



## CITY OF MENDOTA HEIGHTS

### PARKS AND RECREATION COMMISSION REGULAR MEETING AGENDA

November 12, 2025 at 6:30 PM

Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

*The Commission, upon majority vote of its members, may make additions or deletions to the agenda. These items may be submitted after the agenda preparation deadline.*

**5. Approval of Minutes**

- a. Approve Minutes from the October 14, 2025 Parks and Recreation Commission Meeting

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

*Public comments provide an opportunity to address the Commission on items which are not on the meeting agenda. All are welcome to speak. Individuals should address their comments to the Commission as a whole, not individual members. Speakers are requested to come to the podium and must state their name and address. Comments are limited to five (5) minutes. No action will be taken; however, the Chair and Commissioners may ask clarifying questions as needed or request staff to follow up.*

**7. Acknowledgement of Reports**

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

- a. Park Improvement Project Update
- b. Recreation Update
- c. Par 3 Update
- d. Commission Work Plan Update

**8. New Business**

- a. Introduction of New Commissioner
- b. 2026 Fee Schedule

- c. Parks and Recreation Donation Policy
- d. Approval of 2026 Meeting Schedule

**9. Old Business**

**10. Staff Announcements**

**11. Student Representative Update**

**12. Commissioner Comments and Park Updates**

**13. Adjourn**

**Next Meeting  
December 9 at 6:30pm**

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).

## CITY OF MENDOTA HEIGHTS, DAKOTA COUNTY, MINNESOTA

**DRAFT PARKS AND RECREATION MEETING MINUTES**

OCTOBER 14, 2025

The October meeting of the Mendota Heights Parks and Recreation Commission was held on Tuesday, October 14, 2025, at Mendota Heights City Hall, 1101 Victoria Curve.

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

**2. Roll Call** – The following Commissioners were present: Chair Jaffrey Blanks, Commissioners: Michelle Muller, Jennifer Weichert, and Daniel Van Lith; absent: Commissioners Michael Toth and Jo Schifsky. Student Representative: Evengeline Fuentes. Staff present: Parks and Recreation/Assistant Public Works Director Meredith Lawrence, Recreation Program Coordinator Willow Eisfeldt, Recreation Facilities Coordinator Trey Carlson, and Public Works Director Ryan Ruzek.

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval of Agenda**

*Motion Weichert/second Van Lith to approve the agenda.*

AYES 4: NAYS 0

**5.a Approval of Minutes from July 8, 2025, Regular Meeting**

*Motion Van Lith/second Muller to approve the minutes of the July 8, 2025, Parks and Recreation Commission Regular Meeting.*

AYES 4: NAYS 0

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

None.

**7. Acknowledgement of Reports**

Chair Blanks read the titles of the five updates (Park Improvement Project, Recreation, Par 3, Commission Work Plan, and Park System Master Plan) and polled the Commissioners for questions.

**7.a Park Improvement Project Update**

Parks and Recreation/Assistant Public Works Director Meredith Lawrence briefly reviewed the park improvement project update, noting the progress on the different projects and highlighting projects that had been postponed to 2026. She also noted park projects that had been included in the 2026 preliminary budget.

Commissioner Weichert stated that she has received very positive feedback on the park improvement projects.

**7.b Recreation Update**

Recreation Program Coordinator Willow Eisfeldt highlighted upcoming parks and recreation events and programming.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence noted two recent events that were very well attended. She complimented the work of the recreation staff in bringing forward new event ideas that are well-received by the community.

### **7.c Par 3 Update**

Recreation Facilities Coordinator Trey Carlson reviewed course statistics, noting that the number of rounds continued to exceed the number of rounds from the previous year. He stated that the transition to the new tee reservation system has been working well, noting that the month of August set a record for the highest number of rounds in any one month in course history. He provided additional information on course conditions, maintenance, and events.

Commissioner Weichert stated that she enjoys seeing the variety of offerings for people of all ages.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence recognized the work of Recreation Facilities Coordinator Trey Carlson and his team, noting that the course has had a record-setting year financially as well.

### **7.d Commission Work Plan Update**

Parks and Recreation/Assistant Public Works Director Meredith Lawrence briefly reviewed the Commission Work Plan progress.

### **7.e Parks System Master Plan Update**

Parks and Recreation/Assistant Public Works Director Meredith Lawrence provided an update on the Parks System Master Plan process.

## **8. New Business**

## **9. Unfinished Business**

### **9.a Ivy Hills Playground Replacement Recommendation**

Parks and Recreation/Assistant Public Works Director Meredith Lawrence presented information on the project timeline, updated RFP information, proposals received, and proposal summary. She provided a brief review of the proposals that were received, noting that the packet with these details was provided early to the Commission about two weeks early to allow additional time for review.

Commissioner Weichert stated that in her conversations with seniors, they would not prefer a swing or merry-go-round and believed the music feature alternative would provide a better multigenerational experience. She stated that in her opinion, not all the vendors made many changes to alter their plan following the City Council input, where she felt that Northland had made changes to incorporate the Council input.

Ms. Lawrence provided a summary of the funding available for this project. She asked the Commission to review the proposals and make a recommendation to the City Council on the preferred proposal. She stated that vendors have agreed to hold pricing through November 1<sup>st</sup>, and therefore, she hoped to bring the recommendation from the Commission forward to the City Council at its next meeting.

Commissioner Muller stated that she likes proposal two with the fully accessible swing, as that feature is inclusive of age and wheelchair accessibility. She stated that her second choice would be proposal one.

Commissioner Van Lith stated that he also prefers proposal two but had concerns with the cost and whether that would be acceptable.

Ms. Lawrence noted that the final decision on the budget for the project will be of the City Council. She confirmed that additional park dedication funds would be received from recent development.

Chair Blanks noted that if that option is chosen, it would use half of the existing balance of the Special Parks Fund.

Commissioner Weichert stated that just because funds are available does not mean they should be spent, especially in one playground. She did not support that level of funding for one playground and preferred to diversify the assets throughout the community, as she did not believe there were many young children in that neighborhood.

Commissioner Muller stated that the demographics in neighborhoods continue to change over time, and there will again be more young children who will use the playground as her kids did when they lived in this area.

Commissioner Weichert stated that the Northland proposal with the music option is her top choice.

Commissioner Van Lith stated that while he likes proposal two from Flagship, the cost is much higher than the other proposals. He stated that he likes the Northland proposal four with the music alternative as well.

Chair Blanks stated that his top choice was also Northland with the music option, while his second choice was Webber option two, and then Webber option one was his third choice.

Student Representative Fuentes stated that her top choices were Flagship option one and Webber option two. She stated that the Northland option is very tall without an option on the ground that would be seen as more accessible. She noted that younger children may require parents to go up into the tall structure with them.

Chair Blanks noted that the music element was considered accessible and noted that proposal also included the most poured-in-place surfacing. He recognized that the top choices would be Northland proposal four, Flagship proposal one, and Webber proposal six.

Student Representative Fuentes commented that she assisted with building the accessible Somerset playground, and the spinner seems to be well-liked, while the music equipment is not always a large draw at a playground. She believed that the spinner would be a feature that kids in this area would be drawn to, but could also see the benefit of musical equipment for multigenerational experiences.

Commissioner Weichert commented that often those music features draw others in to participate.

Chair Blanks commented that, from his experience, the spinner is a larger draw for children. He stated that although he does like musical instruments, he believed that the spinner would be a larger draw but noted that there is a spinner at Somerset.

Commissioner Weichert stated that she also likes the monkey bar feature from Northland, along with the poured-in-place surfacing that goes to the swings.

Ms. Lawrence stated that when the Mendakota playground is redone, the desire would be to have that playground be fully accessible. She noted that she did not receive preferences from the members of the Commission who were not in attendance tonight.

Commissioner Muller commented that she does like the shade features included on the Flagship proposal.

Commissioner Weichert stated that the cost of the shades is high compared to the minimal shade provided. She believed that planting additional trees would provide more shade.

Commissioner Van Lith asked if there are plans to plant trees as part of the project.

Ms. Lawrence replied that they are not planning to remove any trees as part of the project. She stated that once the playground is completed, they could look at potentially planting additional trees. She noted that shade was a desired element mentioned by the public for this location.

Commissioner Muller asked for information on the playground brands used for different playgrounds.

Ms. Lawrence reviewed the four vendors that have been used for playgrounds in Mendota Heights during her time. She noted that she has received positive feedback on all the vendors that participated in this project proposals. She asked that the Commission make a recommendation on the playground and make a recommendation related to the color scheme.

Commissioner Muller asked the preferred playground from the previous review.

Ms. Lawrence stated that the Commission recommended Webber option one but noted that option has been modified. She cautioned the Commission from comparing the previous proposals, as those bids were rejected and a new RFP was released and bid upon.

*Motion Weichert/second Van Lith to recommend the Northland Recreation proposal with the music features for the Ivy Hills playground replacement.*

*Further discussion: Chair Blanks stated that he believes the spinner would be a larger draw for children than the music features.*

*Commissioner Weichert commented that the playground is not just for children, but the entire community, and many seniors do not want to use a spinner but would love to play musical instruments with children.*

*Commissioner Muller stated that she would prefer the spinner. Student Representative Fuentes stated that she would also prefer the spinner as she has noticed that it is a more popular feature for children when both options are available at parks. She noted that Somerset is not always open to the public.*

*Commissioner Muller noted that musical features are available at other parks as well and are not often used.*

*Chair Blanks agreed that he does not often see kids using the musical features at Mendakota. He noted that it appears the vote is a tie, and perhaps the recommendation is just for the vendor, and the decision between the spinner and musical feature options is left for the Council to decide.*

*Commissioner Muller noted that the Northland spinner is more accessible than the Flagship spinner.*

AYES 2: NAYS 2 (Blanks and Muller opposed)

*Motion Blanks/second Van Lith to recommend the Northland Recreation proposal for the Ivy Hills playground replacement, leaving the decision between the spinner and musical feature to the City Council.*

AYES 4: NAYS 0

Ms. Lawrence provided options for color schemes.

Student Representative Fuentes stated that she is not drawn to super bright or neon colors and would like to see something more natural, perhaps with greens.

Commissioner Weichert noted previous input received from a resident who stated that the very bright colors were off-putting to her autistic child and would prefer calmer colors.

The Commission agreed with the cool blue colors.

Commissioner Van Lith suggested light colors for the slides.

*Motion Blanks/second Muller to recommend the cool blue color palette with light colored slides.*

AYES 4: NAYS 0

## **10. Staff Announcements**

Parks and Recreation/Assistant Public Works Director Meredith Lawrence shared the following announcements:

- She highlighted upcoming recreation events
- The City has begun hiring seasonal staff for the winter season, but is still looking for more staff
- She expressed appreciation to parks and recreation staff for their great cooperation and the services they provide
- Other events can be found on the City's website

## **11. Student Representative Update**

Student Representative Fuentes commented on students who have volunteered with recent and upcoming recreational activities. She noted that many students also work as seasonal staff for the warming houses.

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

Commissioner Wiechert

- Kensington Park is very clean
- People do a great job cleaning up after themselves at the dog park, and she is looking forward to trees being planted

Commissioner Muller

- The parks have been looking great throughout the community
- She noted areas where additional trash cans would be helpful

Commissioner Van Lith

- Commented that his parks look great
- Noted a swing at Hagstrom-King Park that could use attention

Chair Blanks

- The last Music in the Park concluded at Market Square, and it was a great season
- Valley Park is still under construction

## **13. Adjourn**

*Motion Muller/Second Van Lith to adjourn the meeting at 8:11 PM*

AYES 4: NAYS 0

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



## Parks and Recreation Commission

**Meeting Date:** November 12, 2025

**Agenda Item:** Park Improvement Project Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

### Action Request:

Informational Only.

### Background:

#### 2026 Projects

The following items were included in the 2026 Preliminary Budget:

1. Wentworth Hockey Board Replacement
2. Wentworth Basketball Court Expansion
3. Valley Park Playground Replacement (pending grant funding)
4. Valley Park Picnic Shelter Refresh (pending grant funding)

The following items were requested, but not included in the 2026 Preliminary Budget:

- Dog Park Water Source Addition
- Tot Lot Water Source Addition
- Bocce Ball Court Addition

### Ivy Hills Playground

At their October 21 meeting, the City Council approved the proposal from Northland Recreation for a new playground to be constructed at Ivy Hills Park. The Council affirmed the Commission's recommendation for the Cool-Blue color palette and the accessible spinner feature to be included. Staff met on site with the contractor on November 6 for a final site visit and is working with the City Attorney to execute the contract. The playground will be installed in the Spring of 2026.

### Special Parks Fund Balance

Currently, the Special Parks Fund is showing an estimated balance of approximately \$529,000 available as of November 5, 2025.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All



## Parks and Recreation Commission

**Meeting Date:** November 12, 2025

**Agenda Item:** Recreation Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

### Action Request:

N/A- Informational Only.

### Background:

#### Fall & Early Winter Recreation Opportunities

To expand programming to fit the needs and wants of the community, staff have added six new programs to our late fall and early winter recreation opportunities:

- Winter Walking Group: This is a free program on Thursday's throughout the winter from 9-10 a.m.; registration is required to receive the weekly meeting location.
- 500 Club: The group had 8 participants on the first meeting day, and staff expect the program to grow throughout the winter. This is a free program on Thursday's throughout the winter from 10 a.m.-12 p.m. at the Par 3 Clubhouse
- Learn to Play Cribbage: This is the first Learn to Play program that staff have offered as a trial. The program has 6 participants registered for the 4-week session. Staff are excited to offer more Learn to Play series in the future.
- Story Hour: Offered on various Thursday's through November and December, story hour is a trial program to engage the pre-school population throughout Mendota Heights and neighboring communities. Story hour will be held from 9-10 a.m. at the Par 3 Community Clubhouse. Below is the schedule:
  - Thursday, November 20: Story with a Firefighter
  - Thursday, December 4: Story with a Police Officer
  - Thursday, December 18: Story with a Veterinarian
- Free Snowshoe Rentals: Once Mendota Heights receives adequate snowfall, approximately 6 inches, staff will open the Par 3 golf course to snowshoers with free snowshoe rentals at the clubhouse on Mondays from 2-4 p.m., and Wednesdays and Fridays from 8-10 a.m.
- First Aid & CPR Basics: A free First Aid and CPR basics class will be held at City Hall on Wednesday, December 3. This is not an official certification class. The purpose of this class is to help community members feel comfortable administering general first aid and

utilizing AEDs. Registration is required and is available online.

Returning fall and winter programming includes the following recreation programs:

- **Tour de Rec:** This program meets monthly on the first Thursday of the month from 6-7 p.m. at various locations in and around Mendota Heights. This is a free, drop-in program in partnership with West St. Paul Parks and Recreation and ISD197 Community Education. Partial funding for Tour de Rec comes from the revenue from the Makers Market event.
- **Coffee and Cribbage:** This program meets weekly on Wednesday's from 9-11 a.m. at the Par 3 Clubhouse, it is free with no registration required.
- **Youth Field Trips:** Mendota Heights Parks and Recreation is offering two winter break field trips this year on non-school days to help families with their childcare needs. These programs are in partnership with West St. Paul, South St. Paul and Inver Grove Heights Parks and Recreation Departments. Registration is available for youth field trips online.
- **Winter Gymnastics:** Mendota Heights Parks and Recreation partners with West St. Paul Parks and Recreation to offer gymnastics classes at Harmon Park. Registration is available online.
- **Skating Lessons:** Offered from January to mid-February, skating lessons for youth take place at Marie Park. Registration is open for skating lessons online.

### **Summer 2025/2026**

Staff will provide 2025 program and event stats in early 2026 after the year is complete. Additionally, staff are in the beginning stages of program and event planning for the summer of 2026. In 2025, Mendota Heights Parks and Recreation offered 52 unique program and event opportunities. These did not include weekly repeat programs such as Walking Group or Coffee & Cribbage. In 2024, the City offered 42 unique programs and events. Our goal is to continue to grow our programming in 2026 while maintaining a high level of quality within our programs.

### **Maker's Market**

Staff will provide an update on the Maker's Market event that occurred on Saturday, November 8.

### **Fiscal and Resource Impact:**

N/A

### **Attachments:**

None

### **Item Relation to Commission Guiding Principles:**

Vibrant and Diverse Community Programming



## Parks and Recreation Commission

**Meeting Date:** November 12, 2025

**Agenda Item:** Par 3 Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

**Contact:** Trey Carlson, Recreation  
Facilities Coordinator

### Action Request:

Informational Item — No Action Requested

### Background:

#### Season Statistics

\*November data will be shared verbally as this packet was finalized prior to the end of the golf season.\*

Month	2025	2024
March	307	261
April	2083	1923
May	3052	2664
June	3453	3395
July	3574	3093
August	4101	3089
September	2356	2095
October	1174	1428

The 2025 season proved to be a successful roll-out of the new ForeUP tee time system at the course. Below are the percentage of tee times made online per month:

- March: 46%
- April: 44%
- May: 54%
- June: 52%
- July: 57%
- August: 56%
- September: 52%

- October: 42%

**Golf Course Closed**

The golf course closed for the season on Thursday, November 6. Residents should know that this means the course is closed to all golfers. In the off season, there should be no golfers out on the course using it as a driving range, practicing their putting or any other golf activities. Staff is grateful for an incredible golf season.

**Fall Event Update:**

- Trick or Teeing (Recap)
  - Staff estimates that approximately 1,300 people gathered at the Par 3 golf course to celebrate an early Halloween at our annual Trick or Teeing event. A huge thank you to all of those that volunteered their time to help make the event possible. This event is a staff favorite as we get to see families come through all dressed up in their favorite costumes and it is another great way for generations to come together and enjoy a city amenity.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All



## Parks and Recreation Commission

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**Meeting Date:** November 12, 2025

**Agenda Item:** Commission Work Plan Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

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**Action Request:**

Informational Only.

**Background:**

Included is the Commission Work Plan that was approved by the Commission in March. In order to ensure progress, each month staff will provide an update to the Parks and Recreation Commission.

**Fiscal and Resource Impact:**

None.

**Attachments:**

1. PRC Planning Calendar 2025 110325

**Item Relation to Commission Guiding Principles:**

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community

2025 STRATEGIC GOALS

ACTION ITEM	STRATEGIC INITIATIVE	RESPONSIBILITY	TIMELINE													
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	UPDATE	
Implementation of Master Plan	All	Parks and Recreation Director													The Master Plan was accepted by the City Council on June 17 and the final draft is available on the City’s website. Staff is working on the Phase 1 plan and performance measures that will be reviewed by the Commission in early 2026.	
Long Term Sustainable Funding Source for Parks Infrastructure	Sustainable Funding Source for Parks and Recreation	Parks and Recreation Commission/City Council													Staff has completed a more detailed Capital Improvement Plan for Parks and the Par 3 that reflects the outcomes of the PSMP.	
Completion of the ADA Transition Plan in Relation to Parks and Continued Accessibility Lens at Forefront	Active Recreational Facilities for All Ages	Parks and Recreation Director/Assistant City Engineer													Final Plan was approved by the City Council on Wednesday, November 5.	
Diversify Programming Offered (Senior and Teen Programming)	Vibrant and Diverse Community Programming	Recreation Program Coordinator/Recreation Facilities Coordinator													Recreation Coordinators are working to provide more diverse programming for our community in 2025.	
Increase Nature Based Recreation Programs and Events	Greater Connection to the Natural Environment	Recreation Program Coordinator													Recreation Program Coordinator and the Natural Resource Coordinator are collaborating on programming and events.	
Increase the Usage of the Par 3 Community Golf Course for the Overall Benefit of the City as a Whole	Vibrant and Diverse Community Programming	Recreation Facilities Coordinator													The Recreation Facilities Coordinator has made this a priority for implementation in 2025 and 2026.	
Continued Partnership and New Partnerships to Provide Additional Opportunities to Residents at a Reasonable Rate	A Leading Community with Invested Partners	Parks and Recreation Director/Recreation Program Coordinator/Recreation Facilities Coordinator													The Recreation Coordinators are working to continue strong relationships with existing partners. The Parks and Recreation Director will continue to seek out potential new partnerships and opportunities as they arise.	
Development of a Donation Policy for Parks and Recreation	All	Parks and Recreation Director/Recreation Program Coordinator													Staff will present the donation policy for consideration by the Parks and Recreation Commission on November 12.	
Increase Community Involvement and Engagement with Residents	Effective Two-Way Communication with an Informed Community	Commissioners														
Continued Success of the Volunteer in the Parks (VIP) Program	All	Commissioners and Staff													The annual Volunteer Program Update was provided to the City Council in February. Staff continue to seek volunteers for events where additional help is needed.	



## Parks and Recreation Commission

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**Meeting Date:** November 12, 2025

**Agenda Item:** Introduction of New Commissioner

**Item Type:** Presentation

**Department:** Parks and Recreation

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

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### Action Request:

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

### Background:

On November 5, the City Council appointed Pau Cortes Valdes to the Parks and Recreation Commission.

Pau Cortes has been a Mendota Heights resident since 2021 and is a dedicated user of the city's parks and trails along with his wife and two children (ages 5 and 4). He enjoys running and biking on the trail system, taking his kids to city parks, and utilizes Rogers Lake for kayaking and fishing. At home, he and his family are passionate gardeners who raise three chickens and tend to plum, peach, and apple trees. Pau has over 20 years of experience as a management consultant in strategy and operations, and an education background in industrial engineering.

### Fiscal and Resource Impact:

None.

### Attachments:

None

### Item Relation to Commission Guiding Principles:

A Leading Community with Invested Partners



## Parks and Recreation Commission

**Meeting Date:** November 12, 2025

**Agenda Item:** 2026 Fee Schedule

**Item Type:** Action Item

**Department:** Parks and Recreation

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

### Action Request:

Each year, the City Council approves the City's fee schedule that will be used to assess fees for charges and services. Staff would like the Parks and Recreation Commission to review the City's current Parks and Recreation-based fees in order to make a formal recommendation to the City Council for 2026. The City Council will approve the fee schedule in December and fees will go into effect on January 1, 2026.

### Background:

Staff will review the proposed fees for 2026 and discuss options for potential increases should the Commission feel appropriate.

Staff is recommending a \$1 per round increase to all greens fees, in addition to a \$10 increase in the ten-round punch card. Staff has provided the local municipal nine-hole Superintendents research on current fees and projected fees for 2026 as comparison in order to better understand market rates within the Twin Cities area for similar services.

In addition, staff is working on a Cost Recovery Policy and is in the process of compiling the direct costs for the City to provide services in order to have a larger discussion regarding fees, per the direction of the City's Park System Master Plan. This discussion will likely occur in the Spring of 2026.

### Fiscal and Resource Impact:

The fees assessed for charges and services provide a revenue source to offset a portion of the direct costs to the City.

### Attachments:

1. 2026 Proposed Fee Schedule PDF
2. Golf Rate Comparison - 2025 PDF

**Item Relation to Commission Guiding Principles:**  
Sustainable Source of Funding for Parks and Recreation

## Exhibit A

# City of Mendota Heights Fee Schedule

4/15/2025



ADMINISTRATION		Guidance	2026 Proposed Fee	2025 Fees
Assessment Search			no change	\$ 15 / search
Certification of Delinquent Sewer Accounts	Per City Code 10-3-7, B.2.		no change	\$ 50 / per certification Plus 7% Interest
City Ordinance Book			no change	\$ 75 / book
Comprehensive Plan			no change	\$ 50 / Complete; \$ 30 / One Volume
Election Filing Fee	Per MN Statutes 205.13 (3)		no change	\$ 5
Mailing Costs			no change	Actual or \$1 / minimum
Notary Public	Residents, businesses, license applicants only		no change	No charge
Returned Checks			no change	\$ 30 /check
TIF / Abatement Application Fee			no change	\$ 1,200
<b>Data Requests: the City adheres to MN Data Practices Act, MN Statutes Chap 13</b>				
Photo Copies	1 to 100 pages		no change	\$ .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
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
Electronic Storage Device USB/CD/DVD - 8.5 GB	Audio, video, images		no change	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
Intoxicating Liquor On-Sale Tier 1	Tier 1 license defined in Code 3-1-12. B.		no change	\$ 10,000
Intoxicating Liquor On-Sale Tier 2	Tier 2 license defined in Code 3-1-12. B.		no change	\$ 7,500
Intoxicating Liquor On-Sale Hotel	Limited Service Hotel		no change	\$ 3,000
Club Liquor On-Sale	limited by SS 340A.408 Subd. 2.b.		no change	\$ 350 (for 201-500 club members) \$ 300 (under 200 members)
Sunday Liquor	limited by SS 340A.504		no change	\$ 200
Wine On-Sale	limited by SS 340A.408 Subd. 2.c.		no change	\$ 2,000
Wine On-Sale Institutional	limited by SS 340A.408 Subd. 2.c.		no change	\$ 250
<b>Malt Liquor Licenses</b>				
Malt Liquor Off Sale (3.2%)			no change	\$ 50
Malt Liquor On Sale (3.2%)			no change	\$ 250

ADMINISTRATION	Guidance	2026 Proposed Fee	2025 Fees
Temporary On Sale Liquor Licenses			
Temporary On Sale Intoxicating Liquor, Malt Liquor, Wine	Issued only to clubs, non-profits, religious organizations	no change	\$ 50 / one to four day license
Liquor Application Investigation Fee			
Malt Liquor Investigation	Renewal	no change	\$ 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)
Liquor License Violation			
First Violation	within a 3 year rolling time period	no change	\$ 500 fine
Second Violation	within a 3 year rolling time period	no change	\$ 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
Fourth Violation	within a 3 year rolling time period	no change	Revocation: minimum of 1 year from revocation date
Permits			
Chicken Coop Permit	New	no change	\$ 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
Food Truck Permit - Deposit Fee	(Ord 601 4/2025)		\$50 per city event
Garbage/Waste Hauler	code 4-3-3	no change	\$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
Massage Therapist License	New licensee or renewal	no change	\$ 50
Massage Therapist License Investigation	New licensee or renewal	no change	\$ 50
Massage Therapy Establishment/Enterprise License	New licensee or renewal	no change	\$ 100
Massage Therapy Enterprise License Investigation	New licensee or renewal	no change	\$ 100
Rental - Short-Term License	New licensee or renewal	no change	\$200 / annual
Rubbish/Garbage Hauler License	City Code 4-2-3. Fee not prorated	no change	\$ 75 plus \$10 per truck tag
Tobacco License	City Code 3-2-4. Fee not prorated	no change	\$ 200 / annual
Tobacco Investigation Fee	New or Renewal	no change	\$ 100 per establishment
Tobacco Violations	Pursuant to MN SS 461.12, (2)	no change	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

Registration Fee for Cannabis or Lower-Potency Hemp Retail Business		
Initial Registration (includes first renewal)	Sec 3-8-4C.1	\$ 500.00
Renewal Registration (beginning with second renewal)	Sec 3-8-4C.1	\$ 1,000.00
Lower-potency Hemp Edible Retail Business Registration	Sec 3-8-4C.1	\$ 125.00
Cannabis Retail Business Penalties		
First Violation	Sec. 3-8-4E.4a	\$ 1,000.00
Second Violation at same location within five years of the first violation	Sec. 3-8-4E.4a	\$ 1,250.00
Third violation at same location within five years of the first violation	Sec. 3-8-4E.4a	\$ 2,000.00
Fourth violation at same location within five years of the first violation	Sec. 3-8-4E.4a	\$ 2,000.00
Retail sale without a retail registration	Sec. 3-8-4A.2	\$ 2,000.00

<b>BUILDING PERMITS</b>	<b>Guidance</b>	<b>2026 Proposed Fee</b>	<b>2025 Fees</b>
Building Moving Permit		no change	\$ 75
Building Permit Fee	Residential/Commercial	no change	Per Attachment A
Demolition Permit		no change	Per Attachment A
Mechanical Permit	Commercial		Per Attachment A + Plan Review Fee
Mechanical Permit	Residential	no change	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.
Plumbing Permit	Commercial	no change	Per Attachment A + Plan Review Fee
Plumbing Permit	Residential	no change	1% of value /\$ 75 minimum
Pool Permit - above ground		no change	\$25
Roofing Permit	Commercial	no change	1% of value, \$100 minimum, \$1,000 maximum
Roofing and/or Siding	Residential	no change	1% of value / \$100 minimum
Sewer Permit	Residential/Commercial	no change	\$ 75
Window/Door	Residential	no change	1% of value / \$75 minimum
<b>CODE ENFORCEMENT INSPECTIONS</b>			
Initial Inspection	Sec. 9-6-1(A)	no change	No Fee
First re-inspection	Sec. 9-6-1(A)	no change	\$100.00 (no charge if resolved after first inspection)
Second re-inspection	Sec. 9-6-1(A)	no change	\$150.00
Any Subsequent Inspections	Sec. 9-6-1(A)	no change	\$150.00

ENGINEERING		Guidance	2026 Proposed Fee	2025 Fees
Driveway Permit	Replacement		no change	\$ 50
Driveway Permit	New or Expanded		no change	\$ 100
Engineering and Drafting Services			no change	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
Field Inspection and Staking			no change	Actual costs plus staff time
Grading Permit			no change	\$ 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
Litigation			no change	Actual costs plus staff time
Miscellaneous Charges			no change	Actual costs plus staff time
Plans and Specifications	Project Construction under \$100,000		no change	Actual costs plus staff time
Plans and Specifications	Project Construction over \$100,000		no change	7% of final contract amount
Preliminary Studies			no change	Actual costs plus staff time
Professional Services on Planning Cases			no change	1st hour per case included / thereafter actual costs plus staff time
Public Right of Way General Excavation Permit			no change	\$ 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)
Public Right of Way Permit	Residential		no change	\$ 50 / flat fee
Right-Of-Way Usage license			no change	\$ 350
Tree Replacement Requirement Escrow	Title 15 -3-6			\$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
<b>Note: Staff time is computed on the basis of 250% of the employee's hourly rate for the above services</b>				
Electronic Storage Device USB/CD/DVD of Data or Maps			no change	\$ 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
	Up to 11 x 17 Color		no change	\$ 10
	Greater than 11 x 17 Black and White		no change	\$ 6
	Greater than 11 x 17 Color		no change	\$20

PARKS AND RECREATION		Guidance	2026 Proposed Fee	2025 Fees
Application Fee	Charged per permit season for all field/facility, permit application reservations. Due upon application. Non-refundable	no change		\$ 25
Concessions Building Reservation	Must provide proof of Food/Beverage License	no change		\$ 25 per event per day
Field Reservation Baseball/Softball/Soccer/Football/Lacrosse	Priority Level 3	no change		\$ 7 per player per season
	Priority Level 4	no change		\$ 10 per player per season
	Priority Level 5	no change		\$ 10 per hour per field
	Priority Level 6 & 7	no change		\$ 15 per hour per field
Field Reservation and Prep Fee for Tournaments Baseball/Softball/Soccer/Football/Lacrosse	Priority Level 3, 4, 5, 6, 7 (Ord 601 4/2025)	no change		\$41.50 per day/per field
Field Preparation	Non-Tournament Use	no change		\$ 35 per field per day
Field Preparation	Tournament Use - Required for Priority Levels 3 and 4	no change		\$ 35 per field per day
	Tournament Use - Optional for Priority Levels 5, 6, and 7	no change		\$ 35 per field per day
PAR 3 COMMUNITY GOLF COURSE				
Par 3 Footgolf Fees			\$9 per round	\$ 8 per round
Par 3 Greens Fees	Juniors/Seniors/Veterans-Weekday		\$15 per round	\$14 per round
	Juniors/Seniors/Veterans-Weekend		\$17 per round	\$16 per round
	Weekday		\$16 per round	\$15 per round
	Weekend or Holiday		\$18 per round	\$17 per round
Par 3 10-Round Pass			\$135 per pass	\$ 125 per pass
Par 3 Senior Pass	Age 65 and over Does not include golf cart	no change		\$ 200 per year
Par 3 Pull Cart Rental			\$5 per round	\$4 per round
Par 3 Power Cart Rental			\$14 per round	\$12 per round
PARKS AND RECREATION FACILITY RESERVATION				
Ice Rink Reservation	Priority Level 3	no change		\$ 4 per hour per rink
	Priority Level 4	no change		\$ 6 per hour per rink
	Priority Level 5	no change		\$ 4 per hour per rink
	Priority Level 6 and 7	no change		\$ 8 per hour per rink
Tennis Court Reservations		no change		\$ 5 per hour
Picnic Area/Shelter	Resident - Private	no change		\$25
Picnic Area/Shelter	Non-Resident - Private			\$75
Picnic Area/Shelter	Resident - Business			\$75
Picnic Area/Shelter	Non-Resident - Business			\$175
<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
Canoe Rack Rental	Canoe Storage @Rogers Lake Park during summer months	no change		\$ 50 per summer
Park Bench Donation		no change		\$1,500

PLANNING		Guidance	20206 Proposed Fees	2025 Fees
Accessory Structure Permit	For structures not requiring building permit	no change		\$25
After-the-Fact Permit	For actions without appropriate zoning permits	no change		Double fee, or \$ 250, whichever is greater
Appeal to Board of Zoning Appeals		no change		\$ 250 + \$ 500 escrow
Comprehensive Plan Amendment		no change		\$ 750 + \$ 500 escrow
Concept Plan Review for PUD/Plat		no change		\$ 250 + \$ 500 escrow
Conditional Use Permit / Interim Use Permit	Residential	no change		\$ 350 + \$ 500 escrow
Conditional Use Permit / Interim Use Permit	Commercial/Industrial	no change		\$ 500 + \$ 500 escrow
MRCCA Permit	-	no change		\$ 500 + \$ 500 escrow + Security deposit determined by staff
MRCCA Permit-Administrative	-	no change		\$ 200 + Security deposit determined by staff
CUP for PUD		no change		\$ 500 + \$ 500 escrow
Fence Permit		no change		\$ 25
Lot Split / Lot Line Adjustment		no change		\$ 500 + \$ 500 escrow
Mining Permit		no change		\$ 350 + \$ 500 escrow
Park Dedication Fee	Single & Multi-Family Residential	no change		\$ 4,000/ dwelling unit
Park Dedication Fee	New Commercial / Industrial Lot	no change		10% assessed value of unimproved land determined by County Assessor
Rezoning		no change		\$ 500 + \$ 500 escrow
Preliminary/Final Plat		no change		\$ 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
Temporary Sign Permit		no change		\$ 25
Variance	Residential	no change		\$ 300 + \$ 500 escrow
Variance	Commercial or Industrial	no change		\$ 500 + \$ 500 escrow
PLANNING		Guidance	20206 Proposed Fees	2025 Fees
Wetlands Permit				\$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
Zoning Letter		no change		\$50
Zoning Ordinance Amendment		no change		\$ 250 + \$ 500 escrow
Escrow Table				
Residential districts - 0 to 10 units		no change		\$ 100/unit, \$ 250 minimum
Res Districts, MR-PUD, HR-PUD districts-over 10 units		no change		\$ 50/unit
Commercial/Industrial Districts, MU-PUD		no change		\$ 1,500
Expenses billed to city charged against escrow. Remaining escrow returned to applicant. Applicants billed for city incurred expenses exceeding escrow.				

PUBLIC SAFETY		Guidance	2026 Proposed Fees	20025 Fees
Local Record Check w/Clearance Letter	Includes Clearance Letter		no change	\$15
Certified Copy of Police Data			no change	\$15
Dangerous Dog Registration	City Code 5-3-4. D.; Limited by SS 347.51 subd. 2(3)		no change	\$500
False Alarm, Police	Per calendar year		no change	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.
Fire Alarm Permit	Commercial		no change	Per Attachment A
Removal of Underground Fuel Tanks	Residential/Commercial		no change	\$ 50 minimum
Plan Review Fee			no change	Per Attachment A
Fire Sprinkler Alteration			no change	Per Attachment A
Day Care Fire Inspection	Per MN Statutes 299F.011		no change	\$ 50
<b>Data Requests: the City adheres to MN Data Practices Act, MN Statutes Chap 13</b>				
Copy of Incident Report			no change	\$ .25/page up to 100 pages
Copy of Accident Report	In-person, Involved party request		no change	\$ .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.
911 Audio Transcription/or other transcriptions	Per M.S. 13.82 subd. 4		no change	Actual cost with \$30.00 deposit
Public Data - stored electronically	MS 13		no change	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
Monthly email of public data for accident reports			no change	\$60/month
*Note actual cost charged in 15-minute increments				

**ATTACHMENT A FOR BUILDING PERMIT FEES**

**City of Mendota Heights - Building Permit Fees**

<b>Valuation</b>		<b>Permit Fees</b>
\$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		

### 2025 Rates

	New Hope	Birnamwood	Theo Wirth	Brookland	Centerbrook	Cedarholm	Snelling	Mendota Heights
<b>Greens Fees</b>						Sales Tax not included		
<b>Regular</b>	\$ 18.00	\$ 16.75	\$ 15.00	\$ 18.00	\$ 20.00	\$ 16.00	\$ 21.00	\$ 15.00
<b>Senior</b>	\$ 16.00	\$ 15.50	\$ 12.00	\$ 16.50	\$ 17.00	\$ 14.50	\$ 16.00	\$ 14.00
<b>Junior</b>	\$ 10.00	\$ 15.50	\$ 12.00	\$ 13.50	\$ 10.00	\$ 9.99	\$ 12.00	\$ 14.00
<b>Weekend</b>	-	\$ 17.50	\$ 15.00	\$ 18.00	\$ 20.00	\$ 16.75	-	2 \$ More
<b>Gas Cart</b>	\$ 16.50	\$ 16.00	\$ 14.00	\$ 11.00	\$ 22.00	\$8.50 (Per)	\$ 14.00	\$ 12.00
<b>Push Cart</b>	\$ 4.00		\$ 8.00	\$ 5.00	\$ 5.00	\$ 4.00	\$ 8.00	\$ 4.00
<b>Footgolf</b>								\$ 8.00
<b>2026 Changes</b>	(+1)	(+.50)	(+1)		(+.50)	(+.25)	N/A	



## Parks and Recreation Commission

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**Meeting Date:** November 12, 2025

**Agenda Item:** Parks and Recreation Donation Policy

**Item Type:** Action Item

**Department:** Parks and Recreation

**Contact:** Willow Eisfeldt, Recreation  
Program Coordinator  
Meredith Lawrence, Parks  
and Recreation/Assistant  
Public Works Director

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### Action Request:

The Parks and Recreation Commission should review the Park and Recreation Donation Policy and make a formal recommendation to the City Council regarding the approval of the policy.

### Background:

In 2025, the Parks and Recreation Commission established the creation of a donation policy as a strategic initiative as part of their annual work plan. Currently, the department only has a formal Park Bench Donation Program. Over the last five years, the frequency of park bench donations has increased, resulting in a few parks with a significant number of benches, but still a desire from residents to donate park items within the space. With this, the commission and staff found it necessary to create a donation policy that would allow for more diverse physical assets and monetary donations to be used within public spaces going forward.

Staff have written a draft Parks and Recreation Donation Policy and the City Attorney has reviewed the policy being presented this evening.

### Fiscal and Resource Impact:

Donations will not take the place of funding existing programs, events or physical assets. Donations will supplement funding for additional recreation opportunities and physical asset enhancement within the Mendota Heights Park System.

### Attachments:

1. Parks & Recreation Donation Policy
2. Memorials & Donated Improvements Application

### Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners  
Active Recreation Facilities for All

# City of Mendota Heights: Parks and Recreation Donation Policy

Policy Number 3.01

Adopted: DRAFT

Revised: November 3, 2025

Authority: City Council

## 1. PURPOSE

The City of Mendota Heights accepts donations that enhance recreation services, park facilities and other city-owned property as deemed fit for donation by city staff. The purpose of this policy is to establish guidelines for the consistent decision-making process related to acceptance, placement and long-term maintenance.

Donations are beneficial to the City as they provide an opportunity to improve recreational services and enhance the infrastructure within the City's parks and other city-owned properties. These enhancements may not otherwise occur due to financial constraints.

## 2. SCOPE AND APPLICABILITY

This policy applies to all donations in relation to city programs and property, except for property owned or managed by another entity, such as Dakota County. For donations related to property owned or managed by another entity, that entity's policies will govern donation acceptance and installation.

This policy works to balance the desire of community members and organizations to donate within the needs of the City. Community members may donate funds or physical assets within the city's public spaces.

The decision to accept a donation is at the City's discretion and will be considered on a case-by-case basis. The City is not obligated to accept any donations offered.

This policy applies to all City of Mendota Heights property, except for property owned or managed by another entity, such as Dakota County. Property owned or managed by another entity, that entity's policies will govern the donation acceptance and installation.

Sponsorships and grants are not subject to this policy.

## 3. DONATIONS

Donations are monetary contributions or physical assets given to the City that do not include negotiated conditions in return. This policy provides guidelines for memorial spaces and donated

improvements. Donors may choose from a list of donation options provided by the City on the Memorials and Donated Improvements application or propose another type of donation.

Donations may be memorialized and must have two components to the donation:

- I. A physical improvement, such as a bench, tree, Little Free Library or picnic table.
- II. A plaque, sign or similar message that recognizes an individual or group, if the improvement can accommodate it (for example, no plaques will be added to tree donations).

The plaque may contain an inscription limited to "Donated By", "In Honor of", or "In Memory of". This inscription can be followed by a phrase that is no more than 90 characters. Donors are encouraged to choose wording that is uplifting, inspirational, and promotes enjoyment of the park. Content including the recognition phrase, displayed in a designated memorial space, is intended as government speech and such, is subject to the following guidance:

- I. Shall not directly or indirectly endorse or promote unlawful activity
- II. Shall not directly or indirectly endorse or promote age-restricted products or activities such as alcohol, tobacco, gambling, or other products or activities generally considered to be detrimental to the health, welfare or safety of children
- III. Shall not directly or indirectly endorse or promote sexually explicit content
- IV. Shall not directly or indirectly endorse or promote political parties or candidates
- V. Shall not directly or indirectly endorse or promote discrimination based upon race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, sexual orientation or age
- VI. Shall not contain content that demeans, disparages or insults individuals, groups or other entities
- VII. Shall not contain commercial messages that are obviously misleading, unduly alarming or which appear to propose fraudulent transactions

Phrases will be approved by the City Council at the time the donation is accepted. The City Council has the authority to reject any phrasing that does not adhere to the above guidance.

For any donated item that has not been purchased yet, the donor will only provide the monetary funds for the item. The City will accept the funds and use them to purchase the item that is desired for donation. The City will consider in-kind donations on a case-by-case basis.

Donors providing monetary donations for the improvement of a recreation program or event will work with city staff to determine specific programs that need donations. Staff will provide guidance to donors on whether to submit the sum as a donation or sponsorship.

Donations must be compatible with existing property design, management and operation plans and should fulfill an identified need at the property. Improvements must structurally and visually integrate with the property's existing natural and built environment so as not to detract from a park user's experience.

The protection of the natural environment is a high priority. The City reserves the right to limit donations to promote resource management and sustainability of natural landscapes. A final decision on the placement of an improvement shall be made by the City. All donated improvements, once installed, become the property of the City. The City does not accept any donated improvements in perpetuity.

#### 4. INSTALLATION, MAINTENANCE AND REMOVAL

Installation of donations, including memorial plaques, will be completed or overseen by City staff. The installation will be scheduled at a time and date as determined by City staff so as not to interfere with routine property maintenance activities or City events and programs. The cost of installation of all donated items is included in the price on the application.

The City will exercise normal care to protect and maintain donations. Donated improvements and memorials may be removed or relocated if, in the City's discretion, they conflict with other needed property improvements that have exceeded their useful service or are damaged beyond reasonable repair. Donated trees will be replaced if they die within three years of being planted. Other donated improvements that have been damaged early in their lifespan will be evaluated for replacement on a case-by-case basis.

#### 5. FUNDRAISING DONATIONS

The City may accept donated funds that are raised through fundraising platforms, such as GoFundMe, only with prior approval from City Council. These funds must be raised by a private citizen or a 501c3 Tax Exempt Organization. The private citizen or organization must transfer the funds out of the fundraising platform before giving the donation to the City in one, full payment. The City will take no part in organizing, marketing or contributing to the fundraiser in any way. Fundraising individuals or organizations must disclose to donors they are independent from the City, and the City is not liable for any funds lost through the donation process.

#### 6. APPLICATION PROCESS

To apply to donate, a potential donor must submit a Memorials and Donated Improvements application to the City. This application is available on the City's website. The donor must include information on the desired location of the donation, the phrase that will be inscribed on the plaque and full payment for the donated improvement.

The following section outlines key acknowledgements and considerations for donors when submitting a donation application.

The donor must identify a location for their donation to be placed.

- Civic Center Park/Mertensotto Field
  - Copperfield Ponds
  - Friendly Hills Park
  - Hagstrom-King Park
  - Ivy Hills Park
  - Kensington Park
  - Marie Park
  - Market Square Park
  - Mendakota Park
  - Mendota Heights Dog Park
  - Oheyawahe Preserve
  - Par 3 Community Golf Course & Clubhouse
  - Rogers Lake Park
  - Valley Park
  - Valley View Heights Park
  - Victoria Highlands Park
  - Wentworth Park
  - Any additional City facility or street that is not listed upon approval by City staff
- I. Because donations to the City are used exclusively for public purposes, they may qualify as charitable contributions for tax purposes. Donations are considered officially accepted upon approval by City Council resolution. Receipt of donations will be the acceptance of the donation through the City Council resolution. Donors can receive this resolution by contacting city staff.
- II. Donations to the City may be designated for a specific purpose; once funds are received, the City retains full authority over the implementation and management of the project.
- a. If the donation supports a project requiring community engagement, donors will be encouraged to participate in public input processes but will not receive preferential treatment.

## 7. APPROVAL PROCESS

The City and its community members value city facilities. Therefore, any donation will be carefully assessed to ensure what is being proposed protects the integrity of the City's property.

Once city staff reviews the donation, the application will be considered by the City Council. All appropriate fees must be verified prior to City Council approval.

City Staff and the City Council may deny a donation for any reason. Some reasons may include:

- I. If the donation creates ongoing maintenance or expense, that the City does not have resources to allocate to.
- II. If the donation creates extensive work for the City.
- III. If the donation is an item that is in poor or unsafe condition.
- IV. If the donation is not consistent with this policy for any other reason.

## 8. DELEGATION OF AUTHORITY

The City Council has authorized the City Administrator to make amendments and changes to this policy for the efficient and timely approval of donations. Amendments or changes to this policy that are deemed to be substantial by the City Administrator must be approved by the City Council.



## MEMORIALS & DONATED IMPROVEMENTS

The Mendota Heights Memorials and Donated Improvements program is designed to increase the public enjoyment of the park system and public spaces in the City. This program allows to honor the memory of a loved one or celebrate an exciting event, milestone, or achievement with a donated improvement for the City of Mendota Heights parks, park facilities, and other City-owned spaces. The minimum donation required for a donation is highlighted under the six options that are available for donation. Please review the City of Mendota Heights Parks and Recreation Donation Policy for information on the application process and approval process.

### PARK BENCH

\$1,500 Donation,  
All-Weather recycled plastic.  
Cedar in color, donation  
includes plaque.



### TREE

\$200 Donation 10 Gallon Tree  
1-2 inch Trunk diameter, 7ft-10ft  
tall  
Donor will work with Natural  
Resource Coordinator to choose  
tree.



### MONETARY

A monetary donation can be  
made in any amount to the  
Parks & Recreation Department.  
Donors must work with city staff  
to decide where to apply the  
donated funds.



### PICNIC TABLES

\$900 Donation, 1 ADA Picnic Table  
\$800 Donation, 1 6ft Picnic Table  
Supplies one picnic table for a park of  
the donors choice. Donors must work  
with city staff to decide upon an  
appropriate location.



### LITTLE FREE LIBRARY

\$800 Donation, Available in blue,  
red, light blue, or red design.  
Donation includes money to  
supply first book bundle.  
Color needs approval from the  
Parks & Recreation Director.





# Selection Form

Please choose the memorial or donation type and amount if applicable. Completed forms can be sent to [mlawrence@mendotaheightsmn.gov](mailto:mlawrence@mendotaheightsmn.gov).

Donor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Donation (Select one of the following)**

☐ Park Bench   ☐ Tree   ☐ Picnic Table   ☐ Little Free Library   ☐ Monetary

Park, Facility or City-owned Property Requested for Donation: \_\_\_\_\_

Location On Property: \_\_\_\_\_

Please attach a map of the park with an indication of where you would like your donation placed.

**Requested Plaque Inscription (Applicable for Park Benches, Bike Racks, & Little Free Libraries)**

Donors are encouraged to choose wording that is uplifting, inspirational and promotes enjoyment of the park. Language that promotes alcohol, tobacco products, weapons, commercial, religious, or political organizations will not be allowed.

Plaque area is 2" by 10" and must be 90 characters or less, including spaces. Please place only one character or space in each box.

[illegible]

## Contact Information

## Parks & Recreation Director

## Phone Number & Email

651-255-1354  
mlawrence@mendotaheightsmn.gov

## City Hall Address

1101 Victoria Curve,  
Mendota Heights, MN 55118  
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## Parks and Recreation Commission

**Meeting Date:** November 12, 2025

**Agenda Item:** Approval of 2026 Meeting Schedule

**Item Type:** Action Item

**Department:** Parks and Recreation

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

### Action Request:

Staff recommends that the Parks and Recreation Commission review the proposed 2026 meeting dates and provide staff with any recommended changes. The Commission should discuss their start time of 6:30pm and determine if that time is still desired, in addition to whether it would be prudent to move to an every other month format for planning purposes.

### Background:

Each year the Parks and Recreation Commissioners set their meeting dates for the upcoming year.

Below are the proposed meeting dates for the Parks and Recreation Commission in 2026. All meetings will have a 6:30pm start time and will be conducted at City Hall unless noted otherwise.

- Tuesday, January 13
- Tuesday, February 10
- Tuesday, March 10
- Tuesday, April 14
- Tuesday, May 12
- Tuesday, June 9
- Tuesday, July 14
- **Wednesday, August 12 (due to Election Day)**
- Tuesday, September 8
- Tuesday, October 13
- Tuesday, November 10
- Tuesday, December 8

In 2025, the meetings in February, April, August, September and December were canceled due

to a lack of meeting topics. Staff has been directed not to meet if there is no recommendation/formal action to be made--so meeting cancellations will continue to follow this practice in 2026.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community