



CITY COUNCIL WORK SESSION AGENDA

July 20, 2026 at 5:00 PM

7701 County Road 110 West Minnetrista, MN 55364

Pursuant to Minnesota Statutes, section 13D.02, one or more council members may participate remotely.

1) CALL TO ORDER

2) DISCUSSION ITEMS

- a)** 2050 Comprehensive Plan Task Force Interviews
- b)** Water Meter Reading Software Update
- c)** City Council Pay Check-In
- d)** ATV Ordinance Discussion
- e)** Facility Needs Assessment Update

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 WORK SESSION ITEM 2A

Subject: Appoint 2050 Comprehensive Plan Update Steering Committee

Prepared By: Nickolas Olson, Senior City Planner

Through: David Abel, Community Development Director

Meeting Date: July 20, 2026

Issue: The City Council should establish a Steering Committee that will review public feedback and lead the process of drafting the 2050 Comprehensive Plan update.

Background: The Comprehensive Plan will cover the period from adoption (expected in 2028) through 2050. The Steering Committee will hold monthly meetings beginning in the fall 2026 and members may be asked to attend some additional meetings (community meetings, Planning Commission/City Council meetings) as needed. This activity is intended to be completed throughout 2026 and through 2027. Members of the Steering Committee will also be expected to review and contribute towards drafts of the Comprehensive Plan and assist with public outreach throughout the process.

Discussion: City Staff asked the Parks Commission/Planning Commission for interested volunteers to serve on this committee. Staff also advertised for members of the general public (residents of Minnetrista) to submit an application if interested in serving. Staff would recommend that at least one City Council member serve as well.

Parks Commission/Planning Commission volunteers:

1. Lindsey Jamieson
2. Sarah Hussain
3. Tricia Taylor

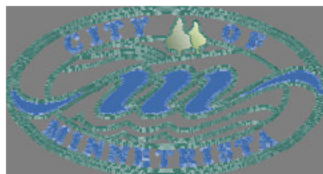
Residents of Minnetrista who submitted an application:

1. Carol Rodgers
2. David Martinson
3. George Zenanko
4. Malini Foobalan
5. Missy Graner

Recommended City Council Action: Hold interviews with interested applicants, discuss who to appoint and, at the regular meeting, adopt a resolution appointing a Steering Committee for the 2050 Comprehensive Plan Update.

Mission Statement:

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APPLICATION FOR COMMISSIONS AND COMMITTEES

Commission(s) and/or Committee(s) you are interested in volunteering for:

☐ Planning Commission
☐ Parks Commission
☒ Other: Comprehensive Plan Steering Committee.

NAME: Carol R. Rodgers Phone Number: [REDACTED]
ADDRESS: [REDACTED] Alt. Phone Number: n-a
CITY: Minnetrista STATE: MN ZIP: 55331 E-mail: [REDACTED]

Briefly describe your education and experience as it relates to the commission or committee you are interested in:

I have an MBA from The Carlson School of Management through their Executive MBA program. In addition to the group of people I studied with, my favorite part of the program is how that it taught me how to think Big Picture and the broader implication(s) of actions and decisions.

I've been in strategy-related roles most of my career. Currently, I'm the V.P. of Strategy for my company. I'm drawn to complex situations that require research, assessment then a decision. I appreciate doing this work with a team.

Please indicate why you want to serve on this commission or committee:

I've lived in Minnetrista for five years. I grew up ~15 miles north in Plymouth - before Plymouth was anything like it is now. I was drawn to this area because it reminded me of where I grew up: near water and forests with dark nights and neighbors who watch out for each other. I'm interested in the steering committee because I want to ensure generations who come after us can enjoy that same type of life. And the decisions we make today will have ripple effects to allow - or not - that opportunity.

Important notice to all applicants:

Minnesota law requires that you be informed of the purpose and intended uses of the information you provide to the City during the application process. Any information about yourself that you provide on the application will be used to assess your qualifications. Although you are not legally required to supply information, if you do not supply the information requested, your application may not be considered. Your name, address, and phone number are public data under Minnesota Law.

Signature

May 27, 2026

Date



APPLICATION FOR COMMISSIONS AND COMMITTEES

Commission(s) and/or Committee(s) you are interested in volunteering for:

☐ Planning Commission
☐ Parks Commission
☒ Other: Comprehensive Plan Steering Committee

NAME: David (Dave) Martinson

Phone Number: 553-555-5555

ADDRESS: 555 555 555

Alt. Phone Number: _____

CITY: Minnetrista STATE: MN ZIP: 55364

E-mail: 555-555-5555

Briefly describe your education and experience as it relates to the commission or committee you are interested in:

I have a Bachelors in Mechanical Engineering and a Masters in Public Administration. I served 26+ years as an officer in the United States Air Force from the installation level up to the Pentagon. I led organizations charged with maintaining and operating facilities and infrastructure for bases, planning, designing and construction, operating water and sewer treatment facilities, central heat facilities and electrical production, fire department, explosive ordnance disposal (bomb squad), and housing. At the senior level I engaged senior leaders in the Air Force and Congressional members. I served two years as a City Manager.

Please indicate why you want to serve on this commission or committee:

I have dedicated my life to serving people and want to be involved with my community to help make it better.

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Signature

20 May 26
Date



APPLICATION FOR COMMISSIONS AND COMMITTEES

Commission(s) and/or Committee(s) you are interested in volunteering for:

☐ Planning Commission
☐ Parks Commission
☒ Other: Comp Plan

NAME: George Zenanko Phone Number: [REDACTED]
ADDRESS: [REDACTED] Alt. Phone Number: _____
CITY: Minnetrista STATE: MN ZIP: 55359 E-mail: [REDACTED]

Briefly describe your education and experience as it relates to the commission or committee you are interested in:

BS in Business Admin. 12 years on Minnetrista City Council
Comp Advisory Comm.

Please indicate why you want to serve on this commission or committee:

Controlled growth that keeps a rural setting. I am very concerned about the Met Council usurping elected officials go



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George Zenanko
 Digitally signed by George Zenanko
Date: 2026.05.22 11:01:45 -0500
Signature

05/22/2026
Date

From: [Lindsey Jamieson](#)
To: [Nickolas Olson](#)
Date: Friday, May 8, 2026 10:15:29 AM

Hi Nick,

I wanted to volunteer to be on the steering committee for comprehensive plan update. David said I didn't need to formally apply since I am on the Planning Commission. I understand that my name will be added to the list of other residents for a decision by the Council. Please let me know if you need anything else from me.

Thanks,

Lindsey Jamieson



APPLICATION FOR COMMISSIONS AND COMMITTEES

Commission(s) and/or Committee(s) you are interested in volunteering for:

☐ Planning Commission
☐ Parks Commission
☒ Other: Comprehensive Plan Steering Committee

NAME: Malini Foobalan Phone Number: [REDACTED]
 ADDRESS: [REDACTED] Alt. Phone Number: _____
 CITY: MINNETRISTA STATE: MN ZIP: 55331 E-mail: [REDACTED]

Briefly describe your education and experience as it relates to the commission or committee you are interested in:

My background is primarily in design and construction, and I have also had the opportunity to work with cities and developers on planning and development projects. I hope this experience can provide a useful perspective and contribute positively to the committee's discussions and decision-making.

Please indicate why you want to serve on this commission or committee:

I am motivated to become more involved in the community and am hopeful that my professional experience can con



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[Signature]
 Signature

06-05-2026
 Date



APPLICATION FOR COMMISSIONS AND COMMITTEES

Commission(s) and/or Committee(s) you are interested in volunteering for:

Planning Commission

Parks Commission

☒ Other: Steering Committee

NAME: Missy Graner

Phone Number: [REDACTED]

ADDRESS: [REDACTED]

Alt. Phone Number: _____

CITY: Minnetrista

STATE: MN ZIP: 55359

E-mail: [REDACTED]

Briefly describe your education and experience as it relates to the commission or committee you are interested in:

I have a bachelor's degree in mathematics and English from St. Olaf College. I spent more than 20 years working in information technology and currently work as a substitute teacher for the Westonka school district. My biggest strengths are an understanding of the Westonka community area and the city of Minnetrista. I approach decisions from an analytical and thoughtful perspective.

Please indicate why you want to serve on this commission or committee:

I am a longtime resident of Minnetrista. We moved our young family here in 2002 and have been Minnetrista residents in two different homes ever since. We have had a wonderful experience raising our kids in Minnetrista and I am very invested in the Minnetrista community. I have seen so much change in our community over the past 20+ years. I would like to give back to our community by serving on this steering committee so that I can share my perspective in keeping Minnetrista a special, small town community while we continue to grow and build.

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Missy Graner
Signature

5/22/26
Date

From: [Sarah Hussain](#)
To: [Nickolas Olson](#)
Subject: Interest in Comp Plan
Date: Tuesday, May 26, 2026 6:39:02 PM

Please sign me up to serve on the comp plan steerco. Thanks!

Best Regards,

Sarah

From: [Tricia Taylor](#)
To: [Nickolas Olson](#)
Subject: Comp plan
Date: Tuesday, May 26, 2026 6:39:03 PM

Hi Nick.
I am interested.

Sent from my iPhone

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject: Water Meter Reading Software Update

Prepared By: Jasper Kruggel, City Administrator
Gary Peters, Public Works Director

Meeting Date: July 20, 2026

Issue: The software currently used to read the Itron water meters in Minnetrista is reaching end-of-life and needs to be updated.

Overview: Staff have been working with United Systems and Software, the City's Itron software vendor, to develop a process and timeline to transition from the City's current meter-reading software to a new solution. This transition needs to occur in 2027, and staff are providing this update to solicit questions before a formal agreement is brought forward, likely in September.

The City currently uses Itron Field Collection System (FCS) software to read water meters throughout Minnetrista. The current system allows for Automatic Meter Reading (AMR) drive-by processing of water usage. The proposed replacement, Itron Temetra, supports both AMR and Advanced Metering Infrastructure (AMI) meter reading. Note that there are no alternate software solutions, as the City's Itron meters are required to use Itron Temetra.

AMI reading uses a cellular connection at the meter, allowing near-continuous, 15-minute interval data to be transmitted to the City every six hours. An AMI system also alerts City staff to high water usage. The City has encountered a number of high-usage cases where, because AMR meters are read quarterly, the issue was not detected until a substantial amount of water had flowed through the meter. The upcoming transition to monthly billing will shorten that detection window, but AMI would identify high usage within hours rather than weeks. Transitioning a meter to AMI requires only swapping the Encoder Receiver Transmitter (ERT) for an AMI-compatible unit.

In 2026, the City paid \$6,621.34 for the annual Itron FCS software annual fee. The Itron Temetra proposal is broken down by years one and two. Year one totals \$37,510 and includes the software, training, 126 AMI-compatible ERTs, and cellular data fees; the ERT hardware accounts for roughly \$17,000 of this one-time cost. Year two, which is more representative of future years, totals \$9,073.61 and includes the software and data fees. Additional AMI ERTs are priced at \$135 each, with an annual cellular data fee of \$6.96 per ERT; for reference, the current AMR-compatible ERTs cost \$105.

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Once a software agreement is signed, the first invoice will arrive in 2027, allowing this expense to be included in the 2027 budget.

Other topics for discussion:

- The initial 126 AMI ERTs will be used for irrigation meters that the City pulls and manages, along with any new home builds. The City has approximately 2,350 water meters citywide. Converting the remaining ~2,224 meters to AMI would cost approximately \$300,000 in ERT hardware and approximately \$100,000 in outsourced installation (about \$45 per meter), for a total one-time cost of roughly \$400,000, plus ongoing cellular data fees of approximately \$15,500 per year. Is there a desire to swap out the existing AMR ERTs with AMI ERTs, and if so, at what pace?
- Are there any other questions about the software transition or AMR vs. AMI meter reading?

Next Steps: Staff are looking for direction to bring this item back in September for approval and implementation in 2027.

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CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject:

City Council Pay Check-In

Prepared By:

Jasper Kruggel, City Administrator
Paula Bauman, Assistant City Administrator

Meeting Date:

July 20, 2026

Overview: Per Minnesota State Statute, the Minnetrista City Council can set the pay for the Mayor and City Council Members prior to an election, to be enacted after an election. We are currently in that window of time, allowing City Council to adjust their pay via ordinance, effective January 1, 2027. The last time Mayor and City Council pay was updated was 2021. Also to note, the Mayor and City Council Members receive a \$50.00 per month internet allowance, which can also be adjusted via ordinance.

Below are two tables showing the Mayor and City Council pay submitted to the League of Minnesota Cities:

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2026 MAYOR PAY IN MINNESOTA - CITIES BETWEEN 7,000 AND 15,000			
Organization	Job Title	Average Annual Wage (\$)	Population
City of Alexandria	Mayor	\$13,420.00	14,998
City of Robbinsdale	Mayor	\$11,941.00	14,924
City of Hutchinson	Mayor	\$9,247.00	14,910
City of Brainerd	Mayor	\$7,800.00	14,680
City of Lake Elmo	Mayor	\$6,250.00	14,529
City of North Mankato	Mayor	\$12,382.00	14,490
City of Fergus Falls	Mayor	\$12,900.00	14,188
City of New Ulm	Mayor	\$13,500.00	14,146
City of Marshall	Mayor	\$12,029.41	14,029
City of Waconia	Mayor	\$7,200.00	14,021
City of Worthington	Mayor	\$10,000.00	13,742
City of Big Lake	Mayor	\$6,000.00	12,773
City of North Branch	Mayor	\$5,000.00	12,159
City of Mendota Heights	Mayor	\$5,700.00	11,923
City of Grand Rapids	Mayor	\$10,560.00	11,205
City of Cambridge	Mayor	\$7,500.00	11,039
City of Little Canada	Mayor	\$7,500.00	10,701
City of Hermantown	Mayor	\$10,800.00	10,408
City of Fairmont	Mayor	\$4,800.00	10,226
City of Arden Hills	Mayor	\$8,250.00	10,195
City of Detroit Lakes	Mayor	\$10,800.00	10,015
City of Saint Anthony Village	Mayor	\$8,700.00	9,956
City of Little Falls	Mayor	\$10,800.00	9,213
City of Oak Grove	Mayor	\$6,290.00	9,019
City of Thief River Falls	Mayor	\$7,200.00	8,678
City of Corcoran	Mayor	\$4,620.00	8,631
City of Albertville	Mayor	\$6,000.00	8,569
City of St. Francis	Mayor	\$6,000.00	8,563
City of Waite Park	Mayor	\$7,200.00	8,459
City of Mahtomedi	Mayor	\$7,800.00	8,382
City of Orono	Mayor	\$4,200.00	8,382
City of Virginia	Mayor	\$8,000.00	8,304
City of New Prague	Mayor	\$5,100.00	8,244
City of Shorewood	Mayor	\$6,300.00	7,952
City of Delano	Mayor	\$8,741.00	7,528
City of Isanti	Mayor	\$6,429.80	7,511
City of Spring Lake Park	Mayor	\$7,453.00	7,496
City of Belle Plaine	Mayor	\$6,749.28	7,455
City of St. Joseph	Mayor	\$7,800.00	7,429
	AVERAGE ANNUAL	\$8,178.53	
	AVERAGE MONTHLY	\$681.54	
	MINNETRISTA MONTHLY	\$500.00	

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2026 CITY COUNCIL PAY IN MINNESOTA - CITIES BETWEEN 7,000 AND 15,000			
Organization	Job Title	Average Annual Wage (\$)	Population
City of Alexandria	Council Member	\$8,709.00	14,998
City of Robbinsdale	Council Member	\$9,525.00	14,924
City of Hutchinson	Council Member	\$6,279.00	14,910
City of Brainerd	Council Member	\$6,600.00	14,680
City of Lake Elmo	Council Member	\$4,860.00	14,529
City of North Mankato	Council Member	\$8,327.93	14,490
City of Fergus Falls	Council Member	\$7,800.00	14,188
City of New Ulm	Council Member	\$10,500.00	14,146
City of Marshall	Council Member	\$7,608.89	14,029
City of Waconia	Council Member	\$6,000.00	14,021
City of Worthington	Council Member	\$6,000.00	13,742
City of Big Lake	Council Member	\$4,800.00	12,773
City of North Branch	Council Member	\$4,000.00	12,159
City of Mendota Heights	Council Member	\$4,200.00	11,923
City of Grand Rapids	Council Member	\$7,920.00	11,205
City of Cambridge	Council Member	\$5,600.00	11,039
City of Little Canada	Council Member	\$6,250.00	10,701
City of Hermantown	Council Member	\$8,100.00	10,408
City of Fairmont	Council Member	\$2,400.00	10,226
City of Arden Hills	Council Member	\$7,452.00	10,195
City of Detroit Lakes	Council Member	\$7,200.00	10,015
City of Saint Anthony Village	Council Member	\$7,200.00	9,956
City of Little Falls	Council Member	\$9,600.00	9,213
City of Oak Grove	Council Member	\$5,540.00	9,019
City of Thief River Falls	Council Member	\$6,600.00	8,678
City of Corcoran	Council Member	\$3,660.00	8,631
City of Albertville	Council Member	\$4,800.00	8,569
City of St. Francis	Council Member	\$4,800.00	8,563
City of Waite Park	Council Member	\$3,600.00	8,459
City of Mahtomedi	Council Member	\$6,000.00	8,382
City of Orono	Council Member	\$3,500.00	8,382
City of Virginia	Council Member	\$3,600.00	8,304
City of New Prague	Council Member	\$3,900.00	8,244
City of Shorewood	Council Member	\$4,800.00	7,952
City of Delano	Council Member	\$6,327.00	7,528
City of Isanti	Council Member	\$6,429.80	7,511
City of Spring Lake Park	Council Member	\$5,961.00	7,496
City of Belle Plaine	Council Member	\$6,455.82	7,455
City of St. Joseph	Council Member	\$5,220.00	7,429
	AVERAGE ANNUAL	\$6,105.78	
	AVERAGE MONTHLY	\$508.82	
	MINNETRISTA MONTHLY	\$400.00	

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Next Steps: Staff is looking for direction from City Council if a pay adjustment ordinance should be drafted to modify the Mayor and City Council pay, any/or the internet allowance.

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CITY OF MINNETRISTA
CITY COUNCIL AGENDA ITEM



Subject: ATV Ordinance Discussion

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: July 20, 2026

Overview: At the June 15th City Council meeting, it was requested to review the ordinance related to the operation of recreational vehicles on private property. Below is the language related to this section of city code.

920.19. - Operation of recreational vehicles on private property.

- Subd. 1. Operation. It is unlawful for any person to operate a recreational vehicle on private property except in using said vehicle to depart or arrive from his or her residence, except under the following conditions:*
- (a) Except as otherwise authorized by this section, no person shall operate a recreational vehicle between 9:00 p.m. and 8:00 a.m. the following day;*
 - (b) recreational vehicles may only be operated for no more than two continuous hours per day per parcel. Riding time under this section may not be accumulated;*
 - (c) Except as otherwise authorized by this section, recreational vehicles may only be operated on a parcel of three acres or larger;*
 - (d) No more than a total of three recreational vehicles may be operated on any parcel at one time;*
 - (e) Recreational vehicles may not be operated within 300 feet of the property line of any parcel without the permission of the residents of the other parcel unless they are being used in the course of conducting agricultural operations on the property; and*
 - (f) Recreational vehicles must be equipped with a muffling system which reduces the noise of operation of the motor to the minimum necessary for operation which must include a spark arrestor and a properly operating muffler with the following information imprinted by the manufacturer: Meets U.S. EPA noise emission requirements of 80db(a). Approved U.S. Forest Service.*

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Violation of this section regarding the use of recreational vehicles shall be a petty misdemeanor. Second and subsequent violations of this section within a 12-month period shall be a misdemeanor.

Next Steps: Staff stand for direction related to any changes to this ordinance.

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CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject: Facility Needs Assessment Update

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: June 15, 2025

Issue: As part of the 2026 Strategic Planning exercise, the City Council identified a facility needs assessment of City of Minnetrista facilities as a priority. Staff contacted surrounding communities with recent experience conducting such assessments to establish a planning-level cost. Shorewood, Corcoran, Excelsior, Minnetonka, the Excelsior Fire District, and the South Lake Minnetonka Police Department all recently used the same vendor, Kraus-Anderson, for this work. Staff requested a cost estimate from Kraus-Anderson for a Minnetrista assessment. This memo presents that estimate and options for proceeding. Please note that staff is not recommending Kraus-Anderson at this time; their proposal is presented as a reference point for scope and cost.

Overview: Minnetrista City Hall was built in 1990, the Public Safety Facility was built in 2009, and the Public Works campus is nearing capacity. A facility needs assessment evaluates the physical condition and functional adequacy of each facility, projects future space and operational needs, and identifies code and standards compliance gaps. The completed assessment would cover all three facility groups and would help the City phase and balance future capital projects, tailoring them to funding availability and community needs. Performing the assessment in 2026 allows its findings to be incorporated into future budgets and planning documents.

Kraus-Anderson's fee for this scope is \$10,215, which staff believes is a fair representation of what comparable firms would charge. Funding for the assessment would come from the Capital Improvement Fund. Under the City's purchasing policy, professional services at this amount may be procured by direct selection; soliciting additional proposals is an option available to the Council but is not required. The Kraus-Anderson scoping documents are attached to establish deliverable expectations at their documented price point.

Options include, but are not limited to:

- Soliciting additional proposals for facility assessment services and returning to City Council for vendor selection
- Selecting Kraus-Anderson and entering into an agreement at the August 3rd City Council meeting

Mission Statement:

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- Engaging the City's engineering consultant, WSB, to determine interest and ability to perform this work under the current master services agreement (note: WSB's capacity for this scope has not yet been confirmed, and exploring this option may extend the timeline)

Next Steps: Staff is seeking Council direction on vendor selection for the facility needs assessment. Completing the assessment in 2026 would position the results to inform the 2027 budget and future capital planning documents.

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KRAUS-ANDERSON®

Kraus-Anderson Construction Comp
501 S. 8th Street, Minneapolis, MN 55404

Section 2, Item e)



MINNETRISTA
MINNESOTA

Facility Condition Assessment Services Proposal for City of Minnetrista

June 30, 2026

OBJECTIVE

City of Minnetrista is seeking a proposal from Kraus-Anderson to provide a comprehensive facility condition assessment of the City Hall, Public Safety and Public Works facilities. In speaking with the city they had expressed that ADA compliance has been an ongoing concern that needs to be addressed. Additionally, it was noted that the Public Works facility is lacking space and an adequacy study is needed in the future. The city is continuing to grow and the adequacy study would be helpful, not only for the Public Works facility but also for the City Hall and Public Safety facilities as well.

Kraus-Anderson proposes beginning with a Facility Condition Assessment as step 1 in the process coupled with an Allowable Cost Analysis to understand what the city's capacity is financially to better prepare them for an Adequacy Study. The Facility Condition Assessment process will identify current deferred maintenance needs, as well as upcoming facility expenditures for this facility, develop a long-term facility maintenance plan and provide prioritization of the current needs for the facility. This step will provide guidance to the City of Minnetrista on what their financial capabilities will be based on identifying asset preservation costs.

The assessment will be provided on a digital platform and allow the city to keep the information on work completed, updated and refreshed and live. The final deliverable will help the city understand the current status of the facilities, prioritize immediate needs, and provide a long-term facility maintenance plan for their facilities. This plan can be presented to the city's key stakeholders, council and acceptable for public review for full understanding of the city's upcoming needs.

SCOPE OF WORK

The Kraus-Anderson Facility Assessment team is pleased to submit our proposal to assist the City of Minnetrista with providing a comprehensive Facility Condition Assessment. The FCA will be inclusive of the following facilities:

Facility Name	Approx. Total SF
City Hall: 7701 County Rd 110 W	11,000 SF
Public Safety: 7651 County Rd 110 W	16,000 SF
Public Safety Garage	6,200 SF
Public Works Shop: 7701 County Rd 110 W	7,000 SF
Public Works Heated Garage	18,500 SF

Facilities Condition Assessment

Kraus-Anderson's Facility Condition Assessments will provide the City of Minnetrista with a full inventory of current and anticipated deferred maintenance and an approximation of costs for each line-item deferred maintenance identified. Our comprehensive review of the facilities includes the following:

- Complete site interviews of key facility personnel currently managing and maintaining the facility- gather all pertinent information regarding the facilities and surrounding property.
- Onsite visit: Complete a non-destructive visual inspection, a high-level site visits to review the property and existing building systems conditions inclusive of the following divisions:
 - 02-Site Work: Site lighting, transformer, parking lots/structures, stormwater, curb, green space, etc.
 - 03- Building Structure: Non-engineering review of structure- identify points of concern
 - 04- Foundation/Slab-on-Grade: Basements, loading docks, slabs, etc.
 - 05- Exterior Enclosure: Façades, exterior walls, exterior doors, windows, building penetrations
 - 06- Roofs: Roof review, roof drainage, flashing, coping, etc.

- *07- Interior Construction:* Phased replacement budgeting only
- *08- FF&E:* Phase replacement budgeting only
- *09- Special Construction:* Ice equipment areas, etc.
- *10- Conveyance:* Elevators, escalators, chair lifts, etc.
- *11- Fire Protection:* Protection, detection, panels
- *12- Plumbing Systems:* Water Heaters, softeners, sumps, sewer, med gas, etc.
- *13- HVAC:* Heating, Ventilation, cooling, boilers, AHUs, etc.
- *14- Controls:* DDC, Pneumatic, Lighting
- *15- Electrical:* Switchgear, Generators, ATS, lighting
- *16- A/V:* Provided by the City of Minnetrista
- *17- Technology, Electronic Safety/Security:* Provided by the City of Minnetrista
- Identify all deferred maintenance and upcoming facility expenditures and digitize the findings into a consolidated and detailed report.
- Itemize and prioritize deferred maintenance and facility expenditure items and develop a comprehensive deferred maintenance list for the facilities.
- Identify cost estimates associated with either repair, replacement, or upgrades that coincide with each identified depreciable asset item that will either be a deferred maintenance item or upcoming facility expenditure.
- Analyze and consolidate cost estimate information and provide summary cost information on a 10-year plan basis (assessment will include items beyond the 10-year summary)
- Present and review itemized FCA and list of prioritization recommendations and review with key facility personnel and decision makers.
- Develop assessment report content.
- Present and review assessment report and FCA with the City of Minnetrista and/or various departments
- Modify/update final facilities condition assessment report based on the City of Minnetrista input and prioritization direction.

In addition, Kraus-Anderson will provide high-level analysis and recommendations for the potential identification of harmful materials and possible indoor air-quality concerns. Detailed testing will need to be verified by third-party consultants (not included in this initial phase).

PROJECT APPROACH & WORK PLAN

Kraus-Anderson's Facility Assessment Service follows a detailed delivery assurance process to maintain the quality of the Facility Condition Assessments provided for our customers. Independent of the amount of information available, our team will provide a comprehensive review of the facilities and property, organize the gathered information and previously, and present the results of the facility condition assessment. All information will be digitized and consolidated into an online accessible portal. All information will be easily accessible and available for download.

Define Phase (Project initiation)

- Project proposal development and understanding of client goals and objectives.
- Project Award and Setup
- Internal Kickoff Meeting
- External Kickoff Meeting
 - Introduce team members.
 - Identify key stakeholders.
 - Identify and gather existing key documentation of the site that has not been provided.
 - Review proposed timelines and project schedule.

Collect Phase

- Site observation and walk-throughs (digitally documenting site walk-through)
- Review existing documentation.

- Interview with key personnel and stakeholders– identify key site dates, information about the site, critical information, anecdotal information that may be useful to understanding the status of equipment/materials/condition, transfer of knowledge.
- Complete inventory of all reviewed systems and assets
- Digitize information gathered from site interviews, walk-throughs, site visits, etc.

Develop Phase

- Development of comprehensive facility expenditures and deferred maintenance list on a 10-year basis
- Prioritize facility maintenance needs, energy efficiency, code compliance, and ADA issues identified.
- Estimate costs associated with facility improvements and upcoming expenditures.
- Develop phasing considerations for various projects that should be completed simultaneously or in conjunction.
- Incorporate previously completed assessments and estimated costs and confirm pricing for those items.

Refine Phase

- Collaboratively work with the owner through:
 - Concepts for facility maintenance items, site improvements, and remediation concepts
 - Iterative prioritization process and criticality of items
 - Potential costs savings for completing projects simultaneously.
 - Full understanding of remediation of costs
 - Presentation of data to executive committees
- Identify and understand the results of the data via the Facility Condition Index (FCI) measurement of the reviewed properties.

Present Phase

- Provide an executive summary of findings and ownership recommendations.
- Provide concepts and prioritization of remediation items.
- Provide estimation consolidate budgets on a 10-year plan, inclusive of cost escalation/inflation.
- Provide a full digitized package of site plans, concepts, results, estimates, a 10-year plan, and a final report.

PROJECT DELIVERABLES

At the conclusion of the project, the City of Minnetrista will be presented with access to KA's portal, inclusive of the following:

Name	Description
Executive report	Summary of the key findings from site visits, including client personnel interviewed
Digitized Site Report	Report of facility information, site walk-through, and deferred maintenance findings and site photography
KA FCA Dashboard	Detailed 10-year plan which includes the following items, prioritize and categories by condition, criticality, replacement timing, resolution, and funding mechanisms including the following: • Capital and deferred maintenance/facility deficiency items identified. • Project identification and phasing considerations • Equipment and Materials lifetime expectancy • ADA/Code Compliance considerations

	• Safety and security considerations • Energy efficiency considerations • Cost estimates based upon real-time market data from KA's current construction cost database.
Facility Condition Index	Following the IFMA standard for Facility measurement, the FCI score informs clients on the status of their overall facility and assists with strategy on level of investment required moving forward.
Site Interview Information	Document the anecdotal information available about the various facilities, document timeframes and phasing of the building, and current issues the facility teams are dealing with regarding the facility.
Meetings and Agendas	Inclusive of the kickoff meeting agenda and other regular meetings where information is gathered.
Allowable Cost Analysis	Pre-Construction High-Level Estimating to better understand the city's financial capacity for the Adequacy Study Preparation

*Deliverables will be provided via Kraus-Anderson's online portal and accessible and downloadable for up to one (1) year from date of initiation of project.

SCHEDULE

Based upon the scope of services, we anticipate an FCA for the proposed facilities to require 6-8 Weeks from the date of the initial kickoff meeting.

FEE

We propose to furnish all labor, material, Workers' Compensation, all liability insurance, and to pay all state, federal and local taxes to provide this assessment for a lump sum fee of the following:

Facility Condition Assessment Services	\$10,215
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ADDITIONAL SERVICES

The City of Minnetrista expressed interest in Kraus-Anderson performing building scans to create current and accurate floor plans for the facilities listed above.

Option 1: Site Mapping – Point Cloud: \$7,450

Option 2: 2D Floorplan Creation: \$9,730

EXCLUSIONS

The following is a list of exclusions, not included in the scope of services.

- Bulk printing of reports and findings

CLIENT RESPONSIBILITIES

To deliver a successful project, the Client agrees to provide the following information in order to support this engagement.

- Designate a single point of contact (SPOC) who will be responsible for:
 - Identify, schedule, and confirm availability of Client subject matter experts, facilities staff, end-users, and management for onsite interviews and meetings.
 - Provide access to the facility as needed.
- Provide documentation as needed throughout the project, such as drawings, diagrams, inventories, current cost data, and various reports.
- Ensure client interviews and review meetings are attended to avoid project delays and costs.
- Provide information, decisions, and approvals within three (3) working days of the request or otherwise agreed upon.

ACCEPTANCE

This proposal will be deemed accepted as the Work Order for the project upon receipt of a signed original or copy thereof. If this proposal correctly states our agreement, please sign below:

In witness whereof, the parties hereto have caused their duly authorized representatives to enter into this agreement effective as of the date set forth below.

CITY OF MINNETRISTA

KRAUS-ANDERSON

By: _____

By: _____

Date: / /

Date: / /

PROJECT ASSUMPTIONS

- The purpose of this project is to define current facilities conditions, provide framework for space planning efforts and strategy, not to execute the strategy. The actual execution is expected to be a follow-on engagement to be discussed upon the presentation of the strategy and approval by the Client.
- The scope of work was proposed solely to meet the needs of KA's Client.
- KA's evaluations and opinions of cost estimates are only as of the date the walk-through performed, documentation reviewed, and interviews conducted. KA does not guarantee any cost estimates provided as part of the facilities assessment.
- Conditions at a property and the estimated costs to remedy them can change significantly over a relatively short period of time due to levels of maintenance, wear, and tear, acts of nature and other factors.
- KA shall not be liable for any unintended usage of this report by another party.
- No facility assessment can wholly eliminate uncertainty regarding the potential for physical deficiencies and the performance of a property's building.
- There is an inherent subjective nature of opinions as to such issues as original workmanship, quality of original installation, and estimating the remaining useful life of any given component or system.
- KA's facility assessment was designed to reduce, but not eliminate the uncertainty regarding the potential for component or system failure, within reasonable limits of time and cost, and no warranty is expressed or implied regarding the design, operation or safety of any building system or component by KA's performance of the facility assessment.
- The facility assessment is intended to be a non-intrusive assessment.
- No destructive testing will be completed and concealed areas, such as inside, plenums, behind walls or within machinery, were not accessed (unless specifically noted)
- KA makes no representations regarding exterior insulation and finishing systems (EIFS), curtain walls or other building skin conditions that would not be readily observable and, therefore, outside the scope of this assignment (unless specifically included).
- The facility assessment does not constitute a design, regulatory or code compliance audit of the building systems that may be present at the Property.
- KA is not performing the facilities assessment in the capacity of a design professional. Where any changes or repairs to existing building systems are contemplated, Client agrees to retain the services of a licensed design professional to evaluate/design any such changes or repairs.
- KA's fee for the facilities assessment includes a reasonable allowance for risk. Client agrees that KA's aggregate liability for all claims arising from the facilities assessment will not exceed the fee paid to KA or \$50,000, whichever is greater, and Client agrees to indemnify KA from any liability in excess of such amount.
- Testing, measuring, or preparing calculations for any system or component to determine adequacy, capacity, or compliance with any standard is outside the scope of work.
- Information in this report, concerning past and current physical concerns, maintenance and replacement activities, and condition of spaces not observed or viewable, is from sources deemed to be reliable, including, but not limited to interviews with property owners, operators and tenants, interviews with municipal agencies and vendors; however, no representation or warranty is made as to the accuracy thereof.
- KA will have no ongoing obligation to obtain and include information that was not reasonably ascertainable, practically reviewable or provided to KA in a reasonable timeframe to formulate an opinion and complete the assessment by the agreed upon due date.



- While the general environmental setting of the property is described, this assessment is not intended to be a formal flood plain or wetland determination, and no warranty with respect thereto is expressed or implied.
- Any fungi or mold reference included in the final report does not constitute a professional mold inspection and is not based upon any sampling, testing and/or abatement.
- KA merely notes the visual presence or absence of fungi or mold while in the course of preparing this report.