



## CITY OF MENDOTA HEIGHTS

### CITY COUNCIL REGULAR MEETING AGENDA

February 17, 2026 at 6:00 PM  
Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

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

**5. Public Comments - for items not on the agenda**

*Public comments provide an opportunity to address the City Council on items which are not on the meeting agenda. All are welcome to speak. Individuals should address their comments to the City Council as a whole, not individual members. Speakers are requested to come to the podium and must state their name and address. Comments are limited to three (3) minutes. No action will be taken; however, the Mayor and Council may ask clarifying questions as needed or request staff to follow up.*

**6. Consent Agenda**

*Items on the consent agenda are approved by one motion of the City Council. If a councilmember requests additional information or wants to make a comment on an item, the item will be removed from the consent agenda and considered separately. Items removed from the consent agenda will be taken up as the next order of business.*

- a. Approve Minutes from the February 4, 2026, City Council Meeting
- b. Approve Resolution 2026-13 Accepting Donations to the City of Mendota Heights and the Mendota Heights Police Department
- c. Authorize Out of Metro Travel Request for SOTA Conference.
- d. Resolution 2026-14 Enter into Agreement with the Metropolitan Council for the 2023 Inflow and Infiltration Grant
- e. Authorize the Purchase of a Replacement Truck
- f. Approve Claims List

**7. Presentations**

- a. City Communications Report

**8. Public Hearings**

**9. New and Unfinished Business**

- a. Resolution 2026-12 Sponsoring an Outdoor Recreation Grant for Valley Park
- b. Municipal Campus Project
  - 1. Resolution 2026-15 Appointing Residents to the Municipal Campus Project Oversight Committee
  - 2. ICS Project Update
- c. Resolution 2026-16 Transferring City Funds to Support Independent School District 197 Community Food Support Operations

**10. Community / City Administrator Announcements**

**11. City Council Comments**

**12. Adjourn**

**Next Meeting**

**March 3, 2026 at 6:00PM**

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/Mendota-Heights-Streaming](https://townsquare.tv/Mendota-Heights-Streaming)

CITY OF MENDOTA HEIGHTS  
DAKOTA COUNTY  
STATE OF MINNESOTA

**DRAFT** Minutes of the Regular Meeting  
Held Tuesday, February 4, 2026

Pursuant to due call and notice thereof, the regular meeting of the City Council, City of Mendota Heights, Minnesota, was held at 6:00 p.m. at City Hall, 1101 Victoria Curve, Mendota Heights, Minnesota.

CALL TO ORDER

Mayor Levine called the meeting to order at 6:00 p.m. Councilors Lorberbaum, Paper, Mazzitello, and Maczko were also present.

PLEDGE OF ALLEGIANCE

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

AGENDA ADOPTION

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

Further discussion: Councilor Mazzitello moved to amend the agenda to add an item 9D, Approval of Change Order for the Basin IV-P126 Improvement Project; moving the Municipal Campus Project to be considered as Item 9E.

Councilor Paper seconded the motion.

Ayes: 5

Nays: 0

Ayes: 5

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 agenda as presented, pulling items H and I.

- a. Approval of January 20, 2026, City Council Closed Session Minutes

- b. Approval of January 20, 2026, City Council Work Session Minutes
- c. Approval of January 20, 2026, City Council Meeting Minutes
- d. Acknowledge Minutes from the September 17, 2025, Airport Relations Commission Special Meeting
- e. Acknowledge Minutes of the October 8, 2025, Airport Relations Commission Special Meeting
- f. Acknowledge Minutes from the December 29, 2025, Planning Commission Meeting
- g. Approve the 2026-2027 Labor Agreement with Law Enforcement Labor Services, Inc. of Local #76
- ~~h. Accept Notice of Retirement and Authorize Utility Billing Clerk Position Recruitment~~
- ~~i. Accept the Resignation of Police Officer Donovan Barr from the Mendota Heights Police Department~~
- j. Approve Hire for Public Works Maintenance Worker
- k. Acknowledge the November and December 2025 Fire Synopses
- l. Approve Resolution 2026-08 Cooperative Construction Agreement with the Minnesota Department of Transportation for the Highway 13 (Sibley Memorial Highway) Rehabilitation Project
- m. Approve November and December 2025 Treasurer's Report
- n. Approval of Claims List

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

#### PULLED CONSENT AGENDA ITEMS

#### H) ACCEPT NOTICE OF RETIREMENT AND AUTHORIZE UTILITY BILLING CLERK POSITION RECRUITMENT

Councilor Maczko commented that Sharon has worked for the City for over 20 years and has always been top-notch and ready to work, noting that she will be missed. He stated that while he is confident, they will find someone to fill the position, he was unsure they would be able to fill her shoes and wished her a happy retirement.

Councilor Maczko moved to accept NOTICE OF RETIREMENT AND AUTHORIZE UTILITY BILLING CLERK POSITION RECRUITMENT.

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

#### I) ACCEPT THE RESIGNATION OF POLICE OFFICER DONOVAN BARR FROM THE MENDOTA HEIGHTS POLICE DEPARTMENT

Councilor Maczko commented that Donovan has been an Officer for the past three years and recognized his willingness to help people and serve the community. He thanked Donovan for the service he had provided to the community and wished him luck in his next position.

Councilor Maczko moved to accept THE RESIGNATION OF POLICE OFFICER DONOVAN BARR FROM THE MENDOTA HEIGHTS POLICE DEPARTMENT.

Councilor Mazzitello seconded the motion.

Further discussion: Councilor Paper commented that he sees that they do not need to backfill the position, as the department will still be fully staffed. He stated that it is reassuring that in these times, the City has been able to recruit and retain a great team.

Councilor Lorberbaum thanked Police Chief Kelly McCarthy for doing the work proactively to ensure that the department stays in a good position.

Ayes: 5

Nays: 0

#### PRESENTATIONS

No items scheduled.

#### PUBLIC HEARING

No items scheduled.

#### NEW AND UNFINISHED BUSINESS

##### A) COMMUNITY SAFETY AND IMMIGRATION AND CUSTOMS ENFORCEMENT

Police Chief Kelly McCarthy explained that the Council was being asked to approve Resolution 2026-11, reaffirming the City of Mendota Heights' support for Police Department Policy 412 regarding immigration violations.

City Administrator Cheryl Jacobson recognized the residents in attendance, those watching from their homes, and those who have spoken with City staff over the past several weeks. She commented on the information available on the City webpage, titled Community Keeps Community Safe. She stated that many residents have asked what they can do and shared information and resources that residents can use to keep themselves safe and help others. She stated that the City continues to monitor, research, and work with partners to identify resources and share that information with residents. She recognized that they had received questions as to whether the City would sign on to the State of Minnesota, City of Minneapolis, and City of St. Paul lawsuit. She commented that the City and its legal counsel continue to track that, and if there is a request, that would be presented to the City Council. She stated that the Council is asked to adopt the resolution as presented.

Councilor Lorberbaum stated that the police force stays busy under normal circumstances, and there has been more activity with the ICE presence. She asked for an idea of the amount of time being spent on phone calls, emails, and police responding to incidents related to ICE.

Police Chief Kelly McCarthy stated that she has had over 60 hours of formal meetings on the topic in the last three weeks, the County has received over 400 police calls related to ICE, and she has 58 emails from

residents asking questions or voicing concerns on the topic. She commented on major disruptions that have been observed, such as, dangerous driving by federal agents, incidents where people are taken from their vehicles, and those vehicles being left abandoned, disruptions communicated by community members who are legal Americans but are still afraid to leave their homes, and there have been disruptions with staff that are also being impacted by ICE.

City Administrator Cheryl Jacobson stated that she had a meeting with Dakota County 911 today, and it was reported that they experience about 15-20 calls per day relating to ICE actions in Dakota County.

Councilor Maczko asked what residents should do if they see something that is concerning, and whether the police department will show up if there is a call relating to ICE action.

Police Chief Kelly McCarthy replied that Mendota Heights Police Officers will show up. She stated that if someone is trying to get into your home without a judicial warrant, they cannot enter your home. She clarified that local police cannot interfere with a federal operation, and they are not provided any information on planned ICE actions.

Councilor Maczko recognized that the police may show up to a situation in response to a call from a resident or to de-escalate a situation, but they are not helping ICE.

Police Chief Kelly McCarthy confirmed that while the police cannot interfere with ICE activity, they also will not assist ICE.

Mayor Levine invited residents to provide input.

Skye commented that they are not a Mendota Heights resident, and they are currently being intimidated by the ICE agents who are wearing uniforms that state “police,” and yet they are masked. They asked what would happen if agents were trying to break into a home without a judicial warrant and whether they would ask them to see the warrant or just observe. They commented that the parks ordinance gives the community a legal avenue to keep ICE accountable, as they believe that ICE is staging in the parks, which are meant for the community and kids. They commented on the poor interactions they have experienced with ICE agents. They asked if there would be a resolution holding traffic camera footage to hold ICE accountable. They commented on the traffic laws that they believe are being violated by ICE agents and asked if they would be held accountable. They commented that, as a veteran, they do not believe that constitutional rights should continue to be violated. They provided additional details relating to an incident they experienced with ICE breaking their vehicle window, pulling them out of their vehicle, and assaulting them. They commented that following ICE vehicles, giving them the finger, and insulting them falls within their First Amendment rights and asked what the point was of having a police force if they cannot intervene.

Robin Ehrlich, 1656 Gryc Court, commented that he was impressed with the presentation from City staff and reminded the City Council about a welcoming message passed on July 18, 2017, that he wrote with Police Chief Kelly McCarthy. He read the message aloud and stated that perhaps the language could be updated to reflect the current times. He stated that the police policy should also be read aloud and reaffirmed tonight as proposed. He commented that the police department is doing an excellent job in the community and is doing the best it can to protect the citizens.

Steve Smith, Inver Grove Heights resident, commented that something has gone very wrong in and around this area with the tactics being used by ICE and the impacts that they have on the community. He noted an incident described earlier by Police Chief Kelly McCarthy and by a previous speaker tonight, where the person was violently removed from their vehicle, and local police stood by, unable to intervene. He stated that this should be alarming as people can no longer tell who legitimate law enforcement officers are and whether they are operating under the law. He asked the City to implement something that would limit the infringement of civil rights and provided examples the City could consider.

Melinda Ludwiczak, 720 South Plaza Way, stated that she is present with her neighbors to express their fear about what is going on in the community. She stated that the proximity to the Whipple building is concerning and commented on the speeds ICE vehicles travel through the community. She noted areas being targeted by ICE and the fear that creates in the community, where people feel unsafe to leave their homes. She recognized the difficult position the Council is in, as they are limited in what they can do. She appreciated that the police force is at capacity and also recognized that they are limited in what they can do and how they can respond. She thanked the Council for allowing this time for members of the community to share their feelings.

Jane Riba, Lexington Heights resident, stated that she also recognizes the position the Council is in and asked how they would communicate with the residents, so they do not need to feel so fearful. She commented that perhaps if there is a situation where ICE is trying to enter a home, the local police could ask to see the judicial warrant. She commented that the Council needs to have clear communication of what can be done, so that residents feel safe.

Christina, 1870 Eagle Ridge Drive, commented on the anonymity of ICE agents, the agents wearing masks, and not identifying themselves is the definition of kidnapping. She believed that the police have an obligation to protect residents from kidnapping and urged the Council to require that ICE agents unmask themselves.

Police Chief Kelly McCarthy thanked everyone who came forward to speak. She stated that if someone calls 911, the police will respond. She stated that once an agent has identified themselves as a federal agent, she can ask to see a warrant, but they do not need to show it to her. She stated that she can tell people they do not have to open the door unless they see a warrant, but ICE does not answer to local police. She stated that traffic cameras are owned by MnDOT, but she could make a request for the footage. She commented that Mendota Heights has a policy that police cannot wear a face covering with the intent to hide their identity. She explained that they will wear winter gear but will pull it down from their face when speaking with people. She noted that police have their name on their uniform and always carry their ID and provide their name and badge number when asked. She stated that they could create an ordinance, but that also creates an expectation for enforcement, which is not feasible. She wished that she had a better answer as to how they can hold ICE accountable but believed that the City is doing its best at communicating its values and standards. She stated that police take an oath to uphold the constitution and she and her department will not break that oath to enforce the law. She recognized that these are difficult times, but that we will get through this. She noted that all police policies are listed on the website. She noted the various forms of communication used by the City and welcomed any additional ideas. She stated that the role of government is to govern and not be activists. She stated that if the police break their oath, they would be no different than ICE. She wished that she had better answers for the residents, but

stated that they will get through it, and they need to be proud of their behavior. She stated that while the community would love to see the 20 police officers go toe to toe with ICE agents, they would not stand up against 3,000 ICE agents. She also recognized that while a win like that may feel good in the moment, it is the long-term win that counts and that would be adhering to our values and the police oath. She asked the Council to adopt the resolution as presented, which reaffirms the police policy.

Skye commented on the increased volume of calls received by 211, and STEP does not have the staff to keep up with the influx of calls. They stated that if mutual aid could be provided in a more thorough fashion, that would help alleviate the strain on the community. They commented that ICE is showing up at vulnerable persons' homes as delivery drivers and ripping them out of their homes. They encouraged more people to show up and help.

Councilor Lorberbaum moved to adopt RESOLUTION NO. 2026-11 REAFFIRMING THE CITY OF MENDOTA HEIGHTS' SUPPORT FOR POLICE DEPARTMENT POLICY 412 REGARDING IMMIGRATION VIOLATIONS.

Councilor Mazzitello seconded the motion.

Further discussion: Mayor Levine and the Council read Resolution 2026-11 aloud.

Councilor Paper thanked everyone for coming and sharing their comments, recognizing that these are difficult times. He stated that Mendota Heights is fortunate to have the police force that it has. He commented on the juvenile actions of the federal agents, which are scary, sad, and disappointing. He stated that it is reassuring to know that when he returns home, the Mendota Heights Police Department is responsive, professional, courteous, and there to serve their residents.

Councilor Maczko echoed those comments. He stated that he has empathy for what is going on, as everyone has the right to be treated as a human being, and even if someone has done something wrong, they should still be treated humanely. He commented that the City Council can only control what is within its purview. He recognized that there is one law for all and trusts that the police department will continue to do the right thing. He recognized that not everyone agrees with the law, but the law needs to change; they cannot just disregard it. He stated that he would like to see cooperation between departments, and it seems odd that they prohibit that, but that is the way it is, and they can only control what they can control.

Councilor Lorberbaum stated that her priority is individual and community safety. She stated that the job of the Council is to keep people safe, and community trust is paramount. She echoed comments from the Ramsey County Attorney that no agency is above local, state, and federal laws.

Councilor Mazzitello commented that, as someone who spent 22 years in uniform defending the constitution of this nation and having deployed five times in three wars, he is profoundly sad about the situation.

Mayor Levine recognized that everyone is tired in this time of chaos, confusion, and misinformation. She recognized the need for clarity from those who represent and serve the community, which is what they are trying to do tonight. She stated that they want to make sure that residents have access to the information they need. She stated that the resolution provides clarity about what they can do and expressed gratitude to the Mendota Heights Police Department and Police Chief Kelly McCarthy.

Ayes: 5  
Nays: 0

B) RESOLUTION 2026-10 APPROVING A MRCCA PERMIT APPLICATION BY HOMES BY TRADITION, LLC TO ALLOW FOR THE CONSTRUCTION OF A NEW SINGLE-FAMILY HOME ON THE VACANT PROPERTY LOCATED AT THE NORTHWEST CORNER OF GLENHILL ROAD AND VICTORIA CURVE (PLANNING CASE NO. 2026-01)

Community Development Manager Sarah Madden provided a brief background on this item. The Council was being asked to consider Resolution 2026-10 approving a MRCCA Permit Application for Homes by Tradition, LLC to allow for the construction of a new single-family home on the vacant property located at the northwest corner of Glenhill Road and Victoria Curve.

Councilor Mazzitello asked if the updated version of the plan meets the requirements for the application and whether the necessary corrections have been made.

Community Development Manager Sarah Madden replied that the tree inventory and landscaping plan, including the updated plan, does comply with the needs of a MRCCA Permit. She recognized that the Forest Alteration Plan would follow at a later date.

Councilor Maczko asked if the buckthorn would be removed from the entire lot or only in select areas.

Community Development Manager Sarah Madden noted that the plan identifies a general area for buckthorn removal. She noted that if additional buckthorn removal was to be completed in the future, the City would engage in the necessary permits for that activity.

Councilor Paper noted that there was an encroachment involving the neighbor to the north with a driveway and asked if that had been settled.

Community Development Manager Sarah Madden replied that this property was part of a lot split in 2023, and the property to the north does have an existing driveway that encroaches over the property line but clarified that the encroachment occurs on the property to the north of this site and does not involve this property.

Councilor Lorberbaum recalled some concerns of residents related to the slope and integrity of the bluff. She believed that Mr. Nelson made a statement that the support and bluff would last for 40 years.

Dean Nelson, Homes by Tradition, replied that he did not make that comment. He believed that statement was made by someone in the audience.

Councilor Lorberbaum stated that she would like clarification on who made the statement, as she would be concerned that a home would only last 40 years.

Mr. Nelson stated that Braun Intertec was hired to do extensive soil testing and analysis based on previous submittals, along with the current submittal, to properly design the foundations, footings, and retaining

walls to last much longer than that. He was confident that the engineering and trade contractors' diligence would ensure a sound structure that would be equivalent to any other single-family home.

Councilor Mazzitello moved to adopt RESOLUTION NO. 2026-10 APPROVING A MISSISSIPPI RIVER CORRIDOR CRITICAL AREA (MRCCA) PERMIT TO HOMES BY TRADITION AND FOR THE PROPERTY LOCATED AT 1961 GLENHILL ROAD.

Councilor Paper seconded the motion.

Further discussion: Councilor Paper asked if any of the retaining walls would be tall enough to require a fence.

Mr. Nelson replied that the retaining walls would not require a fence, but there would be a safety fence around the pool.

Councilor Mazzitello thanked Mr. Nelson for being responsive to the questions and concerns raised by the Planning Commission.

Mayor Levine thanked the members of the Planning Commission for their diligence.

Ayes: 5

Nays: 0

C) RESOLUTION 2026-09 APPROVING OPTION AND LEASE AGREEMENT BETWEEN THE TOWER, LLC AND THE CITY OF MENDOTA HEIGHTS AT WENTWORTH PARK

Public Works Director Ryan Ruzek provided a brief background on this item. The Council was being asked to consider approving an option and lease agreement for a new proposed cellular facility at Wentworth Park.

Councilor Maczko asked if the monthly rent/lease would begin once the document is signed or after it is built.

Public Works Director Ryan Ruzek replied that it would be after it was built.

Councilor Mazzitello moved to adopt RESOLUTION NO. 2026-09 APPROVING OPTION AND LEASE AGREEMENT BETWEEN THE TOWERS, LLC AND THE CITY OF MENDOTA HEIGHTS AT WENTWORTH PARK.

Councilor Paper seconded the motion.

Further discussion: Councilor Mazzitello commented that it is about time, noting that the last cell tower installed in Mendota Heights was in 2003, and he looked forward to better service.

Councilor Paper stated that he feels like they were at the lowest of lows with the first agenda item, to the highest of highs with this item. He stated that they have been working towards this for a very long time and recognized the exceptional work of everyone involved, noting that not only will they have better service, but the City will also be paid for the lease.

Councilor Lorberbaum thanked the consultant who brought this forward.

Mayor Levine stated that when things move at the speed of government, this is a good example, it took about five years of constant vigilance to get to this point. She looks forward to the day there will be reception in the northern part of the city.

Ayes: 5

Nays: 0

#### D) APPROVE CHANGE ORDER FOR THE BASIN IV-P126 IMPROVEMENT PROJECT

Public Works Director Ryan Ruzek provided a brief background on this item. The Council was being asked to consider approving the change order as presented.

Councilor Maczko asked if the current pond was an infiltration pond.

Public Works Director Ryan Ruzek replied that it was a dry pond, but it was not draining properly because of a failed pipe.

Councilor Paper asked for more information on karst.

Public Works Director Ryan Ruzek provided more information on karst, noting that they are attempting to prevent a sinkhole in the bluff resulting from infiltration.

Councilor Paper asked when they would anticipate completion.

Public Works Director Ryan Ruzek replied that the contractor is on-site working and if approved, the project would be completed next week.

Councilor Lorberbaum moved to approve THE CHANGE ORDER FOR THE BASIN IV-P126 IMPROVEMENT PROJECT ISSUED TO THE CONTRACT WITH WINBERG COMPANIES LLC DATED FEBRUARY 3, 2026, IN THE AMOUNT NOT TO EXCEED \$60,396.01.

Councilor Mazzitello seconded the motion.

Ayes: 5

Nays: 0

#### E) MUNICIPAL CAMPUS PROJECT

City Administrator Cheryl Jacobson reviewed the staff report and provided an update on the Municipal Campus project process.

Mayor Levine welcomed resident comments.

Scott Van, 1870 Hunter Lane, stated that he attended the open house and has quite a few issues with the process thus far, and the lack of exposure from the City to the community. He reviewed dates of meetings

from the past year where the potential project was mentioned in 2025, and then nothing until just before the open house. He stated that previous discussions were related to updates and additions to the building and was surprised to learn at the open house that the project would be a new build. He commented that only 100 people or so attended the open house, compared to the population of 11,000. He did not believe that there was much transparency about the project this past year and commented that the Council approved the new build concept five days after the open house. He stated that his neighbors were not aware of the project and believed that better communication from the City would make it more transparent and would engage more members of the public. He believed that the ICS report exaggerated the issues, noting that all roofs need to be replaced after 25 years and most homes experience issues with mice from time to time. He also believed that water remediation and mold issues were addressed in 2017. He noted the potential cost for updates to City Hall, which included over \$400,000 in windows. He stated that City Hall could be remodeled and renovated, and a new police building could be constructed on the ball field. He noted that many of the items included in the ICS list were things that are commonly replaced, such as carpeting, and wondered how many other things were exaggerated.

Rob Meyer, 1399 Clement Street, referenced a comment that was made by Councilor Lorberbaum at the last meeting, asking the percentage of people who are typically aware of a project. He did not like the response from ICS that it is the decision of residents as to how involved they want to be, and therefore, that cannot be measured. He stated that the comments of the last speaker show that not all residents were aware of the project. He stated that perhaps there should be a desired percentage of residents they would like to reach related to the project. He stated that perhaps something could be mailed to all residents related to the project. He noted numbers that he believed were not accurate within a previous ICS presentation, which he found to be concerning.

Mr. Van stated that following the open house, he found out that three plans had already been thoroughly reviewed and presented to the City Council on October 7<sup>th</sup>. He asked why those plans were not laid out for people to review at the open house. He did not believe the accessibility issues mentioned by ICS were accurate and could have easily been addressed.

## COMMUNITY ANNOUNCEMENTS

City Administrator Cheryl Jacobson announced upcoming community events and activities.

## COUNCIL COMMENTS

Councilor Paper thanked everyone who spoke tonight to express their views, thoughts, and opinions.

Councilor Maczko echoed the comments of thanks to those who attended and spoke tonight. He commended the fact that 16 people are interested in serving on the Oversight Committee. He congratulated the medallion winner.

Councilor Lorberbaum stated that today is National Girls and Women in Sports Day and February is Black History Month. She thanked St. Thomas for opening their doors to host the puzzle contest. She thanked those who spoke tonight to speak about public safety and ICE. She commented that she is always proud of the job Police Chief Kelly McCarthy does.

Councilor Mazzitello recognized the Utility Billing Clerk who is retiring and shared a story from his experience working with Sharon. He stated that she works with courtesy and grace and will be missed. He commented that they are celebrating the 250<sup>th</sup> anniversary of the birth of the nation this year and shared a fact from this day in history, as well as from January 27<sup>th</sup>.

Mayor Levine commented that she has never been so proud to be a Minnesotan and a member of this community. She stated that she has heard from so many residents and was so grateful that this is a community where people do not just say something but also do something. She recognized that this is a marathon, not a sprint, and we need to work together to support each other as we navigate this challenging time as a community.

ADJOURN

Councilor Mazzitello moved to adjourn.  
Councilor Lorberbaum seconded the motion.  
Ayes: 5  
Nays: 0

Mayor Levine adjourned the meeting at 7:58 p.m.

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Stephanie B. Levine  
Mayor

ATTEST:

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Nancy Bauer  
City Clerk

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**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** February 17, 2026

**AGENDA ITEM:** Approve Resolution 2026-13 Accepting Donations to the City of Mendota Heights and the Mendota Heights Police Department

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Administration

**CONTACT:**

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**ACTION REQUEST:**

Approve Resolution 2026-13 Accepting Gift Card Donations to the City of Mendota Heights and the Mendota Heights Police Department.

**BACKGROUND:**

The Mendota Heights Police Department has received anonymous gift card donations to McDonald's totaling \$60.00, Starbucks totaling \$45.00, and Chick-fil-A totaling \$45. The Mendota Heights Police Department also received McDonald's gift cards totaling \$100.00 from Kate McGough.

The City of Mendota Heights is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes, Section 465.03, for the benefit of its citizens and is specifically authorized to accept gifts, as allowed by law. The city must accept donations by means of a resolution.

**FISCAL AND RESOURCE IMPACT:**

N/A

**ATTACHMENTS:**

- 1. Res 2026-13 Accepting Gift Card Donations to the City of Mendota Heights and the Mendota Heights Police Department

**CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government, Premier Public Services & Infrastructure

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

**RESOLUTION 2026-13**

**ACCEPTING GIFT CARD DONATIONS TO THE CITY OF MENDOTA HEIGHTS  
AND MENDOTA HEIGHTS POLICE DEPARTMENT**

**WHEREAS**, the City of Mendota Heights is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes, Section 465.03 for the benefit of its citizens and is specifically authorized to accept gifts, as allowed by law; and

**WHEREAS**, the following persons have donated gift cards; and

<u>From</u>	<u>To</u>	<u>Total Amount</u>
Anonymous	Chick-Fil-A	\$45.00
Anonymous	Starbucks	\$45.00
Anonymous	McDonalds	\$60.00
Kate McGough	McDonalds	\$100.00

**WHEREAS**, the City Council of the City of Mendota Heights has duly considered this matter and wishes to acknowledge the civic-mindedness and generosity of citizens and officially recognize their donations.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Mendota Heights hereby accepts with gratitude the generous donations of gift cards to the City of Mendota Heights and the Mendota Heights Police Department.

Adopted by the City Council of the City of Mendota Heights, this 17<sup>th</sup> day of February 2026.

**CITY OF MENDOTA HEIGHTS  
CITY COUNCIL**

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

**ATTEST:**

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

**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** February 17, 2026

**AGENDA ITEM:** Authorize Out of Metro Travel Request for SOTA Conference.

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Police

**CONTACT:** Wayne Wegener, Police Captain

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**ACTION REQUEST:**

Approve out-of-metro travel for Officer Kyle Pagel to attend the Special Operations Training Association (SOTA) annual conference in Duluth, Minnesota.

**BACKGROUND:**

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

The Special Operations Training Association (SOTA) annual conference will be held in Duluth, MN, from April 19-21, 2026. The SOTA conference is designed for tactical officers and Officer Pagel is a member of the SWAT Team.

**FISCAL AND RESOURCE IMPACT:**

Attending this conference is a budgeted expense. Estimated lodging and conference registration is \$1,110.00 for staff to attend.

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** February 17, 2026

**AGENDA ITEM:** Resolution 2026-14 Enter into Agreement with the Metropolitan Council for the 2023 Inflow and Infiltration Grant

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Engineering

**CONTACT:** Lucas Ritchie, Assistant City Engineer

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**ACTION REQUEST:**

Approve Resolution 2026-14 to enter into agreement with the Metropolitan Council for the 2023 Inflow and Infiltration Grant

**BACKGROUND:**

The Metropolitan Council Environmental Services (MCES) is providing a grant for Inflow and Infiltration remediation projects. The Minnesota Legislature approved a state bonding bill to help municipalities reduce inflow and infiltration (I&I), and \$12,000,000 was appropriated in 2023. Each participating city is eligible to receive \$50,000 and an allocation proportional to eligible expenses until all funds are allocated.

Mendota Heights installed sealed manhole chimneys, reconstructed manholes, and replaced a section of trunk interceptor sewer, totaling \$803,677. Of this total, \$474,560 is eligible for reimbursement. The deadline for submitting grant materials is March 31, 2026, and the Metropolitan Council will announce final reimbursement amounts on May 1, 2026.

**FISCAL AND RESOURCE IMPACT:**

None at this time. All invoices for this work have been paid from the Sanitary Utility Fund. Staff are estimating a reimbursement amount of \$177,368 based on preliminary participation numbers from the Metropolitan Council.

**ATTACHMENTS:**

- 1. Res. 2026-14 A Resolution Approving Grant Agreement Between the Metropolitan Council Environmental Services (MCES) for the 2023 Municipal I&I Grant

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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

**RESOLUTION 2026-14**

**A RESOLUTION APPROVING GRANT AGREEMENT BETWEEN THE  
METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES (MCES) FOR THE 2023  
MUNICIPAL I/I GRANT**

**WHEREAS**, the City of Mendota Heights has been identified by the Metropolitan Council Environmental Services as a contributor of excessive Inflow and Infiltration (I&I); and

**WHEREAS**, To facilitate the reduction of I&I, MCES is offering a Preliminary Minimum Allocation of \$50,000 per metro city, with provisions for future distribution of available funding until the total \$12,000,000 for the State of Minnesota has been expended on I&I reduction measures; and

**WHEREAS**, the allotted Grant amount will be limited to eligible I/I mitigation improvements, including but not limited to chimney seals, manhole sealing, pipe replacement, and Cure-In-Place Pipe (CIPP) lining, and

**WHEREAS**, to receive the allotted Grant money, the City must complete the eligible improvements and submit required verification forms to the Metropolitan Council by March 31, 2026.

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

1. The Council authorizes and directs the Public Works Director to prepare and execute the Grant agreement to recover eligible capital costs expended to reduce I&I in the City that is contributing to the Metropolitan Council's sanitary sewer system.
2. That the City agrees to remit available grant funding towards the continued minimization or elimination of excessive I&I within the public sanitary sewer system.
3. That the city will secure and retain receipts for all eligible repairs and that MCES will have reasonable access to audit these records upon request.

Adopted by the City Council of the City of Mendota Heights this seventeenth day of February, 2026.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

**ATTEST**

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**Stephanie B. Levine, Mayor**

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**Nancy Bauer, City Clerk**



**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** February 17, 2026

**AGENDA ITEM:** Authorize the Purchase of a Replacement Truck

**ITEM TYPE:** Consent Item

**DEPARTMENT:** Engineering

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

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**ACTION REQUEST:**

Authorize the purchase of a 2026 Ford F150 4-Wheel Drive Supercab pickup truck and topper for the engineering department.

**BACKGROUND:**

The engineering department performs various tasks outside the office, including: mandated utility locates, monitoring of street and utility projects, surveying, code enforcement assessment, and other tasks as needed. Included in the 2026 Capital Improvement Plan and the adopted 2026 budget is the replacement of the existing 2013 Ford F150 pickup truck with 57,000 miles. The 2013 truck will be sent to the public auction. Staff received quotes from two vendors for the truck, and one for the topper.

\* Inver Grove Ford: \$48,700

\* Tenvoorde Ford with State Contract: \$48,748

\* Inver Grove Ford-Color Matched Topper: \$3,385

**FISCAL AND RESOURCE IMPACT:**

The 2026 Capital Improvement Plan has \$48,000 budgeted for this equipment. Staff recommends authorization to purchase the truck and topper from Inver Grove Ford for a total price of \$52,085. The price is temporarily over budget, with assumptive auction proceeds from the old truck bringing it under budget. A cargo organizer for the truck bed is also proposed to be added after taking possession for an estimated \$1,500. A new light bar was purchased in 2025 and will be salvaged from the existing engineering truck.

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Economic Vitality & Community Vibrancy, Premier Public Services & Infrastructure

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**REQUEST FOR CITY COUNCIL ACTION**


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**MEETING DATE:** February 17, 2026  
**AGENDA ITEM:** Claims List Summary  
**ITEM TYPE:** Consent Agenda  
**FROM:** Kristen Schabacker, Finance Director *KMS*

**BACKGROUND**
**Significant Claims**

Axon Enterprise – Squad Camera System	\$	17,176.59
Campbell Knutson – Legal & Prosecution Services	\$	12,405.91
East Coast Rescue Solutions – Fire Dept Training Prop	\$	8,790.00
Full Circle Indigenous Planning – Oheyawahe Services	\$	5,808.00
South Metro SWAT – 2026 Membership Dues	\$	19,030.00
Xcel Energy – Utilities	\$	16,703.23

Manual Checks Total	\$	8,318.10
System Checks Total	\$	220,643.74

**Total of the list of claims for February 17, 2026 City Council meeting    \$ 228,961.84**

**RECOMMENDATION**

Staff recommends the Mendota Heights City Council approve the list of claims for Feb 17, 2026.

CITY OF MENDOTA HEIGHTS

**Claims List**  
**MANUAL CHECKS**  
**01/30/26 MAN**

Account	Comments	DEPT Descr	Amount
MISSION SQUARE (ICMA RETIREMENT)			
G 01-2073	1/30/25 PAYROLL		\$470.00
G 01-2072	1/30/25 PAYROLL		\$3,788.00
MISSION SQUARE (ICMA RETIREMENT)			\$4,258.00
			\$4,258.00

CITY OF MENDOTA HEIGHTS

**Claims List**  
**MANUAL CHECKS**  
 02/12/26 MAN

Account	Comments	DEPT Descr	Amount
COMCAST BUSINESS			
E 45-4210-045-45	1/8/26-2/7/26 SERVICE - PAR 3	Golf Course	\$219.07
COMCAST BUSINESS			\$219.07
FISHING FOR ALL LLC			
E 01-4435-200-70	2/7/26 ICE FISHING - WINTER	Parks & Recreation	\$500.00
FISHING FOR ALL LLC			\$500.00
STANDARD HEATING AND AIR CONDITION			
E 01-4131-085-85	FEB 2026 PREMIUM - LIFE/DIS	Recycling	\$66.62
G 01-2071	FEB 2026 PREMIUM - LIFE/DIS		\$1,699.55
E 15-4131-060-60	FEB 2026 PREMIUM - LIFE/DIS	Utility Enterprise	\$166.17
E 08-4131-000-00	FEB 2026 PREMIUM - LIFE/DIS	Spec Fds	\$106.89
E 01-4131-105-15	FEB 2026 PREMIUM - LIFE/DIS	Engineering Enterprise	\$146.63
E 01-4131-070-70	FEB 2026 PREMIUM - LIFE/DIS	Parks & Recreation	\$103.42
E 01-4131-050-50	FEB 2026 PREMIUM - LIFE/DIS	Road & Bridges	\$267.30
E 01-4131-020-20	FEB 2026 PREMIUM - LIFE/DIS	Police	\$518.57
E 01-4131-110-10	FEB 2026 PREMIUM - LIFE/DIS	Administration	\$265.88
STANDARD HEATING AND AIR CONDITION			\$3,341.03
			\$4,060.10

CITY OF MENDOTA HEIGHTS

Claims List  
SYSTEM CHECKS  
02/17/26 PAY

Account	Comments	DEPT Descr	Amount
ACME TOOLS			
G 01-2010	OPERATING SUPPLIES - FIRE		\$59.98
ACME TOOLS			\$59.98
ALERUS RETIREMENT AND BENEFITS			
E 01-4490-110-10	SERVICE FEE/ADMINISTRATIO	Administration	\$166.00
ALERUS RETIREMENT AND BENEFITS			\$166.00
ALL CITY ELEVATOR, INC.			
E 08-4335-000-00	FEBRUARY 2026 MAINTENANC	Spec Fds	\$238.80
ALL CITY ELEVATOR, INC.			\$238.80
ALLEGRA PRINT & IMAGING			
E 01-4490-075-75	BUSINESS CARDS - K. SPREITE	Natural Resources	\$69.99
E 01-4300-085-85	BUSINESS CARDS - C. SELSTAD	Recycling	\$69.99
E 01-4300-020-20	CRIME INFO CARD - PD	Police	\$179.07
ALLEGRA PRINT & IMAGING			\$319.05
AMERICAN PRESSURE, INC.			
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$70.29
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$70.29
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$70.30
AMERICAN PRESSURE, INC.			\$210.88
ASPEN MILLS			
E 01-4410-030-30	UNIFORM - FIRE	Fire	\$238.20
ASPEN MILLS			\$238.20
ASPEN WASTE SYSTEMS INC.			
E 01-4280-310-50	FEB 2026 RUBBISH SERVICE -	Road & Bridges	\$340.25
E 01-4220-085-85	FEB 2026 ORGANIC RECYCLIN	Recycling	\$790.95
E 01-4280-310-70	FEB 2026 RUBBISH SERVICE -	Parks & Recreation	\$340.25
E 15-4280-310-60	FEB 2026 RUBBISH SERVICE -	Utility Enterprise	\$340.25
E 08-4280-000-00	FEB 2026 RUBBISH SERVICE -	Spec Fds	\$483.72
E 01-4280-315-30	FEB 2026 RUBBISH SERVICE -	Fire	\$277.05
ASPEN WASTE SYSTEMS INC.			\$2,572.47
AXON ENTERPRISE (TASER INTL)			
E 01-4223-020-20	SQUAD CAMERA SYSTEM - PD	Police	\$17,176.59
AXON ENTERPRISE (TASER INTL)			\$17,176.59
BATTERIES PLUS-EAGAN			
G 08-2010	BLDG MAINT - CITY HALL		\$17.99
BATTERIES PLUS-EAGAN			\$17.99
BLUE CROSS BLUE SHIELD			
E 01-4131-070-70	MARCH 2026 HEALTH INSURAN	Parks & Recreation	\$2,450.01
G 01-2071	MARCH 2026 HEALTH INSURAN		\$1,010.78
G 01-2074	MARCH 2026 HEALTH INSURAN		\$1,937.79
E 01-4131-050-50	MARCH 2026 HEALTH INSURAN	Road & Bridges	\$6,085.50
BLUE CROSS BLUE SHIELD			\$11,484.08
BREDEMUS HARDWARE COMPANY, INC			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$145.45

CITY OF MENDOTA HEIGHTS

Claims List  
SYSTEM CHECKS  
02/17/26 PAY

Account	Comments	DEPT Descr	Amount
BREDEMUS HARDWARE COMPANY, INC			\$145.45
BURNSVILLE, CITY OF			
G 01-2035	2025 JPA ADMINISTRATIVE FE		\$653.23
BURNSVILLE, CITY OF			\$653.23
CAMPBELL KNOTSON			
E 29-4220-120-00	JAN 2026 PUBLIC WORKS LEGA	Spec Fds	\$333.00
E 01-4222-120-20	JAN 2026 PROSECUTION LEGA	Police	\$6,433.19
E 01-4220-120-40	JAN 2026 CODE LEGAL SERVIC	Code Enforcement/Inspe	\$666.00
E 01-4220-120-10	JAN 2026 PUBLIC WORKS LEGA	Administration	\$647.50
E 01-4220-120-80	JAN 2026 PLANNING LEGAL SE	Planning	\$1,835.56
E 01-4220-120-10	JAN 2026 GENERAL LEGAL SER	Administration	\$1,315.00
E 01-4220-120-10	JAN 2026 MEETINGS LEGAL SE	Administration	\$1,175.66
CAMPBELL KNOTSON			\$12,405.91
CENTRAL IRRIGATION SUPPLY			
E 01-4330-215-70	PARK MAINTENANCE	Parks & Recreation	\$124.80
CENTRAL IRRIGATION SUPPLY			\$124.80
COMCAST BUSINESS			
E 01-4268-030-30	2/7/26-3/6/26 SERVICE - FIRE	Fire	\$34.74
E 45-4210-045-45	2/8/26-3/7/26 SERVICE - PAR 3	Golf Course	\$234.07
COMCAST BUSINESS			\$268.81
CONCENTRA OCCUPATIONAL HEALTH			
E 01-4306-070-70	EXAM - PARKS	Parks & Recreation	\$244.00
CONCENTRA OCCUPATIONAL HEALTH			\$244.00
DAKOTA 911 (DAKOTA COMMUNICATIONS)			
E 01-4275-020-20	FEB 2026 DISPATCH	Police	\$22,355.40
E 01-4275-030-30	FEB 2026 DISPATCH	Fire	\$1,812.60
DAKOTA 911 (DAKOTA COMMUNICATIONS)			\$24,168.00
DTN, LLC			
E 01-4421-050-50	2/8/26-3/7/26 CLEARPATH WE	Road & Bridges	\$459.34
DTN, LLC			\$459.34
EAST COAST RESCUE SOLUTIONS			
E 01-4400-030-30	FORCIBLE ENTRY DOOR SIMUL	Fire	\$4,395.00
E 01-4400-030-30	FORCIBLE ENTRY DOOR SIMUL	Fire	\$4,395.00
EAST COAST RESCUE SOLUTIONS			\$8,790.00
EHLERS & ASSOCIATES INC			
E 01-4400-110-10	MN PUBLIC FINANCE SEMINAR	Administration	\$350.00
E 01-4400-110-10	MN PUBLIC FINANCE SEMINAR	Administration	\$350.00
EHLERS & ASSOCIATES INC			\$700.00
ELECTRIC PUMP, INC.			
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$950.92
ELECTRIC PUMP, INC.			\$950.92
EMERGENCY APPARATUS MTNC			
E 01-4330-460-30	APPARATUS REPAIRS/MAINT -	Fire	\$1,321.36
E 01-4330-460-30	APPARATUS REPAIRS/MAINT -	Fire	\$1,313.11

CITY OF MENDOTA HEIGHTS

**Claims List**  
**SYSTEM CHECKS**  
**02/17/26 PAY**

Account	Comments	DEPT Descr	Amount
EMERGENCY APPARATUS MTNC			\$2,634.47
FIRST NET / AT&T MOBILITY			
E 01-4210-030-30	CELL SERVICE - FIRE	Fire	\$84.78
E 01-4210-105-15	CELL SERVICE - ENGINEERING	Engineering Enterprise	\$92.10
E 01-4435-200-70	CELL SERVICE - REC	Parks & Recreation	\$46.05
E 01-4490-080-80	CELL SERVICE - PLANNING	Planning	\$46.05
E 01-4490-109-09	CELL SERVICE - CITY COUNCIL	City Council	\$46.05
E 15-4210-060-60	CELL SERVICE - UTILITY	Utility Enterprise	\$84.78
E 45-4210-045-45	IPAD SERVICE - PAR 3	Golf Course	\$84.78
E 01-4210-070-70	CELL SERVICE - REC	Parks & Recreation	\$89.87
E 01-4210-050-50	CELL SERVICE - STREET	Road & Bridges	\$176.88
E 01-4210-070-70	CELL SERVICE - PARKS	Parks & Recreation	\$92.10
E 01-4210-030-30	CELL SERVICE - FIRE	Fire	\$231.88
E 01-4210-020-20	AIR CARDS - PD	Police	\$735.87
E 01-4210-020-20	CELL SERVICE - PD	Police	\$1,077.42
FIRST NET / AT&T MOBILITY			\$2,888.61
FLEETPRIDE			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$473.98
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$46.80
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$9.88
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$10.62
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$21.38
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$154.00
FLEETPRIDE			\$716.66
FOREUP GOLF SOFTWARE			
E 45-4305-045-45	1/28/26-2/27/26 TEE TIME SO	Golf Course	\$320.00
FOREUP GOLF SOFTWARE			\$320.00
FULL CIRCLE INDIGENOUS PLANNING			
E 09-4220-000-00	OHEYAWAHE INTERPRETIVE D	Spec Fds	\$5,808.00
FULL CIRCLE INDIGENOUS PLANNING			\$5,808.00
GOPHER STATE ONE CALL			
E 01-4210-040-40	JAN 2026 SERVICE	Code Enforcement/Inspe	\$124.25
GOPHER STATE ONE CALL			\$124.25
GRAINGER			
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$81.02
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$81.01
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$81.01
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$94.89
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$94.88
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$94.88
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$127.20
GRAINGER			\$654.89
HANCO CORPORATION			
E 01-4330-490-50	EQUIP REPAIR - STREET	Road & Bridges	\$303.51
HANCO CORPORATION			\$303.51
HELPING HANDS HOME SERVICES			
E 01-4335-315-30	JAN 2026 BLDG MAINT - FIRE	Fire	\$800.00

CITY OF MENDOTA HEIGHTS

**Claims List**  
**SYSTEM CHECKS**  
 02/17/26 PAY

Account	Comments	DEPT Descr	Amount
HELPING HANDS HOME SERVICES			\$800.00
ICS CONSULTING, LLC			
E 01-4220-110-10	CITY HALL/PD BUILDING PROJ	Administration	\$260.44
ICS CONSULTING, LLC			\$260.44
INNOVATIVE OFFICE SOLUTIONS			
E 15-4300-060-60	OFFICE SUPPLIES - UTILITY BI	Utility Enterprise	\$106.05
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$13.14
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$25.38
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$24.13
E 01-4300-020-20	OFFICE SUPPLIES - PD	Police	\$19.05
E 01-4300-110-10	OFFICE SUPPLIES - ADMIN	Administration	\$13.71
INNOVATIVE OFFICE SOLUTIONS			\$201.46
INVER GROVE FORD			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$928.59
INVER GROVE FORD			\$928.59
KINGSLEY, ROY			
E 01-4220-040-40	PLAN REVIEW - CODE	Code Enforcement/Inspe	\$60.00
KINGSLEY, ROY			\$60.00
LAWSON PRODUCTS, INC			
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$48.20
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$56.27
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$56.27
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$56.28
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$48.20
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$48.20
E 15-4330-490-60	EQUIP REPAIR - UTILITY	Utility Enterprise	\$27.80
LAWSON PRODUCTS, INC			\$341.22
LEAGUE MN CITIES			
E 01-4223-020-20	PEACE OFFICE TRAINING - PD	Police	\$1,890.00
LEAGUE MN CITIES			\$1,890.00
M R P A			
E 01-4400-200-70	ANNUAL MTG - M. LAWRENCE	Parks & Recreation	\$59.00
E 45-4400-045-45	ANNUAL MTG - T. CARLSON	Golf Course	\$59.00
E 01-4435-200-70	JOB POSTING - REC	Parks & Recreation	\$50.00
M R P A			\$168.00
MACQUEEN EMERGENCY			
G 01-2010	EQUIP REPAIR - PD		-\$2,285.91
E 01-4330-460-30	SCBA SERVICE - FIRE	Fire	\$311.00
G 01-2010	SQUAD BUILD - PD		\$5,061.65
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$20.86
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$300.00
MACQUEEN EMERGENCY			\$3,407.60
MCDOWALL COMFORT MANAGEMENT			
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$1,050.00
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$547.50
E 01-4335-315-30	BLDG MAINT - FIRE	Fire	\$1,716.00

CITY OF MENDOTA HEIGHTS

**Claims List**  
**SYSTEM CHECKS**  
 02/17/26 PAY

Account	Comments	DEPT Descr	Amount
MCDOWALL COMFORT MANAGEMENT			\$3,313.50
MENARDS			
E 08-4335-000-00	BLDG MAINT - CITY HALL	Spec Fds	\$19.98
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$47.94
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$67.94
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$55.94
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$112.64
MENARDS			\$304.44
METRO SALES			
E 01-4200-610-20	JAN 2026 COPIER/PRINTER LE	Police	\$242.74
E 01-4330-490-70	JAN 2026 COPIER/PRINTER LE	Parks & Recreation	\$26.81
E 01-4330-490-50	JAN 2026 COPIER/PRINTER LE	Road & Bridges	\$26.81
E 15-4330-490-60	JAN 2026 COPIER/PRINTER LE	Utility Enterprise	\$26.80
E 01-4330-490-30	JAN 2026 COPIER/PRINTER LE	Fire	\$178.80
E 01-4220-110-10	JAN 2026 COPIER/PRINTER LE	Administration	\$1,175.48
E 15-4305-060-60	JAN 2026 COPIER/PRINTER - U	Utility Enterprise	\$9.82
METRO SALES			\$1,687.26
MID NORTHERN SERVICES			
E 01-4335-310-70	BLDG MAINT - PARKS	Parks & Recreation	\$341.68
G 01-2010	PARK MAINTENANCE		\$1,103.96
MID NORTHERN SERVICES			\$1,445.64
MIDWEST MACHINERY CO (FRONTIER AG)			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$197.85
MIDWEST MACHINERY CO (FRONTIER AG)			\$197.85
MITCHELL1			
E 01-4300-030-30	FEB 2026 SERVICE	Fire	\$194.00
MITCHELL1			\$194.00
MN TEAMSTERS LOCAL 320			
G 01-2075	FEB 2026 UNION DUES		\$971.00
MN TEAMSTERS LOCAL 320			\$971.00
OREILLY AUTO/FIRST CALL			
E 01-4330-490-10	EQUIP REPAIR - ADMIN	Administration	\$27.98
E 15-4305-060-60	OPERATING SUPPLIES - UTILIT	Utility Enterprise	\$8.66
E 01-4305-050-50	OPERATING SUPPLIES - STREE	Road & Bridges	\$8.66
E 01-4305-070-70	OPERATING SUPPLIES - PARKS	Parks & Recreation	\$8.66
OREILLY AUTO/FIRST CALL			\$53.96
OXYGEN SERVICE CO			
E 01-4200-610-50	CYLINDER RENTAL - PW	Road & Bridges	\$137.10
E 01-4200-610-70	CYLINDER RENTAL - PW	Parks & Recreation	\$137.10
E 15-4200-610-60	CYLINDER RENTAL - PW	Utility Enterprise	\$137.11
OXYGEN SERVICE CO			\$411.31
PIONEER SECURESHRED			
E 01-4490-110-10	JAN 2026 SHREDDING	Administration	\$53.33
E 01-4490-020-20	JAN 2026 SHREDDING	Police	\$96.67
PIONEER SECURESHRED			\$150.00

CITY OF MENDOTA HEIGHTS

**Claims List**  
**SYSTEM CHECKS**  
 02/17/26 PAY

Account	Comments	DEPT Descr	Amount
<b>PITNEY BOWES</b>			
E 01-4300-110-10	MAILING SUPPLIES - ADMIN	Administration	\$91.29
PITNEY BOWES			\$91.29
<b>PRO HYDRO-TESTING, LLC</b>			
E 01-4268-030-30	HYDRO TESTING CYLINDERS -	Fire	\$2,980.00
PRO HYDRO-TESTING, LLC			\$2,980.00
<b>PRO-TEC DESIGN, INC.</b>			
E 01-4220-114-14	SYSTEM SERVICES	Info Tech	\$1,220.00
PRO-TEC DESIGN, INC.			\$1,220.00
<b>PUBLIC EMPL INS PROGRAM</b>			
E 08-4131-000-00	MARCH 2026 HEALTH INSURAN	Spec Fds	\$725.16
E 01-4131-085-85	MARCH 2026 HEALTH INSURAN	Recycling	\$725.16
E 01-4131-020-20	MARCH 2026 HEALTH INSURAN	Police	\$15,100.78
G 01-2074	MARCH 2026 HEALTH INSURAN		\$2,384.52
G 01-2071	MARCH 2026 HEALTH INSURAN		\$1,151.60
E 01-4131-070-70	MARCH 2026 HEALTH INSURAN	Parks & Recreation	\$2,175.48
E 01-4131-050-50	MARCH 2026 HEALTH INSURAN	Road & Bridges	\$725.16
E 01-4131-030-30	MARCH 2026 HEALTH INSURAN	Fire	\$1,000.00
E 01-4131-110-10	MARCH 2026 HEALTH INSURAN	Administration	\$10,076.90
E 01-4131-020-20	MARCH 2026 HEALTH INSURAN	Police	\$24,812.30
E 01-4131-105-15	MARCH 2026 HEALTH INSURAN	Engineering Enterprise	\$6,069.82
PUBLIC EMPL INS PROGRAM			\$64,946.88
<b>RENT N SAVE</b>			
E 01-4200-610-70	JAN 2026 PORTABLE RESTROO	Parks & Recreation	\$1,160.00
RENT N SAVE			\$1,160.00
<b>SOUTH METRO SWAT</b>			
E 01-4404-020-20	2026 SOUTH METRO SWAT ME	Police	\$19,030.00
SOUTH METRO SWAT			\$19,030.00
<b>SPRWS</b>			
E 01-4425-315-30	JAN 2026 SERVICE - 2121 DOD	Fire	\$128.58
E 01-4425-310-70	JAN 2026 SERVICE - 2431 LEXI	Parks & Recreation	\$30.08
E 15-4425-310-60	JAN 2026 SERVICE - 2431 LEXI	Utility Enterprise	\$30.08
E 08-4425-000-00	JAN 2026 SERVICE - 1101 VICT	Spec Fds	\$133.96
E 01-4425-310-50	JAN 2026 SERVICE - 2431 LEXI	Road & Bridges	\$30.08
SPRWS			\$352.78
<b>ST. PAUL PIONEER PRESS</b>			
E 01-4240-110-10	JAN 2026 LEGAL NOTICES	Administration	\$104.11
E 01-4240-080-80	JAN 2026 LEGAL NOTICES	Planning	\$50.63
ST. PAUL PIONEER PRESS			\$154.74
<b>STATE SUPPLY COMPANY</b>			
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$12.23
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$12.23
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$34.51
E 01-4335-310-50	BLDG MAINT - PW	Road & Bridges	\$34.51
E 01-4335-310-70	BLDG MAINT - PW	Parks & Recreation	\$12.23
E 15-4335-310-60	BLDG MAINT - PW	Utility Enterprise	\$34.52

CITY OF MENDOTA HEIGHTS

**Claims List**  
**SYSTEM CHECKS**  
 02/17/26 PAY

Account	Comments	DEPT Descr	Amount
STATE SUPPLY COMPANY			\$140.23
SUN CONTROL OF MINNESOTA			
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$50.00
SUN CONTROL OF MINNESOTA			\$50.00
TIME SAVER OFF SITE SEC. SVC.			
E 01-4220-110-10	1/20/26 CITY COUNCIL MINUT	Administration	\$344.00
E 01-4220-080-80	1/27/26 PLANNING COMMISSI	Planning	\$178.00
TIME SAVER OFF SITE SEC. SVC.			\$522.00
TRUCK REPAIR & EQUIPMENT			
E 01-4330-490-70	EQUIP REPAIR - PARKS	Parks & Recreation	\$185.25
TRUCK REPAIR & EQUIPMENT			\$185.25
TRUESDELL, DUSTIN			
E 01-4403-030-30	REIMBURSE TRAINING SUPPLI	Fire	\$55.36
TRUESDELL, DUSTIN			\$55.36
TWIN CITIES AUTO GLASS, INC			
E 01-4330-440-20	EQUIP REPAIR - PD	Police	\$788.87
TWIN CITIES AUTO GLASS, INC			\$788.87
VERIZON WIRELESS			
E 01-4210-030-30	CELL SERVICE	Fire	\$40.01
E 45-4210-045-45	CELL SERVICE	Golf Course	\$40.01
E 01-4210-050-50	CELL SERVICE	Road & Bridges	\$38.41
E 01-4210-070-70	CELL SERVICE	Parks & Recreation	\$35.01
VERIZON WIRELESS			\$153.44
VESTIS (ARAMARK)			
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$12.52
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$21.02
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$21.03
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$12.52
E 08-4335-000-00	MAT SERVICE - CITY HALL	Spec Fds	\$96.03
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$15.29
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$15.29
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$21.02
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$21.02
E 15-4200-610-60	MAT SERVICE - PW	Utility Enterprise	\$21.03
E 01-4410-050-50	UNIFORM - PW	Road & Bridges	\$12.52
E 01-4200-610-70	MAT SERVICE - PW	Parks & Recreation	\$21.02
E 01-4200-610-50	MAT SERVICE - PW	Road & Bridges	\$15.29
VESTIS (ARAMARK)			\$305.60
WALRATH, JAMES			
E 01-4410-020-20	UNIFORM REIMBURSEMENT - J	Police	\$172.91
WALRATH, JAMES			\$172.91
XCEL ENERGY			
E 01-4212-315-30	JAN 2026 GAS UTILITIES	Fire	\$3,763.59
E 45-4212-046-45	JAN 2026 GAS UTILITIES	Golf Course	\$147.78
E 15-4212-400-60	JAN 2026 GAS UTILITIES	Utility Enterprise	\$95.76
E 15-4211-400-60	JAN 2026 ELECTRIC UTILITIES	Utility Enterprise	\$570.33

CITY OF MENDOTA HEIGHTS

**Claims List**  
**SYSTEM CHECKS**  
 02/17/26 PAY

Account	Comments	DEPT Descr	Amount
E 01-4211-300-50	JAN 2026 ELECTRIC UTILITIES	Road & Bridges	\$165.76
E 01-4211-310-50	JAN 2026 ELECTRIC UTILITIES	Road & Bridges	\$297.35
E 01-4211-310-70	JAN 2026 ELECTRIC UTILITIES	Parks & Recreation	\$297.35
E 01-4211-315-30	JAN 2026 ELECTRIC UTILITIES	Fire	\$1,991.62
E 01-4211-320-70	JAN 2026 ELECTRIC UTILITIES	Parks & Recreation	\$529.82
E 01-4211-420-50	JAN 2026 ELECTRIC UTILITIES	Road & Bridges	\$84.64
E 08-4212-000-00	JAN 2026 GAS UTILITIES	Spec Fds	\$2,334.35
E 15-4211-310-60	JAN 2026 ELECTRIC UTILITIES	Utility Enterprise	\$297.35
E 15-4212-310-60	JAN 2026 GAS UTILITIES	Utility Enterprise	\$1,309.01
E 28-4211-000-00	JAN 2026 ELECTRIC UTILITIES	Spec Fds	\$303.35
E 45-4211-047-45	JAN 2026 ELECTRIC UTILITIES	Golf Course	\$127.03
E 45-4211-046-45	JAN 2026 ELECTRIC UTILITIES	Golf Course	\$69.66
E 01-4212-310-50	JAN 2026 GAS UTILITIES	Road & Bridges	\$1,308.99
E 01-4212-310-70	JAN 2026 GAS UTILITIES	Parks & Recreation	\$1,308.99
E 01-4212-320-70	JAN 2026 GAS UTILITIES	Parks & Recreation	\$99.63
E 08-4211-000-00	JAN 2026 ELECTRIC UTILITIES	Spec Fds	\$1,600.87
XCEL ENERGY			\$16,703.23
			<hr/>
			\$220,643.74

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## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** February 17, 2026

**AGENDA ITEM:** City Communications Report

**ITEM TYPE:** Presentation

**DEPARTMENT:** Administration

**CONTACT:** Kelly Torkelson, Assistant City Administrator

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### **ACTION REQUEST:**

Information only.

### **BACKGROUND:**

#### **Summary:**

This report provides an overview of the City of Mendota Heights' communications efforts in 2025, including print, digital, and branding initiatives, and highlights how these efforts support public engagement, transparency, and City Council strategic priorities.

Mendota Heights Communications strives to deliver timely, accurate, and engaging information to residents, businesses, and community members. The city's communications team includes a part-time Communications Coordinator, Katie Bengtson, whose responsibilities include content creation, graphic design, social media management, and website administration. In addition, the Administrative Special Projects Coordinator, Noel Mills Ford, supports special communications initiatives. Overall management of city communications is overseen by Kelly Torkelson, the Assistant City Administrator.

### **Initiative Overview:**

#### **1. Print Communications**

Print communications are distributed regularly to every household and business in Mendota Heights, reaching 6,225 addresses. Key print materials include:

- *Heights Highlights* quarterly city newsletter
- Fire Department Annual Report
- Summer Recreation Program Guide
- Parks and Recreation postcards

While print communications are more costly to produce and distribute than digital tools, they remain one of the City's most effective outreach methods. Print materials provide equitable access to information, particularly for residents who may not engage with digital platforms. As

digital fatigue increases and attention spans decline, print communications continue to be a highly effective tool for promoting programs, events, and city initiatives.

## 2. E-Newsletters

E-newsletters are a valuable opt-in tool for delivering timely and targeted information to community members. Subscribers receive updates via email and text messaging. The City distributes a general weekly update, *Friday News*, and has expanded topic-specific subscription lists to better tailor information to resident interests.

Topic	Title	Subscribers
General Updates	Friday News	5,489
Infrastructure Projects	Infrastructure Projects	687
Infrastructure Projects	Municipal Campus Project	45
Par 3 Golf Course	News from the Nine	1,385
Recreation Programs	Recreation Roundup	1,264
Meeting Materials	City Council	2,793
Meeting Materials	Natural Resources Commission	595
Meeting Materials	Parks and Recreation Commission	1,202
Meeting Materials	Planning Commission	1,165
Meeting Materials	Airport Relations Commission	212

The expansion of topic-specific lists allows the City to deliver more relevant content while reducing information overload for subscribers.

## 3. Social Media

Social media provides a cost-effective and timely method for distributing city information. As an opt-in platform, social media allows residents to actively choose how they engage with city content. All information shared on social media is also available on the City’s website, often with expanded details and resources.

### Current followers by platform:

- Facebook
  - Citywide: 2,600
  - Police Department: 7,700
  - Parks and Recreation: 1,700
- Instagram: 633

In 2025, the City used social media in innovative ways to enhance transparency and humanize city services. The city hosted two Instagram takeovers, one featuring the Police Department and one highlighting City Hall operations, providing behind-the-scenes perspectives from staff. These takeovers were frequently referenced by attendees at the October 2025 Municipal Campus Project Open House.

- Police Department takeover: 1,914 accounts reached

- City Hall takeover: 1,626 accounts reached

#### 4. Rebranding

In 2025, the City completed event rebranding efforts to better reflect programming and community identity. Parks Celebration was rebranded as *HeightsFest*, and Frozen Fun Fest was rebranded as *Winter Whirl*. Each event received updated branding and new graphic logos while maintaining continuity with legacy events.

The City also launched branding for its sustainability initiatives. This branding helps identify programs and actions that advance the City Council's strategic priority of Sustainability and Stewardship, allowing residents to easily recognize where the City is delivering on this commitment.



#### 5. City Website

The City's website serves as a "digital City Hall," providing centralized access to information on programs, services, projects, and staff contacts. Staff update website content daily to ensure accuracy and relevance. New federal and state accessibility requirements taking effect in 2027 will require municipal websites to be fully ADA compliant. Staff are actively addressing existing accessibility gaps in digital materials to meet legal requirements and to ensure that all users can equitably access city information.

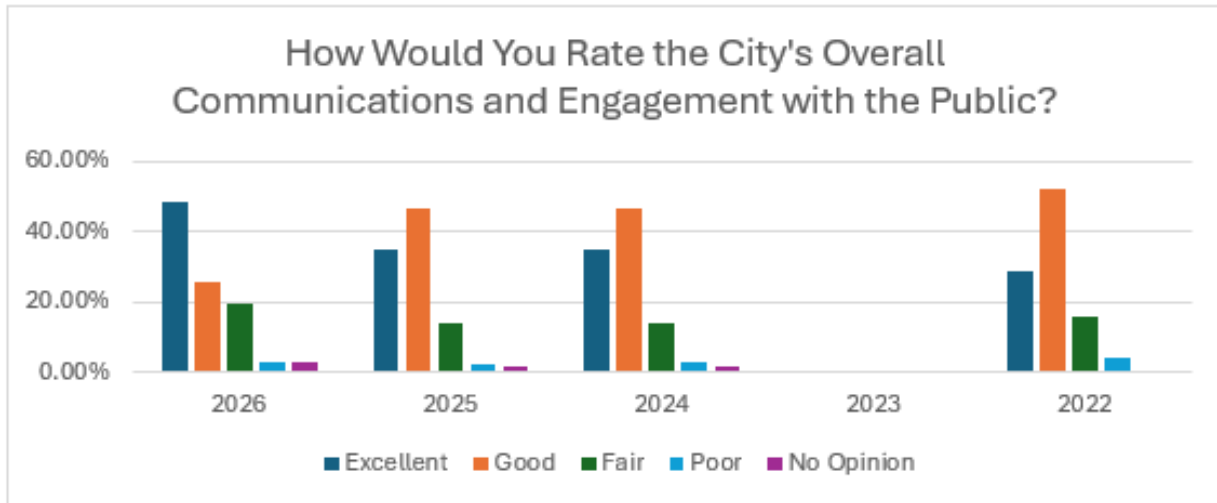
#### 6. Communications Survey

The City completed its annual communications survey again in 2026. Survey results continued to show a strong resident preference for the printed city newsletter and the weekly *Friday News* e-newsletter. Respondents also identified the City's social media platforms and city website as valuable tools for staying informed about city news, programs, and events.

Staff use feedback from the annual communications survey to identify opportunities for expanded initiatives and to prioritize communication methods that best meet resident needs and interests. The survey is distributed each January.

Participation in the 2026 survey was lower than in previous years, with 33 total respondents. Staff attribute the reduced participation to the presence of other dominant current events occurring at the time of distribution. Despite the lower response rate, overall satisfaction with the City's communications and public engagement increased. Notably, 48% of respondents

rated the City's communications as "excellent," compared to 35% in prior years, indicating improved perceptions of effectiveness among those who participated. In addition to the valuable knowledge and experience of existing staff, additional staff time made available through the addition of an FTE in 2025 for the Administrative Special Project Coordinator position has created additional resources that reflect increased service levels in residential communications experience.



In 2026, communications efforts will continue to focus on transparency, accessibility, and resident engagement—particularly related to the Municipal Campus Project, infrastructure improvements, and ADA compliance.

**FISCAL AND RESOURCE IMPACT:**

N/A

**ATTACHMENTS:**

None

**CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government, Premier Public Services & Infrastructure



**REQUEST FOR CITY COUNCIL ACTION**

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**MEETING DATE:** February 17, 2026

**AGENDA ITEM:** Resolution 2026-12 Sponsoring an Outdoor Recreation Grant for Valley Park

**ITEM TYPE:** New and Unfinished Business

**DEPARTMENT:** Parks and Recreation

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

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**ACTION REQUEST:**

Approve Resolution 2026-12 Sponsoring an Outdoor Recreation Grant for Valley Park.

**BACKGROUND:**

The DNR Outdoor Recreation Grant Program provides matching grants to local units of government for up to 50 percent of the cost of acquisition, development, and/or redevelopment of local parks and recreation areas. Project proposals must have a total project cost of at least \$100,000. Grants are reimbursed based on up to 50 percent of the total eligible costs. The maximum grant award is \$500,000 (for a total project cost of at least \$1,000,000). The local match can consist of cash, the value of materials, labor and equipment usage by the local sponsor; donations; or any combination thereof. The Department of Natural Resources will review and rank applications during the spring of 2026. The application deadline is March 31, 2026. Preliminary grant awards will be announced in the summer of 2026.

The review and selection process will focus on guidelines outlined in the 2026-2030 State Comprehensive Outdoor Recreation Plan (SCORP). Additional review components will assess the design of the proposed project and existing park facilities. Project design should be compatible with the physical characteristics of the site, consistent with generally accepted engineering and architectural design standards, in accordance with accessibility standards, and minimize risk to the health and safety of users. Dakota County has a contract with a Landscape Architect consultant who is assisting staff in submitting the grant application at no cost to the City of Mendota Heights.

As part of the grant, staff is proposing the following scope of improvements at Valley Park:

Outfield Fence for Ballfield	\$11,542
Playground Safety Fence	\$11,294
Picnic Shelter Refurbishment	\$170,000
Electrical to Picnic Shelter	\$30,000

Lighting to Picnic Shelter	\$10,000
Playground Replacement	\$155,000
Park Wayfinding Sign	\$7,500
AED	\$3,500
Bike Fix It Station	\$5,000
<b>Total</b>	<b>\$403,836</b>
<b>50% Mendota Heights Responsibility</b>	<b>\$201,918</b>

If the City is successful in obtaining the grant, projects would need to be complete and expenses paid by June 30, 2028.

**FISCAL AND RESOURCE IMPACT:**

The 2026 budget includes \$200,000 (\$150,000 from Fund Balance and \$50,000 from the Special Parks Fund) for the refurbishment of the picnic shelter and the replacement of the playground. If successful, costs are not anticipated to be due until 2027 or later, but grant requirements include a match commitment at time of application.

**ATTACHMENTS:**

1. Resolution 2026-12 Resolution Sponsoring an Outdoor Recreation Grant for Valley Park
2. Grant Application

**CITY COUNCIL PRIORITY:**

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

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

**RESOLUTION 2026-12**

**RESOLUTION SPONSORING AN OUTDOOR RECREATION GRANT FOR VALLEY PARK**

**BE IT RESOLVED**, that the City of Mendota Heights act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on March 31, 2026 and that the Parks and Recreation Director, Meredith Lawrence, is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of Mendota Heights.

**BE IT FURTHER RESOLVED** that the City of Mendota Heights maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

**BE IT FURTHER RESOLVED** that the City of Mendota Heights has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

**BE IT FURTHER RESOLVED** that the City of Mendota Heights has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

**BE IT FURTHER RESOLVED** that the City of Mendota Heights has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application.

**BE IT FURTHER RESOLVED** that, upon approval of its application by the State, the City of Mendota Heights may enter into an agreement with the State for the above-referenced project, and that the City of Mendota Heights certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

**NOW, THEREFORE BE IT RESOLVED** that the Parks and Recreation Director, Meredith Lawrence, is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

Adopted by the Mendota Heights City Council this 17th day of February, 2026.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

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**Stephanie B. Levine, Mayor**

**ATTEST:**

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**Nancy Bauer, City Clerk**

# 2026 Grant Application

## Outdoor Recreation Grant Program

**Submission Deadline: March 31, 2026 (by 11:59pm)**

**\*Use the current 2026 Grant Application template, as some of our requirements have changed. Use of prior templates places applicants at risk of excluding required information.**

Before starting this application, please read the [2026 Outdoor Recreation Program Manual](#). If you are resubmitting an application from a previous cycle, please be sure to use this application as there have been several changes.

Only one park may be included in an application and only one application per park. Applicants can submit more than one application and receive more than one grant. Significant progress must be made on active projects before you can submit another application.

This program is very competitive. Be sure to allow enough time to complete the resolution, public participation, and any appraisals (if your project includes land acquisition). MN DNR Grant Coordinator staff are available to discuss your project. If you would like comments on draft applications, submit them by **11:59pm, February 27, 2026** to [Parkgrants.DNR@state.mn.us](mailto:Parkgrants.DNR@state.mn.us).

Only complete applications submitted by the final deadline will be considered for funding.

To submit your application, format the entire application, including all attachments, as one “pdf” and email it to [Parkgrants.DNR@state.mn.us](mailto:Parkgrants.DNR@state.mn.us) by **11:59pm, March 31**. Use the form provided for each item or reproduce it in the same format. Use **Application Checklist** as your cover sheet. Email submissions with multiple PDF attachments applications are accepted on an as-need basis. Email [Parkgrants.DNR@state.mn.us](mailto:Parkgrants.DNR@state.mn.us) to alert staff.

Paper submission of applications is accepted on an as-need basis. Email [Parkgrants.DNR@state.mn.us](mailto:Parkgrants.DNR@state.mn.us) to alert staff you plan to submit a hard copy via mail. Hard copy submissions must be post-marked by March 31, 2026, and sent to:

MN DNR Outdoor Recreation Grant Program  
Attn: Parks and Trails Division Grant Coordinator  
500 Lafayette Road, Box 39  
Saint Paul, MN 55155

After submission, make sure you receive a confirmation email that your application arrived in a useable form by the due date. Applications submitted in an unusable format will not be considered for funding.

Please note if your project advances to final selection review and is \$50,000 or more, financial documentation will need to be provided in accordance with Minn. Stat. §16B.981/Chapter 62 -

MN Laws, Article 7, Section 11. This will include recent financial statements and audit as well as a statement of financial position.

A Natural Heritage Conservation Planning Report is required with the application.

A Natural Heritage Review will also be required if your project is selected. **Do not conduct a Natural Heritage Review unless you have been selected for funding.** The cost of this review is not an eligible grant expense.

#### **Timeline: 2026 Grant Round**

- Application materials become available.....December 2025
- Informational Webinar.....February 4, 2026
- Optional draft application deadline .....February 27, 2026
- Submission deadline.....March 31, 2026
- Awards announced.....June 30, 2026
- State Historic Preservation Office (SHPO) review...Summer 2026
- Contracts signed after final approvals.....Between October 2026 and March 2027
- Grants expire – projects completed .....June 30, 2028

For assistance, please contact

- Sarah Wennerberg, 651-259-5579, [sarah.wennerberg@state.mn.us](mailto:sarah.wennerberg@state.mn.us)
- Jennifer Bubke, 651-259-5638, [jennifer.bubke@state.mn.us](mailto:jennifer.bubke@state.mn.us)
- Department of Natural Resources (DNR) Information Center, [info.dnr@state.mn.us](mailto:info.dnr@state.mn.us)

## ***TABLE OF CONTENTS***

### **Application Checklist**

#### **Required for all projects**

- Item 1: ..... [Application Summary](#)
- Item 2: ..... [Project Narrative](#)
- Item 3: ..... [Project Relation to SCORP](#)
- Item 4: ..... [Cost Breakdown](#)
- Item 5: ..... Project Site Evaluation
  - [Part 1: IPAC Report](#)
  - [Part 2: Conservation Planning Report](#)
  - [Part 3: SHPO Data Search](#)
  - [Part 4: Description of Environmental Impact of Proposed Project](#)
  - [Part 5: Environmental Screening Form \(ESF\)](#)
  - [Part 6: Community Information \*\*\\*NEW Process in 2026\*\*](#)
- Item 6: ..... [Public Participation and Benefit](#)
- Item 7: ..... [Availability for Public Use](#)
- Item 8: ..... [Statement of Accessibility](#)

### ***Attachments***

#### **Required for all projects**

- Attachment A: [Applicant Resolution](#)
- Attachment B: [Maps](#)
  - [Location Map](#)
  - [Boundary Map](#)
  - [Recreational Site Plan](#)
- Attachment C: [Project Timeline](#)
- Attachment D: [Photos](#)
- Attachment E: [Plans](#)
- Attachment F: Certification not suspended or debarred
- Attachment G: Certification of no conviction of felony financial crime

#### **Required for all land acquisitions**

- Attachment H: [Appraisal\(s\)](#)

## OUTDOOR RECREATION GRANT PROGRAM APPLICATION CHECK-LIST

Please use this checklist to make sure your application is complete before submitting.

**Application Deadline: March 31, 2026 (by 11:59 pm)**

**Applicants should focus on projects that will be completed during the 2027/2028 construction seasons.**

**Please note that if your project advances to final selection review, financial documentation will need to be provided including recent financial statements and audit as well as a statement of financial position. A Natural Heritage Review letter will also need to be requested and submitted.**

Required for all applicants
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### Grant Application

- Item 1: Application Summary
- Item 2: Project Narrative
- Item 3: Project Relation to SCORP
- Item 4: Cost Breakdown
- Item 5: Project Site Evaluation
  - Part 1: IPAC Report
  - Part 2: Conservation Planning Report
  - Part 3: SHPO Data Search
  - Part 4: Description of Environmental Impact of Proposed Project
  - Part 5: Environmental Screening Form (ESF)
  - Part 6: Community Information **\*NEW Process in 2026\***
- Item 6: Public Participation and Benefit
- Item 7: Availability for Public Use
- Item 8: Statement of Accessibility

### Attachments

- Attachment A – Applicant’s Resolution
- Attachment B – Maps
  - Location Map(s), showing park location within state, county, and community
  - Boundary Map
  - Recreational Site Plan
- Attachment C – Project Timeline, beginning with Month 1
- Attachment D - Photos of all existing areas of the park (not project area(s) only)
- Attachment E – Plans, required for all new and renovated facilities
  - Buildings, shelters and restrooms plans
  - Trail, walkway and access route plans
  - Playground and splash pad plans
  - Fishing pier plans
  - Campground plans
- Attachment F - Certification not suspended or debarred

- Attachment G - Certification of no conviction of felony financial crime
- Attachment H - Federal Appraisal, required for all land acquisition projects

## ***ITEM 1 - APPLICATION SUMMARY – 2026 APPLICATION***

Use the 2026 Grant Application template, as requirements have changed.  
Using prior templates places applicants at risk of excluding required information.

Please keep the application intact.  
DO NOT delete questions that are irrelevant to your project or change numbering.

### **Applicant Information**

Name of applicant: **Click here to enter text.**

Name and title of contact: **Click here to enter text.**

Address: **Click here to enter text.**

City: **Click here to enter text.** State: **MN** Zip Code: **Click here to enter text.**

Phone: **Click here to enter text.** Email: **Click here to enter text.**

The point of contact for this project has read the Outdoor Recreation Grant Program Manual (acknowledge by checking the box).

### **Park Information**

Park Name: **Click here to enter text.**

Park Address: **Click here to enter text.**

City: **Click here to enter text.**

Nine Digit Zip Code: **Click here to enter text.**

County: **Click here to enter text.**

Township, Section, Range: **Click here to enter text.**

Existing Park Acres: **Click to enter amount.**

### **Project Information**

Project Type (Check all that apply to this project):

- Acquisition: Acres to be purchased: **Click to enter amount.**
- New Development/Construction
- Redevelopment/ Rehabilitation
- Replacement/ Demolition

**Description:** Provide a short description (less than 30 words) of your project proposal. Include only items that will be accomplished with this project. Do not include work to be accomplished in future phases.

**Click here to enter text.**

### **Financial Information**

The Applicant must provide a match of, at least, 50% of the total cost. This match may consist of cash or the value of materials, labor and equipment usage by the applicant, donations or any combination of these. The total project cost shown below must equal the total cost shown in Item 4 – Cost Breakdown.

Total Project Cost: **Click to enter amount.**  
 Grant Request: **Click to enter amount.**  
 Match Amount: **Click to enter amount.**

**Match:** List all sources and amounts of the match and identify if it is committed or pending. This program requires a one-to-one match. The match can consist of cash, the value of materials, labor and equipment usage by the local sponsor, donations or any combination thereof. State or federal grants may be eligible for match under this program; however, this may impact the type of award you receive. If you plan to use state or federal funds as part of your match, please contact a Grant Coordinator prior to submission of your application.

Applicants who provide at least 20% of the match from their own resources and/or have their match committed at the time of the application will receive additional consideration in the review.

Matching Share Contributors (Name and funding source):	Match Amount/Value	Type (cash, donated land, etc.)	Is Match Secured or firmly committed. If committed, list date expected to be secured.
<b>GRAND TOTAL</b>			

## ***ITEM 2 - PROJECT NARRATIVE***

**Please limit each response to 1-2 paragraphs, no more than 250 words per paragraph.**

1. Provide a general overview of what the project involves and what will be accomplished by the completion of the proposed project. Discuss why this project is needed at this time. Identify new facilities that will be constructed, existing facilities that will be renovated or replaced (specify which), or the general site improvements that will be completed with the requested funding.

**Click here to enter text.**

2. What design elements are included that contribute to preserving environmental resources as part of ensuring a quality outdoor recreation experience for present and future generations?

**Click here to enter text.**

3. Who is accessing your park the most? Who has the least access? How does the proposed project address the needs of the users with the least access?

**Click here to enter text.**

### **ITEM 3 - PROJECT RELATION TO SCORP**

Discuss how the following Strategic Directions from the soon to be approved 2026-2030 Statewide Comprehensive Outdoor Recreation Plan (SCORP) apply to your project. *The SCORP is available at this [link](#).* The 2026-2030 SCORP is under review by the National Park Service. Once approved, the SCORP website will be updated with the final document. This application aligns with the 2026-2030 SCORP content.

#### **How Does the Project Connect People to the Outdoors?**

1. How does the proposed project design and redevelop outdoor recreation facilities so they accommodate varying forms of transportation to your park? Describe the types of transportation used to access your park from your community (e.g., driving, walking, biking, canoe/kayaking, snowmobiling, and ATV riding), including accessible forms of transportation.

**Click here to enter text.**

2. How does the park and/or proposed project provide outdoor recreation facilities to encourage use by people with all abilities and backgrounds? Does your park provide accessible seating, bathrooms, drinking water, shade opportunities, informational signs and/or safety features? Please describe.

**Click here to enter text.**

3. How does the proposed project provide high-quality experiences to visitors through thoughtful design, programming, and interpretation? Does your project include development or expansion of facilities to provide high quality experiences? Are interpretive signs provided to enhance the user experience?

**Click here to enter text.**

4. Describe how the proposed outdoor recreation facilities and experiences are affordable for people with different economic means.

**Click here to enter text.**

#### **Does the Project Acquire Land and/or Create Opportunities?**

##### **Acquisition**

*If you are not acquiring land,*

- *Respond "Not applicable" to questions 1-5 and proceed to Development-Redevelopment questions 6-9.*
- *Any responses provided to questions 1-5 will not be reviewed or scored.*

1. Is the proposed project located in an area lacking near-home recreation opportunities, including both densely settled urban areas and the surrounding rapidly growing areas, and regional population centers located throughout rural Minnesota?

**Click here to enter text.**

2. Does the proposed project accelerate the acquisition of private in-holdings and add lands to existing parks to enhance resource protection and recreational opportunities? Please describe.

**Click here to enter text.**

3. Does the proposed project accelerate the acquisition of private inholdings and add lands to existing parks to enhance resource protection and recreational opportunities? Please describe.

**Click here to enter text.**

4. Does the proposed project preserve high-quality natural resources? (such as ecological subsections not represented in the state park system or other comparable land holdings; exceptional one-time opportunities of unique, high-quality natural resources that meet critical needs near population centers; important water resources including lakes, rivers, wetlands, shoreline and critical watersheds; corridors that connect other protected high-quality natural resources areas)? Please describe.

**Click here to enter text.**

### **Development/Redevelopment**

5. How does the proposed project develop and/or redevelop facilities that meet the differing outdoor recreation needs for people of all abilities? Does your project incorporate universal design, family friendly facilities, separation of uses (active/passive use, RV/tent sites), and an appropriate quality natural setting for proposed activities? Please describe.

**Click here to enter text.**

6. How does the proposed project create an accessible environment that is open and flexible to accommodate new and emerging nature-based recreation uses? Does the project support numerous activities, maintain large open play areas, incorporate emerging nature-based activities such as camping, fishing, water access, birding, hiking, wildlife viewing, etc.? Please describe.

**Click here to enter text.**

7. How does the proposed project develop infrastructure and amenities that meet a broad spectrum of community needs and interests and consider future generations (e.g., develop group-based opportunities such as group campsites, group picnic areas, and gathering spaces used by all communities; offers amenities that meet the lifestyles of

our target markets such as wireless internet, playgrounds, family bathrooms, areas for specialized interest, etc.)? Please describe.

**Click here to enter text.**

8. Will the proposed project be designed and constructed with sustainable and resilient infrastructure, including effective storm water management (e.g., rely on up-to-date green infrastructure and best practice designs, is energy efficient, easy to maintain and uses recycled/recyclable materials, conserve the use of water at facilities and/or design facilities to effectively manage storm water onsite.)? Please describe.

**Click here to enter text.**

9. Does the park design take into consideration emergency preparedness and resilience to changing environments (i.e. flooding events, floodplain changes, shade and water availability, plant adaptivity, and invasive species management)? Please describe.

**Click here to enter text.**

### **Does the Project Take Care of What We Have?**

1. Does the proposed project result in redevelopment, renovation, or rehabilitation of existing infrastructure to ensure high-quality and safe experiences for the public (e.g., roof replacement, structural replacement, trail resurfacing, refurbishing trail head amenities, campgrounds rehabbed and updated, bring facilities up to modern codes and standards, and/or make it easy for everyone to access and enjoy parks and trails)? Please describe.

**Click here to enter text.**

2. Does the project sponsor maintain a Capital Asset Management plan, that includes a schedule of replacing park equipment/facilities, to ensure protection and full utilization of the proposed facilities (yes or no, describe)?

**Click here to enter text.**

3. Does the proposed project preserve existing high-quality natural areas and water resources? Please describe.

**Click here to enter text.**

4. Does the proposed project restore and reconstruct natural communities that have been degraded or lost due to invasive species, agriculture, or development?

**Click here to enter text.**

## ITEM 4 - COST BREAKDOWN

**Development** (see Program Manual for eligible costs). Contingency and indirect costs are not eligible grant expenditures. Design/Engineering costs more than 10% of the total project construction cost are not eligible. Be aware we require all existing and proposed facilities to have accessible routes so please account for that in your cost breakdown. If your project is selected for federal funding, the Build America, Buy America Act will apply ([BABAA](#)). We recommend including pricing from BABAA compliant companies to the extent possible on applicable budget lines.

Pursuant to Minnesota Statutes 177.41 to 177.44, and corresponding Minnesota Rules 5200.1000 to 5200.1120, this program is subject to prevailing wages as established by the Minnesota Department of Labor and Industry. If awarded, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply may result in civil or criminal penalties. Accordingly, ensure pricing includes costs for prevailing wages.

**Please provide cost breakdown by facility, not by materials.** See examples. Delete the listed examples from your budget prior to submission. Please reference the Outdoor Recreation Budget Template for additional guidance. You can utilize the table below or budget template to complete your project budget.

Facility (e.g., picnic area, campground, walkway, shelter, restroom)	Description (linear feet, dimensions, material used, number of components, etc.)	Cost Per Unit	Total Cost
<i>Land, Structures, rights-of-way, etc.</i>			
<i>Site work</i>			
<i>Demotion and removal</i>			
<b>Construction</b>			
<i>Example: Bathroom/Shower/Storm Shelter</i>	<i>Materials and labor for construction of one 37' x 38' concrete block facility. Also includes septic system and drain field.</i>	<i>\$596,000</i>	<i>\$596,000</i>
<i>Ex: ADA-Compliant Pathways</i>	<i>2,500, linear feet; Crushed Run/Asphalt (8' ft width)</i>	<i>\$36,252</i>	<i>\$36,252</i>
<b>Equipment</b>			
<i>Playground equipment &amp; surfacing</i>	<i>7 main play pieces (including 3 ground components), 7,850 SF engineered wood fiber</i>	<i>\$215,000</i>	<i>\$215,000</i>
<b>Miscellaneous</b>			
<i>Ex: Signage</i>	<i>Installation and maintenance of 1 interpretive and 3 directional signs</i>	<i>\$950</i>	<i>\$950</i>
<b>Grand Total</b>			

1. How were the cost estimates derived?

**Click here to enter text.**

2. What assurances are there that the costs listed are reasonable?

**Click here to enter text.**

3. Describe any project elements or costs that will improve site resiliency and facility longevity, if any.

**Click here to enter text.**

4. What is the anticipated life span of the facilities that will be funded as part of this project? What are the estimated annual maintenance costs?

**Click here to enter text.**

5. What is your recent experience completing similar projects with state or federal grant funding?

**Click here to enter text.**

**Land Acquisition (if application includes acquisition) – Federal (Yellow-Book) Appraisal(s) must be attached.** If you are not acquiring land, any answers provided here will not be reviewed or scored.

Parcel Identification Number or location	Description of property	Acres	Appraised Value
<b>Grand Total</b>			

1. Why is this acquisition needed?

**Click here to enter text.**

2. Describe the existing resources and features of the site that make it desirable for public outdoor recreation.

**Click here to enter text.**

3. Explain how you envision this acquisition contributing to outdoor recreation in the long term.

**Click here to enter text.**

4. From whom is this property being purchased?

**Click here to enter text.**

5. Are any buildings or structures being purchased along with the property?
- No
  - Yes – Describe what is planned for those structures and whether the grant funded project includes the value of those structures.

**Click here to enter text.**

6. How and when will the site be made open and accessible for public outdoor recreation use? For acquisition only grants, parking and a funding acknowledgement sign must be posted prior to close of the grant and the park open for public access. Recreation facilities must be developed within three years from the date of acquisition.

**Click here to enter text.**

7. Is this property being acquired under threat of condemnation?

**Click here to enter text.**

8. Was the property listed for public sale?
- No
  - Yes – Explain how the property owner was made aware of the grant sponsor's interest in the property.

**Click here to enter text.**

9. Does this project involve donated property?
- No
  - Yes – Include evidence that the seller was offered the fair market value of the property as just compensation and willingly chose to donate the property instead.

**Click here to enter text.**

## ***ITEM 5 - PROJECT SITE EVALUATION***

All applicants must prepare and submit the Project Site Evaluation on the next pages. The project site evaluation will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the project area. It is very important that the project site evaluation identify all possible impacts of the proposed project. This will help determine whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. Use the resources below to help you fill out the evaluation:

### **Endangered Species and Critical Habitat Resources**

US Fish and Wildlife Service (USFWS) [Information for Planning and Consultation \(IPaC\) Report](#) provides a list of species and other resources such as critical habitat (collectively referred to as trust resources) under the USFWS' jurisdiction that are known or expected to be in or near the project area. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

### **Minnesota's List of Endangered and Threatened Animal Species**

Additional information on animals and plants that are endangered, threatened or merit special consideration or management is available from the Minnesota Natural Heritage Program/Nongame Wildlife Program, Section of Wildlife, Department of Natural Resources (DNR). [Minnesota's List of Endangered and Threatened Animal Species](#), identifying all species of Minnesota's animals and plants listed under the provisions of the Federal Endangered Species Act of 1973, Public Law 93-205, and/or Minnesota Statute 84.0895, is available [online](#), or from the DNR by calling (651) 296-6157 or (888) 646-6367, or via the DNR website [Minnesota's Endangered, Threatened, and Special Concern Species](#).

Additional information may be obtained by calling the Division of Ecological Resources information number at (651) 259-5100. The DNR is also developing biological surveys on a county-by-county basis on sensitive natural habitats and rare plant and animal species. Several publications are available which provide detailed information on these subjects. Additional information about county biological surveys is available at [Minnesota Biological Survey](#).

### **Wetlands Resources**

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed, or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized, and compensatory mitigation must be provided for all values that have been lost or diminished. The basic reference for wetland determination will be the [National Wetlands Inventory](#) produced by the U. S. Fish and Wildlife Service and available at the DNR. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources Division, DNR at (651) 259-5100.

## Project Site Evaluation

Using the following format and subject categories below, address all of the points covered under each category and be specific. It is important that the project site evaluation be a complete and accurate assessment of the natural and/or scenic characteristics of the area and the likely impacts of the project, either positive or negative, on those characteristics.

### Part 1 – USFWS Information for Planning and Consultation (IPaC) Report

Review of your project by the US Fish and Wildlife Service (USFWS) [Information for Planning and Consultation \(IPaC\) Report](#) is required to provide a list of species and other resources such as critical habitat (collectively referred to as trust resources) under the USFWS' jurisdiction that are known or expected to be in or near the project area, as well as a determination of the project's impact on the list of species and other resources (consistency letter). The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

From the website, click on "Get Started" then enter a location, define the area, and confirm the area where the project activities will occur. Then click on "Continue," print the resource list and **attach to your application**. Next, follow the [IPaC Determination Key guidance](#) to receive a determination for each listed species and resource and **attach the consistency letter to your application**. Use this information to help guide your responses below.

### Part 2 – Minnesota Conservation Explorer Conservation Planning Report

A [Conservation Planning report](#) (free of charge) is required to provide information on ecologically significant areas.

Go to: [Minnesota Conservation Explorer \(MCE\)](https://mce.dnr.state.mn.us/) (found at <https://mce.dnr.state.mn.us/>)

- Click on EXPLORE Tab
  - Define Area of Interest (draw, select layers, or upload shapefile)
  - Ensure the defined area covers **both** the entire project area plus any potentially impacted areas.
- Click on "CONSERVATION PLANNING REPORT"
  - The report may take several minutes to generate.
- Save and **attach to your grant application**.
- Use this information to guide your responses below.

If your application is funded, the DNR will require you to request and submit a **Natural Heritage Review** letter. There is a fee to conduct this step. **Please do not conduct a Natural Heritage Review unless you have been selected for funding**. The cost of this review is not an eligible grant expense.

### Part 3 – Minnesota State Historic Preservation Office (SHPO) – Initial Data Search

SHPO research request procedures have changed with the launch of the Minnesota Statewide Historic Inventory Portal (MnSHIP). Please visit [MnSHIP \(https://mnship.gisdata.mn.gov/\)](https://mnship.gisdata.mn.gov/) and the Office of the State Archaeologist (OSA) [OSA Portal \(https://osaportal.gisdata.mn.gov/\)](https://osaportal.gisdata.mn.gov/) to perform research yourself. You can also visit <https://npgallery.nps.gov/nrhp> to obtain National Register of Historic Places nominations and information. Although this process allows for quick turnaround of results, please allow sufficient time in case follow-up with Minnesota Indian Affairs Council (MIAC) and/or OSA as needed.

At MnSHIP, search for the project area by 1) address; 2) township, section, and range; or 3) Shapefile. Once you have located your project area, draw a box to further specify the project area, select the print option on the right-hand side of the map, enter a title and export. This will provide a map with a legend and scale. **Attach the map to your application.**

At the OSA Portal, search for your project area. Once located, draw an area to further specify your project area and save a screenshot. **Attach the screenshot to your application.** If the MIAC layer shows up in your project area, you will need to reach out to MIAC and OSA to see if there is potential impact to a cemetery. Reach out to the Grant Coordinators for guidance if this is required. **Email communication to MIAC and OSA must be attached to the application.**

Use the information from MnSHIP and OSA Portal and your community history to help guide your responses below.

## Part 4 - Description of Environment and Environmental Impact of Proposed Project

- A. Present Land Use: Describe the existing site conditions, facilities, and park acres.

**Click here to enter text.**

1. Explain why the site is suitable for the type of outdoor recreation proposal being submitted.

**Click here to enter text.**

2. Does the site include any elements that visually detract from the outdoor recreation experience or that represent a potential public safety hazard?
  - a.  No
  - b.  Yes – Explain and describe whether this project will help to address those concerns.

**Click here to enter text.**

- B. Environmental Intrusions: Describe **all** rights-of-way, easements, reversionary interests, etc. within the proposed boundary area. All existing and future overhead power lines serving the park must be placed underground. The cost of placing the power lines underground can be included in this application.

**Click here to enter text.**

- C. Fish and Wildlife: Indicate whether the proposed project site is on or adjacent to a national, state, or local wildlife management area, park, or natural area. Describe the known fish and wildlife species common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the likely impacts of the proposed project on habitat, population levels, and any other factors related to the fish and wildlife resources.

**Click here to enter text.**

- D. Vegetation: Describe the major plant species and communities common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the distribution of major plant communities or types on the site. Indicate the extent of cutting, clearing, removal or other disturbance that will result from the proposed project, as well as any restoration and/or protection activities planned as part of the project.

**Click here to enter text.**

- E. Wetland Resources: Describe any existing wetland areas on or adjacent to the proposed project site. Indicate any likely physical disturbances of these wetlands, including (but not limited to) draining and filling that would result from the proposed project. Describe any other potential impacts to wetlands, such as water level fluctuations or water pollution that may result from the proposed project. Discuss possible alternatives that would avoid or minimize negative wetland impacts. Also describe any other water resources on or adjacent to the site, proposed uses of surface or groundwater, and any

possible impacts on these resources, including depletion or pollution, resulting from the proposed project. Explain how the proposed project would help to protect water quality on or adjacent to the site.

**Click here to enter text.**

- F. Geologic and Physiographic Features: Describe any interesting, unique, or fragile geologic and/or physiographic features on the proposed project site and any likely impacts on these features that would result from the proposed project. Also describe any proposed protection activities or measures to provide public education, interpretation, and enjoyment of these resources.

**Click here to enter text.**

- G. Flood plains: Describe any flood plains in the project area. Include flood plain levels, what development in the flood plain areas will look like and all mitigation efforts.

**Click here to enter text.**

- H. Air Quality/Noise: Describe any temporary or permanent air or noise pollution that will result from the development and use of the site and the impact(s) on adjacent land uses or landowners.

**Click here to enter text.**

- I. Archaeology/ Ground Disturbances: Provide a description of current and historic land use and ground disturbances. Include available information concerning known or suspected archaeological resources within or adjacent to the park. Indicate if any of these identified resources will be impacted by the proposed project.

**Click here to enter text.**

- J. Historic Structures: List known historic buildings or structures located within or adjacent to the project area (i.e., individual properties or districts which are listed in the National Register of Historic Places, or which meet the criteria for listing in the National Register). If applicable, identify any expected or potential impacts to these properties with the proposed project.

**Click here to enter text.**

- K. Surveys: Have there been any previous cultural and/or historic resource surveys completed that included this project site within the area of potential effect that was assessed?

No – Describe any construction planned as a result of this project that will extend beyond the pre-existing disturbance area (including surface area and depth).

**Click here to enter text.**

Yes – Attach survey and summarize findings and include page number references below.

**Click here to enter text.**

## Part 5 - Environmental Screening Form (ESF)

The table below serves as a record of the environmental resources present at the site, whether the proposed action is likely to have a significantly negative impact on those resources, and whether further information is needed to determine the potential impact. Review the listed resources and identify any resources that may be significantly impacted by the action. The Environmental Screening Form (ESF) should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate.

For each resource, indicate if positive or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact.

- + indicates positive impacts are anticipated to result from the action
- indicates negative impacts are anticipated to result from the action
- No Impact indicates the project will have an insignificant impact positive or negative
- Not Present indicates the resource does not exist on site
- Unknown indicates more research is needed to determine impacts (May indicate the need for an Environmental Assessment)

Site Name:

	Resources	+	-	No Impact	Not Present	Unknown
1	Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Circulation and transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Contamination or hazardous materials even if remediated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Endangered species: (listed or proposed threatened or endangered) including associated habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Historic or cultural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Invasive species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Land use plans or policies from other agencies including tribes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Lightscapes, especially night sky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Migratory birds and/or Bald and Golden Eagles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Recreation resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Socioeconomics: changes to tax base or competition with private sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Sound (noise impacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Water quality and/or quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17	Water: coastal barrier resources or coastal zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Water: marine and/or estuarine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Water: stream flow characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Water: wetlands and floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Other important resources Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Have there been any previous environmental documents that are relevant to this project or this specific site?
  - a.  No
  - b.  Yes – Attach and summarize findings and include page number references below

2. Explain any negative or unknown impacts identified in the table of the ESF.

**Click here to enter text.**

3. How was the information identified in the table derived and what sources of data were used to justify the impact selection?

**Click here to enter text.**

4. Who contributed to filling out the ESF (include name, title, agency) and what qualifications do they have that provide the necessary resource expertise to determine impact significance?

**Click here to enter text.**

5. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

**Click here to enter text.**

## Part 6 – Community Information

All applicants must provide the census tract data listed below for the project location.

- Visit [FRB Census Geocoder](#)
- Select year 2025
- Type the park address into the search bar. Conduct search.
- Select print icon in the “Census Demographic Data” box.
- Use the Tract Information to provide the following information:

### Tract Information

Number: **Click here to enter text.**

County: **Click here to enter text.**

Population: **Click here to enter text.**

### Tract Demographics

#### Race / Ethnicity

White: **Click here to enter text.**

Black or African American: **Click here to enter text.**

American Indian and Alaska Native: **Click here to enter text.**

Asian: **Click here to enter text.**

Native Hawaiian or Pacific Islander: **Click here to enter text.**

Other: **Click here to enter text.**

Two or more races: **Click here to enter text.**

Hispanic: **Click here to enter text.**

1. Please provide information regarding the project location or community served. Does your target population fall outside the census tract of the project location? Are there population trends happening in your community, city, county, etc. that influence the need for or impact of your project?

**Click here to enter text.**

## ***ITEM 6 – PUBLIC PARTICIPATION AND BENEFIT***

Address the following questions regarding public participation, planning process and how this project will provide new and/or expanded recreational opportunities.

1. Describe both short- and long-term outdoor recreation benefits that will be achieved as a result of this project.

**Click here to enter text.**

2. Explain how this project fits as part of other projects planned for this same site in the next three years.

**Click here to enter text.**

3. Describe the process that led to the development of this proposal and how the public was involved.

- Who was involved (include any state, local, and federal agency professionals, subject matter experts, Native American tribes, and members of the public)?
- What information was made available and what opportunity to be involved in planning and developing your proposal was provided?
- How were they able to review the completed proposal?
- Describe any public meetings held and/or formal public comment periods, including dates and length of time. Were formal comments received, and did you provide written responses?

**Click here to enter text.**

4. If relevant, please describe in further detail any tribal engagement that has occurred on this project.

**Click here to enter text.**

***ITEM 7 – AVAILABILITY FOR PUBLIC USE***

All facilities within the park must be designed and available for general public use and open during typical park hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, a minimum of 50% of the berths/campground spaces must be available for short-term rental and an equitable method of allocating long-term rentals shall be used. All personal property must be removed at the end of each use season.

State the specific hours of operation, including seasonal hours, and any current or anticipated programmed use for the facilities proposed to be funded with this application. Stating the park will be open during normal park hours is not specific. Also describe any arrangements with schools, local organizations, clubs, or city programs for the use of the facilities and any reservation systems. Explain how this may impact facility availability to the public.

Describe what fees, if any, will be charged for use of the park facilities and/or access to the park.

**Click here to enter text.**

## ***ITEM 8 - STATEMENT OF ACCESSIBILITY***

All facilities improved with this grant project must meet current Americans with Disabilities (ADA) standards and the final guidelines for Outdoor Developed Areas. In addition, all critical existing components of the park listed below must be accessible to persons with disabilities.

### **Critical components include:**

- Accessible parking spaces serving each area of the park.
- Restrooms, if provided, must be accessible.
- Drinking water, if provided, must be accessible.
- Access routes to all recreation facilities must be provided. For this program, an access route must be a minimum of five feet wide, slip resistant, firm and stable.

If the restrooms and/or drinking water are not accessible to persons with disabilities or access routes are not provided to all facilities, you will need to include these costs in your Cost Breakdown.

### **Common park elements:**

For common elements that your park might offer (existing or new), ADA considerations must be included: at least one accessible picnic table, accessible entrance into play areas or sport courts, a walkway leading to the first disc golf tee, etc. View standards below for all other facilities.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253 or downloaded from their website at [United States Access Board](#).

- [ADA Accessibility Standards for Buildings and Facilities](#)  
(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)
- [Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013](#)  
(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

1. How does the proposed project address access requirements under the ADA Standards, Final Accessibility Guidelines for Outdoor Developed Areas and all critical components identified above? **Be specific for each proposed facility and existing critical components, providing details to the extent possible.**

**Click here to enter text.**

**ATTACHMENT A - APPLICANT'S RESOLUTION**

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that <APPLICANT> act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on <DAY / MONTH / YEAR> and that <APPLICANT's REPRESENTATIVE> is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of <APPLICANT>.

BE IT FURTHER RESOLVED that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that <APPLICANT> has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that <APPLICANT> has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that <APPLICANT> has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, <APPLICANT> may enter into an agreement with the State for the above-referenced project, and that <APPLICANT> certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that <TITLE OF AUTHORIZED OFFICIAL> is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the < City Council, County Board, etc.> of <APPLICANT> on <DAY / MONTH / YEAR>.

SIGNED:

WITNESSED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title) (Date)

\_\_\_\_\_  
(Title) (Date)


## **ATTACHMENT B – MAPS**

1. **Location Map:** The location map shows the location of the park within your community, the county and the state. This can be combined into one map or three separate maps. The community location map should identify the main roads to access the park.
2. **Boundary Map:** The map must clearly indicate the area to be acquired and/or developed as well as the proposed boundary of the larger park/recreation area that would be subject to the perpetual protection provisions, all known outstanding rights and interests in the area held by others, total acres within the boundary, and a north arrow. The Boundary Map will become part of the grant contract, so it is important to have an accurate map.

Include the following information on your boundary map:

- Park/site name and address, including county name.
- Latitude/longitude of park entrance or parking area
- Map legend
- Draw and label the complete park boundary in a dashed red line. This boundary must include all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
- Indicate any rights-of-ways, easements, reversionary interests, etc. to the park area, including overhead utility lines.
- Geographic reference point such as a section corner or designated road intersection.
- Acreage of the park and/or each parcel to be acquired. If acquiring additional land for an existing park, differentiate existing acreage v. new acreage.
- North arrow and graphic bar scale using the example below:
 

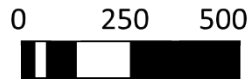
0      250      500


- Signed and dated by the applicant.

3. **Recreational Site Plan.** The Recreational Site Plan must be drawn to scale, all existing buildings and facilities in the park and all acquisition and/or development listed in the Cost Breakdown. See color coding instructions. All facilities must be identified with legible labels. The Rec Site Plan must align with the project budget.

Include the following information on your site plan:

- Title "Recreation Site Plan" and the project name.
- Entrance to the park and location of existing and/or proposed public parking facilities.
- Location of all existing and planned recreation and support buildings and facilities such as restrooms, shelters, and potable water. **See color coding instructions below.**
- All lakes, rivers, streams, wetlands, floodplains, and adjacent land uses.
- Access routes (existing and/or proposed) to all existing and proposed facilities.
- North arrow and graphic bar scale using the example below:



A text scale such as 1" = 500' is not acceptable.

#### **Color Coding for map/plan**

- Red Park boundary (dashed line)
- Green Existing facilities that will remain.
- Yellow Acquisition and/or development of facilities accomplished with this grant.
- Blue Future or other work outside project scope (as needed)

### ***ATTACHMENT C – PROJECT TIMELINE***

Please include a project timeline for the activity. The timeline should start at month “1” and reference duration in months. Do not provide specific dates/months in the timeline. Please reference the Project Timeline Template for guidance. You may use this template for your timeline or produce something similar.

### ***ATTACHMENT D – PHOTOS***

Please include photos of each existing recreational facilities/structures and all buildings. Below each photo, indicate the year the facility/building was constructed and status (remain as is, to be renovated, or to be removed).

### ***ATTACHMENT E – PLANS***

Please submit all applicable plan(s) according to the directions provided below.

#### **Buildings, Shelters and Restrooms Plans**

For all proposed buildings, shelters, and restrooms that will be constructed or renovated with grant funds, submit the following.

1. Front and side views
2. A floor plan with all dimensions

If you are renovating a building, shelter, and restrooms, a current and renovated floor plan must be submitted.

#### **Trail, Walkway and Access Route Plans**

For all proposed trails, walkways, and access routes that will be constructed or renovated with grant funds, submit the following:

1. A typical cross section of the trail
2. The trail width, surfacing and base materials

For the purposes of this grant program, a multi-purpose trail should be designed to a minimum 8 feet width. In some cases, this minimum width may not be adequate and a width of 10 feet or more may be appropriate.

All walkways and access routes connecting park facilities from trail and/or parking lots must be a minimum of 5 feet wide.

All trails and access routes must be firm, stable, and slip resistant.

### **Playground and Splash Pad Plans**

Priority will be given to playground and splash pad designs that provide a high degree of safety and accessibility. The facility should be designed to provide an integrated play setting for both children and parents/care providers of all abilities.

Playground facilities must be, at a minimum, designed using the [ADA Accessibility Standards, Chapter 10, 1008 Play Areas](#). Applications that do not include enough information to determine the degree of accessibility and safety typically do not score high enough to receive funding.

The playground plan must legible and include the following:

1. Show all the proposed playground components and all existing components that will remain. Label each component with its name and the height of its useable surfaces.
2. Identify all type(s), depth(s) and location(s) of the fall-protection surfacing.

The splash pad plan must be legible and include the following:

1. Show all the proposed water components. Label each component with its name and the height of its useable surfaces.

### **Fishing Pier Plans**

Fishing pier plans must show the dimensions of the pier, height(s) of the railings and edge protection all in accordance with [ADA Standards Chapter 10, 1005 Fishing Piers and Platforms](#).

### **Campground Plans**

All new and existing campgrounds and marinas must adhere to the [Local Grants Program Campground/Marina Rental Policy](#) and the state laws and rules set by the Minnesota Department of Health, available at [Summary of General Requirements for Recreational Camping Areas](#). Grantees must submit plans and receive approval for the development of a recreational camping area to the MN Department of Health or your local health authority before construction begins. Upon completion of the campground, a license application, license fee and inspection by the area health inspector is required. A copy of the license must be submitted with your final payment request.

For all proposed campgrounds constructed or renovated with grant funds must submit the following:

1. Show all campground sites to scale.
2. Highlight ADA sites unless all sites provide universal access with accessible surfacing, tables, grills and fire ring. At a minimum, ADA sites should include one or more of each camping type provided (e.g., drive through, electric or primitive).

**ATTACHMENT F: Certification not suspended or debarred**



**Instructions:** Instructions for agencies are in red. Delete all instructions before issuing.

CERTIFICATION: NOT SUSPENDED OR DEBARRED BY THE STATE OF MINNESOTA OR THE FEDERAL GOVERNMENT

This form is relevant for all grants.

Grant applicant must certify to this condition required under this Grant Request for Proposal

**INSTRUCTIONS: Sign below to finalize response and submit this document as part of the response to the RFP.**

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Office of Grants Management (OGM) Policy 08-04: *Grant Contract Agreements and Grant Award Notifications* requires that agencies must not award a grant to a vendor or grantee that has been suspended or debarred from doing business with the State of Minnesota or with the federal government.

By signing here, I warrant that my organization has not been suspended or debarred from doing business with the State of Minnesota or with the federal government.  
I certify that this information is true, correct, and reliable.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Print Name

Signature

Title

Date

**ATTACHMENT G: Certification of no conviction of felony financial crime**



**Instructions:** Instructions for agencies are in red. Delete all instructions before issuing.

**CONVICTION OF FELONY FINANCIAL CRIME BY A PRINCIPAL**

This form is relevant for grants of \$50,000 or more that are competitive, legislatively named, or single source.

Grant applicant must certify to this condition required under this Grant Request for Proposal.

**INSTRUCTIONS: Sign below to finalize response and submit this document as part of the response to the RFP. Upload or attach an organizational chart or list of principals that you are certifying for below.**

Minnesota Statutes 16B.981 Subd. 2 (6) requires that no current principals of a grantee have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used.

By signing here, I warrant that no current principal of my organization has been convicted of a felony financial crime in the last 10 years.

I certify that this information is true, correct, and reliable.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

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Print Name	Signature	Title	Date
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## ***ATTACHMENT H – APPRAISAL(S) <Only for proposals acquiring land>***

If your application includes acquisition of land, you must include an appraisal report by a general real property appraiser licensed by the State of MN that meets the [Uniform Appraisal Standards for Federal Land Acquisition \(UASFLA\)](#). These are federal standards (sometimes called ‘yellow book’). The appraisal report must include the DNR and the National Park Service as intended users. The landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. Appraisals must have an effective date within six months of the application deadline.

If your application is selected for funding, you may be required to submit a technical review of the appraisal report conducted by an appraiser who is not associated with the original appraiser and who is qualified to perform technical reviews under the UASFLA and 49 CFR Part 24.104. See [UASFLA](#) Section C-1 for further guidance on technical reviews.

To ensure the appraiser understands the appraisal requirements, we suggest using the sample engagement letter provided below.

### **Sample Appraiser Engagement Letter**

<<Date>>

<<Appraiser Name>>

<<Appraiser Address>>

Re: <<Title of Acquisition>>

Dear <<Appraiser Name>>:

<<Applicant Name>> is pleased to submit to you this letter of engagement. It outlines our understanding regarding the terms and conditions under which you are directed to complete a fair market value appraisal of the <<Title of Acquisition>>, containing approximately <<\_\_\_>> acres located in <<County>> County, Minnesota, with an address of <<address>>.

The appraisal will establish the fair market value of the land together with improvements of contributory value, if any. The estate to be appraised is Fee Simple Title. The appraisal will be performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). In addition to <<Applicant Name>>, the Minnesota Department of Natural Resources and the National Park Service must be named as intended users. Any technical corrections to the appraisal report required by <<Applicant Name>> and/or the State in the course of their review and acceptance will be performed within the fee set forth below. You will provide <<\_\_\_>> copies of the appraisal report to <<Applicant Name>>.

The appraisal will be completed on or before <<Completion Date>>. The cost of the appraisal will not exceed <<Appraisal Cost>>, including expenses. Payment in full will be made by <<Applicant Name>> subject to receipt of an invoice from you.

November 2025

Please indicate your acceptance of this engagement with a signature in the space provided at the bottom of this letter and return a copy to me. I will contact you regarding notice to proceed.

Sincerely,

<<Applicant Contact>>

<<Applicant Name>>

<<Accepted this <<Acceptance Date>>

<<Appraiser Name>>

<<Appraiser's Business Name >>

By: \_\_\_\_\_

Its: \_\_\_\_\_



## REQUEST FOR CITY COUNCIL ACTION

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**MEETING DATE:** February 17, 2026

**AGENDA ITEM:** Municipal Campus Project

1. Resolution 2026-15 Appointing Residents to the Municipal Campus Project Oversight Committee
2. ICS Project Update

**ITEM TYPE:** New and Unfinished Business

**DEPARTMENT:** Administration

**CONTACT:** Cheryl Jacobson, City Administrator

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### **ACTION REQUEST:**

Approve Resolution 2026-15 appointing residents to the Municipal Campus Project Oversight Committee; and receive a project update from ICS including the selection of a project architect.

### **BACKGROUND:**

The Mendota Heights Municipal Campus Project is the construction of a new city hall/police facility and the re-envisioning of the existing site to meet the current and future needs of Mendota Heights residents. The new building will replace the current facility which faces significant health, safety, infrastructure, security, and accessibility challenges. The project aims to create a modern, welcoming, and resilient civic hub that supports city operations and public safety. Key goals include improved safety and security, inclusive and accessible design, flexible and functional spaces, and responsible, sustainable use of public resources.

### **Project Oversight Committee**

The municipal campus project represents a significant long-term investment for the City and will require coordinated oversight throughout planning, design and construction phases. Best practices for municipal capital projects include the use of a dedicated oversight committee to provide focused review, timely input, and a structured connection between City Council, staff, consultants and the community. The city council authorized the establishment of the Project Oversight Committee at its January 20 meeting.

The Project Oversight Committee will provide transparent, accountable, and community-focused oversight of the planning, design, financing, construction, and commissioning of the new City Hall and Police Department municipal campus. The Committee will help ensure the

project aligns with adopted City goals, approved budget parameters, operational needs, and community expectations. The Project Oversight Committee will serve in an advisory capacity, and be comprised of Mayor Stephanie Levine, Council Member John Maczko; City staff, including City Administrator Cheryl Jacobson, Police Chief Kelly McCarthy, City Engineer Ryan Ruzek, and City Finance Director Kristen Schabacker; along with project consultants, and up to three residents.

On February 10 and 11, the City Council held interviews to select up to three residents for the Committee. The council received 19 applications, and interviewed 18 applicants, noting that one applicant withdrew. The Mayor and City Council have selected Mary Tollefson, Jack Vitelli and Carl Schneeman, from the highly qualified pool of resident candidates.

**Project Update**

ICS will provide an update on the architect selection and next steps of the project.

**FISCAL AND RESOURCE IMPACT:**

The establishment of the Project Oversight Committee and project update does not have a budget implication at this time.

**ATTACHMENTS:**

1. Res 2026-15 Appointing Residents to the Municipal Campus Project Oversight Committee

**CITY COUNCIL PRIORITY:**

Premier Public Services & Infrastructure

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

**RESOLUTION 2026-15**

**APPOINTING RESIDENTS TO THE  
MUNICIPAL CAMPUS PROJECT OVERSIGHT COMMITTEE**

**WHEREAS**, the City of Mendota Heights benefits from the active participation of citizens in representing the community on commissions and committees; and

**WHEREAS**, the City Council authorized the creation of the Municipal Campus Project Oversight Committee to provide transparent, accountable, and community-focused oversight of the planning, design, financing, construction, and commissioning of the new City Hall and Police Department municipal campus; and

**WHEREAS**, committee membership includes Mayor Stephanie Levine and Councilmember John Maczko, City staff, including the City Administrator, Police Chief, City Engineer, and City Finance Director, project consultants and up to three residents; and

**WHEREAS**, applications were accepted and the city council held interviews on February 10 and 11, with 18 residents interviewed.

**NOW, THEREFORE, BE IT RESOLVED** by the Mendota Heights City Council that it hereby appoints resident Mary Tollefson, resident Jack Vitelli and resident Carl Schneeman to the Municipal Campus Project Oversight Committee.

Adopted by the Mendota Heights City Council this 17th day of February, 2026.

**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:** February 17, 2026

**AGENDA ITEM:** Resolution 2026- 16 Transferring City Funds to Support Independent School District 197 Community Food Support Operations

**ITEM TYPE:** New and Unfinished Business

**DEPARTMENT:** Administration

**CONTACT:** Cheryl Jacobson, City Administrator

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**ACTION REQUEST:**

Approve Resolution 2026- 16 Transferring City Funds to Support Independent School District 197 Community Food Support Operations.

**BACKGROUND:**

The city has been made aware that households within the District have been impacted by ICE enforcement actions and that food support is greatly needed. The city under Minn. Stat. §471.85 may transfer its personal property to public corporations such as schools when authorized by the governing body.

**FISCAL AND RESOURCE IMPACT:**

This is an unbudgeted expense. The city has funds available in its General Fund contingency account for this expense.

**ATTACHMENTS:**

1. Res. 2026-16 Food Support Fund Transfer

**CITY COUNCIL PRIORITY:**

Inclusive and Responsive Government

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

**RESOLUTION 2026-16**

**TRANSFERRING CITY FUNDS TO SUPPORT INDEPENDENT SCHOOL DISTRICT  
197 COMMUNITY FOOD SUPPORT OPERATIONS**

**WHEREAS**, the city of Mendota Heights has learned that members of the public, including families living, working, and going to school in the City, are facing financial hardship as a result of immigration enforcement actions utilized by the federal Department of Homeland Security, and Immigration and Customs Enforcement agents; and

**WHEREAS**, current financial hardships faced by many Mendota Heights residents and other members of the public have caused food insecurity; and

**WHEREAS**, Minn. Stat. §471.85 provides cities with the authority to transfer personal property, without consideration, to another public corporation for public use when duly authorized by its governing body; and

**WHEREAS**, the City Council finds that the transfer of \$ \_\_\_\_\_ from its General Fund for community food support operations through Independent School District 197 serves a valid public purpose and promotes the health, safety, and welfare of the community.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mendota Heights, Minnesota, as follows:

1. The City Council hereby approves the transfer of \$ \_\_\_\_\_ from the city's General Fund to Independent School District 197 for the purpose described above.
2. The City Administrator and Mayor are authorized to execute documents necessary to effectuate the transfer consistent with Minnesota Statutes.

Adopted by the Mendota Heights City Council this 17th day of February, 2026.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

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

**ATTEST:**

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

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

**RESOLUTION 2026-16**

**TRANSFERRING CITY FUNDS TO SUPPORT INDEPENDENT SCHOOL DISTRICT  
197 COMMUNITY FOOD SUPPORT OPERATIONS**

**WHEREAS**, the city of Mendota Heights has learned that members of the public, including families living, working, and going to school in the City, are facing financial hardship as a result of immigration enforcement actions utilized by the federal Department of Homeland Security, and Immigration and Customs Enforcement agents; and

**WHEREAS**, current financial hardships faced by many Mendota Heights residents and other members of the public have caused food insecurity; and

**WHEREAS**, Minn. Stat. §471.85 provides cities with the authority to transfer personal property, without consideration, to another public corporation for public use when duly authorized by its governing body; and

**WHEREAS**, the City Council finds that the transfer of \$10,000.00 from its General Fund for community food support operations through Independent School District 197 (the “District”) serves a valid public purpose and promotes the health, safety, and welfare of the community.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mendota Heights, Minnesota, as follows:

1. The City Council hereby approves the transfer of \$10,000.00 from the city’s General Fund to Independent School District 197 for the purpose described above, with the following conditions:
  - a. The District shall provide written acceptance of the funds and shall agree to administer and expend the funds lawfully.
  - b. The District shall allocate funds to impacted households based on need identified by District or school staff.
  - c. The District shall document the process for how funds are dispersed to households.
  - d. The District shall notify the City, in writing, when the allocated funds have been fully expended.
  - e. Funds shall be available to impacted households in the following schools: Mendota Elementary, Somerset Elementary, Pilot Knob Elementary, Friendly Hills Middle School, and Two Rivers High School.
2. The City Administrator and Mayor are authorized to execute documents necessary to effectuate the transfer consistent with Minnesota Statutes.

Adopted by the Mendota Heights City Council this 17th day of February, 2026.

**CITY COUNCIL  
CITY OF MENDOTA HEIGHTS**

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Stephanie B. Levine, Mayor

**ATTEST:**

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Nancy Bauer, City Clerk