



CITY COUNCIL MEETING MINUTES

July 14, 2025 at 7:00 PM

7701 County Road 110 West Minnetrista, MN 55364

1) CALL TO ORDER

Mayor Whalen called the meeting to order at 7:00 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, 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 Lacy, Seconded by Councilmember Vickery.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

2) SPECIAL PRESENTATIONS

- a) Hennepin County Sheriff Dawanna Witt

Introduction & Personal Background

- Hennepin County Sheriff, elected in 2022, took office in January 2023
- Committed to attending city council meetings across the county
- Grew up in South Minneapolis in a challenging environment; initially did not envision a career in law enforcement
- Holds a degree in chemical dependency/family therapy; worked with nonprofits (Pillsbury Neighborhood Services, Woodland Family Services)
- Began her law enforcement career with a tour of the jail, later joined Dakota County in 2004
- First woman to become a Captain in Dakota County Sheriff's Office
- Returned to Hennepin County in 2019 as Major, overseeing courts and jails

Sheriff's Office Overview

- Staffing: 840 full-time, 60 part-time employees
- Under a Corrective Licensing Order (CLO) due to staffing/population issues but improving
- Sheriff Witt advocates for updated staffing models to reflect modern needs
- Departments: Investigations, Admin Services, Court/Field Services, Detention, Public Safety Services, Public Affairs

Current Law Enforcement Challenges

- Recruitment improving (e.g., classroom sized for law enforcement students have grown)
- Challenges with juvenile crime, repeat offenders, and limited placement options
- Lack of community trust and need for proactive vs. reactive policing
- Despite focus on Minneapolis, Witt ensures no community is ignored – response is countywide.

Strategic Priorities

- Violent Crime Reduction
- Opioid Overdose Prevention (Focus on Fentanyl Initiative)
- Jail Programming (HOPE Program)
- Auto Theft Reduction
- Recruitment & Retention
- Community Outreach

Local Impact (Minnetrista Stats)

- Patrol hours
- Request for information (RFIs) – used by criminal analysts to assist local agencies
- Dispatch events – Hennepin County provides dispatch services for Minnetrista

Key Messages from Sheriff Witt

- Law enforcement must evolve – what worked 5 – 10 years ago is no longer sufficient
- Deeply committed to rebuilding trust, engaging the community, and leading by example
- Public safety requires innovative thinking, strong partnerships and human-centered approaches

b) ~~Recognition of Service to City of Minnetrista~~

c) 2nd Quarter Financial Update 2025

Finance Director Grimm gave a summary of the the 2nd quarter financials.

3) PERSONS TO BE HEARD

- Dennis Rozeboom, 905 Bayside Lane is experiencing significant yard flooding during rain events.
- The water originates from a neighboring higher-elevation property and flows through multiple yards.
- Dennis has already invested in a 3,000-gallon underground French drain and a submersible pump (4 gallons/minute, ran 3 days during one event) to manage the water.
- Other neighbors (Gina & Terry Ittel, 925 Bayside Lane, and others) also experience recurrent water issues and flooding.
- A video from June 25th showed heavy flooding from a single rain event (3.25 inches over ~14–15 hours).
- Water moves across multiple properties and ends up in Gina and Terry's yard.

- The flooding is persistent and costly, including yearly pump replacements.

Potential Solutions Discussed

1. Connecting to a 20" pipe in a nearby neighbor's yard (Thorson's):
 - Pipe feeds into the city's stormwater system.
 - City lacks documentation of easement/right-of-way.
 - Legal counsel determined the city cannot grant access—must come from the private property owner.
 - The property owner is not cooperative and is reportedly unapproachable.
 - Using eminent domain would take too long and require proving public purpose.
2. Alternate Drainage Solution (City-Approved):
 - Horizontal bore from Danny's southwest corner to a storm sewer at the street.
 - Estimated cost: \$12,000–\$15,000.
 - Danny requested financial assistance from the city.
3. Shared Cost Option:
 - Suggested splitting the cost among four homeowners + the city (5-way split).
 - Mentioned other residents also want to participate in resolving the issue.

City's Position & Next Steps

- City acknowledges the issue is serious and has persisted for years.
- Expressed willingness to explore a public-private partnership using stormwater funds.
- City engineer and staff to:
 - Determine a feasible solution.
 - Provide a cost estimate.
 - Confirm the effectiveness of the solution before committing funds.
- Target date to present findings and possibly decide on cost-sharing:
 - August 4th meeting.

Points for Staff Follow-up

- City to verify if the stormwater infrastructure can handle added input.
- Residents want assurance any city-partnered solution will actually resolve the flooding.
- Consider further negotiation or legal inquiry regarding the uncooperative neighbor.

Jeff Martin, Stonegate & Gonyea Homes

- Lives in Orono and works in Woodland Cove and The Meadows at Halstead's Bay.

- Recently contacted by homeowners on Wolfberry Court upset about a proposed access road through Three Rivers Park for the water treatment plant
- Requested that the City pause road construction and open dialogue with:
 - Homeowners
 - Stonegate Builders
 - Gonyea Homes
 - City staff

City Council & Staff Response

- The water treatment plant construction will proceed; it's essential and has been in planning for 3+ years.
- The road location may still be adjusted:
 - Originally proposed access road is causing concern.
 - Alternative route via Wolfberry curve is being reconsidered.
 - City acknowledges smaller delivery trucks are now planned, making alternate routes more feasible.
 - Possible to plant trees in the berm for screening purposes
- Staff has been in touch with Tyler Wenkus to arrange a meeting with residents to explore options.

Homeowner Concerns

- Dave Carl, 4622 Wolfberry Court
 - Purchased land under the belief that no development was planned in the park.
 - Appreciates reconsideration of the road and potential berm improvements.
 - Suggests mirroring the facility layout to move the parking lot farther from homes.
- Kelly Ahrens, 4654 Wolfberry Curve
 - Recently moved in, lives near the berm.
 - Notes the berm is too low, trees are sparse or dead, and half the berm will be removed for a basin.
 - Asks for more effective screening with new trees or a higher berm.

City Communication Efforts

- Council defended its communication strategy:
 - Town halls, newsletters, website updates, utility bill backs, and Facebook posts.

- April 14th town hall only had 10 attendees.
- Emphasized residents should also take responsibility (e.g., sign up for alerts, contact HOA).

Next Steps & Commitments

- City will:
 - Explore relocating or redesigning the access road.
 - Revisit berm height and tree coverage to better screen the facility.
 - Schedule a meeting with residents, developers, and staff (pending Tyler's availability).
- Acknowledgement that construction is moving forward, but adjustments are still possible.

4) **CONSENT AGENDA**

- Approve Work Session Meeting Minutes from June 16, 2025
- Approve City Council Regular Meeting Minutes from June 16, 2025
- Approve City Council Meeting Minutes from July 9, 2025
- Res. No. 63-25 Approve Claims
- Res. No. 64-25 Approving Setback Variance at 7610 County Road 15
- Res. No. 65-25 Approving Setback Variance at 5962 Hardscrabble Circle
- Res. No. 66-25 Authorizing Execution of a Pervious Pavement Agreement at 5804 Hardscrabble Circle
- Res. No. 67-25 Accept Resignation of Brett Hughes from Parks Commission and Promote Karrisa Gehring to Parks Commission
- Res. No. 68-25 Approve Purchase for Replacement of Street Department 2-ton Dump Truck

Motion made by Councilmember Govern, Seconded by Councilmember Reffkin to approve the consent agenda.

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

5) **PUBLIC HEARINGS**

6) **BUSINESS ITEMS**

- Motion to Approve Purchase of the MILO Training System

Chief Squires provided a follow-up to the prior work session regarding the MILO training system. The system offers over 1,000 interactive training scenarios designed to enhance officer response to adult and juvenile offenders, individuals in mental health crisis, persons with special needs, and those diagnosed with autism or PTSD. It also

includes features for officer stress management and can serve as a virtual firearms range, reducing ammunition costs and eliminating lead-related cleanup.

Funding for the system will come from public safety grant funds and DTF forfeiture funds. The representative stood for questions.

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery to Approve Purchase of the MILO Training System.

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

b) Security System Quote Package Approval

Administrator Kruggel provided an update on the proposed security system upgrade. Direction from Council was to proceed with a system based on Brivo components, originally presented by Security 101. It was clarified that the system—not the vendor—was approved.

Security 101 has submitted a quote and is most familiar with the city's infrastructure. Three other Brivo-certified vendors in Minnesota were contacted; one expressed possible interest, though vendor participation remains uncertain. USA Security, a previous vendor, may also submit a quote.

Council was informed that if approved, a quote package will be posted with responses due by the Wednesday prior to the August 4 meeting. Staff will compile and present quotes at that meeting for evaluation and possible award. As the project is currently under the \$175,000 bidding threshold, a formal bid process is not required. However, if quotes exceed that amount, a formal bid process will be initiated.

Staff noted that the Brivo system, including door access and utility security upgrades, is a significant improvement over the current system and more cost-effective than previously considered options. Council authorization was requested to proceed with quote solicitation.

Motion made by Councilmember Vickery, Seconded by Councilmember Reffkin to Authorize a Quote Package to be developed and solicit quotes for a Security System consisting of Brivo Components.

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

c) Ordinance 500 Amending Section 200.01 of the City Code Regarding Regular and Special Meetings

Staff presented an ordinance amendment addressing several procedural updates discussed at the prior work session. The proposed changes include:

1. Allowing flexible meeting start times, provided proper notice is given under the Open Meeting Law.
2. Updating the requirement for calling special meetings to avoid Open Meeting Law violations—now permitted by the mayor alone or two council members plus the mayor.

3. Providing flexibility to reschedule meetings that fall on holidays, allowing for movement to a different day (e.g., Wednesday) rather than automatically defaulting to Tuesday.
4. Clarifying provisions regarding closed meetings in compliance with Open Meeting Law.

Additional minor clean-up and clarifying edits were made to the ordinance language. If approved, the changes will take effect seven days after publication. Staff noted that the new schedule could begin with the August 4th meeting (work session at 5:00 PM; regular meeting at 6:30 PM), pending approval.

Motion made by Councilmember Lacy, Seconded by Councilmember Reffkin to Approve Ordinance 500 Amending Section 200.01 of the City Code Regarding Regular and Special Meetings.

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

- d) Motion to Approve the Amended City Calendar for 2025

Motion made by Councilmember Govern, Seconded by Councilmember Vickery to Approve the Amended City Calendar for 2025.

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

- e) Approve Offer of Employment for Paula Bauman as Assistant City Administrator

Administrator Kruggel stated that the Council unanimously agreed to extend an employment offer to Paula Bauman following finalist interviews. Jasper led the negotiation process, and the terms of the offer were within the parameters set by the Council. Paula is expected to start on Monday, August 25, pending approval. She will begin at Step 5, with approximately 25 years of public service experience, some PTO banked, and credited with nine years of service for PTO accrual. Council and staff were thanked for their time and effort throughout the selection process.

Motion made by Councilmember Lacy, Seconded by Councilmember Reffkin to Approve Offer of Employment for Paula Bauman as Assistant City Administrator.

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

7) ADMINISTRATIVE ITEMS

- a) Staff Reports

Planning Commission Meeting, July 28, 2025

- b) Council Reports

- i) Mayor Lisa Whalen

- Fire Partnership Meeting was cancelled

- ii) Cathleen Reffkin

- Attended the Planning Commission Meeting
- Interviews with Assistant City Administrator Candidates

iii) Claudia Lacy

- Gillespie Center has a new façade including a new sign

iv) Peter Vickery

- Pioneer Sarah Creek Watershed approved budget for next year

v) Brian Govern

8) **ADJOURNMENT**

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery to adjourn the meeting at 8:52 p.m.

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

Respectfully Submitted,
Ann Meyerhoff, City Clerk