



A **LEGENCE** Company

City of Mendota Heights Municipal Campus Project

City Council Meeting

1101 Victoria Curve, Mendota Heights, MN 55118
December 16, 2025



MENDOTA HEIGHTS
POLICE DEPARTMENT



CITY OF
MENDOTA HEIGHTS

TODAY'S OBJECTIVES

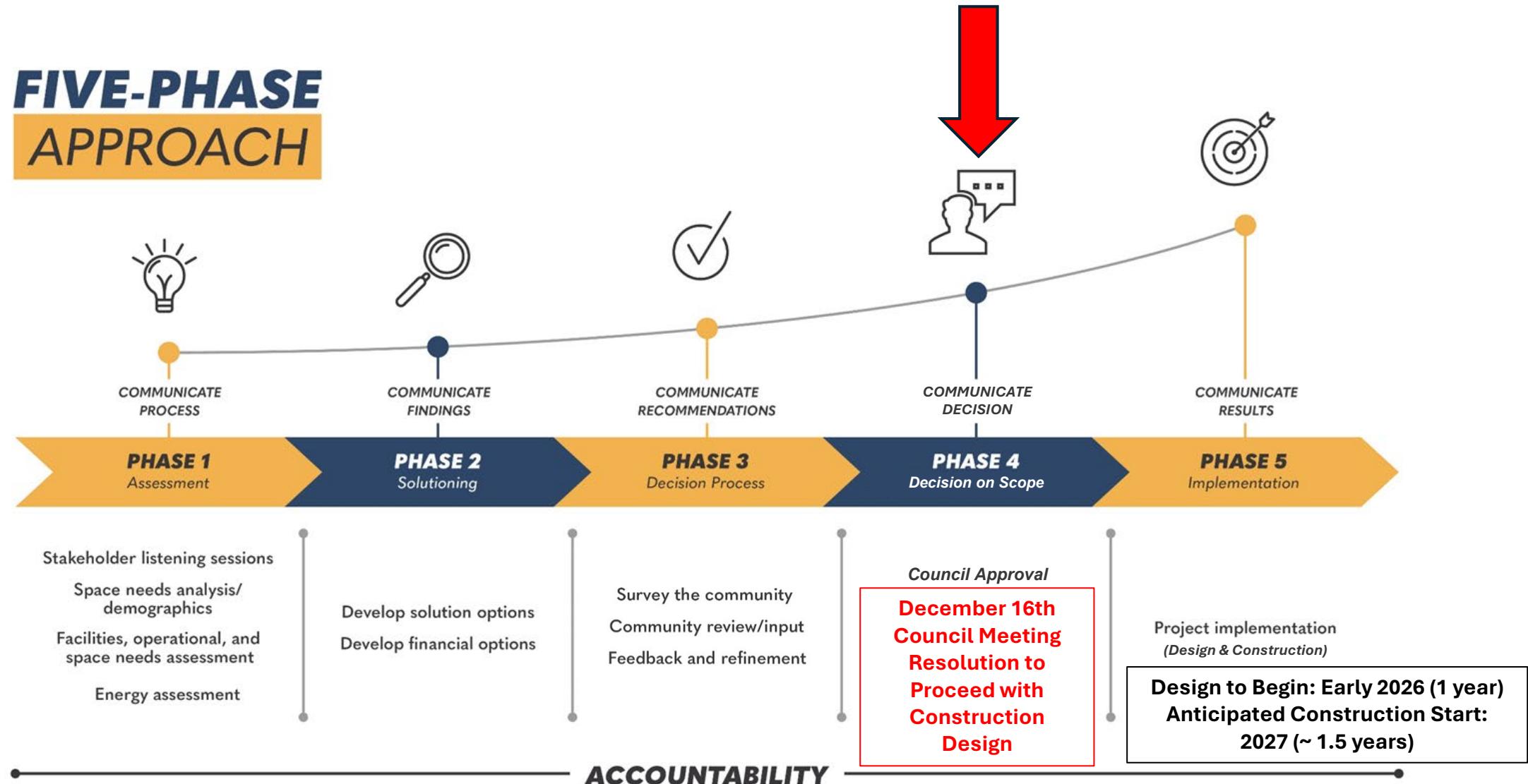
MUNICIPAL CAMPUS PROJECT

- How did we get here?
- Review Main Takeaways from the FCA & Space Needs Study
- Discuss Construction Phases
- Next Steps



WHERE ARE WE AT IN THE PROCESS?

FIVE-PHASE APPROACH



STUDY PURPOSE

FACILITY CONDITION ASSESSMENT & SPACE NEEDS:

Identify and assess existing Municipal Campus conditions and needs and work with the City of Mendota Heights City Staff and Police Department to understand existing facility conditions and 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.



MAIN TAKEAWAYS FROM THE STUDY

EQUIPMENT REPLACEMENT / CIP NEEDS



SPACE NEEDS



FACILITY IMPROVEMENT NEEDS

COMMUNITY ENGAGEMENT – OCTOBER OPEN HOUSE / PD TOURS / SOCIAL MEDIA

Facility Needs & Conditions Feedback

Police Department

- o Overwhelming feedback that the current police facilities are inadequate – lacking space, privacy, security (e.g. current windows), and proper interview rooms for victims.

*City Hall

- o Mixed feedback – some comments stating the facility is sufficient, others cite outdated bathrooms, accessibility, lack of storage, and need for community meeting space.

General Building Issues

- o Mixed feedback – some comments stating the facility is sufficient, others cite outdated bathrooms, accessibility, lack of storage, and need for community meeting spaces.

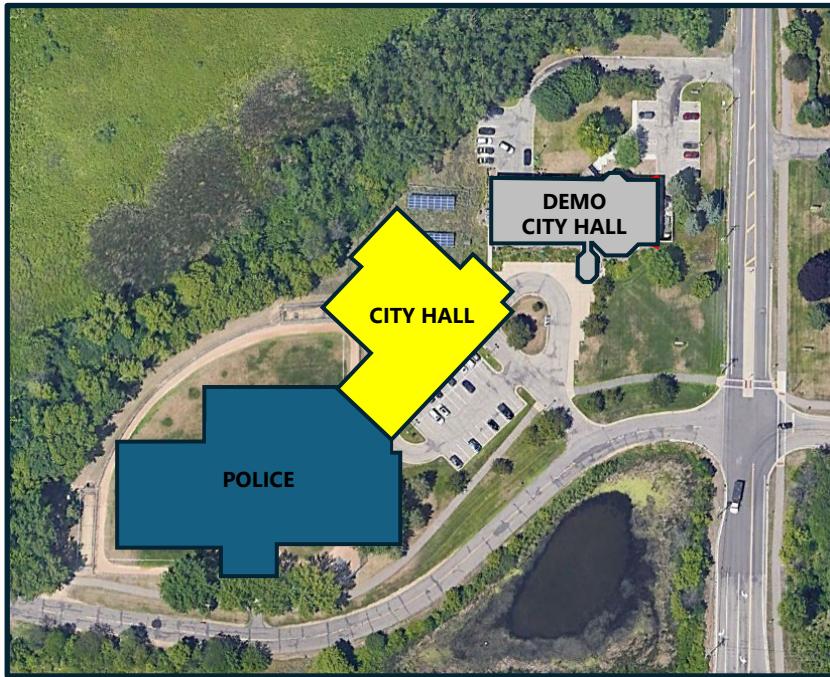
Common Phrases & Keywords

- o "Outdated," "cramped," "inadequate" – frequently used to describe current facilities.
- o "Privacy," "security," "bulletproof," "locker rooms" – common in police-related feedback.
- o "Tax," "cost," "affordability" – often mentioned in cost-related concerns.
- o "Community center," "meeting space," "kid-friendly" – appeared in requests for public use areas.



* Note: The public was not toured through City Hall so most comments are limited to public spaces and the Police Department only

New City Hall & Police Facility – “Dig Once” Future Ready w/ CJN



Pros:

- City already owns the property
- The public already identifies this site as a civic campus
- Good location for police response times

Challenges/Cons:

- Loss of baseball field

Budget Estimate

New City Hall Construction	\$ 7,712,390
New Police Station Construction	\$ 11,964,260
Facility Hardening Features (Bldg./Site)	\$ 250,000
Furniture, Fixtures & Equipment (FFE)	\$ 765,000
Technology (Screens)	\$ 225,000
Security (Card Reader/Camera/Other)	\$ 150,000
Modifications to Solar Array (If Needed)	\$ 250,000
Site Costs (Placeholder)	\$ 2,478,000
Demolition of Existing Facility	\$ 298,500

Subtotal Estimated Const. Cost: \$ 24,093,150

Professional Services (Design/Mgmt.)	\$ 4,542,071
Fees, Permits, Testing, etc.	\$ 636,863
Land Costs	\$ 0
Contingency (8% - Design & Constr.)	\$ 1,927,452
Total Estimated Soft Costs:	\$ 7,106,386

Total Estimated Project Costs: \$ 33,039,722

Includes costs to deal with soil (soil corrections and if needed enhanced footing systems)

18,147 SF for City Hall

No enclosed parking for City-owned vehicles figured

Includes two (2) voting/community room w/ storage for each to accommodate community use (Park & Rec. classes, space for voting, Senior events, etc.)

28,151 SF for Police

Includes enclosed parking for ten (10) vehicles

Includes 2,500sf space for CJN (Criminal Justice Network): It is a Minnesota-based organization dedicated to enhancing public safety through data sharing and collaboration among law enforcement and criminal justice agencies.

CONSTRUCTION PROJECT PHASES: WHAT TO EXPECT

We want to keep you informed about the steps involved when planning for and building a new public city facility.

Here's the process outlining steps and phases as we start planning and communicating the design and construction for a new Municipal Campus (City Hall & Police Department)



Note: Image is conceptual and intended for budgeting and presentation purposes only.

DESIGN PHASES: PURPOSE AND DELIVERABLES

Phase	Purpose	Level of Detail	Key Deliverables
Schematic Design (SD)	Establish overall concept and spatial layout	Low – conceptual	Rough floor plans, site plans, sketches
Design Development (DD)	Refine design with dimensions, materials, systems	Medium – detailed	Detailed plans, elevations, sections, material selections
Construction Documents (CD)	Prepare complete instructions for construction	High – fully detailed	Full set of drawings, specifications, schedules

- **Schematic Design (SD)** is an early phase in the architectural or design process where the overall concept and layout of a project are developed. It **focuses on big-picture ideas** rather than detailed specifications.
- **Design Development (DD)** is the next phase after schematic design in the architectural or design process. It takes the initial concept and refines it into **a more detailed and coordinated plan**.
- **Construction Documents (CD)** is the phase that comes after Design Development (DD) and the purpose is to create **detailed, technical, drawings and specifications** that contractors will use to build the project.

CONSTRUCTION ADMINISTRATION - DEFINITION

Construction Administration (CA) stage is the phase where the design team supports the client during the actual construction process. Here's what typically happens:

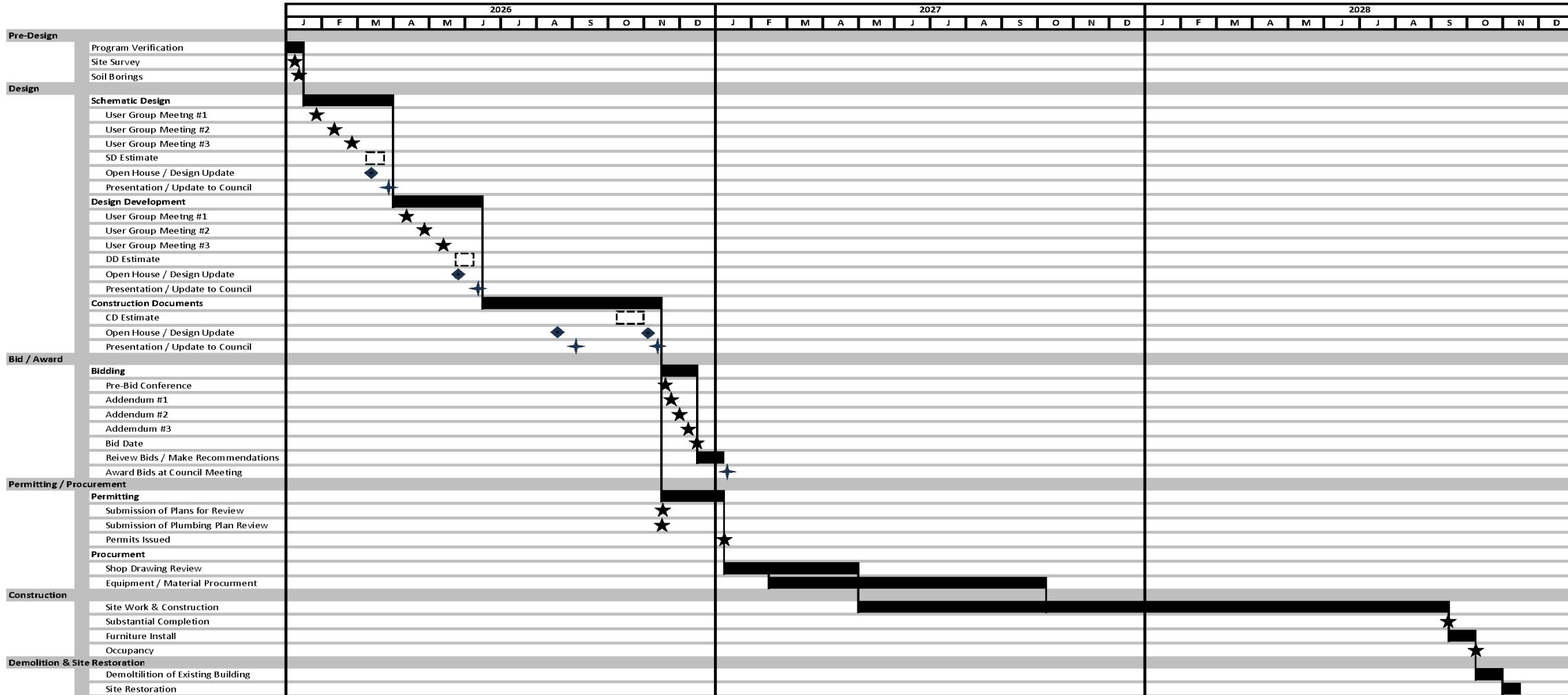
Key Characteristics of the Construction Administration phase

- Site visits & observation of the construction site to observe progress and verify work
- Reviewing submittals and check for compliance of documents
- Responding to RFIs – provide answers to any question the contractor has
- Change Management: adjustments to scope, schedule or cost are documented and presented/approved
- Pay Application Review – contractor payment requests to confirm work is completed
- Punch List & Closeout is the final inspection to identify corrections before project completion

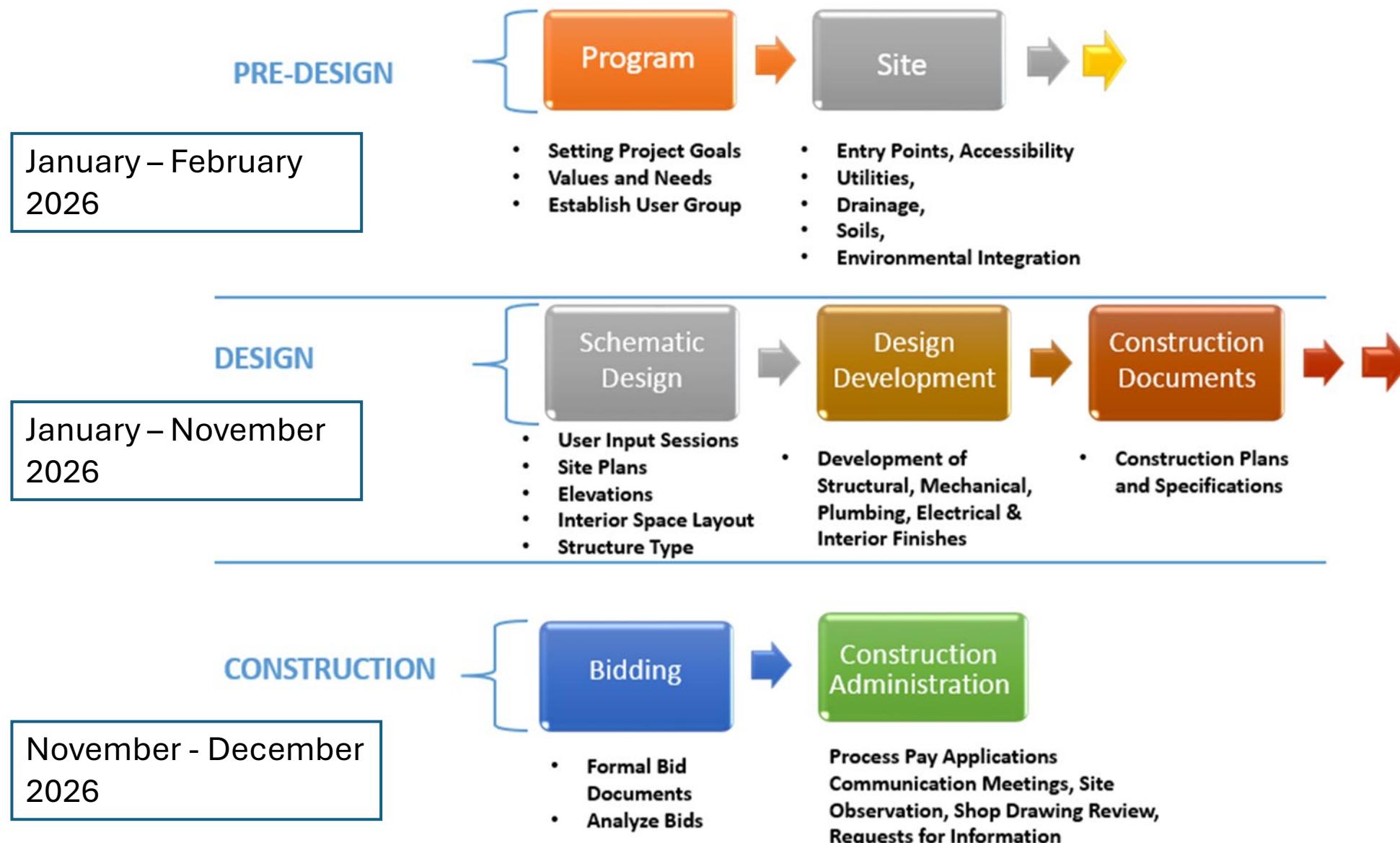
Purpose

To ensure the project is built according to the design intent, within budget, and meets quality standards—without the architect taking on the contractor's role.

PRELIMINARY PROJECT SCHEDULE



PHASES & TASKS



PHASES OF A PUBLIC CONSTRUCTION PROJECT

This stage has been completed as of 12/2/25.

Information Gathering Phase: Preliminary Planning, Assessments/Studies, and Budgeting

- **What happens:** Experts study staff and community space needs, building and facility conditions, safety, ADA and environmental impacts. Based on the need, experts create preliminary plans to help figure out a budget, project type, and estimated timelines.
- **Why it matters:** This helps municipalities prioritize repairs, replacements, and upgrades, and helps plan capital improvement budgets effectively. Studying space limitations ensures the building supports current and future operational needs to avoid overcrowding, unsafe layouts, and to ensure all spaces are code compliant; Planning ahead avoids costly relocations or expansions later.
- **Staff role:** Communicate the process, the findings, and recommendations. Taxpayer-funded buildings require transparent stewardship. Documenting and communicating facility conditions and space needs demonstrates responsible management of public assets, which builds trust with the community.
- **Resident role:** Share feedback during public meetings, open houses, or surveys.

PHASES OF A PUBLIC CONSTRUCTION PROJECT

Architect Schematic Design (SD)

- **What happens:** Once City Leadership determines a project is necessary and a certain solution(s) provides long-term value that is fiscally responsible with tax-payer dollars, an architect is hired to assist with schematic design. This is a preliminary design stage that illustrates the general arrangement, scale, and relationship of spaces, forms, and functions within a building project. It uses basic plans to communicate the concept without detailed specifications or technical details.
- **Why it matters:** Establishing the design concept and spatial organization helps give the project purpose, and assists in developing rough floor plans, elevations, and sometimes 3D massing models. The level of detail is still minimal at this stage, as the main goal is to show size and relationships, not exact dimensions or materials. Aligning client vision with designer input before moving to detailed design.
- **Staff role:** Keep the community informed – updates are posted online and at city offices. Offer community engagement to residents who would like a say in certain aspects of the design.
- **Resident role:** Share feedback during public meetings, open houses, or surveys.

SCHEMATIC DESIGN FOCUSES ON BIG-PICTURE IDEAS

PHASES OF A PUBLIC CONSTRUCTION PROJECT

Design Development (DD)

- **What happens:** This is a stage in the architectural process where the design team takes the conceptual ideas from the schematic design (SD) phase and develops them into more detailed and coordinated plans, including, elevations, sections, and specifications that define materials, systems, dimensions, and preparing the project for construction documentation. Refinement of design by architect and engineers, detailed drawings, coordination among disciplines, preliminary specifications, cost estimation, city review and approval.
- **Why it matters:** The purpose of this stage is to move the concepts and ideas into a more precise and buildable design. The level of detail is higher than the schematic design phase which includes dimensions, materials, and a coordination between disciplines. The goal in this stage is to ensure the design is technically feasible and meets code, budget, and city requirements.
- **Staff role:** Staff play a critical role in this stage as it shows how the project will look, function, and serve the public. Providing and translating technical design language is important so the public can understand and provide meaningful input. Collect input on aesthetic choices, functionality, accessibility, safety, and sustainability to summarize community priorities and recurring themes, and provide clear timelines and explain how feedback will influence final design.
- **Resident role:** Share feedback during public meetings, open houses, or surveys.

PHASES OF A PUBLIC CONSTRUCTION PROJECT

Construction Documents (CD)

- **What happens:** During the Construction Documents (CD) phase of a construction project, the design team produces the final, detailed documents that will be used for bidding, permitting, and actual construction. This is the phase in the architectural process where comprehensive drawings, specifications, and schedules are produced to clearly communicate all aspects of the design to contractors and builders for construction.
- **Why it matters:** The purpose is to provide precise instruction for building the project. This stage includes the highest level of detail where, essentially, the construction documents are the blueprint for building the project. The goal is to ensure the contractors can accurately price, permit, and construct the project.
- **Staff role:** Communicate all aspects of the design for construction.
- **Resident role:** Share feedback during public meetings, open houses, or surveys.

PHASES OF A PUBLIC CONSTRUCTION PROJECT

Construction Administration (CA)

- **What happens:** The Construction Administration (CA) phase is critical because it ensures the project is built according to the design intent and contract documents.
- **Why it matters:** The purpose is to ensure the building matches design intent, reduces errors – delays – and costly mistakes through risk management. Budget control helps prevent unauthorized changes or overspending, and compliance confirms adherence to codes, standards and contract documents.
- **City Council/staff role:** Approve major changes and payments, communicates expectations and concerns
- **Resident role:** Share feedback during public meetings, open houses, surveys, or scheduled site visits.

PROJECT OVERSIGHT COMMITTEE – WHAT IS IT?



Recommended Oversight Committee: Administration, Council Member(s), Chief of Police, Director of Finance, Public Works/Engineering Director, Community Member

PURPOSE & RESPONSIBILITY:

To broadly oversee the implementation of the successful Municipal Campus project. This will involve:

- Establishing bi-weekly meetings to oversee progress and provide direction
- Establishing the design input process
- Ensuring construction project is transparent and follows all rules & regulations
- Overseeing construction contracts, bid openings, etc.
- Ongoing review of budget
- Communication with all stakeholders (staff, community, council members, etc.)

PRELIMINARY DESIGN PHASE ORGANIZATION CHART

APPROVALS /
DECISIONS



RECOMMENDATIONS

OVERSIGHT COMMITTEE

- Administration
- Council Member(s)
- Chief of Police
- Director of Finance
- Public Works/Engineering Director
- Community Member

DIRECTION

CITY DESIGN TEAMS

DETAILS

CITY HALL USER GROUPS

POLICE DEPARTMENT USER
GROUPS

APPROVAL MATRIX EXAMPLE

<u>TASK</u>	<u>CITY COUNCIL</u>	<u>OVERSIGHT COMMITTEE</u>	<u>ADMINISTRATION</u>
1a. Project Schedule Modifications (Minor)		X	
1b. Project Schedule Modifications (Major)	X		
2a. Budget Review	X	X	
3a. Contractor Bid Review and Approval	X		
4a. Design Changes (Minor)		X	
4b. Design Changes (Major)	X		
5a. Change Orders (< \$30,000 and within budget)			X
5b. Change Orders (>\$30,000, <\$50,000 and within budget)		X	
5c. Change Orders (>\$50,000)	X		
5d. Change Orders Above Budget	X		
6a. Construction Agreements/GC (<\$15,000)			X
6d. Construction Agreements/GC (>\$15,000)	X		

USER GROUPS EXAMPLE

USER GROUP #1	USER GROUP #2	USER GROUP #3	USER GROUP #4
<p>Primary goal is to establish if the space works.</p> <p>Right size?</p> <p>Right arrangement?</p> <p>Does it meet the needs of the users?</p>	<p>Primary goal is to identify specialty equipment/casework needs and their locations within the space.</p> <p>What goes into the rooms?</p> <p>What kind of technology?</p> <p>What specialty equipment is in the room?</p> <p>What are the finish needs (i.e. hard surface floor vs soft (carpet))?</p>	<p>Primary goal is to identify specifics of casework size and type.</p> <p>What type of things will be stored in specific areas?</p> <p>What is the best use of a certain storage area?</p>	<p>Primary goal is to confirm that we've gotten everything right.</p> <p>Review what was discussed previously, confirm that they like the space and have not additional questions or items that we are missing.</p>

PRELIMINARY COMMUNICATION – INTERNAL STAKEHOLDERS

Internal Communications

- Bi-Weekly Project Oversight Committee Meetings
- Monthly City Council Updates (during design and construction)
- Weekly Construction Updates

  Address: 715 4th Street, International Falls, MN 56649	<p style="text-align: center;">Koochiching County Jail and Law Enforcement Addition and Renovation</p> <p style="text-align: center;">ICS Progress Report Friday – June 13th, 2025</p>	<p>Printed on Fri Jun 13, 2025 at 09:48 am CDT</p> <p>Job #: S22063 Koochiching County Jail and Law Enforcement Addition and Renovation 715 4th Street International Falls, Minnesota 56649</p>
<p>Addition and Renovation</p>		
<p>Week ending June 13th, 2025</p>		
<ul style="list-style-type: none"> ▪ Held a weekly construction coordination meeting on June 10th. ▪ Attended the POC committee meeting following the scheduled coordination meeting. ▪ Hanson Electric of Bemidji <ul style="list-style-type: none"> ▪ Focuses their efforts on the main electrical room. ▪ Pulling main power into the building from the transformer. ▪ Bradbury Stamm Construction <ul style="list-style-type: none"> ▪ Hanging of detention doors within the secured area. ▪ Painting of the detention area continues. ▪ Tiling of the office area corridors. ▪ Security ceiling grid installation is ongoing throughout the detention areas. ▪ Hunter panels are being installed on the exterior walls of the penthouse. ▪ Shannon's <ul style="list-style-type: none"> ▪ Ductwork activities within the penthouse. ▪ Hooking up plumbing and testing in the mechanical chase behind the cells. ▪ Setting of the showers within the individual cells. ▪ Project schedule continues tracks well as the project progresses. ▪ More updates to come in the following weeks. 	<p>Week ending June 20th, 2025</p> <ul style="list-style-type: none"> ▪ To hold a construction coordination meeting on June 17th @ 2:00 PM. ▪ Providing a project update to the county board on June 17th. ▪ Bradbury Stamm Construction <ul style="list-style-type: none"> ▪ Tiling activities to continue in the corridors and office area. ▪ Security plaster ceilings to start concluding. ▪ Shannon's to continue mechanical and plumbing connections to various devices. ▪ Hanson's Electric continues electrical connections within the main electrical room. ▪ Coordinating with the county on demolition dates that won't interfere with court hearings. ▪ More updates to come in the following weeks. ▪ Any questions or concerns by the county can be directed right to ICS for a timely answer. ▪ Continuing to track with the project schedule! 	<p>Description</p>  <p>Description</p> <p>Taken Date 06/11/2025 at 02:41 pm</p> <p>Uploaded By Brian Wilson</p> <p>Upload Date 06/11/2025 at 03:41 pm</p> <p>File Name IMG_2025_06_11_14_41_17_340.j...</p> <p>Album</p> <p>Photos From Daily Log</p>  <p>Description</p> <p>Taken Date 06/11/2025 at 02:27 pm</p> <p>Uploaded By Brian Wilson</p> <p>Upload Date 06/11/2025 at 03:43 pm</p> <p>File Name IMG_2025_06_11_14_28_43_711.j...</p> <p>Album</p> <p>Photos From Daily Log</p>
<p>Taken Date 06/11/2025 at 02:28 pm</p> <p>Uploaded By Brian Wilson</p> <p>Upload Date 06/11/2025 at 03:43 pm</p> <p>File Name IMG_2025_06_11_14_28_43_711.j...</p> <p>Album</p> <p>Photos From Daily Log</p>		
<p>Taken Date 06/11/2025 at 02:27 pm</p> <p>Uploaded By Brian Wilson</p> <p>Upload Date 06/11/2025 at 03:43 pm</p> <p>File Name IMG_2025_06_11_14_27_57_910.j...</p> <p>Album</p> <p>Photos From Daily Log</p>		

PRELIMINARY COMMUNICATION IDEAS – EXTERNAL STAKEHOLDERS

External Communications:

- Monthly “Open House” before City Council Meeting
 - Brief discussion on progress
 - Digital slides of construction progress
 - Small group tours of construction
- Weekly Construction Updates Online:
 - Past and current clients create a page on their website for these documents to live. An example of that is Koochiching County:
<https://www.co.koochiching.mn.us/390/New-Jail-and-Law-Enforcement-Center>



New Jail and Law Enforcement Center

Koochiching County Jail and Law Enforcement Center

Originally built in 1978, Koochiching County Jail has served our community well for decades. However, like many counties across the state, our facility has passed its useful life, can no longer meet the state's standards for safety and security, and needs to be replaced.

After extensive consideration, Koochiching County is in the process of building a new 21,000-square-foot facility, which will be located just east of the judicial building. The new facility will include 40 beds in 20 cells, holding cells, special management cells, and a 5,000-square-foot Sheriff's Department Office, a sallyport, and judicial connection. The new facility will also include a larger intake area for the safe processing of inmates, a secure holding area for courtroom appearances, additional space for medical care and mental health programs, and new spaces to enable inmates to walk to court without traveling through public spaces.

The new single-level facility will immediately address the Department of Corrections' concerns and ensure state compliance, reduce risk and liability, and increase safety for staff, inmates, and the community. In addition, a pod-style jail, in comparison to our existing linear design, will increase visibility, making inmate transfers safer, reducing the potential of claims, lowering the cost of insurance, improving the efficiency of distributing food or medicine, and improving classification.

As the project moves forward, Koochiching County is committed to providing updated information to our staff and residents. We encourage you to visit this page to learn more as we continue forward in building the new Koochiching County Jail and Law Enforcement Center. If you have any questions or feedback about the project, please complete this [contact form](#).

How the County Reached This Point

In July 2021, the Minnesota Department of Corrections (DOC), the governing body for county facilities such as ours, made the decision to downgrade our jail from a Class 3 facility to a Class 2 facility, which limits inmate holdings to 90 days instead of 365, effective January 2022. Without a plan to address the DOC's concerns our jail would be downgraded again to a Class 1 facility, which limits inmate holdings to 72 hours. Some of the DOC's concerns included critical facility infrastructure, such as windows and doors, had passed their useful life and the linear design of the current facility is no longer an approved facility design, posing safety concerns such as limited visibility.

Alongside county administration, a Project Oversight Committee (POC) was created to work through a comprehensive planning process to address our needs. Members of the POC included Sheriff Perryn Hedlund, Board Chair Wade Pavleck, Commissioner Terry Murray, Commissioner Jason Sjolom, Commissioner Destry Hell, County Attorney Jeffrey Naglosky, County Administrator Jenny Herman, Buildings and Grounds Supervisor Dean Tveit, Administrative Assistant Betsy Zaren, Police Chief Mike Kostuk, Jail Administrator Carrie Geiss, and Chief Deputy Jon Froemke. Court administration was also present as needed.

The POC considered potential partners, such as Lake of the Woods and the International Falls Police, reviewed the needs and usage of the jail, law enforcement center, and the judicial center, and considered four options as the process moved forward:

Do nothing: If the county decided to not address these issues, there would be additional and increased costs for labor, transportation, and housing. Out-of-county housing and transportation costs only continue to rise, particularly when inmates are being transported as far away as Wright County. Transporting inmates through public areas, such as getting to court, poses safety risks and, in addition, studies have shown inmates are better supported in facilities located in their communities.

Remodel the existing facility: If the county decided to remodel the existing facility, it may address the DOC's immediate concerns. However, buildings like ours age approximately three times faster than other county facilities and a remodel would not change the age of our facility that operates 24/7, 365 days per year. The DOC recommended against remodeling as it would only provide temporary solutions to a larger problem.

Partner with another county: The counties of St. Louis, Lake of the Woods (LOW), Itasca, and Beltrami were contacted to consider a joint partnership.

Build a new facility: Building a new facility would immediately address the DOC's concerns and ensure state compliance, reduce risk and liability, and increase safety for staff, inmates, and the community.

COMMUNITY ENGAGEMENT: CONCEPT DESIGN

Goal: Validate early ideas and ensure alignment with community needs.

- Present conceptual options using visual aids (maps, sketches, 3D models).
- Facilitate interactive workshops or virtual engagement tools for feedback.
- Collect input on functionality, aesthetics, and accessibility.
- Communicate what feedback will influence and what is fixed (budget, codes).
- Publish a “What We Heard” report to maintain transparency.

COMMUNITY ENGAGEMENT: DESIGN DEVELOPMENT

Goal: Refine design details with community input.

- Share updated renderings and technical details in plain language.
- Host targeted sessions for specific groups (e.g., ADA advocates, local businesses).
- Gather feedback on materials, landscaping, safety features, and sustainability.
- Document changes made based on community input.

COMMUNITY ENGAGEMENT: CONSTRUCTION

Goal: Keep the community informed and minimize disruption

- Provide regular updates on progress, closures, and detours via multiple channels.
- Maintain a hotline or email for concerns and quick responses.
- Host site tours or virtual updates to maintain engagement.
- Share milestones and celebrate progress publicly.



QUESTIONS?