Agenda
City of Minnetonka
City Council Regular Meeting
Monday, November 9, 2026
6:00 PM
Council Chambers
14600 Minnetonka Blvd.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Foster-Bolton, Maxwell, Wilburn, Calvert, Ramaley, Coakley, Schack
4. Approval of Agenda
5. Approval of Minutes:
   - A. Oct. 26, 2026 regular meeting minutes
6. Special Matters:
   - A. Native American Heritage Month Proclamation
7. Reports from City Manager & Council Members
8. Citizens Wishing to Discuss Matters Not on the Agenda
9. Bids and Purchases:
   - A. Bids for the Opus and Ridgedale Trail Wayfinding Project
10. Consent Agenda - Items Requiring a Majority Vote:
    - A. Strategic Plan quarter three report
    - B. Authorization of agreement for professional auditing services with BerganKDV for the 2026-2030 financial audits
    - C. Resolution for the Minnetonka Community Center Project
    - D. Resolution amending the legal descriptions for conservation and underground stormwater facility easements at 1508 and 1520 Clare Lane
    - E. Resolution approving joint powers agreements with State of Minnesota for access to criminal justice records
11. Consent Agenda - Items Requiring Five Votes: None
12. Introduction of Ordinances:
    - A. Items concerning First International Bank & Trust at 10801 Wayzata Blvd

13. Public Hearings:

    A. On-sale wine and on-sale 3.2% malt beverage liquor licenses to, Roon's Savories, LLC, at 17585 State Highway 7

    B. On-sale wine and on-sale 3.2% malt beverage liquor licenses to MLSUSHI666 INC., dba Kai's Sushi, at 17420 Minnetonka Blvd

14. Other Business:

    A. Closed session to conduct city manager performance evaluation; pursuant to Minnesota Statute § 13D.05, subd. 3(a)

15. Appointments and Reappointments: None

16. Adjournment

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

City Council
Agenda Item 5.A
Meeting of November 9, 2026

Title:	Oct. 26, 2026 regular meeting minutes
Report from:	Becky Koosman, City Clerk
Presenter:	Mayor Schack

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

Recommended Action
Motion to approve Oct. 26, 2026 regular meeting minutes.

Strategic Plan Relatability
N/A

Financial Consideration
N/A

ATTACHMENTS:
Minutes

Minutes
Minnetonka City Council
Regular Meeting
Monday, October 26, 2026

1. Call to Order

Mayor Rebecca Schack called the meeting to order at 6:01 p.m.

2. Pledge of Allegiance

All joined in the Pledge of Allegiance.

3. Roll Call

Council Members, Kissy Coakley, Patsy Foster-Bolton, Amanda Maxwell, Deb Calvert (attending remotely on vacation) and Rebecca Schack were present.

Council Members Kimberly Wilburn and Paula Ramaley were excused.

4. Approval of Agenda

Maxwell moved, Coakley seconded a motion to accept the agenda as presented. All voted "yes." Motion carried.

5. Approval of Minutes:

A. October 5, 2026 regular meeting minutes

Calvert noted she had an addition to the minutes regarding the Bren Road endeavor because she had concerns regarding the impact to Lone Lake Park.

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

6. Special Matters:

A. Metro Transit Presentation – Green Line Extension Update

Met Council Commissioner Tyronne Carter stated he was proud of how the extended Green Line would positively impact Minnetonka. He reported service to the Green Line would begin on June 12, 2027.

Deputy General Manager Nick Thompson provided additional information to the council regarding the Metro Green Line extension and how the Met Council was preparing to launch this new service. He discussed who would be served by the Green Line, noting 66 cities in six different counties would benefit from the new transit services. He commented further on corridor connectivity noting the Network Now 2026 amendment process recently concluded its comment period and was pleased to report Metro Micro services would be added in Minnetonka.

Metro Transit Project Director Jim Alexander addressed the council regarding the testing that would be completed in 2026 and 2027 noting safety and reliability were key to a successful launch. He reviewed the phasing for the systems integration testing. He reported once the system integration testing was completed, the system would be turned over to Metro Transit for pre-revenue testing and training before operations begin next June.

Chief Operating Officer Brian Funk discussed the hiring and training that was underway in order to deliver great service for the Green Line. He explained Metro Transit would be hiring 1,400 individuals to support existing and upcoming operations.

Metro Transit Police Joe Dotseth commented on the safety and security action plan for the entire transit system. He described how his team has been working to improve conditions on the system, provide training and support for employees while also engaging with customers and partners through coordinated layers of official presence. He stated all stations are equipped with emergency call buttons, security cameras and signage with Text for Safety information. He reported Metro Transit Police would have a presence along the Green Line, noting he was working to find a location for a police substation and explained supplemental security was planned for multiple extended Green Lone stations.

Mr. Thompson stated Metro Transit would be out in the community demonstrating how to use the Green Line and offering support for new riders. He reviewed the recent community events Metro Transit individuals have attended in order to engage with the public.

Coakley asked if people were allowed to bring dogs on the Green Line. Mr. Thompson reported service animals are allowed.

Schack thanked Metro Transit for the detailed presentation. She stated the Green Line was a great opportunity for Minnetonka and the Opus Station. She appreciated how the Green Line would connect Minnetonka to Minneapolis and the entire transit system.

B. Wellness and Safety Specialist Presentation

Assistant City Manager Moranda Dammann and Wellness and Safety Specialist Keela Hollman gave the staff report.

Calvert thanked Ms. Hollman for her detailed presentation. She stated when the city decided to invest in this position, the council wanted to see there was a good return on investment and clearly this has been achieved. She encouraged Ms. Hollman to keep up the great work.

Maxwell thanked Ms. Hollman for the excellent presentation.

7. Reports from City Manager & Council Members

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

Schack thanked the election judge staff for all their efforts during the primary and general election.

Schack reported this week was Buckthorn Awareness Week and reminded folks that this was a great time to remove buckthorn in the community.

8. Citizens Wishing to Discuss Matters not on the Agenda:

Ken Libby, resident of Minnetonka, reported he has lived Green Circle Drive and Bren Road for over 20 years. He discussed how the traffic from the Al-Amaan Community Center affects him every week. He explained over the past several years he has met with different city leaders to address his concerns and has been assured that the traffic issues would be addressed. He noted last week he spoke with Julie Wischnack and he understood the city was still working to address this concern. He understood the city wanted to hold community meetings in order to address the traffic issues. He asked that action be taken because it had been two years since he first brought this concern to the city. He commented on how the City of Minneapolis addresses traffic concerns from the Basilica of St. Mary's. He recommended the Minnetonka police officer that is hired to assist with traffic control no longer have access to the traffic signal because this was creating long delays for local traffic. He recommended cones be placed from the community center on Smetana Road down to Bren Road, noting this would free up the left lane for neighborhood traffic. He indicated the community center traffic would then be required to turn right onto Bren Road. He discussed how the Al-Amaan Community Center may need to relocate because it appears this organization has outgrown the building and parking space. He stated he looked forward to hearing from the city council on this matter.

9. Bids and Purchases:

A. Bids for the Minnetonka Boulevard Lift Station Rehabilitation Project

Public Works Director Will Manchester gave the staff report.

Foster-Bolton moved, Coakley seconded a motion to award the contract for the Minnetonka Boulevard Lift Station Rehabilitation Project No. 26907, to Minger Construction Companies, Inc. in the amount of $357,500.00. All voted "yes." Motion carried.

Foster-Bolton moved, Coakley seconded a motion to authorize the deputy public works director to expend the allocated funds for the project costs without further council approval, provided the total project costs do not exceed the project budget of $630,000.00. All voted "yes." Motion carried.

10. Consent Agenda – Items Requiring a Majority Vote:

A. Property Assessed Clean Energy (PACE) special assessment for 10650 Red Circle Drive

Coakley moved, Calvert seconded a motion to adopt Resolution 2026-092. All voted "yes." Motion carried.

B. Resolution for the Green Oak Drive Improvement Project

Coakley moved, Calvert seconded a motion to adopt Resolution 2026-093. All voted "yes." Motion carried.

C. 2027 general liability insurance and workers' compensation renewals

Coakley moved, Calvert seconded a motion to renew the city's insurance policies through the League of Minnesota Cities Insurance Trust (LMCIT) for package policies with the following options: $25,000/$150,000/1,000 deductible for the package policies, Defense Cost Reimbursement (Open Meeting Law Coverage) and no waiver of statutory limits. All voted "yes." Motion carried.

Coakley moved, Calvert seconded a motion to authorize renewal of the LMCIT workers' compensation policy with a $10,000 deductible. All voted "yes." Motion carried.

11. Consent Agenda – Items Requiring Five Votes:

A. 2027 DWI Traffic Safety Officer Grant Agreement

Coakley moved, Foster-Bolton seconded a motion to adopt Resolution 2026-094. All voted "yes." Motion carried.

B. 2027 Towards Zero Deaths (TZD) Traffic Enforcement Grant Agreement

Coakley moved, Foster-Bolton seconded a motion to adopt Resolution 2026-095. All voted "yes." Motion carried.

C. Resolution approving agreement for donation to the city of vacant land on Martha Lane

Coakley moved, Foster-Bolton seconded a motion to adopt Resolution 2026-096. All voted "yes." Motion carried.

12. Introduction of Ordinances:

A. 30-Day Pre-Eviction Notice Ordinance

Community Development Director Julie Wischnack gave the staff report.

Maxwell asked where the six months to implement was being recommended by staff. Wischnack reported this would provide property owners enough time to adjust to the new change.

Calvert questioned if ICA and His House had feedback on the proposed ordinance. Wischnack explained there were two schools of thought on this topic. She discussed how non-profits need more time in order to provide services, but noted extending the time period to 30 days could mean tenants were now back on rent by two months instead of one, which was more burdensome.

Further discussion ensued regarding how the work the city was doing to provide tenants with the assistance they needed in the event of rent non-payment.

Coakley encouraged the city to take comments from tenants regarding the ordinance in numerous ways, versus only online.

Schack asked if enforcements were made at a court level. City Attorney Erik Nilsson stated if a landlord failed to provide 30 days' notice the city could criminally prosecute as a misdemeanor or could pursue a civil administrative penalty.

Maxwell inquired if this ordinance would allow for residents to be notified electronically versus in person or through certified mail. Nilsson reported the ordinance maintains the state law requirements and adds that additionally notice could be made electronically.

Maxwell was of the opinion the voice of tenants and advocacy groups was missing at this time. She commented on the costs for pursuing this matter in court and asked that more time be provided in order to assist with settling these matters before they go to court.

Foster-Bolton agreed the city needed to pursue additional feedback from tenants.

Calvert concurred and encouraged staff to conduct additional outreach by posting flyers in some of the multi-dwelling buildings in the community.

Coakley stated it typically took tenants 30 days to receive rental assistance from local organizations. She stated these organizations sometimes provided assistance of back rent along with late fees.

Schack thanked staff for all their efforts on this ordinance. She agreed the city should work to receive comments from tenants. She anticipated those tenants who have not been able to pay their rent may have some shame associated with this and may not be interested in reaching out to the city to discuss this topic. She reported ICA and His House understood people were optimistic and do not reach out for assistance until there was a scramble.

Maxwell moved, Coakley seconded a motion to introduce the ordinance and refer the ordinance to the EDAC. All voted "yes." Motion carried.

B. Ordinances amending city code section 710.005 regarding certain fees and city code section 515.015 regarding categories of licenses

Community Development Director Julie Wischnack gave the staff report.

Schack asked if the city felt confident in the new right of way fees. Public Works Director Will Manchester stated staff was confident in the rates based on the new projections.

Calvert moved, Maxwell seconded a motion to introduce the ordinances. All voted "yes." Motion carried.

13. Public Hearings:

A. Precious Metal Dealer License for Walla LLC, dba Walla Jewelry Company 11300 Wayzata Boulevard

Community Development Director Julie Wischnack gave the staff report.

Schack opened the public hearing.

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

Foster-Bolton moved, Calvert seconded a motion to continue the public hearing from Sept. 14 and grant the license. All voted "yes." Motion carried.

Schack recessed the city council meeting.

Schack reconvened the city council meeting.

14. Other Business:

A. Certification of delinquent utility charges and fire alarm response fees to the Hennepin County Auditor

Finance Director Darin Nelson gave the staff report.

Calvert stated she spoke with staff and understood several of the large outstanding charges were for utility fees and a water leak.

Maxwell moved, Coakley seconded a motion to adopt Resolution 2026-097 and Resolution 2026-098. All voted "yes." Motion carried.

B. FEMA Staffing Adequate Fire and Emergency Response (SAFER) Grant

Fire Chief Kevin Fox gave the staff report.

Schack stated it was very good for the city to receive positive news on the SAFER grant. She appreciated how the SAFER grant dollars would assist with easing the pressure on the levy over the next three years.

Calvert agreed noting the city would now have to address the relocation needs for the new 24/7 staffing model. She requested further comment on the 24/7 staffing model. Fox reported staff has been collecting data and explained there was currently a gap at Station 4. He indicated Station 4 would remain a priority for the fire department.

Calvert moved, Maxwell seconded a motion to adopt Resolution 2026-099. All voted "yes." Motion carried.

C. Byrne Discretionary Community Project Grant Agreement

Captain of Patrol Services Rachel Meehan gave the staff report.

Schack thanked Captain Meehan for her presentation and thanked staff for pursuing these federal grant dollars.

Calvert moved, Foster-Bolton seconded a motion to adopt Resolution 2026-100. All voted "yes." Motion carried.

D. 2026 Tax Increment Financing (TIF) Management Report

Community Development Director Julie Wischnack gave the staff report.

Coakley moved, Maxwell seconded a motion to accept the report. All voted "yes." Motion carried.

E. Closed meeting to discuss labor negotiation strategies pursuant to Minnesota Statutes section 13D.03.

Calvert moved, Foster-Bolton seconded a motion to close the public meeting pursuant to Minnesota Statutes, Section 13D.03, Subdivision 1(b), to discuss strategy for labor negotiations with Law Enforcement Labor Services (LELS) Police Sergeants, International Union of Operating Engineers (IUOE) Local No. 49, and Minnetonka Professional Firefighters, IAFF Local 5522. All voted "yes." Motion carried.

The city council moved into a closed meeting at 8:30 p.m.

The city council reconvened at 9:15 p.m.

15. Appointments and Reappointments: None

16. Adjournment

Foster-Bolton moved, Maxwell seconded a motion to adjourn the meeting at 9:15 p.m. All voted "yes." Motion carried.

Respectfully submitted,

Becky Koosman
City Clerk

City Council
Agenda Item 6.A
Meeting of November 9, 2026

Title:	Native American Heritage Month Proclamation
Report from:	Jayce Alexander, DEI Supervisor
Submitted Through:	Erik Nilsson, City Attorney Moranda Dammann, Assistant City Manager Mike Funk, City Manager
Presenter:	Mayor Schack

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

Recommended Action
Read the proclamation.

Strategic Plan Relatability
Community Inclusiveness

Background
City of Minnetonka Proclamation
Native American Heritage Month
November 1-30, 2026

WHEREAS
the month of November is recognized as Native American Heritage Month, a time to honor and celebrate the rich histories, diverse cultures and invaluable contributions of Native peoples across the United States; and

WHEREAS
this month serves as a time to reflect on the injustices and inequities experienced by Native peoples, including displacement, broken treaties and loss of culture; and

WHEREAS
recognizing these truths is an essential step toward healing, understanding and reconciliation, and reaffirms our collective responsibility to advance equity, justice and inclusion for all Indigenous peoples; and

WHEREAS
the City of Minnetonka resides on the ancestral homelands of the Mdewakanton (Dakota People) and Anishinaabe (Ojibwe People), and honoring this land and its original stewards deepens our appreciation

for the history, culture and enduring presence of Indigenous peoples in our community; and

WHEREAS
the City of Minnetonka is committed to recognizing and celebrating Native American Heritage Month as part of its ongoing dedication to diversity, equity and inclusion;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Minnetonka does herby proclaim November 2026 as Native American Heritage Month and call upon the people of Minnetonka to learn from and celebrate the stories, traditions and contributions of Indigenous peoples—past, present and future.

City Council
Agenda Item 9.A
Meeting of November 9, 2026

Title:	Bids for the Opus and Ridgedale Trail Wayfinding Project
Report from:	Matt Kumka, Park and Trail Project Manager
Submitted Through:	Will Manchester, P.E., Public Works Director Julie Wischnack, FAICP, Community Development Director Darin Nelson, Finance Director Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Will Manchester, P.E., Public Works Director

Action Requested:	Motion
Form of Action:	Contract/Agreement
Votes needed:	5 votes

Summary Statement
The Opus and Ridgedale Trail Wayfinding Project proposes to install new pedestrian trail wayfinding signage in the Opus and Ridgedale areas along the trail systems. The signage will help better navigate these areas as pedestrian and bike traffic is expected to increase due to growth in both areas.

Recommended Action
1. Motion to award the contract for the Opus and Ridgedale Trail Wayfinding Project No. 16406, to Serigraphics Sign Systems, Inc. in the amount of $190,189.00 and amend the 2019-2023 Capital Improvement Program (CIP) to allocate available funding from Project No.19501 to Project No. 16406.
2. Motion to authorize the public works director to expend the allocated funds for the project costs without further council approval, provided the total project costs do not exceed the project budget of $380,200.00.

Strategic Plan Relatability
Infrastructure & Asset Management

The Opus and Ridgedale Trail Wayfinding Project supports initiatives to maintain and manage capital assets, preserve long-term investment, ensure reliable service and protect our natural environment, supporting desired outcome 5.3, enhance safety, walkability and connectivity of trail system.

Financial Consideration
Yes

The Opus and Ridgedale Trail Wayfinding Project is budgeted over multiple years in the Capital Improvement Program, from 2017-2019.

The project was delayed due to the construction of Metropolitan Council's Green Line Extension and development in the Opus area. Based on the similarities of the wayfinding projects and growth in both the Opus and Ridgedale areas, staff felt it was appropriate to complete wayfinding signage as one project to anticipate better bids due to the quantity of signage.

Background
See supplemental background report.

ATTACHMENTS:
Supplemental Background Report
Opus Location Map
Ridgedale Location Map
Ridgedale Renderings

Supplemental Background Report

At the Aug. 31, 2026, council meeting, council approved bids for the Opus Trail Lighting Improvements project. It was noted at that time that the Opus Wayfinding project would be back to council for future consideration. Prior to that time, at the Oct. 27, 2025, study session, city staff presented a preliminary plan for pedestrian wayfinding improvements. Currently there is no wayfinding in the Opus or Ridgedale areas.

In anticipation of the opening of the Metropolitan Council's Green Line Extension in Opus and the Three Rivers Park District Eagle Lake Trail project near Ridgedale, trail wayfinding signage in these areas will continue to increase in value, to assist trail users in these areas to find destination locations.

Proposed Improvements

The Opus and Ridgedale Trail Wayfinding Project will include gateway signage, directional mapping, campus mapping and interpretive signage throughout each respective area. The signage will improve navigation for pedestrians and bicyclists by providing clear directions to key destinations and points of interest.

Signage materials were selected with an emphasis on sustainability, durability and long-term maintenance. Cedar posts offer a readily available material that can be easily sourced and replaced as needed, while coated aluminum and Richlite facing provide durable, low-maintenance surfaces designed to resist fading and extend the service life of the signage. Additionally, replaceable badges will allow wayfinding information and location identifiers to be updated as needed, providing long-term flexibility and reducing the need for full sign replacement.

Bid Opening

Bids were opened electronically for the project on Oct. 8, 2026. Four bids were received in response to the call for bids, and the results are as follows:

Contractor	Total Bid
Serigraphics Sign Systems, Inc	**$ 190,189.00**
612 SIGNS	$ 248,951.00
Archetype	$ 288,265.00
Urban Companies	$ 305,875.92
Engineer's Estimate	*$328,500.00*

The low bidder, Serigraphics Sign Systems, Inc, has satisfactorily completed similar projects.

Estimated Project Costs and Funding

The total estimated project cost, including construction, contingency and engineering, for the Opus and Ridgedale Trail Wayfinding Project is $380,200. The 2017-2021, 2018-2022, and 2019-2023 Capital Improvements Programs (CIP) included $1,000,000 for Opus Area LRT

Improvements (16406) and 2019-2023 Capital Improvements Programs included $100,000 for Ridgedale Drive Improvements (19501).

As noted in the council approval at the Aug. 31, 2026, meeting, staff are recommending amending the CIP by allocating $300,000, of the remaining budget of $350,000, for the Opus area LRT Improvements (16406) and $100,000 from Ridgedale Drive Improvements (19501) to this project as detailed in the funding table below.

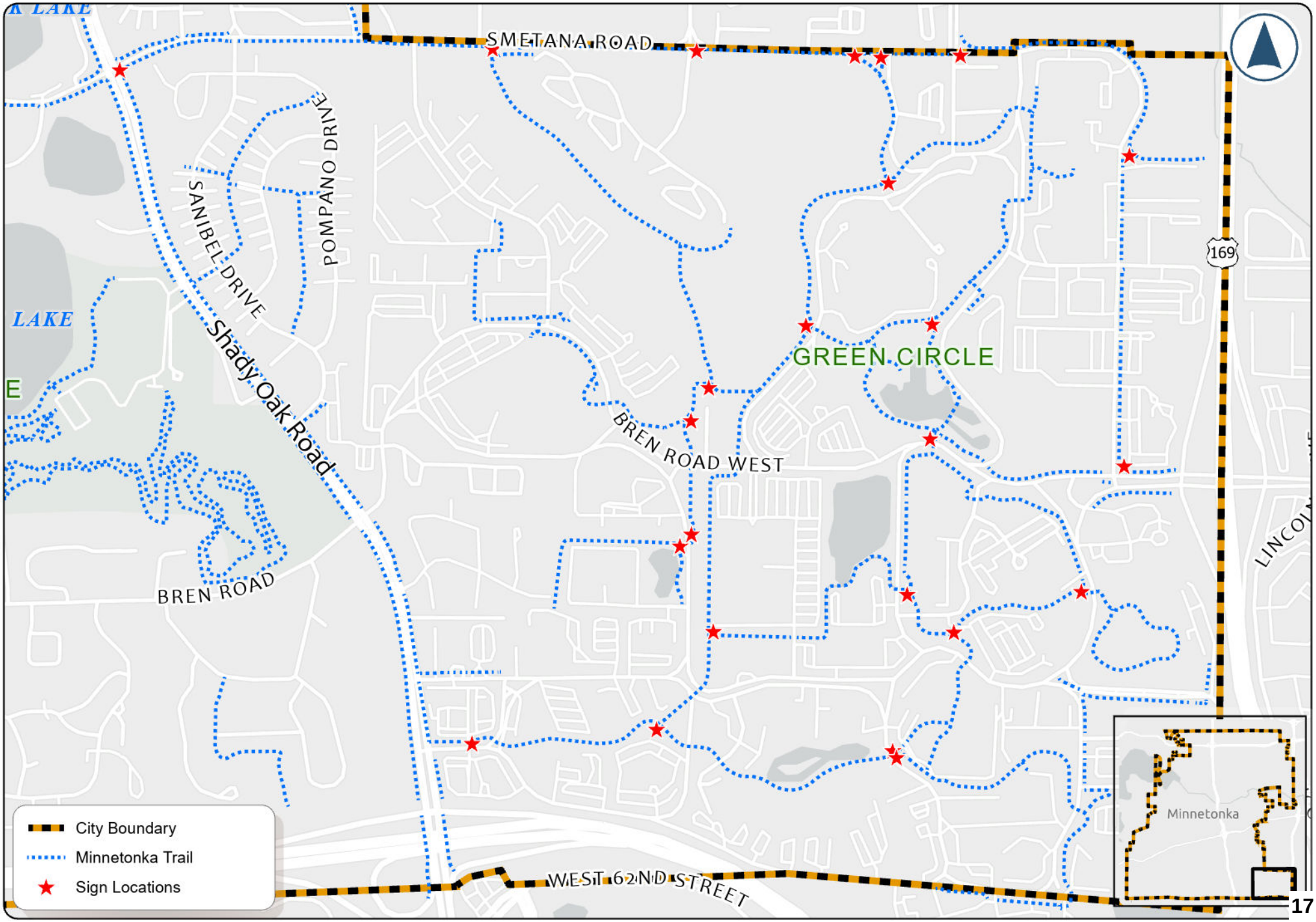
The Opus Foundation's Impact Fund has been in contact with city staff and has offered to provide a $50,000 grant which could be used to fund wayfinding in the Opus area if the board approves on Dec. 1, 2026. If the board decides to approve, it will reduce the project expense to the city by $50,000.

	Budget Amount	**Proposed Funding**	**Expense**
Construction Costs			$190,200
Contingencies			$50,000
Engineering, Administration, and Indirect Costs			$140,000
2017-2019 Opus Area LRT Improvements – CIP 16406	$350,000	$300,000	
2019 Ridgedale Drive Improvements – CIP 19501	$100,000	$80,200	
Total Budget	$450,000	$380,200	$380,200

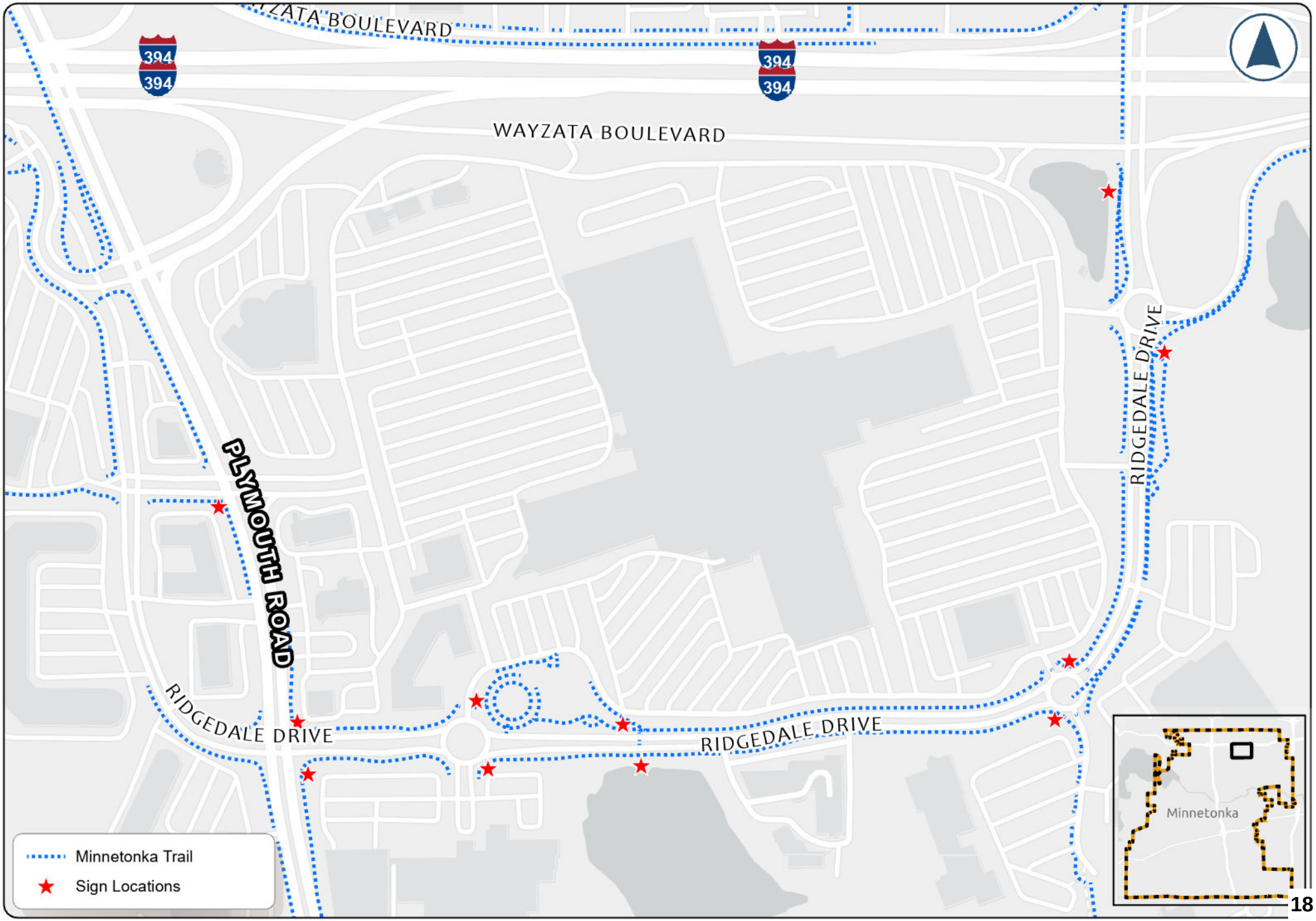
Schedule

If the recommended actions are approved by council, fabrication will take place in the winter of 2027, and installation is anticipated to begin in the spring of 2027.

OPUS Trail Wayfinding Locations



Ridgedale Trail Wayfinding Locations








BLUE TRAIL
RED TRAIL


BLUE TRAIL
RED TRAIL
OPUS
TRAILS


OPUS
TRAILS


RIDGEDALE
DISTRICT
CITY OF
MINNETONKA


RIDGEDALE
DISTRICT


RIDGEDALE
DISTRICT
CITY OF
MINNETONKA

City Council
Agenda Item 10.A
Meeting of November 9, 2026

Title:	Strategic Plan quarter three report
Report from:	Sarissa Seracki, Senior Management Coordinator
Submitted Through:	Erik Nilsson, City Attorney Moranda Dammann, Assistant City Manager Mike Funk, City Manager
Presenter:	Mike Funk, City Manager

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

Summary Statement
The strategic plan is an instrumental and living document that guides the work of the city. Quarterly updates keep the city council and community informed on the efforts of the city's six strategic priorities. Quarter three ended Sept. 30, 2026, and the quarter three progress report has been generated.

Recommended Action
Motion to accept the report.

Strategic Plan Relatability
N/A

Financial Consideration
No

Background
At the end of 2023, staff recommended that the city council revisit the strategic profile that was developed in 2020 and participate in a strategic planning session with an outside consultant. In 2024, the city hired Craig R. Rapp with Rapp Consulting Group to conduct the strategic plan update during the April 19-20, 2024, special study sessions. During the sessions, city council affirmed the six priorities: Financial Strength and Operational Excellence, Safe and Healthy Community, Sustainability and Natural Environment, Livable and Well-Planned Development, Infrastructure and Asset Management, and Community Inclusiveness. City council and leadership also discussed the second level of the plan during the special study sessions, which are now referred to as desired outcomes.

Throughout 2024 each strategic priority was brought forth to city council during a study session to further the conversations from the April strategic planning sessions. Some strategic priorities, definitions, desired outcomes, metrics and targets were adjusted after those conversations. Those updates are reflected in the current Strategic Plan. To develop the 2025 actions steps, city staff held two separate

workshops on Oct. 31 and Nov. 1. About 40 city staff members attended those workshops which allowed for collaboration and discussion across city departments.

The Strategic Plan was imported into the city's strategic planning software, Envisio. This software tracks the progress of all other three levels of the plan and generates a community dashboard. The top level of the plan includes six strategic priorities. Each priority is led by a team lead who oversees the development and progress of the two levels below, desired outcomes and action steps. The team lead pulled in a variety of staff who have expertise in specific areas and were assigned as the owner or contributor to the action steps. Additionally, the groups also identified performance metrics to help visually support the desired outcomes.

The 2026 action items were accepted by city council during the Jan. 12, 2026 meeting and the third quarter of the year has been completed. Written updates for the top two levels, strategic priorities and desired outcomes, are included in the report. Written updates for the action steps can be found on the community dashboard. Additionally, there are multiple progress indicators throughout the report. Total plan progress is summarized on the second page of the report by indicating the percentage of action steps that are "complete," "on track," "some disruption" or "major disruption." Similar indicators are available throughout the report for the progress of each strategic priority and desired outcome.

The performance metrics listed below visually show the progress of actions steps and desired outcomes. City staff will continue to enhance performance metrics throughout the year. Additionally, 2026 community survey results that align directly with the strategic plan were added under their appropriate strategic priority.

Performance Metrics

- Financial Strength
- Safe and Healthy Community
- Sustainability, Resilience and Natural Environment
- Infrastructure and Asset Management
- Livable and Well-Planned Development
- Community Inclusiveness

ATTACHMENTS:

Quarter three progress report

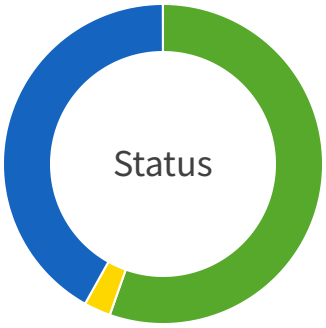
Plan progress report

2025-2027 Strategic Plan (2026)

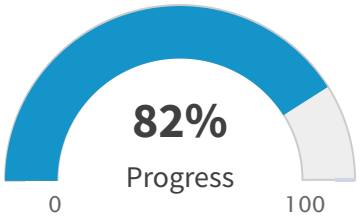
Report Created On: Nov 03, 2026

6	18
Strategic Priority	Desired Outcome

Overall Summary



	%
On Track	55
Some Disruption	3
Completed	42



Report Legend **Priority** No Update Overdue

Strategic Priority 1

Progress 87%

FINANCIAL STRENGTH

A financially responsible organization that delivers results

Owner: Darin Nelson



	%	#
On Track	11	1
Some Disruption	22	2
Completed	67	6

Accomplishments:

The City continues its commitment to achieving key financial and strategic priorities. 2025 financial results include maintaining a Moody's "Very Strong" fund balance rating, with the 2025 governmental fund balance exceeding 30% of revenues; sustaining a Moody's "Very Strong" net direct debt rating, with net direct debt at 0.31% of taxable market value; and achieving a Water & Sewer Utility Fund cash balance of $31.8 million, reaching 149% of the minimum target. The 2025 budget was fully implemented into the Priority Based Budgeting application, with all departments completing initial program scoring and cost allocations. City staff are reviewing 2025 data to establish a baseline for the 2026 budget, with roll-forward and review anticipated for completion in Q4 2026. The referendum plan for a local sales tax question on the November 2026 ballot was fully developed. A coordinated process to identify, apply for, and monitor grants and other external funding sources has been established. Staff updated the Grant Tracker spreadsheet and scheduled biannual departmental check-ins to enhance grant management.

Challenges:

No significant challenges were encountered in meeting financial targets. However, analysis of Priority Based Budgeting results was temporarily delayed due to staff turnover within the Finance Department, impacting the process throughout most of Q2 & Q3. Additionally, the 2026 Legislature did not approve the necessary legislation to allow a local sales tax referendum, resulting in the postponement of related planning and communication efforts.

Next Steps:

Continue monitoring fund balances and debt ratios to ensure compliance with Moody's criteria and maintain prudent fiscal management to support strong credit ratings. Regularly review and update minimum cash balance targets for utility funds. In the upcoming quarter, the Finance Department will peer review programs identified within Priority Based Budgeting to ensure consistency across departments which will also ensure future decision-making is based on reliable data. Staff will collaborate with Tyler Technologies staff to analyze results, aiming to derive actionable insights for resource allocation and identify revenue opportunities for the 2027 budget. Planning and communication for the local sales tax referendum will be paused but can be reactivated if legislative opportunities arise. The new grant process will be implemented in October or November, with ongoing updates to the Grant Tracker and scheduled departmental check-ins to ensure effective grant management.

Desired Outcome 1.1

Progress 100%

High level creditworthiness

Owner: Darin Nelson



	%	#
Completed	100	3

Accomplishments:

- The city maintained a Moody's rating agency fund balance rating of “Very Strong,” with the 2025 governmental fund balance exceeding 30 percent of governmental revenues, supporting the city's AAA rating.
- The city sustained a Moody's rating agency net direct debt rating of “Very Strong,” with net direct debt at 0.31 percent of taxable market value as of December 31, 2025.
- The Water & Sewer Utility Fund cash balance as of December 31, 2025, reached $31.8 million, surpassing the minimum target of $21.4 million and achieving 149% of the target cash balance.

Challenges:

- No significant challenges were encountered in achieving these financial targets.

Next Steps:

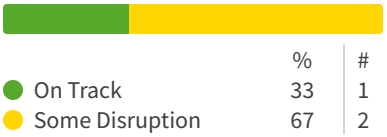
- Continue monitoring fund balances and debt ratios to ensure ongoing compliance with Moody's rating criteria.
- Maintain prudent fiscal management practices to support the city's strong financial position and credit ratings.
- Regularly review and update minimum cash balance targets for utility funds to reflect changing operational needs and financial conditions.

Desired Outcome 1.2

Progress 61%

Improve alignment between service expenditures and identified priorities

Owner: Darin Nelson



	%	#
On Track	33	1
Some Disruption	67	2

Accomplishments:
The 2025 budget has been fully implemented into the Priority Based Budgeting application, with all departments completing their program scoring and costing allocations. City staff are reviewing the initial results from 2025 data to establish a baseline for the 2026 budget, with the roll forward and review anticipated for completion in Q4 2026.

Challenges:
Analysis of results has been temporarily delayed due to staff turnover within the finance department, which impacted the Priority Based Budgeting process throughout most of Q2 and Q3.

Next Steps:
In the upcoming quarter, the finance department will focus on loading the 2026 budget into the Priority Based Budgeting application and collaborating with Tyler Technologies staff to analyze results. The goal is to derive actionable insights for resource allocation and identify revenue opportunities for the 2027 budget. Further collaboration with Tyler Technologies and city departments is planned for Q4 to support these objectives.

Desired Outcome 1.3

Progress 100%

Expand sources of revenue for Capital Improvement Projects



Owner: Darin Nelson

Accomplishments:
The referendum plan for a local sales tax question on the November 2026 ballot was fully developed. Additionally, a coordinated process to identify, apply for, and monitor grants and other external funding sources supporting strategic priorities has been established. Staff convened to update the Grant Tracker Spreadsheet and scheduled biannual check-ins with each department to enhance grant management.

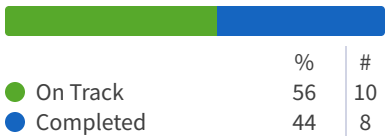
Challenges:
The 2026 Legislature did not approve the necessary legislation to allow local municipalities to request a local sales tax via voter referendum. Consequently, no referendum will take place in fall 2026, and related planning and communication efforts are being scaled back until further legislative action.

Next Steps:
Planning and communication efforts for the local sales tax referendum will be paused but can be quickly reactivated if legislative opportunities arise in the next session. The new grant process will be implemented in August or September, with ongoing updates to the Grant Tracker and scheduled departmental check-ins to ensure effective grant management.

Strategic Priority 2

Progress 86%

SAFE AND HEALTHY COMMUNITY



Create initiatives to enhance community well-being, engage residents to build trust, and prioritize programs, education, hazard mitigation, and emergency response

Owner: Scott Boerboom

Accomplishments:
Service delivery models from the Public Safety Master Plan are 78.56% complete. The patrol division has improved operational efficiency with the full implementation of the power shift, adding four officers during peak hours and increasing visibility. Cross-training for investigative staff is progressing, with internal digital forensics training underway. Fire station 4 modifications for daytime staffing are complete, and peak hours coverage continues with paid on call personnel. Data collection for the fire department's public dashboard is in progress, and ESRI product training is scheduled. Initial research on pre-hire staffing models is complete, including engagement with agencies using similar approaches.

For Opus area redevelopment readiness (79% complete), emergency response drills have been conducted with Metro Transit Police and partners, with more scheduled. Planning and discussions for a future Joint Powers Agreement are ongoing. The police substation in Opus has improved response times and visibility. Community engagement events have strengthened relations, and the semi-annual Opus Safety Assessment is complete.

Staff training for the light rail launch is ongoing.

For public safety mental health response (64.25% complete), the Mental Health Hold form was updated to allow social worker authorization. Partnerships with Relate Counseling are being explored. A grant was secured for a behavioral health outreach specialist for two years. The second pilot of the alternative mental health response model will begin October 5. Planning for a Family Wellness Day is underway, and leadership has established a framework for a new mental health response pilot program. Advanced mental health and crisis intervention training is in progress, and coordination with Hennepin EMS Education is ongoing to integrate mental health response into EMT continuing education.

Challenges:
Financial requirements and the impact of implementing a pre-hire staffing model remain unresolved, and feasibility has not been established. Family support initiatives for mental health response are in early planning, with logistics and programming under development. Full integration of mental health response training for fire department personnel is ongoing and dependent on external coordination. No significant roadblocks have been identified for Opus area redevelopment readiness.

Next Steps:
Continue digital forensics training for investigators. Develop plans for temporary overnight staffing at fire station 4 and analyze service level objective performance. Attend ESRI training for dashboard development. Further evaluate costs and feasibility of the pre-hire staffing model.

For Opus area, continue coordination with Metro Transit Police on drills, training, and the Joint Powers Agreement. Maintain community engagement and monitor public safety data to adjust response and resource allocation, ensuring progress toward the scheduled line opening.

For mental health response, initiate the second pilot of the alternative response model on October 5. Continue data collection and analysis of response models. Monitor the impact of the behavioral health outreach specialist. Advance planning and finalize logistics for the Family Wellness Day. Implement mental health and crisis response training into EMT continuing education for all fire department members.

Desired Outcome 2.1 Progress 87%

Implement service delivery models outlined in the Public Safety Master Plan

Owner: Scott Boerboom



Accomplishments:
The patrol division's operational efficiency has improved with the full implementation of the power shift, resulting in four additional officers during peak hours and increased visibility in key areas. Progress continues on cross-training investigative staff, with internal digital forensics training initiated to compensate for postponed external training. Fire station 4 has completed modifications to accommodate daytime staffing, and peak hours coverage is ongoing with paid on call personnel. Data collection and analysis for the fire

department's public-facing dashboard are underway, and relevant training on ESRI products is scheduled. Initial research on pre-hire staffing models has been completed, including engagement with agencies utilizing similar approaches.

Challenges:
Determining the financial requirements and assessing the impact of implementing a pre-hire staffing model remain unresolved. The feasibility of this model for the department has not yet been established.

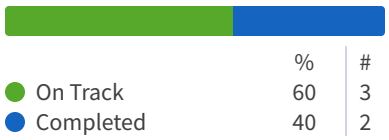
Next Steps:
Continue one-on-one digital forensics training for investigators. Develop plans for temporary overnight staffing at fire station 4 and analyze service level objective performance to inform future staffing needs. Attend ESRI training to advance dashboard development. Further evaluate the costs, staffing implications, and feasibility of adopting a pre-hire staffing model.

Desired Outcome 2.2

Progress 86%

Ensure public safety readiness for the Opus area redevelopment

Owner: Scott Boerboom



Accomplishments:
Emergency response drills have been conducted in collaboration with Metro Transit Police and public safety partners, with additional drills scheduled. Regular planning, training, and discussions regarding a future Joint Powers Agreement are ongoing. The official opening date for the line is set for June 12, 2027. Minnetonka Public Safety, with Metro Transit assistance, is leading the scheduling of drills and exercises involving multiple suburban agencies, with specific incident-focused drills planned through November. A well-attended community event at The Preserve and several Night to Unite parties have strengthened community relations in the Opus area. The new police substation in Opus has improved response times and visibility. The semi-annual Opus Safety Assessment was completed, and ongoing training sessions are preparing staff for the light rail launch.

Challenges:
No significant roadblocks have been identified at this stage.

Next Steps:
Continue coordination with Metro Transit Police on upcoming drills, training sessions, and development of the Joint Powers Agreement. Maintain engagement with community members and monitor public safety data to proactively adjust response and resource allocation. Sustain progress toward the scheduled line opening date.

Desired Outcome 2.3

Progress 83%

Enhance public safety mental health response

Owner: Scott Boerboom



Accomplishments:

- The Mental Health Hold form was updated to allow social workers to sign and authorize transport holds.
- Engagement with Relate Counseling staff explored opportunities for stronger community partnerships.
- A grant was secured to fund a behavioral health outreach specialist position for two years, supporting community resource access and expanding co-response activities.
- The second pilot of the alternative mental health response model, pairing a firefighter with a social worker, is scheduled to begin on October 5 to evaluate the fire-based co-response approach.
- Progress was made in planning a Family Wellness Day to increase awareness of wellness resources and foster connections among officers and their families.
- Fire and Police Department leadership established a framework for a new mental health response pilot program, with participating members enrolled in advanced mental health and crisis intervention training. Coordination is underway with Hennepin EMS Education to integrate mental health response into EMT continuing education for all fire department members.

Challenges:

- Family support initiatives remain in early planning stages, with event logistics and programming still under development.
- Full integration of mental health response training for all fire department personnel is ongoing and dependent on coordination with external partners.

Next Steps:

- Initiate the second pilot of the alternative mental health response model as scheduled on October 5.
- Continue data collection and analysis to compare the effectiveness of both response models.
- Monitor the integration and impact of the new behavioral health outreach specialist on community outreach and co-response capacity.
- Advance planning and finalize logistics for the Family Wellness Day event.
- Implement mental health and crisis response training into EMT continuing education for all fire department members.

Strategic Priority 3 Progress 96%



	%	#
On Track	27	3
Completed	73	8

SUSTAINABILITY, RESILIENCE AND NATURAL ENVIRONMENT

Be a community that values the natural environment, sustainability, and actions that lead to a more climate resilient community

Owner: Leslie Yetka

Accomplishments

- Continued implementation of the Climate Action and Adaptation Plan (CAAP), including completion of first-quarter work plan actions and ongoing collaboration across departments.

- Increased community engagement through the Resilient Minnetonka program, with more than 35 participants this spring, and planning for outreach events aligned with Earth Day, the farmers market, and SummerFest.
- Advanced natural resource restoration with buckthorn removal and habitat restoration in city parks, while preparing for tree planting through the annual tree sale and grant-funded projects.
- Expanded sustainability and conservation initiatives through home energy assessment promotions, planning for the 2026 SummerFest Everything Electric exhibit, and distribution of more than $27,000 in water efficiency rebates to residents.

Challenges

- Continued outreach is needed to increase participation in sustainability programs, particularly among residents in urban heat island areas and income-qualified households.
- Remaining water efficiency rebate funds must be distributed before the June 2026 grant deadline.
- Ongoing coordination across departments is necessary to support implementation of the CAAP and other sustainability initiatives.

Next Steps

- Continue implementing CAAP work plan actions and maintain regular interdepartmental coordination.
- Complete planned outreach and education efforts, including SummerFest, resilient landscaping events, and targeted promotion of home energy assessments, electrification programs, and carbon-free electricity options.
- Continue habitat restoration, native seed establishment, tree planting, and evaluation of program participation to guide future improvements while fully utilizing available grant funding.

Desired Outcome 3.1 Progress 98%

A more resilient community that both mitigates and adapts to Minnesota's changing climate



Owner: Ally Sutherland

Accomplishments:

- Developed and implemented a 2026 annual work plan based on the Climate Action and Adaptation Plan (CAAP) to encourage and support the city, residents, and businesses in reducing community-wide greenhouse gas emissions; all Q3 and Q4 2026 actions have been completed.
- Hosted quarterly interdepartmental CAAP Staff Team meetings, primarily to implement four newly awarded grants supporting the 2026 CAAP annual work plan.
- Conducted 2-3 targeted outreach events in 2026 related to the Resilient Minnetonka program, focusing on residential property owners in urban heat island areas. Notably, natural resources staff presented on monarchs and pollinator habitats to a resident group, highlighting the Resilient Minnetonka program as a resource.

Next Steps:

- Finalize and post remaining informational materials and resources for the flood reduction education campaign associated with the Excelsior Blvd project.

Desired Outcome 3.2 Progress 90%

Protect, manage and enhance the natural environment

Owner: Leslie Yetka



	%	#
On Track	67	2
Completed	33	1

Accomplishments:

- Initiated over 11 acres of new habitat restoration across multiple parks identified in the CIP for 2026, surpassing the original 10-acre goal (95% completed). Restoration efforts include 2 acres at Civic Center Park and 2 acres of buckthorn removal at Minnetonka Mills Park and Big Willow Park.
- Planted a total of 955 trees in 2026 through the citywide tree sale and city-led replacements, achieving 100% of the annual goal. The tree sale event on September 18-19 resulted in 98% of trees being picked up and planted on city properties.
- Advanced education and community engagement by preparing to showcase the Resilient Minnetonka program at the citywide open house. Residents will have the opportunity to view a map of resilient landscaping installations and indicate interest in adopting similar practices (75% completed).

Challenges:

- Slight shortfall in the total number of trees planted compared to the 1,000-tree target, with 955 trees planted by year-end.
- Community engagement efforts are ongoing, with a continued need to connect property owners and encourage broader participation in resilient landscaping practices.

Next Steps:

- Complete remaining habitat restoration activities to achieve full project completion.
- Continue outreach to ensure the remaining trees are planted and explore opportunities to meet or exceed the 1,000-tree goal in future cycles.
- Host the planned Resilient Minnetonka showcase at the citywide open house, facilitate connections among property owners, and encourage additional adoption of resilient landscape practices.

Desired Outcome 3.3 Progress 100%

Community-wide adoption of sustainability and conservation best practices

Owner: Ally Sutherland



	%	#
Completed	100	4

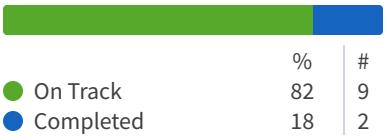
Accomplishments:

- The city hosted a 2026 Summer Fest Everything Electric exhibit and the 2026 Fire Department and City Open House Everything Electric exhibit, showcasing electric vehicles, renewable energy options, air source heat pumps, and Home Energy Squad visits.
- The city continues to offer a 50% discount on home energy assessments and secured a $50,000 grant to fund free home energy audits and residential rebates for electrification and energy efficiency. Phase 1 of the grant implementation is complete, with approximately 40% of rebates awarded to income-qualified applicants.
- In Q3 2026, sustainability staff collaborated with CEE and Xcel Energy to identify 75 businesses in the Ridgedale/394 area for targeted promotion of free business energy assessments. The city and sustainability commission conducted direct outreach, supported by postcards, emails, phone calls and onsite visits to all 75 targeted businesses.

Next Steps:

- Analyze results of the city and CEE's One Stop Efficiency Shop business outreach initiatives when results are available.

Strategic Priority 4 Progress 79%



LIVABLE AND WELL-PLANNED DEVELOPMENT

Balance community-wide interests and respect Minnetonka's unique features while continuing community reinvestment

Owner: Julie Wischnack, FAICP

Accomplishments:
- Progress on increasing and diversifying housing options has reached 77.50% completion. Efforts include exploring new housing types, researching city-owned sites, and selling affordable twinhomes to qualified buyers. A draft outreach plan for expiring affordable housing contracts has been developed, with ongoing engagement for contract extensions and proactive monitoring. A revised zoning ordinance has been proposed, introduced to the city council, and the planning commission has conducted the first required public hearing.
- The initiative to create a positive business environment is 87.50% complete. Three business survey priorities have been implemented, and ESRI Business Analyst Program training has been completed to support economic data story mapping. Engagement with businesses affected by construction projects is ongoing, including communication about the Emergency Business Program. Business achievements have been highlighted in recent publications and events, and retention and expansion data have been updated.
- Transformation of the Opus Area is 69.67% complete. Wayfinding and lighting projects are advancing, with contracting underway and installation scheduled to begin in the fall. Both projects are targeted for completion by mid-2027. The Opus public space master plan, developed with extensive engagement, is under review. Preparations for infrastructure improvements ahead of the 2027 light rail opening are ongoing, including finalizing agreements and advancing sidewalk, trail lighting, and wayfinding projects.

Opportunities:

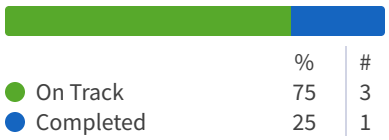
- Continued engagement with building representatives is required to secure contract extensions for expiring affordable housing agreements.
- Ongoing monitoring and outreach are necessary to address affordable housing contract expirations.
- The revised zoning ordinance remains in the public hearing phase and requires further approvals.
- Construction projects impacting businesses require sustained communication and support.
- Opus Area projects depend on coordination with contractors and timely material delivery.

Next Steps:
- Continue outreach and engagement with stakeholders regarding affordable housing contract extensions and monitor expiration timelines.
- Advance the revised zoning ordinance through remaining public hearings and final approval processes.
- Maintain proactive communication with businesses impacted by construction and provide support through the Emergency Business Program.
- Complete contracting for wayfinding and initiate lighting installation in the Opus Area.
- Finalize and release the Opus public space master plan and continue preparations for infrastructure improvements ahead of the 2027 light rail opening.

Desired Outcome 4.1 Progress 78%

Increase and diversify the types of housing within the city

Owner: Julie Wischnack, FAICP

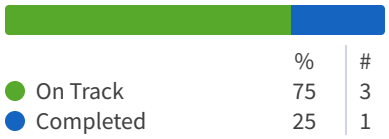


Exploration of new housing options, including city-contracted manufactured homes, is underway, with research initiated on utilizing a city-owned site. Recent progress includes the sale of affordable twinhomes by Amani Construction to qualified buyers. A draft outreach plan targeting expiring affordable housing contracts has been developed, covering both rental and ownership models. Engagement with building representatives to discuss contract extensions is ongoing, and proactive monitoring and outreach efforts continue to ensure timely action prior to contract expirations. Regarding zoning, a revised ordinance has been proposed. The city council has introduced the ordinance, and the planning commission has conducted the first of two required public hearings.

Desired Outcome 4.2 Progress 88%

Create a positive business environment, by connecting to small, medium and large businesses

Owner: Julie Wischnack, FAICP



Key accomplishments include the identification and implementation of three business survey priorities, completion of ESRI Business Analyst Program training to support the development of an economic data story map for stakeholders, and ongoing engagement with businesses impacted by Cedar Lake Road and

Minnetonka Boulevard construction. This engagement includes proactive communication about the Emergency Business Program and regular updates for Glen Lake businesses. Business achievements have been recognized through the Fall 2026 Thrive publication, Minnetonka Business Network event, and a new corporate video series. Work continued on the retention and expansion spreadsheet and successful migration of previous site visit notes. Storytelling initiatives to highlight business success continues in the Fall 2026 Thrive edition and a Culligan feature video release.

Desired Outcome 4.3 Progress 70%

Continue the transformation of the Opus Area by implementing physical improvements to the area



Owner: Julie Wischnack, FAICP

Wayfinding and lighting projects in Opus are progressing in that bidding for wayfinding yielded favorable outcomes, and contracting is in progress. Lighting installation is scheduled to begin this fall, with staff overseeing materials and contractor performance. Both wayfinding and lighting are targeted for completion by mid-2027. The Opus public space master plan, located near the light rail is providing extensive public engagement and collaboration with internal staff and developer design teams have produced preliminary concepts, currently under review. The master plan is planned for release in the fall 2027. Preparations for planned infrastructure ahead of the 2027 light rail opening are occurring. The city is finalizing ownership and maintenance agreements for newly constructed infrastructure and advancing two sidewalk projects, as well as trail lighting and wayfinding initiatives.

Strategic Priority 5 Progress 69%

INFRASTRUCTURE AND ASSET MANAGEMENT

Reliable, high-quality infrastructure



Owner: Will Manchester

Accomplishments:

- Completion of Whitegate forcemain replacement project.
- Bids opened for Minnetonka Boulevard lift station; project award anticipated in October, with construction planned for spring 2027.
- Preparations with utility companies finalized for burial of overhead lines along Minnetonka Boulevard; Excelsior Boulevard burial to commence mid-October.
- Trimble Unity launched for Public Works Forestry; EKOS for Fleet nearing full implementation.
- Configuration and testing of new Enterprise GIS servers initiated.
- Enterprise License Agreement for GIS renewed for three years, supporting enhanced capabilities.

- 2026 pavement capital improvements plan 80% complete; major paving work finished, with final activities underway.
- Annual pavement management plan review and update 75% complete; consultant testing in progress to inform 2028-2032 CIP.
- Transit Cooperation Agreement with Metro Transit extended; 85% of enhancement initiative completed, with microtransit collaboration under exploration.
- Ongoing coordination with regional and state agencies on trail and roadway projects, including Bryant Lake Region Trail and MnDOT projects.
- Informational outreach on e-bikes, e-scooters, and e-motos conducted; increased enforcement and educational activities around schools.
- Minnetonka Boulevard Trail Project under construction and on schedule for fall completion.
- Opus area trail lighting planning initiated; installation plans and standards reviewed and approved.

Roadblocks:

- Awaiting official award of Minnetonka Boulevard lift station project.
- Final testing and transition to new Enterprise GIS servers pending.
- Final paving activities near Cartway Lane and Ridgedale Drive require coordination.
- Pavement management plan updates dependent on timely consultant testing results.
- Transit enhancement progress contingent on successful meetings with SW Transit and Metro Transit.
- Ongoing coordination needed with regional partners to address project timelines and communication.
- 2026 CIP trail construction along Minnetonka Boulevard not yet started.
- Opus area trail lighting installation pending, scheduled for fall 2026-spring 2027.

Next Steps:

- Award Minnetonka Boulevard lift station project and prepare for 2027 construction.
- Begin burial of overhead utility lines on Excelsior Boulevard.
- Complete testing and transition to new Enterprise GIS servers.
- Finalize and implement EKOS for Fleet.
- Complete remaining paving work and local road improvements.
- Analyze consultant testing results for pavement management plan and update 2028-2032 CIP.
- Conduct meetings with SW Transit and Metro Transit to advance microtransit collaboration.
- Continue coordination with regional and state agencies on trail and transportation projects.
- Maintain enforcement and educational outreach on e-bike regulations.
- Monitor and ensure timely completion of Minnetonka Boulevard Trail Project.
- Advance planning and approval for Opus area trail lighting to meet installation schedule ahead of light rail station opening in June 2027.
- Initiate 2026 CIP trail construction along Minnetonka Boulevard as scheduled.

Desired Outcome 5.1 Progress 77%

Improve reliability and efficiency of utilities and facilities



Owner: Will Manchester

Accomplishments:

- Completed the Whitegate forcemain replacement project.
- Opened bids for the Minnetonka Boulevard lift station, with project award anticipated in October and construction scheduled for spring 2027.
- Finalized preparations with Xcel Energy and private utility companies for the burial of overhead lines along Minnetonka Boulevard; burial work on Excelsior Boulevard is set to begin in mid-October.
- Launched Trimble Unity for Public Works Forestry and are nearing full implementation of EKOS for Fleet.
- Configured new Enterprise GIS servers and initiated testing prior to full transition.
- Renewed the Enterprise License Agreement for GIS for an additional three years, enabling significant enhancements in GIS capabilities, applications, and infrastructure.

Challeges:

- Awaiting the official award of the Minnetonka Boulevard lift station project.
- Final testing and transition to new Enterprise GIS servers are still pending.

Next Steps:

- Award the Minnetonka Boulevard lift station project in October and prepare for spring 2027 construction.
- Begin burial of overhead utility lines on Excelsior Boulevard as scheduled.
- Complete testing and transition to the new Enterprise GIS servers.
- Finalize and implement EKOS for Fleet to achieve full operational status.

Desired Outcome 5.2 Progress 79%

Safe, quality, well-maintained roadway system



Owner: Will Manchester

Accomplishments:

- The 2026 pavement capital improvements implementation plan is 80% complete. The city's contractor has finished most paving work for 2026, with final activities underway near Cartway Lane and Ridgedale Drive. Public works staff are completing milling and paving on local roads throughout Minnetonka.
- The annual pavement management plan review and update is 75% complete. A consultant is conducting testing on the next quarter of public streets, with results to inform the 2028-2032 Capital Improvement Program cycle.
- The Transit Cooperation Agreement with Metro Transit has been extended for one year, with 85% of the enhancement initiative completed. Council approval has been secured, and staff are coordinating with SW Transit and Metro Transit to explore microtransit collaboration.
- Ongoing collaboration with regional and state agencies continues, including coordination with Three Rivers Park District on the Bryant Lake Region Trail along Baker Road (75% complete). Efforts also

include coordination on regional trails at Baker Road and Hopkins Crossroad, and ongoing communication with MnDOT regarding upcoming work along 394.

Challenges:

- Final paving activities near Cartway Lane and Ridgedale Drive remain in progress, requiring coordination between contractors and public works staff.
- Completion of pavement management plan updates is dependent on timely receipt and analysis of consultant testing results.
- Further progress on transit enhancements is contingent on successful scheduling and outcomes of meetings with SW Transit and Metro Transit.
- Continued coordination is necessary to address evolving project timelines and communication needs with regional partners, including Three Rivers Park District and MnDOT.

Next Steps:

- Finalize remaining paving work near Cartway Lane and Ridgedale Drive, and complete local road improvements in Minnetonka.
- Analyze consultant testing results and incorporate findings into the updated pavement management plan for the 2028-2032 Capital Improvement Program cycle.
- Conduct scheduled meetings with SW Transit and Metro Transit to advance microtransit collaboration opportunities.
- Continue coordination with regional and state agencies to ensure alignment on trail projects and effective communication regarding transportation impacts.

Desired Outcome 5.3 Progress 48%

Enhance safety, walkability and connectivity of trail system



Owner: Will Manchester

Accomplishments:

- Developed and distributed informational postcards outlining the differences between e-bikes, e-scooters, and e-motos, including relevant laws, to parents and youth during e-bike violation stops and at educational events.
- Delivered a presentation on e-bikes at the police academy.
- Increased enforcement activities around schools at the start of the school year to promote compliance with e-bike regulations.
- The Minnetonka Boulevard Trail Project is currently under construction and on track for completion this fall.
- Initiated planning for the Opus area trail lighting, with staff reviewing and approving installation plans, light standards, and installation methods.

Challenges:

- The 2026 Capital Improvement Program trail construction along Minnetonka Boulevard has not yet commenced (0% completed).
- Trail lighting installation for the Opus area is pending, with implementation scheduled for fall 2026 through spring 2027.

Next Steps:

- Continue enforcement and educational outreach regarding e-bike regulations.
- Monitor progress and ensure timely completion of the Minnetonka Boulevard Trail Project.
- Advance the planning and approval process for the Opus area trail lighting to maintain the installation schedule ahead of the light rail station opening in June 2027.
- Initiate the 2026 Capital Improvement Program trail construction along Minnetonka Boulevard as scheduled.

Strategic Priority 6 Progress 76%



COMMUNITY INCLUSIVENESS

Build an engaged, accepting, and compassionate community that embraces diversity and varied perspectives to create an inclusive and equitable city for everyone

Owner: Jayce Alexander

Accomplishments:

- Three community events—Sensory-Friendly Open House, Disability Pride, and Moon Festival—successfully completed; arrangements finalized for Native American Heritage Month speaker in November.
- Engagement strategy development initiated; team has met twice with next meeting scheduled for next month.
- Inclusive symbols and language implemented: sensory-friendly activities promoted, new signage ordered, police outreach materials translated into Spanish and Somali, immigration information posted, and translation resources provided to staff.
- Community Development Staff consistently participate in PLACES Public Art meetings to discuss public art placement along the Green Line Extension.
- Collaboration with communications team initiated to streamline demographic data collection questions.
- City Lab event conducted with Police, Fire, and City staff, engaging middle school students in workshops and demonstrations.
- New recreation programs launched for all age groups, including camps and specialized classes.
- Quarterly meetings established with Communications to coordinate marketing for events at the Marsh.
- Successful execution of community-building events, including Summer Carnival, Music in the Park, Movie in the Park, and the Minnetonka Farmers Market.
- 53 youth scholarships awarded to date.

- Sensory space featured at Summer Fest, with vendor secured for Burwell Spooktacular.
- Six ACE internship positions offered across multiple city departments.

Roadblocks:

- Comprehensive engagement strategy development requires further cross-departmental collaboration.
- Ongoing need to identify additional languages and resources to address evolving community needs.
- Final showing of Movie in the Park canceled due to weather.

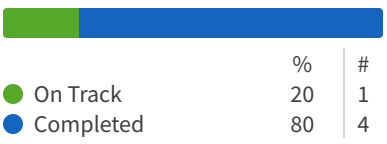
Next Steps:

- Finalize preparations for Native American Heritage Month speaker event in November and begin planning subsequent programs.
- Continue refining the engagement strategy.
- Expand translation of outreach materials, monitor effectiveness of sensory-friendly promotions, gather feedback, and assess further staff training or resource needs regarding language accessibility.
- Continue accepting applications for 2027 public art, following the established review process with artwork review and scheduling planned for November.
- Continue refining demographic data questions and coordinate with stakeholders to implement the updated collection process.
- Advance youth programming by fostering further engagement with diverse communities and public safety departments.
- Expand and promote new recreation class offerings across all age groups.
- Maintain collaboration with Communications to enhance event marketing at the Marsh.
- Continue providing and promoting low and no-cost community events.
- Monitor progress toward the youth scholarship goal.
- Coordinate with the sensory space vendor to confirm logistics for the Burwell Spooktacular event.

Desired Outcome 6.1 Progress 95%

All people feel welcome and engaged

Owner: Jayce Alexander



Accomplishments:

- Three community events—Sensory-Friendly Open House, Disability Pride, and Moon Festival—successfully completed; arrangements finalized for Native American Heritage Month speaker in November.
- Engagement strategy development initiated to guide staff on soliciting community feedback; team has met twice since last update with next meeting scheduled for next month.

- Inclusive symbols and language implemented: sensory-friendly activities promoted at Summer Fest, new signage ordered, and police outreach materials translated into Spanish and Somali. Immigration information posted in public areas and online; translation resources provided to staff.

Challenges:

- No significant roadblocks for community events.
- Comprehensive engagement strategy development requires further cross-departmental collaboration.
- Ongoing need to identify additional languages and resources to address evolving community needs.

Next Steps:

- Finalize preparations for Native American Heritage Month speaker event in November and begin planning subsequent programs.
- Continue refining the engagement strategy.
- Expand translation of outreach materials into additional languages, monitor effectiveness of sensory-friendly promotions, gather feedback, and assess further staff training or resource needs regarding language accessibility.

Desired Outcome 6.2

Progress 81%

Enhance community representation through art and imagery

Owner: Jayce Alexander



Accomplishments:
Community Development Staff consistently participate in PLACES Public Art meetings to discuss the placement of public art along the Green Line Extension.

Next Steps:
Continue accepting applications for 2027. The established review process will be followed, with artwork review and scheduling planned for November.

Desired Outcome 6.3

Progress 62%

Create and expand equitable opportunities for accessing programs, services and facilities

Owner: Jayce Alexander



Accomplishments:

- Initiated collaboration with the communications team to streamline demographic data collection questions, enhancing efficiency.

- City Lab event conducted with Police, Fire, and City staff, engaging middle school students in workshops and interactive demonstrations.
- New recreation programs launched for youth, teens, adults, and seniors, including camps and specialized classes.
- Quarterly meetings established with Communications to coordinate marketing for events at the Marsh.
- Successful execution of community-building events, including a Summer Carnival, Music in the Park, Movie in the Park, and the Minnetonka Farmers Market, with strong community participation.
- 53 youth scholarships awarded to date, progressing toward the annual goal.
- Sensory space featured at Summer Fest, with vendor secured for Burwell Spooktacular.
- Six ACE internship positions offered across multiple city departments.

Challenges:

- Final showing of Movie in the Park was canceled due to weather.

Next Steps:

- Continue refining demographic data questions and coordinate with stakeholders to finalize and implement the updated collection process.
- Advance the youth programming initiative by fostering further engagement with diverse communities and public safety departments.
- Expand and promote new recreation class offerings across all age groups.
- Maintain collaboration with Communications to enhance event marketing at the Marsh.
- Continue providing and promoting low and no-cost community events.
- Monitor progress toward the youth scholarship goal.
- Coordinate with the sensory space vendor to confirm logistics for the Burwell Spooktacular event.

City Council
Agenda Item 10.B
Meeting of November 9, 2026

Title:	Authorization of agreement for professional auditing services with BerganKDV for the 2026-2030 financial audits
Report from:	Melissa Schlingman, Assistant Finance Director
Submitted Through:	Darin Nelson, Finance Director Erik Nilsson, City Attorney Moranda Dammann, Assistant City Manager Mike Funk, City Manager
Presenter:	Darin Nelson, Finance Director

Action Requested:	Motion
Form of Action:	Contract/Agreement
Votes needed:	4 votes

Summary Statement
Council policy requires that contracts for auditing services may not exceed five years of automatic renewals. Staff issued a request for proposals (RFP) for audit services for the fiscal years 2026 through 2030 and received proposals from four accounting firms. The firms solicited for proposals are active in the government auditing and the accounting profession in the state of Minnesota.

Recommended Action
Motion to authorize execution of an agreement with BerganKDV for audit services.

Strategic Plan Relatability
Financial Strength

Desired outcome 1.1 focuses on achieving high level creditworthiness. The preparation and acceptance of the ACFR is a vital component of maintaining the city's Aaa bond rating.

Financial Consideration
Yes

As one of the multiple evaluation criteria, a summary of the bids received from the four firms are as follows:

FIRM	2026	2027	2028	2029	2030	5 Year Total
BerganKDV	$43,475	$45,150	$46,925	$48,750	$50,650	$234,950

Redpath and Company	$51,250	$53,250	$55,500	$57,750	$60,000	$277,750
CliftonLarsonAllen LLP	$55,400	$57,000	$58,750	$60,500	$62,500	$294,150
Abdo	$57,350	$59,100	$60,900	$$62,740	$64,630	$304,720

Background

The four firms were evaluated on a number of criteria including: how many clients they have similar to the city of Minnetonka; the firm's ability to communicate with the city staff on a timely and effective basis; audit staff experience; and cost.

The proposals were reviewed based on the criteria outlined above, including the firms' qualifications, experience, proposed approach, and overall responsiveness to the city's audit needs. Based on this review, BerganKDV demonstrated strong qualifications across the criteria and has extensive experience providing audit services to municipalities. BerganKDV has also served as the city's auditor for the past several years, providing the city with familiarity and continuity in its audit process. References and information provided regarding BerganKDV's municipal audit experience were also considered as part of the evaluation and reflected favorable feedback regarding the firm and the staff proposed to perform the city's audit.

ATTACHMENTS:

Agreement and Proposal

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made as of October 26, 2026 between the City of Minnetonka, 14600 Minnetonka Boulevard, Minnetonka, Minnesota 55345 ("City") and BerganKDV ("Consultant") whose business address is 3800 American Blvd West Suite 1000 Bloomington, MN 55431.

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms, or corporations providing such services enter into written agreements with the City. The purpose of this agreement is to set forth terms and conditions for the provision of certain services by the Consultant for the City.

The City and the Consultant agree as follows:

1. ***Consultant's Services.*** The Consultant agrees to provide professional services as described in proposal to provide auditing services dated September 18, 2026, attached and made a part of this Agreement ("the Work"). If there is any conflict between the language of this document and the language of the proposal to provide auditing services dated September 18, 2026, the language of this document prevails.

2. ***Project Manager and Staffing.*** The Consultant has designated Andrew Grice, Brianna Schlicht Victoria Siraguso and appropriate audit staff to provide the Work. They may be assisted by other staff members as necessary to facilitate the completion of the Work in accordance with the terms of this Agreement. The Consultant may not remove or replace these designated staff from performing the Work without the City's prior approval.

3. ***Time for Performance of Services.*** The Consultant must perform the Work as described in the proposal to provide auditing services dated September 18, 2026, the official copy of which is part of this agreement and is on file with the City Clerk. If Consultant is delayed in performance due to any cause beyond its reasonable control, such as strikes, riots, fires, acts of God, governmental actions, actions of a third party, or actions or inactions of City, the time for performance will be extended by the period of time lost by reason of the delay.

4. ***Compensation for Services.*** City agrees to pay the Consultant for the Work in the manner described in the proposal to provide auditing services dated September 18, 2026, attached and made a part of this Agreement. A change in the scope of the Work that may increase the compensation due to Consultant will not be effective unless the City has given prior written approval.

5. ***Method of Payment.*** The Consultant must submit itemized invoices for services provided to the City on a monthly basis. Consultant is encouraged, but not required, to submit invoices electronically by emailing a copy of the invoice and any supporting documentation, in a PDF format, to payables@minnetonkamn.gov. Invoices submitted will be paid in the same manner as other claims made to the City. Consultant may request that the City make electronic (ACH) payments to Consultant, by contacting the City's accounts payable officer.

   For work reimbursed on an hourly basis, the Consultant must indicate for each employee, his or her name, job title, the number of hours worked, rate of pay, a computation of

amounts due for each employee, and the total amount due. By making the claim for payment, the Consultant declares that the account, claim or demand is just and correct and that no part of it has been paid.

6. ***Audit Disclosure.*** Under Minn. Stat. § 16C.05, subd. 5, the Consultant's books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate for a minimum of six years after the termination of this Agreement.

7. ***Document Ownership.*** All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant will become the property of the City upon termination of this Agreement, but Consultant may retain copies of such documents as records of the services provided. Except to the extent that Minnesota Statutes Chapter 466 limits the City's liability, the City agrees to defend and indemnify the Consultant for any claims or losses resulting from the City's use of the documents in a manner not approved by the Consultant or not contemplated by the parties at the time of the preparation.

8. ***Term.*** The term of this Agreement is from Audit year 2026 through 2030, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as stated in this Agreement.

9. ***Termination.*** This Agreement may be terminated by either party by seven days' advance written notice delivered to the other party at the address written above. Upon termination under this provision if there is no fault of the Consultant, the Consultant will be paid for services rendered and reimbursable expenses until the effective date of termination. If however, the City terminates the Agreement because the Consultant has failed to perform in accordance with this Agreement, no further payment will be made to the Consultant, and the City may retain another Consultant to undertake or complete the Work.

10. ***Subcontractor.*** The Consultant may not enter into subcontracts for services provided in this Agreement, without the express written consent of the City. The Consultant agrees to pay any subcontractor within ten days of the Consultant's receipt of payment from the City for undisputed services provided by the subcontractor. The Consultant must pay interest of 1.5% per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of $100 or more is $10. For any unpaid balance of less than $100, the Consultant must pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Consultant must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action. This paragraph is inserted in this Agreement pursuant to Minn. Stat. §471.425, Subd. 4a.

11. ***Independent Contractor.*** At all times and for all purposes under this Agreement, the Consultant is an independent contractor and not an employee of the City. No statement in this Agreement may be construed to find the Consultant an employee of the City.

12. ***Assignment.*** Neither party may assign this Agreement without the written consent of the other party.

13. ***Services Outside Contract.*** The City will not honor claims for services furnished by the Consultant unless this Agreement specifically provides for those services.

14. ***Worker's Compensation.*** This paragraph is inserted in this Agreement pursuant to Minn. Stat. § 176.182. Consultant certifies that Consultant is in compliance with Minn. Stat. chapter 176, pertaining to workers' compensation insurance coverage. Prior to executing this Agreement, Consultant agrees to provide City with evidence of Consultant's compliance with the workers' compensation insurance coverage required by Minn. Stat. §176.181, subd. 2, in the form of either a certificate of insurance or written order of the Commissioner of Commerce permitting self-insurance ("Evidence of Insurance"). Consultant warrants that it will maintain the required workers' compensation insurance coverage at all times during the performance of this Agreement and that the Evidence of Insurance provided to the City is current and in force and effect.

15. ***Indemnification.*** Consultant agrees to defend, indemnify and hold the City, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from an act or omission (including without limitation professional errors or omissions) of the Consultant, its agents, employees, or subcontractors in the performance of the Work and against all losses by reason of the failure of the Consultant fully to perform, in any respect, all obligations under this Agreement.

16. ***Insurance.*** During the term of this Agreement, Consultant must maintain a general liability insurance policy with limits of at least $1,500,000 per occurrence, and $2,000,000 general aggregate, for both personal injury and property damage. This policy must name the City as an additional insured for the services provided under this Agreement and must provide that the Consultant's coverage will be the primary coverage in the event of a loss. The policy must also insure the indemnification obligation contained in this Agreement. If the Consultant is providing either architectural or engineering services, the Consultant must also maintain during the term of this Agreement a professional liability insurance policy with limits of at least $1,500,000 per occurrence, and $2,000,000 general aggregate, for both personal injury and property damage, but is not required to name the City as an additional insured. This policy must also insure the indemnification obligation contained in this Agreement. A certificate of insurance that verifies the existence of these insurance coverages must be provided to the City before work under this Agreement is begun. No deductible greater than $50,000 is allowed on any required insurance policy without prior approval of the City's attorney.

17. ***Severability.*** The provisions of this Agreement are severable. If any portion is held by a court of competent jurisdiction to be contrary to law, that decision will not affect the remaining provisions of the Agreement.

18. ***Entire Agreement.*** The entire agreement of the parties is contained in this Agreement. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter of this Agreement as well as any previous agreements presently in effect between the parties relating to the same subject matter. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement will be valid only

when expressed in writing and signed by the parties, unless otherwise provided in this Agreement.

19. ***Compliance with Laws and Regulations.*** In providing services under this Agreement, the Consultant must abide by all statutes, ordinances, rules, and regulations pertaining to the provision of services to be provided. The Consultant shall ensure that all products and services comply with all federal, state, and local laws including the Americans with Disabilities Act. In addition to physical accessibility when applicable, this includes compliance with the latest federally adopted Web Content Accessibility Guidelines. Any violation constitutes a material breach of this Agreement and entitles the City to immediately terminate this Agreement.

20. ***Government Data.*** Contractor acknowledges that, to the extent this Agreement requires Contractor to perform a government function, all of the data created, collected, received, stored, used, maintained or disseminated by Contractor in performing government functions is subject to the requirements of the Minnesota Government Data Practices Act (Minn. Stat. ch. 13, the "MGDPA"), and that Contractor must comply with the MGDPA as if Contractor were a government entity, including the remedies in Minn. Stat. §13.08. Contractor agrees to promptly notify City of any request for data that Contractor receives related to this Agreement.

21. ***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.

21. ***Equal Opportunity.*** During the performance of this contract, the Consultant must not discriminate against any employee or applicant for employment, or participant in a program provided under this Agreement, by reason of any characteristic or classification protected by state or federal law. The Consultant must post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant must incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

22. ***Waiver.*** Any waiver by either party of a breach of any provisions of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

23. ***Governing Law.*** This Agreement will be controlled by the laws of the State of Minnesota, without regard to conflict of law provisions.

24. ***Disputes.*** In an effort to resolve any conflicts that arise during or following the completion of the services described in this Agreement, the dispute will first be submitted to non-binding mediation unless the parties mutually agree otherwise. The cost of mediation will be shared equally by the parties. If the parties are unable to resolve the dispute through mediation, the parties may pursue all remedies available under law.

[remainder of this page left blank intentionally]

Signature Page – City

CITY OF MINNETONKA:

By: _____
Its Mayor

By: _____
Its City Manager

Approved as to form:

_____
City Attorney

APPROVED AS TO FORM AND LEGALITY:
Erik Nilsson, City Attorney
14600 Minnetonka Boulevard
Minnetonka, MN 55345

Signature Page - Consultant

Andrew Grice, BerganKDV
[Insert name of consultant on this line]

By: _____

Its _____

And: _____

Its _____

PROPOSAL FOR AUDIT SERVICES

City of Minnetonka, MN

September 18, 2026



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Transmittal Letter

Melissa Schlingman, Assistant Finance Director
City of Minnetonka
14600 Minnetonka Blvd
Minnetonka, MN 55345

Dear Ms. Schlingman,

On behalf of BerganKDV, I am pleased to submit this proposal for audit services for the City of Minnetonka, Minnesota. We appreciate the opportunity to bid these services.

The attached proposal addresses the information you requested, including the unique qualifications of BerganKDV, the depth and breadth of the services we will provide your City, and our commitment to providing the highest-quality work through a process that is both efficient and effective.

Our services would include, but not be limited to, the following for the fiscal year ending December 31, 2026, with the option of auditing the financial statements for each of four (4) subsequent fiscal years.

1. Performing an audit of the City in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and other federal, state, and local requirements, as applicable.
2. Providing an opinion on the City's basic financial statements and an "in-relation to" report on the supporting schedules.
3. Providing an in-relation-to opinion on the City’s schedule of federal expenditures, if applicable.
4. Reviewing the City's Annual Comprehensive Financial Report and the related note disclosures and supplemental schedules for the Certificate of Achievement for Excellence in Financial Reporting (COA) Award Program.
5. Reviewing, documenting, and providing recommendations on improving the City's internal control and financial operations.
6. Providing verbal and written guidance on new and ongoing Governmental Accounting Standards Board (GASB) Statements.
7. Meeting with City finance personnel and administration to review the financial statements and a draft of our Communications Letter.
8. Presenting the financial statements and Communications Letter to the City Council.
9. Providing bound copies of the report to the City, including a searchable pdf of the report, and the communications letter.
10. Being available during the year to provide a wide range of consulting services and answer your questions as they arise.

Our Government Market team is located throughout BerganKDV offices. These individuals work only on our governmental entity clients. We have outlined your upper management team in the “Qualifications” section. In addition to these individuals, we will utilize associate level individuals. We will determine a mix of on-site and remote auditing based on preferences of your team. As further discussed in the Audit Approach section, we utilize Suralink, a workflow management software that improves efficiency by streamlining our audit request process.

We will work with your representatives to schedule specific fieldwork dates to ensure we are meeting your deadlines. The undersigned is a partner and is authorized to make representations for the firm. This proposal is a firm and irrevocable offer for 60 days.

Sincerely,



Andrew Grice, CPA
Bloomington, MN // 952.563.6862 // andy.grice@creativeplanning.com

Executive Summary

Here are a few benefits of working with BerganKDV:

- **A Responsive Firm Who is there for You.** We believe we are your auditors not just at year-end but throughout the year. This means being there for you when issues arise, available when you need us and being responsive to your requests. We demonstrate this through same-day callbacks and in-depth research to get to the heart of your questions. We take a collaborative approach in all our interactions with you.

- **Respect Your Time.** We have the resources to perform your audit and meet with your council to ensure you receive information in a timely manner. We are clear with you on things we need for the audit including timing and deadlines. In addition, at BerganKDV, we strive for a three-week turnaround, from fieldwork to meeting-ready documents. You will have a draft copy of your financial statements and communication letter within this timeframe.

- **Effective Communication.** BerganKDV has set high internal standards for responding and communicating with our clients. Providing support exactly when and where you need it is the value our team brings. Your time is valuable; we will be clear and efficient in our communications, work to eliminate surprises and meet agreed-upon deadlines. We have a proven track record of performing client's requests based on their preferred timetable and delivering reports to our clients in advance of deadlines. Our staff will work patiently with your team for effective results.

- **A Personalized Approach to the Audit.** Our audit process includes an annual planning meeting with you to discuss any challenges and changes in the City over the past year, and to build future strategies. We enjoy learning about your City and will work to understand your City from an overall operational standpoint. We are not afraid to "roll up our sleeves" and delve into the details of your operations. This allows us to personalize our audit approach each year, bring best practices, and be a resource for you when it comes to GASB and other reporting standards.

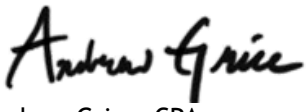
- **Value for Time and Fees Invested.** Receiving value for your fee investment is critical in local government. In addition to offering highly competitive fees, we work diligently to not incur fee surprises. We encourage frequent calls throughout the year, **always at no cost to you**. Our goal is to be your first call when you experience organizational challenges, and our current clients report that this has helped them save time, reduce costs, and build confidence when solving issues.

- **Government Finance Expertise.** Your audit firm needs to understand how municipalities operate and how the environment in which they function is regulated. Your audit firm also needs to understand the intricacies of these entities and how decisions that are made and affect the community. BerganKDV audit professionals are dedicated to your industry beyond the audit; we strive to be your trusted resource in all areas.

- **Innovative thinking and solutions driven.** When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do. We solve problems. Whether that problem is technology, financial or operations related, we will find a way to help.

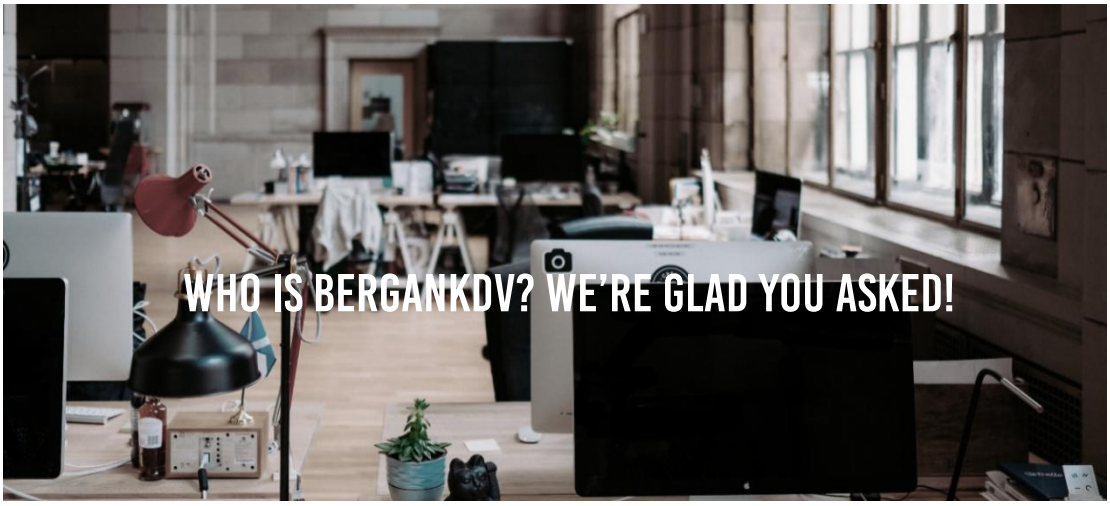
If there are any matters not adequately covered in this proposal, please feel free to contact us. Thank you for the opportunity to respond to your proposal request.

Sincerely,



Andrew Grice, CPA
Bloomington, MN // 952.563.6862 // andy.grice@creativeplanning.com

Firm Profile



We have an extensive background in working with clients through a strategic approach in all aspects; we don't just keep pace with the trends; we stay ahead of the curve. We explore new ways to reduce costs and operate more efficiently.

THE BACKSTORY

The history of our firm began in 1945, and since the beginning, BerganKDV has been firmly rooted in community. Today we are a Top 100 Firm, we operate in multiple states in nine different offices, employ over 450 experts, and service clients across the country. As we continue to grow, we acknowledge that we are not in the business to provide one-size-fits-all solutions. Every client is different – from business problems to personal preferences. We invest the time to understand your needs and customize our services and solutions to meet them. Our playbook consists of business advisory, tax, assurance and accounting, workforce management, technology, wealth management and turnaround management services. Sure, we offer a robust and competitive service portfolio and notable processes but what really makes us different?

As of July 1, 2023, BerganKDV has joined forces with Creative Planning, LLC, one of the largest and most highly respected independent wealth management firms in the country. BerganKDV will continue to provide audit and other attest services to clients, while creative planning entities will provide tax advisory and consulting services to clients. We remain committed to serving governments with our renowned industry expertise, all while having greater resources and expanded connections to further achieve our client's unique goals. From tax and audit to payroll and strategic planning, we offer an array of business services to transform organizations with a long, tenured understanding of governments.

OUR PEOPLE

Relationships are at the core of everything we do, and our products and services are designed to meet the specific needs of our clients. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

PERSONALIZED SERVICE

Our philosophy is to provide timely, quality services that exceed the expectations of our clients. Outstanding client service requires a successful team effort within our firm and with our clients. Providing outstanding service involves enthusiastic, dependable and knowledgeable personnel who are responsible for knowing, understanding and caring about our clients. Our firm believes that outstanding service is a continual process that is refined and enhanced with each client contact.

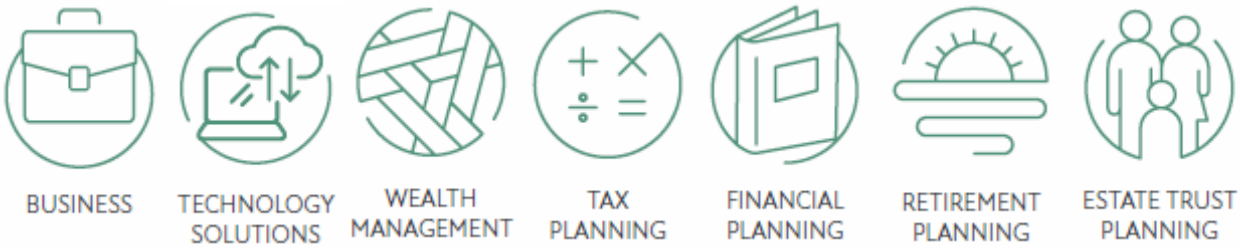
ENGAGE© | Our Proven Value Creation Process

We have aligned our team around our core values and are driven in our commitment to help clients and team members achieve their potential. We help clients reach their goals by utilizing our value creation process. Results of this process have led to more robust client relationships – deeper trust, enhanced communication and minimization of time for all. This process is a key component of our strategy in supporting and helping our clients further their organizations.



Our Business Lines

BerganKDV has a strong bench of resources and expertise available based on needs of the client. This ensures the most effective and efficient results are delivered!



Community Support

At BerganKDV, we believe in giving back. We support the organizations our people and clients are actively involved with. On average, we support multiple events a week in our communities. This year we supported over 35 civic, 15 health and wellness, 10 youth and four arts organizations. BerganKDV's culture promotes community involvement by providing employees with paid volunteer time off.

Vision And Values

We are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions. Our firm consists of highly talented individuals that put relationships before business deals and clients before profits. Our values drive our decisions.



Our Focus and Our Promise

Empowering people and creating a wow experience for our clients.

We go beyond so you can **DO MORE**.

We continue to align BerganKDV team member core values and sense of purpose with our firm core values and mission. We hire towards our core values and manage performance through real time feedback corresponding to our core values. We've found that this work results in more open conversations at BerganKDV which impacts employee engagement and client care.

Value Added Services

Our goal is to be your first call when you experience organizational challenges. We believe this can occur only when a relationship is developed and nurtured through strong communication and a thorough understanding of your mission, programs, and operations. We are unwavering in our commitment to our clients and make it our mission to ask the right questions, listen actively, understand your expectations, and deliver results. You can expect a partnership with professionals who value trust, integrity, and relationships.

Extensive Governmental Auditing and Consulting Experience

With over ***50 years of experience*** serving the government community, we have a great appreciation for the unique issues and complexities that you face. We currently work with over 150 governmental entities, including cities, charter schools, school districts, colleges and universities, and other governmental entities, providing a wide array of services including accounting, auditing, and consulting services.

We are dedicated to ***keeping informed*** of significant developments in the government community and the impact of those developments on our clients. We accomplish this through formal training, including annual seminars, workshops and professional sponsored classes on governmental accounting, auditing, and reporting requirements. We are a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants. The Center maintains standards for quality control in governmental audits for CPA firms nationwide.

In addition, many employees of our firm are members and have participated as instructors and speakers at seminars. These presentations have included GASB implementations, auditing standards updates, levy process and related accounting, property taxes and general fund budget, budget issues related to the state budget deficit, accounting and finance policies and procedures and fraud.

Peer Review

Our firm is a member of the Private Companies Section of the AICPA Division for CPA Firms. This Division was founded in 1977 by the AICPA to promote CPA excellence and to provide a voluntary, objective means of monitoring adherence to professional standards. Each member firm is required to periodically subject its audit and accounting practice to a comprehensive quality review by specially trained outside CPAs. Our last such review was just performed recently, and we received a clean report on our practices and methods. A copy of our last peer review report is included on page 23.

Assistance with Certificate of Achievement

Our firm is very familiar with the requirements necessary to obtain the Certificate of Achievement. We currently assist several of our clients with preparation of their annual comprehensive financial report to meet the criteria for GFOA's Certificate of Achievement for Excellence in Financial Reporting. We assisted several of these clients with their initial application, and all three were successful on their initial and all subsequent submissions.

Certifications and Independence

We recognize when we audit a governmental entity, we are required to be familiar with certain rules, regulations, and requirements and, as a firm we are required to meet certain requirements. In that regard, we make the following affirmations:

- Our firm meets the independence requirements relating to the City defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.
- Our firm and all assigned key professional staff are properly licensed to practice in the State of Minnesota.
- Our firm is a member of the American Institute of Certified Public Accountants and the Minnesota CPA Society.
- Our firm has never had a report rejected or classified as substandard by any state or federal agency, or by the Government Finance Officers Association.
- Our firm has never had and currently does not have any pending disciplinary actions or investigations for alleged improper, fraudulent, disreputable, or unfair activities against our firm with state regulatory bodies or professional organizations.
- We accept the professional obligation concerning the American Institute of Certified Public Accountants Interpretation 501-3 “Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits.”
- Our professional personnel have received adequate continuing education to follow *Government Auditing Standards* and have received adequate continuing professional education over the past three years.
- Our firm is an equal opportunity employer and does not discriminate in employment of persons upon the basis of race, color, creed, national origin, sex, age, or physical handicap, and have an affirmative action plan in place.
- We do not expect any potential audit problems and are not aware of any conflicts of interest about any work performed by the firm for the City.
- We acknowledge and have adequate personnel to comply with the audit schedule provided in the request for proposals.

Proposal for Audit Services

Dedicated Service Team



Andrew Grice, CPA, Engagement Partner

Education: Bachelor of Science in Accounting from St. Cloud State University, graduated Cum Laude

Experience, Professional and Civic Activities:

- Eighteen years of experience with financial reporting in accordance with GAAP, ACFR requirements, analysis of internal control, performing audits of financial statements and single audits in accordance with OMB Circulars and Uniform Guidance.
- Responsible for the planning, fieldwork and reports for numerous audits of cities, school districts, utilities, charter schools, and other government entities.
- Attends continuing education, workshops and conferences on city and school district accounting and reporting requirements on an annual basis that qualifies as “yellow book” continuing professional education and on governmental and single audit accounting, auditing, and reporting.
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process.
- Presents audit reports, financial statements, and communications letters to management, school boards and city councils.
- Instructor for the Minnesota Municipal Clerks Institute Fund Accounting and Budgeting course.
- Instructor for the Government Finance Officers Association Intermediate Governmental Accounting course.
- Presenter of the annual ACFR Comment Review for the Minnesota Government Finance Officers Association.
- Presenter at the Minnesota Society of CPAs Audit Conference in 2023, 2024 and 2026.
- Develops internal training for BerganKDV government auditors.
- Certified Public Accountant, licensed to practice in the State of Minnesota.
- Minnesota Society of Certified Public Accountants.
- American Society of Certified Public Accountants.
- Minnesota Association of School Business Officials.
- Minnesota Government Finance Officers Association.

Dedicated Service Team



Brianna Schlicht, CPA, Audit Manager

Education: Bachelor of Science in Accounting from Southwest Minnesota State University, graduated Cum Laude

Experience, Professional and Civic Activities:

- Nine years of experience with financial reporting in accordance with GAAP, ACFR requirements, analysis of internal control, performing audits of financial statements and single audits in accordance with OMB Circulars and Uniform Guidance.
- Responsible for the planning, fieldwork and reports for numerous audits of cities, school districts, charter schools, and other government entities.
- Attends continuing education, workshops and conferences on city and school district accounting and reporting requirements on an annual basis that qualifies as “yellow book” continuing professional education and on governmental and single audit accounting, auditing, and reporting.
- Financial statement and communication letter preparation
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process.
- Certified Public Accountant, licensed to practice in the State of Minnesota.
- Attends workshops on governmental and single audit accounting, auditing, and reporting on an annual basis.
- Minnesota Society of Certified Public Accountants.
- American Institute of Certified Public Accountants.

Dedicated Service Team



Victoria Siraguso, Audit Supervisor

Education: Bachelor of Science Degree in accounting from William Jewell College

Experience, Professional and Civic Activities:

- Five years of experience with financial reporting in accordance with GAAP, ACFR requirements, analysis of internal control, performing audits of financial statements and single audits in accordance with OMB Circulars and Uniform Guidance.
- Responsible for the planning, fieldwork, and reports for numerous audits of cities, school districts, charter schools, and other government entities.
- Provides consultative guidance and assistance with local government accounting process
- Attends continuing education on city and school district accounting and reporting requirements on an annual basis that qualifies as “yellow book” continuing professional education
- Attends workshops on governmental and single audit accounting, auditing, and reporting on an annual basis
- Financial statement and communication letter preparation
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process

Dedicated Service Team

Office Performing Audit

As mentioned earlier in the Letter of Transmittal, our governmental team is located throughout BerganKDV's offices. This team consists of 7 audit partners, 7 audit managers/directors, 1 director of consulting, 9 supervisors/seniors and 16 associates, all that primarily focus on governmental entities. In addition, we have another partner, a manager, and 5 associates that all have experience working on governmental audits. This team will allow us to meet your reporting deadline. In addition to individual resumes listed on pages 11-13, we will utilize and 3 associate level members on your audit engagement. All partners, directors and managers are CPA's.

Commitment to Staff Continuity and Training

To keep continuity and efficiencies high, we believe that consistent team members are advantageous for both our firm and your organization. We pride ourselves on maintaining the right balance of continuity on each of our engagements to ensure a "fresh" look at the annual audit process. Rotation of senior level staff only occurs after the merits of such rotation have been discussed and approved by your organization. We provide semi-annual department training for our team members and ensure team members are adequately supervised during each engagement for continual training opportunities.

Independence

Our firm has no conflict of interest regarding any other work performed by our firm for your organization. Our firm meets the independence requirements relating to your organization as defined by auditing standards generally accepted in the United States of America. We annually review independence related to all our client relationships as part of our internal control compliance process.



Audit Approach and Timeline

Our goal for you is to create value and to minimize surprises. We do this through a specific, well planned audit. What makes BerganKDV unique from other firms is that we continually improve our audit process beyond what is expected by our profession. A few of the BerganKDV advantages:

- **Collaborative Audit Process.** We see the audit process as a joint effort with you and BerganKDV. We want to work together to make it as painless as possible.
- **A comprehensive view of the City's financial health.** Through our extensive government experiences, we understand a City's health is not only about the finances. The vision, mission and programming provide the blueprint for the City's direction. We review this information in relation to the financial statements and provide our observations based on a comprehensive view of the City's health.
- **Technology resource on internal controls.** Technology experts from the BerganKDV Technology Group can assist in evaluating your technology controls. Their expert advice has proven to be a valuable resource as they answer technical questions and offer specific recommendations.
- **Supervisors, managers and partners on-site.** The involvement of our supervisors, managers and partners in the field is essential to being a trusted partner and delivering an exceptional client experience. We believe it is important to be present and available to answer questions. This also allows our managers and partners to review documentation throughout the process.
- **Meeting communications.** Our presentations are designed to capture information that is useful and meaningful. Our presentations are focused on audit results, trends, and other information relevant to your City and related entities, not details of the financial statement amounts.

Beyond Expectations

BerganKDV takes a four-phased audit approach that gets results by:

- Leveraging what is working well.
- Focusing on pre audit planning, collaboration, and communication.
- Staying accountable to a schedule.
- Meeting with you and your team to ensure every detail has been finalized and the audit is complete.
- Exchanging information regarding our performance, opportunities to enhance experiences and future strategic opportunities.

Our audits are designed to focus our energy and our audit tests on the areas of your operations that contain the most risk. This equates to a better product for the City.

Phase One – Initial Planning and Program Development (January/February)

Our main objective is to get to know the City as a resident or employee would. We want to understand not only your finances, but also your operational goals and objectives. What makes you City unique? How can that knowledge help us perform the best audit possible? When those questions are answered, we know we achieved our goal for Phase One.

During this phase, we gather the information we need to create an effective audit program and make preliminary judgments of materiality. Highlights include:

- Reviewing your internal control documents and interviewing your key employees and representatives to gain operational information.
- Discussing your goals, objectives, and the current challenges facing your operations; those are then shared across your BerganKDV team and incorporated into our audit plan.
- Obtaining population sizes ranging from 25-60 for certain transactions-based finance systems and selecting which transactions we will test for internal control and compliance testing. Selections will be based on our data analysis results, analyzing transactions on a risk-based level.
- Obtaining your current financial reports and budgets and perform overall analytical review procedures.
- Obtaining applicable City organizational charts, policies, bond documents, leases, and other legal contracts.
- Reviewing with your staff our audit documentation requests. **We audit and request information that is used internally by your staff to manage operations, we do not require specific templates to be used.**

We will work with the management team to determine the preferred means of communication, whether phone or email. In addition, we utilize Suralink, a workflow management software that improves efficiency by streamlining our audit request process. The simple interface includes team assignments and deadlines, so there are no misunderstandings on expectations.

Our audit process incorporates automated audit tools (Knowledge Coach) and work papers to provide our clients with timely information and effective and efficient audits. In addition, we use IDEA Data Analysis software to extract and analyze data quickly and efficiently. We also subscribe to various benchmarking and data analysis providers.

Your Expected Role: *Provide BerganKDV with policies, internal control documents and a preliminary trial balance; provide contact information for all council members and staff so we may set up appointments/interviews with selected representatives; begin to gather documentation for fieldwork.*

Phase Two – Audit Program Execution (April)

Project execution is performing the procedures outlined in your audit plan as developed in Phase One. Our audit procedures will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. We will discuss potential ideas and best practices with your personnel relating to our recommendations for improving internal control, procedures and compliance with laws and regulations. Any issues identified, proposed audit adjustments, or other recommendations will be discussed with management throughout the execution of our audit procedures. We perform test work with as little disruption as possible to City staff's regular duties.

Highlights of this phase include:

- Auditing year-end account balances, testing internal control, assessing compliance to determine if your systems and controls are functioning as designed.
- Using sampling techniques to test areas including transactions, internal controls and legal compliance using the scope mandated by the Office of the State Auditor. Sample sizes range from 25-60 based on our risk assessment.
- Using IDEA Data Analysis software, we look for trends and anomalies in your payroll, vendor payment, and cash receipts process.

Your Expected Role: *Be available to answer questions during scheduled audit fieldwork, provide audit workpapers or reconciliations with documentation that is reasonable and reviewed during Phase One.*

Phase Three – Post-Audit Critique and Exit Conference (May/June)

This phase of the audit includes reviewing all the components of the financial statements and prepare the communications letter and relevant financial trend data for the Council presentation. Finally, opinions on the financial statements, Government Auditing Standards and Single Audit, if required, will be prepared.

We will then present this information to management allowing you time to review the financial statement reporting package including the draft financial statements and any internal control findings or recommendations that arise during the audit. This phase allows you time to assess, discuss and develop a corrective action plan, if needed.

Your Expected Role: *Provide preliminary financial statements and review our reports to provide BerganKDV with input and feedback.*

Phase Four – Presentation of Audit Report (June)

The final phase of the process is the presentation of the reports to the City Council. The presentation provides the governing body with information about the year's financial activity compared to past trends and expected results. We also provide other relevant and interesting observations relating to your financial statistics that will help provide the governing board with a deeper understanding of your operations. We understand all organizations have individual needs and we look forward to getting your feedback on graphs and statistics.

Professional standards require that we provide you with information regarding the auditor's responsibility under generally accepted auditing standards, significant accounting policies, accounting estimates and management judgments, significant audit adjustments, other information in documents containing audited financial statements, disagreements with management, consultation with other auditors, major issues discussed with management prior to retention as auditors and difficulties encountered in performing the audit. We will provide this information in written form via the communications letter and will discuss with administration during the review of the preliminary audit report.

Your Expected Role: *Provide BerganKDV with information and feedback for presentation preferences.*

Fees

Our fees for the services are based on the amount of time and the level of experience of the individuals who perform the services. In addition, we assume that the City's accounting personnel will provide the appropriate workpapers, documents, schedules, and clerical assistance and will prepare the financial statements, notes and other annual comprehensive financial report sections, and that we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, and no significant changes to the City's operations will occur. However, if situations arise, including the implementation of new accounting standards, which affect the scope of the engagement, we will discuss them with you prior to incurring the additional cost. **At no time will we bill the City for extra time or charges unless we have verbal communication regarding the issues, your options, and an agreement for additional fees.**

Billing and Collection Expectations

Our fees are due as services progress and are generally billed at the completion of each phase of the audit. These invoices are payable on presentation. Invoices are delinquent if not paid within 60 days.

Off-season Communication

We encourage questions throughout the year and ask our clients to submit to us their monthly financial statements and city council minutes, so we can stay abreast of their operations, and identify/resolve any issues prior to year-end. We will not invoice additional amounts unless substantial research or work is required, in which case, we will discuss the scope of any additional work and proceed only after we have reached a mutually agreeable fee arrangement.

Out of Scope Professional Services

We do not surprise bill. If during our engagement you request additional services which require more than a minimum amount of time, we will provide an engagement letter with the fees and services specified, only after we have verbal communication and agreement. Additional special projects and consulting requested during the year will be billed at an hourly rate commensurate with the level of experience required.

See Client Requested Documents for a breakdown of fees for the fiscal year ending December 31, 2026 with an option of auditing the financial statements for each of four subsequent fiscal years:

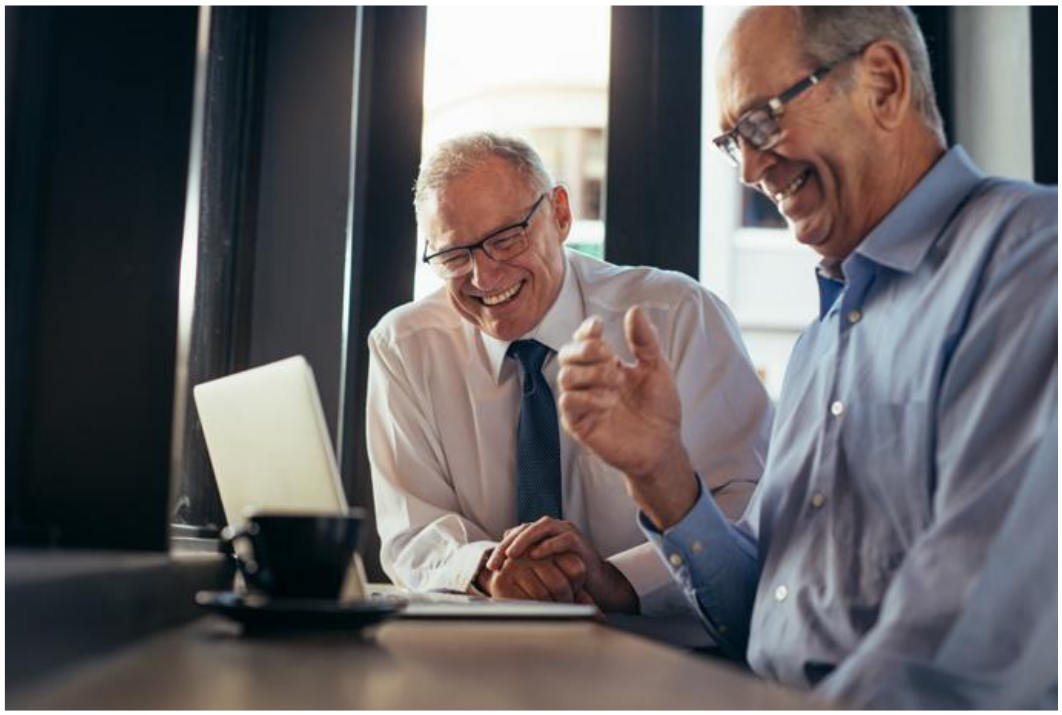
Client References

A few of our municipality clients serviced by your team are listed below and we encourage you to contact them.

Lori Stich
City of Elk River
763.635.1026

Joe Rueb
City of Maplewood
651.249.2903

Gina Foschi
City of New Brighton
651.638.2105



Below is a list of our city audit clients.

Over the past year, BerganKDV has served as independent auditor or consultant for many Cities as listed below. Audit clients awarded the GFOA Certificate of Excellence in Financial Reporting are identified with an asterisk.

Minnesota Cities

Population (0-2,000)	Population (2,001-5,000)	Population (5,001-15,000)	Population (15,001+)
Dundas	Clearwater	Baxter*	Albert Lea*
Eden Valley	Cold Spring	Big Lake*	Brooklyn Park*
Hilltop	Elko-New Market	Cloquet*	Crystal*
Kenyon	Glenwood	Detroit Lakes*	Eden Prairie*
Richmond	Hanover	Fairmont*	Edina*
Silver Bay	Independence	Falcon Heights*	Elk River*
Watkins	Le Seuer	Fergus Falls*	Faribault*
	Mora	Mendota Heights	Forest Lake*
	Nowthen	Oak Grove	Ham Lake*
	Osseo	Otsego*	Hastings*
	Rockville	Sauk Rapids	Maplewood*
	Two Harbors	St. Joseph	Minnetonka*
		Wyoming	New Brighton*
			Richfield*
			St. Cloud*
			Sartell

Iowa Cities

Population (0-2,000)	Population (2,001-5,000)	Population (5,001-15,000)	Population (15,001+)
Avoca	Cascade	Bondurant	Coralville
North English	Center Point	Fort Madison	Marion
Shelby	Dyersville	Independence	North Liberty
Underwood	Epworth	Knoxville	Ottumwa*
Urbana	Evansdale	Le Mars	Sioux City*
	Onawa	Pella	Waterloo*
	Peosta	Red Oak	
	West Branch	Tiffin	
		Vinton	

Nebraska Cities

Population (0-2,000)	Population (2,001-5,000)	Population (5,001-15,000)	Population (15,001+)
Boys Town	Ashland	Gering	Columbus
	Bennington	Gretna	Grand Island
		Scottsbluff	Kearney
			La Vista*

Missouri Cities

Population (0-2,000)	Population (2,001-5,000)	Population (5,001-15,000)	Population (15,001+)
	Riverside*	Odessa	Washington*

PLAINSIGHT

POWERED BY CREATIVE PLANNING

EMPOWER AND PROTECT



With Creative Planning's PlainSight, you can empower your employees to speak up when they witness fraudulent activity through an easily accessible and completely anonymous hotline system. Based on the tip criteria, our certified team of fraud professionals is available to investigate and report back with next steps if fraudulent evidence is discovered.

A Tip Could Be All It Takes

You can rest assured as a business leader that your employees are equipped with a powerful and safe service that protects your company against those who wish to harm it.

Our Promise to You

We'll work directly with you to establish an implementation and use strategy that fits your needs and coordinate with you when tips become viable signs of potential fraudulent activity. Safety and anonymity are our main priorities for your business. Our goal is to highly encourage hotline usage and promote the idea that no tip is too small to make a difference.

It's estimated that organizations lose 5% of revenue each year due to fraud with average losses being around $1.5 million. **Don't foot the bill to fraudsters.**

More Than a Phone Line

What other services are included when you utilize PlainSight for your fraud detecting needs?

- Easy to use web submission site
- Communication packages to educate and inform your employees
- On-demand employee training for how to use the service and signs of fraud
- Admin-level access to review items and communicate with our Forensic Team

Let our team of specialists grant you peace of mind and educate your employees to make the call today that may save you tomorrow.

FIND YOUR PEACE OF MIND

CREATIVEPLANNING.COM | PLAINSIGHT@CREATIVEPLANNING.COM

Peer Review

LANDMARK
CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

To the Partners of
BerganKDV, Ltd.
and the Minnesota Society of CPAs Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of BerganKDV, Ltd. (the Firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitation of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility
The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility
Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations
Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion
In our opinion, the system of quality control for the accounting and auditing practice of BerganKDV, Ltd. in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies),* or *fail*. BerganKDV, Ltd. has received a peer review rating of *pass*.

Landmark PLC

Little Rock, Arkansas
September 19, 2023

Landmark PLC, Certified Public Accountants
200 W Capitol Ave, Ste 1700 | Little Rock, AR 72201 | Telephone (501) 375-2025 | Fax (501) 375-8704 | www.landmarkcpas.com

Client Requested Documents

ATTACHMENT A

PROPOSER GUARANTEES AND WARRANTIES

I. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in the RFP.

II. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof in the amounts specified in the Professional Services Agreement (Attachment C).

III. Proposer warrants that it will not delegate or subcontract its responsibilities under the agreement without the prior written permission of the City of Minnetonka.

IV. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: Andrew Grice

NAME (TYPED): Andrew Grice, CPA

Title: Partner/Shareholder

Firm: BerganKDV

Date: September 18, 2026

ATTACHMENT B

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE DECEMBER 31, 2026 FINANCIAL STATEMENTS

Position	Hours	Standard Hourly Rates	Quoted Hourly Rates	Not-to-Exceed Cost Total
Partners	25	$ 440	$ 330	$ 8,250
Manager	35	300	225	7,875
Supervisor	55	200	170	9,350
Staff	100	165	135	13,500
Subtotal	215			

Total all-inclusive maximum price for 2026 City Audit	$ 38,975
Total all-inclusive maximum price for 2027 City Audit	$ 40,400
Total all-inclusive maximum price for 2028 City Audit	$ 41,925
Total all-inclusive maximum price for 2029 City Audit	$ 43,500
Total all-inclusive maximum price for 2030 City Audit	$ 45,150
Single Audit Fee per Major Federal Program Includes Single Audit Report, SEFA Preparation, and Preparation of Form SF-SAC	$4,500 - $5,500

bergan KDV

THANK YOU.

952.563.6862 | ANDY.GRICE@CREATIVEPLANNING.COM



This presentation is provided for general information purposes only and should not be construed as investment, tax, or legal advice, and does not constitute an attorney/client relationship. Past performance of any market results is no assurance of future performance. The information contained herein has been obtained from sources deemed reliable but is not guaranteed.

City Council
Agenda Item 10.C
Meeting of November 9, 2026

Title:	Resolution for the Minnetonka Community Center Project
Report from:	Josh Lieberman, Facilities Manager
Submitted Through:	Will Manchester, P.E., Public Works Director Kelly O'Dea, Recreation Director Darin Nelson, Finance Director Erik Nilsson, 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
A renovation is proposed to the community center to provide upgrades to the community and dining rooms, public meeting rooms, increase the public capacity of the restrooms, HVAC upgrades and upgrade the technology. The project is the final phase to the building to improve access, upgrade to current building code compliance, and ensure safety and Americans with Disabilities Act (ADA) compliance, following the upgrades to city hall and construction of the new public safety facility. Office spaces for recreation staff are also included and will meet new standards previously established by these projects. The area was constructed in 1986 and has not been renovated since that time.

Recommended Action
Motion to adopt the resolution accepting plans and specifications and authorizing the advertisement for bids for the Minnetonka Community Center Project, Project No. 27210.

Strategic Plan Relatability
Infrastructure & Asset Management

The Community Center project supports the sustainable maintenance and replacement of assets as well as provides a public facility for all members of the community. This is in-line with desired outcome 5.1, improve reliability and efficiency of utilities and facilities.

Financial Consideration
Yes

The Community Center Project was previously budgeted within the 2022 - 2026 and 2023 - 2027 Capital Improvements Programs with funding through a 15-year interfund loan; however, the project was delayed at that time due to the purchase of The Marsh. At the council meeting on July 27, 2026 the

project was discussed as being funded in 2027, and is proposed to be funded through debt financing, specifically a General Obligation bond that would be issued sometime in 2027. The project would require a CIP amendment at the award of bids to begin construction in early 2027.

Background
See supplemental background report.

ATTACHMENTS:
Supplemental Background Report
Resolution
Photo 1 (First Floor Plan)
Photo 2 (Second Floor Plan)
Photo 3
Photo 4
Photo 5
Photo 6
Photo 7
Photo 8

Supplemental Background Report

The Minnetonka Community Center, used by the public to host a number of community events as well as daily senior center activities, was constructed in 1986. The last major modification was 40 years ago. This proposed project at the community center increases the building's capacity to serve the public though special events, rentals, senior programming, community education and ancillary city operations including elections, and boards and commissions' support areas.

Proposed Improvements

Major repositioning of the service desk and staff support area at the entry requires the demolition of the blue ¾ wall and monitor stand at the stairway. The repositioning of the service desk will make it more visible and welcoming to users. The quarry tile lobby and stair system are planned to be replaced with an updated combination of terrazzo and tile for improved public facility floor system. This will reduce maintenance costs and provide for a bright, clean and environmentally friendly surface. The community and dining room components will receive several new finishes.

The project increases public restroom space and will meet current building codes, including bidding of alternatives for unisex facilities with common sink area. Additional public spaces will accommodate a health services room, family/mother's room and combination of the Gray's Bay/Lake Rose conference rooms to create use of larger spaces. All designs will be reviewed for building code compliance with current standards, safety for the general public and staff, technology improvements, accessibility, and significant reviews for ADA improvements to include transitions in materials and other features.

In an effort to improve sustainability of materials, the design incorporates wood products to compliment the use of wood at the public safety building and city hall. Flooring surfaces, LED lighting fixtures, and wall treatments are meant to soften and highlight the city's natural environments. Energy efficient components are included for all new materials. The project does not include extravagant features, but necessary items designed to last for many years following the project. Further, HVAC and electrical systems will be included for replacement during the project to improve these systems' functionality. A portion of these items will be bid as alternatives to review costs prior to any future council consideration. The HVAC equipment in this facility is original to the building, approximately 40 years old, and while still functioning, will be in need of replacement in the upcoming years. Estimates for these systems were found to be higher than anticipated.

Based on current construction estimates and previously budgeted amount, the following items will be included in the project as bid alternates.

1) HVAC equipment ($1,300,000)
2) City Hall Tile ($140,000)
3) Restroom configurations ($100,000)

Estimated Project Costs and Funding

The total estimated construction cost, including engineering, administration and contingency, is $6,420,000. The budgeted amount for the project is shown below and is included in the adopted 2026 – 2030 Capital Improvements Program (CIP) and 2027-2031 CIP. This project would be

financed through the sale of General Obligation bonds, which would likely occur sometime in 2027. The bonds would be repaid through a property tax levy which was partially funded within the 2026 budget with plans to fund the remaining portion within the 2027 budget.

	CIP Budget Amount	Proposed Funding	Expense
Construction Costs Base Bid			$4,200,000
Alternate Bid Items			$1,540,000
Contingencies			$480,000
Engineering, Administration, and Indirect Costs			$200,000
2027 Funding			
Comm Ctr Renovation – RecF-TBD2705)	$4,000,000	$4,500,000	
CC furniture & kitchen equip – RecF-27208	$150,000	$150,000	
2026 Funding			
Facilities Elevator Improv. - MB-26107	$130,000	$130,000	
Comm Ctr Improvements - RecF-26208	$100,000	$100,000	
Total Budget	$4,380,000	$4,880,000	$6,420,000

Schedule

If the recommended actions are approved by the council, staff is currently planning to open for bids in November/December 2026, and the council would consider awarding the contract in December/January. Construction is expected to be completed by July 1, 2027, due to rental and programming commitments. The facility would close in January, with the exception of the council chambers, Minnehaha and Purgatory Creek rooms, which were renovated in 2019 with all public access coming from city hall.

Resolution No. 2026-XXX

Resolution accepting plans and specifications and authorizing the advertisement for bids for the Minnetonka Community Center Project, Project No. 27210

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

Section 1. Background.

1.01. Pursuant to city council authorization on August 31, 2026, plans and specifications have been prepared by or under the direction of the public works director, who is a Licensed Professional Engineer in the State of Minnesota, Minnetonka Community Center Project, Project No. 27210.

1.02. The plans and specifications for the improvements of the Minnetonka Community Center Project, Project No. 27210, have been presented to the city council for approval.

Section 2. Council Action.

2.01. The public works director is hereby designated as the engineer for this improvement. The engineer may retain any professional help they deem necessary.

2.02. The plans and specifications, copies of which are on file with the public works department, are hereby accepted upon the recommendation of the public works director.

2.03. The city clerk shall prepare and cause to be inserted in the official newspaper an advertisement for bids for the making of such improvements under such approved plans and specifications. The advertisement shall specify the work to be done, shall state that bids will be opened and read aloud at the Minnetonka City Hall, that all bids must be made online at the QuestCDN bidding site, and that no bids will be considered unless accompanied by bid security in the amount of five (5) percent of the amount of the bid, which security must be submitted as required by the contract documents. The proposed improvements are hereby ordered as proposed.

2.02. The public works director is hereby designated as the engineer for this improvement. They may retain any professional help they deem necessary.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Nov. 9, 2026.

_____

Rebecca Schack, Mayor

ATTEST:

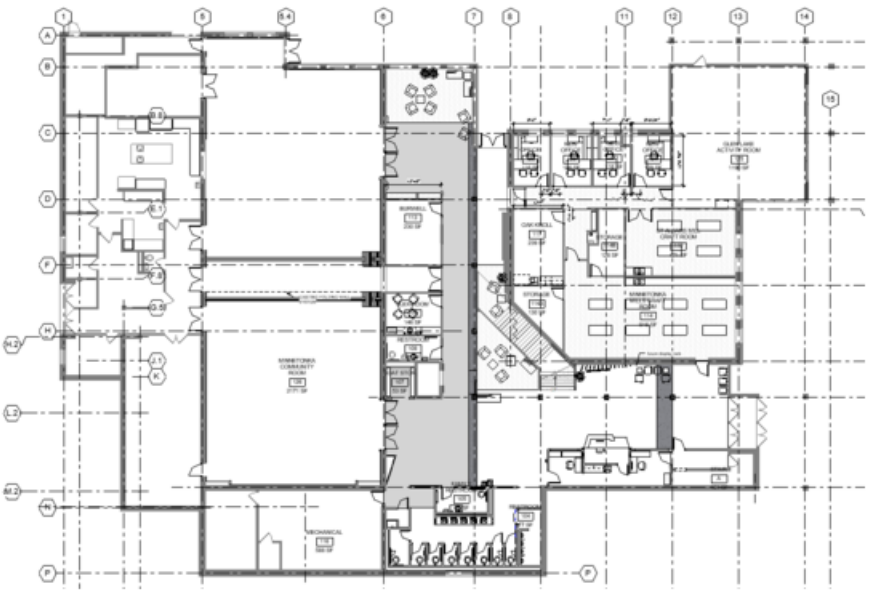
_____
Becky Koosman, City Clerk

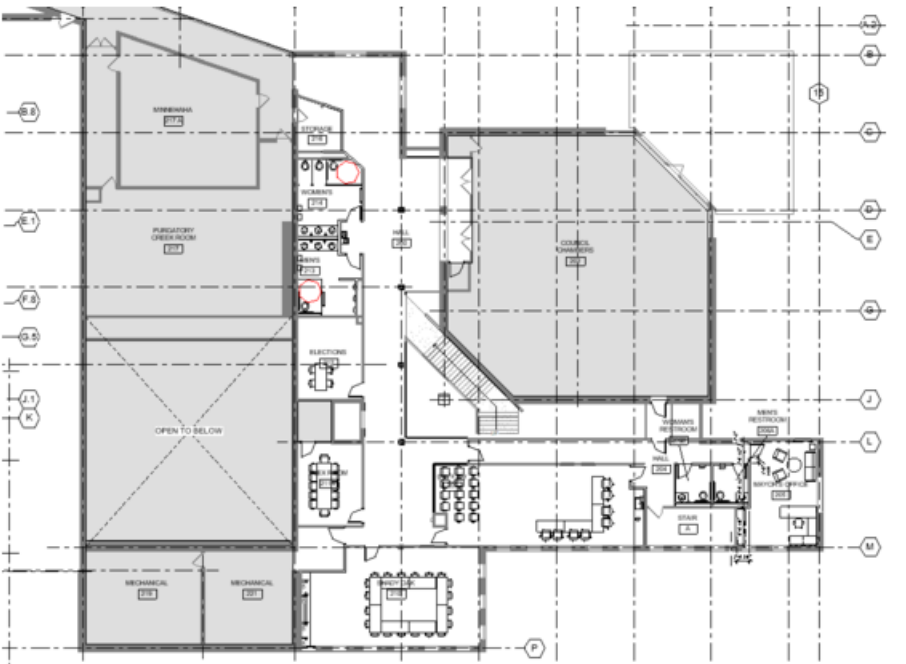
ACTION ON THIS RESOLUTION:

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 Nov. 9, 2026.

_____
Becky Koosman, City Clerk




MINNEHAHA
PURGATORY CREEK ROOM
OPEN TO BELOW
MECHANICAL
MECHANICAL
KITCHEN
WOMEN'S
MEN'S
ELECTIONS
COUNCIL CHAMBERS
WOMEN'S RESTROOM
MEN'S RESTROOM
STAIR






RESTROOMS
COMMUNITY ROOM







City Council
Agenda Item 10.D
Meeting of November 9, 2026

Title:	Resolution amending the legal descriptions for conservation and underground stormwater facility easements at 1508 and 1520 Clare Lane
Report from:	Susan Thomas, AICP, City Planner
Submitted Through:	Julie Wischnack, FAICP, Community Development Director Erik Nillson, City Attorney Mike Funk, City Manager
Presenter:	Susan Thomas, AICP, City Planner

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

Summary Statement
Conservation and underground stormwater facility easements were required as conditions of the Greco redevelopment project (now called The Ensley and Terralume) on Clare Lane. During a recent refinance process, the owners discovered minor measurement errors in the easements. Both the owners and staff agree that the errors should be corrected. Amended legal descriptions and depictions have been provided for approval.

Recommended Action
Motion to adopt the resolution amending the legal descriptions for conservation and underground stormwater facility easements at 1508 and 1520 Clare Lane.

Background
See the resolution for amendment corrections.

ATTACHMENTS:
Resolution

Resolution No. 2026-

Resolution approving amendment to conservation and underground stormwater facility easements at 1508 and 1520 Clare Lane

---

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

Section 1. Background.

1.01 In April 2024, the city council adopted Resolution 2024-026 approving final site and building plans for redevelopment of 15407 and 15409 Wayzata Blvd.

1.02 As conditions of approval:

1. The properties were to be readdressed 1508 and 1520 Clare Lane, respectively.

2. Conservation and underground stormwater facility easements were to be granted on both properties

1.03 The property owner complied with these conditions of approval.

1.04 In 2026, measurement errors in the granted easements were discovered.

Section 2. Findings.

3.01 The Minnetonka City Council finds it is in the interest of the city and the property owner to correct these measurement errors.

Section 3. Council Action.

3.01 The City Council hereby approves the easement amendments attached at Exhibit A .

Adopted by the City Council of the City of Minnetonka, Minnesota, on Nov. 9, 2026.

_____

Rebecca Schack, 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 Nov. 9, 2026.

_____
Becky Koosman, City Clerk

EXHIBIT A

FIRST AMENDMENT TO CONSERVATION EASEMENT

THIS FIRST AMENDMENT TO CONSERVATION EASEMENT (the "First Amendment") is made and entered into this ___ day of _____, 2026, by and among **MINNETONKA WBLVD MC OWNER, LLC**, a Minnesota limited liability company ("MC Owner") and the **CITY OF MINNETONKA**, a Minnesota municipal corporation ("City").

RECITALS

WHEREAS, MC Owner, as the owner of that certain property described on Exhibit A attached hereto (the "Property") granted, for the benefit of the City, that certain Conservation Easement dated June 13, 2025, filed June 16, 2025 with the Registrar of Titles, Hennepin County as Document No. 6141541 (the "Original Easement"); and

WHEREAS, the Original Easement contained a measurement error in the legal description of the Easement Property; and

WHEREAS, MC Owner and City desire amend the Original Easement to correct the measurement error; and

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the parties agree as follows:

1. The parties acknowledge that the legal description of the Easement Property in the Original Easement contains a measurement error.

2. Exhibit B to the Original Easement is deleted and replaced in its entirety with Exhibit B attached hereto.

3. Exhibit C to the Original Easement is deleted and replaced in its entirety with Exhibit C attached hereto.

4. Any capitalized terms used herein but not otherwise defined shall have the meanings assigned to such terms in the Original Easement.

5. The amendments made to the Original Easement, as amended by this First Amendment, shall be effective as of the date hereof.

6. Except as hereby amended, all other terms and conditions of the Original Easement shall remain in full force and effect.

IN WITNESS WHEREOF, MC Owner and City have caused this First Amendment to Conservation Easement to be duly executed as of the date first above written.

MINNETONKA WBLVD MC OWNER, LLC

By: MTKA MC Developer, LLC, a Minnesota limited liability company
Its: Manager

By: _____
Joshua M. Brandsted
Its: President

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Joshua M. Brandsted, the President of MTKA MC Developer, LLC, a Minnesota limited liability company, the Manager of Minnetonka WBLVD MC Owner, LLC, a Minnesota limited liability company, on behalf of the company.

_____
Notary Public

(SIGNATURE PAGE - FIRST AMENDMENT TO CONSERVATION EASEMENT)

CITY OF MINNETONKA

By: _____
Mayor

By: _____
City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by _____ and _____, the Mayor and City Manager, respectively, of the City of Minnetonka, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

This document drafted by:

Winthrop & Weinstine, P.A. (CTH)
225 South Sixth Street, Suite 3500
Minneapolis, MN 55402

(SIGNATURE PAGE - FIRST AMENDMENT TO CONSERVATION EASEMENT)

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, except that part thereof which lies East of the Southerly extension of the East line of said plat of LAUER'S 1ST ADDITION and lying easterly and southeasterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

EXHIBIT B

CORRECTED LEGAL DESCRIPTION OF EASEMENT PROPERTY

That part of the following described property:

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, except that part thereof which lies east of the southerly extension of the east line of said plat of LAUER'S 1ST ADDITION and lying easterly and southeasterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

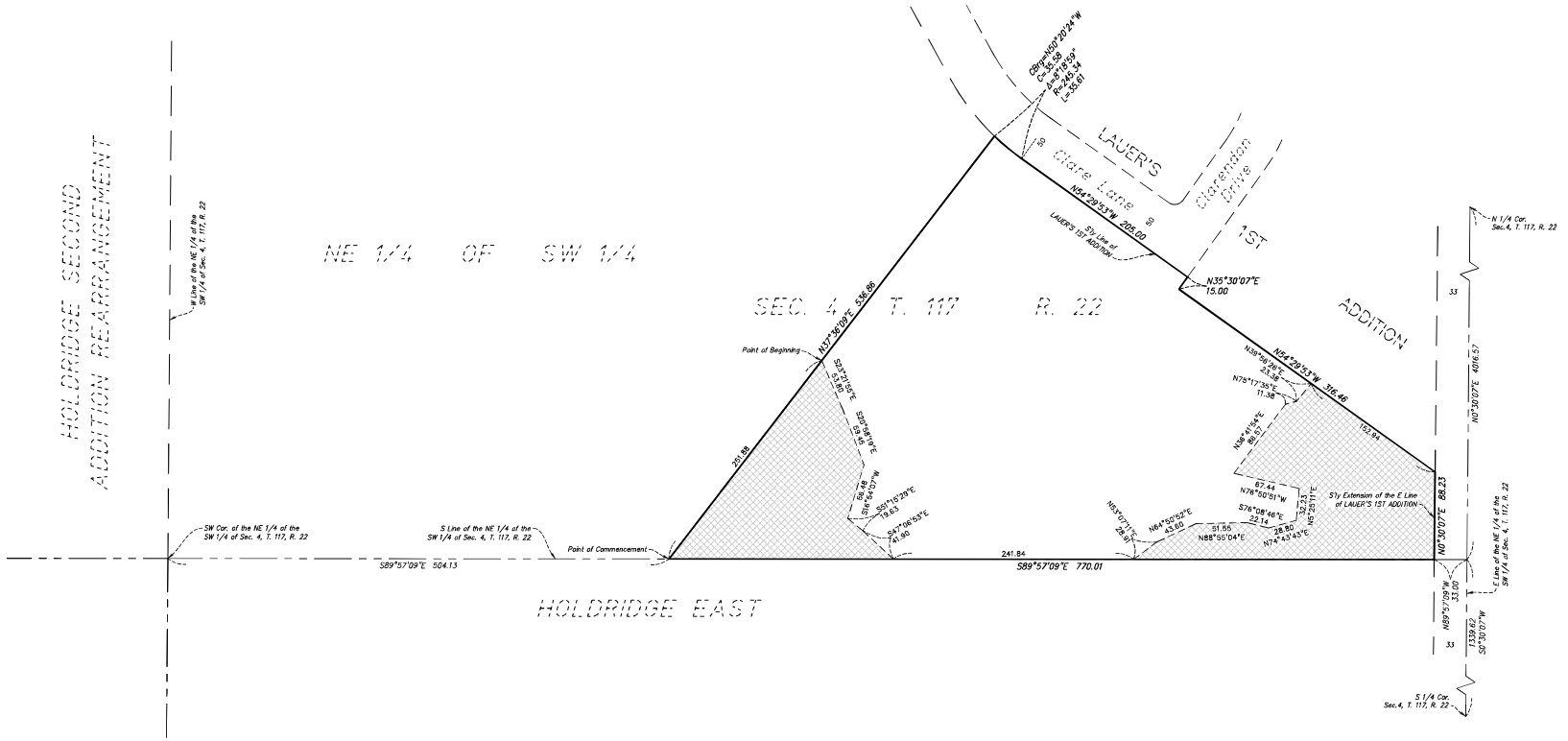
Lying to the right of the following described line:

Commencing at a point on said south line of the Northeast Quarter of the Southwest Quarter 504.13 feet east of said southwest corner; thence North 37 degrees 36 minutes 09 seconds West 251.88 feet to the point of beginning of the line to be described; thence South 23 degrees 21 minutes 55 seconds East 53.80 feet; thence South 20 degrees 58 minutes 19 seconds East 59.45 feet; thence South 16 degrees 54 minutes 07 seconds West 56.48 feet; thence South 51 degrees 15 minutes 29 seconds East 19.63 feet; thence South 47 degrees 06 minutes 53 seconds East 41.90 feet to said south line of the Northeast Quarter of the Southwest Quarter; thence South 89 degrees 57 minutes 09 seconds East, along said south line of the Northeast Quarter of the Southwest Quarter, 241.84 feet; thence North 53 degrees 07 minutes 11 seconds East 28.91 feet; thence North 64 degrees 50 minutes 52 seconds East 43.60 feet; thence North 88 degrees 55 minutes 04 seconds East 51.55 feet; thence South 76 degrees 08 minutes 46 seconds East 22.14 feet; thence North 74 degrees 43 minutes 43 seconds East 28.80 feet; thence North 05 degrees 25 minutes 11 seconds East 32.23 feet; thence North 76 degrees 50 minutes 51 seconds West 67.44 feet; thence North 36 degrees 41 minutes 54 seconds East 86.57 feet; thence North 75 degrees 17 minutes 35 seconds East 11.38 feet; thence North 39 degrees 56 minutes 26 seconds East 23.38 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

EXHIBIT C

CORRECTED DEPICTION OF THE EASEMENT PROPERTY

[ATTACHED]



CONSERVATION EASEMENT DESCRIPTION

That part of the following described property:

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, except that part thereof which lies east of the southerly extension of the east line of said plat of LAUER'S 1ST ADDITION and lying easterly and southeasterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

Lying to the right of the following described line:

Commencing at a point on said south line of the Northeast Quarter of the Southwest Quarter 504.13 feet east of said southwest corner; thence North 37 degrees 36 minutes 09 seconds West 251.88 feet to the point of beginning of the line to be described; thence South 23 degrees 21 minutes 55 seconds East 53.80 feet; thence South 20 degrees 58 minutes 19 seconds East 59.45 feet; thence South 16 degrees 54 minutes 07 seconds West 56.48 feet; thence South 51 degrees 15 minutes 29 seconds East 19.63 feet; thence South 47 degrees 06 minutes 53 seconds East 41.90 feet to said south line of the Northeast Quarter of the Southwest Quarter; thence South 89 degrees 57 minutes 09 seconds East, along said south line of the Northeast Quarter of the Southwest Quarter, 241.84 feet; thence North 53 degrees 07 minutes 11 seconds East 28.97 feet; thence North 64 degrees 50 minutes 52 seconds East 43.60 feet; thence North 88 degrees 55 minutes 04 seconds East 51.55 feet; thence South 76 degrees 08 minutes 46 seconds East 22.14 feet; thence North 74 degrees 43 minutes 43 seconds East 28.80 feet; thence North 05 degrees 25 minutes 11 seconds East 32.23 feet; thence North 76 degrees 50 minutes 51 seconds West 67.44 feet; thence North 36 degrees 41 minutes 54 seconds East 86.57 feet; thence North 75 degrees 17 minutes 35 seconds East 11.38 feet; thence North 39 degrees 56 minutes 26 seconds East 23.38 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

LEGEND

CONSERVATION EASEMENT AREA
48,382 +/- SQUARE FEET

0 60
SCALE IN FEET

Plotted: 09/25/2026 8:22 AM W:\2023\23055\CADD DATA\SURVEY\dwg Sheet Files\S23055_EXH_CONSERVATION.SE

106

WAYZATA 55
15407 & 15409 WAYZATA BLVD
MINNETONKA, MN 55391

GRECO, LLC
607 WASHINGTON AVE NORTH
SUITE 100
MINNEAPOLIS, MN 55401

LOUCKS
PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
12755 Highway 55, Suite R100
Plymouth 55441
763.424.5505
www.loucksinc.com

CADD QUALIFICATION

CADD Files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD files for their use as information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant for any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

09/25/26	EXHIBIT ISSUED

PROFESSIONAL SIGNATURE

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.

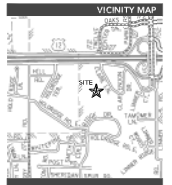
Max L. Stanislowski - PLS

License No. 48988
Date 09/25/26

QUALITY CONTROL

Loucks Project No.	23055
Project Lead	MLS
Drawn By	NJL
Checked By	MLS
Field Crew	

VICINITY MAP



CONSERVATION EASEMENT EXHIBIT

1 OF 1

MORTGAGEE'S CONSENT

[ATTACHED]

44378546v3

MORTGAGEE CONSENT TO EASEMENT AMENDMENT

Bridgewater Bank, a Minnesota banking corporation ("Mortgagee"), which holds that certain Combination Mortgage, Security Agreement, Fixture Filing and Assignment of Leases and Rents (the "Mortgage") dated July 11, 2025, made by Minnetonka WBLVD MC Owner, LLC, a Minnesota limited liability company, and filed on July 11, 2025, in the office of the Hennepin County Registrar of Titles as Document Number 6145841, on real property located in the City of Minnetonka, Hennepin County, Minnesota, and legally described in the Mortgage (the "Property"), hereby consents to the First Amendment to Conservation Easement dated _____, 2026 (the "Amendment"), amending that certain Conservation Easement dated June 13, 2025, filed June 16, 2025, in the office of the Hennepin County Registrar of Titles as Document Number 6141541 (as amended by the Amendment, the "Easement Agreement"), to which this consent is attached, and agrees that the Mortgage shall be subject and subordinate to the Easement Agreement as amended by the Amendment, and in the event that Mortgagee acquires title to the Property by foreclosure of the Mortgage, or otherwise, agrees to be bound by and subject to the terms of the Easement Agreement as amended by the Amendment. Except as expressly set forth herein, nothing in this consent shall modify, impair, or release the lien of the Mortgage or any of Mortgagee's rights thereunder.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

44378549v2
7366.60

[SIGNATURE PAGE TO MORTGAGEE CONSENT TO EASEMENT AMENDMENT]

BRIDGEWATER BANK, a Minnesota banking corporation

By: _____

_____

Its: _____

STATE OF MINNESOTA)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2026, by _____, the _____ of Bridgewater Bank, a Minnesota banking corporation, for and on behalf of said banking corporation.

_____

Notary Public

FIRST AMENDMENT TO CONSERVATION EASEMENT BETWEEN MINNETONKA 55+ HOUSING PARTNERS, LLC AND CITY OF MINNETONKA

THIS FIRST AMENDMENT TO CONSERVATION EASEMENT (the "First Amendment") is made and entered into this ___ day of _____, 2026, by and **among MINNETONKA 55+ HOUSING PARTNERS, LLC**, a Minnesota limited liability company ("55+ Owner") and the **CITY OF MINNETONKA**, a Minnesota municipal corporation ("City").

RECITALS

WHEREAS, Minnetonka Partners, LLC, a Minnesota limited liability company (the "Prior Owner"), as the then-owner of that certain real property located in the City of Minnetonka, County of Hennepin, and State of Minnesota, legally described on **Exhibit A** attached hereto (the "Property") executed, for the benefit of the City, a Conservation Easement dated September 27, 2024, filed October 3, 2024 with the Registrar of Titles, Hennepin County as Document No. 6098573 (the "Conservation Easement"); and

WHEREAS, Prior Owner subsequently conveyed to 55+ Owner the Property; and

WHEREAS, the Original Easement contained a measurement error in the legal description of the Easement Property; and

WHEREAS, 55+ Owner and City desire amend the Conservation Easement to correct the legal description of the Easement Property; and

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the parties agree as follows:

1. **Exhibit B** to the Original Easement is deleted and replaced in its entirety with **Exhibit B** attached hereto.

2. **Exhibit C** to the Original Easement is deleted and replaced in its entirety with **Exhibit C** attached hereto.

3. Any capitalized terms used herein but not otherwise defined shall have the meanings assigned to such terms in the Original Easement.

4. The amendments made to the Original Easement, as amended by this First Amendment, shall be effective as of the date hereof.

5. Except as hereby amended, all other terms and conditions of the Original Easement shall remain in full force and effect.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, 55+ Owner and City have caused this First Amendment to Conservation Easement to be duly executed in their names and on their behalf, all on or as of the date first above written.

MINNETONKA 55+ HOUSING PARTNERS, LLC

By: _____
Joshua M. Brandsted
Its: Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Joshua M. Brandsted, the Manager of Minnetonka 55+ Housing Partners, LLC, a Minnesota limited liability company, on behalf of the company.

_____
Notary Public

[SIGNATURE PAGE TO THE FIRST AMENDMENT TO CONSERVATION EASEMENT]

CITY OF MINNETONKA

By: _____
Mayor

By: _____
City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by _____ and _____, the Mayor and City Manager, respectively, of the City of Minnetonka, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

This document drafted by:

Winthrop & Weinstine, P.A. (CTH)
225 South Sixth Street, Suite 3500
Minneapolis, MN 55402

[SIGNATURE PAGE TO THE FIRST AMENDMENT TO CONSERVATION EASEMENT]

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

Parcel A:

Tract A, Registered Land Survey No. 1084, County of Hennepin, except that part thereof which lies Northerly and Westerly of the following described line:

Beginning at a point on the West line of said Tract A distant 330.00 feet South of the Northwest corner of said Tract A; thence East at a right angle to said West line a distance of 140.00 feet; thence North deflecting to the left 90 degrees 00 minutes 00 seconds a distance of 200.00 feet; thence Northeasterly deflecting to the right 37 degrees 00 minutes 00 seconds a distance of 78.66 feet to the North line of said Tract A and said line there terminating.

Parcel B:

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, and lying westerly and northwesterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

EXHIBIT B

CORRECTED LEGAL DESCRIPTION OF EASEMENT PROPERTY

That part of the following described property:

Parcel A:

Tract A, Registered Land Survey No. 1084, County of Hennepin, Minnesota, except that part thereof which lies northerly and westerly of the following described line:

Beginning at a point on the west line of said Tract A distant 330.00 feet south of the northwest corner of said Tract A; thence east at a right angle to said west line a distance of 140.00 feet; thence north deflecting to the left 90 degrees 00 minutes 00 seconds a distance of 200.00 feet; thence northeasterly deflecting to the right 37 degrees 00 minutes 00 seconds a distance of 78.66 feet to the north line of said Tract A and said line there terminating.

Parcel B:

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, and lying westerly and northwesterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

Lying to the left of the following described line:

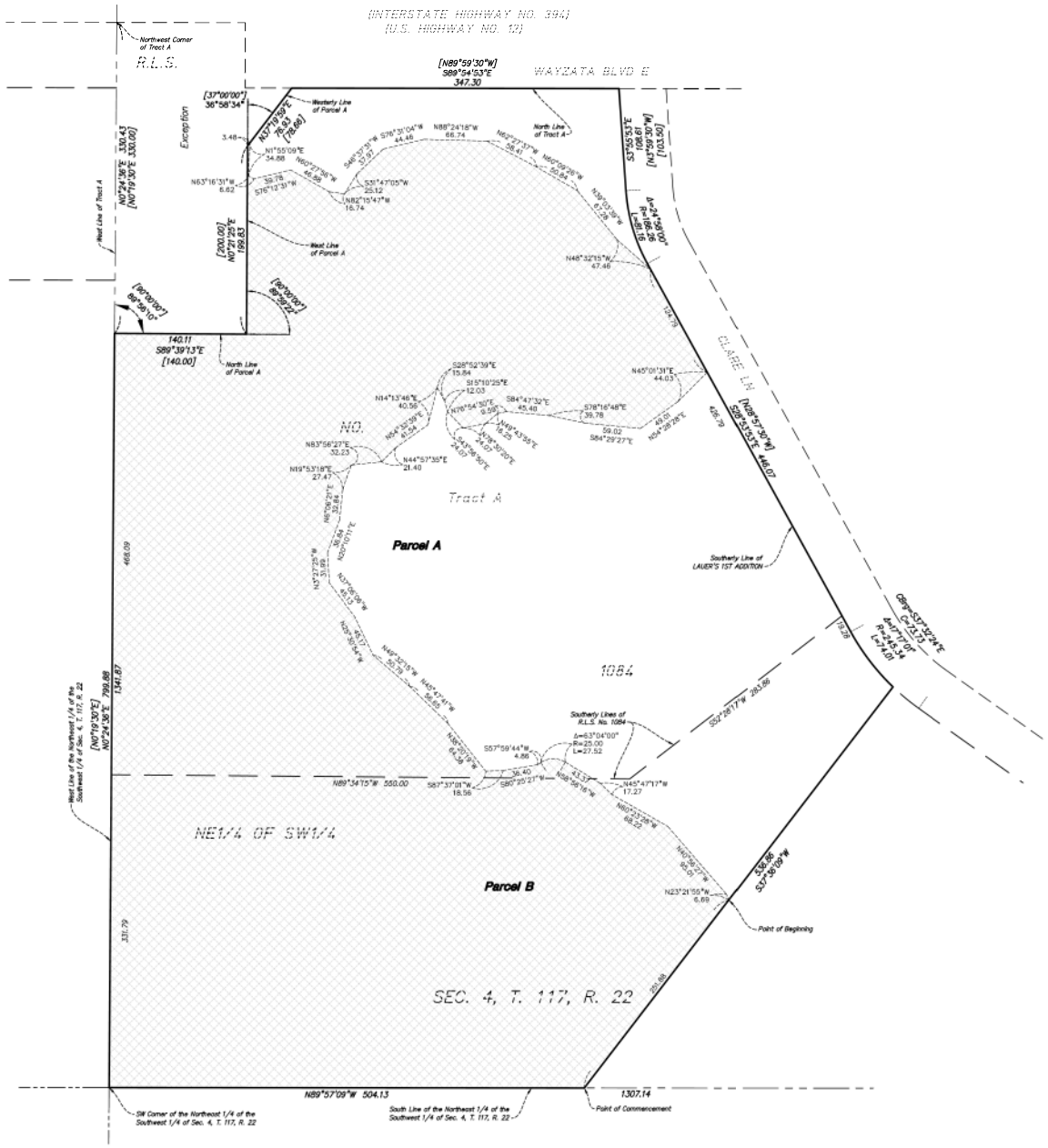
Commencing at a point on said south line of the Northeast Quarter of the Southwest Quarter 504.13 feet east of said southwest corner; thence North 37 degrees 36 minutes 09 seconds West 251.88 feet to the point of beginning of said line to be described; thence North 23 degrees 21 minutes 55 seconds West 6.69 feet; thence North 40 degrees 56 minutes 27 seconds West 95.01 feet; thence North 60 degrees 23 minutes 28 seconds West 68.22 feet; thence North 45 degrees 47 minutes 17 seconds West 17.27 feet; thence North 58 degrees 56 minutes 16 seconds West 43.37 feet; thence west 27.52 feet, along a tangential curve, concave to the south, having a radius of 25.00 feet and a central angle of 63 degrees 04 minutes 00 seconds; thence South 57 degrees 59 minutes 44 seconds West, tangent to said curve, 4.86 feet; thence South 80 degrees 25 minutes 27 seconds West 36.40 feet; thence South 87 degrees 37 minutes 01 second West 18.56 feet; thence North 38 degrees 20 minutes 19 seconds West 64.38 feet; thence North 45 degrees 47 minutes 41 seconds West 56.65 feet; thence North 49 degrees 32 minutes 15 seconds West 50.79 feet; thence North 25 degrees 30 minutes 54 seconds West 45.17 feet; thence North 37 degrees 06 minutes 06

seconds West 45.13 feet; thence North 03 degrees 27 minutes 25 seconds West 31.99 feet; thence North 20 degrees 10 minutes 11 seconds East 36.84 feet; thence North 06 degrees 06 minutes 21 seconds East 32.84 feet; thence North 19 degrees 53 minutes 18 seconds East 27.47 feet; thence North 83 degrees 56 minutes 27 seconds East 32.23 feet; thence North 44 degrees 57 minutes 35 seconds East 21.40 feet; thence North 54 degrees 32 minutes 39 seconds East 41.54 feet; thence North 14 degrees 13 minutes 46 seconds East 40.56 feet; thence South 28 degrees 52 minutes 39 seconds East 15.84 feet; thence South 15 degrees 10 minutes 25 seconds East 12.03 feet; thence South 43 degrees 56 minutes 50 seconds East 24.07 feet; thence North 78 degrees 30 minutes 20 seconds East 24.07 feet; thence North 49 degrees 43 minutes 55 seconds East 16.25 feet; thence North 76 degrees 54 minutes 30 seconds East 9.59 feet; thence South 84 degrees 47 minutes 32 seconds East 45.40 feet; thence South 78 degrees 16 minutes 48 seconds East 39.78 feet; thence South 84 degrees 29 minutes 27 seconds East 59.02 feet; thence North 54 degrees 28 minutes 28 seconds East 49.01 feet; thence North 45 degrees 01 minute 31 seconds East 44.03 feet to said southerly line of LAUER'S 1ST ADDITION; thence North 28 degrees 53 minutes 53 seconds West, along said southerly line, 124.79 feet; thence North 48 degrees 32 minutes 15 seconds West 47.46 feet; thence North 39 degrees 03 minutes 39 seconds West 67.28 feet; thence North 60 degrees 09 minutes 26 seconds West 50.84 feet; thence North 62 degrees 27 minutes 37 seconds West 58.41 feet; thence North 88 degrees 24 minutes 18 seconds West 66.74 feet; thence South 76 degrees 31 minutes 04 seconds West 44.46 feet; thence South 46 degrees 37 minutes 31 seconds West 37.97 feet; thence South 31 degrees 47 minutes 05 seconds West 25.12 feet; thence North 82 degrees 15 minutes 47 seconds West 16.74 feet; thence North 60 degrees 27 minutes 56 seconds West 46.88 feet; thence South 76 degrees 12 minutes 31 seconds West 39.78 feet; thence North 63 degrees 16 minutes 31 seconds West 6.62 feet; thence North 01 degree 55 minutes 09 seconds East 34.88 feet to a westerly line of said Parcel A and said line there terminating.

EXHIBIT C

CORRECTED DEPICTION OF THE EASEMENT PROPERTY

44371855v4



CONSERVATION EASEMENT DESCRIPTION

That part of the following described property:

Parcel A:

Tract A, Registered Land Survey No. 1084, County of Hennepin, Minnesota, except that part thereof which lies northerly and westerly of the following described line:

Beginning at a point on the west line of said Tract A distant 330.00 feet south of the northwest corner of said Tract A; thence east at a right angle to said west line a distance of 140.00 feet; thence north deflecting to the left 90 degrees 00 minutes 00 seconds a distance of 200.00 feet; thence northeasterly deflecting to the right 37 degrees 00 minutes 00 seconds a distance of 78.66 feet to the north line of said Tract A and said line there terminating.

And

Parcel B:

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, and lying westerly and northwesterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

Lying to the left of the following described line:

Commencing at a point on said south line of the Northeast Quarter of the Southwest Quarter 504.13 feet east of said southwest corner; thence North 37 degrees 36 minutes 09 seconds West 251.88 feet to the point of beginning of said line to be described; thence North 23 degrees 21 minutes 55 seconds West 6.69 feet; thence North 40 degrees 56 minutes 27 seconds West 95.01 feet; thence North 60 degrees 23 minutes 28 seconds West 68.22 feet; thence North 45 degrees 47 minutes 17 seconds West 17.27 feet; thence North 58 degrees 56 minutes 16 seconds West 43.37 feet; thence west 27.52 feet, along a tangential curve, concave to the south, having a radius of 25.00 feet and a central angle of 63 degrees 04 minutes 00 seconds; thence South 57 degrees 59 minutes 44 seconds West, tangent to said curve, 4.86 feet; thence South 80 degrees 25 minutes 27 seconds West 36.40 feet; thence South 87 degrees 37 minutes 01 second West 18.56 feet; thence North 38 degrees 20 minutes 19 seconds West 64.38 feet; thence North 45 degrees 47 minutes 41 seconds West 56.65 feet; thence North 49 degrees 32 minutes 15 seconds West 50.79 feet; thence North 25 degrees 30 minutes 54 seconds West 45.17 feet; thence North 37 degrees 06 minutes 06 seconds West 45.13 feet; thence North 03 degrees 27 minutes 25 seconds West 31.99 feet; thence North 20 degrees 10 minutes 11 seconds East 36.84 feet; thence North 06 degrees 06 minutes 21 seconds East 32.84 feet; thence North 19 degrees 53 minutes 18 seconds East 27.47 feet; thence North 83 degrees 56 minutes 27 seconds East 32.23 feet; thence North 44 degrees 57 minutes 35 seconds East 21.40 feet; thence North 54 degrees 32 minutes 39 seconds East 41.54 feet; thence North 14 degrees 13 minutes 46 seconds East 40.56 feet; thence South 28 degrees 52 minutes 39 seconds East 15.84 feet; thence South 15 degrees 10 minutes 25 seconds East 12.03 feet; thence South 43 degrees 56 minutes 50 seconds East 24.07 feet; thence North 78 degrees 30 minutes 20 seconds East 24.07 feet; thence North 49 degrees 43 minutes 55 seconds East 16.25 feet; thence North 76 degrees 54 minutes 30 seconds East 9.59 feet; thence South 84 degrees 47 minutes 32 seconds East 45.40 feet; thence South 78 degrees 16 minutes 48 seconds East 39.78 feet; thence South 84 degrees 29 minutes 27 seconds East 59.02 feet; thence North 54 degrees 28 minutes 28 seconds East 49.01 feet; thence North 45 degrees 01 minute 31 seconds East 44.03 feet to said southerly line of LAUER'S 1ST ADDITION; thence North 28 degrees 53 minutes 53 seconds West, along said southerly line, 124.79 feet; thence North 48 degrees 32 minutes 15 seconds West 47.46 feet; thence North 39 degrees 03 minutes 39 seconds West 67.28 feet; thence North 60 degrees 09 minutes 26 seconds West 50.84 feet; thence North 62 degrees 27 minutes 37 seconds West 58.41 feet; thence North 88 degrees 24 minutes 18 seconds West 66.74 feet; thence South 76 degrees 31 minutes 04 seconds West 44.46 feet; thence South 46 degrees 37 minutes 31 seconds West 37.97 feet; thence South 31 degrees 47 minutes 05 seconds West 25.12 feet; thence North 82 degrees 15 minutes 47 seconds West 16.74 feet; thence North 60 degrees 27 minutes 56 seconds West 46.88 feet; thence South 76 degrees 12 minutes 31 seconds West 39.78 feet; thence North 63 degrees 16 minutes 31 seconds West 6.62 feet; thence North 01 degree 55 minutes 09 seconds East 34.88 feet to a westerly line of said Parcel A and said line there terminating.

LEGEND

CONSERVATION EASEMENT AREA ±31,398 +/- SQUARE FEET

N

0 60 120

SCALE IN FEET

WAYZATA 55

15407 & 15409 WAYZATA BLVD
MINNETONKA , MN 55391

GRECO, LLC

607 WASHINGTON AVE NORTH
SUITE 100
MINNEAPOLIS, MN 55401

LOUCKS

PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL

12755 Highway 55, Suite R100
Plymouth 55441
763.424.5505
www.loucksinc.com

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD files for their convenience, information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

09/25/26	EXHIBIT ISSUED

PROFESSIONAL SIGNATURE

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.

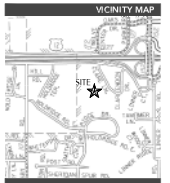
Max L. Stanislowski - PLS

License No. 48988
Date 09/25/26

QUALITY CONTROL

Loucks Project No.	23055
Project Lead	MLS
Drawn By	NRS
Checked By	MLS
Field Crew	

VICINITY MAP



CONSERVATION EASEMENT EXHIBIT

1 OF 1

Plotted: 09 /27 / 2026 5:19 PM W:\2023\23055\CADD DATA\SURVEY\ dwg Sheet Files\523055 EXH. CONSERVATION

FIRST AMENDMENT TO EASEMENT FOR UNDERGROUND STORMWATER FACILITY

THIS FIRST AMENDMENT TO EASEMENT FOR UNDERGROUND STORMWATER FACILITY (the "First Amendment") is made and entered into this ___ day of _____, 2026, by and among **MINNETONKA WBLVD MC OWNER, LLC**, a Minnesota limited liability company ("MC Owner") and the **CITY OF MINNETONKA**, a Minnesota municipal corporation ("City").

RECITALS

WHEREAS, MC Owner, as owner of that certain property described on Exhibit A attached hereto (the "Property"), granted, for the benefit of the City, that certain Easement for Underground Stormwater Facility dated June 13, 2025, filed June 16, 2025 with the Registrar of Titles, Hennepin County as Document No. 6141542 (the "Original Easement"); and

WHEREAS, the Original Easement contained a measurement error in the legal description of the Easement Area; and

WHEREAS, MC Owner and City desire amend the Original Easement to correct the measurement error; and

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the parties agree as follows:

1. The parties acknowledge that the legal description of the Easement Area in the Original Easement contains a measurement error.

2. Exhibit B to the Original Easement is deleted and replaced in its entirety with Exhibit B attached hereto.

3. Exhibit C to the Original Easement is deleted and replaced in its entirety with Exhibit C attached hereto.

4. Any capitalized terms used herein but not otherwise defined shall have the meanings assigned to such terms in the Original Easement.

5. The amendments made to the Original Easement, as amended by this First Amendment, shall be effective as of the date hereof.

6. Except as hereby amended, all other terms and conditions of the Original Easement shall remain in full force and effect.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, MC Owner and City have caused this First Amendment to Easement for Underground Stormwater Facility to be duly executed as of the date first above written.

MINNETONKA WBLVD MC OWNER, LLC

By: MTKA MC Developer, LLC, a Minnesota limited liability company
Its: Manager

By: _____
Joshua M. Brandsted
Its: President

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Joshua M. Brandsted, the President of MTKA MC Developer, LLC, a Minnesota limited liability company, the Manager of Minnetonka WBLVD MC Owner, LLC, a Minnesota limited liability company, on behalf of the company.

_____
Notary Public

(SIGNATURE PAGE - FIRST AMENDMENT TO EASEMENT FOR UNDERGROUND STORMWATER FACILITY)

CITY OF MINNETONKA

By: _____
Mayor

By: _____
City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by _____ and _____, the Mayor and City Manager, respectively, of the City of Minnetonka, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

This document drafted by:

Winthrop & Weinstine, P.A. (CTH)
225 South Sixth Street, Suite 3500
Minneapolis, MN 55402

(SIGNATURE PAGE - FIRST AMENDMENT TO EASEMENT FOR UNDERGROUND STORMWATER FACILITY)

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, except that part thereof which lies east of the southerly extension of the east line of said plat of LAUER'S 1ST ADDITION and lying easterly and southeasterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East, 536.86 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

EXHIBIT B

CORRECTED LEGAL DESCRIPTION OF EASEMENT AREA

That part of the following described property:

> That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, except that part thereof which lies east of the southerly extension of the east line of said plat of LAUER'S 1ST ADDITION and lying easterly and southeasterly of the following described line:
>
> > Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

Described as follows:

> Commencing at a point on said south line of the Northeast Quarter of the Southwest Quarter 504.13 feet east of said southwest corner; thence North 37 degrees 36 minutes 09 seconds West 441.12 feet to the point of beginning of the land to be described; thence South 52 degrees 23 minutes 51 seconds East 15.15 feet; thence North 37 degrees 36 minutes 09 seconds East 35.24 feet; thence South 52 degrees 23 minutes 51 seconds East 83.78 feet; thence South 00 degrees 06 minutes 33 seconds East 118.93 feet; thence North 89 degrees 53 minutes 27 seconds East 74.00 feet; thence North 00 degrees 06 minutes 33 seconds West, 91.00 feet; thence South 89 degrees 53 minutes 27 seconds West 54.00 feet; thence North 00 degrees 06 minutes 33 seconds West 37.75 feet; thence North 52 degrees 23 minutes 51 seconds West 108.75 feet to a line bearing North 37 degrees 36 minutes 09 seconds East from said point of beginning; thence South 37 degrees 36 minutes 09 seconds West, along said line, 55.24 feet to the point of beginning.

EXHIBIT C

CORRECTED DEPICTION OF THE EASEMENT PROPERTY

[attached]

EXHIBIT

Storm Water Easement Description
September 25, 2026

That part of the following described property:

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, except that part thereof which lies east of the southerly extension of the east line of said plat of LAUER'S 1ST ADDITION and lying easterly and southeasterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

Described as follows:

Commencing at a point on said south line of the Northeast Quarter of the Southwest Quarter 504.13 feet east of said southwest corner; thence North 37 degrees 36 minutes 09 seconds West 441.12 feet to the point of beginning of the land to be described; thence South 52 degrees 23 minutes 51 seconds East 15.15 feet; thence North 37 degrees 36 minutes 09 seconds East 35.24 feet; thence South 52 degrees 23 minutes 51 seconds East 83.78 feet; thence South 00 degrees 06 minutes 33 seconds East 118.93 feet; thence North 89 degrees 53 minutes 27 seconds East 74.00 feet; thence North 00 degrees 06 minutes 33 seconds West, 91.00 feet; thence South 89 degrees 53 minutes 27 seconds West 54.00 feet; thence North 00 degrees 06 minutes 33 seconds West 37.75 feet; thence North 52 degrees 23 minutes 51 seconds West 108.75 feet to a line bearing North 37 degrees 36 minutes 09 seconds East from said point of beginning; thence South 37 degrees 36 minutes 09 seconds West, along said line, 55.24 feet to the point of beginning.

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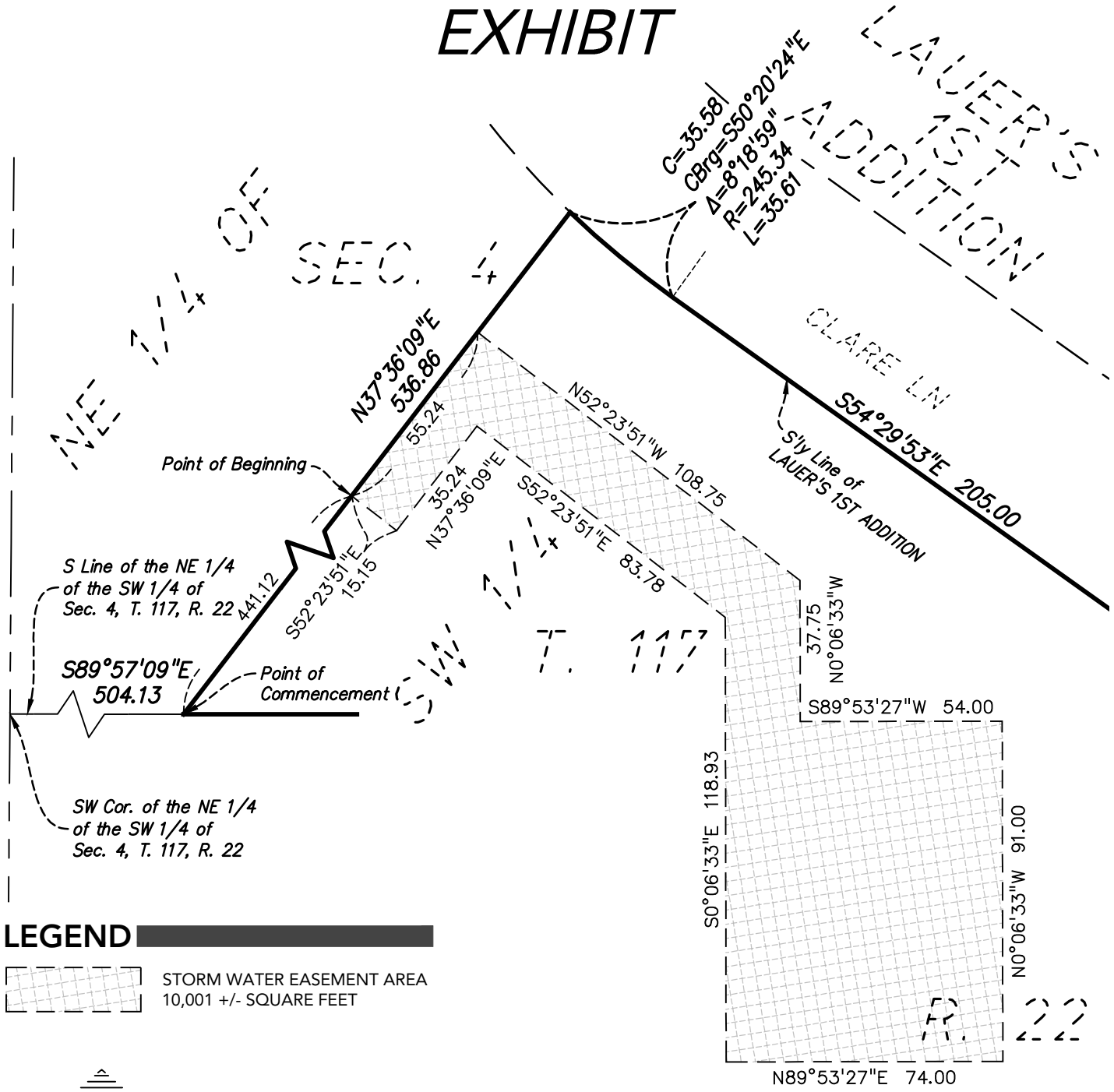
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Max L. Stanislowski - PLS License No. 48988 09/25/26 Date

LOUCKS

Loucks Project No. 23055

EXHIBIT



LEGEND

STORM WATER EASEMENT AREA
10,001 +/- SQUARE FEET

N

0 40

SCALE IN FEET

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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.

Max L. Stanislowski - PLS License No. 48988 09/25/26 Date

LOUCKS

Loucks Project No. 23055

CONSENT OF MORTGAGEE

[attached]

44371975v3

MORTGAGEE CONSENT TO EASEMENT AMENDMENT

Bridgewater Bank, a Minnesota banking corporation ("Mortgagee"), which holds that certain Combination Mortgage, Security Agreement, Fixture Filing and Assignment of Leases and Rents (the "Mortgage") dated July 11, 2025, made by Minnetonka WBLVD MC Owner, LLC, a Minnesota limited liability company, and filed on July 11, 2025, in the office of the Hennepin County Registrar of Titles as Document Number 6145841, on real property located in the City of Minnetonka, Hennepin County, Minnesota, and legally described in the Mortgage (the "Property"), hereby consents to the First Amendment to Easement for Underground Stormwater Facility dated _____, 2026 (the "Amendment"), amending that certain Easement for Underground Stormwater Facility dated June 13, 2025, filed June 16, 2025, in the office of the Hennepin County Registrar of Titles as Document Number 6141542 (as amended by the Amendment, the "Easement Agreement"), to which this consent is attached, and agrees that the Mortgage shall be subject and subordinate to the Easement Agreement as amended by the Amendment, and in the event that Mortgagee acquires title to the Property by foreclosure of the Mortgage, or otherwise, agrees to be bound by and subject to the terms of the Easement Agreement as amended by the Amendment. Except as expressly set forth herein, nothing in this consent shall modify, impair, or release the lien of the Mortgage or any of Mortgagee's rights thereunder.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

44378544v1
7366.60

[SIGNATURE PAGE TO MORTGAGEE CONSENT TO EASEMENT AMENDMENT]

BRIDGEWATER BANK, a Minnesota banking corporation

By: _____

_____

Its: _____

STATE OF MINNESOTA)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2026, by _____, the _____ of Bridgewater Bank, a Minnesota banking corporation, for and on behalf of said banking corporation.

_____

Notary Public

FIRST AMENDMENT TO EASEMENT FOR UNDERGROUND STORMWATER FACILITY

THIS FIRST AMENDMENT TO EASEMENT FOR UNDERGROUND STORMWATER FACILITY (the "First Amendment") is made and entered into this ___ day of _____, 2026, by and among **MINNETONKA 55+ HOUSING PARTNERS, LLC**, a Minnesota limited liability company ("55+ Owner") and the **CITY OF MINNETONKA**, a Minnesota municipal corporation ("City").

RECITALS

WHEREAS, Minnetonka Partners, LLC, a Minnesota limited liability company ("Prior Owner"), as the owner of the property legally described on Exhibit A attached hereto (the "Property"), granted to the City that certain Easement for Underground Stormwater Facility dated September 27, 2024, filed October 2, 2024 with the Registrar of Titles, Hennepin County as Document No. 6098430 (the "Original Easement"); and

WHEREAS, Prior Owner subsequently conveyed the Property to 55+ Owner; and

WHEREAS, the Original Easement contained a measurement error in the legal description of the Easement Area; and

WHEREAS, 55+ Owner and City desire amend the Original Easement to correct the measurement error; and

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the parties agree as follows:

1. The parties acknowledge that the legal description of the Easement Area in the Original Easement contains a measurement error.

2. Exhibit B to the Original Easement is deleted and replaced in its entirety with Exhibit B attached hereto.

3. Exhibit C to the Original Easement is deleted and replaced in its entirety with Exhibit C attached hereto.

4. Any capitalized terms used herein but not otherwise defined shall have the meanings assigned to such terms in the Original Easement.

5. The amendments made to the Original Easement, as amended by this First Amendment, shall be effective as of the date hereof.

6. Except as hereby amended, all other terms and conditions of the Original Easement shall remain in full force and effect.

IN WITNESS WHEREOF, 55+ Owner and City have caused this First Amendment to Easement for Underground Stormwater Facility to be duly executed in their names and on their behalf, all on or as of the date first above written.

MINNETONKA 55+ HOUSING PARTNERS, LLC

By: _____
Joshua M. Brandsted
Its: Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Joshua M. Brandsted, the Manager of Minnetonka 55+ Housing Partners, LLC, a Minnesota limited liability company, on behalf of the company.

_____
Notary Public

(SIGNATURE PAGE - FIRST AMENDMENT TO EASEMENT FOR UNDERGROUND STORMWATER FACILITY)

CITY OF MINNETONKA

By: _____
Mayor

By: _____
City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by _____ and _____, the Mayor and City Manager, respectively, of the City of Minnetonka, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

This document drafted by:

Winthrop & Weinstine, P.A. (CTH)
225 South Sixth Street, Suite 3500
Minneapolis, MN 55402

(SIGNATURE PAGE - FIRST AMENDMENT TO EASEMENT FOR UNDERGROUND STORMWATER FACILITY)

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

Parcel A:

Tract A, Registered Land Survey No. 1084, County of Hennepin, except that part thereof which lies Northerly and Westerly of the following described line:

Beginning at a point on the West line of said Tract A distant 330.00 feet South of the Northwest corner of said Tract A; thence East at a right angle to said West line a distance of 140.00 feet; thence North deflecting to the left 90 degrees 00 minutes 00 seconds a distance of 200.00 feet; thence Northeasterly deflecting to the right 37 degrees 00 minutes 00 seconds a distance of 78.66 feet to the North line of said Tract A and said line there terminating.

Parcel B:

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, and lying westerly and northwesterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly line of LAUER'S 1ST ADDITION and said line there terminating.

Hennepin County, Minnesota

EXHIBIT B

CORRECTED LEGAL DESCRIPTION OF EASEMENT AREA

That part of the following described property:

Parcel A:

Tract A, Registered Land Survey No. 1084, County of Hennepin, Minnesota, except that part thereof which lies northerly and westerly of the following described line:

Beginning at a point on the west line of said Tract A distant 330.00 feet south of the northwest corner of said Tract A; thence east at a right angle to said west line a distance of 140.00 feet; thence north deflecting to the left 90 degrees 00 minutes 00 seconds a distance of 200.00 feet; thence northeasterly deflecting to the right 37 degrees 00 minutes 00 seconds a distance of 78.66 feet to the north line of said Tract A and said line there terminating.

Parcel B:

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, and lying westerly and northwesterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly lines of LAUER'S 1ST ADDITION and said line there terminating.

Described as follows:

Commencing at a point on said south line of the Northeast Quarter of the Southwest Quarter 504.13 feet east of said southwest corner; thence North 37 degrees 36 minutes 09 seconds East 453.26 feet; thence North 52 degrees 23 minutes 51 seconds West 87.04 feet to the point of beginning of the land to be described; thence continue North 52 degrees 23 minutes 51 seconds West 153.00 feet; thence North 37 degrees 36 minutes 09 seconds East 20.25 feet; thence North 52 degrees 23 minutes 51 seconds West 120.50 feet; thence North 37 degrees 36 minutes 09 seconds East 32.26 feet; thence North 52 degrees 23 minutes 51 seconds West 33.78 feet; thence North 10 degrees 53 minutes 38 seconds East 16.42 feet; thence North 00 degrees 56 minutes 00 seconds East 28.90 feet; thence South 89 degrees 04 minutes 00 seconds East 21.19 feet; thence South 65 degrees 22 minutes 15 seconds East 23.35 feet; thence South 52 degrees 23 minutes 51 seconds East 133.00 feet; thence South 37 degrees 36 minutes 09 seconds West 52.51 feet; thence South 52 degrees 23 minutes 51 seconds East 159.17 feet; thence South 37 degrees 36 minutes 09 seconds West 55.75 feet to the point of beginning.

EXHIBIT C

CORRECTED DEPICTION OF THE EASEMENT PROPERTY

44371825v3

EXHIBIT

Storm Sewer Easement Description
September 25, 2026

That part of the following described property:

Parcel A:

Tract A, Registered Land Survey No. 1084, County of Hennepin, Minnesota, except that part thereof which lies northerly and westerly of the following described line:

Beginning at a point on the west line of said Tract A distant 330.00 feet south of the northwest corner of said Tract A; thence east at a right angle to said west line a distance of 140.00 feet; thence north deflecting to the left 90 degrees 00 minutes 00 seconds a distance of 200.00 feet; thence northeasterly deflecting to the right 37 degrees 00 minutes 00 seconds a distance of 78.66 feet to the north line of said Tract A and said line there terminating.

And

Parcel B:

That part of the Northeast Quarter of the Southwest Quarter of Section 4, Township 117, Range 22, Hennepin County, Minnesota, lying southerly of the southerly lines of LAUER'S 1ST ADDITION, and Registered Land Survey No. 1084, and lying westerly and northwesterly of the following described line:

Commencing at the southwest corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of South 89 degrees 57 minutes 09 seconds East, along the south line of said Northeast Quarter of the Southwest Quarter, 504.13 feet to the point of beginning of the line to be described; thence North 37 degrees 36 minutes 09 seconds East 536.86 feet to said southerly lines of LAUER'S 1ST ADDITION and said line there terminating.

Described as follows:

Commencing at a point on said south line of the Northeast Quarter of the Southwest Quarter 504.13 feet east of said southwest corner; thence North 37 degrees 36 minutes 09 seconds East 453.26 feet; thence North 52 degrees 23 minutes 51 seconds West 87.04 feet to the point of beginning of the land to be described; thence continue North 52 degrees 23 minutes 51 seconds West 153.00 feet; thence North 37 degrees 36 minutes 09 seconds East 20.25 feet; thence North 52 degrees 23 minutes 51 seconds West 120.50 feet; thence North 37 degrees 36 minutes 09 seconds East 32.26 feet; thence North 52 degrees 23 minutes 51 seconds West 33.78 feet; thence North 10 degrees 53 minutes 38 seconds East 16.42 feet; thence North 00 degrees 56 minutes 00 seconds East 28.90 feet; thence South 89 degrees 04 minutes 00 seconds East 21.19 feet; thence South 65 degrees 22 minutes 15 seconds East 23.35 feet; thence South 52 degrees 23 minutes 51 seconds East 133.00 feet; thence South 37 degrees 36 minutes 09 seconds West 52.51 feet; thence South 52 degrees 23 minutes 51 seconds East 159.17 feet; thence South 37 degrees 36 minutes 09 seconds West 55.75 feet to the point of beginning.

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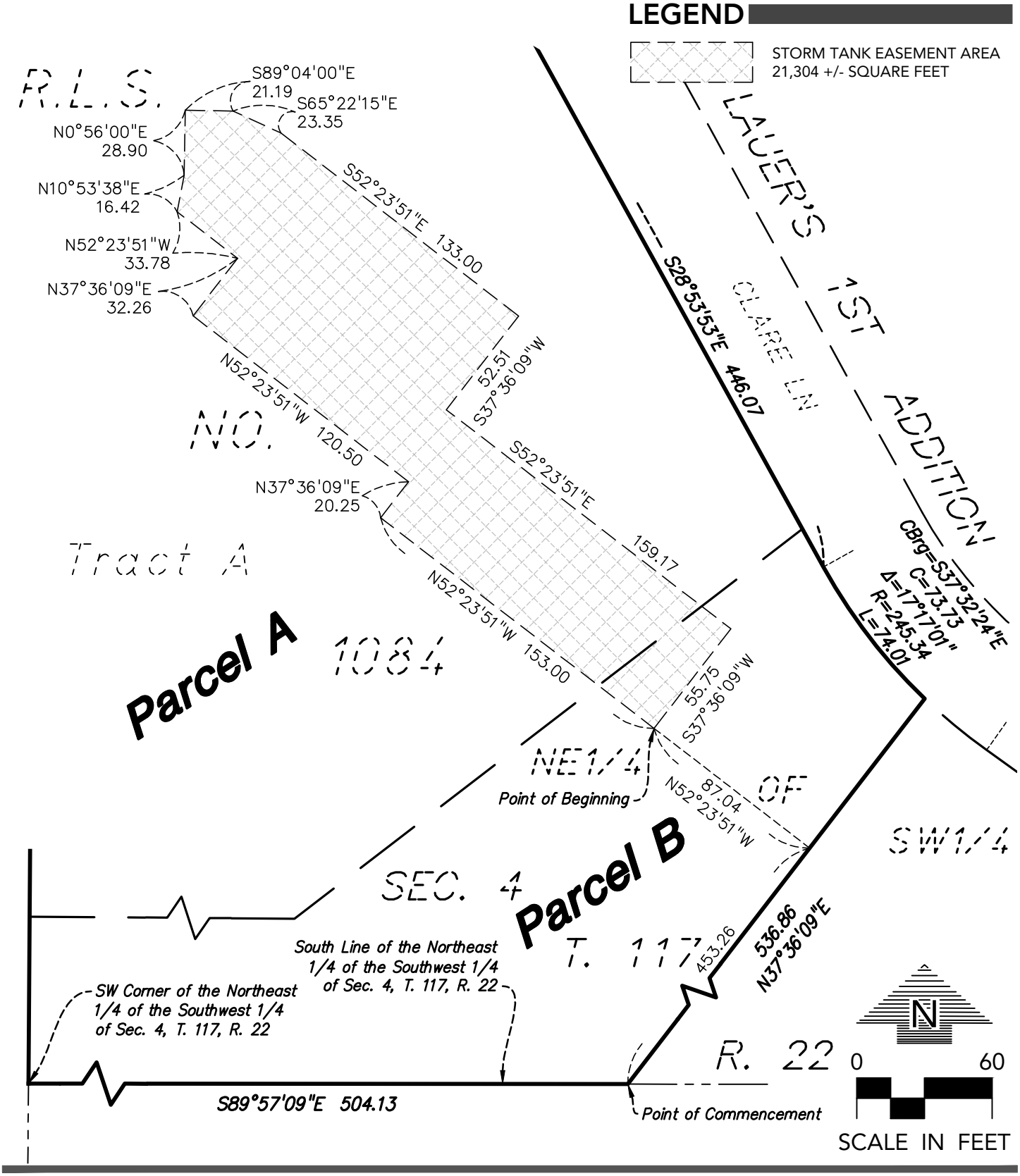
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Max L. Stanislowski - PLS License No. 48988 09/25/26 Date

LOUCKS

Loucks Project No. 23055

EXHIBIT



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.

Max L. Stanislowski - PLS License No. 48988 09/25/26 Date

LOUCKS

Loucks Project No. 23055

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City Council
Agenda Item 10.E
Meeting of November 9, 2026

Title:	Resolution approving joint powers agreements with State of Minnesota for access to criminal justice records
Report from:	Erik Nilsson, City Attorney
Submitted Through:	Scott Boerboom, Police Chief Mike Funk, City Manager
Presenter:	Erik Nilsson, City Attorney

Action Requested:	Motion
Form of Action:	Contract/Agreement
Votes needed:	4 votes

Summary Statement
The city's existing agreements with the State of Minnesota, which allows access to criminal justice information and court records, are due to expire and new agreements are required.

Recommended Action
Motion to adopt the resolution approving the joint powers agreements with the State of Minnesota.

Financial Consideration
Yes

The costs for the agreements are included in the budget.

Background
The city has existing joint powers agreements with the State of Minnesota, acting through the Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), that allow the police department and the legal department to obtain access to the BCA's criminal justice data communications network, as well as the Minnesota Courts records, for law enforcement purposes.

The state has prepared a joint powers agreement for access to BCA records and an amendment that allows access to court records. Each agency - the police department and the prosecuting attorney office - must have its own agreement and amendment. The form of the agreement is the same for each agency, with the exception of the agency name and the cost (which is based on level of usage). The agreement and amendment are attached for only the prosecuting attorney office (legal department); the form of the agreement for the police department is the same, with the exception of the agency name and cost. The term of each agreement is five (5) years. The state requires that the governing body of the city approve the agreements by resolution.

ATTACHMENTS:
Resolution

Resolution No. 2026-

Resolution approving State of Minnesota joint powers agreements with the City of Minnetonka on behalf of its city attorney and police department

---

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

Section 1 Background

1.01 The City of Minnetonka, on behalf of its Prosecuting Attorney and Police Department, desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City eligible.

1.02 The Joint Powers Agreements further provide the City with the ability to add, modify, and delete connectivity, systems, and tools over the five-year life of the agreement and obligates the City to pay the costs for the network connection.

Section 2 Council Action

2.01 The State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Minnetonka on behalf of its Prosecuting Attorney and Police Department, are hereby approved.

2.02 The Chief of Police, Scott Boerboom, or his successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

2.03 The City Attorney, Erik Nilsson, or his successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the state.

2.04 Rebecca Schack, Mayor for the City of Minnetonka, and Mike Funk, City Manager, are authorized to sign the State of Minnesota Joint Powers Agreements.

Adopted by the City Council of the City of Minnetonka, Minnesota, on November 9, 2026.

_____

Rebecca Schack, 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.

Certification:

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 November 9, 2026.

_____
Becky Koosman, City Clerk

City Council
Agenda Item 12.A
Meeting of November 9, 2026

Title:	Items concerning First International Bank & Trust at 10801 Wayzata Blvd
Report from:	Drew Ingvalson, Senior Planner
Submitted Through:	Susan Thomas, AICP, City Planner Julie Wischnack, FAICP, Community Development Director Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Susan Thomas, AICP, City Planner

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

Summary Statement
In 2025, the city council approved a master development plan, conditional use permit (drive-thru), and final site and building plans for this property. The applicant, Andrew Fett (on behalf of the property owner), has proposed changes to these approved plans. The plan modifications require a master development plan amendment, conditional use permit, site and building plan review, and an extension of the sign variance. By city code, master development plans can only be approved by ordinance.

Recommended Action
Motion to introduce the ordinance approving a master development plan amendment and refer it to the planning commission.

Background
The subject property is 2.75 acres and includes a 54,600 sq. ft. office building. The existing building was constructed in 1985, predating the creation of the city's Planned I-394 (PID) zoning district. The subject building was previously occupied by Aramark (a food service company) for office space. In January 2025, the subject property was purchased by First International Bank & Trust (a community bank). In April 2025, the planning commission approved a sign variance and recommended approval of a master development plan, site and building plan review, and conditional use permit (drive-thru). In May 2025, the city council approved the requests.

Proposal
Andrew Fett (on behalf of the property owners) has submitted revised plans that require additional approvals and a request for a sign variance extension. Specifically, the drive-thru location has moved to a new location, and the applicant has proposed reconfiguring the parking lot (removing a portion and changing drive aisles). The sign plan has not changed and would only be an extension of the planning commission's approval in 2025.

The proposal requires the approval of:

1. Master Development Plan Amendment.
2. Site and Building Plan.
3. Conditional Use Permit. (Drive-Thru)
4. Sign Variance Extension (expires on Dec. 31, 2026)

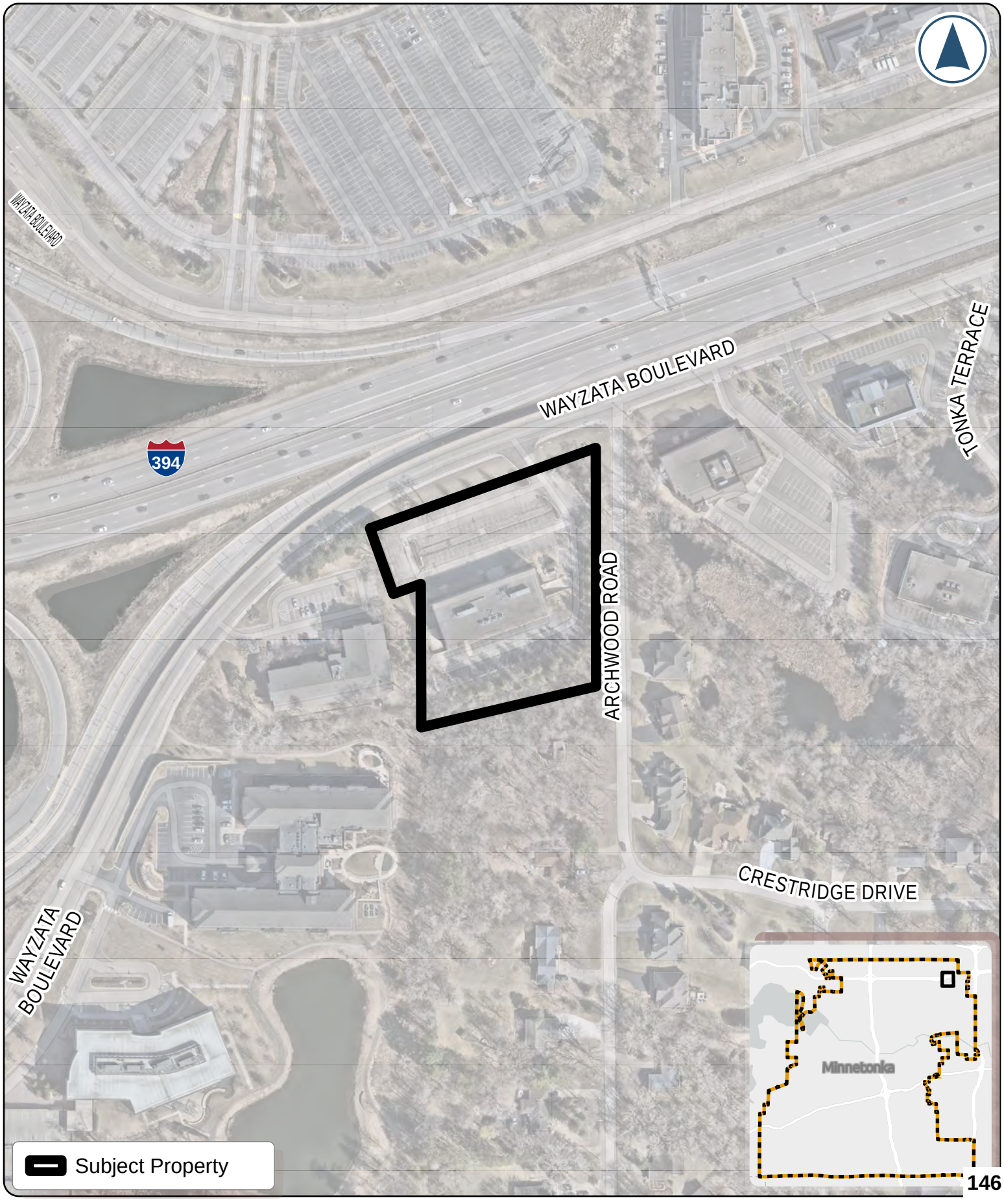
Issue Identification
The purpose of introducing an ordinance is to give the city council the opportunity to review a new application before sending it to the planning commission for a recommendation. Introducing an ordinance does not constitute an approval. The tentative planning commission date is Nov. 19, 2026.

Based on a preliminary review of the proposal, staff has identified the following issues for further analysis and discussion:

1. **Site Design.** The proposed site design will be considered with reference to city code requirements.
2. **Vehicle Circulation.** Staff will review the site's vehicle circulation in regard to the proposed drive-thru.
3. **Parking.** Staff will review the plan to confirm it meets the minimum parking requirements outlined in city code.

ATTACHMENTS:
Project Information
Ordinance

First International Bank & Trust
10801 Wayzata Blvd



Conditional Use Permit Application

First International Bank and Trust - 10801 Wayzata Boulevard, Minnetonka

October 5, 2026

To:	CC:	
☒	☐	Drew Ingvalson City of Minnetonka
☐	☒	Dave Pankow FIBT
☐	☒	Huston Brashears FIBT
☐	☒	Amy Steinle FIBT

Dear Mr. Ingvalson,

Thank you for your continued assistance as we plan this important building project for our client, First International Bank & Trust (FIBT). As previously discussed, FIBT has purchased the existing three-story building located at 10801 Wayzata Boulevard in Minnetonka. The building's primary use will remain office space, with a new retail banking facility incorporated on the first floor. The retail banking space will include a drive-through transaction kiosk with an ATM and pneumatic tube system connecting to the teller work area within the building. In addition, the project will include a 385-square-foot entry addition on the north side of the building, facing Interstate 394.

This property is located in the Planned I-394 District (PID). According to the City of Minnetonka Zoning Code, office and service commercial uses are allowed in this Zone. However, uses that have a drive-up window or similar facility are considered to be a conditionally permitted use. As such, this project requires a conditional use permit, and the drive-thru portion of the project is subject to the following requirements:

1. Shall not have drive-up windows and stacking areas located adjacent to any residential parcel;
2. Shall be provided with a suitable visual screen from adjacent properties;
3. Shall provide stacking areas with a minimum of six cars per aisle on the property in areas not within applicable setback requirements;
4. Shall not have public address system audible from any residential parcel; and
5. The drive-up window or similar facility must be subordinate to and associated with a permitted or conditionally-permitted use located within a building on the site.

The responses below outline our plan to comply with these requirements:

1. The drive-up window will be located on the East side of the building. The East property line abuts Archwood Rd and is not immediately adjacent to any residential parcels.
2. The east property line is lined with mature trees and abuts Archwood Rd (not immediately adjacent to a neighboring property).
3. Stacking for six vehicles will be provided per the proposed site plan.
4. The nearest residential parcel is across Archwood Rd. and to the Southeast approximately 180 feet from the transaction window and deal drawer. While the address system will be audible, it is not expected to be audible from the residential parcel as it is only meant for communicating via speaker between the teller and the vehicle directly outside the teller window.
5. The drive-up window is associated with a service commercial use.

We feel that the proposed drive-up window location and design complies with the requirements outlined in the Zoning Code. If you have any questions as you are reviewing this application, or if you require additional information, please do not hesitate to reach out.

Sincerely,

Andrew J. Fett

Andrew Fett, AIA

JLG Architects | Andrew Fett, AIA
710 S 2nd Street, 8th Floor| Minneapolis, MN 55401 | p.612.767.9096 | afett@jlgarchitects.com

Master Development Plan Application

First International Bank and Trust - 10801 Wayzata Boulevard, Minnetonka

October 5, 2026

To:	CC:	
☒	☐	Drew Ingvalson City of Minnetonka
☐	☒	Dave Pankow FIBT
☐	☒	Huston Brashears FIBT
☐	☒	Amy Steinle FIBT

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FIBT intends to undertake a comprehensive remodel of the existing building, including removal of a majority of the existing interior finishes, partitions, and related components. The building will be fully renovated to accommodate FIBT's office and retail banking operations, with a new interior layout, new finishes, and associated building infrastructure provided throughout the remodel areas. Existing ductwork, electrical conduit, and other distribution systems will be modified, replaced, or extended as necessary to support the remodeled spaces and new building layout.

The existing basement parking garage will also be reconfigured on the west side of the building to remove an existing storage area and provide additional parking spaces.

FIBT is committed to upgrading and improving the existing building exterior and site. In addition to the new entry addition and drive thru kiosk, exterior upgrades will include a full roof replacement, staining of existing brick, and full replacement of all existing exterior glazing and entrance doors. Site improvements will include new site lighting, new sidewalks at the main and rear entrances, a new trash enclosure, new landscaping, a newly resurfaced parking lot.

We feel that the proposed project will be a vast improvement to this property in Minnetonka. If you have any questions as you are reviewing this application, or if you require additional information, please do not hesitate to reach out.

Sincerely,

Andrew J. Fett

Andrew Fett, AIA

JLG Architects | Andrew Fett, AIA
710 S 2nd Street, 8th Floor| Minneapolis, MN 55401 | p.612.767.9096 | afett@jlgarchitects.com

Site and Building Plan Review Application

First International Bank and Trust - 10801 Wayzata Boulevard, Minnetonka

October 5, 2026

To:	CC:	
☒	☐	Drew Ingvalson City of Minnetonka
☐	☒	Dave Pankow FIBT
☐	☒	Huston Brashears FIBT
☐	☒	Amy Steinle FIBT

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Sincerely,

Andrew J. Fett

Andrew Fett, AIA

JLG Architects | Andrew Fett, AIA
710 S 2nd Street, 8th Floor| Minneapolis, MN 55401 | p.612.767.9096 | afett@jlgarchitects.com

Recording requested by and return to:
Old Republic Title
National Commercial Division
11055 Wayzata Blvd, Suite 250
Minnetonka, MN 55305
File ORTE750226 - HH

(Top 3 inches Reserved for Recording Data)

LIMITED WARRANTY DEED *Minnesota Uniform Conveyancing Blanks*

Business Entity to Business Entity **Form 10.2.9 (2013)**

eCRV Number: 1728341

DEED TAX DUE: $ 12,580.00 Date: January 15, 2025

FOR VALUABLE CONSIDERATION, **AMERIPRIDE SERVICES, LLC**, a limited liability company under the laws of Delaware (formerly known as AmeriPride Services Inc. a Delaware corporation), (**"Grantor"**), hereby conveys and quitclaims to **FIRST INTERNATIONAL BANK & TRUST**, a North Dakota state bank (**"Grantee"**), real property in Hennepin County, Minnesota, legally described as follows:

See **Exhibit A** attached hereto.

Check here if part or all of the land is Registered (Torrens) ☒

together with all hereditaments and appurtenances belonging thereto.

This Deed conveys after-acquired title. Grantor warrants that Grantor has not done or suffered anything to encumber the property, EXCEPT as set forth on **Exhibit B** attached hereto.

Check applicable box:

☒ The Seller certifies that the Seller does not know of any wells on the described real property.
☐ A well disclosure certificate accompanies this document or has been electronically filed.
☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

AMERIPRIDE SERVICES, LLC,
a limited liability company under the laws of Delaware

By:_____
Name: Richard Roman
Its: Treasurer & VP Finance

STATE OF WISCONSIN)
) ss.
COUNTY OF MILWAUKEE`)

This instrument was acknowledged before me on January 9, 2025, by Richard Roman, as Treasurer & VP Finance of **AMERIPRIDE SERVICES, LLC**, a limited liability company under the laws of Delaware, on behalf of said company.

(Seal, if any)

KORI KAY OBERT
Notary Public
State of Wisconsin

_____
SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Title (and Rank): Notary Public

My commission expires: 03/25/2028

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

Ballard Spahr LLP (MWB)
2000 IDS Center
80 South Eighth Street
Minneapolis, MN 55402
Ph: 612-371-3211
Matter # 00427848

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
(include name and address of Grantee to whom tax statements should be sent)

First International Bank & Trust
100 N. Main Street
Watford City, ND 58854

Exhibit A

Legal Description

Lot 1; Lot 2, except the Northwesterly 10 feet of said Lot 2; Block 1, Chatham Fields, Hennepin County, Minnesota, according to the plat thereof on file and of record in the office of the Registrar of Titles, in and for Hennepin County, Minnesota. (Being registered land.)

Lots 9, 10, 11 and 12, Block 1, Chatham Fields, Hennepin County, Minnesota, according to the plat thereof on file and of record in the office of the County Recorder, in and for Hennepin County Minnesota. (Abstract property).

Lot 13, Block 1, "Chatham Fields, Hennepin County, Minnesota," according to the plat thereof on file and of record in the office of the Registrar of Titles, in and for Hennepin County, Minnesota. (Being registered land.)

The Northerly 100 feet of Lot 14, as measured along the East and West lines thereof, Block 1, "Chatham Fields Hennepin County, Minnesota," according to the recorded plat thereof, and situated in Hennepin County, Minnesota. (Being registered land.)

Exhibit B

Permitted Encumbrances

1. All real estate taxes and assessments, general and special, certified and payable in calendar year 2025 and all subsequent years, which are not yet certified and payable.

2. Any mortgage, deed of trust or other consensual lien, mechanic's or any materialman's lien, judgment lien, lien for delinquent real property taxes or assessments, other tax and statutory lien arising out of any activity of Grantee or any of its agents, affiliates (or other entity that, directly or indirectly, has the same ultimate ownership as Grantee) or those otherwise claiming by, through or under Grantee, with respect to the real property described in this Deed.

3. All building codes, set back restrictions, zoning regulations and ordinances restricting the use of the real property described in this Deed.

4. All applicable constitutions, statutes, ordinances, rules, regulations, orders, rulings or decrees of the United States, or of the state, county or any municipality in which the real property described in this Deed is located, or any authority, agency, division, district, court or other authority thereof affecting the real property described in this Deed.

5. Any non-monetary encumbrances, contracts, or agreements that arise or are incurred in the ordinary course of business, are not material in amount and do not adversely affect the title of, detract from the value of or interfere with any present use of the real property described in this Deed.

6. Any matter that may be disclosed by a survey or inspection of the real property described in this Deed.

7. Easement for highway purposes acquired by State of Minnesota, together with the right to construct and maintain temporary snow fences on lands adjacent thereto, as evidenced by Judgment and Decree, filed December 5, 1930 as Document No. 96068.

8. Easement for highway purposes acquired by State of Minnesota, together with the right to construct and maintain temporary snow fences on lands adjacent thereto, as evidenced by Final Certificate, filed January 22, 1938 as Document No. 139851.

9. Easement for highway purposes acquired by State of Minnesota, together with the right to construct and maintain temporary snow fences on lands adjacent thereto, as evidenced by Final Certificate, filed March 15, 1957 as Document No. 525187 and filed March 14, 1957 as Document No. 3056708.

10. Easement for Sanitary Sewer and Public Right of Way purposes as acquired by the Village of Minnetonka, as evidenced by Final Certificate, filed May 24, 1974 as Document No. 1108214 and filed May 7, 1974 as Document No. 4080357 and filed June 8, 1976, as Document No. 4211248.

11. Terms, conditions, restrictions and provisions as contained in that certain Declaration of Restrictive Covenants, dated April 6, 1984, filed May 21, 1984, as Document No. 1578728 and filed May 7, 1984 as Document No. 4888112.

12. Terms, conditions, restriction and provisions as contained in that certain Corrective Declaration of Restrictive Covenants, dated April 6, 1984, filed June 21, 1984, as Document No. 4900792.

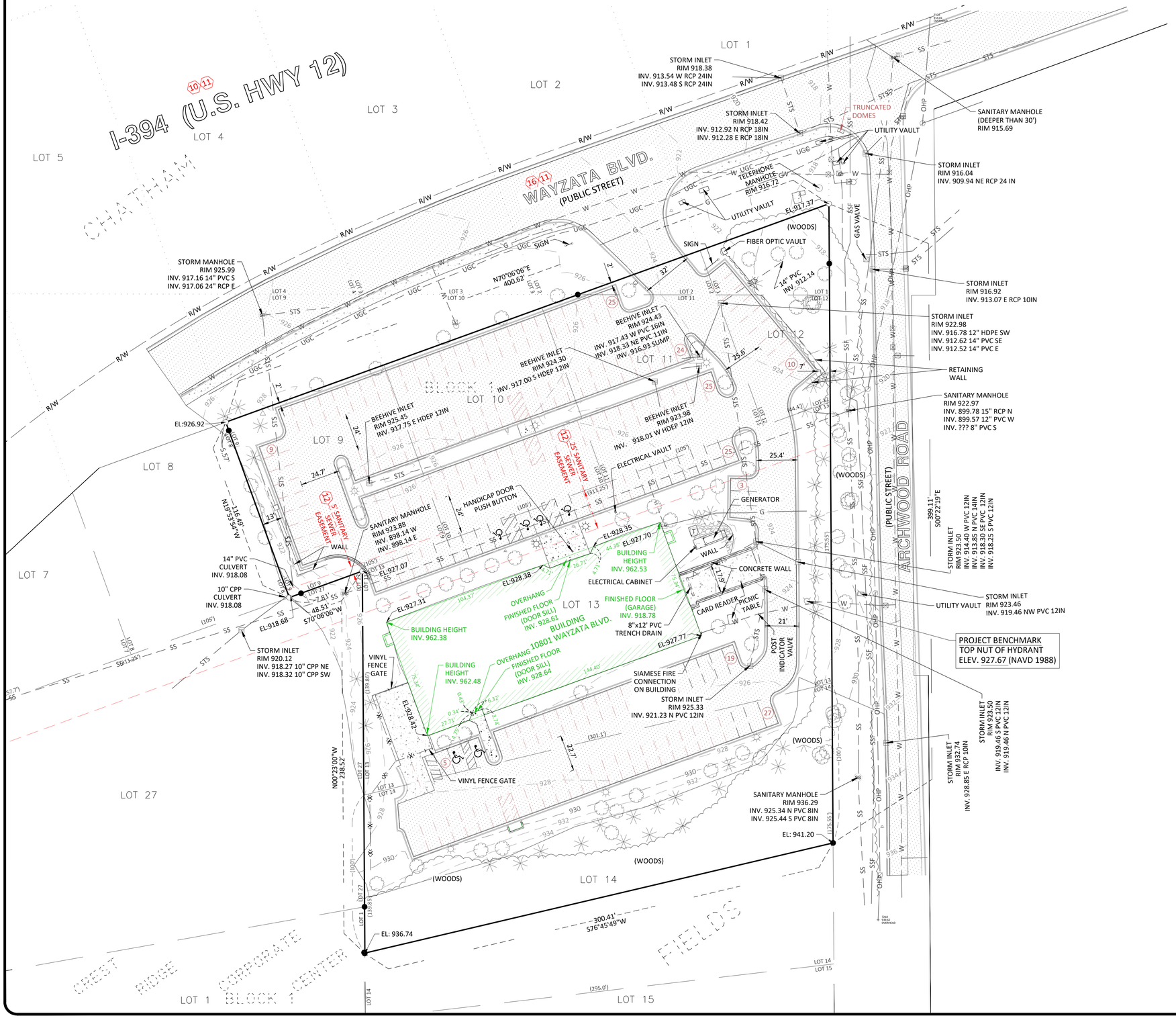
13. Terms and conditions of that certain Planning Commission Resolution No. 2010-03 for the purpose of approving site and building plan review with variances for a parking lot expansion at 10801 Wayzata Boulevard, adopted April 15, 2010, filed May 7, 2010, as Document No. 4752134 and filed May 7, 2010 as Document No. 9510275.

14. Terms, conditions, restrictions, reservations as contained in that certain Quit Claim Deed from the State of Minnesota to the City of Minnetonka, filed March 9, 2018 as Document No. T05516402 and filed December 5, 2017, as Document No. A10506721.



JLG architects

FIRST INTERNATIONAL BANK & TRUST
MINNETONKA OFFICE REMODEL
CITY REVIEW
10801 WAYZATA BLVD., MINNETONKA, MN 55305



N

30 0 30 60
Scale Feet

LEGEND

WATER MAIN	W
SANITARY SEWER MAIN	SS
SANITARY SEWER FORCE MAIN	SSF
STORM SEWER MAIN	STS
STORM INLET	
SANITARY MANHOLE	SS
STORM MANHOLE	ST
UTILITY MANHOLE	
CLEANOUT	
FIRE HYDRANT	
GATE VALVE	
UTILITY POLE	
W / GUY WIRE	
LIGHT POLE	
TELEPHONE RISER	
GAS METER	GM
TRANSFORMER	T
OVERHEAD POWER	OHP
UNDERGROUND COMMUNICATIONS	UGC
GAS MAIN	G
CONIFEROUS TREE	
DECIDUOUS TREE	
WOODS	
SIGN	
GUARDRAIL	
CHAIN LINK FENCE	
VINYL FENCE	
EXISTING CURB & GUTTER	
PROPOSED CURB & GUTTER	
BUILDING	
CONCRETE	
ASPHALT	
LANDSCAPING	
IRON MONUMENT FOUND	
IRON MONUMENT SET	
NO. OF STRIPED PARKING STALLS	10
REFERENCE TO TITLE COMMITMENT SCHEDULE BII EXCEPTION NO.	19
MEASURED BEARING	N00°00'00"E
PLAT BEARING	(N00°00'00"E)
MEASURED DISTANCE	100.00'
PLAT DISTANCE	(100.00')
NET AREA OF SUBJECT PROPERTY BOUNDARY	
EXISTING EASEMENT BOUNDARY	
RIGHT-OF-WAY BOUNDARY	R/W
SPOT ELEVATION	EL: 100.00
EXISTING MAJOR CONTOURS 10'	930
EXISTING MINOR CONTOURS 2'	932

No.	Revision	Date	By

FIRST INTERNATIONAL BANK AND TRUST
10801 WAYZATA BOULEVARD
CITY OF MINNETONKA, HENNEPIN COUNTY, MINNESOTA

CERTIFICATE OF SURVEY

HOUSTON engineering, inc.

Drawn By	RLA
Checked By	CAS
Date	3-7-2025
Scale	As Shown
Project No.	10310-0014
SHEET	C0.0

H:\JBN\10300\10310\10310_0016 FIBT Minnetonka Site Plan\CAD\Plans\10310-0014_FIBT_Minnetonka_Certificate of Survey.dwg

Subject Property Legal Description (from Title Commitment):

Lot 1; Lot 2, except the Northwesterly 10 feet of said Lot 2; Lot 13; The Northerly 100 feet of Lot 14, as measured along the East and West lines thereof, Block 1, "Chatham Fields Hennepin County, Minnesota"

Torrens Property
Registered property as evidenced by Certificate of Title No. 1044889.

Lots 9, 10, 11 and 12, Block 1, Chatham Fields, Hennepin County, Minnesota, according to the recorded plat thereof, and situate in Hennepin County Minnesota

Abstract Property

Surveyor's Certification:

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.

Date of Plat or Map: March 6, 2025

By: _____

Curtis. A Skarphol, Registered Land Surveyor
Minnesota License No. 42303
Houston Engineering Inc.
1401 21st Avenue North
Fargo, North Dakota 58102
Phone: 701-237-5065
E-mail Address: cskarphol@houstoneng.com

Site Data:

Subject Property Area:	165,303 Sq. Ft. (3.795 Acres)
Total Building Footprint on Ground:	13,589 Sq. Ft.
Total Onsite Exterior Parking Spaces (striped for parking)	
Regular	163
Handicap	6
Total Onsite Exterior Parking Spaces	169

Survey Related Exceptions (From Schedule B- Section II of Title Commitment):

9. Easement for highway purposes acquired by State of Minnesota as to Lot 2, together with the right to construct and maintain temporary snow fences on lands adjacent thereto, as evidenced by Judgment and Decree, filed December 5, 1930 as Document No. 96068. (Torrens) **[This easement is for I-394/U.S. Highway 12 right-of-way immediately north of the Subject Property. Does not affect Subject Property. Not shown on drawing.]**

10. Easement for highway purposes acquired by State of Minnesota over NWly 10 feet of Lot 1, Block 1, together with the right to construct and maintain temporary snow fences on lands adjacent thereto, as evidenced by Final Certificate, filed January 22, 1938 as Document No. 139851. (Torrens) **[This easement is for I-394/U.S. Highway 12 right-of-way over the very northwesterly portion of Lot 1, and is included in the property as described in the Subject Property legal description. This easement is outside of the "non-highway and non-street right-of-way portion of the Subject Property - designated on this survey as "Net Area of Subject Property." Affects Gross Area of Subject Property. Highway right-of-way is shown on drawing.]**

11. Easement for highway purposes acquired by State of Minnesota over as to Lots 1 and 2, together with the right to construct and maintain temporary snow fences on lands adjacent thereto, as evidenced by Final Certificate, filed March 15, 1957 as Document No. 525187 (Torrens) and filed March 14, 1957 as Document No. 3056708 (Abstract). **[This easement is for I-394/U.S. Highway 12 right-of-way over the northwesterly portions of Lots 1 and 2, and is included within the property as described in the Subject Property legal description. This easement is outside of the "non-highway and non-street right-of-way" portion of the Subject Property - designated on this survey as "Net Area of Subject Property." Affects Gross Area of Subject Property. Highway right-of-way is shown on drawing.]**

12. Easement for Sanitary Sewer and Public Right of Way purposes as acquired by the Village of Minnetonka, as evidenced by Final Certificate, filed May 24, 1974 as Document No. 1108214 (Torrens) and filed May 7, 1974 as Document No. 4080357 (Abstract) and filed June 8, 1976, as Document No. 4211248 (Abstract). **[Affects Subject Property. Shown on drawing.]**

13. Terms, conditions, restrictions and provisions as contained in that certain Declaration of Restrictive Covenants, dated April 6, 1984, filed May 21, 1984, as Document No. 1578728 (Torrens) and filed May 7, 1984 as Document No. 4888112 (Abstract). **[Covenants and restrictions affect Lot 14 portion of Subject Property. No survey locatable details to show on drawing. See document for details.]**

14. Terms, conditions, restriction and provisions as contained in that certain Corrective Declaration of Restrictive Covenants, dated April 6, 1984, filed June 21, 1984, as Document No. 4900792 (Abstract). **[Covenants and restrictions affect Lot 14 portion of Subject Property. No survey locatable details to show on drawing. See document for details.]**

15. Terms and conditions of that certain Planning Commission Resolution No. 2010-03 for the purpose of approving site and building plan review with variances for a parking lot expansion at 10801 Wayzata Boulevard, Adopted April 15, 2010, filed May 7, 2010, as Document No. 4752134. (Torrens) and filed May 7, 2010 as Document No. 9510275 (Abstract). **[Existing parking lot pavements meet setback restrictions specified in this resolution. No other survey locatable details to show on drawing. See document for details.]**

16. Terms, conditions, restrictions, reservations as contained in that certain Quit ClaimDeed from the State of Minnesota to the City of Minnetonka, filed March 9, 2018 as Document No. 5516402 (Torrens) and filed December 5, 2017, as Document No. 10506721. (Abstract). **[This deed transferred a portion of the highway right-of-way described in Exception 11 above, from the Minnesota Department of Transportation to the City of Minnetonka. It describes the right-of-way shown on the drawing for Wayzata Boulevard. This street right-of-way is immediately adjacent to but outside of the "non-highway and non-street right-of-way" portion of the Subject Property - designated on this survey as "Net Area of Subject Property." Affects Gross Area of Subject Property. Right-of-way for Wayzata Blvd. is shown on drawing.]**

Notes:

1. Measured bearings shown are based on MNDOT Hennepin County Coordinate System.

2. Measured distances shown are in terms of U.S. Survey Feet.

3. The survey references Old Republic National Title Insurance Company Commitment No. ORTE750226 having an effective date of September 29, 2024 at 07:00 AM.

4. The underground utilities shown have been located from field survey information of Gopher State One-Call locate request markings, as-built maps as may be available from municipalities or utility companies, and existing drawings. As utility companies are not required by law to respond to survey related one-call requests, not all utilities have been marked. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does state that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities.

   Comcast, Lumen and CenturyLink have underground communications lines crossing and/or serving the Subject Property. They provided maps, but those maps were not of sufficient detail to show locations of these lines on this survey. Xcel Energy serves the Subject Property with electricity, but did not respond to the Gopher State locate request. Centerpoint Energy serves the property with natural gas and provided partial markings of their lines. The gas lines as marked are shown on the survey.

5. Property Address (from Title Commitment and from Hennepin County GIS Parcel Website):
   10801 Wayzata Blvd.
   Minnetonka, MN 55305

6. The survey field work was completed October 17, 18, 21 and November 5 and 11, 2024.

7. Parcel ID No. (from Hennepin County GIS Parcel Website):
   01-117-22320-053

8. The subject property is located within an area having a Zone Designation "X" (Area of Minimal Flood Hazard) by the Federal Emergency Management Agency (FEMA), on Flood Insurance Rate Map No. 27053C0331F with an effective date of November 4, 2016, for Community No. 270173, in the City of Minnetonka, State of Minnesota, which is the current Flood Insurance Rate Map for the community in which said premises are situated.



VICINITY MAP
NOT TO SCALE

No.	Revision	Date	By

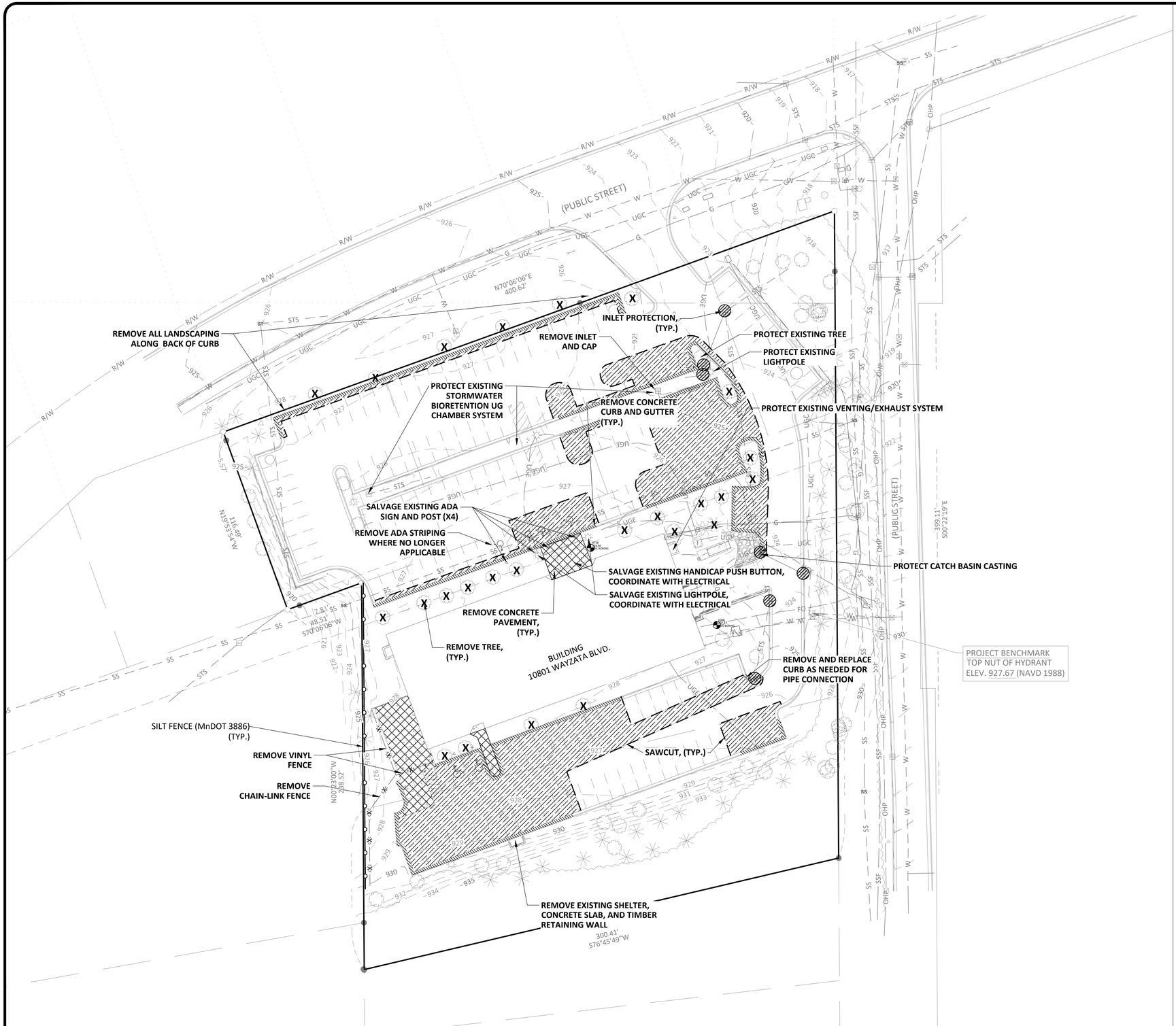
FIRST INTERNATIONAL BANK AND TRUST
10801 WAYZATA BOULEVARD
CITY OF MINNETONKA, HENNEPIN COUNTY, MINNESOTA

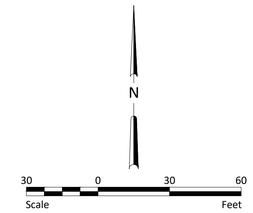
CERTIFICATE OF SURVEY

HOUSTON engineering, inc.

Drawn By	RLA
Checked By	CAS
Date	3-7-2025
Scale	As Shown
Project No.	10310-0014
SHEET	C 0.1

H:\VBN\10300\10310\10310_0014\CAD\10310-0014_FIBT_Minnetonka_Certificate of Survey.dwg





REMOVAL AND EROSION CONRTROL NOTES:

1. CONTRACTOR SHALL DETERMINE LOCATION OF EXISTING PUBLIC AND PRIVATE UTILITES PRIOR TO CONSTRUCTION AND SHALL BE RESPONSIBLE FOR PRESERVING THESE. ANY REPAIRS NECESSARY DUE TO CONTRACTORS OPERATIONS SHALL BE MADE AT THE CONTRACTORS EXPENSE. BEFORE DIGGING CALL GOPHER STATE ONE CALL (651) 454-0002.
2. EROSION AND SEDIMENT CONTROL MEASURES, SHALL BE INSTALLED PRIOR TO COMMENCING CONSTRUCTION AND MAINTAINED THROUGHOUT CONSTRUCTION UNTIL SURFACE RESTORATION IS COMPLETE.
3. EXISTING PAVEMENT SHALL BE PRESERVED WHEREVER POSSIBLE. COORDINATE PAVEMENT REMOVAL AREAS WITH ENGINEER OR OWNERS AUTHORIZED REPRESENTATIVE PRIOR TO REMOVAL. SAWCUT (NO JACKHAMMERING) ALONG EXISTING PAVEMENT TO CREATE SMOOTH TRANSITIONS BETWEEN EXISTING AND NEW PAVEMENT.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL PRIVATE UTILITIES WITH THE UTILITY COMPANIES AND THE CITY.
5. FULL DEPTH PAVEMENT REMOVAL INCLUDES SALVAGING OR HAUL-OFF OF EXISTING BASE MATERIAL ONLY IN AREAS NOT BEING REPAVED.

LEGEND

	NEW
FULL DEPTH PAVEMENT REMOVAL	
REMOVE CONCRETE PAVEMENT	
REMOVE CURB	
SAWCUT / MATCHLINE	
INLET PROTECTION	
REMOVE TREE	X

No.	Revision	Date	By
6	ADDENDUM #2	06/05/26	MP

FIRST INTERNATIONAL BANK & TRUST
10801 WAYZATA BOULEVARD
CITY OF MINNETONKA, HENNEPIN COUNTY, MINNESOTA

REMOVALS AND EROSION AND SEDIMENT CONTROL PLAN

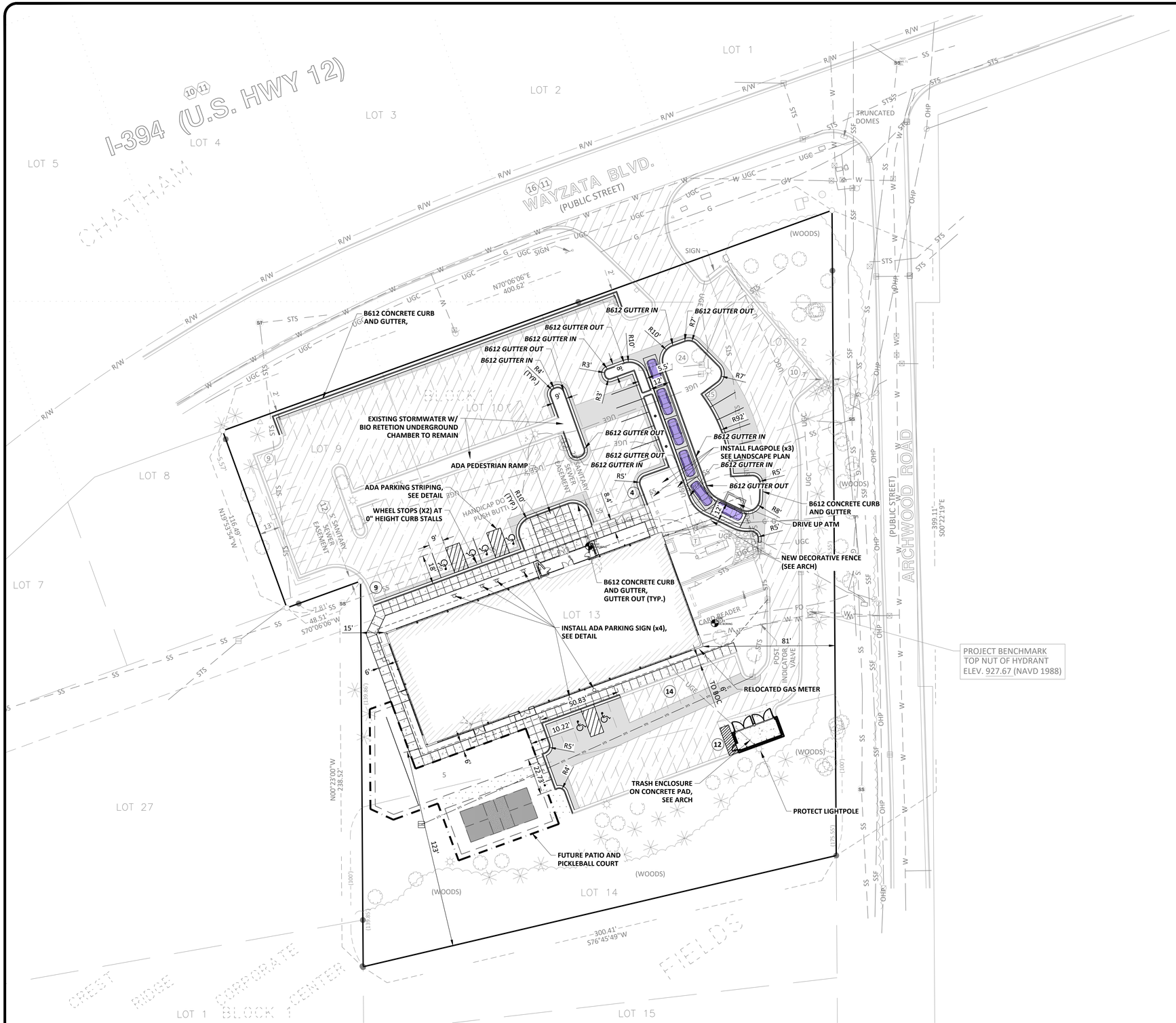
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DATE: 6/25/26
AARON CARRELL LICENSE NUMBER: 47494

HOUSTON engineering, inc.

Drawn By	ANO
Checked By	AKC
Date	10-2-2026
Scale	As Shown
Project No.	10310-0016
SHEET	C1.0

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SITE PLAN NOTES:

1. CONTRACTOR TO VERIFY LOCATION OF ALL SITE FEATURES BEFORE INSTALLATION.
2. ALL DIMENSIONS SHOWN ARE TO FACE OF CURB OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
3. UNLESS OTHERWISE NOTED, ALL WORK SHALL COMPLY WITH THE APPLICABLE SECTIONS OF THE LATEST MINNESOTA DEPARTMENT OF TRANSPORTATION (MnDOT) STANDARD SPECIFICATIONS FOR CONSTRUCTION AND CITY OF MINNETONKA STANDARDS.
4. EXPANSION JOINTS SHALL BE INSTALLED WHERE CONCRETE ABUTS BACK OF CURB, WALLS, AND BUILDING.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING SAFTEY MEASURES TO SAFEGAURD VEHICLE AND PEDESTRIAN TRAFFIC IN ACCORDANCE WITH THE SPECIFICATIONS AND THE MN MUTCD MANUAL.
6. ALL CONSTRUCTION AND POST-CONSTRUCTION PARKING AND STORAGE OF EQUIPMENT AND MATERIALS MUST BE ON-SITE. USE OF PUBLIC STREETS FOR STORAGE OF PRIVATE CONSTRUCTION PARKING, LOADING/UNLOADING, AND STORAGE WILL NOT BE ALLOWED.
7. PAVEMENT MARKINGS AND STRIPING SHALL CONFORM TO MNDOT 2582 AND SHALL BE ALKYD TRAFFIC PAINT (MN/DOT 3591).

EXISTING SITE DATA:

- PARCEL AREA = 119,542 SF (2.744 AC)
- EXISTING PERVIOUS AREA = 45,803 SF (1.05 AC)
- EXISTING IMPERVIOUS AREA = 73,739 SF (1.69 AC)
- EXISTING PARKING STALLS = 172

PROPOSED SITE DATA:

- PROPOSED PERVIOUS AREA = 50,916 SF (1.17 AC)
- PROPOSED IMPERVIOUS AREA = 68,626 SF (1.58 AC)
- PROPOSED DISTURBED AREA = 30,574 SF (0.69 AC)
- PROPOSED PARKING STALLS = 124
- FUTURE TOTAL PERVIOUS AREA = 45,968 SF (1.06 AC)
- FUTURE TOTAL IMPERVIOUS AREA = 73,574 SF (1.69 AC)

LEGEND

	NEW
BITUMINOUS PAVEMENT	
CONCRETE PAVEMENT	
MILL & OVERLAY AREA	
SAWCUT / MATCHLINE	
CONCRETE CURB AND GUTTER	
FUTURE SITE IMPROVEMENTS	

No.	Revision	Date	By
6	ADDENDUM #2	06/05/26	MP

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10801 WAYZATA BOULEVARD
CITY OF MINNETONKA, HENNEPIN COUNTY, MINNESOTA

SITE PLAN

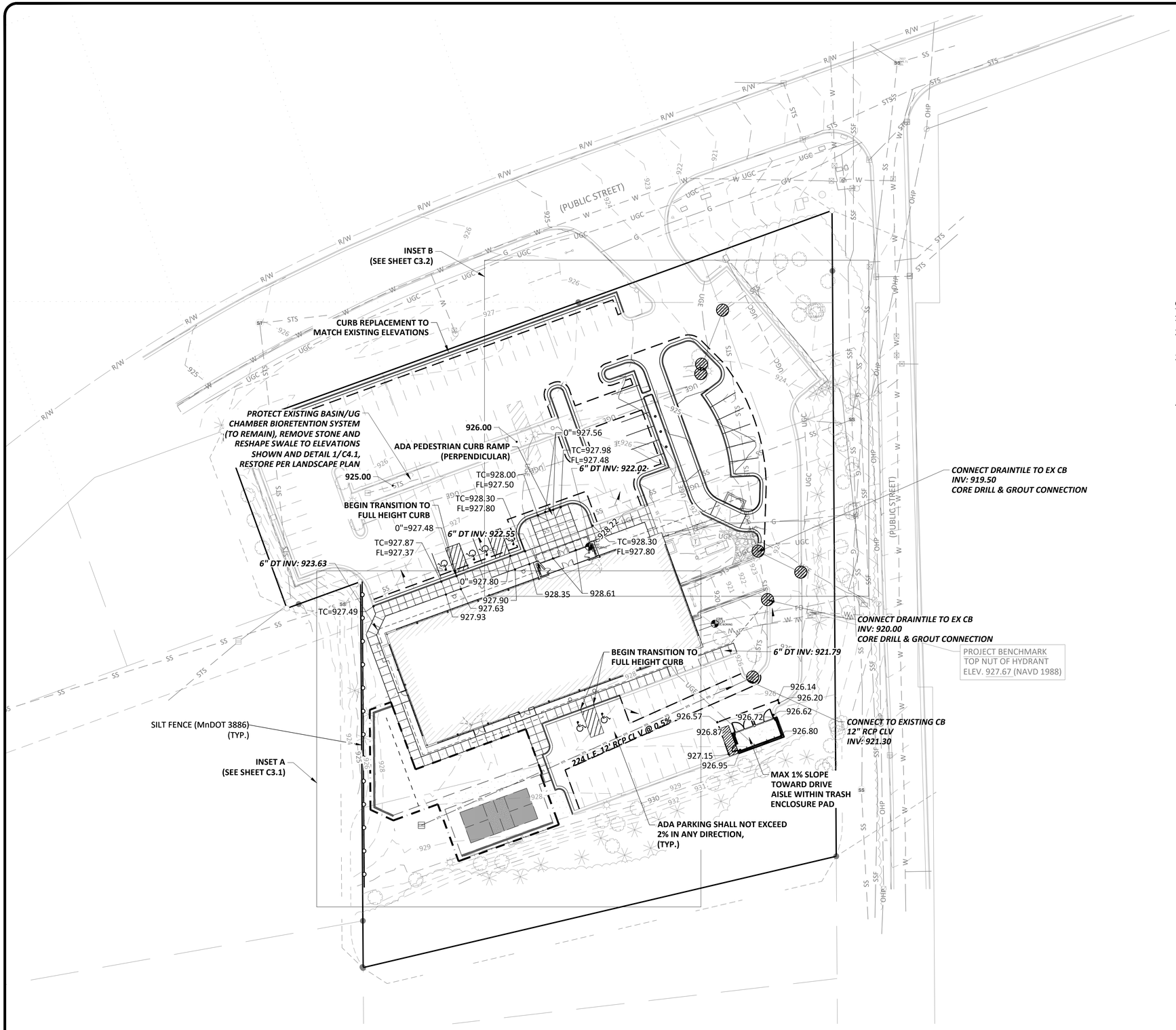
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DATE: 6/25/26
AARON CARRELL LICENSE NUMBER: 47494

HOUSTON engineering, inc.

Drawn By: AO
Checked By: AC
Date: 10-2-2026
Scale: As Shown
Project No.: 10310-0016
SHEET: C2.0

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HEI NO. PPPP-PPP



GRADING PLAN NOTES:

1. RESTORE ALL DISTURBED AREAS TO EXISTING CONDITIONS OR BETTER.
2. SPOT ELEVATIONS ARE AT TOP OF PAVEMENT ELEVATION, OR FLOW LINE ALONG CURBS, UNLESS OTHERWISE NOTED.
3. CONTRACTOR SHALL INSTALL EROSION AND SEDIMENT CONTROL MEASURES PRIOR TO COMMENCING CONSTRUCTION (SEE SHEET C1.0). ESC MEASURES SHALL BE INSPECTED DAILY DURING GRADING OPERATIONS AND WEEKLY UNTIL FINAL STABILIZATION IS COMPLETE. ESC MEASURES SHALL BE REPAIRED AS NEEDED OR AS DIRECTED BE THE ENGINEER.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING EXISTING SURFACE DRAINAGE AT ALL TIMES DURING CONSTRUCTION.

LEGEND	NEW
CONTOUR	926
SPOT ELEVATION	926.20
SPOT ELEVATION (MATCH EXISTING)	(927.30)
SLOPE ARROW	4.5%
DRAINAGE ARROW	
STORM PIPE	STS
SAWCUT / MATCHLINE	
FUTURE SITE IMPROVEMENTS	

No.	Revision	Date	By
6	ADDENDUM #2	06/05/26	MP

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GRADING PLAN

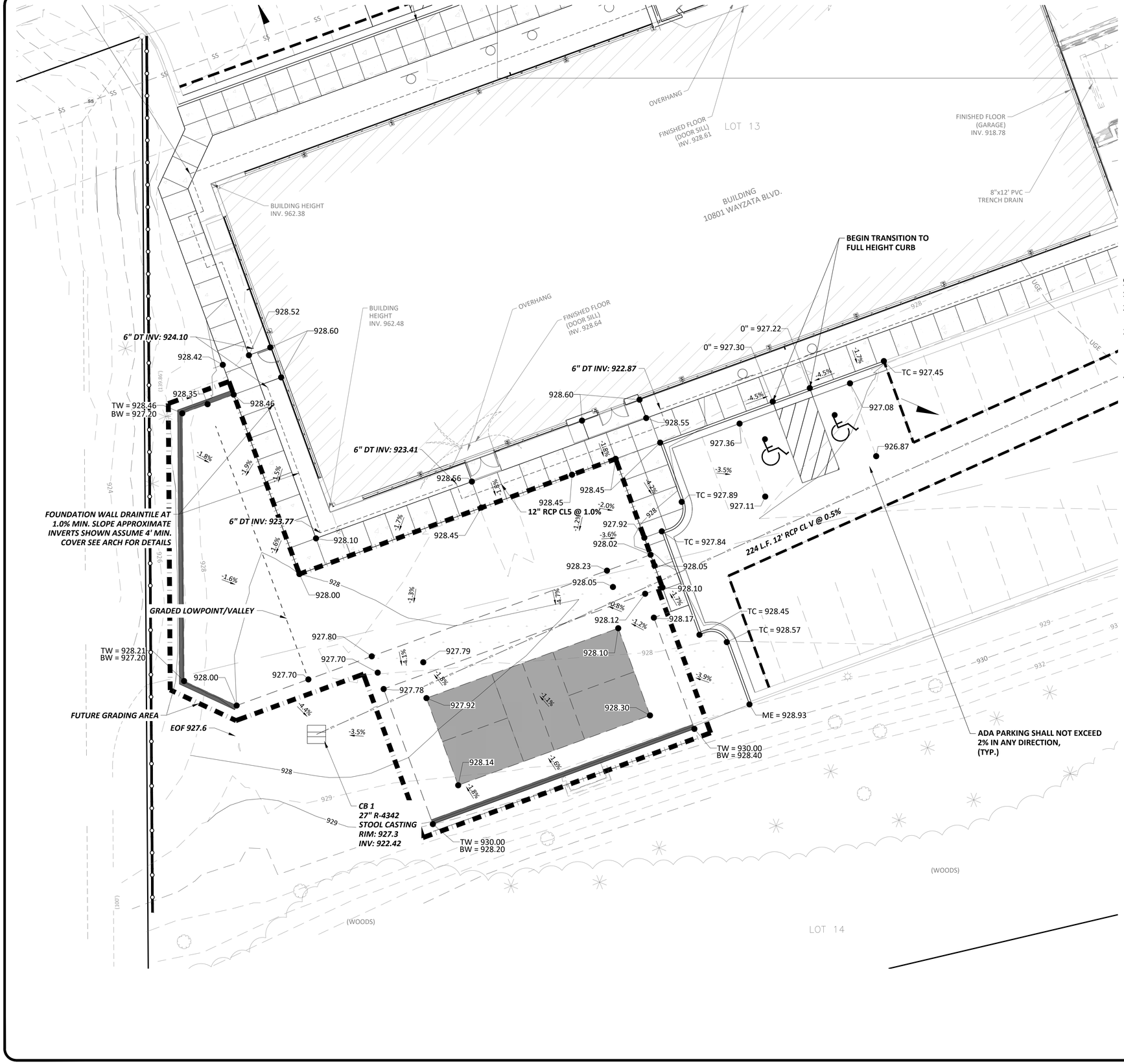
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DATE: 6/25/26
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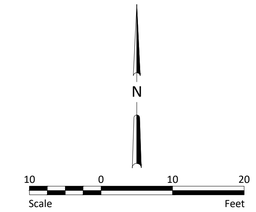
HOUSTON engineering, inc.

Drawn By	AO
Checked By	AC
Date	10-2-2026
Scale	As Shown
Project No.	10310-0016
SHEET	C3.0

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GRADING PLAN NOTES:

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SPOT ELEVATION	926.20
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SLOPE ARROW	4.5%
DRAINAGE ARROW	
STORM PIPE	STS STS STS
SAWCUT / MATCHLINE	
FUTURE SITE IMPROVEMENTS	

No.	Revision	Date	By
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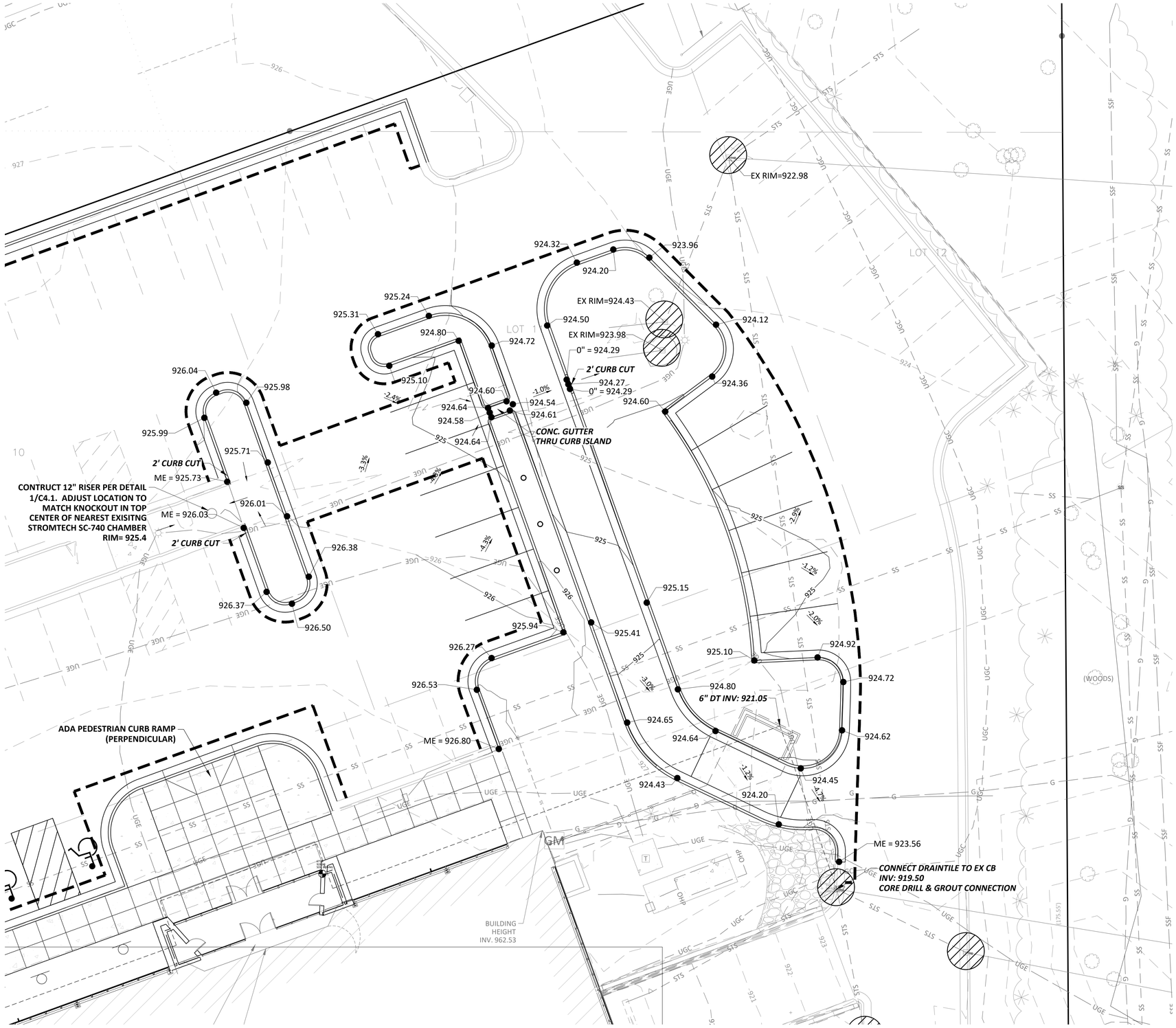
GRADING PLAN INSET A

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 ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
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HOUSTON engineering, inc.

Drawn By	AO
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GRADING PLAN NOTES:

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4. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING EXISTING SURFACE DRAINAGE AT ALL TIMES DURING CONSTRUCTION.

LEGEND

	NEW
CONTOUR	926
SPOT ELEVATION*	926.20
SPOT ELEVATION (MATCH EXISTING)	(927.30)
SLOPE ARROW	4.5%
DRAINAGE ARROW	
SAWCUT / MATCHLINE	

* CURB FLOWLINE/TOP OF FINISH GRADE UNLESS NOTED OTHERWISE.

No.	Revision	Date	By
6	ADDENDUM #2	06/05/26	MP

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CITY OF MINNETONKA, HENNEPIN COUNTY, MINNESOTA

GRADING PLAN INSET B

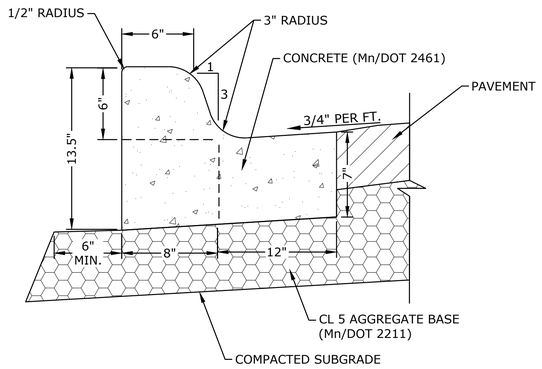
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DATE: 6/25/26
AARON CARRELL
LICENSE NUMBER: 47494

HOUSTON engineering, inc.

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SHEET	C3.2

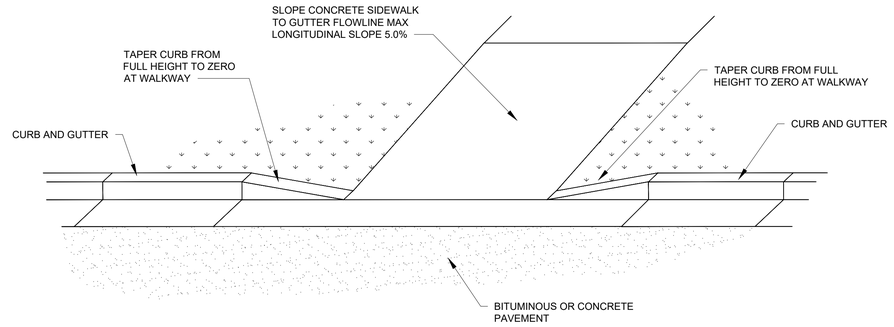
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B612 CONCRETE CURB AND GUTTER

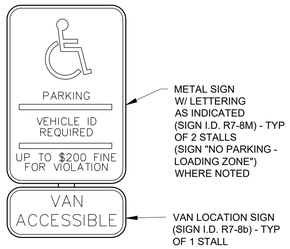
NOT TO SCALE



NOTE:
SEE GRADING PLAN FOR ELEVATIONS

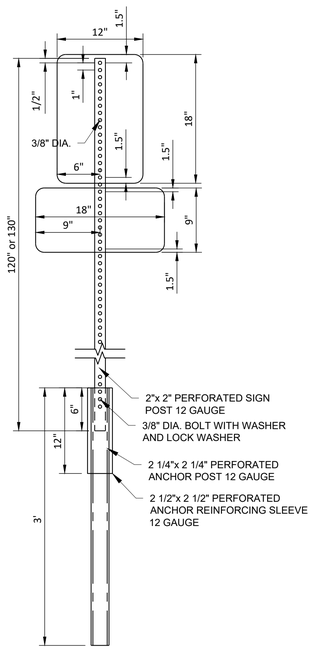
SIDEWALK RAMP DETAIL

NOT TO SCALE



METAL SIGN W/ LETTERING AS INDICATED (SIGN I.D. R7-8M) - TYP OF 2 STALLS (SIGN "NO PARKING - LOADING ZONE") WHERE NOTED

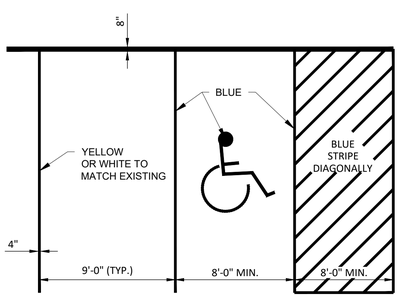
VAN LOCATION SIGN (SIGN I.D. R7-8b) - TYP OF 1 STALL



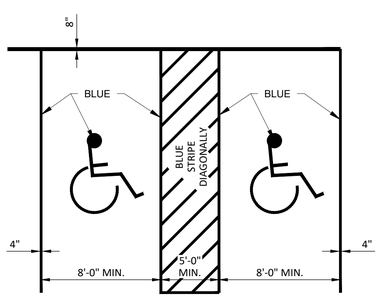
NOTE:
1. ALL HOLES TO BE PUNCHED FOR 3/8" BOLTS.
2. BOTTOM OF LOWEST SIGN TO BE MIN 7' FROM GROUND.
3. ALL SIGNS SHALL CONFORM TO 2004 EDITION STANDARD HIGHWAY SIGNS AND CURRENT VERSION OF MUTCD.
4. R7-8A TO BE USED WHERE APPLICABLE.

HANDICAPPED PARKING SIGN DETAIL

NOT TO SCALE



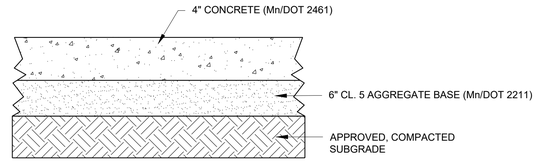
HANDICAPPED VAN SPACE



HANDICAPPED CAR SPACE

PARKING STALL STRIPING DETAIL

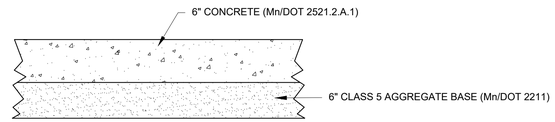
NOT TO SCALE



4" CONCRETE WALK

NOT TO SCALE

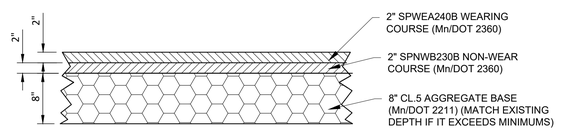
INSTALLATION
1. CONCRETE WALK CONSTRUCTION SAHLL CONFORM TO Mn/DOT 2521.
2. CONTROL JOINTS SHALL BE EQUALLY SPACED (FIELD VERIFY) AND CUT TO ¼ PAVEMENT THICKNESS.
3. ½ PREFORMED MOLDED EXPANSIONS JOINTS SHALL BE INSTALLED LONGITUNINALLY ALONG BACK OF CURB AND ADJACENT TO PAVEMENT AND SHALL BE INSTALLED LATERALLY ALONG WALK EVERY 100'. FILL AND SEAL JOINTS.



6" CONCRETE PAD

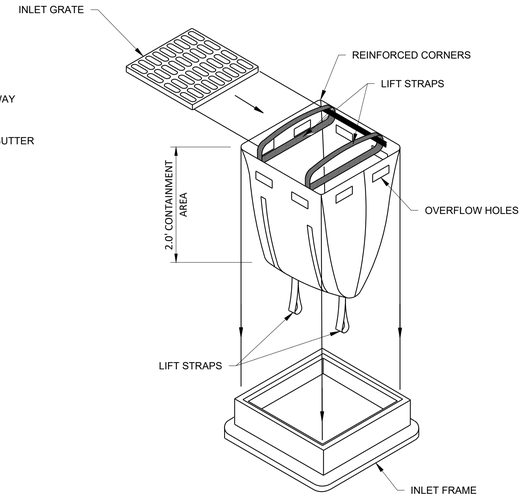
NOT TO SCALE

INSTALLATION
1. SEE ARCH. PLANS FOR DIMENSIONS
2. CONCRETE PAD CONSTRUCTION SHALL CONFORM TO Mn/DOT2521.
3. CONTROL JOINTS SHALL BE EQUALLY SPACED (SEE PLAN) AND CUT TO ¼" PAVEMENT THICKNESS.
4. ½" PREFORMED MOLDED JOINTS SHALL BE INSTALLED LONGITUNDINALLY ALONG BACK OF CURB AND ADJACENT TO PAVEMENT AND SHALL BE INSTALLED LATERALLY ALONG WALK EVERY 100'. FILL AND SEAL.



LIGHT DUTY ASPHALT

NOT TO SCALE



INSTALLATION
1. REMOVE THE INLET GRATE.
2. STAND THE GRATE UPRIGHT. INSTALL THE GRATE BETWEEN THE LIFTING HANDLES.
3. PLACE THE BAG IN THE INLET & LOWER THE BAG AND GRATE USING THE LIFTING STRAPS.

MAINTENANCE
1. CHECK BAG REGULARLY & AFTER RAIN EVENTS. IF THE BAG IS FILLED WITH ⅓ OF ITS CAPACITY WITH SEDIMENT, EMPTY THE BAG.
2. REMOVE DEBRIS AROUND THE INLET GRATE PRIOR TO REMOVING BAG.
3. USE THE LIFT HANDLES TO REMOVE THE BAG AND USE THE HANDLES ON THE BOTTOM TO EMPTY BAG.

NOTES
1. ALTERNATIVE INLET PROTECTION DEVICES MAY BE ALLOWED SUBJECT TO ENGINEER'S APPROVAL.
2. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN TO INSURE THAT SEDIMENT DOES NOT FALL INTO INLET. ANY MATERIAL FALLING INTO INLET SHALL BE IMMEDIATELY REMOVED.
3. ANY INLET PROTECTION USED SHALL BE EQUIPPED WITH AN EMERGENCY OVERFLOW TO MINIMIZE THE THREAT OF STREET FLOODING DURING AN INTENSE RAINFALL EVENT.
4. THIS STYLE MAY BE USED ONLY IN THE PROPERTY LINES. TYPE C INSTALLED IN RIGHT OF WAY SHALL CONFORM WITH CITY OF FARGO SPECIFICATIONS AND BE FROM WIMCO, LANGE IPD, FLEXSTORM, OR APPROVED EQUIVALENT.

INLET PROTECTION - TYPE C

NOT TO SCALE

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DETAILS

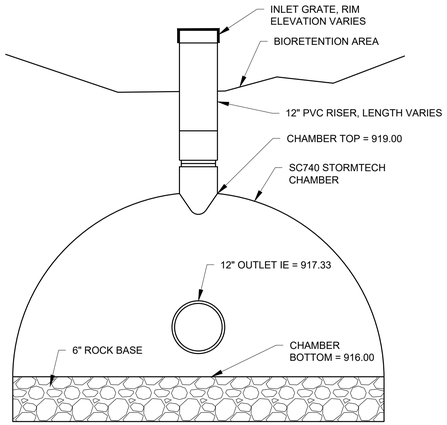
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AARON CARRELL LICENSE NUMBER: 47494

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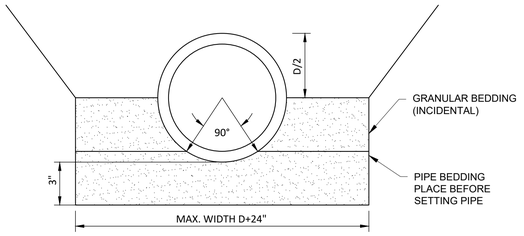
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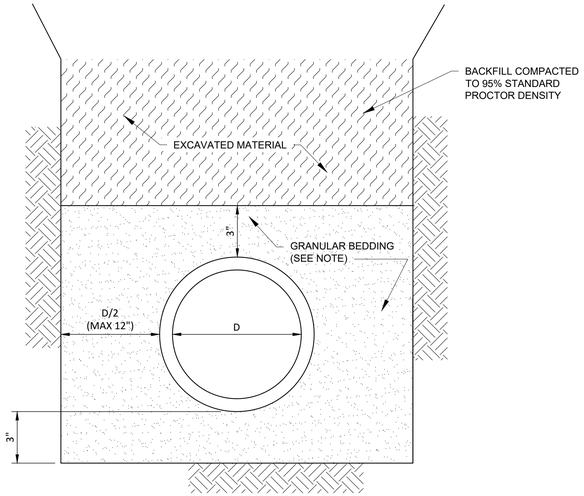
TYPICAL SECTION - EXISTING BIORETENTION BASIN (NORTH)

NOT TO SCALE



TYPICAL BEDDING SECTION FOR RCP

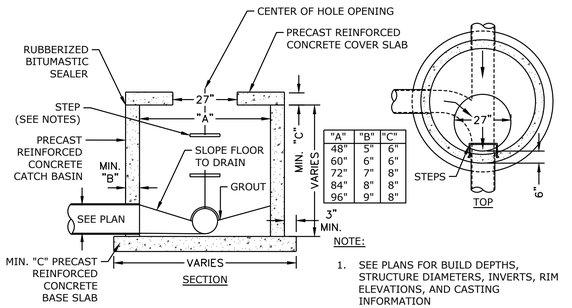
NOT TO SCALE



NOTE:
GRANULAR BEDDING SHALL BE CARRIED TO 3" ABOVE TOP OF PIPE AS SHOWN, AND SHALL BE HAND TAMPED TO THIS LEVEL.

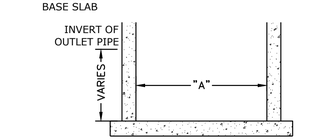
TYPICAL PVC AND HDPE PIPE BEDDING

NOT TO SCALE

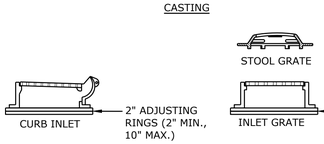


NOTE:

1. SEE PLANS FOR BUILD DEPTHS, STRUCTURE DIAMETERS, INVERTS, RIM ELEVATIONS, AND CASTING INFORMATION
2. ALL RIM ELEVATIONS SHALL BE 0.1' BELOW FLOW LINE OR FINISHED GRADE.
3. USE MANHOLE BLOCKS FOR COMPLETE STRUCTURE WHEN COVER IS MINIMAL.
4. A CONCRETE SADDLE SHALL BE POURED AROUND THE C.B. RINGS. THIS SHALL NOT, HOWEVER, WAIVE THE CONCRETE GROUT BETWEEN THE RINGS.
5. MAXIMUM 4" OFFSET BETWEEN CASTING AND STRUCUTE OPENING.
6. STRUCTURE STEPS SHALL BE SPACED 16" ON CENTER.
7. STRUCTURE STEPS SHALL BE FIELD INSTALLED TO ACCOMODATE HOLE OPENING AFTER AJUSTMENT FOR CURB ALIGNMENT (WHERE APPLICABLE).



CASTING



48" DIAMATER CATCHBASIN

NOT TO SCALE

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DATE: 6/25/26

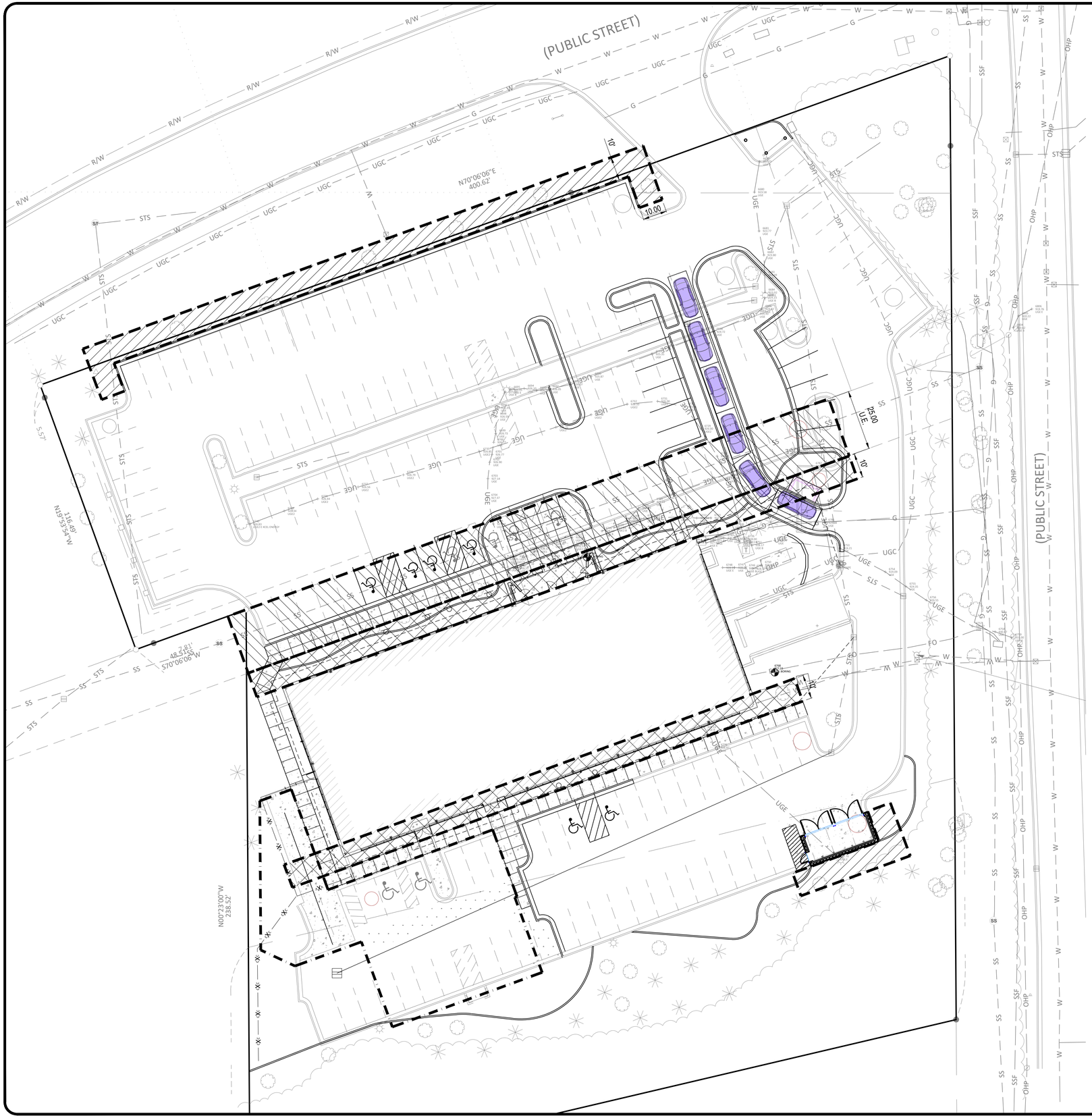
AARON CARRELL LICENSE NUMBER: 47494

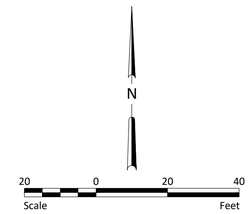
HOUSTON engineering, inc.

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SHEET: C4.1

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AREAS OF TREE IMPACTS DUE TO NEW CURBING.

AREAS OF TREE IMPACTS DUE TO TREE LOCATION WITHIN EASEMENT.

AREAS OF TREE IMPACTS DUE TO THE ADDITION OF NEW SIDEWALKS.

SEE SHEETS L1.4 (TREE SURVEY) AND L1.5 (TREE SURVEY TABLE) FOR SPECIFIC TREE INFORMATION.

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TREE IMPACT AREAS

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.

DATE: 6/5/2026

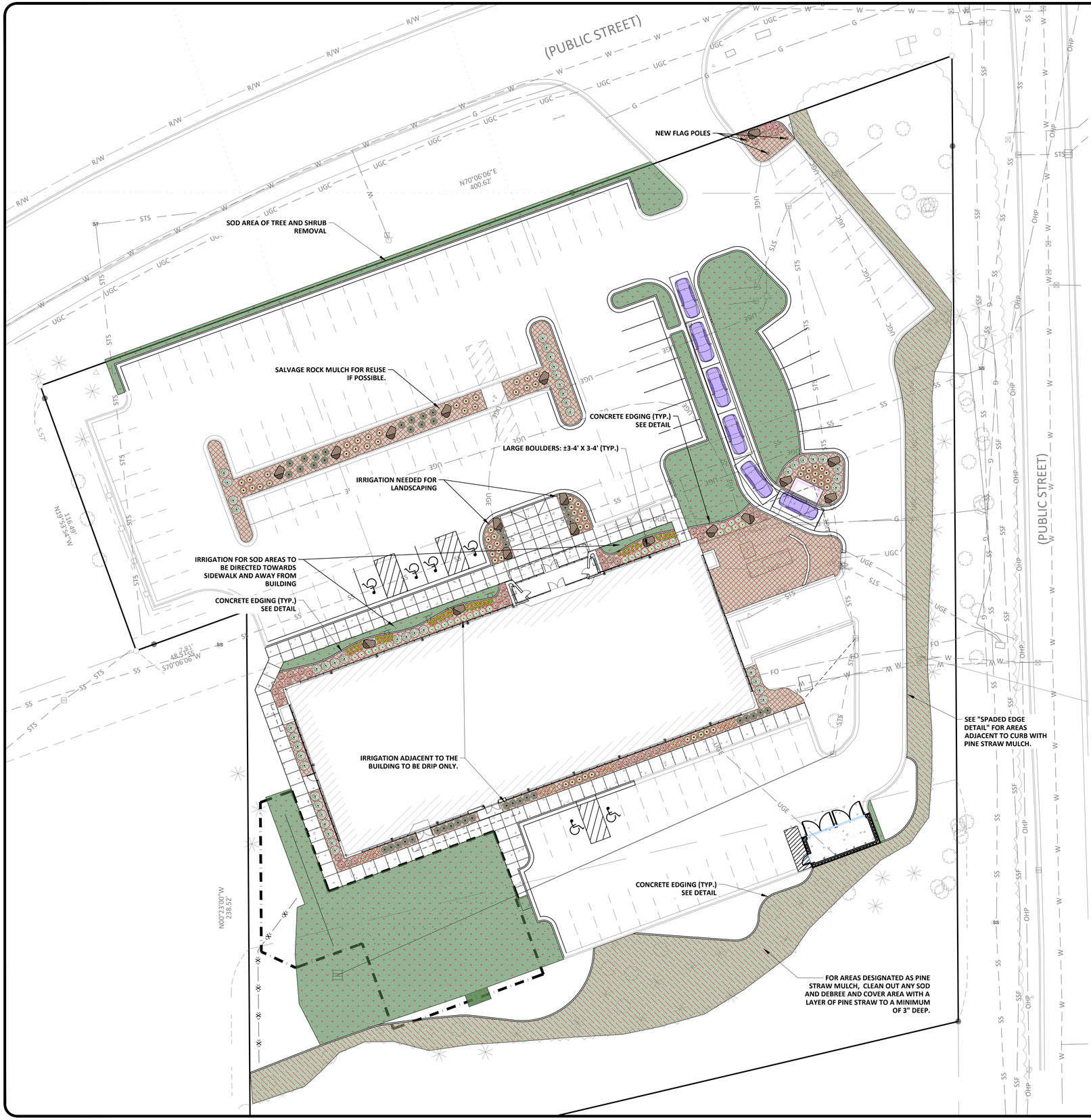
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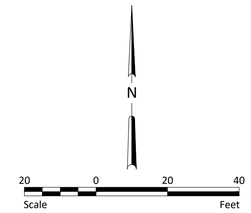
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Drawn By	JJJ
Checked By	JJJ
Date	6-5-2026
Scale	As Shown
Project No.	10310-0016
SHEET	L1.0

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PLANT SCHEDULE

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QTY	REMARKS
SHRUBS					
	Syringa meyeri `Palibin`	Dwarf Korean Lilac	3 gal.	45	
PERENNIALS					
	Calamagrostis x acutiflora `Karl Foerster`	Karl Foerster Feather Reed Grass	3 gal.	68	
	Echinacea purpurea 'PAS702918'	PowWow® White Coneflower	1 gal.	42	
	Lobelia cardinalis	Cardinal Flower	1 gal.	66	
	Perovskia atriplicifolia	Russian Sage	1 gal.	46	
	Rudbeckia subtomentosa	Sweet Black-eyed Susan	1 gal.	31	
	Sporobolus heterolepis	Prairie Dropseed	3 gal.	42	
SITE AMENITIES					
	LARGE BOULDER	+/-3' X 4'	BOULDER	18	

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	QTY	REMARKS
GROUND COVERS						
	PINE STRAW MULCH	VERIFY WITH OWNER	MULCH		7,855 sf	
	ROCK MULCH	MATCH EXISTING	MULCH		6,150 sf	
	SOD	SOD	SOD		11,103 sf	

No.	Revision	Date	By
6	ADDENDUM #2	06/05/26	MP

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LANDSCAPE PLAN

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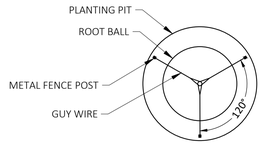
DATE: 6/5/26

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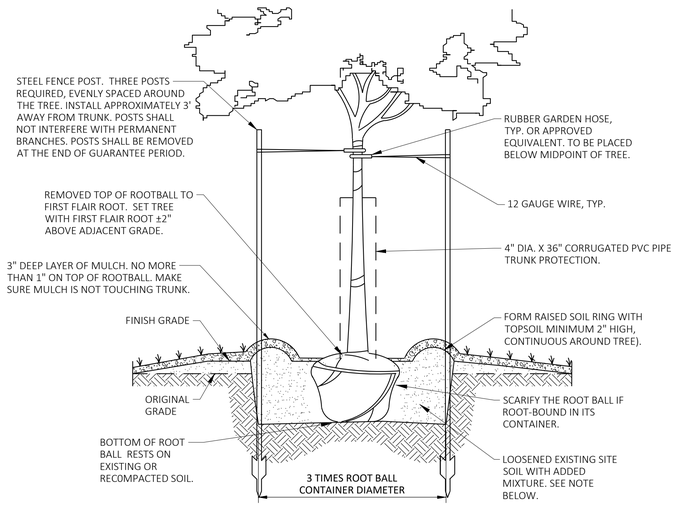
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STAKING DIAGRAM

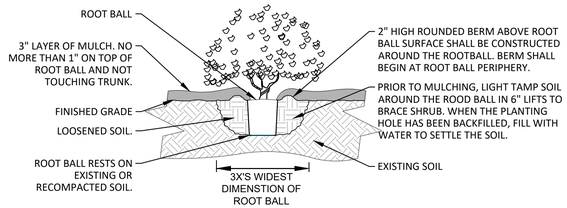


NOTES;

1. REMOVE TOP OR ROOTBALL, ADVANTAGEOUS ROOTS AND FIBROUS LOCATED ABOVE FLARE ROOTS TO DETERMINE PROPER PLANTING DEPTH.
2. TREE STAKING IS NOT PREFERRED BUT TO BE USED AS A LAST RESORT ON WINDY SITES. INSTALL TWO OF THE THREE STAKES AND GUY WIRES ON THE UPHILL SIDE OF THE TREE.
3. DO NOT DAMAGE MAIN ROOTS OR DESTROY ROOT BALL WHEN INSTALLING TREE STAKES.
4. WATER THOROUGHLY AFTER INSTALLATION.
5. REMOVE GUY WIRES AND TIES AFTER 6 MONTHS OR AT THE DIRECTION OF THE LANDSCAPE ARCHITECT.
6. TREE SHALL STAND PLUMB.
7. SOIL MIX: 1 PART ORGANIC MATERIAL, 1 PART SAND AND 2 PARTS TOPSOIL.
8. REMOVE ALL TAGS, ROPE, WIRE BASKETS AND CONTAINERS.
9. CLEAN TRUNK TO HEIGHT SPECIFIED AND PAINT WOUNDS WITH APROVED DRESSING COMPOUND.

TREE PLANTING

NOT TO SCALE



NOTES:

1. SCARIFY THE ROOT BALL IF ROOT-BOUND IN ITS CONTAINER.
2. WHERE SHRUBS APPEAR IN BED AREAS, 3" OF MULCH SHALL BE SPREAD OVER THE ENTIRE AREA WITHIN THE BED EDGE AS INDICATED ON THE PLANS.
3. DO NOT PRUNE BEFORE ACCEPTANCE.
4. REMOVE BURLAP FROM TOP THIRD OF ROOT BALL OR CAREFULLY REMOVE THE PLASTIC CONTAINER, IF ONE IS USED.
5. IF EXISTING SOIL IS NOT ACCEPTABLE, BACKFILL WITH SOIL MIXTURE AS FOLLOWS: 1 PART COMPOSTED GARDEN SOIL - 1 PART SAND - 2 PARTS NATIVE TOPSOIL.

SHRUB PLANTING

NO SCALE

PLANTING NOTES

PERMITS:

1. THE LANDSCAPE CONTRACTOR SHALL OBTAIN ANY NECESSARY PERMITS, LICENSES, ETC. AND SHALL GIVE ALL NOTICES AND COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, CODES, RULES AND REGULATIONS DURING THE COURSE OF THE INSTALLATION OF THIS PROJECT.

PREPARATION AND PLANTING:

2. ALL PLANTING BEDS AND MAINTENANCE STRIPS TO RECEIVE MULCH AND POLY EDGING. MULCH TO BE INSTALLED TO 3" DEPTH OVER 5 OZ. WOVEN WEED BARRIER FABRIC UNLESS OTHERWISE INDICATED ON THE PLANTING DETAILS. MULCH TYPE TO BE VERIFIED WITH OWNER.

3. ALL PLANTING BEDS AND TREE RINGS TO BE EDGED WITH COCNCRETE CURB EDGING OR APPROVED EQUAL. EDGING TYPE SUBSTITUTIONS TO BE APPROVED BY OWNER'S REPRESENTATIVE.

4. NEW TREE PLANTINGS TO BE STAKED PER PLANTING DETAILS.

5. DIMENSIONS LISTED FOR HEIGHTS, SPREAD AND TRUNK SPECIFICATIONS ON THE PLANT MATERIAL SCHEDULE ARE THE MINIMUM REQUIRED SIZE OF EACH PLANT.

6. NO SUBSTITUTIONS AS TO TYPE, SIZE, OR SPACING OF PLANT MATERIALS SPECIFIED ON THIS PLAN MAY BE MADE WITHOUT THE APPROVAL OF THE OWNER'S REPRESENTATIVE.

7. PRE-EMERGENT HERBICIDE SHALL BE APPLIED TO ALL PLANTING BEDS IMMEDIATELY PRIOR TO PLACEMENT OF MULCH FOR WEED CONTROL.

8. ALL DISTRUBED AREAS OF THE SITE ARE TO BE SODDED IN ACCORDANCE WITH THE PLANS. ANY AREAS DISTURBED BY CONTRACTOR OUTSIDE OF PROJECT LIMITS TO BE RESTORED TO ORIGINAL CONDITIONS.

9. NO EXCAVATION OR PLANTING PIT SHALL BE LEFT OPEN OVERNIGHT.

10. ALL PLANT MATERIALS TO BE NURSERY GROWN AND TO COMPLY WITH THE AMERICAN STANDARD FOR NURSEY STOCK FOR SIZE AND QUALITY.

11. ALL PLANTS SHALL HAVE A WELL-FORMED HEAD WITH MINIMUM CALIPER, HEIGHT AND SPREAD OF THE SIDE BRANCHES AS SHOWN ON THE PLANT LIST. TRUNKS SHALL BE UNDAMAGED AND SHAPE SHALL BE TYPICAL OF THE SPECIES.

12. MEASUREMENT OF CONIFER HEIGHT SHALL INCLUDE NOT MORE THAN FIFTY PERCENT (50%) OF THIS YEARS VERTICAL GROWTH (TOP CANDLE).

13. THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REFUSE ANY PLANT MATERIAL OR ANY DEFECTIVE WORKMANSHIP.

14. NO MATERIAL SHALL BE PLANTED BEFORE FINISH GRADING HAS BEEN COMPLETED.

15. DO NOT PLANT WHEN TEMPERATURE IS BELOW 35 DEGREES FAHRENHEIT, EXCEED 90 DEGREES FAHRENHEIT, SUSTAINED WIND EXCEEDING 25 MPH, GROUND IS SATURATED, GROUND IS FROZEN AND/OR OTHER ENVIRONMENTAL CONDITIONS THAT ARE NOT CONDUCIVE TO TREE PLANTING.

16. DO NOT ALLOW TREES TO DRY-OUT BEFORE THEY CAN BE PLANTED. KEEP TREES, INCLUDING ROOTBALLS, COOL AND MOIST UNTIL PLANTED.

17. PLANT TREES SUCH THAT FIRST FLARE ROOT IS 1" TO 2" ABOVE SURROUNDING GRADE.

18. REMOVE FROM SITE ALL DEBRIS ASSOCIATED WITH INSTALLATION ACTIVITES. CLEAN SIDEWALKS, ROADS, ADJACENT LAWN AREAS AS NECESSARY TO KEEP THE SITE CLEAN AT ALL TIMES.

CONTRACTOR REQUIREMENTS:

19. IT IS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO CONFIRM ALL MATERIAL QUANTITIES. IN THE EVENT OF A DISCREPANCY, THE QUANTITIES SHOWN ON THE PLAN SHALL TAKE PRECEDENCE OVER THE MATERIAL SCHEDULE.

20. THE LANDSCAPE CONTRACTOR IS TO VERIFY THE EXACT LOCATION OF ALL EXISTING UTILITIES. TAKE CARE TO PROTECT UTILITIES THAT ARE TO REMAIN, REPAIR ANY DAMAGE ACCORDING TO LOCAL STANDARDS AND AT CONTRACTOR'S EXPENSE. COORDINATE ALL CONSTRUCTION WITH THE APPROPRIATE UTILITY COMPANY.

21. THE LANDSCAPE CONTRACTOR WILL BE RESPONSIBLE FOR STAKING AND LAYOUT OF PLANTINGS ON THIS PROJECT. THE OWNER'S REPRESENTATIVE SHALL BE ADVISED WHEN STAKES ARE READY FOR INSPECTION ON VARIOUS PLANTING AREAS. ALL LAYOUT WORK SHALL BE INSPECTED AND APPROVED BY THE OWER'S REPRESENTATIVE PRIOR TO OPENING ANY PLANT PITS.

22. IT IS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO VERIFY THAT EACH EXCAVATED TREE OR SHRUB PIT WILL PERCOLATE (DRAIN) PRIOR TO ADDING TOPSOIL AND INSTALLING TREES OR SHRUBS. THE CONTRACTOR SHALL FILL THE BOTTOM OF SELECTED HOLES WITH SIX INCHES OF WATER. THIS WATER SHOULD PERCOLATE OUT WITHIN A 24-HOUR PERIOD. THE OWNER'S REPRESENTATIVE SHALL VERIFY ACCURACY AND EFFECT OF PERCOLATION TESTING. IF THE SOIL AT A GIVEN AREA DOES NOT DRAIN PROPERLY, A PVC DRAIN OR GRAVEL SUMP SHALL BE INSTALLED OR THE PLANTING RELOCATED.

23. SHOULD THE LANDSCAPE CONTRACTOR ENCOUNTER UNSATISFACTORY SURFACE OR OTHER SUBSURFACE DRAINAGE CONDITIONS, SOIL DEPTH, LATENT SOILS, HARD PAN, STEAM OF OTHER UTILITY LINES OR OTHER CONDITIONS THAT WILL JEOPARDIZE THE HEALTH AND VIGOR OF THE PLANTS, HE MUST ADVISE THE LANDSCAPE ARCHITECT IN WRITING OF THE CONDITIONS PRIOR TO INSTALLING THE PLANTS, OTHERWISE THE LANDSCAPE CONTRACTOR WARRANTS THAT THE PLANTING AREAS ARE SUITABLE PROPER GROWTH AND DEVELOPMENT OF THE PLANTS TO BE INSTALLED.

24. LANDSCAPE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE WHEN THE PLANT MATERIALS ARE AVAILABLE AT THE JOB SITE FOR REVIEW BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION

25. SEED DISTURBED LAWN AREAS AND AREA AROUND TREE PLANTING NOT COVERED WITH WOOD MULCH. SEED BY IMPORTING TOPSOIL TO FILL DEPRESSIONS, RAKE LEVEL, OVERSEED AND RAKE-IN MULCH.

MAINTENANCE AND WARRANTY:

26. TREES STAKES TO REMAIN IN-PLACE FOR 2 FULL GROWING SEASONS. CONTRACTOR TO REMOVE STAKES AT END OF SECOND SEASON AND BEFORE WINTER.

27. MAINTAIN AND WARRANTY TREES FOR 2-YEARS. MAINTAIN BY REGULAR WATERING, WEED CONTROL, STRAIGHTENING OF TREES AND STAKES, TIGHTENING OF TREE TIES, PRUNING, PEST/RODENT/DEER CONTROL, AND AS ADDITIONALLY REQUIRED.

28. TREES THAT DIE (HAVE LESS THAN 50% CANOPY) DURING THE WARRANTY PERIOD TO BE REMOVED IMMEDIATELY. REPLACEMENT TREES TO BE PLANTED DURING SPRING OR FALL PLANTING PERIODS AND MAINTAINED AND WARRANTIED FOR 1 ADDITIONAL YEAR FROM DATE OF REPLACEMENT PLANTING.

No.	Revision	Date	By
6	ADDENDUM #2	06/05/26	JJ

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DATE: 6/5/26

JOSH JOHNSON LICENSE NUMBER: 44283

HOUSTON engineering, inc.

Drawn By: JJJ
Checked By: JJJ
Date: 6-5-2026
Scale: As Shown
Project No.: 10310-0016
SHEET: L1.2

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IRRIGATION NOTES

DESIGN:

1. IRRIGATION CONTRACTOR TO PROVIDE IRRIGATION SYSTEM ON A DESIGN/BUILD ARRANGEMENT FOR AREA NOTED ON THE PLAN. CONTRACTOR TO PREPARE DESIGN DRAWINGS AND SUBMIT FOR APPROVAL BY THE OWNER'S REPRESENTATIVE PRIOR TO CONSTRUCTION. EXISTING SYSTEM IS A 2 WIRE SYSTEM CONNECTED TO A TORO SENTINEL CONTROLLER.

   IRRIGATION DESIGN DRAWINGS TO BE IN AUTOCAD COMPATIBLE FORMAT AND INCLUDE:
   - POINT OF CONNECTION DETAILS AND LOCATION, TO INCLUDE MASTER VALVE AND FLOW SENSOR
   - LINE AND LATERAL SIZE/ROUTING, SIZE/LOCATION OF SLEEVE LOCATIONS
   - SPRINKLER HEAD LAYOUT, SIZE, RADIUS AND COVERAGE. LAYOUT HEADS SO AS TO NOT SPRAY ON SIDEWALKS OR PAVEMENT.
   - ZONE LABELS INDICATING VALVE SIZES, GALLONS PER MINUTE AND LOCATIONS
   - COMPONENTS OF CONTROL SYSTEM AND WIRING DIAGRAM SHOWING ROUTES AND SIZES.
   - LOCATION AND MOUNTING DETAILS FOR CONTROL SYSTEM.
   - FRICTION LOSS AND VELOCITY VALUES FOR ALL PIPING.

2. CONTRACTOR TO VERIFY LOCATION OF POC, MAINLINE AND CONNECTION TO EXISTING SYSTEM.

3. INSTALLATION AND DESIGN OF IRRIGATION SYSTEM BY INDIVIDUAL/COMPANY WITH 5 OR MORE YEARS' EXPERIENCE WITH SIMILAR SYSTEMS.

GENERAL:

4. IRRIGATION CONTRACTOR TO CONFIRM ADEQUATE PRESSURE EXISTS TO OPERATE SYSTEM PRIOR TO INSTALLATION.

5. IRRIGATION CONTRACTOR IS RESPONSIBLE TO FIELD VERIFY LOCATION OF POC. CONTRACTOR TO NOTIFY OWNER'S REPRESENTATIVE OF ANY ISSUES.

6. IRRIGATION CONTRACTOR SHALL LOCATE ALL UNDERGROUND UTILITIES AND TAKE ALL PRECAUTIONS NOT TO DAMAGE OR DISTURB SUCH IMPROVEMENTS. COORDINATE WITH GENERAL CONTRACTOR AS NECESSARY.

7. IRRIGATION CONTRACTOR SHALL ARRANGE FOR AND PAY FOR ANY NECESSARY PERMITS AND/OR INSPECTIONS AS REQUIRED BY LOCAL AGENCIES OR ORDINANCES RELATED TO THE IRRIGATION INSTALLATION FOR THIS PROJECT.

SYSTEM:

8. INSTALL ALL COMPONENTS OF IRRIGATION SYSTEM TO MANUFACTURER'S SPECIFICATIONS. FLUSH ALL LINES BEFORE INSTALLING NOZZLES. COORDINATE WITH OWNER'S REPRESENTATIVE ON SPECIFIC BRANDS FOR CONSISTENCY WITH THE EXISTING SYSTEM.

9. ALL BACKFLOW DEVICES TO BE INSTALLED PER LOCAL CODE REQUIREMENTS.

10. ALL PVC PIPING UNDER CONTINUOUS PRESSURE SHALL BE CLASS 200 PVC PIPE. ALL OTHER PVC SHALL BE CLASS 160 PVC. VERIFY WITH OWNER'S REPRESENTATIVE FOR EXACT PIPE SPECFICATIONS THAT ARE ACCEPTABLE.

11. CONCRETE THRUST BLOCKS REQUIRED AT ANY MAINLINE CHANGE OF DIRECTION TO PREVENT PIPE SEPERATION.

12. CONTROL WIRE SHALL BE SOLID COPPER WIRE U.L. APPROVED FOR DIRECT BURIAL IN GROUND. MINIMUM GAUGE - #14 (#12 FOR RUNS OVER 2000') OR AS OTHERWISE SPECIFIED. DECODER WIRE SHALL BE JACKETED. GROUND WIRE (WHERE APPLICABLE) SHALL BE WHITE.

13. 24VAC WIRE SPLICING WILL BE DIRECT BURIAL SPLICE KIT AS MANUFACTURED BY 3M, SPECIFICALLY DBY-6 & DBR-6. UTILIZE GB LIQUID ELECTRICAL TAPE ON CONNECTIONS PRIOR TO PLACING WIRE NUT.

14. LEAVE 18 INCHES OF ADDITIONAL WIRE AT EACH VALVE LOCATION. ROLL WIRE INTO COIL AT EACH LOCATION.

15. INSTALL RAIN SENSORS ON VERTICAL SURFACES. COORDINATE WITH OWNER'S REPRESENTATIVE AS TO FINAL LOCATION OF RAIN SENSOR, MOISTURE SENSORS, WEATHER STATIONS AND OTHER ADDITIONAL SENSORS.

16. IRRIGATION CONTRACTOR TO COORDINATE WITH OWNER'S REPRESENTATIVE AS TO FINAL LOCATION OF THE CONTROLLER. ELECTRICAL POWER TO BE INSTALLED TO WITHIN 5 (5) FEET OF THE CONTROLLER LOCATION. COORDINATE WITH ELECTRICAL CONTRACTOR AS NECESSARY.

17. IRRIGATION SYSTEM TO BE OPERATIONAL BEFORE PLANTING MATERIALS MAY BE INSTALLED IN PLANTING BEDS.

18. LEAVE 18 INCHES OF ADDITIONAL WIRE AT EACH VALVE LOCATION. ROLL WIRE INTO COIL AT EACH LOCATION.

19. ALL VALVES, QUICK COUPLERS AND WIRE SPLICES SHALL BE LOCATED IN VALVE WITH LABELED COVERS AND BURIED FLUSH WITH GRADE.

20. SLEEVING IS REQUIRED UNDER ALL WALKS AND ROADWAYS. SLEEVES SHALL EXTEND A MINIMUM OF 18" BEYOND END OF WALK/ROADWAY AND BE MARKED. WIRES SHALL BE CONTAINED IN A SEPARATE, 1 $\frac{1}{2}$" (MIN.) SLEEVE. SEE CIVIL PLANS FOR LOCATIONS.

21. WINTERIZATION OF THE IRRIGATION SYSTEM SHALL BE AS PER MANUFACTURER'S SPECIFICATIONS.

SUBMITTALS:

22. MAINTENANCE DATA AND OPERATION INSTRUCTIONS/MANUAL: PRIOR TO AND AS A CONDITION OF SUBSTANTIAL PERFORMANCE, SUBMIT TO THE OWNER'S REPRESENTATIVE TWO COPIES OF ALL OPERATING AND MAINTENANCE MANUALS FOR ALL COMPONENTS INCLUDING CLEANING AND LUBRICATION SCHEDULES, OVERHAUL/ADJUSTMENT SCHEDULES, AND SIMILAR MAINTENANCE OPERATIONS. EACH MANUAL SHALL BE BOUND IN A THREE RING BINDER. CLEARLY INDICATE THE PROJECT NAME, ADDRESS, AND TELEPHONE NUMBER OF THE IRRIGATION CONTRACTOR, AND DATE OF SUBSTANTIAL COMPLETION ON THE SPINE OF EACH OF THE BINDERS.

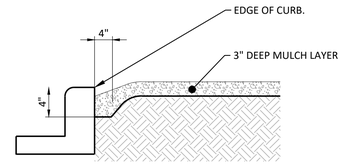
23. AS-BUILT DRAWINGS: SUBMIT AN ACCURATE, DETAILED AS-BUILT DRAWING, DRAWN ON A CLEAN COPY OF THE ORIGINAL DESIGN DRAWINGS. CAD DRAWING FILE OF THE IRRIGATION SYSTEM AS-BUILT DRAWINGS TO BE SUBMITTED TO THE OWNER'S REPRESENTATIVE. ALL COMPONENTS OF THE IRRIGATION SYSTEM SHALL BE SHOWN AS INSTALLED INCLUDING THE LOCATION OF THE CONTROLLER, WATER SOURCE, BACKFLOW PREVENTER, AND PRESSURE REDUCING VALVES.

24. MAINTENANCE MATERIALS: SUBMIT TO THE CITY REPRESENTATIVE TWO SETS OF ALL SPECIAL TOOLS, KEYS, AND EQUIPMENT PROVIDED BY THE MANUFACTURER FOR PROPER OPERATION AND MAINTENANCE OF THE INSTALLED SYSTEM.

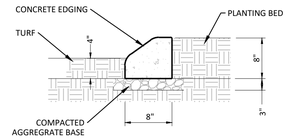
WARRANTY:

25. THE CONTRACTOR SHALL PROVIDE A WRITTEN WARRANTY FOR ALL WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM DATE OF SUBSTANTIAL PERFORMANCE.

26. MANUFACTURED PRODUCTS, INCLUDING BUT NOT LIMITED TO IRRIGATION HEADS, PIPING, QUICK COUPLERS, CONTROLLERS, VALVE BOXES, AND VALVES SHALL BE WARRANTED FROM THE DATE OF SUBSTANTIAL PERFORMANCE AS PER THE MANUFACTURER'S STANDARD WARRANTY PERIOD OR A MINIMUM OF TWO YEARS, WHICHEVER IS GREATER.



SPADED BED EDGE
NO SCALE
FOR USE BEHIND CURB ADJACENT TO TREE LINE WTIH AREAS OF PINE STRAW MULCH

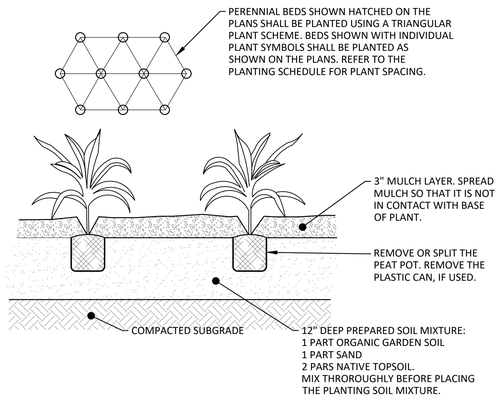


NOTES:

1. *USE 3500 PSI CONCRETE.*
2. *PROVIDE CONTROL JOINTS 5' APART AND EXPANSION JOINTS 50' APART.*

* *CONTRACTOR TO PROVIDE LOW POINTS IN EDGING IN APPROPRIATE LOCATIONS TO ALLOW FOR WATER TO DRAIN OUT FROM BEHIND EDGING*

CONCRETE EDGING
NOT TO SCALE



PERENNIAL PLANTING
NO SCALE

No.	Revision	Date	By
6	ADDENDUM #2		
6			JJ

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DATE: 8/8/25
JOSH JOHNSON LICENSE NUMBER: 44283

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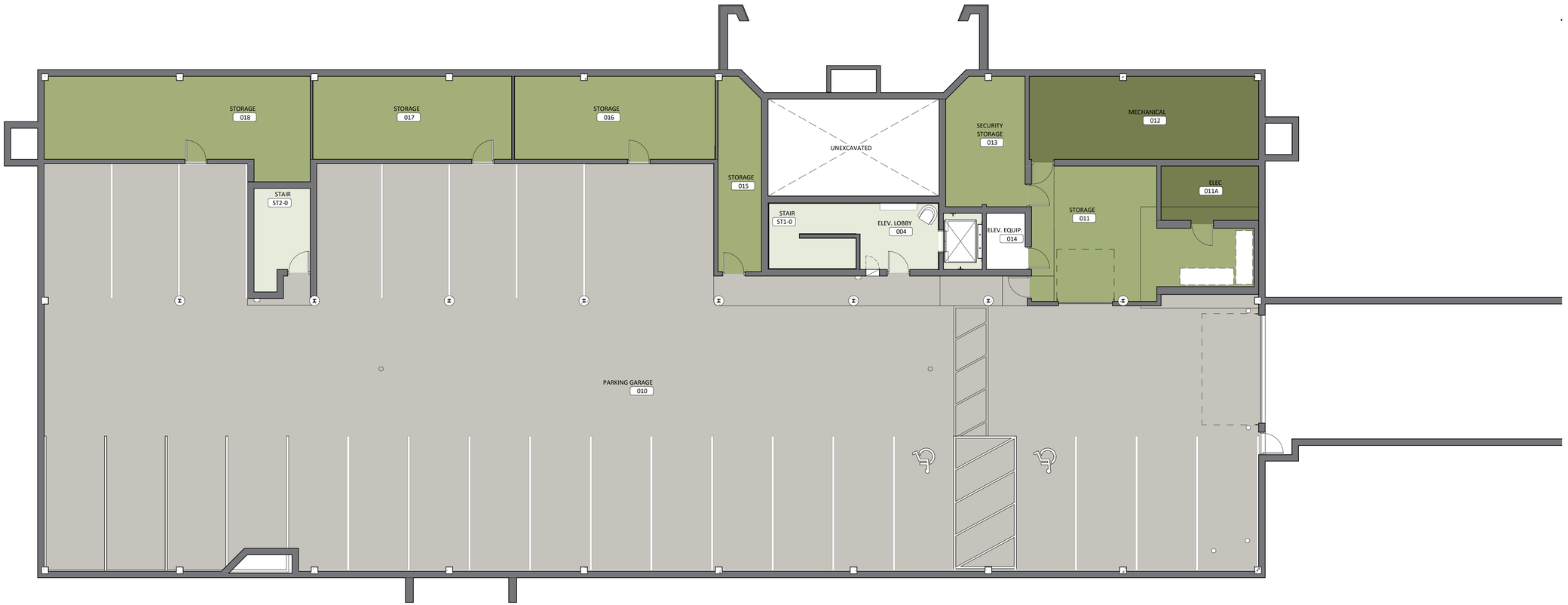
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SHEET: L1.3

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LEGEND

- CIRCULATION
- STORAGE
- MECHANICAL
- PARKING



6A A200.0 PARKING GARAGE FLOOR PLAN

SCALE: 1/8" = 1'-0"

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SHEET SPEC ID LIST	
SPEC ID	SPEC SECTION & DESCRIPTION

JLG architects

710 South 2nd Street, 8th Floor
Minneapolis, MN 55401
phone: (612) 746-4260

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REVISION SCHEDULE

NO.	DESCRIPTION	DATE
5	BP3 ADD #1	05/29/26

FIRST INTERNATIONAL BANK & TRUST
MINNETONKA OFFICE REMODEL
10801 WAYZATA BLVD., MINNETONKA, MN 55305

DATE
10/5/26

PHASE
CITY REVIEW

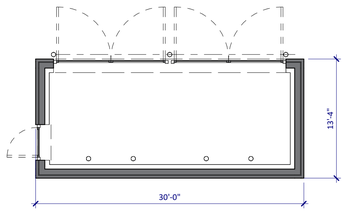
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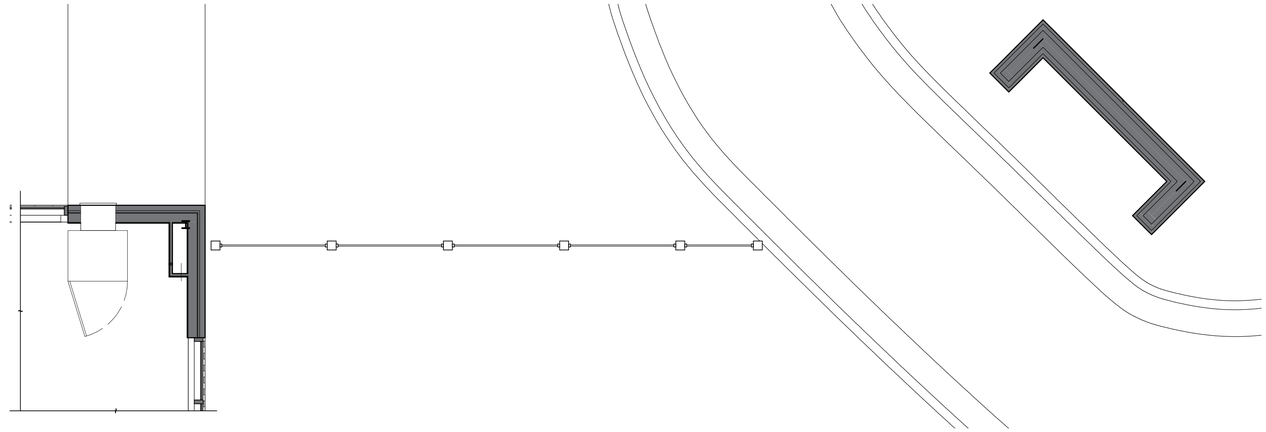
GARAGE FLOOR PLAN

LEGEND

- AMENITY / RESTROOM
- RETAIL
- OFFICE
- CIRCULATION
- STORAGE
- MECHANICAL



6C A201.0 FLOOR PLAN - TRASH ENCLOSURE
SCALE: 1/8" = 1'-0"



5C A201.0 FLOOR PLAN - DRIVE THRU
SCALE: 1/4" = 1'-0"



6A A201.0 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

SHEET SPEC ID LIST

SPEC ID	SPEC SECTION & DESCRIPTION

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phone: (612) 746-4260

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REVISION SCHEDULE

NO.	DESCRIPTION	DATE
5	BP3 ADD #1	05/29/26
6	ADDENDUM #2	06/05/26

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MINNETONKA OFFICE REMODEL
10801 WAYZATA BLVD., MINNETONKA, MN 55305

DATE
10/5/26

PHASE
CITY REVIEW

PROJECT
24228

SHEET
A201.0

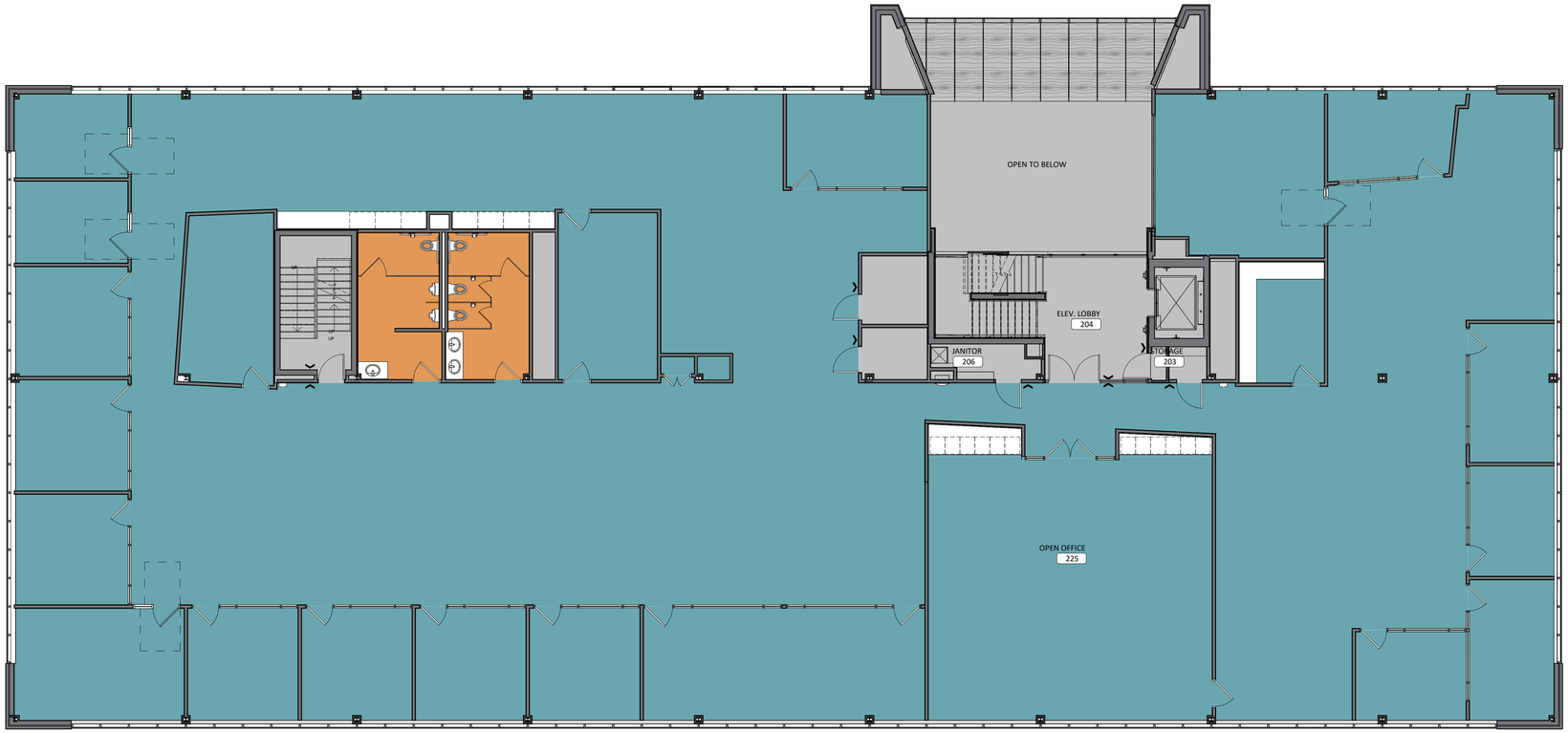
FIRST FLOOR PLAN

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LEGEND

- AMENITY / RESTROOM
- OFFICE

SHEET SPEC ID LIST	
SPEC ID	SPEC SECTION & DESCRIPTION



1 A202.0 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

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REVISION SCHEDULE

NO.	DESCRIPTION	DATE

FIRST INTERNATIONAL BANK & TRUST
MINNETONKA OFFICE REMODEL
10801 WAYZATA BLVD., MINNETONKA, MN 55305

DATE
10/5/26

PHASE
CITY REVIEW

PROJECT
24228

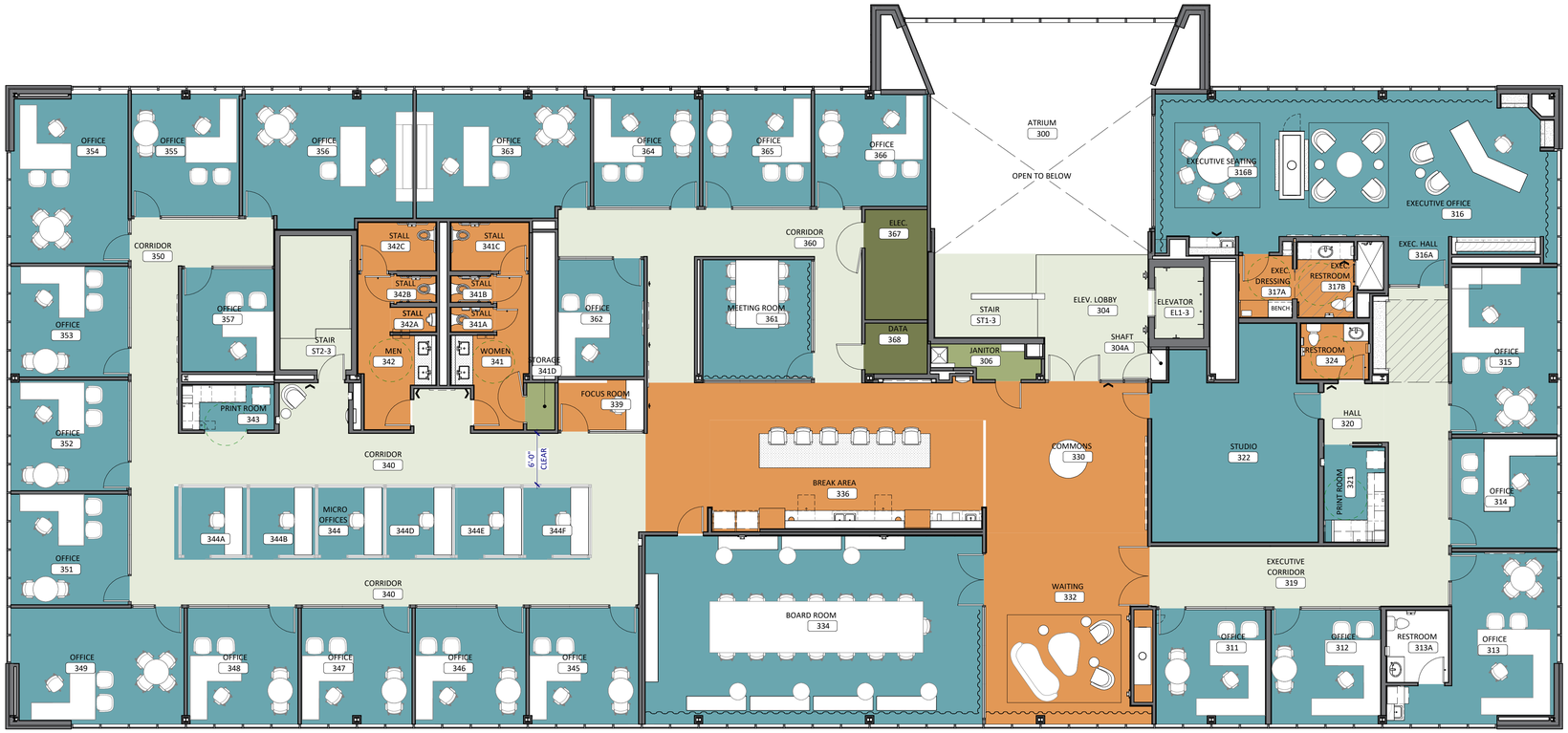
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A202.0

SECOND FLOOR PLAN

05/2026 2:20:08 PM

LEGEND

- AMENITY / RESTROOM
- OFFICE
- CIRCULATION
- STORAGE
- MECHANICAL



6A A203.0 THIRD FLOOR PLAN

SCALE: 1/8" = 1'-0"

SHEET SPEC ID LIST

SPEC ID	SPEC SECTION & DESCRIPTION

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5	BP3 ADD #1	05/29/26

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MINNETONKA OFFICE REMODEL
10801 WAYZATA BLVD., MINNETONKA, MN 55305

DATE
10/5/26

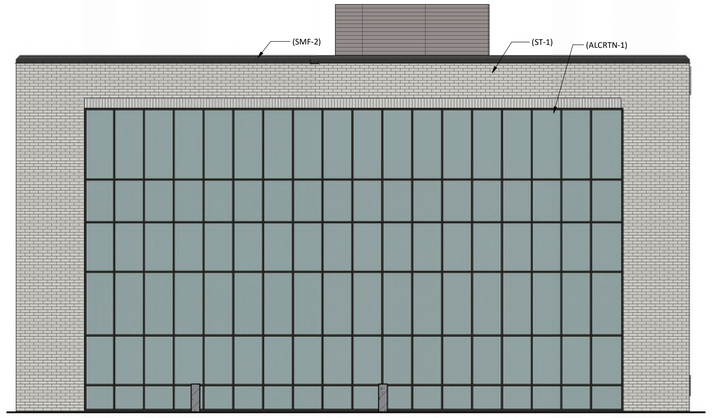
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CITY REVIEW

PROJECT
24228

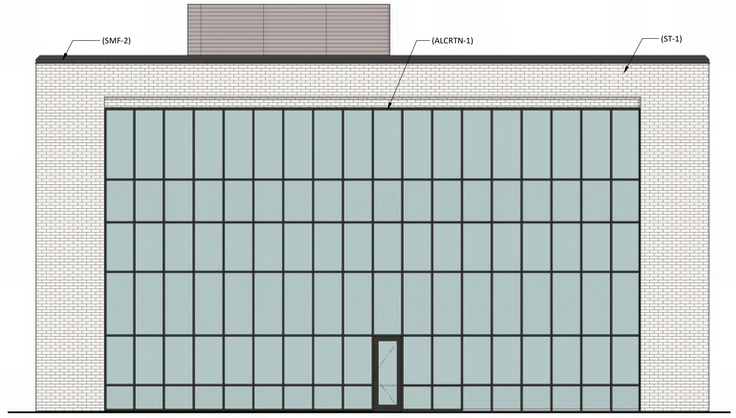
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THIRD FLOOR PLAN

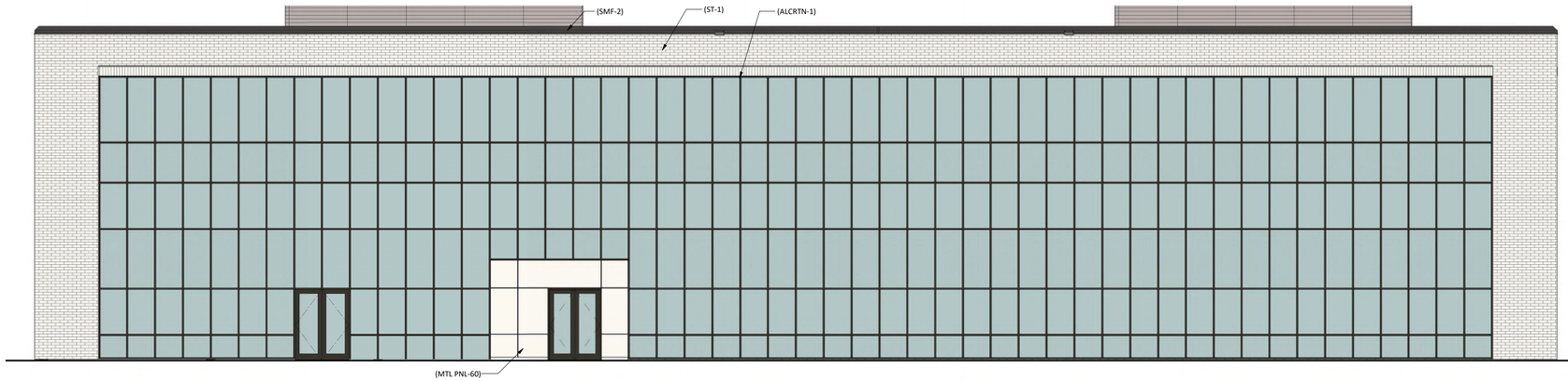
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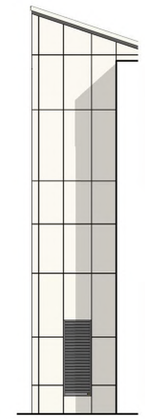
6D A301.0 EAST ELEVATION
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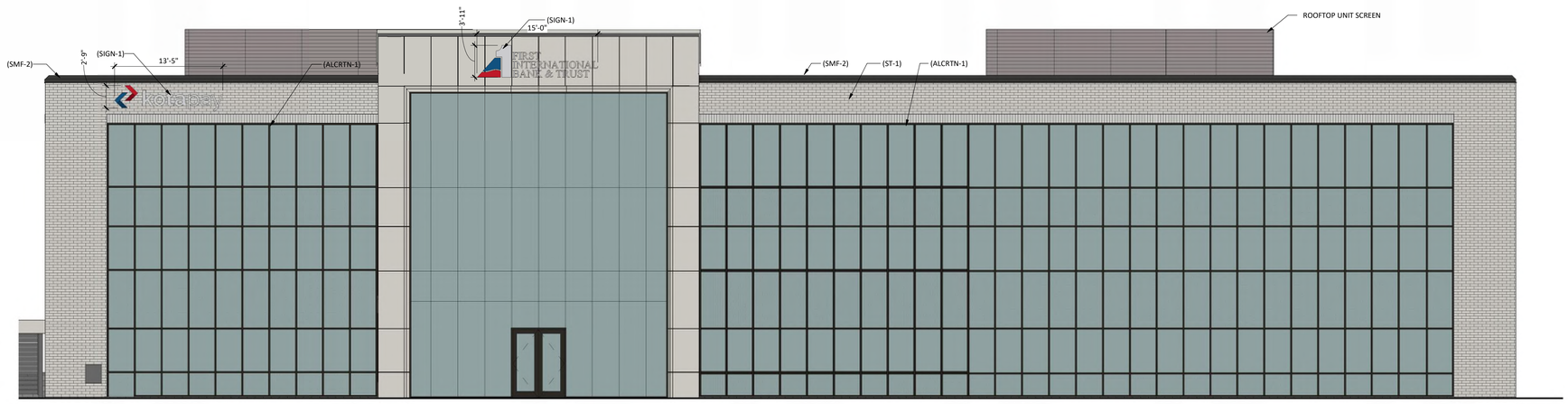
4D A301.0 WEST ELEVATION
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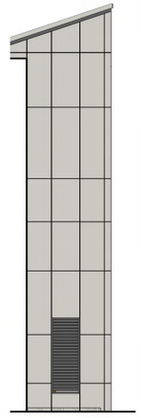
6B A301.0 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



1B A301.0 CANOPY - WEST
SCALE: 1/8" = 1'-0"



6A A301.0 NORTH ELEVATION
SCALE: 1/8" = 1'-0"



1A A301.0 CANOPY - EAST
SCALE: 1/8" = 1'-0"

SHEET SPEC ID LIST

SPEC ID	SPEC SECTION & DESCRIPTION
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MTL PNL-60	07 4213 - METAL COMPOSITE MATERIAL WALL PANELS
SIGN-1	10 1400 - EXTERIOR SIGNAGE OR INTERIOR SIGN
SMF-2	07 6200 - PREFINISHED ALUMINUM
ST-1	09 9300 - STAIN

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MINNETONKA OFFICE REMODEL

FIRST INTERNATIONAL BANK & TRUST
10801 WAYZATA BLVD., MINNETONKA, MN 55305

DATE
10/5/26

PHASE
CITY REVIEW

PROJECT
24228

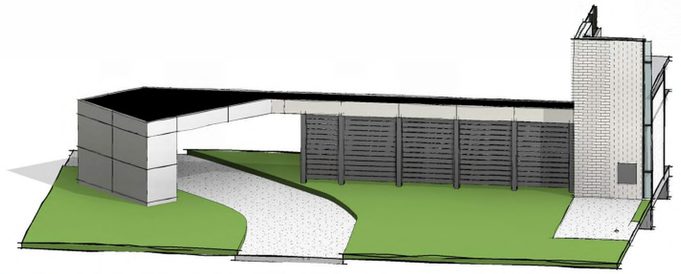
SHEET
A301.0

EXTERIOR ELEVATIONS

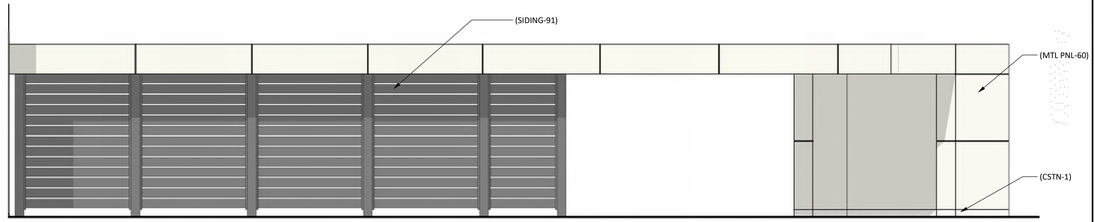
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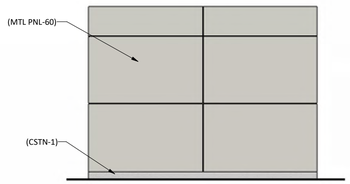
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CSTN-1	04 7200 - CAST STONE TRIM AND PANELS
MTL PNL-60	07 4213 - METAL COMPOSITE MATERIAL WALL PANELS
SIDING-91	07 4616 - ALUMINUM SIDING FENCING



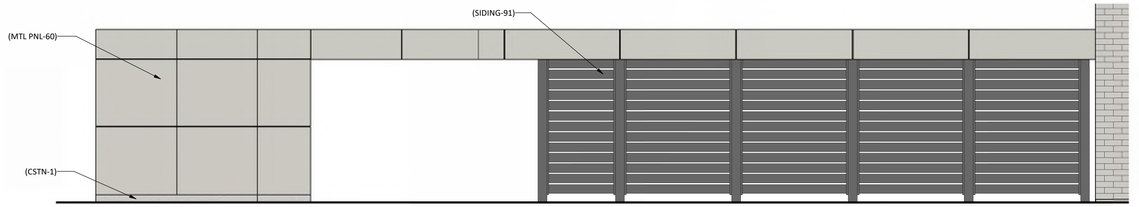
3D A302.0 DRIVE THRU 3D
SCALE:



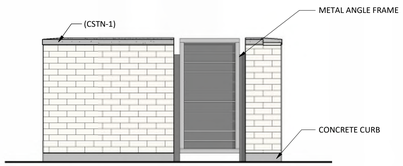
3C A302.0 DRIVE THRU - SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



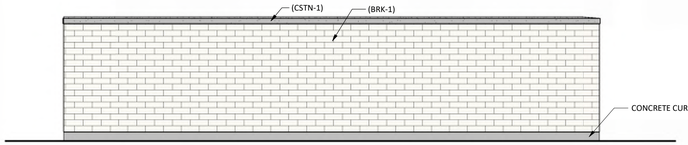
5B A302.0 DRIVE THRU - NORHTEAST ELEVATION
SCALE: 1/4" = 1'-0"



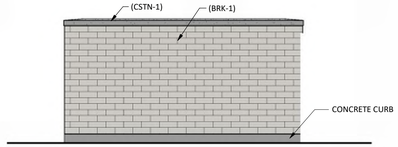
3B A302.0 DRIVE THRU - NORTH ELEVATION
SCALE: 1/4" = 1'-0"



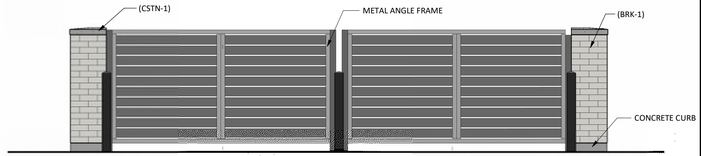
6A A302.0 TRASH ENCLOSURE - WEST ELEVATION
SCALE: 1/4" = 1'-0"



5A A302.0 TRASH ENCLOSURE - SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



3A A302.0 TRASH ENCLOSURE - EAST ELEVATION
SCALE: 1/4" = 1'-0"



2A A302.0 TRASH ENCLOSURE - NORTH ELEVATION
SCALE: 1/4" = 1'-0"

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REVISION SCHEDULE

NO.	DESCRIPTION	DATE

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MINNETONKA OFFICE REMODEL
10801 WAYZATA BLVD., MINNETONKA, MN 55305

DATE 10/5/26
PHASE CITY REVIEW
PROJECT 24228
SHEET A302.0
EXTERIOR ELEVATIONS

10/5/2026 2:20:25 PM

Ordinance No. 2026-

An ordinance approving a master development plan for the property located at 10801 Wayzata Blvd.

The City Of Minnetonka Ordains:

Section 1. Background

1.01 The subject property is located at 10801 Wayzata Blvd.

1.02 The property is legally described as:

Lot 1; Lot 2, except the Northwesterly 10 feet of said Lot 2; Lot 13; The Northerly 100 feet of Lot 14, as measured along the East and West lines thereof, Block 1, "Chatham Fields Hennepin County, Minnesota"

Torrens Property
Torrens Property Certificate of Title No. 1585377

Lots 9, 10, 11 and 12, Block 1, Chatham Fields, Hennepin County, Minnesota, according to the recorded plat thereof, and situate in Hennepin County Minnesota

Abstract Property

1.03 The applicant, Andrew Fett (on behalf of the property owner), proposes constructing a drive-thru and modifying a parking lot at 10801 Wayzata Blvd.

Section 2. Findings

2.01 The proposal is consistent with the Planned I-394 office land use designation in the 2040 comprehensive guide plan.

2.02 The proposal would not negatively impact the public health, safety, or general welfare.

Section 3.

3.01 Approval is subject to the following conditions:

1. The site must be developed and maintained in substantial conformance with the following plans unless modified by the conditions below:

   - Survey (C0.0), dated March 7, 2025
   - Removals and Erosion and Sediment Control Plan (C1.0), dated Oct. 2, 2026
   - Site Plan (C2.0), dated Oct. 2, 2026
   - Grading Plan (C3.0), dated Oct. 2, 2026
   - Grading Plan Set A (C3.1), dated Oct. 2, 2026
   - Grading Plan Set B (C3.2), dated Oct. 2, 2026
   - Details (C4.0, C4.1), dated Oct. 2, 2026
   - Landscape Plan (L1.0, L1.1) dated Oct. 2, 2026
   - Notes and Details (L1.2, L1.3), Oct. 2, 2026
   - Exterior Elevations (A302.0), Oct. 5, 2026

2. The development must further comply with all conditions outlined in City Council Resolution No. 2025-XXX, Site and Building Plan approval, adopted by the Minnetonka City Council on _____, 2026.

Section 4. A violation of this ordinance is subject to the penalties and provisions of Chapter XIII of the city code.

Section 5. This ordinance is effective immediately.

Adopted by the City Council of the City of Minnetonka, Minnesota, on _____, 2026.

_____
Rebecca Schack, Mayor
Attest:

_____
Becky Koosman, City Clerk

Action on this ordinance:

Date of introduction: Nov. 9, 2026
Date of adoption:
Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Ordinance adopted.
Date of publication:

I certify that the foregoing is a correct copy of an ordinance adopted by the city council of the City of Minnetonka, Minnesota at a regular meeting held on _____, 2026.

_____
Becky Koosman, City Clerk

City Council
Agenda Item 13.A
Meeting of November 9, 2026

Title:	On-sale wine and on-sale 3.2% malt beverage liquor licenses to, Roon's Savories, LLC, at 17585 State Highway 7
Report from:	Fiona Golden, Community Development Coordinator
Submitted Through:	Julie Wischnack, FAICP, Community Development Director Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Julie Wischnack, FAICP, Community Development Director

Action Requested:	Public Hearing and Motion
Form of Action:	License
Votes needed:	5 votes

Summary Statement
The city has received an application for on-sale wine and on-sale 3.2 percent malt beverage liquor licenses for use at Mega Pickleball at 17585 Highway 7. Roon's Savories is currently operating the restaurant but would like to offer beer and wine. The city council is required to hold two public hearings to consider the licenses and receive public testimony.

Recommended Action
Motion to continue the public hearing from July 13, 2026, and grant the licenses.

Background
Mega Pickleball owners Richard Gray and Ellen Redmond opened their second Mega Pickleball location in September 2023. The site was previously occupied by Big Thrill Factory, which closed in August 2020. In Dec. 2024, the ten-court pickleball facility added a Fork & Pickle restaurant with a beer-and-wine license. The restaurant closed a year later. In April 2026, the city received an application from Roon's Savories to operate the current restaurant and use the facility as a commissary kitchen for its food truck.

Applicant Roon Johnson is the majority owner of Roon's Savories and founded the business in 2022. He has been operating his food truck at breweries, festivals, and sporting events, but wants to expand into a brick-and-mortar establishment. Roon's Savories paused their liquor license application as they were chosen as a new vendor at the Minnesota State Fair. The restaurant will serve its signature savory waffle cones as well as breakfast and lunch offerings.

Roon's Savories will operate with a small management and service team. Additional staff will be added as needed for tournaments, leagues and private event bookings. All Roon's Savories staff will go through an approved alcohol awareness training course, and all ID's will be checked for customers appearing under the age of 40.

Roon's Savories anticipates that food sales will account for 85% of sales, with 15% from alcohol sales. Mr. Johnson will also serve as the General Manager of the establishment. He meets the 75-mile residency requirement of the liquor ordinance.

Business operation description
The restaurant is proposed to be open every day from 11:00 am – 8:00 pm. The restaurant will have an iPourIt self-serve beer dispenser. The system scans all IDs in order for it to pour beer. Once the iPourIt system has dispensed 32 oz. of beer to a customer, the system will not pour that customer any more beer. If the customer wants more than 32 oz. of beer, they must check in with a manager for additional service. Wine service will be administered by alcohol-safe trained staff.

Application information and license fees have been submitted. Postcards were mailed to area residents, and the project was published on the Minnetonka Matters liquor license application page, but staff have not received any public comment. The police department's investigative report on this application is final and will be forwarded to the council prior to the continued public hearing on Nov. 9, 2026.

ATTACHMENTS:
Applicant Biography

Roon Johnson Biography

Roon Johnson is the founder and owner of Roon's Savories, a Minnesota-based food and hospitality company specializing in savory waffle cones and unique handheld food experiences designed to bring people together.

A Minnetonka native, Roon graduated from the University of Kansas with degrees in Business and Communications before spending several years working in national retail sales and business development, partnering with major retailers including Target, Menards, and Amazon. In 2022, he left the corporate world to pursue entrepreneurship full-time and launched Roon's Savories.

In addition to his business activities, Roon serves as a Boys 9A Soccer Coach at Minnetonka High School. He is passionate about helping young athletes develop leadership, accountability, resilience, and confidence both on and off the field.

Since its founding, Roon's Savories has grown through partnerships with breweries, festivals, corporate catering programs, sporting events, and hospitality venues throughout Minnesota. The company has served guests at locations across the Twin Cities and continues to focus on creating memorable food experiences centered around hospitality, quality, and community engagement.

In 2025, Roon's Savories was recognized as a Minnesota Cup Semi-Finalist through the University of Minnesota Carlson School of Management, highlighting the company's innovation and growth potential within Minnesota's entrepreneurial ecosystem.

At Mega Pickleball, Roon's goal is to create a welcoming food and beverage experience that complements the facility's recreational and community-focused environment. He is committed to operating responsibly, supporting local partnerships, and contributing positively to the City of Minnetonka.

Roon currently resides in Minnetonka and looks forward to continuing to grow Roon's Savories as a long-term member of the local business community.

City Council
Agenda Item 13.B
Meeting of November 9, 2026

Title:	On-sale wine and on-sale 3.2% malt beverage liquor licenses to MLSUSHI666 INC., dba Kai's Sushi, at 17420 Minnetonka Blvd
Report from:	Fiona Golden, Community Development Coordinator
Submitted Through:	Julie Wischnack, FAICP, Community Development Director Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Julie Wischnack, FAICP, Community Development Director

Action Requested:	Public Hearing and Motion
Form of Action:	License
Votes needed:	4 votes

Summary Statement
MLSUSHI666 INC., has applied for on-sale wine and 3.2% malt beverage licenses. The application is due to a change in ownership from the previous licensee, KAIS INC. The city council is required to hold two public hearings to consider the license and receive public testimony.

Recommended Action
Motion to continue the public hearing until Dec. 7, for final consideration.

Background
In Oct. 2017, KAIS INC was granted on-sale wine and 3.2% malt beverage licenses for its new location at 17420 Minnetonka Blvd. This was their second restaurant; the other establishment is in Chanhassen. Kai's Sushi's original owner, Mr. Kai Tho, has sold both locations to Mr. Jin L. Huang, the sole owner of MLSUSHI666 INC. Mr. Huang has worked in the restaurant industry for 18 years. He purchased the Chanhassen location in 2023 but has worked at both restaurants since 2016.

Business operations

The restaurant will continue to operate as Kai's Sushi & Grill. There are no immediate changes to the hours of operation, menu, or staff. The restaurant is open for 40 guests and offers carry-out service. The restaurant is open for lunch and dinner with the following hours:

- Monday – Thursday: 11:00 a.m. – 3:00 p.m.
  4:30 p.m. – 9:30 p.m.
- Friday and Saturday: 11 a.m. – 10 p.m.
- Sunday: 3 p.m. – 9:30 p.m.

The projected food to liquor ratio will be 95% food and 5% alcohol. All staff serving alcohol will participate

in alcohol safety training. Mr. Huang will serve as the general manager for the restaurant. He meets the 75-mile residency requirement for the position.

Application information and license fees have been submitted. The police department's investigative report on this application is pending and will be forwarded to the council prior to the continued public hearing on Dec. 7, 2026.

ATTACHMENTS:
Applicant Biography

Autobiography

Jin Huang moved to the United States in 2007, starting in New York to undergo training in culinary techniques, kitchen operations and food safety. Working across various Japanese and Asian restaurants to gain experience, I faced many challenges and worked hard, starting from the bottom to become a top sushi chef.
Following two years of training, I worked as a sushi chef in New York from 2009 to 2015.

In 2016, I relocated to Minnesota to work as the head sushi chef at Kai's Sushi in Chanhassen until 2020. I then transitioned to work at Kai's Sushi in Minnetonka until 2023.
Owning a restaurant has always been my dream , and I eventually decided it was time to venture out on my own.

In 2023, I became the proud owner of Kai's Sushi in Chanhassen. Today, I oversee daily operations, ensure compliance with health and safety regulations, manage staff, and enjoy training young, aspiring chefs to help them grow.

City Council
Agenda Item 14.A
Meeting of November 9, 2026

Title:	Closed session to conduct city manager performance evaluation; pursuant to Minnesota Statute § 13D.05, subd. 3(a)
Report from:	Moranda Dammann, Assistant City Manager
Submitted Through:	Erik Nilsson, City Attorney
Presenter:	Moranda Dammann, Assistant City Manager

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

Summary Statement
The employment agreement between the city and City Manager Mike Funk requires the city council to conduct annual performance evaluations with the city manager in the same manner as other non-union employees.

Recommended Action
Motion to convene in closed session, pursuant to Minnesota State Statute § 13D.05, subd. 3(a), for the purpose of evaluating the performance of City Manager Mike Funk for the evaluation period Jan. 1, 2026, through Dec. 31, 2026.

Strategic Plan Relatability
N/A

Financial Consideration
No

Background
On June 27, 2022, the City of Minnetonka entered into an employment agreement with Mike Funk as city manager. The agreement requires the city council to conduct annual performance evaluations with the city manager in the same manner as other non-union employees.

Minnesota Statutes § 13D.05, subd. 3(a) allows a public body to close a meeting to evaluate the performance of an individual who is subject to its authority. The public body must identify the individual to be evaluated prior to closing the regular portion of the meeting. However, state statute gives discretion to the employee to keep the meeting open. Mr. Funk has expressed his preference to keep the meeting closed.

This agenda item will occur during the closed portion of the regular city council meeting. Accordingly, it is appropriate the city council to conduct the city manager review, including goal setting, with the city

manager during this time.

Minnesota Statutes § 13D.05, subd. 3(a) also requires the public body to summarize its conclusions regarding the evaluation at its next open meeting. The next open meeting is a council study session scheduled for Monday, Nov. 16, 2026. The mayor will summarize the conclusions during the agenda item 3.

After the council approves the motion and immediately prior to going into closed session, the mayor will need to announce the following two statements: 1.) that at the conclusion of the closed meeting, no other regular business of the city will be discussed and that the regular council meeting is adjourned; and 2.) that Mayor Schack will summarize the conclusions of the performance evaluation at the Nov. 16, 2026, study session meeting.