



CITY COUNCIL MEETING MINUTES

May 04, 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

Elan Thaler, Mayor for a Day Winner 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 (Remote), 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 (Remote) and City Clerk Ann Meyerhoff (Remote) Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven (Remote) and City Engineer Alyson Fauske, WSB Engineering
- c) Approval of Agenda

Motion made by Councilmember Govern, Seconded by Councilmember Reffkin to approve the agenda with the addition of item o, 1195-1205 Sunnyfield Settlement Agreement to the consent agenda.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Lacy, Councilmember Govern - Roll Call Motion passed 4-0

2) SPECIAL PRESENTATIONS

- a) Mayor for a Day Winner – Elan Thaler
Elan read his winning essay to Council.

3) PERSONS TO BE HEARD

4) CONSENT AGENDA

- a) Approve Work Session Meeting Minutes from April 20, 2026
- b) Approve City Council Regular Meeting Minutes from April 20, 2026
- c) Res. No. 49-26 Approve Claims
- d) Res. No. 50-26 AE2S Task Order No. 20 - Risk and Resiliency Easement (RRA)
- e) Res. No. 51-26 Accept and Award Quote for Spray Lining 91 Sanitary Sewer Manhole Chimney Structures
- f) Res. No. 52-26 Approve Conditional Use Permit for Ground-Mounted Solar at Gale Woods Farm
- g) Res. No. 53-26 Approve comprehensive Plan Amendment at 2500 County Road 92 and Authorize Staff to Submit the same to Metropolitan Council
- h) Ordinance No. 504 Rezone 2500 County Road 92 from Agriculture Preservation to Agriculture
- i) Res. No. 54-26 Authorize Publication of Ordinance No. 504 by Title and Summary

- j) Res. No. 55-26 Approve Front Yard Setback Variance at 8420 Ox Yoke Circle
- k) Res. No. 56-26 Award Equipment CIP Purchase - Leveling Bar Replacement
- l) Ordinance No. 505 - Fee Schedule Amendment to 2026 Fee Schedule for MN Dept of Health Fee Increase
- m) Approve Liquor License Renewals
- n) Authorize Staff to enter into an Agreement with GTEL Advisors, LLC in Partnership with the LMAC Agencies
- o) 1195/1205 Sunnyfield Settlement Agreement - Added

Motion made by Councilmember Lacy, Seconded by Councilmember Reffkin to approve the Consent Agenda as amended.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Lacy, Councilmember Govern - Roll Call Motion passed 4-0

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

Councilmember Vickery joined the meeting Remote.

- a) Approve Master Service Agreement with InfoSend for Services Related to Monthly Bill Mailings

The City Council discussed the upcoming transition to monthly water utility billing beginning July 1 and reviewed a proposal to outsource the printing and mailing of utility bills to InfoSend. Staff explained that the current quarterly postcard billing process is completed manually in-house and would become significantly more burdensome if performed monthly. The proposed outsourced service would handle approximately 30,000 mailings annually at an estimated yearly cost of \$25,000, with most of the expense attributed to postage. Staff noted that the additional cost above existing mailing expenses would be roughly \$7,700 annually, or about \$0.26 per account per mailing, and would provide residents with more detailed bills, including usage graphs and space for city communications.

Council members questioned whether outsourcing was necessary before attempting to manage monthly billing internally. Discussion centered on whether automated folding and envelope-stuffing equipment could allow staff to continue handling billing in-house at a lower cost. Staff responded that current employees already spend considerable time preparing quarterly mailings and expressed concern that monthly billing would overwhelm existing workloads. Concerns were also raised about employee burnout and the risk of staffing challenges if the city underestimated the workload associated with the transition.

The Council also explored ways to reduce paper mailings by encouraging residents to enroll in paperless billing. Members suggested launching a Facebook campaign and other outreach efforts to persuade residents to switch to electronic billing, potentially lowering mailing volumes and costs. Questions were raised about whether InfoSend's pricing depended on mailing volume and whether rates would change if more residents opted for paperless service.

Ultimately, the Council directed staff to gather additional information before making a final decision. Staff will research the costs and feasibility of purchasing automated mailing equipment, compare in-house processing expenses with outsourcing costs, investigate how other communities handle utility billing, and determine whether InfoSend's pricing changes with lower mailing volumes. Staff will also begin promoting paperless billing through city communications and return with additional information and recommendations at the May 18 meeting so the city can remain on schedule for implementing monthly billing later in the summer.

7) ADMINISTRATIVE ITEMS

a) Staff Reports

Chief Squires provided information on Trista Day, May 13th 4:30 – 7:00.

b) Council Reports

i) Mayor Lisa Whalen

- Attended the Planning Commission Meeting
- Northwest League
- State of the City Address
- Minnehaha Creek Watershed District Kickoff Meeting

ii) Cathleen Reffkin

iii) Claudia Lacy

iv) Peter Vickery

v) Brian Govern

8) ADJOURNMENT

Motion made by Councilmember Govern, Seconded by Councilmember Reffkin at 7:11 p.m.
Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery,
Councilmember Lacy, Councilmember Govern - Roll Call Motion passed 5-0.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk