



**CITY COUNCIL AGENDA
WORK SESSION
MENDOTA HEIGHTS CITY HALL
COUNCIL CHAMBERS**

Tuesday, November 21, 2023 • 5:00 p.m.

- 1. Call to Order**
- 2. Discussion**
 - a. City Donations, Sponsorships and Naming Rights
 - b. Utility Franchise Fees
 - c. City Advisory Commissions
 - d. After the Fact Permit Fees
 - e. 2024 City Council Meeting Dates
- 3. Adjourn**

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City Council Work Session Memo

DATE: November 21, 2023

TO: Mayor, City Council and City Administrator

FROM: Meredith Lawrence, Parks and Recreation Manager

SUBJECT: Parks and Recreation Policies

Sponsorship Policy

The Parks and Recreation Commission has asked about the possibility of formally receiving funding through sponsorships within the city's park system and through recreation services provided to the community.

Many municipalities provide businesses the opportunity to formally sponsor events by providing monetary funds or in-kind donations. The City of Mendota Heights has engaged businesses over the past few years to support city events and programs, but sponsorships have been created and accepted on a case-by-case basis. Staff is recommending a formal program be developed to ensure sponsorships are in line with City Council priorities and are provided equitably to all interested businesses.

The Parks and Recreation Commission has also shown interest in providing businesses with sponsorship opportunities within the park system. Sponsorships in the parks could consist of business banners and signage, which is not as common within municipalities in the Twin Cities. Banners on outfield fences, for example, could provide some financial opportunities to the city, but may not look esthetically pleasing to all. In addition, formal policy regarding what businesses are acceptable to be promoted on a facility used by community members of all ages would be integral to the success of the program.

Donation Policy

Currently, the City accepts donations via resolution in compliance with state statute and donations range from financial donations to donations of personal property. Donations are received and accepted on a case-by-case basis at the discretion of staff.

A formal park bench donation program is in place that allows community members to pay for a portion of the cost to install a park bench within the city's park system. The Commission has discussed an interest to allow community members to donate other objects that could be placed throughout the park for usage of the public.

Naming Policy

The City Council has asked staff to create a policy to name public spaces, assets, and parks after community members that have served the city or provided significant contributions to Mendota Heights. An existing policy has been found and staff will work with the Council to determine if the existing policy still meets the desired goals of the program.

In addition, the Parks and Recreation Commission has shown interest in a naming policy in regards to individuals paying a certain dollar amount to have a park, facility, amenity, or asset named after them. Staff will outline with the Council the pro's and con's of a program like this and seek direction on next steps.

Legacy/Community/Special Event Policy

Over the past few years, staff has felt the need to draft a Legacy/Community/Special Event policy which clearly outlines the level of service in which the City will provide sponsorship and resources to events that meets specific criteria. A policy like this helps assist event planners and provides staff with guidance in the preparation of operational budgets.

ACTION TO BE CONSIDERED

Staff will present information to the Council regarding the proposed policies listed above, and seek direction on how to proceed.

Attachment: Guidelines for the Dedication of Park Fields and Facilities (1993)



City Council Work Session Memo

DATE: November 21, 2023

TO: Mayor and City Council

FROM: Cheryl Jacobson, City Administrator
Kristen Schabacker, Finance Director

SUBJECT: Utility Franchise Fees

BACKGROUND

Minnesota Statutes 216B.36 provides that a city may impose franchise fees on gas and electric utilities for the use of public right of way by adopting an ordinance that establishes the fee terms, including structure, collection, schedule and effective dates.

Utility franchise fees are common among cities in Minnesota and are another way in which local units of government can pay for specific programs or projects within the city. Once franchise fees are established, utility companies are required to collect the fee.

City of Mendota Heights Utility Franchise Fees. The city's electric and gas utility provider is Xcel Energy. The city's Gas Franchise and Electric Franchise ordinances were adopted in 2014 and are codified in city code Title 13, Chapters 1-4 (Electric Ordinance 463 and Gas Ordinance 464, approved November 18, 2014). In 2014, the then city council had several discussions about the charging of utility franchise fees which could be used as a funding source to augment or replace the city's property tax levy. At that time, the city council decided to delay any franchise fee implementation.

At the October 17 work session, staff along with Kirstin Sersland, Community Relations Manager with Xcel Energy presented information regarding utility franchise fees and the needed steps to begin collection in 2024. The city council supported the establishment of franchise fees with a graduated flat fee structure to achieve a revenue goal of around \$500,000 and directed staff to provide fee scenarios for consideration at a future meeting.

Staff has prepared different fee options for both electric and gas franchise fees. These fees provide between \$450,000 - \$520,000 in revenue annually.

ACTION TO BE CONSIDERED

At the November 21 work session, staff will provide additional information on fee options and answer questions regarding the process to implement utility franchise fees in Mendota Heights.



City Council Work Session Memo

DATE: November 21, 2023

TO: Mayor and City Council

FROM: Cheryl Jacobson, City Administrator

SUBJECT: City Advisory Commissions

BACKGROUND

The City's Advisory Commissions include the Planning Commission, Parks and Recreation Commission, Airport Relations Commission and Natural Resources Commission. At its workshop on November 21, the City Council will be asked to confirm the process for appointments to city advisory commissions.

Commission Appointments:

Past practice has been to reappoint individuals to advisory commissions, unless a commission member has termed out by serving three consecutive full terms. The following advisory commission members have expiring terms at the end of January, 2024 and can be considered for reappointment:

<u>Commission</u>	<u>Member</u>	<u>Reappointment to Term #</u>
Planning	Jason Stone	Reappointment – 1 st full term
	Patrick Corbett	Reappointment – 3 rd term
Parks and Recreation	Michael Toth	Reappointment – 1 st full term
	Jaffrey Blanks	Reappointment – 2 nd term
Natural Resources	Lori Knosalla	Reappointment – 1 st full term
	Ted McCaslin	Reappointment – 2 nd term

The Airport Relations Commission will be implementing term limits beginning with 02/01/2024 appointments. Commissioners may serve three four-year terms. The following Airport Relations Commission members are up for reappointment in 2024: David Sloan, Arvind Sharma and William Dunn.

The following process and timeline is proposed for appointments to advisory commissions:

November 22 – December 6: Notice to members with expiring terms soliciting interest in reappointment

December 19: City Council confirms reappointments

February 1, 2024: New terms begin

Commission Vacancies:

If a commission member is not interested in reappointment, the council will need to solicit applications.

Additionally, Nissa Tupper has resigned from the Natural Resources Commission effective December 31. This will create a mid-term vacancy. The city council will need to appoint a new member to fill the term which runs through 01/31/2025. The last recruitment for the Natural Resources Commission was open in June, with three applications received. This recruitment resulted in the appointment of Lori Knosalla.

If needed, the following process and timeline is proposed for appointments to advisory commissions:

December 7 - December 22: Advertise and accept applications for openings

Early-mid January: Hold applicant interviews

2nd city council meeting in January: City Council confirms new appointments

ACTION TO BE CONSIDERED

The council should discuss the process for appointments to city advisory commissions.



City Council Work Session Memo

DATE: November 21, 2023

TO: Mayor and City Council

FROM: Cheryl Jacobson, City Administrator

SUBJECT: After the Fact Permit Fees

BACKGROUND

At the November 8 meeting, city council approved an after the fact wetland permit which prompted a discussion about the collection of "fines" in the form of double the permit fee as permitted by city code.

ACTION TO BE CONSIDERED

Staff will follow-up with the council on the matter and layout the public education and implementation of permit after the fact fees going forward.



City Council Work Session Memo

DATE: November 21, 2023

TO: Mayor and City Council

FROM: Cheryl Jacobson, City Administrator

SUBJECT: 2024 City Council Meeting Dates

BACKGROUND

City code provides that meetings of the city council shall be held on the first and third Tuesdays of each month. If conflicts such as holidays occur on a regular city council meeting day, the council may reschedule a meeting to a different day.

The proposed 2024 regular city council meeting dates are reflected on the attached calendar. Dates highlighted in purple are proposed city council meeting dates and dates circled in red are holidays or other events when meetings can not be held.

Staff have identified the following meeting dates when it may be necessary and/or beneficial to move city council meeting dates:

<u>Original Date</u>	<u>Proposed Date</u>
January 2	January 9
January 16	January 23
March 5 (Presidential Primary)	March 6
August 6 (Night to Unite)	August 7
November 5 (Election Day)	November 6

ACTION TO BE CONSIDERED

The council should review the proposed meeting dates and note any known conflicts in schedules. The official city council meeting schedule will be approved at the December 6 city council meeting.

2024 Calendar

January

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

February

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

March

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

April

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

May

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

June

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

July

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

August

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

October

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

November

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Holidays and common observances (United States)

- 1 Jan. New Year's Day
- 15 Jan. Birthday of Martin Luther King, Jr.
- 19 Feb. Washington's Birthday (Presidents' Day)
- 31 Mar. Easter
- 27 May Memorial Day
- 19 June Juneteenth
- 4 July Independence Day
- 2 Sept. Labor Day
- 14 Oct. Columbus Day
- 11 Nov. Veterans Day
- 28 Nov. Thanksgiving Day
- 25 Dec. Christmas