



JUNE 2, 2025 CITY COUNCIL WORK SESSION MINUTES

June 02, 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 5:00 p.m.

Present: Mayor Lisa Whalen, Council Members Cathleen Reffkin, Peter Vickery, Brian Govern, City Administrator Jasper Kruggel, Finance Director Brian Grimm, Assistant Administrator Allie Polsfuss, Director of Public Services Gray Peters, City Clerk Ann Meyerhoff, Director of Public Services Craig Squires.

Council Member Claudia Lacy joined the meeting at 5:10.

2) DISCUSSION ITEMS

a) Camera System Presentations

City Administrator Kruggel gave a recap regarding the replacement of the security cameras for the Police Dept and Public Works. There is one vender present at the meeting from Security 101 and video from USA Security.

Jake Frolland from Security 101 presented their product to the Council.

Due to weather, the video and connection with Ryan Erasmus from USA Security was unavailable for Council to view. This video has been sent to the City Council for review.

Administrator Kruggel suggested that Chief Squires and Public Services Director Peters look at the proposals and request a demo and come back to Council in July with a recommendation.

b) Discussion of Miscellaneous Drainage Items

Public Service Director Peters stated that there are a few drainage items that staff would like to get Council direction on.

1. Minneapolis Avenue

There is a storm sewer system that conveys discharge from the pond located at 1040 Bayside Lane (west end of Minneapolis Avenue) to Lake Minnetonka.

There are several rock pools along the length of the channel that serve to slow down water and reduce erosion. During times of increased rainfall, the water is running from public roads onto private property, creating an issue.

Council had a discussion about who is responsible for maintaining the storm water pond, assessments for this work, and public versus private responsibility. Direction was given for staff to reach out to the watershed district, consult with the City Attorney, obtain estimates of the work that needs to be done, and present to Council in the future to give clearer definition.

2. CR 110 and CR 151

The discharge from the culvert under CR 151 and 810 CR 110 has caused some erosion along the property line. Hennepin County asset management indicates that this is not an issue for them to fix. There is a sanitary sewer manhole in the area that is susceptible to inflow. To address the issue, the vegetation in the drainageway would be removed and some rip rap place to dissipate some of the energy from the runoff.

Council gave direction for staff to contact Hennepin County on a possible joint drainage project.

3. 905 Bayside Lane

At the October 7, 2024 Work Session there was discussion about the drainage at 905 Bayside Lane based on the property owner's concern. The owner installed a drainage and tank system at the back of his property however it can't address the volume of runoff.

Throughout the years storm pipe has been extended to neighboring properties. In 2002 the city extended storm sewer to 925 Bayside Lane. As instructed at the October 7, 2024 work session the city Attorney determined that there is no legal documentation showing that the city owns this pipe. Additionally staff has been told that this pipe is partially collapsed.

At some point a catch basin was installed at the northeast corner of 880 Jennings Cove Road. The city does not have record of this pipe being installed. The owner of 905 Bayside would prefer to connect to this pipe but was not granted permission to do so.

The other alternative to address the issue at 905 Bayside is to extend draitile from the existing catch basin within Bayside Lane. If council supports the use to city funds to help pay for the extension, staff would like direction as to whether the portion in the right of way should be public draitile. If not, a license agreement allowing private drain tile within the public right of way would be required.

Direction was given to staff to work with the City Attorney on the legality of discontinuing storm water service without a maintenance agreement.

4. D'Chene Lane

Staff met with some of the residents on the south side of D'Chene to discuss their concerns about the erosion taking place on their property. Based on the contour data shown in Figure 6, the average slope extending from the road is 25%, with slopes behind the homes as steep as 45%.

Staff is not aware of any public storm sewer in this area. Approximately 185' of the road drains to the low point at 6965 D'chene, and approximately 200' drains to the low point between 6885 and 6925 D'Chene. The drainage is eroding the channel. Residents have safety concerns with erosion and tree loss within the channel and are asking the city to stabilize the channel.

Peters suggested that as the drainage comes off the road in the right of way we could add in a pond area that will slow it down with check dams. Mayor Whalen agreed that we might want to do that because of the erosion of the road.

c) Assistant City Administrator Hiring Process

Administrator Kruggel shared that the City of Minnetrista will have a vacancy for the position of Assistant City Administrator and the City Administrator would like to engage City Council in the hiring process to fill that position.

The City Administrator is facilitating the hiring of the Assistant City Administrator position. Below is a summary and timeline for the process.

- 5/20 – Personnel Committee Hiring Process Discussion
- 5/21 – Post Assistant city Administrator Position (Applications due 6/10)
- 6/2 – Discuss hiring process with full council at work session
- 6/11 – 6/13 – Review and score applications
- 6/16 – 6/19 – 1st Round interview with Department Heads and PC
- 6/23 – 6/27 – 2nd Round interviews with Council and Staff (Meeting notice, can take action)

3) ADJOURNMENT

Motion by Reffkin, seconded by Vickery to adjourn the meeting at 6:38 p.m.

Motion passed 5-0.