 2024 PARTICIPANT FEE		\$10.85
G 01-2010	DEC 2024 PARTICIPANT FEE		\$11.25
G 01-2010	DEC 2024 PARTICIPANT FEE		\$10.85
FURTHER (SELECT ACCOUNT)			\$98.45
GRAFIX SHOPPE			
G 01-2010	EQUIP REPAIR - PD		\$2,260.00
G 01-2010	EQUIP REPAIR - PD		\$720.00
GRAFIX SHOPPE			\$2,980.00
GRAINGER			
G 08-2010	BLDG MAINT - CITY HALL		\$45.00
G 08-2010	BLDG MAINT - CITY HALL		\$41.30
G 01-2010	SIGNS - STREET		\$89.40

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
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Account	Comments	DEPT Descr	Amount
GRAINGER			\$175.70
GREEN2 SOLAR LEASING, LLC			
E 01-4213-050-50	SOLAR PANEL LEASE - PUBLIC	Road & Bridges	\$65.85
E 08-4213-000-00	SOLAR PANEL LEASE - CITY HA	Spec Fds	\$413.12
E 01-4213-030-30	SOLAR PANEL LEASE - FIRE	Fire	\$197.58
E 15-4213-060-60	SOLAR PANEL LEASE - PUBLIC	Utility Enterprise	\$131.71
E 01-4213-070-70	SOLAR PANEL LEASE - PUBLIC	Parks & Recreation	\$65.85
E 15-4213-060-60	SOLAR PANEL LEASE - PUBLIC	Utility Enterprise	\$65.86
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 45-4213-045-45	SOLAR PANEL LEASE - PAR 3	Golf Course	\$181.91
GREEN2 SOLAR LEASING, LLC			\$1,385.30
HANCO CORPORATION			
G 01-2010	EQUIP REPAIR - PARKS		\$192.16
HANCO CORPORATION			\$192.16
HOME DEPOT CREDIT SERVICES			
G 15-2010	OPERATING SUPPLIES - UTILIT		\$10.75
G 08-2010	BLDG MAINT - CITY HALL		\$8.97
G 08-2010	BLDG MAINT - CITY HALL		\$23.16
G 15-2010	EQUIP REPAIR - UTILITY		\$93.93
G 08-2010	BLDG MAINT - CITY HALL		\$13.98
HOME DEPOT CREDIT SERVICES			\$150.79
HOSE INC			
G 01-2010	PARK MAINTENANCE		\$281.81
G 01-2010	EQUIP REPAIR - PARKS		\$245.42
HOSE INC			\$527.23
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			
G 01-2010	OFFICE SUPPLIES - ADMIN		\$3.36
G 01-2010	OFFICE SUPPLIES - ADMIN		\$44.68
G 01-2010	OFFICE SUPPLIES - ADMIN		\$68.00
INNOVATIVE OFFICE SOLUTIONS			\$116.04
INVER GROVE HEIGHTS, CITY OF			
G 01-2035	ADAPTIVE BOWLING - REC		\$6.67
INVER GROVE HEIGHTS, CITY OF			\$6.67
IVERSON, DAN			
G 01-2010	UNIFORM REIMBUREMENT - D.		\$50.01
IVERSON, DAN			\$50.01
KAT KEYS			
G 01-2010	BLDG MAINT - CITY HALL		\$240.00
KAT KEYS			\$240.00
KIMLEY-HORN AND ASSOCIATES, INC.			
G 27-2010	FRIENDLY HILLS ST. PROJ.		\$38,790.62

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
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Account	Comments	DEPT Descr	Amount
KIMLEY-HORN AND ASSOCIATES, INC.			\$38,790.62
L E L S			
G 01-2075	JANUARY 2025 UNION DUES		\$949.00
L E L S			\$949.00
LAWSON PRODUCTS, INC			
G 15-2010	OPERATING SUPPLIES - PW		\$116.42
G 01-2010	OPERATING SUPPLIES - PW		\$116.43
G 01-2010	OPERATING SUPPLIES - PW		\$116.43
LAWSON PRODUCTS, INC			\$349.28
LIBERTY TIRE RECYCLING SVCS			
G 15-2010	TIRE RECYCLING - PW		\$108.56
G 01-2010	TIRE RECYCLING - PW		\$108.57
G 01-2010	TIRE RECYCLING - PW		\$108.57
LIBERTY TIRE RECYCLING SVCS			\$325.70
LOCAL UNION NO. 70			
G 01-2075	JANUARY 2025 UNION DUES		\$90.50
LOCAL UNION NO. 70			\$90.50
M T I DISTRIBUTING COMPANY			
G 01-2010	EQUIP REPAIR - PARKS		-\$3.55
G 01-2010	EQUIP REPAIR - PARKS		-\$225.52
G 01-2010	EQUIP REPAIR - PARKS		\$44.63
G 01-2010	EQUIP REPAIR - PARKS		\$324.78
G 01-2010	EQUIP REPAIR - PARKS		\$258.48
G 01-2010	EQUIP REPAIR - PARKS		-\$906.59
G 01-2010	EQUIP REPAIR - PARKS		\$2.42
G 01-2010	EQUIP REPAIR - PARKS		\$10.58
G 01-2010	EQUIP REPAIR - PARKS		\$3,043.35
M T I DISTRIBUTING COMPANY			\$2,548.58
MCKERNON, MARK			
G 01-2010	GUN SAFE REIMBURSEMENT -		\$599.00
G 01-2010	GUN SAFE REIMBURSEMENT -		\$200.00
MCKERNON, MARK			\$799.00
MENARDS			
G 01-2010	OPERATING SUPPLIES - STREE		\$5.67
G 29-2010	EQUIP REPAIR - STORM WATE		\$116.67
G 15-2010	OPERATING SUPPLIES - UTILIT		\$79.91
G 01-2010	UNIFORM - STREET		\$22.98
G 01-2010	EQUIP REPAIR - STREET		\$14.64
G 08-2010	BLDG MAINT - CITY HALL		\$33.98
G 01-2010	SNOW REMOVAL REPAIRS - ST		\$274.82
G 01-2010	OPERATING SUPPLIES - STREE		\$61.95
G 01-2010	OPERATING SUPPLIES - STREE		\$15.56
G 01-2010	SUPPLIES - PW		\$21.31
G 01-2010	SUPPLIES - PW		\$21.31
G 15-2010	SUPPLIES - PW		\$21.30
G 01-2010	BLDG MAINT - PW		\$21.28
G 01-2010	BLDG MAINT - PW		\$21.28

## CITY OF MENDOTA HEIGHTS

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## Claims List

## SYSTEM CHECKS

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Account	Comments	DEPT Descr	Amount
G 15-2010	BLDG MAINT - PW		\$21.28
G 01-2010	PARK MAINTENANCE		\$37.97
MENARDS			\$791.91
METRO AREA MGMT ASSOCIATION			
E 01-4404-110-10	2025 MAMA MEMBERSHIP - C.	Administration	\$50.00
METRO AREA MGMT ASSOCIATION			\$50.00
METRO COUNCIL ENVIRONMENT SVC			
G 29-2035	2024 CITIZEN ASSIST MONITO		\$1,520.00
METRO COUNCIL ENVIRONMENT SVC			\$1,520.00
METRO SALES			
G 01-2010	NOV 2024 COPIER LEASE - PD		\$272.94
METRO SALES			\$272.94
MID NORTHERN SERVICES			
G 01-2010	PARK MAINTENANCE		\$175.00
G 01-2010	BLDG MAINT - PW		\$240.60
G 01-2010	EQUIP REPAIR - STREET		\$270.00
G 15-2010	BLDG MAINT - PW		\$240.60
G 28-2010	LED UPGRADES - STREET LIGH		\$42,500.00
G 01-2010	BLDG MAINT - PW		\$240.60
MID NORTHERN SERVICES			\$43,666.80
MITCHELL1			
E 01-4300-050-50	JANUARY 2025 SERVICE	Road & Bridges	\$184.00
MITCHELL1			\$184.00
MN DEPT OF AGRICULTURE			
E 01-4404-070-70	2025 PESTICIDE LICENSE - J. K	Parks & Recreation	\$15.00
E 15-4404-060-60	2025 PESTICIDE RECERTIFICA	Utility Enterprise	\$165.00
E 01-4404-070-70	PESTICIDE LICENSE - A. BREN	Parks & Recreation	\$15.00
MN DEPT OF AGRICULTURE			\$195.00
MN STATE FIRE DEPARTMENT ASSN			
E 01-4404-030-30	2025 MSFDA MEMBERSHIP - FI	Fire	\$375.00
MN STATE FIRE DEPARTMENT ASSN			\$375.00
MNPEA			
G 01-2075	JANUARY 2025 UNION DUES		\$144.00
MNPEA			\$144.00
NAMEPLATES			
G 01-2010	TRASH HAULER TAGS		\$255.30
NAMEPLATES			\$255.30
NORTHFIELD SOLAR LLC			
G 15-2010	NOV 2024 ELECTRIC UTILITIES		\$539.34
G 15-2010	NOV 2024 ELECTRIC UTILITIES		\$184.56
G 45-2010	NOV 2024 ELECTRIC UTILITIES		\$34.49
G 45-2010	NOV 2024 ELECTRIC UTILITIES		\$24.50
G 28-2010	NOV 2024 ELECTRIC UTILITIES		\$909.42
G 01-2010	NOV 2024 ELECTRIC UTILITIES		\$112.79
G 01-2010	NOV 2024 ELECTRIC UTILITIES		\$184.57



## CITY OF MENDOTA HEIGHTS

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**Claims List**  
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Account	Comments	DEPT Descr	Amount
G 01-2010	NOV 2024 ELECTRIC UTILITIES		\$195.04
G 01-2010	NOV 2024 ELECTRIC UTILITIES		\$538.01
G 01-2010	NOV 2024 ELECTRIC UTILITIES		\$184.57
E 08-4211-000-00	NOV 2024 ELECTRIC UTILITIES	Spec Fds	\$1,638.08
NORTHFIELD SOLAR LLC			\$4,545.37
NUSS TRUCK & EQUIPMENT			
G 01-2010	EQUIP REPAIR - STREET		\$168.97
G 01-2010	EQUIP REPAIR - STREET		\$272.24
G 01-2010	EQUIP REPAIR - STREET		\$136.12
NUSS TRUCK & EQUIPMENT			\$577.33
OREILLY AUTO/FIRST CALL			
G 15-2010	OPERATING SUPPLIES - PW		\$27.92
G 01-2010	OPERATING SUPPLIES - PW		\$27.92
G 01-2010	OPERATING SUPPLIES - PW		\$27.92
OREILLY AUTO/FIRST CALL			\$83.76
POMPS TIRE SERVICE (GCR TIRES)			
G 01-2010	EQUIP REPAIR - PD		\$2,336.00
POMPS TIRE SERVICE (GCR TIRES)			\$2,336.00
PRECISE MRM LLC			
G 01-2010	SUBSCRIPTION SERVICES - ST		\$20.00
PRECISE MRM LLC			\$20.00
PRIORITY COURIER EXPERTS			
G 01-2010	COURIER SERVICE		\$36.24
PRIORITY COURIER EXPERTS			\$36.24
PRO-TEC DESIGN, INC.			
G 45-2035	SECURITY CAMERAS - PAR 3		-\$310.10
G 45-2010	SECURITY CAMERAS - PAR 3		\$4,820.71
PRO-TEC DESIGN, INC.			\$4,510.61
R D O EQ CO			
G 01-2010	EQUIP REPAIR - STREET		\$1,380.83
R D O EQ CO			\$1,380.83
RELENTLESS (DBA DESERT SNOW)			
E 01-4400-020-20	2025 TRAINING - J. POWELL	Police	\$699.00
RELENTLESS (DBA DESERT SNOW)			\$699.00
RENT N SAVE			
G 01-2010	DECEMBER 2024 RENTALS - PA		\$1,160.00
G 01-2010	NOVEMBER 2024 RENTALS - PA		\$1,160.00
RENT N SAVE			\$2,320.00
RITEWAY BUSINESS FORMS			
G 01-2010	AP CHECKS		\$14.96
G 45-2010	W-2 FORMS		\$22.80
G 01-2010	AP CHECKS		\$41.13
G 01-2010	AP CHECKS		\$67.30
G 45-2010	AP CHECKS		\$11.22
G 15-2010	AP CHECKS		\$59.82

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
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Account	Comments	DEPT Descr	Amount
G 01-2010	W-2 FORMS		\$15.57
G 01-2010	W-2 FORMS		\$31.72
G 01-2010	W-2 FORMS		\$56.99
G 01-2010	W-2 FORMS		\$43.69
G 01-2010	W-2 FORMS		\$7.98
G 15-2010	W-2 FORMS		\$3.23
G 01-2010	AP CHECKS		\$29.91
G 01-2010	PAYROLL CHECKS		\$101.08
G 01-2010	W-2 FORMS		\$7.98
G 01-2010	AP CHECKS		\$11.22
G 01-2010	AP CHECKS		\$93.47
G 01-2010	AP CHECKS		\$44.86
G 01-2010	PAYROLL CHECKS		\$38.51
G 45-2010	PAYROLL CHECKS		\$57.76
G 01-2010	PAYROLL CHECKS		\$19.25
G 01-2010	PAYROLL CHECKS		\$24.07
RITEWAY BUSINESS FORMS			\$804.52
ROOF SPEC INC.			
G 24-2010	FIRE STATION ROOF		\$1,000.00
ROOF SPEC INC.			\$1,000.00
ROSEVILLE MIDWAY FORD			
G 01-2010	EQUIP REPAIR - PD		\$1,215.96
G 01-2010	EQUIP REPAIR - PD		\$3,210.00
ROSEVILLE MIDWAY FORD			\$4,425.96
SAVATREE			
G 01-2010	TREE SERVICES - NATURAL RE		\$4,928.00
G 01-2010	TREE SERVICES - NATURAL RE		\$3,759.00
G 01-2010	TREE SERVICES - NATURAL RE		\$2,996.00
SAVATREE			\$11,683.00
SCHLOMKA SERVICES, LLC			
G 15-2010	EQUIP REPAIR - UTILITY		\$3,390.67
SCHLOMKA SERVICES, LLC			\$3,390.67
SESAC			
E 01-4435-200-70	MUSIC LICENSE FEE 1/1/25-12	Parks & Recreation	\$610.00
SESAC			\$610.00
SMOOKLER, RICHARD			
G 27-2010	EMERSON AVE STREET IMPRO		\$1,159.90
SMOOKLER, RICHARD			\$1,159.90
ST. PAUL PIONEER PRESS			
G 01-2010	NOV 2024 LEGAL NOTICES		\$45.24
G 01-2010	NOV 2024 LEGAL NOTICES		\$44.72
G 01-2010	NOV 2024 LEGAL NOTICES		\$48.36
ST. PAUL PIONEER PRESS			\$138.32
STANDARD INSURANCE			
E 01-4131-020-20	JAN 2025 PREMIUM - LIFE/DIS	Police	\$797.19
E 01-4131-050-50	JAN 2025 PREMIUM - LIFE/DIS	Road & Bridges	\$317.42
E 01-4131-030-30	JAN 2025 PREMIUM - LIFE/DIS	Fire	\$1.40

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
**SYSTEM CHECKS**  
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Account	Comments	DEPT Descr	Amount
E 01-4131-070-70	JAN 2025 PREMIUM - LIFE/DIS	Parks & Recreation	\$259.94
E 01-4131-105-15	JAN 2025 PREMIUM - LIFE/DIS	Engineering Enterprise	\$186.15
E 01-4131-110-10	JAN 2025 PREMIUM - LIFE/DIS	Administration	\$284.48
G 01-2074	JAN 2025 PREMIUM - LIFE/DIS		\$1.10
G 01-2071	JAN 2025 PREMIUM - LIFE/DIS		\$1,831.20
E 15-4131-060-60	JAN 2025 PREMIUM - LIFE/DIS	Utility Enterprise	\$192.62
E 08-4131-000-00	JAN 2025 PREMIUM - LIFE/DIS	Spec Fds	\$138.41
G 01-1145	JAN 2025 PREMIUM - LIFE/DIS		\$5.30
STANDARD INSURANCE			\$4,015.21
STREICHERS			
G 01-2010	UNIFORM - PD		\$595.84
STREICHERS			\$595.84
SUREFITTERS (STONEBROOKE EQUIPMENT)			
G 01-2010	PARK MAINTENANCE		\$622.90
SUREFITTERS (STONEBROOKE EQUIPMENT)			\$622.90
TIME SAVER OFF SITE SEC. SVC.			
G 01-2010	12/3/24 CITY COUNCIL MINUT		\$206.50
G 01-2010	12/10/24 PARK & REC COMMIS		\$206.50
TIME SAVER OFF SITE SEC. SVC.			\$413.00
TOTAL CONSTRUCTION			
G 15-2010	EQUIP REPAIR - UTILITY		\$4,651.82
TOTAL CONSTRUCTION			\$4,651.82
TOTAL CONTROL SYSTEMS, INC			
G 15-2010	SCADA COMPUTER & SOFTWARE		\$26,354.70
TOTAL CONTROL SYSTEMS, INC			\$26,354.70
TOWMASTER			
G 01-2010	EQUIP REPAIR - STREET		\$97.04
TOWMASTER			\$97.04
TRI STATE BOBCAT			
G 01-2010	EQUIP REPAIR - STREET		\$1,903.98
G 01-2010	EQUIP REPAIR - STREET		\$21,393.26
TRI STATE BOBCAT			\$23,297.24
VESTIS (ARAMARK)			
G 01-2010	MAT SERVICE - PW		\$17.47
G 01-2010	MAT SERVICE - PW		\$15.29
G 15-2010	MAT SERVICE - PW		\$17.47
G 01-2010	UNIFORM - PW		\$11.70
G 01-2010	MAT SERVICE - PW		\$17.47
G 01-2010	MAT SERVICE - PW		\$15.29
G 01-2010	MAT SERVICE - PW		\$17.47
G 01-2010	UNIFORM - PW		\$10.70
G 01-2010	MAT SERVICE - PW		\$17.47
G 15-2010	MAT SERVICE - PW		\$17.47
G 01-2010	UNIFORM - PW		\$10.70
G 15-2010	MAT SERVICE - PW		\$15.29
G 08-2010	MAT SERVICE - CITY HALL		\$115.50

## CITY OF MENDOTA HEIGHTS

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**Claims List**  
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Account	Comments	DEPT Descr	Amount
VESTIS (ARAMARK)			\$299.29
WAGMAN, ERIC			
G 01-2010	UNIFORM REIMBURSEMENT - E		\$168.00
WAGMAN, ERIC			\$168.00
WELTER, LOGAN			
G 01-2010	GUN SAFE REIMBURSEMENT -		\$199.98
G 01-2010	GUN SAFE REIMBURSEMENT -		\$200.00
G 01-2010	UNIFORM REIMBURSEMENT - L		\$169.98
G 01-2010	UNIFORM REIMBURSEMENT - L		\$59.97
WELTER, LOGAN			\$629.93
WEST METRO SOLUTIONS			
E 45-4331-045-45	OFFICE FURNITURE AT PAR 3	Golf Course	\$1,423.41
E 01-4331-070-70	OFFICE FURNITURE AT PAR 3	Parks & Recreation	\$1,423.42
WEST METRO SOLUTIONS			\$2,846.83
ZAHL-PETROLEUM MAINT. CO.			
G 01-2010	BLDG MAINT - PW		\$141.67
G 01-2010	BLDG MAINT - PW		\$141.67
G 15-2010	BLDG MAINT - PW		\$141.66
ZAHL-PETROLEUM MAINT. CO.			\$425.00
			\$293,706.68



## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Ordinance 598 An Ordinance Amending the Fee Schedule

**ITEM TYPE:** Public Hearing

**DEPARTMENT:** Administration

**CONTACT:** Nancy Bauer, City Clerk

**ACTION REQUEST:**

Hold a Public Hearing to amend the Fee Schedule for 2025. Following the public hearing, the City Council is asked to adopt Ordinance 598 Amending the Fee Schedule for 2025, and approve the summary publication of Ordinance.

*Approval of the Ordinance requires a simple majority vote of the Council.*

*Approval of the Summary Publication of the Ordinance requires a 4/5th vote of the Council.*

**BACKGROUND:**

Per Minnesota Statutes §462.353, sub. 4, the adoption of a fee schedule requires a public hearing to allow citizen input. The public hearing was published on December 21, 2024, notice was posted on the city hall bulletin board, and posted on the City's website.

Fees are reviewed annually by staff to ensure the rate structures reflect the cost of services provided. Any fee schedule changes are proposed by the department charging the fee.

The proposed changes are:

When Ordinance 595 was adopted (November 6, 2024) adding Chapter 3: Urban Forest Preservation to Title 15: Environmental Standards to the code of Ordinances, a tree replacement escrow was required with the City. The proposed fee for the tree replacement escrow is proposed as \$100 per caliber inch of the required caliber inches to be replaced or \$250 per tree when 1:1 replacement is required.

Also, proposed fee increases are for the Par 3 greens fees, the Par 3 10 Round pass, and the picnic/area shelter reservation as shown below.

Par 3 Green Fees	Increased \$1.00 per round for each category
Par 3 10 Round pass	Increased \$15.00 and word year was replaced with pass
Picnic Area/Shelter - Non-Resident - Private	\$75 up \$25 from 2024
Picnic Area/Shelter - Resident - Business	\$75 up \$25 from 2024
Picnic Area/Shelter - Non-Resident - Business	\$175 up \$75 from 2024
Tree Replacement Requirement Escrow	\$100 per caliper inch of required caliper inches to be replaced or \$250 per tree when 1:1 replacement is required

It is anticipated that more fee changes will be presented in February for the cannabis fees.

Exhibit A shows the 2024 fees and the proposed 2025 fees. Any changes are in red text under the column proposed 2025 fees.

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

These fees have been included in the 2025 budget.

#### **ATTACHMENTS:**

1. Ordinance 598 for 2025 changes
2. 2025 Fee Schedule
3. Summary Publication

#### **CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government

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

**ORDINANCE NO. 598**

**AN ORDINANCE AMENDING THE FEE SCHEDULE**

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

**Section 1.**

Policy and Purpose. By the enactment of this Ordinance, the City Council intends to establish fees and charges required by the City Code and to comply with Minnesota Statutes 462.353, subd. 4.

Fees and Charges. The fees and charges for the City for the year 2025 are set forth in "Exhibit A" hereto attached.

Application. Where a direct conflict exists between the amount of a fee or charge set by any provisions of the City Code and a fee or charge set by this Ordinance, the fee or charge set by the Ordinance applies.

**Section 2.**

This Ordinance shall be effective immediately upon its passage and publication.

Adopted and ordained into an Ordinance this 7<sup>th</sup> day of January, 2025.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

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**Stephanie B. Levine, Mayor**

**ATTEST**

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**Nancy Bauer, City Clerk**

## City of Mendota Heights Fee Schedule

1/7/2025



Guidance		NOTES	2025 Proposed Fees	2024 Fees
<b>ADMINISTRATION</b>				
Assessment Search		no change	\$ 15 / search	\$ 15 / search
Certification of Delinquent Sewer Accounts	Per City Code 10-3-7, B.2.	no change	\$ 50 / per certification Plus 7% Interest	\$ 50 / per certification Plus 7% Interest
City Ordinance Book		no change	\$ 75 / book	\$ 75 / book
Comprehensive Plan		no change	\$ 50 / Complete; \$ 30 / One Volume	\$ 50 / Complete; \$ 30 / One Volume
Election Filing Fee	Per MN Statutes 205.13 (3) \$40 Max	no change	\$ 5	\$ 5
Mailing Costs		no change	Actual or \$1 / minimum	Actual or \$1 / minimum
Notary Public	Residents, businesses, license applicants only	no change	No charge	No charge
Returned Checks		no change	\$ 30 /check	\$ 30 /check
TIF / Abatement Application Fee		no change	\$ 1,200	\$ 1,200
<b>Data Requests :</b> the City adheres to MN Data Practices Act, MN Statutes Chap 13				
Photo Copies	1 to 100 pages	no change	\$ .25 / single sided page	\$ .25 / single sided page
Photo Copies	101+ pages or data stored electronically	no change	\$ .25 / single sided plus actual cost for search, retrieve, copy transmit/device	\$ .25 / single sided plus actual cost for search, retrieve, copy transmit/device
Public Data - stored electronically	MS 13	no change	\$ .00 to review info at city hall; \$.25 per single sided copy; \$30 / hour actual cost for search, retrieve, copy, transmit	\$ .00 to review info at city hall; \$.25 per single sided copy; \$30 / hour actual cost for search, retrieve, copy, transmit
Electronic Storage Device USB/CD/DVD - 8.5 GB	Audio, video, images	no change	Actual cost for search, retrieve, copy and device	Actual cost for search, retrieve, copy and device
<b>*note actual cost charged in 15 minute increments</b>				
<b>Intoxicating Liquor Licenses</b>				
Intoxicating Liquor Off Sale	limited by SS 340A.408 Subd. 3. a.(3)	no change	\$ 150	\$ 150
Intoxicating Liquor On-Sale Tier 1	Tier 1 license defined in Code 3-1-12. B.	no change	\$ 10,000	\$ 10,000
Intoxicating Liquor On-Sale Tier 2	Tier 2 license defined in Code 3-1-12. B.	no change	\$ 7,500	\$ 7,500
Intoxicating Liquor On-Sale Hotel	Limited Service Hotel	no change	\$ 3,000	\$ 3,000



Guidance		NOTES	2025 Proposed Fees	2024 Fees
<b>ADMINISTRATION (continued)</b>				
Club Liquor On-Sale	limited by SS 340A.408 Subd. 2.b.	no change	\$ 350 (for 201-500 club members) \$ 300 (under 200 members)	\$ 350 (for 201-500 club members) \$ 300 (under 200 members)
Sunday Liquor	limited by SS 340A.504	no change	\$ 200	\$ 200
Wine On-Sale	limited by SS 340A.408 Subd. 2.c.	no change	\$ 2,000	\$ 2,000
Wine On-Sale Institutional	limited by SS 340A.408 Subd. 2.c.	no change	\$ 250	\$ 250
<b>Malt Liquor Licenses</b>				
Malt Liquor Off Sale (3.2%)		no change	\$ 50	\$ 50
Malt Liquor On Sale (3.2%)		no change	\$ 250	\$ 250
<b>Temporary On Sale Liquor Licenses</b>				
Temporary On Sale Intoxicating Liquor, Malt Liquor, Wine	Issued only to clubs, non-profits, religious organizations	no change	\$ 50 / one to four day license	\$ 50 / one to four day license
<b>Application Investigation Fee</b>				
Malt, Liquor Application Investigation	Renewal	no change	\$ 100 / per establishment	\$ 100 / per establishment
Intoxicating Liquor, Wine, 3.2 Malt Liq Application Investigation	New Licensees Limited by SS 340A.412 Subd. 2	no change	\$ 500 / per establishment (additional charges if investigation needs to go out of state, then actual costs charged, up to \$10,000)	\$ 500 / per establishment (additional charges if investigation needs to go out of state, then actual costs charged, up to \$10,000)
<b>Liquor License Violation</b>				
First Violation	within a 3 year rolling time period	no change	\$ 500 fine	\$ 500 fine
Second Violation	within a 3 year rolling time period	no change	\$ 750 fine + 3 day suspension of license	\$ 750 fine + 3 day suspension of license
Third Violation	within a 3 year rolling time period	no change	\$ 1,500 fine + 10 day suspension of license	\$ 1,500 fine + 10 day suspension of license
Fourth Violation	within a 3 year rolling time period	no change	Revocation: minimum of 1 year from revocation date	Revocation: minimum of 1 year from revocation date
<b>License and Permit Fees</b>				
Chicken Coop Permit	New	no change	\$ 15 / coop	\$ 15 / coop
Food Truck Permit	Public events public property; city code requires I-industrial zoning district only or 1x/year special event in any zoning district	no change	\$0	\$0
Garbage/Waste Hauler	code 4-3-3	no change	\$75 + \$10/truck	\$75 + \$10/truck
Goat Grazing Permit	Allows for 3 grazing permits per calendar yr., each permit not to exceed 30 days	no change	\$100 / year	\$100 / year
Massage Therapist License	New licensee or renewal	no change	\$ 50	\$ 50
Massage Therapist License Investigation	New licensee or renewal	no change	\$ 50	\$ 50
Massage Therapy Establishment/Enterprise License	New licensee or renewal	no change	\$ 100	\$ 100
Massage Therapy Enterprise License Investigation	New licensee or renewal	no change	\$ 100	\$ 100
Rental - Short-Term License	New licensee or renewal	no change	\$200 / annual	\$200 / annual
Rubbish/Garbage Hauler License	City Code 4-2-3. Fee not prorated	no change	\$ 75 plus \$10 per truck tag	\$ 75 plus \$10 per truck tag
Tobacco License	City Code 3-2-4. Fee not prorated	no change	\$ 200 / annual	\$ 200 / annual
Tobacco Investigation Fee	New or Renewal	no change	\$ 100 per establishment	\$ 100 per establishment
Tobacco Violations	Pursuant to MN SS 461.12, (2)	no change	Pursuant to MN SS 461.12, (2)	Pursuant to MN SS 461.12, (2)
Transient Merchant License	City Code 3-3; Issued for one 14-consecutive day period, per year	no change	\$ 100 per vendor	\$ 100 per vendor

Guidance		NOTES	2025 Proposed Fees	2024 Fees
<b>BUILDING PERMIT FEE SCHEDULE</b>				
Building Moving Permit		no change	\$ 75	\$ 75
Building Permit Fee	Residential/Commercial	no change	Per Attachment A	Per Attachment A
Demolition Permit		no change	Per Attachment A	Per Attachment A
Mechanical Permit	Commercial		Per Attachment A + Plan Review Fee	Per Attachment A + Plan Review Fee
Mechanical Permit	Residential	no change	1% of value/\$ 75 minimum	1% of value/\$ 75 minimum
Plan Review Fee	Residential or Commercial	no change	Per Attachment A Exceptions (\$50 fee): Decks, Basement Finishes, Kitchen Remodel, Bathroom Remodel, and similar projects.	Per Attachment A Exceptions (\$50 fee): Decks, Basement Finishes, Kitchen Remodel, Bathroom Remodel, and similar projects.
Plumbing Permit	Commercial	no change	Per Attachment A + Plan Review Fee	Per Attachment A + Plan Review Fee
Plumbing Permit	Residential	no change	1% of value /\$ 75 minimum	1% of value /\$ 75 minimum
Pool Permit - above ground		no change	\$25	\$25
Roofing Permit	Commercial	no change	1% of value, \$100 minimum, \$1,000 maximum	1% of value, \$100 minimum, \$1,000 maximum
Roofing and/or Siding	Residential	no change	1% of value / \$100 minimum	1% of value / \$100 minimum
Sewer Permit	Residential/Commercial	no change	\$ 75	\$ 75
Window/Door	Residential	no change	1% of value / \$75 minimum	1% of value / \$75 minimum

Guidance		NOTES	2025 Proposed Fees	2024 Fees
<b>Code Enforcement Inspections Fee Schedule</b>				
Initial Inspection	Sec. 9-6-1(A)	no change	No Fee	No Fee
First re-inspection	Sec. 9-6-1(A)	no change	\$100.00 (no charge if resolved after first inspection)	\$100.00 (no charge if resolved after first inspection)
Second re-inspection	Sec. 9-6-1(A)	no change	\$150.00	\$150.00
Any Subsequent Inspections	Sec. 9-6-1(A)	no change	\$150.00	\$150.00

Guidance		NOTES		2024 Fees	
ENGINEERING PUBLIC IMPROVEMENT PROJECT FEE SCHEDULE					
Driveway Permit	Replacement	no change	\$ 50	\$ 50	
Driveway Permit	New or Expanded	no change	\$ 100	\$ 100	
Engineering and Drafting Services		no change	Actual costs plus staff time	Actual costs plus staff time	
Feasibility Report	Credit shall be given for information which can be used in plan and specification preparation	no change	Actual costs plus staff time	Actual costs plus staff time	
Field Inspection and Staking		no change	Actual costs plus staff time	Actual costs plus staff time	
Grading Permit		no change	\$ 200 + \$ 500 escrow	\$ 200 + \$ 500 escrow	
Stormwater Management Permit - Escrow Only		no change	\$2,000 or amount equal to 125% of estimated cost to accomplish compliance with approved storm water management permit, whichever is greater	\$2,000 or amount equal to 125% of estimated cost to accomplish compliance with approved storm water management permit, whichever is greater	
Litigation		no change	Actual costs plus staff time	Actual costs plus staff time	
Miscellaneous Charges		no change	Actual costs plus staff time	Actual costs plus staff time	
Plans and Specifications	Project Construction under \$100,000	no change	Actual costs plus staff time	Actual costs plus staff time	
Plans and Specifications	Project Construction over \$100,000	no change	7% of final contract amount	7% of final contract amount	
Preliminary Studies		no change	Actual costs plus staff time	Actual costs plus staff time	
Professional Services on Planning Cases		no change	1st hour per case included / thereafter actual costs plus staff time	1st hour per case included / thereafter actual costs plus staff time	
Public Right of Way General Excavation Permit		no change	\$ 200 / flat fee	\$ 200 / flat fee	
Public Right of Way Utility Permit	Commercial	no change	\$ 200 / first 1000 feet \$ 25 / each additional 100 feet \$ 75 / winter surcharge fee (11/1 - 3/31)	\$ 200 / first 1000 feet \$ 25 / each additional 100 feet \$ 75 / winter surcharge fee (11/1 - 3/31)	
Public Right of Way Permit	Residential	no change	\$ 50 / flat fee	\$ 50 / flat fee	
Right-Of-Way Usage license		no change	\$ 350	\$ 350	
Tree Replacement Requirement Escrow	Title 15 -3-6	New	\$100 per caliper inch of required caliper inches to be replaced or \$250 per tree when 1:1 replacement is required		
Vacation - ROW or Easement		no change	\$500	\$500	

**Note: Staff time is computed on the basis of 250% of the employee's hourly rate for the above services**

Guidance		NOTES	2025 Proposed Fees	2024 Fees
<b>ENGINEERING - MAPS, PLANS AND DRAWINGS FEE SCHEDULE</b>				
Electronic Storage Device USB/CD/DVD of Data or Maps		no change	\$ 10 plus map fee	\$ 10 plus map fee
Maps/Plans/Drawings: Comprehensive Plan Critical Area GIS Land Use Plats Sanitary Sewer Storm Sewer Street Asbuilts Wetlands Zoning	Up to 11 x 17 Black and White	no change	\$ 3	\$ 3
	Up to 11 x 17 Color	no change	\$ 10	\$ 10
	Greater than 11 x 17 Black and White	no change	\$ 6	\$ 6
	Greater than 11 x 17 Color	no change	\$20	\$20
Guidance		NOTES	2024 Fees	

**PARKS AND RECREATION FEE SCHEDULE**

Application Fee	Charged per permit season for all field/facility, permit application reservations. Due upon application. Non-refundable	no change	\$ 25	\$ 25
Concessions Building Reservation	Must provide proof of Food/Beverage License	no change	\$ 25 per event per day	\$ 25 per event per day
Field Reservation Baseball/Softball/Soccer/Football/Lacrosse	Priority Level 3	no change	\$ 7 per player per season	\$ 7 per player per season
	Priority Level 4	no change	\$ 10 per player per season	\$ 10 per player per season
	Priority Level 5	no change	\$ 10 per hour per field	\$ 10 per hour per field
	Priority Level 6 & 7	no change	\$ 15 per hour per field	\$ 15 per hour per field
Field Reservation for Tournaments Baseball/Softball/Soccer/Football/Lacrosse	Priority Level 3, 4, 5, 6, 7	no change	\$50 per day per field	\$50 per day per field
Field Preparation	Non-Tournament Use	no change	\$ 35 per field per day	\$ 35 per field per day
Field Preparation	Tournament Use - Required for Priority Levels 3 and 4	no change	\$ 35 per field per day	\$ 35 per field per day
	Tournament Use - Optional for Priority Levels 5, 6, and 7	no change	\$ 35 per field per day	\$ 35 per field per day
<b>Par 3 Community Golf Course Fees</b>				
Par 3 Footgolf Fees		no change	\$ 8 per round	\$ 8 per round
Par 3 Greens Fees	Juniors/Seniors/Veterans-Weekday	up \$1.00	\$14 per round	\$13 per round
	Juniors/Seniors/Veterans-Weekend	up \$1.00	\$16 per round	\$15 per round
	Weekday	up \$1.00	\$15 per round	\$14 per round
	Weekend or Holiday	up \$1.00	\$17 per round	\$16 per round
Par 3 10-Round Pass		up \$15.00 word pass changed from year	\$ 125 per pass	\$ 110 per year
Par 3 Senior Pass	Age 65 and over Does not include golf cart	no change	\$ 200 per year	\$ 200 per year
Par 3 Pull Cart Rental		no change	\$4 per round	\$4 per round
Par 3 Power Cart Rental		no change	\$12 per round	\$12 per round
<b>Facility Reservations</b>				
Ice Rink Reservation	Priority Level 3	no change	\$ 4 per hour per rink	\$ 4 per hour per rink
	Priority Level 4	no change	\$ 6 per hour per rink	\$ 6 per hour per rink
	Priority Level 5	no change	\$ 4 per hour per rink	\$ 4 per hour per rink
	Priority Level 6 and 7	no change	\$ 8 per hour per rink	\$ 8 per hour per rink
Tennis Court Reservations		no change	\$ 5 per hour	\$ 5 per hour
Picnic Area/Shelter	Resident - Private	no change	\$ 25	\$ 25
Picnic Area/Shelter	Non-Resident - Private	Up \$25	\$ 75	\$ 50
Picnic Area/Shelter	Resident - Business	Up \$25	\$ 75	\$ 50
Picnic Area/Shelter	Non-Resident - Business	Up \$75	\$175	\$100
<b>NOTE:</b> Mendota Heights schools, city events, and non-profit civic organizations are fee exempt for Picnic Area/Shelter rental fees.				
Picnic Table Additional	On-site	no change	\$15/day	\$15/day
Canoe Rack Rental	Canoe Storage @Rogers Lake Park during summer months	no change	\$ 50 per summer	\$ 50 per summer
Park Bench Donation		no change	\$1,500	\$1,500

Guidance		NOTES	2025 Proposed Fees	2024 Fees
<b>PLANNING FEE SCHEDULE</b>				
Accessory Structure Permit	For structures not requiring building permit	no change	\$25	\$25
After-the-Fact Permit	For actions without appropriate zoning permits	no change	Double fee, or \$ 250, whichever is greater	Double fee, or \$ 250, whichever is greater
Appeal to Board of Zoning Appeals		no change	\$ 250 + \$ 500 escrow	\$ 250 + \$ 500 escrow
Comprehensive Plan Amendment		no change	\$ 750 + \$ 500 escrow	\$ 750 + \$ 500 escrow
Concept Plan Review for PUD/Plat		no change	\$ 250 + \$ 500 escrow	\$ 250 + \$ 500 escrow
Conditional Use Permit / Interim Use Permit	Residential	no change	\$ 350 + \$ 500 escrow	\$ 350 + \$ 500 escrow
Conditional Use Permit / Interim Use Permit	Commercial/Industrial	no change	\$ 500 + \$ 500 escrow	\$ 500 + \$ 500 escrow
MRCCA Permit	-	no change	\$ 500 + \$ 500 escrow + Security deposit determined by staff	\$ 500 + \$ 500 escrow + Security deposit determined by staff
MRCCA Permit-Administrative	-	no change	\$ 200 + Security deposit determined by staff	\$ 200 + Security deposit determined by staff
CUP for PUD		no change	\$ 500 + \$ 500 escrow	\$ 500 + \$ 500 escrow
Fence Permit		no change	\$ 25	\$ 25
Lot Split / Lot Line Adjustment		no change	\$ 500 + \$ 500 escrow	\$ 500 + \$ 500 escrow
Mining Permit		no change	\$ 350 + \$ 500 escrow	\$ 350 + \$ 500 escrow
Park Dedication Fee	Single & Multi-Family Residential	no change	\$ 4,000/ dwelling unit	\$ 4,000/ dwelling unit
Park Dedication Fee	New Commercial / Industrial Lot	no change	10% assessed value of unimproved land determined by County Assessor	10% assessed value of unimproved land determined by County Assessor
Rezoning		no change	\$ 500 + \$ 500 escrow	\$ 500 + \$ 500 escrow
Preliminary/Final Plat		no change	\$ 750 + escrow amount	\$ 750 + escrow amount
Sign Permit	Triple fee charged if sign erected w/o permit; per Code 12-1D-15 B2	no change	Per Attachment A; 3x (triple) fee changed if sign erected without permit; Code 12-1D-15 B2	Per Attachment A; 3x (triple) fee changed if sign erected without permit; Code 12-1D-15 B2
Temporary Sign Permit		no change	\$ 25	\$ 25
Variance	Residential	no change	\$ 300 + \$ 500 escrow	\$ 300 + \$ 500 escrow
Variance	Commercial or Industrial	no change	\$ 500 + \$ 500 escrow	\$ 500 + \$ 500 escrow
Wetlands Permit			\$300 + \$500 escrow and/or Security deposit determined by staff	\$300 + \$500 escrow and/or Security deposit determined by staff
Wetlands Permit			\$500 + \$500 escrow and/or Security deposit determined by staff	\$500 + \$500 escrow and/or Security deposit determined by staff
Wetlands Permit - Administrative	Per City Code 12-2-6.6.		\$100 + Security deposit determined by staff	\$100 + Security deposit determined by staff
Zoning Letter		no change	\$ 50	\$ 50
Zoning Ordinance Amendment		no change	\$ 250 + \$ 500 escrow	\$ 250 + \$ 500 escrow
<b>Escrow Table</b>				
Residential districts - 0 to 10 units		no change	\$ 100/unit, \$ 250 minimum	\$ 100/unit, \$ 250 minimum
Res Districts, MR-PUD, HR-PUD districts-over 10 units		no change	\$ 50/unit	\$ 50/unit
Commercial/Industrial Districts, MU-PUD		no change	\$ 1,500	\$ 1,500
Expenses billed to city charged against escrow. Remaining escrow returned to applicant. Applicants billed for city incurred expenses exceeding escrow.				

Guidance		NOTES	2025 Proposed Fees	2024 Fees
<b>PUBLIC SAFETY FEE SCHEDULE</b>				
Local Record Check w/Clearance Letter	Includes Clearance Letter	no change	\$15	\$15
Certified Copy of Police Data		no change	\$15	\$15
Dangerous Dog Registration	City Code 5-3-4, D.; Limited by SS 347.51 subd. 2(3)	no change	\$500	\$500
False Alarm, Police	Per calendar year	no change	First three no charge, 4th-\$50; 5th-\$75; 6th and ea. add'l - \$ 100;	First three no charge, 4th-\$50; 5th-\$75; 6th and ea. add'l - \$ 100;
False Alarm, Fire	Per calendar year	no change	1st and 2nd = no charge, 3rd and ea. add'l - \$ 150/ea.	1st and 2nd = no charge, 3rd and ea. add'l - \$ 150/ea.
Fire Alarm Permit	Commercial	no change	Per Attachment A	Per Attachment A
Removal of Underground Fuel Tanks	Residential/Commercial	no change	\$ 50 minimum	\$ 50 minimum
Plan Review Fee		no change	Per Attachment A	Per Attachment A
Fire Sprinkler Alteration		no change	Per Attachment A	Per Attachment A
Day Care Fire Inspection	Per MN Statutes 299F.011	no change	\$ 50	\$ 50
<b>DATA REQUESTS: City adheres to MN Department of Administration/Data Practices guidelines and MN Statutes Chapter 13.</b>				
Copy of Incident Report		no change	\$.25/page up to 100 pages	\$.25/page up to 100 pages
Copy of Accident Report	In-person, Involved party request	no change	\$.25/page up to 100 pages	\$.25/page up to 100 pages
Copy of Accident Report - insurance or attorney request	Per MN Dept. of Admin/Data Practices and M.S. Chapter 13.82 must prove involvement in relationship to accident and either present ID or a signed release	no change	Self-addressed, stamped envelope with signed release. If over 4 pgs., contact requestor for alt. payment.	Self-addressed, stamped envelope with signed release. If over 4 pgs., contact requestor for alt. payment.
911 Audio Transcription/or other transcriptions	Per M.S. 13.82 subd. 4	no change	Actual cost with \$30.00 deposit	Actual cost with \$30.00 deposit
Per MN Dept. of Admin/Data Practices and MN Statutes 13.82:				
Public Data - stored electronically	MS 13	no change	Actual cost for search, retrieve, copy and transmit	Actual cost for search, retrieve, copy and transmit
USB/CD/DVD/Electronic Storage Device - Per 8.5 GB	MS 13	no change	Actual cost for search, retrieve, copy and device	Actual cost for search, retrieve, copy and device
Monthly email of public data for accident reports		no change	\$60/month	\$60/month

\*Note actual cost charged in 15-minute increments

**ATTACHMENT A**  
**To Fee Schedule**

City of Mendota Heights - Building Permit Fees

Valuation		Permit Fees
\$1.00 to	\$500	\$25.00
\$501 to	\$2,000	\$25.00 for the first \$500 plus \$3.25 for each additional \$100 or fraction thereof, to and including \$2000
\$2,001 to	\$25,000	\$73.75 for the first \$2,000 plus \$14.75 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to	\$50,000	\$413.00 for the first \$25,000 plus \$10.75 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to	\$100,000	\$681.75 for the first \$50,000 plus \$7.50 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to	\$500,000	\$1,056.75 for the first \$100,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to	\$1,000,000	\$3,456.75 for the first \$500,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and greater		\$5,956.75 for the first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof
Plan Review Fee = 65% of the building permit fee by valuation		
State Surcharge = .0005 x Valuation		
Sewer Availability Charge (SAC) \$2,485/unit		
<u>Note:</u> Unit & SAC fee determined by Metropolitan Council; may be added to city building permit fee		

**Summary Publication**

**City of Mendota Heights  
Dakota County, Minnesota**

**Ordinance 598**

**An Ordinance Amending the Fee Schedule for Services in 2025**

The City Council of the City of Mendota Heights, Minnesota, does hereby establish fees and charges required by the City Code for the year 2025, and to comply with Minnesota Statue 463.353, subd. 4.

The complete text of this ordinance is available at city hall or  
[www.mendotaheightsmn.gov](http://www.mendotaheightsmn.gov)

Adopted this 7<sup>th</sup> day of January, 2025.

CITY COUNCIL OF MENDOTA HEIGHTS

/s/Stephanie B. Levine, Mayor

Attest:

/s/Nancy Bauer, City Clerk





## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** January 7, 2025

**AGENDA ITEM:** Award Professional Services Contract for the Oheyawahe Capital Improvements

**ITEM TYPE:** New and Unfinished Business

**DEPARTMENT:** Engineering

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

**ACTION REQUEST:**

Authorize a professional services contract for the Oheyawahe Capital Improvements.

**BACKGROUND:**

The 2023 Minnesota Legislature passed legislation (House File 1950/Senate File 2011) funding \$1.85 million for a grant from the Department of Employment and Economic Development to the City of Mendota Heights for capital improvements at Oheyawahe/Pilot Knob. In addition to the State Grant, Oheyawahe has also been awarded three grants from the Historical Society of Minnesota, which has guided the necessary improvements to be implemented on the site. The guidance from the interpretive plans has been to let the land speak for herself and minimize the man-made features on the site.

The city is required to implement all items identified in the State Grant language:

*For a grant to the city of Mendota Heights for development of Oheyawahe (Pilot Knob), a culturally, historically, and environmentally important site and Dakota sacred site located at 2100 Pilot Knob Road in Mendota Heights, overlooking the confluence of the Mississippi and Minnesota Rivers, which is included on the National Register of Historic Places. This appropriation includes money to design and construct; multipurpose gathering spaces, interpretation structures, trail connections and walkways, parking, and other visitor amenities and infrastructure; grading, landscaping, and other site and natural resource improvements including the planting and restoration of native vegetation; and other betterments necessary to provide safe and improved visitor access and preserve the site as a public natural area.*

Additional improvements that may be implemented if the budget allows would include the

burying of overhead utility lines, security & technology, Valencour garage improvements, and a connection to the Big Rivers Regional Trailhead.

Staff developed a Request for Proposals (RFP) for the Oheyawahe Site Improvements and invited six consulting firms to submit proposals. Five firms submitted quotes within their proposal for this project and the total is as follows:

Consultant	Total Cost	Proposal Score
WSB	\$243,302	4.22
Bolton & Menk, Inc.	\$243,914	3.93
LHB	\$293,000	3.83
SRF	\$299,731	4.05
ISG	\$371,750	3.53

All firms submitted thorough and complete proposals and provided valuable responses on how to bring this project to fruition. Proposals were scored by two city staff members (Krista Spreiter & Lucas Ritchie), and three members of the Oheyawahe Task Force. Additional non-scoring input was provided by a fourth member of the Task Force. All five firms were also invited to an in-person interview. The interviews confirmed the highest-scoring consultant, WSB, would be the best fit for this project. Staff would be comfortable awarding the project to any of the firms but is recommending WSB based on their lower fee per hour cost, the high-quality nature of their proposal, and the experience of the project team.

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

The State budgeting will be utilized for the consultant fees. As the design progresses, the budget will first be allocated to the required improvements per the State grant, then additional items will be reviewed based on their cost and feasibility.

#### **ATTACHMENTS:**

1. RFP for Design Services
2. WSB Oheyawahe (Pilot Knob) Site Improvements Proposal

#### **CITY COUNCIL PRIORITY:**

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



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

Request for Proposal  
**Architectural, Engineering Services,  
and Landscape Architecture**

Issued October 10, 2024

**Oheyawahe (Pilot Knob)  
Site Improvements**

Due Date: November 22, 2024 at 12:00 pm

## A. General Purpose and Proposal Guidelines

1. Purpose: Mendota Heights is seeking a Fee Proposal for the Oheyawahe (Pilot Knob) Site Improvements. Design services for the project shall include: Stakeholder processes, Schematic Design, Design Development, and Construction Drawings, and Construction Observation/Administration required to construct site improvements including – landscape, parking lot, trails, gathering space, restrooms and associated utilities including. Refer to the Oheyawahe Interpretive Concept Plan (OICP) attached as Appendix A.

Design Elements shall follow the recommendations of the Dakota Advisory Group and others that have contributed to the development of the Interpretive Plan:

- a. *The land speaks at Oheyawahe and the site should be designed in a way that allows people to hear it. Signage should be minimal and unobtrusive. More extensive messages could be moved to digital or audio platforms.*
  - b. *Oheyawahe is a place to relearn gentleness and reflect the quiet of the land. Development should be light on the land and focused in areas of existing development. Natural materials and simple structures should be used. Whenever possible avoid digging into the ground.*
  - c. *Oheyawahe should show what care for the land means. Design decisions and management needs should be coordinated and impacts to the land considered. Initiatives should support the oak savanna ecosystem.*
  - d. *Oheyawahe should be a supportive place for visitors. When people's needs for shelter, restrooms, easy walking surfaces, shaded resting spaces are met, it is easier to listen and hear all that the site and people have to offer.*
- Restroom – at least two (2) fully accessible and inclusive gender-neutral restrooms; exterior drinking fountain and hose faucet, potential 4'x6' storage space. OICP, pages 19, 21.
  - Gathering Area – Approximate 26-foot diameter gathering area to accommodate 20-25 people with a minimum of 10 seats; gathering area shall accommodate a TBD shade feature. OICP, pages 19 – 21, 46.
  - Messaging Signage – Signage to notify users of proper etiquette, general rules. OICP, pages 19 - 21.
  - Parking Lot – construction of 14 space parking lot plus two handicap accessible stalls to be constructed with access from Acacia Boulevard. A rain garden shall be designed and constructed as a BMP for storm water management. OICP, pages 19 - 21.
  - Trails – provide accessible connectivity loop between parking lot, restrooms, shelter, and Central Overlook. A connection to the Big Rivers Regional Trail, Seven Council Fires Overlook and the Valencour Garage are to be constructed. All trails shall be designed as a sustainable improvement to minimize required maintenance and erosion. Signage and wayfinding locations and design are included in the project with specific sign information informed by the forthcoming

### Oheyawahe Interpretive Plan.

- Big Rivers Regional Trail Trailhead – Amenities shall include information signage, bike rack, and seating. OICP, pages 25 - 27.
  - Central Gathering Overlook – Design and construction of a Central Gathering Overlook area with small shade structure. OICP, pages 28 – 30, 46.
  - Security & Technology – provide appropriate lighting and security cameras; remote locking restroom facility doors; high-speed internet and WiFi throughout site to support security and visitor experience.
  - Valencour Garage – Design shall include improvements to an existing garage outbuilding to operate more as a meeting space. Improvements may include but are not limited to shingle replacement, siding replacement, replacement of garage door with either walls or replacement roll-up coverings, interior finishing, and lighting.
  - Overhead Utilities – Overhead utilities along Acacia Boulevard are desired to be relocated or buried. Coordinate the burying of utilities with respective utility owners. Provide alternative funding opportunities. OICP, page 19.
  - Natural Resource Improvements – Implementation of natural resource improvements according to the OICP and forthcoming Natural Resource Management Plan. Rain Garden Plantings shall be designed by city staff. OICP, pages 21.
  - Interpretation – Major interpretive elements are to be added under a separate contract following construction of the Capital Improvements. Certain interpretive elements may be planned for with this proposal. Capital Improvements shall be compatible with the proposed interpretive features. OICP, pages 19.
2. Budget: Proposals are to be based on a total capital improvements budget of approximately \$2,000,000 for design, construction, permits, materials testing, all required utilities, and construction administration.

#### A. Project construction component budget items are broken down as follows:

- Gathering Area(s)	\$300,000
- Restroom Structure	\$400,000
- Signage	\$10,000
- Parking Lot/Rain Garden	\$300,000
- Trails	\$50,000
- Big Rivers Regional Trail Trailhead	\$TBD
- Security & Technology	\$TBD
- Valencour Garage	\$TBD
- Overhead Utilities	\$TBD
- <u>Natural Resource Improvements</u>	<u>\$150,000</u>
<b>TOTAL CONSTRUCTION BUDGET</b>	<b>\$1,700,000</b>

B. Proposals ARE to include up to \$20,000 earmarked for a design advisor/interpretation consultant, Full Circle Indigenous Planning. The design advisor/interpretation consultant has developed the Phase I and Phase II interpretive plans and has a strong familiarity with the site and proposed improvements. The selected consultant team will contract with Full Circle Indigenous Planning. The City expectation is a seamless integration of interpretation into the design elements developed. The expectation for the remainder of the project components is for the interpretation to be integral and woven into the elements, i.e. structure and site.

Anticipated professional services include:

- Landscape Architect
- Architect
- Civil Engineer

3. Mendota Heights - Project Manager: Questions regarding this Request for Proposal should be directed to:

Ryan Ruzek, P.E., Public Works Director, City of Mendota Heights

1101 Victoria Curve

Mendota Heights, MN 55118

Phone: 651-255-1152

E-mail: [RRuzek@MendotaHeightsMN.gov](mailto:RRuzek@MendotaHeightsMN.gov)

4. Key RFP Process Dates:

Request for Proposal Issued	10/10/2024
Project Area Tours	Available upon request
Written Questions Due	11/8/2024 by 12:00 pm
Questions Answered/RFP Addendum Issued	11/15/2024
<b>Proposal Responses Due</b>	<b>11/22/2024 by 3:00 pm</b>
Interviews (must be available on this date)	12/4/2024
Award of Contract	12/17/2024

Design Work to Commence after Contract is Executed

Project Bidding	1/2026
Project Completion and Closeout	6/2027

5. Selection Process: The City will review and rank proposals to determine which firm will be selected based on the following evaluation criterion:

- Firm History and Information
- Project Team and Team Member Experience
- Project Approach and Schedule
- Firm Experience and References
- Fee Proposal

## B. Background and Nature of Project

1. Project Background: Oheyawahe is located on land that was cared for and is called home by the Dakota people, and other Indigenous peoples, for thousands

of years. The site is significant to Indigenous communities today, and Oheyawahe, or the “sacred place much visited,” is located at “Bdote Mni Sota” or “where two waters come together” and is a sacred place to Indigenous peoples. Dakota people used the Hill for gatherings, religious ceremonies, and burials. It is also a significant place in state and federal history, including being the signing site of the Treaty of 1851. Oheyawahe/Pilot Knob was added to the National Register of Historic Places in 2018. Indigenous people continue to visit this site. Background information on the significance of Oheyawahe can be found in the *Pocket Guide to Oheyawahe/Pilot Knob* and the nomination form submitted to the National Register of Historic Places.

Oheyawahe is open to the public and includes parking and soft-surface trails, surrounded by a substantially-restored native prairie, savannah, and forested landscape. In recent years, visitation by individuals from the public, including those participating in sacred site tours and students from school groups have grown considerably, increasing the need for comprehensive interpretation.

The City of Mendota Heights appointed a six-member Task Force to advise the City Council regarding management of Oheyawahe. The Task Force has worked closely with City staff to guide interpretive planning and propose grant funding for capital improvements. A map showing currently proposed capital improvements is attached as Appendix A. Interpretive materials will be located at the three entrance areas and three overlooks identified on the map.

A. *Pocket Guide to Oheyawahe/Pilot Knob* (2017)  
[Layout 1 \(pilotknobpreservation.org\)](http://pilotknobpreservation.org/Layout_1)

B. Draft of the Nomination Form prior to submission to the National Register of Historic Places:  
[http://pilotknobpreservation.org/Oheyawahe Pilot Knob NR nomination 2017.pdf](http://pilotknobpreservation.org/Oheyawahe_Pilot_Knob_NR_nomination_2017.pdf)

2. Project Budget: The City has an approximate project budget of \$2,000,000 for all project costs (including design services, construction, construction administration, utilities, permits, and contingencies). During Program Confirmation and Schematic Design, priorities may change, or new needs may come to light. It is the City’s intention to stay within this approved project budget amount, regardless of changing priorities or newly identified needs. Following Schematic Design, the project scope must align with the available budget.
3. Project Process: The anticipated design process for this project will be to work through the Schematic Design (SD) phase. Design solutions for all identified needs will be developed and explored. At the end of the SD phase, a cost estimate for all identified work will be developed and compared to the available project budget. With the design team’s assistance, the City will review and re-prioritize work items and the project scope will be revised to align with the available project budget. The SD documents will be updated to match the revised project scope. The updated documents will be presented to the City Council for SD design approval. If approved, the remaining design work will proceed for the revised scope of the project through construction and project

completion.

### **C. Scope of Services to be Provided**

1. The design team shall provide professional landscape architectural, civil engineering, survey, architectural and interior design services, with supporting mechanical and electrical engineering services as needed to complete the project. This shall include confirmation of the program and preliminary design intent, documentation of existing conditions, concept design options, schematic design, cost estimating and preparation of documents to be used for City Council review and approval, design development, construction document preparation, bidding assistance, construction administration services, project closeout, overall project management and administration.
2. The design is to conform to current national best practices.
3. The design team will be responsible for ensuring that applicable Federal, State, MNHS, MnDOT CRU, and local codes and regulations related to the design are met.
4. The design team will meet with City staff as often as needed to complete the project. In-person meetings or virtual meetings may be used. The City will identify a Core Team, responsible for decision making and overall project direction, and a team of Users/Stakeholders, comprised of staff who will be directly impacted by the project. Work sessions will be held with Users/Stakeholders to confirm the program and explore design options throughout the early project design phases. Five review meetings (at the start of and near the end of each design phase) will be held with the Core Team, plus additional meetings as needed.
5. At the end of Schematic Design, the design team shall prepare and provide documents to the City for presentation to the City Council as they seek schematic design approval. Presentation documents may include program summaries, plan drawings, renderings or other instruments to be used to summarize the project scope and design direction. The design team will also prepare a construction cost estimate for the project at this stage or provide review and comment on an independent cost estimate prepared for the project.
6. The design team will prepare drawings and a project manual with technical specifications for bidding and construction.
  - a) The construction document drawings (architectural, plumbing, mechanical/HVAC, electrical, furniture, etc.) will be done in AutoCAD or Revit. All drawings will be saved as individual files in PDF, AutoCAD and Revit formats, and provided to the City.
  - b) The sheet size of all drawings will be 30" x 42." Plan drawings will be at 1/8" scale or larger.
  - c) The Project Manual (including technical specifications) will be done in MS WORD and provided to the City in both MS WORD and PDF formats. A copy will be provided to the City at Bidding.



- d) The cost of providing the construction documents (drawings and project manual) via AutoCAD, as PDF, and in MS WORD is to be included in the labor portion of your proposal and is not a reimbursable expense.
  - e) The Architect is to provide to the City up to three (2) full-size drawing sets, two (2) half-sized drawing sets and two (2) project manuals or narratives to the Owner at Schematic Design for review, Design Development for review, two during Construction Documents reviews and Construction Documents issued for Bidding. The cost of printing the required document sets during design will be included in the fee proposal as a reimbursable expense.
7. The Design Team is responsible for project design to meet (not exceed) construction budgets at each phase and may choose to retain their own cost estimating consultant or use in-house staff. The design team will provide documents for cost estimates in PDF form.
  8. The City will use a General Contractor on this project. The General Contractor will be selected through a public open bidding process. The design team will enable this process and prepare plan review application pages for City, State or other permits as required.
  9. Ownership of all drawings, reports, and other work products prepared or produced, including those in electronic form, shall be conveyed to the City upon completion or termination of the project.
  10. Provide draft meeting agenda prior to each meeting for approval by City PM prior to each meeting. Presentation materials to be pre-viewed by City PM prior to each meeting. Provide meeting minutes for all meetings during the Design Phases of the project within five (5) days of the meeting.
  11. The design team will prepare the preliminary punch list for review by City staff and then confirm all punch list items are complete. At the completion of the project, the architect must provide a complete set of Record Drawings to be created from the contractor's as-built drawings that include all addenda and changes made via field change, supplemental instructions, requests for information, proposal requests, etc.
  12. All communication with the City will go through the City's Project Manager, unless approved otherwise by the Project Manager.

## **D. Specific Deliverables**

1. Schematic Design: Provide a minimum of the following items.
    - a) Meeting agendas and minutes.
    - b) Confirmation of program.
    - c) Conceptual design options
    - d) Two (2) interior and two (2) 3D views (Revit, Sketch-up, Lumion, or other electronic means) of each project area for use in Public Meetings and City Council Meetings.
    - e) Two interior design finish concepts for each building.
-

- f) Provide 100% Schematic Design documents (drawings and outline specifications or narratives) for review and cost estimate.
  - g) Schematic Drawings to be included (at minimum): Site plans, Elevations, Cross Sections, Building Floor Plans, Mechanical/Plumbing/Electrical Schematics, Preliminary Fire Life Safety/Code Review Plan, and Furniture Plan.
  - h) Provide Final Schematic Design documents for Council Submittal.
  - i) Updated Project schedule.
2. Design Development: Provide a minimum of the following items.
- a) Meeting agendas and minutes.
  - b) Provide 100% Design Development documents (drawings and project manual with technical specifications) for review and cost estimate.
  - c) Design Development Drawings to be included (at minimum): Site Plans, Building Floor Plans, Wall Sections, Enlarged Plans, Interior Elevations, Door Schedule, Reflected Ceiling Plan, Finish Schedule & Plans, Standard Details, Fire Life Safety/Code Review Plan; Mechanical/Plumbing/Electrical Plans, Schedules, Riser Diagrams and Details; Low Voltage plans; Fire Protection Plans; and Furniture Plans.
  - d) Provide lighting, plumbing, and major equipment fixture cut sheets organized per specification section.
  - e) Final finish selections including paints, fabrics, carpeting, etc. Selections shall contain a minimum of three manufacturers.
  - f) Provide updated two (2) interior and two (2) exterior 3D views of each project area.
  - g) Updated Project Schedule.
3. Construction Documents: Provide a minimum of the following items.
- a) Meeting minutes and agendas.
  - b) Creation of bidding alternates that equal up to 10% of the construction value of the project to safeguard project budgets.
  - c) Construction Documents including drawings and project manual (including technical specifications) for Owner Review and approval at 65% and 100% completion (followed by final edits per review comments for Bid and Plan Check (for Building Permit)).
  - d) Updated Project Schedule.
4. Bid & Award Phase: Provide a minimum of the following items.
- a) Respond to City Plan Check Review comments for approval of a Building Permit.
  - b) Attendance at Pre-Bid conference.
  - c) Respond to questions with issuance of Addendums as required during bidding. This will include review of product substitution requests.
  - d) Assist Owner in reviewing the bids, and if required, in value engineering.
5. Construction Administration Services: Provide a minimum of the following items.
- a) Attend weekly on-site construction progress meetings and observing construction. Provide field observation report. Review Contractor meeting minutes.

- b) Submittal (including shop drawings) review and approval.
- c) Pay application and change order review and approval.
- d) Respond to RFI's.
- e) Prepare punch list, review and document when list is completed.
- f) Provide and approve substantial completion form.
- g) Review and approve contractor close-out documents.

6. Closeout Phase

- a) Review and approval of As-Built Documents as provided by the Contractor.
- b) Produce Record Documents (drawings and technical specifications) based on As-Built documents as provided by the Contractor.
- c) Professional photographs of the completed project: up to three (3) interior shots of each project area delivered electronically. The City will use these only with applicable photo credits.
- d) Eleven month warranty walk-through and documentation.

**E. Proposal Requirements – READ THIS ENTIRE SECTION CAREFULLY**

To facilitate the selection process, the following information MUST be included in your proposal, each in its own tabbed or labeled section, and arranged in the following order. **The total proposal response should not exceed 24 pages.** A page is one face of a two-sided piece of paper. Use both sides of the paper where possible as both sides count towards the page maximum. The Proposal Response shall address each item listed below. Failure to respond to each proposal requirement/question assumes quality control measures may not have been taken. The proposal response, with changes as required, will become a part of the final contract for services.

1. Cover Letter: Cover letter will not be counted as part of the page maximum but should be attached at the front of the Proposal Response. The following elements MUST be included in the cover letter.
  - a) Official firm name (as recognized by the State of Minnesota), address, and phone number of the firm;
  - b) Acknowledgement of receipt of RFP addenda, if any;
  - c) Name, title, address, telephone number, fax number, and email address of contact person during the period of proposal and/or contract evaluation;
  - d) A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal; and
  - e) Signature of a person authorized to bind the offering consulting firm to the terms of the proposal.
2. Firm History and Information: Limited to two pages. Provide overall firm history and background information, including information on major subconsultant firms.
3. Project Team and Team Member Experience:
  - a) Project Organizational Chart: Provide a complete project organization chart showing involvement and correlation of project key members and all other contracted consultants. Show consultants by company, individual's name, title and project role.
  - b) Experience of Design Team Members: Provide the following information for

each proposed key team member including architectural and other specialties proposed for this project.

- i. Name
- ii. Firm for which they work
- iii. Professional Licensure(s), Education, and Professional Affiliations.
- iv. Number of years working for current firm and total number of years of professional work experience.
- v. Job title/role for this project
- vi. Specific duties assigned on this project
- vii. Recent experience on similar projects. When describing experience, begin with the individual's most recent projects and include project name, location, similar aspects to this project, construction budget, year completed, the individual's job title or responsibilities on project, and firm (if different than current).

4. Project Approach and Schedule:

- a) Project Understanding and Approach: Narrate how you will approach the project including forms of communication, change management in regards to the design team (for example - if a design team member changes), planning, scheduling, and quality control. Describe steps you will take to insure that all aspects of the project will be coordinated.
- b) Schedule: Provide a Gantt chart schedule reflecting the requirements of this proposal, including, a detailed plan to complete the work (including meetings not yet identified), with use of specific dates (do not provide durations only - such as number of weeks or months), and incorporate dates provided in this proposal. Review and confirm agreement of the schedule information provided within this RFP. Provide a separate narrative of recommended modifications if they reduce cost or otherwise improve the project.

5. Firm Experience and References:

- a) Firm Experience/Comparable Projects: Provide three examples of previous similar projects. Provide up to one page for each example project to describe the scope of each. Redact any information your previous client would not want public.
- b) References/Examples: Provide references (name, address, and phone number) for three projects of a similar size and nature. List the similar project(s) that relate to the reference. Validate the contact information is correct; inability to contact references may inhibit the City's ability to make a final selection.

6. Submission of Proposal: All items to be received by the City Project Manager on or before the date and time listed in this RFP.

- a) Five (5) hard copies and one (1) electronic copy of the proposal in PDF format.
- b) Proposals to use comb binding or be stapled (do not issue in hard sided notebooks).
- c) The electronic copy may be emailed to the City Project Manager or delivered on a CD or flash drive with the printed copies. If an email is sent to

- deliver the electronic copy, the file size shall not exceed 10 MB.
- d) The City may reject or return for completion any proposal that is not sufficiently detailed or that is in an unacceptable form.

## **F. Contract and Conditions**

1. Parties to the Contract: A contract will be executed between Mendota Heights and a prime consultant firm. In the case of a project team of multiple consultants, a prime consultant firm shall be responsible for subcontracting with the other consultant firms. There will be no legal relationship with Mendota Heights and the subcontracting consultant firms. The prime and subcontracting consultant firms shall be responsible in providing the required submission information via a single proposal.
2. Contract Term: The term of the contract to be awarded under this RFP will be from the date executed by all parties until services are complete which is generally 12 months after substantial completion of the construction project.
3. Fee Proposal: The Consultant's fee proposal shall be structured to be an hourly rate with a maximum, not-to-exceed, fee amount. The Fee Proposal shall also include a maximum, not-to-exceed, amount for reimbursable expenses. Taken together, the labor and expenses will form the maximum for the contract.
4. Reimbursable Expenses: Reimbursable expenses are expenses attributed directly to the project and will be billed at actual costs up to, but not exceeding the estimate given in your Fee Proposal. No mark-up is allowed on these costs. Internal printing costs and local transportation/travel are to be included in the fee proposal and are not reimbursable expenses.
5. Payments: Billing for completed services shall be based upon a monthly invoice submitted by the Consultant.
6. Addenda/Clarifications: Any changes to this RFP will be made by the City through a written addendum. No verbal modification will be binding.
7. Contract Award: Issuance of this RFP and receipt of proposals do not commit the City to the awarding of the contract. The City reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected Consultant should negotiations with the selected Consultant be terminated, to negotiate with more than one Consultant simultaneously, or to cancel all or part of this RFP.
8. City Rights: The City may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by the consultant, and require additional evidence of qualifications, to perform the work described in this RFP. The City reserves the right to:
  - a) Reject any or all proposals if such action is in the public interest;
  - b) Cancel the entire Request for Proposals;
  - c) Issue a subsequent Request for Proposals;

- d) Remedy technical errors in a Request for Proposal process;
  - e) Appoint evaluation committees to review the proposals;
  - f) Establish a short list of consultants eligible for interview after evaluation of proposals;
  - g) Negotiate with any, all, or none of the RFP consultants; and
  - h) Reject and replace one or more subconsultants.
9. Independent Price Determination: Applicants are held legally responsible for their information and fees. Applicants are not to collaborate, for the purpose of restricting competition, with other applicants or competitors in developing proposals and fees.
10. Independent Contractor Status: The Consultant will be an independent consultant, and nothing contained in any contract awarded shall be construed to create the relationship of employer and employee between the City and the Consultant. The Consultant is not eligible for workers' or unemployment compensation benefits. The Consultant understands that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from payments due the Consultant and that it is the Consultant's sole obligation to comply with the applicable provisions of all federal and state tax laws.
11. Public Records and Requests for Confidentiality: Pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.591, the names of all entities that submitted a timely bid/proposal to Mendota Heights will be public once opened. All other information remains private until Mendota Heights has completed negotiating a contract with the selected Responder. After a contract has been negotiated, all information received is public information except "trade secret" information as defined in Minnesota Statutes Section 13.37. All information submitted by a Responder therefore shall be treated as public information by Mendota Heights unless the Responder properly requests that information be treated as a confidential trade secret at the time of submitting the bid/proposal.

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

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

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

nature of the information removed while retaining as much of the document as possible.

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

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





A PROPOSAL FOR

# Proposal for Oěýawahe (Pilot Knob) Site Improvements

FOR CITY OF MENDOTA HEIGHTS



# Firm History and Information



## Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

**We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.**

**1,500+**  
STAFF

**50+**  
SERVICE AREAS

**45+**  
OFFICES

**10**  
STATES

Alternative Project Delivery | Asset Management | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Sustainability | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind

**52**  
Employees  
licensed in  
**16 States**

**97%**  
Annual Revenue  
from Repeat  
Clients

**86**  
Years in Business

**5**  
Offices across  
MN & Northern WI



Our firm's culture is a foundation for our long-term success. We have high regard for respect – it's how we show we care. It's why we pay attention to the details and go the extra mile to understand our communities and plan with love and care. Without respect, there is no vision, there is no compassionate design. It is our commitment to serve as advocates. We advocate for intuitive environments that are healthy, impactful and functional. Great architecture is built from respect.

**Established**  
1938

**Legal Status**  
Privately Held Minnesota  
S-Corporation

**For more than 40 years,** DSGW has worked with Indigenous communities to plan, design, and build everything from community centers to clinics to casinos. We've found the best outcomes emerge after listening to and incorporating the diverse ideas of others. With each project, we work with Tribal leaders, educators, students, and community members to raise funds, build consensus, estimate costs, and manage budgets.

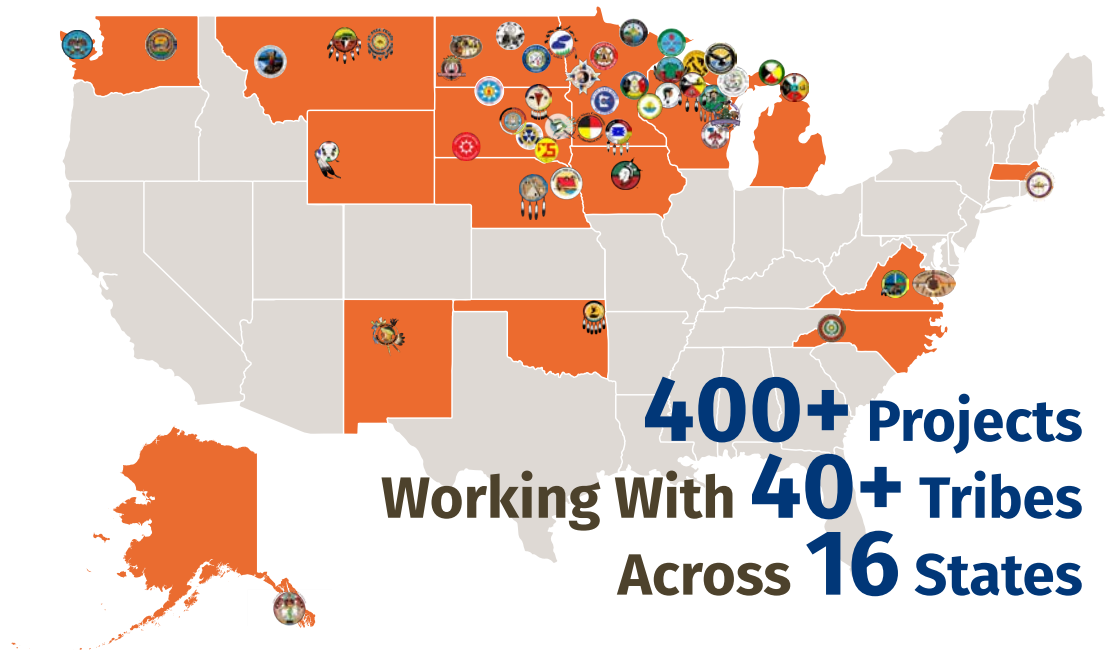
**Just.**

Organization Name: DSGW Architecture  
Organization Type: Architecture  
Headquarters: Duluth, Minnesota  
Number of Employees: 53

Social Justice Indicators:

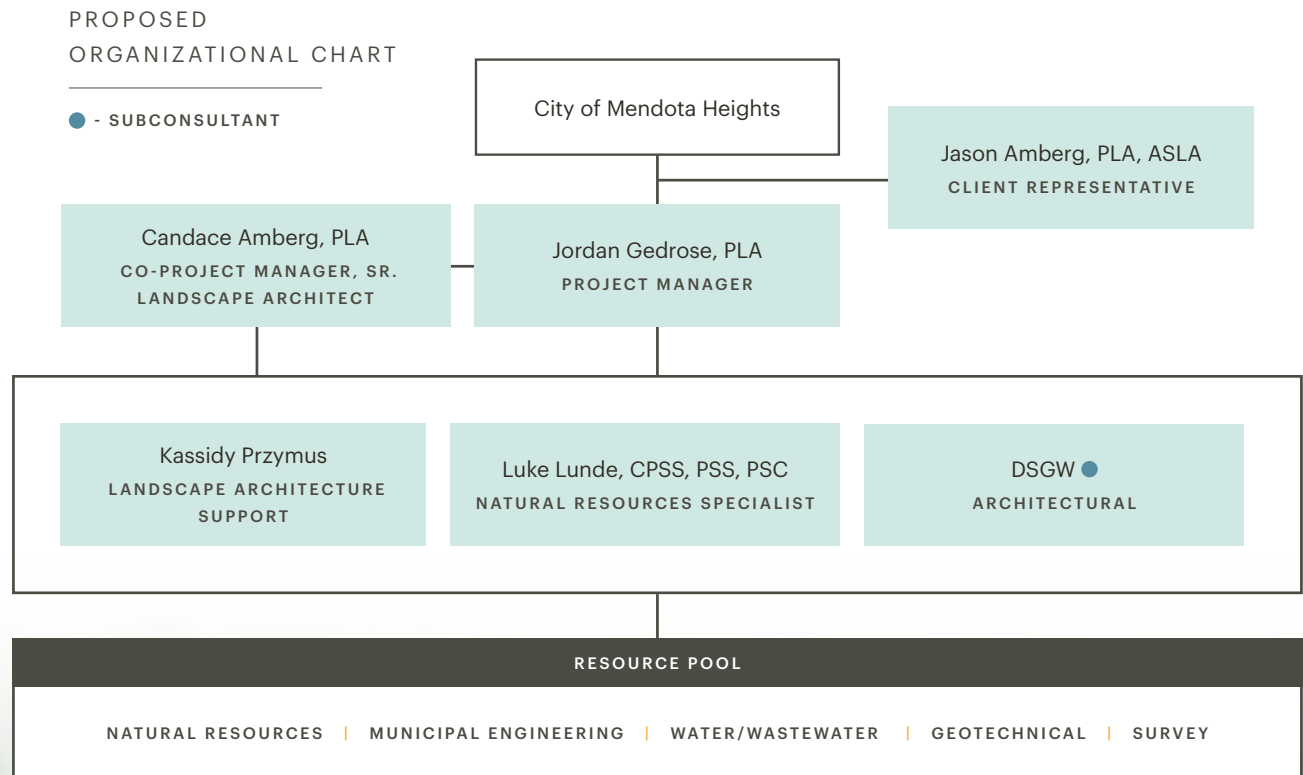
<b>Diversity &amp; Inclusion</b> <input type="checkbox"/> Gender Diversity <input type="checkbox"/> Ethnic Diversity <input type="checkbox"/> Inclusion <input type="checkbox"/> Engagement	<b>Employee Benefits</b> <input type="checkbox"/> Health Care <input type="checkbox"/> Retirement Provision <input type="checkbox"/> Family/Medical Leave <input type="checkbox"/> Training/Education
<b>Equity</b> <input type="checkbox"/> Full-Time Employment <input type="checkbox"/> Pay-Scale Equity <input type="checkbox"/> Freedom of Association <input type="checkbox"/> Living Wage <input type="checkbox"/> Gender Pay Equity	<b>Stewardship</b> <input type="checkbox"/> Local Communities <input type="checkbox"/> Volunteering <input type="checkbox"/> Animal Welfare <input type="checkbox"/> Charitable Giving <input type="checkbox"/> Positive Products
<b>Employee Health</b> <input type="checkbox"/> Physical Health <input type="checkbox"/> Well-Being	<b>Purchasing &amp; Supply Chain</b> <input type="checkbox"/> Equitable Purchasing <input type="checkbox"/> Supply Chain

THE SOCIAL JUSTICE LABEL 2.0  
DSG-002 EXP. 04/01/2026  
INTERNATIONAL LIVING FUTURE INSTITUTE™





# Project Team and Member Experience



# Project Approach and Schedule



## Project Understanding

We understand the City of Mendota Heights seeks a professional design consultant to facilitate the final design and construction process for the site improvements at the Oheyawahe (Pilot Knob) cultural site as illustrated in the Oheyawahe Interpretive Concept Plan and as recommended by the Dakota Advisory Group. The WSB design team has reviewed the RFP and attended the project area tour conducted by city staff and representatives of the Dakota community to gain a solid understanding of the primary project goals, concerns, and priorities for this essential endeavor.

We understand that Oheyawahe is a culturally significant and sacred site, as it was called home by the Dakota people and other indigenous peoples for thousands of years, and continues to be a site for gatherings, religious ceremonies, burials, and education. Oheyawahe/Pilot Knob was added to the National Register of Historic Places in 2018 which will require coordination with, and approvals by, the State Historic Preservation Office (SHPO).

The WSB design team consists of a well-rounded collaborative team of highly experienced landscape architects, engineers, and natural resource professionals who place a focus on improving our lands and communities for future generations. Additionally, the design team is fortunate to include DSGW Architects with a specialty in Indigenous architecture and a focus on integrating health and wellbeing into every project. We understand this project will be bid in early 2026 and will be completed in the spring of 2027. The total budget is approximately \$2,000,000 for all project costs.

The Dakota Advisory Group and the City of Mendota Heights can be assured that the WSB design team will carry forward the prior planning efforts to respect the land and ensure the voices of the Indigenous communities are carefully and fully represented into the final design process and ultimate implementation of an appropriate place of gathering, reflection, and connection with the land.

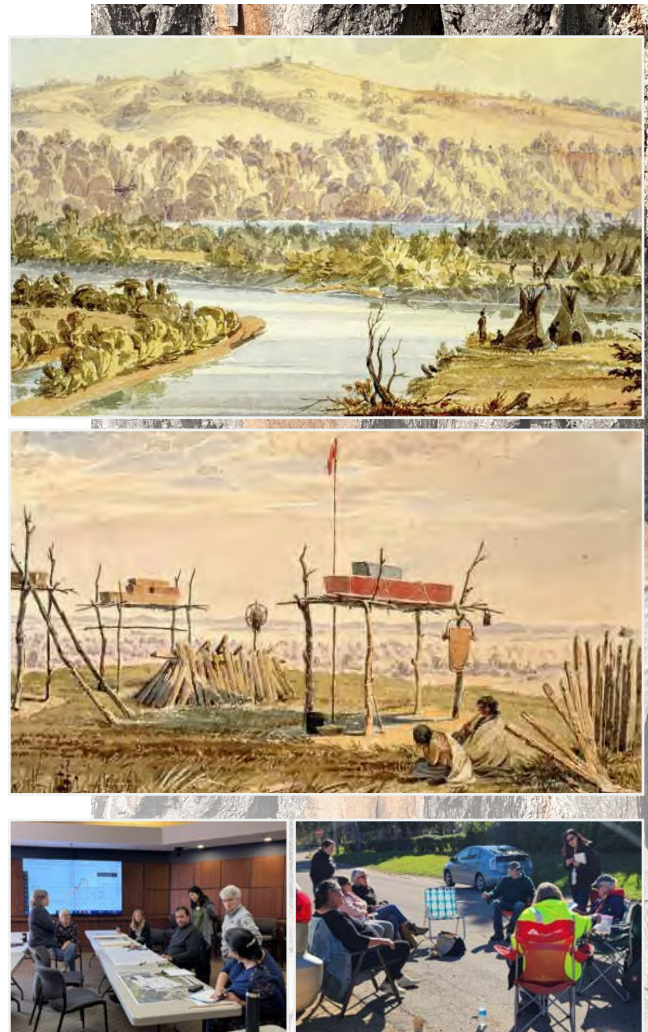


IMAGE SOURCE:  
PILOTKNOBPRESERVATION.ORG



# Project Approach

The design approach of our team will be to work integrally with the City, Task Force, Full Circle Indigenous Planning + Design, Dakota Advisory Group, and any additional stakeholders throughout the design process. We want to be sure all previous discussions and visions for the site are fully understood as we work to continue a more in-depth design process for final design. The project will focus on improvements to visitor access and experience by providing for the current needs for shelter, restrooms, suitable walking surfaces, drinking water, and shaded resting areas. The site is a very special and sacred place and our team will focus on methods to minimize site impacts to the land, including the flora and fauna, while making improvements that will be respectful to its environment.



The following outlines our intended project approach and outcomes, but we will remain flexible throughout the design process to account for any shift in priorities or focus areas that may be necessary to stay within alignment of the project goals.

## Project Management

Jordan Gedrose, a professional Landscape Architect, will be the primary point of contact for communication throughout the design process including coordination of project schedules, updates, and management with sub-consultants. Jordan has been focused on unique park and recreation site projects for nearly ten years.

Additionally, Candace Amberg, WSB Principal and Senior Landscape Architect, will provide additional co-management and oversight of the project. Candace has remained in her career path focused on meaningful site planning and design with no transitions since her start in 1996. This provides assurance for successful management and communication from start to finish.

Ongoing review meetings throughout the design process will include:

- **Monthly check-in meetings:** Virtual meetings held with the Client to review over project budget, tasks completed, and upcoming schedule and tasks.
- **Bi-monthly design review meetings:** Virtual or in-person meetings with the greater design team to review the current planning process outcomes & deliverables and provide feedback, guidance, and planning decisions.



## Project Kick-Off Meeting

WSB will facilitate a project kick-off meeting with city staff and key stakeholders to review the project goals, schedule, and confirm key individuals who will be involved in the project, along with general review and discussion about the issues and concerns related to the project site and planning process.



## Data Collection

The WSB design team will collect and review all relative project data which includes (but is not limited to) the Oheyawahe Interpretive Concept Plan and a topographical site survey. The Oheyawahe Interpretive Concept Plan, previous cultural / archaeological studies, and other related project plan will be provided by the Client.

**Deliverables** will include a topographical site survey for the project area to include existing development, utilities as marked on site through Gopher One-Call, 1-foot contours, and spot grades imported into AutoCAD Civil 3D suitable for final design.

## Site Analysis

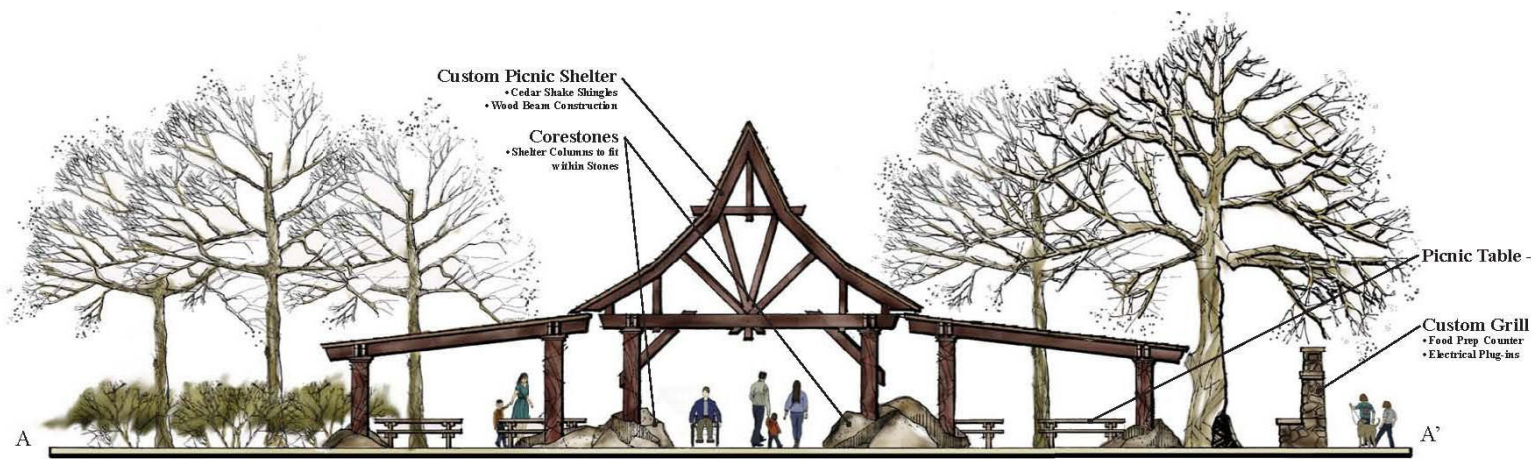
We will identify the site’s physical characteristics and review the site opportunities and constraints. This includes identification of existing landcover types, soil types, and geological data based on the MLCCS, and existing known wetlands per a NWI desktop review. The analysis will provide a more thorough understanding of the site’s unique qualities and areas of concern or



protection to help guide the final design process. The WSB design team will begin the pre-review process with the SHPO and THPO agencies. Findings and comments from the SHPO and THPO agencies will be reviewed and incorporated into the overall site analysis.

### Assumptions and Exclusions

- Our fee includes ongoing coordination with SHPO/THPO and the City’s selected archaeological consultant throughout the design and construction process but costs related to further archaeological investigations and oversight are not included and would be contracted separately through the City of Mendota Heights.
- Our fee includes coordination with utility companies but all work and direct fees related to relocation or burial of utility lines, electrical service fee, and bringing in fiber optics would be paid for directly by the City of Mendota Heights.
- Wetland Delineations are not included, as the NWI indicates no known wetlands on site, but can be added to the scope for an additional fee, if needs dictate.



## Schematic Design

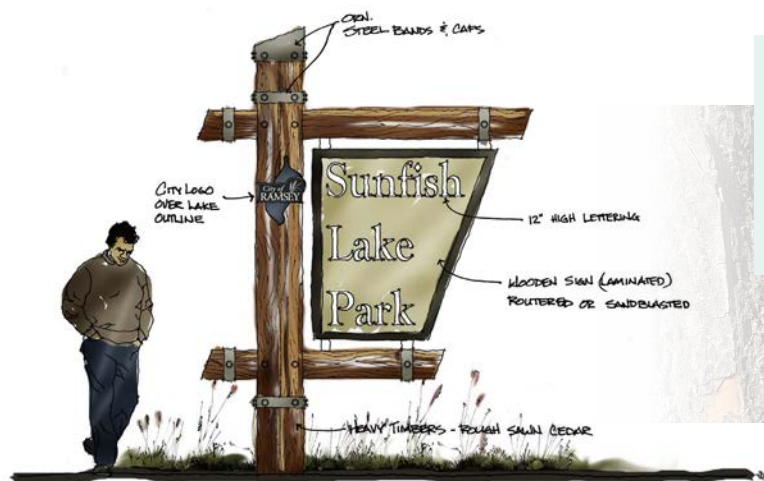
The WSB design team will collaborate with Full Circle Indigenous Planning + Design during the design process as we further explore various spatial, orientation, and circulation relationships for each of the proposed elements within the site. It will be our intent to create opportunities for visitors to connect with the site in meaningful ways and through varying senses. We will further evaluate the Oheyawahe Interpretive Concept Plan layout and prepare a revised schematic design plan. This may include some varying conceptual approaches or design options to the site, building, and shade structures for consideration.

**Deliverables** will include all items identified in the RFP for this task and it is our understanding there will only be one primary enclosed restroom building with up to two open air shade structures.

## Design Development

The WSB team will prepare design development documents of the preferred design approach, as approved following the schematic design process. Design development documents will identify in greater detail the layout, grading, methods of construction, selection of materials and character, and an associated estimate of probable costs of construction.

The design development plans will reference the Secretary of the Interior's Standards for the Treatment of Historic Properties, as applicable. Our design team has worked on similar projects with historic and cultural significance and we fully understand the processes necessary for approvals. Our natural resources and water resources staff will provide guidance and input related to watershed requirements, storm water treatment, and the protection of rare and endangered species. They will also provide guidance on best practices for establishing the oak savanna and prairie areas in conjunction with the forthcoming Natural Resource Management Plan provided by city staff.



**Deliverables** will include all items identified in the RFP for this task and it is our assumption that the proposed structures will not include fabrics or carpeting.



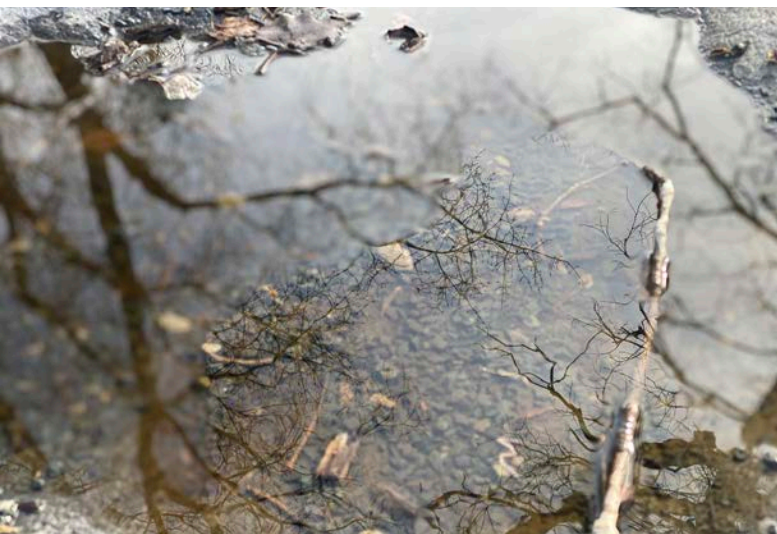


## Final Design Construction Documents

The WSB design team is well known for providing high-quality and detailed construction documents that result in very few questions by contractors with more competitive pricing outcomes. Additionally, we are highly knowledgeable with native plant communities and have a database of indigenous names for many plant species. The final construction plans, details, and specifications will provide sufficient detail to obtain public bids for the construction of the base improvements with project alternates to keep the project aligned with the construction budget. Our estimates are taken from current pricing obtained by similar projects for more accurate pricing but can be used for comparison by any additional estimation services provided by the City.

The construction document draft packages will be submitted to the City at the 65% and 100% completion timelines for full review and comment prior to finalizing the full bid package. The construction documents will conform to all applicable Federal, State, MNHS, MnDot CRU, and local regulations and codes. Plans and specifications will identify sequencing for construction activities to keep the project impacts as minimal as possible for ongoing protection of the site.

**Deliverables** will include all items identified in the RFP for this task and assumes that the final plans, details, specifications, and supplementary information (stormwater modeling, etc.) will provide the Contractor the necessary information to secure all permits.



## Bid and Award

The WSB design team will facilitate the pre-bid conference and an electronic bidding process through QuestCDN. This includes responding to questions that arise during the bidding process, distribution of addenda, conducting an online bid opening, tabulating and verifying all bids, and reviewing the bidders, with a letter of recommendation. WSB will collaborate with the City to identify any necessary value engineering.



## Construction Survey Staking & Testing

WSB will provide the construction survey staking of the proposed improvements as well as necessary testing and inspections to ensure the construction progress is in conformance to the construction documents, industry standards, and any special testing necessary for the building to meet the requirements of the building permit.

## Construction Administration & Closeout

The WSB Team brings a vast amount of experience performing contract administration of similar projects. We will undertake project administration to include facilitation of a pre-construction meeting with periodic site observations for adherence to design intent and requirements. This assumes one weekly construction meeting during the course of the project and the following tasks:

- Preparation of Contractor Agreement / Contract
- Contractor bonds and certificate of insurance
- Coordination with Contractor and scheduling
- Responding to RFI's, PR documents, and distribution of change orders
- Review and approval of submittals and shop drawings
- Review and approval of payment applications
- Substantial Completion & punch lists
- Final approval and warranty review
- As-built record documents
- Professional photography

**Deliverables** for Bid, Award, & Construction Administration will include digital copies of all plans, documents, Contract agreements, certificates of insurance, bonds, meeting minutes, Change Orders, Pay Vouchers, testing results, and As-Built documentation.



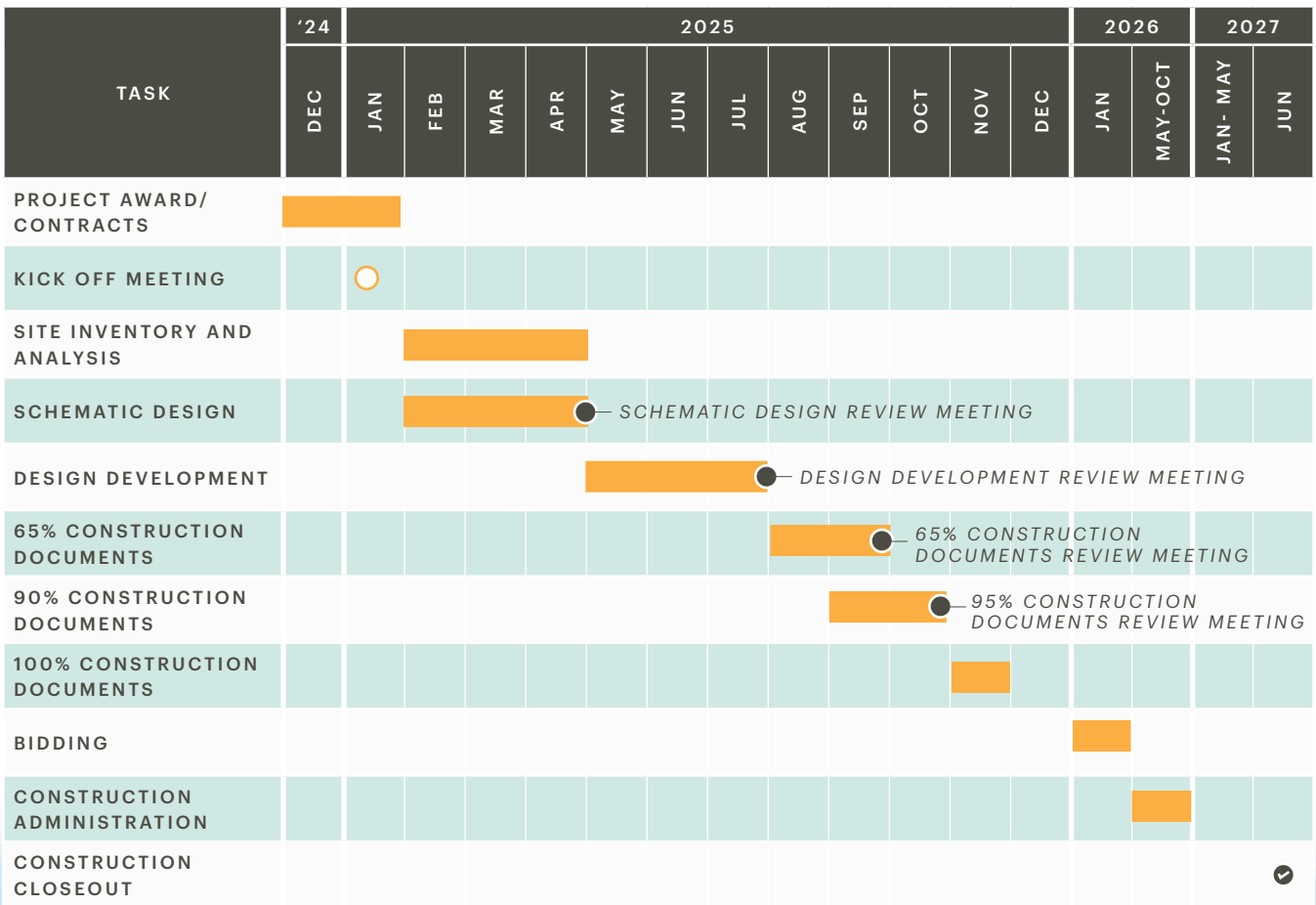
## Additional Services

While the goal is to remain light on the land, WSB has the capability to conduct geotechnical soil data for the location of the proposed parking lot and related stormwater treatment to ensure the methods of treatment will be appropriate based on actual site and underlying soil conditions if desired or deemed necessary.



We look forward to partnering with the City of Mendota Heights, the Dakota Advisory Group, and Full Circle Indigenous Design + Planning on this significant endeavor.

# Project Schedule



KEY: ■ TASK DURATION ○ KICKOFF MEETING ● DESIGN MEETING ✓ CONSTRUCTION CLOSEOUT



# Fee Proposal



On behalf of the WSB design team, we thank you for the opportunity to submit our fee proposal based on the scope of services, assumptions, and exclusions as outlined in this proposal. We understand the importance of providing expert service at a fee that aligns with your budget and expectations and are always willing to refine our scope of services and corresponding fees accordingly.

We are proposing a total hourly not-to-exceed fee of \$ \$243,302

The following is the breakdown of fees per task with a full hourly rate table attached separately for reference. The fees listed below are rounded out for easier tabulation.

TASK DESCRIPTION	BUDGET
PROJECT MANAGEMENT & DATA COLLECTION	\$9,500
GEOTECHNICAL EXPLORATION	\$17,900
TOPOGRAPHICAL SITE SURVEY	\$10,000
SITE INVENTORY & ANALYSIS	\$16,200
STAKEHOLDER PROCESSES	\$12,000
SCHEMATIC DESIGN	\$18,800
DESIGN DEVELOPMENT	\$14,800
FINAL CONSTRUCTION DOCUMENTS	\$39,000
BIDDING	\$4,000
CONSTRUCTION ADMINISTRATION SERVICES	\$53,200
DSGW ARCHITECTURAL FEES	\$18,000
MECHANICAL/ELECTRICAL/PLUMBING	\$16,500
FULL CIRCLE FEES	\$20,000
PERMITS	\$800
PROFESSIONAL PHOTOGRAPHY	\$2,500
<b>TOTAL COST</b>	<b>\$243,300</b>
<b>ADDITIONAL SERVICES</b>	
WEEKLY EROSION CONTROL INSPECTIONS	
RUSTY PATCHED BUMBLEBEE HABITAT CONSERVATION	



Total Cost	1056.0	5522.0	23871.0	38144.0	23484.0	2618.0	16430.0	2409.0	5616.0	3514.0	6596.0	3168.0	6732.0	6642.0	6024.0	4266.0	5412.0	1430.0	7392.0	2050.0	6930.0	880.0	726.0	4590.0		\$185,502
Total Hours	4	22	109	256	206	14	62	11	39	14	34	12	36	41	24	18	44	11	44	10	42	8	6	34	1101	

Architectural Fee:	\$18,000.00
Mechanical/Electrical/Plumbing:	\$16,500.00
Full Circle Indigenous Planning:	\$20,000.00
Permits	\$800.00
Professional Photography:	\$2,500.00

Rusty Patched Bumble Bee Habitat Conservation Pla	\$40,000
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