



A **LEGENCE** Company

# City of Mendota Heights

Municipal Campus Space Needs Study  
1101 Victoria Curve, Mendota Heights, MN 55118

August 6, 2025



# OUR TEAM



**Kristin Duerr**

Business Development Specialist  
Stakeholder Engagement



**Chris Ziemer, LEED AP**  
Project Development Director



**Karen Klein**

Project Development Specialist  
Stakeholder Engagement

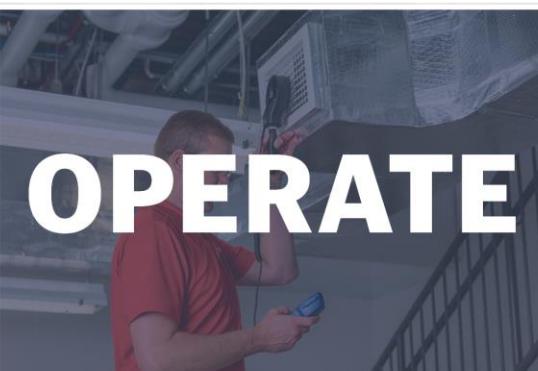


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**Since 2006, ICS has been positively impacting people through innovative facility solutions.** We integrate expertise in facilities planning, funding, construction, and ongoing operations to be successful.

**Our team helps clients plan, build, and operate buildings well. Here's how:**

**BUILDING STRONG CONNECTIONS.**



**Facilities Assessment**  
**Capital Improvement Planning**  
Long-Range Planning  
**Space Utilization and Programming**  
Community Engagement  
Referendum Planning and Communications  
Physical Needs Analysis & Asset Plans  
Funding Analysis & Cost Estimating

Program Management  
Construction Management as Agent  
Construction Management at Risk  
Owner's Representation  
Design-Build  
Performance Contracting  
Constructability Review  
Value Analysis and Engineering

Commissioning  
Re-Commissioning  
Retro-Commissioning  
Energy Audits  
Energy Rebates  
Utility Services  
LTFM Management  
Building Forensics



**110  
EMPLOYEES  
ACROSS  
NINE  
OFFICES**

**MN:** Minneapolis, Duluth, Sauk  
Rapids, Park Rapids, Brainerd,  
and Mankato

**Other offices:** Fargo, ND;  
Sioux Falls, SD; and Media, PA





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# STUDY PURPOSE

## Space Needs:

Identify and assess existing Municipal Campus needs and work with the City of Mendota Heights City Staff and Police Department to understand space limitations and develop a more ideal plan that will meet the current and future needs of the City Hall and Police Department staff at the Municipal Campus, including City Council and community needs.

## Investigation of Solutions:

Assist the City to determine if it's more cost effective to build a new Municipal Campus or stay in the same location and renovate the existing building.



# FACILITY ASSESSMENT

## *Why is Capital Planning Important?*

Our analysis allows the City to create and manage a facilities plan while taking the necessary steps now to implement future changes. The data collected will help shape the City's long-term Facilities CIP.

Understanding current costs versus what it takes to build new, allows for Council to make the **right decision on next best steps**.



Manage your budget and schedule improvements effectively.



Prioritize your deferred maintenance and capital improvements.



Align available funding with improvements needed.

# SPACE NEEDS ANALYSIS

*Why it matters.*

Understanding your facility's space needs and limitations is more than just about square footage. It's about **aligning physical environments with purpose, people, and performance**. It allows for :

Functionality & Efficiency ; User Experience & Comfort ; Prioritize investments and where they'll have the greatest impact ; Enables smarter resource allocation ; Promotes energy-efficiency design by reducing unnecessary space and enhancing cost savings ; Supports a long-term vision ; Facilitates better project scope, budgeting practices, and trust with stakeholder alignment.

## **FIXED PLANNING**



## **MASTER PLANNING**



# METHODOLOGY

## 1. Facility Condition Assessment – Site Visits

- City Hall & Police Department FCA
- Energy Efficiency Analysis

## 2. Stakeholder & Employee Engagement – Online Survey & In-person Dept. Meetings

- Municipal Campus Department Survey
- Department Head Interviews
- Council Member Survey

## 3. Scenario Creation & Budgeting – Meetings w/ City Leadership to determine Next Steps

- Renovate or Build New?
- Ehler's Tax Impact Analysis



CITY OF  
MENDOTA HEIGHTS



MENDOTA HEIGHTS  
POLICE DEPARTMENT

ICS was hired by the City of Mendota Heights to develop a facility and space needs study of the Municipal Campus to identify current and future space needs and analyze various scenarios to determine if renovating or building new best meet the needs of the city.

# FACILITY CONDITION SUMMARY

## General Information

The building was built in 1987 with most mechanical and electrical systems original to the building. Site visits determined current building conditions, functional requirements needed, current and future costs for the 19,900 square foot building.

## Costs

Estimated deferred maintenance costs (does **NOT** include space needs) in the next 10 years:

- ~ \$1,200,000 maintaining as is and addressing items that are coming to end of life-cycle
- ~ \$5,960,000.00 replacing major equipment (HVAC, Electrical, Windows, Finishes (Ceilings), Site, etc.)

## Major Findings

While the building is maintained well, **most items are nearing end of life and require replacement.** Significant space needs are a must to accommodate staff and community needs; **space is very limited.**

# FACILITY ASSESSMENT

## *Building Components and Systems Review*

The following components and systems were reviewed during site visits and observations, assuming [like-for-like](#) replacements, **unless replacements are required to meet code requirements by the authority having jurisdiction:**

- Facility Site (including parking lots, sidewalks, etc.)
- Building Envelope (exterior walls, sealants, windows, roofs, etc.)
- Building Interior Finishes (flooring, walls & ceilings)
- Mechanical Systems (HVAC, hydronics, boilers, plumbing, automated controls, etc.)
- Electrical Systems (service, power distribution, lighting, etc.)
- Life Safety Systems (PA, fire alarm, fire protection, security, etc.)
- Accessibility Issues (site and building)



# FACILITY ASSESSMENT

## *Overview of Findings, A High-Level Summary*

### Facility Site

- Parking lots, drives and walks are deteriorating rapidly and will require replacement soon.



### Building Envelope

- The masonry is good shape with no areas of concern other than deteriorating columns at entries.
- Windows should be replaced for better energy efficiency, and for security reasons for PD & City Council
- The roof will need to be replaced within the next 10 years.
- Past evidence of moisture intrusion through the foundation.

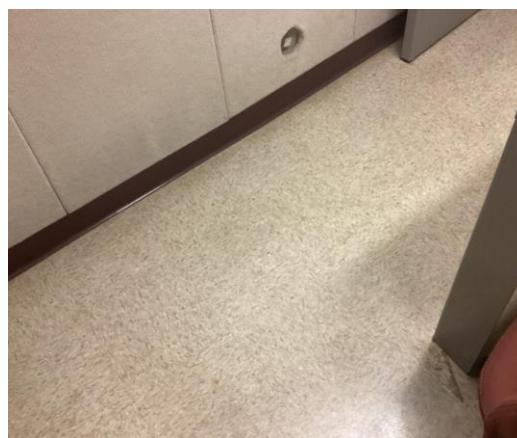
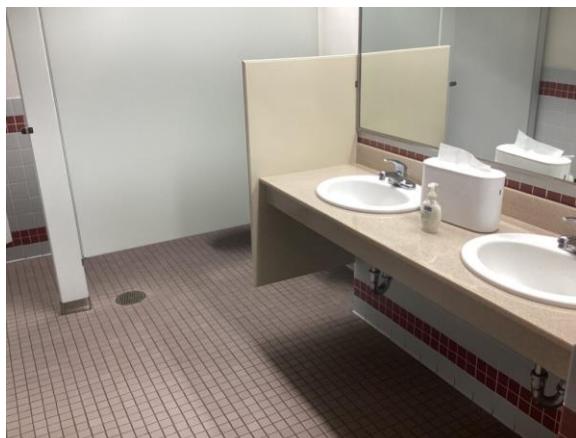


# FACILITY ASSESSMENT

## *Overview of Findings, A High-Level Summary*

### Building Interior Finishes

- Many of the interior finishes are tired and worn. No indication performance issues, just appearances.
- Safety issue with PD glass counter installed incorrectly.



# FACILITY ASSESSMENT

## *Overview of Findings, A High-Level Summary (Cont'd.)*

### Mechanical Systems

- Mechanical systems are mostly original to the building, except the air conditioning condensers, and are nearing end of life. Consideration for replacement should be given to mitigate potential failure, improve energy performance, and provide better indoor air quality.



### Electrical Systems

- The electrical systems are original to the building and appear to be in good condition and are performing as designed.
- Legacy lighting should be upgraded to LED.

# FACILITY ASSESSMENT

## *Overview of Findings, A High-Level Summary (Cont'd.)*

### Life Safety Systems

- Systems have been upgraded and appear to be functioning well. Continue proactive maintenance and inspection.



### Accessibility Issues

- Size and location of public restrooms, assigned stalls in parking lot, and longer walk to the building from parking lot are challenging accessibility issues, dias limitations

# FACILITY ASSESSMENT

## Facility Capital Improvement Plan

Facility	System	Component	Improvement Year	Quantity	Unit	Cost per unit	Base Amount	Budget Amount	Description	Condition
Municipal Campus Facility	Building Envelope	Cracked Stone	2026	1	ea	\$ 1,280.00	\$ 1,280.00	\$ 1,280	Replace cracked stone on column	Poor
Municipal Campus Facility	Building Envelope	Damaged Columns	2026	160	sf	\$ 35.00	\$ 5,600.00	\$ 5,600	Replace broken and deteriorating bricks	Very poor
Municipal Campus Facility	Building Envelope	Exterior Windows	2028	2946	sf	\$ 150.00	\$ 441,900.00	\$ 468,812	Windows appear to be functioning well. Consideration should be given to replacement to take advantage of advancements of glazing technology that will improve energy efficiency.	Poor
Municipal Campus Facility	Building Envelope	Foundation Water Proofing	2029	65	sf	\$ 320.00	\$ 20,800.00	\$ 22,729	Past evidence of water infiltration on the SW side of the building. No knowledge of current problems. If situation reoccurs, recommend excavation of exterior, installation of tiling and foundation wall waterproofing. This should be done concurrently with other projects such as mechanical and hardscaping for these will be impacted.	Fair
Municipal Campus Facility	Building Envelope	Main Entrance Door	2029	1	ea	\$ 6,580.00	\$ 6,580.00	\$ 7,190		Good
Municipal Campus Facility	Building Envelope	Roof	2035	13750	sf	\$ 6.50	\$ 89,375.00	\$ 116,614		Good
Municipal Campus Facility	Interior Surfaces	Lower Level Carpet	2027	5600	sf	\$ 6.50	\$ 36,400.00	\$ 37,492		Poor
Municipal Campus Facility	Interior Surfaces	Upper Floor Carpeting	2028	6500	sf	\$ 6.50	\$ 42,250.00	\$ 44,823		Good
Municipal Campus Facility	Mechanical Systems	AC AHU 3	2034	7.5	ea	\$ 1,800.00	\$ 13,500.00	\$ 17,101		Fair
Municipal Campus Facility	Mechanical Systems	AC AHU 4	2034	7.5	ea	\$ 1,800.00	\$ 13,500.00	\$ 17,101		Fair
Municipal Campus Facility	Mechanical Systems	AC AHU 5	2034	10	ea	\$ 1,800.00	\$ 18,000.00	\$ 22,802		Fair
Municipal Campus Facility	Mechanical Systems	AHU 1	2027	2685	ea	\$ 4.88	\$ 13,102.80	\$ 13,496		Poor
Municipal Campus Facility	Mechanical Systems	AHU 2	2027	2980	ea	\$ 4.88	\$ 14,542.40	\$ 14,979		Poor
Municipal Campus Facility	Mechanical Systems	AHU 3	2027	2450	ea	\$ 5.19	\$ 12,715.50	\$ 13,097		Poor
Municipal Campus Facility	Mechanical Systems	AHU 4	2027	2885	ea	\$ 4.88	\$ 14,078.80	\$ 14,501		Poor
Municipal Campus Facility	Mechanical Systems	AHU 5	2027	3440	ea	\$ 4.88	\$ 16,787.20	\$ 17,291		Poor
Municipal Campus Facility	Mechanical Systems	Boiler 1	2027	432	ea	\$ 119.00	\$ 51,408.00	\$ 52,950		Poor
Municipal Campus Facility	Mechanical Systems	Boiler 2	2027	432	ea	\$ 132.00	\$ 57,024.00	\$ 58,735		Poor
Municipal Campus Facility	Mechanical Systems	Circulating Pumps	2027	4	ea	\$ 7,375.00	\$ 29,500.00	\$ 30,385		Fair
Municipal Campus Facility	Mechanical Systems	Condensor for AHU 1	2034	6	ea	\$ 1,800.00	\$ 10,800.00	\$ 13,681		Fair
Municipal Campus Facility	Mechanical Systems	Condensor for AHU 2	2034	6	ea	\$ 1,800.00	\$ 10,800.00	\$ 13,681		Fair
Municipal Campus Facility	Plumbing	Hot Water Heater	2034	1	ea	\$ 6,260.00	\$ 6,260.00	\$ 7,930		Good
Municipal Campus Facility	Site Projects	NE Parking	2026	5345	sf	\$ 3.75	\$ 20,043.75	\$ 20,044		Poor
Municipal Campus Facility	Site Projects	NW parking and Back Drive	2026	8631	sf	\$ 3.75	\$ 32,366.25	\$ 32,366		Poor
Municipal Campus Facility	Site Projects	South Parking	2026	23985	sf	\$ 3.75	\$ 89,943.75	\$ 89,944		Poor
Municipal Campus Facility	Site Projects	Walks	2028	5600	sf	\$ 11.00	\$ 61,600.00	\$ 61,600	Replace cracked, broken, and sunken concrete panels	Fair

# FACILITY ASSESSMENT

## Facility Capital Improvement Plan

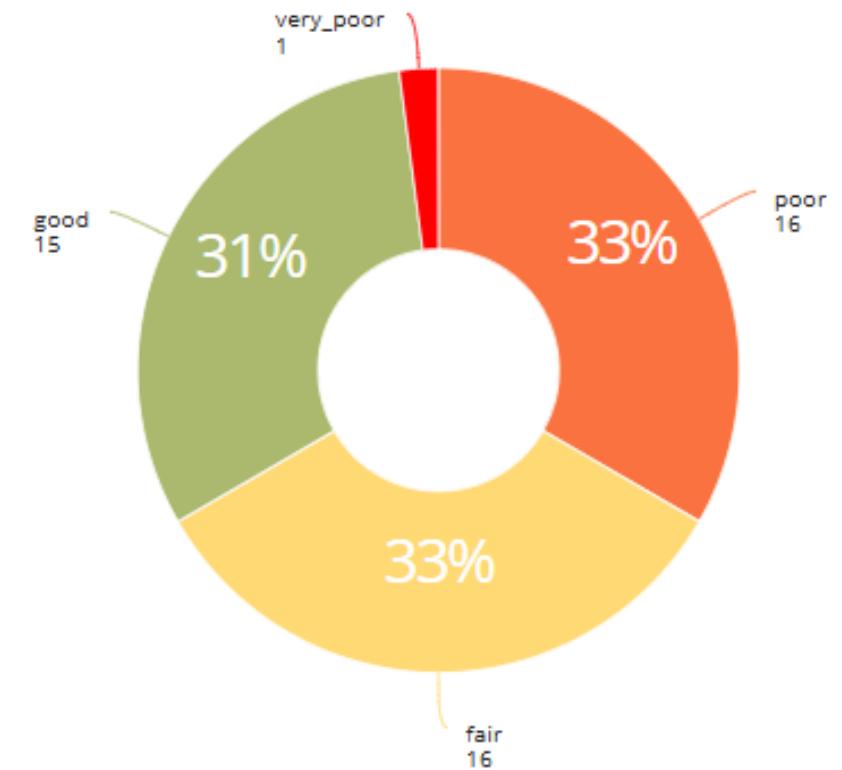
Facility	System	Component	2026	2027	2028	2029	2034	2035	Grand Total
Municipal Campus Facility	Building Envelope	Cracked Stone	\$ 1,280.00						\$ 1,280
Municipal Campus Facility	Building Envelope	Damaged Columns	\$ 5,600.00						\$ 5,600
Municipal Campus Facility	Building Envelope	Exterior Windows			\$ 441,900.00				\$ 441,900
Municipal Campus Facility	Building Envelope	Foundation Water Proofing				\$ 20,800.00			\$ 20,800
Municipal Campus Facility	Building Envelope	Main Entrance Door				\$ 6,580.00			\$ 6,580
Municipal Campus Facility	Building Envelope	Roof						\$ 89,375.00	\$ 89,375
Municipal Campus Facility	Interior Surfaces	Lower Level Carpet		\$ 36,400.00					\$ 36,400
Municipal Campus Facility	Interior Surfaces	Upper Floor Carpeting			\$ 42,250.00				\$ 42,250
Municipal Campus Facility	Mechanical Systems	AC AHU 3					\$ 13,500.00		\$ 13,500
Municipal Campus Facility	Mechanical Systems	AC AHU 4					\$ 13,500.00		\$ 13,500
Municipal Campus Facility	Mechanical Systems	AC AHU 5					\$ 18,000.00		\$ 18,000
Municipal Campus Facility	Mechanical Systems	AHU 1		\$ 13,102.00					\$ 13,102
Municipal Campus Facility	Mechanical Systems	AHU 2		\$ 14,542.00					\$ 14,542
Municipal Campus Facility	Mechanical Systems	AHU 3		\$ 12,715.00					\$ 12,715
Municipal Campus Facility	Mechanical Systems	AHU 4		\$ 14,078.00					\$ 14,078
Municipal Campus Facility	Mechanical Systems	AHU 5		\$ 16,787.00					\$ 16,787
Municipal Campus Facility	Mechanical Systems	Boiler 1		\$ 51,408.00					\$ 51,408
Municipal Campus Facility	Mechanical Systems	Boiler 2		\$ 57,024.00					\$ 57,024
Municipal Campus Facility	Mechanical Systems	Circulating Pumps		\$ 29,500.00					\$ 29,500
Municipal Campus Facility	Mechanical Systems	Condensor for AHU 1					\$ 10,800.00		\$ 10,800
Municipal Campus Facility	Mechanical Systems	Condensor for AHU 2					\$ 10,800.00		\$ 10,800
Municipal Campus Facility	Plumbing	Hot Water Heater					\$ 6,260.00		\$ 6,260
Municipal Campus Facility	Site Projects	NE Parking	\$ 20,043.00						\$ 20,043
Municipal Campus Facility	Site Projects	NW parking and Back Drive	\$ 32,366.00						\$ 32,366
Municipal Campus Facility	Site Projects	South Parking	\$ 89,943.00						\$ 89,943
Municipal Campus Facility	Site Projects	Walks			\$ 61,600.00				\$ 61,600
Total by Year			\$ 149,232.00	\$ 245,556.00	\$ 545,750.00	\$ 27,380.00	\$ 72,860.00	\$ 89,375.00	\$ 1,130,153.00

# FACILITY ASSESSMENT

## Facility Report Card

### Facility Score Card

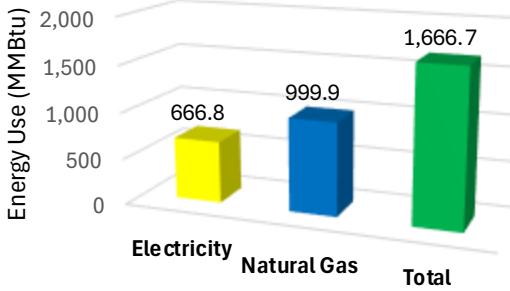
Building Name	Category	Average Ranked Condition (0-5)
City Hall/Police	363 (Health and Safety - Fire Safety)	4
	368 (Building Envelope)	2.86
	369 (Building Hardware and Equipment)	2.5
	370 (Electrical)	3.67
	379 (Interior Surfaces)	2.83
	380 (Mechanical Systems)	2.8
	381 (Plumbing)	3.5
	384 (Site Projects)	2.83



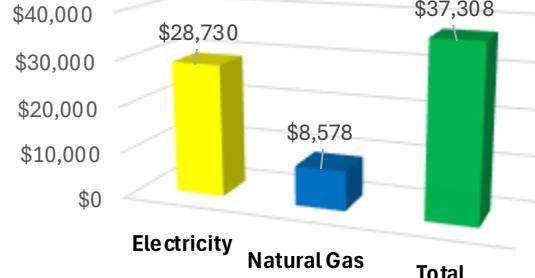
# ENERGY ASSESSMENT

## Overview of Findings, A High-Level Summary

### City of Mendota Heights City Hall 2023-24 Average Energy Use



### City of Mendota Heights City Hall 2023-24 Average Utility Costs



### City of Mendota Heights – Municipal Campus

#### Utility Use Baseline Summary

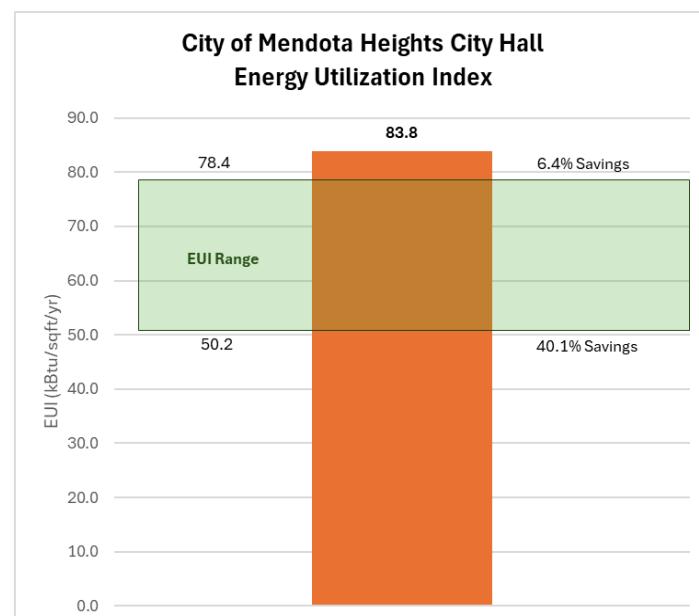
Service	Units	Cost	\$/Unit	\$/sf	MMBtu	EUI (kBtu/sf)
Electricity (kWh)*	195,383	\$28,730	\$0.1470	\$1.44	666.8	33.5
Nat. Gas (Therm)	9,999	\$8,578	\$0.858	\$0.43	999.9	50.3
<b>Total</b>		<b>\$37,308</b>		<b>\$1.88</b>	<b>1,666.7</b>	<b>83.8</b>
			B3 Baseline EUI			100.9
			B3 Benchmark EUI			50.2
			Energy Star 50th Percentile EUI			78.4

\*City produced an average of 3,710 kWh/yr with on-site solar and received a net credit of \$13,403 from participating in the Community Solar Program.

\*Building Area: 19,888

**Potential Annual Energy Cost Savings:**  
**\$14,960**

### City of Mendota Heights City Hall Energy Utilization Index



Energy baseline calculations were determined from utility bills and energy data from Xcel Energy.

# FACILITY ASSESSMENT

*Facility Condition Index (FCI)* - **NOT INCLUDING SPACE NEEDS**

Identified CIP Needs	Building Replacement Value	Facility Condition Index (FCI)
<b>\$1,200,000</b>	<b>\$10,000,000</b>	<b>.12</b>
Renovation Costs	Building Replacement Value	Facility Condition Index (FCI)
<b>\$5,960,000</b>	<b>\$10,000,000</b>	<b>.60</b>

The "Facility Condition Index" represents a useful measurement of the amount of facility needs compared to the insured replacement value for that building. Therefore, the higher this ratio is, the more consideration should be given to replacing the facility versus investing significant repair dollars into it. A **ratio greater than .6 (60%)** typically identifies facilities where long-term investments should be seriously considered before implementation. Other factors weigh into whether a building will be upgraded, repurposed, or replaced, but this measurement is one that should be accounted for in any facility decisions.

# CITY HALL – UPPER LEVEL

- Reception Desk / Counter
- Offices & Workstations
- Small conference room
- Shared public/staff restroom (1)
- Breakroom
- Small conference room in office area
- Conference room open to public
- Mother's room (old closet)
- Council Chambers
- Public/Staff balcony – no longer used
- Mechanical room in lower level
- Elections storage lower level



# POLICE DEPARTMENT – LOWER LEVEL

- Witness testimony cubicle – public area
- Work out room, separate from offices
- Offices
- Reception/Report Area
- Breakroom / conference/meeting room /court video / equipment/lockers
- Locker rooms
- Interview rooms; (1) used as an office
- Garage (2 stalls)
- Evidence storage
- In-custody holding area



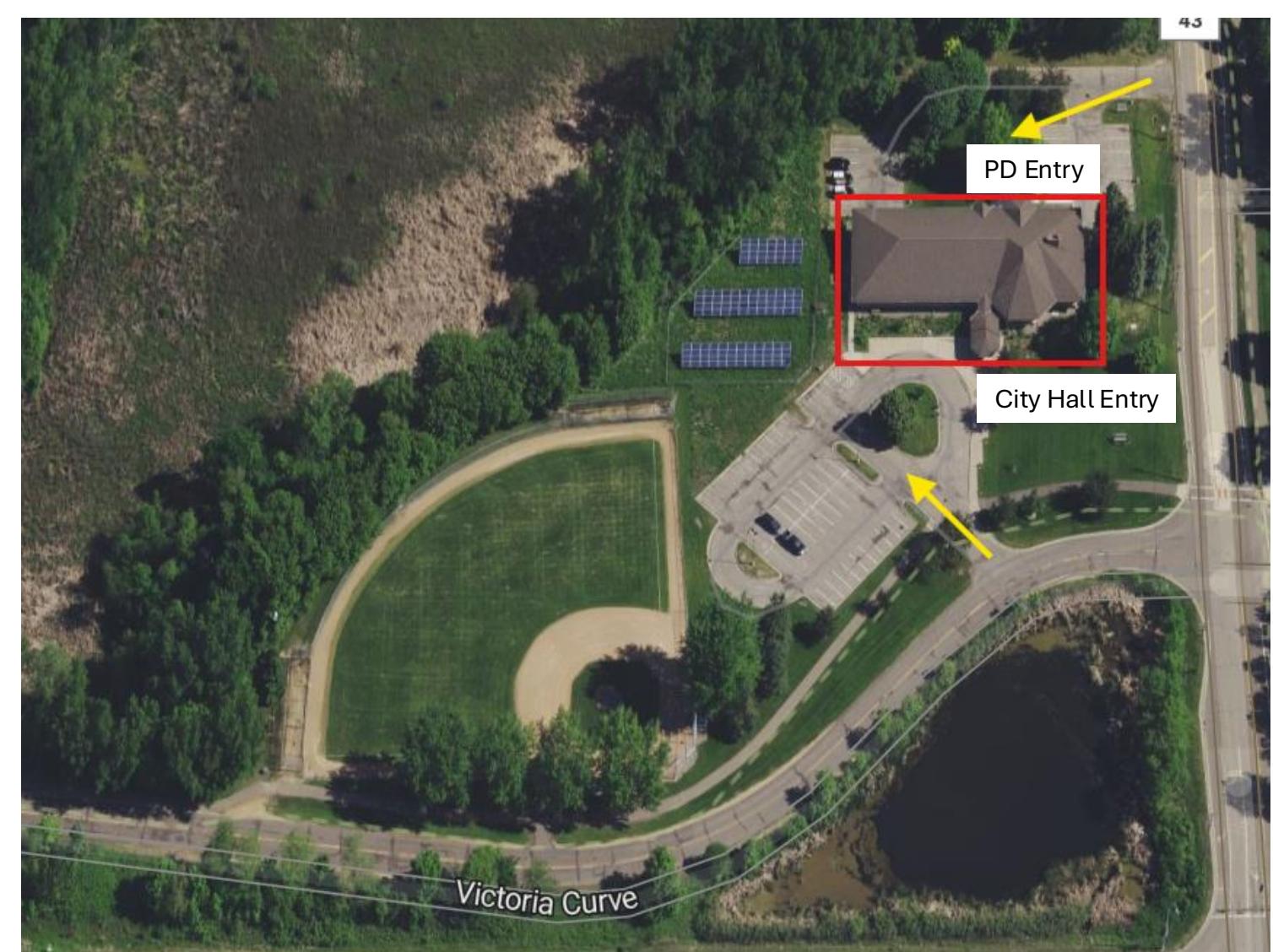
# MUNICIPAL CAMPUS PARKING

## Main Level Parking Lot

- Community & City Hall Staff
- Baseball Field Parking (after hours)

## Lower Level Parking Lot

- Police Department (West lot)
- Community & Staff (East lot)



# CITY HALL - KEY SPACE DEFICIENCIES

## City Hall Area (Main Level):

- **Public Parking:**
  - Larger than desired distance from accessible parking stalls and parking lot in general
  - Undersized to accommodate high volume days at the facility
  - Shared with city vehicles
- **Lobby/Reception:**
  - Cannot be locked off after hours to limit public access (i.e., Lower Level has free access to Main Level)
- **Council Chambers**
  - Unique configuration limits how the space can be utilized and seating
  - Windows in current state present a potential security concern
- **Conference Rooms / Meeting Space**
  - Facility lacks a council conference room directly off Council Chambers
  - Main conference room is not within staff space requiring access through the lobby.
  - Facility lacks meeting rooms off the main lobby for staff to meet with the public rather than bringing them back into staff space.
  - Facility lacks additional conferencing/teaming space within the limits of the staff work area.
- **Staff Offices / Workstations**
  - Offices and workstations are generally undersized.
  - No room for departmental growth and/or seasonal staff



# CITY HALL - KEY SPACE DEFICIENCIES (Cont'd)

## City Hall Area (Main Level):

- **Security:**
  - Council Chambers / Entry / Lobby configuration make it difficult to monitor both spaces when the Council Chambers is in use
  - Staff are on display with the large number of window and location/height of windows.
  - The facility lacks hardening measures to protect staff working in the building and act as a deterrent(i.e., bollards, bullet resistant glass, etc.)
- **Elections**
  - Election equipment storage puts pressure on departmental storage needs
  - Configuration of the lobby and available space off the lobby puts pressure on the facility during elections
- **Storage / Workroom**
  - Adequate storage is lacking throughout the facility
  - Workroom space has been encroached upon by storage needs
- **Wellness & Mental Health**
  - Breakroom is not contiguous with staff workspace
  - Mother's room (lactation room) is in a converted storage room and not connected to staff space
  - There are not dedicated staff toilet facilities within the facility



# POLICE DEPARTMENT - KEY SPACE DEFICIENCIES

## Police Department Area (Lower Level):

- **Entry Vestibule:**
  - Way-finding / easily found an issue due to split entries of facility
  - Lacks access to a Victim / Family Conference directly off vestibule
- **Lobby/Reception:**
  - Public is often accessing the police lobby from the Main Level. Wayfinding is unclear even with an adjacent parking lot.
  - Visitors are not contained with a dedicated space – Main Level can be accessed after hours once in the Lobby is not compact and does not contain
- **Records / Workroom:**
  - Undersized and due to pressure from the lack of other storage needs within the building dedicated space is required that is sized appropriately
- **Security:**
  - Staff are on display with the large number of window and location/height of windows.
  - The facility lacks hardening measures to protect staff working in the building and act as a deterrent (i.e., bollards, bullet resistant glass, etc.)



MENDOTA HEIGHTS  
POLICE DEPARTMENT

# POLICE DEPARTMENT - KEY SPACE DEFICIENCIES (Cont'd)

## Police Department Area (Lower Level):

- **Offices and Workstations:**
  - Undersized and in most cases additional storage is occurring within the office space
  - Current space is not adequate for patrol officers – utilize the breakroom
  - No room for department growth
- **Flex Office Space:**
  - The facility lacks additional offices/workstations to accommodate other departments that may be working with Mendota Heights Police (i.e., State Patrol, Dakota County, etc.)
  - Space can be utilized for remote court dates that officers need to be a part of
- **Conference / Meeting Rooms:**
  - Facility lacks sufficient conference / meeting room space of varying sizes
    - The Roll Call room is currently shared with the breakroom, storage and remote court space needs.
    - The facility lacks a room that can be utilized for an all-departmental training
- **Storage:**
  - The facility is lacking both space and dedicated spaces for required storage (i.e., files, equipment, etc.)
  - Insufficient space for equipment, gear and medical bag storage (currently shared with the breakroom/roll call room)



MENDOTA HEIGHTS  
POLICE DEPARTMENT

# POLICE DEPARTMENT - KEY SPACE DEFICIENCIES (Cont'd)

## Police Department Area (Lower Level):

- **Interview Rooms:**
  - Interview rooms are not in the right locations to make them effective in addressing witness and in-custody person's confidentiality and safety
  - Makeshift interview room in Lobby is not private or soundproof (constructed of furniture partitions that don't have full height walls).
  - Interview rooms within the department are not ideal
    - One (1) of the two (2) interview rooms is currently being utilized for an office
    - Requires that an in-custody individual is lead through the department to access – **or** -
    - Not within the secure perimeter of in-custody holding area
- **Evidence:**
  - Evidence storage is undersized
  - Area lacks a dedicated evidence processing space (currently within Evidence Storage room)
  - Evidence intake is undersized
  - Large evidence storage is undersized – not enough space for storage of larger items (i.e., bicycles, etc.) and a vehicle in the event a
- **Armory**
  - Undersized for needs of both firearm and ammunition storage
  - Dedicated and larger firearm cleaning area needed



# POLICE DEPARTMENT - KEY SPACE DEFICIENCIES (Cont'd)

## Police Department Area (Lower Level):

- **Locker rooms**
  - Both rooms are lacking in both ADA clearances and general space to move around
  - Limited shower and changing space (only accommodates one (1) individual at a time)
- **Decontamination**
  - The facility lacks space dedicated to accommodate an officer returning who needs to change out of uniform due to exposure of No laundry room
- **Wellness & Mental Health**
  - Fitness room is undersized for its shared use. It is also disconnected from the department – staff need to walk across the lobby to access
  - Facility is lacking a room for defensive tactics and fitness training (i.e., clear floor space w/ padding on floor and walls)
  - Facility lacks a "cool down" room for officers to decompress after returning from a call
- **Parking / Vehicle Storage:**
  - Existing facility can only accommodate two (2) vehicles
  - Remaining vehicles are parked outside of the facility



# SPACE NEEDS - SUMMARY

- **City Hall is short +/- 5,600 SF in space**
  - **Existing space is +/- 11,400 SF (66% of need)**
  - **Total need for departments and council is 17,050 SF (includes enclosed secure parking for five (5) city vehicles)**
- **The Police Department is short +/-27,975 SF in space**
  - **Existing space is +/- 8,500 SF (30% of need)**
  - **Total need for the department is 36,475 SF (includes enclosed secure parking)**



MENDOTA HEIGHTS  
POLICE DEPARTMENT

# STAFF ENGAGEMENT SURVEY RESULTS



# STAKEHOLDER & EMPLOYEE ENGAGEMENT : STAFF

## *Engagement Question & Conclusion*

**“How does the Mendota Heights Municipal Campus support or limit your department’s daily tasks and service to the community?**

**What changes would improve functionality, security, and future readiness? Based on your experience, should the focus be on remodeling, building new, or maintaining the current setup?”**

- 1) Strong consensus for building a new facility to address space constraints.
- 2) Safety concerns (both exterior and interior)
- 3) Inadequate facilities for PD, City Staff, and Community interactions and uses
- 4) Limited functionality, storage needs, meeting space availability
- 5) Heavily affecting morale, operations, & recruitment

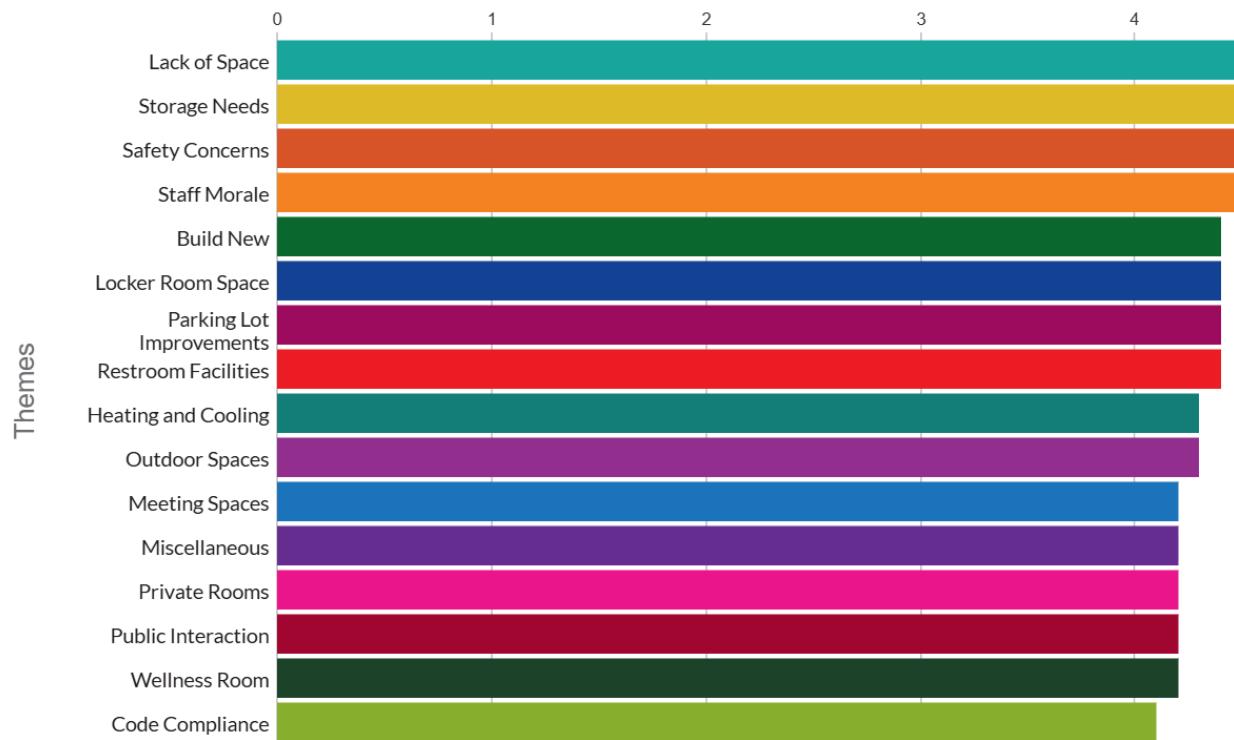
# STAKEHOLDER & EMPLOYEE ENGAGEMENT : STAFF

## *Desired Department Space Needs & Conclusions*

ICS asked each Department Head and City Staff Member what space limitations they experience when carrying out daily work & tasks, including how it relates to topics of functionality, security, and the work environment.

Based on responses given, the following conclusions were identified:

1. Lack of Space
2. Storage Needs
3. Safety Concerns
4. Staff Morale
5. Build New



# CITY COUNCIL ENGAGEMENT SURVEY RESULTS



# STAKEHOLDER & EMPLOYEE ENGAGEMENT : CITY COUNCIL

## *Engagement Question & Conclusion*

**“How does the Mendota Heights Municipal Campus support or limit your department’s daily tasks and service to the community?**

**What changes would improve functionality, security, and future readiness? Based on your experience, should the focus be on remodeling, building new, or maintaining the current setup?”**

- 1) Responses highlight the pressing need for improvements at the Municipal Campus
- 2) Key Concerns: safety, efficiency, technology, ADA compliance, storage and space needs, and community meeting spaces.
- 3) Inadequate facilities impacting officer recruitment, retention, and morale.
- 4) Looking for options to either significantly remodel or constructing a new building: looking for professional evaluation, emphasizing cost-benefit analysis to ensure long-term efficacy.
- 5) Building demands significant upgrades to reflect prudent use of taxpayer funds to address MHPD, Staff and broader community service needs.

# STAKEHOLDER & EMPLOYEE ENGAGEMENT: CITY COUNCIL

# *Online Survey Engagement Question*

## Thoughts

10

1.4 thoughts / participant

## ★ Ratings

41

5.9 ratings / participant

## Ratings ratio

4

### Ratings / thought

## Alignment

High

conference sized configuration  
conveniently warm chairstables  
better nice  
current behind  
desks council  
staff chambers  
location space room  
ease additional  
community capacity meet  
sessions acoustics  
comfy files  
easy changing  
work  
welcoming  
area campus dais  
ceiling chairs  
concerning  
security big building

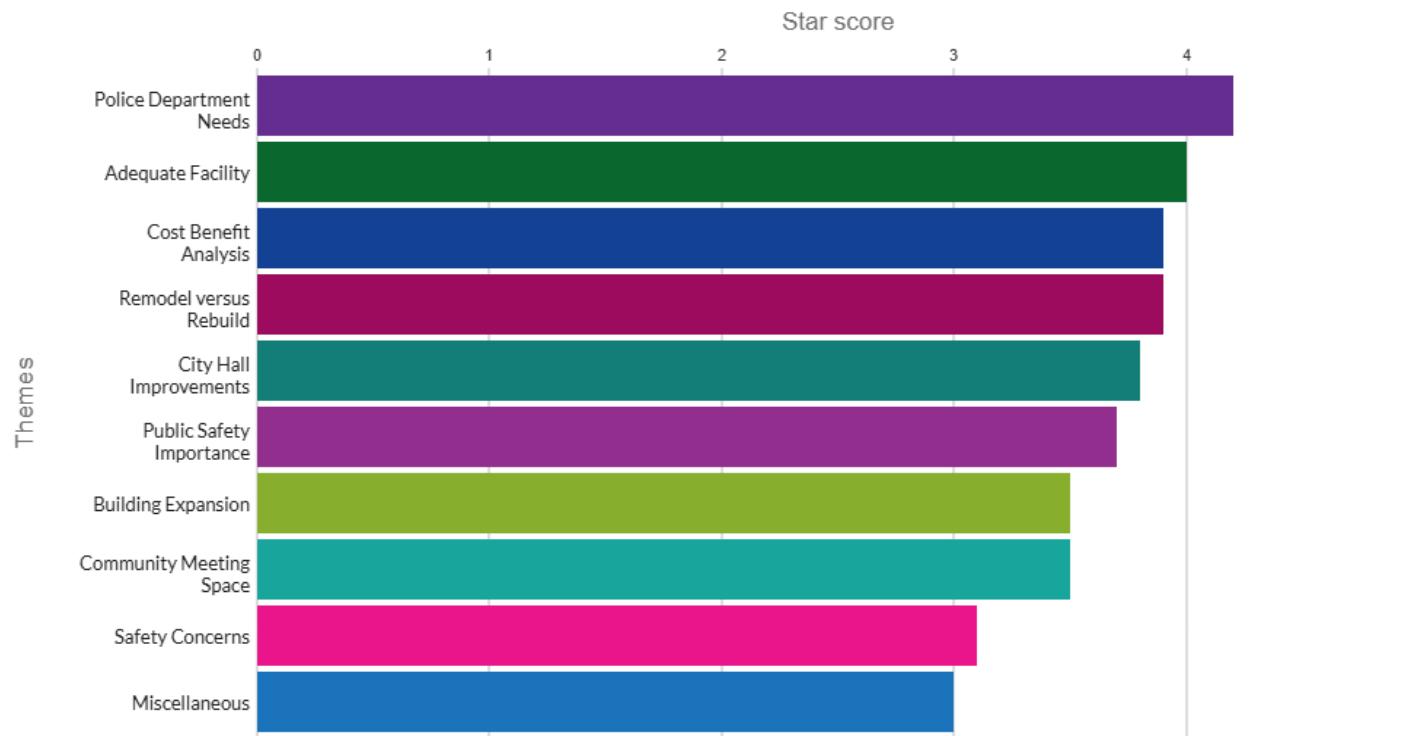
# STAKEHOLDER & EMPLOYEE ENGAGEMENT : CITY COUNCIL

## *Desired Department Space Needs*

In an anonymous survey, ICS asked each City Council Member what space limitations they and city staff experience when carrying out daily work & tasks, including how it relates to topics of functionality, security, and the work environment.

Based on responses given, the following Topics were identified:

1. Police Department Needs
2. Adequate Facility Needs
3. Cost Benefit Analysis
4. Remodel vs. Rebuild
5. City Hall Improvements



# Scenario Creation & Budgeting

## Municipal Campus

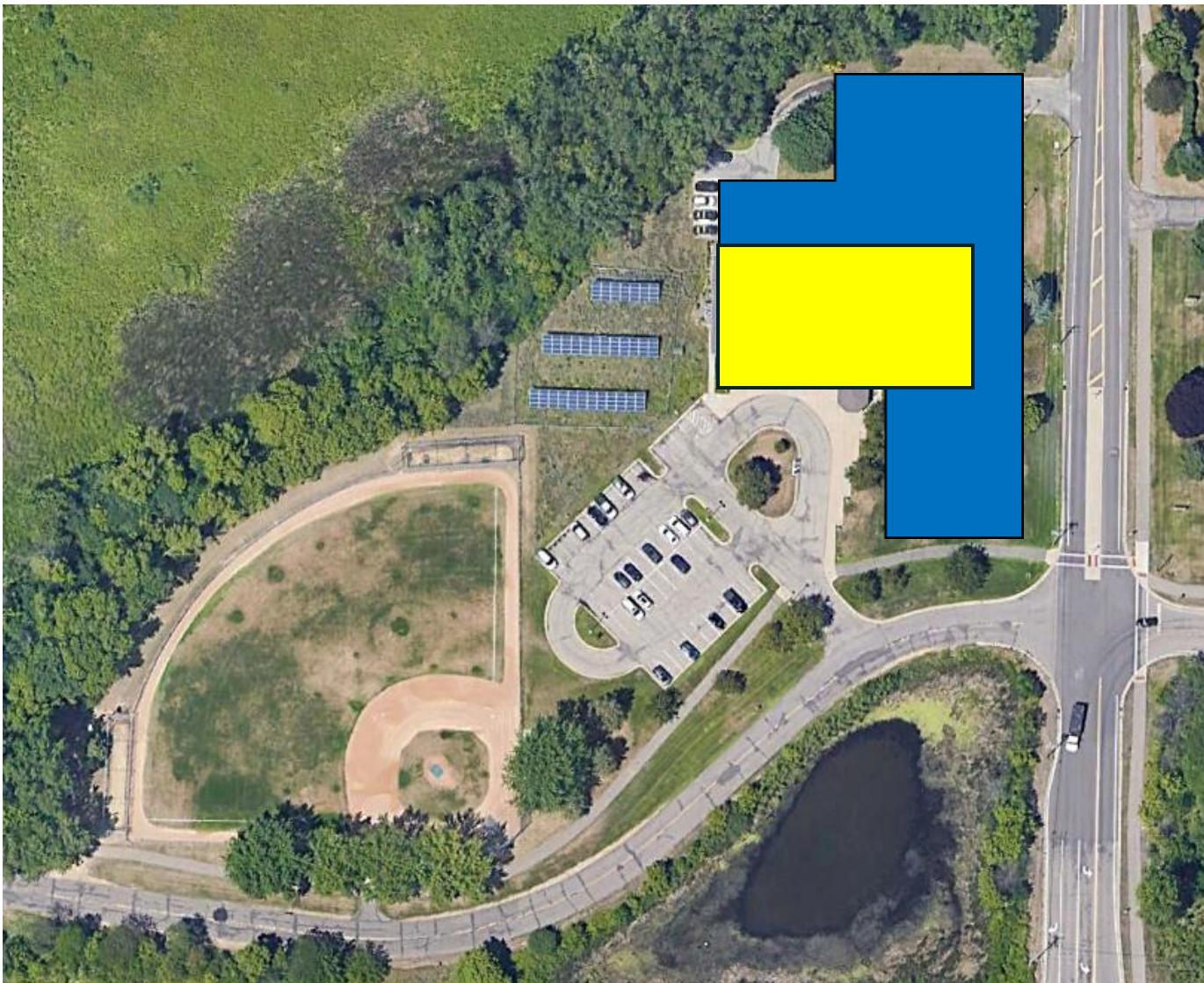
*Scenario #1: Additions & Renovations to the Existing Facility*

*Scenario #2: New Police Station and Renovate Existing Facility for City Hall*

*Scenario #3: Constructing New City Hall & Police Facility*



# SCENARIO #1 – RENOVATE EXISTING w/ ADDITIONS



## Budget Estimate

Existing Building Renovations	\$ 3,980,000
Additions to City Hall	\$ 1,977,500
Additions to Police	\$ 11,189,200
Facility Hardening Features (Bldg./Site)	\$ 250,000
Furniture, Fixtures & Equipment (FFE)	\$ 1,075,000
Technology (Screens, etc.)	\$ 225,000
Security (Card Reader/Camera/Other)	\$ 150,000
Site Costs	\$ 1,425,000
Modifications to Solar Array (if needed)	\$ 0

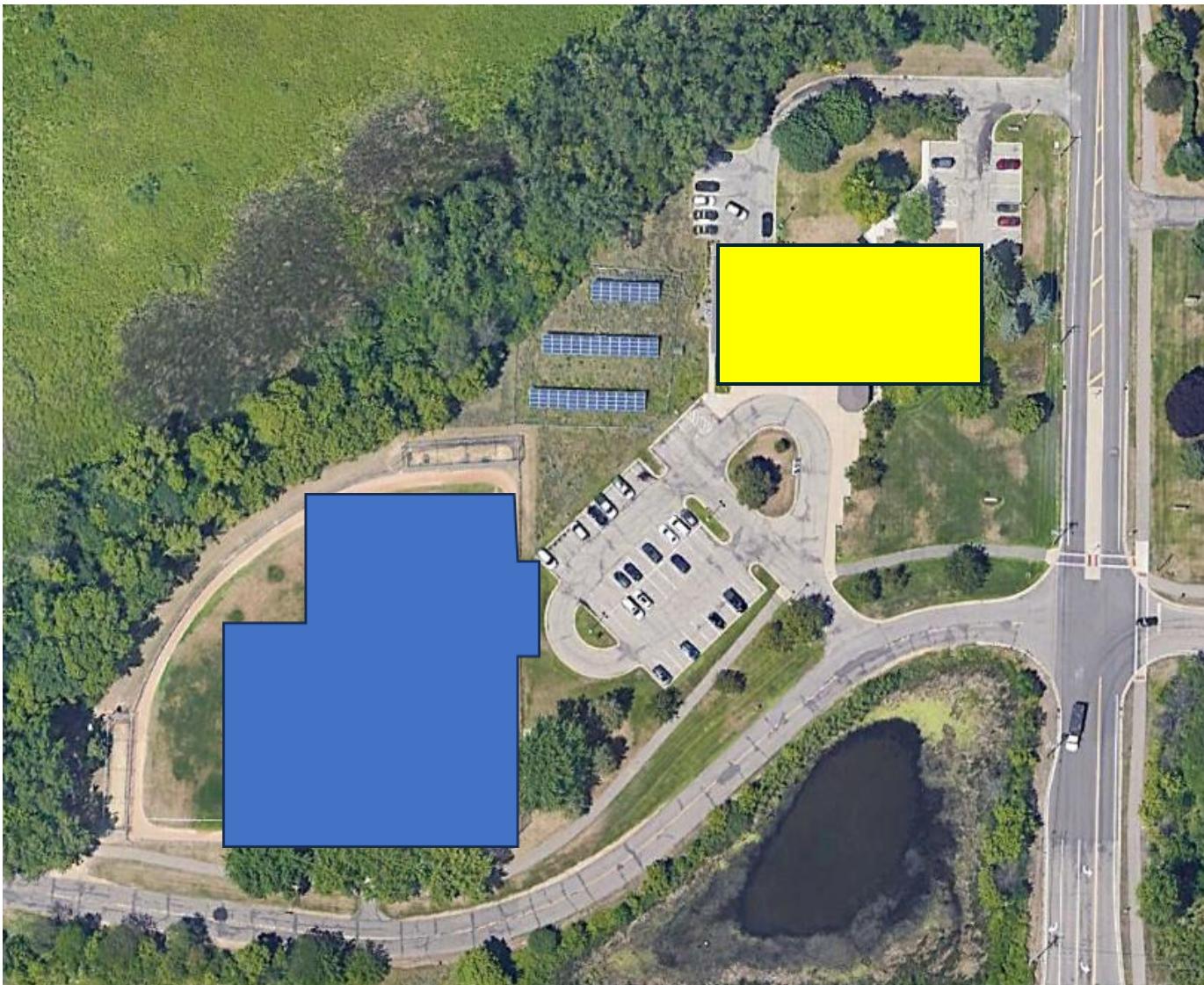
**Subtotal Estimated Project Cost: \$ 20,271,700**

Professional Services (Design/Mgmt.)	\$ 4,031,450
Fees, Permits, Testing, etc.	\$ 589,075
Land Costs	\$ 0
Contingency (8% - Design & Constr.)	\$ 1,621,750

**Total Estimated Soft Costs: \$ 6,242,275**

**Total Estimated Project Costs: \$ 26,513,975**

# SCENARIO #2 – NEW POLICE & RENOVATE CITY HALL



## Budget Estimate

Existing Building Renovation	\$	3,980,000
New Police Station Construction	\$	14,589,150
Facility Hardening Features (Bldg./Site)	\$	250,000
Furniture, Fixtures & Equipment (FFE)	\$	1,075,000
Technology (Screens, etc.)	\$	225,000
Security (Card Reader/Camera/Other)	\$	150,000
Site Costs	\$	1,775,000
Modifications to Solar Array (if needed)	\$	0

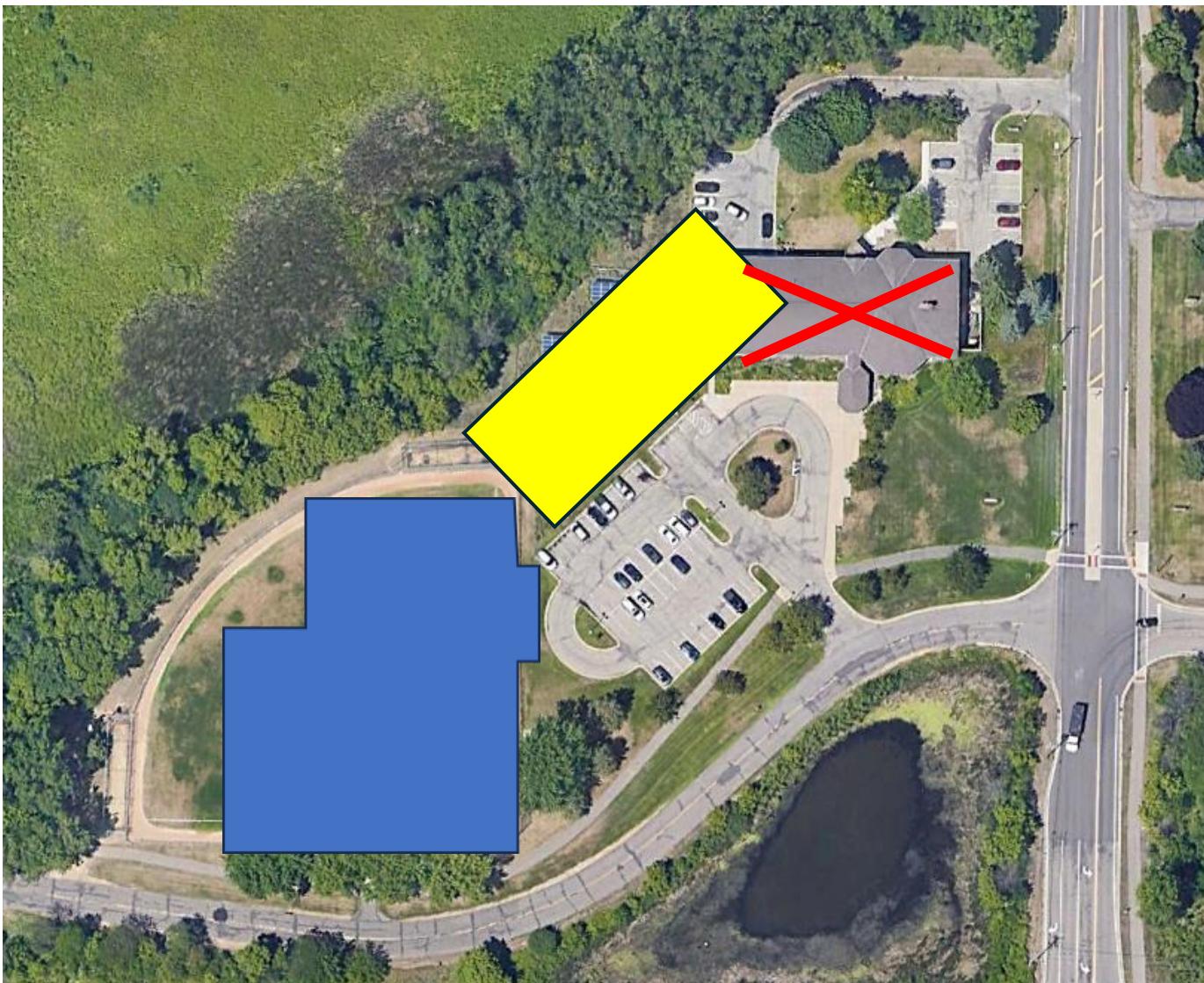
**Subtotal Estimated Project Cost: \$ 24,044,150**

Professional Services (Design/Mgmt.)	\$	4,155,400
Fees, Permits, Testing, etc.	\$	615,665
Land Costs	\$	0
Contingency (8% - Design & Constr.)	\$	1,763,500

**Total Estimated Soft Costs: \$ 6,534,565**

**Total Estimated Project Costs: \$ 30,578,715**

# SCENARIO #3 – CONSTRUCTING NEW FACILITY – SAME SITE



## Budget Estimate

New City Hall Construction	\$ 5,965,250
New Police Station Construction	\$ 14,589,150
Facility Hardening Features (Bldg./Site)	\$ 250,000
Furniture, Fixtures & Equipment (FFE)	\$ 1,075,000
Technology (Screens, etc.)	\$ 225,000
Security (Card Reader/Camera/Other)	\$ 150,000
Site Costs	\$ 2,250,000
Demolish Existing Facility	\$ 296,500
Modifications to Solar Array (if needed)	\$ 100,000

**Subtotal Estimated Project Cost: \$ 24,900,900**

Professional Services (Design/Mgmt.)	\$ 4,623,185
Fees, Permits, Testing, etc.	\$ 814,700
Land Costs	\$ 0
Contingency (8% - Design & Constr.)	\$ 1,992,230

**Total Estimated Soft Costs: \$ 7,430,115**

**Total Estimated Project Costs: \$ 32,331,015**

# ESTIMATED TAX IMPACT



- 15-year term
- Assumes current market Non-BQ AAA rates plus 50bps
- Impacts based on final pay 2025 valuation information

BOND ISSUANCE INFORMATION	
Bond Issue Amount	\$34,375,000
Number of Years	15
Average Interest Rate	4.25%
Estimated Bond Rating	S&P AAA
PROPERTY TAX INFORMATION	
Actual Net Tax Capacity - Payable 2025	\$33,876,808
Debt Levy @ 105% - Average	3,362,283
Estimated Tax Capacity Rate:	
Payable - 2025 Without Proposed Bonds	40.406%
Payable - 2025 With Proposed Bonds	50.331%
Estimated Tax Rate Increase	9.925%

TAX IMPACT ANALYSIS								
Type of Property	Estimated Market Value	Market Value Exclusion	Taxable Market Value	Net Tax Capacity	Current City Tax	Proposed Tax Increase*	Proposed City Tax	
Residential Homestead	\$ 350,000	\$ 15,050	\$ 334,950	\$ 3,350	\$ 1,353.40	\$ 332.44	\$ 1,685.84	
	450,000	6,050	443,950	4,440	1,793.82	440.62	2,234.45	
	551,000	-	551,000	5,638	2,277.89	559.52	2,837.41	
	650,000	-	650,000	6,875	2,777.91	682.35	3,460.26	
	750,000	-	750,000	8,125	3,282.99	806.41	4,089.40	
	850,000	-	850,000	9,375	3,788.06	930.47	4,718.53	
	950,000	-	950,000	10,625	4,293.14	1,054.53	5,347.67	
	1,050,000	-	1,050,000	11,875	4,798.21	1,178.60	5,976.81	

# ESTIMATED TAX IMPACT



- 20-year term
- Assumes current market Non-BQ AAA rates plus 50bps
- Impacts based on final pay 2025 valuation information

BOND ISSUANCE INFORMATION	
Bond Issue Amount	\$34,375,000
Number of Years	20
Average Interest Rate	4.69%
Estimated Bond Rating	S&P AAA
PROPERTY TAX INFORMATION	
Actual Net Tax Capacity - Payable 2025	\$33,876,808
Debt Levy @ 105% - Average	2,869,375
Estimated Tax Capacity Rate:	
Payable - 2025 Without Proposed Bonds	40.406%
Payable - 2025 With Proposed Bonds	48.876%
Estimated Tax Rate Increase	8.470%

TAX IMPACT ANALYSIS								
Type of Property	Estimated Market Value	Market Value Exclusion	Taxable Market Value	Net Tax Capacity	Current City Tax	Proposed Tax Increase*	Proposed City Tax	
Residential Homestead	\$ 350,000	\$ 15,050	\$ 334,950	\$ 3,350	\$ 1,353.40	\$ 283.70	\$ 1,637.10	
	450,000	6,050	443,950	4,440	1,793.82	376.03	2,169.85	
	551,000	-	551,000	5,638	2,277.89	477.50	2,755.39	
	650,000	-	650,000	6,875	2,777.91	582.31	3,360.23	
	750,000	-	750,000	8,125	3,282.99	688.19	3,971.18	
	850,000	-	850,000	9,375	3,788.06	794.07	4,582.13	
	950,000	-	950,000	10,625	4,293.14	899.94	5,193.08	
	1,050,000	-	1,050,000	11,875	4,798.21	1,005.82	5,804.03	

# SUMMARY

**After reviewing existing facility conditions and learning from staff and council engagement sessions, ICS recommends the consideration of either a significant Municipal Campus remodel or constructing a new building based on highly needed facility space needs & equipment updates.**

**The construction costs disclosed are estimates at this time for discussion & planning purposes only.**

**ICS recommends next steps by fine-tuning scenarios and construction costs with City Staff and City Council, correlating those scenarios with associated tax impacts, then surveying the community on their thoughts and incorporating their feedback to develop a plan for the future of the Municipal Campus.**

# NEXT STEPS



## Facilities Assessment

- Further prioritize 10-year CIP with Administration, if desired

## Scenario Creation & Budgeting

- Incorporate City Council feedback and continue to fine tune scenarios
- Review Scenarios with Administration and Police Chief
- Future Presentation to City Council
  - Ehlers Tax Impact Analysis
  - Future Workshops
  - Site Tours

## Community Engagement

- Upon scenarios being approved and defined by City Council, start the engagement process with the Community (online survey) for their feedback on the future of the Municipal Campus.



# QUESTIONS?