



## CITY OF MENDOTA HEIGHTS

### PARKS AND RECREATION COMMISSION REGULAR MEETING AGENDA

July 8, 2025 at 6:30 PM

Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

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

**5. Approval of Minutes**

- a. Approve Minutes from the May 13, Parks and Recreation Commission Meeting
- b. Approve Minutes from the June 10, Parks and Recreation Commission Work Session

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

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

**7. Acknowledgement of Reports**

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

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

**8. New Business**

**9. Old Business**

- a. Ivy Hills Playground RFP Recommendation

**10. Staff Announcements**

**11. Student Representative Update**

**12. Commissioner Comments and Park Updates**

**13. Adjourn**

**Next Meeting  
August 12 at 6:30pm**

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

## CITY OF MENDOTA HEIGHTS, DAKOTA COUNTY, MINNESOTA

**DRAFT PARKS AND RECREATION MEETING MINUTES**

MAY 13, 2025

The May meeting of the Mendota Heights Parks and Recreation Commission was held on Tuesday, May 13, 2025, at Mendota Heights City Hall, 1101 Victoria Curve.

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

**2. Roll Call** – The following Commissioners were present: Chair Jaffrey Blanks, Commissioners: Jennifer Weichert, Jo Schifsky, Michelle Muller (arrived at 6:31 p.m.), Daniel Van Lith, and Michael Toth; absent: Commissioners Dan Sherer and Student Representative Evangeline Fuentes. Staff present: Parks and Recreation/Assistant Public Works Director Meredith Lawrence, Recreation Program Coordinator Willow Eisfeldt, Recreation Facilities Coordinator Trey Carlson, and Public Works Director Ryan Ruzek.

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval of Agenda**

*Motion Schifsky/second Weichert, to approve the agenda.*

AYES 5: NAYS 0

Commissioner Muller arrived.

**5.a Approval of Minutes from March 11, 2025, Regular Meeting**

*Motion Weichert/second Muller, to approve the minutes of the March 11, 2025, Parks and Recreation Commission Regular Meeting.*

AYES 6: NAYS 0

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

None.

**7. Acknowledgement of Reports**

Chair Blanks read the titles of the three updates (Par 3, Park Improvement, Recreation, Park System Master Plan, and Parks and Recreation Strategic Plan Updates) and polled the Commissioners for questions.

**7.a Parks Improvement Project Update**

Parks and Recreation/Assistant Public Works Director Meredith Lawrence reviewed the parks improvement projects that were approved as part of the 2025 budget and provided a status update on each project.

**7.b Recreation Update**

Recreation Program Coordinator Willow Eisfeldt provided the recreation update, highlighting recent and upcoming events and activities. She noted that the Parks Celebration event has been rebranded as Heights Fest and provided an overview of the planned activities.

Commissioner Toth asked for more information on the name change.

Ms. Eisfeldt provided additional information on the rebranding of the event to better reflect Mendota Heights.

Commissioner Weichert stated that many young families in her neighborhood enjoyed the Touch a Truck event this past weekend.

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

Recreation Facilities Coordinator Trey Carlson reviewed the Par 3 update, noting the soft opening at the end of March for a few days, which was very popular. He stated that the season officially opened on April 10 and provided statistics on the course so far this season. The implementation of the new software has been successful. He provided an update on course conditions, maintenance, summer programs, and leagues.

Commissioner Weichert asked how the rounds from March and April compare to the previous year.

Mr. Carlson replied that there was a slightly higher number of rounds in 2025.

Ms. Lawrence replied that in 2024, they were open eight more days than in 2025. She believed that the increase in rounds was due to the software, which allows customers to book a tee time online. It was estimated that about 50 percent of the tee times are being made online. She commended Mr. Carlson and his staff for making the software implementation a success, as this was a big step for the City and staff.

Commissioner Schifsky asked how the new software is being advertised to users.

Mr. Carlson commented that they made customers aware of the new software at the soft opening in March, used social media and the City website, and have brochures available at the clubhouse.

Commissioner Muller commented that the system is very user-friendly and is the same system used by another course. She was impressed by the number of schools that are golfing at the Par 3 and asked how they coordinate with the school groups.

Mr. Carlson replied that the school groups call, and he works with them to schedule times. He estimated 12 schools that use the course. He stated that they have hosted a JV exhibition tournament and have another school tournament coming up.

Commissioner Muller asked about Youth on Course and whether they would be implementing that.

Ms. Lawrence commented that the goal for this year is to get the online tee time software up and running well, and Youth on Course is a goal for next year.

Chair Blanks commented that it is great to see the continued growth of the course.

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

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that the Commission Work Plan, approved at the March meeting, was included in the packet. She provided an update on the status of items within the plan.

Commissioner Weichert stated that she would like to work with Mr. Carlson to provide input on the desires of the senior community for programming opportunities. She asked if there has been progress on seeking grant opportunities.

Ms. Lawrence identified grants that the City routinely applies for in the parks system. She noted a new staff member has joined the city's team and can assist with grant writing. She stated that the Master Plan consultant also identified park grant opportunities that the City can pursue.

Commissioner Schifsky suggested looking at opportunities that could combine both teen and senior programming.

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

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that staff continues to work with the consultant to complete the Parks System Master Plan, which will be finalized, adopted, and implemented. She stated that a draft was provided to the Commission tonight to review prior to the release to the public. She noted that a presentation of the final plan will be made at the June 17 City Council meeting, and the Commission is invited to attend.

## **8. New Business**

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

Parks and Recreation/Assistant Public Works Director Meredith Lawrence provided background information on the playground at Ivy Hills, the existing conditions, and why the playground is planned for replacement. She stated that the Commission provided consensus to staff to move forward with the RFP and provided additional comments on the changes the City Council made to the RFP in a desire to have more creativity in the proposals received. She stated that six proposals were received from five qualified vendors, which were reviewed by the subcommittee, which narrowed the proposals to four for community engagement. She presented the four proposals.

Commissioner Weichert commented that woodchips are not accessible for people in wheelchairs.

Ms. Lawrence agreed and noted that although woodchips are considered accessible, they are not easy to traverse through.

Commissioner Schifsky stated that accessibility is not just related to wheelchairs, but can also include people who have an unsteady gait, people with walkers, seniors, and parents with strollers. She agreed that it is challenging and also had input related to the merry-go-round being an accessible feature.

Ms. Lawrence reviewed the tactics for community engagement, the engagement that occurred for this project, and the input received on the different proposals. She stated that the 2025 budget for this project included \$160,000 from the general fund for the project, along with \$20,000 for the increased size of the playground from the special park fund, for a total of \$180,000. She asked that the Commission make a recommendation on this project tonight in order to move forward to the Council. She commented that because of the delays at the Council level, it would be anticipated that this project would take place in September.

Chair Blanks invited residents to provide input.

Adina Overbee, 1200 Sylvandale Rd, commented that they are frequent users of the parks with their grandchildren. She stated that the park is not just for children, but for everyone. She stated that she likes option three because of the colors, as she found that more attractive to the eye and in scale with the remainder of the park. She understood that some people like bright colors, but asked if the rubber surface could be a lesser tone, such as green. She stated that she would not put a lot of value in the online survey, as that encouraged people to vote multiple times. She stated that people voted many times, which skewed the results, and believed the survey should have restricted users to only one vote. She thanked the Commission and staff for their work and looked forward to the updated playground.

Ms. Lawrence commented that any of the proposed colors can be changed if desired, but acknowledged that people may have voted for a playground proposal because of the colors. She asked the Commission to focus on the features rather than the colors, as the colors could be changed.

Commissioner Toth stated that the Commission has been asked to recommend one of these proposals. He commented that it appears the engagement system in place has failed them. He stated that if there were residents who could consistently vote, that would seem to have been a waste of time.

Commissioner Muller commented that the residents who attended in person voted only one time.

Commissioner Toth asked how they could fix the system going forward and what the Commission should base its decision on.

Ms. Lawrence provided background information on the system used to complete previous park surveys and the negative input received from residents related to that system. She stated that for this survey, they used the same process as Valley View Heights. She stated that when she completed the survey, to get a better understanding of the user experience, she did not notice something that encouraged users to take the survey again. She commented that there may be data available that shows the IP address of the user, but she did not pull that data for tonight's meeting. She stated that she would be open to using another platform.

Commissioner Weichert suggested allowing only one vote per household.

Chair Blanks commented that many households have more than one person, and they should each be allowed to vote.

Ms. Lawrence commented that there were children from the same household who were both allowed to vote for their choice. She asked the Commission to look at the features and consider the input of the residents. She commented that these are locked in prices, and if they start over, they may not receive the same quality.

Chair Blanks commented that they are basing this conversation on assumptions and fear that people were voting multiple times. He stated that could have happened, but it is not a fact that occurred. He stated that for his household, there could have been five responses because he would have voted, and he would have allowed each of his children to vote.

Commissioner Weichert asked why children are being allowed to vote.

Chair Blanks replied that the children are the ones using the playground and, therefore, should have a voice.

Commissioner Weichert commented that the playground should be for more than just children.

Commissioner Muller commented that people on the Commission have children and grandchildren and will make a recommendation using the resources that have been provided.

Commissioner Schifsky stated that the subcommittee had strong feelings about this playground being accessible and multigenerational, with equipment that many different ages can use. She commented that language was removed from the RFP by the Council, which is frustrating. She stated that there is a high senior population in this area, and they do not want to spin around, which is the accessible feature that has been proposed.

Commissioner Muller commented that there are many options for color tones, and agreed there are more natural tones that could be chosen.

Ms. Lawrence stated that if there are specific color tones, she can work with the vendor to have new renderings made before the Council meeting. She stated that the vendors have not received any funds from the City to provide descriptions and renderings, and therefore wants to be fair in stating that any of the options could have different colors.

Commissioner Van Lith recognized that this playground is in full sun and therefore would be interested in the recommendation of the vendor on what colors will be best to not be too hot in the sun.

Ms. Lawrence stated that in the future, if they want specifics, it is best to provide that in the RFP.

Chair Blanks suggested that the discussion be narrowed to options two and three, and they received all the votes from the in-person survey and also scored highly in the online survey. He stated that personally, he likes option three as he felt that was the closest to the requirement of accessibility.

Commissioner Van Lith asked how the poured rubber holds up over time.

Ms. Lawrence replied that there is currently a dual surface of poured-in-place and woodchips at Mendakota, noting that has held up pretty well. She recognized that the extreme temperature swings of Minnesota are tough on materials. She noted that material is still in good shape 12 years after installation.

Commissioner Weichert suggested taking dollars away from a feature to provide the poured-in-place surfacing to the swings, which a senior may use.

Ms. Lawrence stated that she did ask all the vendors if it would be possible to change out the spinner with an accessible swing and reviewed the input she received from the vendors. She noted that some vendors would need to redesign their proposal because of the required fall zone, or additional cost would be added to add more poured-in-place surfacing. She noted that the swing does have a higher cost than the spinner. She explained that it is not as easy as it sounds to remove a piece and add a piece in that spot. She noted that shade was also something highly discussed, but was not required as part of the RFP. She did not believe that

any of the playgrounds provide a sufficient amount of shade, which would push them forward for that reason.

Commissioner Weichert stated that perhaps some trees could be planted.

Ms. Lawrence commented that they could plant trees, but recognized that it will take time for them to provide shade.

Commissioner Muller commented that she had heavily used the Ivy Hills Park when her kids were younger. She believed that option three is a similar design to the current playground and commented that younger children do like to spin. She stated that option two does have monkey bars/climbing feature, which is a feature that users requested. She stated that while she does not love the height of option two, that feature does seem to provide some shade within. She did not believe that the survey results should be disregarded, as she only took the survey once.

Commissioner Toth commented that during the subcommittee, they thoroughly discussed the proposals, noting that it was not an easy process. He stated that they attempted to find the best fit for all. He stated that for option two, the tall tower was a feature people liked, while options one and two provide features for everyone. He liked the gameboard feature, as that is something all users could enjoy.

Commissioner Schifsky stated that kids voted from the schools as well, noting that her teenagers all liked the tall tower feature. She commented that the miracle machines are cool but often become broken. She stated that she thinks the music pieces provide a multigenerational feature that will also hold up well. She was frustrated as she did not believe the proper information was relayed to vendors to get the results they wanted based on the City Council's change in scope.

Ms. Lawrence agreed that option two was very popular with students. She stated that she spoke with Webber Recreation, and there is a warranty on the feature. She commented that while the City has not used all the vendors, she has received positive input from cities that have used them in terms of warranty. She believed that each option has components for each age group and includes a warranty.

Commissioner Toth asked if two proposals could be selected and sent to the City Council, allowing the City Council to make the final choice.

Ms. Lawrence stated that she is asking the Commission to make a recommendation, and the recommendation the Commission makes is its choice. She stated that she would like to bring this to the Council next week to ensure they could complete a 2025 installation.

Commissioner Weichert stated that perhaps they could narrow it to two vendors and communicate their concerns, which would allow them to adjust their proposals in order to provide the desired outcome.

Chair Blanks stated that there was a subcommittee that had already narrowed down to these options.

Ms. Lawrence stated that she sent the RFP to nine vendors, and they received six proposals from five vendors, which were narrowed to four proposals. She stated that she then spoke with each vendor to ensure they met the requirements of the RFP. She noted that public



engagement was then completed, and she followed up with the vendors to ask about switching pieces or adding poured-in-place surfacing. She stated that if additional work is wanted, she would need very clear direction as to what they would want done. She reminded the Commission that the budget is set for this project, and if there are additional delays, this would not be installed in 2025.

Commissioner Schifsky stated that she felt there were clear expectations for the RFP, and the Council made different choices.

Ms. Lawrence stated that the RFP from the Parks Commission required an accessible swing, and the City Council had concerns that was too narrow of a scope and that the swing would not fit. She stated that the Council wanted the proposals to be more open-ended, which is why, rather than requiring certain items, they were encouraged. She confirmed that it was the direction of the Council that changed the RFP. She stated that if there is a desire for the vendors to change the proposals, she would want to consult with the City Council to ensure the vendors are not wasting their time.

Commissioner Schifsky stated that the biggest reason for requiring the accessible swing was to provide a feature that would be multigenerational.

Ms. Lawrence replied that staff did due diligence in estimating which features could fit within the space, and the Council was aware that there was potential for the features to fit, but did not want to limit the creativity and scope of the vendors.

Commissioner Muller commented that this is the third playground she has been involved with and asked why this is different than the others.

Ms. Lawrence provided background information on the previous playground process and noted that Marie was the first playground they used the RFP process in 2020, and they did not require an accessible feature. She stated that Valley View Heights also did not require an accessible feature. She stated that this is the same process used for Valley View Heights and recognized that they began to bring in the accessible feature with this park, as that is a priority for the parks system. She stated that it is important that they provide a playground that everyone can use and that will be a part of the parks system going forward. She recognized that it might be a little more work, but she believes that every resident should have an opportunity to recreate.

Commissioner Van Lith stated that it sounds like the subcommittee came up with an idea, and the Council widened the scope. He stated that he would support asking for more options for accessibility rather than the spinning feature, as it appears they would be settling.

Chair Blanks commented that would impact the budget and therefore would most likely not be an option.

Commissioner Muller commented that it is frustrating when the Commission makes a recommendation, and that is changed by the City Council. She stated that she would be nervous to make the request and waste time for the Council not to change its mind.

Ms. Lawrence commented that the Council was not against a swing but did not want to limit the feature to only a swing. She confirmed that the spinning feature is more affordable and fits within the proposals, which is most likely why three vendors chose that option.

Commissioner Weichert referenced the price of option one, which would have additional space within the budget, which may allow them to rework the concept.

Chair Blanks noted that option only received three percent of the votes, so that is not the option the residents want.

Ms. Lawrence stated that the cost option one did not include installation, noting that once installation is added, that would not leave space in the budget for another feature. She stated that all proposals were within a few dollars of each other, with maintenance and installation.

Commissioner Muller stated that she has three children and not all children like all features. She stated that some kids do like spinning. She stated that a senior can spin their grandchildren on the feature.

Commissioner Weichert commented that seniors like the motion of swinging.

Commissioner Muller asked if there is a price point for the spinning feature from Weber.

Commissioner Schifsky stated that she could not find that.

Commissioner Muller commented that could be a similar add-on request to the shade feature in a previous playground proposal.

Commissioner Schifsky stated that in terms of accessibility, the poured-in-place surface provides accessibility to the feature.

Ms. Lawrence stated that the poured-in-place surface has a cost of about \$30,000. She stated that Webber submitted two proposals, as they could provide an inclusive feature and another without the feature.

Commissioner Muller commented that the poured-in-place is a good feature.

Ms. Lawrence stated that in reviewing the proposals pretty closely and in speaking with residents, option three provides the most accessible playground, as it is not just one feature that becomes accessible with the poured-in-place surface. She stated that option two provides the wow factor with the height and climbing features. She stated that while option four is great, it does not include an accessible feature. She stated that option one is great, but did not receive much support from the public. She stated that it seems that, based on the conversation of the Commission, the input of the public, and a staff perspective it seems that options two and three best fit the vision for this playground.

Commissioner Muller commented that she likes the net circle swing and the variety of the swing options provided in option three. She stated that option three also provides different options to get on and off for those playing tag.

*Motion Blanks/second Schifsky to recommend option three for the playground replacement at Ivy Hills Park.* AYES 6: NAYS 0

Chair Blanks asked if there is input on the color, noting that the City Council will ultimately choose the color, as they changed the colors during the last playground process.

Commissioner Schifsky stated that she likes the colors as proposed, as they look fresh, inviting, and match the benches already there.

The resident commented that she would change out the white color as it will become dirty quickly.

Ms. Lawrence commented that they can state they do not want white, but was unsure how specific they can be on the house feature.

Commissioner Schifsky noted that color options may not be a choice on the house feature.

Chair Blanks stated that he recommended leaving the choice of color for the City Council to decide, and the Commission agreed.

(Recreation Program Coordinator Willow Eisfeldt, Recreation Facilities Coordinator Trey Carlson, and Public Works Director Ryan Ruzek left)

### **8.b Preliminary Budget FY2026 Discussion**

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that staff have begun the budget discussions for the upcoming season. She explained that typically the budget discussion spans two meetings, with a recommendation from the Commission being made at the June meeting. She reviewed the budget timeline for the City and noted that the parks and Par 3 Capital Improvement Plans (CIPs) were included in the Commission packet. She recognized that not everything included in the CIP for each year will likely be included in the final budget, but explained that once the Parks System Master Plan is completed, they will be updating the Parks CIP to describe more accurately what can be done in each year. She noted that projects should be prioritized in the case that not all projects are accepted by the Council for the budget. She reviewed the projects that were included in the 2025 budget, which was a total of about \$318,000. She reviewed the projects that were proposed for 2026 within the CIP.

Commissioner Weichert asked how often the Valley picnic shelter is used, as she could only recall two events in 34 years. She noted that is a high cost for an item that is not often used.

Ms. Lawrence commented that she tends to think that shelter is not often used because of the poor condition and lack of power. She stated that with the greenway and trails, she believed that the picnic shelter would be used more.

Commissioner Muller commented that the Girl Scouts use that facility for their bridging ceremonies.

Commissioner Weichert commented that the seniors are being ignored, along with football, lacrosse, and soccer.

Chair Blanks asked that all Commissioners hold their comments until the presentation is completed.

Ms. Lawrence stated that the 2026 projects within the CIP have a total of \$580,000, which is similar to other cities of this size spend annually on Parks capital, but that is a large number compared to what the Council has approved in the past. She stated that it is the decision of the Commission as to how much discussion happens tonight, as this will continue to the next meeting as well. She provided a brief overview of the approved 2025 projects and proposed

projects for 2026 and future years for the Par 3, noting that those items are discussed separately. She confirmed that the 2025 and 2026 Par 3 projects are self-funded from the course revenue.

Chair Blanks stated that ideally, he would like to hold a meeting to discuss this in June.

Ms. Lawrence commented that she does not yet have any topics for the June meeting, and therefore the June meeting could be solely focused on this topic.

Commissioner Muller recognized that there were projects deferred from 2025 and suggested that at the June meeting, staff highlight the projects from 2025 that were deferred.

Ms. Lawrence reviewed the 2025 budget priorities of the Commission and highlighted the items that were deferred.

Commissioner Weichert stated that she would like information on how much the shelters are used, as that can help to determine whether shelters should be refurbished or removed.

Ms. Lawrence stated that she can bring forward that information, but not all people who use the shelters reserve them. She noted that Mendakota does not allow shelter rentals during tournaments, which also skews results.

Commissioner Weichert commented that she often has people approach her home for shelter from a storm because there is nothing available at the park.

Chair Blanks asked that all Commission members send a list of their questions to Ms. Lawrence prior to the June meeting. A deadline of May 25 was provided to the Commission to provide that input.

Commissioner Schifsky asked for input on whether the County would contribute to a shelter along the greenway.

Ms. Lawrence provided a brief update and noted that she can provide more information at the June meeting.

## **9. Old Business**

None.

## **10. Staff Announcements**

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

- Thanked her staff as it has been a busy spring preparing for programming and the opening of the facilities. Touch-A-Truck was a big success, and she looked forward to the rebranded Heights Fest. She encouraged the Commission to check out the website and see the updates that have been made.
- Other events can be found on the City's website

## **11. Student Representative Update**

None.

## 12. Commission Comments and Park Updates

Commissioner Weichert

- It is wonderful to see people picking up trash in the parks.

Commissioner Schifsky

- Thanked everyone for the attention to Ivy Hills. The park looks lovely as vegetation has begun to bloom.
- Civic Center has been active with ball games.

Commissioner Muller

- Rogers Lake and Kensington both look great.

Commissioner Van Lith

- Noticed a ball game at Victoria Highlands tonight.
- Marie is well-used by many different users and many different activities.

Commissioner Toth

- Asked if the portable bathroom at Valley View could be tucked back a bit, as it is an eyesore.

Ms. Lawrence commented that the bathroom was placed in that location because of the accessibility challenges at that park, but noted that they could review the location.

Chair Blanks

- Valley is getting lots of use.
- Excited to have Music in the Parks returning to Market Square.
- Appreciated the signs asking people to leave the ducks alone at Mendakota.

## 13. Adjourn

*Motion Toth/second Schifsky to adjourn the meeting at 9:05 PM*

AYES 6: NAYS 0

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

CITY OF MENDOTA HEIGHTS  
DAKOTA COUNTY  
STATE OF MINNESOTA

Minutes of the Parks and Recreation Commission Work Session  
June 10, 2025

Pursuant to due call and notice thereof, a work session of the Parks and Recreation Commission, City of Mendota Heights, Minnesota was held at 1101 Victoria Curve, Mendota Heights, MN 55118.

CALL TO ORDER

Chair Jaffrey Blanks called the meeting to order at 6:33pm. Commissioners Jo Schifsky, Michael Toth, Jennifer Weichert, Daniel Van Lith and Dan Sherer (arrived at 8:11pm) were also present. Commissioner Michelle Muller and Student Representative Evangeline Fuentes were absent.

City staff present included Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director, Trey Carlson, Recreation Facilities Coordinator, Willow Eisfeldt, Recreation Program Coordinator, and Eydie Myers, Parks and Recreation Intern.

Department Updates

Director Lawrence introduced Parks and Recreation Intern Eydie Myers and discussed the projects she will be working on this Summer.

Director Lawrence provided an update on the 2040 Park System Master Plan and invited Commissioners to attend the consultant's presentation at the City Council meeting on Tuesday, June 17 at 6:00pm.

Director Lawrence provided an update on the Ivy Hills Park Playground project, notifying Commissioners that the City Council decided to reject all project bids and a new Request for Proposals will be brought to the July 8 Parks and Recreation Commission for review.

FY2026 Budget Recommendation

Director Lawrence provided an overview of the budget process and answered questions about the specific projects listed in the Capital Improvement Plan.

After discussion, the Commission's 2026 Project Recommendations include the following:

1. Dog Park Water Source
2. Tot Lot Water Source
3. Wentworth Park Hockey Board Replacement
4. Wentworth Park Basketball Court Expansion
5. Playground Replacement (based off staff recommendation)
6. Valley Park Picnic Shelter Refresh
7. Bocce Ball Court Addition to Park (staff will research potential locations)
8. Hagstrom-King Ballfield Infield Resurfacing

Staff let the Commission know they will notify them when the Parks, Recreation, and Par 3 budgets will be reviewed by the City Council so they can attend and listen to the discussion if they would like.

The commission adjourned the meeting at 8:19pm.

Minutes Taken By:

Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director



## Parks and Recreation Commission

**Meeting Date:** July 8, 2025

**Agenda Item:** Park Improvement Project Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

### Action Request:

Informational Item- No Action Requested

### Background:

#### 2025 Projects

The City Council included the following projects in the FY2025 budget:

1. Ivy Hills Playground Replacement
2. Hagstrom King Park Connection Point
3. Friendly Hills Tennis Court Resurfacing

As part of the Parks Maintenance budget, an infield renovation project for the Valley Park ballfield was also included.

### Ivy Hills Playground Replacement

The City Council reviewed the Parks and Recreation Commission recommendation on the playground replacement at their May 20 meeting and decided to reject all bids and start the process again. Staff has refined the Request for Proposals (RFP) to align with the desired scope the City Council is requesting. The updated RFP will be reviewed by the Parks and Recreation Commission at their July meeting. With the delay in timeline, the new playground will not be installed until the Spring of 2026.

### Hagstrom King Connection Point

Hampshire Drive Neighborhood Improvements – A feasibility report was adopted by City Council on April 1, 2025 in relation to pavement improvements to Abbey Way, Canton Court, Haverton Road, Hampshire Drive, Hampshire Court, Morson Circle, Park Lane, Pond Circle East & West, and Winthrop Circle. This project also includes construction of a trail on the north side of Hagstrom King Park from Hampshire Drive to Pond Circle West. Due to financial commitments to other improved infrastructure projects, this project was split into two separate

street improvement projects. Based on a pavement condition index, the streets south of Mendota Heights Road (Abbey Way, Canton Court, Haverton Road, Morson Circle, and Winthrop Circle) were prioritized for construction in 2025. The remaining streets (Hampshire Drive, Hampshire Court, Park Lane, and Pond Circle East & West) including the Hagstrom King trail connection will be presented for construction in 2026.

### **Friendly Hills Tennis Court Resurfacing**

At the March 18 City Council meeting, the Friendly Hills tennis court resurfacing project was approved for a total project cost of \$16,995. This project is scheduled to be completed in early July.

Included in the FY2025 budget was \$18,000 for the tennis court resurfacing at Friendly Hills Park utilizing Fund Balance. Staff have worked with the Dakota County Attorney's Office and the five individuals who were charged in connection with the vandalism were accepted into the County's diversion program. The City will receive payment to cover the damage over the next few years.

The scope of the project includes: cleaning the surface and removing debris; patching low areas of depth; cleaning cracks and control joints of loose material; filling 1" of cracks and control joints using an acrylic patch; priming vandalized areas to enhance bonding of the new surface application; applying two coats of black sand fortified acrylic filler coat; applying two coats of texture acrylic to the entire court surface; and painting of primer and two sets of 2" white lines in accordance to USTA layout specifications. The courts will have a dark green play area and light green out of bounds area—the same as the current court colors.

### **Valley Park Ballfield Infield Renovation**

At the March 4 City Council meeting, the Valley Park ballfield renovation project for the infield was approved and the project was completed in early April. This project scope included the following:

- Laser survey of the existing surface and prescription build for grading purposes
- Edging of outside arc using 57' dimension
- Grading of the infield to drain from pitching rubber toward back arc
- Installation of new base anchors and home plate
- Machine grade surface to 1/8" tolerance

### **Ivy Hills Park Basketball Project**

At the April 1 City Council meeting, the proposed basketball court replacement project was approved. The Council approved a full court, two hoop facility with recreational lines (four square, hop scotch). The concrete pad for the new court was poured on Wednesday, June 18. The court lines will be added and hoops installed at the site in late July. Staff has met on site and has developed a landscaping plan to try to provide a buffer between the properties on the West and East of the court. The landscaping work will be completed in parallel with the opening of the facility for the public.



**Special Parks Fund Balance**

Currently, the Special Parks Fund is showing an estimated balance of approximately \$205,000 available as of July 1, 2025.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All



## Parks and Recreation Commission

**Meeting Date:** July 8, 2025

**Agenda Item:** Recreation Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

### Action Request:

N/A-Informational Only.

### Background:

#### Heights Fest

This year's annual Heights Fest will take place during the second weekend of August from August 8-August 10. Formerly known as "Parks Celebration," city staff decided on a name change that would help identify the legacy event as a Mendota Heights event and carry a sense of community and belonging for Mendota Heights residents. All activities during Heights Fest are free for anyone to participate. Parks and Recreation staff have created the final schedule for Heights Fest as highlighted below:

- **Friday, August 8; 4:30-8:00pm - Food Truck Fest** featuring Kids Dance from 5:00-6:00pm and live music from the Patience Band from 6:30-8:00pm. Food truck fest will feature 8+ different food trucks for attendees to purchase dinner from. The food truck festival will take place at Mendakota Park.
- **Friday, August 8; 8:30-10:30pm - Movie in the Park**, Join Mendota Heights Parks & Recreation for a movie in the park. Bring a blanket and some snacks to watch a featured throwback movie. Help us choose the movie to show. Come back to the Mendota Heights Parks and Recreation Facebook page on July 21st to vote for your favorite movie. The movie with the most votes will be shown at Movie in the Park.
- **Saturday, August 9; 8:00-11:00am - Cliff Timm Memorial Fishing Derby** at Rogers Lake Park features 5 different time slots participants can register for, to compete in the fishing derby. Prizes will be announced via Facebook live for the smallest fish caught, largest fish caught & most fish caught at 10:45am. Participants can register for free at [www.mendotaheightsmn.gov/register](http://www.mendotaheightsmn.gov/register).
- **Saturday, August 9; 12:00-2:00pm - Kid's Fest** at Mendakota Park features inflatables, a foam pit party, yard games, airbrush tattoo artists and balloon artists.
- **Saturday, August 9; 2:00pm - Mini & Me Golf Tournament** at Par 3 Community Golf Course is a new event this year. This event pairs kids with their favorite adult- whether

that's a parent, grandparent, or guardian-for a round of golf full of fun. The tournament will be a shotgun start-style tournament with traditional play and mini challenges. Participants are encouraged to dress in their most creative matching outfits.

- **Sunday, August 10; 8:00am Start time - Pickleball Tournament** at Marie Park. Register with your favorite pickleball partner in this open-style, double elimination tournament.

### **Programming Numbers Update**

Current program numbers for the first six months of the year are highlighted below. Staff pulled these numbers through the registration platform, CivicRec, as well as a spreadsheet that is updated weekly with total participation numbers at each program. Staff also pulled six-month program numbers from 2024 to show a comparison.

- 2025 six-month total program participants: 3,058 total participants
  - 2025 six-month total transaction summary: \$68,142
  - Juniors Golf Lessons total participation: 207 participants as of July 1st
  - Youth Tennis Lessons total participation: 173 participants as of July 1st
- 
- 2024 six-month total program participants: 3,362 total participants
  - 2024 six-month total transaction summary: \$65,713
  - Juniors Golf Lessons total participation: 173 total
  - Youth Tennis Lessons total participation: 179 total

This year, we have canceled three Music in the Park dates and one large event due to inclement weather. The spring pickleball tournament was also canceled due to low participation. Staff projects with continued rescheduling and added events and programs, parks and recreation will exceed 2024 program participation numbers in 2025.

### **New Programs 2025**

2025 has been a year of trialing new programs to work towards the city's goal of increasing program offerings for teens and seniors. So far, Mendota Heights Parks and Recreation staff have offered a skateboarding camp and an evening of laser tag for kids and teens in the community. While the skateboarding camp only saw two participants, the contracted company, 3rd Lair, decided to run the camp anyway to work towards building the skateboarding community in Mendota Heights. Laser Tag saw 60+ participants over the course of the evening. Throughout the remainder of the summer, Mendota Heights Parks and Recreation will be offering the following additional new programming:

- Yoga in the Park-Friday, July 11, Friday, July 25 & Friday, August 22
- Cops & Bobbers- Thursday, July 10
- Youth Pickleball Lessons-July 28-31
- Petals & Planting (in partnership with Mendota Heights Natural Resources)-Monday,

August 18

- Picnic with Public Safety-Monday, August 25

Parks and Recreation staff are looking forward to expanding program offerings for fall 2025 and winter 2026.

**Fiscal and Resource Impact:**

N/A-Informational Only

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Vibrant and Diverse Community Programming



## Parks and Recreation Commission

**Meeting Date:** July 8, 2025

**Agenda Item:** Par 3 Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

### Action Request:

Informational Item -- No Action Requested

### Background:

#### Season Statistics

#### Month 2025 2024

**March** 307 261

**April** 2083 1923

**May** 3052 2664

**June** 3453 3395

Par 3 also hosted an additional 496 high school rounds this spring from 12 different area schools, including three tournaments.

### ForeUP Update

Staff have started to see growth in online booked tee times. Utilizing the online tee time software has not only helped fill up our tee sheets, it has also allowed our staff to be more attentive to customers upon their arrival at the course. The following percentages of tee times were made online:

- March: 46%
- April: 44%
- May: 54%
- June: 52%

### Golf Course Conditions

The course continues to be in great shape. The maintenance staff have done an incredible job of keeping up with all the growth. It's very common for golfers to come back in to the

clubhouse from their round and compliment how great the course plays and looks. Nothing major to report from a maintenance standpoint.

**Summer Program/League Update:**

- Heights Fest: Mini and Me Tournament
  - An exciting change to what was offered during Parks Celebration in the past. The Mini and Me tournament will consist of teams of two, a guardian or parental figure and a child will team up and are encouraged to wear matching outfits that are inspired by their favorite pro golfers, or characters. The event hopes to offer traditional golf challenges like longest putt, while also introducing some fun mini-games that help keep the competition lighthearted.
- Couples Golf League
  - Staff have heard some community interest in a couples golfing opportunity. Slated to start towards the end of the summer, the Par 3 will have a unique twist on a traditional low-score wins league. Partners will square off in a 2-v-2 format and play different like-skilled players each week. This league will be offered on Tuesday evenings, stretching into the early fall.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All



## Parks and Recreation Commission

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**Meeting Date:** July 8, 2025

**Agenda Item:** Commission Work Plan Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

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### Action Request:

Informational Item--No Action Requested.

### Background:

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

### Fiscal and Resource Impact:

None.

### Attachments:

1. PRC Planning Calendar 2025 062525

### Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community

2025 STRATEGIC GOALS

ACTION ITEM	STRATEGIC INITIATIVE	RESPONSIBILITY	TIMELINE												
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	UPDATE
Implementation of Master Plan	All	Parks and Recreation Director													The Master Plan was accepted by the City Council on June 17.
Long Term Sustainable Funding Source for Parks Infrastructure	Sustainable Funding Source for Parks and Recreation	Parks and Recreation Commission/City Council													Staff is working to finalize a more detailed Capital Improvement Plan for Parks and the Par 3 that reflects the outcomes of the PSMP.
Completion of the ADA Transition Plan in Relation to Parks and Continued Accessibility Lens at Forefront	Active Recreational Facilities for All Ages	Parks and Recreation Director/Assistant City Engineer													The consultant has walked our Parks with staff for the completion of the final plan in October. Community Engagement opportunities will begin in July for this project.
Diversify Programming Offered (Senior and Teen Programming)	Vibrant and Diverse Community Programming	Recreation Program Coordinator/Recreation Facilities Coordinator													Recreation Coordinators are working to provide more diverse programming for our community in 2025.
Increase Nature Based Recreation Programs and Events	Greater Connection to the Natural Environment	Recreation Program Coordinator													Recreation Program Coordinator and the Natural Resource Coordinator are collaborating on programming and events.
Increase the Usage of the Par 3 Community Golf Course for the Overall Benefit of the City as a Whole	Vibrant and Diverse Community Programming	Recreation Facilities Coordinator													The new Recreation Facilities Coordinator began with the City on March 3 and this is a priority area for him in year 1.
Continued Partnership and New Partnerships to Provide Additional Opportunities to Residents at a Reasonable Rate	A Leading Community with Invested Partners	Parks and Recreation Director/Recreation Program Coordinator/Recreation Facilities Coordinator													The Recreation Coordinators are working to continue strong relationships with existing partners. The Parks and Recreation Director will continue to seek out potential new partnerships and opportunities.
Development of a Donation Policy for Parks and Recreation	All	Parks and Recreation Director/Recreation Program Coordinator													Staff met to review the first draft of this policy in late May. A final draft will be presented in the Fall.
Increase Community Involvement and Engagement with Residents	Effective Two-Way Communication with an Informed Community	Commissioners													
Continued Success of the Volunteer in the Parks (VIP) Program	All	Commissioners and Staff													The annual Volunteer Program Update was provided to the City Council in February. Staff continue to seek volunteers for events where additional help is needed.





## Parks and Recreation Commission

**Meeting Date:** July 8, 2025

**Agenda Item:** Park System Master Plan Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

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

### Action Request:

Informational Item--No Action Requested.

### Background:

Parks and Recreation Commissioners were given a copy of the draft plan at their May 10 meeting to review. The Consultants and staff presented the Park System Master Plan to the City Council on Tuesday, June 17, which Commissioners were invited to attend. The City Council did accept the Park System Master Plan at their June 17 meeting.

The Master Plan provides the following for Mendota Heights Parks and Recreation going forward:

- Mission: "to preserve and enhance the quality of life for Mendota Heights residents through continued care of parkland, providing exceptional recreational opportunities and programming, maximizing fiscal efficiency, and fostering an inclusive environment."
- Vision: "preserve valued features of the current park system while innovatively expanding recreational opportunities to meet the needs of current and future park users to create an inclusive environment where all visitors can enjoy the City's trails and open spaces."
- Guiding Principles:
  1. Meet Needs Through Diversification
  2. Prioritize Accessibility and Inclusivity
  3. Improve Connectivity
  4. Maintaining Quality
  5. Preserve Existing Valued Park Features
  6. Develop Long-Term Sustainable Funding Model
- Goals:
  1. Upgrade Parks and Trails to meet community needs and expectations with quality park design and amenities that support Mendota Heights' high quality of life

2. Meet the desired program unmet needs outlined in the citizen survey as priorities for the parks and recreation system to build on in the future
3. Provide high-quality recreation programs and amenities that are well-developed, desired and delivered to build a strong user basis
4. Develop a long-term capital investment plan outlined in the Master Plan for existing parks and future indoor program space over the next ten-year period

Staff are working to develop a Phase 1 plan (breaking the 15-year plan into three phases each comprising of five years) in order to ensure the workplan is manageable for staff to begin implementation.

The final plan will be provided to the Commission in paper form if desired and will be posted to the website.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community



## Parks and Recreation Commission

**Meeting Date:** July 8, 2025

**Agenda Item:** Ivy Hills Playground RFP Recommendation

**Item Type:** Action Item

**Department:** Parks and Recreation

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

### Action Request:

If the Parks and Recreation Commission concurs, it should, by motion, make a recommendation to the City Council regarding the playground replacement for Ivy Hills Park.

### Background:

In early January, the Parks and Recreation Commission established a subcommittee that met with staff and developed criteria for an RFP (Request for Proposals) to solicit proposals to replace the existing playground. The Parks and Recreation Commission reviewed the RFP at their January work session and the consensus of the members present agreed with the scope of the project. The City Council reviewed the RFP at their January 21 meeting and asked for changes. The City Council then formally approved the RFP at their February 4, 2025 meeting.

Staff invited reputable playground contractors to submit responses and use their professional expertise and creativity to develop a unique play structure plan within the budget. The City received six proposals from five different qualified vendors. Staff notified the subcommittee of the number of proposals received and the subcommittee reviewed the proposals and narrowed down the proposals to four to begin community engagement.

Staff conducted community engagement with roughly 650 responses throughout the many mediums of engagement--online survey, open house and meetings with students in the schools. The Parks and Recreation Commission reviewed the results of community engagement and reviewed the proposals in relation to accessibility, features, and colors. The Parks and Recreation Commission recommended the approval of a playground from Webber Recreation at their May 13 meeting.

Staff presented the playground proposal recommended by the Parks and Recreation Commission to the City Council at their May 20 meeting. The City Council approved the rejection of the bids and asked staff to develop a new RFP based on their desired change in

scope for the project.

A new RFP was developed based on the information the City Council requested be added to the scope of the project including the following: a bid alternate for an accessible swing, the requirement of pour in place surfacing for all accessible features, and an increase in budget for the project by \$20,000. Based on the extensive feedback received already and the Council's direction on moving this project forward--staff have elected to disband the subcommittee and develop a staff committee to narrow down the projects to three for the Parks and Recreation Commission to review. In addition, staff have elected not to engage the community again on this project.

With rebidding this project, the new playground installation will occur in the Spring of 2026.

**Fiscal and Resource Impact:**

The new budget for this project, included in the Request for Proposals (RFP), was a not to exceed amount of \$200,000 for the base bid.

**Attachments:**

1. Ivy Hills RFP after Rejection 062525

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All



# **City of Mendota Heights**

## **REQUEST FOR PROPOSALS**

### **IVY HILLS PARK PLAYGROUND REPLACEMENT**

**645 Butler Avenue**

**Mendota Heights, MN 55118**

**PROPOSAL DEADLINE: August 28, 2025 • 10:00am**

Released: July 16, 2025

## **Section 1: General Information**

### **1). Contract Administration**

All correspondence regarding this Request for Proposals (RFP) and the proposed services must be addressed to:

Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director  
City of Mendota Heights  
1101 Victoria Curve  
Mendota Heights, MN 55118  
Phone: 651-255-1354  
Email: [mlawrence@mendotaheightsmn.gov](mailto:mlawrence@mendotaheightsmn.gov)

Submission must be sent by email. One hard copy PDF of the proposal and any relevant attachments (including a display poster board) should be sent to the mailing address above and be received prior to the proposal deadline.

### **2). Tentative Timeline**

Due Date: 10:00am on August 28, 2025 (includes both digital and physical submission)

Review by Parks and Recreation Commission on or before October 14, 2025

City Council Approval of Project on or before October 21, 2025

Notification of Award on or before October 24, 2025

Playground should be installed as soon as possible after signed contract.

### **3). Acceptance of Proposals Contents**

The contents of this RFP and the proposal will become contractual obligations if a contract ensues. Failure of the consultant to meet these obligations may result in cancellation of the award. All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13—Minnesota Government Data Practices Act. By submitting a proposal, notwithstanding the provisions of Minnesota Statutes § 13.591, subd. 3(b), Respondents acknowledge that their proposals will be made public in their entirety to further the vital decision-making process included in the consideration of proposals. By submitting a proposal, Respondents consent to this data disclosure and waive any claim against the City of Mendota Heights regarding the disclosure of the data pursuant to Minnesota Statutes § 13.08.

## **Section 2: Project Overview**

### **1). Project Overview and Purpose**

The purpose of the RFP is to obtain site plan design and quotes to include demolition and disposal of current playground equipment, any necessary sitework, an expanded container, playground equipment, inclusive play features, poured-in-place rubber and engineered wood fiber surfacing including installation for the playground site at Ivy Hills Park, 645 Butler Avenue, Mendota Heights, MN 55118. The Parks and Recreation Department is challenging Respondents to use their professional expertise and creativity to develop a unique play structure.

### **2). Owner**

The City of Mendota Heights is the Owner. All work shall be on public property. The contractor shall, at all times, confine operations to stay within the limits of the property. Any repairs or restorations

required outside the property limits due to the contractor's carelessness shall be repaired by the contractor at their expense.

## Section 3: Proposals

To be considered, each Respondent must submit a complete response to this RFP, using the format provided. The proposal must be signed in ink by an official authorized to bind the submitter to its provisions. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least one hundred forty (140) days from the due date for this proposal. Respondents shall include one digital and one hard copy of their proposal document. Respondents may submit up to two proposals/designs.

### 1). Specifications

- A. The structure shall meet and comply with all current ADA Legislation and ASTM F1487 and include demolition and disposal of current playground equipment (options of reuse off-site of existing equipment should be noted in proposal), any necessary sitework, an expanded container and playground footprint, playground equipment with inclusive features, poured-in-place rubberized and engineered wood fiber surfacing including installation for the playground site.
- B. All equipment must meet age-related design criteria suitable for 2-5-year olds and 5-12 year olds and be IPEMA certified.
- C. The recycled wood timber container expansion must be included to meet the design of the updated enclosure attached and match the color and style of the existing container timbers to remain. The existing container does not need to be completely replaced but must have portions replaced to ensure it meets ADA requirements and safety standards. It is anticipated that the existing container timbers to be replaced will be salvaged from the existing infrastructure; however, container replacement may require select timbers to be furnished by the contractor if salvaged timbers are deemed unusable or are insufficient to meet any modified measurements of the container.
  - a. To allow for adequate playground access space meeting current ADA requirements for a pedestrian ramp, the existing bituminous surface access shall be removed and replaced with a concrete pedestrian ramp. Bituminous surface removal limits shall be limited to only what is necessary to remove to achieve ADA compliance within the pedestrian ramp but may require removals up to the connecting trail system through Ivy Hills Park.
- D. The City requires Respondents to include the following features when developing renderings:
  - a. At least five swings that may include any of the following types:
    - i. Parent/child swing
    - ii. Belt swings (minimum of 2)
    - iii. Toddler swing
    - iv. Multi-user swing or arch swing with sensory seat
  - b. A merry-go-round or similar feature that an individual can fully utilize without transferring from a wheelchair
  - c. A dramatic play element
  - d. A communication board
  - e. At least two slides
  - f. At least two vinyl coated steel benches with backs anchored in the ground within the container area. Retaining and reinstalling the two existing blue playground benches is acceptable. If new vinyl coated steel benches are selected for use, the two existing blue playground benches shall be removed from the site.

- g. Poured-in-place surfacing shall be included to access all-inclusive features. Engineered wood fiber surfacing shall be utilized through the remainder of the playground container.
- E. Respondents are required to include in their playground design features that provide opportunities for improved balance, coordination, upper body strength, lower body strength and imagination for users of all ages (monkey bars, pull-up bars, large slides).
- F. Wear pads must be installed below the bottom of slides and swings.
- G. The playground container is currently 3,815 square feet. The new playground will be increased to 4,472 square feet. The attached map outlines the container space available for expansion in green and pink.
  - a. Expansion of the northeast section of the playground container is anticipated to require saw cutting and removal of a portion of the existing concrete pad used for bicycle storage and trash collection to better align the container's perimeter with the adjacent trail system. The anticipated concrete removal limits can be seen on the attached playground map.
  - b. It is not a requirement that the sandbox remains. Thus, Respondents are welcome to propose using that space for different features within the playground design.
  - c. Respondents have the option to show creativity in response to the container's contents and/or shape. Due to in place infrastructure, expansion to the southwest is prohibited. Any additional expansions beyond that shown should not infringe within the drip line of existing trees.
- H. The site shall have signage information provided appropriate to the structure/area. If signage includes photos of individuals, the photo must include a diverse group of users.
- I. All plastic and coating products must be UV and color stabilized to resist fading.
- J. Supplier must be able to provide a tool kit for fasteners, parts manual (both hard copy and electronic) and a touch up paint kit for all structure colors.
- K. All parts must have a corrosion resistant finish and be capped on the top end.
- L. All metal decks must be manufactured from sheet steel conforming to ASTM specification A-569 and be finished with a vinyl coating.
- M. All connecting hardware used must be zinc plated or stainless steel, free of protrusions, vandal resistant and have a tamper proof design. A service kit for tamper proof fasteners must also be provided.
- N. The color pallet for the playground is requested to portray bright colors.
- O. ALTERNATE A – In lieu of the merry-go-round or other feature for wheelchair use without an individual transferring from their chair, an inclusive swing shall be identified for both space and cost. This alternate shall be allowed to exceed the identified playground budget limitation and shall include the deduction price of the alternate wheelchair inclusive feature.

## 2). Submission Requirements

Each of the following items shall be considered an integral part of the contractor's proposal and shall be submitted to the City on or before the date and time as stated:

1. One copy of a completed and signed Proposal Form.
2. A list of all base materials
3. A list of all equipment included in the plans, with quantities.
4. One display board to be used for in-person engagement meetings
5. One copy of a play area equipment layout drawing to scale showing layout, safety zones, accessibility, border and outside dimensions.
6. One bound notebook or plan size sheet of all components and features specific to the project.
7. One complete copy of all warranty information.
8. The contractor shall indicate all deviations from the specifications.



9. Provide a letter from the manufacturer or an independent consulting firm stating all equipment meets the current ASTM F1487 standards
10. Estimated timeline for construction.
  - a. The installation of the entire playground must be completed by paid professional staff. Any deviation from the use of paid professional installers must be approved by the Parks and Recreation Director.
11. Documentation that all equipment quoted is covered by product liability insurance.

### **3). Project Budget**

The fee proposal must not exceed \$200,000 and must include all elements associated with the project, including procurement of all documents, demolition of existing equipment, new container materials and installation for area of expansion, installation of replacement recycled wood timbers in areas where unsafe, surfacing, structures, delivery, installation, construction permits, taxes and service charges. Each firm is requested to provide the maximum amount of play activities for that fee.

### **4). Proposal Receipt**

Proposals must arrive at the Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights, MN 55118 on or before 10:00 AM on Thursday, August 28, 2025.

## **Section 4: Playground Regulatory Compliance**

Each playground proposal must meet the following regulatory compliance requirements:

1. All equipment provided and all areas around and between equipment must comply with the most current Consumer Product Safety Commission (CPSC) guidelines and The American Society for Testing and Material (ASTM) standards. It is the responsibility of each bidder and manufacturer to be aware of these guidelines. Please list all deviations where your proposal does not comply and explain each in detail when submitting the proposal. Equipment that requires intensive labor measures or modifications, after installation, such as the cutting of bolts, to bring equipment into conformance with CPSC and ASTM will not be accepted. As recommended by CPSC, a project specific maintenance manual shall be provided at the end of the project.
2. The entire playground must meet the current requirements of the Americans with Disabilities Act and ASTM F1487.
3. All equipment must be IPEMA certified.
4. All surfacing materials must meet current CPSC guidelines, ASTM F1951 and ASTM F1292 standards, as well as be IPEMA certified.
  - a. Once installation is complete on all equipment, the supplier must provide a formal safety audit of the installed equipment. The audit must document that equipment meets all current standards listed above. Final payment for the structure, payment for base materials and installation will not be processed until after the safety audit inspection and document has been completed and delivered from a certified playground inspector. CPSI documentation must be included.

## **Section 5: Proposal Selection**

Responses to this RFP will be evaluated based on the following process:

1. Staff will review the firm's response to the RFP and determine if the proposal meets all criteria for consideration.
2. A Parks and Recreation staff subcommittee will narrow down the complete proposals to the top three designs to be reviewed by the Parks and Recreation Commission.

3. The Parks and Recreation Commission will review the top three playground renderings determined by the staff subcommittee and make a recommendation to the City Council on the desired playground for the park.
4. City staff will present the Parks and Recreation Commission's recommendation to the City Council for a final decision.

### **1). Award of Contract**

The City of Mendota Heights will award one contract for this entire project to the Respondent who submits a proposal that meets all performance and required criteria as set forth by this RFP.

## **Section 6: Proposal and Project Terms and Conditions**

The following terms and conditions apply to this RFP and to the Project:

1. The City of Mendota Heights is not liable for any cost incurred by the prospective firms prior to the signing of the contract.
2. The contents of this proposal will become contractual obligations if a contract ensues. Failure of the selected consultant to accept these obligations may result in cancellation of the award.
3. The City of Mendota Heights reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects, in the City's judgment. In determination of award, the qualification of the proposal submitter, the conformity with the specifications of services to be supplied and delivery terms will be considered.
4. The city assumes no responsibility or liability for costs incurred by Respondents prior to the submission of a proposal. Total liability of the City of Mendota Heights is limited to the terms and conditions of this RFP.
5. The successful Respondent will be required to furnish appropriate certificates of insurance as part of the final contract negotiations.
6. The contractor shall pay all sales, consumer, use and other taxes required to be paid by them in accordance with the law of the place where the work is to be performed.
7. The contractors shall provide and maintain all necessary temporary enclosures and barricades to adequately protect the work and materials from the elements and persons not involved with construction. The contractor shall remove all temporary enclosures, barricades and fences upon completion of the work.
8. The contractor shall provide for and be responsible for protection of existing pavements, utilities, fencing, etc. In general, all existing materials, surfaces, sod, etc., to remain which are affected by the work shall be repaired and restored to an original and functional condition.
9. Before making any shipment of materials to the site, the contractor shall ascertain whether the site is in a condition to receive the shipment. Where this provision is neglected and material is delivered to the site when the latter is not in condition to receive it, such materials shall be properly stored elsewhere at the contractor's expense and adequate insurance coverage provided for off-site storage.
10. The contractor shall provide storage as required to protect and preserve all materials stored at the site. Materials are not to be stored directly on the ground. Storage of materials is to be confined to areas designated by the City. The city will not sign for or be responsible for materials delivered to the site.
  - a. Equipment delivered early will not be paid in full. Full payment of structure and installation will be paid when installation is complete and a compliance audit has been received.

11. Working hours shall be from 7:00am- 8:00pm on Monday-Friday and 9:00am-5:00pm on Saturday and Sundays.
12. All work areas shall be returned to a condition equal to or better than was in existence at the beginning of the project. All construction debris, including excavated soil, shipping materials including cardboard, pallets, etc. shall be removed and disposed of in a manner satisfactory to the City.