



CITY COUNCIL WORK SESSION AGENDA

November 17, 2025 at 4:30 PM

7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

2) DISCUSSION ITEMS

- a)** Water Rate Discussion
- b)** 2026 Pay Plan Discussion
- c)** Park Dedication and Tree Replacement Discussion
- d)** Property Discussion (Hunter/Bosma)
- e)** Bathymetric Survey Summary

3) 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 OF MINNETRISTA
CITY COUNCIL AGENDA ITEM



Subject: Water Rate Discussion

Prepared By: Jasper Kruggel, City Administrator
Brian Grimm, Finance Director

Meeting Date: November 17, 2025

Issue: Staff is seeking input on the 2026 Water Rate fee schedule.

Overview: Staff have been working on finalizing the 2026 water utility rates. In 2026, there will be a rollout to monthly billing on July 1. Below you will find proposed water utility rates for Q1 and Q2, and then for the transition to monthly billing in Q3. Please review and provide feedback to staff to incorporate changes in the 2026 Fee Schedule adoption on December 8, 2025.

RESIDENTIAL (~2,250 Accounts)

January 1 (Quarterly Rates)

Base Rate - \$75/quarter (83% increase from 2025)

Usage Rates:

- Tier 1: 0-24000 gallons - \$6.00/1000 gallons (4% increase from 2025 tier 1)
- Tier 2: 24001-48000 gallons - \$9.00/1000 gallons (12% increase from 2025 tier 2)
- Tier 3: 48001-72000 gallons - \$13.5/1000 gallons (69% increase from 2025 tier 2)
- Tier 4: >72001 gallons - \$20.25/1000 gallons (40% increase from 2025 tier 3)

July 1 (Monthly Rates)

Base Rate - \$35/month (156% increase from 2025/40% increase from 1/1/2026)

Usage Rates:

- Tier 1: 0-8000 gallons - \$6.00/1000 gallons (4% increase from 2025 tier 1)
- Tier 2: 8001-16000 gallons - \$9.00/1000 gallons (12% increase from 2025 tier 2)
- Tier 3: 16001-24000 gallons - \$13.50/1000 gallons (69% increase from 2025 tier 2)
- Tier 4: >24001 gallons - \$20.25/1000 gallons (40% increase from 2025 tier 3)

Mission Statement:

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COMMERCIAL/SCHOOL (11 Commercial Accounts/9 School Accounts)

January 1 (Quarterly Rates)

Base Rate - \$75/quarter (83% increase from 2025)

Usage Rates:

- Tier 1: 0-300,000 gallons - \$6.00/1000 gallons (4% increase from 2025 tier 1)
- Tier 2: 300,001-400,000 gallons - \$9.00/1000 gallons (12% increase from 2025 tier 2)
- Tier 3: 400,001-600,000gallons - \$13.5/1000 gallons (69% increase from 2025 tier 2)
- Tier 4: >600,000 gallons - \$20.25/1000 gallons (40% increase from 2025 tier 3)

July 1 (Monthly Rates)

Base Rate - \$35/month (156% increase from 2025/40% increase from 1/1/2026)

Usage Rates:

- Tier 1: 0-100,000 gallons - \$6.00/1000 gallons (4% increase from 2025 tier 1)
- Tier 2: 100,001-150,000 gallons - \$9.00/1000 gallons (12% increase from 2025 tier 2)
- Tier 3: 150,001-200,000 gallons - \$13.50/1000 gallons (69% increase from 2025 tier 2)
- Tier 4: >200,000 gallons - \$20.25/1000 gallons (40% increase from 2025 tier 3)

This rate structure will be sufficient to meet our revenue requirement due to the issuance of debt related to the future Woodland Cove Water Treatment Plant.

Recommended City Council Action: Staff request that the City Council provide feedback on the 2026 Water Utility Rate fee schedule.

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CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject:

2026 Pay Plan Discussion

Prepared By:

Jasper Kruggel, City Administrator
Paula Bauman, Assistant City Administrator

Meeting Date:

November 17, 2025

Issue: At the October 6, 2025, City Council Work Session, there was a discussion about the City of Minnetrista Compensation Plan, in particular, a discussion about the 2026 cost-of-living adjustment (COLA). In August, the City Council adopted a preliminary levy that included a 3.0% COLA in 2026. At the October 6th meeting, there was direction to look at officially moving the 2026 COLA to 2.0%. A Personnel Committee meeting was held on October 27th to discuss the logistics of the reduction of COLA for 2026. At that meeting, there was a desire by one member to evaluate a means to support long-term staff at the current level of inflation year-to-year. Multiple pay plan ideas have been discussed and evaluated, and staff would like to engage the City Council in a discussion about the following topics related to the Minnetrista Compensation Plan:

- Pay plan metrics: how pay plans work, what is required, and how everything is tied together
- Pay plan structure ideas

Overview: The City of Minnetrista adopted the current Minnetrista Compensation Plan on June 6, 2022. The adoption of the plan was driven by Minnetrista’s compensation market position and a desire to be positively positioned in the regional labor market. The staff memo from the June 6th meeting is included for reference.

Moving forward to 2025, staff provided an update to the Personnel Committee and to City Council related to the current market position of the non-union employee base. That update in summary was that the City of Minnetrista is still positioned well in the market, but that position is slightly lower than when the compensation plan was adopted in 2022. The staff recommendation was to stay the course with our current plan, follow the market related to COLA in 2026, and then do a pay plan evaluation in 2026.

Pay Plan Topics of Discussion

Pay Plan Metrics: How pay plans work, what is required, and how everything is tied together

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Pay plans generally consist of the following items: job descriptions, job description scoring, pay plan grades that are tied to the job description scoring and current market conditions, and pay equity compliance with State Law. The adoption of the 2022 Minnetrista Compensation Plan evaluated, updated, and used all these components. The City of Minnetrista uses the Employers Association, Inc. Job Evaluation System, to evaluate and score job descriptions. Job descriptions are developed for each position, and then independently scored for placement into the pay plan. From time to time, positions start to deviate from their group and must be re-evaluated. An example of this was the movement of the Director of Public Safety from Grade 10 to Grade 11 in 2024. Market conditions showed a clear separation between the other employees in that group, warranting the movement. Every three years, the City of Minnetrista is required to perform pay equity compliance reporting per State Law. This law intends to ensure that there are no deficiencies when comparing job description scoring to job placement and ensure equal pay opportunities for similarly scored positions. The City of Minnetrista last submitted our pay equity report in January of 2024 and passed all categories. As a note, in the event compliance is not achieved within the defined time period set by the State, the State will notify the city and the commissioner of revenue that the city is subject to a five percent reduction in the aid that would otherwise be payable to that city, or to a fine of \$100 per day, whichever is greatest.

Pay Plan Structure Ideas

As staff have been working with various members of the City Council, there seem to be a lot of ideas about how the pay plan should look. To help guide consensus on this topic, below are some considerations for discussion:

Pay Plan Steps

- Options include a graduated approach (lower % step increases at lower steps moving to larger % step increases at higher steps), incentivizing longevity, or a linear approach (each step has the same % increase). The current pay plan employs the graduated approach.

Grades

- The number of grades and the percentage increase between grades is another tool that can be used in the pay plan. Currently, the City uses a linear approach to grades, with an equal 10% difference between each grade. These can be modified based on market conditions or at the discretion of the City Council.

Market Position

- In 2022, the guidance from City Council related to compensation market placement was a goal of between 90% and 110% of the market average. The rationale of 110% of the market average for step 10 is related to the intrinsic benefit a long-term employee brings to the organization, related to institutional knowledge, day-to-day operational efficiencies, and generally more experience in their field. In 2022, step 10 for each of the grades averaged to 110% of the maximum market average, and in 2025, that number is now on average 105%.

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Council Member Reffkin has requested the packet include various options related to a proposed pay plan update. Please take the time to review these options.

Due to multiple viewpoints on how to proceed with this exercise, staff would like clear direction from the City Council on expectations on how to proceed with this topic.

Attachments:

- 2025 Pay Plan
- 2026 Pay Plan w/3% COLA
- Council Member Reffkin Pay Plan Options
- 2026 Pay Plan Proposed – 3% COLA
- 2026 Pay Plan Proposed – 3.5% COLA
- 2026 Pay Plan Proposed – 4% COLA
- June 6, 2022 Staff Memo – Minnetrista Compensation Plan Adoption

Recommended City Council Action: Staff request that the City Council discuss these topics and provide staff direction on how to proceed related to the 2026 COLA for non-union employees and provide direction on how to proceed with the Minnetrista Compensation Plan in the future.

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2025 PAY PLAN

		Steps									
		2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%	
GRADE		1	2	3	4	5	6	7	8	9	10
1		\$22.95	\$23.52	\$24.11	\$24.84	\$25.58	\$26.35	\$27.27	\$28.22	\$29.21	\$30.23
2	110.00%	\$25.25	\$25.88	\$26.52	\$27.32	\$28.14	\$28.98	\$30.00	\$31.05	\$32.13	\$33.26
3	110.00%	\$27.77	\$28.46	\$29.18	\$30.05	\$30.95	\$31.88	\$33.00	\$34.15	\$35.35	\$36.58
4	110.00%	\$30.55	\$31.31	\$32.09	\$33.06	\$34.05	\$35.07	\$36.30	\$37.57	\$38.88	\$40.24
5	110.00%	\$33.60	\$34.44	\$35.30	\$36.36	\$37.45	\$38.58	\$39.93	\$41.32	\$42.77	\$44.27
6	110.00%	\$36.96	\$37.89	\$38.83	\$40.00	\$41.20	\$42.43	\$43.92	\$45.46	\$47.05	\$48.69
7	110.00%	\$40.66	\$41.67	\$42.72	\$44.00	\$45.32	\$46.68	\$48.31	\$50.00	\$51.75	\$53.56
8	110.00%	\$44.72	\$45.84	\$46.99	\$48.40	\$49.85	\$51.34	\$53.14	\$55.00	\$56.93	\$58.92
9	110.00%	\$49.20	\$50.43	\$51.69	\$53.24	\$54.83	\$56.48	\$58.46	\$60.50	\$62.62	\$64.81
10	110.00%	\$54.11	\$55.47	\$56.85	\$58.56	\$60.32	\$62.13	\$64.30	\$66.55	\$68.88	\$71.29
11	110.00%	\$59.53	\$61.01	\$62.54	\$64.42	\$66.35	\$68.34	\$70.73	\$73.21	\$75.77	\$78.42
12	110.00%	\$65.48	\$67.12	\$68.79	\$70.86	\$72.98	\$75.17	\$77.80	\$80.53	\$83.35	\$86.26

2026 PAY PLAN (3.0% COLA)

		Steps									
		2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%	
GRADE		1	2	3	4	5	6	7	8	9	10
1		\$23.64	\$24.23	\$24.84	\$25.58	\$26.35	\$27.14	\$28.09	\$29.07	\$30.09	\$31.14
2	110.00%	\$26.00	\$26.65	\$27.32	\$28.14	\$28.98	\$29.85	\$30.90	\$31.98	\$33.10	\$34.26
3	110.00%	\$28.60	\$29.32	\$30.05	\$30.95	\$31.88	\$32.84	\$33.99	\$35.18	\$36.41	\$37.68
4	110.00%	\$31.46	\$32.25	\$33.06	\$34.05	\$35.07	\$36.12	\$37.39	\$38.69	\$40.05	\$41.45
5	110.00%	\$34.61	\$35.47	\$36.36	\$37.45	\$38.58	\$39.73	\$41.12	\$42.56	\$44.05	\$45.59
6	110.00%	\$38.07	\$39.02	\$40.00	\$41.20	\$42.43	\$43.71	\$45.24	\$46.82	\$48.46	\$50.15
7	110.00%	\$41.88	\$42.92	\$44.00	\$45.32	\$46.68	\$48.08	\$49.76	\$51.50	\$53.30	\$55.17
8	110.00%	\$46.06	\$47.22	\$48.40	\$49.85	\$51.34	\$52.88	\$54.74	\$56.65	\$58.63	\$60.69
9	110.00%	\$50.67	\$51.94	\$53.24	\$54.83	\$56.48	\$58.17	\$60.21	\$62.32	\$64.50	\$66.75
10	110.00%	\$55.74	\$57.13	\$58.56	\$60.32	\$62.13	\$63.99	\$66.23	\$68.55	\$70.95	\$73.43
11	110.00%	\$61.31	\$62.84	\$64.42	\$66.35	\$68.34	\$70.39	\$72.85	\$75.40	\$78.04	\$80.77
12	110.00%	\$67.44	\$69.13	\$70.86	\$72.98	\$75.17	\$77.43	\$80.14	\$82.94	\$85.85	\$88.85

Current Plan			
Title	2025 Total Compensation	2026 Total Compensation (3% COLA)	% Increase from 2025
City Administrator	\$170,435.20	\$181,684.41	6.6%
Director of Public Safety	\$149,697.60	\$159,582.26	6.6%
Assistant City Administrator	\$136,000.80	\$144,277.41	6.1%
Deputy Police Chief	\$140,847.20	\$150,152.40	6.6%
Director of Finance	\$148,283.20	\$152,734.88	3.0%
Director of Community Development	\$148,283.20	\$152,734.88	3.0%
Director of Public Works	\$140,847.20	\$150,152.40	6.6%
Public Works Supervisor	\$96,543.20	\$102,175.28	5.8%
Building Official	\$105,237.60	\$111,924.68	6.4%
Senior Planner	\$105,237.60	\$111,924.68	6.4%
Engineer Tech	\$102,242.40	\$108,996.83	6.6%
City Clerk	\$87,765.60	\$92,886.61	5.8%
Senior Accountant	\$92,892.80	\$98,543.41	6.1%
Building Inspector	\$81,983.20	\$86,975.65	6.1%
Utility Billing & Recycling Coord.	\$74,526.40	\$79,068.77	6.1%
Public Safety Admin w/Evidence	\$81,650.40	\$87,033.84	6.6%
Public Safety Admin Assistant	\$82,284.80	\$86,214.86	4.8%
Administrative Assistant	\$65,936.00	\$69,787.09	5.8%
TOTAL	\$2,010,694.40	\$2,126,850.34	5.8%

This option consists of the current pay plan with a 3% cost of living adjustment from 2025 to 2026, effective on 1/1/2026, and then a step increase if available on 7/1/2026, consistent with the adopted pay plan. This is the baseline comparison amount as this is what was included in the 2026 Preliminary Budget adoption. Wages increase an average of 5.8% year-to-year.

Option 1 (3% COLA)		
2026 Compensation (Proposed Plan @3.0% COLA)	% Increase from 2025	Difference from Current Pay Plan (3% COLA)
\$180,799.34	6.1%	-\$885.07
\$157,980.62	5.5%	-\$1,601.64
\$143,087.92	5.2%	-\$1,189.49
\$149,420.94	6.1%	-\$731.46
\$155,457.55	4.8%	\$2,722.67
\$155,457.55	4.8%	\$2,722.67
\$149,420.94	6.1%	-\$731.46
\$101,679.30	5.3%	-\$495.97
\$112,262.17	6.7%	\$337.48
\$112,262.17	6.7%	\$337.48
\$108,303.19	5.9%	-\$693.64
\$92,435.73	5.3%	-\$450.88
\$98,093.54	5.6%	-\$449.87
\$87,427.39	6.6%	\$451.75
\$79,479.45	6.6%	\$410.68
\$86,031.11	5.4%	-\$1,002.73
\$86,350.27	4.9%	\$135.42
\$69,448.33	5.3%	-\$338.76

\$2,125,397.52	5.7%	-\$1,452.82
		-\$871.69

This option consists of a pay plan update including 13 grades (10% separation) and 15 steps (2% separation) developed by Council Member Reffkin. This option includes a 3.0% cost of living adjustment to the employee's 2025 hourly wage, and then placement in the proposed pay plan at the nearest step at or above the 3.0% adjustment. In 2026 there would be no step increase, but starting on 1/1/2027, the COLA and step if available would occur on January 1. The placement in this option has 11 of the 18 employees receiving less total compensation when compared to the adopted pay plan. This option is pay equity compliant, provides additional steps for most employees at the top of the current pay plan, and achieves a top step average per grade of 110% of the market average. City Council would evaluate annual cost of living adjustments by evaluating surrounding communities and following the market accordingly. This option would also have a estimated salary savings of \$1,452.82 of which an estimated \$871.69 will be saved from the general levy.

Option 2 (3.5% COLA)		
2026 Compensation (Proposed Plan @3.5% COLA)	% Increase from 2025	Difference from Current Pay Plan (3% COLA)
\$181,677.01	6.6%	-\$7.40
\$158,747.52	6.0%	-\$834.75
\$143,782.52	5.7%	-\$494.89
\$150,146.29	6.6%	-\$6.12
\$156,212.20	5.3%	\$3,477.32
\$156,212.20	5.3%	\$3,477.32
\$150,146.29	6.6%	-\$6.12
\$102,172.89	5.8%	-\$2.38
\$112,807.13	7.2%	\$882.45
\$112,807.13	7.2%	\$882.45
\$108,828.93	6.4%	-\$167.90
\$92,884.45	5.8%	-\$2.17
\$98,569.72	6.1%	\$26.31
\$87,851.80	7.2%	\$876.15
\$79,865.27	7.2%	\$796.50
\$86,448.74	5.9%	-\$585.10
\$86,769.45	5.5%	\$554.59
\$69,785.46	5.8%	-\$1.63

\$2,135,714.98

6.2%

\$8,864.64

\$5,318.78

This option consists of a pay plan update including 13 grades (10% separation) and 15 steps (2% separation) developed by Council Member Reffkin. This option includes a 3.5% cost of living adjustment to the employee's 2025 hourly wage, and then placement in the proposed pay plan at the nearest step at or above the 3.5% adjustment. In 2026 there would be no step increase, but starting on 1/1/2027, the COLA and step if available would occur on January 1. The placement in this option has 10 of the 18 employees receiving less total compensation when compared to the adopted pay plan. This option is pay equity compliant, provides additional steps for most employees at the top of the current pay plan, and achieves a top step average per grade of 110% of the market average. City Council would evaluate annual cost of living adjustments by evaluating surrounding communities and following the market accordingly. This option would also have a estimated salary additional cost of \$8,864.64 of which an estimated \$5,318.78 would need to be added to the general levy.

Option 3 (4.0% COLA)		
2026 Compensation (Proposed Plan @4.0% COLA)	% Increase from 2025	Difference from Current Pay Plan (3% COLA)
\$182,554.68	7.1%	\$870.27
\$159,514.41	6.6%	-\$67.85
\$144,477.12	6.2%	\$199.71
\$150,871.63	7.1%	\$719.23
\$156,966.85	5.9%	\$4,231.97
\$156,966.85	5.9%	\$4,231.97
\$150,871.63	7.1%	\$719.23
\$102,666.48	6.3%	\$491.20
\$113,352.09	7.7%	\$1,427.41
\$113,352.09	7.7%	\$1,427.41
\$109,354.68	7.0%	\$357.84
\$93,333.16	6.3%	\$446.55
\$99,045.90	6.6%	\$502.49
\$88,276.20	7.7%	\$1,300.56
\$80,251.09	7.7%	\$1,182.32
\$86,866.37	6.4%	-\$167.48
\$87,188.62	6.0%	\$973.77
\$70,122.59	6.3%	\$335.50

\$2,146,032.45

6.7%

\$19,182.10

\$11,509.26

This option consists of a pay plan update including 13 grades (10% separation) and 15 steps (2% separation) developed by Council Member Reffkin. This option includes a 4.0% cost of living adjustment to the employee's 2025 hourly wage, and then placement in the proposed pay plan at the nearest step at or above the 4.0% adjustment. In 2026 there would be no step increase, but starting on 1/1/2027, the COLA and step if available would occur on January 1. The placement in this option has 2 of the 18 employees receiving less total compensation when compared to the adopted pay plan. This option is pay equity compliant, provides additional steps for most employees at the top of the current pay plan, and achieves a top step average per grade of 111% of the market average. City Council would evaluate annual cost of living adjustments by evaluating surrounding communities and following the market accordingly. This option would also have a estimated salary additional cost of \$19,182.10 of which an estimated \$11,509.26 would need to be added to the general levy.

2026 CITY OF MINNETRISTA PAY PLAN (CR-3%)

GRADE	Steps														
	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
	1	3	3	4	5	6	7	8	9	10	11	12	13	14	15
1	\$23.64	\$24.11	\$24.59	\$25.09	\$25.59	\$26.10	\$26.62	\$27.15	\$27.70	\$28.25	\$28.82	\$29.39	\$29.98	\$30.58	\$31.19
2	110.00%	\$26.00	\$26.52	\$27.05	\$27.59	\$28.15	\$28.71	\$29.28	\$29.87	\$30.47	\$31.08	\$31.70	\$32.33	\$32.98	\$33.64
3	110.00%	\$28.60	\$29.17	\$29.76	\$30.35	\$30.96	\$31.58	\$32.21	\$32.86	\$33.51	\$34.18	\$34.87	\$35.56	\$36.27	\$37.00
4	110.00%	\$31.46	\$32.09	\$32.73	\$33.39	\$34.06	\$34.74	\$35.43	\$36.14	\$36.86	\$37.60	\$38.35	\$39.12	\$39.90	\$40.70
5	110.00%	\$34.61	\$35.30	\$36.01	\$36.73	\$37.46	\$38.21	\$38.98	\$39.76	\$40.55	\$41.36	\$42.19	\$43.03	\$43.89	\$44.77
6	110.00%	\$38.07	\$38.83	\$39.61	\$40.40	\$41.21	\$42.03	\$42.87	\$43.73	\$44.61	\$45.50	\$46.41	\$47.34	\$48.28	\$49.25
7	110.00%	\$41.88	\$42.71	\$43.57	\$44.44	\$45.33	\$46.24	\$47.16	\$48.10	\$49.07	\$50.05	\$51.05	\$52.07	\$53.11	\$54.17
8	110.00%	\$46.06	\$46.99	\$47.93	\$48.88	\$49.86	\$50.86	\$51.88	\$52.91	\$53.97	\$55.05	\$56.15	\$57.28	\$58.42	\$59.59
9	110.00%	\$50.67	\$51.68	\$52.72	\$53.77	\$54.85	\$55.95	\$57.06	\$58.21	\$59.37	\$60.56	\$61.77	\$63.00	\$64.26	\$65.55
10	110.00%	\$55.74	\$56.85	\$57.99	\$59.15	\$60.33	\$61.54	\$62.77	\$64.03	\$65.31	\$66.61	\$67.94	\$69.30	\$70.69	\$72.10
11	110.00%	\$61.31	\$62.54	\$63.79	\$65.06	\$66.37	\$67.69	\$69.05	\$70.43	\$71.84	\$73.27	\$74.74	\$76.23	\$77.76	\$79.31
12	110.00%	\$67.44	\$68.79	\$70.17	\$71.57	\$73.00	\$74.46	\$75.95	\$77.47	\$79.02	\$80.60	\$82.21	\$83.86	\$85.53	\$87.25
13	110.00%	\$74.19	\$75.67	\$77.18	\$78.73	\$80.30	\$81.91	\$83.55	\$85.22	\$86.92	\$88.66	\$90.43	\$92.24	\$94.09	\$95.97

2026 CITY OF MINNETRISTA PAY PLAN (CR-3.5%)

		Steps														
		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
GRADE		1	3	3	4	5	6	7	8	9	10	11	12	13	14	15
1		\$23.75	\$24.23	\$24.71	\$25.21	\$25.71	\$26.23	\$26.75	\$27.29	\$27.83	\$28.39	\$28.96	\$29.53	\$30.12	\$30.73	\$31.34
2	110.00%	\$26.13	\$26.65	\$27.18	\$27.73	\$28.28	\$28.85	\$29.43	\$30.01	\$30.61	\$31.23	\$31.85	\$32.49	\$33.14	\$33.80	\$34.48
3	110.00%	\$28.74	\$29.32	\$29.90	\$30.50	\$31.11	\$31.73	\$32.37	\$33.01	\$33.68	\$34.35	\$35.04	\$35.74	\$36.45	\$37.18	\$37.92
4	110.00%	\$31.62	\$32.25	\$32.89	\$33.55	\$34.22	\$34.91	\$35.60	\$36.32	\$37.04	\$37.78	\$38.54	\$39.31	\$40.10	\$40.90	\$41.72
5	110.00%	\$34.78	\$35.47	\$36.18	\$36.91	\$37.64	\$38.40	\$39.16	\$39.95	\$40.75	\$41.56	\$42.39	\$43.24	\$44.11	\$44.99	\$45.89
6	110.00%	\$38.25	\$39.02	\$39.80	\$40.60	\$41.41	\$42.24	\$43.08	\$43.94	\$44.82	\$45.72	\$46.63	\$47.57	\$48.52	\$49.49	\$50.48
7	110.00%	\$42.08	\$42.92	\$43.78	\$44.66	\$45.55	\$46.46	\$47.39	\$48.34	\$49.30	\$50.29	\$51.30	\$52.32	\$53.37	\$54.44	\$55.52
8	110.00%	\$46.29	\$47.21	\$48.16	\$49.12	\$50.10	\$51.11	\$52.13	\$53.17	\$54.23	\$55.32	\$56.43	\$57.55	\$58.70	\$59.88	\$61.08
9	110.00%	\$50.92	\$51.94	\$52.97	\$54.03	\$55.11	\$56.22	\$57.34	\$58.49	\$59.66	\$60.85	\$62.07	\$63.31	\$64.58	\$65.87	\$67.18
10	110.00%	\$56.01	\$57.13	\$58.27	\$59.44	\$60.63	\$61.84	\$63.08	\$64.34	\$65.62	\$66.94	\$68.27	\$69.64	\$71.03	\$72.45	\$73.90
11	110.00%	\$61.61	\$62.84	\$64.10	\$65.38	\$66.69	\$68.02	\$69.38	\$70.77	\$72.19	\$73.63	\$75.10	\$76.60	\$78.14	\$79.70	\$81.29
12	110.00%	\$67.77	\$69.13	\$70.51	\$71.92	\$73.36	\$74.82	\$76.32	\$77.85	\$79.40	\$80.99	\$82.61	\$84.26	\$85.95	\$87.67	\$89.42
13	110.00%	\$74.55	\$76.04	\$77.56	\$79.11	\$80.69	\$82.31	\$83.95	\$85.63	\$87.34	\$89.09	\$90.87	\$92.69	\$94.54	\$96.44	\$98.36

2026 CITY OF MINNETRISTA PAY PLAN (CR-3.5%)

		Steps														
		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
GRADE		1	3	3	4	5	6	7	8	9	10	11	12	13	14	15
1		\$23.87	\$24.35	\$24.83	\$25.33	\$25.84	\$26.35	\$26.88	\$27.42	\$27.97	\$28.52	\$29.09	\$29.68	\$30.27	\$30.88	\$31.49
2	110.00%	\$26.25	\$26.78	\$27.32	\$27.86	\$28.42	\$28.99	\$29.57	\$30.16	\$30.76	\$31.38	\$32.00	\$32.64	\$33.30	\$33.96	\$34.64
3	110.00%	\$28.88	\$29.46	\$30.05	\$30.65	\$31.26	\$31.89	\$32.52	\$33.17	\$33.84	\$34.51	\$35.20	\$35.91	\$36.63	\$37.36	\$38.11
4	110.00%	\$31.77	\$32.40	\$33.05	\$33.71	\$34.39	\$35.07	\$35.78	\$36.49	\$37.22	\$37.97	\$38.73	\$39.50	\$40.29	\$41.10	\$41.92
5	110.00%	\$34.95	\$35.64	\$36.36	\$37.08	\$37.83	\$38.58	\$39.35	\$40.14	\$40.94	\$41.76	\$42.60	\$43.45	\$44.32	\$45.21	\$46.11
6	110.00%	\$38.44	\$39.21	\$39.99	\$40.79	\$41.61	\$42.44	\$43.29	\$44.16	\$45.04	\$45.94	\$46.86	\$47.79	\$48.75	\$49.73	\$50.72
7	110.00%	\$42.28	\$43.13	\$43.99	\$44.87	\$45.77	\$46.68	\$47.62	\$48.57	\$49.54	\$50.53	\$51.54	\$52.57	\$53.63	\$54.70	\$55.79
8	110.00%	\$46.51	\$47.44	\$48.39	\$49.36	\$50.35	\$51.35	\$52.38	\$53.43	\$54.50	\$55.59	\$56.70	\$57.83	\$58.99	\$60.17	\$61.37
9	110.00%	\$51.16	\$52.19	\$53.23	\$54.29	\$55.38	\$56.49	\$57.62	\$58.77	\$59.95	\$61.14	\$62.37	\$63.61	\$64.89	\$66.19	\$67.51
10	110.00%	\$56.28	\$57.41	\$58.55	\$59.72	\$60.92	\$62.14	\$63.38	\$64.65	\$65.94	\$67.26	\$68.60	\$69.98	\$71.38	\$72.80	\$74.26
11	110.00%	\$61.91	\$63.15	\$64.41	\$65.70	\$67.01	\$68.35	\$69.72	\$71.11	\$72.53	\$73.99	\$75.46	\$76.97	\$78.51	\$80.08	\$81.69
12	110.00%	\$68.10	\$69.46	\$70.85	\$72.27	\$73.71	\$75.19	\$76.69	\$78.22	\$79.79	\$81.38	\$83.01	\$84.67	\$86.36	\$88.09	\$89.85
13	110.00%	\$74.91	\$76.41	\$77.93	\$79.49	\$81.08	\$82.70	\$84.36	\$86.05	\$87.77	\$89.52	\$91.31	\$93.14	\$95.00	\$96.90	\$98.84

CITY OF MINNETRISTA

BUSINESS ITEM



Subject: Compensation Study Results and Pay
Play Proposal

Prepared By: Jasper Kruggel, City Administrator
Allie Polsfuss, Director of Administration

Meeting Date: June 6, 2022

The intent of this memo is to review the findings of the compensation study performed by David Drown and Associates (DDA) and go over a proposed pay play, employee placement, and pay plan policy with the City Council.

Below you will see a funding strategy for a June 1, 2022, implementation date, but you will also have to consider budget implications in 2023. Based on feedback from the Personnel Committee, we are providing three options for implementation in 2023. The desired outcomes of this exercise are the following:

- Consider adoption of a new pay plan for the City of Minnetrista
- Consider adoption of a pay plan policy for the City of Minnetrista (Three options described below)
- Consider adoption of employee placement into the new pay plan
- Consider the promotion of Gary Peters from Public Works Superintendent to Director of Public Works

2022 Compensation Study Summary Information

Comparison Communities

- Sixteen cities were used as “market comparisons” for the City of Minnetrista:
 - o Becker, Big Lake, Buffalo, Corcoran, Excelsior, Independence, Medina, Monticello, Mound, Orono, Rogers, Saint Michael, Shorewood, Victoria, Waconia, Wayzata
 - o The purpose of sixteen cities is to ensure enough data collection for each position
- Seven cities were used as “regional competitors” for demonstration purposes only:
 - o These cities are likely “next steps” or risks for our employees to move
 - o Minnetonka, Maple Grove, Plymouth, Chanhassen, Chaska, Eden Prairie, Savage

Market Analysis

- The current City of Minnetrista pay plan is on average, -13% below our “market comparison” cities

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.

Proposed Pay Plan

- The proposed pay plan includes 12 grades and 10 steps; each grade has a separation of 10%, and each step has a separation that varies
- Having a variable step system incentivizes longevity within the organization, rather than just the annual COLA as the current pay system operates
- This proposed model is similar in concept to what City Council has adopted for the IUOE and LELS union agreements

Minnetrista Proposed Pay Plan Structure										
Grade	Steps									
	2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%	
	1	2	3	4	5	6	7	8	9	10
1	\$21.00	\$21.53	\$22.06	\$22.73	\$23.41	\$24.11	\$24.95	\$25.83	\$26.73	\$27.67
2	\$23.10	\$23.68	\$24.27	\$25.00	\$25.75	\$26.52	\$27.45	\$28.41	\$29.40	\$30.43
3	\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48
4	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82
5	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51
6	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56
7	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01
8	\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91
9	\$45.02	\$46.14	\$47.29	\$48.71	\$50.17	\$51.68	\$53.49	\$55.36	\$57.30	\$59.30
10	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23
11	\$54.47	\$55.83	\$57.23	\$58.94	\$60.71	\$62.53	\$64.72	\$66.99	\$69.33	\$71.76
12	\$59.92	\$61.41	\$62.95	\$64.84	\$66.78	\$68.79	\$71.19	\$73.68	\$76.26	\$78.93

Implementation Costs – June 1, 2022

- Gross total costs to implement - \$131,011.97
- Current 2022 budget surplus related to salaries - \$63,000
 - Vacant City Administrator, PW Superintendent OT savings with promotion, various non-union turnovers
- Net General Fund Impact - \$54,637.18
- Net Enterprise Fund (Water, Sewer, Stormwater, Cable Fund) Impact - \$13,374.79
- **Net total implementation costs – \$68,011.97**
- It is proposed to use general and enterprise fund unallocated fund balances to fund implementation in 2022

2023 Budget Considerations and Pay Plan Implementation Options

- 2023 Budget Considerations
 - City Council has ability to maneuver finances to mitigate the levy impact of this pay plan implementation in 2023
- Pay Plan Policy Options

Council Decision	Description	Budget Impact	General Fund Impact	Enterprise Fund Impact
Option 1	January 1, 2023 COLA increase	\$268,508.91	\$214,807.13	\$53,701.78
	January 1, 2023 Step Increase			
Option 2	January 1, 2023 COLA increase	\$256,055.93	\$204,844.74	\$51,211.19
	July 1, 2023 Step Increase			
Option 3	January 1, 2023 COLA increase	\$243,602.94	\$194,882.35	\$48,720.59
	No Step Increase			

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.

Public Works Superintendent Promotion

Mr. Peters began as the City’s Public Works Superintendent in May of 2012. Over his 10+ years with the City, the department has grown, his responsibilities have increased, and the position he occupies now is more similar to a Director of Public Works than a Superintendent position. Staff has created and evaluated a Director of Public Works position. This position oversees a budget of over \$3 million and provides day to day supervision of 10 full-time employees. There is a high level of decision making and this position’s decisions have a large impact to the organization. With Gary’s experience, knowledge of the department, and participation in management level discussions, the Personnel Committee recommends promoting Gary Peters to the Director of Public Works with a new salary rate of \$53.58 or \$111,446.60 which is comparable to the market study results for this position.

Attached Data Notes

- Benchmarks
 - o Describes comparable cities and regional competitors
- Wage Data
 - o Compares current Minnetrista wages with the market cities and regional competitors
- Proposed Pay Plan 2022
 - o Describes the pay table recommended for adoptions
- Proposed Pay on June 1 Worksheet
 - o Describes employee placement within the proposed pay plan
- Budget Impacts
 - o Data related 2022 implementation costs
- Open Positions
 - o Describes currently posted positions

Recommended City Council Action: Staff is requesting that City Council evaluate the data provided in this report and consider acting during the regular meeting to approve an option as described. Staff has queued up three resolutions for consideration at the regular meeting that will effectively approve the adoption of a new pay plan, adopt a pay plan policy, and promote Gary Peters from the Public Works Superintendent to the Director of Public Works. Staff anticipates a robust discussion about these options and looks forward to helping guide the decision-making process.

Does Recommended Action meet City Mission Statement?

☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities?

☒ Yes ☐ No

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.

Comparable Cities

City	Population
Becker	4,856
Big Lake	11,456
Buffalo	16,479
Corcoran	5,831
Excelsior	2,321
Independence	3,763
Medina	6,646
Minnetrista	7,692
Monticello	13,782
Mound	9,347
Orono	8,102
Rogers	12,991
Saint Michael	17,835
Shorewood	7,693
Victoria	9,918
Waconia	13,124
Wayzata	4,719
	9,209

Regional Competitors

Minnetonka	53,713
Maple Grove	66,903
Plymouth	78,351
Chanhassen	26,266
Chaska	27,622
Eden Prairie	63,456
Savage	31,407
	49,674

WAGE DATA

Job Title		Range Min	Range Max	Actual
Director of Public Safety		\$43.99	\$54.99	\$56.89
	Market	\$48.13	\$61.30	\$58.87
	Regional	\$64.55	\$80.32	\$77.11

Director of Administration		\$39.90	\$49.88	\$41.82
	Market	\$42.33	\$54.48	\$50.71
	Regional	\$52.49	\$66.56	\$61.47

Finance Director		\$41.90	\$52.37	\$52.15
	Market	\$47.47	\$58.59	\$56.16
	Regional	\$60.14	\$79.09	\$74.18

Public Works Superintendent		\$35.51	\$44.39	\$39.74
Director of Public Works				
	Market	\$48.23	\$59.75	\$57.69
	Regional	\$64.01	\$81.49	\$78.76

Community Development Director		\$39.90	\$49.88	\$49.77
	Market	\$45.77	\$57.74	\$56.04
	Regional	\$59.65	\$78.73	\$74.87

KEY

City of Minnetrista current

Market Average (Used in analysis)

Regional Competitors Average

Minnetrista Promotion Comparisons

Job Title		Range Min	Range Max	Actual
City Planner		\$27.04	\$35.15	\$29.94
Senior Planner				
	Market	\$39.09	\$48.16	\$45.91
	Regional	\$48.40	\$60.88	\$57.87

Associate Accountant		\$24.07	\$31.29	\$29.61
	Market	\$35.66	\$42.93	\$38.59
	Regional	\$28.98	\$35.79	\$33.70

City Clerk		\$25.51	\$33.16	\$30.83
	Market	\$32.77	\$40.30	\$38.89
	Regional	\$41.37	\$53.68	\$51.08

Customer Service/Comm. Asst.		\$20.21	\$26.27	\$23.58
	Market	\$21.82	\$27.21	\$23.70
	Regional	\$21.31	\$27.47	\$25.33

Utility Billing/Recycling Coor.		\$24.07	\$31.29	\$27.00
	Market	\$26.34	\$32.83	\$31.69
	Regional	\$28.25	\$36.01	\$33.89

KEY

	City of Minnetrista current
	Market Average (Used in analysis)
	Regional Competitors Average
	Minnetrista Promotion Comparisons

Job Title		Range Min	Range Max	Actual
Building Official		\$33.50	\$41.88	\$38.05
	Market	\$35.43	\$45.19	\$44.50
	Regional	\$50.21	\$66.03	\$61.62

Building Inspector		\$27.04	\$35.15	\$31.10
	Market	\$30.56	\$40.64	\$36.28
	Regional	\$35.70	\$46.77	\$42.00

Police Admin Asst. w/ Evidence		\$22.71	\$29.52	\$29.14
	Market	\$24.91	\$31.14	\$28.92
	Regional	\$29.52	\$40.08	\$36.70

Police Admin Asst.		\$21.42	\$27.85	\$31.34
	Market	\$23.47	\$30.62	\$29.19
	Regional	\$25.38	\$32.50	\$29.24

KEY

	City of Minnetrista current
	Market Average (Used in analysis)
	Regional Competitors Average
	Minnetrista Promotion Comparisons

Minnetrista Proposed Pay Plan Structure

	Steps									
	2.50%		2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%
Grade	1	2	3	4	5	6	7	8	9	10
1	\$21.00	\$21.53	\$22.06	\$22.73	\$23.41	\$24.11	\$24.95	\$25.83	\$26.73	\$27.67
2	\$23.10	\$23.68	\$24.27	\$25.00	\$25.75	\$26.52	\$27.45	\$28.41	\$29.40	\$30.43
3	\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48
4	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82
5	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51
6	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56
7	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01
8	\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91
9	\$45.02	\$46.14	\$47.29	\$48.71	\$50.17	\$51.68	\$53.49	\$55.36	\$57.30	\$59.30
10	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23
11	\$54.47	\$55.83	\$57.23	\$58.94	\$60.71	\$62.53	\$64.72	\$66.99	\$69.33	\$71.76
12	\$59.92	\$61.41	\$62.95	\$64.84	\$66.78	\$68.79	\$71.19	\$73.68	\$76.26	\$78.93

PROPOSED PAY IMPLEMENTATION

City Position Title	Employee	Years of Service	In position	Actual 2022 Pay	Steps													June 1 Pay	Annual Pay	% Increase
					Grade	Step		1	2	3	4	5	6	7	8	9	10			
Director of Public Safety	Falls	28	11	\$56.89	10	9		\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23	\$63.03	\$131,102.40	10.79%
Director of Finance	Grimm	16	16	\$52.15	10	8		\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23	\$60.90	\$126,672.00	16.78%
Director of Administration	Polsfuss	2	2	\$41.82	10	1		\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23	\$49.52	\$103,001.60	18.41%
Director of Community Development	Abel	14	9	\$49.77	10	8		\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.87	\$63.03	\$65.23	\$60.87	\$126,609.60	22.30%
Director of Public Works	Peters	10	0	\$39.74	10	4		\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23	\$53.58	\$111,446.40	34.83%
Building Official	Goodman	4	3	\$38.05	8	3		\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91	\$42.99	\$89,419.20	12.98%
Senior Planner	Olson	8	0	\$29.94	8	3		\$40.92	\$42.36	\$43.84	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91	\$43.84	\$91,187.20	46.43%
City Clerk	Motzko	9	1	\$30.83	7	1		\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01	\$37.20	\$77,376.00	20.66%
Building Inspector	Pool	0.5	0.5	\$31.10	6	1		\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56	\$33.82	\$70,345.60	8.75%
Associate Accountant/Deputy Clerk	Boll	14	4	\$29.61	6	3		\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56	\$35.53	\$73,902.40	19.99%
Utility Billing & Recycling Coordinator	Neumann	0.5	0.5	\$27.00	5	1		\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51	\$30.75	\$63,960.00	13.89%
Public Safety Administrative Assistant with Evidence	Langenfeld	19	5	\$29.14	5	4		\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51	\$33.27	\$69,201.60	14.17%
Public Safety Administrative Assistant	Brazil	36	19	\$31.34	4	7		\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82	\$33.21	\$69,076.80	5.97%
Customer Service/Communications Assistant	Atkinson	2	2	\$23.58	3	1		\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48	\$25.41	\$52,852.80	7.76%

BUDGET IMPACTS

Section 2, Item b)

Total Impact	
Current PR Budget 6/1-12/31	\$619,453.84
Proposed PR Budget 6/1-12/31	\$732,754.25
Budget Cost Increase	\$113,300.41

City Funds Impact	
Current General Fund Expenditure 6/1-12/31	\$494,823.55
Current Enterprise Fund Expenditure 6/1-12/31	\$124,630.29
Proposed General Fund 6/1-12/31	\$585,843.04
Proposed Enterprise Fund 6/1-12/31	\$146,911.21
Impact General Fund 2022	\$91,019.49
Impact Enterprise Fund 2022	\$22,280.92

Other Considerations	
Payroll balance 2022 in General Fund	-\$63,000.00
Benefits (PERA, FICA)	\$16,995.06
Net position after consideration	-\$46,004.94

Comprehensive Budget Impact	
Impact General Fund 2022	\$91,019.49
Impact Enterprise Fund 2022	\$22,280.92
Other Considerations	
2022 Payroll Savings	-\$63,000.00
2022 PERA/FICA Impact	\$17,711.56
Total Budget Impact	\$68,011.97

General Fund Impact	\$54,637.18
Enterprise (Water, Sewer, Storm) Fund Impact	\$13,374.79

OPEN POSITIONS

Position Title	City	Hourly Min	Hourly Max	Annual Min	Annual Max
Admin Assistant	Independence	\$22.00	\$25.00	\$45,760.00	\$52,000.00
	Brooklyn Park	\$50.07	\$67.74	\$104,145.60	\$140,899.20
Building Inspector	Eagan	\$37.69	\$47.74	\$78,395.20	\$99,299.20
Building Inspector	Lake Elmo	\$30.07	\$39.09	\$62,545.60	\$81,307.20
Building Inspector	Coon Rapids	\$37.29	\$46.47	\$77,563.20	\$96,657.60
Building Inspector	Waconia	\$40.00		\$83,200.00	
Planner	Fergus Falls	\$31.61	\$42.68	\$65,749.00	\$88,782.00
Comm Dev Director	Rochester	\$60.00	\$85.71	\$124,795.00	\$178,278.00
Comm Dev Director	Becker	\$50.48	\$64.90	\$105,000.00	\$135,000.00
Director of HR	Plymouth	\$62.86	\$81.06	\$130,741.08	\$168,604.32
Director of PW	Ramsey Co.	\$56.74	\$84.29	\$118,017.00	\$175,330.00
Finance and Payroll	Crystal	\$30.10	\$37.62	\$62,608.00	\$78,249.60
HR Generalist	Rochester	\$39.04	\$57.41	\$81,197.00	\$119,409.00
HR Manager	Richfield	\$48.99	\$62.96	\$101,900.00	\$130,957.00
HR Director	Hutchinson	\$42.55	\$63.85	\$88,500.00	\$132,800.00
Office Specialist	Lino Lakes	\$23.02	\$27.08	\$47,881.60	\$56,326.40
Office Support	Bloomington	\$27.65	\$29.33	\$57,512.00	\$61,006.40
PD records Specialist	Maplewood	\$22.11	\$28.24	\$45,988.80	\$58,739.20
PD records tech	Crystal	\$24.57	\$30.71	\$51,105.60	\$63,876.80
PW Office Specialist	Rosemount	\$26.15	\$32.72	\$54,392.00	\$68,057.60
PW operations Manager	Plymouth	\$47.58	\$61.30	\$98,972.00	\$127,500.00
Sernior Planner	Lakeville	\$68.18	\$47.62	\$141,814.40	\$99,049.60



Non-Union Employee Pay Plan Policy Adopted: June 6, 2022

PURPOSE

The Minnetrista Non-Union Employee Pay Plan Policy provides guidance on annual salary adjustments for employees not entered into separate collective bargaining agreements with the City of Minnetrista. The included pay plan shall be adjusted annually as directed by City Council to remain competitive in the market while also balancing fiscal responsibilities of the organization.

PROGRAM OBJECTIVES

- To establish and maintain pay opportunities that enable the City of Minnetrista to attract and retain a qualified, reliable, and motivated workforce who is committed to provide quality service to the community.
- To ensure that employees receive fair and equitable salaries in relation to their individual contribution to organizational success.
- To establish, manage, and communicate the Non-Union Employee Pay Plan in a manner that strengthens internal relationships within the City of Minnetrista organization.

PAY POLICY

2022 Pay Plan Table

The City of Minnetrista shall update this policy annually in conjunction with the budget formation process and amend this policy accordingly per City Council direction.

2022 Pay Plan (Effective June 1, 2022)

	Steps									
	2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%	
Grade	1	2	3	4	5	6	7	8	9	10
1	\$21.00	\$21.53	\$22.06	\$22.73	\$23.41	\$24.11	\$24.95	\$25.83	\$26.73	\$27.67
2	\$23.10	\$23.68	\$24.27	\$25.00	\$25.75	\$26.52	\$27.45	\$28.41	\$29.40	\$30.43
3	\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48
4	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82
5	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51
6	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56
7	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01
8	\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91
9	\$45.02	\$46.14	\$47.29	\$48.71	\$50.17	\$51.68	\$53.49	\$55.36	\$57.30	\$59.30
10	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23
11	\$54.47	\$55.83	\$57.23	\$58.94	\$60.71	\$62.53	\$64.72	\$66.99	\$69.33	\$71.76
12	\$59.92	\$61.41	\$62.95	\$64.84	\$66.78	\$68.79	\$71.19	\$73.68	\$76.26	\$78.93

Process to Update

The City of Minnetrista City Council shall review this table and approve updates annually in conjunction with the annual budget formation process. For example, if the Minnetrista City Council approves a certain percentage cost-of-living adjustment (COLA), that adjustment will transcend to this table and would be adjusted and adopted accordingly. Employees will receive that COLA on January 1 of each year.

Step Increases

Following this process and affirmed annually by the Minnetrista City Council by approving an amended version of this policy, non-union employees shall receive a step increase at their pay grade if the employee is not already at a step 10, the employee has received a favorable annual performance review, and the employee is not on a performance improvement plan. Employees will receive this step increase on January 1 of each year.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

OPTION 1



Non-Union Employee Pay Plan Policy Adopted: June 6, 2022

PURPOSE

The Minnetrista Non-Union Employee Pay Plan Policy provides guidance on annual salary adjustments for employees not entered into separate collective bargaining agreements with the City of Minnetrista. The included pay plan shall be adjusted annually as directed by City Council to remain competitive in the market while also balancing fiscal responsibilities of the organization.

PROGRAM OBJECTIVES

- To establish and maintain pay opportunities that enable the City of Minnetrista to attract and retain a qualified, reliable, and motivated workforce who is committed to provide quality service to the community.
- To ensure that employees receive fair and equitable salaries in relation to their individual contribution to organizational success.
- To establish, manage, and communicate the Non-Union Employee Pay Plan in a manner that strengthens internal relationships within the City of Minnetrista organization.

PAY POLICY

2022 Pay Plan Table

The City of Minnetrista shall update this policy annually in conjunction with the budget formation process and amend this policy accordingly per City Council direction.

2022 Pay Plan (Effective June 1, 2022)

Grade	Steps									
		2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%
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4	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82
5	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51
6	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56
7	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01
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11	\$54.47	\$55.83	\$57.23	\$58.94	\$60.71	\$62.53	\$64.72	\$66.99	\$69.33	\$71.76
12	\$59.92	\$61.41	\$62.95	\$64.84	\$66.78	\$68.79	\$71.19	\$73.68	\$76.26	\$78.93

Process to Update

The City of Minnetrista City Council shall review this table and approve updates annually in conjunction with the annual budget formation process. For example, if the Minnetrista City Council approves a certain percentage cost-of-living adjustment (COLA), that adjustment will transcend to this table and would be adjusted and adopted accordingly. Employees will receive that COLA on January 1 of each year.

Step Increases

Following this process and affirmed annually by the Minnetrista City Council by approving an amended version of this policy, non-union employees shall receive a step increase at their pay grade if the employee is not already at a step 10, the employee has received a favorable annual performance review, and the employee is not on a performance improvement plan. Employees will receive this step increase on July 1 of each year.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

OPTION 2



Non-Union Employee Pay Plan Policy Adopted: June 6, 2022

PURPOSE

The Minnetrista Non-Union Employee Pay Plan Policy provides guidance on annual salary adjustments for employees not entered into separate collective bargaining agreements with the City of Minnetrista. The included pay plan shall be adjusted annually as directed by City Council to remain competitive in the market while also balancing fiscal responsibilities of the organization.

PROGRAM OBJECTIVES

- To establish and maintain pay opportunities that enable the City of Minnetrista to attract and retain a qualified, reliable, and motivated workforce who is committed to provide quality service to the community.
- To ensure that employees receive fair and equitable salaries in relation to their individual contribution to organizational success.
- To establish, manage, and communicate the Non-Union Employee Pay Plan in a manner that strengthens internal relationships within the City of Minnetrista organization.

PAY POLICY

2022 Pay Plan Table

The City of Minnetrista shall update this policy annually in conjunction with the budget formation process and amend this policy accordingly per City Council direction.

2022 Pay Plan (Effective June 1, 2022)

Grade	Steps									
	2.50%	2.50%	3.00%	3.00%	3.00%	3.50%	3.50%	3.50%	3.50%	
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1	\$21.00	\$21.53	\$22.06	\$22.73	\$23.41	\$24.11	\$24.95	\$25.83	\$26.73	\$27.67
2	\$23.10	\$23.68	\$24.27	\$25.00	\$25.75	\$26.52	\$27.45	\$28.41	\$29.40	\$30.43
3	\$25.41	\$26.05	\$26.70	\$27.50	\$28.32	\$29.17	\$30.19	\$31.25	\$32.34	\$33.48
4	\$27.95	\$28.65	\$29.37	\$30.25	\$31.15	\$32.09	\$33.21	\$34.37	\$35.58	\$36.82
5	\$30.75	\$31.51	\$32.30	\$33.27	\$34.27	\$35.30	\$36.53	\$37.81	\$39.14	\$40.51
6	\$33.82	\$34.67	\$35.53	\$36.60	\$37.70	\$38.83	\$40.19	\$41.59	\$43.05	\$44.56
7	\$37.20	\$38.13	\$39.09	\$40.26	\$41.47	\$42.71	\$44.21	\$45.75	\$47.35	\$49.01
8	\$40.92	\$41.95	\$42.99	\$44.28	\$45.61	\$46.98	\$48.63	\$50.33	\$52.09	\$53.91
9	\$45.02	\$46.14	\$47.29	\$48.71	\$50.17	\$51.68	\$53.49	\$55.36	\$57.30	\$59.30
10	\$49.52	\$50.75	\$52.02	\$53.58	\$55.19	\$56.85	\$58.84	\$60.90	\$63.03	\$65.23
11	\$54.47	\$55.83	\$57.23	\$58.94	\$60.71	\$62.53	\$64.72	\$66.99	\$69.33	\$71.76
12	\$59.92	\$61.41	\$62.95	\$64.84	\$66.78	\$68.79	\$71.19	\$73.68	\$76.26	\$78.93

Process to Update

The City of Minnetrista City Council shall review this table and approve updates annually in conjunction with the annual budget formation process. For example, if the Minnetrista City Council approves a certain percentage cost-of-living adjustment (COLA), that adjustment will transcend to this table and would be adjusted and adopted accordingly. Employees will receive that COLA on January 1 of each year.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

OPTION 3

RESOLUTION NO. 89-22

**RESOLUTION APPROVING THE CITY OF MINNETRISTA NON-UNION PAY
PLAN POLICY EFFECTIVE JUNE 1, 2022**

WHEREAS, On March 21, 2022 the City Council approved a Professional Services Agreement with David Drown and Associates to complete a market compensation study; and,

WHEREAS, the results of that market compensation study yielded the results of a recommendation to adopt an updated Non-Union Employee Pay Plan Policy; and,

WHEREAS, the program objectives the Non-Union Employee Pay Plan Policy are:

To establish and maintain pay opportunities that enable the City of Minnetrista to attract and retain a qualified, reliable, and motivated workforce who is committed to provide quality service to the community; and,

To ensure that employees receive fair and equitable salaries in relation to their individual contribution to organizational success; and,

To establish, manage, and communicate the Non-Union Employee Pay Plan in a manner that strengthens internal relationships within the City of Minnetrista organization.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that Minnetrista approves the Non-Union Employee Pay Plan Policy described as Option __, effective June 1, 2022.

This resolution was adopted by the City Council of the City of Minnetrista on the 6th day of June, 2022, by a vote of ____ Ayes and ____ Nays.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

RESOLUTION NO. 90-22

RESOLUTION APPROVING THE PLACEMENT OF CITY OF MINNETRISTA
NON-UNION EMPLOYEES INTO THE PAY PLAN STRUCTURE

WHEREAS, On March 21, 2022 the City Council approved a Professional Services Agreement with David Drown and Associates to complete a market compensation study; and,

WHEREAS, based on the results and analysis of the market compensation study, the City Council adopted the Pay Plan Policy on June 6, 2022; and

WHEREAS, based on the market comparison results, current salary, years of service with the City of Minnetrista, and internal equity, non-union employees will be placed into the pay plan structure according to the table below; and,

City Position Title	Grade	Step	New Rate
Director of Public Safety	10	9	\$63.03
Director of Finance	10	8	\$60.90
Director of Administration	10	1	\$49.52
Director of Community Development	10	8	\$60.87
Director of Public Works	10	4	\$53.58
Building Official	8	3	\$42.99
Senior Planner	8	3	\$43.84
City Clerk	7	1	\$37.20
Building Inspector	6	1	\$33.82
Associate Accountant/Deputy Clerk	6	3	\$35.53
Utility Billing & Recycling Coordinator	5	1	\$30.75
Public Safety Administrative Assistant with Evidence	5	4	\$33.27
Public Safety Administrative Assistant	4	7	\$33.21
Customer Service/Communications Assistant	3	1	\$25.41

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that Minnetrista non-union employees will receive the new salary rate according to the table above, effective date to be June 1, 2022.

This resolution was adopted by the City Council of the City of Minnetrista on the 6th day of June, 2022, by a vote of ____ Ayes and ____ Nays.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

RESOLUTION NO. 91-22

**RESOLUTION APPROVING THE PROMOTION OF PUBLIC WORKS
SUPERINTENDENT GARY PETERS TO DIRECTOR OF PUBLIC WORKS
EFFECTIVE JUNE 1, 2022**

WHEREAS, Gary Peters began employment for the City of Minnetrista on May 29, 2012, as Public Works Superintendent; and,

WHEREAS, Gary Peters has successfully worked in the Public Works Superintendent position, and based on his performance over the past ten years, along with the growth of the City, additional supervision responsibilities, increased budgetary responsibilities, and growth of our Public Works Department, he is now ready to move into the Director of Public Works position; and,

WHEREAS, the Director of Public Works job description has been created and evaluated to reflect the duties of the position; and,

WHEREAS, Gary Peter’s promotion will include an increase and will be at a new rate of \$53.58 per hour as recommended by the Personnel Committee and affirmed by the City Council in the Council Work Session on June 6, 2022; and,

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that Gary Peters be promoted to Director of Public Works at a new rate of \$53.58 per hour as recommended in the action item before the City Council for approval, effective date of the promotion to be June 1, 2022.

This resolution was adopted by the City Council of the City of Minnetrista on the 6th day of June, 2022, by a vote of ____ Ayes and ____ Nays.

Mayor Lisa Whalen

ATTEST:

Dawn Motzko, City Clerk

(seal)

CITY OF MINNETRISTA



CITY COUNCIL WORK SESSION ITEM

Subject:	2026 Park Dedication Fund Budget Discussion
Prepared By:	Nickolas Olson, Senior City Planner
Through:	Brian Grimm, Finance Director David Abel, Community Development Director Gary Peters, Public Works Director
Meeting Date:	November 17, 2025

Item: The attached documents are regarding the proposed 2026 Park Dedication Fund Budget. This incorporates the proposed annual Capital Improvement Plan (CIP) for the Park Dedication Fund that is reviewed and discussed with the Park Commission each year for future projects. The Parks Commission reviewed the proposed 2026 Parks CIP at their October 27, 2025 meeting and voted 4-0 to recommend approval as presented.

Attached is the memo presented to the Parks Commission outlining the items to consider for 2026. The main capital improvement items in the annual parks CIP for 2026 would be related to general park maintenance and planning for Lisle Park.

For informational purposes we have included the updated park inventory from the City’s Parks, Trails, and Open Space Plan. This information helps show the needs within the parks system and helps further discussion between staff and Council as to incorporating those items in a systematic way into future Parks CIP’s.

Recommended City Council Action: Staff would like to have a discussion on the Park Dedication Fund plan presented and get feedback so it can be reflected and incorporated into the 2026 Budget and Long Range Financial Management Plan.

Does Recommended Action meet City Mission Statement? x Yes No
Does Recommended Action meet City Goals/Priorities? x Yes No
Explain: **Annual update to Park Dedication Fund to be incorporated into the 2026 Budget and Long Range Financial Management Plan.**

Attachments:

1. Packet Item from October 27, 2025 Parks Commission Meeting

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.

CITY OF MINNETRISTA



PARKS COMMISSION AGENDA ITEM 2A

Subject: Parks Capital Improvement Plan for 2026

Prepared By: Nickolas Olson, Senior City Planner

Meeting Date: October 27, 2025

Issue: Each year, city staff conducts an annual park review to identify park improvement items to be completed the following year by reviewing the Parks, Trails and Open Space Plan. The results are presented to the Parks Commission for review and consideration for the Capital Improvement Plan (CIP) for the following year. Below is a list of items under consideration for the 2026 Parks CIP:

LISLE PARK

- *Playground Planning (based on plan discussed in 2015)*

Total Estimated Cost: \$ 50,000.00

LINDEN PARK

- *Reroof Pavilion*
- *Replace Basketball Court Backboards*

Total Estimated Cost: \$ 21,000.00

PERENNIAL PARK

- *Reroof Pavilion*
- *Trail Crack Fill/Fog Seal*

Total Estimated Cost: \$23,000.00

MISC. PARK MAINTENANCE

- *Merz Marsh Park, Gene Lehner Park, North & South Cusoke Parks, and Slow Creek Park.*

Total Estimated Cost: \$13,700.00

Recommended Action: The Parks Commission should discuss the items under consideration for the 2026 Parks CIP and recommend to the City Council the items they would like to proceed with.

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.



Gene Lehner Park

4180 Trillium Lane East
1.7 acres

Mini Park

The Gene Lehner Park is named after a former Park Commissioner. It was dedicated in 1994 as part of the Trillium Bay subdivision. It serves a greater area, including the Maple Forest, Stonebridge, and Wood End Shores subdivisions. There is a trail along County Road 44 that connects the park to other neighborhoods and the Lake Minnetonka Regional Park. The park features a tennis court, playground equipment, exercise stations along the trail, and a wood carving of a black bear. Several years ago, the bear's companion, a cub, wandered off and never returned. Some say it was stolen, other aren't so sure.



Park Amenities

- Tennis Court/Fence - 1994
- Tennis Court Resurface - 2023
- Playground Equipment - 2023
- Picnic Table - 2004
- Trash Cans (2) - 2003
- Fitness Stations - 1994
- Trail - 2023
- Wood Carving - 1994
- Parking Lot - 2023

Maintenance Schedule

2026 – Fog Seal/Crack Fill Trail (every other year)

The Gene Lehner Park Bear may need some maintenance every now and then, as well. The playground is in good shape but will require a new base when the playground equipment is updated. Rubber mulch may be the best option, as it does not require maintenance.





Douglas Park

3441 Tuxedo Rd
7,976 square feet

Mini Park

Douglas Park is located at the triangle formed by St Mary’s Road, Tuxedo Road, and Wellesley Way. It is the park for the Douglas Beach neighborhood. The City claimed this parcel as tax-forfeited land in 1981, along with parcels at 5254 and 5269 St. Mary’s Road. A neighborhood meeting was held to determine which of the three lots would be the best place for the neighborhood park and 3441 Tuxedo Road was selected. Originally developed in 1987, it housed a small set of playground equipment and a basketball court. The playground equipment was updated it 1997. In 2004, a major renovation added a picnic area and a new half basketball court.

Maintenance Schedule

Park Amenities

- Park Sign - 2004
- Basketball Court - 2004
- Basketball Court Resurface - 2022
- Playground Equipment - 2017
- Fence - 2018
- Rubber Mulch - 2017
- Picnic Tables (2) - 2004
- Trash Can - 2003
- Benches (3) - 2004
- Dog Waste Station - 2016



The Douglas Park will need further work done to achieve perfection. When the playground equipment is updated, it has been discussed to add a more decorative fence. The nature of the park and Tuxedo Road requires a fence, however the neighborhood has complained about the appearance of the current plain chain link fence. If the large cottonwood trees remain a problem for the park, they should be removed before the playground equipment and fence are updated.





Jennings Park

865 Jennings Cove Rd
1 acre

Mini Park

Jennings Park was dedicated in 1986 as part of the Jennings Cove Subdivision. It was originally developed in 1993 by adding a small set of playground equipment. The fast growth of the neighborhood created a demand for expanding the park equipment in 1996 and then adding a sport court in 2000. A pond was added in 1999 to help alleviate drainage concerns in the area.



Maintenance Schedule

2026 — Court Resurface

Park Amenities

- Resurface Trail - 2022
- Park Sign - 2004
- Sport Court/Fence - 2000
- Playground Equipment - 2021
- Picnic Table - 2004
- Benches (3) - 2004
- Trash Cans (2) - 2003
- Trail - 2000
- Pond Excavated - 2000
- Trees - 2016

Jennings Park should be redesigned in the future, as the park amenities are not laid out properly for the drainage on the site. The court should not have sediment from the play areas draining across it to the pond. Sport Courts are typically more of a residential use and there is not much information available on how well they hold up in public parks. This should be monitored. A regular basketball court and/or tennis court may prove to be more durable in the long run. Currently, the court is mostly used for basketball. If the court reaches a point where major renovation is needed, that would be the appropriate time to explore the redesign of the park. If a major redesign does not occur, adding pedestrian pathways to the court would assist in keeping sediment off of it. When the playground is replaced, rubber or wood mulch will be needed to be used for the base.





Friendship Park

5676 Kramer Rd
25,334 square feet

Neighborhood Mini Park

Friendship Park is located in the Painters Creek Preserve Subdivision. It was built in 1999 and consists of playground equipment and a picnic area. An irrigation system was donated to the City by the Homeowner's Association in 2002.

Park Amenities

Park Sign - 2004
Play Equipment - 2022
Irrigation - 2002
Sidewalks - 1999
Benches/Tables - 1999
Irrigation Housing/Landscaping - 2018
Dog Waste Station - 2022

Maintenance Schedule

This park is well designed and simple and will not take much effort to maintain. When the time comes to replace the playground equipment, rubber or wood mulch will be needed to use for the base to comply with ADA standards.



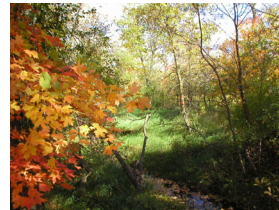


Slow Creek Park

5738 Sunnybrook Cir
3.388 acres

Mini Park

Slow Creek Park was dedicated as part of the Sunnybrook Farms Subdivision in 2001. The park was partially constructed by the developer and the City over 2002 and 2003. It consists of a woodchip trail that snakes through the lowlands around the Creek and then terminates in an area where there is a small playground and a picnic area. Also, featured in this area is a bituminous trail that the City built along Game Farm Road to the school.



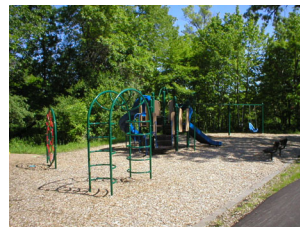
Park Amenities

Maintain woodchip trail - 2014
Park Sign - 2004
Pedestrian Bridge - 2002
Playground Equipment - 2002
Rubber Mulch - 2017
Picnic Table - 2003
Benches - 2003
Trash Can - 2004
Game Farm Rd Trail - 2002
Wood Chip Trail - 2002
Asphalt Trail - 2019

Maintenance Schedule

2026 - Fog Seal/Crack Fill (every other year)
2027 - Replace Playground Equipment

Woodchip Trails require a great deal of maintenance in many situations. Over time, if the maintenance of this trail is as intensive as feared above, it could be replaced by a mowed turf trail.





Adler Nature View Park

8230 Highland Road
2.64 acres

Special Use Park

Adler Nature View Park was dedicated as part of the Turtle Creek Subdivision. It is located along the Dakota Rail. It is a special use park that features a bituminous trail.

Park Amenities

Park Sign - 2004
Trail - 2002
Dog Waste Station - 2021
2025 - Trail Mill and Overlay

Maintenance Schedule

2026 - Reclamite on Trail



Kings Point Rd Fishing Pier

Kings Point Road DNR Park

Special Use Park

The City of Minnetrista installed a fishing pier at the DNR's park on Kings Point Road in 2003. There have also been discussions about placing a picnic area in this park.



Park Amenities

Fishing pier - 2003

Maintenance Schedule



Merz Marsh Park

4230 Highland Road
24.8 acres

Neighborhood Park

Merz Marsh Park, named after one of the first German settlers to the area, was dedicated in 2001 as part of the Turtle Creek Subdivision. Currently, it consists of a half basketball court, playground equipment, trails, and a soccer field. The park extends all the way to Six Mile Creek.

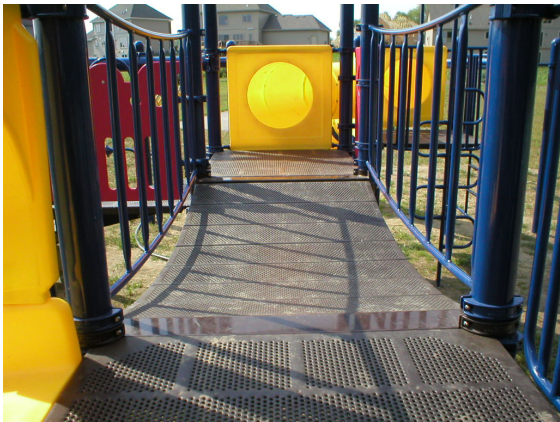
Park Amenities

- Benches & Tables with Slabs - 2005
- Park Sign - 2004
- Half basketball court - 2002
- Basketball Court Resurface - 2024
- Soccer goals - 2002
- Trails - 2002
- Playground Equipment - 2002
- Dog Waste Station - 2021
- 2025 - Resurface Trail

Maintenance Schedule

- 2026 - Reclamite Trail
- 2027 - Replace Playground Equipment
- 2027 - Rubber mulch

Parking may become an issue if the soccer field is ever used. Neighborhood residents have already voiced some displeasure over the potential of lighting of the field.



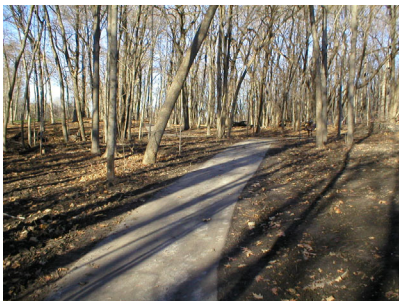
Woods of Saga Hill Park

4900 Grandview Ave
2.1 acres



Mini Park

The Woods of Saga Hill Park was tax forfeited land originally taken by the City in the early 1960’s. The deed was misfiled, however, and the park was not developed until 2004. The mostly wooded park has a set of playground equipment and a bituminous trail with off-street parking.



Park Amenities

- Playground Equipment - 2004
- Rubber Mulch - 2015
- Bituminous Trail - 2004
- Parking Lot - 2004
- Benches (2) - 2004
- Tables (2) - 2004
- Park Sign - 2004
- Dog Waste Station - 2016

Maintenance Schedule

- 2028 - Trail Mill and Overlay
- 2028 - Replace Playground Equipment





Park Amenities

- Horseshoe Pit - 2008
- Trail Coating - 2008
- Park Sign - 2004
- Picnic Pavilion - 2000
- Horseshoe Pitch - 2000
- BBQs - 2000
- Trail - 2000
- Wood mulch around plant - 2000
- Benches (2) - 2000
- Picnic Tables (3) - 2000



Perennial Park

1270 Langewood Dr
18,569 square feet

Mini Park

Perennial Park was dedicated in 2000 as part of the Heatherwood Glenn subdivision. It has frontage both on County Road 110 North and Langewood Drive. It consists of a picnic shelter, grills, horseshoe pitch, and many perennial plants. There is also a trail that runs along Sunnyfield Road to the football field and a trail along County Road 110.



Maintenance Schedule

- 2026 - Trail Mill and Overlay
- 2026 - Re-roof Pavilion
- 2026 - Tables, Benches, and Trash Cans

Perennial Park may require some future plantings, as there always seems to have been a little bit of trouble getting the plants to stay alive through the years. Adding another horseshoe pitch has been suggested on occasion, as residents have commented that if there were a second pitch there could be some more organized shoeing going on.



Merriman Cemetery

585 County Road 92
1.76 acres

Historical Site

The legendary Merriman Cemetery has often been forgotten and rediscovered. There appear to be several newspaper articles in the archives of the newly discovered abandoned cemetery. Well, that legacy is no more. Recently, the City Council added the historic cemetery to the park system. Last year, the City began to build a driveway to the site to allow for maintenance access. It has been discussed in the past to add some site amenities or perhaps even a gate.

Planning Schedule

2006 - Select site improvements, purchase, and install. This year was selected, as it is technically tax forfeited land and there is a three-year window for improving such sites.



Painters Creek Estates Park

617 Painters Creek Drive
2.1 acres

Undeveloped Park & Trail Corridor

This undeveloped park was dedicated to the City in 1976. It consists of a creekside corridor and a larger open area. Most all of the open area is wetlands. At one time, the City was attempting to acquire a trail that rang along Painters Creek. Over time, this pursuit was abandoned, leaving remnants such as this. Since the parkland was dedicated, it cannot be sold. Currently, it appears that there are some residents that ride ATVs, horses, and bikes in this area. The current trail plan attempts to link this corridor with future trail opportunities.

Planning Schedule

None



Dakota Rail Park

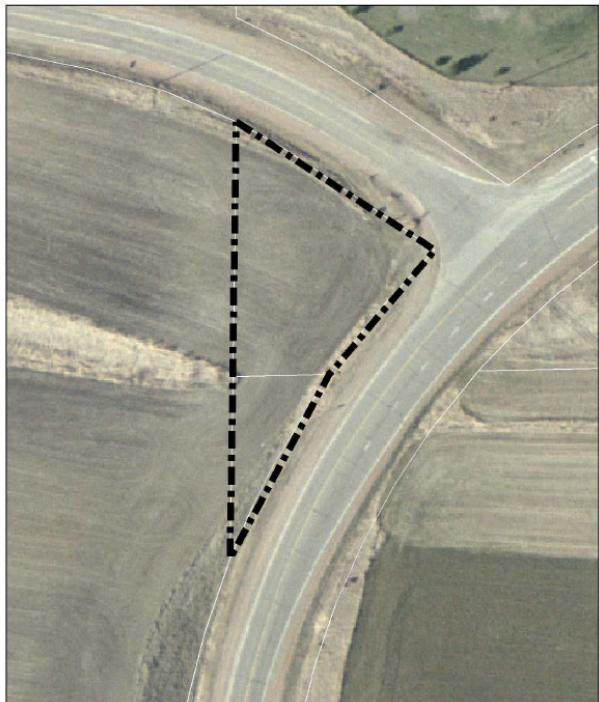
7222 County Road 110 W
1.33 acres

Undeveloped Park

This park is located where the Dakota Rail crossed County Road 110 W. It was purchased in 2003 for future use.

Planning Schedule

None.



Timber Hills Park

651 County Road 92
15,252 square feet

Undeveloped Park

This park is located at the corner of County Road 92 and County Road 26. It was purchased in 2004 for future use.

Planning Schedule

If a trail system is developed along County Roads 92 and 26, then this park should be developed.





South Cusoke Park

6467 Saunders Lake Drive South
1.8 acres

Special Use Park

South Cusoke park was dedicated as part of the South Saunders subdivision in 2002. A paved trail down to the lake was installed in 2003. Many retaining walls had to be built to support it. Area residents often inquire about placing playground equipment in this park but it is not suitable.



Park Amenities

- Park Sign - 2004
- Trail - 2003
- Retaining Walls - 2003
- Light - 2002
- Parking Lot - 2002

Maintenance Schedule

2026– Replace Parking Lot with Concrete





North Cusoke Park

2600 Saunders Lake Drive North
0.958 acres

Special Use Park

North Cusoke Park was dedicated as part of the North Saunders Lake subdivision in 2002. It includes a pedestrian bridge over a channel in Saunders Lake. It is possible to launch canoes from this park, as well.



Park Amenities

- Park Sign - 2004
- Pedestrian Bridge - 2003
- Trail - 2003
- Parking Lot - 2002



Maintenance Schedule

2026– Replace Parking Lot with Concrete

The residents in South Saunders often contact the City in hopes of adding some playground equipment to the park. However, that particular park is unsuitable for such development. It would be possible to place some equipment in North Cusoke Park, however. If the area residents still feel that this is a priority, then North Cusoke could be developed into a mini park.



Williams Lane Park

3245 Williams Ln
22,624 square feet

Undeveloped Park

This park was dedicated as part of the Maple Leaf Estates subdivision in 2000. There are trail ways through this area that lead to the park but there was no defined use for it.



Planning Schedule

None

Chateau Way Park

1616 Chateau Way
3.3 acres

Undeveloped Park

The park on the corner of Chateau Way and County Road 15 was dedicated as part of the Chateau De Lac subdivision in 1975. At one time, it was discussed that this could be the center of a large, rural trail system. This property cannot be sold.



Planning Schedule

None



Halstead Drive Boat Launch

Old Lincoln Ave ROW off of Halstead Dr

Public Water Access

This boat launch is a primary public access point for Halstead Bay. There is boat trailer parking and a turn-around available for use. Future subdivision was intended to improve parking and usability. It opened for use in 2000.

Maintenance Schedule

Undefined



Tuxedo Road Boat Launch

Tuxedo Road ROW

Public Water Access

The boat launch on Tuxedo Road has been in operation since the early 1970's. It has a parking lot on site. This site requires very minimal maintenance. It was reconstructed in 2018 as part of the Enchanted Lane Road project.

Maintenance Schedule

Undefined



Linden Park

3900 Hunters Trail
3.85 Acres

Neighborhood Mini Park

Located in Hunters Crest, Linden Park sports a colorful playground, basketball and sand volleyball courts and a picnic pavilion.



Park Amenities

- Playground Equipment - 2005
- Basketball Court - 2005
- Basketball Court Resurface - 2016
- Sand Volleyball Court - 2014
- Concrete walk - 2005
- Bituminous path - 2005
- Shelter - 2005
- Picnic table & bench - 2005
- Drinking fountain - 2005
- Rubber Mulch - 2017
- Trail Mill and Overlay - 2024
- Volleyball Court Maintenance - 2025

Maintenance Schedule

- 2026 - Reroof Pavilion
- 2026 - Reclamite on Trail
- 2027 - New Backboards on Basketball Hoops
- 2029 - Playground Equipment

Linden Park will need general maintenance each year. The amenities in this park are fairly new and in very good shape.





Lisle Park

4600 Hunters Trail
15.5 acres

Neighborhood Park

The City Council accepted the Master Plan for this new park in Hunters Crest in 2007. This plan will be used as a guide for the development of Lisle Park. Phase I of the park development includes mass grading, trail, sod, utilities, and irrigation installation, and the installation of a ball field backstop. These amenities were completed in 2009.

Future phases will be scheduled and completed as funds become available through the City's park dedication fund.

Park Amenities

- Asphalt Loop Trail - 2009
- Irrigation - 2009
- Ballfield - 2009
- Tennis Courts & Parking Lot- 2015
- Additional Parking Lot - 2016
- Baseball Field Benches - 2017
- Bases for Ballfield - 2017
- Pavilion - 2020
- Trail Mill and Overlay — 2024

Maintenance Schedule

- 2027 - Playground Equipment
- 2027 - Slab and Bleachers

15.5 ACRE HUNTERS CREST PARK - ACCEPTED MASTER PLAN DESIGN

CITY OF MINNETRISTA, MINNESOTA

Park Shelter Building

A large multi-use building is part of the main park entrance containing an open picnic shelter area, restrooms, storage space, and an enclosed room to serve as the warming house & summer program room for kids activities. The patio area in front of the building has park orientation and trailhead information for users. The rear patio area contains additional picnic space, custom grill area and overlooks informal green space used for picnic activities, lawn games and winter general skating.

Playground Area

Arbor structures with seating beneath are placed between the two main playground pods for easy viewing of both areas. The playground area to the south contains a sand play space and some playground equipment for the pre-school age group with easy viewing from the park shelter structure. The swings are located in a separate pod. The playground area to the north is the elementary and teen age group space with more unique and challenging equipment. A specialized garden space is created between the two play areas specifically for kids to interact with and touch, such as a sensory garden.

Active Recreational Amenities

The centrally located ballfield area contains a skinned infield with a backstop and players benches with room for a small soccer field overlay. A multi-purpose paved rink accommodates winter hockey and skating use, summer in-line skating, a basketball half court on one end, and can also provide an area for future skateboard activities, if desired. Double tennis courts are provided on the northern end of the park with a bouncewall on one end. A small sledding hill is created by the playground.

Trails

Asphalt trails allow access to the various recreational amenities within the park. A large internal loop system is created that is approximately 4/10 of a mile long, with an additional mini-loop around the sledding hill. Possible additions to the trail system include distance markers, exercise stations, trail lighting, and bench seating areas in select locations. The preferred connection to the regional trail would be between the ponds, if possible, otherwise there will be a connection by sidewalk on the southern end along Hunters Trail. A trailhead would be created by the main park building.

Landscape

Most of the park contains manicured turf that may be irrigated. Natural landscaping shall be used in areas where naturalization best fits with the surroundings. Examples include naturalizing the pond edges, the perimeter of the site that is adjacent to more natural landscapes, etc. The natural landscapes will be designed to separate use areas within the park, provide wildlife habitat, and provide shade.



1	City of Minnetrista Parks, Trails and Open Space Capital Improvement Plan									
2										
3										
4										
5										
6	Inflation Assumptions				3%	3%	3%	3%	3%	3%
7	Revenues				2%	2%	2%	2%	2%	2%
8	Expenses									
9	Investment Income									
10										
11		Actual	Actual	Actual	Actual	Actual	YTD/Projected	Budget	Projected	Projected
12		2020	2021	2022	2023	2024	2025	2026	2027	2028
13	Expenses									
14	Game Farm Road	\$ 14,383.00	\$ 14,383.00	\$ 14,383.00	\$ 14,383.00	\$ 14,383.00	\$ 14,383.00	\$ 14,383.00	\$ 14,383.00	\$ 14,383.00
15	Gene Lehner Park				\$ 391,261.00			\$ 1,600.00		\$ 1,100.00
16	Friendship Park			\$ 128,000.00						
17	Lisle Park Tennis Courts									
18	Lisle Park - Additional Parking Lot									
19	Lisle Park Picnic Shelter	\$ 41,485.00	\$ 32,600.00							
20	Lisle Park Playground							\$ 50,000.00	\$358,850.00	
21	Lisle					\$ 54,097.00				
22	misc other improvements	\$ 1,668.00	\$ 10,000.00	\$ 31,209.00	\$ 10,000.00	\$ 11,334.15	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
23	Douglas			\$ 26,200.00		\$ 8,666.00				
24	Linden					\$ 27,795.00		\$ 21,000.00		
25	Slow Creek					\$ 5,000.00		\$ 700.00		\$ 900.00
26	Jennings Park		\$ 150,000.00							
27	Merz Marsh Park					\$ 4,826.00	\$ 5,000.00	\$ 3,200.00	\$ 80,000.00	
28	Woods of Saga Hill									
29	Perennial							\$ 23,000.00		\$ 1,000.00
30	Capital Outlay									
31	Gillespie Property									
32	Adler Nature Trail						\$ 16,000.00	\$ 700.00		
33	Kings Point Fishing Pier								\$ 12,000.00	\$ 600.00
34	North & South Cusoke							\$ 7,500.00		
35	Total Expenses	\$ 57,536.00	\$ 206,983.00	\$ 199,792.00	\$ 415,644.00	\$126,101.15	\$ 45,383.00	\$132,083.00	\$475,233.00	\$ 27,983.00
36	Revenues									
37	Bond Proceeds/other financing sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Park Dedication Fees	\$ 47,760.00	\$ 295,392.00	\$ 304,946.00	\$ 50,000.00	\$300,055.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
39	Investment Income/market value adjustment	\$ 11,317.00	\$ 9,387.00	\$ (70,531.00)	\$ 43,597.00	\$ 39,573.00	\$ 34,357.00	\$ 30,000.00	\$ -	\$ -
40	Grant									
41	Property Tax Levy									
42	Total Revenues	\$ 59,077.00	\$ 304,779.00	\$ 234,415.00	\$ 93,597.00	\$339,628.00	\$ 84,357.00	\$ 80,000.00	\$ 50,000.00	\$ 50,000.00
	Balance sheet AJE's -	\$ 699.00								
	additional projected activity for year									
43	Cash Balance	\$949,245.40	\$ 1,047,041.40	\$ 1,081,664.40	\$ 759,617.40	\$973,144.25	\$ 1,012,118.25	\$960,035.25	\$534,802.25	\$ 556,819.25

1 City of Minnetrista
2 Tree Replacement Fund



	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	YTD/Projected 2025	Budget 2026
7 Expenses							
8 Tree Replacement -Gillespie							
9 Tree Replacement - Hunters Crest/ponds of Hunters							
10 Tree Replacement - Jennings Park and Linden							
11 Tree Replacement - Lisle Park *							
12 Aerial Lift Truck for Tree Trimming/Removal						42,822	
13 Tree Trust				14,358			
14 Tree Replacement Other	7,425	3,813	27,019	10,566	19,321	8,592	10,000
15 Total Expenses	7,425	3,813	27,019	24,924	19,321	51,414	10,000
16							
17 Revenues							
18							
19 Tree Replacement Fees	55,800	2,000	-	-	-		
20 Investment Income/Market Value Adjustment	4,928	(2,413)	(23,095)	16,437	17,352	10,705	8,000
21							
22							
23 Total Revenues	60,728	(413)	(23,095)	16,437	17,352	10,705	8,000
24 Balance sheet AJE's - additional projected activity for year							
25 Cash Balance	415,571	411,345	361,231	352,744	350,775	310,066	308,066

Notes:
* The Aerial Lift Truck was included in the CIP equipment plan that was presented to the City Council in during the 2025 budget process

CITY OF MINNETRISTA
CITY COUNCIL AGENDA ITEM



Subject: Property Discussion

Prepared By: Jasper Kruggel, City Administrator
Craig Squires, Director of Public Safety
David Abel, Community Development Director

Meeting Date: November 17, 2025

Issue: Staff would like to engage City Council related to complaints received about properties at 9550 West Hill Road and 7501 CR 110 W.

Overview: Staff received complaints about the properties at 9550 West Hill Road and 7501 CR 110 W related to the unsightliness of the properties, inquiring about criminal and civil violations. Related to the civil complaints, the Minnetrista Police Department was able to visit each of these sites, document violations, and develop criminal complaints. The property at 9550 West Hill Road has proceeded with the criminal complaint process, but due to the property owners attempting to make progress, the criminal complaints for 7501 CR 110 W are on hold. These criminal complaints are generally related to unlicensed vehicles and other equipment. Related to the civil complaints, the core violations are related to the following sections of code:

1. Chapter 5, Section 505.07, Subd. 7 – Storage of Materials

It has been observed that materials including, but not limited to, junk vehicles, scrap wood, metal, appliances, construction debris, etc., are being stored outdoors on the premises in a manner inconsistent with city regulations. This type of outdoor storage is not permitted in the city unless it is properly screened and maintained per ordinance requirements. For a complete list of what type of outdoor storage is allowed, what must be screened, the proper type of screening, and what is not allowed for outside storage, please consult Section 505.07 Subd 7 (c) of City Code.

2. Chapter 5, Section 505.07, Subd. 10 – Home Occupations

Evidence suggests that a business is being operated at the residence that does not conform to the permitted standards for a home occupation (Westwood Tree Works). These standards restrict commercial activities from operating from residential properties that generate excessive traffic, require outdoor storage, or otherwise alter the residential character of the property.

3. Chapter 15, Section 1510 – Nuisances

Conditions on the property, including the accumulation of a large number of debris and materials, may constitute a public nuisance as defined under City Code. Nuisances that

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.

negatively impact surrounding properties or the public welfare must be addressed promptly.

Letters have been sent to each of the properties, and the owner at 9550 West Hill Road have not met compliance, and according to neighbors, have accumulated more materials on their site since the letter has been sent. The owners at 7501 CR 110 W have started to remove materials, making some progress on the site, but have not met the timeline given by staff for October due to some health issues that have arisen. Below are 2024 aerial photos of each of the properties.

9550 West Hill Road



7501 CR 110 W



Mission Statement:

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Recommended City Council Action: Staff request City Council engage in a discussion and provide direction to staff on how to proceed with these property complaints.

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CITY OF MINNETRISTA
REQUEST FOR CITY COUNCIL DISCUSSION



Subject: SWAMP Update

Prepared By: Alyson Fauske, PE, City Engineer

Meeting Date: November 17, 2025

Attachment: Bathymetric Survey Summary Memo

The City’s Storm Water Asset Management Program (SWAMP) is a tool that prioritizes inspection and maintenance requirements for stormwater Best Management Practices (BMPs) such as ponds, infiltration or filtration basins and rain gardens. A score of 100 represents a BMP that is fully functioning as designed. When the SWAMP score reaches 65 it may be time for the BMP to be maintained. There are currently six basins that meet this criterion. At the February 5, 2025 work session council authorized WSB to complete bathymetric on these six basins and the results are summarized below.

Table 1. Bathymetric Survey Recommendations

HOA	Basin ID	Year Built	SWAMP score	Recommendation Based on Bathymetric Survey Results	Estimated Construction Budget
Heatherwood Glen	P-61	1996	49	Do nothing	-
Hunters Crest	P-13	2003	24	Excavate to 4.7’ average depth	\$16,400
	W-9	2003	48	Do Nothing	-
Jennings Cove	P-84	1987	24	Excavate to 2.5’ average depth	\$20,800
Palmer Pointe	P-68	2008	57	Excavate to 5.4’ average depth	\$29,200
	P-69	2008	39	Excavate to 3.5’ average depth	\$16,800

Additional costs to complete this work include design and construction administration costs, construction contingencies, access/restoration costs, or costs to address contaminated material.

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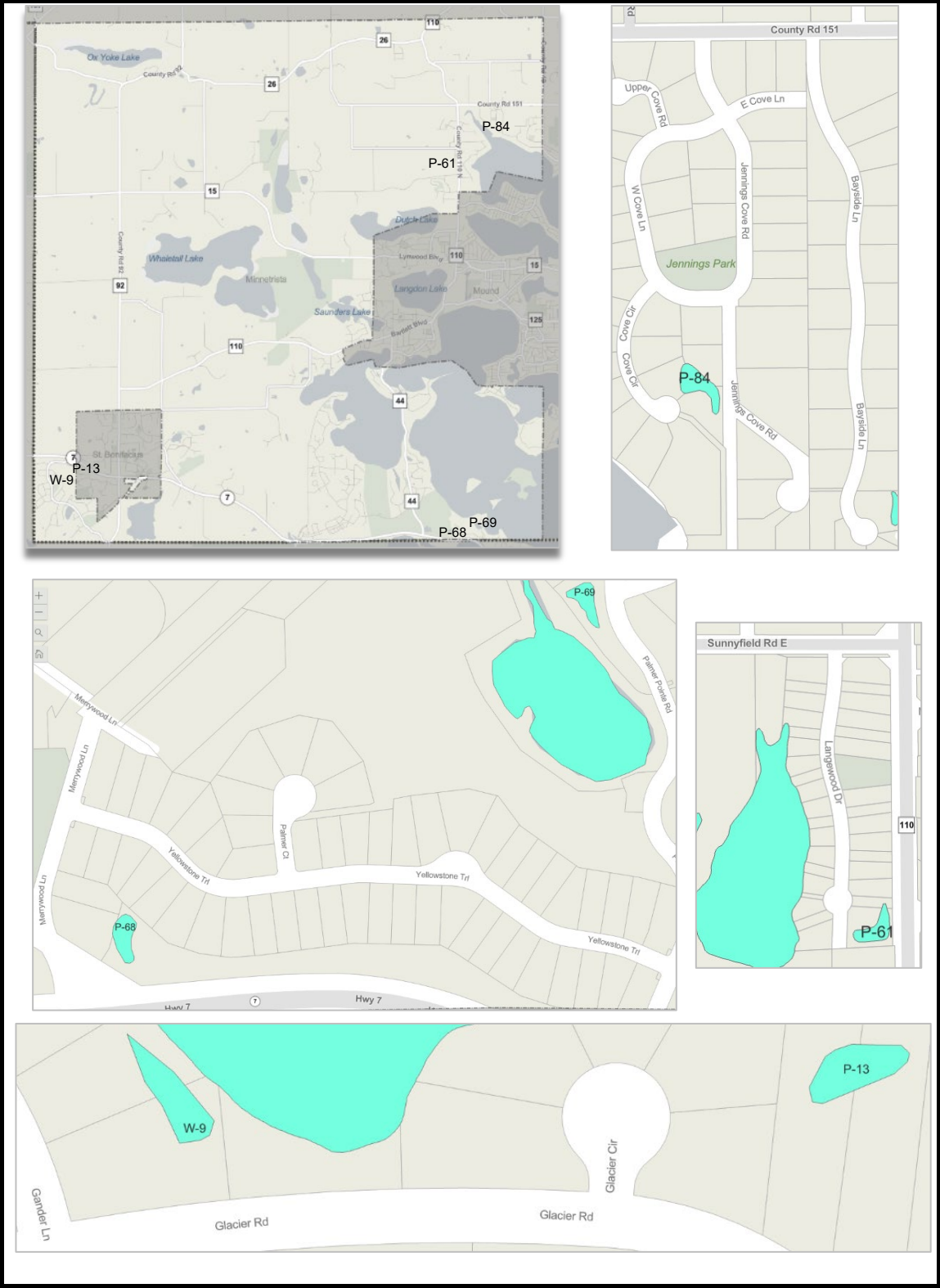


Figure 1. Bathymetric Survey Locations

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.

Pond excavations should take place prior to any street improvement projects. In 2022 new pavement was installed in Jennings Cove; the Jennings Cove Road cul de sac (one the east side of P-84) was not included in the project. It is anticipated that street improvement projects in Palmer Pointe and Hunters Crest will be done in 2027 and 2029, respectively.

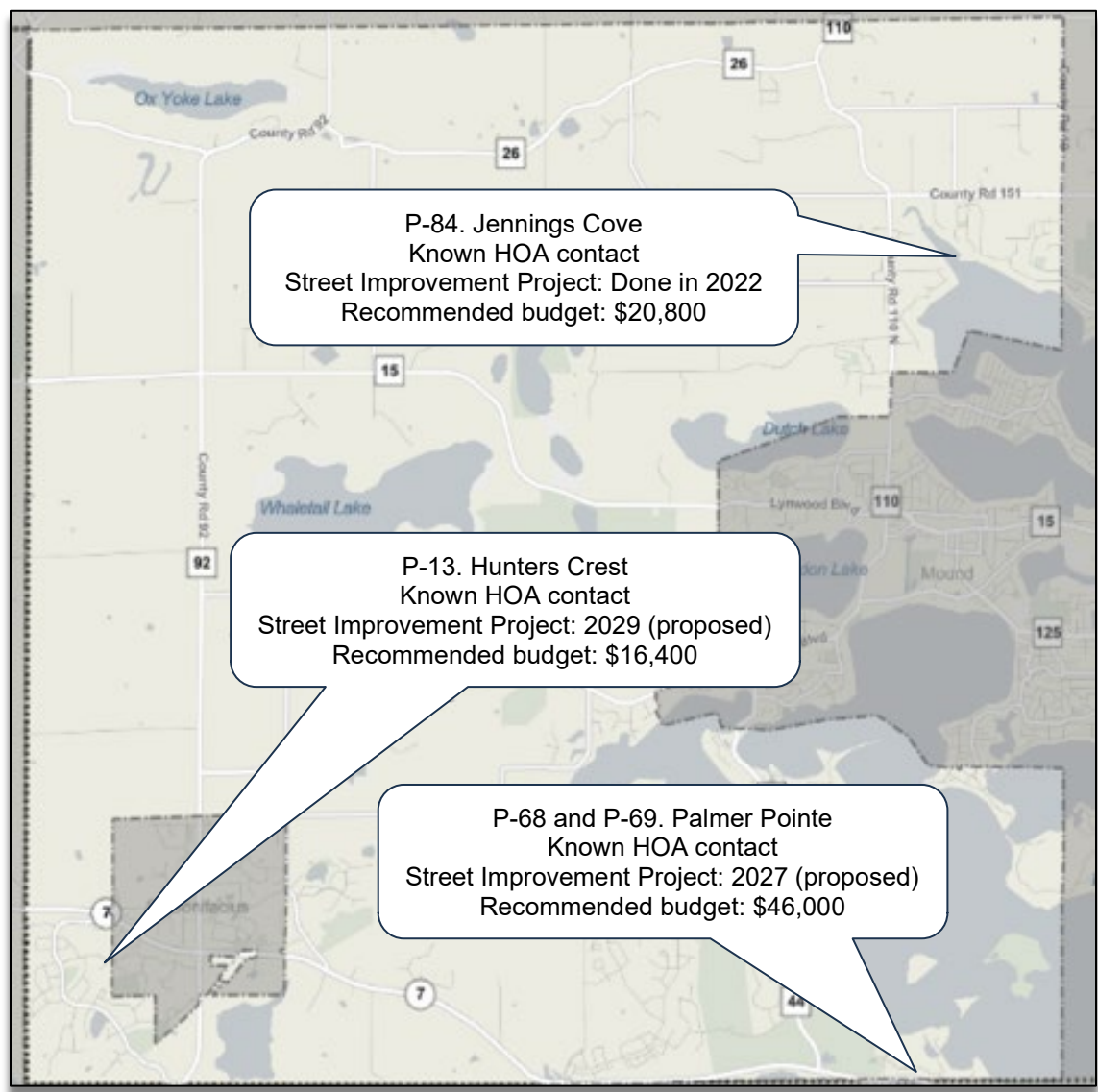


Figure 2. Recommended Pond Excavations

Staff requests city council direction on the next steps. Options include:

1. City-led project to excavate ponds paid by the Storm Water Fund, assessments per Minnesota Statutes Section 429, or a combination of both.

Mission Statement:

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2. Contact the three affected HOAs with the recommendations and estimated costs. If HOAs don't respond or indicate that a project is cost-prohibitive staff would bring the item back to council for discussion.

Mission Statement:

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Memorandum

To: Alyson Fauske, PE

From: Laura Rescorla, PE
 Samuel Lamaritata, EIT

Date: September 2, 2025

Re: 2025 Pond Maintenance Project
 City of Minnetrista, MN
 WSB Project No. 028841-000

This memo summarizes our review of Basins P-13, P-61, P-68, P-69, P-84, and W-9 and investigation into options to maintain and improve pond performance for water quality, volume management, and outlet function.

Basin P-13

Basin P-13, located north of Glacier Road and east of Glacier Circle, is owned by Hunters Crest HOA. The pond is shown in the National Wetland Inventory (NWI) and in arials dating back to 1971.

Table 1: Basin P-13 Summary

Drainage Area (ac)	6.1
Impervious Percentage (%)	45
Basin Area (ac)	0.18
Normal Water Level, NWL (ft)	963.38
Current Average Depth (ft)	2.2
SWAMP Managed Depth (ft)	4.7
Current SWAMP Score (0-100)	46
Outlet(s)	12" RCP (NE)
Inlet(s)	18" RCP (SW)
Survey Date	May 2025

Inspection Observations

The 24" southwest inlet, shown in **Figure 1**, is clogged with leafy debris. The outlet pipe, shown in **Figure 2**, is impeded by vegetative debris.



Figure 1: 18" RCP Inlet (SW)



Figure 2: 12" RCP Outlet (NE)

Water Quality Analysis

SWAMP was used to estimate the total phosphorus (TP) and total suspended solids (TSS) annual reductions for Basin P-13 as shown in **Table 2**.

Table 2: Basin P-13 Maintenance Options

Option	Description	Volume to Excavate (cy)	Estimated Cost to Excavate*	TP Removal Efficiency (%)	Annual TP Reduction (lbs/yr)	TSS Removal Efficiency (%)	Annual TSS Reduction (tons/yr)	Life Cycle TP Cost Benefit (\$/lb TP)
Existing	2.2' average depth	N/A	N/A	45.2	2.17	72	0.52	N/A
1	Excavate to 2.5' average depth	50	\$5,000	47.4	2.28	76.0	0.55	\$638
2	Excavate to 3.5' average depth	220	\$8,800	53.0	2.55	87.5	0.64	\$185
3	Excavate to 4.0' average depth	300	\$12,000	55.1	2.65	93.0	0.68	\$151
4	Excavate to 4.7' average depth (SWAMP Managed Depth)	410	\$16,400	57.7	2.77	93.0	0.68	\$127

*Excavation cost estimates are based on a cost of \$40 per cubic yard. Although average excavation costs for Management Levels 1 and 2 material would likely be lower, \$40/cy accounts for a bulking factor of 1.4 for the change in compacted (in-place) volume to loose (hauled off) volume. Cost estimates do not include indirect costs, contingencies, access/restoration costs, or costs to address contaminated materials.

Recommendations

WSB recommends Option 4 as shown in **Table 2**, dredging the pond to an average depth of 4.7 feet to remove the accumulated sediment and improve TP and TSS removal efficiencies. As a part of the dredging project, we recommend clearing the vegetation and debris from the inlet and outlet.

Basin P-61

Basin P-61, located west of County Road 110 North and east of Langewood Drive, is likely owned by Heatherwood Glen HOA. The pond is shown in the NWI and in aerials dating back to 1945.

Table 3: Basin P-61 Summary

Drainage Area (ac)	9.3
Impervious Percentage (%)	43
Basin Area (ac)	0.15
NWL (ft)	957.46
Current Average Depth (ft)	1.8
SWAMP Managed Depth (ft)	4.8
Current SWAMP Score (0-100)	37
Outlet(s)	15" RCP (W)
Inlet(s)	18" RCP (N)
Survey Date	May 2025

Inspection Observations

The 18" northern inlet shown in **Figure 3** appears to be in good condition. The 15" RCP outlet, **Figure 4**, is approximately 10% filled with sediment and a small sinkhole has formed over the pipe.



Figure 3: 18" RCP Inlet (N)



Figure 4: 15" RCP Outlet (W)

Water Quality Analysis

SWAMP was used to estimate the TP and TSS reductions for Basin P-61 as shown in **Table 4**.

Table 4: Basin P-61 Maintenance Options

Option	Description	Volume to Excavate (cy)	Estimated Cost to Excavate*	TP Removal Efficiency (%)	Annual TP Reduction (lbs/yr)	TSS Removal Efficiency (%)	Annual TSS Reduction (tons/yr)	Life Cycle TP Cost Benefit (\$/lb TP)
Existing	1.8' average depth	N/A	N/A	43.2	3.06	69.33	0.74	N/A
1	Excavate to 3.0' average depth	340	\$13,600	51.8	3.67	85.0	0.91	\$181
2	Excavate to 4.0' average depth	530	\$21,200	56.4	4.00	93.0	1.00	\$140
3	Excavate to 4.8' average depth (SWAMP Managed Depth)	760	\$30,400	59.25	4.20	93.0	1.00	\$145

*Excavation cost estimates are based on a cost of \$40 per cubic yard. Although average excavation costs for Management Levels 1 and 2 material would likely be lower, \$40/cy accounts for a bulking factor of 1.4 for the change in compacted (in-place) volume to loose (hauled off) volume. Cost estimates do not include indirect costs, contingencies, access/restoration costs, or costs to address contaminated materials.

Recommendations

With the existing pond footprint, the maximum achievable average depth is approximately 3.0 feet. We recommend Option 1 as shown in **Table 4**, dredging the pond to an average depth of 3.0 feet to remove the accumulated sediment and improve TP and TSS removal efficiencies. Additionally, we recommend updating the SWAMP managed depth to 3.0 feet. As a part of the dredging project, we recommend cleaning out the inlet and outlet pipes and repairing the sinkhole over the outlet pipe.

Basin P-68

Basin P-68, located north of Highway 7, east of Merrywood Lane, and south of Yellowstone Trail, is owned by Palmer Pointe HOA. The pond is shown in the NWI and in aerials dating back to 1962.

Table 5: Basin P-68 Summary

Drainage Area (ac)	15.98
Impervious Percentage (%)	42
Basin Area (ac)	0.23
NWL (ft)	967.87
Current Average Depth (ft)	2.1
SWAMP Managed Depth (ft)	5.4
Current SWAMP Score (0-100)	38
Outlet(s)	21" RCP (E),
Inlet(s)	15" RCP (SW), 24" RCP (N)
Survey Date	May 2025

Inspection Observations

Both the 15" and 24" inlets, shown in **Figures 5 and 7** respectively, are partially filled with debris. The 21" RCP outlet is fully submerged and shown in **Figure 6**. Based on the as built and the noted NWL, this is a skimmer (back sloped) outlet pipe.



Figure 5: 15" RCP Inlet (SW)



Figure 6: 21" RCP Inlet (E)



Figure 7: 24" RCP Inlet (N)

Water Quality Analysis

SWAMP was used to estimate the TP and TSS reductions for Basin P-68 as shown in **Table 6**.

Table 6: Basin P-68 Maintenance Options

Option	Description	Volume to Excavate (cy)	Estimated Cost to Excavate*	TP Removal Efficiency (%)	Annual TP Reduction (lbs/yr)	TSS Removal Efficiency (%)	Annual TSS Reduction (tons/yr)	Life Cycle TP Cost Benefit (\$/lb TP)
Existing	2.1' average depth	N/A	N/A	37.4	4.72	64.0	1.23	N/A
1	Excavate to 2.5' average depth	90	\$5,000	40.3	5.10	67.0	1.28	\$390
2	Excavate to 3.5' average depth	310	\$12,400	46.1	5.83	74.0	1.42	\$196
3	Excavate to 4.5' average depth	530	\$21,200	50.3	6.36	83.0	1.59	\$156
4	Excavate to 5.0' average depth	640	\$25,600	52.1	6.58	87.5	1.68	\$158
5	Excavate to 5.4' average depth (SWAMP Managed Depth)	730	\$29,200	53.4	6.75	90.0	1.72	\$160

**Excavation cost estimates are based on a cost of \$40 per cubic yard. Although average excavation costs for Management Levels 1 and 2 material would likely be lower, \$40/cy accounts for a bulking factor of 1.4 for the change in compacted (in-place) volume to loose (hauled off) volume. Cost estimates do not include indirect costs, contingencies, access/restoration costs, or costs to address contaminated materials.*

Recommendations

We recommend Option 5 as shown in **Table 6**, dredging the pond to an average depth of 5.4 feet to remove the accumulated sediment and improve TP and TSS removal efficiencies. As part of the dredging project, we recommend removal of debris in the inlet pipes to allow for better drainage.

Basin P-69

Basin P-69, located north of Yellowstone Trail and west of Palmer Pointe Road, is owned by Palmer Pointe HOA. The pond is shown in the NWI and in aerials dating back to 1960.

Table 7: Basin P-69 Summary

Drainage Area (ac)	9.81
Impervious Percentage (%)	51
Basin Area (ac)	0.17
NWL (ft)	929.86
Current Average Depth (ft)	1.3
SWAMP Managed Depth (ft)	5.1
Current SWAMP Score (0-100)	26
Outlet(s)	OCS with a 12" RCP (NW)
Inlet(s)	15" RCP (NE), 24" RCP (S),
Survey Date	May 2025

Inspection Observations

The 15" inlet shown in **Figure 8** is nearly full of sediment. The 24" RCP inlet is approximately 60% filled with sediment and debris as shown in **Figure 9**. Some damage to the weir in the outlet control structure as shown in **Figure 10**, was noted during the inspection.



Figure 8: 15" RCP Inlet (NE)



Figure 9: 24" RCP Inlet (S)



Figure 10: Outlet Control Structure (NW)

Water Quality Analysis

SWAMP was used to estimate the TP and TSS reductions for Basin P-69 as shown in **Table 8**.

Table 8: Basin P-69 Maintenance Options

Option	Description	Volume to Excavate (cy)	Estimated Cost to Excavate*	TP Removal Efficiency (%)	Annual TP Reduction (lbs/yr)	TSS Removal Efficiency (%)	Annual TSS Reduction (tons/yr)	Life Cycle TP Cost Benefit (\$/lb TP)
Existing	1.3' average depth	N/A	N/A	31.7	2.75	58.5	0.77	N/A
1	Excavate to 2.0' average depth	140	\$5,600	38.9	3.37	65.0	0.85	\$262
2	Excavate to 3.0' average depth	330	\$13,200	45.9	3.97	72.0	0.94	\$193
3	Excavate to 3.5' average depth	420	\$16,800	48.5	4.20	78.5	1.03	\$190
4	Excavate to 4.5' average depth	620	\$24,800	52.7	4.56	87.5	1.15	\$188
5	Excavate to 5.1' average depth (SWAMP Managed Depth)	730	\$29,200	54.7	4.74	91.5	1.20	\$188

*Excavation cost estimates are based on a cost of \$40 per cubic yard. Although average excavation costs for Management Levels 1 and 2 material would likely be lower, \$40/cy accounts for a bulking factor of 1.4 for the change in compacted (in-place) volume to loose (hauled off) volume. Cost estimates do not include indirect costs, contingencies, access/restoration costs, or costs to address contaminated materials.

Recommendations

With the existing pond footprint, the maximum achievable average depth is approximately 3.5 feet. We recommend Option 3 as shown in **Table 8**, dredging the pond to an average depth of 3.5 feet to remove the accumulated sediment and improve TP and TSS removal efficiencies. Additionally, we recommend updating the SWAMP managed depth to 3.5 feet. As part of the dredging project, we recommend removal of debris in the inlet pipes to allow for better drainage.

Basin P-84

Basin P-84, located south of West Cove Lane, east of Cove Circle, and west of Jennings Cove Road, is likely owned by Jennings Cove HOA. The pond is shown in the NWI and in aerials dating back to 1945.

Table 9: Basin P-84 Summary

Drainage Area (ac)	18.51
Impervious Percentage (%)	37
Basin Area (ac)	0.27
NWL (ft)	965.57
Current Average Depth (ft)	1.3
SWAMP Managed Depth (ft)	5.6
Current SWAMP Score (0-100)	23
Outlet(s)	12" RCP (S)
Inlet(s)	15" RCP (SW), 12" RCP (N)
Survey Date	May 2025

Inspection Observations

The 12" inlet shown in **Figure 11** is damaged, and the pipe is separated from the flared end section. The 15" RCP appears to be in good condition, as shown in **Figure 12**. The 12" outlet was underwater at the time of the survey, as shown in **Figure 13**.



Figure 11: 12" RCP Inlet (N)



Figure 12: 15" RCP Inlet (SW)



Figure 13: 12" RCP Outlet (S)

Water Quality Analysis

SWAMP was used to estimate the TP and TSS reductions for Basin P-84 as shown in **Table 10**.

Table 10: Basin P-84 Maintenance Options

Option	Description	Volume to Excavate (cy)	Estimated Cost to Excavate*	TP Removal Efficiency (%)	Annual TP Reduction (lbs/yr)	TSS Removal Efficiency (%)	Annual TSS Reduction (tons/yr)	Life Cycle TP Cost Benefit (\$/lb TP)
Existing	1.3' average depth	N/A	N/A	36.7	4.58	63	1.19	N/A
1	1.8' (as built) average depth	N/A	N/A	42.3	5.27	68.7	1.30	\$270
2	Excavate to 2.5' average depth	520	\$20,800	47.9	5.97	76.0	1.44	\$188
3	Excavate to 3.5' average depth	950	\$38,000	53.4	6.66	90.0	1.70	\$179
4	Excavate to 4.5' average depth	1380	\$55,200	57.4	7.16	93.0	1.76	\$177
5	Excavate to 5.0' average depth	1590	\$63,600	59.1	7.37	93.0	1.76	\$175
6	Excavate to 5.6' average depth (SWAMP Managed Depth)	1850	\$74,000	60.7	7.58	93.0	1.76	\$173

*Excavation cost estimates are based on a cost of \$40 per cubic yard. Although average excavation costs for Management Levels 1 and 2 material would likely be lower, \$40/cy accounts for a bulking factor of 1.4 for the change in compacted (in-place) volume to loose (hauled off) volume. Cost estimates do not include indirect costs, contingencies, access/restoration costs, or costs to address contaminated materials.

Recommendations

The existing shape of the pond constrains the average depth that could be achieved as part of a maintenance project. Although the deepest section could likely be excavated to achieve an average depth equal to the SWAMP managed depth (5.6 ft), the overall average depth would likely be closer to 2.5 feet. We recommend Option 2 in **Table 10**, dredging the pond to an average depth of 2.5 feet to remove the accumulated sediment and improve TP and TSS removal efficiencies. Additionally, the SWAMP Managed Depth should be updated to 2.5 feet.

Basin W-9

W-9, located north of Glacier Road and east of Gander Lane, is owned by Hunters Crest HOA. The pond is shown in the NWI and in aerials dating back to 1951.

Table 11: Basin W-9 Summary

Drainage Area (ac)	3.17
Impervious Percentage (%)	44
Basin Area (ac)	0.14
Normal Water Level, NWL (ft)	963.23
Current Average Depth (ft)	2.1
SWAMP Managed Depth (ft)	3.2
Current SWAMP Score (0-100)	65
Outlet(s)	12" RCP (E)
Inlet(s)	15" RCP (S)
Survey Date	May 2025

Inspection Observations

The 15" inlet, shown in **Figure 14**, is plugged with debris. The 12" RCP outlet appears to be in good condition, though is impeded by some vegetation, as shown in **Figure 15**.



Figure 14: 15" RCP Inlet (S)



Figure 15: 12" RCP Outlet (E)

Water Quality Analysis

SWAMP was used to estimate the TP and TSS reductions for Basin W-9 as shown in **Table 12**.

Table 12: Basin W-9 Maintenance Options

Option	Description	Volume to Excavate (cy)	Estimated Cost to Excavate*	TP Removal Efficiency (%)	Annual TP Reduction (lbs/yr)	TSS Removal Efficiency (%)	Annual TSS Reduction (tons/yr)	Life Cycle TP Cost Benefit (\$/lb TP)
Existing	2.1' average depth	N/A	N/A	48.9	1.21	78.5	0.29	N/A
1	Excavate to 2.5' average depth	60	\$5,000	51.9	1.28	85.0	0.32	\$519
2	Excavate to 3.0' average depth	130	\$5,200	54.9	1.35	91.5	0.34	\$201
3	Excavate to 3.2' average depth (SWAMP Managed Depth)	160	\$6,400	55.9	1.38	93.0	0.35	\$187

**Excavation cost estimates are based on a cost of \$40 per cubic yard. Although average excavation costs for Management Levels 1 and 2 material would likely be lower, \$40/cy accounts for a bulking factor of 1.4 for the change in compacted (in-place) volume to loose (hauled off) volume. Cost estimates do not include indirect costs, contingencies, access/restoration costs, or costs to address contaminated materials.*

Recommendations

This pond is functioning reasonably well, so we do not recommend a dredging project at this time. The pond's function should be re-evaluated in approximately 5 years to determine its function at that time. As possible, we recommend removal of debris and vegetation in and around the inlet and outlet pipes to allow for better drainage.

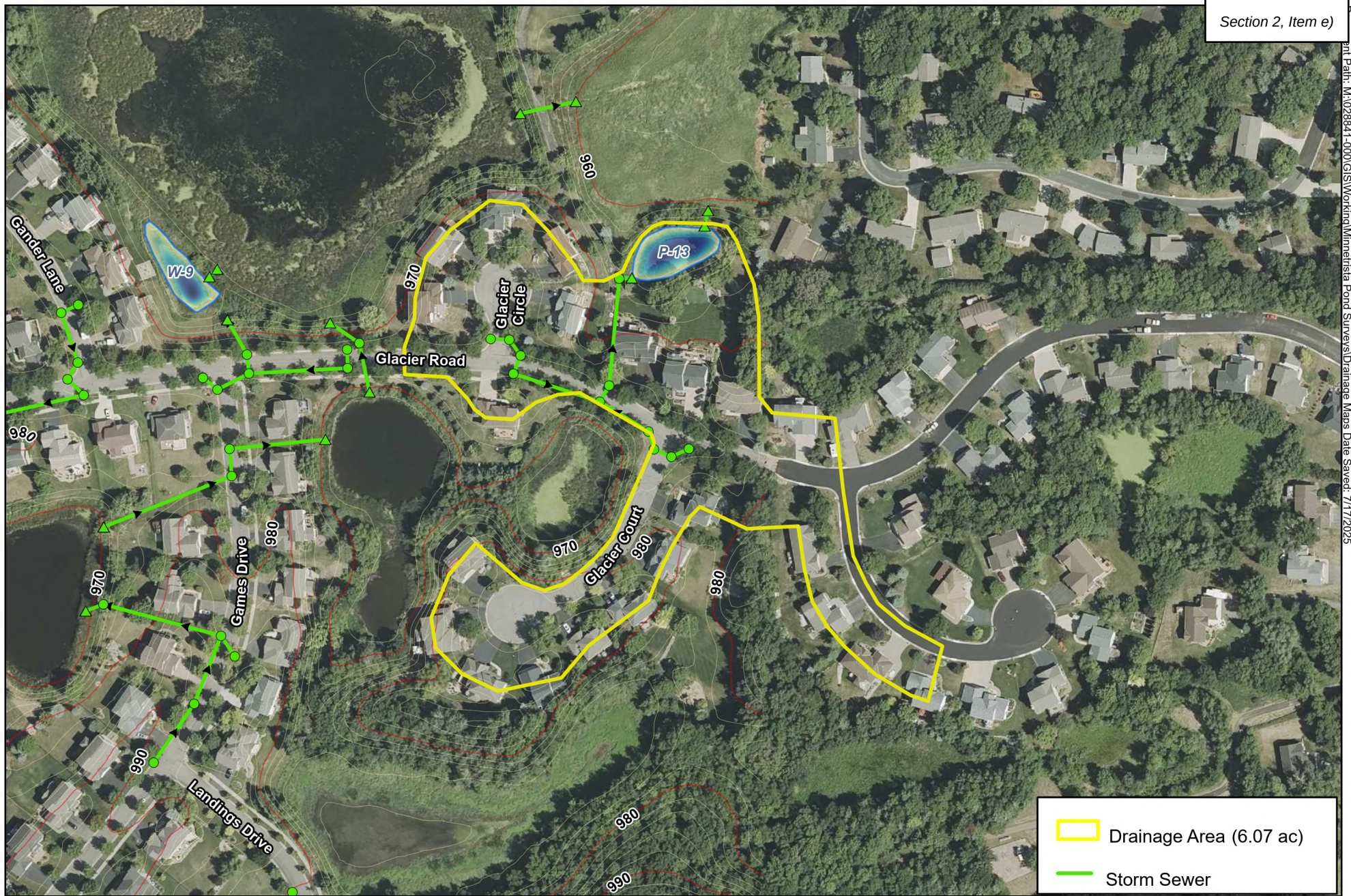


Basin P-13

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City of Minnetrista, MN



0 60 Feet
1 inch = 60 feet



Basin P-13 Drainage Area Map

2025 Pond Surveys
City of Minnetrista, MN



0 200
Feet
1 inch = 200 feet



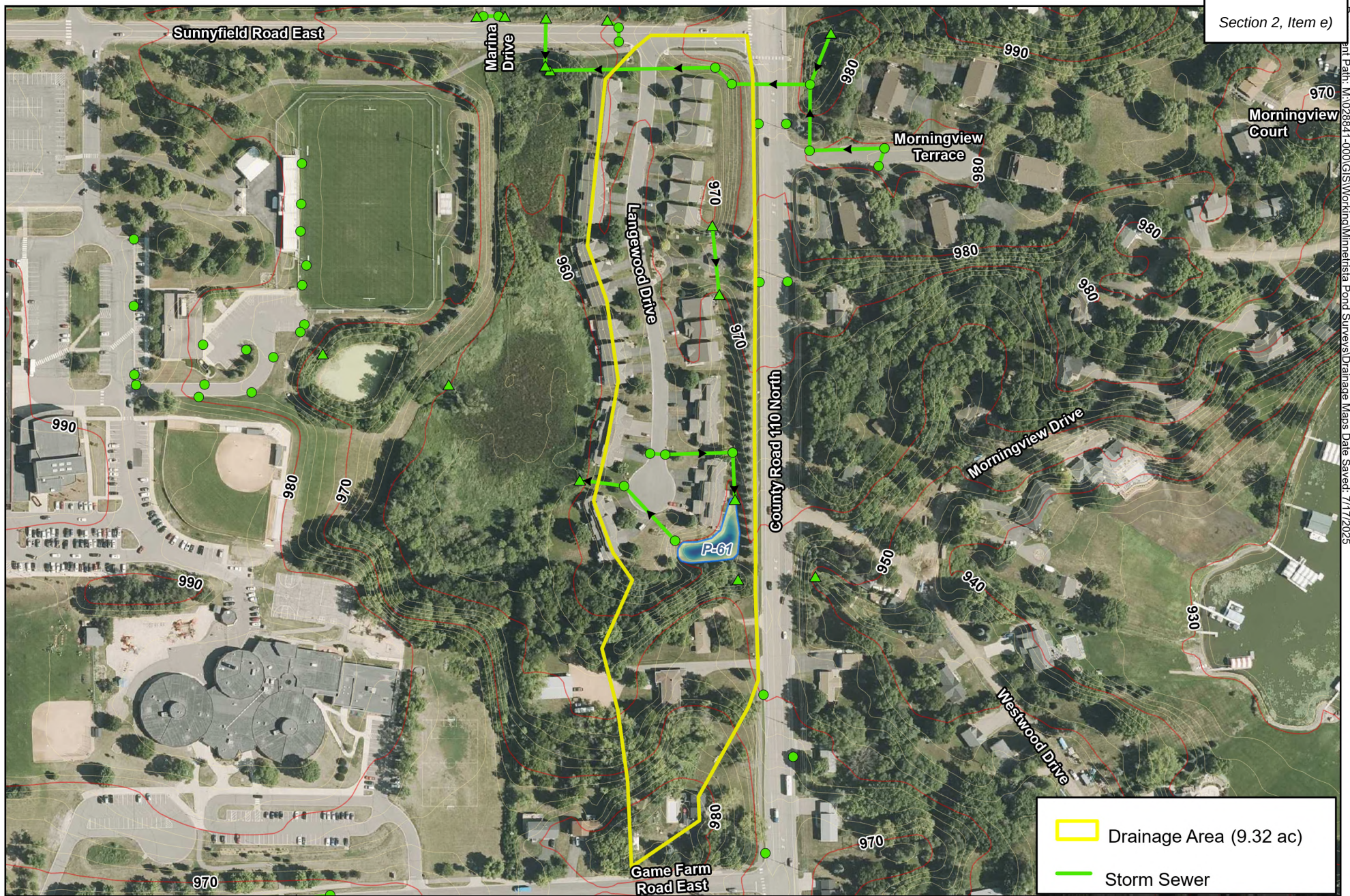
Basin P-61

2025 Pond Surveys
City of Minnetrista, MN



0 50 Feet

1 inch = 50 feet



Basin P-61 Drainage Area Map

2025 Pond Surveys
City of Minnetrista, MN



0 250
Feet
1 inch = 250 feet

Section 2, Item e)

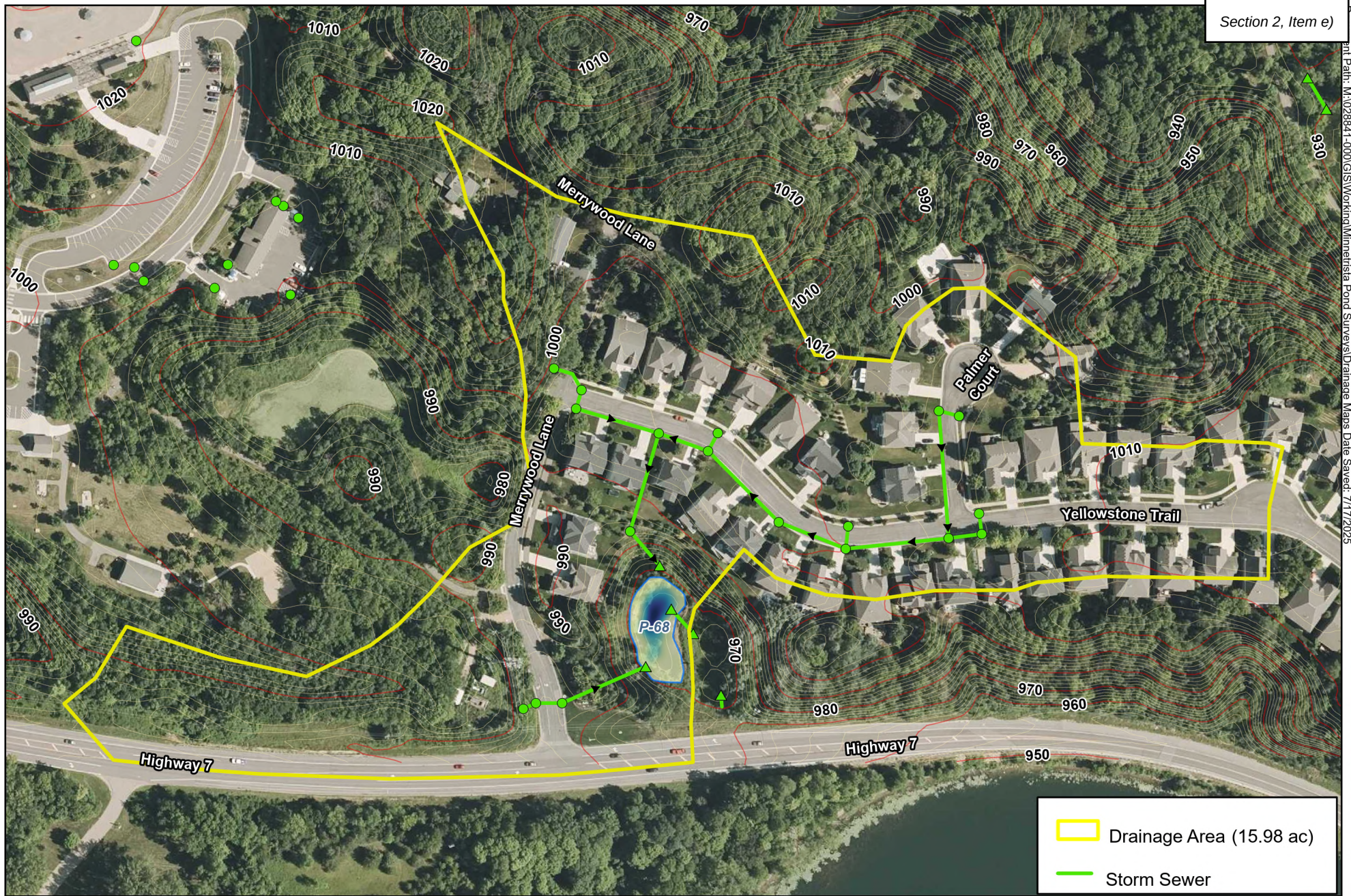


Basin P-68

2025 Pond Surveys
City of Minnetrista, MN



0 60
Feet
1 inch = 60 feet



Basin P-68 Drainage Area Map

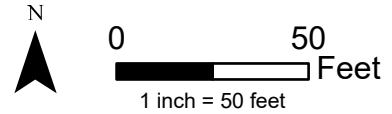
2025 Pond Surveys
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0 200
Feet
1 inch = 200 feet



Basin P-69
2025 Pond Surveys
City of Minnetrista, MN





Basin P-69 Drainage Area Map

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City of Minnetrista, MN



0 300
Feet
1 inch = 300 feet

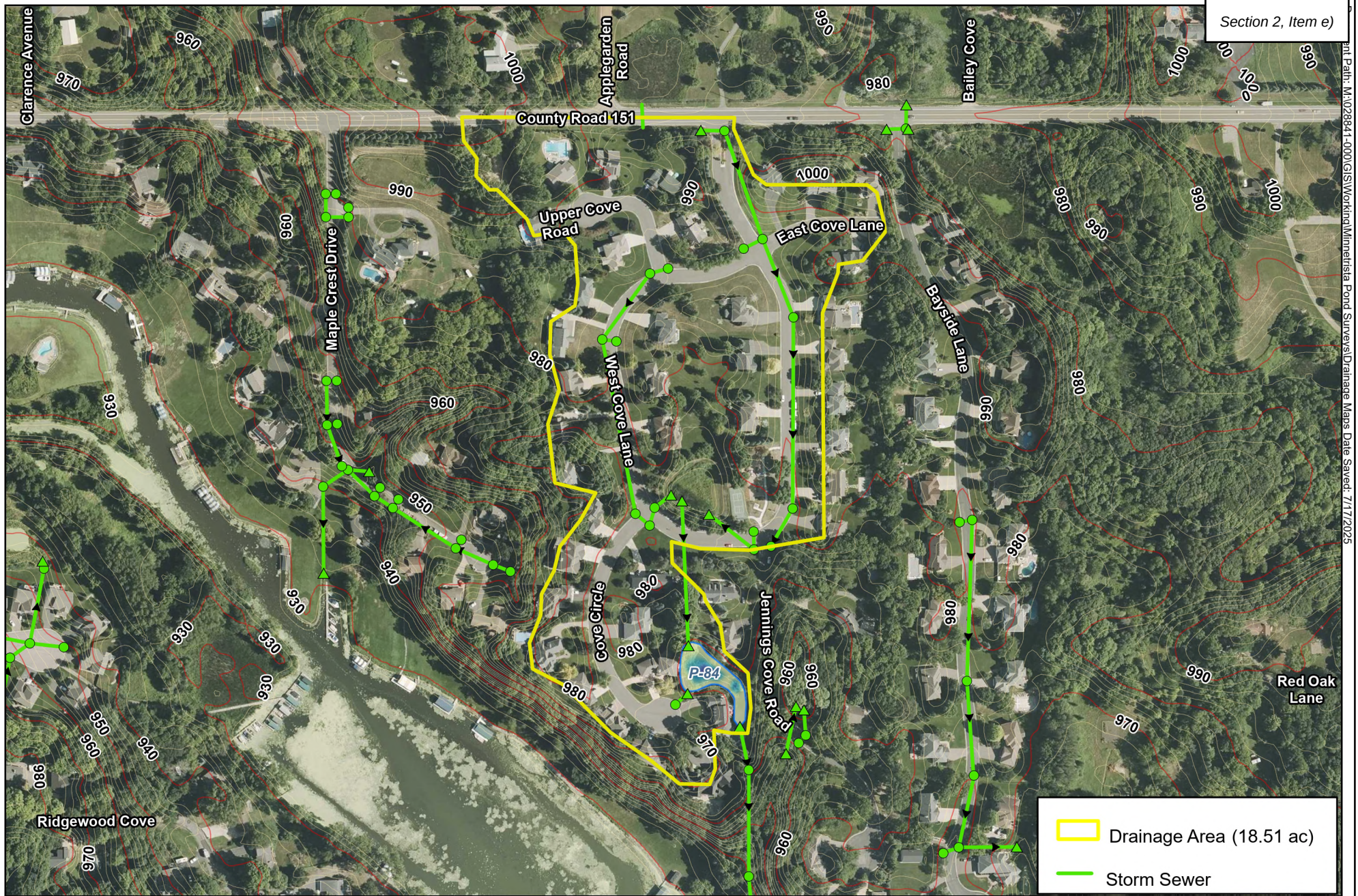


Basin P-84

2025 Pond Surveys
City of Minnetrista, MN



0 60 Feet
1 inch = 60 feet



Basin P-84 Drainage Area Map

2025 Pond Surveys
City of Minnetrista, MN

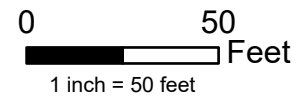


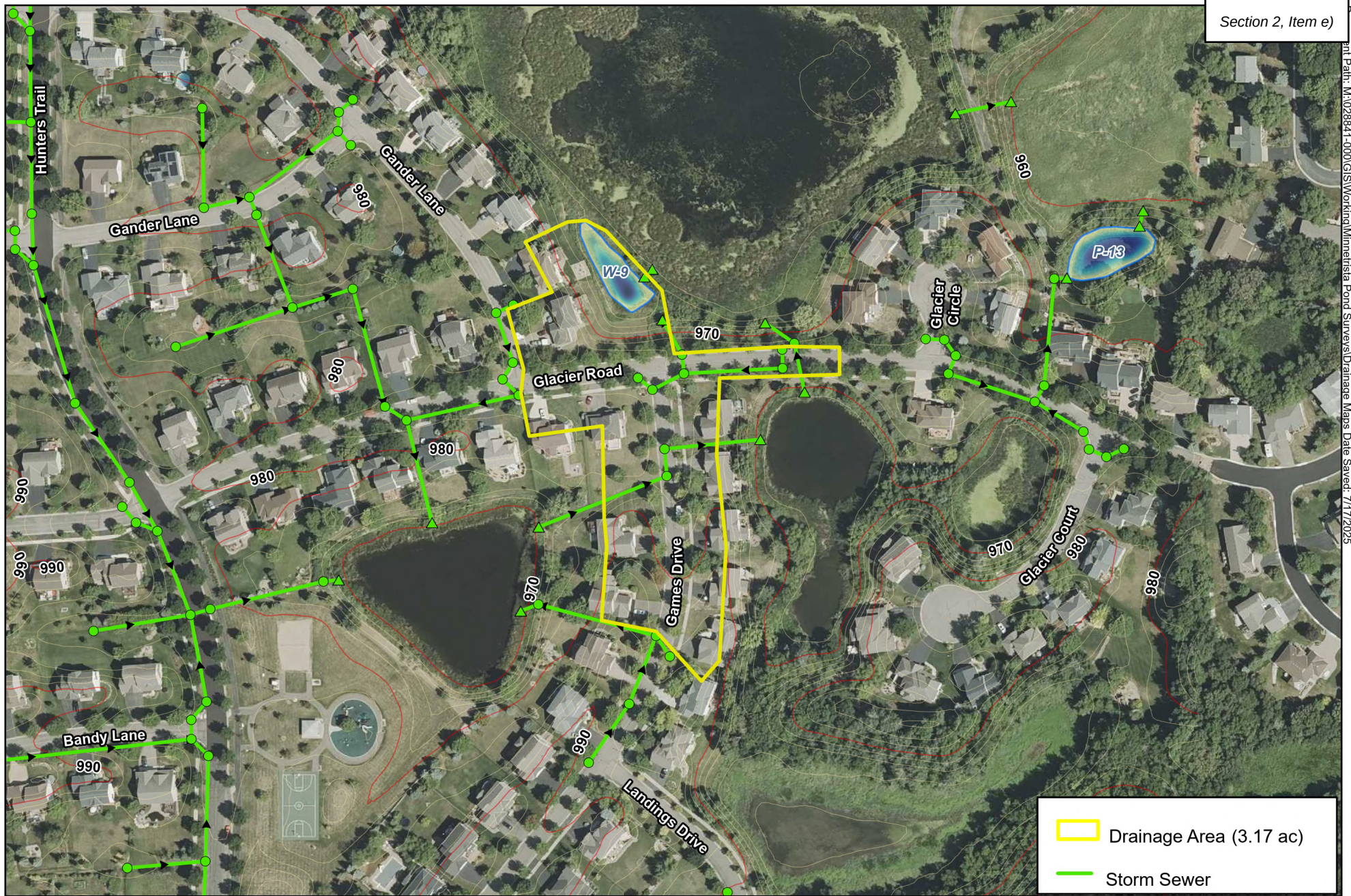
0 300
Feet
1 inch = 300 feet



Basin W-9

2025 Pond Surveys
City of Minnetrista, MN





Basin W-9 Drainage Area Map

2025 Pond Surveys
City of Minnetrista, MN



0 200
Feet
1 inch = 200 feet