



Title:	Authorization to Select and Execute a Catering Contract for Watershed Management Plan Kickoff Event
Resolution number:	25-077
Prepared by:	Name: Samantha Hoppe Phone: 952-641-4518 shoppe@minnehahacreek.org
Recommended action:	Approval of Resolution 25-077
Schedule:	12/18/2025: Board authorization 12/19/2025 - 12/26/2025: Proposal Refinement and Contract Negotiations 1/27/2026: Services Rendered at Kickoff Event
Budget Considerations:	Fund name and code: 4-4002-4320 Contract Services Fund budget 2025: \$87,600
Past Board Action:	Resolution #24-069 Authorization to Initiate Stakeholder Engagement for the 2027 Watershed Management Plan

Background:

The Minnehaha Creek Watershed District (MCWD) is required to revise its Watershed Management Plan every ten years under Minnesota Rules 8410. The District's current Watershed Management Plan (Plan) was adopted in January 2018 and is due for revision by the end of 2027.

The 2027 Plan will carry MCWD's Balanced Urban Ecology approach forward and apply principles of partnership and integrated planning to address new challenges, like extreme weather, in alignment with the District's Climate Action Framework. The 2027 Plan will be developed through a multi-year, collaborative process with the watershed's communities. MCWD will convene a Technical Committee (TAC), Policy Advisory Committee (PAC), and subwatershed planning groups, bringing regional and local perspectives across the watershed together, to develop a cohesive, watershed-scale flood adaptation strategy and implementation plans that are reflective of community needs, interests, and priorities.

Staff have also scoped opportunities for targeted, inclusive engagement of broader constituencies in shaping the Plan, such as the watershed's indigenous communities, business leaders, community groups, and residents, especially those in key areas of investment.

Kickoff Event:

To ensure a successful start to the Plan engagement process, staff have been preparing for an impactful Plan Kickoff Event to share more information on the Plan focus and opportunities to get involved. The Kickoff Event will be open to public partners, local policymakers, agency staff, and interested residents. MCWD staff, Board members, and CAC members are also strongly encouraged to attend.

To accommodate a wide range of attendees, MCWD will host two sessions for the event, scheduled for Tuesday, January 27, 2026, at the Minnetonka Community Center's Banquet Room:

- **Session 1:** 9:30 – 11:30 AM, check-in opens at 9:30 AM and the presentation begins at 10:00 AM
- **Session 2:** 6:30 – 8:30 PM, check-in opens at 6:30 PM and the presentation begins at 7:00 PM

To ensure an inclusive and welcoming event, and mitigate barriers to participation, staff are planning to offer refreshments for attendees. Given the scale of the event, staff are seeking to contract with a full-service professional caterer to prepare, serve, and manage the refreshments during both sessions.

Proposal Review and Refinement:

Staff have contacted several caterers to evaluate initial alignment and have solicited competitive proposals from three prospective vendors. Staff are currently working to assess and refine proposals with vendors based on suitability of menu options, quality and level of service provided, competitive pricing, and coordination, to inform the selection of a caterer that will provide high-quality services to support MCWD's Kickoff Event.

MCWD is also collecting RSVPs from Kickoff Event invitees for a more refined estimate of refreshment needs. As RSVPs are collected in mid-January 2026, staff will finalize the scope of services with the selected catering vendor to reflect refined attendance estimates.

Recommendation:

Staff recommend the Board of Managers authorize the MCWD Administrator to select and authorize a contract with a catering vendor, in an amount not to exceed \$10,000. The not-to-exceed amount reflects a conservative estimate, assuming 150 attendees for each kickoff event session. The catering contractor will bill for actual refreshments, supplies, and services provided, based on refined attendance estimates.

Upon Board authorization, staff will select a catering vendor, refine their proposal, and negotiate a contract with an amount not to exceed \$10,000 for the term of the contract.



RESOLUTION

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WHEREAS, the District is required to revise its Watershed Management Plan every ten years under Minnesota Rules 8410; and

WHEREAS, the District's current Watershed Management Plan is due for revision in 2027; and

WHEREAS, the District will lead a collaborative engagement process to develop its 2027 Watershed Management Plan; and

WHEREAS, the District will kick off its engagement process with a Watershed Management Plan Kickoff Event on January 27, 2026, including two sessions;

WHEREAS, the District will provide refreshments to support a welcoming and inclusive event;

WHEREAS, staff are soliciting competitive proposals for full-service catering at the event; and

WHEREAS, staff are reviewing proposals for suitability of menu options, quality and level of service provided, competitive pricing, and coordination; and

WHEREAS, staff will refine the selected caterer's proposal to align with updated attendance estimates.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator to select a vendor and execute a contract in an amount not to exceed \$10,000, for catering services at the January 27, 2026, Kickoff Events.

Resolution Number 25-077 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: December 18, 2025.

Secretary

Date: _____