

**Agenda
City of Minnetonka
City Council Regular Meeting
Monday, September 29, 2025
6:00 PM
Council Chambers
14600 Minnetonka Blvd.**



1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Calvert, Ramaley, Coakley, Foster-Bolton, Schack, Wilburn, Wiersum
4. Approval of Agenda
 - A. [Sept. 29, 2025 addenda](#)
5. Approval of Minutes:
 - A. [July 21, 2025 study session minutes](#)
 - B. [Aug. 18, 2025 study session minutes](#)
 - C. [Sept. 8, 2025 regular meeting minutes](#)
6. Special Matters: None
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 2025 Sanitary Sewer Lining Project](#)
10. Consent Agenda - Items Requiring a Majority Vote:
 - A. [Amend an interim use permit for a portable classroom at Glen Lake Elementary School, 4801 Woodridge Road](#)
 - B. [Transfer of Existing CDBG Program Income to Hennepin County](#)
 - C. [2026 Minnetonka City Council calendar](#)
 - D. [Resolution appointing election judges and absentee ballot board for the Nov. 4, 2025 Municipal General Election](#)
11. Consent Agenda - Items Requiring Five Votes:
 - A. [DWI Traffic Safety Officer Grant Agreement](#)
 - B. [Towards Zero Deaths \(TZD\) Traffic Enforcement Grant Agreement](#)

12. Introduction of Ordinances:
 - A. [Ordinance rezoning the property at 14915 Margaret Place from I-1 to R-1](#)
 - B. [Ordinance establishing mayor and council salaries](#)
13. Public Hearings:
 - A. [Temporary on-sale liquor license for Boom Island Brewing Company located at 5959 Baker Road, Ste. 320](#)
 - B. [Resolutions approving special assessment for 2024-2025 projects](#)
14. Other Business:
 - A. [Villas at Chasewood HIA Call for Sale of Bonds](#)
 - B. [Request to provide water and sewer service to an unaddressed Eden Prairie property, generally located south of Yellow Circle Drive and north of Highway 62](#)
15. Appointments and Reappointments:
 - A. [DEI commission young adult appointment](#)
 - B. [Economic development advisory commission \(EDAC\) appointment](#)
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 4.A
Meeting of September 29, 2025**



Title: Sept. 29, 2025 addenda
Presenter: Mike Funk, City Manager

Form of Action: Other

Summary Statement

Item 15B - Economic development advisory commission (EDAC) appointment

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

Recommended Action

Motion to add Item 15B to the agenda.

ATTACHMENTS:

[Proposed Item 15B](#)

**City Council
Agenda Item 15.B
Meeting of September 29, 2025**



Title: Economic development advisory commission (EDAC) appointment

Report from: Sarissa Falk, 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: Other

Votes needed: 4 votes

Summary Statement

Due to quorum concerns on the EDAC, staff recommended filling the vacancy immediately. Mayor Wiersum recommends appointing Jeanie Pebbles to fill the vacancy on the EDAC.

Recommended Action

Motion to approve the appointment.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

Background

Section 2.02 of the City Charter states members of such bodies [boards and commissions] will be appointed by the mayor, subject to approval by the city council.

A midyear vacancy occurred on the EDAC. Mayor Wiersum revisited applications from the November-December 2024 recruitment period and reviewed feedback from the 2025 EDAC interviews. After reviewing, Mayor Wiersum contacted Jeanie Pebbles, and Jeanie Pebbles expressed interest in serving on the EDAC. Mayor Wiersum recommends the appointment below:

- Jeanie Pebbles, to the EDAC to fill a vacancy, effective Sept. 30, 2025 and expiring on Jan. 31, 2026.

**City Council
Agenda Item 5.A
Meeting of September 29, 2025**



Title: July 21, 2025 study session minutes
Report from: Becky Koosman, City Clerk
Presenter: Mayor Wiersum

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

Recommended Action

Motion to approve the minutes.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

ATTACHMENTS:

[Minutes](#)

**Minutes
City of Minnetonka
City Council Study Session
Monday, July 21, 2025**

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

Staff: Mike Funk, Moranda Dammann, Erik Nilsson, Julie Wischnack, Jason Tait, Alisha Gray, Kendyl Larson

1. Call to Order

Mayor Wiersum called the meeting to order at 6:00 p.m.

2. Introduction/ Roll Call

Council, staff and residents introduced themselves.

3. Business Items:

A. Housing update

City Manager Mike Funk introduced the topic. Community Development Director Julie Wischnack, Housing Coordinator Kendyl Larson and Economic Development and Housing Manager Alisha Gray presented a comprehensive housing update. This highlighted current programs as well as a draft encampment policy and a new legacy housing initiative.

The draft encampment policy aims to proactively address homelessness on public property with a health- and safety-focused approach, emphasizing outreach and support services before enforcement. The legacy housing initiative focuses on preserving naturally occurring affordable homeownership opportunities through city partnerships, property acquisition, and innovative strategies modeled after successful programs in other cities.

Current programs include partnerships with His House Foundation for emergency assistance and case management; the Homes Within Reach land trust model; and a rental registry program to improve communication with landlords and tenants. The city also utilizes state Local Affordable Housing Aid (LAHA) funds to support preservation and development of affordable housing. Manufactured homes are also being explored as a more cost-effective option for future ownership.

City council asked questions and offered feedback regarding both new initiatives in order to guide next steps in policy development and program implementation.

B. August study session topics

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

4. Adjournment

Wiersum adjourned the meeting at 8:38 p.m.

**Minutes
City of Minnetonka
City Council Study Session
Monday, July 21, 2025**

Respectfully submitted,

Becky Koosman

City Clerk

**City Council
Agenda Item 5.B
Meeting of September 29, 2025**



Title: Aug. 18, 2025 study session minutes
Report from: Becky Koosman, City Clerk
Presenter: Mayor Wiersum

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

Recommended Action

Motion to approve the minutes.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

ATTACHMENTS:

[Minutes](#)

**Minutes
City of Minnetonka City Council
Study Session
Monday, August 18, 2025**

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

Staff: Mike Funk, Moranda Dammann, Erik Nilsson, Sarissa Falk, Julie Wischnack, Darin Nelson, Jason Tait, Scott Boerboom, Darin Ellingson, Leslie Yetka, Derek Metzger, Kevin Fox, Kelly O'Dea,

1. Call to Order

Mayor Wiersum called the meeting to order at 6:00 p.m.

2. Introduction/ Roll Call

Council, staff and residents introduced themselves.

3. Business Items:

A. Spectiv by DecisionWise presentation

City Manager Mike Funk introduced the topic of an internal organizational assessment beginning with an overview of the performance measurement model used. The assessment was guided by the Baldrige Excellence Framework, a nationally recognized tool for leadership and organizational performance measurement. From a city perspective, the framework integrates resident feedback and City Council strategies with internal operations and workforce efforts to achieve measurable results. It helps cities align resources with community priorities, informs budget decisions, tracks organizational progress, and supports continuous service improvement for residents.

Charles Rogel from DecisionWise presented the results of the assessment, which was conducted between June 17 and July 8. The assessment focused on workforce-related topics, specifically employee satisfaction and engagement, which drive retention and performance.

B. Preliminary 2026 budget review

City Manager Mike Funk and Finance Director Darin Nelson presented the preliminary 2026 budget and levy proposal. The proposed budget reflects long-term financial planning, aligns with community priorities identified in surveys, and ensures continued high-quality services amid rising personnel and infrastructure costs.

The proposed 7.935% levy increase includes 4.6% for core operations and capital improvements; 2.6% for continued implementation of the Public Safety Master Plan; and 0.735% for potential improvements to the Community Center and Fire Station #2. The HRA levy remains at \$300,000.

Council asked questions and provided feedback on the proposed levy and budget direction.

Minutes
City of Minnetonka City Council
Study Session
Monday, August 18, 2025

C. September study session topics

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

4. Adjournment

Wiersum adjourned the meeting at 9:04 p.m.

Respectfully submitted,

Becky Koosman

City Clerk

**City Council
Agenda Item 5.C
Meeting of September 29, 2025**



Title: Sept. 8, 2025 regular meeting minutes
Report from: Becky Koosman, City Clerk
Presenter: Mayor Wiersum

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

Recommended Action

Motion to approve the minutes.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

ATTACHMENTS:

[Minutes](#)

**Minutes
Minnetonka City Council
Monday, September 8, 2025**

1. Call to Order

Mayor Brad Wiersum called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

All joined in the Pledge of Allegiance.

3. Roll Call

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

4. Approval of Agenda

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

5. Approval of Minutes:

A. July 23, 2025 special study session minutes

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

B. August 11, 2025 regular meeting minutes

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

C. August 25, 2025 regular meeting minutes

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

6. Special Matters:

A. Proclamation for Hispanic/Latiné Heritage Month

Schack read a proclamation in full for the record declaring September 15 to October 15 to be Hispanic/Latine heritage month in the City of Minnetonka.

7. Reports from City Manager & Council Members

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

Coakley explained she attended a Resource West fundraiser this past Saturday. She encouraged the public to considering making a donation to this community organization.

Coakley indicated Mediation Restorative Services would be holding a fundraiser on Tuesday, September 30 from 5:30 p.m. to 8:00 p.m. She encouraged the public to consider attending this community event.

Wiersum stated as a region and nation was reeling from the Annunciation Church tragedy. He reported he received an invitation from Mayor Frey's office to participate in a press conference, which he did. He explained Mayor Frey was calling for changes to gun laws. He stated he was a hunter, but he did not need an assault rifle. He believed action should be taken in order to protect the lives of the innocent. It was his hope that action could be taken to address mental health and other societal issues in order to reduce the likelihood children are killed by guns.

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

Lawrence Badzin, introduced himself to the council noting he was a native of Minneapolis and graduate of Hopkins High School. He stated he has lived the past 25 years in Israel with his wife and four daughters. He explained on October 7, 2023 he was at home, getting ready to go to prayer when the missile sirens went off. He indicated this event will forever leave a scar on the state of Israel and the Jewish people, as well as humanity. He discussed the community that was attacked that day and commented on the powerful exhibition that he was invited to attend in October 2024. He reported after attending that exhibition he and his wife decided to create the Surviving Project Exhibition to the United States. He stated this project would be launched in St. Louis Park September 25 through October 11 and ticket sales were \$10. He invited everyone from the community to attend the Surviving Project Exhibition.

9. Bids and Purchases: None

10. Consent Agenda – Items Requiring a Majority Vote:

Schack stated she appreciated the changes that were being proposed for the Groveland Cemetery.

Ramaley commented further on the rich history within the Groveland Cemetery noting the oldest gravestone was from 1863.

Wilburn stated she appreciated the fact an agreement was reached with the firefighters union.

Wiersum commented he was very thankful for the firefighters in the community. He discussed how expansions of the cemetery were always controversial, but he appreciated how the proposal would increase capacity without expanding the use.

A. Resolution amending and replacing the existing conditional use permit for cemetery use of the existing properties at 3300 and 3228 Woodlawn Avenue

Ramaley moved, Wilburn seconded a motion to adopt Resolution 2025-068. All voted "yes." Motion carried.

B. Resolution authorizing execution of required documents for participation in the Minnesota Paid Family and Medical Leave (PFML) program through a private carrier

Ramaley moved, Wilburn seconded a motion to adopt Resolution 2025-069. All voted "yes." Motion carried.

C. Collective Bargaining Agreement between the City of Minnetonka and Minnetonka Professional Firefighters, IAFF Local 5522

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

D. Mayor's reimbursement for travel expenses

Ramaley moved, Wilburn seconded a motion to approve Mayor Wiersum's travel and expenses. All voted "yes." Motion carried.

11. Consent Agenda – Items requiring Five Votes: None

12. Introduction of Ordinances: None

13. Public Hearings: None

14. Other Business:**A. Resolution regarding the 2025-2029 Economic Improvement Program (EIP)**

City Manager Mike Funk and Community Development Director Julie Wischnack gave the staff report.

Calvert noted she was the liaison to the EDAC and she appreciated the thoughtful and professional feedback this group provided to the city council. She believed the city was fortunate to have an EIP in place and thanked staff for all of their efforts to administer these programs.

Coakley commented she spoke with City Manager Funk earlier today regarding this document. She indicated she supported the city further supporting Homes within Reach and affordable housing. She then read through the governor's valued principles for the coming year and suggested the city set similar principles. She discussed how people of color could not afford to live in Minnetonka. She asked the city manager to consider the income levels of people of color and how this relates to the types of housing that should be provided. She noted there was a disparity when it comes to housing and transportation for people of color.

Ramaley thanked the community development staff for all they were doing to address affordable housing. While she understood the city could always do more, she appreciated the programs the city already had in place. She stated she had two young adult children and she understood housing attainability was a concern. She thanked staff for their innovative thinking and for creating thousands of affordable units over the last several years. She supported the city continuing to pursue social housing and housing for all people, including people of color.

Wiersum stated this was an innovative program and he was proud of the fact the city had an Economic Improvement Program. He appreciated all the city was doing to address affordable housing, while he also appreciated Councilmember Coakley holding the city's feet to the fire, when it came to racial housing disparities. He indicated he was pleased to see the city would be looking into manufactured housing as an affordable housing option. He discussed how 3D printed houses were being pursued

in Texas and noted this may be an affordable option for the city to consider.

Coakley discussed a home she visited in Shorewood that was one-level with two bedrooms. She was of the opinion the City of Minnetonka needed more housing like this for those aging in place in the community.

Wischnack asked if the council wanted to reinstate the \$7,500 in funding for the Homes Within Reach loan program.

Ramaley inquired if this funding was discontinued from the state. Wischnack reported this was federal funding from the CBDG program that expired.

Wilburn questioned if this was \$7,500 total. Wischnack clarified this was \$7,500 per unit. She indicated the council could identify a price range and a funding source could be identified to assist with providing funding going forward.

Wiersum suggested the Affordable Housing Trust Fund be used to provide funding for the Homes Within Reach loan program. Wischnack explained there were 66 homes within the trust. She stated in order to make \$7,500 available to 45 of the homes this would be \$337,000. She commented in order to make \$7,500 to half of the homes this would be \$168,000.

Schack supported the city completing a survey or outreach to the Homes Within Reach community to see if there is a need for this and what the level of need would be. She indicated this would help the council make an informed decision going forward.

Wiersum stated he supported this suggestion noting the council had several fund balances to work with.

Coakley explained she was not interested in increasing the tax levy, but rather was hoping to pull funding from other areas to assist the Homes Within Reach loan program. Funk stated the council could opt to increase the HRA tax levy to assist with Homes Within Reach, but if this is not the preferred revenue stream the EIP can be amended at a future date.

Wiersum indicated the preference of the council would be to move funding around versus increasing the levy.

Calvert moved, Coakley seconded a motion to adopt Resolution 2025-070. All voted "yes." Motion carried.

B. Resolution regarding the 2026-2030 Capital Improvements Program (CIP)

City Manager Mike Funk and Finance Director Darin Nelson gave the staff report.

Schack thanked staff for the detailed presentation on the CIP. She appreciated how well the public works department maintains the city's fleet. She requested further information regarding the Cullen Nature Preserve and how this project will move forward. Funk discussed the future improvements that had been identified for the Cullen Nature Preserve. He explained from a timing standpoint, the city would be going through a master planning process in order to identify projects. He commented after the planning was completed, the city would continue to pursue grants to assist with funding the project.

Calvert asked if it would be more difficult to replace the city's electric fleet vehicles going forward given the rebate changes. Public Works Director Will Manchester noted there has been some rebate changes recently and staff would continue to review vehicle replacements on an annual basis.

Calvert stated she appreciated the dollars the city had set aside for cyber security.

Ramaley stated she looked forward to advancing the climate action plan in the coming year.

Wiersum reported expenditures were remaining around \$10 million per year but this number was expected to rise to \$14 million in the near future. He asked if there was any way to trim this number by 2030. Funk explained the city was good at long range planning through thoughtful asset management.

Wiersum spoke of the need for the city to continue to invest in cyber security in order to keep the city protected. Funk commented on how inflation was impacting expenditures for the city.

Calvert discussed the items the city said no to, noting the city council was not able to forge ahead with every request from staff. She thanked public works for their creativity and proper management of the city's fleet.

Wiersum asked for comments from the public.

Jonathan Kent, 14513 Moonlight Hill Road, noted he had an interesting conversation with a resident. He called attention to and asked the council

to look into the historical tax increases relative to things like the consumer price index. He understood prices go up and that there was inflation, but asked how this was factored into the council's discussion. He expressed concern with the fact there were no members of the public in attendance at this meeting. He supported the council holding a resident quorum before the CIP and budget were approved. While he did not want to disparage the efforts of council and staff, the reality was there has not been a decrease in the levy in the past 20 years. He reported in his discussions with residents, they do not want to see their taxes going up.

Wiersum closed the meeting for public comments.

Calvert moved, Schack seconded a motion to adopt Resolution 2025-071. All voted "yes." Motion carried.

Wiersum recessed the city council meeting.

Wiersum reconvened the city council meeting.

C. Items relating to the 2025 preliminary tax levies and the 2026 preliminary budget

City Manager Mike Funk and Finance Director Darin Nelson gave the staff report.

Wiersum asked what recourse residents had if they opposed the proposed tax levy. Funk explained residents could interact and engage with city council and staff regarding their concerns with the budget and tax levy. In addition, he reported the council would be addressing the budget again at the November study session.

Wilburn inquired if there was a way to fund the community center renovations without impacting the levy. Nelson reported the city did not have fund balances available to fund the community center renovations.

Wiersum indicated the operating loss for the Marsh is \$350,000 per year. He commented he supported the purchase of the Marsh, but he wanted to see the Marsh be self-sustaining. He stated if dues were raised \$50 per year or \$5 per month for the 7,000 members, the \$350,000 loss per year could be covered. Nelson indicated he would continue to look at this number in order to determine where the loss was for 2025.

Funk explained the council will continue to discuss the budget and tax levy between September to December and would have the opportunity to lower

the levy. He stated it was a shared goal of both staff and the council to have the Marsh break even.

Calvert asked if tariff surcharges were going to have to take a wait and see approach or were government finance officers planning for this. Nelson stated there was a lot of unknowns when it comes to tariffs and surcharges. He indicated staff would continue to keep an eye on this matter.

Wiersum opened the meeting for public comments.

There being no comments from the public, he closed the meeting for public comments.

Wiersum discussed how Minnetonka's preliminary and final levies were pretty close to the same due to the city's tight budgeting.

Schack thanked staff for their efforts on the preliminary budget and tax levy. She spoke to the comments the council received from Mr. Paulson and thanked him for his email. She indicated there were pressures on a city that did not always follow the CPI. She discussed how the city was built in the 1950's, 1960's and 1970's, which meant the city's infrastructure was in need of replacement. She commented on how the city council was working to address the needs of the community, which meant addressing crime and the city's spending reflected this. She discussed how Minnetonka worked to be a leader while also working to keep its high quality staff members.

Calvert stated thanked Councilmember Schack for her comments. She commented on how the council works to meet the diverse needs of the community. She indicated she appreciated the generosity and creativity of the leaders in the city. She discussed how the drones as first responders program would assist the police department with safety while also reducing costs in the long run. She commented on the programs the council said no to and the work that was delayed. She explained she would never apologize for investing in public safety and commented on the positions that would be added in the 2026. She discussed the ways in which the council engages with the public regarding the budget and tax levy. She indicated there were a lot of pressures that were forcing property taxes up but she believed the city council landed on a very good needs based budget.

Wiersum explained he appreciated the interest from the public regarding the budget and tax levy. He discussed how Minnetonka was different from neighboring communities and how the proposed budget reflected the city's

values. He stated 78% of the budget was spent on personnel, which meant the bundle of goods being purchased by the city was not impacted by CPI in the same manner. He reported Eden Prairie was a younger city than Minnetonka and this community had roads and infrastructure in need of replacement. He discussed how all street improvement costs were covered by the city, which would cost residents upwards of \$10,000 in Eden Prairie. He stated the proposed levy increase was higher than he wanted, but he understood the preliminary budget was real and properly reflected the city's values.

Ramaley moved, Wilburn seconded a motion to adopt Resolution 2025-072, Resolution 2025-073 and Resolution 2025-074. All voted "yes." Motion carried.

15. Appointments and Reappointments: None

16. Adjournment

Wilburn moved, Calvert seconded a motion to adjourn the meeting at 9:24 p.m. All voted "yes." Motion carried.

Respectfully submitted,

Becky Koosman
City Clerk

**City Council
Agenda Item 9.A
Meeting of September 29, 2025**



Title: Bids for the 2025 Sanitary Sewer Lining Project

Report from: Mike Kuno, P.E., Deputy Public Works Director

Submitted Through: Will Manchester, P.E., Public Works 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: 4 votes

Summary Statement

The 2025 Sanitary Sewer Lining Project proposes to utilize trenchless repair technology to structurally rehabilitate approximately 8,400 feet of existing sanitary sewer south of Ridgemount Avenue and west of Hopkins Crossroad.

Recommended Action

Motion to reject bids for the 2025 Sanitary Sewer Lining Project No. 25908.

Strategic Plan Relatability

Infrastructure & Asset Management

The 2025 Sanitary Sewer Lining Project supports initiatives to maintain and manage capital assets, preserve long-term investment, ensure reliable service and protect our natural environment, following Desired Outcome 5.1, improving reliability and efficiency of our utilities.

Financial Consideration

Yes

The 2025 Sanitary Sewer Lining Project is proposing Infiltration and Inflow Reduction Program funds from 2023, 2024 and 2025 of the Capital Improvement Program.

Background

See attached supplemental background report.

ATTACHMENTS:

[Supplemental Background Report](#)
[Map](#)

Supplemental Background Report

On July 28, 2025, council adopted a resolution ordering the improvements, accepting plans and specifications and authorizing the advertisement for bids for the 2025 Sanitary Sewer Lining Project.

City staff conduct annual sanitary sewer metering and pipe televising to identify areas within the sanitary sewer system that experience high levels of Infiltration and Inflow (I&I). Infiltration is groundwater that seeps into the sewer system through cracks or damaged pipes and inflow is surface water that enters the system through cross connections such as sump pumps and roof drains. I&I can cause the system to overflow during heavy rain events and increases the cost of sewer treatment for the city.

The sanitary sewer generally located north of Interstate 394, between Sunset Drive and Hopkins Crossroad, is susceptible to high levels of I&I. The system was installed in 1970 and includes a combination of vitrified clay pipe (VCP) and poly vinyl chloride (PVC) pipes. The area has a significant amount of wetland and much of the pipe network was installed in high water table conditions. A majority of the pipe between Sunset Drive and Sunnyvale Lane was lined in 2011, as well as all of the pipe along Ridgemount Avenue in 2022, in an effort to reduce I&I. While those efforts have been successful in reducing I&I, additional improvements are still needed in the area.

In 2022, the Capital Improvement Program approved funding for a city sewer televising van. This equipment is used primarily to televise sanitary sewer pipes, evaluate the condition of the pipes, and evaluate cleaning and maintenance needs. Following, staff began televising existing sanitary sewer in areas of the city where the likelihood of repairs could be necessary based on previous records.

Proposed Improvements

The 2025 Sanitary Sewer Lining Project is proposed to utilize trenchless repair technologies, specifically cured-in-place-pipe (CIPP), to structurally rehabilitate approximately 8,400 feet of existing 8-inch and 10-inch sanitary sewer pipe. The project includes segments along Sunnyvale Lane, Glendale Lane, Park Lane, Oberlin Road, Lorry Lane and Oberlin Park, along with several segments through existing sewer easements. The CIPP liners are proposed to be installed through existing manholes throughout the corridor. Excavations may be required for spot repairs of damaged pipe prior to completing the lining operations.

Bid Opening

Bids were opened electronically for the project on Aug. 28, 2025. One bid was received in response to the call for bids, and the results are as follows:

Contractor	Total Bid
Insituform Technologies, USA, LLC	\$514,001.84
<i>Engineer's Estimate</i>	<i>\$380,000.00</i>

Based on the bid amount received from one bidder, lack of sufficient comparable bids and variation from the engineer's estimate, staff is recommending to reject bids at this time with the intent to return in early 2026 to council for future consideration to rebid. Staff will further evaluate the project scope, schedule and market in an effort to improve the bid environment.

Estimated Project Costs and Funding

The total estimated project cost, including construction, contingency and engineering, for the 2025 Sanitary Sewer Lining Project (#22908, #23908, #24908 and #25908) is \$515,000. The 2022-2026, 2023-2027, 2024-2028 and 2025-2029 Capital Improvements Program (CIP) includes \$700,000 for Infiltration and Inflow Reduction. Approximately \$185,000 of those funds have already been used toward I&I focused improvements.

Although there are funds available to complete the project at this time, staff believes that rebidding the project in 2026 will offer a more competitive bidding environment. Based on the bid received and expense of the current project and available funding, as mentioned above, staff is recommending to reject the bid at this time.

	Budget Amount	Proposed Funding	Expense
2025 Sanitary Sewer Lining Project			
Construction Cost			\$515,000
Contingency			\$50,000
Engineering and Indirect Costs			\$50,000
Utility Fund (2022 CIP #22908)	\$160,000	\$100,000	
Utility Fund (2023 CIP #23908)	\$170,000	\$120,000	
Utility Fund (2024 CIP #24908)	\$180,000	\$115,000	
Utility Fund (2025 CIP #25908)	\$190,000	\$180,000	
Total Budget	\$700,000	\$515,000	\$615,000

Schedule

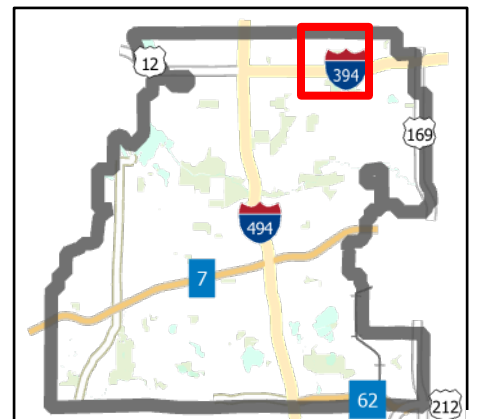
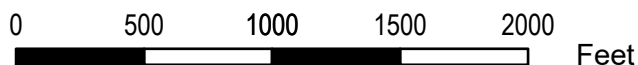
The project would be brought back to council in 2026 for consideration of a rebid.



2025 Sanitary Sewer Lining Project



 Sewer Lining



**City Council
Agenda Item 10.A
Meeting of September 29, 2025**



Title: Amend an interim use permit for a portable classroom at Glen Lake Elementary School, 4801 Woodridge Road

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: Resolution

Votes needed: 4 votes

Summary Statement

The Hopkins School District is requesting an amendment to its interim use permit (IUP) to install a larger portable classroom building at Glen Lake Elementary School for the 2025-2026 school year. The request increases the portable building size from the previously approved 960 square feet to just under 2,000 square feet, creating two classrooms instead of one. Similar to the previous request, the classrooms are intended as a student tutoring space and would be located over an existing paved area on the site.

The school district plans to construct a small building addition to replace the temporary structure for the 2026-2027 school year, if a November 2025 referendum is successful.

Recommended Action

Motion to adopt the resolution approving the amendment to an existing Interim use permit for a portable classroom at Glen Lake Elementary School, 4801 Woodridge Road.

Strategic Plan Relatability

N/A

Financial Consideration

No

Background

Planning commission meeting

The proposal was on the planning commission's Sept. 18, 2025 meeting agenda. The staff report from that meeting, along with various plans and documents describing the proposal, is attached. The request was placed on the meeting's consent agenda and was not removed by the commission or members of

the public for discussion. As outlined in the planning commission report, staff recommended approval of the request as:

- The subject property is zoned R-1. Within the R-1 zoning district, educational institutions and public buildings are conditionally permitted uses. The proposed portable classroom is similar to both an educational institution and a public building.
- The use and its location are reasonable. The temporary student tutoring space would be installed over an existing impervious surface and would have a greater setback from property lines than the existing school building. The structure is unlikely to have any impact on adjacent properties.
- The structure would meet all IUP standards.

Planning commission recommendation

The planning commission recommended approval of the item on a 7-0 vote.

ATTACHMENTS:

[Project Information](#)

[Resolution](#)

MINNETONKA PLANNING COMMISSION
Sept. 18, 2025

Brief Description	Amended interim use permit for a portable classroom at Glen Lake Elementary School, 4801 Woodridge Road.
Recommendation	Recommend the city council adopt the resolution approving the request.

Background

On July 14, 2025, the City of Minnetonka approved an interim use permit for a portable classroom at Glen Lake Elementary School. The school district's approved request was for a 960-square-foot portable structure with one classroom.

Proposal

After the approval, the Hopkins School District determined that a larger portable classroom was needed for the 2025-2026 school year. As such, they have submitted a request to amend their interim use permit to allow the installation of a larger portable classroom at Glen Lake Elementary School. The proposed temporary structure would be just under 2,000 square feet and provide two classrooms. Similar to the previous request, the classroom would be used as a student tutoring space and would be located over an existing paved area on the site.

The school district plans to construct a small building addition to replace the temporary structure for the 2026-2027 school year, if a November 2025 referendum is successful.



Staff

Staff finds that the proposed structure is reasonable, as:



- **Similar Use.** The subject property is zoned R-1. Within the R-1 zoning district, educational institutions and public buildings are conditionally permitted uses. The proposed portable classroom is similar to both an educational institution and a public building.
- **Reasonableness.** The use and its location are reasonable. The temporary student tutoring space would be installed over an existing impervious surface and would have a similar setback from property lines as the existing school building (located over 80 feet from the nearest property lines). The temporary structure is unlikely to have any impact on adjacent properties.

- **IUP Standards.** The structure would meet all IUP standards. These standards are outlined in this report's "Supporting Information" section.

Staff Recommendation

Recommend the city council adopt the resolution approving the request to amend the interim use permit for a portable classroom at Glen Lake Elementary School, 4801 Woodridge Road.

Originator: Drew Ingvalson, Senior Planner
Through: Susan Thomas, AICP, City Planner

Supporting Information

Surrounding Properties and Subject Property

	Subject Property	North	South	West	East
Use	Glen Lake Elementary (ISD 270)	Single Dwelling Homes	Single Dwelling Homes	Woodridge Road Single Dwelling Homes Beyond	Single Dwelling Homes
Zoning	R-1	R-1	R-1	R-1	R-1
Guide plan designation	Institutional	Low-density residential	Low-density residential	Low-density residential	Low-density residential

Interim Uses

An interim use is a temporary use of property that is permitted until a particular date or particular occurrence. The city recently updated its interim use permit ordinance to allow, as interim uses, those uses that are permitted by a conditional use permit or other similar uses not specifically contemplated by the ordinance.

IUP Standards

Under the newly adopted ordinance, no interim use permit may be granted unless the city council determines that the use will comply with the following:

1. The use will conform to performance standards outlined in 300.28;

Finding: Based on the submitted plans, the request is in conformance with the performance standards outlined in City Code §300.28.

2. The use will not delay the anticipated development or redevelopment of the site;

Finding: The portable classroom would not delay the development or redevelopment of the school property.

3. The use will not adversely affect the adjacent property, the surrounding neighborhood, or other uses on the property where the use will be located;

Finding: The portable classroom would be installed over an existing impervious surface and would have a similar setback from property lines as the existing school building. The structure is unlikely to have any impact on adjacent properties.

4. The use will not impose additional unreasonable costs on the public;

Finding: Staff does not anticipate additional unreasonable costs to be borne by the public.

5. The date or event that will terminate the use can be identified with certainty; and

Finding: As a condition of approval, the interim use permit is valid for one year. The school district may request annual extensions. The city may, but is not obligated to, approve such requests.

6. The applicant agrees in writing to any conditions that the city council deems appropriate for the use, including a requirement for a financial security to ensure the removal of all evidence of the use upon termination.

Finding: This has been included as a condition of approval.

CUP Standards

City Code §300.16 Subd. 3(a) outlines conditional use permit standards for educational institutions and facilities:

1. Direct access limited to a collector or arterial roadway as identified in the comprehensive plan or otherwise located so that access can be provided without conducting significant traffic on local residential streets; the use is not permitted on property that has access only by way of a private road or driveway that is used by more than one lot;

Finding: The portable classroom would not alter access to the site.

2. Buildings set back 50 feet from all property lines and parking setbacks are subject to section 300.28 of this ordinance;

Finding: The portable classroom would be located more than 80 feet from the nearest property line.

3. School bus pick-up and drop-off areas located outside of the public right-of-way and designed to enhance vehicular and pedestrian safety;

Finding: The portable classroom would not alter bus pick-up and drop-off areas or impact vehicular and pedestrian circulation.

4. Recreational areas designed for group outdoor activities set back 25 feet from residential property, suitable buffering provided to protect neighboring properties from noise and adverse visual impacts, and lighted playing fields permitted only upon demonstration that off-site impacts can be mitigated substantially;

Finding: No new recreational areas are proposed.

5. No more than 60 percent of the site to be covered with impervious surface, and the remainder to be suitably landscaped;

Finding: The portable classroom would be located over an existing impervious surface.

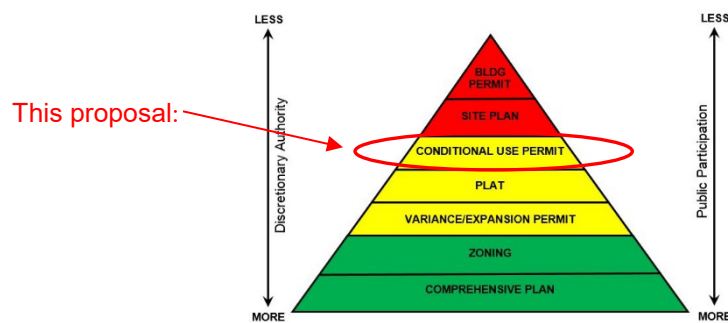
6. Site and building plan subject to review pursuant to section 300.27 of this ordinance; and

Finding: The proposal would meet site and building plan standards.

7. Not connected to, or part of, any residential dwelling.

Finding: The portable classroom would not be attached to any residential dwelling.

Pyramid of Discretion



Voting Requirement

The planning commission will make a recommendation to the city council. The commission's recommendation and the council's decision require the affirmative vote of a simple majority.

Motion Options

The planning commission has three options:

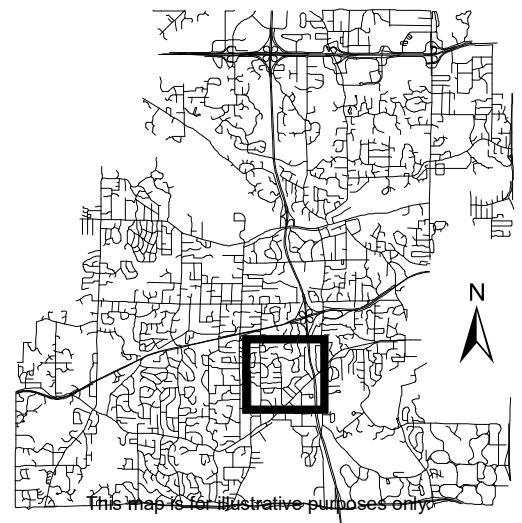
1. Concur with the staff recommendation. In this case, a motion should be made recommending that the city council adopt the resolution approving the request.
2. Disagree with the staff's recommendation. In this case, a motion should be made recommending that the city council deny the request. This motion must include a statement as to how the IUP standards are not met.
3. Table the request. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant, or both.

Neighborhood Comments	The city sent notices to 103 area property owners and received one in support of the proposal.
Deadline for Action	Dec. 8, 2025



Location Map

Project: Glen Lake Elementary
 Address: 4801 Woodridge Rd



This map is for illustrative purposes only.

GLEN LAKE ELEMENTARY 4801 WOODRIDGE ROAD MINNETONKA, MINNESOTA



MINNESOTA STATE CODES

- 2015 MINNESOTA BUILDING CODE
- 2015 MINNESOTA ENERGY CODE
- 2015 MINNESOTA ACCESSIBILITY CODE
- 2015 MINNESOTA MECHANICAL AND FUEL GAS CODE
- 2015 MINNESOTA PLUMBING CODE
- 2017 MINNESOTA ELECTRICAL CODE

DRAWING INDEX

SHEET	DESCRIPTION
*C1	COVER SHEET / SITE PLAN / UTILITIES LOCATIONS
*A1	FLOOR PLAN / UTILITIES PLAN / ELECTRICAL RISER DIAGRAM
*A2	STAIR & RAMP CONSTRUCTION DETAILS - UPSIDE ALUMINUM
*S1	FOUNDATION PLAN
*S2	FOUNDATION DETAILS

* INDICATES SHEET CONTAINING WORK TO BE DONE IN THE FIELD

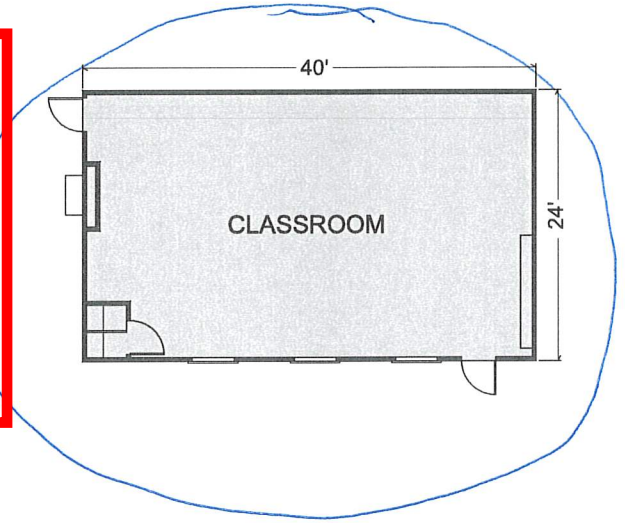
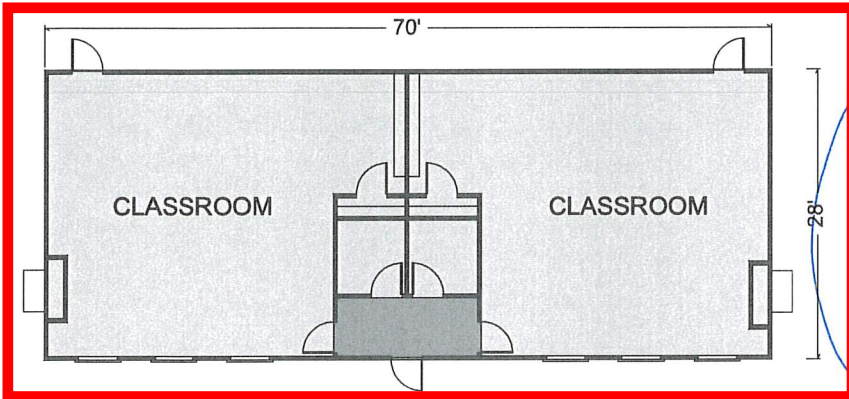
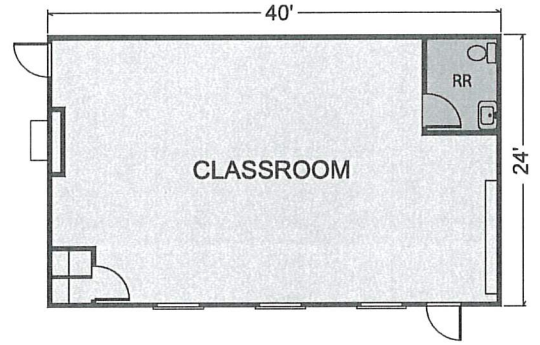
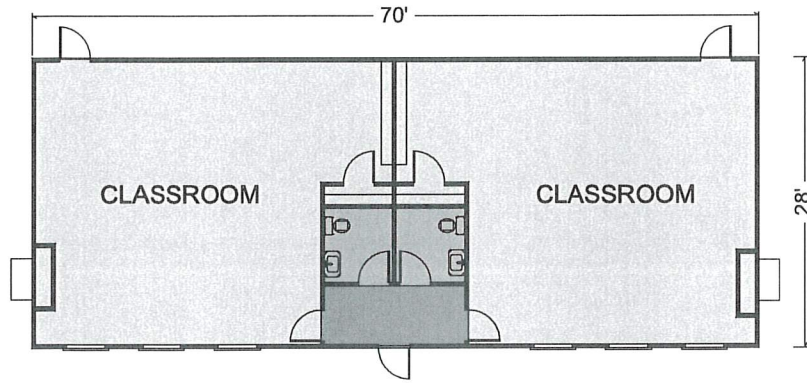
CONFIDENTIAL
THE INFORMATION CONTAINED HEREIN IS PROPRIETARY TO VESTA HOLDING SOLUTIONS, INC. OR VESTA MODULAR, LLC, AND MAY NOT BE SHARED WITH ANY THIRD PARTY WITHOUT THE WRITTEN CONSENT OF VESTA HOLDING SOLUTIONS, INC. OR VESTA MODULAR, LLC.

MIDWEST REGION
30803 Old US 33
Elkhart, IN 46516
WWW.MOBILEMODULAR.COM



GLEN LAKE ELEMENTARY
27'-8" X 68'-0" MODULAR CLASSROOMS
COVER / SITE PLAN
DATE: 07/30/2025
SCALE: NOTED
PLOT DATE: 7/30/2025 4:54 PM GLEN LAKE ELEM.DWG

STANDARD 1 AND 2 CLASSROOM BUILDINGS



Contact Us Today!

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Proposed Portable Classroom Location

DESCRIPTION OF PROPERTY SURVEYED
(Per Certificate of Title Number 481370)

The Westerly 500 feet of the Southeast Quarter of the Northwest Quarter of Section 27, Township 117, Range 22, Hennepin County, Minnesota.

GENERAL NOTES

- 1.) Survey coordinate basis: Hennepin County Coordinate System NAD 83 1986 ADJ
- 2.) This survey was prepared without the benefit of current title work. Easements, appurtenances, and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a current title insurance commitment or attorney's title opinion.
- 3.) Areas outside of clouded area may not reflect current conditions.

UTILITY NOTES

- 1.) Utility information from plans and markings was combined with observed evidence of utilities to develop a view of the underground utilities shown hereon. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. In addition, Gopher State One Call locate requests from surveyors may be ignored or result in an incomplete response.
- 2.) Other underground utilities of which we are unaware may exist. Verify all utilities critical to construction or design.
- 3.) Some underground utility locations are shown as marked onsite by those utility companies whose locators responded to our Gopher State One Call, ticket numbers 173211243 & 211263628.
- 4.) Contact GOPHER STATE ONE CALL at 651-454-0002 (800-252-1166) for precise onsite location of utilities prior to any excavation.
- 5.) Private utilities are shown as marked by Hance Locating Services, Inc. on December 6, 2017. Private utilities are those utilities installed for the use of their owner, typically by someone other than a Gopher State One Call registered utility operator.

BUILDING ENTRANCE ELEVATIONS

- Door A elevation = 1013.82 Top of carpet inside door
- Door B elevation = 1013.85 Top of concrete outside door
- Door C elevation = 1013.82 Top of concrete outside door
- Door D elevation = 1013.84 Top of concrete outside door
- Door E elevation = 1013.81 Top of concrete outside door
- Overhead Door E1 elevation = 1013.79 Top of concrete outside door
- Door F elevation = 1013.83 Top of brick outside door
- Door G elevation = 1013.37 Top of concrete outside door
- Door H elevation = 1008.43 Top of concrete outside door
- Overhead Door H1 elevation = 1008.44 Top of concrete outside door
- Door I elevation = 1023.09 Top of concrete outside door
- Door J elevation = 1017.83 Top of concrete outside door
- Door K elevation = 1017.81 Top of concrete outside door
- Door L elevation = 1013.80 Top of concrete outside door

BENCHMARKS (BM)
(NAVD 88)

- 1.) Top of top nut of fire hydrant in the northwest quadrant Woodridge Rd and Highbury Ln
Elevation = 1024.98 feet
- 2.) Top of top nut of fire hydrant in the northwest quadrant Woodridge Rd and Woodridge Ct.
Elevation = 1016.02 feet
- 3.) Top of top nut of fire hydrant in the southwest quadrant of Woodridge Rd and Royal Ct.
Elevation = 1000.25 feet
- 4.) Top of top nut of first fire hydrant south of Brandbury Walk on east side of Woodridge Rd
Elevation = 975.24 feet

LEGEND

- Denotes iron monument set marked with P.L.S. No. 44890
- Denotes found iron monument
- ⊙ Denotes door location
- AC Denotes air conditioner
- AIS Denotes advertisement/informational sign
- BBH Denotes basketball hoop
- BE Denotes building entrance
- BTC Denotes top of bituminous curb
- BTL Denotes beavertail curb
- BUSS Denotes business sign
- CB Denotes catch basin
- CBX Denotes communication box
- CC Denotes curb cut
- CO Denotes clean out
- DIP Denotes ductile iron pipe
- EM Denotes electric meter
- FH Denotes fire hookup
- FOL Denotes fiber optic line
- FP Denotes flag pole
- GM Denotes gas meter
- GP Denotes guard post
- GW Denotes guy wire
- HCR Denotes disabled ramp
- HCS Denotes disabled sign
- HH Denotes hand hole
- HHE Denotes electric hand hole
- HYD Denotes fire hydrant
- INV Denotes structure invert
- LA Denotes landscaping
- LP Denotes light pole
- MB Denotes mail box
- MC Denotes metal cover
- MH Denotes manhole
- MPLT Denotes metal planter
- OD Denotes overhead door
- OHE Denotes overhead electric line
- PEP Denotes polyethylene pipe
- PKS Denotes parking sign
- POL Denotes point on property line
- PORC Denotes portable curb
- PP Denotes power pole
- PPLP Denotes power and light pole
- PPT Denotes power pole/telephone pole
- PPU Denotes power pole with underground utility
- PVC Denotes polyvinylchloride pipe
- RCP Denotes reinforced concrete pipe
- RD Denotes roof drain
- RIPR Denotes rip rap
- SAN Denotes sanitary manhole
- SAN S Denotes sanitary sewer
- SANLINE Denotes televised underground sanitary Line
- SMH Denotes storm manhole
- ST S Denotes storm sewer
- STAT Denotes statue
- STC Denotes surmountable curb
- TAD Denotes truncated domes
- TC Denotes top of concrete curb
- TCS Denotes traffic control sign
- TN Denotes tennis net
- TRANS Denotes transformer
- UCC Denotes underground communication line
- UGE Denotes underground electric line
- UGTV Denotes underground cable television
- VP Denotes vent pipe
- W Denotes water line
- WMH Denotes water manhole
- WPLT Denotes wood planter
- WV Denotes water valve
- ARB Denotes Arborvitae
- BIR Denotes Birch tree
- BLCH Denotes Black Cherry tree
- CED Denotes Cedar tree
- CRAB Denotes Crabapple tree
- HACK Denotes Hackberry tree
- IRON Denotes Ironwood tree
- LCC Denotes Locust tree
- MPL Denotes Maple tree
- POP Denotes Poplar tree
- SHB Denotes Shrub
- SPR Denotes Spruce tree
- TR Denotes deciduous tree

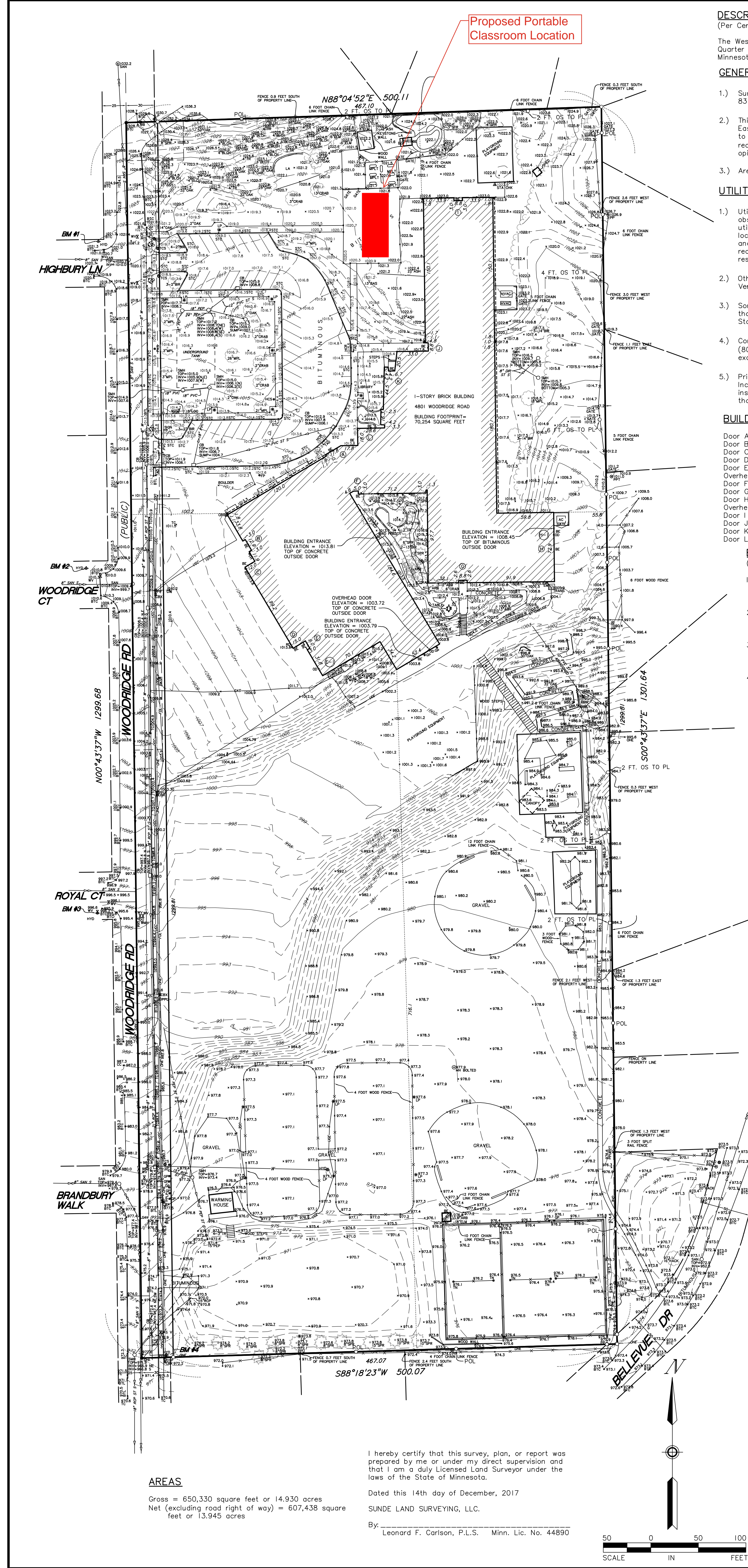
△	Revised - Added SAN line, water (P) and Gas	LFC	12/28/2022
△	Revised - Added SAN MH by SWly Cor Bldg.	LFC	11/23/2022
△	Revised clouded area only	MAP	5/26/2021
Revision		By	Date
			KDK

Drawing Title:
**BOUNDARY, LOCATION, TOPOGRAPHIC and UTILITY SURVEY FOR:
SAFENGINEERING, PLLC
GLEN LAKE ELEMENTARY SCHOOL, MINNETONKA, MN**

SUNDE LAND SURVEYING
www.sunde.com

Main Office: 9001 East Bloomington Freeway (35W) • Suite 118
Bloomington, Minnesota 55420-3435
952-881-2455 (Fax: 952-888-9526)

Project: 2017-219-A Bk/Pg: 991/55 Date: 5/26/2021
Township: 117 Range: 22 Section: 27
File: 2017219A001.dwg Sheet: 1 of 1



AREAS

Gross = 650,330 square feet or 14.930 acres
Net (excluding road right of way) = 607,438 square feet or 13.945 acres

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.

Dated this 14th day of December, 2017
SUNDE LAND SURVEYING, LLC.
By: Leonard F. Carlson, P.L.S. Minn. Lic. No. 44890

Approximate Temporary Structure Location
(View: Facing East)



The next planning commission meeting is scheduled to be held Oct. 16, 2025.

6. Report from Planning Commission Members: None

7. Public Hearings: Consent Agenda

No item was removed from the consent agenda for discussion or separate action.

Minion moved, second by Hanson, to approve the item listed on the consent agenda as recommended in the staff report as follows:

A. Amended interim use permit for a portable classroom for Glen Lake Elementary School at 4801 Woodridge Road.

Recommend that the city council adopt the resolution approving the request to amend the interim use permit to allow a portable classroom for Glen Lake Elementary School at 4801 Woodridge Road.

Hanson, Henry, Minion, Waterman, Banks, Brink and Maxwell voted yes. Motion carried and the item on the consent agenda was approved as submitted.

This item is scheduled to be reviewed at the city council meeting on Sept. 29, 2025.

8. Public Hearings

A. Variance to allow two wall signs on the north and east wall elevations at 17809 Hutchins Drive.

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

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

Dr. Molly McMann introduced herself and her husband, Kevin McMann, owners and operators of Anchor Orthodontics and applicants. Dr. Molly McMann stated that:

- She thanked staff and commissioners for the opportunity to speak at the meeting.
- She has been fighting for reasonable, permanent signage for three years. She is excited to resolve the issue.
- There was a lack of this particular type of office space when they signed the lease in 2022. The owner and landlord included an agreement to allow a sign on the building if approved by the city.
- Anchor Orthodontics plans to stay in Minnetonka for a long time and sponsors many school sports teams and events.

Resolution No. 2025-

Resolution amending an interim use permit for a portable classroom at Glen Lake Elementary School, 4801 Woodridge Road

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

Section 1. Background.

- 1.01 On July 14, 2025, the City of Minnetonka approved an interim use permit for a portable classroom at Glen Lake Elementary School. The school district's approved request was for a 960-square-foot portable structure with one classroom.
- 1.02 The Hopkins School District has requested an amendment to the interim use permit to install a nearly 2,000 square foot portable structure with two classrooms on the Glen Lake Elementary School campus, rather than the smaller structure previously approved.
- 1.03 The school is located at 4801 Woodridge Road. The property is legally described as:
- The Westerly 500 feet of the Southeast Quarter of the Northwest Quarter of Section 27, Township 117, Range 22, Hennepin County, Minnesota.
- Torrens Certificate No. 481370
- 1.04 On Sept. 18, 2025, the planning commission held a hearing on the proposal. The applicant was provided the opportunity to present information to the commission. The commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution. The commission recommended that the city council approve the permit.

Section 2. Standards.

- 2.01 By City Code Section §300.10, Subd. 8, any use authorized as a conditional use or other similar uses, as determined by the city planner, are allowed as interim uses in the R-1 zoning district. Such uses must meet the standards and conditions outlined for the corresponding conditional use unless waived by the city council, given the temporary nature of the use.
- 2.02 By City Code §300.05, Subd. 5, no interim use permit may be granted unless the city council determines that the use will comply with the following:
1. The use will conform to performance standards outlined in 300.28;
 2. The use will not delay anticipated development or redevelopment of the site;
 3. The use will not adversely affect the adjacent property, the surrounding

neighborhood, or other uses on the property where the use will be located;

4. The use will not impose additional unreasonable costs on the public;
5. The date or event that will terminate the use can be identified with certainty; and
6. The applicant agrees in writing to any conditions that the city council deems appropriate for the use, including a requirement for financial security to ensure the removal of all evidence of the use upon termination.

2.03 City Code §300.16 Subd. 3(a) outlines conditional use permit standards for educational institutions and facilities:

1. Direct access is limited to a collector or arterial roadway as identified in the comprehensive plan or otherwise located so that access can be provided without conducting significant traffic on local residential streets; the use is not permitted on property that has access only by way of a private road or driveway that is used by more than one lot;
2. Buildings set back 50 feet from all property lines and parking setbacks are subject to section 300.28 of this ordinance;
3. School bus pick-up and drop-off areas located outside of the public right-of-way and designed to enhance vehicular and pedestrian safety;
4. Recreational areas designed for group outdoor activities are set back 25 feet from residential property, suitable buffering is provided to protect neighboring properties from noise and adverse visual impacts, and lighted playing fields are permitted only upon demonstration that off-site impacts can be mitigated substantially;
5. No more than 60 percent of the site to be covered with impervious surface, and the remainder to be suitably landscaped;
6. Site and building plan subject to review pursuant to section 300.27 of this ordinance; and
7. Not connected to, or part of, any residential dwelling.

Section 3. Findings.

3.01 The subject property is zoned R-1. Within the R-1 zoning district, educational institutions and facilities are conditionally permitted uses. The proposed portable classroom is similar to an educational facility.

- 3.02 The proposal would meet the general interim use permit standards outlined in City Code §300.05, Subd. 5:
1. Based on the submitted plans, the request is in conformance with the performance standards outlined in City Code §300.28;
 2. The portable classroom would not delay the development or redevelopment of the school property;
 3. The portable classroom would be installed over an existing impervious surface and would have a similar setback from property lines as the existing school building. The structure is unlikely to have any impact on adjacent properties;
 4. The city does not anticipate additional unreasonable costs to be borne by the public; and
 5. As a condition of this resolution, the interim use permit will be valid for one year.
 6. This has been included as a condition of approval.
- 3.03 The proposal would meet the conditional use permit standards for educational institutions as outlined in City Code §300.16 Subd. 3(a):
1. The portable classroom would not alter access to the site;
 2. The portable classroom would be located more than 80 feet from the nearest property line;
 3. The portable classroom would not alter bus pick-up and drop-off areas or impact vehicular and pedestrian circulation;
 4. No new recreational areas are proposed;
 5. The portable classroom would be located over an existing impervious surface;
 6. The proposal would meet site and building plan standards as outlined in City Code §300.27; and
 7. The portable classroom would not be attached to any residential dwelling.

Section 4. City Council Action.

- 4.01 The above-described interim use permit is approved, subject to the following conditions:

1. This resolution must be recorded with Hennepin County.
2. The portable classroom may not exceed 2,000 square feet in size and must be located as outlined in the Sept. 18, 2025, planning commission staff report and its associated attachments.
3. This interim use permit will expire on July 31, 2026. The applicant may request annual extensions. The city may, but is not obligated to, approve extension requests.
4. The applicant must agree to these conditions in writing.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 29, 2025.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 29, 2025.

Becky Koosman, City Clerk

**City Council
Agenda Item 10.B
Meeting of September 29, 2025**



Title: Transfer of Existing CDBG Program Income to Hennepin County

Report from: Kendyl Larson, Housing Coordinator

Submitted Through: Alisha Gray, EDFP, Economic Development and Housing Manager
Julie Wischnack, FAICP, Community Development Director
Erik Nilsson, City Attorney
Mike Funk, City Manager

Presenter: Julie Wischnack, FAICP, Community Development Director

Action Requested: Motion

Form of Action: Contract/Agreement

Votes needed: 4 votes

Summary Statement

Prior to 2018, the city administered its own Community Development Block Grant (CDBG) dollars, which included receiving program income from loans that had been paid back. This existing program income remains in the city's CDBG account. The city has collaborated with Hennepin County and Department of Housing and Development staff on a plan to transfer \$72,324.42 in existing program income to Hennepin County for distribution to rehabilitation projects.

Recommended Action

Motion to approve the funding agreement with Hennepin County.

Strategic Plan Relatability

Community Inclusiveness

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

Financial Consideration

Yes

\$72,324.42 the financial consideration involves transferring previous program income funds from the city's CDBG account to Hennepin County.

Background

See supplemental background report.

ATTACHMENTS:

[Supplemental Background Report](#)
[Funding agreement](#)

Supplemental Background Report

The city has utilized the Community Development Block Grant program funds for over 30 years. Starting in 1993, the city was part of the Urban County CDBG program, working with Hennepin County to administer funds. In 2005, Minnetonka became eligible for entitlement city status due to the city's population size. The city elected to become an entitlement city and directly administer CDBG program funds.

Between 2005 and 2017, the city maintained entitlement city status, administering CDBG dollars for home rehabilitation and supporting service providers within the city. In Program Year 2018, the city elected to join the Urban County CDBG Consortium, and Hennepin County began overseeing the city's CDBG home rehabilitation loan program. As part of the Urban County, Hennepin County administered the city's home repair program using CDBG dollars. Their administrative duties also included the reallocation of program income, which is income the city would receive back if a previous recipient repaid their loan. Since 2018, any program income the city has received has been forwarded to the city for reallocation.

In reviewing the city's CDBG fund, there was \$79,324.42 in existing program income (repaid loan proceeds) from before 2018. Since the city no longer administers CDBG dollars and is now part of the Urban County Consortium's Consolidated Pool, staff is recommending transferring the remaining program income dollars to the county, which would allow the income to be reused within the required timeframe. The city collaborated with HUD and Hennepin County staff to develop a plan for transferring the funds. As the city is part of the Urban County Consortium's Consolidated Pool, the transferred program income dollars will go toward rehabilitation projects in suburban Hennepin County, including Minnetonka. Minnetonka now has access to over \$700,000 in new program funding that was previously unavailable. In August 2025, the transfer amount was approved to be accepted from Minnetonka by the Hennepin County Board through a resolution.

Housing Rehabilitation Program

The Housing Rehabilitation Program offers a forgivable loan up to \$20,000 for eligible home repairs for low- and moderate-income households. The program is administered by [Hennepin County](#).

Please Note: There is a waitlist for this program. If your project needs are urgent, please reach out to city staff.

Loan details

- No monthly payments
- Loans are forgiven if you remain in the home for 10 years
- Loans must be repaid (with no interest) if the homeowner transfers title, sells the home or no longer lives there.
- Eligible repairs include: plumbing, electrical, painting, windows, doors, siding, roof replacement, accessibility improvements, flooring and other repairs that address health, safety and maintenance concerns
- Non-eligible repairs include items like landscaping, additions, hot tubs, pools and demolition.
- Applicants will be placed on a waiting list and notified when funds are available.
- Though Hennepin County advertises loans up to \$30,000, Minnetonka's limit is capped at \$20,000.

Income requirements

This funding is intended for low- and moderate-income households. To qualify for assistance, your household income must be below these limits (*Updated 2025*):

HOUSEHOLD SIZE	INCOME LIMIT
1	\$72,950
2	\$83,400
3	\$93,800

The City's Housing Rehabilitation Program uses CDBG dollars from the Urban County Consortium's Consolidated Pool.

Staff requests that the council approve the funding agreement for transferring \$79,324.42 in existing CDBG program income to Hennepin County, as the city no longer administers its own programs.

Attachments:

- Receivable Agreement CDBG Funds Minnetonka 2025

[June 23, 2025 – CDBG Consolidated Pool Opt-In Resolution](#)

FUNDING AGREEMENT

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County Department of Housing & Economic Development, 300 South Sixth Street, MC 685, Minneapolis, Minnesota 55487 (“COUNTY”), and the City of Minnetonka, 14600 Minnetonka Boulevard, Minnetonka, MN 55345, a political subdivision of the state of Minnesota (“CITY”).

WITNESSETH

WHEREAS, prior to 2017, CITY was an “entitlement city” and received and managed its own Community Development Block Program (CDBG) funds; and

WHEREAS, as of October 1, 2017, CITY entered into a Joint Cooperation Agreement (“JCA”) to cooperate with COUNTY on community renewal and lower income housing assistance activities with CDBG funding; and

WHEREAS, under the JCA, CITY acts as an “cooperating unit,” which allows Urban Hennepin County to administer CITY’s CDBG program; and

WHEREAS, CITY wishes to return \$79,324.42 in direct CDBG Program Income funds it had received prior to 2017, to Hennepin County; and

WHEREAS, HUD has authorized the transfer of CDBG Program Income funds from CITY to COUNTY; and

WHEREAS, COUNTY has agreed, as authorized by Resolution HC-25-0294, to accept the CDBG Program Income funds and allocate them to the CDBG Consolidated Pool Housing Rehabilitation Program for the purpose of housing rehabilitation in suburban Hennepin County;

NOW THEREFORE, the parties hereby agree as follows:

1. TERM AND COST OF THE AGREEMENT

This Agreement shall commence upon execution and expire on November 30, 2025, unless terminated earlier in accordance with the provisions herein.

The amount of CDBG Program Income funds transferred from CITY to COUNTY, shall not exceed **Seventy Nine Thousand, Three Hundred and Twenty Four Dollars and Forty Two Cents (\$79,324.42)**.

2. SERVICES TO BE PROVIDED

CITY shall provide the CDBG Program Income funds via a check mailed to COUNTY at 300 South Sixth Street, MC 685, Minneapolis, MN 55487.

3. INDEPENDENT PARTIES

Each party shall select the means, method, and manner of performing the requirements of this Agreement. Nothing is intended nor should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting either party as the agent, representative, or employee of the other for any purpose. Each party is and shall remain an independent contractor for all activities performed under this Agreement. Each party shall secure at its own expense all personnel required in performing services under this Agreement. Each party's personnel and/or subcontractors engaged to perform any work or services required by this Agreement will have no contractual relationship with the other party and will not be considered employees of the other party. Neither party shall be responsible for any claims related to or on behalf of any of the other party's personnel, including without limitation, claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law (Minnesota Statutes Chapter 268) or the Minnesota Workers' Compensation Act (Minnesota Statutes Chapter 176) or claims of discrimination arising out of applicable law, against that party, its officers, agents, contractors, or employees. Such personnel or other persons shall neither accrue nor be entitled to any compensation, rights, or benefits of any kind from the other party, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

4. INDEMNIFICATION

Each party shall defend, indemnify, and hold harmless the other party, their present and former officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including attorney's fees, resulting directly or indirectly from any act or omission of the indemnifying party, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of the indemnifying party to perform any obligation under this Agreement. For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of the indemnified party's personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of these provisions. Nothing in this Agreement constitutes a waiver of any statutory or common law defenses, immunities, or limits on liability, including without limitation, Minnesota Statutes, Chapter 466 or other applicable law.

5. DUTY TO NOTIFY

CITY shall promptly notify COUNTY of any demand, claim, action, cause of action or litigation brought against CITY, its employees, officers, agents or subcontractors, which arises out of the activities described in this Agreement. CITY shall also notify COUNTY whenever CITY has a reasonable basis for believing that CITY and/or its employees, officers, agents or subcontractors, and/or COUNTY, might become the subject of a demand, claim, action, cause of action, administrative action, criminal arrest, criminal charge or litigation arising out of and/or related to the services described in this Agreement.

6. DATA, SYSTEMS, AND INTELLECTUAL PROPERTY

Each party, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable law, rules, regulations and orders relating to data or the privacy, confidentiality or security of data. Each party shall promptly notify the other if they becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data, data security, privacy or confidentiality laws, and shall also comply with the other requirements of this Section.

7. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes section 16C.05, subd. 5, either party, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Each party shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration or termination.

8. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

- A. Each party binds itself, its partners, successors, assigns and legal representatives to the other for all covenants, agreements and obligations herein.
- B. Neither party shall assign, transfer or pledge this Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of the other party.
- C. Neither party shall subcontract this Agreement and/or the services to be performed, whether in whole or in part, without the prior written consent of the other party. Permission to subcontract, however, shall under no circumstances relieve the other party of its liabilities and obligations under the Agreement.

9. MERGER, MODIFICATION AND SEVERABILITY

- A. The entire Agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.

Each party is bound by its own electronic signature(s) on this Agreement, and each agrees and accepts the electronic signature of the other party.

- B. Any alterations, variations or modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. Except as expressly provided, the substantive legal terms contained in this Agreement, including but not limited to Indemnification, Merger, Modification and Severability, Default and Termination or Minnesota Law Governs may not be altered, varied, modified or waived by any change order, implementation plan, scope of work, development specification or other development process or document.
- C. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

10. DEFAULT AND TERMINATION

Either party may terminate this Agreement upon thirty (30) days' written notice, with or without cause.

11. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term or termination of this Agreement do survive such term or termination. Such provisions include but are not limited to: INDEPENDENT PARTIES; INDEMNIFICATION; DUTY TO NOTIFY; DATA, SYSTEMS, AND INTELLECTUAL PROPERTY; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND TERMINATION; MEDIA OUTREACH; and MINNESOTA LAW GOVERNS.

12. CONTRACT ADMINISTRATION

In order to coordinate the activities of this Agreement, Jordan Lutter, Contracts Manager, or successor ("Contract Administrator"), shall manage this Agreement on behalf of COUNTY and serve as liaison between COUNTY and CITY.

Kendyl Larson, klarson@minnetonkamn.gov, 952-939-8267 and Alisha Gray, agray@minnetonkamn.gov, 952-939-8285 shall manage the agreement on behalf of CITY. CITY may replace such person but shall immediately give written notice to COUNTY of the name, phone number and email (if available) of such substitute person and of any other subsequent substitute person.

13. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

- A. Each party shall comply with all applicable law, conditions of any funding sources, regulations, rules and ordinances currently in force or later enacted.
- B. Each party certifies that it is not prohibited from doing business with either the federal government or the state of Minnesota as a result of debarment or suspension proceedings. Either party shall immediately notify the other if they become debarred or suspended during the term of this Agreement.

14. NOTICES

Unless the parties otherwise agree in writing, any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail. Notices to COUNTY shall be sent to the County Administrator with a copy to the originating COUNTY department at the address given in the opening paragraph of this Agreement. Notice to Minnetonka shall be sent to the address stated in the opening paragraph of this Agreement.

15. CONFLICT OF INTEREST

Each party affirms that to the best of its knowledge, its involvement in this Agreement does not result in a conflict or potential conflict of interest with any party or entity which may be affected by the terms of this Agreement. Should any conflict or potential conflict of interest become known to a party, that party shall immediately notify the other of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and advise that other party whether it will or will not resign from the other engagement or representation. A conflict or potential conflict may, in the other party's discretion, be cause for termination of this Agreement.

16. MINNESOTA LAWS GOVERN

The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, state of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the state of Minnesota.

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COUNTY BOARD AUTHORIZATION

Reviewed for COUNTY by
the County Attorney's Office:

COUNTY OF HENNEPIN
STATE OF MINNESOTA
By:

Reviewed for COUNTY by:

ATTEST:

Board Resolution No:

By:

Document Assembled by:

CITY

CITY warrants that the person who executed this Agreement is authorized to do so on behalf of CITY as required by applicable articles, bylaws, resolutions or ordinances.*

Reviewed by:

By:

By:

* CITY represents and warrants that it has submitted to COUNTY all applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. Documentation is not required for a sole proprietorship.

**City Council
Agenda Item 10.C
Meeting of September 29, 2025**



Title: 2026 Minnetonka City Council calendar

Report from: Sarissa Falk, Senior Management Coordinator
Susan Thomas, AICP, City Planner

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: Other

Votes needed: 4 votes

Summary Statement

The 2026 Minnetonka city council meeting schedule has been drafted by staff for the council's consideration. The resolution notes meeting start times for regular and study sessions to begin at 6 p.m. City boards and commissions will also have 6 p.m. as their start times, except for the senior advisory board.

Recommended Action

Motion to adopt the resolution setting the 2026 Minnetonka City Council calendar.

Strategic Plan Relatability

N/A

Financial Consideration

No

Background

Under Section 3.01 of the Minnetonka City Charter, the council will meet at times each month as established by ordinance or resolution. To comply with this provision, staff recommends the council adopt the attached resolution outlining the 2026 meeting schedule.

Note, a full calendar illustrating significant dates and meetings of various city boards and commissions is also attached for reference. This calendar is not officially adopted by the council.

ATTACHMENTS:

[Resolution 2026 City Calendar](#)
[2026 Color Coded Calendar](#)
[2026 Monthly Calendar](#)

Resolution No. 2025-

Resolution adopting the 2026 Minnetonka City Council meeting schedule.

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

Section 1. Background.

- 1.01 Section 3.01 of the City Charter states that the city council will meet at the times each month established by ordinance or resolution.

Section 2. Council Action.

- 2.01 The Minnetonka City Council establishes a schedule of meetings for 2026 on the dates specified in the list attached to this resolution.

- 2.02 The time and location of meetings are as follows:

1. Regular meetings will begin at 6 p.m. in the city council chambers at the city hall/community center, 14600 Minnetonka Boulevard, Minnetonka, Minnesota.
2. Study sessions are meetings at which no votes will be taken and will begin at 6 p.m. in the Minnehaha Room at the community center.
3. Meetings of the council sitting as the Local Board of Appeal and Equalization will begin at 5:30 p.m. in the city council chambers at the community center.
4. The joint study session and tour with the Minnetonka Park Board will begin at 5:30 p.m. in the dining room of the community center.
5. The joint study session and tour with the Minnetonka Planning Commission and Minnetonka Economic Development Advisory Commission will begin at 4:30 p.m. at a location to be determined and noticed as required.
6. Meetings may be held by interactive television or by telephone or other electronic means, rather than in person, in accordance with state law.

- 2.03. If the city council is unable to meet on the dates indicated, or additional meetings are needed, notice will be given as required by law and the council's rules of procedure.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 29, 2025.

Brad Wiersum Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 29, 2025.

Becky Koosman, City Clerk

2026 SCHEDULE OF MEETINGS

Regular Council Meetings

Jan. 12
Feb. 2
Feb. 23
March 9
March 23
April 13
April 27
May 18
June 8
June 22
July 13
July 27
Aug. 10
Aug. 31
Sept. 14
Oct. 5
Oct. 26
Nov. 9
Nov. 23
Dec. 7
Dec. 21

Council Study Sessions

Jan. 26
Feb. 9
March 2
April 20
May 11
June 15
July 20
Aug. 17
Oct. 12
Nov. 16
Dec. 14

Local Board of Appeal and Equalization

April 13
April 27

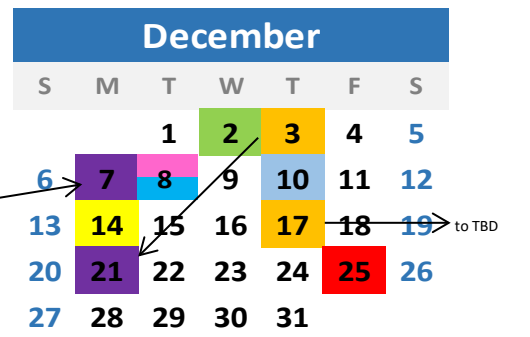
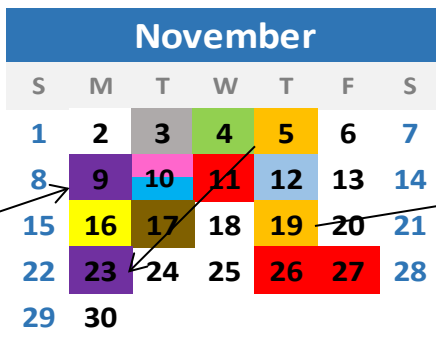
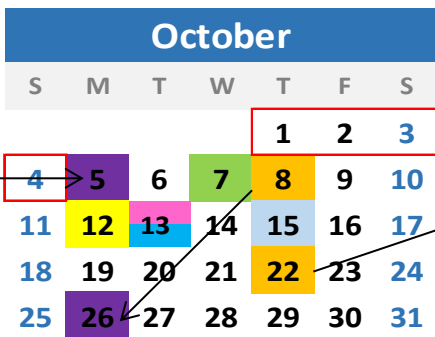
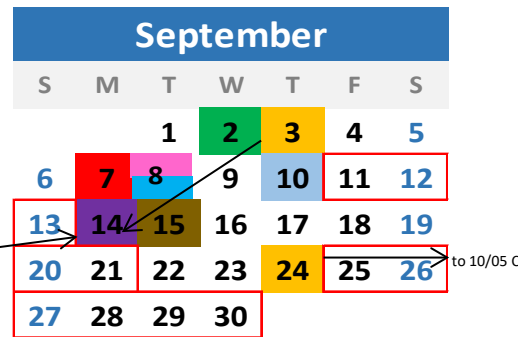
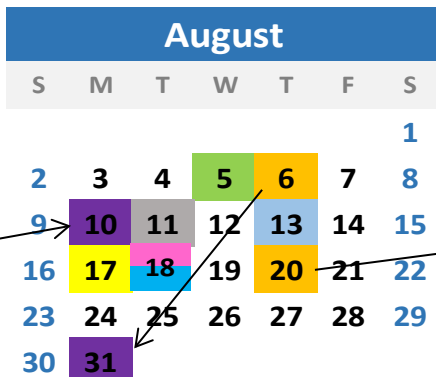
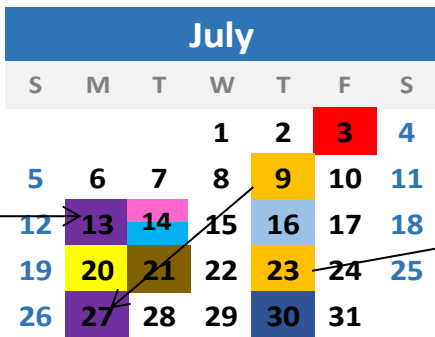
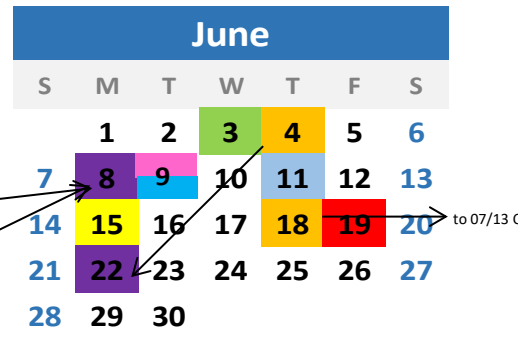
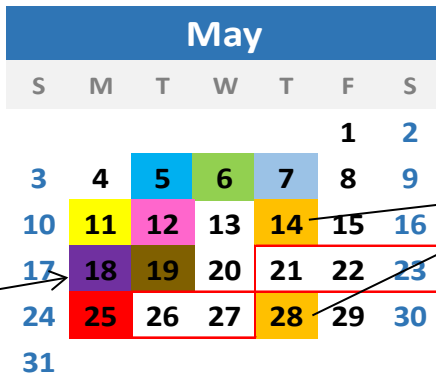
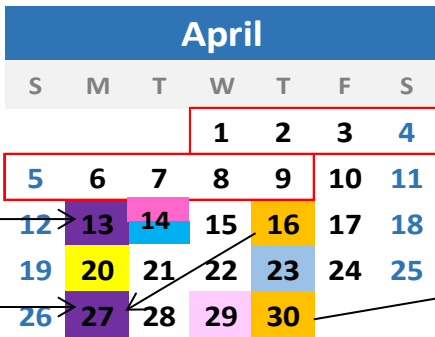
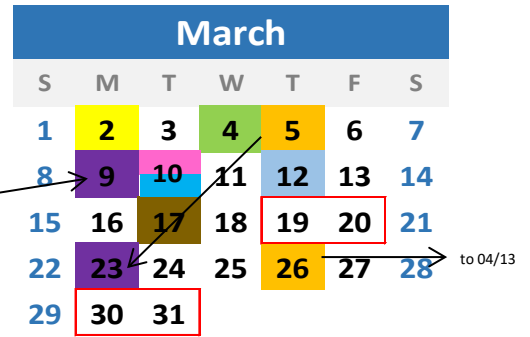
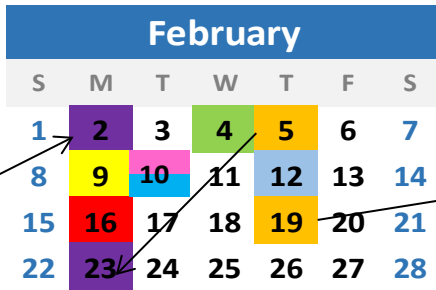
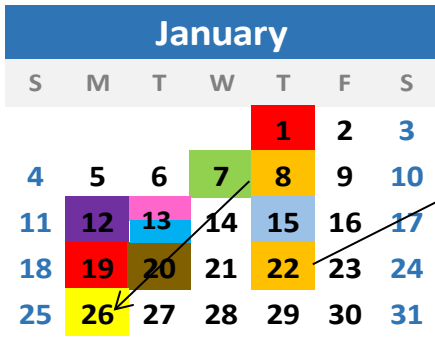
Joint City Council/EDAC/Planning Commission Tour and Study Session

July 30

Joint City Council/Park Board Tour and Study Session

Sept. 2

2026



- CC Mtg
- CC Study Session
- PC Mtg
- DEI Mtg
- EDAC Mtg
- Joint CC/EDAC/PC Mtg
- PB Mtg
- PB Tour & Joint CC/PB Study Session
- SC Mtg
- SAB Mtg
- Boards and Commissions Dinner
- Election Day
- City Hall Closed

Eid-al-Fitr	03/19-03/20	Rosh Hashanah	09/11-09/13
Passover	04/01-04/09	Yom Kippur	09/20-09/21
Holy Week	04/02-04/05	Sukkot	09/25-10/02
Shavuot	05/21-05/23	Shemini Atzeret	10/02-10/04
Edi-al-Adha	05/26-05/27	Simchat Torah	
Hopkins, Minnetonka, Wayzata Spring Break		03/30-04/06	

JANUARY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 <i>New Year's Day</i>	2	3
4	5	6	7 Park Board 6 p.m.	8 Planning Commission 6 p.m.	9	10
11	12 City Council Meeting 6 p.m.	13 Senior Advisory Board 10 a.m. DEI Commission 6 p.m.	14	15 EDAC 6 p.m.	16	17
18	19 <i>Martin Luther King Jr. Day</i>	20 Sustainability Commission 6 p.m.	21	22 Planning Commission 6 p.m.	23	24
25	26 City Council Study session 6 p.m.	27	28	29	30	31

FEBRUARY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 City Council Meeting 6 p.m.	3	4 Park Board 6 p.m.	5 Planning Commission 6 p.m.	6	7
8	9 City Council Study Session 6 p.m.	10 Senior Advisory Board 10 a.m. DEI Commission 6 p.m.	11	12 EDAC 6 p.m.	13	14
15	16 <i>President's Day</i>	17	18	19 Planning Commission 6 p.m.	20	21
22	23 City Council Meeting 6 p.m.	24	25	26	27	28

MARCH 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 City Council Study Session 6 p.m.	3	4 Park Board 6 p.m.	5 Planning Commission 6 p.m.	6	7
8	9 City Council Meeting 6 p.m.	10 Senior Advisory Board 10 a.m. DEI Commission 6 p.m.	11	12 EDAC 6 p.m.	13	14
15	16	17 Sustainability Commission 6 p.m.	18	19	20	21
22	23 City Council Meeting 6 p.m.	24	25	26 Planning Commission 6 p.m.	27	28
29	30	31	1	2	3	4

APRIL 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13 City Council Meeting 6 p.m.	14 Senior Advisory Board 10 a.m. DEI Commission 6 p.m.	15	16 Planning Commission 6 p.m.	17	18
19	20 City Council Study Session 6 p.m.	21	22	23 EDAC 6 p.m.	24	25
26	27 City Council Meeting 6 p.m.	28	29 Boards and Commissions Recognition Dinner 5:30 p.m.	30 Planning Commission 6 p.m.	1	2

MAY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
3	4	5 DEI Commission 6 p.m.	6 Park Board 6 p.m.	7 EDAC 6 p.m.	8	9
10	11 City Council Study Session 6 p.m.	12 Senior Advisory Board 10 a.m.	13	14 Planning Commission 6 p.m.	15	16
17	18 City Council Meeting 6 p.m.	19 Sustainability Commission 6 p.m.	20	21	22	23
24	25 Memorial Day	26	27	28 Planning Commission 6 p.m.	29	30
31	1	2	3	4	5	6

JUNE 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
			Park Board 6 p.m.	Planning Commission 6 p.m.		
7	8	9	10	11	12	13
	City Council Meeting 6 p.m.	Senior Advisory Board 10 a.m. DEI Commission 6 p.m.		EDAC 6 p.m.		
14	15	16	17	18	19	20
	City Council Study Session 6 p.m.			Planning Commission 6 p.m.	Juneteenth	
21	22	23	24	25	26	27
	City Council Meeting 6 p.m.					
28	29	30	1	2	3	4

JULY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
					Floating Holiday	
5	6	7	8	9	10	11
				Planning Commission 6 p.m.		
12	13	14	15	16	17	18
	City Council Meeting 6 p.m.	Senior Advisory Board 10 a.m. DEI Commission 6 p.m.		EDAC 6 p.m.		
19	20	21	22	23	24	25
	City Council Study Session 6 p.m.	Sustainability Commission 6 p.m.		Planning Commission 6 p.m.		
26	27	28	29	30	31	1
	City Council Meeting 6 p.m.			Joint City Council/ EDAC/Planning Commission Study Session 4:30 p.m.		

AUGUST 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	Park Board 6 p.m.			Planning Commission 6 p.m.		
9	10	11	12	13	14	15
	City Council Meeting 6 p.m.	Election Day		EDAC 6 p.m.		
16	17	18	19	20	21	22
	City Council Study Session 6 p.m.	Senior Advisory Board 10 a.m. DEI Commission 6 p.m.		Planning Commission 6 p.m.		
23	24	25	26	27	28	29
30	31	1	2	3	4	5
	City Council Meeting 6 p.m.					

SEPTEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2 Joint City Council/ Park Board Tour and Study Session 5:30 p.m.	3 Planning Commission 6 p.m.	4	5
6	7 <i>Labor Day</i>	8 Senior Advisory Board 10 a.m. DEI Commission 6 p.m.	9	10 EDAC 6 p.m.	11	12
13	14 City Council Meeting 6 p.m.	15 Sustainability Commission 6 p.m.	16	17	18	19
20	21	22	23	24 Planning Commission 6 p.m.	25	26
27	28	29	30	1	2	3

OCTOBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5 City Council Meeting 6 p.m.	6	7 Park Board 6 p.m.	8 Planning Commission 6 p.m.	9	10
11	12 City Council Study Session 6 p.m.	13 Senior Advisory Board 10 a.m. DEI Commission 6 p.m.	14	15 EDAC 6 p.m.	16	17
18	19	20	21	22 Planning Commission 6 p.m.	23	24
25	26 City Council Meeting 6 p.m.	27	28	29	30	31

NOVEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Election Day	4 Park Board 6 p.m.	5 Planning Commission 6 p.m.	6	7
8	9 City Council Meeting 6 p.m.	10 Senior Advisory Board 10 a.m. DEI Commission 6 p.m.	11 Veteran's Day	12 EDAC 6 p.m.	13	14
15	16 City Council Study Session 6 p.m.	17 Sustainability Commission 6 p.m.	18	19 Planning Commission 6 p.m.	20	21
22	23 City Council Meeting 6 p.m.	24	25	26 Thanksgiving	27 Floating Holiday	28
29	30	1	2	3	4	5

DECEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
			Park Board 6 p.m.	Planning Commission 6 p.m.		
6	7	8	9	10	11	12
	City Council Meeting 6 p.m.	Senior Advisory Board 10 a.m. DEI Commission 6 p.m.		City Council Meeting 6 p.m.		
13	14	15	16	17	18	19
	City Council Study Session 6 p.m.			Planning Commission 6 p.m.		
20	21	22	23	24	25	26
	City Council Meeting 6 p.m.					
27	28	29	30	31	1	2
					Christmas Day	

**City Council
Agenda Item 10.D
Meeting of September 29, 2025**



Title: Resolution appointing election judges and absentee ballot board for the Nov. 4, 2025 Municipal General Election

Report from: Becky Koosman, City Clerk

Submitted Through: Erik Nilsson, City Attorney
Moranda Dammann, Assistant City Manager
Mike Funk, City Manager

Presenter: Becky Koosman, City Clerk

Action Requested: Motion

Form of Action: Resolution

Votes needed: 4 votes

Summary Statement

Appointing election judges and absentee ballot board for the Nov. 4, 2025 municipal general election.

Recommended Action

Motion to adopt resolution appointing election judges and absentee ballot board.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

The 2025 budget includes election judge pay. Current hourly wages are:

- Student judges: \$11.75
- Election judges: \$12.75
- Head judges: \$13.75

The proposed 2026 budget will increase wages to the following:

- Student judges: \$15.00
- Election judges: \$15.00
- Head judges: \$20.00

Background

The city council is being asked to consider a resolution appointing election judges and the absentee ballot board for the Nov. 4, 2025 Municipal General Election.

Council is asked to approve the eligible election judges listed in the resolution. From this list, staff will

make assignments to ensure the required party balance. These election judges will be used to staff polling places, assist with absentee voting and help with the absentee ballot board. Most polling places will be staffed with 6-7 election judges. The resolution also gives the city clerk authority to appoint emergency election judges to fill vacancies that may occur at the last minute.

ATTACHMENTS:

[Resolution](#)

Resolution No. 2025-xxx

Resolution appointing election judges for the Nov. 04, 2025 Municipal General Election

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

Section 1. Background.

- 1.01. The Municipal General Election will be held on Nov. 04, 2025. The City Council is required by law to appoint election judges to serve at the polling places on Election Day.
- 1.02. Voting will occur at all 21 precincts in the city. Election judges will serve at the polling places and assist with absentee ballot processing.

Section 2. Council Action.

- 2.01. The City Council hereby authorizes the city clerk to select from the attached list of individuals to serve as election judges for the Nov. 04, 2025 General Election and as the city's absentee ballot board.
- 2.02. The City Council also appoints all members appointed to the Hennepin County Absentee Ballot Board as authorized under M.S. 204B.21, subd 2 under the direction of the county election manager to serve as members of the Minnetonka Absentee Ballot Board.
- 2.03. The City Council also authorizes the city clerk to make emergency appointments of election judges to fill last-minute vacancies.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 29, 2025.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Sept. 29, 2025.

Becky Koosman, City Clerk

Poll Worker Report, 2025 Municipal General Election

General Election, Tuesday, November 4, 2025

Absentee

Absentee, 14600 Minnetonka Blvd, Minnetonka, MN 55345

Shari Anderson, Lead Absentee Judge

Teri L Wold, Lead Absentee Judge

Joy A Baker, Absentee Judge

Sally E Berg, Absentee Judge

Rita C Blackstad, Absentee Judge

Bonnie Mae Burton, Absentee Judge

Lynn Cerra, Absentee Judge

Mary Doyle, Absentee Judge

Linda Eliason, Absentee Judge

Steve Eliason, Absentee Judge

Clifford G Giese, Absentee Judge

Linda A Jacobs, Absentee Judge

Denise S Maxwell, Absentee Judge

Robert Polansky, Absentee Judge

Jean A Rabens, Absentee Judge

Steven J Rabens, Absentee Judge

Last Name	First Middle	Precinct
Allan	Hugh David	Minnetonka W-3 P-C
Allen	David P	Minnetonka W-2 P-C
Anderson	Diane	Minnetonka W-1 P-A
Anderson	James	Minnetonka W-1 P-E
Anderson	Jean C	Minnetonka W-2 P-A
Anderson	Jeanette	Minnetonka W-4 P-C
Anderson	Mary Margaret	Minnetonka W-2 P-E
Anderson	Shari	Minnetonka W-2 P-D
Arens	Kelsey	Minnetonka W-3 P-C
Baker	Joy A	Minnetonka W-1 P-C
Barber	Elaine E Clyborne	Minnetonka W-3 P-C
Benezra	Elizabeth Howe	Minnetonka W-1 P-B
Benjamin	Diana Lynn	Minnetonka W-4 P-C
Benz	Anastasia	Minnetonka W-3 P-D
Berg	Ronald E	Minnetonka W-1 P-B
Berg	Sally E	Minnetonka W-1 P-A
Berkholtz-Giles	Lyric	Minnetonka W-3 P-C
Bernardy	Charles J	Minnetonka W-4 P-B
Blackstad	Rita C	Minnetonka W-3 P-B
Bodell	Elizabeth	Minnetonka W-1 P-A
Boeder	Christie	Minnetonka W-2 P-B
Bonshire	Reid	Minnetonka W-1 P-B
Brown	Donald	Minnetonka W-2 P-E
Bunday	Karl	Minnetonka W-4 P-B
Burnight	Ron	Minnetonka W-4 P-A
Burton	Bonnie Mae	Minnetonka W-1 P-E
Burzycki	Ann	Minnetonka W-1 P-C
Byrnes	Susan M	Minnetonka W-3 P-D
Cady	Jean	Minnetonka W-3 P-E
Cady	Mark	Minnetonka W-3 P-D
Campbell	William J	Minnetonka W-4 P-A
Carlson	Amy	Minnetonka W-1 P-F
Carlson	Christopher J	Minnetonka W-4 P-C
Carlson	Peggy Sue-Nordseth	Minnetonka W-3 P-C
Carver	Lori Lynn	Minnetonka W-2 P-C
Cerra	Lynn Alison	Minnetonka W-2 P-B
Chowhan	Maryna P	Minnetonka W-2 P-B
Christopher	Louis	Minnetonka W-1 P-A
Clague	Cynthia	Minnetonka W-4 P-D
Clyborne	Warren	Minnetonka W-3 P-E
Cole	Julaine	Minnetonka W-4 P-B
Davies	Laurie	Minnetonka W-2 P-C
Denzer	Ernest James	Minnetonka W-2 P-E
Devore	Cynthia Louise	Minnetonka W-1 P-C
Devore	Jamie	Minnetonka W-2 P-B
Dillon	Mark Glen	Minnetonka W-3 P-B

Dionne	Pamela Jean	Minnetonka W-1 P-F
Dixon	Kathleen A	Minnetonka W-3 P-E
Doyle	Mary	Minnetonka W-4 P-E
Dreon	Gayle Jean	Minnetonka W-2 P-B
Dubanaeva	Naya	Minnetonka W-1 P-A
Eliason	Linda M	Ward Captain
Eliason	Steve W	Ward Captain
Fackler	Carolyn Marie	Minnetonka W-2 P-E
Fallen	Kathy	Minnetonka W-4 P-D
Feagler	Karen Lynn	Minnetonka W-1 P-D
Fencl	Nancy K	Minnetonka W-3 P-B
Flom	Katherine	Minnetonka W-1 P-F
Fuller	Steven R	Minnetonka W-1 P-E
Garlinghouse	Diana	Minnetonka W-4 P-C
Garlinghouse	Robert	Minnetonka W-3 P-D
Garnett	Susan Rae	Minnetonka W-2 P-A
Gaston	Jacqueline A	Minnetonka W-1 P-E
Geis	Kendall Don	Minnetonka W-1 P-C
Giese	Clifford G	Minnetonka W-1 P-E
Gohman	Kimberly	Minnetonka W-3 P-B
Goldwyn	Elizabeth Nancy	Minnetonka W-2 P-D
Goodrich	John	Minnetonka W-3 P-D
Goset	Catherine L	Minnetonka W-3 P-A
Greer	Hillis D	Minnetonka W-2 P-B
Guignon	Jeanne Elizabeth	Minnetonka W-4 P-B
Gunther	Paul	Minnetonka W-1 P-C
Gustafson	Ann L	Minnetonka W-2 P-A
Hancock	Margaret	Ward Captain
Hanson	Rodney Charles	Minnetonka W-2 P-E
Hartsig	Jo Clare	Minnetonka W-3 P-E
Hawver	Patty	Minnetonka W-4 P-C
Hendrix	Maxwell Richmon	Minnetonka W-4 P-E
Hennes	Carla	Minnetonka W-2 P-D
Henrickson	Karen	Minnetonka W-1 P-D
Hetchler	Sandra L	Minnetonka W-1 P-F
Holl-Ferderer	Pamela Joel	Minnetonka W-3 P-D
Holland	Wendy	Minnetonka W-3 P-E
Hollister	Patricia M	Minnetonka W-4 P-C
Holmes	Katia	Minnetonka W-2 P-A
House	Robert Carl Lewis	Minnetonka W-4 P-A
Hunstad	Susan Lynn	Minnetonka W-2 P-B
Ingram	Betty Jean	Minnetonka W-1 P-A
Jacobs	Linda A	Minnetonka W-3 P-A
Jilek	Margaret L	Minnetonka W-4 P-C
Jilek	Scott	Minnetonka W-3 P-E
Johnson	Emelie M	Minnetonka W-3 P-E
Junkermeier	Tamara	Minnetonka W-3 P-C

Kallas	Michelle	Minnetonka W-1 P-E
Kalscheuer	Michael J	Minnetonka W-2 P-D
Keese	Kristin Elizabeth A	Minnetonka W-2 P-B
Kennealy	Colleen	Minnetonka W-1 P-A
Kern-Pieh	Barbara Lynn	Minnetonka W-4 P-E
Kirt	Nichole	Minnetonka W-4 P-D
Klingbeil	Larry James	Minnetonka W-2 P-D
Knight	David James	Minnetonka W-3 P-A
Knudsen	Lori	Minnetonka W-2 P-C
Kohrt	Melinda A	Minnetonka W-3 P-B
Kongsvik	Linda J	Minnetonka W-3 P-D
Kraemer	Richard C	Minnetonka W-2 P-D
Kral	Daniel R	Minnetonka W-4 P-E
Kralovec	Nancy	Minnetonka W-1 P-B
Kronzer	Craig M	Minnetonka W-4 P-C
Krutsch	Barbara	Minnetonka W-1 P-C
Kurtz	Jeffrey D	Minnetonka W-1 P-F
Landberg	Teresa L	Minnetonka W-3 P-B
Larkin	Alaina Ann	Minnetonka W-3 P-A
Larson	Karin Louise	Minnetonka W-4 P-B
Larson	Lisa V	Minnetonka W-3 P-C
Lawrie	Karen J	Minnetonka W-1 P-F
Lecy Jr.	Ruth Ann	Minnetonka W-4 P-E
Lee	Mary A	Minnetonka W-1 P-A
Lewis	Ray R	Minnetonka W-1 P-F
Long	Jennifer	Minnetonka W-1 P-D
Marshall	Ann	Minnetonka W-1 P-D
Marshall	Tom	Minnetonka W-2 P-A
Mart	Julie	Minnetonka W-3 P-B
Mason	Martha Jean	Minnetonka W-1 P-C
Mathews	Peter	Minnetonka W-4 P-C
Maxwell	Amanda Louise	Minnetonka W-3 P-A
Maxwell	Denise S	Minnetonka W-2 P-A
McCullough	Jeffrey J	Minnetonka W-3 P-D
McDonald	Tiffany	Minnetonka W-3 P-D
McGrath	Dennis J	Minnetonka W-1 P-F
Meyer	Aimee H	Minnetonka W-4 P-A
Michael	Roger E	Minnetonka W-2 P-C
Midura	Kay C	Minnetonka W-2 P-A
Mikulay	Mike	Minnetonka W-1 P-D
Moller	Mark J	Minnetonka W-2 P-C
Mueller	Barbara	Minnetonka W-1 P-E
Nearman	Theodore	Minnetonka W-4 P-B
Newcomer	Kristine L	Minnetonka W-1 P-D
O Connor	Julie Klaustermeier	Minnetonka W-1 P-C
O'Connor	Kevin G	Minnetonka W-2 P-C
O'Keefe	Barbara Ann	Minnetonka W-4 P-D

Oconnell	Pamela Andersen	Minnetonka W-2 P-E
Ode	Patricia Ann	Minnetonka W-4 P-D
Olsen	Cameron G	Minnetonka W-1 P-C
Olson	Christopher Glen	Minnetonka W-4 P-B
Opsahl	John A	Minnetonka W-4 P-D
Otey	Elizabeth Frances	Minnetonka W-1 P-D
Penning	Laurie	Minnetonka W-1 P-F
Pochardt	Mark	Minnetonka W-3 P-D
Podany	Gail A	Minnetonka W-3 P-E
Polansky	Robert B	Minnetonka W-3 P-E
Postotnik	Kari M	Minnetonka W-3 P-E
Rabens	Jean A	Minnetonka W-3 P-C
Rabens	Steven J	Minnetonka W-1 P-A
Rapini	Allen	Minnetonka W-1 P-F
Ray	Wyn	Minnetonka W-3 P-D
Raymo	JoAnn	Minnetonka W-3 P-C
Roehl	Jeffry L	Minnetonka W-1 P-B
Rohr	Mabel A	Minnetonka W-1 P-B
Rosenbaum	James M	Minnetonka W-3 P-A
Rosenbaum	Marilyn Brown	Minnetonka W-2 P-D
Roth	Sheila	Minnetonka W-2 P-A
Rubin	Dana E	Minnetonka W-4 P-C
Rush	Jessica Jasper	Minnetonka W-2 P-E
Rute	Andrew Wallin	Minnetonka W-4 P-B
Rute	Gayla	Minnetonka W-4 P-B
Schadow	Meghan	Minnetonka W-4 P-A
Schmitt	Barbara J	Minnetonka W-3 P-B
Schmitt	Jane C	Minnetonka W-4 P-B
Schons	Charles A	Minnetonka W-3 P-B
Schowengerdt	Daniel Edward	Minnetonka W-3 P-E
Seefeldt	Roberta Louise	Minnetonka W-2 P-E
Selisky	John Matthew	Minnetonka W-3 P-A
Semmer	Mary C	Minnetonka W-2 P-D
Sewall	Diane Marie	Minnetonka W-2 P-C
Sharpe	Larry Charles	Minnetonka W-1 P-E
Simer	Geraldine S	Minnetonka W-4 P-A
Simer	Loren J	Minnetonka W-1 P-D
Spotts	Deborah	Minnetonka W-4 P-D
Staloch	Lynn Nelson	Minnetonka W-4 P-D
Stanits	Suzanne	Minnetonka W-3 P-A
Steinbring	April Joelle	Minnetonka W-4 P-D
Steman-Hayden	Diane	Minnetonka W-2 P-C
Stewart	Brian	Minnetonka W-1 P-B
Strimling	Richard Samuel	Minnetonka W-3 P-A
Stucki	Maynard Francis	Minnetonka W-2 P-E
Suppan	Steven R	Minnetonka W-1 P-C
Swenson	Earl G	Minnetonka W-2 P-C

Sysyn	Donald	Minnetonka W-2 P-D
Telleen	Jane	Minnetonka W-3 P-C
Thompson	Mindy S	Minnetonka W-4 P-D
Topping	Krystle	Minnetonka W-4 P-A
Utter	John	Minnetonka W-1 P-A
Wahlberg	Sally J	Minnetonka W-4 P-E
Wehr	Susan C	Minnetonka W-4 P-D
Weinshel	Kathy Huber	Minnetonka W-2 P-B
Werley	Mark David	Minnetonka W-4 P-E
Wexler	Maximillion Martin	Minnetonka W-3 P-E
Wold	Teri L	Minnetonka W-4 P-A
Wolfson	Amy	Minnetonka W-4 P-D
Worrell	Sophie J	Minnetonka W-1 P-D
Worrell	Timothy James	Ward Captain
Wyatt-Bernstein	Ashley Nicole	Minnetonka W-2 P-E
Young	Clay Alexander	Minnetonka W-2 P-A
Zachman	Deborah	Minnetonka W-2 P-D
Zelinsky	Steven C	Minnetonka W-4 P-E
Zimmerman	Jacqueline A	Minnetonka W-4 P-A
Zimmerman	Linda	Minnetonka W-4 P-E

**City Council
Agenda Item 11.A
Meeting of September 29, 2025**



Title: DWI Traffic Safety Officer Grant Agreement

Report from: Rachel Meehan, Patrol Captain

Submitted Through: Scott Boerboom, Police Chief
Darin Nelson, Finance Director
Erik Nilsson, City Attorney
Mike Funk, City Manager

Presenter: Rachel Meehan, Patrol Captain

Action Requested: Motion

Form of Action: Resolution

Votes needed: 5 votes

Summary Statement

The Minnetonka Police Department requests approval to enter into a grant agreement with the State of Minnesota, acting through its Department of Public Safety (“State”). The grant provides \$150,000 in funding to support a dedicated DWI and Traffic Safety Officer position for the period of October 1, 2025 through September 30, 2026. This position allows the department to focus specifically on impaired driving enforcement and traffic safety initiatives, with the goal of enhancing roadway safety and reducing traffic-related injuries and fatalities.

Recommended Action

Motion to adopt the resolution authorizing the police department to enter into a DWI Traffic Safety Officer grant agreement with the State of Minnesota acting through its Department of Public Safety.

Strategic Plan Relatability

N/A

Financial Consideration

No

There is no direct financial impact to the City for this grant. The award amount of \$150,000 is expected to fully cover the cost of one police officer’s wages and benefits, estimated at \$147,000.

Background

Hennepin County consistently experiences a high number of DWI incidents compared to other counties, making impaired driving enforcement a critical public safety priority. To support these efforts, the State of Minnesota - through the Office of Traffic Safety and the Department of Public Safety - offers the DWI Traffic Safety Officer Grant program. Both Minnetonka's own experience and that of neighboring cities have shown positive results from this program, including reductions in DWI incidents and enhanced

roadway safety.

The City of Minnetonka has been awarded this grant annually since 2023, including during the current funding cycle. Acceptance of this year's grant award will allow the department to continue strengthening impaired driving enforcement and improving roadway safety within our community. The dedicated DWI Traffic Safety Officer role will be filled by an current member of the traffic unit, ensuring no new position is created. This approach allows for immediate integration into ongoing traffic enforcement strategies.

This grant is available annually, and it is our intent to continue reapplying in future years to sustain and enhance these important enforcement efforts.

ATTACHMENTS:

[Resolution](#)

[Grant Agreement](#)

Resolution No. 2025-

Resolution approving the Minnetonka Police Department to enter into a DWI Traffic Safety Officer Grant agreement with the State of Minnesota, acting through its Department of Public Safety

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

Section 1. Background.

1.01. The Minnetonka Police Department seeks to enter into a DWI Traffic Safety Officer Grant agreement with the State of Minnesota, acting through its Department of Public Safety (“State”). This grant will support the position of a dedicated DWI and Traffic Safety Officer during the period from October 1, 2025 through September 30, 2026. The total award for this grant is \$150,000.

Section 2. Council Action.

2.01. The Minnetonka Chief of Police is hereby authorized to accept the grant award to implement the project on behalf of the City of Minnetonka, subject to changes and final review by the city attorney.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 29, 2025.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 29, 2025.

Becky Koosman, City Clerk



Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101	Grant Program: 2026 NHTSA: DWI / Traffic Safety Officer Grant Contract Agreement No.: A-OFFICR26-2026-MINNETPD-007
Grantee: Minnetonka Police Department 14600 Minnetonka Boulevard Minnetonka, MN 55345-1502	Grant Contract Agreement Term: Effective Date: 10/01/2025 Expiration Date: 09/30/2026
Grantee’s Authorized Representative: Sergeant Chad Fierst 14600 Minnetonka Boulevard Minnetonka, MN 55345-1502 (952)939-7612 cfierst@minnetonkamn.gov	Grant Contract Agreement Amount: Original Agreement \$ 150,000.00 Matching Requirement \$ 0.00
State’s Authorized Representative: Duane Siedschlag, Impaired Driving Program Coordinator 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101 (651)221-7078 Duane.siedschlag@state.mn.us	Federal Funding: CFDA/ALN: 20.608 & 20.608 & 20.600 FAIN: 69A37525300001640MNA & 69A37525300001640MNA & 69A37525300004020MNO State Funding: N/A Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2026 NHTSA: DWI / Traffic Safety Officer Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 620, Saint Paul, MN 55101. The Grantee shall also comply with all requirements referenced in the 2026 NHTSA: DWI / Traffic Safety Officer Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-OFFICR26-2026-MINNETPD-007 / 3000107417

Project No.26-03-03

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

Organization: Minnetonka Police Department

A-OFFICR26-2026-MINNETPD-007

Budget Summary

Budget			
Budget Category	State Reimbursement	Local Match	
Salary			
Salary and Fringe for one DWI Traffic Safety Officer	\$150,000.00	\$0.00	
Total	\$150,000.00	\$0.00	
Operating Expenses			
Operating Expenses	\$0.00	\$0.00	
Total	\$0.00	\$0.00	
Total	\$150,000.00	\$0.00	

**City Council
Agenda Item 11.B
Meeting of September 29, 2025**



Title: Towards Zero Deaths (TZD) Traffic Enforcement Grant Agreement

Report from: Rachel Meehan, Patrol Captain

Submitted Through: Scott Boerboom, Police Chief
Darin Nelson, Finance Director
Erik Nilsson, City Attorney
Mike Funk, City Manager

Presenter: Rachel Meehan, Patrol Captain

Action Requested: Motion

Form of Action: Resolution

Votes needed: 5 votes

Summary Statement

The cities of Minnetonka, Plymouth, Maple Grove, and Wayzata have been awarded a Towards Zero Deaths (TZD) Traffic Enforcement Grant from the Minnesota Department of Public Safety, Office of Traffic Safety. The grant award is for \$144,900 and will support highly visible overtime enforcement projects focused on impaired driving, occupant protection, distracted driving, speed, and pedestrian safety.

Adoption of the resolution will authorize the Police Department to enter into the grant agreement and implement the project, with Minnetonka serving as the fiscal agent responsible for administering the grant on behalf of the participating cities.

Recommended Action

Motion to adopt the resolution authorizing the police department to enter into a Towards Zero Deaths (TZD) Traffic Enforcement grant agreement with the State of Minnesota acting through its Department of Public Safety.

Strategic Plan Relatability

N/A

Financial Consideration

No

There is no direct financial impact to the City. The grant award of \$144,900 will be shared among the four participating cities and will fully fund the overtime wages of officers assigned to the initiative.

Background

Traffic safety remains a key public safety priority for Minnetonka and neighboring communities. Each

year, impaired driving, distracted driving, speeding, failure to use seatbelts, and unsafe pedestrian interactions contribute to preventable crashes, injuries, and fatalities across Minnesota. The Towards Zero Deaths (TZD) Traffic Enforcement Grant is a statewide initiative designed to reduce these risks through education and high-visibility enforcement.

By participating in this regional partnership with Plymouth, Maple Grove, and Wayzata, Minnetonka can leverage shared resources to maximize impact. This collaboration allows for coordinated enforcement efforts in high-traffic areas and during times when traffic-related incidents are most likely to occur, improving overall roadway and pedestrian safety for residents and visitors.

This grant is available annually and the four cities take turns leading it for two years at a time. It is our intent to reapply again next year to sustain and enhance these important enforcement efforts.

ATTACHMENTS:

[Resolution](#)

[Grant Agreement](#)

Resolution No. 2025-

Resolution approving the Minnetonka Police Department to enter into a Towards Zero Death Traffic Enforcement Grant agreement with the State of Minnesota, acting through its Department of Public Safety

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

Section 1. Background.

1.01. The Minnetonka Police Department seeks to enter into a Towards Zero Death (TZD) Traffic Enforcement Grant agreement with the State of Minnesota, acting through its Department of Public Safety (“State”). This grant will support enhanced traffic safety enforcement efforts during the period from October 1, 2025 through September 30, 2026. The total grant award is \$144,900.

Section 2. Council Action.

2.01. The Minnetonka Chief of Police is hereby authorized to accept the grant award and implement the project on behalf of the Cities of Minnetonka, Maple Grove, Plymouth, and Wayzata, subject to modifications and final approval by the City Attorney.

2.02. Be it further resolved that the Chief of Police is authorized to serve as the fiscal agent and administer the grant on behalf of the participating police departments of Minnetonka, Maple Grove, Plymouth, and Wayzata.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 29, 2025.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 29, 2025.

Becky Koosman, City Clerk



Minnesota Department of Public Safety (“State”) Department of Public Safety, Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101	Grant Program: 2026 Enforcement Grant Contract Agreement No.: A-ENFRC26-2026-MINNETPD-014
Grantee: Minnetonka Police Department 14600 Minnetonka Blvd. Minnetonka, Minn. 55345	Grant Contract Agreement Term: Effective Date: Oct. 1, 2025 Expiration Date: Sept. 30, 2026
Grantee’s Authorized Representative: Becca Kniss Minnetonka Police Department 14600 Minnetonka Blvd. Minnetonka, Minn. 55345 (612) 270-0917 BKniss@MinnetonkaMN.gov	Grant Contract Agreement Amount: Original Agreement \$ 144,900.00 Matching Requirement \$ 0.00
State’s Authorized Representative: Shannon Grabow Department of Public Safety, Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101 (651) 373-9671 shannon.grabow@state.mn.us	Federal Funding: CFDA/ALN: 20.608, 20.616, 20.600 FAIN: 69A37525300004020MN0, 69A37525300001640MNA, 69A3752330000405BMNH, 69A3752430000405GMN0 State Funding: N/A *Special Conditions: If equipment is purchased, a 50 percent match of the item is required. Refer to program manual.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2026 Enforcement Application which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, Saint Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the 2026 Enforcement Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

Grant Contract Agreement No./ P.O. No.
A-ENFRC26-2026-MINNETPD-014/3000107216

Project No.(indicate N/A if not applicable): 26-04-01

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

Budget Summary

Budget				
Budget Category	State Reimbursement	Local Match		
Enf. Facilitator - Impaired				
Enf. Facilitator - Impaired	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Enf. Facilitator - Other				
Enf. Facilitator - Other	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Dispatch- Impaired				
Dispatch - Impaired	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Enforcement- Belt				
Enforcement - Belt	\$21,000.00	\$0.00		
Total	\$21,000.00	\$0.00		
Enforcement-Impaired				
Enforcement - Impaired	\$64,700.00	\$0.00		
Total	\$64,700.00	\$0.00		
Enforcement- Non-Impaired				
Enfrc- Speed, Distract, MO	\$37,900.00	\$0.00		
Total	\$37,900.00	\$0.00		
Enforcement- Pedestrian				
Enforcement - Pedestrian	\$7,500.00	\$0.00		
Total	\$7,500.00	\$0.00		
Match – Mileage Expenses				
Match - Mileage Expenses	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Optional Activities- Impaired				
Optional Activities - DWI	\$4,200.00	\$0.00		
Total	\$4,200.00	\$0.00		
Optional Activities- Other				
Optional Activities - Other	\$9,600.00	\$0.00		
Total	\$9,600.00	\$0.00		
Total	\$144,900.00	\$0.00		

**City Council
Agenda Item 12.A
Meeting of September 29, 2025**



Title: Ordinance rezoning the property at 14915 Margaret Place from I-1 to R-1

Report from: Bria Adelman, 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

The property owner, Sunny Kim, is requesting that the property at 14915 Margaret Place be rezoned from I-1 (Industrial) to R-1 (Low-Density Residential). A single-family house is currently located on the property. This rezoning would allow the house to be used as a residential care facility with up to six residents, as a permitted use under the R-1 zoning district.

Recommended Action

Motion to introduce the ordinance rezoning the property at 14915 Margaret Place from I-1 to R-1 and refer it to the planning commission, including approval or modification of the notification area.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

Background

See supplemental background report.

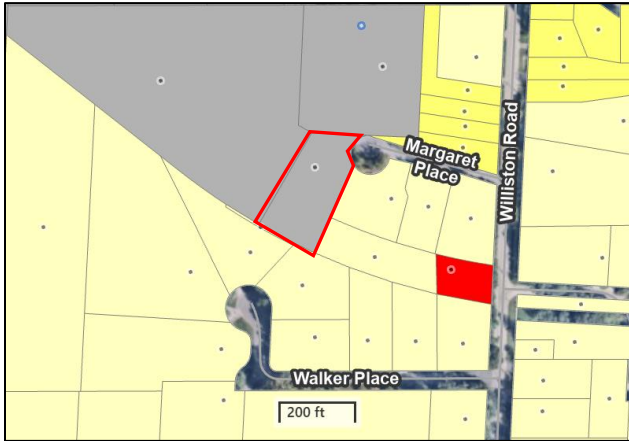
ATTACHMENTS:

[Supplemental Background Report](#)
[Project Information](#)
[Ordinance](#)

Supplemental Background Report

Existing conditions

The subject property contains a single-family house that was constructed in 1950. The property is technically part of the Minnetonka Business Park plat, which was approved in 1982. It is zoned I-industrial, but continues to have a low-density residential designation in the comprehensive guide plan.



Existing Zoning Map: I-1 zoning



2040 Comp. Plan Map: Low-density residential

Introduction

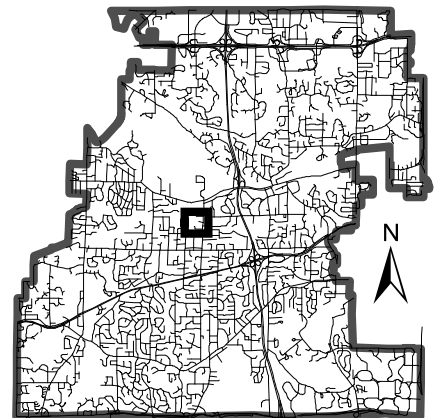
Introducing an ordinance allows the city council to review a new application before sending it to the planning commission for a recommendation. Introducing an ordinance does not constitute approval. The tentative planning commission date is Oct. 16, 2025. Based on a preliminary review of the proposal, staff have identified the following issues for further analysis and consideration:

- **Use.** The existing use is a single-family residence on a property zoned I-1 industrial. The applicant proposes to remodel the existing home into a residential care facility serving 6 or fewer residents. Per the City Code, a residential care facility serving six or fewer residents is permitted by right on a R-1 zoned property. This proposal does not require a conditional use permit.



Location Map

Project: Kim Residence
Address: 14915 Margaret Place



This map is for illustrative purposes only.

Rec'd 8/25/25

8-21-2-25

14915 Margaret Place Minnetonka 55345

Drew Ingvalson | He, Him, His
Senior Planner
City of Minnetonka | minnetonkamn.gov
14600 Minnetonka Blvd. | Minnetonka, MN 55345
Office: 952-939-8293

Dear Mr. Ingvalson:

This is Sunny Kim. I am the trustee of Hee Yoon Kim Trust that owns above property. The trust document showing that I am the trustee of the trust is enclosed with this letter.

There has been a residential house built there in 1950 and my father Yoon Kim purchased it in 2021:

<https://www.realtor.com/realestateandhomes-detail/M8372900990>

Until a few months ago there was a tenant living in the house for several years. Now I would like to remodel the house for further rental and had the property surveyed and to my surprise the surveyor told me that the property has been zoned industrial all along!

I would like to request that the property rezoned back to residential. The rezoning fee of 2300 dollars is enclosed with this letter.

I have also engaged Mr. William Peper my real estate attorney to facilitate the process.

Thanking you in advance for your help.

Sunny Kim

[Redacted]

[Redacted]



CC: William Peper

CERTIFICATE OF SURVEY

14915 MARGARET PLACE, MINNETONKA, MN

- LEGEND**
- MONUMENT FOUND
 - IRON PIPE MONUMENT SET
 - EXISTING CONTOURS
 - ☼ LIGHT POLE
 - CHAIN LINK FENCE LINE
 - WOODEN FENCE LINE
 - ▒ CONCRETE SURFACE



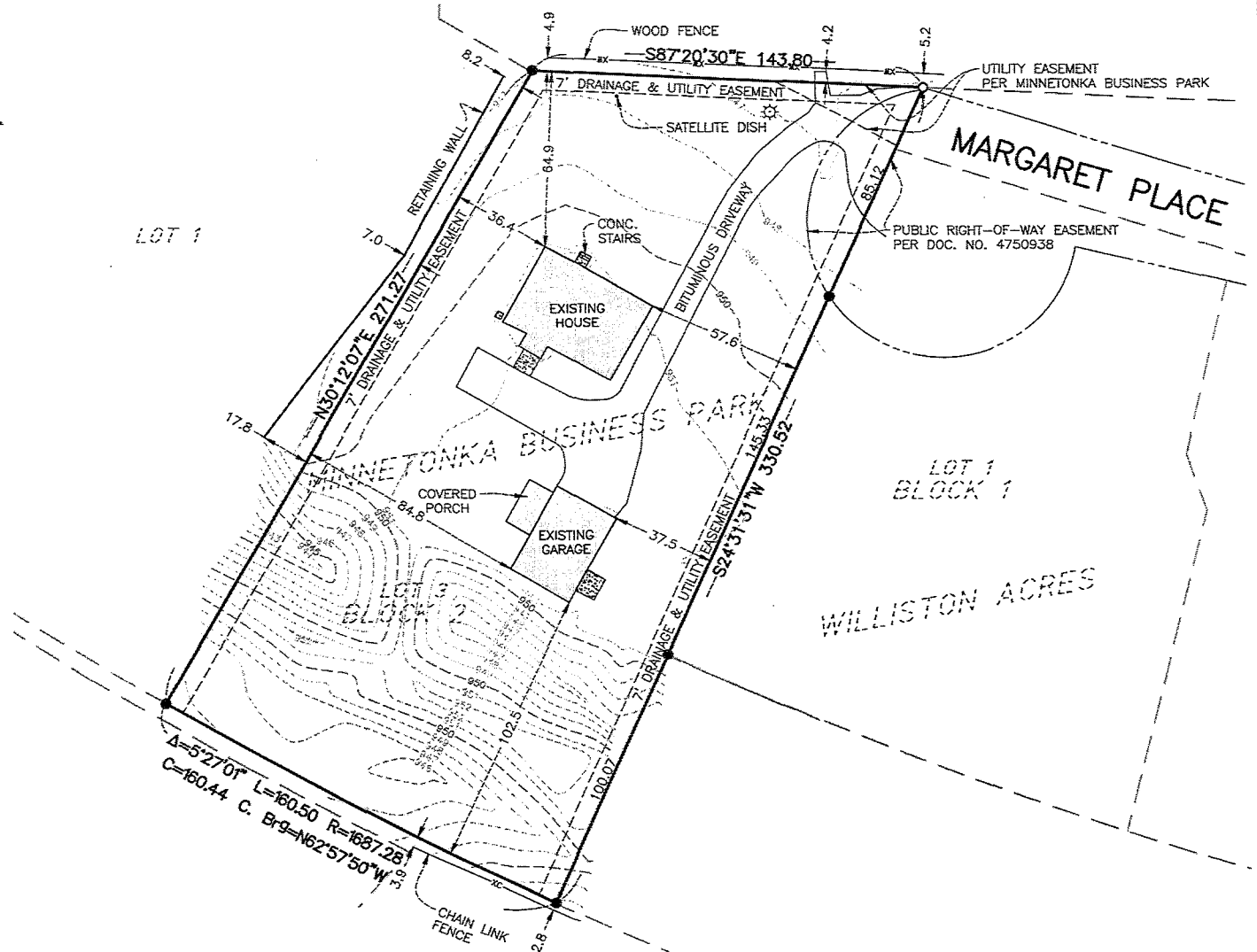
LOT AREA:
43,987 SQUARE FEET (1.01 ACRES)

APPROXIMATE SQUARE FOOTAGE*:
 EXISTING HOUSE AREA = 1,507
 EXISTING GARAGE AREA = 880
 EXISTING PORCH AREA = 181
 EXISTING BITUMINOUS DRIVEWAY AREA = 4,062
 EXISTING CONCRETE AREA = 146

***NOTE:**
CONTRACTOR TO FIELD VERIFY
ACTUAL SQUARE FOOTAGES.

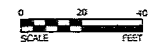
LEGAL DESCRIPTION:
 Lot 3, Block 2, MINNETONKA BUSINESS PARK
 according to the plat thereof, on file and of record
 in the Office of the Hennepin County Recorder.

SURVEYOR:
 Stonebrooke Engineering, Inc.
 12279 Nicollet Ave. S.
 Burnsville, MN 55337
 Phone: 952-402-9202
 Fax: 952-403-6803
 www.stonebrookeengineering.com



Jul 23, 2023 - 11:31am - s:\PROJECTS\SURVEY\minnetonka_business_park\14915_margaret_place\14915.dwg

REV. NO.	DATE	BY	CHK	DESCRIPTION



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.

Jason J. Mayo
 Jason J. Mayo
 LAND SURVEYOR
 No. 123456789

DESIGNED: AJM
 DRAWN: HMY
 CHECKED: HMY
 DATE: 07-23-2023



CERTIFICATE OF SURVEY LOT 3, BLOCK 2, MINNETONKA BUSINESS PARK HENNEPIN COUNTY, MINNESOTA	SHEET 1 OF 1
--	-----------------------

NOTIFICATION AREA



Ordinance No. 2025-

An ordinance rezoning the property at 14915 Margaret Place from I-1, industrial, to R-1, low-density residential

The City Of Minnetonka Ordains:

Section 1. Background

1.01 The subject property is located at 14915 Margaret Place.

1.02 The property is legally described as:

Lot 3, Block 2, MINNETONKA BUSINESS PARK.

1.03 A single-family house is currently located on the property. Sunny Kim, property owner, is requesting the rezoning to allow the house to be used as a residential care facility, a use permitted under the R-1 zoning district.

Section 2. Findings

2.01 The current I-1 zoning is not consistent with the property's R-1, low-density residential within the 2040 Comprehensive Guide Plan. The requested rezoning reflect the guide plan designation.

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

Section 3.

3.01 The property is hereby rezoned from I-1, industrial, to R-1, low density residential

Section 4. This ordinance is effective immediately.

Adopted by the City Council of the City of Minnetonka, Minnesota, on _____, 2025.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this ordinance:

Date of introduction: Sept. 29, 2025

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 _____, 2025.

Becky Koosman, City Clerk

**City Council
Agenda Item 12.B
Meeting of September 29, 2025**



Title: Ordinance establishing mayor and council salaries

Report from: Moranda Dammann, Assistant City Manager

Submitted Through: Darin Nelson, Finance Director
Erik Nilsson, City Attorney
Mike Funk, City Manager

Presenter: Moranda Dammann, Assistant City Manager

Action Requested: Motion

Form of Action: Ordinance

Votes needed: 4 votes

Summary Statement

State law and the city charter require that the salaries of the mayor and council members be established by ordinance. Council salaries have not been adjusted since 2024. The proposed ordinance adjusts city council salaries, effective January 1, 2026.

Recommended Action

Motion to introduce the ordinance.

Strategic Plan Relatability

N/A

Financial Consideration

Yes

The salary adjustment will take effect in 2026 and has already been incorporated into the 2026 budget.

Background

State law and the city charter require that the salaries of the mayor and council members be established by ordinance. The ordinance may not take effect until after a municipal election that follows the adoption of the ordinance. The salaries for the mayor and council have not been adjusted since 2024.

At the Nov. 4, 2024, study session, staff presented the city council with information on mayor and council salaries in ten metro-area cities comparable to Minnetonka. Following the discussion, the council reached a general consensus that mayor and council salaries should increase by the same percentage as non-union employees. Because of the limited methods available to adjust council salaries, they will receive the equivalent of two years of non-union increases at one time. This includes a 3% cost-of-living adjustment for both 2024 and 2025, along with up to a 2% market increase.

The proposed ordinance establishes the salary of the mayor at \$25,850 annually and the salary of council members at \$19,800 annually, beginning Jan. 1, 2026. The ordinance also requires the city manager to provide a report on mayor and council salaries to the city council in the fourth quarter of every even-numbered year.

ATTACHMENTS:

[Ordinance](#)

Ordinance No. 2025-XX

An Ordinance amending section 100.005 of the Minnetonka City Code, relating to the salaries of the mayor and council members

The City of Minnetonka Ordains:

Section 1. Section 100.005 of the Minnetonka City Code, relating to the salaries of the mayor and council members, is amended to read as follows:

1. In accordance with section 2.0~~89~~⁸⁹ of the city charter and Minn. Stat. §415.11, the salaries of the mayor and council members are as follows:

mayor	\$23,500 ^{\$25,850} annually
council members	\$18,000 ^{\$19,800} annually

2. The city manager shall biennially prepare a compensation report that contains an analysis of the compensation paid to elected officials of Twin Cities metropolitan area cities that are similar to Minnetonka. The report shall be provided to the city council for review in the fourth quarter of each even-numbered year.

Section 2. This ordinance is effective January 1, 2026.

Adopted by the city council of the City of Minnetonka, Minnesota, on

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this Ordinance:

Date of introduction:

Date of adoption:

Motion for adoption:

Seconded by:

Voted in favor of:

The ~~stricken~~ language is deleted; the underlined language is inserted.

Voted against:
Abstained:
Absent:
Ordinance adopted.

Date of publication:

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

Becky Koosman, City Clerk

The ~~stricken~~ language is deleted; the underlined language is inserted.

**City Council
Agenda Item 13.A
Meeting of September 29, 2025**



Title: Temporary on-sale liquor license for Boom Island Brewing Company located at 5959 Baker Road, Ste. 320

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 a temporary on-sale liquor license from Boom Island Brewing Company for “Fall Fest” an outdoor event on Oct.25, at their current taproom location. A public hearing is required.

Recommended Action

Motion to grant the temporary liquor license to Boom Island Brewing Company at 5959 Baker Road, Ste. 320.

Strategic Plan Relatability

N/A

Financial Consideration

No

Background

Boom Island proposes to host an outdoor event on Saturday Oct. 25 which will include,

Fall Fest from noon – 4pm

- Free family event
- Funky themed car show
- Pumpkin painting
- Halloween games and costume contest
- Food trucks

Drink or Treat 6pm – 10pm

- Free to attend

- Live music
- Costume contest
- 21+ sampling event from 6 local breweries - \$20 to participate
- Food trucks

Boom Island staff will be closing off access to the parking area in front of their building at 11 a.m. on Saturday, Oct. 25. They will use temporary fencing and position vendors to create an extended area. Staff will remove the barriers at closing on Saturday.

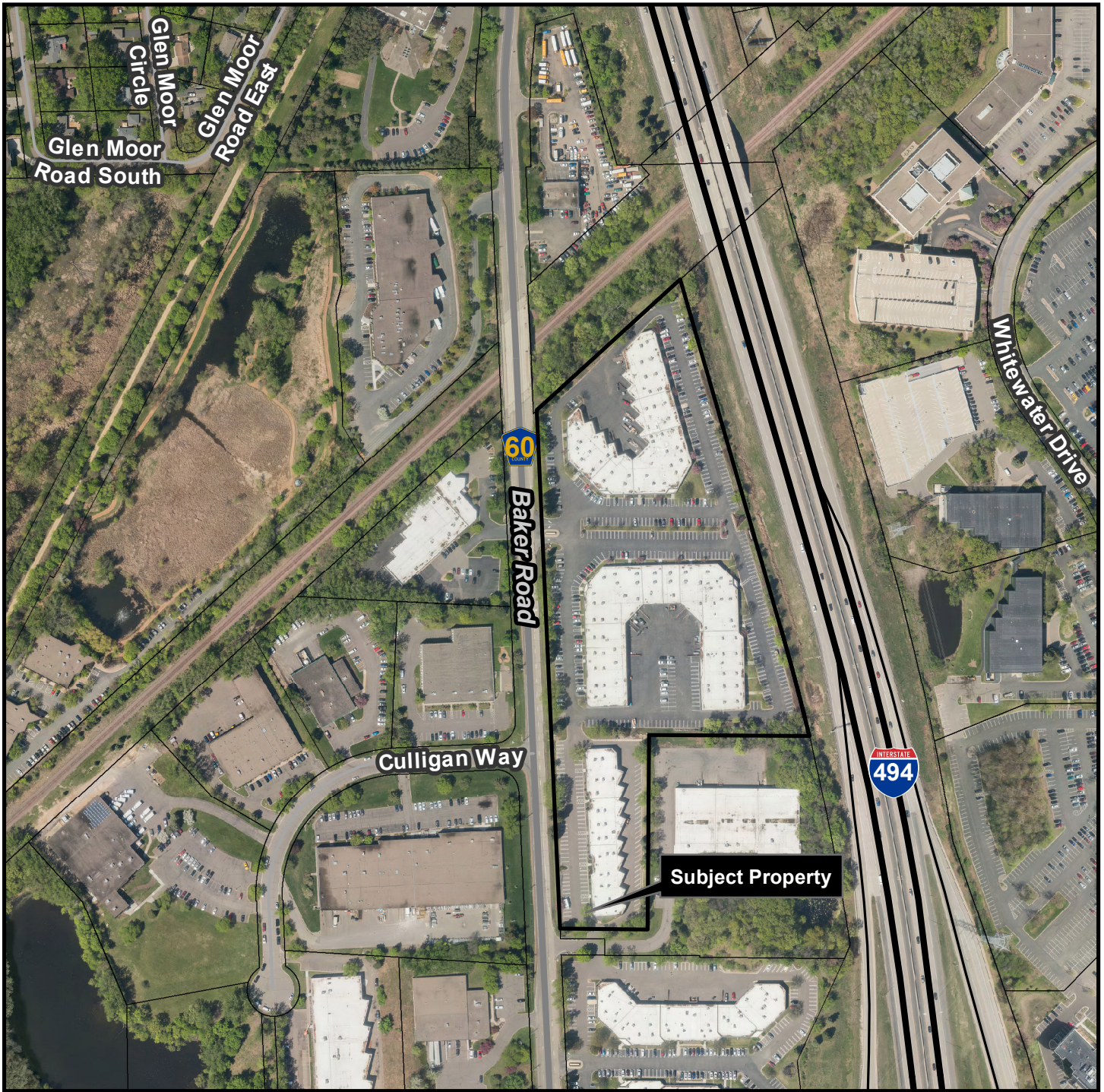
Minnesota State Statute 340A.404 subd. 10(c) states that a brewery that manufactures fewer than 3,500 barrels of malt liquor in a year is eligible for a temporary liquor license for social events upon city approval.

Boom Island Brewing Company has completed the license application and provided proof of insurance. Boom Island notified neighbors within 400 feet of the brewery of the events. Because the brewery's location is in a mostly commercial area, there are not expected to be any issues during the event. The taproom has hosted multiple outdoor events at this location. Staff has not received any complaints or concerns from past events.

Staff recommends the council hold the public hearing and grant the temporary liquor license.

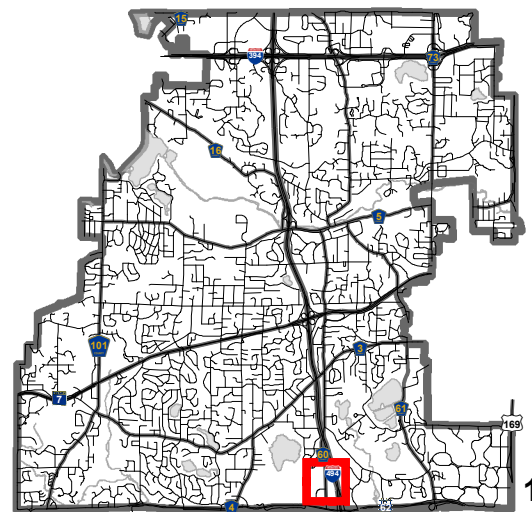
ATTACHMENTS:

[Event Information](#)



Location Map

Project: Boom Island Brewing
 Address: 5959 Baker Rd



Fall Fest & Drink or Treat Information

Event: Boom Island Brewing “Fall Fest” & “Drink or Treat”

Date and Time: October 25, 2025, 12 PM - 11 PM

Location: Boom Island Brewing Company
5959 Baker Road, Suite 320
Minnetonka, MN 55345

Hello,

We would like to notify you, as neighboring property owners, of a festival we will be having at our brewery, located at the address above. Our full day of fall fun will take place in two parts: Fall Fest from 12pm-4pm, and Drink or Treat from 6pm-10pm. We will have a funky/themed car show, fall & halloween activities, and costumes encouraged during the afternoon; then in the evening, we will be hosting a multi-brewery beer sampling event, along with live music and costume contests.

Beginning at 11am Saturday, October 25th, we will be closing off access to the parking spaces in front of our building to provide space and extend the area of our existing liquor license for on-premise consumption of alcohol. All alcohol sales will remain within the bounds of our existing liquor license. We will close off access to this area using traffic cones, event signage, and check-in stations. We will take down all barriers and return the parking lot to its original state at 11:45pm on Saturday night.

There will be ingress and egress points at either end of this space. We will check identification of anyone entering, and will issue wristbands for those of legal drinking age. Additionally, we will continue our practice of requiring identification at the time of purchase at our inside bar for anyone who appears under 40.

If you have any questions or concerns, please contact me by the means listed below.

Jesse Pittman
Director of Operations
Boom Island Brewing Company
jesse@boomislandbrewing.com
612-227-9635

SATURDAY, 10/25



fall fest

Free to attend!

Celebrate the season!

Funky Themed Car Show

Pumpkin Painting

Halloween Games

Food Trucks

Costumes Welcome!

12-4pm



DRINK OR TREAT 6-10PM

**FREE TO ATTEND:
LIVE MUSIC
COSTUME CONTESTS
FOOD TRUCKS**

**21+ SAMPLING EVENT:
SOUVENIR GLASS &
BEER SAMPLING FROM
6 LOCAL BREWERIES
\$20/PERSON**

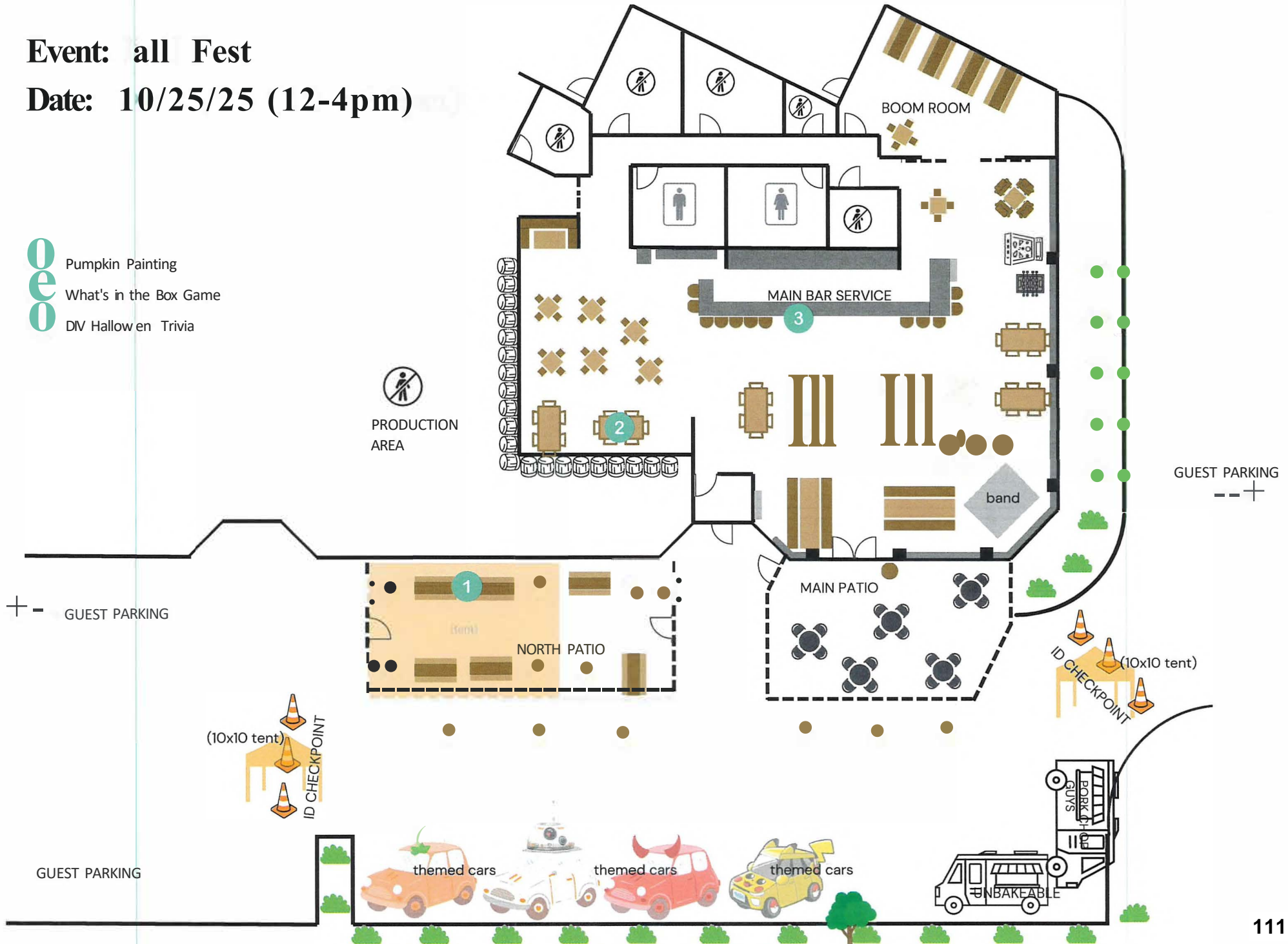
Boorn Island Brewing - 5959 Baker Rd. Ste 320, Minnetonka, MN 55345

Event: all Fest

Date: 10/25/25 (12-4pm)



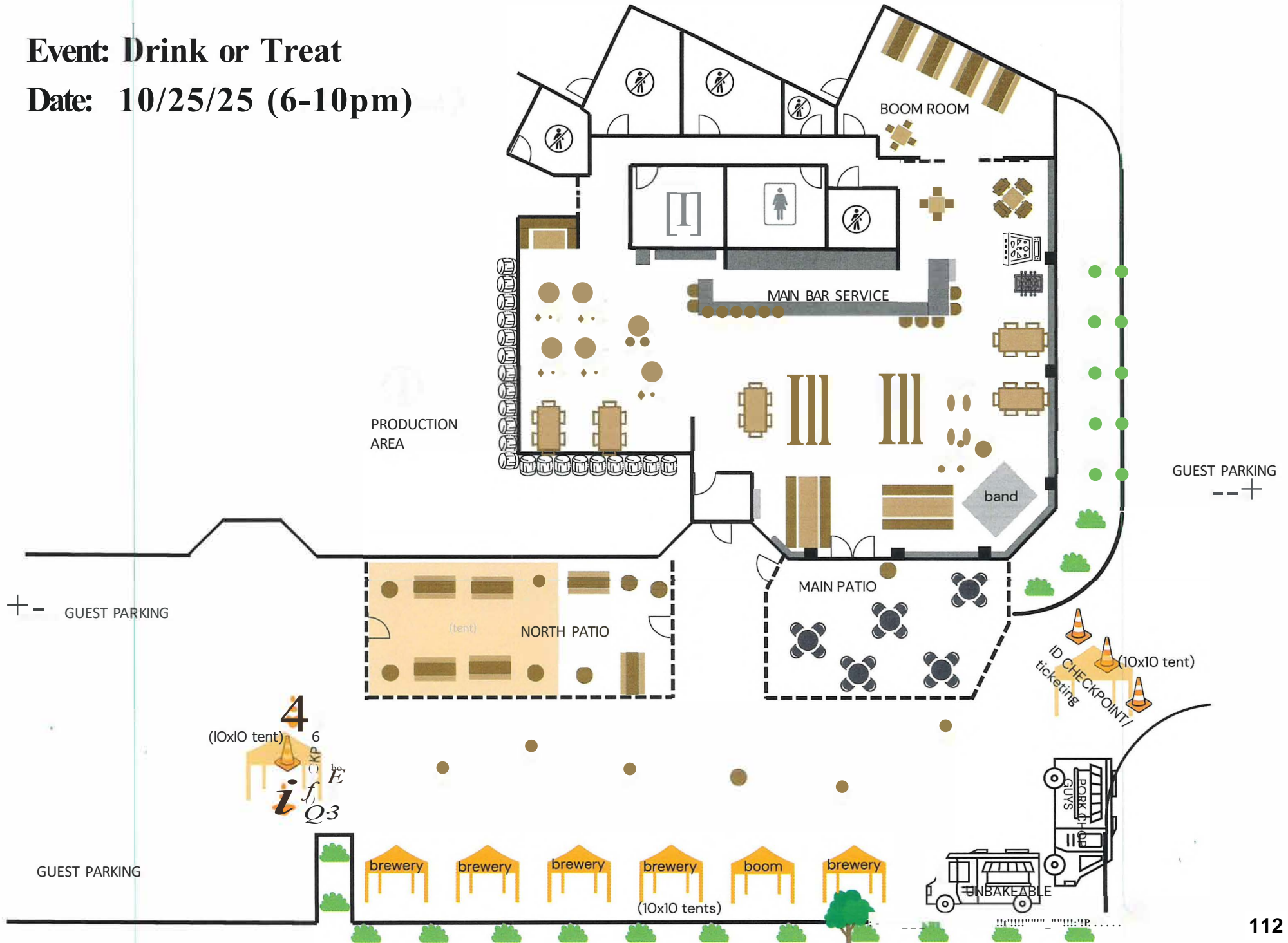
- Pumpkin Painting
- What's in the Box Game
- DIV Halloween Trivia



Boom Island Brewing - 5959 Baker Rd. Ste 320, Minnetonka, MN 55345

Event: Drink or Treat

Date: 10/25/25 (6-10pm)



**City Council
Agenda Item 13.B
Meeting of September 29, 2025**



Title: Resolutions approving special assessment for 2024-2025 projects

Report from: Laurie Goodman, Assessing Specialist

Submitted Through: Melanie Putz, City Assessor
Darin Nelson, Finance Director
Erik Nilsson, City Attorney
Mike Funk, City Manager

Presenter: Melanie Putz, City Assessor

Action Requested: Public Hearing

Form of Action: Resolution

Votes needed: 4 votes

Summary Statement

Annual process to hold a public hearing and to approve collection of proposed special assessments related to property nuisances.

Recommended Action

Motion to adopt the resolutions pertaining to the special assessment of one-, three- and five-year nuisance abatements.

Strategic Plan Relatability

N/A

Financial Consideration

No

Background

The special assessment process includes communication with parcel owners and opportunities for prepayments of the assessments. Before referring a property for assessment, the division staff associated with the specific type of assessment notifies and works with the property owners regarding the work to be assessed. After determining that a property will be assessed, staff sends a notice of public hearing to each property owner and publishes a notice in the newspaper in early September.

At its meeting of Aug. 25, 2025, the city council adopted the necessary resolutions pertaining to the levy of the 2025 special assessments and scheduled the public hearing for Sept. 29, 2025, at 6:00 p.m. After the public hearing, property owners have thirty (30) days to prepay assessments or partial assessments without an interest charge. After that deadline, property owners have until Nov. 30 to pay the full amount with interest. The final certification will be submitted to Hennepin County on Dec. 2.

Attached are the resolutions necessary for adopting the special assessments for these projects. These resolutions are separated by type of project and length of time to spread the special assessments in each category.

Nuisance Abatement Projects (1-year term). There are two one-year nuisance abatement projects in which the city has incurred costs totaling \$420.00. According to city practice, assessments under \$1,000 are assessed in full for a one-year term. The proposed interest rate is 7.25 percent.

2025 Nuisance Abatements-Project No. 4894 (1-year term)

Project No.	Street No.	Street Name	PID	Assessment
N-629	2901	Ellsworth Lane	15-117-22-21-0028	\$210.00
N-630	12907	Lone Oak Dr	22-117-22-14-0039	\$210.00

Nuisance Abatement Projects (3-year term). There is one three-year nuisance abatement project in which the city has incurred costs totaling \$1,909.95. The city's practice is to assess amounts between \$1,000 and \$2,999 over three years. The proposed interest rate is 7.25 percent.

2025 Nuisance Abatements-Project No. 4894 (3-year term)

Project No.	Street No.	Street Name	PID	Assessment
N-633	3401	Meadow Lane	17-117-22-31-0008	\$1,909.95

Nuisance Abatement Projects (5-year term). There is one five-year nuisance abatement project in which the city has incurred costs totaling \$4,033.88. The city's practice is to assess amounts between \$3,000 and \$5,000 over five years. The proposed interest rate is 7.25 percent.

2025 Nuisance Abatements-Project No 4894 (5-year term)

Project No.	Street No.	Street Name	PID	Assessment
N-632	4941	West Lane	30-117-22-23-0053	\$4,033.88

Annual Report on Deferred Assessments. Pursuant to City Council Policy 2.17, Deferment of Special Assessments and Storm Sewer Charges, the following is a summary of the deferred assessments for 2025:

No. of Applications submitted	0
No. of Applications granted	0
Outstanding amount of 2024-12-31	0

ATTACHMENTS:

- [Resolution - One-Year Nuisance Abatement](#)
- [Resolution - Three-Year Nuisance Abatement](#)
- [Resolution - Five-Year Nuisance Abatement](#)

Resolution No. 2025-

**Resolution adopting special assessments for 2025 Nuisance Abatement Project No. 4894,
one-year assessment term**

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

Section 1. Background.

1.01. Pursuant to proper notice duly given as required by Minnesota statute, the Council has met on September 29, 2025 to hear and to pass upon all objections to the proposed special assessments for 2025 Nuisance Abatement Projects at the following properties lying within the City of Minnetonka:

2025 Nuisance Abatements – Project No. 4894 (1-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
N-629	2901	Ellsworth Lane	15-117-22-21-0028	\$210.00
N-630	12907	Lone Oak Dr	22-117-22-14-0039	\$210.00
			Subtotal	\$420.00

Section 2. Council Action.

2.01. The proposed special assessments listed above are hereby adopted, and each tract of land is found to be benefited by the improvement in the amount of the assessment levied against it.

2.02. The special assessment may be paid within 30 days from the date of this resolution, or may be paid in a single installment in the same time and manner as the payment of real estate taxes with interest at the rate of 7.25 percent per annum. Interest will be added to this assessment from the date of this resolution to Dec. 31. After the 30 days and up until Nov. 30, 2025, the property owner may pay the entire unpaid balance of the assessment against his/her property with accrued interest from the date of the resolution to the payment date.

2.03. The owner of any property assessed may, at any time within 30 days following the adoption of this resolution, pay all or part of the assessment to the city, provided that partial payments are made in increments of not less than \$100 and provided that any balance remaining unpaid is not less than \$100 no interest will be charged on the amount paid.

2.04. The city clerk is directed to transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists and to be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 29, 2025.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of

Voted against:

Abstained:

Absent:

Resolution adopted

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 29, 2025.

Becky Koosman, City Clerk

Resolution No. 2025-

**Resolution adopting special assessments for 2025 Nuisance Abatement Project No. 4894,
three-year assessment term**

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

Section 1. Background.

1.01. Pursuant to proper notice duly given as required by Minnesota statute, the Council has met on September 29, 2025 to hear and to pass upon all objections to the proposed special assessments for 2025 Nuisance Abatement Projects at the following properties lying within the City of Minnetonka:

2025 Nuisance Abatements – Project No. 4894 (3-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
N-633	3401	Meadow La	17-117-22-31-0008	\$1,909.95
			Subtotal	\$1,909.95

Section 2. Council Action.

2.01. The proposed special assessments listed above are hereby adopted, and each tract of land is found to be benefited by the improvement in the amount of the assessment levied against it.

2.02. The special assessment may be paid within 30 days from the date of this resolution, or may be paid in a single installment in the same time and manner as the payment of real estate taxes with interest at the rate of 7.25 percent per annum. To the first installment of each assessment will be added interest on the entire assessment from the date of this resolution to December 31 of the year in which the first payment is payable. Subsequently, one year's interest on the remaining balance will be added to each subsequent installment. Any property owner may pay the entire unpaid balance of the assessment against his/her property at any time with interest accrued to December 31 of the year in which the payment is made, provided the payment is made before November 30 in the first year and before November 15 in subsequent years.

2.03. The owner of any property assessed may, at any time within 30 days following the adoption of this resolution, pay all or part of the assessment to the city, provided that partial payments are made in increments of not less than \$100 and provided that any balance remaining unpaid is not less than \$100 no interest will be charged on the amount paid.

2.04. The city clerk is directed to transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists and to be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 29, 2025.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 29, 2025.

Becky Koosman, City Clerk

Resolution No. 2025-

**Resolution adopting special assessments for 2025 Nuisance Abatement Project No. 4894,
Five-year assessment term**

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

Section 1. Background.

1.01. Pursuant to proper notice duly given as required by Minnesota statute, the Council has met on September 29, 2025 to hear and to pass upon all objections to the proposed special assessments for 2025 Nuisance Abatement Projects at the following properties lying within the City of Minnetonka:

2025 Nuisance Abatements – Project No. 4894 (5-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
N-632	4941	West Lane	30-117-22-23-0053	\$4,033.88
			Subtotal	\$4,033.88

Section 2. Council Action.

2.01. The proposed special assessments listed above are hereby adopted, and each tract of land is found to be benefited by the improvement in the amount of the assessment levied against it.

2.02. The special assessment may be paid within 30 days from the date of this resolution, or may be paid in a single installment in the same time and manner as the payment of real estate taxes with interest at the rate of 7.25 percent per annum. To the first installment of each assessment will be added interest on the entire assessment from the date of this resolution to December 31 of the year in which the first payment is payable. Subsequently, one year's interest on the remaining balance will be added to each subsequent installment. Any property owner may pay the entire unpaid balance of the assessment against his/her property at any time with interest accrued to December 31 of the year in which the payment is made, provided the payment is made before November 30 in the first year and before November 15 in subsequent years.

2.03. The owner of any property assessed may, at any time within 30 days following the adoption of this resolution, pay all or part of the assessment to the city, provided that partial payments are made in increments of not less than \$100 and provided that any balance remaining unpaid is not less than \$100 no interest will be charged on the amount paid.

2.04. The city clerk is directed to transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists and to be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 29, 2025.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 29, 2025.

Becky Koosman, City Clerk

**City Council
Agenda Item 14.A
Meeting of September 29, 2025**



Title: Villas at Chasewood HIA Call for Sale of Bonds

Report from: Kendyl Larson, Housing Coordinator

Submitted Through: Alisha Gray, EDFP, Economic Development and Housing Manager
Julie Wischnack, FAICP, Community Development Director
Erik Nilsson, City Attorney
Mike Funk, City Manager

Presenter: Julie Wischnack, FAICP, Community Development Director

Action Requested: Motion

Form of Action: Resolution

Votes needed: 4 votes

Summary Statement

The Villas at Chasewood Housing Improvement Area (HIA) will be completed in November 2025. The final costs for the project are complete, and the city can move forward with the call for the sale of bonds.

Recommended Action

Motion to adopt a resolution authorizing the issuance and sale of Taxable General Obligation Housing Improvement Bonds, Series 2025A, in the proposed aggregate principal amount of \$8,080,000.

Strategic Plan Relatability

Community Inclusiveness

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

Financial Consideration

N/A

Background

See supplemental background report.

ATTACHMENTS:

[Supplemental Background Report](#)
[Attachments](#)
[Resolution](#)

Supplemental Background Report

Villas at Chasewood HIA

In 2011, the city council adopted a [policy](#) establishing criteria that guide the city's consideration of a Housing Improvement Area (HIA). An HIA, authorized under Minnesota Statutes Chapter 428A, allows cities to help arrange and finance rehabilitation for commonly owned areas on owner-occupied residential buildings, such as condominiums or townhouses.



On [Jan. 13, 2025](#), the city council held a public hearing, adopted an ordinance establishing the Villas at Chasewood Housing Improvement Area and adopted a resolution establishing the housing improvement fee. On [Mar. 17, 2025](#), the city council adopted a resolution approving a development agreement. Property owners had the option to prepay the housing improvement fee between Feb. 27, 2025, and Jun. 18, 2025. Forty-nine owners prepaid a total of \$3,318,147. Villas at Chasewood anticipates completing construction in November 2025.

Financing

Villas at Chasewood secured a construction loan to finance the housing improvements, and the city agreed to issue taxable general obligation bonds to repay the construction loan upon project completion, with the property owners paying those bonds over time. The taxable bonds will have a term of 21 years (20 years of principal payments) with an interest rate not to exceed 7%, as described in the original public hearing notice and fee resolutions. The issuance of these housing improvement bonds does not count toward the city's \$10 million annual limit on the issuance of bank-qualified tax-exempt bonds, and the bonds are not secured by the general obligation of the city's taxpayers. The city will repay the bonds through the collection of housing improvement fees, which will be collected similarly to special assessments. The fee includes ongoing administration, legal and consultant costs in connection with the Housing Improvement Area. The fees also include costs related to financing or issuance of the bonds, which the association also pays.

The bonds will assist in financing approximately \$10,801,400 (total cost) of improvements to the exteriors of the units and common areas, as well as approximately \$596,000 in soft costs, including administrative costs, rebates to owners who prepaid a higher amount than needed, and the cost of bond issuance. The bond issue amount reflects the city receiving \$3,318,147 in prepaid fees/assessments to be applied to project costs.

Project	Work to be completed	Estimated costs	Final costs
Concrete Work	Replace patio slabs and valley gutters	\$122,423	\$122,423
Building Facades	Replace siding, trim, fascia and soffits; replace sheathing and insulation as needed; repair framing damage; replace gable attic vents, gutters and downspouts	\$3,580,380	\$3,525,819
Masonry	Brick tuck-pointing, repair precast stone sills and CMU foundation walls, brick replacement, reconstructing masonry piers, masonry joint sealant replacement	\$97,920	\$97,920
Attics	Repairs and sealing, roof vents, chimneys renovation	\$573,451	\$573,451
Other Building Costs	Replace windows and doors, deck stacks reconstruction, rooftop decks and balconies renovation	\$4,781,077	\$4,781,077
Construction Costs	Miscellaneous work and labor, mobilization and rigging, contingency	\$2,255,874	\$773,809
Other Costs	Engineering fees, HIA consultant, construction financing, fees	\$801,950	\$926,901
	Total Project Budget	\$12,213,075	\$10,801,400

The project came in lower than initially anticipated due to the association not utilizing the \$1.5 million budgeted contingency. The average fee per unit for the 188-unit owners who have not prepaid the assessment is expected to range from \$52,094 to \$65,033, which is \$5,173 to \$6,458 less than the estimated amount. Costs to homeowners, interest rate and fees will be less than initially estimated.

Proposed Schedule

The proposed timeline and process for the Villas at Chasewood HIA request is as follows:

- Nov. 10, 2025: city council meeting to award bond sale
- Dec. 1, 2025: certify housing fees with Hennepin County
- Dec. 2, 2025: estimated closing date for bonds

Recommendation

Staff recommends the council adopt a resolution providing for the sale of Housing Improvement Bonds in the amount of \$8,080,000.

Supplemental Information

- Aerial map
- Final project costs submitted by HOA
- Bond presale report

[Mar. 17, 2025 – City Council Meeting](#)

[Jan. 13, 2025 – City Council Meeting](#)

[Nov. 18, 2024 – City Council Meeting](#)

[Oct. 28, 2024 – City Council Meeting](#)

[Sept. 30, 2024 – EDAC Meeting](#)



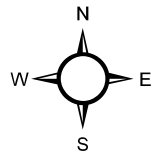
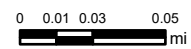
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March 11, 2025



LM3-A3 Landscape

DISCLAIMER:
 This drawing is not a legally recorded plat or an accurate survey.
 It is intended to be only an approximate representation of information from various government offices and other sources.
 It should not be used for a purpose that requires exact measurement or precision.
 People who use this drawing do so at their own risk.
 The City of Minnetonka is not responsible for any inaccuracies contained in the drawing.
 The City of Minnetonka provides no warranty, express or implied, about the correctness of the information.



Villas at Chasewood							
June 12, 2024							
Updated: September 15, 2025							
Updated: September 16, 2025							
HIA Project					Budget		Final Cost
Concrete work:							
	Patio slabs - replace	112,941				112,941	
	Valley gutters - replace	9,482				9,482	
				122,423			122,423
Building facades:							
	Siding, trim, fascias & soffits - replace	3,124,747				3,124,747	
	Sheathing - replace as needed	277,222				277,222	
	Insulation - replace as needed	36,889				321	
	Framing damage - repair	time & mat'ls				in Misc Labor	
	Gable attic vents	17,993				0	
	Gutters & downspouts - replace	123,529				123,529	
				3,580,380			3,525,819
Masonry:							
	Brick tuckpointing	15,035				15,035	
	Precast stone sills - repair	33,529				33,529	
	CMU foundation walls - repair	7,059				7,059	
	Brick replacement	11,826				11,826	
	Masonry piers - reconstruct	22,824				22,824	
	Masonry joint sealant - replace	7,647				7,647	
				97,920			97,920
	Unit windows & doors - replace all			3,892,188			3,892,188
	Deck stacks - reconstruct			657,778			657,778
	Rooftop decks & balconies - fully renovate			231,111			231,111
Attics:							
	Repairs & sealing	349,818				349,818	
	Roof vents - install	5,294				5,294	
	Chimneys - renovate	218,339				218,339	
				573,451			573,451
	Miscellaneous work			6,350			6,350
	Miscellaneous labor			120,000			137,935
	Mobilization & rigging			629,524			629,524
	Contingency allowance			1,500,000			0
	Construction cost			11,411,125			9,874,499
	Encompass, Inc.			445,000			475,487
	Dunbar Strandness, Inc.			55,000			67,828
Construction loan:							
	Interest	230,400				170,064	
	Origination fee & closing costs	71,550				213,522	
				301,950			383,586
	Total cost			12,213,075			10,801,400

September 29, 2025

PRE-SALE REPORT FOR

City of Minnetonka, Minnesota

**\$8,080,000 Taxable General Obligation
Housing Improvement Bonds, Series 2025A**



Prepared by:

Ehlers
3001 Broadway Street, Suite 320
Minneapolis, MN 55413

Advisors:

Stacie Kvilvang, Senior Municipal Advisor
Jason Aarsvold, Senior Municipal Advisor
Schane Rudlang Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$8,080,000 Taxable General Obligation Housing Improvement Bonds, Series 2025B

Purpose:

The proposed issue includes financing for the housing improvements for the Chasewood Villas Town Home Association (the “Association”). Debt service will be paid from housing improvement area fees levied against the units.

The majority of the owners of the 188-unit Association petitioned the City and the City held the requisite public hearings to create a housing improvement area and establish a fee for the issuance of Bonds. The Bonds will assist in financing approximately \$10,801,400 of improvements to the exteriors of the units and common areas and approximately \$596,000 in soft costs, administrative costs, rebates to owners who prepaid a higher amount than needed and cost of issuance. The Bond amount reflects the City receiving \$3,318,147 in prepaid fees/assessments to be applied to project costs. The Bonds will carry taxable interest rates since the improvements are being made to private property.

The City has completed all legal actions to issue the bonds including approval of a Development Agreement with the Association for use and repayment of the funds. It is the intent of the City to levy a housing improvement area fee on each unit to support 105% of the debt service beginning with taxes payable in 2026 at a rate of 1% over the AIC on the Bonds (but not to exceed 7.0% per the public hearing notice and fee resolution). The fees are very similar to special assessments for public improvements; however they cannot be pre-paid in whole or in part at any time during the term of the Bonds.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapters:

- 428A.11 through 428A.21
- 475

The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Bonds are being issued for a term of 21 years. Principal on the Bonds will be due on February 1 in the years 2027 through 2046. Interest will be due every six months beginning August 1, 2026.

The Bonds will be subject to prepayment at the discretion of the City on February 1, 2035, or any date thereafter.

Bank Qualification:

Because the Bonds are taxable obligations they will not be designated as “bank qualified” obligations.

Rating:

The City’s most recent bond issues were rated by Moody’s Ratings. The current rating on those bonds is “AAA”/Stable outlook. The City will request a new rating for the Bonds.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Bonds from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.

For this issue of Bonds, we have been directed to use the net premium to reduce the size of the issue. The resulting adjustments may slightly change the true interest cost of the issue, either up or down.

The amount of premium can be restricted in the bid specifications. Restrictions on premium may result in fewer bids but may also eliminate large adjustments on the day of sale and

unintended impacts with respect to debt service payment. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City's objectives for this financing.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has more than \$10,000,000 in outstanding debt subject to a continuing disclosure undertaking (including this issue) and this issue does not meet an available exemption from continuing disclosure, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds.

Arbitrage Monitoring:

The City has limited responsibilities for arbitrage as it relates to the Bonds, however, the Bonds are not exempt from all arbitrage rules. An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Bonds.

Investment of Bond Proceeds:

Ehlers can assist the City in developing a strategy to invest your Bond proceeds until the funds are needed to pay project costs.

Risk Factors:

The average fee per unit for the 188-unit owners that have not prepaid the assessment is expected to range from \$52,094 to \$65,033. This amount of fee may result in delinquency of fees, or ultimately a potential property tax foreclosure. The requirement to levy 105% of the debt service, along with the requirement of the interest rate charged of 1% above the AIC on the Bonds will assist in mitigating making Bond payments due to delays in payments from unit owners and/or delinquencies.

In addition, pursuant to the Development Agreement with the Association, if funds in the debt service fund are inadequate to make a scheduled payment, the Association is required to provide the funds to the City.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Kutak Rock

Paying Agent: Bond Trust Services Corporation

Rating Agency: Moody's

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report
- Adopt the resolution attached to this report.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	September 29, 2025
Conference with Rating Agency and Due Diligence Call to Review Official Statement:	Week of November 3, 2025
Distribute Official Statement:	Week of October 20, 2025
City Council Meeting to Award Sale of the Bonds:	November 10, 2025
Estimated Closing Date:	December 2, 2025

Attachments

- Estimated Sources and Uses of Funds
- Estimated Proposed Debt Service Schedule
- Resolution Authorizing Ehlers to Proceed with Bond Sale

EHLERS' CONTACTS

Stacie Kvilvang, Senior Municipal Advisor	(651) 697-8506
Jason Aarsvold, Senior Municipal Advisor	(651) 697-8512
Schane Rudlang, Municipal Advisor	(651) 697-8527
Silvia Johnson, Lead Public Finance Analyst	(651) 697-8580
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Minnetonka, Minnesota

\$8,080,000 Taxable General Obligation HIA Bonds, Series 2025A
Assumes Current Market Taxable Aaa Rates plus 50bps

Sources & Uses

Dated 12/02/2025 | Delivered 12/02/2025

Sources Of Funds

Par Amount of Bonds	\$8,080,000.00
Prepaid Assessments	3,318,147.00
Total Sources	\$11,398,147.00

Uses Of Funds

Total Underwriter's Discount (1.200%)	96,960.00
Costs of Issuance	95,500.00
City Admin Fee (0.50%)	40,400.00
Primary Purpose Fund	10,801,400.00
Soft Costs	59,250.00
Rebate of Prepaid Assessments	300,000.00
Rounding Amount	4,637.00
Total Uses	\$11,398,147.00

City of Minnetonka, Minnesota

\$8,080,000 Taxable General Obligation HIA Bonds, Series 2025A

Assumes Current Market Taxable Aaa Rates plus 50bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/02/2025	-	-	-	-	-
08/01/2026	-	-	264,924.86	264,924.86	-
02/01/2027	195,000.00	4.150%	199,525.00	394,525.00	659,449.86
08/01/2027	-	-	195,478.75	195,478.75	-
02/01/2028	270,000.00	4.050%	195,478.75	465,478.75	660,957.50
08/01/2028	-	-	190,011.25	190,011.25	-
02/01/2029	280,000.00	4.100%	190,011.25	470,011.25	660,022.50
08/01/2029	-	-	184,271.25	184,271.25	-
02/01/2030	290,000.00	4.150%	184,271.25	474,271.25	658,542.50
08/01/2030	-	-	178,253.75	178,253.75	-
02/01/2031	305,000.00	4.250%	178,253.75	483,253.75	661,507.50
08/01/2031	-	-	171,772.50	171,772.50	-
02/01/2032	315,000.00	4.350%	171,772.50	486,772.50	658,545.00
08/01/2032	-	-	164,921.25	164,921.25	-
02/01/2033	330,000.00	4.450%	164,921.25	494,921.25	659,842.50
08/01/2033	-	-	157,578.75	157,578.75	-
02/01/2034	345,000.00	4.550%	157,578.75	502,578.75	660,157.50
08/01/2034	-	-	149,730.00	149,730.00	-
02/01/2035	360,000.00	4.650%	149,730.00	509,730.00	659,460.00
08/01/2035	-	-	141,360.00	141,360.00	-
02/01/2036	380,000.00	4.750%	141,360.00	521,360.00	662,720.00
08/01/2036	-	-	132,335.00	132,335.00	-
02/01/2037	395,000.00	4.850%	132,335.00	527,335.00	659,670.00
08/01/2037	-	-	122,756.25	122,756.25	-
02/01/2038	415,000.00	4.950%	122,756.25	537,756.25	660,512.50
08/01/2038	-	-	112,485.00	112,485.00	-
02/01/2039	435,000.00	5.050%	112,485.00	547,485.00	659,970.00
08/01/2039	-	-	101,501.25	101,501.25	-
02/01/2040	460,000.00	5.150%	101,501.25	561,501.25	663,002.50
08/01/2040	-	-	89,656.25	89,656.25	-
02/01/2041	480,000.00	5.250%	89,656.25	569,656.25	659,312.50
08/01/2041	-	-	77,056.25	77,056.25	-
02/01/2042	505,000.00	5.350%	77,056.25	582,056.25	659,112.50
08/01/2042	-	-	63,547.50	63,547.50	-
02/01/2043	535,000.00	5.400%	63,547.50	598,547.50	662,095.00
08/01/2043	-	-	49,102.50	49,102.50	-
02/01/2044	565,000.00	5.450%	49,102.50	614,102.50	663,205.00
08/01/2044	-	-	33,706.25	33,706.25	-
02/01/2045	595,000.00	5.500%	33,706.25	628,706.25	662,412.50
08/01/2045	-	-	17,343.75	17,343.75	-
02/01/2046	625,000.00	5.550%	17,343.75	642,343.75	659,687.50
Total	\$8,080,000.00	-	\$5,130,184.86	\$13,210,184.86	-

Yield Statistics

Bond Year Dollars	\$99,354.22
Average Life	12.296 Years
Average Coupon	5.1635298%
Net Interest Cost (NIC)	5.2611200%
True Interest Cost (TIC)	5.2603655%
Bond Yield for Arbitrage Purposes	5.1206837%
All Inclusive Cost (AIC)	5.4603876%

IRS Form 8038

Net Interest Cost	5.1635298%
Weighted Average Maturity	12.296 Years

Series 2025A TAX GO HIA B | SINGLE PURPOSE | 9/19/2025 | 8:36 AM

City of Minnetonka, Minnesota

\$8,080,000 Taxable General Obligation HIA Bonds, Series 2025A

Assumes Current Market Taxable Aaa Rates plus 50bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2026	-	-	-	-	-
02/01/2027	195,000.00	4.150%	464,449.86	659,449.86	692,422.35
02/01/2028	270,000.00	4.050%	390,957.50	660,957.50	694,005.38
02/01/2029	280,000.00	4.100%	380,022.50	660,022.50	693,023.63
02/01/2030	290,000.00	4.150%	368,542.50	658,542.50	691,469.63
02/01/2031	305,000.00	4.250%	356,507.50	661,507.50	694,582.88
02/01/2032	315,000.00	4.350%	343,545.00	658,545.00	691,472.25
02/01/2033	330,000.00	4.450%	329,842.50	659,842.50	692,834.63
02/01/2034	345,000.00	4.550%	315,157.50	660,157.50	693,165.38
02/01/2035	360,000.00	4.650%	299,460.00	659,460.00	692,433.00
02/01/2036	380,000.00	4.750%	282,720.00	662,720.00	695,856.00
02/01/2037	395,000.00	4.850%	264,670.00	659,670.00	692,653.50
02/01/2038	415,000.00	4.950%	245,512.50	660,512.50	693,538.13
02/01/2039	435,000.00	5.050%	224,970.00	659,970.00	692,968.50
02/01/2040	460,000.00	5.150%	203,002.50	663,002.50	696,152.63
02/01/2041	480,000.00	5.250%	179,312.50	659,312.50	692,278.13
02/01/2042	505,000.00	5.350%	154,112.50	659,112.50	692,068.13
02/01/2043	535,000.00	5.400%	127,095.00	662,095.00	695,199.75
02/01/2044	565,000.00	5.450%	98,205.00	663,205.00	696,365.25
02/01/2045	595,000.00	5.500%	67,412.50	662,412.50	695,533.13
02/01/2046	625,000.00	5.550%	34,687.50	659,687.50	692,671.88
Total	\$8,080,000.00	-	\$5,130,184.86	\$13,210,184.86	\$13,870,694.10

Significant Dates

Dated	12/02/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	\$99,354.22
Average Life	12.296 Years
Average Coupon	5.1635298%
Net Interest Cost (NIC)	5.2611200%
True Interest Cost (TIC)	5.2603655%
Bond Yield for Arbitrage Purposes	5.1206837%
All Inclusive Cost (AIC)	5.4603876%

IRS Form 8038

Net Interest Cost	5.1635298%
Weighted Average Maturity	12.296 Years

City of Minnetonka, Minnesota

\$8,080,000 Taxable General Obligation HIA Bonds, Series 2025A
Assumes Current Market Taxable Aaa Rates plus 50bps

Detail Costs Of Issuance

Dated 12/02/2025 | Delivered 12/02/2025

COSTS OF ISSUANCE DETAIL

Municipal Advisor	\$52,500.00
Bond Counsel	\$21,000.00
Rating Agency Fee	\$21,000.00
Miscellaneous	\$1,000.00
TOTAL	\$95,500.00

Resolution No. 2025-

Resolution authorizing the issuance and sale of Taxable General Obligation Housing Improvement Bonds, Series 2025A, in the proposed aggregate principal amount of \$8,080,000

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

Section 1. Findings; Determinations.

- 1.01. The City is authorized by Minnesota Statutes, Sections 428A.11 through 428A.21, as amended (the "HIA Act"), to establish by ordinance a housing improvement area within which housing improvements are to be made or constructed and in which the costs of the housing improvements are to be paid in whole or in part from fees imposed within the housing improvement area.
- 1.02. Pursuant to Ordinance No. 2025-02, adopted by the Council on January 13, 2025 (the "Ordinance"), the Council established the Villas at Chasewood Housing Improvement Area (the "Housing Improvement Area") in order to facilitate certain improvements (the "Housing Improvements") to property known as the Villas at Chasewood all in accordance with the HIA Act.
- 1.03. On January 13, 2025, the Council adopted Resolution No. 2025-003, imposing a housing improvement fee on each housing unit within the Housing Improvement Area (the "Housing Fees") in order to finance the Housing Improvements.
- 1.04. Pursuant to Minnesota Statutes, Chapter 475, as amended, and the HIA Act (collectively, the "Act"), the City is authorized to issue general obligation bonds in the amount necessary to defray in whole or in part the costs of the Housing Improvements, which costs are payable primarily from the Housing Fees and may be further secured by the general obligation pledge of the City.

Section 2. Sale of Bonds; Terms.

- 2.01. It is necessary and expedient to the sound financial management of the affairs of the City to issue the City's Taxable General Obligation Housing Improvement Bonds, Series 2025A (the "Bonds"), in the proposed aggregate principal amount of \$8,080,000, pursuant to the Act, to finance all or a portion of the costs of the Housing Improvements.
- 2.02. The City is authorized by Section 475.60, subdivision 2(6) of the Act to negotiate the sale of the Bonds, it being determined, on the advice of Bond Counsel, that interest on the Bonds cannot be represented to be excluded from gross income for purposes of federal income taxation. The actions of City staff and the municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all respects.

Section 3. Authority of Municipal Advisor.

3.01. Ehlers and Associates, Inc. (the “Municipal Advisor”) is authorized and directed to assist in negotiating the sale of the Bonds in accordance with the terms of proposal to be prepared by the Municipal Advisor. The Council will meet on Monday, November 10, 2025 (or such other date as the Council shall deem appropriate) to consider proposals for the purchase of the Bonds and to take any other appropriate action with respect to the Bonds.

Section 4. Authority of Bond Counsel.

4.01. The law firm of Kutak Rock LLP, Minneapolis, Minnesota, as bond counsel for the City (“Bond Counsel”), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates, and instruments relating to the Bonds. The officers, employees, and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

Section 5. Covenants.

5.01. In the resolution awarding the sale of the Bonds, the Council will set forth the covenants and undertakings with respect to the Bonds.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 29, 2025.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

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

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 29, 2025.

Becky Koosman, City Clerk

**City Council
Agenda Item 14.B
Meeting of September 29, 2025**



Title: Request to provide water and sewer service to an unaddressed Eden Prairie property, generally located south of Yellow Circle Drive and north of Highway 62

Report from: Susan Thomas, AICP, City Planner
Phil Olson, PE, City Engineer
Mike Kuno, PE, Deputy Public Works Director

Submitted Through: Will Manchester, PE, Public Works Director
Julie Wischnack, FAICP, Community Development Director
Erik Nilsson, City Attorney
Mike Funk, City Manager

Presenter: Susan Thomas, AICP, City Planner

Action Requested: Provide Feedback

Form of Action: Other

Votes needed: N/A

Summary Statement

Through a joint powers agreement, Minnetonka has provided public water, sanitary, and storm sewer services to two properties located on Blue Circle Drive since 1977. Though the properties are physically and visually associated with Minnetonka's larger OPUS development, they are actually located in Eden Prairie. Eden Prairie recently requested that Minnetonka provide the same utility service to an adjacent property located on Yellow Circle Drive.

Recommended Action

Provide feedback on the request to provide water and sewer service to an unaddressed Eden Prairie property, generally located south of Yellow Circle Drive and north of Highway 62.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

Background

See supplemental background report.

ATTACHMENTS:

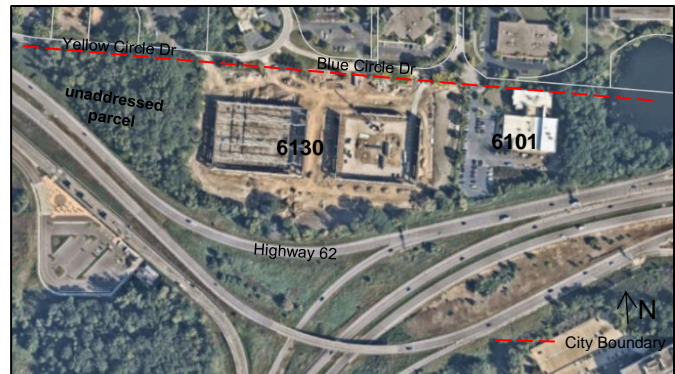
[Supplemental background report](#)
[Project Information](#)

Supplemental Background Report

Blue Circle Drive

In 1977, the cities of Minnetonka and Eden Prairie entered into a joint powers agreement regarding roadway and public utilities – including sanitary and storm sewers and water facilities – for the properties at 6101 and 6130 Blue Circle Drive. While these properties appear to be part of Minnetonka’s larger OPUS development, they are, in fact, located within Eden Prairie. The 1977 agreement established the following terms:

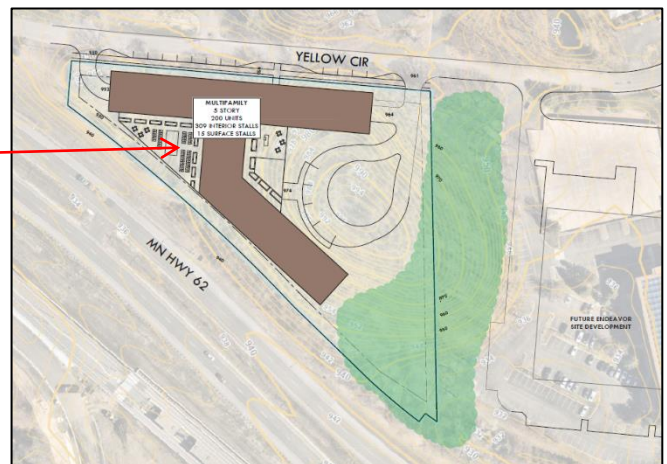
- Minnetonka constructed the roadway and utility infrastructure, while Eden Prairie contributed to the initial construction costs.
- Minnetonka is responsible for the ongoing maintenance of the roadway and utilities, including all related costs.
- Minnetonka handles water meter readings and bills Eden Prairie properties directly for sewer and water services.



Eden Prairie recently approved the redevelopment of the 14-acre site at 6131 Blue Circle Drive. Consistent with its Industrial Flex comprehensive guide plan designation, two industrial buildings totaling 17,423 square feet are currently under construction. Additional information is available [here](#).

Yellow Circle Drive

A developer has presented Eden Prairie with a concept plan for the approximately 3.5-acre site immediately west of 6131 Blue Circle Drive, contemplating the construction of a 200-unit residential building.



Although the property has access to Yellow Circle Drive, it currently lacks public sewer and water services. Eden Prairie has formally requested that Minnetonka provide these utilities. Minnetonka staff have evaluated the city's capacity to provide water and sewer services to the site. In summary:

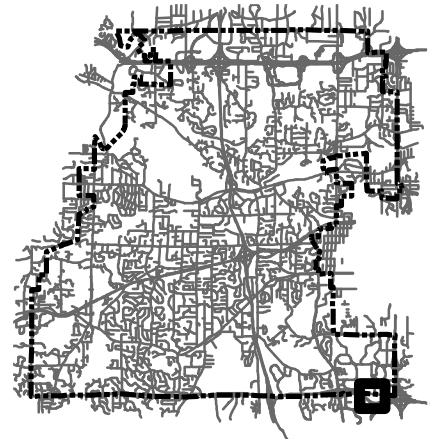
- The utility systems, as currently constructed, have the capacity to accommodate the concept.
- The water distribution system has adequate capacity to serve the proposed development.
- The sanitary sewer collection system has adequate capacity to serve the proposed development.
 - ✓ Approximately 50% of the existing pipe capacity is currently available.
 - ✓ Based on the 200-units proposed, this development would account for approximately 40 gallons per minute of flow, reducing the remaining pipe capacity in the sewershed by 5%.
 - ✓ Capacity provided to this site may impact the ability for other properties within the Opus Area Sewershed to be redeveloped in the future. However, the capacity is adequate for both the proposed development in Eden Prairie and also the proposed development within Scenario 2 of the Opus AUAR, which is the more intensive development scenario.

Based on the capacity information, staff requests council feedback and direction on providing sewer and water to the site. If there is support, city staff will work with Eden Prairie on a joint powers agreement for future council consideration.



LOCATION MAP

Project: Cardinal Glass Property
Location: Unaddressed, Yellow Circle Drive

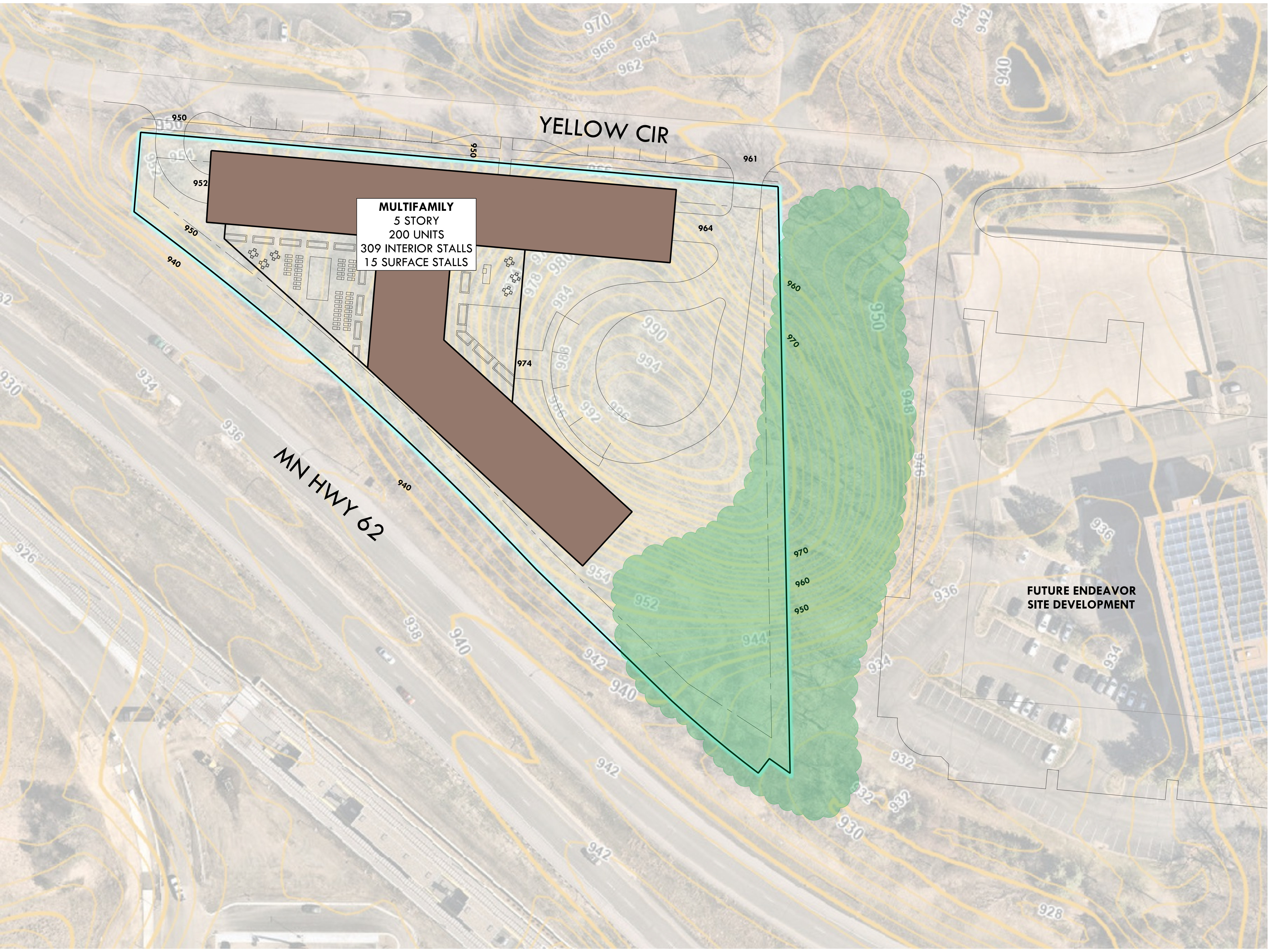


DEVELOPMENT SUMMARY

TOTAL RESIDENTIAL UNITS: 200

PROPOSED ZONING: TOD-R
GROSS ACRES: 3.47 +/-
GROSS DENSITY: 57.65 UPA

TOTAL PARKING: 324 STALLS
PARKING RATIO: 1.62 STALLS/ UNIT



MULTIFAMILY
 5 STORY
 200 UNITS
 309 INTERIOR STALLS
 15 SURFACE STALLS

YELLOW CIR

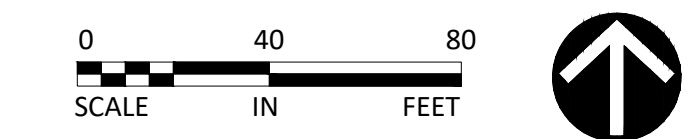
MN HWY 62

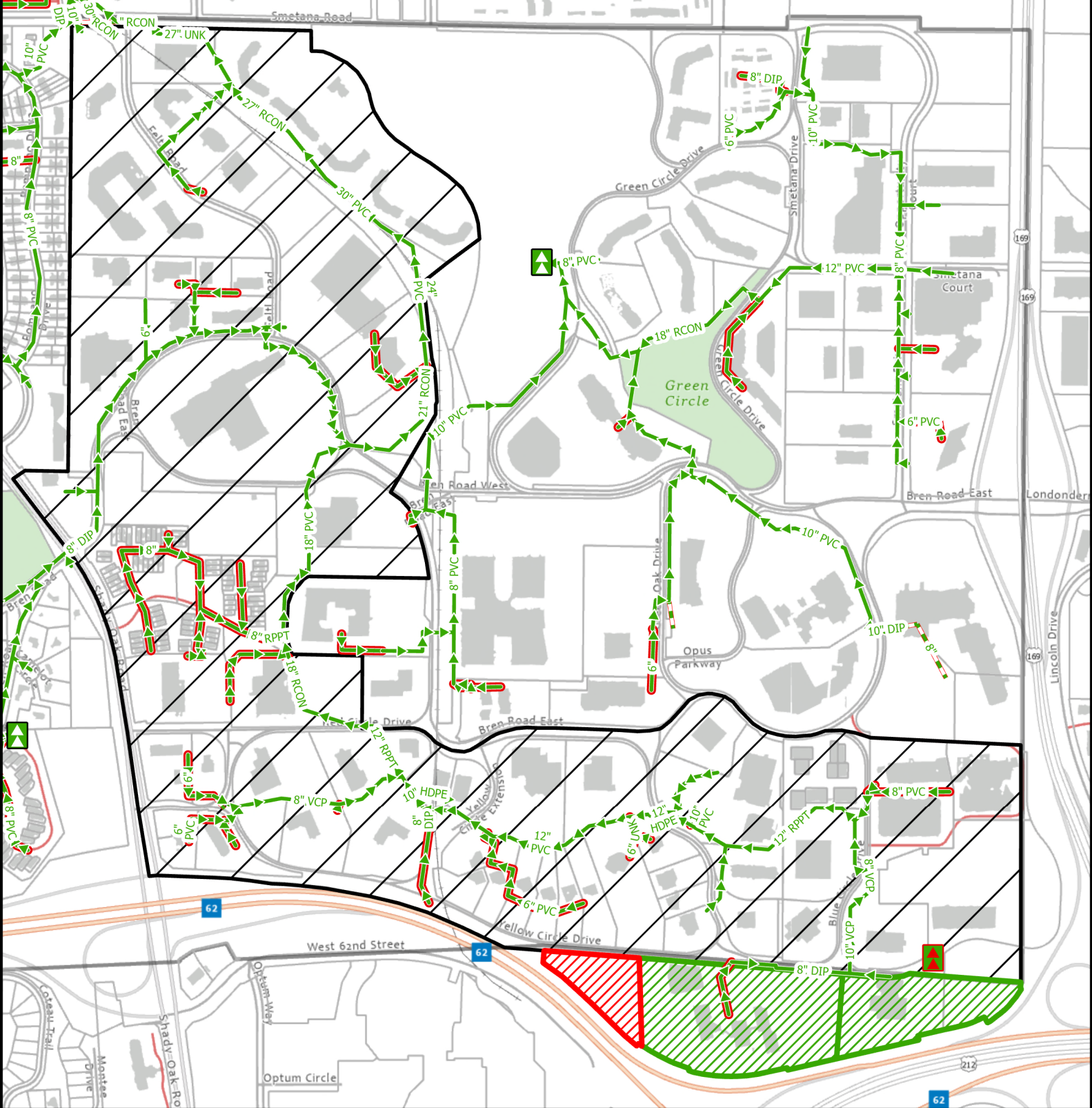
FUTURE ENDEAVOR
SITE DEVELOPMENT

**ENCLAVE EDEN PRAIRIE
 TOD DEVELOPMENT**
 EDEN PRAIRIE, MN
 JANUARY 21, 2024






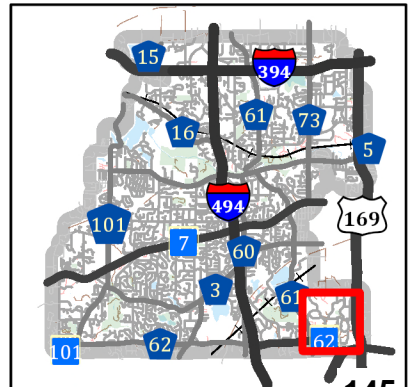
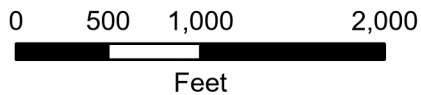
measure





Eden Prairie Utility Service Request Sept 29, 2025

-  Subject Site
-  Eden Prairie Sites (Currently Served by Minnetonka)
-  Opus Area Impacted Sanitary Sewershed



This map is for illustrative purposes



**City Council
Agenda Item 15.A
Meeting of September 29, 2025**



Title: DEI commission young adult appointment

Report from: Sarissa Falk, 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: Other

Votes needed: 4 votes

Summary Statement

Mayor Wiersum recommends appointing Mohamed Omar to fill one of the young adult vacancies on the DEI commission.

Recommended Action

Motion to approve the appointment.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

Background

Section 2.02 of the City Charter states members of such bodies [boards and commissions] will be appointed by the mayor, subject to approval by the city council.

Midyear vacancies have occurred for the two young adult positions on the DEI commission. The online application form has been open for a few months and Mohamed Omar recently submitted his application. Mayor Wiersum reviewed the application and recommends the appointment below. The online application will remain open until the second vacancy is filled. Recruiting efforts will continue through Minnetonka's school districts and the city's social media platforms.

- Mohamed Omar, to the DEI commission as a young adult, to fill a vacancy, effective Sept. 30, 2025 and expiring on June 30, 2026.

**City Council
Agenda Item 15.B
Meeting of September 29, 2025**



Title: Economic development advisory commission (EDAC) appointment

Report from: Sarissa Falk, 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: Other

Votes needed: 4 votes

Summary Statement

Due to quorum concerns on the EDAC, staff recommended filling the vacancy immediately. Mayor Wiersum recommends appointing Jeanie Pebbles to fill the vacancy on the EDAC.

Recommended Action

Motion to approve the appointment.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

Background

Section 2.02 of the City Charter states members of such bodies [boards and commissions] will be appointed by the mayor, subject to approval by the city council.

A midyear vacancy occurred on the EDAC. Mayor Wiersum revisited applications from the November-December 2024 recruitment period and reviewed feedback from the 2025 EDAC interviews. After reviewing, Mayor Wiersum contacted Jeanie Pebbles, and Jeanie Pebbles expressed interest in serving on the EDAC. Mayor Wiersum recommends the appointment below:

- Jeanie Pebbles, to the EDAC to fill a vacancy, effective Sept. 30, 2025 and expiring on Jan. 31, 2026.