



CITY COUNCIL MEETING AGENDA

August 18, 2025 at 6:30 PM

7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Claudia Lacy, Peter Vickery, Brian Govern Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Craig Squires, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff
Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering
- c) Approval of Agenda

2) SPECIAL PRESENTATIONS

3) PERSONS TO BE HEARD

The City Council invites residents to share new ideas or concerns related to city business not already on the agenda; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or for consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.

4) CONSENT AGENDA

- a) Approve Work Session Meeting Minutes from August 4, 2025
- b) Approve City Council Regular Meeting Minutes from August 4, 2025
- c) Res. No. 74-25 Approve Claims
- d) Approve Agreement for Westonka School Resource Officer (SRO)
- e) Accept Resignation of Community Service Officer Caleb Vanderplas
- f) Accept Resignation of Lake Minnetonka Conservation District - Minnetrista Representative Michael Kirkwood

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

7) ADMINISTRATIVE ITEMS

- a) Staff Reports
- b) Council Reports
 - i) Mayor Lisa Whalen – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Public Safety Advisory Committee; Northwest

Hennepin League of Municipalities; Regional Council of Mayors; Minnehaha Creek Watershed District; Mound Fire Advisory Committee (alternate); Fire Partnership Committee

ii) Cathleen Reffkin – Acting Mayor; Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); St Bonifacius Fire Advisory Committee; Mound Fire Advisory Committee; Fire Partnership Committee

iii) Claudia Lacy - Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating), Gillespie Center Advisory Council, Westonka Community Commerce Committee

iv) Peter Vickery – Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission

v) Brian Govern – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission, Westonka Community & Commerce

8) ADJOURNMENT

The agenda packet with all background material will be available on the City's website for viewing by the public. Published agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.



CITY COUNCIL WORK SESSION MINUTES

August 04, 2025 at 5:00 PM

7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

Mayor Whalen called the meeting to order at 5:00 p.m.

Council present: Mayor Whalen, Council Members Vickery, Lacy, Govern. Staff present: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Craig Squires, Director of Public Services Gary Peters, City Clerk Ann Meyerhoff, City Engineer Alyson Fauske.

Absent: Council Member Cathleen Reffkin

2) DISCUSSION ITEMS

a) 2026 Levy Discussion

City Council Summary – 2026 Preliminary Budget & Levy

- The Council reviewed initial proposals for the 2026 budget and tax levy.
- The preliminary levy must be set by September 30, 2025. It can be reduced later but not increased.

Levy Overview

- Proposed levy increase: About \$700,000 (10%) compared to 2025.
- Main funding areas:
 - General Fund: \$5.7 million
 - Debt Service: \$1.25 million
 - Capital Equipment & Road Maintenance: Increased to support infrastructure and vehicle/equipment needs.

Tax Impact

- Average property value increase projected at 4% for 2026.
- Estimated annual tax increase for typical homes:
 - \$450,000 home: +\$67
 - \$650,000 home: +\$109
 - \$850,000 home: +\$150
- Monthly increase: Roughly \$6 to \$12

Use of Property Tax

- Residents' tax dollars are distributed among:
 - City of Minnetrista: ~22%
 - Hennepin County: ~40%

- School District: ~30%
- Other services (e.g., parks): ~8%

Capital Projects

- Continued investment in the Pavement Management Plan.
- Road funding totals ~\$975,000 (cash and ongoing debt from 2023 projects).
- Planned bonding for water infrastructure in late 2025 or early 2026.

Revenue Outlook

- Building permit activity expected to decline in 2026 due to fewer available lots.
- Admin fee revenue (~\$350,000) projected from major water project to help offset general fund staff time.

Financial Stability

- Fund balance projected at 40% by end of 2026—meeting city policy and state auditor guidelines.
- Labor contracts for 2026 are already settled, reducing budget uncertainty.

Next Steps

- Another budget discussion scheduled for the August 18 work session.
- Preliminary levy adoption expected on September 3 or 15.
- PowerPoint presentation will be shared with council members in advance.

b) Water Treatment Plant Bidding Update

Aaron Voll, AE2S, provided an update on the Water Treatment Plant.

Key Updates:

- Bid Schedule:
 - The project was advertised for bids on July 8.
 - The original bid opening was scheduled for August 7, but has been delayed to September 25 to allow for design adjustments.
- Reason for Delay:
 - Concerns were raised by residents of Woodland Cove regarding the location of the access driveway and visual impact of the facility.
 - As a result, site civil modifications and architectural revisions are underway.
- Design Adjustments:
 - Access Road: Will be relocated to enter near the Woodland Cove neighborhood, passing by the pickleball courts.
 - Berming and Landscaping: Additional berming using excavation material will be added between the water plant and pickleball courts, with trees planted for visual screening.

- Building Facade: Options to soften the building's appearance are under review. These will be presented as alternate bid items to manage cost concerns.
- Timeline Impact:
 - Substantial completion has shifted from late 2027 to early 2028 (winter), with no anticipated impact on water service or summer 2028 demand.
- Cost Consideration:
 - The revised access road is expected to result in a neutral cost impact ("a wash"), balancing savings and additional needs (e.g., retaining wall).
- Bidding Process:
 - A mandatory pre-bid meeting was held with **four** qualified contractors, who also toured the site.
 - All four have received an addendum reflecting the updated schedule.
 - No new bidders are expected due to the mandatory nature of the pre-bid requirement.

Next Steps:

- Revised plans will be presented for council review and approval before the September 25 bid opening.
- Additional updates will be provided as final design adjustments are completed.

c) Police Workout On Duty Policy

Item was pulled to go to personnel committee then a work session

d) Trista Day Discussion

Chief Squires provided information for discussion

Key Points:

- Reason for Change:

Attendance has declined in recent years, not due to weather. Staff believe a weekday late afternoon/early evening time may attract more attendees who are home from work and not otherwise committed.
- Benchmarking:

Other communities hold similar public safety events on weeknights with success.
- Proposed Date:

Wednesday, May 13, 2026 – aligns with Police Week and is favorable for vendors and public safety partners.
- Activities & Partnerships:
 - Event will still include attractions like pony rides, petting zoo, and balloon art.
 - Staff are working with Mackenthun's Grocery to potentially provide free or reduced-price hot dogs, replacing staff-cooked food from prior years.
 - Possibility of adding food trucks, which may be more available on weeknights.

- Event Duration:
Council input requested on keeping the event at 3 hours or reducing to 2 hours. This will be treated as a trial run.
- Budget Considerations:
 - Event budget is approximately \$10,000, excluding staff time.
 - Total estimated cost with staff time: \$10,000–\$15,000.
 - Weeknight scheduling may reduce some vendor costs (e.g., tent delivery and teardown fees).
- Attendance:
Historical attendance ranges from several hundred to over a thousand, depending on weather and competing weekend events.
- Council Feedback:
 - Generally supportive.
 - Recognized potential for improved attendance and cost savings.
 - Agreed to try the change for 2026, with the option to revert if it doesn't succeed.
 - Conclusion:
Council supports trying Trista day on Wednesday, May 13, 2026. Staff will finalize planning and revisit event success afterward.

e) Miscellaneous Drainage Issues Update

- The council had previously asked staff to provide budget recommendations for various drainage concerns.
- City Engineer Fauske updated the memo with new info, especially about drainage in the Bayside backyard.
- One issue is a minor outwash at a pond outlet on Minneapolis Avenue that drains Bayside Lane.
 - The city attorney said the HOA can only be responsible for pond maintenance if they agree; the city cannot force it.
 - The Minneapolis Ave project recently made improvements that should suffice for now.
 - The council could explore stormwater improvement financing via a formal assessment process (429 process).
- Another bigger issue is erosion in a fire lane along Minneapolis Ave, near the lake.
 - Staff reached out twice to the watershed district for partnership/funding but have not heard back.
 - Estimated cost for erosion repair is about \$49,000.
 - Some upstream improvements were done about 14 years ago, but this erosion is a new problem closer to the lake.
- Next issue discussed was erosion at the southeast intersection of County Road 110 and 151.

- Estimated repair cost is around \$82,000.
- Repairs include tree clearing and restoring the drainage channel where the storm culvert outlets.

Additional details about drainage and erosion issues:

- There's erosion moving down toward the lake and some inflow/infiltration concerns at a sanitary sewer manhole nearby.
- The biggest update is on Bayside Lane, where homes on the west side have backyard drainage problems.
 - Residents helped by providing hand-drawn maps showing existing drain tiles and inlets.
 - There's an existing storm sewer pipe (shown in the report) that could serve as a public utility line.
 - However, the adjacent property owner currently refuses to allow others to connect to this pipe.
 - There are 5-foot drainage and utility easements on either side of the properties that the city could potentially use to install new infrastructure, though 10 feet would be ideal.
 - The city could explore installing a new storm pipe within these easements, with cost estimates around \$35,000 if a new pipe is needed.
 - If the existing pipe's location and elevation work, public costs could be minimal.
 - Residents who want to connect would need a license agreement with the city for any private pipe extensions within their easements.
- Regarding the Minneapolis Ave fire lane erosion:
 - Staff will follow up again with the watershed district (MCWD) to seek possible cost-sharing.
 - If no funding is available, the city would proceed alone, ideally in the fall to avoid runoff and summer storms.
 - The adjacent property owner has been notified and is agreeable.
- For erosion at the intersection of County Road 110 and 151:
 - There may not be an existing utility drainage easement, but the property owner seems willing to cooperate.
 - The drainage originates from the county road, so staff has asked the county for potential cost sharing.
 - Council wants to pursue county funding first since it's primarily a county issue.
- There's concern about water infiltrating the nearby sanitary sewer manhole from surface drainage.

- Public Works is involved and will ensure drainage improvements address this.
- There is significant inflow and infiltration (I&I) at a sanitary sewer manhole near the drainage area, contributing to increased flow at a nearby lift station to be addressed in Fall 2025.
- The Met Council sent a letter noting increased flows, but no penalties were applied as the city has been proactively addressing I&I.
- The plan is to line or spray-seal the manhole internally to reduce infiltration.
- The city will explore whether Met Council funding or grants are available to help with this work.
- Addressing the sewer infiltration is considered a priority and separate from the stormwater drainage issue, which depends on county participation.
- For the stormwater erosion at County Roads 110 and 151:
- Staff will continue to seek county cost sharing since the drainage originates from county property.
- Property owners are generally cooperative and willing to allow access or easements.
- On Bayside Lane:
- There is a 10-foot utility easement (5 feet on each side) where the city could install new storm infrastructure.
- There's an existing pipe on private property that the city may need to take ownership of or require the owner to remove so new infrastructure can be installed.
- The city plans to contact the property owner soon to discuss options.
- The solution aims to be practical and agreeable to all involved.
- Timing:
- Priority is on the sewer infiltration project and the Minneapolis Ave fire lane erosion repair.
- If needed, the Minneapolis Ave project could be done next fall, but the sewer issue is more urgent.
- Staff will explore combining projects to get better contractor pricing and check timelines to complete the work this year.

Key Points raised in the discussion about the flow and erosion issues at Bayside and D'Chene:

Bayside (1040 Bayside)

- The issue here is primarily about improving flow by replacing riprap at the outlet (tail end of the drainage path).
- There was some earlier council discussion about ownership and maintenance of the pond involved.

- It looks like the city will likely take ownership of the pond.
- Next step: Public Works Director and others will reach out to the property owner to discuss necessary work.
- Contact property owners of 880 and 890 Jennings Bay Road regarding the city's desire to extend a public storm sewer between the properties.
- The existing pipe is the city's preferred option so long as the elevation and size of the pipe meet the design criteria.
- The work here is relatively minor and could be grouped with other small projects for cost efficiency.

D'Chene Road Drainage and

Erosion Options discussed:

- Stilling Basin (~\$21,000): A small pond-like area with rock to dissipate the energy of water flow at low points on the road before water reaches ravines.
- Ravine Restoration (~\$170,000 more): Much larger project involving work directly in the ravines, which is technically challenging due to:
 - Steep, shaded ravines with tree removal and restoration difficulties.
 - Lack of easements, though some residents may support city involvement.
 - Need to establish vegetation (ferns or similar) for erosion control in shaded areas.

Function and effectiveness:

- The stilling basin smooths flow during smaller rain events but might not stop damage during heavy storms.
- Adding check dams at the start of the ravine could improve control during larger events but would increase costs.
- The ravine restoration is complex but could address larger, long-term issues.

Additional Context and Concerns

- The drainage ultimately flows south into wetlands and possibly into Painter Creek.
- There may be opportunities to partner with other agencies like Hennepin County or watershed districts (e.g., MCWD) for funding and collaboration.
- This drainage and erosion issue affects several homes (more than three), including some on North Branch.
- There's historical context of prior discussions and possible past funding attempts that might be revisited.

Cost and Responsibility Questions

- Question raised whether homeowners bear any costs, especially given this is an affluent area.
- Consensus from discussion:

- If runoff and resulting erosion is caused by city infrastructure or roads, the city should address it regardless of property values.
- The focus is on responsibility rather than ability to pay.

Summary

- Small-scale improvements (riprap replacement, stilling basin) are relatively affordable and should be pursued.
- Larger restoration projects require more research, cooperation, and funding.
- Engagement with property owners and partner agencies is crucial.
- The city is leaning toward owning and maintaining critical drainage infrastructure like ponds.
- Responsibility lies with the city if runoff originates from its roads, but cooperative efforts with residents and agencies can help.

Key Takeaways on D,Chene Drainage Discussion

- Full project cost (~\$170K for ravine restoration) is too high for current budget; the council agrees to start with smaller-scale measures first:
 - Install catch basin(s) (~\$21K) plus some check dams to slow water flow.
 - This phased approach allows addressing part of the problem now and reassessing later.
- Runoff contribution:
 - The road runoff contributes significantly to the drainage and erosion issue, but it's not 100% from the city roads—overland flow from other areas also plays a role.
- Alternative solution of installing underground pipe:
 - Putting a pipe underground to carry water directly to the lake would solve erosion but is a tough sell to watershed authorities due to:
 - Increased runoff rate directly to receiving water body.
 - Watershed districts prefer natural-looking solutions with slower runoff.
 - Pipes tend to “push the problem downstream” instead of resolving it fully.
- Watershed district regulations:
 - No increase in runoff rate is allowed, which complicates pipe solutions.
 - Wetlands downstream can act as natural filters, so where water discharges matters.
- Next steps:
 - Staff will consult with water resources engineers for creative options.
 - Council agrees to prioritize:
 1. Bayside project – Fall 2025
 2. Minneapolis Avenue drainage – Fall 2025

3. Then D'Chene phased approach (catch basin + check dams)
 - o The plan is to bring the D'Chene project back for further council review after more information on costs for check dams is available.

3) **ADJOURNMENT**

Motion by Govern, seconded by Lacy to adjourn the meeting at 6:00 p.m.

Motion Passed 4-0. Absent: Cathleen Reffkin

DRAFT



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August 04, 2025 at 6:30 PM

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Mayor Whalen called the meeting to order at 6:30 p.m.

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Claudia Lacy, Peter Vickery, Brian Govern
Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Craig Squires, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff
Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering

Absent: Council Member Cathleen Reffkin.

- c) Approval of Agenda

Motion made by Councilmember Lacy, Seconded by Councilmember Vickery to approve the agenda.

Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

2) SPECIAL PRESENTATIONS

- a) Lake Minnetonka Conservation District (LMCD) Update - Michael Kirkwood
Mike Kirkwood presented an update on the Lake Minnetonka Conservation District

- b) Recognition of Service to City of Minnetrista

Mayor Whalen presented a certificate of recognition to Brad Carlson for 20 years of service with Minnetrista Police.

3) PERSONS TO BE HEARD

4) CONSENT AGENDA

- a) Approve Work Session Meeting Minutes from July 14, 2025
- b) Approve City Council Regular Meeting Minutes from July 14, 2025
- c) Res. No. 69-25 Approve Claims

Motion made by Councilmember Vickery, Seconded by Councilmember Govern to approve the Consent Agenda.

Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

- a) North Pointe at Halsted Bay

- i) Res. No. 70-25 Approving Preliminary Plat
- ii) Ordinance 501 Rezoning to Planned Unit Development
- iii) Res. No. 71-25 Authorizing Publication or Ordinance 501 by Title and Summary

Community Development Director Abel presented a preliminary plat application for a proposed residential development consisting of 15 single-family homes and 45 condominium units located near the intersection of Halstead Avenue and County Road 110 West. The site, formerly a trailer park, has remained vacant for several years.

The application includes a request to rezone the property to a Planned Unit Development (PUD). The proposed development aligns with the city's 2040 Comprehensive Plan, which anticipates a similar scale of development at this location.

As part of the proposal, public improvements are planned for Halstead Avenue, including upgrades to both the north-south and east-west segments. Additionally, a new private east-west road will be constructed to serve the single-family homes.

The Park Commission reviewed the proposal in April and recommended a cash-in-lieu-of-land option for park dedication. In July, the Planning Commission voted 4-0 to recommend approval of the preliminary plat and rezoning, forwarding 20 conditions outlined in the staff report.

Staff recommends approval of the preliminary plat and rezoning request, noting supporting memos with additional conditions to guide the applicant toward final plat approval.

Dean Davolix, DGR Architecture, Minneapolis, MN, shared a presentation which included:

Project Overview:

- The focal point of the development is a community-accessible boathouse.
- Three housing types are included: single-family homes, townhomes, and condominiums.
- Homes to be built by Lucid Builders and Charles Cudd.
- Underground parking for all units except limited guest parking.
- Emphasis on native landscaping, minimal hardscape, and preservation of green space.
- Additional stormwater retention ponds added to address runoff concerns, with support from WSB and city staff.
- The site will include a mix of 9-, 12-, and 24-unit buildings, built with natural materials (stone, metal, brick).
- A landscape plan was shared, highlighting sustainability and minimal disturbance to the natural environment.
- Marketing & Community Response:
 - Tonya Kurtz and Ben Hahn (real estate team) reported significant public interest following marketing efforts through *Artful Living* magazine.
 - Strong response from a wide demographic range, appreciating the "resort-style" living concept, access to Lake Minnetonka, and low-maintenance lifestyle.

- Positive feedback from both the public and real estate community on the variety and quality of housing.

Council Discussion:

- The council inquired about:
 - Number of builders involved (Lucid and Charles Cudd confirmed).
 - The project's ability to meet all 20 city requirements, including stormwater management and age diversity (confirmed by Dean Davolis).
- Council members expressed support, especially appreciating:
 - Variety in housing types (as Minnetrista is predominantly single-family homes).
 - Addressing previous stormwater concerns.
 - Overall quality and planning of the proposed neighborhood.

Motion made by Councilmember Lacy, Seconded by Councilmember Vickery Approving Resolution 70-25, Granting Preliminary Approval of the Plat of North Pointe at Halsted Bay.

Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Motion made by Councilmember Vickery, Seconded by Councilmember Govern Approving Ordinance No. 501 Amending the Minnetrista City Code by Amending the Official Zoning Map of the City of Minnetrista.

Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Motion made by Councilmember Govern, Seconded by Councilmember Lacy Approving Resolution 71-25, Authorizing Publication of Ordinance No. 501 by Title and Summary.

Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

b) Approve Quote for Security Camera and Access Control Solicitation

City Administrator Kruggel summarized the project and quotes received.

- The city's current security camera system, installed in 2018, is reaching end of life
- Initial replacement plans estimated costs over \$250,000, Council gave direction to staff to reevaluate other vendors looking for a lower price point
- Multiple vendors were consulted, and the scope of the project was refined to focus on actual needs and remove unnecessary components.
- The project includes:
 - Replacement of existing cameras at City Hall and the Public Safety Building
 - Addition of cameras at several Public Works facilities, including:
 - Sunnyfield Tower
 - Campus Public Works Building

- Well #3
- North & South Treatment Plants
- Southwest Water Tower

Bids Received:

- Security 101
- USA Security
- Grove Security
- Loeffler (current IT and phone system vendor)
- All bids were close in price; Loeffler submitted the lowest bid at \$137,399.73.

System Details:

- The new system will use different hardware/software but meets all operational needs, including:
 - Cloud-based access
 - Notification features for remote sites
- Ongoing cloud hosting fee:
 - ~\$15.99 per device per month
 - Total monthly cost estimated at ~\$1,600
 - Equipment life expectancy: ~10 years, with routine maintenance and replacement built into future budgets.

Funding:

- The purchase will be financed through an equipment certificate, likely paired with a bond sale in January.
- Costs will be allocated across relevant departments and budgets.

Motion made by Councilmember Vickery, Seconded by Councilmember Govern Approving the quote from Loeffler totaling \$137,399.73 and authorizing Staff to commence with the project.

Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

- c) 2026 Street Improvement Project - Receive the Feasibility Report and Call the Public Hearing
 - i) Res. No. 72-25 Receiving Feasibility Report for the Proposed 2026 Street Improvement Project
 - ii) Res. No. 73-25 Calling for Public Hearing for the Proposed 2026 Street Improvement Project

Emily Brown, WSB, provided an overview of the proposed 2026 Street Improvement Project. The project includes various streets: Game Farm Road (between County Roads 26 and 110), Lakeside Drive, Lakeside Circle, Pinnacle Way, Saunders Lake Drive (North and South), Basswood, Walnut, Cherrywood, Willow, Maple, and Cedar.

The project's primary scope is mill and overlay, addressing surface stripping and cracking. Pavement cores indicate most underlying pavement is sound, though some areas—particularly on Basswood Drive and parts of Game Farm Road—require full-depth pavement replacement.

No changes are proposed to street widths. Minor curb repairs and drainage improvements are planned, and ADA-compliant pedestrian ramp upgrades will be included on Saunders Lake Drive North and West Edge Boulevard.

Trail mill and overlay work is proposed for Saunders Lake Drive North and West Edge Boulevard as a bid alternate, dependent on final pricing.

The Public Works Department is reviewing manholes for condition and potential I&I barrier needs. Spray lining is being considered as a cost-effective alternative to full rebuilds.

Estimated project cost is approximately \$2.9 million, including \$25,000 for trail work. Of that:

~\$740,000 will be funded through state aid for eligible portions of Game Farm Road.

~\$150,000 will be covered by special assessments, estimated at \$10,000 per property. Although the actual 50% cost share may be closer to \$16,000 per property, the city proposes to maintain its historical assessment cap of \$10,000.

The remaining ~\$2 million will be funded by the City.

Discussion was held on whether the project will proceed under Chapter 429 or 475, depending on whether the assessment portion meets the required 20% threshold for Chapter 429. Staff is currently verifying this.

A neighborhood meeting was held on July 14. Council accepted the feasibility report and discussed project details. A public hearing is proposed for September 3, after which the Council may choose to authorize plans and specifications.

Motion made by Councilmember Lacy, Seconded by Councilmember Govern Approving Resolution NO. 72-25, Receiving Feasibility Report and to the Proposed 2026 Street Improvement Project.

Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Motion made by Councilmember Vickery, Seconded by Councilmember Lacy Approving Resolution 73-25, Calling for Public Hearing for the Proposed 2026 Street Improvement Project.

Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

d) Gillespie Center Funding Request Discussion

1. Gillespie Center Funding Request:

- The Gillespie Center submitted a request to the City of Minnetrista for \$10,166 in funding.
- The request came after direction at the previous council meeting for Executive Director Rhonda Nelson to bring forward specific funding needs.
- The funding is intended to support programming and operational expenses at the center, which serves seniors and the wider community.

2. Council Member Lacey's Advocacy:

- Councilmember Lacey passionately advocated for the center, citing personal involvement and the positive changes made over the past few years:
- A new director (Rhonda Nelson) and board president (Karen Schmidt DiLorenzo) brought revitalization.
- The building received a visual facelift, helping raise awareness and reduce stigma.
- The center offers vital community services: Tai Chi, senior support, food shelf access, youth involvement, Men's Shed, and social programs.

3. Concerns from Mayor and Council:

- Mayor and other council members expressed:
- Appreciation for the Gillespie Center's impact but emphasized budgetary constraints.
- Concern that approving 2025 funding would require budget cuts elsewhere.
- Noted that the center is currently breaking even financially, so the request wasn't urgent for this year.
- Cited historical context: a \$3M endowment was a goal from past funding rounds, but was not reached.
- Asked for clarity on how the center plans to achieve a new \$4M endowment target.

4. Executive Director Rhonda Nelson's Input:

- The center is currently financially stable and no longer drawing from its endowment.
- Fundraising efforts and operational efficiencies are underway.
- A low-risk investment strategy is currently being used.
- Rental fees have recently increased to support financial goals.
- Many programs are free or low-cost to ensure accessibility.

5. Community Member Input:

- A community member, Lyle Shaw, spoke in support of funding, emphasizing:
 - The aging population (14% of Minnetrista's residents).
 - The low per-capita cost of supporting such a vital resource.
 - The increased community engagement under current leadership.

Council Decision:

- Initial motion was made by Councilmember Lacey to allocate \$20,000 for 2026 funding.
- This motion did not proceed due to concerns over doubling the original ask.

Motion by Lacy, seconded by Govern to allocate \$ 10,166 to the Gillespie Cener in the 2026 city budget with a performance check-in\review during the year to evaluate fundraising progress and long-term planning and the understanding that further support in 2027 will be revisited during the budget planning process.

Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Takeaways:

- The City Council acknowledged the Gillespie Center's community value.
- Funding will begin in 2026 due to current budget limitations.
- Council seeks more structured financial planning and long-term vision from the center before committing to future or increased funding.
- The Gillespie Center remains a priority for many on the council, with ongoing oversight expected.

7) ADMINISTRATIVE ITEMS

a) Staff Reports

Administrator Kruggel updated Council on a few projects that Public Works has been doing including a stairway on Loring Drive

National Night Out Tomorrow, August 5, 2025.

b) Council Reports

i) Mayor Lisa Whalen

ii) Cathleen Reffkin - Absent

iii) Claudia Lacy

iv) Peter Vickery

v) Brian Govern

8) ADJOURNMENT

Motion made by Councilmember Govern, Seconded by Councilmember Vickery to adjourn the meeting at 8:01 p.m.

Voting Yea: Mayor Whalen, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

RESOLUTION NO. 74-25

**RESOLUTION APPROVING JUST AND CORRECT
CLAIMS AGAINST CITY FUNDS**

WHEREAS, the City Council of the City of Minnetrista, pursuant to MS 412.241, shall have the full authority over the financial affairs of the City; and

WHEREAS, the City Council reviewed the Claims for payment, with checks numbered 73240 through 73296; electronic checks E1003381 through E1003397; Claims batch includes an electronic transfer for payroll in the amount of \$107,451.84.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$1,368,595.23 is hereby approved.

ADOPTED this 18th day of August 2025 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

City Clerk

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: 07312025 PD PC,Frontier080125,MetLife080225,Medsurety080425,PR07312025,080425 PSN,POSTAGE 8-4-25,8.18.25 ST
PROJ,MNPFA 8-15-25,Aflac080725,Wells 8, 9 8.18.25,081825AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
73240	08/18/25	ADVANTAGE PROPERTY MAINTENANCE			
E 101-45202-402		LAWN MAINTENANCE	\$7,328.00	4002	July Turf Maintenance
E 601-49440-402		LAWN MAINTENANCE	\$504.00	4002	July Turf Maintenance
E 602-49490-402		LAWN MAINTENANCE	\$1,144.00	4002	July Turf Maintenance
E 101-41940-402		LAWN MAINTENANCE	\$1,144.00	4002	July Turf Maintenance
		Total	\$10,120.00		
73241	08/18/25	AMAZON CAPITAL SERVICES			
E 101-43121-240		SMALL TOOLS AND MIN	\$608.84	17VR-HRXD-	Tools and Equipment for Engineering Tech
E 101-43121-201		OFFICE SUPPLIES	\$52.93	19G4-1LXQ-	Toner and paper
E 101-41320-201		OFFICE SUPPLIES	\$108.32	1DKY-M6NG-	City Hall Office Supplies
E 601-49440-227		UTILITY SYSTEM MAINT	\$179.99	1KQ6-Y6DW-	Dehumidifier for SW Tower SCADA Room
E 101-45202-221		EQUIPMENT PARTS, TIR	\$99.33	1MYV-Y1VY-	Lawn Spray Gun
E 101-41320-201		OFFICE SUPPLIES	\$36.62	1NRT-WVVK	City Hall Office Supplies
E 101-43121-221		EQUIPMENT PARTS, TIR	\$414.39	1TDG-3C79-	Pressure Washer Hose
E 101-43121-224		STREET MAINTENANCE	\$142.81	1V7K-FRJM-	Batteries, Wasp Spray and Concrete Tools
E 101-43121-224		STREET MAINTENANCE	\$51.18	1WHY-DTHT	Cases for the New PW Phones
E 101-41320-201		OFFICE SUPPLIES	\$69.37	1WTK-9XCL-	Computer Battery Backup
E 101-43121-201		OFFICE SUPPLIES	\$32.57	1YN7-C4RG-	PW Office Supplies
		Total	\$1,796.35		
73242	08/18/25	BIFFS, INC.			
E 101-45202-401		BLDG/STRUCT MAINTEN	\$170.00	INV262793	Lisle Park-Tennis Court
E 101-45202-401		BLDG/STRUCT MAINTEN	\$170.00	INV262794	Linden Park
E 101-45202-401		BLDG/STRUCT MAINTEN	\$170.00	INV262795	Lisle Park
		Total	\$510.00		
73243	08/18/25	CAMPBELL KNUTSON			
E 101-41610-305		PROSECUTING ATTORN	\$1,533.00		Prosecution Atty Services
E 101-41610-305		PROSECUTING ATTORN	\$2,378.00		Prosecution Atty Services
E 101-41610-305		PROSECUTING ATTORN	\$16.15		Prosecution Atty Services
		Total	\$3,927.15		
73244	08/18/25	CEMSTONE PRODUCTS CO.			
E 101-43121-224		STREET MAINTENANCE	\$1,669.50	7831691	Concrete for Steps at Loring and Maple Forest
		Total	\$1,669.50		
73245	08/18/25	CHARTER COMMUNICATIONS/LEROC			
E 101-42110-307		PROFESSIONAL SERVIC	\$50.00	25-325984	Records
		Total	\$50.00		
73246	08/18/25	CINTAS			
E 101-43121-417		UNIFORMS	\$144.50	423818990	Uniforms
E 101-43121-417		UNIFORMS	\$144.50	4238958648	Uniforms
		Total	\$289.00		
73247	08/18/25	CIVICS PLUS LLC			
E 673-49600-530		IMPROVEMENTS	\$48.07	343432	Hosting .GOV Annual Fee
		Total	\$48.07		

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Batch: 07312025 PD PC,Frontier080125,MetLife080225,Medsurety080425,PR07312025,080425 PSN,POSTAGE 8-4-25,8.18.25 ST
PROJ,MNPFA 8-15-25,Aflac080725,Wells 8, 9 8.18.25,081825AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
73248	08/18/25	COLLINS, TARA			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$227.92		Refund Overpayment of Utility-5761 Sunnybrook Lane
		Total	\$227.92		
73249	08/18/25	CULLIGAN			
E 101-42110-211		CLEANING & MAINT SUP	\$119.00	114x0436970	Rental Service
		Total	\$119.00		
73250	08/18/25	DUNSMORE ASPHALT COMPANY			
E 404-45202-530		IMPROVEMENTS	\$4,964.25	1355	Paving of Park Trails in the Turtle Creek Neighborhood
E 404-45202-530		IMPROVEMENTS	\$16,020.75	1355	Paving of Park Trails in the Turtle Creek Neighborhood
E 404-45202-530		IMPROVEMENTS	\$2,000.00	1355	Paving of Park Trails in the Turtle Creek Neighborhood
		Total	\$22,985.00		
73251	08/18/25	DVS			
E 101-42110-404		VEHICLE & EQUIP MAIN	\$16.25		Unit 70
		Total	\$16.25		
73252	08/18/25	FACTORY MOTOR PARTS			
E 101-43121-212		MOTOR FUELS AND LUB	\$216.67	1-10959449	55 Gallon Drum of DEF
E 101-43121-212		MOTOR FUELS AND LUB	\$25.98	69-551877	2.5 Gallon Jug of DEF
		Total	\$242.65		
73253	08/18/25	FASTENAL COMPANY			
E 101-43121-224		STREET MAINTENANCE	\$35.99	MNWAC8112	Hi-Strength Epoxy
E 101-43121-224		STREET MAINTENANCE	\$35.99	MNWAC8120	Epoxy for bollard installation on Bayside/Mpls Trail
		Total	\$71.98		
73254	08/18/25	FIFTH THIRD BANK			
E 101-42110-307		PROFESSIONAL SERVIC	\$20.00	20250717620	Subpoena
		Total	\$20.00		
73255	08/18/25	AT & T MOBILITY			
E 101-42110-321		TELEPHONE	\$429.22	28733308499	Phones
E 401-42110-560		EQUIP AND FURNISHIN	\$305.84	28733308499	Phones
		Total	\$735.06		
73256	08/18/25	Fury Motors			
E 101-42110-221		EQUIPMENT PARTS, TIR	\$90.71	789560	Unit-82-Oil change
E 101-42110-221		EQUIPMENT PARTS, TIR	\$108.95	789609	Unit 87-The Works
E 101-42110-404		VEHICLE & EQUIP MAIN	\$119.38	789855	Unit 79-Electrical
E 101-42110-404		VEHICLE & EQUIP MAIN	\$1,821.54	790182	Unit 68-Brakes, Steering, Suspension
		Total	\$2,140.58		
73257	08/18/25	Gopher State One Call			
E 601-49440-227		UTILITY SYSTEM MAINT	\$299.02	5070608	Sewer & Water Locates
E 602-49490-227		UTILITY SYSTEM MAINT	\$299.03	5070608	Sewer & Water Locates
		Total	\$598.05		

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Batch: 07312025 PD PC,Frontier080125,MetLife080225,Medsurety080425,PR07312025,080425 PSN,POSTAGE 8-4-25,8.18.25 ST
PROJ,MNPFA 8-15-25,Aflac080725,Wells 8, 9 8.18.25,081825AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
73258	08/18/25	GREATER MN COMMUNICATIONS			
E 101-41320-201		OFFICE SUPPLIES	\$375.20	33523	Envelopes
E 101-41320-201		OFFICE SUPPLIES	\$389.40	33662	Envelopes
		Total	\$764.60		
73259	08/18/25	HENNEPIN COUNTY INFO TECH DEPT			
E 401-42110-560		EQUIP AND FURNISHIN	\$2,602.57	1000250469	radio lease - PD
E 401-43126-560		EQUIP AND FURNISHIN	\$349.56	1000250483	Radio Lease
		Total	\$2,952.13		
73260	08/18/25	HUDACHEK, GEORGE			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$89.55		Refund Overpmt of Utility-305 Co Road 19
		Total	\$89.55		
73261	08/18/25	IDEAL SERVICE INC			
E 601-49440-227		UTILITY SYSTEM MAINT	\$827.08	13542	Electric Motor VFD Cleaning and Inspections
E 602-49490-227		UTILITY SYSTEM MAINT	\$890.68	13542	Electric Motor VFD Cleaning and Inspections
E 101-43121-401		BLDG/STRUCT MAINTEN	\$63.62	13542	Electric Motor VFD Cleaning and Inspections
E 101-42110-401		BLDG/STRUCT MAINTEN	\$63.62	13542	Electric Motor VFD Cleaning and Inspections
		Total	\$1,845.00		
73262	08/18/25	Int'l Union of Oper. Engineers			
G 101-2360		PAYROLL CLEARING UN	\$315.00	August 2025	* Union dues
		Total	\$315.00		
73263	08/18/25	JOHN E REID & ASSOCIATES, INC			
E 101-42110-434		POLICE TRAINING	\$630.00	YNRCHZKA-	Training
		Total	\$630.00		
73264	08/18/25	LE-AST SERVICE COUNSELING			
E 101-42110-307		PROFESSIONAL SERVIC	\$330.00	1714	Check Up Neck Up
E 101-42110-307		PROFESSIONAL SERVIC	\$490.00	1739	Check Up Neck UP
		Total	\$820.00		
73265	08/18/25	LELS			
G 101-2360		PAYROLL CLEARING UN	\$949.00	August 2025	PD Union Dues (13x\$73.00)
G 101-2360		PAYROLL CLEARING UN	\$129.32	August 2025	CSO Union Dues (2x\$64.66)
		Total	\$1,078.32		
73266	08/18/25	LEXISNEXIS RISK DATA MNGMT INC			
E 101-42110-307		PROFESSIONAL SERVIC	\$209.00	1100180730	Contract Fee
		Total	\$209.00		
73267	08/18/25	LOFFLER			
E 101-42110-410		COMPUTER SERVICES/	\$28.27	5089604	Copies
E 101-41320-410		COMPUTER SERVICES/	\$470.02	5090566	UPS Replacement
E 101-42110-410		COMPUTER SERVICES/	\$671.46	5090566	UPS Replacement
E 101-43121-410		COMPUTER SERVICES/	\$100.72	5090566	UPS Replacement
E 601-49440-410		COMPUTER SERVICES/	\$218.22	5090566	UPS Replacement
E 602-49490-410		COMPUTER SERVICES/	\$218.22	5090566	UPS Replacement
E 101-41940-321		TELEPHONE	\$1,469.30	5090839	Phone System Bill

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Batch: 07312025 PD PC,Frontier080125,MetLife080225,Medsurety080425,PR07312025,080425 PSN,POSTAGE 8-4-25,8.18.25 ST
PROJ,MNPFA 8-15-25,Aflac080725,Wells 8, 9 8.18.25,081825AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41320-410		COMPUTER SERVICES/	\$2,627.87	5091666	Monthly General Support
E 101-42110-410		COMPUTER SERVICES/	\$3,754.10	5091666	Monthly General Support
E 101-43121-410		COMPUTER SERVICES/	\$563.11	5091666	Monthly General Support
E 601-49440-410		COMPUTER SERVICES/	\$1,220.08	5091666	Monthly General Support
E 602-49490-410		COMPUTER SERVICES/	\$1,220.08	5091666	Monthly General Support
E 101-41320-410		COMPUTER SERVICES/	\$560.00	5092420	Technicall Support
E 101-41320-410		COMPUTER SERVICES/	\$362.00	5092422	.GOV Domain Project
E 401-42110-560		EQUIP AND FURNISHIN	\$412.00	CW245567	InTune Project
Total			\$13,895.45		
73268	08/18/25	M/I HOMES OF MPLS			
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB24160 R1	Temp Co Rtn - 6774 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB24161 R1	Temp Co Rtn - 6770 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB24162 R1	Temp Co Rtn - 6766 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB24163 R1	Temp Co Rtn - 6762 Wildflower Way
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB24216 R1	Temp Co Rtn - 6601 Wolfberry Curve
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB24218 R1	Temp Co Rtn - 6657Wolfberry Curve
G 101-2025		DEPOSITS PAYABLE	\$5,000.00	MB25005 R1	Temp Co Rtn - 4662 Carnation Court
Total			\$40,000.00		
73269	08/18/25	MARTINEZ, MANUEL			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$174.72		Refund Overpmt of Utility-4730 Bottlebrush Lane
Total			\$174.72		
73270	08/18/25	MCALLISTER, SHAWN			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$246.86		Refund Overpayment of Utility-4276 Ginger Drive
Total			\$246.86		
73271	08/18/25	Metropolitan Council WW Servic			
E 602-49490-438		EXPENSE MWCC	\$39,678.03	0001191167	* Monthly Sewer
Total			\$39,678.03		
73272	08/18/25	MID COUNTY			
E 101-42110-212		MOTOR FUELS AND LUB	\$826.45	82691	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$549.13	82730	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$824.82	82779	Squad Fuel
E 101-42110-212		MOTOR FUELS AND LUB	\$911.16	82824	Squad Fuel
E 601-49440-212		MOTOR FUELS AND LUB	\$381.14	82870	Dyed Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$381.14	82870	Dyed Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$952.84	82870	Dyed Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$190.56	82870	Dyed Diesel Fuel
Total			\$5,017.24		
73273	08/18/25	MINUTEMAN PRESS MINNETONKA			
E 101-42110-202		COPY & PRINTING SUPP	\$122.18	25811	Labels
Total			\$122.18		
73274	08/18/25	MN DISCOUNT BATTERIES			
E 651-49590-221		EQUIPMENT PARTS, TIR	\$130.00	28272	Battery for Skid #29
Total			\$130.00		

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PROJ,MNPFA 8-15-25,Aflac080725,Wells 8, 9 8.18.25,081825AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
73275	08/18/25	MORRIES Parts and Service Group			
E 101-43121-404		VEHICLE & EQUIP MAIN	\$101.32	611961	Oil Change Tire Rotation #18
E 101-43121-404		VEHICLE & EQUIP MAIN	\$112.62	612149	Oil Change and Tire Rotation #10
		Total	\$213.94		
73276	08/18/25	MOUND TRUE VALUE			
E 101-42110-211		CLEANING & MAINT SUP	\$13.98	198445	Lysol Wipes and Liquid Soap
		Total	\$13.98		
73277	08/18/25	NCPERS MINNESOTA - 632400			
G 101-2380		PAYROLL CLEARING LIF	\$224.00	63240092025	*PERA life Ins Employer Paid
		Total	\$224.00		
73278	08/18/25	OFFICE DEPOT			
E 101-41320-201		OFFICE SUPPLIES	\$14.99	43405934000	Sign
E 101-41320-201		OFFICE SUPPLIES	\$33.99	43405994000	Forks
E 101-41910-201		OFFICE SUPPLIES	\$22.00	43405994100	Matte Paper
		Total	\$70.98		
73279	08/18/25	PREMIUM WATERS, INC			
E 101-41940-211		CLEANING & MAINT SUP	\$240.76	605123-07-25	Water
		Total	\$240.76		
73280	08/18/25	RITEWAY			
E 101-41320-202		COPY & PRINTING SUPP	\$261.40	25-31843	AP Checkss
		Total	\$261.40		
73281	08/18/25	SEBOLD HEATING AND COOLING			
E 101-41940-401		BLDG/STRUCT MAINTEN	\$274.00	6754	Repair of AC Unit #4
		Total	\$274.00		
73282	08/18/25	Stericycle, Inc.			
E 101-41320-307		PROFESSIONAL SERVIC	\$177.92	8011555734	Shredding Services
		Total	\$177.92		
73283	08/18/25	Siteone Landscape Supply			
E 101-45202-401		BLDG/STRUCT MAINTEN	\$2,469.99	154725607-0	Irrigation Box for Gene Lehner Park
		Total	\$2,469.99		
73284	08/18/25	Star Tribune			
E 101-41320-201		OFFICE SUPPLIES	\$141.34	7633734	Paper
		Total	\$141.34		
73285	08/18/25	SUMMIT INFRASTRUCTURE LLC			
E 601-49440-227		UTILITY SYSTEM MAINT	\$3,542.50	1075	Spray Lining of water main meter Structure
E 602-49490-227		UTILITY SYSTEM MAINT	\$5,242.50	1075	Spray Lining of water main meter Structure
		Total	\$8,785.00		
73286	08/18/25	TASC			
E 101-42110-437		MISCELLANEOUS EXPE	\$34.02	IN3515731	Tasc Admin Fees
E 101-41320-437		MISCELLANEOUS EXPE	\$34.02	IN3515731	Tasc Admin Fees

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 PROJ,MNPFA 8-15-25,Aflac080725,Wells 8, 9 8.18.25,081825AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$68.04		
73287	08/18/25	Toll Gas & Welding Supply			
E 101-43121-215		SHOP MATERIALS	\$26.78	0040216180	welder and torch Demurrage
Total			\$26.78		
73288	08/18/25	TRUGREEN CHEMLAWN			
E 601-49440-402		LAWN MAINTENANCE	\$394.00	213885129	Weed Control
E 101-41940-402		LAWN MAINTENANCE	\$737.00	213885129	Weed Control
E 101-45202-402		LAWN MAINTENANCE	\$2,942.00	213885129	Weed Control
E 602-49490-402		LAWN MAINTENANCE	\$97.00	213885129	Weed Control
Total			\$4,170.00		
73289	08/18/25	US BANK CORPORATE SYSTEMS			
E 101-42110-201		OFFICE SUPPLIES	\$209.95		Evidence Label Printer
E 101-42110-240		SMALL TOOLS AND MIN	\$11.39		Door Jam
E 101-42110-404		VEHICLE & EQUIP MAIN	\$541.52		Squad Windshield Repair
E 101-42110-201		OFFICE SUPPLIES	\$94.35		USB's /File Folders
E 101-42110-201		OFFICE SUPPLIES	\$56.16		Notebooks and Postits
E 101-42110-240		SMALL TOOLS AND MIN	\$31.46		Chargers and Powerstrips
E 101-42110-434		POLICE TRAINING	\$1,199.00		Griggs-Training
E 101-42110-404		VEHICLE & EQUIP MAIN	\$260.00		Car Wash Cards
E 101-42110-201		OFFICE SUPPLIES	\$169.05		Hard Drive
E 101-42110-240		SMALL TOOLS AND MIN	\$16.14		Locker Room Supplies
E 101-41320-433		DUES & SUBSRIPT & TR	\$192.00		Survey Monkey Annual Subscription
E 101-41110-433		DUES & SUBSRIPT & TR	\$78.01		Council Meeting Food
E 101-41320-322		POSTAGE	\$4.52		USPS Shipping Change
E 101-41320-433		DUES & SUBSRIPT & TR	\$355.00		Grimm ACIPA Annual Dues
E 101-41320-433		DUES & SUBSRIPT & TR	\$8.00		Grimm MNGFOA Event
E 101-41320-433		DUES & SUBSRIPT & TR	\$120.00		Canva Annual Subscription
E 101-49020-437		MISCELLANEOUS EXPE	\$213.90		Recognition Policy Items
E 101-41110-433		DUES & SUBSRIPT & TR	\$81.40		Council Meeting Food
Total			\$3,641.85		
73290	08/18/25	VERIZON WIRELESS			
E 101-42110-321		TELEPHONE	\$40.01	6119305288	Arlo Camera
Total			\$40.01		
73291	08/18/25	WASTE MANAGEMENT OF WI-MN			
E 671-43230-384		REFUSE REMOVAL	\$21,125.05	8128422-159	* Recycling
Total			\$21,125.05		
73292	08/18/25	WEGNER, RYAN			
E 101-42110-417		UNIFORMS	\$209.30		Clothes
Total			\$209.30		
73293	08/18/25	Wm Mueller & Sons Inc.			
E 101-43121-224		STREET MAINTENANCE	\$2,375.75	314417	Asphalt for Patching
E 101-45202-401		BLDG/STRUCT MAINTEN	\$278.78	314669	Sand for Linden Park Volleyball Court
E 101-43121-224		STREET MAINTENANCE	\$874.65	314670	Asphalt for Alder Nature Trail

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 PROJ,MNPFA 8-15-25,Aflac080725,Wells 8, 9 8.18.25,081825AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$3,529.18		
73294	08/18/25	WRIGHT HENNEPIN ELECTRIC			
E 101-43160-381		ELECTRIC UTILITIES	\$14.26		150-1699-167 Electricity
Total			\$14.26		
73295	08/18/25	WSB & ASSOCIATES			
E 651-49590-303		ENGINEERING SERV	\$481.00	R-013428-00	MS4 Services
E 433-43122-303		ENGINEERING SERV	\$2,812.91	R-020668-00	2023 Street and Utility Reconstruction Project
E 601-43241-303		ENGINEERING SERV	\$2,647.44	R-020668-00	2023 Street and Utility Reconstruction Project
E 602-49490-303		ENGINEERING SERV	\$55.15	R-020668-00	2023 Street and Utility Reconstruction Project
E 406-43121-303		ENGINEERING SERV	\$24,744.75	R-026511-00	2025 Street Improvement Project
E 601-49440-303		ENGINEERING SERV	\$500.00	R-026558-00	General Engineering Svcs
E 602-49490-303		ENGINEERING SERV	\$500.00	R-026558-00	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	\$500.00	R-026558-00	General Engineering Svcs
E 101-42600-303		ENGINEERING SERV	\$1,250.00	R-026558-00	General Engineering Svcs
E 101-43121-307		PROFESSIONAL SERVIC	\$280.00	R-026559-00	2025 Engineering Misc
E 651-49590-303		ENGINEERING SERV	\$251.00	R-026559-00	2025 Engineering Misc
E 601-49440-303		ENGINEERING SERV	\$2,437.50	R-026559-00	2025 Engineering Misc
E 601-49440-303		ENGINEERING SERV	\$316.00	R-026559-00	Range Abstract
E 602-49490-303		ENGINEERING SERV	\$491.75	R-026674-00	2025 GIS Services
G 801-1170		LAND USE RECEIVABLE	\$5,678.00	R-026766-00	2025 WCA Services
E 406-43121-303		ENGINEERING SERV	\$140.00	R-028526-00	2025 Pavement Maint Project
G 801-1170		LAND USE RECEIVABLE	\$3,077.00	R-028750-00	* Halstead Bay Estates
E 651-49590-303		ENGINEERING SERV	\$3,514.25	R-028841-00	2025 Pond Surveys
E 406-43121-303		ENGINEERING SERV	\$30,680.75	R-029049-00	2026 Street Improvement Project
Total			\$80,357.50		
73296	08/18/25	XCEL ENERGY			
E 101-41940-381		ELECTRIC UTILITIES	\$3,600.00	51-6565407-3	Electricity-City Hall
E 101-43121-381		ELECTRIC UTILITIES	\$160.00	51-6565407-3	Electricity-PW
E 101-43160-381		ELECTRIC UTILITIES	\$92.00	51-6565407-3	Electricity-Signal Sunnyfield
E 101-45202-401		BLDG/STRUCT MAINTEN	\$35.00	51-6565407-3	Electricity-Hunters Trail
E 101-43160-381		ELECTRIC UTILITIES	\$102.00	51-6565407-3	Electricity-MNDOT
E 101-43121-381		ELECTRIC UTILITIES	\$544.16	51-6565407-3	Electricity-PW
E 602-49490-381		ELECTRIC UTILITIES	\$3,207.51	51-6565409-5	Electricity-Lift Stations
E 601-49440-381		ELECTRIC UTILITIES	\$3,297.89	51-6565410-8	Electricity-Wells/Watertower
Total			\$11,038.56		
1003381 e	07/31/25	Petty Cash			
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$21.00		CLASS MEALS
E 101-42110-322		POSTAGE	\$43.30		POSTAGE
E 101-41320-322		POSTAGE	\$27.90		City Hall Petty Cash
E 101-42110-431		TRAIN/MTG/EXP & SUPP	\$44.77		CLASS MEALS
E 101-42110-322		POSTAGE	\$9.96		25POSTAGE
Total			\$146.93		
1003382 e	08/01/25	FRONTIER OH			
E 601-49440-381		ELECTRIC UTILITIES	\$452.99	952-196-0117	North Treatment Plant
E 601-49440-381		ELECTRIC UTILITIES	\$550.51	952-196-1926	South Treatment Plant

CITY OF MINNETRISTA

08/14/25 11:22 AM

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***Check Detail Register©**

Batch: 07312025 PD PC,Frontier080125,MetLife080225,Medsurety080425,PR07312025,080425 PSN,POSTAGE 8-4-25,8.18.25 ST
PROJ,MNPFA 8-15-25,Aflac080725,Wells 8, 9 8.18.25,081825AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,003.50		
1003383 e	08/06/25	Postmaster			
E 101-41320-322		POSTAGE	\$500.00	8/4/2025	Postage added to postage machine (e-check)
Total			\$500.00		
1003384 e	08/06/25	PSN			
E 601-49440-307		PROFESSIONAL SERVIC	\$1,144.75	08/04/2025	MONTHLY ONLINE PAYMENT FEES JULY 2025
E 602-49490-307		PROFESSIONAL SERVIC	\$1,144.75	08/04/2025	MONTHLY ONLINE PAYMENT FEES JULY 2025
E 651-49590-307		PROFESSIONAL SERVIC	\$763.17	08/04/2025	MONTHLY ONLINE PAYMENT FEES JULY 2025
E 671-43230-307		PROFESSIONAL SERVIC	\$763.16	08/04/2025	MONTHLY ONLINE PAYMENT FEES JULY 2025
Total			\$3,815.83		
1003385 e	08/18/25	ASPHALT SURFACE TECH CORP			
E 406-43121-530		IMPROVEMENTS	\$245,252.64	08/18/2025	2025 STREET IMPROV PROJECT PAY VOUCHER 3
Total			\$245,252.64		
1003386 e	08/18/25	MN PUBLIC FACILITIES AUTHORITY			
E 601-47000-601		BOND PRINCIPAL	\$451,000.00	8/15/25	Principal on 2016 Public Facilities Note (Treatment Plants)
E 601-47000-611		BOND INTEREST	\$25,995.00	8/15/25	Interest on 2016 Public Facilities Note (Treatment Plants)
Total			\$476,995.00		
1003387 e	08/07/25	AFLAC			
G 101-2348		AFLAC INS	\$72.69	654504	Supplemental Insurance
Total			\$72.69		
1003388 e	08/07/25	MEDSURETY, LLC			
E 101-41320-437		MISCELLANEOUS EXPE	\$30.00	43339	Cobra Administration
Total			\$30.00		
1003389 e	08/07/25	METLIFE			
E 101-41320-131		HEALTH & LIFE INS - E C	\$263.07		Dental Insurance
E 101-42401-131		HEALTH & LIFE INS - E C	\$90.64		Dental Insurance
E 101-41910-131		HEALTH & LIFE INS - E C	\$175.38		Dental Insurance
E 101-43121-131		HEALTH & LIFE INS - E C	\$355.93		Dental Insurance
E 101-43125-131		HEALTH & LIFE INS - E C	\$84.13		Dental Insurance
E 101-45202-131		HEALTH & LIFE INS - E C	\$45.30		Dental Insurance
E 101-42110-131		HEALTH & LIFE INS - E C	\$939.92		Dental Insurance
E 601-49440-131		HEALTH & LIFE INS - E C	\$123.74		Dental Insurance
E 602-49490-131		HEALTH & LIFE INS - E C	\$113.75		Dental Insurance
E 651-49590-131		HEALTH & LIFE INS - E C	\$42.34		Dental Insurance
Total			\$2,234.20		
1003390 e	08/07/25	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$275.00		* MSRS -HCSP
Total			\$275.00		
1003391 e	08/07/25	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$3,264.30		* Deferred Comp w/h

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: 07312025 PD PC,Frontier080125,MetLife080225,Medsurety080425,PR07312025,080425 PSN,POSTAGE 8-4-25,8.18.25 ST
 PROJ,MNPFA 8-15-25,Aflac080725,Wells 8, 9 8.18.25,081825AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$3,264.30		
1003392 e	08/07/25	Optum			
G 101-2347		HSA CLEARING ACCT	\$6,033.41		HSA Employer and Employee Cont
Total			\$6,033.41		
1003393 e	08/07/25	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$290.00		* Roth IRA Contributions
Total			\$290.00		
1003394 e	08/07/25	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$32,472.14		* Pera w/h
Total			\$32,472.14		
1003395 e	08/07/25	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$7,602.17		* State w/h
Total			\$7,602.17		
1003396 e	08/07/25	Internal Revenue Service			
G 101-2300		PAYROLL CLEARING FE	\$16,302.66		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	\$16,110.24		* PR - SS/Medicare w/h
Total			\$32,412.90		
1003397 e	08/11/25	TRAUT Companies			
E 601-43241-530		IMPROVEMENTS	\$158,114.20	8/18/25	Pay App 7 for Wells 8 & 9
Total			\$158,114.20		
1010			\$1,261,143.39		

Fund Summary

1010 1ST BK OF THE LAKES

101 GENERAL FUND	\$184,915.64
401 CAPITAL IMPROVEMENT PROGRAM	\$3,669.97
404 PARK DEDICATION FUND	\$22,985.00
406 ROAD MAINTENANCE FUND	\$300,818.14
433 2023 STREET PROJECTS	\$2,812.91
601 WATER FUND	\$654,885.10
602 SEWER FUND	\$54,683.59
651 STORM WATER MGMT FUND	\$5,681.76
671 RECYCLING FUND	\$21,888.21
673 CABLE	\$48.07
801 LANDUSE AGENCY	\$8,755.00
	\$1,261,143.39



CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: School Resource Officer (SRO) Agreement

Prepared By: Craig Squires – Director of Public Safety

Meeting Date: August 18, 2025

Issue:

The agreement the City has with the Westonka School District #277 has expired. The Westonka School District #277 has submitted a new agreement for the City to assign a police officer (SRO) to provide law enforcement services at the Mound Westonka High School and Hilltop Primary School at the start of the 2025-2026 school year. This agreement is for three years unless written notice is given by either party by June 30 prior to the start of the next school year. The agreement has been reviewed by the Minnetrista City Attorney's Office.

Background:

The City has a long-standing partnership with Mound Westonka High School and Hilltop Primary School through the assignment of a School Resource Officer (SRO). The SRO provides a visible law enforcement presence on campus, responds to and investigates incidents involving students, staff, and school property, and promotes safety through educational outreach. In collaboration with school personnel, the SRO plays a vital role in maintaining a secure and supportive learning environment.

Fiscal Impact:

The Westonka School District #277 has agreed to pay half of the District's 2024 payable 2025 Safe Schools Levy dollars, (\$46,290.24) for the 2025-2026 school year. The other half of the Safe Schools Levy Dollars are shared with the Orono Police Department for the Westonka schools in their jurisdiction. Payments in future years will continue to be half of the Safe Schools Levy dollars. The City is responsible for the cost of the remaining portion of the assigned officer's wages and benefits. The next SRO's wages and benefits totals \$139,893 in 2025.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Recommended City Council Action: Motion to approve agreement with the Westonka School District #277 for the city to assign a school resource officer (SRO) to cover the Mound Westonka High School and Hilltop Primary School.

Does Recommended Action meet City Mission Statement? ☒ Yes ☐ No
Does Recommended Action meet City Goals/Priorities? ☒ Yes ☐ No
Explain:

Mission Statement:
The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

AGREEMENT

This Agreement is entered into this 11 day of August 2025 by and between the City of Minnetrista, a municipal corporation under the laws of Minnesota, hereinafter referred to as “City” and the Westonka School District, a political subdivision of the State of Minnesota, hereinafter referred to as “District.”

WITNESSETH

For and in consideration of the mutual promises, terms, covenants, and conditions set forth herein, the City and the District agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is for the City to assign a police officer to provide law enforcement services at Hilltop Elementary School and Westonka High School. The officer assigned is referred to as a School Resource Officer “SRO”. The SRO will work with school personnel, provide a visible police presence and promote safety in the schools.
2. Term. The term of this Agreement shall be the 2025-2026 school-year and will automatically renew each school-year for 2026-2027 and 2027-2028 unless written notice is given by either party by June 30 prior to the start of the next school year. The length of the school-year may be mutually extended by the parties as they deem necessary to satisfy attendance requirements that may have been affected by weather or other factors.
3. Termination. This Agreement may be terminated for any reason by either party upon 90 days prior written notice.
4. Relationship of Parties. The SRO assigned to the District shall remain and be considered an employee of the City and not of the District. The SRO shall be subject to the City’s control and supervision. The assigned SRO will be subject to current procedures in effect for Minnetrista police officers, including attendance at all mandated training and testing to maintain state law enforcement officer certification. This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization of any kind between parties, and the rights and obligations of the parties shall be only those expressly set forth in this Agreement. The parties agree that no person assigned by the District to accomplish the goals of this Agreement is a City employee and that no rights under City contracts or personnel rules accrue to such person.
5. Consideration. In consideration of the assignment of the SRO, the District agrees to pay the City. Payment from the District to the City is due in full on October 15th of each year this Agreement is in effect. This payment covers the school year which includes that date. The District will not be responsible for payment of overtime, unless it is requested by the District. The SRO’s weekly District schedule will be

mutually agreed upon in consultation with the principal of the school or designee and the City's public safety director. The SRO may be asked to attend afternoon or evening events in lieu of regular day duty. Each party will maintain a budget for expenditures under this Agreement.

- 5.1 Payment on October 15, 2025 will cover the 2025-2026 school year and will be in the amount of one-half of the District's 2024 payable 2025 Safe Schools Levy dollars.
- 5.2 Payments in future years will continue to be in the amount of one-half of the District's Safe Schools Levy dollars as follows: the 2026-2027 allocation will come from the 2025 payable 2026 Safe Schools Levy dollars and the 2027-2028 allocation will come from the 2026 payable 2027 Safe Schools Levy dollars.

6. Officer Responsibilities. The SRO assigned to the District shall:

- 6.1 Fostering a positive school climate through visibility, relationship building and open communication.
- 6.2 Provide educational programs and giving advice to students and staff related to law enforcement topics.
- 6.3 Act as a communication liaison with law enforcement agencies, providing basic information concerning students on campuses served by the SRO.
- 6.4 Provide informational in-services and be a general resource for the staff on issues related to alcohol, and other drugs, crime, violence prevention, gangs, safety and security.
- 6.5 Identifying vulnerabilities in school facilities and safety protocols.
- 6.6 Providing advice on safety drills.
- 6.7 Serving as a liaison from law enforcement to school officials.
- 6.8 Protecting students, staff, and visitors to the school grounds from criminal activity.
- 6.9 Enforcement of criminal laws.
- 6.10 Present educational programs to students and school staff on topics agreed upon by both parties.
- 6.11 Refer students and/or their families to the appropriate agencies for assistance when a need is determined.

- 6.12 Unless in the SRO's opinion circumstances prevent it, will attempt to advise the school principal and/or assistant principal prior to taking legal action, subject to the SRO's duties under the law.
 - 6.13 Shall not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
 - 6.14 The SRO, will as time assignments allow, assist school staff with lunchroom duties, and hall and parking lot monitoring. If there is an unusual/temporary problem in one of these areas, the SRO may assist District employees until the problem is solved.
 - 6.15 Work with school staff to plan for safety services at special events such as large athletic events or graduations.
 - 6.16 Nothing required herein is intended to nor will it constitute a relationship or duty for the assigned SRO or the City beyond the general duties that exist for law enforcement officers within the state.
7. Time and Place of Performance. The City will endeavor to have a SRO available for duty at their assigned school each day that school is in session during the regular school year. The City is not required to furnish a substitute SRO on days when the regular SRO is absent due to use of the SRO's leave time or City police department requirements. The SRO's activities will be restricted to their assigned school grounds except for:
- 7.1 Follow up home visits when needed as a result of school related student problems.
 - 7.2 School related off-campus activities when SRO participation is requested by the principal and/or assistant principal and approved by the director of public safety.
 - 7.3 In response to off-campus, but school related, criminal activity.
 - 7.4 In response to emergency police activities.
 - 7.5 Or other duties as directed by the director of public safety. In these instances the SRO will notify school administrative staff.
8. District Responsibilities.

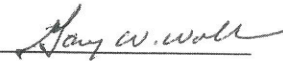
- 8.1 The District will provide the SRO with a secure and equipped office. The equipment shall include basic furniture, a telephone, secure filing space and internet access to a secure police records website.
- 8.2 The District will identify the principal or designee who will be the primary contact person among the school staff for the SRO.
9. Indemnification. The District and the City agree to indemnify and hold harmless the other party and its agents, employees and officers from any claims, causes of action, damages and expenses arising from the performance of this Agreement to the extent they are caused by the negligent acts, omissions or breach of contract of the indemnifying party or those for whom the indemnifying party is legally responsible. Notwithstanding anything herein to the contrary, nothing herein shall be deemed a waiver of immunity available to either party under Minnesota Statutes, Chapter 466.
10. Notices. All notices required under this Agreement shall be in writing and shall be deemed delivered upon placement in the U.S. mail, postage prepaid, certified and return receipt requested or by personal delivery:
- a) To the District: Westonka Public Schools ISO 277
Educational Service Center
5901 Sunnyfield Road East
Minnetrista, MN 55364
Attn: Superintendent
- b) To the City: City of Minnetrista
7651 County Road 110 West
Minnetrista, MN 55364
Attn: Director of Public Safety

or to such other address or party as either party may notify the other pursuant to this notice requirement.

11. Miscellaneous.
- 11.1 This Agreement constitutes the entire agreement between the City and the District and supersedes any other written or oral agreements between the parties regarding the subject matter of this Agreement.
- 11.2 This Agreement shall be construed under the laws of Minnesota.
- 11.3 This Agreement may be executed simultaneously in any number of counterparts, all of which shall be an original and shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

WESTONKA SCHOOL DISTRICT NO. 277

By: 
Chair, Board of Education

Attested by: 
Clerk, Board of Education

Approved as to Form: _____
Board Attorney

CITY OF MINNETRISTA

By:

Lisa Whalen, Mayor

Attested by:

Ann Meyerhoff, City Clerk

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Accept Resignation of Community Service Officer Caleb Vanderplas
Effective August 24, 2025

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: August 18, 2025

Issue: Accept Caleb Vanderpas’s resignation as a Community Service Officer for the City of Minnetrista.

Overview: Staff have received a resignation letter from Community Service Officer Caleb Vanderplas. Mr. Vanderplas has accepted a full-time police officer position with another agency. We wish Mr. Vanderplas the best in his future endeavors.

Recommended City Council Action: Staff recommend that the City Council accept the resignation of Community Service Officer Caleb Vanderplas.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Caleb Vanderplas



08-08-25

Two Weeks' Notice of Resignation

Dear Chief Squires,

I am writing to formally announce my resignation from my position from The Minnetrista Police Department effective two weeks from today (08-08-25), [Last Working Day, August 23, 2025].

This decision was not made lightly, as I have greatly valued my time here at MPD. I am deeply grateful for the opportunities to grow professionally and personally, as well as for the support and guidance I have received from you and the team. Your mentorship has made an impact on my start for my law enforcement career and my life as a whole—thank you.

During my remaining time, I will do my utmost to ensure a smooth transition. Please let me know if there is anything else that I can do to help out this department before I begin a new journey.

Thank you once again for the opportunity to be a part of the Minnetrista Police Department. I hope to stay in touch, and I wish the department continued success in the future.

Sincerely,

Caleb Vanderplas

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM

Subject: Accept Resignation of Lake Minnetonka Conservation District Representative Michael Kirkwood Effective December 31, 2025

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: August 18, 2025

Issue: Accept Michael Kirkwood's resignation as the Lake Minnetonka Conservation District Representative for City of Minnetrista.

Overview: Staff have received the resignation of Lake Minnetonka Conservation District Representative Michael Kirkwood effective December 31, 2025. Mr. Kirkwood has served in this capacity for two terms, totaling six years, and we sincerely thank him for his service to the Minnetrista community.

Staff will open this position up for applications, and will hold candidate interviews at December 8, 2025, City Council Work Session.

Recommended City Council Action: Staff recommend that the City Council accept the resignation of Lake Minnetonka Conservation Representative for Minnetrista, Michael Kirkwood, effective December 31, 2025.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.