



CITY COUNCIL MEETING MINUTES

November 17, 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, 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

Mayor Whalen added approve quote for Bayside Drainage to Business Items.

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

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

2) SPECIAL PRESENTATIONS

- a) Michael Kirkwood LMCD Discussion

Michael Kirkwood, the City's representative to the Lake Minnetonka Conservation District (LMCD), attended the meeting to request Council support for urging the LMCD to explore establishing designated non-motorized or restricted-wake areas on Lake Minnetonka. He summarized recent University of Minnesota research showing that wake boats and other large vessels can stir lake sediments at depths up to 20 feet, contributing to environmental damage and safety concerns, particularly in smaller bays where paddle-sport users and small fishing boats have been affected. Kirkwood noted that the LMCD's current 300-foot shoreline buffer has been mostly followed, but the Board remains hesitant to consider additional restrictions. He asked the Council to support initiating further study and discussion through an LMCD work group. John Bent of Citizens for Sharing the Lake added context, describing impacts to lake ecology, safety incidents, and overcrowding from wake-surfing activity. He highlighted Vermont's model of creating wake-surf zones supported by a navigational enforcement app, suggesting a similar approach for Lake Minnetonka with a 20-foot minimum depth and larger contiguous zones. Council members raised concerns about enforcement challenges, displacement of wake boats to other bays, and ongoing issues with jet ski safety and rental operations. Following discussion, Council reached consensus to support providing a letter encouraging the LMCD to formally study wake-surfing impacts and potential regulatory approaches, with the City Administrator preparing the letter for the Mayor's signature.

3) PERSONS TO BE HEARD

4) CONSENT AGENDA

- a) Approve Work Session Meeting Minutes from November 03, 2025
- b) Approve City Council Regular Meeting Minutes from November 03, 2025
- c) Res. No. 98-25 Approve Claims
- d) Res. No. 99-25 Approve Simple Subdivision between 6560 & 6580 South Bay Drive
- e) Res. No. 100-25 Approve Lift Station Control Panel Replacement at Lift Station #4 and Lift Station #6
- f) Approve AE2S SCADA Task Order No. 01-26 for Consulting Services for Control Panel Replacement at Sewer Lift Station #2
- g) Approve AE2S SCADA Task Order No. 02-26 for Communications Upgrade at Flow Station #14
- h) Approve Amendment to Data Storage Server Sharing and Governance Agreement

Councilmember Vickery had a question regarding Hennepin County's role in an upcoming records and reporting initiative. Chief Squires confirmed that Hennepin County intends to participate and will share information with the City. Although many departments currently operate on a shared records management system owned by the County, Hennepin County is expected to move to a different reporting platform. The new mechanism under development will allow continued access to shared data across systems, ensuring that departments can still view necessary information even if they are using different reporting tools. Staff confirmed that information-sharing will continue among all participating agencies.

Motion made by Councilmember Vickery, Seconded by Councilmember Govern to adopt the consent agenda as presented.

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

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

- a) Motion to Deny Preliminary Grading Agreement Request for North Pointe at Halsted Bay

Community Development Director Abel presented a request from the North Point (Halstead Bay) development team for a preliminary grading agreement allowing tree removal and stumping prior to submission of their final plat application. The developer has until January 31, 2026, to submit the final plat and currently has approximately three remaining Council meetings to do so. Staff noted that such early grading agreements are discretionary and not required by statute, and that approval would require a letter of credit equal to 150% of public improvements as well as funding for significant tree-preservation obligations. Engineering concerns remain, particularly the need for soil borings to determine whether planned stormwater basins are feasible given clay soils. Council discussed risks of permitting early clearing, including potential neighborhood concerns, erosion, weeds, and complications if the developer walked away or if infrastructure locations changed. The applicant's representatives stated they seek tree removal during winter to minimize disease spread and soil disturbance and offered to complete all outstanding staff requirements before any permit is issued. They

also explained that tree removal would assist with soil borings and improve lot visibility for prospective buyers. Council emphasized caution and clarified that the final plat could be split from the Mound portion if desired to avoid delays. Following discussion, the Council agreed to continue the item to the December 8 meeting, directing the applicant to return with all required engineering and planning items completed before any early tree-removal authorization would be considered.

- b) Res. No. 101-25 and 102-25 Approve AE2S Task Orders for the Woodland Cove Water Treatment Plant Construction Observation and SCADA Services

Public Works Director Peters presented two related requests associated with construction of the new Woodland Cove Water Treatment Plant: (1) a task order for construction observation and administration services, and (2) a task order for SCADA system installation and programming services. Public Works explained that SCADA controls all plant operations—from chemical feed and pumping to valve operation, monitoring, and reporting—and that AE2S provides dedicated professional support not available in-house. Council confirmed that SCADA services qualify as professional services and do not require competitive bidding. Staff noted the new system will significantly improve reporting efficiency and consolidate servers into a cleaner, more reliable configuration. AE2S representatives described their role, clarifying that they provide programming and oversight but not hardware manufacturing, and that future compatibility depends on industry availability. Council asked about cost escalation, warranty timing, staffing hours, and opportunities for in-house work; staff emphasized the need for designer oversight to avoid liability and ensure proper installation. For construction observation, AE2S will provide approximately 25 hours per week of onsite presence plus administrative review of submittals, field changes, and inspection coordination. Discussion included the importance of submittal accuracy, past issues with outdated equipment, rate adjustments tied to inflation, and ensuring the warranty period aligns with meaningful operational use.

Motion by Councilmember Reffkin, seconded by Councilmember Vickery to approve Resolution 101-25, Approving AE2S Task Order No. 18 for Construction Observation Services as stated in said Task Order for the New Woodland Cove Water Treatment Plant.

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

Motion by Councilmember Reffkin, seconded by Councilmember Govern to approve Resolution 101-25 Approving AE2S Task Order No. 18 for Construction Observation Services as stated in said Task Order for the New Woodland Cove Water Treatment Plant.

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

- c) Approve Quote for Installing Drainage Pipe for 925 Bayside Lane (City Project 08-25)

Staff presented an urgent request related to longstanding drainage issues at 925 Bayside Lane. In 2002, the City installed a pump system on the property following resident complaints, but the system has since failed due to root infiltration and deteriorated piping, creating ongoing expense and maintenance challenges for the homeowner. At Council direction, staff evaluated multiple alternatives, including connecting to an existing rear-yard storm line or boring to a front-yard catch basin; however, both options posed elevation and surcharge risks that could cause basement

flooding during heavy rain events. The recommended solution is to bore a new drainage pipe to the stormwater pond within Jennings Park, which provides adequate elevation and capacity. A contractor experienced in this type of work provided a quote of \$21,170, which staff considers favorable compared to initial estimates ranging from \$18,000 to \$40,000. Staff requested approval to proceed contingent on the property owner signing an easement and maintenance agreement prepared by the City Attorney, under which the City will own the pipe within the easement but the homeowner will assume long-term maintenance responsibility. Council agreed the solution is appropriate and directed staff to obtain the signed agreement before initiating the work.

Motion by Councilmember Lacy, seconded by Councilmember Vickery to award City Project No. 08-25 to T.P. Schroeder Construction for the installation of a 4" pipe from rear property of 925 Bayside Lane to the pond in Jennings Park at a cost not to exceed \$21,170.00

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

7) ADMINISTRATIVE ITEMS

a) Staff Reports

- Next meeting is December 8th instead of December 1st

b) Council Reports

i) Mayor Lisa Whalen

- Tree Lighting December 4th 5:00 – 7:00
- Northwest League

ii) Cathleen Reffkin

- Attended the Mound Fire Commission Meeting
- The next district meeting will be January

iii) Claudia Lacy

- Attended the Westonka Chamber Meeting
- Gillespie Center 25th Anniversary was a sell out

iv) Peter Vickery

v) Brian Govern

8) ADJOURNMENT

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern to adjourn the meeting at 7:52 p.m.

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