

Municipal Campus Project

PROJECT OVERSIGHT COMMITTEE APPLICATION



PROJECT DESCRIPTION:

The Mendota Heights Municipal Campus Project is the construction of a new city hall/ police facility and the re-envisioning of the site to meet the current and future needs of Mendota Heights residents. The new building will replace the existing facility, which faces significant health, safety, infrastructure, security, and accessibility challenges.

The project aims to create a modern, welcoming, and resilient civic hub that supports city operations and public safety. Key goals include improved safety and security, inclusive and accessible design, flexible and functional spaces, and responsible, sustainable use of public resources.

PROJECT OVERSIGHT COMMITTEE DESCRIPTION:

The Project Oversight Committee will be established to provide transparent, accountable, and community-focused oversight of the planning, design, financing, construction, and commissioning of the new City Hall and Police Department municipal campus. The Committee will help ensure the project aligns with adopted City goals, approved budget parameters, operational needs, and community expectations.

Committee membership will include two (2) members of the City Council; City staff, including the City Administrator, Police Chief, City Engineer, and City Finance Director; up to three (3) residents; and project consultants as appropriate.

The Project Oversight Committee will serve in an advisory and oversight capacity, working collaboratively with the City Council, City Administration, and professional design and construction teams. The Committee will provide an additional level of review and community perspective throughout the project lifecycle and will report regularly to the City Council.

The Committee is charged with the following duties:

- **Project oversight:** Monitor progress, milestones, and adherence to the approved scope, schedule, and budget.
- **Budget review:** Evaluate financial reports, cost estimates, change orders, and funding strategies.
- **Design evaluation:** Review architectural concepts, site plans, sustainability features, and operational functionality.
- **Risk management:** Identify potential risks, delays, or cost escalations and recommend mitigation strategies.
- **Community engagement:** Support transparent communication with residents, including public updates and opportunities for input.

- **Reporting:** Provide regular written and verbal updates to the City Council, including recommendations requiring Council action.
- **Compliance monitoring:** Ensure the project complies with applicable laws, procurement requirements, and City policies.

The Committee may meet as frequently as every two weeks or as infrequently as monthly for an estimated 18–24 months, depending on the project phase. Meetings may occur on an as-needed basis depending on the project phase. The Committee will establish its meeting dates and times at an initial meeting of the Committee.

APPLICATION PROCESS:

Mendota Heights residents are invited to apply for open positions on the Municipal Campus Project Oversight Committee.

Interested residents should submit a city of Mendota Heights Project Oversight Committee application by 4:30 pm on February 4, 2026. Applicants are encouraged to include a personal/professional resume along with their application.

Information can be submitted:

- Via email in PDF format to cjacobson@mendotaheightsmn.gov
- Via printed/paper version by mail or in-person to:

City of Mendota Heights
Attention: Cheryl Jacobson, City Administrator
1101 Victoria Curve, Mendota Heights, MN 55118

Project Oversight Committee Appointment Timeline:

January 21 – February 4, 2026:	Applications Accepted
Week of February 9:	City Council to hold applicant interviews
February 17, 2026:	City Council selection and appointment

**For questions, please contact Cheryl Jacobson, City Administrator at
651-255-1153 or cjacobson@mendotaheightsmn.gov**

**Mendota Heights Municipal Campus Project website:
<https://mendotaheightsmn.gov/550/Mendota-Heights-Municipal-Campus-Project>**

CITY OF MENDOTA HEIGHTS

MUNICIPAL CAMPUS

PROJECT OVERSIGHT COMMITTEE APPLICATION



We welcome your application to serve on the Municipal Campus Project Oversight Committee. Please provide complete information to assist us in giving your application full consideration. Additional information that further qualifies you may be attached.

DATA PRIVACY NOTICE: The city's application requests that you furnish both public and private information about yourself. Your name, city of residence, education and training, volunteer work, awards, honors, prior government service are public data under the Minnesota Data Practices Act (MN Statutes 13.601, subd. 3). The data you give the City of Mendota Heights is needed to identify you and assist in determining your suitability for the Municipal Project Oversight Committee. The data is not legally required, but refusal to supply the information may affect the city's ability to evaluate your application.

APPLICANT INFORMATION:

LAST NAME: _____ FIRST NAME: _____

STREET ADDRESS: _____

CITY: **MENDOTA HEIGHTS** STATE: **MN** ZIP CODE: _____

EMAIL: _____ PHONE NUMBER: _____

BACKGROUND & QUALIFICATIONS:

1. Have you served on a city advisory commission or city committee before? ☐ YES ☐ NO
If yes, please provide the name of the commission and/or committee and the dates that you served.
2. Are you related to anyone currently serving on the Mendota Heights City Council or to a city of Mendota Heights staff member? ☐ YES ☐ NO
If yes, who?
3. What is your current or previous occupation?

4. Are you aware of anything that might present a conflict of interest for you in serving on the Project Oversight Committee? ☐ YES ☐ NO If yes, please describe the potential conflict of interest.
5. Why are you interested in serving on the Municipal Campus Project Oversight Committee?
6. Describe your professional and/or volunteer experience relevant to large construction, municipal projects, building design, and/or project management.
7. Describe what unique experiences or perspectives you would bring to the Project Oversight Committee.

APPLICANT CERTIFICATION: I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THIS APPLICATION IS A PUBLIC RECORD WHICH MAY BE SUBJECT TO DISCLOSURE.

Applicant Signature

Date