



CITY COUNCIL MEETING MINUTES

September 09, 2026 at 6:30 PM

7701 County Road 110 West Minnetrista, MN 55364

Pursuant to Minnesota Statutes, section 13D.02, one or more council members may participate remotely.

1) CALL TO ORDER

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

- a) Pledge of Allegiance
- b) Introductions: City Council: Acting Mayor 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 (Remote) Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven (Remote) and City Engineer Alyson Fauske, WSB Engineering Absent: Mayor Lisa Whalen.

- c) Approval of Agenda

Councilmember Vickery pulled Item 6c postponing it until the Work Session on September 21, 2026.

Motion made by Councilmember Govern, Seconded by Councilmember Vickery to approve the Agenda with item 6c removed.

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

2) SPECIAL PRESENTATIONS

- a) League of Women Voters of Lake Minnetonka Plymouth Area Candidate Forum - Rebecca Hawthorne

Rebecca Hawthorne presented an overview of the League of Women Voters of the Lake Minnetonka–Plymouth Area, a nonpartisan organization focused on empowering voters and defending democracy. She explained that the local league, formed through the merger of two area chapters, has approximately 120 members and serves communities surrounding Lake Minnetonka. The organization supports voter registration and education, with particular emphasis on seniors who relocate to or within senior living facilities and high school students who are registering or pre-registering to vote. The league also operates a Youth Civic Engagement Fellows program, supports voter registration drives and mock elections, and provides nonpartisan voter information through Vote411.org. In partnership with local cities, the league organizes candidate forums for contested elections, works with city clerks, provides opportunities for candidates unable to attend to submit statements, and coordinates videography for public access. Hawthorne noted that the league is hosting numerous candidate forums during the current election season and recently hosted a mayor's forum. She also stated that the league has been coordinating with the City of Minnetrista on its upcoming candidate forum. Council members thanked Hawthorne for the presentation and discussed the league's long-standing practice of holding candidate forums

at city halls and its approach to ensuring that candidate participation is presented in a neutral and consistent manner.

3) PERSONS TO BE HEARD

Laurel Kiesow, 6728 Bellflower Dr, president of the Villas East HOA and a member of the Woodland Cove master HOA board, addressed the Council on behalf of the master HOA board regarding concerns with the filtration basins in Woodland Cove installed by MI Homes. Kiesow stated that the primary concern is that the basins are not functioning properly and requested a productive, in-person meeting with the City and other appropriate parties to discuss the issue and potential solutions. Council and staff indicated that a meeting involving the City, WSB, and other relevant parties could be considered. Kiso thanked the Council for its time and expressed the HOA's interest in working collaboratively to address the concerns.

4) CONSENT AGENDA

- a) Approve City Council Regular Meeting Minutes from August 3, 2026
- b) Approve Work Session Meeting Minutes from August 17, 2026
- c) Approve City Council Regular Meeting Minutes from August 17, 2026
- d) Res. No. 91-26 Approve Claims
- e) Res. No. 92-26 Approving Riparian View Shed Setback Variance at 960 Maple Crest Drive
- f) Res. No. 93-26 Approve the Installation of a Hydrant and Sample Testing Station by the Wolfberry Park Pickleball Court for the New Water Treatment Plant
- g) Res. No. 94-26 Approve the Replacement of the Paved Return on Northview Drive and the Overlay of the Paved Return on Highland Road
- h) Xcel Lease Agreement Amendment
- i) St. Bonifacius Fire Relief Association Pension Request
- j) City Administrator Performance Review Summary

Acting Mayor Reffkin pulled items d and f for discussion.

Motion made by Councilmember Vickery, Seconded by Councilmember Govern to approve the Consent Agenda with items d and f removed. Voting Yea: Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern.

The Council discussed a recently installed hydrant and related claims. Staff explained that the hydrant and valve were installed to provide a water source for the new water treatment plant and connect to the water line serving the neighborhood. The work was completed ahead of Council approval due to contractor availability and the opportunity to have the installation completed at no labor cost; the City purchased the materials, while Magney installed them at no cost and A2S provided engineering services at no charge. Staff noted that the matter was intended to be presented to Council at the August 17 meeting but was delayed due to scheduling and staff availability. The Council also discussed the temporary water service interruption on Wolfberry Drive that occurred during the September 1 connection. Staff clarified a separate Core & Main purchase for a pipe saddle and sample station associated with the West Edge project, which will allow water sampling without opening hydrants and creating pressure fluctuations in nearby residences. Staff further explained that the difference between

the quoted and invoiced amount was due to freight charges, while other items included in the larger Core & Main invoice included curb-stop replacement parts, hydrant repair materials, lift station repair supplies, and other water system materials. Staff acknowledged that expenditures should generally be brought before Council for approval and agreed that, when circumstances require work to proceed before a Council meeting, communication to the Council would be helpful.

Motion made by Councilmember Govern, Seconded by Councilmember Lacy approve items d and f from the Consent Agenda.

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

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

a) 2027 Street Improvement Project

Res. No. 95-26 Receive Feasibility Report for the Proposed 2027 Street Improvement Project

Res. No. 96-26 Call for the Public Hearing for the Proposed 2027 Street Improvement Project

Emily Brown, WSB, presented the feasibility report for the proposed 2027 Street Improvement Project, including improvements in the Islands area and potential future improvements to Ridgewood Cove. The Islands area, consisting of Warner Lane, Cedar Point Road, Edsil Road, St. Mary's Road, Wellesley Way, and Lee Road, was constructed in 1973 and has deteriorated pavement, including extensive patching, cracking, surface stripping, and deterioration of the pavement base. Staff proposed full-depth reclamation while maintaining existing street widths and grades, along with inflow and infiltration barriers on the sanitary sewer and stormwater improvements on Wellesley Way to address drainage and erosion concerns. The estimated cost for the Islands area is \$925,800, funded through the road fund and special assessments, with an estimated assessment of approximately \$6,500 per unit. Staff also presented options for Ridgewood Cove, which include pavement reclamation without a water main at an estimated cost of \$414,400 or full street reconstruction with a new water main at an estimated cost of \$811,700. The water main option would extend service to each parcel, with property owners not required to connect immediately. Estimated assessments for Ridgewood Cove range from approximately \$13,300 per unit without a water main to \$18,800 for street and storm improvements plus \$15,500 for the water main under the reconstruction option. Staff noted that the City's assessment policy generally assesses 50% of street and storm improvement costs and 100% of new water main costs, with hardship deferrals and typically a 20-year payment period available. Staff reported that neighborhood engagement had occurred for both areas, including an Islands neighborhood meeting attended by 26 residents representing 19 properties and a Ridgewood Cove meeting held August 26. Staff requested Council direction regarding how to proceed with Ridgewood Cove and future consideration of the water main. If authorized to proceed, a public hearing was anticipated for October 5, 2026, with bidding planned for March 2027, assessment hearings in approximately April 2027, and construction anticipated between June and September 2027.

Councilmember Govern asked about drainage considerations associated with the proposed Islands street reclamation project. Staff explained that the project would seek to establish consistent crowns and cross-slopes on the streets while incorporating

available storm sewer and targeted curb improvements to better direct runoff. Staff noted that drainage is challenging in the area due to closely spaced homes and driveways, limited space for drainage infrastructure, and the need to manage stormwater before discharge to the lake. Existing drainage patterns generally direct water toward Wellesley Way and the Douglas Park area, and improvements are planned to maintain those drainage routes. Staff also identified a drainage area on Cedar Point Road where additional curbing could help maintain and improve the existing drainage function. Council expressed concern about ensuring drainage issues do not contribute to premature deterioration of the newly improved streets. Regarding the potential Ridgewood Cove water main, staff reported that resident feedback indicated some property owners were interested in connecting to the water system in the future, although there was limited indication that residents intended to connect immediately.

Larry Osmonson, a Ridgewood Cove resident since 1978, addressed the Council regarding the proposed street improvements and potential water main installation. Osmonson stated that he had spoken with numerous Ridgewood Cove residents and found broad support for improving the road, which is in poor condition, but significant concern regarding the additional cost associated with installing a water main. He reported that, based on his conversations, only one resident had expressed definite interest in connecting to the water system, while most residents are satisfied with their existing wells and are concerned about the financial burden of the proposed water main. Osmonson noted that he and his wife have successfully used their existing well for many years without significant problems. He encouraged the City to consider an approach that would address the road's condition while keeping the costs manageable for Ridgewood Cove property owners.

Chris Johnson, 5520 Ridgewood Cove, addressed the Council regarding the proposed street improvements and potential water main installation. Johnson emphasized that the decision would have long-term implications, describing it as a 30-year decision affecting both current and future residents. He stated that cost is the primary concern expressed by residents but indicated cautious support for the water main depending on the financial considerations. Johnson noted that his property's well had previously required replacement and that finding a suitable location for a new well was challenging due to property requirements and restrictions. He also described the ongoing costs of treating his well water for iron and arsenic. Johnson stated that while his current well is functioning adequately, he sees value in having the option to connect to a municipal water system in the future and thanked the Council for carefully considering the project.

Motion made by Councilmember Vickery, Seconded by Councilmember Lacy to approve Res. No. 95-26 Receive Feasibility Report for the Proposed 2027 Street Improvement Project.

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

Motion made by Councilmember Vickery, Seconded by Councilmember Lacy to approve Res. No. 96-26 Call for the Public Hearing for the Proposed 2027 Street Improvement Project.

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

- b) Res. No. 97-26 Approving Rear Yard Setback Variance at 4246 Creekside Way

Community Director Abel presented a rear-yard setback variance for an existing deck that is located 19.5 feet from the rear property line, rather than the required 20-foot setback. The deck was originally permitted in 2021, and its footing inspection passed in May of that year, but a final inspection was never completed or requested. The issue was discovered in 2026 when city staff investigated permitting requirements for work on a retaining wall at the property and found that the deck had not been finalized and was larger than originally proposed. A property survey confirmed the deck's 19.5-foot setback, leading the applicant to request a variance so the existing deck could remain. The Planning Commission held a public hearing and recommended approval of the variance by a 5–0 vote.

During discussion of the rear-yard setback variance, Councilmember Reffkin expressed concern that the property is part of the Woodland Cove planned unit development, which has established setback requirements intended to be followed. The council noted that the deck was not built according to the final approved permit and that the issue might have been identified if a final inspection had been completed in 2021. The property owner explained that the discrepancy is limited to approximately six inches at one corner of the deck, that the approved footings were used, and that there was no intent to violate the setback. The owner also said they were unaware that the retaining wall required a permit and were working to replace a deteriorating wall caused by water issues, with the goal of resolving all open permits before selling the home. While one council member emphasized the importance of following city rules and ordinances, another viewed the six-inch discrepancy as minor, particularly because the neighbors supported the variance and there was no apparent intent to circumvent city requirements.

Motion made by Councilmember Lacy, Seconded by Councilmember Vickery to approve Res. No. 97-26 Approving Rear Yard Setback Variance at 4246 Creekside Way.

Voting Yea: Councilmember Vickery, Councilmember Lacy, Councilmember Govern
Voting Nay: Councilmember Reffkin

c) Personnel Committee Budget Items

Councilmember Vickery asked to pull this item and move to Work Session on September 21, 2026

d) 2027 Budget Approvals

i) Res. No. 98-26 Approve 2027 Preliminary Tax Levy

ii) Res. No. 99-26 Approve Debt Levy at 100% of 2027 Bond Payments

iii) Approve 2026 Date for Public Comments on 2027 Levy and Budget

The City Council discussed adoption of the preliminary 2027 property tax levy, which establishes the maximum levy that can be set for the coming year. The proposed total levy is \$8,758,365, representing an approximately 11.87% increase. Staff explained that the increase reflects funding needs for capital equipment, roads, the general fund, and additional debt related to current and future road projects, using a combination of cash funding and debt issuance. Council will continue reviewing the budget and final levy through October, November, and December, with separate discussions of the water and sewer enterprise funds planned for upcoming work sessions. The preliminary levy will be submitted to the county for inclusion in truth-in-taxation notices and public comment materials. Staff clarified that approximately 3% of the levy

increase is attributable to growth from new homes, meaning the year-over-year increase affecting existing property owners is approximately 8%.

Motion made by Councilmember Vickery, Seconded by Councilmember Govern to approve Res. No. 98-26, Approve 2027 Preliminary Tax Levy.

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

The Council considered a resolution establishing the city's debt levy at less than the maximum amount permitted by state law. Staff explained that the city could levy an additional 5% of its principal and interest payments, which would amount to approximately \$70,000, but historically the city has maintained sufficient debt-fund balances and planned its finances well enough to avoid needing the full statutory levy. By adopting the resolution, the Council would formally choose to levy less than the maximum amount allowed, relying instead on existing fund balances to meet debt obligations. Minnesota law generally requires general-obligation debt levies to provide at least 5% more than the amount needed for scheduled principal and interest payments, while allowing municipalities discretion to levy only a portion of the required amount in certain circumstances. revisor.mn.gov

Motion made by Councilmember Govern, Seconded by Councilmember Lacy to approve Res. No. 99-26, Approve Debt Levy at 100% of 2027 Bond Payments.

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

The City Council discussed setting the required public comment meeting for the 2027 budget and tax levy. The meeting must occur after November 24 and before the end of the year, and it must begin after 6:00 p.m. Because the Council's scheduled meeting date is December 7, staff recommended setting the public comment meeting for December 7, 2026, at 6:30 p.m. The meeting would provide an opportunity for public discussion of the proposed 2027 budget and tax levy, with the final levy to be adopted that evening.

Motion made by Councilmember Vickery, Seconded by Councilmember Lacy to approve 2026 Date for Public Comments on 2027 Levy and Budget.

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

e) Mound Fire Contract Notice to Renegotiate Letter

The City Council considered sending a formal notice to the City of Mound requesting renegotiation of the existing fire service agreement. The proposed letter would notify Mound that Minnetrista wants to renegotiate the agreement throughout 2027, with any revised agreement taking effect January 1, 2028. Staff indicated that, if approved, the letter would be delivered to Mound and meetings would likely be scheduled in 2027 to begin contract discussions. Council members noted that Mound had made an offer and that discussions were already underway, but expressed frustration that Mound had not yet agreed to a requested September meeting to address budget questions, despite language in the current contract calling for such a meeting. Council members agreed that the fire service arrangement should be reevaluated and expressed support for sending the letter.

Motion made by Councilmember Lacy, Seconded by Councilmember Vickery to send a Fire Contract Notice to Renegotiate Letter.

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

f) Ord. No. 511 Operation of Recreational Vehicles on Private Property

The City Council considered an ordinance amendment governing the operation of recreational vehicles on private property, following several prior discussions on the issue. The amendment makes two primary changes: it reduces the required distance for recreational vehicle operation from 300 feet from a property line to 220 feet from the primary structure on a neighboring parcel, and it adds a new provision allowing recreational vehicles to operate on private property of one acre or less for less than 15 minutes within any 60-minute period. Staff noted that the revised language incorporates wording previously proposed by a council member. If approved and published in the newspaper, the ordinance would take effect seven days after publication. No additional council questions were raised.

Motion made by Councilmember Lacy, Seconded by Councilmember Govern to approve Ordinance No. 511 Operation of Recreational Vehicles on Private Property. Voting Yea: Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

7) ADMINISTRATIVE ITEMS

a) Future Agenda Items

- a) City Council Meeting Day Discussion (9/21 WS)
- b) Nuisance Property Update (10/05 WS)
- c) iTron Software Update (10-05 RM)

b) Staff Reports

City Administrator Kruggel provided an update on the transition to monthly utility billing, reporting that the change has been generally successful but has generated a significant number of resident questions and calls. Some refunds have resulted from duplicate payments during the transition, while others were related to final bills for residents moving in or out. Staff directed residents with questions to the city's website, which contains detailed information about the new billing system, and expects inquiries to decrease as residents become more familiar with the process and water usage declines in the fall. Council discussed whether separating the treatment-plant/base fee from the water-usage charge on bills would make the charges clearer and potentially reduce confusion. Staff agreed to explore whether the fee could be shown as a separate line item as part of the 2027 fee schedule. Staff also reported an unusually high monthly water-use record of approximately 1.9 million gallons, which was attributed to the Woodland Cove HOA filling an irrigation pond rather than a leak. Despite the unusually high demand, the city's water supply handled the usage without problems, and staff noted that water consumption and revenue are expected to decline as irrigation season ends.

c) Council Reports

- i) Mayor Lisa Whalen
- ii) Cathleen Reffkin

Acting Mayor Reffkin attended the Personnel Committee Meeting and in the process of determining whether to have a meeting with Mound about the fire bill for next year.

iii) Claudia Lacy

iv) Peter Vickery

Councilmember Vickery reported attending the employee compensation meeting, the Planning Commission meeting, and a Pioneer-Sarah Creek watershed meeting. He also noted that Jasper is working to arrange a presentation on the Whale Tail Lake Alum Treatment Update for the next Council meeting and said the project presentation is expected to be informative and went well.

v) Brian Govern

Peter

8) **ADJOURNMENT**

Motion made by Councilmember Govern, Seconded by Councilmember Vickery to adjourn the meeting at 7:45 p.m.

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

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk