



CITY COUNCIL MEETING MINUTES

September 15, 2025 at 6:30 PM

7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

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

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

2) SPECIAL PRESENTATIONS

3) PERSONS TO BE HEARD

4) CONSENT AGENDA

- a) Approve Work Session Meeting Minutes from 08-18-2025
- b) Approve City Council Regular Meeting Minutes from 08-18-2025
- c) Res. No. 77-25 Approve Claims
- d) Res. No. 78-25 Approve On-Sale Intoxicating Liquor License Application for Everly Farms
- e) Approve SCADA Task Order #3 with AE2S for Upgrading the City's Supervisory Control and Data Acquisition Reporting System
- f) Approve Agreement with Westonka School District #277 for Lease of Election Equipment for 2025 School Board Elections
- g) Approve a Second Home Agreement at 2585 Highland Road
- h) Res. No. 79-25 Accept Improvements and Authorize Final Payment for Well #3 Rehabilitation Improvements (City Project No. 06-24)

Motion made by Councilmember Vickery, Seconded by Councilmember Reffkin to approve the consent agenda as presented.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

5) PUBLIC HEARINGS

a) 2026 Street Project Public Hearing

- i. Res. No. 80-25 Order Improvements and Authorize Preparation of Plans and Specs
- ii. Authorize Adding Westedge Road to the Project
- iii. Authorize Additional WSB Fee

Emily Bown, WSB, presented an overview of the proposed 2026 Street Improvement Project for the City of Minnetrista. The project aims to address deteriorating pavement conditions across several city streets, with initial assessments based on surface conditions and further evaluations through pavement coring. Streets identified for improvements include Game Farm Road (North and East), Willow Court, Maple Lane, Saunders Lake Drive (North and South), Cedar Court, Basswood Drive, Lux Lane, Walnut Drive, Cherrywood Court, Pinnacle Way, Lakeside Drive, and Lakeside Circle. Most roads will receive mill and overlay treatment, involving the removal and replacement of the top two inches of asphalt. However, full pavement reconstruction is planned for areas with more severe deterioration, such as sections of Game Farm Road, Basswood Drive, and North Saunders Lake Drive.

The proposed design maintains existing street grades and widths, with gravel shoulders added where needed. Spot curb and gutter repairs will be conducted, and ADA-compliant pedestrian ramps will be installed along Saunders Lake Drive North and West Edge Boulevard. West Edge Boulevard is also slated for improvements, with a portion requiring full-depth reconstruction. As part of intergovernmental collaboration, the City of Mound will contribute an estimated \$112,000 toward improvements within their city limits. Additionally, a bid alternate for trail mill and overlay improvements along Saunders Lake Drive North and West Edge Boulevard was proposed.

Utility work includes sanitary manhole evaluations for inflow and infiltration barriers, culvert replacements, and inlet cleaning on Game Farm Road. The addition of culvert work, estimated at \$70,000, will require wetland permitting and may be funded using state aid, as the work lies within a state aid route. Total project costs are estimated at approximately \$3.37 million, with funding sources including state aid, city responsibility, and special assessments. Under the city's policy and Minnesota Statute 429, benefiting property owners may be assessed approximately 50% of street and storm improvement costs, with preliminary residential assessments for full-depth areas capped at \$10,000 per unit. Hardship deferrals may be available for qualifying residents.

The tentative project schedule includes finalizing plans and specifications by early 2026, bidding in January, assessment hearings and contract award in February, and construction occurring from June through September. While the construction window is broad due to the project's size, individual streets are expected to experience much shorter construction durations. Council discussion confirmed funding allocations, assessment calculations, and next steps for moving the project forward.

Mayor Whalen opened the public hearing at 6:47 p.m.

Robert Moulton, 5985 Game Farm Road, came forward and asked for an explanation on assessments for seniors.

Brian Grimm clarified that hardship deferrals are not automatically granted based solely on age or status. To qualify, residents must meet specific income and asset-based thresholds outlined in the city's policy, which aligns with state guidelines. It was noted that, historically, very few, if any applicants have met the criteria for deferral in Minnetrista. Additionally, while deferrals may postpone payment, interest continues to accrue over the duration of the deferral, which may be a financial drawback for property owners.

David Tillman, 6010 Game Farm Rd, questioned if the school is assessed.

Mayor Whalen responded that they don't pay taxes, but nonprofits or government entities do pay assessments.

Tillman also asked about the process of paying the assessments.

It was clarified that assessment payments offer flexibility only in the first year. Property owners may choose to pay the full assessment amount or make a partial payment during that initial year. After the first year, any remaining balance is certified to the county and included in annual property tax statements. From that point on, only full payoff of the remaining balance is allowed; partial payments are no longer accepted. This ensures consistency with standard county tax collection processes.

Mayor Whalen closed the public hearing 7:01 p.m.

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern to adopt Resolution 80-25, Order Improvements and Authorize Preparation of Plans and Specs.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Motion made by Councilmember Vickery, Seconded by Councilmember Govern to Authorize Adding Westedge Road to the project.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern Authorize Additional WSB Fee.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

6) BUSINESS ITEMS

a) Approve Ordinance 502 - Tobacco Licensing Moratorium

The Council considered the adoption of an ordinance establishing a 12-month moratorium on the issuance of new tobacco licenses. This temporary pause will provide city staff adequate time to review and update the City of Minnetrista's tobacco-related ordinances. The moratorium, if approved, will be effective immediately and remain in place for up to 12 months, during which a revised ordinance will be developed and brought forward for Council consideration. This topic was previously reviewed during a work session.

Motion made by Councilmember Lacy, Seconded by Councilmember Vickery to approve Ordinance No. 502 Establishing a Licensing and Planning Moratorium on the establishment or Expansion of Tobacco Shops.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

b) Approve Amendment to AE2S Task Order No. 11 - Water Treatment Plant Design and Bidding

Aaron Volmer, AE2S, presented an update on the proposed amendment to the design contract for the new water treatment plant, including modifications made to the site and architectural plans based on community feedback. Originally, the design included a driveway extension to the northeast, utilizing an existing easement through the Three Rivers Park District to minimize truck traffic through the neighborhood. However, after plans were shared and residents voiced concerns about preserving the natural wooded area behind their homes, staff and AE2S met with the community and developers to consider alternative access options.

In response, the design was revised to connect the driveway to Wolfberry Curve within the neighborhood, routing truck traffic through the front of the community rather than behind it. Although staff initially sought to minimize neighborhood impact, residents expressed a clear preference for this new alignment, especially as some affected lots are still unsold. Additional efforts were made to shield the water treatment facility from view, including the creation of a berm—nicknamed “Mount Minnetrista”—using on-site excavation material. Trees will be planted atop the berm to further obscure the facility from neighboring homes over time.

The revised plan also results in a more compact site layout, with a single stormwater pond (instead of two), reduced asphalt paving, and lower long-term maintenance for the city. The pickleball courts on-site will remain untouched, with grading adjusted to work around them. The modifications are expected to produce modest cost savings and improve community satisfaction with the final design. Staff noted that although the design changes were initiated ahead of formal approval of the contract amendment, doing so helped avoid project delays. A brief discussion followed regarding the potential to include a basketball court in the future.

Council reviewed a proposed contract amendment of \$149,688 related to the water treatment plant project. Discussion focused on consultant billing practices and scope changes. Councilmember Reffkin raised concerns over why approximately \$80,000 of the proposed amendment included time logged prior to June 16—the point at which the site redesign was finalized. The consultant explained that while some of the work was completed and billed earlier, it included out-of-scope items like extensive easement coordination that were not previously billed due to the original contract cap. These hours are now being submitted as part of the amendment to bring billing up to date. The consultant acknowledged the timing should have been communicated sooner but explained the intent was to avoid frequent contract changes and keep the project moving. The revised site plan, prompted by resident input, includes a shorter access road, fewer stormwater ponds, and on-site excavation handling—yielding an estimated \$100,000 in site work savings, netting about \$50,000 after accounting for added retaining wall costs. Council discussed improved resident engagement late in the

process, noting that 10 homes were represented at recent meetings and that the updated design has received strong support from neighbors. Architectural changes and removal of the clear well were issued as bid alternates, and final costs will be known upon receipt of contractor bids. Council emphasized the importance of earlier communication on budget impacts moving forward.

Motion made by Councilmember Lacy, Seconded by Councilmember Govern to Approve Amendment to AE2S Task Order No. 11 – Water Treatment Plant Design and Bidding.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

7) ADMINISTRATIVE ITEMS

a) Staff Reports

Administrator Kruggel presented at the WCC meeting

b) Council Reports

i) Mayor Lisa Whalen

- Will be meeting with Public Safety Advisory Committee

ii) Cathleen Reffkin

- Attended Mound Fire Commission Meeting

iii) Claudia Lacy

iv) Peter Vickery

v) Brian Govern

8) ADJOURNMENT

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery to adjourn the meeting at 7:36 p.m.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Respectfully Submitted,

Ann Meyerhoff, City Clerk