Agenda
City of Minnetonka
City Council Regular Meeting
Monday, September 23, 2024
6:30 PM
Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Coakley, Foster-Bolton, Schack, Wilburn, Calvert, Ramaley, Wiersum
4. Approval of Agenda:
   - A. Sept. 23, 2024 addenda
5. Approval of Minutes:
   - A. July 22, 2024 study session minutes
   - B. Aug. 19, 2024 study session minutes
   - C. Sept. 9, 2024 regular meeting minutes
6. Special Matters:
   - A. Designated Low Lot Individual House Lift Pump
   - B. Hispanic/Latine Heritage Month proclamation
7. Reports from City Manager & Council Members
8. Citizens Wishing to Discuss Matters Not on the Agenda
9. Bids and Purchases: None
10. Consent Agenda - Items Requiring a Majority Vote:
    - A. Conditional use permit and site plan review for an addition at Sears Imported Autos at 13580 Wayzata Blvd
    - B. Resolution amending Minnetonka Firefighters Relief Association lump sum pension benefit and approving a fire state aid allocation agreement
    - C. Resolution authorizing execution of the Special Appropriation Application between Minnesota Department of Employment and Economic Development (DEED) and the City of Minnetonka for the Minnetonka Opus Public Space
    - D. Resolution regarding a grant application to Hennepin County for the Glen Lake Park Skate Park
    - E. Resolution to adjust 2025 non-union employee benefits

F. Resolution authorizing the City of Minnetonka to serve as the local government unit representing Eagle Ridge Academy for a grant application

G. Pathways to Homeownership

11. Consent Agenda - Items Requiring Five Votes:

A. Excelsior Boulevard Reconstruction CIP Amendment and Design Authorization

B. DWI Traffic Safety Officer Grant agreement

12. Introduction of Ordinances: None

13. Public Hearings: None

14. Other Business:

A. Resolution regarding the 2025-2029 Economic Improvement Program (EIP)

B. Resolution regarding the 2025-2029 Capital Improvements Program (CIP)

C. Items relating to the 2024 preliminary tax levies and the 2025 preliminary budget

D. Cooperative Agreement between Axon Enterprise, Inc. and the Minnetonka Police Department to provide public safety video surveillance solutions with related equipment, software, and accessories

15. Appointments and Reappointments:

A. Sustainability commission young adult reappointment

16. Adjournment

Minnetonka City Council meeting are broadcast live and available for replay on Comcast Channel 16 (SD)/859 (HD) and the city website.

City Council
Agenda Item 4.A
Meeting of September 23, 2024

Title:	Sept. 23, 2024 addenda
Presenter:	Moranda Dammann, Assistant City Manager

Form of Action:	Other

Summary Statement
Item 10G - Pathways to Homeownership

This item is proposed to be added to the agenda. Item materials are attached.

Item 14B - Resolution regarding the 2025-2029 Capital Improvements Program (CIP)

Staff received public comments after the publication of the staff report. Comments are attached.

Item 14C - Items relating to the 2024 preliminary tax levies and the 2025 preliminary budget

Staff received additional public comments after the publication of the staff report. Comments are attached.

Recommended Action
Motion to add Item 10G to the agenda.

ATTACHMENTS:
Proposed Item 10G - Pathways to Homeownership

City Council
Agenda Item 10.G
Meeting of September 23, 2024

Title:	Pathways to Homeownership
Report from:	Kendyl Larson, Housing Coordinator Alisha Gray, Economic Development and Housing Manager
Submitted Through:	Darin Nelson, Finance Director Julie Wischnack, FAICP, Community Development Director Corrine Heine, City Attorney Moranda Dammann, Assistant City Manager
Presenter:	Julie Wischnack, FAICP, Community Development Director

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Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
The report summarizes the staff recommendation for allocating additional funding to the Pathways to Homeownership program due to its success from the AHTF (affordable housing trust fund). The Economic Development Authority (EDA) agenda includes an item to accept the transferred funds and to vote on the Seventh Amendment to the Agreement. The agreement is attached for reference.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Livable & Well Planned Development

This action supports homeownership opportunities in Minnetonka.

Financial Consideration
Yes

$200,000 - the proposed funding source for the Pathways to Homeownership Program is the Affordable Housing Trust Fund.

Background
See Supplemental Background Report.

ATTACHMENTS:
Supplemental Background Report
Agreement

Resolution

Supplemental Background Report

Pathways to Homeownership

On May 1, 2023, the city council discussed, reviewed and approved a resolution developing a new first-time homebuyer down payment assistance program called Pathways to Homeownership. The council approved the funding of $300,000 through the affordable housing trust fund to start the program.

Minnetonka launched the Pathways to Homeownership program in the Fall of 2023, which provides up to $75,000 to eligible first-time homebuyers earning up to 120 percent AMI. The loan terms provide a 0-percent interest rate with 5 percent of the loan amount forgiven annually. The borrower repays any remaining assistance if the property is sold before the 20-year term. The program supports a higher level of financial aid to offset the high cost of homeownership in Minnetonka, reducing the housing cost burden for these households.

Since the pilot program was launched, it has been extremely successful with 12 applicants. Three applicants chose to withdraw from the process or declined the loan after being approved. All the applicants who withdrew or declined identified as White. As of July 2024, nine loans have been completed, and all funds have been expended. Of the nine borrowers, seven identified as White, one as Asian or Pacific Islander, and one as Black or African American. The average annual household income of the borrowers was $83,301, and the average age was 46. Seven of the nine borrowers listed their marital status as unmarried.

Staff requests that the council approve an additional $200,000 from the Affordable Housing Trust Fund to continue Pathways to Homeownership in 2024. The 2025-2029 EIP indicates an additional contribution from the trust fund of $300,000 in 2025.

Attachments

- Seventh Amendment to the Loan Origination Agreement
- Exhibit A7 – Program Guidelines
- Exhibit B7 – Amended Total Program Budget

Supplemental information:

City Council Study Session – Feb. 6, 2023

City Council Study Session – Sept. 19, 2022

EDAC Minutes – Jul. 14, 2022 (Pathways Program)

City Council Study Session – Jun. 20, 2022 (2023-2027 EIP)

EDAC Meeting – July 8, 2021 (2022-2026 EIP)

- Minutes

City Council Study Session – June 21, 2021 (2022-2026 EIP)

City Council Study Session – Aug. 16, 2021 – Preliminary Budget and 2022-2026 EIP

Economic Development Authority Sept. 13, 2021–2022 Preliminary HRA Levy

Economic Development Advisory Commission – Nov. 4, 2021 – Wealth Building Discussion

- Minutes

SEVENTH AMENDMENT to the LOAN ORIGINATION AGREEMENT
Between
ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF MINNETONKA
And
CENTER FOR ENERGY AND ENVIRONMENT

(Minnetonka Home Improvement Loan Program, Pathways to Homeownership Program)

The Agreement made the 1st day of January, 2018 by and between the ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF MINNETONKA, with offices at 14600 Minnetonka Blvd, Minnetonka, MN 55345, (the "Authority"), and CENTER FOR ENERGY AND ENVIRONMENT, with its offices at 212 3rd Avenue North, Suite 560, Minneapolis, Minnesota 55401 ("CEE") is hereby amended.

Effective September 23, 2024 EXHIBIT A7 shall replace EXHIBIT A6 and EXHIBIT B7 shall replace EXHIBIT B6.

Section 5. Term and Termination

5.1 Unless earlier terminated as provided in the following paragraphs, this Agreement shall become effective on September 23, 2024 and continue through December 31, 2026.

All other sections of the contract and fees shall remain as written in the original agreement.

IN WITNESS WHEREOF, the parties hereunder set their hands as of the date written below:

ECONOMIC AND DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF MINNETONKA	CENTER FOR ENERGY AND ENVIRONMENT
By _____ Executive Director	By _____
Date_____	Date_____
	#
By _____	TAX ID 41-1647799
Date_____	

EXHIBIT A7

PROGRAM GUIDELINES

This document includes guidelines for the
HOME IMPROVEMENT and DOWN-PAYMENT LOAN PROGRAMS

MINNETONKA LOAN PROGRAM GUIDELINES

The Economic Development Authority in and for the City of Minnetonka (Authority) is making funds available for homeowners to assist with home maintenance and energy improvements, as well as down payment and closing cost assistance for first-time homebuyers. The Minnetonka Home Improvement Loan Program is designed to supplement existing loan programs available from MHFA, CEE, private lenders and other housing resources. This program is not intended to be the sole source of improvement funds available to the City. Center for Energy and Environment shall serve as the administrator for the Minnetonka Loan Programs and will secure the most beneficial financing based on the borrower's needs independent of the funding source.

Minnetonka Home Improvement Loan

Interest Rate: 3% fixed

Amortization Type: Amortizing. (Monthly Payments Required)

Loan Amount: Minimum of $2,500 and Maximum of $15,000.

Total Project Cost: The borrower must have sufficient funds necessary to cover the cost of the entire project (as outlined in the bid(s). Additional funds may come from personal savings, gifts, or other loan funds.

Loan term: Generally, one year per $1,000 borrowed. This will be somewhat flexible depending on the size of the loan and the borrower's ability to repay the loan. The minimum term is 1 year; the maximum term will be 10 years.

Eligible Properties: Single family owner-occupied properties located within the geographical boundaries of the City of Minnetonka. Townhomes and Condominiums are eligible, subject to Association Bylaws. Property must have an Estimated Property Tax Value at or below the current annually adjusted Minnesota Housing Limit: $372,600 (2023). http://www.mnhousing.gov/sites/homebuyers/startup . The property must be homesteaded or in the process of being homesteaded. Properties may be held in a Contract for Deed. Also includes properties in the West Hennepin Affordable Housing Land Trust.

Ineligible Properties: Dwellings with more than one unit, cooperatives, manufactured homes, time shares and properties used for commercial purposes. Properties that are held within a trust.

Eligible Borrowers: All borrowers must be legal residents of the United States, as evidenced by a social security number, Including: U.S. Citizens, Permanent Resident Aliens, Non-Permanent Resident Aliens. TAX IDENTIFICATION NUMBERS (ITIN) ARE NOT ACCEPTABLE.

Ineligible Borrowers: Including but not limited to: - Foreign Nationals, Non-Occupant Co-Borrowers, and businesses.

Ownership/Occupancy: Owner- occupied only.

Loan - to - Value Ratio: The ratio of all loans secured by the property, including the new loan, should not exceed 110% of the property value. Half of the improvement value may be added to the initial property value.

Income Limit: The total gross annual household income cannot exceed 120% of the area median income based on household size. The income limits shall be determined by the U.S. Department of Housing and Urban Development (HUD) and is adjusted annually. Income shall be the projected gross income for the upcoming 12 months or the average of the prior two years tax returns if self-employed.

Asset Limit: Borrower may not own a second property. The maximum assets of the borrower, excluding the residential property to be improved and retirement accounts such as a 401k or IRA shall not exceed $25,000. Assets will generally be defined as: cash on hand, checking and savings. Borrower will be required to fill out a Declaration of Assets form and provide recent bank statements.

Debt - to - Income Ratio: Applicant must have the ability to repay the loan. An applicant who has a debt-to-income ratio in excess of 50% will be ineligible to receive financing.

Credit Requirements: 1) All mortgage payments must be current and reflect no 30 day late payments history in the past 12 month period (without reasonable explanation) 2) All real estate taxes must be current. 3) No outstanding judgements or collections (excluding medical). 4) Bankruptcy must have been discharged for at least 18 months prior to loan closing. 5) The redemption period on prior foreclosures must have occurred at least 18 months prior to the loan application date. 6) Generally, no more than two 60-day late payments on credit report. Any 60 day late requires a documented explanation and reasonable explanation; medical, unemployment, divorce. 7) No defaulted government loans.

Multiple Loans per Property: More than one loan per property is allowed, however, the outstanding balance(s) cannot exceed $15,000.

Eligible Use of Funds: Loans may be used to finance most interior/exterior, major mechanical and high efficiency energy improvements. Garages, decks, porches, retaining walls and fences can be repaired or replaced. Contractors must be properly licensed and permits must be obtained when required.

- Roofing
- Siding
- Exterior Painting (Contractors are responsible for following the EPA Lead-Based Paint, Renovation, Repair and Painting requirements effective April 22, 2010 and are required to provide a copy of certification with the contract)
- Driveways/Sidewalks/Steps
- Solar
- Windows & Doors (Energy Star)
- Insulation

- Heating Systems (Natural Gas or propane furnace AFUE >=95 / Oil furnace, gas, propane or hot water boiler AFUE>=85)
- Central or Mini-Split Air Conditioning (SEER >=15)
- Water Heater (Energy Star)
- Rain barrels
- Interior remodeling
- Questionable improvements to be presented to the city for approval

Ineligible Use of Funds: Payment for work initiated prior to the loan being approved and closed, unless due to emergency. Recreation or luxury projects (pools, lawn sprinkler systems, playground equipment, saunas, whirlpools, etc.), furniture, non-permanent appliances (unless part of a kitchen remodel), and funds for working capital, debt service, homeowner labor or refinancing existing debts are NOT allowed.

Bids: One bid is required from a qualified, licensed contractor. However the city reserves the right to request additional bids at its discretion. Only 1 bid/material list is required for sweat equity projects.

Sweat Equity / Homeowner Labor: Work may be performed by property owners on a "sweat equity" basis. Loan funds may be used only for the purchase of materials. Loan funds cannot be used to rent tools/ equipment or compensate for labor. The property owner will complete a Homeowner Labor Agreement and a city inspector will determine the ability to complete the project.

Post Installation Inspection: Permits must be obtained and signed off by a City inspector where required; when not required, a post installation inspection will be performed by a city inspector to ensure the work has been completed before any funds will be released.

Loan Security: All loans will be secured with a mortgage in favor of the Economic Development Authority in and for the City of Minnetonka. Borrower will pay all applicable title and filing fees, which may be financed in the loan amount.

Borrower Fees: Borrower will be responsible for a 1% origination fee (which may be financed), mortgage filing and service fees, document preparation, flood certificate and credit report.

Underwriting Decision: Applicants must have acceptable credit history. CEE will approve or deny loans based on a credit report, income verification and other criteria as deemed necessary through CEE's underwriting guidelines. CEE's decision shall be final. Appeals can be made to the Authority.

Work Completion: All work must be completed within 120 days of the loan closing. However, when warranted, CEE may authorize exceptions on a case-by-case basis.

Minnetonka Down-Payment and Closing Cost Assistance Deferred Loan

Interest Rate: 1% fixed

Amortization Type: Deferred

Loan Amount: Maximum homebuyer deferred loan amount of $50,000. The homebuyer(s) must contribute at least 25% of the total down-payment and/or closing costs of the borrower own funds. Borrower funds do not include seller credits.

Total Project Cost: It is the borrower's responsibility to obtain the amount of funds necessary to purchase the property in accordance with the first mortgage guidelines.

Loan term: Deferred for a period of 30 years or when the borrower sells, transfers title or if the home is no longer the primary residence of the original borrower the entire balance is due and payable. The loan may also become due and payable upon refinance. The loan principal and interest is 100% forgiven if the property has not been sold, transferred and has remained the primary residence of the borrower.

Eligible Properties: Single-family owner-occupied properties located within the geographical boundaries of the City of Minnetonka. Townhomes and Condominiums are eligible. The maximum homebuyer deferred loan amount will be based on the household's income and the purchase price of the home up to the 12-month rolling median home sale price in Minnetonka, as published in the Minneapolis Area Realtors Annual Housing Market Report, $460,000 (April 2023) https://maar.stats.10kresearch.com/docs/lmu/x/Minnetonka?src=map . The property must be homesteaded or in the process of being homesteaded. Properties within the West Hennepin Affordable Land Trust.

Ineligible Properties: Dwellings with more than one unit, cooperatives, manufactured homes, time shares. Properties held within a trust.

Eligible Borrowers: The homebuyer(s) **MUST** attend a Home Stretch workshop, or any other HUD approved program and provide evidence prior to closing. All borrowers must be legal residents of the United States, as evidenced by a social security number, Including U.S. Citizens, Permanent Resident Aliens, and Non-Permanent Resident Aliens. TAX IDENTIFICATION NUMBERS (ITIN) ARE NOT ACCEPTABLE.

Ineligible Borrowers: Including but not limited to: - Foreign Nationals, and Non-Occupant Co-Borrowers.

Ownership/Occupancy: Must occupy the home as the primary residence.

Loan to Value Ratio N/A

Income Limit: The total gross annual household income cannot exceed 120% of the area median income based on household size. The income limits shall be determined by the U.S. Department of Housing and Urban Development (HUD), and is adjusted annually. Income shall be the projected gross income for the upcoming 12 months or the average of the prior two years tax returns if self-employed**.**

Documentation Requirements:

- Copy of purchase agreement
- Commitment letter/approval for first mortgage
- Copy of Title Commitment
- Copy of Initial Loan Estimate for first mortgage
- Value of home (property tax or appraisal)
- Certification of Home Stretch Homebuyers course completed.

Asset Limit: Borrower may not own a second property. The maximum assets of the borrower, excluding the residential property to be improved shall not exceed $25,000 and retirement accounts such as a 401k or IRA shall not exceed $200,000. Assets will generally be defined as: cash on hand, checking and savings. Borrower will be required to fill out a Declaration of Assets form and provide recent bank statements.

Credit Requirements: Borrower needs to show mortgage approval for the purchase of the home. The purchase mortgage must be a fixed interest rate.

Loan Security: All loans will be secured with a mortgage in favor of the Minnetonka Economic Development Authority. Borrower will pay all applicable title and filing fees, which may be financed in the loan amount.

Borrower Fees: Borrower will be responsible for mortgage filing and service fees, flood certificate, credit report fees and any other applicable closing fees.

Underwriting Decision: Applicants must have acceptable credit history. CEE will approve or deny loans based on a credit report, income verification and other criteria as deemed necessary through CEE's underwriting guidelines. CEE's decision shall be final. Appeals can be made to the Authority.

Disbursement Process: Loan funds will be made payable and delivered to the title/closing agent. The down-payment and closing cost assistance deferred loan will be signed at closing of the purchase mortgage.

Minnetonka Pathways to Homeownership Program

Interest Rate: 0% fixed

Amortization Type: Deferred

Loan Amount: The maximum loan amount will be based on the household's income and the purchase price of the property. The purchase price cannot exceed the 12 month rolling median home sale price in Minnetonka, as published in the Minneapolis Area Realtors Annual Housing Market Report ($460,000 April 2023) https://maar.stats.10kresearch.com/docs/lmu/x/Minnetonka?src=map.

- Households with incomes at or below 50% AMI: 25% of the purchase price, not to exceed $75,000.
- Households with incomes between 51% and 60% AMI: 20% of the purchase price, not to exceed $70,000.
- Households with incomes between 61% and 80% AMI: 15% of the purchase price, not to exceed $63,000.
- Households with incomes between 81% and 120% AMI: 10% of the purchase price, not to exceed $50,000.

This program may not be layered with the Downpayment Assistance Program for First Time Homebuyers from the City of Minnetonka.

Loan term: The loan will be forgiven 5% annually and if the property has not been sold, transferred and has remained the primary residence of the borrower for 20 years the loan is 100% forgiven. If the borrower(s) cease to occupy and/or own the property as a primary residence during the 20-year term the balance owed at that time is due and payable.

Eligible Properties: Single-family owner-occupied properties located within the geographical boundaries of the City of Minnetonka. Townhomes and Condominiums are eligible. Must be at or below the 12-month rolling median home sale price in Minnetonka, as published in the Minneapolis Area Realtors Annual Housing Market Report, $460,000 (April 2023) https://maar.stats.10kresearch.com/docs/lmu/x/Minnetonka?src=map . The property must be homesteaded within 60 days following the purchase. Properties within the West Hennepin Affordable Land Trust.

Ineligible Properties: Dwellings with more than one unit, cooperatives, manufactured homes, time shares. Properties held within a trust, excluding the West Hennepin Affordable Land Trust.

Eligible Borrowers: The homebuyer(s) cannot have owned a home within the past seven (7) years. Must occupy the property as their primary residence. The homebuyer(s) **MUST** attend a Home Stretch workshop through Minnesota Homeownership Center, Framework, Minneapolis Urban League American Dream Program or any other HUD or City approved program and provide evidence prior to closing. All borrowers must be legal residents of the United States. Borrower must show approval for the purchase of the home. The First Mortgage must be at a fixed interest rate.

Ineligible Borrowers: Including but not limited to: - Foreign Nationals, and Non-Occupant Co-Borrowers, illegal residents.

Ownership/Occupancy: Must occupy the home as the primary residence.

Loan to Value Ratio N/A

Income Limit: The total gross annual household income cannot exceed 120% of the area median income based on a family size of four for households of 1-4. Income limits will be increased based on family size for families more than 4. The income limits shall be determined by the U.S. Department of Housing and Urban Development (HUD) and is adjusted annually. Income shall be the projected gross income for the upcoming 12 months or the average of the prior two years tax returns if self-employed**.**

The income must be included for anyone listed on the deed, legal spouse of the borrower who will also reside in the property. Multi-generational buyers are allowed, and their income must also be included**.**

Documentation Requirements:

- Copy of purchase agreement
- Commitment letter/approval for first mortgage
- Copy of Title Commitment
- Copy of Initial Loan Estimate for first mortgage
- Value of home (property tax or appraisal)
- Certification of Home Stretch Homebuyers course completed.

Asset Limit: Maximum liquid assets of $25,000 following closing on the home, excluding retirement assets up to $200,000 or noncash assets (i.e. cars, jewelry, vehicles, etc.). Assets will generally be defined as: cash on hand, checking and savings. Borrower will be required to fill out a Declaration of Assets form and provide recent bank statements.

Credit Requirements: All borrowers must have at least a 620-credit score. NO outstanding liens or judgements. Borrower(s) need to show mortgage approval for the purchase of the home.

Loan Security: All loans will be secured with a mortgage in favor of the Minnetonka Economic Development Authority. Borrower will pay all applicable title and filing fees.

Borrower Fees: Borrower will be responsible for mortgage filing and service fees, flood certificate, credit report fees and any other applicable closing fees.

Underwriting Decision: Applicants must have acceptable credit history. CEE will approve or deny loans based on a credit report, income verification and other criteria as deemed necessary through CEE's underwriting guidelines. CEE's decision shall be final. Appeals can be made to the Authority.

Disbursement Process: Loan funds will be made payable and delivered to the title/closing agent. The down-payment and closing cost assistance deferred loan will be signed at closing of the purchase mortgage.

General Program Conditions for the Revolving and the Down-Payment & Closing Cost Assistance Loan Programs

Application Processing: Loans will be distributed on a first come first serve basis as borrowers qualify. **Applicants must provide a completed application package including the following in order to be considered for funding.**

- Completed and signed application form
- Proof of income and assets
- Proof of Identity (driver's license, passport, etc.)
- Bids or estimates for proposed projects (if applicable)
- Other miscellaneous documents that may be required.

Contractors/Permits: Contractors must be properly licensed. Permits must be obtained when required by city ordinance.

Program Costs: Loan set up and loan origination fees will be paid out of the Program Budget. Loan program marketing efforts will be billed directly to the Authority and is a separate expense should the city choose to commission CEE for marketing support. Borrowers will pay all mortgage filing fees and related closing costs.

Total Project Cost: It is the borrower's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. In the event the final cost exceeds the original loan amount, the borrower must obtain the additional funds and show verification of the additional funds in order to be approved for the loan.

Disbursement Process for the Revolving Loan Program: Payment to the contractor (or owner in sweat equity situations) will be made upon completion of work. An inspection will be performed by a City Inspector and/or CEE to verify the completion of the work. The following items must be received prior to final disbursement of funds for the Revolving Loan Program:

- Final invoice or proposal from contractor (or materials list from supplier);
- Final inspection verification by a City Inspector;
- Completion certificate(s) signed by borrower and contractor;
- Lien waiver for entire cost of work;
- Evidence of city permit (if required)

Disbursement Process for the Down-Payment and Closing Cost Assistance Deferred Loan Program:
Payment will be made to the title company and sent with the loan closing package to the place of closing.

EXHIBIT B7

TOTAL PROGRAM BUDGET $200,000

MINNETONKA LOAN PROGRAM BUDGET

A. Loan Program Budget Allocation (includes Loan Set Up Fee and Loan Origination Fee and Annual Administration Fee):

$200,000 – Pathways to Homeownership Program

Budget Notes:

1. CEE shall submit monthly invoices for origination fees and the principal loan amounts of closed loans for that period.
2. Services performed by CEE will initially be funded from the Total Program Budget as stated above and paid in accordance with the following schedule.

(1) Loan Origination Fee Home Improvement Loan:	$750.00 per loan closed
(2) Loan Origination Fee Down-Payment and Closing Cost Assistance Deferred Loan and Pathways to Homeownership Program:	$1,100 per loan closed
(3) Annual Administration Fee	$5,000

3. Loan Servicing
   The Authority and CEE have a loan servicing agreement which went into effect on January 1, 2024.

4. Marketing
   Marketing efforts will be supported by CEE, upon request, and marketing costs are not included in the administrative budget. Hourly rates are inclusive of all overhead expenses and will be charged only for hours directly related to the labor of all program marketing. CEE will also be reimbursed by the Authority for any non-labor, out-of-pocket expenses relating to these services on a dollar-for-dollar basis.

Resolution No. 2024-_____

Resolution transferring funds from the Affordable Housing Trust Fund of the City of Minnetonka to the Pathways to Homeownership Down-Payment Assistance and Closing Cost Assistance Deferred Loan Program

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Be it resolved by the City Council (the "Council") of the City of Minnetonka, Minnesota (the "City") as follows:

Section 1. Background.

1.01. The Economic Development Authority in and for the City of Minnetonka, Minnesota (the "Authority") and the City have undertaken a program to promote economic development and job opportunities, promote the development and redevelopment of land which is underutilized within the City, and facilitate the development of affordable housing.

1.02. The City has heretofore created an Affordable Housing Trust Fund, which is funded with pooled tax increment derived from property within certain tax increment financing districts within the City.

1.03. The Authority has created the Pathways to Homeownership Down-Payment Assistance and Closing Cost Assistance Deferred Loan Program (the "Program") for homebuyers.

1.04. The City has proposed to transfer $200,000 from the Affordable Housing Trust Fund to the Pathways to Homeownership Program to aid in down payment assistance as part of the Program.

Section 2. Approvals.

2.01. The Council approves the transfer of funds in the amount of $200,000 within the Affordable Housing Trust Fund to the Program.

2.02. The Mayor and City Manager are authorized and directed to execute any documents or certificates necessary to carry out the intentions of this resolution.

Section 3. Effective Date.

3.01. This resolution shall be effective as of approval.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 23, 2024.

_____

Brad Wiersum, Mayor

Attest:

_____
Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 23, 2024.

_____
Becky Koosman, City Clerk

MN140-259 (JAE)
976611v1

City Council
Agenda Item 5.A
Meeting of September 23, 2024

Title:	July 22, 2024 study session minutes
Report from:	Becky Koosman, City Clerk
Presenter:	Mayor Wiersum

Action Requested:	Motion
Form of Action:	Minutes
Votes needed:	4 votes

Recommended Action
Motion to approve minutes.

ATTACHMENTS:
Minutes

Minutes
City of Minnetonka
City Council Study Session
Monday, July 22, 2024

Council Present: Paula Ramaley, Patsy Foster-Bolton, Rebecca Schack, Kissy Coakley, Deb Calvert, Kimberly Wilburn, and Brad Wiersum

Staff: Mike Funk, Moranda Dammann, Corrine Heine, Sarissa Falk, Julie Wischnack, Alisha Gray, Leslie Varela

1. Call to Order

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

2. Introduction/ Roll Call

Council, staff and residents introduced themselves.

3. Business Items:

A. Strategic Plan update – livable and well-planned development

Senior Management Coordinator Sarissa Falk introduced the topic. Following a strategic plan update during the April 19-20 special study sessions, city council and leadership revisited the City's mission and vision statements, guiding principles and the current strategic profile's strategic priorities and key strategies. This is a continuation of the discussion which has taken place throughout 2024, to bring each strategic priority to study sessions to review, discuss and affirm desired outcomes. Community Development Director Julie Wischnack provided an overview of the outcomes, performance metrics and targets for the 'livable and well-planned development' strategic priority. Desired outcomes discussed for this priority include enhanced vitality across the business sector, increased variety and affordability of housing units in the city, and clarity on proper balance of development.

City council asked questions and discussed the desired outcomes, performance metrics and targets, and description of the livable and well-planned development strategic priority.

B. Housing Update

City Manager Mike Funk introduced the topic. Wischnack and Economic Development and Housing Manager Alisha Gray presented three options regarding zoning ordinance updates along with the process, timing, and cost for each. Options included a full rewrite of the ordinance; specific section rewrite with full reorganization; and a specific section rewrite. Staff also provided information regarding encampment and camping policy related to homelessness, and other housing topics such as the Pathways to Homeownership program, investor-owned properties, and the rental registry.

City council asked questions and discussed the topics. Council agreed that they prefer the full rewrite option for the zoning ordinance.

C. Conferences briefing

City Manager Mike Funk discussed the benefit of applying a managed approach for city council to share insights, observations, and ideas from the conferences they attend. Conferences result in exposure to new ideas which can inspire innovation and spark creative solutions to organizational challenges. The goals in developing and executing a structured process to manage and prioritize ideas are to ensure that council members feel their contributions are valued, and staff can effectively implement initiatives which align with the city's strategic objectives.

Council asked offered suggestions about possible implementation of this approach, and how to filter numerous ideas into a few highly impactful initiatives.

D. August study session – topics and date

Funk noted the upcoming study session agenda items and study session schedule.

4. Adjournment

Wiersum adjourned the meeting at 9:00 p.m.

Respectfully submitted,

Becky Koosman

City Clerk

City Council
Agenda Item 5.B
Meeting of September 23, 2024

Title:	Aug. 19, 2024 study session minutes
Report from:	Becky Koosman, City Clerk
Presenter:	Mayor Wiersum

Action Requested:	Motion
Form of Action:	Minutes
Votes needed:	4 votes

Recommended Action
Motion to approve minutes.

ATTACHMENTS:
Minutes

Minutes
City of Minnetonka
City Council Study Session
Monday, August 19, 2024

Council Present: Paula Ramaley, Patsy Foster-Bolton, Rebecca Schack, Kissy Coakley, Deb Calvert, Kimberly Wilburn, and Brad Wiersum

Staff: Mike Funk, Moranda Dammann, Corrine Heine, Sarissa Falk, Julie Wischnack, Kelly O'Dea, Kevin Fox, Will Manchester, Darin Nelson, Jason Tait, Sara Woeste, Phil Olson, Scott Boerboom, Mike Kuno

1. Call to Order

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

2. Introduction/ Roll Call

Council, staff and residents introduced themselves.

A meeting addenda and an additional meeting item (Item 3C – 2025 Meeting Logistics) were proposed to be added for the evening's discussion. Council member Calvert moved, Council member Schack seconded a motion to accept the agenda as amended. All voted "yes." Motion carried.

3. Business Items:

A. Strategic Plan update – safe and healthy community

Senior Management Coordinator Sarissa Falk introduced the topic. Following a strategic plan update during the April 19-20 special study sessions, city council and leadership revisited the City's mission and vision statements, guiding principles and the current strategic profile's strategic priorities and key strategies. This is a continuation of the discussion which has taken place throughout 2024, to bring each strategic priority to study sessions to review, discuss and affirm desired outcomes. Chief of Police Scott Boerboom provided an overview of the outcomes, performance metrics and targets for the 'safe and healthy community' strategic priority. Desired outcomes discussed for this priority included: implement service delivery models outlined in the Public Safety Master Plan; ensure public safety readiness for the Opus area redevelopment; enhance mental health responsiveness; and expand participation and membership in recreation programs and facilities.

City council asked questions and expressed their agreement with the desired outcomes as well as the performance metrics and targets.

B. Preliminary 2025 budget review

City Manager Mike Funk introduced the topic, and along with Finance Director Darin Nelson, proposed to the city council a 2025 levy and budget consistent with the city's strategic goals and community values. Budget recommendations presented are forward-looking and responsive to the community and the city council's concerns, specifically to ensure that city services are maintained. Recommendations are built using long-term forecasts, including a conservative eye on the national economy.

City council asked questions, and discussed with staff specific items regarding a base levy increase; an additional levy increase for the implementation of the second year of a multi-year public safety master plan; and an additional levy increase for new debt service related to community facility improvements. Council also discussed a HRA preliminary levy for 2025.

C. 2025 Meeting Logistics

City Manager Mike Funk discussed possible changes to council meeting logistics for 2025. Modifications could include a change from Monday to Tuesday night city council meetings; combining study sessions on the same night as regular council meetings; and changing the start time of regular council meetings and/or study sessions.

Council discussed the possibilities and provided feedback regarding meeting logistics.

D. September study session topics

Funk noted the upcoming study session agenda items and study session schedule.

4. Adjournment

Wiersum adjourned the meeting at 9:36 p.m.

Respectfully submitted,

Becky Koosman

City Clerk

City Council
Agenda Item 5.C
Meeting of September 23, 2024

Title:	Sept. 9, 2024 regular meeting minutes
Report from:	Becky Koosman, City Clerk
Presenter:	Mayor Wiersum

Action Requested:	Motion
Form of Action:	Minutes
Votes needed:	4 votes

Recommended Action
Motion to approve minutes.

ATTACHMENTS:
Minutes

Minutes
Minnetonka City Council
Monday, September 9, 2024

1. Call to Order

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

2. Pledge of Allegiance

All joined in the Pledge of Allegiance.

3. Roll Call

Council Members Paula Ramaley, Kissy Coakley, Patsy Foster-Bolton, Rebecca Schack, Kimberly Wilburn, Deb Calvert and Brad Wiersum were present.

4. Approval of Agenda

Calvert moved, Wilburn seconded a motion to accept the agenda as amended with addenda for Item 14.A. All voted "yes." Motion carried.

5. Approval of Minutes:

A. August 26, 2024 regular meeting minutes

Calvert moved, Ramaley seconded a motion to approve the minutes. All voted "yes." Motion carried.

6. Special Matters:

A. Solar on Public Buildings Grant Program

Deputy Public Works Director Mike Kuno gave the staff report.

Schack asked if the city would have duplicate costs for subscription to the solar garden. Kuno explained the city has subscribed to all of the solar gardens, but noted the biggest ones are not yet under construction. He reported given the grants that were available to the city it makes sense to move forward with the proposed solar designs.

Wiersum thanked Deputy Public Works Director Kuno for the report and stated he looks forward to hearing back from staff on this matter at a future council meeting.

7. Reports from City Manager & Council Members

City Manager Mike Funk reported on upcoming city events and council meetings.

Calvert stated last week she attended an Energy, Environment and Natural Resources Committee zoom meeting where the group discussed special conditions facing rural and smaller communities. She explained this group would be addressing PFA's at its next meeting.

Coakley commented she had five trash containers in her garage and she was working to have Republic pick up two yard waste containers. She appreciated the fact her neighbor, who worked for Republic had provided assistance on this matter.

Wiersum extended his condolences to the City of St. Louis Park and the families at Methodist Hospital who were killed and injured in the horrific accident that occurred at Park Tavern.

Wiersum indicated the city has a cannabis law coming forward. He explained he was concerned that intoxicants would be more easily and readily available in the city. He commented on the unintended consequences from this shift in society noting there would be more intoxicated people in the community and not less. He urged everyone to be diligent when it comes to sobriety and being mindful on how to protect the community when intoxicated.

Wiersum reported Wednesday was 9/11. He discussed the horrible act of terrorism that occurred in the country and wanted people to not forget the loss and tragedy that occurred on this day.

8. Citizens Wishing to Discuss Matters not on the Agenda

Annie Packsberg, resident of St. Paul, explained she was a local real estate agent who works in the affordable homeownership space. She reported there was a need for a downpayment assistance program in the city. She commented she had a client that was a special ed teacher who was looking to purchase a home in the community and the downpayment assistance would greatly benefit this individual. She encouraged the council to consider placing additional funds in the downpayment assistance program.

Community Development Director Julie Wischnack explained the city council would be addressing the downpayment assistance program funding on September 23.

9. Bids and Purchases: None

10. Consent Agenda – Items Requiring a Majority Vote:

A. Ordinance repealing section 925.070, relating to license for veterinary hospitals

Wilburn moved, Ramaley seconded a motion to adopt Ordinance 2024-14. All voted "yes." Motion carried.

11. Consent Agenda – Items requiring Five Votes: None

12. Introduction of Ordinances: None

13. Public Hearings:

A. Resolutions approving special assessment for 2023-2024 projects

Finance Director Darin Nelson gave the staff report.

Wiersum asked what the interest rate was last year. Nelson reported the interest rate was 8.25% last year.

Wiersum opened the public hearing.

There being no comments from the public, Wiersum closed the public hearing.

Schack moved, Foster-Bolton seconded a motion to adopt Resolution 2024-061 and Resolution 2024-062. All voted "yes." Motion carried.

14. Other Business:

A. Concept plan for Inland Development Partners for a residential redevelopment of the existing property at 11800 Wayzata Boulevard

Assistant City Planner Susan Thomas gave the staff report.

Wiersum stated the concept plan review process was new for both staff and the council. He explained the intention was to provide the potential applicant with feedback from the council before a formal plan comes before the city. In addition, this process allows for more community feedback. He then invited the applicant forward to address the council.

August Bruggeman, Director of Development at Inland Building Partners, introduced himself to the council and thanked staff for all of their efforts on this project. He explained he appreciated this process and the feedback that would be gained from the public. He commented further on the proposed project and noted his goal was to be a good neighbor while creating projects his company could be proud of. The proposed construction timeline was reviewed and he anticipated construction would take 12 to 14 months to complete. It was noted 10% of the units (3 units) would be at 60% AMI.

Ben Lyndell, Doran Architecture, reviewed the overall site plan and explained this project, along with the Birke and Marsh II, was designed to be a walkable or connected village. He indicated the mass in the townhomes to the north would be continued through this project, while being a little more residential than an apartment building. He reviewed the high quality building materials that were proposed for the residential housing units.

Schack stated if this parcel was not in this neighborhood, this project has a lot of merit. She believed this project was nice looking, but perhaps was too dense. She indicated she would like to see more greenspace given the fact these units could have families. She appreciated the creative parking. She explained she was concerned with the fact this project had not come forward in an honest manner and she understood there were issues with parking within the surrounding developments. She discussed how parking within apartment complexes has changed and noted visiting significant others were putting pressure on parking situations. She commented on how Fairfield was chaos due to the number of new housing units being constructed in this area of the city. She stated the city was asking a lot of this neighborhood due to all of the development pressure. She indicated she was not sure how to reconcile this for the neighbors and believed the Doran was asking a lot from the city to add yet another development to this small area.

Wiersum asked who the target audience was for these units. Mr. Bruggeman explained the units would be targeted to young families and young professionals.

Wilburn stated she had many of the same concerns as Councilmember Schack. She indicated if this property was located elsewhere in the community, she would support the proposed concept. However, she believed there were problems with the Birke that had not been addressed, such as parking and pets. She explained she tended to support density, but she questioned where children would play within this development.

Ramaley reported she walked the site today and she understood there would be a playground and park that was not too far away. She commented on how young moms may not be inclined to drive to an adjacent park, but rather would like to have a playground onsite. She indicated she was concerned about the lack of greenspace and amenities for the future tenants. She stated the overall concept looks great and she appreciated the village feel, but suggested outdoor amenities be considered.

Coakley explained she believed the overall concept was nice. She discussed how parking may be a concern if the three bedroom units had a roommate situation and guests visiting. She supported the development having a playground or outdoor greenspace.

Foster-Bolton commented she was concerned with the fact the issues at the Birke had not been solved. She indicated she visited this site and it was chaos. She feared the rental rates of $4,000 per month would not be practical for young professionals, which meant roommates would be required. In addition, she believed without amenities or greenspace this development would not properly fit into the village. She was of the opinion the proposed units were nice looking, but she wanted to see more amenities included.

Calvert indicated Doran has a history of being willing to work with staff, while also hearing the concerns of the neighbors. She explained she liked the design of the project and how the building materials were in concert with the surrounding buildings. She stated she liked the size of the units and the trail, along with the placement of the drive. She appreciated the fact the trees on the south side would be saved, but noted the overall tree loss was a concern. However, she was concerned with the setbacks from Fairfield and how dense this project would be. She feared this site was too narrow for the proposed number of buildings. She indicated she was concerned with the fact the rental rates would be quite high and she did not want additional parking concerns being created from this development. She stated her heart went out to the adjacent neighbors for having to go through intense construction for years. She indicated she did not want the snow from this development pushed into the wetland because this would impact the wildlife and water quality.

Wiersum commented he agreed with much of what has been said. He indicated these were attractive buildings. However, he was concerned with the target audience as this would impact the need for greenspace and outdoor amenities. He reported the parking issue at the Birke have not been resolved and he feared this project would exacerbate the parking issues. He stated the density may have to be reduced in order to address

the parking concerns. He explained the dog waste on this property was also a concern. He stated bad behavior was bad behavior and this would have to be addressed by the property manager. He stated he would need to see solutions for parking as well as more greenspace within this project. He was of the opinion this project was more dense than the site could support. He indicated he was also concerned with the timing of this project and suggested this project not move forward until Marsh Run II was completed to lessen the impact of construction on the existing residents. He recommended the developers work to better understand their target audience and then work to bring forward a project that would reach this market.

Thomas explained any project that comes forward for this property would be required to complete a traffic study. She indicated she heard from the council that the developer should bring back a wholistic parking plan for this project as well as for the surrounding developments. She reported the trail system that runs behind the Gables was owned and maintained by CSN.

Community Development Director Julie Wischnack discussed the construction that was occurring in this area for the Marsh Run II, noting this was normal and typical for a project of this size. She noted the city was monitoring start times. She indicated parking concerns or issues that have occurred have been moved to the south.

Schack apologized for her comments noting she believed construction was chaotic, especially for a building that had just under 300 housing units and put pressure on the adjacent neighborhood. She stated her comment was not to imply that the developer was doing anything wrong.

Wiersum explained when he has visited this project, he understood the site was busy and there was not a lot of extra parking.

15. Appointments and Reappointments: None

16. Adjournment

Wilburn moved, Ramaley seconded a motion to adjourn the meeting at 8:02 p.m. All voted “yes.” Motion carried.

Respectfully submitted,

Becky Koosman
City Clerk

City Council
Agenda Item 6.A
Meeting of September 23, 2024

Title:	Designated Low Lot Individual House Lift Pump
Report from:	Mike Kuno, P.E., Deputy Public Works Director
Submitted Through:	Will Manchester, P.E., Public Works Director Darin Nelson, Finance Director Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Mike Kuno, P.E., Deputy Public Works Director

Action Requested:	Informational
Form of Action:	Other
Votes needed:	N/A

Summary Statement
The city currently has 46 residential properties that were identified as “designated low lots” when the sanitary sewer system was originally installed. These lots were designated to receive sanitary sewer service by means of an individual house pump due to the elevation of the property in relation to the typical gravity system. For many years, the city has provided annual inspections of the individual house lift pump as a courtesy to property owners. At this time, the city is discontinuing the annual inspection program following a final inspection this year, but will continue to provide replacement pump units, at no cost to the property owner, as outlined by city code. City staff will continue to be available for questions and resources needed by residents related to these systems.

Recommended Action
Staff will conduct a final inspection of the designated low lot individual house pumps this fall and provide a written inspection report, including a list of recommended repairs, to each property owner.

Strategic Profile Relatability
Infrastructure & Asset Management

The designated low lot individual house lift pumps provide an efficient, sustainable, and cost-effective system to residents allowing low lot properties to maintain reliable sanitary sewer service.

Financial Consideration
Yes

The utilities department has an annual operating budget programmed to purchase replacement house pump units to designated low lot property owners when their current house pump fails. The city typically provides three to five replacement pumps per year at an average cost of $3,500 per pump. Discontinuing the annual inspection program following 2024 does not alter the existing financial responsibilities of

either the city or the homeowners.

Background

Due to the hilly, wooded terrain and numerous wetland areas in Minnetonka, it was not feasible to provide gravity sewer service to certain homes, and they were designed to be served with an individual sewage pumping unit. These homes are generally on very low lots or near lake or wetland areas where the cost and impact on the neighborhood of deep sewer installation would have been prohibitive. At the present time, there are 46 lots in the city where these pumps are needed.

The city provided the designated low lots with a pump unit, manhole cover for the owner, furnished manhole, float switches, a control panel and a high-level alarm package when the property was originally connected to the city's sanitary sewer system. The equipment was furnished to the property owner who paid for the installation of the equipment and any additional connection costs.

Sewage pump units should provide ten or more years of trouble-free operation when properly used and maintained. The city agreed to warrant the sewage pumping unit against normal wear and tear for the life of the structure being served. If the sewer pumping unit fails through normal, proper use, the city will assume the repair or replacement cost. If the pump fails due to negligence or improper use, the property owner is responsible for the repair or replacement cost.

Although the city has conducted annual inspections of the individual house pump systems as a courtesy in previous years, city ordinance does not require the city to do so. The city has made the decision to discontinue the annual inspection process for several reasons:

1. **Maintenance Issues:** Homeowners have not been making the recommended routine maintenance and upgrades from previous inspections, which has led to unsafe conditions for staff. Manhole structures, electrical components and control panels have become increasingly hazardous for city staff to enter and operate during annual inspections.

2. **Access Challenges:** Home modifications have made accessing some pump units difficult. Many pump systems were installed in challenging to access locations. Subsequent home improvements, such as basement finishes and new decks, have made access even more challenging.

3. **Licensing Requirements:** City utility staff are not licensed plumbers, and state plumbing codes mandate that plumbing service work be done by a licensed plumber or the homeowner, which as outlined in the ordinance, is the responsibility of the homeowner.

City utility staff will conduct a final inspection of each individual lift pump unit this fall and provide a list of recommended maintenance and repairs to the property owner. The property owner continues to be responsible for ongoing maintenance of the house pump system. If a house pump unit fails, the property owner will be directed to contact city staff and a replacement pump will continue to be provided. Per the plumbing code, the property owner can install the pump unit themselves or will need to hire a licensed plumber to complete the work.

Schedule/Next Steps

The city will send final inspection notices to all 46 designated low lot property owners in September, complete the final inspections in October, and send a final inspection report to the individual property owners following the final inspection.

ATTACHMENTS:

Minnetonka House Lift Letter

CITY OF MINNETONKA
14600 Minnetonka Blvd. | Minnetonka, MN 55345 | 952-939-8200 | minnetonkamn.gov

«Owner_Name»
«Address»
«Address_Mailing»

2024-09-24

Dear «Owner_Name»,

Your home is one of 46 in Minnetonka that depends on a small sewage lift pump to provide sanitary services. This pump and its controls require periodical inspection and maintenance, and we plan to inspect your pump in October. There is no cost to you for these services.

PLEASE NOTE: This is the last year that the city will be conducting an inspection of your pump and controls. See the enclosed FAQ sheet for information about low lot sewage lift pumps. Because the city will no longer be conducting annual inspections, you should keep the enclosed for future reference and provide to potential buyers at such future time that you sell your property.

Following this final inspection, staff will provide each homeowner with a list of recommended repairs or corrections needed to keep the system in optimal working condition. This list does not alter the existing financial responsibilities of either the city or the homeowners.

An appointment card is enclosed with the date and time of your inspection. An adult must be present during the inspection. Please make every effort to have an adult home at that time.

If no one is available at this date and time, please call 952-988-8404
(Monday – Friday, 6:30 a.m.–3 p.m.) as soon as possible to reschedule.

We aim to complete all inspections and maintenance by Oct. 25th, 2024.

Thank you in advance for your cooperation. Please call us to ask questions or learn more.

Sincerely,

Chuck Allan
Utility Superintendent
City of Minnetonka

Minnetonka Designated Low Lot Individual Lift Pump Information

Please keep a copy of these Frequently Asked Questions regarding your sanitary sewer lift pump for your reference and/or to provide to future owners.

Why am I receiving this letter?
Your property is classified as a “designated low lot” under Chapter 12 of the Minnetonka City Code. According to City Code § 1200.101, a “designated low lot” is one that requires sanitary sewer service through an individual house lift pump unit.

Who is responsible for the cost of installing the sewage lift pump that serves my property?
Under City Code § 1200.055, the city provided the original lift pump unit at no cost to the owner of a designated low lot. The city also waived the electrical permit fee related to the lift pump installation at the time the property connected to the city’s sewer system. However, the property owner was responsible for the cost of installing the lift pump unit and was required to use a licensed contractor to perform the installation.

Who is responsible for maintaining the sewage lift pump?
The property owner is responsible for maintaining and servicing the sewage lift pump and all components of the system, including the electrical service, electrical panel, alarm system, float controls, well/holding tank, and any other parts essential for the pump’s operation. This responsibility includes regular inspections and upkeep of the lift pump system.

Who is responsible for the cost to repair or replace the sewage lift pump unit?
Under City Code § 1200.075, the city warrants the lift pump unit against normal wear and tear. If the unit requires repair or replacement due to normal wear and tear, the city will pay to repair or replace the lift pump unit. The owner is responsible for the cost of installing a replacement unit and must use a licensed contractor to perform the installation. If the unit requires repair or replacement due to the owner’s negligence or abuse, the property owner is responsible for those repairs or for replacement of the unit.

What should I do if my alarm goes off, my sewer backs up or my sewage lift pump quits working?
If your lift pump station alarm goes off, you experience a sewer backup or your lift pump station quits working, contact a plumber immediately to respond to the problem. Once you have a plumber scheduled to respond, contact the city utility department at 952-988-8400 during regular business hours or 911 after hours/weekends to report the problem. If the pump unit has failed, the city will cover the cost to repair the existing pump or provide a new pump for the plumber to install. There will be no cost to the property owner for the pump unit, just the cost for the plumber to install the unit. If the problem is due to components outside of the pump unit or owner’s negligence/ abuse, the property owner will be responsible for all repair or replacement costs, including the pump unit.

Why is the city discontinuing annual inspection of the sewage lift pump?
Although the city has conducted annual inspections of the sewage lift pumps as a courtesy in previous years, city ordinance does not require the city to do so. The city is discontinuing inspections for several reasons:

1. **Maintenance Issues:** Homeowners have not been making the recommended routine maintenance and upgrades from previous inspections, which has led to unsafe conditions for staff. Manhole structures, electrical components and control panels have become increasingly hazardous for city staff to enter and operate during annual inspections.
2. **Access Challenges:** Home modifications have made accessing some pump units difficult. Many pump systems were installed in challenging to access locations. Subsequent home improvements, such as basement finishes and new decks, have made access even more challenging.
3. **Licensing Requirements:** City utility staff are not licensed plumbers, and state plumbing codes mandate that plumbing service work be done by a licensed plumber or the homeowner, which as outlined in the ordinance, is the responsibility of the homeowner.

City Council
Agenda Item 6.B
Meeting of September 23, 2024

Title:	Hispanic/Latine Heritage Month proclamation
Report from:	Jayce Alexander, Senior Diversity, Equity and Inclusion Coordinator
Presenter:	Mayor Wiersum

Form of Action:	Proclamation

Recommended Action
Read the proclamation.

ATTACHMENTS:
Hispanic/Latine Heritage Month proclamation

City of Minnetonka
Proclamation

Hispanic/Latiné Heritage Month
Sept. 15 - Oct. 15, 2024

WHEREAS, Hispanic/Latiné Heritage Month is celebrated from Sept. 15 to Oct. 15 each year, recognizing the profound contributions of Hispanic and Latiné communities to the culture, history, and progress of our nation; and

WHEREAS, the City of Minnetonka is proud to celebrate the vibrant contributions of Hispanic and Latiné individuals, families, and organizations who enrich our community through their artistic, educational, economic, and social endeavors; and

WHEREAS, the historical roots of Hispanic and Latiné heritage are deeply intertwined with the broader narrative of our nation's development, reflecting a legacy of resilience, innovation, and community spirit; and

WHEREAS, this month recognizes and celebrates the accomplishments and struggles of Hispanic/Latiné people in the face of continued inequity, racism, and xenophobia; and

WHEREAS, the City of Minnetonka is committed to fostering an inclusive and respectful environment where the cultural diversity of all its residents is celebrated and cherished;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetonka does herby proclaim Sept. 15 - Oct. 15, 2024 as Hispanic/Latiné Heritage Month and call upon the people of Minnetonka to recognize the contributions made by members of the Hispanic/Latiné community and to actively promote the principles of equality, liberty and justice.

Brad Wiersum, Mayor

Sept. 23, 2024

City Council
Agenda Item 10.A
Meeting of September 23, 2024

Title:	Conditional use permit and site plan review for an addition at Sears Imported Autos at 13580 Wayzata Blvd
Report from:	Bria Raines, Planner
Submitted Through:	Julie Wischnack, FAICP, Community Development Director Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Susan Thomas, AICP, Assistant City Planner

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
Sears Imported Autos is proposing a 3,700 sq. ft. addition to the existing building at 13580 Wayzata Blvd. Following the addition, Mercedes Sprinter Van retail and servicing would occupy the entirety of the building. The proposal requires a conditional use permit and approval of the final site and building plans.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Livable & Well Planned Development

Sears Imported Autos has been operating in Minnetonka for roughly 50 years. The proposal would support the expansion of this long-standing business.

Financial Consideration
No

Background
Sears Imported Autos has occupied the property at 13502 Wayzata Boulevard since 1974. In 2000, the dealership purchased the adjacent property to the west at 13580 Wayzata Boulevard. At the time of the purchase, Sears proposed indoor vehicle storage and minor auto detailing within a portion of the existing building; staff determined this was a permitted use. Between 2000 and 2014, the auto use grew to include exterior storage and indoor repair work. In 2014, to formalize this growth, the city approved a conditional use permit for the use of the rear of the building and site for auto-related uses and final site and building plans. Under the current proposal, auto-related use would occupy the entirety of the building and site.

Planning Commission Hearing

The planning commission considered the proposal on Sept. 5, 2024. The staff report from that meeting and various plans and documents describing the proposal are attached. Staff recommended approval of the permit, noting that:

- The proposal would meet the conditional use permit and site and building plan standards.
- With the proposed addition, the site would contain 173 parking stalls; a total of 139 stalls would be required by the parking ordinance.
- The proposed addition would be constructed over existing surface parking and would actually decrease impervious surface area by half a percent.

As the proposed work area is already developed, there would be minimal impact on the existing green space on the site.

No members of the public addressed the commission on the item. Commissioners generally commented that the proposal would improve the aesthetics of the site and seems logical. On a 6-0 vote, the commission recommended the council adopt the resolution approving the permit.

ATTACHMENTS:
Project Information
Resolution

MINNETONKA PLANNING COMMISSION
Sept. 5, 2024

Brief Description Items concerning Sears Imported Autos at 13580 Wayzata Blvd:

1. Amendment of the existing conditional use permit for an automobile-related use with service bays and

2. Site and building plan review for the expansion of exterior display, sales or storage of consumer goods, and

Recommended Action Recommend the city council adopt the resolution approving the request.

Background

Sears Imported Autos has occupied the property at 13502 Wayzata Boulevard since 1974. In 2000, the dealership purchased the adjacent property to the west at 13580 Wayzata Boulevard. At the time of the purchase, Sears proposed indoor vehicle storage and minor auto detailing within a portion of the existing building; staff determined this was a permitted use. Between 2000 and 2014, the auto use grew to include exterior storage and indoor repair work. In 2014, to formalize this growth, the city approved a conditional use permit for the use of the rear of the building and site for auto-related uses and final site and building plans.

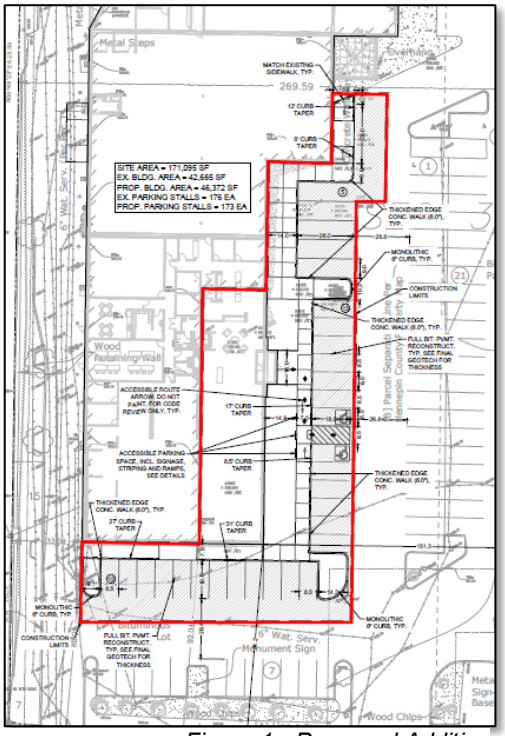


Figure 1 - Proposed Addition

Proposal

Sears Imported Autos is proposing a 3,700 sq. ft. addition to the existing building at 13580 Wayzata Blvd. Mercedes Sprinter Van retail and servicing would occupy the entirety of the building. The proposal requires a new conditional use permit and site and building plan review.[1]

Staff Analysis

Staff finds that the proposed addition is reasonable, as:

- The proposal would meet the conditional use permit and meet the site and building plan standards. These standards are outlined in the "Supporting Information" section of this report.

[1] By City Code §300.31 Subd4(b)2(i), "service stations and other automobile related uses having service bays on property designated for retail use" are allowed by conditional use permit.

By City Code 300.31 Subd4(a)3, exterior display, sales or storage of consumer goods is prohibited within the Planned I-394 District (PID). However, the ordinance grants an exception to uses that predate 1988 and allows some expansion of such uses. Expansion is limited to 20% of the property area existing in 1988, but no more than 10% of I-394 frontage.

- With the proposed addition, the site would contain 173 parking stalls; a total of 139 stalls would be required by the parking ordinance.[2]

- The proposed addition would be constructed over existing surface parking and would actually decrease impervious surface area by half a percent. As the proposed work area is already developed, there would be minimal impact on the existing green space on the site.

Staff Recommendation

Adopt the resolution approving the items concerning Sears Imported Autos at 13580 Wayzata Blvd.

Originator: Bria Raines, Planner
Through: Susan Thomas, AICP, Assistant City Planner

[2] General retail requires a parking ratio of three stalls per 1,000 sq. ft. With the proposed addition, the building would be 46,352 sq. ft.

Supporting Information

Surrounding Land Uses

Northerly: Low-density residential, zoned R-1 single-family
Easterly: Commercial, zoned Planned I-394 District (PID)
Southerly: I-394
Westerly: Commercial, zoned Planned I-394 District (PID)

Planning

Guide Plan designation:
Zoning: PID, Planned I-394 District

Parking

With the proposed addition, city staff has reviewed the parking demand for the site. With the proposed 3,700 sq. ft. addition, the site will meet the required parking demand. The proposal would have a surplus of 44 stalls.

	Parking Ratio	Required Stalls	Proposed Stalls
46,352 sq. ft.	3 per 1,000 sq. ft.	139 stalls	173 stalls

Figure 2 - Parking Demand Numbers

A condition of approval requires snow storage to be accommodated on-site or by removal from the site. The surplus of stalls would be adequate for snow storage on site.

CUP Standards

By City Code §300.31, Subd. 4, the city will consider compliance with the following standards when a service station or other automotive related uses having a service bay are proposed.

1. Must have no unlicensed and inoperable vehicles stored on premises except in storage areas where the contents are completely screened from the view from nearby properties;

   Finding: There are no known violations of this standard on the property. However, this is included as a condition of approval.

2. Must conduct all repair, assembly, disassembly and maintenance of vehicles within closed buildings except minor maintenance, such as inflating tires, adding oil and replacing wipers;

   Finding: This is included as a condition of approval.

3. Must have no public address system audible from any residential parcel;

   Finding: This is included as a condition of approval.

4. Must provide stacking for gas pumps for at least one car beyond the pump island in each direction in which access can be gained to the pump. The required stacking shall not interfere with internal circulation patterns or with designated parking areas and shall not

be permitted in any public right-of-way, private access easement or within the required parking setback;

Finding: No gas pumps are proposed. Nevertheless, this is included as a condition of approval.

5. Must have no sales, storage or display of motor vehicles, unless several additional criteria are met:

   a) The parcel is located within the I-394 redevelopment overlay district No. 6 or No. 7;

      Finding: The subject property is located in overlay district No. 7.

   b) All inventory and display vehicles located outside of a building or structure must be at the finish grade level. No jack stands, risers or other mechanisms may be used to elevate any vehicle for display purposes;

      Finding: This is included as a condition of approval.

   c) Class II motor vehicle sales (used car sales) are allowed only as an accessory part of the new car sales;

      Finding: This is included as a condition of approval.

   d) The sale of vehicles may occur during the times and days allowed by state law;

      Finding: This is included as a condition of approval.

   e) Vehicles must not be displayed in any yard area, drive aisle, or fire lane;

      Finding: This is included as a condition of approval.

   f) The overall hard surface coverage must not exceed 70%, and floor area ratios must not exceed 0.6 except that the hard surface coverage may extend to 80% with innovative stormwater management methods and treatment measures subject to approval by the city engineer;

      Finding: Under existing conditions, the property has an impervious surface of 79.6%; it is non-conforming. Under proposed conditions, the impervious surface would decrease to 79.1%. With the proposed addition, the site would have a FAR of just 0.27.

   g) architectural and site standards must comply with section 300.31(7)(a);

Finding: The proposal would maintain or improve all existing building and site conditions.

h) The landscaping must comply with Section 300.31(7)(b) and must contain a wall, berm or other feature that is constructed for long-term durability when adjacent to residentially zoned property to minimize to the greatest extent reasonably possible, noise and visual impacts;

Finding: The proposal is for reuse and addition to an existing building. The area of the building and property closest to residences has been used for vehicle storage and minor auto detailing since 2000.

i) parking lot and site security lighting must comply with section 300.31(7)(c) and in addition, the following requirements:

1) Maximum of 450 watts per fixture.

2) Maximum height of light standards is 30 feet in outdoor display areas as defined in 300.31 Subd. (4)(a)(3)(b) and 25 feet in all other outdoor areas.

3) Maximum of 1 watt per square foot surface parking area.

4) The lighting plan shall be designed to have 0.0 foot-candles at residential property lines with the understanding that ambient light from other sources may spill on the property and influence actual on-site measurements.

Finding: As a condition of approval, any changes to site lighting must meet these standards.

j) Parking requirements must comply with one of the following:

1) Fifty percent of the total on-site parking spaces must be in a structured parking ramp or

2) If the city deems it appropriate, surface parking without a ramp under the following conditions:

(a) Total on-site parking must not exceed one parking space for every 200 square feet of building area, and

(b) Submittal of a plan that adequately screens 50% of the total parking spaces from public view.

Finding: As proposed, 173 parking stalls would be provided on-site. This is 0.75 stall per 200 square feet. The existing parking area would still be visible from Wayzata Blvd and I-394. This is an existing condition that the ordinance standard did not contemplate, as it intended for new construction. As a condition of approval, a landscape plan must be submitted, including new low-growth plantings, to soften the Wayzata Blvd view.

k) Vehicles parked within a parking structure must be screened from view from surrounding residential uses;

Finding: This standard is not applicable.

l) The customer parking spaces must be clearly signed and may not be used at any time for inventory vehicle parking;

Finding: This is included as a condition of approval.

m) All pickups and drop-offs of vehicles must occur on-site and off public streets;

Finding: This is included as a condition of approval.

n) All loading and unloading of vehicles must occur on-site and off public streets;

Finding: This is included as a condition of approval.

o) Customer testing of vehicles may occur only on non-residential streets and only with a store employee;

Finding: This is included as a condition of approval.

p) No loudspeaker paging system may be used;

Finding: This is included as a condition of approval.

q) All rooftop equipment must be fully screened from ground level view of adjacent properties;

Finding: This is included as a condition of approval.

r) All signs must be consistent with this code;

Finding: This is included as a condition of approval.

s) Poured-in-place concrete curbs must be constructed and maintained on the perimeter of parking lots and traffic islands, and

Finding: This is included as a condition of approval.

t) All trash and recyclable materials must be screened from public view.

Finding: This is included as a condition of approval.

SBP Standards

By City Code §300.27, Subd. 5, the city will consider compliance with the following standards when evaluating site and building plans. The proposed commercial addition would meet these standards.

1. Consistency with the elements and objectives of the city's development guides, including the comprehensive plan and water resources management plan;

   Finding: The proposal has been reviewed by city planning, engineering, and natural resources staff and found to be generally consistent with the city's development guides, including the water resources management plan.

2. Consistency with this ordinance;

   Finding: With the approval of the conditional use permit, this proposal meets all standards of the PID zoning ordinance.

3. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas;

   Finding: The proposed building would be located over an existing parking lot, causing minimal impact on the natural environment. The proposal would require the removal of two trees in the

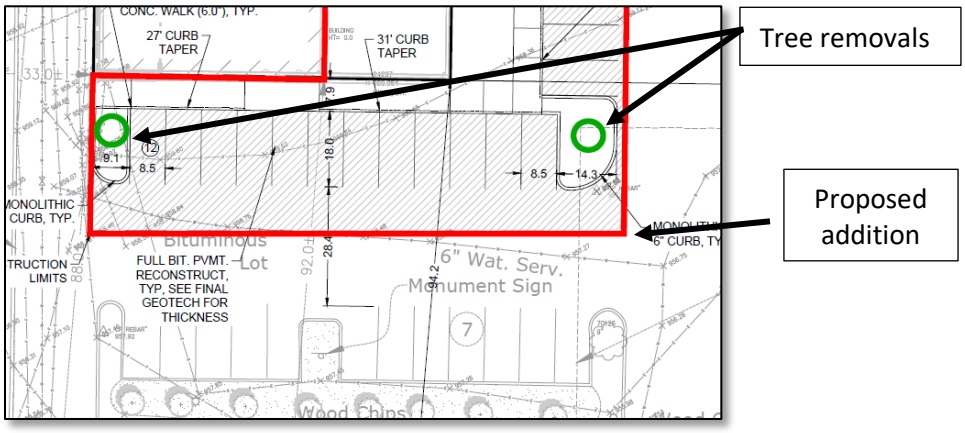


Figure 3- Proposed tree removals

existing parking lot islands immediately south of the building. The applicant proposes to replace these trees in the newly proposed islands.

Creation of a harmonious relationship of buildings and open spaces with natural site features and with existing and future buildings having a visual relationship to the development;

Finding: The proposed addition would be located over an existing parking lot. The existing open spaces near the north and south property lines will remain as-is.

4. Creation of a functional and harmonious design for structures and site features, with special attention to the following:

   a) An internal sense of order for the buildings and uses on the site and provision of a desirable environment for occupants, visitors, and the general community;

   b) The amount and location of open space and landscaping;

   c) Materials, textures, colors, and details of construction as an expression of the design concept and the compatibility of the same with the adjacent and neighboring structures and uses; and

   d) Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, the width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement and amount of parking.

   Finding: The proposed building exterior will be an improvement to the existing site. The updated exterior consists of aluminum composite panels, glass, and the repainting of existing brick and EIFS. The design is complementary to the Mercedes Benz dealership, which shares a parking lot with this site.

5. Promotion of energy conservation through design, location, orientation and elevation of structures, the use and location of the glass in structures and the use of landscape materials and site grading; and

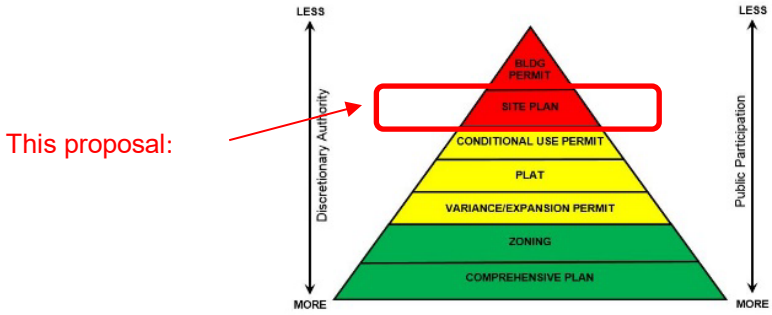
   Finding: The proposed building would be required to comply with state building code standards.

6. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air, and those aspects of

design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
Finding: The proposed addition would replace the existing parking lot area. The site has an existing stormwater system, which will remain, and the existing vegetative buffers will remain to the west and on the northern portion of the site.

Neighborhood Comments The city sent notices to 35 area property owners and residents and received no written comments to date.

Pyramid of Discretion



Commission Action Commission will make a recommendation to the city council, which has final authority to approve or deny the proposal. Commissioners have three motion options:

1. Concur with staff's recommendation. In this case, a motion should be made to recommend the council adopt the resolution approving the conditional use permit and final site and building plans.

2. Disagree with staff's recommendation. In this case, a motion should be made recommending the council deny the request. The motion should outline how the standards are not met.

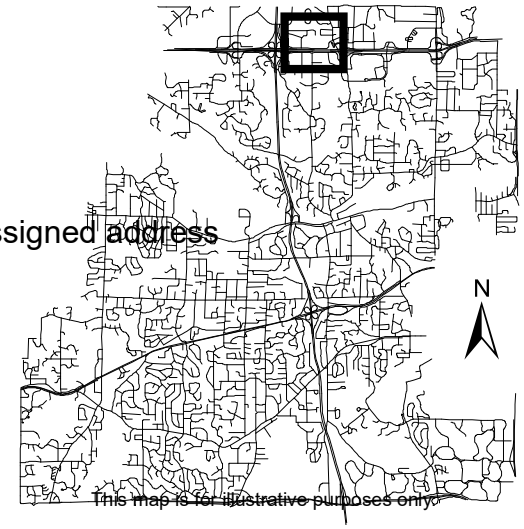
3. Table the request. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant, or both.

Deadline for Action Nov. 21, 2024

CITY OF MINNETONKA

Location Map

Project: Sears Imported Autos
Address: 13580 Wayzata Blvd & unassigned address



July 24th, 2024

Bria Raines
Planner
City of Minnetonka
14600 Minnetonka Blvd
Minnetonka, MN 55345

Dear Ms. Raines,

Sears Imported Autos is proposing to expand on an existing retail building directly to the West of their main dealership building. The proposed renovations involve raising a portion of the roof and expanding the footprint of the building by approximately 3,700 square feet. The existing building has an area of 42,665 square feet, and the proposed expansion brings the total area to 46,357 square feet. The facility would be for a Showroom and maintenance/service area for the Mercedes Sprinter Van product. The additional building height, of about 8'-0" in height, is necessary to allow for the required height to get a Sprinter Van raised on a vehicle lift. This height will match the additional height that was added in 2017 to the building.

The exterior of the building will be improved by bringing aluminum composite panels and generous amounts of glazing on the South and East faces of the building with the greatest visibility from the interstate. To the North of the proposed building modifications, the existing building area of approximately 25,000 SF will remain as the detail area and vehicle storage for Sears Imported Autos. Nearly all of the disturbed area is currently impervious surface, and at the end of the project there will be a net increase of pervious surface area on the site.

Should you have any questions or require additional information, please contact me at (952) 426-7400.

Sincerely,

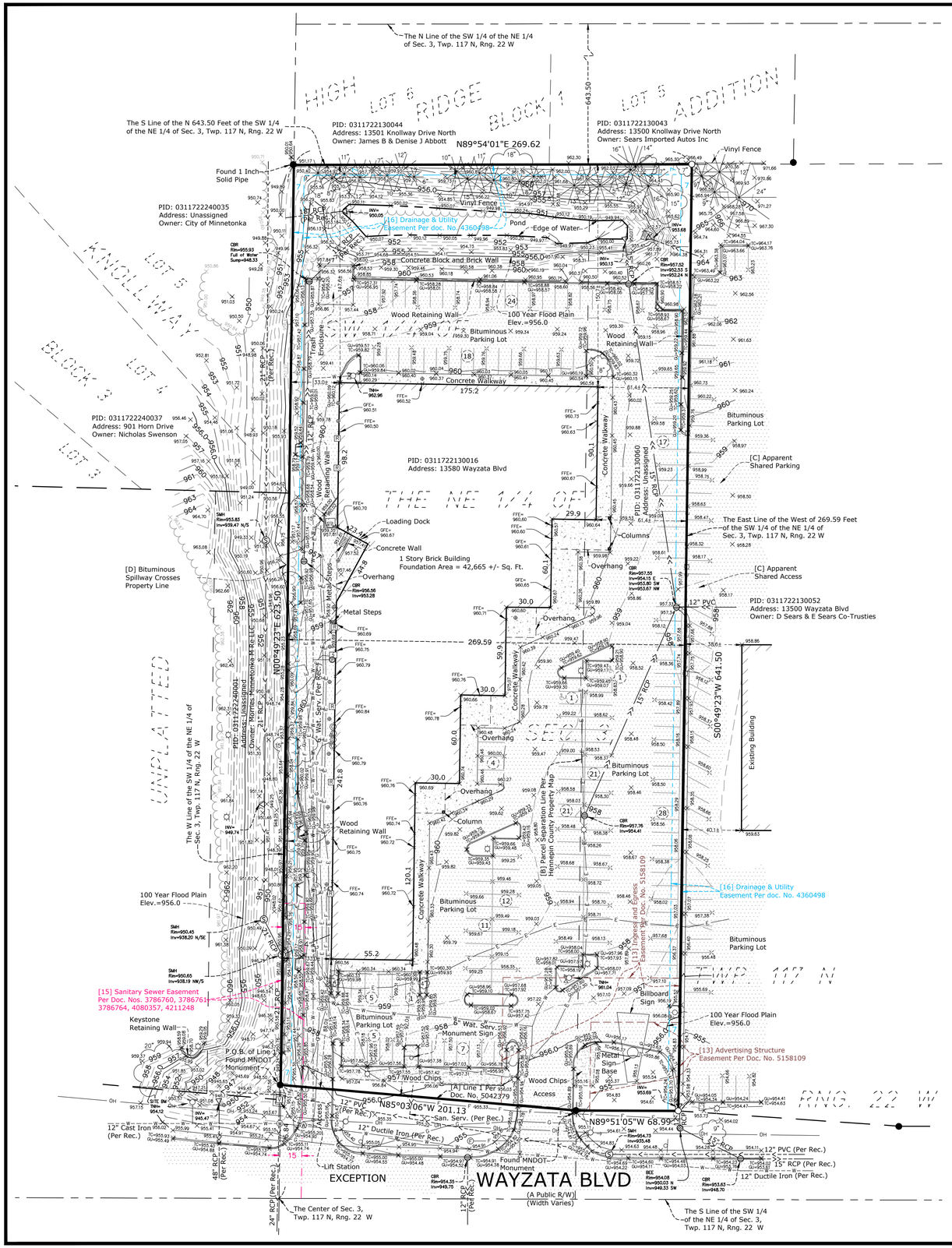
MOHAGEN HANSEN

Architecture | Interiors

Neil Missling, AIA, NCARB

Associate

1000 Twelve Oaks Center Drive Suite 200 Wayzata, MN 55391
952.426.7400 | mohagenhansen.com



DESCRIPTION OF PROPERTY SURVEYED

The West 269.59 feet of that part of the Southwest Quarter of the Northeast Quarter of Section 3, Township 117 North, Range 22 West of the 5th Principal Meridian which lies South of the North 643.50 feet of said Southwest Quarter of the Northeast Quarter, except that part taken for highway, according to the United States Government Survey thereof and situate in Hennepin County, Minnesota, together with the appurtenant easement(s) contained in Document No. 5593183.

Hennepin County, Minnesota
Abstract Property

GENERAL SURVEY NOTES

1. Bearings are based on the Hennepin County Coordinate System (1986 Adjustment).
2. Elevations are based on the NGVD 29 Datum. Site Benchmark is the top nut of the fire hydrant located on the north side of Wayzata Boulevard, approximately 61 Feet southwest of the southwest corner of the subject property, as shown hereon. Elevation = 954.12.
3. We have shown the location of utilities to the best of our ability based on observed evidence together with evidence from the following sources: plans obtained from utility companies, plans provided by client, markings by utility companies and other appropriate sources. We have used this information to develop a view of the underground utilities for this site. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. Also, please note that seasonal conditions may inhibit our ability to visibly observe all the utilities located on the subject property.
4. Please note that we have shown hereon a 100 year flood plain elevation of 956.0 feet per an email from Sarah Schweiger, Water Resources Engineer for the City of Minnetonka dated April 29, 2024.

ALTA/NSPS LAND TITLE SURVEY NOTES
(numbered per Table A)

1. Monuments placed and/or found at all major corners of the boundary of the surveyed property as shown hereon.
2. Site Address: 13580 Wayzata Boulevard, Minnetonka Minnesota 55305.
3. This property is contained in Zone X (area determined to be outside the 0.2% annual chance floodplain) per Flood Insurance Rate Map, Community Panel No. 27053C0327F, effective date of November 4, 2016. Please note, referenced flood map is not printed per the FEMA web site.
4. The Gross land area is 171,095 +/- square feet or 3.928 +/- acres.
7. (a) Exterior dimensions of buildings at ground level as shown hereon.
8. Substantial features observed in the process of conducting the fieldwork as shown hereon. Please note that seasonal conditions may inhibit our ability to visibly observed all site features located on the subject property.
9. The number of striped parking stalls on this site are as follows: 173 Regular + 3 Handicap = 176 Total Parking Stalls.
13. The names of the adjoining owners of the platted lands, as shown hereon, are based on information obtained from the Hennepin County Interactive Property Map.

SURVEY REPORT

1. This map and report was prepared with the benefit of a Commitment for Title Insurance issued by Lawyers Title Insurance Corporation, File No. 14984, dated January 19, 2000.
   We note the following with regards to Schedule B of the herein referenced Title Commitment:
   a. Item no.'s 1-12 and 17 are not survey related.
   b. The following are numbered per the referenced Title Commitment:
      [13]. Terms and conditions of and easements contained in Warranty Deed dated September 3, 1986, filed September 17, 1986, as Document No. 5593183. ***Advertising structure, ingress and egress easement is located over the southeasterly corner of the subject property, as shown hereon.***
      14. Terms and conditions of and easements contained in Mutual Easement Agreement dated September 28, 1989, as Document No. 5593183. ***Document provides an easement for the benefit of the subject property over the adjacent property to the east for the encroachment of four timber planters and a light post along the east line of the subject property, as shown on a survey prepared by Carlson & Carlson dated June 5, 1989. We have not been provided with a copy of said survey. The location of said easement is not plottable.***
      [15]. Easement for sanitary sewer in favor of village of Minnetonka as shown in documents dated July 21, 1969, filed July 29, 1969, as Document No. 3786760 and dated July 21, 1969, filed July 29, 1969, as Document No. 3786761; and as created in documents dated July 21, 1969, filed July 29, 1969, as Document No. 3786764, and filed May 7, 1974, as Document No. 4080357, and refilled July 8, 1976 as Document No. 4211248. ***Sanitary sewer easement is located along the west line of the subject property, as shown hereon.***
      [16]. Easement for drainage and utility in favor of City of Minnetonka as created in document dated February 15, 1978, filed March 3, 1978, as Document No. 4360498. ***Easement is located over the westerly, northerly and easterly 7 feet of the subject property, as shown hereon.***
2. Conflicts such as (but not limited to): encroachments, protrusions, access, occupation, and easements and/or servitudes:
   [A]. The property description provided in the herein referenced title commitment does not specifically define the exception (part taken for highway). We have shown the south line of the subject property per Line 1 described in Document No. 5042379 and shown on Hennepin County mapping.
   [B]. Please note that the Hennepin County Interactive Property Map shows the subject property being two separate parcels. We have shown the parcel line and PID numbers hereon.
   [C]. There appears to be shared access and parking areas between the subject property and the adjacent property to the east, as shown hereon. We have not been provided with documentation of an easement for said shared access and parking.
   [D]. Bituminous spillway crosses the west line of the subject property, as shown hereon.

ALTA CERTIFICATION

To: Sears Imported Autos, Inc.; Firstar Bank, National Association; and Lawyers Title Insurance Corporation:
This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 7(a), 8, 9, and 13 of Table A thereof.
The fieldwork was completed on 5-1-2024.
Dated this 8th day of May, 2024.

Rory L. Synstelien
rory@civilsitegroup.com
Minnesota License No. 44565

N
40 20 0 20 40 80
SCALE IN FEET

Linetype & Symbol Legend

- ELECTRIC LINE
- ELECTRIC LINE (RECORD)
- FIBER/COMM. LINE
- FIBER/COMM. LINE (RECORD)
- GASMAIN
- GASMAIN (RECORD)
- OVERHEAD UTILITIES
- SANITARY SEWER
- SANITARY SEWER (RECORD)
- STORM SEWER
- STORM SEWER (RECORD)
- TELEPHONE LINE
- TELEPHONE LINE (RECORD)
- WATERMAIN
- WATERMAIN (RECORD)
- CHAINLINK FENCE LINE
- WOODEN FENCE LINE
- IRON FENCE LINE
- GUARDRAIL
- ACCESS RESTRICTION
- CONCRETE SURFACE
- PAVER SURFACE
- BITUMINOUS SURFACE
- GRAVEL/LANDSCAPE SURFACE
- AIR CONDITIONER
- CABLE TV BOX
- ELECTRIC MANHOLE
- ELECTRIC TRANSFORMER
- ELECTRICAL METER
- FIBER/COMM. MANHOLE
- POWER POLE
- GUY WIRE
- GAS METER
- GAS MANHOLE
- GAS VALVE
- ROOF DRAIN
- SEWER CLEAN OUT
- SANITARY MANHOLE
- STORM MANHOLE
- CATCH BASIN
- FLARED END SECTION
- TELEPHONE BOX
- TELEPHONE MANHOLE
- TRAFFIC SIGNAL
- HYDRANT
- FIRE CONNECTION
- POST INDICATOR VALVE
- WATER MANHOLE
- WATER VALVE
- WELL
- UTILITY VAULT
- UTILITY MANHOLE
- ELECTRICAL OUTLET
- HAND HOLE
- BOLLARD
- FLAG POLE
- FUEL TANK
- HANDICAP SYMBOL
- LIGHT POLE
- MAIL BOX
- SIGN
- CONIFEROUS TREE
- DECIDUOUS TREE
- SB SOIL BORING
- FOUND IRON MONUMENT
- SET OR TO BE SET IRON MONUMENT
- CAST IRON MONUMENT

CivilSite GROUP
Civil Engineering • Surveying • Landscape Architecture
5000 Glenwood Avenue
Golden Valley, MN 55422
civilsitegroup.com 612-615-0060

PROJECT: 13580 Wayzata Boulevard
Minnetonka, Hennepin County, Minnesota 55305

CLIENT: Sears Imported Autos, Inc.
13500 Wayzata Boulevard, Minnetonka, Minnesota 55305

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

RORY L. SYNSTELIEN
DATE 5-8-2024 LICENSE NO. 44565

QA/QC

FIELD CREW	HS/BS
DRAWN BY	DS
REVIEWED BY	CJ
UPDATED BY	

VICINITY MAP

REVISION SUMMARY

DATE	DESCRIPTION

PROJECT NO.: 24187.00

ALTA/NSPS LAND TITLE SURVEY

V1.0

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SPRINTER REMODEL

SEARS AUTO SPRINTER FACILITY
13500 WAYZATA BLVD.
MINNETONKA, MN 55305

PROJ. NO. 23425
ISSUE DATE Issue Date
PROJECT PHASE SCHEMATIC DESIGN

Mercedes-Benz Vans. Born to run. | Sears Imported Autos

MOHAGEN HANSEN Architecture | Interiors

PROJECT GENERAL NOTES - ARCHITECTURAL

1. GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION, (AIA DOCUMENT A201, CURRENT EDITION) IN ITS ENTIRETY, ARE PART OF THESE DOCUMENTS. ADDITIONAL NOTES WITHIN THESE DOCUMENTS ARE NOT MEANT TO OVERRIDE ANY PART OF A201. CONTACT ARCHITECT FOR A COPY OF A201, IF REQUIRED.
2. THE CONTRACT DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED PROJECT. UNLESS OTHERWISE INDICATED, THEY DO NOT INDICATE THE MEANS OR METHOD OF CONSTRUCTION.
3. THE CONTRACTOR SHALL OBTAIN SUFFICIENT LIABILITY INSURANCE TO COVER WORKMAN'S COMPENSATION, GENERAL LIABILITY AND CONTRACTUAL LIABILITY. A COPY SHALL BE FILED WITH THE OWNER.
4. THE CONTRACTOR SHALL PROVIDE ALL WORK AND MATERIALS AS REQUIRED BY THE CONSTRUCTION DOCUMENTS AND IN FULL ACCORDANCE WITH ALL APPLICABLE CODES AND ORDINANCES.
5. THE CONTRACTOR WILL MAINTAIN BUILDER'S RISK INSURANCE ON THE FORM KNOWN AS "ALL RISK" OR "MULTIPLE PERIL". THE CONTRACTOR, ALL SUBCONTRACTORS, ARCHITECTS AND ENGINEERS SHALL BE INCLUDED IN EACH CAPACITY AS INSURED JOINTLY WITH THE OWNER IN ALL POLICIES.
6. THE CONTRACTOR SHALL VERIFY ALL EXISTING DIMENSIONS AND FIELD CONDITIONS PRIOR TO ANY DEMOLITION, FABRICATION, CONSTRUCTION OR INSTALLATION & NOTIFY ARCHITECT IF CONDITIONS, MATERIALS, SIZES AND DIMENSIONS ARE DIFFERENT FROM THOSE SHOWN.
7. CROSS REFERENCE ALL DIMENSIONS AND DETAILS WITH STRUCTURAL, CIVIL, MECHANICAL, AND ELECTRICAL DRAWINGS BEFORE COMMENCING ANY FABRICATION AND/OR CONSTRUCTION.
8. CONTRACTORS SHALL INSTALL ALL MANUFACTURED ITEMS, MATERIALS AND EQUIPMENT IN STRICT ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED SPECIFICATIONS, EXCEPT WHERE THE SPECIFICATIONS HEREIN, ARE MORE STRINGENT, AND SHALL BE COMPLIED WITH.
9. MATERIALS WHICH ARE SHOWN ON THE DRAWINGS AND WHICH MAY NOT BE SPECIFICALLY DESCRIBED IN THE SPECIFICATIONS OR DRAWINGS, SHALL BE FURNISHED BY THE CONTRACTOR AND SHALL BE SUITABLE FOR THE INTENDED USE. MATERIALS SHALL BE IN HARMONY WITH ADJACENT MATERIALS, AND SHALL BE SUBJECT TO REVIEW FOR CONFORMANCE WITH THE INTENT OF THE CONTRACT DOCUMENTS. WHERE INSTALLATION TECHNIQUES ARE NOT SPECIFIED, THEY SHALL BE IN ACCORDANCE WITH MANUFACTURER'S CURRENT INSTRUCTION AND INDUSTRY STANDARDS.
10. SHOP DRAWINGS PREPARED BY SUPPLIERS, SUBCONTRACTORS, ETC. SHALL BE REVIEWED, COORDINATED AND SIGNED AND STAMPED BY GENERAL CONTRACTOR PRIOR TO SUBMITTING TO THE ARCHITECT/ENGINEER.
11. THE CONTRACTOR SHALL SECURE ALL NECESSARY PERMITS, LICENSES AND CERTIFICATES AND PAY ALL FEES CONNECTED THEREWITH THE ABOVE REFERENCED PROJECT.
12. THE CONTRACTOR SHALL BE RESPONSIBLE TO PREPARE ALL SURFACES FOR PROPER INSTALLATION OF FINISHES. THIS IS TO INCLUDE, BUT IS NOT LIMITED TO: PATCHING, SANDING, FLOOR LEVELING, PRIMING, SEALING, SKIM COATING, ETC.
13. THE CONTRACTOR SHALL AT ALL TIMES KEEP THE PREMISES FREE FROM WASTE MATERIAL OR RUBBISH CAUSED BY THE WORK.
14. THE CONTRACTOR SHALL MINIMIZE ANY DAMAGE TO EXISTING CONSTRUCTION AND AREAS ON THE SITE OUTSIDE OF THE CONSTRUCTION LIMITS. CONTRACTOR TO CONSTRUCT TEMPORARY WALLS AND BARRIERS AS REQUIRED TO CONTAIN DUST AND DEBRIS AND TO PROVIDE SAFE PUBLIC ACCESS AND PASSAGE.
15. THE GENERAL CONTRACTOR SHALL LOCATE ALL NEW MECHANICAL UNITS OR RELOCATE ANY EXISTING UNITS OR ITEMS THAT CONFLICT WITH NEW OR EXISTING FRAMING AND FULL HEIGHT WALLS. THIS INCLUDES ACCESS FOR ALL CONTROLS, FILTERS, ETC. THIS WORK MUST BE COORDINATED AND VERIFIED PRIOR TO BIDDING.
16. THE GENERAL CONTRACTOR SHALL COORDINATE AND VERIFY WITH THE RESPECTIVE TRADES THE SIZES AND LOCATIONS OF MECHANICAL AND/OR ELECTRICAL PENETRATIONS, LOCATIONS OF FIRE TREATED BACKING/BLOCKING REQUIRED FOR MOUNTING ELECTRICAL AND/OR MECHANICAL EQUIPMENT, AS WELL AS CUTTING AND PATCHING FOR WORK REQUIRED BY MECHANICAL/ELECTRICAL.
17. WHEN WORK IS COMPLETED IN AN AREA, THOROUGHLY CLEAN THE SPACES, ITEMS & SURFACES OF SOIL, WASTE MATERIAL, SMUDGES, SPATTERS, MISAPPLIED MATERIAL, SPOTS, STAINS, AND THE LIKE, WITHOUT DAMAGING THE MATERIALS AND SURFACES INVOLVED.
18. PROVIDE FIRE EXTINGUISHERS AS REQUIRED BY APPLICABLE CODES AND ORDINANCES UNLESS NOTED OTHERWISE.
19. PROVIDE FIRE DEPARTMENT KEY LOCK BOX ON BUILDING EXTERIOR IN LOCATION INDICATED AND/OR AS REQUIRED BY THE LOCAL AUTHORITIES HAVING JURISDICTION. KEY BOX SHALL BE OF THE BRAND AND TYPE DICTATED BY THE FIRE MARSHAL AND SHALL BE IN A FINISH COMPLIMENTARY TO THE EXTERIOR BUILDING MATERIALS. THE LOCK BOX SHALL BE A RECESSED UNIT FULLY INTEGRATED INTO THE EXTERIOR CLADDING.
20. ALL DOORS, FRAMES, HARDWARE, LIGHTING AND CEILING MATERIALS ARE TO FOLLOW BUILDING STANDARDS UNLESS OTHERWISE NOTED.
21. PROVIDE FIRE TREATED BLOCKING IN WALLS AS REQUIRED FOR INSTALLATION OF MILLWORK, FURNITURE AND ACCESSORIES.
22. THE GENERAL CONTRACTOR IS TO VERIFY BUILDING STANDARDS WITH BUILDING MANAGER. ALL HARDWARE SETS AND KEYING TO BE COORDINATED WITH BUILDING MANAGERS.
23. ALL INTERIOR GLASS MUST COMPLY W/ APPLICABLE CODES FOR DESIGN LOADS & SAFETY GLAZING.
24. ALL MATERIALS USED IN PLENUM AREAS MUST BE NON-COMBUSTIBLE AND / OR LISTED FOR PLENUM USE AS DEFINED BY THE STATE & LOCAL CODES. IT WILL BE THE CONTRACTORS RESPONSIBILITY TO ADHERE TO THESE REQUIREMENTS.
25. THE GENERAL CONTRACTOR WILL BE RESPONSIBLE TO FIRE CAULK ALL NEW AND EXISTING PENETRATIONS WITHIN WALL PARTITIONS, ABOVE THE CEILING, AS INDICATED BY THE APPLICABLE CODES.
26. DEFERRED SUBMITTALS: DOCUMENTS FOR DEFERRED SUBMITTAL ITEMS SHALL BE SUBMITTED TO THE ARCHITECT OF RECORD AND WILL BE REVIEWED FOR GENERAL CONFORMANCE WITH THE DESIGN OF THE BUILDING. SUBMITTALS FOUND TO BE IN CONFORMANCE WITH THE DESIGN INTENT WILL BE STAMPED AS REVIEWED AND FORWARDED TO THE AUTHORITY HAVING JURISDICTION IN KEEPING WITH MN CODE SECTION 1300.013 SUBSECTION 9B. SUBMITTALS NOT FOUND IN CONFORMANCE WITH THE DESIGN INTENT WILL BE RETURNED TO THE CONTRACTOR FOR REVISION AND RESUBMITTAL. REVISED DOCUMENTATION WILL BE REVIEWED BY THE ARCHITECT OF RECORD PRIOR TO ACCEPTANCE AND SUBMISSION TO THE AUTHORITY HAVING JURISDICTION.

DEFERRED SUBMITTALS INCLUDE THE FOLLOWING:

A. MECHANICAL DRAWINGS (PREPARED BY DESIGN-BUILD CONTRACTOR)
B. PLUMBING DRAWINGS (PREPARED BY DESIGN-BUILD CONTRACTOR)
C. ELECTRICAL DRAWINGS (PREPARED BY DESIGN-BUILD CONTRACTOR)
D. FIRE SUPPRESSION DRAWINGS (PREPARED BY DESIGN-BUILD CONTRACTOR)
E. STRUCTURAL STEEL
F. STEEL JOIST AND DECKING
G. MISCELLANEOUS METALS STEEL STAIRS AND LANDINGS
H. COLD FORMED METAL FRAMING

PROJECT GENERAL NOTES - FINISHES

1. THE CONTRACTOR SHALL PATCH AND REPAIR ANY AND ALL FLOORS, WALLS, CEILINGS, ETC. IN A WORKMANSHIP-LIKE MANNER TO MATCH THE SURROUNDING SURFACE AREAS. SURFACES OR MATERIALS DAMAGED BY DEMOLITION OR CONSTRUCTION SHALL BE REPAIRED, RESTORED AND REFINISHED TO MATCH THE EXISTING, UNLESS NOTED OR SPECIFIED OTHERWISE. IN ADDITION THOSE EXISTING SURFACES OR MATERIALS (SERVING AS A SUBSTRATE FOR NEW MATERIALS OR FINISHES) WHICH HAVE BEEN DAMAGED FROM ANY CAUSE, SHALL BE REPAIRED, RESTORED, PROPERLY PREPARED AND CLEANED TO RECEIVE THE NEW MATERIALS AND FINISH WORK. ALL NEW MATERIALS & FINISH WORK TO BE FREE FROM FLAWS & DEFECTS.
2. PATCH AND REPAIR EXISTING FLOOR SLAB AS REQUIRED FOR A SMOOTH AND LEVEL SURFACE FREE OF DEFECTS. FILL ALL CRACKS AND HOLES AND LEVEL DEPRESSIONS WITH MATERIALS COMPATIBLE WITH THE FLOOR AND SLAB AS RECOMMENDED BY THE FLOORING MANUFACTURER.
3. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR VERIFYING LEAD TIMES OF ALL MATERIALS SUCH THAT MATERIALS ARE ON SITE WHEN REQUIRED FOR INSTALLATION.
4. ALL PREPARATION, STORING, INSTALLATION AND CLEANUP OF FINISHES TO CONFORM TO MANUFACTURER'S SPECIFICATIONS.
5. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR TESTING THE CONCRETE SUBFLOOR FOR MOISTURE PRIOR TO THE FLOORING INSTALLATION. IN ADDITION, THE GENERAL CONTRACTOR IS RESPONSIBLE FOR APPROVING AND VERIFYING THAT THE TESTS HAVE BEEN PERFORMED PER ASTM STANDARDS. SHOULD THE FLOORING SUBCONTRACTOR BE ASSIGNED TO TEST THE CONCRETE SUBFLOOR, THEY WILL NEED TO PROVIDE TO THE GENERAL CONTRACTOR ALL REQUIRED INFORMATION PERTAINING TO THESE TESTS, INCLUDING BUT NOT LIMITED TO:
   A. NUMBER OF TESTS
   B. DIAGRAM OF TEST LOCATIONS
   C. ACCLIMATION PERIOD BEFORE RESULTS ARE RECORDED
   D. TEST RESULTS, AND THE AMBIENT CONDITIONS THE TESTS WERE PERFORMED IN

   AFTER CONFIRMATION THAT THE TESTED CONDITIONS MEET BOTH THE REFERENCED AND MANUFACTURER'S STANDARDS, THE SUBCONTRACTOR MAY PROCEED WITH THE INSTALLATION OF THE FLOORING PER MANUFACTURER'S SPECIFICATIONS.

PROJECT GENERAL NOTES - MECHANICAL

1. THE MECHANICAL CONTRACTOR IS TO DESIGN ALL MECHANICAL SYSTEMS AND OBTAIN NECESSARY PERMITS. MECHANICAL DOCUMENTS ARE TO BE PROVIDED BY THE MECHANICAL CONTRACTOR AND SIGNED BY A PROFESSIONAL ENGINEER AS REQUIRED BY CODE. THE MECHANICAL DESIGN IS TO BE COORDINATED WITH THE ATTACHED ARCHITECTURAL CONSTRUCTION DOCUMENTS. THE DESIGN IS TO BE REVIEWED BY THE OWNER AND/OR TENANT, AS APPLICABLE, PRIOR TO IMPLEMENTATION.
2. THE MECHANICAL CONTRACTOR IS RESPONSIBLE TO PROVIDE ALL NECESSARY MECHANICAL EQUIPMENT AND CONTROLS TO COMPLETE THE JOB. THE MECHANICAL CONTRACTOR IS TO COORDINATE W/ THE ELECTRICAL CONTRACTOR ALL THE NECESSARY WIRING TO COMPLETE THE JOB. THE WIRING IS TO BE COMPLETED BY THE ELECTRICAL CONTRACTOR.
3. PROVIDE WHITE SEMI RECESSED SPRINKLER HEADS W/ WHITE TRIM RING @ ALL ACT. CEILING AND FULLY RECESSED SPRINKLER HEADS W/ WHITE ESCUTCHEON PLATES @ ALL GYP. CEILING AS REQUIRED BY APPLICABLE CODES AND ORDINANCES.
4. VERIFY LOCATION AND SIZES OF ALL OPENINGS WITH GENERAL CONTRACTOR PRIOR TO COMMENCING WORK. THE GENERAL CONTRACTOR IS RESPONSIBLE TO CUT & PATCH OR ADD STRUCTURAL REINFORCING AS REQ'D FOR THE INSTALLATION OF MECHANICAL ROOFTOP EQUIPMENT.
5. ALL SINKS SHALL HAVE HOT AND COLD WATER. PROVIDE BELOW COUNTER PIPE INSULATION WRAP ON EXPOSED PIPING PER ADA GUIDELINES.
6. PROVIDE AND INSTALL AN APPROPRIATE SIZED WATER HEATER AS REQUIRED.
7. THE PLUMBING CONTRACTOR MUST PROVIDE A CLEAN-OUT PLAN FOR REVIEW AND APPROVAL BY THE ARCHITECT BEFORE PLUMBING LINES ARE INSTALLED.
8. WHERE DUCTWORK, PIPING, AND RELATED SYSTEMS ARE INTENDED TO BE EXPOSED TO VIEW, MATERIALS SHALL NOT BE MARKED WITH PERMANENT MARKER IN VISIBLE AREAS AND ALL LABELS APPLIED TO VISIBLE AREAS SHALL BE COMPLETELY REMOVED PRIOR TO INSTALLATION AND/OR PAINTING, AS MAY OCCUR.

PROJECT GENERAL NOTES - ELECTRICAL

1. THE ELECTRICAL CONTRACTOR IS TO DESIGN ALL ELECTRICAL SYSTEMS AND OBTAIN NECESSARY PERMITS. THE ELECTRICAL DESIGN IS TO BE COORDINATED WITH THE ATTACHED ARCHITECTURAL CONSTRUCTION DOCUMENTS. THE ELECTRICAL DESIGN IS TO BE REVIEWED BY THE ARCHITECT OF RECORD AND OWNER AND/OR TENANT, AS APPLICABLE, PRIOR TO IMPLEMENTATION.
2. THE ELECTRICAL CONTRACTOR IS TO COORDINATE THE INSTALLATION OF ALL MECHANICAL EQUIPMENT AND TO PROVIDE DISCONNECT AND POWER WIRING FOR ALL MECHANICAL EQUIPMENT.
3. THE ELECTRICAL CONTRACTOR IS TO PROVIDE EXIT AND EMERGENCY LIGHTS AS REQUIRED BY APPLICABLE CODES AND ORDINANCES.
4. THE ELECTRICAL CONTRACTOR IS TO PROVIDE SMOKE DETECTION AND ALARM DEVICES AND WIRING OF THE SPACE AS REQUIRED BY APPLICABLE CODES AND ORDINANCES FOR THE INTERIOR BUILD-OUT SPACE.
5. THE ELECTRICAL CONTRACTOR SHALL INSTALL JUNCTION BOXES W/ PULL STRING FOR ALL VOICE / DATA AND PHONE LOCATIONS. THE TENANT IS TO COORDINATE & PROVIDE ALL LOW VOLTAGE CABLING AND COVER PLATES AS REQUIRED.
6. NEW ELECTRICAL OUTLETS ARE SHOWN AT APPROXIMATE LOCATIONS. NO OUTLETS ARE TO BE BACK TO BACK.
7. ALL UNDER CABINET LIGHTING IS TO BE CONTROLLED BY A WALL SWITCH.
8. THE REFLECTED CEILING PLAN IS FOR REFERENCE ONLY REGARDING LOCATION, QUANTITIES, AND TYPES OF LIGHT FIXTURES. THE REFLECTED CEILING PLAN REFERENCES LIGHT FIXTURES, HOWEVER THE ELECTRICAL CONTRACTOR IS RESPONSIBLE TO VERIFY THE FIXTURE TYPE, APPROPRIATE FOOTCANDLES AND VOLTAGE REQUIREMENTS OF ALL SPECIFIED LIGHT FIXTURES IN ASSOCIATION W/ THE SPECIFIC SITE CONDITIONS AND PROVIDE SHOP DRAWINGS FOR REVIEW & APPROVAL PRIOR TO THE ORDERING OR INSTALLATION OF ANY FIXTURES.
9. SECURITY SYSTEMS SHALL BE PROVIDED BY THE OWNER'S VENDOR. COORDINATE SYSTEM INSTALL WITH THE BALANCE OF THE WORK.
10. PROVIDE TWO-WAY COMMUNICATION SYSTEM AT ELEVATOR LANDING ON EACH ACCESSIBLE FLOOR THAT IS ONE OR MORE STORIES ABOVE OR BELOW THE STORY OF EXIT DISCHARGE. COORDINATE THE LOCATION OF THE SYSTEM WITH THE ELEVATOR CALL BUTTONS AND RELATED ELEVATOR SIGNAGE AND WITH THE ARCHITECTURAL ELEMENTS IN THE SPACE.

APPLICABLE CODES

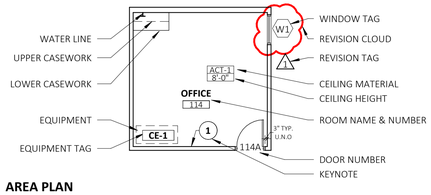
MN STATE BUILDING CODE (MSBC)	2020
INTERNATIONAL BUILDING CODE (IBC)	2018
AMENDMENTS IN MSBC: CHAPTER 1305	2020
AMENDMENTS IN MSBC: CHAPTER 1341	2020
AMENDMENTS IN MSBC: CHAPTER 1307	2020
MN STATE FIRE CODE	2020
INTERNATIONAL FIRE CODE (IFC)	2018
AMENDMENTS IN MSFC: CHAPTER 7511	2020
MN ENERGY CODE	2020
INTERNATIONAL ENERGY CONSERVATION CODE	2018
ASHRAE 90.1-2016 COMPLIANCE PATH	
AMENDMENTS IN MNBC CHAPTER 1323	2020
MINNESOTA MECHANICAL AND FUEL GAS CODE	2020
INTERNATIONAL MECHANICAL AND FUEL GAS CODE	2018
AMENDMENTS IN MSBC: CHAPTER 1346	2020
MINNESOTA PLUMBING CODE, CHAPTER 4714	2020
MINNESOTA ELECTRICAL CODE (NEC)	2023

OCCUPANCY REQUIREMENTS

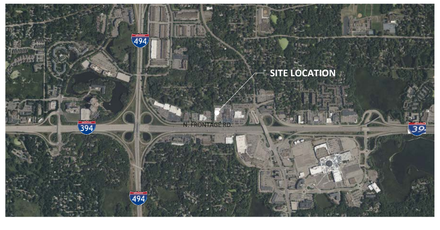
FIRE SPRINKLER PROTECTION:	FULLY SPRINKLED
TYPE OF CONSTRUCTION:	II-B
BUILDING OCCUPANCY:	B, M, S-1
FIRE RESISTIVE CONSTRUCTION:	
CONSTRUCTION REQUIREMENTS:	
EXTERIOR BEARING WALLS	0
INTERIOR BEARING WALLS	0
EXTERIOR NON-BEARING WALLS	0
STRUCTURAL FRAME	0
PARTITIONS- PERMANENT	0
SHAFT ENCLOSURES	0
FLOOR- CEILINGS/FLOORS	0
ROOFS- CEILING/ROOFS	0
EXTERIOR DOORS & WINDOWS	N.A.

DRAWING SYMBOLS

- CENTERLINE INDICATOR
- DETAIL / SECTION INDICATOR (1 / A1)
- ELEVATION SYMBOL INDICATING DIRECTION OF VIEW (1 / A1)
- ELEVATION INDICATOR
- GRID BUBBLE INDICATING EXISTING GRID LINES (1)
- GRID BUBBLE INDICATING NEW GRID LINES (1)
- SCREENED ARROW INDICATES EXISTING FLOORING; SOLID ARROW INDICATES NEW FLOORING
- SCREENED LINES INDICATE EXISTING WALLS TO REMAIN
- EXISTING DOOR/ FRAME TO REMAIN
- DASHED LINE INDICATES EXISTING PARTITIONS, CASEWORK, EQUIPMENT AND FIXTURES TO BE REMOVED
- DASHED LINE INDICATES EXISTING DOOR, FRAME, & HARDWARE TO BE REMOVED
- NEW CONSTRUCTION
- NEW DOOR/ FRAME IN NEW OR EXISTING WALL
- PARTIAL HEIGHT PARTITION



AREA PLAN



SHEET #	SHEET DESCRIPTION	CONSTRUCTION DOCUMENTS - XX.XX.XXXX
CIVIL		
C0.0	TITLE SHEET	
C1.1	REMOVALS PLAN	
C2.0	SITE PLAN	
C3.0	GRADING PLAN	
C4.0	UTILITY PLAN	
C5.0	CIVIL DETAILS	
C5.1	CIVIL DETAILS	
L1.0	LANDSCAPE PLAN	
SW1.0	SWPPP - EXISTING CONDITIONS	
SW1.1	SWPPP - PROPOSED CONDITIONS	
SW1.2	SWPPP - DETIALS	
SW1.3	SWPPP - NARATIVE	
ARCHITECTURAL		
A201	FLOOR PLAN - FIRST LEVEL	
A300	EXISTING EXTERIOR BUILDING ELEVATIONS	
A301	EXTERIOR BUILDING ELEVATIONS	

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THE ARCHITECT SHALL BE DEEMED THE AUTHORS AND OWNERS OF THEIR RESPECTIVE INSTRUMENTS OF SERVICE AND SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING COPYRIGHTS OF THE ATTACHED DOCUMENTS.

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CONTACT NAME
Email: _____

CONTRACTOR
CONTRACTOR NAME
CONTRACTOR ADDRESS
CONTRACTOR CITY, STATE ZIP
PHONE: XXX.XXX.XXXX

CONTACT NAME
Email: _____

ARCHITECT
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(MH PROJECT MANAGER)
Email: name@mohagenhansen.com

STRUCTURAL ENGINEER
CONSULTANT NAME
CONSULTANT ADDRESS
CONSULTANT CITY, STATE ZIP
PHONE: XXX.XXX.XXXX

CONTACT NAME
Email: _____

LANDSCAPE ARCHITECT
CONSULTANT NAME
CONSULTANT ADDRESS
CONSULTANT CITY, STATE ZIP
PHONE: XXX.XXX.XXXX

CONTACT NAME
Email: _____

MECH/ELEC ENGINEER
CONSULTANT NAME
CONSULTANT ADDRESS
CONSULTANT CITY, STATE ZIP
PHONE: XXX.XXX.XXXX

CONTACT NAME
Email: _____

A000

SEARS SPRINTER ADDITION & REMODEL

MINNETONKA, MINNESOTA

ISSUED FOR: CITY SUBMITTAL

PROJECT CONTACTS		
	NAME & ADDRESS	CONTACT
CIVIL ENGINEER	CIVIL SITE GROUP 5000 GLENWOOD AVE GOLDEN VALLEY, MN 55422	DAVID KNAEBLE 612-615-0060 DKNAEBLE@CIVILSITEGROUP.COM
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PROPERTY OWNER	SEARS IMPORTED AUTOS, INC. 13580 WAYZATA BLVD. MINNETONKA, MN 55305	MICHAEL ROEDER 952-546-5301 MIKE.ROEDER@SEARSIMPORTS.COM
ARCHITECT	MOHAGEN HANSEN ARCHITECTURE 1000 12TH OAKS CENTER DR, SUITE 200 WAYZATA, MN 55391	NEIL MISSLING 952-428-7400 NMISSLING@MOHAGENHANSEN.COM
SURVEYOR	CIVIL SITE GROUP 5000 GLENWOOD AVE GOLDEN VALLEY, MN 55422	RORY SYNSTELIEN 612-615-0060 RORY@CIVILSITEGROUP.COM
GEOTECHNICAL ENGINEER	TBD	TBD

ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

Know what's **below.**
Call before you dig.

SHEET INDEX	
SHEET NUMBER	SHEET TITLE
C0.0	TITLE SHEET
C1.0	REMOVALS PLAN
C2.0	SITE PLAN
C3.0	GRADING PLAN
C4.0	UTILITY PLAN
C5.0	CIVIL DETAILS
C5.1	CIVIL DETAILS
L1.0	LANDSCAPE PLAN
SW1.0	SWPPP - EXISTING CONDITIONS
SW1.1	SWPPP - PROPOSED CONDITIONS
SW1.2	SWPPP - DETAILS
SW1.3	SWPPP - NARRATIVE

CivilSite GROUP
Civil Engineering · Surveying · Landscape Architecture
5000 Glenwood Avenue
Golden Valley, MN 55422
civilsitegroup.com 612-615-0060

PRELIMINARY: NOT FOR CONSTRUCTION

PROJECT
SEARS SPRINTER ADDITION & REMODEL
13580 WAYZATA BOULEVARD, MINNETONKA, MN 55305

SEARS IMPORTED AUTOS, INC.
13500 WAYZATA BLVD, MINNETONKA, MN 55305

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

David J. Knaeble
DATE 07/24/2024 LICENSE NO. 48776

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
07/24/2024	CITY SUBMITTAL

PROJECT MANAGER	DAVE KNAEBLE
CONTACT NUMBER	612-615-0060 X 703
DRAWN BY	BN
REVIEWED BY	DK
PROJECT NUMBER	24187

REVISION SUMMARY

DATE	DESCRIPTION

TITLE SHEET

C0.0

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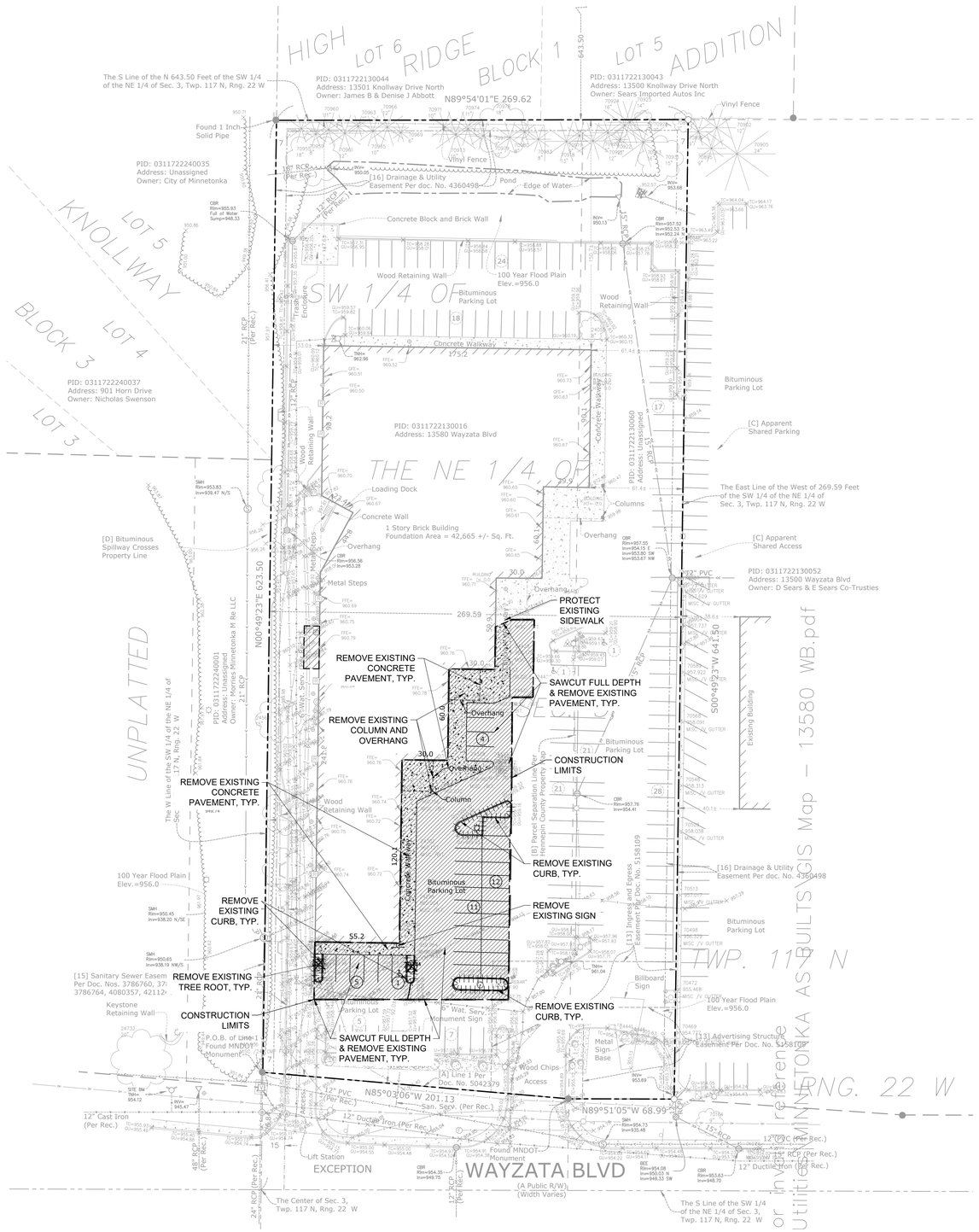

REMOVAL NOTES:

1. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
2. SEE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) PLAN FOR CONSTRUCTION STORM WATER MANAGEMENT PLAN.
3. REMOVAL OF MATERIALS NOTED ON THE DRAWINGS SHALL BE IN ACCORDANCE WITH MNDOT, STATE AND LOCAL REGULATIONS.
4. REMOVAL OF PRIVATE UTILITIES SHALL BE COORDINATED WITH UTILITY OWNER PRIOR TO CONSTRUCTION ACTIVITIES.
5. EXISTING PAVEMENTS SHALL BE SAWCUT IN LOCATIONS AS SHOWN ON THE DRAWINGS OR THE NEAREST JOINT FOR PROPOSED PAVEMENT CONNECTIONS.
6. REMOVED MATERIALS SHALL BE DISPOSED OF TO A LEGAL OFF-SITE LOCATION AND IN ACCORDANCE WITH STATE AND LOCAL REGULATIONS.
7. ABANDON, REMOVAL, CONNECTION, AND PROTECTION NOTES SHOWN ON THE DRAWINGS ARE APPROXIMATE. COORDINATE WITH PROPOSED PLANS.
8. EXISTING ON-SITE FEATURES NOT NOTED FOR REMOVAL SHALL BE PROTECTED THROUGHOUT THE DURATION OF THE CONTRACT.
9. PROPERTY LINES SHALL BE CONSIDERED GENERAL CONSTRUCTION LIMITS UNLESS OTHERWISE NOTED ON THE DRAWINGS. WORK WITHIN THE GENERAL CONSTRUCTION LIMITS SHALL INCLUDE STAGING, DEMOLITION AND CLEAN-UP OPERATIONS AS WELL AS CONSTRUCTION SHOWN ON THE DRAWINGS.
10. MINOR WORK OUTSIDE OF THE GENERAL CONSTRUCTION LIMITS SHALL BE ALLOWED AS SHOWN ON THE PLAN AND PER CITY REQUIREMENTS. FOR ANY WORK ON ADJACENT PRIVATE PROPERTY, THE CONTRACTOR SHALL OBTAIN WRITTEN PERMISSION FROM THE ADJACENT PROPERTY OWNER PRIOR TO ANY WORK.
11. DAMAGE BEYOND THE PROPERTY LIMITS CAUSED BY CONSTRUCTION ACTIVITY SHALL BE REPAIRED IN A MANNER APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT OR IN ACCORDANCE WITH THE CITY.
12. PROPOSED WORK (BUILDING AND CIVIL) SHALL NOT DISTURB EXISTING UTILITIES UNLESS OTHERWISE SHOWN ON THE DRAWINGS AND APPROVED BY THE CITY PRIOR TO CONSTRUCTION.
13. SITE SECURITY MAY BE NECESSARY AND PROVIDED IN A MANNER TO PROHIBIT VANDALISM, AND THEFT, DURING AND AFTER NORMAL WORK HOURS, THROUGHOUT THE DURATION OF THE CONTRACT. SECURITY MATERIALS SHALL BE IN ACCORDANCE WITH THE CITY.
14. VEHICULAR ACCESS TO THE SITE SHALL BE MAINTAINED FOR DELIVERY AND INSPECTION ACCESS DURING NORMAL OPERATING HOURS. AT NO POINT THROUGHOUT THE DURATION OF THE CONTRACT SHALL CIRCULATION OF ADJACENT STREETS BE BLOCKED WITHOUT APPROVAL BY THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
15. ALL TRAFFIC CONTROLS SHALL BE PROVIDED AND ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CITY. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL REMAIN OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
16. SHORING FOR BUILDING EXCAVATION MAY BE USED AT THE DISCRETION OF THE CONTRACTOR AND AS APPROVED BY THE OWNERS REPRESENTATIVE AND THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
17. STAGING, DEMOLITION, AND CLEAN-UP AREAS SHALL BE WITHIN THE PROPERTY LIMITS AS SHOWN ON THE DRAWINGS AND MAINTAINED IN A MANNER AS REQUIRED BY THE CITY.
18. ALL EXISTING SITE TRAFFIC/REGULATORY SIGNAGE TO BE INVENTORIED AND IF REMOVED FOR CONSTRUCTION SHALL BE RETURNED TO LGU.
19. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CITY OF MINNETONKA REMOVAL NOTES:

1. TREES AS SHOWN TO BE REMOVED ARE DIRECTLY ADJACENT TO THE EXISTING BUILDING AND WILL BE REMOVED TO ACCOMMODATE THE NEW BUILDING ADDITION AND MINOR PARKING LOT RENOVATION. NO REPLACEMENT IS REQUIRED DUE TO THEIR PROXIMITY TO THE EXISTING BUILDING AND WORK. SEE THE LANDSCAPE PLAN FOR PROPOSED, IN KIND, REPLACE TREES, WITHIN THE NEW PARKING LOT ISLANDS CREATED AS A RESULT OF THIS WORK. ALL OTHER EXISTING PLANT MATERIAL WILL REMAIN AND BE PROTECTED FROM CONSTRUCTION ACTIVITY AS NECESSARY.

EROSION CONTROL NOTES:

SEE SWPPP ON SHEETS SW1.0 - SW1.3

OWNER INFORMATION

SEARS IMPORTED AUTOS, INC.
13580 WAYZATA BLVD.
MINNETONKA, MN 55305
MICHAEL ROEDER
952-546-5301
MIKE.ROEDER@SEARSIMPORTS.COM

REMOVALS PLAN LEGEND:

- REMOVAL OF PAVEMENT AND ALL BASE MATERIAL, INCLUDING BIT., CONC., AND GRAVEL PVMTS.
- REMOVAL OF STRUCTURE INCLUDING ALL FOOTINGS AND FOUNDATIONS.
- REMOVAL OF TREES AND VEGETATION INCLUDING STUMPS AND ROOT SYSTEMS
- CONSTRUCTION LIMITS
- PROPERTY LINE
- REMOVE CURB AND GUTTER. IF IN RIGHT-OF-WAY, COORDINATE WITH LOCAL GOVERNING UNIT.
- TREE PROTECTION
- TREE REMOVAL - INCLUDING ROOTS AND STUMPS

Know what's below. Call before you dig.

1" = 40'-0"
20'-0" 0 40'-0"

CivilSite GROUP
Civil Engineering · Surveying · Landscape Architecture
5000 Glenwood Avenue
Golden Valley, MN 55422
civilsitegroup.com 612-615-0060

PRELIMINARY: NOT FOR CONSTRUCTION

PROJECT
SEARS SPRINTER ADDITION & REMODEL
13580 WAYZATA BOULEVARD, MINNETONKA, MN 55305

SEARS IMPORTED AUTOS, INC.
13500 WAYZATA BLVD, MINNETONKA, MN 55305

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07/24/2024	CITY SUBMITTAL

PROJECT MANAGER	DAVE KNAEBLE
CONTACT NUMBER	612-615-0060 X 703
DRAWN BY	SN
REVIEWED BY	DK
PROJECT NUMBER	24187

REVISION SUMMARY

DATE	DESCRIPTION

REMOVALS PLAN

C1.0

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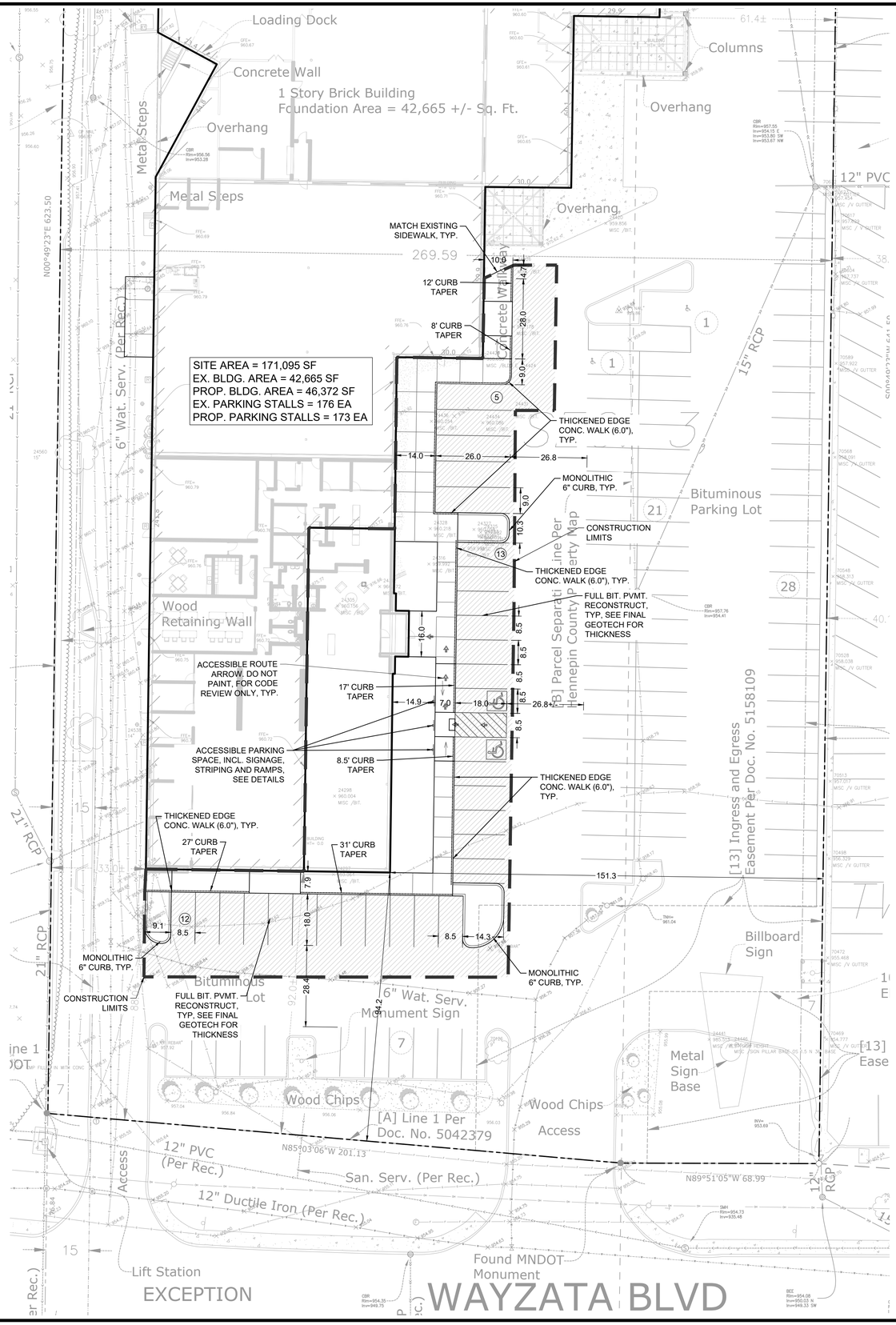

SITE LAYOUT NOTES:

1. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
2. CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCATIONAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
3. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
4. THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
5. CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS & ELEVATIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
6. LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
7. CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.
8. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING, FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
9. PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
10. CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
11. SEE SITE PLAN FOR CURB AND GUTTER TYPE. TAPER BETWEEN CURB TYPES-SEE DETAIL.
12. ALL CURB RADII ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
13. CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
14. FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
15. PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
16. ALL PARKING LOT PAINT STRIPING TO BE WHITE, 4" WIDE TYP.
17. BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
18. ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.
19. CONTRACTOR IS RESPONSIBLE TO INSTALL ANY SIDEWALK AND CURBING PER DESIGN PLAN. CONTRACTOR TO VERIFY ALL CURBS AND SIDEWALKS WILL DRAIN PROPERLY IN FIELD CONDITIONS. **CONTRACTOR MUST CONTACT THE CIVIL ENGINEER 24-HOURS PRIOR TO ANY CURB AND/OR SIDEWALK INSTALLATION TO REVIEW AND INSPECT CURB STAKES. CONTRACTOR IS RESPONSIBLE FOR ANY CURB OR SIDEWALK REPLACEMENT IF THIS PROCEDURE IS NOT FOLLOWED.**

CITY OF MINNETONKA SITE SPECIFIC NOTES:

1. RESERVED FOR CITY SPECIFIC SITE NOTES.

OWNER INFORMATION

SEARS IMPORTED AUTOS, INC.
13580 WAYZATA BLVD.
MINNETONKA, MN 55305
MICHAEL ROEDER
952-546-5301
MIKE.ROEDER@SEARSIMPORTS.COM

SITE AREA CALCULATIONS	EXISTING CONDITION			PROPOSED CONDITION		
IMPERVIOUS SURFACES						
BUILDING COVERAGE	42,665 SF	24.9%		46,372 SF	27.1%	
PAVEMENT	93,611 SF	54.7%		88,903 SF	52.0%	
TOTAL	136,276 SF	79.6%	3.1 AC	135,275 SF	79.1%	3.1 AC
PERVIOUS SURFACES						
TOTAL	34,819 SF	20.4%	0.8 AC	35,820 SF	20.9%	0.8 AC
TOTAL SITE AREA	171,095 SF	100.0%	3.9 AC	171,095 SF	100.0%	3.9 AC
DIFFERENCE (EX. VS PROP.)	-1,001 SF	-0.6%				
DISTURBED AREA	16,882 SF	0.4 AC				

OPERATIONAL NOTES	
SNOW REMOVAL	ALL SNOW SHALL BE STORED ON-SITE OUTSIDE PARKING LOT. WHEN FULL, REMOVAL CO. SHALL REMOVE EXCESS OFF-SITE.
TRASH REMOVAL	TRASH SHALL BE PLACED IN EXTERIOR TRASH AREA AND REMOVED BY COMMERCIAL CO. WEEKLY.
DELIVERIES	DELIVERIES SHALL OCCUR AT THE FRONT DOOR VIA STANDARD COMMERCIAL DELIVERY VEHICLES (UPS, FED-EX, USPS).

SITE PLAN LEGEND:

- BITUMINOUS PAVEMENT (IF APPLICABLE). SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.
- CONCRETE PAVEMENT (IF APPLICABLE) AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS, WITHIN ROW SEE CITY DETAIL, WITHIN PRIVATE PROPERTY SEE CSG DETAIL
- PROPERTY LINE
- CONSTRUCTION LIMITS
- CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
- TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS
- SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED. HC = ACCESSIBLE SIGN NP = NO PARKING FIRE LANE ST = STOP CP = COMPACT CAR PARKING ONLY
- ACCESSIBILITY ROUTE ARROW (IF APPLICABLE) DO NOT PAINT.

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10'-0" 0 20'-0"

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Golden Valley, MN 55422
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PRELIMINARY: NOT FOR CONSTRUCTION

PROJECT
SEARS SPRINTER ADDITION & REMODEL
13580 WAYZATA BOULEVARD, MINNETONKA, MN 55305
SEARS IMPORTED AUTOS, INC.
13580 WAYZATA BLVD, MINNETONKA, MN 55305

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David J. Knaeble
DATE 07/24/2024 LICENSE NO. 48776

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
07/24/2024	CITY SUBMITTAL

PROJECT MANAGER	DAVE KNAEBLE
CONTACT NUMBER	612-615-0060 X 703
DRAWN BY	SN
REVIEWED BY	DK
PROJECT NUMBER	24187

REVISION SUMMARY

DATE	DESCRIPTION

SITE PLAN

C2.0

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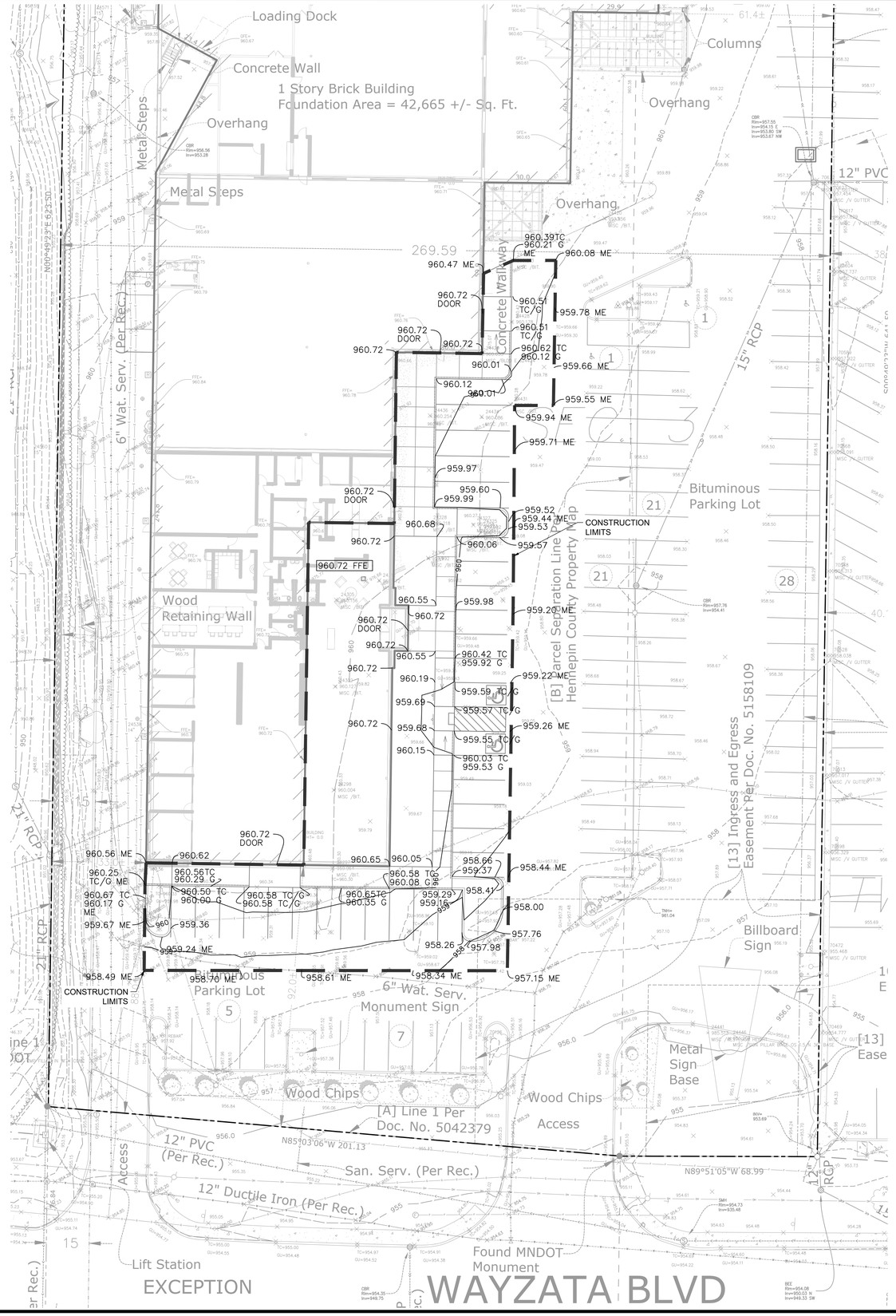

GENERAL GRADING NOTES:

1. **CONTRACTOR SHALL VERIFY ALL BUILDING ELEVATIONS, (FFE, LFE, GFE), PRIOR TO CONSTRUCTION BY CROSS CHECKING WITH ARCHITECTURAL, STRUCTURAL AND CIVIL ELEVATIONS FOR EQUIVALENT "100" ELEVATIONS. THIS MUST BE DONE PRIOR TO EXCAVATION AND INSTALLATION OF ANY FOOTING MATERIALS. VERIFICATION OF THIS COORDINATION SHALL BE CONFIRMED IN WRITING BY CIVIL, SURVEYOR, ARCHITECTURAL, STRUCTURAL AND CONTRACTOR PRIOR TO CONSTRUCTION.**
2. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
3. SEE SITE PLAN FOR HORIZONTAL LAYOUT & GENERAL GRADING NOTES.
4. THE CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION (INCLUDING BUT NOT LIMITED TO SITE PREPARATION, SOIL CORRECTION, EXCAVATION, EMBANKMENT, ETC.) IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
5. ANY ELEMENTS OF AN EARTH RETENTION SYSTEM AND RELATED EXCAVATIONS THAT FALL WITHIN THE PUBLIC RIGHT OF WAY WILL REQUIRE A "RIGHT OF WAY EXCAVATION PERMIT". CONTRACTOR IS RESPONSIBLE FOR AQUIRING THIS PERMIT PRIOR TO CONSTRUCTION IF APPLICABLE
6. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
7. GRADING AND EXCAVATION ACTIVITIES SHALL BE PERFORMED IN ACCORDANCE WITH THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS & PERMIT REQUIREMENTS OF THE CITY.
8. PROPOSED SPOT GRADES ARE FLOW-LINE FINISHED GRADE ELEVATIONS, UNLESS OTHERWISE NOTED.
9. GRADES OF WALKS SHALL BE INSTALLED WITH 5% MAX. LONGITUDINAL SLOPE AND 1% MIN. AND 2% MAX. CROSS SLOPE, UNLESS OTHERWISE NOTED.
10. PROPOSED SLOPES SHALL NOT EXCEED 3:1 UNLESS INDICATED OTHERWISE ON THE DRAWINGS. MAXIMUM SLOPES IN MAINTAINED AREAS IS 4:1.
11. PROPOSED RETAINING WALLS, FREESTANDING WALLS, OR COMBINATION OF WALL TYPES GREATER THAN 4' IN HEIGHT SHALL BE DESIGNED AND ENGINEERED BY A REGISTERED RETAINING WALL ENGINEER. DESIGN DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF GRADE STAKES THROUGHOUT THE DURATION OF CONSTRUCTION TO ESTABLISH PROPER GRADES. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR A FINAL FIELD CHECK OF FINISHED GRADES ACCEPTABLE TO THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO TOPSOIL AND SODDING ACTIVITIES.
13. IF EXCESS OR SHORTAGE OF SOIL MATERIAL EXISTS, THE CONTRACTOR SHALL TRANSPORT ALL EXCESS SOIL MATERIAL OFF THE SITE TO AN AREA SELECTED BY THE CONTRACTOR, OR IMPORT SUITABLE MATERIAL TO THE SITE.
14. EXCAVATE TOPSOIL FROM AREAS TO BE FURTHER EXCAVATED OR REGRADED AND STOCKPILE IN AREAS DESIGNATED ON THE SITE. THE CONTRACTOR SHALL SALVAGE ENOUGH TOPSOIL FOR RESPREADING ON THE SITE AS SPECIFIED. EXCESS TOPSOIL SHALL BE PLACED IN EMBANKMENT AREAS, OUTSIDE OF BUILDING PADS, ROADWAYS AND PARKING AREAS. THE CONTRACTOR SHALL SUBCUT CUT AREAS, WHERE TURF IS TO BE ESTABLISHED, TO A DEPTH OF 6 INCHES. RESPREAD TOPSOIL IN AREAS WHERE TURF IS TO BE ESTABLISHED TO A MINIMUM DEPTH OF 6 INCHES.
15. FINISHED GRADING SHALL BE COMPLETED. THE CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING, INCLUDING ADJACENT TRANSITION AREAS. PROVIDE A SMOOTH FINISHED SURFACE WITHIN SPECIFIED TOLERANCES, WITH UNIFORM LEVELS OR SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN, OR BETWEEN SUCH POINTS AND EXISTING GRADES. AREAS THAT HAVE BEEN FINISH GRADED SHALL BE PROTECTED FROM SUBSEQUENT CONSTRUCTION OPERATIONS, TRAFFIC AND EROSION. REPAIR ALL AREAS THAT HAVE BECOME RUTTED BY TRAFFIC OR ERODED BY WATER OR HAS SETTLED BELOW THE CORRECT GRADE. ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO EQUAL OR BETTER THAN ORIGINAL CONDITION OR TO THE REQUIREMENTS OF THE NEW WORK.
16. PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST ROLL WILL BE REQUIRED ON THE STREET AND/OR PARKING AREA SUBGRADE. THE CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL DETERMINE WHICH SECTIONS OF THE STREET OR PARKING AREA ARE UNSTABLE. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER. NO TEST ROLL SHALL OCCUR WITHIN 10' OF ANY UNDERGROUND STORM RETENTION/DETENTION SYSTEMS.
17. TOLERANCES
    - 17.1. THE BUILDING SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.30 FOOT ABOVE, OR 0.30 FOOT BELOW, THE PRESCRIBED ELEVATION AT ANY POINT WHERE MEASUREMENT IS MADE.
    - 17.2. THE STREET OR PARKING AREA SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.05 FOOT ABOVE, OR 0.10 FOOT BELOW, THE PRESCRIBED ELEVATION OF ANY POINT WHERE MEASUREMENT IS MADE.
    - 17.3. AREAS WHICH ARE TO RECEIVE TOPSOIL SHALL BE GRADED TO WITHIN 0.30 FOOT ABOVE OR BELOW THE REQUIRED ELEVATION, UNLESS DIRECTED OTHERWISE BY THE ENGINEER.
    - 17.4. TOPSOIL SHALL BE GRADED TO PLUS OR MINUS 1/2 INCH OF THE SPECIFIED THICKNESS.
18. MAINTENANCE
    - 18.1. THE CONTRACTOR SHALL PROTECT NEWLY GRADED AREAS FROM TRAFFIC AND EROSION, AND KEEP AREA FREE OF TRASH AND DEBRIS.
    - 18.2. CONTRACTOR SHALL REPAIR AND REESTABLISH GRADES IN SETTLED, ERODED AND RUTTED AREAS TO SPECIFIED TOLERANCES. DURING THE CONSTRUCTION, IF REQUIRED, AND DURING THE WARRANTY PERIOD, ERODED AREAS WHERE TURF IS TO BE ESTABLISHED SHALL BE RESEEDED AND MULCHED.
    - 18.3. WHERE COMPLETED COMPACTED AREAS ARE DISTURBED BY SUBSEQUENT CONSTRUCTION OPERATIONS OR ADVERSE WEATHER, CONTRACTOR SHALL SCARIFY, SURFACE, RESHAPE, AND COMPACT TO REQUIRED DENSITY PRIOR TO FURTHER CONSTRUCTION.

CITY OF MINNETONKA GRADING NOTES:

1. RESERVED FOR CITY SPECIFIC GRADING NOTES.

EROSION CONTROL NOTES:

SEE SWPPP ON SHEETS SW1.0 - SW1.3

GRADING PLAN LEGEND:

1125	EX. 1' CONTOUR ELEVATION INTERVAL
1137	1.0' CONTOUR ELEVATION INTERVAL
41.26	SPOT GRADE ELEVATION (GUTTER/FLOW LINE UNLESS OTHERWISE NOTED)
891.00 G	SPOT GRADE ELEVATION GUTTER
891.00 TC	SPOT GRADE ELEVATION TOP OF CURB
891.00 BS/TS	SPOT GRADE ELEVATION BOTTOM OF STAIRS/TOP OF STAIRS
891.00 ME	SPOT GRADE ELEVATION MATCH EXISTING
GB	GRADE BREAK - HIGH POINTS
	CURB AND GUTTER (T.O = TIP OUT)
EOF=1135.52	EMERGENCY OVERFLOW
	CONSTRUCTION LIMITS

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SEARS IMPORTED AUTOS, INC.
13500 WAYZATA BLVD, MINNETONKA, MN 55305

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David J. Knaeble
DATE 07/24/2024 LICENSE NO. 48776

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
07/24/2024	CITY SUBMITTAL

PROJECT MANAGER	DAVE KNAEBLE
CONTACT NUMBER	612-615-0060 X 703
DRAWN BY	BN
REVIEWED BY	DK
PROJECT NUMBER	24187

REVISION SUMMARY

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GRADING PLAN

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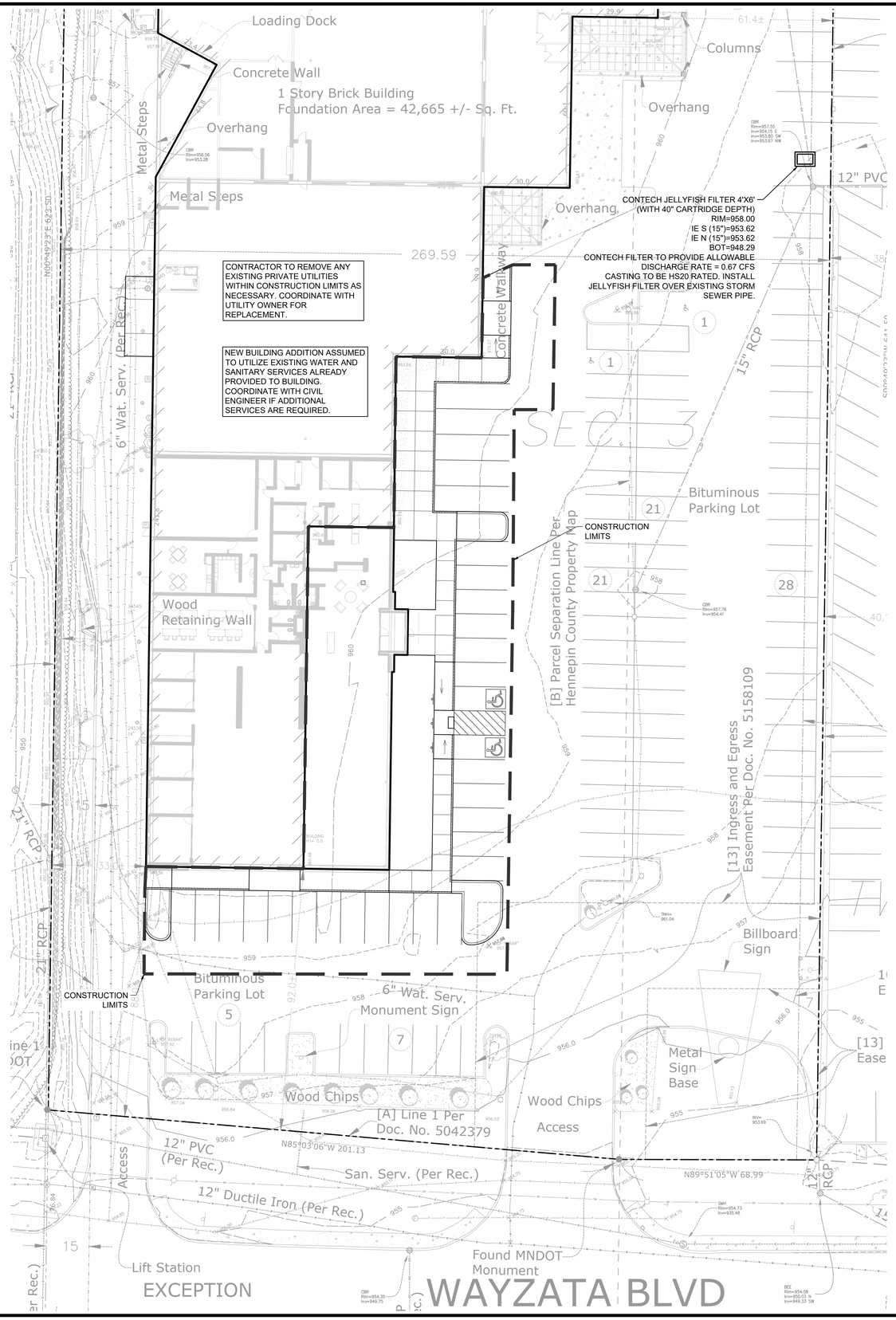

GENERAL UTILITY NOTES:

1. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
2. SEE SITE PLAN FOR HORIZONTAL DIMENSIONS AND LAYOUT.
3. CONTRACTOR SHALL FIELD VERIFY LOCATION AND ELEVATION OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF DISCREPANCIES OR VARIATIONS FROM THE PLANS.
4. UTILITY INSTALLATION SHALL CONFORM TO THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION" AND "SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM), AND SHALL CONFORM WITH THE REQUIREMENTS OF THE CITY AND THE PROJECT SPECIFICATIONS.
5. CASTINGS SHALL BE SALVAGED FROM STRUCTURE REMOVALS AND RE-USED OR PLACED AT THE DIRECTION OF THE OWNER.
6. ALL WATER PIPE SHALL BE CLASS 52 DUCTILE IRON PIPE (DIP) AWWA C151, ASME B16.4, AWWA C110, AWWA C153 UNLESS OTHERWISE NOTED.
7. ALL SANITARY SEWER SHALL BE SDR 26 POLYVINYL CHLORIDE (PVC) ASTM D3034 & F679, OR SCH 40 ASTM D1785, 2665, ASTM F794, 1866) UNLESS OTHERWISE NOTED.
8. ALL STORM SEWER PIPE SHALL BE HDPE ASTM F714 & F2306 WITH ASTM D3212 SPEC FITTINGS UNLESS OTHERWISE NOTED.
9. PIPE LENGTHS SHOWN ARE FROM CENTER TO CENTER OF STRUCTURE OR TO END OF FLARED END SECTION.
10. UTILITIES ON THE PLAN ARE SHOWN TO WITHIN 5' OF THE BUILDING FOOTPRINT. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR THE FINAL CONNECTION TO BUILDING LINES. COORDINATE WITH ARCHITECTURAL AND MECHANICAL PLANS.
11. CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SUMPED 0.04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SUMPED 0.15 FEET PER DETAILS. RIM ELEVATIONS SHOWN ON THIS PLAN DO NOT REFLECT SUMPED ELEVATIONS.
12. ALL FIRE HYDRANTS SHALL BE LOCATED 5 FEET BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.
13. HYDRANT TYPE, VALVE, AND CONNECTION SHALL BE IN ACCORDANCE WITH CITY REQUIREMENTS. HYDRANT EXTENSIONS ARE INCIDENTAL.
14. A MINIMUM OF 8 FEET OF COVER IS REQUIRED OVER ALL WATERMAIN, UNLESS OTHERWISE NOTED. EXTRA DEPTH MAY BE REQUIRED TO MAINTAIN A MINIMUM OF 18" VERTICAL SEPARATION TO SANITARY OR STORM SEWER LINES. EXTRA DEPTH WATERMAIN IS INCIDENTAL.
15. A MINIMUM OF 18 INCHES OF VERTICAL SEPARATION AND 10 FEET OF HORIZONTAL SEPARATION IS REQUIRED FOR ALL UTILITIES, UNLESS OTHERWISE NOTED.
16. ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE IN ACCORDANCE WITH CITY STANDARDS AND COORDINATED WITH THE CITY PRIOR TO CONSTRUCTION.
17. CONNECTIONS TO EXISTING STRUCTURES SHALL BE CORE-DRILLED.
18. COORDINATE LOCATIONS AND SIZES OF SERVICE CONNECTIONS WITH THE MECHANICAL DRAWINGS.
19. COORDINATE INSTALLATION AND SCHEDULING OF THE INSTALLATION OF UTILITIES WITH ADJACENT CONTRACTORS AND CITY STAFF.
20. ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. ALL PAVEMENT CONNECTIONS SHALL BE SAWCUT. ALL TRAFFIC CONTROLS SHALL BE PROVIDED BY THE CONTRACTOR AND SHALL BE ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CITY. THIS SHALL INCLUDE BUT NOT BE LIMITED TO SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL BE OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
21. ALL STRUCTURES, PUBLIC AND PRIVATE, SHALL BE ADJUSTED TO PROPOSED GRADES WHERE REQUIRED. THE REQUIREMENTS OF ALL OWNERS MUST BE COMPLIED WITH. STRUCTURES BEING RESET TO PAVED AREAS MUST MEET OWNERS REQUIREMENTS FOR TRAFFIC LOADING.
22. 2CONTRACTOR SHALL COORDINATE ALL WORK WITH PRIVATE UTILITY COMPANIES.
23. CONTRACTOR SHALL COORDINATE CONNECTION OF IRRIGATION SERVICE TO UTILITIES. COORDINATE THE INSTALLATION OF IRRIGATION SLEEVES NECESSARY AS TO NOT IMPACT INSTALLATION OF UTILITIES.
24. CONTRACTOR SHALL MAINTAIN AS-BUILT PLANS THROUGHOUT CONSTRUCTION AND SUBMIT THESE PLANS TO ENGINEER UPON COMPLETION OF WORK.
25. ALL JOINTS AND CONNECTIONS IN STORM SEWER SYSTEM SHALL BE GASTIGHT OR WATERTIGHT. APPROVED RESILIENT RUBBER JOINTS MUST BE USED TO MAKE WATERTIGHT CONNECTIONS TO MANHOLES, CATCHBASINS, OR OTHER STRUCTURES.
26. ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED IN ACCORDANCE WITH MN RULES, CHAPTER 4714, SECTION 1109.0.
27. FOR ALL SITES LOCATED IN CLAY SOIL AREAS, DRAIN TILE MUST BE INSTALLED AT ALL LOW POINT CATCH BASINS 25' IN EACH DIRECTION. SEE PLAN AND DETAIL. INSTALL LOW POINT DRAIN TILE PER PLANS AND GEOTECHNICAL REPORT RECOMMENDATIONS AND REQUIREMENTS.

CITY OF MINNETONKA UTILITY NOTES:

1. RESERVED FOR CITY SPECIFIC UTILITY NOTES.

UTILITY PLAN LEGEND:

- CATCH BASIN
- MANHOLE
- GATE VALVE AND VALVE BOX
- PROPOSED FIRE HYDRANT
- DT — DT — DRAINTILE
- WATER MAIN
- SANITARY SEWER
- STORM SEWER
- FES AND RIP RAP
- TRENCH DRAIN
- CONSTRUCTION LIMITS

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REVIEWED BY	DK
PROJECT NUMBER	24187

REVISION SUMMARY

DATE	DESCRIPTION

UTILITY PLAN

C4.0

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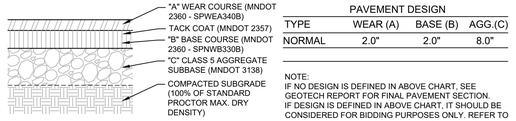
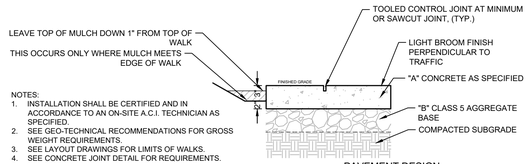


PAVEMENT DESIGN

TYPE	WEAR (A)	BASE (B)	AGG.(C)
NORMAL	2.0"	2.0"	8.0"

NOTE:
IF NO DESIGN IS DEFINED IN ABOVE CHART, SEE GEOTECH REPORT FOR FINAL PAVEMENT SECTION.
IF DESIGN IS DEFINED IN ABOVE CHART, IT SHOULD BE CONSIDERED FOR BIDDING PURPOSES ONLY. REFER TO GEOTECH FOR FINAL PAVEMENT SECTION.

1 BITUMINOUS PAVEMENT - ALL TYPES
N T S



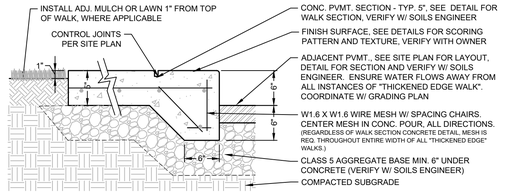
NOTES:
1. INSTALLATION SHALL BE CERTIFIED AND IN ACCORDANCE TO AN ON-SITE A.C.I. TECHNICIAN AS SPECIFIED.
2. SEE GEO-TECHNICAL RECOMMENDATIONS FOR GROSS WEIGHT REQUIREMENTS.
3. SEE LAYOUT DRAWINGS FOR LIMITS OF WALKS.
4. SEE CONCRETE JOINT DETAIL FOR REQUIREMENTS.
5. 1/2" WIDE EXPANSION JOINT AND SEALANT AT ALL CURBS.
6. IF NO DESIGN IS DEFINED IN CHART, SEE GEOTECH REPORT FOR FINAL PAVEMENT SECTION.
7. IF DESIGN IS DEFINED IN CHART, IT SHOULD BE CONSIDERED FOR BIDDING PURPOSES ONLY. REFER TO GEOTECH FOR FINAL PAVEMENT SECTION.

PAVEMENT DESIGN

TYPE	CONC. (A)	AGG.(B)
WALKS	5.0"	6.0"
CONC. PVMT.	7.0"	6.0"

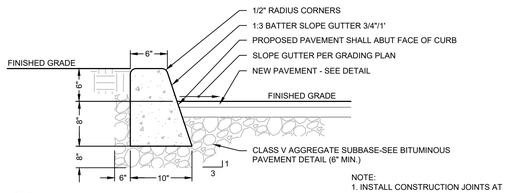
1. CURING:
   1.1. APPLY CURING COMPOUNDS IMMEDIATELY UPON FINISHING OF CONC. SURFACE.
   1.2. ALL CONC. SURFACES SHALL HAVE CURING COMPOUNDS ALLIED PER ASTM C-309. AT 200 S.F. PER GAL.
   1.3. ALL CURING COMPOUNDS SHALL BE TYPE 1 (CLEAR) AND CONTAIN ACRYLIC BASED CLASS B RESTRICTED RESIN SOLIDS.

2 CONCRETE PVMT./WALK/PAD
N T S (PRIVATE PROPERTY)



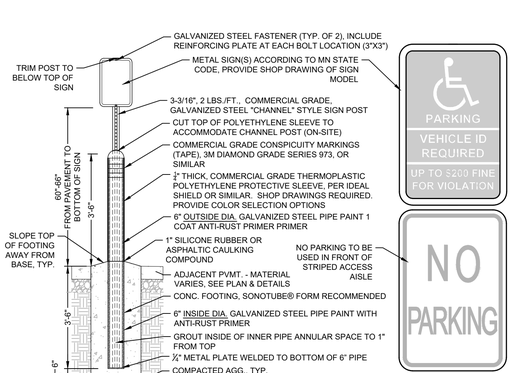
NOTE:
1. INSTALLATION AND REINFORCEMENT SHALL BE IN ACCORDANCE TO A CERTIFIED, ON-SITE A.C.I. TECHNICIAN AS SPECIFIED.
2. SEE GEO-TECHNICAL RECOMMENDATIONS FOR SOILS ENGINEER'S PVMT. SECTION REQUIREMENTS.
3. SEE LAYOUT DRAWINGS FOR LIMITS OF WALKS.
4. SEE CONCRETE JOINT DETAIL FOR REQUIREMENTS.
5. 1/2" WIDE EXPANSION JOINT AND SEALANT AT ALL CURBS.
6. WIRE MESH AND CHAIRS REQUIRED FOR ALL WALKS OR IN LOCATIONS FOR VEHICULAR TRAFFIC.

3 THICKENED EDGE CONC. WALK
N T S



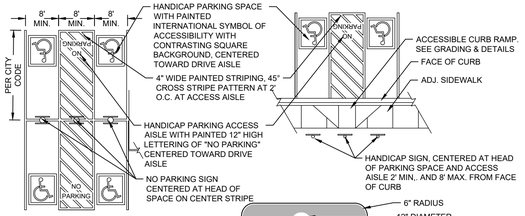
NOTE:
1. INSTALL CONSTRUCTION JOINTS AT 10'-0" O.C. +/-

4 MONOLITHIC CURB
N T S

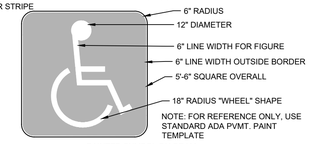


NOTE:
1. SIGN SHALL BE AS SPECIFIED.
2. BOTTOM OF SIGNS TO BE MOUNTED 60"-66" FROM PARKING GRADE, SEE SIGN POST INSTALLATION DETAIL
3. VERIFY POST PAINT COLOR WITH LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.

5 ACCESSIBLE SIGN & CHANNEL POST - LOT LOCATION
N T S



NOTE:
1. ADHERE TO ALL STATE & FEDERAL ADA STANDARDS FOR PARKING, PAINT & SIGNAGE.
2. VERIFY AND LAYOUT ALL PAINTED FORMS & STRIPING PRIOR TO INSTALLATION
3. SEE PLAN FOR ACTUAL PARKING SPACES LAYOUT
4. ALL PAINT COLORS MUST CONFORM TO STATE AND FEDERAL ADA STANDARDS



NOTE: FOR REFERENCE ONLY, USE STANDARD ADA PVMT. PAINT TEMPLATE

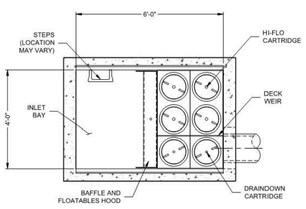
PAINTED SYMBOL DIAGRAM

6 ACCESSIBLE PARKING PAVEMENT MARKING
N T S

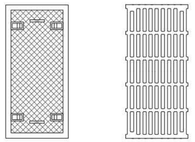
JELLYFISH DESIGN NOTES

JELLYFISH TREATMENT CAPACITY IS A FUNCTION OF THE CARTRIDGE LENGTH AND THE NUMBER OF CARTRIDGES. THE STANDARD SURFACE INLET STYLE WITH TRENCH GRATE AND COVER IS SHOWN. ALTERNATE CURB INLET OR PIPE INLET OPTIONS ARE AVAILABLE. PEAK CONVEYANCE CAPACITY TO BE DETERMINED BY ENGINEER OF RECORD.

CARTRIDGE SELECTION				
CARTRIDGE LENGTH	54"	40"	27"	15"
OUTLET INVERT TO STRUCTURE INVERT (A)	6'-6"	5'-4"	4'-3"	3'-3"
FLOW RATE HIGH-FLO / DRAINDOWN (CFS) (PER CART)	0.178 / 0.089	0.133 / 0.067	0.089 / 0.045	0.049 / 0.025
MAX. TREATMENT (CFS)	0.89	0.67	0.45	0.25
OUTLET INVERT TO RIM (MIN) (B)	3'-4"	3'-4"	3'-4"	3'-4"

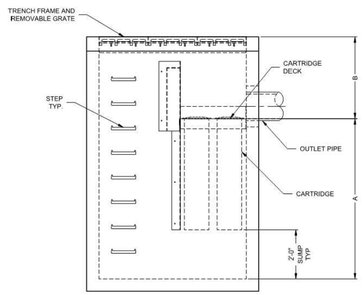


PLAN VIEW
(TOP SLAB NOT SHOWN FOR CLARITY)



24" TRENCH COVER
N.T.S.

24" TRENCH GRATE
N.T.S.



ELEVATION VIEW

SITE SPECIFIC DATA REQUIREMENTS	
STRUCTURE ID	*
WATER QUALITY FLOW RATE (cfs)	*
PEAK FLOW RATE (cfs)	*
RETURN PERIOD OF PEAK FLOW (yrs)	*
# OF CARTRIDGES REQUIRED (HF / DD)	*
CARTRIDGE LENGTH	*

PIPE DATA	I.E.	MATL	DIA	SLOPE %	HGL
INLET #1	*	*	*	*	*
INLET #2	*	*	*	*	*
OUTLET	*	*	*	*	*

SEE GENERAL NOTES 6-7 FOR INLET AND OUTLET HYDRAULIC AND SIZING REQUIREMENTS

RIM ELEVATION	*

ANTI-FLOTATION BALLAST	WIDTH	HEIGHT
	*	*

NOTES/SPECIAL REQUIREMENTS:

* PER ENGINEER OF RECORD

GENERAL NOTES:
1. CONTECH TO PROVIDE ALL MATERIALS UNLESS NOTED OTHERWISE.
2. FOR SITE SPECIFIC DRAWINGS WITH DETAILED STRUCTURE DIMENSIONS AND WEIGHT, PLEASE CONTACT YOUR CONTECH ENGINEERED SOLUTIONS REPRESENTATIVE. www.ContechES.com
3. JELLYFISH WATER QUALITY STRUCTURE SHALL BE IN ACCORDANCE WITH ALL DESIGN DATA AND INFORMATION CONTAINED IN THIS DRAWING. CONTRACTOR TO CONFIRM STRUCTURE MEETS REQUIREMENTS OF PROJECT.
4. STRUCTURE SHALL MEET AASHTO HS-20 OR PER APPROVING JURISDICTION REQUIREMENTS, WHICHEVER IS MORE STRINGENT, ASSUMING EARTH COVER OF 0', AND GROUNDWATER ELEVATION AT, OR BELOW, THE OUTLET PIPE INVERT ELEVATION. ENGINEER OF RECORD TO CONFIRM ACTUAL GROUNDWATER ELEVATION. CASTINGS SHALL MEET AASHTO M306 LOAD RATING AND BE CAST WITH THE CONTECH LOGO.
5. STRUCTURE SHALL BE PRECAST CONCRETE CONFORMING TO ASTM C-857, ASTM C-918, AND AASHTO LOAD FACTOR DESIGN METHOD.
6. OUTLET PIPE INVERT IS EQUAL TO THE CARTRIDGE DECK ELEVATION.
7. THE OUTLET PIPE DIAMETER FOR NEW INSTALLATIONS IS RECOMMENDEDTO BE ONE PIPE SIZE LARGER THAN THE INLET PIPE (WHERE APPLICABLE) AT EQUAL OR GREATER SLOPE.
8. NO PRODUCT SUBSTITUTIONS SHALL BE ACCEPTED UNLESS SUBMITTED 10 DAYS PRIOR TO PROJECT BID DATE, OR AS DIRECTED BY THE ENGINEER OF RECORD.

INSTALLATION NOTES
A. ANY SUB-BASE, BACKFILL DEPTH, AND/OR ANTI-FLOTATION PROVISIONS ARE SITE-SPECIFIC DESIGN CONSIDERATIONS AND SHALL BE SPECIFIED BY ENGINEER OF RECORD.
B. CONTRACTOR TO PROVIDE EQUIPMENT WITH SUFFICIENT LIFTING AND REACH CAPACITY TO LIFT AND SET THE STRUCTURE.
C. CONTRACTOR WILL INSTALL AND LEVEL THE STRUCTURE, SEALING THE JOINTS, LINE ENTRY AND EXIT POINTS (NON-SHRINK GROUT WITH APPROVED WATERSTOP OR FLEXIBLE BOOT).
D. CARTRIDGE INSTALLATION, BY CONTECH, SHALL OCCUR ONLY AFTER SITE HAS BEEN STABILIZED AND THE JELLYFISH UNIT IS CLEAN AND FREE OF DEBRIS. CONTACT CONTECH TO COORDINATE CARTRIDGE INSTALLATION WITH SITE STABILIZATION.

Jellyfish™ Filter
THIS PRODUCT MAY BE PROTECTED BY ONE OR NONE OF THE FOLLOWING: U.S. PATENT NO. 9,297,720; 8,221,618; US 9,123,935; OTHER INTERNATIONAL PATENTS PENDING

CONTECH ENGINEERED SOLUTIONS LLC
www.ContechES.com
9025 Centre Pointe Dr., Suite 400, West Chester, OH 45069
800-338-1122 513-645-7000 513-645-7993 FAX

JELLYFISH JFSI0406
STANDARD DETAIL
SURFACE INLET CONFIGURATION

I:\COMMON\CAD\TBC\TMP\11.13 - JELLYFISH FILTERS\ 01 STANDARD DRAWINGS\JFSI\SHEETS\JFSI0406-DTL.MDV 2/20/2018 11:20 AM

CivilSite GROUP
Civil Engineering · Surveying · Landscape Architecture
5000 Glenwood Avenue
Golden Valley, MN 55422
civilsitegroup.com 612-615-0060

PRELIMINARY: NOT FOR CONSTRUCTION

PROJECT
SEARS SPRINTER
ADDITION & REMODEL
13580 WAYZATA BOULEVARD, MINNETONKA, MN 55305
SEARS IMPORTED AUTOS, INC.
13500 WAYZATA BLVD, MINNETONKA, MN 55305

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

David J. Knaeble
DATE 07/24/2024 LICENSE NO. 48776

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
07/24/2024	CITY SUBMITTAL

PROJECT MANAGER	DAVE KNAEBLE
CONTACT NUMBER	612-615-0060 X 703
DRAWN BY	BN
REVIEWED BY	DK
PROJECT NUMBER	24167

REVISION SUMMARY

DATE	DESCRIPTION

CIVIL DETAILS

C5.0

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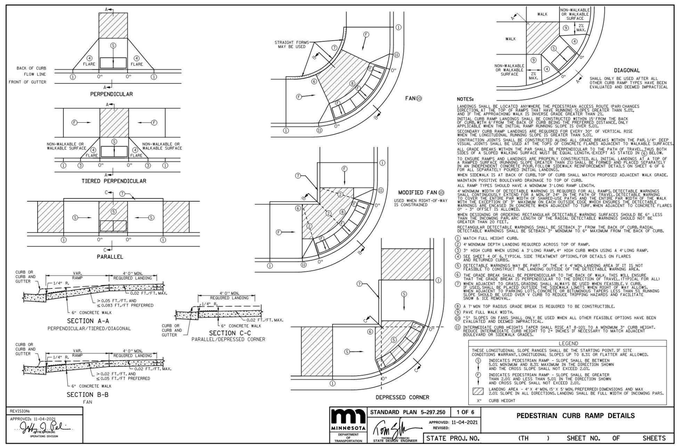

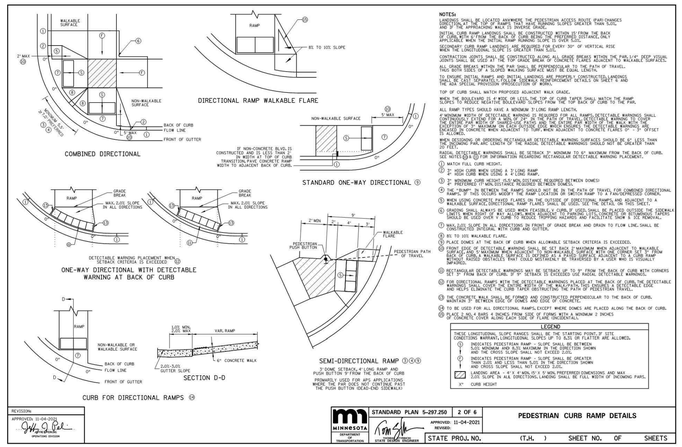

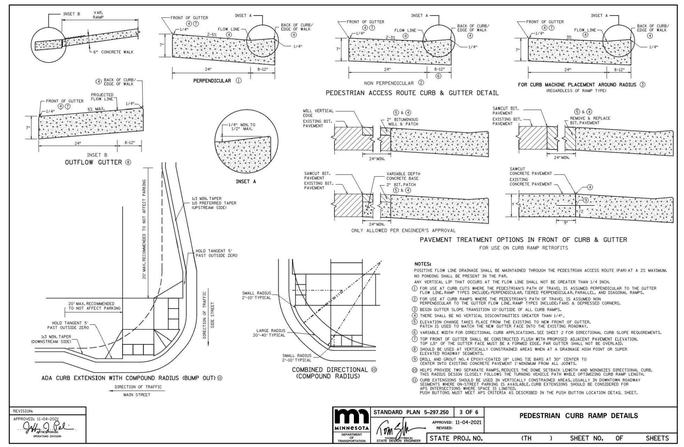

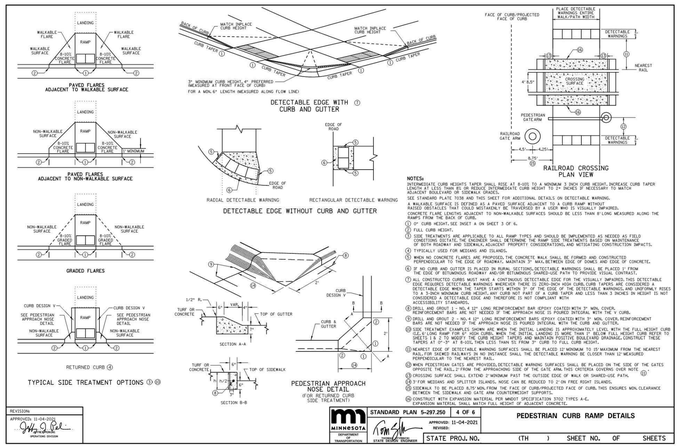

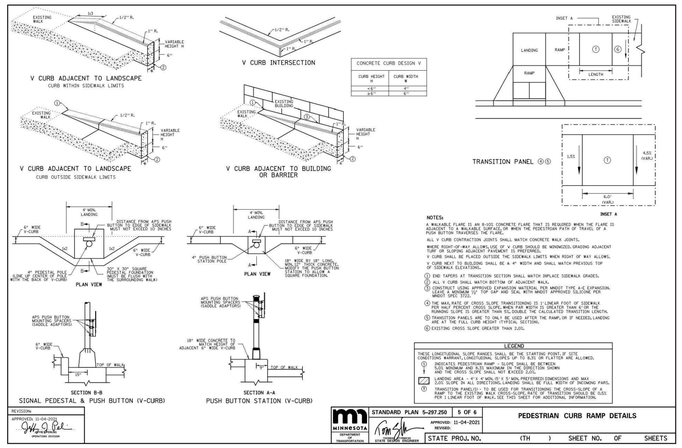

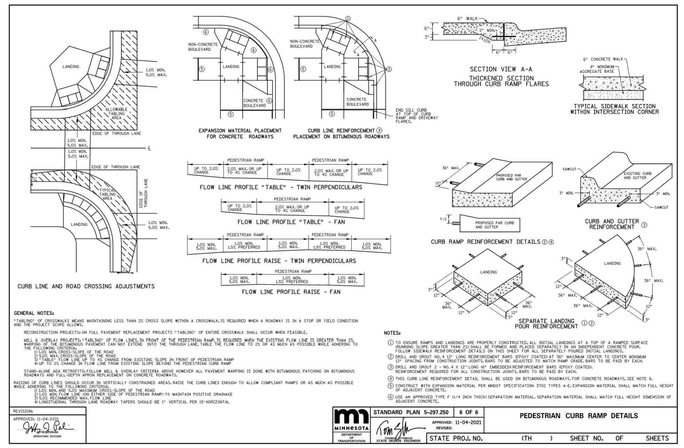

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David J. Knaeble
DATE 07/24/2024 LICENSE NO. 48776

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
07/24/2024	CITY SUBMITTAL

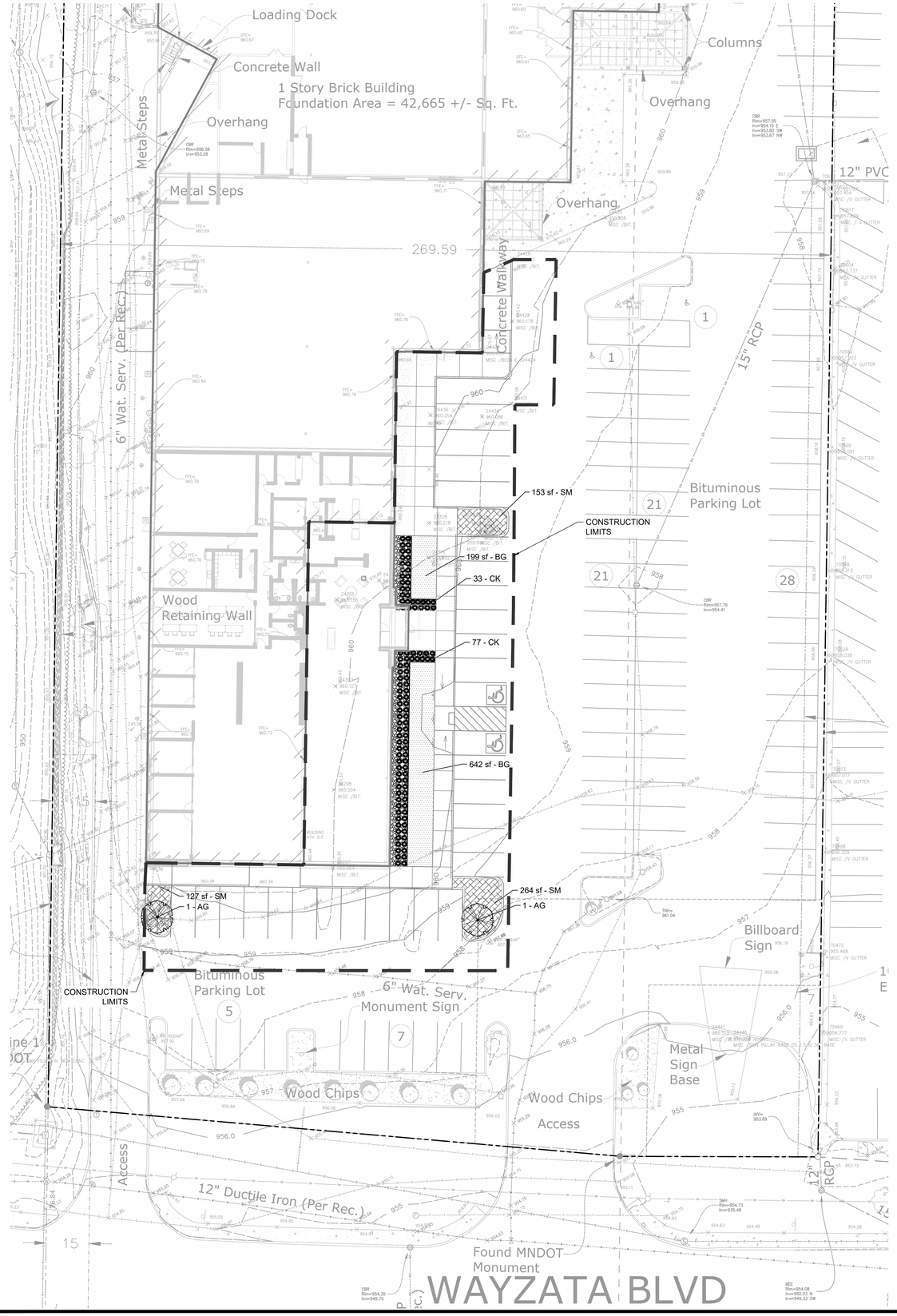
PROJECT MANAGER	DAVE KNAEBLE
CONTACT NUMBER	612-615-5060 X 703
DRAWN BY	BN
REVIEWED BY	DK
PROJECT NUMBER	24187

REVISION SUMMARY

DATE	DESCRIPTION

CIVIL DETAILS

C5.1



LANDSCAPE NOTES:

1. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
2. REFERENCE MULCH SCHEDULE FOR MULCH MATERIALS AND LOCATIONS.
3. PLANT MATERIALS SHALL CONFORM WITH THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND SHALL BE OF HARDY STOCK, FREE FROM DISEASE, DAMAGE AND DISFIGURATION. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING PLUMPNESS OF PLANT MATERIAL FOR DURATION OF ACCEPTANCE PERIOD.
4. UPON DISCOVERY OF A DISCREPANCY BETWEEN THE QUANTITY OF PLANTS SHOWN ON THE SCHEDULE AND THE QUANTITY SHOWN ON THE PLAN, THE PLAN SHALL GOVERN.
5. CONDITION OF VEGETATION SHALL BE MONITORED BY THE LANDSCAPE ARCHITECT THROUGHOUT THE DURATION OF THE CONTRACT. LANDSCAPE MATERIALS PART OF THE CONTRACT SHALL BE WARRANTED FOR TWO (2) FULL GROWING SEASONS FROM SUBSTANTIAL COMPLETION DATE.
6. ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL RECEIVE 6" LAYER TOPSOIL AND SOD AS SPECIFIED UNLESS OTHERWISE NOTED ON THE DRAWINGS.
7. COORDINATE LOCATION OF VEGETATION WITH UNDERGROUND AND OVERHEAD UTILITIES, LIGHTING FIXTURES, DOORS AND WINDOWS. CONTRACTOR SHALL STAKE IN THE FIELD FINAL LOCATION OF TREES AND SHRUBS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
8. ALL PLANT MATERIALS SHALL BE WATERED AND MAINTAINED UNTIL ACCEPTANCE.
9. REPAIR AT NO COST TO OWNER ALL DAMAGE RESULTING FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
10. SWEEP AND MAINTAIN ALL PAVED SURFACES FREE OF DEBRIS GENERATED FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
11. MODIFY EXISTING ON-SITE IRRIGATION SYSTEM AND PROVIDE SITE WIDE IRRIGATION SYSTEM DESIGN AND INSTALLATION. SYSTEM SHALL BE FULLY PROGRAMMABLE AND CAPABLE OF ALTERNATE DATE WATERING. THE SYSTEM SHALL PROVIDE HEAD TO HEAD OR DRIP COVERAGE AND BE CAPABLE OF DELIVERING ONE INCH OF PRECIPITATION PER WEEK. SYSTEM SHALL EXTEND INTO THE PUBLIC RIGHT-OF-WAY TO THE EDGE OF PAVEMENT/BACK OF CURB.
12. CONTRACTOR SHALL SECURE APPROVAL OF PROPOSED IRRIGATION SYSTEM INCLUDING PRICING FROM OWNER, PRIOR TO INSTALLATION.

IRRIGATION NOTES:

1. ENTIRE SITE SHALL BE FULLY IRRIGATED. THE CONTRACTOR SHALL SUBMIT IRRIGATION SHOP DRAWINGS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
2. PROVIDE SITE WIDE IRRIGATION SYSTEM DESIGN AND INSTALLATION. SYSTEM SHALL BE FULLY PROGRAMMABLE AND CAPABLE OF ALTERNATE DATE WATERING. THE SYSTEM SHALL PROVIDE HEAD TO HEAD OR DRIP COVERAGE AND BE CAPABLE OF DELIVERING ONE INCH OF PRECIPITATION PER WEEK. SYSTEM SHALL EXTEND INTO THE PUBLIC RIGHT-OF-WAY TO THE EDGE OF PAVEMENT/BACK OF CURB.
3. CONTRACTOR SHALL SECURE APPROVAL OF PROPOSED IRRIGATION SYSTEM INCLUDING PRICING FROM OWNER, PRIOR TO INSTALLATION.
4. SEE MECHANICAL AND ELECTRICAL PLANS AND SPECIFICATIONS FOR IRRIGATION WATER, METER, AND POWER CONNECTIONS.
5. CONTRACTOR TO VERIFY LOCATION OF ALL UNDERGROUND/ABOVE GROUND FACILITIES PRIOR TO ANY EXCAVATION/INSTALLATION. ANY DAMAGE TO UNDERGROUND/ABOVE GROUND FACILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND COSTS ASSOCIATED WITH CORRECTING DAMAGES SHALL BE BORNE ENTIRELY BY THE CONTRACTOR.
6. SERVICE EQUIPMENT AND INSTALLATION SHALL BE PER LOCAL UTILITY COMPANY STANDARDS AND SHALL BE PER NATIONAL AND LOCAL CODES. EXACT LOCATION OF SERVICE EQUIPMENT SHALL BE COORDINATED WITH THE LANDSCAPE ARCHITECT OR EQUIVALENT AT THE JOB SITE.
7. CONTRACTOR SHALL COORDINATE WITH LOCAL UTILITY COMPANY FOR THE PROPOSED ELECTRICAL SERVICE AND METERING FACILITIES.
8. IRRIGATION CONTROLLER LOCATION SHALL BE VERIFIED ON-SITE WITH OWNER'S REPRESENTATIVE.
9. AVOID OVER SPRAY ON BUILDINGS, PAVEMENT, WALLS AND ROADWAYS BY INDIVIDUALLY ADJUSTING RADIUS OR ARC ON SPRINKLER HEADS AND FLOW CONTROL ON AUTOMATIC VALVE.
10. A SET OF AS-BUILT DRAWINGS SHALL BE MAINTAINED ON-SITE AT ALL TIMES IN AN UPDATED CONDITION.
11. ALL AUTOMATIC REMOTE CONTROL VALVES WILL HAVE 3" MINIMUM DEPTH OF 3/4" WASHED GRAVEL UNDERNEATH VALVE AND VALVE BOX. GRAVEL SHALL EXTENT 3" BEYOND PERIMETER OF VALVE BOX.

PLANTING SEASON SCHEDULE

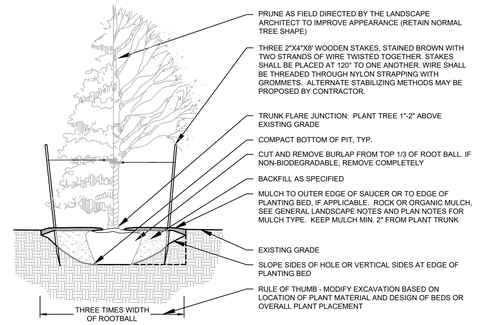
SEASON	CONIFEROUS	DECIDUOUS	REMARKS
SPRING PLANTING	APRIL 15 - JUNE 15	APRIL 15 - JUNE 15	
FALL PLANTING	AUGUST 21 - SEPTEMBER 30	AUGUST 15 - NOVEMBER 15	
NOTE: ADJUSTMENTS TO PLANTING DATES MUST BE APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.			

MULCH SCHEDULE

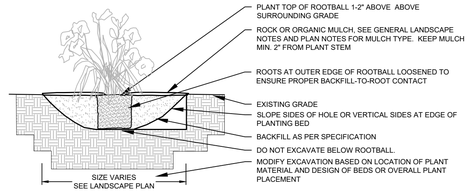
AREA	MULCH TYPE	EDGING	FABRIC	REMARKS
TREE RINGS	NA	YES	NO	SEE DETAIL IF APPLICABLE
PARKING LOT ISLANDS	4" DEPTH, SHREDDED CEDAR TO MATCH EXIST.	NO	NO	
MAINT. STRIP AT BUILDING FOUNDATION	1" CRUSHED TRAP ROCK (DK. GRAY)	YES	NO	SEE DETAIL IF APPLICABLE
NOTE: COORDINATE ALL MULCH AND PLANTING BED MATERIAL PRIOR TO INSTALLATION, PROVIDE SAMPLES AND SHOP DRAWINGS/PHOTOS/DATA SHEETS OF ALL MATERIALS				

PLANT SCHEDULE

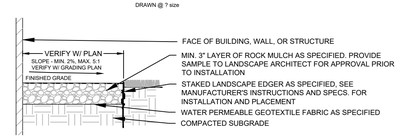
CODE	QTY	COMMON / BOTANICAL NAME	CONT	NATIVE PLANTS	POLLINATOR FRIENDLY
ORNAMENTAL TREES					
AG	2	Autumn Brilliance Serviceberry / Amelanchier x grandiflora 'Autumn Brilliance'	1.5" Cal. B&B	NATIVE	Y
	2	SUBTOTAL:			
CODE	QTY	COMMON / BOTANICAL NAME	SIZE	NATIVE PLANTS	POLLINATOR FRIENDLY
GRASSES					
CK	110	Feather Reed Grass / Calamagrostis x acutiflora 'Karl Foerster'	#1 CONT	NOT NATIVE	N
	110	SUBTOTAL:			
SYMBOL	QTY	COMMON / BOTANICAL NAME	SIZE		
GROUND COVERS					
	370 sf	1" Dia. Rock Mulch / Rock Mulch Rock Mulch Over Filter Fabric, Samples Required. Provide Edging As Shown On Plan	Mulch		
	344 sf	Shredded Cedar Mulch / Shredded Hardwood Mulch	Mulch		
	841 sf	Blue Grass Based / Sod Commercial grade, locally grown, "Big Roll" preferred	Sod		
	1,755 sf	SUBTOTAL:			



1 DECIDUOUS & CONIFEROUS TREE PLANTING
N T S



2 PERENNIAL BED PLANTING
N T S



3 AGGREGATE MAINTENANCE STRIP
N T S

DRAWN @ ? size

CITY OF MINNETONKA LANDSCAPE CALCS./NOTES:

1. TREES AS SHOWN TO BE REMOVED ARE DIRECTLY ADJACENT TO THE EXISTING BUILDING AND WILL BE REMOVED TO ACCOMMODATE THE NEW BUILDING ADDITION AND MINOR PARKING LOT RENOVATION. NO REPLACEMENT IS REQUIRED DUE TO THEIR PROXIMITY TO THE EXISTING BUILDING AND WORK, BUT THIS PLAN PROPOSED TO REPLACE THOSE TREES, IN KIND, WITHIN THE NEW PARKING LOT ISLANDS CREATED AS A RESULT OF THIS WORK. ALL OTHER EXISTING PLANT MATERIAL WILL REMAIN AND BE PROTECTED FROM CONSTRUCTION ACTIVITY AS NECESSARY

POLLINATOR SAFE PLANT MATERIAL:

1. THE CONTRACTOR SHALL PROVIDE ONLY PLANT MATERIAL FREE OF NEONICOTINOID BASED INSECTICIDES AND/OR TREATMENTS OF ANY KIND, INCLUDING BY NOT LIMITED TO IMIDACLOPRID (CONFIDOR, ADMIRE, GAUCHO, ADVOCATE), THIAMETHOXAM (ACTARA, PLATINUM, CRUISER), CLOTHIANIDIN (PONCHO, DANTOSU, DANTOP), ACETAMIPRID (MOSPILAN, ASSAIL, CHIPCOTRISTAR), THIACLOPRID (CALYPSO), DINOTEFURAN (STARKLE, SAFARI, VENOM), AND NITENPYRAM (CAPSTAR, GUARDIAN).
2. CONTRACTOR SHALL CERTIFY, THROUGH SUPPLIERS POLICY STATEMENT OR AFFIDAVIT, THAT NO NEONICOTINOID BASED INSECTICIDES HAVE BEEN USED ON SITE OR DIRECTLY ADJACENT TO THE GROWING OR STORAGE PLOTS OF THE SUPPLIED PLANT MATERIAL, INCLUDING THE PLANTING OF AGRICULTURAL (OR OTHER) SEED TREATED WITH NEONICS..

LANDSCAPE PLAN LEGEND:

PROPOSED ORNAMENTAL TREE SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

PROPOSED PERENNIAL PLANT SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

EDGING - SHALL BE COMMERCIAL GRADE, 4" DEPTH ALUMINUM, BLACK OR DARK GREEN IN COLOR, INCLUDE ALL CONNECTORS, STAKES, & ALL APPURTENANCES PER MANUF. INSTALL PER MANUF. INSTRUC./SPECS.

CONSTRUCTION LIMITS

Know what's below. Call before you dig.

N

1" = 20'-0"
10'-0" 0 20'-0"

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Civil Engineering · Surveying · Landscape Architecture
5000 Glenwood Avenue
Golden Valley, MN 55422
civilsitegroup.com 612-615-0060

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SEARS IMPORTED AUTOS, INC.
13500 WAYZATA BLVD, MINNETONKA, MN 55305

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Patrick J. Sarver
DATE 07/24/2024 LICENSE NO. 24904

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
07/24/2024	CITY SUBMITTAL

PROJECT MANAGER	DAVE KNAEBLE
CONTACT NUMBER	612-615-0060 X 703
DRAWN BY	BN
REVIEWED BY	DK
PROJECT NUMBER	24187

REVISION SUMMARY

DATE	DESCRIPTION

LANDSCAPE PLAN

L1.0

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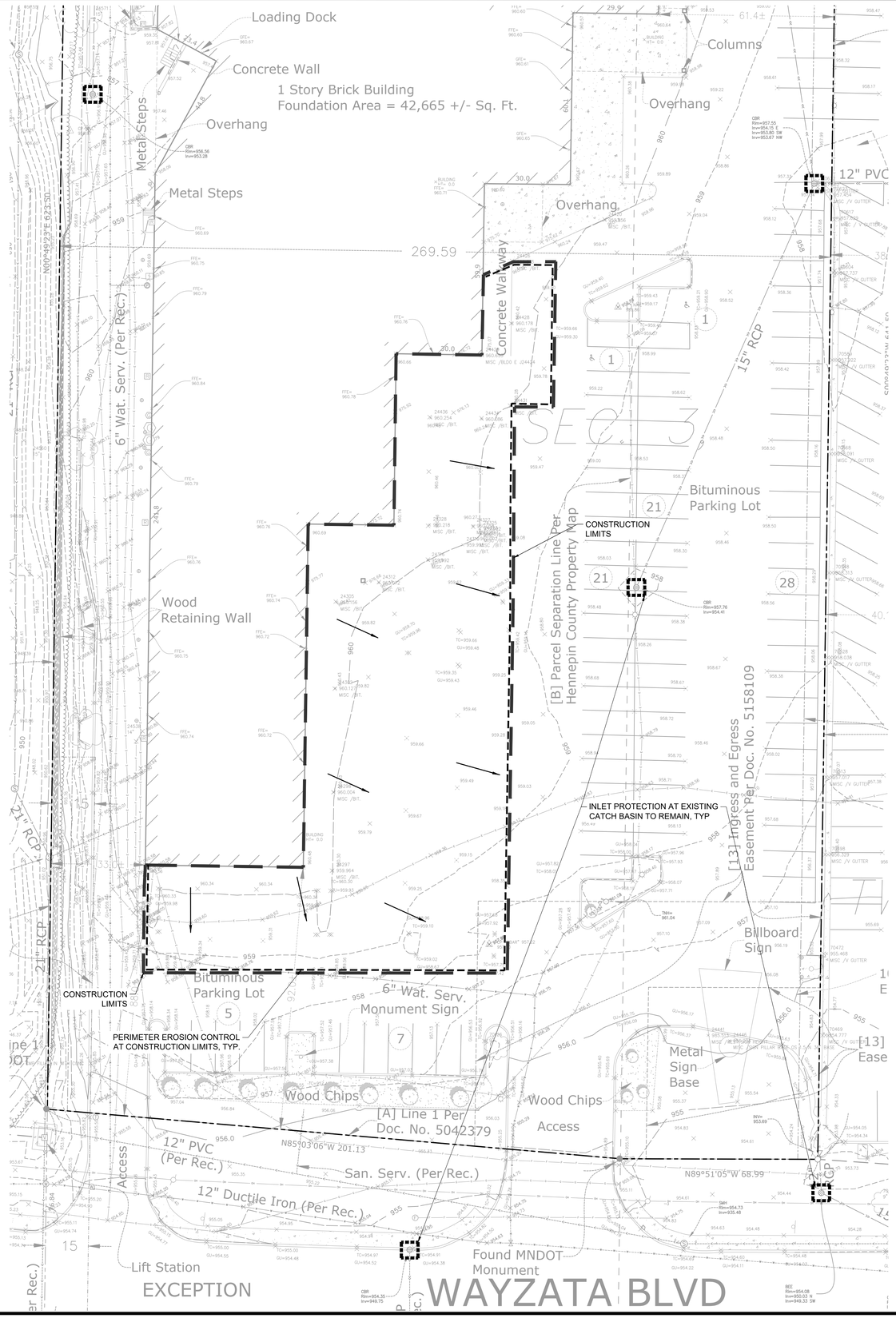

SWPPP NOTES:

1. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
2. THIS PROJECT IS LESS THAN ONE ACRE AND WILL NOT REQUIRE AN MPCA NPDES PERMIT. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY EROSION CONTROL PERMITS REQUIRED BY THE CITY.
3. SEE SHEETS SW1.0 - SW1.3 FOR ALL EROSION CONTROL NOTES, DESCRIPTIONS, AND PRACTICES.
4. SEE GRADING PLAN FOR ADDITIONAL GRADING AND EROSION CONTROL NOTES.
5. CONTRACTOR IS RESPONSIBLE FOR SWPPP IMPLEMENTATION, INSPECTIONS, AND COMPLIANCE WITH NPDES PERMIT.

CITY OF MINNETONKA EROSION CONTROL NOTES:

1. RESERVED FOR CITY SPECIFIC EROSION CONTROL NOTES.

ALL SPECIFIED EROSION AND SEDIMENT CONTROL PRACTICES, AND MEASURES CONTAINED IN THIS SWPPP ARE THE MINIMUM REQUIREMENTS. ADDITIONAL PRACTICES MAY BE REQUIRED DURING THE COURSE OF CONSTRUCTION.

SWPPP LEGEND:

- 1125 — EX. 1' CONTOUR ELEVATION INTERVAL
- DRAINAGE ARROW
- SILT FENCE / BIOROLL - GRADING LIMIT
- INLET PROTECTION
- STABILIZED CONSTRUCTION ENTRANCE

Know what's below. Call before you dig.

1" = 20'-0"
10'-0" 0 20'-0"

CivilSite GROUP
Civil Engineering · Surveying · Landscape Architecture
5000 Glenwood Avenue
Golden Valley, MN 55422
civilsitegroup.com 612-615-0060

PRELIMINARY: NOT FOR CONSTRUCTION

PROJECT

SEARS SPRINTER ADDITION & REMODEL

13580 WAYZATA BOULEVARD, MINNETONKA, MN 55305

SEARS IMPORTED AUTOS, INC.
13500 WAYZATA BLVD, MINNETONKA, MN 55305

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David J. Knaeble
DATE 07/24/2024 LICENSE NO. 48776

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
07/24/2024	CITY SUBMITTAL

PROJECT MANAGER	DAVE KNAEBLE
CONTACT NUMBER	612-615-0060 X 703
DRAWN BY	BN
REVIEWED BY	DK
PROJECT NUMBER	24187

REVISION SUMMARY

DATE	DESCRIPTION

SWPPP - EXISTING CONDITIONS

SW1.0

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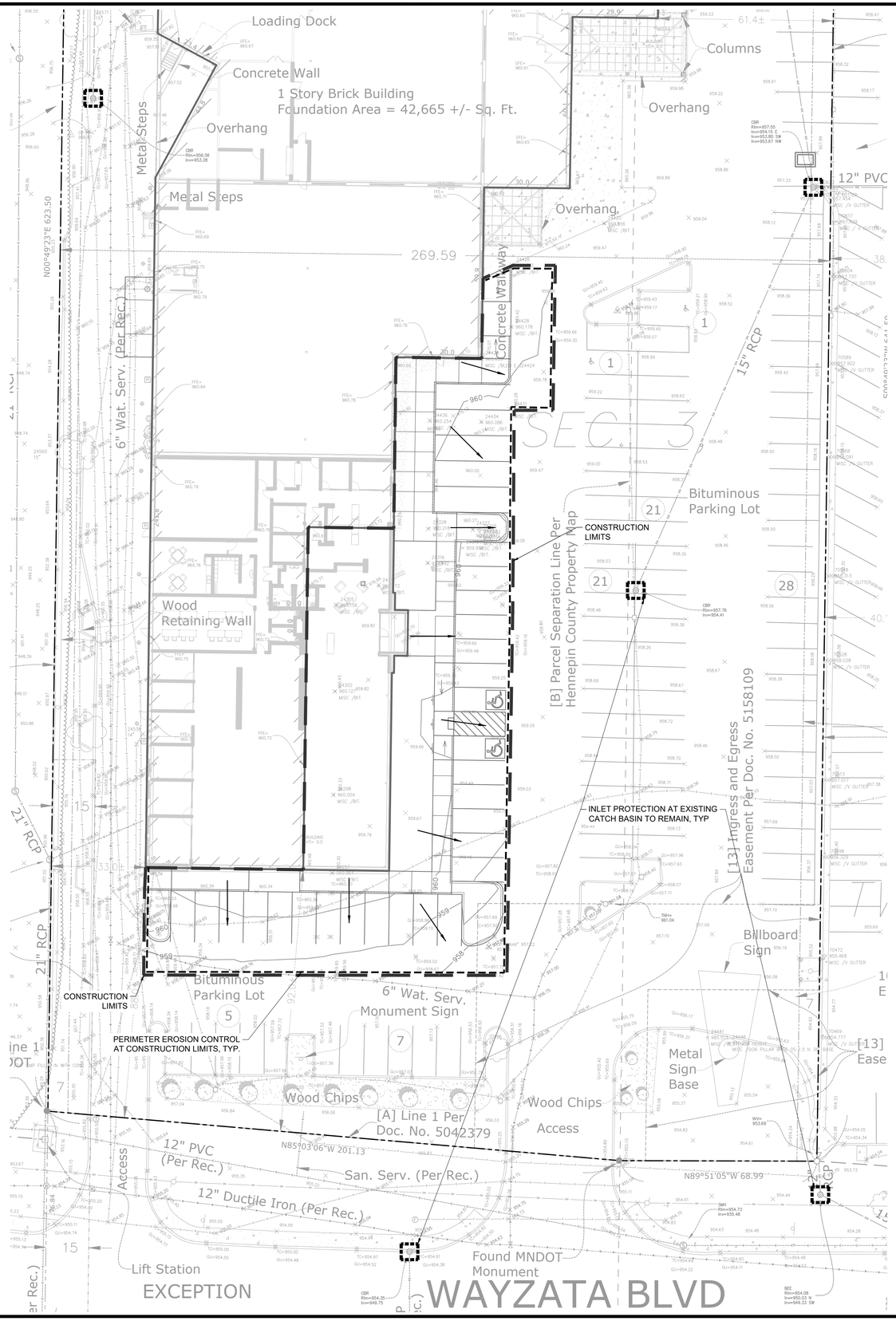

SWPPP NOTES:

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4. SEE GRADING PLAN FOR ADDITIONAL GRADING AND EROSION CONTROL NOTES.
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1. RESERVED FOR CITY SPECIFIC EROSION CONTROL NOTES.

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SWPPP LEGEND:

- 1125 — EX. 1' CONTOUR ELEVATION INTERVAL
- 1137 — 1.0' CONTOUR ELEVATION INTERVAL
- DRAINAGE ARROW
- SILT FENCE / BIOROLL - GRADING LIMIT
- INLET PROTECTION
- STABILIZED CONSTRUCTION ENTRANCE
- EROSION CONTROL BLANKET

Know what's below. Call before you dig.

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5000 Glenwood Avenue
Golden Valley, MN 55422
civilsitegroup.com 612-615-0060

PRELIMINARY: NOT FOR CONSTRUCTION

PROJECT

SEARS SPRINTER ADDITION & REMODEL

13580 WAYZATA BOULEVARD, MINNETONKA, MN 55305

SEARS IMPORTED AUTOS, INC.
13500 WAYZATA BLVD, MINNETONKA, MN 55305

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David J. Knaeble
DATE 07/24/2024 LICENSE NO. 48776

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
07/24/2024	CITY SUBMITTAL

PROJECT MANAGER	DAVE KNAEBLE
CONTACT NUMBER	612-615-0060 X 703
DRAWN BY	BN
REVIEWED BY	DK
PROJECT NUMBER	24187

REVISION SUMMARY

DATE	DESCRIPTION

SWPPP - PROPOSED CONDITIONS

SW1.1

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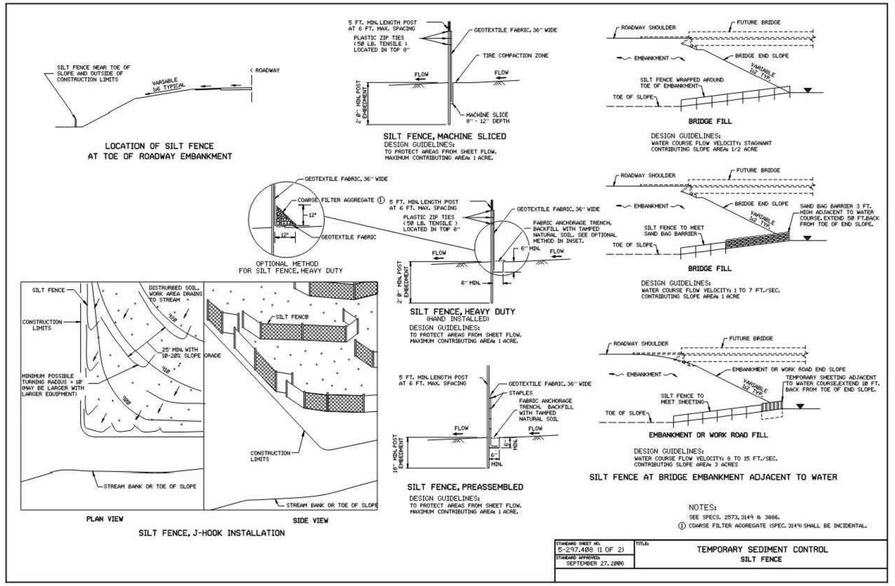
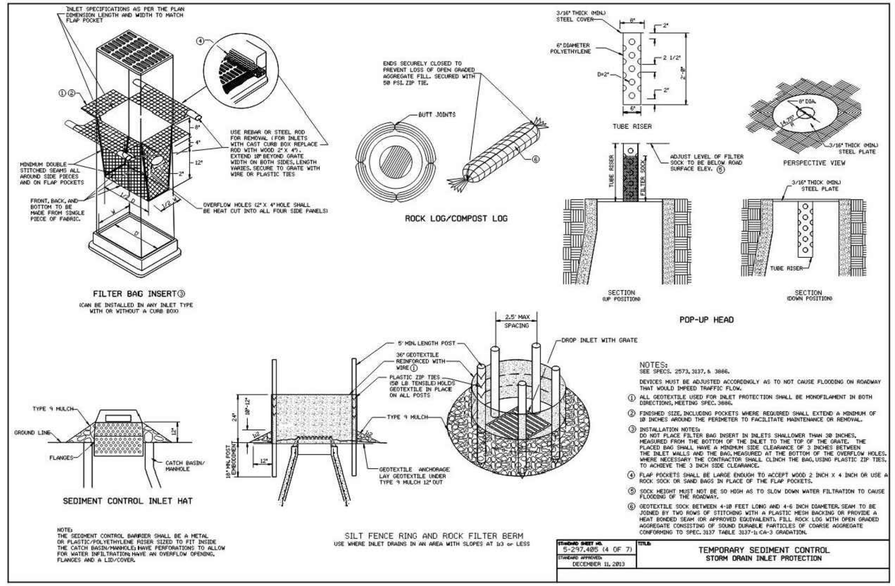
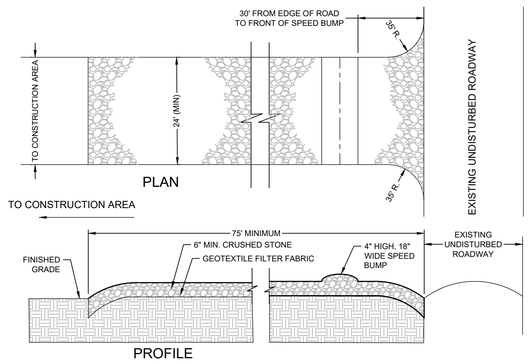
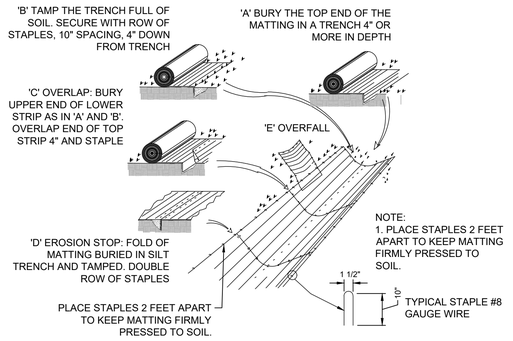




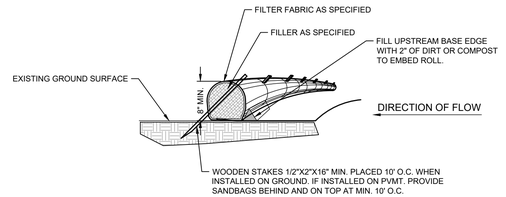


NOTES:
1. PROVIDE APPROPRIATE TRANSITION BETWEEN STABILIZED CONSTRUCTION ENTRANCE AND UNDISTURBED ROADWAY.
2. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO UNDISTURBED ROADWAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE OR ADDING STONE TO THE LENGTH OF THE ENTRANCE.
3. REPAIR AND CLEANOUT MEASURES USED TO TRAP SEDIMENT.
4. ALL SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO UNDISTURBED ROADWAY SHALL BE REMOVED AS DIRECTED BY THE ENGINEER.
5. FINAL LOCATION AND INSTALLATION SHALL BE COORDINATED WITH THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
6. CRUSHED STONE SHALL BE 1-1/2" DIA. CLOSE GRADED, AND IN ACCORDANCE TO MNDOT SECTION 2118.

1 STABILIZED CONSTRUCTION ACCESS
N T S



2 EROSION BLANKET
N T S



NOTE:
1. COMPOST FILTER LOGS (BIO ROLLS) SHALL BE FILTREXX EROSION CONTROL SOXX OR APPROVED EQUAL.
2. COMPOST FILLER TO BE MADE FROM A COMPOST BLEND 30%-40% GRADE 2 (SPEC 3890) AND 60%-70% PARTIALLY DECOMPOSED WOOD CHIPS, PER MNDOT SPEC 3897.
3. FILTER FABRIC SHALL BE GEOTEXTILE KNITTED MATERIAL WITH MAX. OPENINGS OF 3/8".
4. IF MULTIPLE ROLLS NEEDED, OVERLAP BY MIN. 12" AT ENDS AND STAKE.
5. SILT SHALL BE REMOVED ONCE IT REACHES 80% OF THE HEIGHT OF THE ROLL OR AS DEEMED NECESSARY BY SITE CONTRACTOR TO MAINTAIN PROPER FUNCTION.

3 SEDIMENT BIO-ROLL / COMPOST FILTER LOG
N T S

CivilSite GROUP
Civil Engineering · Surveying · Landscape Architecture
5000 Glenwood Avenue
Golden Valley, MN 55422
civilsitegroup.com 612-615-0060

PRELIMINARY: NOT FOR CONSTRUCTION

PROJECT
SEARS SPRINTER
ADDITION & REMODEL
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CONTACT NUMBER	612-615-0060 X 703
DRAWN BY	BN
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PROJECT NUMBER	24187

REVISION SUMMARY

DATE	DESCRIPTION

SWPPP - DETAILS

SW1.2

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THE CONTRACTOR AND ALL SUBCONTRACTORS INVOLVED WITH A CONSTRUCTION ACTIVITY THAT DISTURBS SITE SOIL OR WHO IMPLEMENT A POLLUTANT CONTROL MEASURE IDENTIFIED IN THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) MUST COMPLY WITH THE REQUIREMENTS OF THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT (DATED AUGUST 1, 2018 # MNR100001) AND ANY LOCAL GOVERNING AGENCY HAVING JURISDICTION CONCERNING EROSION AND SEDIMENTATION CONTROL.

STORMWATER DISCHARGE DESIGN REQUIREMENTS

SWPPP

THE NATURE OF THIS PROJECT WILL BE CONSISTENT WITH WHAT IS REPRESENTED IN THIS SET OF CONSTRUCTION PLANS AND SPECIFICATIONS. SEE THE SWPPP PLAN SHEETS AND SWPPP NARRATIVE (ATTACHMENT A: CONSTRUCTION SWPPP TEMPLATE) FOR ADDITIONAL SITE SPECIFIC SWPPP INFORMATION. THE PLANS SHOW LOCATIONS AND TYPES OF ALL TEMPORARY AND PERMANENT EROSION PREVENTION AND SEDIMENT CONTROL BMP'S. STANDARD DETAILS ARE ATTACHED TO THIS SWPPP DOCUMENT.

THE INTENDED SEQUENCING OF MAJOR CONSTRUCTION ACTIVITIES IS AS FOLLOWS:
1. INSTALL STABILIZED ROCK CONSTRUCTION ENTRANCE
2. INSTALLATION OF SILT FENCE AROUND SITE
3. INSTALL ORANGE CONSTRUCTION FENCING AROUND INFILTRATION AREAS
4. INSTALL INLET PROTECTION AT ALL ADJACENT AND DOWNSTREAM CATCH BASINS
5. CLEAR AND GRUB FOR TEMPORARY SEDIMENT BASIN / POND INSTALL
6. CONSTRUCT TEMPORARY SEDIMENT BASIN / POND (SECTION 14)
7. CLEAR AND GRUB REMAINDER OF SITE
8. STRIP AND STOCKPILE TOPSOIL
9. ROUGH GRADING OF SITE
10. STABILIZE DENUDED AREAS AND STOCKPILES
11. INSTALL SANITARY SEWER, WATER MAIN STORM SEWER AND SERVICES
12. INSTALL SILT FENCE / INLET PROTECTION AROUND CB'S
13. INSTALL STREET SECTION
14. INSTALL CURB AND GUTTER
15. BITUMINOUS ON STREETS
16. FINAL GRADE BOULEVARD, INSTALL SEED AND MULCH
17. REMOVE ACCUMULATED SEDIMENT FROM BASIN / POND
18. FINAL GRADE POND / INFILTRATION BASINS (DO NOT COMPACT SOILS IN INFILTRATION AREAS.)
19. WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED BY EITHER SEED OR SOD/LANDSCAPING, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVAL.

RECORDS RETENTION:

THE SWPPP (ORIGINAL OR COPIES) INCLUDING, ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION BY THE PERMITTEE WHO HAS OPERATIONAL CONTROL OF THAT PORTION OF THE SITE. THE SWPPP CAN BE KEPT IN EITHER THE FIELD OFFICE OR IN AN ON SITE VEHICLE DURING NORMAL WORKING HOURS.

ALL OWNER(S) MUST KEEP THE SWPPP, ALONG WITH THE FOLLOWING ADDITIONAL RECORDS, ON FILE FOR THREE (3) YEARS AFTER SUBMITTAL OF THE NOT AS OUTLINED IN SECTION 4. THIS DOES NOT INCLUDE ANY RECORDS AFTER SUBMITTAL OF THE NOT.

1. THE FINAL SWPPP;
2. ANY OTHER STORMWATER RELATED PERMITS REQUIRED FOR THE PROJECT;
3. RECORDS OF ALL INSPECTION AND MAINTENANCE CONDUCTED DURING CONSTRUCTION (SEE SECTION 11, INSPECTIONS AND MAINTENANCE);
4. ALL PERMANENT OPERATION AND MAINTENANCE AGREEMENTS THAT HAVE BEEN IMPLEMENTED, INCLUDING ALL RIGHT OF WAY, CONTRACTS, COVENANTS AND OTHER BINDING REQUIREMENTS REGARDING PERPETUAL MAINTENANCE; AND
5. ALL REQUIRED CALCULATIONS FOR DESIGN OF THE TEMPORARY AND PERMANENT STORMWATER MANAGEMENT SYSTEMS.

SWPPP IMPLEMENTATION RESPONSIBILITIES:

1. THE OWNER AND CONTRACTOR ARE PERMITTEE(S) AS IDENTIFIED BY THE NPDES PERMIT.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ON-SITE IMPLEMENTATION OF THE SWPPP, INCLUDING THE ACTIVITIES OF ALL OF THE CONTRACTOR'S SUBCONTRACTORS.
3. CONTRACTOR SHALL PROVIDE A PERSON(S) KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMPS TO OVERSEE ALL INSTALLATION AND MAINTENANCE OF BMPS AND IMPLEMENTATION OF THE SWPPP
4. CONTRACTOR SHALL PROVIDE PERSON(S) MEETING THE TRAINING REQUIREMENTS OF THE NPDES PERMIT TO CONDUCT INSPECTION AND MAINTENANCE OF ALL EROSION PREVENTION AND SEDIMENT CONTROL BMPS IN ACCORDANCE WITH THE REQUIREMENTS OF THE PERMIT. ONE OF THESE INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY MPCA. CONTRACTOR SHALL PROVIDE TRAINING DOCUMENTATION FOR THESE INDIVIDUAL(S) AS REQUIRED BY THE NPDES PERMIT. THIS TRAINING DOCUMENTATION SHALL BE RECORDED IN OR WITH THE SWPPP BEFORE THE START OF CONSTRUCTION OR AS SOON AS THE PERSONNEL FOR THE PROJECT HAVE BEEN DETERMINED. DOCUMENTATION SHALL INCLUDE:
   - 4.1. NAMES OF THE PERSONNEL ASSOCIATED WITH THE PROJECT THAT ARE REQUIRED TO BE TRAINED PER SECTION 21 OF THE PERMIT.
   - 4.2. DATES OF TRAINING AND NAME OF INSTRUCTOR AND ENTITY PROVIDING TRAINING.
   - 4.3. CONTENT OF TRAINING COURSE OR WORKSHOP INCLUDING THE NUMBER OF HOURS OF TRAINING.
5. FOLLOWING FINAL STABILIZATION AND THE TERMINATION OF COVERAGE FOR THE NPDES PERMIT, THE OWNER IS EXPECTED TO FURNISH LONG TERM OPERATION AND MAINTENANCE (O & M) OF THE PERMANENT STORM WATER MANAGEMENT SYSTEM.

CONSTRUCTION ACTIVITY REQUIREMENTS

SWPPP AMENDMENTS (SECTION 6):

1. ONE OF THE INDIVIDUALS DESCRIBED IN ITEM 21.2.A OR ITEM 21.2.B OR ANOTHER QUALIFIED INDIVIDUAL MUST COMPLETE ALL SWPPP CHANGES. CHANGES INVOLVING THE USE OF A LESS STRINGENT BMP MUST INCLUDE A JUSTIFICATION DESCRIBING HOW THE REPLACEMENT BMP IS EFFECTIVE FOR THE SITE CHARACTERISTICS.
2. PERMITTEES MUST AMEND THE SWPPP TO INCLUDE ADDITIONAL OR MODIFIED BMPS AS NECESSARY TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER THERE IS A CHANGE IN DESIGN, CONSTRUCTION, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS HAVING A SIGNIFICANT EFFECT ON THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR GROUNDWATER.
3. PERMITTEES MUST AMEND THE SWPPP TO INCLUDE ADDITIONAL OR MODIFIED BMPS AS NECESSARY TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER INSPECTIONS OR INVESTIGATIONS BY THE SITE OWNER OR OPERATOR, USEPA OR MPCA OFFICIALS INDICATE THE SWPPP IS NOT EFFECTIVE IN ELIMINATING OR SIGNIFICANTLY MINIMIZING THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR GROUNDWATER OR THE DISCHARGES ARE CAUSING WATER QUALITY STANDARD EXCEEDANCES (E.G., NUISANCE CONDITIONS AS DEFINED IN MINN. R. 7050.0210, SUBP. 2) OR THE SWPPP IS NOT CONSISTENT WITH THE OBJECTIVES OF A USEPA APPROVED TMDL.

BMP SELECTION AND INSTALLATION (SECTION 7):

1. PERMITTEES MUST SELECT, INSTALL, AND MAINTAIN THE BMPS IDENTIFIED IN THE SWPPP AND IN THIS PERMIT IN AN APPROPRIATE AND FUNCTIONAL MANNER AND IN ACCORDANCE WITH RELEVANT MANUFACTURER SPECIFICATIONS AND ACCEPTED ENGINEERING PRACTICES.

EROSION PREVENTION (SECTION 8):

1. BEFORE WORK BEGINS, PERMITTEES MUST DELINEATE THE LOCATION OF AREAS NOT TO BE DISTURBED.
2. PERMITTEES MUST MINIMIZE THE NEED FOR DISTURBANCE OF PORTIONS OF THE PROJECT WITH STEEP SLOPES. WHEN STEEP SLOPES MUST BE DISTURBED, PERMITTEES MUST USE TECHNIQUES SUCH AS PHASING AND STABILIZATION PRACTICES DESIGNED FOR STEEP SLOPES (E.G., SLOPE DRAINING AND TERRACING).
3. PERMITTEES MUST STABILIZE ALL EXPOSED SOIL AREAS, INCLUDING STOCKPILES. STABILIZATION MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION WHEN CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS. STABILIZATION MUST BE COMPLETED NO LATER THAN 14 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY HAS CEASED. STABILIZATION IS NOT REQUIRED ON CONSTRUCTED BASE COMPONENTS OF ROADS, PARKING LOTS AND SIMILAR SURFACES. STABILIZATION IS NOT REQUIRED ON TEMPORARY STOCKPILES WITHOUT SIGNIFICANT SILT, CLAY OR ORGANIC COMPONENTS (E.G., CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES) BUT PERMITTEES MUST PROVIDE SEDIMENT CONTROLS AT THE BASE OF THE STOCKPILE.
4. FOR PUBLIC WATERS THAT THE MINNESOTA DNR HAS PROMULGATED "WORK IN WATER RESTRICTIONS" DURING SPECIFIED FISH SPAWNING TIME FRAMES, PERMITTEES MUST COMPLETE STABILIZATION OF ALL EXPOSED SOIL AREAS WITHIN 200 FEET OF THE WATER'S EDGE, AND THAT DRAIN TO THESE WATERS, WITHIN 24 HOURS DURING THE RESTRICTION PERIOD.
5. PERMITTEES MUST STABILIZE THE NORMAL WETTED PERIMETER OF THE LAST 200 LINEAR FEET OF TEMPORARY OR PERMANENT DRAINAGE DITCHES OR SWALES THAT DRAIN WATER FROM THE SITE WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE. PERMITTEES MUST COMPLETE STABILIZATION OF REMAINING PORTIONS OF TEMPORARY OR PERMANENT DITCHES OR SWALES WITHIN 14 CALENDAR DAYS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE AND CONSTRUCTION IN THAT PORTION OF THE DITCH TEMPORARILY OR PERMANENTLY CEASES.
6. TEMPORARY OR PERMANENT DITCHES OR SWALES BEING USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION (WITH PROPERLY DESIGNED ROCK-DITCH CHECKS, BIO ROLLS, SILT DIKES, ETC.) DO NOT NEED TO BE STABILIZED. PERMITTEES MUST STABILIZE THESE AREAS WITHIN 24 HOURS AFTER THEIR USE AS A SEDIMENT CONTAINMENT SYSTEM CEASES
7. PERMITTEES MUST NOT USE MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION PRACTICES WITHIN ANY PORTION OF THE NORMAL WETTED PERIMETER OF A TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE SECTION WITH A CONTINUOUS SLOPE OF GREATER THAN 2 PERCENT.
8. PERMITTEES MUST PROVIDE TEMPORARY OR PERMANENT ENERGY DISSIPATION AT ALL PIPE OUTLETS WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER OR PERMANENT STORMWATER TREATMENT SYSTEM.
9. PERMITTEES MUST NOT DISTURB MORE LAND (I.E., PHASING) THAN CAN BE EFFECTIVELY INSPECTED AND MAINTAINED IN ACCORDANCE WITH SECTION 11.

SEDIMENT CONTROL (SECTION 9):

1. PERMITTEES MUST ESTABLISH SEDIMENT CONTROL BMPS ON ALL DOWNGRADIENT PERIMETERS OF THE SITE AND DOWNGRADIENT AREAS OF THE SITE THAT DRAIN TO ANY SURFACE WATER, INCLUDING CURB AND GUTTER SYSTEMS. PERMITTEES MUST LOCATE SEDIMENT CONTROL PRACTICES UPGRADIENT OF ANY BUFFER ZONES. PERMITTEES MUST INSTALL SEDIMENT CONTROL PRACTICES BEFORE ANY UPGRADIENT LAND-DISTURBING ACTIVITIES BEGIN AND MUST KEEP THE SEDIMENT CONTROL PRACTICES IN PLACE UNTIL THEY ESTABLISH PERMANENT COVER.
2. IF DOWNGRADIENT SEDIMENT CONTROLS ARE OVERLOADED, BASED ON FREQUENT FAILURE OR EXCESSIVE MAINTENANCE REQUIREMENTS, PERMITTEES MUST INSTALL ADDITIONAL UPGRADIENT SEDIMENT CONTROL PRACTICES OR REDUNDANT BMPS TO ELIMINATE THE OVERLOADING AND AMEND THE SWPPP TO IDENTIFY THESE ADDITIONAL PRACTICES AS REQUIRED IN ITEM 6.3.
3. TEMPORARY OR PERMANENT DRAINAGE DITCHES AND SEDIMENT BASINS DESIGNED AS PART OF A SEDIMENT CONTAINMENT SYSTEM (E.G., DITCHES WITH ROCK-CHECK DAMS) REQUIRE SEDIMENT CONTROL PRACTICES ONLY AS APPROPRIATE FOR SITE CONDITIONS.
4. A FLOATING SILT CURTAIN PLACED IN THE WATER IS NOT A SEDIMENT CONTROL BMP TO SATISFY ITEM 9.2 EXCEPT WHEN WORKING ON A SHORELINE OR BELOW THE WATERLINE, IMMEDIATELY AFTER THE SHORT TERM CONSTRUCTION ACTIVITY (E.G., INSTALLATION OF RIP RAP ALONG THE SHORELINE) IN THAT AREA IS COMPLETE, PERMITTEES MUST INSTALL AN UPLAND PERIMETER CONTROL PRACTICE IF EXPOSED SOILS STILL DRAIN TO A SURFACE WATER.
5. PERMITTEES MUST RE-INSTALL ALL SEDIMENT CONTROL PRACTICES ADJUSTED OR REMOVED TO ACCOMMODATE SHORT-TERM ACTIVITIES SUCH AS CLEARING OR GRUBBING, OR PASSAGE OF VEHICLES, IMMEDIATELY AFTER THE SHORT-TERM ACTIVITY IS COMPLETED. PERMITTEES MUST RE-INSTALL SEDIMENT CONTROL PRACTICES BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE SHORT-TERM ACTIVITY IS NOT COMPLETE.
6. PERMITTEES MUST PROTECT ALL STORM DRAIN INLETS USING APPROPRIATE BMPS DURING CONSTRUCTION UNTIL THEY ESTABLISH PERMANENT COVER ON ALL AREAS WITH POTENTIAL FOR DISCHARGING TO THE INLET.
7. PERMITTEES MAY REMOVE INLET PROTECTION FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (E.G. STREET FLOODING/FREEZING) IS IDENTIFIED BY THE PERMITTEES OR THE JURISDICTIONAL AUTHORITY (E.G., CITY/COUNTY/TOWNSHIP/MINNESOTA DEPARTMENT OF TRANSPORTATION ENGINEER). PERMITTEES MUST DOCUMENT THE NEED FOR REMOVAL IN THE SWPPP.
8. PERMITTEES MUST PROVIDE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS AT THE BASE OF STOCKPILES ON THE DOWNGRADIENT PERIMETER.
9. PERMITTEES MUST LOCATE STOCKPILES OUTSIDE OF NATURAL BUFFERS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER.
10. PERMITTEES MUST INSTALL A VEHICLE TRACKING BMP TO MINIMIZE THE TRACK OUT OF SEDIMENT FROM THE CONSTRUCTION SITE OR ONTO PAVED ROADS WITHIN THE SITE.
11. PERMITTEES MUST USE STREET SWEEPING IF VEHICLE TRACKING BMPS ARE NOT ADEQUATE TO PREVENT SEDIMENT TRACKING ONTO THE STREET.
12. PERMITTEES MUST INSTALL TEMPORARY SEDIMENT BASINS AS REQUIRED IN SECTION 14.
13. IN ANY AREAS OF THE SITE WHERE FINAL VEGETATIVE STABILIZATION WILL OCCUR, PERMITTEES MUST RESTRICT VEHICLE AND EQUIPMENT USE TO MINIMIZE SOIL COMPACTION.
14. PERMITTEES MUST PRESERVE TOPSOIL ON THE SITE, UNLESS INFEASIBLE.
15. PERMITTEES MUST DIRECT DISCHARGES FROM BMPS TO VEGETATED AREAS UNLESS INFEASIBLE.
16. PERMITTEES MUST PRESERVE A 50 FOOT NATURAL BUFFER OR, IF A BUFFER IS INFEASIBLE ON THE SITE, PROVIDE REDUNDANT (DOUBLE) PERIMETER SEDIMENT CONTROLS WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET OF THE PROJECT'S EARTH DISTURBANCES AND STORMWATER FLOWS TO THE SURFACE WATER. PERMITTEES MUST INSTALL PERIMETER SEDIMENT CONTROLS AT LEAST 5 FEET APART UNLESS LIMITED BY LACK OF AVAILABLE SPACE. NATURAL BUFFERS ARE NOT REQUIRED ADJACENT TO ROAD DITCHES, JUDICIAL DITCHES, COUNTY DITCHES, STORMWATER CONVEYANCE CHANNELS, STORM DRAIN INLETS, AND SEDIMENT BASINS. IF PRESERVING THE BUFFER IS INFEASIBLE, PERMITTEES MUST DOCUMENT THE REASONS IN THE SWPPP. SHEET PILING IS A REDUNDANT PERIMETER CONTROL IF INSTALLED IN A MANNER THAT RETAINS ALL STORMWATER.
17. PERMITTEES MUST USE POLYMERS, FLOCCULANTS, OR OTHER SEDIMENTATION TREATMENT CHEMICALS IN ACCORDANCE WITH ACCEPTED ENGINEERING PRACTICES, DOSING SPECIFICATIONS AND SEDIMENT REMOVAL DESIGN SPECIFICATIONS PROVIDED BY THE MANUFACTURER OR SUPPLIER. THE PERMITTEES MUST USE CONVENTIONAL EROSION AND SEDIMENT CONTROLS PRIOR TO CHEMICAL ADDITION AND MUST DIRECT TREATED STORMWATER TO A SEDIMENT CONTROL SYSTEM FOR FILTRATION OR SETTLEMENT OF THE FLOC PRIOR TO DISCHARGE.

DEWATERING AND BASIN DRAINING (SECTION 10):

1. PERMITTEES MUST DISCHARGE TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINING (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) TO A TEMPORARY OR PERMANENT SEDIMENT BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. PERMITTEES MAY DEWATER TO SURFACE WATERS IF THEY VISUALLY CHECK TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED AND NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE. IF PERMITTEES CANNOT DISCHARGE THE WATER TO A SEDIMENTATION BASIN PRIOR TO ENTERING A SURFACE WATER, PERMITTEES MUST TREAT IT WITH APPROPRIATE BMPS SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE SURFACE WATER OR DOWNSTREAM PROPERTIES.
2. IF PERMITTEES MUST DISCHARGE WATER CONTAINING OIL OR GREASE, THEY MUST USE AN OIL-WATER SEPARATOR OR SUITABLE FILTRATION DEVICE (E.G., CARTRIDGE FILTERS, ABSORBENTS PADS) PRIOR TO DISCHARGE.
3. PERMITTEES MUST DISCHARGE ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES IN A MANNER THAT DOES NOT CAUSE EROSION OR SCOUR IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS OR INUNDATION OF WETLANDS IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS THAT CAUSES SIGNIFICANT ADVERSE IMPACT TO THE WETLAND.
4. IF PERMITTEES USE FILTERS WITH BACKWASH WATER, THEY MUST HAUL THE BACKWASH WATER AWAY FOR DISPOSAL, RETURN THE BACKWASH WATER TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATE THE BACKWASH WATER INTO THE SITE IN A MANNER THAT DOES NOT CAUSE EROSION.

INSPECTIONS AND MAINTENANCE (SECTION 11):

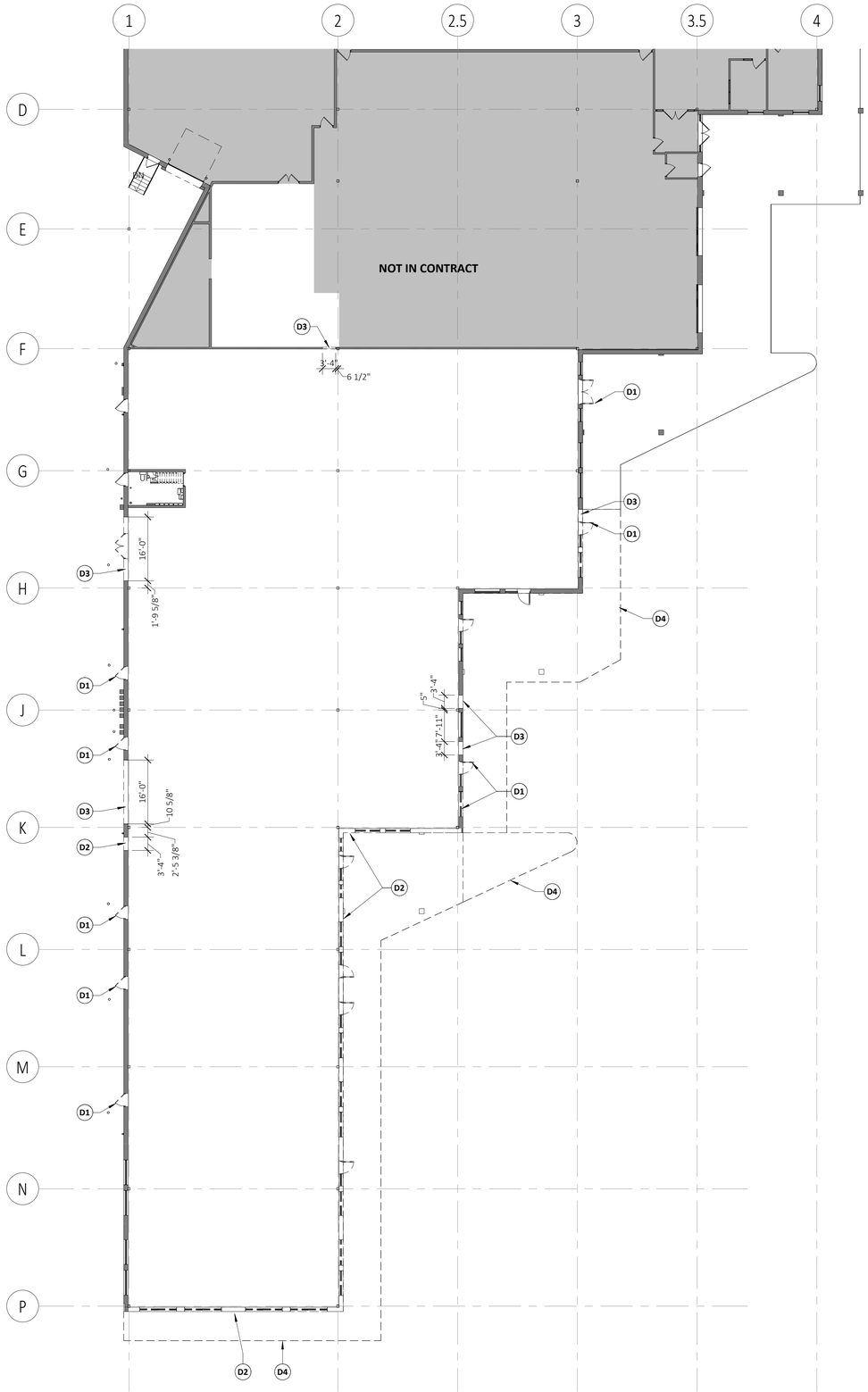
1. PERMITTEES MUST ENSURE A TRAINED PERSON, AS IDENTIFIED IN ITEM 21.2.B, WILL INSPECT THE ENTIRE CONSTRUCTION SITE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 1/2 INCH IN 24 HOURS.
2. PERMITTEES MUST INSPECT AND MAINTAIN ALL PERMANENT STORMWATER TREATMENT BMPS.
3. PERMITTEES MUST INSPECT ALL EROSION PREVENTION AND SEDIMENT CONTROL BMPS AND POLLUTION PREVENTION MANAGEMENT MEASURES TO ENSURE INTEGRITY AND EFFECTIVENESS. PERMITTEES MUST REPAIR, REPLACE OR SUPPLEMENT ALL NONFUNCTIONAL BMPS WITH FUNCTIONAL BMPS BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY UNLESS ANOTHER TIME FRAME IS SPECIFIED IN ITEM 11.5 OR 11.6. PERMITTEES MAY TAKE ADDITIONAL TIME IF FIELD CONDITIONS PREVENT ACCESS TO THE AREA.
4. DURING EACH INSPECTION, PERMITTEES MUST INSPECT SURFACE WATERS, INCLUDING DRAINAGE DITCHES AND CONVEYANCE SYSTEMS BUT NOT CURB AND GUTTER SYSTEMS, FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION. PERMITTEES MUST REMOVE ALL DELTAS AND SEDIMENT DEPOSITED IN SURFACE WATERS, INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS AND RESTABILIZE THE AREAS WHERE SEDIMENT REMOVAL RESULTS IN EXPOSED SOIL. PERMITTEES MUST COMPLETE REMOVAL AND STABILIZATION WITHIN SEVEN (7) CALENDAR DAYS OF DISCOVERY UNLESS PRECLUDED BY LEGAL, REGULATORY, OR PHYSICAL ACCESS CONSTRAINTS. PERMITTEES MUST USE ALL REASONABLE EFFORTS TO OBTAIN ACCESS. IF PRECLUDED, REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN SEVEN (7) DAYS OF OBTAINING ACCESS. PERMITTEES ARE RESPONSIBLE FOR CONTACTING ALL LOCAL, REGIONAL, STATE AND FEDERAL AUTHORITIES AND RECEIVING ANY APPLICABLE PERMITS, PRIOR TO CONDUCTING ANY WORK IN SURFACE WATERS.
5. PERMITTEES MUST INSPECT CONSTRUCTION SITE VEHICLE EXIT LOCATIONS, STREETS AND CURB AND GUTTER SYSTEMS WITHIN AND ADJACENT TO THE PROJECT FOR SEDIMENTATION FROM EROSION OR TRACKED SEDIMENT FROM VEHICLES. PERMITTEES MUST REMOVE SEDIMENT FROM ALL PAVED SURFACES WITHIN ONE (1) CALENDAR DAY OF DISCOVERY OR, IF APPLICABLE, WITHIN A SHORTER TIME TO AVOID A SAFETY HAZARD TO USERS OF PUBLIC STREETS.
6. PERMITTEES MUST REPAIR, REPLACE OR SUPPLEMENT ALL PERIMETER CONTROL DEVICES WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES 1/2 OF THE HEIGHT OF THE DEVICE.
7. PERMITTEES MUST DRAIN TEMPORARY AND PERMANENT SEDIMENTATION BASINS AND REMOVE THE SEDIMENT WHEN THE DEPTH OF SEDIMENT COLLECTED IN THE BASIN REACHES 1/2 THE STORAGE VOLUME.
8. PERMITTEES MUST ENSURE THAT AT LEAST ONE INDIVIDUAL PRESENT ON THE SITE (OR AVAILABLE TO THE PROJECT SITE IN THREE (3) CALENDAR DAYS) IS TRAINED IN THE JOB DUTIES DESCRIBED IN ITEM 21.2.B.
9. PERMITTEES MAY ADJUST THE INSPECTION SCHEDULE DESCRIBED IN ITEM 11.2 AS FOLLOWS:
   - a. INSPECTIONS OF AREAS WITH PERMANENT COVER CAN BE REDUCED TO ONCE PER MONTH, EVEN IF CONSTRUCTION ACTIVITY CONTINUES ON OTHER PORTIONS OF THE SITE; OR
   - b. WHERE SITES HAVE PERMANENT COVER ON ALL EXPOSED SOIL AND NO CONSTRUCTION ACTIVITY IS OCCURRING ANYWHERE ON THE SITE, INSPECTIONS CAN BE REDUCED TO ONCE PER MONTH AND, AFTER 12 MONTHS, MAY BE SUSPENDED COMPLETELY UNTIL CONSTRUCTION ACTIVITY RESUMES. THE MPCA MAY REQUIRE INSPECTIONS TO RESUME IF CONDITIONS WARRANT; OR
   - c. WHERE CONSTRUCTION ACTIVITY HAS BEEN SUSPENDED DUE TO FROZEN GROUND CONDITIONS, INSPECTIONS MAY BE SUSPENDED. INSPECTIONS MUST RESUME WITHIN 24 HOURS OF RUNOFF OCCURRING, OR UPON RESUMING CONSTRUCTION, WHICHEVER COMES FIRST.
10. PERMITTEES MUST RECORD ALL INSPECTIONS AND MAINTENANCE ACTIVITIES WITHIN 24 HOURS OF BEING CONDUCTED AND THESE RECORDS MUST BE RETAINED WITH THE SWPPP. THESE RECORDS MUST INCLUDE:
    - a. DATE AND TIME OF INSPECTIONS; AND
    - b. NAME OF PERSONS CONDUCTING INSPECTIONS; AND
    - c. ACCURATE FINDINGS OF INSPECTIONS, INCLUDING THE SPECIFIC LOCATION WHERE CORRECTIVE ACTIONS ARE NEEDED; AND
    - d. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES); AND
    - e. DATE OF ALL RAINFALL EVENTS GREATER THAN 1/2 INCHES IN 24 HOURS, AND THE AMOUNT OF RAINFALL FOR EACH EVENT. PERMITTEES MUST OBTAIN RAINFALL AMOUNTS BY EITHER A PROPERLY MAINTAINED RAIN GAUGE INSTALLED ONSITE, A WEATHER STATION THAT IS WITHIN ONE (1) MILE OF YOUR LOCATION, OR A WEATHER REPORTING SYSTEM THAT PROVIDES SITE SPECIFIC RAINFALL DATA FROM RADAR SUMMARIES; AND
    - f. IF PERMITTEES OBSERVE A DISCHARGE DURING THE INSPECTION, THEY MUST RECORD AND SHOULD PHOTOGRAPH AND DESCRIBE THE LOCATION OF THE DISCHARGE (I.E., COLOR, ODOR, SETTLED OR SUSPENDED SOLIDS, OIL SHEEN, AND OTHER OBVIOUS INDICATORS OF POLLUTANTS); AND
    - g. ANY AMENDMENTS TO THE SWPPP PROPOSED AS A RESULT OF THE INSPECTION MUST BE DOCUMENTED AS REQUIRED IN SECTION 6 WITHIN SEVEN (7) CALENDAR DAYS.

POLLUTION PREVENTION MANAGEMENT (SECTION 12):

1. PERMITTEES MUST PLACE BUILDING PRODUCTS AND LANDSCAPE MATERIALS UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) OR PROTECT THEM BY SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER. PERMITTEES ARE NOT REQUIRED TO COVER OR PROTECT PRODUCTS WHICH ARE EITHER NOT A SOURCE OF CONTAMINATION TO STORMWATER OR ARE DESIGNED TO BE EXPOSED TO STORMWATER.
2. PERMITTEES MUST PLACE PESTICIDES, FERTILIZERS AND TREATMENT CHEMICALS UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) OR PROTECT THEM BY SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.
3. PERMITTEES MUST STORE HAZARDOUS MATERIALS AND TOXIC WASTE, (INCLUDING OIL, DIESEL FUEL, GASOLINE, HYDRAULIC FLUIDS, PAINT SOLVENTS, PETROLEUM-BASED PRODUCTS, WOOD PRESERVATIVES, ADDITIVES, CURING COMPOUNDS, AND ACIDS) IN SEALED CONTAINERS TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGE. STORAGE AND DISPOSAL OF HAZARDOUS WASTE MATERIALS MUST BE IN COMPLIANCE WITH MINN. R. CH. 7045 INCLUDING SECONDARY CONTAINMENT AS APPLICABLE.
4. PERMITTEES MUST PROPERLY STORE, COLLECT AND DISPOSE SOLID WASTE IN COMPLIANCE WITH MINN. R. CH. 7035.
5. PERMITTEES MUST POSITION PORTABLE TOILETS SO THEY ARE SECURE AND WILL NOT TIP OR BE KNOCKED OVER. PERMITTEES MUST PROPERLY DISPOSE SANITARY WASTE IN ACCORDANCE WITH MINN. R. CH. 7041.
6. PERMITTEES MUST TAKE REASONABLE STEPS TO PREVENT THE DISCHARGE OF SPILLED OR LEAKED CHEMICALS, INCLUDING FUEL, FROM ANY AREA WHERE FUEL WILL BE LOADED OR UNLOADED INCLUDING THE USE OF DRIP PANS OR ABSORBENTS UNLESS INFEASIBLE. PERMITTEES MUST ENSURE ADEQUATE SUPPLIES ARE AVAILABLE AT ALL TIMES TO CLEAN UP DISCHARGED MATERIALS AND THAT AN APPROPRIATE DISPOSAL METHOD IS AVAILABLE FOR RECOVERED SPILLED MATERIALS. PERMITTEES MUST REPORT AND CLEAN UP SPILLS IMMEDIATELY AS REQUIRED BY MINN. STAT. 115.061, USING DRY CLEAN UP MEASURES WHERE POSSIBLE.
7. PERMITTEES MUST LIMIT VEHICLE EXTERIOR WASHING AND EQUIPMENT TO A DEFINED AREA OF THE SITE. PERMITTEES MUST CONTAIN RUNOFF FROM THE WASHING AREA IN A SEDIMENT BASIN OR OTHER SIMILARLY EFFECTIVE CONTROLS AND MUST DISPOSE WASTE FROM THE WASHING ACTIVITY PROPERLY. PERMITTEES MUST PROPERLY USE AND STORE SOAPS, DETERGENTS, OR SOLVENTS.
8. PERMITTEES MUST PROVIDE EFFECTIVE CONTAINMENT FOR ALL LIQUID AND SOLID WASTES GENERATED BY WASHOUT OPERATIONS (E.G., CONCRETE, STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS) RELATED TO THE CONSTRUCTION ACTIVITY. PERMITTEES MUST PREVENT LIQUID AND SOLID WASHOUT WASTES FROM CONTACTING THE GROUND AND MUST DESIGN THE CONTAINMENT SO IT DOES NOT RESULT IN RUNOFF FROM THE WASHOUT OPERATIONS OR AREAS. PERMITTEES MUST PROPERLY DISPOSE LIQUID AND SOLID WASTES IN COMPLIANCE WITH MPCA RULES. PERMITTEES MUST INSTALL A SIGN INDICATING THE LOCATION OF THE WASHOUT FACILITY.

PERMIT TERMINATION (SECTION 4 AND SECTION 13):

1. PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER ALL TERMINATION CONDITIONS LISTED IN SECTION 13 ARE COMPLETE.
2. PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER SELLING OR OTHERWISE LEGALLY TRANSFERRING THE ENTIRE SITE, INCLUDING PERMIT RESPONSIBILITY FOR ROADS (E.G., STREET SWEEPING) AND STORMWATER INFRASTRUCTURE FINAL CLEAN OUT, OR TRANSFERRING PORTIONS OF A SITE TO ANOTHER PARTY. THE PERMITTEES' COVERAGE UNDER THIS PERMIT TERMINATES AT MIDNIGHT ON THE SUBMISSION DATE OF THE NOT.
3. PERMITTEES MUST COMPLETE ALL CONSTRUCTION ACTIVITY AND MUST INSTALL PERMANENT COVER OVER ALL AREAS PRIOR TO SUBMITTING THE NOT. VEGETATIVE COVER MUST CONSIST OF A UNIFORM PERENNIAL VEGETATION WITH A DENSITY OF 70 PERCENT OF ITS EXPECTED FINAL GROWTH. VEGETATION IS NOT REQUIRED WHERE THE FUNCTION OF A SPECIFIC AREA DICTATES NO VEGETATION, SUCH AS IMPERVIOUS SURFACES OR THE BASE OF A SAND FILTER.
4. PERMITTEES MUST CLEAN THE PERMANENT STORMWATER TREATMENT SYSTEM OF ANY ACCUMULATED SEDIMENT AND MUST ENSURE THE SYSTEM MEETS ALL APPLICABLE RE



1 A100 **1ST LEVEL - DEMO PLAN**
1/16" = 1'-0"

GENERAL DEMOLITION NOTES

1. REMOVE ALL EXISTING FINISHES THAT CONFLICT WITH FINISHES INDICATED ON THE FINISH PLAN(S). PREPARE SURFACES AS REQUIRED FOR NEW MATERIALS.
2. REMOVE EXISTING WALLS, PARTITIONS, DOORS, FRAMES, MILLWORK, FIXTURES, ETC. SHOWN ON THE PLAN WITH DASHED LINES. TURN ALL SALVAGEABLE ITEMS OVER TO THE OWNER. SAVE AND STORE ITEMS INDICATED ON DRAWINGS FOR LATER INSTALLATION IN NEW CONSTRUCTION.
3. REMOVE ALL OR ANY GENERAL, MECHANICAL, AND ELECTRICAL MATERIALS NOT NECESSARILY SHOWN, BUT REQUIRED TO BE REMOVED TO COMPLETE THE WORK. TURN ALL SALVAGEABLE ITEMS OVER TO THE OWNER.
4. REMOVE ALL OR ANY GENERAL ELECTRICAL AND MECHANICAL OUTLETS AS REQUIRED. PATCH EXISTING WALL.
5. IT IS UNDERSTOOD THAT THE EXISTING BUILDING MAY CONTAIN ASBESTOS OR PRODUCTS CONTAINING ASBESTOS, A SUBSTANCE KNOWN TO PRESENT HEALTH HAZARDS. THE CLIENT ACKNOWLEDGES THAT THE DESIGN PROFESSIONAL'S SCOPE OF SERVICES FOR THIS PROJECT DOES NOT INCLUDE ANY SERVICES RELATED IN ANY WAY TO ASBESTOS. SHOULD THE DESIGN PROFESSIONAL OR ANY OTHER PARTY ENCOUNTER SUCH MATERIALS ON THE JOB SITE, OR SHOULD IT IN ANY WAY BECOME KNOWN THAT SUCH MATERIALS ARE PRESENT OR MAY BE PRESENT ON THE JOB SITE, OR ANY ADJACENT AREAS, WHICH MAY AFFECT THE DESIGN PROFESSIONAL'S SERVICES, THE DESIGN PROFESSIONAL MAY, AT HIS OR HER OPTION, AND WITHOUT LIABILITY FOR CONSEQUENTIAL OR ANY OTHER DAMAGES, SUSPEND PERFORMANCE OF SERVICES ON THE PROJECT UNTIL THE CLIENT RETAINS A QUALIFIED SPECIALIST CONTRACTOR TO ABATE, ENCAPSULATE, AND/OR REMOVE THE ASBESTOS OR ASBESTOS-CONTAINING MATERIALS AND WARRANT THAT THE JOB SITE IS IN FULL COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS. THE CLIENT AGREES TO WAIVE ALL CLAIMS AGAINST THE DESIGN PROFESSIONAL AND HIS OR HER OFFICERS, DIRECTORS, EMPLOYEES AND SUBCONSULTANTS ARISING FROM OR IN ANY WAY CONNECTED WITH THE EXISTENCE OF ASBESTOS OR ASBESTOS-CONTAINING MATERIALS ON OR ABOUT THE SITE.
6. THE CLIENT FURTHER AGREES, TO THE FULLEST EXTENT PERMITTED BY LAW, TO INDEMNIFY AND HOLD HARMLESS THE DESIGN PROFESSIONAL FOR ANY AND ALL DAMAGES, LIABILITIES OR COSTS, INCLUDING REASONABLE ATTORNEY'S FEES AND DEFENSE COSTS, ARISING IN ANY WAY FROM THE EXISTENCE OF ASBESTOS OR ASBESTOS-CONTAINING MATERIALS ON OR ABOUT THE SITE, EXCEPT FOR THOSE DAMAGES, LIABILITIES OR COSTS ATTRIBUTABLE TO THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DESIGN PROFESSIONAL. DESIGN PROFESSIONAL SHALL NOT BE RESPONSIBLE IN ANY WAY FOR ANY SAFETY PRECAUTIONS, INCLUDING MEASURES FOR THE PROTECTION OF THE CONTRACTOR OR ANY SUBCONTRACTOR NOR FOR THE PROTECTION OF THE PUBLIC. SUCH RESPONSIBILITY FOR SAFETY PRECAUTIONS IS AND SHALL REMAIN THAT OF THE CLIENT AND THE CONTRACTOR.
7. THE CONTRACTOR MUST MAINTAIN NEGATIVE AIR FROM THE CONSTRUCTION ENTRANCE INTO THE CONSTRUCTION WORK SITE. THIS AIR FLOW MUST BE MAINTAINED THROUGH THE DURATION OF THE PROJECT.
8. THE CONTRACTOR WILL BE REQUIRED TO SAW CUT THE EXISTING CONCRETE SLAB & REMOVE THE EXISTING CONCRETE SLAB FOR INSTALLATION OF THE NEW PLUMBING PER THE MECHANICAL DRAWINGS. FOLLOWING INSTALLATION OF PLUMBING THE CONTRACTOR WILL REPAIR THE CONCRETE SLAB TO MATCH & BE LEVEL WITH THE EXISTING CONCRETE.

DEMOLITION PLAN KEYNOTES

TAG	KEYNOTE
D1	REMOVE DOOR / GLAZING, PREPARE FOR INFILL OR NEW OPENING, AS OCCURS
D2	REMOVE WALL IN ITS ENTIRETY AND ANY ASSOCIATED DOORS / WINDOWS / OPENING HARDWARE, AS OCCURS
D3	REMOVE WALL, AND ASSOCIATED OPENING HARDWARE, AS OCCURS, IN PREPARATION FOR NEW OPENING
D4	REMOVE SITE CONCRETE, PREPARE FOR CIVIL IMPROVEMENTS

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SPRINTER REMODEL

SEARS AUTO SPRINTER FACILITY
13500 WAYZATA BLVD.
MINNETONKA, MN 55305

NO.	DESCRIPTION	DATE

PROJECT NUMBER: 23425
DRAWN BY: J. VLIET
CHECKED BY: N. MISSLING
DATE: Issue Date
COMPUTER DIRECTORY:
Sears Auto\Sprinter_Facility_23453

DEMOLITION PLAN

N

A100

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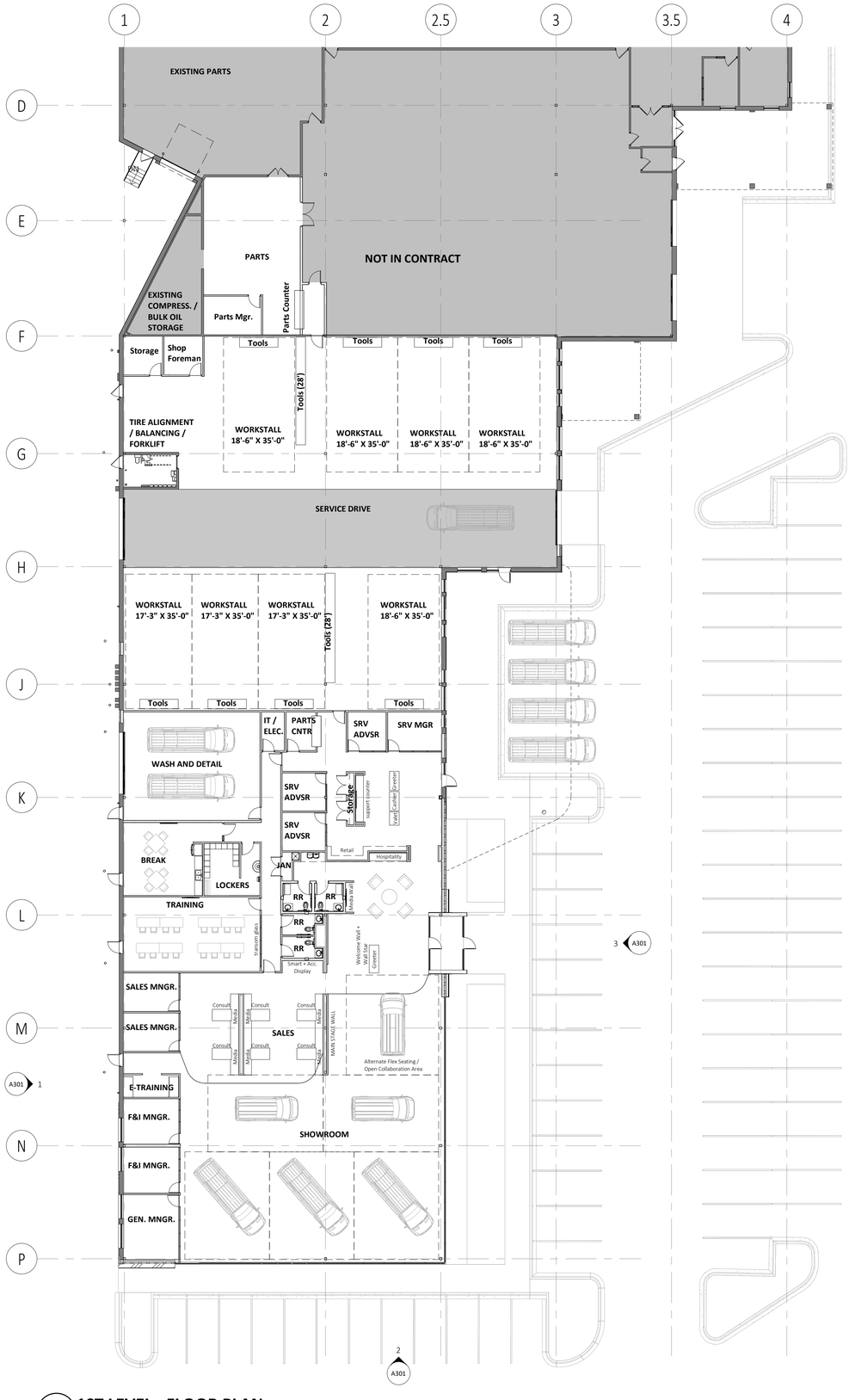

1 A201 1ST LEVEL - FLOOR PLAN
1/16" = 1'-0"

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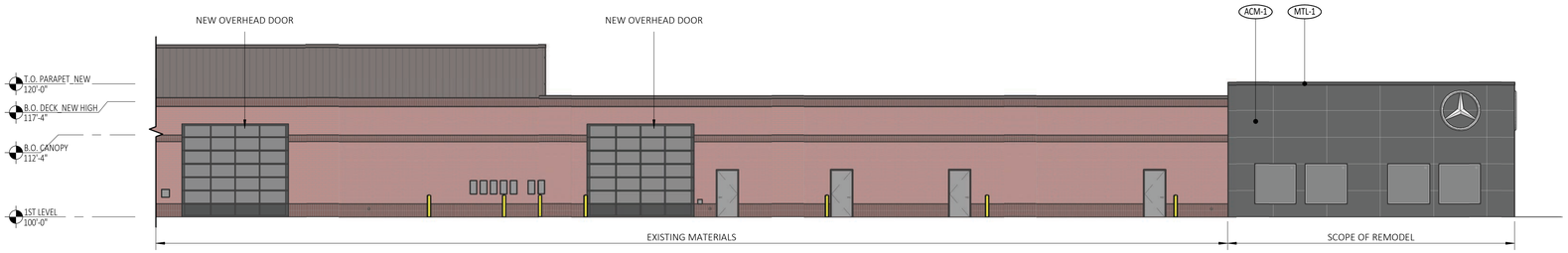
Sears Auto\Sprinter_Facility_23453

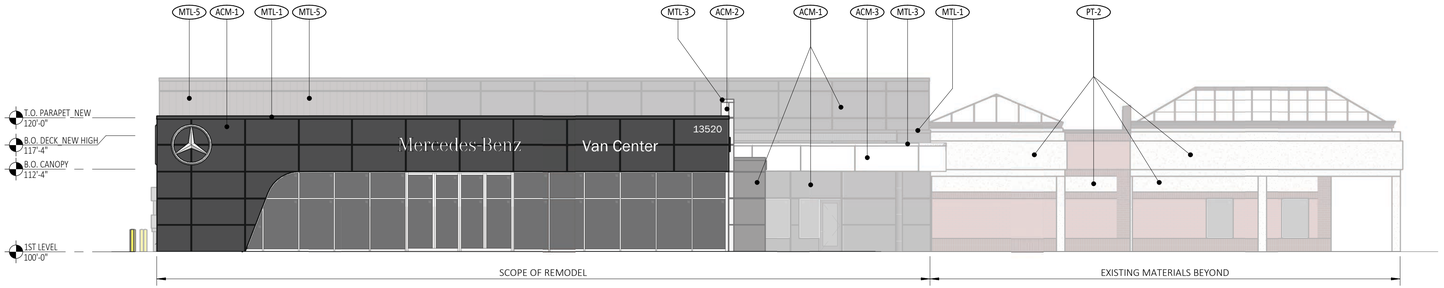
FLOOR PLAN - FIRST LEVEL

N

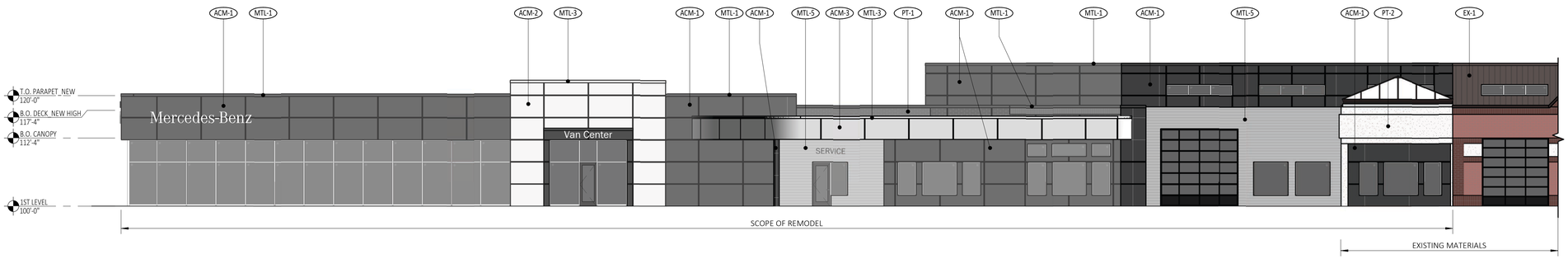
A201



1 A301 **ELEVATION - WEST**
3/32" = 1'-0"



2 A301 **ELEVATION - SOUTH**
3/32" = 1'-0"



3 A301 **ELEVATION - EAST**
3/32" = 1'-0"

EXTERIOR MATERIALS LEGEND

ACM-1	ALUMINUM COMPOSITE PANEL COLOR: ALUCOBOND FOCUS BLACK
ACM-2	ALUMINUM COMPOSITE PANEL COLOR: ALUCOBOND PURE WHITE (RVW)
ACM-3	ALUMINUM COMPOSITE PANEL COLOR: ALUCOBOND PLATINUM MICA
MTL-1	PREFINISHED METAL FLASHING COLOR: TO MATCH ACM-1
MTL-2	PREFINISHED METAL FLASHING COLOR: TO MATCH ACM-2
MTL-3	PREFINISHED METAL FLASHING COLOR: TO MATCH ACM-3
MTL-4	CENTTRIA 20 GA COATED GALVANIZED CS-260 COLOR: 9989 PLATINUM
MTL-5	STANDING SEAM METAL TO MATCH EX-1
MTL-6	PREFINISHED METAL FLASHING COLOR: TO MATCH MTL-5
PT-1	PAINT COLOR TO MATCH ACM-1; SEND SAMPLE TO ARCHITECT FOR APPROVAL
PT-2	PAINT COLOR TO MATCH ACM-2; SEND SAMPLE TO ARCHITECT FOR APPROVAL
EX-1	EXISTING STANDING SEAM METAL TO REMAIN

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SPRINTER REMODEL

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EXTERIOR BUILDING ELEVATIONS

A301

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STREET VIEW
MINNETONKA, MN
07/23/24

SPRINTER REMODEL

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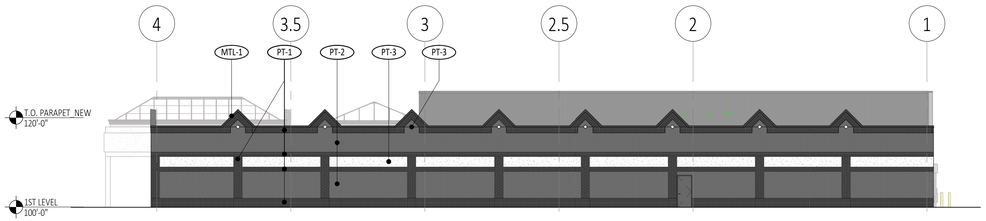
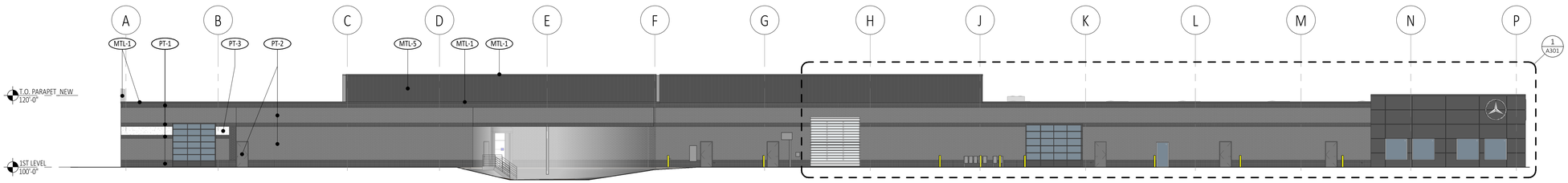
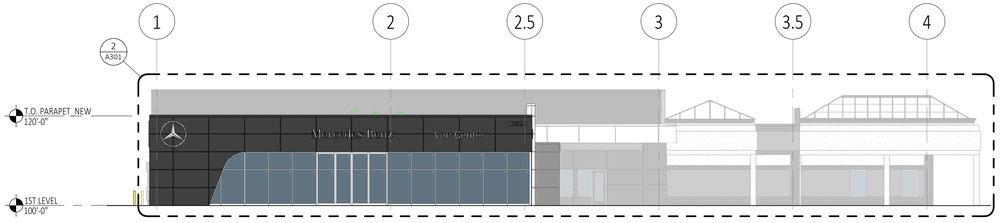
Updated elevation plans submitted Aug. 22, 2024



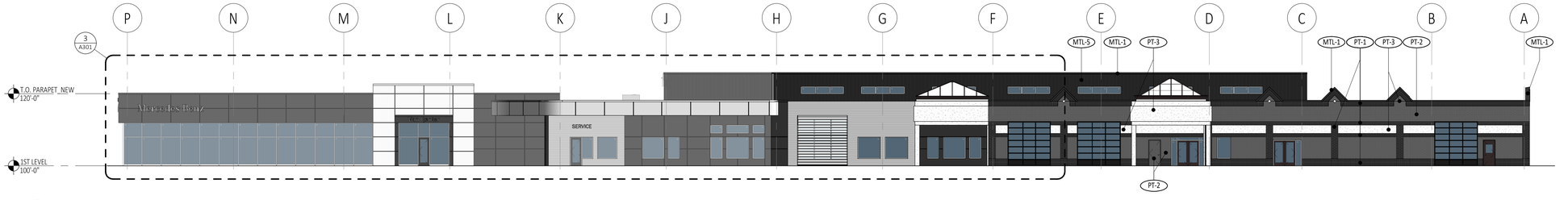
1 A300 OVERALL ELEVATION - NORTH
1/16" = 1'-0"



2 A300 OVERALL ELEVATION - WEST
1/16" = 1'-0"



3 A300 OVERALL ELEVATION - SOUTH
1/16" = 1'-0"



4 A300 OVERALL ELEVATION - EAST
1/16" = 1'-0"

EXTERIOR MATERIALS LEGEND

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MTL-1	PREFINISHED METAL FLASHING COLOR: TO MATCH ACM-1
MTL-2	PREFINISHED METAL FLASHING COLOR: TO MATCH ACM-2
MTL-3	PREFINISHED METAL FLASHING COLOR: TO MATCH ACM-3
MTL-4	CENTTRIA 20 GA COATED GALVANIZED CS-260 COLOR: 9989 PLATINUM
MTL-5	STANDING SEAM METAL COLOR: TO MATCH ACM-1
MTL-6	PREFINISHED METAL FLASHING COLOR: TO MATCH MTL-5
PT-1	PAINT COLOR: CHARCOAL (TBD)
PT-2	PAINT COLOR: GRAY (TBD)
PT-3	PAINT COLOR: WHITE (TBD)

MOHAGEN HANSEN
Architecture | Interiors

1000 Twelve Oaks Center Drive
Suite 200, Wayzata, MN 55391
T: 952-426-7400
F: 952-426-7440

MohagenHansen.com

NOT FOR CONSTRUCTION

THE ARCHITECT SHALL BE DEEMED THE AUTHORS AND OWNERS OF THEIR RESPECTIVE INSTRUMENTS OF SERVICE AND SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING COPYRIGHTS OF THE ATTACHED DOCUMENTS.

SPRINTER REMODEL

SEARS AUTO SPRINTER FACILITY
13500 WAYZATA BLVD.
MINNETONKA, MN
55305

NO.	DESCRIPTION	DATE

PROJECT NUMBER: 23425
DRAWN BY: J. VLIET
CHECKED BY: N. MISSLING
DATE: Issue Date

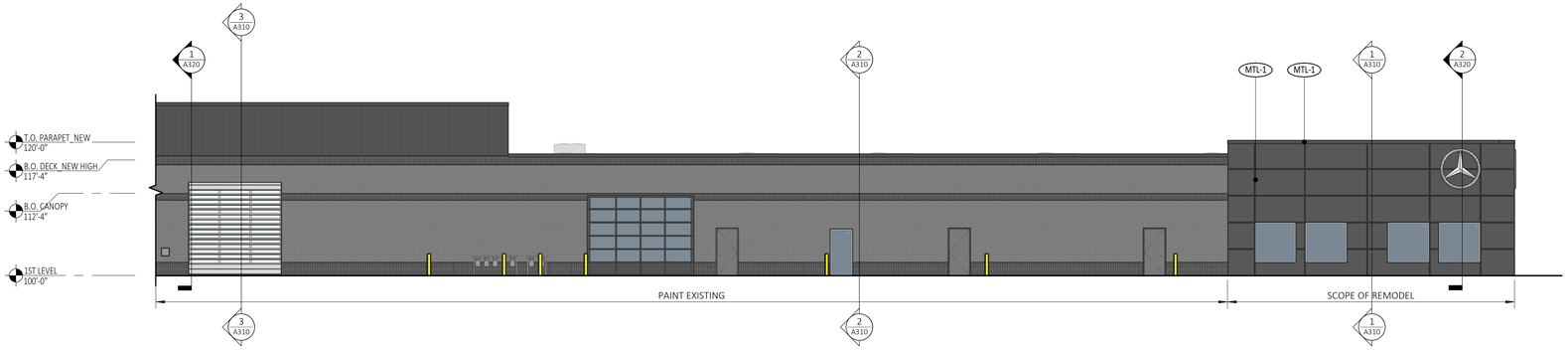
COMPUTER DIRECTORY:
Sears Auto\Sprinter_Facility_23453

EXTERIOR BUILDING ELEVATIONS OVERALL

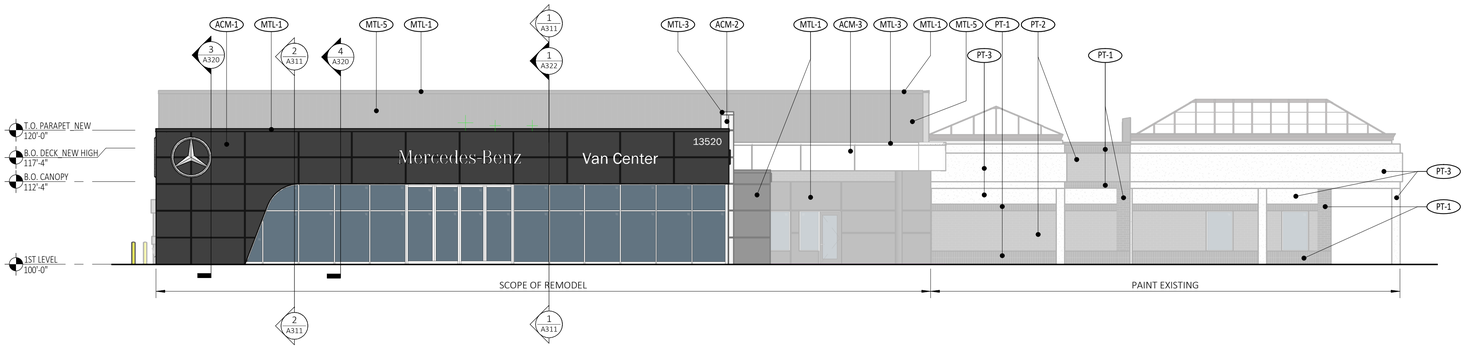
A300

C:\Revit Projects\23425_SearsAuto_Master_jvliet\MH.rvt

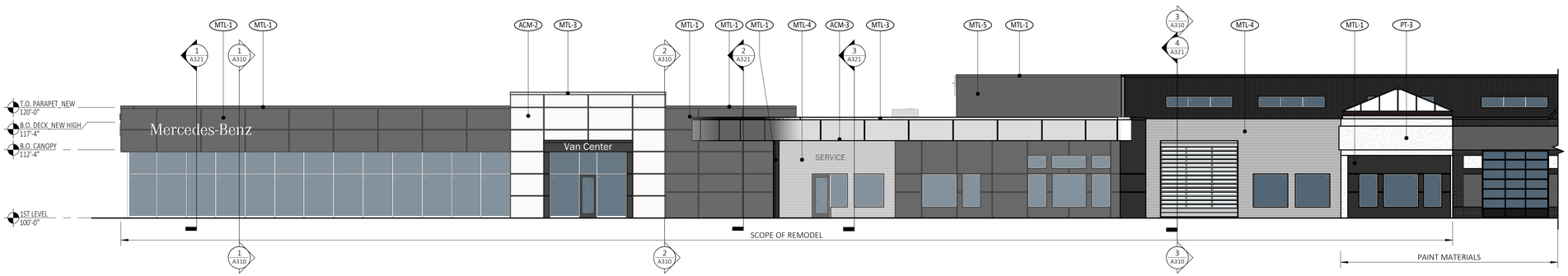
Updated elevation plans submitted Aug. 22, 2024



1 A301 ELEVATION - WEST
3/32" = 1'-0"



2 A301 ELEVATION - SOUTH
3/32" = 1'-0"



3 A301 ELEVATION - EAST
3/32" = 1'-0"

EXTERIOR MATERIALS LEGEND

- ACM-1 — ALUMINUM COMPOSITE PANEL COLOR: ALUCOBOND FOCUS BLACK
- ACM-2 — ALUMINUM COMPOSITE PANEL COLOR: ALUCOBOND PURE WHITE (RVW)
- ACM-3 — ALUMINUM COMPOSITE PANEL COLOR: ALUCOBOND PLATINUM MICA
- MTL-1 — PREFINISHED METAL FLASHING COLOR: TO MATCH ACM-1
- MTL-2 — PREFINISHED METAL FLASHING COLOR: TO MATCH ACM-2
- MTL-3 — PREFINISHED METAL FLASHING COLOR: TO MATCH ACM-3
- MTL-4 — CENTTRIA 20 GA COATED GALVANIZED CS-260 COLOR: 9989 PLATINUM
- MTL-5 — STANDING SEAM METAL COLOR: TO MATCH ACM-1
- MTL-6 — PREFINISHED METAL FLASHING COLOR: TO MATCH MTL-5
- PT-1 — PAINT COLOR: CHARCOAL (TBD)
- PT-2 — PAINT COLOR: GRAY (TBD)
- PT-3 — PAINT COLOR: WHITE (TBD)

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SPRINTER REMODEL

SEARS AUTO SPRINTER FACILITY
13500 WAYZATA BLVD.
MINNETONKA, MN 55305

NO.	DESCRIPTION	DATE

PROJECT NUMBER: 23425
DRAWN BY: J. VLIET
CHECKED BY: N. MISSLING
DATE: Issue Date
COMPUTER DIRECTORY: Sears Auto\Sprinter_Facility_23453

EXTERIOR BUILDING ELEVATIONS ENLARGED

A301

C:\Revit Projects\23425_SearsAuto_Master_jvlietMH.rvt

7. Public Hearings: Consent Agenda: None

8. Public Hearings

A. Items concerning Sears Imported Autos at 13580 Wayzata Blvd.

Chair Sewall introduced the proposal and called for the staff report.

Raines reported. She recommended approval of the application based on the findings and subject to the conditions listed in the staff report.

Neil Missling, architect for the applicant, introduced himself and was available for questions. He stated that the building would have air conditioning and a parking island with trees would be created in a different location to replace the ones that would be removed.

The public hearing was opened. No testimony was submitted and the hearing was closed.

Hanson stated that:

- He likes the aesthetic of the building. It would be harmonious with the surrounding buildings.
- The trees that would be removed would be replaced in a better location.
- He supports staff's recommendation.

Waterman stated that:

- He agrees with Hanson.
- The site and building plan look good.
- The conditional use permit is quite logical given the use on another part of the site.
- Stormwater management, parking and snow removal requirements would be met.
- The proposal would be an improvement to the site.
- The project would be harmonious with the site on the east side.
- He saw no adverse impact to residences or businesses on either side.
- The proposal makes a lot of sense.

Henry stated that:

- He likes the look of the building.
- The proposal would match the use on the other side.
- He supports the proposal.

Minion stated that:

- He likes the aesthetics of the proposal.
- He likes the balance of the two buildings matching each other.
- He likes that the impervious surface would go down .5 percent and that there would be a designated area for snow storage.
- The proposal would be a nice addition to the area.

Banks stated that:

- He agreed with commissioners.
- It is great that the design matches the existing building.
- He supports the proposal.
- He hopes the current tenants would find a home in the area.
- He wished the applicants well with the project.

Chair Sewall stated that:

- He likes the proposal.
- He hopes the existing tenants would be able to find a new location in the area.
- He likes the cohesiveness of the buildings on the site.
- He supports the proposal.

Waterman moved, second by Minion, to recommend that the city council adopt the resolution approving the items concerning Sears Imported Autos at 13580 Wayzata Blvd.

Hanson, Henry, Minion, Waterman, Banks and Sewall voted yes. Maxwell was absent. Motion carried.

Chair Sewall stated that the city council is tentatively scheduled to review this item at its Sept. 23, 2024 meeting.

9. Adjournment

Hanson moved, second by Henry, to adjourn the meeting at 6:57 p.m. Motion carried unanimously.

By: _____
Lois T. Mason
Planning Secretary

Resolution No. 2024-

Resolution approving a conditional use permit and final site plan and building plans for an addition at Sears Imported Autos at 13580 Wayzata Blvd

---

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01 Sears Imported Autos is proposing a 3,700 sq. ft. addition to the existing building at 13580 Wayzata Blvd. Mercedes Benz Sprinter Van retail and servicing would then occupy the entirety of the building. The proposal requires a conditional use permit and site and building plan review.

1.02 The property is legally described as:

The West 269.59 feet of that part of the Southwest Quarter of the Northeast Quarter of Section 3, Township 117 North, Range 22 West of the 5th Principal Meridian which lies South of the North 643.50 feet of said Southwest Quarter of the Northeast Quarter, except that part taken for highway, according to the United States Government Survey thereof and situated in Hennepin County Minnesota.

Abstract Property.

1.03 By City Code §300.31 Subd.4 (b)2(i), service stations and other automobile related uses having service bays are conditionally-permitted on property designated for retail use.

1.04 By City Code §300.27 Subd.5, site and building plan review is required to expand or change the use of a building or parcel of land or modify a building, accessory structure or site or land feature in any manner which results in a different intensity of use, including the requirement for additional parking.

1.05 On Sept. 5, 2024, the planning commission held a hearing on the proposal. The applicant was provided the opportunity to present information to the planning commission. The commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution. The commission the council approve the proposal.

Section 2. Standards.

2.01 City Code §300.31 Subd. 4(b)(2)(i) outlines the following specific standards for service stations and other automobile-related uses having service bays on property designated for retail use.

1. The use must have no unlicensed and inoperable vehicles stored on premises except in storage areas where the contents are completely screened from the view from nearby properties;

2. The use must conduct all repair, assembly, disassembly and maintenance of vehicles within closed buildings except minor maintenance, such as inflating tires, adding oil and replacing wipers;

3. The use must have no public address system audible from any residential parcel;

4. The use must provide stacking for gas pumps for at least one car beyond the pump island in each direction in which access can be gained to the pump. The required stacking shall not interfere with internal circulation patterns or with designated parking areas and shall not be permitted in any public right-of-way, private access easement or within the required parking setback;

5. The use must have no sales, storage or display of motor vehicles, unless several additional criteria are met:

   a) The parcel is located within the I-394 redevelopment overlay district No. 6 or No. 7;

   b) All inventory and display vehicles located outside of a building or structure must be at finish grade level. No jack stands, risers or other mechanisms may be used to elevate any vehicle for display purposes;

   c) Cass II motor vehicle sales (used car sales) are allowed only as an accessory part of the new car sales;

   d) The sale of vehicles may occur during the times and days allowed by state law;

   e) Vehicles must not be displayed in any yard area, drive aisle, or fire lane;

   f) The overall surface coverages must not exceed 70%, and floor area ratios must not exceed 0.6 except that the hard surface coverage may extend to 80% with innovative stormwater

management methods and treatment measures subject to approval by the city engineer;

g) Architectural and site standards must comply with section 300.31(7)(a);

h) The landscaping must comply with Section 300.31(7)(b) and must contain a wall, berm or other feature that is constructed for long-term durability when adjacent to residentially zoned property to minimize to the greatest extent reasonably possible, noise and visual impacts;

i) Parking lot and site security lighting must comply with section 300.31(7)(c) and in addition, the following requirements:

1) Maximum of 450 watts per fixture.

2) Maximum height of light standards is 30 feet in outdoor display areas as defined in 300.31 Subd. (4)(a)(3)(b) and 25 feet in all other outdoor areas.

3) Maximum of 1 watt per square foot surface parking area.

4) The lighting plan shall be designed to have 0.0 foot-candles at residential property lines with the understanding that ambient light from other sources may spill on the property and influence actual on-site measurements.

j) Parking requirements must comply with one of the following:

1) fifty percent of the total on-site parking spaces must be in a structured parking ramp or

2) if the city deems it appropriate, surface parking without a ramp under the following conditions:

(a) Total on-site parking must not exceed one parking space for every 200 square feet of building area, and

(b) Submittal of a plan that adequately screens 50% of the total parking spaces from public view.

k) Vehicles parked within a parking structure must be screened from view from surrounding residential uses;

l) The customer parking spaces must be clearly signed and may not be used at any time for inventory vehicle parking;

m) All pickups and drop offs of vehicles must occur on-site and off public streets;

n) All loading and unloading of vehicles must occur on-site and off public streets;

o) Customer testing of vehicles may occur only on non-residential streets and only with a store employee;

p) No loudspeaker paging system may be used;

q) All rooftop equipment must be fully screened from ground level view of adjacent properties;

r) All signs must be consistent with this code;

s) Poured-in-place concrete curbs must be constructed and maintained on the perimeter of parking lots and traffic islands; and

t) All trash and recyclable materials must be screened from public view.

2.02 City Code Section 300.27, Subd. 5 outlines the following specific standards for site plan review:

1. Consistency with the elements and objectives of the city's development guides, including the comprehensive plan and water resources management plan;

2. Consistency with this ordinance;

3. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas;

4. Creation of a harmonious relationship of buildings and open spaces with natural site features and with existing and future buildings having a visual relationship to the development;

5. Creation of a functional and harmonious design for structures and site features, with special attention to the following:

a) An internal sense of order for the buildings and uses on the site and provision of a desirable environment for occupants, visitors, and the general community;

b) The amount and location of open space and landscaping;

c) Materials, textures, colors, and details of construction as an expression of the design concept and the compatibility of the same with the adjacent and neighboring structures and uses; and

d) Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement and amount of parking.

6. Promotion of energy conservation through design, location, orientation, and elevation of structures, the use and location of the glass in structures and the use of landscape materials and site grading; and

7. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air, and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Section 3. Findings.

3.01 The proposal is for reuse and addition to an existing building and continued use of an existing parking lot. It would meet the specific conditional use permit standards outlined in City Code §300.31 Subd. 4(b)(2)(i), as outlined below and provided the conditions outlined in Exhibit A of this resolution are met.

1. Under existing conditions, the property has an impervious surface of 79.6%; it is non-conforming. Under proposed conditions, the impervious surface would decrease to 79.1%. The improvement of this non-conformity is reasonable. Subd. 4(b)(2)(i)(5)(f).

2. The area of the building and property closest to residences has been used for vehicle storage and minor auto detailing since 2000. It is reasonable to continue this use and maintain existing vegetation, rather than now require the construction of a wall or berm. Subd. 4(b)(2)(i)(5)(h).

3. As proposed, 173 parking stalls would be provided on-site. This is 0.75 stall per 200 square feet. The existing parking area would still be visible from Wayzata Blvd and I-394. This is an existing condition that the ordinance standard did not contemplate, as it intended for new construction. As a condition of this resolution, a revised landscape plan must be submitted, including new low-growth plantings, to soften the Wayzata Blvd view. Subd. 4(b)(2)(i)(5)(j)(2)(b).

3.02 The proposal would meet the general site and building plan review standards outlined in City Code §300.27 Subd.5:

1. The proposal has been reviewed by city staff and found to be generally

consistent with the city's development guides, including the water resources management plan.

2. With the approval of the conditional use permit, this proposal would meet all standards of the PID zoning ordinance.

3. The proposed building would be located over an existing parking lot, resulting in minimal impact on the natural environment. The proposal would require the removal of two trees in the existing parking lot islands immediately south of the building. The applicant proposes to replace these trees in the newly proposed islands.

4. The proposed building would be located over an existing parking lot. The existing open spaces near the north and south property lines would remain as-is.

5. The proposed building exterior would improve existing conditions. The updated exterior would consist of aluminum composite panels, glass, and the repainted brick and EIFS. The design would be complementary to the Mercedes Benz dealership, which shares a parking lot with this site.

6. The proposed building would comply with state building code standards.

7. The proposed addition would replace the existing parking lot area. The site has an existing stormwater system, which would remain, and the existing vegetative buffers would remain to the west and northern portions of the site.

Section 4. City Council Action.

4.01 The above-described proposal is approved based on the findings of Section 3 of this resolution.

4.02 Approval is subject to the conditions outlined in Exhibit A of this resolution.

4.03 The city council may reasonably add or revise conditions to address any future unforeseen problems.

4.04 Any change to the approved use that results in a significant increase in a significant change in character would require a revised conditional use permit.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 23, 2024.

_____

Brad Wiersum, Mayor

Attest:

_____
Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 23, 2024.

_____
Becky Koosman, City Clerk

EXHIBIT A

CONDITIONS OF APPROVAL
Sears Imported Autos
13580 Wayzata Blvd

The conditions outlined in this exhibit are generally intended to promote public health, safety, and welfare. Specific conditions are also included for the purpose of ensuring orderly and efficient site work; establishing and maintaining effective erosion control and site stabilization; providing appropriate public utilities; and creating reasonable expectations for the developer and area property owners.

Site Development and Maintenance

Subject to staff approval, the site must be developed and maintained in substantial conformance with the following plans, except as expressly modified by conditions listed in other sections of Exhibit A:

- Removals plan, dated July 24, 2024
- Site plan, dated July 24, 2024
- Grading plan, dated July 24, 2024
- Utility plan, dated July 24, 2024
- Landscape plan, dated July 24, 2024
- Stormwater management plan, dated July 24, 2024
- Updated elevations, submitted Aug. 22, 2024

Building Permit – Before Issuance of the Permit

The following must be submitted or completed before the issuance of a building permit for the addition at Sears Imported Autos.

1. All refuse/items located outside on the west side of the building must be properly stored or removed.

2. Submit proof that the combination forms to combine 13580 Wayzata Blvd and the easterly unaddressed parcel have been submitted to the property tax division at the county.

3. Submit electronic plans and specifications submitted through the city's electronic permit and plan review system.

4. Submit the following documents in a city-approved format:

    - A stormwater maintenance agreement in a city-approved format for review and approval of city staff.

    - A construction management plan. This plan must be in a city-approved format

and outline minimum site management practices and penalties for non-compliance.

- A snow removal plan agreement. This plan must be in a city-approved format for review by city staff and outline the process of snow removal at the site.

5. Submit a final stormwater management plan. The plan must demonstrate conformance with the following criteria:

   - Rate. Limit peak runoff flow rates to that of existing conditions from the 2-, 10- and 100-year events at all points where stormwater leaves the site.

   - Volume. Provide for on-site retention of 1.1 inches of runoff from the entire site's impervious surface.

   - Quality. Provide for all runoff to be treated to at least 60 percent total phosphorus annual removal efficiency and 90 percent total suspended solid annual removal efficiency.

6. Submit a soil boring/geotechnical evaluation report.

7. Submit a final landscape plan. The revised plan must meet the following criteria:

   - Include low-growth plantings along the south side of the parking lot to soften views from Wayzata Boulevard.

   - Meet minimum landscaping and mitigation requirements as outlined in the ordinance. Note, only small shrubs, perennials, and grasses may be located in public easements.

   - Include pollinator-friendly species.

8. Submit a final tree inventory provided in an Excel spreadsheet.

9. Submit evidence that an erosion control inspector has been hired to monitor the site through the course of construction. This inspector must provide weekly reports to natural resource staff in a format acceptable to the city. At its sole discretion, the city may accept escrow dollars, in an amount to be determined by natural resources staff, to contract with an erosion control inspector to monitor the site throughout the course of construction.

10. Install a temporary rock driveway, erosion control, tree and wetland protection fencing, and any other measures as identified by the SWPPP for staff inspection. These items must be maintained throughout the course of construction.

11. Submit cash escrow in the amount of $5,000.00. This escrow must be accompanied by an escrow agreement signed by the builder and submitter of the escrow. Through this document, the builder and submitter of the escrow will acknowledge: (1) the property will

be brought into compliance within 48 hours of notification of a violation of the construction management plan, other conditions of approval, or city code standards; and (2) if compliance is not achieved, the city will use any or all of the escrow dollars to correct any erosion and/or grading problems. If the builder is the same entity doing grading work on the site, the cash escrow submitted at the time of grading permit may fulfill this requirement.

Miscellaneous

1. The 100-year floodplain elevation is 956.0'. The minimum floor elevation is 958.0'. The plans are subject to the floodplain ordinance standards.

2. Poured-in-place concrete curbs must be constructed and maintained on the perimeter of parking lots and traffic islands.

3. All signs must be consistent with the sign ordinance.

4. All rooftop equipment must be fully screened from ground-level view of adjacent properties.

5. All trash and recyclable materials must be screened from public view.

6. The auto-related use of the property is subject to the following conditions:

    a) All inventory and display vehicles located outside of a building or structure must be at finish grade level. No jack stands, risers, or other mechanisms may be used to elevate any vehicle for display purposes;

    b) Class II motor vehicle sales (used car sales) are allowed only as an accessory part of the new car sales;

    c) The sale of vehicles may occur during the times and days allowed by state law;

    d) Vehicles must not be displayed in any yard area, drive aisle, or fire lane;

    e) Any change to exterior lighting must comply with section 300.31(7)(c) and in addition, the following requirements:

        1. Maximum of 450 watts per fixture.

        2. Maximum height of light standards is 30 feet in outdoor display areas as defined in 300.31 Subd. (4)(a)(3)(b) and 25 feet in all other outdoor areas.

        3. Maximum of 1 watt per square foot surface parking area.

        4. The lighting plan shall be designed to have 0.0 foot-candles at residential property lines with the understanding that ambient light from other

sources may spill on the property and influence actual on-site measurements.

f) The customer parking spaces must be clearly signed and may not be used at any time for inventory vehicle parking.

g) All pickups and drop offs of vehicles must occur on-site and off public streets.

h) All loading and unloading of vehicles must occur on-site and off public streets.

i) Customer testing of vehicles may occur only on non-residential streets and only with a store employee.

j) No loudspeaker paging system may be used.

City Council
Agenda Item 10.B
Meeting of September 23, 2024

Title:	Resolution amending Minnetonka Firefighters Relief Association lump sum pension benefit and approving a fire state aid allocation agreement
Report from:	Darin Nelson, Finance Director
Submitted Through:	Kevin Fox, Fire Chief Moranda Dammann, Assistant City Manager Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Darin Nelson, Finance Director

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
The Minnetonka Firefighters Relief Association (MFRA) is requesting an increase in the lump sum service pension payment, from $13,500 to $15,000 per year of service. All service pensions are subject to a maximum of 30 years of service. The pension fund can financially support this increase. The lump sum payment of $15,000 per year of service is also the statutory maximum.

Actuarial estimates indicate the pension fund will be 116 percent funded at the $15,000 lump sum multiplier with no required city contribution. Under state statutes, 100 percent of the fire state aid received by the city needs to be remitted to the MFRA for investment in its pension, unless an agreement is made between the city and the relief association. Since the MFRA would be at the statutory maximum and the pension fund is over 100 percent funded with no required city contribution, the MFRA has agreed to allocate the fire state aid payments with the city in 2025 and 2026.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Safe & Healthy Community

Increasing the lump sum pension benefit aids in retaining and recruiting paid-on-call firefighters.

Financial Consideration
Yes

The requested pension benefit increase is not expected to have a budget impact on the General Fund.

There is always the possibility of a major market correction that could require future statutory city contributions. However, the funding percentage is sufficient to guard against modest market corrections. The sharing of the fire state-aid is estimated at $268,000 for 2025, which is new revenue and will be used to offset the 2025 levy increase.

Background

The MFRA was founded in 1972 to pay retirement, disability and survivor benefits to Minnetonka paid-on-call (POC) firefighters. Under law, all benefits must be paid from the relief association's special fund, which consists primarily of State of Minnesota fire aid payments and investment earnings. The receipt of state fire aid is contingent upon compliance with financial requirements that are set by state law. Those requirements include a periodic actuarial valuation of the special fund, and a city obligation to contribute to relief associations that are underfunded.

An actuarial valuation determines whether the special fund's assets are sufficient to cover the expected pension payouts, based on the ages and years of service of existing members. If the actuarial valuation estimates that the funds are sufficient, the special fund is deemed to be either fully funded or overfunded. If the valuation estimates that there are not adequate funds to pay expected pensions, the special fund is deemed to be underfunded.

When a relief association special fund is underfunded, state law requires the local municipality, essentially, to make up the difference by municipal contributions to the special fund. This typically occurs when market changes negatively affect the special fund investments. For example, Minnetonka had to contribute $797,000 of General Fund dollars to the relief association over a five-year period beginning in 2009. A city is only liable, however, for pension amounts paid pursuant to association by-laws that the city council has ratified. The relief association has authority to increase benefit levels without city council ratification, but the city council is not required to financially back any increases that the city council has not approved.

On Sept. 17, 2024, the membership of the MFRA adopted an amendment to its by-laws to increase retirement benefits to be paid by its pension fund, which is a required action before formal presentation of the issue to the city council. The relief association is requesting formal approval of the adopted by-law amendment by the city council.

The MFRA has adopted pension benefit level increases periodically since its establishment. Benefit levels were last increased in 2023, 2021, 2019 and 2008. The current lump sum payment is $13,500 per year of service. The MFRA's funding percentage on January 1, 2024, at the current lump sum payment amount is 119 percent. The MFRA is requesting a lump sum benefit increase to $15,000 per year of service. At this requested level, the MFRA pension would be approximately 116 percent funded as of January 1, 2024, which still allows for a buffer if the financial markets experience a substantial downward turn.

The $15,000 lump-sum annual multiplier is also the maximum lump sum benefit allowed under state statute. The MFRA and the city staff have been working on a plan over the course of the last four years to steadily increase the lump-sum pension benefit to the state maximum, while ensuring the pension remains financially strong and minimizing the city's current and future liability.

Part of the plan to increase the annual multiplier to the state maximum also includes sharing future state fire aid payments. State statute requires 100 percent of the fire state aid received by city to be remitted to the MFRA for investment in its pension, unless an agreement is made between the city and the relief association. Since the MFRA would be at the statutory maximum and the pension fund is over 100 percent funded with no required city contribution, the MFRA has agreed to allocate a portion of the fire state aid payments in 2025 and 2026. The MFRA has agreed to allocate state fire aid on a 60/40 bases, with the city receiving 60 percent. The 2023 state fire aid distribution was $447,000. Based on that amount, the city would receive approximately $268,000. The MFRA also receives supplemental fire aid,

which amounted to $81,290 in 2023. This supplement fire aid cannot be allocated to the city and must remain fully with the MFRA. This combination of allocations brings the approximate total fire aid received to about a 50/50 share between the two parties.

This agreement is for two years and depending upon funding levels and any statutory changes including increases to the state maximum annual lump sum multiplier, future agreements would again need to be agreed upon by both parties.

ATTACHMENTS:
Resolution
Fire state aid allocation agreement

Resolution No. 2024-

Resolution amending Minnetonka Firefighters Relief Association lump sum pension benefit and fire state aid agreement

---

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. The Minnetonka Firefighters Relief Association provides retirement, disability and survivor benefits to the city's paid-on-call firefighters.

1.02. The association has approved an amendment to its by-laws, which would increase the lump sum pension benefit from $13,500 per year of service to $15,000 per year of service.

1.03. Under state law, by-law amendments that affect the amount of pension benefits to be paid must be approved by the city council in order to make those benefits subject to the financial support requirements under Minn. Stat. 424A.092.

1.04. The city qualifies to receive state fire aid under Minn. Stat. Chapter 477 for retirement benefits of certain employed firefighters.

1.05. The city satisfies the requirements of Minn Stat. 477B.042, subd. 2(a), for allocation of state fire aid pursuant to a written agreement with the Association.

1.06. The Association wished to enter into an agreement with the city to effectuate such allocation for calendar years 2025 and 2026.

Section 2. Council Action.

2.01. The city council approves the following amendment to the Minnetonka Firefighters Relief Association By-Laws, effective Sept. 23, 2024 increasing the lump sum benefit to $15,000 per year of service.

2.02. The city council approves entering into an agreement with the Minnetonka Firefighters Relief Association to allocate fire state aid for 2025 and 2026 based on the city receiving 60 percent of the fire state aid and 0 percent of the supplemental fire state aid.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 23, 2024.

_____

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 23, 2024.

_____

Becky Koosman, City Clerk

FIRE STATE AID ALLOCATION AGREEMENT

MINNETONKA FIREMEN'S RELIEF ASSOCIATION AND THE CITY OF MINNETONKA

This Fire State Aid Allocation Agreement ("Agreement") is made and entered into by the Minnetonka Firefighters Relief Association, 14600 Minnetonka Blvd, Minnetonka, MN 55345 (the "Association") and the City of Minnetonka, 14600 Minnetonka Blvd, Minnetonka, MN 55345 (the "City") with an effective date as described below.

Recitals

WHEREAS, the City qualifies to receive state fire aid under Minnesota Statutes Chapter 477B for retirement benefits of certain employed firefighters; and

WHEREAS, the Association is incorporated to receive and manage retirement benefits under Minnesota Statutes Chapter 424A on behalf of current and former firefighters employed by the City; and

WHEREAS, the City contributes to the Public Employees Retirement Association (PERA) under Minnesota Statutes Chapter 353 for eligible Police and Fire personnel; and

WHEREAS, the City satisfies the requirements of Minnesota Statutes section 477B.042, subd. 2(a), for allocation of state fire aid pursuant to written agreement with the Association; and,

WHEREAS, the Association wishes to enter into an agreement with the City to effectuate such allocation.

NOW, THEREFORE, intending to be bound by the mutual covenants contained herein, the sufficiency of consideration is hereby considered satisfactory, the parties agree to the following Agreement:

1. Allocation of State Fire Aid from City to Association. The fire state aid allocation to be used for municipal contributions made to PERA on behalf of Police and Fire eligible personnel for 2025 and 2026 shall be as follows:

    a. For payments of fire state aid received from the State of Minnesota in the years 2025 and 2026, sixty percent (60%) of the fire state aid and zero percent (0%) of the supplemental fire state aid will be retained by the City for the City's annual contribution to Police and Fire PERA eligible personnel, and the remaining fire state aid will be transmitted to the relief association.

2. Term of Agreement. This Agreement will expire on December 31, 2026, unless mutually extended by written consent of both the City and the Association.

3. Effective Date. This Agreement is effective as of the date of filing with the Office of the State Auditor in accordance with Minnesota Statutes Section 477B.042, subd. 5.

4. Statutory Authority and Control. This Agreement is entered into and governed by Minnesota Statutes Section 477B.042. Any relevant statutory requirements therein apply to this Agreement and the parties expressly agree to comply with the same.

5. Amendments. This Agreement may be amended, modified, altered, or in any way changed only by the mutual written consent of both the Association and the City.

6. Recitals. The above recitals are hereby incorporated in and made part of this Agreement as if fully set forth herein.

7. Headings. The headings set forth in this Agreement are for convenience only and shall not be deemed to control or affect the meaning or construction of any provision herein.

8. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota.

9. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

10. Electronic signatures. The parties agree that this agreement may be electronically signed by one or both parties. The parties agree that electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity and admissibility.

11. Severability. To the extent permitted by law, the provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

12. Entire Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous written agreements or understandings between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF MINNETONKA

Date: _____ By _____
Brad Wiersum, Mayor

Date: _____ And _____
Michael S. Funk, City Manager

MINNETONKA FIREMEN'S RELIEF ASSOCIATION

Date: _____ By _____
Daniel Deitering, President

City Council
Agenda Item 10.C
Meeting of September 23, 2024

Title:	Resolution authorizing execution of the Special Appropriation Application between Minnesota Department of Employment and Economic Development (DEED) and the City of Minnetonka for the Minnetonka Opus Public Space
Report from:	Matt Kumka, Park and Trail Project Manager
Submitted Through:	Julie Wischnack, FAICP, Community Development Director Will Manchester, P.E., Public Works Director Darin Nelson, Director of Finance Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Will Manchester, P.E., Public Works Director

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
Staff recommends adoption of the resolution regarding the authorization of the Special Appropriation Application between DEED and the City of Minnetonka for the Minnetonka Opus Public Space project.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Livable & Well Planned Development

Continue to support Opus Area transformation as a vital and connected part of Minnetonka.

Financial Consideration
N/A

Acquisition of the property and design of the space is the initial step in the project. Additional funds would be necessary for the construction of the area.

Background
In 2023, the State of Minnesota appropriated $725,000 from state bond proceeds. The funds are distributed by the Minnesota Department of Employment and Economic Development (DEED) to the City of Minnetonka for planned public space and park design in the Opus area, adjacent to the Southwest Light Rail Transit Opus Station. The funds are related to capital investment and may be used for

acquiring property, pre-design, and design of public space including but not limited to potential features such as a linear plaza, an interactive art and play area, a splash pad, a great lawn, an amphitheater, shelters, trail connections, a bike-share space, a bike parking space and an overlook.

The attached resolution authorizes the execution of the Special Appropriation Application between the City of Minnetonka and the Minnesota Department of Employment and Economic Development (DEED) for the Minnetonka Opus Public Space project. The city would anticipate receiving funds later this year and beginning the RFP process with park planning and design consultants. The community engagement, planning, and preliminary design work would begin in 2025.

ATTACHMENTS:
Resolution

Resolution No. 2024-XXX

Resolution authorizing execution of the Special Appropriation Application between the Minnesota Department of Employment and Economic Development (DEED) and the City of Minnetonka for the Minnetonka Opus Public Space

---

BE IT RESOLVED by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background

1.01. The City of Minnetonka acts as the legal sponsor for the project contained in Laws of MN 2023, Chapter 71-H.F. No. 670, Article 1 Sec. 14, Subd. 28 (2023 bonding bill) entitled Minnetonka Opus Public Space.

1.02. The City of Minnetonka has the legal authority to receive financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

1.03. The City of Minnetonka has not violated any federal, state or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

1.04. Upon approval of its development proposal by the state, the City of Minnetonka may enter into an agreement with the State of Minnesota for the above-referenced project and certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

1.05. Any source(s) of the applicant's fund(s) to fully fund the project shall be from the Capital Improvement Plan, Opus Area Park Improvements account, which has an adequate amount of funds to cover the commitment.

Section 2. Council Action

2.01. The mayor and city manager are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the city.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 23, 2024.

_____

Brad Wiersum, Mayor

ATTEST:

_____

Becky Koosman, City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Sept. 23, 2024.

_____

Becky Koosman, City Clerk

City Council
Agenda Item 10.D
Meeting of September 23, 2024

Title:	Resolution regarding a grant application to Hennepin County for the Glen Lake Park Skate Park
Report from:	Matt Kumka, Park and Trail Project Manager
Submitted Through:	Kelly O'Dea, Recreation Services Director Will Manchester, Public Works Director Darin Nelson, Director of Finance Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Will Manchester, P.E., Director of Public Works

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
Staff recommends adoption of the resolution regarding the grant request to Hennepin County for the Glen Lake Park Skate Park.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Livable & Well Planned Development

The Glen Lake Skate Park relates to multiple strategic priorities including Livable and Well-Planned Development as well as Infrastructure and Asset Management, as it balances community wide interests along with building, maintaining and managing capital assets and infrastructure.

Financial Consideration
Yes

The estimated project budget is $1,100,000 of which $300,000 is being requested from the Hennepin County Youth Activities Grant (HCYAG) program. Local government units (LGU) match funding is included in the 2024-2028 Capital Improvement Plan.

Background
Since 2009, Hennepin County has allocated more than $31.2 million in funding to local government units (LGU), which include municipalities and school districts, to work with non-profit community partners to improve youth sports, athletic fields, and recreational amenities. Funding is available from the 0.15%

sales tax surcharge instituted when Target Field was constructed and made available through the Hennepin County Youth Activities Grant (HCYAG) program.

Hennepin County Grants can be requested in two categories that include Sports Equipment Grants (up to $10,000) and Play Area Grants (up to $300,000).

The deadline to apply for 2025 requests for facility grants is Oct. 1, 2024. Facility grant applications must include a resolution in support of the project from an LGU. The City of Minnetonka is the owner of the project and serves as the LGU for this grant request. The request is to help fund the design and construction of a skate park in Glen Lake Park. The estimated project budget is $900,000 of which $300,000 is being requested from the HCYAG program. LGU match funding is included in the 2024-2028 Capital Improvement Plan.

ATTACHMENTS:
Resolution

Resolution No. 2024-XXX

Resolution regarding grant application to Hennepin County for the Glen Lake Park Skate Park

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BE IT RESOLVED by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. Hennepin County, via its Youth Sports Grant Program, provides for capital funds to assist local government units of Hennepin County for the development of sport or recreation facilities.

1.02. The City of Minnetonka (hereinafter LGU) seeks to develop a skate park (hereinafter Project) for the purpose of providing outdoor recreational experiences for children and young adults. The project is in the LGU's 2024-2028 Capital Improvement Plan.

1.03. The LGU completed a skate park feasibility study in 2023 and identified Glen Lake Park as being the site most feasible for the development of a skatepark.

Section 2. Council Action

2.01. The estimate of the total cost of developing the project is $900,000. LGU is requesting $300,000 from the Hennepin County Legacy Grant program and will assume responsibility for a matching funds requirement.

2.02 LGU agrees to own, assume one hundred (100) percent of operation costs for Project, and will operate Project for its intended purpose for the life of the facility, which is anticipated to be in perpetuity.

2.03 LGU agrees to enter into necessary and required agreements with Hennepin County for the specific purpose of constructing a sport or recreational facility and long-term program direction.

2.04 The city manager is authorized and directed to execute said application on behalf of the LGU. The park and trail project manager of the LGU is authorized and directed to serve as official liaison with Hennepin County or its authorized representative, with respect to the grant application and grant.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 23, 2024.

_____

Brad Wiersum, Mayor

ATTEST:

Becky Koosman, City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Sept. 23, 2024

Becky Koosman, City Clerk

City Council
Agenda Item 10.E
Meeting of September 23, 2024

Title:	Resolution to adjust 2025 non-union employee benefits
Report from:	Moranda Dammann, Assistant City Manager
Submitted Through:	Darin Nelson, Finance Director Corrine Heine, City Attorney Moranda Dammann, Assistant City Manager Mike Funk, City Manager
Presenter:	Moranda Dammann, Assistant City Manager

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
The city manager annually recommends to the city council adjustments to benefit levels for nonunion employees. Adjustments to benefits for these employees are being proposed by resolution for 2025.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Financial Strength & Operational Excellence

Adjusting the 2025 non-union employee benefits provides quality and competitive benefits within the budgeted allocation amount for 2025.

Financial Consideration
Yes

The benefits are included in the proposed 2025 budget.

Background
Listed below are the recommended adjustments to benefits for the city's nonunion employees in 2025. This employee group includes employees from city administration, police administration, fire administration, fire full-time employees, community development, legal, finance, recreation, and public works administration.

The city's monthly contribution toward the cafeteria plan is increasing due to a shared approach with employees to offset the increase in premiums. Open enrollment is set to run from the end of October to early November.

The city's Health Rewards program will remain the same in 2025. Employees who complete the requirements of the 2024 wellness program and enroll in the city's health insurance program receive $100 per month. Employees who complete the requirements of the 2024 wellness program and "opt-out" of the city's health insurance program will receive $50 a month.

The following chart outlines the cafeteria plan contributions for 2025:

	Employer Contributions	Health Rewards Contribution	Total Potential Contribution
Employee Only Coverage	$1,252	$100	$1,352
Employee + Spouse	$1,771	$100	$1,871
Employee + Child(ren)	$1,924	$100	$2,024
Family Coverage	$2,116	$100	$2,216
Opt-Out	$230	$50	$280

For comparison purposes, please see the cafeteria plan contributions for 2024:

	Employer Contributions	Health Rewards Contribution	Total Potential Contribution
Employee Only Coverage	$1,220	$100	$1,320
Employee + Spouse	$1,700	$100	$1,800
Employee + Child(ren)	$1,855	$100	$1,955
Family Coverage	$2,030	$100	$2,130
Opt-Out	$230	$50	$280

Below is the City of Minnetonka 2025 Insurance Renewal Information. The city manager is authorized to execute contracts and other documents necessary to implement the benefits.

- **Medical Insurance:** The City of Minnetonka will continue medical coverage with Medica for the year 2025. The premium increase is 6.4%.
- **Life Insurance**: The City of Minnetonka will continue its life insurance coverage with Sun Life Financial for the year 2025. This includes employee life insurance, employee and spouse life insurance, and Accidental Death & Dismemberment (AD&D) insurance. The rates for these coverages will remain unchanged.
- **Vision Insurance**: The City of Minnetonka will switch its vision insurance carrier from Avesis to Humana. This change will introduce new rates for vision coverage.
- **Disability Insurance**: Long-term and short-term disability insurance coverage will remain with Madison National Life. The rates for these coverages will remain unchanged.
- **Dental Insurance**: Dental insurance benefits will continue to be provided by Humana, with no changes to the current rates

ATTACHMENTS:
Resolution

Resolution No. 2024-

Resolution relating to the 2025 non-union employee benefits adjustment

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Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. The city of Minnetonka has approximately 170 full-time and part-time employees classified as management and administrative, 59 paid-on-call firefighters, and 425 seasonal part-time personnel. These employee groups are not represented by a bargaining unit.

1.02. The city manager annually recommends to the city council adjustments to benefit levels for these employees.

Section 2. Council Action.

2.01. The city manager is authorized to grant a city contribution for the cafeteria benefits plan of $1,252 for those electing Single Coverage; $1,771 for Employee plus Spouse Coverage; $1,924 for Employee plus Child(ren) Coverage; or $2,116 for Family Coverage. Employees who complete the requirements of the 2024 wellness program and enroll in the city's health insurance plan receive $100 per month in 2025.

2.02 Eligible employees not selecting health coverage through the city's insurance plan may receive up to $230 per month to purchase additional benefits offered by the city. Employees not selecting health coverage who complete the requirements of the 2024 wellness program will receive $50 a month.

2.03 The city manager is authorized to execute contracts and other documents necessary to implement the benefits for the 2025 insurance renewal.

Brad Wiersum, Mayor

Attest:

_____

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 23, 2024.

_____

Becky Koosman, City Clerk

City Council
Agenda Item 10.F
Meeting of September 23, 2024

Title:	Resolution authorizing the City of Minnetonka to serve as the local government unit representing Eagle Ridge Academy for a grant application
Report from:	Kelly O'Dea, Recreation Director
Submitted Through:	Corrine Heine, City Attorney Moranda Dammann, Assistant City Manager Mike Funk, City Manager
Presenter:	Kelly O'Dea, Recreation Director

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
Resolution authorizing the City of Minnetonka to serve as the local government unit representing Eagle Ridge Academy in its application for a Hennepin County Youth Activities play area grant application.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Safe & Healthy Community

Financial Consideration
No

Background
Since 2009, Hennepin County has allocated more than $31.2 million in funding to local government units (LGUs), which include municipalities and school districts, to work with non-profit community partners to improve youth sports, athletic fields, and recreational amenities. Funding is available from the .15% sales tax surcharge instituted when Target Field was constructed, and made available through the Hennepin County Youth Activities Grant (HCYAG) program.

Hennepin County Grants can be requested in two categories that include Sports Equipment Grants (up to $10,000) and Play Area Grants (up to $300,000).

The deadline to apply for 2025 requests for facility grants is October 1, 2024. Facility grant applications must include a resolution in support of the project from an LGU. Historically, the City of Minnetonka has served as the LGU on projects that benefit the entire community. The City of Minnetonka has been

approached by Eagle Ridge Academy to serve as the LGU for its play area grant application for an accessible poured-in-place playground surface and one set of play equipment. As with previous years, the city's role in this application is limited by serving as the financial conduit for the school. The cost for the projects is estimated to be $233,794.90, and Eagle Ridge Academy is requesting the entire amount from the country grant program.

ATTACHMENTS:
Resolution

Resolution No. 2024-

Resolution authorizing the City of Minnetonka to serve as the Local Government Unit Representing Eagle Ridge Academy in its application for a Hennepin County Youth Sports Program Grant Request

---

BE IT RESOLVED by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. Hennepin County, via its Youth Activities Grants Program, provides for capital funds to assist local government units of Hennepin County for the development of sport or recreation facilities.

1.02. The City of Minnetonka (local government unit, hereinafter LGU) desires to assist in providing a poured in place play area surface and one new set of play equipment for students of Eagle Ridge Academy Charter school and the broader community (hereinafter PROJECT).

1.03. The PROJECT will be constructed and owned by Eagle Ridge Academy Affiliated Building Company (the OWNER), a Minnesota nonprofit corporation, and is a part of a school facility that is leased by the OWNER to Eagle Ridge Academy, a public charter school.

1.04. The PROJECT will be constructed at 11111 Bren Road W, Minnetonka 55343.

Section 2. Council Action

2.01. The estimate of the total cost of the Project is $233,794.70. LGU is requesting $233,794.70 from the Hennepin County Youth Activities Grant program.

2.03 LGU agrees to enter into necessary and required agreements with Hennepin County for the specific purpose of constructing a sport or recreational facility and long-term program direction.

2.04 The city manager is authorized and directed to execute said application on behalf of the LGU. The director of the LGU's Recreation Services is authorized and directed to serve as official liaison with Hennepin County or its authorized representative, with respect to the grant application and grant.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 23, 2024.

Brad Wiersum, Mayor

ATTEST:

Becky Koosman, City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on September 23, 2024

Becky Koosman, City Clerk

City Council
Agenda Item 10.G
Meeting of September 23, 2024

Title:	Pathways to Homeownership
Report from:	Kendyl Larson, Housing Coordinator Alisha Gray, Economic Development and Housing Manager
Submitted Through:	Darin Nelson, Finance Director Julie Wischnack, FAICP, Community Development Director Corrine Heine, City Attorney Moranda Dammann, Assistant City Manager
Presenter:	Julie Wischnack, FAICP, Community Development Director

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Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
The report summarizes the staff recommendation for allocating additional funding to the Pathways to Homeownership program due to its success from the AHTF (affordable housing trust fund). The Economic Development Authority (EDA) agenda includes an item to accept the transferred funds and to vote on the Seventh Amendment to the Agreement. The agreement is attached for reference.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Livable & Well Planned Development

This action supports homeownership opportunities in Minnetonka.

Financial Consideration
Yes

$200,000 - the proposed funding source for the Pathways to Homeownership Program is the Affordable Housing Trust Fund.

Background
See Supplemental Background Report.

ATTACHMENTS:
Supplemental Background Report
Agreement

Resolution

Supplemental Background Report

Pathways to Homeownership

On May 1, 2023, the city council discussed, reviewed and approved a resolution developing a new first-time homebuyer down payment assistance program called Pathways to Homeownership. The council approved the funding of $300,000 through the affordable housing trust fund to start the program.

Minnetonka launched the Pathways to Homeownership program in the Fall of 2023, which provides up to $75,000 to eligible first-time homebuyers earning up to 120 percent AMI. The loan terms provide a 0-percent interest rate with 5 percent of the loan amount forgiven annually. The borrower repays any remaining assistance if the property is sold before the 20-year term. The program supports a higher level of financial aid to offset the high cost of homeownership in Minnetonka, reducing the housing cost burden for these households.

Since the pilot program was launched, it has been extremely successful with 12 applicants. Three applicants chose to withdraw from the process or declined the loan after being approved. All the applicants who withdrew or declined identified as White. As of July 2024, nine loans have been completed, and all funds have been expended. Of the nine borrowers, seven identified as White, one as Asian or Pacific Islander, and one as Black or African American. The average annual household income of the borrowers was $83,301, and the average age was 46. Seven of the nine borrowers listed their marital status as unmarried.

Staff requests that the council approve an additional $200,000 from the Affordable Housing Trust Fund to continue Pathways to Homeownership in 2024. The 2025-2029 EIP indicates an additional contribution from the trust fund of $300,000 in 2025.

Attachments

- Seventh Amendment to the Loan Origination Agreement
- Exhibit A7 – Program Guidelines
- Exhibit B7 – Amended Total Program Budget

Supplemental information:

City Council Study Session – Feb. 6, 2023

City Council Study Session – Sept. 19, 2022

EDAC Minutes – Jul. 14, 2022 (Pathways Program)

City Council Study Session – Jun. 20, 2022 (2023-2027 EIP)

EDAC Meeting – July 8, 2021 (2022-2026 EIP)

- Minutes

City Council Study Session – June 21, 2021 (2022-2026 EIP)

City Council Study Session – Aug. 16, 2021 – Preliminary Budget and 2022-2026 EIP

Economic Development Authority Sept. 13, 2021–2022 Preliminary HRA Levy

Economic Development Advisory Commission – Nov. 4, 2021 – Wealth Building Discussion

- Minutes

SEVENTH AMENDMENT to the LOAN ORIGINATION AGREEMENT
Between
ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF MINNETONKA
And
CENTER FOR ENERGY AND ENVIRONMENT

(Minnetonka Home Improvement Loan Program, Pathways to Homeownership Program)

The Agreement made the 1st day of January, 2018 by and between the ECONOMIC DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF MINNETONKA, with offices at 14600 Minnetonka Blvd, Minnetonka, MN 55345, (the "Authority"), and CENTER FOR ENERGY AND ENVIRONMENT, with its offices at 212 3rd Avenue North, Suite 560, Minneapolis, Minnesota 55401 ("CEE") is hereby amended.

Effective September 23, 2024 EXHIBIT A7 shall replace EXHIBIT A6 and EXHIBIT B7 shall replace EXHIBIT B6.

Section 5. Term and Termination

5.1 Unless earlier terminated as provided in the following paragraphs, this Agreement shall become effective on September 23, 2024 and continue through December 31, 2026.

All other sections of the contract and fees shall remain as written in the original agreement.

IN WITNESS WHEREOF, the parties hereunder set their hands as of the date written below:

ECONOMIC AND DEVELOPMENT AUTHORITY IN AND FOR THE CITY OF MINNETONKA	CENTER FOR ENERGY AND ENVIRONMENT
By _____ Executive Director	By _____
Date_____	Date_____
By _____	# TAX ID 41-1647799
Date_____	

EXHIBIT A7

PROGRAM GUIDELINES

This document includes guidelines for the
HOME IMPROVEMENT and DOWN-PAYMENT LOAN PROGRAMS

MINNETONKA LOAN PROGRAM GUIDELINES

The Economic Development Authority in and for the City of Minnetonka (Authority) is making funds available for homeowners to assist with home maintenance and energy improvements, as well as down payment and closing cost assistance for first-time homebuyers. The Minnetonka Home Improvement Loan Program is designed to supplement existing loan programs available from MHFA, CEE, private lenders and other housing resources. This program is not intended to be the sole source of improvement funds available to the City. Center for Energy and Environment shall serve as the administrator for the Minnetonka Loan Programs and will secure the most beneficial financing based on the borrower's needs independent of the funding source.

Minnetonka Home Improvement Loan

Interest Rate: 3% fixed

Amortization Type: Amortizing. (Monthly Payments Required)

Loan Amount: Minimum of $2,500 and Maximum of $15,000.

Total Project Cost: The borrower must have sufficient funds necessary to cover the cost of the entire project (as outlined in the bid(s). Additional funds may come from personal savings, gifts, or other loan funds.

Loan term: Generally, one year per $1,000 borrowed. This will be somewhat flexible depending on the size of the loan and the borrower's ability to repay the loan. The minimum term is 1 year; the maximum term will be 10 years.

Eligible Properties: Single family owner-occupied properties located within the geographical boundaries of the City of Minnetonka. Townhomes and Condominiums are eligible, subject to Association Bylaws. Property must have an Estimated Property Tax Value at or below the current annually adjusted Minnesota Housing Limit: $372,600 (2023). http://www.mnhousing.gov/sites/homebuyers/startup . The property must be homesteaded or in the process of being homesteaded. Properties may be held in a Contract for Deed. Also includes properties in the West Hennepin Affordable Housing Land Trust.

Ineligible Properties: Dwellings with more than one unit, cooperatives, manufactured homes, time shares and properties used for commercial purposes. Properties that are held within a trust.

Eligible Borrowers: All borrowers must be legal residents of the United States, as evidenced by a social security number, Including: U.S. Citizens, Permanent Resident Aliens, Non-Permanent Resident Aliens. TAX IDENTIFICATION NUMBERS (ITIN) ARE NOT ACCEPTABLE.

Ineligible Borrowers: Including but not limited to: - Foreign Nationals, Non-Occupant Co-Borrowers, and businesses.

Ownership/Occupancy: Owner- occupied only.

Loan - to - Value Ratio: The ratio of all loans secured by the property, including the new loan, should not exceed 110% of the property value. Half of the improvement value may be added to the initial property value.

Income Limit: The total gross annual household income cannot exceed 120% of the area median income based on household size. The income limits shall be determined by the U.S. Department of Housing and Urban Development (HUD) and is adjusted annually. Income shall be the projected gross income for the upcoming 12 months or the average of the prior two years tax returns if self-employed.

Asset Limit: Borrower may not own a second property. The maximum assets of the borrower, excluding the residential property to be improved and retirement accounts such as a 401k or IRA shall not exceed $25,000. Assets will generally be defined as: cash on hand, checking and savings. Borrower will be required to fill out a Declaration of Assets form and provide recent bank statements.

Debt - to - Income Ratio: Applicant must have the ability to repay the loan. An applicant who has a debt-to-income ratio in excess of 50% will be ineligible to receive financing.

Credit Requirements: 1) All mortgage payments must be current and reflect no 30 day late payments history in the past 12 month period (without reasonable explanation) 2) All real estate taxes must be current. 3) No outstanding judgements or collections (excluding medical). 4) Bankruptcy must have been discharged for at least 18 months prior to loan closing. 5) The redemption period on prior foreclosures must have occurred at least 18 months prior to the loan application date. 6) Generally, no more than two 60-day late payments on credit report. Any 60 day late requires a documented explanation and reasonable explanation; medical, unemployment, divorce. 7) No defaulted government loans.

Multiple Loans per Property: More than one loan per property is allowed, however, the outstanding balance(s) cannot exceed $15,000.

Eligible Use of Funds: Loans may be used to finance most interior/exterior, major mechanical and high efficiency energy improvements. Garages, decks, porches, retaining walls and fences can be repaired or replaced. Contractors must be properly licensed and permits must be obtained when required.

- Roofing
- Siding
- Exterior Painting (Contractors are responsible for following the EPA Lead-Based Paint, Renovation, Repair and Painting requirements effective April 22, 2010 and are required to provide a copy of certification with the contract)
- Driveways/Sidewalks/Steps
- Solar
- Windows & Doors (Energy Star)
- Insulation

- Heating Systems (Natural Gas or propane furnace AFUE >=95 / Oil furnace, gas, propane or hot water boiler AFUE>=85)
- Central or Mini-Split Air Conditioning (SEER >=15)
- Water Heater (Energy Star)
- Rain barrels
- Interior remodeling
- Questionable improvements to be presented to the city for approval

Ineligible Use of Funds: Payment for work initiated prior to the loan being approved and closed, unless due to emergency. Recreation or luxury projects (pools, lawn sprinkler systems, playground equipment, saunas, whirlpools, etc.), furniture, non-permanent appliances (unless part of a kitchen remodel), and funds for working capital, debt service, homeowner labor or refinancing existing debts are NOT allowed.

Bids: One bid is required from a qualified, licensed contractor. However the city reserves the right to request additional bids at its discretion. Only 1 bid/material list is required for sweat equity projects.

Sweat Equity / Homeowner Labor: Work may be performed by property owners on a "sweat equity" basis. Loan funds may be used only for the purchase of materials. Loan funds cannot be used to rent tools/ equipment or compensate for labor. The property owner will complete a Homeowner Labor Agreement and a city inspector will determine the ability to complete the project.

Post Installation Inspection: Permits must be obtained and signed off by a City inspector where required; when not required, a post installation inspection will be performed by a city inspector to ensure the work has been completed before any funds will be released.

Loan Security: All loans will be secured with a mortgage in favor of the Economic Development Authority in and for the City of Minnetonka. Borrower will pay all applicable title and filing fees, which may be financed in the loan amount.

Borrower Fees: Borrower will be responsible for a 1% origination fee (which may be financed), mortgage filing and service fees, document preparation, flood certificate and credit report.

Underwriting Decision: Applicants must have acceptable credit history. CEE will approve or deny loans based on a credit report, income verification and other criteria as deemed necessary through CEE's underwriting guidelines. CEE's decision shall be final. Appeals can be made to the Authority.

Work Completion: All work must be completed within 120 days of the loan closing. However, when warranted, CEE may authorize exceptions on a case-by-case basis.

Minnetonka Down-Payment and Closing Cost Assistance Deferred Loan

Interest Rate: 1% fixed

Amortization Type: Deferred

Loan Amount: Maximum homebuyer deferred loan amount of $50,000. The homebuyer(s) must contribute at least 25% of the total down-payment and/or closing costs of the borrower own funds. Borrower funds do not include seller credits.

Total Project Cost: It is the borrower's responsibility to obtain the amount of funds necessary to purchase the property in accordance with the first mortgage guidelines.

Loan term: Deferred for a period of 30 years or when the borrower sells, transfers title or if the home is no longer the primary residence of the original borrower the entire balance is due and payable. The loan may also become due and payable upon refinance. The loan principal and interest is 100% forgiven if the property has not been sold, transferred and has remained the primary residence of the borrower.

Eligible Properties: Single-family owner-occupied properties located within the geographical boundaries of the City of Minnetonka. Townhomes and Condominiums are eligible. The maximum homebuyer deferred loan amount will be based on the household's income and the purchase price of the home up to the 12-month rolling median home sale price in Minnetonka, as published in the Minneapolis Area Realtors Annual Housing Market Report, $460,000 (April 2023) https://maar.stats.10kresearch.com/docs/lmu/x/Minnetonka?src=map . The property must be homesteaded or in the process of being homesteaded. Properties within the West Hennepin Affordable Land Trust.

Ineligible Properties: Dwellings with more than one unit, cooperatives, manufactured homes, time shares. Properties held within a trust.

Eligible Borrowers: The homebuyer(s) **MUST** attend a Home Stretch workshop, or any other HUD approved program and provide evidence prior to closing. All borrowers must be legal residents of the United States, as evidenced by a social security number, Including U.S. Citizens, Permanent Resident Aliens, and Non-Permanent Resident Aliens. TAX IDENTIFICATION NUMBERS (ITIN) ARE NOT ACCEPTABLE.

Ineligible Borrowers: Including but not limited to: - Foreign Nationals, and Non-Occupant Co-Borrowers.

Ownership/Occupancy: Must occupy the home as the primary residence.

Loan to Value Ratio N/A

Income Limit: The total gross annual household income cannot exceed 120% of the area median income based on household size. The income limits shall be determined by the U.S. Department of Housing and Urban Development (HUD), and is adjusted annually. Income shall be the projected gross income for the upcoming 12 months or the average of the prior two years tax returns if self-employed**.**

Documentation Requirements:

- Copy of purchase agreement
- Commitment letter/approval for first mortgage
- Copy of Title Commitment
- Copy of Initial Loan Estimate for first mortgage
- Value of home (property tax or appraisal)
- Certification of Home Stretch Homebuyers course completed.

Asset Limit: Borrower may not own a second property. The maximum assets of the borrower, excluding the residential property to be improved shall not exceed $25,000 and retirement accounts such as a 401k or IRA shall not exceed $200,000. Assets will generally be defined as: cash on hand, checking and savings. Borrower will be required to fill out a Declaration of Assets form and provide recent bank statements.

Credit Requirements: Borrower needs to show mortgage approval for the purchase of the home. The purchase mortgage must be a fixed interest rate.

Loan Security: All loans will be secured with a mortgage in favor of the Minnetonka Economic Development Authority. Borrower will pay all applicable title and filing fees, which may be financed in the loan amount.

Borrower Fees: Borrower will be responsible for mortgage filing and service fees, flood certificate, credit report fees and any other applicable closing fees.

Underwriting Decision: Applicants must have acceptable credit history. CEE will approve or deny loans based on a credit report, income verification and other criteria as deemed necessary through CEE's underwriting guidelines. CEE's decision shall be final. Appeals can be made to the Authority.

Disbursement Process: Loan funds will be made payable and delivered to the title/closing agent. The down-payment and closing cost assistance deferred loan will be signed at closing of the purchase mortgage.

Minnetonka Pathways to Homeownership Program

Interest Rate: 0% fixed

Amortization Type: Deferred

Loan Amount: The maximum loan amount will be based on the household's income and the purchase price of the property. The purchase price cannot exceed the 12 month rolling median home sale price in Minnetonka, as published in the Minneapolis Area Realtors Annual Housing Market Report ($460,000 April 2023) https://maar.stats.10kresearch.com/docs/lmu/x/Minnetonka?src=map.

- Households with incomes at or below 50% AMI: 25% of the purchase price, not to exceed $75,000.
- Households with incomes between 51% and 60% AMI: 20% of the purchase price, not to exceed $70,000.
- Households with incomes between 61% and 80% AMI: 15% of the purchase price, not to exceed $63,000.
- Households with incomes between 81% and 120% AMI: 10% of the purchase price, not to exceed $50,000.

This program may not be layered with the Downpayment Assistance Program for First Time Homebuyers from the City of Minnetonka.

Loan term: The loan will be forgiven 5% annually and if the property has not been sold, transferred and has remained the primary residence of the borrower for 20 years the loan is 100% forgiven. If the borrower(s) cease to occupy and/or own the property as a primary residence during the 20-year term the balance owed at that time is due and payable.

Eligible Properties: Single-family owner-occupied properties located within the geographical boundaries of the City of Minnetonka. Townhomes and Condominiums are eligible. Must be at or below the 12-month rolling median home sale price in Minnetonka, as published in the Minneapolis Area Realtors Annual Housing Market Report, $460,000 (April 2023) https://maar.stats.10kresearch.com/docs/lmu/x/Minnetonka?src=map . The property must be homesteaded within 60 days following the purchase. Properties within the West Hennepin Affordable Land Trust.

Ineligible Properties: Dwellings with more than one unit, cooperatives, manufactured homes, time shares. Properties held within a trust, excluding the West Hennepin Affordable Land Trust.

Eligible Borrowers: The homebuyer(s) cannot have owned a home within the past seven (7) years. Must occupy the property as their primary residence. The homebuyer(s) **MUST** attend a Home Stretch workshop through Minnesota Homeownership Center, Framework, Minneapolis Urban League American Dream Program or any other HUD or City approved program and provide evidence prior to closing. All borrowers must be legal residents of the United States. Borrower must show approval for the purchase of the home. The First Mortgage must be at a fixed interest rate.

Ineligible Borrowers: Including but not limited to: - Foreign Nationals, and Non-Occupant Co-Borrowers, illegal residents.

Ownership/Occupancy: Must occupy the home as the primary residence.

Loan to Value Ratio N/A

Income Limit: The total gross annual household income cannot exceed 120% of the area median income based on a family size of four for households of 1-4. Income limits will be increased based on family size for families more than 4. The income limits shall be determined by the U.S. Department of Housing and Urban Development (HUD) and is adjusted annually. Income shall be the projected gross income for the upcoming 12 months or the average of the prior two years tax returns if self-employed**.**

The income must be included for anyone listed on the deed, legal spouse of the borrower who will also reside in the property. Multi-generational buyers are allowed, and their income must also be included**.**

Documentation Requirements:

- Copy of purchase agreement
- Commitment letter/approval for first mortgage
- Copy of Title Commitment
- Copy of Initial Loan Estimate for first mortgage
- Value of home (property tax or appraisal)
- Certification of Home Stretch Homebuyers course completed.

Asset Limit: Maximum liquid assets of $25,000 following closing on the home, excluding retirement assets up to $200,000 or noncash assets (i.e. cars, jewelry, vehicles, etc.). Assets will generally be defined as: cash on hand, checking and savings. Borrower will be required to fill out a Declaration of Assets form and provide recent bank statements.

Credit Requirements: All borrowers must have at least a 620-credit score. NO outstanding liens or judgements. Borrower(s) need to show mortgage approval for the purchase of the home.

Loan Security: All loans will be secured with a mortgage in favor of the Minnetonka Economic Development Authority. Borrower will pay all applicable title and filing fees.

Borrower Fees: Borrower will be responsible for mortgage filing and service fees, flood certificate, credit report fees and any other applicable closing fees.

Underwriting Decision: Applicants must have acceptable credit history. CEE will approve or deny loans based on a credit report, income verification and other criteria as deemed necessary through CEE's underwriting guidelines. CEE's decision shall be final. Appeals can be made to the Authority.

Disbursement Process: Loan funds will be made payable and delivered to the title/closing agent. The down-payment and closing cost assistance deferred loan will be signed at closing of the purchase mortgage.

General Program Conditions for the Revolving and the Down-Payment & Closing Cost Assistance Loan Programs

Application Processing: Loans will be distributed on a first come first serve basis as borrowers qualify. **Applicants must provide a completed application package including the following in order to be considered for funding.**

- Completed and signed application form
- Proof of income and assets
- Proof of Identity (driver's license, passport, etc.)
- Bids or estimates for proposed projects (if applicable)
- Other miscellaneous documents that may be required.

Contractors/Permits: Contractors must be properly licensed. Permits must be obtained when required by city ordinance.

Program Costs: Loan set up and loan origination fees will be paid out of the Program Budget. Loan program marketing efforts will be billed directly to the Authority and is a separate expense should the city choose to commission CEE for marketing support. Borrowers will pay all mortgage filing fees and related closing costs.

Total Project Cost: It is the borrower's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. In the event the final cost exceeds the original loan amount, the borrower must obtain the additional funds and show verification of the additional funds in order to be approved for the loan.

Disbursement Process for the Revolving Loan Program: Payment to the contractor (or owner in sweat equity situations) will be made upon completion of work. An inspection will be performed by a City Inspector and/or CEE to verify the completion of the work. The following items must be received prior to final disbursement of funds for the Revolving Loan Program:

- Final invoice or proposal from contractor (or materials list from supplier);
- Final inspection verification by a City Inspector;
- Completion certificate(s) signed by borrower and contractor;
- Lien waiver for entire cost of work;
- Evidence of city permit (if required)

Disbursement Process for the Down-Payment and Closing Cost Assistance Deferred Loan Program:
Payment will be made to the title company and sent with the loan closing package to the place of closing.

EXHIBIT B7

TOTAL PROGRAM BUDGET $200,000

MINNETONKA LOAN PROGRAM BUDGET

A. Loan Program Budget Allocation (includes Loan Set Up Fee and Loan Origination Fee and Annual Administration Fee):

$200,000 – Pathways to Homeownership Program

Budget Notes:

1. CEE shall submit monthly invoices for origination fees and the principal loan amounts of closed loans for that period.
2. Services performed by CEE will initially be funded from the Total Program Budget as stated above and paid in accordance with the following schedule.

(1) Loan Origination Fee Home Improvement Loan:	$750.00 per loan closed
(2) Loan Origination Fee Down-Payment and Closing Cost Assistance Deferred Loan and Pathways to Homeownership Program:	$1,100 per loan closed
(3) Annual Administration Fee	$5,000

3. Loan Servicing
   The Authority and CEE have a loan servicing agreement which went into effect on January 1, 2024.

4. Marketing
   Marketing efforts will be supported by CEE, upon request, and marketing costs are not included in the administrative budget. Hourly rates are inclusive of all overhead expenses and will be charged only for hours directly related to the labor of all program marketing. CEE will also be reimbursed by the Authority for any non-labor, out-of-pocket expenses relating to these services on a dollar-for-dollar basis.

Resolution No. 2024-_____

Resolution transferring funds from the Affordable Housing Trust Fund of the City of Minnetonka to the Pathways to Homeownership Down-Payment Assistance and Closing Cost Assistance Deferred Loan Program

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Be it resolved by the City Council (the "Council") of the City of Minnetonka, Minnesota (the "City") as follows:

Section 1. Background.

1.01. The Economic Development Authority in and for the City of Minnetonka, Minnesota (the "Authority") and the City have undertaken a program to promote economic development and job opportunities, promote the development and redevelopment of land which is underutilized within the City, and facilitate the development of affordable housing.

1.02. The City has heretofore created an Affordable Housing Trust Fund, which is funded with pooled tax increment derived from property within certain tax increment financing districts within the City.

1.03. The Authority has created the Pathways to Homeownership Down-Payment Assistance and Closing Cost Assistance Deferred Loan Program (the "Program") for homebuyers.

1.04. The City has proposed to transfer $200,000 from the Affordable Housing Trust Fund to the Pathways to Homeownership Program to aid in down payment assistance as part of the Program.

Section 2. Approvals.

2.01. The Council approves the transfer of funds in the amount of $200,000 within the Affordable Housing Trust Fund to the Program.

2.02. The Mayor and City Manager are authorized and directed to execute any documents or certificates necessary to carry out the intentions of this resolution.

Section 3. Effective Date.

3.01. This resolution shall be effective as of approval.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 23, 2024.

_____

Brad Wiersum, Mayor

Attest:

_____
Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 23, 2024.

_____
Becky Koosman, City Clerk

MN140-259 (JAE)
976611v1

City Council
Agenda Item 11.A
Meeting of September 23, 2024

Title:	Excelsior Boulevard Reconstruction CIP Amendment and Design Authorization
Report from:	Phil Olson, P.E., City Engineer
Submitted Through:	Will Manchester, Public Works Director Darin Nelson, Director of Finance Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Will Manchester, P.E., Public Works Director

Action Requested:	Motion
Form of Action:	Report
Votes needed:	5 votes

Summary Statement
The Excelsior Boulevard Reconstruction Project proposes street, utility and trail improvements to correct deficiencies of the aged roadway and utilities and expand the city's trail network.

Recommended Action
Motion to amend the 2025-2029 Capital Improvements Program (CIP) for the Excelsior Boulevard Reconstruction, Project No. 27305.

Motion to authorize the city engineer to approve work orders under previously approved contracts for the planning and design of the Excelsior Boulevard Reconstruction Project, Project No. 27305.

Strategic Profile Relatability
Infrastructure & Asset Management

The Excelsior Boulevard Reconstruction Project includes the replacement of street and utility infrastructure to ensure reliable services to residents and includes construction of a top-priority trail, enhancing the trail network connectivity and infrastructure.

Financial Consideration
Yes

The Excelsior Boulevard Reconstruction Project is budgeted in 2025 – 2029 Capital Improvements Program. A CIP amendment is required to advance funding to the 2024 and 2025 CIP for planning and design work. This amendment does not increase the overall budgeted amount for the project.

Background
In 2023, the City of Minnetonka and Hennepin County began working together to coordinate the reconstruction of Excelsior Boulevard from Williston Road to Highway 101. This project was initiated by the city as part of a trail expansion project along this corridor, which is identified in the Trail Improvement Plan in 2027 and the trail is budgeted in the 2024-2028 CIP. Through conversations with Hennepin County, a joint project has been developed to address aging road and utility infrastructure at the same time as trail expansion. Completion of this joint project will more efficiently meet both city and county goals and reduce construction impacts to the surrounding neighborhoods.

At this time, the project scope includes installation of a new, multi-use trail, roadway reconstruction, watermain replacement, overhead power burial and storm sewer improvements. Minnetonka will lead the project through feasibility, design and construction administration and Hennepin County will reimburse the city for costs associated with their improvements. This project is currently included in the Hennepin County's draft budget, which is expected to be finalized in late 2024. Agreements with Hennepin County and Xcel Energy will be needed in the future for this project.

Public Engagement
Following council consideration of the project, the City of Minnetonka would begin a public engagement process which would include requesting feedback from the public regarding the existing corridor and proposed improvements. The design team will use that information during planning and design and will share the results with the public during an informational meeting in early 2025. This feedback will be incorporated into a feasibility report and shared with the city council prior to beginning final design.
In line with other city projects, staff will continue to use various strategies to provide project updates including text alerts, email updates, citizen alerts and newsletters. Staff will send out an update to all project subscribers prior to council decisions. The updates will also be posted to the project webpage.

Estimated Project Costs and Funding
The cost of the Excelsior Boulevard Reconstruction Project is currently estimated at $47,000,000 and will be further revised as the project is developed during final design. City funding is included in the 2025 – 2029 CIP.

At this time, staff is recommending a CIP amendment to allocate funding for planning and design work. A table is attached showing the project funding and CIP amendment.

Schedule
If the recommended actions are approved by council, staff will continue to move forward with the feasibility process, which includes public engagement, for further refinement of the project scope and costs. This would be brought back to council once completed for consideration at a future date. Final design is expected to follow in 2025 and 2026 along with overhead power burial in 2026 and 2027. Construction of the project would likely begin in the spring of 2027 and be substantially completed by the end of 2028.

ATTACHMENTS:
Excelsior Blvd Budget

	2025-2029 CIP Budget Amount	Proposed				Expense
		2024	2025	2026	2027	
Total Project Costs						$47,000,000
Electric Franchise Fees Fund	$2,400,000		$2,400,000			$2,400,000
Hennepin County	$24,500,000				$24,500,000	$24,500,000
Municipal State Aid Fund	$500,000		$125,000		$375,000	$500,000
Storm Water Fund	$1,000,000		$250,000		$750,000	$1,000,000
Street Improvement Fund	$2,000,000		$500,000		$1,500,000	$2,000,000
Trail System Expansion Fund	$7,600,000	$1,200,000	$700,000		$5,700,000	$7,600,000
Utility Fund	$9,000,000		$2,250,000		$6,750,000	$9,000,000
Total Budget	$47,000,000	$1,200,000	$6,225,000	$0	$39,575,000	$47,000,000

City Council
Agenda Item 11.B
Meeting of September 23, 2024

Title:	DWI Traffic Safety Officer Grant agreement
Report from:	Jason Tait, Deputy Chief of Police
Submitted Through:	Scott Boerboom, Police Chief Darin Nelson, Finance Director Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Jason Tait, Deputy Chief of Police

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	5 votes

Summary Statement
The Minnetonka Police Department wishes to enter into a DWI Traffic Safety Officer grant agreement with the State of Minnesota, acting through its Department of Public Safety ("State"). The DWI Traffic Safety Officer grant will support the position of a dedicated DWI and traffic safety officer during the period from October 1, 2024 through September 30, 2025. The total award for this grant is $150,000.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Safe & Healthy Community

We are dedicated to protecting the quality and dignity of life in our community. This grant award would allow us to continue that commitment by having a dedicated traffic officer to enhance the enforcement of traffic safety laws and DWI violations.

Financial Consideration
No

There is no financial consideration for this grant. The award amount of $150,000 is estimated to cover the cost of a police officer's wages and benefits, estimated at $140,000.

Background
Hennepin County has a historically high number of DWI incidents compared to other counties, and enforcing DWI-related violations is a top public safety priority for law enforcement. The State of Minnesota, through the Office of Traffic Safety and the MN Department of Public Safety, has supported the enforcement of DWI violations through the DWI Traffic Safety Officer Grant program. Surrounding

cities have been awarded this grant opportunity, which has shown positive results in reducing DWI incidents and enhancing public safety.

The City of Minnetonka has been awarded this grant annually since 2023, including in the current funding cycle. This resolution to accept the DWI Traffic Safety Officer Grant will allow for enhanced enforcement efforts of DWI violations in Minnetonka, leading to safer roadways for our community. The assignment of a DWI Traffic Safety Officer will be filled by an existing traffic unit officer, ensuring that no new position is created. Utilizing a current traffic unit officer allows immediate integration into our traffic enforcement strategies.

This grant is available each year, and it is our intent to reapply for this opportunity annually.

ATTACHMENTS:
Minnetonka Grant Agreement
Resolution

Minnesota Department of Public Safety ("State") Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101	**Grant Program:** 2025 NHTSA: DWI / Traffic Safety Officer **Grant Contract Agreement No.:** A-OFFICR25-2025-MINNETPD-009
Grantee: Minnetonka Police Department 14600 Minnetonka Boulevard Minnetonka, MN 55345-1502	**Grant Contract Agreement Term:** **Effective Date:** 10/01/2024 **Expiration Date:** 09/30/2025
Grantee's Authorized Representative: Sergeant Chad Fierst 14600 Minnetonka Boulevard Minnetonka, MN 55345-1502 (952)939-7612 cfierst@minnetonkamn.gov	**Grant Contract Agreement Amount:** Original Agreement $150,000.00 Matching Requirement $ 0.00
State's Authorized Representative: Duane Siedschlag, Impaired Driving Program Coordinator 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101 (651)221-7078 Duane.siedschlag@state.mn.us	**Federal Funding:** CFDA/ALN: 20.608 & 20.608 & 20.600 **FAIN:** 69A37523300001640MNA & 69A37523300001640MNA & 69A37523300004020MNO **State Funding**: N/A **Special Conditions**: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2025 NHTSA: DWI / Traffic Safety Officer Application ["Application"] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 620, Saint Paul, MN 55101. The Grantee shall also comply with all requirements referenced in the 2025 NHTSA: DWI / Traffic Safety Officer Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (https://app.dps.mn.gov/EGrants), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

***Payment*:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over $100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-OFFICR25-2025-MINNETPD-009 / 3000098177

Project No.25-03-03

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Budget Summary

Budget				
Budget Category	**State Reimbursement**	**Local Match**		
DWI TSO Salary & Fringe				
Salary and Fringe for one DWI Traffic Safety Officer	$150,000.00	$0.00		
Total	$150,000.00	$0.00		
Operating Expense				
Opreating Expense	$0.00	$0.00		
Total	$0.00	$0.00		
TZD Conference				
TZD Conference	$0.00	$0.00		
Total	$0.00	$0.00		
Total	$150,000.00	$0.00		

Resolution No. 2024-

Resolution approving the Minnetonka Police Department to enter into a DWI Traffic Safety Officer grant agreement with the State of Minnesota, acting through its Department of Public Safety.

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. The Minnetonka Police Department wishes to enter into a DWI Traffic Safety Officer grant agreement with the State of Minnesota, acting through its Department of Public Safety ("State"). The DWI Traffic Safety Officer grant will support the position of a dedicated DWI and traffic safety officer during the period from October 1, 2024 through September 30, 2025. The total award for this grant is $150,000.

Section 2. Council Action.

2.01. The Chief of the Minnetonka Police Department is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the City of Minnetonka, subject to changes and final review by the City Attorney.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 23, 2024.

_____

Brad Wiersum, Mayor

Attest:

_____

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 23, 2024.

Becky Koosman, City Clerk

City Council
Agenda Item 14.A
Meeting of September 23, 2024

Title:	Resolution regarding the 2025-2029 Economic Improvement Program (EIP)
Report from:	Alisha Gray, Economic Development and Housing Manager
Submitted Through:	Julie Wischnack, FAICP, Community Development Director Darin Nelson, Finance Director Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Julie Wischnack, FAICP, Community Development Director

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Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
The Economic Improvement Program (EIP) is a five-year guidance document for the city's investment in housing, economic development, transit, and redevelopment. The document is updated annually.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Livable & Well Planned Development

Financial Consideration
Yes

2025-2029 EIP does not legally set the HRA levy for 2025. The council will adopt the final HRA levy in December 2024.

Background
See supplemental background report.

ATTACHMENTS:
Supplemental Background Report
Minutes
2025-2029 Final EIP
Resolution

Supplemental Background Report

The city's first Economic Improvement Program (EIP) was published in 2012, making this the thirteenth iteration of the document. The EIP provides a detailed five-year plan for the city's economic development activities. Staff updates the document annually. The final draft of the document is attached.

2025-2029 Economic Improvement Program

The draft EIP has been prepared based on the comments the city council received during previous EIP reviews and the Economic Development Advisory Commission's (EDAC's) feedback from the May 9, 2024 meeting and the city council study session on June 10, 2024.

- ***Chapter 1 Policy*** — defines what funding categories programs will fall under and details the funding principles.

- ***Chapters 2 through 7*** — provide program pages for the city's existing and potential future economic development efforts. The program page details the description, purpose, goals, budget impacts, schedule, and key measures. Additionally, it outlines the funds needed to develop or sustain the program over a period of years.

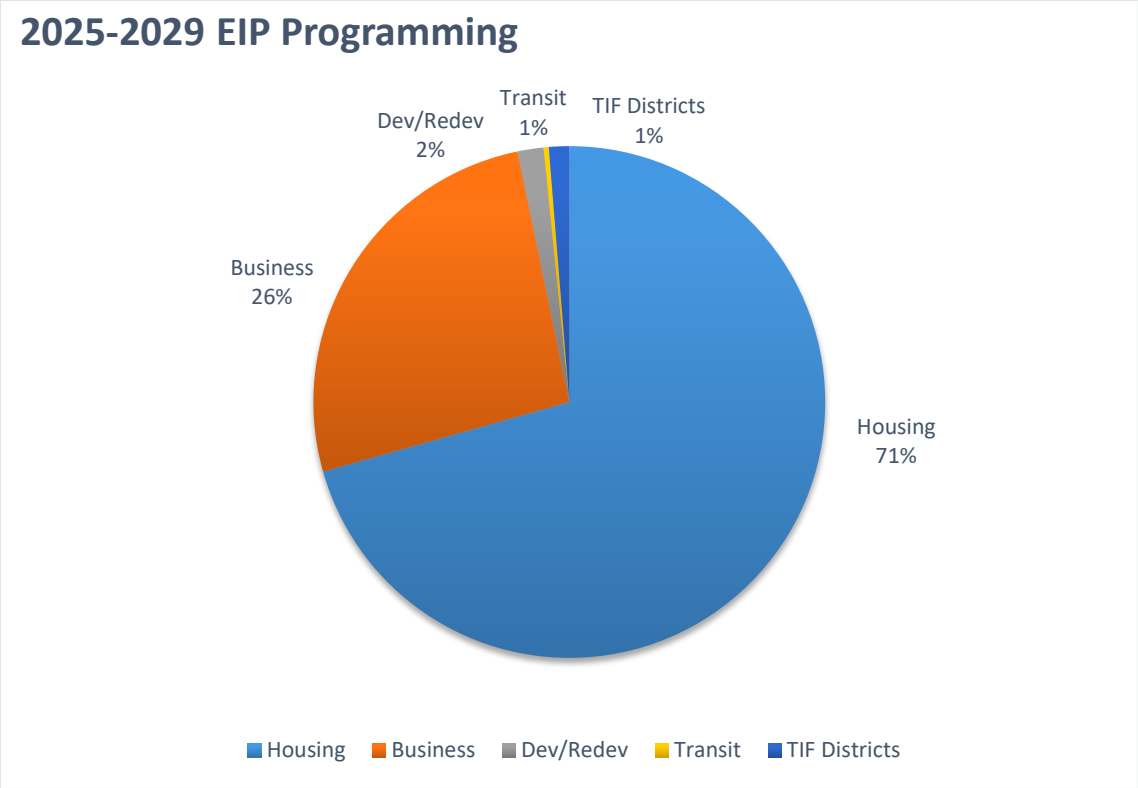
- ***Chapter 8*** Funding Sources and Expenditure Projections provides summary tables, including the first table, which summarizes total expenditures by category and fund for one year (2023). The second set of tables presents 10-year funding sources and expenditure projections. The final table summarizes the 10-year projection of all funds.

- ***Chapter 9*** *Affordable Housing Goals* — itemizes how the city has and will meet its 1995-2010, 2011-2020, and 2021-2030 affordable housing goals, including any EIP programs used to assist the project and the affordable housing income limits.

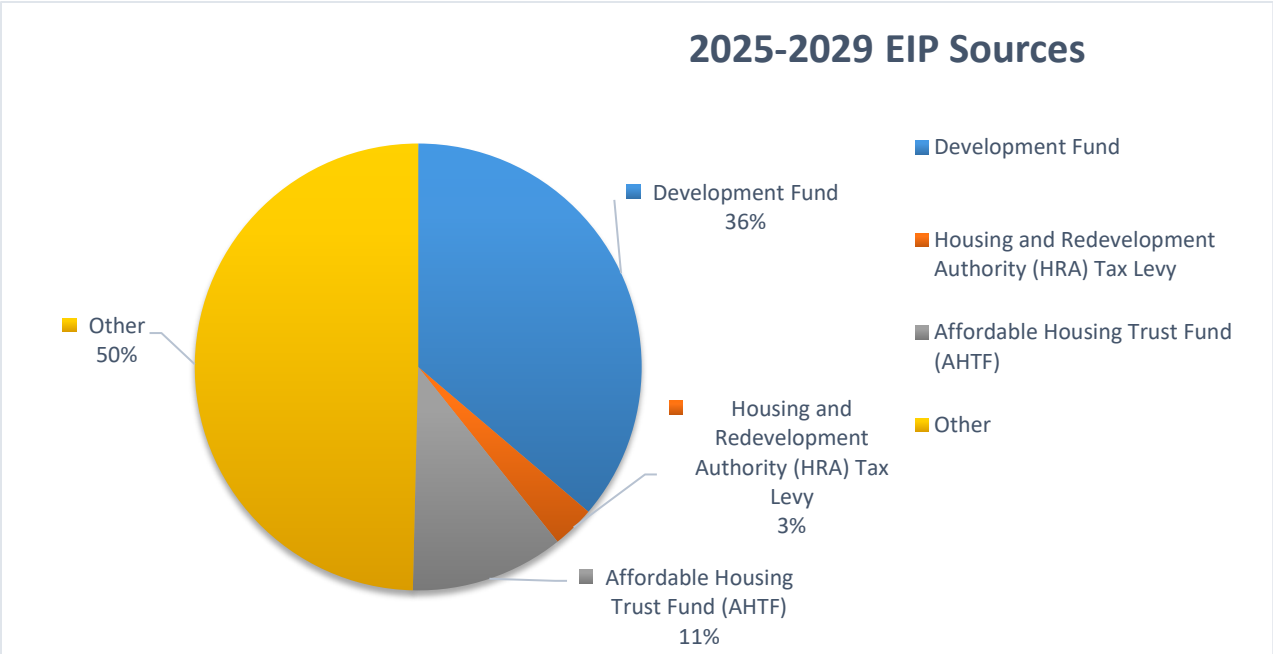
- ***Glossary*** — Glossary of programs, terms, and acronyms.

Uses of EIP Funds

Housing programming continues to be the city's highest priority in this year's recommended EIP. Nearly $41 million is projected to be designated for housing programs, in contrast to roughly $15 million for business programs. The funding allocated to housing programming increased due to an uptick in interest in the Housing Improvement Area program and the addition of the Affordable Housing Trust Fund. Other uses include grants for housing redevelopment projects, environmental cleanup, and business development. Generally, those funds are not city dollars but pass-through grants or loan programs.



Business programming is the second-highest priority category in the 2025-2029 EIP. The lowest priority investment categories are development/redevelopment and transit program areas.
In the 2025-2029 EIP, accounting for the largest single resource for EIP implementation at 50 percent of all funding, approximately $35.5 million in other sources (primarily pass-through funds). The Development Fund and Affordable Housing Trust Fund are anticipated to generate the next largest sources of funding for programming.



2025-2029 EIP Updates

Housing Chapter Summary

The chart below summarizes the utilization of housing programs for 2023 and the current totals for 2024.

Ownership Programs	Fund	Type	2023	2024 (to date)
Minnetonka Home Enhancement	HRA Levy	Loan	1 loan	2 loans
Welcome to Minnetonka DPA Loan Program	HRA Levy	Loan	1 loan	3 loans
Pathways to Homeownership DPA	AHTF	Loan	New Program	9 loans
Home Rehabilitation Program	CDBG Consortium	Loan	6 loans	4 loans
Homes Within Reach	HRA Levy	Program	63 homes	63 homes

Rental Programs	Fund	Type	2023	2024 (to date)
Rental Registration	-	Program	New Program	277 rentals
Homelessness Assistance	AHTF	Program	55 individuals	4 individual
Homelessness Response	-	Internal Program	23 individuals	10 individuals
Rental Assistance	AHTF	Program	7 households	6 households

CDBG Program

Community Development Block Grant (CDBG) program administration switched to Hennepin County on July 1, 2018. Changes to the program include:

- Entitlement Funds (Prior to July 1, 2018)
  - The sources/uses for this year assume program income from loan repayment following the end of the federal funding. There is an increase in loan repayment (107 outstanding loans) due to increased home sales and the number of outstanding loans.
    - Program Income of approximately $35,000 per year is generated from loan repayments. Program income passes through to Hennepin County to provide additional rehab loans in Minnetonka through their rehab program.
  - In 2020, the council directed staff to create a home rehab program exclusively for Homes Within Reach (HWR) residents with the remaining fund balance. The

maximum grant amount was set at $7,500. Current program statistics for the 63 HWR homes in Minnetonka are as follows:
    - Twenty projects are completed.
    - $77,046 remaining in funding, which is required to be spent by Sept.
    - 6 Projects are in process

- CDBG Consortium (July 1, 2018, to present)
    - CDBG funds no longer flow through the city and are not included in the page sources/expenditures section. The award for 2024 is $132,024.
    - Administration
        - The county receives 13%- 15% to administer the CDBG portfolio (reporting, intake of Small Projects Program (SPP) clients, fair housing, monitoring, environmental review, processing applications, processing subordination and payoff requests, submitting the annual Consolidated Annual Performance Evaluation Report (CAPER), and other reports to the Department of Housing and Urban Development (HUD).

- Home Rehabilitation Program
    - The county started administering the program in July 2018.
        - There is a maximum loan amount of $15,000.
            - Eight loans disbursed in 2022
            - Six loans disbursed in 2023
                - Four projects are underway
                - Nine loans in the application process
- Fair Housing
    - The city participated in Fair Housing activities; however, the county is responsible for coordinating these efforts on behalf of the city.
    - The city adopted a local Fair Housing Policy in Nov. 2018.

- Public Services
    - Agencies now apply for funding through the county's coordinated Request for Proposal (RFP) process; staff participates in this process.
    - In 2023, ICA, HomeLine, Senior Community Services, and the Sojourner Project received funding.

Homes Within Reach (HWR)

- In 2021, for program years 2022-2026, $125,000 in funding was committed, as discussed during the previous discussion.
- The budget for 2024, specifying the uses of the HRA Levy, was adopted on Dec. 4, 2023, and included $125,000 in funding for Homes Within Reach.

Welcome to Minnetonka and Minnetonka Home Enhancement

- The Center for Energy and Environment manages these programs for the city.
- There is a current fund balance of approximately $500,000 for these programs, with 22 loans outstanding.
    - 12 Welcome to Minnetonka loans outstanding
    - 10 Minnetonka Home Enhancement loans outstanding
- The average loan amount for the Welcome to Minnetonka Program is $11,016, and the Minnetonka Home Enhancement average loan amount is $10,975.

Housing Improvement Areas

- In July 2024, Villas at Chasewood submitted an application to establish an HIA. Staff is reviewing the application and will present the project to the EDAC at a future meeting.
- In 2019, the city issued bonds to repay the Cloud 9 association's construction loan. The loan is repaid through the housing fee collected on the annual property tax statements.
- Cedar Ridge also participated in the HIA program in 2012. Cedar Ridge received a loan and repaid the housing fee through annual property tax collection and deposits into the Development Fund.
- Staff continues to receive two to three inquiries a year for this program.

Affordable Housing Trust Fund (AHTF)

- The council approved a temporary AHTF in 2020 to provide emergency rental assistance to households impacted by COVID-19 and established a permanent AHTF in 2021.
    - $4,961,680 in pooled tax increment was transferred to the fund in 2021 to support affordable housing efforts, and in 2021, a loan repayment from the Cliffs apartments added $2,100,000 to the fund. Accounting for recent transactions, the fund now has a remaining balance of approximately $3.7 million.
    - To date, the fund has contributed to the following initiatives:
        - $350,000 in emergency rental assistance through ICA
        - $553,000 Minnetonka Station affordable housing
        - $280,000 Doran Apartments affordable housing
        - $400,000 The Pointe (Amira Minnetonka) affordable housing
        - $200,000 Homelessness Program
        - $300,000 Pathways to Homeownership
        - $1,000,000 Cedar Hills Townhomes Improvements
    - Staff recommends that the AHTF continue to support additional affordable housing initiatives in the 2024-2028 EIP, including single-family and affordable rental housing opportunities.
    - The city council packet information from Nov. 23, 2020, outlines the eligible sources and uses of the AHTF.

City-owned properties

- Staff completed due diligence on 5501 Baker Road and 5432 Rowland Road (residential) to sell for affordable housing in 2023/2024 and advertised to attract contractors and builders to submit site proposals.
    - Staff will contract Amani Construction to build a twinhome on the 5432 Rowland Road property.
    - The EDAC reviewed the term sheet and contract in 2024.
- In 2022, the city purchased two additional single-household properties. Throughout 2024-2025, staff will study potential affordable housing opportunities for those sites.

Pathways to Homeownership

- On May 1, 2023, the city council approved $300,000 for the Pathways to Homeownership Program Pilot Program.
- Minnetonka launched the Pathways to Homeownership program in Fall 2023, which provides up to $75,000 to eligible first-time homebuyers earning up to 120 percent AMI. The loan terms provide a 0-percent interest rate with 5 percent of the loan amount forgiven annually. The borrower repays any remaining assistance if the property is sold before the 20-year term. The program supports a higher level of financial aid to offset the high cost of homeownership in Minnetonka, reducing the housing cost burden for these households.
- As of May 2024, nine loans have been completed. All program funds have been expended.
    - On this same agenda, staff is requesting additional funding of $200,000 to be allocated to the Pathways to Homeownership program through the Affordable Housing Trust Fund and a funding commitment of $300,000 through the Affordable Housing Trust Fund in 2025.

Emergency Rental Assistance

- ICA and Minnetonka continue to offer emergency rental assistance for Minnetonka residents. Emergency Rental Assistance provides housing assistance payments to help prevent eviction and homelessness and maintain housing stability for eligible renters. Renters earning up to 120 percent of the area median income (AMI) and experiencing financial hardship may receive a one-time payment of up to $1,500 to assist with rent and utility expenses.
- The city council approved $300,000 in funding for the program.
    - As of July 2024, 218 households received $291,295 in direct rental assistance through the city's emergency rental assistance program.
    - The average assistance per household was $1,336.There is a balance of $8,704 of assistance remaining, and the city approved and allocated an additional $50,000 in 2023.

Rental Registration Program

- In 2023, staff researched and analyzed various rental registration and licensing programs across the Twin Cities Metro. Staff found that both programs have pros and cons, but ultimately recommended the city pursue a rental registration program as a first step. The registration program will help the city gain a more comprehensive look at the rental market, increase communication with property managers, and collect necessary data to support various departments, including police, fire, and community development, to stay updated regarding contact information. It will also provide a network for essential communications regarding resources to tenants and landlords.
- The council discussed the recommendation during the July 24, 2023 study session and reviewed the introduced ordinance on Oct. 30, 2023. The council generally agreed that rental registration was a good start and that conversations regarding future rental licensing should continue.
- The city council adopted the rental registration ordinance on Dec. 18, 2023, and it went into effect on Feb. 3, 2024. Since the effective date, the staff has received 277 registrations and has distributed Certificates of Registration and Tenant Resource Posters to all registrants. The city council will receive a full update at their study session in November.

Homelessness Response

- On July 27, 2022, His House Foundation and the City of Minnetonka signed an agreement to establish a two-year pilot program to help 24 homeless Minnetonka households. The Emergency Homelessness Response Assistance Program provides temporary relief for households experiencing a housing emergency and experiencing homelessness. The program finances casework, temporary housing, and first-month rent deposits. His House Foundation will help local homeless residents with intensive case management, temporary housing in extended-stay hotels, and assistance with long-term housing solutions.
    - The program officially started in September 2022, and His House Foundation has assisted 59 Minnetonka residents (including 34 minors) experiencing an emergency homeless situation.
        - 7 households achieved a permanent housing status.
        - 6 households reconciled differences with family or friends, to allow for continued cohabitation.
        - The remaining residents remained in hotels (self-paid), remained in shelters, or remained in transition. Some residents did not report back and staff is unaware of the current status of homelessness.
    - Approximately $68,887 has been used to support the residents, with roughly $131,113 remaining in the program funds.
    - Staff will request an extension of the contract in 2024.

- In 2023, the Police Department and Community Development Departments developed a map-based, shared reporting system to identify and respond to homeless issues in the community. Staff or members of the public report incidents of homelessness, encampments or difficult living situations and are directed to city departments and non-profit partners to address homeless issues without a police response as the only option.
    - Since May 2023, the dashboard has helped staff identify 32 potential homeless situations and provide timely resources to those who wanted them. Many of the points on the dashboard are referred to His House Foundation to get assistance.

Business Chapter Summary

Business Program Utilization Summary Chart

The chart below summarizes the utilization of business programs for 2023 and the current totals for 2024.

Program	Fund	Type	2023	2024 (to date)
Commercial Code Compliance	Development Fund	Loan	New in 2023	1 loan
Business Assistance	HRA Levy	Grant	New in 2023	0 grants
Business Outreach	HRA Levy	Program	3 Newsletters and 1,904 online contacts	1 Newsletter and 1933 online contacts

Business Advisory Services (Open to Business and Elevate Hennepin)	Development Fund	-	68 Businesses Assisted	15 Businesses Assisted

Sprinkler Retrofit

- Continued funding of $50,000 annually through the Special Assessment Construction Fund has been added, as this program has continued interest.

Housing/Redevelopment Grants

- On June 27, 2022, the city was awarded up to $50,000 to assist with hiring a consultant to study the city's zoning districts to review barriers to compact, connected, sustainable and equitable development. The grant provides half the cost upfront and the second half upon policy adoption. The city has engaged a consultant, Zone Co, and they presented their diagnostic report at the April 15, 2024, city council study session. At the July 22, 2024 city council study session, the council reviewed options for the next steps and decided to pursue a full rewrite of the zoning code. Staff will present the city council with the next steps for the rewrite later this fall.

Business Outreach

- $25,000 was budgeted for 2025 and 2026 to assist with ongoing costs to implement the Business Development strategy. Project costs include a business newsletter, business outreach and marketing, and potential for future business-related events.
    - The city distributed the first edition of the business newsletter in the summer of 2018.
        - In 2021, staff increased production to three issues per year.
        - 1,904 online subscribers on the business email list.
        - 1,247 business mailings.
- Staff is proposing to conduct a follow-up business survey in 2024
- Elevate HC and Open to Business - $20,000 annually for business advisory services.

Regional Chambers of Commerce

- $600 was included for dues to participate in the Minneapolis Regional Chamber.
- $500 was included for dues to participate in the Wayzata Chamber.

Newly Developed Business Programs

- Emergency Business Assistance program (existing emergency assistance funds balance from 2022) – Up to $2,500 to provide one-time funding for businesses to assist with technical needs (marketing, legal, technology, etc.)

- Code Compliance Program (Indirect ARPA funding) – a new program providing up to $25,000 to assist businesses with required building improvements.

Transit Chapter Summary

- The city hired Nelson Nygaard in 2024 to complete a transit study. The transit study analyzes the existing service compared to comparable communities and will provide concepts to meet future transit needs.

Development and Redevelopment Chapter Summary

Predevelopment

- Recommended $75,000 in funding to continue support for studies and consultants.

Tax Increment Financing (TIF) Chapter Summary

- Noted new TIF Management Report in 2024.

Affordable Housing Goals Summary

- Updated Metropolitan Council Livable Communities Housing Goals.
- Added information on Metropolitan Council projected needs, goals, and housing scores.
- Added future housing needs implementation tools from the 2040 Comprehensive Plan.

EDAC feedback from the May 9, 2024, meeting

- The commission generally agreed with the staff's recommended 2025-2029 EIP edits. The following feedback was provided for council consideration:
    - Commissioners asked if additional funding was recommended for the Pathways to Homeownership Program.
        - Staff indicated that the request for $300,000 for Pathways would be recommended in the EIP for the program year 2025.
    - Commissioners commended the work of the homelessness initiative and looked forward to hearing more positive outcomes of the program.
    - Councilmember Calvert discussed comparing the cost of providing rental vs. homeownership opportunities and asked the commissioners to think of ways to compare the affordability levels in new requests for assistance.
    - Commissioners suggested updating the descriptors of some of the pages to reflect various program types.
    - Commissioners noted that they would provide additional feedback after the council review and the upcoming study session in July.

City Council Feedback from the June 10, 2024, Meeting

- Councilmember Coakley discussed putting $125,000 aside for improvements on HWR homes instead of funding new home acquisition and rehabilitation.
    - In 2021, the city established a forgivable loan of up to $7,500 to address housing repairs exclusively for HWR properties. To date, 20 households out of 62 households have applied for and received funding to make repairs.
        - The funding ends July 31, 2024, due to the expiration of older CDBG program income. Staff sent postcards multiple times to residents in HWR properties to inform them of the forgivable loan.
- Councilmember Schack asked for examples (of how affordability works) including indexing.
    - The city has affordability covenants for 130 for-sale housing units, and this tool limits the resale value to approximately 80% AMI for future sales. There are no income restrictions on indexed units.
- Councilmember Calvert asked about a 99-year affordable housing covenant, 35% max equity, etc.

    - The HWR (land trust properties) operate under a model that has a 99-year ground lease, a resale calculation limits the equity at sale to a maximum of 35%. This keeps the property affordable for the next buyer.
    - The property at 5432 Rowland Rd is a city-owned property that will have long-term affordability through an affordability covenant. The term of affordability has yet to be determined and is up for discussion. The staff is recommending 99 years. Without the covenant, the city has no mechanism to ensure the property will remain affordable long-term.
- Councilmember Ramaley inquired about how the EIP integrates with recommendations within the Climate Action and Adaptation Plan (CAAP).
    - The CAAP is a plan that provides strategies for how our community can reduce greenhouse gas emissions and adapt to the changing climate.
    - Staff reviews building plans to provide feedback on how to reduce emissions and create energy-efficient buildings.
- Councilmember Coakley asked about creating a free voucher program for Uber/Lyft to provide on-demand service to low-income households.
    - Nelson Nygaard's report will include transit improvement recommendations for Minnetonka later this year. Staff will look into voucher programs for Uber/Lyft. Vouchers may currently be available through local social service agencies.
- Councilmember Coakley asked for the demographics of the Elevate program (this was included in a recent council update for the CD Annual report):
    - See the attached infographic from Hennepin County for the demographic of residents served through the Elevate program.
- Councilmember Coakley asked for the demographics of the Pathways program.
        - 9 Loans made – average assistance $31,000, average household income $83,301
        - Demographics of approved applications:
            - 7 identified as white
            - 1 identified as Black or African American
            - 1 Identified as Asian or Pacific Islander
        - 10 applications denied/withdrew
            - 8 identified as White
            - 1 identified as African American or Black
            - 1 identified as Asian or Pacific Islander

EDAC Feedback from the Aug. 8, 2024 Meeting (unapproved meeting minutes attached)

The EDAC discussed a recommendation for a preliminary HRA levy of $300,000 that differs from the proposed 2025-2029 EIP. The EDAC discussed continuing the $25,000 for Homes Within Reach Administration in 2025 but instead funding the Pathways to Homeownership Program at $100,000 for 2025. This is in addition to the recommendation in the 2025-2029 EIP to commit $300,000 to Pathways through the Affordable Housing Trust Fund in 2025.

Per the discussion, a 2025 preliminary HRA levy of $300,000 and a 2025 HRA budget is depicted below:

($ thousands)	EIP	EDAC	Proposed
SW Light Rail	$75	$75	$75
Homes within Reach	$125	25	$25
Pathways		$100	$100
Housing Loans	$100	$100	$100
Total HRA Levy	***$300***	***$300***	***$300***

($ thousands)	EIP	EDAC	Proposed
SW Light Rail	$75	$75	$75
Homes within Reach	$125	$25	$25
Pathways		$100	$100
Housing Loans	$100	$100	$100
Total HRA Levy	***$300***	***$300***	***$300***

Summary

At its Aug. 8, 2024 meeting, the EDAC discussed a recommendation for a preliminary HRA levy of $300,000 that differs from the proposed 2025-2029 EIP. The EDAC discussed continuing the $25,000 for Homes Within Reach Administration in 2025 but instead funding the Pathways to Homeownership Program at $100,000 for 2025. This is in addition to the recommendation in the 2025-2029 EIP to commit $300,000 to Pathways through the Affordable Housing Trust Fund in 2025.

The council will discuss the preliminary HRA levy for 2025 at the Sept. 23, 2024, regular meeting and adopt the final HRA levy in Dec. 2024; adopting the EIP does not legally set the HRA levy.

Discussion Questions

- ***Does the council wish to adopt the EIP with the staff recommendation or consider the EDAC proposed changes?***

Attachments

2025-2029 Economic Improvement Program (EIP)
May 9, 2024, EDAC Meeting Minutes
Aug. 8, 2024, EDAC Meeting Minutes Attached

Unapproved
Minnetonka
Economic Development Advisory Commission
Minutes

Aug. 8, 2024

1. Call to Order

Chair Jacobsohn called the meeting to order at 6 p.m.

2. Roll Call

EDAC commissioners Irene Connors, Maram Falk, David Haeg, Jay Hromatka, Melissa Johnston and Lee Jacobsohn were present. Ann Duginske Cibulka was absent.

Community Development Director Julie Wischnack, Economic Development and Housing Manager Alisha Gray and Economic Development Coordinator Kjerstin Yager were present.

Councilmember Deb Calvert was present.

3. Approval of Agenda: The agenda was approved as submitted.

4. Approval of Minutes: May 9, 2024

Hromatka motioned, Haeg seconded, a motion to approve the May 9, 2024 minutes as submitted. Connors, Falk, Haeg, Hromatka, Johnston and Jacobsohn voted yes. Duginske Cibulka was absent. Motion carried.

5. Business Items

A. 2025-2029 Economic Improvement Program (EIP)

Chair Jacobsohn introduced the item and called for the staff report.

Gray provided the staff report.

Chair Jacobsohn confirmed with Gray that the affordable-housing-land-trust fund may only be used for specific things. Gray explained that excess tax-increment-finance (TIF) pooling was rolled into the affordable-housing-land-trust fund. The money stays in the fund until it is spent. The American Rescue Plan Act (ARPA) provided a one-time contribution. The money has been committed to various uses.

In response to Hromatka's question, Gray explained how the city receives pass-through grants from other sources and utilizes the funds for job creation or redevelopment needs.

Gray continued the staff report.

In response to Haeg's question, Gray explained that the Minnetonka Home Enhancement and Welcome to Minnetonka programs have better interest rates than the open market which contributed to all of the money in the funds being utilized. The Pathways to Homeownership fund has also been fully utilized. The affordable-housing-trust fund allows for a higher area-median income (AMI) than some of the other funds. The Pathways to Homeownership fund provided nine loans with $300,000.

Gray continued the staff report.

Connors stated that the Pathways to Homeownership program is wonderful. Loan forgiveness after 20 years is very appealing and the terms are excellent. She expects that will be a successful program in the future. She hopes that it will be a permanent program.

Chair Jacobsohn confirmed with Gray that Homes Within Reach has funds to purchase another home in Minnetonka if the right one would become available.

Chair Jacobsohn was thankful Minnetonka has programs in place to help those who need assistance with housing.

In response to Hromatka's question, Gray explained that Homes Within Reach uses Minnetonka's financial commitment to secure matching funds. There are years where lower priced homes are more available than other years. It is one of the only tools the city has to provide affordable homeownership of a single-family residence. Wischnack added that staff will notify commissioners if it got to the point where the fund would have too much money. The fund currently has enough money to purchase two houses.

Calvert noted that the per-unit spending for a Homes Within Reach house is much lower than new, residential, rental, affordable housing. The actual cost per unit, per year, is below the cost for rental units and allows the homeowner to benefit from some equity. The mayor sees homeownership as curative in providing generational financial security.

Chair Jacobsohn and Connors agree that Pathways to Homeownership and Homes Within Reach each address a specific need.

Gray continued the staff report.

In response to Falk's question, Gray explained that creation of a response to a homeless encampment was created as part of an initiative to provide assistance to homeless residents to be prepared if one would happen in Minnetonka.

In response to Connors' question, Gray explained that the Homeless Response program fund started with $200,000 and has $131,000 remaining.

Chair Jacobsohn proposed decreasing the amount of funds for Homes Within Reach by $75,000 and giving that amount to the Pathways to Homeownership program. That

direction could be changed a year from now, but he predicted that there would be more of a demand for the Pathways program, especially with interest rates where they are right now. Haeg agreed. The number of affordable homes is limited at the moment.

Gray stated that this is the highest level of interest the city has ever had for down-payment assistance. Homes Within Reach requires a little more funding up front to get the 99-year commitment. There are pluses and minuses for both. Homes Within Reach needs approximately $100,000 up front to purchase a house and the fund currently has about $200,000 now. Of those funds, $25,000 is used each year for administration of the current Homes Within Reach homes. Five years ago, Homes Within Reach averaged purchasing two houses each year. That decreased to purchasing an average of one house per year the last couple years.

Hromatka would rather see the money used for the Pathways to Homeownership program to help buyers purchase something in the limited housing stock rather than it not be used by Homes Within Reach.

Calvert asked if HRA levy funds would be allowed to be used by the Pathways to Homeownership program. Gray would do some research to find out the answer.

Wischnack asked Chair Jacobsohn if he supports $200,000 being added to the Pathways to Homeownership program next year. Chair Jacobsohn noted that the commission may want to make a recommendation to focus more on Pathways and less on Homes Within Reach. He is somewhat indifferent to where the money comes from. Pathways is currently working and being utilized. The market is not currently working for the Homes Within Reach program.

Falk asked what families are being served by each program. She did not want to limit families from being able to live in a house. Gray explained that Homes Within Reach fully rehabs a house and provides credit counseling and other services to assist the buyer. The Pathways to Homeownership program only provides financial down-payment assistance. Calvert noted that providing financial education is an important service.

Wischnack noted that commissioners could make a recommendation specific to 2025 that the EIP not add funds to Homes Within Reach unless Homes Within Reach purchases numerous houses in 2025 at which time a sum balance could be utilized to assist with the cost of future acquisition.

Hromatka calculated that the nine loans provided by the Pathways to Homeownership program averaged $32,000 dollars each. Gray stated that the maximum allowed request was $75,000. Every loan request was below $50,000.

Hromatka stated that he supports providing down-payment assistance for first-time homebuyers. He saw a larger potential positive impact from utilizing the “but, for” dollars to assist local individuals with owning their own home and being given the opportunity to establish wealth rather than assist the developer of multi-family residential housing.

Gray continued the staff report.

Calvert asked how Greater MSP serves Minnetonka. Wischnack answered that Minnetonka benefits from its regional impact. It is helpful to receive the market information from Greater MSP to understand how they determine which businesses are chosen for investments.

Gray stated that she utilizes Greater MSP to find an accurate list of businesses in Minnetonka and their contact information when doing things like the business survey and focus groups. Gray found Greater MSP to be a valuable resource.

Johnston exited the meeting.

Gray continued the staff report.

Hromatka supports a motion that would temporarily reduce future funding for Homes Within Reach and, if permitted by use requirements of the HRA levy, to provide additional funds to the Pathway to Homeownership program.

Hromatka confirmed with Wischnack that Minnetonka pays an annual $25,000 administration fee for Homes Within Reach.

Hromatka motioned, Connors seconded, to recommend that the city council adopt a resolution approving the 2025-2029 Economic Improvement Program as submitted with a change to designate $25,000 to the Homes Within Reach fund and $100,000 to the Pathways to Homeownership program in 2025 with the option that the city could consider a request from Homes Within Reach in 2025 if the fund balance would be fully utilized or a change in the parameters would allow use of the funds for additional types of housing stock. Connors, Haeg, Hromatka and Jacobsohn voted yes. Falk voted no. Duginske Cibulka and Johnston were absent. Motion carried.

Chair Jacobsohn thanked staff for their work on the EIP.

Hromatka appreciated staff doing a wonderful job making the information easier for commissioners to understand.

B. Economic Development and Housing Report

Chair Jacobsohn introduced the item and called for the staff report.

Yager, Wischnack and Gray provided the staff report.

Wischnack invited commissioners to explore and provide feedback on the housing in Minnetonka GIS story map webpages available on the intranet. Haeg looks forward to it being added to the city-wide website when it is ready.

The next EDAC meeting is scheduled to be held on Sept. 26, 2024 at 6 p.m.

2025-2029

ECONOMIC IMPROVEMENT PROGRAM

CITY OF MINNETONKA

2025-2029
ECONOMIC IMPROVEMENT PROGRAM

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Economic Improvement Program Policy

The Economic Improvement Program (EIP) is the city's long-term plan for housing, economic development, redevelopment, and transit programs that promote economic viability for the citizens and businesses of Minnetonka.

Funding Categories

The EIP covers a broad range of community development activities. Funding categories include:

- Projects and programs which encourage diversity and broaden choices in types, sizes, and prices of the city's housing stock to meet the needs of the aging population and attract younger residents.

- Projects that support existing business retention and expansion, attract new businesses, and allow the city to remain economically competitive.

- Projects which enhance resident mobility by pursuing opportunities and solutions to improve transit service.

- Activities that promote the vitality of the city through development and redevelopment.

Planning Principles

- The EIP will support achievement of the city's Comprehensive Plan and long-term Strategic Goals.

- The EIP will be updated annually to reflect changes in programs, demographics, private housing stock, business needs, and the overall economic climate.

- The EIP allows flexibility and may be amended during the year if necessary, in order to act upon unforeseen opportunities that may arise which enhance economic viability.

- Development of the EIP will be consistent with the annual operating budget. Future staffing and other budgetary impacts are projected and will be included in operating budget forecasts.

HOUSING

MINNETONKA ECONOMIC IMPROVEMENT PROGRAM

HOUSING CHAPTER SUMMARY

Projects and programs which encourage diversity and broaden choices in types, sizes, and prices of the city's housing stock to meet the needs of the aging population and to attract younger residents.

The city currently has six programs in place to assist in the construction, maintenance, and renewal of housing in the city. One additional page contains conceptual programming for future consideration.

- The total five-year estimated cost of the programs is $40,825,000.

Program	2025	2026	2027	2028	2029	5-Year Total
Homes Within Reach	125,000	125,000	125,000	125,000	125,000	**$625,000**
Housing Improvement Areas	10,000,000	10,000,000	5,000,000	5,000,000	5,000,000	**$35,000,000**
Minnetonka Home Enhancement	50,000	50,000	50,000	50,000	50,000	**$250,000**
Welcome to Minnetonka	50,000	50,000	50,000	50,000	50,000	**$250,000**
Housing Trust Fund	1,000,000	1,000,000	1,000,000	600,000	600,000	**$4,200,000**
Pathways	300,000	50,000	50,000	50,000	50,000	**$500,000**
Total	**$11,525,000**	**$11,275,000**	**$6,275,000**	**$5,875,000**	**$5,875,000**	**$40,825,000**

Conceptual Programs
Housing Program Research

Programs in blue indicate city funded programs/initiatives
Programs in green indicate pass-through funding

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 1-Housing
Contact Community Development

Project # **Housing-03**
Project Name **CDBG Consortium (2018-Present)**

Type Program
Useful Life N/A
Category Housing

Key Measures Households Assisted
Key Measures
Key Measures
Key Measures

Description

On July 1, 2018, Hennepin County began overseeing the entire CDBG program, on behalf of Minnetonka, as the city elected to join the Urban County CDBG Consortium. Hennepin County is responsible for accepting applications for the home rehabilitation loan program, ongoing loan project management, and leads a process to distribute public service dollars each year.

For 2024, the estimated CDBG allocation for Minnetonka is $132,024.

SCHEDULING AND PROJECT STATUS:
This is an ongoing program. The CDBG program year is July 1 to June 30. In 2023, the city elected to continue to defer the metropolitan city status and continue in the consortium until 2026.

Justification

A description of the programs under the consortium is listed below:

The Home Rehabilitation Loan Program offers ten-year, no interest deferred loans up to $15,000. The loan amount was increased in 2018 to respond to increased cost of repairs. Households up to 80% of area median income qualify for the $15,000 Small Projects Program, which allows for housing repairs and maintenance.

Up to 15 percent of the city's Community Development Block Grant funds can be used to fund public services (non-profits). Organizations that have traditionally served Minnetonka residents include: ICA, HomeLine, Senior Community Services, and the Sojourner Project.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS:
Comprehensive Plan- Continue to promote and market the city's Housing Rehabilitation Programs.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES
Households Assisted

2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
8	9	8	5	8	6	8	8	8	8	8	8

Budget Impact/Other

-As part of the Urban County Consortium, no CDBG funds flow through the city.
-One percent of the city's CDBG annual allocation is contributed to the Hennepin County Consortium to support fair housing activities.
-The administrative costs associated with the program are 15% of the city's total allocation each year.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 1-Housing
Contact Community Development

Project # **Housing-05**
Project Name **Homes Within Reach**

Type Program
Useful Life N/A
Category Housing

Key Measures HWR units in Minnetonka
Key Measures
Key Measures
Key Measures

Description

Homes Within Reach (also known as the West Hennepin Affordable Housing Land Trust) is a non-profit community land trust that creates and preserves affordable homeownership opportunities in suburban Hennepin County.

SCHEDULING AND PROJECT STATUS
This program is ongoing. Depending on the level of commitment by the city and other matching funds, Homes Within Reach anticipates adding one to two new permanently affordable owner-occupied units to the city each year.

Justification

In an effort to promote long-term affordable, scattered-site housing, while maximizing the cost-effectiveness of public investment, the community land trust model was presented as a tool in 2000 to help the city increase its amount of long-term ownership affordable housing.

The Homes Within Reach program provides single-family, permanently affordable, homeownership opportunities to those at 80% AMI or less. Minnetonka's funds will be used to leverage and match other county, regional, and state funds.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Work with affordable housing agencies and developers to add more affordable housing units in the city.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES
Total HWR units in Minnetonka

2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
56	58	59	60	62	63	64	65	66	67	68	69

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	125,000	125,000	125,000	125,000	125,000	625,000
Total	**125,000**	**125,000**	**125,000**	**125,000**	**125,000**	**625,000**

Funding Sources	2025	2026	2027	2028	2029	Total
HRA Levy	125,000	125,000	125,000	125,000	125,000	625,000
Total	**125,000**	**125,000**	**125,000**	**125,000**	**125,000**	**625,000**

Budget Impact/Other

Homes Within Reach requests funding through the annual EIP process each year. Growth in long term affordable units is important, but there should be some adjustment to the city's commitment to ensure it is sustainable. After 2017, funding through the Livable Communities Account was no longer available.

HWR has a current funding commitment of approximately $450,000 in available funding to complete three more projects between 2025-2029. In 2020, an annual fee of $25,000 was added to assist with ongoing operations. The proposed funding source for ongoing maintenance is the HRA levy.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 1-Housing
Contact Community Development
Type Maintenance
Useful Life N/A
Category Housing

Project # Housing-06
Project Name Housing Improvement Areas

Key Measures Units Assisted
Key Measures
Key Measures
Key Measures

Description

Minnesota law provides a mechanism termed Housing Improvement Area (HIA) which allows cities to help arrange and finance rehabilitation on owner-occupied residential buildings, such as condominiums or townhouses.

SCHEDULING AND PROJECT STATUS
The council adopted an HIA policy in November 2011. It is expected that interest in this program will grow as condo and townhouse developments age. State legislation for HIA's sunsets on June 30, 2028.

Justification

The program is intended to serve aging multi-family housing by providing a financing structure to address major building investments. The program would also ensure, going forward, that the association is able to correct the financing of long-term capital expenditures.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan-Continue to promote and market the city's Housing Rehabilitation Programs.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Units Assisted											
0	164	100	100	100	100	100	188	100	100	100	100

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	10,000,000	10,000,000	5,000,000	5,000,000	5,000,000	35,000,000
Total	**10,000,000**	**10,000,000**	**5,000,000**	**5,000,000**	**5,000,000**	**35,000,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Other	10,000,000	10,000,000	5,000,000	5,000,000	5,000,000	35,000,000
Total	**10,000,000**	**10,000,000**	**5,000,000**	**5,000,000**	**5,000,000**	**35,000,000**

Budget Impact/Other

The HIA program is administered by staff who work on various parts of the project ranging from program information to HIA requests. Once an HIA request is received, staff time is committed to preparing a resolution, ordinance, development agreement, and determining fees. Costs to cover staff time for the HIA application are covered through an application fee and through a per unit administrative fee for time in administering the assessment. A risk of the HIA program is pay-back of the assessment. However, because it is assessed on the property taxes, it will be paid back even if there is foreclosure of the property.

Cedar Ridge was the first HIA in city and was established in early 2012. The total project costs were $674,000

In August 2017, the city council approved a Housing Improvement Area for Cloud 9 for up to $3.93 million to repair the curtain wall and make upgrades to the elevators and the HVAC system. The city issued bonds rather than the utilizing the development fund to finance the project. The project was completed in 2019.

Villas at Chasewood is meeting with the city to discuss an application in 2024.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 1-Housing
Contact Community Development

Project # **Housing-08**
Project Name **Minnetonka Home Enhancement**

Type Program
Useful Life N/A
Category Housing

Key Measures Loans Made
Key Measures
Key Measures
Key Measures

Description

The Minnetonka Home Enhancement program (MHEP) offers up to $15,000 through a low-interest loan for housing maintenance, repair, green investments, and some additions. The interest rate in 2024 is 3.331% (Annual Percentage Rate based on $15,000 for 10 years).

SCHEDULING AND PROJECT STATUS
The program began June 2011. This is an ongoing program.

Justification

Minnetonka's housing stock is aging. Nearly two-thirds of the city's homes were built between 1950 and 1970, and over 75% of the housing stock is 30 years or older. Many of these homes now need repairs for windows, roofs, and heating systems. The MHEP targets households up to 120% area median income with loans for rehabilitation and other housing maintenance activities for housing valued at $515,200 or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Continue to promote and market the city's Housing Rehabilitation Programs.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Loans Made	3	3	0	1	0	1	2	3	4	4	4	4

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Funding Sources	2025	2026	2027	2028	2029	Total
HRA Levy	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Budget Impact/Other

In January 2018, the city entered into a new contract with the Center for Energy and Environment to continue administration of the HRA Levy funded loan programs.

There is a current fund balance of approximately $500,000. The city receives monthly loan repayments of $1,000-$1,500 on average. There are currently 10 outstanding loans.

The guidelines are reviewed on an annual basis to ensure the program meets the needs of the target population.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 1-Housing
Contact Community Development

Project # Housing-14
Project Name Welcome to Minnetonka Loan Program

Type Program
Useful Life N/A
Category Housing

Key Measures Loans Made
Key Measures
Key Measures
Key Measures

Description

The Welcome to Minnetonka program has traditionally provided up to $10,000 in low-interest loans for down payment and closing cost assistance. In 2023, the guidelines were adjusted to provide up to $50,000 in assistance to address the increasing housing prices in Minnetonka. The Center for Energy and Environment administers the program. This is a deferred loan program which is repaid at the time of sale or at the end of the 30-year term. The interest rate is currently 1%.

SCHEDULING AND PROJECT STATUS
The program began June 2011. This is an ongoing program.

Justification

The Welcome to Minnetonka program is marketed to first-time homebuyer households earning up to 120% area median income with down payment and closing cost assistance. Those participating in the program provide at least 25% of the required down payment or closing costs. There are currently 12 active loans in this program.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Support and market opportunities for first time homebuyers through the HRA's down-payment and closing cost assistance program, homebuyer education, and other assistance programs.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Loans Made	4	5	1	2	1	3	4	4	5	5	5

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Funding Sources	2025	2026	2027	2028	2029	Total
HRA Levy	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Budget Impact/Other

In January 2018, the city entered into a new contract with the Center for Energy and Environment to continue administration of the HRA Levy funded loan programs.

There is a current fund balance of approximately $500,000 for the Welcome to Minnetonka and Minnetonka Home Enhancement programs.

On an annual basis the guidelines are reviewed to ensure the program meets the needs of the target population.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 1-Housing
Contact Community Development

Project # Housing-22
Project Name Affordable Housing Trust Fund

Type Program
Useful Life N/A
Category Housing

Key Measures Households Assisted
Key Measures Housing Projects Assisted
Key Measures
Key Measures

Description

On April 20, 2020 the city council approved an emergency ordinance to create a Housing Trust Fund. Under the temporary 60-day ordinance, the council authorized designating $150,000 of the existing fund balance from the development fund to provide emergency rental assistance to households experiencing financial hardship due to COVID-19. A Housing Trust Fund is the only fund by state statute that can be used to provide rental assistance, but also has many other eligible activities.

The temporary ordinance expired on June 20, 2020. On Nov. 9, 2020 the city council approved a permanent Affordable Housing Trust Fund. In 2021, the city council allocated $4,961,680 of the existing tax increment pooling dollars to the fund. Additionally, the fund received a contribution of $2,100,000 through the repayment of a loan to the Cliffs.

There is a fund balance of approximately $3.7 million remaining. Beginning in 2024, the city will receive a .25% sales tax contribution estimated at $531,233. Staff is proposing that $200,000 be allocated to Pathways for Homeownership in 2024 (funds depleted in July).

Justification

State Statute 462C.16 allows local governments to establish a Housing Trust Fund for local housing development. Authorized uses of these funds include:
- Administrative Expenses
- Loans, grants, and loan guarantees for the development, rehab, or financing of housing
- Match other funds from federal, state, or private resources for housing projects
- Provide down payment assistance, rental assistance, and homebuyer services.

This fund could be utilized to provide additional rental assistance, or other uses, if more state, federal, or local funds become available for the eligible uses of funds.

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	1,000,000	1,000,000	1,000,000	600,000	600,000	4,200,000
Total	**1,000,000**	**1,000,000**	**1,000,000**	**600,000**	**600,000**	**4,200,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Affordable Housing Trust Fund	1,000,000	1,000,000	1,000,000	600,000	600,000	4,200,000
Total	**1,000,000**	**1,000,000**	**1,000,000**	**600,000**	**600,000**	**4,200,000**

Budget Impact/Other

A local government may finance its local or regional housing trust fund with any money available to the local government, unless prohibited by state law. Sources may include:
- Donations
- Bond Proceeds
- Grants and loans from state, federal, or private sources
- Appropriations by a local government to the fund
- Investment earnings of the fund
- Housing and redevelopment authority levies

Funded projects include:
- $350,000 in rent assistance, $280,000 to Doran for 53 affordable units, $553,000 to Minnetonka Station for 28 affordable units, $400,000 to Amira Minnetonka for 19 affordable units, $280,000 for Doran Apartments for 53 affordable units, $200,000 for households experiencing homelessness, $300,000 for Pathways to Homeownership Program, and a $1,000,000 to Cedar Hills Townhomes, Mills Twinhomes $794,266, and 5432 Rowland Twinhome $244,163.

Future uses may include:
- Rent Assistance, Homelessness Response, Acquisition/Rehabilitation, NOAH Preservation

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 1-Housing
Contact Community Development

Project # **Housing-23**
Project Name **Pathways to Homeownership**

Type Program
Useful Life N/A
Category Housing

Key Measures Loans Made
Key Measures
Key Measures
Key Measures

Description

In 2023, City Council approved the creation of the Pathways to Homeownership down-payment assistance program. This program provides assistance to first generation households earning up to 120% AMI. The amount of assistance is tiered to provide the most assistance to the lowest-income borrower and is adjusted on the purchase price. Loans are forgiven at 5% annually. The funding sources for this program is $300,000 from the affordable housing trust fund.

SCHEDULING AND PROJECT STATUS
The program began in the Fall of 2023. Since the program started, seven loans have been completed. This is an ongoing program.

Justification

The newly adopted Pathways to Homeownership Program expands assistance to first-generation households earning up to 120% AMI based on annual income limits for a family of four. The amount of assistance is tiered to provide the most assistance to the lowest-income borrower and is adjusted based on the purchase price. The amount of assistance adjusts based on the actual purchase price of the property. Both the maximum purchase price and the income limits will be adjusted annually.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Continue to promote and market the city's Housing Rehabilitation Programs.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

2023	2024	2025	2026	2027	2028	2029
Loans Made						
0	7	7	8	8	8	8

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Affordable Housing Trust Fund	300,000	50,000	50,000	50,000	50,000	500,000
Total	**300,000**	**50,000**	**50,000**	**50,000**	**50,000**	**500,000**

Budget Impact/Other

The Center for Energy for Energy and Environment (CEE) will manage the program on behalf of the city.

The funding source for the new Pathways to Homeownership program is $300,000 in indirect ARPA funding, which is now in the Affordable Housing Trust Fund and was budgeted for use beginning in 2023. Staff is proposing adding an additional $200,000 to the program in 2024 to replenish the program funds (funds were depleted in July 2024), and an additional $300,000 in 2025.

On an annual basis the guidelines are reviewed to ensure the program meets the needs of the target population.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 1-Housing
Contact Community Development

Project # **Housing-24**
Project Name **Rental Registration Program**

Type Program
Useful Life N/A
Category Housing

Key Measures Rental Property Registration
Key Measures
Key Measures
Key Measures

Description

In 2023, staff researched and analyzed various rental registration and licensing programs across the Twin Cities Metro. Staff found that both programs have pros and cons but ultimately recommended the city pursue a rental registration program as a first step. The registration program helps the city gain a more comprehensive look at the rental market, increase communication with property managers, and collect necessary data to support various departments, including police, fire, and community development, to stay updated regarding contact information.

The council discussed the recommendation during the July 24, 2023, study session and reviewed the introduced ordinance on Oct. 30, 2023. The rental registration program was adopted by the city council on Dec. 18, 2023, and it went into effect on Feb. 3, 2024.

SCHEDULING AND PROJECT STATUS:
This is an ongoing program. Landlords and property managers are required to register their properties annually.

Justification

The registration program helps the city gain a more comprehensive look at the rental market, increase communication with property managers, and collect necessary data to support various departments, including police, fire, and community development, to stay updated regarding contact information. It will also provide a network for essential communications regarding resources to tenants and landlords.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS:
Comprehensive Plan- Enforce the city's housing maintenance and building codes for single and multifamily housing to ensure long-term community vitality and safety.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES
Rental Properties Registered

2024	2025	2026	2027	2028	2029
229	250	275	300	325	350

Budget Impact/Other

The Rental Registry Program expenditures are funded through the development fund and the program is staffed by the Housing Coordinator.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 1-Housing
Contact Community Development

Project # **Housing-25**
Project Name **Homelessness Response**

Type Program
Useful Life N/A
Category Housing

Key Measures Individuals Assisted
Key Measures
Key Measures Observed Homeless Cases
Key Measures

Description

On July 27, 2022, an agreement between His House Foundation and the City of Minnetonka was signed to establish a two-year pilot program to help 24 homeless Minnetonka households. The Emergency Homelessness Response Assistance Program provides temporary relief for households experiencing a housing emergency and experiencing homelessness. The program finances casework, temporary housing, and first-month rent deposits. His House Foundation will help local homeless residents with intensive case management, temporary housing in extended-stay hotels, and assistance with long-term housing solutions.

In addition, in 2023, the Police Department and Community Development Departments developed a map-based, shared reporting system to identify and respond to homeless issues in the community. The homelessness dashboard allows staff or members of the public to report incidents of homelessness, encampments or difficult living situations and those cases are directed to city departments and non-profit partners to address homeless issues without a police response as the only option.

SCHEDULING AND PROJECT STATUS:
The city's partner organization, His House Foundation, provides quarterly updates. Staff is request a contract extension in 2024.

Justification

There are many people in need of housing crisis and homelessness assistance. Staff created two programs to help address the need; an emergancy assistance program and an internal homelessness dashboard.

The city created a pilot emergency homelessness response program to help assist those in these situations in Minnetonka to access emergency resources. The Emergency Homelessness Response Assistance Program provides temporary relief for households experiencing a housing emergency and experiencing homelessness. The program finances casework, temporary housing, and first-month rent deposits. His House Foundation helps local homeless residents with intensive case management, temporary housing in extended-stay hotels, and assistance with long-term housing solutions.The program launched in September 2022.

In addition, in May 2023, the Police, Legal and Community Development Departments developed an internal, map-based, shared reporting system to identify and respond to homeless issues in the community. The homelessness dashboard allows staff or members of the public to report incidents of homelessness, encampments or difficult living situations and those cases are directed to city departments and non-profit partners to address homeless issues without a police response as the only option.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS:
Comprehensive Plan- Collaborate with agencies that provide support services to educate residents of the services available to them.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES
Individuals Assisted - His House Foundation

2023	2024	2025	2026	2027	2028	2029
56	60	60	65	65	65	70

Observed Homeless Cases

2023	2024	2025	2026	2027	2028	2029
23	30	35	40	45	50	55

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 1-Housing
Contact Community Development
Type Conceptual
Useful Life N/A
Category Housing

Project # **Housing-21**
Project Name **Housing Program Research**

Key Measures **Key Measures**
Key Measures **Key Measures**

Description

At the Feb. 4, 2019 City Council study session and March 14, 2019 EDAC meeting. Council members and commissioners recommended that staff keep track of potential housing programs/policies for future research. This page includes a list of housing topics for future research.

SCHEDULING AND PROJECT STATUS
This is a new concept that has not yet been explored or developed.

Justification

Future Housing Program/Policy Research:
- Senior Affordable Housing
- Affordable Housing for Public Service
- Research General Funding for Affordable Housing
- Payment-in-lieu for affordability requirements
- Employer Assisted Housing
- NOAH Legacy Education Program
- Multifamily Housing Rental Rehabilitation Loan
- $50,000 (multi-year) Rental Assistance - in progress
- $200,000 (multi-year) Homelessness Prevention Program - in progress
- $300,000 (multi-year) Pathways to Homeownership Program - in progress

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

Budget Impact/Other

There will need to be staff time committed to researching budget impacts of this program.

BUSINESS

CITY OF MINNETONKA

MINNETONKA ECONOMIC IMPROVEMENT PROGRAM

BUSINESS CHAPTER SUMMARY

Projects that support existing business retention and expansion, attract new businesses, and allow the city to remain economically competitive.

For the 2025-2029 Economic Improvement Program, there are nine business programs.

- The total five-year estimated cost of the programs is $15,110,500.

Program	2025	2026	2027	2028	2029	5-Year Total
Fire Sprinkler Retrofit	50,000	50,000	50,000	50,000	50,000	**$250,000**
Housing/Redevelopment Grants	2,000,000	2,000,000	1,000,000	1,000,000	1,000,000	**$7,000,000**
GreaterMSP	26,000	26,000	26,000	26,000	26,000	**$130,000**
Business Grants	2,000,000	2,000,000	1,000,000	1,000,000	1,000,000	**$7,000,000**
Business Advisory Services	20,000	20,000	20,000	20,000	20,000	**$100,000**
Outreach	25,000	25,000	25,000	25,000	25,000	**$125,000**
Regional Chambers of Commerce	1,100	1,100	1,100	1,100	1,100	**$5,500**
SAC/REC Program	50,000	50,000	50,000	50,000	50,000	**$250,000**
Commercial Code Compliance	50,000	50,000	50,000	50,000	50,000	**$250,000**
Total	**$4,222,100**	**$4,222,100**	**$2,222,100**	**$2,222,100**	**$2,222,100**	**$15,110,500**
Conceptual Programs						
Special Service Districts						$0

Programs in blue indicate city funded programs/initiatives
Programs in green indicate pass-through funding

- Several programs, such as the Pass-Through Grants, Common Bond fund, and Minnesota Investment Fund are inter-agency/consortium efforts that have funding sources that originate from other agencies, flow through the city, and then go to the business.

- The city's role in business development in the past was more reactive, typically responding only when requested to do so. In more recent years, the city has been slowly investing in more programs for businesses, such as the Open to Business programs, business retention visits, and the production of the Thrive newsletter, and a business survey in 2021.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development
Type Construction
Useful Life N/A
Category Business

Project # **Business-01**
Project Name **Fire Sprinkler Retrofit**

Key Measures Buildings Assisted
Key Measures
Key Measures
Key Measures

Description

Minnesota law (State Statute 429) gives cities the authority to specially assess the cost of installing fire sprinkler systems for existing buildings. The City Council adopted Council Policy 5.2 in 1986 setting criteria for the use of this authority.

Staff will monitor applicability for residential properties to be included in the retrofit program.

SCHEDULING AND PROJECT STATUS
This program is ongoing, and use of this program is initiated by property owner petition.

Justification

The fire sprinkler retrofit program is intended to assist in the public safety and protection of commercial buildings.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.

Strategic Profile- Support evolving needs of business and identify new city initiatives.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Businesses Assisted	0	0	0	1	0	1	1	1	1	1	1

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Special Assessment Construction Fund	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Budget Impact/Other

Special assessments cannot last more than 10 years. The risk with this program is for the assessment to be paid back on the intended schedule. These dollars are financed through the special assessment fund.

There is some limited staff time involved once the petition is received and for the assessment.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-02**
Project Name **Housing and Redevelopment Grants**

Type Program
Useful Life N/A
Category Business

Key Measures Projects Assisted
Key Measures Businesses Assisted
Key Measures Housing Projects Assisted
Key Measures Housing Units Assisted

Description

Grants are available from county and regional agencies to facilitate development, redevelopment, housing, and environmental cleanup.

SCHEDULING AND PROJECT STATUS
Grants are dependent upon the types of projects occurring. Most grants require the funds to be spent within three years of award.

In 2023, city received a $50,000 Metropolitan Council Policy Grant. In 2024, 5432 Rowland Rd. received a grant in the amount of 288,634. A full 10-year history of grant awards is included in the EIP.

Justification

Grant opportunities assist in filling gaps in the financing of complex development, redevelopment, housing, and environmental cleanup projects. Most programs require the city to serve as the grant applicant, meaning that even if the developer/others apply for the grant, that it is to be awarded to the city, which then passes on the funds to the project.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Work with affordable housing agencies and developers to add more affordable housing units in the city.
-Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.

Strategic Profile- Support evolving needs of business and identify new city initiatives.

KEY MEASURES

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Projects Assisted	1	1	3	2	2	2	1	1	1	1	1	1
Business projects	1	0	1	1	0	0	1	0	1	0	1	1
Housing projects	0	1	2	0	2	1	0	1	0	1	2	1
Housing units	45	60	0	527	12	255	2	55	0	100	100	50

Expenditures	2025	2026	2027	2028	2029	Total
Other	2,000,000	2,000,000	1,000,000	1,000,000	1,000,000	7,000,000
Total	**2,000,000**	**2,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**7,000,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Development Fund	2,000,000	2,000,000	1,000,000	1,000,000	1,000,000	7,000,000
Total	**2,000,000**	**2,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**7,000,000**

Budget Impact/Other

If the city is the applicant, there is staff time to prepare the grant application, administer the grant and grant-funded activities, as well as any follow-up audits and paperwork generally required by most programs.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-04**
Project Name **GreaterMSP**

Type Program
Useful Life N/A
Category Business

Key Measures Business Contacts
Key Measures
Key Measures
Key Measures

Description

GreaterMSP is the regional economic development organization for the Twin Cities metropolitan area. They partner to help provide a vision and agenda for regional economic development as well as to brand and market the region. GreaterMSP offers services in business retention and expansion, data tools and research, manufacturing assistance, small business assistance, technology assistance, and staff training.

SCHEDULING AND PROJECT STATUS
This is an on-going program. The city became a member in 2013.

Justification

Greater MSP is an economic development tool for Minnetonka's current and future businesses, and provides resources and connections that have not been previously available.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.

Strategic Profile- Support evolving needs of business and identify new city initiatives.

KEY MEASURES

2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Business Projects										
1	1	2	1	2	2	2	2	2	2	2

*GREATER MSP worked closely with Respicardia on their expansion in Minnetonka, in which the company committed to creating 59 new jobs and investing $686k in capital expenditures.

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	26,000	26,000	26,000	26,000	26,000	130,000
Total	**26,000**	**26,000**	**26,000**	**26,000**	**26,000**	**130,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Development Fund	26,000	26,000	26,000	26,000	26,000	130,000
Total	**26,000**	**26,000**	**26,000**	**26,000**	**26,000**	**130,000**

Budget Impact/Other

Public Sector memberships are a three year, $26,000 per year commitment, which would be reviewed annually with the city budget for renewal.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-06**
Project Name **Business Grants**

Type Program
Useful Life N/A
Category Business

Key Measures Businesses Assisted
Key Measures Applications Submitted
Key Measures Jobs Created
Key Measures

Description

The Minnesota Investment Fund (MIF) and Job Creation Fund (JCF) are Department of Employment and Economic Development programs that provides funds to cities, who then loan the funds to businesses, to assist in expansion. The business is then required to create a minimum number of jobs at a certain wage level.

SCHEDULING AND PROJECT STATUS
The city has received four MIF awards, one each for Cargill, Nestle and IMRIS, and NatureWorks.
In 2022, King Technology received a JCF award in the amount of $617,000.

Justification

MIF is a business and economic development program, focusing on industrial, manufacturing, and technology related industries.

JCF provides financial incentives to new and expanding businesses that meet certain job creation and capital investment targets.

Other DEED programs are focused on assisting with workforce development, redevelopment, site cleanup, and infrastructure.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.

Strategic Profile- Support evolving needs of business and identify new city initiatives. .

KEY MEASURES

2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Applications Submitted										
2	0	1	1	0	1	1	1	1	1	1
Businesses Assisted										
1	0	1	1	0	1	1	1	1	1	1
Jobs Created										
75	0	50	50	0	50	50	50	50	50	50

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	2,000,000	2,000,000	1,000,000	1,000,000	1,000,000	7,000,000
Total	**2,000,000**	**2,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**7,000,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Development Fund	2,000,000	2,000,000	1,000,000	1,000,000	1,000,000	7,000,000
Total	**2,000,000**	**2,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**7,000,000**

Budget Impact/Other

Applications for the DEED programs are a collaborative effort between the city and the business, with staff contributing approximately 80 hours of time per application. Staff must also assist in the distribution and repayment of funds, as well as reporting requirements.

Funding is dependent upon the state. A portion of the loan paid back by the business may be allowed to stay at the local level to facilitate business programs. All funds are reimbursement and show a net zero impact on the budget.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-07**
Project Name **Business Advisory Services**

Type Program
Useful Life N/A
Category Business

Key Measures Technical Assistance Hours
Key Measures Loans Made
Key Measures Businesses Assisted
Key Measures Jobs Created/Supported

Description

The City of Minnetonka collaborates with the Metropolitan Consortium of Community Developers (Open to Business Program) and Hennepin County (Elevate Hennepin) to provide free one-on-one technical assistance and consulting services customized to meet the needs of small businesses.

SCHEDULING AND PRORJECT STATUS
The Open to Business partnership began in 2011. More recently, the city agreed to participate and support Elevate Hennepin in 2023 to provide a larger pool of resources for local businesses. The contract is reviewed biannually.

Justification

Minnetonka contracts directly with Hennepin County to use the Elevate Hennepin platform as the "go-to" business consulting services provider for residents and entrepreneurs. Open to Business subcontracts with Hennepin County and serves as the "Elevate Business Navigator," and is the first point of contact for any Minnetonka residents or entrepreneurs.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.

Strategic Profile- Support evolving needs of business and identify new city initiatives.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Businesses Assisted	39	27	20	18	68	50	50	50	50	50	50
Tech. Assist. Hours	362	251	170	103	365	275	275	275	275	275	275
Loans Made	3	3	1	2	0	4	4	4	4	4	4
Jobs Created/Supported	41	61	12	55	9	55	55	55	55	55	55

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	20,000	20,000	20,000	20,000	20,000	100,000
Total	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**100,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Development Fund	20,000	20,000	20,000	20,000	20,000	100,000
Total	**20,000**	**20,000**	**20,000**	**20,000**	**20,000**	**100,000**

Budget Impact/Other

Minnetonka contracts directly with Hennepin County to use the Elevate Hennepin platform as the go-to business consulting services provider for residents and entrepreneurs. Hennepin County offers technical assistance and cohort programming at no cost to businesses and entrepreneurs located within Minnetonka through the contract term. Open to Business subcontracts with Hennepin County as part of this arrangement to serve as business navigator for Minnetonka.

The fee is an annual $10,000 base-level fee for support of Elevate Hennepin and additional $10,000 annual fee for Open to Business. The total cost annually is $20,000.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-08**
Project Name **Outreach**

Type Program
Useful Life N/A
Category Business

Key Measures Business Contacts
Key Measures Business Visits
Key Measures Newsletter Distributed
Key Measures

Description

Business outreach will take a more proactive approach in contacting businesses.

SCHEDULING AND PROJECT STATUS
In 2021, staff purchased updated demographic, economic, and contact information as part of the business survey project. This information will be helpful to inform staff on where outreach should be targeted to be most effective. Staff is also continuously creating informational and marketing brochures that can be shared with businesses, community members, and developers to further engage around important topics.

Justification

Business outreach in the past has been reactive to business needs. This outreach is another tool in creating a more proactive approach in supporting business retention and expansion. Business retention and expansion efforts are part of a collaborative effort between staff and Mpls Regional Chamber, Grow Minnesota, and GreaterMSP.

In 2018, staff developed the Thrive Business publication. The publication is distributed to over 1,247 businesses three times annually and is also available electronically.

In 2021, staff hired a consultant to conduct a business survey to engage with all of the businesses in Minnetonka. The city received responses from 157 businesses and developed a business work plan out of the feedback from the survey.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Connect with partnership organizations to explore outreach opportunities.

Strategic Profile- Support evolving needs of business and identify new city initiatives. .

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Business Visits	5	7	13	8	8	8	10	10	10	10	10
Newsletters Distributed	2	2	3	3	3	3	3	3	3	3	5
Online Contacts	0	458	846	1048	1515	2000	2200	2500	2700	3000	3050

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	25,000	25,000	25,000	25,000	25,000	125,000
Total	**25,000**	**25,000**	**25,000**	**25,000**	**25,000**	**125,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Development Fund	25,000	25,000	25,000	25,000	25,000	125,000
Total	**25,000**	**25,000**	**25,000**	**25,000**	**25,000**	**125,000**

Budget Impact/Other

Funds are budgeted for a business survey, Thrive business publications, and business marketing materials. Future uses of funding could include business centric events and economic development advertising as noted in the Business Development Strategy.

Outreach will be coordinated with GreaterMSP, Mpls Regional Chamber, and the Wayzata Chamber.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-09**
Project Name **Property Assessed Clean Energy**

Type Program
Useful Life N/A
Category Business

Key Measures Businesses Assisted
Key Measures
Key Measures
Key Measures

Description

In 2010, as part of the jobs bill, state legislation was passed that included provisions for the Property Assessed Clean Energy (PACE) program. PACE allows for the voluntary creation of programs by local governments to help businesses finance renewable energy and energy efficient improvements. The program is repaid by businesses through a special property tax assessment.

SCHEDULING AND PROJECT STATUS
The City Council approved a Joint Powers Agreement with the St. Paul Port Authority (SPPA) in July 2014 to implement the PACE program in Minnetonka. Staff markets the program with commercial, office and multi-family property owners.

In 2019, the Shady Oak Office Center received funding through the Hennepin County PACE program to assist with financing for HVAC improvements.

Justification

The legislation was adopted in 2010, and has been used by approximately 10 Minnesota communities. This program may help to provide another financing tool to the city's toolbox for local businesses.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan--Facilitate connections between local businesses and various programs that provide incentives and financial assistance for business retention and recruitment.

Strategic Profile- Support evolving needs of business and identify new city initiatives.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Businesses Assisted	0	0	0	0	1	1	0	1	1	1	1

Budget Impact/Other

The funds for the PACE program come from the SPPA. Therefore, the financing that will flow through the city's funds, both the special assessment revenue in from participants and payments out to SPPA, would simply appear as offsetting financial statements in the city's records. Delinquency by the participant will be handled like any other property tax obligation, where the amount due runs with the property.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-11**
Project Name **Regional Chambers of Commerce**

Type Program
Useful Life N/A
Category Business

Key Measures Minnetonka Businesses
Key Measures
Key Measures
Key Measures

Description

SCHEDULING AND PROJECT STATUS
In 2020, Twin West Merged with the Mpls Regional Chamber to serve the 11 county metro area. The combined organization will represent more than 2,000 businesses, large and small, urban and suburban, across the 11 county Greater MSP area.

In 2024, Minnetonka joined the Greater Wayzata Area Chamber of Commerce.

Justification

The city is a member of the Mpls Regional Chamber. In 2022, staff met with representatives from the chamber to coordinate on future workforce development initiatives and business networking events. In 2024, the Wayzata chamber began hosting business mixer events.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Connect with partnership organizations to explore outreach opportunities.

Strategic Profile- Support evolving needs of business and identify new city initiatives.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Minnetonka business chamber members	100	90	30	36	164	175	200	225	250	275	300

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	1,100	1,100	1,100	1,100	1,100	5,500
Total	**1,100**	**1,100**	**1,100**	**1,100**	**1,100**	**5,500**

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	1,100	1,100	1,100	1,100	1,100	5,500
Total	**1,100**	**1,100**	**1,100**	**1,100**	**1,100**	**5,500**

Budget Impact/Other

Memberships are renewed on an annual basis. There may be other fees associated with membership throughout the year in order to attend events hosted by the Chamber. The Wayzata Chamber participates in the Minnetonka State of the City event.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-14**
Project Name **SAC/REC Deferral Program**

Type Program
Useful Life N/A
Category Business

Key Measures Businesses Assisted
Key Measures
Key Measures
Key Measures

Description

The goal of this program is to minimize the impact of the Metropolitan Council Sewer Availability Charge (SAC) and city's Sewer and Water Residential Equivalency Charges (REC's) to small businesses by allowing businesses to defer a portion of the repayment of fees over time.

In 2023, one additional business participated in the program.

SCHEDULING AND PROJECT STATUS
The program became available in June 2017.

Justification

The Metropolitan Council developed the SAC deferral program in 2012. The program was developed to encourage and help communities promote business development by deferring community SAC payment and city REC payments.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan - Assess existing incentive policies and programs in relation to your community's current character and future growth, as well as to identify opportunities to create, revisit or restructure your community's approach to business incentives.

Strategic Profile- Support evolving needs of business and identify new city initiatives.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Businesses Assisted	1	2	2	1	1	2	2	2	2	2	2

Expenditures	2025	2026	2027	2028	2029	Total
Other	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Special Assessment Construction Fund	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Budget Impact/Other

Staff time will be required to work with the business to apply for the program. The repayments collected through this program will flow through city's utility fund for the Metropolitan Council's fees and the city's fees.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-16**
Project Name **Emergency Business Assistance**

Type Program
Useful Life N/A
Category Business

Key Measures Businesses Assisted
Key Measures Loans Made
Key Measures
Key Measures

Description

In 2020, the EDA approved $225,000 of the existing HRA levy fund balance to assist businesses impacted by COVID-19 with forgivable loans of up to $7,500. The purpose of the forgivable loan was to ensure the preservation of employment opportunities through the prevention of business closures to promote long-term economic vitality in the community.

The council approved additional funding of $50,000 through the HRA levy in 2021 to continue this effort. In 2023, the city partnered with CEE to provide technical assistance to businesses. The maximum forgivable loan under this program is $2,500.

SCHEDULING AND PROJECT STATUS
The program is in development.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan - Facilitate connections between local businesses and various programs that provide incentives and financial assistance for business retention and recruitment.

Justification

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan - Assess existing incentive policies and programs in relation to your community's current character and future growth, as well as to identify opportunities to create, revisit or restructure your community's approach to business incentives.

Strategic Profile- Support evolving needs of business and identify new city initiatives.

KEY MEASURES

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Businesses Assisted	0	2	2	2	2	2	2	4	4	4	4	4

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	10,000	10,000	10,000	10,000	0	40,000
Total	**10,000**	**10,000**	**10,000**	**10,000**	**0**	**40,000**

Funding Sources	2025	2026	2027	2028	2029	Total
HRA Levy					0	0
Other	0	0	0	0		0
Total	**0**	**0**	**0**	**0**	**0**	**0**

Budget Impact/Other

Staff time is committed to implementing the program.

No future funding sources are committed for this program. It is possible that additional funding from the Federal Government, State of Minnesota, or Hennepin County could be allocated to cities in response to business needs in the future.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-18**
Project Name **Commercial Code Compliance Fund**

Type Maintenance
Useful Life N/A
Category Business

Key Measures Businesses Assisted
Key Measures
Key Measures
Key Measures

Description

This program was created to provide funding for loans up to $25,000 to address building issues such as improving safety, structural integrity, accessibility issues, or any other areas of concern as determined by the city Building Official, Fire Marshall or Public Health Division.

SCHEDULING AND PROJECT STATUS
This program was established in 2023.

Justification

The commercial code compliance program is intended to assist in the public safety, accessibility, and protection of commercial buildings.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan - Assess existing incentive policies and programs in relation to your community's current character and future growth, as well as to identify opportunities to create, revisit or restructure your community's approach to business incentives.

Strategic Profile- Support evolving needs of business and identify new city initiatives.

KEY MEASURES

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Businesses Assisted	0	2	2	2	2	2	4	4	4	4	4	4

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Development Fund	50,000	50,000	50,000	50,000	50,000	250,000
Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**250,000**

Budget Impact/Other

Staff developed guidelines for implementing the Commercial Code Compliance Loan Program with an initial pool of $100,000. Approximately four businesses could receive a loan of up $25,000. Loans would be repayable at 2% interest. Loan repayment terms would be 5 years for amounts less than $15,000, and 10 years for loans between $15,000 to $25,000.

The Center for Energy and Environment manages the loan program for the city.There is a small annual administrative fee for loan program administration.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 2-Business
Contact Community Development

Project # **Business-17**
Project Name **Conceptual Business Programs**

Type Conceptual
Useful Life N/A
Category Business

Key Measures **Key Measures**
Key Measures **Key Measures**

Description

At the March 22, 2018 EDAC Meeting, staff presented a formal Business Development Strategy Plan. This plan outlines the tools, resources, and activities to support Minnetonka's business community. Following the business survey in 2021, and further conversation with the EDAC, staff has developed a work plan to implement aspects of the Business Development Strategy and respond to issues identified by the business survey.

SCHEDULING AND PROJECT STATUS
These programs are conceptual and have not been fully explored or developed.

Justification

Future Business Program Research:
- $50,000 Emergency business grant funds - approved
- Promoting culture business organizations- in progress
- Workforce development collaborations - in progress
- Crime Prevention Through Environmental Design - in progress
- Business survey update - 2024
- Research employer led housing assistance - future
- Pathways programs for businesses - future
- Small business revolving loan fund - future

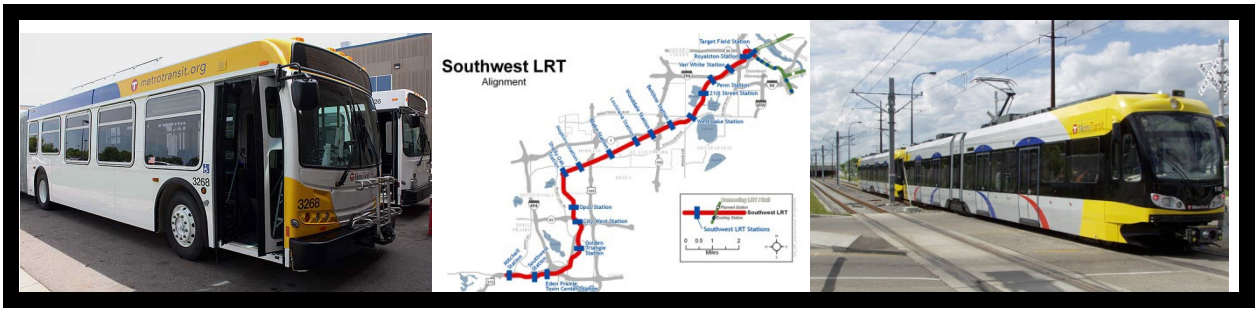
PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan - Assess existing incentive policies and programs in relation to your community's current character and future growth, as well as to identify opportunities to create, revisit or restructure your community's approach to business incentives.

Strategic Profile- Support evolving needs of business and identify new city initiatives.

Budget Impact/Other

There will need to be staff time committed to researching budget impacts of this program.



TRANSIT

CITY OF MINNETONKA

MINNETONKA ECONOMIC IMPROVEMENT PROGRAM

TRANSIT CHAPTER SUMMARY

Projects which enhance resident mobility by pursuing opportunities and solutions to improve transit service.

The city's role in transit in the past has been minimal as Metro Transit has been the provider of the city's and the region's transit system. In 2002, Minnetonka exercised its opt-out authority. It was determined at the time to be in the best interest of the city to have Metro Transit continue providing transit service for the community. In mid-2013, the city and Metro Transit renegotiated a contract in place providing more detail and clarity on the roles and responsibilities for both the city and Metro Transit. The city extended the contract Until July 31, 2024 to coincide with the Metro Transit's Network Now initiative to review and expand transit services.

In recent years the city's role in transit has expanded as a more active participant in the city's opt-out status as well as preparing for the Southwest LRT (Green Line Extension) line.

- The total five-year estimated cost of the programs is $190,000.

Program	2025	2026	2027	2028	2029	5-Year Total
Commuter Services (494)	34,000	36,000	38,000	40,000	42,000	**$190,000**
Total	**$34,000**	**$36,000**	**$38,000**	**$40,000**	**$42,000**	**$190,000**

Conceptual Programs $0

Programs in blue indicate city funded programs/initiatives
Programs in green indicate pass-through funding

- All facets of transit, such as commuting and rideshare services, bus/dial-a-ride, and Light Rail Transit (LRT) are included.

- The contract with Metro Transit for service is through 2024.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 3-Transit
Contact Community Development
Type Program
Useful Life N/A
Category Transit

Project # **Transit-01**
Project Name **Commuter Services**

Key Measures Business Contacts
Key Measures Commuters Assisted
Key Measures
Key Measures

Description

Commuter Services is an outreach program of the I-494 Corridor Commission, in which the city is a member. The program seeks to reduce traffic congestion and promote alternative transportation options. Other cities include Bloomington, Richfield, Eden Prairie, and Edina.

SCHEDULING AND PROJECT STATUS
This is an ongoing program.

Justification

Commuter Services provides programs, such as commuter fairs, carpool facilitation, teleworking resources and other information on alternative transportation choices to Minnetonka residents and businesses.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Provide a transportation system that supports the economic vitality and prosperity of the city and the region.

Strategic Profile- Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Business Contacts	122	135	120	106	98	120	200	220	225	230	235
Commuters Assisted	277	243	172	123	80	100	100	220	225	250	255

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	34,000	36,000	38,000	40,000	42,000	190,000
Total	**34,000**	**36,000**	**38,000**	**40,000**	**42,000**	**190,000**

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	34,000	36,000	38,000	40,000	42,000	190,000
Total	**34,000**	**36,000**	**38,000**	**40,000**	**42,000**	**190,000**

Budget Impact/Other

One council member and one city staff member attend monthly meetings of the I-494 Corridor Commission. With preparation time, this is approximately 40 hours of staff time.

Commuter Services is staffed separately, but coordinates with the city on events, such as the city-wide open house to promote their services.

The city's fee is a formula based on population.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 3-Transit
Contact Community Development
Type Program
Useful Life N/A
Category Transit

Project # **Transit-02**
Project Name **Transit Improvements**

Key Measures Annual Bus Trips
Key Measures
Key Measures
Key Measures

Description

In 2002, Minnetonka exercised its opt-out authority and entered into an agreement for Metro Transit to continue to provide transit service in the city. The city has the ability, with notice, to terminate the current agreement.

SCHEDULING AND PROJECT STATUS
Minnetonka elected to extend the Transit Cooperation Agreement with Metro Transit in 2022. The agreement runs until July 31, 2024. The city hired Nelson Nygaard in 2024 to conduct a transit study.

Justification

The service in Minnetonka has and continues to be focused on express route, peak service to downtown Minneapolis, with limited local and midday routes. Much of the transit design has to do with the low density of the city.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Provide a transportation system that supports the economic vitality and prosperity of the city and the region.

Strategic Profile- Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

KEY MEASURES

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Annual Bus Trips	114,860	98,218	69,676	72,731	56,543	54,288	55,000	60,000	65,000	75,000	80,000	85,000
Annual LRT Trips										77,000	80,000	85,000

Budget Impact/Other

Staff time of approximately 120 hours per year will be spent attending quarterly meetings, marketing, and consulting with Metro Transit staff.

DEVELOPMENT AND REDEVELOPMENT

DEVELOPMENT/REDEVELOPMENT
CHAPTER SUMMARY

Activities that promote the vitality of the city through development and redevelopment.

For the 2025-2029 Economic Improvement Program, there are three development/redevelopment programs underway.

- The total five-year estimated cost of the programs is $950,000.

Program	2025	2026	2027	2028	2029	5-Year Total
Predevelopment	75,000	75,000	75,000	75,000	75,000	**$375,000**
LRT & Station Areas	75,000	0	0	0	0	**$75,000**
Studies, Plans, Research	100,000	100,000	100,000	100,000	100,000	**$500,000**
Total	**$250,000**	**$175,000**	**$175,000**	**$175,000**	**$175,000**	**$950,000**

Conceptual Programs

Special Service Districts $0

Programs in blue indicate city funded programs/initiatives
Programs in green indicate pass-through funding

- Some of the pass-through grants identified in the business chapter may be for development/redevelopment activities.
- Costs may increase if the city wishes to take a more proactive role in development/redevelopment.
- The LRT page reflects the commitment of the city toward the LRT project. Additional programs may be needed to help implement station area plans in the Shady Oak and Opus station areas.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 4-Development & Redevelopm
Contact Community Development
Type Program
Useful Life N/A
Category Develop/Redevelopment

Project # Dev/Redev-01
Project Name Pre-Development

Key Measures Projects Assisted
Key Measures Projects Continued
Key Measures
Key Measures

Description

The initial stages of development or redevelopment require extensive analysis, by the developer and the city, to determine if a project is viable. Analysis by the city includes financial readiness, design assistance, geotechnical data gathering, and preliminary work for TIF/tax abatement.

SCHEDULING AND PROJECT STATUS
This is an on-going program. Staff determines when it is appropriate to use for a potential redevelopment project. For example, initial TIF runs were done for the Tonka on the Creek "Overlook", Shady Oak Crossing, Legends of Minnetonka and Bren Road Station, Birke, and Opus redevelopment sites, to determine if Tax Increment Financing would be feasible. Once it was determined that it was, and the developer moved forward as such, the developer was then responsible for paying all legal counsel and financial consultant expenses.

Justification

Predevelopment activities make the city development ready by preparing property for development or redevelopment.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Projects Assisted	3	3	4	2	2	2	2	2	4	4	4
Projects Continued after Assistance	2	3	4	1	1	2	2	2	2	2	2

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design	75,000	75,000	75,000	75,000	75,000	375,000
Total	**75,000**	**75,000**	**75,000**	**75,000**	**75,000**	**375,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Development Fund	75,000	75,000	75,000	75,000	75,000	375,000
Total	**75,000**	**75,000**	**75,000**	**75,000**	**75,000**	**375,000**

Budget Impact/Other

Development projects can be time intensive for staff. The range per year is 500 to 1,000 hours depending on the request, number of meetings and type of assistance requested. The predevelopment funds will be used to hire consultants or others to complete work outside of staff's expertise.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 4-Development & Redevelopm
Contact Community Development

Project # Dev/Redev-02
Project Name Studies, Plans, Research Fund

Type Program
Useful Life N/A
Category Develop/Redevelopment

Key Measures Village Centers Studied
Key Measures
Key Measures Comprehensive Plan update
Key Measures

Description

The village center studies take a look at each of the city's thirteen designated village centers and create a guide for redevelopment. The following village center studies have been completed: Minnetonka Mills, Opus, Hwy 7/101, Shady Oak, Ridgedale, and Glen Lake.

In 2019, the city completed a redevelopment visioning process for the city owned property at 5937 County Road 101.

Justification

The village center studies provide a guide to potential investors or developers to the organization of the property, general layout of building envelopes, and a defined range of uses. There is a strong emphasis on community engagement and realistic implementation strategies. The Comprehensive Plan is the city's policy framework to guide development, redevelopment and public services and programs for 30 years.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Studies Completed/In Progress	2	3	1	2	2	2	1	1	1	1	1

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design	100,000	100,000	100,000	100,000	100,000	500,000
Total	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**500,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Development Fund	100,000	100,000	100,000	100,000	100,000	500,000
Total	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**500,000**

Budget Impact/Other

While a consultant(s) is brought on to assist with the project, there is staff time spent on the village center studies to prepare contracts, review plans, facilitate ideas, prepare for public meetings and attend public meetings. This work can range from 1500-1750 hours per year.

Funds were budgeted in 2024 to consider completing a village center study at Cedar Lake Rd/Cty Road 73.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 4-Development & Redevelopm
Contact Community Development
Type Construction
Useful Life N/A
Category Develop/Redevelopment

Project # Dev/Redev-03
Project Name LRT and LRT Station Area Development

Key Measures **Key Measures**
Key Measures **Key Measures**

Description

Minnetonka has actively been planning for LRT since the early 2000's. As the LRT project progresses from design to construction there is a desire for redevelopment to occur around the city's station areas to make a more transit oriented area.

In 2021, The Met Council announced a delay in the completion of the project due to unforeseen soil conditions in the Minneapolis segment of the route. This is anticipated to push the opening day to 2027.

Southwest LRT Milestones:
Project received "Limited Notice to Proceed" on December 20, 2018 (completed)
Construction begins on site preparation, demolition, utility work, contractor mobilization contractor authorized to perform work up to $216 million (underway)
March 2019- Metropolitan Council performing pre-construction inspections
Contractor to submit full schedule of activities - Fall 2019
Full Funding Grant Agreement - August 2019
Heavy Construction 2019-2027
2027 - Service to Begin

Justification

It is anticipated that because of limited county, regional and state resources, as well as the competition for these resources, that in order to assist in facilitating redevelopment in the LRT station areas, the city will need to provide resources of its own. Resources that are available as of 2022 include:

Hennepin County	Regional (Met Council)	State
Capital infrastructure (streets, etc.)	LCDA-TOD fund	Transit Improvement Area (unfunded)
Transit Oriented Development fund	TBRA-TOD fund	Redevelopment grant
Community Works funds		Contamination Clean-Up and Investigation
Affordable housing incentive fund		Transportation Economic Development
Environmental Response fund		

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan-Recognize the interrelationship of land use and transportation, and anticipate impacts of the location and intensity of planned land uses on the transportation system.

Expenditures	2025	2026	2027	2028	2029	Total
Program Cost	75,000	0	0	0	0	75,000
Total	**75,000**	**0**	**0**	**0**	**0**	**75,000**

Funding Sources	2025	2026	2027	2028	2029	Total
HRA Levy	75,000	0	0	0	0	75,000
Total	**75,000**	**0**	**0**	**0**	**0**	**75,000**

Budget Impact/Other

In July 2015, the city committed $2 million towards the LRT project. This is being initially funded through the Special Assessment Construction Fund. Partial payback will occur from HRA levy funds over a 10 year period for a total of $750,000.

It is unknown what type of programs will need to be added and therefore additional budget impacts beyond the city's financial commitment to the LRT project are unknown. As programs are developed, staff time and future funding will need to be reviewed to determine a program's viability.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 4-Development & Redevelopm
Contact Community Development
Type Program
Useful Life N/A
Category Develop/Redevelopment

Project # **Dev/Redev-05**
Project Name **City Owned Properties**

Key Measures **Key Measures**
Key Measures **Key Measures**

Description

The city owns scattered site residential and commercial properties. These properties have been purchased over the years for a variety of reasons that includes potential for future redevelopment/resale or to meet other city goals.

The city's land management committee is tasked with reviewing potential acquisitions and reviewing the status of the city's existing properties.

SCHEDULING AND PROJECT STATUS
This is an on-going project.

Justification

Some city-owned properties include:

4292 Oak Drive Lane (residential) - occupied
5937 County Road 101 (residential) - redevelopment site
5501 Baker Road (residential) - sell for affordable housing in 2025
5432 Rowland Road (residential) - sell for affordable housing in 2024
4700 Woodland Rd (residential)
10505 Belmont Road (residential) - sell for affordable housing in 2025
1809 Welland Ave (residential) - sell for affordable housing in 2025

The city also owns several other parcels that may not meet the qualifications for future redevelopment or resale. One example is land purchased for storm water management. The city's land committee monitors and manages the city's land inventory.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan-Use infill and redevelopment opportunities to encourage a mix of housing choices in the community.

Budget Impact/Other

There is some staff time every year devoted to the upkeep on the properties; however, a property manager is hired for properties where there are tenants, lessening the staff time required. The city also owns several parcels for purposes such as storm water management, wetland preservation, parks, etc.

TAX INCREMENT FINANCING

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 5-TIF Districts
Contact Community Development

Project # TIF-01
Project Name Development Agreement and TIF Administration

Type Program
Useful Life N/A
Category TIF

Key Measures TIF Districts
Key Measures
Key Measures
Key Measures

Description

Any time a TIF district is formed, a development agreement is prepared between the city and the developer. Administration for both the TIF and the development agreement, over the life of the TIF district, is required.

SCHEDULING AND PROJECT STATUS
Administration and review of the existing development agreements and TIF districts is ongoing until the projects expire.

New TIF districts are anticipated to be added as new redevelopment projects are proposed in anticipation of the LRT.

Justification

In some cases redevelopment projects need city assistance, such as in the form of Tax Increment Financing (TIF) in order for the project to be financially feasible. Anytime a TIF district is set-up there is a cost to the city for monitoring the project.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Continue to implement the Economic Development Authority's policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.
- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Active TIF Districts	9	9	8	9	9	11	11	11	11	12	13

Expenditures	2025	2026	2027	2028	2029	Total
Other	140,000	150,000	150,000	150,000	150,000	740,000
Total	**140,000**	**150,000**	**150,000**	**150,000**	**150,000**	**740,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Development Fund	140,000	150,000	150,000	150,000	150,000	740,000
Total	**140,000**	**150,000**	**150,000**	**150,000**	**150,000**	**740,000**

Budget Impact/Other

Development agreements and TIF administration are staff led activities. The city regularly calls upon its financial consultants and legal counsel to assist in these matters. Staff time estimates are roughly 520-780 hours per year.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be updated in the 2024 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 5-TIF Districts
Contact Community Development

Project # TIF-04
Project Name Glenhaven TIF District

Type Program
Useful Life 2029
Category TIF

Key Measures Affordable Units
Key Measures
Key Measures
Key Measures

Description

The Glenhaven TIF district is a renewal and renovation district approved on January 23, 2006. Special legislation was granted to the city in 2009 to extend the duration of the district by seven years to December 31, 2029.

SCHEDULING AND PROJECT STATUS
This TIF district was approved in 2006 and will expire in 2029. The first two phases of the project included: a mixed use apartment building with retail on the first floor and a senior housing rental community. The third phase, originally planned as a condominium building, was recently changed and a 54-unit cooperative was completed in 2017.

TIF revenue bonds were issued in 2010 and were refinanced in 2017.The refinance resulted in interest savings to repay the original interfund loan by 2026 and provide approximately $366,000 at the end of the district for future redevelopment projects.

Justification

The Glenhaven TIF District was established to assist in the Glen Lake Redevelopment of housing and mixed use. There are 43 affordable units in the total development, affordable to those at 60% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Continue to implement the Economic Development Authority's policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.
- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Affordable Units										
43	43	43	43	43	43	43	43	43	43	43

Budget Impact/Other

Staff, with occasional consultant assistance, oversees the administration of the TIF district. A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance is provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 5-TIF Districts
Contact Community Development
Type Program
Useful Life 2035
Category TIF

Project # TIF-06
Project Name Tonka on the Creek TIF District (The Overlook)

Key Measures Affordable Units
Key Measures
Key Measures
Key Measures

Description

The Tonka on the Creek TIF district is a housing district approved February 10, 2014. A 100-unit apartment building known as The Overlook, containing 20 affordable units, was constructed as part of the project.

SCHEDULING AND PROJECT STATUS
This TIF district was approved in 2014 and will end in 2041. Construction began in late 2014, and was completed in early 2016.

Justification

The Tonka on the Creek TIF District was established to assist in the development of an 100-unit apartment building, of which 20 units are affordable to those at 50% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Work to diversify housing choices available to seniors in order to fulfill the unmet senior housing needs in the community (homeownership, rental, active, and supportive, aging in place).

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Affordable Units	20	20	20	20	20	20	20	20	20	20	20

Budget Impact/Other

Staff, with occasional consultant assistance, oversees the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance is provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 5-TIF Districts
Contact Community Development

Project # TIF-07
Project Name Applewood Pointe TIF District

Type Program
Useful Life 2025
Category TIF

Key Measures Affordable Units
Key Measures
Key Measures
Key Measures

Description

The Applewood Pointe TIF district is a redevelopment TIF district approved August 2014. An 89-unit senior cooperative building (Applewood Pointe) containing 9 affordable units was constructed as part of the project.

SCHEDULING AND PROJECT STATUS
The TIF district was approved in 2014 and will end in 2043. Construction began in late 2015 and was completed in 2016.

Justification

The Applewood Pointe TIF District was established to assist in the development of an 89-unit senior cooperative building (Applewood Pointe), of which 9 units are affordable.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Work to diversify housing choices available to seniors in order to fulfill the unmet senior housing needs in the community (homeownership, rental, active, and supportive, aging in place).

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Affordable Units	9	9	9	9	9	9	9	9	9	9	9

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance is provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 5-TIF Districts
Contact Community Development

Project # **TIF-08**
Project Name **Rowland Housing TIF District (At Home)**

Type Program
Useful Life 2036
Category TIF

Key Measures Affordable Units
Key Measures
Key Measures
Key Measures

Description

At Home apartments is a 106-unit apartment building that received TIF assistance through a housing TIF district. Twenty-one units are affordable to those at 50% AMI or less.

SCHEDULING AND PROJECT STATUS
The TIF district was approved in 2015 and will end in 2043. Construction began in 2015 and was completed in 2016.

Justification

This TIF district includes 21 of the 106 rental units affordable to those earning 50% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Continue to implement the Economic Development Authority's policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.
- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Affordable Units	21	21	21	21	21	21	21	21	21	21	21

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance is provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 5-TIF Districts
Contact Community Development
Type Program
Useful Life 2045
Category TIF

Project # **TIF-09**
Project Name **Dominium TIF District (Legends/Preserve)**

Key Measures Affordable Units Created
Key Measures
Key Measures
Key Measures

Description

Dominium apartments is a 482 multifamily housing project that received TIF assistance through a housing TIF district. All 482 units are affordable to those at 60% AMI.

The project includes 262 senior housing units and 220 workforce units.

SCHEDULING AND PROJECT STATUS
The TIF district was approved in 2018 and will end in 2045. Construction began in the winter of 2018 and was completed in 2022.

Justification

This TIF district includes 482 units affordable to those earning 60% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- - Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.
- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.
-Manage and promote the Opus area as a unique mix of uses and increased development reinvestment.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Affordable Units	N/A	N/A	N/A	482	482	482	482	482	482	482	482

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance is provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 5-TIF Districts
Contact Community Development

Project # **TIF-10**
Project Name **Marsh Run TIF District (The Birke)**

Type Program
Useful Life 2046
Category TIF

Key Measures Affordable Units Created
Key Measures
Key Measures
Key Measures

Description

The Birke is a 175 multifamily housing project that received TIF assistance through a Housing TIF district. The project has 20% (35 units) of the units affordable to those at 50% AMI.

SCHEDULING AND PROJECT STATUS
The TIF district was approved in 2019 and will terminate in 2046. Construction is anticipated to begin in 2019 and was completed in 2021.

Justification

This project includes 35 affordable units (20% of building) to those earning 50% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Continue to implement the Economic Development Authority's policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.
- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Affordable Units	N/A	N/A	35	35	35	35	35	35	35	35	35

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance is provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 5-TIF Districts
Contact Community Development

Project # TIF-11
Project Name Shady Oak Crossing

Type Program
Useful Life 2033
Category TIF

Key Measures Affordable Units Created
Key Measures
Key Measures
Key Measures

Description

Shady Oak Crossing is a 75 unit multifamily project that received TIF assistance through the establishment of a redevelopment district.The project is anticipated to have 20% (23 units) of the units affordable to those at 60% AMI.

SCHEDULING AND PROJECT STATUS
The TIF district was approved in 2020 and will terminate in 2047. Construction began in 2020 and the project was completed in 2021.

Justification

This project includes 35 affordable units (20% of building) to those earning 50% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Continue to implement the Economic Development Authority's policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.
- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.
- Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Affordable Units	N/A	N/A	N/A	23	23	23	23	23	23	23	23

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance is provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 5-TIF Districts
Contact

Project # TIF-12
Project Name Opus TIF District

Type Program
Useful Life 2039
Category TIF

Key Measures **Key Measures**
Key Measures **Key Measures**

Description

The Opus Business Park Tax Increment Financing District, a renewal and renovation district, was approved on April 26, 2021 to facilitate the construction of housing and critical infrastructure improvements identified in the Opus AUAR.

SCHEDULING AND PROJECT STATUS
The TIF district was approved in 2021 and will terminate in 2039.

Justification

The Opus Business Park Tax Increment Financing District will fund future housing redevelopment projects and road/traffic improvement projects in the Opus area. There are currently four housing developments proposed in the district and six areas identified for road improvements:

Housing projects:
1. Minnetonka Station
2. Townline
3. Alcott
4. Greystar Apartments

Road Improvement projects:
1. Shady Oak Road & Red Circle
2. Shady Oak Road & Hwy 62
3. Shady Oak Road & Bren Rd.
4. Green Oak Dr.
5. Bren Road & Smetana
6. Bren Road & Hwy 169

Comprehensive Plan- Continue to implement the Economic Development Authority's policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.
- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.
- Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district. A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance is provided in the 2022 TIF Management Report prepared by Ehlers, the city's financial consultant.

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 5-TIF Districts
Contact
Type Unassigned
Useful Life
Category Unassigned

Project # **TIF-13**
Project Name **Marsh II District**

Key Measures **Key Measures**
Key Measures **Key Measures**

Description

The Marsh II Tax Increment Financing District, a redevelopment district, was approved on June 26, 2023 to facilitate the redevelopment of the Marsh office center.

SCHEDULING AND PROJECT STATUS
The TIF district was approved in 2023 and will terminate in 2050.

Justification

The Marsh II project includes 40 affordable units. Twenty units are reserved for households earning 60% AMI or less and twenty units are reserved for households earning 80% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Continue to implement the Economic Development Authority's policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.
- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district. A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be provided in the 2024 TIF Management Report prepared by the Ehlers, the city's financial consultant.

TAX ABATEMENT

CITY OF MINNETONKA

Economic Improvement Program

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 6-Tax Abatement
Contact Community Development

Project # **Abatement-1**
Project Name **Ridgedale**

Type Improvement
Useful Life N/A
Category Tax Abatement

Key Measures Property Value Increase
Key Measures Property Levy
Key Measures
Key Measures

Description

The Ridgedale Tax Abatement was approved in connection with the Ridgedale Mall expansion and pertains to the Macys, Nordstrom and mall properties. The funds are to be used for transportation improvements around the mall site and with public amenities on the site.

SCHEDULING AND PROJECT STATUS
The Ridgedale Tax Abatement project was approved in Spring 2013.

Justification

The Ridgedale Tax Abatement will assist in financing the transportation and other public improvements that must be completed due to the Ridgedale Mall expansion.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Property Value Increase	.3%	.04%	.00%	.00%	2%	*Information available Fall 2024					

Budget Impact/Other

Staff, with occasional consultant assistance, oversees the administration of the Tax Abatement.

A portion of the abatement is retained to cover administrative costs.

FUNDING SOURCES AND EXPENDITURE PROJECTIONS

CITY OF MINNETONKA

MINNETONKA ECONOMIC IMPROVEMENT PROGRAM

FUND DESCRIPTIONS

Development Fund (2021 estimated beginning fund balance): $4,612,021
The Development Fund was created with funds remaining after retiring the bonds of a single Tax Increment Finance (TIF) district in 1993. Under provisions of the TIF contract and law, the Development Fund may only be used for costs associated with Minnetonka's redevelopment and economic development activities. The city's Economic Development Authority initiates projects appropriate to these activities.

Livable Communities Fund (2021 estimated beginning fund balance): $450,000
The Livable Communities fund was created after receiving special legislation to develop an account from the revenues of a closed Tax Increment Finance (TIF) district. The legislation specifically restricts the use of these funds for affordable housing programs. Standards for affordability are consistent with the Metropolitan Council's income, rent and sales price limits. In 2017, $400,000 was returned from the sale of Minnetonka Heights. The original source of this funding indicated that the reuse of the funds must be utilized for affordable housing. The remaining balance of $312,948 is committed to Homes Within Reach.

Community Development Block Grant (CDBG)
Since 1975, the Community Development Block Grant (CDBG) fund has accounted for revenues and expenditures made under the federal CDBG program. Minnetonka typically uses these funds for housing projects and programs (such as housing rehab, affordable housing, and supportive housing) and supportive services (such as senior chore programs, information and referral services and others).

HRA Levy: $1,429,549
Minnesota Statutes 469.033, Subd. 6 authorizes housing and redevelopment authorities (HRAs) the power to levy a tax upon all property within its district to finance housing and redevelopment programs subject to the consent of the city council. In 1988 and amended in 1994 and 2010, the Minnetonka City Council established the Economic Development Authority (EDA) of the City of Minnetonka and transferred to the EDA the control, authority and operation of all projects and programs of the city's HRA. The law and council resolutions further require the EDA to file a budget in accordance with the budget procedure of the city in the same manner as required of executive departments of the city.

Affordable Housing Trust Fund (2025 estimated beginning fund balance): $3,716,484
State Statute 462C.16 allows local government to establish an affordable housing trust fund for local housing development. Authorized uses of this fund includes: administrative expenses; loans, grants, and guarantees for the development, rehab or financing of housing; matching funds; down-payment assistance, rental assistance, and homebuyer counseling services.

SUMMARY TABLE
EIP 2025
Expenditures by Category & Fund

Category	*Program*		*Total*	*Fund*			
				Devpt Fund	*HRA Levy*	*Aff. Housing Trust Fund*	*Other*
Housing:							
	Homes Within Reach	$	125,000		125,000		
	Housing Improvement Areas	$	10,000,000				10,000,000
	Welcome to Minnetonka	$	50,000		50,000		
	Mtka Home Enhancement	$	50,000		50,000		
	Aff. Housing Trust Fund	$	1,000,000			1,000,000	
	Pathways to Homeownership	$	300,000			300,000	
	Subtotal	***$***	***11,525,000***	*$ -*	*$ 225,000*	*$ 1,300,000*	*$ 10,000,000*
Business:							
	Fire Sprinkler Retrofit	**$**	**50,000**				50,000
	Housing/Redevelopment Grants	**$**	**2,000,000**	2,000,000			
	GreaterMSP	**$**	**26,000**	26,000			
	Business Grants	**$**	**2,000,000**	2,000,000			
	Elevate Hennepin/Open to Business	**$**	**20,000**	20,000			
	Outreach	**$**	**25,000**	25,000			
	MN Regional Chambers	**$**	**1,100**				1,100
	SAC/REC Deferral Program	**$**	**50,000**				50,000
	Commercial Code Compliance	**$**	**50,000**	50,000			
	Emergency Business Grant	**$**	**-**				
	Subtotal	***$***	***4,222,100***	*$ 4,121,000*	*$ -*	*$ -*	*$ 101,100*
Transit:							
	Commuter Services	**$**	**34,000**				34,000
	Transit Improvments	**$**	**-**				
	Subtotal	***$***	***34,000***	*$ -*	*$ -*	*$ -*	*$ 34,000*
Devpt & Redevpt:							
	Predevelopment	**$**	**75,000**	75,000			
	LRT and Station Area	**$**	**75,000**		75,000		
	Studies, Plans, Research	**$**	**100,000**	$ 100,000			
	Subtotal	***$***	***250,000***	*$ 175,000*	*$ 75,000*	*$ -*	*$ -*
TIF Districts:							
	Devpt Agmt & TIF Admin	**$**	**140,000**	140,000			
	Subtotal	***$***	***140,000***	*$ 140,000*	*$ -*	*$ -*	*$ -*
Tax Abatement:							
	Ridgedale	**$**	**-**	$ -	$ -	$ -	$ -
	Subtotal	***$***	***-***	*$ -*	*$ -*	*$ -*	*$ -*
	TOTALS	***$***	***16,171,100***	***$ 4,436,000***	***$ 300,000***	***$ 1,300,000***	***$ 10,135,100***

EIP 2025-2029
All Categories
Funding Sources and Expenditure Projections

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	TOTAL
Method of Financing											
Development Account	$ 4,436,000	$ 4,446,000	$ 2,446,000	$ 2,446,000	$ 2,446,000	$ 1,946,000	$ 1,946,000	$ 1,946,000	$ 1,946,000	$ 1,946,000	**$ 25,950,000**
General Fund	35,100	37,100	39,100	41,100	43,100	45,100	47,100	49,100	51,100	53,100	**441,000**
Ad Valorem Tax Levy	300,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	225,000	100,000	**$ 2,200,000**
Affordable Housing Trust Fund	1,300,000	1,050,000	1,050,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	**$ 7,950,000**
Other	10,100,000	10,100,000	5,100,000	5,100,000	5,100,000	5,100,000	5,100,000	5,100,000	5,100,000	5,100,000	**$ 61,000,000**
Total Funding Sources	*$ 16,171,100*	*$ 15,858,100*	*$ 8,860,100*	*$ 8,462,100*	*$ 8,464,100*	*$ 7,966,100*	*$ 7,968,100*	*$ 7,970,100*	*$ 7,972,100*	*$ 7,849,100*	***$ 97,541,000***
Expenditures											
Housing	$ 11,525,000	$ 11,275,000	$ 6,275,000	$ 5,875,000	$ 5,875,000	$ 5,875,000	$ 5,875,000	$ 5,875,000	$ 5,875,000	$ 5,750,000	**$ 70,075,000**
Business	4,222,100	4,222,100	2,222,100	2,222,100	2,222,100	1,722,100	1,722,100	1,722,100	1,722,100	1,722,100	**$ 23,721,000**
Transit	34,000	36,000	38,000	40,000	42,000	44,000	46,000	48,000	50,000	52,000	**$ 430,000**
Development/Redevelopment	250,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	**$ 1,825,000**
TIF Admin	140,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	**$ 1,490,000**
Total Expenditures	*$ 16,171,100*	*$ 15,858,100*	*$ 8,860,100*	*$ 8,462,100*	*$ 8,464,100*	*$ 7,966,100*	*$ 7,968,100*	*$ 7,970,100*	*$ 7,972,100*	*$ 7,849,100*	***$ 97,541,000***

City of Minnetonka, Minnesota

Economic Improvement Program

2025 thru 2034

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Development Fund											
Beginning Balance		**4,612,021**	**2,382,151**	**152,281**	**(577,589)**	**(1,307,459)**	**(2,037,329)**	**(2,767,199)**	**(3,497,069)**	**(4,226,939)**	**(4,956,809)**
Revenues and Other Fund Sources											
Revenue											
Cedar Ridge Assessments		*49,500*	*49,500*	*49,500*	*49,500*	*49,500*	*49,500*	*49,500*	*49,500*	*49,500*	*49,500*
Cloud 9 Admin		*1,630*	*1,630*	*1,630*	*1,630*	*1,630*	*1,630*	*1,630*	*1,630*	*1,630*	*1,630*
Grants		*2,000,000*	*2,000,000*	*1,500,000*	*1,500,000*	*1,500,000*	*1,000,000*	*1,000,000*	*1,000,000*	*1,000,000*	*1,000,000*
Interest Income		*15,000*	*15,000*	*15,000*	*15,000*	*15,000*	*15,000*	*15,000*	*15,000*	*15,000*	*15,000*
TIFAdmin Revenue		*140,000*	*150,000*	*150,000*	*150,000*	*150,000*	*150,000*	*150,000*	*150,000*	*150,000*	*150,000*
	Total	2,206,130	2,216,130	1,716,130	1,716,130	1,716,130	1,216,130	1,216,130	1,216,130	1,216,130	1,216,130
Total Revenues and Other Fund Sources		2,206,130	2,216,130	1,716,130	1,716,130	1,716,130	1,216,130	1,216,130	1,216,130	1,216,130	1,216,130
Total Funds Available		**6,818,151**	**4,598,281**	**1,868,411**	**1,138,541**	**408,671**	**(821,199)**	**(1,551,069)**	**(2,280,939)**	**(3,010,809)**	**(3,740,679)**
Expenditures and Uses											
Capital Projects & Equipment											
2-Business											
Housing and Redevelopment Grants	Business-02	*(2,000,000)*	*(2,000,000)*	*(1,000,000)*	*(1,000,000)*	*(1,000,000)*	*(500,000)*	*(500,000)*	*(500,000)*	*(500,000)*	*(500,000)*
GreaterMSP	Business-04	*(26,000)*	*(26,000)*	*(26,000)*	*(26,000)*	*(26,000)*	*(26,000)*	*(26,000)*	*(26,000)*	*(26,000)*	*(26,000)*
Business Grants	Business-06	*(2,000,000)*	*(2,000,000)*	*(1,000,000)*	*(1,000,000)*	*(1,000,000)*	*(1,000,000)*	*(1,000,000)*	*(1,000,000)*	*(1,000,000)*	*(1,000,000)*
Business Advisory Services	Business-07	*(20,000)*	*(20,000)*	*(20,000)*	*(20,000)*	*(20,000)*	*(20,000)*	*(20,000)*	*(20,000)*	*(20,000)*	*(20,000)*
Outreach	Business-08	*(25,000)*	*(25,000)*	*(25,000)*	*(25,000)*	*(25,000)*	*(25,000)*	*(25,000)*	*(25,000)*	*(25,000)*	*(25,000)*
Commercial Code Compliance Fund	Business-18	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*
	Total	(4,121,000)	(4,121,000)	(2,121,000)	(2,121,000)	(2,121,000)	(1,621,000)	(1,621,000)	(1,621,000)	(1,621,000)	(1,621,000)
4-Development & Redevelopment											

Source		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Development Fund											
Pre-Development	*Dev/Redev-01*	*(75,000)*	*(75,000)*	*(75,000)*	*(75,000)*	*(75,000)*	*(75,000)*	*(75,000)*	*(75,000)*	*(75,000)*	*(75,000)*
Studies, Plans, Research Fund	*Dev/Redev-02*	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*
	Total	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
5-TIF Districts											
Development Agreement and TIF Administration	*TIF-01*	*(140,000)*	*(150,000)*	*(150,000)*	*(150,000)*	*(150,000)*	*(150,000)*	*(150,000)*	*(150,000)*	*(150,000)*	*(150,000)*
	Total	(140,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Total Expenditures and Uses		(4,436,000)	(4,446,000)	(2,446,000)	(2,446,000)	(2,446,000)	(1,946,000)	(1,946,000)	(1,946,000)	(1,946,000)	(1,946,000)
Change in Fund Balance		(2,229,870)	(2,229,870)	(729,870)	(729,870)	(729,870)	(729,870)	(729,870)	(729,870)	(729,870)	(729,870)
Ending Balance		**2,382,151**	**152,281**	**(577,589)**	**(1,307,459)**	**(2,037,329)**	**(2,767,199)**	**(3,497,069)**	**(4,226,939)**	**(4,956,809)**	**(5,686,679)**

City of Minnetonka, Minnesota

Economic Improvement Program

2025 thru 2034

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
HRA Levy											
Beginning Balance		1,429,549	1,451,549	1,573,549	1,695,549	1,792,549	1,814,549	1,861,549	1,908,549	1,930,549	1,952,549
Revenues and Other Fund Sources											
Revenue											
Ad Valorem Tax Levy		*300,000*	*325,000*	*325,000*	*300,000*	*225,000*	*250,000*	*250,000*	*225,000*	*225,000*	*225,000*
Investment Interest		*2,000*	*2,000*	*2,000*	*2,000*	*2,000*	*2,000*	*2,000*	*2,000*	*2,000*	*2,000*
Loan paybacks		*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*20,000*	*20,000*
	Total	322,000	347,000	347,000	322,000	247,000	272,000	272,000	247,000	247,000	247,000
Total Revenues and Other Fund Sources		322,000	347,000	347,000	322,000	247,000	272,000	272,000	247,000	247,000	247,000
Total Funds Available		1,751,549	1,798,549	1,920,549	2,017,549	2,039,549	2,086,549	2,133,549	2,155,549	2,177,549	2,199,549
Expenditures and Uses											
Capital Projects & Equipment											
1-Housing											
Homes Within Reach	*Housing-05*	*(125,000)*	*(125,000)*	*(125,000)*	*(125,000)*	*(125,000)*	*(125,000)*	*(125,000)*	*(125,000)*	*(125,000)*	*(125,000)*
Minnetonka Home Enhancement	*Housing-08*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*
Welcome to Minnetonka Loan Program	*Housing-14*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*
	Total	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)
2-Business											
Emergency Business Assistance	*Business-16*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
	Total	0	0	0	0	0	0	0	0	0	0
4-Development & Redevelopment											
LRT and LRT Station Area Development	*Dev/Redev-03*	*(75,000)*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*

Source		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
HRA Levy											
	Total	(75,000)	0	0	0	0	0	0	0	0	0
Total Expenditures and Uses		(300,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)
Change in Fund Balance		22,000	122,000	122,000	97,000	22,000	47,000	47,000	22,000	22,000	22,000
Ending Balance		**1,451,549**	**1,573,549**	**1,695,549**	**1,792,549**	**1,814,549**	**1,861,549**	**1,908,549**	**1,930,549**	**1,952,549**	**1,974,549**

City of Minnetonka, Minnesota

Economic Improvement Program

2025 thru 2034

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Affordable Housing Trust Fund											
Beginning Balance		3,716,484	3,016,484	2,566,484	2,116,484	2,066,484	2,016,484	1,966,484	1,916,484	1,866,484	1,816,484
Revenues and Other Fund Sources											
Revenue											
Housing Sales Tax		*600,000*	*600,000*	*600,000*	*600,000*	*600,000*	*600,000*	*600,000*	*600,000*	*600,000*	*600,000*
	Total	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Total Revenues and Other Fund Sources		600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Total Funds Available		4,316,484	3,616,484	3,166,484	2,716,484	2,666,484	2,616,484	2,566,484	2,516,484	2,466,484	2,416,484
Expenditures and Uses											
Capital Projects & Equipment											
1-Housing											
Affordable Housing Trust Fund	*Housing-22*	*(1,000,000)*	*(1,000,000)*	*(1,000,000)*	*(600,000)*	*(600,000)*	*(600,000)*	*(600,000)*	*(600,000)*	*(600,000)*	*(600,000)*
Pathways to Homeownership	*Housing-23*	*(300,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*	*(50,000)*
	Total	(1,300,000)	(1,050,000)	(1,050,000)	(650,000)	(650,000)	(650,000)	(650,000)	(650,000)	(650,000)	(650,000)
Total Expenditures and Uses		(1,300,000)	(1,050,000)	(1,050,000)	(650,000)	(650,000)	(650,000)	(650,000)	(650,000)	(650,000)	(650,000)
Change in Fund Balance		(700,000)	(450,000)	(450,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Ending Balance		3,016,484	2,566,484	2,116,484	2,066,484	2,016,484	1,966,484	1,916,484	1,866,484	1,816,484	1,766,484

City of Minnetonka, Minnesota

Economic Improvement Program

2025 thru 2034

SOURCES AND USES OF FUNDS

Source	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Livable Communities Fund										
Beginning Balance	450,000	576,000	702,000	828,000	954,000	1,080,000	1,206,000	1,332,000	1,458,000	1,584,000
Revenues and Other Fund Sources										
Revenue										
HRA Levy	*125,000*	*125,000*	*125,000*	*125,000*	*125,000*	*125,000*	*125,000*	*125,000*	*125,000*	*125,000*
Interest Income	*1,000*	*1,000*	*1,000*	*1,000*	*1,000*	*1,000*	*1,000*	*1,000*	*1,000*	*1,000*
Total	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000
Total Revenues and Other Fund Sources	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000
Total Funds Available	576,000	702,000	828,000	954,000	1,080,000	1,206,000	1,332,000	1,458,000	1,584,000	1,710,000
Change in Fund Balance	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000
Ending Balance	576,000	702,000	828,000	954,000	1,080,000	1,206,000	1,332,000	1,458,000	1,584,000	1,710,000

These Districts are outlined in the following chart (a more detailed explanation of each district may be found starting on page 27):

District	TIF 1-2 Boulevard Gardens	Glenhaven	Tonka on the Creek	Rowland Housing	Applewood Pointe	Marsh Run (Doran)	Shady Oak Crossing (Ron Clark)	Dominium	Opus Business Park
TIF Authority	**EDA**								
District Type	Redevelopment	Renewal and Renovation	Housing	Housing	Redevelopment	Housing	Redevelopment	Housing	Renewal and Renovation
Project Area	**Development Dist #1**								
Approved	12/11/1995	1/23/2006	2/10/2014	4/20/2015	8/25/2014	3/18/2019	2/24/2020	6/18/2018	4/26/2021
Certification Date	7/2/1996	6/2/2006	4/22/2014	7/2/2015	7/2/2015	7/26/2019	7/17/2020	12/10/2018	5/14/2021
Legal MaxTterm	12/31/2022	12/31/2029	12/31/2041	12/31/2043	12/31/2043	12/31/2046	12/31/2047	12/31/2046	12/31/2039
Anticipated Term	**12/31/2022**	**12/31/2029**	**12/31/2041**	**12/31/2043**	**12/31/2025**	**12/31/2046**	**12/31/2043**	**12/31/2046**	**12/31/2039**
First Increment	1997	2007	2016	2018	2018	2021	2022	2021	2024
Current Obligations	**35%** pooling for tax credit rental projects **$1,025,000** Loan to The Ridge	**$4,515,000** TIF Revenue Bonds, Series 2017 and **$502,588** IFL	**$2,283,000** PAYGO TIF Note to Tonka on the Creek LLC PAYGO	**$2,500,000** PAYGO TIF Note to Rowlands Investments LLC	**$1,290,000** PAYGO TIF Note to United Properties	**$4,200,000** PAYGO TIF Note	**$1,900,000** PAYGO TIF Note	**$4,161,000** PAYGO TIF Note for Sr. housing **and** **$3,648,000** PAYGO TIF Note for workforce housing	**$2,780,000** PAYGO TIF Note to Wellington, **$553,000** Grant to Linden Street Partners (IFL) and **$280,000** grant to Doran (IFL)
2022 Estimated TIF Revenue	$1,991,066	$658,209	$258,206	$264,463	$248,931	$235,666	$2,538	$268,427	$0
Fiscal Disparites Option	**Option A (outside)**	**Option B (inside)**							
County Number	1460	1463	1464	1465	1466	1467	1468	1469	1470

Note 1: Estimated TIF revenue is based on the increment reports from the County

Note 2: For TIF 1-2, approximately $1,253,000 of the annual TIF is returned to the County for redistribution and the remainder is utilized for affordable housing projects.

Pooling Transfers to Local Housing Trust Fund Per Special Legislation									
Year	Beacon Hill (Housing)	Boulevard Gardens (Redevelopment)	Tonka on the Creek (Housing)	Applewood Pointe (Redevelopment)	Rowland (Housing)	Marsh Run (Housing)	Shady Oak Crossing (Redevelopment)	Total	Cummulative
To Date	$ 936,640	$ 3,753,602	$ 147,196	$ -	$ 124,242	$ -	$ -	$ 4,961,680	$ 4,961,680
2022		$ 3,532,814	$ -	$ -	$ -	$ -	$ -	$ 3,532,814	$ 8,494,494
2023			$ -	$ -	$ -	$ -	$ -	$ -	$ 8,494,494
2024			$ -	$ -	$ -	$ -	$ -	$ -	$ 8,494,494
2025			$ -	$ -	$ -	$ -	$ -	$ -	$ 8,494,494
2026			$ -	$ 194,520	$ -	$ -	$ -	$ 194,520	$ 8,689,014
2027			$ -	$ 242,979	$ -	$ -	$ -	$ 242,979	$ 8,931,993
2028			$ -	$ 245,408	$ -	$ -	$ -	$ 245,408	$ 9,177,401
2029			$ -	$ 355,790	$ -	$ -	$ -	$ 355,790	$ 9,533,191
2030			$ -		$ -	$ -	$ -	$ -	$ 9,533,191
2031			$ -		$ -	$ 533,389	$ -	$ 533,389	$ 10,066,580
2032			$ -		$ -	$ 563,792	$ -	$ 563,792	$ 10,630,372
2033			$ -		$ -	$ 569,430	$ -	$ 569,430	$ 11,199,802
2034			$ 65,446		$ -	$ 575,124	$ -	$ 640,570	$ 11,840,372
2035			$ 253,398		$ 36,472	$ 580,875	$ -	$ 870,745	$ 12,711,117
2036			$ 255,932		$ 259,734	$ 586,684	$ -	$ 1,102,350	$ 13,813,467
2037			$ 258,491		$ 262,331	$ 592,551	$ -	$ 1,113,373	$ 14,926,841
2038			$ 261,076		$ 264,955	$ 598,477	$ -	$ 1,124,507	$ 16,051,348
2039			$ 263,687		$ 267,604	$ 604,461	$ -	$ 1,135,752	$ 17,187,100
2040			$ 266,323		$ 270,280	$ 610,506	$ -	$ 1,147,110	$ 18,334,210
2041			$ 268,987		$ 272,984	$ 616,611	$ -	$ 1,158,582	$ 19,492,792
2042					$ 275,715	$ 622,777	$ -	$ 898,492	$ 20,391,284
2043					$ 278,473	$ 629,005	$ 121,796	$ 1,029,274	$ 21,420,558
2044						$ 635,295	$ 159,999	$ 795,294	$ 22,215,852
2045						$ 641,648	$ 161,599	$ 803,247	$ 23,019,098
2046						$ 648,064	$ 163,215	$ 811,279	$ 23,830,377
2047							$ 164,847	$ 164,847	$ 23,995,224
Total	$ 936,640	$ 7,286,416	$ 2,040,534	$ 1,038,697	$ 2,312,792	$ 9,608,690	$ 771,455	$ 23,995,224	$ 23,995,224

History of Economic Development Grant Awards for Minnetonka Projects (2016-Present)

Year Awarded	Fund / Project Name	Grant Amount
2016	NatureWorks - Minnesota Investment Fund -	$250,000
2017	LCDA-TOD (Mariner)	$1,876,500
2018	Hennepin County Corridor Planning Grant (Opus Design Guidelines)	$50,000
2018	Hennepin TOD (Mariner)	$450,000 *
2018	Hennepin AHIF (Mariner)	$400,000 *
2018	LHIA - Mariner	$210,500
2018	LCDA-TOD (Dominium)	$2,000,000
2019	MN DEED Job Creation Fund (Carlson Wagonlit)	$450,000
2019	MN DEED Job Creation Fund (PeopleNet/Trimble)	$600,000
2019	MN DEED Minnesota Investment Fund (PeopleNet/Trimble)	$1,000,000
2020	Hennepin County Brownfields Gap Financing Participation (Opus AUAR Study)	$44,000
2020	MN DEED Redevelopment Grant (Shady Oak Crossing)	$246,653
2020	Hennepin County TOD (Shady Oak Crossing)	$250,000 *
2020	Met Council TBRA (Shady Oak Crossing)	$414,200
2021	Hennepin County TOD (Wellington)	$250,000 *
2021	Homes Within Reach	$188,000
2022	King Technology	$617,000
2023	Metropolitan Council Policy Grant	$50,000
2024	Metropolitan Council – 5432 Rowland Rd	$288,634
	Total	**$9,635,497**

** Indicates funds that were not applied for by the city, but required staff support and city administration.*

AFFORDABLE HOUSING GOALS

CITY OF MINNETONKA

MINNETONKA ECONOMIC IMPROVEMENT PROGRAM

CRITICAL MEASURES OF REGIONAL HOUSING POLICY

projected NEED

Significantly more households will need affordable housing in the next decade - whether we plan for them or not. Our region will be more successful if we all do what we can to address the growing affordable housing need.

More households will *NEED* affordable housing

Cities are allocated a share of the region's projected need

Cities' share of the region's growth in affordable housing need is on their Community Page within the Local Planning Handbook. This share is proportional to a city's overall forecasted growth, its existing affordable housing stock, and the ratio of low-wage jobs to low-wage earning residents.

Cities must plan for their share of the need

Cities aren't required to create enough units to meet their share of the need, but they must plan for the possibility of these units by guiding sufficient land at higher residential densities in their comprehensive plans.

achievable GOAL

An aspirational but realistic number of new affordable housing units that a city, in partnership with developers, funders and others, can help create by 2030.

Livable Communities Act *GOAL*

Cities negotiate their goal with the Council.

Cities wanting grants from the Livable Communities Act programs must negotiate a goal with the Council. The goal represents the affordable and life-cycle housing that developers could realistically build in a city, recognizing market conditions and available funding.

Why participate in Livable Communities Act programs?

The Livable Communities Act programs give participating cities access to grant dollars for environmental clean-up, innovative development and redevelopment projects, and affordable housing production or preservation.

performance SCORE

The Council recognizes communities for their efforts around affordable housing annually. Scores can influence certain Council funding decisions.

Housing Performance *SCORE*

How can cities achieve a higher score?

The Council annually calculates a Housing Performance Score to acknowledge the local efforts to create and preserve affordable housing. Cities can increase scores by creating or preserving affordable housing as well as by offering programs, plans and tools that support and encourage affordable housing.

Do Housing Performance scores matter?

Housing Performance Scores affect a city's competitiveness for Livable Communities Act funding and regionally allocated federal transportation funding. Data collected in the scoring process also provides useful information on how cities are addressing their housing needs.

2021-2030 ALLOCATION OF AFFORDABLE HOUSING NEED

The 2021-2030 Allocation of Affordable Housing Need—or the *NEED*—is based on forecasting consistent with ***Thrive MSP 2040***, the regional development guide adopted in May 2014 by the Metropolitan Council. The *NEED* numbers are shared with local governments to aid their fulfillment of affordable housing planning responsibilities statutorily requied by the **Metropolitan Land Use Planning Act**. The *NEED* is proportional to 1) a city or township's total forecasted population growth between 2021 and 2030, 2) its existing affordable housing stock, and 3) the ratio of low-wage jobs to low-wage earning residents. The full methodology is described in the Council's **2040 Housing Policy Plan**. Here, affordable refers to housing units that households at three levels of Area Median Income—as defined by the **U.S. Department of Housing and Urban Development**—could pay for without becoming cost-burdened (that is, spending more than a third of their income on housing costs).

As local governments submit their comprehensive plans and formal updates over the next decade, their forecasts and/or *NEED* numbers may change. *NEED* numbers are current as of the date indicated; refer to **Community Pages in our Local Planning Handbook** for the most current information, which is updated in real time.

Sewered Communities	Net population growth (2021-2030) (1/29/2021)	*NEED* for affordable units, total (1/29/2021)	*NEED* for units affordable to households with income at or below 30% of AMI	*NEED* for units affordable to households with income 31% to 50% of AMI	*NEED* for units affordable to households with income 51% to 80% of AMI
Hennepin County					
Minnetonka	2,400	1,064	508	412	144

AFFORDABLE HOUSING GOALS

Progress on the city's affordable housing goals.

In 1995, the Minnesota Legislature created the Livable Communities Act (LCA) to address the affordable and life-cycle housing needs in the Twin Cities metropolitan area. When the LCA was established, Minnetonka was one of the first communities to sign up to participate in the program. At that time, a series of affordable housing goals for the city was established for 1996 to 2010. The city has elected to continue to participate in the LCA program, establishing affordable and lifecycle housing goals for 2011 to 2020. In 2020, the city will establish new goals for 2021-2030.

1995-2010 AFFORDABLE HOUSING GOALS

	Goals (1995-2010)	Results	Percent Achieved
New Affordable Ownership Units	180 Units	202	112%
New Affordable Rental Units	324 Units	213	66%
New Rental Units (All)	540 Units	697	130%

1995-2010 New Affordable Ownership Units

Project	Year Completed	Affordable Units	EIP Program Used
Gables of West Ridge Market	1996-1997	90	Boulevard Gardens TIF
Habitat for Humanity	1999	4	None
Ridgebury	2000	56	Ridgebury TIF
The Enclave	2002	1	None
The Sanctuary	2005-2007	3	-Grants -Homes Within Reach
Lakeside Estates	2005	1	Homes Within Reach
Cloud 9 Sky Flats	2006	34	Homes Within Reach
Wyldewood Condos	2006	8	None
Minnetonka Drive	2007	1	Homes Within Reach
Deephaven Cove	2007	2	-Grants -Homes Within Reach
Meadowwoods	2007/2008	2	Homes Within Reach

1995-2010 New Affordable Rental Units

Project	Year Completed	Affordable Units	EIP Program Used
Excelsior Court Apartments	1996	24	
West Ridge Retirement	1997	45	Boulevard Gardens TIF
Boulevard Gardens	1997	46	Boulevard Gardens TIF
Crown Ridge Apartments	1997	46	Boulevard Gardens TIF
Minnetonka Mills	1997	30	Minnetonka Mills TIF
Cedar Pointe Townhouses	1997	9	Cedar Pointe
The Oaks at Glen Lake	2008	13	Glenhaven TIF

2011-2020 AFFORDABLE HOUSING GOALS

	Goals (2011-2020)	Results	Percent Achieved (to date)
New Affordable Units (rental & ownership)	246 to 378	679	276%
New Lifecycle Units	375 to 800	1,655	441%

2011-2020 New Affordable Units (rental and ownership)

Project	Year Completed	Affordable Units	EIP Program Used
The Glenn by St. Therese	2011	30	Glenhaven TIF
The Ridge	2013	51	TIF Pooling
Tonka on the Creek	2016	20	Tonka on the Creek TIF
At Home	2016	21	Rowland Housing TIF
Cherrywood Pointe	2017	8	N/A
The RiZe	2019	32	N/A
Preserve at Shady Oak/ Legends of Minnetonka	2020*	482	TIF Housing
Marsh Run	2020*	35	TIF Housing
Total	N/A	679	N/A

2011-2020 New Lifecycle Units

Project	Year Completed	Lifecycle Units	EIP Program Used
The Glenn by St. Therese	2011	150	Glenhaven TIF
The Ridge	2013	64	TIF Pooling
Tonka on the Creek	2016	100	Tonka on the Creek TIF
At Home	2016	106	Rowland Housing TIF
Applewood Pointe	2017	89	Applewood Pointe TIF
Lecesse*	2017	290	N/A
Cherrywood Pointe	2017	92	N/A
Zvago	2017	54	Glenhaven TIF
Orchards of Minnetonka	2019	147	N/A
Havenwood	2019	100	N/A
Minnetonka Hills	2019	78	N/A
Ridgedale Executive Apts	2020*	77	N/A
Avidor	2020*	168	N/A
Marsh Run	2020*	140	TIF Housing
Total	N/A	1,655	N/A

2021-2030 AFFORDABLE HOUSING GOALS

	Goals (2021-2030)	Results	Percent Achieved (to date)
New Affordable Units (rental & ownership)	558 - 1,064	752*	135%
New Lifecycle Units	2,400	1,336*	55%

*New construction is not counted toward the goal until the project is occupied.

2021-2030 New Affordable Units (rental and ownership)

Project	Year Completed	Affordable Units	EIP Program Used
Preserve at Shady Oak/ Legends of Minnetonka	2021	482	TIF Housing
Shady Oak Crossings	2021	35	TIF Pooling
The Pointe	2023	19	AHTF
Alcott	2023	53	AHTF
Minnetonka Station	2023	28	AHTF
Townline	2023	68	Opus TIF
Marsh II – Doran	2024*	40	Marsh II TIF
Greystar	2025*	27	Opus TIF
Total	N/A	752	

*Indicates projects that are approved, but not yet constructed therefore affordable and lifecycle units are not counted in the 2011-2020 goals.

2021-2030 New Lifecycle Units

Project	Year Completed	Lifecycle Units	EIP Program Used
Shady Oak Crossings	2021	52	TIF Pooling
The Pointe	2023	186	Development Fund
Alcott	2023	297	Opus TIF
Minnetonka Station	2023	247	Opus TIF
Townline	2023	155	Opus TIF
Marsh II	2024*	157	Marsh II TIF
Greystar	2025*	242	Opus TIF
Total	N/A	1,336	

*Indicates projects that are approved, but not yet constructed therefore affordable and lifecycle units are not counted in the 2021-2030 goals.

2024 AFFORDABLE HOUSING INCOME LIMITS

Household Size	30%	50%	60%	80%	120%
1	$26,100	$43,500	$52,200	$66,300	$104,350
2	$29,800	$49,700	$59,650	$75,750	$119,250
3	$33,550	$55,900	$67,100	$85,200	$134,150
4	$37,250	$62,100	$74,550	$94,650	$149,050
5	$40,250	$67,100	$80,550	$102,250	$161,000
6	$43,250	$72,050	$86,500	$109,800	$172,900
7	$46,200	$77.050	$92,500	$117,400	$184,850
8	$50,560	$82,000	$98,400	$124,950	$196,750
Twin Cities Median Family Income 2024: $124,900					

Income limits are published on the US Department of Housing and Urban Development User Portal: https://www.huduser.gov/portal/datasets/il.html

How much do residents pay for affordable housing?

Maximum Gross Rents by Bedroom Size				
AMI	**Studio**	**1 bedroom**	**2 bedroom**	**3 bedroom**
30%	$652	$699	$838	$969
50%	$1,087	$1,165	$1,397	$1,615
60%	$1,305	$1,398	$1,677	$1,938
80%	$1,740	$1,864	$2,236	$2,584

Maximum rent tables are published annually with Minnesota Housing: https://www.mnhousing.gov/sites/multifamily/limits

Affordable rent based on sample occupations and their average salaries

Occupation	Median Salary	Affordable Rent
Fast Food Workers	$32,788	$820
Retail Salesperson	$36,304	$908
Laborers	$47,597	$1,190
Chef / Head Cook	$60,890	$1,522
Elementary School Teacher	$65,327	$1,633
Electrician	$85,697	$2,142
Nurse	$103,847	$2,596
Veterinarian	$110,635	$2,766

Salaries are based off of MN DEED data (2023)

Minnetonka Housing/Business Development Policies

The City of Minnetonka has several policies related to housing and business development. Policy direction from the council can take many different forms, including such channels as formally adopted ordinances and resolutions, to more informal requests and suggestions to the city manager, who is ultimately responsible to the city council for carrying out their policy decisions.

These policies are intended as a general guide for the city council. They are not binding and may be modified when, in the sole discretion of the council, such modification is deemed necessary or appropriate in the interest of the city.

This listing is regularly updated as new policy directions are established, and it is by no means exclusive. These policies are included in the EIP as a reminder for the EDAC and Council to review annually during the EIP review. The city's policies are updated annually on the city's website.

City of Minnetonka City Council Policies (excerpts of housing related policies):

Chapter 2: Administration and Finance

- 2.4 – Special Assessments with Tax Increment Districts
- 2.5 – Tax Exempt Financing for Industrial Development, Health Care Facilities, and Multi-family Housing Projects (Private Activity Tax Exempt Financing)
- 2.14 - Tax Increment Financing Pooling Fund
- 2.15 - Housing Improvement Areas
- 2.16 - Post-Issuance Compliance Procedure and Policy For Tax-Exemption Governmental Bonds
- 2.18 - Tax Increment Financing and Tax Abatement
- 2.19 – Debt Management

Chapter 11: Streets, Parks, and Other Public Property

- 11.12 – Real Estate Property Management

Chapter 12: Public Utilities

- 12.10 - Met Council Sewer Availability Charge and City Residential Equivalency Charge Payment Deferral Program

Chapter 13: General Provisions and Policies

- 13.1 Fair Housing
- 13.2 Affordable Housing Policy

GLOSSARY

Affordable Housing Trust Fund (AHTF)	State Statute 462C.16 allows local governments to establish a Housing Trust Fund for local housing development.
Community Development Block Grant (CDBG)	A program through HUD assisting state and local governments with a variety of community development needs
Department of Employment and Economic Development (DEED)	A state agency assisting in economic development through programs targeting business recruitment, expansion and retention; workforce development; and community development
Economic Development Advisory Commission (EDAC)	An advisory commission to the city council on matters related to economic development, housing and redevelopment
Economic Development Authority (EDA)	An authority granted to local governments by the state for the purpose of conducting economic development, housing and redevelopment activities. EDAs have the ability to levy taxes
Housing Improvement Area (HIA)	A defined area in the city in which housing improvements to commonly owned space in condominium/townhouse developments may be financing with the assistance of a city through special assessments
Housing and Redevelopment Authority (HRA)	An authority granted to local governments by the state for the purpose of conducting housing and redevelopment activities
Light Rail Transit (LRT)	A mode of public transit where trains run in a separate right of way
Livable Communities Act (LCA)	A program adopted in 1995 by the Minnesota State Legislature and administered by the Metropolitan Council for purposes of increasing affordable housing and investing in local communities
Metropolitan Council	A regional policy-making body, planning agency and provider of services to guide growth in the Twin Cities metropolitan area
Metro Transit	The transit arm of the Metropolitan Council responsible for running the metropolitan area's bus and train systems
MN Investment Fund (MIF) and Job Creation Fund (JCF)	Business financing tools offered by DEED to help businesses locate or expand in Minnesota
Property Assessed Clean Energy (PACE)	A program that allows businesses to make clean energy investments in their businesses by financing the costs through a special assessment on the property
Tax Abatement	A temporary deferral of property taxes for purposes of stimulating economic development
Tax Increment Financing (TIF)	A financing tool where additional property taxes are generated from a new development are captured and used for public purposes such as housing, removal of blight and employment opportunities
U.S. Department of Housing and Urban Development (HUD)	Established in 1965 as a cabinet-level federal agency that is responsible for housing and community development activities

Resolution No. 2024

Resolution adopting the 2025-2029 Economic Improvement Program (EIP)

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. The preliminary 2025-2029 EIP was presented to the Economic Development Advisory Commission (EDAC) for its consideration on Aug. 08, 2024.

1.02. As a result of that review, the EDAC concluded that the EIP articulates the city's economic development priorities and identifies funding accordingly over a multi-year planning horizon, and recommended that the council consider adopting the 2025-2029 EIP at its Sept. 23, 2024 meeting.

Section 2. Council Action.

2.01. The 2025-2029 EIP as presented and discussed by the city council on Sept. 23, 2024, and as amended is hereby adopted.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 23, 2024.

_____

Brad Wiersum, Mayor

Attest:

_____

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Sept. 23, 2024.

_____

Becky Koosman, City Clerk

City Council
Agenda Item 14.B
Meeting of September 23, 2024

Title:	Resolution regarding the 2025-2029 Capital Improvements Program (CIP)
Report from:	Darin Nelson, Finance Director
Submitted Through:	Corrine Heine, City Attorney Moranda Dammann, Assistant City Manager Mike Funk, City Manager
Presenter:	Darin Nelson, Finance Director

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
The proposed 2025-2029 Capital Improvements Program (CIP) reflects council direction and addresses the capital priorities of the city prudently and cost-effectively.

Recommended Action
Motion to adopt the resolution.

Strategic Profile Relatability
Financial Strength & Operational Excellence

The CIP serves as the base for ensuring safe, efficient, sustainable, cost-effective and well-maintained infrastructure, equipment and transportation systems.

Financial Consideration
Yes
Once the CIP is adopted, the 2025 projects will be added to the 2025 budget for final approval in December. All future projects (2026 and beyond) are plans that, at this point, are subject to change and will be updated in future CIPs.

Background
See attached background report.

ATTACHMENTS:
Supplemental Background Report
Resolution
2025 - 2029 CIP
Adddenda

Supplemental Background Report

Background

The beginning of the budget process involves the preparation of the five-year CIP. Capital improvements are projects that require the expenditures of public funds for the acquisition, construction or replacement of infrastructure and capital assets necessary for the community. Creating and updating a multi-year capital program allows the city to plan for its current and long-term needs. Project areas within the CIP include buildings, recreational facilities, parks and trails, major equipment, technology, streets, storm drainage, and water and sewer utilities.

The CIP is a program that is part of the budget process but is not an official budget. It is a program -- and one that changes often. Once the council officially adopts the CIP, the 2025 projects will be added to the 2025 budget for final approval in December. All future years' projects (2026 and beyond) are plans that are subject to change and will be updated in future CIPs.

There are pending or future projects within many of the project categories. These projects are located toward the end of each category section. These projects can be pending for several reasons, such as the project being dependent upon outside funding, the need is not warranted at this time, or keeping the project on the city's radar. In addition to pending project and new this year are deferred projects. Due to a reduction in the CIP levy over the next five-year timeframe and available fund balance within certain funds, certain capital projects are being deferred for future consideration.

What the CIP Funds

The proposed 2025-2029 CIP supports almost $212 million in capital projects over the next five years, an almost 54 percent increase in capital outlay compared to the 2024-2028 CIP. The increase is largely due to moving the Excelsior Blvd. reconstruction project to an active project from a future project in the prior CIP. This is an estimated $47 million project with funding sources from within the city, but also includes over $24 million from Hennepin County.

The program continues to address the community's affirmed request to continue building out the city's trail system for improved safety, connectivity and transportation purposes. Also included are funds for the city's ongoing commitment to needed road and storm sewer infrastructure improvements and the replacement requirements of our aging water and sewer utility systems.

CIP ($000's)	***2022-26***	***2023-27***	***2024-28***	***2025-29***
Street Improvements	$52,455	$51,605	$52,675	$117,025
Water, Sewer & Drainage	32,570	34,960	28,855	36,745
Parks, Rec & Trails	27,610	20,880	20,699	24,975
Equipment	19,314	22,042	23,190	20,531
Buildings	5,186	16,310	14,335	12,505
Total CIP	**$137,135**	**$145,797**	**$139,754**	**$211,781**

Environmental Sustainability and Stewardship Efforts

Sustainability and natural resources is one of the city's strategic priorities. Over the years, many CIP projects have included a sustainability focus or provided positive environmental improvements, and the proposed CIP continues that solid initiative. A sustainability symbol is noted in the upper right-hand corner of the pages with a sustainability focus to draw attention to these specific projects.

The city continues to build on projects that provide positive environmental improvements by focusing on stewardship or managing its natural resources, evident through the current Natural Resources Master Plan and the Parks Open Space and Trail (POST) plan. A financial commitment to natural resources stewardship is again apparent in this year's CIP and is indicated with a stewardship symbol in the upper right-hand corner of the relevant project pages.

Notable Projects

Municipal Buildings. *MB-25105 Building Roof Replacements.* This project includes replacing the roof area of the original police and fire facility. The roof in this area was not replaced during the construction of the addition to the public safety facility in 2020 and is now due for replacement. This project has an estimated cost of $550,000.

MB-25108DEF Solar Initiative – Roof Projects. The public works facility is scheduled for a roof replacement in 2025. This roof has also been identified as a viable option for future solar panels to aid the city in generating additional clean energy and reducing annual operating costs. The roof replacement would include options to ready the roof for future solar panels, which was initially planned for 2027. Due to financial pressures on the Capital Replacement Fund, this project is being deferred to future years. The existing roof is not at a point of failure or incurring major maintenance needs and will continue to be reevaluated on a yearly basis.

Recreational Facilities. *RecF-25205 Ice Arena Improvements.* Ice Arena B is scheduled to replace the refrigeration system in 2025. This project was initially scheduled for 2023, but due to supply chain issues and scheduling timelines, the project is being pushed out to 2025. The upgraded refrigeration system will replace the expensive R22 refrigerant system with a more modern and environmentally friendly system, increasing energy efficiency and reducing other operational expenses. The Community Investment Fund is funding this project.

RecF-25207 Skate Park: the Parks. Open Space and Trails (POST) Plan lists a skate park as a priority initiative. In 2022 and 2023, the city completed a Skate Park Feasibility Study and identified the Glen Lake Park as the recommended site for skate park developments. The feasibility study also included estimated costs of $1.1 million. A portion of this project is planned to be funded from the Community Investment Fund. Staff is working to secure additional grant funding for the remainder.

RecF-TBD2501 thru RecF-TBD2503. These three projects are placeholders as the council considers various remodeling and refurbishment options for the community center, Williston Fitness Center and The Marsh. Funding for any of these options would most likely come from a future bond issuance.

Parks, Trails & Open Space. *Park-25305 Trail Improvement Plan.* Trail expansion remains a top priority given the implementation of dedicated gas franchise fees and the increase of electric

franchise fees in 2019. 2025 does not include the construction of any additional trail segments. However, due to grant funding received, a new trail segment along Hopkins Crossroad from Hillside Lane to Wayzata Boulevard originally scheduled for 2025 was able to be advanced to 2024 to coincide with the other trail expansion segments along the Hopkins Crossroad corridor.

Future trail expansion projects include: Minnetonka Boulevard from The Marsh to Tonkawood Road, scheduled for 2026; Excelsior Boulevard from County Road 101 to Glen Oak Street, scheduled for 2027; and the Three Rivers Park District trail expansion along Baker Road, Rowland Roads and Hopkins Crossroad, also scheduled for 2027. Funding for the two city trail projects is preliminarily estimated to be $10 million. Annual funding to the Trail Expansion Fund is approximately $2 million, which will require the fund to either hold off on future projects while the fund replenishes its fund balance or additional revenue streams are identified. Specifically, the preliminary CIP includes a 2029 trail segment along Hopkins Crossroad from Minnetonka Boulevard to Minnetonka Mills Road at an estimated cost of $5.4 million, of which $4.2 million is funded through the trail expansion fund.

Trails are being constructed as fast as funding allows, however due to increased costs of trail construction for remaining segments, staff will continue to evaluate programming based on available funding.

The city's current Trail Improvement Plan Inventory of Trail Segments provides specific information on each trail segment and can be found on the city's website Trail Improvement Plan. There is a single page for each trail segment that includes the following:

- A map of the segment color-coded by priority.
- A description of the trail's connection to community amenities, village centers, or other transportation infrastructure.
- How the individual segment has been rated in priority using the criteria previously described.

In 2017, city staff estimated approximate costs to construct the remaining priority trail network at a projected total of $58.9 million. Staff used these planning level estimates to develop an approximate idea of funding needed to build out these segments, intending to complete feasibility reports as segments are scheduled or get closer to construction to refine the detailed costs. Now with more information about project realities from recently installed segments and feasibility reports for upcoming segments, city staff has increased the estimated project costs to $91.9 million to reflect this information. As more segments and feasibility reports are completed and market realities evolve, city staff will continue to refine unfunded segment project costs.

Park-25309 Park Habitat Stewardship Plan. The proposed CIP continues funding for restoration and maintenance activities on approximately 390 acres of park property as part of Phase I of the Park Habitat Stewardship Plan identified in Appendix B (Table B-2) of the Natural Resources Management Plan. The CIP identifies priority parks for restoration based on a prioritization schedule outlined in the NRMP, including the five community parks along with other high-priority parks and city-owned property (e.g Cullen-Smith property). Restoration funds identified in the CIP will be used for larger-scale restoration projects. These restoration funds are in addition to funds allocated for ongoing maintenance needs that are within the Natural Resources Division operating budget.

Park-25313 Crosswalks. This is a new project page for this year's CIP with an annual allotment of $100,000 designated for potential crosswalk opportunities within the city's trail and sidewalk network. This project utilizes funding from the trail expansion fund and will impact the speed of trail construction.

Major Equipment. *ME-24401 Dump/Plow Truck Replacements & ME-25402 Fleet Vehicles.* The 2025 CIP continues with its vehicle replacement schedule after delaying the schedule for one year back in 2021 due to the uncertainty of COVID-19. Vehicle and equipment prices have escalated over the past couple of years. For instance, the 2023 and 2024 CIPs included respective ten and five percent increases in the cost of vehicles and equipment. Future years are scheduled with more modest three percent inflators. Both of these equipment replacement projects include purchases that will be deferred for future consideration due to budget constraints. Staff is continually analyzing its fleet needs, replacement options, and creative financing options to maximize its return on investment.

ME-25429 800MHz Portable Radios and ME-25430 Mobile Radios. These two projects will replace the fire department's handheld and vehicle-mounted radios along with the police department's vehicle-mounted radios over the next two years. The police department's handheld radios are being replaced in 2024 as part of the 2024-2028 CIP. Following best safety practices, portable radios are assigned to each police officer and firefighter. The radios are ruggedized and specifically designed for working in hazardous environments. These radios have a lifespan of ten years. The combined cost of these two projects is almost $1.275 million. The city has submitted a congressionally directed spending request this past spring related to this project, but was informed late this summer that the request was not included in the Senate appropriation bill.

Pending Projects, Pages 94 through 100 are the projects and/or purchases that have been deferred from the CIP due to lack of available funding within the Capital Replacement Fund. These projects will be prioritized with other projects in future years to identify the most immediate needs.

Technology. *Tech-25515 Law Enforcement Drone System.* This purchase provides for the implementation of police department drones, associated software and accessories. The police department intends to purchase a drone system for exterior use and a smaller drone system for interior use. Drones can provide an increased level of protection to officers by viewing a dangerous area without the need of a physical person. Funding for this project will come from the city's Forfeiture & Seizure Fund.

Local Street Improvements. *LSI-24602 Local Street Rehabilitation.* The last two years included unprecedented street reconstruction projects, including a two-year project in the Tonka-Woodcroft neighborhoods with a total project cost of $30 million between streets, utilities, and trail expansion. Additionally, due to unforeseen circumstances, including an unprecedented number of water main breaks along Carlson Parkway, an additional reconstruction project was added to the 2023 local street rehab schedule. This $7.8 million project included the areas of Carlson Parkway, Cheshire Parkway, Cheshire Lane and Gleason Lake Road. Due to the substantial size of these projects, the Street Improvement Fund will need a couple of years to replenish its fund balance. Street reconstruction projects have historically been financed on a pay-as-you-go basis and are not specially assessed to property owners or financed by bonding. The next major reconstruction area that includes street and utilities reconstruction is slated for the Kinsel neighborhood in 2027 at estimated project cost of $11.7 million.

LSI-24603 Local Street Preservation. Even though there are no full reconstruction projects slated for 2025 or 2026, there are street preservation projects occurring in both these years. Street preservation projects are typically less intrusive since utilities are not fully replaced and the road surface can then just be milled and overlayed with a new surface. Estimated project costs for 2025 and 2026 are $6.7 million and $7.9 million, respectively.

The city's infrastructure continues to age, and it is critical that the city continue making substantial infrastructure investments within its streets and utilities. These infrastructure projects are becoming increasingly expensive but are crucial in providing sustained and uninterrupted service to the city's residents and businesses. As seen with other metro area cities, infrastructure failures can be severe and costly for municipalities and property owners. The city has made a concerted effort to ramp up its investment in utility infrastructure replacement and rehabilitation. These efforts have had a positive impact in reducing water main breaks and sewer backups.

The city ramped up its street improvement levy in 2006 thru 2008 to focus on rehabbing the local street system. The 2008 street levy was $5 million. This dedicated street levy increased incrementally over the next decade to $6.3 million in 2018. In 2019, almost $1 million of the street levy was diverted for other city needs. Over the last four years, one-time dollars were directed to the Street Improvement Fund to aid in supplanting the lost tax levy base. Those transfers include excess year-end fund balances from the General Fund and $1 million from the city's ARPA funds. The 2024 preliminary levy dedicated to street improvements increased from $6.08 million to $6.38 million and is proposed to remain flat for 2025. This increase aids in re-establishing the dedicated street tax levy, but with the ever-increasing price of street reconstruction projects, future incremental levy increases will be needed to continue to support these efforts.

LSI-24607 Opus TIF District Improvements. This project provides traffic mitigation measures for projected increased density related to the commercial and residential development of the Opus area and the addition of LRT. Transportation projects slated for this area will be repaid through Tax Increment Financing. The first of potentially six transportation improvement projects slated for this area was completed in 2023. That first project was a north turn lane on Red Circle Drive at Shady Oak Road.

The city sought special legislation in 2024 to extend the timeline of TIF funding. Due to that special legislation not passing, there is a strong likelihood that increment from existing new development will not fund all six of the transportation improvements; decisions will have to be made in the future on which improvements are warranted and where the funding will come from, as anticipated increment would not be allowable. The city will be updating its TIF plan this fall and will provide further insight into options at that point.

MSA Street Improvements. *MSA-25701 Excelsior Blvd/CR3 (CR 101 to Williston).* The city is currently scheduled to construct a high priority trail segment adjacent to Excelsior Boulevard in 2027 and 2028. The city and county engineers have identified pavement and drainage deficiencies that positively benefit from a larger pavement reconstruction project, including rehabbing the trunk water main line. The preliminary estimate for this project, including trail expansion and utility improvements, amounts to $47 million with a county cost share of approximately $24.5 million. City funding will be through a variety of sources including Municipal

State-aid, franchise fees for undergrounding electrical lines and trail expansion, the Street Improvement Fund along with storm water and utility fees.

Storm Drainage Improvements. *SDI-25804 Major Pond Rehabilitation.* These projects provide for sediment testing and dredging of municipal storm ponds. Annual project costs are estimated to be $250,000. Staff is seeing an increase in disposal costs related to potential contaminants, which is accounts for the increase in future years' budgets.

SDI-25805 Storm Sewer Lift Station Improvements. A 2017 storm water facilities study evaluated the physical condition of the storm water lift station components and the operational performance of each station and identified needed improvements. In 2023, $600,000 was budgeted for the rehabilitation of the Lake Holiday lift station. During design, it was determined that the project should be expanded to assist with permitting and public engagement. The project was expanded to include Woodgate and Lake Rose. Additional funding is programmed in 2026 to complete projects in all these areas.

Utility System Improvements. The utility fund continues with its long-range water and sanitary sewer infrastructure plan, along with an associated financing plan for critical maintenance and replacement of the city's $600 million utility infrastructure investment. Financing includes regular bond issuances, which are anticipated to occur in 2025 and 2028.

WSS-25904 System Sustainability Improvements. This project implements the recommendations of the sustainability and optimization study completed in 2014 and updated for costs in February 2018 for the city's eight water treatment plants, 18 wells and two booster stations. 2024 improvements include improvements to water treatment plant #16 in the amount of almost $3 million.

WSS-25906 Water Meter Replacement Program. This project continues with the replacement of the city's water meter stock. This project was approved by council at the May 20, 2024 council meeting.

WSS-25907 Sewer – System Sustainability Improvements. This project provides ongoing sustainability and optimization improvements to the sanitary sewer infrastructure. Projects include rehabilitating the Windridge and Ford Road lift stations, and rehabilitating forcemains along Ford Road, Whitegate and Sherwood. The project costs for 2025 are $4.6 million.

Project updates since the June council study session

Tech-25516 Axon Enterprises. This project provides for the implementation of year one of a ten-year contract for the Axon suite of products providing long-term stability, efficiency, technology, and equipment enhancements for the police department. This project will allow for a full suite of integrated technology and equipment including body-worn cameras and Tasers that will improve efficiencies, provide long term financial stability and provide up-to-date equipment on a regular replacement schedule.

Currently the police department's software and equipment needs are through a variety of vendors at varied replacement schedules and always increasing costs. This contract through Axon will stabilize pricing for the next ten years while providing access to the latest software and hardware products offered by Axon. The first year's costs of $323,100 are being supported by the CIP and all future years will be funded through the police department's operating budget.

This project does eliminate two future years' CIP projects slated for 2027, which includes the replacement of Tasers along with body-worn and in-car cameras.

Various other infrastructure projects. Infrastructure projects typically require design and other engineering work a year or two prior to scheduled construction. The CIP budgets the total project costs including the design work in the year(s) of construction. Due to the substantial costs of various infrastructure projects, the design work is anticipated to exceed the city manager's purchasing authority. In order to avoid having the council approve several CIP amendments in the upcoming year so that budget dollars can be appropriated and costs legally incurred, several projects are now allocating dollars to 2025 to cover design costs leading up to actual construction. These 2025 costs within the CIP will be brought forward to the 2025 budget to be approved in December. The total cost of these projects remain unchanged. The following future projects have moved partial funding to 2025 to cover design and other engineering related costs:

Park-26305, Trail Improvement Plan

LSI-27602, Local Street Rehabilitation

LSI-25603, Local Street Preservation

LSI-25604, Electrical System Enhancements

LSI-25606, Signal Improvements

LSI-25607, Opus TIF District Improvements

MSA-27701, Excelsior Boulevard/CR 3 (CR 101 to Williston Rd)

SDI-26805, Storm Sewer Lift Station Improvements

WSS-25907, Sewer – System Sustainability Improvements

General Fund balance

Because the city budgets responsibly, a conservative strategy has been employed whereby a portion of the resources funding the CIP includes monies transferred over the five years from the General Fund balance. Per Council Policy 2.13 for determining adequate fund balances, a "Budget Stabilization Reserve" must be kept to cover the following year's operating budget and uncertainties, such as changes in state law or unforeseen natural disasters. In accordance with the policy, amounts in the balance of this reserve above forty percent of the following year's operating budget may be considered available to be transferred and appropriated by the council for capital needs or other non-ongoing needs.

This methodology is key to ensuring the city's ongoing fiscal resiliency. In any year, should the city not realize a positive ending increase in fund balance, the city is thereby well positioned to restructure its five-year plan into the future.

The Fiscal Year 2023 ended with a positive increase to fund balance and therefore, by the end of 2024, the General Fund balance is projecting approximately $1.7 million in available funds above the minimum required to meet the forty-percent fund balance threshold. This balance includes funds above the threshold realized in past years and already programmed in the current 2024-2028 CIP. The 2024 capital budget, combined with the 2025-2029 CIP, anticipates

transferring $3 million over the next two years for capital expenditures. The remaining fund balance ensures sufficient resources to meet the General Fund's needs over the next year.

Property taxes

The 2020-2024 and 2021-2025 CIPs reduced property taxes directed to the CIP. Initially, the 2020-2024 CIP redirected a portion of the CIP property tax levy towards the new public safety facility's debt service and increased operational costs.

The original intent before 2020 was to restore the 2021 capital property tax levy to 2019 levels. That was before the onset of the COVID-19 pandemic. Due to the pandemic, the 2021-2025 CIP delayed the levy restoration and further reduced the capital property tax levy. The 2022-2026 CIP restored most of the cost savings measures from 2021 but delayed the prior levy restoration until 2024. The 2023 capital levy was reduced by $407,000 to $9.17 million in order to minimize the tax levy increase on property owners. This was made possible by utilizing capital project fund reserves along with additional transfers from the General Fund's budget stabilization reserve. The 2024 capital levy was increased to $9.88 million, which still remains almost $600,000 less than the 2019 capital levy.

The proposed 2025 capital levy remains flat at $9.88 million. Initial forecasts for the CIP property tax levy called for an increase of $1.2 million to $11.1 million. Due to a potential bond issuance related to recreational facility improvements and continued implementation of the public safety master plan, the 2025 proposed CIP property tax levy is being held flat. As a result of this flat funding, there are projects and purchases that are being deferred as mentioned earlier in this report. Full restoration of the capital levy has been extended and is now planned for 2027, restoring funding to $11.3 million.

Other funding sources

In addition to property taxes, the CIP is funded by several other means. Staff is always looking for partnerships, grants and other sources to leverage property taxes to minimize the impact on the city's taxpayers. Staff is constantly researching and applying for applicable grants available through federal, state and other local agencies. Private grants and partnerships through nonprofits and for-profit businesses are also sought.

Resolution No. 2024-

Resolution Adopting the 2025-2029 Capital Improvements Program

---

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. The preliminary 2025-2029 Capital Improvements Program was presented for consideration to and discussed by the City Council on June 10, 2024.

1.02. As a result of those deliberations, it was concluded that the Capital Improvements Program attached to the agenda packet of the City Council meeting of Sept. 23, 2024 provides for an effective and orderly allocation of resources for the community's needs.

Section 2. Council Action.

2.01. The 2025-2029 Capital Improvements Program as discussed and attached to the agenda packet of the City Council meeting of Sept. 23, 2024 is hereby adopted.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 23, 2024.

_____

Brad Wiersum, Mayor

ATTEST:

_____

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 23, 2024.

_____
Becky Koosman, City Clerk

2025-2029

CAPITAL IMPROVEMENTS PROGRAM

CITY OF MINNETONKA

2025-2029

Capital Improvements Program
&
Economic Improvement Program

Preliminary

09-23-2024

CITY OF MINNETONKA

2025-2029
Capital Improvements Program

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Appendix:
Unfunded Trail Segments by Priority Ranking
2025 – 2029 Proposed Local Street Construction

Projects include sustainability features and/or focus.

Projects include a natural resources stewardship feature and/or focus.

Capital Improvements Policy

The Capital Improvements Program (CIP) is the city's five-year plan to provide and maintain public facilities for the citizens and businesses of Minnetonka, balanced against the constraint of available resources.

Funding Priorities

Reinvestment for the replacement, maintenance or increased efficiency of existing systems will have priority over the expansion of existing systems or the provision of new facilities and services. Priority rankings include:

1. Projects necessary for public health and safety, or to meet legal mandates.

2. Projects which help maintain or make existing systems more efficient. Cost-benefits and coordination with related projects will be considered.

3. Projects expanding existing systems, providing new services, or for general community betterment.

Planning Principles

- The CIP will support achievement of the city's long-term Strategic Priorities.

- The CIP will be updated annually to reflect changing capital needs for new construction and maintenance of the city's substantial investments in streets, utilities, parks, buildings and equipment.

- Development of the CIP will be consistent with the annual operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.

- Fund balance guidelines will be established for each capital fund, and will reflect the type of fund, subsequent-year budget needs, annual cash flow requirements, replacement reserves and potential contingencies. The guidelines will be used to responsibly manage balances over the five-year planning horizon.

CITY OF
MINNETONKA

City of Minnetonka, Minnesota

2025- 2029 Capital Improvement Plan

2025 thru 2029

EXPENDITURES AND SOURCES SUMMARY

Department	2025	2026	2027	2028	2029	Total
1-Municipal Buildings	1,550,000	1,340,000	910,000	930,000	760,000	*5,490,000*
2-Recreational Facilities	3,985,000	755,000	820,000	615,000	840,000	*7,015,000*
3-Parks, Trails & Open Space	2,652,000	2,823,000	11,904,000	1,045,000	6,551,000	*24,975,000*
4-Major Equipment	2,214,050	3,080,050	2,443,500	2,885,150	1,633,050	*12,255,800*
5-Technology	1,717,100	1,671,700	1,542,450	1,387,450	1,956,800	*8,275,500*
6-Local Street Improvements	25,242,500	16,410,000	11,882,500	9,755,000	6,735,000	*70,025,000*
7-MSA Street Improvements	7,425,000		39,575,000			*47,000,000*
8-Storm Drainage Improvements	1,100,000	2,325,000	1,025,000	825,000	775,000	*6,050,000*
9-Water/Sewer Improvements	10,455,000	4,185,000	4,860,000	5,620,000	5,575,000	*30,695,000*
EXPENDITURE TOTAL	**56,340,650**	**32,589,750**	**74,962,450**	**23,062,600**	**24,825,850**	***211,781,300***

Source	2025	2026	2027	2028	2029	Total
Cable Television Fund	346,500	261,500	311,500	313,100	389,100	*1,621,700*
Capital Replacement Fund	2,498,150	2,924,750	2,456,800	2,724,050	2,117,050	*12,720,800*
City of Hopkins	6,600	6,600	3,300	3,300	3,300	*23,100*
Community Investment Fund	2,800,000		500,000			*3,300,000*
Cost Sharing	13,225,000	6,675,000				*19,900,000*
Electric Franchise Fees Fund	4,600,000	1,200,000	100,000	600,000	1,200,000	*7,700,000*
Forestry Fund	237,000	243,000	254,000	215,000	221,000	*1,170,000*
Forfeiture/Seizure Fund	35,000					*35,000*
Grants/Partnership Funding	300,000					*300,000*
Hennepin County			24,500,000			*24,500,000*
Hopkins School District	270,000	270,000	270,000	270,000	270,000	*1,350,000*
Municipal State Aid Fund	2,025,000	2,875,000	375,000			*5,275,000*
Park & Trail Improvement Fund	728,400	693,400	856,700	736,700	836,700	*3,851,900*
Public Safety Fund	957,300	1,258,000	886,000	242,000	46,000	*3,389,300*
Storm Water Fund	2,507,600	2,758,300	3,925,000	2,006,000	825,000	*12,021,900*
Street Improvement Fund	7,710,000	5,390,000	8,650,000	8,785,000	6,565,000	*37,100,000*
Technology Development Fund	943,300	1,364,200	1,184,950	978,350	1,521,700	*5,992,500*
Three Rivers Park District			10,000,000			*10,000,000*
Trail System Expansion Fund	2,600,000	1,900,000	6,000,000	100,000	4,300,000	*14,900,000*
Utility Fund	14,100,800	4,480,000	14,229,200	5,964,100	5,781,000	*44,555,100*
Williston Center Fund	450,000	290,000	460,000	125,000	750,000	*2,075,000*
SOURCE TOTAL	**56,340,650**	**32,589,750**	**74,962,450**	**23,062,600**	**24,825,850**	***211,781,300***

City of Minnetonka, Minnesota

2025- 2029 Capital Improvement Plan

2025 thru 2029

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Cable Television Fund						
Beginning Balance		**892,336**	**906,236**	**980,436**	**1,001,636**	**1,017,236**
Revenues and Other Fund Sources						
Revenue						
Cable Franchise Fees		*745,000*	*745,000*	*745,000*	*745,000*	*745,000*
Interest on Investments		*42,700*	*22,700*	*24,500*	*25,000*	*25,400*
Miscellaneous Revenue		*32,400*	*32,400*	*32,400*	*32,400*	*32,400*
Public Educ & Govt (PEG) Fees		*123,500*	*123,500*	*123,500*	*123,500*	*123,500*
	Total	943,600	923,600	925,400	925,900	926,300
Total Revenues and Other Fund Sources		943,600	923,600	925,400	925,900	926,300
Total Funds Available		**1,835,936**	**1,829,836**	**1,905,836**	**1,927,536**	**1,943,536**
Expenditures and Uses						
Capital Projects & Equipment						
5-Technology						
Audio/Visual Equipment & Broadcast Programming	TECH-25504	*(246,500)*	*(161,500)*	*(211,500)*	*(213,100)*	*(289,100)*
Technology Infrastructure	TECH-25505	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*
	Total	(346,500)	(261,500)	(311,500)	(313,100)	(389,100)
Other Uses						
Operating Expenditures		*(545,200)*	*(548,000)*	*(550,800)*	*(553,600)*	*(556,400)*
Transfer Out		*(38,000)*	*(39,900)*	*(41,900)*	*(43,600)*	*(45,400)*
	Total	(583,200)	(587,900)	(592,700)	(597,200)	(601,800)
Total Expenditures and Uses		(929,700)	(849,400)	(904,200)	(910,300)	(990,900)
Change in Fund Balance		13,900	74,200	21,200	15,600	(64,600)
Ending Balance		**906,236**	**980,436**	**1,001,636**	**1,017,236**	**952,636**
Fund Balance Guideline		$849,400	$904,200	$910,930	$990,900	$1,023,600

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Capital Replacement Fund						
Beginning Balance		**2,263,602**	**2,074,552**	**1,321,302**	**920,902**	**395,252**
Revenues and Other Fund Sources						
Revenue						
Auction Proceeds		*130,000*	*130,000*	*130,000*	*130,000*	*130,000*
Interest on Investments		*104,100*	*41,500*	*26,400*	*18,400*	*7,900*
Tax Levy		*1,725,000*	*1,800,000*	*1,900,000*	*2,050,000*	*2,200,000*
Transfer In		*350,000*	*200,000*	*0*	*0*	*0*
	Total	2,309,100	2,171,500	2,056,400	2,198,400	2,337,900
Total Revenues and Other Fund Sources		2,309,100	2,171,500	2,056,400	2,198,400	2,337,900
Total Funds Available		**4,572,702**	**4,246,052**	**3,377,702**	**3,119,302**	**2,733,152**
Expenditures and Uses						
Capital Projects & Equipment						
1-Municipal Buildings						
Life Safety Reporting Upgrades	MB-25101	*0*	*(120,000)*	*(140,000)*	*(80,000)*	*(100,000)*
Energy Conservation & Sustainability Improvements	MB-25102	*0*	*(165,000)*	*(70,000)*	*(75,000)*	*0*
Major Building Components	MB-25103	*(475,000)*	*(190,000)*	*(155,000)*	*(290,000)*	*0*
Building Automation Replacement	MB-25104	*(65,000)*	*(120,000)*	*(75,000)*	*(75,000)*	*(85,000)*
Building Roof Replacements	MB-25105	*(550,000)*	*(225,000)*	*(150,000)*	*(125,000)*	*0*
Fire Station Refurbishment	MB-25106	*(50,000)*	*(70,000)*	*(75,000)*	*(75,000)*	*(75,000)*
City Hall Civic Center Complex	MB-25107	*(250,000)*	*(270,000)*	*(30,000)*	*(150,000)*	*0*
Special Project Facility Repairs and Upgrades	MB-25109	*(70,000)*	*(60,000)*	*(60,000)*	*(60,000)*	*(100,000)*
	Total	(1,460,000)	(1,220,000)	(755,000)	(930,000)	(360,000)
2-Recreational Facilities						
The Marsh Improvements	RecF-25202	*(125,000)*	*(100,000)*	*(125,000)*	*(100,000)*	*(100,000)*
Royals Athletic Center Improvements	RecF-25204	*(110,000)*	*(110,000)*	*(110,000)*	*(110,000)*	*(110,000)*
Ice Arena Improvements	RecF-25205	*0*	*(25,000)*	*0*	*0*	*0*
	Total	(235,000)	(235,000)	(235,000)	(210,000)	(210,000)
4-Major Equipment						
Dump/Plow Truck Replacements	ME-25401	*0*	*0*	*(380,400)*	*(391,800)*	*(403,600)*
Fleet Vehicles	ME-25402	*(523,650)*	*(521,650)*	*(950,700)*	*(862,650)*	*(536,150)*
Sidewalk and Trail Maintenance Vehicle	ME-25403	*0*	*(52,000)*	*0*	*0*	*0*
Cold Planer	ME-25404	*0*	*(896,100)*	*0*	*0*	*0*
Electric Ice Resurfacer	ME-25406	*(150,000)*	*0*	*0*	*0*	*0*

Source		2025	2026	2027	2028	2029
Capital Replacement Fund						
Rubber-Tire Loader	ME-25408	*0*	*0*	*0*	*0*	*(309,600)*
Snow Blower	ME-25409	*0*	*0*	*0*	*(229,600)*	*0*
Sidewalk and Trail Maintenance	ME-25410	*0*	*0*	*(135,700)*	*0*	*0*
Skidsteer Loader	ME-25411	*(129,500)*	*0*	*0*	*0*	*0*
Sustainable Initiatives	ME-25412	*0*	*0*	*0*	*(100,000)*	*0*
Sidewalk and Trail Maintenance Vehicle	ME-25414	*0*	*0*	*0*	*0*	*(108,400)*
Sign Truck	ME-25415	*0*	*0*	*0*	*0*	*(189,300)*
	Total	(803,150)	(1,469,750)	(1,466,800)	(1,584,050)	(1,547,050)
Total Expenditures and Uses		(2,498,150)	(2,924,750)	(2,456,800)	(2,724,050)	(2,117,050)
Change in Fund Balance		(189,050)	(753,250)	(400,400)	(525,650)	220,850
Ending Balance		**2,074,552**	**1,321,302**	**920,902**	**395,252**	**616,102**
Fund Balance Guideline		$731,200	$614,200	$681,000	$529,300	$546,800

City of Minnetonka, Minnesota

2025- 2029 Capital Improvement Plan

2025 thru 2029

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Community Investment Fund						
Beginning Balance		**21,424,166**	**19,356,266**	**19,903,166**	**19,963,766**	**20,525,866**
Revenues and Other Fund Sources						
Revenue						
Interest on Investments		*669,100*	*483,900*	*497,600*	*499,100*	*513,100*
Other Revenue		*63,000*	*63,000*	*63,000*	*63,000*	*63,000*
	Total	732,100	546,900	560,600	562,100	576,100
Total Revenues and Other Fund Sources		732,100	546,900	560,600	562,100	576,100
Total Funds Available		**22,156,266**	**19,903,166**	**20,463,766**	**20,525,866**	**21,101,966**
Expenditures and Uses						
Capital Projects & Equipment						
2-Recreational Facilities						
Ice Arena Improvements	RecF-25205	*(2,000,000)*	*0*	*0*	*0*	*0*
Skate Park	RecF-25207	*(800,000)*	*0*	*0*	*0*	*0*
	Total	(2,800,000)	0	0	0	0
3-Parks, Trails & Open Space						
Park & Open Space Purchase	Park-25312	*0*	*0*	*(500,000)*	*0*	*0*
	Total	0	0	(500,000)	0	0
Total Expenditures and Uses		(2,800,000)	0	(500,000)	0	0
Change in Fund Balance		(2,067,900)	546,900	60,600	562,100	576,100
Ending Balance		**19,356,266**	**19,903,166**	**19,963,766**	**20,525,866**	**21,101,966**
Required Fund Balance		$20,085,028	$20,151,938	$20,200,328	$20,250,088	$20,299,998

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Electric Franchise Fees Fund						
Beginning Balance		**1,515,528**	**(1,740,472)**	**(1,750,272)**	**(660,072)**	**(69,872)**
Revenues and Other Fund Sources						
Revenue						
Electric Franchise Fees		*1,200,200*	*1,200,200*	*1,200,200*	*1,200,200*	*1,200,200*
Interest on Investments		*153,800*	*0*	*0*	*0*	*0*
	Total	1,354,000	1,200,200	1,200,200	1,200,200	1,200,200
Total Revenues and Other Fund Sources		1,354,000	1,200,200	1,200,200	1,200,200	1,200,200
Total Funds Available		**2,869,528**	**(540,272)**	**(550,072)**	**540,128**	**1,130,328**
Expenditures and Uses						
Capital Projects & Equipment						
3-Parks, Trails & Open Space						
Trail Improvement Plan	Park-26305	*(1,000,000)*	*0*	*0*	*0*	*(1,200,000)*
	Total	(1,000,000)	0	0	0	(1,200,000)
6-Local Street Improvements						
Electrical System Enhancements	LSI-25604	*(1,200,000)*	*(1,200,000)*	*(100,000)*	*(600,000)*	*0*
	Total	(1,200,000)	(1,200,000)	(100,000)	(600,000)	0
7-MSA Street Improvements						
Excelsior Boulevard/CR 3 (CR 101 to Williston Rd)	MSA-27701	*(2,400,000)*	*0*	*0*	*0*	*0*
	Total	(2,400,000)	0	0	0	0
Other Uses						
Street Light Installations		*(10,000)*	*(10,000)*	*(10,000)*	*(10,000)*	*(10,000)*
	Total	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Total Expenditures and Uses		(4,610,000)	(1,210,000)	(110,000)	(610,000)	(1,210,000)
Change in Fund Balance		(3,256,000)	(9,800)	1,090,200	590,200	(9,800)
Ending Balance		**(1,740,472)**	**(1,750,272)**	**(660,072)**	**(69,872)**	**(79,672)**

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Forestry Fund						
Beginning Balance		**519,799**	**380,599**	**310,199**	**264,399**	**256,699**
Revenues and Other Fund Sources						
Revenue						
Interest on Investments		*34,800*	*7,600*	*6,200*	*5,300*	*5,100*
Tax Levy		*123,000*	*225,000*	*262,000*	*262,000*	*262,000*
	Total	157,800	232,600	268,200	267,300	267,100
Total Revenues and Other Fund Sources		157,800	232,600	268,200	267,300	267,100
Total Funds Available		**677,599**	**613,199**	**578,399**	**531,699**	**523,799**
Expenditures and Uses						
Capital Projects & Equipment						
3-Parks, Trails & Open Space						
Plant Pest Program (Forestry Preservation)	Park-25301	*(237,000)*	*(243,000)*	*(254,000)*	*(215,000)*	*(221,000)*
	Total	(237,000)	(243,000)	(254,000)	(215,000)	(221,000)
Other Uses						
Transfer Out - GF		*(60,000)*	*(60,000)*	*(60,000)*	*(60,000)*	*(60,000)*
	Total	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
Total Expenditures and Uses		(297,000)	(303,000)	(314,000)	(275,000)	(281,000)
Change in Fund Balance		(139,200)	(70,400)	(45,800)	(7,700)	(13,900)
Ending Balance		**380,599**	**310,199**	**264,399**	**256,699**	**242,799**

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Municipal State Aid Fund						
Beginning Balance		**4,233,888**	**4,545,088**	**4,014,088**	**5,969,888**	**8,349,488**
Revenues and Other Fund Sources						
Revenue						
Interest on Investments		*105,800*	*113,600*	*100,400*	*149,200*	*208,700*
State Allotment		*2,230,400*	*2,230,400*	*2,230,400*	*2,230,400*	*2,230,400*
	Total	2,336,200	2,344,000	2,330,800	2,379,600	2,439,100
Total Revenues and Other Fund Sources		2,336,200	2,344,000	2,330,800	2,379,600	2,439,100
Total Funds Available		**6,570,088**	**6,889,088**	**6,344,888**	**8,349,488**	**10,788,588**
Expenditures and Uses						
Capital Projects & Equipment						
6-Local Street Improvements						
Local Street Preservation	LSI-25603	*(800,000)*	*(2,325,000)*	*0*	*0*	*0*
Signal Improvements	LSI-25606	*(1,100,000)*	*(550,000)*	*0*	*0*	*0*
	Total	(1,900,000)	(2,875,000)	0	0	0
7-MSA Street Improvements						
Excelsior Boulevard/CR 3 (CR 101 to Williston Rd)	MSA-27701	*(125,000)*	*0*	*(375,000)*	*0*	*0*
	Total	(125,000)	0	(375,000)	0	0
Total Expenditures and Uses		(2,025,000)	(2,875,000)	(375,000)	0	0
Change in Fund Balance		311,200	(531,000)	1,955,800	2,379,600	2,439,100
Ending Balance		**4,545,088**	**4,014,088**	**5,969,888**	**8,349,488**	**10,788,588**

City of Minnetonka, Minnesota

2025- 2029 Capital Improvement Plan

2025 thru 2029

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Park & Trail Improvement Fund						
Beginning Balance		**5,212,649**	**5,307,149**	**5,285,549**	**5,213,149**	**5,063,749**
Revenues and Other Fund Sources						
Revenue						
Interest on Investments		*264,900*	*128,800*	*128,000*	*126,000*	*122,000*
Miscellaneous Income		*9,600*	*9,600*	*9,600*	*9,600*	*9,600*
Park Dedication Fees		*250,000*	*250,000*	*250,000*	*250,000*	*250,000*
Tax Levy		*298,400*	*283,400*	*396,700*	*201,700*	*381,700*
	Total	822,900	671,800	784,300	587,300	763,300
Total Revenues and Other Fund Sources		822,900	671,800	784,300	587,300	763,300
Total Funds Available		**6,035,549**	**5,978,949**	**6,069,849**	**5,800,449**	**5,827,049**
Expenditures and Uses						
Capital Projects & Equipment						
2-Recreational Facilities						
Shady Oak Beach Improvements	RecF-25203	*(13,400)*	*(13,400)*	*(6,700)*	*(6,700)*	*(6,700)*
	Total	(13,400)	(13,400)	(6,700)	(6,700)	(6,700)
3-Parks, Trails & Open Space						
Athletic Field Improvements	Park-25302	*(180,000)*	*(120,000)*	*(40,000)*	*(80,000)*	*(30,000)*
Burwell House Investments	Park-25303	*(30,000)*	*(30,000)*	*(30,000)*	*(30,000)*	*(45,000)*
Park Investment Plan	Park-25304	*(250,000)*	*(215,000)*	*(225,000)*	*(255,000)*	*(325,000)*
Trail Rehabilitation	Park-25306	*(75,000)*	*(120,000)*	*(120,000)*	*(85,000)*	*(300,000)*
Ridgedale Commons - Programming Equipment	Park-25308	*0*	*0*	*(200,000)*	*0*	*0*
Park Habitat Stewardship Plan	Park-25309	*(90,000)*	*(95,000)*	*(120,000)*	*(100,000)*	*(100,000)*
Timberline Park	Park-25310	*0*	*0*	*0*	*(150,000)*	*0*
Park Master Planning	Park-25311	*(90,000)*	*(100,000)*	*(115,000)*	*(30,000)*	*(30,000)*
Opus Area Park Improvements	Park-25314	*0*	*0*	*0*	*0*	*0*
	Total	(715,000)	(680,000)	(850,000)	(730,000)	(830,000)
Total Expenditures and Uses		(728,400)	(693,400)	(856,700)	(736,700)	(836,700)
Change in Fund Balance		94,500	(21,600)	(72,400)	(149,400)	(73,400)
Ending Balance		**5,307,149**	**5,285,549**	**5,213,149**	**5,063,749**	**4,990,349**
Fund Balance Guideline		$228,822	$282,711	$243,111	$276,111	$254,225

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Public Safety Fund						
Beginning Balance		**(1,109,381)**	**(1,265,981)**	**(1,626,381)**	**(1,687,381)**	**(1,004,381)**
Revenues and Other Fund Sources						
Revenue						
Interest on Investments		*25,700*	*22,600*	*0*	*0*	*0*
Other tax-related		*0*	*0*	*0*	*0*	*0*
Tax Levy		*675,000*	*725,000*	*825,000*	*925,000*	*1,125,000*
Transfer In		*100,000*	*150,000*	*0*	*0*	*0*
	Total	800,700	897,600	825,000	925,000	1,125,000
Total Revenues and Other Fund Sources		800,700	897,600	825,000	925,000	1,125,000
Total Funds Available		**(308,681)**	**(368,381)**	**(801,381)**	**(762,381)**	**120,619**
Expenditures and Uses						
Capital Projects & Equipment						
4-Major Equipment						
Lucas Device Purchase	ME-25417	*(45,000)*	*0*	*0*	*(55,000)*	*0*
Apparatus Refurbishment	ME-25420	*0*	*(175,000)*	*(200,000)*	*0*	*0*
Fitness Equipment	ME-25421	*0*	*(20,000)*	*0*	*0*	*0*
SCBA Decontamination Station	ME-25422	*0*	*0*	*(40,000)*	*0*	*0*
Turnout Gear	ME-25423	*0*	*0*	*(600,000)*	*0*	*0*
Multi Gas Monitors	ME-25424	*(20,000)*	*0*	*0*	*0*	*0*
Rescue Equipment	ME-25425	*(200,000)*	*0*	*0*	*0*	*0*
Ballistic Patrol Helmets	ME-25427	*0*	*(42,000)*	*0*	*0*	*0*
SWAT Team Protective Gear	ME-25428	*0*	*0*	*0*	*(91,000)*	*0*
800 MHz Portable Radios	ME-25429	*0*	*(975,000)*	*0*	*0*	*0*
800 MHZ Mobile Radios	ME-25430	*(300,000)*	*0*	*0*	*0*	*0*
	Total	(565,000)	(1,212,000)	(840,000)	(146,000)	0
5-Technology						
Fire Technology Update	TECH-25510	*(50,000)*	*0*	*0*	*(50,000)*	*0*
Automated License Plate Readers	TECH-25514	*(19,200)*	*(46,000)*	*(46,000)*	*(46,000)*	*(46,000)*
Axon Enterprises	TECH-25516	*(323,100)*	*0*	*0*	*0*	*0*
	Total	(392,300)	(46,000)	(46,000)	(96,000)	(46,000)
Total Expenditures and Uses		(957,300)	(1,258,000)	(886,000)	(242,000)	(46,000)

Source	2025	2026	2027	2028	2029
Public Safety Fund					
Change in Fund Balance	(156,600)	(360,400)	(61,000)	683,000	1,079,000
Ending Balance	**(1,265,981)**	**(1,626,381)**	**(1,687,381)**	**(1,004,381)**	**74,619**

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Storm Water Fund						
Beginning Balance		**4,936,688**	**4,612,788**	**4,053,688**	**2,377,388**	**2,643,488**
Revenues and Other Fund Sources						
Revenue						
Interest on Investments		*161,300*	*115,300*	*101,300*	*59,400*	*66,100*
Storm Water Utility Fees		*3,241,700*	*3,341,500*	*3,444,400*	*3,550,400*	*3,659,800*
	Total	3,403,000	3,456,800	3,545,700	3,609,800	3,725,900
Total Revenues and Other Fund Sources		3,403,000	3,456,800	3,545,700	3,609,800	3,725,900
Total Funds Available		**8,339,688**	**8,069,588**	**7,599,388**	**5,987,188**	**6,369,388**
Expenditures and Uses						
Capital Projects & Equipment						
4-Major Equipment						
Street Sweeper	ME-25405	*(357,600)*	*(283,300)*	*0*	*(300,600)*	*0*
Dozer	ME-25407	*0*	*0*	*0*	*(330,400)*	*0*
	Total	(357,600)	(283,300)	0	(631,000)	0
6-Local Street Improvements						
Local Street Preservation	LSI-25603	*(100,000)*	*(150,000)*	*(50,000)*	*(50,000)*	*(50,000)*
Local Street Rehabilitation	LSI-27602	*(700,000)*	*0*	*(2,100,000)*	*(500,000)*	*0*
	Total	(800,000)	(150,000)	(2,150,000)	(550,000)	(50,000)
7-MSA Street Improvements						
Excelsior Boulevard/CR 3 (CR 101 to Williston Rd)	MSA-27701	*(250,000)*	*0*	*(750,000)*	*0*	*0*
	Total	(250,000)	0	(750,000)	0	0
8-Storm Drainage Improvements						
Storm Sewer Risk Assessment and Projects	SDI-25801	*(250,000)*	*(300,000)*	*(300,000)*	*(350,000)*	*(350,000)*
Water Quality Projects	SDI-25802	*0*	*(100,000)*	*0*	*(100,000)*	*0*
Watershed Modeling	SDI-25803	*(50,000)*	*(25,000)*	*(25,000)*	*(25,000)*	*(25,000)*
Major Pond Rehabilitation	SDI-25804	*(250,000)*	*(250,000)*	*(300,000)*	*(350,000)*	*(400,000)*
Storm Sewer Lift Station Improvements	SDI-26805	*(550,000)*	*(1,650,000)*	*(400,000)*	*0*	*0*
	Total	(1,100,000)	(2,325,000)	(1,025,000)	(825,000)	(775,000)
Other Uses						
Operating Expenses		*(1,066,100)*	*(1,101,300)*	*(1,137,600)*	*(1,175,100)*	*(1,213,900)*
Transfers Out		*(153,200)*	*(156,300)*	*(159,400)*	*(162,600)*	*(165,900)*
	Total	(1,219,300)	(1,257,600)	(1,297,000)	(1,337,700)	(1,379,800)

Source	2025	2026	2027	2028	2029
Storm Water Fund					
Total Expenditures and Uses	(3,726,900)	(4,015,900)	(5,222,000)	(3,343,700)	(2,204,800)
Change in Fund Balance	(323,900)	(559,100)	(1,676,300)	266,100	1,521,100
Ending Balance	**4,612,788**	**4,053,688**	**2,377,388**	**2,643,488**	**4,164,588**

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Street Improvement Fund						
Beginning Balance		**(436,478)**	**1,297,022**	**3,727,922**	**2,957,522**	**2,481,722**
Revenues and Other Fund Sources						
Revenue						
Interest on Investments		*128,500*	*25,900*	*74,600*	*59,200*	*49,600*
MSA Maintenance		*660,000*	*655,000*	*650,000*	*645,000*	*640,000*
Other		*575,000*	*510,000*	*25,000*	*25,000*	*25,000*
State Bridge Bonding Funds		*1,300,000*	*0*	*0*	*0*	*0*
Tax Levy		*6,380,000*	*6,630,000*	*7,130,000*	*7,580,000*	*7,950,000*
Transfer In		*400,000*	*0*	*0*	*0*	*0*
	Total	9,443,500	7,820,900	7,879,600	8,309,200	8,664,600
Total Revenues and Other Fund Sources		9,443,500	7,820,900	7,879,600	8,309,200	8,664,600
Total Funds Available		**9,007,022**	**9,117,922**	**11,607,522**	**11,266,722**	**11,146,322**
Expenditures and Uses						
Capital Projects & Equipment						
4-Major Equipment						
Public Works Technology	ME-25413	*0*	*0*	*0*	*(300,000)*	*0*
	Total	0	0	0	(300,000)	0
6-Local Street Improvements						
Pavement Management Study	LSI-25601	*(75,000)*	*(75,000)*	*(85,000)*	*(85,000)*	*(95,000)*
Local Street Preservation	LSI-25603	*(5,690,000)*	*(5,275,000)*	*(2,250,000)*	*(7,860,000)*	*(4,460,000)*
Noise Barrier	LSI-25605	*0*	*0*	*(500,000)*	*0*	*0*
Bridge Inspections and Improvements	LSI-25608	*(10,000)*	*(40,000)*	*(10,000)*	*(40,000)*	*(2,010,000)*
Local Street Rehabilitation	LSI-27602	*(1,435,000)*	*0*	*(4,305,000)*	*(500,000)*	*0*
	Total	(7,210,000)	(5,390,000)	(7,150,000)	(8,485,000)	(6,565,000)
7-MSA Street Improvements						
Excelsior Boulevard/CR 3 (CR 101 to Williston Rd)	MSA-27701	*(500,000)*	*0*	*(1,500,000)*	*0*	*0*
	Total	(500,000)	0	(1,500,000)	0	0
Total Expenditures and Uses		(7,710,000)	(5,390,000)	(8,650,000)	(8,785,000)	(6,565,000)
Change in Fund Balance		1,733,500	2,430,900	(770,400)	(475,800)	2,099,600
Ending Balance		**1,297,022**	**3,727,922**	**2,957,522**	**2,481,722**	**4,581,322**

City of Minnetonka, Minnesota

2025- 2029 Capital Improvement Plan

2025 thru 2029

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Technology Development Fund						
Beginning Balance		**912,423**	**729,223**	**254,623**	**(175,227)**	**(253,577)**
Revenues and Other Fund Sources						
Revenue						
Interest on Investments		*35,100*	*14,600*	*5,100*	*0*	*0*
Tax Levy		*675,000*	*750,000*	*750,000*	*900,000*	*1,100,000*
Transfers In		*50,000*	*125,000*	*0*	*0*	*0*
	Total	760,100	889,600	755,100	900,000	1,100,000
Total Revenues and Other Fund Sources		760,100	889,600	755,100	900,000	1,100,000
Total Funds Available		**1,672,523**	**1,618,823**	**1,009,723**	**724,773**	**846,423**
Expenditures and Uses						
Capital Projects & Equipment						
5-Technology						
Security Equipment	TECH-25503	*(129,500)*	*(168,700)*	*(170,500)*	*(153,200)*	*(229,500)*
Office Equipment	TECH-25507	*(82,000)*	*(90,000)*	*(268,500)*	*(81,500)*	*(43,600)*
Technology Purchases/Upgrades	TECH-25508	*(731,800)*	*(1,105,500)*	*(745,950)*	*(743,650)*	*(1,248,600)*
	Total	(943,300)	(1,364,200)	(1,184,950)	(978,350)	(1,521,700)
Total Expenditures and Uses		(943,300)	(1,364,200)	(1,184,950)	(978,350)	(1,521,700)
Change in Fund Balance		(183,200)	(474,600)	(429,850)	(78,350)	(421,700)
Ending Balance		**729,223**	**254,623**	**(175,227)**	**(253,577)**	**(675,277)**
Fund Balance Guideline		$341,100	$296,300	$244,600	$380,500	$299,700

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Trail System Expansion Fund						
Beginning Balance		**1,824,912**	**1,360,812**	**1,479,812**	**(2,498,188)**	**(613,188)**
Revenues and Other Fund Sources						
Revenue						
Gas & Electric Franchise Fees		*1,985,000*	*1,985,000*	*1,985,000*	*1,985,000*	*1,985,000*
Interest on Investments		*150,900*	*34,000*	*37,000*	*0*	*0*
	Total	2,135,900	2,019,000	2,022,000	1,985,000	1,985,000
Total Revenues and Other Fund Sources		2,135,900	2,019,000	2,022,000	1,985,000	1,985,000
Total Funds Available		**3,960,812**	**3,379,812**	**3,501,812**	**(513,188)**	**1,371,812**
Expenditures and Uses						
Capital Projects & Equipment						
3-Parks, Trails & Open Space						
Crosswalks	Park-25313	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*	*(100,000)*
Trail Improvement Plan	Park-26305	*(600,000)*	*(1,800,000)*	*(200,000)*	*0*	*(4,200,000)*
	Total	(700,000)	(1,900,000)	(300,000)	(100,000)	(4,300,000)
7-MSA Street Improvements						
Excelsior Boulevard/CR 3 (CR 101 to Williston Rd)	MSA-27701	*(1,900,000)*	*0*	*(5,700,000)*	*0*	*0*
	Total	(1,900,000)	0	(5,700,000)	0	0
Total Expenditures and Uses		(2,600,000)	(1,900,000)	(6,000,000)	(100,000)	(4,300,000)
Change in Fund Balance		(464,100)	119,000	(3,978,000)	1,885,000	(2,315,000)
Ending Balance		**1,360,812**	**1,479,812**	**(2,498,188)**	**(613,188)**	**(2,928,188)**

City of Minnetonka, Minnesota

2025- 2029 Capital Improvement Plan

2025 thru 2029

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Utility Fund						
Beginning Balance		**23,024,355**	**22,028,155**	**20,126,355**	**18,453,155**	**14,682,455**
Revenues and Other Fund Sources						
Revenue						
Bond Proceeds		*10,000,000*	*0*	*10,000,000*	*0*	*10,000,000*
Hookup Fees		*150,000*	*155,600*	*161,500*	*167,500*	*173,800*
Interest on Investments		*934,200*	*660,800*	*603,800*	*553,600*	*440,500*
Miscellaneous Income		*374,800*	*338,900*	*343,000*	*347,200*	*351,500*
Water Sales & Sewer Services		*17,573,600*	*18,323,800*	*19,106,000*	*19,921,600*	*20,772,000*
	Total	29,032,600	19,479,100	30,214,300	20,989,900	31,737,800
Total Revenues and Other Fund Sources		29,032,600	19,479,100	30,214,300	20,989,900	31,737,800
Total Funds Available		**52,056,955**	**41,507,255**	**50,340,655**	**39,443,055**	**46,420,255**
Expenditures and Uses						
Capital Projects & Equipment						
1-Municipal Buildings						
Major Building Components	MB-25103	*0*	*(60,000)*	*0*	*0*	*0*
	Total	0	(60,000)	0	0	0
4-Major Equipment						
Dump/Plow Truck Replacements	ME-25401	*(369,300)*	*0*	*0*	*0*	*0*
Fleet Vehicles	ME-25402	*(119,000)*	*(115,000)*	*(136,700)*	*(224,100)*	*(86,000)*
	Total	(488,300)	(115,000)	(136,700)	(224,100)	(86,000)
6-Local Street Improvements						
Local Street Preservation	LSI-25603	*(120,000)*	*(120,000)*	*(120,000)*	*(120,000)*	*(120,000)*
Local Street Rehabilitation	LSI-27602	*(787,500)*	*0*	*(2,362,500)*	*0*	*0*
	Total	(907,500)	(120,000)	(2,482,500)	(120,000)	(120,000)
7-MSA Street Improvements						
Excelsior Boulevard/CR 3 (CR 101 to Williston Rd)	MSA-27701	*(2,250,000)*	*0*	*(6,750,000)*	*0*	*0*
	Total	(2,250,000)	0	(6,750,000)	0	0
9-Water/Sewer Improvements						
Water - Miscellaneous Piping & Improvements	WSS-25901	*(190,000)*	*(200,000)*	*(210,000)*	*(220,000)*	*(230,000)*
Water - Tower Maintenance	WSS-25902	*(125,000)*	*(85,000)*	*(90,000)*	*(30,000)*	*(205,000)*
Water - Removal of Excavated Soil	WSS-25903	*(150,000)*	*0*	*(100,000)*	*0*	*(110,000)*
Water - System Sustainability Improvements	WSS-25904	*(2,950,000)*	*(350,000)*	*(900,000)*	*(400,000)*	*(1,050,000)*
Water - Trunk Utility Line Replacement	WSS-25905	*0*	*0*	*0*	*0*	*0*
Water - Water Meter Replacement Program	WSS-25906	*(2,000,000)*	*(2,000,000)*	*(2,000,000)*	*(2,000,000)*	*(2,000,000)*

Source		2025	2026	2027	2028	2029
Utility Fund						
Sewer - System Sustainability Improvements	WSS-25907	*(4,600,000)*	*(1,100,000)*	*(1,100,000)*	*(2,500,000)*	*(1,500,000)*
Sewer - Infiltration and Inflow Reduction Program	WSS-25908	*(190,000)*	*(200,000)*	*(210,000)*	*(220,000)*	*(230,000)*
Opus Area Utility Infrastructure	WSS-25909	*(250,000)*	*(250,000)*	*(250,000)*	*(250,000)*	*(250,000)*
	Total	(10,455,000)	(4,185,000)	(4,860,000)	(5,620,000)	(5,575,000)
Other Uses						
Debt Service		*(2,933,100)*	*(3,635,300)*	*(3,954,200)*	*(4,638,500)*	*(4,925,500)*
Operating Expenses		*(6,457,300)*	*(6,634,100)*	*(6,816,100)*	*(7,003,500)*	*(7,196,300)*
Sewer Service Charge		*(5,688,900)*	*(5,757,300)*	*(5,987,600)*	*(6,227,100)*	*(6,476,200)*
Transfers		*(848,700)*	*(874,200)*	*(900,400)*	*(927,400)*	*(955,200)*
	Total	(15,928,000)	(16,900,900)	(17,658,300)	(18,796,500)	(19,553,200)
Total Expenditures and Uses		(30,028,800)	(21,380,900)	(31,887,500)	(24,760,600)	(25,334,200)
Change in Fund Balance		(996,200)	(1,901,800)	(1,673,200)	(3,770,700)	6,403,600
Ending Balance		**22,028,155**	**20,126,355**	**18,453,155**	**14,682,455**	**21,086,055**

City of Minnetonka, Minnesota

2025- 2029 Capital Improvement Plan

2025 thru 2029

SOURCES AND USES OF FUNDS

Source		2025	2026	2027	2028	2029
Williston Center Fund						
Beginning Balance		**663,233**	**444,333**	**375,733**	**121,233**	**208,833**
Revenues and Other Fund Sources						
Revenue						
Interest on Investments		*8,200*	*11,100*	*9,400*	*3,000*	*5,200*
Membership Fees		*1,707,800*	*1,767,600*	*1,829,500*	*1,893,500*	*1,959,800*
Miscellaneous Revenues		*80,900*	*85,000*	*89,300*	*93,800*	*98,500*
Other Fees		*344,400*	*361,700*	*379,800*	*398,800*	*418,800*
Tennis Court Fees		*816,400*	*857,300*	*900,200*	*945,300*	*992,600*
	Total	2,957,700	3,082,700	3,208,200	3,334,400	3,474,900
Total Revenues and Other Fund Sources		2,957,700	3,082,700	3,208,200	3,334,400	3,474,900
Total Funds Available		**3,620,933**	**3,527,033**	**3,583,933**	**3,455,633**	**3,683,733**
Expenditures and Uses						
Capital Projects & Equipment						
1-Municipal Buildings						
Life Safety Reporting Upgrades	MB-25101	*(50,000)*	*0*	*0*	*0*	*0*
Major Building Components	MB-25103	*(40,000)*	*(60,000)*	*(155,000)*	*0*	*(400,000)*
	Total	(90,000)	(60,000)	(155,000)	0	(400,000)
2-Recreational Facilities						
Williston Center Improvements	RecF-25201	*(360,000)*	*(230,000)*	*(305,000)*	*(125,000)*	*(350,000)*
	Total	(360,000)	(230,000)	(305,000)	(125,000)	(350,000)
Other Uses						
Operating Expenses		*(2,671,300)*	*(2,804,900)*	*(2,945,200)*	*(3,063,100)*	*(3,185,700)*
Transfers Out - Indirect Costs		*(55,300)*	*(56,400)*	*(57,500)*	*(58,700)*	*(59,900)*
	Total	(2,726,600)	(2,861,300)	(3,002,700)	(3,121,800)	(3,245,600)
Total Expenditures and Uses		(3,176,600)	(3,151,300)	(3,462,700)	(3,246,800)	(3,995,600)
Change in Fund Balance		(218,900)	(68,600)	(254,500)	87,600	(520,700)
Ending Balance		**444,333**	**375,733**	**121,233**	**208,833**	**(311,867)**
Cash Reserve Target		$1,434,500	$1,474,900	$1,516,900	$1,553,400	$1,584,100

CITY OF
MINNETONKA

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25101

Project Name Life Safety Reporting Upgrades

Department 1-Municipal Buildings
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item funds the improvement of life safety, duress, sprinkler and fire panel alarms that are located in the city's buildings.

The schedule for detector replacement is:
2025: Williston Center Fire System and Sprinklers
2026: Community Center Elevators and Controls
2027: City Hall Elevators and Controls
2028: Fire Protection System, Risers, Valves, Public Works Cold Storage
2029: Vehicle Storage Systems, Sensor Replacements for Police, Fire and Public Works

Justification/Relationship to Plans and Projects

A number of the city's building fire panels and associated emergency detectors (smoke, fire, duress, and duct) are due for replacement as they have reached the end of their useful life and need to be updated to meet current code.

Improvements to the notification system involve upgrading the detectors located in each building that signal an emergency with digital equipment. Alarms that were previously sent to police dispatch are now sent to an outside vendor for monitoring.

The project is consistent with the policy of maintaining the city's infrastructure.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	50,000	120,000	140,000	80,000	100,000	490,000
Total	**50,000**	**120,000**	**140,000**	**80,000**	**100,000**	**490,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund		120,000	140,000	80,000	100,000	440,000
Williston Center Fund	50,000					50,000
Total	**50,000**	**120,000**	**140,000**	**80,000**	**100,000**	**490,000**

Impacts (Budget, Sustainability, Other)

This project does not increase annual operating costs.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25102

Project Name Energy Conservation & Sustainability Improvements

Department 1-Municipal Buildings
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the upgrade of energy consuming equipment such as light fixtures, occupancy sensors, insulation, weather stripping, water heaters, water reduction device fixtures and similar equipment that will save energy and water resources.

Projects are undertaken such that those deriving the shortest payback of investment are completed first as well as lighting that has reached the end of its useful life.

2025: See Solar Initiative - Roof Projects page
2026: Refrigerant change outs - Glen Lake, Fire Stations and Public Works Complex
2027: Conservation Improvements - Heat pump conversions, Public Safety make up air, Marina small scale solar
2028: Conservation Improvements - Small scale solar as park buildings and utility stations

Grays Bay sustainability planning was proposed for 2029 but has been delayed due to financial considerations.

Justification/Relationship to Plans and Projects

Electric rate interim increases have been sought by Xcel Energy from the Public Utilities Commission on a somewhat regular basis. Electric and gas prices continue to drive return on investment for energy saving projects.

The city has a comprehensive list of energy-saving improvements and completes those with the shortest payback first and progresses to those items with a longer payback.

LED lighting, energy efficient motors, variable air volume HVAC equipment and building computer controls are becoming mainstream and are supported by life cycle-costing methods and rate of return analyses.

LED lighting generally saves 30 to 40% of current demand (per fixture). At current electric rates, LED lighting projects have a payback of typically 3-5 years.

Current strategy is to replace fluorescent lighting three or more years old, failed lighting, or lighting that is operating over eight hours per working day with LED fixtures.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance		165,000	70,000	75,000		310,000
Total		**165,000**	**70,000**	**75,000**		**310,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund		165,000	70,000	75,000		310,000
Total		**165,000**	**70,000**	**75,000**		**310,000**

Impacts (Budget, Sustainability, Other)

Generally resources spent in this area should have a return on investment of 3 to 5-years or less.

No funding is currently included in this project for specific climate action plan or energy action plan.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25103

Project Name Major Building Components

Department 1-Municipal Buildings
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement or emergency repair of various major building components including: heating, ventilating & air conditioning (HVAC), life safety equipment, fire systems, building exterior envelope components, interior sub-systems and structural repair.

2025: Comm. Center AHU #1, Condenser/AC,
Williston Center RTU's #3 & 4
2026: Data Room updates
Williston RTU's #5, 6 & 7
WTP #16 AHU
2027: Data Center updates
Williston RTU's #8 & 9
2028: Council Chamber improvements / AV Data
2029: Williston Center generator (new)

Definitions:
AC - air conditioning unit
AHU - air handling unit
RTU - roof top unit

Justification/Relationship to Plans and Projects

A number of the city's building air conditioning and heating units are approaching the end of their useful life. The outlined phased program replaces those units that are in greater need. If a unit unexpectedly fails, those units will be reprioritized for immediate replacement.

This project is consistent with the policy of maintaining the city's infrastructure.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	515,000	310,000	310,000	290,000	400,000	1,825,000
Total	**515,000**	**310,000**	**310,000**	**290,000**	**400,000**	**1,825,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	475,000	190,000	155,000	290,000		1,110,000
Utility Fund		60,000				60,000
Williston Center Fund	40,000	60,000	155,000		400,000	655,000
Total	**515,000**	**310,000**	**310,000**	**290,000**	**400,000**	**1,825,000**

Impacts (Budget, Sustainability, Other)

This item generally does not increase operating costs and in some cases reduces costs when energy efficient units replace older less-efficient ones.

Many major building components are currently available for utility rebates.

Additional HVAC improvements that were previously scheduled in 2023 were accelerated to 2020 and funded due to receipt of Federal CARES Act money as a result of COVID-19 to improve filtration and outside air control.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25104

Project Name Building Automation Replacement

Department 1-Municipal Buildings
Contact Facilities Manager
Type Equipment
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project funds the ongoing installation or replacement of the computer controlled system to efficiently monitor and remotely control city heating, ventilating and air conditioning systems as well as other related systems in each of the city's buildings.

Each year's improvement project would be initiated and completed in the year of funding.

2025: City Hall
2026: System wide upgrades and modeling - Ice Arena controllers
2027: Server upgrade and licenses
2028: Equipment lighting replacement, lighting controls and Civic Center lights
2029: Burwell

Justification/Relationship to Plans and Projects

Building automation is the centralized digital control of a building's heating, ventilation, air conditioning, lighting and other systems, through a Building Automation System (BAS). The objectives of building automation are reduction in energy consumption, improved equipment life cycles, improved occupant comfort and remote operation.

The city's original building automation computer program and system is no longer supported and is systematically being replaced. Initially, building controls utilized pneumatic systems to command actuators and thermostats by air pressure. The conversion from pneumatic to digital (electronic) controls reduces maintenance, and increases environmental control for improved building comfort.

The project is consistent with maintaining the city's infrastructure. As the building automation system becomes more robust, so does the capability of the building system controls.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	65,000	120,000	75,000	75,000	85,000	420,000
Total	**65,000**	**120,000**	**75,000**	**75,000**	**85,000**	**420,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	65,000	120,000	75,000	75,000	85,000	420,000
Total	**65,000**	**120,000**	**75,000**	**75,000**	**85,000**	**420,000**

Impacts (Budget, Sustainability, Other)

These projects decrease annual operational costs by eliminating labor costs for air compressor maintenance, parts searches, and call backs. It also allows quicker response to comfort control adjustments. Energy efficiencies are anticipated to increase as select building temperature setbacks are expanded.

The automation replacement increases costs for new software licenses and software modules.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25105

Project Name Building Roof Replacements

Department 1-Municipal Buildings
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement, repair and evaluation of roof systems for community and utility buildings.

All city roofs were assessed in 2011 to program development and follow up on improvements. Project specifications are then developed by a consulting firm specializing in roof systems. The projects are bid in the funding year and completed during the warm weather months.

2025: Police and Fire original roof areas
2026: City Hall and Community Center rubber roofs
2027: Recreation building repairs and maintenance
2028: Landing Shop, General repairs

Repairs to Fire Stations #1, 3 and 4 were scheduled for 2029 but have been delayed due to financial considerations.

Justification/Relationship to Plans and Projects

Roofing systems have a life expectancy that varies depending on the type of roof system. Rubber and adhered rubber roofs have increased life expectancies and are considered good alternatives if the City's preferred built-up roof standard is not economically feasible. Re-roofing provides an opportunity to evaluate insulation and make upgrades for energy savings. All roof insulating capabilities are evaluated during replacement of each roof system. Flashing systems, coping, gutters and snow guards, parapet walls are also considered part of the roof system and are repaired if found to be deficient.

These projects are consistent with the policy of maintaining the city's infrastructure.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	550,000	225,000	150,000	125,000		1,050,000
Total	**550,000**	**225,000**	**150,000**	**125,000**		**1,050,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	550,000	225,000	150,000	125,000		1,050,000
Total	**550,000**	**225,000**	**150,000**	**125,000**		**1,050,000**

Impacts (Budget, Sustainability, Other)

Added insulation during re-roofing will decrease heating and cooling expenses.

Improvements to Fire #5, originally scheduled in 2024, were accelerated to 2020 due to current roof failures.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25106
Project Name Fire Station Refurbishment

Type Improvement
Useful Life
Category Municipal Buildings
Department 1-Municipal Buildings
Contact Facilities Manager
Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This item provides for the repair and ongoing refurbishment of fire stations. Anticipated repairs may include flooring, cabinets, truck exhaust systems, hot water heaters, painting, overhead door operators, generator replacement, wall and floor repairs, and code items.

Justification/Relationship to Plans and Projects

The city's satellite fire stations were constructed between 1972 and 1991. Significant roofing, siding, grounds and flooring projects are complete in a majority of the stations.

Exterior doors, select mechanical & plumbing replacements, apparatus bay/operational items and general facility improvements are identified.

These smaller upgrades follow major upgrades to Fire Stations #2, #3, #4 and #5.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	50,000	70,000	75,000	75,000	75,000	345,000
Total	**50,000**	**70,000**	**75,000**	**75,000**	**75,000**	**345,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	50,000	70,000	75,000	75,000	75,000	345,000
Total	**50,000**	**70,000**	**75,000**	**75,000**	**75,000**	**345,000**

Impacts (Budgets, Sustainability, Other)

Repairs generally will not increase operating costs. Energy conservation items such as doors and water heaters will decrease heat energy expenses.

No funding is currently included pertaining to the Public Safety study.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25107

Project Name City Hall Civic Center Complex

Department 1-Municipal Buildings
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project provides for the funding of major improvement, maintenance and service delivery projects at city hall and the community center, which includes meeting rooms, banquet facilities, employee areas and public spaces.

Projects will include enhancements to the furnishings, lighting, building comfort, and security.

City Hall (CH) & Community Center (CC) Projects
2025: CH service delivery remodel, visitor screening and security
2026: Space needs study, ADA review and digital signs
2027: CH/CC miscellaneous projects - Storm Water Management
2028: Building equipment

The scale of improvements in 2027 were reduced and the Police Department Link and sidewalk heating that were scheduled for completion in 2029 have been delayed due to financial considerations.

Justification/Relationship to Plans and Projects

The community center was constructed in 1987 and city hall in 1971 and have received a number of cosmetic improvements, roofs, and select building system equipment to operate effectively. Like city hall, the community center is in need of upgrades that are outlined above. Building refurbishment and employee work space improvements are priorities and driving forces for a comprehensive facility improvement. A Community Facilities Study will begin in 2023 that will further define the recommendations on this page.

The city began implementation of the Civic Center Master Plan in 2005 and 2006 through upgrades of the Civic Center roadway, parking lots, landscaping and recreational facilities. The City Hall courtyard was refurbished in 2016 with the installation of stamped concrete, retaining walls, lighting, yard furniture and landscaping. In 2017 the community center courtyard and council chambers deck was completed. In 2019 city hall office spaces were refurbished and in 2019 to 2020 meeting rooms and office areas were refurbished.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	250,000	270,000	30,000	150,000		700,000
Total	**250,000**	**270,000**	**30,000**	**150,000**		**700,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	250,000	270,000	30,000	150,000		700,000
Total	**250,000**	**270,000**	**30,000**	**150,000**		**700,000**

Impacts (Budget, Sustainability, Other)

Facility improvements will help to provide a quality facility that can be marketed to outside groups and organizations that could potentially increase revenues.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25109

Project Name Special Project Facility Repairs and Upgrades

Department 1-Municipal Buildings
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the completion of special project facility repairs and upgrades.

Justification/Relationship to Plans and Projects

Throughout the course of the year, various facility projects come up that are not budgeted within the current 5 year CIP. However, the nature of the project is typically best from a timing and budgeting perspective to be completed when identified.

This project would allow for these identified tasks to be completed when requested.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	70,000	60,000	60,000	60,000	100,000	350,000
Total	**70,000**	**60,000**	**60,000**	**60,000**	**100,000**	**350,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	70,000	60,000	60,000	60,000	100,000	350,000
Total	**70,000**	**60,000**	**60,000**	**60,000**	**100,000**	**350,000**

Impacts (Budget, Sustainability, Other)

This item generally does not increase operating costs and in some cases reduces costs by completing the project with available on site contractors.

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
Energy Conservation & Sustainability Improvements	1-Municipal Buildings	*MB-25102DEF*	2	125,000
Building Roof Replacements	1-Municipal Buildings	*MB-25105DEF*	2	350,000
City Hall Civic Center Complex	1-Municipal Buildings	*MB-25107DEF*	2	400,000
Solar Initiative - Roof Projects	1-Municipal Buildings	*MB-25108DEF*	2	3,000,000
TOTAL				3,875,000

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25102DEF

Project Name Energy Conservation & Sustainability Improvements

Department 1-Municipal Buildings
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the upgrade of energy consuming equipment such as light fixtures, occupancy sensors, insulation, weather stripping, water heaters, water reduction device fixtures and similar equipment that will save energy and water resources.

Projects are undertaken such that those deriving the shortest payback of investment are completed first as well as lighting that has reached the end of its useful life.

Grays Bay sustainability planning was proposed for 2029 but has been delayed due to financial considerations.

Justification/Relationship to Plans and Projects

Electric rate interim increases have been sought by Xcel Energy from the Public Utilities Commission on a somewhat regular basis. Electric and gas prices continue to drive return on investment for energy saving projects.

The city has a comprehensive list of energy-saving improvements and completes those with the shortest payback first and progresses to those items with a longer payback.

LED lighting, energy efficient motors, variable air volume HVAC equipment and building computer controls are becoming mainstream and are supported by life cycle-costing methods and rate of return analyses.

LED lighting generally saves 30 to 40% of current demand (per fixture). At current electric rates, LED lighting projects have a payback of typically 3-5 years.

Current strategy is to replace fluorescent lighting three or more years old, failed lighting, or lighting that is operating over eight hours per working day with LED fixtures.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance					125,000	125,000
Total					**125,000**	**125,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund					125,000	125,000
Total					**125,000**	**125,000**

Impacts (Budget, Sustainability, Other)

Generally resources spent in this area should have a return on investment of 3 to 5-years or less.

No funding is currently included in this project for specific climate action plan or energy action plan.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25105DEF

Project Name Building Roof Replacements

Department 1-Municipal Buildings
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement, repair and evaluation of roof systems for community and utility buildings.

All city roofs were assessed in 2011 to program development and follow up on improvements. Project specifications are then developed by a consulting firm specializing in roof systems. The projects are bid in the funding year and completed during the warm weather months.

Repairs to Fire Stations #1, 3 and 4 were scheduled for 2029 but have been delayed due to financial considerations.

Justification/Relationship to Plans and Projects

Roofing systems have a life expectancy that varies depending on the type of roof system. Rubber and adhered rubber roofs have increased life expectancies and are considered good alternatives if the City's preferred built-up roof standard is not economically feasible. Re-roofing provides an opportunity to evaluate insulation and make upgrades for energy savings. All roof insulating capabilities are evaluated during replacement of each roof system. Flashing systems, coping, gutters and snow guards, parapet walls are also considered part of the roof system and are repaired if found to be deficient.

These projects are consistent with the policy of maintaining the city's infrastructure.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	0				350,000	350,000
Total	**0**				**350,000**	**350,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	0				350,000	350,000
Total	**0**				**350,000**	**350,000**

Impacts (Budget, Sustainability, Other)

Added insulation during re-roofing will decrease heating and cooling expenses.

Improvements to Fire #5, originally scheduled in 2024, were accelerated to 2020 due to current roof failures.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25107DEF

Project Name City Hall Civic Center Complex

Department 1-Municipal Buildings
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project provides for the funding of major improvement, maintenance and service delivery projects at city hall and the community center, which includes meeting rooms, banquet facilities, employee areas and public spaces.

Projects will include enhancements to the furnishings, lighting, building comfort, and security.

The scale of improvements in 2027 was reduced and the Police Department Link and sidewalk heating that were scheduled for completion in 2029 have been delayed due to financial considerations.

Justification/Relationship to Plans and Projects

The community center was constructed in 1987 and city hall in 1971 and have received a number of cosmetic improvements, roofs, and select building system equipment to operate effectively. Like city hall, the community center is in need of upgrades that are outlined above. Building refurbishment and employee work space improvements are priorities and driving forces for a comprehensive facility improvement. A Community Facilities Study will begin in 2023 that will further define the recommendations on this page.

The city began implementation of the Civic Center Master Plan in 2005 and 2006 through upgrades of the Civic Center roadway, parking lots, landscaping and recreational facilities. The City Hall courtyard was refurbished in 2016 with the installation of stamped concrete, retaining walls, lighting, yard furniture and landscaping. In 2017 the community center courtyard and council chambers deck was completed. In 2019 city hall office spaces were refurbished and in 2019 to 2020 meeting rooms and office areas were refurbished.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance			100,000		300,000	400,000
Total			**100,000**		**300,000**	**400,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund			100,000		300,000	400,000
Total			**100,000**		**300,000**	**400,000**

Impacts (Budget, Sustainability, Other)

Facility improvements will help to provide a quality facility that can be marketed to outside groups and organizations that could potentially increase revenues.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MB-25108DEF

Project Name Solar Initiative - Roof Projects

Department 1-Municipal Buildings
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project consists of upgrading the Public Works and Public Safety facility roofs with solar panels.

The Public Works roof and solar improvement projects that were budgeted for 2025 and 2027 have been delayed due to financial considerations.

Justification/Relationship to Plans and Projects

Electric rate interim increases have been sought by Xcel Energy from the Public Utilities Commission on a somewhat regular basis. Electric and gas prices continue to drive return on investment for energy saving projects.

These projects were identified as part of the energy conservation and sustainability improvements effort. Staff will be pursuing federal energy grants to aid in cost sharing this project.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Construction/Maintenance	1,250,000		1,250,000			2,500,000	500,000
Total	**1,250,000**		**1,250,000**			**2,500,000**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Capital Replacement Fund	1,250,000		312,500			1,562,500	500,000
Grants/Partnership Funding			937,500			937,500	**Total**
Total	**1,250,000**		**1,250,000**			**2,500,000**	

Impacts (Budget, Sustainability, Other)

Construction of the solar roof will decrease dependency on electric consumption.

CITY OF
MINNETONKA

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # RecF-25201
Project Name Williston Center Improvements

Type Improvement
Useful Life
Category Recreational Facilities
Department 2-Recreational Facilities
Contact Williston Center Manager
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

These projects preserve the future usefulness of the facility for its traditional functions. Memberships are up 6% from 2023. The facility is averaging 10,426 members of which 7,691 are Minnetonka residents. An additional 1,020 members have access to both Williston and the Marsh via a joint membership. Williston continues to be a reasonably priced fitness facility and a cost-effective location to host 60 Recreation Services programs.

Justification/Relationship to Plans and Projects

Facility improvements focus on keeping our customer base satisfied in terms of cleanliness, maintenance, equipment needs and programming space.

In 2023, the Williston Fitness Center parking lot was milled and overlayed. Additional projects included replacement of interior pool deck doors as well as beginning the transition to fob vs. key access. Major projects in 2024 include flooring resurfacing or replacement throughout the building, and collaborating with IT to complete the conversion of all doors to fob access.

Future facility projects and upgrades include:

2025: strength equipment ($125,000), fitness flooring ($65,000), cycling bikes ($50,000), batting cage netting/machines ($70,000) and misc. building repairs ($50,000)

2026: elliptical machines ($55,000), energy efficient improvements ($75,000) and misc. building repairs ($100,000)

2027: treadmills ($130,000), replace gym flooring ($100,000), misc. building repairs ($75,000)

2028: replace splash pad slide ($75,000), misc. building repairs ($50,000).

2029: replace indoor playground features ($300,000), misc. building repairs ($50,000).

The projects included in the 2025-2029 municipal buildings section will make necessary repairs to maintain the integrity of the tennis roof, roof top units and the boilers.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	360,000	230,000	305,000	125,000	350,000	1,370,000
Total	**360,000**	**230,000**	**305,000**	**125,000**	**350,000**	**1,370,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Williston Center Fund	360,000	230,000	305,000	125,000	350,000	1,370,000
Total	**360,000**	**230,000**	**305,000**	**125,000**	**350,000**	**1,370,000**

Impacts (Budgets, Sustainability, Other)

The projects listed above will not affect annual operating costs, but will protect the investments made within the building over the past few years.

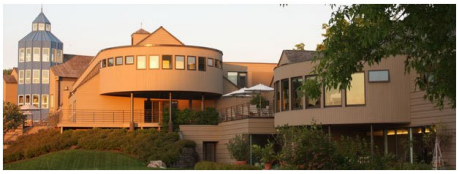
2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # RecF-25202
Project Name The Marsh Improvements

Type Improvement
Useful Life
Category Recreational Facilities
Department 2-Recreational Facilities
Contact Marsh Manager
Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

The City purchased The Marsh in early 2023 and the building partially re-opened in May 2023. The Marsh is averaging 4700 members and offers over 100 fitness classes per week. Lease agreements are in place for physical therapy and spa tenants and the café opened in November 2023, which has provided a steady stream of revenue.

Justification/Relationship to Plans and Projects

Facility improvements focus on keeping our facility updated and our customer base satisfied.

Future facility projects and upgrades include:

2025: Replace 5 treadmills and add 5 cycling bikes, replace front doors, purchase additional tables and chairs for special events.

*2026: Renovate hotel rooms, convert Japanese pool to cold therapy, add AV/technology for meeting rooms.

*2027: Replace indoor cycling bikes, update patio furniture and mechanical systems for the steam and sauna rooms.

2028: Replace ellipticals, upright and recumbent bikes.

2029: Replace NuSteps and row machines. Upgrade facility furniture.

Expenditures	2025	2026	2027	2028	2029	Total
Improvements	125,000	100,000	125,000	100,000	100,000	550,000
Total	**125,000**	**100,000**	**125,000**	**100,000**	**100,000**	**550,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	125,000	100,000	125,000	100,000	100,000	550,000
Total	**125,000**	**100,000**	**125,000**	**100,000**	**100,000**	**550,000**

Impacts (Budgets, Sustainability, Other)

*The community facilities study will conclude in the spring of 2024 and provide guidance in determining the long term plan for the Marsh and future capital improvements.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # RecF-25203
Project Name Shady Oak Beach Improvements

Type Improvement
Useful Life
Category Recreational Facilities
Department 2-Recreational Facilities
Contact Recreation Superintendent
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

Shady Oak Beach is jointly operated by the cities of Hopkins and Minnetonka. The facility is open from June – August each summer with the revenues generated from season pass sales and daily admissions. The facility was most recently renovated in 1998. An additional renovation of the lifeguard shack was completed in 2021.

2025: Facility painting and miscellaneous building maintenance ($20,000)
2026: Miscellaneous building maintenance ($10,000); Miscellaneous building equipment/components ($7,000), i.e. concession equipment, patio tables and chairs; inflatable replacement ($3,000)
2027: Miscellaneous building maintenance ($10,000)
2028: Miscellaneous building maintenance ($10,000)
2029: Miscellaneous building maintenance ($10,000)

Justification/Relationship to Plans and Projects

The joint agreement between the City of Minnetonka and City of Hopkins provides for the sharing of the operating and capital expenses of Shady Oak Beach. These expenses are split 67% City of Minnetonka and 33% City of Hopkins.

These improvements are in keeping with the efforts to maintain a quality facility.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	20,000	20,000	10,000	10,000	10,000	70,000
Total	**20,000**	**20,000**	**10,000**	**10,000**	**10,000**	**70,000**

Funding Sources	2025	2026	2027	2028	2029	Total
City of Hopkins	6,600	6,600	3,300	3,300	3,300	23,100
Park & Trail Improvement Fund	13,400	13,400	6,700	6,700	6,700	46,900
Total	**20,000**	**20,000**	**10,000**	**10,000**	**10,000**	**70,000**

Impacts (Budgets, Sustainability, Other)

Maintenance costs tend to rise as facilities age. A consistent replacement schedule of older items will allow operating costs to be maintained. These capital projects will not have an effect on the facility's annual operating costs or revenues long-term.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # RecF-25204
Project Name Royals Athletic Center Improvements

Type Improvement
Useful Life
Category Recreational Facilities
Department 2-Recreational Facilities
Contact Facility Division Manager
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

The Royals Athletic Center is jointly owned and operated by the City of Minnetonka and the Hopkins School District. The facility has five regulation basketball courts, seven volleyball courts, walking & jogging track and an exercise and conditioning room. Designated hours for community use of the Royals Athletic Center provide residents the opportunity to maintain overall fitness. Recreation Services operates evening adult and youth leagues/programming in the facility after 6:30 p.m.

Due to the Hopkins School District capital bond referendum, the renovation of certain items may be completed at different times than expected. The city will still adhere to its funding schedule. Projects are regularly put into the CIP to spread the cost of maintenance and equipment replacement over a number of years rather than expending a large amount at one time. The City would be responsible for 29% of the following improvements:

2025: Replace main bleachers
2026: Replace basketball court floors
2027: Replace basket/curtain lifts, sound system, lighting
2028: Install ceiling suspended volleyball standards
2029: Replace walk/run track flooring

Justification/Relationship to Plans and Projects

The joint agreement between the city of Minnetonka and the Hopkins School District provides for the sharing of the operating and capital expenses of the Royals Athletic Center. The facility is instrumental to the joint recreation division's ability to offer high demand youth and adult community programs.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	380,000	380,000	380,000	380,000	380,000	1,900,000
Total	**380,000**	**380,000**	**380,000**	**380,000**	**380,000**	**1,900,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	110,000	110,000	110,000	110,000	110,000	550,000
Hopkins School District	270,000	270,000	270,000	270,000	270,000	1,350,000
Total	**380,000**	**380,000**	**380,000**	**380,000**	**380,000**	**1,900,000**

Impacts (Budgets, Sustainability, Other)

These capital improvements are in keeping with efforts to provide and maintain a quality and efficiently operated facility. Preventative maintenance costs tend to rise as the building and equipment ages. A consistent maintenance and replacement schedule of older equipment will allow operating costs to be maintained.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # RecF-25205

Project Name Ice Arena Improvements

Department 2-Recreational Facilities
Contact Ice Arena Manager
Type Improvement
Useful Life
Category Recreational Facilities
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

Ice Arena A was constructed in 1970 by volunteers and has been under the city's ownership since 1975. Ice Arena B was constructed as a permanent facility in 1989 after operating as an air structure for 16 years. As aging facilities that still are in demand, primarily during prime skating season, ongoing preventative maintenance and equipment replacement are vital to providing quality, safe and efficient facilities.

Justification/Relationship to Plans and Projects

Replacement of the aging Rink B refrigeration system (2025) will reduce current and future maintenance expenses. A 20 year life expectancy is typical of refrigeration systems and the current system will be 22 years old when replaced. $2,000,000.

2026 shows $25,000 for a new sound system in Rink B.

These improvements are in keeping with efforts to provide and maintain a safe and efficient facility.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	2,000,000					2,000,000
Equip/Vehicles/Furnishings		25,000				25,000
Total	**2,000,000**	**25,000**				**2,025,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund		25,000				25,000
Community Investment Fund	2,000,000					2,000,000
Total	**2,000,000**	**25,000**				**2,025,000**

Impacts (Budget, Sustainability, Other)

Maintenance costs on the refrigeration system installed in Rink A in 2015 and scheduled in Rink B in 2025 have reduced due to better energy efficiency, the elimination of expensive R22 refrigerant, and reduced mechanical breakdowns.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # RecF-25207

Project Name Skate Park

Department 2-Recreational Facilities
Contact Park Planner
Type Improvement
Useful Life 20
Category Recreational Facilities
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

In early 2021, a group of residents approached the Minnetonka Park Board inquiring about a new or updated skate park. The city currently owns one skate park, located in Glen Lake off of Excelsior Boulevard. This 20-year-old skate park is an older style skate park and is not heavily used.

In 2022/23, the city completed a Skate Park Feasibility Study and identified the Glen Lake park as the recommended site for skate park development. The feasibility study also included estimated costs.

2025: Design and construction of skate park ($1,100,000)

Justification/Relationship to Plans and Projects

The results of the 2019 Community Facility & Programming Space Study indicated an increase in participation levels for skateboarding.

The recent update to the Parks, Open Space and Trails (POST) Plan lists a skate park as a priority initiative.

An increased interest in non-traditional sports, such as skateboarding have occurred recently. The Minnetonka Park Board and staff have received numerous requests for updated amenities related to skate boarding.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Construction/Maintenance	1,100,000					1,100,000	500,000
Total	**1,100,000**					**1,100,000**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Community Investment Fund	800,000					800,000	500,000
Grants/Partnership Funding	300,000					300,000	**Total**
Total	**1,100,000**					**1,100,000**	

Impacts (Budget, Sustainability, Other)

Skate parks are typically a large up front cost with minimal on-going maintenance.

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
The Marsh Renovation	2-Recreational Facilities	*RecF-TBD2503*	2	30,000,000
Williston Center Renovation	2-Recreational Facilities	*RecF-TBD2504*	2	26,000,000
Community Center Renovation	2-Recreational Facilities	*RecF-TBD2505*	2	3,500,000
TOTAL				59,500,000

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # RecF-TBD2503

Project Name The Marsh Renovation

Department 2-Recreational Facilities
Contact Marsh Manager
Type Improvement
Useful Life 20
Category Recreational Facilities
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

The Community Facilities Study will help to inform the future use of the building. Options range from selling the property to a $30 million dollar renovation/expansion.

Justification/Relationship to Plans and Projects

2026: Design/engineering
2027: Renovation/construction

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design/Engineering		7,000,000				7,000,000
Construction/Maintenance			23,000,000	0	0	23,000,000
Total		**7,000,000**	**23,000,000**	**0**	**0**	**30,000,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund		7,000,000	23,000,000			30,000,000
Total		**7,000,000**	**23,000,000**			**30,000,000**

Impacts (Budget, Sustainability, Other)

Budget Items	2025	2026	2027	2028	2029	Total
Do Not Use	6,200,000					6,200,000
Total	**6,200,000**					**6,200,000**

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # RecF-TBD2504

Project Name Williston Center Renovation

Department 2-Recreational Facilities
Contact Williston Center Manager
Type Improvement
Useful Life 20
Category Recreational Facilities
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

The Community Facilities Study will help to inform the future use of the building. Renovation options range from $200,000 to $26 million.

Justification/Relationship to Plans and Projects

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design/Engineering			6,000,000			6,000,000
Construction/Maintenance				20,000,000		20,000,000
Total			**6,000,000**	**20,000,000**		**26,000,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund			6,000,000	20,000,000		26,000,000
Total			**6,000,000**	**20,000,000**		**26,000,000**

Impacts (Budget, Sustainability, Other)

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # RecF-TBD2505

Project Name Community Center Renovation

Department 2-Recreational Facilities
Contact Facilities Manager
Type Improvement
Useful Life 20
Category Recreational Facilities
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

The Community Facilities Study will help to inform the future improvements to the facility. Those improvements include the 2022 plans that were put on hold due to the purchase of The Marsh.

Justification/Relationship to Plans and Projects

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design/Engineering		800,000				800,000
Construction/Maintenance		2,700,000				2,700,000
Total		**3,500,000**				**3,500,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund		3,500,000				3,500,000
Total		**3,500,000**				**3,500,000**

Impacts (Budget, Sustainability, Other)

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25301

Project Name Plant Pest Program (Forestry Preservation)

Department 3-Parks, Trails & Open Space

Contact Natural Resources Manager

Type Maintenance

Useful Life

Category Park Improvements/Refurbish

Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

This program funds asset-related costs associated with the arrival of the Emerald Ash Borer (EAB) insect.

In 2014, the city initiated the EAB Management Plan to begin to address the anticipated effects of EAB infestation. The city has hired additional staff to assist with the implementation of EAB management for both public and private trees. The first full year of the program was in 2015. Phase 2 of the EAB Management Plan began in 2019 after discovery of the EAB within the city boundary.

Justification/Relationship to Plans and Projects

The Emerald Ash Borer is an insect now present in Minnetonka that will eventually kill most native ash trees. As a result, the city has a pro-active management program that deals with the anticipated costs of the infestation. These costs include tree removal, stump grinding, reforestation, chemical treatments and public education.

Beginning in 2022, CIP funds specific to the EAB Management Program were expanded to include all plant pests to account for overlap of staff efforts and funds associated with those efforts. The funds will be used for tree removal related to other existing or emerging pests/diseases (oak wilt, Dutch elm disease, etc.), removal of risk trees, and tree pruning along the right-of-way and on city property as well as reforestation. Funds will continue to be used to hire contractors to remove diseased trees that city field crews cannot remove.

This plan is related to Council Policy 8.3 (Plant Pest Program) and is coordinated with other forestry-related programs.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	237,000	243,000	254,000	215,000	221,000	1,170,000
Total	**237,000**	**243,000**	**254,000**	**215,000**	**221,000**	**1,170,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Forestry Fund	237,000	243,000	254,000	215,000	221,000	1,170,000
Total	**237,000**	**243,000**	**254,000**	**215,000**	**221,000**	**1,170,000**

Impacts (Budget, Sustainability, Other)

The costs above reflect only the capital budget portion of the program, and operating costs for the program are budgeted in the general fund within the natural resources division of the public works department. A $59,000 per year transfer from the forestry fund balance to the general fund supports the operating costs of the plan including staffing, administration and seasonal employees above its general fund base budget.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25302

Project Name Athletic Field Improvements

Department 3-Parks, Trails & Open Space
Contact Public Works Operations Man
Type Improvement
Useful Life
Category Park Improvements/Refurbish
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

The Minnetonka Park Board's 2012 update of the city's Athletic Field Needs Study and the 2019 Facility Needs Study continue to indicate a moderate need for increased game quality athletic fields for the sports of soccer, lacrosse and football; and increased access to quality practice fields for youth softball and baseball through partnerships.

2025: $160,000 replacement of Big Willow Soccer lights with LED lights.
$20,000 Glen Lake lights.
2026: $120,000 remodel Big Willow concessions building - roofing, siding, windows, doors, electrical and plumbing.
$20,000 field improvements at city owned athletic fields.
2027: $40,000 backstop fencing replacement - various parks.
2028: $20,000 field improvements at city owned athletic fields.
$60,000 replacement of the two scoreboards at Guilliams softball fields.
2029: $30,000 backstop fencing replacement (first and third base sides).

Justification/Relationship to Plans and Projects

With a lack of available city property for athletic field expansion, the lighting of existing fields, along with partnerships with local school districts, provides the best opportunities to expand access to community fields. This program also funds major upgrades to dedicated city owned athletic fields to maintain acceptable playing standards.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	180,000	120,000	40,000	80,000	30,000	450,000
Total	**180,000**	**120,000**	**40,000**	**80,000**	**30,000**	**450,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Park & Trail Improvement Fund	180,000	120,000	40,000	80,000	30,000	450,000
Total	**180,000**	**120,000**	**40,000**	**80,000**	**30,000**	**450,000**

Impacts (Budget, Sustainability, Other)

These improvements will reduce annual maintenance costs.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25303

Project Name Burwell House Investments

Department 3-Parks, Trails & Open Space
Contact Facilities Manager
Type Improvement
Useful Life
Category Municipal Buildings
Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

The Burwell House and related structures are subject to the Historic Register of Buildings requirements as well as grant conditions from the State Historic Preservation Office (SHPO). The facilities, grounds, and adjacent parkland serve to house the artifacts of the Minnetonka Historical Society, support and provide facilities for both Administrative and Recreation programming, and hosts several special events each year.

Buildings on site include: Burwell House and Woodshed, Ice House, Cottage, and Workshop. This page reflects the recommended capital needs of the buildings and grounds.

Justification/Relationship to Plans and Projects

In 2023, the facility assessment improvements were completed. A subsequent ADA study was completed and those improvements are now ongoing as the seasons permit. Natural erosion and grounds maintenance continue to require funding and are made with historical preservation guidance. Financial partnerships through SHPO and other interested parties will be pursued as opportunities arise. Currently, no building improvement funds are available through state resources.

The 2025-2029 plans address internal and external maintenance items required to maintain a safe and sanitary historic property. Driveway, parking and grounds maintenance continues as well as internal work to wallpapers, paints, and equipment to maintain the historic inventory of the Historical Society.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	30,000	30,000	30,000	30,000	45,000	165,000
Total	**30,000**	**30,000**	**30,000**	**30,000**	**45,000**	**165,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Park & Trail Improvement Fund	30,000	30,000	30,000	30,000	45,000	165,000
Total	**30,000**	**30,000**	**30,000**	**30,000**	**45,000**	**165,000**

Impacts (Budget, Sustainability, Other)

These improvements will reduce annual maintenance costs.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25304

Project Name Park Investment Plan

Department 3-Parks, Trails & Open Space
Contact Public Works Operations Man
Type Improvement
Useful Life
Category Park Development
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled improvements within the park system on a 30 year schedule and includes small benches, bike racks and other amenities in addition to the projects identified below.

Staff has created a 30-year schedule guideline.

2025 Groveland and Sunrise Ridge Park playground equipment and safety surfacing replacement ($180,000)
Covington Park tennis court reconstruction ($55,000)
Engineered wood fiber installation at playgrounds ($15,000)
2026: Orchard and Wilson Park playground equipment and safety surfacing replacement ($200,000)
Engineered wood fiber installation at playgrounds ($15,000)
2027: Covington and Woodgate Park playground equipment and safety surfacing replacement ($180,000)
Engineered wood fiber installation at playgrounds ($15,000)
Kelly Park irrigation ($30,000)
2028: Boulder Creek and Knollway Park playground equipment and safety surfacing replacement ($200,000)
Engineered wood fiber installation at playgrounds ($15,000)
Color coating replacement at Meadow and Oberlin tennis courts ($40,000)
2029: Spring Hill and Knollway Park playground equipment and safety surfacing replacement ($215,000)
New color coatings at GroTonka tennis courts ($30,000)
Boulder Creek rink ($80,000)

Justification/Relationship to Plans and Projects

An implementation schedule was created for the park and trail system on a 30 year basis. Improvements will be made upon final evaluation of the listed amenity in order to maintain the park and trail infrastructure. Improvements may include but are not limited to play surfaces & equipment, lighting, site furnishings, bike parking and accessibility improvements to access play structures as feasible.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	250,000	215,000	225,000	255,000	325,000	1,270,000
Total	**250,000**	**215,000**	**225,000**	**255,000**	**325,000**	**1,270,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Park & Trail Improvement Fund	250,000	215,000	225,000	255,000	325,000	1,270,000
Total	**250,000**	**215,000**	**225,000**	**255,000**	**325,000**	**1,270,000**

Impacts (Budget, Sustainability, Other)

This rehabilitation will not increase annual maintenance costs.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-26305

Project Name Trail Improvement Plan

Department 3-Parks, Trails & Open Space
Contact Park Planner
Type Improvement
Useful Life
Category Park Improvements/Refurbish
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

The Trail Improvement Plan is a multi-year plan created to enhance the city's trail and sidewalk system. New trails and walks added to the system provide safe and active connections between existing trails, parks schools and village centers. Staff will explore opportunities to include bike parking as part of trail expansion projects in village centers and at schools, as feasible and appropriate.

A total of 9.9 miles of new trail construction is programmed between 2025 and 2029 including:

2026: Minnetonka Boulevard (CR5) - The Marsh to Tonkawood Road (0.8 miles) [Preliminary Design is budgeted in 2025]

2027: Excelsior Boulevard - Glen Oak Street to Clear Spring Road/CSAH 101 Library (both sides of 1.7 mile segment for 3.4 miles total) - See MSA-25701.

2027 Construction led by Three Rivers Park District:
Baker Road/Rowland Road from Shady Oak Road to Bryant Lake Regional Trail (3.7 miles)
Hopkins Crossroad/Wayzata Boulevard South Frontage Road from Plymouth City Limits to Ridgedale Drive (1.4 miles)

2029: Hopkins Crossroad - Minnetonka Boulevard to Minnetonka Mills Road (0.6 miles)

Staff will continue to apply for grant opportunities and local funding will be programmed to complete trail segments.

Funding for utility burial is included for trail projects that require it through electric franchise fund.

Justification/Relationship to Plans and Projects

There is strong community support for the Minnetonka Trail System as evidenced by the heavy use of the completed trail segments and inquiries received about opportunities for extensions. When completed, these trails and walkways will enable more people to use active modes of transportation, connect five community parks, adjacent communities, and allow users to travel safely throughout the city on trails physically separated from motorized vehicles.

This is an integral part of the Parks, Open Space and Trail System and the Comprehensive Guide Plans to construct the Minnetonka Trail for walkers, joggers and bicyclists of all ages and abilities.

Staff conducted an educational and community dialogue for missing trail links to assist the Park Board and City Council in recommending projects to be constructed. The city's internal trails team annually reviews and updates the Trail Improvement Plan and unscheduled segments.

The vision for trail segments uses a feasibility score made up of Community Access (40%), Nature of Use (40%), Cost Effectiveness (10%) and Degree of Construction Difficulty (10%).

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	1,600,000	1,800,000	10,200,000		5,400,000	19,000,000
Total	**1,600,000**	**1,800,000**	**10,200,000**		**5,400,000**	**19,000,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Electric Franchise Fees Fund	1,000,000				1,200,000	2,200,000
Three Rivers Park District			10,000,000			10,000,000
Trail System Expansion Fund	600,000	1,800,000	200,000		4,200,000	6,800,000
Total	**1,600,000**	**1,800,000**	**10,200,000**		**5,400,000**	**19,000,000**

Impacts (Budget, Sustainability, Other)

A list of additional future segments that are ranked and prioritized for implementation is shown on CIP page Park-TBD2533.

Annual maintenance costs will increase by approximately $1,500 per mile of additional trail.

Overhead utilities will be buried with trail projects, consistent with city strategic goals, as the balance of the Electric Franchise Fund allows. If the fund does not allow, only burial or relocation of poles necessary to construct the trail will be pursued.

Minnetonka Trail Improvement Plan 2025 - 2029

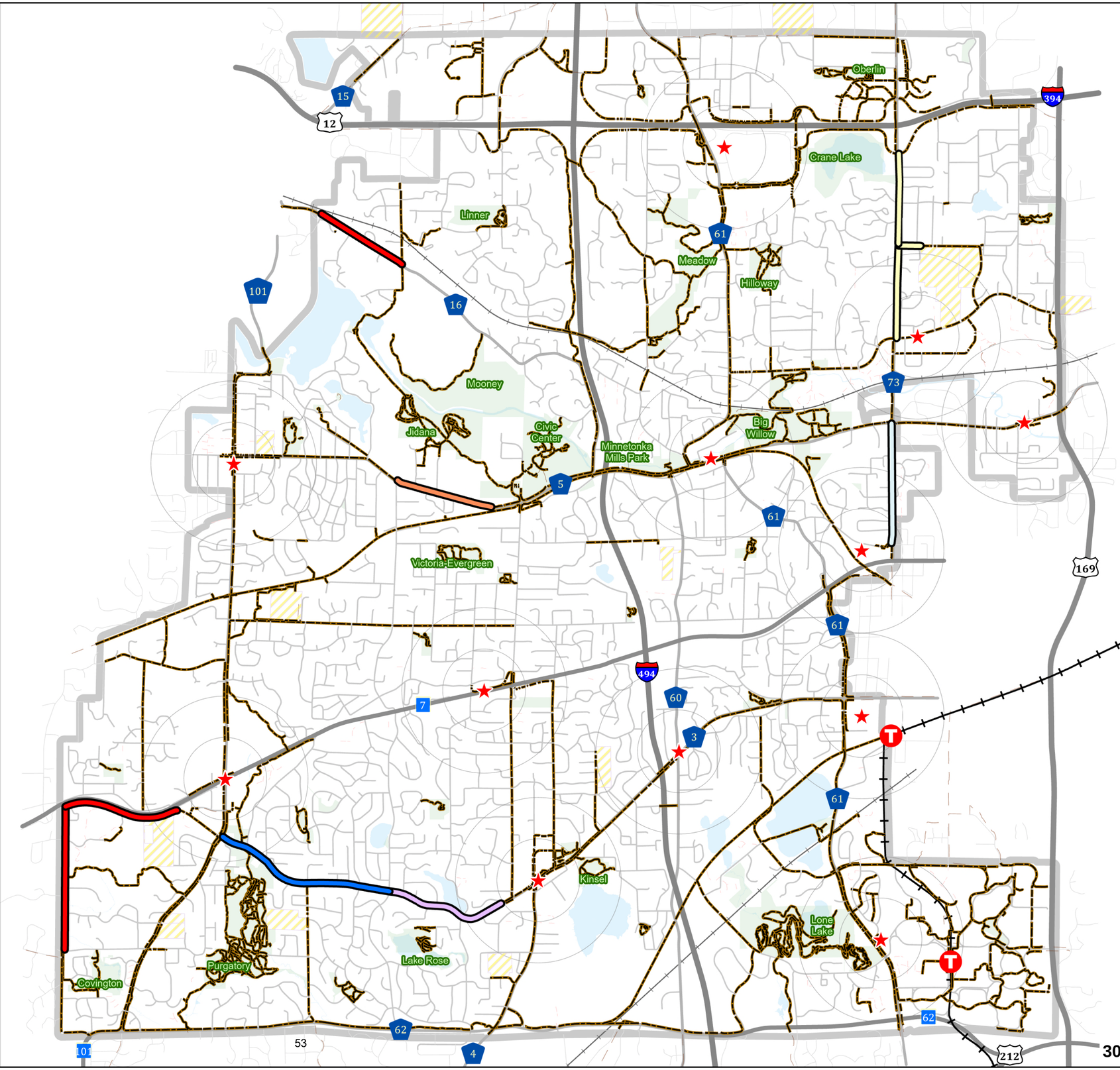
Trail Construction

Year

- 2024
- 2026
- 2027
- 2028
- 2029
- 10-Year Plan 2030-2032
- Light Rail Station
- Village Center

Existing Sidewalks and Trails

- Existing Sidewalks and Trails
- School Property
- 1/4 Mile Village Center Ring
- 1/2 Mile Village Center Ring



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2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25306

Project Name Trail Rehabilitation

Department 3-Parks, Trails & Open Space
Contact Public Works Operations Man
Type Improvement
Useful Life
Category Park Development
Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This item provides for the rebuilding and resurfacing of existing Minnetonka Trail System and neighborhood trail connections, and replacement and expansion of trail signage and maps.

A condition rating system will be used to determine which segments will be addressed each year. Signage on the trail system will be continually updated and revised maps will be produced.

A total of 11.1 miles of trails are programmed to be rehabilitated between 2025 and 2029 including:

2025: Trunk Highway 7 - Purgatory Park to Clear Spring Rd., North Frontage Rd - Ridgedale Dr to CR 73,
Oakland Rd - Carlson Pkwy. To 494. (1.7 miles)
2026: Townline Rd/CR 62 - Vinehill Rd to CR 60 (3.6 miles)
2027: Hilloway Rd, Orchard Rd, Hopkins Crossroad - Oberlin to 494, Lynwood Rd, Ford Park (1.6 miles)
2028: Oberlin Park, Jidana Park, Orchard Park., Gleason Lake Rd (2.1 miles)
2029: Purgatory Park, Covington Park, Meadow Park (2.1 miles)
Big Willow Bridge - Replace existing timber bridge with steel bridge and remove steep slope on south end of bridge.

This is an integral part of the plan to maintain the Trail System for walkers, joggers and bicyclists. The trails and walkways connect five community parks, adjacent communities and allow users to travel throughout the city on trails separated from motorized vehicles.

Justification/Relationship to Plans and Projects

There is strong community support for the Minnetonka Trail System as evidenced by the heavy use of the completed trail segments. Some of the trail sections are approaching 20 years old and have reached a condition beyond what regular maintenance can address.

Approximately 108 miles of trails are currently maintained by the city.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	75,000	120,000	120,000	85,000	300,000	700,000
Total	**75,000**	**120,000**	**120,000**	**85,000**	**300,000**	**700,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Park & Trail Improvement Fund	75,000	120,000	120,000	85,000	300,000	700,000
Total	**75,000**	**120,000**	**120,000**	**85,000**	**300,000**	**700,000**

Impacts (Budget, Sustainability, Other)

Future maintenance costs related to these improvements are included in annual budget.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25308

Project Name Ridgedale Commons - Programming Equipment

Department 3-Parks, Trails & Open Space
Contact Recreation Superintendent
Type Equipment
Useful Life
Category Park Improvements/Refurbish
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

Ridgedale Commons will provide space for new recreation programs, activities and special events.

2027: Refrigeration system for pleasure rink on the plaza.

Justification/Relationship to Plans and Projects

Due to its central location and various types of programming spaces, Ridgedale Commons will be an ideal location for new programs or as a new location for existing programs and events, such as the farmers market. Various types of equipment are needed to implement these offerings.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			200,000			200,000
Total			**200,000**			**200,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Park & Trail Improvement Fund			200,000			200,000
Total			**200,000**			**200,000**

Impacts (Budget, Sustainability, Other)

The purchase of this equipment will allow staff to provide new programs and rental space. Minimal revenues will be generated. Future maintenance costs related to those improvements will be included in annual budget.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25309

Project Name Park Habitat Stewardship Plan

Department 3-Parks, Trails & Open Space

Contact Natural Resources Manager

Type Improvement

Useful Life

Category Park Development

Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

Costs associated with habitat restoration and maintenance activities required to restore and maintain biodiversity and high quality habitat in natural areas. Activities include site planning, invasive plant removal, site preparation, native seeding/planting, mowing, herbicide treatments, and prescribed burning.

The following schedule constitutes Phase 1 of a 20-year restoration plan outlined in Appendix B of the NRMP. Funds will be used for restoration and maintenance activities that are guided by restoration priorities and target plant communities outlined in Appendix A of the 2021 Natural Resources Master Plan (NRMP), and any detailed habitat restoration and maintenance plans that have been developed for select parks.

2025: Big Willow Park, Jidana Park, Green Circle Park, Whited Marsh
2026: Victoria-Evergreen Park, Kinsel Park, Minnetonka Mills Park, Civic Center
2027: Lone Lake Park, Tower Hill Park
2028: Purgatory Park, Hilloway Park (Maintenance), Minnehaha Headwaters Park, Oberlin Park, Reich Park, High School Tamarack Wetland
2029: Meadow Park, Orchard Park, Lake Rose Park (Maintenance), Kelly Park, Woodgate Park

Justification/Relationship to Plans and Projects

The City Council adopted the 2021 Natural Resources Master Plan (NRMP), which includes projected costs for restoration and maintenance of native plant communities within priority Minnetonka parks. Priority parks are identified in Table 4.2 of the plan and have restoration goals and strategies identified in Appendix A.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	90,000	95,000	120,000	100,000	100,000	505,000
Total	**90,000**	**95,000**	**120,000**	**100,000**	**100,000**	**505,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Park & Trail Improvement Fund	90,000	95,000	120,000	100,000	100,000	505,000
Total	**90,000**	**95,000**	**120,000**	**100,000**	**100,000**	**505,000**

Impacts (Budget, Sustainability, Other)

Habitat restoration in park spaces incurs annual maintenance costs that continue over time. As native species become established and habitat areas become more resilient, those maintenance costs generally decline but will not cease entirely. Regular funding for long-term maintenance will be necessary to ensure success, however many activities can be conducted efficiently using large-scale mowing practices, regular burns, and volunteer labor. Restoring habitat biodiversity creates a more resilient landscape and park systems, benefiting the community as a whole.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25310

Project Name Timberline Park

Department 3-Parks, Trails & Open Space
Contact Natural Resources Manager
Type Improvement
Useful Life
Category Park Development
Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This project is the construction of a mini-park on Timberline Road in the Timberline neighborhood. The Park Board recommended the mini-park improvements as funding allowed.

Justification/Relationship to Plans and Projects

The city was contacted by the Timberline Tennis Association, a nonprofit that consists of 8 neighbors. The association owned the tennis court located at 11209 Timberline Rd. The courts were falling into disrepair, were no longer used and the association desired to donate the land to the city to be used as a park. Subsequent to a neighborhood meeting to get feedback from surrounding residents, Park Board and City Council meetings, the donation of the land was completed on December 5, 2023. The court and fencing have been removed and Public Works will maintain the property as a vacant lot until the mini-park is constructed. Prior to construction, neighborhood meetings will be held to present renderings of park options and get resident feedback on final park design.

There is one other park with a playground in this park service area (Mayflower Park), located at the south end of the service area. The development of a park at this location allows for better access in Neighborhood Park Service Area #7.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance				150,000		150,000
Total				**150,000**		**150,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Park & Trail Improvement Fund				150,000		150,000
Total				**150,000**		**150,000**

Impacts (Budget, Sustainability, Other)

Capital funding is only for infrastructure investment and operating costs would increase to maintain the parcel from a vacant lot to a mini-park when it is developed.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25311

Project Name Park Master Planning

Department 3-Parks, Trails & Open Space

Contact Park Planner

Type Improvement

Useful Life 20

Category Park Improvements/Refurbish

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

The purpose of this program is to develop master planning documents for each of the priority parks/open spaces identified in the 2022 Parks, Open Space and Trails (POST) Plan. This master planning effort would consist of an inventory and conditions assessment of existing park features including but not limited to parking, access, structures, trails (paved and unpaved, formal and informal), and all active and passive recreational amenities. An analysis would then be performed to identify and recommend what existing park features require upgrade, redesign, or elimination and what new features could be added to meet the goals outlined in the POST Plan. This master planning effort will align with the 2021 Natural Resources Master Plan ecological restoration and management goals.

2025: Meadow Park, Big Willow Park
2026: Lone Lake Park
2027: Civic Center Park, Jidana Park
2028: Victoria Evergreen Park
2029: Gro Tonka Park

Justification/Relationship to Plans and Projects

The parks listed as a part of this project have been identified as priority sites for master planning in the POST Plan. Natural Resources management plans will be developed for the community parks as recommended by the 2021 NRMP. Several of the park listed also have on-going volunteer-led restoration efforts at various locations.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design/Engineering	90,000	100,000	115,000	30,000	30,000	365,000
Total	**90,000**	**100,000**	**115,000**	**30,000**	**30,000**	**365,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Park & Trail Improvement Fund	90,000	100,000	115,000	30,000	30,000	365,000
Total	**90,000**	**100,000**	**115,000**	**30,000**	**30,000**	**365,000**

Impacts (Budget, Sustainability, Other)

The costs above reflect cost associated with consultant fees to conduct the planning efforts. Additional costs associated with the improvements would be identified in future budgets and CIP.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25312

Project Name Park & Open Space Purchase

Department 3-Parks, Trails & Open Space

Contact Public Works Operations Man

Type Improvement

Useful Life

Category Park Development

Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

The city's open space preservation implementation strategy calls for the preservation of open space that meets certain criteria. The Park Board has previously identified certain parcels in order to expand existing parkland. The 2021 update to the POST plan and a near term future regional park search effort in collaboration with Three Rivers Park District may also inform future need, prioritization and acquisition of land to expand the park system, as appropriate.

As parcels from the prioritization list become available, they will be acquired or preserved by other means (e.g., conservation easements) based on funding availability and City Council approval. Parcels classified as urgent and high priority for open space preservation will be actively pursued.

This project is consistent with the Council Policy on an Open Space Preservation Program and the Management of Natural Resources. The city currently has appropriated in prior years and has now reserved almost $1 million in the Community Investment Fund for park and open space purchases as opportunities arise.

Justification/Relationship to Plans and Projects

The Minnetonka Park Board developed a property acquisition list that identifies desirable parcels for purchase by the city. The list includes properties within the Minnehaha Creek Preserve and properties that are adjacent to existing city park land to serve in expanding the city's parks. This funding provides resources to purchase land identified by the Park Board. $983,000 was previously allocated between 2013 and 2017 and is reserved for use.

In 2001 Minnetonka voters approved a $15,000,000 bond referendum for parks renewal and open space preservation. About half of those funds were used for open space preservation and the balance for park renewal.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
983,000	Land Acquisition			500,000			500,000
Total	**Total**			**500,000**			**500,000**

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
983,000	Community Investment Fund			500,000			500,000
Total	**Total**			**500,000**			**500,000**

Impacts (Budget, Sustainability, Other)

Costs related to additional land stewardship are expected to increase dependent upon the size and environmental features of parcels acquired.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25313
Project Name Crosswalks

Type Improvement
Useful Life
Category Park Improvements/Refurbishm

Department 3-Parks, Trails & Open Space
Contact Park Planner
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

This project provides for the construction of mid-block crosswalks as requested and found appropriate through professional engineering studies.

Justification/Relationship to Plans and Projects

With the expansion of the city's trail network, requests come for the construction of mid-block crosswalks to enhance additional connections within the network.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	100,000	100,000	100,000	100,000	100,000	500,000
Total	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**500,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Trail System Expansion Fund	100,000	100,000	100,000	100,000	100,000	500,000
Total	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**500,000**

Impacts (Budgets, Sustainability, Other)

Potential crosswalk opportunities are reviewed with the design and construction of each new trail segment as well as at the time of reconstruction and rehabilitation of existing trail segments.

While the optimal timing, from a cost perspective, is during construction or rehabilitation of a trail segment, a one off crosswalk installation may be deemed appropriate but at a resulting higher cost as a standalone project.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-25314
Project Name Opus Area Park Improvements

Type Improvement
Useful Life
Category Park Improvements/Refurbishm

Department 3-Parks, Trails & Open Space
Contact Park Planner
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

The Opus business center is the largest employment center in Minnetonka. With the addition of proposed light rail the area will see increased opportunities for a mixture of further business and housing, driving the need for additional park and greenspaces.

Staff has completed Opus area place making and public realm design guidelines implementation plan for Opus in 2019 to guide design of the public realm, open space and development of a future park. Sustainable elements including but not limited to electric charging stations for vehicles, enhanced bike parking & amenities, stormwater features, restoration of natural resources system functions and edible landscapes will be pursued as appropriate.

Construction of a community park/plaza space will be implemented in future years as development occurs and land can be acquired. Funding in the amount of $30,000,000 is currently listed as unfunded to be used for park infrastructure and amenities. Interim place making efforts and programming may be considered in the event land for a the new community park/plaza space does not become available prior to opening day of Southwest Light Rail Transit. The city received 2023 state bonding allocation of $725,000 for phase I of the project, which includes project design and potential land purchase.

Staff will pursue grants and public private partnership opportunities to assist in financing projects.

Justification/Relationship to Plans and Projects

The Opus area is nearing 40 years old and is experiencing revitalization and redevelopment activity that has been sparked by the Green Line Extension, which will run through the business park and include the Opus LRT Station. The Opus area place making and public realm design guidelines document outlines improvements to revitalize the original Opus plan to fit today's needs and align with City planning vision. This project begins the framework for investments to provide recreational and park uses for new business and residential uses anticipated in the area. The guidelines document also recommends a series of place making efforts within Opus that reflect the areas agriculture and business park history and serve as a catalyst for building community and creating an environment supportive of development opportunities.

The project is consistent with the development of a park allowing for better access to a Neighborhood Park Service Area that is currently deficient of park and recreational uses. The creation of a gathering place for park use will also complement the vast trail network currently in place. Trail resurfacing and reconstruction will take place within Opus, as part of regular maintenance and as part of SWLRT impacted segments.

Prior	Expenditures	2025	2026	2027	2028	2029	Total	Future
1,450,000	Construction/Maintenance					0	0	30,000,000
Total	Total					0	0	Total

Prior	Funding Sources	2025	2026	2027	2028	2029	Total	Future
1,450,000	Park & Trail Improvement Fund					0	0	30,000,000
Total	Total					0	0	Total

Impacts (Budgets, Sustainability, Other)

Annual operating costs will be known when a final concept is approved.

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
Trail Segments - Unscheduled	3-Parks, Trails & Open Space	*Park-TBD2532*	3	91,911,600
Athletic Field Improvements Unfunded	3-Parks, Trails & Open Space	*Park-TBD2533*	2	180,000
TOTAL				92,091,600

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-TBD2532

Project Name Trail Segments - Unscheduled

Department 3-Parks, Trails & Open Space
Contact Park Planner
Type Improvement
Useful Life
Category Trails
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

This project involves the construction of the trails described in the table on the following page. Individual project cost estimates have increased based on recent actual project costs including Minnetonka Boulevard Trail and Ridgedale Drive Trail. A map of the unfunded potential trail locations is included for reference in the document appendix. These projects are currently unscheduled. Some trail segments may qualify for funding from outside sources, which will be pursued as appropriate.

Staff conducted an educational and community dialogue for missing trail links to assist the Park Board and City Council in recommending projects to be constructed. In 2016 the city's internal trails team updated the feasibility score and reprioritized unscheduled segments.

The priority 1 and 2 segments along Baker Road are part of the Three Rivers Park District Bryant Lake Regional Trail. Three Rivers Park District is working to identify funding opportunities to construct the trail. Minnetonka staff, park board and city council will continue to be engaged as part of that effort and may align future municipal trail implementation and/or utility burial to complement the new regional trail.

Justification/Relationship to Plans and Projects

There is strong community support for the Minnetonka Trail System as evidenced by the heavy use of the completed trail segments and resident inquiries received about opportunities for extensions. Cost projections are based on linear foot costs and data from previous projects. Efforts to coordinate trail segment implementation with complementary major road, development or utility projects will be pursued as available and appropriate.

This is an integral part of the Parks, Open Space and Trail System and Comprehensive Guide Plans to construct the Minnetonka Trail System for walkers, joggers, and bicyclists of all ages and abilities. The latest version of the Trail Improvement Plan is available on the city's website.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Construction/Maintenance					0	0	91,911,600
Total					0	0	Total

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Trail System Expansion Fund					0	0	91,911,600
Total					0	0	Total

Impacts (Budget, Sustainability, Other)

Although these projects are currently unfunded, a proposed funding source and timetable data are provided. The estimated project costs shown on the timetable are for independent project implementation. Costs for these trail segments could be reduced through coordination with a major roadway, utility or development project. Coordination opportunities will be pursued as available and appropriate. Annual maintenance costs will increase by approximately $1,500/mile.

Overhead utilities will be buried with trail projects, consistent with city strategic goals, as the balance of the Electric Franchise Fund allows. If the fund does not allow, only burial or relocation of poles necessary to construct the trail will be pursued.

Priority Rank	Priority Score (10=High 1=Low)	Priority Trail Segments	Length (miles)	Estimated Cost 2025-2029 CIP	Estimated Cumulative Cost
			44.7		
1	7.0	Baker Rd - Excelsior Blvd to Crosstown Hwy	1.7		*by others*
2	7.0	Baker Rd - Excelsior Blvd to Minnetonka Blvd	1.7		*by others*
~~3~~	~~6.5~~	~~Ridgedale Dr - White Birch Lane to Target~~	0.6	*Completed*	
~~4~~	~~6.2~~	~~Minnetonka Blvd - Woodlawn Ave to Tonkawood~~	0.8	*Completed*	
~~5a~~	~~6.1~~	~~Hopkins Crossroad - Cedar Lake Rd to Hillside Lane~~	0.6	*Completed*	
~~5b~~	~~6.1~~	~~Hopkins Crossroad - Hillside Ln to Wayzata Blvd~~	0.4	*Completed*	
~~6~~	~~6.0~~	~~Minnetonka Blvd - The Marsh to Tonkawood~~	0.8	*Programmed for 2026 - $3,800,000*	
~~7~~	~~5.9~~	~~Excelsior Blvd - Woodland Rd to Clear Springs Rd/101 Library~~	1.0	*Programmed for 2027 - $3,800,000*	
~~8~~	~~5.9~~	~~Excelsior Blvd - Glen Oak St to Woodland Rd~~	0.7	*Programmed for 2028 - $3,800,000*	
~~9~~	~~5.6~~	~~Hwy 7 Cr 101 to Seven Hi La~~	~~0.1~~	*Completed*	
10	5.5	Hopkins Crossroad - Minnetonka Blvd to Minnetonka Mills Rd	0.6	*Programmed for 2029 - $4,200,000*	
11	5.3	McGinty Rd - CR 101 to Crosby Rd (partly in Wayzata)	0.6	$1,452,000	$1,452,000
12	5.1	Delton Ave - Vine Hill Rd to Old Excelsior Blvd	0.7	$1,742,400	$3,194,400
13	5.0	Vine Hill Rd - Delton Ave to Covington Rd (Kingswood Ter)	0.9	$2,178,000	$5,372,400
14	4.9	Essex Rd - Ridgedale Dr to Oakland Rd	0.7	$1,887,600	$7,260,000
15	4.9	Hwy 7 Underpass west of CR 101*	0.0	$145,200	$7,405,200
16	4.9	Minnetonka Mills Rd - Shady Oak Rd to Hopkins Crossroad	0.6	$1,452,000	$8,857,200
17	4.8	TH 7 - Cattle Pass to CR 101 on north side	0.4	$1,016,400	$9,873,600
18	~~4.7~~	~~Hillside La - Hopkins Crossroad to Tanglen School~~	0.1	*Completed*	
19	4.7	Meadow Park to Ridgedale	0.4	$871,200	$10,744,800
20	4.6	Old Excelsior Blvd - Vine Hill Rd to CR 101 N side of Hwy 7)	0.8	$2,032,800	$12,777,600
21	4.6	Williston Rd - Minnetonka Blvd to Hwy 7	1.0	$2,468,400	$15,246,000
22	4.5	Wayzata Blvd N - Hampton Inn to Shelard Pkwy	0.3	$871,200	$16,117,200
23	4.5	Ridgedale Connections	1.1	$2,758,800	$18,876,000
24	4.3	McGinty Rd - Crosby Rd to existing trail on west side of I-494	1.3	$3,194,400	$22,070,400
25	4.2	Rowland Rd/Bren Rd - Lone Lake Park to Opus trail system	1.1	$2,758,800	$24,829,200
26	4.1	Rowland Rd - Baker Rd to SWLRT Trail	0.1	$435,600	$25,264,800
27	4.0	Porter/Delton Ave- Hutchins Dr to Cr 101	0.2	$726,000	$25,990,800
28	3.9	Tonkawood Road - Minnetonka Blvd to Hwy 7	1.5	$3,630,000	$29,620,800
29	3.8	Woodland Rd - Townline Rd to Hwy 7	2.0	$5,082,000	$34,702,800
30	3.7	Orchard Rd/Westmark Dr - Minnetonka Dr	1.3	$3,194,400	$37,897,200
31	3.7	Pioneer Rd - Carlton Rd to Shady Oak Rd	0.6	$1,597,200	$39,494,400
32	3.7	Shady Oak Rd - Minnetonka Blvd to Hwy 7	1.1	$2,613,600	$42,108,000
33	3.6	Minnetonka Blvd - CR 101 west to Deephaven city limits	0.2	$580,800	$42,688,800
34	3.4	Sunset Dr and Marion Lane West segments	0.3	$726,000	$43,414,800
35	3.3	Minnehaha Creek Trail - Headwaters to Jidana Park	0.9	$2,178,000	$45,592,800
36	3.2	McGinty Rd E - Minnetonka Blvd to Surry La	0.5	$1,306,800	$46,899,600
37	3.1	Wayzata Blvd - Claredon Dr to Wayzata city limits	0.2	$726,000	$47,625,600
38	2.9	Stone Rd - Saddlebrooke Cir to Sheffield Cur	0.1	$435,600	$48,061,200
39	2.9	Orchard Rd/Huntingdon Dr - Baker Rd to Shady Oak Rd	0.7	$1,742,400	$49,803,600
40	2.9	North Lone Lake Park - along RR tracks to Dominick Rd	0.3	$871,200	$50,674,800
41	2.9	Knollway Park to Wayzata Blvd/Horn Dr	0.2	$580,800	$51,255,600
42	2.9	Knollway Park to Shady Oak Rd	0.3	$871,200	$52,126,800
43	2.8	NTC - Meeting St to existing trail on west side of I-494	0.1	$290,400	$52,417,200
44	2.8	Clear Spring Rd - connect trail to Hwy 7	0.2	$580,800	$52,998,000
45	2.8	58th St W - Mahoney Ave into Purgatory Park	0.2	$726,000	$53,724,000
46	2.7	Victoria Evergreen to McKenzie Park	1.0	$2,468,400	$56,192,400
47	2.7	Lake St Ext - Baker Rd to Shady Oak Rd	0.9	$2,323,200	$58,515,600
48	2.6	Stone Rd/Meeting St - RR tracks to Linner Rd	0.6	$1,597,200	$60,112,800
49	2.6	Orchard Rd - Wyola Rd to Baker Rd	0.1	$435,600	$60,548,400
50	2.5	Excelsior Blvd - Pioneer to Nelson/Shady Oak Rd - S	0.9	$2,323,200	$62,871,600
51	2.4	Lake St Ext - Williston Rd to Spring Lake Rd	0.7	$1,742,400	$64,614,000
52	2.3	Covington Park east side connection to CR 101	0.2	$580,800	$65,194,800
53	2.3	NTC - Maywood La from I-494 crossing to Excelsior Blvd	0.2	$435,600	$65,630,400
54	2.2	Covington Rd - Vine Hill Rd to Mahoney Ave	0.9	$2,323,200	$67,953,600
55	2.1	Hilloway Park to YMCA La	0.5	$1,161,600	$69,115,200
56	2.1	East side of I-494 - Minnetonka Blvd to Wentworth Tr	0.4	$1,016,400	$70,131,600
57	2.0	Ford Rd - All	1.2	$2,904,000	$73,035,600
58	1.9	Woodland Rd to Williston Rd - Through Woodgate Park	0.7	$1,887,600	$74,923,200
59	1.9	Westmill Rd - Spring Hill Park to Clear Spring Rd	0.3	$726,000	$75,649,200
60	1.9	Oberlin Park along Park Ave to Ridgemount Ave	0.2	$580,800	$76,230,000
61	1.9	Holiday Rd/Seymour Rd - Woodland Rd to Spring Hill Park	0.7	$1,742,400	$77,972,400
62	1.9	Highwood Dr - Williston Rd to Tonkawood Rd	0.8	$2,032,800	$80,005,200
63	1.9	Cedar Lake Rd - Big Willow to Hopkins Crossroad	0.6	$1,597,200	$81,602,400
64	1.8	Jane La - Baker Rd to County Trail (Dominick Dr)	0.6	$1,597,200	$83,199,600
65	1.5	South St - Mayview Rd to Baker Rd	0.2	$580,800	$83,780,400
66	1.5	Oak Ridge Rd - Minnetonka Blvd to Hopkins city limits	0.4	$1,161,600	$84,942,000
67	1.5	Kinsel Rd/Mayview Rd - Excelsior Blvd to Glen Moor Park	0.4	$1,016,400	$85,958,400
68	1.5	Ford Park to Lindbergh Dr	0.4	$1,016,400	$86,974,800
69	1.3	Jidana La - Minnetonka Blvd to Jidana Park	0.2	$580,800	$87,555,600
70	1.2	Stodola Rd - Purgatory Park to Scenic Heights Dr	0.2	$580,800	$88,136,400
71	1.0	Highland Rd - Excelsior Blvd to Hwy 7	1.5	$3,775,200	$91,911,600

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # Park-TBD2533

Project Name Athletic Field Improvements Unfunded

Department 3-Parks, Trails & Open Space

Contact Public Works Operations Man

Type Improvement

Useful Life

Category Park Development

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

The Minnetonka Park Board's 2012 update of the city's Athletic Field Needs Study continues to indicate a moderate need for increased game quality athletic fields for the sports of soccer, lacrosse and football; and increased access to quality practice fields for youth softball and baseball through partnerships.

$180,000 is included as an unfunded request for the lighting of the two existing fields at Lone Lake Park.

Justification/Relationship to Plans and Projects

With a lack of available city property for athletic field expansion, the lighting of existing fields, along with partnerships with local school districts, provides the best opportunities to expand access to community fields. This program also funds major upgrades to dedicated city owned athletic fields to maintain acceptable playing standards.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Construction/Maintenance					0	0	180,000
Total					**0**	**0**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Park & Trail Improvement Fund					0	0	180,000
Total					**0**	**0**	**Total**

Impacts (Budget, Sustainability, Other)

This rehabilitation will not increase annual maintenance costs.

CITY OF
MINNETONKA

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25401

Project Name Dump/Plow Truck Replacements

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

These purchases anticipate the scheduled 15-year replacement of 21 dump trucks in the city's fleet; approximately 1 truck is purchased per year. Replacement costs include the chassis, dump body, hydraulics and snow equipment (plow, wing and sander). Dump boxes are refurbished after eight years at a cost of $5,000.

The vehicles are purchased through the State Cooperative Purchasing Venture. Trucks are ordered the previous year for delivery in the funding year. Pricing has continued to rise due to the cost of EPA compliant engines and increased cost of components.

The scheduled truck replacements for 2026 thru 2029 have all been delayed to 2027 thru 2030 due to financial considerations.

Justification/Relationship to Plans and Projects

These vehicles are used primarily for hauling and snow plowing and are included in the CIP due to their high individual and aggregate costs which are depreciable.

These replacements are consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	369,300		380,400	391,800	403,600	1,545,100
Total	**369,300**		**380,400**	**391,800**	**403,600**	**1,545,100**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund			380,400	391,800	403,600	1,175,800
Utility Fund	369,300					369,300
Total	**369,300**		**380,400**	**391,800**	**403,600**	**1,545,100**

Impacts (Budgets, Sustainability, Other)

Replacements can reduce repair costs by up to $6,350 for the five years following purchase.

In 2021, dump/plow truck replacements were delayed one year due to the pandemic.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25402

Project Name Fleet Vehicles

Department 4-Major Equipment
Contact Public Works Operations Man
Type Equipment
Useful Life
Category Major Equipment
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of departmental cars, pickups, light trucks and equipment, mowers and support equipment such as trailers, generators, rollers and turf care equipment.

The vehicles are purchased early in the year utilizing the State and County Cooperative Purchasing contracts when available.

Approximately 40% of the vehicles scheduled for replacement in 2029 have been delayed due to financial considerations.

Justification/Relationship to Plans and Projects

These vehicles are used by staff for the delivery of city services and are included in the CIP due to their individual and aggregate costs which are depreciable.

These purchases are consistent with the city's Vehicle Replacement Guide. All replacements are evaluated for eligibility for replacement with energy efficient vehicles. City staff conducts ongoing analysis of vehicle use in order to eliminate underutilized equipment and provide appropriate vehicle numbers for the intended use.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	642,650	636,650	1,087,400	1,086,750	622,150	4,075,600
Total	**642,650**	**636,650**	**1,087,400**	**1,086,750**	**622,150**	**4,075,600**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	523,650	521,650	950,700	862,650	536,150	3,394,800
Utility Fund	119,000	115,000	136,700	224,100	86,000	680,800
Total	**642,650**	**636,650**	**1,087,400**	**1,086,750**	**622,150**	**4,075,600**

Impacts (Budget, Sustainability, Other)

Scheduled replacements can reduce repair costs by up to $400 per year for the first three years following purchase.

In 2021, fleet vehicles were delayed one year with the exception of police vehicles.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25403

Project Name Sidewalk and Trail Maintenance Vehicle

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of a 1997 machine that is primarily used for snow removal on ice rinks.

Justification/Relationship to Plans and Projects

These units are primarily snow removal machines used on sidewalks and trails.

Replacement is consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings		52,000				52,000
Total		**52,000**				**52,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund		52,000				52,000
Total		**52,000**				**52,000**

Impacts (Budgets, Sustainability, Other)

Replacement can reduce repair costs by up to $3,800 each year for the first three years.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25404
Project Name Cold Planer

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item anticipates the replacement of the existing Cold Planer.

This equipment will be replaced during the funding year.

Justification/Relationship to Plans and Projects

The current cold planer was purchased in 2011 and will be in need of replacement in 2026.

This is consistent with the city's policy of replacing its fleet vehicles.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings		896,100				896,100
Total		**896,100**				**896,100**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund		896,100				896,100
Total		**896,100**				**896,100**

Impacts (Budgets, Sustainability, Other)

This project will not affect operating costs.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25405
Project Name Street Sweeper

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Director of Public Works
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of the city's three street sweepers.

Sweepers would be purchased in January of the funding year for delivery prior to the spring cleanup. These machines are purchased utilizing the State Cooperative Purchasing contract.

Justification/Relationship to Plans and Projects

These machines are used to clean city streets during the period of March through October.

The purchase is consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	357,600	283,300		300,600		941,500
Total	**357,600**	**283,300**		**300,600**		**941,500**

Funding Sources	2025	2026	2027	2028	2029	Total
Storm Water Fund	357,600	283,300		300,600		941,500
Total	**357,600**	**283,300**		**300,600**		**941,500**

Impacts (Budgets, Sustainability, Other)

Replacement will save approximately $10,000 in repair expense following the first year of purchase.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25406
Project Name Electric Ice Resurfacer

Type Equipment
Useful Life 15
Category Major Equipment
Department 4-Major Equipment
Contact Ice Arena Manager
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of the ice re-surface used at the ice arenas.

This purchase has been moved back to 2025. A 10-year replacement for propane models had been anticipated, however staff has found that the electric machine is lasting longer and now anticipates a 15-year life for the model purchased in 2010.

Justification/Relationship to Plans and Projects

The city currently has two ice re-surfacers in its inventory that are used in arenas A and B. The city previously used propane for power but now use batteries for machine operation which are more sustainable.

This replacement is consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	150,000					150,000
Total	**150,000**					**150,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	150,000					150,000
Total	**150,000**					**150,000**

Impacts (Budgets, Sustainability, Other)

Replacement could save approximately $1,000 annually for three years after replacement.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25407
Project Name Dozer

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Director of Public Works
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of a dozer in the city's inventory.

Purchase will utilize State's Cooperative Purchasing program and will be purchased the year the machine is funded.

Justification/Relationship to Plans and Projects

The current Dozer is used to move rubble, soil and sand. The items are included in the CIP due to their individual and aggregate costs which are depreciable.

The current dozer was purchased in 2007 and will be in need of replacement in 2028 after purchase was delayed one year due to the pandemic.

The purchase is consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				330,400		330,400
Total				**330,400**		**330,400**

Funding Sources	2025	2026	2027	2028	2029	Total
Storm Water Fund				330,400		330,400
Total				**330,400**		**330,400**

Impacts (Budgets, Sustainability, Other)

This replacement can reduce repair costs by $1,750 a year for the first three years following purchase.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25408
Project Name Rubber-Tire Loader

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of the three front-end loaders in the city's inventory. Cost includes the replacement of the machine and the attached snow equipment (plow and wing).

Purchase will utilize the State's Cooperative Purchasing program and will be purchased the year the machine is funded.

Justification/Relationship to Plans and Projects

These pieces are used for a variety of maintenance activities but primarily truck loading and snow plowing. These items are included in the CIP due to their individual and aggregate costs which are depreciable.

The first rubber-tire loader was purchased in 2011 and was scheduled for replacement in 2027 after purchase was delayed one year due to the pandemic. This purchase has been further delayed to 2029.

The second rubber-tired loader was purchased in 2013 and will be in need of replacement in 2029. However, due to financial considerations, this loader's replacement is being delayed.

The replacement is consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings					309,600	309,600
Total					**309,600**	**309,600**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund					309,600	309,600
Total					**309,600**	**309,600**

Impacts (Budgets, Sustainability, Other)

This replacement can reduce repair costs by $1,750 a year for the first three years following purchase.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25409
Project Name Snow Blower

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of one of the city's two loader-carried snow blowers.

Justification/Relationship to Plans and Projects

These machines are used to clear streets, sidewalks and intersections after snowfalls.

This snow blower was purchased in 2003 and was originally scheduled to be replaced in 2024, however, was not due to market conditions and inflation. This purchase was rescheduled for 2028.

These replacements are consistent with the Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				229,600		229,600
Total				**229,600**		**229,600**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund				229,600		229,600
Total				**229,600**		**229,600**

Impacts (Budgets, Sustainability, Other)

Replacement could reduce maintenance costs by $1,000 for each of the first two years.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25410
Project Name Sidewalk and Trail Maintenance

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of a sidewalk/trail maintenance tractor.

This machine would be ordered in the summer of the funding year.

Justification/Relationship to Plans and Projects

This equipment is used for mowing and snow removal on sidewalks and trails.

This equipment was purchased in 2011 and will be in need of replacement in 2027 after purchase was delayed one year due to the pandemic.

The replacement is consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			135,700			135,700
Total			**135,700**			**135,700**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund			135,700			135,700
Total			**135,700**			**135,700**

Impacts (Budgets, Sustainability, Other)

This replacement can reduce repair costs by $3,800 a year for the first three years following purchase.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25411
Project Name Skidsteer Loader

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of a skid loader in 2025.

Justification/Relationship to Plans and Projects

These machines are replaced on a 15-year basis and are used for snow removal, landscaping and small loading projects in the city.

The current skidsteer loader was purchased in 2009 and will be in need of replacement in 2025 after purchase was delayed one year due to the pandemic.

This addition will be added to the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	129,500					129,500
Total	**129,500**					**129,500**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	129,500					129,500
Total	**129,500**					**129,500**

Impacts (Budgets, Sustainability, Other)

The addition of the machine will increase fuel and maintenance expense on an ongoing basis.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25412

Project Name Sustainable Initiatives

Department 4-Major Equipment
Contact Director of Public Works
Type Equipment
Useful Life
Category Major Equipment
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item is for the development and implementation of green and sustainable initiatives related to major equipment.

These initiatives are currently being researched to determine a general plan and best practices for the city to implement further these practices. Considerations include carbon footprint reduction, service life, impacts to operations, and cost/benefits.

The city has previously constructed general public charging stations in 3 locations. Each location consists of 2 charging stations with 2 individual chargers for an overall total of 12 public chargers.

Items currently in consideration include hybrid light use vehicles and electric light use vehicles primarily related to inspection services based on current technology. Staff is further evaluating options for consideration of fleet vehicles prior to purchase.

Justification/Relationship to Plans and Projects

Through implementation of these initiatives, the city will reduce its carbon footprint.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Equip/Vehicles/Furnishings				100,000		100,000	400,000
Total				**100,000**		**100,000**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Capital Replacement Fund				100,000		100,000	400,000
Total				**100,000**		**100,000**	**Total**

Impacts (Budget, Sustainability, Other)

Implementation would result in the need to purchase hybrid, or electric vehicles, or both. Charging stations would increase electric expenses. This project however may be offset by public fees, would reduce fuel costs and carbon footprint.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25413
Project Name Public Works Technology

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of public works 800 MHz ARMER radios.

Justification/Relationship to Plans and Projects

The current radios were purchased in 2018 and will be reaching the end of their service life and no longer supported by the manufacturer. A total of 62 radios will be purchased to replace existing radios that are assigned to each employee that is in the field for snow plowing operations and other potential emergencies.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				300,000		300,000
Total				**300,000**		**300,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Street Improvement Fund				300,000		300,000
Total				**300,000**		**300,000**

Impacts (Budgets, Sustainability, Other)

The annual fee of $19,000 paid to Hennepin County for technological support for the radios on the ARMER network will continue.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25414
Project Name Sidewalk and Trail Maintenance Vehicle

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of a sidewalk/trail maintenance vehicle.

Machines would be ordered in the summer of the funding year.

Justification/Relationship to Plans and Projects

These units are primarily snow removal machines used on sidewalks and trails.

Replacement is consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings					108,400	108,400
Total					**108,400**	**108,400**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund					108,400	108,400
Total					**108,400**	**108,400**

Impacts (Budgets, Sustainability, Other)

Replacement can reduce repair costs by up to $3,800 each year for the first three years.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25415
Project Name Sign Truck

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of the city's street sign truck.

Justification/Relationship to Plans and Projects

This truck is used to replace and maintain the city's street signs.

Replacement is consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings					189,300	189,300
Total					**189,300**	**189,300**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund					189,300	189,300
Total					**189,300**	**189,300**

Impacts (Budgets, Sustainability, Other)

Replacement can reduce repair costs by up to $400 each year for the first three years.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25417
Project Name Lucas Device Purchase

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Fire Chief
Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

The Lucas Device is used to administer CPR to persons experiencing a cardiac arrest.

This project will add one additional Lucas device on duty crew apparatus as well as replace 3 older devices on the following schedule.

2025: One device added and one device replaced.

2028: Two devices replaced.

Justification/Relationship to Plans and Projects

In order to be able to save the lives of sudden cardiac arrest patients and avoid neurological damage, a steady supply of oxygen to the heart and brain is necessitated. Life-sustaining circulation can be created through effective and uninterrupted chest compressions.

The city has been operating Lucas devices since 2013 and it has proven to be an effective lifesaving tool.

The addition of one more Lucas device, for a total of five, allows for the addition of a north staffed station to carry this life saving tool.

This is consistent with the City's policy of providing essential life saving equipment for public safety purposes.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	45,000			55,000		100,000
Total	**45,000**			**55,000**		**100,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund	45,000			55,000		100,000
Total	**45,000**			**55,000**		**100,000**

Impacts (Budgets, Sustainability, Other)

A maintenance contract is included in the purchase price in order to maintain these devices in working order.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25420
Project Name Apparatus Refurbishment

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Fire Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project provides for the ongoing refurbishment of the city's fire engine's and ladder trucks, extending the operational service life for the apparatus. Fire Truck refurbishments generally take approximately 8 to 12 months to complete.

Due to funding constraints in 2025-2029 CIP, the 2028 refurbishment for $150,000 has been delayed to 2030.

Justification/Relationship to Plans and Projects

This program is intended to extend the life of fire department apparatus while lowering ongoing maintenance costs and ensuring these vehicles are highly reliable as critical emergency response vehicles.

The apparatus refurbishment is intended for the city to get 30 years of service out of a ladder truck and 20 years of service out of an Engine. Since reducing the fleet of ladder trucks from 5 to 3, it is paramount that we maintain the ladder trucks as highly reliable as possible while also controlling maintenance costs and down time. The Engines are primarily used on duty and face a high demand for reliable use. These refurbishments will help extend the life of the pumps, chassis, lighting, aerial ladders and other equipment of the apparatus.

Refurbish Schedule:
2026 – Ladder 5
2027 – Engine 8
2030 – Tower 1

These apparatus contribute to the city's overall ability to provide fire protection and are necessary to maintain the city's ISO rating. Also, by keeping up to date on replacement and refurbishment of front line emergency vehicles on a regular schedule, the fleet will be replenished on an on- going basis instead of needing to replace several expensive apparatus simultaneously.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Equip/Vehicles/Furnishings		175,000	200,000			375,000	150,000
Total		**175,000**	**200,000**			**375,000**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Public Safety Fund		175,000	200,000			375,000	150,000
Total		**175,000**	**200,000**			**375,000**	**Total**

Impacts (Budgets, Sustainability, Other)

Operating costs will remain consistent; however, by systematically refurbishing apparatus, sudden and catastrophic failures may be prevented.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25421
Project Name Fitness Equipment

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Fire Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

The city maintains basic exercise and wellness equipment for public safety personnel. This will replace some of the most used equipment.

These items would be ordered upon commencement of the 2026 budget year.

Justification/Relationship to Plans and Projects

Maintaining a healthy and safe community begins with first responder wellness and fitness. This funding will allow certain equipment to be augmented or replaced in the public safety exercise space located in the satellite fire stations.

This is consistent with a healthy and safe community.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings		20,000				20,000
Total		**20,000**				**20,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund		20,000				20,000
Total		**20,000**				**20,000**

Impacts (Budgets, Sustainability, Other)

This will help reduce injury and sickness within the city's fire department workforce.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25422
Project Name SCBA Decontamination Station

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Fire Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project will provide equipment that performs decontamination of critical firefighting equipment that typically carry carcinogenic materials found during structural firefighting.

This item would be ordered upon commencement of the 2027 budget year.

Justification/Relationship to Plans and Projects

The acquisition of a Self-Contained Breathing Apparatus (SCBA) decontamination unit is crucial for ensuring the safety and operational efficiency of our emergency response teams. This unit will serve as a dedicated unit for the thorough decontamination of SCBA and related equipment following use in hazardous environments.

The SCBA decontamination station will significantly enhance our safety protocols by ensuring that SCBA equipment is thoroughly decontaminated after each use.

Proper decontamination is essential for mitigating the risk of exposure to hazardous substances and contaminants encountered during emergency response operations.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			40,000			40,000
Total			**40,000**			**40,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund			40,000			40,000
Total			**40,000**			**40,000**

Impacts (Budgets, Sustainability, Other)

Annual maintenance of this unit will be less after initial purchase and then will require upkeep due to normal usage.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25423
Project Name Turnout Gear

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Fire Chief
Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This project updates the firefighting turnout gear worn by firefighters to protect them from thermal insult and other environmental hazards while firefighting fires and performing rescues.

It is the practice of the city to move a set of turnout gear to reserve status as a backup after 5 years of use. This allows a firefighter zero out of service time due to contaminated and gear that needs repaired. This follows the established schedule.

Justification/Relationship to Plans and Projects

Firefighting turnout gear is basic equipment (coats, pants, helmet, gloves, hoot and boots) worn by firefighters while performing firefighting and rescue duties to protect them from the environments in which they are operating in. The city follows National Fire Protection Association standard 1851 that states the turnout gear shall not be in service any more than ten years.
It has been the practice of the fire department to maintain two sets of pants and coats, while issuing only one set of helmets, boots, hoods and gloves. This project will allow each firefighter to be issued two full sets, one for their assigned satellite station and one set to be kept at the central station for duty crew shifts. This will eliminate firefighters transporting equipment in their personal vehicles this greatly reducing exposure to cancer causing carcinogenic contaminates absorbed by the turnout gear.

This project is consistent with the policy of maintaining safe and effective equipment to be used by the firefighting staff.

This funds a total of 92 sets of turnout gear (one set for each member of the department).

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			600,000			600,000
Total			**600,000**			**600,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund			600,000			600,000
Total			**600,000**			**600,000**

Impacts (Budgets, Sustainability, Other)

There is an annual cost for gear inspection by a certified vendor, period repair and ongoing cleaning and care.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25424
Project Name Multi Gas Monitors

Type Equipment
Useful Life
Category Unassigned

Department 4-Major Equipment
Contact Fire Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This is a replacement of multi gas monitors operated by the department to detect the presence of harmful and explosive gases.

This replaces 16 detectors that are no longer supported by the manufacturers.

Justification/Relationship to Plans and Projects

The city operates several multi gas detectors that are used for measurement of compound substances and can accurately detect the presence of one or more dangerous gases, since different vapors and gases may be present in a given area at any one time.

This is consistent with the City's practice of detecting and minimizing hazardous conditions.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	20,000					20,000
Total	**20,000**					**20,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund	20,000					20,000
Total	**20,000**					**20,000**

Impacts (Budgets, Sustainability, Other)

There will b a small amount of annual maintenance and regular in house calibrations.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25425
Project Name Rescue Equipment

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Fire Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project will update essential rescue equipment, such as the extrication and lifting equipment that is purchased to rescue persons trapped in vehicles and machinery.

This project provides equipment that is no longer serviceable due to its age and operations level equipment currently not owned by the city.

Justification/Relationship to Plans and Projects

The City of Minnetonka provide basic rescue services such as vehicle extrication and surface water rescue.

In 2023 the fire department underwent a comprehensive plan to identify weaknesses in the rescue program and recognize equipment and procedures that are needed to deal with the most common and life threatening rescue scenarios that the department responds to.

Our vision at the time and continues to be that the city will maintain equipment and training for the most frequent or most likely rescue calls for service.

Currently the city operates one full set of battery powered tools and three sets of hydraulic rescue equipment. Battery powered rescue tool technology has become the industry standard with hydraulic becoming an out of date technology. Battery powered rescue tools provide advantages such as better mobility, they are better for the environment than hydraulically powered tools, safer and has been proven to be highly reliable.

This project will also add rescue items not currently owned by the city relating to water rescue, technical rescue and wildland rescue.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	200,000					200,000
Total	**200,000**					**200,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund	200,000					200,000
Total	**200,000**					**200,000**

Impacts (Budgets, Sustainability, Other)

There will be minimal annual maintenance cost for some of the items.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25427
Project Name Ballistic Patrol Helmets

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Police Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of 64 ballistic helmet for each officer.

Justification/Relationship to Plans and Projects

All police officers were issued ballistic helmets in 2020. These helmets provide an additional layer of protection when responding to any threat involving a weapon.

The manufacturer warranties the performance specifications of the product for 5 years from the date of purchase.

The project is consistent with the policy of maintaining current equipment to ensure the safety of officer

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings		42,000				42,000
Total		**42,000**				**42,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund		42,000				42,000
Total		**42,000**				**42,000**

Impacts (Budgets, Sustainability, Other)

There is no annual costs associated with this item

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25428
Project Name SWAT Team Protective Gear

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Police Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of the police departments 14 Special Weapons and Tactics (SWAT) team tactical ballistic helmets and vests.

This project is consistent with the policy of maintaining current equipment to ensure the safety of officers.

Justification/Relationship to Plans and Projects

Members of the police department's Special Weapons and Tactics (SWAT) team require a higher "threat" level of ballistic vest than patrol officers, due to the nature of their assignment. The manufacturer warranties the performance specifications of the product for 5 years from the date of purchase. All SWAT personnel received a new ballistic tactical vest in 2023.

This project is consistent with the policy of maintaining current equipment to ensure the safety of officers.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				91,000		91,000
Total				**91,000**		**91,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund				91,000		91,000
Total				**91,000**		**91,000**

Impacts (Budgets, Sustainability, Other)

No annual costs associated with this item

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25429
Project Name 800 MHz Portable Radios

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Fire Chief
Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This project replaces portable and mobile 800 MHz radios used by fire department personnel to receive calls for service and communicate with each other on emergency incidents.

Justification/Relationship to Plans and Projects

Fire department portable & mobile radios were last purchased in 2016. A total of 119 radios will be replaced in 2026. This purchase includes 91 portable radios, 28 mobile radios and an associated accessories such as chargers and batteries.

Following best safety practices, portable radios are assigned to each firefighter working in the public safety environment.

The radios are ruggedized and specifically designed for working in hazardous environments and act as the primary means of communications from atmospheres that are Immediately Dangerous to Life & Health (IDLH) to units outside of the hazard zone.

It is the practice of the fire department that each member assigned to the IDLH has a radio. This also funds radios mounted in vehicles and fire stations.

This project is consistent with the policy of maintaining current technology.

This project was a joint venture between police and fire in the past, both departments have different radio needs and was split between the two departments.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings		975,000				975,000
Total		**975,000**				**975,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund		975,000				975,000
Total		**975,000**				**975,000**

Impacts (Budgets, Sustainability, Other)

Annual maintenance will be less after initial purchase and then will require upkeep due to normal usage.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25430
Project Name 800 MHZ Mobile Radios

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Police Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of the police department mobile radios as part of the Metropolitan Regional Radio System.

Justification/Relationship to Plans and Projects

This project will account for 45 police mobile radios. The manufacturer recommends replacement in 10 year intervals in order to stay current with technology. The radios were last purchased in 2015.

This project is consistent with the policy of maintaining current technology.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	300,000					300,000
Total	**300,000**					**300,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund	300,000					300,000
Total	**300,000**					**300,000**

Impacts (Budgets, Sustainability, Other)

This project requires a service agreement that already exists within the police budgets.

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
Dump/Plow Truck Replacements	4-Major Equipment	*ME-25401DEF*	2	415,700
Fleet Vehicles	4-Major Equipment	*ME-25402DEF*	2	449,700
Rubber-Tire Loader	4-Major Equipment	*ME-25408DEF*	2	328,400
Sustainable Initiatives	4-Major Equipment	*ME-25412DEF*	2	400,000
Training Props	4-Major Equipment	*ME-25416DEF*	2	25,000
Apparatus Headsets	4-Major Equipment	*ME-25418DEF*	2	30,000
Apparatus Refurbishment	4-Major Equipment	*ME-25420DEF*	2	150,000
Dynamic Feedback Speed Signs	4-Major Equipment	*ME-25435DEF*	2	26,500
Support & Command Vehicle	4-Major Equipment	*ME-TBD25422*	2	300,000
TOTAL				2,125,300

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25401DEF

Project Name Dump/Plow Truck Replacements

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

These purchases anticipate the scheduled 15-year replacement of 21 dump trucks in the city's fleet; approximately 1 truck is purchased per year. Replacement costs include the chassis, dump body, hydraulics and snow equipment (plow, wing and sander). Dump boxes are refurbished after eight years at a cost of $5,000.

The vehicles are purchased through the State Cooperative Purchasing Venture. Trucks are ordered the previous year for delivery in the funding year. Pricing has continued to rise due to the cost of EPA compliant engines and increased cost of components.

The truck replacement scheduled for 2029 has been delayed due to financial considerations.

Justification/Relationship to Plans and Projects

These vehicles are used primarily for hauling and snow plowing and are included in the CIP due to their high individual and aggregate costs which are depreciable.

These replacements are consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Equip/Vehicles/Furnishings					0	0	415,700
Total					**0**	**0**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Capital Replacement Fund					0	0	415,700
Total					**0**	**0**	**Total**

Impacts (Budgets, Sustainability, Other)

Replacements can reduce repair costs by up to $6,350 for the five years following purchase.

In 2021, dump/plow truck replacements were delayed one year due to the pandemic.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25402DEF

Project Name Fleet Vehicles

Department 4-Major Equipment
Contact Public Works Operations Man
Type Equipment
Useful Life
Category Major Equipment
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of departmental cars, pickups, light trucks and equipment, mowers and support equipment such as trailers, generators, rollers and turf care equipment.

The vehicles are purchased early in the year utilizing the State and County Cooperative Purchasing contracts when available.

The police vehicles scheduled for replacement in 2029 have been delayed due to financial considerations.

Justification/Relationship to Plans and Projects

These vehicles are used by staff for the delivery of city services and are included in the CIP due to their individual and aggregate costs which are depreciable.

These purchases are consistent with the city's Vehicle Replacement Guide. All replacements are evaluated for eligibility for replacement with energy efficient vehicles. City staff conducts ongoing analysis of vehicle use in order to eliminate underutilized equipment and provide appropriate vehicle numbers for the intended use.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings					449,700	449,700
Total					**449,700**	**449,700**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund					449,700	449,700
Total					**449,700**	**449,700**

Impacts (Budget, Sustainability, Other)

Scheduled replacements can reduce repair costs by up to $400 per year for the first three years following purchase.

In 2021, fleet vehicles were delayed one year with the exception of police vehicles.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25408DEF
Project Name Rubber-Tire Loader

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of the three front-end loaders in the city's inventory. Cost includes the replacement of the machine and the attached snow equipment (plow and wing).

Purchase will utilize the State's Cooperative Purchasing program and will be purchased the year the machine is funded.

Justification/Relationship to Plans and Projects

These pieces are used for a variety of maintenance activities but primarily truck loading and snow plowing. These items are included in the CIP due to their individual and aggregate costs which are depreciable.

The first rubber-tire loader was purchased in 2011 and will be in need of replacement in 2027 after purchase was delayed one year due to the pandemic.

The second rubber-tired loader was purchased in 2013 and will be in need of replacement in 2029. However, due to financial considerations, this loader's replacement is being delayed.

The replacement is consistent with the city's Vehicle Replacement Guide.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings					328,400	328,400
Total					**328,400**	**328,400**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund					328,400	328,400
Total					**328,400**	**328,400**

Impacts (Budgets, Sustainability, Other)

This replacement can reduce repair costs by $1,750 a year for the first three years following purchase.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25412DEF

Project Name Sustainable Initiatives

Department 4-Major Equipment
Contact Director of Public Works
Type Equipment
Useful Life
Category Major Equipment
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item is for the development and implementation of green and sustainable initiatives related to major equipment.

These initiatives are currently being researched to determine a general plan and best practices for the city to implement further these practices. Considerations include carbon footprint reduction, service life, impacts to operations, and cost/benefits.

The city has previously constructed general public charging stations in 3 locations. Each location consists of 2 charging stations with 2 individual chargers for an overall total of 12 public chargers.

Items currently in consideration include hybrid light use vehicles and electric light use vehicles primarily related to inspection services based on current technology. Staff is further evaluating options for consideration of fleet vehicles prior to purchase.

Justification/Relationship to Plans and Projects

Through implementation of these initiatives, the city will reduce its carbon footprint.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	100,000	100,000	100,000		100,000	400,000
Total	**100,000**	**100,000**	**100,000**		**100,000**	**400,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Capital Replacement Fund	100,000	100,000	100,000		100,000	400,000
Total	**100,000**	**100,000**	**100,000**		**100,000**	**400,000**

Impacts (Budget, Sustainability, Other)

Implementation would result in the need to purchase hybrid, or electric vehicles, or both. Charging stations would increase electric expenses. This project however may be offset by public fees, would reduce fuel costs and carbon footprint.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25416DEF
Project Name Training Props

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Fire Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This will fund the continuation of building training capabilities “in house”.

These items would be ordered upon commencement of the 2025 budget year. Due to budget constraints in 2025, this purchase is being deferred.

Justification/Relationship to Plans and Projects

Fire department personnel spend in excess of 13,000 hours annually training for fire, rescue and emergency medical scenarios in order to be prepared for emergencies the fire department will be expected to mitigate. These props will allow department staff to train within the city and remain available for emergency calls while training.

This program is consistent with the city’s dedication to having a well-trained and prepared staff.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	25,000					25,000
Total	**25,000**					**25,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund	25,000					25,000
Total	**25,000**					**25,000**

Impacts (Budgets, Sustainability, Other)

None.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25418DEF
Project Name Apparatus Headsets

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Fire Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project will update existing apparatus to be compliant with NFPA 1500 which addresses firefighter hearing protection in fire apparatus.

This project will retrofit communications headsets into apparatus purchased prior to 2015. The fire department began purchasing apparatus with communication headsets installed beginning in 2015.

Justification/Relationship to Plans and Projects

The addition of communication headsets will bring the existing fire department fleet up to the NFPA 1500 standard for firefighter safety, specifically addressing hearing protection for firefighters.

Communication headsets offer protection against hearing damage, shielding firefighters from the harmful effects of prolonged exposure to loud sirens, engines, and other ambient noise within fire apparatus.

Integrating communication headsets within fire apparatus enhances operational effectiveness ensuring the safety of both firefighters and civilians. The headsets facilitate communications among crew members in environments with high noise levels enabling coordination of tasks and responses to emergency scenes.

This project is being deferred, as new trucks that are on order will be outfitted with apparatus headsets. Delivery of engines is still one to three years out.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings			30,000			30,000
Total			**30,000**			**30,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund			30,000			30,000
Total			**30,000**			**30,000**

Impacts (Budgets, Sustainability, Other)

Annual maintenance of these headsets will be less after initial purchase and then will require upkeep due to normal usage.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25420DEF
Project Name Apparatus Refurbishment

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Fire Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project provides for the ongoing refurbishment of the city's fire engine's and ladder trucks, extending the operational service life for the apparatus.

Due to funding constraints in 2025-2029 CIP, the 2028 refurbishment has been delayed to 2030.

Justification/Relationship to Plans and Projects

This program is intended to extend the life of fire department apparatus while lowering ongoing maintenance costs and ensuring these vehicles are highly reliable as critical emergency response vehicles.

The ladder truck refurbishment is intended for the city to get 30 years of service out of a ladder truck. Since reducing the fleet of ladder trucks from 5 to 3, it is paramount that we maintain the ladder trucks as highly reliable as possible while also controlling maintenance costs and down time.

Ladder 5 26
Tower 1 18

These apparatus contribute to the city's overall ability to provide fire protection and are necessary to maintain the city's ISO rating. Also, by keeping up to date on replacement and refurbishment of front line emergency vehicles on a regular schedule, the fleet will be replenished on an on-going basis instead of needing to replace several expensive apparatus simultaneously.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings				150,000		150,000
Total				**150,000**		**150,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund				150,000		150,000
Total				**150,000**		**150,000**

Impacts (Budgets, Sustainability, Other)

Operating costs will remain consistent; however, by systematically refurbishing apparatus, sudden and catastrophic failures may be prevented.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-TBD25422
Project Name Support & Command Vehicle

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Fire Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This vehicle will serve several purposes on emergency scenes as well as assisting with normal operation of the fire department. This vehicle will help provide a mobile command post, communication support, customer support and aid in fire investigations.

This vehicle will take approximately twelve months from the time the order is placed until it may be placed in service. Several pieces of communication equipment that would be used in this vehicle already exists within the cache. The cost reflects customization of the interior to accommodate its multiple purposes.

Justification/Relationship to Plans and Projects

This vehicle will serve multiple purposes for the city. Command support, mobile communications and response to mental health calls. While this vehicle is smaller and less expensive than most command vehicles, it will provide the city with an area for incident command during emergencies, delivering field communications support and responding to non-emergent mental health crises calls.

In 2014 the fire department completed a comprehensive review of its fleet and determined that the department requires fewer pumpers and ladders trucks and identified the need for a few additional support vehicles. This shift in allocation provides the department with the type of support necessary for emergency scenes while also lowering the cost liability of the entire fleet.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Equip/Vehicles/Furnishings		0				0	300,000
Total		**0**				**0**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Public Safety Fund		0				0	300,000
Total		**0**				**0**	**Total**

Impacts (Budgets, Sustainability, Other)

This vehicle will need routine maintenance and upkeep consistent with most utility vehicles.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # ME-25435DEF
Project Name Dynamic Feedback Speed Signs

Type Public Safety
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Police Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for acquiring 5 dynamic feedback speed signs to be installed on city streets.

Justification/Relationship to Plans and Projects

Speeding remains one of the top concerns of residents. There are many tools at the disposal of the police department to address these complaints and concerns.

The addition of dynamic feedback sings to our major city street thoroughfares allows for a more permanent solution. These signs allow for data collection which is helpful in identifying speed trends which allows for better resource deployment.

The signs are portable enough to be moved to problem areas if needed.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings		26,500				26,500
Total		**26,500**				**26,500**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund		26,500				26,500
Total		**26,500**				**26,500**

Impacts (Budgets, Sustainability, Other)

These signs are powered by batteries that will need to be maintained if they cannot hold charge.

These signs will require installation by public works personnel. Should a sign need to be moved personnel will be needed to move it.

CITY OF
MINNETONKA

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # TECH-25503
Project Name Security Equipment

Type Equipment
Useful Life
Category Technology

Department 5-Technology
Contact IT Manager
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project calls for the systematic maintenance and upgrade of the security equipment serving all city facilities, including: card access, video surveillance and alarm systems.

Acquisitions will occur on a planned annual basis. A list of major equipment to be replaced is as follows:

2025: Card access hardware maintenance, replacement of existing surveillance cameras in City Hall, Council Chambers, Glen Lake Activity Center, Gray's Bay, Public Works, Landing Shop, Police Covert Cameras. Addition of Community Center lot cameras

2026: Card access improvements, first round replacements of half of the surveillance cameras in the Public Safety facility, rekey of Burwell House and Fire Stations

2027: Card access maintenance, replacement of existing surveillance cameras in Community Center, Fire Station, Williston Water Tower and Police Department. Public Safety sound masking

2028: Replacement of existing surveillance cameras, including: City Hall perimeter doors, Community Center interior hallways, Ice Arena A compressor equipment, Williston Center lobby, Kids Corner, Tennis courts and Treehouse, Police Department cells and lobby, Public Works back yard, brine tank and garage entry. Card access improvements

2029: Card access improvements, Shady Oak Beach camera replacements, first round replacements of The Marsh cameras and Police auto theft initiatives

Justification/Relationship to Plans and Projects

As part of appropriate management, city staff evaluates and plans for the safety and security of our public facilities to protect our assets, citizens, employees and visitors. Continuing upgrades and replacement of security equipment is a key component of accomplishing that goal.

This project is consistent with the city's policy of establishing schedules for equipment replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	129,500	168,700	170,500	153,200	229,500	851,400
Total	**129,500**	**168,700**	**170,500**	**153,200**	**229,500**	**851,400**

Funding Sources	2025	2026	2027	2028	2029	Total
Technology Development Fund	129,500	168,700	170,500	153,200	229,500	851,400
Total	**129,500**	**168,700**	**170,500**	**153,200**	**229,500**	**851,400**

Impacts (Budgets, Sustainability, Other)

The replacement purchases will not affect operating costs and will reduce maintenance costs on equipment that is experiencing failure due to age.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # TECH-25504

Project Name Audio/Visual Equipment & Broadcast Programming

Type Equipment
Useful Life
Category Technology

Department 5-Technology
Contact IT Manager
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project consists of the upgrade and maintenance of audiovisual systems and devices to enhance the communications and conferencing capabilities, both internally and externally.

Examples of projects within the schedule:
2025: Video Production Switcher, Enclave and Conference Rooms (City Hall), Public Works Conference Rooms. Public Works Digital Signage
2026: Digital Storage Systems, Conference Rooms (Community Center), Televisions
2027: Council Chambers Presentation Equipment, Staff Monitors, Conference Rooms (Community Center), Public Safety Video Conferencing, City Hall Digital Signage
2028: Projector and television replacements, first half of Public Safety conference rooms
2029: Second half of Public Safety conference rooms

Included in these projects is the replacement of capital equipment and expenses related to the production and playback of Public, Education, Government (PEG) programming and facilities.

2025 - 2029:
Council Chambers lighting control and dimming system, electronic nameplate technology, audio/visual control systems
Replace Council Chambers sound reinforcement panels to align with new branding standards. Replace countertops in dais area.
Systematic replacement of equipment in control room and dais/staff areas of the council chambers

Justification/Relationship to Plans and Projects

The Public, Education and Government (PEG) fee's collected through the franchise agreements with Comcast for the Southwest Suburban Cable Commission (SWSCC) member cities can only be used for the benefit of broadcast production. This source of revenue will be used to provide needed capital replacement and technology enhancements for the benefit of broadcast production in city facilities, primarily the City Council Chambers and Minnehaha Room.

The remaining project items are consistent with the city's policy of establishing schedules for equipment replacement.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	246,500	161,500	211,500	213,100	289,100	1,121,700
Total	**246,500**	**161,500**	**211,500**	**213,100**	**289,100**	**1,121,700**

Funding Sources	2025	2026	2027	2028	2029	Total
Cable Television Fund	246,500	161,500	211,500	213,100	289,100	1,121,700
Total	**246,500**	**161,500**	**211,500**	**213,100**	**289,100**	**1,121,700**

Impacts (Budgets, Sustainability, Other)

The PEG expenses will not affect operating costs and the associated revenues will help replace equipment for the benefit of broadcast production. The audio/visual replacement purchases will not affect operating costs, and will reduce maintenance costs on equipment that is experiencing mechanical failure due to the replacement schedule.

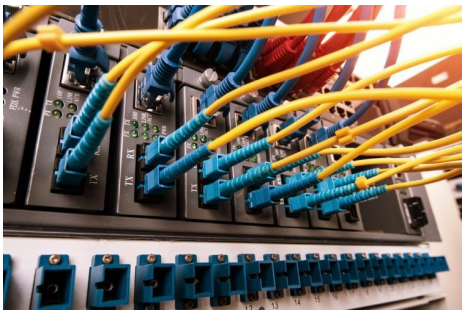
2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # TECH-25505
Project Name Technology Infrastructure

Type Equipment
Useful Life
Category Technology
Department 5-Technology
Contact IT Manager
Priority 3 Expansion of New/Existing



Description (Include Scheduling and Project Status)

These items provide for the acquisition of additional fiber optic cabling, wireless technology and distributed antenna systems to connect the City Hall campus with other remote sites. The goal is to continue connectivity to city facility locations via fiber or wireless technology to increase bandwidth and improve transmission speeds while eliminating operating costs.

First Priority Projects:
•Establish distributed antenna systems for mobile phone and public safety coverage in Williston Center, Ice Arena A/B, Public Works, remote Fire Stations, and Glen Lake Activity Center
•Replace fiber optic hand hole markers along priority routes due to age
•Complete fiber connectivity to Woodland Water Tower
•Establish redundant paths to certain city facilities for disaster recovery

Completed Projects Through 2024:
•Re-route Water Treatment Plan 16 connectivity
•Redundant connectivity to the Main Lift Station
•Connectivity to The Marsh
•Distributed Antenna Systems in City Hall and Community Center

Justification/Relationship to Plans and Projects

Technology is an integral component in the delivery of city services. To keep stride with technology that becomes increasingly more sophisticated, the city continues to upgrade its technology infrastructure.

Fiber optic cabling has much greater bandwidth availability and continues to be the standard to interconnect city facilities. Wireless technologies have evolved and are an acceptable standard for services. They can be built at a fraction of the cost.

Staff will continue to look for opportunities to maximize our resources and to take advantage of lower labor costs related to road reconstruction projects. The goal is to continue connectivity to city facility locations via fiber or wireless technology to increase bandwidth while eliminating operating costs.

Connectivity with LOGIS and city facilities is an integral component in the delivery of city services. All city departments utilize the network and technology to conduct business.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	100,000	100,000	100,000	100,000	100,000	500,000
Total	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**500,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Cable Television Fund	100,000	100,000	100,000	100,000	100,000	500,000
Total	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**	**500,000**

Impacts (Budgets, Sustainability, Other)

This project decreases operational costs due to the discontinuation of monthly service fees paid to vendors.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # TECH-25507
Project Name Office Equipment

Type Equipment
Useful Life
Category Technology

Department 5-Technology
Contact IT Manager
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project funds the purchase of replacement copiers and other office equipment for all city departments.

A replacement schedule has been established and is reviewed on a regular basis by Information Technology staff.

Justification/Relationship to Plans and Projects

This project provides for the systematic maintenance and upgrade of major office equipment, including: copiers, postage machine, desktop scanners, smart phone equipment, headsets, and other miscellaneous equipment. Copiers vary in size depending on location and usage. The city continues to maximize the use of workgroup copiers to save per count page costs over individual laser jet printers.

Copier Replacement Schedule
2025: Engineering Plotter, Facilities, Williston Center, Public Works Mechanics, Police Records
2026: Administration, Legal, Public Works Plotter, Community Center, Police Report Writing
2027: Fire Station 1
2028: Information Desk, Community Development, Engineering/Planning, Finance, Police Administration
2029: Public Works Front Office

2025-2029: Ongoing smartphone replacements
2027: Postage machine, phone system physical device replacement, including: desktop, conference room, desktop headsets and wireless phones

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	82,000	90,000	268,500	81,500	43,600	565,600
Total	**82,000**	**90,000**	**268,500**	**81,500**	**43,600**	**565,600**

Funding Sources	2025	2026	2027	2028	2029	Total
Technology Development Fund	82,000	90,000	268,500	81,500	43,600	565,600
Total	**82,000**	**90,000**	**268,500**	**81,500**	**43,600**	**565,600**

Impacts (Budgets, Sustainability, Other)

Budgeting and purchasing office equipment through this project allows the city greater flexibility to direct equipment to where it is most needed rather than using individual budgets.

These purchases will decrease annual maintenance costs because new equipment is generally more reliable than earlier models.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # TECH-25508
Project Name Technology Purchases/Upgrades

Type Equipment
Useful Life
Category Technology
Department 5-Technology
Contact IT Manager
Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This project funds the purchase of replacement computers, iPad's, servers, network infrastructure, printers, and software. It also provides for the purchase of new equipment and software that serves the city as a whole.

A replacement schedule has been established and is reviewed on a regular basis by Information Technology staff.

Examples of projects within the schedule:

2025: Replacement of critical network infrastructure at Public Works.

2026: Replacement of virtual surveillance servers, phone system infrastructure. First round replacements of Public Safety building (PD/FD) network equipment. Replacement structured cabling at Public Works

2027: Switch replacements in Community Center, Landing Shop, and Ridgedale Tower. Wireless access point replacements

2028: Computer and wireless access point replacements, first round replacement of Ridgedale Commons switch equipment

2029: Critical network infrastructure replacement, including equipment that connects ancillary buildings and provides connectivity to LOGIS. Network infrastructure replacements: City Hall, Ridgedale Substation, Fire Stations 2 - 5, Community Center, Ice Arena, Park and Utility buildings, Williston Center. Wireless access point replacements

Justification/Relationship to Plans and Projects

This project provides for the systematic maintenance and upgrade of the following equipment: desktop and laptop computers, iPad's, servers, network infrastructure, uninterruptable power systems, and software.

Desktop computers, laptops, iPad's, and servers are generally replaced on a four year replacement cycle while network infrastructure and uninterruptable power systems are replaced every five years. Printers will be replaced on an as needed basis or eliminated and replaced with multi-function copier devices.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	731,800	1,105,500	745,950	743,650	1,248,600	4,575,500
Total	**731,800**	**1,105,500**	**745,950**	**743,650**	**1,248,600**	**4,575,500**

Funding Sources	2025	2026	2027	2028	2029	Total
Technology Development Fund	731,800	1,105,500	745,950	743,650	1,248,600	4,575,500
Total	**731,800**	**1,105,500**	**745,950**	**743,650**	**1,248,600**	**4,575,500**

Impacts (Budgets, Sustainability, Other)

Budgeting and purchasing technology equipment through this project allows the city greater flexibility to direct equipment to where it is most needed rather than using individual department budgets.

Annual maintenance costs may increase due to the added equipment such as additional servers and networking equipment. Increases in consulting, maintenance agreements and equipment repair are in the Information Technology general fund operating budget.

2025- 2029 Capital Improvement Plan

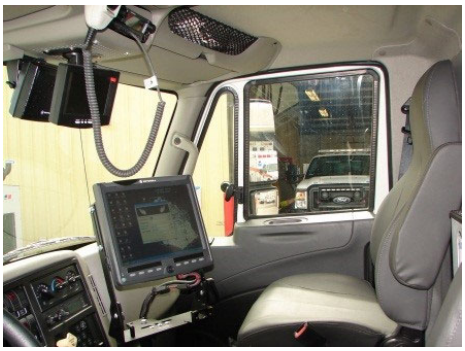
2025 *thru* 2029

City of Minnetonka, Minnesota

Project # TECH-25510
Project Name Fire Technology Update

Type Equipment
Useful Life
Category Technology

Department 5-Technology
Contact Fire Chief
Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This project updates the computers and other electronic tools used for computer aided dispatching computers in front line vehicles and apparatus.

Technology improvements and changes necessitate these two projects as soon as feasible.

Justification/Relationship to Plans and Projects

The mobile computers will be similar to unit's already in place on several fire vehicles and will allow for the same capabilities of receiving dispatch information, routing, fire hydrant location and other essential information while responding.

Information such as building pre-plans and dispatch information is sent to responding apparatus via mobile data terminals.

This project is consistent with the policy of maintaining current technology.

This item funds additional 5 MDC's for apparatus currently without them.

This page also covers any other needed technical upgrades at the stations or in the trucks including monitors, video conferencing and other technology.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	50,000			50,000		100,000
Total	**50,000**			**50,000**		**100,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund	50,000			50,000		100,000
Total	**50,000**			**50,000**		**100,000**

Impacts (Budgets, Sustainability, Other)

Annual maintenance of these terminals will be less after initial purchase and then will require upkeep due to normal usage.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # TECH-25514
Project Name Automated License Plate Readers

Type Equipment
Useful Life
Category Major Equipment
Department 5-Technology
Contact Police Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

ALPRs capture images of license plates that are then screened against wanted/suspect vehicles to assist in the recovery of stolen vehicles and the clearance of criminal offenses. This project funds the continued deployment of 15 ALPRs.

Justification/Relationship to Plans and Projects

Minnetonka PD currently has 15 Automated License Plate Readers (ALPRs) funded through a MN Department of Commerce Grant. Due to legislative uncertainty about the future of grant funding and future awards to the City of Minnetonka, alternate funding plans are necessary to avoid termination of the ALPR program if the State is no longer able/willing to fund.

The ALPR program has been overwhelming successful in accomplishing the Public Safety goals of the City. The ALPR program has been used to recover 36 stolen vehicles and assisted in dozens of criminal investigations.

The ALPR program is directly tied to the success of Police action item 2.1.10.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	19,200	46,000	46,000	46,000	46,000	203,200
Total	**19,200**	**46,000**	**46,000**	**46,000**	**46,000**	**203,200**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund	19,200	46,000	46,000	46,000	46,000	203,200
Total	**19,200**	**46,000**	**46,000**	**46,000**	**46,000**	**203,200**

Impacts (Budgets, Sustainability, Other)

This requested amount is an annual fee for maintenance and leasing of equipment in addition to software licensing fees.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # TECH-25515
Project Name Law Enforcement Drone System

Type Equipment
Useful Life
Category Major Equipment
Department 5-Technology
Contact Police Chief
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the implementation of police department drones, associated software and accessories.

Justification/Relationship to Plans and Projects

Law Enforcement drones are a vital tool to ensure safe resolution to a variety of situations. The can maneuver into areas that people cannot.

Drones can provide an increased level of protection to officers by viewing a dangerous area without the need of a physical person.

Drone can assist with both interior and exterior searches.

The police department intends to purchase a drone system for exterior use and a smaller drone system for interior use.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	35,000					35,000
Total	**35,000**					**35,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Forfeiture/Seizure Fund	35,000					35,000
Total	**35,000**					**35,000**

Impacts (Budgets, Sustainability, Other)

Additional impact would include training hours for the drone team to learn and get certification for the purchased drone program.

There are ongoing annual costs for software subscriptions. Approximately $3,000.

Batteries and protective cases will need replacement.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # TECH-25516
Project Name Axon Enterprises

Type Unassigned
Useful Life
Category Unassigned

Department 5-Technology
Contact
Priority n/a

Description (Include Scheduling and Project Status)

This item provides for the implementation of year one of a ten-year contract for the Axon suite of products providing long term stability, efficiency, technology, and equipment enhancements for the police department.

Justification/Relationship to Plans and Projects

Axon has become a technology leader in law enforcement. We have been Axon customers for several years using their Taser product. This item will allow for a full suite of integrated technology and equipment that will improve efficiencies, provide long term financial stability and provide up-to-date equipment on a regular replacement schedule.

Currently our software and equipment needs are through a variety of vendors at varied replacement schedules and always increasing costs.

Axon's suite of products also align with the recent recommendations from the public safety master plan including a single source of data, case management for our detectives, and a new records management system.

Equipment includes Tasers, Body Cameras, Squad Cameras, and Training Equipment.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	323,100					323,100
Total	**323,100**					**323,100**

Funding Sources	2025	2026	2027	2028	2029	Total
Public Safety Fund	323,100					323,100
Total	**323,100**					**323,100**

Impacts (Budgets, Sustainability, Other)

This item accounts for year one of a ten year contract. Years 2-9 would be funded through the police department operating budget. Certain costs will be offset by eliminating current systems, software and equipment with Axon products.

CITY OF
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2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # LSI-25601
Project Name Pavement Management Study

Type Maintenance
Useful Life
Category Street Improvement
Department 6-Local Street Improvements
Contact Director of Public Works
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project provides for the annual testing of 25% of the city streets and for the updating of the pavement evaluation software. The street condition database is used to analyze and program street improvements in a cost-effective manner. Staff are reviewing new industry standards to identify an equivalent pavement rating that is consistent with the city's strategic profile goals.

This project provides for the annual update of the Pavement Management System.

Justification/Relationship to Plans and Projects

This system allows for the analysis of various repair/reconstruction options with respect to geographic areas, pavement conditions and budget constraints to make the most efficient and effective use of available funds.

This is necessary to fully understand the interaction of street conditions throughout the local network and to program repairs and replacements in the most cost-effective manner.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	75,000	75,000	85,000	85,000	95,000	415,000
Total	**75,000**	**75,000**	**85,000**	**85,000**	**95,000**	**415,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Street Improvement Fund	75,000	75,000	85,000	85,000	95,000	415,000
Total	**75,000**	**75,000**	**85,000**	**85,000**	**95,000**	**415,000**

Impacts (Budgets, Sustainability, Other)

This study will have no impact on annual maintenance costs and ensures the condition of the city’s pavements are evaluated and data is available to manage the city’s roadway network in a sustainable and cost effective way.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # LSI-27602

Project Name Local Street Rehabilitation

Department 6-Local Street Improvements
Contact Director of Public Works
Type Improvement
Useful Life
Category Street Improvement
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project will provide for the reconstruction and rehabilitation of various local streets throughout the city. Included in these projects are improvements to the storm sewer system, necessary I & I remediation, significant utility system upgrades and street improvements.

Roads that are scheduled for reconstruction and rehabilitation include the following:

Reconstruction
2025 - See Local Street Preservation Sheet for Major Preservation projects.
2026 - See Local Street Preservation Sheet for Major Preservation projects.
2027 - Kinsel Neighborhood [Preliminary Design is budgeted in 2025]
- Excelsior Blvd. (*see sheet MSA-25701)
2028 - Gleason Lake Rd. (Hennepin County)
2029 - See Local Street Preservation Sheet for Major Preservation projects.

Storm water and utility upgrades will be combined and coordinated with the street reconstruction projects.

Justification/Relationship to Plans and Projects

The most recent community surveys indicate that citizens still rank street maintenance a high priority amongst competing city service needs.

A thin overlay pavement program, which is a cost-effective method for extending the life of aging local streets for as much as six to ten years, was used extensively until 2014. The goal during that time period was to reconstruct or overlay all streets that had not received major maintenance in the prior 20 years, by 2014.

In 2011, staff began to transition from the thin overlay program to one that also includes preservation and maintenance programs for the streets that have been previously reconstructed. No additional funding was necessary since the thin overlay budget was spread out to also include the new preservation programs, which were performed by public works crews.

These projects are consistent with the city's Strategic Priorities, the Pavement Management Study, the Water Resources Plan, the Infiltration and Inflow Reduction Program and the NPDES Phase II Storm Water Program. The latter is state and federally mandated and requires cities to address illicit discharge into the storm sewer systems as well as improve the quality of storm water runoff.

In addition to these rehabilitation projects, separate pages are provided for preservation projects and enhancements for local street rehabilitation projects related to the burial of overhead utility lines, addition of decorative lighting and energy saving (LED) retrofits.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	2,922,500		8,767,500	1,000,000		12,690,000
Total	**2,922,500**		**8,767,500**	**1,000,000**		**12,690,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Storm Water Fund	700,000		2,100,000	500,000		3,300,000
Street Improvement Fund	1,435,000		4,305,000	500,000		6,240,000
Utility Fund	787,500		2,362,500			3,150,000
Total	**2,922,500**		**8,767,500**	**1,000,000**		**12,690,000**

Impacts (Budget, Sustainability, Other)

Overall, these projects will reduce annual road maintenance needs, but add to sidewalk/trail maintenance.

Pavement millings are recycled and reused in new pavement mixes.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # LSI-25603

Project Name Local Street Preservation

Department 6-Local Street Improvements
Contact Director of Public Works
Type Maintenance
Useful Life
Category Street Improvement
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for crack sealing, thin bituminous overlays, pavement marking and other maintenance and preservation items necessary to maintain the local streets in the city.

The scheduling is based on 2025 through 2029 maintenance activities.

Justification/Relationship to Plans and Projects

Preserving existing streets with regular maintenance can significantly extend the life of a street. Keeping existing pavements in good condition requires varying levels of maintenance, which can be thought of as preserving our street assets.

Rehabilitation projects are major maintenance activities, such as thick overlays and reconstructions. These projects are completed when a pavement has significantly deteriorated, and routine maintenance is no longer effective to extend the life of the street. Overlays have been shown to be a cost-effective strategy to extend the life of aging pavements and aids in maintiaing the city's pavement management index rating goal of 80.

Preservation-type projects are minor in comparison and less costly. They include crack filling, patching and thin overlays. These projects are typically completed on streets that have already received major rehabilitation work, but are in need of minor repairs. These projects are aimed at solidifying the pavement and keeping moisture from penetrating below the pavement, which is a key factor in the deterioration of roads.

Utility improvements are completed as needed during preservation projects. Completing minor repairs and upgrades in conjunction with the road work extends the life of the utility infrastructure and creates a better, more reliable street. Typical preservation work includes sewer casting replacement and adjustment, water main valve repairs and installation of chimney seals on sanitary sewer manholes.

Major Preservation Areas (Mill and Overlay)
2025 - Opus
2026 - Minnetonka Dr., Oakland Rd. (west of 494), Cedar Lake Rd., Ridgedale Dr. (Cartway Rd. to Plymouth Rd.)
[Preliminary Design is budgeted in 2025]
2027 - Minor Preservation Areas only
2028 - Wayzata Blvd. (Fairfield Rd. to eastern city limits), Frontage Rd. (south of 394)
2029 - Vinehill Rd. (TH101 to Kingswood Ter.)

*See 2025-2029 Proposed Local Street Construction map for Major Preservation Areas in addition to the Minor Preservation Areas (Overlays) that are performed by Public Works. Funding for both the Major and Minor Preservations Areas is identified in the below funding table.

This project is consistent with the city's Strategic Priorities and its Pavement Management Study.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	6,710,000	7,870,000	2,420,000	8,030,000	4,630,000	29,660,000
Total	**6,710,000**	**7,870,000**	**2,420,000**	**8,030,000**	**4,630,000**	**29,660,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Municipal State Aid Fund	800,000	2,325,000				3,125,000
Storm Water Fund	100,000	150,000	50,000	50,000	50,000	400,000
Street Improvement Fund	5,690,000	5,275,000	2,250,000	7,860,000	4,460,000	25,535,000
Utility Fund	120,000	120,000	120,000	120,000	120,000	600,000
Total	**6,710,000**	**7,870,000**	**2,420,000**	**8,030,000**	**4,630,000**	**29,660,000**

Impacts (Budget, Sustainability, Other)

Street Improvement Fund
Overlays - $5.1M ('25), $7.8M ('26), $1.65M ('27), $7.25M ('28), $3.75M ('29)
Wall Maintenance - $100k ('25), $100k ('26), $100k ('27), $100k ('28), $200k ('29)
Bridge Maintenance - $100k ('25), $100k ('26), $100k ('27), $100k ('28), $100k ('29)
Other Maintenance - $390k ('25), $400k ('26), $400k ('27), $410k ('28), $410k ('29)

These projects will not affect annual maintenance costs. However, regular maintenance extends the life of a street and is a financially and environmentally stable practice.

The majority of funding for this program is for supplies only and will be staffed with current employees.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # LSI-25604

Project Name Electrical System Enhancements

Department 6-Local Street Improvements
Contact Director of Public Works
Type Improvement
Useful Life
Category Street Improvement
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

This project involves electrical system enhancements related to the burial of overhead utility lines in conjunction with street reconstruction projects, addition of decorative lighting and energy saving (LED) retrofits.

When possible, the burial improvements would be completed in conjunction with street reconstruction projects scheduled within the CIP. Redevelopment projects may prompt the need to expedite LED retrofit projects if the redevelopment creates a need to relocate existing streetlights. Current city trail planning may further expedite the need to move electrical poles and bury lines in conflict with future trail segments as noted on the Park Trail Improvement Plan page.

Justification/Relationship to Plans and Projects

The burial of overhead utility lines and upgrades to energy efficient lighting is consistent with Minnetonka's community vision and strategic goals for reducing the community's use of energy as well as maintaining and improving its visual image, particularly along major road corridors where street lighting is most necessary. The installation of decorative lighting is also consistent with these goals and will likely be done in high traffic areas.

Burial and lighting projects are selected relative to two criteria: (1) aesthetic benefit or visual clutter that would be improved and (2) traffic count as a representative of the number of citizens who would benefit from the project and greater energy savings would likely be achieved. Projects will be prioritized using the "aesthetic benefit" and "traffic/ped count" criteria as follows:

High Priority: County and state roads, MSA high volume streets and high volume trails and public transportation related locations with high aesthetic benefit.

Medium Priority: MSA high and low volume streets and low volume trails and public transportation related locations with high aesthetic benefit.

Low Priority: MSA high and low volume streets and low volume trails and public transportation related locations with low aesthetic benefit.

High priority projects will typically be funded. Medium priority projects will be funded on a case-by-case basis. Low priority projects will likely not be funded unless there is an unusual circumstance.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
2,000,000	Construction/Maintenance	1,200,000	1,200,000	100,000	600,000		3,100,000
Total	**Total**	**1,200,000**	**1,200,000**	**100,000**	**600,000**		**3,100,000**

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
2,000,000	Electric Franchise Fees Fund	1,200,000	1,200,000	100,000	600,000		3,100,000
Total	**Total**	**1,200,000**	**1,200,000**	**100,000**	**600,000**		**3,100,000**

Impacts (Budget, Sustainability, Other)

2025 - Opus Area Trail Lighting*
2026 - Opus Area Trail Lighting*
2026 - Marion Ln. Lighting [Preliminary Design is budgeted in 2025]
2027 - Kinsel Neighborhood
2028 - Minnetonka Blvd. / CSAH 101 Lighting

*Lighting improvements are being proposed in accordance with the Opus Area Placemaking and Urban Design Implementation Guide. $2M was allocated in previous years for this project.

The energy saving retrofit improvements will generate significant savings in power costs and help lower environmental impacts, ensure long term

sustainability of the city's electrical system and provide savings with annual maintenance costs.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # LSI-25605

Project Name Noise Barrier

Department 6-Local Street Improvements
Contact Director of Public Works
Type Improvement
Useful Life
Category Street Improvement
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

MnDOT has been constructing noise walls and barriers during roadway construction projects since the mid-1970s.

In 2018, MnDOT started a Standalone Noise Barrier Program which allows for construction of noise barriers along state highways where no noise abatement measures exist and no major construction projects are programmed. This program requires a 10% cost share by the city.

Justification/Relationship to Plans and Projects

Noise barriers provide infrastructure to mitigate highway noise.

Noise barriers are ranked by MnDOT based on existing noise levels, number of homes adjacent to the highway and cost effectiveness of a noise barrier. The city has applied to MnDOT for funding of barrier walls at the following locations and received funding for one:

Trunk Highway 169 between Cedar Lake Road and Ford Park (2027)
*Trunk Highway 7 between West of Carlysle Place and East of Carlysle Place (not currently funded by MnDOT)
*Trunk Highway 7 between East of Carlysle Place and East of Clear Springs Road (not currently funded by MnDOT)

*The city applied for MnDOT funding for both segments on Highway 7. Projects for 2029 funding will be selected by MnDOT in 2024.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance			500,000			500,000
Total			**500,000**			**500,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Street Improvement Fund			500,000			500,000
Total			**500,000**			**500,000**

Impacts (Budget, Sustainability, Other)

MnDOT has selected Minnetonka as its recipient for funding and construction of the TH 169 noise barrier in 2027.

The MnDOT Standalone Noise Barrier Program requires a 10% cost share. $500,000 has been allocated for the city commitment from the street fund. This amount will be refined as MnDOT further studies and develops the design of this wall segment.

MnDOT conducts an annual solicitation for its noise barrier program. The city will continue to apply for the remaining wall segments in upcoming solicitation periods.

These projects will not affect annual maintenance costs.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # LSI-25606

Project Name Signal Improvements

Department 6-Local Street Improvements
Contact Director of Public Works
Type Improvement
Useful Life
Category Street Improvement
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

This project involves the replacement of existing traffic signals and signal timing updates.

2025: TH394 at Ridgedale Dr north and south, Plymouth Rd. north ramp, city owned signal timing update
2026: TH394 at Hopkins Crossroad, Cedar Lake Rd at TH169 [Preliminary Design is budgeted in 2025]

Justification/Relationship to Plans and Projects

The signal at Hopkins Crossroad and I-394 has been identified for replacement as it is reaching the end of its lifespan. The city is partnering with Hennepin County and MnDOT to replace the aging traffic signal, as part of the city's cooperative agreement with these agencies. The allocated portion would cover the city's share of this replacement, with Hennepin County and MnDOT contributing their own shares to be determined at the time of the project.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	1,100,000	550,000				1,650,000
Total	**1,100,000**	**550,000**				**1,650,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Municipal State Aid Fund	1,100,000	550,000				1,650,000
Total	**1,100,000**	**550,000**				**1,650,000**

Impacts (Budget, Sustainability, Other)

This project should not affect annual maintenance costs but will help continue to manage the city's roadway network system.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # LSI-25607

Project Name Opus TIF District Improvements

Department 6-Local Street Improvements
Contact Director of Public Works
Type Improvement
Useful Life
Category Street Improvement
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project is to provide traffic mitigation measures for projected increased density related to the commercial and residential development of the Opus area and addition of the Green Line LRT.

A trail on Red Circle Drive adjacent to the 10900 Red Circle Dr. property was funded in 2024 and will be constructed with development.

Scheduled Improvements:
2025: Shady Oak Road at Bren Road turn lane, Green Oak Drive reversal
2026: Shady Oak Road modifications between TH62 and Red Circle Drive south [Preliminary Design is budgeted in 2025]

Project timing for the remaining improvements will be established as development proposals are approved.

The costs are estimated based on concept drawings developed from the AUAR study and Opus Area planning documents. A design and detailed cost estimates will be needed prior to funding these projects in the CIP.

City is requesting state legislation in 2024 to extend timeline of TIF funding. If successful, budgeted projects may be delayed to allow for more development prior to construction of improvements.

Justification/Relationship to Plans and Projects

Opus area studies and planning documents have identified potential transportation infrastructure improvements, as well as the reversal of Green Oak Drive.

These projects are consistent with the AUAR, the Transportation Element of the Comprehensive Plan and the Opus area infrastructure and traffic analysis.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Construction/Maintenance	13,225,000	6,675,000				19,900,000	3,100,000
Total	**13,225,000**	**6,675,000**				**19,900,000**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Cost Sharing	13,225,000	6,675,000				19,900,000	3,100,000
Total	**13,225,000**	**6,675,000**				**19,900,000**	**Total**

Impacts (Budget, Sustainability, Other)

Future Transportation Improvements identified in the AUAR:
1) TH 169 exit ramp to Bren Road turn lane ($1.5M).
2) Smetana Drive at Bren Road turn lane ($1.6M).

Reconstruction projects provide an opportunity to upgrade infrastructure by using sustainable materials such as recycled aggregates and pavements with recycled materials.

Development within the Opus TIF district will be responsible for the "Cost Sharing" funding source, reimbursed via TIF.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # LSI-25608

Project Name Bridge Inspections and Improvements

Department 6-Local Street Improvements
Contact Director of Public Works
Type Maintenance
Useful Life
Category Street Improvement
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project provides for the required inspections of all city bridges and for scheduled improvements.

2029: Libb's Bridge Replacement

Justification/Relationship to Plans and Projects

Bridge inspections are required for public safety. Depending on the condition of the bridge, inspections are required on a one or two-year interval and results are reported to MnDOT.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	10,000	40,000	10,000	40,000	2,010,000	2,110,000
Total	**10,000**	**40,000**	**10,000**	**40,000**	**2,010,000**	**2,110,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Street Improvement Fund	10,000	40,000	10,000	40,000	2,010,000	2,110,000
Total	**10,000**	**40,000**	**10,000**	**40,000**	**2,010,000**	**2,110,000**

Impacts (Budget, Sustainability, Other)

While bridge inspections may lead to additional maintenance activities, those activities will in turn prolong the useful lifespan of the bridge. Bridge maintenance activities have been budgeted on sheet LSI-25603.

Overall, bridge replacements will reduce annual maintenance costs,

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2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MSA-27701

Project Name Excelsior Boulevard/CR 3 (CR 101 to Williston Rd)

Department 7-MSA Street Improvements
Contact Director of Public Works
Type Improvement
Useful Life
Category Municipal State Aid Street Imp
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project involves the reconstruction and reconfiguration of Excelsior Boulevard from County Road 101 to Williston Road including construction of a new trail segment.

Justification/Relationship to Plans and Projects

The city is currently scheduled to construct a high priority trail segment adjacent to Excelsior Boulevard in 2027 and 2028. The city and county engineers have discussed this segment of roadway and have identified pavement and drainage deficiencies that positively benefit from a larger pavement reconstruction project. This project also provides opportunity for the rehabilitation of the trunk water main line as noted on sheet WSS-25905.

City staff are discussing with Hennepin County to construct in 2027 and 2028 as a partnership project to address the pavement deficiencies concurrent with trail improvements.

Construction of the trail in conjunction with roadway improvements can result in many benefits and efficiencies including cost savings and a cohesive design. Preliminary Design for the project is budgeted in 2025.

This project is consistent with the Transportation Element of the Comprehensive Plan.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	7,425,000		39,575,000			47,000,000
Total	**7,425,000**		**39,575,000**			**47,000,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Electric Franchise Fees Fund	2,400,000					2,400,000
Hennepin County			24,500,000			24,500,000
Municipal State Aid Fund	125,000		375,000			500,000
Storm Water Fund	250,000		750,000			1,000,000
Street Improvement Fund	500,000		1,500,000			2,000,000
Trail System Expansion Fund	1,900,000		5,700,000			7,600,000
Utility Fund	2,250,000		6,750,000			9,000,000
Total	**7,425,000**		**39,575,000**			**47,000,000**

Impacts (Budget, Sustainability, Other)

$22,500,000 - City Cost

$ 1,000,000 - Municipal State Aid
$ 1,000,000 - Street Improvement Fund
$ 1,500,000 - Storm Water Fund
$ 2,400,000 - Electric Franchise Fund
$ 7,600,000 - Trail Expansion Fund
$ 9,000,000 - Utility Fund
$24,500,000 - Hennepin County - To be funded in future budget cycle

This project would impact operating costs as they relate to trail maintenance.

Reconstruction projects provide an opportunity to upgrade infrastructure by using sustainable materials such as recycled aggregates and pavements with recycled materials. Additionally, stormwater infrastructure will be improved with considerations for water quality improvements and flood mitigation.

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
Hopkins Crossroad/CR 73 (Cedar Lk Rd to I-394)	7-MSA Street Improvements	*MSA-TBD25702*	2	19,160,000
Future Major Road Projects	7-MSA Street Improvements	*MSA-TBD25703*	2	49,000,000
Hopkins Crossroad/CR 73 at I-394	7-MSA Street Improvements	*MSA-TBD25704*	2	7,250,000
TOTAL				75,410,000

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 7-MSA Street Improvements
Contact Director of Public Works

Project # MSA-TBD25702
Project Name Hopkins Crossroad/CR 73 (Cedar Lk Rd to I-394)

Type Improvement
Useful Life
Category Municipal State Aid Street Im
Priority 2 Important-Provide Efficienc

Description (Include Scheduling and Project Status)

This project involves the reconstruction of Hopkins Crossroad as a multi-lane roadway between Cedar Lake Road and I-394.

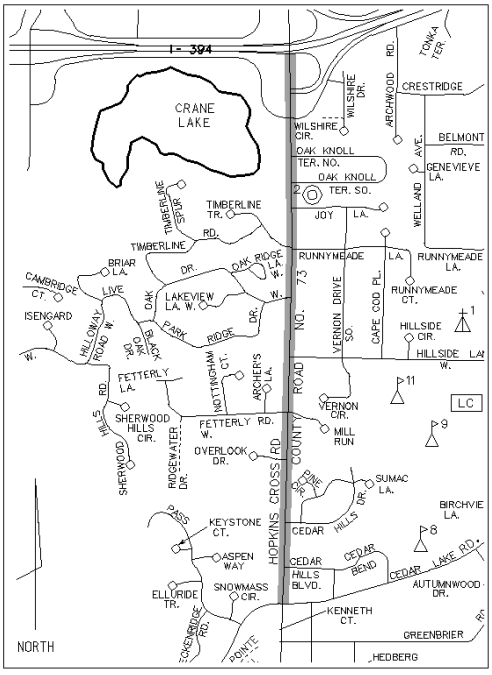
Although this project is currently unfunded, a proposed funding source for the city's contribution is provided as estimated by Hennepin County in 2016 with inflationary estimates added.

Justification/Relationship to Plans and Projects

This project is included in the Hennepin County Capital Improvements Program as a provisional project, meaning that if funding were to become available, the county would schedule the project.

This project is consistent with the Transportation Element of the Comprehensive Plan.

A utility survey will need to be completed prior to plan development to determine the extent of repairs needed on the city's utility systems. These costs are not included in the current estimates.



2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Department 7-MSA Street Improvements

Contact Director of Public Works

Expenditures	2025	2026	2027	2028	2029	Total	Future
Construction/Maintenance					0	0	19,160,000
Total					**0**	**0**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Municipal State Aid Fund					0	0	19,160,000
Total					**0**	**0**	**Total**

Impacts (Budget, Sustainability, Other)

$19,160,000 - Total Cost - Unfunded
$ 8,160,000 - City Cost - Unfunded

$11,000,000 - Hennepin County - Unfunded
$ 7,700,000 - Municipal State Aid - Unfunded
$ 230,000 - Storm Water Fund - Unfunded
$ 230,000 - Street Improvement Fund - Unfunded

This project would impact operating costs as they relate to sidewalk maintenance.

Reconstruction projects provide an opportunity to upgrade infrastructure by using sustainable materials such as recycled aggregates and pavements with recycled materials. Additionally, stormwater infrastructure will be improved with considerations for water quality improvements and flood mitigation.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MSA-TBD25703

Project Name Future Major Road Projects

Department 7-MSA Street Improvements
Contact Director of Public Works
Type Improvement
Useful Life
Category Municipal State Aid Street Imp
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

These projects will likely be necessary when redevelopment and intensification occurs in adjacent areas.

None of these projects are currently scheduled for construction. When they are, funding sources and better cost estimates will be identified, including the city's share of each project. City costs identified below are a very gross estimate of 25 percent of total costs.

Justification/Relationship to Plans and Projects

Traffic studies and other technical reports have identified these projects as being necessary to support redevelopment and intensification of adjacent areas. Funding sources have not been identified for any of these projects and will vary significantly depending on the degree of support from the state, county and area property owners. In some cases, right-of-way acquisition costs may be extremely high and agency permitting will be necessary.

In 2012, an area vision study identified additional improvements that were necessary for Plymouth Road to support the long-range vision for the area.

These projects are consistent with the Transportation Element of the Comprehensive Plan and the Ridgedale area vision plan.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Construction/Maintenance					0	0	49,000,000
Total					**0**	**0**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Municipal State Aid Fund					0	0	49,000,000
Total					**0**	**0**	**Total**

Impacts (Budget, Sustainability, Other)

$32-49,000,000 - Total Cost - Unfunded
$ 19,560,000 - City Cost - Unfunded

Municipal State Aid - Unfunded

$10-12,000,000 - I-394/Hopkins Crossroad Bridge Widening
$ 5-10,000,000 - TH7/Baker Road Bridge
$15-25,000,000 - I-394/Plymouth Bridge

These projects will impact operating costs.

Reconstruction projects provide an opportunity to upgrade infrastructure by using sustainable materials such as recycled aggregates and pavements with recycled materials. Additionally, stormwater infrastructure will be improved with considerations for water quality improvements and flood mitigation.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # MSA-TBD25704

Project Name Hopkins Crossroad/CR 73 at I-394

Department 7-MSA Street Improvements
Contact Director of Public Works
Type Improvement
Useful Life
Category Municipal State Aid Street Imp
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project involves the reconstruction and reconfiguration of the intersection of Hopkins Crossroad with Wayzata Boulevard (north of 394) and the northern I-394 ramp.

Justification/Relationship to Plans and Projects

MnDOT and Hennepin County were scheduled to replace the two signal systems in 2021. However, MnDOT is delaying the project to allow additional time for governing agencies to review the intersections and address the ongoing traffic congestion issues related to the intersection geometrics, proximity of signal systems and increasing traffic volumes in the area.

Reconfiguration and reconstruction of the intersections would improve traffic flow, decrease delay times, minimize vehicle backups onto I-394 and allow for the construction of a Three Rivers Park District supported trail segment to be constructed as part of a larger regional trail connection effort.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Construction/Maintenance					0	0	7,250,000
Total					**0**	**0**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Municipal State Aid Fund					0	0	7,250,000
Total					**0**	**0**	**Total**

Impacts (Budget, Sustainability, Other)

$ 7,250,000 - City Cost - Unfunded

$ 4,000,000 - Municipal State Aid - Unfunded
$ 1,200,000 - Street Improvement Fund - Unfunded
$ 1,500,000 - Storm Water Fund - Unfunded
$ 400,000 - Utility Fund - Unfunded
$ 150,000 - Electric Franchise Fee Fund - Unfunded

The city plans to work with MnDOT and Hennepin County to apply for grants to help offset city costs.

This project would impact operating costs as they relate to trail maintenance.

Reconstruction projects provide an opportunity to upgrade infrastructure by using sustainable materials such as recycled aggregates and pavements with recycled materials. Additionally, stormwater infrastructure will be improved with considerations for water quality improvements.

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2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # SDI-25801

Project Name Storm Sewer Risk Assessment and Projects

Department 8-Storm Drainage Improveme
Contact Director of Public Works
Type Improvement
Useful Life
Category Storm Water
Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This project provides for annual improvements to repair and replace high-risk segments of storm sewer to prevent system failures and possible flooding. Whenever possible, projects will be coordinated with the street reconstruction and rehabilitation programs.

Justification/Relationship to Plans and Projects

A storm sewer system risk assessment was conducted in early 2015 as a proactive effort to evaluate the risks of infrastructure failure throughout the city. The assessment included weighing the age and type of pipe along with the proximity of the pipe against the consequences of a failure. These identified high-risk portions of the city's storm sewer system will be further reviewed and possibly targeted for replacement.

Drainage improvements in this category will likely consist of pipe lining and smaller system replacement projects. These improvements will likely be constructed without the need for improvement hearings and extensive feasibility studies.

This project is consistent with the Water Resources Management Plan and the NPDES Phase II Storm Water Program.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	250,000	300,000	300,000	350,000	350,000	1,550,000
Total	**250,000**	**300,000**	**300,000**	**350,000**	**350,000**	**1,550,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Storm Water Fund	250,000	300,000	300,000	350,000	350,000	1,550,000
Total	**250,000**	**300,000**	**300,000**	**350,000**	**350,000**	**1,550,000**

Impacts (Budget, Sustainability, Other)

These improvements will tend to reduce annual maintenance costs and ensure the long term sustainability of the city's storm sewer system.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # SDI-25802

Project Name Water Quality Projects

Department 8-Storm Drainage Improveme

Contact Director of Public Works

Type Improvement

Useful Life

Category Storm Water

Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This project provides for improvements to improve water quality and lake funding assistance. Improvements will be grouped into collective contracts whenever possible and coordinated with the street reconstruction program when feasible.

Justification/Relationship to Plans and Projects

The City of Minnetonka has a strong history of protecting water quality. The city's first iteration of a Water Resources Management Plan was developed in 1959, 13 years prior to the inception of the Clean Water Act by the federal government in 1972. Since that time, the city's Water Resources Management Plan, which includes stormwater, wetland, floodplain and shoreland protections, has continued to evolve to make certain water quality in the city a primary focus for protection, while balancing the infrastructure and development goals of the city.

This work is consistent with the Water Resources Management Plan and council policy.

The city has historically defined water quality based on overall health, function and value (pollutant load, clarity, aquatic communities and wildlife benefit) and has identified improvements in water body areas within the city.

Also, the city does receive requests from residents for water quality improvements directly related to aesthetic appeal and recreational capability. These residents have requested the city increase its standards for protecting surface waters and provide a role in undertaking lake management strategies, which include vegetation removal. Being these types of improvements are primarily on water bodies with no public access, the city may consider funding assistance to these improvements through assessments to organized lake group.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design/Engineering		100,000		100,000		200,000
Total		**100,000**		**100,000**		**200,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Storm Water Fund		100,000		100,000		200,000
Total		**100,000**		**100,000**		**200,000**

Impacts (Budget, Sustainability, Other)

These improvements will tend to reduce annual maintenance costs and provide a better environment for the natural habitat and recreational activities.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # SDI-25803

Project Name Watershed Modeling

Department 8-Storm Drainage Improveme

Contact Director of Public Works

Type Improvement

Useful Life

Category Storm Water

Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This project provides the necessary water resources modeling framework needed to update the city's storm water quality and quantity issues.

The city's model was last updated in 2023. The four watershed districts within the city are currently updating their respective models. City updates should be completed to stay consistent with partner watersheds.

Justification/Relationship to Plans and Projects

A detailed storm water model was previously developed to provide the city with a tool to predict citywide site-specific impacts of past and future water quality features. Continued data collection, paired with updates and refinement of the city's model, will keep the model up to date to demonstrate that planned loading reductions and rate/volume control measures meet watershed district requirements.

This project is consistent with the Water Resources Management Plan and the city's NPDES Phase II Storm Water Program.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design/Engineering	50,000	25,000	25,000	25,000	25,000	150,000
Total	**50,000**	**25,000**	**25,000**	**25,000**	**25,000**	**150,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Storm Water Fund	50,000	25,000	25,000	25,000	25,000	150,000
Total	**50,000**	**25,000**	**25,000**	**25,000**	**25,000**	**150,000**

Impacts (Budget, Sustainability, Other)

This project will tend to reduce annual maintenance costs and ensure the city maintains storm water models with the most updated precipitation and climate data.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # SDI-25804

Project Name Major Pond Rehabilitation

Department 8-Storm Drainage Improveme

Contact Director of Public Works

Type Maintenance

Useful Life

Category Storm Water

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project provides sediment testing and dredging of one to two municipal storm water ponds each year. Improvements will be grouped into collective contracts whenever possible.

Justification/Relationship to Plans and Projects

Storm water ponds have been installed over the years to capture sediments and nutrients and prevent pollutants from reaching our lakes and creeks. Many of these ponds are reaching the end of their anticipated useful life and require rehabilitation. The state and federal mandated NPDES Phase II Storm Water Program also requires this work to be done as per regulations.

Sediment testing and dredging of municipal storm water ponds will comply with all applicable state and federal standards to remove and dispose of potential contaminants accordingly.

This project is consistent with the Water Resources Management Plan and the NPDES Phase II Storm Water Program.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	250,000	250,000	300,000	350,000	400,000	1,550,000
Total	**250,000**	**250,000**	**300,000**	**350,000**	**400,000**	**1,550,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Storm Water Fund	250,000	250,000	300,000	350,000	400,000	1,550,000
Total	**250,000**	**250,000**	**300,000**	**350,000**	**400,000**	**1,550,000**

Impacts (Budget, Sustainability, Other)

These improvements will tend to reduce annual maintenance costs and ensures the city's storm water ponds are maintained to reduce the risk of flooding.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # SDI-26805

Project Name Storm Sewer Lift Station Improvements

Department 8-Storm Drainage Improveme
Contact Director of Public Works
Type Improvement
Useful Life
Category Storm Water
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

This project provides for rehabilitation of the city's storm sewer lift stations.

2026: Holiday Lift Station / Woodgate Lift Station / Lake Rose Outlet [Preliminary Design is budgeted in 2025]
2027: Kraemer Lift Station

Justification/Relationship to Plans and Projects

A study was conducted in 2017 in an effort to evaluate the city's storm sewer lift stations. The study evaluated the physical condition of the storm sewer lift station components as well as the operational performance of each station and identified improvements. The evaluation included the Woodgate, Holiday, Kraemer Pond, and Sherwood storm sewer lift stations.

Storm sewer lift station improvements in this category will consist of replacement of pumps, sluice gates, hatches, piping and valves. These improvements will likely be constructed without the need for improvement hearings and extensive feasibility studies. Additional improvement projects will be scheduled in future years.

In 2023, $600k was budgeted toward the rehabilitation of the Lake Holiday lift station. During design, it was determined that the project should be expanded to assist with permitting and public engagement. The project was expanded to include Woodgate and Lake Rose. Additional funding is programmed in 2026 to complete projects in all these areas.

This project is consistent with the Water Resources Management Plan to reduce flooding throughout the city.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
600,000	Construction/Maintenance	550,000	1,650,000	400,000			2,600,000
Total	**Total**	**550,000**	**1,650,000**	**400,000**			**2,600,000**

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
600,000	Storm Water Fund	550,000	1,650,000	400,000			2,600,000
Total	**Total**	**550,000**	**1,650,000**	**400,000**			**2,600,000**

Impacts (Budget, Sustainability, Other)

This project will tend to reduce annual maintenance costs and ensures the city's storm water infrastructure is maintained to reduce the risk of flooding.

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
Huntingdon Pond	8-Storm Drainage Improvements	*SDI-TBD25806*	3	1,200,000
TOTAL				1,200,000

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # SDI-TBD25806

Project Name Huntingdon Pond

Department 8-Storm Drainage Improveme
Contact Director of Public Works
Type Improvement
Useful Life
Category Storm Water
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

This project provides for the installation of a permanent outlet for Huntingdon Pond.

This project is currently unfunded. The city will continue to monitor water levels until funding becomes available.

Justification/Relationship to Plans and Projects

In 2019, resident concerns with flooding raised awareness of this landlocked pond and the pond was pumped in November 2019 to lower lake levels to lower the risk of flooding.

Following resident concerns, two options for permanent outlets were developed. The first option was a gravity storm sewer outlet to the south and ultimately to Nine Mile Creek, estimated at $1,000,000. The second is a lift station outlet to the north and ultimately to Minnehaha Creek, estimated at $1,200,000. Both options were presented to the neighborhood for feedback.

Historically, improvements such as this have been completed with road reconstruction projects.

This project is consistent with the goals of the Water Resources Management Plan.

Expenditures	2025	2026	2027	2028	2029	Total	Future
Construction/Maintenance					0	0	1,200,000
Total					**0**	**0**	**Total**

Funding Sources	2025	2026	2027	2028	2029	Total	Future
Storm Water Fund					0	0	1,200,000
Total					**0**	**0**	**Total**

Impacts (Budget, Sustainability, Other)

This project will tend to reduce annual maintenance costs and reduce the flood risk for properties adjacent to Huntingdon pond.

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2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # WSS-25901

Project Name Water - Miscellaneous Piping & Improvements

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the unanticipated repairs of water and sewer lines that are found to be broke or deficient during the year.

While specific projects are not identified, improvements would be fixed as they are discovered. Planned replacements associated with road improvement projects are shown on the street project pages.

Replacements are usually not associated with other projects, however, some deficiencies are uncovered with planned street or utility work.

Justification/Relationship to Plans and Projects

Fixing deficient utilities minimizes the potential for liability of roads, utilities or other infrastructure when problems or failures are discovered.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	190,000	200,000	210,000	220,000	230,000	1,050,000
Total	**190,000**	**200,000**	**210,000**	**220,000**	**230,000**	**1,050,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Utility Fund	190,000	200,000	210,000	220,000	230,000	1,050,000
Total	**190,000**	**200,000**	**210,000**	**220,000**	**230,000**	**1,050,000**

Impacts (Budget, Sustainability, Other)

These improvements do not increase operating costs and in instances of water pipe, repairs can decrease operating costs.

The city performs annual leak detection testing on the entire system every fall to proactively identify and repair leaks within the system. This program has reduced the amount of water loss from the system by more than 100 million gallons per year.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # WSS-25902

Project Name Water - Tower Maintenance

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled painting, inspection and maintenance of the city's eight water storage structures consisting of seven towers and one underground reservoir.

Major repair projects are bid up to one-half year prior to the scheduled work. Washing will be scheduled in the year that the cleaning is needed.

The recommended improvements are as follows:

2025: Water Storage Facilities Condition Assessment, Tower Hill Reservoir Inspection and Wash Williston Tower.
2026: Wash Ridgedale Tower, Plymouth Tower and Lake Street Tower.
2027: Wash Bren Tower, Hathaway Tower and Tanglen Tower.
2028: Wash Williston Tower.
2029: Water Storage Facilities Condition Assessment and Wash Ridgedale Tower, Lake Street Tower and Plymouth Tower.

This project is consistent with the city's practice of maintaining its infrastructure. Costs vary from year to year due to the size and condition of the tanks. The new city logo will be installed when the Ridgedale water tower is re-painted.

Justification/Relationship to Plans and Projects

Scheduled maintenance and repair of the city's water storage structures extends their useful life and is important for public perception regarding water quality. In 2017, tank conditions were re-evaluated and the maintenance schedule was updated in order to identify the order of tank improvements.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	125,000	85,000	90,000	30,000	205,000	535,000
Total	**125,000**	**85,000**	**90,000**	**30,000**	**205,000**	**535,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Utility Fund	125,000	85,000	90,000	30,000	205,000	535,000
Total	**125,000**	**85,000**	**90,000**	**30,000**	**205,000**	**535,000**

Impacts (Budget, Sustainability, Other)

Timely inspection, touch-up and washing extends the useful life and appearance of the surface coating systems.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # WSS-25903

Project Name Water - Removal of Excavated Soil

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the removal of excavated soils that accumulate over time and are stored at public works.

The excavated materials are bid and hauled by a contractor in the early spring of the year after seasonal load limits are removed.

Where possible, this material is used for a variety of city projects and is offered to contractors and developers if they are in need of clean fill. If the material is not used, it must be removed in order to make room for dirt that is continually accumulating.

Justification/Relationship to Plans and Projects

In a year, the city accumulates approximately 5,000 cubic yards of material as a result of watermain repairs and other miscellaneous excavations. Approximately 6,400 cubic yards of material was removed in 2021 and 5,500 cubic yards was removed in 2023. Scheduled removal will now continue into the future in order to keep the size of the pile manageable.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	150,000		100,000		110,000	360,000
Total	**150,000**		**100,000**		**110,000**	**360,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Utility Fund	150,000		100,000		110,000	360,000
Total	**150,000**		**100,000**		**110,000**	**360,000**

Impacts (Budget, Sustainability, Other)

This project will not have any effect on operational costs.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # WSS-25904

Project Name Water - System Sustainability Improvements

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the implementation of the findings of the Water Sustainability and Optimization study that was completed for the city's water and sewer utility in 2014.

The recommended improvements are as follows:

2025: WTP #16 Improvements, Air Relief Valve, Well and Roof Replacements
2026: Air Relief Valve, Well and Roof Replacements
2027: WTP#14 Media, Air Relief Valve, Well and Roof Replacements
2028: Air Relief Valve, Well and Roof Replacements
2029: WTP#12 Media, Air Relief Valve, Well and Roof Replacements

This project implements the recommendations of the sustainability and optimization study completed in 2014 and updated for costs in February of 2018 for the city's 8 water treatment plants, 18 wells and 2 booster stations.

Definitions:
WTP - water treatment plant
VFD - variable frequency drive

Justification/Relationship to Plans and Projects

A majority of the water system was constructed in the late 1970's and early 1980's. As a result, many of the components are approaching the end of their design life and need to be replaced. A sustainability plan was presented to the council in 2014 and this project schedule follows that plan.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	2,950,000	350,000	900,000	400,000	1,050,000	5,650,000
Total	**2,950,000**	**350,000**	**900,000**	**400,000**	**1,050,000**	**5,650,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Utility Fund	2,950,000	350,000	900,000	400,000	1,050,000	5,650,000
Total	**2,950,000**	**350,000**	**900,000**	**400,000**	**1,050,000**	**5,650,000**

Impacts (Budget, Sustainability, Other)

This project will save operational costs that result from the installation of energy efficient pumps, motors and VFD's.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # WSS-25905

Project Name Water - Trunk Utility Line Replacement

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the systematic replacement of trunk water main throughout the system. Trunk pipelines deliver bulk water to various parts of the system. Failure of trunk lines can potentially have widespread negative impacts across the system.

2027 - Excelsior Blvd Trunk Watermain Replacement (See sheet MSA-25701)

The Excelsior Blvd. Improvements project includes rehabilitation of 12,500 feet of 18-inch diameter trunk watermain from County Road 101 to Woodland Road. This segment of watermain was installed between 1957-1973 and serves as the primary trunk line between Water Treatment Plant #11, Water Treatment Plant #15 and Hathaway Tower.

Projects are generally coordinated with street reconstruction, overlay, and trail improvement programs.

Justification/Relationship to Plans and Projects

A significant portion of the Minnetonka water distribution system was originally constructed from 1955-1975. As these pipes continue to age, the natural deterioration of the pipe material cause leaks and breaks to occur within the system, leading to service outages, loss of treated water and costly emergency repairs. Systematic rehabilitation of the water distribution system will reduce the risks and costs associated with emergency repairs.

This project is consistent with the policy of maintaining the city's infrastructure.

Expenditures	2025	2026	2027	2028	2029	Total
Planning/Design/Engineering					0	0
Total					**0**	**0**

Funding Sources	2025	2026	2027	2028	2029	Total
Utility Fund					0	0
Total					**0**	**0**

Impacts (Budget, Sustainability, Other)

Projects do not increase operating expense, in most cases reduce maintenance, and repair costs.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # WSS-25906

Project Name Water - Water Meter Replacement Program

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of the city's water meter stock. Replacement meters may be an automated radio-read, fixed network or cellular read type.

The total project is proposed to be completed over a 6-year period beginning with commercial, industrial, and institutional meter bodies followed by the replacement of residential meters. Infiltration and inflow (I&I) inspections are scheduled to be completed with meter replacement.

The replacement of meters will also support water conservation efforts by the city by increasing accuracy of water use readings and detection of leaks.

Justification/Relationship to Plans and Projects

The current commercial water meter stock is nearing the end of its useful life and warrants replacement to assure accurate readings and enhanced customer service.

Commercial, industrial, and institutional meter bodies were originally installed in 2001. Residential meters, registers, and readers were originally installed from 2007-2009. This equipment is expected to have a 20-year service life, so nearly all of the existing meters will be due for full replacement by 2029.

This project is consistent with the policy of maintaining the city's infrastructure.

Expenditures	2025	2026	2027	2028	2029	Total
Equip/Vehicles/Furnishings	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Total	**2,000,000**	**2,000,000**	**2,000,000**	**2,000,000**	**2,000,000**	**10,000,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Utility Fund	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Total	**2,000,000**	**2,000,000**	**2,000,000**	**2,000,000**	**2,000,000**	**10,000,000**

Impacts (Budget, Sustainability, Other)

Replacement of the current radio-read technology with automated radio-read, fixed network or cellular technology will allow the city and users to detect leaks in real time, reducing the total amount of unintended water loss throughout the system.

This project will not affect operating costs.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # WSS-25907

Project Name Sewer - System Sustainability Improvements

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for ongoing sustainability and optimization improvements to the sanitary sewer infrastructure including: lift stations, emergency generators, forcemain piping, and sewer pipe inspections.

The recommended improvements are as follows:

2025: Rehabilitate Windridge lift station, rehabilitate Ford Rd. lift station and forcemain, rehabilitate Whitegate forcemain and rehabilitate Sherwood forcemain. Televise trunk sewer - Phase 4. Individual Lift Pump Rehabilitation and Reconveyance - Phase 1.
2026: Rehabilitate Minnetonka Blvd. lift station, televise trunk sewer - Phase 5. Individual Lift Pump Rehabilitation and Reconveyance - Phase 2. [Preliminary Design has been budgeted in 2025]
2027: Rehabilitate Acorn Ridge lift station and rehabilitate Fairchild Avenue lift station. Individual Lift Pump Rehabilitation and Reconveyance - Phase 3.
2028: Moorland Rd. lift station and Glen Lake lift station and forcemain.
2029: Rehabilitate Pine lift station and Gaywood Dr. lift station

Justification/Relationship to Plans and Projects

A majority of the sanitary sewer system was constructed in the late 1970's and early 1980's. The system consists of nearly 500 miles of sanitary sewer gravity main, 36 lift stations and associated forcemains, emergency generators, electrical controls, and mechanical pumps. As lift stations age, the pumps, motors, controls and piping need scheduled replacement to assure operability of the collection system. Sewer televising identifies necessary maintenance and repairs to the system to prevent more costly emergency repairs.

This project is consistent with the city's policy of maintaining the city's infrastructure and will be implemented consistent with city infiltration and inflow (I&I) programs.

Televising data will also support ongoing evaluation of sewer infrastructure in advance of anticipated growth throughout the city projected by the 2040 comprehensive plan.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	4,600,000	1,100,000	1,100,000	2,500,000	1,500,000	10,800,000
Total	**4,600,000**	**1,100,000**	**1,100,000**	**2,500,000**	**1,500,000**	**10,800,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Utility Fund	4,600,000	1,100,000	1,100,000	2,500,000	1,500,000	10,800,000
Total	**4,600,000**	**1,100,000**	**1,100,000**	**2,500,000**	**1,500,000**	**10,800,000**

Impacts (Budget, Sustainability, Other)

This project will save operational costs that result from the installation of energy efficient pumps and controls. Timely and preventative maintenance also extends the useful life of the system.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # WSS-25908

Project Name Sewer - Infiltration and Inflow Reduction Program

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

The Metropolitan Council has implemented a policy that adds a surcharge for excess clear water from I&I that enters the sanitary collection system. This ongoing program is intended to reduce peak flows by correcting public sewer deficiencies.

Staff began studying excess clear water flow in 2005 for program development and implementation starting in 2007. The city recently completed its previous 10-year reduction plan, which included residential and commercial inflow inspections, the sealing of 180 manholes, and inflow reduction efforts to the system. A new 10-year reduction plan is being developed to continue reduction of I/I and keep the city from receiving a surcharge bill from the MCES.

The original MCES peak flow reduction program ended 2012, but projects are being planned in order to ensure continued compliance and address deficiencies that have been detected by ongoing investigations. The city has received three state grants administered by the Met Council and each grant is approximately $50,000 each.

Reduction efforts also help preserve capacity within the sanitary sewer system for continued growth predicted within the city.

Justification/Relationship to Plans and Projects

MCES policy states that excess peak sewer flows can result in a surcharge billable to the City of Minnetonka. The city is currently compliant; however, the city needs to continually make improvements so that surcharges can be avoided in the future. Since the beginning of the program, it is estimated that 3.2 MGD of clear water has been removed from the city's sewer collection system.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	190,000	200,000	210,000	220,000	230,000	1,050,000
Total	**190,000**	**200,000**	**210,000**	**220,000**	**230,000**	**1,050,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Utility Fund	190,000	200,000	210,000	220,000	230,000	1,050,000
Total	**190,000**	**200,000**	**210,000**	**220,000**	**230,000**	**1,050,000**

Impacts (Budget, Sustainability, Other)

Reduction of clear water flow reduces the energy and treatments costs associated with the Metropolitan Council's wastewater treatment expenses that are billed back to the city. Currently, the city pays $442,000 per month for sewage treatment.

2025- 2029 Capital Improvement Plan

2025 *thru* 2029

City of Minnetonka, Minnesota

Project # WSS-25909

Project Name Opus Area Utility Infrastructure

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

This item provides for evaluation of water and sanitary sewer system infrastructure needs and capacity upgrades to the Opus II Area.

Existing system capacity evaluation and modeling efforts began in 2020 and continue as development occurs. These efforts will prioritize projects to create capacity in the systems and support additional growth in the area.

The recommended improvements are as follows:

2025: Watermain & Sewer Installation
2026: Watermain & Sewer Installation
2027: Watermain & Sewer Installation
2028: Watermain & Sewer Installation
2029: Watermain & Sewer Installation

This project is consistent with the policy of maintaining the city's infrastructure and will be implemented consistent with city infiltration and inflow (I&I) programs. Televising can help identify infiltration issues with the sanitary sewer pipes.

Televising data will also support ongoing evaluation of sewer infrastructure in advance of anticipated growth throughout the city projected by the 2040 comprehensive plan.

Justification/Relationship to Plans and Projects

An influx of development and development proposals within the city's Opus II area has begun to be realized in recent years, and the 2040 comprehensive plan identifies this regional center continuing to see this level of growth into the future. The water and sanitary sewer infrastructure was generally installed in the late 1970's when the area was planned to be a commercial/industrial park. Changes to land use and intensification of properties will rely on the availability of capacity and reliability of this infrastructure.

Televising data will also support ongoing evaluation of sewer infrastructure in advance of anticipated growth throughout the city projected by the 2040 comprehensive plan.

Expenditures	2025	2026	2027	2028	2029	Total
Construction/Maintenance	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	**250,000**	**250,000**	**250,000**	**250,000**	**250,000**	**1,250,000**

Funding Sources	2025	2026	2027	2028	2029	Total
Utility Fund	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	**250,000**	**250,000**	**250,000**	**250,000**	**250,000**	**1,250,000**

Impacts (Budget, Sustainability, Other)

This project will create operational efficiencies in ongoing maintenance of the sanitary sewer system as the city will use the data enhance the current system cleaning program. Timely and preventative maintenance also extends the useful life of the system.

CITY OF
MINNETONKA

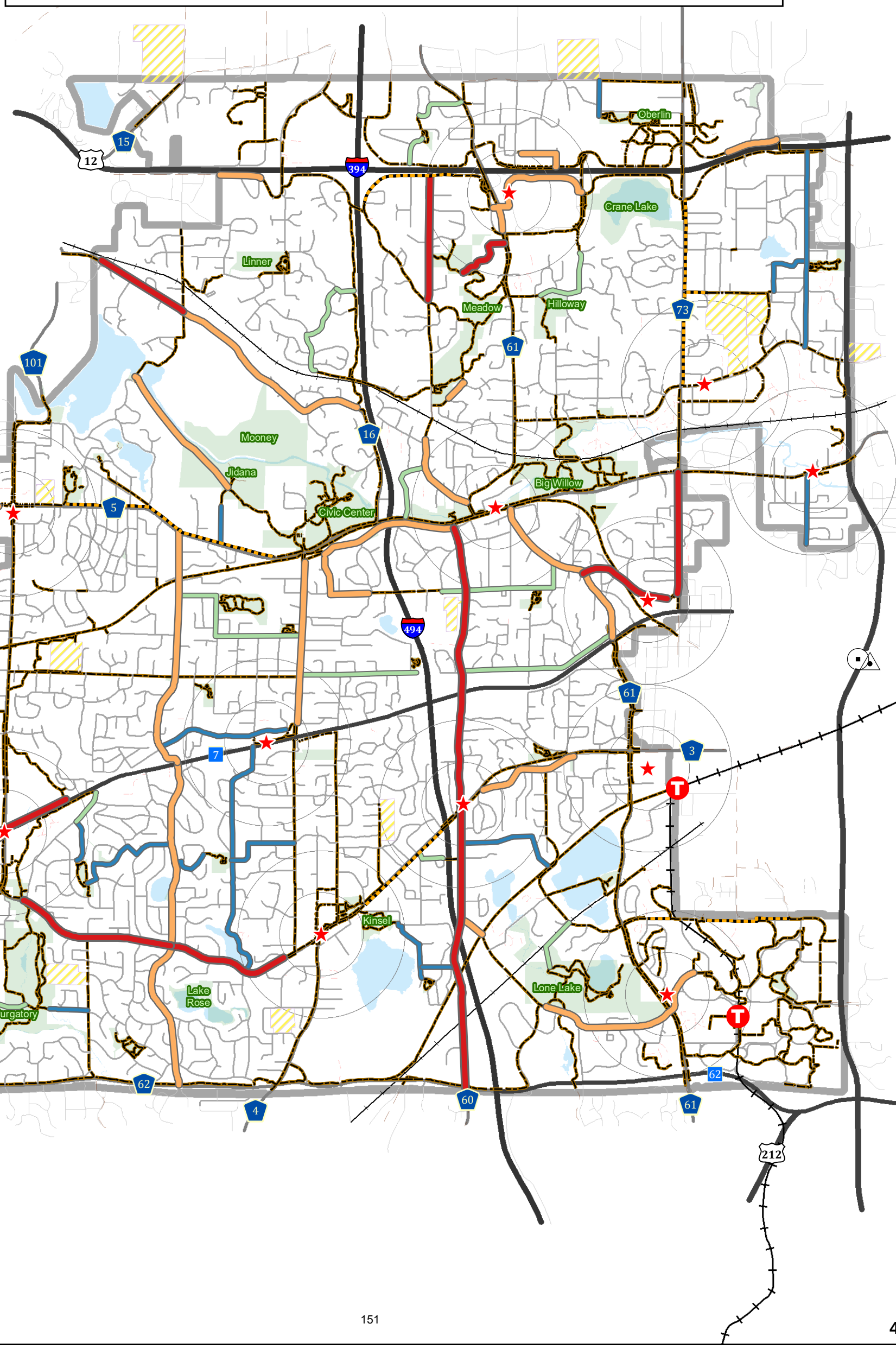
Unfunded Trail Segments by Priority Ranking

Proposed Trails

Rank

- 1 - 19
- 20 - 38
- 39 - 56
- 57 - 71
- Light Rail Station
- Village Center

- Funded Trail Segments
- Existing Sidewalks and Trails
- School Property
- 1/4 Mile Village Center Ring
- 1/2 Mile Village Center Ring



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2025 - 2029 PROPOSED LOCAL STREET CONSTRUCTION

LEGEND

RECONSTRUCTION
- 2025
- 2026
- 2027
- 2028
- 2029

ENGINEERING MILL & OVERLAY
- 2025
- 2026
- 2027
- 2028
- 2029

ENGINEERING RECLAIM
- 2025
- 2028

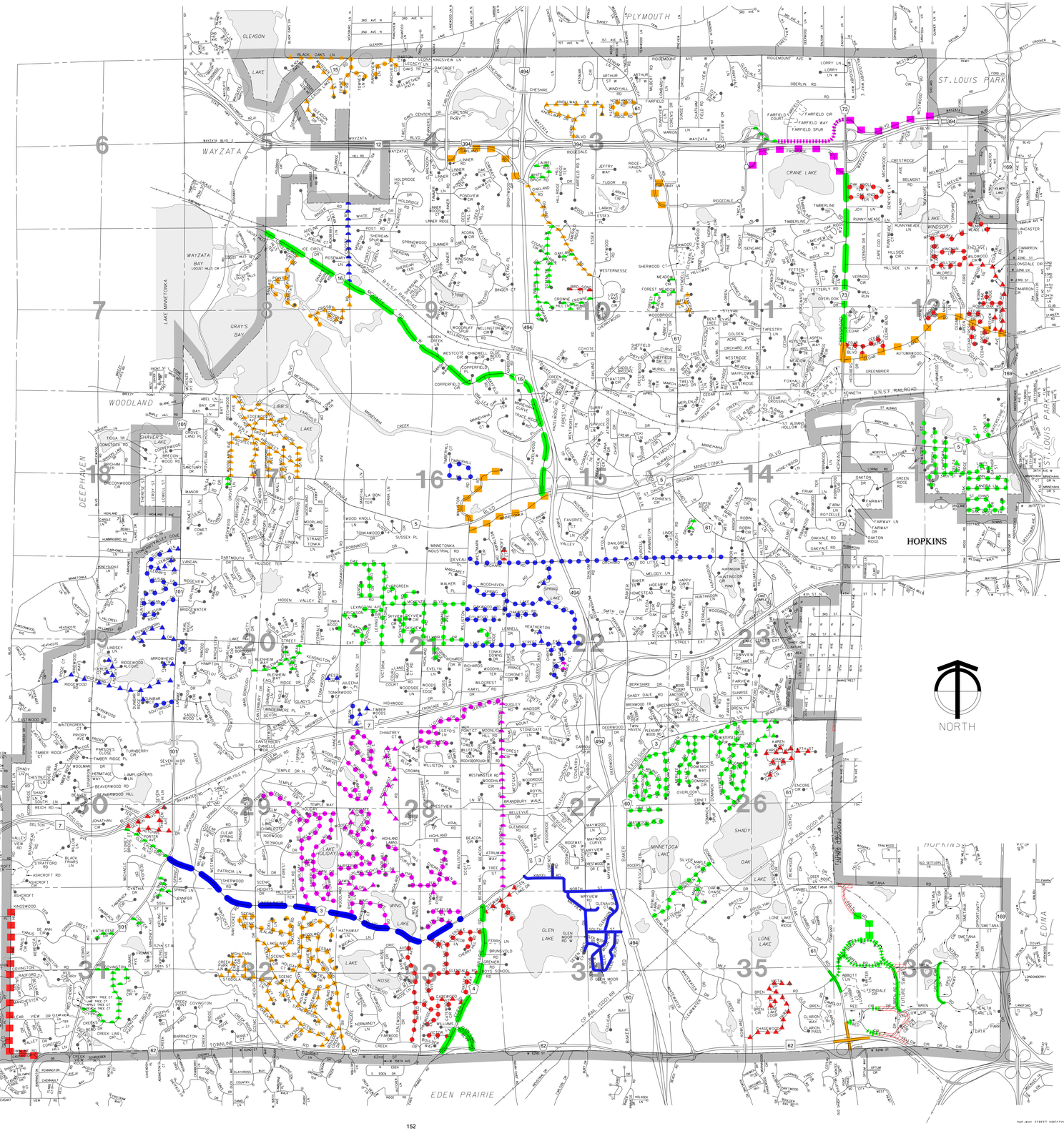
PUBLIC WORKS OVERLAY
- 2025
- 2026
- 2027
- 2028
- 2029

PUBLIC WORKS MAINTENANCE OVERLAY
- 2025
- 2026
- 2027
- 2028
- 2029

NEIGHBORHOOD REFURBISHING
- 2025
- 2026
- 2027
- 2028
- 2029

COUNTY ROAD PROJECTS

PROJECTS BY OTHERS
- 2018-2027 SWLRT
- 2025 COUNTY ROAD MILL & OVERLAY
- 2027 COUNTY ROAD PAVEMENT REHABILITATION



CITY OF MINNETONKA
14600 Minnetonka Blvd. | Minnetonka, MN 55345 | 952-939-8200 | minnetonkamn.gov

TO: City Council

FROM: Darin Nelson, Finance Director

DATE: Sept. 23, 2024

SUBJECT: Item 14B

ITEM 14B – Resolution regarding the 2025-2029 Capital Improvements Program (CIP)

Staff received public comments after the publication of the staff report. See attached documents.

Darin Nelson

From: Kelsey Engelen on behalf of Public Comment
Sent: Monday, September 23, 2024 11:10 AM
To: Darin Nelson
Subject: FW: CIP comments

Hey Darin,

Please see below for public comment for the CIP agenda item.

Thank you,

Kelsey Larson (Engelen) | She/Her
Senior Election Specialist
City of Minnetonka | minnetonkamn.gov

14600 Minnetonka Blvd. | Minnetonka, MN 55345
Office: 952-939-8218

From: Bradley Schaeppi <bradschaeppi@gmail.com>
Sent: Monday, September 23, 2024 10:22 AM
To: Brad Wiersum <bwiersum@minnetonkamn.gov>; Public Comment <publiccomment@minnetonkamn.gov>; Paula Ramaley <pramaley@minnetonkamn.gov>
Subject: CIP comments

Hello.

Bradley Schaeppi, 315 Townes Lane. Please accept brief CIP comments to help guide your decision-making.

1. "Pending Projects" of Marsh ($30,000,000) and Williston ($26,000,000).

I believe it is disingenuous accounting and not transparent to taxpayers to establish +$50,000,000 in a CIP without first going to the public for feedback on their interest to even consider incrementally placeholding amounts to issue bonds in over $50M. These are not rough estimations for way down the road---these amounts are slated **IN THE NEXT 2-3 YEARS (2026 and 2027).**

Questions for Council to City Manager:
Why exactly do we have to add these amounts in the CIP now?
What would be the downside of not including them in the CIP until after public is properly engaged?
Is there a planned public engagement process? If so, when does it start?
If council approves this CIP does it therefore approve a public process to engage residents on bond issuance?

Recommended Council Action:
On resolution to adopt the CIP, add language to remove both as "pending projects" from the CIP until AFTER city engages public on these two "potential projects" worth over $50M.

2. Marsh $100,000/year equipment needs.

Item 25202 Marsh Improvements of $550/000 over 5 years.

Perspective in Marsh 5 year non-bonding CIP costs (City's 2nd facility):
-Marsh higher than ALL Park Rehabilitation 25309 ($505,000).
-Marsh higher than ALL Crosswalks 25313 ($500,000).
-Marsh almost half of ALL park improvements ($1,270,000).
-Marsh almost total of ALL trail rehabilitation 25306 ($700,000).

3. **Concluding Remarks:**

I believe framing the proposal for council in historic contexts would be helpful. It is my opinion that there is NO scenario where Minnetonka would have $56M "pending projects" in the next 3 years in the CIP under former city manager Barone plus proposed exotic layaway financing (delay first couple years). While I believe Ms. Barone was at times too frugal (park signs falling apart, etc.) I believe council must understand and notice the pendulum has swung strongly to the other side and proposals in front of it are a true fiscal sea change in the way Minnetonka has historically operated. Given its charter duties over all fiscal issues of the city, Council has a duty to truly act on behalf of residents to decide what is best for the city--and in what order.

I truly believe council really, really needs to think through if it merely plays a passive "board of directors" role and leave the city manager to alone design, propose and create a new expansive budget, FTE with *budget first--solve to budget via public engagement process second* OR if the City Council has a role to play, at all, or if any in this new chapter.

I will leave you with this final thought:

Who should be leading/driving this new proposed expansive government role, cost chapter for the city? Council with resident feedback? City manager? If city manager, is public process at the end truly meaningful?

The only option Council was given by the City Manager on the Marsh was to purchase the site and immediately fund $2M to cover improvements and operations--with the city quietly opening it a couple months later. There was no scenario to purchase, hold and study options. Even if a councilmember defers almost always to the city manager, one must ask--why in CIP so fast, why in 2 years and why without honest public process first?

Respectfully,
Bradley Schaeppi

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City Council
Agenda Item 14.C
Meeting of September 23, 2024

Title:	Items relating to the 2024 preliminary tax levies and the 2025 preliminary budget
Report from:	Darin Nelson, Finance Director
Submitted Through:	Moranda Dammann, Assistant City Manager Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Darin Nelson, Finance Director

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
We are pleased to propose to the city council a 2024 property tax levy, collectible in 2025, and a 2025 budget consistent with our strategic goals and community values. Within that framework, the budget recommendations presented are both forward-looking and responsive to the community and the city council's concerns, specifically to ensure that city services are maintained. The proposal aligns with the reaffirmation by a considerable majority of Minnetonka community survey respondents that they would support an increase in taxes to maintain current city service levels. The recommendations are built using long-term forecasts, including a conservative eye on the national economy. Staff recommends increasing the 2024 preliminary city levy by 4.98 percent with an additional 2.25 percent dedicated to continuing public safety master plan implementation, for a total city levy increase of 7.23 percent.

As always, the City of Minnetonka will continue to provide the excellent services that our residents and businesses have come to expect, and at a reasonable value, both in 2025 and well into the future.

Recommended Action
Motion to adopt the resolutions.

Strategic Profile Relatability
Financial Strength & Operational Excellence

The city's six strategic priorities drive the development and direction of the annual budget.

Financial Consideration
Yes

This action sets the 2024 preliminary tax levies collectible in 2025 and establishes a preliminary 2025 budget.

Background
See attached background report.

ATTACHMENTS:
Supplemental Background Report
2025 Preliminary General Fund Budget
Minnetonka Budget Feedback
Resolution- Preliminary 2024 tax levy, collectible in 2025, and a preliminary 2025 budget
Resolution- Preliminary 2024 tax levy, collectible for 2025, for the Bassett Creek Watershed Management Tax District
Addenda

Supplemental Background Report

Background

The May 13, 2024, city council study session included a budget kick-off agenda item seeking council feedback on the 2025 budget priorities and direction on the property tax levy. The objective of the budget kick-off was to provide the city council with a high-level overview of the budget preparation process, factors affecting the budget, and the previously forecasted future levy estimates. The kick-off followed a series of department director reports from earlier in the spring that provided an overview of each department's operations, prior year highlights, upcoming goals and innovations, and finally, the department's challenges.

Since the May kick-off, department directors and city management have been working diligently to forecast revenues, expenditures and other factors influencing the budget and levy. Several dynamics are influencing this year's levy request, further outlined in this report.

City staff has a historical approach and budget philosophy to create a needs-based budget. The proposed 2025 budget is the same. As such, staff recommends increasing the 2025 preliminary city levy by 7.23 percent. A breakdown of the 7.23 percent includes: 4.98 percent for General Fund operations, existing debt service, and Capital Improvement Program (CIP) funding (reviewed at the June 10, 2024, study session); and 2.25 percent to continue implementing the public safety master plan.

The HRA (Housing and Redevelopment Authority) levy is programmed to remain flat for 2025 at $300,000. This levy supports programs indicated in the preliminary Economic Improvement Program (EIP), which was also presented to the council at the June 10, 2024, study session.

Staff is always mindful of being responsible stewards of the public's tax dollars and continues to search for innovative ways to provide more cost-effective and efficient methods of service delivery.

Our Public Process

State law requires cities, school districts and other government taxing jurisdictions to certify preliminary budgets and tax levies to the county by Sept. 30, 2024. This is the maximum amount the city can levy in 2024 for collection in 2025. Counties then report these preliminary levies and their potential property tax impacts, to all property owners in early November.

Guided by the council's discussions in August and decisions at this meeting, staff will develop detailed budget requests for council's review in November and final adoption in December. At the upcoming Nov. 4 study session, staff will have a more complete picture of revenues and expenditures for the current year, along with any additional information available for forecasting 2025. The final 2024 levy, collectible in 2025, may be less than the preliminary levy approved by the council, but it cannot be greater.

Minnetonka always encourages input on its budget from the public. Residents and businesses will again have the opportunity to provide feedback via multiple avenues, all of which are publicized on the city's website and in the *Minnetonka Memo*. Staff will share comments with the council as budget options are considered, and updated information will consistently be posted in the *Memo* and on the city's website through Minnetonka Matters. Lastly, statutorily the city is required to hold a public budget discussion in December, which will be published on proposed tax notices by Hennepin County for Dec. 4 at 6:30 p.m. in the City Council Chambers.

While this agenda item is not an official public hearing, the council can also solicit community feedback at this meeting.

All comments received through Minnetonka Matters and any other budget-related comments have been attached to this agenda item and/or will be provided through an addendum prior to the meeting's start time.

Long-Term Financial Planning and Sustainability

One of the city's six strategic priorities is financial strength and operational excellence. This strategic priority focuses on the city's long-term financial position and providing innovative, responsive, quality city services at a level that reflects community values and is supported by available resources.

The preliminary budget and levy focus on long-term financial sustainability and its impact on future levy increases. The 2024 budget utilizes federal American Rescue Plan Act (ARPA) funding to buy down the levy by $250,000. This levy buy-down is a one-time action and must be added to the 2025 levy to maintain service levels. Part of the plan for the ARPA funding was to buy down the General Fund levy by a total of $1.5 million over three years (2022, 2023 and 2024) -- $1 million for 2022 and $250,000 in both 2023 and 2024.

The city's General Fund ended 2023 with a healthy unassigned fund balance of approximately 50 percent of the ensuing year's expenditure budget. This solid financial position was due partly to federal funding received in 2020, 2021 and 2022 and stronger-than-anticipated construction activity. Under the city's fund balance policy, the General Fund is required to have a year-end fund balance between 30 to 50 percent of the following year's operating budget. The city council may appropriate balances above 40 percent for one-time costs without ongoing financial commitments.

Excess fund balance within the General Fund is routinely programmed within the Capital Improvements Program (CIP) due to the one-time nature of the projects. The 2025 preliminary General Fund budget proposes transfers of $900,000 to various CIP funds. These transfers will reduce the fund balance to an estimated 40.4 percent at the end of 2025.

2025 Budget Initiatives and Influencing Factors

The preliminary 2025 General Fund budget is $55.2 million, an increase of 7.6 percent or $3.9 million. Similar to other service industries, personnel expenditures are the majority of the city's General Fund operating expenditures, accounting for nearly 80 percent of total expenditures. Due to continued implementation of the public safety master plan, insurance premium increases for both workers compensation and healthcare, along with employee cost of living increases, personnel costs account for virtually the entire increase in General Fund operating budget.

Public Safety Master Plan

The 2025 budget continues to include the second year of a five year plan to increase staffing across the police and fire departments. Discussions during the 2024 budget process concluded that implementing the public safety master plan over five years would aid in minimizing the levy impact in any one year, but would add a levy increase of approximately 2.25 percent per year over this five year timeframe. Public safety expenditures in 2024 related to this plan included hiring five patrol officers, one sergeant, and three full-time firefighters. The firefighters are budgeted as mid-year hires, which minimizes the 2024 levy impact but has a direct impact on the 2025 levy increase as the positions need to be budgeted for the entire year, which amounts to approximately $190,000.

The public safety master plan was reviewed with the city council at a study session on March 18, 2024. At that meeting, the police and fire chiefs presented their plans for implementing year two of the plan. The police department is requesting the hiring of an additional investigator to reduce the overall caseload per detective, which has increased from 118 cases in 2018 to 158 cases in 2023. The cost of an additional detective is approximately $150,000.

The fire department is requesting nine additional full-time firefighters, which similar to 2024, are again slated to be mid-year hires. This will allow the staffing of Fire Station 5, giving the city three fire stations that are staffed 24 hours per day. It also provides coverage during various vacancies thus reducing overtime costs. On fully staffed days, there will be a minimum of four staffed fire response vehicles dispersed across the three stations. The estimated 2025 cost of these mid-year hires is approximately $650,000. Similar to the impact the 2024 mid-year hires have on the 2025 levy, these mid-year hires will have a direct impact on the 2026 levy as these positions will need to be fully funded in 2026.

Personnel

After years of historically low workers' compensation rates, the city will experience a 32 percent increase in premiums in 2025, which amounts to over $475,000 within the General Fund. Two factors impact the city's premiums. The first is the worker classification rates. These rates are set statewide by the League of Minnesota Cities Insurance Trust (LMCIT) and are based off of state-wide loss trends. The second factor is the mod factor, which compares the city's loss rate to the state-wide average. A mod factor less than 1.0 is considered good. The city's mod factor increased from 0.69 in 2024 to 0.87 in 2025. The new mod factor is still well below 1.0, but the increase from a substantially lower mod factor impacts the city's premiums.

As part of the 2023 budget, the council approved hiring a wellness and safety specialist to develop a stronger, more aligned wellness program and develop a centralized safety program that will give the city greater control of both workers' compensation and health care costs. Due to some staffing turnover, that position was filled at the beginning of 2024 and has hit the ground running. The city should realize a positive return on this investment as employee wellness and safety programs become better aligned and have direct oversight.

The city hired a consultant last summer to conduct a class and compensation study for its non-union employees. Historically, the city had provided a cost of living adjustment (COLA) and potential market increases for all positions. For non-union employees, each position was compared with similar positions within our comparable cities. However, many of these positions are unique from city to city and have different job responsibilities, which meant the annual market analysis took a substantial amount of staff time to complete and was somewhat subjective.

Under the former compensation system, every non-union employee had a different pay rate, which also caused issues with the required pay equity reporting to the State of Minnesota. The class and compensation study analyzed each non-union position, placing each into a specific grade with other city positions with similar responsibilities, which will solidify future pay equity compliance.

The study also analyzed the outside market rates among our comparable cities to ensure the city remains competitive. Each year, the council determines final COLA adjustments for union and non-union wages. Adjustments for union wages are either set by existing union contracts or will be bargained through upcoming union contract negotiations, which must be approved by the city council. The 2025 preliminary budget is built on three percent COLA adjustments and a market rate adjustment range of 0.5 percent to 2.0 percent depending upon the bargaining unit

or non-union wage scale. Estimated COLA and market increases within the General Fund amount to approximately $975,000. The council will be asked to approve the 2025 non-union adjustments in December.

The city did receive relatively good news on the health insurance front. Premiums are set to increase 6.4 percent for 2025. This is a significant reduction in rate increases from what the city has experienced the last few years. Historically, the city and the employees share in the cost, with the city picking up 50-60 percent of the increase. Based on this calculation, the city's health insurance contribution is increasing by about $284,000 within the General Fund.

Lastly, the 2025 budget includes an additional staffing request of fourteen full-time equivalents. As previously mentioned, ten of the new positions are directly related to implementing the public safety master plan. Three of the four other requested positions would be funded outside the General Fund and would not impact the property tax levy. The additional requests include:

General Fund Personnel Request

- *One DEI Specialist.* Diversity, equity, and inclusion (DEI) have been and continue to be top priorities for the city council and staff. Our DEI initiatives span two key areas: internal efforts and external outreach. The increasing demand in both areas and the launch of a new commission have significantly increased the workload of the sole DEI professional, making it challenging to manage effectively. Introducing a DEI specialist position will provide essential support for the current senior DEI coordinator, allowing the city to expand its efforts and enhance the impact. This position is budgeted as an April 1, 2025 hire and has a 2025 budget impact of $95,000. Similar to the public safety mid-year hires, this position will impact the 2026 levy by requiring the position to be fully funded in 2026

Non-General Fund Personnel Requests

- *One Public Service Worker II (Utilities).* The addition of a new Utility Operator - PSW II is essential to support the upcoming water meter replacement project and expand the operations and maintenance of our sanitary sewer and water systems. The water meter replacement project will require the dedication of a utility operator to assist with 17,000 meter installations over the next 4-5 years. At the same time, utilities is expanding critical maintenance activities of the sanitary sewer and water systems, including televising sewer lines, inspecting sewer manholes, and exercising water system valves. These efforts are vital for extending the life expectancy of critical assets, preventing disruptions, and ensuring the continued reliability of our public works infrastructure. Funding for this position will come from the Water and Sewer Utility Fund.
- *One Program and event Coordinator (Marsh).* This position would operate various programs that have been requested by facility users. In addition, this position would handle the increasing number of rentals and special event requests (wedding, seminars, meetings, etc.) for the facility. This position was recommended by the community facility study consultant and is included in the pro forma created for the facility operations. The cost of this position is $120,000 and would be funded within The Marsh fund.
- *One Senior Fitness Coordinator.* Currently, there is one fitness coordinator shared between the Williston Fitness Center and The Marsh. This second position would allow one coordinator for each facility. Both facilities are seeing major demand for fitness programming and health and wellness programming with over 100 classes per week per facility. The cost of this position is $140,000 and would be split 50/50 between the Williston Fitness Center and The Marsh. This position was also included in the original pro forma created for The Marsh.

Community Facilities Study

On May 6, 2024, the city council approved the Community Facilities study. This report reviewed a wide variety of potential options for the Glen Lake Activity Center, Community Center, Williston Fitness Center and The Marsh. Council approved the report, but that approval did not commit the council to specific projects or expenditures.

If the council decides to move forward with renovating any or all of these facilities, the city would have to issue a bond to finance the construction costs. Estimates from the study indicate a total renovation cost of almost $37 million which includes option 2 for The Marsh ($23.2 million), Community Center renovation as originally planned prior to The Marsh purchase ($3.5 million), Williston Fitness Center improvements to the common areas, locker rooms and treehouse ($3.8 million), and repayment of the internal loan for the purchase of The Marsh ($6.275 million).

As for financing this cost, the city's current options are limited. The city did apply for state bonding dollars in the last legislative session, but the Legislature did not pass a bonding bill. In addition, there is also a moratorium on the option of a local sales tax. The Legislature passed a two year moratorium in 2023 that prohibits municipalities from seeking legislative approval during the 2024 and 2025 legislative sessions. The Legislature did look at alternative language for local sales tax during the 2024 session, but ultimately did not pass a bill. The remaining option is to issue a bond with repayment through property taxes.

The annual debt service on $37 million is about $3.1 million over 20 years, which would equate to a 6 percent levy increase. In order to minimize that impact, the repayment could be stepped into over three years, thus reducing the annual levy increase from 6 percent in one year to approximately 2 percent over three years.

At the Aug. 19, 2024 study session, staff received feedback from the council that they support the purchase of The Marsh and the continued operations of this facility and the city's other community facilities. However, due to other budget priorities that are driving additional increases in the levy and the fact other financing sources are limited at this time, it is prudent to hold off on the community facility improvements at this time.

Other Budget Impacts

Outside of implementing the public safety master plan and general cost increases associated with maintaining existing staffing levels, the 2025 General Fund budget does not add significant new costs to the budget other than the one new FTE request. Other budget impacts outside of personnel include:

- $100,000 for increasing software licensing, I.T. service contracts, BCA requirements, etc.
- $100,000 for increased electricity costs which is directly related to Xcel Energy and PUC changing the reimbursement factor for community solar gardens.
- $40,000 for community development to replace the current permitting software system through LOGIS.
- $100,000 for a city zoning code rewrite project. This is a two-year project at about $100,000 per year.
- $10,000 increased cost of ammunition.
- $5,000 for annual service agreement for police department drones.

The 2025 budget includes several on-going expenditure reductions that help control non-personnel costs. Those reductions include:

- Reducing the State Fire Aid payment to the Fire Relief Association. A tentative agreement would allow the city to retain approximately 50 percent of the 2025 State Fire Aid, which amounts to about $260,000.
- Reducing the salt inventory for the streets division by about $50,000.
- Finance and Human Resource savings from halting the implementation of the ERP and HCM systems in the amount of approximately $60,000.
- $50,000 in fuel savings due in part to more efficient vehicles and being able to park patrol cars inside when not in use.
- Eliminating the $250,000 preliminary planned operating subsidy for The Marsh.

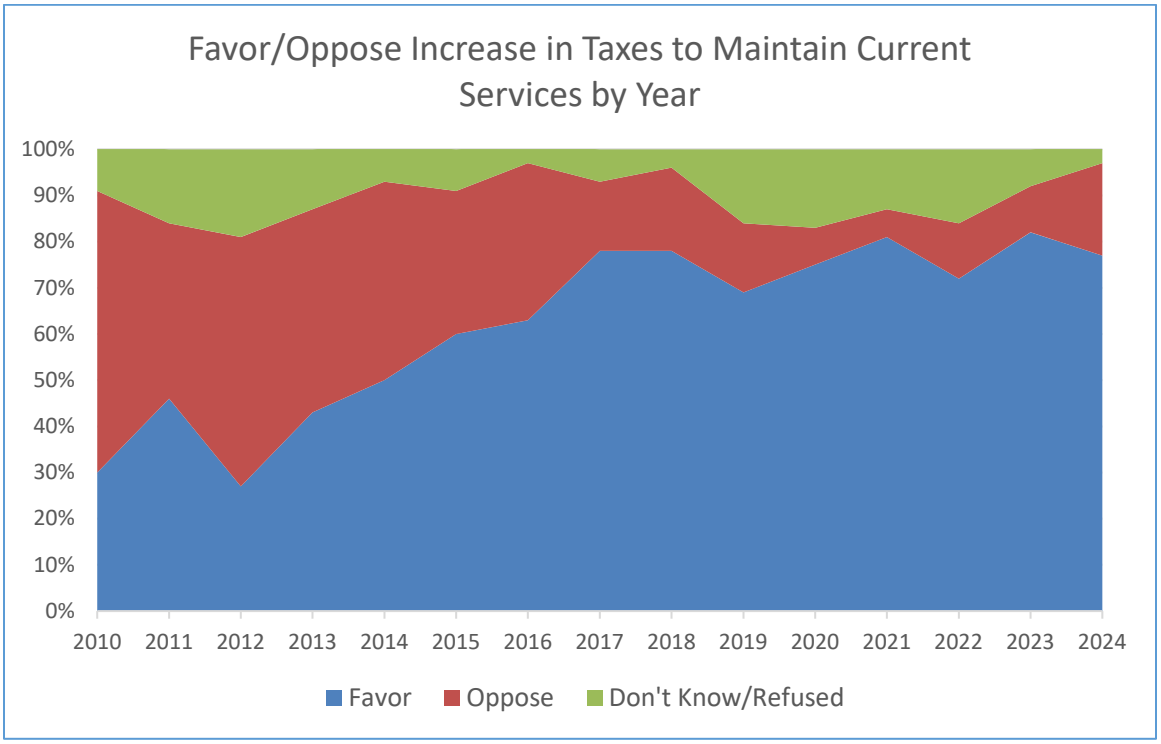
In addition to reducing these on-going costs, there was about $300,000 in other one-time costs in the 2024 budget that will not be funded in 2025 or beyond.

Inflationary Pressures

Reports indicate that inflation in the metro area has stabilized over the past year. The Minneapolis/St. Paul Consumer Price Index (CPI) through July stood at 3.5 percent, while the Municipal Cost Index (MCI) through July stood at 1.92 percent. This inflation stabilization is good news; however, the inflationary numbers only measure the year-over-year price increases. The city is still experiencing high prices compared to a couple years ago, and many of these cost pressures are not fully built into the budget.

2025 Preliminary Levy

Since recovering from the recession beginning in 2014, the city's community survey has shown our taxpayers' consistent recognition of the value of city services and remarkable support to increase taxes to maintain city services. In the 2024 survey, 77 percent of those who stated an opinion still favored such an increase. The chart below depicts the result from this same survey question dating back to 2010.



The 2025 proposed operating and capital budgets require an overall net increase in the city's property tax levy of 4.98 percent to maintain city services, which includes a 0.5 percent increase to offset the 2024 ARPA levy subsidy of $250,000. An additional increase of 2.25 percent is directed toward funding the second year of the multi-year public safety master plan. As previously mentioned, an additional levy dedicated to community facility improvements has been eliminated from the preliminary levy. This community facility levy was initially an additional 2.07 percent levy increase. Lastly, although appearing separately on property tax statements, the preliminary HRA levy remains unchanged from 2024, reducing the city's overall property tax increase from 7.23 percent to 7.19 percent.

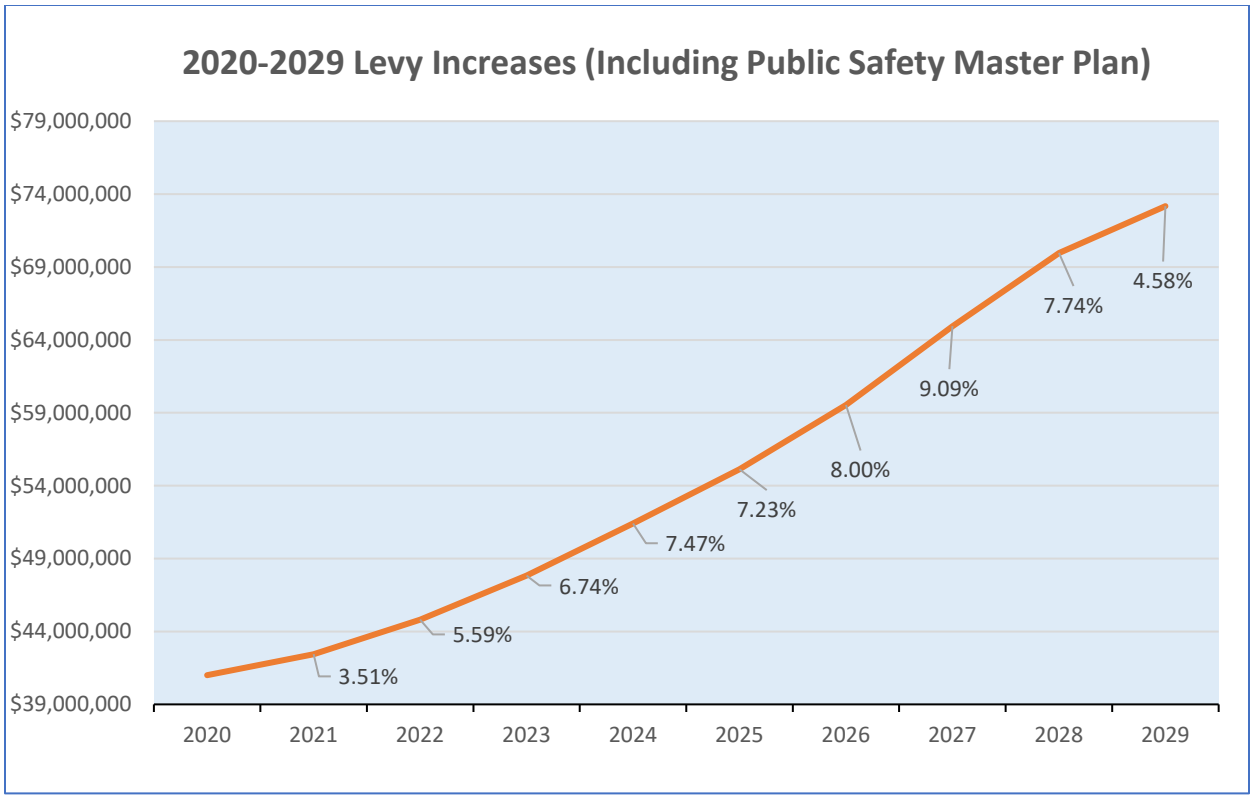
2025 Levy Analysis

Operational Levy (thousands)	**2024**	**2025**	**Change**
City property taxes, current services	$51,407	$51,407	
ARPA Levy Reinstatement		$250	0.5%
Staffing COLA/Market		$1,456	2.9%
Health Insurance		$284	0.5%
Workers' Compensation		$475	0.9%
New DEI Specialist Position		$95	0.2%
SubTotal		*$53,967*	***4.98%***
Public Safety Investment		*$1,157*	***2.25%***
Community Facility Improvements		*$0*	***0%***
Total City Levy	$51,407	$55,124	***7.23%***
HRA Levy	*$300*	*$300*	***0.00%***
Total City Levies	***$51,707***	***$55,424***	***7.19%***

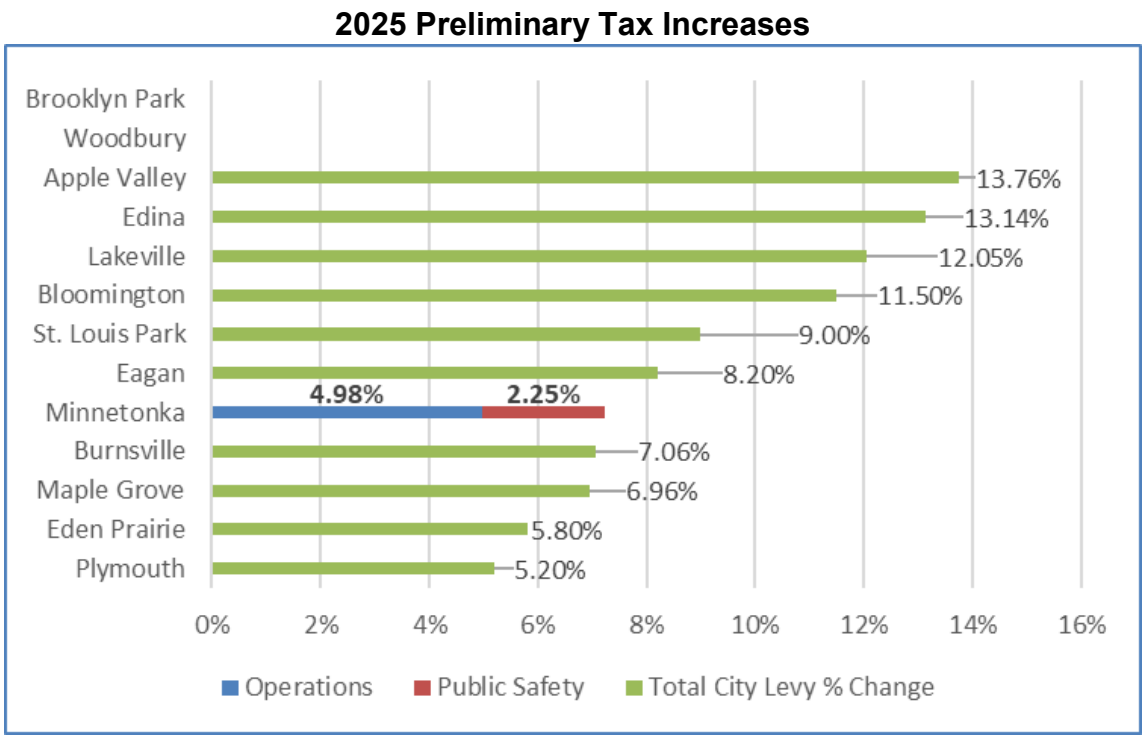
Levy Forecast

From 2020 through 2022, the city was fortunate to receive federal grant funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act and American Rescue Plan (ARPA) Act. These allotments aided the city and its residents and businesses in battling and fending off COVID-19 from the health and financial impacts felt by many. In addition, these grants allowed the city to provide property tax relief in 2021, 2022, 2023 and 2024, thus reducing our necessary tax collections by almost $4 million over this same timeframe. The ARPA-related property tax relief for 2024 is $250,000. In order to maintain current service levels, that same amount needs to be added to the 2025 levy, which is noted in the above table.

The future years' levy forecasts (2026-2029) include the continued implementation of the public safety master plan, but do ***not*** include funding for debt service related to possible community facility improvements. The public safety master plan funding is scheduled to become fully funded in 2028.



Comparisons with Other Cities. The following chart indicates the preliminary 2025 levies for most of our comparable cities. These levy estimates may likely change before the cities adopt their official preliminary levies this month. As a reminder, each city is unique, and its tax levies can vary for many reasons. Similar to most of our comparable cities except for four, Minnetonka does not and will not receive LGA in 2025. Equally important, unlike many other cities, the city does not rely upon special assessments to fund street reconstruction and maintenance.

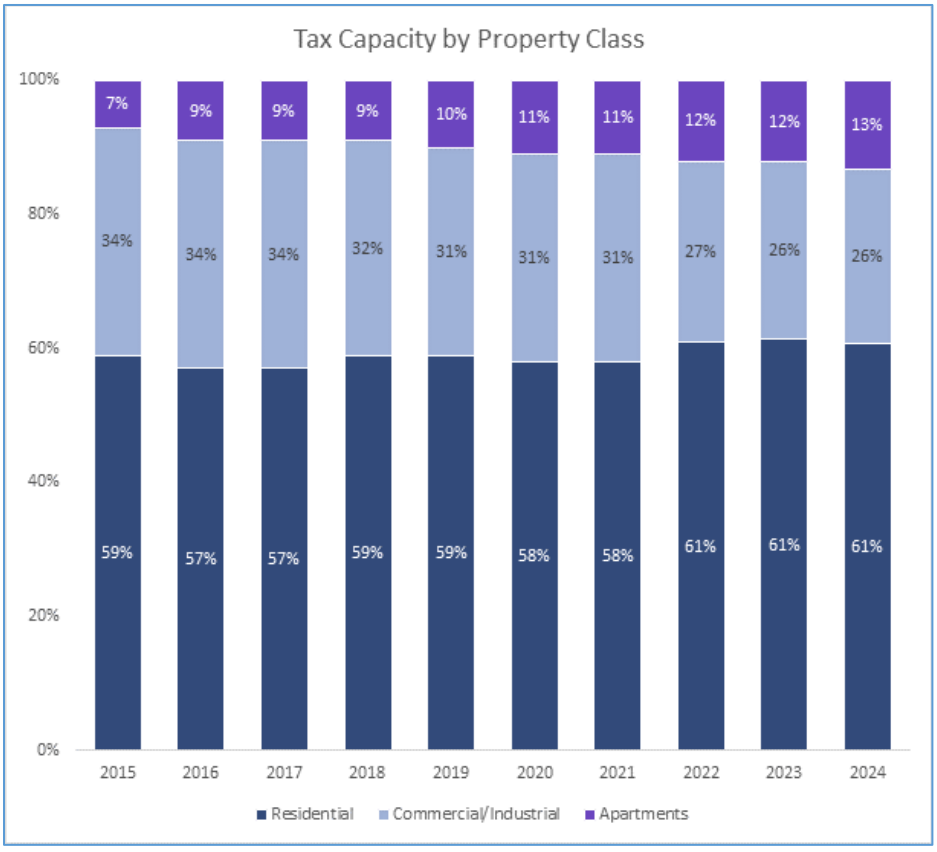


Homeowner Impacts. New development and redevelopment in the city again increased the city's property tax base last year, as reported in March by the city assessor. The city experienced approximately $220 million improved value in 2024. Over the previous ten years, the city's assessed market value has increased by 60 percent. A portion of that increase results from improved real estate as opposed to market forces alone.

The table below outlines this year's growth (including new improvements) by major property type.

	Overall Growth	Total Change (millions)
Single-household Residential	1.5%	$105.4
Lakeshore	3.8%	$20.7
Townhouses	2.0%	$15.9
Condominiums	-0.3%	$-1.9
Commercial	0.4%	$6.4
Industrial	3.0%	$12.2
Apartments	4.8%	$83.9
Other Property Types	1.7%	$3.7
Total Change	**2.7%**	**$360.7**

The varying growth rates of the different property classifications equates to a shift in property tax burden. The tax burden between property types tends to ebb and flow over time as market conditions affect properties differently. Most notably for taxes payable in 2023 (2022 valuation) was the substantial increase in all residential housing property types. This residential increase caused a shift in tax burden towards all these property classes while shifting the tax burden away from commercial properties. The apartment growth over the last several years, mainly due to new construction, adds to the tax base and helps alleviate some tax burden for all taxpayers.



Calculating the impact of changes in property taxes on homeowners in Minnesota requires a complicated mix of data and information that changes each year, some of which depends upon legislatively defined formulas, such as the state fiscal disparities program. Estimates indicate that a median-valued home that increased in value 1.46 percent to $502,200 will see an annual increase of $148 or 8.60 percent. Again, these are preliminary estimates, final estimates will likely change in either direction.

One notable change for taxes payable in 2025 is that the Market Value Exclusion Credit is increasing. This credit reduces the taxable value by a maximum of $38,000, depending upon the value of the homesteaded property and phases to zero at $517,000. Prior to this change, the maximum credit was $30,400 and phased to zero at $414,000. This change will benefit approximately half of all the city's homesteaded residential properties with either larger market value exclusions or with properties that now meet valuation eligibility guidelines.

HRA LEVY

The city's first levy for housing and redevelopment began in 2009. State law limits levies, and the maximum rate is 0.0185 percent of a city's taxable market value, which equates to approximately $2.3 million. On June 10, the city council reviewed in a study session the 2025–2029 Economic Improvement Program (EIP), which recommends the 2025 HRA levy remain steady at $300,000.

City of Minnetonka
2025 Preliminary General Fund Budget

Object Account	2022 Actual	2023 Actual	2024 Budget	2025 Requested	$ Change from 2024 to 2025	% Change from 2024 to 2025
Revenues						
Property Taxes						
4010 - AD Valorem Tax Levy	$ 33,748,860	$ 36,801,591	$ 40,039,300	$ 43,757,600	$ 3,718,300	9.3%
4020 - Uncollectible Taxes	36,899	(66,403)	(200,000)	(200,000)	-	0.0%
4030 - Tax Penalties and Interest	22,730	(60,389)	24,000	24,000	-	0.0%
4050 - Tax Forfeit Sale Revenue	365	-	-	-	-	
Total Taxes	33,808,853	36,674,799	39,863,300	43,581,600	3,718,300	9.3%
Licenses & Permits	5,897,466	3,900,828	3,660,400	3,652,000	(8,400)	-0.2%
Intergovernmental	3,597,247	1,646,303	1,574,500	2,131,800	557,300	35.4%
Charges for Services	525,311	567,973	580,000	533,400	(46,600)	-8.0%
Fines & Forfeitures	129,829	145,851	150,000	150,900	900	0.6%
Investment Interest	(1,306,033)	1,361,364	1,250,000	1,136,000	(114,000)	-9.1%
Recreation Charges	1,265,731	1,506,845	1,542,200	1,557,600	15,400	1.0%
Miscellaneous	1,354,963	1,203,094	935,100	943,000	7,900	0.8%
Transfers In	1,469,200	1,494,800	1,499,000	1,542,000	43,000	2.9%
Total Revenues	46,742,568	48,501,857	51,054,500	55,228,300	4,173,800	8.2%
Expenditures						
Personnel Services	31,894,891	35,783,228	39,408,800	43,019,300	3,610,500	9.2%
Supplies	1,636,801	2,131,980	2,295,500	2,185,000	(110,500)	-4.8%
Other Services & Charges	7,837,632	8,553,392	9,479,200	9,897,500	418,300	4.4%
Operating Transfers Out	124,861	126,501	121,000	126,500	5,500	4.5%
Total Expenditures	41,494,185	46,595,101	51,304,500	55,228,300	3,923,800	7.6%
Revenues Over/(Under) Expenditures	5,248,383	1,906,756	(250,000)	-	250,000	3.4%
Other Financing Uses						
Capital Transfers Out	3,222,500	3,600,000	1,625,000	900,000	(725,000)	-44.6%
Total Revenues Over/(Under) Expenditures after Transfer Out	$ 2,025,883	$ (1,693,244)	$ (1,875,000)	$ (900,000)	$ 975,000	
Expenditures by Department						
10 - Mayor & City Council	$ 276,375	$ 297,713	$ 411,600	$ 421,300	$ 9,700	2.4%
11 - General Administration	606,410	657,508	1,164,800	969,100	(195,700)	-16.8%
12 - Community Center	479,467	523,330	664,100	721,500	57,400	8.6%
13 - IT	1,171,320	1,461,151	1,611,000	1,915,700	304,700	18.9%
14 - Legal	952,373	1,027,640	1,136,800	1,255,900	119,100	10.5%
15 - Finance	1,129,254	1,074,830	1,173,000	1,194,800	21,800	1.9%
16 - Assessing	885,622	881,618	974,900	1,066,300	91,400	9.4%
17 - Building Maintenance	1,678,735	1,883,465	2,069,400	2,145,100	75,700	3.7%
18 - Joint Recreation	1,814,634	2,126,807	2,224,800	2,363,300	138,500	6.2%
19 - Planning	787,748	908,104	910,400	970,100	59,700	6.6%
20 - Engineering	1,443,036	1,569,468	1,630,400	1,766,900	136,500	8.4%
21 - Community Development	2,424,348	2,639,084	2,888,100	3,137,800	249,700	8.6%
22 - Street Maintenance	3,551,923	4,046,732	4,447,300	4,610,000	162,700	3.7%
24 - Parks & Trails	2,126,253	2,381,110	2,461,400	2,549,000	87,600	3.6%
25 - Police	11,990,700	13,359,852	14,738,600	15,449,400	710,800	4.8%
26 - Fire	4,813,338	6,014,541	6,214,600	7,212,200	997,600	16.1%
28 - Senior Citizens	351,478	432,711	499,600	538,400	38,800	7.8%
29 - Environmental Health	350,521	381,308	412,300	438,300	26,000	6.3%
30 - MTKA Recreation	665,784	642,326	758,500	787,300	28,800	3.8%
31 - Natural Resources	1,898,128	1,940,704	2,018,700	2,417,400	398,700	19.8%
33 - City Manager	750,383	818,409	948,000	1,178,700	230,700	24.3%
34 - Human Resources	1,014,742	1,164,678	1,408,100	1,476,500	68,400	4.9%
35 - Contingency & Transfers	-	-	50,000	100,000	50,000	100.0%
36 - Communications	331,615	362,013	488,100	543,300	55,200	11.3%
Total Departmental Expenditures	$ 41,494,185	$ 46,595,101	$ 51,304,500	$ 55,228,300	$ 3,923,800	7.6%

GUEST BOOK

Budget Feedback

Visitors 4	Contributors 1	CONTRIBUTIONS 1

02 September 24

DanielleW

AGREES	DISAGREES	REPLIES
0	0	0

One of my neighbors was almost hit by a car that ran a red light while she was crossin g Shady Oak Road because the City of Minnetonka removed the trail stairs between B eachside Drive and the trail that leads to Shady Oak Beach. This action cut off the neig hborhood and adjacent neighborhoods from safe and easy access to the park and trail system. People now have to cross Shady Oak Road at the busy intersection to get to th e lake which is dangerous for pedestrians and slows traffic on the busy road. Many of my neighbors, myself included, used this trail access daily. This is a huge loss for our c ommunity. Rebuilding the stairs would positively impact the health and well-being of ma ny residents for minimal cost and effort. I started a petition on Change.org that has gar nered over 160 signatures in the first two weeks. Please see the petition here: https://c hng.it/FNstYVY7dj We are asking the City of Minnetonka to add a project to the 2025 ci ty budget to rebuild these stairs and reinstate access to the trail system. Thank you for your consideration.

Resolution No. 2024-

Resolution setting a preliminary 2024 tax levy, collectible in 2025, and a preliminary 2025 budget, and consenting to a special benefit tax levy of the Minnetonka Economic Development Authority

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Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01. As required by state legislation under M.S. 275.065, municipalities are required to adopt a preliminary budget and tax levy by Sept. 30, 2024.

1.02. The law also requires that the city council hold a meeting to discuss the budget and property tax levy and, before a final determination, allows public input to its final adoption in December.

1.03. The law further requires the final levy be adopted on or before Dec. 28, 2024, and the final tax levy may not exceed the preliminary tax levy.

Section 2. Findings.

2.01. The city manager's preliminary 2025 budget of $113,098,109 (the preliminary budget) appears reasonable and sufficient to fund the desired general fund municipal services, debt service supported by property taxes, and capital needs in 2025.

2.02. Preliminary general, capital and debt tax levies of $54,996,227 for levy in 2024, collectible in 2025, will fund the preliminary budget.

2.03. A preliminary tax abatement levy of $90,000 for levy in 2024, collectible in 2025, is estimated to equate to revenues associated with and will fund commitments under the Ridgedale Mall development agreement adopted by the city council on April 15, 2013.

Section 3. Authorization.

3.01. The preliminary budget and tax levy is hereby approved.

3.02. Pursuant to Minn. Stat. Section 469.033, subd. 6, the city council consents to the Economic Development Authority in and for the City of Minnetonka (the "EDA") levying a special benefit tax levy in the amount requested by the Board of Commissioners of the EDA by resolution adopted on the date hereof.

3.03. The city clerk is hereby directed and ordered to transmit a certified copy of this resolution to the Hennepin County director of property tax and public records.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 23, 2024.

_____
Brad Wiersum, Mayor

ATTEST:

_____
Becky Koosman, City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 23, 2024.

_____
Becky Koosman, City Clerk

Resolution No. 2024-

Resolution setting a preliminary 2024 tax levy, collectible for 2025, for the Bassett Creek Watershed Management Tax District

---

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01. Minnesota state law requires special taxing districts to adopt a preliminary budget and tax levy by September 30 of this year.

1.02. The law also requires that the city council hold a meeting to discuss the budget and property tax levy and, before a final determination, allows public input to its final adoption in December.

1.03. The law requires a final levy be adopted after that public input and the final tax levy may not exceed the preliminary tax levy.

Section 2. Findings.

2.01. A preliminary tax levy of $38,466 for the Bassett Creek Watershed Management District for levy in 2024, collectible in 2025, will fund the city's expenses for that tax district.

Section 3. Authorization.

3.01. The preliminary tax levy of $38,466 for the Bassett Creek Watershed Management District is hereby approved.

3.02. The city clerk is hereby directed and ordered to transmit a certified copy of this resolution to the Hennepin County Director of Property Tax and Public Records.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 23, 2024.

_____

Brad Wiersum, Mayor

ATTEST:

_____

Becky Koosman, City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 23, 2024.

_____
Becky Koosman, City Clerk

CITY OF MINNETONKA
14600 Minnetonka Blvd. | Minnetonka, MN 55345 | 952-939-8200 | minnetonkamn.gov

TO: City Council

FROM: Darin Nelson, Finance Director

DATE: Sept. 23, 2024

SUBJECT: Item 14C

ITEM 14C - Items relating to the 2024 preliminary tax levies and the 2025 preliminary budget

Staff received additional public comments after the publication of the staff report. See attached documents.

Darin Nelson

From: Kelsey Engelen on behalf of Public Comment
Sent: Monday, September 23, 2024 11:11 AM
To: Darin Nelson
Subject: FW: 2025 Budget Levy

Hi Darin,

Below is an email from the Public Comment inbox regarding the budget agenda item.

Thank you,

Kelsey Larson (Engelen) | She/Her
Senior Election Specialist
City of Minnetonka | minnetonkamn.gov

14600 Minnetonka Blvd. | Minnetonka, MN 55345
Office: 952-939-8218

From: Mike Funk <mfunk@minnetonkamn.gov>
Sent: Sunday, September 22, 2024 9:22 AM
To: Public Comment <publiccomment@minnetonkamn.gov>
Subject: FW: 2025 Budget Levy

For the packet addenda.

Mike Funk |He, Him, His
City Manager
City of Minnetonka | mfunk@minnetonkamn.gov

14600 Minnetonka Blvd. | Minnetonka, MN 55345
Direct: 952-939-8209 | Main: 952-939-8200

From: Thomas Stockert <stockertt@yahoo.com>
Sent: Saturday, September 21, 2024 4:41 PM
To: Deborah Calvert <dcalvert@minnetonkamn.gov>; Kimberly Wilburn <kwilburn@minnetonkamn.gov>; Patsy Foster-Bolton <pbolton@minnetonkamn.gov>
Cc: Paula Ramaley <pramaley@minnetonkamn.gov>; Rebecca <rebecca@ampeloscellars.com>; Kissy Coakley <kcoakley@minnetonkamn.gov>; Mike Funk <mfunk@minnetonkamn.gov>
Subject: 2025 Budget Levy

Greetings Council Members,

I was paying attention while watching a recent study session, so I emailed the mayor separately. Over the years I've generally directed the email to those who represent my (my ward member and my at-large member) and CC other council members as an FYI. If you have your own preference regarding form of email, please let me know.

On Monday, the budget is under "Other Matters" so, if I recall correctly, the public will not be able to

comment. Were it open to comment following would be my comments (will be included my comments when the issue is part of a public comment):

First off, I recently took advantage of the City Tree sale. As usual, staff brought a superior level of service. They were ready and opened a little early and we pulled into our driveway with our new trees at 8:59 am. Shout out to staff.

As council may recall, I attended the August study session covering the 2025 levy and can begrudgingly wrap my head around this year's tax increase. During the study session there was mention that, if a public safety grant came to fruition, council might consider implementing the Facility Improvement bonding in 2025, which I would not support.

I'm concerned about the city's projections for the three subsequent years ranging from 9.3 to 10.24 percent annually.

The bulk of the future increases would be the result of issuing bonds for capital improvements to the Marsh and Williston. Following the study session, I emailed city council asking why every household should pay for facilities that serve members from all over the metro area?

I asked why these costs wouldn't be built into the membership dues rather than be paid for by every homeowner over the next 30 years. Do the for-profit health clubs in our community build or improve a facility and only charge members for utilities, equipment and staff? They don't.

I received varied responses from council. One member took the position that the general fund pays for parks. Though the parks don't limit access to paying members.

I have no problem with bonding for the community center, nor do I have a problem with bonding for spaces of the Marsh that are open to everyone, not just members.

The community survey includes the following question: "Would you favor or oppose an increase in YOUR city property taxes if it were needed to maintain city services at their current level?"

It's my belief that many of those who answer to the affirmative simply haven't been paying attention. How many people do you think know that their tax increases the last four years will have averaged over 6.75% annually between 2022 and 2025?

Please don't justify a 6% increase for capital improvements to an enterprise fund and a recently acquired 1980's era health club based on the City Survey. The only question in the survey relating to new services uses a 1% benchmark.

The Recreational Facility Bonding would permanently raise the levy over 6 percent annually when fully implemented. And residents would still need to buy a membership to use the Marsh or Williston.

I would strongly recommend a robust public engagement before Council decides to proceed with the Facility Improvement Bonds.

Thank you and best regards,

Tom Stockert
5524 Dominick Drive

CAUTION: This email originated from outside of the organization. Do not click links or open unexpected attachments unless you recognize the sender and know the content is safe.

Darin Nelson

From: Darin Nelson
Sent: Thursday, August 29, 2024 9:54 AM
To: 'Brooks Lambert'
Subject: RE: Proposed Budget

Good morning Mr. Lambert,

Thank you for your question. In regards to the proposed levy, staff presented the council with a total levy increase of 9.30%. That 9.30% is broken down into a few different buckets. The first is general operations, which amounts to 4.98%. This increase is needed to maintain the current service levels into 2025. The second bucket is expanding operations related to the continued implementation of the public safety master plan, which amounts to a levy increase of 2.25%. 2025 will be the second year of a 4 year implementation plan, which mainly focuses on hiring additional police officers and firefighters to meet our increasing service needs in those areas.

The final bucket is related to additional debt service, which amounts to a 2.07% levy increase. This levy increase would be dedicated to the repayment of principal and interest for potential bonds to be issued for various community facility improvements (Community Center, The Marsh, Williston Center).

There is a fourth bucket that is dedicated to Capital. That category is not increasing for 2025 and the tax dollars in the category are mainly used for street improvements, capital equipment purchases, etc.

Adding all those buckets together equates to the proposed 9.30% levy increase. However, at the study session last week, the council expressed that they were likely not going to support issuing bonds for community facility improvements at this time. They expressed that with the on-going implementation of the public safety master, the additional tax implications of taking on another large project at this time would not be advisable. Official action on the preliminary levy will be acted upon at the September 23 council meeting.

Again thank you for the question. Let me know if you have any other questions or if I can provide further clarification.

Best Regards,
Darin Nelson

Darin Nelson | Finance Director
City of Minnetonka | minnetonkamn.gov

14600 Minnetonka Blvd. | Minnetonka, MN 55345
Office: 952-939-8253 | Cell: 612-616-1024

From: Brooks Lambert <brooksklambert@gmail.com>
Sent: Wednesday, August 28, 2024 6:36 PM
To: Darin Nelson <dnelson@minnetonkamn.gov>
Subject: Proposed Budget

Hello Mr. Nelson,

I've gone through the budget presentation. First off I believe there should be an Executive summary slide to easily digest the key requests. If I'm understanding correctly we are expecting the budget to increase by almost

9.3%. It also seems that there is a proposal to increase property taxes by 4.98%? Is my understanding correct there or am I missing something?

Any help would be appreciated.

--
Brooks Lambert

Brooksklambert@gmail.com
Cell: 651-373-9036

CAUTION: This email originated from outside of the organization. Do not click links or open unexpected attachments unless you recognize the sender and know the content is safe.

GUEST BOOK

Budget Feedback

Visitors 25	Contributors 7	CONTRIBUTIONS 7

02 September 24

DanielleW

AGREES	DISAGREES	REPLIES
0	0	0

One of my neighbors was almost hit by a car that ran a red light while she was crossin g Shady Oak Road because the City of Minnetonka removed the trail stairs between B eachside Drive and the trail that leads to Shady Oak Beach. This action cut off the neig hborhood and adjacent neighborhoods from safe and easy access to the park and trail system. People now have to cross Shady Oak Road at the busy intersection to get to th e lake which is dangerous for pedestrians and slows traffic on the busy road. Many of my neighbors, myself included, used this trail access daily. This is a huge loss for our c ommunity. Rebuilding the stairs would positively impact the health and well-being of ma ny residents for minimal cost and effort. I started a petition on Change.org that has gar nered over 160 signatures in the first two weeks. Please see the petition here: https://c hng.it/FNstYVY7dj We are asking the City of Minnetonka to add a project to the 2025 ci ty budget to rebuild these stairs and reinstate access to the trail system. Thank you for your consideration.

20 September 24

Mary mckee

AGREES	DISAGREES	REPLIES
0	0	0

In reviewing the budget, two things stood out to me, a non-financial person. One, there seems to be an overlap in responsibilities and budget $ going to Natural Resources, Fo restry, and Public Works. Two, a lot of money is being paid by residents for basic water , and other utilities that are falsely being described in budget report as being paid by th ose companies....when residents are paying. These "fees" keep going up when it seem s they should be listed under general budget. For example, in my last water bill my actu al water charge was $10.68 and "infrastructure Fee" was $76.41--the "City Franchise F ee" on my Center Point was $4.50--I pay these fees, utility company doesn't. Be more t ransparent and don't hide city expenditures?

20 September 24

Zorba

AGREES	DISAGREES	REPLIES
0	0	0

Why are city fathers trying to increase population density that only requires more servic es and expenses for the city to support? I have lived in the city for 47 years. Each year seems to bring less quality of life to our city. I vote for zero based budgeting publishing that openly before improving a budget increase.

21 September 24

MtkaRes

AGREES	DISAGREES	REPLIES
0	0	0

In a year where Hennepin County Property Tax increases are over 10%, home insuran ce rates are increasing 30% or more for many residents, and the cost of basic needs lik e food are up due to inflation, is not the time for an imposed 7.23 tax levy increase by t he City of Minnetonka, particularly if the primary benefits highlighted are serving only o ne segment of the city. For many wages are flat or incomes are restricted. 2025 propert y related hikes are already resulting in 3000+ annual increases for residents beginning in 2025. Balance the budget in another way.

GUEST BOOK

Budget Feedback

21 September 24

SMB

AGREES	DISAGREES	REPLIES
0	0	0

As a 30-year Minnetonka homeowner, I would like to see greater concern for the econo mic burden placed upon citizens with such a large increase of 7.23%. My property tax i ncreased by 17.8% from 2022 to 2023! and 4% from 2023 to 2024; far exceeding any s tate inflation rates. As a retiree, this is more and more difficult to manage and is burden some. Please show some understanding and restraint with your budget increases that triple the expected inflation rate in our economy. SMB

22 September 24

Jane

AGREES	DISAGREES	REPLIES
0	0	0

No to new taxes.

22 September 24

radiant

AGREES	DISAGREES	REPLIES
0	0	0

You need to scale this back by getting rid of wasteful spending - eliminate spending for The Marsh, DEI Commission staff and money for racist subsidized housing projects lik e Mills Church.

City Council
Agenda Item 14.D
Meeting of September 23, 2024

Title:	Cooperative Agreement between Axon Enterprise, Inc. and the Minnetonka Police Department to provide public safety video surveillance solutions with related equipment, software, and accessories
Report from:	Jason Tait, Deputy Police Chief
Submitted Through:	Scott Boerboom, Police Chief Darin Nelson, Finance Director Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Jason Tait, Deputy Police Chief

Action Requested:	Motion
Form of Action:	Contract/Agreement
Votes needed:	4 votes

Summary Statement
With Axon's Officer Safety Plan bundle, the police department can gain access to an ecosystem of connected hardware and software. The solutions included in the Officer Safety Plan bundle were designed to integrate and intentionally built to help improve day-to-day law enforcement activities. By bundling these solutions into one cost-effective package, the police department can begin leveraging all of the necessary tools to improve efficiencies across the agency and keep Minnetonka safe.

Recommended Action
Motion to approve quote #Q-597389-45526.638NB, the statement of work for the implementation of standards and records for the Minnetonka Police Department and the Sourcewell piggyback agreement, Sourcewell Contract #101223-AXN.

Strategic Profile Relatability
Safe & Healthy Community

This project is in alignment with several recommendations outlined in the police department's public safety master plan. Entering into this agreement will provide for long-term financial stability and access to several technologies that will improve operational efficiency and allow police staff to adapt to changing public safety service models.

Financial Consideration
Yes

This 10-year contract has a financial cost of **$6,298,514.72**. By entering into this contract the police

department will eliminate several existing systems, including large CIP expenditures expected over the 10-year contract period. The projected costs to be eliminated over the 10 years total **$4,069,496.00**.

(*By investing in Axon's solutions as a bundle - versus a la carte purchases Minnetonka will receive an overall savings of $3,978,002.98 throughout a 10-year contract)

Background

The department currently uses various software systems and technologies to support day-to-day operations, maintained by multiple vendors. This results in inefficiencies in data management, communication, and case handling. The existing systems require annual service agreements, which often come with unpredictable cost increases. Additionally, the department manages large capital projects for body-worn cameras, squad cameras, and Tasers. These are on a five-year replacement plan, though some body-worn cameras typically require replacement after three years due to decreased reliability. Service agreement costs for hardware tend to rise significantly in the fourth and fifth years.

The department tracks various information, including mental health calls, detective caseloads, use of force, and internal affairs investigations, using several in-house platforms. As digital data, particularly from body-worn cameras and evidence grows, the limitations of these systems become more apparent. Challenges include difficulties in data source integration and platform interoperability.

After extensive research, Axon has been identified as the ideal solution. Axon offers an integrated platform that combines body-worn cameras, squad cameras, digital evidence management, cloud storage, real-time analytics, hardware, and software solutions. This consolidation will streamline operations, reduce administrative burdens, and enhance transparency and data flow. Axon's tools ensure compliance with regulatory standards while future-proofing the department's technology needs.

Axon's Officer Safety Plan allows the department to bundle various software systems and hardware under a single ten-year agreement. Currently, the department spends approximately $286,000 annually on various systems and has allocated $500,000 in the CIP for body-worn and squad cameras, and $168,000 for Tasers. Approval of the Axon bundle would eliminate these costs, which would be redirected to cover the annual cost of the Axon solution. However, in the first year, the current records management system will need to be maintained until the Axon system is fully operational.

It is anticipated that the Axon records management system will reduce the time officers spend on report completion, allowing them to focus on other duties. Staff will assess the efficiencies gained and explore staffing adjustments as outlined in the Public Safety Master Plan. These considerations will be discussed annually during the public safety council study session.

ATTACHMENTS:

Partnership Summary
Axon Cost Comparison Table
Quote
Agreement
Statement of work

10-YEAR PARTNERSHIP SUMMARY

OSP10 PREMIUM

FLEET 3

REDORDS AND STANDARDS

FUSUS

FOR

MINNETONKA POLICE DEPARTMENT, MN

Prepared By: Nick Butier, Account Executive - Minnesota

Email: nbutier@axon.com

Phone: 480-845-0140

17800 North 85th Street

Scottsdale, AZ 85255

AXON

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DETAILED SOLUTION OVERVIEW..... **ERROR! BOOKMARK NOT DEFINED.**

DEDICATION TO CUSTOMER SUCCESS..... 11

EXECUTIVE OVERVIEW

With Axon's Officer Safety Plan bundle, Minnetonka can gain access to an ecosystem of connected hardware and software. The solutions included in the Officer Safety Plan bundle were designed to integrate with one another and intentionally built to help improve upon day-to-day law enforcement activities. By bundling these solutions into one cost-effective package, Minnetonka can begin leveraging all of the necessary tools to improve efficiencies across the agency and keep Minnetonka safe!

By investing in Axon's solutions as a bundle—versus a la carte purchases Minnetonka will receive an overall savings of $**3,978,002.98** throughout a 10 - year contract.

(Typacally I include links to master service agreement here. I can link sourcewell partnership if you plan on emailing or put your sourcewell #s here)

If you have any questions regarding our solutions or pricing, please contact:

POINT OF CONTACT

Nick Butier

Account Executive

480-845-0140

nbutier@axon.com

Please note that to sign a deal with Axon Enterprise, Inc., all accounts must be current, and any outstanding invoices must be paid.

We look forward to working with <<Client Name>> to help bolster your current workflows by joining our technology—designed specifically for law enforcement—with your personnel.

COST OVERVIEW

CONTRACT LENGTH AND REFRESHES	
Program Length	10 Years
BILLING SCHEDULE	
2025	$426,612.34
2026	$786,995.67
2027	$786,995.65
2028	$786,462.38
2029	$786,462.38
2030	$544,997.26
2031	$544,997.26
2032	$544,997.26
2033	$544,997.26
2034	$544,997.26
SAVINGS OVERVIEW	
Estimated Savings per Year	$397,800.30
Total Savings Offered	$3,978,002.98
TOTAL	
Total Program Cost	$6,298,514.72

STORAGE OVERVIEW

With the collection of Minnetona's digital evidence on the rise, having access to a highly scalable cloud-storage solution capable of housing both Axon and non-Axon data is of the utmost importance. Especially when you need a reliable storage array to quickly access, manage, and share your data. With our proposed solution, Axon is offering Minnetonka the following storage amounts to ensure your data is available all from one place.

AVAILABLE STORAGE BREAKDOWN	
LICENSE TIER	STORAGE AMOUNT
Axon Device Data Storage	Unlimited
Axon Evidence Storage	Unlimited
Third-Party Storage	Unlimited

MINNETONKA PUBLIC SAFETY INITIATIVES

Minnetonka PD, MN

I. **Community-Integrated Public Safety**

a. Reinforce the connection between the community and public safety services, ensuring that the police department operates as an integral part of the community they serve.

b. Actively collaborate with residents through outreach programs and public safety events, fostering mutual trust and confidence in public safety efforts.

c. Uphold the highest standards of professionalism, inclusivity, and transparency in all public safety operations, ensuring that all community members feel supported and protected.

II. **Modern and Inclusive Policing Practices**

a. Implement policing practices that emphasize fairness, dignity, and respect for all, ensuring that every resident has a voice and is treated equitably.

b. Establish clear policies and procedures that guide public safety staff in providing transparent and accountable services, reinforcing community trust.

c. Utilize modern technology and communication tools to enhance transparency, efficiency, and community engagement in public safety operations.

III. **Strategic Investment in Public Safety Resources**

a. Prioritize ongoing training and professional development for public safety staff, ensuring they are well-equipped to handle current and future challenges.

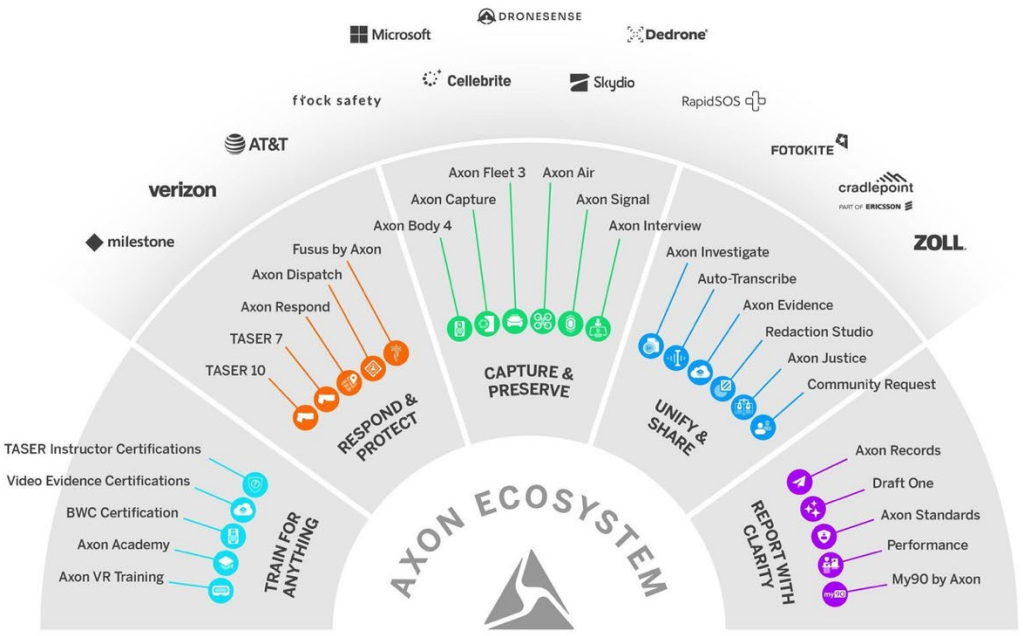
b. Focus on proactive strategies that prevent crime and improve the overall quality of life in Minnetonka through community partnerships and engagement.

c. Emphasize the importance of the health, safety, and well-being of public safety personnel, recognizing that their well-being is crucial to maintaining effective and responsive services for the community.

ECOSYSTEM

Axon Ecosystem: The **Axon Ecosystem** is an integrated suite of technologies designed to enhance public safety. It connects various hardware and software products to streamline evidence collection, management, and analysis while promoting transparency, accountability, and officer safety.

The Axon Ecosystem is designed to create a seamless workflow for law enforcement, from the moment an incident occurs to its resolution in court. When an officer responds to a call, their actions and interactions are captured by various Axon devices. All this data is automatically uploaded to the Evidence management system, where it is stored, organized, and made accessible for further analysis, case management, and sharing with legal stakeholders. The ecosystem is built on the principles of transparency, accountability, and efficiency, with the goal of improving public safety outcomes and building trust between law enforcement and the communities they serve.



CONTRACT

Proposed Axon Contract:

Product	Description/Benefits	Axon Ecosystem: How it connects
TASER 10	Has a maximum range of 45 ft (compared to 20 ft with the X26P) and 10 individually targeted probes (vs 2 with the X26P). These new capabilities significantly increase accuracy and effectiveness, decreasing the likelihood of escalation to lethal force. It increases officer and public safety by allowing for greater distance between officers and suspects during confrontations, which aligns with the department's commitment to professionalism and safety. Includes automatic BWC activation through signal Bluetooth technology. Note: Using out-of-date weapons increases the likelihood of force escalation and opens the department and city up to increased liability exposure.	TASER devices are integrated with Axon's software ecosystem, where deployment data (such as when and where the TASER was fired) can be automatically recorded and stored in Axon Evidence.
Virtual Reality (VR) Training	VR Training provides immersive, scenario-based training experiences for law enforcement officers, allowing them to practice de-escalation techniques and respond to high-stress situations in a controlled environment. This helps officers build muscle memory and emotional resilience, promoting both community safety and officer well-being.	VR Training integrates with Axon Evidence (formerly Evidence.com), where training sessions can be recorded, reviewed, and analyzed to improve future training programs. This connection ensures continuous improvement and consistency across training efforts.
Body Camera (With Live Streaming Capabilities)	Promote transparency by recording interactions between officers and the public, building trust and legitimacy within the community. Provides reliable, real-time documentation of events, aiding in accurate report writing, investigations, and courtroom presentations, thus supporting the department's goal of organizational excellence. BWCs can be used for training	Footage from these cameras is automatically uploaded to Axon Evidence when the camera is docked or via Wi-Fi in the field. This footage can be tagged, searched, and shared securely within the ecosystem.

	purposes, allowing for the review of real-world encounters to improve officer performance and community interactions.	
Signal Sidearm (Auto Activation)	Automatically activates BWCs when an officer draws their firearm, alleviating concerns around officers manually activating their cameras during critical moments. Enhances officer safety by providing immediate video evidence in high-stress situations and supports the department's philosophy of transparency and public trust by ensuring that the most critical moments in policing are recorded and preserved.	Signal Sidearm integrates directly with Axon Body cameras and the broader Axon ecosystem, ensuring that footage is automatically recorded and uploaded to Axon Evidence. This integration ensures that all relevant video evidence is captured and managed within the Axon ecosystem, enhancing the overall reliability and comprehensiveness of incident documentation.
Records	A reimagined records management system that supports accurate and efficient crime data reporting. This system aids in delivering timely and accurate justice, reducing administrative burdens, and fostering trust between law enforcement and the community	Records integrates with Axon Evidence, allowing officers to attach digital evidence directly to reports. It also connects with Axon Dispatch and other systems to streamline report writing and case management.
Standards	Streamlines report-writing for high-risk officer-involved events, such as use-of-force incidents, which helps maintain high standards of conduct among officers and is essential for accountability and public trust.	Integrates with Records and Axon Evidence to ensure that all actions taken by officers are documented and aligned with established policies. This promotes consistency and integrity across the board.
Evidence Management Software	Axon Evidence is the central platform for managing and storing digital evidence collected from various Axon products, such as body-worn cameras, TASER devices, and in-car cameras. It provides a secure and accessible way to organize and share evidence, supporting the legal process and enhancing community trust.	As the hub of the Axon ecosystem, Axon Evidence connects with all other Axon products, enabling seamless data flow and integration. This centralized system ensures that all evidence is easily accessible, properly managed, and secure. It also includes tools for redaction, case management, and secure sharing with prosecutors or other stakeholders.
Performance	Helps supervisors ensure teams are operating within agency guidelines and	Axon Performance aggregates data from TASERs, body cameras,

	policies through access to key body-worn camera metrics (i.e. activation rate vs. calls for service and other critical system data). Also provides detailed usage metrics for TASER 10 devices.	and other connected devices to monitor officer actions, providing analytics and insights that can be used for training and performance reviews.
Community Request	Community Request is a platform that allows the public to submit video evidence, tips, or other information directly to law enforcement agencies. This fosters community involvement in public safety and strengthens the partnership between citizens and police.	Integrates with Axon Evidence, enabling easy submission, storage, and management of community-provided data. This connection ensures that all relevant information is captured and accessible within the broader evidence management system.
Redaction Assistant	Speeds up the process of preparing video evidence for public release by automating the redaction of sensitive information, ensuring compliance with privacy laws while maintaining transparency. Frees up valuable time for officers and administrative staff, allowing them to focus on core duties such as community engagement and crime prevention.	Seamlessly integrates into Axon Evidence, allowing users to quickly redact and manage video content without leaving the platform. This integration streamlines the process of preparing video evidence for release or courtroom use, ensuring that all redacted videos remain securely within the Axon ecosystem for consistent handling and storage.
Auto Tagging	Automating and organizing digital evidence through data from dispatchers, ensuring critical incidents are easily identified and reviewed, improving the department's ability to respond to public inquiries and legal requests efficiently. This supports the department's commitment to transparency and accountability by making it easier to manage and share video evidence.	Works within the Axon ecosystem by automatically populating tags in Axon Evidence, ensuring that all evidence is consistently organized and easily searchable. This feature enhances the ecosystem’s overall efficiency by reducing manual input and enabling quicker access to relevant data across all Axon platforms.
Channel Services	Channel Services provides dedicated support and consulting services to law enforcement agencies, helping them implement and optimize their use of Axon products. This ensures that agencies can effectively use	An essential part of the ecosystem, offering ongoing support to ensure that all products are fully integrated and functioning optimally. This service helps agencies make the

	technology to enhance public safety and officer performance.	most of the interconnected tools within the Axon suite.
Unlimited 3rd Party Storage	Allows law enforcement agencies to store an unlimited amount of digital evidence from non-Axon sources, such as surveillance cameras, smartphones, or other third-party devices. This capability ensures that all critical evidence, regardless of its origin, is securely stored and accessible for investigations, helping to build stronger cases and maintain public trust.	Integrates with Axon Evidence, providing a centralized location for managing all evidence, including that from third-party sources. This integration ensures that all data, regardless of its source, is seamlessly incorporated into the Axon ecosystem, making it easier to manage, analyze, and share evidence across departments.
3rd Party Video Playback	Enables law enforcement agencies to view and analyze video footage from non-Axon cameras directly within the Axon Evidence platform. This feature eliminates the need for separate systems and software, making it easier for officers to review crucial evidence from various sources, thereby enhancing investigative efficiency and case outcomes.	Fully integrated into Axon Evidence, allowing seamless playback and management of video from any source. This integration ensures that all video evidence, whether from Axon or third-party devices, is easily accessible and can be reviewed in conjunction with other data within the Axon ecosystem, streamlining the investigative process.
Investigate Pro	A comprehensive investigative tool that helps law enforcement agencies manage complex cases by streamlining workflows, connecting data points, and providing advanced analytics. It enhances the efficiency and effectiveness of investigations, leading to quicker resolutions and stronger cases, which ultimately improves public safety and trust.	Investigate Pro integrates with Axon Evidence, allowing investigators to access and analyze all relevant data, including video footage, reports, and digital evidence, within a unified platform. This seamless integration ensures that all investigative efforts are well-coordinated and data-driven.
My 90	My90 is a feedback tool that gathers anonymous community input on police interactions, providing valuable insights into public sentiment and areas for improvement. It helps agencies understand community needs and fosters a culture of transparency and accountability.	My90 data can be analyzed in conjunction with Axon Evidence to provide a comprehensive view of both quantitative and qualitative metrics. This integration helps agencies align their strategies with community expectations.

FUSUS	FUSUS is a real-time crime center platform that integrates video feeds from public and private sources, providing law enforcement with enhanced situational awareness during incidents. This capability aids in quicker, more informed decision-making, improving public and officer safety.	FUSUS integrates with Axon Respond, providing real-time video feeds that can be monitored alongside other Axon data streams. This connection enhances the ability of law enforcement to respond swiftly and effectively to emerging situations.
DroneSense	DroneSense offers a comprehensive drone management platform that allows agencies to deploy and control drones for various public safety missions. Drones provide a unique vantage point for surveillance, search and rescue, and disaster response, enhancing operational efficiency and safety.	DroneSense integrates with Axon Evidence, allowing video and data captured by drones to be securely stored and managed within the existing evidence management system. This ensures that aerial footage is readily accessible and can be used effectively in investigations.

Key Advantages When Neighboring Departments Also Use Axon Products:

- When neighboring departments use the same ecosystem, sharing critical information, such as body camera footage, incident reports, and digital evidence, becomes effortless. This interoperability improves collaboration during multi-jurisdictional investigations.
- Departments can manage assets, data, and communications more effectively across jurisdictional lines, reducing redundancy and ensuring that resources are utilized optimally.
- A standardized system allows different departments to coordinate better during joint operations, leading to a more efficient and unified response to emergencies.
- The public benefits from a consistent and standardized approach to law enforcement across different areas. This consistency can build greater trust in law enforcement agencies and their use of technology to ensure transparency and accountability.
- With neighboring departments using the same system, information is more readily available, enabling faster resolutions to incidents that cross jurisdictional boundaries.
- Departments using the same system can support each other with technical issues, best practices, and operational insights, leading to more effective problem-solving.

Note: Neighboring departments using Axon include Hennepin County Sheriff's Office, St. louis Park Police Department, and soon the Eden prairie Police Department.

DEDICATION TO CUSTOMER SUCCESS

Once a solution is delivered, most agencies are left asking, what's next? Axon has you covered. We are committed to providing Minnetonka with post-sales and post-deployment support. Whether that be troubleshooting assistance, technical support, additional training, consulting advice, or help with exchanging and returning equipment, our dedicated team is here for you. Through regular communication, our knowledgeable staff can offer Minnetonka the support you should expect from a service provider. This support includes access to:

- 24/7 CUSTOMER SUPPORT – Axon's full customer support division is available via live phone support, 24 hours a day, seven days a week.
- PROFESSIONAL SERVICES – Experienced and skilled personnel who are involved in the implementation, development, deployment, management, and support of your Axon program
- SALES ENGINEERS (SE) – SEs own the technical aspects of the sales process and have a technical mindset that allows them to understand complex systems and solve intricate challenges involving hardware, software, and network issues
- CUSTOMER SUCCESS MANAGERS – Sean Siegert – Ssiegert@axon.com– Dedicated Axon personnel assigned per agency who communicate important operating system/firmware and hardware updates, identify day-to-day bugs, and address general issues, as well as fulfill hardware refreshes and deployment of new equipment, conduct quarterly business reviews with customers, and identify important customer feature requests
- ECOMMERCE – Axon's online store available to clients for an expedited purchasing experience on smaller orders
- CONSULTANTS – Part-time expert consultants, made up of retired law enforcement leaders, who deliver service on smaller projects and serve as additional resources on large projects
- AXON WEEK – Axon's user conference brings members of the law enforcement community, technology leaders, and prosecutors together to learn how agencies can make policing more effective and efficient with Axon products
- ACCOUNT MANAGEMENT HELP – Available assistance when issues arise with an agency's account
- LEARNING AND DEVELOPMENT – Ongoing training courses that cover and promote proper software and hardware use and compliance

Our goal is to provide Minnetonka with the necessary assistance to help make the most of the solutions you count on every day. With a network of resources dedicated to and designed to meet the needs of law enforcement, Axon is here to help.

CAPTURE TRUTH

ACCELERATE JUSTICE

PROTECT LIFE

AXON

CONTRACT LENGTH AND REFRESHES			
Program Length	10 Axon Contract Price	Costs Eliminated	Total Cost
BILLING SCHEDULE			
2025	$426,612.34	$103,534.10	$323,078.24
2026	$786,995.67	$286,849.1	$500,146.57
2027	$786,995.65	$1,011,849.1 (CIP Hardware + Software)	$-224,853.45
2028	$786,462.38	$270,429.1	$516,033.28
2029	$786,462.38	$270,429.1	$516,033.28
2030	$544,997.26	$270,429.1	$516,033.28
2031	$544,997.26	$286,849.1	$268,148.16
2032	$544,997.26	$286,849.1	$268,148.16
2033	$544,997.26	$286,849.1	$268,148.16
2034	$544,997.26	$995,429.1 (CIP Hardware + Software)	$-450,431.84
SAVINGS OVERVIEW			
Estimated Savings per Year	$397,800.30		
Total Savings Offered	$3,978,002.98		
TOTAL			
Total Program Cost	$6,298,514.72	-$4,069,496	2,229,018.72

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-597389-45526.638NB

Issued: 08/22/2024

Quote Expiration: 09/27/2024

Estimated Contract Start Date: 02/01/2025

Account Number: 157831

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Minnetonka Police Department - MN 14600 Minnetonka Blvd Minnetonka, MN 55345-1502 USA	Minnetonka Police Department - MN 14600 Minnetonka Blvd Minnetonka MN 55345-1502 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Nick Butier Phone: Email: nbutier@axon.com Fax:	Jason Tait Phone: Email: Fax:

Quote Summary

Program Length	120 Months
TOTAL COST	$6,298,514.72
ESTIMATED TOTAL W/ TAX	$6,298,514.72

Discount Summary

Average Savings Per Year	$397,800.30
TOTAL SAVINGS	$3,978,002.98

Payment Summary

Date	Subtotal	Tax	Total
Jan 2025	$426,612.34	$0.00	$426,612.34
Jan 2026	$545,530.53	$0.00	$545,530.53
Jul 2026	$241,465.14	$0.00	$241,465.14
Jan 2027	$545,530.53	$0.00	$545,530.53
Jul 2027	$241,465.12	$0.00	$241,465.12
Jan 2028	$544,997.26	$0.00	$544,997.26
Jul 2028	$241,465.12	$0.00	$241,465.12
Jan 2029	$544,997.26	$0.00	$544,997.26
Jul 2029	$241,465.12	$0.00	$241,465.12
Jan 2030	$544,997.26	$0.00	$544,997.26
Jan 2031	$544,997.26	$0.00	$544,997.26
Jan 2032	$544,997.26	$0.00	$544,997.26
Jan 2033	$544,997.26	$0.00	$544,997.26
Jan 2034	$544,997.26	$0.00	$544,997.26
Total	**$6,298,514.72**	**$0.00**	**$6,298,514.72**

Quote Unbundled Price:	**$10,276,517.70**
Quote List Price:	**$7,228,133.70**
Quote Subtotal:	**$6,298,514.72**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	120	$283.34	$283.34	$240.87	$28,904.08	$0.00	$28,904.08
M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	120	$729.21	$390.20	$288.75	$2,425,500.00	$0.00	$2,425,500.00
Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	120	$275.14	$248.53	$202.82	$681,475.20	$0.00	$681,475.20
M00018	BUNDLE - FUSUS ENTERPRISE	1	120	$15,935.05	$15,007.63	$9,893.73	$1,187,247.60	$0.00	$1,187,247.60
A la Carte Hardware									
H00002	AB4 Multi Bay Dock Bundle	9			$1,638.90	$1,393.23	$12,539.07	$0.00	$12,539.07
R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	120		$3,363.00	$23.82	$80,035.20	$0.00	$80,035.20
H00001	AB4 Camera Bundle	70			$849.00	$721.73	$50,521.10	$0.00	$50,521.10
A la Carte Software									
100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	120		$25.00	$21.25	$2,550.30	$0.00	$2,550.30
100586	AXON AIR - API INTEGRATIONS ADD-ON	1	120		$41.67	$35.42	$4,250.84	$0.00	$4,250.84
100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	120		$50.00	$42.51	$5,100.60	$0.00	$5,100.60
100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	60		$33.85	$28.78	$17,265.50	$0.00	$17,265.50
73638	AXON STANDARDS - LICENSE	20	120		$12.12	$10.30	$24,727.80	$0.00	$24,727.80
73681	AXON RECORDS	20	120		$47.25	$40.17	$96,401.40	$0.00	$96,401.40
101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	120		$78.76	$68.26	$573,395.20	$0.00	$573,395.20
ProLicense	Pro License Bundle	10	120		$48.47	$40.82	$48,986.20	$0.00	$48,986.20
A la Carte Services									
100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1			$1,500.00	$1,275.15	$1,275.15	$0.00	$1,275.15
85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1			$6,786.00	$5,768.78	$5,768.78	$0.00	$5,768.78
101267	AXON VR - PSO - FULL INSTALLATION	1			$12,000.00	$10,201.20	$10,201.20	$0.00	$10,201.20
73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1			$30,000.00	$25,503.00	$25,503.00	$0.00	$25,503.00
85055	AXON BODY - PSO - FULL SERVICE	1			$40,000.00	$34,004.00	$34,004.00	$0.00	$34,004.00
80190	AXON EVIDENCE - CHANNEL SERVICES	1			$50,000.00	$42,505.00	$42,505.00	$0.00	$42,505.00
101161	AXON - REGIONAL SWS TECHNICAL ACCOUNT MANAGER	1	12		$6,250.00	$5,313.13	$63,757.50	$0.00	$63,757.50
85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1			$300.00	$876,600.00	$876,600.00	$0.00	$876,600.00
Total							**$6,298,514.72**	**$0.00**	**$6,298,514.72**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK	2	1	01/01/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
		RAPIDLOCK			
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	70	1	01/01/2025
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	77	1	01/01/2025
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	9	1	01/01/2025
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	9	1	01/01/2025
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	9	1	01/01/2025
BUNDLE - FUSUS ENTERPRISE	101386	AXON RESPOND - FUSUSCORE - PRO 2.0 4TB HDD STORAGE	20	1	01/01/2025
BUNDLE - FUSUS ENTERPRISE	101389	AXON RESPOND - FUSUSCORE - PRO AI 8TB HDD STORAGE	2	1	01/01/2025
BUNDLE - FUSUS ENTERPRISE	101390	AXON RESPOND - FUSUSCORE - ELITE 2.0 44TB HDD STORAGE	2	1	01/01/2025
BUNDLE - FUSUS ENTERPRISE	101391	AXON RESPOND - FUSUSCORE - ELITE AI 2.0 44TB HDD STORAGE	4	1	01/01/2025
BUNDLE - FUSUS ENTERPRISE	101408	AXON RESPOND - FUSUSCORE - CAD	1	1	01/01/2025
BUNDLE - FUSUS ENTERPRISE	101409	AXON RESPOND - FUSUSCORE - LISTEN	1	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100126	AXON VR - TACTICAL BAG	3	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	70	2	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	2	2	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	70	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	2	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100396	AXON TASER 10 - MAGAZINE - INERT RED	30	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100399	AXON TASER 10 - CARTRIDGE - LIVE	1400	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100400	AXON TASER 10 - CARTRIDGE - HALT	420	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100401	AXON TASER 10 - CARTRIDGE - INERT	300	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	70	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100681	AXON SIGNAL - SIDEARM SENSOR ONLY	70	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100748	AXON VR - CONTROLLER - TASER 10	3	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100832	AXON VR - CONTROLLER - HANDGUN VR19H	3	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101122	AXON VR - HOLSTER - T10 SAFARILAND GREY - RH	3	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101294	AXON VR - TABLET	3	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101300	AXON VR - TABLET CASE	3	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101386	AXON RESPOND - FUSUSCORE - PRO 2.0 4TB HDD STORAGE	20	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101389	AXON RESPOND - FUSUSCORE - PRO AI 8TB HDD STORAGE	2	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101390	AXON RESPOND - FUSUSCORE - ELITE 2.0 44TB HDD STORAGE	2	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101391	AXON RESPOND - FUSUSCORE - ELITE AI 2.0 44TB HDD STORAGE	4	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101408	AXON RESPOND - FUSUSCORE - CAD	1	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101409	AXON RESPOND - FUSUSCORE - LISTEN	1	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20018	AXON TASER - BATTERY PACK - TACTICAL	70	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20018	AXON TASER - BATTERY PACK - TACTICAL	2	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20018	AXON TASER - BATTERY PACK - TACTICAL	12	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20378	AXON VR - HEADSET - HTC FOCUS 3	3	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	71044	AXON SIGNAL - BATTERY - CR2430 SINGLE PACK	140	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75	1	1	01/01/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
		IN			
CRADLEPOINT R1900 SINGLE MODEM KIT	100145	AXON FLEET - AIRGAIN ANT - 7-IN-1 WH 4LTE/5G 2WIFI 1GNSS	28	1	01/01/2025
CRADLEPOINT R1900 SINGLE MODEM KIT	100146	AXON FLEET - CRADLEPOINT R1900-5GB-GA+5YR NETCLOUD	28	1	01/01/2025
Fleet 3 Advanced 10 Year	70112	AXON SIGNAL - SIGNAL UNIT	28	1	01/01/2025
Fleet 3 Advanced 10 Year	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	28	1	01/01/2025
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100399	AXON TASER 10 - CARTRIDGE - LIVE	210	1	01/01/2026
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100400	AXON TASER 10 - CARTRIDGE - HALT	560	1	01/01/2026
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100399	AXON TASER 10 - CARTRIDGE - LIVE	210	1	01/01/2027
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100400	AXON TASER 10 - CARTRIDGE - HALT	560	1	01/01/2027
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100210	AXON VR - TAP REFRESH 1 - TABLET	3	1	07/01/2027
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101009	AXON VR - TAP REFRESH 1 - SIDEARM CONTROLLER	3	1	07/01/2027
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	3	1	07/01/2027
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20373	AXON VR - TAP REFRESH 1 - HEADSET	3	1	07/01/2027
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73309	AXON BODY - TAP REFRESH 1 - CAMERA	72	1	07/01/2027
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	9	1	07/01/2027
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100399	AXON TASER 10 - CARTRIDGE - LIVE	210	1	01/01/2028
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100400	AXON TASER 10 - CARTRIDGE - HALT	560	1	01/01/2028
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100399	AXON TASER 10 - CARTRIDGE - LIVE	210	1	01/01/2029
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100400	AXON TASER 10 - CARTRIDGE - HALT	560	1	01/01/2029
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100211	AXON VR - TAP REFRESH 2 - TABLET	3	1	01/01/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101010	AXON VR - TAP REFRESH 2 - SIDEARM CONTROLLER	3	1	01/01/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101013	AXON VR - TAP REFRESH 2 - CONTROLLER	3	1	01/01/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20374	AXON VR - TAP REFRESH 2 - HEADSET	3	1	01/01/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73310	AXON BODY - TAP REFRESH 2 - CAMERA	72	1	01/01/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	9	1	01/01/2030
Fleet 3 Advanced 10 Year	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	28	1	01/01/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20242	AXON TASER - CERTIFICATION PROGRAM YEAR 6-10 HARDWARE	70	1	07/01/2030
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100212	AXON VR - TAP REFRESH 3 - TABLET	3	1	07/01/2032
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101011	AXON VR - TAP REFRESH 3 - SIDEARM CONTROLLER	3	1	07/01/2032
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101014	AXON VR - TAP REFRESH 3 - CONTROLLER	3	1	07/01/2032
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20375	AXON VR - TAP REFRESH 3 - HEADSET	3	1	07/01/2032
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73345	AXON BODY - TAP REFRESH 3 - CAMERA	72	1	07/01/2032
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73347	AXON BODY - TAP REFRESH 3 - DOCK MULTI BAY	9	1	07/01/2032
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73346	AXON BODY - TAP REFRESH 4 - CAMERA	72	1	01/01/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73348	AXON BODY - TAP REFRESH 4 - DOCK MULTI BAY	9	1	01/01/2035
Fleet 3 Advanced 10 Year	100092	AXON FLEET - TAP REFRESH 2 - 2 CAMERA KIT	28	1	01/01/2035

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
AXON AIR, CLASS 2 UAS BUNDLE	100580	AXON AIR - UAS LICENSE - CLASS 2	1	02/01/2025	01/31/2035
AXON AIR, CLASS 2 UAS BUNDLE	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	02/01/2025	01/31/2035
AXON AIR, CLASS 2 UAS BUNDLE	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	02/01/2025	01/31/2035
BUNDLE - FUSUS ENTERPRISE	101358	AXON RESPOND - FUSUSONE - ENTERPRISE LEVEL SAAS	1	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100590	AXON MY90 - LICENSE	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100801	AXON RECORDS - OSP LICENSE	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101180	AXON TASER - DATA SCIENCE PROGRAM	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101358	AXON RESPOND - FUSUSONE - ENTERPRISE LEVEL SAAS	1	02/01/2025	01/31/2035

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20248	AXON TASER - EVIDENCE.COM LICENSE	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20248	AXON TASER - EVIDENCE.COM LICENSE	1	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	20370	AXON VR - FULL ACCESS - TASER ADD-ON USER	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73618	AXON COMMUNITY REQUEST	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73638	AXON STANDARDS - LICENSE	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73680	AXON RESPOND PLUS - LICENSE	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73682	AXON EVIDENCE - AUTO TAGGING LICENSE	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73739	AXON PERFORMANCE - LICENSE	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	73746	AXON EVIDENCE - ECOM LICENSE - PRO	70	02/01/2025	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	85760	AXON AUTO-TRANSCRIBE - UNLIMITED SERVICE	70	02/01/2025	01/31/2035
Fleet 3 Advanced 10 Year	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	28	02/01/2025	01/31/2035
Fleet 3 Advanced 10 Year	80401	AXON FLEET 3 - ALPR LICENSE - 1 CAMERA	28	02/01/2025	01/31/2035
Fleet 3 Advanced 10 Year	80402	AXON RESPOND - LICENSE - FLEET 3	28	02/01/2025	01/31/2035
Fleet 3 Advanced 10 Year	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	56	02/01/2025	01/31/2035
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	30	02/01/2025	01/31/2035
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	10	02/01/2025	01/31/2035
A la Carte	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	02/01/2025	01/31/2035
A la Carte	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	02/01/2025	01/31/2035
A la Carte	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	02/01/2025	01/31/2035
A la Carte	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	02/01/2025	01/31/2035
A la Carte	73638	AXON STANDARDS - LICENSE	20	02/01/2025	01/31/2035
A la Carte	73681	AXON RECORDS	20	02/01/2025	01/31/2035
A la Carte	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	07/15/2026	07/14/2031

Services

Bundle	Item	Description	QTY
BUNDLE - FUSUS ENTERPRISE	101421	AXON RESPOND - FUSUS SOFTWARE IMPLEMENTATION	2
BUNDLE - FUSUS ENTERPRISE	101422	AXON RESPOND - FUSUS HARDWARE DEPLOYMENT	13
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100105	AXON MY90 - PSO - SETUP	1
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	70
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101184	AXON INVESTIGATE - TRAINING - OPERATOR AND EXAMINER	5
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101193	AXON TASER - ON DEMAND CERTIFICATION	1
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101421	AXON RESPOND - FUSUS SOFTWARE IMPLEMENTATION	2
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101422	AXON RESPOND - FUSUS HARDWARE DEPLOYMENT	13
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	11642	AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT	70
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80190	AXON EVIDENCE - CHANNEL SERVICES	1
CRADLEPOINT R1900 SINGLE MODEM KIT	100738	AXON FLEET 3 - SIM INSERTION - VZW 4FF	28
Fleet 3 Advanced 10 Year	73391	AXON FLEET 3 - DEPLOYMENT PER VEHICLE - NOT OVERSIZED	28
Fleet 3 Advanced 10 Year	73392	AXON FLEET 3 - INSTALLATION - UPGRADE (PER VEHICLE)	28
A la Carte	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1
A la Carte	101161	AXON - REGIONAL SWS TECHNICAL ACCOUNT MANAGER	1
A la Carte	101267	AXON VR - PSO - FULL INSTALLATION	1
A la Carte	73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1
A la Carte	80190	AXON EVIDENCE - CHANNEL SERVICES	1
A la Carte	85055	AXON BODY - PSO - FULL SERVICE	1
A la Carte	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1
A la Carte	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - FUSUS ENTERPRISE	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	2	01/01/2026	01/31/2035
BUNDLE - FUSUS ENTERPRISE	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	2	01/01/2026	01/31/2035
BUNDLE - FUSUS ENTERPRISE	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	1	01/01/2026	01/31/2035
BUNDLE - FUSUS ENTERPRISE	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	1	01/01/2026	01/31/2035
BUNDLE - FUSUS ENTERPRISE	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	4	01/01/2026	01/31/2035
BUNDLE - FUSUS ENTERPRISE	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	20	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100197	AXON VR - EXT WARRANTY - HTC FOCUS 3 HEADSET	3	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100213	AXON VR - EXT WARRANTY - TABLET	3	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	70	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	2	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101007	AXON VR - EXT WARRANTY - CONTROLLER	3	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101008	AXON VR - EXT WARRANTY - HANDGUN CONTROLLER	3	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	4	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	1	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	1	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	20	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	2	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	101424	AXON RESPOND - FUSUSCORE - EXTENDED WARRANTY	2	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	70	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	12	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	2	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80464	AXON BODY - TAP WARRANTY - CAMERA	70	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80464	AXON BODY - TAP WARRANTY - CAMERA	2	01/01/2026	01/31/2035
BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	9	01/01/2026	01/31/2035
Fleet 3 Advanced 10 Year	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	28	01/01/2026	01/31/2035
Fleet 3 Advanced 10 Year	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	28	01/01/2026	01/31/2035

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	14600 Minnetonka Blvd	Minnetonka	MN	55345-1502	USA
2	14600 Minnetonka Blvd	Minnetonka	MN	55345-1502	USA

Payment Details

Jan 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	$1,381.24	$0.00	$1,381.24
Annual Payment 1	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	$408.05	$0.00	$408.05
Annual Payment 1	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	$204.02	$0.00	$204.02
Annual Payment 1	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	$340.07	$0.00	$340.07
Annual Payment 1	73638	AXON STANDARDS - LICENSE	20	$1,978.22	$0.00	$1,978.22
Annual Payment 1	73681	AXON RECORDS	20	$7,712.11	$0.00	$7,712.11
Annual Payment 1	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	$2,312.33	$0.00	$2,312.33
Annual Payment 1	Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	$54,518.01	$0.00	$54,518.01
Annual Payment 1	H00001	AB4 Camera Bundle	70	$4,041.69	$0.00	$4,041.69
Annual Payment 1	H00002	AB4 Multi Bay Dock Bundle	9	$1,003.13	$0.00	$1,003.13
Annual Payment 1	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$194,040.03	$0.00	$194,040.03
Annual Payment 1	M00018	BUNDLE - FUSUS ENTERPRISE	1	$94,979.78	$0.00	$94,979.78
Annual Payment 1	ProLicense	Pro License Bundle	10	$3,918.90	$0.00	$3,918.90
Annual Payment 1	R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	$6,402.81	$0.00	$6,402.81
Year 1	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	$102.01	$0.00	$102.01
Year 1	101267	AXON VR - PSO - FULL INSTALLATION	1	$816.10	$0.00	$816.10
Year 1	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	$45,871.62	$0.00	$45,871.62
Year 1	80190	AXON EVIDENCE - CHANNEL SERVICES	1	$3,400.40	$0.00	$3,400.40
Year 1	85055	AXON BODY - PSO - FULL SERVICE	1	$2,720.32	$0.00	$2,720.32
Year 1	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$461.50	$0.00	$461.50
Total				**$426,612.34**	**$0.00**	**$426,612.34**

Feb 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$0.00	$0.00	$0.00
Total				**$0.00**	**$0.00**	**$0.00**

Jan 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	$1,766.26	$0.00	$1,766.26
Annual Payment 2	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	$521.79	$0.00	$521.79
Annual Payment 2	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	$260.90	$0.00	$260.90
Annual Payment 2	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	$434.86	$0.00	$434.86
Annual Payment 2	73638	AXON STANDARDS - LICENSE	20	$2,529.65	$0.00	$2,529.65
Annual Payment 2	73681	AXON RECORDS	20	$9,861.86	$0.00	$9,861.86
Annual Payment 2	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	$2,956.89	$0.00	$2,956.89
Annual Payment 2	Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	$69,714.94	$0.00	$69,714.94

Jan 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	H00001	AB4 Camera Bundle	70	$5,168.31	$0.00	$5,168.31
Annual Payment 2	H00002	AB4 Multi Bay Dock Bundle	9	$1,282.75	$0.00	$1,282.75
Annual Payment 2	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$248,128.63	$0.00	$248,128.63
Annual Payment 2	M00018	BUNDLE - FUSUS ENTERPRISE	1	$121,455.42	$0.00	$121,455.42
Annual Payment 2	ProLicense	Pro License Bundle	10	$5,011.29	$0.00	$5,011.29
Annual Payment 2	R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	$8,187.60	$0.00	$8,187.60
Year 2	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	$130.45	$0.00	$130.45
Year 2	101267	AXON VR - PSO - FULL INSTALLATION	1	$1,043.58	$0.00	$1,043.58
Year 2	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	$58,658.33	$0.00	$58,658.33
Year 2	80190	AXON EVIDENCE - CHANNEL SERVICES	1	$4,348.26	$0.00	$4,348.26
Year 2	85055	AXON BODY - PSO - FULL SERVICE	1	$3,478.61	$0.00	$3,478.61
Year 2	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$590.15	$0.00	$590.15
Total				**$545,530.53**	**$0.00**	**$545,530.53**

Jul 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	101161	AXON - REGIONAL SWS TECHNICAL ACCOUNT MANAGER	1	$15,939.38	$0.00	$15,939.38
Year 2	73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1	$6,375.75	$0.00	$6,375.75
Year 2	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1	$219,150.01	$0.00	$219,150.01
Total				**$241,465.14**	**$0.00**	**$241,465.14**

Jan 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	$1,766.26	$0.00	$1,766.26
Annual Payment 3	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	$521.79	$0.00	$521.79
Annual Payment 3	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	$260.90	$0.00	$260.90
Annual Payment 3	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	$434.86	$0.00	$434.86
Annual Payment 3	73638	AXON STANDARDS - LICENSE	20	$2,529.65	$0.00	$2,529.65
Annual Payment 3	73681	AXON RECORDS	20	$9,861.86	$0.00	$9,861.86
Annual Payment 3	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	$2,956.89	$0.00	$2,956.89
Annual Payment 3	Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	$69,714.94	$0.00	$69,714.94
Annual Payment 3	H00001	AB4 Camera Bundle	70	$5,168.31	$0.00	$5,168.31
Annual Payment 3	H00002	AB4 Multi Bay Dock Bundle	9	$1,282.75	$0.00	$1,282.75
Annual Payment 3	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$248,128.63	$0.00	$248,128.63
Annual Payment 3	M00018	BUNDLE - FUSUS ENTERPRISE	1	$121,455.42	$0.00	$121,455.42
Annual Payment 3	ProLicense	Pro License Bundle	10	$5,011.29	$0.00	$5,011.29
Annual Payment 3	R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	$8,187.60	$0.00	$8,187.60
Year 3	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	$130.45	$0.00	$130.45
Year 3	101267	AXON VR - PSO - FULL INSTALLATION	1	$1,043.58	$0.00	$1,043.58
Year 3	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	$58,658.33	$0.00	$58,658.33
Year 3	80190	AXON EVIDENCE - CHANNEL SERVICES	1	$4,348.26	$0.00	$4,348.26
Year 3	85055	AXON BODY - PSO - FULL SERVICE	1	$3,478.61	$0.00	$3,478.61
Year 3	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$590.15	$0.00	$590.15
Total				**$545,530.53**	**$0.00**	**$545,530.53**

Jul 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	101161	AXON - REGIONAL SWS TECHNICAL ACCOUNT MANAGER	1	$15,939.38	$0.00	$15,939.38
Year 3	73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1	$6,375.75	$0.00	$6,375.75
Year 3	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1	$219,149.99	$0.00	$219,149.99

Jul 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Total				**$241,465.12**	**$0.00**	**$241,465.12**

Jan 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	$1,764.53	$0.00	$1,764.53
Annual Payment 4	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	$521.28	$0.00	$521.28
Annual Payment 4	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	$260.64	$0.00	$260.64
Annual Payment 4	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	$434.44	$0.00	$434.44
Annual Payment 4	73638	AXON STANDARDS - LICENSE	20	$2,527.18	$0.00	$2,527.18
Annual Payment 4	73681	AXON RECORDS	20	$9,852.22	$0.00	$9,852.22
Annual Payment 4	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	$2,954.00	$0.00	$2,954.00
Annual Payment 4	Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	$69,646.77	$0.00	$69,646.77
Annual Payment 4	H00001	AB4 Camera Bundle	70	$5,163.26	$0.00	$5,163.26
Annual Payment 4	H00002	AB4 Multi Bay Dock Bundle	9	$1,281.50	$0.00	$1,281.50
Annual Payment 4	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$247,886.06	$0.00	$247,886.06
Annual Payment 4	M00018	BUNDLE - FUSUS ENTERPRISE	1	$121,336.72	$0.00	$121,336.72
Annual Payment 4	ProLicense	Pro License Bundle	10	$5,006.39	$0.00	$5,006.39
Annual Payment 4	R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	$8,179.61	$0.00	$8,179.61
Year 4	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	$130.32	$0.00	$130.32
Year 4	101267	AXON VR - PSO - FULL INSTALLATION	1	$1,042.56	$0.00	$1,042.56
Year 4	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	$58,600.99	$0.00	$58,600.99
Year 4	80190	AXON EVIDENCE - CHANNEL SERVICES	1	$4,344.01	$0.00	$4,344.01
Year 4	85055	AXON BODY - PSO - FULL SERVICE	1	$3,475.21	$0.00	$3,475.21
Year 4	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$589.57	$0.00	$589.57
Total				**$544,997.26**	**$0.00**	**$544,997.26**

Jul 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	101161	AXON - REGIONAL SWS TECHNICAL ACCOUNT MANAGER	1	$15,939.38	$0.00	$15,939.38
Year 4	73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1	$6,375.75	$0.00	$6,375.75
Year 4	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1	$219,149.99	$0.00	$219,149.99
Total				**$241,465.12**	**$0.00**	**$241,465.12**

Jan 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	$1,764.53	$0.00	$1,764.53
Annual Payment 5	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	$521.28	$0.00	$521.28
Annual Payment 5	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	$260.64	$0.00	$260.64
Annual Payment 5	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	$434.44	$0.00	$434.44
Annual Payment 5	73638	AXON STANDARDS - LICENSE	20	$2,527.18	$0.00	$2,527.18
Annual Payment 5	73681	AXON RECORDS	20	$9,852.22	$0.00	$9,852.22
Annual Payment 5	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	$2,954.00	$0.00	$2,954.00
Annual Payment 5	Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	$69,646.77	$0.00	$69,646.77
Annual Payment 5	H00001	AB4 Camera Bundle	70	$5,163.26	$0.00	$5,163.26
Annual Payment 5	H00002	AB4 Multi Bay Dock Bundle	9	$1,281.50	$0.00	$1,281.50
Annual Payment 5	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$247,886.06	$0.00	$247,886.06
Annual Payment 5	M00018	BUNDLE - FUSUS ENTERPRISE	1	$121,336.72	$0.00	$121,336.72
Annual Payment 5	ProLicense	Pro License Bundle	10	$5,006.39	$0.00	$5,006.39
Annual Payment 5	R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	$8,179.61	$0.00	$8,179.61
Year 5	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	$130.32	$0.00	$130.32

Jan 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	101267	AXON VR - PSO - FULL INSTALLATION	1	$1,042.56	$0.00	$1,042.56
Year 5	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	$58,600.99	$0.00	$58,600.99
Year 5	80190	AXON EVIDENCE - CHANNEL SERVICES	1	$4,344.01	$0.00	$4,344.01
Year 5	85055	AXON BODY - PSO - FULL SERVICE	1	$3,475.21	$0.00	$3,475.21
Year 5	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$589.57	$0.00	$589.57
Total				**$544,997.26**	**$0.00**	**$544,997.26**

Jul 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	101161	AXON - REGIONAL SWS TECHNICAL ACCOUNT MANAGER	1	$15,939.38	$0.00	$15,939.38
Year 5	73896	AXON STANDARDS - IMPLEMENTATION SERVICE	1	$6,375.75	$0.00	$6,375.75
Year 5	85157	AXON RECORDS - PROFESSIONAL SERVICES MILESTONE PAYMENT	1	$219,149.99	$0.00	$219,149.99
Total				**$241,465.12**	**$0.00**	**$241,465.12**

Jan 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 6	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	$1,764.53	$0.00	$1,764.53
Annual Payment 6	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	$521.28	$0.00	$521.28
Annual Payment 6	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	$260.64	$0.00	$260.64
Annual Payment 6	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	$434.44	$0.00	$434.44
Annual Payment 6	73638	AXON STANDARDS - LICENSE	20	$2,527.18	$0.00	$2,527.18
Annual Payment 6	73681	AXON RECORDS	20	$9,852.22	$0.00	$9,852.22
Annual Payment 6	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	$2,954.00	$0.00	$2,954.00
Annual Payment 6	Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	$69,646.77	$0.00	$69,646.77
Annual Payment 6	H00001	AB4 Camera Bundle	70	$5,163.26	$0.00	$5,163.26
Annual Payment 6	H00002	AB4 Multi Bay Dock Bundle	9	$1,281.50	$0.00	$1,281.50
Annual Payment 6	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$247,886.06	$0.00	$247,886.06
Annual Payment 6	M00018	BUNDLE - FUSUS ENTERPRISE	1	$121,336.72	$0.00	$121,336.72
Annual Payment 6	ProLicense	Pro License Bundle	10	$5,006.39	$0.00	$5,006.39
Annual Payment 6	R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	$8,179.61	$0.00	$8,179.61
Year 6	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	$130.32	$0.00	$130.32
Year 6	101267	AXON VR - PSO - FULL INSTALLATION	1	$1,042.56	$0.00	$1,042.56
Year 6	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	$58,600.99	$0.00	$58,600.99
Year 6	80190	AXON EVIDENCE - CHANNEL SERVICES	1	$4,344.01	$0.00	$4,344.01
Year 6	85055	AXON BODY - PSO - FULL SERVICE	1	$3,475.21	$0.00	$3,475.21
Year 6	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$589.57	$0.00	$589.57
Total				**$544,997.26**	**$0.00**	**$544,997.26**

Jan 2031

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 7	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	$1,764.53	$0.00	$1,764.53
Annual Payment 7	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	$521.28	$0.00	$521.28
Annual Payment 7	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	$260.64	$0.00	$260.64
Annual Payment 7	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	$434.44	$0.00	$434.44
Annual Payment 7	73638	AXON STANDARDS - LICENSE	20	$2,527.18	$0.00	$2,527.18
Annual Payment 7	73681	AXON RECORDS	20	$9,852.22	$0.00	$9,852.22
Annual Payment 7	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	$2,954.00	$0.00	$2,954.00
Annual Payment 7	Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	$69,646.77	$0.00	$69,646.77
Annual Payment 7	H00001	AB4 Camera Bundle	70	$5,163.26	$0.00	$5,163.26
Annual Payment 7	H00002	AB4 Multi Bay Dock Bundle	9	$1,281.50	$0.00	$1,281.50

Jan 2031

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 7	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$247,886.06	$0.00	$247,886.06
Annual Payment 7	M00018	BUNDLE - FUSUS ENTERPRISE	1	$121,336.72	$0.00	$121,336.72
Annual Payment 7	ProLicense	Pro License Bundle	10	$5,006.39	$0.00	$5,006.39
Annual Payment 7	R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	$8,179.61	$0.00	$8,179.61
Year 7	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	$130.32	$0.00	$130.32
Year 7	101267	AXON VR - PSO - FULL INSTALLATION	1	$1,042.56	$0.00	$1,042.56
Year 7	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	$58,600.99	$0.00	$58,600.99
Year 7	80190	AXON EVIDENCE - CHANNEL SERVICES	1	$4,344.01	$0.00	$4,344.01
Year 7	85055	AXON BODY - PSO - FULL SERVICE	1	$3,475.21	$0.00	$3,475.21
Year 7	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$589.57	$0.00	$589.57
Total				**$544,997.26**	**$0.00**	**$544,997.26**

Jan 2032

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 8	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	$1,764.53	$0.00	$1,764.53
Annual Payment 8	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	$521.28	$0.00	$521.28
Annual Payment 8	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	$260.64	$0.00	$260.64
Annual Payment 8	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	$434.44	$0.00	$434.44
Annual Payment 8	73638	AXON STANDARDS - LICENSE	20	$2,527.18	$0.00	$2,527.18
Annual Payment 8	73681	AXON RECORDS	20	$9,852.22	$0.00	$9,852.22
Annual Payment 8	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	$2,954.00	$0.00	$2,954.00
Annual Payment 8	Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	$69,646.77	$0.00	$69,646.77
Annual Payment 8	H00001	AB4 Camera Bundle	70	$5,163.26	$0.00	$5,163.26
Annual Payment 8	H00002	AB4 Multi Bay Dock Bundle	9	$1,281.50	$0.00	$1,281.50
Annual Payment 8	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$247,886.06	$0.00	$247,886.06
Annual Payment 8	M00018	BUNDLE - FUSUS ENTERPRISE	1	$121,336.72	$0.00	$121,336.72
Annual Payment 8	ProLicense	Pro License Bundle	10	$5,006.39	$0.00	$5,006.39
Annual Payment 8	R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	$8,179.61	$0.00	$8,179.61
Year 8	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	$130.32	$0.00	$130.32
Year 8	101267	AXON VR - PSO - FULL INSTALLATION	1	$1,042.56	$0.00	$1,042.56
Year 8	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	$58,600.99	$0.00	$58,600.99
Year 8	80190	AXON EVIDENCE - CHANNEL SERVICES	1	$4,344.01	$0.00	$4,344.01
Year 8	85055	AXON BODY - PSO - FULL SERVICE	1	$3,475.21	$0.00	$3,475.21
Year 8	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$589.57	$0.00	$589.57
Total				**$544,997.26**	**$0.00**	**$544,997.26**

Jan 2033

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 9	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	$1,764.53	$0.00	$1,764.53
Annual Payment 9	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	$521.28	$0.00	$521.28
Annual Payment 9	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	$260.64	$0.00	$260.64
Annual Payment 9	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	$434.44	$0.00	$434.44
Annual Payment 9	73638	AXON STANDARDS - LICENSE	20	$2,527.18	$0.00	$2,527.18
Annual Payment 9	73681	AXON RECORDS	20	$9,852.22	$0.00	$9,852.22
Annual Payment 9	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	$2,954.00	$0.00	$2,954.00
Annual Payment 9	Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	$69,646.77	$0.00	$69,646.77
Annual Payment 9	H00001	AB4 Camera Bundle	70	$5,163.26	$0.00	$5,163.26
Annual Payment 9	H00002	AB4 Multi Bay Dock Bundle	9	$1,281.50	$0.00	$1,281.50
Annual Payment 9	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$247,886.06	$0.00	$247,886.06
Annual Payment 9	M00018	BUNDLE - FUSUS ENTERPRISE	1	$121,336.72	$0.00	$121,336.72
Annual Payment 9	ProLicense	Pro License Bundle	10	$5,006.39	$0.00	$5,006.39

Jan 2033

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 9	R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	$8,179.61	$0.00	$8,179.61
Year 9	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	$130.32	$0.00	$130.32
Year 9	101267	AXON VR - PSO - FULL INSTALLATION	1	$1,042.56	$0.00	$1,042.56
Year 9	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	$58,600.99	$0.00	$58,600.99
Year 9	80190	AXON EVIDENCE - CHANNEL SERVICES	1	$4,344.01	$0.00	$4,344.01
Year 9	85055	AXON BODY - PSO - FULL SERVICE	1	$3,475.21	$0.00	$3,475.21
Year 9	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$589.57	$0.00	$589.57
Total				**$544,997.26**	**$0.00**	**$544,997.26**

Jan 2034

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 10	100112	AXON AIR - EVIDENCE.COM LICENSE - PILOT DATA	10	$1,764.53	$0.00	$1,764.53
Annual Payment 10	100583	AXON AIR - UAS LICENSE - COPILOT FOR DJI AVATA	1	$521.28	$0.00	$521.28
Annual Payment 10	100584	AXON AIR - ADVANCED STREAMING ADD-ON	1	$260.64	$0.00	$260.64
Annual Payment 10	100586	AXON AIR - API INTEGRATIONS ADD-ON	1	$434.44	$0.00	$434.44
Annual Payment 10	73638	AXON STANDARDS - LICENSE	20	$2,527.18	$0.00	$2,527.18
Annual Payment 10	73681	AXON RECORDS	20	$9,852.22	$0.00	$9,852.22
Annual Payment 10	CLASS2UAS	AXON AIR, CLASS 2 UAS BUNDLE	1	$2,954.00	$0.00	$2,954.00
Annual Payment 10	Fleet3A10Yr	Fleet 3 Advanced 10 Year	28	$69,646.77	$0.00	$69,646.77
Annual Payment 10	H00001	AB4 Camera Bundle	70	$5,163.26	$0.00	$5,163.26
Annual Payment 10	H00002	AB4 Multi Bay Dock Bundle	9	$1,281.50	$0.00	$1,281.50
Annual Payment 10	M00015	BUNDLE - OFFICER SAFETY PLAN 10 PREMIUM 10YR	70	$247,886.06	$0.00	$247,886.06
Annual Payment 10	M00018	BUNDLE - FUSUS ENTERPRISE	1	$121,336.72	$0.00	$121,336.72
Annual Payment 10	ProLicense	Pro License Bundle	10	$5,006.39	$0.00	$5,006.39
Annual Payment 10	R1900Kit	CRADLEPOINT R1900 SINGLE MODEM KIT	28	$8,179.61	$0.00	$8,179.61
Year 10	100610	AXON SIGNAL - INSTALLATION SERVICE - VIRTUAL	1	$130.32	$0.00	$130.32
Year 10	101267	AXON VR - PSO - FULL INSTALLATION	1	$1,042.56	$0.00	$1,042.56
Year 10	101283	AXON RECORDS - DRAFT ONE - AI-ASSISTED REPORT WRITING	70	$58,600.99	$0.00	$58,600.99
Year 10	80190	AXON EVIDENCE - CHANNEL SERVICES	1	$4,344.01	$0.00	$4,344.01
Year 10	85055	AXON BODY - PSO - FULL SERVICE	1	$3,475.21	$0.00	$3,475.21
Year 10	85149	AXON TASER - 2 DAY PRODUCT SPECIFIC INSTRUCTOR COURSE	1	$589.57	$0.00	$589.57
Total				**$544,997.26**	**$0.00**	**$544,997.26**

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Contract Sourcewell #101223-AXN is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at https://www.axon.com/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

8/22/2024

INTENT TO PIGGYBACK OFF COOPERATIVE PROCUREMENT

Sourcewell Contract #101223-AXN

This agreement ("the Agreement") is hereby made this ___ day of _____, 2024, by the Minnetonka Police Department ("Agency") and Axon Enterprise, Inc. ("Axon"). Collectively, Agency and Axon are the "Parties."

WHEREAS, the Agency is desirous of having Axon provide Public Safety Video Surveillance Solutions with Related Equipment, Software, and Accessories, as herein described; and

WHEREAS, Axon is a party to Contract No. 101223-AXN with Sourcewell dated February 6, 2024, related to "Public Safety Video Surveillance Solutions with Related Equipment, Software and Accessories" (the "Sourcewell Contract"), which is incorporated herein by reference; and

WHEREAS, Axon has agreed to provide goods and services within the scope of the Sourcewell Contract to the Agency at the same prices chargeable to Sourcewell; and

WHEREAS, the goods and/or services required by the Agency and that the Agency seeks to obtain from Axon are within the scope of the Sourcewell Contract; and

WHEREAS, it is the purpose of this Agreement to describe the formal rights and obligations of the parties;

NOW, THEREFORE, WITNESSETH that, for the consideration herein indicated, and in consideration of the mutual promises and covenants set forth in this Agreement, the Parties Agree as follows:

1. The Parties intend to utilize the Sourcewell Contract for the goods and services detailed in Quote Q-597389-45526.638NB (the "Quote") attached hereto as Exhibit A.
2. The term of this Agreement shall begin upon the date of last signature and shall continue until all subscriptions hereunder have expired or have been terminated. In the event the term of the subscriptions extends past the termination or expiration of the Sourcewell Contract, the terms and conditions of the Sourcewell Contract shall remain in full force and effect as it applies to the Quote and will continue in effect for such order until the term of that Quote expires or the order is cancelled or terminated in accordance with the terms of this Agreement.

This Agreement, together with Sourcewell Contract #101223-AXN, constitutes the entire agreement between the parties relating to the subject matter of this Agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement. To the extent that the terms of the documents conflict, the terms of this Agreement shall control.

This Agreement may be executed by the Parties by facsimile and in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

Each representative identified below declares they have been expressly authorized to execute this Agreement as of the date of signature.

Axon Enterprise, Inc.	**Agency**
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

STATEMENT OF WORK FOR THE IMPLEMENTATION OF AXON RECORDS AND STANDARDS FOR MINNETONKA, MN PD ("SOW")

Submitted By:

Axon Enterprise, Inc. (Axon)

17800 North 85th Street

Scottsdale, AZ 85255

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1. PROJECT OVERVIEW

This document serves as an overview of the Axon Records project. Axon Records and Axon Standards are cloud-native software solutions provided as a SaaS subscription.

1. SOFTWARE

The software detailed in this SOW includes, but is not limited to, the listed functionality:

AXON RECORDS	▸ Attachments ▸ Audit Trail ▸ Axon DataStore ▸ Case Management ▸ Configurable Forms and Fields ▸ Crimes, Productivity, and Cases Analytics ▸ Distribution Management ▸ Employee Management ▸ Expungement ▸ Field Interviews ▸ Incident Reporting ▸ Master Index Alerts ▸ Master Location Index ▸ Master Name Index	▸ Master Vehicle Index ▸ Minnesota NIBRS State Reporting ▸ Physical Property & Evidence Entry ▸ Print Auditing ▸ Records Requests ▸ Redaction ▸ Restrictions ▸ Sealing ▸ Search ▸ Supplements ▸ User permission Management ▸ Warrants ▸ Bookings ▸ Permits
AXON STANDARDS	▸ Attachments ▸ Citizen Compliant ▸ Configurable Forms and Fields ▸ Early Intervention (EIS) ▸ Early Intervention (EIS) and Use of Force Analytics ▸ Internal Affairs Investigative Case Management	▸ Internal Complaint ▸ Redaction ▸ Restrictions ▸ Use of Force ▸ Vehicle Collision ▸ Vehicle Pursuit

2. DEFINITIONS

TERM	DEFINITION
PARTIES	
Agency	Minnetonka, MN PD who is identified within this SOW
End-Users	Specific agency groups using the system
Professional Services	The services that Axon provides within the scope of this SOW
SYSTEMS	
Axon Systems	Software solutions and agency-specific interfaces developed by Axon
CJIS	The Federal Bureau of Investigation's criminal justice information system
MDC	Mobile data computer – a device associated within a vehicle or other mobile unit
NIBRS	National Incident-Based Reporting System
DataStore	The database Axon provides allowing the agency to query data
Product	The software solution being implemented as part of this SOW
Production Environment	The operational environment where the product is accessed
Training Environment	The pre-production environment where all Axon-specific development, configuration, functional acceptance testing, user acceptance testing, and training take place
Service Portal	An online portal provided by Axon where issues identified are entered and triaged
PROJECT & MILESTONES	
Project	Scope of this SOW as defined by the work to be completed described herein
Project Change Order (PCO)	Change order form outlined in Attachment B to be executed between Axon and the agency if a material change in scope is required for this SOW
Milestone	Event that constitutes completion of work as listed in Attachment A
Milestone Completion Report	The report outlined in Attachment A to be executed at key milestones between agency and Axon to approve completion of project phases
Discovery Phase	Requirements gathering and confirmation occurs during this phase. Confirmed requirements feed the sprint phase, and sprints are designed around what can and cannot be accomplished given time and resource constraints on both Axon and the agency's sides.

Design|Build Phase	Project phase encompassing iterative development through sprints. Integrations and workflows are developed and deployed during this phase. The agency forms are also configured during this phase.
Sprint	A period during the configuration phase of the project (typically 2-3 weeks) where specific pieces of functionality are built, configured, and delivered.
Sprint Review	Signifies the end of the sprint where Axon showcases what was built, configured, and delivered. These items are then deemed ready for functional acceptance testing and user acceptance testing.
Go-Live	End-users are activated, and the agency is actively using the product
Cutover	Successful implementation of interfaces, data conversion, and NIBRS state and federal certification
Third-Party Products and Services	Software, hardware, and services that are not owned by Axon but are being provided by Axon for this project as listed in the Third-Party Products and Services section
ACCEPTANCE	
Blocker	Issue impacting 50% or more users
Functional Acceptance Testing (FAT)	Testing the functionality of the system as configured for the agency
Integration Acceptance Testing	Scheduled events for testing of each integration point and associated functionality in collaboration with the agency and the agency's vendors
User Acceptance Testing (UAT)	Testing the functionality of the system as configured for the agency from an end-user's perspective

3. OUT OF PROJECT SCOPE

Axon is only responsible for performing the professional services described within this SOW. Any additional professional services that are not defined explicitly by this SOW shall be done so through a Project Change Order. The following are considered outside the scope of this project:

- Administration, management, or support of any internal city, county, state, federal, or agency IT network or infrastructure
- Changes made by the agency or the agency's vendors after the Interface Requirements Documentation has been accepted
- Third-party products and services costs related to the vendors or agency's side of the integration
- Changes made by the agency after configuration is complete

2. PROFESSIONAL SERVICES

2.1 GENERAL

The agency provides a master charge table that Axon loads. Axon provides the appropriate structure to the agency.

2.2 REPORTING AND DATASTORE

- The access to the DataStore includes read-only access to prescribed views of data which are made available from the entry of data using the Axon Records User Interface.
- Axon provides the agency with a data dictionary and/or other appropriate documentation.
- Axon provides the following analytics reports as part of the Records system: Crimes, Productivity, and Cases
- Axon provides the following analytics reports as part of the Standards system: Use of Force, Early Intervention (EIS)
- If Axon provides reports for specific purposes as indicated, it is the responsibility of the agency to maintain them after Go-Live.

2.3 AXON CONFIGURATIONS

- Records | Third-Party BI Tool (ARC GIS): Axon will connect the agency's 3rd party analytics tool to the Axon DataStore.
- Records | ARC GIS | Crime Mapping: Axon will export data from Axon Records to ARC GIS CrimeMapping solution so that the community can view crime statistics in their area. Specific data points, cadence and export triggers, along with method of transfer, will be determined during the Requirements Phase of the project.
- Records | Accurint | Data Sharing: As determined by a workflow, the interface extracts relevant case and incident data from the Axon Records system to include; persons, incidents, evidence, case details, and other relevant metadata. The extracted data is transformed into a format compatible with the Accurint system. This transformation might involve mapping data fields and converting the data into a standardized format that can be seamlessly integrated with the national data sharing system. Specific data points, cadence and import triggers, along with method of transfer, will be determined during the Requirements Phase of the project.

- To utilize certain systems, no integration is necessary; however, access to the Axon Records DataStore is required. This access may necessitate action by the customer, their third-party vendor, or Axon. Axon will furnish credentials/access to the Axon Records DataStore. It is understood that any work or changes associated with creating queries to access the data are the responsibility of the customer or their vendor, and Axon bears no liability in this regard. The Axon Records DataStore is provided on an as-is basis, and any requests for custom views, queries, or connections will be subject to review within the standard change order process.
- Below is a partial list of additional forms that Minnetonka, MN PD may request to add to the Axon system. These forms are used by officers and investigators to supplement their Incident Reports/Case in the RMS:

2.4 READINESS

- Axon works in partnership with the agency to determine readiness by conducting functional testing and an end-to-end system review. The Axon program manager and the agency project manager work closely together to plan and execute readiness scenarios.
- Axon conducts user acceptance testing via use cases approved by Axon and the agency.
- All issues discovered during and after training are entered into the service portal for triage and follow-up.

2.5 TRAINING

Axon works with the agency to identify the agency trainers receiving instruction on the Axon Records, Standards, and/or Dispatch products. Axon provides a training guide that outlines the covered topics, intended audience, facility needs, and duration of the training.

FORMAT

Axon provides the agency with all the necessary training materials and digital assets to facilitate any of the training formats listed below. Training sessions are conducted in an environment containing necessary configurations, forms, and workflows. Any additional training beyond the

selected method is subject to adjustments in pricing. Contact your sales representative for more information.

It is the responsibility of the agency to deliver and update the training materials to include agency policies and procedures.

TRAIN THE TRAINER

Axon trains the agency's recommended users (no more than 15 users per session depending on the size of the agency) in full system functionality. This is typically the agency's trainers, or training academy/FTO staff. The agency's trainers are responsible for training all agency end users. Axon provides all training materials for successful training and assists the agency's trainers in creating the course and training schedule.

SCHEDULE:

The training plan contains an agreed-upon schedule that makes efficient use of time and resources to avoid undue staffing impacts on the agency. Training sessions occur after the User Acceptance Testing has been successfully completed and documented.

- Training sessions provided by Axon are conducted on consecutive weekdays (Tuesday-Friday) during normal business hours (9am-6pm with an hour break in between sessions).
- Training sessions required past the agreed-upon schedule in the training plan, regardless of delivery method, are the responsibility of the agency, unless agreed upon previously by the project team and training team management.

2.6 GO-LIVE

Axon works in partnership with the agency to build, coordinate, and execute a Go-Live plan to ensure successful system acceptance. Axon coordinates the Go-Live event.

3 INTERFACES

The agency tasks related to interface setup start immediately after project kick-off. It is critical for the agency interface subject-matter experts (SME) and Axon project interface resources to work closely together to scope, set-up, and test all interfaces.

The agency must provide any relevant technical documentation per interface to Axon.

The agency facilitates any necessary meetings with all third-party system vendors where integration is required.

Axon provides any relevant Axon API documentation to the agency.

Axon conducts integration acceptance testing demonstrating the functionality of each integration to the agency.

The agency must notify Axon of any changes to the agency's side of the integration that are beyond Axon's control and may impact the integration.

3.1 AGENCY INTERFACES

3.1.1 **Records | Tri-Tech | Call For Service:** Axon will import Call For Service (CFS) information from the Tri-Tech CAD system. Ingested CFS data will be used to automatically create a shell Incident Report (TASK) in Axon Records, assigned to the responding/primary officer from the CAD CFS Event. This integration may (depending on CAD Vendor technologies) pull in related NCIC inquiry returns if attached/incorporated within the CFS Event Data, into the CFS Side Panel within the Axon Records Incident Report. Additional customization and workflows may be added to ingest CFS Data and will be specified in Interface Requirement Documentation after Agency Discovery sessions. Specific data points, cadence and import triggers, along with method of transfer, will be determined during the Requirements Phase of the project.

3.1.2 **Records | CommSys | NCIC Inquiry:** Axon will leverage CommSys (vendor relationship) to enable State CJIS, NLETS, NCIC, connectivity. As an example, the service allows for inquiries to be conducted (ConnectCIC) for Wants and Warrants to State/NCIC, Automated Property checks to State/NCIC, Orders of Protection, DMV inquiries of Person and Vehicle information, along with many other Inquiries and checks. This solution requires additional software activated within the Axon Ecosystem, along with specific

hardware, software and OS provided by the agency Information Technology team. State and Regional approval and documentation is also required as part of the testing/configuration/delivery of Axon NCIC.

3.1.3 **Records | MN State BCA | Citation:** Axon will import citation data from the MN State BCA system into Axon Records. The data will be imported into a pre-built and delivered standalone form in Axon Records, and the Citation standalone form will automatically finalize upon import. The Citation data ingested from the 3rd party product will include only that data visible within the Citation standalone form and will include an Attachment (.PDF) copy of the finalized version of the 3rd Party Citation (when available from the vendor). During ingestion, data will be matched or ingested as new into the master name and master vehicle index for easy search and later use on other Incident reports. Specific data points, cadence and import triggers, along with method of transfer, will be determined during the Requirements Phase of the project.

3.1.4 **Records | MN State BCA | Collision:** Axon will import collision data from the MN State BCA system into Axon Records. The data will be imported into a pre-built and delivered standalone form in Axon Records, and the Collision standalone form will automatically finalize upon import. The Collision data ingested from the 3rd party product will include only that data visible within the Collision standalone form and will include an Attachment (.PDF) copy of the finalized version of the 3rd Party Collision Report (when available from the vendor). During ingestion, data will be matched or ingested as new into the master name and master vehicle index for easy search and later use on other Incident reports. Specific data points, cadence and import triggers, along with method of transfer, will be determined during the Requirements Phase of the project.

3.1.5 **Records | TRACKER | Property and Evidence:** Axon will export Property and Evidence data to TRACKER Property and Evidence management platform, eliminating the need for duplicate entry into two systems. The data exported may include: property item details (type, brand, manufacturer, serial #, qty, value, color, make, model, barrel, etc), associated persons, locations of collection/recovery, photos, and related offenses/charges. Specific data points, cadence and export triggers, along

with method of transfer, will be determined during the Requirements Phase of the project.

3.1.6 **Records | NIBRS | State Reporting:** Axon will export NIBRS data from Axon Records to the State, commensurate with how the State wishes to receive IBR submissions.

4 DATA CONVERSION

Axon implements a structured methodology for converting data from the agency's legacy system to the product. The agency is responsible for providing Axon with extracted data in a format that can be used by Axon for import. The preferred method for delivering legacy data to Axon is by using the Microsoft Data Migration Assistant. The next best method is for the agency to send the data in .bacpac file format to Axon. If neither method is available, a direct query through the Microsoft Self Hosted Integration Runtime (SHIRt) can be used.

Axon queries the data to identify completeness, missing values, and other measures of data integrity across records and provides the agency with detailed findings. The agency may or may not elect to process the data further to address completeness or may have Axon move forward with the conversion process.

The data and operational expertise of the agency's staff are necessary for questions that arise. Thus, it is critical that a member of the agency's team be available to support the data conversion portion of the project.

This process is considered complete once the last set of data has been converted and available within the product and the agency has confirmed validation of the converted data. Axon does not provide ongoing maintenance of the converted data.

4.1 DESCRIPTION OF ROLES AND RESPONSIBILITES BETWEEN THE AGENCY AND AXON:

The agency should be prepared to:

- Provide a subject-matter expert (SME) and provide availability for consultation throughout the project.
- Facilitate meetings with all third-party system vendors where data conversion is necessary, as required by Axon.
- Extract and provide the data to Axon in an agreed-upon format.
- Address data quality by the agency prior to provisioning to Axon.
- Minimize the amount of business logic and file processing prior to conversion where possible.
- Provide a data dictionary to define all elements of the legacy data.
- Provide an entity relationship diagram of the legacy database, if available.
- Collaborate with Axon to map the data from the legacy data structures and formats into the product.
- Data conversion and data conversion reviews are critical to success. Throughout the data conversion, requirements planning, and review process, the agency project team and Axon data conversion project resource work closely together to ensure success.

4.2 AGENCY DATA CONVERSIONS

4.2.1 **LOGIS | Records Data Conversion:** Axon will convert all Incidents, Cases, Supplements from LOGIS to Axon Records.

The conversion process imports master index records as part of the incidents, supplements, or use of force reports that are being converted into the Axon system.

4.3 LEGACY SOFTWARE UPDATES

During the data conversion process, Axon builds rules to govern the mapping of data from your legacy database into the Axon Records and Axon Standards databases. If your legacy vendor changes your legacy database structure during the data conversion project, the accuracy of the data conversion could be compromised.

5 THIRD-PARTY PRODUCTS AND SERVICES

To deliver a complete solution to the agency, Axon employs third-party products and services providers.

Axon is responsible for the management of third parties identified below for the purposes of this project. All communications between those third parties, the agency, and Axon is managed by Axon including any supporting requirements, integration acceptance testing, functional acceptance testing, or the processing of PCO or MCR documentation.

The following third-party products and services are included within the scope of this SOW:

5.1 COMMSYS –

- Included within this project are products and services from CommSys for the purposes of connecting to and conducting transactions with state and/or regional information providers.
- The agency agrees to provide a CJIS-compliant server and operating environment for hosting of the CommSys software and make remote connectivity available to Axon as required to install, configure, and test the software and its integration with Axon products. The minimum technical requirements are:
  - 1.5 GHz 32 or 64-bit dual core processor, 4GB RAM, 120GB Hard Drive, Video Adapter and Monitor with a 1280x1024 resolution and 256 colors, TCP/IP LAN Network connectivity to any client and software components on same or separate hardware, Established connectivity to a CJIS Interface
  - Microsoft Operating System (32 or 64-bit), Microsoft Windows Server 2012 R2 with Microsoft SQL Server 2014 and higher

5.2 MICROSOFT SELF HOSTED INTEGRATION RUNTIME ("SHIRT")

- Included within this project is software that allows integrations within the agency's local environment to communicate with Axon's cloud hosted environment.
- The agency agrees to provide a CJIS server and operating environment for hosting the Self Hosted Integration Runtime. The minimum technical requirements are:
  - Windows 8.1, 10, 11 or Server 2012, 2012 R2, 2016, 2019, 2022
  - 64-bit Operating System with .NET Framework 4.7.2 or above

- 2 GHz, 4 core CPU, 8 GB Memory and 80 GB disk
- A virtual machine installed on a CJIS server will also suffice. It does not need to be a standalone, dedicated CJIS server.

5.3 GIS

Axon incorporates a multi-tenant, Axon-hosted ArcGIS Enterprise instance for certain GIS functions along with our existing ArcGIS Online solution. This new infrastructure meets our customers' stringent requirements for high availability GIS data in mission-critical uses.

5.3.1 GIS TERMINOLOGY

Feature Layer: A single map layer that can be created from a Map Service or Feature Service, ArcGIS Online or ArcGIS Enterprise portal items, or from an array of client-side features. The layer can be either a spatial (has geographic features) or non-spatial (table).

GIS FUNCTIONS	ARCHITECTURE	RATIONALE
VECTOR TILE MAPS	ArcGIS Online (Uses Axon-hosted as backup)	ArcGIS Online's AWS CloudFront architecture is fast and reliable
SATELLITE IMAGERY	ArcGIS Online	ArcGIS Online's AWS CloudFront architecture is fast and reliable
ROUTING SERVICE	Axon ArcGIS Enterprise	Axon routing service has higher availability and offers an SLA
ADDRESS SUGGESTION SERVICE	Axon ArcGIS Enterprise	Axon routing service has lower latency, higher availability, and offers an SLA
GEOLOCATION SERVICES	Axon ArcGIS Enterprise	Axon routing service has lower latency, higher availability, and offers an SLA
CUSTOMER FEATURE LAYERS	Axon's ArcGIS Online account	For customers without ArcGIS Online account, customer provides layer files to Axon, and Axon hosts in Axon's ArcGIS Online account, and owns and manages layer URL
	Customer ArcGIS Online account	Customer hosts (and controls) layer content in their own ArcGIS Online account, and provides layer URL and an Access Key to Axon

	Axon ArcGIS Enterprise (not supported yet)	Customers provides layer files to Axon, and Axon hosts layers in Axon's ArcGIS Enterprise deployment, and owns and manages layer URLs. Axon validates that the feature layer is safe to publish and optimized. See the guide on this feature for more details.
	Customer web server (not supported yet)	Customer hosts (and controls) layer content on their own web server, provides layer URL to Axon. Axon monitors customer web server to assess availability and make recommendation to customer about its suitability for hosting layers in mission critical applications like CAD and RMS.

Geocoding: Also called address geocoding, this is the process of taking a text-based description of a location, such as an address or the name of a place, and returning geographic coordinates, frequently latitude/longitude pair, to identify a location on the Earth's surface.

Reverse Geocoding: A process that converts geographic coordinates to a description of a location, usually the name of a place or an addressable location. Geocoding relies on a computer representation of address points, the street / road network, together with postal and administrative boundaries.

Routing: Routing services allow you to perform several types of spatial analysis on transportation networks, such as finding the best route across a city, finding the closest emergency vehicle or facility, identifying a service area around a location, or servicing a set of orders with a fleet of vehicles.

Basemaps: Serves as a reference map on which you overlay data from layers and visualize geographic information. An individual basemap can be made of multiple feature, raster, or web layers.

Geocoder: A web service which provides geocoding information. Customers can define their own and expose them as APIs.

5.3.2 AXON GIS COMPONENTS AND ARCHITECTURE

The ArcGIS Online service does not offer an SLA for many of their components. Because ArcGIS Online does not offer an SLA, Axon cannot ensure consistent performance if an agency opts to use ArcGIS Online for any of its GIS services.

The exception to this is the ArcGIS Online Map Tiles and Satellite Imagery, which are static assets hosted on reliable modern Content Delivery Networks (CDN) by ESRI. By leveraging their CDN-hosted assets, map render time and performance are dramatically improved. However, in the unlikely event that ArcGIS Online map tiles become unavailable, Axon has the ability to switch to a backup copy running on Axon's servers. Due to the massive size of satellite imagery, Axon currently does not offer a backup copy of the satellite imagery at this time but may consider this for future requests.

When accessing Map Tiles and Satellite Imagery, no customer data (such as addresses or GPS coordinates) are sent to 3rd party services.

5.3.3 GIS REQUEST FLOW

For Axon to host your feature layers in our ArcGIS Online account, we require two key items:

A complete set of layer configuration files for each layer as enumerated below, with all files for all layers bundled into a single .zip file

The numbered list describing the stacking order in which the layers should be applied when selected by end users file requirements for Layer Configuration

Agencies requiring Axon to host their feature layers must send layer files to their Axon representative in a single .zip file with optional internal folder structure. For each layer, agencies should include files as follows:

5.3.4 GIS REQUIRED LAYERS

Shapefile (.shp extension) to represent spatial vector data, including points, lines, and polygons in a map

Index File (.shx extension) to represent shape index position

dBASE File (.dbf extension) to store attribute data and object IDs

5.3.5 GIS OPTIONAL LAYERS

Projection File (.prj extension) to specify the metadata associated with the shapefiles coordinate and projection system

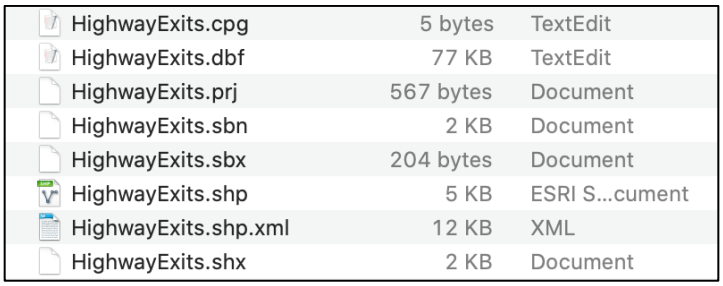
XML Metadata File (.xml extension) to represent the metadata associated with the shapefile

Spatial Index File (.sbn extension) to optimize and speed up spatial queries, used with .sbx files

Spatial Index File (.sbx extension) to optimize and speed up spatial queries, used with .sbn files

Code Page File (.cpg extension) to describe the encoding applied to create the shapefile

5.3.6 GIS LAYER EXAMPLES



HighwayExits.cpg	5 bytes	TextEdit
HighwayExits.dbf	77 KB	TextEdit
HighwayExits.prj	567 bytes	Document
HighwayExits.sbn	2 KB	Document
HighwayExits.sbx	204 bytes	Document
HighwayExits.shp	5 KB	ESRI S...cument
HighwayExits.shp.xml	12 KB	XML
HighwayExits.shx	2 KB	Document

6 NIBRS CERTIFICATION

Axon works in partnership with the agency to complete the NIBRS certification process with the state. Axon trains appropriate personnel within the agency to perform corrective action to Incident Reports, and ensure representative data is captured in alignment with NIBRS reporting standards.

The NIBRS certification process includes:

- Training agency personnel on the processing and critical review stages of all generated incident reports to ensure required NIBRS reporting compliance data is captured
- Training agency personnel to perform periodic checking and submission preparation audit of the incidents which contain NIBRS reporting data
- Training agency personnel to conduct a monthly NIBRS export report of the incidents to the state in the manner determined by the state
- Working with the agency to update codes, statutes, entity relationships, and any unmatched data the state rejects as part of the NIBRS test submission process through certification

6.1 CUTOVER

Axon works in partnership with the agency to build, coordinate, and execute a cutover plan to ensure successful implementation of interfaces, data conversion, and NIBRS state and federal certification. Some of these cutover events happen in parallel with the system implementation process, and Axon coordinates with the agency to determine the timing requirements for each cutover.

7 GO-LIVE CONTINGENCY

At the agency's discretion, they may elect to go-live before all project deliverables are complete. Upon completion of all project deliverables, exclusive of the deliverables identified below, the Final Acceptance MCR will be submitted to the agency for review and signature. Upon acceptance of the Final MCR, the agency will be invoiced for full payment as quoted. This does not relieve Axon from completing the applicable deliverables, and Axon will continue supporting the agency with the completion of these deliverables as the availability of functionality allows.

1. Integrations
2. Data Conversions
3. NIBRS Certification

8 PROJECT MANAGEMENT

8.1 MANAGEMENT RESOURCES

8.1.1 Axon Team

- **Executive Sponsor:** An Axon executive overseeing the implementation process and communicating progress to Axon Leadership.
- **Program Manager:** The dedicated point of contact and person responsible for successful deployment.
- **Business Analyst:** One of the main executors of the agency's and PM's deployment plan. Holds responsibility for ensuring the project accounts for all specific data elements, and that internal systems are set up and maintained throughout deployment.
- **Solution Architect:** the technical lead on the project. Holds responsibility for the development and execution of technical initiatives affecting other teams.
- **Customer Success Manager:** Holds responsibility for post-implementation and ongoing support.
- **Training Specialist:** Provides training to the agency on the applications being deployed.

8.1.2 Agency Team

- **Executive Sponsor:** This role is a career police department leadership role with deep understanding of the agency. Business sponsor responsible for the success of the project.
- **Project Manager:** This role requires experience managing enterprise cloud-based software project delivery experience and strong foundational technical experience.
- **Integrations Manager:** This role requires strong foundational experience in technology solutions and application integration. This role also requires fluency in all agency project-relevant data sources, application integrations, and existing custom-developed applications, queries, and reports.
- **IT Administrator:** This role requires strong foundational experience in systems administration and network management, fluency in all agency network-related processes, sequence and timing of recurring process jobs, reconciliation, etc. This role also requires fluency in the overlap, vulnerabilities, and disaster recovery protocols associated with agency IT infrastructure.

- **Records Supervisor:** This role provides strong foundational experience in records management, agency policies, compliance activity, and standard operating procedures. This role also provides fluency in all processes associated with close activity, special processes, and queries to manage bulk actions, as well as a detailed understanding of data elements that support special compliance obligations.
- **Patrol Lead:** This role requires strong foundational experience in field policies related to data collection, records initiation, and categorization of the numerous forms of citizen interaction. This role also requires fluency in the policies associated with records creation, supplements, amendments, checkpoints, routing, case management, and determination of records outcomes.
- **Reporting Analyst/Lead:** This role requires strong foundational experience in ad-hoc, daily, weekly, and monthly reporting policies and compliance across local, state, and federal entities. This role also requires fluency in all agency reporting processes, including queries, scripts, and custom applications utilized for all bulk processing to support reporting requirements.

8.2 REQUIREMENTS PLANNING

All project requirements are documented during the kick-off and discovery phases of the project.

Once the agency and Axon agree on all requirements, Axon's project manager works with the agency's project manager to develop a project plan for Axon's implementation.

8.3 CHANGE CONTROL

If any changes in the project cause a material increase or decrease in fees, as determined by Axon, an adjustment in the fees will be agreed upon between the agency and Axon. All PCO forms must be approved and signed by the agency authority (Attachment B).

The agency acknowledges a proposed change request might have an impact on both scheduling and cost for the project that will be outlined in the PCO form.

8.4 PROJECT METHODOLOGY

Axon utilizes a hybrid approach to project management, utilizing aspects of both Agile and Waterfall methodologies. We use Waterfall for the overall project, with respect to major milestones. We utilize Agile during the configuration and build phases of the project.

8.5 MILESTONE COMPLETION REPORT (MCR)

Axon will submit an MCR to the agency for approval upon completion of a milestone. Milestone Completion Report included (Attachment A).

Upon receiving an MCR, the agency has 7 calendar days to approve the milestone completion. If the agency reasonably believes Axon did not complete the milestone in substantial conformance with this SoW, the agency must notify Axon in writing of the specific reasons for rejection within seven (7) calendar days from delivery of the MCR. Axon will address the issues and re-present the MCR for signature. If Axon does not receive the signed MCR or written notification of reasons for rejection within seven (7) calendar days of delivery of the MCR, Axon will deem the agency to have accepted the milestone.

9 AGENCY COMMITMENTS

- Ensure the reasonable availability for meetings, phone or email of knowledgeable staff and personnel to provide timely and accurate documentation and information to Axon.
- Identify holidays, non-workdays, or major events that may impact the project.
- Ensure agency desktop, mobile systems, and devices can access the product.
- Make available relevant systems if needed for assessment by Axon (including making these systems available to Axon via remote access, if possible).
- Provide Axon with remote access to the agency's Axon Evidence account when required.
- Provide Axon with all CJIS background check requirements at project initiation.
- The agency agrees to pay for licenses upon completion of Go-Live.

10 SUPPORT

- Axon provides on-site Go-Live support the week the agency begins using the software.
- Axon provides ongoing support for active interfaces and NIBRS troubleshooting.
- Axon provides updates and enhancements to the product, which the agency automatically receives. Some features require the agency to notify support, so please review our monthly release notes.
- PICK ONE Axon provides a Regional Technical Account Manager to provide regional technical support to the agency for 1 year. See Attachment C for more information.
- Axon provides the agency's end users with access to the help.axon.com support portal for self-service support.
- Following final acceptance, the agency utilizes Axon support via my.axon.com and the support portal for any further modifications to the product.
- For urgent technical support assistance, the agency may contact a technical support representative at 800-978-2737. Phone support is available 24/7.

11 TERMS AND CONDITIONS

This SOW is governed by the master services and purchasing agreement executed by the parties:

AXON ENTERPRISE, INC.	AGENCY
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
	Agency Name: _____

ATTACHMENT A – MILESTONE COMPLETION REPORT (MCR)

By signing for the items in this Milestone Completion Report, I agree that Axon's Professional Services Organization has reached the following milestone(s) for the project agreed upon in the SOW between Axon and Minnetonka, MN PD :

- ☐ Project kick-off
- ☐ Requirements completion
- ☐ Functional review and completion of configuration
- ☐ User acceptance testing
- ☐ Integrations completion
- ☐ Data conversions completion
- ☐ Completion of agency training
- ☐ Go-Live
- ☐ Final acceptance

Date services were completed on: _____ day of _____, 20___

Signature: _____

Signature Date: _____

Printed name: _____

Title: _____

Email: _____

Agency Name: _____

SAMPLE

ATTACHMENT B – PROJECT CHANGE ORDER

Date:	
Description of change to Axon product or service:	
Justification for change:	
Effects on schedule:	
Effect on project pricing (attach quote for reduction or increase in costs):	
AXON ENTERPRISE, INC.	AGENCY
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
	Agency Name: _____

SAMPLE

ATTACHMENT C – AXON TECHNICAL ACCOUNT MANAGER

AXON REGIONAL TAM RESPONSIBILITIES –

- **Axon Technical Account Manager (TAM) Payment:** Axon invoices for Axon TAM services as outlined in the quote when the TAM commences work with the agency.
- **TAM Scope of Services:**
  - The TAM manages the agency's technical support primarily remotely with routine onsite visits of up to three (3) days per month.
  - The TAM is a shared resource among several agencies, and cannot exceed 25% capacity for each agency.
  - The TAM is employed by Axon and adheres to all Axon policies and procedures.
  - In the event there is a need to replace the TAM, Axon coordinates with the agency to outline timing and interim coverage.
  - The TAM completes CJIS background clearance process to facilitate access controls.
  - The agency's Axon support team works with the agency to define its support needs and ensures these needs fall within the scope of a shared TAM resource. There may be up to a three (3) month waiting period before the TAM can begin supporting the agency due to hiring and onboarding needs.

The shared TAM professional services can include, but is not limited to the following:

ONGOING SYSTEM UPDATES AND CONFIGURATIONS	▸ Manage software releases. ▸ Agencies will gain access to monthly release webinars that are hosted by a shared TAM resource.
ACCOUNT MAINTENANCE	▸ Outage communications and follow-up ▸ After action report (ARR) reviews ▸ Conduct monthly executive reviews with agency and Axon regarding Axon DRS products
DIRECT SUPPORT	▸ Remote Troubleshooting

	▸ Troubleshoot agency issues via phone or video conferencing. ▸ Gather product questions and feedback from users. ▸ Triaging and overseeing MyAxon Support cases. ▸ Conduct MyAxon Support case review meetings. ▸ Directly engage with software support engineers, data analyst, and NIBRS specialists/NIBRS support engineer ▸ Prioritize feature requests/enhancements. ▸ Coordinate with software support engineers
AGENCY ADVOCACY	▸ Liaison between the agency and Axon ▸ Helps drive pre-Go-Live deliverables to completion. ▸ Representative for the agency when participating in internal customer triage meetings/planning sessions
SUBJECT MATTER EXPERTISE	▸ Serves as an agency subject matter expert on DRS products for the following: ▸ Troubleshoot and assist with reported issues. ▸ Bridge knowledge gaps for agency personnel on new functions ▸ Work with the agency to understand product adoption and workflow change needs. ▸ Help agency personnel to become subject matter experts in their respective areas (records, investigations, patrol, crime analysis, property & evidence, etc.) ▸ Work with agency on any post-Go-Live needs for DataStore or form builder

City Council
Agenda Item 15.A
Meeting of September 23, 2024

Title:	Sustainability commission young adult reappointment
Report from:	Sarissa Falk, Senior Management Coordinator
Submitted Through:	Drew Ingvalson, Senior Planner Julie Wischnack, Community Development Director Corrine Heine, City Attorney Mike Funk, City Manager
Presenter:	Moranda Dammann, Assistant City Manager

Action Requested:	Motion
Form of Action:	Other
Votes needed:	4 votes

Summary Statement
On June 30, 2024, the appointment term expired for Molly Birr, a young adult member on the sustainability commission. Molly indicated an interest in continuing to serve another term.

Recommended Action
Motion to approve the reappointment of Molly Birr to the sustainability commission, to serve another one-year term, effective July 1, 2024 and expiring Jan. 31, 2025.

Strategic Profile Relatability
Community Inclusiveness

Providing an opportunity for young adults to serve on boards and commissions, share their perspectives and voice their opinions directly impacts Minnetonka's strategic priority of community inclusiveness.

Financial Consideration
No

Background
On June 30, 2024, the appointment term expired for Molly Birr, young adult member on the sustainability commission. Molly is eligible to be reappointed and indicated an interest in continuing to serve another term. Molly has been valuable and a productive member, and is recommended for the reappointment of another term.