



## CITY OF MENDOTA HEIGHTS

### PARKS AND RECREATION COMMISSION REGULAR MEETING AGENDA

March 10, 2026 at 6:30 PM

Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

**1. Call to Order**

**2. Roll Call**

- a. Election of Chairperson and Vice-Chairperson

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

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

**5. Approval of Minutes**

- a. Approve Minutes from the November 12, 2025, Parks and Recreation Commission Meeting
- b. Approve Minutes from the February 10, 2026, Parks and Recreation Commission Work Session

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

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

**7. Acknowledgement of Reports**

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

- a. Park Improvement Project Update
- b. Recreation Update
- c. Par 3 Update
- d. Warming House/Outdoor Rink Update

**8. New Business**

- a. Assign Commissioner Parks
- b. Approval of Commission Bylaws
- c. Hagstrom-King Park Bleacher Pad & Trail Connection

**9. Old Business**

**10. Staff Announcements**

**11. Student Representative Update**

**12. Commissioner Comments and Park Updates**

**13. Adjourn**

**Next Meeting  
April 14, 2026 at 6:30 PM**

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



## Parks and Recreation Commission

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<b>Meeting Date:</b>	March 10, 2026		
<b>Agenda Item:</b>	Election of Chairperson and Vice-Chairperson		
<b>Item Type:</b>	Action Item		
<b>Department:</b>	Parks and Recreation	<b>Contact:</b>	Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

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### Action Request:

The Commission shall accept nominations and elect a Chair and Vice-Chairperson. The Chair and Vice-Chairperson will be elected separately, and the process will be conducted by the Parks and Recreation Director.

### Background:

Article 3: Officers and Duties, Section 1 of the Bylaws of the Mendota Heights Parks and Recreation Commission, states: "At the February meeting each year, the commission elects from its membership a Chairperson and a Vice-Chairperson." The terms of both officers will last one year and become effective at the February meeting.

Since the February meeting was a work session, the election will take place at the March meeting. The term will be effective until February, 2027.

### Fiscal and Resource Impact:

None.

### Attachments:

None

### Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation  
 A Leading Community with Invested Partners  
 Greater Connection to the Natural Environment  
 Vibrant and Diverse Community Programming  
 A Safe Connected and Walkable/Bikable Community  
 Active Recreation Facilities for All  
 Effective Two-Way Communication with an Informed Community

CITY OF MENDOTA HEIGHTS, DAKOTA COUNTY, MINNESOTA

**DRAFT PARKS AND RECREATION MEETING MINUTES**

November 12, 2025

The November meeting of the Mendota Heights Parks and Recreation Commission was held on Wednesday, November 12, 2025, at Mendota Heights City Hall, 1101 Victoria Curve.

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

**2. Roll Call** – The following Commissioners were present: Chair Jaffrey Blanks, Commissioners: Michelle Muller, Daniel Van Lith, Michael Toth, and Pau Cortes Valdes; absent: Commissioner Jennifer Weichert, Jo Schifsky, and Student Representative Evengeline Fuentes. Staff present: Parks and Recreation/Assistant Public Works Director Meredith Lawrence, Recreation Program Coordinator Willow Eisfeldt, Recreation Facilities Coordinator Trey Carlson, and Public Works Director Ryan Ruzek.

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

New Commissioner Cortes Valdes introduced himself.

**4. Approval of Agenda**

*Motion Muller/second Van Lith, to approve the agenda.*

AYES 5: NAYS 0

**5.a Approval of Minutes from October 14, 2025, Regular Meeting**

*Motion Muller/second Van Lith to approve the minutes of the October 14, 2025, Parks and Recreation Commission Regular Meeting.*

AYES 5: NAYS 0

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

None.

**7. Acknowledgement of Reports**

Chair Blanks read the titles of the three updates (Park Improvement Project, Recreation, Par 3, and Commission Work Plan) and polled the Commissioners for questions.

**7.a Park Improvement Project Update**

Parks and Recreation/Assistant Public Works Director Meredith Lawrence reviewed the parks items included in the 2026 preliminary budget, noting that Council will adopt the final budget at the December 2, 2025, meeting. She also noted projects proposed for 2026 that were not included in the preliminary budget, provided an update on the Ivy Hills playground replacement project, and reviewed the balance of the special parks fund.

**7.b Recreation Update**

Recreation Program Coordinator Willow Eisfeldt provided an overview of recent and upcoming programming opportunities and activities.

Commissioner Toth asked if the City offers courses to certify someone in first aid, CPR, and AED.

Ms. Einfeldt replied that they do not, but they will be providing the non-certification class for the community.

Parks and Assistant Public Works Director Lawrence replied that all parks and recreation staff are certified. She commented that if there is interest, staff could pursue an opportunity to offer that training to residents, although there would be an associated fee.

Commissioner Cortes Valdes asked if there are identified targets for programming enrollment to determine if a program is successful.

Ms. Einfeldt stated that there are no council identified targets, but staff does evaluate programs to determine if they are successful. She commented that staff will be working over the winter to develop a more formal process of review for programs and events.

Commissioner Muller asked if there was crossover between the 500 Club and Cribbage programs.

Recreation Facilities Coordinator Trey Carlson replied that there was a crossover of two participants with six new participants.

Commissioner Muller commented that she likes the additional use of the clubhouse with events for both younger and older residents. She also enjoyed the Makers Market event.

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

Recreation Facilities Coordinator Trey Carlson reported that the course closed last Thursday for the season and recapped numbers for the course during October and November and for the season overall, also comparing those numbers to the previous year. He reviewed information on the utilization of the online tee system and the recent Trick-or-Teeing event at the course.

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

Parks and Recreation/Assistant Public Works Director Meredith Lawrence reviewed the progress made on the Commission Work Plan.

Commissioner Toth recognized that there was a time when the Par 3 struggled and recognized the growth that has occurred.

Ms. Lawrence stated that when she was hired, there was a goal to increase rounds and usage or find another plan for the course. She explained that at that time, taxpayers were subsidizing the course because the course was not self-sustaining, and provided input on the changes they had made to make the course more sustainable.

## **8. New Business**

### **8.a Introduction of New Commissioner**

Chair Blanks acknowledged that the new Commissioner had already been introduced, but asked the parks he would be responsible for.

Parks and Recreation/Assistant Public Works Director Meredith Lawrence replied that she had told Commissioner Cortes Valdes that he would be assigned parks at the January meeting when the new park assignments are done.

### **8.b 2026 Fee Schedule**

Parks and Recreation/Assistant Public Works Director Meredith Lawrence stated that the Council reviews and adopts the fee schedule on an annual basis. Tonight, the Commission is asked to review the park-related items to ensure any changes can be presented to the Council. She noted that the Park System Master Plan identified the need to identify cost recovery for programs, which would develop the cost to deliver a program as well as the targeted percentage of recovery of that cost. She noted that the majority of the discussion tonight would focus on golf course fees as they plan for future improvements. She reviewed the field and facilities fees and as well as proposed changes to the fees related to the Par 3. She noted that information on similar courses was provided in the packet for comparison.

Chair Blanks asked if there is any change proposed for shelter rentals.

Ms. Lawrence commented that there was a lot of discussion on that topic last year, and the only increase that was recommended by the Commission was the non-resident rate.

Commissioner Toth asked the last increase that occurred for field preparation fees.

Ms. Lawrence replied that the fees were increased in 2019, and the tournament fees were decreased this year.

Commissioner Toth asked why those fees have not been increased since that time.

Ms. Lawrence commented that there has been concern from the user groups that the fees would be too high for their usage. She acknowledged that this is an area that staff need to do more work on to determine the actual costs and percentage of cost recovery desired by council.

Commissioner Cortes Valdes asked when that work would be included, recognizing that may not align with the schedule for the proposed fee schedule.

Ms. Lawrence recognized that it would have been ideal for these items to align, as it is difficult to adjust fees mid-season. She believed that the staff review for this would occur during 2026 and noted that a small fee increase could be considered at this time, while any larger increases would need the data in order to support that change. She anticipated beginning the cost recovery study and work in the spring and explained that the proposed changes from that work would be implemented in 2027.

Commissioner Van Lith asked for information on the different priority levels.

Ms. Lawrence reviewed the different priority levels and where different entities fall within those levels.

Commissioner Muller commented that she is happy to see no fee increases, as she believes that they have made good changes in the past for the user groups.

Commissioner Toth recognized the increase of \$1 that occurred for the Par 3 last year, with a proposed \$1 increase this year. He stated that he would like to see a flat fee for seniors and veterans, recognizing the service that they have provided to the community. He suggested a flat fee of \$15.

Commissioner Cortes Valdes recognized that they need the information on the cost of services and percentage of recovery to make decisions on the field and facility use rates.

Chair Blanks agreed that information would be helpful before proposing changes to field and facility rates.

Ms. Lawrence agreed that it would make sense to postpone any changes to field and facility rates until the cost recovery policy work is completed. She noted that there is holiday pay for staff working on holidays, which is why there is a different rate for holidays at the Par 3. She also noted the utilization of the course on weekends versus weekdays.

Commissioner Muller stated that she was not happy to see the proposed increases for the junior rate, as her kids both use the course and it would impact her financially. She noted the youth rates for two neighboring courses. She stated that if youth on course is not going to be used, perhaps there is a lower cost for youth. She asked how the school groups are charged.

Ms. Lawrence commented that staff is looking into youth on course. She stated that school groups are charged at a reduced rate, as they typically use the course at times when it is less busy. She did not believe staff felt comfortable enough to make a decision related to youth on course at this time, and they will continue to work through that.

Commissioner Muller noted that some neighboring courses have reduced rates for youth during certain times, and perhaps the Par 3 could also do that, as kids will go play after school.

Ms. Lawrence commented that the more restrictions they add, the more difficult it is for staff to charge the correct rate.

Commissioner Van Lith asked the percentage of green fees that are à la carte versus the ten-round or senior passes.

Recreation Facilities Coordinator Trey Carlson replied that they sold 388 punch passes this year.

Ms. Lawrence noted 155 senior pass rounds from nine pass holders. She stated that they are pretty lenient on the punch cards, as a family can purchase a punch card for two children to split.

Commissioner Van Lith noted that it would appear that a little under 20 percent of rounds are played on the passes versus those paying for individual rounds.

Ms. Lawrence noted that the punch cards can also carry over to the next year, similar to a gift card.

Chair Blanks commented that the ten-round pass is an equalizer, as anyone can purchase the pass for a discounted rate on rounds. He stated that he supports the increases as proposed, noting the number of rounds shows that the course is being utilized.

Commissioner Cortes Valdes stated that he likes the idea of a lower rate for times the course is less utilized, but recognized that could complicate implementation.

Ms. Lawrence commented that fees are reduced in the fall because there is decreased use and course conditions. She stated that they are working to develop a business plan for the course, and once the system is further developed, they could look at opportunities to offer incentives and/or discounts.

Commissioner Toth suggested leaving the ten-round pass at \$125 while supporting the other increases as proposed.

Commissioner Muller commented that she could support that. She stated that she would like to see the junior, senior, and veteran rates remain stable while supporting the other proposed increases.

Chair Blanks asked if there are any restrictions on the times for those groups.

Ms. Lawrence replied that there are no restrictions. She stated that the only restrictions that exist are related to the senior golf pass, as that is an unlimited pass.

Chair Blanks welcomed input on shelter reservation rates.

Commissioner Van Lith asked for information on rental numbers.

Ms. Lawrence commented that shelter reservations have decreased over the last three years. She noted that in the past, shelter reservations were allowed for Mendakota on weekends when private tournaments were occurring, but that is no longer allowed for reasons of park capacity. She stated that weeknight reservations are also not allowed when there is baseball or soccer at Mendakota, which reduces availability. She noted that Valley Park was also offline for shelter reservations this year because of the trail work that was occurring.

Chair Blanks proposed no changes for that section of rates.

Commissioner Cortes Valdes agreed.

Commissioner Muller referenced the park bench donations and commented that sometimes people contribute more than \$1,500.

Ms. Lawrence commented that staff will be providing additional information on the donation policy in the next agenda item. She stated that the total cost is about \$3,000, and the goal of the Council was to subsidize that by 50 percent.

Chair Blanks recapped the proposed fee schedule recommendations with no changes for field and facility use. He noted that for the Par 3, the Commission would support the recommendation to increase the rates, with the exception of the punch card, which would remain stable.

*Motion Blanks/second Toth to recommend no change to the field and facility use fees and approval of the increases for the Par 3 rates, with the exception of the ten-round punch card, which would remain stable.*

AYES 4: NAYS 1 (MULLER OPPOSED)

### **8.c Parks and Recreation Donation Policy**

Recreation Program Coordinator Willow Eisfeldt stated that staff have been working on this policy for the past year, as an identified strategic initiative. She stated that over the past five years, the number of park bench donations has increased significantly, and there is still a desire from community members to continue to make donations to the park system. She stated that the policy provides an option for additional donation items. She presented the proposed policy, including the purpose; scope and applicability; donations; installations, maintenance, and removal; fundraising donations; application process; approval process; and delegation of authority. She provided information on the memorials and donated improvement form and the fiscal impact.

Commissioner Van Lith asked and received confirmation that a free little library donation could be located outside of park locations. The only stipulation would be that the property would need to be owned by the City.

Commissioner Cortes Valdes commented that it is great to see a structured and expanded donation policy. He asked if the City promotes these mechanisms for donation.

Ms. Eisfeldt replied that the City has not been promoting this program, but once the policy is adopted, they would make it more public and known. She commented that the City is not able to solicit donations, but it can be made public.

Commissioner Muller replied that the policy looks great. She referenced the donations for a tree or picnic table, noting that there is no plaque for that. She suggested an option to add a stake with a donation plaque for an additional cost.

Ms. Eisfeldt replied that they discussed that with public works, but decided not to offer that, as it would create an obstacle for mowing and maintenance.

Commissioner Muller commented that she likes that the donated items would make things more uniform throughout the community.

*Motion Muller/second Cortes Valdes to recommend approval of the City of Mendota Heights Parks and Recreation Donation Policy.* AYES 5: NAYS 0

### **8.d Approval of 2026 Meeting Schedule**

Parks and Recreation/Assistant Public Works Director Meredith Lawrence presented the proposed 2026 meeting schedule.

Chair Blanks asked for input related to the start time, and it was confirmed to keep the start time at 6:30 p.m. He welcomed input on the meeting format for meetings scheduled every month, noting that if there is no business to consider, the meeting would be canceled.

Commissioner Van Lith asked for more information on work sessions.

Chair Blanks provided information on work sessions, which are likely to take place once per year in place of a regularly scheduled meeting.

Commissioner Muller recognized that this last year was lighter as they were working on the adoption and implementation of the Parks Master Plan, which has happened. She anticipated that the Commission would have more business to consider and therefore would support

continuing to schedule monthly meetings, recognizing that unnecessary meetings could be canceled.

Commissioner Toth agreed that there should be monthly meetings scheduled, and a meeting could be canceled if unneeded. The Commission agreed.

Ms. Lawrence noted that the December meeting for the Commission next month will likely be canceled due to a lack of business.

*Motion Blanks/second Toth to approve the 2026 Parks and Recreation Commission meeting schedule.*

AYES 5: NAYS 0

## **9. Old Business**

None.

## **10. Staff Announcements**

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

- Seasonal staff positions have been posted
- Internship and summer seasonal positions will be posted in January
- Staff have begun preparation for the annual report video
- Thanked the community and staff for a wonderful year in parks and recreation
- Other events can be found on the City's website

## **11. Student Representative Update**

None.

## **12. Commission Comments and Park Updates**

Commissioner Toth

- Commented on residents enjoying the parks during the fall
- Encouraged pedestrians walking along the street to wear reflective clothing

Commissioner Van Lith

- Always impressed by the number of people playing pickleball at Marie

Commissioner Cortes Valdes

- Enjoying his first meeting

Commissioner Muller

- Enjoyed walking through Friendly Hills park and neighborhood area
- Asked for an update on what is occurring at Kensington
- Was excited to see the QR code in different locations

Public Works Director Ryan Ruzek replied that Xcel Energy is replacing some of the poles.

Chair Blanks

- Asked if the basketball court at Valley Park would remain offline for the remainder of the year

Public Works Director Ryan Ruzek was unsure of the timing and provided an update on the progress of the project. He noted that the trails at Valley Park are anticipated to open to the public in mid-December, as gravel trails, and would be paved in the spring. He noted that staff would still be clearing snow from the gravel trails.

Commissioner Muller stated that she has received interest from students in the adjustable hoops. She recognized the problems the City has experienced with that style of basketball hoop, and it was confirmed that the City will not be returning to that style in the future.

**13. Adjourn**

*Motion Muller/Second Toth to adjourn the meeting at 8:21 PM*

AYES 5: NAYS 0

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

CITY OF MENDOTA HEIGHTS  
DAKOTA COUNTY  
STATE OF MINNESOTA

Minutes of the Parks and Recreation Commission Work Session  
February 10, 2026

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

CALL TO ORDER

Chair Jaffrey Blanks called the meeting to order at 6:32pm. Commissioners Michael Toth, Daniel Van Lith, Pau Cortés Valdés, Michelle Muller, Kirsten Ramirez, and Student Representative Evangeline Fuentes were also present. Commissioner Jennifer Weichert was absent.

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

INTRODUCTIONS

Director Lawrence announced that Jo Schifsky had decided not to serve another three-year term—so her appointment to the Commission ended at the end of January. The City Council appointed Kirsten Ramirez to fill her seat on the Commission. Chair Blanks asked all the commissioners to introduce themselves.

Director Lawrence noted that at the next regularly scheduled meeting the election of officers for the next year would take place. Commissioner Schifsky had been serving as Vice-Chair, so at this time the Commission will be without a Vice-Chair until the annual Commission Reorganization.

REVIEW 2026-2030 MASTER PLAN IMPLEMENTATION-PHASE 1

Director Lawrence reviewed the 2026-2030 Master Plan Implementation-Phase 1 document with the Commission. She reviewed the four goals and the corresponding tactics, staff responsibilities, and desired timeline of completion. Commissioners and staff discussed the processes for completing these goals, the involvement of the Commission and City Council, and what measurements of success will be considered.

DNR-OUTDOOR RECREATION GRANT UPDATE

Director Lawrence presented on the grant application that staff is working on for the DNR-Outdoor Recreation Grant. She presented on the scope of the project including the following:

- Outfield Fence for the Ballfield
- Playground Safety Fence
- Picnic Shelter Refurbishment
- Electrical to Picnic Shelter
- Lighting to Picnic Shelter
- Playground Replacement
- Park Wayfinding Sign
- AED
- Bike Fix It Station

Commissioner Cortes Valdes asked if a running water bathroom could be added to the scope of the project. Director Lawrence noted that the Council included \$200,000 in the 2026 budget for improvements to Valley Park. Director Ruzek noted a running water facility would likely cost \$750,000 which was outside of the scope of the 2026 budget.

Although no formal recommendation could be taken due to it being a work session, all six commissioners present noted that they are in favor of the grant application and the scope of the projects included at Valley Park.

The commission adjourned the meeting at 8:20pm.

Minutes Taken By:

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



## Parks and Recreation Commission

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<b>Meeting Date:</b>	March 10, 2026		
<b>Agenda Item:</b>	Park Improvement Project Update		
<b>Item Type:</b>	Monthly Report		
<b>Department:</b>	Parks and Recreation	<b>Contact:</b>	Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

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### Action Request:

Informational Only.

### Background:

#### 2026 Projects

The following items were included in the 2026 Preliminary Budget:

1. Wentworth Hockey Board Replacement
2. Wentworth Basketball Court Expansion
3. Valley Park Playground Replacement (pending grant funding)
4. Valley Park Picnic Shelter Refresh (pending grant funding)
5. Park AED Project (Friendly Hills, Wentworth, Mendakota, Kensington)
6. Hagstrom King Infield Ballfield Maintenance Project

### Ivy Hills Playground

At their October 21 meeting, the City Council approved the proposal from Northland Recreation for a new playground to be constructed at Ivy Hills Park. The Council affirmed the Commission's recommendation for the Cool-Blue color palette and the accessible spinner feature to be included. The playground will be installed in the Spring of 2026.

### Special Parks Fund Balance

Currently, the Special Parks Fund is showing an estimated balance of approximately \$525,000 available as of February 25, 2026.

### Fiscal and Resource Impact:

None.

### Attachments:

None

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All



## Parks and Recreation Commission

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<b>Meeting Date:</b>	March 10, 2026		
<b>Agenda Item:</b>	Recreation Update		
<b>Item Type:</b>	Monthly Report		
<b>Department:</b>	Parks and Recreation	<b>Contact:</b>	Willow Eisfeldt, Recreation Program Coordinator

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### Action Request:

N/A - Informational Only

### Background:

#### Winter Whirl 2026

Rebranded from Frozen Fun Fest, Winter Whirl was held from February 3 through February 8 this year. The Winter Whirl medallion was found on day two of the medallion hunt by a local resident who searches for the medallion every year. She and her family participate in all the Winter Whirl activities annually. Courtney Selstad, the City's Recycling/Sustainability Coordinator hosted an Art and Craft Supply Swap and saw 370 pounds of material reused and 100 community members in attendance. Snow Day at Rogers Lake was a successful event, bringing just over 200 community members to Rogers Lake for a free event featuring a petting zoo, ice skating, ice fishing, bonfires and food trucks. Lastly, the annual puzzle competition was held at St. Thomas Academy and had 27 teams competing to complete a 500-piece puzzle featuring a photo of Mendota Heights. Staff want to thank the volunteers that came out and helped with the Winter Whirl events. Many of our programs and events would not be successful without the help of our awesome volunteers!

#### Summer 2026 Program Registration

Summer 2026 program registration opened on Tuesday, February 24 at 9:00 a.m. The first 24 hours brought in \$36,108 with 577 individual registrations. Staff are continuing to work with community members to ensure registrations are executed without issue. Staff are continuing to promote programs and events through multiple marketing channels, such as our Recreation Guide mailed to homes, the Recreation Round-Up email program, the Parks and Recreation Facebook Page and physical marketing at our programs and events.

#### New & Returning Programs

With the addition of a Parks and Recreation staff in Spring 2025, staff have been able to expand program offerings each season. This will continue as space allows. In the Winter of

2025/2026, there were multiple new programs that began running and will continue, including Learn to Play courses specifically for Cribbage and American Mah Jongg, 500 Club, and Mah Jongg group. This summer, many community favorites will be returning, such as Junior Golf Lessons and Youth Tennis Lessons. Staff are working to refresh some classic programs, such as the Cliff Timm Memorial Fishing Derby, Cops and Bobbers and Tour de Rec. Staff will continue tracking program participation throughout 2026.

**Save the Date: Touch-A-Truck**

The Mendota Heights Parks and Recreation Spring legacy event, Touch-A-Truck, is returning on Saturday, May 9 from 10:00 a.m.- 12:00 p.m. at Mendakota Park. The event will feature RC Car Racing, big rigs and unique vehicles, food trucks and more! In addition, the City Council and Administration staff will be providing an opportunity for residents and community members to engage on the municipal campus building project.

**Fiscal and Resource Impact:**

N/A

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Vibrant and Diverse Community Programming



## Parks and Recreation Commission

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<b>Meeting Date:</b>	March 10, 2026		
<b>Agenda Item:</b>	Par 3 Update		
<b>Item Type:</b>	Monthly Report		
<b>Department:</b>	Parks and Recreation	<b>Contact:</b>	Trey Carlson, Recreation Facilities Coordinator

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### Action Request:

Informational Item - No Action Requested

### Background:

#### 2025 December Financial Dashboard

Staff has provided both the year-end financial dashboard and the December 2025 Monthly Expenditure Report. The dashboard is meant to highlight key points from a round breakdown report and the Monthly Financial Report in an easier-to-read format. The golf course reported a surplus of \$86,819 for 2025. By comparison, the 2024 surplus was \$30,126, representing a year-over-year increase of \$56,693. Staff contributes much of the golf course's financial success to the implementation of the ForeUP software, seeing 66% of tee times booked online for the 2025 season.

#### 2026 Season Approaching

Staff has been busy getting ready for the 2026 golf season. Seasonal clubhouse and maintenance staff have been hired and have completed their annual onboarding and training process with the City. Along with regular golfing availability, the city is offering all the same leagues (Women's League, Junior League, and Senior League) as well as a new Couple's Golf League for 2026. Residents can also pick from a variety of weekly golf camps for kids or sign up for an adult golf lesson for themselves.

### Fiscal and Resource Impact:

N/A

### Attachments:

1. 2025 December Financial Report Par 3
2. 2025 December Financial Dashboard Par 3

### Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation

Vibrant and Diverse Community Programming  
Active Recreation Facilities for All

MONTHLY EXPENDITURE REPORT  
DECEMBER 2025

<b>MENDOTA HEIGHTS PAR 3</b>					
<b>BUDGET TO ACTUAL REPORT</b>					
<b>December 2025 (100.00% OF YEAR)</b>					
					<b>December</b>
<b>REVENUES</b>		<b>December</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>
	<b>BUDGET</b>	<b>2025</b>	<b>2025</b>	<b>%</b>	<b>2024</b>
GREENS, LEAGUE & TOURN FEES	\$220,000	\$462	\$284,003	129.09%	\$231,340
RECREATION PROGRAMS	\$50,000	\$0	\$44,876	89.75%	\$42,880
CONCESSIONS	\$36,000	\$40	\$53,718	149.22%	\$46,478
SUNDRY REVENUE	\$0	\$0	\$177	100.00%	\$296
INTEREST	\$1,000	\$0	\$0	0.00%	\$0
INSURANCE CLAIM	\$0	\$0	\$0	0.00%	\$0
<b>PAR 3 FUND REVENUE TOTAL</b>	<b>\$307,000</b>	<b>\$502</b>	<b>\$382,774</b>	<b>124.68%</b>	<b>\$320,994</b>
<b>EXPENDITURES</b>		<b>December</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>
	<b>BUDGET</b>	<b>2025</b>	<b>2025</b>	<b>%</b>	<b>2024</b>
CLUBHOUSE SALARIES	\$48,200	\$0	\$46,247	95.95%	\$50,118
ADMINISTRATIVE SALARIES	\$69,821	\$5,398	\$57,300	82.07%	\$36,244
FICA/PERA	\$21,137	\$790	\$17,925	84.81%	\$13,751
MEDICAL INSURANCE	\$18,517	\$1,543	\$15,088	81.48%	\$7,544
U/E & W/C INSURANCE	\$3,900	\$0	\$4,148	106.37%	\$5,196
RENTALS	\$8,000	\$122	\$8,098	101.22%	\$6,679
UTILITIES	\$16,483	\$6,643	\$17,755	107.72%	\$12,803
PROFESSIONAL FEES - AUDIT	\$3,500	\$0	\$3,343	95.50%	\$3,171
PROF FEES - CONSULTING FEES	\$3,100	\$0	\$1,866	0.00%	\$1,196
PROF FEES - GROUNDS MGMT	\$7,250	\$0	\$1,838	25.35%	\$0
PROF FEES - GROUNDS WAGES	\$27,000	\$0	\$24,148	89.44%	\$26,567
PROF FEES - TREE MAINTENANCE	\$5,000	\$0	\$0	0.00%	\$0
LIABILITY/AUTO INSURANCE	\$5,000	\$0	\$5,408	108.17%	\$4,867
OPERATING COSTS/SUPPLIES	\$17,300	\$373	\$14,634	84.59%	\$10,683
FUEL	\$3,000	\$2	\$2,394	79.78%	\$2,187
REPAIRS & MAINTENANCE	\$65,000	\$2,627	\$56,919	87.57%	\$78,447
SUNDRY/DUES/MILEAGE/CLOTHING	\$10,250	\$0	\$3,544	34.58%	\$3,106
ONLINE REG & CREDIT CARD FEES	\$11,600	\$144	\$15,301	131.90%	\$12,118
GREENS ROLLER					\$16,191
<b>PAR 3 EXPENDITURES TOTAL</b>	<b>\$344,058</b>	<b>\$17,642</b>	<b>\$295,955</b>	<b>86.02%</b>	<b>\$290,868</b>



## Mendota Heights Par 3 Community Golf Course December 2025—Financial Summary

### 2025 —Tee Time Reservation Breakdown:

Online Tee Times= 10,802 (66% of Total Tee Times)

Phone/Walk in Tee Times= 5,458 (34% of Total Tee Times)

### Year to Date Budget Overview—December:

Category	2025 Budget	2025 YTD Actual	% of Budget	2024 YTD
Revenues	\$307,000	\$382,774	124.68%	\$320,994
Expenditures	\$344,058	\$295,955	86.02%	\$290,868
Net Position	-	\$86,819	-	\$30,126

Current Operating Surplus as of December, 2025: \$86,819

Operating Surplus as of December, 2024: \$30,126

### Monthly Revenues vs. Expenditures

Month	Revenues	Expenditures	Net
March 2025	\$14,117	\$10,742	\$3,375
April 2025	\$35,483	\$16,671	\$18,812
May 2025	\$51,764	\$43,983	\$7,781
June 2025	\$64,636	\$30,161	\$34,475
July 2025	\$61,620	\$30,348	\$31,272
August 2025	\$68,581	\$43,837	\$24,744
September 2025	\$38,767	\$26,813	\$11,954
October 2025	\$19,192	\$20,003	(\$811)
November 2025	\$2,484	\$19,405	(\$16,921)
December 2025	\$502	\$17,642	(\$17,140)

### Golf Round Totals:

	2021	2022	2023	2024	2025
March	748	0	0	261	307
April	1678	896	1181	1923	2083
May	2285	2797	2923	2664	3052
June	2305	2839	3365	3395	3453
July	2673	3213	3753	3093	3574
August	2306	3042	3052	3089	4101
September	1758	1798	2043	2095	2367
October	1157	1077	1168	1428	1174
November	257	207	0	65	189
December	-	-	-	-	40*
<b>Total</b>	<b>15167</b>	<b>15869</b>	<b>17485</b>	<b>18013</b>	<b>20340</b>

\*Starting December 2025, limited items including punch cards were sold at the Par 3 for holiday gifting.

## Golf Rounds by Category:

2025	Regular	Senior	Junior	Veteran	Second Round	Senior Pass	Footgolf	Punch Card
<b>March</b>	127	8	10	0	1	2	0	160
<b>April</b>	984	129	95	3	36	33	8	790
<b>May</b>	1858	311	131	10	56	23	34	620
<b>June</b>	2011	383	246	12	47	15	27	710
<b>July</b>	2167	440	264	9	47	24	34	580
<b>August</b>	2369	531	452	12	52	18	94	560
<b>September</b>	1305	376	114	1	34	16	50	460
<b>October</b>	724	177	49	4	23	14	33	150
<b>November</b>	172	0	0	0	3	4	0	10
<b>December</b>	0	0	0	0	0	0	0	40
<b>Total</b>	<b>11717</b>	<b>2355</b>	<b>1361</b>	<b>51</b>	<b>299</b>	<b>149</b>	<b>280</b>	<b>4080</b>

### Monthly Notes:

- When accounting for total monthly rounds, staff track punch card sales as (10) rounds of golf. For note the following punch cards were sold:
  - March: 16
  - April: 79
  - May: 62
  - June: 71
  - July: 58
  - August: 56
  - September: 46
  - October: 15
  - November: 1
  - December: 4
- The punch card rounds are then multiplied by 10 to get the total rounds tracked for that month:
  - March: 160
  - April: 790
  - May: 620
  - June: 710
  - July: 580
  - August: 560
  - September: 460
  - October: 150
  - November: 10
  - December: 40
- When reporting the Tee Time Reservation Breakdown, the tee times booked reflect how the punch card rounds are used, thus, if someone buys a punch card in April, they may only use it four times. They also could use the punch card one time for a call-in tee time and three times for separate online tee times throughout the season



**Parks and Recreation Commission**

**Meeting Date:** March 10, 2026  
**Agenda Item:** Warming House/Outdoor Rink Update  
**Item Type:** Monthly Report  
**Department:** Parks and Recreation      **Contact:** Trey Carlson, Recreation Facilities Coordinator

**Action Request:**  
 Informational Item — No Action Requested

**Background:**

**Outdoor Rinks:**

Warming houses were open for outdoor skating for a total of 41 days this winter, totaling 3,047 skaters. Staff observed an average of 74 skaters per night spread across the three outdoor skating rinks.

\*Staff count skaters by the hour. For example, if five skaters are at a rink for two consecutive hours, they get counted a second time and would account for 10 skaters for that evening.\*

	Friendly Hills	Marie	Wentworth
<b>December - Open 6 Days</b>	153	167	249
<b>January - Open 23 Days</b>	413	787	586
<b>February - Open 12 Days</b>	133	283	276
<b>Total - 41 Days</b>	699	1,237	1,111

**Fiscal and Resource Impact:**

None

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Vibrant and Diverse Community Programming

Active Recreation Facilities for All



## Parks and Recreation Commission

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**Meeting Date:** March 10, 2026

**Agenda Item:** Assign Commissioner Parks

**Item Type:** Action Item

**Department:** Parks and Recreation

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

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### Action Request:

The Commission should assign a park or parks to each commissioner to visit and provide updates at the monthly commission meetings.

### Background:

In the past, commissioners have been assigned parks to visit and report any problems to the Parks and Recreation Director and present an update monthly at the Commission meeting. Examples of what to look for include the conditions and usage of the following: trails, playground equipment, ball fields, soccer fields, picnic shelters, tennis courts and basketball courts. Commissioners are asked to visit their parks on a monthly basis.

Below is a list of the parks to be assigned:

- Victoria Highlands
- Rogers Lake
- Valley View Heights
- Ivy Hills
- Dog Park
- Marie
- Valley
- Wentworth
- Friendly Hills
- Hagstrom-King
- Kensington
- Mendakota
- Market Square
- Civic Center

The 2025 Park Assignments were as follows:

- Chair Blanks: Valley and Market Square
- Commissioner Muller: Rogers Lake and Friendly Hills
- Commissioner Schifsky: Ivy Hills and Civic Center
- Commissioner Van Lith: Victoria Highlands and Marie
- Commissioner Toth: Valley View Heights and Wentworth
- Commissioner Sherer: Hagstrom King and Mendakota
- Commissioner Weichert: Kensington and Dog Park

Student Representative Fuentes lives near Kensington and Hagstrom King and provided updates on these two parks.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community



## Parks and Recreation Commission

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**Meeting Date:** March 10, 2026

**Agenda Item:** Approval of Commission Bylaws

**Item Type:** Action Item

**Department:** Parks and Recreation

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

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### **Action Request:**

Staff will review the bylaws with the Commission. The Commissioners are asked to review the bylaws and ask staff questions if they have any. The Commission should approve the attached bylaws with any recommended changes.

### **Background:**

Each year it is recommended the Commission review the Parks and Recreation Commission bylaws so that all commissioners are up-to-date and informed.

### **Fiscal and Resource Impact:**

None.

### **Attachments:**

1. Parks and Recreation Bylaws 2025 March

### **Item Relation to Commission Guiding Principles:**

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community

**BYLAWS  
OF THE  
MENDOTA HEIGHTS PARKS AND RECREATION COMMISSION**

**ARTICLE 1: ORIGIN AND PURPOSE**

SECTION 1-ORIGIN: In accordance with the City of Mendota Heights Ordinance No. 109, "Establishing A Parks and Recreation Commission," the following bylaws are adopted by the parks and recreation commission to facilitate the performance of its duties and the exercising of its functions as a Commission created by the city council.

SECTION 2-PURPOSE: The parks and recreation commission shall act as an advisory group to the Mayor and city council and shall:

- A. Advise the city council on matters pertaining to parks and recreational development programs and shall cooperate with city personnel in implementing the parks and recreation programs.
- B. Advise the city council on the establishment of written rules and regulations for the use, management and operation of the public parks and recreational facilities, the same to be approved by action of the council before being put into effect.
- C. If requested by the city council, prepare plans for the acquisition, development and improvement of the city public parks and recreational facilities and shall, if requested by the city council, develop a comprehensive plan for future park development and open space.
- D. If requested by the city council, prepare a capital improvements program for the purpose of determining priorities and apportioning costs of scheduled improvements.
- E. In performing the aforementioned duties and responsibilities, exhibit the initiative in formulating policies which will be responsive to the anticipated need and objectives of the community.

**ARTICLE 2: MEMBERSHIP**

SECTION 1-NUMBER AND APPOINTMENT: The parks and recreation commission shall consist of seven (7) residents of the city, appointed by the mayor with the consent of the majority of the members of the city council. The members shall serve terms of three (3) years. The terms shall be staggered so that terms of two (2) members shall expire each year. No member shall be appointed to more than three (3) consecutive full terms. A member appointed to fill an unexpired term on the commission may be appointed to serve three (3) consecutive terms after completing the unexpired term, but in no case shall the individual serve more than eleven (11) consecutive years.

**ARTICLE 3: OFFICERS AND DUTIES**

SECTION 1-ELECTION OF OFFICERS: At the February meeting each year, the commission elects from its membership a Chairperson and a Vice-Chairperson.

- A. If the Chairperson retires from the commission before the next organizational meeting, the Vice-Chairperson becomes Chairperson. If both Chairperson and Vice-Chairperson retire, new officers are elected at the next meeting.
- B. If both Chairperson and Vice-Chairperson are absent from a meeting, the commission elects a temporary Chairperson by voice vote.
- C. The Secretary to the parks and recreation commission is appointed by the city administrator from the city staff.

SECTION 2-DUTIES: The Chairperson, or if absent, the Vice-Chairperson presides at meetings, appoints committees and performs other duties as may be ordered by the commission. The Chairperson conducts meetings so as to keep them moving as rapidly and efficiently as possible and reminds members, witnesses and petitioners to discuss only the subject at hand. The Chairperson is a voting member of the commission.

The Secretary is responsible for recording the minutes, keeping records of commission actions, conveying commission recommendations to the city council and providing general administrative and clerical service to the commission.

#### **ARTICLE 4: MEETINGS**

SECTION 1-DATE AND TIME: Regular meetings of the commission are held on the second Tuesday of each month at 6:30 p.m., unless otherwise agreed to and so stated in the agenda. All meetings and hearings, and all records and minutes are open to the public.

- A. When the regular meeting day falls on a legal holiday, there is no meeting that month unless otherwise noted.

SECTION 2-SPECIAL MEETINGS: Special meetings may be called by the Chairperson or the Secretary.

SECTION 3-LOCATION: Meetings are held in the City Hall Council Chambers, 1101 Victoria Curve, unless an offsite meeting is requested by the commission, which must be properly noticed on the commission's agenda.

- A. Commissioners will be assigned parks to visit monthly at the February meeting. Each Commissioner is expected to visit their assigned parks once a month and be prepared to provide the Commission with an update at each regularly scheduled meeting.

SECTION 4-QUORUM: Four Parks and Recreation Commission members shall constitute a quorum for the purpose of conducting its business. When a quorum is not present, the Chairperson may open the meeting for the purpose of hearing from interested parties on items on the agenda. No final or official action may be taken at such a meeting. However, the facts and information gathered at such a meeting may be taken as a basis for action at a subsequent meeting at which a quorum is present.

SECTION 5-VOTING: Voting is by voice. Commission members voice votes on each issue are recorded. In the event that any member shall have a financial interest in a matter before the commission, the member shall disclose the interest and refrain from voting upon the matter, and the secretary shall so record in the minutes that no vote was cast by such member.

## **ARTICLE 5: ATTENDANCE**

SECTION 1-ATTENDANCE POLICY: Attendance at meetings is expected. Absences in a calendar year should not exceed three consecutive meetings or more than 25 percent of all meetings that take place on the second Tuesday of the month, unless otherwise noted on the approved annual meeting schedule.

Members will receive a notification from the City Administrator after two consecutive or two total absences. If the City Administrator determines there are extenuating circumstances in a case of a member who has not met the attendance requirements, the City Administrator may grant a waiver to the attendance requirement.

If a member exceeds the allowable number of absences, the mayor and city council will be notified and the member shall be deemed to have voluntarily resigned from the commission and the seat vacant. The vacancy shall be filled as soon as possible for the unexpired portion of the term by the mayor with the consent of the majority of the members of the city council.

Members unable to attend a meeting should contact the staff liaison, who will inform the chair if a quorum cannot be attained and the meeting will be cancelled.

## **ARTICLE 6: THE PUBLIC**

SECTION 1-PUBLIC INPUT: The Parks and Recreation Commission does not hold public hearings, but may invite public comment. If members of the public want to speak on an item, it is up to the discretion of the Commission Chair to determine if, how, and for how long members of the public may address the commission.

SECTION 2-PUBLIC COMMENT GUIDELINES: The Citizen Comments section of the agenda provides an opportunity for the public to address the commission on items which are not on the agenda. Comments should be directed to the Chair.

## **ARTICLE 7: MISCELLANEOUS**

SECTION 1: AMENDMENTS: These Rules of Order may be amended with the approval by voice vote by a majority (four) of the members of the parks and recreation commission.



## Parks and Recreation Commission

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<b>Meeting Date:</b>	March 10, 2026		
<b>Agenda Item:</b>	Hagstrom-King Park Bleacher Pad & Trail Connection		
<b>Item Type:</b>	Presentation		
<b>Department:</b>	Engineering	<b>Contact:</b>	Lucas Ritchie, Assistant City Engineer

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### Action Request:

The Commission is asked to provide a recommendation on the proposed trail connection and bleacher pad at Hagstrom-King Park and offer any questions or feedback to staff.

### Background:

The Hampshire Estates Street Improvements include roadway improvements to neighborhoods adjacent to Hagstrom-King Park during the summer of 2026. Based on feedback received during the public engagement process and consistent with Parks & Recreation Commission priorities, a trail connection from the Hampshire Drive neighborhood to the park is included in the project.

The trail connection includes an 8' wide bituminous trail along the north side of Mendota Heights Road from Hampshire Drive to Pond Circle West. As part of the trail construction and general improvements in the area, staff are seeking direction to include a short trail connection from the trail along Mendota Heights Road to the ball field along with a concrete bleacher pad (15' x 25') as part of the street improvement project.

The City's ADA Transition Plan, approved at the City Council meeting on November 5, 2025, included an analysis of the City's parks. The review of Hagstrom-King Park identified the lack of an ADA-compliant trail or connection to the ball field from the parking lot. Connecting the ball field to the proposed trail segment, along with installation of a concrete bleacher pad, would provide an ADA-compliant route from the parking lot to the field and spectator area.

Staff are seeking a recommendation to include the short trail connection and bleacher pad with the street improvement project. If recommended, the item will be included within the final construction plans for the street improvement project and brought to City Council for final approval.

### Fiscal and Resource Impact:

The estimated cost of the short trail connection and bleacher pad is approximately \$20,000.

The proposed funding source for these improvements would be the Special Parks Fund, which has sufficient funds available balance to support this expenditure.

Costs for the trail along Mendota Heights Road are being funded through the Municipal State Aid funds and are limited to work within the Right-of-Way of Mendota Heights Road. Final costs for the improvements will be determined once bids are opened for the project, anticipated to be opened and awarded mid-April of 2026. Incorporating these improvements into the 2026 street project allows the City to leverage contractor mobilization and reduce future construction costs.

**Attachments:**

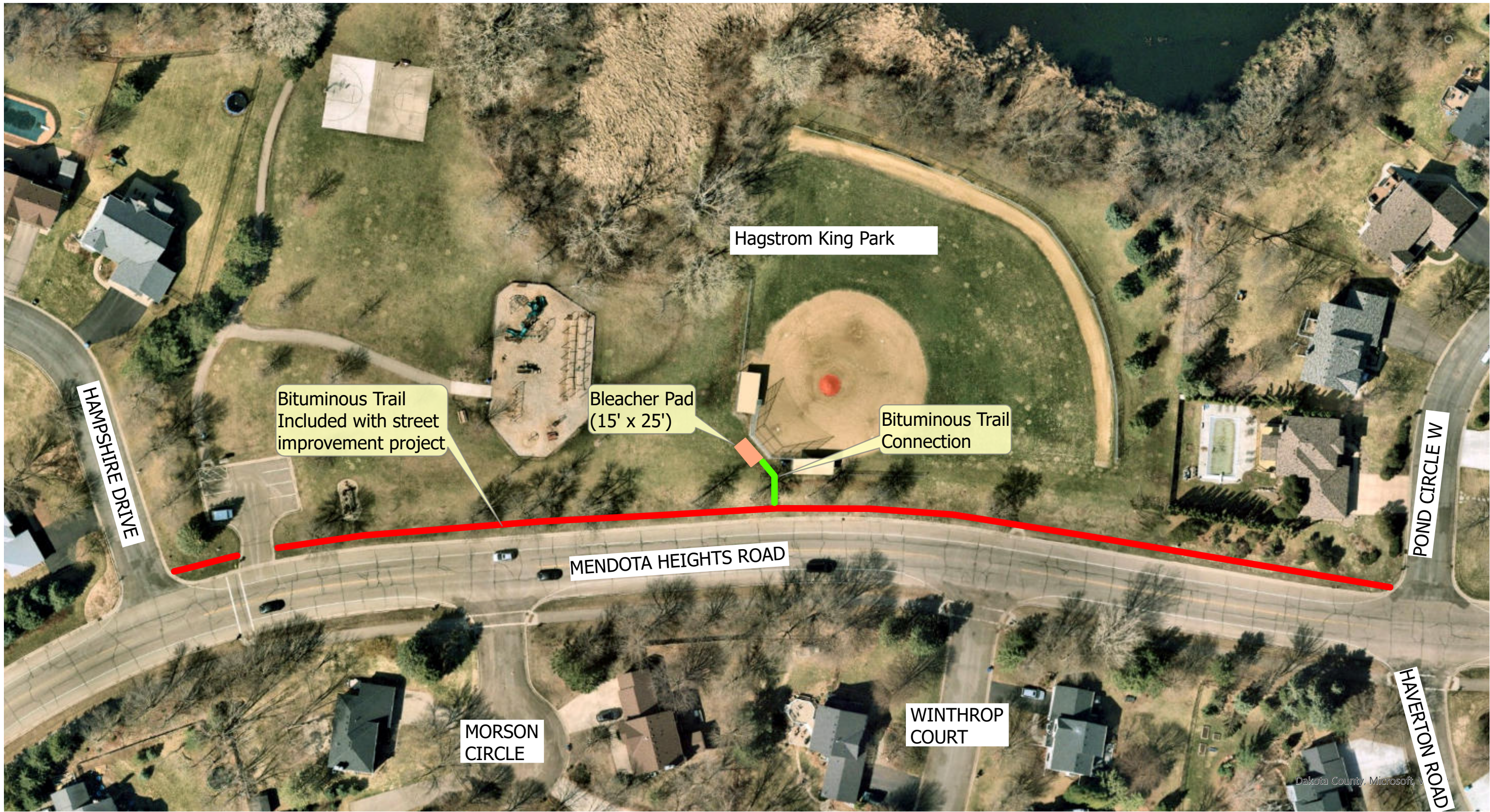
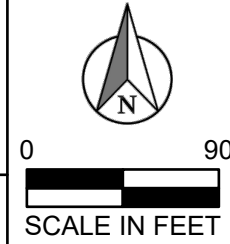
1. Bleacher Pad at Hagstrom-King Park

**Item Relation to Commission Guiding Principles:**

Sustainable Source of Funding for Parks and Recreation  
A Safe Connected and Walkable/Bikable Community

# Hagstom-King Park Bleacher Pad Connection

Date: 3/3/2026



Dakota County, Microsoft