



JUNE 2, 2025 CITY COUNCIL WORK SESSION AGENDA

**June 02, 2025 at 5:00 PM
7701 County Road 110 West Minnetrista, MN 55364**

1) CALL TO ORDER

2) DISCUSSION ITEMS

- a)** Camera System Presentations
- b)** Discussion of Miscellaneous Drainage Items
- c)** Assistant City Administrator Hiring Process

3) ADJOURNMENT

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

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM ____



Subject: Camera System Vendor Presentations

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: June 2, 2025

Issue: City Council directed staff to facilitate presentations from area security camera vendors.

Overview: Staff have been engaged with multiple security camera vendors to solicit solutions to refresh our current system that requires updating due to software being past end of life support, and hardware not being supported and inadequate.

Vendors will have approximately 10 minutes to present on the proposed software and hardware solutions and City Council will have approximately five minutes to ask questions of the vendors. Staff anticipate up to four vendors presenting.

Staff seek City Council input on the preferred solution to our security camera system update. Depending on the desired solution, staff will then facilitate a quote or bidding process to procure the required system as directed by City Council.

Recommended City Council Action: Staff is requesting direction from City Council on the preferred system to update our current security camera system.

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CITY COUNCIL WORK SESSION ITEM



Subject:	Discussion of Miscellaneous Drainage Items
Prepared By:	Gary Peters, Public Works Director Alyson Fauske, PE (MN), City Engineer
Meeting Date:	June 2, 2025
Attachments:	October 7, 2024 work session memo for 905 Bayside Ln drainage Excerpt of October 7, 2024 work session meeting minutes

Background:

There are a few drainage items that staff would like to get Council direction on.

1. Minneapolis Avenue

There is a storm sewer system that conveys discharge from the pond located at 1040 Bayside Lane (west end of Minneapolis Avenue) to Lake Minnetonka. There are several rock pools along the length of the channel that serve to slow down water and reduce erosion. The last 70 feet or so of the east side of the channel is eroding. To address the issue it is proposed to install riprap so that water would pool upstream of the rip rap, slowing down the erosive forces of the drainage.



Figure 1. Storm system at 1040 Bayside Lane



Figure 2. Erosion in the channel (looking south, Lake Minnetonka in the background)

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2. CR 110 and CR 151

The discharge from the culvert under CR 151 at 810 CR 110 has caused some erosion along the property line. Hennepin County asset management indicates that this is not an issue for them to fix. As shown in Figure 3 there is a sanitary sewer manhole in the area that is susceptible to inflow. To address the issue, the vegetation in the drainageway would be removed and some rip rap placed to dissipate some of the energy from the runoff.



Figure 3. Storm sewer (green) and sanitary sewer (red) at CR 110 and CR 151



Figure 4. Storm sewer outlet at the southeast corner of CR 110 and CR 151

3. 905 Bayside Lane

At the October 7, 2024 Work Session there was discussion about the drainage at 905 Bayside Lane based on the property owner’s concern. A copy of the staff report and the minutes are attached. The owner installed a drainage and tank system at the back of his property however it can’t address the volume of runoff.

Throughout the years storm pipe has been extended to neighboring properties. The approximate locations are shown in Figure 5. In 2002 the city extended storm sewer to 925 Bayside Lane, shown as a green dashed line in Figure 5. As instructed at the October 7, 2024 work session the City Attorney determined that there’s no legal documentation showing that the city owns this pipe. Additionally, staff has been told that this pipe is partially collapsed.

At some point a catch basin was installed at the northeast corner of 880 Jennings Cove Road. The city does not have record of this pipe being installed. The assumed alignment of the pipe and the approximate location of the catch basin are shown as the yellow dashed line in Figure 5. The owner of 905 Bayside would prefer to connect to this pipe (the yellow dotted line in Figure 5) but was not granted permission to do so.

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The other alternative to address the issue at 905 Bayside is to extend drintile from the existing catch basin within Bayside Lane, shown as a red dotted line in Figure 5. If council supports the use of city funds to help pay for the extension, staff would like direction as to whether the portion in the right of way should be public drintile. If not, a license agreement allowing private drain tile within the public right of way would be required.



Figure 5. Storm sewer in the area of 905 Bayside Lane

- Legend
- City-owned and maintained storm sewer
 - - - City-installed storm sewer (2002)
 - - - Assumed alignment of storm sewer at 880 Jennings Cove Road
 - Preferred alignment of proposed drain tile to 905 Bayside Lane
 - Proposed drain tile to 905 Bayside Lane
 - Approximate location of catch basin on 880 Jennings Cove Road

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D'Chene Lane

Staff met with some of the residents on the south side of D'Chene to discuss their concerns with the erosion taking place on their property. Based on the contour data shown in Figure 6 the average slope extending from the road is 25%, with slopes behind the homes as steep as 45%.



Figure 6. Grades along D'Chene Lane

Staff is not aware of any public storm sewer in this area. Approximately 185' of the road drains to the low point at 6965 D'Chene, and approximately 200' drains to the low point between 6885 and 6925 D'Chene. The drainage is eroding the channel as shown in Figures 7 and 8. Residents have safety concerns with the erosion and tree loss within the channel and are asking the city to stabilize the channel.



Figure 7. Erosion south of D'Chene Ln



Figure 8. Erosion south of D'Chene Ln

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WORK SESSION AGENDA ITEM 6

Subject: Bayside Ln/Jennings Cove Rd drainage issues

Prepared By: Gary Peters, Public Works Director

Meeting Date: October 7, 2024

Issue:

A large volume of water collects in the drainage easements between Bayside Ln and Jennings Cove Rd.

Overview:

Public Works (PW) received a phone call from Dennis Rozeboom at 905 Bayside Ln asking for help with drainage issues along the rear property line of his home. PW staff meet on site with Mr. Rozeboom and investigated the issue. Mr. Rozeboom explained that he has spent large amounts of money on drainage and tank systems in his yard already, and still cannot keep up with the amount of runoff collecting in his yard. It was determined that the best solution was to form a drainage way and install drain tile to a catch basin located near the NE corner of the property at 880 Bayside Ln (see yellow line on attached map). Mr. Rozeboom informed PW staff that the property owners (Bradley Thorson & Robin Armstrong) would not allow this connection, because the drainage system was owned and maintained by them. It was then determined that installing a pipe from the SW corner of the property to Bayside Ln, then proceeding to install piping to the catch basin in the street by the SE corner of 925 Bayside Ln (see red line on attached map) would be the next best solution. PW staff had no issues with this, and Mr. Rozeboom was going to contact contractors for quotes. When he talked to his neighbor at 925 Bayside Ln (Gina Ittel) about the project, she mentioned that the City had done a similar pipe installation for her (see green line on attached map). She then contacted PW staff and explained her situation, as well as the drainage pipe system located at 880 Jennings Cove Rd property. There is paperwork related to this work in the property file of 925 Bayside Ln. It shows the council approving the work. Ms. Ittel then contacted her neighbor at 880 Jennings Cove Rd to ask about any documentation related to the ownership of this storm line. Attached is the text message response she received back. A thorough look at the property file of 880 Jennings Cove Ln shows nothing on this storm line. The only mention of this storm line is a handwritten notation on the Jennings Cove storm water as-built.

In summary, Mr. Rozeboom is asking for the City's assistance in helping to remove the large volume of water that enters his property during rain events. PW staff is asking the council if they wish for them to proceed with the following:

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- Have WSB do a topographical study of the area to determine water drainage amounts that could possibly collect in that area and determine if the storm sewer piping system located on to 880 Jennings Cove Rd has the capacity to handle the increased flow from the neighboring properties.
- Have WSB evaluate if the proposed piping system (red line on attached map) is feasible, what would be the best solution for the removal of the storm water, and what the cost would be.
- Have Kennedy & Graven investigate the City installed storm sewer system and determine if the City has any legal right to that system since it was installed by the City and is connected to the City storm water system.
- If determined that the City has legal right to use that storm system, have Kennedy & Graven execute a utility drainage/easement/maintenance agreement for that storm pipe system, including the potential connections of neighboring property owners' drainage systems.

Fiscal Impact:

The cost of this investigative and potential work would be funded out of the 651 Storm Water Management Fund.

Recommended City Council Action:

We are seeking your guidance on how to address the significant drainage issues affecting Mr. Dennis Rozeboom at 905 Bayside Ln, as detailed in the attached memo. Public Works staff have proposed several actions, including commissioning topographical and feasibility studies by WSB and obtaining a legal assessment from Kennedy & Graven regarding the existing storm sewer system. Please provide direction on whether to proceed with these proposals and any additional input you may have.

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Moisture Analysis Report For

Terry and Gina Ittel
925 Bayside Lane
Minnetrista, MN 55364



By
Private Eye, Inc.
Moisture Testing Services
651-639-0184



General Information

04/0 Section 2, Item b)Client: *Terry and Gina Ittel*

Phone: 952-472-7969

612-748-4330

Inspected by:

Scott Scheuer

Private Eye, Inc.

888 W County Road D

New Brighton MN 55112

651-639-0184

Age of Home: 4

Square Feet: 5,000

Levels: 3

Exterior: *Traditional Stucco, Wood*Foundation: *Basement*Substrate: *Brown Board*

Temperature: 60 degrees

Weather Condition: *Clear*

Last Precipitation: 7 Days

Window Material	Window Type
1 Metal Clad	Fixed, Casement

Inspection Check List	Yes	No	NA	NV	Partial	Comments
Is caulking visible around window trim?	☐	☒	☐	☐	☐	
Is caulking visible around window joints?	☐	☐	☐	☐	☒	
Is caulking visible around door perimeter?	☐	☒	☐	☐	☐	
Is caulking visible on door joints?	☒	☐	☐	☐	☐	
Is caulking visible on flat accents?	☐	☒	☐	☐	☐	
Is chimney cap installed on stucco chimney?	☐	☐	☒	☐	☐	
Are window head flashings present?	☒	☐	☐	☐	☐	
Are window pan flashings visible?	☐	☐	☐	☒	☐	
Are door head flashings visible?	☐	☐	☐	☐	☒	
Are door pan flashings visible?	☐	☐	☐	☒	☐	
Are kickout flashings present?	☐	☒	☐	☐	☐	
Is stucco installed below grade?	☒	☐	☐	☐	☐	
Is there any visible stucco damage?	☐	☒	☐	☐	☐	



You have areas where two materials meet, such as between the stucco or other siding and windows, meter openings, light fixtures, and other breaches which appear to lack proper caulking. Check with your builder to see if caulking is needed in these areas. Lack of caulking may or may not be contributing to any moisture problems identified in this report. It should not be assumed that simple caulking will correct any moisture problems.

Caulk or re-caulk all door and window construction as per the builders, or manufacturers instructions. Lack of caulking may or may not be contributing to any moisture problems identified in this report. It should not be assumed that simple caulking will correct any moisture problems.

You have one or more areas showing signs of excessive moisture intrusion and soft or damaged sheathing. These areas should be opened up and explored further to determine if any structural damage is present.

You have one or more areas of moderate moisture intrusion without signs of structural damage. You may attempt to stop the moisture intrusion by caulking, sealing, or adding missing flashings.

Kickout flashings should be installed at the locations indicated in this report. Without proper kickout flashings water running down a step flashing between a roof and wall can enter the the wall of the house where the roof ends.

All the flat accents and quoins need to be caulked or recaulked. These areas will need to be monitored and maintained for the life of your home to prevent moisture intrusion.

Your stucco is installed below grade or within six inches of grade. This can result in several problems including moisture wicking up from the soil, moisture entering the walls from above being unable to drain, and insects entering the wall from underground. Consider having your stucco trimmed to six or eight inches above grade and installing a weep screed for better drainage.

High humidity during winter may be causing condensation on windows and in wall cavities. Windows, doors and other wall openings should be caulked from inside the house to keep moisture out of the wall. Wintertime humidity levels should be controlled by use of exhaust fans and an air to air heater exchanger if necessary.

All sprinkler heads should be checked to ensure that they are directed away from the walls of the house to prevent moisture intrusion.

We suggest that a follow-up inspection be completed in six to twelve months after all repairs are completed to ensure that the corrections are working to prevent moisture intrusion. Periodic re-inspections for the life of your home will assure you and future owners that the home is moisture free.

IMPORTANT NOTICE: All moisture readings recorded in this report are the numbers displayed by the Delmhorst moisture meter used. Moisture readings and substrate condition can be affected by a number of things which are beyond our control including, but not limited to, recent weather conditions, type of substrate or framing material, location within the substrate or framing the probes contacted, unknown materials contacted such as wire mesh or metal flashing. We make every effort to provide you with the most accurate readings possible, however it is possible that readings taken in the same area on a different day will not be the same. Contact with unknown materials such as wire mesh or flashing can result in a false high reading. Since our inspection is limited to probe testing it is up to the homeowner to verify any high readings by having those areas opened up for a visual inspection of possible moisture related damage.

This moisture inspection does not include testing for the presence of mold. If this report includes moisture readings of 20% or higher the possibility of active mold growth exists. Since some molds can cause severe health problems you should consider testing for the presence of elevated mold spores in your home.

This report is limited to the specific locations listed. We tested those areas which have a high probability for moisture intrusion and are reasonably accessible for testing. This report makes no judgment for any areas not tested and reported. Suggestions for repairs are based on our experience and industry practices and are intended to provide you with a general idea of what type of repairs may be necessary. You will need to consult with your builder or repair person and your City Building Code Official to devise an actual repair strategy for your house. We can not be responsible for the success or failure of your repairs. If any part of this report is not understandable to you it is your responsibility to contact us for clarification.

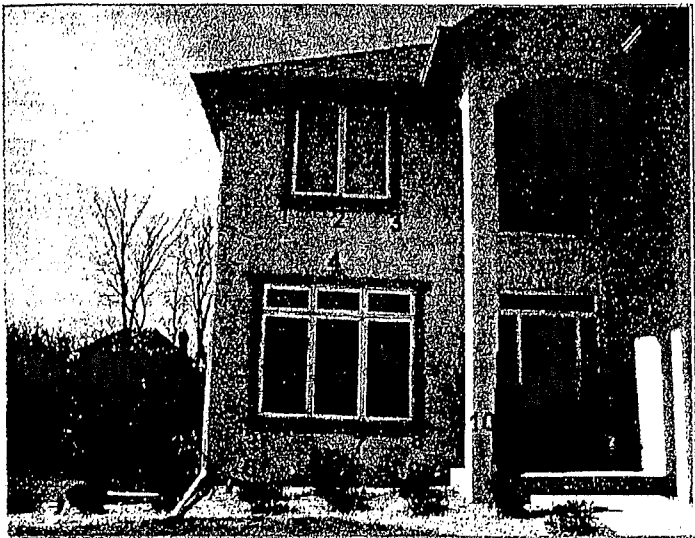


Photo Number: 1



Indicates a large area of high moisture.



Indicates the location of a moisture reading.



Indicates the location of a described item.



Site	Moisture	Item / Locale	Description
1	15%	Window lower left	
2	13%	Window lower middle	
3	12%	Window lower right	
4	22%	Window upper middle	
5	10%	Window lower left	See detail photo 1, Accents around windows lack caulk.
6	16%	Joist Band	
7	7%	Window lower middle	
8	13%	Window lower right	
9	14%		
10	16%		

General Observations

Windows lack caulking around their frames.

Windows lack caulking inside their frames (sill, jamb, tracks, sashes, etc.).

Foam insulation and/or stucco within six inches of grade may need modifications.

Repairs and/or modifications are needed to protect home from moisture.



Photo Number: **2**

Indicates a large area
of high moisture.



Indicates the location
of a moisture reading.



Indicates the location
of a described item.



Site	Moisture	Item / Locale	Description
1	14%	Window lower left	
2	10%	Window lower right	
3	9%	Door upper middle	
4	11%	Kickout under kickout	See detail photo 2, Missing kickout flashing.
5	13%	under kickout	
6	18%	under kickout	
7	12%	under kickout	
8			See detail photo 3, Stucco lacks clearance to shingles.

General Observations

Windows lack caulking around their frames.

Windows lack caulking inside their frames (sill, jamb, tracks, sashes, etc.).

Foam Insulation and/or stucco within six inches of grade may need modifications.

Breaches lack caulking (fixtures, faucets, utility boxes, vents, etc.).

Repairs and/or modifications are needed to protect home from moisture.



Photo Number: **3**

Indicates a large area
of high moisture.



Indicates the location
of a moisture reading.



Indicates the location
of a described item.



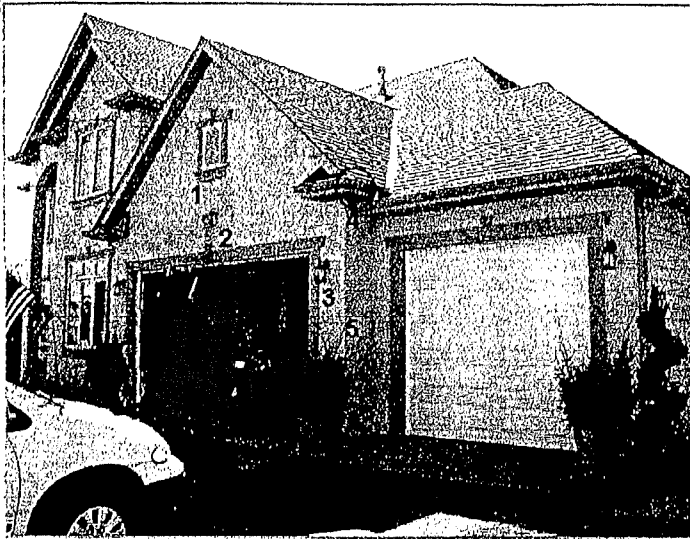
Site	Moisture	Item / Locale	Description
1	14%	Window lower left	
2	16%	Window lower middle	
3	16%	Roof end	
4	25%	Kickout under kickout	See detail photo 4, Missing kickout flashing.
5	28%	under kickout	
6	23%	under kickout	
7	27%	Window lower right	
8	12%	Window lower left	
9			

General Observations

Windows lack caulking around their frames.

Repairs and/or modifications are needed to protect home from moisture.



Photo Number: **4**

Indicates a large area
of high moisture.



Indicates the location
of a moisture reading.



Indicates the location
of a described item.



Site	Moisture	Item / Locale	Description
1	7%		
2	9%	Door upper middle	
3	11%	Light Fixture	
4	15%	Kickout under kickout	Secondary Kickout lacks Kickout Flashing or Caulking.
5	13%	under kickout	

General Observations

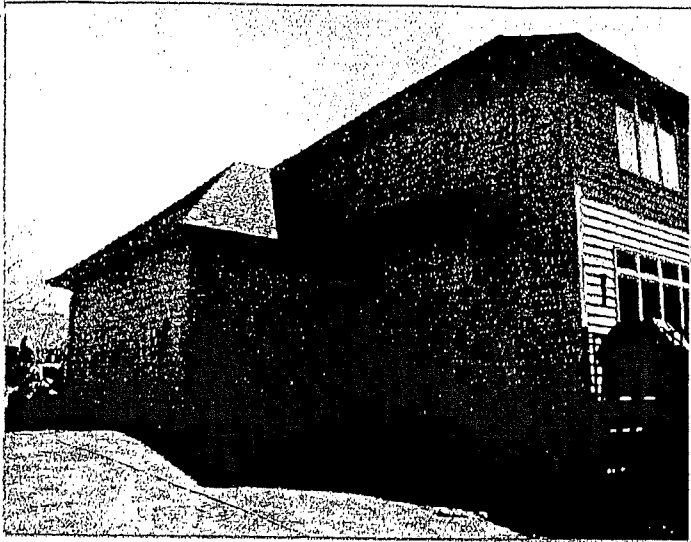
Foam insulation and/or stucco within six inches of grade may need modifications.

Breaches lack caulking (fixtures, faucets, utility boxes, vents, etc.).

Repairs and/or modifications are needed to protect home from moisture.



Photo Number: 5



-  Indicates a large area of high moisture.
-  Indicates the location of a moisture reading.
-  Indicates the location of a described item.



Site Moisture Item / Locale	Description
1	

General Observations
Wood exterior not tested.



925 Bayside Lane

Detail photo 1

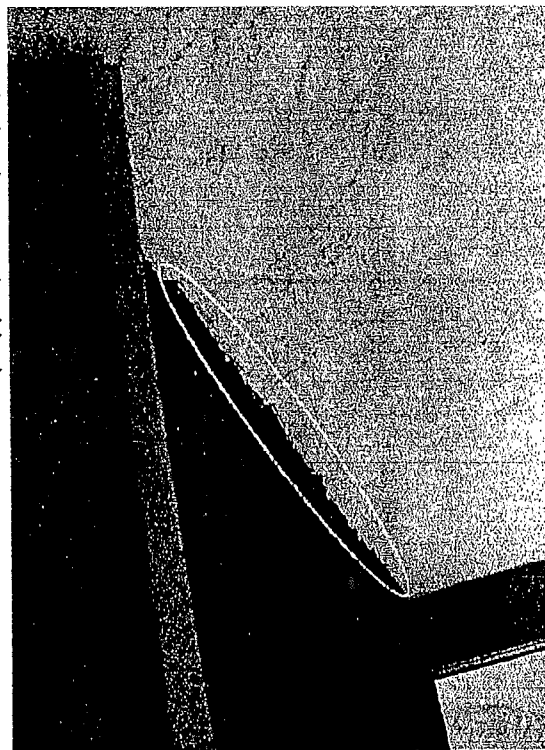


Accents around windows in area lack caulk.

Detail photo 2

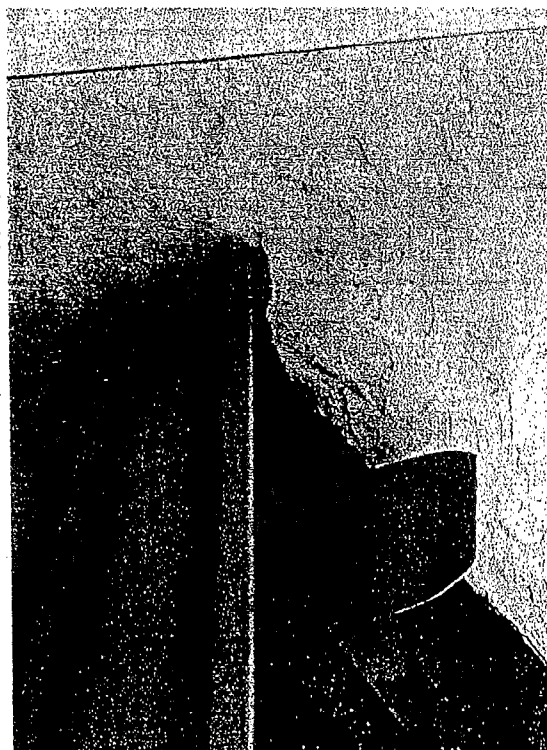


Detail photo 3



Stucco lacks clearance to shingles.

Detail photo 4



Missing Kickout Flashing.



MEMO



TO: *Honorable Mayor & City Council*
FROM: *Paul Heuer*
RE: *925 Bayside Lane Drainage Issue*
FILE: *BRA File No. 260-02-000*
DATE: *July 10, 2002*

Background

The property owners of 925 Bayside Lane attended the July 1, 2002 Council Meeting and described a drainage problem to Council. Subsequent to undertaking a major project to install drain tile around the foundation of their house, the water discharged from their system runs down the rear lot line and causes problems for adjacent neighbors. Council directed the City Engineer to investigate the drainage issue at 925 Bayside Lane and determine what the work effort and cost would be to solve the problem.

Findings

Subsequent to taking survey shots and evaluating the site, Robin and I have determined that two options exist for solving this drainage problem. Robin's estimate of the time and materials to complete each option is as follows:

Plan A:

One day 3-man crew to cut down 10 –15 fair sized trees and brush.

One full day with a 4-man crew.

Rent a track hoe for \$250.

70 feet of schedule 40 pipe 2" at \$15.00 x 7 = \$105.00.

Rent a core drill at \$10.00 to connect to the existing manhole.

Total = \$365 + 56 man hours

Plan B:

3 man one day.

Rent a walk trencher for \$150.00.

160 feet of schedule 40 pipe 2" at \$15.00 x 16 = \$240.00

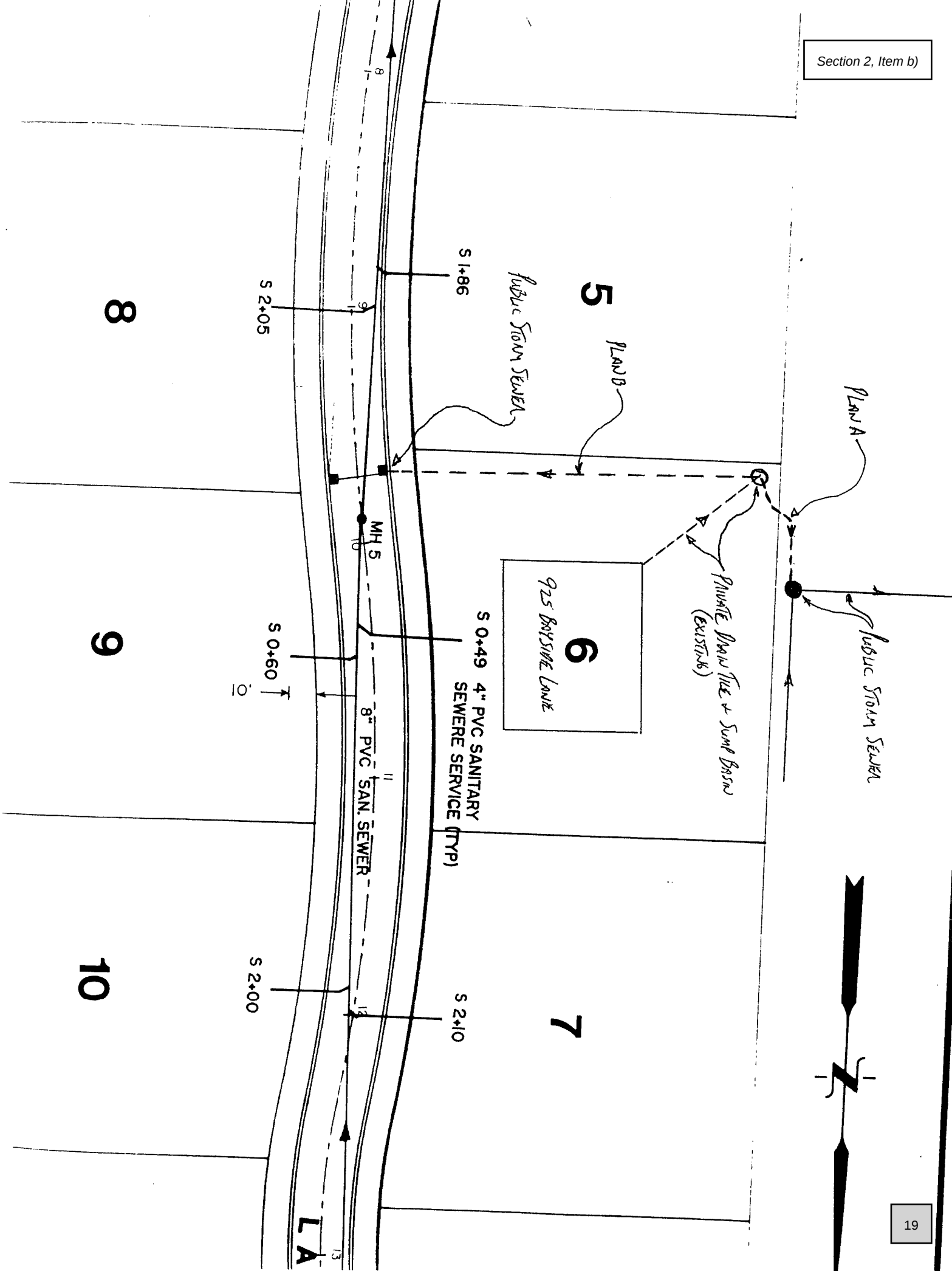
Rent a core drill at \$10.00 to connect to the existing manhole.

Total = \$400 + 24 man hours

Recommendations

1. Approve Plan B (keeps all tile on one private property and no trees are removed)
2. The property owner needs to make sure that the sump pump has a back flow prevention device.
3. If council wishes for public works to complete the work, then we recommend that the property owners indemnify the City and its agents for any adverse impacts caused by the work.

Robin also wanted to pass along that his crews are behind. If council wishes for public works to complete this project, then he recommends that it be done in 2003.



Brenda Juneau

From: Dean Lotter
Sent: Wednesday, November 27, 2002 4:24 PM
To: Brenda Juneau
Subject: FW: 925 Bayside Lane Drainage Issues

-----Original Message-----

From: Kimmes, Kevin B [mailto:kkimmes@bonestroo.com]
Sent: Wednesday, November 27, 2002 4:17 PM
To: Dean Lotter
Subject: FW: 925 Bayside Lane Drainage Issues

> Dean,
> This email is in regards the billing for the project at 925 Bayside Lane. The billing for the job is not surprising given the job size and extra efforts needed to address this type of project. The following is a breakdown of the costs associated with projects phases. Each invoice is broken down to show how the time was billed, with a subtotal for each task provided.
>
> August 14 Invoice
>
> Site visit, meeting with resident
> 1 hr - Project Manager = \$93.00
> 1 hr - Senior Field Supervisor = \$83.00
>
> Total August 14 Invoice = \$276.00
>
> September 30 Invoice
>
> Coordinated City Improvements
> 0.5 hr - Senior Field Supervisor = \$41.50
> 0.5 hr - Project Manager = \$46.50
> 2 hr - Graduate Engineer = \$144.00
> Subtotal = \$232.00
>
> Correspondence
> 2 hr - Graduate Engineer = \$144.00
>
> Meet w/property owner
> 1 hr - Senior Field Supervisor = \$83.00
> 1 hr - Project Manager = \$93.00
> Subtotal = \$176.00
>
> Research Potential Options
> 0.5 hr - Project Manager = \$46.50
> 2 hr - Graduate Engineer = \$144.00
> Subtotal = \$190.50
>
> Survey Assistance, checked elevations
> 4 hr - Senior Crew Chief = \$304.00
> 4 hr - Inspector (Survey) = \$216.00
> 0.5 hr - Senior Field Supervisor = \$41.50
> 2 hr - Inspector = \$120.00
> Subtotal = \$681.50
>
> Figure Preparation for Council Meeting
> 4 hr - Technician = \$148.00
> 2 hr - Graduate Engineer = \$144.00
> Subtotal = \$292.00

>
> Easement Research
> 4 hr - Graduate Engineer = \$288.00
> 0.5 hr - Project Manager = \$46.50
> Subtotal = \$334.50
>
> Total September 30 Invoice = \$2050.50
>
> October 22 Invoice
>
> Attended meeting with City to review options and determine ultimate
routing of draintile
> 1 hr - Senior Principal = \$113.00
> 1 hr - Senior Field Supervisor = \$83.00
> 1.5 hr - Graduate Engineer = \$108.00
> 1.5 hr - Inspector = \$90.00
> Subtotal = \$394.00
>
> Shot elevations for draintile installation
> 1 hr - Senior Field Supervisor = \$83.00
> 2.5 hr - Inspector = \$150.00
> Subtotal = \$233.00
>
> Total October 22 Invoice = \$627.00
>
>
> Invoice total for 925 Bayside Drainage Issue = \$2953.50
>
> The reason for the high percentage of costs is due to the following:
> 1. Size of the job.
> 2. Setting up of survey control for one site
> 3. Numerous site visits and phone calls inherent in dealing with a
project of this size.
>
> I will be available to discuss this further in you have any questions.
>
>

9. BUSINESS ITEMS

- a. Gina Ittel Drainage Solution. Heuer presented background information per staff memo dated July 10, 2002. Staff is recommending Option B, with indemnification of the city by the Ittels. Council agreed the drainage has become a neighborhood problem. Motion by Zenanko and second by Whalen to approve Plan B, per staff recommendations, for improvement to the drainage issue at 925 Bayside Lane, with four inch pipe, that the cost shall not exceed \$1,000, the property owners will provide indemnification to the city, and staff to review a policy to address such concerns in the future. Motion carried Ayes 3 Nays 0.
- b. Hunter's Crest Secondary Access. Heuer presented background information per staff memo dated July 10, 2002. Larry Thompson, Project Manager for Sienna Corporation, updated council on status of negotiations for the Townsedge Road easement and asked for approval to provide secondary access to Hunters Crest via Partridge Road, until agreements can be signed with Lindbo's. Radio approved, provided the final plat is not recorded until the access is resolved. Whalen reminded Thompson that the city requested the cul-de-sac in Phase II be eliminated. Thompson stated most have been eliminated, however, there are grade and wetland issues with the one referred to by Whalen. Thompson stated he would eliminate this if it were feasible. Council directed Thompson to go ahead with Plan K.
- c. Emergency Waiver of Construction Noise Regulations Article IV Section 15-74 for Highway 110 and Highway 7. Chief Craig Anderson, as Emergency Management Director, presented background information per staff memo dated July 11, 2002. In the interest of public safety, and to speed completion of the construction projects, Chief Anderson requested council to consider waiving the time and day restrictions on construction, only for construction of Highway 7 and construction of County Road 110. He suggested restrictions from ½ hour after sunrise and ½ hour prior to sunset, Monday through Saturday, until October 1, or until the projects are paved and approved for travel. Whalen stated that the contractors already have nine hours a day to work, and they do not work all the given hours. Chief Anderson stated the contractor's did not make this request; rather it is his proposal to speed up the project considering the serious impact to neighboring properties. Zenanko questioned what percentage of the company's resources is devoted to this project (on County Road 110), and he would like to see a serious commitment from the contractor. Mayor Fischer agreed the County Road 110 construction project has been the worst she has ever seen, and she would like to see the project completed as soon as possible. Fischer stated, considering the city has such little control over this project, maybe this gesture will help speed up the project. Whalen is not in favor of any exception. Chief Anderson explained that County Road 110 and Highway 7 make up the two main arteries coming into our city and they are both under

**MINNETRISTA CITY COUNCIL
MEETING MINUTES
July 1, 2002**

Section 2, Item b)

1. CALL TO ORDER: Mayor Fischer called the meeting to order at 7:05 p.m.
2. ROLL CALL: Council Present: Whalen, Davis, Zenanko and Mayor Fischer. Staff present: Dean Lotter – City Administrator, Ron Fuchs – City Planner, Brenda Juneau – Deputy Clerk, Ben Gozola – Assistant City Planner, Tom Radio – Attorney, and Paul Heuer – Engineer.
3. SPECIAL ORDER OF BUSINESS
 - a. Motion by Davis and second by Zenanko to adopt Resolution No. 64-02 Accepting Ron Kline's Resignation and Acknowledging His Years of Service/Presentation of an Award for Service to the City of Minnetrista. Motion carried Ayes 4 Nays 0.
 - b. Presentation of Award to Ron Kline. Mayor Fischer presented an award to Ron Kline for his years of service to the City of Minnetrista, after which cake was served in Kline's honor.
4. APPROVAL OF AGENDA: Motion by Whalen and second by Zenanko to approve the agenda, adding item h to the consent agenda, as approval of website design and host service. Motion carried Ayes 4 Nays 0.
5. APPROVAL OF MINUTES: Motion by Whalen second by Davis to approve minutes of the 6/10/02 Work session meeting. Motion carried Ayes 4 Nays 0. Motion by Zenanko second by Davis to approve minutes of the 6/17/02 City Council meeting, as corrected. Motion carried Ayes 4 Nays 0.
6. APPROVAL OF CONSENT AGENDA
 - a. Res No. 65-02 Awarding Bid for 2002 Seal Coat
 - b. Approval of Consultant Fees
 - c. Large Assembly permit for George Zenanko, at 900 County Road 92
 - d. Large Assembly permit for Paul Johnson, at 205 County Road 19
 - e. Conditional Sign Permit for Three Rivers Regional Park
 - f. Purchase of Squad Cameras
 - g. Res No. 66-02 Resolution Authorizing the Execution of a Communications System Subscriber Agreement – 800 Mhz Radio
 - h. Approve GovOffice service for design and hosting the city web page

Motion by Davis second by Whalen to approve consent agenda items. Motion carried Ayes 4 Nays 0.

7. ITEMS REMOVED FROM THE CONSENT AGENDA

8. PERSONS TO BE HEARD

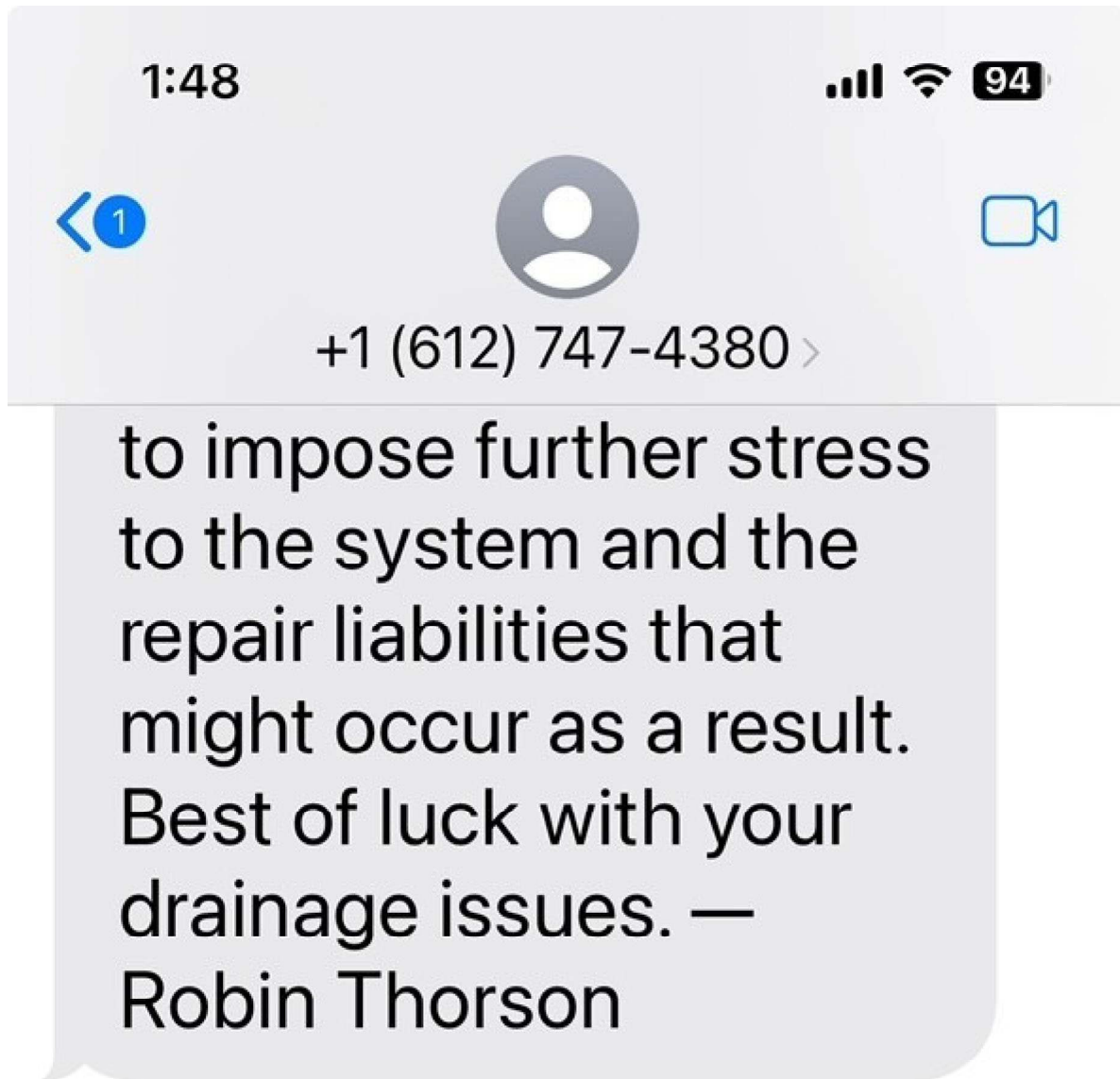
Terry and Gina Ittel, 925 Bayside Lane, reported a problem with the flow of ground water toward their property and the work they have done in trying to correct the problem. Mayor Fischer directed staff to review the drainage concern, propose a solution and the cost, to be discussed at the following Council meeting.

Here ya go Gary. This is from our neighbor behind us.....

Hi Gina, I'm sorry I can't help you much. We bought our home in 2005, long after the drain was put in. The drain became ours the minute we purchased the house. When you were hoping to put a pipe into our backyard some years back, we decided to look into the details of how the drain came to be. This is what we learned from

came to be. This is what we learned from the city: The city constructed the drain on this property in response to flooding in our neighborhood. The city official made clear to us that the city has no ownership, however, of the drain they constructed. It was also made very clear to us that if the drain were to become damaged, it is our own responsibility to repair it. The city doesn't obtain permits to do work the city initi-

to do work the city initi-
ates. Again, it was built
years before 2005 (the
year we took
ownership). Further, we
had a survey done in
2020, and that survey
revealed that the drain
in our backyard is NOT
within the drainage
easements on this par-
cel. Therefore, it is en-
tirely on property we
own. Given that back-
ground, I'm sure you
can understand our re-
luctance to allow others
to impose further stress
to the system and the



competition for public projects. That is a challenge. She added that just because there will be a feasibility report it doesn't mean the council is bound to anything.

Fauske suggested that in the feasibility report looking at the estimated cost for each project area and do an assessment calculation based on policy of 50%.

Kruggel added that 50% may come back at less than \$7,500.

Mayor Whalen recommended to go with 50% with a maximum of \$10,000.

6) Bayside/Jennings Drainage Discussion

Public Works Director Peters shared that he received a phone call from Dennis Rozeboom at 905 Bayside Ln asking for help with drainage issues along the rear property line of his home. Mr. Rozeboom explained that he has spent large amounts of money on drainage and tank systems in his yard already, and still cannot keep up with the amount of runoff collecting in his yard. It was determined that the best solution was to form a drainage way and install drain tile to a catch basin located near the NE corner of the property at 880 Bayside An. Mr. Rozeboom informed PW staff that the property owners would not allow this connection because their drainage system was owned and maintained by them.

It was determined that installing a pipe from the SW corner of the property to Bayside Ln, and then proceeding to install piping to the catch basin in the street by the SE corner of 925 Bayside Ln would be the next best solution. PW staff had no issues with this, and Mr. Rozeboom was going to contact contractors for quotes.

When he talked with his neighbor at 925 Bayside Ln about the project, she mentioned that the City had done a similar pipe installation for her. She then contacted PW staff and explained her situation as well as the drainage pipe system located at 880 Jennings Cove Rd property. There is paperwork related to this work in the property file of 925 Bayside Ln. It shows the Council approving the work.

Mr. Rozeboom is asking for the City's assistance in helping to remove the large volume of water that enters his property during rain events. Staff is asking the Council if they wish for them to proceed with the following:

- Have WSB do a topographical study of the area to determine water drainage amounts that could possible collect in that area and determine if the storm sewer piping system located on to 880 Jennings Cove Rd has the capacity to handle the increased flow from the neighboring properties.
- Have WSB evaluate if the proposed piping system is feasible, what would be the best solution for the removal of the storm water, and what the cost would be.
- Have Kennedy & Graven investigate the City installed storm

sewer system and determine if the City has any legal right to that system since it was installed by the City and is connected to the City storm water system.

- If determined that the City has legal right to use that storm system, have Kennedy & Graven execute a utility drainage/easement/maintenance agreement for that storm pipe system, including the potential connections of neighboring property owners drainage systems.

The cost of this investigation and potential work would be funded out of the 651 Storm Water Management Fund.

Discussion was had by the council and they shared concerns that if we do this for one property owner we may set precedent and need to do for others. Mayor Whalen suggested that if the owner is willing to pay for the study, why not help him.

Kruggel said first we need to find out if we own the pipe and if should we be maintaining it.

Council agreed that Kennedy and Graven should do some research to find out if the City owns the pipe.

7) **Managed Detection and Response Tool for City Networks**

Kruggel stated that the City's Managed IT Services consultant, Loffler, recommends implementing a Managed Detection and Response network tool to enhance our cybersecurity defenses.

Managed Detection and Response network security systems provide advanced threat detection and response capabilities to combat cyber-attacks. Kruggel shared several key benefits that implanting this system would have.

Discussion was had by Council and direction was given to go forward with this.

8) **Closed Session – Litigation**

Motion by Reffkin seconded by Vickery seconded to move to closed session at 6:10 p.m.

Motion passed 5-0

Motion by Reffkin, seconded by MacGregor to open the meeting at 6:47 p.m.

Motion passed 5-0

9) **Adjourn**

Motion by Reffkin, seconded by Macgregor to adjourn the work session at 6:47 p.m.

Motion passed 5-0

CITY OF MINNETRISTA
CITY COUNCIL AGENDA ITEM



Subject: Assistant City Administrator Hiring Process

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: June 2, 2025

Issue: The City of Minnetrista will have a vacancy for the position of Assistant City Administrator and the City Administrator would like to engage City Council in the hiring process to fill that position.

Overview: The City Administrator is facilitating the hiring of the Assistant City Administrator position. Below is a summary and timeline for the process. The City Administrator would like to engage City Council in a discussion about the process and confirm the details.

- 5/20 – Personnel Committee Hiring Process Discussion
- 5/21 – Post Assistant City Administrator Position (Applications due 6/10)
- 6/2 – Discuss hiring process with full council at work session
- 6/11 – 6/13 – Review and score applications
- 6/16 – 6/19 – 1st Round Interviews with Department Heads and PC
- 6/23 – 6/27 – 2nd Round interviews with Council and staff (meeting noticed, can take action)

Recommended City Council Action: Staff is soliciting feedback from City Council regarding the hiring process for the Assistant City Administrator position.

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.