



CITY COUNCIL MEETING AGENDA

October 05, 2026 at 6:30 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

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

2) SPECIAL PRESENTATIONS

3) PERSONS TO BE HEARD

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

4) CONSENT AGENDA

- a) Approve Work Session Meeting Minutes from September 21, 2026
- b) Approve City Council Regular Meeting Minutes from September 21, 2026
- c) Res. No. 103-26 Approve Claims
- d) Res. No. 104-26 Adopt Certification for Unpaid Utility Fees to 2027 Taxes
- e) Res. No. 105-26 Woodland Cove Lake 2nd Addition: Accept Improvements
- f) Res. No. 106-26 County Road 26 Streetlight Approval
- g) Insurance Opt Out Program Policy
- h) Approve Lease Extension for 5890 Sunnyfield Road
- i) Approval of Conditional Offer of Employment - Police Officer Matthew Peterson

5) PUBLIC HEARINGS

- a) 2027 Street Improvement Project
Res. No. 107-26 Oder Improvements and Authorizing the Preparation of Plans and Specifications

6) BUSINESS ITEMS

- a)** iTron Temetra Software Update Project
- b)** Ordinance No. 512 City Council Meeting Date
- c)** Proposal for 2050 Comprehensive Plan Update - WSB
- d)** Proposal for 2050 Comprehensive Plan Update - Water Section - AE2S
- e)** Res. No. 108-26 Conditional Use Permit 905 Maple Crest Drive

7) ADMINISTRATIVE ITEMS

- a)** Future Agenda Items
 - a) Sewer Budget, Surface Water, and Recycling Budgets (10/19 WS)
 - b) UAS Public Hearing (10/19 RM)
- b)** Staff Reports
- c)** Council Reports
 - i)** Mayor Lisa Whalen – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Public Safety Advisory Committee; Northwest Hennepin League of Municipalities; Regional Council of Mayors; Minnehaha Creek Watershed District; Mound Fire Advisory Committee (alternate); Fire Partnership Committee
 - ii)** Cathleen Reffkin – Acting Mayor; Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); St Bonifacius Fire Advisory Committee; Mound Fire Advisory Committee; Fire Partnership Committee
 - iii)** Claudia Lacy - Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating), Gillespie Center Advisory Council, Connect Westonka
 - iv)** Peter Vickery – Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission
 - v)** Brian Govern – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission, Westonka Community & Commerce

8) ADJOURNMENT

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



CITY COUNCIL WORK SESSION MINUTES

September 21, 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

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

Introductions:

Council: Mayor Whalen, Councilmembers Cathleen Reffkin, Peter Vickery, Claudia Lacy, and Brian Govern

Staff: City Administrator, Jasper Kruggel; Finance Director, Brian Grimm; Public Works Director, Gary Peters; Assistant City Administrator, Paula Bauman; Director of Public Safety, Craig Squires; Police Officer, Chad Griggs; Community Development Director, David Abel (Attending remotely)

Consultants: City Attorney, Kennedy and Graven, Sarah Sonsalla (Attending remotely)

2) DISCUSSION ITEMS

Mayor Whalen amended the agenda and moved item 2g to the start of the agenda

g) Police Unmanned Aerial Vehicle (UAV) Discussion

Chief Squires presented a proposal to establish a public safety drone/UAS program to support emergency operations, public safety response, and officer and responder safety. He discussed potential uses, including documenting crime scenes, assessing evidence, and assisting with missing-person searches, as well as required policies governing drone use and collected data.

Council discussed the number of department pilots, anticipated use, coordination with other agencies, federal restrictions on the proposed drone, and potential grant funding. Officer Griggs would serve as program administrator, with two to three additional pilots.

Squires stated that if Council proceeds, State statute requires a public notice and public hearing. Consensus of Council was to proceed with scheduling a public hearing.

a) City Council Meeting Day Discussion

Mayor Whalen introduced a proposal to move City Council meetings from Monday to Tuesday evenings. Council discussed the potential impact on Council and staff and reviewed individual schedules and preferences. A straw vote was taken, with Councilmembers Whalen, Vickery, and Lacy voting in favor and Councilmembers Reffkin and Govern opposed.

The item will be brought back to the October 5 Council meeting for formal approval. If approved, the change would take effect January 1, 2027.

b) Personnel Committee Budget Items

September 21, 2026

City Administrator Kruggel gave Council a summary of personnel committee recommendations and broke them down by action items:

Action item 1: Consider moving the Public Safety Director step.

The personnel committee recommended moving the Public Safety Director from Grade 12, Step 7 in the 2026 Pay Plan to a Grade 12, Step 11 in the 2027 Pay Plan as of January 1, 2027, to better align the position with comparable communities.

Consensus of Council was to move forward with the recommended change.

Action Item 2: Consider Removal of Comparable Cities

The Personnel Committee recommended removing the City of Victoria from the list of comparable cities used for compensation comparisons. Kruggel reviewed the current list stating they were determined in 2023 when the city completed the compensation study and created the pay plan. Council discussed the factors considered when determining comparable communities, including population, business community, and county.

Following discussion, Council agreed to remove Victoria, Waconia, Wayzata, and Deephaven from the comparable city list.

Mayor Whalen suggested conducting an independent compensation study in 2027 to provide an impartial review of City salaries and comparable communities.

Action Item 3: Consider Setting the 2027 Non-Union Market Adjustment at 2.5%

The Personnel Committee recommended a 2.5% market adjustment for non-union employees in the 2027 Pay Plan. Council discussed the proposed adjustment, union contract increases, prior adjustments, and the difference between market adjustments and step increases.

Personnel Committee Members Reffkin and Vickery stated they felt the proposed adjustment was fair and consistent with comparable communities. Mayor Whalen requested that Council wait until union contracts are finalized before making a decision.

No recommended changes to the proposed 2027 Non-Union Market Adjustment.

Action Item 4: Consider setting the 2027 employer contribution toward the employee benefit cafeteria plan at either \$1,800 or \$1,900 per month for family elections, and \$900 per month for single elections.

The Personnel Committee recommended maintaining the \$900 monthly employer contribution for single coverage and increasing the family coverage contribution. Council discussed benefit costs, medical plan coverage, and the impact of increasing benefit contributions.

Consensus of Council was to increase the family coverage contribution to \$1,900 per month, with no change to the \$900 monthly contribution for single coverage.

All discussion items will go to the October 5, 2027, regular meeting for formal approval.

c) St. Bonifacius/Minnetrista Fire Partnership Update

September 21, 2026

The council representatives will remain unchanged, with Lisa Whalen and Cathleen Reffkin continuing in their current roles.

d) Facility Use Policy Review

Jasper Kruggel stated the City periodically receives requests from outside organizations to use City-owned meeting and conference space. Staff recommended establishing a facility use policy to guide rental requests.

Council discussed facility use and agreed that City residents may use the space, while requests from non-residents would not be permitted.

e) Cell Tower Lease Update

This item was moved to the regular meeting.

f) Ash Tree Replacement Policy

This item was moved to the regular meeting.

g) Police Unmanned Aerial Vehicle (UAV) Discussion

3) ADJOURNMENT

Motion by Councilmember Reffkin, seconded by Councilmember Vickery to adjourn the meeting at 6:20pm. Motion carried. Voting Yea: Mayor Whalen, Councilmember Reffkin, Vickery, Lacy, and Govern.

Lisa Whalen, Mayor

Paula Bauman, Assistant City Administrator/Recorder

Attest: Ann Myerhoff, City Clerk



CITY COUNCIL MEETING MINUTES

September 21 at 6:30 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

Mayor Lisa Whalen called the meeting to order at 6:30pm.

a) Pledge of Allegiance

b) Introductions:

City Council: Mayor Lisa Whalen; Councilmembers Cathleen Reffkin, Claudia Lacy, Peter Vickery, Brian Govern.

Staff: City Administrator, Jasper Kruggel; Finance Director, Brian Grimm; Community Development Director, David Abel; Director of Public Safety, Craig Squires; Assistant City Administrator, Paula Bauman; Director of Public Works, Gary Peters.

Consultants: Alyson Fauske, WSB; Sarah Sonsalla, Kennedy & Graven (Attending remotely)

c) Approval of Agenda

Mayor Whalen recommended the addition of items 6D: Cell Tower Lease Update and 6E: Ash Tree Replacement Policy.

Motion by Councilmember Reffkin, seconded by Councilmember Govern, to approve the agenda with the recommended changes. Motion carried. Voting Yea: Mayor Whalen and Councilmembers Reffkin, Vickery, Govern, Lacy.

2) SPECIAL PRESENTATIONS

a) Whale Tail Lake Alum Treatment Update from Brian Vlach, Three Rivers Park District

Brian Vlach with Three Rivers Park District gave an update to Council on the Whale Tail Lake Alum Ongoing treatment.

3) PERSONS TO BE HEARD

Nathan Horne, 4561 Merganser Drive, addressed the Council regarding concerns about his water bill. Mr. Horne stated this new monthly water bill was the same amount as his previous quarterly bill and requested clarification regarding the increased amount. Mayor Whalen noted that the Council had not reviewed Mr. Horne's bill and recommended that he speak with City staff to determine the reason for the amount. Mr. Horne stated that other residents in his neighborhood were also experiencing increased water bills.

Brian Grimm discussed Mr. Horne's water usage and stated that his usage was higher than average. The Council recommended that Mr. Horne work with City staff to review his water usage and billing

information.

James Bradley, 5545 Ridgewood Cove, addressed the Council regarding the potential installation of water service in his neighborhood. Mr. Bradley stated that water service was not offered to the neighborhood when he built his home in 1974 and asked the Council to consider the cost of extending water service to the area. He reiterated his belief that providing residents with access to municipal water would be beneficial, but expressed concerns that the associated costs may be prohibitive.

Mayor Whalen stated that the matter would be discussed at the October 5 worksession and encouraged Mr. Bradley to attend the meeting to learn more about the project.

4) CONSENT AGENDA

Motion by Councilmember Lacy, seconded by Councilmember Govern, to approve the consent agenda items as submitted. Motion carried. Voting Yea: Mayor Whalen and Councilmembers Reffkin, Vickery, Govern, Lacy.

- a) Approve City Council regular meeting minutes from September 9, 2026
- b) Res. No. 100-26: Approve Claims
- c) ADA Assessment Project Approval
- d) Approve Temporary Liquor License – Tonka Brew Fest
- e) Approve Application for Exempt Permit – Tonka Brew Fest

5) PUBLIC HEARINGS

There were no public hearings.

6) BUSINESS ITEMS

- a) Concept/Sketch Plan Woodland Meadows 7635 State Highway No. 7

Representatives from M/I Homes and Rachel Development attended the meeting to update Council on the Concept/Sketch Plan for Woodland Meadows, 7635 State Highway No. 7. The project area consists of approximately 160 acres with a total of 357 proposed homes.

In response to site constraints, market demand, and feedback received during the neighborhood meeting, several refinements have been made to the sketch plan since it was presented to the City Council as part of the Comprehensive Plan discussion in January 2026. These modifications are intended to improve site design, enhance compatibility with surrounding properties, and better align the development with current market preferences while maintaining the overall unit count.

Key revisions include:

- Access Location. The primary access point from Highway 7 has been shifted slightly to the east. This adjustment responds to residents' concerns while also taking advantage of improved site topography and better roadway sight distances.
- Internal Street Network. As a result of access relocation, the internal street layout has been refined to maintain an efficient and well-connected neighborhood design.

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- Expanded Lot Offerings. The plan increases the number of 65-foot-wide lots and reduces the number of 40- and 50-foot-wide lots to better reflect current market demand and buyer preferences. The overall number of homes remains unchanged.
- Highway 7 Buffering. Berming and landscape screening are being incorporated along Highway 7 to the greatest extent practical, enhancing the community's visual character and helping buffer future residents from the adjacent roadway.

Within the proposed development, there will be a total of 357 units. This breaks down to 61 townhomes and 211 single-family homes built by M/I Homes and an additional 68 single-family homes constructed by Charles Cudd Co.

The proposed development and approval timeline estimate:

- Fall 2026: Preliminary Plat Review (PUD/Zoning Change) – Public Hearing
- Winter 2027: Final Plat
- Spring 2027: Construction Start
- Fall 2027: Home construction start

The group highlighted critical infrastructure and further Council discussion:

- Confirm City commitment to provide watermain extension
- MnDOT intersection approval
- Working on concepts with WSB, confirming design and location with MnDOT and seller
- Lift station/force main location – working with WSB on a design in the general location shown

Mayor Whalen further discussed access points and trail access along Highway 7 and potential connections to Three Rivers. The developer stated this is being reviewed and will provide further updates.

Councilmember Govern questioned the inclusion of park or recreational land. The developer stated that the plan includes woodland views and additional trails, but no park areas or play structures are currently proposed. The developer noted that park areas could be considered if desired.

Councilmember Reffkin referenced Block 2 of the concept plan and noted the length of the street and the number of smaller lots. The developer stated that the block had been modified due to a shift in access to the development, which resulted in a larger block. Reffkin then questioned city streets vs private streets. The contractor stated the townhome access will be private streets.

Councilmember Lacy reiterated the need for trees and screening along the proposed Highway 7 berm.

The City Council discussed the lift station and force main location, pump sizing, and future development needs.

Council thanked M/I Homes and Rachel Development for the concept plan update. No motion taken.

- b) Res. No. 101-26: Approve Plans and Specifications for CR 110-151 Ditch Maintenance, Authorize Quotes, City Project 04-26

Alyson Fauske discussed the CR 110 and CR 151 ditch maintenance project initiated by the City Council to address erosion issues between the storm outlet at the southeast corner of the county roads and

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Halstead Bay. The project includes removing vegetation and sediment at the storm outlet and regrading and revegetating the channel. Staff met with affected residents, who support the proposed improvements.

Gary Peters discussed using Flexamat, or an equivalent product, at the storm outlet in lieu of rip rap to reduce future maintenance. Peters and Fauske further discussed the product and installation. Fauske stated Hennepin County agreed to a 50% cost share, up to \$40,950, due to drainage from the county right-of-way. The remaining costs will be paid from the Storm Fund.

Motion by Councilmember Vickery, seconded by Councilmember Govern, to adopt Res. No. 101-26: Approve Plans and Specifications for CR 110-151 Ditch Maintenance, Authorize Quotes, City Project 04-26. Motion carried 5-0. Voting Yea: Mayor Whalen and Councilmembers Reffkin, Vickery, Govern, and Lacy.

c) Res. No. 102-26: Approve Water Treatment Plant Change Order Number 3

Gary Peters stated that Staff is presenting Change Order No. 3 for the Water Treatment Plant for Council consideration. The change includes modifications to the aerator ductwork, a pipe sleeve for future HSP No. 5, and the clearwell access hatch.

Peters explained that field modifications are necessary as construction progresses to accommodate existing conditions and coordinate piping, ductwork, electrical, and chemical lines. The total change order amount will be paid from the project's contingency fund.

Motion by Councilmember Reffkin, seconded by Councilmember Govern, to adopt Res. No. 102-26: Approve Water Treatment Plant Change Order No. 3. Motion carried 5-0. Voting Yea: Mayor Whalen and Councilmembers Reffkin, Vickery, Govern, and Lacy.

d) Cell Tower Lease Update

Jasper Kruggel provided an update on a vendor's proposal to lease City-owned land for a 155-foot cell tower. The tower would initially serve Verizon Wireless and be available to additional providers. The proposed 35-year lease includes a \$2,000 upfront option payment, \$2,000 monthly rent with a 3% annual increase, and \$250 per month for each additional tenant.

Kruggel noted that previous Council discussions indicated a preference not to locate the tower on City property and that the proposed terms have not changed. Council discussed the tower's appearance, potential impacts on the property, the possibility of locating the tower on private property, and potential property tax implications. Councilmember Govern noted that some towers can be designed to resemble trees.

Council discussed holding a public hearing to receive resident input.

The consensus of Council was to direct staff to return to the vendor to propose additional compensation for increased property taxes and explore construction of the tower to resemble a tree. No motion taken.

e) Ash Tree Replacement Policy

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Gary Peters reported that Emerald Ash Borer (EAB) has been identified in Minnetrista and that Public Works has removed more than 800 infested or high-risk ash trees from City parks and boulevard rights-of-way over the past four years.

Peters requested Council's direction on options for homeowners whose boulevard ash trees were removed, including no action, discounted replacement trees through a city supplier, or a city cost-share program. Replacement trees would be planted outside the city right-of-way.

Peters also discussed options for assisting residents with diseased or dying ash trees on private property, including no action, a city drop-off site, cost-sharing disposal costs, or curbside pickup.

Mayor Whalen stated the costs are too prohibitive to remove private trees and pay for replacements. Council stated they are agreeable to work with nurseries to sell trees at reduced costs, if they are agreeable. Then the agreement would be between the nursery and the city.

Council discussed the costs associated with tree removal and replacement. The consensus of Council was to work with nurseries to provide discounted replacement trees to Minnetrista residents, if available. Residents will be responsible for coordinating and paying for the removal of trees on their private property. No motion was taken.

7) ADMINISTRATIVE ITEMS

a) Future agenda items

- i) iTron Update Project (10/5 RM)
- ii) Proposal for 2050 Comprehensive Plan Update (10/5 RM)
- iii) Nuisance Property Updates (10/5 WS)
- iv) 2027 Water and Sewer Fund Budgets (10/5 WS)

b) Staff Reports

No staff reports.

Mayor Whalen requested copies of water bills showing costs for low, medium, and high water usage and if possible, to compare Minnetrista rates with Mounds, to discuss at a future Council meeting.

c) Council Reports

- i) Mayor Lisa Whalen
- ii) Cathleen Reffkin

Councilmember Reffkin stated Providence Academy did a 911 tribute and had surrounding police and fire departments participate and requested Minnetrista participate in future years. Chief Squires stated Minnetrista did not participate this year due to staffing issues.

- iii) Claudia Lacy
- iv) Peter Vickery
- v) Brian Govern

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8) ADJOURNMENT

Motion by Councilmember Govern, seconded by Councilmember Vickery, to adjourn the meeting at 8:40pm. Motion carried. Voting Yea: Mayor Whalen, Councilmembers Reffkin, Vickery, Lacy, and Govern.

Lisa Whalen, Mayor

Paula Bauman, Assistant City Administrator/Recorder

Attest: Ann Meyerhoff, City Clerk

RESOLUTION NO. 103-26

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

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

WHEREAS, the City Council reviewed the Claims for payment, with checks numbered 74783 through 74825 electronic checks E1003766 through E1003780; Claims batch includes electronic transfer for payroll in the amount of \$110,913.16.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$1,593,001.24 is hereby approved.

ADOPTED this 5th Day of October 2026 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

City Clerk

(seal)

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: PD PC 9172026,9-15-26 Bridge,POSTAGE 9-10-

26,Tasc09172026,Xcel092126,100526AP,092926HP,PR09242026,AE2SSept2026,2026 PAVE MAINT PRO2,2026 ST IMP PROJ_PV2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
74783	09/29/26	MEDICA			
E 101-41320-131		HEALTH & LIFE INS - E C	\$5,280.00	62596690435	Insurance Premium
E 101-41910-131		HEALTH & LIFE INS - E C	\$2,400.00	62596690435	Insurance Premium
E 101-43121-131		HEALTH & LIFE INS - E C	\$5,857.50	62596690435	Insurance Premium
E 101-42110-131		HEALTH & LIFE INS - E C	\$17,397.06	62596690435	Insurance Premium
E 101-43125-131		HEALTH & LIFE INS - E C	\$1,384.50	62596690435	Insurance Premium
E 101-45202-131		HEALTH & LIFE INS - E C	\$745.50	62596690435	Insurance Premium
E 601-49440-131		HEALTH & LIFE INS - E C	\$2,700.00	62596690435	Insurance Premium
E 602-49490-131		HEALTH & LIFE INS - E C	\$2,375.00	62596690435	Insurance Premium
E 651-49590-131		HEALTH & LIFE INS - E C	\$857.50	62596690435	Insurance Premium
E 101-42401-131		HEALTH & LIFE INS - E C	\$2,500.00	62596690435	Insurance Premium
G 101-2340		PAYROLL CLEARING HE	\$2,900.00	62596690435	Insurance Premium
		Total	\$44,397.06		
74784	10/05/26	ATKINSON, DARCI			
E 101-41320-433		DUES & SUBSRIPT & TR	\$43.50		Mileage Reimbursement for the Bank
		Total	\$43.50		
74785	10/05/26	BADGER STATE INSPECTION LLC			
G 101-1170		LAND USE RECEIVABLE	\$2,500.00	1001427	Antenna Review and Structural Review
		Total	\$2,500.00		
74786	10/05/26	BARRETT, TREVOR			
E 101-43121-417		UNIFORMS	\$359.99		Boot Reimbursement
		Total	\$359.99		
74787	10/05/26	BAUMAN, PAULA			
E 101-41320-433		DUES & SUBSRIPT & TR	\$87.00		PSHRA Mileage
		Total	\$87.00		
74788	10/05/26	BLACK BURN MFG CO			
E 601-49440-227		UTILITY SYSTEM MAINT	\$522.43	IN0042474	Locate Marking Flags
E 602-49490-227		UTILITY SYSTEM MAINT	\$522.43	IN0042474	Locate Marking Flags
		Total	\$1,044.86		
74789	10/05/26	BRAVERMAN, JONATHAN			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$472.30		Refund Overpayment of Utilities 9646 Gander Lane
		Total	\$472.30		
74790	10/05/26	CANON FINANCIAL SERVICES INC			
E 101-42110-202		COPY & PRINTING SUPP	\$104.50	43878638	PD Copier
		Total	\$104.50		
74791	10/05/26	Center Point Energy			
E 601-49440-383		NATURAL GAS	\$324.92	10654144-4	Gas Utility
E 601-49440-383		NATURAL GAS	\$25.85	10658039-2	Gas Utility
E 601-49440-383		NATURAL GAS	\$20.57	10658041-8	Gas Utility
E 601-49440-383		NATURAL GAS	\$18.45	11144790-0	Gas Utility
E 601-49440-383		NATURAL GAS	\$19.50	11431330-7	Gas Utility
E 601-49440-383		NATURAL GAS	\$18.45	11833736-9	Gas Utility

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: PD PC 9172026,9-15-26 Bridge,POSTAGE 9-10-

26,Tasc09172026,Xcel092126,100526AP,092926HP,PR09242026,AE2SSept2026,2026 PAVE MAINT PROJ_PV2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49440-383		NATURAL GAS	\$18.45	13936923-5	Gas Utility
E 101-41940-383		NATURAL GAS	\$83.30	5651357-5	Gas Utility - Gov't Bldg
E 101-43121-383		NATURAL GAS	\$32.42	5659223-1	Gas Utility - PW
E 601-49440-383		NATURAL GAS	\$30.08	6401076054-	Gas Utility
E 101-43121-383		NATURAL GAS	\$28.00	6744979-3	Gas Utility - PW
E 101-42110-383		NATURAL GAS	\$66.67	8486433-9	Gas Utility - PD
E 601-49440-383		NATURAL GAS	\$130.50	8486442-0	Gas Utility
Total			\$817.16		
74792	10/05/26	CINTAS			
E 101-43121-417		UNIFORMS	\$147.24	4283105332	Uniforms
E 101-43121-417		UNIFORMS	\$147.24	4283878317	Uniforms
Total			\$294.48		
74793	10/05/26	CIVICS PLUS LLC			
E 673-49600-530		IMPROVEMENTS	\$89.62	389100	DNS and Domain Hosting Annual Fee ci.minnetrista.mn.us
Total			\$89.62		
74794	10/05/26	CLASSIC CLEANING COMPANY			
E 101-41940-211		CLEANING & MAINT SUP	\$434.00	39695	Monthly Cleaning Sept 2026 and Bags
E 101-43121-211		CLEANING & MAINT SUP	\$400.00	39695	Monthly Cleaning Sept 2026 and Bags
E 101-42110-211		CLEANING & MAINT SUP	\$775.00	39696	Monthly Cleaning Sept 2026
Total			\$1,609.00		
74795	10/05/26	ECM Publishers, Inc.			
E 406-43121-351		LEGAL NOTICE & ORD P	\$103.20	1115278	2027 Street Improvement
Total			\$103.20		
74796	10/05/26	ECM PUBLISHERS, INC			
E 101-41910-351		LEGAL NOTICE & ORD P	\$38.70	1113693	Brummer CUP
E 101-41320-351		LEGAL NOTICE & ORD P	\$98.90	1114403	Ordinance No 511
Total			\$137.60		
74797	10/05/26	ENGEL WATER TESTING			
E 601-49440-227		UTILITY SYSTEM MAINT	\$270.00	26-31252	Water testing services
Total			\$270.00		
74798	10/05/26	EROSION PRODUCTS, LLC			
E 651-49590-224		STREET MAINTENANCE	\$136.00	INV20260618	Seed for Ditch Projects
E 651-49590-224		STREET MAINTENANCE	\$120.00	INV20260915	Seed for Applegarden Ditch Project
Total			\$256.00		
74799	10/05/26	Grimm, Brian			
E 101-41320-433		DUES & SUBSRIPT & TR	\$194.56		MNGFOA Conference -RoundTrip
Total			\$194.56		
74800	10/05/26	Hennepin County Treasurer			
E 101-42110-441		CORRECTION FEES/CH	\$75.00	1000273961	Booking Fee
Total			\$75.00		
74801	10/05/26	KENNEDY & GRAVEN, CHARTERED			

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: PD PC 9172026,9-15-26 Bridge,POSTAGE 9-10-

26,Tasc09172026,Xcel092126,100526AP,092926HP,PR09242026,AE2SSept2026,2026 PAVE MAINT PRO2,2026 ST IMP PROJ_PV2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41610-304		LEGAL FEES - ATTORNE	\$3,000.00	195320	General
E 101-41610-304		LEGAL FEES - ATTORNE	\$1,175.80	MN415-0014	Administration
E 101-41610-304		LEGAL FEES - ATTORNE	\$250.00	MN415-0039	Nuisance Abatement 9550 West Hill Road
G 801-1170		LAND USE RECEIVABLE	\$310.00	MN415-0040	* Boll Property Preliminary Plat
		Total	\$4,735.80		
74802	10/05/26	LANGUAGE LINE SERVICES			
E 101-42110-307		PROFESSIONAL SERVIC	\$51.92	12021575	Interpretation Services
		Total	\$51.92		
74803	10/05/26	League of Minnesota Cities			
E 101-41320-433		DUES & SUBSCRIPT & TR	\$50.00	456490	APMP Conference
		Total	\$50.00		
74804	10/05/26	LE-AST SERVICE COUNSELING			
E 101-42110-307		PROFESSIONAL SERVIC	\$330.00	2172	Monthly Retainer Fee and Check up from Neck Up
		Total	\$330.00		
74805	10/05/26	LOFFLER			
E 401-43126-560		EQUIP AND FURNISHIN	\$1,527.50	5460691	IP VPN Project
		Total	\$1,527.50		
74806	10/05/26	METERING AND TECHNOLOGY			
E 601-49440-227		UTILITY SYSTEM MAINT	\$309.50	INV11298	2" Water Meter for the School
		Total	\$309.50		
74807	10/05/26	MN Dept. Of Transportation			
E 434-43122-530		IMPROVEMENTS	\$2,684.57	P00021826	2026 Street Project
		Total	\$2,684.57		
74808	10/05/26	MOUND TRUE VALUE HARDWARE			
E 602-49490-227		UTILITY SYSTEM MAINT	\$11.99	203971	Caulk for SCADA Control Room in Tower
E 602-49490-227		UTILITY SYSTEM MAINT	\$21.99	204056	Batteries
		Total	\$33.98		
74809	10/05/26	NCPERS MINNESOTA - 632400			
G 101-2380		PAYROLL CLEARING LIF	\$256.00	63240010202	*PERA life Ins Employer Paid
		Total	\$256.00		
74810	10/05/26	NESLUND, STEVE			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$237.22		Refund Overpayment of Utility 3345 Eagle Bluff Road
		Total	\$237.22		
74811	10/05/26	OFFICE DEPOT			
E 101-42110-201		OFFICE SUPPLIES	\$118.30	48069449800	USB Packs
		Total	\$118.30		
74812	10/05/26	OFFICE OF MNIT SERVICES			
E 101-42110-410		COMPUTER SERVICES/F	\$100.00	DV26080435	WAN Services
		Total	\$100.00		

CITY OF MINNETRISTA

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Batch: PD PC 9172026,9-15-26 Bridge,POSTAGE 9-10-

26,Tasc09172026,Xcel092126,100526AP,092926HP,PR09242026,AE2SSept2026,2026 PAVE MAINT PRO2,2026 ST IMP PROJ_PV2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
74813	10/05/26	Per Mar Security Services			
E 101-43121-401		BLDG/STRUCT MAINTEN	\$246.00	3918454	Monitoring
		Total	\$246.00		
74814	10/05/26	RICHARD, RYAN			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$249.34		Refund Overpayment of Utility 5020 Minneapolis Ave
		Total	\$249.34		
74815	10/05/26	ROBLES, MARIA			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$93.82		Refund Overpayment of Utility 6786 Wildflower Way
		Total	\$93.82		
74816	10/05/26	TEAM LABORATORY CHEMICAL CORP			
E 601-49440-227		UTILITY SYSTEM MAINT	\$483.00	INV0053756	Lift Station Chemicals and Glass Cleaner
E 101-43121-215		SHOP MATERIALS	\$80.00	INV0053756	Lift Station Chemicals and Glass Cleaner
		Total	\$563.00		
74817	10/05/26	TOWMASTER			
E 401-43126-540		MOTOR VEHICLES & MA	\$12,459.00	90010096	Swap of Truck Equipment from Old #5 to new #105
		Total	\$12,459.00		
74818	10/05/26	US BANK EQUIPMENT FINANCE			
E 101-41320-307		PROFESSIONAL SERVIC	\$41.86	591428362	Copier
E 101-41910-307		PROFESSIONAL SERVIC	\$41.86	591428362	Copier
E 101-43121-307		PROFESSIONAL SERVIC	\$41.86	591428362	Copier
E 601-49440-307		PROFESSIONAL SERVIC	\$41.87	591428362	Copier
E 602-49490-307		PROFESSIONAL SERVIC	\$41.87	591428362	Copier
		Total	\$209.32		
74819	10/05/26	VERIZON WIRELESS			
E 101-42110-321		TELEPHONE	\$40.01	6154176108	Arlo Cameras
		Total	\$40.01		
74820	10/05/26	WEISE, SUZANNE			
R 601-400-37120		UNDISTRIBUTED UTILITI	\$461.93		Refund Overpayment of Utility 3859 Games Drive
		Total	\$461.93		
74821	10/05/26	Wm Mueller & Sons Inc.			
E 101-43121-224		STREET MAINTENANCE	\$1,865.75	328325	Asphalt for Patching
		Total	\$1,865.75		
74822	10/05/26	WSB & ASSOCIATES			
E 651-49590-303		ENGINEERING SERV	\$674.50	R-013428-00	MS4 Services
G 801-1170		LAND USE RECEIVABLE	\$1,368.00	R-018539-00	* woodland cove 4th Addition
E 406-43121-303		ENGINEERING SERV	\$1,190.25	R-026511-00	2025 Street Improvement Project
E 406-43121-303		ENGINEERING SERV	\$114.00	R-028526-00	2025 Pavement Maintenance Project
E 434-43122-303		ENGINEERING SERV	\$39,150.00	R-029049-00	2026 Street Improvement Project
E 601-49440-303		ENGINEERING SERV	\$500.00	R-031223-00	General Engineering Svcs
E 602-49490-303		ENGINEERING SERV	\$500.00	R-031223-00	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	\$500.00	R-031223-00	General Engineering Svcs

CITY OF MINNETRISTA

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26,Tasc09172026,Xcel092126,100526AP,092926HP,PR09242026,AE2SSept2026,2026 PAVE MAINT PROJ,2026 ST IMP PROJ_PV2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42600-303		ENGINEERING SERV	\$1,500.00	R-031223-00	General Engineering Svcs
E 101-41910-303		ENGINEERING SERV	\$1,315.00	R-031373-00	Red Oak Grading and Resident Meeting
E 651-49590-303		ENGINEERING SERV	\$192.00	R-031373-00	HOA RFI
E 406-43121-303		ENGINEERING SERV	\$65.75	R-031373-00	Data Request for Zurada 2025 and 2026 St Projects
E 101-43121-307		PROFESSIONAL SERVIC	\$197.25	R-031373-00	Review Revised Grading and Hunters Crest Patching Email
G 801-1170		LAND USE RECEIVABLE	\$4,675.00	R-031880-00	* WCA Services
E 602-49490-303		ENGINEERING SERV	\$228.75	R-033687-00	2026 Sewer Lining Project
G 801-1170		LAND USE RECEIVABLE	\$819.25	R-033738-00	* M/I homes Hwy 7
E 651-49590-303		ENGINEERING SERV	\$4,226.25	R-036536-00	CR110 and 115 Ditch Maintenance
E 406-43121-303		ENGINEERING SERV	\$34,383.25	R-036987-00	2027 Street Improvement Project
G 801-1170		LAND USE RECEIVABLE	\$525.50	R-037141-00	* Seven Oaks
		Total	\$92,124.75		
74823	10/05/26	XCEL ENERGY			
E 101-43160-381		ELECTRIC UTILITIES	\$2,929.20	51-6565411-9	Electricity-Street Lights
E 101-42110-381		ELECTRIC UTILITIES	\$3,397.37	51-9597547-2	Electricity-Police
		Total	\$6,326.57		
74824	10/05/26	ZARNOTH			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$64.60	0207818-IN	Bucket Broom Replacemen
		Total	\$64.60		
74825	10/05/26	ZEHNDER HOMES			
G 101-2025		DEPOSITS PAYABLE	\$10,000.00	MB-17111 R8 Temp CO Return	-4875 Grandview Ave
		Total	\$10,000.00		
1003766 e	09/18/26	BRIDGEWATER BANK			
E 101-41320-437		MISCELLANEOUS EXPE	\$191.50	9/15/2026	Remote Deposit & Positive Pay Monthly Fee
		Total	\$191.50		
1003767 e	09/10/26	Postmaster			
E 101-41320-322		POSTAGE	\$500.00	09/10/26	POSTAGE ADDED TO POSTAGE MACHINE (E-CHECK)
		Total	\$500.00		
1003768 e	09/21/26	XCEL ENERGY			
E 601-49440-381		ELECTRIC UTILITIES	\$3,232.23	516565410-8	Electricity-Wells/Watertower/WTP
		Total	\$3,232.23		
1003769 e	09/25/26	TASC			
G 101-2346		PR CLEARING DAYCARE	\$256.00		* Dependent Care
		Total	\$256.00		
1003770 e	09/18/26	Petty Cash			
E 101-42110-322		POSTAGE	\$22.89		Postage
E 401-42110-540		MOTOR VEHICLES & MA	\$27.00		Register squad 91
E 101-42110-437		MISCELLANEOUS EXPE	\$24.95		Propane
E 101-42110-404		VEHICLE & EQUIP MAIN	\$16.25		Tabs
E 101-42110-322		POSTAGE	\$22.02		Postage
		Total	\$113.11		

CITY OF MINNETRISTA

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26,Tasc09172026,Xcel092126,100526AP,092926HP,PR09242026,AE2SSept2026,2026 PAVE MAINT PROJ_PV2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1003771 e	09/29/26	Internal Revenue Service			
G 101-2300		PAYROLL CLEARING FE	\$17,863.43		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	\$17,120.40		* PR - SS/Medicare w/h
		Total	\$34,983.83		
1003772 e	09/29/26	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$8,247.49		* State w/h
		Total	\$8,247.49		
1003773 e	09/29/26	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$35,037.14		* Pera w/h
		Total	\$35,037.14		
1003774 e	09/29/26	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$250.00		* Retirement MSRS
		Total	\$250.00		
1003775 e	09/29/26	Optum			
G 101-2347		HSA CLEARING ACCT	\$5,764.02		HSA Employer and Employee Cont
		Total	\$5,764.02		
1003776 e	09/29/26	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$2,591.00		* Deferred Comp w/h
		Total	\$2,591.00		
1003777 e	09/29/26	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$288.46		* Roth IRA Contributions
		Total	\$288.46		
1003778 e	10/05/26	ALLIED BLACKTOP COMPANY			
E 406-43121-224		STREET MAINTENANCE	\$6,189.54	10/5/2026	2026 PAVEMENT MAINT PROJECT CRACK FILL, SEAL COAT AND FOG SEAL
		Total	\$6,189.54		
1003779 e	10/05/26	Wm Mueller & Sons Inc.			
E 434-43122-530		IMPROVEMENTS	\$1,128,225.85	10/05/2026	2026 ST IMP PROJ_PV2
		Total	\$1,128,225.85		
1003780 e	10/05/26	AE2S			
E 601-49440-303		ENGINEERING SERV	\$1,048.50	113716	AE2S August Invoice for General Services
E 601-49440-303		ENGINEERING SERV	\$426.00	113717	AE2S August Invoice for Westonka Watermain
E 602-49490-303		ENGINEERING SERV	\$21,037.50	113776	AE2S August invoice for Scada Task Order #2 -LS #4 and LS #6
E 602-49490-303		ENGINEERING SERV	\$123.00	113786	AE2s August Invoice for LS #2 Control Panel
E 601-49440-303		ENGINEERING SERV	\$1,065.00	113794	AE2S August Invoice for Risk and Resilience Plan/Emergency Response Plan
E 602-49490-303		ENGINEERING SERV	\$1,065.00	113794	AE2S August Invoice for Risk and Resilience Plan/Emergency Response Plan
E 601-49440-303		ENGINEERING SERV	\$159.75	113795	AE2S August Invoice for Well #5 Decommissioning
E 601-49440-303		ENGINEERING SERV	\$427.50	113796	AE2S August Invoice for WTP Construction Communication
E 601-49440-303		ENGINEERING SERV	\$42,870.95	113944	AE2S August invoice for WTP Construction

CITY OF MINNETRISTA

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Batch: PD PC 9172026,9-15-26 Bridge,POSTAGE 9-10-26,Tasc09172026,Xcel092126,100526AP,092926HP,PR09242026,AE2SSept2026,2026 PAVE MAINT PROJ,2026 ST IMP PROJ_PV2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$68,223.20		
1010			\$1,482,088.08		

Fund Summary

1010 1ST BK OF THE LAKES	
101 GENERAL FUND	\$159,368.91
401 CAPITAL IMPROVEMENT PROGRAM	\$14,013.50
406 ROAD MAINTENANCE FUND	\$42,045.99
434 2026 ROAD PROJECTS FUND	\$1,170,060.42
601 WATER FUND	\$56,178.11
602 SEWER FUND	\$25,927.53
651 STORM WATER MGMT FUND	\$6,706.25
673 CABLE	\$89.62
801 LANDUSE AGENCY	\$7,697.75
	\$1,482,088.08



CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Approve Resolution - Res No 104-26 for Proposed Listings of Delinquent Utility for Certification to County

Prepared By: Brian Grimm, Finance Director

Meeting Date: October 5, 2026

Property owners were notified by letter of the delinquent amounts due to the City for utilities. The unpaid utility notification letters were sent in early September. The letters stated that the amount was due by 4:30 PM on September 28, 2026. This gives time for City staff to prepare resolutions for Council and coordinate the certification to the County for collection with the annual property taxes.

Attached is the proposed resolution for delinquent utilities for your review.

MAIN POINTS:

1. Some of the fees have been paid since the original notices were mailed. Those accounts have been removed from the certification list and the remaining accounts are indicated on the list attached to each resolution.
2. It is proposed that the unpaid amounts that have not been paid or granted payment arrangements be certified to the County Assessors Office for collection with the payable 2027 taxes.

Recommended City Council Action: Adopt the resolution for proposed certification of the delinquent utility amounts at an interest rate of 5% per annum plus \$30 administrative fee per parcel as per the fee schedule.

Does Recommended Action meet City Mission Statement? Yes No

Does Recommended Action meet City Goals/Priorities? Yes No

Explain: Annual process to certify unpaid delinquent fees for collection with the 2027 property taxes.

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.

RESOLUTION NO. 104-26

**RESOLUTION ADOPTING CERTIFICATION
FOR UNPAID UTILITY FEES**

WHEREAS, pursuant to proper notice duly given as required by law, the council approved certification for delinquent Utility fees due to the City of Minnetrista.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, MINNESOTA:

1. Such proposed certification, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the certification of unpaid water, sewer, storm water and recycling bills against the lands named therein.
2. Such certification shall be payable to the County auditor along with their property taxes. The certification shall bear interest at a rate of 5 per cent annum from the first full month from the date of adoption of this certification resolution (November 1, 2026), and a \$30 administrative fee. To the certified amount shall be added interest on the entire certification from first full month from the date of this certification resolution (November 1, 2026) until December 31, 2027.
3. The owner of any property so certified may, at any time prior to the certification to the county auditor, pay the whole amount due on such property to the City or make prior payment arrangements with Finance Director. Such payment must be made on or before November 15, 2026 or interest will be charged starting November 1, 2026 through December 31, 2027.
4. The clerk shall forthwith transmit a certified duplicate of this certification to the county auditor to be extended on the property tax lists of the county. Such certification shall be collected and paid over in the same manner as other municipal taxes.

ADOPTED by the council this 5th day of October 2026 by vote of ____ Ayes ____ Nays.

Mayor

ATTEST:

City Clerk

CITY OF MINNETRISTA
 Certification Summary
 Utility Billing

Property Address	PID Number	Certification Amount
1410 PRESERVE BLVD	0811724410007	\$51.75
7651 KINGSWOOD RD	0911724340003	\$51.75
1015 SUNNYFIELD RD N	1011724120007	\$51.75
6155 SUNSET DR	0211724240027	\$111.26
6180 PAINTER RD	0211724310001	\$117.59
60 CO RD 110 N	0211724120002	\$131.26
9542 COTTONTAIL DRIVE	3111724230068	\$135.19
9456 PHEASANT CROSSING	3111724220030	\$152.51
3495 EAST SHORE DRIVE	2511724130001	\$179.70
815 CO RD 110 N	1111724110005	\$179.70
9502 GANDER LANE	3111724220044	\$185.28
5950 HARDCRABBLE CIRCLE	2611724130008	\$189.75
1070 CREST RIDGE COURT	1211724140029	\$201.13
6255 WEST BRANCH RD	1111724220005	\$214.13
5475 NORTH ARM DR	0111724320002	\$246.00
3260 EAGLE BLUFF ROAD	2611724220012	\$248.31
6520 GAME FARM RD E	1011724440007	\$288.73
4327 CREEKSIDE WAY	3411724240017	\$290.16
500 NORTH BRANCH RD	0311724420002	\$304.21
310 CO RD 110 N	0211724130018	\$310.46
955 MAPLE CREST DRIVE	1211724210007	\$317.02
6085 SUNNYFIELD RD E	1111724310004	\$317.12
90 CO RD 110 N	0211724120003	\$321.01
635 CLARENCE AV	0111724330009	\$327.95
7300 CO RD 26	0411724410006	\$335.69
9550 CO RD 26	0611724220001	\$335.93
5005 NORTH ARM DR	0111724410013	\$335.93
8305 OX YOKE CIRCLE	0511724130014	\$335.96
1020 GAME FARM RD N	1011724220002	\$335.97
650 TRAILS END ROAD	0111724410017	\$335.97
5970 GAME FARM RD E	1111724430001	\$335.97
6690 GAME FARM RD E	1011724430012	\$335.97
5405 NORTH ARM DR	0111724310012	\$335.97
4945 NORTH ARM DR	0111724410007	\$335.97
1130 MARINA DRIVE	1111724140010	\$415.44
4613 LANDINGS WAY	3111724340011	\$511.80
4305 COTTAGEWOOD COURT	3411724240103	\$564.97
6625 SOUTH SAUNDERS LAKE DR	2211724410062	\$631.78
6835 MINNEHAHA COURT	3411724210023	\$675.39
4296 COTTAGEWOOD COURT	3411724240084	\$697.69

5525 YELLOWSTONE TRAIL	3611724330025	\$700.60
6750 HALSTEAD AVE	2211724430042	\$705.83
5420 YELLOWSTONE TRAIL	3611724330036	\$773.40
5292 EDSALL ROAD	2511724240029	\$805.32
4276 COTTAGEWOOD COURT	3411724240089	\$935.66
6929 CROSBY COURT	3411724240052	\$942.43
6550 SOUTH SAUNDERS LAKE DR	2211724410048	\$963.80
4482 COVEY LANE	3111724310058	\$1,070.99
3565 TUXEDO ROAD	2511724130032	\$1,182.61
6809 MINNEHAHA COURT	3411724210027	\$1,193.33
4500 LOTUS DRIVE	3411724410096	\$1,221.07
5320 EDSALL ROAD	2511724240038	\$1,227.21
4131 WOODLAND COVE PARKWAY	3411724210014	\$1,348.31
5559 MORNINGVIEW TERRACE	1211724320044	\$1,512.71
5948 HERMITAGE TRAIL	3511724120057	\$1,539.20
5440 EASTVIEW AVE	1211724230010	\$1,550.67
4317 COTTAGEWOOD COURT	3411724240100	\$1,603.31
5774 SUNNYBROOK CIRCLE	1111724440037	\$1,696.64
4360 TRILLIUM LANE WEST	3511724240017	\$1,739.02
5846 SUNNYBROOK CIRCLE	1411724110014	\$2,014.20
4378 TRISTA BEND	3411724240109	\$2,580.76
9496 GLACIER ROAD	3111724230042	\$2,800.78
1425 WESTWOOD DRIVE	1211724330028	\$2,844.92
1445 WESTWOOD DRIVE	1211724330014	\$2,972.62
1050 MARIA COURT	1111724140036	\$3,038.45
6971 CROSBY COURT	3411724240040	\$3,067.57
8284 PONDVIEW DRIVE	2911724430021	\$3,230.43
3800 TURTLE ROAD	2911724440041	\$3,389.62
2616 NORTH SAUNDERS LAKE DR	2211724140015	\$3,483.23
4275 STONEBRIDGE CIRCLE	3511724130043	\$3,606.49
4513 COVEY LANE	3111724310036	\$3,888.71
3949 GAMES DRIVE	3111724240041	\$3,892.09
5760 SUNNYBROOK LANE	1111724440020	\$4,026.77
6545 SOUTH SAUNDERS LAKE DR	2211724410036	\$4,110.12
5648 DUTCH LAKE COURT	1411724110024	\$4,667.13
6814 MINNEHAHA COURT	3411724210032	\$4,671.41
1528 SUNNYBROOK DRIVE	1111724440010	\$4,686.86
3776 WOODLAND COVE PARKWAY	2711724340045	\$3,383.28
TOTAL		\$100,847.67

CITY OF MINNETRISTA
REQUEST FOR CITY COUNCIL
ACTION/DISCUSSION



Subject: Woodland Cove Lake 2nd Addition –Accept Public Improvements

Prepared By: Alyson Fauske, PE (MN), City Engineer

Meeting Date: October 5, 2026

Issue: The public improvements in Woodland Cove Lake 2nd Addition have been completed and acceptance of the public improvements is appropriate.

Background/Discussion: The work in Woodland Cove 2nd Addition were satisfactorily completed in 2020 and items on the two-year warranty punch list were completed in 2023. The letter of credit has been released and acceptance of the public improvements is recommended.

Recommended City Council Action: Staff recommends adopting Resolution No. _____, accepting the public improvements for Woodland Cove Lake 2nd Addition.

Does Recommended Action meet City Mission Statement? ☒ Yes ☐ No

Does Recommended Action meet City Goals/Priorities? ☒ Yes ☐ No

Explain:

Mission Statement:

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

RESOLUTION NO. 105-26
CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA

**A RESOLUTION APPROVING AND ACCEPTING THE PUBLIC IMPROVEMENTS
FOR WOODLAND COVE LAKE 2ND ADDITION**

WHEREAS, pursuant to a written and recorded subdivision agreement between the City and Mattamy, the public improvements have been constructed satisfactorily in accordance with such agreement.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Minnetrista, Minnesota, the work completed for the public improvements under said agreement is hereby accepted and approved.

This resolution was adopted by the City Council of the City of Minnetrista on the 5th day of October 2026, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject: Approve joint agreement for streetlights with Hennepin County

Prepared By: Gary Peters, Public Works Director

Meeting Date: October 5, 2026

Issue:
Hennepin County wants a joint agreement for installing streetlights at the intersections of County Road 26 and North Branch Road, and at County Rd 26 and Game Farm Road.

Background/History:
In 2024, Hennepin County reconstructed County Road 26 from County Road 110 North to the western border of Minnetrista/Carver County. During the construction planning phase, residents asked if street lighting could be installed at the intersections of County Road 26 and North Branch Road, and at County Rd 26 and Game Farm Road.

Overview:
Hennepin county approached the Public Works Director asking if the City would be willing to look at a joint agreement to install the lights at these intersections. Upon hearing a yes, they added the streetlight installation to the planning process. The first construction plan included installing new light posts and fixtures and running electric lines from the power pole to these new streetlights and a cost of nearly \$30,000.00. The Public Works Director ask why arms and fixtures were not being added to the power poles already in place at the intersection. This was investigated and the plan set was changed.

On September 2 of this year, the Public Works Director received an email from the Hennepin County Graduate Engineer Adam Bentson who was working on closing out the County Road 26 project and noticed that the county never finalized the agreement for the lighting work. A formal agreement was sent over, and the Public Works Director asked the City Attorney to read the agreement and make changes as needed. The returned copy was sent to the county, and they approved of the changes. The agreement is attached.

Fiscal Impact:
This agreement states a split cost for the installation of the light fixtures on the power poles already in place at a cost of \$2,000.00 for the City. The City would pay for the monthly electricity cost, estimated to be around \$20.00 per month, and any future maintenance of the new lights. This is the same arrangement the City has with Xcel Energy for all intersection streetlights throughout the City.

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

Recommended City Council Action:

Motion to approve Resolution No. 106-26 for a joint lighting agreement between Hennepin County and the City of Minnetrista for the installation of new streetlights to the existing power poles at the intersections of County Road 26 at North Branch Road and County Road 26 at Game Farm Road.

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.

CONSTRUCTION COOPERATIVE AGREEMENT

This Agreement is made between the **County of Hennepin**, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the “County”, and the **City of Minnetrista**, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the “City”. The County and the City collectively are referred to as the “Parties”.

Recitals

The following Recitals are incorporated into this Agreement.

1. The County, in coordination with the City, desires to install two streetlights on the intersections of County Road (CR) 26 at Game Farm and Ingerson roads within the corporate limits of the City (“Lighting Project”).
2. The County is leading a pavement rehabilitation project on CR 26 between Hennepin County border with Carver County and CSAH 110 in Minnetrista as part of County Project (CP) 2210403 (the “Pavement Project”).
3. The County will contract with Wright-Hennepin Cooperative Electric Association (“Wright-Hennepin”) to perform the Lighting Project, which will be coordinated with the Pavement Project.
4. The County Engineer has provided Exhibit A (Lighting Project Estimated Construction Cost), a copy of which is attached hereto.
5. The City has agreed to cost participate in the Lighting Project as provided herein, which shall hereinafter be referred to as the “Project” as further illustrated in the attached Exhibit B (Project Layout).
6. The Parties have agreed to enter into this Agreement to memorialize the partnership and to outline each party’s ownership and financial responsibilities, and maintenance responsibilities for the Project.
7. The County shall be the lead agency in delivering the Project.
8. The Project will be carried out by the Parties under the provisions of Minnesota Statutes, Section 162.17, Subdivision 1, and Section 471.59.

Agreement

NOW, THEREFORE, the Parties agree as follows:

1. Term of Agreement and Survival of Terms.

1.1. Effective Date. This Agreement is effective as of the date of the final signature.

1.2. Expiration Date. This Agreement will expire after the date in which all obligations have been satisfactorily fulfilled.

1.3. Survival of Terms. Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement do survive such term, cancellation or termination. Such provisions include but are not limited to: Maintenance Responsibilities, Records/Audits, Indemnification, Insurance, Worker Compensation Claims, Cancellation, Termination, and Minnesota Laws Govern.

1.4. Exhibits. All exhibits are incorporated into this Agreement.

1.4.1 Exhibit A (Lighting Project Estimated Construction Cost).

1.4.2 Exhibit B (Project Layout).

2. Project Construction.

2.1. Contract Award and Administration. The County or its agents shall authorize Wright-Hennepin to proceed with the Project upon execution of this Agreement.

2.2. Detours. The Project may require limited detouring of traffic onto the City's streets. The Parties agree that there will be no compensation to the City for detours onto its streets required to construct the Project.

3. Cost Participation. The City will participate in the construction costs for the Project as provided herein.

3.1. City's Total Cost Participation. As referenced in Exhibit A, and for informational purposes only, the current estimated construction cost of the Project is \$4,000.00. The Parties understand and agree that the City's cost participation in the Project shall be fifty percent (50%) of the final cost of the Project ("City's Cost Participation"). The City's Cost Participation is estimated to be \$2,000.00.

4. Payment.

4.1. Amount Due. The City agrees to pay the City's Cost Participation amount as described herein.

4.2. When to Invoice. After authorization by the County to the Wright-Hennepin to proceed

with the Project, the County shall invoice the City for ninety five percent (95%) of the City's Cost Participation for the Project.

4.3. Pay to the Order of. Payments shall be made to the County in the name of the Hennepin County Treasurer, by the City for the full amount due stated on the invoices within forty five (45) days of the invoice date.

4.4. Where to Send Payment. Payment should include the date, the name of the County Project Manager (Joshua Jansen, P.E.), Project name and County Project number (C.P. 2210403). Payment and supporting documentation should be made to the following address:

Hennepin County Accounts Receivable
Mail Code 131
300 South 6th St.
Minneapolis, MN 55487

4.5. Final Amount Due. The remainder of the City's shares in the construction costs of the Project, will be due to the County upon acceptance of the County's construction engineer of all the construction work performed by the County's construction contractor and submittal of the County Engineer's final estimate for the Project to the City.

4.6. Remaining Balance. Upon final payment to the Project contractor by the County, any amount remaining as a balance in the deposit account will be returned to the City, within 45 days, on a proportionate basis based on the City's initial deposit amount and the its final proportionate share of the Project costs. Likewise, any amount owed to the County from the City upon final payment by the County, shall be paid by the City as its final payment for the City's Cost Participation of the Project within forty five (45) days of receipt of an invoice from the County.

5. County Supplied Equipment. Not applicable to the Project.

6. The City's Maintenance Responsibilities. Upon completion of the Project, the City shall be responsible for maintenance and operating costs of all the improvements constructed or revised as part of the Project at no cost to the County.

6.1. Street Lighting. The City, at no cost to the County, shall be responsible for paying for the electrical energy for the operation of the streetlights installed as part of the Project.

7. The County's Maintenance Responsibilities. Upon completion of the Project, the County shall have no maintenance responsibilities of the improvements constructed or revised as part of the Project.

8. Authorized Representatives. In order to coordinate the services of the County with the activities of the City and vice versa so as to accomplish the purposes of this Agreement, the Hennepin County and the City Engineers or their designated representatives shall manage this Agreement on behalf of the County and the City.

County of Hennepin:

Carla Stueve
County Highway Engineer
Hennepin County Public Works
1600 Prairie Drive, Medina, MN 55340
Office: 612-596-0356
Carla.Stueve@hennepin.us

City of Minnetrista:

Gary Peters
Public Works Director
7701 Co Rd 110 W, Minnetrista, MN 55364
Office Phone: 952-241-2532
Email: garypeters@cityofminnetrista.gov

9. Assignment, Amendments, Default, Waiver, Agreement Complete, Cancellation or Termination.

- 9.1. Assignment.** The City shall not assign, subcontract, transfer or pledge this Agreement and/or the services to be performed hereunder, whether in whole or in part, without the prior written consent of the County.
- 9.2. Amendments.** Any alterations, variations, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the Parties hereto.
- 9.3. Default.** If the City fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute a default. Unless the City's default is excused by the County, the County may upon written notice immediately cancel this Agreement in its entirety.
- 9.4. Waiver.** The County's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.
- 9.5. Agreement Complete.** The entire Agreement between the Parties is contained herein, and this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.
- 9.6. Cancellation or Termination.** This Agreement may be terminated or cancelled by each party by mutual agreement with or without cause by either party upon thirty (30) day written notice. This Agreement shall be terminated or cancelled by any party upon a material breach by the other party. In the event of a termination or cancellation, the Parties will remain responsible for cost participation as provided in this Agreement for

obligations incurred up through the effective date of the termination or cancellation, subject to any equitable adjustment that may be required to account for the effects of a breach.

10. Indemnification.

10.1. The City Indemnifies the County. The City agrees to defend, indemnify and hold harmless the County, its officials, officers, agents, volunteers, and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorneys' fees, resulting directly or indirectly from any act or omission of the City or the City's consultant or sub consultant, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of the City to perform fully, in any respect, all obligations under this Agreement. The City's liability shall be governed by the provisions of Minnesota Statutes, Chapter 466 or other applicable law.

10.2. The County Indemnifies the City. The County agrees to defend, indemnify and hold harmless the City, its officials, officers, agents, volunteers, and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorneys' fees, resulting directly or indirectly from any act or omission of the County or the County's consultant or sub consultant, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of the County to perform fully, in any respect, all obligations under this Agreement. The County's liability shall be governed by the provisions of Minnesota Statutes, Chapter 466 or other applicable law.

11. Insurance. The County and the City agree that any future contract let by the Parties for the performance of any of the work included hereunder shall include clauses that will: 1) Require the contractor to indemnify and hold the County and the City, their commissioners, officers, agents and employees harmless from any liability, claim, demand, judgments, expenses, action or cause of action of any kind or character arising out of any act or omission of the contractor, their officers, employees, agents or subcontractors; 2) Require the contractor to be an independent contractor for the purposes of completing the work provided for in this Agreement; and 3) Require the contractor to provide and maintain enough insurance so as to assure the performance of its indemnification and hold harmless obligation:

Limits

(1) Commercial General Liability on an occurrence basis with contractual liability coverage:

General Aggregate	\$2,000,000
Products - Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,500,000
Each Occurrence - Combined Bodily Injury and Property Damage	\$1,500,000

Hennepin County shall be named as an additional insured for the Commercial General Liability coverage with respect to operations covered under this Agreement.

- (2) Automobile Liability:

Combined Single limit each occurrence coverage or the equivalent covering owned, non-owned, and hired automobiles:

\$1,500,000
- (3) Workers’ Compensation and Employer’s Liability:

Workers’ Compensation:

Statutory

 If the contractor is based outside the State of Minnesota, coverage must apply to Minnesota laws.

Employer’s Liability. Bodily injury by:

Accident – Each Accident

\$500,000

Disease – Policy Limit

\$500,000

Disease - Each Employee

\$500,000
- (4) Professional Liability – Per Claim and Aggregate:

\$2,000,000

The above listed Professional Liability insurance will not be required in any construction contract let by the City if the City’s contractors are not required to perform design engineering as part of the construction contract.

An umbrella or excess policy over primary liability coverages is an acceptable method to provide the required insurance limits.

The above subparagraphs establish minimum insurance requirements. It is the sole responsibility of the City’s contractors to determine the need for and to procure additional insurance which may be needed in connection with the Project.

All insurance policies shall be open to inspection by the County and copies of policies shall be submitted to the County upon written request.

12. Worker Compensation Claims.

12.1. City’s Employees. Any and all employees of the City and all other persons engaged by the City in the performance of any work or services required or provided for herein to be performed by the City shall not be considered employees of the County, and any and all claims that may or might arise under the Workers' Compensation Act or the Unemployment Compensation Act of the State of Minnesota on behalf of the employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of the employees while so engaged on any of the work or services provided to be rendered herein shall in no way be the

obligation or responsibility of the County.

- 12.2. County's Employees.** Any and all employees of the County and all other persons engaged by the County in the performance of any work or services required or provided for herein to be performed by the County shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Act or the Unemployment Compensation Act of the State of Minnesota on behalf of the employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of the employees while so engaged on any of the work or services provided to be rendered herein shall in no way be the obligation or responsibility of the City.
- 13. Records/Audits.** The City agrees that the County, the State Auditor or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, etc., which are pertinent to the Project and the accounting practices and procedures of the City which involve transactions relating to this Agreement.
- 14. Nondiscrimination.** The provisions of Minnesota Statute Section 181.59 and of any applicable local ordinance relating to civil rights and discrimination and the Affirmative Action Policy statement of Hennepin County shall be considered a part of this Agreement as though fully set forth herein.
- 15. Counterparts/Electronic Signatures.** This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement. The facsimile, email or other electronically delivered signatures of the Parties shall be deemed to constitute original signatures, and facsimile or electronic copies hereof shall be deemed to constitute duplicate originals.
- 16. Minnesota Laws Govern.** The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the Parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, State of Minnesota. Litigation, however, in the federal courts involving the Parties will be in the appropriate federal court within the State of Minnesota.

(This space left intentionally blank)

IN TESTIMONY WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective duly authorized officers and agree to be bound by the provisions herein set forth.

CITY OF MINNETRISTA

By: _____
Mayor

Date: _____

By: _____
City Clerk

Date: _____

COUNTY OF HENNEPIN

ATTEST:

By: _____
Deputy/Clerk of the County Board
Date: _____

By: _____
Chair of its County Board
Date: _____

And: _____
County Administrator
Date: _____

**REVIEWED BY
THE COUNTY ATTORNEY'S OFFICE:**

By: _____
Assistant County Attorney
Date: _____

And: _____
Assistant County Administrator, Public Works
Date: _____

REVIEWED:

By: _____
County Administrative Clerk
Date: _____

RECOMMENDED FOR APPROVAL

By: _____
County Highway Engineer

Date: _____

RECOMMENDED FOR APPROVAL

By: _____
Acting Department Director, Transportation
Operations

Date: _____

EXHIBIT A



Wright-Hennepin Cooperative Electric Association
 P.O. Box 330, Rockford, MN 55373-0330
 Phone: (763) 477-3000 | Fax: (763) 477-3054

Line Construction Charge Agreement

Bill: Hennepin County , MN	Service Information	
	Account No:	
	Work Order: Rudi Ext: @	
	Location:	
	Address:	
	Addition:	
	Block:	Lot:

Charge Type	Quantity	Charge	Allowance	Unit	Total
Primary Facility Charge	2	\$ 1,000.00	0		\$ 2,000.00
Light	2	\$ 1,000.00	0		\$ 2,000.00

estimate for 2 lights

Total Charges: \$4,000.00

Note: Total does not include applicable sales tax or other required local, state, and federal fees.

I agree to pay the above charge after the work has been completed. Final cost will be based on actual construction footage, and will be invoiced after the work is completed.

Signature: _____

If the homeowner or builder is not ready for service when crews arrive at a mutually agreed upon time because they do not have an inspected and approved meter socket or an adequate corridor to install cable, a trip charge will be applied per the most recent schedule of charges.

Prepared By: Bob Fenner

Date: 02/23/2024

Quote Valid Until: 05/23/2024

Please sign and return in the envelope provided. Thank you!

EXHIBIT B
Project Layout

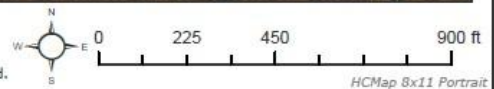
CR 26 Proposed Lighting

Date: 2/7/2024



Comments:

This map has been created for informational purposes only and is not considered a legally recorded map or document. Information is furnished "AS IS" with no representation or warranty expressed or implied.



RESOLUTION NO. 106-26

**RESOLUTION APPROVING A MOTION FOR A JOINT LIGHTING
AGGREEMENT BETWEEN HENNEPIN COUNTY AND THE CITY OF
MINNETRISTA FOR THE INSTALLATION OF NEW STREETLIGHTS TO
THE EXISTING POWER POLES AT THE INTERSECTIONS OF COUNTY
ROAD 26 AT NORTH BRANCH ROAD AND COUNTY ROAD 26 AT GAME
FARM ROAD.**

WHEREAS, Hennepin County has a need to install new streetlights to the existing power poles at the intersections of County Road 26 at North Branch Road and County Road 26 at Game Farm Road;

WHEREAS, Hennepin County requests a joint lighting agreement with the City of Minnetrista for the installation, future electric costs, and maintenance of new streetlights to the existing power poles at the intersections of County Road 26 at North Branch Road and County Road 26 at Game Farm Road;

WHEREAS, both parties require and agree on a Joint Lighting Agreement (attached);

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF MINNETRISTA,**

This resolution was adopted by the City Council of the City of Minnetrista on the 5th day of October 2026, by a vote of _____ Ayes and _____ Nays.

Mayor Lisa Whalen

ATTEST:

Ann Meyerhoff
City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject: Health Insurance Opt-Out Program

Prepared By: Jasper Kruggel, City Administrator
Paula Bauman, Assistant City Administrator

Meeting Date: October 5, 2026

Issue: The proposed health insurance opt- out program would allow benefits-eligible employees who have health insurance coverage through another source, such as a spouse’s employer plan, to decline the City’s health insurance and receive an opt-out payment instead. A formal policy implementing the program is attached for City Council adoption.

Overview: The Personnel Committee is recommending the following program terms:

1. **Proof of alternate coverage.** To participate, the employee must provide documentation confirming enrollment in health insurance coverage outside of the City’s plan, such as a spouse’s plan or an individual market plan.
2. **Use of opt-out funds.** The employee may direct opt-out funds toward other open enrollment offerings, including dental insurance, a flexible spending account (FSA), and long-term disability coverage.
3. **Remaining funds.** Any portion of the opt-out payment not directed toward other benefit elections will be paid to the employee as taxable income.
4. **Opt-out amount.** The opt-out payment is set at 80% of the City’s Single coverage contribution, regardless of which coverage tier the employee is opting out of. At the current Single contribution of \$900 per month, the opt-out payment would be \$720 per month.

This structure benefits both employees and the City. Employees gain the flexibility to use a health insurance plan available through a spouse’s employer that may better fit their needs, while still receiving compensation they can direct toward other benefits or take as income. The City benefits financially in every opt-out scenario, because the payment is fixed at 80% of the Single rate rather than 80% of the tier the employee previously held. As a result, opt-outs from Family coverage generate substantially greater savings than opt-outs from Single coverage.

Fiscal Impact: Because the opt-out payment is anchored to the Single rate, each employee opting out of Family coverage generates more than four times the annual savings of an employee opting out of Single coverage, as shown below.

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.

Coverage Tier	City Contribution (Monthly)	Opt-Out Payment (Monthly)	City Savings (Monthly)	City Savings (Annual)
Single	\$900	\$720	\$180	\$2,160
Family	\$2,000	\$720	\$1,280	\$15,360

Aggregate savings will scale directly with participation. For example, five Family-tier opt-outs would save the City approximately \$76,800 annually, while five Single-tier opt-outs would save approximately \$10,800 annually. Actual savings will depend on the number of eligible employees who elect to participate and the coverage tier they currently hold. The opt-out amount would be recalculated each plan year based on the City’s Single contribution in effect for that year.

Implementation: If approved, the program would be offered during the open enrollment period for the 2027 plan year and to new employees at the time of hire. Participating employees would be required to provide proof of alternate coverage each year, and an employee who loses alternate coverage could enroll in the City’s plan in accordance with the plan’s special enrollment rules.

Next Steps: Staff are seeking City Council approval of the Health Insurance Opt-Out Program and adoption of the attached Health Insurance Opt-Out Program Policy, effective January 1, 2027.

Attachment: Health Insurance Opt-Out Program Policy

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

PERSONNEL POLICY



Subject: Health Insurance Opt-Out Program Policy

Effective Date: January 1, 2027

Adopted by City Council: October 5, 2026

Section 1. Purpose

The purpose of this policy is to establish a Health Insurance Opt-Out Program for eligible employees of the City of Minnetrista (“City”) who have health insurance coverage available through another source. The program provides employees with flexibility in their benefit elections while reducing the City’s overall health insurance costs.

Section 2. Eligibility

- A. An employee who is eligible to enroll in the City’s group health insurance plan (“benefits-eligible employee”) may participate in the program, subject to the requirements of this policy.
- B. An employee whose alternate coverage is provided through the City’s own group health insurance plan, including coverage as the dependent of another City employee, is not eligible to receive an opt-out payment.
- C. Employees covered by a collective bargaining agreement are eligible to participate only to the extent provided for in, or not in conflict with, the applicable collective bargaining agreement.

Section 3. Proof of Alternate Coverage

- A. As a condition of participation, the employee must provide documentation, in a form acceptable to the City, confirming that the employee is enrolled in health insurance coverage outside of the City’s plan, such as a spouse’s employer-sponsored plan or an individual market plan. The employee must also sign an attestation that the employee is enrolled in such coverage.
- B. Documentation and the signed attestation must be provided at the time of initial election and at each annual open enrollment period. No opt-out payment will be made until the required documentation has been received.

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.

- C. The employee must notify the City in writing within thirty (30) days if the employee's alternate coverage ends or changes.

Section 4. Opt-Out Payment Amount

- A. The monthly opt-out payment shall equal eighty percent (80%) of the City's monthly contribution toward Single health insurance coverage in effect for the applicable plan year, regardless of the coverage tier the employee would otherwise be eligible to elect.
- B. For example, at a City Single coverage contribution of \$900 per month, the opt-out payment would be \$720 per month.
- C. The opt-out payment amount shall be recalculated each plan year based on the City's Single coverage contribution as established by the City Council.

Section 5. Use of Opt-Out Funds

- A. A participating employee may direct all or a portion of the opt-out payment toward other benefits offered by the City during open enrollment, including dental insurance, a flexible spending account (FSA), and long-term disability coverage.
- B. Elections are made through the City's Section 125 cafeteria plan and remain in effect for the entire plan year, except as otherwise permitted by the plan and applicable Internal Revenue Service rules. Contributions to a flexible spending account are subject to the annual limits established by the Internal Revenue Service.

Section 6. Payment of Remaining Funds

- A. Any portion of the opt-out payment not directed toward other benefit elections shall be paid to the employee as taxable income, subject to all applicable tax withholding.
- B. Remaining funds shall be paid in equal installments through the City's regular payroll.
- C. Opt-out payments shall be treated for retirement contribution, overtime, and other payroll purposes as required by applicable law.

Section 7. Enrollment and Changes

- A. An employee may elect to participate in the program at the time of initial eligibility as a new employee or during the City's annual open enrollment period. An election made during open enrollment takes effect on the first day of the following plan year.

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.

- B. An employee who experiences a qualifying event, such as the involuntary loss of alternate coverage, may enroll in the City’s group health insurance plan in accordance with the plan’s special enrollment rules. Opt-out payments, and the application of opt-out credits to offset the cost of other benefits, shall end on the date the employee’s coverage under the City’s plan begins.
- C. An employee may not otherwise change an opt-out election during the plan year, except as permitted by the City’s Section 125 cafeteria plan and applicable law.

Section 8. Termination of Payments

Opt-out payments shall end upon the earliest of: (1) the employee’s separation from City employment; (2) the employee no longer being a benefits-eligible employee; (3) the end of the employee’s alternate coverage; or (4) the employee’s enrollment in the City’s group health insurance plan. Payments for a partial month shall be prorated.

Section 9. Administration

The City Administrator or designee is responsible for administering this policy, including establishing enrollment forms, documentation requirements, and procedures consistent with this policy, the City’s Section 125 cafeteria plan, and applicable law.

Section 10. Amendment or Termination

The City Council may amend or terminate this policy at any time. Participation in the program does not create a contract or a vested right to future opt-out payments. Any amendment or termination will generally take effect at the start of a plan year.

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
CITY COUNCIL AGENDA ITEM



Subject: Request to Approve the Second Amendment to Water Tower Lease with T-Mobile Central LLC (Site No. A1P0929A)

Prepared By: Paula Bauman, Assistant City Administrator

Meeting Date: Monday, October 5, 2026

Background: T-Mobile Central LLC (“T-Mobile”) leases space on the City’s water tower at 5890 Sunnyfield Road for a telecommunications facility under a Water Tower Lease dated August 7, 2006, as amended by a First Amendment dated November 9, 2012. T-Mobile has proposed a Second Amendment to continue its tenancy. The key terms of the proposed Second Amendment are:

- The lease term is extended for five years, from January 1, 2028 through December 31, 2032.
- T-Mobile has the right to extend the lease for five additional five-year renewal terms. The lease renews automatically unless T-Mobile gives the City written notice of its intent not to renew at least 30 days before the current term expires.
- If T-Mobile remains in possession after the lease expires without a written agreement, the tenancy is month-to-month on the same terms.
- All other terms of the Lease remain in full force and effect.

Summary: Approval of the Second Amendment would allow T-Mobile’s existing facility to remain on the water tower through December 31, 2032, with the option to renew for up to five additional five-year terms. Staff recommends that the City Council approve the Second Amendment to Water Tower Lease with T-Mobile Central LLC.

- Attachments:**
- Proposed Second Amendment to Water Tower Lease (Site No. A1P0929A)

SECOND AMENDMENT TO WATER TOWER LEASE

This Second Amendment to Water Tower Lease (“**Amendment**”) is made effective as of the date last signed below (“**Effective Date**”) by and between T-Mobile Central LLC, (“**Tenant**”), and City of Minnetrista (“**City**”). City and Tenant are collectively referred to herein as the “**Parties**.”

RECITALS

WHEREAS, City and Tenant entered into that certain Water Tower Lease dated August 7, 2006, as amended by that First Amendment to Water Tower Lease dated November 9, 2012 (“First Amendment”) (the “**Lease**”), pursuant to which Tenant is leasing space for a telecommunications facility at 5890 Sunnyfield Rd, Minnetrista, MN 55364 (as more fully described in the Lease, the “**Premises**”). Tenant and City now wish to further amend the Lease as set forth below.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The foregoing Recitals are expressly made a part of this Amendment and are incorporated herein by this reference. All capitalized terms used but not defined herein shall have the same meaning as in the Lease.
2. Beginning at midnight on January 1, 2028 (the “**Commencement Date**”) the term of the Lease is hereby extended for a period of five (5) years ending on December 31, 2032 (the “**Current Term**”), and Tenant shall have the right to extend this Lease for five (5) additional five-year terms (each, a “**Renewal Term**”), respectively, on the same terms and conditions as set forth in the Lease except as amended. The Lease shall automatically renew for each Renewal Term unless Tenant notifies City, in writing, of Tenant's intention not to renew the Lease at least thirty (30) days prior to the expiration of the immediately preceding Current Term or Renewal Term. If Tenant shall remain in possession of the Premises at the expiration of this Lease without a written agreement, such tenancy shall be deemed a month-to-month tenancy under the same terms and conditions of the Lease, as amended.
3. Each person signing this Amendment on behalf of City or Tenant represents that he or she is duly authorized to sign this Amendment and to bind the Party on behalf of which such person is signing. If there is a conflict between the Lease and this Amendment, this Amendment shall prevail.
4. City warrants and represents that the consent or approval of no third party, including, without limitation, a lender, is required with respect to City’s execution of this First

Amendment, or if any such third party consent or approval is required, City has obtained any and all such consents or approvals.

5. The Lease remains in full force and effect as amended by this Amendment and is hereby ratified and confirmed by the Parties.

6. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument. Signed facsimile and electronic copies of this Amendment shall legally bind the parties to the same extent as original documents.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed by their duly authorized representatives as of the date first written above.

Tenant:
T-Mobile Central LLC
By: _____
Name: _____
Title: _____
Date: _____

City:
City of Minnetrista
By: _____
Name: _____
Title: _____
Date: _____

**CITY OF MINNETRISTA
CITY COUNCIL AGENDA ITEM**



Subject: Approval of Conditional Offer of Employment – Police Officer Matthew Peterson

Prepared By: Paula Bauman, Assistant City Administrator
Craig Squires, Director of Public Safety
Personnel Committee: Councilmembers Reffkin and Vickery

Meeting Date: October 5, 2026

Background:

A conditional offer of employment was extended to Mr. Peterson on October 1, 2026, and he has accepted.

The offer is contingent upon Council approval and includes Level 4 pay under the LELS Local #116 union contract (\$48.32 per hour; \$100,496.66 annually) and a \$3,000 signing incentive paid in two \$1,500 installments after six months and one year of successful employment.

Mr. Peterson will serve a one-year probationary period.

Employment is also subject to a physical examination, drug and alcohol screening, and psychological evaluation, paid for by the city.

Summary:

The Personnel Committee and Staff recommend that the City Council approve the appointment of Matthew Peterson as Police Officer, contingent upon completion of the pre-employment requirements.

Attachments:

- Conditional Offer Letter – Matthew Peterson, October 1, 2026

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.



Municipal Offices
 7701 County Road 110 West
 Minnetrista, MN 55364-9552
minnetrista@cityofminnetrista.gov

October 1, 2026

Matthew Peterson
 [REMOVED]
 [REMOVED]

Dear Matthew,

RE: Conditional Offer of Employment – Police Officer

The City of Minnetrista is pleased to extend to you a conditional offer of employment for the position of Police Officer with the Minnetrista Public Safety Department.

This offer is contingent upon final approval of your appointment by the Minnetrista City Council. Until Council approval is received, this conditional offer allows the City to proceed with the remaining steps of the hiring process.

The City of Minnetrista is offering the following, along with a comprehensive benefits package that begins on your first day of employment:

- **2026 Rate of Pay:** Level 4 under the LELS Local #116 union contract
 - **Hourly Rate:** \$48.32
 - **Monthly Base Pay:** \$8,374.72
 - **Annual Base Pay:** \$100,496.66
- **Vacation Accrual:** 80 hours
- **Sick Leave:** Earned eight hours for each full month of continuous employment
- **Signing Incentive:** \$3,000 total
 - \$1,500 payable after six months of successful employment
 - \$1,500 payable after one year of successful employment

In accordance with City policy and the LELS Local #116 union contract, you will serve a one-year probationary period. Performance evaluations will be conducted at approximately six months and one year. Upon successful completion of the probationary period, your employment status will change from probationary to full-time.

Following the probationary period, annual performance evaluations will be conducted at the end of each calendar year. You will also be eligible for pay level increases in accordance with the LELS Local #116 union contract.

Before your employment can be finalized, you must complete several pre-employment requirements, including:

- Physical examination
- Drug and alcohol screening
- Psychological evaluation

The city will cover the cost of these examinations. All information provided to the evaluating professionals must be complete and accurate.

We look forward to working with you through these final steps and, pending City Council approval, welcoming you to the Minnetrista Public Safety Department.

Should you have any questions regarding this offer or the remaining steps in the hiring process, please contact me at your convenience

Sincerely,



Paula Bauman
Assistant City Administrator
pbauman@cityofminnetrista.gov
Direct Dial: 952-241-2510

CITY OF MINNETRISTA
REQUEST FOR CITY COUNCIL
ACTION/DISCUSSION



Subject: **Public Hearing for the 2027 Street Improvement Project, City Project 01-27**

Prepared By: Alyson Fauske, PE (MN), City Engineer

Meeting Date: October 5, 2026

Attachments: Project map, Assessment Map, Preliminary Assessment Roll, Resolution

Issue:
As required by Minnesota State Statutes, Chapter 429 the City Council shall hold a Public Hearing for the 2027 Street Improvement Project, City Project 01-27.

Background/Discussion:
The 2027 Street Improvement Project, City Project 01-27, was initiated by the City Council at the June 15, 2026, regular City Council meeting when the City Council passed Resolution 71-26, Authorizing Professional Services for the 2027 Street Improvement Project, now known as City Project 01-27.

The 2027 Street Improvement Project generally consists of improvements to the following streets to extend the existing pavement life: Warner Lane, Cedar Point Road, Edsall Road, St Mary’s Road, Wellesley Way, and Lee Road, collectively referred to The Island Area. The initial project scope included paving East Shore Drive, however Council removed this street from the project scope at their August 17, 2026 meeting. Improvements to Ridgewood Cove and watermain extension were considered in the Feasibility Report but this work is anticipated for a future street project.

On September 9, 2026 the neighborhood information meeting was held and City Council passed Resolutions 95-26 and 96-26, Receiving the Feasibility Report and Calling the Public Hearing for the Proposed 2027 Street Improvement Project, City Project 01-27.

The properties adjacent to the project area are proposed to be assessed for a portion of the street improvement cost. Based on the city’s policy to assess 50% of the street and storm cost, the preliminary assessment amount is \$6,500 per unit.

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.

A Public Hearing is required per MS Chapter 429 to allow interested persons to voice their opinions of the proposed improvements, whether or not they are in the proposed assessment area. Notices of the Public Hearing were sent to the benefitting property owners in accordance with MS Chapter 429. The Public Hearing is held to allow interested persons to voice their opinions of the proposed improvements, whether or not they are in the proposed assessment area.

Fiscal Impact:

The opinion of probable cost is \$925,800 per the feasibility report and includes a 10% construction contingency and 20% indirect costs for engineering, administration, and legal costs. The improvements are proposed to be funded through a combination of City funds (\$490,300) and special assessments to the properties benefitting from the street improvements (\$435,500).

Recommended City Council Action: Staff recommends approving Resolution No. 107-26, ordering the improvements and authorizing the preparation of plans and specifications for the 2027 Street Improvement Project, City Project 01-27.

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

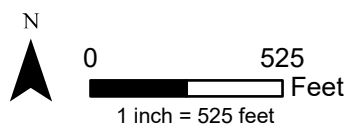
Mission Statement:

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.



Project Area Map

Islands Pavement Management Project
City of Minnetrista





Project Location

Assessment Parcels

Preliminary Assessment Roll - The Islands

Project: 2027 Street Improvement Project
 Project Location: City of Minnetrista
 City Project No. : 01-27
 WSB Project No. : 036987-000

Date: 9/9/2026

Total Surface Improvement Cost: \$ 874,100.00

Assessable Units: 67

Unit Assessment Rate: \$ 6,500.00

Map ID	Owner Name	Property Owner Address		Property Address		PID No.	Land Use Description	Assessable Units	Assessment Rate	Total Assessment
1	D J OLSON & C K OLSON	3415 Warner La	Mound MN, 55364	3415 Warner La	Minnetrista, MN 55364	2511724240057	Residential	1	\$ 6,500.00	\$ 6,500.00
2	GREENER FAMILY TRUST	3425 Warner La	Minnetrista, MN, 55364	3425 Warner La	Minnetrista, MN 55364	2511724240058	Residential	1	\$ 6,500.00	\$ 6,500.00
3	MARK L MJELDE	3435 Warner La	Mound MN, 55364	3435 Warner La	Minnetrista, MN 55364	2511724240059	Residential	1	\$ 6,500.00	\$ 6,500.00
4	WILLIAM D POLK TRUSTEE	3445 Warner La	Mound MN, 55364	3445 Warner La	Minnetrista, MN 55364	2511724240060	Residential	1	\$ 6,500.00	\$ 6,500.00
5	B BISPALA & K BISPALA	3465 Warner La	Mound MN, 55364	3465 Warner La	Minnetrista, MN 55364	2511724240061	Residential	1	\$ 6,500.00	\$ 6,500.00
6	DANIEL W ROBERTSON ET AL	5430 Cedar Point Rd	Mound MN, 55364	5430 Cedar Point Rd	Minnetrista, MN 55364	2511724240062	Residential	1	\$ 6,500.00	\$ 6,500.00
7	P C HARTLEY/D R ENGBRETSSEN	5445 Cedar Point Rd	Minnetrista MN, 55364	5445 Cedar Point Rd	Minnetrista, MN 55364	2511724230002	Residential	1	\$ 6,500.00	\$ 6,500.00
8	MICHAEL P KIRKWOOD TRUSTEE	5435 Cedar Point Rd	Mound MN, 55364	5435 Cedar Point Rd	Minnetrista, MN 55364	2511724240071	Residential	1	\$ 6,500.00	\$ 6,500.00
9	J M HAUGLAND & M S STRUTHERS	2765 Thomas Ave S	Minneapolis MN, 55416	5425 Cedar Point Rd	Minnetrista, MN 55364	2511724240053	Seasonal-Residential Rec	1	\$ 6,500.00	\$ 6,500.00
10	J K WATKINS AND K L HAMMOND	5415 Cedar Point Rd	Minnetrista MN, 55364	5415 Cedar Point Rd	Minnetrista, MN 55364	2511724240072	Residential	1	\$ 6,500.00	\$ 6,500.00
11	LARSON FAMILY REV TRUST	5375 Cedar Point Rd	Mound MN, 55364	5375 Cedar Point Rd	Minnetrista, MN 55364	2511724240049	Residential	1	\$ 6,500.00	\$ 6,500.00
12	MATTHEW & INGRID ALBERT	5365 Cedar Point Rd	Mound MN, 55364	5365 Cedar Point Rd	Minnetrista, MN 55364	2511724240050	Residential	1	\$ 6,500.00	\$ 6,500.00
13	PETER DAHLQUIST SWANSON	5355 Cedar Point Rd	Mound MN, 55364	5355 Cedar Point Rd	Minnetrista, MN 55364	2511724240048	Residential	1	\$ 6,500.00	\$ 6,500.00
14	ERIC G FUNDERBURK ET AL	5345 Cedar Point Rd	Mound MN, 55364	5345 Cedar Point Rd	Minnetrista, MN 55364	2511724240047	Residential	1	\$ 6,500.00	\$ 6,500.00
15	PETER J & KIMBERLY M HANSON	5335 Cedar Point Rd	Mound MN, 55364	5335 Cedar Point Rd	Minnetrista, MN 55364	2511724240046	Residential	1	\$ 6,500.00	\$ 6,500.00
16	EDSALL HOUSE LLC	PO BOX 220	Harrison MT, 59735	5325 Edsall Rd	Minnetrista, MN 55364	2511724240044	Seasonal-Residential Rec	1	\$ 6,500.00	\$ 6,500.00
17	P J DUTCHER & L K DUTCHER	5315 Edsall Rd	Mound MN, 55364	5315 Edsall Rd	Minnetrista, MN 55364	2511724240045	Residential	1	\$ 6,500.00	\$ 6,500.00
18	F E & K R JUHL	5305 Edsall Rd	Mound MN, 55364	5305 Edsall Rd	Minnetrista, MN 55364	2511724240043	Residential	1	\$ 6,500.00	\$ 6,500.00
19	ROSE M HAGEN& JOHN E HAGEN	5295 Edsall Rd	Minnetrista MN, 55364	5295 Edsall Rd	Minnetrista, MN 55364	2511724240009	Residential	1	\$ 6,500.00	\$ 6,500.00
20	ABRAM WALTERS	5285 Edsall Rd	Minnetrista MN, 55364	5285 Edsall Rd	Minnetrista, MN 55364	2511724240010	Residential	1	\$ 6,500.00	\$ 6,500.00
21	D UMBEHOCKER & T A KOCH	2225 Bayview Place	Wayzata MN, 55391	5275 Edsall Rd	Minnetrista, MN 55364	2511724240008	Residential	1	\$ 6,500.00	\$ 6,500.00
22	DENNIS M & JUDY H ANDERSON	5265 Edsall Rd	Mound MN, 55364-0282	5265 Edsall Rd	Minnetrista, MN 55364	2511724240007	Residential	1	\$ 6,500.00	\$ 6,500.00
23	BRUCE J & NANCY D MARTINSON	5255 Edsall Rd	Mound MN, 55364	5255 Edsall Rd	Minnetrista, MN 55364	2511724240005	Residential	1	\$ 6,500.00	\$ 6,500.00
24	B G PETERSON & C L PETERSON	5245 Edsall Rd	Mound MN, 55364	5245 Edsall Rd	Minnetrista, MN 55364	2511724240006	Residential	1	\$ 6,500.00	\$ 6,500.00
25	ALICE A DENNEY LIV TRUST	5235 Edsall Rd	Mound MN, 55364	5235 Edsall Rd	Minnetrista, MN 55364	2511724240003	Residential	1	\$ 6,500.00	\$ 6,500.00
26	CHARLES H PULESTON TRUST	5225 Edsall Rd	Mound MN, 55364	5225 Edsall Rd	Minnetrista, MN 55364	2511724240004	Residential	1	\$ 6,500.00	\$ 6,500.00
27	P MCLAUGHLIN/G MCLAUGHLIN	4849 Girard Ave S	Minneapolis MN, 55419	5215 Edsall Rd	Minnetrista, MN 55364	2511724240063	Seasonal-Residential Rec	1	\$ 6,500.00	\$ 6,500.00
28	WORMS-LYNCH FAMILY TRUST	6391 Oxbow Bend	Chanhausen MN, 55317	5205 Edsall Rd	Minnetrista, MN 55364	2511724130037	Residential	1	\$ 6,500.00	\$ 6,500.00
29	RICHARD J PROBST	5195 Edsall Rd	Mound MN, 55364	5195 Edsall Rd	Minnetrista, MN 55364	2511724130036	Residential	1	\$ 6,500.00	\$ 6,500.00
30	WILLIAM L THIBAUT	5185 Edsall Rd	Mound MN, 55364	5185 Edsall Rd	Minnetrista, MN 55364	2511724130034	Residential	1	\$ 6,500.00	\$ 6,500.00
31	PAUL D BERG/CARI A AHLSTROM	3465 Tuxedo Rd	Mound MN, 55364	3465 Tuxedo Rd	Minnetrista, MN 55364	2511724130038	Residential	1	\$ 6,500.00	\$ 6,500.00
32	ALICE A DENNEY LIV TRUST	5235 Edsall Rd	Mound MN, 55364	5236 Edsall Rd	Minnetrista, MN 55364	2511724240018	Residential	1	\$ 6,500.00	\$ 6,500.00
33	MICHAEL METCALF	5250 Edsall Rd	Mound MN, 55364	5250 Edsall Rd	Minnetrista, MN 55364	2511724240017	Residential	1	\$ 6,500.00	\$ 6,500.00
34	ERIC J JESSEN	3520 Wellesley Way	Mound MN, 55364	3520 Wellesley Way	Minnetrista, MN 55364	2511724240016	Residential	1	\$ 6,500.00	\$ 6,500.00
35	SCOTT J BAZEWCZ	3580 Tuxedo Rd	Mound MN, 55364	5225 St Marys Rd	Minnetrista, MN 55364	2511724240015	Residential	1	\$ 6,500.00	\$ 6,500.00
36	ALEXANDER B REIS	5215 St Marys Rd	Mound MN, 55364	5215 St Marys Rd	Minnetrista, MN 55364	2511724240014	Residential	1	\$ 6,500.00	\$ 6,500.00
37	KENNETH L FINLEY	3435 Tuxedo Rd	Mound MN, 55364	3435 Tuxedo Rd	Minnetrista, MN 55364	2511724240066	Residential	1	\$ 6,500.00	\$ 6,500.00
38	HEATHER M CHARLES	3465 Wellesley Way	Mound MN, 55364	3465 Wellesley Way	Minnetrista, MN 55364	2511724240022	Residential	1	\$ 6,500.00	\$ 6,500.00
39	ARIE D VISSER	3425 Wellesley Way	Mound MN, 55364	3425 Wellesley Way	Minnetrista, MN 55364	2511724240064	Residential	1	\$ 6,500.00	\$ 6,500.00
40	D & L LANE	5132 York Ave S	Minneapolis MN, 55410	5250 St Marys Rd	Minnetrista, MN 55364	2511724240023	Residential	1	\$ 6,500.00	\$ 6,500.00
41	SCOTT BAZEWCZ	3580 Tuxedo Rd	Mound MN, 55364	5254 St Marys Rd	Minnetrista, MN 55364	2511724240024	Vacant Land-Residential	1	\$ 6,500.00	\$ 6,500.00
42	SCOTT BAZEWCZ	3580 Tuxedo Rd	Mound MN, 55364	5260 St Marys Rd	Minnetrista, MN 55364	2511724240025	Residential	1	\$ 6,500.00	\$ 6,500.00
43	JON F VELASQUEZ	5200 Phelps Rd	Mound MN, 55364	5270 St Marys Rd	Minnetrista, MN 55364	2511724240026	Residential	1	\$ 6,500.00	\$ 6,500.00
44	EMMA C DAHL & CRAIG S DAHL	5280 St Marys Rd	Mound MN, 55364	5280 St Marys Rd	Minnetrista, MN 55364	2511724240027	Residential	1	\$ 6,500.00	\$ 6,500.00
45	E C MEHLHAFF & S J MEHLHAFF	3400 Warner La	Mound MN, 55364	3400 Warner La	Minnetrista, MN 55364	2511724240035	Residential	1	\$ 6,500.00	\$ 6,500.00
46	DAVID DRASKOVICH	5275 St Marys Rd	Mound MN, 55364	5275 St Marys Rd	Minnetrista, MN 55364	2511724240034	Residential	1	\$ 6,500.00	\$ 6,500.00
47	GARRETT WINTER & SARA WINTER	5269 St Marys Rd	Minnetrista MN, 55364	5269 St Marys Rd	Minnetrista, MN 55364	2511724240033	Residential	1	\$ 6,500.00	\$ 6,500.00
48	KATHLYN J EHRHARD	5265 St Marys Rd	Mound MN, 55364	5265 St Marys Rd	Minnetrista, MN 55364	2511724240032	Residential	1	\$ 6,500.00	\$ 6,500.00
49	ROGER A & EUTENNA R STARK	5255 St Marys Rd	Mound MN, 55364	5255 St Marys Rd	Minnetrista, MN 55364	2511724240070	Residential	1	\$ 6,500.00	\$ 6,500.00
50	B D BEAUCHAMP/A J BEAUCHAMP	5292 Edsall Rd	Mound MN, 55364	5292 Edsall Rd	Minnetrista, MN 55364	2511724240029	Residential	1	\$ 6,500.00	\$ 6,500.00
51	VICKI KLAAS	26269 US 71	Park Rapids MN, 56470	5298 Edsall Rd	Minnetrista, MN 55364	2511724240042	Residential	1	\$ 6,500.00	\$ 6,500.00
52	WESLEY BERG	5300 Edsall Rd	Minnetrista MN, 55364	5300 Edsall Rd	Minnetrista, MN 55364	2511724240041	Residential	1	\$ 6,500.00	\$ 6,500.00
53	KARA CODINGTON	5308 Edsall Rd	Mound MN, 55364	5308 Edsall Rd	Minnetrista, MN 55364	2511724240068	Residential	1	\$ 6,500.00	\$ 6,500.00
54	KERRY LEE O'BRIEN	5310 Edsall Rd	Mound MN, 55364	5310 Edsall Rd	Minnetrista, MN 55364	2511724240067	Residential	1	\$ 6,500.00	\$ 6,500.00
55	STEVEN WREDE & ANGELA WREDE	5320 Edsall Rd	Mound MN, 55364	5320 Edsall Rd	Minnetrista, MN 55364	2511724240038	Residential	1	\$ 6,500.00	\$ 6,500.00
56	Edsall Rd LLC	20991 Fresno St NW	Elk River MN, 55330	5340 Edsall Rd	Minnetrista, MN 55364	2511724240037	Residential	1	\$ 6,500.00	\$ 6,500.00
57	MARTIN LANE WOODS	5360 Edsall Rd	Mound MN, 55364	5360 Edsall Rd	Minnetrista, MN 55364	2511724240036	Residential	1	\$ 6,500.00	\$ 6,500.00
58	JOSEPH BRENT PETERSON	2417 310th Ave	Brook Park MN, 55007	5362 Cedar Point Rd	Minnetrista, MN 55364	2511724240054	Residential	1	\$ 6,500.00	\$ 6,500.00
59	WILLIAM D POLK TRSTE SUBJ/LE	5372 Cedar Point Rd	Mound MN, 55364	5372 Cedar Point Rd	Minnetrista, MN 55364	2511724240055	Residential	1	\$ 6,500.00	\$ 6,500.00
60	METROPOLITAN WASTE CONTROL	390 Robert St N	St Paul MN 55101	ADDRESS UNASSIGNED	Minnetrista, MN 55364	2511724410012	Land-Commercial	0	\$ 6,500.00	\$ -
61	S G GARLOCK & K H GARLOCK	3700 Lee Rd	Mound MN, 55364	3700 Lee Rd	Minnetrista, MN 55364	2511724410013	Residential	1	\$ 6,500.00	\$ 6,500.00

Preliminary Assessment Roll - The Islands										
Project: 2027 Street Improvement Project Project Location: City of Minnetrista City Project No. : 01-27 WSB Project No. : 036987-000								Date: 9/9/2026 Total Surface Improvement Cost: \$ 874,100.00 Assessable Units: 67 Unit Assessment Rate: \$ 6,500.00		
Map ID	Owner Name	Property Owner Address		Property Address		PID No.	Land Use Description	Assessable Units	Assessment Rate	Total Assessment
62	JAMES P MAGDAL	3710 Lee Rd	Mound MN, 55364	3710 Lee Rd	Minnetrista, MN 55364	2511724410010	Residential	1	\$ 6,500.00	\$ 6,500.00
63	W SCHUMACHER & H SCHUMACHER	3720 Lee Rd	Mound MN, 55364	3720 Lee Rd	Minnetrista, MN 55364	2511724410006	Residential	1	\$ 6,500.00	\$ 6,500.00
64	SUSAN TAYLOR MUPRHY TRUST	3730 Lee Rd	Minnetrista MN, 55364	3730 Lee Rd	Minnetrista, MN 55364	2511724410003	Residential	1	\$ 6,500.00	\$ 6,500.00
65	B & K A PHILIPSON	3740 Lee Rd	Mound MN, 55364	3740 Lee Rd	Minnetrista, MN 55364	2511724410002	Residential	1	\$ 6,500.00	\$ 6,500.00
66	GLEN A GAUVIN	3750 Lee Rd	Mound MN, 55364	3750 Lee Rd	Minnetrista, MN 55364	2511724410001	Residential	1	\$ 6,500.00	\$ 6,500.00
67	S A MARRS & A J DOBESH	3745 Lee Rd	Mound MN, 55364	3745 Lee Rd	Minnetrista, MN 55364	2511724410004	Residential	1	\$ 6,500.00	\$ 6,500.00
68	JEAN RONDANO	3725 Lee Rd	Minnetrista MN, 55364	3725 Lee Rd	Minnetrista, MN 55364	2511724410005	Residential	1	\$ 6,500.00	\$ 6,500.00
69	K D LEJA & G E LEJA	17510 26th Ave N	Plymouth MN, 55447	ADDRESS UNASSIGNED	Minnetrista, MN 55364	2511724410011	Vacant Land-Residential	0	\$ 6,500.00	\$ -
Total										\$ 435,500.00

RESOLUTION NO. 107-26

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**RESOLUTION ORDER IMPROVEMENTS AND AUTHORIZING THE PREPARATION
OF PLANS AND SPECIFICATIONS FOR THE
2027 STREET IMPROVEMENT PROJECT, CITY PROJECT NO. 01-27**

WHEREAS, a resolution of the City Council adopted the 9th day of September, 2026, fixed a date for a Public Hearing on City Project No. 01-27, the proposed improvements associated with the 2027 Street Improvement Project, City Project 01-27, pursuant to Minnesota Statutes Chapters 429.011 to 429.111, and

WHEREAS, it is proposed to perform street improvements Warner Lane, Cedar Point Road, Edsall Road, St Mary’s Road, Wellesley Way, and Lee Road, and

WHEREAS, it is proposed to authorize preparation of plans and specifications for the 2027 Street Improvement Project, City Project 01-27, and

WHEREAS, ten days’ mailed notice and two published notices of the hearing were given, and the hearing was held thereon on the 5th day of October, 2026, at which all persons desiring to be heard were given an opportunity to be heard thereon,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, MINNESOTA:

1. The preparation of plans and specifications for the street improvements to Warner Lane, Cedar Point Road, Edsall Road, St Mary’s Road, Wellesley Way, and Lee Road, as the 2027 Street Improvement Project, City Project 01-27 is authorized.
2. WSB is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

This resolution was adopted by the City Council of the City of Minnetrista on the 5th day of October, 2026, by a vote of _____ Ayes and _____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject:

Itron Temetra Meter Reading Software Upgrade

Prepared By:

Jasper Kruggel, City Administrator
Gary Peters, Public Works Director

Meeting Date:

October 5, 2026

Issue: The Itron Field Collection System (FCS) software the City uses to read water meters is reaching end-of-life and must be replaced in 2027. Staff are requesting City Council approval of a proposal from United Systems & Software, Inc. (USS) to upgrade to Itron Temetra, in the amount of \$37,510 plus shipping, with implementation beginning in January 2027.

Background: Staff previously presented this item to the City Council to outline the software transition and to solicit questions before bringing forward a formal agreement. As noted at that time, the City’s Itron meters are required to use Itron Temetra, so there are no alternate software solutions. The City currently uses Itron FCS for Automatic Meter Reading (AMR), in which meters are read by drive-by collection. Temetra supports both AMR and Advanced Metering Infrastructure (AMI) meter reading, allowing the City to continue reading its existing meters by drive-by while adding cellular AMI meters over time.

Proposal Overview: USS, the City’s Itron distributor, submitted the attached proposal on September 18, 2026. The proposal includes the following:

Item	Provider	Cost
Temetra Advanced annual subscription (up to 2,500 endpoints, 5-year data storage, customer portal)	Itron	\$5,250.00
AMI Essentials gateway update	Itron	\$9,260.00
Training, technical services, integration with the City’s utility billing (CIS) system, and testing (40–48 hours, remote)	USS	\$10,000.00
126 cellular AMI ERTs for new construction and high-usage irrigation meters (2027/2028 inventory)	USS	\$13,000.00
Total (excluding shipping and sales tax)		\$37,510.00

The Temetra subscription covers up to 2,500 endpoints, which accommodates the City’s approximately 2,350 water meters with room for growth.

Ongoing Costs: In 2026, the City paid \$6,621.34 for the annual Itron FCS software fee. The previous estimate placed ongoing annual costs for Temetra, including software and

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.

cellular data fees, at approximately \$9,073.61, an increase of roughly \$2,450 per year. Cellular data fees are approximately \$6.96 per AMI ERT per year, so ongoing costs will increase gradually as AMI ERTs are installed.

AMI Features: The Itron Cellular 500W AMI ERT connects directly to the Verizon and AT&T cellular networks, so no City-owned collection towers or network equipment are needed. Key features from the attached Technical Reference Guide include:

- 15-minute interval usage data, transmitted to the City four times per day (every six hours)
- Alerts for high flow, continuous flow (potential leaks), reverse flow (backflow), tampering, and low battery
- A 20-year expected battery life under the recommended configuration
- A backup local radio signal, allowing staff to read the meter in the field if the cellular connection is temporarily unavailable

These features address the high-usage cases the City has encountered, where issues were not detected until a substantial amount of water had passed through the meter. With the transition to monthly billing, AMR meters will still only identify high usage once per month, while AMI meters would identify it within hours.

Security: Staff asked USS to address the security of the cellular AMI ERTs. According to Itron and USS:

- The ERTs communicate over the existing Verizon and AT&T cellular networks, which use their own encryption and authentication protocols to protect data.
- Meter data is encrypted, and any command sent to an ERT must be digitally authenticated before the device will act on it.
- Itron's enhanced security is always on when the ERTs operate on the cellular network; it cannot be turned off. USS describes the encryption as bank-level, 256-bit encryption, which is used because these ERTs are capable of operating remote water shut-off valves.

Implementation: If approved, implementation would begin in January 2027, including software setup, integration with the City's utility billing system, and staff training. The initial 126 AMI ERTs would be installed on new home builds and any other irrigation meter that would benefit from more frequent readings. Existing AMR meters would continue to be read by drive-by through Temetra.

The proposal is valid for 60 days from September 18, 2026, and USS has indicated that price increases are expected for 2027. Invoices are due on a net 10-day basis.

Future Consideration: This proposal does not include converting the City's remaining approximately 2,224 AMR meters to AMI. Staff previously estimated a full conversion at approximately \$400,000 in one-time ERT hardware and installation costs, plus

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.

approximately \$15,500 per year in cellular data fees. Staff will continue to evaluate the pace of any future conversion as part of future budgets.

Brad Bersch, Senior Account Manager with USS, will be present to answer questions.

Next Steps: Staff are seeking City Council approval of the United Systems & Software, Inc. proposal to upgrade to Itron Temetra in the amount of \$37,510, plus shipping, with implementation beginning in January 2027.

Attachments:

- United Systems & Software, Inc. Itron Temetra Upgrade Proposal (September 18, 2026)
- Itron Cellular 500W Module Technical Reference Guide

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.



P.O. Box 547, 91 Southwest One Blvd, Benton, KY 42025
Phone: (270) 527-3293 • Toll-Free: 1-800-455-3293
FAX: (270) 527-3132 • www.united-systems.com

Section 6, Item a)

United Systems & Software, Inc. (USS) is an information technology firm that specializes in serving the automation needs of utilities and local government. Founded in 1977, USS now serves over 1500 customers within a 30 State region. Since 1999, United Systems has been recognized as a distributor of Itron's Automatic Meter Reading/AMI technology, and we appreciate this opportunity to propose an Itron solution.

Proposal For: Jasper Kruggel
City Administrator

Sept. 18, 2026

City of Minnetrista
7701 Co Rd 110W
Minnetrista, MN 55364

P: 952-446-1660
E: jkruggel@cityofminnetrista.gov

Quotation: Itron Temetra Upgrade with Cellular Smart Start Promo

Quantity	Description	Cost	Invoice From	Note
1	Temetra Advanced, UP to 2500 Endpoints, 5-Year Data Storage, Customer Portal, Annual Subscription	\$5,250.00	Itron	Update Project
1	AMI Essentials G/W Update	\$9,260.00	Itron	Update Project
1	40-48 Hours of Training, USS Remote Technical Services, Integration into CIS, Testing and Training	\$10,000.00	USS	Training for Update Project
126	ERTs for new construction and high usage irrigation meters	\$13,000.00	USS	2027/2028 Inventory of ERTs

General- Prices do not include shipping and/or sales tax (if applicable).

Thanks for the opportunity.

Brad Bersch

Senior Account Manager
UNITED SYSTEMS & SOFTWARE, INC.
O: 800.455.3293 ~ M: 262.328.7241
E: bradb@united-systems.com

General— Unless specifically stated to the contrary, prices do not include shipping and/or sales tax, if applicable. Likewise, this quotation does not include technical services related to setup, installation & configuration of proposed items unless specifically stated above. All related invoices shall be paid on a Net 10 Day basis. This quotation shall remain firm for sixty (60) days from the quotation date or prior to calendar year-end, unless modified in writing by USS prior to USS acceptance. Price increases are expected for the ensuing calendar year.



Itron Cellular 500W Module Technical Reference Guide

For OpenWay Riva Network and UtilityIQ Gen6 Network

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New in this document

Table 1 Revision history

Revision	Date	Description
REV 006	November 3, 2026	- Updated to include modules compatible on a Gen6 network - Title changed from <i>OpenWay Riva Itron Cellular 500W Module Technical Reference Guide</i> to <i>Itron Cellular 500W Module Technical Reference Guide</i>. Information about modules compatible on a Gen6 network were previously tracked under document part number LDI-0765, title <i>Itron Cellular 500W Module Technical Reference Guide</i>. - Updates to Time management on page 19
REV 005	May 19, 2025	- Updates to Operating modes on page 17 - Updated Standard device configuration and usage on page 28 - Updates to Waking up and programming from factory ship mode on page 35 - Updates to Events and alarms on page 40 - Reorganized content to improve flow of information. - This document was previously titled <i>Cellular 500W Module Technical Reference Guide</i>. It is now titled <i>OpenWay Riva Itron Cellular 500W Module Technical Reference Guide</i>.
REV 004	May 26, 2023	Updates to Data collection and transmission on page 11 .
REV 003	December 14, 2022	Updates to Data collection and transmission on page 14 .
REV 002	November 22, 2022	Added Events and alarms on page 40 .
REV 001	November 21, 2022	Minor updates to improve quality of content. No technical changes.
REV 000	September 15, 2022	First date of publication.

1

Introduction

The Itron Cellular 500W Module (from here forward referred to as "500W Module") is a cellular radio frequency (RF) transmitting module that attaches to water registers or meters to collect consumption usage, event, and alarm data. It is an IPv4- or IPv6-compliant endpoint and supports either Itron's Gen6 or OpenWay Riva solution, transmitting in network mode or mobile mode. This document describes 500W Modules on both networks. In many respects, the modules' behavior and features are the same; when a module's behavior is dependent on the network to which it is deployed, it is specified.

500W Modules are designed with the following characteristics:

- **Cellular device.** In network mode, the module is a cellular radio device that attaches to a water meter to collect usage (consumption) data and alarm or event (tamper) alerts. The module encodes and transmits the data and alerts to the Itron Mobile Radio (IMR) or head end. The module records consumption by either retrieving a consumption register value directly from an electronic encoded meter, or by counting the number of times the index rotates. The number of rotations indicates the amount of water consumed. The 500W Module uses two radios: a 900 MHz radio for communicating to the IMR when using Itron Field Tools and a cellular radio when communicating to the head end over the cellular network.
- **Data logging.** The module stores and logs the hourly consumption data. In mobile mode, the 500W Module stores the preceding 40 days of hourly data. In network mode, the 500W Module stores a network-specific number of configurable buckets:

Table 2 Configurable buckets by network

Network	Number of configurable buckets	Equates to
OpenWay Riva	3,840	160 days of hourly data or 40 days of 15-minute interval data
Gen6	5,952	248 days (8 months) of hourly interval data or 62 days of 15-minute interval data

- **Security.** The Itron Security Manager (ISM) offers enhanced network security with authentication and encryption when the module is accessed in the field using Itron Field Tools or FDM Tools (FDM Tools is only supported on modules deployed in an OpenWay Riva network). For network operations on the Gen6 network, link layer security protects a network by denying access to it if a device cannot be authenticated.

The 500W Module communicates with its head end system by:

- **Encoding.** 500W Modules record consumption and alarm/event information and encode that information.
- **Receiving.** 500W Modules receive radio signals for module programming, reads, and commands.
- **Transmitting.** 500W Modules transmit encoded information to an Itron Mobile Radio (IMR) or head end system.

About this document

This document provides information about 500W Modules for field dispatchers, utility personnel, Itron personnel, and customers. This guide includes descriptions of the features and functionality of the 500W Modules and focuses on the high-level network architecture, system operations, theory supporting IoT technology, and supporting software.

Related documents

The following documents may be of use to you. All documents can be viewed and accessed at <https://customers.itron.com/products>.

- *Battery Life in Itron Cellular 500G, 550G, and 500W Modules*
- *Field Tools Help*
- *Itron Cellular 500W Module Spec Sheet*
- *Itron Mobile Radio (IMR) Quick Reference Guide*
- *Itron Mobile Radio (IMR) User Guide*
- *Itron Security Manager (ISM) User Guide*
- *Itron Cellular 500G/550G Module Ordering Guide*
- *Water Meter and Telemetry Module Compatibility Matrix*
- For modules running on an OpenWay Riva network:
 - *FDM Tools Mobile Application Online Help*
 - *OpenWay Collection Manager Device Interface Guide*
 - *OpenWay Collection Manager User Guide*
- For modules running on a Gen6 network:
 - *Advanced Metering Manager (AMM) Events*
 - *Advanced Metering Manager (AMM) User Guide*
 - *Gen6 Cellular Troubleshooting Guide*

- *UtilityIQ Installation Guide*
- *UtilityIQ Security Overview*

2

Operating, transmitting, and receiving

500W Modules are IPv4 and IPv6 open-standards based and are designed to be read over the cellular network (the use of IPv4 or IPv6 over the cellular network is dependent on the cellular access point name [APN] used). The module converts consumption or status data to a cellular transmission, providing an efficient solution for collecting utility meter reading data without requiring a field technician physically inspect each individual installation location. The 500W Module transmits in either network mode or mobile mode. When in network mode, the module can be read over a cellular network. When in mobile mode, it can be read locally by an IMR or Mobile Collector. This section describes the reading cycles used to collect monthly data or status reads while in these modes.

Note: The communication features described in this chapter may be dependent on the firmware version. For more information about firmware, see the *Itron Cellular 500W Module Ordering Guide*.

Note that the 500W Module's transmit and receive behavior is determined by its operating mode: factory ship mode, audit mode, meter quiet mode, or run mode. These modes are described in detail in [Operating modes on page 17](#). However, run mode is the 500W Module's most commonly used operating mode and is the mode that supports the focus of this chapter.



Caution: Switching between operating modes (network to mobile or mobile to network) results in a loss of interval data. The consumption register reads are not affected.

Transmit and receive cycle

The module's cycle of encoding, transmitting, and receiving support a two-way messaging structure to transmit data in response to requests from data collection devices.

The Itron Cellular 500W Module reading cycle is outlined in the following steps.

1. The Itron Cellular 500W Module collects consumption data from a water meter.

When connected to an encoded meter, the module interrogates the water meter once, at the top of each interval period, to collect consumption and alarm data.

When connected to a pulse meter, the module counts the number of pulses the water meter outputs.
2. The 500W Module transmits meter reading and status data to an IMR, Mobile Collector, or the head end. When in network mode, the meter reading is transmitted using point-to-point cellular connection, so data collection reads are obtained from all meters in a neighborhood in a very short time.

3. The data is uploaded and stored in the module's head end system. Customer bills are calculated and generated from the gathered data. Status information is also available in the data upload.

Instead of a meter reader visually reading the meter and recording data, the 500W Module can operate in two different fundamental operating modes to deliver that data to application software – mobile mode and network mode. The module transmits its meter reading data using point-to-point cellular connection, so data collection reads are obtained from all meters in a neighborhood in a very short time.

Network mode

The 500W Module communicates to the head end over cellular LTE-M CAT-M1 networks using the following 3GPP regulated and licensed industrial, scientific, and medical (ISM) radio spectrum bands:

- **Verizon Wireless®**. Band 13 and 4
- **AT&T®**. Bands 2, 4, and 12

The 500W Module also sends a local RF access (network contingency) beacon every 60 seconds that allows users to gather local readings locally when needed. For local RF access transmissions (local reads), the 500W Module utilizes the unlicensed 902 to 928 MHz ISM frequency band and does not require a Federal Communications Commission (FCC) license.

The cellular module's head end system (OWCM for OpenWay Riva networks or UtilityIQ for Gen6 networks) allows users to choose between two cellular connection methods:

- **Power Save Mode (PSM)**. High battery life, longer communication latency
- **Extended Discontinuous Reception Mode (eDRX)**. Modest battery life, shorter communication latency

The difference between these two cellular connection methods is in the timing of interactive communication that can be initiated between the head end and the 500W Module. When PSM is disabled (that is, eDRX is enabled), the head end can communicate more frequently with the device, but the increased availability of the device comes at the expense of battery life. For more information about PSM on 500W Modules, see [Cellular modes on page 12](#).

Regardless of the cellular connection method, devices can be configured to automatically push data to the head end on a recurring schedule (called a "push schedule"), which eliminates the need for scheduled Interrogation Jobs. The configuration group defines the push schedule. The scheduled push is the primary mechanism used to deliver regularly collected data (interrogation data) from the device to the head end.

Data collection and transmission

In network mode, the module wakes up and transmits its data over the cellular network to the head end at specified times (typically four times per day). The head end can also transmit either a scheduled interrogation read request or an individual on-demand read request to the module over a point-to-point cellular connection. The module receives and confirms the request and transmits the requested (collected) data to the head end for storage or presentation by the head end.

The 500W Module transmits and receives data based on the configuration set up in the head end and module settings programmed at manufacturing. Configuration of read requests depends on the 500W Module's firmware version and head end of read configuration. For more information about firmware, see the *Itron Cellular 500W Module Ordering Guide*.

Interval data

The 500W Module supports a different number of native intervals depending on your module's network:

- 3,840 native intervals for modules on an OpenWay Riva network. When configured for hourly data collection, this translates to 160 days of hourly data.
- 5,952 native intervals for modules on a Gen6 network. When configured for hourly data collection, this translates to 8 months of hourly interval data.

The module's default configuration specifies 15-minute interval configuration, as this is the most common use case. Optionally, the 500W Module features customer-configurable interval data options of 5-, 15-, 30- and 60-minute data intervals. This increased granularity supports load studies and enables utilities to conduct detailed investigations.

Head end data collection

Typical data collection occurs through the cellular network, with the module waking up at specified times to transmit data to the head end system. Modules are designed to transmit several times a day, based on a schedule determined by the utility, while retaining their 20-year battery life. Itron recommends four schedule-determined reads per day; higher rates are supported with dependencies on battery life. The scheduled collection of data is referred to as the "push schedule." Push messages can include data such as meter register value or events and alarms such as communication errors, reverse flow, high flow, and low battery.

Local data collection

Local data collection, which is most commonly used for troubleshooting or to collect data if the module temporarily has trouble connecting to the network, is also supported using Itron Field Tools or FDM Tools using an IMR. The 500W Module sends a local RF access (network contingency) beacon every 60 seconds that allows users to gather readings

locally when needed. For local RF access transmissions (local reads), the 500W Module utilizes the unlicensed 902 to 928 MHz ISM frequency band and does not require an FCC license.

For more information about reading devices for your system or hardware and software requirements, reference the appropriate product specification sheet.

Cellular modes

Itron cellular modules typically operate in either eDRX mode or PSM.

When operating in eDRX mode, cellular modules replace the traditional transmit/receive cycle with eDRX cycles. These cycles enable uplink and downlink communications on a defined and configurable schedule, typically every 10.92 minutes by default when in eDRX mode. Each eDRX cycle corresponds to a wake cycle in the head end system. During these cycles, the module "wakes" to transmit and receive data. The reachability of the module, that is, its ability to associate with and be recognized by the network for head end transmissions, is coordinated between the head end and the carrier's back office, based on the defined eDRX schedule.

PSM is a low-power operational mode used by cellular IoT modules, including those based on CAT-M1 and NB-IoT technologies. In PSM, the module remains in a sleep state for extended periods to conserve battery, waking infrequently to send data or perform scheduled tasks. Modules default to PSM for battery conservation purposes. Factory and field configurations determine wake-up frequency, balancing data freshness with battery longevity. Unlike eDRX mode, the network cannot communicate with the module at will during PSM; it must wait until the module wakes and initiates contact.

In both PSM and eDRX modes, cellular modules are configured to push data at scheduled intervals, several times per day. The module autonomously wakes itself to initiate mobile-originated communication with the head-end system. After transmitting a message, the modem remains awake for a short, configurable period (typically 16 seconds) to allow for any downlink communication from the network.

During normal operation, modules default to PSM to maximize battery efficiency. However, for operations requiring rapid response, such as registration, firmware downloads, or reconfiguration, the module automatically switches to eDRX, then reverts to PSM once the task is complete.

Operational considerations

- **Communication timing.** The head end system can only communicate with a module in PSM during its active period immediately following a push message.
- **Event handling.** If the module is reconfigured from push to pull mode but the head end system is not configured to periodically pull data from the device, the device may issue a "No Comms" event after a defined period (approximately 16 hours).

- **Randomization.** Wake-up and push times are randomized within a defined window to reduce network congestion.

Transmission rates, power, and battery life

Transmission output power and associated module battery life for network mode is summarized in [Table 3](#).

Table 3 Network mode transmission details

Transmission mode	Transmission rate	Approximate conducted output power	Battery life
Network mode (local port)	N/A	+10 dBm (10 mW) beacon +16 dBm (40 mW) responses	Dependent on configuration
Network mode (Cellular modem)	N/A	+23 dBm (200 mW)	Dependent on configuration

Mobile mode

Modules behave differently in mobile mode depending on the network to which they are deployed.

On the OpenWay Riva network

In mobile mode, the module transmits (bubbles up) a message every 15 seconds. This message contains the current register read, or standard consumption messages (SCM+) and is transmitted over multiple RF channels to report on:

- Meter register value
- Cut cable or communication error event
- Reverse flow (encoder version selected)
- Consumer leak status
- Low-battery indicator

On the Gen6 network

In mobile mode, the Itron Cellular 500W Module transmits (bubbles up) a message on an average of every 15, 30, or 60 seconds depending on the mobile mode submode (described later in this section). This message contains the current register read, or SCM+. An IMR receives the data in the SCM+, which contains the following data:

- Module ID
- Module type

- Meter reading (register) value
- Event and alarm values

Note: This is a limited list of the functionality of the 500W Module. Additional functionality, events, alarms, and thresholds are supported. See [Events and alarms on page 40](#) for more information.

If pre-programmed to wake into mobile mode, the 500W Module starts bubbling up SCM+ messages when it is taken out of factory ship mode. The SCM+ message enables larger data fields with event and alarm status information in the expanded beacon that allows modules to communicate data such as a battery status indicator.

Mobile mode has several submodes it can be configured to:

- **Mobile high power mode.** The 500W Module transmits a high-powered RF message every 60 seconds.
- **Mobile and handheld mode.** The 500W Module transmits a medium-powered RF message every 15 seconds.
- **Hard to read mode.** The 500W Module transmits a high-powered RF message every 30 seconds. This mode should only be used for exceptionally difficult to read installations, for example, meters installed in sub-basements.

When an IMR receives an SCM+ message, it can optionally request more historical information from the 500W Module, including the following read requests:

- **Read one day of hourly interval data.** This request prompts the 500W Module to return one day of hourly interval data ending at the specified hour offset. The hour offset is the number of hours back from the current hour.
- **Read 40 days of daily interval data.** This request prompts the 500W Module to return 40 days of daily interval data measured at the specified hour offset. The hour offset is the number of hours back from the current hour.
- **Read 40 days of hourly interval data (960 intervals).** This request prompts the module to return 40 days of hourly interval data for the hours specified. Due to the amount of data requested, the 500W Module sends this data in multiple packets. This request method requires a multi-packet message (more than one response).



Caution: Modules running on an OpenWay Riva network may experience loss of interval data if you perform a mode switch (network mode to mobile mode or mobile mode to network mode).

Completion of a switch from mobile mode to network mode clears the interval data and reading history.

Data collection and transmission

When 500W Modules are programmed to mobile mode, regular data collection is performed using Itron mobile reading systems to leverage existing reader investments and

allow utilities to mix AMR 500W and 100W+ endpoints while the utility moves to an IoT networking solution.

Data collection is supported using Field Tools or FDM Tools using an IMR. The 500W Module transmits on 1 of 50 channels it picks pseudo-randomly. If there are several 500W Modules in close proximity, it's likely that two 500W Modules could transmit at the same time. Even though two 500W Modules could transmit at the same time, it's most likely that they do not transmit on the same channel. To eliminate the likelihood of transmissions ending up on top of each other repeatedly, the transmit time is varied randomly by ± 2 seconds. For example, in mobile and handheld mode, the 500W Module bubbles up every 13 to 17 seconds.

The frequency (channel) hopping and time dithering combined with the bubble-up rate and the likelihood of being in range to receive multiple messages provide for highly reliable communication between the 500W Module and the data collection method.

For more information about reading devices for your system or hardware and software requirements, reference the appropriate product specification sheet.

Interval data

The 500W Module continually stores and updates the last 40 days (960 buckets) of hourly interval data. As the module collects new data, it overwrites the oldest interval data such that the most recent intervals are preserved.

To transmit daily or hourly interval data, the 500W Module receives a specific request from the IMR. When it sends interval data, the 500W Module sends the index reads at the end of the interval set.

The total consumption sent in an interval packet is the same as the SCM+ (adjusted for pressure compensation, rate multiplier, and initial consumption), but the reading is not adjusted for rollover. Intervals are sent as a raw count value. The multiplier, pressure compensation, and rollover values are included in the message.

To calculate the value at a prior interval, the reader can sum the subsequent interval values and then apply the rate multiplier and compensation to get a consumption offset.

The consumption offset can be subtracted from the total sent consumption with the remainders adjusted for rollover. This approach eliminates complex or time-consuming math in the 500W Module and transfers it to the reader, where more powerful resources can process the data.

Transmission rates, power, and battery life

Transmission output power and associated module battery life for mobile mode is summarized in [Table 4](#).

Table 4 Transmission in mobile mode

Transmission submode	Transmission rate	Approximate conducted output power	Battery life
High power mobile mode	60 seconds	+16 dBm (40 mW)	20 years
Mobile/handheld mode	15 seconds	+10 dBm (10 mW) beacon +16 dBm (40 mW) responses	20 years
(Optional) Hard to read Mobile/Handheld mode	60 seconds	+16 dBm (40 mW)	20 years

Note: Optimum battery life is dependent on the device operating in a standard configuration. For standard configuration settings, see [Standard device configuration and usage on page 28](#).

Local receive operations

The 500W Module receives commands in the Industrial-Scientific-Medical (ISM) 900 MHz band. When 500W Modules are manufactured, they are left in factory ship mode with the transmitter off. While modules are in factory ship mode, the receiver turns on every four seconds to listen for a command from FDM Tools (**Program Endpoint** or **Check Endpoint**) or Field Tools (**Check**).

Note: FDM Tools is supported only on modules deployed in an OpenWay Riva network.

In a run mode, the 500W Module responds to a specific command from the IMR. The IMR transmits a command during the time the module has its receiver on. The module must conserve power, so its receive time is set to a minimum. The module leaves its receiver on just long enough to detect a command. When a command is heard from an IMR, the cellular modem is turned off and a 12.5-minute timer is set. The timer is refreshed (reset to 12.5 minutes) whenever a local command is received. If the timer expires (reaches zero), the cellular mode is turned back on and the device will attempt to join the cellular network again.

Retry algorithm and registration

In network mode, the 500W Module network is provided by Tier 1 cellular mobile network providers, such as Verizon Wireless and AT&T. The cellular modules are designed to operate on these licensed and 3GPP regulated networks.

The 500W Module can be ordered to wake from factory ship mode in either network mode or mobile mode. The default setting for the 500W Modules is to wake in network mode. If ordered in mobile mode, the devices can be locally configured to network mode via FDM or Field Tools at the time of installation or at a later time.

In network mode, the 500W Module can be configured to automatically wake when it detects consumption from the attached meter. The 500W Modules are shipped pre-

activated to the carrier's cellular network, and automatically register to the cellular network when installed in the field (based on the "wake on use" configuration).

In typical cellular conditions, the 500W Module registers with the cellular network within approximately 30 minutes and then attempts to register with the head end. In challenging cellular connectivity environments, the 500W Module could either fail to initially find the cellular network or exceed daily battery usage limitations in trying to register with the network. This can extend the head end registration time.

These modules continue to attempt to register with the cellular network. However, to limit battery utilization and reduce congestion in the network with these repeated attempts, the module implements a back-off window and randomizes the registration attempts. The back-off window algorithm gradually increases the time in between registration attempts. These durations are determined by the failure type and amount of battery used, and can range between a few minutes to two hours. Between these longer back-off times, the cellular modem may be put into a low-power mode to conserve battery and wait for better network conditions.

The 500W Module attempts network connections until ultimately successful, but if a module continually struggles to register with the cellular network, the module remains available for reads locally using Itron Field Tools or FDM Tools. This method can be used to either troubleshoot the installation or obtain reading data from the device.

Modules that remain unable to connect to the network should be investigated for additional mitigations, such as replacement or return material authorization (RMA), secondary carrier variant installation, or carrier network support and troubleshooting.

Operating modes

The module's operating mode determines its transmit and receive behavior. The 500W Module has the following operating modes:

■ Factory ship mode

- Modules are shipped from the factory in factory ship mode.
- The module's transmitter is turned off.
- The module's receiver listens for a programming command.
- Modules attempt to read the register every hour.
- Register Error Detected and Register Error alarm or event flags may be set when a register is not connected.
- If the 500W Module reads a connected register, the module automatically moves to run mode.
- The module can be configured via an FDM snapshot file to wake from factory ship mode to run in either network mode or mobile mode.

■ Audit mode

- Audit mode reduces the normal read latency time associated with standard modes of operation and is often used after initial installation.
- This mode is useful in network installations where the normal bubble rate is very slow.

■ Run mode

- The 500W Module can be configured in the factory through an FDM snapshot file to transition to run mode only after seeing positive consumption from a meter.
- The 500W Module's typical operation mode.
- In network mode, the module's transmission operation is dependent on the loaded configuration.
- In mobile mode, the SCM+ bubble-up rate and power are dependent on its programming at install.
- In mobile mode, the 500W Module's default bubble-up rate is 15 seconds.

■ Meter quiet mode

- Meter manufacturers can configure the 500W Module for quiet mode after programming and direct mounting the 500W Module in a factory.
- The remote 500W Module is awakened from meter quiet mode and enters run mode in one of two ways:
 - The 500W Module is connected to a meter and there has been positive consumption of the least significant dial greater than two.
 - Receiving a two-way command, such as a **Check Endpoint** command (using FDM Tools) or **Check** command (using Field Tools).

If a 500W Module installed in meter quiet mode is not bubbling up SCM+ messages, it may be due to zero consumption on the module, such as in the case of a vacant or vacation home. Initiate a two-way command (for example, perform a **Check Endpoint** command (using FDM Tools) or **Check** command (using Field Tools) to test for normal functionality before removing the unit.

3

Time management

The 500W Module maintains a Coordinated Universal Time (UTC) 24-hour clock. At the application layer, this clock is used for timestamping all data collected within the device.

The module obtains its network clock time (network time) from the cellular tower during registration with the cellular network. This synchronization occurs every time the device registers with the tower. If the device has not registered within the last 30 days, it initiates a forced registration to ensure the time is set at least once every 30 days, provided it is connected to the cellular network. This update frequency is designed to balance battery preservation with minimal clock drift.

The maximum expected drift is ± 26 seconds over a 30-day period. In mobile mode, when the device is read monthly, the maximum time drift is less than ± 5 minutes per month.

Application time is slewed to match network time at a rate of 15 seconds per minute, with a maximum adjustment of ± 6 hours per day.

Events and flags are generated on intervals when slewing between network time and application time exceeds a user-configurable threshold. Depending on your network type, this threshold is configured using Itron Device Configuration Manager (IDCM) for Gen6 networks, or OpenWay Collection Manager (OWCM) for OpenWay Riva networks. The default setting is ± 5 minutes.

If Field Tools is used to configure the 500W Module during installation, the module sets its time according to the programming application. If the module is configured with zero touch deployment (ZTD), then the 500W Module uses the last factory setting. When the module registers with and joins the network, it resets its clock to match network time. Accordingly, data collected before the cellular network registration may not be time-aligned with network time. The initial time is set in the 500W Module at that time of installation using Field Tools.



Caution: If the 500W Module device was installed using ZTD, the time drift between manufacture and deployment may be significant until the device self-adjusts based on the time received from the cellular network.

4 Security

Security is managed differently depending on your module's head end system and network.

On the Gen6 network

500W Modules support three security models:

- **Network access.** Security is based on public key infrastructure (PKI). All battery-powered devices (BPDs) use the same certificate hierarchy, which provides a common root of trust for all certificates used by devices in a GenX network (mesh or cellular) and the HES to establish trust and authenticate identity. Two critical certificates for BPDs are the Birth Certificate (BC) and Driver's License (DL), which include the device's MAC address and are used for device trusted identity.
- **Local access in network mode.** This is a signed authorization process based on asymmetric keys.
- **Local access in mobile mode.** This model is based on a proprietary security model using symmetric keys.

For details on the Itron security model for BPDs, refer to the *UtilityIQ Security Overview*.

On the OpenWay Riva network

The Itron Cellular 500W Module follows the OpenWay Riva network security managed by Itron Security Manager (ISM) that includes a complete system knowledge of the content and purpose of each message. Security-related decisions (such as which key type—reading or command—to use when securing a message) are based on the function of the command. The enhancement of secure communications provides greater protection for bubble-up and two-way messaging to prevent unauthorized users from gaining access to the system. Enhancing encrypted communications helps prevent others from monitoring user information and increases user privacy. After the Itron Cellular 500W Module is installed and the appropriate keys are injected, the module begins secure operations.

This section provides an overview of the 500W Module Itron Security Manager (ISM) enhanced security. For information about anti-tampering and anti-theft events and alarms, see [Status, events, and alarms on page 37](#).

Mobile and network mode security fundamentals

500W Module enhanced security applies to the cellular and RF communications between the Itron data collection devices and the 500W Module. ISM, the endpoints in the system, and the head end use two fundamental security processes to ensure confidentiality and validity of the communications across the cellular/RF link.

- **Authentication.** Authentication is the process of confirming that an artifact is genuine or valid. ISM authentication is the process of verifying that the request is from a valid source and that the request is in its original form.
- **Encryption.** Encryption is the process of transforming information to make it unreadable to anyone who does not possess the required security key. There are two types of encryption: symmetric and asymmetric. Symmetric uses a shared key to decrypt/encrypt information. Asymmetric uses a private key to encrypt and a public key to decrypt. ISM uses both symmetric and asymmetric encryption in our enhanced security solution.

500W Modules provide both authentication and encryption. Privacy is maintained on data collection messages from 500W Modules with enhanced security through encryption. Two-way commands from the data collection systems are authenticated by the 500W Modules to ensure that the source of the data is valid.

ISM security is always enabled in network mode, but is optional and configurable while in mobile mode.

Key and certificate types

500W Modules can be set to operate in mobile mode or network mode (see [Operating, transmitting, and receiving on page 9](#) for more information).

When the modules are operating in mobile mode, nine security keys are maintained for each 500W Module. Module ISM security keys include the following key types:

- **Two reading keys.** Reading keys are used to secure and remove decipher reading data. For the 500W Modules, this includes bubble-up messages and two-way data logging commands.

Reading keys are optional in mobile mode. While in mobile mode, the 500W Module can operate in three security modes:

- Ready to Secure (no reading keys, no command keys, not sure which of the other keys might be present). No enhanced security is enabled, although it is available. Remote disconnect/connect are not available when the security level is ready to secure. This security level only uses the utility factory key for the device. Ready to secure is the default factory ship mode for all gas and water modules.
- Command Secure (all keys EXCEPT reading keys). All commands between the endpoint and collection system are authenticated and encrypted with unique command keys. Command security is the minimum level of operation for devices

offering service disconnect. Command security is the minimum level of security to utilize remote disconnect valves.

- Fully Secure (all keys including reading keys). In addition to the endpoint and collection command system settings, all readings from the endpoint are encrypted with a shared reading key. ISM can use all keys that are available for the device. This is the most secure ISM mode.
- **Two command/programming keys.** Command/programming keys are used to secure commands that modify both the metrology and non-metrology state of a 500W Module.
- **Two revocation keys.** Revocation keys are used to perform key exchanges. 500W Module key exchanges support adding new keys, exchanging one key for another, or removing reading keys.
- **One recovery key.** The recovery key is a special revocation key. The recovery key is a customer-generated and managed key that does not participate in the active/standby rollover operations as the other two revocation keys do. The intent of this key is to allow the customer to set a key aside in a secure location for use if the revocation keys are lost. When security is removed from a module, configuration tools include a delete all non-factory keys method that must be secured using the recovery key.
- **One utility factory key.** The utility factory key is injected during the manufacturing process into non-volatile memory and is used to manage security keys in the 500W Module while the device is operating in an unsecured mode. When the 500W Modules are operating in the enhanced security mode, this key is non-functional.
- **One Itron factory key.** The factory key is a permanent key that is injected in non-volatile memory during the manufacturing process. The sole purpose of this key is to allow Itron to change the utility factory key using an RF-based command. Changing the utility factory key is typically completed as a step in the returned sales order process (RSO). Like the utility factory key, this key is non-functional when 500W Modules are operating in enhanced security mode.

When the 500W Module operates in network mode, security is applied at the network and application layers.

Note: The 500W Module's injected security credentials are dependent on whether the devices are built to stock or built to order.

- **Birth Certificate Chain.** Used to authenticate the device to the utility's network domain when joining a network.
- **AAA CA Certificate.** Used as a trust anchor when authenticating the utility's network domain during the join process.

The network layer includes a set of certificates injected during the manufacturing process. The **IoT FND CA Certificates** are used to authenticate messages sent from IoT FND to the device.

At the application layer, the following sets of credentials are managed:

- **OpenWay Enhanced Security Key set.** Used to secure application messages between OWCM and the device. Also, used in part during communication sessions between FDM and the device.

Manufacturing and installation

500W Module security features are determined by the device's operation mode (for more information about operating modes, see [Operating modes on page 17](#)).

In mobile mode, the security features of the 500W Modules are determined by the presence or absence of one or more key types. Enhanced security operation begins in manufacturing where two unique factory keys (utility factory key and Itron factory key) are injected into each module. The utility factory key and Itron factory key are created and managed by the ISM key generator server. The key generator server/network maintains the association between the module ID and its unique factory keys. With just the factory keys in place, the module operates in the basic security mode.

As part of a 500W Module shipment or upon subsequent customer requests, an enhanced security key transfer file (SKTF) is provided to the utility. This file contains the 500W Module ID/utility factory key pairings. After the utility receives the file, the utility customer imports the file into their ISM server and then the 500W Modules with enhanced security are activated and installed.

Field Deployment Manager (FDM) Endpoint Tools Enhanced can be used to install and set the module security state. When in mobile mode, FCS can also be used to set the security state. A module is moved from a basic security state to an enhanced security state by injecting keys. The state change is requested from the ISM server by the appropriate utility personnel or assigned during key import based on the ISM configuration. After the request is made, the ISM server generates the appropriate keys based on the wanted security level and creates key exchange commands secured by the utility factory key of the module.

The key exchange commands can be retrieved by the FDM Application Server when the installation work order for the module is created. The FDM Mobile Application performs the installation workflow and sends the key exchange commands to the module. After the module successfully receives and processes the key exchange commands, the module is in enhanced security mode. FDM returns the completed work orders and notifies the ISM server of the completed key exchange commands. The ISM server updates the state of the newly generated keys from pending to active and operation with enhanced security begins.

In network mode, 500W Modules can be built to order. Device security configuration parameters are determined by the manufacturing type.

Build-to-order

Modules that are build-to-order have their public keys and customer-supplied NMS, AAA Server CA, and device birth certificates injected during the manufacturing process eliminating the need to inject a large portion of the required key set during device installation or a mobile mode to IoT system mode/network mode switch.

Secured operations

After a 500W Module is installed and the appropriate keys are injected, the module begins secure operations. The listed reading and programming operations are secured for all 500W Modules.

Note: In network mode, security is required. In mobile mode, enhanced security operation is optional.

- **Bubble-up data collection.** The 500W Module's enhanced security in bubble-up messages utilizes the reading key. A field in the message is used to identify the particular reading key. The point where the message security is removed by the collection system differs between modules operating in either network mode or mobile mode systems.

- In modules operating in mobile mode, the reading keys for the modules are downloaded to the module reading application.

While the intent is for the utility to use a common reading key through the key update processes, it is likely that some modules within the utility may have a different reading key than others. For this reason, the module reading application obtains up to 16 of the most recent reading keys issued to modules and downloads that list to the data collection application. The radio uses the key identifier in the bubble-up message to determine which reading key to use to decipher the secure message. This allows the module reading applications to process the secure message following Itron existing reading methods.

- **Two-way operations.** Programming commands issued to a module are secured by the ISM security application utilizing a command key that resides in the target module. The use of the active command key is recommended.

When a two-way command is requested at the application server—either through a user request or through an internal job—the application server creates a command, formats the command packet, inserts a unique tracking ID, and sends the command to ISM to be secured using the module's command key.

The application server forwards the secure command message to the appropriate data collection application which sends it to the 500W Module. The module validates the command message, executes the command, and logs the command instance, identifying it by the command tracking ID. If reading keys are present, then the response is encrypted

and is transmitted to the collection application. The application receives the response. Security is deciphered based on the application type.

Modules operating in mobile mode can generate commands at the application level and secure commands using the reading key. The collection method inspects the bubble-up message from the target 500W Module to identify the module's reading key. The reading key allows the collection method to secure a pending read command using the identified key. The collection method can also inject the current time into the reading command prior to securing the message to force the module to update its time, thus ensuring the ad-hoc reading operation of the collection device is maintained even in a secure environment.

5

Operational life

The 500W Module uses a single D cell lithium (LiSOCl₂) battery and a Hybrid Layer Capacitor (HCL). The expected 20-year battery life is a function of the current and voltage requested from the battery due to the operation of the module. Itron applies a twofold approach to determine battery life: theoretical/lab experimental data and field data.

The theoretical approach is based on models to simulate the failure mechanism. In a typical battery, the various failure mechanisms are as follows:

- Exhaustion of battery capacity, relative self-discharge and voltage drop due to the operating conditions.
- Integrity of the mechanical can (that is, battery packaging).

Itron has developed battery life models based on battery chemistry to simulate the preceding failure mechanisms. Itron also conducts accelerated lab tests to simulate the preceding failure modes. These experiments include discharge under various conditions as well as micro-calorimetry to determine the pertinent model parameters. For more information about battery life, see [Battery low warning on page 38](#).

Operational and network impacts to battery life

Two main factors in combination affect an endpoint's battery life:

- **Operational impacts.** This includes the metering application itself, how often meter data is collected, the number of on-demand requests, and the number of firmware updates.
- **Network impacts.** This includes the network connectivity and the quality of the communication link.

Operational impacts

Utility users look beyond meter reading and require more advanced use cases from AMI solutions to increase their overall operational efficiency and provide new services. This has led to more features and flexibility in the use of those features in the endpoints, demonstrated by examples such as configurable tampers, alarms, low-latency commands, and variable intervals.

As a result, battery consumption, and therefore battery lifetime, can vary dramatically depending on the endpoint configuration, types of features enabled, and duty cycle of these features. Utilities are also looking to connect and interact with a variety of devices to support their distribution operations. These telemetry devices may have significantly different usage profiles and battery capacity than the traditional AMR endpoint.

The typical operational impacts and/or use cases for water metering applications include:

- Up to four interrogation cycles per day; each collects intervals and events data over cellular LTE-M (Cat-M1) networks.
- On average one two-way command per week to the module. For example, a move-in/out and on-demand read after alarm notification.
- Firmware download five times over the expected 20-year life of the module.
- Network discovery once per week (52x annually).

Network impacts

The network connectivity or the quality of the link also impacts battery life. The cellular solution provided from Tier 1 mobile network features intelligent battery management and link control applications that have been redesigned to provide a reliable connection link within the inherently dynamic cellular environment.

The cellular network provides the data link at a device level to achieve long range, low latency, high throughput, and high capacity. This allows the overall network to be optimized at an endpoint level, thus providing optimal cellular link quality. For example, devices that have a high link quality to the network do not need to retry the transmissions as often, and therefore do not consume as much battery life. The result of variation in network impact is that two devices connected to the network may have different battery lifetimes, even if they are within the same device family and have the same application usage profile. An endpoint's signal quality and signal strength are the primary two network determinants of the variations in battery life. For more information, see [Operational and network impacts to battery life on page 26](#).

The 500W Modules configured for either 15- or 60-minute intervals are designed to achieve a 20-year battery life with data collected four times per day.

Itron recommends that meters and devices be deployed on a first-in, first-out (FIFO) basis and within a period of three–four years from the date of manufacture. Itron shall not be liable for any performance degradation, failure, or damages resulting from the failure to store, install, test, handle, or operate Itron equipment in accordance with its documentation or outside the recommended deployment timeline.

6

Standard device configuration and usage

Itron offers a standard device configuration (opted into during the ordering process) that provides a 20-year battery life:

- 15-minute interval data
- Four scheduled push times
- Five firmware downloads over the life of the 500W Module
- Operating mode set to network mode
- Meter configuration set to auto detect

This list assumes one alarm per month.



The battery life description in this document is dependent on the 500W Module being deployed in a standard configuration.

The following configurations are supported in the 500W Module:

- **Manufacturing configuration.** Manufacturing configurations are parameters programmed during the manufacturing process. During the build-to-order process, manufacturing supports:
 - FDM or Field Tools parameters programmed through a FDM snapshot.
 - Remote application configuration is programmed in manufacturing. For modules on an OpenWay Riva network, remote application configuration is completed using a file produced by OpenWay Collection Manager (OWCM). For modules on a Gen6 network, it's completed using a file produced by Itron Device Configuration Manager (IDCM). These configuration files are created at the head end system.
 - Security keys or files are created from the security appliance and are programmed in during manufacturing. For more information about security, see [Security on page 20](#).
- **Local in-field configuration.** Local in-field configuration is completed using FDM Tools, Field Tools, or a third-party work order system.

Note: For module installations to a new meter, programming the 500W Module is not required. When retrofitting the 500W Module to meters already installed in the field, the 500W Module can auto-detect when attached to an encoded register. If retrofitting to a meter with a pulse output, local in-field configuration is required.

- **Remote configuration from the head end.** 500W Modules deployed on an OpenWay Riva network can be remotely programmed or configurations updated over-the-air via the head end system. 500W Modules deployed on a Gen6 network is completed using

IDCM and MPC.

- *(Applicable only to modules on an OpenWay Riva network)* **Third-party work order installation.** The third-party work order installation requires the following configuration during the manufacturing process:

- Programmed with a Network ID/SSID
- Injected with the utility's wanted security (from the utility's ISM)
- Shipment from the factory in mobile mode in a Ready to secure level.

500W Modules may be shipped from the factory in a Ready to secure mobile mode or a Fully secured network mode.

7

Registration

FDM Tools or Field tools can be used to query or display registration, view the module's network status, and capture the module's first data information for modules running on the OpenWay Riva network.

For 500W Modules that run on a Gen6 network, AMM displays the module's current operational state which may be:

- New
- Installed
- Discovered
- Initializing
- Initialized
- Active
- Disconnected

The Network Center application, which is part of the UtilityIQ suite, displays the last time a read or registration was received from the 500W Module. Discovery and registration typically take from 30 minutes to four hours. Itron recommends allowing up to two days before investigating a possible issue.

8

Programming and reading

When a 500W Module ships from the factory using Itron's standard configuration, all programmable parameters are set to their manufacturing default values. A configuration file defines the module's programming parameters. Units can be shipped pre-programmed using this configuration file. If a user chooses not to use a configuration file, the device is programmed to Itron's standard configuration, as outlined in [Default values on page 31](#).

Default values

This section shows the default values for a 500W Module that uses Itron's standard configuration. If a **Check Endpoint** command (using FDM Tools) or **Check** command (using Field Tools) was performed prior to programming, these values would be read and returned. The following table describes a partial list of the default values set in the 500W Module when it's manufactured.

Table 5 Parameter and value

Specification or parameter	Value
Operating mode	Network mode
Leak Period	48 hours
Truncation	0
Network Interval	15 minutes
Meter Configuration	Auto detect
Wake on	Connection to an encoded water meter Note: 500W Modules auto detect Neptune Meter's eight-dial output by default. This addresses potential underbilling situations. Customers who require a six-dial output when connected to their Neptune encoded meters are required to program their 500W Modules at time of installation.
Scheduled reads	Four per day

Programming parameters

The 500W Module has the following general programming parameters:

- **Manufacturer system parameters.** Manufacturer parameters are set by Itron and cannot be changed by the utility. See [Manufacturer system parameters on page 32](#).
- **Utility-specific parameters.** All 500W Modules are build-to-order devices; they can be built with IDCM/OWCM (depending on your head end system) and FDM snapshot files provided by the customer during the ordering process. Utility system parameters are common to a family of modules for a specific utility. See [Utility system parameters on page 32](#).
- **Meter-specific parameters.** Meter-specific parameters vary by the meter type connected to the module. These parameters are programmed at time of installation using Itron Field Tools and an IMR. See [Meter-specific parameters on page 34](#).

Manufacturer system parameters

The manufacturer system parameters contain the information required for basic device operation. These parameters are configured as default values or during manufacturing process via FDM snapshot or configuration files or meter spec form inputs, and include but are not limited to the following:

- Access Point Name
- Audit Mode Duration
- Battery Utilization Threshold
- Carrier Configuration Operator ID
- Carrier Configuration PDP Type
- Cellular Band Configuration / Radio Access Technology
- Cellular Data Context
- Cellular Minimum Technology
- Network Scan Configuration
- Reverse Period
- Signal Quality Threshold

These properties are determined by fields specified in the product specification form (for more information, see your product's ordering guide), the FDM snapshot file, and the configuration file. Depending on the network your module is deployed to, you will have either an OWCM configuration file (in OpenWay Riva network deployments) or an IDCM configuration file (in Gen6 network deployments).

Utility system parameters

The 500W Module's utility system parameters contain information required for the utility's system operation. Generally, all 500W Modules within a defined group are programmed

with the same utility system's parameters. The utility system parameters for the 500W Module include:

- Meter configuration
- Utility ID
- SSID (applicable only to modules on an OpenWay Riva network)
- Network ID (applicable only to modules on a Gen6 network)
- Security lock level (No lock, hard lock)
- SKG ID

These properties are determined by a combination of configuration files, including the spec form, the FDM snapshot file, and the configuration file. Depending on your network, you will have either an OWCM configuration file (in OpenWay Riva network deployments) or an IDCM configuration file (in Gen6 network deployments).

Itron sets the utility system parameters for use by a specific utility. They are designed to provide proper communication and 500W Module security for all the utility's 500W Modules.

When a 500W Module is programmed, the new parameters take effect immediately.

Note: When a 500W Module is programmed in mobile mode, the utility ID and security lock level are set, which defines how subsequent reprogramming is performed. When the 500W Module is programmed and set for hard lock security level, the 500W Module cannot be unlocked.

Utility ID

Note: The utility ID is used during mobile mode operation only.

The utility ID parameter specifies the unique, utility-specific security code that prevents an unauthorized individual from communicating with the module.

Itron assigns the utility ID, which ranges from 0 through 255. The utility ID is contained in the Meter Configuration File loaded into FDM or Field Tools.

Without the correct utility ID, a data collection method can read the beacon (network mode) or SCM+ (mobile mode), but it cannot alter the parameters or display the module's encoded data. With the correct utility ID, an operator can perform the following functions.

- Program the module
- Read the module's programmed parameters
- Read the tamper value. For more information, reference the product specification sheet for your module.

Security lock level (mobile mode only)

The security lock level parameter controls module reprogramming. The 500W Module uses the following security lock levels:

- **No lock.** A module programmed with this lock level can be reprogrammed with a compatible programming method and the correct utility ID.

Note: Itron recommends No lock whenever possible for greater flexibility.

- **Soft lock.** The soft lock security level provides the same functions as no lock: however, the **Unlock Endpoint** functions must be successful before the module can be reprogrammed.
- **Hard lock.** If a module is programmed with this lock level, billing parameters such as consumption or number of dials cannot be reprogrammed. System parameters, such as operation mode (mobile mode or network mode) can be reprogrammed.

Run mode operating settings

This parameter specifies the 500W Module's run transmission environment and specifies how the module is read:

- Network mode
- Mobile mode
 - Mobile/handheld mode
 - Mobile high power mode
 - Hard-to-read mobile/handheld mode

Note: For more information, reference [Operating modes on page 17](#).

Meter-specific parameters

A 500W Module's meter-specific parameters contain information required for modules to operate properly with a certain meter type or model. Meter-specific parameters are different for all meters. There are two types of meter outputs that the 500W Module is compatible with:

- **Encoded Output:** The 500W Module auto-detects a water meter's encoded protocol to read the meter's consumption and/or event data.
- **Pulse Output:** The 500W Module must be programmed with the meter type and its initial reading (Refer to the *Field Deployment Manager (FDM) Tools User Guide* or [Field Tools Help](#) for more information).

Programming modules



Important! The 500W Module can come pre-configured from the factory via customer specific FDM snapshot and configuration files, or must be programmed at the time of installation, prior to use.

Field Tools or FDM utilizes an IMR for programming devices.

Programming Itron Itron Cellular 500W Modules requires an understanding of:

- Your meter's configuration and the number of dials
 - The configuration and number of dials is important for programming the module to count correctly and roll over to zero at the correct time.
- How your system interprets the meter reading
 - Some systems modify the consumption reading with the collection software. Other times, the billing system is used to make modifications. If modifications are made in both systems, issues may cause consumption reading errors.

It is important to understand your system before the 500W Modules are programmed.

Program the 500W Module in network mode or mobile mode using an IMR and FDM Tools or Field Tools.

To enable enhanced security and for more complete programming information, see the [FDM Tools Mobile Application Online Help](#) or [Field Tools Help](#) as applicable (for documentation information, see [Related documents on page 7](#)).

Best practices and considerations

For initial module programming, reprogramming, or performing a **Check Endpoint** command (using FDM Tools) or **Check** command (using Field Tools), Itron recommends holding the IMR upright and facing the module to facilitate successful communications.

Time to program

The time required to program the 500W Module (in mobile mode only) is dependent on the operating mode.

Time to program in normal operation

In mobile mode normal operation, the module bubbles up an SCM+ message every 15 or 60 seconds (30 seconds for mobile mode hard-to-read mobile/handheld mode). The IMR does not have an opportunity to send a command (program) to the module until it receives the SCM+ message. It could take 60 seconds before the IMR receives the message and has an opportunity to transmit back. On average, the IMR receives the module's message within half the bubble-up rate time (for example, 7.5 seconds for mobile mode).

The programming process completes a few seconds after the handheld programmer successfully receives the module's message.

Waking up and programming from factory ship mode

The 500W Module must first be woken from factory ship mode. This can be accomplished by either enabling **Check Endpoint Type** in FDM Tools or issuing either the **Auto-Detect**, **Program**, or **Check** commands via Field Tools.

When **Check Endpoint Type** is enabled, FDM Tools performs a Check Mode on any endpoint before displaying a task menu based on the module's mode. This setting can be used to wake an endpoint from factory ship mode.

The **Auto-Detect** command determines the 500W Module's factory-programmed mode (mobile or network) and then presents the user with the associated task menu. After it is awake, the 500W Module can take anywhere from 15 to 65 seconds to program.

Note: If the mode is already known (for example, the user knows the 500W Module was shipped from Itron in network mode), the user can directly select the network mode menu in Field Tools and go directly to the program operation. The program operation could take slightly longer because that task first determines if the 500W Module is awake and wakes it up if necessary prior to programming.

Itron programs and software variables

This section defines and clarifies possible system variables you may encounter in programming 500W Modules.

Programming example

See the [FDM Tools Mobile Application Online Help](#) or [Field Tools Help](#) for examples on programming endpoints.

OpenWay Operation Center (OWCM)

Note: This section is applicable only to modules running on the OpenWay Riva network.

The OpenWay Collection Manager (OWCM) collects the raw reading and passes it on without making any formatting changes.

Itron Enterprise Edition (IEE) Meter Data Management

Note: This section is applicable only to modules running on the OpenWay Riva network.

The standard unit of measure (UOM) in IEE is cubic feet for water endpoints. The reading passed on by the water endpoint is not in cubic feet if endpoints with six- and seven-dial meter configurations are programmed, so adjustments are required to set the correct unit of measure. If you are having issues with your readings in IEE but your endpoint and meter index match, check your unit of measure within IEE.

9

Meter display and encoding consumption data

The primary operation a 500W Module performs is recording the amount of water flowing through a pipe to a place of use that is reported by a water meter.

Using a typical ultrasonic water meter as an example: ultrasonic signals are sent with and against the flow of water to determine the velocity of water flow, which is used to calculate consumption.

In the case of an encoder meter, the 500W Module is connected to the water meter with an ILC cable (Inline Connector). The 500W Module reads the water meter's encoded protocol at the top of every hour to gather consumption data.

In the case of a pulser meter, a reed switch, close to the shaft containing the magnet, is used to count revolutions generated by the meter's drive dog. As the magnet rotates near the reed switch contained in the sensing device, the reed switch closes. When the reed switch closes, a pulse is sent to the 500W Module.

In mobile mode, the hourly interval count data is stored in a data array in flash memory within the module. The data is overwritten every 960 intervals (40 days) in a round-robin fashion. By definition, the first interval is the latest written interval and the last interval is the one written 40 days ago.

In network mode, the interval period is configurable dependent on the 500W Module's firmware version. For more information about the module's firmware functionality, see the *Itron Cellular 500W Module Ordering Guide*.

Status, events, and alarms

500W Modules report their status in the system and detect when someone tampers with the meter or module. Statistics that the 500W Module tracks include:

- Cellular signal quality
- Network attachment
- Tower/sector
- Missed or aborted transmissions
- Modem current consumption
- Battery reserve aggregate
- Battery counter

Tamper and event values, interpretations, status information, and reporting may differ among various 500W Module types.



Important! Tamperers are available when the 500W Module is operating in mobile mode. Events and alarms are available when the 500W Module is operating in network mode. The available events and alarms are dependent on the module's firmware and head end versions.

Sensors in the device detect when certain tamper conditions occur. The module then increments the tamper counters and logs appropriate events.

The head end system standardizes native device event identifiers by translating them into system event codes, a process commonly referred to as "normalization." This enables the head end system to apply a consistent system event code to represent similar event types across different device-specific event codes.

- For modules on the OpenWay Riva network: The mapping between device event IDs and system event codes is detailed in the *OpenWay Collection Manager Device Interface Guide*.
- For modules on the Gen6 network: Refer to [Events and alarms on page 40](#) and the *Advanced Metering Manager (AMM) Events* documentation. *Advanced Metering Manager (AMM) Events* not only outlines the mapping from device event IDs to system event codes but also provides in-depth descriptions of event messages and their associated arguments.

500W Module events are configurable in the listed ways:

- An event can be enabled or disabled.
 - If the event is disabled, it is not detected or reported.
 - If the event is enabled, the event is logged in an event log and retrieved from the event log during a read. If an event is enabled and configured as an alarm, the event is immediately sent to the back-office system as a trap.
- Event configuration is set up in the 500W Module's configuration file and can be programmed during manufacturing, locally, or remotely.
- All supported events are enabled by default.
- Some events include additional detailed information in the event log.

Tamper counters

In mobile mode, tamper counters track each tamper event and are reported in the SCM/SCM+. The 500W Module uses the tamper counters to know if there is an active tamper being reported.

Battery low warning

The 500W Module includes a battery life estimator. The estimator is based on the number of data packets sent at the various power levels and the age (self-discharge) of the module. The battery low warning event allows the utility to easily identify which modules

are nearing the end of life. This advanced warning gives the utility the opportunity to schedule module replacement. The battery low warning is set when the battery has less than 10% remaining capacity, typically two years life remaining. Battery life is evaluated daily at midnight.

The battery counter is retrievable using Field Tools. The battery counter is displayed in Field Tools as either a "Good" or "Low" indicator, and displays years of remaining battery life. The estimated remaining years of battery life is calculated based on the current Battery Counter value which takes into account battery usage from past module operations. Because the number of future operations is dependent on how the utility interacts with the module, the Projected Remaining Years is not a guarantee of remaining battery life.

A

Events and alarms

Events captured within the 500W Module during normal daily monitoring must be configured for them to be logged. Configured events support event notification and troubleshooting. Events logs are available for data collection using the standard interrogation process.

By default, all events described in *OpenWay Collection Manager Device Interface Guide* or *Itron Device Configuration Manager (IDCM) User Guide* should be configured for delivery. Additionally, events can be configured as priority alarms, enabling asynchronous delivery on detection to the head end system. The logs in the 500W Module use a profile-generic class structure allowing for selective access.

Alarms are events that have been configured to be sent to the head end system as they occur. Alarms are collected as events during normal data collection, but because they are deemed time sensitive, they are also sent immediately as they occur.

Alarm delivery to the head end system is separate from typical data delivery.



Important! To ensure critical events are communicated effectively without overwhelming the network or head end system, Itron has predefined specific events to be transmitted as alarms. These default settings strike a balance between timely notifications and system performance. Unless a clearly defined use case necessitates a change, customers are advised to retain Itron's default alarm configurations.

The 500W Module's supported events and alarms are described in [Table 6](#). The Event code column applies to modules running on OpenWay Riva and Gen6 networks. The AMM event code column applies only to modules running on a Gen6 network.

Table 6 Events and alarms

Event code	AMM event code	Event name	Event description
1	901057	Inter Digit	There is a corrupt digit in the encoded register reading.
2	901001	Register Error	No communication with the register.
3	901058	Invalid Read	The register is not sending a valid read.
6	901004	Low Battery	The module has a low battery warning. Just 10% of the battery's life remains.
7	901059	Consumer Leak Detected	The module has detected continuous flow over a set period of time.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
8	901060	Consumer Leak End	The module has detected the end of continuous flow after having reported a leak.
9	901061	Reverse Flow Detected	The module has detected reverse flow. Note: This is sometimes referred to as <i>backflow</i> .
10	901062	Reverse Flow End	The module has detected the end of reverse flow after having reported reverse flow.
11	901063	Leak Sensor OK	The module detects a leak sensor attached and it is working properly. The event is triggered when the state was previously unknown or was previously not working properly.
12	901064	Leak Sensor No Comm	The module detects a leak sensor is attached, but it is not working properly.
13	901065	Leak Sensor Detached	The module does not detect that a leak sensor is attached after previously having one attached.
14	901066	Valve OK	The module detects that a remote disconnect valve is attached and is working properly. The event is triggered when the state was previously unknown or previously not working properly.
15	901067	Valve No Comms	The module detects a remote disconnect valve is attached but it is not working properly.
17	901068	Pulse Mismatch	The module has detected an internal pulse mismatch.
18	901006	Cut Cable (Pulser) Detected	A physical cut cable has been detected by the module.
19	901007	Cut Cable (Pulser) End	A physical cut cable is no longer detected by the module.
20	901008	High Flow Detected	The module detects consumption has exceeded the high-flow threshold.
21	901009	High Flow End	The module detects consumption has dropped below the high-flow threshold after having been in a high flow state.
41	901200	External Antenna Attached	An external antenna has been attached to the module. Applicable only to modules on a Gen6 network.
42	901201	External Antenna Detached	An external antenna has been detached from the module. Applicable only to modules on a Gen6 network.
500	901010	Critical Error (Internal)	A critical internal error has occurred that is not described by other events.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
504	901014	Flash Error	A flash error has been detected.
505	901015	Meter Quiet Mode Exit	Occurs when the module first gets pulses, or detects consumption and wakes from meter quiet mode. If the device wakes from just factory ship mode (not meter quiet mode), then this event is not logged.
506	901016	Entering Network Mode	The device has been changed to network mode.
507	901017	Battery Parameters Set	A battery parameter has been changed.
509	901019	Key Update Succeeded	A security key has been updated in the device. Event text that states 'key at index 99', indicates the device was accessed locally, using a signed authorization.
511	901021	Load Profile Cleared	The load profile data has been cleared.
512	901022	Manual Time Sync	The time has been changed manually. This event is also be logged the first time the device joins a network and gets network time after being manufactured.
515	901024	Time Outside Automatic Sync Threshold	A time change greater than the warning level threshold has been detected.
516	901025	Time Outside Automatic Sync Threshold Ended	A time change greater than the warning level threshold has ended and is back below the threshold.
517	901026	Entering 100S Mode	The device has been changed from network mode to mobile mode.
541	901174	Corrupt Alarm Data Received From Meter	The module received a corrupt data character from the meter. This event is logged a maximum of one time per day. This event is not logged if the corrupt data character is received as part of the volume or consumption field.
1000	901089	Register Removal	Badger extended alarm: bit 0 = register removal.
1001	901090	Meter Temperature Alarm	Badger extended alarm: bit 1 = temperature alarm.
1002	901091	End of Meter Life	Badger extended alarm: bit 2 = end of life alarm.
1003	901092	Zero Consumption Detected	Badger extended alarm: bit 3 = no usage alarm.
1004	901093	Reverse Flow Meter	Badger extended alarm: bit 4 = reverse flow alarm.
1005	901094	Leak Meter Alarm	Badger extended alarm: bit 5 = leak alarm.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
1006	901095	Encoder Programming	Badger extended alarm: bit 6 = program alarm.
1007	901096	Meter Tamper	Badger extended alarm: bit 7 = tamper.
1500	901097	Active Reverse Flow	Kamstrup extended alarm byte 1: bit 0 = active reverse flow. This event is logged a maximum of once per 24 hours.
1501	901098	Historic reverse Flow Meter	Kamstrup extended alarm byte 1: bit 1 = historic reverse. The active info-code within the last 30 days, no matter how long the info-code was active. This event is logged a maximum of once per 30 days.
1502	901099	Active Empty Pipe	Kamstrup extended alarm byte 1: bit 2 = active dry. The meter is in a current empty pipe state. This event is logged a maximum of once per 24 hours.
1503	901100	Historic Empty Pipe	Kamstrup extended alarm: Kamstrup extended alarm byte 1: bit 3 = historic dry. The active info-code within the last 30 days, no matter how long the info-code was active. This event is logged a maximum of once per 30 days.
1504	901101	Active Burst	Kamstrup extended alarm byte 1: bit 4 = active burst. The meter is currently in a high flow state outside of the meter parameters. This event is logged a maximum of once per 24 hours.
1505	901102	Historic Burst	Kamstrup extended alarm byte 1: bit 5 = historic burst. The active info-code within the last 30 days, no matter how long the info-code was active. This event is logged a maximum of once per 30 days.
1506	901103	Encoder Programming	Kamstrup extended alarm: byte 1: bit 6 = the encoder setup has been changed one or more times since production.
1507	901104	Active Leak Meter Alarm	Kamstrup extended alarm byte 2: bit 0 = the meter is in an active leak state. This event is logged a maximum of once per 24 hours.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
1508	901105	Historic Leak Meter Alarm	Kamstrup extended alarm byte 2: bit 1 = historic leak. The active info-code within the last 30 days, no matter how long the info-code was active. This event is logged a maximum of once per 30 days.
1509	901106	Low Temperature Alarm	Kamstrup extended alarm: The minimum meter temperature detected. This alarm is sent when the temperature on the Kamstrup meter is lower than 36° F.
1510	901107	High Temperature Alarm	Kamstrup extended alarm: The maximum meter temperature has been detected. This alarm is sent when the temperature on the Kamstrup meter is higher than 125° F.
1513	901108	Zero Consumption Detected	Kamstrup extended alarm: The meter has detected no usage. This event is logged a maximum of once per 24 hours.
1600	901109	Backflow Detected	Intelis Water Meter extended alarm: The meter's backflow consumption register indicates a total backflow that is outside of the threshold values for expected backflow.
1601	901110	Empty Pipe Alarm Detected	Intelis Water Meter extended alarm: The device detects that the pipe is empty, possibly due to the meter being removed from the installation.
1602	901111	Meter Reversed	Intelis Water Meter extended alarm: The meter has detected that it has been installed in a reverse orientation.
1603	901112	Battery Low	Intelis Water Meter extended alarm: The meter's battery life has less than six months (for the NAM meter) or 12 months (for the international meter) remaining.
1604	901113	Leakage	Intelis Water Meter extended alarm: The meter has detected a leak. The average flow rate during each of the hours over the past day (for NAM meter) or over a configured number of days (for international meter) was above the leakage flow rate threshold. This event clears when the average flow rate for one hour returns to within the configured threshold.
1605	901114	Burst Flow Alarm Detected	Intelis Water Meter extended alarm: The meter has detected a burst flow alarm which can indicate a broken pipe.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
1607	901115	Tamper Alarm	Intelis Water Meter extended alarm: The meter has detected that the cover was opened. This can indicate that the meter has been tampered with.
1608	901116	Temperature Alarm Detected	Intelis Water Meter extended alarm: The meter has detected a temperature alarm. The meter has reached a temperature that is outside of the temperature range. This event clears after the alarm duration time passes (one day minimum).
1800	901155	Air In Tube Error	Diehl Hydrus Meter extended alarm: The meter has detected air in the supply system and water flow rate measurement is not possible.
1801	901156	Leak Alarm	Diehl Hydrus Meter extended alarm: The meter has detected leakage above threshold for 24 consecutive hours. The alarm is reset 15 minutes after consumption is below the leakage threshold.
1802	901157	Checksum Error	Diehl Hydrus Meter extended alarm: The meter has detected that flash or RAM is corrupted or manipulated. This is a fatal error, the meter must be replaced. This error is cleared three days after it is raised.
1803	901158	Temperature Measurement Error	Diehl Hydrus Meter extended alarm: The meter has encountered a temperature measurement error. The median temperature is too low or too high (22° F / 212° F, -30° C / 100° C), or the cable temperature sensor is cut or disconnected.
1804	901159	Ultrasonic Hardware Error	Diehl Hydrus Meter extended alarm: The meter's ultrasonic hardware has encountered an error. The ultrasonic transducer is defective or short-circuited, or the ultrasonic transducer cable is cut or disconnected.
1805	901160	Power Consumption Out of Limit Error	Diehl Hydrus Meter extended alarm: The meter is experiencing too much communication on its DMEI or optical interface over a short period of time. When communication capacity reaches zero (0) bytes, communication is temporarily paused. When communication capacity reaches below the minimum threshold (500 bytes is the default), then communications resume again.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
1806	901161	Overflow Error	Diehl Hydrus Meter extended alarm: The meter detects that flow is over the undersized meter threshold for one minute. The error is cleared after the meter detects flow that is under the undersized meter threshold for one minute.
1807	901162	Temperature Hardware Error	Diehl Hydrus Meter extended alarm: A hardware temperature error is detected for one minute. The temperature cable is damaged or cut. After three days of no hardware temperature error detected, the meter clears the alarm.
1808	901163	Reverse Flow Alarm	Diehl Hydrus Meter extended alarm: The meter detects that consumption is below its configured limit. The 1.3 meter and the 2.0 meter versions reset this alarm after different consumption conditions are met.
1809	901164	No Usage Alarm	Diehl Hydrus Meter extended alarm: The meter detects consumption below the no usage threshold for 30 days. The alarm is active one time ever 30 days. The alarm is cleared after consumption above the no usage threshold is measured for 15 minutes.
1810	901165	Measurement Alarm	Diehl Hydrus Meter extended alarm: The meter has detected seven consecutive days of measurements disturbed by influences of cavitation, air water mixture, heavy electromagnetic, or heavy mechanic interferences (vibration). These interferences can be caused by pumps or other heavy equipment operating near the meter. After three days of no disturbed measurements, the meter clears the alarm.
1811	901166	Low Temperature Alarm	Diehl Hydrus Meter extended alarm: The meter detected the temperature is lower than 3° C after four consecutive temperature measurements and the meter detects an Err4 at the same time. The meter resets the alarm after 30 days if the issue is resolved.
1812	901167	Empty Pipe Alarm	Diehl Hydrus Meter extended alarm: The meter detected an active Err7. The meter resets the alarm after 30 days without air detected in the pipe.
1813	901168	Overflow Alarm	Diehl Hydrus Meter (version 2.0 only) extended alarm: The meter detects flow that is above the Undersized Meter Threshold for 30 consecutive minutes. When the meter detects flow below the threshold for one minute, it resets the alarm.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
1814	901169	End of Life Alarm	Diehl Hydrus Meter extended alarm: The meter detects the calculated battery life is fewer than 400 days. The meter resets the alarm when the calculated battery life is more than 400 days.
1815	901170	High Temperature Alarm	Diehl Hydrus Meter extended alarm: The meter detects the medium temperature is hotter than 90° C for 60 consecutive minutes. The meter resets the alarm after medium temperature is 90° C or cooler for 60 consecutive minutes.
1816	901171	Fallback Mode	Diehl Hydrus Meter extended alarm: The meter detects a significant deviation between measurements of the two measuring paths. The meter resets the alarm three days after the deviation of measurements between the two paths goes away.
1817	901172	Metrological Log Access	Diehl Hydrus Meter extended alarm: The meter detects an entry into the metrological log. The module logs this event only one time and logs it again only if the meter alarm goes away and then reappears.
3000	901027	Device Reconfigured	The HES configuration in the device has changed.
3001	901028	Event Log Cleared	The Itron event log has been reset.
3003	901029	Configuration Downloaded	A new configuration has been downloaded.
3004	901030	System Reboot	A watchdog error. Reboot.
3005	901031	System Restart	A planned restart of the module (for example, after a firmware download completes).
3006	901032	Improper Installation Detected	The module was unable to adopt configuration information.
3007	901118	Disconnect Completed	The disconnect command was received and has completed.
3008	901119	Disconnect Failed	The disconnect command was received but failed to execute. The event detail will contain the verbose_result attribute of the DisconnectControl object.
3011	901122	Connect Completed	The reconnect command was received and has completed. The event detail will contain the verbose_result attribute of the DisconnectControl object.
3012	901123	Connect Failed	The reconnect command was received but failed to execute. Event detail will contain the verbose_result attribute of the DisconnectControl object.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
3013	901124	Flow Restriction Setting Changed	A restrict/service limit event was received and has been completed. The event detail will contain the verbose-result attribute of the DisconnectControl object..
3014	901125	Flow Restriction Setting Failed	A restrict/service limit was received but failed to execute. The event detail will contain the verbose-result attribute of the DisconnectControl object.
3015	901033	Authentication Failed	An application level security failure - authentication. This event occurs with an application level security failure for authentication.
3016	901034	Access Control Failed	An application level security failure - access control. This event occurs with an application level security failure for access control.
3017	901035	Key Rollover	A key rollover command was received.
3018	901036	Key Signing	An application-level security failure for certificates.
3019	901037	Takeover Package Accepted	A takeover package was presented and accepted by the module. Applicable only to modules on an OpenWay Riva network.
3020	901038	Takeover Package Rejected	A Takeover Package was presented but rejected by the 500W Module. Applicable only to modules on an OpenWay Riva network.
3021	901039	Replay Attack Detected	An application-level security failure for replays. Applicable only to modules on a Gen6 network.
3022	901040	RMA Signed Authorization Received	A signed authorization issued to "Itron-RMA" has been received.
3040	901173	High-flow Threshold Configuration Changed	A change was made to the High Flow Event Configuration threshold.
3048	901198	EDHOC Initiated	The EDHOC process has been initiated. Applicable only to modules on a Gen6 network.
3049	901199	EDHOC Error	An error occurred during the EDHOC process. Applicable only to modules on a Gen6 network.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
3052	901243	Driver's License Import Validation Error	A validation error occurred when importing a driver's license. The module logs this event as soon as the error occurs, but does not log the event again for the current 24-hour period (the 24-hour period restarts at midnight, UTC). This results in a maximum of one of this event being logged per day at the time that the error occurred. Applicable only to modules on a Gen6 network.
6000	901203	Cellular Communications Stopped	Communications reliability is inadequate and communications have been aborted. This can occur due to poor signaling conditions (such as a bad coverage area) or to exceeding the battery threshold for transmission. Reason codes are as follows: 0. Battery utilization 1. Signal quality 2. Registration battery utilization 3. Daily battery use exceeded 4. Daily battery use exceeded override
6001	901204	Modem Reset	The module's modem has been reset. The reason code for the reset condition and the anticipated modem off time, in minutes, is listed in the details.
6002	901205	No Comms	The modem has not passed a paging request in >15 hours and 45 minutes when in eDRX or in PSM Cellular Operating Mode. The event is logged upon every expiration of the timer. The timer is reset and starts counting down again after each logging. This event should always be configured as an alarm to assure assistance with modem communications reestablishment and to help avoiding the PDN timer behavior on cellular networks.
6004	901207	Cell ID Change Count	The Cell ID (tower/sector) has changed throughout the day. This event provides a count of incidents (if non-zero) along with the latest Cell ID value.
6005	901208	Low Temperature Shutoff Started	The module has detected that ambient temperature has dropped below -20° C/-4° F.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
6006	901209	Low Temperature Shutoff Ended	The device detected that ambient temperature has returned to operating range and the debounce parameter thresholds have been met, allowing normal operations to resume.
6007	901210	Low Voltage Shutoff Started	The module has detected voltage that has dropped below the low-voltage threshold. Only one event shall be logged when voltage is recognized to be below threshold, it is not logged continuously. The power off threshold voltage default is 2.95 volts.
6008	901210	Low Voltage Shutoff Ended	The module has detected that voltage in the device has recovered to the recovery voltage threshold, allowing normal operations to resume. The power-on recovery voltage default is 3.4 volts.
6011	901244	Cellular Network Assessment Start	The module has started a cellular network assessment.
6012	901245	Cellular Network Assessment End	The device has concluded a cellular network assessment.
10000	901041	PCOMP Changed	The metrology parameter for pressure compensation (PCOMP) changed.
10001	901042	Count Rate Changed	The metrology parameter for count rate changed.
10002	901043	Rollover Count Changed	The metrology parameter for rollover count changed.
10003	901137	Count Sample Debounce Changed	The metrology parameter for count sample configuration debounce changed.
10004	901138	Encoder Driver Type Changed	The metrology parameter for encoder driver type changed.
10005	901139	Prescaler Changed	The metrology parameter for prescaler changed.
10006	901044	Initial Index	The metrology parameter for initial index changed.
10007	901045	Image Transfer Initiated (Enabled)	An image transfer was successfully initiated.
10008	901046	Image Transfer Canceled (Disabled)	An image transfer was successfully canceled.
10009	901047	Image Transfer Cancel Failed	An attempt to cancel an in-progress image transfer failed.
10010	901048	Image Verification Initiated	The process to verify an image has started.
10011	901049	Image Verification Successful	The image verification process was successful.

Table 6 Events and alarms (continued)

Event code	AMM event code	Event name	Event description
10012	901050	Image Verification Failed	The image verification process was initiated, but was not successful.
10013	901051	Image Activation Initiated	The image activation process was initiated.
10014	901052	Image Activation Successful	The image activation process was successful.
10015	901053	Image Activation Failed	The image activation process was initiated, but was not successful.
10019	901054	Load Profile Interval Changed	A change was made to the load profile interval period.
10020	901140	Count Sample Width Changed	The metrology parameter for count sample configuration sample width parameters changed.
10021	901141	Count Sample Rate Changed	The metrology parameter for count sample configuration sample rate parameters changed.
10033	901229	Image Transfer Failed	An image transfer operation has failed.
10034	901230	Image Transfer Resumed.	An image transfer operation has been resumed.

CITY OF MINNETRISTA
CITY COUNCIL AGENDA ITEM



Subject: Ordinance Amending City Code Section 200.01 – Regular Council Meeting Day

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: October 5, 2026

Issue: Per City Council direction staff are requesting that the City Council consider adopting an ordinance amending Section 200.01 of the Minnetrista City Code to move regular City Council meetings from the first and third Monday of each month to the first and third Tuesday of each month, effective January 1, 2027.

Overview: Section 200.01 of the City Code currently requires regular City Council meetings to be held on the first and third Monday of each month.

The draft ordinance changes only the meeting day. All other provisions of Section 200.01 would remain the same, including:

- Meetings held in the Council Chambers at City Hall
- Meeting times determined by the Council when notice of the meeting is provided
- The Council’s ability to set a different schedule by resolution
- Adjourned and special meetings called by the Mayor or any two Councilmembers with at least 12 hours’ notice
- The requirement that meetings be open to the public unless closed as authorized under Minnesota Statutes Chapter 13D

Additional Considerations: If adopted, staff will update the City’s website, public meeting calendar, and meeting notices ahead of the change. The ordinance would take effect on January 1, 2027, following its adoption and publication as required by law. As a note, recently, if there is a holiday the Monday during the same week as a City Council meeting, that meeting has been moved to Wednesday per the adopted Official City Calendar. City Council will have the ability to do this again for 2027 when the Official City Calendar is considered for adoption on December 7th.

Next Steps: Staff are requesting City Council evaluate the adoption of the ordinance amending Section 200.01 of the Minnetrista City Code to move regular City Council meetings to the first and third Tuesday of each month, effective January 1, 2027.

Attachment: Draft Ordinance Amending Section 200.01 of the Minnetrista City Code

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.

ORDINANCE NO. 512

**CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**AN ORDINANCE AMENDING SECTION 200.01 OF THE MINNETRISTA CITY CODE
REGARDING REGULAR MEETINGS OF THE COUNCIL**

THE CITY OF MINNETRISTA HEREBY ORDAINS:

Section 1. The City Council of the City of Minnetrista hereby amends Chapter II, Section 200.01 of the Minnetrista City Code by adding the underlined material and deleting the ~~stricken~~ material as follows:

SECTION 200. – COUNCIL RULES AND PROCEDURES

200.01. – Regular and special meetings.

Regular meetings of the council must be held on the first and third ~~Monday~~ Tuesday of each month in the council chambers of the city hall at a time determined by the council when the notice of the meeting is provided, unless otherwise specified by council resolution. Meetings may be adjourned from time to time to a specified date or subject to the call of the mayor or any two members of the council upon at least 12 hours' notice to each member of the council and such other notice required by law. Meetings of the council must be open to the public unless authorized to be closed pursuant to Minnesota Statutes Chapter 13D.

Section 2. This Ordinance shall take effect on January 1, 2027 after its passage and publication as required by law.

Adoption Date: _____, 2026

Lisa Whalen
Mayor

Attest:

Ann Meyerhoff
City Clerk

(seal)

CITY OF MINNETRISTA
BUSINESS / DISCUSSION ITEM



Subject: 2050 Comprehensive Plan Update Proposal

Prepared By: David Abel, Community Development Director

Meeting Date: October 5, 2026

Issue:

Minnesota law requires metropolitan communities to update and submit their comprehensive plans to the Metropolitan Council once every ten years. The next submittal deadline is December 31, 2028.

Background:

At the May 4th, 2026, Work Session, the City Council discussed the required update to the City’s Comprehensive Plan from the current 2040 plan to a new 2050 Comprehensive Plan. The Council also discussed utilizing WSB & Associates as the City’s consulting partner to aid in the update process. WSB previously assisted with the 2040 Comprehensive Plan and is familiar with the City’s planning needs. Continuing with the firm is expected to provide efficiencies and potential cost savings. The Council generally supported moving forward with the planning process and requesting a proposal from WSB & Associates.

Attached to this report is a proposal for services related to the 2050 Comprehensive Plan Update. The scope of services is based on what was required from past efforts. Half of the cost is budgeted for 2027 and the other half will be part of the 2028 budget.

Recommended City Council Action:

Motion to approve the 2050 Comprehensive Plan Update Proposal from WSB & Associates.

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.



A PROPOSAL FOR

2050 Comprehensive Plan

FOR THE CITY OF MINNETRISTA



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On behalf of WSB, we are pleased to submit our proposal to develop Minnetrista's 2050 Comprehensive Plan. We value our long-standing relationship with Minnetrista and look forward to continuing our strong partnership. We will deliver a plan that aligns with the goals of the city, its residents, and the Metropolitan Council.

Sincerely,

WSB



Nate Sparks
Project Manager



Project Understanding

With Alyson Fauske serving as the City's consulting engineer, we have a strong understanding of the vision your elected and appointed officials—and residents—have for Minnetrista. We understand you want to update the 2040 Comprehensive Plan to meet the Metropolitan Council's Imagine 2050 standards. Our approach will mirror the process used for the 2040 plan, including a Steering Committee to guide plan development and meetings held in advance of regularly scheduled Planning Commission meetings. WSB will also develop a project website for the comprehensive plan update, including a survey to gather community input on the city's future and the plan's content. We will also discuss whether to include consideration of data centers within the land use chapter.

WSB will guide the city through approvals with the Planning Commission, City Council, and the Metropolitan Council.



Project Approach

Task 1: Kick off/Research

To initiate the project, the WSB team will meet with city staff, the Planning Commission and City Council and provide a thorough review of project parameters, and establish deadlines and meeting schedules. During this meeting our team hopes to extract some of the big issues that the City would like to handle during the process that might be outside the realm of the Metropolitan Council's purview.

During this Task, the team will also gather existing data necessary for research related to the planning document. This will lay the groundwork for the creation of the new plan.

Task 2: Public Engagement

The Planning Commission, along with other community members as appropriate, will serve as the project Steering Committee. We propose two primary engagement events: (1) a pop-up booth at Trista Day to explain comprehensive planning and gather input on residents’ vision for the city over the next 10 years, and (2) a visioning workshop using structured exercises (strengths, weaknesses, opportunities, and threats) to inform the plan’s direction.

WSB will work with city staff to host an open house before the draft is presented to the Planning Commission and City Council and ahead of the required public hearing.

WSB will develop and maintain an interactive, public ArcGIS project website for the duration of the project. It will include a community input map, project updates, documents, visual media, engagement summaries, and draft materials.

Our engagement team will provide a summary report documenting participation, engagement methods, and event outcomes. We will incorporate this input into the updated comprehensive plan.

**INNOVATIVE
ENGAGEMENT
ELEMENTS
SUCCESSFULLY
USED:**



1 Esri's Community Analyst tool



2 Interactive comment map using ArcGIS Hub



3 Strategic communications and social media

Task 3: Drafting the Plan

Based on the public engagement results from Task 2 and with the guidance of the Metropolitan Council system statements and Plan requirements, WSB will begin creating the final draft plan document. The following are the required elements of the plan as prescribed by the Metropolitan Council:

- | | | |
|---|------------------|--------------------|
| - Existing conditions and Data Analysis | - Transportation | - Parks and trails |
| - Land use | - Wastewater | - Climate |
| - Housing | - Water supply | - Natural systems |
| | - Surface water | - Implementation |



Existing Conditions and Data Analysis

History, existing conditions, current maps, and development patterns, among other topics, will all be analyzed to create a picture of what the city looks like today. Also in this chapter will be an analysis of current trends in development and emerging issues. This will include trends of social, economic, physical, and political nature. Demographics will be featured in this chapter.



Land Use

A new land use plan, working from the currently adopted plan, will be introduced for the City that illustrates the location and density of future development in phases. This plan will guide future development and growth to achieve the community's objectives. A current inventory of existing land uses will be important as the City looks to plan for its future land use needs. Balancing the growth of the various land use sectors will be explored, particularly as they relate to current and projected market trends, as well as other techniques to assist in cultivating a resilient local economy. A general discussion of the prospect of data centers developing in the city can be included in this chapter.

The final document will include a new land use map tailored to the new identified goals of the City. WSB will review and refine land use categories and residential density ranges to provide flexibility consistent with community goals while continuing to meet regional requirements.



Housing

Housing supply and historical housing trends that have occurred in the community will be examined. Demographic information regarding population and households will be provided. Housing should be examined from a local and regional perspective.

Possible future housing development trends will be analyzed. Long-term housing options, based upon the demographic analyses undertaken, can be suggested and methods for meeting housing goals will be provided. Affordable housing will be a topic of discussion as it relates to the city's required goals of the Metropolitan Council.



Transportation

The WSB Team will review the entire transportation system in and around Minnetrista to understand the existing conditions, challenges, and opportunities related to safety, mobility, and connectivity, and use this information to update the transportation chapter with new goals and strategies. Recommendations in the transportation chapter will be closely coordinated with other related components of the Comprehensive Plan. WSB will collect data on transportation items required for the update. This includes roadways, crash data, transit systems and services, bicycle facilities and barriers, pedestrian facilities and priority network needs, freight systems and deficiencies, travel demand management, aviation, ADA transition plans, and climate and natural systems. Data collection and analysis will focus on meeting Met Council required minimums. Information gathered and analysis results will be written up for the transportation section of the plan. WSB will use provided information from the Metropolitan Council as the basis for the TAZ analysis. The final transportation section will meet all Metropolitan Council requirements.



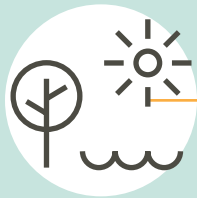
Parks and Trails

As part of this effort, WSB will identify updated goals and collaborate with the City to revise the associated park and trail maps to reflect system changes since the previous 2040 plan adoption. In addition, we will incorporate insights and priorities emerging from the current 2050 planning engagement process to ensure the chapter accurately represents the community’s evolving needs and vision for its parks and trails network.



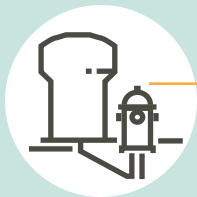
Climate

The Metropolitan Council is requiring cities to plan for climate change as part of their 2050 Comprehensive Plan. Cities are required to implement actions that reduce greenhouse gas emissions and to develop strategies to adjust to current and future climate impacts. For this step, our Sustainability Team will take a data-based approach to conduct an analysis of the current greenhouse gas (GHG) emissions profile for the city utilizing the Metropolitan Council climate model. Using this publicly available resource, we will assess how climate conditions have changed over time and are projected to continue to change, as important input and lens for the Comprehensive Plan. Based on the findings of this analysis, we will provide a narrative summarizing the data.



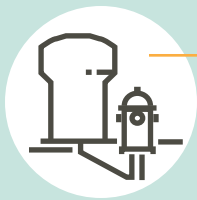
Natural Systems/Surface Water

WSB’s Water Resources team will work to develop the required Water Resources section of the City’s Comprehensive Plan based on the 2025 Water Resources System Statement. The focus will be to identify and develop policies and strategies to support the goals and initiatives of the Met Council and the City of Minnetrista. Focus will include but not be limited to integrated surface water planning and management, water equity, and resilient and sustainable solutions. Regional prioritization will be included based on proximity to water bodies and other critical infrastructure to help protect and improve resources within the City. The proposed comp plan will reference and include components from the City Local Surface Water Management Plan (LSWMP) developed to be consistent with State Statute 103B.235 and Minnesota Rules 8410.



Waste Water

WSB will review and incorporate key elements from the prior comprehensive plan and the Metropolitan Council’s System Statement. This update will ensure the city’s wastewater system can serve the land uses identified in the revised plan. Our team will evaluate planned capital improvements and capacities and as needed, review asset management and system expansion. This chapter will confirm infrastructure can support future growth and is appropriately maintained. We will also recommend potential funding sources and maintenance programs.



Implementation

An essential component of any plan is a well-defined implementation strategy. WSB’s final deliverable will feature an implementation matrix detailing actionable steps, projected timelines, responsible parties, and estimated costs for each item. Where applicable, WSB may also offer funding recommendations. Furthermore, the matrix will outline targeted strategies designed to achieve the objectives set forth in the plan.

WSB is aware that the City will work with AE2S to complete the water portions of the comprehensive plan. WSB will review and incorporate the critical elements from the AE2S’s analyses such as major capital improvements, planned capacities, and network expansion. We will verify that the utility plans account for and will satisfy the updated future land use plan. This section of the Plan is critical to ensure infrastructure can meet future growth and is being monitored for maintenance and upkeep. Suggestions and strategies will be provided in terms of potential infrastructure funding sources and maintenance programs.

Upon completion of this task, WSB will provide the City with a total of two draft plans; the first draft and one edited based upon staff feedback prior to submitting the final draft to the Planning Commission and City Council for approval.

Task 4: Approval of the Plan

Once staff, the Planning Commission, City Council, and WSB complete their efforts, several steps remain to secure approval from both the City Council and the Metropolitan Council for the final plan. WSB will manage the approval process.

STEP 1: INFORMATION AND FEEDBACK SHARING

This step includes one joint meeting with staff, the Planning Commission and City Council to review the drafts as outlined above. This step is also when the open house will be held for the public to review the final draft.

STEP 2: PRELIMINARY REVIEW BY THE METROPOLITAN COUNCIL

The Metropolitan Council offers cities the opportunity to present the proposed plan for preliminary review to ensure all the elements required in the System Statements and the Minimum Requirements documents are adequately addressed. After the community open house, WSB will submit the draft plan to the Metropolitan Council for their preliminary review.

STEP 3: PLANNING COMMISSION REVIEW AND PUBLIC HEARING

After the preliminary review by the Metropolitan Council is completed, the final draft will be presented to the Planning Commission, and a public hearing will be scheduled. The Planning Commission will be required to make a recommendation to the City Council on the proposed document.

STEP 4: CITY COUNCIL REVIEW/ RESOLUTION OF SUBMITTAL TO THE METROPOLITAN COUNCIL

The City Council will be expected to approve a resolution approving the submittal of the plan to the Metropolitan Council when they are satisfied with the final product. WSB has planned for attendance at four meetings (2 Planning Commission and 2 City Council).

STEP 5: ADJACENT JURISDICTION REVIEW

Upon approval of a resolution by the City Council, the city must allow for adjacent jurisdiction review, and WSB will be responsible for managing this review process. The plan will be sent to the required adjacent jurisdictions for their review. WSB will coordinate all jurisdiction responses and then prepare for submittal to the Metropolitan Council.

STEP 6: ELECTRONIC SUBMITTAL TO THE METROPOLITAN COUNCIL

WSB will electronically submit the final document to the Metropolitan Council for their review and approval.

STEP 7: CITY COUNCIL FORMAL ADOPTION

Once the Metropolitan Council approves the plan, the City Council will need to formally adopt the plan at a regular meeting. WSB will then submit the adoption resolution and a copy of the plan to the Metropolitan Council.

STEP 8: MODIFICATION OF OFFICIAL CONTROLS (IF NECESSARY)

If the City has identified local official controls that need to be modified to support the new comprehensive plan, the City will need to begin the process of adopting these controls within 30 days of the approval of the comprehensive plan. City staff will be responsible for presenting these modifications to the Planning Commission and City Council. WSB would be happy to provide a cost estimate for this element if so desired by the City.

Task 5: Delivery of the Comprehensive Plan

A PDF of the entire comprehensive plan document will be provided to the City electronically, along with a Microsoft Word version of the document and any Excel documents associated with the plan. All maps will be delivered electronically in a format that allows the City to modify the documents if necessary, and that is compatible with the city AutoCAD standards and GIS software. Background information, public engagement activities, including survey information and other plan documentation will all be made available to the City.

WSB values the chance to strengthen our partnership with the City of Minnetrista, as well as our connection with your residents and stakeholders. If you have any questions, please don't hesitate to reach out to me directly at nsparks@wsbeng.com or 952.221.0540.

Project Team



Nate Sparks

PROJECT MANAGER | COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT LEAD

Nate has been a community development professional for over 20 years. He has worked with a wide variety of communities in the region. He has provided guidance to municipalities of various sizes and types on a broad array of topics. He has a great amount of experience working in townships and smaller cities which often face unique issues. He has established creative solutions to complex problems that are designed to fit the community. He has written comprehensive plans and zoning ordinances for a number of area communities, as well as serving as the community point person for planning and zoning issues for 10 area cities and townships. In these capacities, he frequently communicates with local government officials and residents and helps them better understand the issues they are facing.



Alyson Fauske, PE

CLIENT LIAISON | DIRECTOR, MUNICIPAL

With 27 years of engineering experience in the municipal industry, Alyson Fauske has built her career providing engineering services to public entities throughout the Twin Cities. Her portfolio of work includes street and utility reconstruction, technical analysis and field observations, direct project planning and management, and comprehensive and capital planning services. Alyson’s reputation is built on her excellent collaborative and organizational skills. Her robust ability to develop strategic plans, plan and budget for capital improvements, establish schedules, and initiate and maintain effective communication with project teams assists her ability to provide exceptional services as an experienced professional engineer.



Chevelle Kazmierczak

PUBLIC ENGAGEMENT COORDINATOR

Chevelle is an organized and detail-oriented strategist. With a background in strategic communications, she is passionate about creating intentional engagement that fosters participation and understanding. From being proactive, creating clear and accessible communications, she knows how to connect the community to the project. Her experience in connecting with key stakeholders, coordinating public meetings and pop-up events, gathering feedback, and marketing provides a foundation to help clients tell their story.



Austin Hauf, AICP

PROFESSIONAL TRANSPORTATION PLANNER

Austin has over six years of experience in multimodal transportation planning. He is known for his ability to identify and summarize needs and opportunities for a diverse range of transportation stakeholders. One of Austin’s greatest strengths is his ability to understand transportation issues and opportunities across multiple modes and scales of analysis. He has worked on major freeway and interchange projects, Safe Routes to School planning, Complete Streets policies, trail planning, roadway network planning, functional classification studies, and transit plans. This work has spanned corridor plans, long-range transportation plans, comprehensive plans, environmental documents, and more.



Kassidy Przymus, ASLA

GRADUATE LANDSCAPE DESIGNER

Kassidy, a landscape professional since 2015, discovered her passion for botany while working at a nursery in high school. She transitioned this interest into landscape design, utilizing problem-solving skills to create efficient, sustainable solutions for clients. Her experience spans small and large-scale park projects, master planning, and memorial designs. A member of ASLA and MRPA since 2021, Kassidy’s daily work involves collaborative site design, 2D/3D renderings, master planning, and construction document preparation. Her approach combines creativity and enthusiasm with a commitment to sustainability.



Mattie Anders

SUSTAINABILITY PROGRAM MANAGER

Mattie Anders is the Sustainability Program Manager at WSB with over seven years of experience in environmental consulting and a master’s degree in Science, Technology, and Environmental Policy. She partners with cities, counties, state, Tribal Nations, and non-profits to translate climate and sustainability goals into actionable, community-driven initiatives that balance environmental, social, and economic priorities. Mattie excels in solving complex problems through both mitigation and adaptation methods that address and build sustainable practices, with capacity building at the heart of her work. Her expertise includes stakeholder engagement, group facilitation, climate action planning and implementation, along with identifying, writing, and securing competitive federal, state, and philanthropic grants totaling over \$30M in awarded funds. Mattie is skilled at leading inclusive discussions, distilling complex information into clear messages, and developing equitable, results oriented strategies that help clients implement meaningful, lasting change.



Bill Alms, PE

WATER RESOURCES LEAD

Bill is a project manager in WSB’s Water Resources Group with over 17 years of experience serving clients with their water resources engineering needs. Bill’s experience includes planning, design, and construction management for a wide range of water resource projects including water quality treatment BMPs and erosion stabilization. He has experience with shared green and low impact developments utilizing standard and alternative storm management systems, above and below ground infiltration, filtration and detention systems, and rainwater harvesting and reuse. Bill is currently leading a pond maintenance research project with the University of Minnesota and the Local Road Research Board.



John Bradford, PE

SENIOR PROJECT MANAGER

John is a civil engineering and public works leader with 33+ years of experience in private consulting and municipal government, with a strong emphasis on wastewater collection and pumping systems, utility infrastructure, and capital program delivery. He held 17 years of public-sector leadership roles, including City Engineer (Hopkins and Woodbury), Deputy Public Works Director (Woodbury), and Maintenance Superintendent (Bloomington). His wastewater-focused expertise includes facility design, utility policy development, wastewater CIP and infrastructure planning, condition assessment and rehabilitation prioritization, interagency partnership agreements, and stakeholder coordination. Additional strengths include comprehensive and master planning. Known for disciplined execution, John leads teams to deliver projects on schedule and within budget while maintaining strong client and stakeholder satisfaction.

Schedule

WSB understands that the City may not want to begin this project in May as depicted below, but this schedule is meant to give you a picture of how long the process might take, depending on when you start.

TASK	2027												2028															
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
TASK 1: KICK OFF/RESEARCH																												
TASK 2: PUBLIC PARTICIPATION AND ENGAGEMENT																												
TASK 3: DRAFTING THE PLAN																												
TASK 4: APPROVAL OF THE PLAN																												
TASK 4 KEY DATES																												
JOINT SESSION																												
SUBMITTAL TO MET COUNCIL FOR PRELIM. REVIEW																												
PUBLIC HEARING/PLANNING COMMISSION																												
CITY COUNCIL APPROVAL TO SUBMIT TO MET COUNCIL																												
SIX MONTH REVIEW PERIOD																												
ELECTRONIC SUBMITTAL TO MET COUNCIL FOR APPROVAL																												
TASK 5: DELIVERY OF THE COMPREHENSIVE PLAN																												

Cost Proposal

TASK DESCRIPTION		PROJECT MANAGER N. SPARKS	COMMUNITY PLANNER A. THIBAUT	CLIENT LIAISON A. FAUSKE	TRANSPORTATION A. HAUF	PUBLIC ENGAGEMENT C. KAZMIERCZAK	WASTE WATER J. BRADFORD	WATER RESOURCES B. ALMS	NATURAL RESOURCES R. ROBERTSON	SUSTAINABILITY M. ANDERS	GRAPHICS Y. MOUA	LANDSCAPE ARCHITECTURE/ PARKS K. PRYZMUS	PROJECT MANAGEMENT G. STALBOERGER	TOTAL HOURS	COST
1	TASK 1: KICKOFF MEETING/RESEARCH														
1.1	IN-PERSON KICKOFF MEETING	2		2										4	
1.2	GATHER & REVIEW OF RELEVANT DOCUMENTS/MAPS/INFO	2	6		6		6	6	4			4		34	
	TASK 1 TOTAL ESTIMATED HOURS AND FEE	4	6	2	6		6	6	4			4		38	
2	TASK 2: PUBLIC ENGAGEMENT														
2.1	ONE POP UP EVENT		6			10								16	
2.2	ONE VISIONING WORKSHOP	6	4	3		10								23	
2.3	ARCGIS WEBSITE					6								6	
2.4	FINAL ENGAGEMENT REPORT					6								6	
	TASK 2 TOTAL ESTIMATED HOURS AND FEE	6	10	3		32								51	
3	DRAFTING THE PLAN														
3.1	EXISTING CONDITIONS & DATA ANALYSIS	6	6		6									18	
3.2	LAND USE	14	18											32	
3.3	HOUSING	12	16											28	
3.4	TRANSPORTATION				30									30	
3.5	PARKS & TRAILS											16		16	
3.6	CLIMATE									16				16	
3.7	NATURAL SYSTEMS								18					18	
3.8	SURFACE/STORM WATER							60						60	
3.9	WASTEWATER						60							60	
3.10	IMPLEMENTATION	6	10											16	
3.11	TWO PRELIMINARY DRAFTS	6	6								20			32	
	TASK 3 TOTAL ESTIMATED HOURS AND FEE	44	56		36		60	60	18	16	20	16		326	
4	APPROVAL OF THE COMPREHENSIVE PLAN														
4.1	ONE JOINT MEETING WITH STAFF, PLANNING COMMISSION & CITY COUNCIL	4	6											10	
4.2	SUBMIT PRELIMINARY DRAFT TO MET COUNCIL AND REVISE AS NECESSARY	2	4											6	
4.3	OPEN HOUSE FOR PUBLIC VIEWING OF FINAL DRAFT	4	8			4								16	
4.4	PREPARATION FOR & PRESENTATION AT TWO PLANNING COMMISSION MEETINGS	10	6	3										19	
4.5	PREPARATION FOR & PRESENTATION AT TWO CITY COUNCIL MEETINGS	10	6	3										19	
4.6	ADJACENT JURISDICTION REVIEW		2											2	
4.7	ELECTRONIC SUBMITTAL TO THE MET COUNCIL & APPROVAL PROCESS	6												6	
	TASK 4 TOTAL ESTIMATED HOURS AND FEE	36	32	6		4								78	
5	DELIVERY OF COMPREHENSIVE PLAN														
5.1	SUBMITTAL OF FINAL DOCUMENTS TO THE CITY		2											2	
5.2	TASK 6 WSB/CITY STAFF VIRTUAL MEETINGS	6			1	1	1	1	1	1	1	1		14	
5.3	STEERING COMMITTEE MEETINGS (12)	24												24	
5.4	PROJECT MANAGEMENT INVOICES												4	4	
	TASK 5 TOTAL ESTIMATED HOURS AND FEE	30	2		1	1	1	1	1	1	1	1	4	44	
TOTAL ESTIMATED HOURS		120	106	11	43	37	67	67	23	17	21	21	4	537	
AVERAGE HOURLY BILLING RATE		\$241	\$110	\$263	\$195	\$142	\$263	\$226	\$187	\$181	\$142	\$122	\$128		
TOTAL FEE BY LABOR CLASSIFICATION		\$28,920	\$11,660	\$2,893	\$8,385	\$5,254	\$17,621	\$15,142	\$4,301	\$3,077	\$2,982	\$2,562	\$512		
TOTAL PROJECT COST															\$103,309

Forge ahead.



CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: 2050 Water Supply Planning – AE2S Task Order No. 22

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

Meeting Date: October 5, 2026

Issue: As part of the City’s 2050 Comprehensive Plan update, the City is required to update the water supply element of the plan to meet Metropolitan Council requirements and to prepare an updated Water Supply Plan meeting Minnesota Department of Natural Resources (MnDNR) standards. Staff are requesting City Council approval of Task Order No. 22 with Advanced Engineering and Environmental Services, LLC (AE2S) to complete this work for an estimated \$28,500.

Overview: AE2S serves as the City’s water engineering consultant, and this task order would be issued under the City’s existing Agreement for Professional Services with AE2S dated August 1, 2022. The work will evaluate existing water infrastructure, future growth impacts, system resiliency, regulatory needs, and capital improvement needs through 2050, providing a framework to guide future water utility investments. The proposed scope includes two tasks:

Task I – Comprehensive Water Supply Plan (\$20,500)

AE2S would prepare the water supply chapter of the 2050 Comprehensive Plan, coordinating with City staff and the City’s planning consultant. The chapter would address the Metropolitan Council’s minimum requirements, including:

- Water distribution and source water protection goals, policies, and implementation strategies, including coordination with adjoining communities to protect source water areas
- Identification of risks to groundwater quality
- A plan for residents with privately owned wells, either to safeguard private water supplies or to connect those properties to municipal water
- A regulatory overview of the water supply system and the steps taken to meet those requirements
- Water demand forecasts through 2050
- Use of the City’s water system hydraulic model to identify needed improvements to supply, storage, distribution, and operational controls, along with the capital improvements required to serve forecasted growth
- Planning for changes to the City’s water appropriation permit based on forecasted growth

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.

- Water conservation strategies and an emergency water plan addressing water use reduction during droughts and emergencies
- Attachment of the MnDNR Water Supply Plan and existing water service agreements with adjoining communities

Task II – MnDNR Water Supply Plan (\$8,000)

AE2S would complete an updated Water Supply Plan consistent with MnDNR requirements and Metropolitan Council planning guidance, in the format provided by those agencies.

The task order would take effect on October 6, 2026. The draft and final Comprehensive Water Supply Plan chapter is estimated to be complete by February 28, 2027, and the MnDNR Water Supply Plan by March 31, 2027.

Budget: Both tasks would be billed hourly under AE2S's 2026 Hourly Fee and Expense Schedule, for an estimated total of \$28,500. The task order provides that AE2S shall not exceed this amount without written approval from the City. AE2S's rates are subject to annual adjustment on January 1, and much of the work is scheduled to occur in 2027.

Next Steps: Staff are seeking City Council approval of Task Order No. 22 with AE2S for 2050 Water Supply Planning services in an amount not to exceed \$28,500.

Attachment: AE2S Task Order No. 22, including the 2026 Hourly Fee and Expense Schedule

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.

AE2S PROJECT NO.: P05355-2026-010

Task Order No. 22

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated August 1, 2022 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: October 6, 2026
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): 2050 Water and Wastewater Comprehensive Planning
- e. Specific Project (description): The City of Minnetrista is updating the Water Supply element of its 2050 Comprehensive Plan to support long-term utility planning and compliance with the Metropolitan Council requirements. The project will evaluate existing water infrastructure, future growth impacts, system resiliency, regulatory needs, and capital improvement requirements through 2050. The resulting plans will provide a strategic framework to guide utility investments and support sustainable service delivery. Additionally, Engineer will provide an updated water supply plan meeting the standard of the Minnesota Department of Natural Resources.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:

Study and Report Phase Services (Exhibit A, Paragraph A1.01), as modified:

I. Comprehensive Water Supply Plan

- Prepare Water Supply Chapter in support of the overall Comprehensive Plan Update
 - Coordinate with Owner's Staff and City's Planning Consultant
- Specific minimum requirements as set by the Metropolitan Council will be addressed and included in the Water Supply Portion of the comprehensive plan are as follows:

- Identify water distribution and source water protection goals and policies.
- Identifying risks to water quality from groundwater sources.
- Develop strategies to implement water distribution and source water protection goals and policies.
- Work with adjoining communities to protect source water areas.
- Identify and work with residents with privately owned wells to safeguard private water supplies or provide a plan to connect municipally supplied water to these customers.
- Provide a regulatory overview of system water supply and document steps taken to meet these requirements.
- Develop forecasted water demands to meet the ongoing needs of the city's customers through 2050.
- Utilize the computer water system hydraulic model to identify improvements to the water supply, storage, distribution system and operational controls to ensure a safe, reliable source of drinking water is available for the City's customers.
- Determine impacts to the water system and capital improvements to meet future growth forecast.
- Include the MN DNR Water Supply Plan as an appendix to the Comprehensive Plan.
- Attach water service agreements between adjoining communities.
- Plan for changes to the water appropriation permit due to forecasted growth through 2050.
- Describe how water will be managed (conserved) to support the long-range sustainability of water sources for future generations.
- Discuss an emergency water plan to identify necessary steps in water use reduction during droughts and emergencies including sources and capacities of water sources.
- Deliverables:
 - Draft and Final 2050 Comprehensive Water Supply Plan chapter

II. DNR Water Supply Plan

- Complete an updated Water Supply Plan consistent with Minnesota Department of Natural Resources requirements and Metropolitan Council planning guidance.
- Deliverables:
 - MN DNR Water Supply Plan in format provided by regulatory agencies.

B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

- Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

Task	Est. Completion Date
01 Comprehensive Water Supply Plan	February 28, 2027
02 DNR Water Supply Plan	March 31, 2027

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Part 1 of Exhibit A)		
Study and Report Phase (A1.01)		
TASK I – Comprehensive Water Supply Plan	\$20,500.00	Hourly
TASK II – DNR Water Supply Plan	\$8,000.00	Hourly
TOTAL COMPENSATION	\$28,500.00	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	

Compensation items and totals based in whole or in part on Hourly Rates are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. Engineer shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments:

a. 2026 Billing Rate Schedule

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

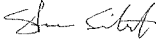
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is October 6, 2026.

OWNER:
City of Minnetrista

ENGINEER:
Advanced Engineering and Environmental Services,
LLC

By:

By: 

Print name:

Print name: Steve Seibert

Title:

Title: Operations Manager

Date Signed:

Date Signed:
Sep 28, 2026

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Gary Peters

Title: Public Works Director

Address: 7701 County Road 110 W
Minnetrista, MN 55364

E-Mail Address: garypeters@ci.minnetrista.mn.us

Phone: 952-241-2532

DESIGNATED REPRESENTATIVE FOR ORDER:

Name: Aaron Vollmer

Title: Client Development Director

Address: Water Tower Place Business Center
6901 East Fish Lake Road, Suite 184
Maple Grove, MN 55369

E-Mail Address: aaron.vollmer@ae2s.com

Phone: 763-463-5036

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2026 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$73.00	I&C Assistant 1	\$112.00
Administrative 2	\$88.00	I&C Assistant 2	\$139.00
Administrative 3	\$103.00	I&C 1	\$166.00
		I&C 2	\$196.00
Communications Specialist 1	\$117.00	I&C 3	\$221.00
Communications Specialist 2	\$137.00	I&C 4	\$234.00
Communications Specialist 3	\$158.00	I&C 5	\$246.00
Communications Specialist 4	\$190.00		
Communications Specialist 5	\$210.00	IT 1	\$145.00
		IT 2	\$196.00
Construction Services 1	\$140.00	IT 3	\$241.00
Construction Services 2	\$171.00		
Construction Services 3	\$190.00	Land Surveyor Assistant	\$107.00
Construction Services 4	\$211.00	Land Surveyor 1	\$129.00
Construction Services 5	\$232.00	Land Surveyor 2	\$156.00
		Land Surveyor 3	\$175.00
Engineering Assistant 1	\$94.00	Land Surveyor 4	\$193.00
Engineering Assistant 2	\$111.00	Land Surveyor 5	\$213.00
Engineering Assistant 3	\$140.00		
Engineer 1	\$152.00	Operations Specialist 1	\$112.00
Engineer 2	\$182.00	Operations Specialist 2	\$140.00
Engineer 3	\$213.00	Operations Specialist 3	\$173.00
Engineer 4	\$246.00	Operations Specialist 4	\$198.00
Engineer 5	\$264.00	Operations Specialist 5	\$222.00
Engineer 6	\$279.00		
		Project Coordinator 1	\$130.00
Engineering Technician 1	\$93.00	Project Coordinator 2	\$145.00
Engineering Technician 2	\$117.00	Project Coordinator 3	\$162.00
Engineering Technician 3	\$141.00	Project Coordinator 4	\$178.00
Engineering Technician 4	\$158.00	Project Coordinator 5	\$201.00
Engineering Technician 5	\$181.00		
		Project Manager 1	\$229.00
Financial Analyst 1	\$126.00	Project Manager 2	\$251.00
Financial Analyst 2	\$142.00	Project Manager 3	\$269.00
Financial Analyst 3	\$171.00	Project Manager 4	\$284.00
Financial Analyst 4	\$187.00	Project Manager 5	\$303.00
Financial Analyst 5	\$209.00	Project Manager 6	\$317.00
GIS Specialist 1	\$117.00	Sr. Designer 1	\$199.00
GIS Specialist 2	\$142.00	Sr. Designer 2	\$221.00
GIS Specialist 3	\$168.00	Sr. Designer 3	\$238.00
GIS Specialist 4	\$188.00		
GIS Specialist 5	\$210.00	Sr. Financial Analyst 1	\$236.00
		Sr. Financial Analyst 2	\$257.00
		Sr. Financial Analyst 3	\$279.00
		Technical Expert 1	\$361.00
		Technical Expert 2	Negotiable

Reimbursable Expense Rates

Transportation	\$0.83/mile
Survey Vehicle	\$1.05/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS/USV – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$60.00/day
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$302.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.

CITY OF MINNETRISTA
CITY COUNCIL BUSINESS ITEM



Subject: Application from Crystal Brummer for a conditional use permit for an accessory building over 1,000 sq. ft. at 905 Maple Crest Drive

Prepared By: Nickolas Olson, Senior City Planner
Through: David Abel, Community Development Director

Meeting Date: October 5, 2026

Overview: Crystal Brummer (the “Applicant”) has made an application for a conditional use permit for an accessory building over 1,000 sq. ft. at 905 Maple Crest Drive; R-1 – Low-Density Single-Family Residence Zoning District; PID# 12-117-24-21-0059 (the “Property”). The Applicant is proposing to build a 60’ x 100’ (6,000 sq. ft.) accessory building.

Background: It is the intent of the city in establishing general and specific criteria for conditional uses that such uses, by subject to careful evaluation to ensure that their location, size, and design, are consistent with the standards, purposes, and procedures of the city code and the comprehensive plan. The city may also consider whether the proposed use complies or is likely to comply in the future with all standards and requirements set out in other regulations or ordinances of the city or other governmental bodies having jurisdiction over the city.

The city may grant conditional use permits when such permits are authorized by this section and may impose conditions and safeguards in such permits to protect the health, safety and welfare of the community and assure harmony with the comprehensive plan of the city.

In 2023, the City reviewed and approved a similar request from the Applicant for a 60’ x 80’ (4,800 sq. ft.) accessory building, but the Applicant did not end up building said accessory structure. Approvals are valid for 1 year and expire if no building permit has been issued. As such, the Applicant has reapplied for a conditional use permit, this time for a 60’ x 100’ (6,000 sq. ft.) accessory building. The City should again consider the standard conditional use permit criteria outlined below when reviewing the Applicant’s request.

Discussion: When acting upon an application for a conditional use permit, the city will consider the effect of the proposed use upon the health, safety, and general welfare of the city. When considering the effect, the city should look at the following:

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.

(1) The factors of noise, glare, odor, electrical interference, vibration, dust, and other nuisances; fire and safety hazards; existing and anticipated traffic conditions; parking facilities on adjacent streets and land.

Regarding nuisances, the proposed accessory building should operate in a very similar manner as any other accessory building regardless of size, which means no discernable nuisances tied to its presence. There is no change in uses allowed just because it's a larger building. The Applicant cannot use the building for commercial storage or business per the zoning district. It also will not present any additional fire or safety concerns. Since the proposed accessory is intended for the Applicant only, there should be ample off-street parking for the use.

(2) The effect on surrounding properties, including valuation, aesthetics and scenic views, land uses, character and integrity of the neighborhood.

The Applicant has indicated they will match the colors of the existing home on the proposed accessory building, but since its pole building style, it won't quite match architecturally. It's not a requirement to match, but to the extent the Applicant can make them match should help lessen the impact on surrounding properties. The Commission could condition the approval in this manner, however, if it feels it's important to further lessen the impact. The Applicant is also locating the building almost 3 times the required setback from any adjacent property, which should help lessen the impact of the larger building on adjacent properties. Taking these circumstances into consideration, there should not be a negative impact on the surrounding properties or the character of the neighborhood.

(3) Consistency with the city's comprehensive plan; impact on governmental facilities and services, including roads, sanitary sewer, water and police and fire.

The City's comprehensive plan and zoning code allow for accessory buildings over 1,000 square feet by conditional use permit. The Applicant has appropriately applied for a conditional use permit. As the accessory building is intended for residential use and not commercial business or storage, the property use will remain single family residential, which is consistent with the future land use map. Therefore, the proposed accessory building is consistent with the comprehensive plan. The proposed accessory building will also have no negative impacts on governmental facilities. It's not clear from the submittals if the Applicant intends to have plumbing in the accessory building, but the property is served by a private well so no impact to the city water system. The home is connected to City sewer and the Applicant would need to tap in somewhere on their property if sewer is needed. It is also anticipated that the need for police and fire services will not change with a large accessory building.

(4) The effect on sensitive environmental features including lakes, surface and underground water supply and quality, wetlands, slopes, flood plains and soils.

The proposed location is an area that is relatively flat and open. The Applicant has indicated a few trees may need to be remove, but beyond that there shouldn't be impacts to any sensitive environmental features on or near the Property.

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(5) Any other factors as found relevant by the city.

Based on the request, the information submitted with this land use application, and the lack of neighborhood concerns, there appears to be no other relevant factors to consider.

Neighborhood Comments: Notices were sent out to all property owners within 500 feet of the subject property. Staff received two written comments regarding this request. They have been attached for City Council consideration.

Planning Commission Recommendation: The Applicant's request was presented to the Planning Commission at their September 28, 2026 meeting. At that meeting, the Planning Commission held the required public hearing. During the public hearing, the Applicant and 3 residents spoke regarding the request. Some of the items brought up during the hearing included the size, height, and design of the proposed building, screening/buffering between proposed building and neighboring properties, and grading/drainage. After hearing testimony during the public hearing and discussing amongst themselves, the Planning Commission made a motion to recommend the City Council approve the Applicant's request, based on certain findings of fact and subject to conditions with the added condition that the Applicant shall provide a drainage plan for review by the City to ensure the proposed accessory building does not increase the runoff onto adjacent properties prior to issuance of a building permit. Motion passed 5-0. Absent: Hussain, Livermore, Gangestad, and Gehring.

Conclusion: The City Council should review the staff report and the recommendation of the Planning Commission. After review, the City Council should consider the entire record before it prior to making a motion. Along with making a motion, findings of fact should be established which support the motion. Findings of fact based on the information submitted by the Applicant may be as follows:

1. The proposed accessory building over 1,000 square feet is allowed with a Conditional Use Permit;
2. The proposed use does not pose any discernable concerns to the general public health, safety, morals, comfort or general welfare of the inhabitants of the city; and
3. The request is consistent with the Minnetrista Comprehensive Plan.

Recommended Action: Motion to adopt a resolution approving the requested conditional use permit for an accessory building over 1,000 square feet at 905 Maple Crest Drive, based on the findings of fact outlined in the staff report and subject to the following conditions:

1. The Applicant shall provide a drainage plan for review by the City to ensure the proposed accessory building does not increase the runoff onto adjacent properties prior to issuance of a building permit;
2. The accessory building shall only be used residential use only and shall not be used for any commercial business or storage operations, unless separate approval is granted at a later date by the City Council;
3. The Property shall be developed in accordance with the plans submitted with this land use application;

Mission Statement:

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4. The Applicant shall obtain all necessary permits and approvals from the City and other applicable agencies with jurisdiction over the Property prior to any construction;
5. The Applicant is responsible for all fees incurred by the City in the review of this application;
6. This approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the Property; and
7. Any other conditions as required by the City Council.

Attachments:

1. Location Map
2. Applicant Narrative
3. Property Survey
4. Building Plans
5. Picture of Existing Home
6. Neighborhood Comments
7. Res. No. 108-26 Approving Conditional Use Permit at 905 Maple Crest Drive

Mission Statement:

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905 Maple Crest Drive

Section 6, Item e)



1 in = 192 Ft

- City Boundary
- Address Labels
- Parcels



Crystal Brummer & Jon Byington
 905 Maple Crest Dr
 Minnetrista
 612-999-5056
 612-597-7775

Premiere Land Surveying
 1600 Arboretum Blvd
 Suite 203
 Victoria
 952-443-3010

Property
 905 Maple Crest Dr
 Minnetrista

205,985 SF
 P I D - 1211724211724210059
 Legal -Lot 1Block 1Carls Addn

The property was previously used for horses, and I believe at one point a previous owner was in process of developing the property. We live at the property and will be for many years to come.

In the spot where the shed will go, it's pretty open but a few volunteer trees were removed.

I don't see how it would affect any wetlands or affect the city, people's health welfare or general welfare.

I don't know what the comprehensive plan is for the city, but this building is not going to affect almost anyone besides us.

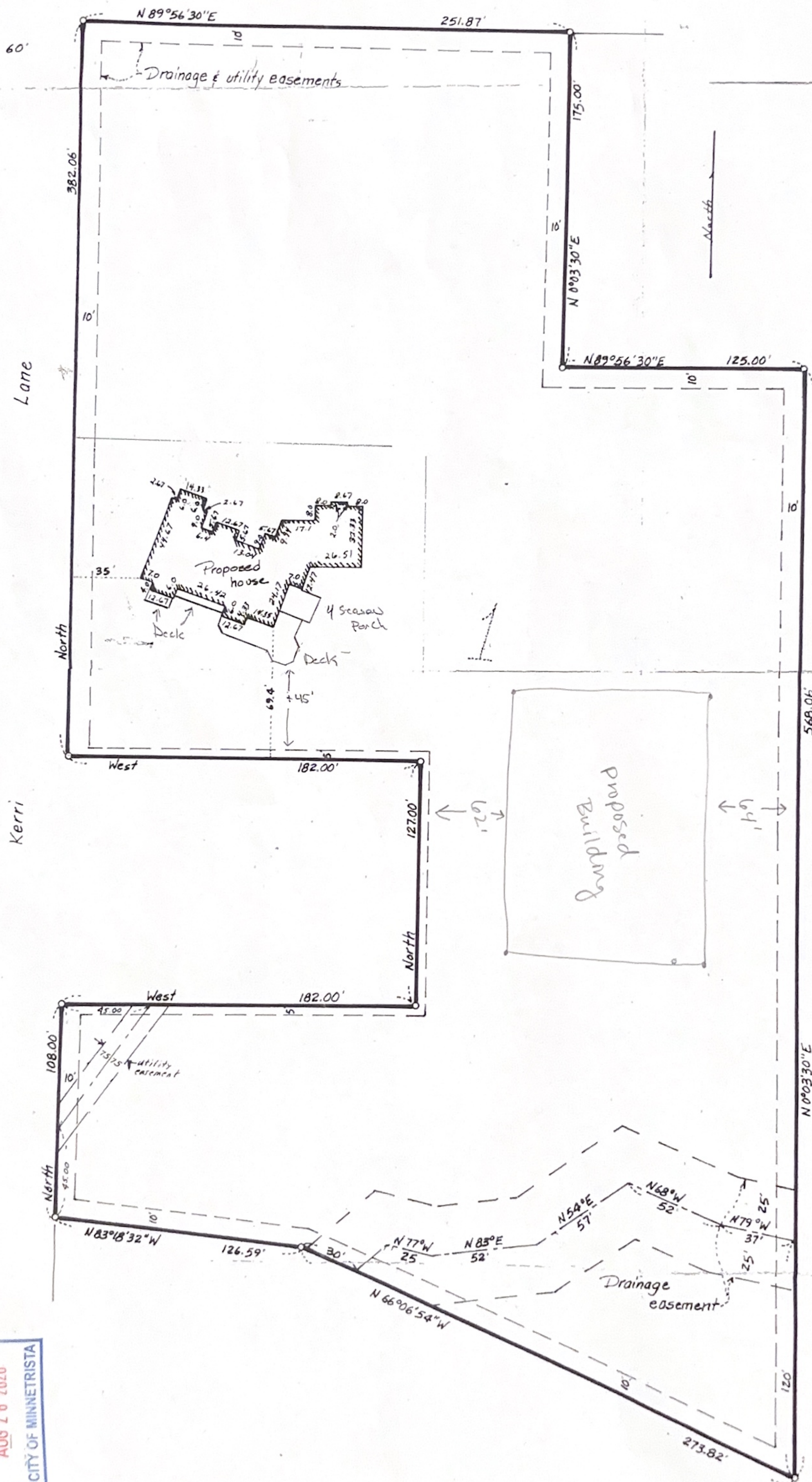
I'm not going to talk with my neighbors about this. It doesn't affect them and want to avoid any opportunities for them to ask us to store their stuff at my house. This building is for our personal use only. For our hobbies and storage of our personal items.

The property here is unique to where it is almost a 5 acre piece but is located in an area that is re-zoned for residential, but we still are on 5 acres.

With the land, property, and proposed 60' X 100' building it really makes more sense as a pole shed than a garage. I could see more where that is required for a lot or a smaller property. We have 5 acres and it happens to be in a residential zoned area. Building a pole shed on that size property makes more sense than trying to make it look like a garage.

With the photos included, you will see it will be beautiful. We like to keep our stuff nice and out of sight and that is the purpose of this building. To keep our stuff housed away and keep it nice for years to come.

Co. Rd. No. 151



I hereby certify that the above representation of Block 1, CARLS is a proposed building and does not show any other

COFFIN & GRONB

Mark S. Gronberg
Engineers, Land
Long Lake, Minn

Scale: 1" = 50'
Date: Septem
o: Iron M

RECEIVED
AUG 28 2026
CITY OF MINNETRISTA

RECEIVED

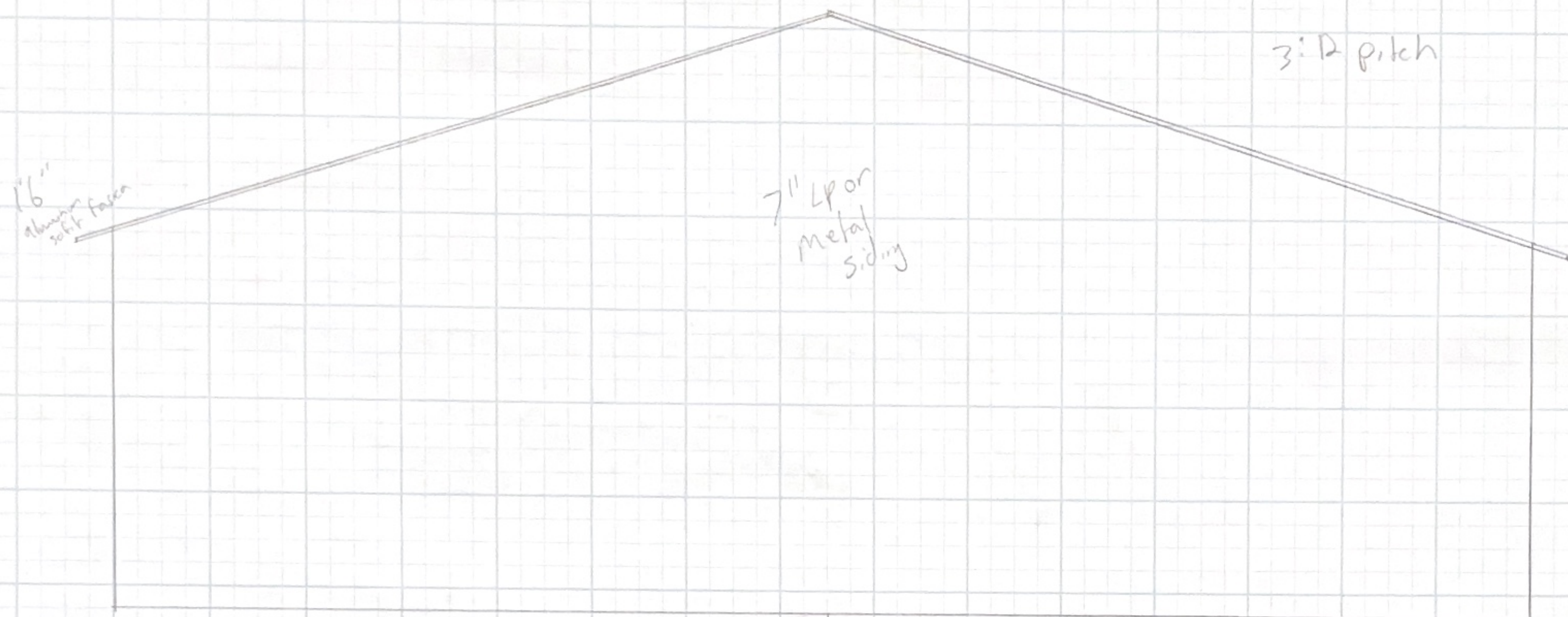
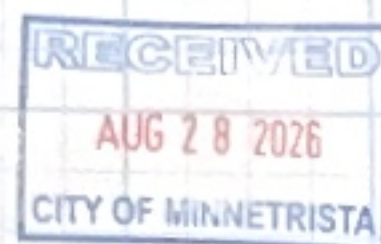
AUG 28 2026

CITY OF MINNETRISTA

Section 6, Item e)



905 Maple Crest Dr

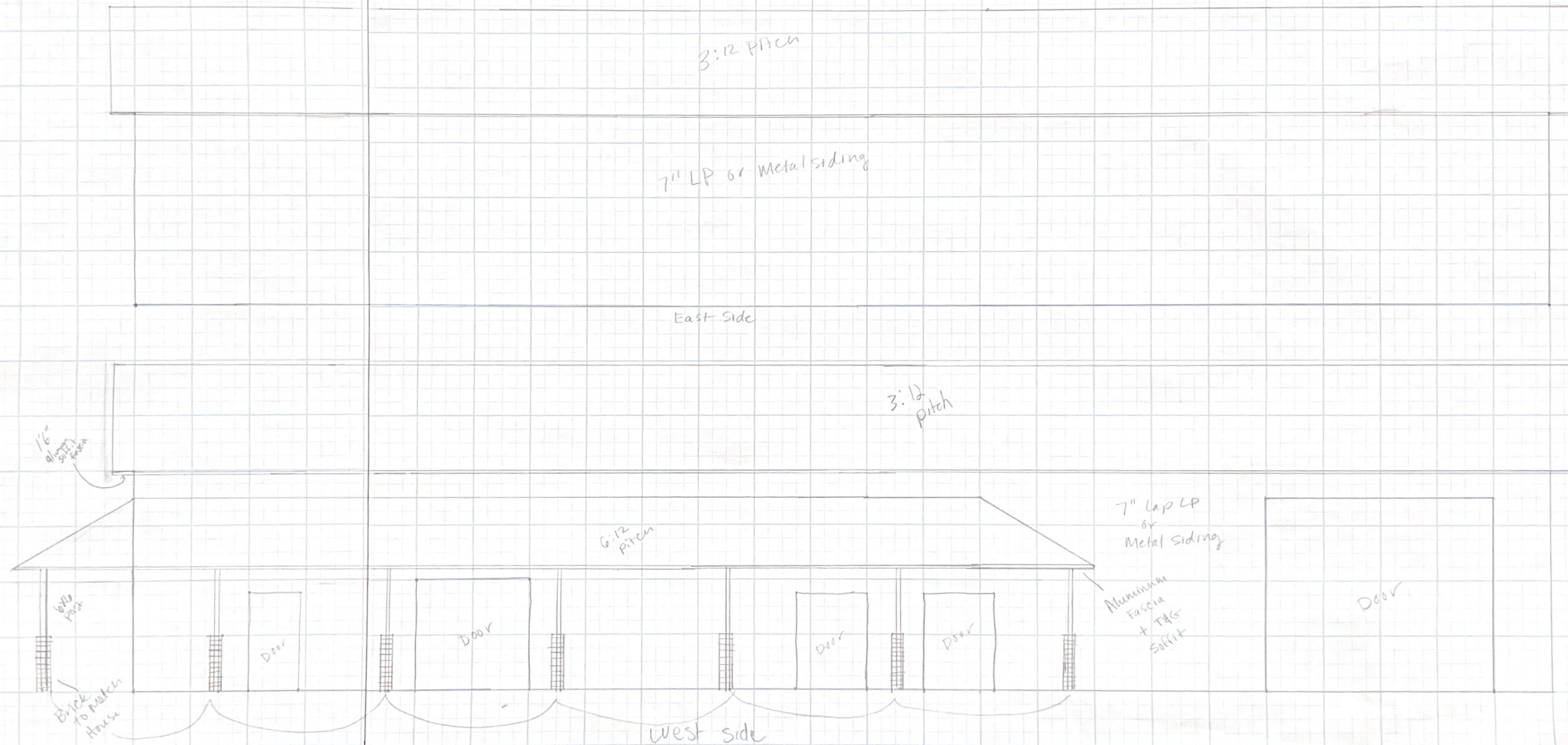


South side



North side

905 Maple Crest Dr





September 17, 2026

Nickolas Olson
Senior City Planner
City of Minnetrista
7701 County Road 110 West
Minnetrista, MN 55364

Re: Conditional Use Permit – Crystal Brummer, 905 Maple Crest Drive

Nick,

My wife Alyssa and I received the notice regarding Crystal Brummer's application for a conditional use permit to construct an accessory building at 905 Maple Crest Drive. Unfortunately, we will not be available to attend the September 28 Planning Commission meeting, so I wanted to submit our thoughts in writing.

Crystal and Jon are friends of ours as well as neighbors who live in close proximity to our home. We have known them to be good people, good neighbors, and thoughtful members of our community.

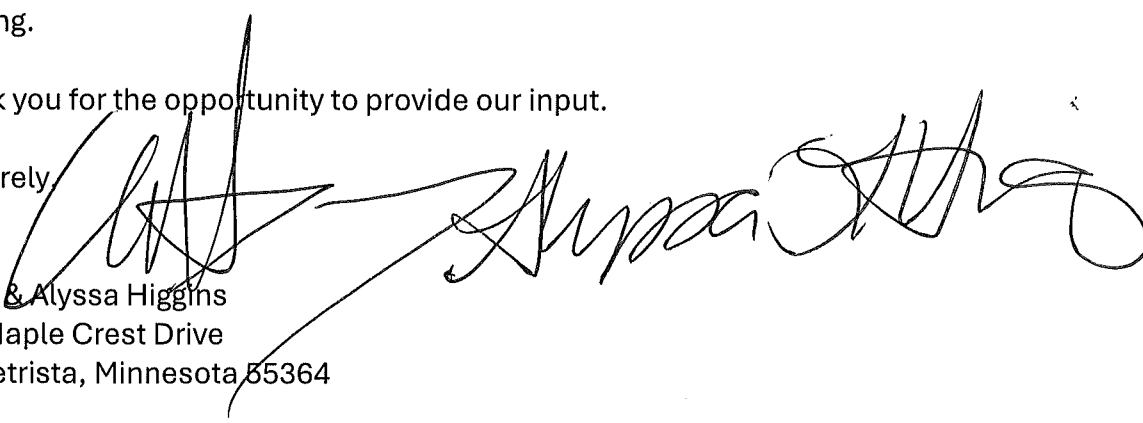
As nearby property owners, we have no objection to the proposed conditional use permit or the construction of the accessory building described in the notice. We are comfortable with the project moving forward and wanted the Planning Commission to have that input as part of its consideration.

Obviously, the City and Planning Commission will conduct their normal review to ensure the project satisfies the applicable requirements, but from our perspective as neighbors, we have no concerns with the requested conditional use.

Please feel free to include this letter as part of the public record for the September 28 hearing.

Thank you for the opportunity to provide our input.

Sincerely,


Chad & Alyssa Higgins
930 Maple Crest Drive
Minnetrista, Minnesota 55364

From: Sisko Consulting <siskoconsulting@gmail.com>
Sent: Tuesday, September 29, 2026 9:46 AM
To: Minnetrista <minnetrista@ci.minnetrista.mn.us>
Cc: Lisa Whalen <lwhalen@cityofminnetrista.gov>; Jill Sisk <jsisk@smumn.edu>; Justin Bruntjen <Justin@b2lawyers.com>; Jeff@vingrotto.com; stacylynnchain@yahoo.com; tcharlton@packaginginc.com; kevin.saville@ftr.com
Subject: Formal Complaint

September 29, 2026

Minnetrista City Council
 City of Minnetrista
 Minnetrista, Minnesota

Re: Formal Complaint Regarding the September 28, 2026 Planning Commission Meeting — Proposed Non-conforming Structure Affecting Jennings Cove Residents

Dear Members of the Minnetrista City Council:

I am writing to submit a formal complaint regarding the agenda materials and review process for the Minnetrista Planning Commission meeting held on September 28, 2026, concerning the proposed non-conforming structure near Jennings Cove. I live at [1035 West Cove Lane, Minnetrista, Minnesota](#), and believe the proposal may significantly affect my property and at least four or five other nearby residences.

The drawings presented at the meeting were not sufficiently detailed or accurate to allow residents or the Planning Commission to properly evaluate the proposal. The plans appeared to be pencil sketches without a clear depiction of the building, its design, its relationship to neighboring properties, or its impact on the surrounding area. During the meeting, the property owner acknowledged that the image was an AI-generated drawing based on something found on the Internet. That is not an adequate substitute for professionally prepared architectural plans.

The proposal also raises serious concerns regarding drainage, grading, and stormwater runoff. Several Jennings Cove residences have experienced water problems, and some properties require sump pumps that operate frequently. The materials presented did not include an adequate topographical or grading plan showing existing and proposed elevations, changes to the grade, drainage patterns, or where water will flow after construction. These issues should be fully evaluated before the proposal proceeds.

I am also concerned about the proposed building's scale and character. A building reportedly measuring approximately **6,000 square feet and 25 feet in height** behind nearby homes could negatively affect neighboring property values, privacy, views, and the established character of Jennings Cove. The proposed design does not appear to reflect the architectural character, building materials, or overall appearance of the surrounding development. It also does not appear to complement the façade of the residence associated with the proposal.

Before any further consideration or approval, I respectfully request that the City require, at a minimum:

- Professionally prepared architectural drawings and elevations
- Accurate site plans showing the building's size, height, setbacks, and relationship to neighboring residences
- A detailed topographical, grading, drainage, and stormwater-management plan
- Information addressing potential impacts on neighboring wells, basements, sump pumps, and drainage systems
- A review of the building's compatibility with the architectural character and materials of Jennings Cove
- A meaningful landscaping and screening plan

I would not oppose the proposal if it were appropriately designed and screened. For example, a continuous row of approximately 30-foot Colorado blue spruce or Black Hills spruce trees could provide year-round screening, supplemented by deciduous trees for additional spring and summer coverage. A berm, as suggested by another resident, could also be considered if it is designed attractively and combined with appropriate landscaping.

I respectfully request that the City Council review the adequacy of the September 28 meeting materials and ensure that no approval is granted until complete and professionally prepared plans are available for public and municipal review. I also request that this letter be included in the official record and that affected residents be given an opportunity to review and comment on any revised proposal at a properly noticed future meeting.

Thank you for your attention to this matter.

Sincerely,

Jeff Sisk
 1035 West Cove Lane
 Minnetrista, MN 55364
 612-505-3449
siskoconsulting@gmail.com

RESOLUTION NO. 108-26

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR CRYSTAL
BRUMMER FOR AN ACCESSORY BUILDING OVER 1,000 SQUARE FEET AT 905
MAPLE CREST DRIVE**

WHEREAS, the City of Minnetrista is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Minnetrista has adopted zoning and subdivision regulations, per Chapter 5 of the Municipal Code, to promote the orderly, economic and safe development and utilization of land within the city; and

WHEREAS, Crystal Brummer (the “Applicant”) has made an application for a conditional use permit for an accessory building over 1,000 square feet at the property located generally at 905 Maple Crest Drive (the “Property”), and which is legally described as:

Lot 1, Block 1, Carls Addition, Hennepin County, Minnesota; and

WHEREAS, on September 28, 2026, the Minnetrista Planning Commission considered the requested conditional use permit, held a public hearing, and, after consideration of the record before it, voted 5-0 in favor of recommending approval of the conditional use permit request; and

WHEREAS, the Minnetrista City Council has reviewed the application, as submitted, and has made the following findings of fact:

1. The proposed accessory building over 1,000 square feet is allowed with a Conditional Use Permit;
2. The proposed use does not pose any discernable concerns to the general public health, safety, morals, comfort or general welfare of the inhabitants of the city; and
3. The request is consistent with the Minnetrista Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the conditional use permit for an accessory building over 1,000 square feet, as requested by the Applicants, based on the findings of fact outlined above, with the following conditions:

1. The Applicant shall provide a drainage plan for review by the City to ensure the proposed accessory building does not increase the runoff onto adjacent properties prior to issuance of a building permit;
2. The accessory building shall only be used residential use only and shall not be used for any commercial business or storage operations, unless separate approval is granted at a later date by the City Council;
3. The Property shall be developed in accordance with the plans submitted with this land use application;

- 4. The Applicant shall obtain all necessary permits and approvals from the City and other applicable agencies with jurisdiction over the Property prior to any construction;
- 5. The Applicant is responsible for all fees incurred by the City in the review of this application; and

This approval is valid for one year from the date of approval and will become void and expire unless a building permit has been issued for the Property.

This resolution was adopted by the City Council of the City of Minnetrista on the 5th day of October 2026, by a vote of ____ Ayes and ____ Nays.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk