



A **LEGENCE** Company

# City of Mendota Heights

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

September 3, 2025



# 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.)



# 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 (Updated)

- **City Hall is short +/- 5,600 SF in space**
  - **Existing space is +/- 10,773 SF (86% of need)**
  - **Total need for departments and council is 1,628 SF**
- **The Police Department is short +/-17,325 SF in space**
  - **Existing space is +/- 9,127 SF (53% of need)**
  - **Total need for the department is 26,452 SF (includes enclosed secure parking)**



## Programming – Police (Today's Need)

	Existing Facility			Proposed Facility			% Change
<b>Lobby:</b>							
Entry Vestibule	1	96	96 SF	1	100	100 SF	104.17 %
Lobby / Public Hallway	1	460	460 SF	1	300	300 SF	65.22 %
Small Interview Room	1	90	90 SF	1	80	80 SF	88.89 %
Large Interview Room	0	0	0 SF	1	120	120 SF	NEW SF
Victim / Family Conference Room (Off Lobby/Vest.)	0	0	0 SF	0	180	0 SF	0.00 %
Community / Training / Press Room	0	0	0 SF	1	1,350	1,350 SF	NEW SF
Kitchenette / Storage	0	0	0 SF	0	80	0 SF	0.00 %
Public Restrooms	2	70	140 SF	2	80	160 SF	114.29 %
<b>Lobby Subtotal:</b>		<b>786 SF</b>			<b>2,110 SF</b>		<b>268.45 %</b>
<b>Support Specialist / Records:</b>							
Workstations	1	260	260 SF	3	80	240 SF	92.31 %
Records / Files / Forms Storage	1	140	140 SF	1	200	200 SF	142.86 %
Mail / Work Room	1	130	130 SF	1	200	200 SF	153.85 %
<b>Support Specialists / Records Subtotal:</b>		<b>530 SF</b>			<b>640 SF</b>		<b>120.75 %</b>

## Programming – Police (Today's Need - Cont'd.)

	Existing Facility			Proposed Facility			% Change
<b>Administration:</b>							
Chief's Office	1	240	240 SF	1	240	240 SF	No Change
Administrative Conference Room	0	0	0 SF	0	144	0 SF	0.00 %
Police Captain	1	135	135 SF	1	180	180 SF	133.33 %
Secure File Room (HR / Internal Investigations)	0	0	0 SF	1	48	48 SF	NEW SF
<b>Administration Subtotal:</b>	<b>415 SF</b>			<b>468 SF</b>			<b>124.80 %</b>
<b>Patrol:</b>							
Patrol Sergeant	1	315	315 SF	2	200	400 SF	126.98 %
Future Growth Office (CSO / Code Enforcement)	0	0	0 SF	0	120	0 SF	0.00 %
Quiet Report Writing (Swing Space – BCA/State Patrol)	0	0	0 SF	1	120	120 SF	New SF
Patrol Workstation	0	0	0 SF	18	48	864 SF	New SF
Roll Call Room	1	500	500 SF	1	500	500 SF	No Change
<b>Patrol Subtotal:</b>	<b>530 SF</b>			<b>640 SF</b>			<b>231.17 %</b>

## Programming – Police (Today's Need - Cont'd.)

	Existing Facility			Proposed Facility			% Change
<b>Investigations:</b>							
Admin. Assistant / Evidence Tech.	1	35	35SF	1	120	120SF	342.86 %
Investigator	0	0	0SF	1	120	120SF	70.59 %
Future Growth Office(s)	0	0	0SF	1	180	180SF	New SF
Case Room / Secondary Conference Room	0	0	0SF	1	48	48SF	New SF
Case File Room (Secure Storage)	0	0	0SF	1	60	60SF	New SF
<b>Administration Subtotal:</b>			<b>205SF</b>	<b>468SF</b>			<b>302.44 %</b>
<b>Fitness / Well-Being:</b>							
Weights / Fitness Room	1	900	900SF	3	80	240SF	133.33 %
Defensive Tactics Room	0	0	0SF	0	120	120SF	New SF
Locker Rooms	1	1,200	1,200SF	1	1,520	1,520SF	126.67 %
Locker Room	1,200SF						
Changing / Toilet / Shower	320SF						
Mental Health / Cool Down Room	0	0	0SF	0	120	0SF	New SF
Storage	0	0	0SF	1	200	200SF	New SF
<b>Patrol Subtotal:</b>			<b>2,305SF</b>	<b>3,720SF</b>			<b>161.39 %</b>

## Programming – Police (Today's Need - Cont'd.)

		Existing Facility	Proposed Facility	% Change
<b>Support Spaces</b>				
Evidence		1 455 455 SF	1 1,560 1,560 SF	342.86 %
Evidence Intake	120 SF			
Evidence Processing	240 SF			
Evidence Storage	1,200 SF			
Armory		1 125 125 SF	1 200 200 SF	160.00 %
Gun Cleaning	120 SF			
Ammunition Storage	80 SF			
Decontamination		0 0 0 SF	1 430 430 SF	New SF
Washdown Area	120 SF			
Toilet / Shower	90 SF			
Changing	100 SF			
Laundry / Lockers	120 SF			

## Programming – Police (Today's Need - Cont'd.)

	Existing Facility			Proposed Facility			% Change
<b>Support Spaces (Cont'd.):</b>							
Equipment / Gear/Medical Bag Storage		In Roll Call Room		1	300	300 SF	New SF
Breakroom		In Roll Call Room		1	200	200 SF	New SF
Kitchen / Kitchenette	1	70	70SF	1	120	120 SF	171.43 %
Custodial	1	50	50SF	1	64	64 SF	128.00 %
<b>Support Spaces Subtotal:</b>			<b>700SF</b>	<b>2,874SF</b>			<b>410.57 %</b>
<b>In-Custody Holding:</b>							
Secure In-Custody Sallyport	1	150	150 SF	1	64	64 SF	42.67 %
In-Custody Processing Area w/ Counter	0	0	0 SF	1	150	150 SF	New SF
In-Custody Decontamination Room w/ Shower	0	0	0 SF	1	80	80 SF	New SF
Individual Holding Cells (sized for ADA)	2	90	180 SF	2	80	160 SF	88.89 %
Secure Interview Room	1	35	35 SF	1	80	80 SF	228.57 %
Release Room	0	0	0 SF	1	64	64 SF	New SF
<b>In-Custody Holding:</b>			<b>510 SF</b>	<b>598 SF</b>			<b>117.25 %</b>

## Programming – Police (Today's Need - Cont'd.)

	Existing Facility			Proposed Facility			% Change
<b>Vehicle Sallyport / Garage:</b>							
Vehicle Sallyport	1	650	650 SF	1	1,400	1,400 SF	215.38 %
Large Evidence Storage (Vehicle / Bicycles, etc.)	1	295	295 SF	1	480	480 SF	162.71 %
Secure Vehicle Bays	0	0	0 SF	10	330	3,300 SF	New SF
Maintenance / Equipment Storage	0	0	0 SF	1	300	300 SF	New SF
General Storage	0	0	0 SF	1	500	500 SF	New SF
<b>Support Spaces Subtotal:</b>	<b>2,045SF</b>			<b>5,980SF</b>			<b>292.42 %</b>
<b>Subtotal Police:</b>	<b>8,311SF</b>			<b>18,894SF</b>			<b>227.34 %</b>
<b>* Net to Gross Factor:</b>	<b>856SF **</b>			<b>7,558SF ***</b>			
<b>Total Police Gross Area:</b>	<b>9,167SF</b>			<b>26,452 SF</b>			<b>288.55 %</b>

**\* Note:** Net to Gross Factor includes non-program space including wall, circulation, mechanical and electrical rooms and spaces.

**\*\* Existing Police Facility has a Net to Gross Factor = 0.11**

**\*\*\* Proposed Police Facility has a Net to Gross Factor = 0.40**

## Programming – Police (Growth)

	Existing Facility			Proposed Facility			% Change
<b>Additional Growth:</b>							
Victim / Family Conference Room (Off Lobby)	0	0	0SF	1	180	180SF	New SF
Kitchenette / Storage (Associated w/ Training Room)	0	0	0SF	1	80	80SF	New SF
Administrative Conference Room	0	0	0SF	1	144	144SF	New SF
Future Growth Office (CSO / Code Enforcement)	0	0	0SF	1	120	120SF	New SF
Mental Health / Cool Down Room	0	0	0SF	1	120	48SF	New SF
Additional Secure Vehicle Bays	0	0	0SF	20	330	6,600SF	New SF
<b>Administration Subtotal:</b>				<b>0SF</b>		<b>7,172SF</b>	<b>New SF</b>
<b>Net to Gross Factor x 0.40:</b>				<b>0SF</b>		<b>286SF</b>	
<b>Total Growth Gross Area:</b>				<b>0SF</b>		<b>7,458SF</b>	<b>New SF</b>

# Programming – City Hall (Today's Need)

	<b>Existing Facility</b>			<b>Proposed Facility</b>			<b>% Change</b>
<b>Lobby:</b>							
Entry Vestibule	1	80	80SF	1	150	150SF	187.50 %
Lobby	1	1,065	1,065 SF	1	750	750SF	70.42 %
Reception Desk	1	175	175 SF	1	200	180SF	114.29 %
Community Classroom(s) / Voting	0	0	0SF	1	900	900SF	NEW SF
Small Conference / Meeting Rooms (Off Lobby)	1	170	170SF	1	200	400SF	117.65 %
Large Conference / Meeting Room (Off Lobby)	1	355	355 SF	1	360	360SF	101.41 %
Public Restrooms	2	125	125 SF	2	240	480SF	192.00 %
Family Restroom	0	0	0SF	1	80	80SF	New SF
Custodial Closet	1	90	0SF	1	64	64SF	71.11 %
<b>Administration Subtotal:</b>			<b>415SF</b>	<b>468SF</b>			<b>151.98 %</b>

## Programming – City Hall (Today's Need – Cont'd.)

	Existing Facility			Proposed Facility			% Change
<b>City Council:</b>							
Council Chambers	1	1,400	1,400SF	1	1,800	1,800SF	128.57 %
Council Conference Room	0	0	0SF	0	240	0SF	0.00 %
Media Production Room / Technology/Data	1	80	80SF	1	180	180SF	225.00 %
Council Room Storage	0	0	0SF	1	120	48SF	New SF
<b>City Council Subtotal:</b>			<b>1,480SF</b>	<b>1,980SF</b>			<b>133.78 %</b>
<b>Administration:</b>							
Reception Desk / Administrative Support Assistant	1	175	175SF	1	120	120SF	68.57 %
City Administrator	1	275	140SF	0	240	240SF	87.27 %
Administrative Conference Room	0	0	0SF	0	144	0SF	New SF
Assistant City Administrator	1	210	210SF	1	200	200SF	95.24 %
City Clerk	1	140	140SF	1	120	120SF	85.71 %
Special Projects Coordinator	1	42	42SF	1	64	64SF	152.38 %
Communications Coordinator	1	42	42SF	1	64	64SF	152.38 %
<b>Administration Subtotal:</b>			<b>530SF</b>	<b>640SF</b>			<b>91.40 %</b>

## Programming – City Hall (Today's Need – Cont'd.)

	<b>Existing Facility</b>			<b>Proposed Facility</b>			<b>% Change</b>	
<b>Finance:</b>								
Finance Director	1	180	180SF	1	240	240SF	133.33	%
Accountant	1	165	165SF	0	120	120SF	72.73	%
Utility Billing Clerk	1	170	170SF	1	120	120SF	70.59	%
<b>City Council Subtotal:</b>			<b>1,480SF</b>			<b>1,980SF</b>	<b>124.27</b>	<b>%</b>

## Programming – City Hall (Today's Need – Cont'd.)

	Existing Facility			Proposed Facility			% Change	
<b>Public Works:</b>								
Public Works Director / City Engineer	1	365	200SF	1	400	240SF	109.59	%
Assistant City Engineer	0	0	0SF	2	64	128SF	New SF	
Senior Engineering Tech.	1	38	38SF	1	64	64SF	168.42	%
Future Growth Office	0	0	0SF	3	120	120SF	187.50	%
Facilities Manager	1	64	80SF	1	120	120SF	150.00	%
Natural Resources Coordinator	1	48	48SF	1	64	64SF	133.33	%
Assistant Public Works / Parks & Rec. Director	1	140	140SF	1	200	200SF	166.67	%
Administrative Coordinator / Deputy City Clerk	1	70	70SF	1	70	70SF	No Change	
Recreation Program Coordinator	1	132	132SF	1	200	200SF	151.52	%
Recreation Facilities Coordinator	1	50	50SF	1	120	120SF	New SF	
Fire Marshall	1	200	200SF	1	1,000	1,000SF	500.00	%
Recycling Coordinator	1	42	42SF	1	64	64SF	152.38	%
Work Station for Temp. / Summer Staff	1	42	42SF	2	42	84SF	200.00	%
<b>Public Works Subtotal:</b>			<b>1,480SF</b>	<b>1,980SF</b>			<b>209.13</b>	<b>%</b>

## Programming – City Hall (Today's Need – Cont'd.)

	<b>Existing Facility</b>			<b>Proposed Facility</b>			<b>% Change</b>
<b>Support Spaces:</b>							
Breakroom	1	365	200SF	1	400	240SF	109.59 %
Staff Restrooms	0	0	0SF	2	64	128SF	New SF
Mother's Room	1	38	38SF	1	64	64SF	168.42 %
Work Room	0	0	0SF	3	120	120SF	187.50 %
Printer / Plotter Room	1	64	80SF	1	120	120SF	150.00 %
Office Supplies Storage	1	48	48SF	1	64	64SF	133.33 %
Files Storage	1	140	140SF	1	200	200SF	166.67 %
Vault	1	70	70SF	1	70	70SF	No Change
Election Storage	1	132	132SF	1	200	200SF	151.52 %
Trash / Recycling	1	50	50SF	1	120	120SF	New SF
Equipment / General Storage	1	200	200SF	1	1,000	1,000SF	500.00 %
<b>Support Space Subtotal:</b>			<b>1,480SF</b>	<b>1,980SF</b>			<b>209.13 %</b>

## Programming – City Hall (Today's Need - Cont'd.)

	Existing Facility	Proposed Facility	% Change
<b>Subtotal City Hall:</b>	<b>8,311SF</b>	<b>8,858SF</b>	<b>118.33 %</b>
<b>* Net to Gross Factor:</b>	<b>856SF **</b>	<b>3,543SF ***</b>	
<b>Total City Hall Gross Area:</b>	<b>9,167SF</b>	<b>12,401 SF</b>	<b>115.11 %</b>

**\* Note:** Net to Gross Factor includes non-program space including wall, circulation, mechanical and electrical rooms and spaces.

**\*\* Existing City Hall Facility has a Net to Gross Factor = 0.44**

**\*\*\* Proposed City Hall Facility has a Net to Gross Factor = 0.40**

## Programming – City Hall (Growth)

	Existing Facility			Proposed Facility		% Change
<b>Additional Growth:</b>						
Community Classroom(s) / Voting	0	0	0SF	1	900	900SF
Council Conference Room	0	0	0SF	1	240	240SF
Administrative Conference Room	0	0	0SF	1	144	144SF
<b>Administration Subtotal:</b>			<b>0SF</b>	<b>1,284SF</b>		<b>New SF</b>
<b>Net to Gross Factor x 0.40:</b>			<b>0SF</b>	<b>514SF</b>		
<b>Total Growth Gross Area:</b>			<b>0SF</b>	<b>1,798SF</b>		<b>New SF</b>

## Programming – Combined Facility (Today's Need)

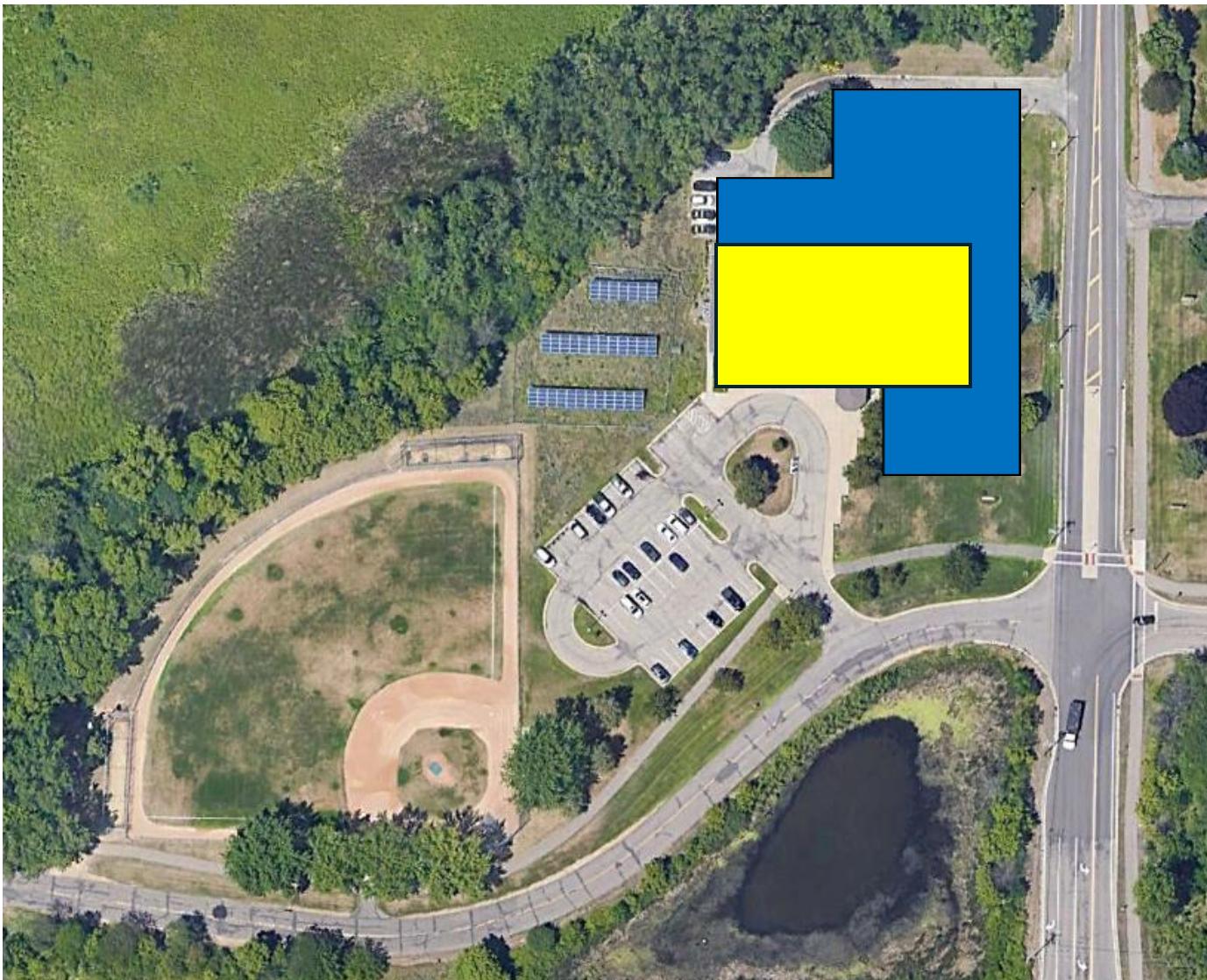
<b>Subtotal Combined Facility:</b>	<b>15,797 SF</b>	<b>27,752 SF</b>	<b>175.68 %</b>
<b>* Net to Gross Factor:</b>	<b>4,103SF **</b>	<b>11,101SF ***</b>	
<b>Total Combined Facility Gross Area:</b>	<b>19,900SF</b>	<b>38,853SF</b>	<b>195.24 %</b>

**\* Note: Net to Gross Factor includes non-program space including wall, circulation, mechanical and electrical rooms and spaces.**

**\*\* Existing Combined Facility has a Net to Gross Factor = 0.26**

**\*\*\* Proposed Combined Facility has a Net to Gross Factor = 0.40**

# Scenario #1 – Renovate Existing w/ Additions



## Budget Estimate (Revised):

Existing Building Renovations	\$ 3,980,000
Addition to City Hall	\$ 1,050,000
Additions to Police	\$ 6,929,850
Facility Hardening Features	\$ 250,000
Furniture, Fixtures & Equipment (FFE)	\$ 765,000
Technology (Screens, etc.)	\$ 225,000
Security (Card Reader/Camera, Other)	\$ 150,000
Site Costs	\$ 1,425,000
Modification to Solar Array (if needed)	\$ 0

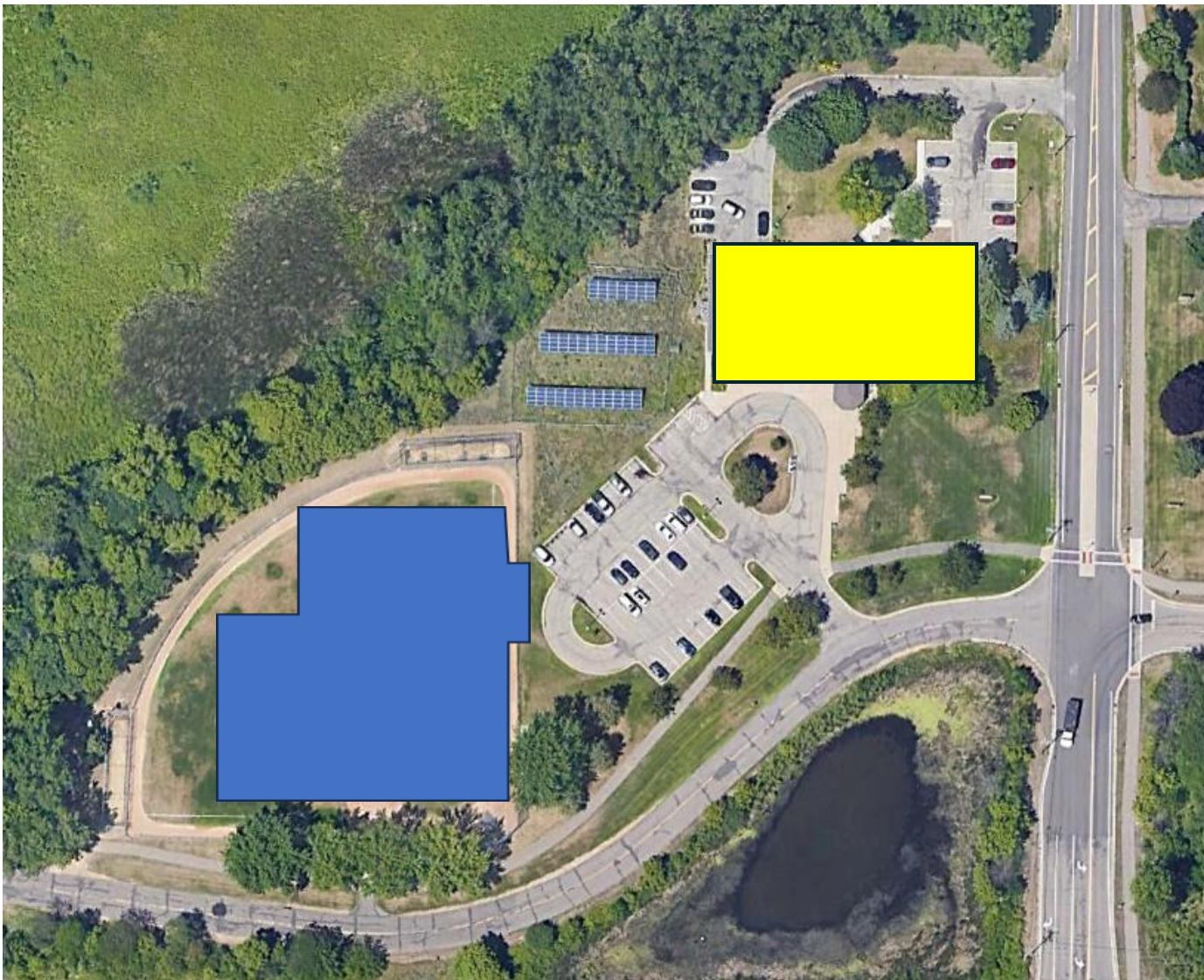
**Subtotal Estimate Construction Cost:** \$ 14,774,850

Professional Services (Design/Mgmt.)	\$ 3,277,830
Fees, Permits, Testing, etc.	\$ 506,625
Land Costs	\$ N/A
Contingency (5% - Design & Constr.)	\$ 1,182,000

**Total Estimated Soft Costs:** \$ 4,966,455

**Total Estimated Project Cost:** \$ 19,741,305

## Scenario #2 – New Police & Renovate City Hall



### Budget Estimate (Revised):

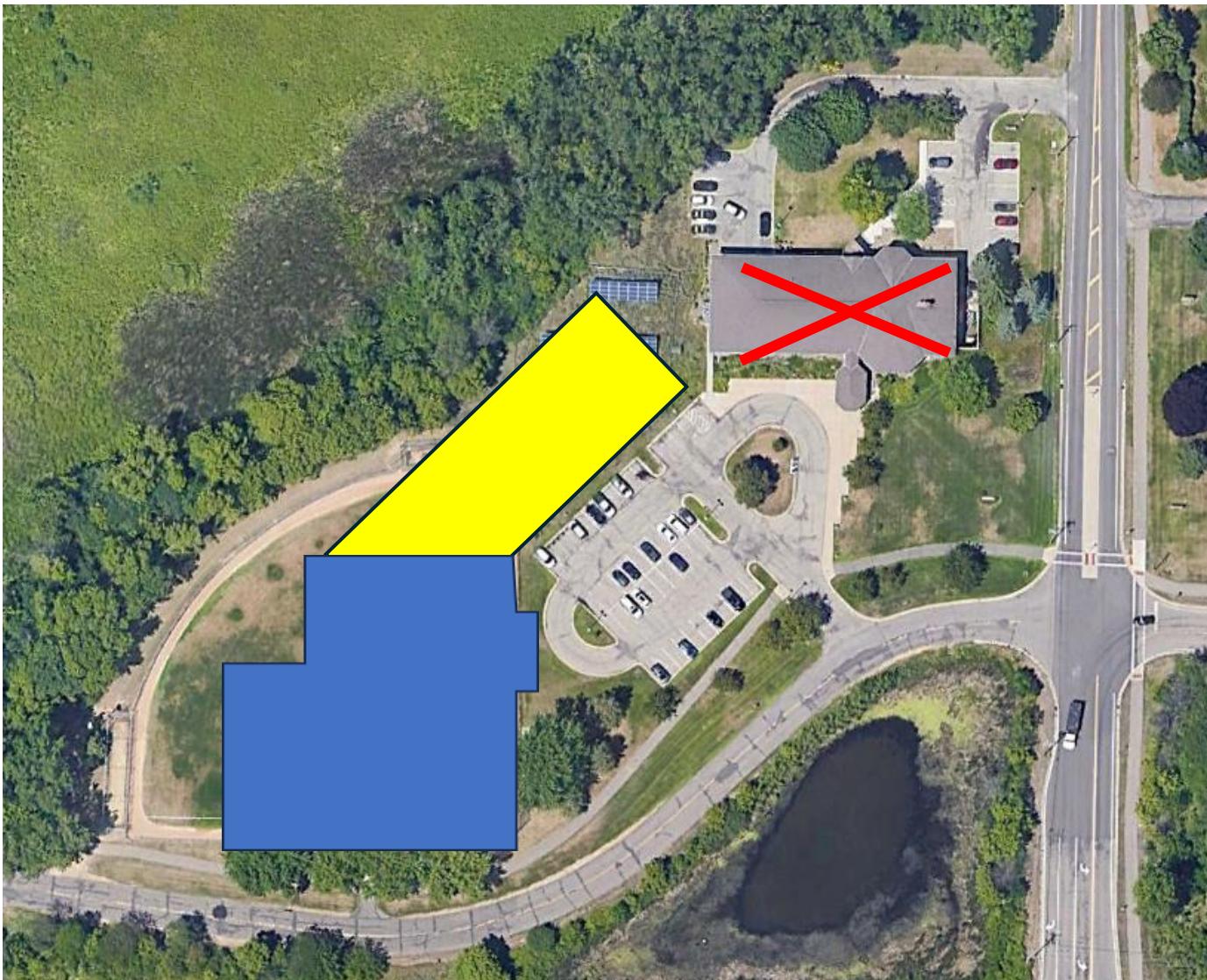
Existing Building Renovations	\$ 3,980,000
New Police	\$ 10,580,650
Facility Hardening Features	\$ 250,000
Furniture, Fixtures & Equipment (FFE)	\$ 765,000
Technology (Screens, etc.)	\$ 225,000
Security (Card Reader/Camera, Other)	\$ 150,000
Site Costs	\$ 1,775,000
<b>Subtotal Estimate Construction Cost:</b>	<b>\$ 17,725,650</b>

Professional Services (Design/Mgmt.)	\$ 3,525,750
Fees, Permits, Testing, etc.	\$ 550,885
Land Costs	\$ N/A
Contingency (5% - Design & Constr.)	\$ 1,418,050

<b>Total Estimated Soft Costs:</b>	<b>\$ 5,494,685</b>
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<b>Total Estimated Project Cost:</b>	<b>\$ 23,220,335</b>
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## Scenario #3 – Constructing New Facility – Same Site



### Budget Estimate (Revised):

New City Hall	\$ 5,369,450
New Police	\$ 10,580,650
Facility Hardening Features	\$ 250,000
Furniture, Fixtures & Equipment (FFE)	\$ 765,000
Technology (Screens, etc.)	\$ 225,000
Security (Card Reader/Camera, Other)	\$ 150,000
Site Costs	\$ 2,250,000
Modification/Relocation to Solar Array	\$ 100,000
Demolition of Existing Facility	\$ 298,500

**Subtotal Estimate Construction Cost:** \$ 19,988,600

Professional Services (Design/Mgmt.)	\$ 3,949,450
Fees, Permits, Testing, etc.	\$ 673,950
Land Costs	\$ N/A
Contingency (5% - Design & Constr.)	\$ 1,599,085

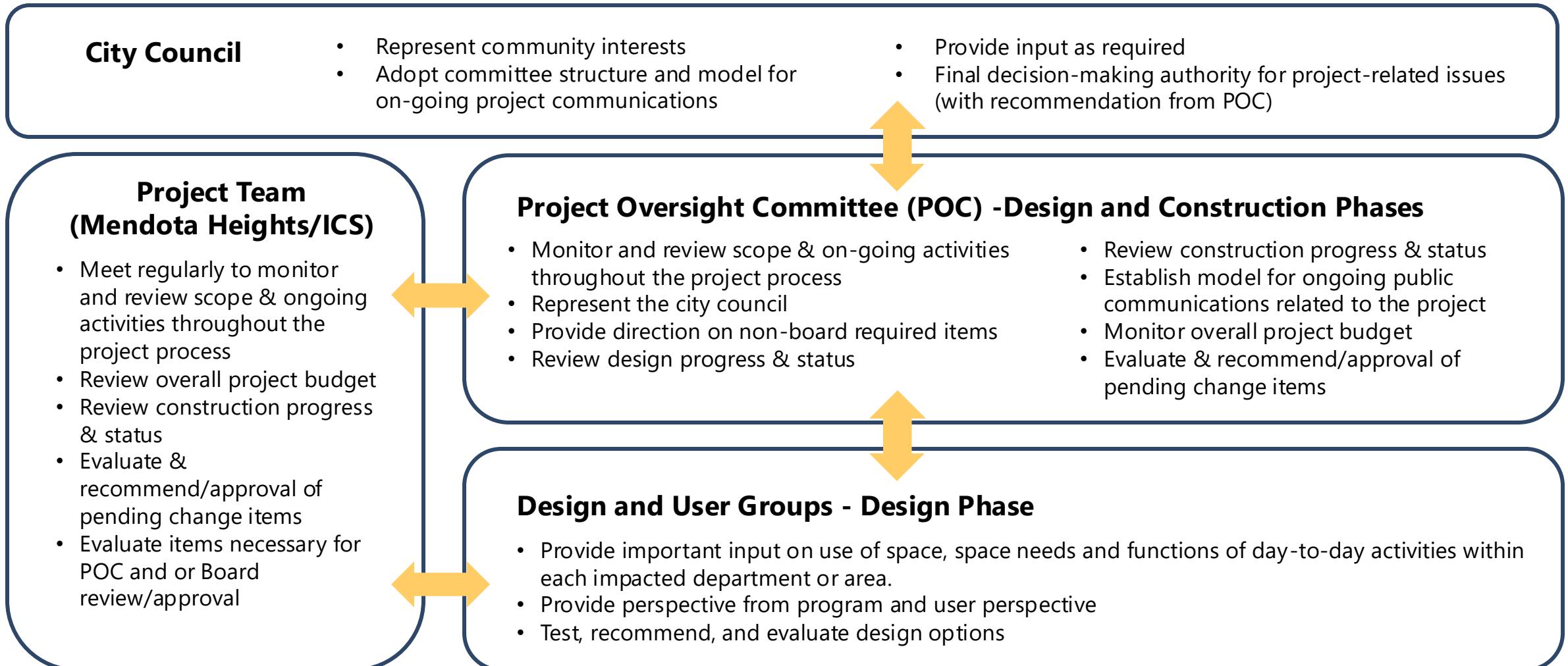
**Total Estimated Soft Costs:** \$ 6,222,485

**Total Estimated Project Cost:** \$ 25,211,085

# Support Throughout the Process



# Communication and Decision-Making Process

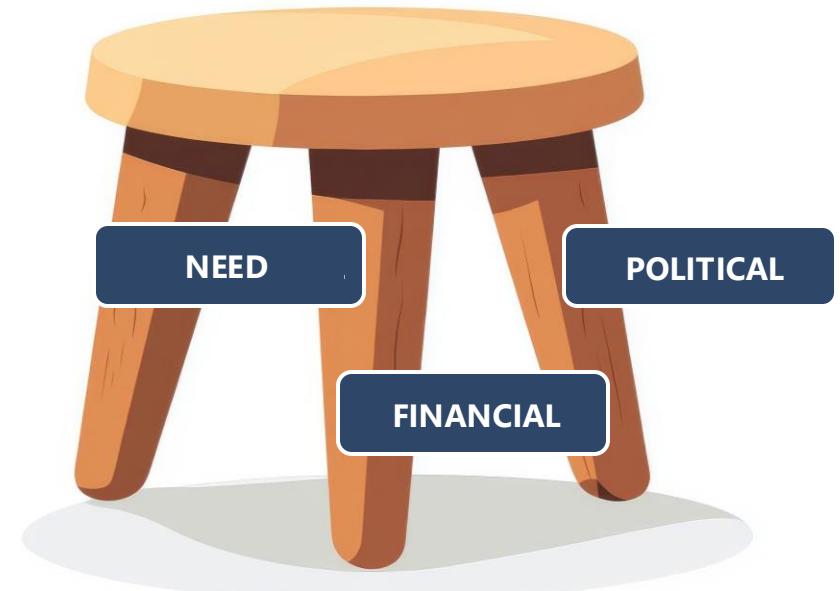


# Strategic Approach and Support throughout all Phases of the Process

**The “three-legged stool” approach to city council decision-making requires every decision to be made based on a balance of need, financial, and political merit.**

**Our team will work with you to create a plan that considers and balances all of these elements:**

- **Need:**
  - Create facility solutions that directly align spaces to efficiently provide essential services to the community
  - Design flexible, equitable, and safe working environments.
  - Incorporate input from city hall and police staff.
- **Political:**
  - Foster community trust through transparent, ongoing communication.
  - Engage stakeholders early and often – and listen to public sentiment.
  - Build a strong, urgent case for facility needs.
  - Address opposition with empathy and facts.
- **Financial:**
  - Provide fiscally responsible, data-driven solutions with clear ROI.
  - Develop financial solutions that are sensitive to district tax-payers.



## Customized and Strategic Communications

**Residents are most supportive about their community when they share these three opinions:**

- The city council and administration make decisions in the best interest of the community.
- We receive a good value from our investment in facilities.
- The city listens to community feedback.

**Our team will create a customized and strategic communications plan that best reflects the community of Mendota Heights**

# Community Engagement

## **Tools Available to bring the community alongside this effort to focus on the Need and Why**

### **Step #1:**

- Run a ThoughtExchange survey and exchange open to the citizens of Mendota Heights
  - Non-scientific, quick and simple way to obtain high level information from the community on awareness and feedback on potential solutions being considered.

### **Step #2:**

- Based on initial information gathered through the ThoughtExchange survey and exchange a scientific survey would be conducted to drill down into specific issues to understand where challenges in public support exist.
  - City has real data on topics pertinent to proposed improvements (i.e., awareness, support, tax tolerance, etc.)

### **Step #3:**

- Site Tours / Open Houses to raise awareness of challenges of the existing facilities
  - Can run concurrently to Step #1 and #2; or as a follow-up

# Next Steps -Proposed Timeline

## **September 2025**

- Develop and open ThoughtExchange to the community to obtain high-level information and feedback
- Continue to work with the city staff in refining the proposed solutions
- Continue to work with the city's financial advisor to develop funding strategies and tax impact information

## **October 2025**

- Review information gained from community survey and provide and update and summary to council on progress.
- Conduct open house / tours of existing facilities to further inform the public of facility challenges
- Based on initial information gathered through the ThoughtExchange survey and exchange a develop and conduct a scientific survey would be conducted to drill down into specific issues to understand where challenges in public support exist.
- Continue to work with the city staff in refining the proposed solutions
- Continue to work with the city's financial advisor to develop funding strategies and tax impact information

## **November 2025**

- Review information gained from scientific survey and provide and update and summary to council on progress.
- Continue to work with the city staff in refining the proposed solutions
- Continue to work with the city's financial advisor to develop funding strategies and tax impact information

## **December 2025**

- Council approval to proceed with design and bidding project.



# QUESTIONS?