



## **CITY OF MENDOTA HEIGHTS**

### **CITY COUNCIL WORK SESSION AGENDA**

**Tuesday, April 18, 2023 • 5:00 p.m.  
City Hall • 1101 Victoria Curve, Mendota Heights**

- 1. Call to Order**
- 2. Discussion**
  - a. GreenStep Cities Program and Sustainability
  - b. City Council Strategic Priorities
  - c. Skatepark Design
- 3. Adjourn**

Alternative formats or auxiliary aids are available to individuals with disabilities upon request. Please contact city hall at 651-452-1850 or [cityhall@mendotaheightsmn.gov](mailto:cityhall@mendotaheightsmn.gov).





---

## City Council Work Session Memo

**DATE:** April 18, 2023

**TO:** Mayor, City Council and City Administrator

**FROM:** Courtney Selstad, Recycling Coordinator  
Meredith Lawrence, Parks and Recreation Manager

**SUBJECT:** GreenStep Cities Program Update

---

### **INTRODUCTION**

The City Council will receive a project update from staff regarding the city's progress in the GreenStep Cities program.

### **BACKGROUND**

In March 2021, the City Council adopted a city resolution to participate in GreenStep Cities, thus completing Step 1 of the program. Applicable city projects and activities were compiled and reported over the past couple months to complete Step 2.

Step 3 is achieved when a specific combination of best practice activities are completed and reported. After reviewing the Step 3 requirements, staff identified several activities that are already in progress or complete.

Up to this point, the Mendota Heights involvement in GreenStep Cities has simply been to report on activities already taking place through other city initiatives. To continue moving forward in the program the city will likely need to take a more purposeful approach in pursuing activities that are independent of the city's current practices and prioritized initiatives.

Please see the attached spreadsheet for details on the required activities for Step 3 and Mendota Heights' current progress for each requirement. On the Summary pages red boxes indicate the action has not been started, orange boxes indicate action is in progress and white boxes with an 'X' indicate the action is complete. For more information, the spreadsheets after the Summary pages go into additional detail on each requirement.

## **BUDGET IMPACT**

GreenStep Cities does not have financial implications outside of the cost of project or initiative. Many of the requirements have a variety of applicable activities to fit a range of budgets.

Additional staff capacity may be needed to manage future sustainability or GreenStep Cities-related projects. Mendota Heights currently has four hours per week of staff time devoted to sustainability initiatives, completed by the city's Recycling Coordinator.

## **ACTION RECOMMENDED/REQUESTED**

Staff will present information on the GreenStep Cities Program activities and sustainability and invite additional city council discussion and direction.

Questions the city council is asked to consider:

1. Does the City Council want staff to continue advancement to Step 3 of the GreenStep Cities program?
2. Are there additional focus areas or sustainability initiatives that the City Council would like staff to focus on?
3. How often does the City Council want updates on GreenStep Cities progress?

## GreenStep Cities Step 3 Progress

### SUMMARY

TASK	DONE? NOTES	NEXT STEPS
<b>Requirement #1 - BPA 1 Buildings &amp; Lighting BP</b>		
1.1 Enter/update building information into the MN B3 Benchmarking database, and routinely enter monthly usage data for all city-owned buildings/infrastructure that consume energy/water.		Gather and submit data on city-owned buildings
1.2 Make no/low cost indoor lighting and operational changes in city-owned/school buildings to reduce energy costs.	This action is in progress	Report on approximate number/percent lighting switched to LED
One additional action from BP 1	5 options see Requirement #1 sheet BP1.3 in progress	Report on city owned solar projects
<b>Requirement #2 - BPA 2-5 Buildings &amp; Lighting BP</b>		
One other Buildings & Lighting BP (#2-5)	X #4 Complete but not reported	Report
<b>Requirement #3 - BPA 6 Land Use</b>		
6.1 Adopt a comprehensive plan or (for Category B & C cities) adopt a future land use plan that was adopted by the county or a regional entity.	X Complete but not reported	Report
6.2 Demonstrate that regulatory ordinances comply with the comprehensive plan including but not limited to having the zoning ordinance explicitly reference the comprehensive plan as the foundational document for decision making.	This action is in progress. See Requirement #3 sheet	Clarify zoning language to explicitly reference the comprehensive plan as the foundational document for decision making
One other Land Use BP (7-10)	X BP #7 complete and reported for Step 2	
<b>Requirement #4 - BPA 11 Living &amp; Complete Streets</b>		
11.1 Adopt a complete streets policy, or a living streets policy, which addresses landscaping and stormwater.		Examples of minimum implementation: A city council resolution to develop standards; a policy governing city-owned streets; routine consideration of complete streets elements in all streets projects

## GreenStep Cities Step 3 Progress

### SUMMARY

Additional actions from BP 11 - Living & Complete Streets (1 of 2)	X	11.4 Complete but not reported	Report
Additional actions from BP 11 - Living & Complete Streets (2 of 2)	X	11.6 Complete but not reported	Report
<b>Requirement #5 - BPA 12 Mobility Options</b>			
Action from BP 12 - Mobility Options (1 of 2)	X	12.1 Complete but not reported	Report
Action from BP 12 - Mobility Options (1 of 2)		12.3 action in progress. See Requirement #5 sheet	Create webpage detailing transportation options in the city including Metro Transit, paratransit/Dial-A-Ride, ridesharing/cab services, and bikes paths.
<b>Requirement #6 - BPA 15 Sustainable Purchasing</b>			
15.1 Adopt a sustainable purchasing policy or administrative guidelines/practices directing that the city purchase at least: a. EnergyStar and EPEAT certified equipment and appliances. b. Paper containing post-consumer recycled content.		Some aspects already in practice	At minimum, document purchasing guidelines that include at least Energy Star and/or EPEAT equipment/appliances, and/or recycled-content paper (at least 50% post-consumer, or at least 10% of copy paper with 100% recycled content)
One additional action from BP 15 - Sustainable Purchasing		7 options, see Requirement #6 sheet	
<b>Requirement #7 - BPA 16 Community Forests &amp; Soils</b>			
One action from BP 16 - Community Forests & Soils (1 of 2)	X	Complete and reported for Step 2	
One action from BP 16 - Community Forests & Soils (2 of 2)	X	Complete and reported for Step 2	
<b>Requirement #8 - BPA 17 Stormwater Management</b>			
One action from BP 17 - Stormwater Management	X	Complete and reported for Step 2	

**GreenStep Cities Step 3 Progress  
SUMMARY**

**Requirement #9 - BPA 24  
Benchmarks & Community Engagement**

<p>24.1 Inclusive and Coordinated Decision-Making: Use a city commission or committee to lead, coordinate, report to and engage community members on the identification and equitable implementation of sustainability best practices.</p>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">X</div>	<p>Complete but not reported</p>	<p>Report</p>
<p>24.2 Communicating Progress on Goals: Organize goals/outcome measures from all city plans (social, environmental, economic) and report to community members data that show progress toward meeting these goals.</p>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; background-color: yellow;"></div>	<p>This action is in progress</p>	<p>Report the goals and outcomes annually from city plans such as the comprehensive plan, natural resources management plan, etc.</p>

**Requirement #10 - BPA 25  
Green Business Development**

<p>One action from BP 25 - Green Business Development (1 of 2)</p>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; background-color: yellow;"></div>	<p>25.6 action in progress</p>	<p>Add Dakota County Reuse map to city website</p>
<p>One action from BP 25 - Green Business Development (2 of 2)</p>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">X</div>	<p>25.4 and 25.7 complete but not reported</p>	<p>Report on green businesses and Valentine's Day business crawl</p>

**Requirement #11 - BPA 29  
Climate Adaptation and Community Resilience**

<p>BPA 29.1 (at a 2- or 3-star rating) - Climate Adaptation and Community Resilience</p>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">X</div>	<p>Complete but not reported</p>	<p>Report</p>
--	---	----------------------------------	---------------

- = Required action not started
- = Required action in progress
- X = Required action complete







---

## City Council Work Session Memo

**DATE:** April 18, 2023

**TO:** Mayor and City Council

**FROM:** Cheryl Jacobson, City Administrator  
Kelly Torkelson, Assistant City Administrator

**SUBJECT:** City Council Priorities 2023-2024

---

### **INTRODUCTION**

The Mendota Heights City Council sets strategic priorities at each two-year mayoral election cycle. At the March 21, 2023 city council work session, the city council reviewed the 2021-2022 city council priorities and discussed priorities and goals for 2023-2024.

### **BACKGROUND**

Strategic plans serve as a communication, accountability and prioritization tool for both the city council and staff. Identifying priorities and goals helps to provide structure and organization to the city's day-to-day operations and long-term planning. Additionally, the identification of priorities at a macro level helps to align initiatives across city departments as well as provide direction on initiatives to city advisory commissions.

During the March 21 work session, the city council and staff discussed a number of ideas and suggestions using the five priority areas from 2021-2022 as a starting point. Staff have distilled the conversation and recommendations into four city council priorities (or buckets). Proposed priority areas are:

- Priority: Economic Vitality and Community Vibrancy
- Priority: Environmental Sustainability and Stewardship
- Priority: Premiere Public Services and Infrastructure
- Priority: Inclusive and Responsive Government

Similar to 2021-22, each priority has a series of goals that outline or further define the focus or intention of the priority. The priorities and goals reflect the breath of work done by the city. In order to achieve the stated goal, staff will develop action items and work plans which respond to and/or correspond with priorities and goals. The number of action items will vary and may depend on staff workload and city council decisions.

## 2023-2024 (proposed) City Council Strategic Priorities:

\* The action items listed do not constitute a formal or comprehensive list or workplan.

PRIORITY 1: ECONOMIC VITALITY AND COMMUNITY VIBRANCY	
Goal 1.1	<b>Support</b> a vibrant <a href="#">business environment</a>
Goal 1.2	<b>Foster</b> a welcoming and inclusive community by promoting <a href="#">diversity, equity and inclusion</a>
Goal 1.3	<b>Invest</b> in infrastructure that supports residential and business <a href="#">technology</a> connections

Examples of action items:

- Conduct a citywide business climate survey to understand business perspectives and attitudes about starting, operating and owning a business in Mendota Heights
- Examine city code standards and requirements for cell towers
- Research installation of EV infrastructure near city business nodes and develop corresponding program, if feasible

PRIORITY 2: ENVIRONMENTAL SUSTAINABILITY STEWARDSHIP	
Goal 2.1	<b>Integrate</b> <a href="#">sustainability</a> practices into municipal operations and infrastructure investments
Goal 2.2	<b>Enhance</b> <a href="#">public knowledge</a> and use of natural resources and sustainability best practices
Goal 2.3	<b>Lead</b> investments in and expansion of <a href="#">natural resources</a>
Goal 2.4	<b>Protect</b> <a href="#">historic and natural spaces</a>

Examples of action items:

- Conduct feasibility research on a citywide curbside organics collection program
- Continue partnerships working to restore Oheyawahe/Pilot Knob historic area
- Update Fleet Management Policy to consider the use of alternative fuel or EV vehicles in city operations
- Expand forestry programming through initiatives such as a tree donation program and the city tree sale
- Continue advancement in the MN Green Step Cities Program
- Develop natural resources and sustainability educational materials for use in city communications and at community events

<b>PRIORITY 3: PREMIERE PUBLIC SERVICES AND INFRASTRUCTURE</b>	
Goal 3.1	<b>Build and maintain</b> high-quality <b>public facilities and infrastructure</b>
Goal 3.2	<b>Attract and retain</b> a talented workforce and strive to be a <b>workplace of choice</b>
Goal 3.3	<b>Promote</b> responsible <b>fiscal management</b> practices
Goal 3.4	<b>Provide</b> excellent <b>public services</b> that support a safe, engaged, and connected community

Examples of action items:

- Continue to plan Police Department and City Hall remodeling and renovations
- Lead regional transportation partnerships to plan for reduced traffic congestion and the development of new traffic solutions at key city locations
- Maintain the city’s AAA Bond rating
- Benchmark employee compensation and benefits to ensure labor market competitiveness
- Implement technology improvements that support the 2024 Presidential election and voter experience

<b>PRIORITY 4: INCLUSIVE AND RESPONSIVE GOVERNMENT</b>	
Goal 4.1	<b>Expand</b> <b>public knowledge and awareness</b> of city processes, policies, opportunities for engagement
Goal 4.2	<b>Generate</b> opportunities for community <b>gathering and connection</b>
Goal 4.3	<b>Define</b> <b>strategic vision</b> for community goals and expectations

Examples of action items:

- Launch a modernized citizen’s civics academy offering residents a behind the scenes look at city government operations
- Revamp city code enforcement program
- Develop city goal statement for diversity, equity and inclusion
- Examine public art programming and use within the city
- Conduct a city-wide community survey

**ACTION RECOMMENDED/REQUESTED**

Staff will present the proposed 2023-2024 city council priorities and goals at the work session and invite additional city council discussion and direction.





---

## City Council Work Session Memo

**DATE:** April 18, 2023

**TO:** Mayor, City Council and City Administrator

**FROM:** Meredith Lawrence, Parks and Recreation Manager  
Ryan Ruzek, P.E., Public Works Director

**SUBJECT:** Roger's Lake Skate Park Preview

---

### **INTRODUCTION**

At the work session, staff will provide the City Council with a preview of the proposed reconstruction of the Roger's Lake Skate Park.

### **BACKGROUND**

Refer to item 9c of the regular agenda packet for April 18 for background information and supporting documentation.

### **ACTION REQUESTED**

Informational. Staff will provide the City Council and the public with a full presentation on the item, answer questions on the project, and seek formal action at the regularly scheduled City Council meeting on April 18 at 7:00pm.