



CITY COUNCIL WORK SESSION MINUTES

December 08, 2025 at 5:00 PM

7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

Mayor Whalen called the meeting to order at 5:02 p.m.

Council present: Mayor Whalen, Councilmembers Cathleen Reffkin, Peter Vickery, Claudia Lacy, Brian Govern. Staff present: City Administrator Jasper Kruggel, Finance Director Brian Grimm Public Works Director Gary Peters, Assistant City Administrator Paula Bauman, Director of Public Safety Craig Squires, City Clerk Ann Meyerhoff.

2) DISCUSSION ITEMS

a) LMCD Applicant Interview

During the meeting, the Council interviewed Jane Anderson, the sole applicant to fill the Lake Minnetonka Conservation District (LMCD) seat vacated by Michael Kirkwood effective December 31. Anderson introduced herself and explained her background, including co-founding the Harrison's Bay Association and her interest in lake conservation. She noted that although she currently resides in Mound, she is building a home in Minnetrista. In response to Council questions, Anderson described her understanding of the LMCD's role as a multi-city conservation district with regulatory authority over Lake Minnetonka, including docks, surface-use rules, and ordinances. She confirmed that she could meet the LMCD's meeting schedule, with only one known January conflict, and stated she was comfortable with the expected time commitment. Anderson also agreed to provide annual or interim updates to the Council as needed. Council members expressed confidence in her qualifications and indicated she would be formally appointed at the next regular meeting, thanking her for her willingness to serve.

b) Budget/ Levy/ Fee Schedule Discussion

The Council held a budget work session to review levy allocations, fund balances, and proposed adjustments ahead of the regular meeting. Staff presented options for modifying the 2026 budget without changing the overall levy, noting increasing costs in police services, fire services, and general operations. The Council discussed shifting \$225,000 from the road levy to the general fund, reducing the road levy from \$625,000 to \$400,000, and directing \$125,000 of the shifted amount toward raising the general fund balance to approximately 40%, a level viewed as fiscally responsible. The remaining \$100,000 would offset increased administrative and public safety expenses. Council also agreed to reduce the administrative allocation for the water treatment plant project from \$450,000 to \$350,000 for 2026, with the understanding that additional administrative reimbursement could be added in 2027 if needed. Staff explained that administrative charges reflect significant staff time required for major capital projects and are standard accounting practice. Council reviewed road funding projections, street maintenance needs, special assessment revenue, and long-term capital planning, confirming that the revised levy distribution would still adequately support scheduled street projects. Fee schedule updates and utility rate adjustments

were briefly reviewed, with no additional concerns raised. Staff will incorporate the discussed changes into the final budget and levy documents for consideration at the regular meeting.

3) ADJOURNMENT

Motion by Councilmember Reffkin, seconded by Councilmember Vickery to adjourn the meeting at 5:39 p.m.

Motion passed 5-0.

DRAFT