



**Agenda
Minnetonka City Council
Regular Meeting
Monday, Sep. 12, 2022
6:30 p.m.
Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Wilburn-Calvert-Schaeppi-Coakley-Kirk-Schack-Wiersum
4. Approval of Agenda
5. Approval of Minutes:
 - A. Aug. 22, 2022 regular meeting minutes
 - B. Aug. 15, 2022 study session minutes
 - C. June 20, 2022 study session minutes
6. Special Matters:
 - A. Minneapolis Regional Chamber update
7. Reports from City Manager & Council Members
8. Citizens Wishing to Discuss Matters Not on the Agenda
9. Bids and Purchases: None.
10. Consent Agenda - Items Requiring a Majority Vote:
 - A. Resolution approving the preliminary plat of CUMMINGS HOMESTEAD SECOND, a two-lot subdivision at 5024 Sparrow Road

Recommendation: Adopt the resolution (4 votes)
 - B. Resolution regarding appeal of license denial by Sunshine Massage, LLC

Recommendation: Adopt the resolution (4 votes)

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- C. Ordinance amending the term of the franchise held by Comcast of Minnesota, Inc.
Recommendation: Adopt the ordinance (4 votes)
- D. Ordinance authorizing the sale of a vacant city-owned property adjacent to Hwy 7
Recommendation: Adopt the ordinance (4 votes)
- 11. Consent Agenda - Items Requiring Five Votes:
 - A. Conditional use permit, with a location variance, for Advanced Oral Surgery & Periodontics at 110 Cheshire Lane
Recommendation: Adopt the resolution (5 votes)
 - B. Conditional use permit, with parking variance, for a fast food restaurant at 11301 Highway 7
Recommendation: Adopt the resolution (5 votes)
- 12. Introduction of Ordinances: None.
- 13. Public Hearings:
 - A. Resolution for special assessment of 2021-2022 projects
Recommendation: Adopt the resolutions (4 votes)
- 14. Other Business:
 - A. 2023-2027 Economic Improvement Program
Recommendation: Adopt the resolution (4 votes)
 - B. 2023-2027 Capital Improvements Program (CIP)
Recommendation: Approve the resolution (4 votes)
 - C. Items related to the 2022 preliminary tax levy
Recommendation: Adopt the resolutions (4 votes)
 - D. Concept plan for Greystar Development at 10701 Bren Road E
Recommendation: Discuss the plan with the applicant and provide feedback
- 15. Appointments and Reappointments: None.
- 16. Adjournment

**Minutes
Minnetonka City Council
Monday, August 22, 2022**

1. Call to Order

Mayor Brad Wiersum called the meeting to order at 6:31 p.m.

2. Pledge of Allegiance

All joined in the Pledge of Allegiance.

3. Roll Call

Council Members, Rebecca Schack, Kimberly Wilburn, Bradley Schaeppi, Brian Kirk and Brad Wiersum were present.

Council Member Kissy Coakley was excused.

4. Approval of Agenda

Kirk moved, Calvert seconded a motion to accept the agenda with addenda to Item 12.A and removing Item 10.C. All voted "yes." Motion carried.

5. Approval of Minutes:

A. August 1, 2022 regular meeting minutes

Calvert reported she spoke with staff regarding two minor changes she would like made to the minutes on Page 2.

Calvert moved, Kirk seconded a motion to approve the minutes. All voted "yes." Motion carried.

6. Special Matters:

A. Sustainability Update

City Manager Mike Funk and Associate Planner/Sustainability Coordinator Drew Ingvalson gave the staff report.

Kirk asked if there has been any noticeable results from the city's sustainability requirements with developers. Ingvalson stated the requirements have changed the conversations staff has with developers because expectations were now in place. Community Development Director Julie Wischnack stated talking about

the city's sustainability priorities are discussed in a public setting, which was changing the behavior of applicants.

Wilburn requested information on how the city was working with the county to encourage further sustainability efforts. Ingvalson explained the county has been discussing electrification for their transportation systems, along with car sharing. He reported sustainability efforts was a matter being considered by Hennepin County.

Wiersum thanked Mr. Ingvalson for his detailed report.

7. Reports from City Manager & Council Members

City Manager Mike Funk reported on upcoming city events and council meetings.

Calvert stated she recently attended a League of Minnesota Cities Human Resources and Data Practices Committee meeting where the challenges of hiring public safety personnel was discussed. She noted she also served on the Elections Task Force for the League of Minnesota Cities. She thanked city staff for running a stellar primary election.

Calvert discussed an event she attended for Ukrainians that have lost limbs. She encouraged the public to keep Ukraine in their hearts and minds.

Calvert encouraged residents to be patient while the road construction projects are wrapping up this summer.

Kirk invited the public to attend the Cullen Nature Preserve fundraiser on Friday, September 9 at the Marsh.

He encouraged the public to also consider participating in the Hopkins Education Foundation fundraiser on Saturday, September 10.

Schaeppi discussed several concerns he has received from residents in Ward 3. He thanked staff for all of their efforts to communicate with the residents in Ward 3 regarding the road construction projects.

Schaeppi reported the council recently discussed the 2023 budget at a worksession meeting.

Wiersum commented on how local businesses are impacted by street improvement projects and encouraged residents to frequent local businesses.

8. Citizens Wishing to Discuss Matters not on the Agenda: None.

9. Bids and Purchases: None.

10. Consent Agenda – Items Requiring a Majority Vote:

A. Ordinance amending City Code 830 relating to lodging establishments

Schack moved, Wilburn seconded a motion to adopt Ordinance 2022-11. All voted “yes.” Motion carried.

B. Resolutions pertaining to levying the 2022 Special Assessments

Schack moved, Wilburn seconded a motion to adopt Resolution 2022-063, Resolution 2022-064, Resolution 2022-065, Resolution 2022-066, Resolution 2022-067 and Resolution 2022-068. All voted “yes.” Motion carried.

C. Resolution regarding Minnetonka Firefighters Relief Association bylaws

This item was pulled from the agenda.

D. Resolution for the Carlson and Cheshire Parkway Improvements Project

Schack moved, Wilburn seconded a motion to adopt Resolution 2022-069. All voted “yes.” Motion carried.

E. Resolution authorizing participating in a voluntary employee benefits association (VEBA) trust and adopt master services agreement

Schack moved, Wilburn seconded a motion to adopt Resolution 2022-070. All voted “yes.” Motion carried.

F. Memorandum of Understanding with the Friends of Cullen Nature Preserve and Bird Sanctuary

Schack moved, Wilburn seconded a motion to accept the memorandum. All voted “yes.” Motion carried.

11. Consent Agenda – Items requiring Five Votes:

A. Items concerning the construction of a new house at 2507 Bantas Point Lane

Calvert moved, Kirk seconded a motion to adopt the Resolution 2022-071. All voted "yes." Motion carried

12. Introduction of Ordinances:

A. Ordinance amending Chapter 10 of the City Code by adding Section 1045.047, regarding third-party gift card sales

Community Development Director Julie Wischnack and Captain Jason Tate gave the staff report.

Wiersum thanked staff for the detailed report and asked if the council had questions for staff.

Schack stated she believed this ordinance made a great deal of sense. She recommended the training be very clear for these establishments selling these gift cards and asked that gift cards be allowed to be sold to those paying with cash.

Schaeppi thanked the police department for addressing this concern. He questioned how many retailers in the community sold these types of gift cards. Captain Tate reported Best Buy, Target, Walgreens and several grocery stores were selling these gift cards.

Wilburn asked what percent of these crimes were occurring at self-check outs. Captain Tate explained the vast majority of these crimes were occurring at self-check out kiosks.

Calvert thanked staff for their innovation and for bringing this ordinance forward. She questioned what problems Shakopee has had with their ordinance. Captain Tate reported the City of Shakopee has not prosecuted any retail clerks but rather were working to reduce crime. He explained the police department would use these events to educate clerks.

Kirk asked if the third party gift cards were linked to the stolen credit cards. Captain Tate explained these gift cards were very difficult to shut down once purchased, which led the police department to pursue this ordinance.

Calvert encouraged the city to be mindful of the different ways people would pay for these gift cards in order to remain inclusive for all members of the community.

Wilburn commented she saw a discussion online regarding this proposed ordinance and wanted to be assured that the city was considering how not to marginalize the poor or people of color.

Schaeppi explained he appreciated how this ordinance would help deter crime in Minnetonka.

Kirk questioned if there was a way for the city to cumulate comments from the Next Door app in order for staff and the council to further review. Wischnack stated this would be tricky because this is a closed platform but noted staff could aggregate the comments from Facebook and Next Door and would provide this information to the council.

Wiersum stated he believed this ordinance was important. He encouraged staff and the police department to continue to work with the retailers on this matter.

Schack moved, Calvert seconded a motion to introduce the ordinance. All voted "yes." Motion carried.

B. Ordinance regarding storage of deicing materials

Natural Resources Manager Leslie Yetka gave the staff report.

Calvert asked if the city was still teaching classes regarding the use of salt. Yetka commented she was not aware of any classes that have been hosted by the city in the last three years.

Schaeppi thanked Ms. Yetka for all of her work on this ordinance. He questioned who this ordinance would pertain to. Yetka explained this ordinance would pertain to any business that was storing deicing material on their site.

Wiersum encouraged staff to bring greater awareness to this issue to the businesses that were storing deicing material in the city.

Kirk suggested staff hold a workshop on how to properly apply salt in order to better inform the public on this topic.

Kirk moved, Wilburn seconded a motion to introduce the ordinance. All voted "yes." Motion carried.

C. Ordinance amending the term of the franchise held by Comcast of Minnesota, Inc.

Information Technology Manager Patty Latham gave the staff report.

Calvert moved, Kirk seconded a motion to introduce the ordinance. All voted "yes." Motion carried.

D. Ordinance authorizing the sale of a vacant city-owned property adjacent to Highway 7

Community Development Director Julie Wischnack gave the staff report.

Wilburn questioned if the city spends any money maintaining this property. Wischnack reported the city does not spend any money on maintenance at this time. City Attorney Corrine Heine explained the city was responsible for diseased tree removal.

Calvert thanked staff for the detailed staff report.

Schack asked if the city would have to put a condition in place to prohibit future subdivision, or would this be managed by the conservation district. Wischnack stated if R-1 requirements were to change in the future it may be nice to have a condition in place to prohibit re-subdivision. Heine explained this could have been an issue if the parcel were larger, however, the lot was not wide enough or deep enough.

Kirk discussed a question he posed to staff and noted this matter could be investigated by staff prior to the council considering approval of the ordinance.

Wiersum commented on the questions he had for staff. He stated he understood the lot did not have enough frontage to subdivide, but questioned if the city was leaving money on the table when considering the true value of this property.

Calvert agreed the council should further consider the value of this property.

Wischnack asked if the council wanted staff to add a condition regarding the prohibition of future subdivision to the ordinance.

Wiersum supported this recommendation so long as it does not destroy the properties value.

Schack stated her perspective varies noting she was loathe to tie a future council's hands. She indicated she was comfortable with the requirements within the conservative easement assuring that this property would not further subdivide.

Kirk reported the more conditions that were put on the property the lower the value would be. He explained if this was a landlocked parcel with no driveway

access the price would be lower. He encouraged the council to further consider the highest and best use for this parcel.

Calvert moved, Kirk seconded a motion to introduce the ordinance. All voted "yes." Motion carried.

Wiersum recessed the city council meeting.

Wiersum reconvened the city council meeting.

13. Public Hearings:

A. Community Development Block Grant Program Consolidated Annual Performance and Evaluation Report for Program Year 2021

Community Development Director Julie Wischnack gave the staff report.

Wiersum opened the public hearing.

There being no comments from the public, Wiersum closed the public hearing.

Calvert thanked staff for all of their work on this report.

Calvert moved, Schack seconded a motion to hold the public hearing and adopt Resolution 2022-072. All voted "yes." Motion carried.

14. Other Business:

A. Resolution for the Minnetonka Community Center Project

Public Works Director Will Manchester gave the staff report.

Kirk asked if the scope of the work in September would change. Manchester explained staff was requesting to seek bids this evening and the bids would be reviewed and considered in September.

Kirk stated he appreciated the proposed plans to renovate the Minnetonka Community Center, noting the improvements would greatly enhance the restroom facilities and would bring the facility into compliance with ADA requirements.

Schack explained she appreciated the enhancements that would be made to the entry to the building. It was her hope the building would be more welcoming aesthetically given the fact this was a revenue generating space. She indicated she also appreciated the fact that the space used by the seniors would be

improved. While she was concerned about the expense for the project, she was cautiously optimistic that the city would be able to complete these improvements.

Calvert agreed the city needed make these improvements because it would make the community center space more accessible. In addition, the improvements would create a more welcoming space for residents of the City of Minnetonka. She explained she too was concerned with the expense of the improvements, but hoped the improvements would assist with generating more revenue for the city.

Schaeppi thanked staff for all of their hard work on this project stating he understood the community center was outdated. He explained he was concerned with the timing of this project. He believed this project was important but should be completed in several years and not when the city was proposing a 7% levy increase.

Wiersum explained he believed the project needed to be done. He supported staff going out for bid on the project with the understanding the council would consider the bids at a future meeting. He commented on the improvements Plymouth just made to their community center and stated he wanted the city's facility remain competitive. He believed the proposed improvements would be an investment in the community and the cost of waiting to make the improvements should be considered.

Wilburn requested staff provide the council with information on the price of waiting several years to do this project. City Manager Mike Funk explained staff can investigate this further. He commented on how the city would fund this project noting \$240,000 has been built into the long range master planning. Finance Director Darin Nelson commented further on how pushing the project out into the future would impact the city's tax levy.

Schack moved, Kirk seconded a motion to adopt Resolution 2022-073. Schack, Wilburn, Calvert, Kirk and Wiersum voted "yes." Schaeppi voted "no". Motion carried.

B. Resolution for the Hopkins Crossroad Trail Improvements Project and Agreement with Xcel Energy

Public Works Director Will Manchester gave the staff report.

Wilburn questioned if the multi-use trail would be available for bikes, along with the bike lane. City Engineer Phil Olson reported bikes could use the eight foot multi-use trail and noted Hopkins Crossroad would have a five foot bike lane on each side of the road as well.

Schaeppi stated he appreciated the fact the Met Council was paying for a portion of this project. He asked if the county ever contributes funds to these types of projects. Olson explained the city would be working with the county to pursue grants for this project. He indicated the city would also be working with the county to bury utilities.

Calvert commented she has biked and walked on Hopkins Crossroad. She stated she was very happy to see a trail being installed along this roadway. She discussed where this trail was ranked compared to other trails that were necessary in the city. She indicated she appreciated the Met Council funding that would be used to assist with paying for this project.

Kirk inquired how much of the \$4.6 million expense for this project would be funded by taxpayers. Olson stated the funding for this project would not be coming from the levy but rather would be paid for through franchise fees and Met Council grants.

Schack commented this was a long overdue trail segment that would be very appreciated by the community. She reported this was a highly diverse area of the city and this trail would assist with moving bikers and pedestrians safely through the community. She thanked staff for all of their work on this project.

Kirk indicated this was a great project and he appreciated how this trail would link into the future light rail station.

Wiersum stated he appreciated the fact Three Rivers was a part of this project. He explained this trail segment was very important to the community and he appreciated how the Met Council funding would assist with completing this trail segment in a timely manner.

Wilburn moved, Schack seconded a motion to adopt Resolution 2022-074. All voted "yes." Motion carried.

15. Appointments and Reappointments: None.

16. Adjournment

Calvert moved, Kirk seconded a motion to adjourn the meeting at 9:30 p.m. All voted "yes." Motion carried.

Respectfully submitted,

Becky Koosman
City Clerk

**Minutes
City of Minnetonka
City Council Study Session
Monday, August 15, 2022**

Council Present: Deb Calvert, Kissy Coakley, Brian Kirk, Rebecca Schack, Bradley Schaeppi, Kimberly Wilburn, Mayor Brad Wiersum.

Staff: Scott Boerboom, Moranda Dammann, Darin Ellingson, Mike Funk, Alisha Gray, Corrine Heine, Matt Kumka, Kevin Maas, Phil Olson, John Vance, Will Manchester, Joel Merry, Darin Nelson, Kelly O'Dea, Julie Wischnack, Sara Woeste, Leslie Yetka

1. Call to Order

Wiersum called the meeting to order at 6:30 p.m.

2. Introductions/Roll Call

The city staff, councilmembers and guests in attendance introduced themselves.

3. Recap of Ranked Choice Voting

Acting Assistant City Manager Moranda Dammann gave a presentation on the 2021 election and the implementation of ranked choice voting.

Councilmembers offered questions and comments.

4. Campaign Signs

Community Development Director Julie Wischnack gave a presentation on city regulation of campaign signs.

Councilmembers offered questions and comments.

Wischnack requested feedback as to whether councilmembers wished to consider amending city code pertaining to campaign signs, and if so what changes to proceed with for consideration in the future.

A majority of councilmembers indicated their interest in adopting state guidelines regarding the size of campaign signs, and in increasing the number of signs permitted per property.

Wischnack thanked the council for their feedback and indicated one or more ordinances could be introduced in January 2023.

5. 2023 Preliminary Budget Review

Finance Director Darin Nelson gave a presentation on the preliminary 2023 budget and levies.

Councilmembers offered questions and comments.

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City Manager Mike Funk thanked staff and councilmembers, and highlighted the next steps in the budget process.

6. Sept. 19, 2022 Study Session Topics

Funk gave an overview of the topics schedule for the September 19 study session.

7. Adjournment

Wiersum adjourned the meeting at 9:10 p.m.

Respectfully submitted,

Kyle Salage

Elections Specialist

**Minutes
City of Minnetonka
City Council Study Session
Monday, June 20, 2022**

Council Present: Deb Calvert, Kissy Coakley, Brian Kirk, Rebecca Schack, Bradley Schaeppi, Kimberly Wilburn, Mayor Brad Wiersum.

Staff: Scott Boerboom, Moranda Dammann, Darin Ellingson, Mike Funk, Alisha Gray, Corrine Heine, Matt Kumka, Kevin Maas, Phil Olson, John Vance, Will Manchester, Joel Merry, Darin Nelson, Kelly O'Dea, Julie Wischnack, Sara Woeste, Leslie Yetka

1. Call to Order

Wiersum called the meeting to order at 6:30 p.m.

Councilmember Schaeppi arrived at 6:40 p.m.

2. Introductions/Roll Call

The city staff, councilmembers and guests in attendance introduced themselves.

3. Natural Resource Master Plan (NRMP) and Parks, Open Space and Trails (POST) Plan and Park Dedication Fees

Funk introduced the topic and provided background information on the plans and fees.

Yetka gave a presentation on the Natural Resource Master Plan.

O'Dea gave a presentation on the Parks, Open Space and Trails Plan.

Wischnack gave an overview of Park Dedication Fees.

Funk reviewed the sections of the Capital Improvements Program pertaining to the plans and the dedication fees. Staff requested direction on whether to make adjustments to how the dedication fees are used.

Councilmembers offered questions and comments.

4. 2023-2027 Economic Improvement Program (EIP)

Funk introduced the topic.

Wischnack and Gray gave a presentation on the Economic Improvement Program.

Councilmembers offered questions and comments.

5. 2023-2027 Capital Improvements Program (CIP) Review

Funk introduced the topic.

Nelson gave a presentation on the Capital Improvements Program.

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Monday, June 20, 2022**

Councilmembers offered questions and comments.

6. August 15, 2022 Study Session Topics

Funk gave an overview of the topics schedule for the August 15 and September 19 study sessions.

Council requested that discussion of the 2023 budget be added to the August agenda, and that a discussions of a city-wide curbside pickup be added to the September agenda.

7. Adjournment

Wiersum adjourned the meeting at 10:05 p.m.

Respectfully submitted,

Kyle Salage
Elections Specialist



**City Council Agenda Item 10A
Meeting of Sep. 12, 2022**

Title: Resolution approving the preliminary plat of CUMMINGS HOMESTEAD SECOND, a two-lot subdivision at 5024 Sparrow Road

Report From: Drew Ingvalson, Associate Planner/Sustainability Coordinator

Submitted through: Mike Funk, City Manager
Julie Wischnack, AICP, Community Development Director

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The applicant, Michael Brandt, is requesting to subdivide the property at 5024 Sparrow Road into two single-family residential lots (on behalf of the property owners). The lots would meet all subdivision and zoning ordinance standards, including the tree protection ordinance.

Recommended Action

Adopt the resolution approving the preliminary plat of CUMMINGS HOMESTEAD SECOND.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Statement: N/A

Financial Consideration

Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: N/A

Background

The planning commission considered the request on Sept. 1, 2022. Staff recommended approval noting:

- The proposed lots would meet the minimum lot area and dimensional standards outlined in the city code for single-family residential lots.

	Required	Lot 1	Lot 2
Lot area	22,000 sq. ft	27,615 sq. ft.	26,655 sq. ft.
Lot width at the right-of-way	80 ft	110 ft	120 ft
Lot width at the setback	110 ft	110 ft	115 ft
Lot depth	125 ft	290 ft	295 ft
Buildable area*	3,500 sq. ft.	8,760 sq. ft.	12,975 sq. ft.

*Areas less than 30% grade

- The proposal would meet the findings outlined in the city's steep slope ordinance. Specifically, the proposal:
 - Minimizes disturbance to the steep slope;
 - Would not result in soil erosion or drainage issues; and
 - Provides adequate measures to protect public safety.
- The proposal would meet the city's tree ordinance adopted by the council last year.

	WPA (% of area)	High-Priority trees	Significant trees
Ordinance	25% of area on site	35% (17 trees)	50% (23 trees)
Proposal	N/A – WPA not present	27.5% (14 trees)	41.3% (19 trees)

At the meeting, a public hearing was opened to take comments from area residents. The city received one comment from a resident regarding the project. The comment noted concerns regarding the number of trees being removed as part of the subdivision (see attached change memo). The existing owner spoke regarding the property, and the neighbor immediately to the south provided comments supporting the request.

Following the public hearing, the commissioners expressed support for the project, noting that it meets all city code requirements.

On a 5-0 vote, the commission recommended the city council adopt the resolution. The planning commission staff report and change memo are attached. The planning commission meeting minutes were not available when this report was published. However, the recorded planning commission meeting can be found online at this [link](#).

MINNETONKA PLANNING COMMISSION
Sept. 1, 2022

Brief Description Preliminary plat of CUMMINGS HOMESTEAD SECOND, a two-lot subdivision, at 5024 Sparrow Road.

Recommendation Recommend the city council approve the proposal.

Proposal

The applicant, Michael Brandt, is requesting to subdivide the property at 5024 Sparrow Road into two single-family residential lots (on behalf of the property owners).

Proposal Summary

The following is intended to summarize the applicant's proposal:

- **Existing Site Conditions.**

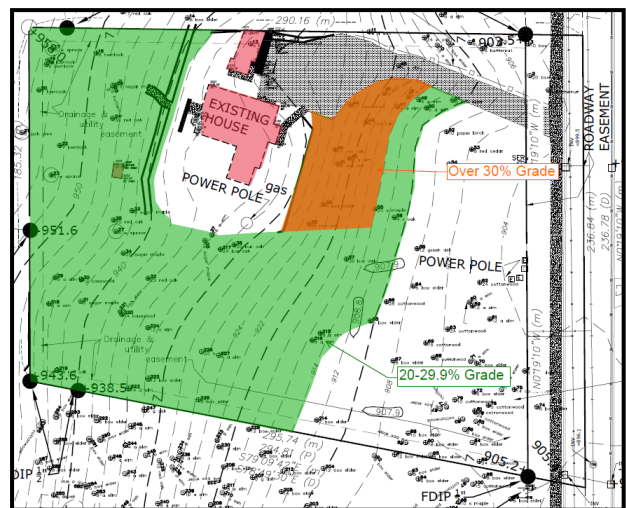
Lot Size: 1.4 acres

Structures: The property is improved with a:

- 1,272 square foot single family home (built in 1944);
- 255 square foot shed/lean-to (with non-conforming side yard setback); and
- 40 square foot playhouse.

Wetland: A wetland delineation found that there is not a wetland on the subject property.

Topography: Excluding the area near the existing home, the majority of the western side of the existing property is considered a steep slope (shown as green/orange in the image to the right).¹ The high point of the steep slope is on the western side of the property. Generally, the site slopes downwards toward Sparrow Road, with land nearest the road not meeting the steep slope



¹ By City Code Sec. 300.02, a "steep slope" is a slope that: (1) rises at least 20 feet between toe and top of the slope; (2) has an average grade of 20 percent as measured between toe and top of the slope; and (3) has been field verified and located by city staff. In verifying and locating steep slopes, staff may consider site features such as soil types, vegetation coverage, anticipated erosion issues, technical reports, and studies, or other items staff considers pertinent for the protection of the slope.

definition. The area shown in orange is a steep slope with a grade of over 30% grade. Per city code, the city may prohibit grading and development within this area.

Trees: The site has 51 high-priority trees² and 46 significant trees³.

Access: Both of the proposed properties would access off Sparrow Road

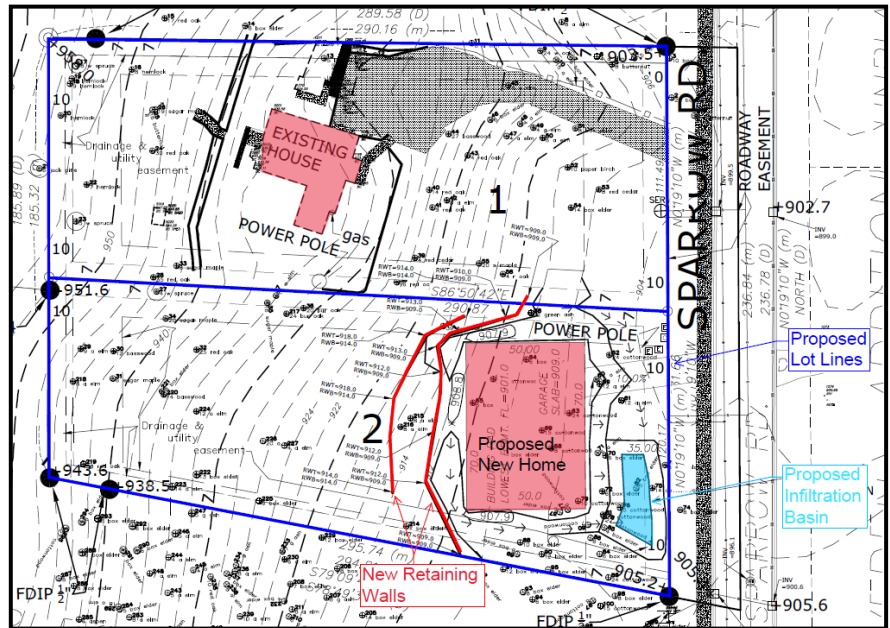
- **Proposed Site Conditions.**

Homes: The applicant is proposing to keep the existing home on the newly created northern lot and build a new home on the newly created southern lot.

Grading: Site grading would occur to accommodate the new home on the southern lot and to direct stormwater to the newly constructed infiltration basin near Sparrow Road. The applicant has proposed two retaining walls, located mostly on the southern lot, to minimize grading impacts.

Utilities: Sewer and water utilities would be accessed off mains located beneath Sparrow Road.

Trees: The proposal would result in the removal of 14 high-priority trees and 19 significant trees.



² By City Code 300.28, a "tree, high priority" is a tree that is not in a woodland preservation area but is still important to the site and the neighborhood character, that is structurally sound and healthy, and that meets at least one of the following standards as outlined below. The city forester prioritizes – and maintains a prioritization list – of native and culturally significant tree species above non-native native trees. This prioritization of species may be used to guide both tree removals and mitigation.

1. A deciduous tree that is at least 10 inches dsh.
2. A coniferous tree that is at least 15 feet in height that is not in a group described below; or
3. A tree that is in a group of three or more deciduous trees that are at least eight inches dsh or coniferous trees that are at least 15 feet in height, that provide a buffer or screening along an adjacent public street, and that is within 50 feet of an arterial road and 35 feet of a minor collector, local or private street and a trail. This distance will be measured from the edge of the pavement of the road, street, or trail.

³ By City Code 300.28, a "tree, significant" is a tree that is structurally sound and healthy and that is either a deciduous tree at least four inches dsh or a coniferous tree at least 10 feet in height.

Staff Analysis

A land-use proposal is comprised of many details. These details are reviewed by members of the city's economic development, engineering, fire, legal, natural resources, planning, and public works departments and divisions. These details are then aggregated into a few primary questions or issues. The analysis and recommendations outlined in the following sections of this report are based on the collaborative efforts of this larger staff review team.

- **Are the proposed lots reasonable?**

Yes. The city's subdivision ordinance outlines minimum area and dimensional standards for single-family residential lots. The proposal would meet all of these minimum standards.

	Required	Lot 1	Lot 2
Lot area	22,000 sq. ft	27,615 sq. ft.	26,655 sq. ft.
Lot width at the right-of-way	80 ft	110 ft	120 ft
Lot width at the setback	110 ft	110 ft	115 ft
Lot depth	125 ft	290 ft	295 ft
Buildable area*	3,500 sq. ft.	8,760 sq. ft.	12,975 sq. ft.

*Areas less than 30% grade

- **Does the proposal meet the city's steep slope ordinance?**

The city's steep slope ordinance was developed to encourage thoughtful integration of development into a slope. The intent of the ordinance is not to prohibit the construction of a slope but rather to guide the development of a slope. Unlike other ordinances, which provide clear standards intended to "approve" or "deny" a project, the steep slope ordinance allows the city more discretion in determining compliance with the three findings listed in the ordinance. The following is intended to summarize the findings:

1. *Ordinance Finding 1: The property is physically suitable for the design and siting of the proposed development. The proposed development will preserve significant natural features by minimizing disturbance to existing topographical forms.*

Staff findings: The applicant has situated the proposed home on the far east side of the property, mostly outside of the steep slope. Retaining walls would be constructed relatively close to the west side of the proposed home to further minimize slope disturbance.

2. *Ordinance Finding 2: The development will not result in soil erosion, flooding, severe scarring, reduced water quality, inadequate drainage control, or other problems.*

Staff findings: The ordinance allows the city to prohibit construction on slopes with average slopes exceeding 30 percent. There is one area of the site that has slopes exceeding this percentage; however, the applicant has not proposed any grading within this area. As proposed, the runoff would continue to drain towards

the east side of the property (Sparrow Road), and the increased impervious surface runoff would be directed to an infiltration basin near the front (east) property line.

3. *Ordinance Finding 3: The proposed development provides adequate measures to protect public safety.*

Staff findings: The city's fire department has reviewed the plans and had no concerns about accessibility for emergency vehicles.

- **Would the proposal meet the tree ordinance?**

Yes. The proposal would meet the tree ordinance. The table below summarizes the thresholds outlined in the ordinance and the proposal:

	WPA (% of area)	High-Priority trees	Significant trees
Ordinance	25% of area on site	35% (17 trees)	50% (23 trees)
Proposal	N/A – WPA not present	27.5% (14 trees)	41.3% (19 trees)

Summary Comment

The applicant's proposal makes the best effort to minimize future development impacts on the existing steep slopes on the site. In addition, the proposal meets all minimum requirements for subdivision.

Staff Recommendation

Recommend the city council adopt the resolution approving the preliminary plat of CUMMINGS HOMESTEAD SECOND, a two-lot subdivision at 5024 Sparrow Road.

Originator: Drew Ingvalson, Associate Planner/Sustainability Coordinator
Through: Loren Gordon, AICP, City Planner

Supporting Information

Surrounding Land Uses

	Existing Land Use	Zoning	Comp Guide Plan
Subject Property	Single-Family Home	R-1	Low density
Surrounding Properties	Single Family Home	R-1	Low density

Steep Slope

By City Code §300.28, Subd. 20(b), staff will evaluate the extent to which the development meets the guidelines under each finding. While it is the intent of the ordinance is to require compliance with as many of the guidelines as possible, the ordinance grants the city discretion to not require *total* compliance with *every* guideline if the overall finding is still achieved:

Ordinance Finding 1: The property is physically suitable for the design and siting of the proposed development and will preserve significant natural features by minimizing disturbance to existing topographical forms.

a. Design developments into steep slopes, rather than making significant alterations to the slope to fit the development:

1. Avoid building pads that result in extensive grading outside of the building footprint and driveway areas;

Staff Findings: The submitted plans do not include extensive site grading. A condition of approval has been included to take into consideration existing grades and minimize disturbance.

2. Use retaining walls as an alternative to banks of cut-and-fill, and design and site such walls to avoid adverse visual impact;

Staff Findings: The proposal includes two retaining walls along the back of the home on Lot 2 to minimize slope disturbance.

3. Allow for clustering with different lot shapes and sizes, with the prime determinant being to maximize the preservation of the natural terrain;

Staff Findings: The subdivision creates lots that would maximize the preservation of the site's natural features.

4. Allow flag lots when appropriate to minimize grading;

Staff Findings: This standard does not apply.

5. Avoid cuts and fills greater than 25 feet in depth; and

Staff Findings: No proposed cuts or fills exceed 25 feet.

6. Design grading to preserve the crest of prominent ridges. Buildings may be located on prominent ridges as long as the requirements of this subdivision are met.

Staff Findings: The grading plan would not significantly disturb the crest of the prominent ridges. The proposed home is located at the bottom of the slope and is situated to minimize disturbance.

- b. Design streets and driveways that generally follow existing contours, except where necessary for public safety or to minimize the adverse impacts from traffic:
 1. Use cul-de-sacs and common drives where practical and desirable to preserve slopes; and
 2. Avoid individual long driveways unless necessary to locate the principal structures on less sensitive areas of the site.

Staff Findings: The plan shows one new driveway that is located outside of the steep slope.

- c. Concentrate development on the least sensitive portion of the site to maximize the preservation of significant trees and natural features:

1. Preserve sensitive areas by clustering buildings or using other innovative approaches; and

Staff Findings: The proposed new home would be located to minimize impacts to the slope.

2. Maintain sufficient vegetation and design the scale of the development so that it does not overwhelm the natural character of the steep slope.

Staff Findings: As a result of grading for the southern home, trees will be removed from the slope. The staff has reviewed the proposal and finds it acceptable. Nonetheless, a condition of approval has been included to minimize tree impacts on the slope.

- d. Preserve steep slopes that buffer residences from non-residential sources of light and noise.

Staff Findings: The slope would not be disturbed enough to significantly change lighting or noise buffers for any residences.

Finding 2: The development will not result in soil erosion, flooding, severe scarring, reduced water quality, inadequate drainage control, or other problems.

- a. Wherever practical, minimize the impervious surface area and maximize the use of natural drainage systems:
 1. Design any new drainage systems away from neighboring properties, away from cut faces or sloping surfaces of a fill, and towards appropriate drainage facilities, whether artificial or natural. Drainage systems must comply with the city's water resources management plan; and
 2. Use the existing natural drainage system as much as possible in its unimproved state if the natural system adequately controls erosion.

Staff Findings: The submitted grading plan would direct runoff to the newly constructed infiltration basin. The proposal would not result in soil erosion, flooding, or drainage issues.

- b. Avoid building on or creating steep slopes with an average grade of 30 percent or more. The city may prohibit building on or creating slopes in the following situations:
 1. Where the city determines that reasonable development can occur on the site without building on or creating slopes; or
 2. Development on such slopes would create real or potentially detrimental drainage or erosion problems.

Staff Findings: This proposed development will not have any grading within the area that has 30 percent grades. Nonetheless, a condition of approval has been included to prohibit grading in 30 percent grade areas.

- c. Design slopes to be in character with the surrounding natural terrain;

Staff Findings: The proposal would be in character with the surrounding natural features.

- d. Use benching, terracing, or other slope-stabilizing techniques for fill, as determined appropriate by the city engineer;

Staff Findings: The proposal includes retaining walls on the southern lot to reduce grading into the slope.

- e. Install and maintain erosion control measures during construction in accordance with the current Minnesota pollution control agency best management practices; and

Staff Findings: This has been included as a condition of approval.

- f. Revegetate disturbed areas as soon as practical after grading to stabilize steep slopes and prevent erosion, as required by the city.

Staff Findings: This has been included as a condition of approval.

Finding 3. The proposed development provides adequate measures to protect public safety.

- a. Limit the slopes of private driveways to not more than 10 percent. The driveway should have sufficient flat areas at the top and toe to provide vehicles a landing area to avoid vehicles slipping into the adjacent street during icy conditions. The city may require a driveway turn-around; and

Staff Findings: Staff has added a condition of approval limiting the driveway grade to 10 percent.

- b. Provide sufficient access for emergency vehicles to reach the proposed buildings.

Staff Findings: The city's fire department has reviewed and had no comments on the plan.

Natural Resources

Best management practices must be followed during the course of site preparation and construction activities. This would include the installation and maintenance of a temporary rock driveway, erosion control, and tree protection fencing. As a condition of approval, the applicant must submit a construction management plan detailing these management practices.

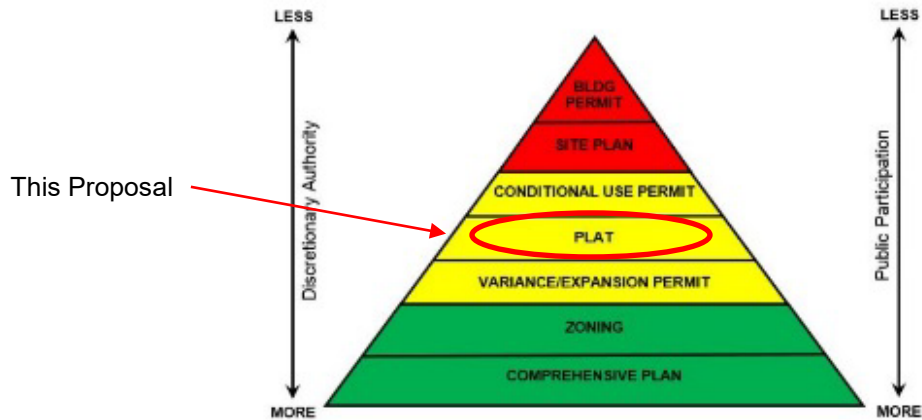
Stormwater

The applicant's plans illustrate the construction of an infiltration basin between the new home and Sparrow Road. The applicant will be required to submit a final stormwater management plan to be reviewed in conjunction with the building permit for the new home. The final infiltration basin may be slightly different from the one shown in their plans; however, staff has provided a condition of approval that requires the final stormwater management plan to meet city stormwater requirements.

Neighborhood Comments

The city sent notices to 29 area property owners and received no comments.

Pyramid of Discretion



Motion Options

The planning commission has three options:

1. Concur with the staff recommendation. In this case, a motion should be made recommending the city council adopt the resolution approving the preliminary plat.
2. Disagree with the staff recommendation. In this case, a motion should be made recommending the city council deny the plat. This motion must include a finding for denial.
3. Table the request. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant, or both.

Voting Requirement

The planning commission will make a recommendation to the city council on the applicant's proposal. A recommendation for approval requires an affirmative vote of a simple majority. The city council's final approval requires the affirmative votes of four members.

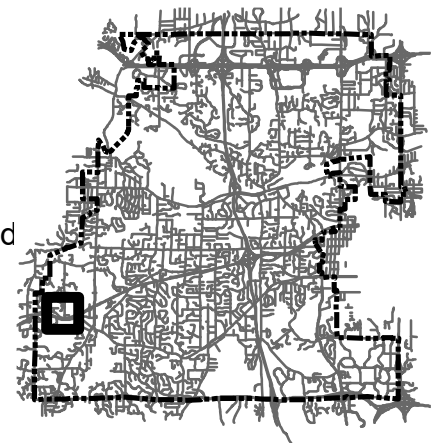
Deadline for Decision

Oct. 24, 2022



LOCATION MAP

Project: Cummings Homestaead Second
Location: 5024 Sparrow Rd





Sparrow Road



Property from Sparrow Road (facing West)



Existing Home



Rear Yard



CERTIFICATE OF BOUNDARY and TOPOGRAPHICAL SURVEY

PROPERTY DESCRIPTION:

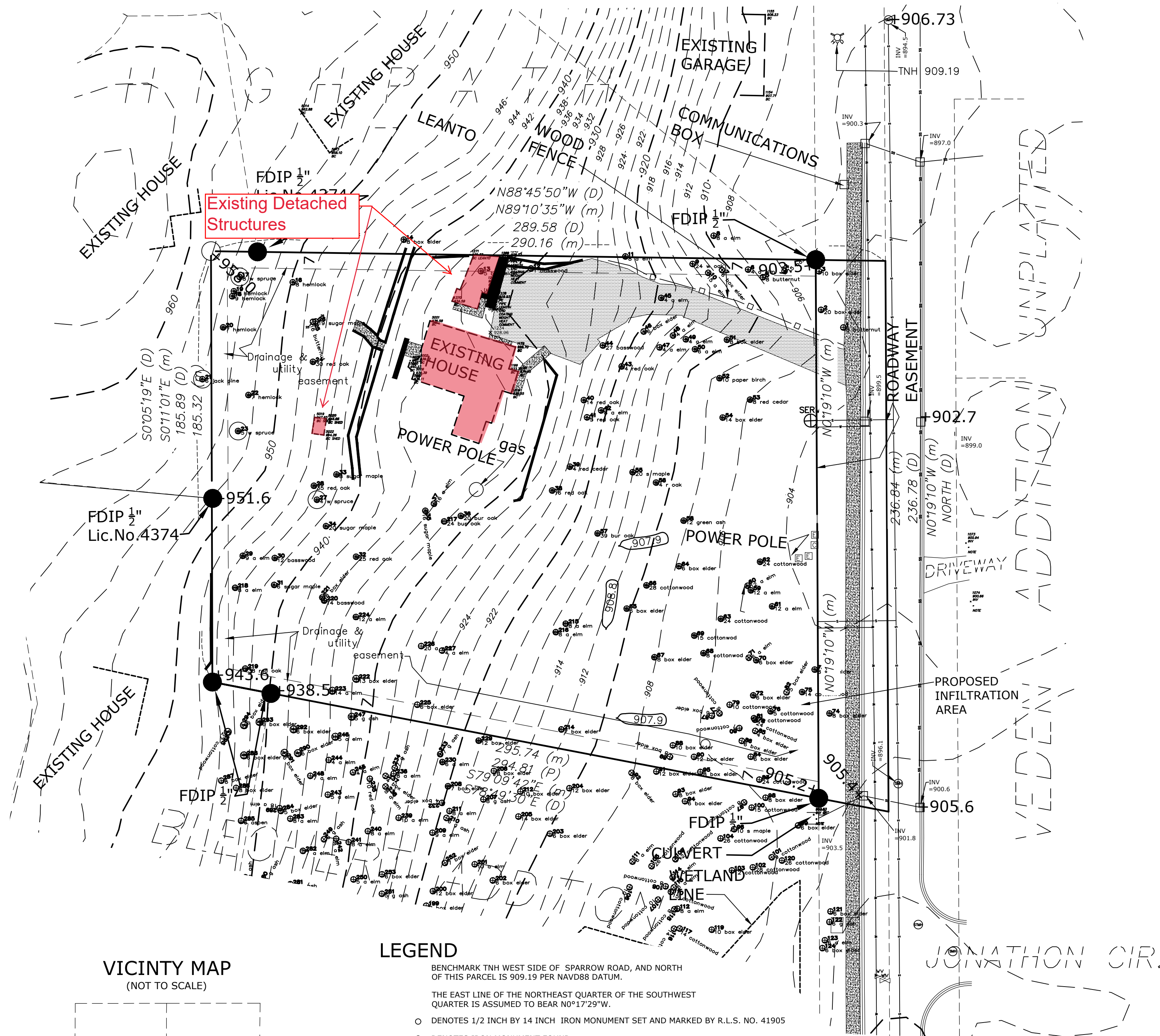
That part of the Northeast Quarter of the Southwest Quarter of Section 30, Township 117 North, Range 22 West of the 5th Principal Meridian described as follows: Commencing at the northeast corner of the Northeast Quarter of the Southwest Quarter of said Section 30; thence on an assumed bearing of South, along the east line of said Northeast Quarter of the Southwest Quarter, a distance of 345.74 feet to the point of beginning of the land to be described; thence North 88 degrees 45 minutes 50 seconds West a distance of 289.58 feet; thence South 0 degrees 05 minutes 19 seconds East a distance of 185.89 feet; thence South 78 degrees 49 minutes 30 seconds East to a point on the east line of said Northeast Quarter of the Southwest Quarter distance 582.52 feet south of the northeast corner of said Northeast Quarter of the Southwest Quarter; thence on a bearing of North along said east line a distance of 236.78 feet, to the point of beginning.

Reserving an eastment for roadway purposes over, under, and across the Easterly 30.00 feet of the above described property.

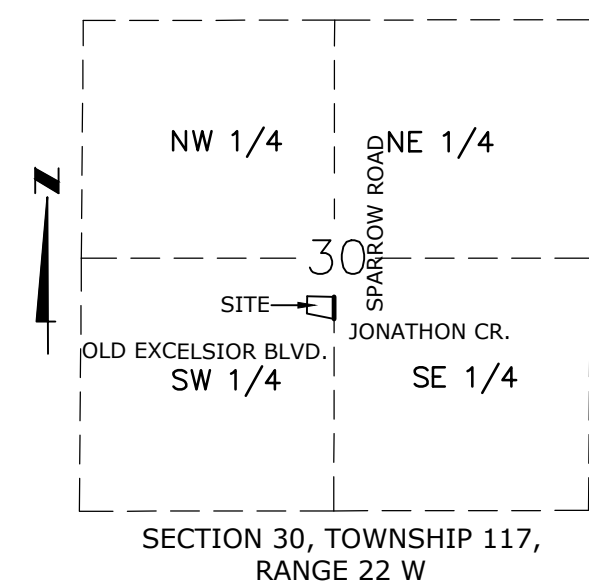
Also reserving an easement for utility and drainage purposes over, under, and across the Northerly 7 feet, the Westerly 7 feet, and the Southerly 7 feet of said above described property.

NOTES:

1. Survey revision of 07-15-2022 to update scale and some surfaces and labeling of survey.
2. Survey revision of 07-18-2022 to add storm and sanitary sewer and water information.



VICINITY MAP
(NOT TO SCALE)

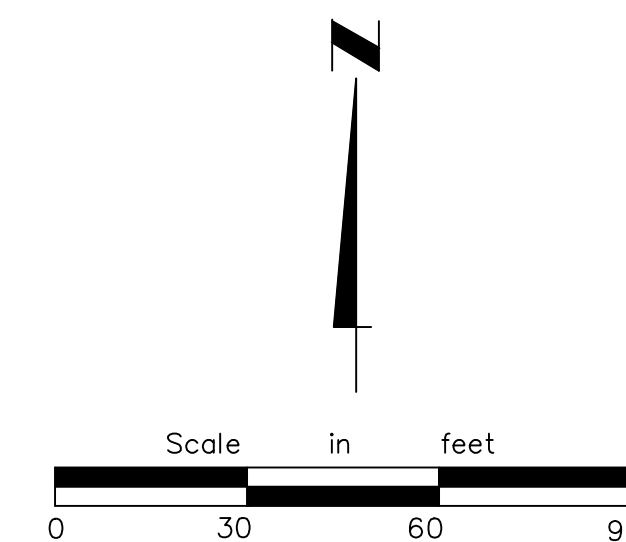


LEGEND

- BENCHMARK TNH WEST SIDE OF SPARROW ROAD, AND NORTH OF THIS PARCEL IS 909.19 PER NAVD88 DATUM.
- THE EAST LINE OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER IS ASSUMED TO BEAR N0°17'29"W.
- DENOTES 1/2 INCH BY 14 INCH IRON MONUMENT SET AND MARKED BY R.L.S. NO. 41905
- DENOTES IRON MONUMENT FOUND
- DENOTES RETAINING WALL
- DENOTES CATCH BASIN
- FDIP 1/2" DENOTES FLOWED IRON PIPE WITH HALF INCH DIAMETER.
- SERV. DENOTES WATER SERVICE.
- ⊕ DENOTES SANITARY SEWER MANHOLE
- ⊗ DENOTES STORM SEWER MANHOLE
- ⊕ DENOTES WATER VALVE
- +938.5 DENOTES EXISTING GROUND SPOT ELEVATION.
- ⊕ DENOTES ELECTRIC BOX OR CYLINDER
- ⊕ DENOTES COMMUNICATIONS BOX OR CYLINDER
- CURRENT ZONING: R-1-SINGLE FAMILY RURAL RESIDENTIAL
- AREA OF PROPERTY: 1.41 ACRES, 61,299 SQ. FT.
- DENOTES STORM SEWER LINE
- DENOTES SANITARY SEWER LINE
- DENOTES WATER LINE

AREAS:

EXISTING COVERAGE AREAS:	AREA
PARCEL AREA=	61,299 SQ.FT.
EXISTING HOUSE AREA=	1,310 SQ.FT.
EXISTING LEANTO AREA=	254 SQ.FT.
EXISTING SHED=	36 SQ.FT.
BITUMINOUS AREA=	5,993 SQ.FT.
CONCRETE AREA=	278 SQ.FT.
PAVER AREA=	138 SQ.FT.
TOTAL EXISTING IMPERVIOUS SURFACE=	8,009 SQ.FT.(13.1%)

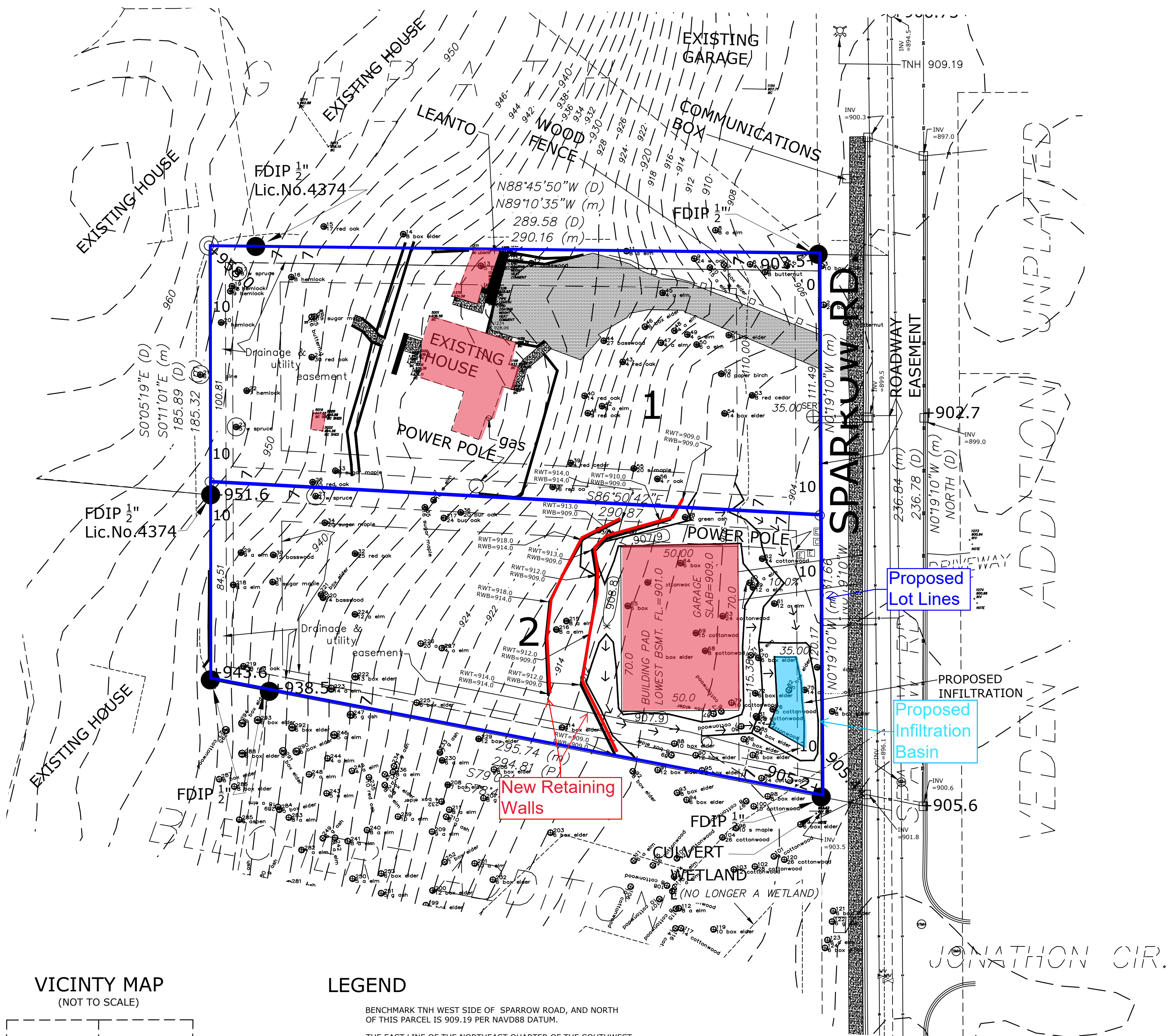


I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the Laws of the State of Minnesota.

Michael H. Brandt
 Date 31 May 2022 Reg. No. 41905
 Rev 15 July 2022
 Rev 18 July 2022

BRANDT ENGINEERING & SURVEYING
 1713 Southcross Drive West, Suite A
 Burnsville, MN 55306
 (952) 435-1966

PRELIMINARY PLAT OF CUMMINGS HOMESTEAD SECOND

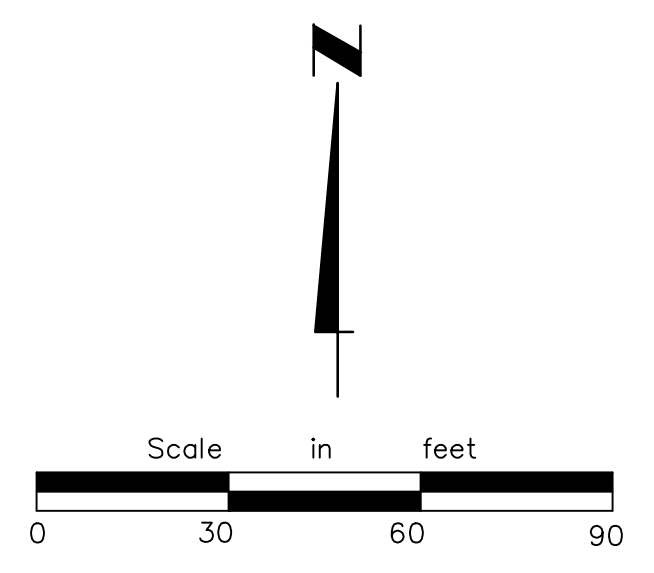


PROPERTY DESCRIPTION:

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Reserving an easment for roadway purposes over, under, and across the Easterly 30.00 feet of the above described property.

Also reserving an easement for utility and drainage purposes over, under, and across the Northerly 7 feet, the Westerly 7 feet, and the Southerly 7 feet of said above described property.



NAMES AND ADDRESSES OF OWNERS FOR PROPOSED NEW LOTS:

- OWNER OF NEW LOT 1:**
 Robert Cummings
 6860 Rosemary Rd.
 Eden Prairie, MN 55346
- and
- Kathleen Anderson
 15524 Willowood Drive
 Minnetonka, MN 55345
- and
- Susan J. Michels
 13886 Duluth Drive
 Apple Valley, MN 55124

- OWNER OF NEW LOT 2:**
 Robert Cummings
 6860 Rosemary Rd.
 Eden Prairie, MN 55346
- and
- Kathleen Anderson
 15524 Willowood Drive
 Minnetonka, MN 55345
- and
- Susan J. Michels
 13886 Duluth Drive
 Apple Valley, MN 55124

ADDRESS OF PROPERTY:

5024 Sparrow Road,
 Minnetonka, MN 55345

PROPOSED AREAS :

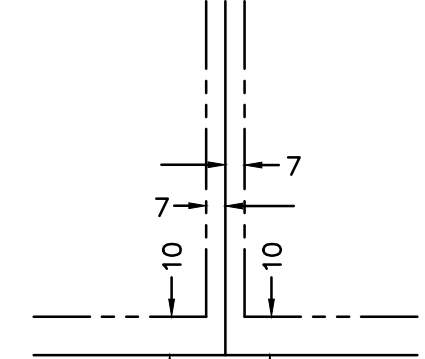
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EXISTING SHED=	36 SQ.FT.
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CONCRETE AREA=	278 SQ.FT.
PAVER AREA=	138 SQ.FT.
TOTAL LOT 1 PROPOSED IMPERVIOUS SURFACE=	5,102 SQ.FT.(18.5%)

LOT 2 AREA=	26,656 SQ.FT.
PROPOSED HOUSE PAD AREA=	3,500 SQ.FT.
PROPOSED DRIVEWAY AREA=	424 SQ.FT.
TOTAL LOT 2 PROPOSED IMPERVIOUS SURFACE=	3,924 SQ.FT.(14.7%)

NOTES:

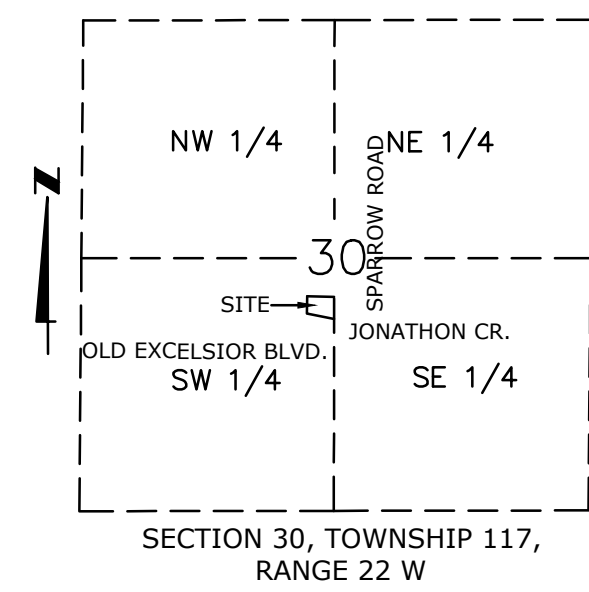
1. Survey revision of 07-15-2022 to update scale and some surfaces and labeling of survey.
2. Survey revision of 07-18-2022 to add storm and sanitary sewer and water information.
3. Survey revision of 08-10-2022 to add rear lot line dimensions for new lots.
4. Survey revision of 08-16-2022 to add width dimensions at the front setback of 35.00 feet, also update Wetland Status.

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:
 (NOT TO SCALE)



BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND 7 FEET IN WIDTH ADJOINING LOT LINES, UNLESS OTHERWISE INDICATED ON THE PLAT.

VICINITY MAP
 (NOT TO SCALE)



LEGEND

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EXISTING AREAS :

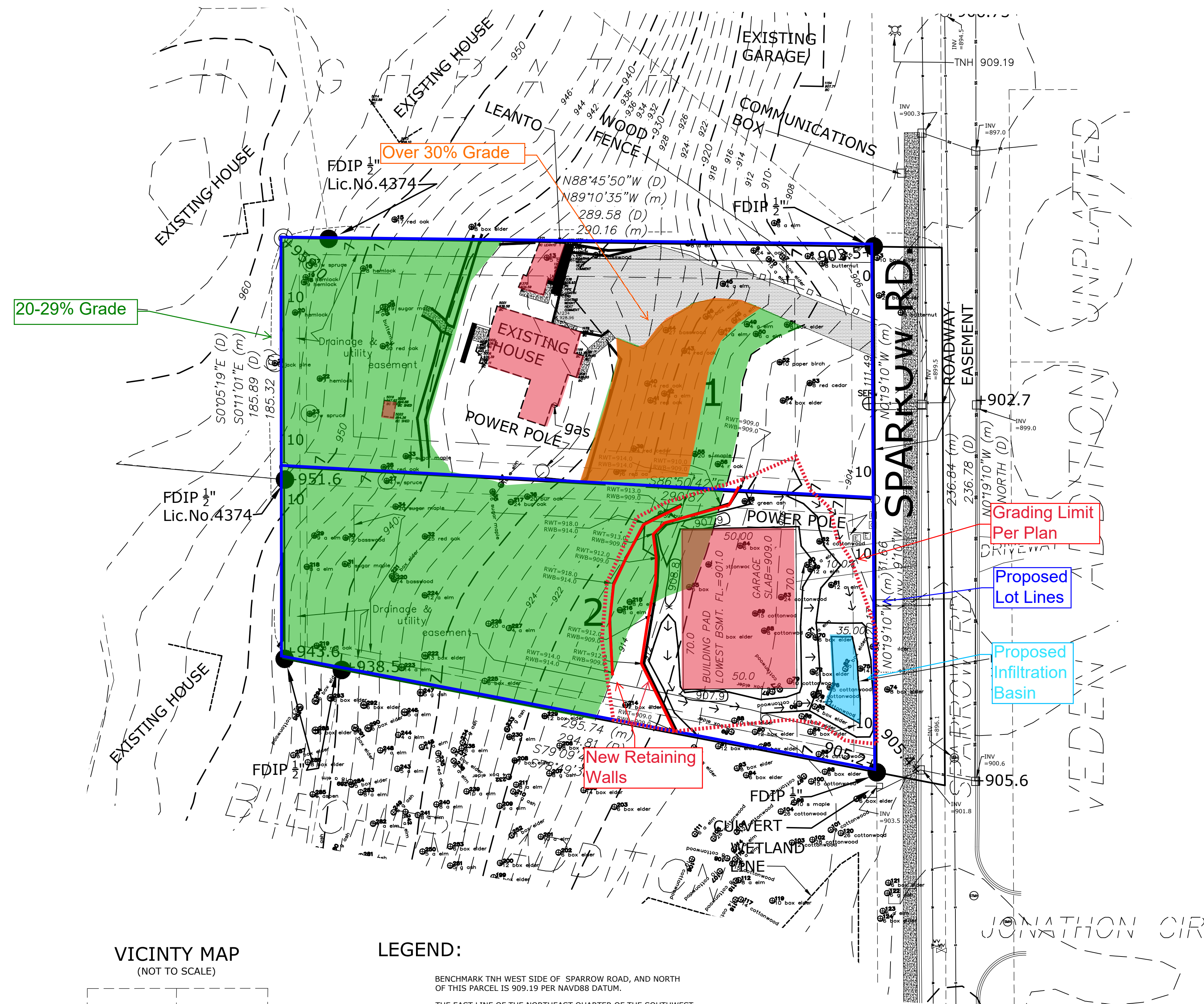
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I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the Laws of the State of Minnesota.

Michael H. Brandt
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 Date 31 May 2022 Reg. No. 41905
 Rev 15 July 2022 Rev 10 August 2022
 Rev 18 July 2022 Rev 16 August 2022

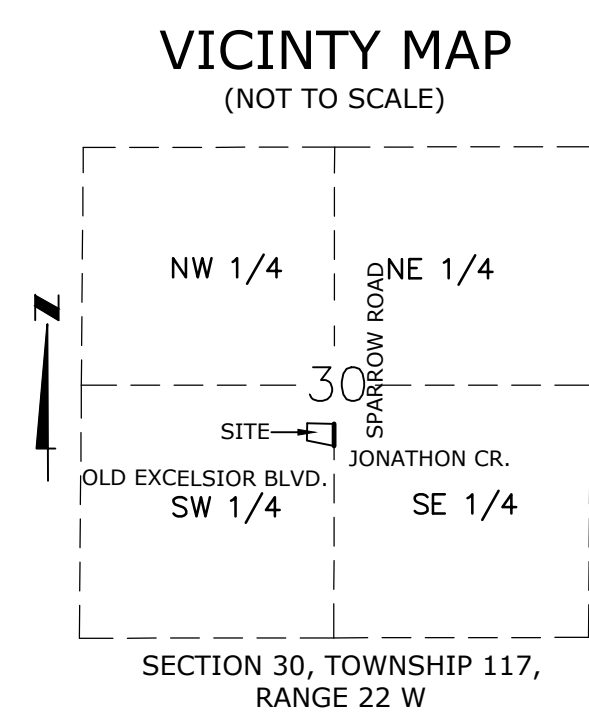
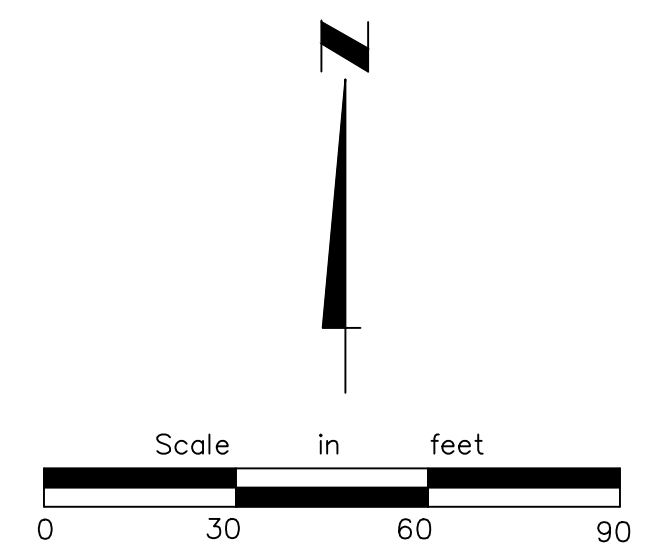
BRANDT ENGINEERING & SURVEYING
 1713 Southcross Drive West, Suite A
 Burnsville, MN 55306
 (952) 435-1966 C112-01-22

GRADING PLAN FOR CUMMINGS HOMESTEAD SECOND



NOTES:

1. This grading plan is made only for the purpose of showing buildable pad areas and to show how grading could work on the site, but no grading is intended presently by the present owners.
2. Survey revision of 07-15-2022 to update scale and labeling on survey.
3. Proposed Infiltration Area is approximately 1, 108 sq. ft. in Area.
4. Grading will require two retaining walls, both with maximum height of 4 feet or less. The lower retaining wall is about 137 feet in length, and upper retaining wall is about 88 feet in length.



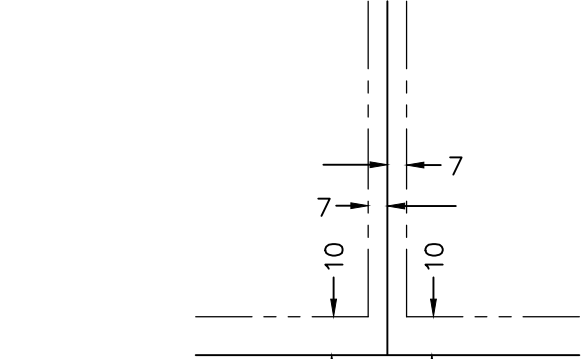
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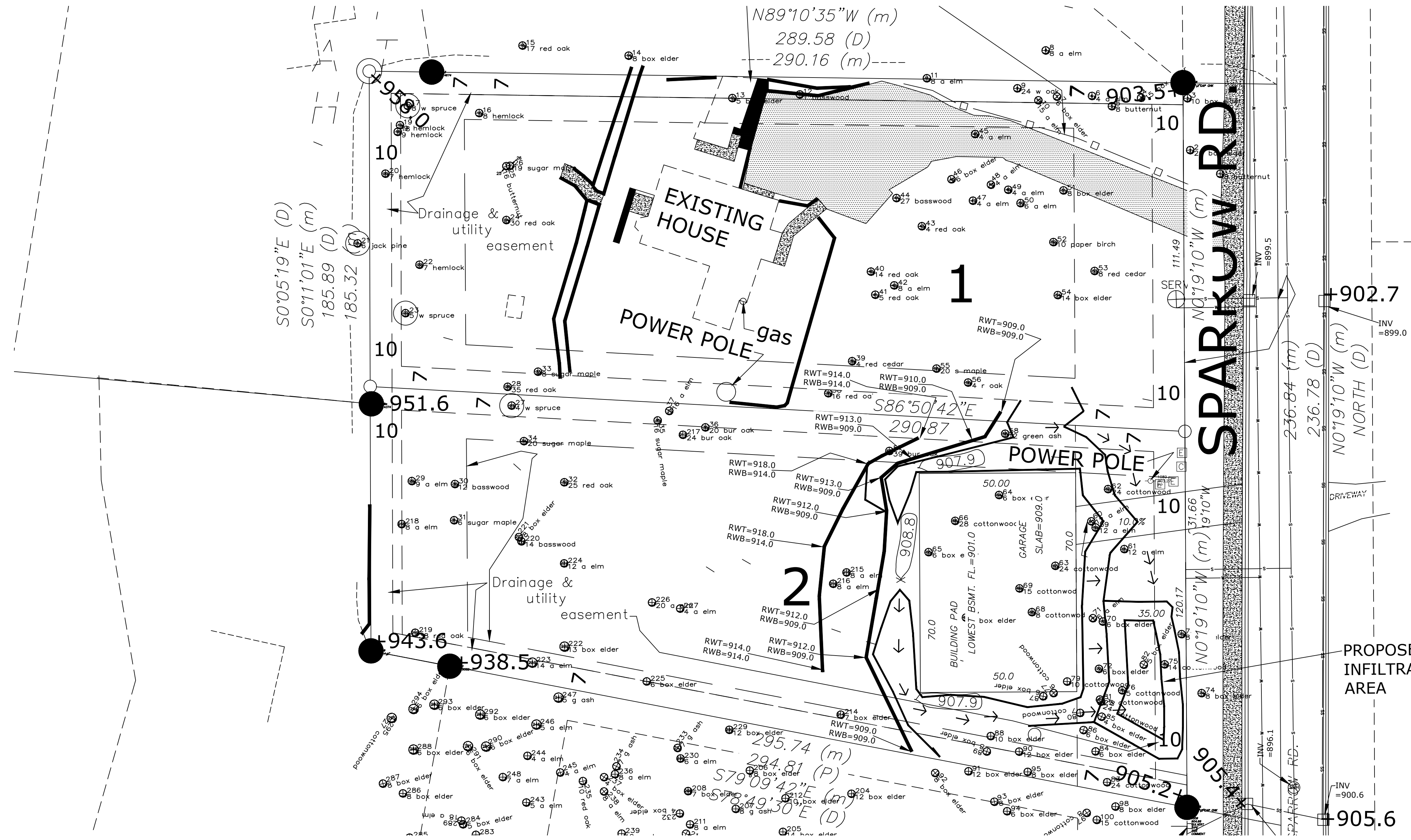
ADDRESS OF SURVEYED PROPERTY:

5024 Sparrow Road,
Minnetonka, MN 55345

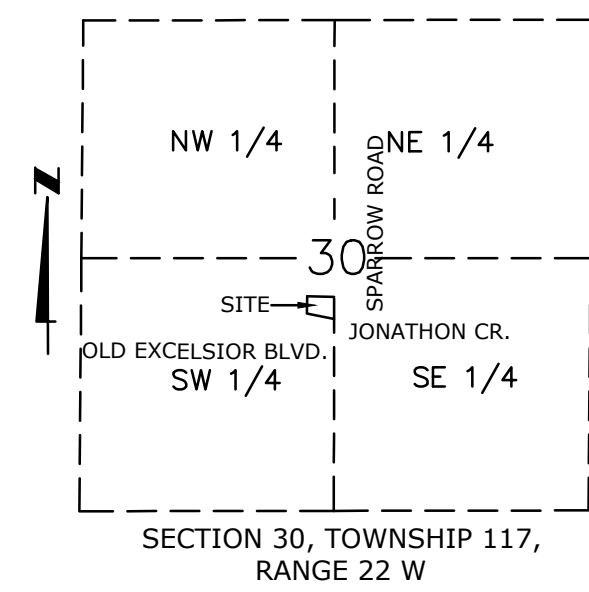
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 Michael H. Brandt
 Date 31 May 2022 Reg. No. 41905
 Rev 16 July 2022

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 1713 Southcross Drive West, Suite A
 Burnsville, MN 55306
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TREE INVENTORY MAP

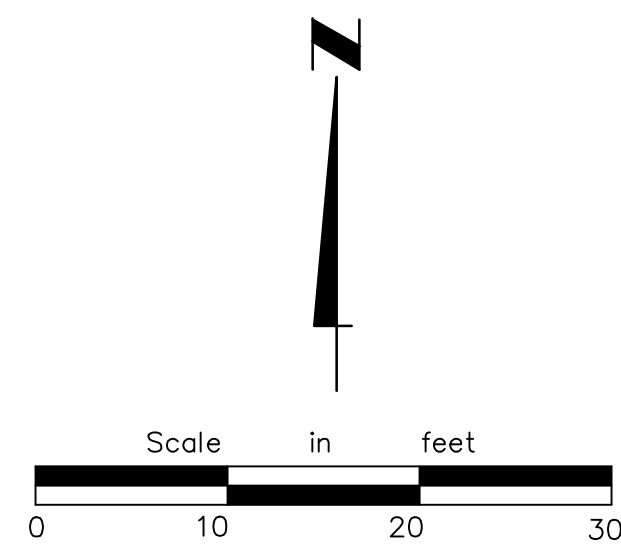


VICINITY MAP
(NOT TO SCALE)



NOTES AND LEGEND

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Michael H. Brandt Michael H. Brandt
Date 31 May 2022 Reg. No. 41905

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1713 Southcross Drive West, Suite A
Burnsville, MN 55306
(952) 435-1966 C112-01-22



14600 Minnetonka Blvd. | Minnetonka, MN 55345 | 952-939-8200 | eminnetonka.com

To: Planning Commission
From: Susan Thomas, AICP, Assistant City Planner
Date: Sept. 1, 2022
Subject: Change Memo for the Sept. 1 Planning Commission meeting

ITEM 8A – Cummings Homestead Second

The attached neighborhood comment was received after the Sept. 1 Planning Commission meeting agenda and materials were published.

From: [Stephanie Kwong](#)
To: [Drew Ingvalson](#)
Subject: 5024 Sparrow Rd
Date: Tuesday, August 30, 2022 7:35:16 AM

The reason we fell in love with this neighborhood is the fact that the houses are embedded in nature and it's not like many subdivisions in the area where it's house after house after house jam-packed together. The trees in the space is what makes the area special and for that reason I am not thrilled about the proposal for 5024 Sparrow road, which includes the destruction of nature in favor of another house being added.

Sincerely,
Stephanie Kwong
18404 Beaverwood Hill, Minnetonka, MN 55345

Resolution No. 2022-

Resolution approving the preliminary plat of CUMMINGS HOMESTEAD SECOND, a two-lot subdivision at 5024 Sparrow Road

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01 Michael Brandt has requested preliminary plat approval of CUMMINGS HOMESTEAD SECOND on behalf of the property owners.

1.02 The site is located at 5024 Sparrow Road. The property is legally described as follows:

That part of the Northeast Quarter of the Southwest Quarter of Section 30, Township 117 North, Range 22 West of the 5th Principal Meridian is described as follows: Commencing at the northeast corner of the Northeast Quarter of the Southwest Quarter of said Section 30; thence on an assumed bearing of South, along the east line of said Northeast Quarter of the Southwest Quarter, a distance of 345.74 feet to the point of beginning of the land to be described; thence North 88 degrees 45 minutes 50 seconds West a distance of 289.58 feet; thence South 0 degrees 05 minutes 19 seconds East a distance of 185.89 feet; thence South 78 degrees 49 minutes 30 seconds East to a point on the east line of said Northeast Quarter of the Southwest Quarter distance 582.52 feet south of the northeast corner of said Northeast Quarter of the Southwest Quarter; thence on a bearing of North along said east line a distance of 236.78 feet, to the point of beginning.

1.03 On Sept. 1, 2022, the planning commission held a hearing on the proposed plat. The applicant was provided the opportunity to present information to the commission. The planning commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution. The commission recommended that the city council grant preliminary plat approval.

Section 2. General Standards.

- 2.01 City Code §400.030 outlines general design requirements for residential subdivisions. These standards are incorporated by reference into this resolution.
- Section 3. Findings.
- 3.01 The proposed preliminary plat meets the lot dimension design requirements as outlined in City Code §400.030.
- Section 4. Council Action.
- 4.01 The above-described preliminary plat is hereby approved, subject to the following conditions:
1. Final plat approval is required. A final plat will not be placed on a city council agenda until a complete final plat application is received.
 - a) The following must be submitted for a final plat application to be considered complete:
 - 1) A final plat drawing that clearly illustrates the following:
 - a. A minimum 10-foot wide drainage and utility easements adjacent to the public right-of-way(s) and minimum 7-foot wide drainage and utility easements along all other lot lines.
 - b. Utility easements over existing or proposed public utilities, as determined by the city engineer.
 - c. Drainage and utility easements over wetlands, floodplains, and stormwater management facilities, as determined by the city engineer.
 - d. The easterly 30 feet of the property is dedicated as right-of-way for Sparrow Road.
 - 2) Documents for the city attorney's review and approval. These documents must be prepared by an attorney knowledgeable in the area of real estate.
 1. Title evidence that is current within thirty days before the release of the final plat. Any additional easements or encumbrances must be shown on the preliminary and final plat to ensure there are no conflicts.
 - a) This resolution must be recorded with Hennepin County.
 2. Prior to final plat approval:
 - a) This resolution must be recorded with Hennepin County.

- b) The documents outlined in section 4.01(1)(a)(1) above must be approved by the city attorney.
3. Prior to the release of the final plat for recording:
 - a) Submit the following:
 - 1) Two sets of mylars for city signatures.
 - 2) An electronic CAD file of the plat in microstation or DXF.
 - 3) Park dedication fee of \$5,000.
 - 4) The lender for the property at 5024 Sparrow Road must either submit a lender consent or sign the plat.
4. Subject to staff approval, CUMMINGS HOMESTEAD SECOND must be developed and maintained in substantial conformance with the following plans, except as modified by the conditions below:
 - Preliminary plat dated Rev Aug. 16, 2022
 - Grading plan dated July 16, 2022
 - Tree inventory map dated May 31, 2022
5. The following is required prior to the issuance of a building permit for the first new home:
 - a) A letter from the surveyor stating that boundary and lot stakes have been installed as required by ordinance.
 - b) A MPCA NPDES permit.
 - c) Proof of subdivision registration and transfer of NPDES permit, if applicable.
 - d) A construction management plan. The plan must be in a city-approved format and must outline minimum site management practices and penalties for non-compliance.
 - e) Submit evidence of filing the final plat at Hennepin County and copies of all recorded easements and documents as required in section 4.01(1)(a)(1) of this resolution.
6. The following is required prior to the issuance of a building permit for either lot:

- a) Final site, grading, drainage, utility, landscape, and tree mitigation plans, and a stormwater pollution prevention plan (SWPPP) for staff approval.
 - 1) Final grading plan must take into consideration existing steep slope areas by working with staff to minimize disturbance and grade changes.
 - 2) Final stormwater management plans must meet the city's rate, volume, and quality standards.
 - 3) Final landscaping and tree mitigation plans must meet minimum landscaping and mitigation requirements as outlined in the ordinance. However, at the sole discretion of staff, mitigation may be decreased. In addition:
 - a. Existing vegetation should remain in steep slope areas where feasible. The applicant should work with staff to reduce tree removal in these areas.
 - b. Work to revegetate disturbed areas as soon as practical after grading to stabilize steep slopes and prevent erosion, as required by the city.
 - 4) Confirm the existing home sanitary sewer and water service locations. If they are serviced from the southerly portion of the lot, the services should be disconnected so that Lot 2 can use those services. A private utility easement and maintenance agreement will otherwise be needed if Lot 1 services cross Lot 2.
 - 5) A driveway permit.
 - 6) A right-of-way permit for the service connections to public mains.
 - 7) Evidence of closure/capping of any existing wells, septic systems, and removal of any existing fuel oil tanks, if applicable.
 - 8) Cash escrow in the amount of \$1,000. This escrow must be accompanied by a document prepared by the city attorney and signed by the builder and property owner. Through this document, the builder and property owner will acknowledge:
 - The property will be brought into compliance within 48 hours of notification of a violation of the

construction management plan, other conditions of approval, or city code standards; and

- If compliance is not achieved, the city will use any or all of the escrow dollars to correct any erosion and/or grading problems.
7. On preliminary plans, the proposed retaining walls on Lot 2 are shown encroaching into easements and crossing the proposed property line. Walls will not be allowed in the easements on the final plans.
 8. Any unused sanitary sewer or water services must be removed back to their respective mains.
 9. The sidewalk must maintain a two percent cross slope through the proposed driveway. The sidewalk cannot be poured integral to the curb and the sidewalk concrete to meet MNDOT specifications for mix design.
 10. The driveway grade may not exceed 10 percent.
 11. No development or grading may occur in locations of 30 percent slope or greater, as identified by city staff.
 12. Prior to issuance of a permit, install a temporary rock driveway, erosion control, tree and wetland protection fencing, and any other measures identified on the SWPPP for staff inspection. These items must be maintained throughout the course of construction.
 13. Permits may be required from other outside agencies, including Hennepin County, the Riley-Purgatory-Bluff Creek Watershed District, and the MPCA. It is the applicant's and/or property owner's responsibility to obtain any necessary permits.
 14. During construction, the streets must be kept free of debris and sediment.
 15. The city must approve the final plat by Sept. 12, 2023 or receive a written application for a time extension, or the preliminary approval will be void.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Sept. 12, 2022.

Becky Koosman, City Clerk



**City Council Agenda Item 10B
Meeting of Sep. 12, 2022**

Title: Resolution regarding appeal of license denial by Sunshine Massage, LLC

Report From: Julie Wischnack, AICP, Community Development Director

Submitted through: Mike Funk, City Manager
Corrine Heine, City Attorney

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

On June 16, 2022, the city denied an application by Sunshine Massage, LLC, and its owner, Sasha Harmon, for a massage establishment license. At the [July 18, 2022](#), city council meeting, the applicant appealed the decision to the council. The city council referred the appeal hearing to an independent hearing officer for a recommendation regarding the appeal.

Recommended Action

Adopt the resolution approving the license, as recommended by the hearing officer.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Statement: N/A

Financial Consideration

Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: N/A

City Council Appeal

On July 18, 2022, the appeal of the license denial was scheduled to be heard by the city council. At the meeting and at the request of the applicant, the council agreed to refer the appeal to an independent hearing officer for a recommendation. The council agreed the cost of the hearing officer should be shared between the applicant and the city. The applicant and her attorney were present at the meeting and agreed to share the cost of the hearing officer. The meeting minutes are found at this [link](#).

Administrative Hearing Officer's Decision

Following the council meeting, an independent hearing officer conducted a hearing and received written evidence and witness testimony. The hearing officer ruled in favor of the applicant.

Staff recommends adopting the resolution based on the recommendation of the independent hearing officer.

Resolution No. 2022-

Resolution reversing the denial of massage license application and granting a massage establishment license to Sunshine Massage, LLC

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. The city council hereby makes the following findings:

- 1.01. On April 26, 2022, the city received a massage business license application from Sunshine Massage, LLC for an establishment at 5100 Thimsen Avenue, Suite 200, in the City of Minnetonka.
- 1.02. On May 26, 2022, Community Development Director, Julie Wischnack, denied Sunshine Massage, LLC's license application on the basis that the educational institution the applicant's owner had attended was not currently in good standing with the Minnesota Office of Higher Education.
- 1.03. Later on May 26, the applicant's attorney requested that the denial be reconsidered because Ms. Harmon met an alternate requirement of at least two years of full-time experience working as a massage therapist at a licensed massage business.
- 1.04. On June 3, 2022, the city attorney communicated to the applicant's attorney that the city would reconsider the license denial but would need to wait for the criminal background check to be completed before a final decision would be issued.
- 1.05. On June 16, 2022, the police department provided its completed report to the licensing division regarding the background investigation of the applicant's owner. The report noted that a website associated with prostitution and human trafficking included references to a business that the applicant's owner had previously owned and operated. One of the reviews detailed the performance of a sexual act. The report concluded: "there is information present that is consistent with behaviors exhibited by individuals or organizations that promote prostitution and human trafficking."
- 1.06. On June 16, 2022, Community Development Director, Julie Wischnack, denied the license application for Sunshine Massage, LLC on the grounds of bad repute and other matters deemed relevant by the community development director. The letter of denial cited the owner's association with the discredited AAAOM and the association with the website as support for that decision.
- 1.07. On Friday, June 17, 2022, the applicant's attorney filed an appeal on behalf of the applicant.
- 1.08. On July 18, 2022, the city council directed that the matter be referred to an independent hearing officer for a recommendation.
- 1.09. On Aug. 30, 2022, the independent hearing officer issued Findings of Fact, Conclusions of Law and Recommendation. The hearing officer concluded that: "The City did not properly deny the Appellant's business license application because it had no factual evidence to support its decision other than anonymous

reviews [on a website] and an investigation of a school that the Appellant's owner attended. The evidence that the City has is not 'substantial evidence' that a reasonable mind would accept to support the City's decision."

- 1.10. The hearing officer also concluded that there was no evidence to show that the city's denial of the license was the result of discrimination or bias.
- 1.11. The hearing officer recommended that the city council reverse the denial of the application for a massage business license.

Section 2. Council action.

- 2.01. The community development director's denial of the license is reversed, and the appeal by Sunshine Massage, LLC is affirmed.
- 2.02. The city council grants a massage establishment license to Sunshine Massage, LLC for the premises at 5100 Thimsen Avenue, Suite 200, conditioned upon compliance with applicable provisions as set forth in city ordinances.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

- Motion for adoption:
- Seconded by:
- Voted in favor of:
- Voted against:
- Abstained:
- Absent:
- Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 12, 2022.

Becky Koosman, City Clerk



**City Council Agenda Item 10C
Meeting of Sep. 12, 2022**

Title: Ordinance amending the term of the franchise held by Comcast of Minnesota, Inc.

Report from: Patty Latham, Information Technology Manager

Submitted through: Mike Funk, City Manager
Moranda Dammann, Acting Assistant City Manager

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

An ordinance is needed to extend the term of the telecommunications franchise for Comcast of Minnesota, Inc., until January 31, 2023.

Recommended Action

Adopt the ordinance

Strategic Profile Relatability

Financial Strength & Operational Excellence Safe & Healthy Community
 Sustainability & Natural Resources Livable & Well-Planned Development
 Infrastructure & Asset Management Community Inclusiveness
 N/A

Statement: N/A

Financial Consideration

Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: N/A

Background

The city's cable franchise with Comcast of Minnesota, Inc. expired on August 1, 2022, but negotiations for renewal of the franchise remain ongoing. Despite expiration, the franchise remains in place as a matter of federal law. The city council introduced an ordinance at its August 22, 2022 meeting to retroactively extend the franchise agreement from August 1, 2022 to January 31, 2023. Legal counsel for the Southwest Suburban Cable Commission anticipates that the commission will have completed negotiations prior to that date. The city council will be asked to approve a new franchise agreement later this year.

Ordinance No. 2022-__

**An Ordinance extending the term of the franchise
held by Comcast of Minnesota, Inc.**

The City of Minnetonka Ordains:

Section 1. Background.

- 1.01 On or about August 6, 2012, the City of Minnetonka, Minnesota ("City") granted a cable television franchise pursuant to Ordinance No. 2012-11 ("Franchise") which is currently held by Comcast of Minnesota, Inc. ("Comcast").
- 1.02 The City and Comcast, pursuant to 47 U.S.C. §546(h), are currently conducting informal franchise renewal negotiations in an attempt to reach mutually acceptable terms for franchise renewal.
- 1.03 Both the City and Comcast are interested in continuing informal renewal negotiations and desire to extend the Franchise term from August 1, 2022, to January 31, 2023.
- 1.04 The City and Comcast have determined that an extension of the Franchise term is reasonable and in the best interest of the City, and its residents, to ensure uninterrupted cable television services.
- 1.05 Both the City and Comcast desire to expressly reserve all of their respective rights under state and federal law.
- 1.06 The City and Comcast continue to be governed by the formal renewal process pursuant to 47 U.S.C. §546(a-g) and nothing contained herein shall in anyway diminish either party's rights under the formal renewal process.

Section 2. Extension of franchise.

- 2.01. The Franchise is hereby amended by extending the term of the Franchise from August 1, 2022, through January 31, 2023.

Section 3. This ordinance is effective in accordance with Section 3.06 of the city charter.

Adopted by the city council of the City of Minnetonka, Minnesota, on _____, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this Ordinance:

Date of introduction: August 22, 2022

Date of adoption:

Motion for adoption: Calvert

Seconded by: Kirk

Voted in favor of: Schack, Wilburn, Schaeppi, Wiersum

Voted against:

Abstained:

Absent: Coakley

Ordinance adopted.

Date of publication:

I certify that the foregoing is a true and correct copy of an ordinance adopted by the city council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 12, 2022.

Becky Koosman, City Clerk

ACCEPTANCE

Comcast of Minnesota, Inc. hereby accepts this Ordinance and agrees to be bound by the terms and conditions of the Franchise, as amended.

COMCAST OF MINNESOTA, INC.

By: _____

Its: _____



**City Council Agenda Item 10D
Meeting of Sep. 12, 2022**

Title: Ordinance authorizing the sale of a vacant city-owned property adjacent to Hwy 7

Report From: Julie Wischnack, AICP, Community Development

Submitted through: Mike Funk, City Manager
Corrine Heine, City Attorney

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The city was contacted by the property owner at 4840 Clear Spring Road, regarding the sale of two unassigned addresses, owned by the City of Minnetonka. The two parcels on Hwy 7, would serve as a buffer to their property. An ordinance is required for this transaction per [Section 12.05](#) of the city charter.

Recommended Action

Adopt the ordinance authorizing the sale of a vacant city-owned property on Hwy 7.

Strategic Profile Relatability

- | | |
|--|--|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input checked="" type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Statement: N/A

Financial Consideration

- Is there a financial consideration? No Yes \$10,000 Revenue
- Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other

Statement: The sale of property would provide revenue to the city.

Background

The City of Minnetonka acquired the vacant parcels in 2020 as part of a settlement of an estate (see highlighted properties). The land was donated to the city.

Lot 1: 29-117-22-21-0041 - Outlot B, WILLOW WOOD

Lot 2: 29-117-22-24-0023 - Lot 1, "Green Valley Second unit"



The properties do provide a buffer of trees along the highway and the sale of the property would include a requirement to conserve this area. The transaction would also require the buyers to consolidate their property at 4840 Clear Spring Road with these two parcels. The purchase price of the property would be \$10,000.

On [Aug. 22, 2022](#), the ordinance was introduced and there were several questions regarding the property:

How did staff establish the value?

The assessed market value of the properties is \$21,000. This low value is likely due to the complications of developing or building on the property. The property would need private access easements and an access approval from MNDOT. The utilities would need to be accessed off of Clear Springs Road. Sewer is particularly difficult because of the grades of the property in relation to the sewer line. Additionally, staff would require a condition of granting of a conservation easement, which further reduces future use of the property. Therefore, \$10,000 is an appropriate value.

Could the property be further subdivided (after this transaction) and does the city's property make that more viable (and as a result, increase its value)?

This transaction, the additional two city properties, do not make the property more subdividable – 38,214 square feet in total (16,016 square feet for 4840 Clear Spring Road property and 22,198 square feet for the city property). In the R1 zoning district, 22,000 square feet per lot would be required. In addition, the southern lot, on Clear Spring Road also lacks adequate frontage. If the property owner purchased property to the east, on Clear Spring Road, or lot standards changed, it may be feasible. To address the issue or resubdivision/future value, conditions have been added to the transaction that require the following:

- The properties need to be tax combined (this will prevent future tax forfeiture issues).
- A conservation easement over all of the property being sold, which maintains the public interest in preserving the open space and trees in the area.
- The city's property may not be used to meet minimum zoning standards (i.e. acreage in this area cannot be used). This prevents this sale from enriching current and future owners via this public transaction.

PURCHASE AGREEMENT

This Agreement is made as of _____, 2022 by and between CITY OF MINNETONKA, a Minnesota municipal corporation ("Seller") and CINDY C. MONTURIOL ("Buyer").

Recitals

A. Seller is the owner of certain real property in the City of Minnetonka, County of Hennepin, State of Minnesota, legally described as follows:

Outlot B, WILLOW WOOD, Hennepin County, Minnesota

And

Lot 1, "Green Valley Second unit", except that part thereof described as follows:

Beginning at the most southerly corner of Lot 1; thence Northwesterly along the Westerly line of said Lot, 175 feet; thence Northeasterly to a point in the Easterly line of Lot 1, said point being distant 165 feet Northerly from the Southeasterly corner of said lot; thence South along the East line of said lot to the Southeasterly corner thereof; thence Southwesterly along the South line of said lot to point of beginning.

(the "Property"). The Property is vacant, unimproved land.

B. Buyer desires to purchase the City Property and combine it with Buyer's adjacent land, located at 4840 Clear Spring Road, Minnetonka, MN, legally described as:

That part of Lot 1, "Green Valley Second Unit", described as follows: Beginning at the most Southerly corner of Lot 1; thence Northwesterly along the Westerly line of said Lot, 175 feet; thence Northeasterly to a point in the Easterly line of Lot 1, said point being distant 165 feet Nly from the Southeasterly corner of said lot; thence south along the East line of said lot to the Southeasterly corner thereof; thence Southwesterly along the South line of said lot to point of beginning.

("Buyer's Existing Property").

C. City is willing to sell the Property to Buyer upon the terms and conditions set forth in this Agreement.

Agreement

1. **Offer/Acceptance.** In consideration of the mutual promises contained in this Agreement, Buyer offers to purchase and Seller agrees to sell fee simple title to the Property, subject, however, to easements and conditions as provided in this Agreement.

2. **Purchase Price.** The total purchase price for the Property is \$10,000.000, together with conveyance of a conservation easement as described at paragraph 5 of this Agreement. The Buyer agrees to pay the Purchase Price at closing by wire delivery of funds through the Federal Reserve System to an account designated in writing by Seller.

3. **Contingencies:**

a. **ORDINANCE ADOPTION.** The sale of the Property must be approved by ordinance, according to the terms of Seller's city charter. Seller has until Closing to satisfy this contingency. This contingency may not be waived.

b. **MARKETABILITY OF TITLE.** Buyer's obligation to purchase is contingent upon Buyer's determination that the condition of title to the Sale Property is marketable, in accordance with and subject to the deadlines set forth at section 4a of this Agreement. This contingency is for Buyer's benefit and may be waived by Buyer.

4. **Title Examination.**

a. **MARKETABILITY OF TITLE.** Within a reasonable time period after execution of this Agreement by all parties, Seller shall provide Buyer with a commitment for an owner's policy of title insurance on a current ALTA form issued by an insurer licensed to write title insurance in Minnesota as selected by Buyer (the "Commitment"). The Commitment must include proper searches for bankruptcies, state and federal judgments and liens, but no searches for levied or pending special assessments. Seller shall be responsible for the title search and exam costs related to the Commitment. Buyer shall be responsible for all additional costs related to the issuance of the title insurance policy(ies), including but not limited to the premium(s), Buyer's name search and plat drawing, if any. The Buyer will have 10 business days after receipt of the Commitment to deliver written objections to title, if any, to the Seller. Any matter shown on the Commitment and not objected to by Buyer shall be a "Permitted Encumbrance" hereunder. Seller must not permit additional encumbrances to be made upon the Property between the date of this Agreement and the Closing Date.

b. Seller will have ten days after receipt of Buyer's written objections to give written notice to Buyer of whether Seller intends to cure the objections, and if it gives such notice the objections must be cured no later than the Closing Date. This Agreement will terminate at Buyer's option if any of the following occurs:

- (1) Seller does not give notice of intention, within the ten days specified above, to cure the objections, or
- (2) Seller fails to cure the title objections at or prior to Closing, unless Buyer waives the objections and proceeds to Closing.

c. If Buyer terminates this Agreement, the parties must execute a cancellation of this Agreement. During the period of time required to clear title as specified above, all required payments and the closing will be postponed. If Buyer waives its objections to title and closes, the objections shall become Permitted Encumbrances.

5. **Closing and Possession.** The closing of the purchase and sale contemplated by this Agreement (the "Closing") must occur on a date mutually acceptable to Seller and Buyer, but no later than October 31, 2022. Seller must deliver possession of the Property to Buyer on the Closing Date.

a. **SELLER'S CLOSING DOCUMENTS.** On the Closing Date, Seller must execute and/or deliver to Buyer the following documents, all of which must be in form reasonably satisfactory to Buyer's title company:

- (1) Quit Claim Deed conveying Seller's interest in the Property.

- (2) Affidavit of Seller, indicating that on the Closing Date there are no outstanding, unsatisfied judgments, tax liens or bankruptcies against or involving either Seller or the Property, and that there has been no skill, labor or material furnished to the Property at Seller's request for which payment has not been made or for which mechanics' liens could be filed, and that there are no other unrecorded interests in the Property.
- (3) A non-foreign affidavit executed by Seller, containing such information as required by IRC Section 1445(b)(2) and its regulations.
- (4) All other documents reasonably determined by Buyer's title company to be necessary to transfer the fee interest in the Property to Buyer in the manner required by this Agreement.

b. **BUYER'S CLOSING DOCUMENTS.** On the Closing Date, Buyer must execute and/or deliver to Seller the following:

- (1) Purchase Price, subject to adjustments as provided in this Agreement, by wire transfer of U.S. Federal Funds.
- (2) A conservation easement and restrictive covenant over the Property, in the form of the attached Exhibit A.
- (3) An application for combination of the tax parcels for the Property and for the Buyer's Existing Property, which must be presented to and filed with the Hennepin County Auditor's office at the time the Quit Claim Deed referenced at paragraph 5.a(1) above is presented for transfer entry prior to recording of the deed.
- (4) Such other documents as may reasonably be required by title.

6. **Prorations, Adjustments and Allocation of Costs.** The prorations and adjustments described in this section 6 will be made between Buyer and Seller at Closing:

a. **Taxes.** Seller represents that the Property is tax exempt. Buyer is responsible for real estate taxes due and payable in the years following closing.

b. **ASSESSMENTS.** Seller represents that there are no levied or pending special assessments against the Property. Buyer will assume the obligation to pay installments of special assessments that become pending after Closing.

c. **TITLE AND CLOSING FEES.** Seller will pay document preparation costs, recording fees, and deed taxes for documents necessary to establish good and marketable title in Seller, and the deed tax on the Quit Claim Deed to be provided by Seller. Buyer will pay the costs of the Commitment, all premiums required for the issuance of any owner's policy, the fee charged by the closer, document preparation costs for other closing documents, certificates of real estate value, well disclosure certificate, and the cost of recording the Quit Claim Deed from Seller.

d. **ATTORNEY FEES.** Each party will pay its own attorney fees in connection with this transaction.

7. **Seller's Disclosures.** Seller makes the following disclosures:

a. **WELL DISCLOSURE.** Seller represents that Seller does not know of any well on the Property.

b. **SEPTIC SYSTEM DISCLOSURE.** Seller does not know of any individual sewage septic system located on the Property.

8. **Environmental Condition.** Buyer is purchasing the Property in an “AS IS” and “WHERE IS” condition. Buyer acknowledges and agrees that Seller has not made, and is not making, any representation, statement, warranty, covenant or promise to Buyer about the Property, including its physical aspects and condition, the condition of the soil on the Property, the presence or absence of toxic wastes, hazardous materials, pollutants of any type, oil or petroleum products, asbestos or PCBs, the feasibility, the desirability, suitability, fitness or adaptability of any part of the Property for any particular use, the availability of water, sewer, natural gas, or other utilities, the assessments, fees or charges that may be assessed by any district, taxing authority, or governmental or quasi-governmental entities, or the value of the Property. On behalf of itself, its successors and assigns, Buyer releases and holds the Seller harmless against any claims related to the environmental condition of the Property or the presence of pollutants, contaminants or hazardous substances thereon, or any alleged violations of federal or state environmental laws and regulations, including but not limited to, the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Minnesota Environmental Rights Act.

9. **No Broker Involved.** The Seller and Buyer warrant to each other that there is no broker involved in this transaction with whom it has negotiated or to whom it has agreed to pay a broker commission. Each party agrees to indemnify the other for all claims for brokers’ commissions or finder’s fees in connection with negotiations for the purchase of the Property arising out of any alleged agreement, commitment or negotiation by that party.

10. **Entire Agreement; Amendments.** This Agreement constitutes the entire agreement between the parties and no other agreement prior to, or contemporaneously with, this Agreement is effective except as expressly stated in this document. Any amendment will not be effective unless it is in writing and executed by all parties or their respective successors or assigns.

11. **No Assignment.** Buyer may not assign its rights and interest under this Agreement.

12. **Notice.** Any communication that may or must be given by one party to the other will be deemed to have been given on the date it is deposited in the United States mail, registered or certified, postage pre-paid, and addressed as follows:

a. If to Seller: City Manager
City of Minnetonka
14600 Minnetonka Boulevard
Minnetonka, MN 55345

b. If to Buyer: Cindy Monturiol
4840 Clear Spring Rd.
Minnetonka, MN 55345

Either party may change this location by giving written notice to the other party specifying the new location.

13. **Specific Performance.** This Agreement may be specifically enforced by any party, and the prevailing party may recover reasonable costs and attorneys fees.

SELLER'S SIGNATURE PAGE

The Seller agrees to the terms of this Purchase Agreement.

SELLER:

CITY OF MINNETONKA

By _____
Its Mayor

By _____
Its City Manager

BUYER'S SIGNATURE PAGE

The Buyer agrees to the terms of this Purchase Agreement.

BUYER:

: _____
Cindy C. Monturiol

EXHIBIT A

Form of Conservation Easement and Restrictive Covenant

THIS EASEMENT is given on _____, 2022 by Cindy C. Monturiol, a _____ (“Grantor”), for the benefit of the City of Minnetonka, a Minnesota municipal corporation (“the City”).

A. Grantor is the owner of certain real property located in the City of Minnetonka, County of Hennepin, State of Minnesota, legally described on attached Exhibit A (the “Property”). The Property is located at 4840 Clear Spring Road and is legally described on the attached Exhibit A. The Property is comprised of three parcels, identified on the attached Exhibit A as Parcels 1, 2 and 3.

B. Grantor acquired Parcels 2 and 3 from the City on _____, 2022, by quit claim deed.

B. As a condition of its sale of Parcels 2 and 3 to Grantor, the City required the dedication of a conservation easement (“Easement”) over Parcels 2 and 3 and a covenant to restrict future subdivision of the Property.

NOW THEREFORE, in consideration of the City’s sale of Parcels 2 and 3 to Grantor and in satisfaction of the condition imposed, Grantor hereby grants and conveys unto the City a conservation easement over, under and across Parcels 2 and 3 as legally described in the attached Exhibit A (the “Easement Property”). The terms of this Easement are as follows:

1. Except as permitted by this paragraph, no action of any kind may be undertaken to change or disturb the landscaping, open spaces, wetlands, and vegetation existing as of this date. No structures may be built, no grading may be done, no improvements of any kind may be made, and no earthen material may be removed from or placed on the Easement Property. The Easement Property must remain in all respects undisturbed, except that Grantor may clear any debris including dead vegetation from the Easement Property, may remove invasive non-native vegetation such as European buckthorn and plants designated as prohibited noxious weeds under state law, and may engage in other environmental management practices approved by the City.

2. The City may enter upon the Easement Property for the purposes of inspection and enforcement of this Easement and may take whatever actions are reasonably necessary to restore the Easement Property to its undisturbed nature. The City may assess the reasonable costs of this restoration against the Property, and Grantor waives all rights to contest those costs. Further, the City may enforce the terms of this Easement by any proceeding in law or in equity to restrain violation, to compel compliance, or to recover damages, including attorneys’ fees and costs of the enforcement actions. Grantor is not liable for the actions of any third

party, other than its employees, agents or contractors, which may violate the terms of this Easement, unless Grantor, its employees, agents or contractors had actual knowledge of the violation and failed to take reasonable action to stop the violation.

3. Failure to enforce any provision of this Easement upon a violation of it cannot be deemed a waiver of the right to do so as to that or any subsequent violation.

4. Invalidation of any of the terms of this Easement will in no way affect any of the other terms, which will remain in full force and effect.

5. This Easement does not convey a right to the public use of the Easement Property nor does it convey any right of possession in the Easement Property to the public or the City. Access by the City to the Easement Property is limited to access necessary for purposes of inspection and enforcement as specified in paragraph 2 above. The City is not entitled to share in any award or other compensation given in connection with a condemnation or negotiated acquisition of all or any part of the Easement Property by any authority having the power of eminent domain. The City hereby waives any right it may have to such an award or compensation.

6. Acceptance of this Easement by the City and the recording of this document constitutes the City's consent to be bound by its terms.

7. This Easement runs with the Easement Property and is binding on the Grantor, her successors and assigns, and inures to the benefit of the City, its successors and assigns.

NOW, FURTHER, in consideration of the City's sale of Parcels 2 and 3 to Grantor, Grantor hereby declares that the Property shall be subject to the following restriction, for the benefit of the City of Minnetonka, as follows:

The restriction below applies to any application that seeks to subdivide the Property or to combine the Property with other land and subdivide the combined properties, where the subdivision or combination and subdivision would create more buildable lots than existed prior to the application being made. In any such subdivision or combination and subdivision, the city may disregard the land area of Parcels 2 and 3 for purposes of determining the number of lots into which the lands in the application may be subdivided.

IN WITNESS WHEREOF, the Grantor has executed this instrument on the date first written above.

[signature page follows]

Cindy C. Monturiol

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022 by Cindy C. Monturiol, Grantor, who is married to Jonathan Leaf.

CONSENT TO EASEMENT

The undersigned consents to the easement granted by this instrument for purposes of subjecting the undersigned's marital interest in homestead property to the easement.

Jonathan Leaf

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022 by Jonathan Leaf, who is married to Cindy C. Monturiol, Grantor.

DRAFTED BY:
City of Minnetonka
Legal Department (CH)
14600 Minnetonka Blvd.
Minnetonka, MN 55345
952-939-8200

Exhibit A

Legal Description of Property

Parcel 1

That part of Lot 1, "Green Valley Second Unit", described as follows: Beginning at the most Southerly corner of Lot 1; thence Northwesterly along the Westerly line of said Lot, 175 feet; thence Northeasterly to a point in the Easterly line of Lot 1, said point being distant 165 feet Nly from the Southeasterly corner of said lot; thence south along the East line of said lot to the Southeasterly corner thereof; thence Southwesterly along the South line of said lot to point of beginning.

Parcel 2

Outlot B, WILLOW WOOD, Hennepin County, Minnesota

Parcel 3

Lot 1, "Green Valley Second unit", except that part thereof described as follows:

Beginning at the most southerly corner of Lot 1; thence Northwesterly along the Westerly line of said Lot, 175 feet; thence Northeasterly to a point in the Easterly line of Lot 1, said point being distant 165 feet Northerly from the Southeasterly corner of said lot; thence South along the East line of said lot to the Southeasterly corner thereof; thence Southwesterly along the South line of said lot to point of beginning

Legal Description of Easement Property

Parcels 2 and 3 as described above constitute the Easement Property.

Ordinance No. 2022-

**An Ordinance authorizing the sale of a vacant
city-owned property adjacent to Highway 7**

The City of Minnetonka Ordains:

Section 1. Findings and Purpose.

- 1.01 The city of Minnetonka owns real property legally described on the attached Exhibit A (the "City Property").
- 1.02 The owner of 4840 Clear Spring Road, Cindy Monturiol, desires to purchase the City Property and combine it with her property.
- 1.03 The city staff has negotiated a purchase agreement with Ms. Monturiol.
- 1.04 The city council finds it is in the public interest to sell the City Property to Cindy Monturiol, in accordance with the negotiated purchase agreement.

Section 2. Authorization.

- 2.01. The city council approves the sale of the City Property in accordance with the purchase agreement.
- 2.02. The finance director is directed to allocate the sales proceeds to the Park and Trail Improvement Fund.

Section 3. This ordinance is effective 30 days after publication.

Adopted by the city council of the City of Minnetonka, Minnesota, on Sept. 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this Ordinance:

Date of introduction: Aug. 22, 2022

Date of adoption:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Ordinance adopted.

Date of publication:

I certify that the foregoing is a true and correct copy of an ordinance adopted by the city council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 12, 2022.

Becky Koosman, City Clerk

EXHIBIT A

Outlot B, WILLOW WOOD, Hennepin County, Minnesota

and

Lot 1, "Green Valley Second unit", except that part thereof described as follows:

Beginning at the most southerly corner of Lot 1; thence Northwesterly along the Westerly line of said Lot, 175 feet; thence Northeasterly to a point in the Easterly line of Lot 1, said point being distant 165 feet Northerly from the Southeasterly corner of said lot; thence South along the East line of said lot to the Southeasterly corner thereof; thence Southwesterly along the South line of said lot to point of beginning.



**City Council Agenda Item 11A
Meeting of Sep. 12, 2022**

Title: Conditional use permit, with a location variance, for Advanced Oral Surgery & Periodontics at 110 Cheshire Lane

Report From: Susan Thomas, AICP, Assistant City Planner

Submitted through: Mike Funk, City Manager
Julie Wischnack, AICP, Community Development Director

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

Peter Hind, on behalf of Advanced Oral Surgery & Periodontics, is requesting a conditional use permit to operate a roughly 5,300-square-foot clinic within one of the building's tenant spaces. Under the PID ordinance, clinics are conditionally-permitted uses. The ordinance contains four conditional use permit (CUP) standards; one of the standards is that clinics not be located adjacent to low-density residential areas. The properties immediately to the east of the office site are zoned and guided for low-density development; the proposed clinic also requires a variance to this standard.

Recommended Action

Adopt the resolution approving the conditional use permit with a location variance.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Statement: N/A

Financial Consideration

- Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
- Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: N/A

Planning Commission Hearing

The planning commission considered the applicant's request on Aug. 18, 2022. Staff recommended the city council approve the CUP, with variance, finding:

- Apart from the location adjacent to a low-density area, the proposed clinic would meet conditional use permit standards.
- Though the subject property is technically located adjacent to a single-family neighborhood, the office building is separated from the homes by a ponding area, mature vegetation, and a distance of over 250 feet. Further, the city has previously approved two CUPs, with location variances, for clinics within the Cheshire Lane office building.
- By city code, 335 parking stalls are required to accommodate the various uses of the office building. The property contains 361 parking stalls.

A public hearing was opened for comments; no comments were received. On a 6-0 vote, the commission recommended the city council adopt the resolution approving the CUP with a location variance. The staff report and meeting minutes are attached.

MINNETONKA PLANNING COMMISSION
Aug. 18, 2022

Brief Description	A conditional use permit, with location variance, for Advanced Oral Surgery & Periodontics at 110 Cheshire Lane.
Recommendation	Recommend the city council adopt the resolution approving the request.

Background

The 110 Cheshire Lane property is located within the Planned I-394 zoning district (PID). It was developed in 1998 when a 110,000 square-foot, three-story office building was constructed on the east side of the site. The building is served by a 301-stall surface parking lot and a 60-stall underground parking garage.

Peter Hind, on behalf of Advanced Oral Surgery & Periodontics, is requesting a conditional use permit to operate a roughly 5,300-square-foot clinic within one of the building’s tenant spaces.

Under the PID ordinance, clinics are conditionally-permitted uses. The ordinance contains four conditional use permit (CUP) standards, which are outlined in the “Supporting Information” section of this report. One of the standards is that clinics not be located adjacent to low-density residential areas. The properties immediately to the east of the office site are zoned and guided for low-density development; the proposed clinic also requires a variance to this standard.



Staff Analysis

A land-use proposal is comprised of many details. These details are reviewed by members of the city’s economic development, engineering, fire, legal, natural resources, planning, and public works departments and divisions. These details are then aggregated into a few primary questions or issues. The analysis and recommendations outlined in the following sections of this report are based on the collaborative efforts of this larger staff review team.

- **Is the proposed use appropriate?**

Yes. Apart from the location adjacent to a low-density area, the proposed clinic would meet conditional use permit standards.

- **Is the locational variance reasonable?**

Yes. The intent of restricting clinics from operating adjacent to residential areas is to provide adequate separation between these two land uses, thereby minimizing the real

and perceived impacts of the high-intensity use (clinic) on the lower intensity use (single-family homes).

The proposal meets this intent. Though 110 Cheshire Lane is technically located adjacent to a single-family neighborhood, the office building is separated from the homes by a ponding area, mature vegetation, and a distance of over 250 feet. Further, the city has previously approved two CUPs, with location variances, for clinics within the Cheshire Lane office building.

- **Would parking demand be accommodated?**

Yes. By city code, 335 parking stalls are required to accommodate the various uses of the office building. The property contains 361 parking stalls.

Staff Recommendation

Recommend that the city council adopt the resolution approving a conditional use permit, with location variance, for Advanced Oral Surgery & Periodontics at 110 Cheshire Lane.

Originator: Susan Thomas, AICP, Assistant City Planner
Through: Loren Gordon, AICP, City Planner

Supporting Information

Surrounding Land Uses

Northerly: Office building, zoned PID
Easterly: Single-family homes, zoned R-1
Southerly: Wetland area, zoned PID
Westerly: Office/Industrial buildings, zoned PID

Planning

Guide Plan designation: Commercial
Zoning: PID, Planned I394

Parking

Even with the addition of the proposed clinic, the 361 parking stalls on site would exceed city code parking requirements.

Suite	Occupant	Area	Rate	Required Stalls
100	Oggi	3,507	1 per 250 sq.ft.	14
105	1st Scribe	12,317	1 per 250 sq.ft.	49
106	vacant	3,586	1 per 250 sq.ft.	14
120	Advanced Oral	5,321	1 per 175 sq.ft.	30
200	Advisor Net	27,951	1 per 250 sq.ft.	112
300	vacant	13,505	1 per 250 sq.ft.	54
320	WEM	1,863	1 per 250 sq.ft.	7
350	Service 800	3,210	1 per 250 sq.ft.	13
375	Urban FT	3,808	1 per 250 sq.ft.	15
385	Ambient	6,487	1 per 250 sq.ft.	26
TOTAL				335

CUP Standards

The proposal would meet the general conditional use permit standards as outlined in City Code §300.31 Subd. 4(b)(2):

1. The use is in the best interest of the city;
2. The use is compatible with other nearby uses; and
3. The use is consistent with other requirements of this ordinance.

The proposal would meet the specific CUP standards for hospitals and medical clinics on property designated for office, retail, or service commercial uses, as outlined in City Code §300.31 Subd. 4(b)(2)(d):

1. Shall not be adjacent to low-density residential areas;

Finding: The property is located adjacent to a residential use; a variance is required. The proposal would meet the variance standard.

2. Shall have direct access from the site to a collector or arterial street as defined in the comprehensive plan;

Finding: Cheshire Lane is classified as a major collector.

3. Shall not have emergency vehicle access adjacent to or located across a street from any residential use; and

Finding: The proposed use is not anticipated to generate emergency vehicle traffic at a rate higher than the existing office users. Nevertheless, the only access into the property is via a collector street serving other office and industrial properties.

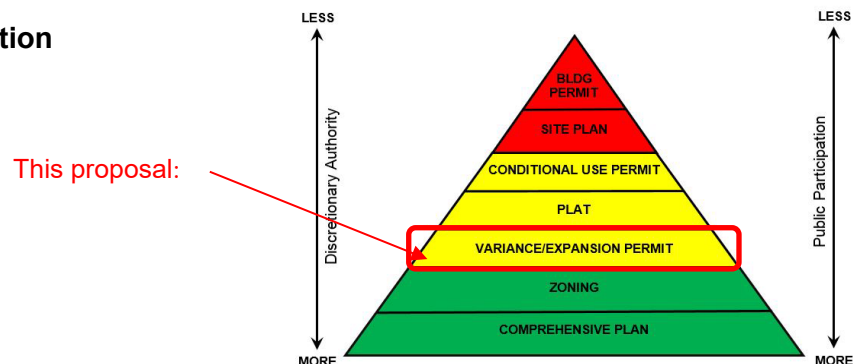
4. May be required to submit a detailed parking analysis for uses exceeding 10,000 square feet. Additional parking may be required based on this analysis.

Finding: The proposed use would occupy roughly 5,300 square-feet of the building. Even with the addition of the proposed clinic, the 361 parking stalls on site would exceed city code parking requirements.

Variance Standard

A variance may be granted from the requirements of the zoning ordinance when: (1) it is in harmony with the general purposes and intent of the ordinance; (2) it is consistent with the comprehensive plan; and (3) when an applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean that the applicant proposes to use a property in a reasonable manner not permitted by the ordinance, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance if granted, would not alter the essential character of the locality. (City Code §300.07)

Pyramid of Discretion



Voting Requirement The planning commission will make a recommendation to the city council. A recommendation for approval requires an affirmative vote of a simple majority. The city council's approval requires an affirmative vote of five members due to the parking variance.

Motion Options The planning commission has three options:

1. Concur with the staff recommendation. In this case, a motion should be made recommending the city council adopt the resolution approving the request.
2. Disagree with staff's recommendation. In this case, a motion should be made recommending the city council deny the request. This motion must include a statement as to why denial is recommended.
3. Table the requests. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant, or both.

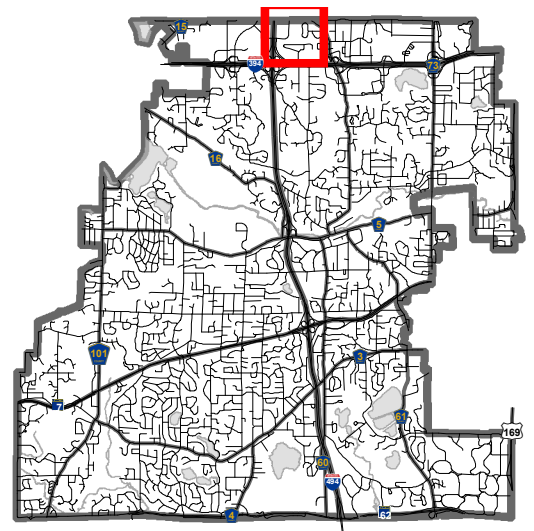
Neighborhood Comments The city sent notices to 29 area property owners and received no comments.

Deadline for Action **Oct. 24, 2022**



Location Map

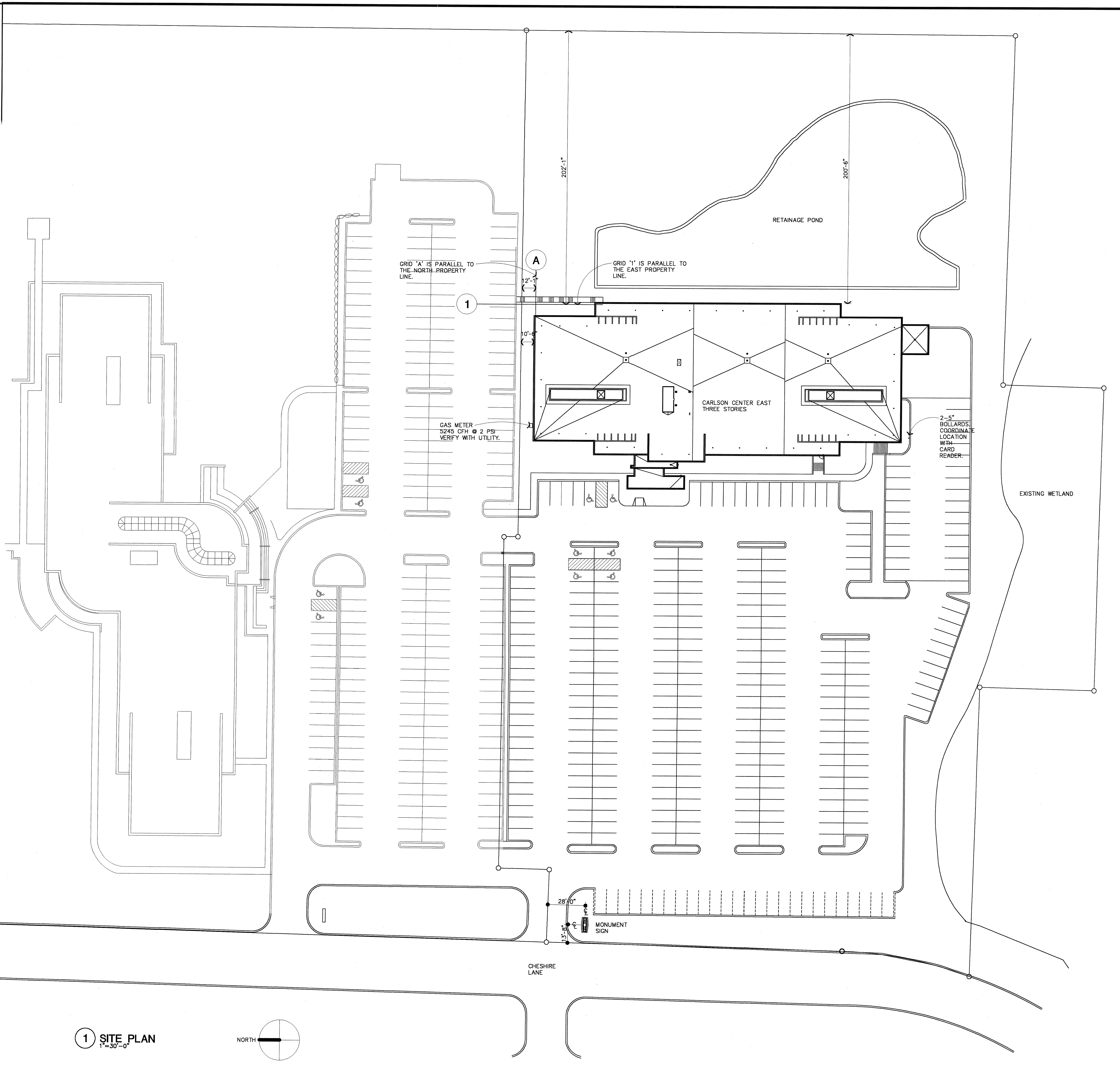
Project: Advanced Oral Surgery & Period
 Address: 110 Cheshire Lane



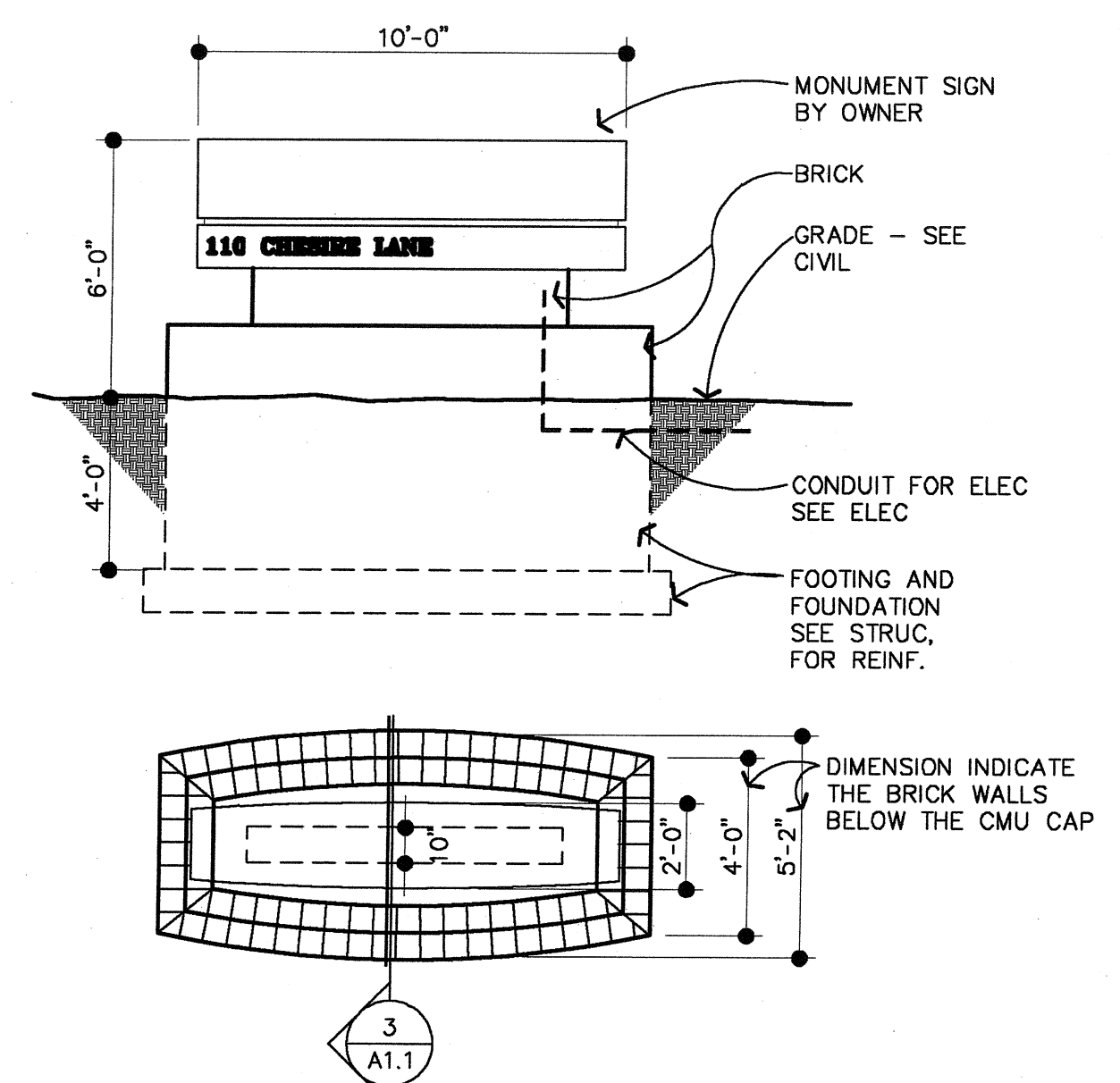


110

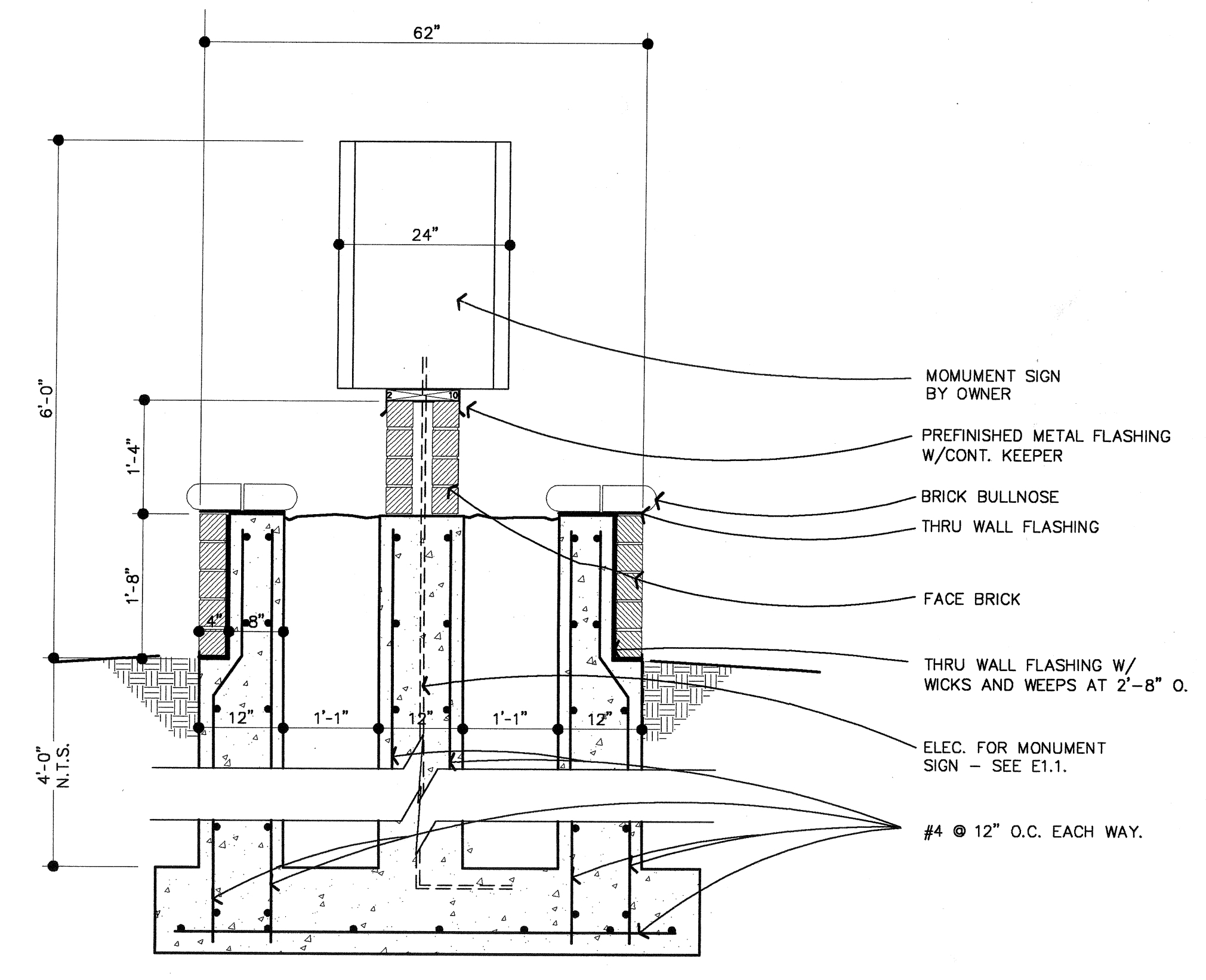
10/10/98 11:00 AM



1 SITE PLAN
1"=30'-0"



2 MONUMENT SIGN
1/4"=1'-0"



3 SECTION AT SIGN
3/4"=1'-0"

ISSUED FOR DESIGN DEVELOPMENT APPROVAL APRIL 3, 1998
 ISSUED FOR STEEL PURCHASE PACKAGE APRIL 24, 1998
 ISSUED FOR BUILDING LOCATION AND GAS METER LOCATION MAY 8, 1998
 ISSUED FOR GENERAL CONSTRUCTION BID PACKAGE MAY 28, 1998

Adolfson & Peterson, Inc.
 ARCHITECTS
 MINNESOTA
 30578

CARLSON REAL ESTATE COMPANY
CARLSON CENTER EAST
 110 CHESHIRE LANE
 MINNETONKA, MINNESOTA

REH
 JAR
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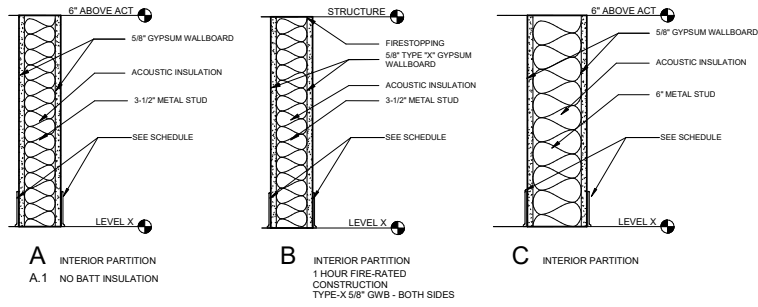
SETTER LEACH & LINDSTROM

Architects & Engineers
 1100 Peavey Building
 730 Second Avenue South
 Minneapolis, MN 55402-2454
 Tel 612/338-8741 Fax 612/338-4840

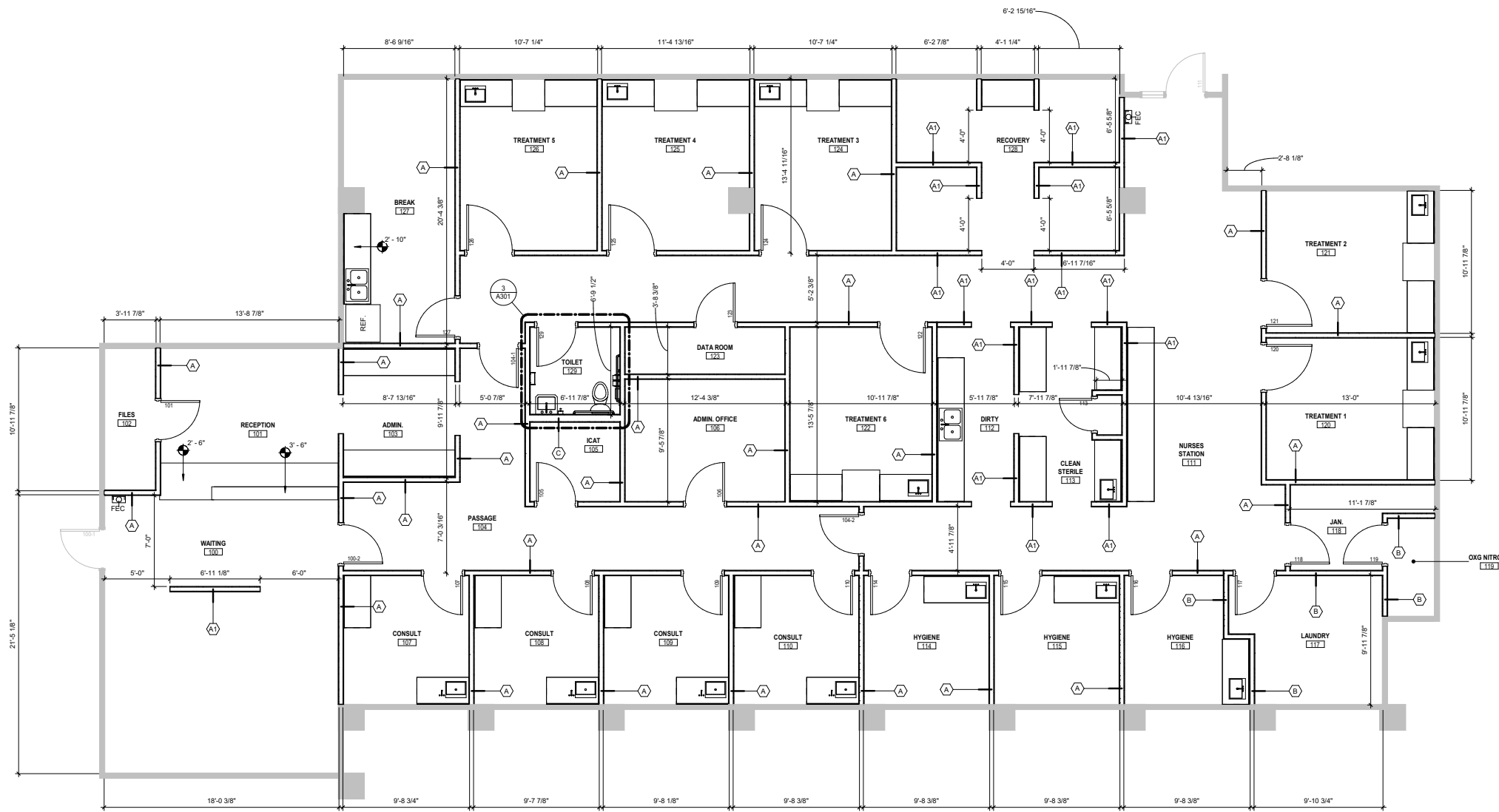
RBH/TMP
 JHF
 MAY 28, 1998

SITE PLAN

A1.1
 1976.003.01-1



WALL TYPES
 SCALE: 1 1/2" = 1'-0" NOTE: VERIFY SOUND BATT LOCATIONS WITH OWNER



1 FIRST FLOOR
 SCALE: 1/4" = 1'-0"

DESIGNED:	DATE:	09/09/2022
DRAWN:	DATE:	
CHECKED:	DATE:	
DESIGNED BY:	DATE:	
DRAWN BY:	DATE:	
CHECKED BY:	DATE:	

PERMIT SET

SCHEMMER
 Design with Purpose. Build with Confidence.

ADVANCED ORAL SURGERY & PERIODONTICS
 110 CHESHIRE LANE
 SUITE 105 MINNETONKA, MN
FLOOR PLAN

PROJECT NO.: TBD

A101

C:\Users\kandall\Documents\temp\Minnetonka\FINAL_pdf_krandall\REBY.rvt
 6/10/2022 4:12:30 PM

Thomas noted that the property owner and tenants enter into agreements to designate dedicated parking spaces. The city parking ordinance includes the entire property when calculating the mandatory amount of parking for each site.

Henry confirmed with Raines the location of the proof of parking area.

Chair Sewall stated that the property as a whole has more than adequate parking, but he agreed that the area nearest the proposed tenant space is difficult to navigate sometimes. Some modifications could be made with dedicated parking spaces, proof of parking, and the location of the flower mart. The parking plan is outdated and does not show 15 additional existing spaces, which makes the parking sufficient. There may be some offset with the timing of the peak hours of the hair salon. Customers may have to walk a little farther, but he did not think it would be a huge ordeal to get there. The property owner could look at adding pedestrian signage. The flower mart is an interim use which could be moved next year if parking becomes a problem.

Banks moved, second by Waterman, to recommend that the city council adopt the resolution approving a conditional use permit and variance for Nautical Bowls at 11301 Hwy. 7.

Banks, Henry, Maxwell, Powers, Waterman, and Sewall, voted yes. Hanson was absent. Motion carried.

Chair Sewall stated that this item is scheduled to be reviewed by the city council on Sept. 12, 2022.

B. Conditional use permit with location variance for Advanced Oral Surgery and Periodontics at 110 Cheshire Lane.

Chair Sewall introduced the proposal and called for the staff report.

Thomas reported. She recommended approval of the application based on the findings and subject to the conditions listed in the staff report.

Peter Hind, the architect for the project, stated that he was thankful for the staff's help and presentation. Advanced Oral Surgery and Periodontics has a current location in Lakeville, MN. The use would perform conscious sedation and operate like a typical dental office. There would be no major reconstructive surgery. He requested the application be approved. There would be two doctors, four staff, and two to four nurses present during working hours and 12 to 15 patients visiting the site each day. The proposal would not create more traffic than the previous use.

The public hearing was opened. No testimony was submitted, and the hearing was closed.

Waterman supports the proposal. It would be a reasonable use.

Maxwell supports the staff's recommendation. Traffic would access the site from the other side, and the use would be separated by a pond from the surrounding residential neighborhood.

Henry noted that no neighbor complained. The building is already there. He would have no problem with it if he lived in the area. He supports the staff's recommendation.

Powers and Banks support the staff's recommendation.

Chair Sewall confirmed with Thomas that there is no sign proposed. He supports the staff's recommendation.

Powers moved, second by Maxwell, to recommend that the city council adopt the resolution approving a conditional use permit and location variance for Advanced Oral Surgery and Periodontics at 110 Cheshire Lane.

Banks, Henry, Maxwell, Powers, Waterman, and Sewall, voted yes. Hanson was absent. Motion carried.

Chair Sewall stated that this item is scheduled to be reviewed by the city council on Sept. 12, 2022.

9. Other Business

A. Concept plan review for a 275-unit apartment building at 10701 Bren Road East.

Chair Sewall introduced the proposal and called for the staff report.

Thomas reported. She recommended commissioners provide feedback.

Chair Sewall asked what percentage of Opus has been redeveloped. Thomas answered that of Opus' 648 acres, 30 acres have been redeveloped in the last eight years, which equals about five percent. About 30 percent of the 648 acres are not developable due to wetlands, steep slopes, and wooded areas.

Wischnack noted that Opus has six miles of recreational trails, 140 businesses, 4.2 million square feet of office and industrial uses and 36 percent of it is parks.

Ned Dodington, Greystar Development, representing the applicant, stated that:

- Greystar has been operating in the twin cities for ten years.
- He provided a presentation showing that Greystar is the largest development and investment management company of rental apartments globally.
- Greystar has a proven track record.

Resolution No. 2022-

**Resolution approving a conditional use permit, with a variance,
for Advanced Oral Surgery & Periodontics at 110 Cheshire Lane**

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

- 1.01 The subject property is located at 110 Cheshire Lane. It is legally described as:
Lot 2, Block 1, Carlson Center East, Hennepin County, Minnesota.

Torrens Certificate No. 1360246
- 1.02 The property is located within the Planned I-394 District (PID) and is guided for office uses in the 2040 Comprehensive Guide Plan. A single-family neighborhood, zoned and guided for low-density residential development, is located immediately to the east.
- 1.03 Advanced Oral Surgery & Periodontics is proposing to operate a roughly 5,300 square-foot clinic within one of the property's tenant spaces.
- 1.04 By City Code §300.31 Subd. 4(b)(2)(d), hospitals and medical clinics are conditionally-permitted uses on property designated for office, retail, or service commercial uses within the PID.
- 1.05 By City Code §300.31 Subd. 4(b)(2)(d)(1), hospital and medical clinics "shall not be adjacent to low-density residential areas."
- 1.06 The proposal requires a conditional use permit with location variance.
- 1.07 Minnesota Statute §462.357 Subd. 6, and City Code §300.07 authorizes the city to grant variances.
- 1.08 On Aug. 18, 2022, the planning commission held a hearing on the proposal. The applicant was provided the opportunity to present information to the commission. The commission opened a public hearing and considered all of the comments received and the staff report, which are incorporated by reference into this resolution. The commission recommended that the city council approve the conditional use permit with variance.

Section 2. Standards.

2.01 City Code §300.31 Subd. 4(b)(2) outlines the following general standards for conditionally-permitted uses in the PID:

1. The use is in the best interest of the city;
2. The use is compatible with other nearby uses; and
3. The use is consistent with other requirements of this ordinance.

2.02 City Code §300.31 Subd. 4(b)(2)(d) outlines the following specific standards that must be met for granting a conditional use permit for hospitals and medical clinics. Hospitals and clinics:

1. Shall not be adjacent to low-density residential areas;
2. The site shall have direct access to a collector or arterial street as defined in the comprehensive plans; and
3. Emergency vehicle access shall not be adjacent to or located across a street from any residential use.
4. May be required to submit a detailed parking analysis for uses exceeding 10,000 square feet. Additional parking may be required based on this analysis.

2.03 By City Code §300.07 Subd. 1, a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (3) when the applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties means: (1) The proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic considerations; and (3) the proposed use would not alter the essential character of the surrounding area.

Section 3. Findings.

3.01 The proposal would meet the general conditional use permit standards outlined in City Code §300.31 Subd. 4(b)(2)

3.02 Apart from the location, the proposal would meet f the specific conditional use permit standards outlined in §300.31 Subd.4(b)(2)(d).

1. The property is located adjacent to a residential use; a variance is required. As outlined in the following section of this resolution, the proposal would meet the variance standard.

2. Cheshire Lane is classified as a major collector street.
3. The proposed use is not anticipated to generate emergency vehicle traffic at a rate higher than the existing office users. Nevertheless, the only access into the property is via a collector street serving other office and industrial properties.
4. The proposed use would occupy roughly 5,300 square-feet of the building. By city code, 335 parking stalls are required to accommodate the various uses of the office building. The property contains 361 parking stalls.

3.03 The proposal would meet the variance standard as outlined in City Code §300.07 Subd. 1(a):

1. Intent of Ordinance. The intent of restricting clinics from operating adjacent to residential areas is to provide adequate separation between these two land uses, thereby minimizing the real and perceived impacts of the high-intensity use (clinic) on the lower-intensity use (single-family homes). The proposal meets this intent. Though 110 Cheshire Lane is technically located adjacent to a single-family neighborhood, the office building is separated from the homes by a ponding area, mature vegetation, and a distance of over 250 feet. Further, the city has previously approved two CUPs, with location variances, for clinics within the Cheshire Lane office building.
2. Comprehensive Plan. The subject property is guided for office use; with this designation, hospitals and medical clinics are allowed as conditionally-permitted uses.
3. Practical Difficulties. There are practical difficulties in complying with the ordinance:
 - a) Reasonableness and Unique Circumstance. The proposed use is reasonable based on the unique configuration of the office site. Though the property is technically located adjacent to a single-family neighborhood, the office building is separated from the homes by a ponding area, mature vegetation, and a distance of over 250 feet. Further, the city has previously approved two CUPs, with location variances, for clinics within the Cheshire Lane office building.
 - b) Neighborhood Character. The clinic occupancy of a tenant space in the existing 110,000 square-foot, three-story office building would result in no exterior changes to the building or the site. As such, it would not impact the character of the adjacent residential neighborhood.

Section 4. City Council Action.

- 4.01 The above-described conditional use permit is approved, subject to the following conditions:
1. Subject to staff approval, the property must be developed and maintained in substantial conformance with the following documents:
 - Floor Plan, dated June 10, 2022
 2. Prior to the issuance of a building permit, this resolution must be recorded with Hennepin County.
 3. Sign permits are required for any exterior signs.
 4. The city council may reasonably add or revise conditions to address any future unforeseen problems.
 5. Any change to the approved use that results in a significant increase in traffic, parking, or a significant change in character would require a revised conditional use permit.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 12, 2022.

Becky Koosman, City Clerk



**City Council Agenda Item 11B
Meeting of Sep. 12, 2022**

Title: Conditional use permit, with parking variance, for a fast food restaurant at 11301 Highway 7

Report From: Bria Raines, Planner

Submitted through: Mike Funk, City Manager
Julie Wischnack, AICP, Community Development Director

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The applicant is requesting a conditional use permit for Nautical Bowls, a fast food restaurant, within the Country Village shopping center at 11301 Highway 7. This proposal requires a variance to the parking ordinance. The subject property is zoned B-2, Limited Business District, and the proposed tenant space is approximately 1,500 square feet.

Recommended Action

Adopt the resolution approving a conditional use permit, with parking variance, for a fast food restaurant.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Statement: N/A

Financial Consideration

- Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
- Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: N/A

Planning Commission Hearing

On Aug. 18, 2022, the planning commission considered a conditional use permit for a fast food restaurant, with parking variance, within the Country Village Shopping Center. The restaurant is anticipated to operate seven days a week from 9 a.m. to 8:30 p.m. The tenant space is currently vacant.

By city code, a conditional use permit is required for a fast food restaurant in the B-2 Limited Business District. Except for the parking variance request, the proposal meets the conditional use standards. By city code, a variance is required for this proposal which does not meet the city parking ordinance, but does meet the average parking demand outlined by the Institute of Transportation Engineers (ITE) and has a proof-of-parking plan.

Staff recommended approval of the request, noting:

- **Consistent with the ordinance.** The ordinance's intent as it pertains to conditional uses is that such uses be subject to careful evaluation to ensure that their location, size, and design are consistent with the standards, purposes, and procedures of the ordinance and the comprehensive plan. The proposed use would meet this intent.
- **Consistent with the goals, policies, and objectives of the comprehensive plan.** The subject property is guided for commercial use. The proposed plans are consistent with the designated and existing land use.
- **Preservation of the site in its natural state to the extent practicable.** The proposed use would occur within the existing Country Village Shopping Center. This proposal includes no site work or exterior alterations.
- **Preservation of public health, safety, or welfare.** The proposed fast food restaurant would be required to apply for a food license through the environmental health department. The license would include an inspection of the food preparation areas.

A public hearing was opened at the meeting; no residents spoke in opposition. Planning Commissioners Henry, Waterman, and Powers voiced concerns about double parking by food delivery services and adequate parking in the northeast corner of the site.

The planning commission suggested reviewing the interim use permit for the floral market in early 2023 to determine if the permit should be revised, to consider creating additional parking where the floral market occupies during summer to mid-fall. The planning commission also suggested that staff compile additional parking information to provide to the council for their consideration.

Ultimately, on a 6-0 vote, the commission recommended the city council approve the request.

Additional Information

Attached to this report are aerial photos of the site from 2000 to 2022, and the parking plan with the updated floral market location.

Further, the hours of operation for the businesses along the northeast corner of the shopping center are outlined below.

Hours of Operation

- Nautical Bowls
 - Everyday 9 a.m. to 8:30 p.m.
- Zounds Hearing Aids
 - Permanently closed – No hours of operation
- Creative Hair Studio
 - Monday to Friday: 9 a.m. to 8 p.m.
 - Saturday: 8 a.m. to 1 p.m.
 - Sunday: Closed
- Frameworthy
 - Monday to Thursday: 10 a.m. to 6 p.m.
 - Friday and Saturday: 10 a.m. to 3 p.m.
 - Sunday: Closed
- Papa John's
 - Sunday to Thursday: 10 a.m. to 10 p.m.
 - Friday and Saturday: 10 a.m. to 1 a.m.

MINNETONKA PLANNING COMMISSION
Aug. 18, 2022

Brief Description Conditional use permit, with parking variance, for a fast food restaurant at 11301 Highway 7

Recommended Action Recommend the city council adopt the resolution approving the proposal.

Proposal

The applicant is requesting a conditional use permit for Nautical Bowls, a fast food restaurant, within the Country Village shopping center at 11301 Highway 7. The subject property is 9.7 acres in size and zoned B-2, Limited Business District. The proposed tenant space is approximately 1,498 square feet and is located in the northeast corner of the shopping center. The restaurant would include an indoor seating area, service counter, mechanical room, back-of-house area, and one ADA-accessible restroom.

Proposal Requirements

A conditional use permit is required for any fast food restaurant with or without drive-up facilities in the B-2 District. Per city ordinance, a fast food restaurant is defined as "a restaurant whose business is the sale of rapidly prepared or pre-prepared food or drink directly to customers without table service and which may include drive-up order and delivery systems."

The proposed restaurant also requires a variance to the conditional use permit standards for the number of required parking spaces. For more information, see the "Supporting Information" section of this report.

Staff Analysis

A land-use proposal is comprised of many details. These details are reviewed by members of the city's economic development, engineering, fire, legal, natural resources, planning, and public works departments and divisions. The details are then aggregated into a few primary questions or issues. The analysis and recommendations outlined in the following sections of this report are based on the collaborative efforts of this larger staff review team.

- **Is the proposed use generally appropriate?**

Yes. The site has other restaurant tenants and would not alter the character of the site and the surrounding neighborhood.

- **Is the requested conditional use permit appropriate?**

Yes. The conditional use permit for restaurant use is appropriate. The proposed restaurant would meet all of the standards outlined in the city code for restaurants within the B-2 zoning district.

- **Is the parking variance reasonable?**

Yes. The city code parking requirement at shopping centers can change as tenants change; the requirement is not static. The parking variance is required based on a calculation of the present tenants. The current uses requiring the highest parking are the fitness center, grocery store, and attached restaurant. ITE standards and a proof-of-parking plan suggest that the site could accommodate the shopping center's typical amount of business with the reduced number of parking stalls.

For more discussion, see the "Supporting Information" section of the report.

Staff Recommendation

Recommend the city council adopt the resolution approving a conditional use permit, with variance, for Nautical Bowls at 11301 Highway 7.

Originator: Bria Raines, Planner
Through: Loren Gordon, AICP, City Planner

Supporting Information

Subject Property	The subject property is located in the B-2 – Limited Business – zoning district and has a commercial land use designation in the 2040 Comprehensive Guide Plan.
Surrounding Property	North: Zoned R-1 Low-Density and R-2 Medium-Density Residential South: City of Hopkins – commercial property East: City of Hopkins – commercial and residential property West: Zoned R-1 Low-Density Residential
Proposed Building	<p>The proposed tenant space is 1,498 square feet in size. It would not include an outdoor ordering/dining area. Rather, customers would order, pick up food via an indoor service counter, and sit in the guest seating area.</p> <p>The applicant has not proposed any alterations to the store façade. The exterior will remain consistent with the rest of the shopping center.</p>
Parking	<p>In 1991, the city council approved a parking variance from the then required 602 stalls to 558 stalls to accommodate a sit-down restaurant. However, the site no longer has 558 stalls available, and this variance is no longer valid.</p> <p>In 2007, the Country Village Shopping Center parking was recalculated for a conditional use permit for Linder’s Greenhouses. At that time, available parking on site was 465 stalls. According to the associated staff report: “Given the use and size of the building, City Code requires 483 parking spaces on site. Therefore, the site currently does not meet the parking requirement by 18 spaces. However, the approved site plan for the subject property contains proof-of-parking in excess of 483 spaces. Consequently, the site could be brought into compliance with parking standards should the need arise.” Given the available proof-of-parking, a parking variance was not required for this proposal.</p> <p>In 2019, the site, a fitness center, became a tenant of the center. A fitness center is a permitted use in the B-2 zoning district; therefore, a special permit was not required, nor a recalculation of parking. Based on the site parking calculations, the fitness center required 83 parking stalls alone.</p> <p>As part of the current conditional use permit review, the Country Village Shopping Center parking demand has been recalculated to determine the city-code required amount of parking. Per city code, the existing tenants and the Nautical Bowls proposal require 587 parking stalls. The required parking has changed based on the change in</p>

uses over the years, which require varying amounts of parking per square foot.

The Country Village Shopping Center has 465 available parking stalls at the subject property, and a proof-of-parking plan able to provide a total of 559 parking stalls. This number of stalls exceeds ITE anticipated demand.

	Ordinance Required	Existing Parking	Occupied by floral market	Available parking*	Proof-of-parking Plan
Country Village Shopping Center	587 stalls	465 stalls	32 stalls	433 stalls	559 stalls

* Calculated as existing stalls subtract stalls occupied by the seasonal floral market

Suite #	Tenant	Square feet	City Ordinance	Ordinance Required	ITE Required
11301	Nautical Bowls	1498	1/60 SF	25	15
11303	Zounds Hearing Aids	755	1/250 SF	3	2
11305	Creative Hair Studio	1000	1/250 SF	4	3
11309	Frameworkorthy	750	1/250 SF	3	2
11313	Papa John's	1489	1/60 SF	25	15
11315	Nadeau Furniture	6500	1/250 SF	26	19
11317	Play It Again Sports	3300	1/250 SF	13	10
11319	Music Go Round	3136	1/250 SF	13	9
11321	Momentum School of Dance	3212	1/225 SF	14	15
11323	Elsmore Sports	3145	1/250 SF	13	9
11325	Planet Fitness	18563	1/225 SF	83	61
11329	Great Clips	753	1/250 SF	3	2
11331	Krystal Nails	768	1/250 SF	3	2
11333	Dojo Karate	2370	1/225 SF	11	11
11337	Salons by JC	6000	1/250 SF	24	17
11341	Banfield	2869	1/175 SF	16	10
11345/11349	MTKA Chiropractic	3522	1/175 SF	20	14
11351	Cosmo Pof	2979	1/250 SF	12	9
11353	Vacant	2277	1/250 SF	9	7
11400	Lunds & Byerlys	41610	1/250 SF	166	121
	Attached restaurant (vacant)	4300	1/60 SF	72	53
Parking Lot	Garden City	7200	1/250 SF	29	21
TOTAL				587 stalls	426 stalls

The following is intended to summarize the parking demands of the site per City Code §300.28, Subd. 12:

CUP Standards

By City Code 300.21 Subd.4(f), fast food restaurants with or without a drive-thru window in the B-2 district are subject to the following specific conditional use permit standards.

1. Shall be located only on sites having direct access to minor arterial streets or service roads;

Finding: The subject property is accessed via Minnetonka Mills Road.

2. Public address systems shall not be audible from any residential parcel;

Finding: This has been included as a condition of approval.

3. Stacking for a minimum of six cars per aisle shall be provided within applicable parking lot setbacks;

Finding: The proposed site plan does not have a drive-thru window. This requirement does not apply.

4. Shall not be permitted when traffic studies indicate significant impacts on the levels of service as defined by the institute of traffic engineers of adjacent streets and intersections; and

Finding: The site does not meet the city ordinance parking requirement; however, the ITE parking demand is met.

5. The building shall be set back at least 100 feet and screened from any adjacent property designated in the comprehensive plan for residential use.

Finding: The proposed building would be located over 120 feet from the closest residential building, separated by Minnetonka Mills Road, and screened by fencing. In addition, the shopping center faces Highway 7, angled away from the residential properties.

Variance Standard

By City Code §300.07, a variance may be granted from the requirements of the zoning ordinance when: (1) it is in harmony with the general purposes and intent of the ordinance; (2) it is consistent with the comprehensive plan; and (3) when an applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean that the applicant proposes to use a property in a reasonable manner not permitted by the ordinance, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, would not alter the essential character of the locality.

Natural Resources

Best management practices must be followed during the course of site preparation and construction activities. This would include the installation and maintenance of erosion control fencing.

Neighborhood Comments

The city sent notices to 112 area property owners and residents. One comment was received by a neighboring tenant.

Creative Hair Studio, 11305 Hwy 7 (Country Village Shopping Center)
*Good morning Bria,
This is Connie and I am a co owner at Creative Hair Studio in the Country Village Shopping Ctr. We are unable to come to*

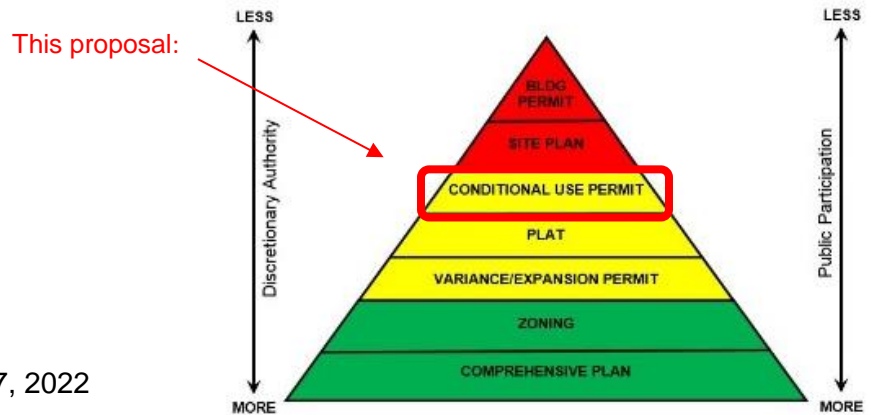
*the planning commission meeting so I would like to address our concerns with you via email. We have been in the Center for 27 years and hoping to stay for quite a few more years. As much as our bellies were excited for Nautical Bowls (just two doors down), we have more concerns about the parking situation. We already feel like we don't have a lot of parking now. We have 7-8 stylists that work everyday so that is 7-8 cars to park not to mention the busy hearing aid, framer and pizza customers. During the summer the Center has a flower shop, and in the winter they put all the snow on our end of the big lot. I snapped a couple of pictures from a couple different days that I am sending you, showing what a typical looks like with the parking. With talking to the owners of the other stores on our end, we just don't think it's feasible to have a restaurant for the parking issues. We hope that the city will check this out before approving NB. Thank you and have a great day.
Connie Maier*

Commission Action

The planning commission will make a recommendation to the city council; a recommendation requires a majority vote of the commission. The planning commission has the following options:

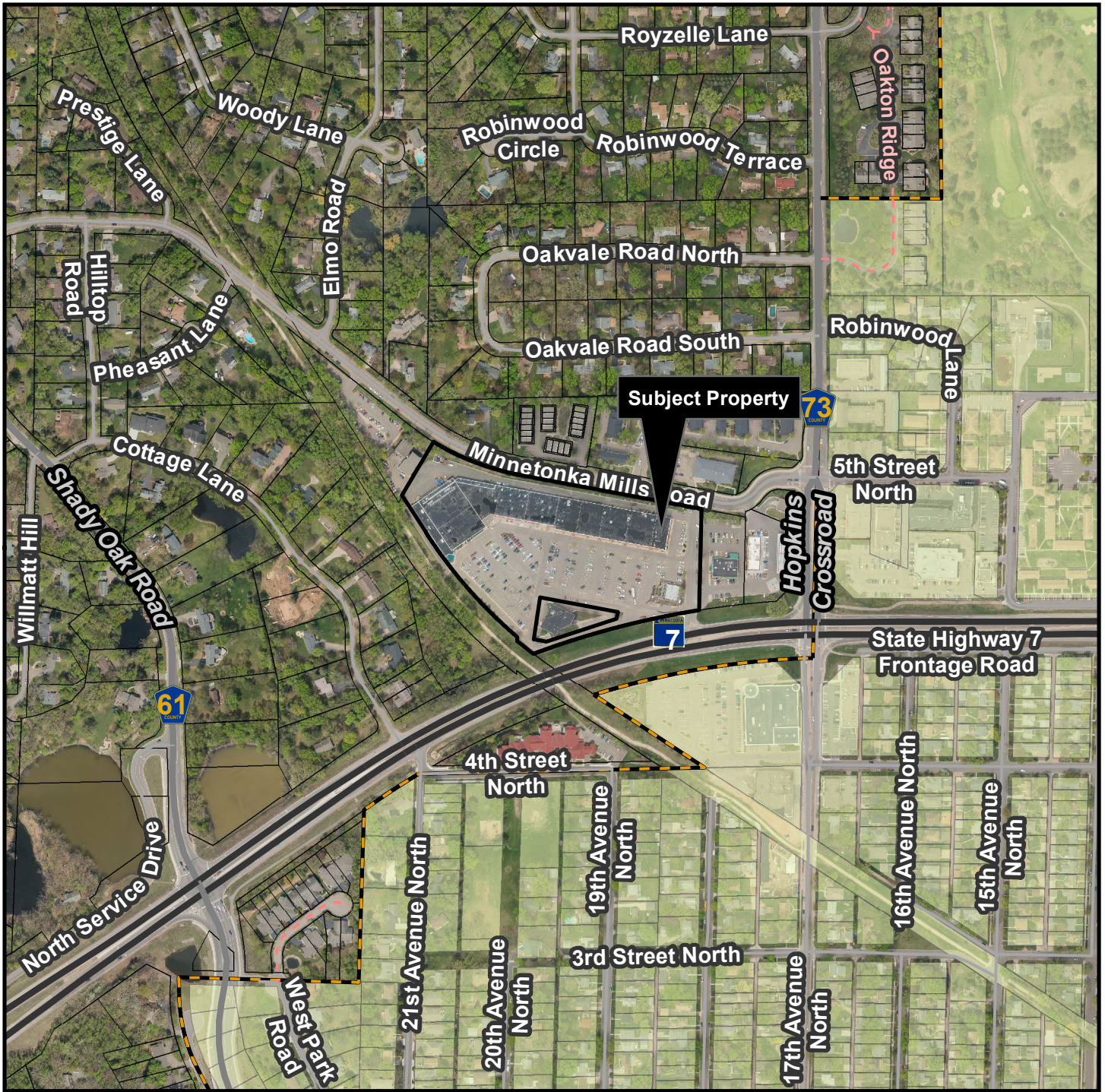
1. Concur with staff's recommendation. In this case, a motion should be made recommending the city council adopt the resolution approving the conditional use permit request.
2. Disagree with the staff's recommendation. In this case, a motion should be made recommending the city council deny one or more aspects of the proposal. The motion should include findings for denial.
3. Table the request. In this case, a motion should be made to table the item. The motion should include a statement as to why the request is being tabled with direction to staff, the applicant, or both.

Pyramid of Discretion



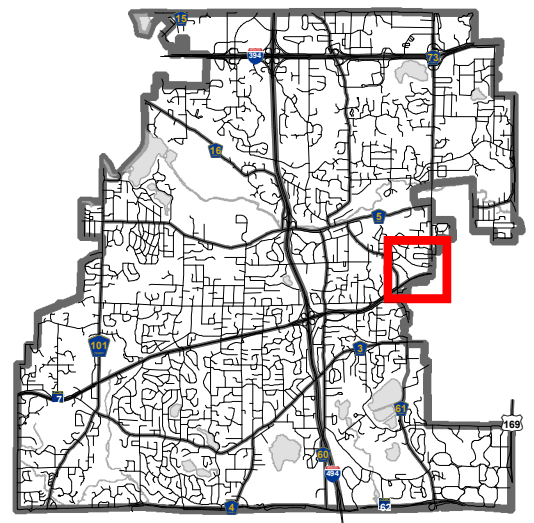
Deadline for Action

Dec. 7, 2022



Location Map

Project: Nautical Bowls
 Address: 11400 Hwy 7, Ste 11301





Nautical Bows

11400 State Highway 7, Suite 11301
Minnetonka, MN 55305

SHEET INDEX		FINAL REVIEW & COORDINATION	
■ INDICATES SHEET ISSUED WITH PACKAGE		ISSUE FOR CONSTRUCTION	
SHEET #	DESCRIPTION		
ARCHITECTURAL			
G000	COVER SHEET	■	■
CL101	CODE DIAGRAM & SUMMARY	■	■
D101	DEMOLITION PLAN	■	■
A101	FLOOR PLAN & REFLECTED CEILING PLAN	■	■
A210	ELEVATIONS	■	■
A310	SECTIONS & DETAILS	■	■
I101	FINISH PLAN & FINISH SPECIFICATION	■	■
EQUIPMENT			
Q101	EQUIPMENT & FURNITURE PLAN	■	■
MECHANICAL			
M000	MECHANICAL TITLE SHEET	■	■
M001	MECHANICAL SPECIFICATIONS	■	■
M101	HVAC FLOOR PLAN	■	■
ELECTRICAL			
E000	ELECTRICAL TITLE SHEET	■	■
E001	ELECTRICAL SCHEDULES	■	■
E200	LIGHTING, POWER & SYSTEMS PLAN	■	■
PLUMBING			
P101	PLUMBING FLOOR PLANS	■	■
P901	PLUMBING RISER DIAGRAMS	■	■
P501	PLUMBING DETAILS & SCHEDULES	■	■

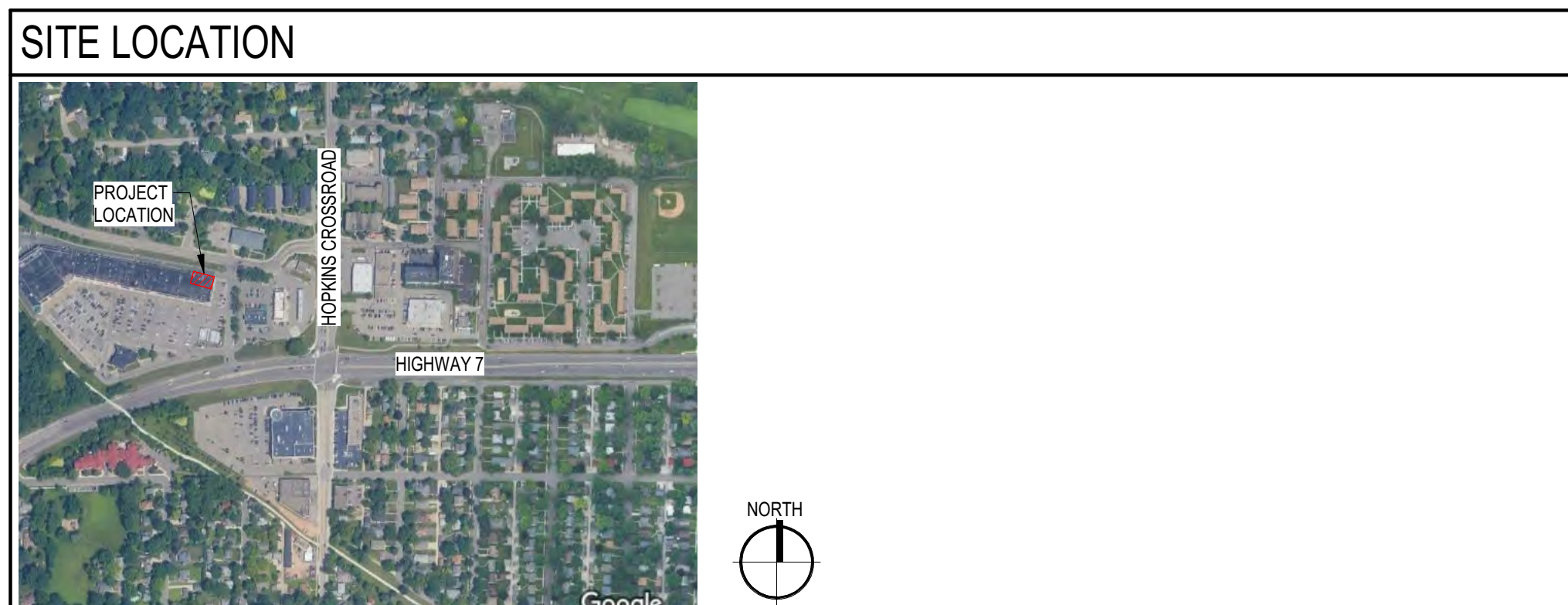
ABBREVIATIONS			
AB	ANCHOR BOLT	MATL	MATERIAL
AC	AIR CONDITIONING	MAX	MAXIMUM
ACT	ACoustical TILE	MECH	MECHANICAL
AFF	ABOVE FINISHED FLOOR	METMTL	METAL
AL	ALUMINUM	MFR	MANUFACTURER
ALT	ALTERNATE	MH	MANHOLE
ANCH	ANCHOR	MIN	MINIMUM
ARCH	ARCHITECTURAL	MISC	MISCELLANEOUS
BD	BOARD	MO	MASONRY OPENING
BTWN	BETWEEN	MR	MOISTURE RESISTIVE
BLDG	BUILDING	NA	NOT APPLICABLE
BM	BEAM	NC	NOT IN CONTRACT
BRG	BEARING	NTS	NOT TO SCALE
BSMT	BASEMENT	OC	ON CENTER
BOT	BOTTOM	OD	OVERHEAD
BTU	BRITISH THERMAL UNIT	OPNG	OPENING
CIO	CLOSED OPENING	OPP	OPPOSITE
CCTV	CLOSED CURTAIN TV	OSD	OVERSLOPE ROOF DRAIN
CFM	CUBIC FEET PER MINUTE	PART	PARTITION
CJ	CONTROL JOINT	PART BD	PARTIAL BOARD
CMU	CONCRETE MASONRY UNIT	PLG	PLUMBING
COL	COLLUM	PLF	LESS PER LINEAL FOOT
CONC	CONCRETE	PLAM	PLASTIC LAMINATE
CONN	CONNECTION	PLATE	PLATE
CONST	CONSTRUCTION	PLYWD	PLYWOOD
CONT	CONTINUOUS	PP	POWER POLE
CONTR	CONTRACTOR	PR	PAIR
CONT	CONTRACT	PRV	POWER ROOF VENT
CP	CERAMIC TILE	PSF	POUNDS PER SQUARE FOOT
CTR	CENTER	PSI	POUNDS PER SQUARE INCH
CV	CENTER	PT	PLYWOOD THIS SIDE
DEMO	DEMOLISH	PVC	POLYVINYL CHLORIDE
DEPT	DEPARTMENT	QTY	QUANTITY
DIA	DIAMETER	R	RADIUS
DM	DIMENSION	RA	RETURN AIR
DISP	DISPENSER	RD	ROOF DRAIN
DN	DOWN	REF	REFERENCE
DO	DOOR	REG	REGISTER
DR	DRIVE	REIN	REINFORCE (ing) (ng)
EA	EACH	REJ	REQUIRED
EL	ELEVATION	RET	RETURN
ELEC	ELECTRIC (W)	REV	REVERSED
EFS	EXT. INSULATION SYSTEM	RIM	RISER
EQ	EQUAL	RO	ROUGH OPENING
EQUIP	EQUIPMENT	ROW	RIGHT-OF-WAY
EW	EACH WAY	RTU	ROOF TOP UNIT
EWC	ELECTRIC WATER COOLER	RV	ROOF VENT
EX	EXPOSED	RWL	RAIN WATER LEADER
EXIST	EXISTING	SD	SOAP DISPENSER
EXP	EXPANSION	SECT	SECTION
EXT	EXTERIOR	SF	SQUARE FOOTAGE
FH	FULL HEIGHT	SM	SMILAR
FIB	FIBERGLASS (G)	SALT	SALANT
FD	FLOOR DRAIN	SND	SANITARY NAPKIN DISP.
FDN	FOUNDATION	SNR	SANITARY NAPKIN RECEPT.
FE	FIRE EXTINGUISHER	SPEC	SPECIFICATION (S)
FFE	FINISH FLOOR ELEV.	SQ	SQUARE
FIN	FINISH (W)	SS	SERVICE SINK
FIX	FIXTURE	STL	STEEL
FLR	FLOOR	STL	STRUCTURE (W)
FT	FOOT	STST	SYSTEM
FTG	FOOTING	TB	TOWEL BAR
FUT	FUTURE	TD	TOWEL DISPENSER
GA	GAUGE, GAGE	TELE	TELEPHONE
GRV	GALVANIZED	TEMP	TEMPERATURE
GR	GRAB BAR	TFE	TOP OF FTG. ELEV.
GRF	GROUND FAULT INTERRUPT	THRES	THRESHOLD
GL	GLASS GLAZING	TPH	TOILET PAPER HOLDER
GPM	GALLONS PER MINUTE	TRNSF	TRANSFER
GYP BD	GYPSUM BOARD	TV	TELEVISION
HB	HOLLOW CORE	TRN	TRANSFER
HC	HOLLOW CORE	UNO	UNLESS NOTED OTHERWISE
HDBD	HEADBOARD	UTL	UTILITY
HDCP	HANDICAPPED	VCT	VINYL COMPOSITION TILE
HDWD	HARDWOOD	VAV	VARIABLE AIR VOLUME
HDWR	HARDWARE	VERT	VERTICAL
HM	HOLLOW METAL	VVC	VINYL WALL COVERING
HR	HOUR	W	WITH
HT	HEIGHT	W/O	WITHOUT
HWAC	HEATING & AIR COND.	WC	WATER CLOSET
HW	HOT WATER	WD	WOOD
HYD	HYDRANT	WDW	WINDOW
ID	INSIDE DIAMETER	WP	WATER PROOF (ing)
IN	INCH	WR	WATER RESISTIVE
INSUL	INSULATION	W/ST	WAINSCOT
INT	INTERIOR	WT	WEIGHT
INV	INVERT	WWF	WOODED WIRE FABRIC
SOL	SOLATION JOINT	YD	YARD
JAN	JANITOR	∠	ANGLE
JT	JOINT	Ø	DIAMETER
LAV	LAVATORY		
LB	POUND		

DRAFTING SYMBOLS	
A200	SHEET NUMBER
---	DISCIPLINE
(A)	COLUMN GRID
1	SECTION NUMBER
A101	SHEET NUMBER
1	DETAIL NUMBER
A101	SHEET NUMBER
1A	ELEVATION NUMBER
A200	SHEET NUMBER
1A	INTERIOR ELEVATION NUMBER
A210	SHEET NUMBER
2A	SHEET NUMBER
FINISH FLOOR EL = 100'-0"	ELEVATIONS
2	REVISION NUMBER
2	KEY NOTE
96'-10 1/2"	EXISTING SPOT ELEVATION
100'-0"	SPOT ELEVATION
FE	WALL OR SURFACE MOUNTED FIRE EXTINGUISHER
FE	WALL MOUNTED FIRE EXTINGUISHER AND CABINET
FE	RECESSED FIRE EXTINGUISHER AND CABINET
ROOM	ROOM NAME
ROOM	ROOM NUMBER
DOOR	DOOR NUMBER
EXISTING WALL, DOOR, FIXTURE, ETC. TO BE REMOVED	
EXISTING WALL, DOOR, FIXTURE, ETC. TO REMAIN	
NEW PARTITION	
PARTITION OR WALL TYPE	
CONTROL JOINT	

MATERIALS	
[Symbol]	EARTH
[Symbol]	GRANULAR FILL
[Symbol]	CONCRETE
[Symbol]	CONCRETE MASONRY UNIT (CMU)
[Symbol]	BRICK
[Symbol]	STONE
[Symbol]	WOOD FINISH
[Symbol]	PLYWOOD
[Symbol]	PARTIAL BOARD
[Symbol]	GYPSUM BOARD
[Symbol]	PLASTER / GROUT
[Symbol]	BLANKET INSUL
[Symbol]	BOARD INSUL
[Symbol]	METAL
[Symbol]	WD BLOCKING
[Symbol]	SHIM

GENERAL NOTES	
1.	DRAWING AND SPECIFICATIONS SHALL COVER THE FULL EXTENT OF THE PROJECT.
2.	CONTRACTOR TO COORDINATE ALL WORK WITH ARCHITECTURAL, STRUCTURAL, MECHANICAL, ELECTRICAL, SPECIFICATIONS, DRAWINGS AND SUB-CONTRACTOR.
3.	CONTRACTOR SHALL VISIT THE SITE, COMPARE DRAWINGS AND SPECIFICATIONS, AND BE KNOWLEDGEABLE OF OTHER WORK BEING PERFORMED. FAILURE OF CONTRACTOR TO VISIT THE SITE SHALL NOT RELIEVE CONTRACTOR OF RESPONSIBILITY TO COMPLETE THE CONTRACT WORK IN ACCORDANCE WITH DRAWINGS AND SPECIFICATIONS WITHOUT ADDITIONAL COST TO OWNER.
4.	ALL DIMENSIONS ON ARCHITECTURAL DRAWINGS LOCATING STRUCTURAL ELEMENTS ARE TO CENTERLINE OF STEEL COLUMNS AND STEEL BEAMS, UNLESS NOTED OTHERWISE.
5.	ALL DIMENSIONS LOCATING EXTERIOR WALL SYSTEMS ARE TO EXTERIOR FINISH FACE OR TO INTERIOR FINISH FACE, UNLESS NOTED OTHERWISE.
6.	ALL PLAN DIMENSIONS ARE TO FACE OF CONCRETE BLOCK OR GYPSUM BOARD OR TOTAL WALL THICKNESS. SEE FINISH PLAN AND/OR DETAILS FOR FINISH MATERIALS. APPLIED MATERIALS SUCH AS CERAMIC TILE ARE NOT INCLUDED IN TOTAL PARTITION THICKNESS.
7.	ALL CHANGES IN FLOOR FINISHES SHALL OCCUR BENEATH DOORS UNLESS NOTED OTHERWISE OR DETAILED OTHERWISE.
8.	PROVIDE FIRE-TREATED WOOD BLOCKING AT ALL WALL HUNG ITEMS ON GYPSUM BOARD PARTITIONS, INCLUDING ALL WALL MOUNTED DOOR STOPS.
9.	VERIFY ALL DIMENSIONS BEFORE PROCEEDING WITH WORK. NOTIFY ARCHITECT AND/OR ENGINEER OF ANY ERRORS AND/OR DISCREPANCY PRIOR TO PROCEEDING WITH WORK.
10.	DO NOT SCALE THE DRAWINGS FOR BUILDING PURPOSES. USE PLAN INFORMATION, DIMENSIONS, SHOP DRAWINGS AND FIELD VERIFICATION FOR ANY CONSTRUCTION.

PROJECT TEAM	
OWNER:	NAUTICAL BOWLS 3432 COUNTY RD 101 MINNETONKA, MN 55345 CONTACT - BRYANT AMUNDSON PHONE: 320-434-3124 bryant@nauticalbows.com
ARCHITECT:	COLLIERS ARCHITECTURE, LLC. 1600 UTICA AVE S. SUITE 300 ST. LOUIS PARK, MN 55416 PHONE: 484-567-7682 CONTACT - SCOTT P. WRASMAN swrasman@bergmancpp.com
MECHANICAL ENGINEER:	LINDELL ENGINEERING, INC. 3411 KILMER LANE NORTH PLYMOUTH, MN 55441 PHONE: 763-354-1099 CONTACT - NICHOLAS NESS nn@lindelleng.com
ELECTRICAL ENGINEER:	LINDELL ENGINEERING, INC. 3411 KILMER LANE NORTH PLYMOUTH, MN 55441 PHONE: 763-354-1098 CONTACT - JAY P. JAGERSON jjagerson@lindelleng.com



PROJECT DESCRIPTION	
INTERIOR TENANT FIT UP OF EXISTING COMMERCIAL SPACE TOTALING 1,405 SF. THE SPACE INCLUDES GUEST SEATING, SERVING, BACK OF HOUSE, MECHANICAL ROOM, AND 1 ADA ACCESSIBLE RESTROOM.	

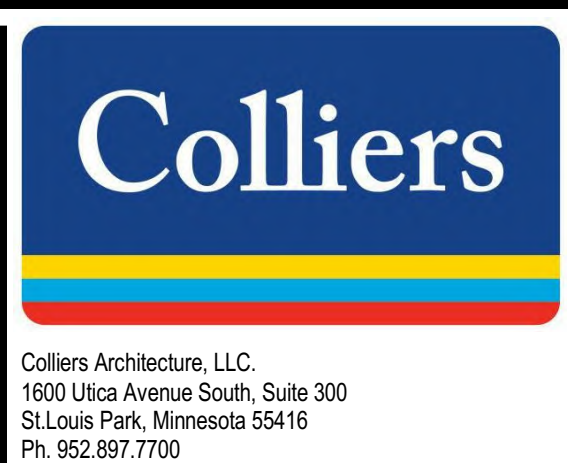
REVIEW SET	Date	Issue / Revision	Date
Issue / Revision	06/10/2022		



Consultant

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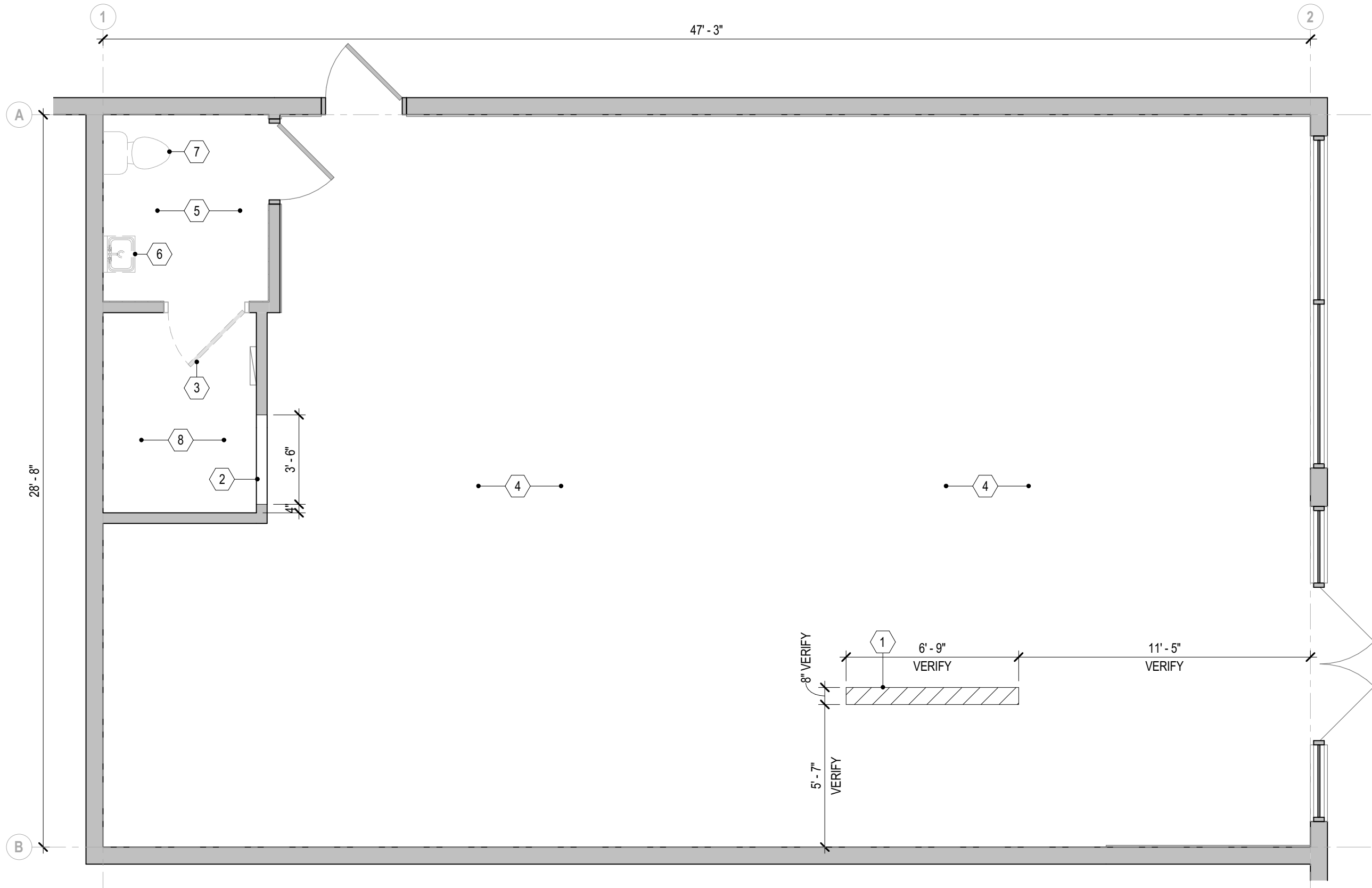
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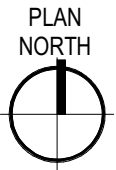
Project:
Nautical Bows
11400 State Highway 7, Suite 11301
Minnetonka, MN 55305

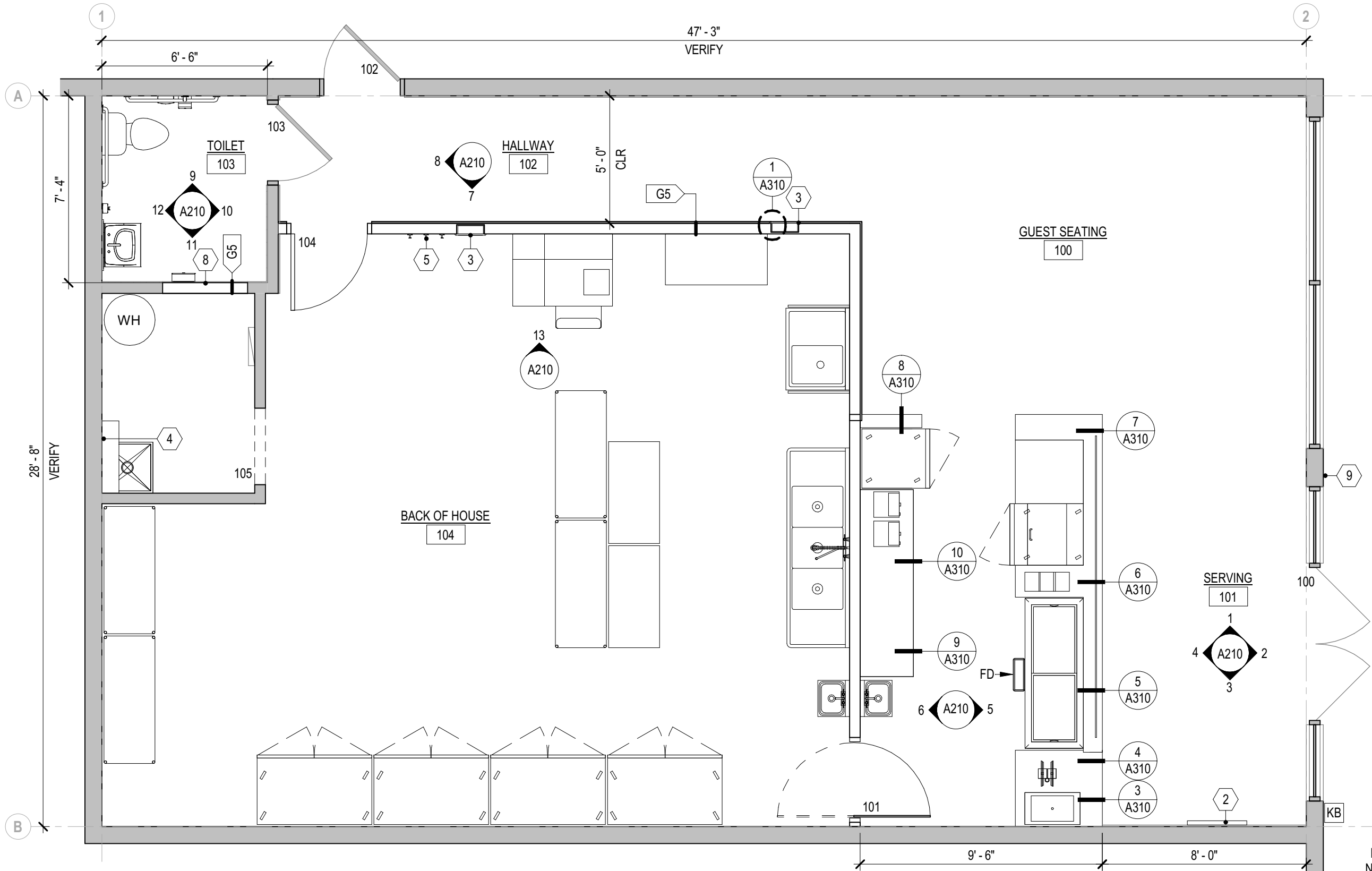
Client:
Nautical Bows
3432 County Rd 101
Minnetonka, MN 55345

Drawing Title:	
COVER SHEET	
Job:	2022.131.0
Drawn By:	NNS
Checked By:	SPW
Drawing No.:	G000



1 DEMOLITION PLAN
 D101 SCALE: 1/4" = 1'-0"





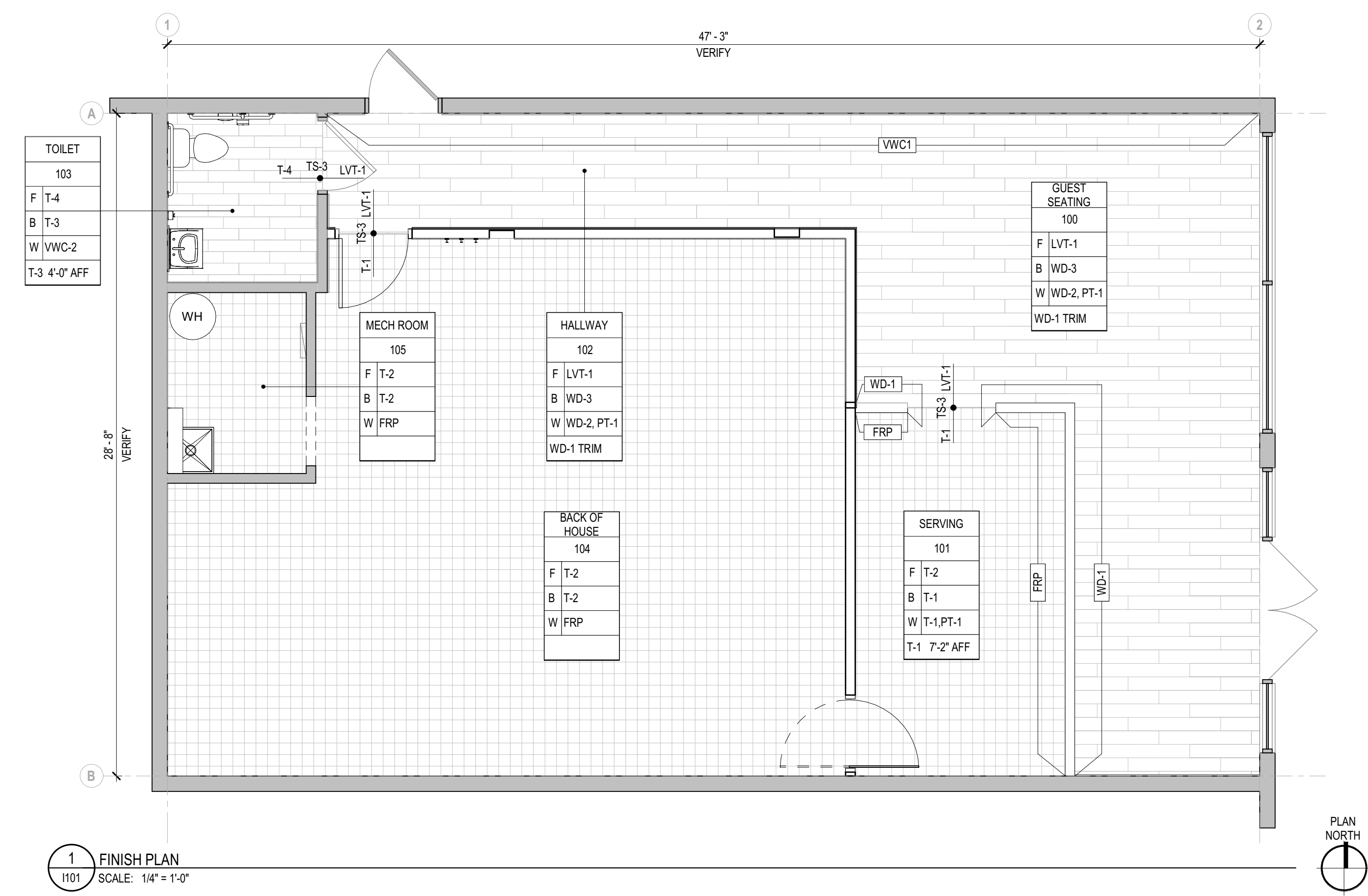
2 FLOOR PLAN
 A101 SCALE: 1/4" = 1'-0"



FINISH PLAN SYMBOL KEY	
ROOM NAME	SERVING
ROOM NUMBER	100
FLOOR FINISH	F
BASE FINISH	B
WALL FINISH	W
NOTES	NOTES
FINISH EXTENTS	WVC-1

FINISH PLAN GENERAL NOTES	
1.	SEE SHEET 6000 FOR TYPICAL GENERAL NOTES.
2.	CHANGE OF MATERIALS TO BE AT CENTER OF DOOR.

FINISH SPECIFICATION					
CODE	LOCATION	MATERIAL	PRODUCT MFR. / PATTERN / COLOR	FINISH CLASSIFICATION	NOTES
ACT-1	GENERAL CEILINGS	2'x2' ACOUSTIC CEILING TILE	HOME DEPOT: ARMSTRONG, DUNE 24"x24" REGULAR CEILING PANEL. CEILING TILE WHITE	CLASS C	
ACT-2	SERVING & BACK OF HOUSE	2'x2' ACOUSTIC CEILING TILE: SCRUBBABLE, FOOD SERVICE RATED CEILING TILES.	HOME DEPOT: GENESIS 24"x24" SMOOTH PRO LAY IN VINYL WHITE CEILING TILE	CLASS C	
T-1	SERVING	3"x12" CERAMIC WALL TILE, RUNNING BOND INSTALL	HOME DEPOT - MEROLA TILE: CHESTER ACOUA	CLASS C	GROUT: HOME DEPOT - POLYBLEND #381 BRIGHT WHITE 25 LB SANDED GROUT
T-2	SERVING & BACK OF HOUSE	6"x6" CERAMIC FLOOR & WALL TILE	DALTILE: QUARRY ASHEN GRAY	CLASS C	GROUT: HOME DEPOT - NATURAL GRAY SANDED GROUT
T-3	WALL TILE RESTROOM	3"x6" CERAMIC WALL TILE	HOME DEPOT: RESTORE BRIGHT WHITE SUBWAY TILE	CLASS C	GROUT: HOME DEPOT - POLYBLEND #381 BRIGHT WHITE SANDED GROUT
T-4	FLOOR TILE RESTROOM	6"x24" CERAMIC FLOOR TILE	HOME DEPOT: CAPEL ASH, MATTE	CLASS C	GROUT: HOME DEPOT - POLYBLEND #89 NATURAL GRAY SANDED GROUT
LVT-1	GUEST SEATING	RESILIENT VINYL PLANK FLOORING	GERFLOR - CREATION 28, COLOR TANAMI 0552 SIZE: 6"x36"	CLASS C	
WD-1	GUEST SEATING	HORIZONTAL SHIP LAP BOARD	HOME DEPOT: RADIATA PINE NICKEL GAP SHIP LAP BOARD, SIZE: 9/16"x5-1/4"x12"	CLASS C	
WD-2	GUEST SEATING	VERTICAL SHIP LAP BOARD	HOME DEPOT: RADIATA PINE NICKEL GAP SHIP LAP BOARD, SIZE: 9/16"x5-1/4"x12"	CLASS C	
WD-3	GUEST SEATING	FLOOR BASE & WAINSCOTING TRIM	HOME DEPOT: PINE WOOD TRIM, SIZE: 9/16"x5-1/4"x12"	CLASS C	
WVC-1	GUEST SEATING	VINYL WALLCOVERING	CUSTOM VINYL WALLCOVERING MURAL	CLASS C	FIELD VERIFY DIMENSIONS FOR WVC-1 CUSTOM VINYL WALL COVERING MURAL
WVC-2	VINYL WALL COVERING RESTROOM	WALLPAPER ROLL 27"L x 27"W	WAYFAIR: CANDICE OLSON PARADISE	CLASS C	
PL-1	CABINETS SERVING	PLASTIC LAMINATE	FORMICA 949, WHITE	CLASS C	
PT-1	WALL PAINT	PROMAR 200 LOW GLOSS EGGSHELL	SHERWIN WILLIAMS SW6504, SKY HIGH	CLASS C	
PT-2	DOOR FRAME		SHERWIN WILLIAMS SW7005, PURE WHITE	CLASS C	
PT-3	CEILING GRID	PROMAR 200 LOW GLOSS EGGSHELL	SHERWIN WILLIAMS SW7006, EXTRA WHITE	CLASS C	
PT-4	WOOD PANEL PAINT	PROMAR 200 LOW GLOSS EGGSHELL	SHERWIN WILLIAMS SW7005, PURE WHITE	CLASS C	
FRP	BACK OF HOUSE / SERVING	FIBERGLASS REINFORCED PANEL	WHITE FINISH	CLASS C	FRP TO EXTEND FLOOR TO CEILING
SP-1	SERVING	SOLID SURFACE COUNTERTOP	CAMBRIA - SKYE	CLASS C	
TS-1	TOILET ROOM	TRANSITION COVE BASE	SCHLUTER DILEX-HKU	CLASS C	
TS-2	TOILET ROOM	TRANSITION STRIP	SCHLUTER SCHIENE	CLASS C	
TS-3	TILE TO LVT	TRANSITION STRIP	JOHNSONITE CTA-XX-K	CLASS C	AT TILE TO LVT



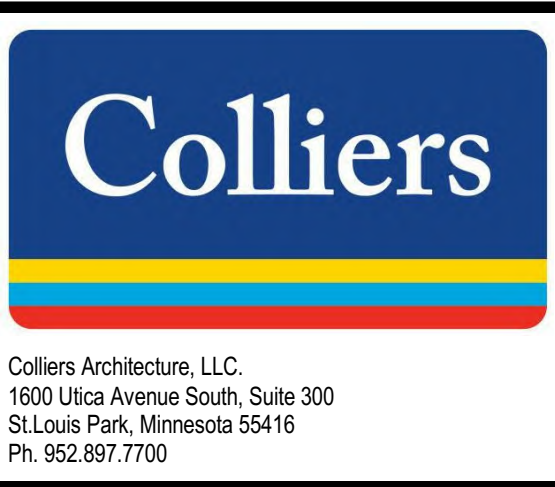
REVIEW SET	Date	Issue / Revision	Date
	06/10/2022		



Consultant

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Project: Nautical Bowls
11400 State Highway 7, Suite 11301
Minnetonka, MN 55305

Client: Nautical Bowls
3432 County Rd 101
Minnetonka, MN 55345

Drawing Title: FINISH PLAN & FINISH SPECIFICATION

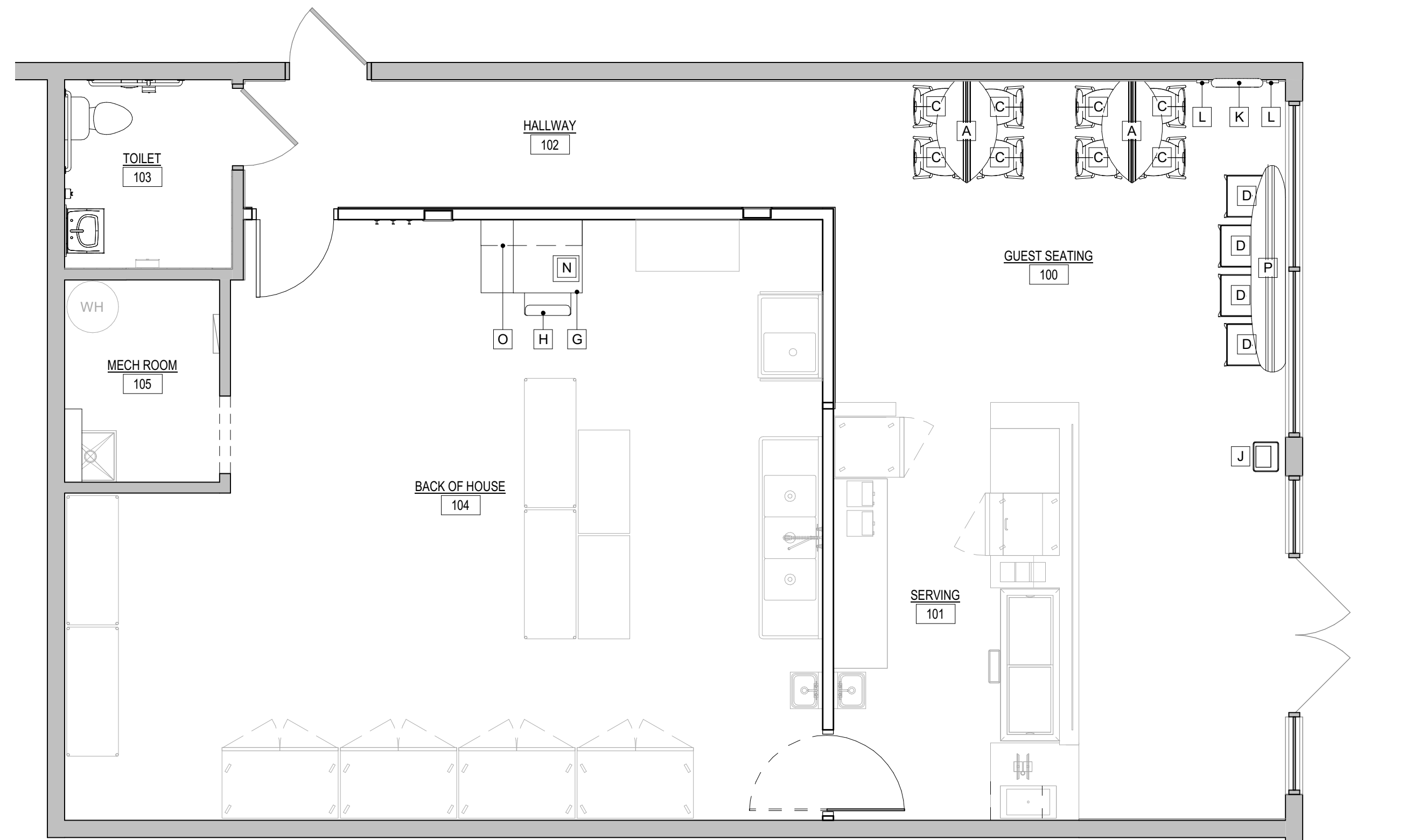
Job: 2022.131.0
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Checked By: SPW

Drawing No. 1101

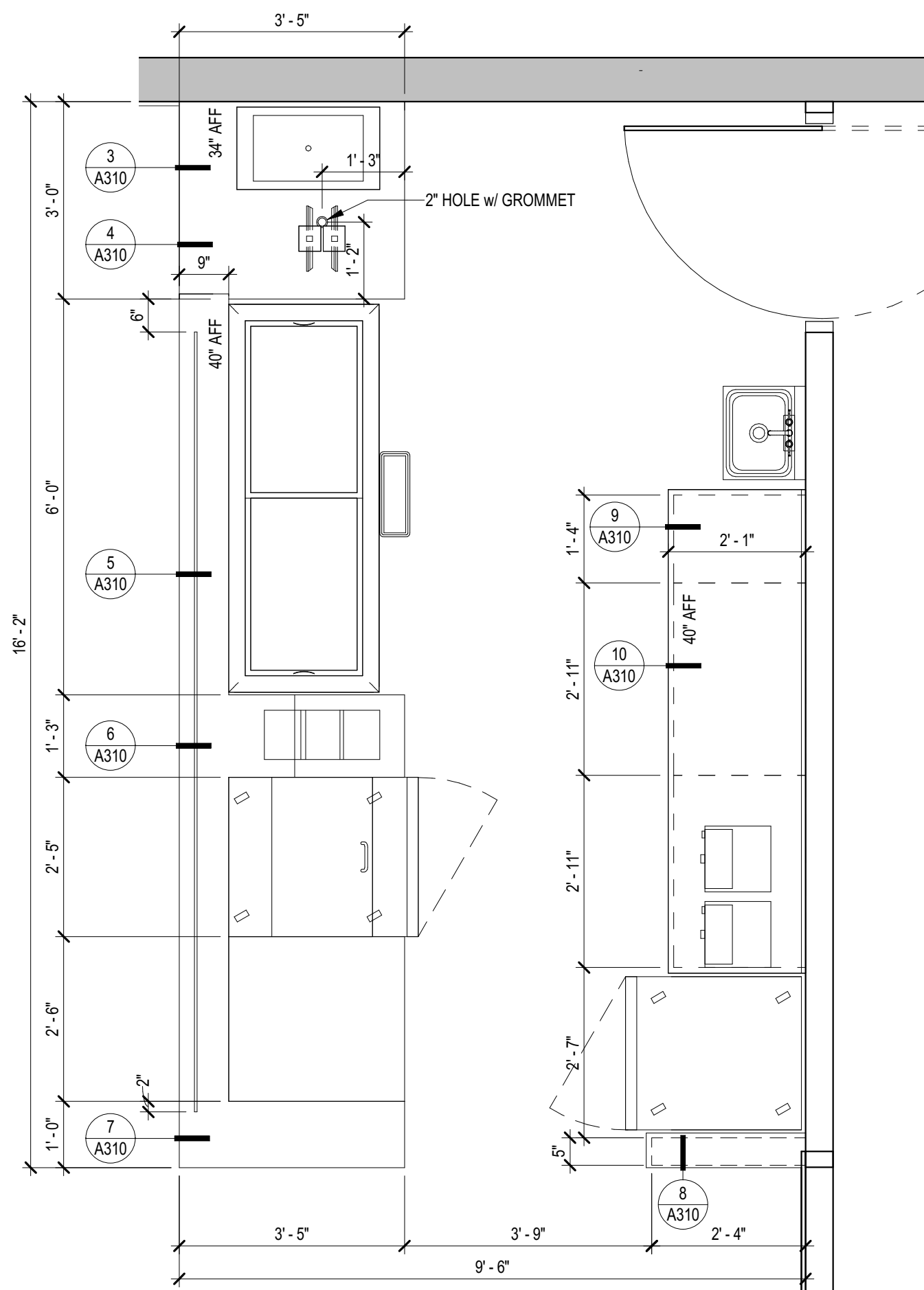
FURNITURE SCHEDULE									
ITEM	QTY.	DESCRIPTION	MANUFACTURER	MODEL NUMBER	FURNISHED BY		INSTALLED BY		REMARKS
					TENANT	TENANT VENDOR	TENANT	TENANT VENDOR	
A	2	TABLE	SHOREBOARDS	4'-0" SHOREBOARDS TABLE					CUSTOM 28" X 48" (TABLE HEIGHT = 28" - 34")
C	8	METAL CHAIRS	FURMAX	FURMAX METAL CHAIRS, COLOR: GUN					AMAZON
D	4	METAL STOOLS	FURMAX	FURMAX METAL STOOLS, COLOR: GUN					AMAZON
G	1	OFFICE DESK							
H	1	OFFICE CHAIR							
J	1	TRASH RECEPTACLE							
K	1	BUOY WITH NET							
L	2	WOOD OARS							
M	3	SPEAKERS	BOSE	DESIGNMAX DM8C					
N	1	STEREO	TBD	TBD					
O	1	SHELVING							
P	1	TABLE	SHOREBOARDS	8'-0" SHOREBOARDS LONG HIGH TOP SUP TABLE					CUSTOM 16" X 96"

TOILET ACCESSORY SCHEDULE				
CODE	ITEM	MANUFACTURER	MODEL #	REMARKS
1	MIRROR	BOBRICK	B-2908 2436	24" W x 36" H
2	SOAP DISPENSER	BOBRICK	B-2111	SURFACE MOUNTED
3	GRAB BAR 18"	BOBRICK	B-6806 SERIES x 36	1-1/2" DIA. 18" LONG
4	GRAB BAR 36"	BOBRICK	B-6806 SERIES x 36	1-1/2" DIA. 36" LONG
5	GRAB BAR 42"	BOBRICK	B-680 SERIES x 42	1-1/2" DIA. 42" LONG
6	SANITARY NAPKIN DISPOSAL	BOBRICK	B-270	
7	TOILET PAPER DISPENSER	BOBRICK	B-2888	
9	COAT HOOKS	BRADLEY	B6827	MOUNT HOOK 48" AFF
10	MOP SHELF	BOBRICK	B-239	MOUNT TOP OF SHELVE AT 64" AFF

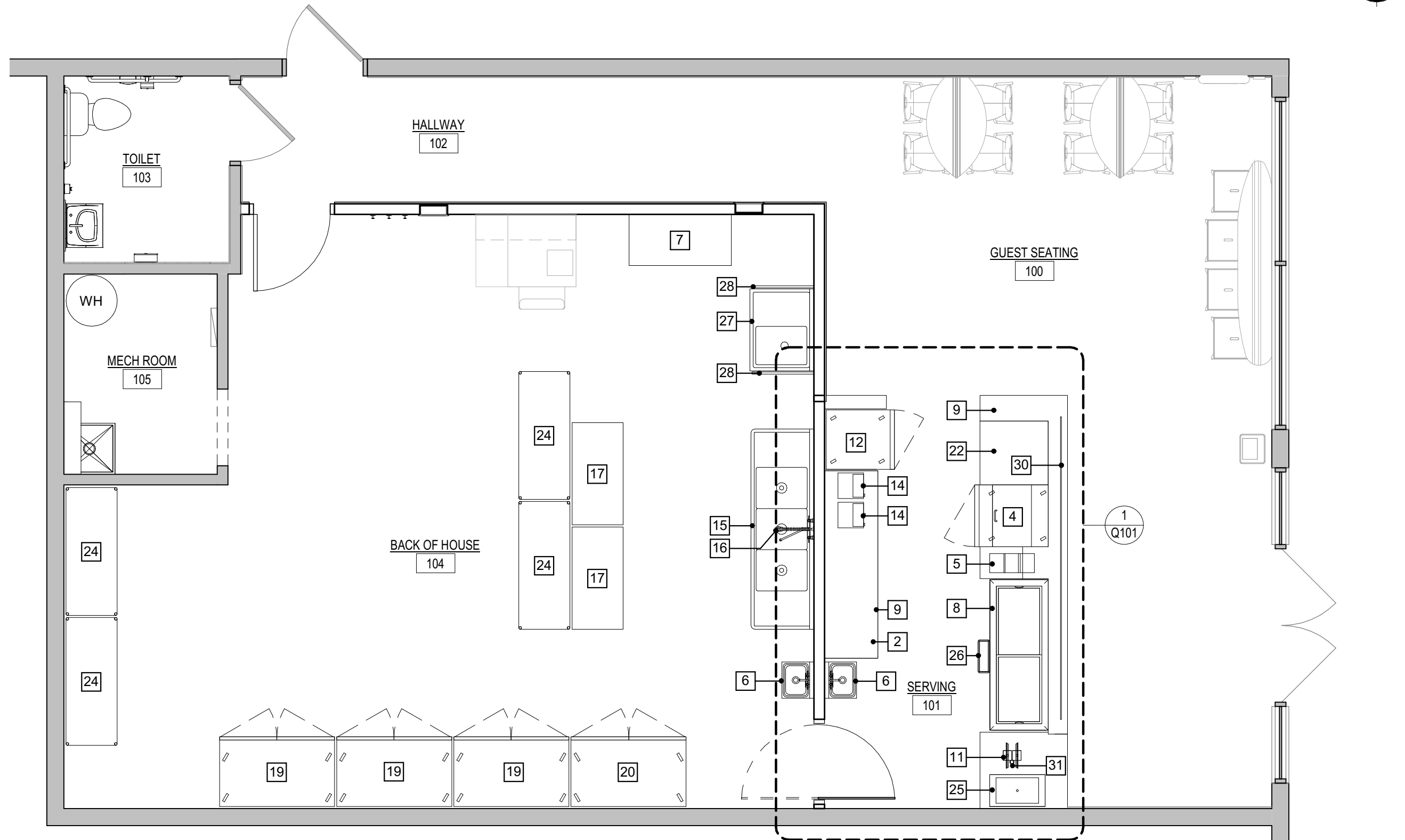
EQUIPMENT SCHEDULE									
ITEM	QTY.	DESCRIPTION	MANUFACTURER	MODEL NUMBER	FURNISHED BY		INSTALLED BY		REMARKS
					TENANT	TENANT VENDOR	TENANT	TENANT VENDOR	
2	1	TRASH RECEPTACLE							
4	1	ONE DOOR MEGA TOP	ARTIC AIR	AMT 28R					
5	1	GRANOLA HOLDER							
6	2	WALL MOUNTED SINK							
7	1	DRYING RACK							
8	1	DUAL TEMP FREEZER	WEBSTAIRANT	HB-20HC					
9	2	COUNTERTOP	CAMBRIA	SKYE					
11	1	POS							
12	1	UNDER COUNTER FREEZER	ARTIC AIR	AUC27F					
14	2	NUT GRINDER	OLD TYME	273026					
15	1	3 COMPARTMENT SINK	REGENCY	600S31824218					
16	1	FAUCET	T&S	B-0133-ADF12-B					
17	2	SS TABLE		48"x24"					
19	3	FREEZER	US FOODS	AF49					
20	1	REFRIGERATOR	US FOODS	AR49					
22	1	STAINLESS STEEL COUNTERTOP & LEGS	REGENCY						2'-8"W x 2'-8" D
24	4	CHROME WIRE SHELF	REGENCY	460EC2460					
25	1	COLD PAN DROP IN		36490R					
26	1	DIPPING WELL							
27	1	PREP SINK - ONE COMPARTMENT SINK	KINTERA	KES1C1824-L18					PRODUCT ID 946690
28	2	STAINLESS STEEL SPLASH GUARD							
30	1	SNEEZE GUARD							
31	1	GROMMET, 2" DIA							



3 FURNITURE PLAN
Q101 / SCALE: 1/4" = 1'-0"



1 DIMENSIONAL PLAN AT SERVICING
Q101 / SCALE: 1/2" = 1'-0"




2 EQUIPMENT PLAN
Q101 / SCALE: 1/4" = 1'-0"

REVIEW SET	Date	Issue / Revision	Date
	06/10/2022		

Certification:


Consultant:
 Colliers Architecture, LLC

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 Colliers Architecture, LLC.
 1600 Utica Avenue South, Suite 300
 St. Louis Park, Minnesota 55416
 Ph. 952.897.7700

Project:
Nautical Bowls
 11400 State Highway 7, Suite 11301
 Minnetonka, MN 55305
 Client:
 Nautical Bowls
 3432 County Rd 101
 Minnetonka, MN 55345

Drawing Title:
EQUIPMENT & FURNITURE PLAN

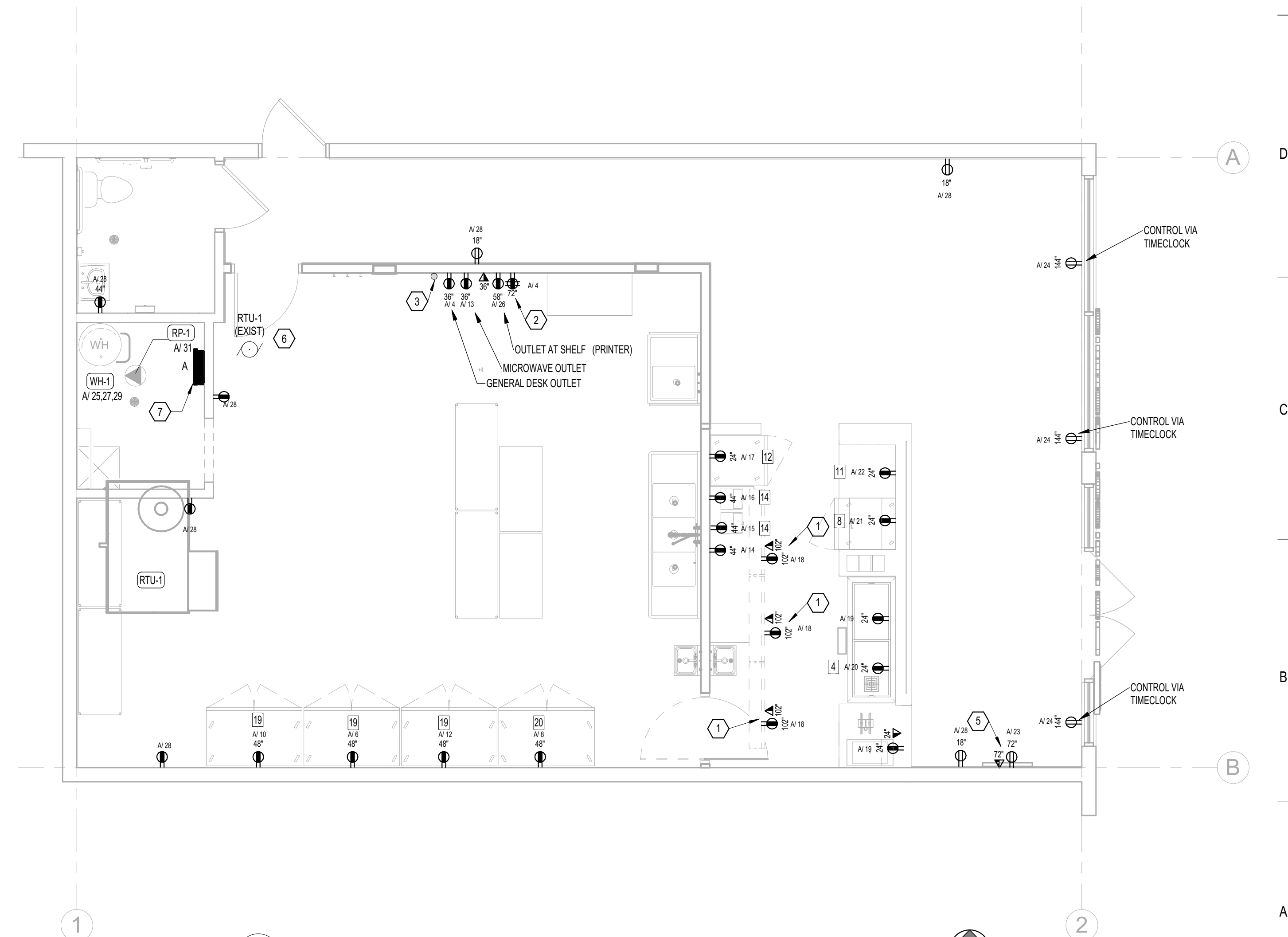
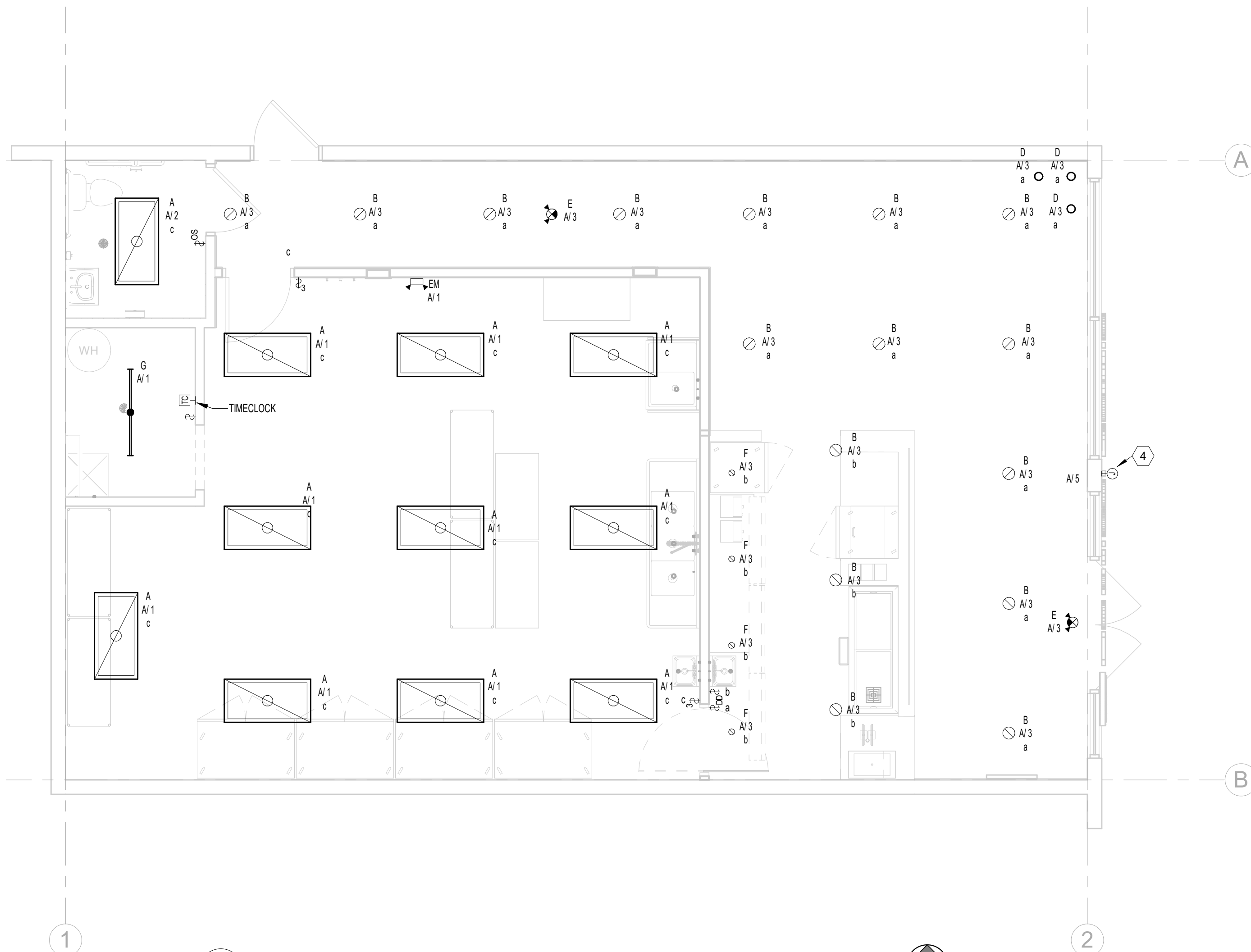
Job: 2022.131.0
 Drawn By: NNS
 Checked By: SPW
 Drawing No.: **Q101**

ELECTRICAL GENERAL NOTES

- A. THE ELECTRICAL CONTRACTOR SHALL REMOVE ELECTRICAL DEVICES ENCOUNTERED AS REQUIRED TO FACILITATE THE CONSTRUCTION OF THE NEW REMODELED AREA. NO ATTEMPT HAS BEEN MADE TO SHOW ELECTRICAL DEVICES THAT HAVE TO BE REMOVED. THE ELECTRICAL CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS AND ALL ELECTRICAL ITEMS THAT WILL HAVE TO BE REMOVED TO FACILITATE THE NEW ADDITION/REMODELED AREAS.
- B. FIRE ALARM SYSTEM SHALL BE DESIGN BUILT BY ELECTRICAL CONTRACTOR AND CONNECTED BACK TO THE LANDLORDS EXISTING FIRE ALARM CONTROL PANEL. CONTRACT WITH THE LANDLORD'S FIRE ALARM CONTRACTOR FOR THIS WORK.
- C. TELEPHONE AND DATA LOW VOLTAGE WIRING SHALL BE EXTENDED TO THE LANDLORDS LOW VOLTAGE BACKBOARD VIA EXISTING 2" EMPTY CONDUIT PROVIDED BY LANDLORD. COORDINATE WITH THE TELEPHONE COMPANY FOR EXACT LOCATION AND REQUIREMENTS PRIOR TO INSTALLATION.
- D. EMERGENCY/EXIT LIGHTING FIXTURES SHALL BE UN-SWITCHED.
- E. FRONT COUNTER WIRING: MC CABLING FROM EACH DEVICE SHALL BE CONCEALED WITHIN FRONT COUNTER STRUCTURE AND SHALL NOT BE VISIBLE. COORDINATE FINAL ROUTING WITH AS BUILT CONDITIONS, EQUIPMENT AND PIPING.
- F. MAINTAIN FIRE RATING OF DEMISING WALLS WHERE ELECTRICAL DEVICES ARE INSTALLED.
- G. PROVIDE NEW TIMELOCK FOR CONTROL OF EXTERIOR STOREFRONT SIGN.
- H. ALL HOME RUNS SHALL BE IN EMT CONDUIT.
- I. MC CABLE SHALL NOT BE USED IN DEMISING WALLS.
- J. ALL STOREFRONT DISPLAY LIGHTING SIGN AND RECEPTACLES SHALL BE ON TIMELOCK.

ELECTRICAL KEYED NOTES

- 1. MENU MONITOR/DISPLAY DUPLEX AND DATA OUTLET. MOUNTED IN SOFFIT, COORDINATE LOCATION PRIOR TO ROUGH-IN.
- 2. OUTLET FOR FUTURE VOICE DATA EQUIPMENT.
- 3. PROVIDE (1) 2" PHONE/DATA CONDUIT WITH (2) PULL STRINGS FROM 72" AFF TO ABOVE CEILING AND ROUTE TO LANDLORD DESIGNATION DEMARCATION POINT.
- 4. PROVIDE ELECTRICAL CIRCUIT FOR THE INSTALLATION OF NEW STOREFRONT SIGN THRU NEW TIMELOCK. COORDINATE ELECTRICAL REQUIREMENTS WITH SIGN SUPPLIER PRIOR TO ROUGH IN.
- 5. DATA AND DUPLEX RECEPTACLE FOR DIGITAL DISPLAY.
- 6. EXISTING ROOF TOP UNIT AND WEATHER-PROOF RECEPTACLE ON ROOF TO REMAIN.
- 7. EXISTING 150A PANEL TO REMAIN. PROVIDE NEW BREAKERS AS NEEDED.



Issue / Revision	Date
ISSUED FOR CONSTRUCTION	06/07/2022

Certification:
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Richard A. Lindell P.E.
TYPED OR PRINTED NAME: Richard A. Lindell P.E.
DATE: 2022 JUN 20 REG. NO. 7820

Consultant

LINDELL ENGINEERING, INC.
MECHANICAL - ELECTRICAL CONSULTANTS
3411 KILMER LANE NORTH
PLYMOUTH, MN 55441
(763)542-9163, info@lindelleng.com

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Colliers Architecture, LLC.
1600 Utica Avenue South, Suite 300
St. Louis Park, Minnesota 55416
Ph. 952.897.7700

Project:
NAUTICAL BOWLS
11400 State Highway 7, Suite 11301
Minnetonka, MN 55305

Client:
 Nautical Bows
3432 County Rd 101
Minnetonka, MN 55345

Drawing Title:
LIGHTING, POWER & SYSTEMS PLAN

Job: 22500-017
Drawn By: NN / EP
Checked By: RAL

Plotted Date: 6/21/2022 1:16:56 PM
Drawing No. **E200**

COUNTRY VILLAGE SHOPPING CENTER

Highway 7 & Hopkins Crossroads, Minnetonka

Country Village Shopping Center

Suite #	Tenant	Square Feet
301	Available	1,498
303	Zounds Hearing Aids	755
305	Creative Hair Studio	1,000
309	Frameworkthy	750
313	Papa John's	1,489
315	Nadeau Furniture	6,500
317	Play it Again Sports	3,300
319	Music Go Round	3,136
321	Momentum School of Dance	3,212
323	Elsmore Sports	3,145
325	Planet Fitness	18,563
329	Great Clips	753
331	Krystal Nails	768
333	Dojo Karate	2,370
337	Salons by JC	6,000
341	Banfield	2,869
345/349	MTKA Chiropractic	3,522
347	Cosmo Prof	2,979
353	Available	2,277

Available
2,277 sf

Available
1,498 sf

Zounds
Hearing Aids
Creative Hair Studio
Frameworkthy
Papa John's

LUNDS & BYERLYS

Krystal Nails Great Clips



Bank

Tenant	Square Feet
Lunds & Byerlys	43,310
Vacant (formerly Sesame Cafe)	2600
Seasonal plant shop (parking lot)	7,400

Suite #	Tenant	Square feet	City Ordinance	Ordinance Required	ITE Required
11301	Nautical Bowls	1498	1/60 SF	25	15
11303	Zounds Hearing Aids	755	1/250 SF	3	2
11305	Creative Hair Studio	1000	1/250 SF	4	3
11309	Frameworthy	750	1/250 SF	3	2
11313	Papa John's	1489	1/60 SF	25	15
11315	Nadeau Furniture	6500	1/250 SF	26	19
11317	Play It Again Sports	3300	1/250 SF	13	10
11319	Music Go Round	3136	1/250 SF	13	9
11321	Momentum School of Dance	3212	1/225 SF	14	15
11323	Elsmore Sports	3145	1/250 SF	13	9
11325	Planet Fitness	18563	1/225 SF	83	61
11329	Great Clips	753	1/250 SF	3	2
11331	Krystal Nails	768	1/250 SF	3	2
11333	Dojo Karate	2370	1/225 SF	11	11
11337	Salons by JC	6000	1/250 SF	24	17
11341	Banfield	2869	1/175 SF	16	10
11345/11349	MTKA Chiropractic	3522	1/175 SF	20	14
11351	Cosmo Pof	2979	1/250 SF	12	9
11353	Vacant	2277	1/250 SF	9	7
11400	Lunds & Byerlys	41610	1/250 SF	166	121
	Attached restaurant (vacant)	4300	1/60 SF	72	53
Parking Lot	Garden City	7200	1/250 SF	29	21
TOTAL				587 stalls	426 stalls

	Ordinance Required	Existing Parking	Occupied by floral market	Available parking*	Proof of Parking Plan
Country Village Shopping Center	587 stalls	465 stalls	32 stalls	433 stalls	559 stalls

* Calculated as existing stalls subtract stalls occupied by the seasonal floral market

Good morning Bria,

This is Connie and I am a co owner at Creative Hair Studio in the Country Village Shopping Ctr. We are unable to come to the planning commission meeting so I would like to address our concerns with you via email. We have been in the Center for 27 years and hoping to stay for quite a few more years. As much as our bellies were excited for Nautical Bowls (just two doors down), we have more concerns about the parking situation. We already feel like we don't have a lot of parking now. We have 7-8 stylists that work everyday so that is 7-8 cars to park not to mention the busy hearing aid, framer and pizza customers. During the summer the Center has a flower shop, and in the winter they put all the snow on our end of the big lot. I snapped a couple of pictures from a couple different days that I am sending you, showing what a typical looks like with the parking.

With talking to the owners of the other stores on our end, we just don't think it's feasible to have a restaurant for the parking issues. We hope that the city will check this out before approving NB. Thank you and have a great day.

Connie Maier





**Unapproved
Minnetonka Planning Commission
Minutes**

Aug. 18, 2022

1. Call to Order

Chair Sewall called the meeting to order at 6:30 p.m.

2. Roll Call

Commissioners Banks, Henry, Maxwell, Powers, Waterman and Sewall were present. Hanson was absent.

Staff members present: Community Development Director Julie Wischnack, Assistant City Planner Susan Thomas and Planner Bria Raines.

3. Approval of Agenda: The agenda was approved as submitted.

4. Approval of Minutes: Aug. 4, 2022

Maxwell moved, second by Powers, to approve the Aug. 4, 2022 meeting minutes as submitted.

Banks, Henry, Maxwell, Powers, Waterman and Sewall voted yes. Hanson was absent. Motion carried.

5. Report from Staff

Thomas briefed commissioners on upcoming meetings:

- A joint meeting and bus tour with the EDAC and councilmembers is scheduled to be held on July 25, 2022. Participants will meet at 4:30 p.m. at the Ridgedale Shopping Center west entrance.
- The next regular planning commission meeting is scheduled to be held on Sept. 1, 2022.
- A study session to look at amending the parking ordinance will be held in October 2022.

6. Report from Planning Commission Members: None

7. Public Hearings: Consent Agenda

No item was removed from the consent agenda for discussion or separate action.

Powers moved, second by Waterman, to approve the item listed on the consent agenda as recommended in the staff report as follows:

A. Amendment to the Minnetonka Corporate Center Sign Plan for King Technology at 6000 Clearwater Drive.

Adopt the attached resolution approving an amendment to the Minnetonka Corporate Center sign plan for King Technology at 6000 Clearwater Drive.

Banks, Henry, Maxwell, Powers, Waterman and Sewall voted yes. Hanson was absent. Motion carried and the item on the consent agenda was approved as submitted.

8. Public Hearings

A. Conditional use permit and parking variance for a fast-food restaurant at 11301 Hwy. 7.

Chair Sewall introduced the proposal and called for the staff report.

Raines reported. She recommended approval of the application based on the findings and subject to the conditions listed in the staff report.

Powers confirmed with staff that the parking ordinance refers to the entire parking area for all of the businesses in a shopping area and does not refer to just the stalls located near one business.

In response to Chair Sewall's question, Raines answered that the floral business has an interim use permit which could be modified if there would be a parking shortage in the area.

In response to Henry's question, Thomas stated that staff could look into the possibility of providing historical photos of the parking lot for the shopping center in the winter to determine what amount of space has been utilized for snow storage in the past. Staff has never before received a parking complaint for this shopping center.

Matt Riggs, applicant, stated that:

- Nautical Bowls is primarily a grab-and-go-type restaurant and there would only be two tables for patrons inside.
- He has always found 50 percent of the 11 or 12 parking spaces in front of the proposed location empty. The rest of the parking lot, even during the busiest times of the day, has plenty of empty parking stalls.
- The current Nautical Bowls location in Minnetonka has 10 parking stalls shared with Caribou and a gym next door. He has never seen double parking there. He would not allow it.
- He would like to host a bike event to attract bicyclists from the trail.
- He hopes to provide an online ordering option. Door Dash would be the only delivery service if it would be utilized.

- Most customers place the order ahead of time, walk in, grab it and leave.
- Business peaks at lunch time.
- He estimated that it would be open every day from 9 a.m. to 7:30 pm.

The public hearing was opened. No testimony was submitted and the hearing was closed.

Maxwell asked if a different type of use could occupy the site without needing a parking variance. Raines answered that any use would need a parking variance.

Powers was concerned how to navigate this area of the shopping center. The route is challenging. He thought it could use more study. He likes the business.

Waterman agreed that the traffic flow in that area of the shopping center is sometimes concentrated. There is plenty of parking. He liked the idea of relocating the flower mart. Nautical Bowls is a great project. He supports the proposal, but the traffic flow worries him.

Henry liked the idea of turning the flower market 90 degrees or one aisle over to provide more parking stalls for the five business on that side. He would like more than one handicap stall in front of the businesses.

Banks agreed that parking would be a challenge in that area. He understood that there are studies that show parking would be sufficient and the parking ordinance needs to be modified. The location of the business in that part of the shopping center may cause congestion. He likes Mr. Riggs' ambition and hopes the business is successful. The parking situation could be worked out with some adjustments.

Maxwell noted that a variance to the parking ordinance would be required for any type of business use at the proposed tenant location. This type of restaurant would have less of a parking demand than a restaurant that would have more dine-in customers. There would be times when there would not be enough parking in that vicinity of the northeast corner and customers would have to park further away. That is something that the tenants would have to deal with. She would rather grant the parking variance than not have a business utilize the space.

Powers thought customers driving to a sit-down restaurant would be more inclined to park further away. He was worried that customers with to-go orders would park right outside instead of utilizing a parking stall.

Maxwell suggested that each business have dedicated parking stalls for two stalls near the door of each business. Raines explained that the property owner could work that out with tenants. She noted that the flower mart does not take up as many parking stalls as the parking plan, Exhibit A, shows. There would be 15 to 18 additional parking stalls north of the flower market.

Thomas noted that the property owner and tenants enter into agreements to designate dedicated parking spaces. The city parking ordinance includes the entire property when calculating the mandatory amount of parking for each site.

Henry confirmed with Raines the location of the proof of parking area.

Chair Sewall stated that the property as a whole has more than adequate parking, but he agreed that the area nearest the proposed tenant space is difficult to navigate sometimes. Some modifications could be made with dedicated parking spaces, proof of parking and the location of the flower mart. The parking plan is outdated and does not show 15 additional existing spaces which make the parking sufficient. There may be some offset with the timing of the peak hours of the hair salon. Customers may have to walk a little farther, but he did not think it would be a huge ordeal to get there. The property owner could look at adding pedestrian signage. The flower mart is an interim use which could be moved next year if parking becomes a problem.

Banks moved, second by Waterman, to recommend that the city council adopt the resolution approving a conditional use permit and variance for Nautical Bowls at 11301 Hwy. 7.

Banks, Henry, Maxwell, Powers, Waterman and Sewall voted yes. Hanson was absent. Motion carried.

Chair Sewall stated that this item is scheduled to be reviewed by the city council on Sept. 12, 2022.

B. Conditional use permit with location variance for Advanced Oral Surgery and Periodontics at 110 Cheshire Lane.

Chair Sewall introduced the proposal and called for the staff report.

Thomas reported. She recommended approval of the application based on the findings and subject to the conditions listed in the staff report.

Peter Hind, architect for the project, stated that he was thankful for staff's help and presentation. Advanced Oral Surgery and Periodontics has a current location in Lakeville, MN. The use would perform conscious sedation and operate like a typical dental office. There would be no major reconstructive surgery. He requested the application be approved. There would be two doctors, four staff and two to four nurses present during working hours and 12 to 15 patients visiting the site each day. The proposal would not create more traffic than the previous use.

The public hearing was opened. No testimony was submitted and the hearing was closed.

Waterman supports the proposal. It would be a reasonable use.

Maxwell supports staff's recommendation. Traffic would access the site from the other side and the use would be separated by a pond from the surrounding residential neighborhood.

Henry noted that no neighbor complained. The building is already there. He would have no problem with it if he lived in the area. He supports staff's recommendation.

Powers and Banks support staff's recommendation.

Chair Sewall confirmed with Thomas that there is no sign proposed. He supports staff's recommendation.

Powers moved, second by Maxwell, to recommend that the city council adopt the resolution approving a conditional use permit and location variance for Advanced Oral Surgery and Periodontics at 110 Cheshire Lane.

Banks, Henry, Maxwell, Powers, Waterman and Sewall voted yes. Hanson was absent. Motion carried.

Chair Sewall stated that this item is scheduled to be reviewed by the city council on Sept. 12, 2022.

9. Other Business

A. Concept plan review for a 275-unit apartment building at 10701 Bren Road East.

Chair Sewall introduced the proposal and called for the staff report.

Thomas reported. She recommended commissioners provide feedback.

Chair Sewall asked what percentage of Opus has been redeveloped. Thomas answered that of Opus' 648 acres, 30 acres have been redeveloped in the last eight years which equals about five percent. About 30 percent of the 648 acres are not developable due to wetlands, steep slopes and wooded areas.

Wischnack noted that Opus has six miles of recreational trails, 140 businesses, 4.2 million square feet of office and industrial uses and 36 percent of it is parks.

Ned Dodington, Greystar Development, representing the applicant, stated that:

- Greystar has been operating in the twin cities for 10 years.
- He provided a presentation showing that Greystar is the largest development and investment management company of rental apartments globally.

- Greystar has a proven track record.
- Greystar just completed The Bower in Edina. He provided slides of additional projects done in the twin cities.
- He loves the proposed location and its connectivity to the light rail, employment and walking trails. He is excited by the opportunity.

Burt Coffin, architect with ESG Architecture and Design in Minneapolis, representing the applicant, stated that:

- The site is well connected to the greater metropolitan area and network to existing pedestrian trails.
- There are several other residential projects going on in the area.
- The existing curb cut would be utilized.
- Thomas did a good job explaining the project.
- The parking would be a six-story, above-grade structure that would be wrapped so it would not be visible from the street.
- The court yard would be 90 feet by 175 feet. It would get nice daylight.
- The exterior of the building would have scalloped edges around the curve and a light-colored exterior. The interior courtyard walls would be a little darker.
- The entrance would have a lot of glass and be transparent from Red Circle Drive.
- The building would have 35 feet to 38 feet of setback to provide a generous space for landscaping.
- There would be ground floor, walk-up units with porches.
- There would be a connection to the trail system and Shady Oak Road.

Ryan Herm, landscape architect with Urban Eco Systems, representing the applicant, stated that:

- He is a Minnetonka resident. He thanked commissioners for their service.
- He provided a presentation on the landscape design.
- The proposal would continue a connection to the pedestrian-friendly campus and introduce stormwater conveyance around the site.
- There would be pollinator gardens.
- The courtyard would have a pool, seating, lounge areas, grills and fire pits.
- The proposal would have a sustainable plant scheme to meet the goals of the watershed district and the city and emphasize human activity and recreation.

Mr. Coffin explained that:

- A benefit of not having an underground parking structure would allow large, over-story trees and incredibly rich landscaping to thrive.

- He reviewed the floor plans for each level.
- The site would be sustainably designed.
- There would be a bicycle-maintenance room.
- Stormwater management would be important. He will have more information on that in the near future.
- Best practices would be used for insulation and appliances.
- The courtyard would have full landscaping and could support solar panels.
- He looks forward to meeting with the city council Sept. 12, 2022.

Powers appreciated the excellent presentation. He questioned why a pool would be included in the proposal. Mr. Dodington stated that the market is competitive and a pool is a market standard for a large, multi-family, residential product. Whether the pool would be used or not, it is seen as a market requirement. His kids were out in the pool every day the summer they lived in an apartment.

Powers would like the pool size reduced to allow more areas with tables for people to sit and visit. Mr. Dodington agreed that the pool is used often as a place to congregate and visit. The exact size and location of the pool may change. He appreciated the comment.

Banks appreciated the presentation and details provided. He asked how the proposal would compare to Greystone's other projects in terms of the number of affordable housing units. Mr. Dodington explained that Greystone follows the inclusionary housing policies of each city. In Minneapolis, eight percent of the units meet affordable housing requirements. The proposal would have 28 units to provide 10 percent of the units to be affordable. The applicant is also paying attention to the range of affordability requested by the city and offering a competitive market set compared to what others are already providing in the area.

In response to Henry's question, Mr. Dodington answered that the affordable units would be fully integrated and be no different than market-rate units. Wischnack explained that Minnetonka designates the number of unit types to be utilized for affordable units, but any unit of that type may be rented as an affordable unit.

Henry appreciated the detailed concept plan. In response to Henry's question, Mr. Dodington stated that the number of accesses would be adequate for the site. The dedicated service entrance is key and a real benefit to the residents. That would be the move-in and move-out location separate from residents accessing the parking structure.

Maxwell noted the proposal's proximity to the SWLRT and asked how the number of parking stalls was determined. Mr. Dodington explained that the concept plan includes 1.3 parking spaces per unit which is the typical standard for a residential, multi-family use. The market does look for a certain number of spaces per unit. There has been an analysis done that compared how similar buildings operate.

Maxwell asked if parking could be located underneath the apartments. Mr. Dodington explained that the site has a fairly high water table which would make it difficult to accommodate an underground parking structure. He stated that there are benefits to the above-ground parking structure which would go up fairly easily, the building could wrap around it and it would allow the pool to be deeper.

Chair Sewall asked how snow removal would occur on the top level of the parking structure. Wischnack explained how a snow chute may be utilized to move snow.

Chair Sewall asked where guest parking would be located. Mr. Dodington stated that there would be designated guest parking spaces in the ramp on the ground floor close to the leasing office in front of the secure entrance. It would be contained in the parking structure.

Mr. Coffin added that residents like being able to park on the floor that they live on.

In response to Waterman's questions, Mr. Dodington stated that the proposal would be the best fit for the site in today's market. Mr. Coffin stated that a light-colored exterior would make the landscaping more noticeable. The scalloped edges would work better with a light color. It is subjective in a way and this is a concept plan. He was open to suggestions.

Ryan Sams, design architect representing the applicant, agreed with everything Mr. Coffin said. He was open to suggestions.

Waterman stated that the detailed illustrations in the presentation are beautiful. He would like a view from the street level. He questioned if it would be good to break-up the color of the building exterior. Mr. Sams explained that the scalloped edges subdivide the street wall without changing material and color. Manipulating the massing was used to break-up the scale of the building. Masonry at the base of the building could be used to complement the landscaping. The trend is to use restraint in the number of materials and maintain the same high-quality materials throughout.

Wischnack noted that the exterior of the Avidor building is similar to the proposal.

Mr. Sams noted that the topography of the site and slope to the north would eventually create an area that goes from walk-out units to a half-story that would not be occupied where there would have to be some type of base. That would probably have more complexity as the proposal fully forms.

Waterman asked how courtyards like this are utilized. Mr. Dodington explained that the courtyard would be large enough to have sunny areas and some shady areas. Some residents really like to live on the courtyard side of a property to engage with others and be active. The ability to execute a landscape theme at grade would be a stand out feature for this product in the market place.

Wischnak noted that The Rize has a similar courtyard.

In response to Powers' questions, Mr. Dodington stated that there would be three elevators and it has not yet been determined whether to have electric or gas stoves. Powers suggested including sound-dampening features for residents who work from home and chargers for electric vehicles.

Mr. Dodington noted that the proposal would not have cable t.v. hook ups. Tenants would utilize the managed wifi network. Electric vehicle charging stations are standard for Greystone properties. Sound proofing is very important. The management team makes sure that there would be enough sound proofing.

Banks asked if retail would be included. Mr. Dodington said that it has been very difficult to lease retail space in residential buildings and it was not considered for this proposal since there is retail located close by on Shady Oak Road.

Chair Sewall asked if a coffee shop or grocery store would be an asset for the area. Mr. Dodington answered absolutely. Residents always want to know the location of the closest grocery store. A coffee shop or grocery store would be great.

Henry asked if something would be put on the roof. Mr. Dodington stated that adding solar panels would be explored. Research is being done to see what sustainable features and classification may be utilized.

Henry suggested including a car wash. Mr. Dodington agreed that is a common amenity now.

Henry suggested planting oak trees that would last many years. Mr. Herm said that an upright oak could be considered.

Powers stated that:

- He likes the entire project.
- He likes the idea for the parking. It would be much more cost-effective to build it above ground.
- He loves the scalloping idea for the curve.
- He loves the intense interest in the landscaping.
- He supports integrating the project into the walkability of the area.
- The passageway idea is brilliant. People like to have a short cut.
- He likes that washers and dryers would be in each unit.

Maxwell stated that:

- The concept plan is fine.

- She likes the scalloping which is a unique way to match the shape of the site.
- She likes the above-ground parking that would suit this site very well.
- She would like to have the proposed private courtyard as a resident who lives there, but she would prefer the courtyard to be slightly smaller and more visible to allow non-residents to allow them to feel more connected when running, walking or bicycling past.

Banks stated that:

- He likes the concept plan overall.
- He would like 15 percent of the units to be affordable.
- He likes the scalloping and angles on the outside.
- He thought more material elements or colors on the inside would help break up the inside.
- The sky lounge is a great feature. He would like it to be a little bigger.
- He likes the unique orientation of the building.
- The landscaping plan is very thoughtful at this stage. The landscaping reduces the appearance of the mass of the building.
- He likes the dedicated area for moving in and moving out.
- He suggested having charging stations for electric vehicles on every floor.
- The proposal is well thought out. The presentation was great.
- He wished them the best of luck moving forward.

Henry stated that:

- He appreciated the presentations.
- He looked forward to working with the applicant in the future.
- The proposal's scalloping is wonderful, the architecture is good, the landscaping is great, but the building would be too massive.
- He would like more unique elements.
- He favors reducing the height one or two levels and adding more visual interest.
- He supports balconies on all of the units.
- He would be o.k. with the massing if the roof would be used as a resource for grilling, green space, lawn bowling or solar panels.
- The building has a pretty good, timeless design.
- It is a well thought-out proposal.

Waterman stated that:

- He appreciated the presentations.
- The site is meant to be used for multi-family, residential housing.

- Seeing a rendering of the proposal from the street view may help him feel more comfortable with the mass of the building.
- He likes the wrap around with the garage, but it creates a big structure and is somewhat unoriginal.
- He is not in love with the courtyard, but he loves the 25-foot passageway.
- He would like to see changes in elevation or what could be done to break up the view.
- He thought the window placement and sizing is a little jarring.
- There is a lot to like about the proposal. He likes the turn around and emphasis on the landscape.
- He appreciated setting the building further back and the trail connection.
- The interior courtyard color is a little drab.
- The mass is large, but that does not mean it would be a no go. He was interested to see how it develops.

Chair Sewall stated that:

- The residential use would be fine for the area.
- He still hopes to see other types of uses in the area in the near future.
- He likes the vehicular and pedestrian connections.
- He likes the dedicated move in and out space.
- The parking ramp makes sense in a lot of ways. He likes the idea of parking on the same level where one lives.
- He supports having electric-vehicle charging stations on each level.
- He agreed that the building has a fair amount of mass. The farther it could be set back and leave more room for landscaping the better.
- He was fine with the lighter exterior color. He agreed that six colors would be too much.
- He trusts that Greystar is a professional team. He looks forward to seeing them return.

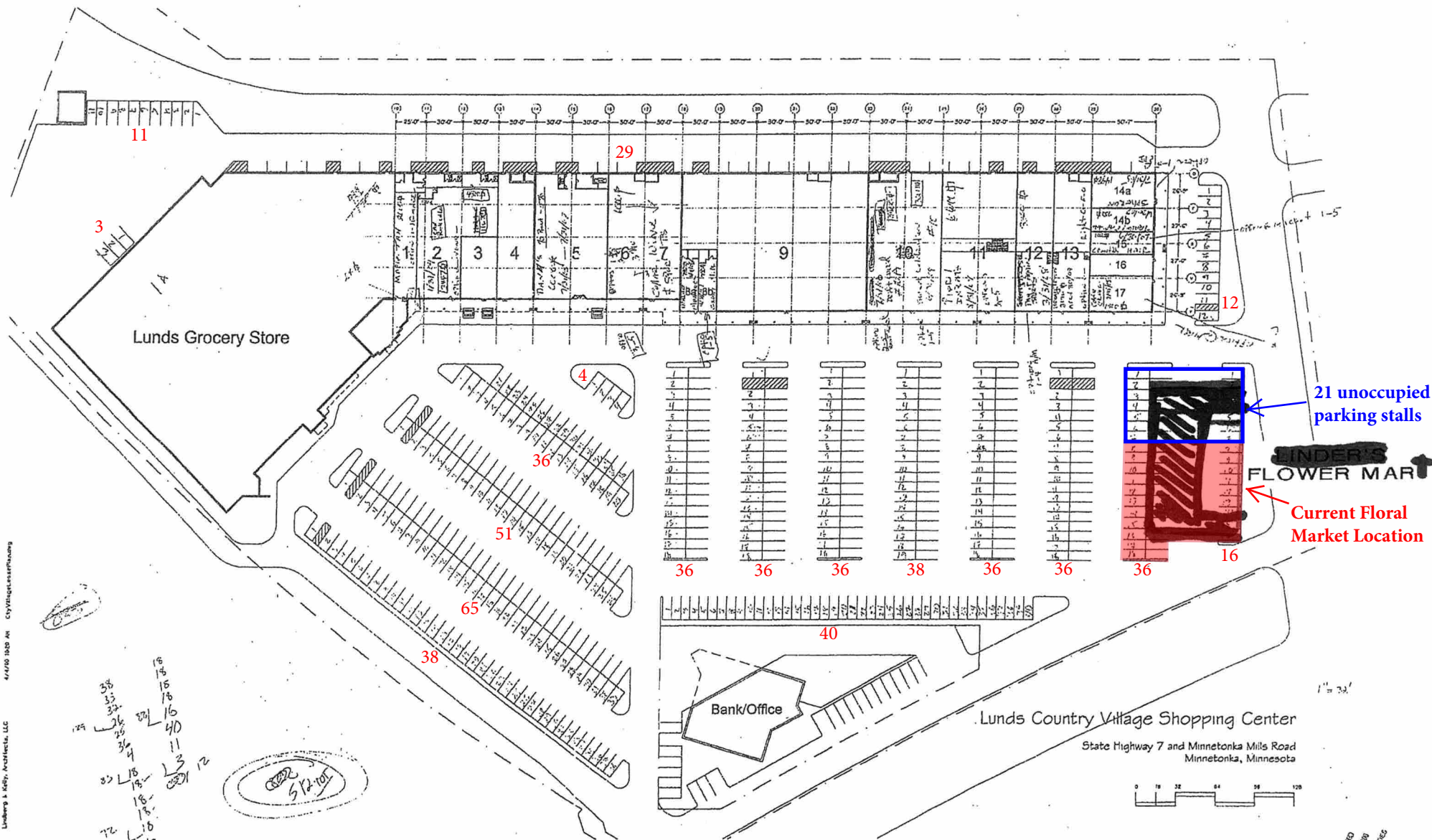
Chair Sewall stated that this item is scheduled to be reviewed by the city council on Sept. 12, 2022.

10. Adjournment

Waterman moved, second by Henry, to adjourn the meeting at 9:03 p.m. Motion carried unanimously.

By: _____
Lois T. Mason
Planning Secretary

Proof of Parking Plan

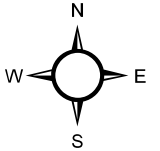
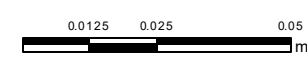


559 parking spaces shown as possible

EXHIBIT A



Country Village Shopping Center 2000

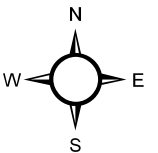
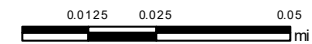


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Country Village Shopping Center 2002

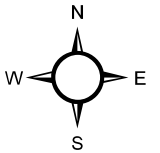
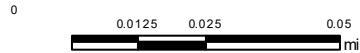


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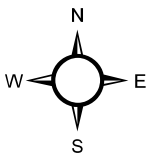


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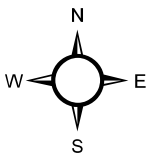
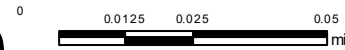


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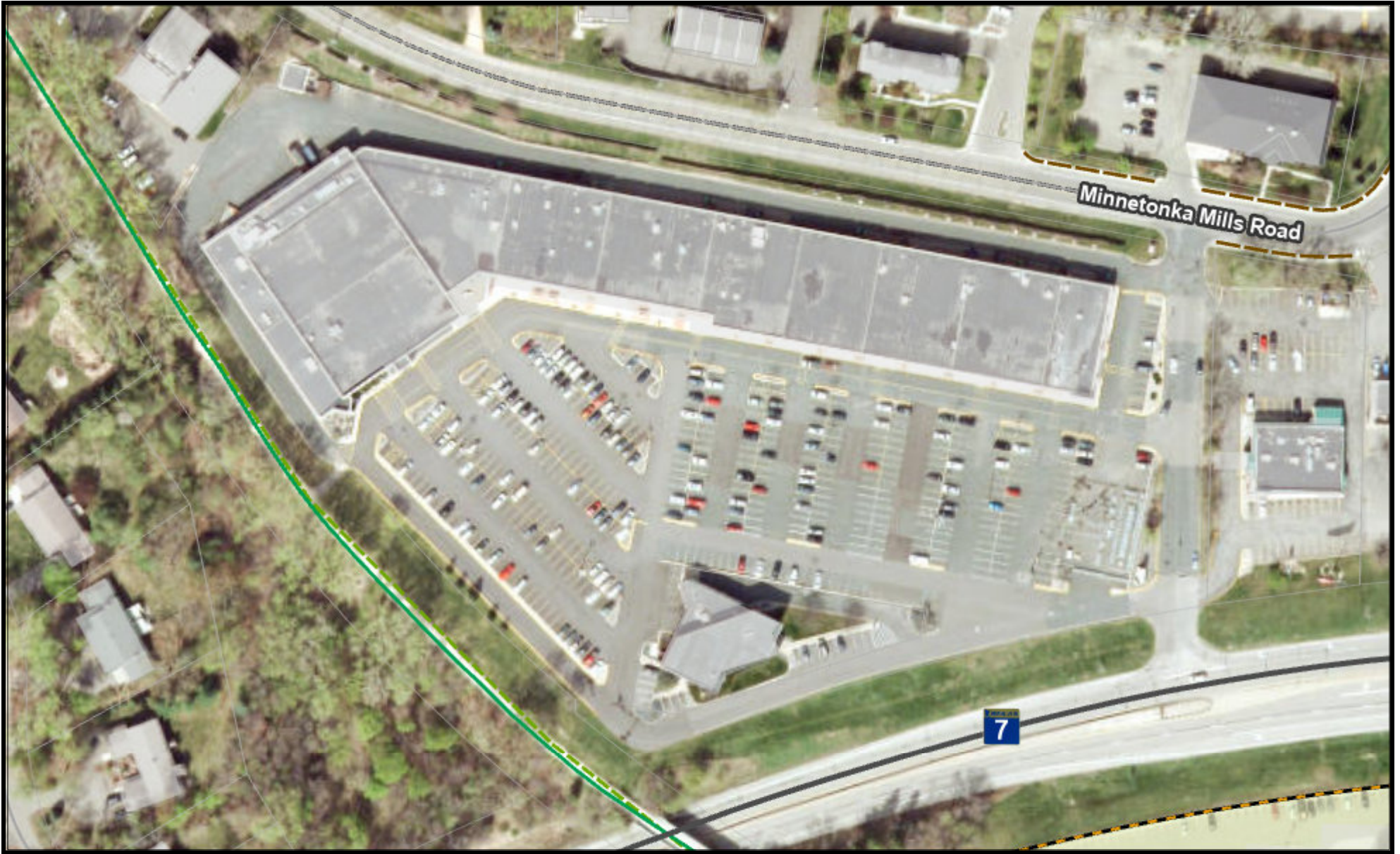


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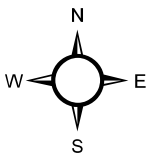
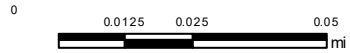


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Country Village Shopping Center 2012

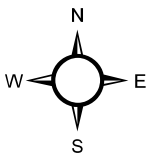
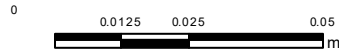


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Country Village Shopping Center 2015

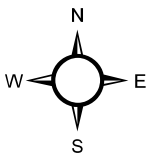
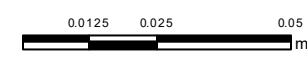


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Country Village Shopping Center 2018

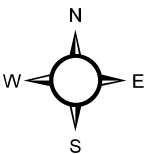
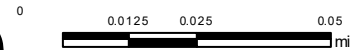


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Country Village Shopping Center 2020

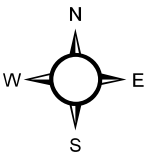
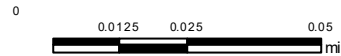


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Country Village Shopping Center 2021

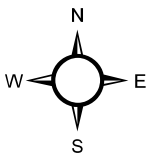
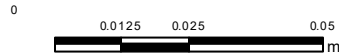


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Country Village Shopping Center 2022



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Resolution No. 2022-

Resolution approving a conditional use permit for Nautical Bowls at 11301 Highway 7

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

1.01 The subject property is located at 11301 Highway 7, within the B-2 Limited Business zoning district. It is legally described as:

Tract A Subject to Road, Registered Land Survey No. 1591, Hennepin County, Minnesota.

Torrens Certificate No. 1547613

1.02 Matt Riggs has requested a conditional use permit to operate a fast-food restaurant on the property. The proposal includes a parking variance from 587 parking stalls to 465 parking stalls on the property.

1.03 City Code §300.18 Subd. 4(f) outlines that a conditional use permit is required for fast food restaurants with or without drive-up facilities in the B-2 district.

1.04 On May 12, 2022, the planning commission held a hearing on the proposal. The applicant was provided the opportunity to present information to the commission. The commission considered all of the comments received and the staff report, which are incorporated by reference into this resolution. The commission recommended that the city council approve the proposal.

Section 2. Standards.

2.01 By City Code 300.21 Subd.4(f) outlines the following conditions for fast food restaurants with a drive-thru window in the B-2 district.

1. Shall be located only on sites having direct access to minor arterial streets or service roads;
2. Public address systems shall not be audible from any residential parcel;
3. Stacking for a minimum of six cars per aisle shall be provided within applicable parking lot setbacks;

4. Shall not be permitted when traffic studies indicate significant impacts on the levels of service as defined by the institute of traffic engineers of adjacent streets and intersections; and
5. The building shall be set back at least 100 feet and screened from any adjacent property designated in the comprehensive plan for residential use.

2.02 By City Code §300.07, Subd. 1, a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (3) when the applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean: (1) the proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic considerations; and (3) the proposed use would not alter the essential character of the surrounding area.

Section 3. Findings.

3.01 The proposal would meet the conditional use permit standards outlined in City Code 300.21 Subd.4(f) for fast food restaurants with a drive-thru window.

1. The subject property is accessed via the Highway 7 service road.
2. As a condition of this resolution, public address systems may not be audible from any residential parcel.
3. The proposed site would not have a drive-thru window. This requirement does not apply.
4. The site does not meet the city ordinance parking requirement; however, the Institute of Transportation Engineers (ITE) parking demand is met.
5. The proposed building would be located approximately 150 feet from the closest residential building, separated by Minnetonka Mills Road, and screened by fencing. In addition, the shopping center faces Highway 7, angled away from the residential properties.

3.02 The proposal would meet the variance standard outlined in City Code §300.07:

1. Intent of the Ordinance. The intent of the ordinance as it pertains to parking requirements is to ensure adequate parking is provided to meet anticipated parking demand. The city code requires 587 stalls to accommodate the parking demand on the subject property. The ITE estimates the site would require 465 stalls to meet the parking demand. The Institute of Transportation Engineers (ITE) suggests that actual parking demand rates for the commercial center would be less than required by city code.

2. Consistent with Comprehensive Plan. The subject property is located in the Country Village Shopping Center, a community village center. One of the overall themes outlined in the comprehensive plan is to "provide development and redevelopment opportunities that encourage vitality, promote identity, and improve livability" in village centers. The requested variance would result in the reuse of an existing space as a new and unique gathering space, consistent with the goals of the comprehensive plan
3. Practical Difficulties. There are practical difficulties in complying with the ordinance:
 - a) Reasonableness and Unique Circumstance. The requested parking variance is reasonable. By city ordinance, the site would not have enough available parking. However, ITE anticipates that the existing parking spaces could accommodate the parking demand.
 - b) Character of the Neighborhood. The parking variance would allow a permitted use similar to those of other Country Village tenants.

Section 4. City Council Action.

4.01 The city council approves the conditional use permit, with variances, based on the above findings. Approval is subject to the following conditions:

1. Subject to staff approval, the site must be developed and maintained in substantial conformance with the following plans, except as modified by the conditions below:
 - Construction Plans, Certified June 24, 2022
 - Finish Plan and Finish Specifications, dated June 10, 2022
 - Equipment and Furniture Plan, dated June 10, 2022
 - Lighting, Power, and Systems Plan, dated June 10, 2022
2. A building permit is required. The permit application and supporting plans and documents must be submitted through the city's online permit review system. Unless authorized by appropriate staff, no site work may begin until the permit has been approved.
3. This resolution must be recorded with Hennepin County prior to the issuance of the building permit
4. Outdoor seating is limited to two-person tables, no more than two feet in width. The sidewalk is approximately six feet, and the tables must not lessen the walkway to less than four feet in width.
5. Public address systems must not be audible from any residential parcel.

6. Construction must begin by Dec. 31, 2022, unless the city council grants a time extension.
7. The city council may reasonably add or revise conditions to address any future unforeseen problems.
8. Any change to the approved use that results in a significant increase in a significant change in character would require a revised conditional use permit.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 12, 2022.

Becky Koosman, City Clerk



**City Council Agenda Item 13A
Meeting of Sep. 12, 2022**

Title: Resolutions for special assessment of 2021-2022 projects

Report From: Melanie Putz, Assistant City Assessor

Submitted through: Mike Funk, City Manager
Darin Nelson, Finance Director

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

Annual process to hold a public hearing and to approve collection of proposed special assessments related to property nuisances, diseased trees and city court fines.

Recommended Action

Adopt resolutions that specify the cost of the improvements for the proposed special assessments.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input checked="" type="checkbox"/> N/A | |

Financial Consideration

Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Background

The process for special assessment includes communication with parcel owners and opportunities for prepayments of the assessments. Prior to determining the property must be assessed, division staff associated with the specific type of assessment have notified or worked with the property owners regarding the associated work financed by the city. After determination of assessment, staff sends a notice of public hearing to each property owner and publishes a notice in the newspaper in early September.

At its meeting of August 22, 2022, the city council adopted the necessary resolutions pertaining to the levying of 2022 special assessments and scheduled the public hearing for 6:30 p.m. on September 12, 2022. After the public hearing this evening, property owners are given thirty (30) days to prepay assessments or partial assessments without an interest charge. After this first prepayment deadline, property owners are given up to forty-eight (48) additional days to pay the full amount with interest until required certification to the county on December 1st.

As of September 6, city staff has received one appeal notification. That appeal notification is from the property owner of 14216 Spring Lake Road. The correspondence letter is attached to this report.

Attached are the resolutions necessary for adopting the special assessments for these projects. These resolutions are separated by type of project and length of time to spread the special assessments in each category.

- **Privately Installed Sewer and Water Improvement Projects.** No projects to be assessed this year.

Nuisance Abatement Projects. There are 16 nuisance abatement projects (including diseased tree removals) in which the city has incurred costs totaling \$68,120.38. Two of the projects were completed through the use of a Nuisance Abatement Agreement signed by the property owners for work that was needed on the properties at 5537 Glenavon Avenue and 16848 Patricia Lane. It is proposed that the projects be specially assessed for the full cost of the abatement. These projects are proposed to be specially assessed in accordance with Minnesota statutes and city council policies regarding the levying of these nuisance abatement projects. The amounts proposed to be specially assessed are as follows:

Nuisance and Tree Term and Interest Structure		
Assessment Amount	Term	Interest Rate
<\$1,000	1 year	5.5%
\$1,000-\$2,999	3 years	5.5%
\$3,000-\$5,000	5 years	5.5%
>\$5,000	10 years	5.5%

2022 Nuisance Abatements – Project No. 4894 (1-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
N-611	3851	Susan La	19-117-22-11-0003	\$105.00
N-613	18	Westwood Cir	01-117-22-21-0020	\$105.00
N-616	15124	Highwood Dr	21-117-22-43-0020	\$105.00
N-614	11836	Pheasant La	14-117-22-43-0016	\$262.50
N-600	14841	Copperfield Pl	09-117-22-43-0039	\$105.00
N-610	9705	St. Johns Rd	13-117-22-41-0073	\$210.00
N-619	4261	Woodhill Rd	22-117-22-32-0001	\$525.00
N-609	321	Townes La	04-117-22-22-0014	\$866.25
			Subtotal	\$2,283.75

Four properties included under the one-year nuisance abatements have had their assessment amounts reduced from the August 22, 2022 council meeting due to a reporting oversight between these nuisances and the City Court Fines assessments. The reduced assessments affect the properties located at 4261 Woodhill Rd, 14841 Copperfield Pl, and 9705 St Johns Rd. 14216 Spring Lake Rd has been removed as it is only a City Court Fine assessment.

2022 Nuisance Abatements – Project No. 4894 (10-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
N-612	5537	Gleanavon Ave	37-117-22-12-0028	\$13,650.00
N-620	16848	Patricia La	29-117-22-34-0051	\$38,547.96
			Subtotal	\$52,197.96

There are 6 properties in the diseased tree removals project this year in which the city has incurred costs. Some property owners have paid part of the total cost. It is proposed that these projects be specially assessed for the remaining cost of the abatement in accordance with Minnesota statutes and city council policies regarding the levying of these nuisance abatement projects. The terms for the 2022 diseased tree assessments will be based on the assessment amount similar to the nuisance abatement assessments. The special assessment amount on each parcel is as follows:

2022 Diseased Tree Removal – Project No. 4902 (1-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
T-3	3623	Sunrise Drive E	15-117-22-33-0003	\$472.50
T-4	4001	Huntingdon Dr	23-117-22-24-0039	\$525.00
			Subtotal	\$997.50

2022 Diseased Tree Removal – Project No. 4902 (3-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
T-5	12452	James Rd	23-117-22-31-0027	\$1,890.00
T-1	13265	Lake Street Ext	22-117-22-42-0008	\$2,088.67
			Subtotal	\$3,978.67

2022 Diseased Tree Removal – Project No. 4902 (5-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
T-2	12	Westwood Cir	01-117-22-21-0022	\$3,780.00
T-6	2431	Sherwood Hills Rd	11-117-22-13-0029	\$3,780.00
			Subtotal	\$7,560.00

- **City Court Fines.** Listed below are the city court fines imposed in 2022 that are proposed to be specially assessed over a one-year term, bearing an interest rate of 5.5 percent. This assessment is categorized as city court fines. Hennepin County charges an additional administrative fee prior to the final certification. The following is the proposed parcel to be assessed:

2022 City Court Fines – Project No. 1020 (1-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
1020	14216	Spring Lake Rd	22-117-22-22-0021	\$150.00
1020	4261	Woodhill Rd	22-117-22-32-0001	\$150.00
1020	14841	Copperfield Pl	09-117-22-43-0039	\$300.00
1020	9705	St. Johns Rd	13-117-22-41-0073	\$450.00
			Total	\$1,050.00

Annual Report on Deferred Assessments.

Pursuant to City Council Policy 2.17, Deferment of Special Assessments and Storm Sewer Charges, the following is a summary of the deferred assessments for 2022:

No. of Applications submitted	0
No. of Applications granted	0
Outstanding amounts as of 2021-12-30	0

Recommendation

Hold the public hearing and adopt the following attached resolutions:

1. Resolution adopting special assessments for 2022 Nuisance Abatement Project No. 4894, one-year assessment term.
2. Resolution adopting special assessments for 2022 Nuisance Abatement Project No. 4894, ten-year assessment term.
3. Resolution adopting special assessments for 2022 Diseased Trees Project No. 4902, one-year assessment term.
4. Resolution adopting special assessments for 2022 Diseased Trees Project No. 4902, three-year assessment term.
5. Resolution adopting special assessments for 2022 Diseased Trees Project No. 4902, five-year assessment term.
6. Resolution adopting special assessments for 2022 City Court Fines Project No. 1020, one-year assessment term.

Resolution No. 2022-

**Resolution adopting special assessments for 2022 Nuisance Abatement Project No. 4894,
one-year assessment term**

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. Pursuant to proper notice duly given as required by Minnesota statute, the Council has met on September 12, 2022 to hear and to pass upon all objections to the proposed special assessments for 2022 Nuisance Abatement Projects at the following properties lying within the City of Minnetonka:

2022 Nuisance Abatements – Project No. 4894 (1-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
N-611	3851	Susan La	19-117-22-11-0003	\$105.00
N-613	18	Westwood Cir	01-117-22-21-0020	\$105.00
N-616	15124	Highwood Dr	21-117-22-43-0020	\$105.00
N-614	11836	Pheasant La	14-117-22-43-0016	\$262.50
N-600	14841	Copperfield Pl	09-117-22-43-0039	\$105.00
N-610	9705	St. Johns Rd	13-117-22-41-0073	\$210.00
N-619	4261	Woodhill Rd	22-117-22-32-0001	\$525.00
N-609	321	Townes La	04-117-22-22-0014	\$866.25
			Subtotal	\$2,283.75

Section 2. Council Action.

2.01. The proposed special assessments listed above are hereby adopted, and each tract of land is found to be benefited by the improvement in the amount of the assessment levied against it.

2.02. The special assessment may be paid within 30 days from the date of this resolution, or may be paid in a single installment in the same time and manner as the payment of real estate taxes with interest at the rate of 5.5 percent per annum. To the first installment of each assessment will be added interest on the entire assessment from the date of this resolution to December 31 of the year in which the first payment is payable. Subsequently, one year's interest on the remaining balance will be added to each subsequent installment. Any property owner may pay the entire unpaid balance of the assessment against his/her property at any time with interest accrued to December 31 of the year in which the payment is made, provided the payment is made before November 30 in the first year and before November 15 in subsequent years.

- 2.03. The owner of any property assessed may, at any time within 30 days following the adoption of this resolution, pay all or part of the assessment to the city, provided that partial payments are made in increments of not less than \$100 and provided that any balance remaining unpaid is not less than \$100 no interest will be charged on the amount paid.
- 2.04. The city clerk is directed to transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists and to be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent: Coakley
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 12, 2022.

Becky Koosman, City Clerk

Resolution No. 2022-

**Resolution adopting special assessments for 2022 Nuisance Abatement Project No. 4894,
ten-year assessment term**

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

- 1.01. Pursuant to proper notice duly given as required by Minnesota statute, the Council has met on September 12, 2022 to hear and to pass upon all objections to the proposed special assessments for 2022 Nuisance Abatement Projects at the following properties lying within the City of Minnetonka:

2022 Nuisance Abatements – Project No. 4894 (10-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
N-612	5537	Gleanavon Ave	37-117-22-12-0028	\$13,650.00
N-620	16848	Patricia La	29-117-22-34-0051	\$38,547.96
			Subtotal	\$52,197.96

Section 2. Council Action.

- 2.01. The proposed special assessments listed above are hereby adopted, and each tract of land is found to be benefited by the improvement in the amount of the assessment levied against it.
- 2.02. The special assessment may be paid within 30 days from the date of this resolution, or may be paid in a single installment in the same time and manner as the payment of real estate taxes with interest at the rate of 5.5 percent per annum. To the first installment of each assessment will be added interest on the entire assessment from the date of this resolution to December 31 of the year in which the first payment is payable. Subsequently, one year's interest on the remaining balance will be added to each subsequent installment. Any property owner may pay the entire unpaid balance of the assessment against his/her property at any time with interest accrued to December 31 of the year in which the payment is made, provided the payment is made before November 30 in the first year and before November 15 in subsequent years.
- 2.03. The owner of any property assessed may, at any time within 30 days following the adoption of this resolution, pay all or part of the assessment to the city, provided that partial payments are made in increments of not less than \$100 and provided that any balance remaining unpaid is not less than \$100 no interest will be charged on the amount paid.
- 2.04. The city clerk is directed to transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists and to be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent: Coakley

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 12, 2022.

Becky Koosman, City Clerk

Resolution No. 2022-

**Resolution adopting special assessments for 2022 Diseased Trees Project No. 4902,
one-year assessment term**

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. Pursuant to proper notice duly given as required by Minnesota statute, the Council has met on September 12, 2022 to hear and to pass upon all objections to the proposed special assessments for 2022 Diseased Tree Projects at the following properties lying within the City of Minnetonka:

2022 Diseased Tree Removal – Project No. 4902 (1-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
T-3	3623	Sunrise Drive E	15-117-22-33-0003	\$472.50
T-4	4001	Huntingdon Dr	23-117-22-24-0039	\$525.00
			Subtotal	\$997.50

Section 2. Council Action.

2.01. The proposed special assessments listed above are hereby adopted, and each tract of land is found to be benefited by the improvement in the amount of the assessment levied against it.

2.02. The special assessment may be paid within 30 days from the date of this resolution, or may be paid in a single installment in the same time and manner as the payment of real estate taxes with interest at the rate of 5.5 percent per annum. To the first installment of each assessment will be added interest on the entire assessment from the date of this resolution to December 31 of the year in which the first payment is payable. Subsequently, one year's interest on the remaining balance will be added to each subsequent installment. Any property owner may pay the entire unpaid balance of the assessment against his/her property at any time with interest accrued to December 31 of the year in which the payment is made, provided the payment is made before November 30 in the first year and before November 15 in subsequent years.

2.03. The owner of any property assessed may, at any time within 30 days following the adoption of this resolution, pay all or part of the assessment to the city, provided that partial payments are made in increments of not less than \$100 and provided that any balance remaining unpaid is not less than \$100 no interest will be charged on the amount paid.

2.04. The city clerk is directed to transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists and to be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent: Coakley

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 12, 2022.

Becky Koosman, City Clerk

Resolution No. 2022-

**Resolution adopting special assessments for 2022 Diseased Trees Project No. 4902,
three-year assessment term**

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. Pursuant to proper notice duly given as required by Minnesota statute, the Council has met on September 12, 2022 to hear and to pass upon all objections to the proposed special assessments for 2022 Diseased Tree Projects at the following properties lying within the City of Minnetonka:

2022 Diseased Tree Removal – Project No. 4902 (3-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
T-5	12452	James Rd	23-117-22-31-0027	\$1,890.00
T-1	13265	Lake Street Ext	22-117-22-42-0008	\$2,088.67
			Subtotal	\$3,978.67

Section 2. Council Action.

2.01. The proposed special assessments listed above are hereby adopted, and each tract of land is found to be benefited by the improvement in the amount of the assessment levied against it.

2.02. The special assessment may be paid within 30 days from the date of this resolution, or may be paid in a single installment in the same time and manner as the payment of real estate taxes with interest at the rate of 5.5 percent per annum. To the first installment of each assessment will be added interest on the entire assessment from the date of this resolution to December 31 of the year in which the first payment is payable. Subsequently, one year's interest on the remaining balance will be added to each subsequent installment. Any property owner may pay the entire unpaid balance of the assessment against his/her property at any time with interest accrued to December 31 of the year in which the payment is made, provided the payment is made before November 30 in the first year and before November 15 in subsequent years.

2.03. The owner of any property assessed may, at any time within 30 days following the adoption of this resolution, pay all or part of the assessment to the city, provided that partial payments are made in increments of not less than \$100 and provided that any balance remaining unpaid is not less than \$100 no interest will be charged on the amount paid.

2.04. The city clerk is directed to transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists and to be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent: Coakley

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 12, 2022.

Becky Koosman, City Clerk

Resolution No. 2022-

**Resolution adopting special assessments for 2022 Diseased Trees Project No. 4902,
five-year assessment term**

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. Pursuant to proper notice duly given as required by Minnesota statute, the Council has met on September 12, 2022 to hear and to pass upon all objections to the proposed special assessments for 2022 Diseased Tree Projects at the following properties lying within the City of Minnetonka:

2022 Diseased Tree Removal – Project No. 4902 (5-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
T-2	12	Westwood Cir	01-117-22-21-0022	\$3,780.00
T-6	2431	Sherwood Hills Rd	11-117-22-13-0029	\$3,780.00
			Subtotal	\$7,560.00

Section 2. Council Action.

2.01. The proposed special assessments listed above are hereby adopted, and each tract of land is found to be benefited by the improvement in the amount of the assessment levied against it.

2.02. The special assessment may be paid within 30 days from the date of this resolution, or may be paid in a single installment in the same time and manner as the payment of real estate taxes with interest at the rate of 5.5 percent per annum. To the first installment of each assessment will be added interest on the entire assessment from the date of this resolution to December 31 of the year in which the first payment is payable. Subsequently, one year's interest on the remaining balance will be added to each subsequent installment. Any property owner may pay the entire unpaid balance of the assessment against his/her property at any time with interest accrued to December 31 of the year in which the payment is made, provided the payment is made before November 30 in the first year and before November 15 in subsequent years.

2.03. The owner of any property assessed may, at any time within 30 days following the adoption of this resolution, pay all or part of the assessment to the city, provided that partial payments are made in increments of not less than \$100 and provided that any balance remaining unpaid is not less than \$100 no interest will be charged on the amount paid.

2.04. The city clerk is directed to transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists and to be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent: Coakley

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 12, 2022.

Becky Koosman, City Clerk

Resolution No. 2022-

**Resolution adopting special assessments for 2022 City Court Fines
Project No. 1020, one-year assessment term**

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. Pursuant to proper notice duly given as required by its charter and ordinances, the Council has met on September 12, 2022 to hear and to pass upon all objections to the proposed assessments for civil penalties at the following properties lying within the City of Minnetonka:

2022 City Court Fines – Project No. 1020 (1-year term)				
Project No.	Street No.	Street Name	PID	Assessment Amount
1020	14216	Spring Lake Rd	22-117-22-22-0021	\$150.00
1020	4261	Woodhill Rd	22-117-22-32-0001	\$150.00
1020	14841	Copperfield Pl	09-117-22-43-0039	\$300.00
1020	9705	St. Johns Rd	13-117-22-41-0073	\$450.00
			Total	\$1,050.00

Section 2. Council Action.

2.01. The proposed special assessment listed above is hereby adopted, and the tract of land is found to be benefited by the improvement in the amount of the assessment levied against it.

2.02. The special assessment may be paid within 30 days from the date of this resolution, or may be paid in a single installment in the same time and manner as the payment of real estate taxes with interest at the rate of 5.5 percent per annum. To the first installment of each assessment will be added interest on the entire assessment from the date of this resolution to December 31 of the year in which the first payment is payable. Subsequently, one year's interest on the remaining balance will be added to each subsequent installment. Any property owner may pay the entire unpaid balance of the assessment against his/her property at any time with interest accrued to December 31 of the year in which the payment is made, provided the payment is made before November 30 in the first year and before November 15 in subsequent years.

2.03. The owner of any property assessed may, at any time within 30 days following the adoption of this resolution, pay all or part of the assessment to the city, provided that partial payments are made in increments of not less than \$100 and provided that any balance remaining unpaid is not less than \$100 no interest will be charged on the amount paid.

2.04. The city clerk is directed to transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists and to be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Minnetonka, Minnesota, on September 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent: Coakley

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on September 12, 2022.

Becky Koosman, City Clerk



Care.
Compassion.
Community.

City Council

← I am here /
IN wheel chair. CAN
NOT attend.
- ALL CARS O.K.
- House cleaned
at my expense!
- Why are you
still pursuing this.

City of Minnetonka
September, 2022

The false accusation that
my residence was a nuisance
in the summer of 2021
is over a year old!

NO CITATION made by
MINNETONKA POLICE!!!

I have ~~payed~~ paid taxes
in Minnetonka for nearly fifty
years and helped pay for
the lupus, setting you ~~work~~ work-
in!

3620 Phillips Parkway
St. Louis Park, MN 55426
Phone: (952) 935-6311
Email: info@sholom.com

740 Kay Avenue
St. Paul, MN 55102
Phone: (651) 328-2000
Email: info@sholom.com

Resident
14216 Spring Lake Rd



**City Council Agenda Item 14A
Meeting of Sept. 12, 2022**

Title: 2023-2027 Capital Improvements Program (CIP)
Report from: Darin Nelson, Finance Director
Submitted through: Mike Funk, City Manager
Moranda Dammann, Acting Assistant City Manager

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The proposed 2023-2027 Capital Improvements Program (CIP) reflects council direction and addresses the capital priorities of the city prudently and cost-effectively.

Recommended Action

Approve the resolution adopting the 2023-2027 CIP.

Strategic Profile Relatability

- | | |
|---|--|
| <input checked="" type="checkbox"/> Financial Strength & Operational Excellence | <input checked="" type="checkbox"/> Safe & Healthy Community |
| <input checked="" type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input checked="" type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Statement: The CIP serves as the base for ensuring safe, efficient, sustainable, cost-effective and well-maintained infrastructure, equipment and transportation systems.

Financial Consideration

- Is there a financial consideration? No Yes – 2023 CIP projects are \$37.5 million
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: Once the CIP is adopted, the 2023 projects will be added to the 2023 budget for final approval in December. All future projects (2024 and beyond) are plans that, at this point, are subject to change and will be updated in future CIPs.

Background

The beginning of the budget process involves the preparation of the 5-year CIP. Capital improvements are the projects that require the expenditures of public funds for the acquisition, construction or replacement of infrastructure and capital assets necessary for the community. Creating and updating a multi-year capital program allows the city to plan for its current and long-term needs. Project areas within the CIP include buildings, parks and trails, equipment, technology, streets, storm drainage and water and sewer utilities.

Rather than restate the entire memo from the June 20, 2022 study session, this memo will highlight the changes between the draft and the proposed CIP. The CIP study session memo is located on the city's website or by following the [June 20, 2022 agenda packet](#) link.

2023-2027 CIP Changes

LSI-23608 Reflective Fire Hydrant Markers

This was a pending project in the draft CIP reviewed at the June study session. Council requested that this project be moved to a funded status due to its relatively minimal cost and the fact that public fire hydrants are treated inconsistently compared to the requirements of private fire hydrants. This project costs \$60,000 and is being funded by the street improvement fund. Staff will install these markers in conjunction with the city's annual hydrant flushing over the next year or two.

Park-23305 Trail Improvement Plan

On Aug. 22, 2022, the City Council amended the 2022-2027 CIP to advance the electrical line burial costs related to the upcoming Hopkins Crossroad trail scheduled for 2024 and 2025. Electrical line burial typically occurs in advance of most street and trail projects. The line burial costs of \$1.25 million will remain within the Electric Franchise Fee Fund. The draft CIP had the line burial cost split between 2023 and 2024. In addition, state bonding dollars of \$1.635 million have been removed from this project and are supplanted by franchise fees within the Trail System Expansion fund. The city applied for state bonding dollars in early 2022, but the state legislature did not approve this session's bonding bill.

Various Tables Funding Sources

At the Aug. 15, 2022 budget study session, staff presented the preliminary levy and budget. The preliminary budget includes a reduction in the 2023 CIP levy compared to what was presented at the CIP study session in June. The CIP levy is being reduced from an increase of \$790,000 to a reduction of \$407,000 to minimize the 2023 levy increase. This \$1,197,000 decrease was made possible by utilizing General Fund reserves in 2023 and future years while gradually recouping the lost CIP levy dollars in future years. The CIP's out-year balances are manageable, but a concerted effort is needed to ensure funding is restored in the future, or future projects may need to be delayed. Funds impacted by this change include the Capital Replacement fund, Forestry fund, Park and Trail Improvements fund, Street Improvement fund and Technology Development fund.

What the CIP Funds

The proposed 2023-2027 CIP supports almost \$145.8 million of capital projects over the next five years, which is a 6.3 percent increase in capital outlay costs compared to the 2022-2026 CIP. The increase is mainly due to water and sewer utility improvements, community center renovations and the planned implementation of a new financial and human resources system.

The program continues to address the community's affirmed request to significantly build out the city's trail system for improved safety, connectivity and transportation. Also included are funds for the city's ongoing commitment to needed road and storm sewer infrastructure improvements and the replacement requirements of our aging water and sewer utility systems.

<i>CIP (\$000's)</i>	<i>2020-24</i>	<i>2021-25</i>	<i>2022-26</i>	<i>2023-27</i>
Street Improvements	\$47,968	\$63,684	\$52,455	\$51,605
Water, Sewer & Drainage	41,106	36,616	32,570	34,960
Parks, Rec & Trails	27,098	31,380	27,610	20,880
Equipment	15,237	15,764	19,314	22,042
Buildings	5,675	5,577	5,186	16,310
Total CIP	<u>\$137,083</u>	<u>\$153,021</u>	<u>\$137,135</u>	<u>\$145,797</u>

Environmental Sustainability and Stewardship Efforts

Sustainability and natural resources is one of the city's strategic priorities. Over the years, many CIP projects have had a sustainability focus or provided positive environmental improvements, and the proposed CIP continues that strong initiative. Last year a sustainability symbol was included in the upper right-hand corner of the pages with a sustainability focus to draw attention to these specific types of projects quickly.

The city continues to build off of projects that provide positive environmental improvements by focusing on the stewardship and management of its natural resources, which is evident through the recently adopted Natural Resources Master Plan and the 2021 Parks Open Space and Trail (POST) plan. A financial commitment to natural resources stewardship is evident in this year's CIP and is indicated with a stewardship symbol in the upper right-hand corner of the project pages.

COVID-19 Economic Impact

The 2021-2025 CIP was prepared and ultimately adopted during the height of the pandemic. The city was fortunate to receive over \$4 million from the federal Coronavirus Relief Fund (CRF) in July 2020. Those dollars helped subsidize the city's General Fund allowing the fund to transfer significant dollars to the capital replacement fund for replacing various facility ventilation systems. These improvements are helping provide clean air circulation to ensure a safe environment for visitors and employees.

This transfer, along with other shifts, allowed the city to reduce its 2021 total levy from 5.8 percent to 3.5 percent, which was important during the unknown of the pandemic and not knowing what immediate and long-term economic impacts our residents and business would be experiencing.

The city was also fortunate enough to receive \$4.7 million through the American Recovery Plan Act (ARPA). The first half of this grant award was received in June 2021, with the second half received in June 2022. These funds are being used for various purposes, including supplemental funding for the Street Improvement and Park & Trail Improvement funds of \$1 million and \$450,000, respectively. In addition, \$1.5 million is subsidizing the General Fund levy and providing direct tax relief to property owners over the course of three years.

General Fund balance

Because the city budgets responsibly, a conservative strategy has been employed whereby a portion of the resources funding the CIP includes monies transferred over the five years from the General Fund balance. Per Council Policy 2.13, for determining adequate fund balances, a "Budget Stabilization Reserve" must be kept to cover the following year's operating budget and uncertainties, such as changes in state law or unforeseen natural disasters. Continuing with the policy, the balance of this reserve above forty percent of the following year's operating budget may be considered available to be transferred and appropriated by the council for capital needs or other non-ongoing needs.

This methodology is key to ensuring the city's ongoing fiscal resiliency. In any year, should the city not realize a positive ending increase in fund balance, it is well positioned to restructure its future five-year plan.

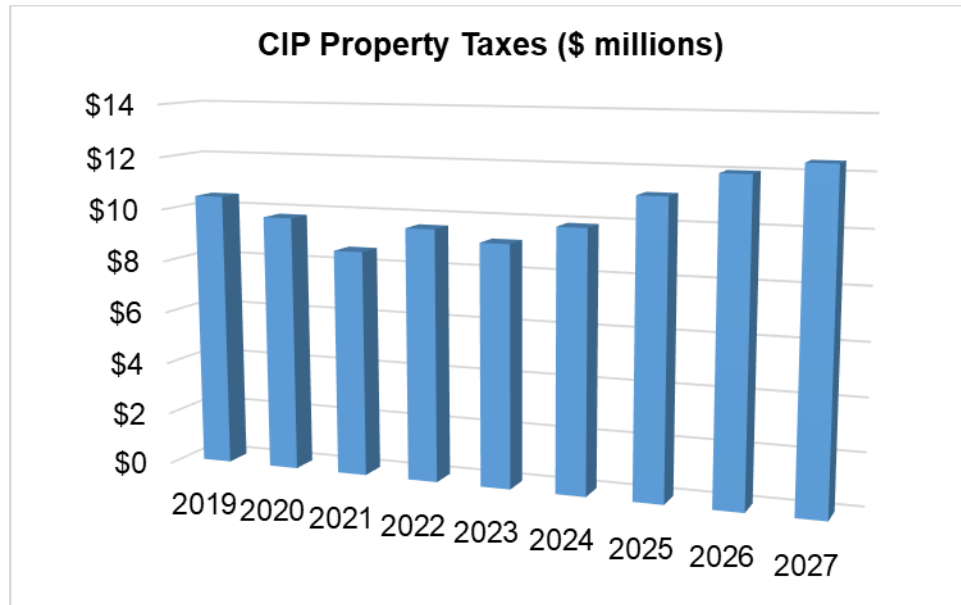
The city's General Fund ended 2021 with a very healthy unassigned fund balance of approximately 59 percent of the following year's expenditure budget. This solid financial position was due partly to federal funding received in 2020 and 2021, along with stronger than anticipated building permits. The city's General Fund fund balance policy requires a balance between 30 to 50 percent of the following year's operating budget. The city council may appropriate balances above 40 percent for one-time costs that have no ongoing financial commitments.

Excess General Fund fund balance is routinely programmed within the Capital Improvements Program (CIP) due to the one-time nature of the projects. The 2023 preliminary General Fund budget is programming transfers of \$2.35 million to various CIP funds. These transfers will reduce the fund balance to an estimated 42.5 percent at the end of 2023. The out years of the CIP (2024 through 2027) include planned capital transfers of \$3.9 million.

Property taxes

Both the 2020-2024 and 2021-2025 CIPs reduced property tax funding compared to the 2019 base. The 2020-2024 CIP redirected a portion of the CIP levy towards the new public safety facility's debt service and increased operational costs related to restructuring the city's compensation methodology.

The original intent prior to 2020 was to restore the capital levy in 2021 to 2019 levels. That was before the onset of the COVID-19 pandemic. Due to the pandemic, the 2021-2025 CIP delayed the levy restoration and further reduced the capital property tax levy. The 2022-2026 CIP restored most of the cost savings measures from 2021 but delayed the prior levy restoration until 2024. The 2023 capital levy of \$9.17 million is \$1.3 million less than the 2019 capital levy. Complete restoration of the capital levy is planned for 2025, restoring funding to \$11.1 million.



Supplemental Information

2023-2027 Capital Improvements Program including:
2023-2027 Minnetonka Trail Improvement Plan
Unfunded Trail Segments by Priority Ranking
2023-2027 Proposed Local Street Reconstruction Map

Resolution No. 2022-

Resolution Adopting the 2023-2027 Capital Improvements Program

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. The preliminary 2023-2027 Capital Improvements Program was presented for consideration to and discussed by the City Council on June 20, 2022.

1.02. As a result of those deliberations, it was concluded that the Capital Improvements Program attached to the agenda packet of the City Council meeting of Sept. 12, 2022 provides for an effective and orderly allocation of resources for the community's needs.

Section 2. Council Action.

2.01. That the 2023-2027 Capital Improvements Program as discussed, amended and attached to the agenda packet of the City Council meeting of Sept. 12, 2022 is hereby adopted.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 12, 2022.

Brad Wiersum, Mayor

ATTEST:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent: Coakley

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 12, 2022.

Becky Koosman, City Clerk



2023-2027

CAPITAL IMPROVEMENTS PROGRAM



2023-2027 Capital Improvements Program

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Appendix:

Unfunded Trail Segments by Priority Ranking
2023 – 2027 Proposed Local Street Construction



Projects include sustainability features and/or focus.



Projects include a natural resources stewardship feature and/or focus.

Capital Improvements Policy

The Capital Improvements Program (CIP) is the city's five-year plan to provide and maintain public facilities for the citizens and businesses of Minnetonka, balanced against the constraint of available resources.

Funding Priorities

Reinvestment for the replacement, maintenance or increased efficiency of existing systems will have priority over the expansion of existing systems or the provision of new facilities and services. Priority rankings include:

1. Projects necessary for public health and safety, or to meet legal mandates.
2. Projects which help maintain or make existing systems more efficient. Cost-benefits and coordination with related projects will be considered.
3. Projects expanding existing systems, providing new services, or for general community betterment.

Planning Principles

- The CIP will support achievement of the city's long-term Strategic Priorities.
- The CIP will be updated annually to reflect changing capital needs for new construction and maintenance of the city's substantial investments in streets, utilities, parks, buildings and equipment.
- Development of the CIP will be consistent with the annual operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
- Fund balance guidelines will be established for each capital fund, and will reflect the type of fund, subsequent-year budget needs, annual cash flow requirements, replacement reserves and potential contingencies. The guidelines will be used to responsibly manage balances over the five-year planning horizon.



CITY OF
MINNETONKA

City of Minnetonka, Minnesota
 2023 - 2027 Capital Improvement Plan
 2023 thru 2027

EXPENDITURES AND SOURCES SUMMARY

Department	2023	2024	2025	2026	2027	Total
1-Municipal Buildings	3,720,000	975,000	2,540,000	1,040,000	2,055,000	10,330,000
2-Recreational Facilities	2,205,000	1,675,000	760,000	645,000	695,000	5,980,000
3-Parks, Trails & Open Space	5,088,000	3,923,000	3,167,000	4,303,000	4,399,000	20,880,000
4-Major Equipment	2,007,700	2,710,800	2,576,400	4,031,600	2,013,800	13,340,300
5-Technology	2,440,350	1,823,400	1,178,550	1,638,900	1,620,150	8,701,350
6-Local Street Improvements	15,975,000	4,585,000	8,275,000	6,245,000	16,525,000	51,605,000
8-Storm Drainage Improvements	1,075,000	575,000	1,075,000	575,000	875,000	4,175,000
9-Water/Sewer Improvements	4,995,000	4,555,000	6,645,000	7,685,000	6,905,000	30,785,000
EXPENDITURE TOTAL	37,506,050	20,822,200	26,216,950	26,163,500	35,087,950	145,796,650

Source	2023	2024	2025	2026	2027	Total
Cable Television Fund	295,500	296,000	397,500	357,500	336,500	1,683,000
Capital Replacement Fund	5,439,000	2,468,600	3,672,600	2,975,600	2,827,900	17,383,700
City of Hopkins	4,950	29,700	6,600	3,300	3,300	47,850
Community Investment Fund	1,400,000	650,000				2,050,000
Cost Sharing	2,100,000					2,100,000
Electric Franchise Fees Fund	800,000	1,000,000	1,000,000	2,000,000	1,300,000	6,100,000
Forestry Fund	220,000	186,000	192,000	198,000	209,000	1,005,000
Grants/Partnership Funding		300,000			937,500	1,237,500
Hopkins School District	270,000	270,000	270,000	270,000	270,000	1,350,000
Metropolitan Council		2,300,000				2,300,000
Park & Trail Improvement Fund	2,002,050	497,300	718,400	711,700	596,700	4,526,150
Public Safety Fund	198,500	1,228,000	747,000	1,781,000	479,000	4,433,500
State of MN Bonding	725,000					725,000
Storm Water Fund	1,575,000	675,000	1,532,600	958,300	2,975,000	7,715,900
Street Improvement Fund	9,715,000	3,315,000	7,005,000	5,025,000	11,055,000	36,115,000
Technology Development Fund	2,028,850	1,527,400	781,050	1,231,400	933,650	6,502,350
Trail System Expansion Fund	1,550,000	1,000,000	2,270,000	2,400,000	2,400,000	9,620,000
Utility Fund	8,817,200	4,834,200	7,174,200	7,946,700	10,304,400	39,076,700
Williston Center Fund	365,000	245,000	450,000	305,000	460,000	1,825,000
SOURCE TOTAL	37,506,050	20,822,200	26,216,950	26,163,500	35,087,950	145,796,650

City of Minnetonka, Minnesota
 2023 - 2027 Capital Improvement Plan
 2023 thru 2027

SOURCES AND USES OF FUNDS

Source	2023	2024	2025	2026	2027
Cable Television Fund					
Beginning Balance	731,506	767,906	737,806	585,306	450,406
Revenues and Other Fund Sources					
<i>Revenue</i>					
Franchise Fee	783,900	783,900	783,900	783,900	783,900
Interest on Investments	52,600	7,300	7,700	7,400	5,800
Miscellaneous Revenue	30,000	30,000	30,000	30,000	30,000
Public Educ & Govt (PEG) Fee	87,600	87,600	87,600	87,600	87,600
<i>Total</i>	954,100	908,800	909,200	908,900	907,300
Total Revenues and Other Fund Sources	954,100	908,800	909,200	908,900	907,300
Total Funds Available	1,685,606	1,676,706	1,647,006	1,494,206	1,357,706
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<i>5-Technology</i>					
Audio/Visual Equipment & Broadcast Programming TECH-23504	(195,500)	(196,000)	(297,500)	(257,500)	(236,500)
Technology Infrastructure TECH-23505	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
<i>Total</i>	(295,500)	(296,000)	(397,500)	(357,500)	(336,500)
<i>Other Uses</i>					
Operating Expenditures	(585,100)	(604,500)	(624,500)	(645,200)	(666,500)
Transfers	(37,100)	(38,400)	(39,700)	(41,100)	(42,500)
<i>Total</i>	(622,200)	(642,900)	(664,200)	(686,300)	(709,000)
Total Expenditures and Uses	(917,700)	(938,900)	(1,061,700)	(1,043,800)	(1,045,500)
Change in Fund Balance	36,400	(30,100)	(152,500)	(134,900)	(138,200)
Ending Balance	767,906	737,806	585,306	450,406	312,206

City of Minnetonka, Minnesota
 2023 - 2027 Capital Improvement Plan
 2023 thru 2027

SOURCES AND USES OF FUNDS

Source	2023	2024	2025	2026	2027	
Capital Replacement Fund						
Beginning Balance	2,213,543	2,205,193	1,882,593	605,993	193,393	
Revenues and Other Fund Sources						
<i>Revenue</i>						
Auction Proceeds	130,000	130,000	130,000	130,000	130,000	
Interest on Investments	115,650	36,000	11,000	3,000	0	
Interfund Loan	3,450,000	0	0	0	0	
Tax Levy	1,385,000	1,630,000	1,905,000	2,080,000	2,155,000	
Transfer In/Out	350,000	350,000	350,000	350,000	350,000	
<i>Total</i>	5,430,650	2,146,000	2,396,000	2,563,000	2,635,000	
Total Revenues and Other Fund Sources	5,430,650	2,146,000	2,396,000	2,563,000	2,635,000	
Total Funds Available	7,644,193	4,351,193	4,278,593	3,168,993	2,828,393	
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>1-Municipal Buildings</u>						
Life Safety Reporting Upgrades	MB-23101	(80,000)	0	0	(80,000)	(85,000)
Energy Conservation & Sustainability Improvements	MB-23102	(40,000)	(60,000)	0	(65,000)	(70,000)
Major Building Components	MB-23103	0	(410,000)	(475,000)	(250,000)	(155,000)
Building Automation Replacement	MB-23104	(50,000)	(30,000)	(35,000)	(120,000)	(50,000)
Building Roof Replacements	MB-23105	(25,000)	(115,000)	(550,000)	(80,000)	(150,000)
Fire Station Refurbishment	MB-23106	(150,000)	(65,000)	(50,000)	(70,000)	(75,000)
City Hall and Community Center Improvements	MB-23107	(3,275,000)	(175,000)	(60,000)	(270,000)	(30,000)
Solar Initiative - Roof Projects	MB-23108	0	0	(1,250,000)	0	(312,500)
Special Project Facility Repairs and Upgrades	MB-23109	(30,000)	(30,000)	(30,000)	(30,000)	(35,000)
<i>Total</i>		(3,650,000)	(885,000)	(2,450,000)	(965,000)	(962,500)
<u>2-Recreational Facilities</u>						
Royals Athletic Center Improvements	RecF-23204	(110,000)	(110,000)	(110,000)	(110,000)	(110,000)
Ice Arena Improvements	RecF-23205	0	(50,000)	0	(25,000)	0
<i>Total</i>		(110,000)	(160,000)	(110,000)	(135,000)	(110,000)
<u>4-Major Equipment</u>						
Dump/Plow Truck Replacements	ME-23401	(315,300)	(284,600)	0	(296,100)	(305,000)
Fleet Vehicles	ME-23402	(964,900)	(896,900)	(730,200)	(700,900)	(930,900)
Sidewalk and Trail Maintenance Vehicle	ME-23403	(199,800)	0	0	0	0
Cold Planer	ME-23404	0	0	0	(778,600)	0

Source		2023	2024	2025	2026	2027
Capital Replacement Fund						
Electric Ice Resurfacers	ME-23406	0	0	(184,000)	0	0
Rubber-Tire Loader	ME-23408	0	0	0	0	(291,400)
Snow Blower	ME-23409	0	(142,100)	0	0	0
Sidewalk and Trail Maintenance	ME-23410	0	0	0	0	(128,100)
Skidsteer Loader	ME-23411	(99,000)	0	(98,400)	0	0
Sustainable Initiatives	ME-23412	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
	<i>Total</i>	(1,679,000)	(1,423,600)	(1,112,600)	(1,875,600)	(1,755,400)
Total Expenditures and Uses		(5,439,000)	(2,468,600)	(3,672,600)	(2,975,600)	(2,827,900)
Change in Fund Balance		(8,350)	(322,600)	(1,276,600)	(412,600)	(192,900)
Ending Balance		2,205,193	1,882,593	605,993	193,393	493

Source	2023	2024	2025	2026	2027	
Community Investment Fund						
Beginning Balance	20,371,885	19,818,285	19,531,285	19,894,285	20,257,285	
<u>Revenues and Other Fund Sources</u>						
<i>Revenue</i>						
Interest on Investments	783,400	300,000	300,000	300,000	300,000	
Other Revenue	63,000	63,000	63,000	63,000	63,000	
<i>Total</i>	846,400	363,000	363,000	363,000	363,000	
Total Revenues and Other Fund Sources	846,400	363,000	363,000	363,000	363,000	
Total Funds Available	21,218,285	20,181,285	19,894,285	20,257,285	20,620,285	
<u>Expenditures and Uses</u>						
<i>Capital Projects & Equipment</i>						
<u>2-Recreational Facilities</u>						
Ice Arena Improvements	RecF-23205	(1,400,000)	(50,000)	0	0	0
Skate Park	RecF-23207	0	(600,000)	0	0	0
<i>Total</i>		(1,400,000)	(650,000)	0	0	0
Total Expenditures and Uses		(1,400,000)	(650,000)	0	0	0
Change in Fund Balance	(553,600)	(287,000)	363,000	363,000	363,000	
Ending Balance	19,818,285	19,531,285	19,894,285	20,257,285	20,620,285	

Source	2023	2024	2025	2026	2027	
Electric Franchise Fees Fund						
Beginning Balance	201,641	706,641	903,941	1,101,241	298,541	
Revenues and Other Fund Sources						
<i>Revenue</i>						
Electric Franchise Fees	1,157,300	1,157,300	1,157,300	1,157,300	1,157,300	
Interest on Investments	157,700	50,000	50,000	50,000	50,000	
<i>Total</i>	1,315,000	1,207,300	1,207,300	1,207,300	1,207,300	
Total Revenues and Other Fund Sources	1,315,000	1,207,300	1,207,300	1,207,300	1,207,300	
Total Funds Available	1,516,641	1,913,941	2,111,241	2,308,541	1,505,841	
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>3-Parks, Trails & Open Space</u>						
Trail Improvement Plan	Park-23305	(800,000)	0	0	(1,000,000)	(1,200,000)
<i>Total</i>		(800,000)	0	0	(1,000,000)	(1,200,000)
<u>6-Local Street Improvements</u>						
Electrical System Enhancements	LSI-23604	0	(1,000,000)	(1,000,000)	(1,000,000)	(100,000)
<i>Total</i>		0	(1,000,000)	(1,000,000)	(1,000,000)	(100,000)
<i>Other Uses</i>						
Street Light Installations		(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
<i>Total</i>		(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Total Expenditures and Uses	(810,000)	(1,010,000)	(1,010,000)	(2,010,000)	(1,310,000)	
Change in Fund Balance	505,000	197,300	197,300	(802,700)	(102,700)	
Ending Balance	706,641	903,941	1,101,241	298,541	195,841	

Source	2023	2024	2025	2026	2027	
Forestry Fund						
Beginning Balance	948,152	788,952	650,752	530,652	505,652	
Revenues and Other Fund Sources						
<i>Revenue</i>						
Investment Interest	36,800	8,800	7,900	7,000	6,000	
Levy Proceeds	83,000	98,000	123,000	225,000	262,000	
<i>Total</i>	119,800	106,800	130,900	232,000	268,000	
Total Revenues and Other Fund Sources	119,800	106,800	130,900	232,000	268,000	
Total Funds Available	1,067,952	895,752	781,652	762,652	773,652	
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>3-Parks, Trails & Open Space</u>						
Plant Pest Program (Forestry Preservation)	Park-23301	(180,000)	(186,000)	(192,000)	(198,000)	(209,000)
<i>Total</i>		(180,000)	(186,000)	(192,000)	(198,000)	(209,000)
<u>4-Major Equipment</u>						
Fleet Vehicles	ME-23402	(40,000)	0	0	0	0
<i>Total</i>		(40,000)	0	0	0	0
<i>Other Uses</i>						
Transfer Out - GF		(59,000)	(59,000)	(59,000)	(59,000)	(59,000)
<i>Total</i>		(59,000)	(59,000)	(59,000)	(59,000)	(59,000)
Total Expenditures and Uses		(279,000)	(245,000)	(251,000)	(257,000)	(268,000)
Change in Fund Balance	(159,200)	(138,200)	(120,100)	(25,000)	0	
Ending Balance	788,952	650,752	530,652	505,652	505,652	

City of Minnetonka, Minnesota
 2023 - 2027 Capital Improvement Plan
 2023 thru 2027

SOURCES AND USES OF FUNDS

Source	2023	2024	2025	2026	2027
Municipal State Aid Fund					
Beginning Balance	72,177	2,212,477	4,352,777	6,493,077	8,633,377
Revenues and Other Fund Sources					
<i>Revenue</i>					
State Allotment	2,140,300	2,140,300	2,140,300	2,140,300	2,140,300
<i>Total</i>	2,140,300	2,140,300	2,140,300	2,140,300	2,140,300
Total Revenues and Other Fund Sources	2,140,300	2,140,300	2,140,300	2,140,300	2,140,300
Total Funds Available	2,212,477	4,352,777	6,493,077	8,633,377	10,773,677
Expenditures and Uses					
<i>Other Uses</i>					
Transfer Out	0	0	0	0	0
<i>Total</i>	0	0	0	0	0
Total Expenditures and Uses	0	0	0	0	0
Change in Fund Balance	2,140,300	2,140,300	2,140,300	2,140,300	2,140,300
Ending Balance	2,212,477	4,352,777	6,493,077	8,633,377	10,773,677

Source		2023	2024	2025	2026	2027
Park & Trail Improvement Fund						
Beginning Balance		5,445,126	4,474,676	4,746,976	4,873,176	5,081,076
Revenues and Other Fund Sources						
<i>Revenue</i>						
Interest on Investments		347,000	10,000	10,000	10,000	10,000
Miscellaneous Income		9,600	9,600	9,600	9,600	9,600
Park Dedication Fees		250,000	250,000	250,000	250,000	250,000
Tax Levy		425,000	500,000	575,000	650,000	725,000
	<i>Total</i>	1,031,600	769,600	844,600	919,600	994,600
Total Revenues and Other Fund Sources		1,031,600	769,600	844,600	919,600	994,600
Total Funds Available		6,476,726	5,244,276	5,591,576	5,792,776	6,075,676
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>1-Municipal Buildings</u>						
Energy Conservation & Sustainability Improvements	MB-23102	(15,000)	0	0	0	0
	<i>Total</i>	(15,000)	0	0	0	0
<u>2-Recreational Facilities</u>						
Shady Oak Beach Improvements	RecF-23203	(10,050)	(60,300)	(13,400)	(6,700)	(6,700)
Skate Park	RecF-23207	(100,000)	0	0	0	0
	<i>Total</i>	(110,050)	(60,300)	(13,400)	(6,700)	(6,700)
<u>3-Parks, Trails & Open Space</u>						
Athletic Field Improvements	Park-23302	(25,000)	(20,000)	(160,000)	(100,000)	(40,000)
Burwell House Investments	Park-23303	(93,000)	(50,000)	(60,000)	(60,000)	0
Park Investment Plan	Park-23304	(260,000)	(70,000)	(250,000)	(215,000)	(195,000)
Trail Improvement Plan	Park-23305	(350,000)	0	0	0	0
Trail Rehabilitation	Park-23306	(75,000)	(75,000)	(75,000)	(120,000)	(120,000)
Opus Area Park Improvements	Park-23307	(725,000)	0	0	0	0
Ridgedale Commons - Programming Equipment	Park-23308	(10,000)	(42,000)	(5,000)	0	0
Park Habitat Stewardship Plan	Park-23309	(145,000)	(65,000)	(80,000)	(95,000)	(120,000)
Community Forest Inventory and Management Plan	Park-23310	(75,000)	0	0	0	0
Park Master Planning	Park-23311	(75,000)	(115,000)	(75,000)	(115,000)	(115,000)
	<i>Total</i>	(1,833,000)	(437,000)	(705,000)	(705,000)	(590,000)
<u>4-Major Equipment</u>						
Forestry Mower	ME-23407	(44,000)	0	0	0	0
	<i>Total</i>	(44,000)	0	0	0	0
Total Expenditures and Uses		(2,002,050)	(497,300)	(718,400)	(711,700)	(596,700)
Change in Fund Balance		(970,450)	272,300	126,200	207,900	397,900
Ending Balance		4,474,676	4,746,976	4,873,176	5,081,076	5,478,976

Source	2023	2024	2025	2026	2027
Public Safety Fund					
Beginning Balance	(456,309)	98,191	(329,809)	(273,809)	(1,103,409)
Revenues and Other Fund Sources					
<i>Revenue</i>					
Interest on Investments	3,000	0	3,000	1,400	0
Other tax-related	0	0	0	0	0
Tax Levy	550,000	625,000	700,000	800,000	800,000
Transfer In	200,000	175,000	100,000	150,000	0
<i>Total</i>	753,000	800,000	803,000	951,400	800,000
Total Revenues and Other Fund Sources	753,000	800,000	803,000	951,400	800,000
Total Funds Available	296,691	898,191	473,191	677,591	(303,409)
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<u>4-Major Equipment</u>					
Lucas Device Purchase	ME-23417	0	0	(45,000)	0
Automated External Defibrillator (AEDs)	ME-23418	0	(28,000)	0	(36,000)
Pumper Truck Replacement	ME-23419	0	0	0	(980,000)
Apparatus Refurbishment	ME-23420	0	0	0	(175,000)
Turnout Gear	ME-23423	0	0	(294,000)	0
Fire JPA SCBA Program	ME-23424	0	(650,000)	0	0
Rescue Equipment	ME-23425	0	0	(80,000)	0
Rescue Truck Program	ME-23426	0	(100,000)	0	0
Ballistic Helmets & Tactical Vests	ME-23428	(82,500)	0	0	0
800 MHz Portable Radios	ME-23429	0	(450,000)	0	(576,000)
800 MHz Mobile Radios	ME-23430	0	0	(328,000)	0
Tasers	ME-23432	0	0	0	(93,000)
<i>Total</i>	(82,500)	(1,228,000)	(747,000)	(1,731,000)	(129,000)
<u>5-Technology</u>					
Fire Technology Update	TECH-23510	0	0	0	(50,000)
Fire Pagers	TECH-23511	(50,000)	0	0	0
Station Alerting	TECH-23512	(66,000)	0	0	0
Body Worn/In Car Cameras	TECH-23513	0	0	0	(350,000)
<i>Total</i>	(116,000)	0	0	(50,000)	(350,000)
Total Expenditures and Uses	(198,500)	(1,228,000)	(747,000)	(1,781,000)	(479,000)
Change in Fund Balance	554,500	(428,000)	56,000	(829,600)	321,000
Ending Balance	98,191	(329,809)	(273,809)	(1,103,409)	(782,409)

Source	2023	2024	2025	2026	2027	
Storm Water Fund						
Beginning Balance	1,471,222	1,771,222	3,025,822	3,478,922	4,564,722	
Revenues and Other Fund Sources						
<i>Revenue</i>						
Interest on Investments	40,000	40,000	40,000	40,000	40,000	
Storm Sewer Utility Fees	3,026,400	3,117,200	3,210,700	3,307,000	3,406,200	
<i>Total</i>	3,066,400	3,157,200	3,250,700	3,347,000	3,446,200	
Total Revenues and Other Fund Sources	3,066,400	3,157,200	3,250,700	3,347,000	3,446,200	
Total Funds Available	4,537,622	4,928,422	6,276,522	6,825,922	8,010,922	
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>4-Major Equipment</u>						
Street Sweeper	ME-23405	0	0	(357,600)	(283,300)	0
<i>Total</i>		0	0	(357,600)	(283,300)	0
<u>6-Local Street Improvements</u>						
Local Street Rehabilitation	LSI-23602	(200,000)	(50,000)	(50,000)	0	(2,000,000)
Local Street Preservation	LSI-23603	(300,000)	(50,000)	(50,000)	(100,000)	(100,000)
<i>Total</i>		(500,000)	(100,000)	(100,000)	(100,000)	(2,100,000)
<u>8-Storm Drainage Improvements</u>						
Storm Sewer Risk Assessment and Projects	SDI-23801	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Water Quality Projects	SDI-23802	0	(100,000)	0	(100,000)	0
Watershed Modeling	SDI-23803	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Major Pond Rehabilitation	SDI-23804	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Storm Sewer Lift Station Improvements	SDI-23805	(600,000)	0	(600,000)	0	(400,000)
<i>Total</i>		(1,075,000)	(575,000)	(1,075,000)	(575,000)	(875,000)
<i>Other Uses</i>						
Operating Expenses		(1,034,200)	(1,065,200)	(1,097,200)	(1,130,100)	(1,164,000)
Transfers		(157,200)	(162,400)	(167,800)	(172,800)	(178,000)
<i>Total</i>		(1,191,400)	(1,227,600)	(1,265,000)	(1,302,900)	(1,342,000)
Total Expenditures and Uses		(2,766,400)	(1,902,600)	(2,797,600)	(2,261,200)	(4,317,000)
Change in Fund Balance	300,000	1,254,600	453,100	1,085,800	(870,800)	
Ending Balance	1,771,222	3,025,822	3,478,922	4,564,722	3,693,922	

Source	2023	2024	2025	2026	2027
Street Improvement Fund					
Beginning Balance	(4,353,800)	(4,971,200)	(21,200)	1,003,800	4,323,800
Revenues and Other Fund Sources					
<i>Revenue</i>					
Interest on Investments	357,600	0	0	0	0
MSA Maintenance	635,000	625,000	615,000	605,000	595,000
Other	575,000	510,000	10,000	10,000	10,000
Tax Levy	6,080,000	6,380,000	7,005,000	7,380,000	7,580,000
Transfer In	1,450,000	750,000	400,000	350,000	150,000
<i>Total</i>	9,097,600	8,265,000	8,030,000	8,345,000	8,335,000
Total Revenues and Other Fund Sources	9,097,600	8,265,000	8,030,000	8,345,000	8,335,000
Total Funds Available	4,743,800	3,293,800	8,008,800	9,348,800	12,658,800
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<u>4-Major Equipment</u>					
Reflective Fire Hydrant Markers	LSI-23608	(60,000)	0	0	0
<i>Total</i>		(60,000)	0	0	0
<u>6-Local Street Improvements</u>					
Pavement Management Study	LSI-23601	(65,000)	(75,000)	(65,000)	(65,000)
Local Street Rehabilitation	LSI-23602	(4,100,000)	(1,350,000)	(3,500,000)	0
Local Street Preservation	LSI-23603	(5,490,000)	(1,890,000)	(3,440,000)	(4,750,000)
Noise Barrier	LSI-23605	0	0	0	(500,000)
Signal Improvements	LSI-23606	0	0	0	(250,000)
<i>Total</i>		(9,655,000)	(3,315,000)	(7,005,000)	(5,025,000)
Total Expenditures and Uses		(9,715,000)	(3,315,000)	(7,005,000)	(5,025,000)
Change in Fund Balance	(617,400)	4,950,000	1,025,000	3,320,000	(2,720,000)
Ending Balance	(4,971,200)	(21,200)	1,003,800	4,323,800	1,603,800

Source	2023	2024	2025	2026	2027	
Technology Development Fund						
Beginning Balance	1,040,950	1,438,400	663,300	634,550	279,150	
Revenues and Other Fund Sources						
<i>Revenue</i>						
Interest on Investments	26,300	2,300	2,300	1,000	1,000	
Interfund Loan	1,400,000	0	0	0	0	
Tax Levy	650,000	650,000	800,000	850,000	900,000	
Transfers In	350,000	100,000	50,000	125,000	125,000	
<i>Total</i>	2,426,300	752,300	852,300	976,000	1,026,000	
Total Revenues and Other Fund Sources	2,426,300	752,300	852,300	976,000	1,026,000	
Total Funds Available	3,467,250	2,190,700	1,515,600	1,610,550	1,305,150	
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>5-Technology</u>						
Security Equipment	TECH-23503	(69,700)	(128,500)	(129,500)	(168,700)	(155,500)
Office Equipment	TECH-23507	(97,300)	(24,500)	(84,500)	(88,300)	(265,500)
Technology Purchases/Upgrades	TECH-23508	(461,850)	(1,374,400)	(567,050)	(974,400)	(512,650)
Finance/HRIS/Utility Billing ERP Software	TECH-23509	(1,400,000)	0	0	0	0
<i>Total</i>		(2,028,850)	(1,527,400)	(781,050)	(1,231,400)	(933,650)
<i>Other Uses</i>						
Interfund Loan Payback		0	0	(100,000)	(100,000)	(100,000)
<i>Total</i>		0	0	(100,000)	(100,000)	(100,000)
Total Expenditures and Uses		(2,028,850)	(1,527,400)	(881,050)	(1,331,400)	(1,033,650)
Change in Fund Balance	397,450	(775,100)	(28,750)	(355,400)	(7,650)	
Ending Balance	1,438,400	663,300	634,550	279,150	271,500	

Source	2023	2024	2025	2026	2027
Trail System Expansion Fund					
Beginning Balance	265,753	800,653	1,758,453	1,442,953	992,753
Revenues and Other Fund Sources					
<i>Revenue</i>					
Gas & Electric Franchise Fees	1,948,200	1,948,200	1,948,200	1,948,200	1,948,200
Interest on Investments	136,700	9,600	6,300	1,600	1,500
<i>Total</i>	2,084,900	1,957,800	1,954,500	1,949,800	1,949,700
Total Revenues and Other Fund Sources	2,084,900	1,957,800	1,954,500	1,949,800	1,949,700
Total Funds Available	2,350,653	2,758,453	3,712,953	3,392,753	2,942,453
Expenditures and Uses					
<i>Capital Projects & Equipment</i>					
<u>3-Parks, Trails & Open Space</u>					
Trail Improvement Plan	Park-23305	(1,550,000)	(1,000,000)	(2,270,000)	(2,400,000)
<i>Total</i>		(1,550,000)	(1,000,000)	(2,270,000)	(2,400,000)
Total Expenditures and Uses		(1,550,000)	(1,000,000)	(2,270,000)	(2,400,000)
Change in Fund Balance	534,900	957,800	(315,500)	(450,200)	(450,300)
Ending Balance	800,653	1,758,453	1,442,953	992,753	542,453

Source		2023	2024	2025	2026	2027
Utility Fund						
Beginning Balance		24,223,701	29,104,901	35,841,501	31,894,101	37,506,901
Revenues and Other Fund Sources						
<i>Revenue</i>						
Bond Proceeds		10,000,000	8,200,000	0	10,000,000	0
Hookup Fees		234,800	239,500	244,300	249,200	249,200
Interest on Investments		156,600	198,700	276,800	202,400	273,000
Miscellaneous Income		366,300	373,200	380,100	387,300	394,600
Water Sales & Sewer Services		17,602,100	18,353,400	19,136,900	19,953,800	20,805,622
	<i>Total</i>	28,359,800	27,364,800	20,038,100	30,792,700	21,722,422
Total Revenues and Other Fund Sources		28,359,800	27,364,800	20,038,100	30,792,700	21,722,422
Total Funds Available		52,583,501	56,469,701	55,879,601	62,686,801	59,229,323
Expenditures and Uses						
<i>Capital Projects & Equipment</i>						
<u>1-Municipal Buildings</u>						
Life Safety Reporting Upgrades	MB-23101	0	(50,000)	0	0	0
	<i>Total</i>	0	(50,000)	0	0	0
<u>4-Major Equipment</u>						
Dump/Plow Truck Replacements	ME-23401	0	0	(287,500)	0	0
Fleet Vehicles	ME-23402	(102,200)	(59,200)	(71,700)	(141,700)	(129,400)
	<i>Total</i>	(102,200)	(59,200)	(359,200)	(141,700)	(129,400)
<u>6-Local Street Improvements</u>						
Local Street Rehabilitation	LSI-23602	(3,500,000)	(50,000)	(50,000)	0	(3,150,000)
Local Street Preservation	LSI-23603	(220,000)	(120,000)	(120,000)	(120,000)	(120,000)
	<i>Total</i>	(3,720,000)	(170,000)	(170,000)	(120,000)	(3,270,000)
<u>9-Water/Sewer Improvements</u>						
Water - Miscellaneous Piping & Improvements	WSS-23901	(170,000)	(180,000)	(190,000)	(200,000)	(210,000)
Water - Tower Maintenance	WSS-23902	(2,000,000)	(70,000)	(25,000)	(85,000)	(90,000)
Water - Removal of Excavated Soil	WSS-23903	(80,000)	0	(90,000)	0	(95,000)
Water - System Sustainability Improvements	WSS-23904	(350,000)	(800,000)	(1,000,000)	(700,000)	(3,800,000)
Water - Trunk Utility Line Replacement	WSS-23905	0	0	0	(3,750,000)	0
Water - Water Meter Replacement Program	WSS-23906	0	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
Sewer - System Sustainability Improvements	WSS-23907	(1,900,000)	(1,500,000)	(3,400,000)	(1,000,000)	(750,000)
Sewer - Infiltration and Inflow Reduction Program	WSS-23908	(170,000)	(180,000)	(190,000)	(200,000)	(210,000)
Opus Area Utility Infrastructure	WSS-23909	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Outdoor Warning Sirens	WSS-23910	(75,000)	(75,000)	0	0	0
	<i>Total</i>	(4,995,000)	(4,555,000)	(6,645,000)	(7,685,000)	(6,905,000)
<i>Other Uses</i>						
Debt Service		(2,290,400)	(3,025,400)	(3,631,500)	(3,628,000)	(4,363,900)
Operating Expenses		(6,474,300)	(6,644,100)	(6,818,600)	(6,998,000)	(7,182,300)
Sewer Service Charge		(5,096,700)	(5,300,500)	(5,512,500)	(5,733,000)	(5,962,300)
Transfers		(800,000)	(824,000)	(848,700)	(874,200)	(900,400)

Source	2023	2024	2025	2026	2027
Utility Fund					
<i>Total</i>	(14,661,400)	(15,794,000)	(16,811,300)	(17,233,200)	(18,408,900)
Total Expenditures and Uses	(23,478,600)	(20,628,200)	(23,985,500)	(25,179,900)	(28,713,300)
Change in Fund Balance	4,881,200	6,736,600	(3,947,400)	5,612,800	(6,990,878)
Ending Balance	29,104,901	35,841,501	31,894,101	37,506,901	30,516,023

Source	2023	2024	2025	2026	2027
Williston Center Fund					
Beginning Balance	324,172	398,772	528,472	541,872	608,172
<u>Revenues and Other Fund Sources</u>					
<i>Revenue</i>					
Interest on Investments	21,000	10,000	10,000	12,000	12,000
Membership Fees	1,911,500	1,911,500	2,054,900	2,054,900	2,209,000
Miscellaneous Revenues	130,000	130,000	130,000	130,000	130,000
Other Fees	364,100	364,100	400,500	400,500	400,500
Tennis Court Fees	682,500	716,700	716,700	716,700	716,700
<i>Total</i>	3,109,100	3,132,300	3,312,100	3,314,100	3,468,200
Total Revenues and Other Fund Sources	3,109,100	3,132,300	3,312,100	3,314,100	3,468,200
Total Funds Available	3,433,272	3,531,072	3,840,572	3,855,972	4,076,372
<u>Expenditures and Uses</u>					
<i>Capital Projects & Equipment</i>					
<u>1-Municipal Buildings</u>					
Life Safety Reporting Upgrades	MB-23101	0	0	(50,000)	0
Major Building Components	MB-23103	(40,000)	(40,000)	(40,000)	(60,000)
Building Roof Replacements	MB-23105	(15,000)	0	0	(15,000)
<i>Total</i>		(55,000)	(40,000)	(90,000)	(155,000)
<u>2-Recreational Facilities</u>					
Williston Center Improvements	RecF-23201	(310,000)	(205,000)	(360,000)	(230,000)
<i>Total</i>		(310,000)	(205,000)	(360,000)	(230,000)
<i>Other Uses</i>					
Operating Expenses		(2,613,900)	(2,700,200)	(2,789,400)	(2,881,500)
Transfers Out - Indirect Costs		(55,600)	(57,400)	(59,300)	(61,300)
<i>Total</i>		(2,669,500)	(2,757,600)	(2,848,700)	(2,942,800)
Total Expenditures and Uses		(3,034,500)	(3,002,600)	(3,298,700)	(3,247,800)
Change in Fund Balance	74,600	129,700	13,400	66,300	(31,700)
Ending Balance	398,772	528,472	541,872	608,172	576,472



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2023 - 2027 Capital Improvement Plan

2023 thru 2027

Department 1-Municipal Buildings

City of Minnetonka, Minnesota

Contact Facilities Manager

Project # MB-23101
 Project Name Life Safety Reporting Upgrades

Type Improvement

Useful Life

Category Municipal Buildings

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item funds the improvement of life safety, duress, sprinkler and fire panel alarms that are located in the city's buildings.

The schedule for detector replacement is:
 2023: Public Works Fire Annunciator Panel
 2024: Water Plant #16 Chemical and Fire Alarms
 2025: Williston Center Fire System and Sprinklers
 2026: Community Center Elevators and Controls
 2027: City Hall Elevators and Controls

Justification/Relationship to Plans and Projects

A number of the city's building fire panels and associated emergency detectors (smoke, fire, duress, and duct) are due for replacement as they have reached the end of their useful life and need to be updated to meet current code.

Improvements to the notification system involve upgrading the detectors located in each building that signal an emergency with digital equipment. Alarms that were previously sent to police dispatch are now sent to an outside vendor for monitoring.

The project is consistent with the policy of maintaining the city's infrastructure.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	80,000	50,000	50,000	80,000	85,000	345,000
Total	80,000	50,000	50,000	80,000	85,000	345,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	80,000			80,000	85,000	245,000
Utility Fund		50,000				50,000
Williston Center Fund			50,000			50,000
Total	80,000	50,000	50,000	80,000	85,000	345,000

Impacts (Budget, Sustainability, Other)

This project does not increase annual operating costs.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 1-Municipal Buildings
 Contact Facilities Manager
 Type Improvement
 Useful Life
 Category Municipal Buildings
 Priority 2 Important-Provide Efficiency

Project #	MB-23102
Project Name	Energy Conservation & Sustainability Improvements

Description (Include Scheduling and Project Status)

This item provides for the upgrade of energy consuming equipment such as light fixtures, occupancy sensors, insulation, weather stripping, water heaters, water reduction device fixtures and similar equipment that will save energy and water resources.

Projects are undertaken such that those deriving the shortest payback of investment are completed first as well as lighting that has reached the end of its useful life.

2023: Park shelter and restroom lighting
 2024: Ice arena - hot water heaters and furnaces
 2025: See Solar Initiative - Roof Projects page
 2026: Refrigerant change out
 2027: Conservation improvements

Justification/Relationship to Plans and Projects

Electric rate interim increases have been sought by Xcel Energy from the Public Utilities Commission on a somewhat regular basis. Electric and gas prices continue to drive return on investment for energy saving projects.

The city has a comprehensive list of energy-saving improvements and completes those with the shortest payback first and progresses to those items with a longer payback.

LED lighting, energy efficient motors, variable air volume HVAC equipment and building computer controls are becoming mainstream and are supported by life cycle-costing methods and rate of return analyses.

LED lighting generally saves 30 to 40% of current demand (per fixture). At current electric rates, LED lighting projects have a payback of typically 3-5 years.

Current strategy is to replace fluorescent lighting three or more years old, failed lighting, or lighting that is operating over eight hours per working day with LED fixtures.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	55,000	60,000		65,000	70,000	250,000
Total	55,000	60,000		65,000	70,000	250,000
Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	40,000	60,000		65,000	70,000	235,000
Park & Trail Improvement Fund	15,000					15,000
Total	55,000	60,000		65,000	70,000	250,000

Impacts (Budget, Sustainability, Other)

Generally resources spent in this area should have a return on investment of 3 to 5-years or less.



2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Department 1-Municipal Buildings
 Contact Facilities Manager
 Type Improvement
 Useful Life
 Category Municipal Buildings
 Priority 2 Important-Provide Efficiency

Project # MB-23103
 Project Name Major Building Components

Description (Include Scheduling and Project Status)

This item provides for the replacement or emergency repair of various major building components including: heating, ventilating & air conditioning (HVAC), life safety equipment, fire systems, building exterior envelope components, interior sub-systems and structural repair.

2023: Williston Boilers (2)
 2024: Williston Center RTU's #1 & 2
 Comm. Center 2nd floor condenser
 Ice A Dehumidifiers
 2025: Comm. Center AHU #1, Condenser/AC,
 Williston Center RTU's #3 & 4
 2026: Data Room updates
 Williston RTU's #5, 6 & 7
 WTP #16 AHU
 2027: Data Center updates
 Williston RTU's #8 & 9

Definitions:
 AC - air conditioning unit
 AHU - air handling unit
 RTU - roof top unit

Justification/Relationship to Plans and Projects

A number of the city's building air conditioning and heating units are approaching the end of their useful life. The outlined phased program replaces those units that are in greater need. If a unit unexpectedly fails, those units will be reprioritized for immediate replacement.

This project is consistent with the policy of maintaining the city's infrastructure.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	40,000	450,000	515,000	310,000	310,000	1,625,000
Total	40,000	450,000	515,000	310,000	310,000	1,625,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund		410,000	475,000	250,000	155,000	1,290,000
Williston Center Fund	40,000	40,000	40,000	60,000	155,000	335,000
Total	40,000	450,000	515,000	310,000	310,000	1,625,000

Impacts (Budget, Sustainability, Other)

This item generally does not increase operating costs and in some cases reduces costs when energy efficient units replace older less-efficient ones.

Many major building components are currently available for utility rebates.

Additional HVAC improvements that were previously scheduled in 2023 were accelerated to 2020 and funded due to receipt of Federal CARES Act money as a result of COVID-19 to improve filtration and outside air control.



2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Department 1-Municipal Buildings
 Contact Facilities Manager
 Type Equipment
 Useful Life
 Category Municipal Buildings
 Priority 2 Important-Provide Efficiency

Project #	MB-23104
Project Name	Building Automation Replacement

Description (Include Scheduling and Project Status)

This project funds the ongoing installation or replacement of the computer controlled system to efficiently monitor and remotely control city heating, ventilating and air conditioning systems as well as other related systems in each of the city's buildings.

Each year's improvement project would be initiated and completed in the year of funding.

2023: Satellite Fire Stations
 2024: Meadow, Purgatory and Big Willow Park Buildings Integration
 2025: City Hall
 2026: System wide upgrades and modeling
 2027: Server upgrade

Justification/Relationship to Plans and Projects

Building automation is the centralized digital control of a building's heating, ventilation, air conditioning, lighting and other systems, through a Building Automation System (BAS). The objectives of building automation are reduction in energy consumption, improved equipment life cycles, improved occupant comfort and remote operation.

The city's original building automation computer program and system is no longer supported and is systematically being replaced. Initially, building controls utilized pneumatic systems to command actuators and thermostats by air pressure. The conversion from pneumatic to digital (electronic) controls reduces maintenance, and increases environmental control for improved building comfort.

The project is consistent with maintaining the city's infrastructure. As the building automation system becomes more robust, so does the capability of the building system controls.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	50,000	30,000	35,000	120,000	50,000	285,000
Total	50,000	30,000	35,000	120,000	50,000	285,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	50,000	30,000	35,000	120,000	50,000	285,000
Total	50,000	30,000	35,000	120,000	50,000	285,000

Impacts (Budget, Sustainability, Other)

These projects decrease annual operational costs by eliminating labor costs for air compressor maintenance, parts searches, and call backs. It also allows quicker response to comfort control adjustments. Energy efficiencies are anticipated to increase as select building temperature setbacks are expanded.

The automation replacement increases costs for new software licenses and software modules.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 1-Municipal Buildings
 Contact Facilities Manager
 Type Improvement
 Useful Life
 Category Municipal Buildings
 Priority 2 Important-Provide Efficiency

Project #	MB-23105
Project Name	Building Roof Replacements

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement, repair and evaluation of roof systems for community and utility buildings.

All city roofs were assessed in 2011 to program development and follow up on improvements. Project specifications are then developed by a consulting firm specializing in roof systems. The projects are bid in the funding year and completed during the warm weather months.

2023: Ice Arena A roof evaluation, system wide repairs, existing Police roof, Williston Fitness Center roof repair
 2024: Glen Lake Activity Center
 2025: Ice Arena A
 2026: City Hall/Community Center link (flat roof)
 2027: Community Center (flat roof)

Justification/Relationship to Plans and Projects

Roofing systems have a life expectancy that varies depending on the type of roof system. Rubber and adhered rubber roofs have increased life expectancies and are considered good alternatives if the City’s preferred built-up roof standard is not economically feasible. Re-roofing provides an opportunity to evaluate insulation and make upgrades for energy savings. All roof insulating capabilities are evaluated during replacement of each roof system. Flashing systems, coping, gutters and snow guards, parapet walls are also considered part of the roof system and are repaired if found to be deficient.

These projects are consistent with the policy of maintaining the city’s infrastructure.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	40,000	115,000	550,000	95,000	150,000	950,000
Total	40,000	115,000	550,000	95,000	150,000	950,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	25,000	115,000	550,000	80,000	150,000	920,000
Williston Center Fund	15,000			15,000		30,000
Total	40,000	115,000	550,000	95,000	150,000	950,000

Impacts (Budget, Sustainability, Other)

Added insulation during re-roofing will decrease heating and cooling expenses.

Improvements to Fire #5, originally scheduled in 2024, were accelerated to 2020 due to current roof failures.



2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Project #	MB-23106
Project Name	Fire Station Refurbishment



Type	Improvement	Department	1-Municipal Buildings
Useful Life		Contact	Facilities Manager
Category	Municipal Buildings	Priority	1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This item provides for the repair and ongoing refurbishment of fire stations. Anticipated repairs may include flooring, cabinets, garage doors, epoxy flooring painting, truck exhaust systems, hot water heaters and miscellaneous painting.

Satellite station system wide improvements include overhead door operators, paint, bath and showers, generator replacement, wall and floor repairs, and code items.

Justification/Relationship to Plans and Projects

The city's satellite fire stations were constructed between 1972 and 1991. Significant roofing, siding, grounds and flooring projects are complete in a majority of the stations.

Exterior doors, select mechanical & plumbing replacements, apparatus bay/operational items and general facility improvements are identified. In 2023, additional funds are shown to construct modifications to accommodate revised staffing levels at Fire Stations #3 and 5.

These smaller upgrades follow major upgrades to Fire Stations #2, #3, #4 and #5.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	150,000	65,000	50,000	70,000	75,000	410,000
Total	150,000	65,000	50,000	70,000	75,000	410,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	150,000	65,000	50,000	70,000	75,000	410,000
Total	150,000	65,000	50,000	70,000	75,000	410,000

Impacts (Budget, Sustainability, Other)

Repairs generally will not increase operating costs. Energy conservation items such as doors and water heaters will decrease heat energy expenses.



2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Department 1-Municipal Buildings
 Contact Facilities Manager
 Type Improvement
 Useful Life
 Category Municipal Buildings
 Priority 2 Important-Provide Efficiency

Project #	MB-23107
Project Name	City Hall and Community Center Improvements

Description (Include Scheduling and Project Status)

This project provides for the funding of major improvement, maintenance and service delivery projects at city hall and the community center, which includes meeting rooms, banquet facilities, employee areas and public spaces.

Projects will include enhancements to the furnishings, lighting, building comfort, and security.

City Hall (CH) & Community Center (CC) Projects
 2023: CC renovation and flooring, CH public area flooring and storage area renovations \$475,000
 2024: CH window replacements
 2025: CH service delivery remodel, visitor screening and security
 2026: Space needs study, ADA review and digital signs
 2027: CH/CC miscellaneous projects

Justification/Relationship to Plans and Projects

The community center was constructed in 1987 and city hall in 1971 and have received a number of cosmetic improvements, roofs, and select building system equipment to operate effectively. Like city hall, the community center is in need of upgrades that are outlined above. Building refurbishment and employee work space improvements are priorities and driving forces for a comprehensive facility improvement.

The city began implementation of the Civic Center Master Plan in 2005 and 2006 through upgrades of the Civic Center roadway, parking lots, landscaping and recreational facilities. The City Hall courtyard was refurbished in 2016 with the installation of stamped concrete, retaining walls, lighting, yard furniture and landscaping. In 2017 the community center courtyard and council chambers deck was completed. In 2019 city hall office spaces were refurbished and in 2019 to 2020 meeting rooms and office areas were refurbished.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	3,275,000	175,000	60,000	270,000	30,000	3,810,000
Total	3,275,000	175,000	60,000	270,000	30,000	3,810,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	3,275,000	175,000	60,000	270,000	30,000	3,810,000
Total	3,275,000	175,000	60,000	270,000	30,000	3,810,000

Impacts (Budget, Sustainability, Other)

Savings from previous years' civic center and city hall improvements have been reprogrammed into this project. In 2020/2021, building material costs have increased drastically and continue to rise which could further impact costs of these projects.

Facility improvements will help to provide a quality facility that can be marketed to outside groups and organizations that could potentially increase revenues.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 1-Municipal Buildings
 Contact Facilities Manager
 Type Improvement
 Useful Life
 Category Municipal Buildings
 Priority 2 Important-Provide Efficiency

Project # MB-23108
 Project Name Solar Initiative - Roof Projects

Description (Include Scheduling and Project Status)

This project consists of upgrading the Public Works and Public Safety facility roofs with solar panels.

2025 - Public Works facility roof
 2027 - Public Works facility solar
 Future - Public Safety facility

Justification/Relationship to Plans and Projects

Electric rate interim increases have been sought by Xcel Energy from the Public Utilities Commission on a somewhat regular basis. Electric and gas prices continue to drive return on investment for energy saving projects.

These projects were identified as part of the energy conservation and sustainability improvements effort. Staff will be seeking federal energy grants to aid in cost sharing this project.

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance			1,250,000		1,250,000	2,500,000	500,000
Total			1,250,000		1,250,000	2,500,000	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Capital Replacement Fund			1,250,000		312,500	1,562,500	500,000
Grants/Partnership Funding					937,500	937,500	
Total			1,250,000		1,250,000	2,500,000	Total

Impacts (Budget, Sustainability, Other)

Construction of the solar roof will decrease dependency on electric consumption.

2023 - 2027 Capital Improvement Plan

2023 thru 2027

Department 1-Municipal Buildings
 Contact Facilities Manager
 Type Improvement
 Useful Life
 Category Municipal Buildings
 Priority 2 Important-Provide Efficiency

City of Minnetonka, Minnesota

Project #	MB-23109
Project Name	Special Project Facility Repairs and Upgrades

Description (Include Scheduling and Project Status)

This item provides for the completion of special project facility repairs and upgrades.

Justification/Relationship to Plans and Projects

Throughout the course of the year, various facility projects come up that are not budgeted within the current 5 year CIP. However, the nature of the project is typically best from a timing and budgeting perspective to be completed when identified.
 This project would allow for these identified tasks to be completed when requested.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	30,000	30,000	30,000	30,000	35,000	155,000
Total	30,000	30,000	30,000	30,000	35,000	155,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	30,000	30,000	30,000	30,000	35,000	155,000
Total	30,000	30,000	30,000	30,000	35,000	155,000

Impacts (Budget, Sustainability, Other)

This item generally does not increase operating costs and in some cases reduces costs by completing the project with available on site contractors.



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City of Minnetonka, Minnesota

Project # RecF-23201
Project Name Williston Center Improvements

Type Improvement

Department 2-Recreational Facilities

Useful Life

Contact Williston Center Manager

Category Recreational Facilities

Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

These projects preserve the future usefulness of the facility for its traditional functions. Due to the pandemic facility memberships and visits decreased but as COVID peaks and we near the endemic phase we anticipate memberships continue to increase. Memberships are up 10% from 2021. The facility is averaging 7,613 members of which 6,248 are Minnetonka residents. Williston continues to be a reasonably priced fitness facility and a cost-effective location to host 60 Recreation Services programs.

Justification/Relationship to Plans and Projects

Facility improvements focus on keeping our customer base satisfied in terms of cleanliness, maintenance, equipment needs and programming space.

In 2021, 8 pieces of cardiovascular equipment were replaced and new free weights, plates and racks were purchased. The facility will replace 10 treadmills in 2022 as they were delayed from 2020.

Future facility projects and upgrades include:

2023: parking lot mill & overlay (\$65,000), fitness equipment (\$75,000), pool deck flooring (\$60,000), EIFS repair (\$60,000) and misc. building repairs (\$50,000)

2024: studio flooring resurface (\$20,000), carpet replacement (\$55,000), key fobs (\$25,000), treehouse flooring (\$30,000) and misc. building repairs (\$75,000)

2025: strength equipment (\$125,000), fitness flooring (\$65,000), cycling bikes (\$50,000), batting cage netting/machines (\$70,000) and misc. building repairs (\$50,000)

2026: elliptical machines (\$55,000), energy efficient improvements (\$75,000) and misc. building repairs

2027: treadmills (\$130,000), treehouse upgrades (\$75,000) and misc. building repairs (\$100,000)

The projects included in the 2023-2027 municipal buildings section will make necessary repairs to maintain the integrity of the tennis roof, roof top units and the boilers.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	310,000	205,000	360,000	230,000	305,000	1,410,000
Total	310,000	205,000	360,000	230,000	305,000	1,410,000

Funding Sources	2023	2024	2025	2026	2027	Total
Williston Center Fund	310,000	205,000	360,000	230,000	305,000	1,410,000
Total	310,000	205,000	360,000	230,000	305,000	1,410,000

Impacts (Budget, Sustainability, Other)

The projects listed above will not affect annual costs, but will protect the investments made within the building over the past few years.

2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Project # RecF-23203
Project Name Shady Oak Beach Improvements

Type Improvement **Department** 2-Recreational Facilities
Useful Life **Contact** Recreation Superintendent
Category Recreational Facilities **Priority** 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

Shady Oak Beach is jointly operated by the cities of Hopkins and Minnetonka. The facility is open from June – August each summer with the revenues generated from season pass sales and daily admissions. The facility was most recently renovated in 1998. An additional renovation on the lifeguard shack was completed in 2021.

2023: Miscellaneous building/grounds maintenance (\$6,000); miscellaneous building equipment/components (\$9,000), i.e. concession equipment, patio tables and chairs
 2024: Inflatable replacement (\$10,000); parking lot mill and overlay (\$80,000)
 2025: Miscellaneous building maintenance (\$20,000)
 2026: Miscellaneous building maintenance (\$10,000)
 2027: Miscellaneous building maintenance (\$10,000)

Justification/Relationship to Plans and Projects

The joint agreement between the city of Minnetonka and city of Hopkins provides for the sharing of the operating and capital expenses of Shady Oak Beach. These expenses are split 67% city of Minnetonka and 33% city of Hopkins.

These improvements are in keeping with the efforts to maintain a quality facility.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	15,000	90,000	20,000	10,000	10,000	145,000
Total	15,000	90,000	20,000	10,000	10,000	145,000

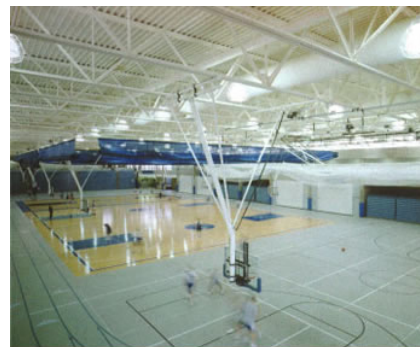
Funding Sources	2023	2024	2025	2026	2027	Total
City of Hopkins	4,950	29,700	6,600	3,300	3,300	47,850
Park & Trail Improvement Fund	10,050	60,300	13,400	6,700	6,700	97,150
Total	15,000	90,000	20,000	10,000	10,000	145,000

Impacts (Budget, Sustainability, Other)

Maintenance costs tend to rise as facilities age. A consistent replacement schedule of older items will allow operating costs to be maintained. These capital projects will not have an effect on the facility’s annual operating costs or revenues long-term.

City of Minnetonka, Minnesota

Project #	RecF-23204
Project Name	Royals Athletic Center Improvements



Type	Improvement	Department	2-Recreational Facilities
Useful Life		Contact	Facility Division Manager
Category	Recreational Facilities	Priority	2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

The Royals Athletic Center (formerly Lindbergh Center) is jointly owned and operated by the City of Minnetonka and the Hopkins School District. The facility has five regulation basketball courts, seven volleyball courts, competitive running track, walking & jogging track and an exercise and conditioning room. Designated hours for community use of the Royals Athletic Center provide residents the opportunity to maintain overall fitness.

Due to the Hopkins School District capital bond referendum, the renovation of certain items may be completed at different times than expected. The city will still adhere to its funding schedule. Projects are regularly put into the CIP to spread the cost of maintenance and equipment replacement over a number of years rather than expending a large amount at one time. The city would be responsible for 29% of the following improvements:

- 2023: Cardiovascular equipment, sidewalk/entrance reconfiguration
- 2024: Replace four basketball court floors
- 2025: Main bleacher replacement
- 2026: Replace doors, carpeting
- 2027: Replace basket/curtain lifts, sound system, lighting

Justification/Relationship to Plans and Projects

The joint agreement between the city of Minnetonka and the Hopkins School District provides for the sharing of the operating and capital expenses of the Royals Athletic Center. The facility is instrumental to the joint recreation division’s ability to offer high demand youth and adult community programs.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	380,000	380,000	380,000	380,000	380,000	1,900,000
Total	380,000	380,000	380,000	380,000	380,000	1,900,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	110,000	110,000	110,000	110,000	110,000	550,000
Hopkins School District	270,000	270,000	270,000	270,000	270,000	1,350,000
Total	380,000	380,000	380,000	380,000	380,000	1,900,000

Impacts (Budget, Sustainability, Other)

These capital improvements are in keeping with efforts to provide and maintain a quality and efficiently operated facility. Preventative maintenance costs tend to rise as the building and equipment ages. A consistent maintenance and replacement schedule of older equipment will allow operating costs to be maintained.



2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Department 2-Recreational Facilities

Contact Ice Arena Manager

Type Improvement

Useful Life

Category Recreational Facilities

Priority 2 Important-Provide Efficiency

Project #	RecF-23205
Project Name	Ice Arena Improvements

Description (Include Scheduling and Project Status)

Ice Arena A was constructed in 1970 by volunteers and has been under the city’s ownership since 1975. Ice Arena B was constructed as a permanent facility in 1989 after operating as an air structure for 16 years. As aging facilities that still are in demand, primarily during prime skating season, ongoing preventative maintenance and equipment replacement are vital to providing quality, safe and efficient facilities.

2018-24: Interfund loan payback from the Community Investment Fund (CIF) to the Special Assessment Construction Fund as adopted in the 2015 Budget and formal public hearings for use of the CIF. Final transfer of \$50,000 is scheduled for 2024. This interfund loan financed improvements at Ice Arena A including upgrading the refrigeration system and replacing the dasher boards.

Justification/Relationship to Plans and Projects

Replacement of the aging Rink B refrigeration system (2023) will reduce current and future maintenance expenses. A 20 year life expectancy is typical of refrigeration systems and the current system will be 20 years old when replaced. \$1,400,000

Upgrading the concession stand food storage walls and flooring in 2024 is necessary to be NSF compliant. \$50,000. 2026 shows \$25,000 for a new sound system in Rink B.

These improvements are in keeping with efforts to provide and maintain a safe and efficient facility.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	1,400,000	100,000				1,500,000
Equip/Vehicles/Furnishings				25,000		25,000
Total	1,400,000	100,000		25,000		1,525,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund		50,000		25,000		75,000
Community Investment Fund	1,400,000	50,000				1,450,000
Total	1,400,000	100,000		25,000		1,525,000

Impacts (Budget, Sustainability, Other)

Maintenance costs on the refrigeration system installed in Rink A in 2015 and scheduled in Rink B in 2023 have reduced due to better energy efficiency, the elimination of expensive R22 refrigerant, and reduced mechanical breakdowns.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 2-Recreational Facilities

City of Minnetonka, Minnesota

Contact Park Planner

Project # RecF-23207

Type Improvement

Project Name Skate Park

Useful Life 20

Category Recreational Facilities

Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

In early 2021, a group of residents approached the Minnetonka Park Board inquiring about a new or updated skate park. The city currently owns one skate park, located in Glen Lake off of Excelsior Boulevard. This 20-year-old skate park is an older style skate park and is not heavily used.

In 2022, the city will complete a Skate Park Feasibility Study and identify a number of potential sites, along with estimated costs. The next step in the project would be to start design of a new or renovated skate park in 2023, with construction beginning the following year.

Justification/Relationship to Plans and Projects

The results of the 2019 Community Facility & Programming Space Study indicated an increase in participation levels for skateboarding.

The recent update to the Parks, Open Space and Trails (POST) Plan lists a skate park as a future priority initiative.

An increased interest in non-traditional sports, such as skateboarding have occurred recently. The Minnetonka Park Board and staff have received numerous requests for updated amenities related to skate boarding.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design/Engineering	100,000					100,000
Construction/Maintenance		900,000				900,000
Total	100,000	900,000				1,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Community Investment Fund		600,000				600,000
Grants/Partnership Funding		300,000				300,000
Park & Trail Improvement Fund	100,000					100,000
Total	100,000	900,000				1,000,000

Impacts (Budget, Sustainability, Other)

Skate parks are typically are large up front cost with minimal on-going maintenance.

City of Minnetonka, Minnesota
2023 - 2027 Capital Improvement Plan

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
Recreational Pool	2-Recreational Facilities	RecF-TBD2302	3	20,000,000
	TOTAL			20,000,000

2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Department 2-Recreational Facilities

Contact Recreation Director

Type Improvement

Useful Life 20

Category Recreational Facilities

Priority 3 Expansion of New/Existing

Project #	RecF-TBD2302
Project Name	Recreational Pool

Description (Include Scheduling and Project Status)

The results of the 2019 Community Facility & Programming Space Study indicated the need for an additional recreational swimming pool. An additional pool would relieve pressures at the heavily used Williston Center pool.

Staff will explore opportunities for school partnerships, public/private partnerships, or leasing opportunities as options for additional pool space. Staff will also explore available funding options including pursuing state bonding.

SCHEDULING AND PROJECT STATUS:
 2023-2027: Explore opportunities
 Future: Construction/renovation of pool facility

Justification/Relationship to Plans and Projects

The results of the 2019 Community Facility & Programming Space Study indicated the need for an additional recreational swimming pool.

Swim lessons are one of the most popular and sought-after program offerings in the Recreation Department. Over the past three years, the waitlist percentage (total available openings/waitlisted participants) has been over 50%. The next highest program area is teen programming with 9%. Based on National Recreation and Parks Association standards for pools the City of Minnetonka does not meet the recommended level of service for swimming pools.

In addition to the swim lesson program, the Williston Center offers approximately 20 hours of senior-focused aquatics programming. This leaves minimal time for member use (open swim, lap swimming, etc.).

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance				0		0	20,000,000
Total				0		0	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Community Investment Fund				0		0	20,000,000
Grants/Partnership Funding				0		0	Total
Total				0		0	

Impacts (Budget, Sustainability, Other)

Operating expenditures to be determined based on the type of facility. The city will pursue state bonding for this project.



CITY OF
MINNETONKA

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota




Department 3-Parks, Trails & Open Space
Contact Natural Resources Manager
Type Maintenance
Useful Life
Category Park Improvements/Refurbish
Priority 3 Expansion of New/Existing

Project #	Park-23301
Project Name	Plant Pest Program (Forestry Preservation)

Description (Include Scheduling and Project Status)

This program funds asset-related costs associated with the arrival of the Emerald Ash Borer (EAB) insect.

In 2014, the city initiated the EAB Management Plan to begin to address the anticipated effects of EAB infestation. The city has hired additional staff to assist with the implementation of EAB management for both public and private trees. The first full year of the program was in 2015. Phase 2 of the EAB Management Plan began in 2019 after discovery of the EAB within the city boundary.

Justification/Relationship to Plans and Projects

The Emerald Ash Borer is an insect now present in Minnetonka that will eventually kill most native ash trees. As a result, the city has a pro-active management program that deals with the anticipated costs of the infestation. These costs include tree removal, stump grinding, reforestation, chemical treatments and public education.

Beginning in 2022, CIP funds specific to the EAB Management Program were expanded to include all plant pests to account for overlap of staff efforts and funds associated with those efforts. Funds will be used to purchase equipment to manage EAB. In addition, the equipment will be used for tree removal related to other existing or emerging pests/diseases (oak wilt, Dutch elm disease, etc.), removal of risk trees, and tree pruning along the right-of-way and on city property as well as reforestation. Funds will continue to be used to hire contractors to remove diseased trees that city field crews cannot remove.

This plan is related to Council Policy 8.3 (Plant Pest Program) and is coordinated with other forestry-related programs.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	180,000	186,000	192,000	198,000	209,000	965,000
Total	180,000	186,000	192,000	198,000	209,000	965,000

Funding Sources	2023	2024	2025	2026	2027	Total
Forestry Fund	180,000	186,000	192,000	198,000	209,000	965,000
Total	180,000	186,000	192,000	198,000	209,000	965,000

Impacts (Budget, Sustainability, Other)

The costs above reflect only the capital budget portion of the program, and operating costs for the program are budgeted in the general fund within the natural resources division of the public works department. A \$58,000 per year transfer from the forestry fund balance to the general fund supports the operating costs of the plan including staffing, administration and seasonal employees above its general fund base budget.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 3-Parks, Trails & Open Space

Contact Public Works Operations Man

Type Improvement

Useful Life

Category Park Improvements/Refurbish

Priority 2 Important-Provide Efficiency

Project #	Park-23302
Project Name	Athletic Field Improvements

Description (Include Scheduling and Project Status)

The Minnetonka Park Board’s 2012 update of the city’s Athletic Field Needs Study and the 2019 Facility Needs Study continue to indicate a moderate need for increased game quality athletic fields for the sports of soccer, lacrosse and football; and increased access to quality practice fields for youth softball and baseball through partnerships.

2023: \$25,000 replace safety netting at Big Willow baseball and Little League fields, Guilliams baseball field, and safety netting at all batting cages
 2024: \$20,000 field improvements at city owned athletic fields.
 2025: \$160,000 replacement of Big Willow Soccer lights with LED lights.
 2026: \$100,000 remodel Big Willow concessions building - roofing, siding, windows, doors, electrical and plumbing.
 2027: \$40,000 backstop fencing replacement - various parks.

Justification/Relationship to Plans and Projects

With a lack of available city property for athletic field expansion, the lighting of existing fields, along with partnerships with local school districts, provides the best opportunities to expand access to community fields. This program also funds major upgrades to dedicated city owned athletic fields to maintain acceptable playing standards.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	25,000	20,000	160,000	100,000	40,000	345,000
Total	25,000	20,000	160,000	100,000	40,000	345,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park & Trail Improvement Fund	25,000	20,000	160,000	100,000	40,000	345,000
Total	25,000	20,000	160,000	100,000	40,000	345,000

Impacts (Budget, Sustainability, Other)

These improvements will reduce annual maintenance costs.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 3-Parks, Trails & Open Space

City of Minnetonka, Minnesota

Contact Facilities Manager

Project # Park-23303

Type Improvement

Project Name Burwell House Investments

Useful Life

Category Municipal Buildings

Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

The Burwell House and related structures are subject to the Historic Register of Buildings requirements as well as grant conditions from the State Historic Preservation Office (SHPO). The facilities, grounds, and adjacent parkland serve to house the artifacts of the Minnetonka Historical Society, support and provide facilities for both Administrative and Recreation programming, and hosts several special events each year.

Buildings on site include: Burwell House and Woodshed, Ice House, Cottage, and Workshop.

In 2019, a city consultant completed a facility assessment of all related structures and site. While site and grounds improvements are funded through parks and streets, this page reflects the recommended capital needs estimated in the facility assessment.

Justification/Relationship to Plans and Projects

The facility assessment noted several envelope and interior cosmetic needs. This plan now spreads the funding request over five years; eliminating large single year expenses. Immediate needs that are addressed include: interior flooring, walls, ceilings, and windows, exterior decorative trims, fascia boards, paint and railings.

Structural deficiencies are showing on the workshop and funding is included to complete a review by a structural engineer.

Financial partnerships through SHPO and other interested parties will be pursued as opportunities arise. Currently no building improvement funds are available through state resources.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	93,000	50,000	60,000	60,000		263,000
Total	93,000	50,000	60,000	60,000		263,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park & Trail Improvement Fund	93,000	50,000	60,000	60,000		263,000
Total	93,000	50,000	60,000	60,000		263,000

Impacts (Budget, Sustainability, Other)

These improvements will reduce annual maintenance costs.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 3-Parks, Trails & Open Space

City of Minnetonka, Minnesota

Contact Public Works Operations Man

Project #	Park-23304
Project Name	Park Investment Plan

Type Improvement

Useful Life

Category Park Development

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled improvements within the park system on a 30 year schedule and includes small benches, bike racks and other amenities in addition to the projects identified below.

Staff has created a 30-year schedule guideline.

- 2023: Gro Tonka and Mini-Tonka Park playground equipment and safety surfacing replacement (\$165,000)
Linner and Junction Park tennis court reconstruction (\$80,000)
Engineered wood fiber installation at playgrounds (\$15,000)
- 2024: Reich Park tennis court reconstruction (\$55,000)
Engineered wood fiber installation at playgrounds (\$15,000)
- 2025: Groveland and Sunrise Ridge Park playground equipment and safety surfacing replacement (\$180,000)
Covington Park tennis court reconstruction (\$55,000)
Engineered wood fiber installation at playgrounds (\$15,000)
- 2026: Glen Moor and Wilson Park playground equipment and safety surfacing replacement (\$200,000)
Engineered wood fiber installation at playgrounds (\$15,000)
- 2027: Covington and Woodgate Park playground equipment and safety surfacing replacement (\$180,000)
Engineered wood fiber installation at playgrounds (\$15,000)

Justification/Relationship to Plans and Projects

An implementation schedule was created for the park and trail system on a 30 year basis. Improvements will be made upon final evaluation of the listed amenity in order to maintain the park and trail infrastructure. Improvements may include but are not limited to play surfaces & equipment, lighting, site furnishings and bike parking.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	260,000	70,000	250,000	215,000	195,000	990,000
Total	260,000	70,000	250,000	215,000	195,000	990,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park & Trail Improvement Fund	260,000	70,000	250,000	215,000	195,000	990,000
Total	260,000	70,000	250,000	215,000	195,000	990,000

Impacts (Budget, Sustainability, Other)

This rehabilitation will not increase annual maintenance costs.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 3-Parks, Trails & Open Space

City of Minnetonka, Minnesota

Contact Park Planner

Project # Park-23305

Type Improvement

Project Name Trail Improvement Plan

Useful Life

Category Park Improvements/Refurbish

Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

The Trail Improvement Plan is a multi-year plan created to enhance the city's trail and sidewalk system. New trails and walks added to the system provide safe and active connections between existing trails, parks schools and village centers. Staff will explore opportunities to include bike parking as part of trail expansion projects in village centers and at schools, as feasible and appropriate.

2023: Smetana Road - Westbrook Way to Sanibel Drive (0.9 miles)

2024: Hopkins Crossroad (CR 73) - Cedar Lake Road to Hillside Lane (0.6 miles) \$600k (Electric Franchise Fund) moved to 2022, per 8/22/22 Council agenda item 14B.
Hillside Lane - Hopkins Crossroad to Tanglen Elementary (0.1 miles)

2025: Hopkins Crossroad (CR73) - Hillside Lane to Wayzata Boulevard (0.4 miles) \$650k (Electric Franchise Fund) was moved to 2022, per 8/22/22 Council agenda item 14B.

2026: Minnetonka Boulevard (CR5) - The Marsh to Tonkawood Road (0.8 miles)

2027: Excelsior Boulevard - Woodland Road to Clear Spring Road/CSAH 101 Library (1.0 miles)

In 2020, staff was successful in securing a Regional Solicitation Grant through the Metropolitan Council for the Hopkins Crossroad Trail, for an amount of \$2,300,000. Staff will continue to apply for future grant opportunities and local funding will be programmed to complete trail segments. Additional segments will be accelerated if grant funding is secured. Staff have also applied for construction grants from Hennepin County.

Funding for utility burial is included for trail projects that require it through electric franchise fund.

Justification/Relationship to Plans and Projects

There is strong community support for the Minnetonka Trail System as evidenced by the heavy use of the completed trail segments and inquiries received about opportunities for extensions. When completed, these trails and walkways will enable more people to use active modes of transportation, connect five community parks, adjacent communities, and allow users to travel safely throughout the city on trails physically separated from motorized vehicles.

This is an integral part of the Parks, Open Space and Trail System and the Comprehensive Guide Plans to construct the Minnetonka Trail for walkers, joggers and bicyclists of all ages and abilities.

Staff conducted an educational and community dialogue for missing trail links to assist the Park Board and City Council in recommending projects to be constructed. The city's internal trails team annually reviews and updates the Trail Improvement Plan and unscheduled segments.

The vision for trail segments uses a feasibility score made up of Community Access (40%), Nature of Use (40%), Cost Effectiveness (10%) and Degree of Construction Difficulty (10%).

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	2,700,000	3,300,000	2,270,000	3,400,000	3,600,000	15,270,000
Total	2,700,000	3,300,000	2,270,000	3,400,000	3,600,000	15,270,000

Funding Sources	2023	2024	2025	2026	2027	Total
Electric Franchise Fees Fund	800,000			1,000,000	1,200,000	3,000,000
Metropolitan Council		2,300,000				2,300,000
Park & Trail Improvement Fund	350,000					350,000
Trail System Expansion Fund	1,550,000	1,000,000	2,270,000	2,400,000	2,400,000	9,620,000
Total	2,700,000	3,300,000	2,270,000	3,400,000	3,600,000	15,270,000

Impacts (Budget, Sustainability, Other)

A list of additional future segments that are ranked and prioritized for implementation is shown on CIP page Park-TBD2333.








Annual maintenance costs will increase by approximately \$1,500 per mile of additional trail.



Overhead utilities will be buried with trail projects, consistent with city strategic goals, as the balance of the Electric Franchise Fund allows. If the fund does not allow, only burial or relocation of poles necessary to construct the trail will be pursued.

Minnetonka Trail Improvement Plan 2023 - 2027




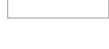
Trail Construction

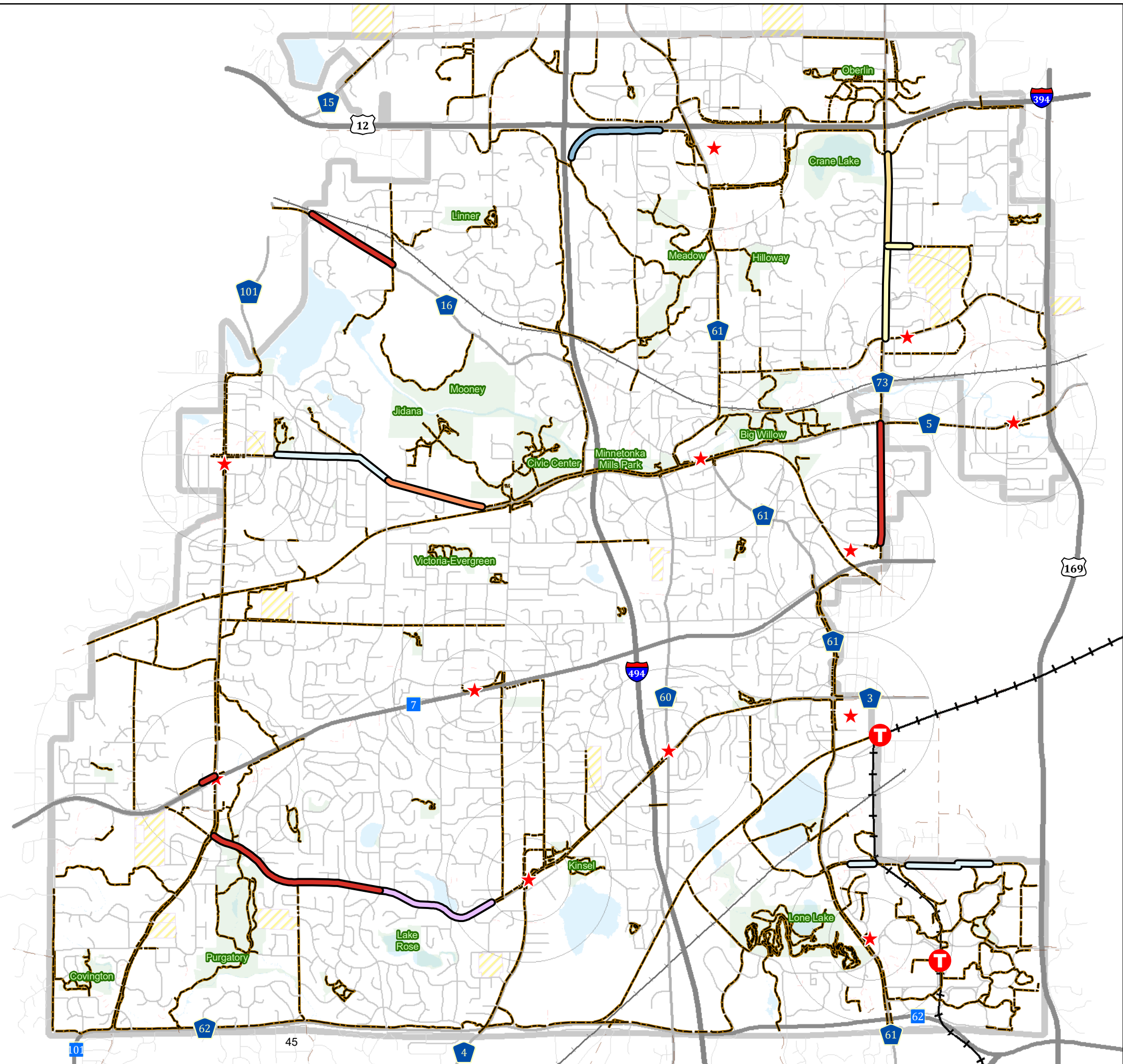
Year

-  2022
-  2023
-  2024
-  2025
-  2026
-  2027
-  10 yr Plan 2028 - 2031

-  Light Rail Station
-  Village Center

Existing Sidewalks and Trails

-  Existing Sidewalks and Trails
-  School Property
-  1/4 Mile Village Center Ring
-  1/2 Mile Village Center Ring



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 3-Parks, Trails & Open Space

Contact Public Works Operations Man

Type Improvement

Useful Life

Category Park Development

Priority 1 Critical for Safety/Preserve

Project #	Park-23306
Project Name	Trail Rehabilitation

Description (Include Scheduling and Project Status)

This item provides for the rebuilding and resurfacing of existing Minnetonka Trail System and neighborhood trail connections, and replacement and expansion of trail signage and maps.

A condition rating system will be used to determine which segments will be addressed each year. Signage on the trail system will be continually updated and revised maps will be produced.

2023: Lone Lake Park, Lindsey Lane (1.2 miles)
 2024: CSAH 101 - Ridgewood Rd to Hutchins Dr (1.4 miles)
 2025: Cheshire Parkway, North Frontage Rd - Ridgedale Dr to CR 73, South Frontage Rd - Ridgedale Dr to CR 73. (1.7 miles)
 2026: Townline Rd/CR 62 - Vinehill Rd to CR 60 (3.6 miles)
 2027: Hilloway Rd, Oakland Rd - 494 to Carlson Pkwy, Hopkins Crossroad - Oberlin to 494, Lynwood Rd, Ford Park (1.6 miles)

This is an integral part of the plan to maintain the Trail System for walkers, joggers and bicyclists. The trails and walkways connect five community parks, adjacent communities and allow users to travel throughout the city on trails separated from motorized vehicles.

Justification/Relationship to Plans and Projects

There is strong community support for the Minnetonka Trail System as evidenced by the heavy use of the completed trail segments. Some of the trail sections are approaching 20 years old and have reached a condition beyond what regular maintenance can address.

Approximately 108 miles of trails are currently maintained by the city.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	75,000	75,000	75,000	120,000	120,000	465,000
Total	75,000	75,000	75,000	120,000	120,000	465,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park & Trail Improvement Fund	75,000	75,000	75,000	120,000	120,000	465,000
Total	75,000	75,000	75,000	120,000	120,000	465,000

Impacts (Budget, Sustainability, Other)

Future maintenance costs related to these improvements are included in annual budget.

Department 3-Parks, Trails & Open Space

Contact Park Planner

Type Improvement

Useful Life

Category Park Improvements/Refurbish

Priority 3 Expansion of New/Existing

Project #	Park-23307
Project Name	Opus Area Park Improvements

Description (Include Scheduling and Project Status)

The Opus business center is the largest employment center in Minnetonka. With the addition of proposed light rail the area will see increased opportunities for a mixture of further business and housing, driving the need for additional park and greenspaces.

Staff completed the Opus area place making and public realm design guidelines implementation plan for Opus in 2019 to guide design of the public realm, open space and a future park. Elements of the plan are being constructed by private developers, partner agencies and municipal capital projects.

2023: Construction and implementation of place making elements designed in 2021, including trail wayfinding signage and branding and landscape material. Funding to construct these improvements is part of the same funding that was approved to begin design for 2021.

Future: Implementation of a community park/plaza space will be implemented in future years as development occurs and land can be acquired. Funding shown in 2023 will be used to acquire land and begin park improvements, as land becomes available \$15,000,000 is listed as unfunded on ParkTBD-2332 page to construct park infrastructure and amenities.

Staff will pursue grants and public private partnership opportunities to assist in financing projects. A state bonding request of \$725,000 has been submitted to the State of MN for consideration in the 2022 Legislative session.

Justification/Relationship to Plans and Projects

The Opus area is nearing 40 years old and is experiencing revitalization and redevelopment activity that has been sparked by the Green Line Extension, which will run through the business park and include the Opus LRT Station. The Opus area place making and public realm design guidelines document outlines improvements to revitalize the original Opus plan to fit today’s needs and align with City planning vision. This project begins the framework for investments to provide recreational and park uses for new business and residential uses anticipated in the area. The guidelines document also recommends a series of place making efforts within Opus that reflect the areas agriculture and business park history and serve as a catalyst for building community and creating an environment supportive of development opportunities.

The project is consistent with the development of a park allowing for better access to a Neighborhood Park Service Area that is currently deficient of park and recreational uses. The creation of a gathering place for park use will also complement the vast trail network currently in place. Trail resurfacing and reconstruction will take place within Opus, as part of regular maintenance and as part of SWLRT impacted segments.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 3-Parks, Trails & Open Space

Contact Park Planner



Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	1,450,000					1,450,000
Total	1,450,000					1,450,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park & Trail Improvement Fund	725,000					725,000
State of MN Bonding	725,000					725,000
Total	1,450,000					1,450,000

Impacts (Budget, Sustainability, Other)

Annual operating costs will be known when a final concept is approved.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 3-Parks, Trails & Open Space

City of Minnetonka, Minnesota

Contact Recreation Superintendent

Project # Park-23308
Project Name Ridgedale Commons - Programming Equipment

Type Equipment

Useful Life

Category Park Improvements/Refurbish

Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

Ridgedale Commons will provide space for new recreation programs, activities and special events.
 2023: Additional IT Equipment, i.e. projector/screen (\$7,000); Farmers Market Equipment, i.e. tents (\$3,000)
 2024: Additional IT Equipment, i.e. sound system (\$40,000); Miscellaneous Programming Equipment, i.e. outdoor games, fitness equipment (\$2,000)
 2025: Miscellaneous Programming (\$5,000)

Justification/Relationship to Plans and Projects

Due to its central location and various types of programming spaces, Ridgedale Commons will be an ideal location for new programs or as a new location for existing programs and events, such as the farmers market. Various types of equipment are needed to implement these offerings.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	10,000	42,000	5,000			57,000
Total	10,000	42,000	5,000			57,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park & Trail Improvement Fund	10,000	42,000	5,000			57,000
Total	10,000	42,000	5,000			57,000

Impacts (Budget, Sustainability, Other)

The purchase of this equipment will allow staff to provide new programs and rental space. Minimal revenues will be generated.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota



Department 3-Parks, Trails & Open Space

Contact Natural Resources Manager

Type Improvement

Useful Life

Category Park Development

Priority 1 Critical for Safety/Preserve

Project # Park-23309
Project Name Park Habitat Stewardship Plan

Description (Include Scheduling and Project Status)

Costs associated with habitat restoration and maintenance activities required to restore and maintain biodiversity and high quality habitat in natural areas. Activities include site planning, invasive plant removal, site preparation, native seeding/planting, mowing, herbicide treatments, and prescribed burning.

The following schedule constitutes Phase 1 of a 20-year restoration plan outlined in Appendix B of the NRMP. Funds will be used for restoration and maintenance activities that are guided by restoration priorities and target plant communities outlined in Appendix A of the 2021 Natural Resources Master Plan (NRMP), and any detailed habitat restoration and maintenance plans that have been developed for select parks.

- 2023: Purgatory Park, Hilloway Park
- 2024: Meadow Park, Orchard Park, Lake Rose Park
- 2025: Big Willow Park, Jidana Park, Green Circle Park
- 2026: Victoria-Evergreen Park, Kinsel Park, Minnetonka Mills Park, Civic Center
- 2027: Lone Lake Park, Tower Hill Park

Justification/Relationship to Plans and Projects

The City Council adopted the 2021 Natural Resources Master Plan (NRMP), which includes projected costs for restoration and maintenance of native plant communities within priority Minnetonka parks. Priority parks are identified in Table 4.2 of the plan and have restoration goals and strategies identified in Appendix A.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	145,000	65,000	80,000	95,000	120,000	505,000
Total	145,000	65,000	80,000	95,000	120,000	505,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park & Trail Improvement Fund	145,000	65,000	80,000	95,000	120,000	505,000
Total	145,000	65,000	80,000	95,000	120,000	505,000

Impacts (Budget, Sustainability, Other)

Habitat restoration in park spaces incurs annual maintenance costs that continue over time. As native species become established and habitat areas become more resilient, those maintenance costs generally decline but will not cease entirely. Regular funding for long-term maintenance will be necessary to ensure success, however many activities can be conducted efficiently using large-scale mowing practices, regular burns, and volunteer labor. Restoring habitat biodiversity creates a more resilient landscape and park systems, benefiting the community as a whole.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota



Department 3-Parks, Trails & Open Space

Contact Natural Resources Manager

Type Improvement

Useful Life

Category Park Development

Priority 2 Important-Provide Efficiency

Project #	Park-23310
Project Name	Community Forest Inventory and Management Plan

Description (Include Scheduling and Project Status)

The 2021 Natural Resources Management Plan identifies the need for developing a community forest inventory and management plan to guide protection and enhancement efforts related to the city’s community forest, which is a significant asset to the community. The city currently expends significant effort in forestry related initiatives, however developing a plan will ensure that resources and activities align with city goals related to the community forest.

Developing a plan will involve completing a tree inventory for the city and using that information to inform management strategies, including arboriculture (tree care) needs, disease and pest management, woodland management, addressing tree equity concerns, replanting efforts, monitoring, and research. Development of the plan is expected to take one year.

Justification/Relationship to Plans and Projects

The City Council adopted the 2021 Natural Resources Master Plan (NRMP), which identifies the need and benefit of developing a community forest inventory and management plan in Appendix C, describing major initiatives.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design/Engineering	75,000					75,000
Total	75,000					75,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park & Trail Improvement Fund	75,000					75,000
Total	75,000					75,000

Impacts (Budget, Sustainability, Other)

There are initial up-front costs with conducting a tree inventory and developing a management plan. Implementation of the plan will guide current resource allocation and identify potential new management strategies to ensure a healthy and long-lived community forest. Once the plan is development, budget considerations will be handled through the annual budget and CIP approval process.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota



Department 3-Parks, Trails & Open Space

Contact Park Planner

Type Improvement

Useful Life 20

Category Park Improvements/Refurbish

Priority 2 Important-Provide Efficiency

Project #	Park-23311
Project Name	Park Master Planning

Description (Include Scheduling and Project Status)

The purpose of this program is to develop master planning documents for each of the priority parks/open spaces identified in the 2022 Parks, Open Space and Trails (POST) Plan. This master planning effort would consist of an inventory and conditions assessment of existing park features including but not limited to parking, access, structures, trails (paved and unpaved, formal and informal), and all active and passive recreational amenities. An analysis would then be performed to identify and recommend what existing park features require upgrade, redesign, or elimination and what new features could be added to meet the goals outlined in the POST Plan. This master planning effort will align with the 2021 Natural Resources Master Plan ecological restoration and management goals.

For 2023 the master planning effort at Purgatory Park will include all of the items listed above as well as special consideration towards the red barn site and dog usage.

- 2023: Purgatory Park
- 2024: Big Willow Park, Cullen Nature Preserve
- 2025: Meadow Park, Jidana Park
- 2026: Lone Lake Park
- 2027: Civic Center Park, Victoria-Evergreen Park

Justification/Relationship to Plans and Projects

The parks listed as a part of this project have been identified as priority sites for master planning in the POST Plan. Natural Resources management plans will be developed for the community parks as recommended by the 2021 NRMP. Several of the park listed also have on-going volunteer-led restoration efforts at various locations.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design/Engineering	75,000	115,000	75,000	115,000	115,000	495,000
Total	75,000	115,000	75,000	115,000	115,000	495,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park & Trail Improvement Fund	75,000	115,000	75,000	115,000	115,000	495,000
Total	75,000	115,000	75,000	115,000	115,000	495,000

Impacts (Budget, Sustainability, Other)

The costs above reflect cost associated with consultant fees to conduct the planning efforts. Additional costs associated with the improvements would be identified in future budgets and CIP.

City of Minnetonka, Minnesota
2023 - 2027 Capital Improvement Plan

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
Park & Open Space Purchase	3-Parks, Trails & Open Space	<i>Park-TBD2331</i>	3	1,483,000
Opus Area Park Improvements	3-Parks, Trails & Open Space	<i>Park-TBD2332</i>	3	15,000,000
Trail Segments - Unscheduled	3-Parks, Trails & Open Space	<i>Park-TBD2333</i>	3	80,223,000
Athletic Field Improvements Unfunded	3-Parks, Trails & Open Space	<i>Park-TBD2334</i>	2	180,000
TOTAL				96,886,000



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 3-Parks, Trails & Open Space

Contact Public Works Operations Man

Type Improvement

Useful Life

Category Park Development

Priority 3 Expansion of New/Existing

City of Minnetonka, Minnesota

Project #	Park-TBD2331
Project Name	Park & Open Space Purchase

Description (Include Scheduling and Project Status)

The city's open space preservation implementation strategy calls for the preservation of open space that meets certain criteria. The Park Board has previously identified certain parcels in order to expand existing parkland. The 2021 update to the POST plan and a near term future regional park search effort in collaboration with Three Rivers Park District may also inform future need, prioritization and acquisition of land to expand the park system, as appropriate.

As parcels from the prioritization list become available, they will be acquired or preserved by other means (e.g., conservation easements) based on funding availability and City Council approval. Parcels classified as urgent and high priority for open space preservation will be actively pursued.

This project is consistent with the Council Policy on an Open Space Preservation Program and the Management of Natural Resources. The city currently has appropriated in prior years and has now reserved almost \$1 million in the Community Investment Fund for park and open space purchases as opportunities arise.

Justification/Relationship to Plans and Projects

The Minnetonka Park Board developed a property acquisition list that identifies desirable parcels for purchase by the city. The list includes properties within the Minnehaha Creek Preserve and properties that are adjacent to existing city park land to serve in expanding the city's parks. This funding provides resources to purchase land identified by the Park Board. \$983,000 was previously allocated between 2013 and 2017 and is reserved for use.

In 2001 Minnetonka voters approved a \$15,000,000 bond referendum for parks renewal and open space preservation. About half of those funds were used for open space preservation and the balance for park renewal.

Prior	Expenditures	2023	2024	2025	2026	2027	Total	Future
983,000	Land Acquisition					0	0	500,000
Total	Total					0	0	Total

Prior	Funding Sources	2023	2024	2025	2026	2027	Total	Future
983,000	Community Investment Fund					0	0	500,000
Total	Total					0	0	Total

Impacts (Budget, Sustainability, Other)

Costs related to additional land stewardship are expected to increase dependent upon the size and environmental features of parcels acquired.

Department 3-Parks, Trails & Open Space

Contact Park Planner

Type Improvement

Useful Life

Category Park Improvements/Refurbish

Priority 3 Expansion of New/Existing

Project #	Park-TBD2332
Project Name	Opus Area Park Improvements

Description (Include Scheduling and Project Status)

The Opus business center is the largest employment center in Minnetonka. With the addition of proposed light rail the area will see increased opportunities for a mixture of further business and housing, driving the need for additional park and greenspaces.

Staff has completed Opus area place making and public realm design guidelines implementation plan for Opus in 2019 to guide design of the public realm, open space and development of a future park. Sustainable elements including but not limited to electric charging stations for vehicles, enhanced bike parking & amenities, stormwater features, restoration of natural resources system functions and edible landscapes will be pursued as appropriate.

Construction of a community park/plaza space will be implemented in future years as development occurs and land can be acquired. Funding in the amount of \$15,000,000 is currently listed as unfunded to be used for park infrastructure and amenities. Interim place making efforts and programming may be considered in the event land for a the new community park/plaza space does not become available prior to opening day of Southwest Light Rail Transit.

Staff will pursue grants and public private partnership opportunities to assist in financing projects.

Justification/Relationship to Plans and Projects

The Opus area is nearing 40 years old and is experiencing revitalization and redevelopment activity that has been sparked by the Green Line Extension, which will run through the business park and include the Opus LRT Station. The Opus area place making and public realm design guidelines document outlines improvements to revitalize the original Opus plan to fit today’s needs and align with City planning vision. This project begins the framework for investments to provide recreational and park uses for new business and residential uses anticipated in the area. The guidelines document also recommends a series of place making efforts within Opus that reflect the areas agriculture and business park history and serve as a catalyst for building community and creating an environment supportive of development opportunities.

The project is consistent with the development of a park allowing for better access to a Neighborhood Park Service Area that is currently deficient of park and recreational uses. The creation of a gathering place for park use will also complement the vast trail network currently in place. Trail resurfacing and reconstruction will take place within Opus, as part of regular maintenance and as part of SWLRT impacted segments.

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2023 *thru* 2027

City of Minnetonka, Minnesota

Department 3-Parks, Trails & Open Space

Contact Park Planner



Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance					0	0	15,000,000
Total					0	0	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Park & Trail Improvement Fund					0	0	15,000,000
Total					0	0	Total

Impacts (Budget, Sustainability, Other)

Annual operating costs will be known when a final concept is approved.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 3-Parks, Trails & Open Space

City of Minnetonka, Minnesota

Contact Park Planner

Project # Park-TBD2333
Project Name Trail Segments - Unscheduled

Type Improvement

Useful Life

Category Trails

Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

This project involves the construction of the trails described in the table on the following page. Individual project cost estimates have increased based on recent actual project costs including Minnetonka Boulevard Trail and Ridgedale Drive Trail. A map of the unfunded potential trail locations is included for reference in the document appendix. These projects are currently unscheduled. Some trail segments may qualify for funding from outside sources, which will be pursued as appropriate.

Staff conducted an educational and community dialogue for missing trail links to assist the Park Board and City Council in recommending projects to be constructed. In 2016 the city’s internal trails team updated the feasibility score and reprioritized unscheduled segments.

The priority 1 and 2 segments along Baker Road are part of the Three Rivers Park District Bryant Lake Regional Trail. Three Rivers Park District is working to identify funding opportunities to construct the trail. Minnetonka staff, park board and city council will continue to be engaged as part of that effort and may align future municipal trail implementation and/or utility burial to complement the new regional trail.

Justification/Relationship to Plans and Projects

There is strong community support for the Minnetonka Trail System as evidenced by the heavy use of the completed trail segments and resident inquiries received about opportunities for extensions. Cost projections are based on linear foot costs and data from previous projects. Efforts to coordinate trail segment implementation with complementary major road, development or utility projects will be pursued as available and appropriate.

This is an integral part of the Parks, Open Space and Trail System and Comprehensive Guide Plans to construct the Minnetonka Trail System for walkers, joggers, and bicyclists of all ages and abilities. The latest version of the Trail Improvement Plan is available on the city’s website.

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance					0	0	80,223,000
Total					0	0	Total
Funding Sources	2023	2024	2025	2026	2027	Total	Future
Trail System Expansion Fund					0	0	80,223,000
Total					0	0	Total

Impacts (Budget, Sustainability, Other)

Although these projects are currently unfunded, a proposed funding source and timetable data are provided. The estimated project costs shown on the timetable are for independent project implementation. Costs for these trail segments could be reduced through coordination with a major roadway, utility or development project. Coordination opportunities will be pursued as available and appropriate. Annual maintenance costs will increase by approximately \$1,500/mile.

Overhead utilities will be buried with trail projects, consistent with city strategic goals, as the balance of the Electric Franchise Fund allows. If the fund does not allow, only burial or relocation of poles necessary to construct the trail will be pursued.

Priority Rank	Priority Score (10=High 1=Low)	Priority Trail Segments (all costs 2022 dollars)	Length (miles)	Estimated Cost 2023-2027 CIP	Estimated Cumulative Cost
			44.7		
1	7.0	Baker Rd - Excelsior Blvd to Crosstown Hwy	1.7		by others
2	7.0	Baker Rd - Excelsior Blvd to Minnetonka Blvd	1.7		by others
3	6.5	Ridgedale Dr - White Birch Lane to Target	0.6		Constructed 2022 - \$900,000
4	6.2	Minnetonka Blvd - Woodlawn Ave to Tonkawood	0.8		Programmed for 2023 - \$2,700,000
5a	6.1	Hopkins Crossroad - Cedar Lake Rd to Hillside Lane	0.6		Programmed for 2024 - \$3,900,000
5b	6.1	Hopkins Crossroad - Hillside Ln to Wayzata Blvd	0.4		Programmed for 2025 - \$2,920,000
6	6.0	Minnetonka Blvd - The Marsh to Tonkawood	0.8		Programmed for 2026 - \$3,400,000
7	5.9	Excelsior Blvd - Woodland Rd to Clear Springs Rd/101 Library	1.0		Programmed for 2027 - \$3,600,000
8	5.9	Excelsior Blvd - Glen Oak St to Woodland Rd	0.7	\$2,057,000	\$2,057,000
9	5.6	Hwy 7 Cr 101 to Seven Hi La	0.1	\$242,000	\$2,299,000
10	5.5	Hopkins Crossroad - Minnetonka Blvd to Minnetonka Mills Rc	0.6	\$1,331,000	\$3,630,000
11	5.3	McGinty Rd - CR 101 to Crosby Rd (partly in Wayzata)	0.6	\$1,210,000	\$4,840,000
12	5.1	Delton Ave - Vine Hill Rd to Old Excelsior Blvd	0.7	\$1,452,000	\$6,292,000
13	5.0	Vine Hill Rd - Delton Ave to Covington Rd (Kingswood Ter)	0.9	\$1,815,000	\$8,107,000
14	4.9	Essex Rd - Ridgedale Dr to Oakland Rd	0.7	\$1,573,000	\$9,680,000
15	4.9	Hwy 7 Underpass west of CR 101*	0.0	\$121,000	\$9,801,000
16	4.9	Minnetonka Mills Rd - Shady Oak Rd to Hopkins Crossroad	0.6	\$1,210,000	\$11,011,000
17	4.8	TH 7 - Cattle Pass to CR 101 on north side	0.4	\$847,000	\$11,858,000
18	4.7	Hillside La - Hopkins Crossroad to Tanglen School	0.1		Programmed for 2024
19	4.7	Meadow Park to Ridgedale	0.4	\$726,000	\$12,584,000
20	4.6	Old Excelsior Blvd - Vine Hill Rd to CR 101 N side of Hwy 7	0.8	\$1,694,000	\$14,278,000
21	4.6	Williston Rd - Minnetonka Blvd to Hwy 7	1.0	\$2,057,000	\$16,335,000
22	4.5	Wayzata Blvd N - Hampton Inn to Shelard Pkwy	0.3	\$726,000	\$17,061,000
23	4.5	Ridgedale Connections	1.1	\$2,299,000	\$19,360,000
24	4.3	McGinty Rd - Crosby Rd to existing trail on west side of I-494	1.3	\$2,662,000	\$22,022,000
25	4.2	Rowland Rd/Bren Rd - Lone Lake Park to Opus trail system	1.1	\$2,299,000	\$24,321,000
26	4.1	Rowland Rd - Baker Rd to SWLRT Trail	0.1	\$363,000	\$24,684,000
27	4.0	Porter/Delton Ave - Hutchins Dr to Cr 101	0.2	\$605,000	\$25,289,000
28	3.9	Tonkawood Road - Minnetonka Blvd to Hwy 7	1.5	\$3,025,000	\$28,314,000
29	3.8	Woodland Rd - Townline Rd to Hwy 7	2.0	\$4,235,000	\$32,549,000
30	3.7	Orchard Rd/Westmark Dr - Minnetonka Dr	1.3	\$2,662,000	\$35,211,000
31	3.7	Pioneer Rd - Carlton Rd to Shady Oak Rd	0.6	\$1,331,000	\$36,542,000
32	3.7	Shady Oak Rd - Minnetonka Blvd to Hwy 7	1.1	\$2,178,000	\$38,720,000
33	3.6	Minnetonka Blvd - CR 101 west to Deephaven city limits	0.2	\$484,000	\$39,204,000
34	3.4	Sunset Dr and Marion Lane West segments	0.3	\$605,000	\$39,809,000
35	3.3	Minnehaha Creek Trail - Headwaters to Jidana Park	0.9	\$1,815,000	\$41,624,000
36	3.2	McGinty Rd E - Minnetonka Blvd to Surry La	0.5	\$1,089,000	\$42,713,000
37	3.1	Wayzata Blvd - Claredon Dr to Wayzata city limits	0.2	\$605,000	\$43,318,000
38	2.9	Stone Rd - Saddlebrooke Cir to Sheffield Cur	0.1	\$363,000	\$43,681,000
39	2.9	Orchard Rd/Huntingdon Dr - Baker Rd to Shady Oak Rd	0.7	\$1,452,000	\$45,133,000
40	2.9	North Lone Lake Park - along RR tracks to Dominick Rd	0.3	\$726,000	\$45,859,000
41	2.9	Knollway Park to Wayzata Blvd/Horn Dr	0.2	\$484,000	\$46,343,000
42	2.9	Knollway Park to Shady Oak Rd	0.3	\$726,000	\$47,069,000
43	2.8	NTC - Meeting St to existing trail on west side of I-494	0.1	\$242,000	\$47,311,000
44	2.8	Clear Spring Rd - connect trail to Hwy 7	0.2	\$484,000	\$47,795,000
45	2.8	58th St W - Mahoney Ave into Purgatory Park	0.2	\$605,000	\$48,400,000
46	2.7	Victoria Evergreen to McKenzie Park	1.0	\$2,057,000	\$50,457,000
47	2.7	Lake St Ext - Baker Rd to Shady Oak Rd	0.9	\$1,936,000	\$52,393,000
48	2.6	Stone Rd/Meeting St - RR tracks to Linner Rd	0.6	\$1,331,000	\$53,724,000
49	2.6	Orchard Rd - Wyola Rd to Baker Rd	0.1	\$363,000	\$54,087,000
50	2.5	Excelsior Blvd - Pioneer to Nelson/Shady Oak Rd - S	0.9	\$1,936,000	\$56,023,000
51	2.4	Lake St Ext - Williston Rd to Spring Lake Rd	0.7	\$1,452,000	\$57,475,000
52	2.3	Covington Park east side connection to CR 101	0.2	\$484,000	\$57,959,000
53	2.3	NTC - Maywood La from I-494 crossing to Excelsior Blvc	0.2	\$363,000	\$58,322,000
54	2.2	Covington Rd - Vine Hill Rd to Mahoney Ave	0.9	\$1,936,000	\$60,258,000
55	2.1	Hilloway Park to YMCA La	0.5	\$968,000	\$61,226,000
56	2.1	East side of I-494 - Minnetonka Blvd to Wentworth Tr	0.4	\$847,000	\$62,073,000
57	2.0	Ford Rd - All	1.2	\$2,420,000	\$64,493,000
58	1.9	Woodland Rd to Williston Rd - Through Woodgate Park	0.7	\$1,573,000	\$66,066,000
59	1.9	Westmill Rd - Spring Hill Park to Clear Spring Rd	0.3	\$605,000	\$66,671,000
60	1.9	Oberlin Park along Park Ave to Ridgemount Ave	0.2	\$484,000	\$67,155,000
61	1.9	Holiday Rd/Seymour Rd - Woodland Rd to Spring Hill Park	0.7	\$1,452,000	\$68,607,000
62	1.9	Highwood Dr - Williston Rd to Tonkawood Rc	0.8	\$1,694,000	\$70,301,000
63	1.9	Cedar Lake Rd - Big Willow to Hopkins Crossroad	0.6	\$1,331,000	\$71,632,000
64	1.8	Jane La - Baker Rd to County Trail (Dominick Dr)	0.6	\$1,331,000	\$72,963,000
65	1.5	South St - Mayview Rd to Baker Rd	0.2	\$484,000	\$73,447,000
66	1.5	Oak Ridge Rd - Minnetonka Blvd to Hopkins city limits	0.4	\$968,000	\$74,415,000
67	1.5	Kinsel Rd/Mayview Rd - Excelsior Blvd to Glen Moor Park	0.4	\$847,000	\$75,262,000
68	1.5	Ford Park to Lindbergh Dr	0.4	\$847,000	\$76,109,000
69	1.3	Jidana La - Minnetonka Blvd to Jidana Park	0.2	\$484,000	\$76,593,000
70	1.2	Stodola Rd - Purgatory Park to Scenic Heights Dr	0.2	\$484,000	\$77,077,000
71	1.0	Highland Rd - Excelsior Blvd to Hwy 7	1.5	\$3,146,000	\$80,223,000

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Department 3-Parks, Trails & Open Space

Contact Public Works Operations Man

Type Improvement

Useful Life

Category Park Development

Priority 2 Important-Provide Efficiency

City of Minnetonka, Minnesota

Project #	Park-TBD2334
Project Name	Athletic Field Improvements Unfunded

Description (Include Scheduling and Project Status)

The Minnetonka Park Board’s 2012 update of the city’s Athletic Field Needs Study continues to indicate a moderate need for increased game quality athletic fields for the sports of soccer, lacrosse and football; and increased access to quality practice fields for youth softball and baseball through partnerships.

\$180,000 is included as an unfunded request for the lighting of the two existing fields at Lone Lake Park.

Justification/Relationship to Plans and Projects

With a lack of available city property for athletic field expansion, the lighting of existing fields, along with partnerships with local school districts, provides the best opportunities to expand access to community fields. This program also funds major upgrades to dedicated city owned athletic fields to maintain acceptable playing standards.

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance					0	0	180,000
Total					0	0	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Park & Trail Improvement Fund					0	0	180,000
Total					0	0	Total

Impacts (Budget, Sustainability, Other)

This rehabilitation will not increase annual maintenance costs.



CITY OF
MINNETONKA

2023 - 2027 Capital Improvement Plan

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City of Minnetonka, Minnesota

Project #	ME-23401
Project Name	Dump/Plow Truck Replacements



Type	Equipment	Department	4-Major Equipment
Useful Life		Contact	Public Works Operations Manag
Category	Major Equipment	Priority	2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

These purchases anticipate the scheduled 15-year replacement of 21 dump trucks in the city’s fleet; approximately 1 truck is purchased per year. Replacement costs include the chassis, dump body, hydraulics and snow equipment (plow, wing and sander). Dump boxes are refurbished after eight years at a cost of \$5,000.

The vehicles are purchased through the State Cooperative Purchasing Venture. Trucks are ordered the previous year for delivery in the funding year. Pricing has continued to rise due to the cost of EPA compliant engines and increased cost of components.

Justification/Relationship to Plans and Projects

These vehicles are used primarily for hauling and snow plowing and are included in the CIP due to their high individual and aggregate costs which are depreciable.

These replacements are consistent with the city’s Vehicle Replacement Guide.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	315,300	284,600	287,500	296,100	305,000	1,488,500
Total	315,300	284,600	287,500	296,100	305,000	1,488,500

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	315,300	284,600		296,100	305,000	1,201,000
Utility Fund			287,500			287,500
Total	315,300	284,600	287,500	296,100	305,000	1,488,500

Impacts (Budget, Sustainability, Other)

Replacements can reduce repair costs by up to \$6,350 for the five years following purchase.

In 2021, dump/plow truck replacements were delayed one year due to the pandemic.

Due to current market conditions and inflation, replacement estimates have been increased by 10% for 2023, 5% for 2024, and 3% for 2025-2027.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 4-Major Equipment
Contact Public Works Operations Man
Type Equipment
Useful Life
Category Major Equipment
Priority 2 Important-Provide Efficiency

City of Minnetonka, Minnesota

Project #	ME-23402
Project Name	Fleet Vehicles

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of departmental cars, pickups, light trucks and equipment, mowers and support equipment such as trailers, generators, rollers and turf care equipment.

The vehicles are purchased early in the year utilizing the State and County Cooperative Purchasing contracts when available.

Justification/Relationship to Plans and Projects

These vehicles are used by staff for the delivery of city services and are included in the CIP due to their individual and aggregate costs which are depreciable.

These purchases are consistent with the city’s Vehicle Replacement Guide. All replacements are evaluated for eligibility for replacement with energy efficient vehicles. City staff conducts ongoing analysis of vehicle use in order to eliminate underutilized equipment and provide appropriate vehicle numbers for the intended use.

A 1-ton pickup truck has been added in 2023 to accommodate the needs of the parks division at Ridgedale and the LRT in OPUS.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	1,107,100	956,100	801,900	842,600	1,060,300	4,768,000
Total	1,107,100	956,100	801,900	842,600	1,060,300	4,768,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	964,900	896,900	730,200	700,900	930,900	4,223,800
Forestry Fund	40,000					40,000
Utility Fund	102,200	59,200	71,700	141,700	129,400	504,200
Total	1,107,100	956,100	801,900	842,600	1,060,300	4,768,000

Impacts (Budget, Sustainability, Other)

Scheduled replacements can reduce repair costs by up to \$400 per year for the first three years following purchase.

In 2021, fleet vehicles were delayed one year with the exception of police vehicles.

Due to current market conditions and inflation, replacement estimates have been increased by 10% for 2023, 5% for 2024, and 3% for 2025-2027.

City of Minnetonka, Minnesota

Project # ME-23403
Project Name Sidewalk and Trail Maintenance Vehicle

Type Equipment

Department 4-Major Equipment

Useful Life

Contact Public Works Operations Manag

Category Major Equipment

Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This item provides for the addition of one machine and scheduled replacement of two sidewalk/trail maintenance vehicles. Machines would be ordered in the summer of the funding year. An additional machine was added in 2023 to accommodate the addition of Ridgedale and OPUS LRT sidewalks and trails that will require expanded service for pedestrians using these areas.

Justification/Relationship to Plans and Projects

These units are primarily snow removal machines used on sidewalks and trails. Replacement is consistent with the city’s Vehicle Replacement Guide.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	199,800					199,800
Total	199,800					199,800

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	199,800					199,800
Total	199,800					199,800

Impacts (Budget, Sustainability, Other)

Replacement can reduce repair costs by up to \$3,800 each year for the first three years. Due to current market conditions and inflation, replacement estimates have been increased by 10% for 2023.

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City of Minnetonka, Minnesota

Project # ME-23404
Project Name Cold Planer



Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item anticipates the replacement of the existing Cold Planer.
 This equipment will be replaced during the funding year.

Justification/Relationship to Plans and Projects

The current cold planer was purchased in 2011 and will be in need of replacement in 2026.
 This is consistent with the city’s policy of replacing its fleet vehicles.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				778,600		778,600
Total				778,600		778,600

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund				778,600		778,600
Total				778,600		778,600

Impacts (Budget, Sustainability, Other)

This project will not affect operating costs.
 Due to current market conditions and inflation, replacement estimates have been increased by 3% for 2026.

City of Minnetonka, Minnesota

Project # ME-23405
Project Name Street Sweeper



Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Director of Public Works
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of the city’s three street sweepers.
 Sweepers would be purchased in January of the funding year for delivery prior to the spring cleanup. These machines are purchased utilizing the State Cooperative Purchasing contract.

Justification/Relationship to Plans and Projects

These machines are used to clean city streets during the period of March through October.
 The purchase is consistent with the city’s Vehicle Replacement Guide.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			357,600	283,300		640,900
Total			357,600	283,300		640,900

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Water Fund			357,600	283,300		640,900
Total			357,600	283,300		640,900

Impacts (Budget, Sustainability, Other)

Replacement will save approximately \$10,000 in repair expense following the first year of purchase.
 Due to current market conditions and inflation, replacement estimates have been increased by 3% for 2025 and 2026.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Project #	ME-23406
Project Name	Electric Ice Resurfacer

Type	Equipment	Department	4-Major Equipment
Useful Life	15	Contact	Ice Arena Manager
Category	Major Equipment	Priority	2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of the ice re-surfacer used at the ice arenas.

This purchase has been moved back to 2025. A 10-year replacement for propane models had been anticipated, however staff has found that the electric machine is lasting longer and now anticipates a 15-year life for the model purchased in 2010.

Justification/Relationship to Plans and Projects

The city currently has two ice re-surfacers in its inventory that are used in arenas A and B. The city previously used propane for power but now use batteries for machine operation which are more sustainable.

This replacement is consistent with the city's Vehicle Replacement Guide.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			184,000			184,000
Total			184,000			184,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund			184,000			184,000
Total			184,000			184,000

Impacts (Budget, Sustainability, Other)

Replacement could save approximately \$1,000 annually for three years after replacement.

Due to current market conditions and inflation, replacement estimates have been increased by 3% for 2025.



City of Minnetonka, Minnesota

Project #	ME-23407
Project Name	Forestry Mower

Type Equipment	Department 4-Major Equipment
Useful Life	Contact Public Works Operations Manag
Category Major Equipment	Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This item provides for the purchase of a forestry mower attachment to be used with an existing fleet skidsteer. A forestry mower, also known as a drum style mulcher is a specialized machine attachment for the efficient removal of woody brush and small trees. This "drum style mulcher" will be used throughout the year to assist in park restoration and management efforts by mowing and shredding large stands of buckthorn and other woody non-desirable species.

Justification/Relationship to Plans and Projects

The City Council adopted the 2021 Natural Resources Master Plan (NRMP), which includes projected costs for restoration and maintenance of native plant communities within priority Minnetonka parks. This equipment will allow city staff to more effectively prepare larger areas for restoration that have been highly degraded by invasive woody plants, and allow for more of the allocated funding to be used for contractor seeding, plant installation, and detailed park maintenance as restoration progresses throughout the park system. The cost of contracted forestry mowing operations is approximately \$5,000 per acre in recent years.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	44,000					44,000
Total	44,000					44,000

Funding Sources	2023	2024	2025	2026	2027	Total
Park & Trail Improvement Fund	44,000					44,000
Total	44,000					44,000

Impacts (Budget, Sustainability, Other)

As identified in the NRMP, habitat restoration in park spaces incurs implementation costs. Establishing the city's ability to perform restoration preparation tasks reduces required contractor expenses. Operation of the forestry mower will require staff person identification, training and time throughout the year. Staff can perform this work throughout the year, including the winter, or whenever staff time is available.

By completing work with city staff the addition of this equipment could save up to \$30,000 over the next five years.

Due to current market conditions and inflation, replacement estimates have been increased by 10% for 2023.

Routine maintenance and servicing will be required over time.

City of Minnetonka, Minnesota

Project #	ME-23408
Project Name	Rubber-Tire Loader
Type	Equipment
Useful Life	
Category	Major Equipment
Department	4-Major Equipment
Contact	Public Works Operations Manag
Priority	2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This item provides for the replacement of the three front-end loaders in the city's inventory. Cost includes the replacement of the machine and the attached snow equipment (plow and wing).

Purchase will utilize the State's Cooperative Purchasing program and will be purchased the year the machine is funded.

Justification/Relationship to Plans and Projects

These pieces are used for a variety of maintenance activities but primarily truck loading and snow plowing. These items are included in the CIP due to their individual and aggregate costs which are depreciable.

The replacement is consistent with the city's Vehicle Replacement Guide.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					291,400	291,400
Total					291,400	291,400

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund					291,400	291,400
Total					291,400	291,400

Impacts (Budget, Sustainability, Other)

This replacement can reduce repair costs by \$1,750 a year for the first three years following purchase.

Due to current market conditions and inflation, replacement estimates have been increased by 3% for 2027.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Project #	ME-23409
Project Name	Snow Blower



Type	Equipment	Department	4-Major Equipment
Useful Life		Contact	Public Works Operations Manag
Category	Major Equipment	Priority	2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled replacement of one of the city’s two loader-carried snow blowers.

Justification/Relationship to Plans and Projects

These machines are used to clear streets, sidewalks and intersections after snowfalls.
 These replacements are consistent with the Vehicle Replacement Guide.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		142,100				142,100
Total		142,100				142,100

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund		142,100				142,100
Total		142,100				142,100

Impacts (Budget, Sustainability, Other)

Replacement could reduce maintenance costs by \$1,000 for each of the first two years.
 Due to current market conditions and inflation, replacement estimates have been increased by 5% for 2024.

2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Project # ME-23410
Project Name Sidewalk and Trail Maintenance



Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Public Works Operations Manag
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of a sidewalk/trail maintenance tractor.
 This machine would be ordered in the summer of the funding year.

Justification/Relationship to Plans and Projects

This equipment is used for mowing and snow removal on sidewalks and trails.
 The replacement is consistent with the city's Vehicle Replacement Guide.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					128,100	128,100
Total					128,100	128,100

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund					128,100	128,100
Total					128,100	128,100

Impacts (Budget, Sustainability, Other)

This replacement can reduce repair costs by \$3,800 a year for the first three years following purchase.
 Due to current market conditions and inflation, replacement estimates have been increased by 3% for 2027.

City of Minnetonka, Minnesota

Project #	ME-23411
Project Name	Skidsteer Loader



Type	Equipment	Department	4-Major Equipment
Useful Life		Contact	Public Works Operations Manag
Category	Major Equipment	Priority	2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the addition of a skid loader and broom attachment for added sidewalk maintenance in 2023 and scheduled replacement of a skid loader in 2025.

This machine would be purchased in the beginning of the funding year utilizing a Minnesota Cooperative Purchasing Venture contract. This machine is being added to the fleet to accommodate sidewalk and trail maintenance associated with the addition of light rail pedestrian traffic in the OPUS area.

Justification/Relationship to Plans and Projects

These machines are replaced on a 15-year basis and are used for snow removal, landscaping and small loading projects in the city.

This addition will be added to the city’s Vehicle Replacement Guide.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	99,000		98,400			197,400
Total	99,000		98,400			197,400

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	99,000		98,400			197,400
Total	99,000		98,400			197,400

Impacts (Budget, Sustainability, Other)

The addition of the machine will increase fuel and maintenance expense on an ongoing basis.

Due to current market conditions and inflation, replacement estimates have been increased by 10% for 2023 and 3% for 2025.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 4-Major Equipment
Contact Director of Public Works
Type Equipment
Useful Life
Category Major Equipment
Priority 2 Important-Provide Efficiency

Project # ME-23412
Project Name Sustainable Initiatives

Description (Include Scheduling and Project Status)

This item is for the development and implementation of green and sustainable initiatives related to major equipment.

These initiatives are currently being researched to determine a general plan and best practices for the city to implement further these practices. Considerations include carbon footprint reduction, service life, impacts to operations, and cost/benefits.

The city is currently constructing general public charging stations in 3 locations. Each location consists of 2 charging stations with 2 individual chargers for an overall total of 12 public chargers.

Items currently in consideration include hybrid light use vehicles and electric light use vehicles primarily related to inspection services based on current technology. Staff is further evaluating options for consideration of fleet vehicles prior to purchase.

Justification/Relationship to Plans and Projects

Through implementation of these initiatives, the city will reduce its carbon footprint.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Replacement Fund	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Impacts (Budget, Sustainability, Other)

Implementation would result in the need to purchase hybrid, or electric vehicles, or both. Charging stations would increase electric expenses. This project however may be offset by public fees, would reduce fuel costs and carbon footprint.

City of Minnetonka, Minnesota

Project # ME-23417
Project Name Lucas Device Purchase



Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Fire Chief
Priority 1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

The Lucas Device is used to administer CPR to persons experiencing a cardiac arrest.
 This project replaces two devices carried on duty crew apparatus.

Justification/Relationship to Plans and Projects

In order to be able to save the lives of sudden cardiac arrest patients and avoid neurological damage, a steady supply of oxygen to the heart and brain is necessitated. Life-sustaining circulation can be created through effective and uninterrupted chest compressions.
 The city has been operating Lucas devices since 2013 and it has proven to be an effective lifesaving tool.
 This is consistent with the City’s policy of providing essential life saving equipment for public safety purposes.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			45,000			45,000
Total			45,000			45,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund			45,000			45,000
Total			45,000			45,000

Impacts (Budget, Sustainability, Other)

A maintenance contract is included in the purchase price in order to maintain these devices in working order.

City of Minnetonka, Minnesota

Project #	ME-23418
Project Name	Automated External Defibrillator (AEDs)



Type	Equipment	Department	4-Major Equipment
Useful Life		Contact	Fire Chief
Category	Major Equipment	Priority	1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

Automated External Defibrillators (AEDs) are portable medical devices designed to analyze heart rhythms and deliver electric shocks to victims of cardiac arrest. Chances of surviving sudden cardiac death diminish by 7-10% for every minute without immediate CPR or defibrillation. This program maintains the AEDs carried on police patrol vehicles, most of the fire department’s response vehicles and fixed city facilities.

Justification/Relationship to Plans and Projects

AED’s were standardized citywide in 2020. The 2024 purchase will replace AED’s no longer supported with parts and maintenance. In 2018, the City received a grant through Firehouse Subs to replace twelve AEDs. Our Cardiac Science AEDs are under an 8-year warranty, which expires December of 2026. All twelve AEDs should be replaced by early 2027. This is replacement is consistent with the City’s policy of providing essential life-saving equipment for public safety purposes.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		28,000			36,000	64,000
Total		28,000			36,000	64,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund		28,000			36,000	64,000
Total		28,000			36,000	64,000

Impacts (Budget, Sustainability, Other)

Regular maintenance is part of the overall program and replacement pads are budgeted in the fire department operations budget.

City of Minnetonka, Minnesota

Project #	ME-23419
Project Name	Pumper Truck Replacement
Type	Equipment
Useful Life	
Category	Major Equipment
Department	4-Major Equipment
Contact	Fire Chief
Priority	1 Critical for Safety/Preserve



Description (Include Scheduling and Project Status)

This project provides for the replacement of two of the city’s fire pumper trucks (also known as fire engines). These trucks carry water, hose, rescue equipment, a high capacity water pump and personnel. Maintaining a highly effective fleet is critical for emergency mitigation.

Fire truck construction typically requires nine to twelve months. Each unit should be ordered as early as possible in the year scheduled. The purchasing schedule was adjusted from the previous CIP to reflect the increased cost and inflation.

This schedule will replace engines that are in excess of 20-years old.

Justification/Relationship to Plans and Projects

In prior CIP's, an engine was scheduled to be purchased in 2023. Due to escalation prices and extended build times, the Council approved an amendment to the 2022-26 CIP to advance the purchased of the 2023 engine. Advancing the purchase will save over 10% of projected 2023 pricing.

The purchase in 2022 will replace a primary duty crew engine. That purchase is planned to be a heavy-duty pumper, since it is a primary responding unit.

The city completed a long term strategic plan for public safety in 2010 that addressed the total equipment needs of the Fire Department. These apparatus contribute to the city’s overall ability to provide fire protection and are necessary to maintain the city’s ISO rating. Also, by keeping up to date on replacement and refurbishment of front line emergency vehicles on a regular schedule, the fleet will be replenished on an on-going basis instead of needing to replace several expensive apparatus simultaneously.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	0	0	0	980,000	0	980,000
Total	0	0	0	980,000	0	980,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund	0	0	0	980,000	0	980,000
Total	0	0	0	980,000	0	980,000

Impacts (Budget, Sustainability, Other)

Operating costs will remain consistent; however, during the first several years of service, maintenance costs should be reduced.

City of Minnetonka, Minnesota

Project #	ME-23420
Project Name	Apparatus Refurbishment



Type Equipment	Department 4-Major Equipment
Useful Life	Contact Fire Chief
Category Major Equipment	Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project provides for the ongoing refurbishment of the city’s fire engine’s and ladder trucks, extending the operational service life for the apparatus.

2026 - Ladder 5 (2011 Pierce) refurbishment

2028 - Engine 8 (2017 Pierce Puc)

Justification/Relationship to Plans and Projects

This program is intended to extend the life of fire department apparatus while lowering ongoing maintenance costs and ensuring these vehicles are highly reliable as critical emergency response vehicles.

The ladder truck refurbishment is intended for the city to get 30 years of service out of a ladder truck. Since reducing the fleet of ladder trucks from 5 to 3, it is paramount that we maintain the ladder trucks as highly reliable as possible while also controlling maintenance costs and down time.

These apparatus contribute to the city’s overall ability to provide fire protection and are necessary to maintain the city’s ISO rating. Also, by keeping up to date on replacement and refurbishment of front line emergency vehicles on a regular schedule, the fleet will be replenished on an on-going basis instead of needing to replace several expensive apparatus simultaneously.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				175,000		175,000
Total				175,000		175,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund				175,000		175,000
Total				175,000		175,000

Impacts (Budget, Sustainability, Other)

Operating costs will remain consistent; however, by systematically refurbishing apparatus, sudden and catastrophic failures may be prevented.

City of Minnetonka, Minnesota

Project #	ME-23423
Project Name	Turnout Gear



Type	Equipment	Department	4-Major Equipment
Useful Life		Contact	Fire Chief
Category	Major Equipment	Priority	1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This project updates the firefighting turnout gear worn by firefighters to protect them from thermal insult and other environmental hazards while firefighting fires and performing rescues.

It is the practice of the city to move a set of turnout gear to reserve status as a backup after 5 years of use. This allows a firefighter zero out of service time due to contaminated and gear that needs repair. This follows the established schedule.

Justification/Relationship to Plans and Projects

Firefighting turnout gear is basic equipment (coats, pants, helmet, gloves, hood and boots) worn by firefighters while performing firefighting and rescue duties to protect them from the environments in which they are operating in. The city follows National Fire Protection Association standard 1851 that states the turnout gear shall not be in service any more than ten years.

It has been the practice of the fire department to maintain two sets of pants and coats, while issuing only one set of helmets, boots, hoods and gloves. This project will allow each firefighter to be issued two full sets, one for their assigned satellite station and one set to be kept at the central station for duty crew shifts. This will eliminate firefighters transporting equipment in their personal vehicles this greatly reducing exposure to cancer causing carcinogenic contaminants absorbed by the turnout gear.

This project is consistent with the policy of maintaining safe and effective equipment to be used by the firefighting staff.

This funds a total of 92 sets of turnout gear (one set for each member of the department).

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			294,000			294,000
Total			294,000			294,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund			294,000			294,000
Total			294,000			294,000

Impacts (Budget, Sustainability, Other)

There is an annual cost for gear inspection by a certified vendor, period repair and ongoing cleaning and care.

City of Minnetonka, Minnesota

Project #	ME-23424
Project Name	Fire JPA SCBA Program



Type	Equipment	Department	4-Major Equipment
Useful Life		Contact	Fire Chief
Category	Major Equipment	Priority	2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project provides for the ongoing maintenance and replacement of the City’s self-contained breathing apparatus (SCBA). These “air-packs” are essential to the City’s ability to fight fires and rescue trapped persons.

The city operates 83 SCBA's and 6 emergency rescue/rapid intervention bags.

Under the terms of the Joint Powers Agreement (JPA) all equipment will be replaced every seven years.

Justification/Relationship to Plans and Projects

The City uses joint response as a critical component to its fire protection plan. The ability of its firefighters to use similar equipment with other jurisdictions is paramount to utilize this cost saving and efficient program.

In 2009, the City formed a JPA with 19 other Cities and Fire Departments to provide SCBA and SCBA maintenance to its firefighters. This innovative program allows all firefighters the ability to respond to other jurisdictions seamlessly while providing for the mandated maintenance and documentation of its SCBA.

This program includes:

- SCBA for firefighting and rescue
- Maintenance and care of SCBA
- Required record keeping
- Ability for seamless interaction of all JPA entities.

This is consistent with the City’s policy of maintaining its essential safety equipment. This follows the JPA’s long term schedule.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		650,000				650,000
Total		650,000				650,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund		650,000				650,000
Total		650,000				650,000

Impacts (Budget, Sustainability, Other)

This will provide consistent, timely replacement while avoiding unscheduled repair costs.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Project #	ME-23425
Project Name	Rescue Equipment



Type	Equipment	Department	4-Major Equipment
Useful Life		Contact	Fire Chief
Category	Major Equipment	Priority	2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project will update essential rescue equipment, such as the extrication and lifting equipment that is purchased to rescue persons trapped in vehicles and machinery.

This project provides equipment that is no longer serviceable due to its age.

Justification/Relationship to Plans and Projects

The City of Minnetonka provide basic rescue services such as vehicle extrication and surface water rescue. In 2010 the City of Minnetonka liquidated its technical rescue cache and disbanded our technical rescue team. We also fortified our mutual aid arrangements to provide low frequency and unpredictable technical services. Our vision at the time and continues to be that the city will maintain equipment and training for the most frequent or most likely rescue calls for service.

Currently the city operates 1 full set of battery powered tools and 3 sets of hydraulic rescue equipment. Battery powered rescue tool technology has become the industry standard with hydraulic becoming an out of date technology. Battery powered rescue tools provide advantages such as better mobility, they are better for the environment than hydraulically powered tools, safer and has been proven to be highly reliable.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			80,000			80,000
Total			80,000			80,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund			80,000			80,000
Total			80,000			80,000

Impacts (Budget, Sustainability, Other)

There will be minimal annual maintenance cost for some of the items.

City of Minnetonka, Minnesota

Project # ME-23426
Project Name Rescue Truck Program

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Fire Chief
Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This program replaces the replacement of a ladder truck which would cost an estimated \$1,550,000 in 2024. These trucks would carry rescue and firefighting equipment currently spread out among various apparatus.

Staff has developed a long term rescue plan that will address critical emergencies such as vehicle entrapment, water rescue and serious medical emergencies. The first rescue truck was purchased in 2017. The cost of the truck has been reduced 50% as staff has determined a smaller unit with less storage is sufficient for this purpose.

Justification/Relationship to Plans and Projects

The fire department is responsible for not only responding to fire emergencies, but rescue emergencies as well. These calls require that specialized equipment be strategically placed within the city. This will allow us to consolidate equipment into two trucks and better reflects the deployment model used with duty crew staffing.

The original plan called for purchasing a ladder truck in 2020 at more than \$1,000,000. Between the city's equipment deployment plan and partnerships with neighboring communities, the necessity to maintain a ladder truck at each fire station has changed allowing staff to take a critical look at that plan. Staff has determined that utilizing lighter duty trucks paired with other heavy apparatus is efficient and will be highly effective for our most common emergency calls for service.

Table with 7 columns: Expenditures, 2023, 2024, 2025, 2026, 2027, Total. Row 1: Equip/Vehicles/Furnishings, 100,000, 100,000. Row 2: Total, 100,000, 100,000.

Table with 7 columns: Funding Sources, 2023, 2024, 2025, 2026, 2027, Total. Row 1: Public Safety Fund, 100,000, 100,000. Row 2: Total, 100,000, 100,000.

Impacts (Budget, Sustainability, Other)

The rescue truck will significantly lower maintenance and fuel costs and will also save wear on other heavier duty vehicles.

City of Minnetonka, Minnesota

Project #	ME-23428
Project Name	Ballistic Helmets & Tactical Vests

Type Equipment
Useful Life
Category Major Equipment

Department 4-Major Equipment
Contact Police Chief
Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This item provides for the replacement of the police departments 14 Special Weapons and Tactics (SWAT) team tactical ballistic helmets and vests.

This project is consistent with the policy of maintaining current equipment to ensure the safety of officers.

Justification/Relationship to Plans and Projects

Members of the police department’s Special Weapons and Tactics (SWAT) team require a higher “threat” level of ballistic vest than patrol officers, due to the nature of their assignment. The manufacturer warranties the performance specifications of the product for 5 years from the date of purchase. All SWAT personnel received a new ballistic tactical vest in 2018.

This project is consistent with the policy of maintaining current equipment to ensure the safety of officers.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	82,500					82,500
Total	82,500					82,500

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund	82,500					82,500
Total	82,500					82,500

Impacts (Budget, Sustainability, Other)

No annual costs associated with this item

City of Minnetonka, Minnesota

Project # ME-23429
Project Name 800 MHz Portable Radios

Type Equipment

Useful Life

Category Major Equipment

Department 4-Major Equipment

Contact Police Chief

Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This item provides for the replacement of the police department and fire department 800 MHz portable radios as part of the Metropolitan Regional Radio System.

Police radios to be replaced in 2024 and Fire radios in 2026.

Justification/Relationship to Plans and Projects

Police and Fire portable radios were last purchased in 2014 and 2016, respectively. A total of 75 police radios will be replaced in 2024 and 96 fire radios will be replaced in 2026.

Following best safety practices, portable radios are assigned to each police officer and firefighter working in the public safety environment. The radios are ruggedized and specifically designed for working in hazardous environments.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		450,000		576,000		1,026,000
Total		450,000		576,000		1,026,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund		450,000		576,000		1,026,000
Total		450,000		576,000		1,026,000

Impacts (Budget, Sustainability, Other)

This project does require a service agreement that already exists within the police and fire department budgets.

City of Minnetonka, Minnesota

Project # ME-23430
Project Name 800 MHz Mobile Radios

Type Equipment

Department 4-Major Equipment

Useful Life

Contact Police Chief

Category Major Equipment

Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This item provides for the replacement of the police departments 800 MHz mobile squad radios as part of the Metropolitan Regional Radio System.

Justification/Relationship to Plans and Projects

The police department currently has 36 mobile radios mounted in vehicles and Fire has 32. The manufacturer recommends replacement in 10 year intervals in order to stay current with technology. The radios were last purchased in 2015.

This project will be researched in 2024 for purchase in 2025.

This project is consistent with the policy of maintaining current technology.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			328,000			328,000
Total			328,000			328,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund			328,000			328,000
Total			328,000			328,000

Impacts (Budget, Sustainability, Other)

This project does require a service agreement that already exists within the police department budget.

City of Minnetonka, Minnesota

Project # ME-23432
Project Name Tasers

Type Equipment

Department 4-Major Equipment

Useful Life

Contact Police Chief

Category Major Equipment

Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This item provides for the replacement of the department’s TASER devices.

Justification/Relationship to Plans and Projects

TASERs are electronic weapons that temporary incapacitate its targets allowing for them to be approached and handled in an unresisting manner. The department issues TASERs to each of its members providing for a less than lethal option.

The manufacturer recommend device replacement every 7 years. The current department TASERs were acquired in 2017. This project is for the replacement of 62 department TASER devices.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					93,000	93,000
Total					93,000	93,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund					93,000	93,000
Total					93,000	93,000

Impacts (Budget, Sustainability, Other)

TASER devices do come with an annual cost for training, batteries and the replacement of expended TASER cartridges.

City of Minnetonka, Minnesota
2023 - 2027 Capital Improvement Plan

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
Support & Command Vehicle	4-Major Equipment	ME-TBD23422	2	170,000
Multi Use Van	4-Major Equipment	ME-TBD23433	n/a	45,000
	TOTAL			215,000

City of Minnetonka, Minnesota

Project # ME-TBD23422
Project Name Support & Command Vehicle



Type Equipment **Department** 4-Major Equipment
Useful Life **Contact** Fire Chief
Category Major Equipment **Priority** 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This vehicle will serve several purposes on emergency scenes as well as assisting with normal operation of the fire department. This vehicle will help provide a mobile command post, communication support, customer support and aid in fire investigations.

This vehicle will take approximately six months from the time the order is placed until it may be placed in service. Several pieces of communication equipment that would be used in this vehicle already exists within the cache. The cost reflects customization of the interior to accommodate its multiple purposes.

Justification/Relationship to Plans and Projects

This vehicle will serve multiple purposes for the city. Command support, mobile communications and customer stabilization. While this vehicle is smaller and less expensive than most command vehicles, it will provide the city with an area for incident command during emergencies, customer support for fire victims and a vehicle capable of delivering field communications support.

In 2014 the fire department completed a comprehensive review of its fleet and determined that the department requires fewer pumpers and ladders trucks and identified the need for a few additional support vehicles. This shift in allocation provides the department with the type of support necessary for emergency scenes while also lowering the cost liability of the entire fleet.

Expenditures	2023	2024	2025	2026	2027	Total	Future	
Equip/Vehicles/Furnishings					0	0	170,000	
Total						0	0	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future	
Public Safety Fund					0	0	170,000	
Total						0	0	Total

Impacts (Budget, Sustainability, Other)

This vehicle will need routine maintenance and upkeep consistent with most utility vehicles.

City of Minnetonka, Minnesota

Project # ME-TBD23433
Project Name Multi Use Van

Type Equipment
Useful Life
Category Major Equipment
Department 4-Major Equipment
Contact Police Chief
Priority n/a



Description (Include Scheduling and Project Status)

This item provides for the replacement of a vehicle used by the department’s crisis negotiators with a multi-use van.

Justification/Relationship to Plans and Projects

In 2017 the department’s Crisis Negotiation Team (CNT) inherited a 1993 Ford ambulance to be used as a mobile crisis negotiation platform. A multi-purpose van is proposed to replace that ambulance and will be used by CNT, the department’s mobile field force, SWAT and others in daily operations.

Expenditures	2023	2024	2025	2026	2027	Total	Future
Equip/Vehicles/Furnishings	0					0	45,000
Total	0					0	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Public Safety Fund	0					0	45,000
Total	0					0	Total

Impacts (Budget, Sustainability, Other)

The purchase price of the van is based on state contract.
 This van will need routine maintenance consistent with other vehicles in the city’s fleet.



CITY OF
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City of Minnetonka, Minnesota

Project # TECH-23503
Project Name Security Equipment

Type Equipment
Useful Life
Category Technology

Department 5-Technology
Contact IT Manager
Priority 2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This project calls for the systematic maintenance and upgrade of the security equipment serving all city facilities, including: card access, video surveillance and alarm systems.

Acquisitions will occur on a planned annual basis. A list of major equipment to be replaced is as follows:

2023 – Replacement of existing security cameras, including: City Hall perimeter doors, Community Center interior hallways, Ice Arena A compressor equipment, Williston Center lobby and treehouse, Police Department cells. Card access improvements

2024 – Card access improvements, paging speakers in common areas of City Hall and Community Center. Replacement of City Hall sound masking systems

2025 – Card access improvements, replacement of existing cameras in Council Chambers, Glen Lake Activity Center, Gray's Bay Marina, Public Works, and Shady Oak Beach. Addition of Community Center lot cameras

2026 – Card access improvements, first round replacements of half of the cameras in the Public Safety facility, rekey of Burwell House, and Fire Stations

2027 – Card access improvements, replacement of existing cameras in Community Center, Fire Station, Williston Water Tower and Police Department. Public Safety sound masking

Justification/Relationship to Plans and Projects

As part of appropriate management, city staff evaluates and plans for the safety and security of our public facilities to protect our assets, citizens, employees and visitors. Continuing upgrades and replacement of security equipment is a key component of accomplishing that goal.

This project is consistent with the city’s policy of establishing schedules for equipment replacement.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	69,700	128,500	129,500	168,700	155,500	651,900
Total	69,700	128,500	129,500	168,700	155,500	651,900

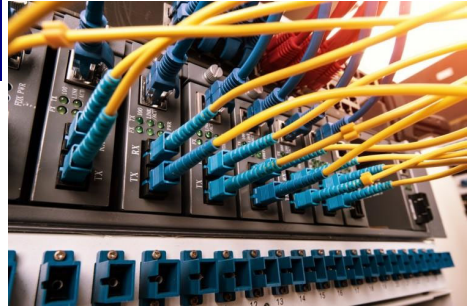
Funding Sources	2023	2024	2025	2026	2027	Total
Technology Development Fund	69,700	128,500	129,500	168,700	155,500	651,900
Total	69,700	128,500	129,500	168,700	155,500	651,900

Impacts (Budget, Sustainability, Other)

The replacement purchases will not affect operating costs and will reduce maintenance costs on equipment that is experiencing failure due to age.

City of Minnetonka, Minnesota

Project #	TECH-23505
Project Name	Technology Infrastructure
Type	Equipment
Useful Life	
Category	Technology
Department	5-Technology
Contact	IT Manager
Priority	3 Expansion of New/Existing



Description (Include Scheduling and Project Status)

These items provide for the acquisition of additional fiber optic cabling, wireless technology and distributed antenna systems to connect the City Hall campus with other remote sites. The goal is to continue connectivity to city facility locations via fiber or wireless technology to increase bandwidth and improve transmission speeds while eliminating operating costs.

- First Priority Projects:
- Establish distributed antenna systems for mobile phone and public safety coverage in Williston Center, Ice Arena A/B, and Glen Lake Activity Center
 - Replace fiber optic hand hole markers along priority routes due to age
 - Complete fiber connectivity to Woodland Water Tower
 - Establish further public safety coverage on the Civic Center Campus
 - Establish redundant paths to certain city facilities for disaster recovery

- Completed Projects Through 2023:
- Move fiber optic termination panels to new infrastructure as part of the City Hall construction
 - Establish fiber connectivity through joint powers agreement with Minnetonka School District to Fire Station 4
 - Establish wireless connectivity to Fire Station 3, and 5

Justification/Relationship to Plans and Projects

Technology is an integral component in the delivery of city services. To keep stride with technology that becomes increasingly more sophisticated, the city continues to upgrade its technology infrastructure.

Fiber optic cabling has much greater bandwidth availability and continues to be the standard to interconnect city facilities. Wireless technologies have evolved and are an acceptable standard for services. They can be built at a fraction of the cost.

Staff will continue to look for opportunities to maximize our resources and to take advantage of lower labor costs related to road reconstruction projects. The goal is to continue connectivity to city facility locations via fiber or microwave/wireless technology to increase bandwidth and improve transmission speeds while eliminating operating costs.

Connectivity with LOGIS and city facilities is an integral component in the delivery of city services. All city departments utilize the network and technology to conduct business.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Funding Sources	2023	2024	2025	2026	2027	Total
Cable Television Fund	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Impacts (Budget, Sustainability, Other)

This project decreases operational costs due to the discontinuation of monthly service fees paid to vendors.

City of Minnetonka, Minnesota

Project #	TECH-23507
Project Name	Office Equipment



Type Equipment	Department 5-Technology
Useful Life	Contact IT Manager
Category Technology	Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project funds the purchase of replacement copiers and other office equipment for all city departments. A replacement schedule has been established and is reviewed on a regular basis by Information Technology staff.

Justification/Relationship to Plans and Projects

This project provides for the systematic maintenance and upgrade of major office equipment, including: copiers, postage machine, desktop scanners, smart phone equipment, headsets, and other miscellaneous equipment. Copiers vary in size depending on location and usage. The city continues to maximize the use of workgroup copiers to save per count page costs over individual laser jet printers.

Copier Replacement Schedule
 2023: Mezzanine Copy Room, Recreation, Ice Arena A, Ridgedale Police Substation
 2024: Information Technology
 2025: Facilities, Williston Center, Public Works Mechanics, Police Records, Engineering Plotter
 2026: Administration, Legal, Community Center, Police Report Writing, Public Works Plotter
 2027: Fire Station 1

Phone System Replacement
 2027: Replacement of desktop, conference room, and wireless phones

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	97,300	24,500	84,500	88,300	265,500	560,100
Total	97,300	24,500	84,500	88,300	265,500	560,100

Funding Sources	2023	2024	2025	2026	2027	Total
Technology Development Fund	97,300	24,500	84,500	88,300	265,500	560,100
Total	97,300	24,500	84,500	88,300	265,500	560,100

Impacts (Budget, Sustainability, Other)

Budgeting and purchasing office equipment through this project allows the city greater flexibility to direct equipment to where it is most needed rather than using individual budgets. These purchases will decrease annual maintenance costs because new equipment is generally more reliable than earlier models.

City of Minnetonka, Minnesota

Project #	TECH-23508
Project Name	Technology Purchases/Upgrades



Type	Equipment	Department	5-Technology
Useful Life		Contact	IT Manager
Category	Technology	Priority	1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

This project funds the purchase of replacement computers, iPad’s, servers, network infrastructure, printers, and software. It also provides for the purchase of new equipment and software that serves the city as a whole.

A replacement schedule has been established and is reviewed on a regular basis by Information Technology staff.

Examples of projects within the schedule:

2023: Computer and wireless access point replacements, structured cabling

2024: Server replacements, including migration from City Hall data center to the Public Safety data center. Network switch replacements

2025: First round replacements of computers and network infrastructure related to the Public Safety building. Replacement of Public Works network equipment

2026: Replacement of surveillance servers, first round replacements of Public Safety building (PD/FD) network equipment, structured cabling

2027: Computer and wireless access point replacements, first round replacement of Ridgedale Commons switch equipment

Justification/Relationship to Plans and Projects

This project provides for the systematic maintenance and upgrade of the following equipment: desktop and laptop computers, iPad’s, servers, network infrastructure, uninterruptable power systems, and software.

Desktop computers, laptops, iPad’s, and servers are generally replaced on a four year replacement cycle while network infrastructure and uninterruptable power systems are replaced every five years. Printers will be replaced on an as needed basis or eliminated and replaced with multi function copier devices.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	461,850	1,374,400	567,050	974,400	512,650	3,890,350
Total	461,850	1,374,400	567,050	974,400	512,650	3,890,350

Funding Sources	2023	2024	2025	2026	2027	Total
Technology Development Fund	461,850	1,374,400	567,050	974,400	512,650	3,890,350
Total	461,850	1,374,400	567,050	974,400	512,650	3,890,350

Impacts (Budget, Sustainability, Other)

Budgeting and purchasing technology equipment through this project allows the city greater flexibility to direct equipment to where it is most needed rather than using individual department budgets.

Annual maintenance costs may increase due to the added equipment such as additional servers and networking equipment. Increases in consulting, maintenance agreements and equipment repair are in the Information Technology general fund operating budget.

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Department 5-Technology

City of Minnetonka, Minnesota

Contact Finance Director

Project #	TECH-23509
Project Name	Finance/HRIS/Utility Billing ERP Software

Type Equipment

Useful Life 20

Category Technology

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

The city's current financial, human resources management and utility billing applications are 20+ years old. The city currently utilizes the LOGIS consortium for these and several other applications. The utility billing application is in need of major version updates that will require as much time and effort as converting to a new system all together. LOGIS and its members have decided that due to the age of the finance and HR management applications it is beneficial to RFP for this suite of applications.

Justification/Relationship to Plans and Projects

As a member of LOGIS, our annual assessments cover the current operating costs for each application. In addition, annual assessments set aside a portion for long-term capital outlay or replacement. LOGIS is in final stages of the vendor selection process, with the expectation that final vendor selection will occur this summer (2022). Implementation will begin shortly thereafter and is expected to be a 2 to 3 year process.

LOGIS has informed its members that they will require a long-term commitment from its members before signing the contract. Currently members are on a year-to-year commitment. There will likely be additional assessments associated with the LOGIS conversion, but it is unknown at this point as to what those assessments may be and the options available for those paybacks.

Staff will be leaving all of our options available during this process including the potential of moving these applications away from LOGIS. There are pluses and minuses to this option. Financially, there will be a larger upfront costs, but our annual costs may be lower.

Staff is closely monitoring the LOGIS process along with another similar city that has decided to leave LOGIS to determine our next course of action.

Expenditures	2023	2024	2025	2026	2027	Total
Other	1,400,000					1,400,000
Total	1,400,000					1,400,000

Funding Sources	2023	2024	2025	2026	2027	Total
Technology Development Fund	1,400,000					1,400,000
Total	1,400,000					1,400,000

Impacts (Budget, Sustainability, Other)

New financial, HR management and utility billing systems will have an impact on the operating budget, but costs are unknown at this point. Estimated purchase and implementation costs are approximately \$1.4 million if the city decides to leave LOGIS. This is based on historical data from a similar size city that left LOGIS in 2019.

2023 - 2027 Capital Improvement Plan

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City of Minnetonka, Minnesota

Project #	TECH-23510
Project Name	Fire Technology Update
Type	Equipment
Useful Life	
Category	Technology
Department	5-Technology
Contact	Fire Chief
Priority	2 Important-Provide Efficiency



Description (Include Scheduling and Project Status)

This project updates the computers and other electronic tools used for computer aided dispatching computers in front line vehicles and apparatus. Technology improvements and changes necessitate these two projects as soon as feasible.

Justification/Relationship to Plans and Projects

The mobile computers will be similar to unit's already in place on several fire vehicles and will allow for the same capabilities of receiving dispatch information, routing, fire hydrant location and other essential information while responding.

Information such as building pre-plans and dispatch information is sent to responding apparatus via mobile data terminals.

This project is consistent with the policy of maintaining current technology.

This item funds additional 5 MDC's for apparatus currently without them.

This page also covers any other needed technical upgrades at the stations or in the trucks including monitors, video conferencing and other technology.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				50,000		50,000
Total				50,000		50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund				50,000		50,000
Total				50,000		50,000

Impacts (Budget, Sustainability, Other)

Annual maintenance of these terminals will be less after initial purchase and then will require upkeep due to normal usage.

City of Minnetonka, Minnesota

Project #	TECH-23511
Project Name	Fire Pagers



Type Equipment	Department 5-Technology
Useful Life	Contact Fire Chief
Category Technology	Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project updates the computers and other electronic tools used for computer aided dispatching computers in front line vehicles and apparatus. The pagers operated by the fire department will be approximately 8 years old and due for replacement in 2023.

Justification/Relationship to Plans and Projects

Each firefighting is issued a pager in order to be called out by dispatch to respond on call for emergency service. The technology of these voice pagers continues to rapidly change. This project is consistent with the policy of maintaining current technology.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	50,000					50,000
Total	50,000					50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund	50,000					50,000
Total	50,000					50,000

Impacts (Budget, Sustainability, Other)

Annual maintenance of these two items will be less after initial purchase and then will require upkeep due to normal usage.

City of Minnetonka, Minnesota

Project #	TECH-23512
Project Name	Station Alerting



Type	Equipment	Department	5-Technology
Useful Life		Contact	Fire Chief
Category	Technology	Priority	2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

Hennepin County dispatch is switching over to “automated dispatching” which will decrease call processing times. Station alerting is already installed in the new central station. This project will install station alerting into Fire Stations 3 and 5.

Station 1 – Completed in 2021
 Station 3 - 2022
 Station 5 - 2023

Justification/Relationship to Plans and Projects

This will standardize the station alerting systems throughout the city. This type of station alerting reduces station turnout time (and overall response time) and quickly informs the on duty firefighters on the location and nature of emergency calls for service.

This project is consistent with the city’s maintenance of highly reliable public safety services.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	66,000					66,000
Total	66,000					66,000

Funding Sources	2023	2024	2025	2026	2027	Total
Public Safety Fund	66,000					66,000
Total	66,000					66,000

Impacts (Budget, Sustainability, Other)

There will be ongoing maintenance of the systems.

The soft-start alerting tones used by system minimize the stress on firefighters by increasing the volume of the tone slowly—from off to full volume—over a longer amount of time. In addition, because the system includes many speakers located throughout the fire station, the volume levels for each speaker can be much lower than in other systems. A day/night feature in the system lowers the speaker volume during the quieter nighttime hours to further mitigate the “startle response”.

City of Minnetonka, Minnesota

Project # LSI-23601
Project Name Pavement Management Study



Type Maintenance
Useful Life
Category Street Improvement
Department 6-Local Street Improvements
Contact Director of Public Works
Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project provides for the annual testing of 25% of the city streets and for the updating of the pavement evaluation software. The street condition database is used to analyze and program street improvements in a cost-effective manner in order to maintain a pavement rating at or above the city's strategic goal of 80 on a scale of 100.

This project provides for the annual update of the Pavement Management System.

Justification/Relationship to Plans and Projects

This system allows for the analysis of various repair/reconstruction options with respect to geographic areas, pavement conditions and budget constraints to make the most efficient and effective use of available funds.

This is necessary to fully understand the interaction of street conditions throughout the local network and to program repairs and replacements in the most cost-effective manner.

Due to the aging infrastructure, bridge inspections are required for public safety. Depending on the condition of the bridge, inspections are required on a one or two-year interval and results are reported to MnDOT.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	65,000	75,000	65,000	75,000	65,000	345,000
Total	65,000	75,000	65,000	75,000	65,000	345,000

Funding Sources	2023	2024	2025	2026	2027	Total
Street Improvement Fund	65,000	75,000	65,000	75,000	65,000	345,000
Total	65,000	75,000	65,000	75,000	65,000	345,000

Impacts (Budget, Sustainability, Other)

This study will have no impact on annual maintenance costs and ensures the condition of the city's pavements are evaluated and data is available to manage the city's roadway network in a sustainable and cost effective way.

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Department 6-Local Street Improvements

City of Minnetonka, Minnesota

Contact Director of Public Works

Project # LSI-23602

Type Improvement

Project Name Local Street Rehabilitation

Useful Life

Category Street Improvement

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project will provide for the reconstruction and rehabilitation of various local streets throughout the city. Included in these projects are improvements to the storm sewer system, necessary I & I remediation, significant utility system upgrades and street improvements.

Roads that are scheduled for reconstruction and rehabilitation include the following:

Reconstruction

- 2023 - Carlson Pkwy., Cheshire Pkwy., Cheshire Ln., Gleason Lake Road*
- 2024 - Wayzata Blvd. (west of CR 61)
- 2025 - Wayzata Blvd. (Fairfield Rd. to eastern city limits)
- 2026 - See Local Street Preservation Sheet for Major Preservation projects.
- 2027 - Kinsel Neighborhood

*The Carlson Parkway project was initially scheduled in 2022 but was delayed into 2023. The \$1 million that was allocated in 2022 has been included in the 2023 budgeted street funds shown below.

Storm water and utility upgrades will be combined and coordinated with the street reconstruction projects.

Justification/Relationship to Plans and Projects

The most recent community surveys indicate that citizens still rank street maintenance a high priority amongst competing city service needs.

A thin overlay pavement program, which is a cost-effective method for extending the life of aging local streets for as much as six to ten years, was used extensively until 2014. The goal during that time period was to reconstruct or overlay all streets that had not received major maintenance in the prior 20 years, by 2014.

In 2011, staff began to transition from the thin overlay program to one that also includes preservation and maintenance programs for the streets that have been previously reconstructed. No additional funding was necessary since the thin overlay budget was spread out to also include the new preservation programs, which were performed by public works crews.

These projects are consistent with the Pavement Management Study, the Water Resources Plan, the Infiltration and Inflow Reduction Program and the NPDES Phase II Storm Water Program. The latter is state and federally mandated and requires cities to address illicit discharge into the storm sewer systems as well as improve the quality of storm water runoff.

In addition to these rehabilitation projects, separate pages are provided for preservation projects and enhancements for local street rehabilitation projects related to the burial of overhead utility lines, addition of decorative lighting and energy saving (LED) retrofits.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	7,800,000	1,450,000	3,600,000		10,890,000	23,740,000
Total	7,800,000	1,450,000	3,600,000		10,890,000	23,740,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Water Fund	200,000	50,000	50,000		2,000,000	2,300,000
Street Improvement Fund	4,100,000	1,350,000	3,500,000		5,740,000	14,690,000
Utility Fund	3,500,000	50,000	50,000		3,150,000	6,750,000
Total	7,800,000	1,450,000	3,600,000		10,890,000	23,740,000

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Department 6-Local Street Improvements

City of Minnetonka, Minnesota

Contact Director of Public Works

Impacts (Budget, Sustainability, Other)

Overall, these projects will reduce annual road maintenance needs, but add to sidewalk/trail maintenance.

Pavement millings are recycled and reused in new pavement mixes.

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2023 *thru* 2027

Department 6-Local Street Improvements

City of Minnetonka, Minnesota

Contact Director of Public Works

Project # LSI-23603
Project Name Local Street Preservation

Type Maintenance

Useful Life

Category Street Improvement

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for crack sealing, thin bituminous overlays, pavement marking and other maintenance and preservation items necessary to maintain the local streets in the city.

The scheduling is based on 2023 through 2027 maintenance activities.

Justification/Relationship to Plans and Projects

Preserving existing streets with regular maintenance can significantly extend the life of a street. Keeping existing pavements in good condition requires varying levels of maintenance, which can be thought of as preserving our street assets.

Rehabilitation projects are major maintenance activities, such as thick overlays and reconstructions. These projects are completed when a pavement has significantly deteriorated, and routine maintenance is no longer effective to extend the life of the street. Overlays have been shown to be a cost-effective strategy to extend the life of aging pavements.

Preservation-type projects are minor in comparison and less costly. They include crack filling, patching and thin overlays. These projects are typically completed on streets that have already received major rehabilitation work, but are in need of minor repairs. These projects are aimed at solidifying the pavement and keeping moisture from penetrating below the pavement, which is a key factor in the deterioration of roads.

Utility improvements are completed as needed during preservation projects. Completing minor repairs and upgrades in conjunction with the road work extends the life of the utility infrastructure and creates a better, more reliable street. Typical preservation work includes sewer casting replacement and adjustment, water main valve repairs and installation of chimney seals on sanitary sewer manholes.

Major Preservation Areas (Mill and Overlay)
 2023 - Opus
 2024 - Minor Preservation Areas only
 2025 - Opus
 2026 - Minnetonka Dr., Oakland Rd. (west of 494), Frontage Rd. (south of 394)
 2027 - Cedar Lake Rd.

*See 2023-2027 Proposed Local Street Construction map for Major Preservation Areas in addition to the Minor Preservation Areas (Overlays) that are performed by Public Works. Funding for both the Major and Minor Preservations Areas is identified in the below funding table.

This project is consistent with the city's Pavement Management Study.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	6,010,000	2,060,000	3,610,000	4,920,000	4,970,000	21,570,000
Total	6,010,000	2,060,000	3,610,000	4,920,000	4,970,000	21,570,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Water Fund	300,000	50,000	50,000	100,000	100,000	600,000
Street Improvement Fund	5,490,000	1,890,000	3,440,000	4,700,000	4,750,000	20,270,000
Utility Fund	220,000	120,000	120,000	120,000	120,000	700,000
Total	6,010,000	2,060,000	3,610,000	4,920,000	4,970,000	21,570,000

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 6-Local Street Improvements

City of Minnetonka, Minnesota

Contact Director of Public Works

Impacts (Budget, Sustainability, Other)

Street Improvement Fund

Overlays - \$5.15M ('23), \$1.55M ('24), \$3.1M ('25), \$4.35M ('26), \$4.4M ('27)

Other Maintenance - \$340k ('23), \$340k ('24), \$340k ('25), \$350k ('26), \$350k ('27)

These projects will not affect annual maintenance costs. However, regular maintenance extends the life of a street and is a financially and environmentally stable practice.

The majority of funding for this program is for supplies only and will be staffed with current employees.



2023 - 2027 Capital Improvement Plan

2023 thru 2027

Department 6-Local Street Improvements

Contact Director of Public Works

Type Improvement

Useful Life

Category Street Improvement

Priority 3 Expansion of New/Existing

City of Minnetonka, Minnesota

Project #	LSI-23604
Project Name	Electrical System Enhancements

Description (Include Scheduling and Project Status)

This project involves electrical system enhancements related to the burial of overhead utility lines in conjunction with street reconstruction projects, addition of decorative lighting and energy saving (LED) retrofits.

When possible, the burial improvements would be completed in conjunction with street reconstruction projects scheduled within the CIP. Redevelopment projects may prompt the need to expedite LED retrofit projects if the redevelopment creates a need to relocate existing streetlights. Current city trail planning may further expedite the need to move electrical poles and bury lines in conflict with future trail segments as noted on the Park Trail Improvement Plan page.

Justification/Relationship to Plans and Projects

The burial of overhead utility lines and upgrades to energy efficient lighting is consistent with Minnetonka’s community vision and strategic goals for reducing the community’s use of energy as well as maintaining and improving its visual image, particularly along major road corridors where street lighting is most necessary. The installation of decorative lighting is also consistent with these goals and will likely be done in high traffic areas.

Burial and lighting projects are selected relative to two criteria: (1) aesthetic benefit or visual clutter that would be improved and (2) traffic count as a representative of the number of citizens who would benefit from the project and greater energy savings would likely be achieved. Projects will be prioritized using the "aesthetic benefit" and "traffic/ped count" criteria as follows:

- High Priority: County and state roads, MSA high volume streets and high volume trails and public transportation related locations with high aesthetic benefit.
- Medium Priority: MSA high and low volume streets and low volume trails and public transportation related locations with high aesthetic benefit.
- Low Priority: MSA high and low volume streets and low volume trails and public transportation related locations with low aesthetic benefit.

High priority projects will typically be funded. Medium priority projects will be funded on a case-by-case basis. Low priority projects will likely not be funded unless there is an unusual circumstance.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		1,000,000	1,000,000	1,000,000	100,000	3,100,000
Total		1,000,000	1,000,000	1,000,000	100,000	3,100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Electric Franchise Fees Fund		1,000,000	1,000,000	1,000,000	100,000	3,100,000
Total		1,000,000	1,000,000	1,000,000	100,000	3,100,000

Impacts (Budget, Sustainability, Other)

2023 - Funding in 2023 was amended to 2022 with the award of the Tonka-Woodcroft project.
 2024 - Opus Area
 2025 - Opus Area
 2026 - Opus Area
 2027 - Kinsel Neighborhood

The energy saving retrofit improvements will generate significant savings in power costs and help lower environmental impacts, ensure long term sustainability of the city’s electrical system and provide savings with annual maintenance costs.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 6-Local Street Improvements

Contact Director of Public Works

Type Improvement

Useful Life

Category Street Improvement

Priority 2 Important-Provide Efficiency

City of Minnetonka, Minnesota

Project #	LSI-23605
Project Name	Noise Barrier

Description (Include Scheduling and Project Status)

MnDOT has been constructing noise walls and barriers during roadway construction projects since the mid-1970s.

In 2018, MnDOT started a Standalone Noise Barrier Program which allows for construction of noise barriers along state highways where no noise abatement measures exist and no major construction projects are programmed. This program requires a 10% cost share by the city.

Justification/Relationship to Plans and Projects

Noise barriers provide infrastructure to mitigate highway noise.

Noise barriers are ranked by MnDOT based on existing noise levels, number of homes adjacent to the highway and cost effectiveness of a noise barrier. The city has applied to MnDOT for funding of barrier walls at the following locations and received funding for 1:

Trunk Highway 169 between Cedar Lake Road and Ford Park (2027)
 Trunk Highway 7 between West of Carlyse Place and East of Carlyse Place (not currently funded by MnDOT)
 Trunk Highway 7 between East of Carlyse Place and East of Clear Springs Road (not currently funded by MnDOT)

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance					500,000	500,000
Total					500,000	500,000

Funding Sources	2023	2024	2025	2026	2027	Total
Street Improvement Fund					500,000	500,000
Total					500,000	500,000

Impacts (Budget, Sustainability, Other)

MnDOT has selected Minnetonka as its recipient for funding and construction of the TH 169 noise barrier in 2027.

The MnDOT Standalone Noise Barrier Program requires a 10% cost share. \$500,000 has been allocated for the city commitment from the street fund. This amount will be refined as MnDOT further studies and develops the design of this wall segment.

MnDOT conducts an annual solicitation for its noise barrier program. The city will continue to apply for the remaining wall segments in upcoming solicitation periods.

These projects will not affect annual maintenance costs.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 6-Local Street Improvements

City of Minnetonka, Minnesota

Contact Director of Public Works

Project # LSI-23606
Project Name Signal Improvements

Type Improvement

Useful Life

Category Street Improvement

Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

This project involves the replacement of existing traffic signals.

Justification/Relationship to Plans and Projects

The signal at Hopkins Crossroad and I-394 has been identified for replacement as it is reaching the end of its lifespan. The city is partnering with Hennepin County and MnDOT to replace the aging traffic signal, as part of the city's cooperative agreement with these agencies. The allocated portion would cover the city's share of this replacement, with Hennepin County and MnDOT contributing their own shares to be determined at the time of the project.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				250,000		250,000
Total				250,000		250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Street Improvement Fund				250,000		250,000
Total				250,000		250,000

Impacts (Budget, Sustainability, Other)

This project should not affect annual maintenance costs but will help continue to manage the city's roadway network system.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 6-Local Street Improvements
Contact Director of Public Works
Type Improvement
Useful Life
Category Street Improvement
Priority 2 Important-Provide Efficiency

Project #	LSI-23607
Project Name	Opus TIF District Improvements

Description (Include Scheduling and Project Status)

This project is to provide traffic mitigation measures for projected increased density related to the commercial and residential development of the Opus area and addition of the Green Line LRT.

The timing of these improvements, which will include easement acquisition, is largely dependent on the sequence of development of the area. The Red Circle Drive at Shady Oak Road North turn lane is currently scheduled for construction in 2023. Project timing for the remaining improvements will be established as development proposals are approved.

The costs are estimated based on concept drawings developed from the AUAR study and Opus Area planning documents. A design and detailed cost estimates will be needed prior to funding these projects in the CIP.

Justification/Relationship to Plans and Projects

Opus area studies and planning documents have identified potential transportation infrastructure improvements, as well as the reversal of Green Oak Drive.

These projects are consistent with the AUAR, the Transportation Element of the Comprehensive Plan and the Opus area infrastructure and traffic analysis.

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance	2,100,000					2,100,000	23,000,000
Total	2,100,000					2,100,000	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Cost Sharing	2,100,000					2,100,000	23,000,000
Total	2,100,000					2,100,000	Total

Impacts (Budget, Sustainability, Other)

Future Transportation Improvements:

- 1) TH 169 exit ramp to Bren Road turn lane (\$1.5M).
- 2) Smetana Drive at Bren Road turn lane (\$1.6M).
- 3) Shady Oak Road at Bren Road turn lane (\$5.5M).
- 4) Shady Oak Road at Red Circle Drive South turn lane (\$8.9M).
- 5) Green Oak Drive reversal (\$5.5M).

Reconstruction projects provide an opportunity to upgrade infrastructure by using sustainable materials such as recycled aggregates and pavements with recycled materials.

Development within the Opus TIF district will be responsible for the "Cost Sharing" funding source, reimbursed via TIF.

City of Minnetonka, Minnesota

Project #	LSI-23608
Project Name	Reflective Fire Hydrant Markers



Type	Equipment	Department	4-Major Equipment
Useful Life	15	Contact	Fire Chief
Category	Street Improvement	Priority	1 Critical for Safety/Preserve

Description (Include Scheduling and Project Status)

Add reflective fire hydrant markers to all of the remaining public fire hydrants that currently do not have hydrant markers. It is our preference to acquire all of the hydrant markers at once and have them installed over a 1-2 year timeframe. Acquisition of the markers could be phased over multiple years if necessary.

Justification/Relationship to Plans and Projects

- Fire hydrants are our critical link to an uninterrupted water supply during any fire suppression incident commonly including building fires, grass fires, and vehicle fires.
- Of the roughly 3,300 public fire hydrants, 1,900 (58%) do not have a hydrant marker.
- The fire code requires all fire protection features to be unobstructed, clearly visible, and readily identifiable. Reflective markers add nearly five feet of visibility above the hydrant making them easily visible and readily identifiable from a distance in all weather conditions, 24 hours a day, and may be the only indicator we have if a hydrant is completely covered by snow.
- Hydrant locations are somewhat unpredictable as spacing between hydrants can range from 300ft.-1,000ft., and hydrant setbacks from the streets can be anywhere from a couple feet to more than 30ft. The OPUS area provides an additional challenge because public hydrants are primarily installed along the pedestrian trails where there is little to no fire truck access, but is still accessible by foot to manually pull our supply hose to the hydrant.
- The city require private fire hydrants to have reflective markers. The city needs to set the example by having reflective markers on all of our public fire hydrants.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	60,000					60,000
Total	60,000					60,000

Funding Sources	2023	2024	2025	2026	2027	Total
Street Improvement Fund	60,000					60,000
Total	60,000					60,000

Impacts (Budget, Sustainability, Other)

Operating costs should remain consistent. Public Works would primarily be responsible for the installation of these during annual fire hydrant flushing/inspection/maintenance, spring/summer painting, and potentially during winter.

City of Minnetonka, Minnesota
2023 - 2027 Capital Improvement Plan

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
Hopkins Crossroad/CR 73 (Cedar Lk Rd to I-394)	7-MSA Street Improvements	MSA-TBD23701	2	19,160,000
Future Major Road Projects	7-MSA Street Improvements	MSA-TBD23702	2	49,000,000
Hopkins Crossroad/CR 73 at I-394	7-MSA Street Improvements	MSA-TBD23703	2	7,250,000
Excelsior Boulevard/CR 3 (CR 101 to Williston Rd)	7-MSA Street Improvements	MSA-TBD23704	2	10,000,000
TOTAL				85,410,000

Project #	MSA-TBD23701
Project Name	Hopkins Crossroad/CR 73 (Cedar Lk Rd to I-394)

Description (Include Scheduling and Project Status)

This project involves the reconstruction of Hopkins Crossroad as a multi-lane roadway between Cedar Lake Road and I-394.

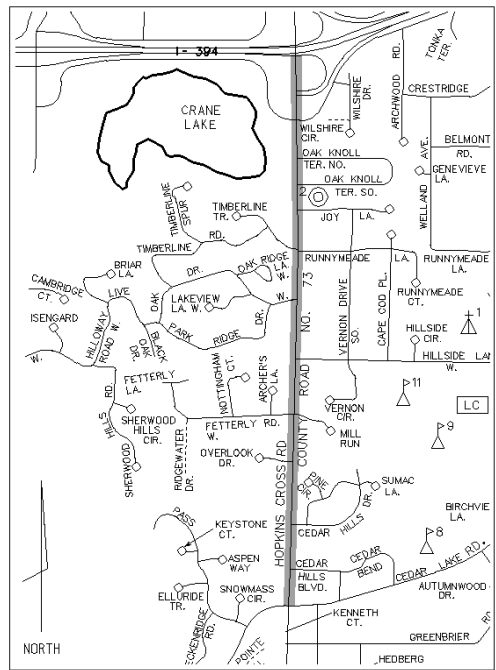
Although this project is currently unfunded, a proposed funding source for the city’s contribution is provided as estimated by Hennepin County in 2016 with inflationary estimates added.

Justification/Relationship to Plans and Projects

This project is included in the Hennepin County Capital Improvements Program as a provisional project, meaning that if funding were to become available, the county would schedule the project.

This project is consistent with the Transportation Element of the Comprehensive Plan.

A utility survey will need to be completed prior to plan development to determine the extent of repairs needed on the city’s utility systems. These costs are not included in the above estimates.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 7-MSA Street Improvements

Contact Director of Public Works

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance					0	0	19,160,000
Total					0	0	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Municipal State Aid Fund					0	0	19,160,000
Total					0	0	Total

Impacts (Budget, Sustainability, Other)

\$19,160,000 - Total Cost - Unfunded
 \$ 8,160,000 - City Cost - Unfunded

\$11,000,000 - Hennepin County - Unfunded
 \$ 7,700,000 - Municipal State Aid - Unfunded
 \$ 230,000 - Storm Water Fund - Unfunded
 \$ 230,000 - Street Improvement Fund - Unfunded

This project would impact operating costs as they relate to sidewalk maintenance.

Reconstruction projects provide an opportunity to upgrade infrastructure by using sustainable materials such as recycled aggregates and pavements with recycled materials. Additionally, stormwater infrastructure will be improved with considerations for water quality improvements and flood mitigation.

2023 - 2027 Capital Improvement Plan

2023 thru 2027

Department 7-MSA Street Improvements

City of Minnetonka, Minnesota

Contact Director of Public Works

Project #	MSA-TBD23702
Project Name	Future Major Road Projects

Type Improvement

Useful Life

Category Municipal State Aid Street Imp

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

These projects will likely be necessary when redevelopment and intensification occurs in adjacent areas.

None of these projects are currently scheduled for construction. When they are, funding sources and better cost estimates will be identified, including the city’s share of each project. City costs identified above are a very gross estimate of 25 percent of total high costs.

Justification/Relationship to Plans and Projects

Traffic studies and other technical reports have identified these projects as being necessary to support redevelopment and intensification of adjacent areas. Funding sources have not been identified for any of these projects and will vary significantly depending on the degree of support from the state, county and area property owners. In some cases, right-of-way acquisition costs will be extremely high and agency permitting will be difficult.

In 2012, an area vision study identified additional improvements that were necessary for Plymouth Road to support the long-range vision for the area.

These projects are consistent with the Transportation Element of the Comprehensive Plan and the Ridgedale area vision plan.

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance					0	0	49,000,000
Total					0	0	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Municipal State Aid Fund					0	0	49,000,000
Total					0	0	Total

Impacts (Budget, Sustainability, Other)

\$32-49,000,000 - Total Cost - Unfunded
 \$ 19,560,000 - City Cost - Unfunded

 Municipal State Aid - Unfunded

\$10-12,000,000 - I-394/Hopkins Crossroad Bridge Widening
 \$ 5-10,000,000 - TH7/Baker Road Bridge
 \$15-25,000,000 - I-394/Plymouth Bridge

These projects will impact operating costs.

Reconstruction projects provide an opportunity to upgrade infrastructure by using sustainable materials such as recycled aggregates and pavements with recycled materials. Additionally, stormwater infrastructure will be improved with considerations for water quality improvements and flood mitigation.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 7-MSA Street Improvements
Contact Director of Public Works
Type Improvement
Useful Life
Category Municipal State Aid Street Imp
Priority 2 Important-Provide Efficiency

Project # MSA-TBD23703
Project Name Hopkins Crossroad/CR 73 at I-394

Description (Include Scheduling and Project Status)

This project involves the reconstruction and reconfiguration of the intersection of Hopkins Crossroad with Wayzata Boulevard (north of 394) and the northern I-394 ramp.

Justification/Relationship to Plans and Projects

MnDOT and Hennepin County were scheduled to replace the two signal systems in 2021. However, MnDOT is delaying the project to allow additional time for governing agencies to review the intersections and address the ongoing traffic congestion issues related to the intersection geometrics, proximity of signal systems and increasing traffic volumes in the area.

Reconfiguration and reconstruction of the intersections would improve traffic flow, decrease delay times, minimize vehicle backups onto I-394 and allow for the construction of a Three Rivers Park District supported trail segment to be constructed as part of a larger regional trail connection effort.

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance					0	0	7,250,000
Total					0	0	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Municipal State Aid Fund					0	0	7,250,000
Total					0	0	Total

Impacts (Budget, Sustainability, Other)

\$ 7,250,000 - City Cost - Unfunded

\$ 4,000,000 - Municipal State Aid - Unfunded
 \$ 1,200,000 - Street Improvement Fund - Unfunded
 \$ 1,500,000 - Storm Water Fund - Unfunded
 \$ 400,000 - Utility Fund - Unfunded
 \$ 150,000 - Electric Franchise Fee Fund - Unfunded

The city plans to work with MnDOT and Hennepin County to apply for grants to help offset city costs.

This project would impact operating costs as they relate to trail maintenance.

Reconstruction projects provide an opportunity to upgrade infrastructure by using sustainable materials such as recycled aggregates and pavements with recycled materials. Additionally, stormwater infrastructure will be improved with considerations for water quality improvements.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

Department 7-MSA Street Improvements

City of Minnetonka, Minnesota

Contact Director of Public Works

Project # MSA-TBD23704
Project Name Excelsior Boulevard/CR 3 (CR 101 to Williston Rd)

Type Improvement

Useful Life

Category Municipal State Aid Street Imp

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This project involves the reconstruction and reconfiguration of Excelsior Boulevard from County Road 101 to Williston Road.

Justification/Relationship to Plans and Projects

The city is currently scheduled to construct a high priority trail segment adjacent to Excelsior Boulevard in 2027 with additional funding planned in 2028. The city and county engineers have discussed this segment of roadway and have identified pavement and drainage deficiencies that positively benefit from a larger pavement reconstruction project.

Although this project is not currently included in the Hennepin County Capital Improvements Program, following discussions with Hennepin County, city staff will plan to request that the county add this into their improvement program as a partnership project to address the pavement deficiencies concurrent with trail improvements.

Construction of the trail in conjunction with roadway improvements can result in many benefits and efficiencies including cost savings and a cohesive design.

This project is consistent with the Transportation Element of the Comprehensive Plan.

A utility survey will need to be completed prior to plan development to determine the extent of repairs needed on the city's utility systems. These costs are not included in the above estimates.

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance					0	0	10,000,000
Total					0	0	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Municipal State Aid Fund					0	0	10,000,000
Total					0	0	Total

Impacts (Budget, Sustainability, Other)

\$10,000,000 - City Cost - Unfunded

 \$1,000,000 - Municipal State Aid - Unfunded
 \$ 500,000 - Storm Water Fund - Unfunded
 \$1,000,000 - Street Improvement Fund - Unfunded
 \$7,500,000 - Utility Fund - Unfunded

This project would impact operating costs as they relate to sidewalk maintenance.

Reconstruction projects provide an opportunity to upgrade infrastructure by using sustainable materials such as recycled aggregates and pavements with recycled materials. Additionally, stormwater infrastructure will be improved with considerations for water quality improvements and flood mitigation.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 8-Storm Drainage Improve
Contact Director of Public Works
Type Improvement
Useful Life
Category Storm Water
Priority 1 Critical for Safety/Preserve

Project # SDI-23801
Project Name Storm Sewer Risk Assessment and Projects

Description (Include Scheduling and Project Status)

This project provides for annual improvements to repair and replace high-risk segments of storm sewer to prevent system failures and possible flooding. Whenever possible, projects will be coordinated with the street reconstruction and rehabilitation programs.

Justification/Relationship to Plans and Projects

A storm sewer system risk assessment was conducted in early 2015 as a proactive effort to evaluate the risks of infrastructure failure throughout the city. The assessment included weighing the age and type of pipe along with the proximity of the pipe against the consequences of a failure. These identified high-risk portions of the city’s storm sewer system will be further reviewed and possibly targeted for replacement.

Drainage improvements in this category will likely consist of pipe lining and smaller system replacement projects. These improvements will likely be constructed without the need for improvement hearings and extensive feasibility studies.

This project is consistent with the Water Resources Management Plan and the NPDES Phase II Storm Water Program.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	250,000	250,000	250,000	250,000	250,000	1,250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Water Fund	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	250,000	250,000	250,000	250,000	250,000	1,250,000

Impacts (Budget, Sustainability, Other)

These improvements will tend to reduce annual maintenance costs and ensure the long term sustainability of the city’s storm sewer system.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota



Department 8-Storm Drainage Improve

Contact Director of Public Works

Type Improvement

Useful Life

Category Storm Water

Priority 1 Critical for Safety/Preserve

Project #	SDI-23802
Project Name	Water Quality Projects

Description (Include Scheduling and Project Status)

This project provides for improvements to improve water quality and lake funding assistance. Improvements will be grouped into collective contracts whenever possible and coordinated with the street reconstruction program when feasible.

Justification/Relationship to Plans and Projects

The City of Minnetonka has a strong history of protecting water quality. The city’s first iteration of a Water Resources Management Plan was developed in 1959, 13 years prior to the inception of the Clean Water Act by the federal government in 1972. Since that time, the city’s Water Resources Management Plan, which includes stormwater, wetland, floodplain and shoreland protections, has continued to evolve to make certain water quality in the city a primary focus for protection while balancing the infrastructure and development goals of the city.

This work is consistent with the Water Resources Management Plan and council policy.

The city has historically defined water quality based on overall health, function and value (pollutant load, clarity, aquatic communities and wildlife benefit) and has identified improvements in water body areas within the city.

Also, the city does receive requests from residents for water quality improvements directly related to aesthetic appeal and recreational capability. These residents have requested the city increase its standards for protecting surface waters and provide a role in undertaking lake management strategies, which include vegetation removal. Being these types of improvements are primarily on water bodies with no public access, the city may consider funding assistance to these improvements through assessments to organized lake group.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design/Engineering		100,000		100,000		200,000
Total		100,000		100,000		200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Water Fund		100,000		100,000		200,000
Total		100,000		100,000		200,000

Impacts (Budget, Sustainability, Other)

These improvements will tend to reduce annual maintenance costs and provide a better environment for the natural habitat and recreational activities.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota



Department 8-Storm Drainage Improve

Contact Director of Public Works

Type Improvement

Useful Life

Category Storm Water

Priority 1 Critical for Safety/Preserve

Project #	SDI-23803
Project Name	Watershed Modeling

Description (Include Scheduling and Project Status)

This project provides the necessary water resources modeling framework needed to update the city’s storm water quality and quantity issues. The city’s model was completed in 2014. The four watershed districts within the city are currently updating their respective models. City updates should be completed to stay consistent with partner watersheds.

Justification/Relationship to Plans and Projects

A detailed storm water model was previously developed to provide the city with a tool to predict citywide site-specific impacts of past and future water quality features. Since that time, new scientific rainfall data has been adopted by National Oceanic and Atmospheric Administration (NOAA) based on historical data collected in the area. Data collection, paired with updates and refinement of the city’s model, will better demonstrate that planned loading reductions and rate/volume control measures meet watershed district requirements. This project is consistent with the Water Resources Management Plan and the city’s NPDES Phase II Storm Water Program.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design/Engineering	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Water Fund	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Impacts (Budget, Sustainability, Other)

This project will tend to reduce annual maintenance costs and ensure the city maintains storm water models with the most updated precipitation and climate data.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 8-Storm Drainage Improve
Contact Director of Public Works
Type Maintenance
Useful Life
Category Storm Water
Priority 2 Important-Provide Efficiency

Project # SDI-23804
Project Name Major Pond Rehabilitation

Description (Include Scheduling and Project Status)

This project provides sediment testing and dredging of municipal storm water ponds. Improvements will be grouped into collective contracts whenever possible.

Justification/Relationship to Plans and Projects

Storm water ponds have been installed over the years to capture sediments and nutrients and prevent pollutants from reaching our lakes and creeks. Many of these ponds are reaching the end of their anticipated useful life and require rehabilitation. The state and federal mandated NPDES Phase II Storm Water Program also requires this work to be done.

Sediment testing and dredging of municipal storm water ponds will comply with all applicable state and federal standards to remove and dispose of potential contaminants accordingly.

This project is consistent with the Water Resources Management Plan and the NPDES Phase II Storm Water Program.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	200,000	200,000	200,000	200,000	200,000	1,000,000
Total	200,000	200,000	200,000	200,000	200,000	1,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Water Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
Total	200,000	200,000	200,000	200,000	200,000	1,000,000

Impacts (Budget, Sustainability, Other)

These improvements will tend to reduce annual maintenance costs and ensures the city's storm water ponds are maintained to reduce the risk of flooding.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 8-Storm Drainage Improvement

Contact Director of Public Works

Type Improvement

Useful Life

Category Storm Water

Priority 3 Expansion of New/Existing

Project #	SDI-23805
Project Name	Storm Sewer Lift Station Improvements

Description (Include Scheduling and Project Status)

This project provides for rehabilitation of the city’s storm sewer lift stations.

2023: Holiday Lift Station
 2025: Woodgate Lift Station
 2027: Kraemer Lift Station

Justification/Relationship to Plans and Projects

A study was conducted in 2017 in an effort to evaluate the city’s storm sewer lift stations. The study evaluated the physical condition of the storm sewer lift station components as well as the operational performance of each station and identified improvements. The evaluation included the Woodgate, Holiday, Kraemer Pond, and Sherwood storm sewer lift stations.

Storm sewer lift station improvements in this category will consist of replacement of pumps, sluice gates, hatches, piping and valves. These improvements will likely be constructed without the need for improvement hearings and extensive feasibility studies. Additional improvement projects will be scheduled in future years.

This project is consistent with the Water Resources Management Plan to reduce flooding throughout the city.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	600,000		600,000		400,000	1,600,000
Total	600,000		600,000		400,000	1,600,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Water Fund	600,000		600,000		400,000	1,600,000
Total	600,000		600,000		400,000	1,600,000

Impacts (Budget, Sustainability, Other)

This project will tend to reduce annual maintenance costs and ensures the city’s storm water infrastructure is maintained to reduce the risk of flooding.

City of Minnetonka, Minnesota
2023 - 2027 Capital Improvement Plan

PENDING PROJECTS

(Includes projects with a 'Status' set to 'Pending')

Project Name	Department	Project #	Priority	Project Cost
Pending				
Huntingdon Pond	8-Storm Drainage Improvements	SDI-TBD23806	3	1,200,000
	TOTAL			1,200,000

2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Department 8-Storm Drainage Improve
Contact Director of Public Works
Type Improvement
Useful Life
Category Storm Water
Priority 3 Expansion of New/Existing

Project # SDI-TBD23806
Project Name Huntingdon Pond

Description (Include Scheduling and Project Status)

This project provides for the installation of a permanent outlet for Huntingdon Pond.
 This project is currently unfunded. The city will continue to monitor water levels until funding becomes available.

Justification/Relationship to Plans and Projects

In 2019, resident concerns with flooding raised awareness of this landlocked pond and the pond was pumped in November 2019 to lower lake levels to lower the risk of flooding.
 Following resident concerns, two options for permanent outlets were developed. The first option was a gravity storm sewer outlet to the south and ultimately to Nine Mile Creek, estimated at \$1,000,000. The second is a lift station outlet to the north and ultimately to Minnehaha Creek, estimated at \$1,200,000. Both options were presented to the neighborhood for feedback.
 Historically, improvements such as this have been completed with road reconstruction projects.
 This project is consistent with the goals of the Water Resources Management Plan.

Expenditures	2023	2024	2025	2026	2027	Total	Future
Construction/Maintenance					0	0	1,200,000
Total					0	0	Total

Funding Sources	2023	2024	2025	2026	2027	Total	Future
Storm Water Fund					0	0	1,200,000
Total					0	0	Total

Impacts (Budget, Sustainability, Other)

This project will tend to reduce annual maintenance costs and reduce the flood risk for properties adjacent to Huntingdon pond.



CITY OF
MINNETONKA



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 2 Important-Provide Efficiency

Project # WSS-23901
Project Name Water - Miscellaneous Piping & Improvements

Description (Include Scheduling and Project Status)

This item provides for the unanticipated repairs of water and sewer lines that are found to be broke or deficient during the year.

While specific projects are not identified, improvements would be fixed as they are discovered. Planned replacements associated with road improvement projects are shown on the street project pages.

Replacements are usually not associated with other projects, however, some deficiencies are uncovered with planned street or utility work.

Justification/Relationship to Plans and Projects

Fixing deficient utilities minimizes the potential for liability of roads, utilities or other infrastructure when problems or failures are discovered.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	170,000	180,000	190,000	200,000	210,000	950,000
Total	170,000	180,000	190,000	200,000	210,000	950,000

Funding Sources	2023	2024	2025	2026	2027	Total
Utility Fund	170,000	180,000	190,000	200,000	210,000	950,000
Total	170,000	180,000	190,000	200,000	210,000	950,000

Impacts (Budget, Sustainability, Other)

These improvements do not increase operating costs and in instances of water pipe, repairs can decrease operating costs.

The city performs annual leak detection testing on the entire system every fall to proactively identify and repair leaks within the system. This program has reduced the amount of water loss from the system by more than 100 million gallons per year.

2023 - 2027 Capital Improvement Plan

2023 thru 2027

Department 9-Water/Sewer Improvements

City of Minnetonka, Minnesota

Contact Utility Operations Engineer

Project # WSS-23902

Type Improvement

Project Name Water - Tower Maintenance

Useful Life

Category Water & Sanitary Sewer Syste

Priority 2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the scheduled painting, inspection and maintenance of the city's eight water storage structures.

Major repair projects are bid up to one-half year prior to the scheduled work. Washing will be scheduled in the year that the cleaning is needed.

The recommended improvements are as follows:

2023: Paint Ridgedale Tower, wash Lake Street Tower and Plymouth Tower, complete Water Storage Facilities Condition analysis.

2024: Wash Bren Tower, Hathaway Tower and Tanglen Tower.

2025: Wash Williston Tower.

2026: Wash Ridgedale Tower, Plymouth Tower and Lake Street Tower.

2027: Wash Bren Tower, Hathaway Tower and Tanglen Tower.

This project is consistent with the city's practice of maintaining its infrastructure. Costs vary from year to year due to the size and condition of the tanks. The new city logo will be installed when the Ridgedale water tower is re-painted.

Justification/Relationship to Plans and Projects

Scheduled maintenance and repair of the city's water storage structures extends their useful life and is important for public perception regarding water quality. In 2017, tank conditions were re-evaluated and the maintenance schedule was updated in order to identify the order of tank improvements.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	2,000,000	70,000	25,000	85,000	90,000	2,270,000
Total	2,000,000	70,000	25,000	85,000	90,000	2,270,000

Funding Sources	2023	2024	2025	2026	2027	Total
Utility Fund	2,000,000	70,000	25,000	85,000	90,000	2,270,000
Total	2,000,000	70,000	25,000	85,000	90,000	2,270,000

Impacts (Budget, Sustainability, Other)

Timely inspection, touch-up and washing extends the useful life and appearance of the surface coating systems.

2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 9-Water/Sewer Improvements

Contact Utility Operations Engineer

Type Improvement

Useful Life

Category Water & Sanitary Sewer Syste

Priority 2 Important-Provide Efficiency

Project # WSS-23903
Project Name Water - Removal of Excavated Soil

Description (Include Scheduling and Project Status)

This item provides for the removal of excavated soils that accumulate over time and are stored at public works.
 The excavated materials are bid and hauled by a contractor in the early spring of the year after seasonal load limits are removed.
 Where possible, this material is used for a variety of city projects and is offered to contractors and developers if they are in need of clean fill. If the material is not used, it must be removed in order to make room for dirt that is continually accumulating.

Justification/Relationship to Plans and Projects

In a year, the city accumulates approximately 5,000 cubic yards of material as a result of watermain repairs and other miscellaneous excavations. Approximately 20,000 cubic yards of material was removed in 2012 and 2013, and 6,500 cubic yards was removed in 2017. Scheduled removal will now continue into the future in order to keep the size of the pile manageable.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	80,000		90,000		95,000	265,000
Total	80,000		90,000		95,000	265,000

Funding Sources	2023	2024	2025	2026	2027	Total
Utility Fund	80,000		90,000		95,000	265,000
Total	80,000		90,000		95,000	265,000

Impacts (Budget, Sustainability, Other)

This project will not have any effect on operational costs.



2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 2 Important-Provide Efficiency

Project # WSS-23904
Project Name Water - System Sustainability Improvements

Description (Include Scheduling and Project Status)

This item provides for the implementation of the findings of the Water Sustainability and Optimization study that was completed for the city’s water and sewer utility in 2014.

The recommended improvements are as follows:

2023: WTP #14 generator and transfer switch.
2024: Tower Hill and Stonegate booster station renovation,
WTP #15 media replacement and WTP #16 fire alarms.
2025: WTP #16 VFD upgrade.
2026: Wells 6, 6A, 11 and 11A pump replacement and WTP #15 piping modification.
2027: WTP#11 major plant renovation.

This project implements the recommendations of the sustainability and optimization study completed in 2014 and updated for costs in February of 2018 for the city's 8 water treatment plants, 18 wells and 2 booster stations.

Definitions:
WTP - water treatment plant
VFD - variable frequency drive

Justification/Relationship to Plans and Projects

A majority of the water system was constructed in the late 1970’s and early 1980’s. As a result, many of the components are approaching the end of their design life and need to be replaced. A sustainability plan was presented to the council in 2014 and this project schedule follows that plan.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	350,000	800,000	1,000,000	700,000	3,800,000	6,650,000
Total	350,000	800,000	1,000,000	700,000	3,800,000	6,650,000

Funding Sources	2023	2024	2025	2026	2027	Total
Utility Fund	350,000	800,000	1,000,000	700,000	3,800,000	6,650,000
Total	350,000	800,000	1,000,000	700,000	3,800,000	6,650,000

Impacts (Budget, Sustainability, Other)

This project will save operational costs that result from the installation of energy efficient pumps, motors and VFD’s.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 9-Water/Sewer Improvements

Contact Utility Operations Engineer

Type Improvement

Useful Life

Category Water & Sanitary Sewer Syste

Priority 2 Important-Provide Efficiency

Project #	WSS-23905
Project Name	Water - Trunk Utility Line Replacement

Description (Include Scheduling and Project Status)

This item provides for the systematic replacement of trunk water main throughout the system. Trunk pipelines deliver bulk water to various parts of the system. Failure of trunk lines can potentially have widespread negative impacts across the system.

2026 - Plymouth Road Watermain Rehabilitation Project. This project will rehabilitate 5,280 feet of 24-inch ductile iron pipe along Plymouth Road, from Woodbridge Trail to Ridgedale Lane. This segment of watermain was installed in 1974/1975 and serves as the primary trunk line from Water Treatment Plants #6 and #16 to the Ridgedale Water Tower and Ridgedale business area.

Projects are generally coordinated with street reconstruction, overlay, and trail improvement programs.

Justification/Relationship to Plans and Projects

A significant portion of the Minnetonka water distribution system was originally constructed from 1955-1975. As these pipes continue to age, the natural deterioration of the pipe material cause leaks and breaks to occur within the system, leading to service outages, loss of treated water and costly emergency repairs. Systematic rehabilitation of the water distribution system will reduce the risks and costs associated with emergency repairs.

This project is consistent with the policy of maintaining the city's infrastructure.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				3,750,000		3,750,000
Total				3,750,000		3,750,000

Funding Sources	2023	2024	2025	2026	2027	Total
Utility Fund				3,750,000		3,750,000
Total				3,750,000		3,750,000

Impacts (Budget, Sustainability, Other)

Projects do not increase operating expense, in most cases reduce maintenance, and repair costs.



2023 - 2027 Capital Improvement Plan

2023 thru 2027

City of Minnetonka, Minnesota

Department 9-Water/Sewer Improvements

Contact Utility Operations Engineer

Type Improvement

Useful Life

Category Water & Sanitary Sewer System

Priority 2 Important-Provide Efficiency

Project #	WSS-23906
Project Name	Water - Water Meter Replacement Program

Description (Include Scheduling and Project Status)

This item provides for the replacement of the city’s water meter stock. Replacement meters may be an automated radio-read, fixed network or cellular read type.

The total project is proposed to be completed over a 6-year period beginning with commercial, industrial, and institutional meter bodies followed by the replacement of residential meters. Infiltration and inflow (I&I) inspections are scheduled to be completed with meter replacement.

The replacement of meters will also support water conservation efforts by the city by increasing accuracy of water use readings and detection of leaks.

Justification/Relationship to Plans and Projects

The current commercial water meter stock is nearing the end of its useful life and warrants replacement to assure accurate readings and enhanced customer service.

Commercial, industrial, and institutional meter bodies were originally installed in 2001. Residential meters, registers, and readers were originally installed from 2007-2009. This equipment is expected to have a 20-year service life, so nearly all of the existing meters will be due for full replacement by 2029.

This project is consistent with the policy of maintaining the city’s infrastructure.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		1,500,000	1,500,000	1,500,000	1,500,000	6,000,000
Total		1,500,000	1,500,000	1,500,000	1,500,000	6,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Utility Fund		1,500,000	1,500,000	1,500,000	1,500,000	6,000,000
Total		1,500,000	1,500,000	1,500,000	1,500,000	6,000,000

Impacts (Budget, Sustainability, Other)

Replacement of the current radio-read technology with automated radio-read, fixed network or cellular technology will allow the city and users to detect leaks in real time, reducing the total amount of unintended water loss throughout the system.

This project will not affect operating costs.



2023 - 2027 Capital Improvement Plan

2023 thru 2027

Department 9-Water/Sewer Improvements

Contact Utility Operations Engineer

Type Improvement

Useful Life

Category Water & Sanitary Sewer Syste

Priority 2 Important-Provide Efficiency

City of Minnetonka, Minnesota

Project #	WSS-23907
Project Name	Sewer - System Sustainability Improvements

Description (Include Scheduling and Project Status)

This item provides for ongoing sustainability and optimization improvements to the sanitary sewer infrastructure including: lift stations, emergency generators, forcemain piping, and sewer pipe inspections.

The recommended improvements are as follows:

- 2023: Rehabilitate Burchlane forcemain, televise trunk sewer - Phase 2.
- 2024: Rehabilitate Clarion Hills lift station, rehabilitate Brightwood Dr. forcemain, televise trunk sewer - Phase 3.
- 2025: Rehabilitate Windridge lift station, rehabilitate Ford Rd. lift station and forcemain, rehabilitate Whitegate forcemain and rehabilitate Sherwood forcemain. Televise trunk sewer - Phase 4.
- 2026: Rehabilitate Minnetonka Blvd. lift station, televise trunk sewer - Phase 5.
- 2027: Rehabilitate Acorn Ridge lift station and rehabilitate Fairchild Avenue lift station.

Justification/Relationship to Plans and Projects

A majority of the sanitary sewer system was constructed in the late 1970's and early 1980's. The system consists of nearly 500 miles of sanitary sewer gravity main, 36 lift stations and associated forcemains, emergency generators, electrical controls, and mechanical pumps. As lift stations age, the pumps, motors, controls and piping need scheduled replacement to assure operability of the collection system. Sewer televising identifies necessary maintenance and repairs to the system to prevent more costly emergency repairs.

This project is consistent with the city's policy of maintaining the city's infrastructure and will be implemented consistent with city infiltration and inflow (I&I) programs.

Televising data will also support ongoing evaluation of sewer infrastructure in advance of anticipated growth throughout the city projected by the 2040 comprehensive plan.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	1,900,000	1,500,000	3,400,000	1,000,000	750,000	8,550,000
Total	1,900,000	1,500,000	3,400,000	1,000,000	750,000	8,550,000
Funding Sources	2023	2024	2025	2026	2027	Total
Utility Fund	1,900,000	1,500,000	3,400,000	1,000,000	750,000	8,550,000
Total	1,900,000	1,500,000	3,400,000	1,000,000	750,000	8,550,000

Impacts (Budget, Sustainability, Other)

This project will save operational costs that result from the installation of energy efficient pumps and controls. Timely and preventative maintenance also extends the useful life of the system.



2023 - 2027 Capital Improvement Plan

2023 thru 2027

Department 9-Water/Sewer Improvements

City of Minnetonka, Minnesota

Contact Utility Operations Engineer

Project #	WSS-23908
Project Name	Sewer - Infiltration and Inflow Reduction Program

Type Improvement

Useful Life

Category Water & Sanitary Sewer System

Priority 3 Expansion of New/Existing

Description (Include Scheduling and Project Status)

The Metropolitan Council has implemented a policy that adds a surcharge for excess clear water from I&I that enters the sanitary collection system. This ongoing program is intended to reduce peak flows by correcting public sewer deficiencies.

Staff began studying excess clear water flow in 2005 for program development and implementation starting in 2007. The city recently completed its previous 10-year reduction plan, which included residential and commercial inflow inspections, the sealing of 180 manholes, and inflow reduction efforts to the system. A new 10-year reduction plan is being developed to continue reduction of I/I and keep the city from receiving a surcharge bill from the MCES.

The original MCES peak flow reduction program ended 2012, but projects are being planned in order to ensure continued compliance and address deficiencies that have been detected by ongoing investigations. The city has received three state grants administered by the Met Council and each grant is approximately \$50,000 each.

Reduction efforts also help preserve capacity within the sanitary sewer system for continued growth predicted within the city.

Justification/Relationship to Plans and Projects

MCES policy states that excess peak sewer flows can result in a surcharge billable to the City of Minnetonka. The city is currently compliant; however, the city needs to continually make improvements so that surcharges can be avoided in the future. Since the beginning of the program, it is estimated that 3.2 MGD of clear water has been removed from the city's sewer collection system.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	170,000	180,000	190,000	200,000	210,000	950,000
Total	170,000	180,000	190,000	200,000	210,000	950,000

Funding Sources	2023	2024	2025	2026	2027	Total
Utility Fund	170,000	180,000	190,000	200,000	210,000	950,000
Total	170,000	180,000	190,000	200,000	210,000	950,000

Impacts (Budget, Sustainability, Other)

Reduction of clear water flow reduces the energy and treatments costs associated with the Metropolitan Council's wastewater treatment expenses that are billed back to the city. Currently, the city pays \$400,000 per month for sewage treatment.



2023 - 2027 Capital Improvement Plan

2023 *thru* 2027

City of Minnetonka, Minnesota

Department 9-Water/Sewer Improvements
Contact Utility Operations Engineer
Type Improvement
Useful Life
Category Water & Sanitary Sewer Syste
Priority 3 Expansion of New/Existing

Project # WSS-23909
Project Name Opus Area Utility Infrastructure

Description (Include Scheduling and Project Status)

This item provides for evaluation of water and sanitary sewer system infrastructure needs and capacity upgrades to the Opus II Area.

Existing system capacity evaluation and modeling efforts began in 2020 and continue as development occurs. These efforts will prioritize projects to create capacity in the systems and support additional growth in the area.

The recommended improvements are as follows:

2023: Watermain & Sewer Installation
 2024: Watermain & Sewer Installation
 2025: Watermain & Sewer Installation
 2026: Watermain & Sewer Installation
 2027: Watermain & Sewer Installation

This project is consistent with the policy of maintaining the city’s infrastructure and will be implemented consistent with city infiltration and inflow (I&I) programs. Televising can help identify infiltration issues with the sanitary sewer pipes.

Televising data will also support ongoing evaluation of sewer infrastructure in advance of anticipated growth throughout the city projected by the 2040 comprehensive plan.

Justification/Relationship to Plans and Projects

An influx of development and development proposals within the city’s Opus II area has begun to be realized in recent years, and the 2040 comprehensive plan identifies this regional center continuing to see this level of growth into the future. The water and sanitary sewer infrastructure was generally installed in the late 1970’s when the area was planned to be a commercial/industrial park. Changes to land use and intensification of properties will rely on the availability of capacity and reliability of this infrastructure.

Televising data will also support ongoing evaluation of sewer infrastructure in advance of anticipated growth throughout the city projected by the 2040 comprehensive plan.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	250,000	250,000	250,000	250,000	250,000	1,250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Utility Fund	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	250,000	250,000	250,000	250,000	250,000	1,250,000

Impacts (Budget, Sustainability, Other)

This project will create operational efficiencies in ongoing maintenance of the sanitary sewer system as the city will use the data enhance the current system cleaning program. Timely and preventative maintenance also extends the useful life of the system.

City of Minnetonka, Minnesota

Project #	WSS-23910
Project Name	Outdoor Warning Sirens



Type	Equipment	Department	9-Water/Sewer Improvements
Useful Life		Contact	Utility Operations Engineer
Category	Water & Sanitary Sewer System	Priority	2 Important-Provide Efficiency

Description (Include Scheduling and Project Status)

This item provides for the replacement of the 10 Outdoor Warning sirens located in the city.
 This project will be scheduled for the spring and summer of the funding year.

Justification/Relationship to Plans and Projects

In 1995 the city replaced all of the city’s civil defense sirens. This project would replace the radios and rotating siren head that sounds the audible warning to public. The new sirens would expand the audible warning area for each installation. Sirens are intended to warn people that are outside and away from interior household communications such as radio and television.
 This project is consistent with the city’s policy of maintaining the city’s current infrastructure.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	75,000	75,000				150,000
Total	75,000	75,000				150,000

Funding Sources	2023	2024	2025	2026	2027	Total
Utility Fund	75,000	75,000				150,000
Total	75,000	75,000				150,000

Impacts (Budget, Sustainability, Other)

This project will not affect the operational expense of these machines. The replacement of the controls will have minimal effect on the expense of maintaining this equipment. The replacement will increase the system’s reliability and audible output.

Unfunded Trail Segments by Priority Ranking

Proposed Trails

Rank

1 - 19

20 - 38

39 - 56

57 - 71



Light Rail Station



Village Center

Funded Trail Segments

Existing Sidewalks and Trails

School Property

1/4 Mile Village Center Ring

1/2 Mile Village Center Ring



2023 - 2027 PROPOSED LOCAL STREET CONSTRUCTION

LEGEND

RECONSTRUCTION

- 2022-2023
- 2023
- 2024
- 2025
- 2026
- 2027

ENGINEERING MILL & OVERLAY

- 2023
- 2024
- 2025
- 2026
- 2027

PUBLIC WORKS OVERLAY

- 2023
- 2024
- 2025
- 2026
- 2027

PUBLIC WORKS MAINTENANCE OVERLAY

- 2023
- 2024
- 2025
- 2026
- 2027

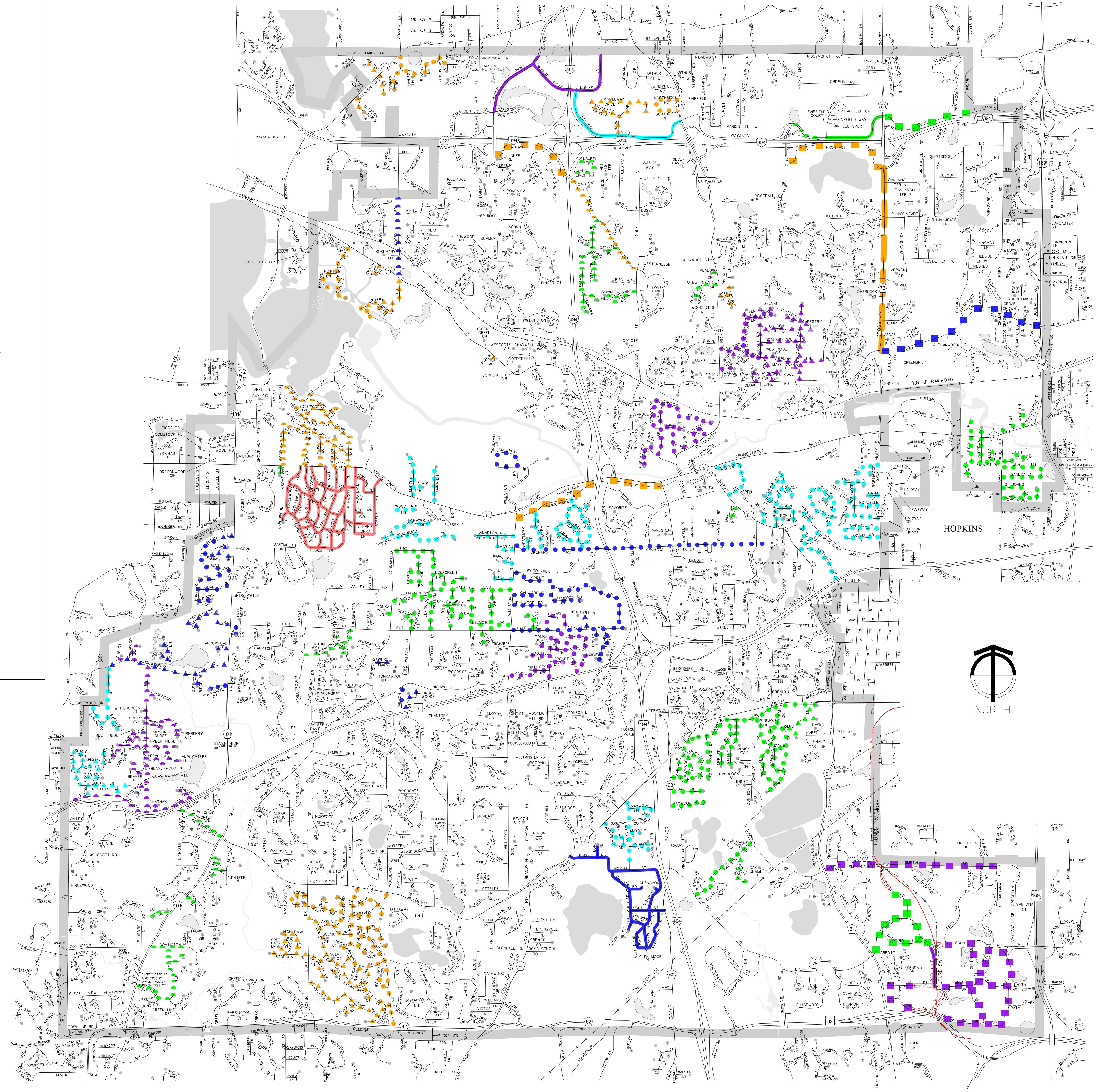
NEIGHBORHOOD REFURBISHING

- 2023
- 2024
- 2025
- 2026
- 2027

COUNTY ROAD PROJECTS

PROJECTS BY OTHERS

- 2018-2027 SWLRT
- 2026 COUNTY ROAD MILL & OVERLAY





**City Council Agenda Item 14B
Meeting of Sep. 12, 2022**

Title: 2023-2027 Economic Improvement Program (EIP)
Report From: Alisha Gray, EDFP, Economic Development and Housing Manager
Submitted through: Mike Funk, City Manager
Julie Wischnack, AICP, Community Development Director

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

The Economic Improvement Program (EIP) is a five-year guidance document for the city's investment in housing, economic development, transit, and redevelopment. The document is updated annually.

Recommended Action

Adopt the resolution approving the 2023-2027 EIP.

Strategic Profile Relatability

Financial Strength & Operational Excellence Safe & Healthy Community
 Sustainability & Natural Resources Livable & Well-Planned Development
 Infrastructure & Asset Management Community Inclusiveness
 N/A

Statement: The EIP is the city's long-term plan for economic development and housing programs.

Financial Consideration

Is there a financial consideration? No Yes
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other Grants, Loans

Statement: Adopting the 2023-2027 EIP does not legally set the HRA levy for 2023. The council will adopt the final HRA levy in December 2022.

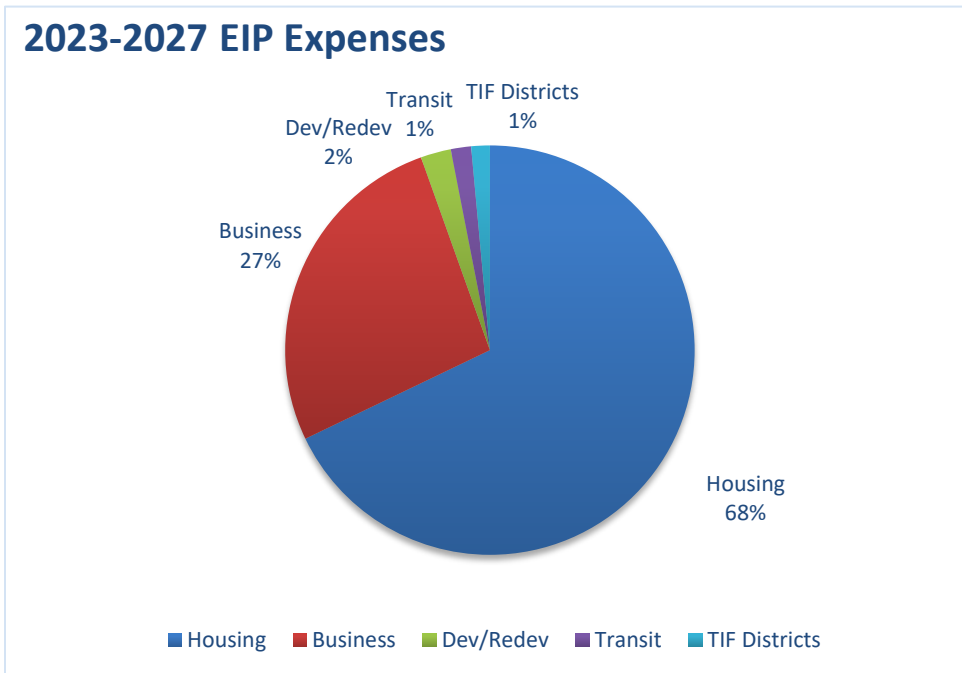
Background

The 2023-2027 EIP was prepared based on the comments by the city council on [June 20, 2022](#), and the Economic Development Advisory Commission's (EDAC's) feedback from the [May 19, 2022](#) meeting.

- **Chapter 1 Policy** — defines what funding categories programs will fall under and details the funding principles.
- **Chapters 2 through 7** — provides program pages for the city's existing and potential future economic development efforts. The program page details the description, purpose, goals, budget impacts, schedule, and key measures. Additionally, it outlines the funds needed to develop or sustain the program over a period of years.
- **Chapter 8 Funding Sources and Expenditure Projections** — provides summary tables, including the first table, a one-year (2023) summary of total expenditures by category and fund. The second set of tables presents 10-year funding sources and expenditure projections. The final table summarizes the 10-year projection of all funds.
- **Chapter 9 Affordable Housing Goals** — itemizes how the city has and will meet its 1995-2010, 2011-2020, and 2021-2030 affordable housing goals, including any EIP programs used to assist the project and the affordable housing income limits.
- **Glossary** — Glossary of programs, terms, and acronyms.

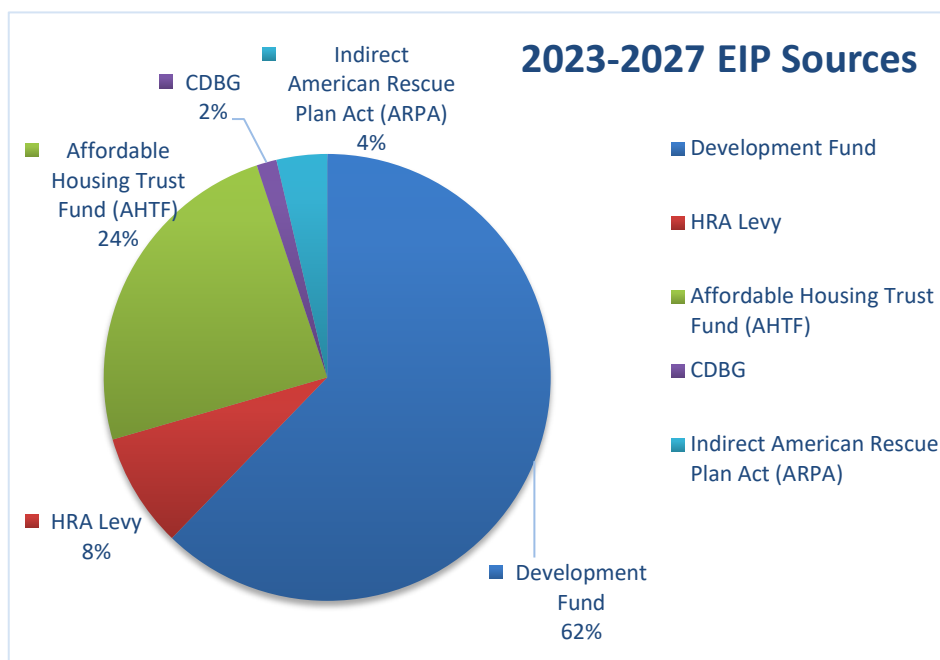
Uses of EIP Funds

This year, housing programming is the city's highest priority in the recommended EIP. Nearly \$31.8 million is projected to be allocated for housing programs, in contrast to roughly \$12.5 million for business programs. The funding allocated to housing programming increased due to an uptick in interest in the Housing Improvement Area program. That program provides loans to common interest communities for larger-scale repairs and is recaptured similarly to a special assessment. Other uses include grants for housing redevelopment projects, environmental cleanup, and business development. Generally, those funds are not city dollars but pass-through grants or loan programs.



Business programming is the second-highest priority category in the 2023-2027 EIP. The lowest priority investment categories are development/redevelopment and transit program areas.

In the 2023-2027 EIP, accounting for the largest single resource for EIP implementation at 62 percent of all funding, approximately \$13 million, will be available from the development fund. The Affordable Housing Trust Fund, along with the Housing and Redevelopment Authority (HRA) levy, is anticipated to generate the next largest sources of funding for programming.



2023-2027 EIP Updates

Housing Chapter Summary

CDBG Program

Community Development Block Grant (CDBG) program administration switched to Hennepin County on July 1, 2018. Changes to the program include:

- Entitlement Funds (Prior to July 1, 2018)
 - The sources/uses for this year assume program income from loan repayment following the end of the federal funding. There is an increase in the repayment of loans (currently, there are 125 outstanding loans) due to increased home sales and the number of outstanding loans.
 - Program Income of approximately \$30,000 per year is generated from loan repayments. Program income passes through to Hennepin County to provide additional rehab loans in Minnetonka through their rehab program.
 - In 2020, the council directed staff to create a home rehab program exclusively for Homes Within Reach (HWR) residents with the remaining fund balance. The maximum grant amount was set at \$7,500. Current program statistics for the 60 HWR homes in Minnetonka are as follows:
 - Eleven projects have been completed, with an average loan amount of \$6,890.
 - Six projects are underway with \$80,170 remaining in uncommitted funding.
- CDBG Consortium (July 1, 2018, to present)
 - CDBG funds no longer flow through the city and are not included in the page sources/expenditures section. The award for 2022 is \$131,636.
 - Administration
 - The county receives 13%-15% to administer the CDBG portfolio (reporting, intake of Small Projects Program (SPP) clients, fair housing, monitoring, environmental review, processing applications, processing subordination, and payoff requests, submitting annual Consolidated Annual Performance Evaluation Report (CAPER), and other reports to the Department of Housing and Urban Development (HUD).
 - Home Rehabilitation Program
 - The county started administering the program in July 2018.
 - There is a maximum loan amount of \$15,000.
 - Five loans disbursed in 2021
 - Three loans disbursed in 2022
 - Seven loans are in the application process
 - Fair Housing
 - The city is involved in Fair Housing activities; however, the county is responsible for coordinating these efforts on behalf of the city.
 - The city adopted its own [Fair Housing Policy](#) in Nov. 2018.

- Public Services
 - Agencies now apply for funding through the county's coordinated Request for Proposal (RFP) process.
 - In 2022, ICA, HomeLine, Senior Community Services, and the Sojourner Project received funding.

Homes Within Reach (HWR)

Past discussions regarding funding with HWR

- While the EDAC has had many discussions about funding for this program (2012-2013), more recently, in March of 2019, EDAC commissioners suggested adding information on the history of HWR to the EIP. Generally, commissioners supported continuing to look for opportunities to fund the organization. Staff attached the following information to the report:
 - History of city contributions to Homes Within Reach
 - Homes Within Reach Properties
- In 2020, the [2021-2025 EIP](#) did not contemplate additional funding for HWR in 2021, given that HWR received two years' worth of program administration allocation in the 2020 budget.
 - The council discussed Homes Within Reach at the [Sept. 14, 2020](#) study session. Topics included the background of HWR, previous funding discussions, a request for information from Homes Within Reach on the land trust model, homeowner education, rehabilitation efforts and support, and taxation.
- In 2021, for program years 2022-2026, \$125,000 in funding was committed, as discussed during the previous discussion. The city council requested a representative from Homes Within Reach be available for questions at the [June 21, 2021](#) study session.
- The 2022 budget specifying the uses of the HRA Levy was adopted on [Dec. 8, 2021](#), and included \$125,000 in funding for Homes within Reach.
- The current EIP and the proposed HRA levy continue the funding of \$125,000.

Welcome to Minnetonka and Minnetonka Home Enhancement

- The Center for Energy and Environment manages these programs for the city.
- There is a current fund balance of approximately \$555,000 for these programs, with 23 loans outstanding.
- The average loan amount for the Welcome to Minnetonka Program is \$8,550 the Minnetonka Home Enhancement average loan amount is \$12,612.

Housing Improvement Areas

- The city issued bonds in 2019 to repay the Cloud 9 association's construction loan. The loan is repaid through the housing fee collected on the annual property tax statements.
- Staff receives two to three inquiries a year for this program per year.

Affordable Housing Trust Fund (AHTF)

- Council approved a temporary AHTF in 2020 to provide emergency rental assistance to households impacted by COVID-19 and established a permanent AHTF in 2021.
 - \$4,961,680 in pooled tax increment was transferred to the fund in 2021 to support affordable housing efforts, and in 2021, a loan repayment from the Cliffs apartments added \$2,100,000 to the fund. Accounting for recent transactions, the fund now has a remaining balance of approximately \$5.7 million.
 - To date, the fund has contributed to the following initiatives:
 - \$300,000 in emergency rental assistance through ICA
 - \$553,000 Minnetonka Station affordable housing
 - \$280,000 Doran Apartments affordable housing
 - \$400,000 The Pointe (Amira Minnetonka) affordable housing
 - Staff recommends that the AHTF continue to support additional affordable housing initiatives in the 2023-2027 EIP, including single-family and affordable rental housing opportunities.
 - The city council packet information from [Nov. 23, 2020](#), outlines the eligible sources and uses of the AHTF.

City-owned properties

- Staff is in the process of completing due diligence on three city-owned properties. In 2022/2023, staff will propose new affordable housing opportunities to the EDAC and city council. The properties include:
 - 5937 County Road 101 (residential) - sell for affordable housing in 2022/2023
 - 5501 Baker Road (residential) - sell for affordable housing in 2022/2023
 - 5432 Rowland Road (residential) - sell for affordable housing in 2022/2023

Newly Proposed Housing Initiatives for 2022/2023

- \$300,000 - Pathways to Homeownership (Indirect APRA funds) – Expanded down-payment assistance program.
 - This item was introduced conceptually at the [Feb 14, 2022](#), city council study session.
 - EDAC reviewed the program details at the [July 14, 2022 meeting](#). The program will be presented in 2022 at an upcoming council meeting.
- \$50,000 - Rental assistance continuation (2-year commitment with indirect American Rescue Plan Act (ARPA) funds)
 - Partnership with ICA to continue to provide rental assistance to Minnetonka households.
 - The city committed \$300,000 to provide emergency rental assistance for households impacted by COVID-19.
 - A total of 195 households have received rental assistance through the program, totaling \$268,932
 - \$26,000 remains available in 2022.
 - The average assistance per household is \$1,300.
 - Household demographics:
 - 65% of households identified as Black

- 23% of households identified as White
 - 6% of households identified as Hispanic
 - 2% of households identified as Asian
 - 2% of households identified as African American
 - 2% of households identified as Other
 - Half of the households also identified with having a female head of household.
- \$200,000 - Homelessness Intervention Initiative (2-year pilot with indirect ARPA funds)
 - In 2021 and 2022, staff met with His House Foundation to discuss an alternative path for Minnetonka families to access resources after becoming homeless. His House Foundation assists families experiencing a housing crisis by consolidating resources and assisting with temporary housing while families are accessing the county's coordinated entry program. The city council approve the use of \$200,000 in indirect ARPA funding at its [July 18, 2022](#) meeting.

Business Chapter Summary

Sprinkler Retrofit

- Added continued funding of \$50,000 annually through the Special Assessment Construction Fund, as there is continued interest in this program.

Housing/Redevelopment Grants

- Staff noted all awarded housing/business development grants on the project page. Shady Oak Crossing received three grants totaling nearly \$910,853 in 2020. Grants included:
 - \$250,000 Hennepin County Transit-Oriented Design
 - \$246,653 Department of Employment and Economic Development Redevelopment Grant
 - \$414,200 Metropolitan Council Tax Base Revitalization Account
- In 2021, the Wellington housing project received \$250,000 through Hennepin County's TOD program, pending project approval.
- In 2021, Homes Within Reach received \$180,000 through the Metropolitan Council's LHIA grant program.
- In August, 2022 the city received a policy grant in the amount of \$50,000 to assist with examining the city's zoning ordinance.
- Additional grants are expected over the next several years as Southwest LRT encourages redevelopment near station areas.
 - A page was added to list the grants the city has received between 2016-2022

Business Outreach

- \$25,000 was budgeted for 2025 and 2026 to assist with ongoing costs to implement the Business Development strategy. Project costs include a business newsletter, business outreach and marketing, and potential for future business-related events.
 - The city distributed the first edition of the business newsletter in the summer of 2018.
 - There are 2,400 copies per distribution. In 2021, staff increased production to three issues per year.

- In 2021, staff conducted a citywide business climate survey and developed a work plan based upon feedback from the survey.

Minneapolis Regional Chamber

- \$1,000 was included to accommodate dues to participate in the regional chamber. Twin West merged with the Minneapolis Regional Chamber and serves Minnetonka.

Emergency Business Assistance

- The council approved additional funding of \$50,000 through the HRA Levy in 2021.
- Staff is proposing to utilize this funding to provide technical assistance to businesses that continue to be impacted by the COVID-19 pandemic.

Newly Proposed Business Initiatives for 2022/2023

- \$50,000 – Business Technical Assistance program (existing emergency assistance funds balance from 2022) – one-time funding for businesses to assist with technical needs (marketing, legal, technology, etc.).
- \$100,000 - Pedestrian improvements (indirect APRA funding) – a new effort to strengthen connections from businesses to pedestrian access – designated for Ridgedale.
- \$100,000 - Code Compliance Program (indirect ARPA funding) – a new program to assist businesses with required building improvements.

Transit Chapter Summary

- No changes to this chapter.

Development and Redevelopment Chapter Summary

Predevelopment

- Requested \$75,000 in funding through the development fund to continue support for studies and consultants.

Tax Increment Financing (TIF) Chapter Summary

- Removed Boulevard Gardens and Beacon Hill Districts
- Added a new project page for Opus TIF District.
- Noted new TIF Management Report in fall 2022.

Affordable Housing Goals Summary

- Updated Metropolitan Council Livable Communities Housing Goals.
- Added information on Metropolitan Council projected need, goals, and housing score.
- Added future housing needs implementation tools from the 2040 Comprehensive Plan.

EDAC feedback from the [May 19, 2022](#) and [July 14, 2022](#) meetings (minutes attached):

- The commission generally agreed with the staff's recommended edits to the 2023-2027 EIP. The following feedback was provided for council consideration:
 - Indirect American Rescue Plan Act (ARPA)

- Commissioners supported utilizing the \$750,000 in ARPA funding to pilot new programming, including:
 - *Housing*
 - \$300,000 for the Pathways to Homeownership program
 - \$200,000 for the Homelessness prevention pilot program (2-year)
 - \$50,000 for rental assistance (multi-year commitment)
 - *Business*
 - \$100,000 business code compliance program
 - *Other*
 - \$100,000 pedestrian improvements at Ridgedale (previously approved)
- Commissioners suggested following up with ideas on how to continue funding for the pilot programs after using ARPA funds.
 - Staff suggested the Affordable Housing Trust Fund if there is continued interest once the ARPA fund is depleted.
- Affordable Housing Trust Fund
 - Requested additional information on the eligible sources and uses for the trust fund at an upcoming meeting.
 - The eligible funding sources and uses are outlined in the council report at the [Nov. 23, 2020](#), meeting.
 - Commissioners supported the use of the trust fund for expanded affordable housing opportunities.
 - \$300,000 for Pathways to Homeownership
- Other Housing Feedback
 - Commissioner Tyacke asked if there is an outreach for residents 55+ happening in Minnetonka.
 - Staff discussed the Senior Script and Minnetonka Memo as opportunities to connect with senior populations residing in multifamily residences.
- Emergency Business Assistance
 - Supporting utilizing the \$50,000 in existing funding for a business technical assistance program.
 - Commissioners liked the flexibility of the fund to be able to address specific business needs.
- HRA Levy
 - Continue funding for the existing program. The recommendation includes \$100,000 for existing down-payment and home rehabilitation programs, \$75,000 for Southwest LRT commitment, and \$125,000 for Homes Within Reach.

City Council Study Session Feedback – [June 20, 2022](#)

The council generally agreed with staff recommendations included in the 2023-2027 EIP. The council provided the following feedback and questions on the newly proposed programming:

- Homelessness Pilot Program (\$200,000 in indirect ARPA funding for a multi-year commitment)
 - Martha Brannon, Executive Director of His House Foundation, discussed the overall homelessness program for Hennepin County and how His House

- Foundation provides services for Minnetonka residents experiencing a housing crisis or homelessness.
- Council members were pleased to learn about the opportunity to prevent Minnetonka families from traveling downtown to be sheltered in order to be added to the housing waitlist for homeless households.
 - Council member Coakley indicated past experience with working as an assessor for homeless families through Catholic Charities. She shared that it was difficult to place families in the 30% set aside units that are a component of tax credit financing projects, as there are not enough units.
 - Staff confirmed that, indeed, the tax credit projects only have a few "set aside units" at each property.
 - Martha Brannon clarified that His House works with households to identify housing in the surrounding area as it becomes available.
 - Council members noted that there should be a broader discussion regarding homelessness and the potential for future program funding at an upcoming study session.
 - Staff confirmed that there is a placeholder on the September agenda to discuss the broader topic of homelessness.
 - Council members discussed a conversation on what can be done at the county level or state to address suburban access to homelessness resources for long-term solutions.
- Pathways to Homeownership (\$300,000 in indirect ARPA funding)
 - Councilmember Wilburn asked how the applications would be prioritized.
 - Staff confirmed that the intent is on a first-come-first-serve basis.
 - Councilmember Coakley asked if there would be a forgiveness component to the loan.
 - Staff confirmed working through the details to present back to the EDAC and the city council in 2022.
 - The program was reviewed by EDAC at the [July 14, 2022](#) meeting and will be presented to council following the Sept. 19, 2022, study session.
 - Councilmember Kirk requested information comparing and contrasting the newly proposed program to the Homes Within Reach program.
 - Homes Within Reach (\$125,000 HRA Levy)
 - Councilmember Kirk requested information comparing and contrasting the newly proposed Pathways program to the Homes Within Reach program.
 - Councilmember Calvert and Schack recommended getting the new program launched, analyzing the two separate programs to determine who the programs are serving.
 - Mayor Wiersum noted that the Homes Within Reach Program preserves existing NOAH properties.
 - Councilmember Schaeppi provided feedback to explore expanding density in R-1 zoning districts to add additional housing opportunities in the community.
 - Minnetonka Home Enhancement Program
 - Councilmember Calvert asked the staff when the interest rate would be reevaluated on the program.
 - Staff confirmed that interest rate changes are considered in August for the Economic Development Programs. Typically, a few points below the market encourage the use of the program.

- GlenHaven TIF District
 - Councilmember Calvert noted outdated language on the page.
 - Staff updated the page.

Next Steps

The schedule for approval is as follows:

- HRA Levy and budget adopted in December.

Summary

The EIP includes a forecast for the 2023 HRA Levy to be \$300,000, which continues to fund Minnetonka Home Enhancement/Welcome to Minnetonka (\$100,000), SWLRT (\$75,000), and Homes Within Reach (\$125,000). Adopting the EIP does not legally set the HRA levy; the city council will discuss the preliminary HRA levy for 2023 at the Sept. 12, 2022, regular meeting and adopt the final HRA levy in Dec. 2022.

Supplemental Information:

[May 19, 2022 – EDAC Unofficial Meeting Minutes](#)

[June 20, 2022 – City Council Study Session](#)

[July 14, 2022 – EDAC Unofficial Meeting Minutes](#)

2023-2027 Economic Improvement Program



2023-2027

ECONOMIC IMPROVEMENT PROGRAM



**2023-2027
ECONOMIC IMPROVEMENT PROGRAM**

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Economic Improvement Program Policy

The Economic Improvement Program (EIP) is the city's long-term plan for housing, economic development, redevelopment, and transit programs that promote economic viability for the citizens and businesses of Minnetonka.

Funding Categories

The EIP covers a broad range of community development activities. Funding categories include:

- Projects and programs which encourage diversity and broaden choices in types, sizes, and prices of the city's housing stock to meet the needs of the aging population and attract younger residents.
- Projects that support existing business retention and expansion, attract new businesses, and allow the city to remain economically competitive.
- Projects which enhance resident mobility by pursuing opportunities and solutions to improve transit service.
- Activities that promote the vitality of the city through development and redevelopment.

Planning Principles

- The EIP will support achievement of the city's Comprehensive Plan and long-term Strategic Goals.
- The EIP will be updated annually to reflect changes in programs, demographics, private housing stock, business needs, and the overall economic climate.
- The EIP allows flexibility and may be amended during the year if necessary, in order to act upon unforeseen opportunities that may arise which enhance economic viability.
- Development of the EIP will be consistent with the annual operating budget. Future staffing and other budgetary impacts are projected and will be included in operating budget forecasts.



HOUSING



**MINNETONKA
ECONOMIC
IMPROVEMENT
PROGRAM**

HOUSING CHAPTER SUMMARY

Projects and programs which encourage diversity and broaden choices in types, sizes, and prices of the city's housing stock to meet the needs of the aging population and to attract younger residents.

The city currently has seven programs in place to assist in the construction, maintenance, and renewal of housing in the city. One additional page contains conceptual programming for future consideration.

- The total five-year estimated cost of the programs is \$31,841,000.

Program	2023	2024	2024	2026	2027	5-Year Total
CDBG Entitlement	30,000	32,000	34,000	35,000	35,000	\$166,000
Homes Within Reach	125,000	125,000	125,000	125,000	125,000	\$625,000
Housing Improvement Areas	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	\$25,000,000
Minnetonka Home Enhancement	50,000	50,000	50,000	50,000	50,000	\$250,000
Welcome to Minnetonka	50,000	50,000	50,000	50,000	50,000	\$250,000
Housing Trust Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	\$5,000,000
Indirect ARPA	550,000	0	0	0	0	\$550,000
	\$6,805,000	\$6,257,000	\$6,259,000	\$6,260,000	\$6,260,000	\$31,841,000
Conceptual Programs						
Housing Program Research						

Programs in green=funding/program is expected to continue
 Programs in yellow=funding/program is uncertain for a number of reasons
 Programs in red=funding/program is ending

Economic Improvement Program

2023 thru 2027

Department 1-Housing
Contact Community Development
Type Program
Useful Life N/A
Category Housing
Priority Yellow

City of Minnetonka, Minnesota

Project # Housing-20
Project Name CDBG Entitlement (Prior to 2018)

Key Measures Households Assisted **Key Measures**
Key Measures **Key Measures**

Description

On July 1, 2018, Hennepin County began overseeing the entire CDBG program, on behalf of Minnetonka, as the city elected to join the Urban County CDBG Consortium. This page represents program income the city received from repayment of loans from loan made prior to 2018, when the city was an entitlement community and received a direct CDBG allocation from the Department of Housing and Urban Development.

SCHEDULING AND PROJECT STATUS:
 This is an ongoing program.

Justification

The city continues to receive program income from rehabilitation loans that were made prior to 2018 when the city was in its entitlement status. The city will receive repayment of prior year loans if an owner sells the property prior to the 10-year deferment period. There are 125 loans still outstanding that could be repaid at some point.

In 2020, the city council directed staff create a home rehabilitation program exclusively for Homes Within Reach residents with the remaining fund balance received while the city was an entitlement community. \$105,707 is available for HWR residents to make critical repairs on a first-come first-served basis until funds are exhausted.

Staff is anticipating that approximately \$30,000 a year in program income will be received from loan repayments. Repayments received are sent to Hennepin County for inclusion in the Home Rehabilitation Pool of funds for Minnetonka residents, under a sub-agreement through June 30, 2028.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS:
 Comprehensive Plan- Continue to promote and market the city’s Housing Rehabilitation Programs.
 Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES
 Households Assisted

2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
14	10	N/A	15	10	10	2	0	0	0	0

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	30,000	32,000	34,000	35,000	35,000	166,000
Total	30,000	32,000	34,000	35,000	35,000	166,000

Funding Sources	2023	2024	2025	2026	2027	Total
CDBG	30,000	32,000	34,000	35,000	35,000	166,000
Total	30,000	32,000	34,000	35,000	35,000	166,000

Budget Impact/Other

Program income received from loans made prior to 2018 flows through the city. Staff anticipates that this income will continue to fund new loans that are currently managed through Hennepin County. The city can also choose to reallocate funds to projects that meet one of the three national objectives. 1. Benefit low and moderate income persons 2. Help prevent and/or eliminate slums and/or blight 3. Meet other community development needs of particular urgency.

The city currently has 125 outstanding loans made between 2011 and 2022, with an outstanding balance of \$657,031.

The city will continue to offset any administrative expenses incurred by staff with available CDBG dollars.

Economic Improvement Program

2023 *thru* 2027

Department 1-Housing
Contact Community Development
Type Program
Useful Life N/A
Category Housing
Priority Yellow

City of Minnetonka, Minnesota

Project # Housing-03
Project Name CDBG Consortium (2018-Present)

Key Measures Households Assisted **Key Measures**
Key Measures **Key Measures**

Description

On July 1, 2018, Hennepin County began overseeing the entire CDBG program, on behalf of Minnetonka, as the city elected to join the Urban County CDBG Consortium. Hennepin County is responsible for accepting applications for the home rehabilitation loan program, ongoing loan project management, and leads a process to distribute public service dollars each year.

For 2022, the estimated CDBG allocation for Minnetonka is \$131,636.

SCHEDULING AND PROJECT STATUS:
 This is an ongoing program. The CDBG program year is July 1 to June 30.

Justification

A description of the programs under the consortium is listed below:

The Home Rehabilitation Loan Program offers ten-year, no interest deferred loans up to \$15,000. The loan amount was increased in 2018 to respond to increased cost of repairs. Households up to 80% of area median income qualify for the \$15,000 Small Projects Program, which allows for housing repairs and maintenance.

Up to 15 percent of the city’s Community Development Block Grant funds can be used to fund public services (non-profits). Organizations that serve Minnetonka residents that are expected to receive funding in 2022 are: ICA, HomeLine, Senior Community Services, and the Sojourner Project.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS:
 Comprehensive Plan- Continue to promote and market the city’s Housing Rehabilitation Programs..

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES
 Households Assisted

2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
14	8	9	9	8	5	8	8	8	8	8

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

-As part of the Urban County Consortium, no CDBG funds flow through the city.
 -One percent of the city’s CDBG annual allocation is contributed to the Hennepin County Consortium to support fair housing activities.
 -The administrative costs associated with the program are 15-17 % of the city's total allocation each year.

Economic Improvement Program

2023 thru 2027

Department 1-Housing
Contact Community Development
Type Program
Useful Life N/A
Category Housing
Priority Red

City of Minnetonka, Minnesota

Project # Housing-05
Project Name Homes Within Reach

Key Measures HWR units in Minnetonka **Key Measures**
Key Measures **Key Measures**

Description
Homes Within Reach (also known as the West Hennepin Affordable Housing Land Trust) is a non-profit community land trust that creates and preserves affordable homeownership opportunities in suburban Hennepin County.
SCHEDULING AND PROJECT STATUS
This program is ongoing. Depending on the level of commitment by the city and other matching funds, Homes Within Reach anticipates adding one to two new permanently affordable owner-occupied units to the city each year.

Justification
In an effort to promote long-term affordable, scattered-site housing, while maximizing the cost-effectiveness of public investment, the community land trust model was presented as a tool in 2000 to help the city increase its amount of long-term affordable housing.
The Homes Within Reach program provides single-family, permanently affordable, homeownership opportunities to those at 80% AMI or less. Minnetonka’s funds will be used to leverage and match other county, regional, and state funds.
PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Work with affordable housing agencies and developers to add more affordable housing units in the city.
Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.
KEY MEASURES
2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027
Total HWR units in Minnetonka
55 56 58 59 60 61 62 63 64 65 66

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	125,000	125,000	125,000	125,000	25,000	525,000
Total	125,000	125,000	125,000	125,000	125,000	625,000

Funding Sources	2023	2024	2025	2026	2027	Total
HRA Levy	125,000	125,000	125,000	125,000	125,000	625,000
Other	0	0	0	0	0	0
Total	125,000	125,000	125,000	125,000	125,000	625,000

Budget Impact/Other
Homes Within Reach requests funding through the annual EIP process each year. Growth in long term affordable units is important, but there should be some adjustment to the city’s commitment to ensure it is sustainable. After 2017, funding through the Livable Communities Account was no longer available.
HWR has a current funding commitment of approximately \$350,000 in available funding to complete three more projects between 2023-2027. In 2022, the EIP allocated an HRA levy of \$125,000 to assist with ongoing administrative expenses and for the purchase of homes.
In 2020, an annual fee of \$25,000 was added to assist with ongoing operations. The proposed funding source for ongoing maintenance is the HRA levy.

Economic Improvement Program

2023 thru 2027

Department 1-Housing
Contact Community Development
Type Maintenance
Useful Life N/A
Category Housing
Priority Yellow

City of Minnetonka, Minnesota

Project # Housing-06
Project Name Housing Improvement Areas

Key Measures Units Assisted **Key Measures**
Key Measures **Key Measures**

Description
 Minnesota law provides a mechanism termed Housing Improvement Area (HIA) which allows cities to help arrange and finance rehabilitation on owner-occupied residential buildings, such as condominiums or townhouses.
 SCHEDULING AND PROJECT STATUS
 The council adopted an HIA policy in November 2011. It is expected that interest in this program will grow as condo and townhouse developments age. State legislation for HIA's sunsets on June 30, 2028.

Justification
 The program is intended to serve aging multi-family housing by providing a financing structure to address major building investments. The program would also ensure, going forward, that the association is able to correct the financing of long-term capital expenditures.
 PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan-Continue to promote and market the city's Housing Rehabilitation Programs.
 Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.
 KEY MEASURES
 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027
 Units Assisted
 0 0 164 100 100 100 100 100 100 100 100

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	25,000,000
Total	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	25,000,000
Funding Sources	2023	2024	2025	2026	2027	Total
Other	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	25,000,000
Total	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	25,000,000

Budget Impact/Other
 The HIA program is administered by staff who work on various parts of the project ranging from program information to HIA requests. Once an HIA request is received, staff time is committed to preparing a resolution, ordinance, development agreement, and determining fees. Costs to cover staff time for the HIA application are covered through an application fee and through a per unit administrative fee for time in administering the assessment.
 A risk of the HIA program is pay-back of the assessment. However, because it is assessed on the property taxes, it will be paid back even if there is foreclosure of the property.
 Cedar Ridge was the first HIA in city and was established in early 2012. The total project costs were \$674,000
 In August 2017, the city council approved an Housing Improvement Area for Cloud 9 for up to \$3.93 million to repair the curtain wall and make upgrades to the elevators and the HVAC system. The city issued bonds rather than the utilizing the development fund to finance the project. The project was completed in 2019.

Economic Improvement Program

2023 thru 2027

Department 1-Housing
Contact Community Development
Type Program
Useful Life N/A
Category Housing
Priority Yellow

City of Minnetonka, Minnesota

Project # Housing-08
Project Name Minnetonka Home Enhancement

Key Measures Loans Made **Key Measures**
Key Measures Loans Defaulted **Key Measures**

Description

The Minnetonka Home Enhancement program (MHEP) offers up to \$15,000 through a low-interest loan for housing maintenance, repair, green investments, and some additions. The interest rate in 2022 is 3.225% (Annual Percentage Rate based on \$15,000 for 10 years).

SCHEDULING AND PROJECT STATUS
 The program began June 2011. This is an ongoing program.

Justification

Minnetonka’s housing stock is aging. Nearly two-thirds of the city’s homes were built between 1950 and 1970, and over 75% of the housing stock is 30 years or older. Many of these homes now need repairs for windows, roofs, and heating systems. The MHEP targets households up to 120% area median income with loans for rehabilitation and other housing maintenance activities for housing valued at \$352,300 or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Continue to promote and market the city’s Housing Rehabilitation Programs.
 Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Loans Made	3	3	0	1	2	4	4	4	4	4	4
Loans Defaulted	0	0	0	0	0	0	0	0	0	0	0

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	2023	2024	2025	2026	2027	Total
HRA Levy	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Budget Impact/Other

In January 2018, the city entered into a new contract with the Center for Energy and Environment to continue administration of the HRA Levy funded loan programs.

There is a current fund balance of approximately \$555,000. The city receives monthly loan repayments of \$1,000-\$1,500 on average and in 2021 the city received \$83,358 in program income. There are currently 23 outstanding loans.

The guidelines are reviewed on an annual basis to ensure the program meets the needs of the target population.

Economic Improvement Program

2023 thru 2027

Department 1-Housing
Contact Community Development
Type Program
Useful Life N/A
Category Housing
Priority Yellow

City of Minnetonka, Minnesota

Project # Housing-14
Project Name Welcome to Minnetonka Loan Program

Key Measures Loans Made **Key Measures**
Key Measures Loans Defaulted **Key Measures**

Description

The Welcome to Minnetonka program provides up to \$10,000 through a low-interest loan for down payment and closing cost assistance. The Center for Energy and Environment administers the program. This is a deferred loan program which is repaid at the time of sale or at the end of the 30-year term. The interest rate is currently 1%.

SCHEDULING AND PROJECT STATUS

The program began June 2011. This is an ongoing program.

Justification

The Welcome to Minnetonka program is marketed to first-time homebuyer households earning up to 120% area median income with down payment and closing cost assistance. Those participating in the program provide at least 25% of the required down payment or closing costs. There are currently 11 active loans in this program.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan- Continue to promote and market the city's Housing Rehabilitation Programs.
 Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Loans Made	1	1	4	5	1	2	5	5	5	5	5
Loans Defaulted	0	0	0	0	0	0	0	0	0	0	0

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	2023	2024	2025	2026	2027	Total
HRA Levy	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Budget Impact/Other

In January 2018, the city entered into a new contract with the Center for Energy and Environment to continue administration of the HRA Levy funded loan programs.

There is a current fund balance of approximately \$555,000 for the Welcome to Minnetonka and Minnetonka Home Enhancement programs.

On an annual basis the guidelines are reviewed to ensure the program meets the needs of the target population.

Economic Improvement Program

2023 thru 2027

Department 1-Housing
Contact Community Development
Type Program
Useful Life N/A
Category Housing
Priority Red

City of Minnetonka, Minnesota

Project # Housing-22
Project Name Affordable Housing Trust Fund

Key Measures Households Assisted **Key Measures** Housing Projects Assisted
Key Measures **Key Measures**

Description

On April 20, 2020 the city council approved an emergency ordinance to create a Housing Trust Fund. Under the temporary 60-day ordinance, the council authorized designating \$150,000 of the existing fund balance from the development fund to provide emergency rental assistance to households experiencing financial hardship due to COVID-19. A Housing Trust Fund is the only fund by state statute that can be used to provide rental assistance, but also has many other eligible activities.

The temporary ordinance expired on June 20, 2020. On Nov. 9, 2020 the city council approved a permanent Affordable Housing Trust Fund. In 2021, the city council allocated \$4,961,680 of the existing tax increment pooling dollars to the fund. Additionally, the fund received a contribution of \$2,100,000 through the repayment of a loan to the Cliffs.

Justification

State Statute 462C.16 allows local governments to establish a Housing Trust Fund for local housing development. Authorized uses of these funds include:

- Administrative Expenses
- Loans, grants, and loan guarantees for the development, rehab, or financing of housing
- Match other funds from federal, state, or private resources for housing projects
- Provide down payment assistance, rental assistance, and homebuyer services.

This fund could be utilized to provide additional rental assistance, or other uses, if more state, federal, or local funds become available for the eligible uses of funds.

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Total	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Affordable Housing Trust Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Other	0	0	0	0	0	0
Total	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

Budget Impact/Other

A local government may finance its local or regional housing trust fund with any money available to the local government, unless prohibited by state law. Sources may include:

- Donations
- Bond Proceeds
- Grants and loans from state, federal, or private sources
- Appropriations by a local government to the fund
- Investment earnings of the fund
- Housing and redevelopment authority levies

Funded projects include:

- \$200,000 in rental assistance to ICA in 2022, \$100,000 in rental assistance to ICA in 2022, \$280,000 to Doran for 53 affordable units, \$550,000 to Minnetonka Station for 28 affordable units, \$400,000 to Amira Minnetonka for 19 affordable units.

Future uses may include:

- Rent Assistance
- Homelessness Response
- Acquisition
- NOAH Preservation

Economic Improvement Program

2023 *thru* 2027

Department 1-Housing

City of Minnetonka, Minnesota

Contact

Project # Housing-21
Project Name Housing Program Research

Type Conceptual
Useful Life N/A
Category Housing
Priority n/a

Key Measures
 Key Measures

Key Measures
 Key Measures

Description

At the Feb. 4, 2019 City Council study session and March 14, 2019 EDAC meeting. Council members and commissioners recommended that staff keep track of potential housing programs/policies for future research. This page includes a list of housing topics for future research.

SCHEDULING AND PROJECT STATUS
 This is a new concept that has not yet been explored or developed.

Justification

- Future Housing Program/Policy Research:
- Senior Affordable Housing
 - Affordable Housing for Public Service
 - Research General Funding for Affordable Housing
 - Accessory Apartment (Ordinance Amendment) - completed
 - Payment-in-lieu for affordability requirements
 - Employer Assisted Housing
 - NOAH Legacy Education Program
 - 4d Tax Classification Program
 - Multifamily Housing Rental Rehabilitation Loan
 - COVID-19 housing related matters
 - \$300,000 Pathways to Homeownership Program - in progress
 - \$50,000 (multi-year) Rental Assistance - in progress
 - \$200,000 (multi-year) Homelessness Prevention Program - in progress

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

Expenditures	2023	2024	2025	2026	2027	Total
Other		0	0	0	0	0
Program Cost	550,000					550,000
Total	550,000	0	0	0	0	550,000

Funding Sources	2023	2024	2025	2026	2027	Total
American Rescue Plan Act (ARPA)	550,000					550,000
Unfunded		0	0	0	0	0
Total	550,000	0	0	0	0	550,000

Budget Impact/Other

There will need to be staff time committed to researching budget impacts of this program.



BUSINESS



**MINNETONKA
ECONOMIC
IMPROVEMENT
PROGRAM**

BUSINESS CHAPTER SUMMARY

Projects that support existing business retention and expansion, attract new businesses, and allow the city to remain economically competitive.

For the 2023-2027 Economic Improvement Program, there are ten business programs, and two program under conceptual review.

- The total five-year estimated cost of the programs is \$12,505,000

Program	2022	2023	2024	2025	2026	5-Year Total
Fire Sprinkler Retrofit	50,000	50,000	50,000	50,000	50,000	\$250,000
Housing/Redev. Grants	2,000,000	2,000,000	1,000,000	1,000,000	500,000	\$6,500,000
GreaterMSP	25,000	25,000	25,000	25,000	25,000	\$125,000
MIF/JCF	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	\$5,000,000
Open to Business	15,000	15,000	15,000	15,000	15,000	\$75,000
Outreach	0	0	25,000	25,000	0	\$50,000
MPLS Regional Chamber	1,000	1,000	1,000	1,000	1,000	\$5,000
SAC/REC Program	50,000	50,000	50,000	50,000	50,000	\$250,000
Indirect ARPA	200,000	0	0	0	0	\$200,000
Emer. Business Assist.	50,000	0	0	0	0	\$50,000
	\$3,391,000	\$3,141,000	\$2,166,000	\$2,166,000	\$1,641,000	\$12,505,000
Conceptual Programs						
Special Service Districts						\$0

Programs in green=funding/program is expected to continue

Programs in yellow=funding/program is uncertain for a number of reasons

Programs in red=funding/program is ending

- Several programs, such as the Pass-Through Grants, Common Bond fund, and Minnesota Investment Fund are inter-agency/consortium efforts that have funding sources that originate from other agencies, flow through the city, and then go to the business.
- The city's role in business development in the past was more reactive, typically responding only when requested to do so. In more recent years, the city has been slowly investing in more programs for businesses, such as the Open to Business programs, business retention visits, and the production of the Thrive newsletter, and a business survey in 2021.

Economic Improvement Program

2023 thru 2027

Department 2-Business
Contact Community Development
Type Construction
Useful Life N/A
Category Business
Priority Yellow

City of Minnetonka, Minnesota

Project # Business-01
Project Name Fire Sprinkler Retrofit

Key Measures Buildings Assisted **Key Measures**
Key Measures **Key Measures**

Description
 Minnesota law (State Statute 429) gives cities the authority to specially assess the cost of installing fire sprinkler systems for existing buildings. The City Council adopted Council Policy 5.2 in 1986 setting criteria for the use of this authority.
 Staff will monitor applicability for residential properties to be included in the retrofit program.
 SCHEDULING AND PROJECT STATUS
 This program is ongoing, and use of this program is initiated by property owner petition.

Justification
 The fire sprinkler retrofit program is intended to assist in the public safety and protection of commercial buildings.
 PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.
 Strategic Profile- Support business retention and expansion and attract new businesses.
 KEY MEASURES
 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027
 Businesses Assisted
 0 1 0 0 0 1 1 1 1 1 1

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Special Assessment	50,000	50,000	50,000	50,000	50,000	250,000
Construction Fund						
Total	50,000	50,000	50,000	50,000	50,000	250,000

Budget Impact/Other
 Special assessments cannot last more than 10 years. The risk with this program is for the assessment to be paid back on the intended schedule. These dollars are financed through the special assessment fund.
 There is some limited staff time involved once the petition is received and for the assessment.

Economic Improvement Program

2023 thru 2027

Department 2-Business
Contact Community Development
Type Program
Useful Life N/A
Category Business
Priority Green

City of Minnetonka, Minnesota

Project # Business-02
Project Name Housing and Redevelopment Grants

Key Measures Projects Assisted **Key Measures** Housing Projects Assisted
Key Measures Businesses Assisted **Key Measures** Housing Units Assisted

Description

Grants are available from county and regional agencies to facilitate development, redevelopment, housing, and environmental cleanup.

SCHEDULING AND PROJECT STATUS
 Grants are dependent upon the types of projects occurring. Most grants require the funds to be spent within three years of award.

In 2020, Metropolitan Council awarded the Shady Oak Crossing project \$414,200 through the Tax Base Revitalization Account . Hennepin County awarded Shady Oak Crossing \$250,000 in TOD funding. In addition, DEED awarded Shady Oak Crossing \$246,652. These grants have a spend down deadline of December 2022/2023. In 2021, the Metropolitan Council granted Homes Within Reach \$188,000 through the Local Housing Incentives Account, and Wellington Management received \$250,000 through Hennepin County's TOD Program.

Justification

Grant opportunities assist in filling gaps in the financing of complex development, redevelopment, housing, and environmental cleanup projects. Most programs require the city to serve as the grant applicant, meaning that even if the developer/others apply for the grant, that it is to be awarded to the city, which then passes on the funds to the project.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Work with affordable housing agencies and developers to add more affordable housing units in the city.
 -Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.
 Strategic Plan- Support business retention and expansion and attract new businesses.

KEY MEASURES

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Projects Assisted	1	1	1	3	2	2	2	1	1	1	1
Business projects	0	1	0	1	1	0	0	1	0	1	0
Housing projects	1	0	1	2	0	2	2	0	1	0	1
Housing units	0	45	60	0	527	12	255	55	0	75	100

*Note: some of the projects are counted in more than one year.

Expenditures	2023	2024	2025	2026	2027	Total
Other	2,000,000	2,000,000	1,000,000	1,000,000	500,000	6,500,000
Total	2,000,000	2,000,000	1,000,000	1,000,000	500,000	6,500,000

Funding Sources	2023	2024	2025	2026	2027	Total
Development Fund	2,000,000	2,000,000	1,000,000	1,000,000	500,000	6,500,000
Total	2,000,000	2,000,000	1,000,000	1,000,000	500,000	6,500,000

Budget Impact/Other

If the city is the applicant, there is staff time to prepare the grant application, administer the grant and grant-funded activities, as well as any follow-up audits and paperwork generally required by most programs.

Economic Improvement Program

2023 *thru* 2027

Department 2-Business

City of Minnetonka, Minnesota

Contact Community Development

Project #	Business-04
Project Name	GreaterMSP

Type Program

Useful Life N/A

Category Business

Priority Green

Key Measures Business Contacts

Key Measures

Key Measures

Key Measures

Description

GreaterMSP is the regional economic development organization for the Twin Cities metropolitan area. They partner to help provide a vision and agenda for regional economic development as well as to brand and market the region. GreaterMSP offers services in business retention and expansion, data tools and research, manufacturing assistance, small business assistance, technology assistance, and staff training.

SCHEDULING AND PROJECT STATUS

This is an on-going program. The city became a member in 2013.

Justification

Greater MSP is an economic development tool for Minnetonka's current and future businesses, and provides resources and connections that have not been previously available.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan- Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.

Strategic Profile- Support business retention and expansion and attract new businesses.

KEY MEASURES

2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027

Business Projects

1 1 1 1 2 2 2 2 2 2 2

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Funding Sources	2023	2024	2025	2026	2027	Total
Development Fund	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Budget Impact/Other

Public Sector memberships are a three year, \$25,000 per year commitment, which would be reviewed annually with the city budget for renewal.

Economic Improvement Program

2023 thru 2027

Department 2-Business
Contact Community Development
Type Program
Useful Life N/A
Category Business
Priority Yellow

City of Minnetonka, Minnesota

Project # Business-06
Project Name MIF/JCF Projects

Key Measures Businesses Assisted **Key Measures** Jobs Created
Key Measures Applications Submitted **Key Measures**

Description
 The Minnesota Investment Fund (MIF) and Job Creation Fund (JCF) are Department of Employment and Economic Development programs that provides funds to cities, who then loan the funds to businesses, to assist in expansion. The business is then required to create a minimum number of jobs at a certain wage level.
 SCHEDULING AND PROJECT STATUS
 The city has received four MIF awards, one each for Cargill, Nestle and IMRIS, and NatureWorks. In 2022, King Technology received a JCF award in the amount of \$617,000.

Justification
 MIF is a business and economic development program, focusing on industrial, manufacturing, and technology related industries.
 JCF provides financial incentives to new and expanding businesses that meet certain job creation and capital investment targets.
 PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.
 Strategic Profile- Support business retention and expansion and attract new businesses.
 KEY MEASURES

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Applications Submitted	0	1	2	0	1	1	1	1	1	1	1
Businesses Assisted	0	1	1	0	1	1	1	1	1	1	1
Jobs Created	0	20	75	0	50	50	50	50	50	50	50

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Total	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Development Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Total	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

Budget Impact/Other
 Application for the MIF program is a collaborative effort between the city and the business, with staff contributing approximately 80 hours of time per application. Staff must also assist in the distribution and repayment of funds, as well as reporting requirements.
 Funding is dependent upon the state. A portion of the loan paid back by the business may be allowed to stay at the local level to facilitate business programs. All funds are reimbursement and show a net zero impact on the budget.

Economic Improvement Program

2023 thru 2027

Department 2-Business
Contact Community Development
Type Program
Useful Life N/A
Category Business
Priority Green

City of Minnetonka, Minnesota

Project # Business-07
Project Name Open to Business

Key Measures Technical Assistance Hours **Key Measures** Loans Made
Key Measures Businesses Assisted **Key Measures** Jobs Created/Supported

Description
 The Minnetonka Open to Business program, in collaboration with the Metropolitan Consortium of Community Developers, provides one-on-one technical assistance customized to meet the needs of small businesses.
 SCHEDULING AND PROJECT STATUS
 The program began in 2011 and is ongoing. The contract is reviewed on an annual basis.

Justification
 The Open to Business program assists small business owners and potential entrepreneurs, while filling a need in business programming not available previously. Assistance is given in planning and organizing business ventures, financial management, marketing and regulatory compliance. A small loan fund is also available to access the capital to grow their business. In 2022, office hours for Minnetonka residents are reinstated.
 MCCD was the co-administrator for federal CARES emergency assistance funding in 2020. MCCD disbursed 24 grants to Minnetonka businesses resulting in \$155,900 in total grant funding for these programs.
 PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs.
 Strategic Profile-Support business retention and expansion and attract new businesses.
 KEY MEASURES

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Businesses Assisted	22	32	39	27	20	50	50	50	50	50	50
Tech. Assist. Hours	190	250	362	251	170.5	275	275	275	275	275	275
Loans Made	1	2	3	3	1	4	4	4	4	4	4
Jobs Created/Supported	N/A	5	41	61	12	55	55	55	55	55	55

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

Funding Sources	2023	2024	2025	2026	2027	Total
Development Fund	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

Budget Impact/Other
 The Minnetonka Open to Business program is provided collaboratively with the MCCD. The MCCD provides the technical assistance, while the city assists in marketing the program. City staff spends approximately 40 hours per year with this program.

Economic Improvement Program

2023 thru 2027

Department 2-Business
Contact Community Development
Type Program
Useful Life N/A
Category Business
Priority Green

City of Minnetonka, Minnesota

Project # Business-08
Project Name Outreach

Key Measures Business Contacts **Key Measures** Newsletter Distributed
Key Measures Business Visits **Key Measures**

Description

Business outreach will take a more proactive approach in contacting businesses.

SCHEDULING AND PROJECT STATUS
 In 2021, staff purchased updated demographic, economic, and contact information as part of the business survey project. This information will be helpful to inform staff on where outreach should be targeted to be most effective. Staff is also continuously creating informational and marketing brochures that can be shared with businesses, community members, and developers to further engage around important topics.

Justification

Business outreach in the past has been reactive to business needs. This outreach is another tool in creating a more proactive approach in supporting business retention and expansion. Business retention and expansion efforts are part of a collaborative effort between staff and Mpls Regional Chamber, Grow Minnesota, and GreaterMSP.

In 2018, staff developed the Thrive Business publication. The publication is distributed to over 1,200 businesses three times annually and is also available electronically.

In 2021, staff hired a consultant to conduct a business survey to engage with all of the businesses in Minnetonka. The city received responses from 157 businesses and developed a business workplan out of the feedback from the survey.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Connect with partnership organizations to explore outreach opportunities.

Strategic Profile- Support business retention and expansion and attract new businesses.
 -Remove identifiable barriers to create equal opportunity for accessing programs and services.

KEY MEASURES

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Business Visits	7	8	5	7	13	8	8	8	10	10	10
Newsletters Distributed	N/A	2	2	2	3	3	3	3	3	3	3
Online Contacts	N/A	0	458	846	1048	1500	2000	2200	2500	2700	3000

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	0	0	25,000	25,000	0	50,000
Total	0	0	25,000	25,000	0	50,000

Funding Sources	2023	2024	2025	2026	2027	Total
HRA Levy	0	0	25,000	25,000	0	50,000
Total	0	0	25,000	25,000	0	50,000

Budget Impact/Other

Funds are budgeted for a business survey, Thrive business publications, and business marketing materials. Future uses of funding could include business centric events and economic development advertising as noted in the Business Development Strategy.

Outreach will be coordinated with GreaterMSP and Mpls Regional Chamber.

Economic Improvement Program

2023 *thru* 2027

Department 2-Business

City of Minnetonka, Minnesota

Contact Community Development

Project #	Business-11
Project Name	MPLS Regional Chamber

Type Program

Useful Life N/A

Category Business

Priority Green

Key Measures Minnetonka Businesses

Key Measures

Key Measures

Key Measures

Description

SCHEDULING AND PROJECT STATUS
 In 2020, Twin West Merged with the Mpls Regional Chamber to serve the 11 county metro area. The combined organization will represent more than 2,000 businesses, large and small, urban and suburban, across the 11 county Greater MSP area.

Justification

The city is a member of of the Mpls Regional Chamber. In 2022, staff met with representatives from the chamber to coordinate on future workforce development initiatives and business networking events.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Connect with partnership organizations to explore outreach opportunities.

Strategic Profile- Support business retention and expansion and attract new businesses.
 - Remove identifiable barriers to create equal opportunity for accessing programs and services.

KEY MEASURES

2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
75	75	100	90	30	TBD	TBD	TBD	TBD	TBD	TBD

Minnetonka business members

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	1,000	1,000	1,000	1,000	1,000	5,000
Total	1,000	1,000	1,000	1,000	1,000	5,000

Funding Sources	2023	2024	2025	2026	2027	Total
General Fund	1,000	1,000	1,000	1,000	1,000	5,000
Total	1,000	1,000	1,000	1,000	1,000	5,000

Budget Impact/Other

Memberships are renewed on an annual basis. There may be other fees associated with membership throughout the year in order to attend events hosted by the Chamber. The Mpls Regional Chamber participates in the Minnetonka State of the City event.

Economic Improvement Program

2023 *thru* 2027

Department 2-Business
Contact Community Development
Type Program
Useful Life N/A
Category Business
Priority n/a

City of Minnetonka, Minnesota

Project # Business-14
Project Name SAC/REC Deferral Program

Key Measures Businesses Assisted **Key Measures**
Key Measures **Key Measures**

Description

The goal of this program is to minimize the impact of the Metropolitan Council Sewer Availability Charge (SAC) and city's Sewer and Water Residential Equivalency Charges (REC's) to small businesses by allowing businesses to defer a portion of the repayment of fees over time.

In 2021, Haven Beauty Collective and Schrimpf Properties LLC participated in the program.

SCHEDULING AND PROJECT STATUS
 The program became available in June 2017.

Justification

The Metropolitan Council developed the SAC deferral program in 2012. The program was developed to encourage and help communities promote business development by deferring community SAC payment and city REC payments.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan - Assess existing incentive policies and programs in relation to your community's current character and future growth, as well as to identify opportunities to create, revisit or restructure your community's approach to business incentives.

Strategic Profile - Support business retention and expansion and attract new businesses.

KEY MEASURES

2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
2	2	1	2	2	2	2	2	2	2	2

Expenditures	2023	2024	2025	2026	2027	Total
Other	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Special Assessment	50,000	50,000	50,000	50,000	50,000	250,000
Construction Fund						
Total	50,000	50,000	50,000	50,000	50,000	250,000

Budget Impact/Other

Staff time will be required to work with the business to apply for the program. The repayments collected through this program will flow through city's utility fund for the Metropolitan Council's fees and the city's fees.

Economic Improvement Program

2023 thru 2027

Department 2-Business
Contact Community Development
Type Program
Useful Life N/A
Category Business
Priority Yellow

City of Minnetonka, Minnesota

Project # Business-16
Project Name Emergency Business Assistance

Key Measures Buildings Assisted **Key Measures** Loans Made
Key Measures **Key Measures**

Description

In 2020, the EDA approved \$225,000 of the existing HRA levy fund balance to assist businesses impacted by COVID-19 with forgivable loans of up to \$7,500. The purpose of the forgivable loan was to ensure the preservation of employment opportunities through the prevention of business closures to promote long-term economic vitality in the community.

The council approved additional funding of \$50,000 through the HRA levy in 2021 to continue this effort. Staff is proposing that the city partner with CEE to provide technical assistance to businesses. Additionally, staff is researching programming for the \$750,000 in American Rescue Plan Act funds committed for housing and businesses uses.

SCHEDULING AND PROJECT STATUS
 The program is in development.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan - Facilitate connections between local businesses and various programs that provide incentives and financial assistance for business retention and recruitment.

Justification

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan - Assess existing incentive policies and programs in relation to your community’s current character and future growth, as well as to identify opportunities to create, revisit or restructure your community’s approach to business incentives.

Strategic Profile - Support business retention and expansion and attract new businesses.

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
HRA Levy	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

There will need to be staff time committed to establishing and implementing the program.

No future funding sources are committed for this program. It is possible that additional funding from the Federal Government, State of Minnesota, or Hennepin County could be allocated to cities in response to COVID-19 in future years.

Economic Improvement Program

2023 thru 2027

Department 2-Business
Contact Community Development
Type Conceptual
Useful Life N/A
Category Business
Priority n/a

City of Minnetonka, Minnesota

Project # Business-13
Project Name Special Service District

Key Measures SSDs Established
Key Measures

Key Measures
Key Measures

Description

Minnesota law provides a mechanism termed Special Service District which allows cities to help arrange and finance a higher level of services, such a snow removal and lighting, for commercial and industrial properties.

SCHEDULING AND PROJECT STATUS
 There are no areas in the city with a Special Service District at this time. This has been previously explored with the Minnetonka Boulevard/County Road 101 area. Must be initiated by property owners.

State legislation for Special Service Districts sunsets on June 30, 2028.

Justification

The special service district provides the opportunity for commercial and industrial properties to be charged a fee to pay for a service that is not provided as a part of city services or at a level higher than what is being provided.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan-Assess existing incentive policies and programs in relation to your community’s current character and future growth, as well as to identify opportunities to create, revisit or restructure your community’s approach to business incentives.

Strategic Profile- Support business retention and expansion and attract new businesses.

KEY MEASURES
 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027
 SSDs Established
 0 0 0 0 0 0 0 0 0 0 0

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0
Funding Sources	2023	2024	2025	2026	2027	Total
Development Fund	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

Staff time is likely to be significant during the set up of the first special service district. There will be additional staff time needed annually to work with the businesses to determine the next year’s fee. The costs for all administrative time can be incorporated into the fees assessed on the businesses.

Annually, there will be an outflow of funds to pay for the services, but they will all be recouped through assessments on the properties.

Economic Improvement Program

2023 thru 2027

Department 2-Business
Contact Community Development
Type Conceptual
Useful Life N/A
Category Business
Priority n/a

City of Minnetonka, Minnesota

Project # Business-17
Project Name Conceptual Business Programs

Key Measures **Key Measures**
Key Measures **Key Measures**

Description
 At the March 22, 2018 EDAC Meeting, staff presented a formal Business Development Strategy Plan. This plan outlines the tools, resources , and activities to support Minnetonka's business community. Following the business survey in 2021, and futher conversation with the EDAC, staff has developed a work plan to implement aspects of the Business Development Strategy and respond to issues identified by the business survey.

SCHEDULING AND PROJECT STATUS
 These programs are conceptual and have not been fully explored or developed.

Justification
 Future Business Program Research:
 - \$50,000 Emergency business grant funds - research in progress
 - \$100,000 Code Compliance Program - research in progress
 - \$100,000 Pedestrian Improvements (link to businesses) - research in progress
 - Research employer led housing assistance - future
 - Pathways programs for businesses - future
 - Small business revolving loan fund - future

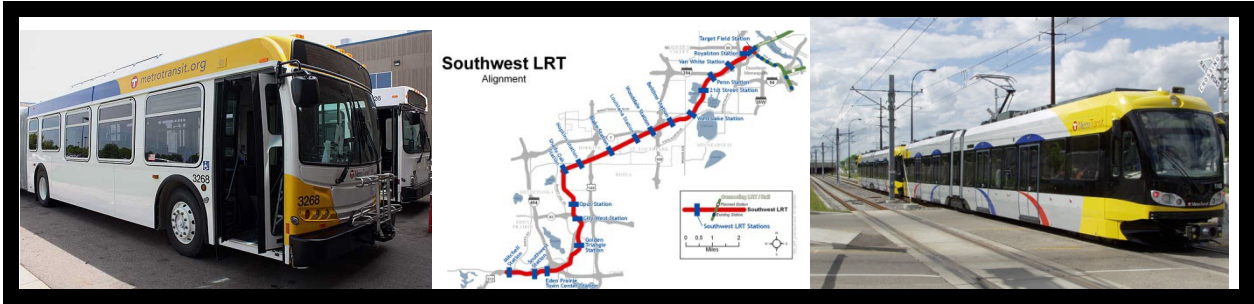
PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan - Economic Information, Monitoring and Strategic Initiatives. Prepare an economic development strategic plan that directly addresses the communitys short- and long-term economic development agenda.

Strategic Profile- Livable and Well-Planned Development, support business retention and expansion and attract new businesses

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	250,000	0	0	0	0	250,000
Total	250,000	0	0	0	0	250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Indirect American Rescue Plan Act (ARPA)	200,000					200,000
Other	50,000					50,000
Unfunded		0	0	0	0	0
Total	250,000	0	0	0	0	250,000

Budget Impact/Other



TRANSIT



**MINNETONKA
ECONOMIC
IMPROVEMENT
PROGRAM**

TRANSIT CHAPTER SUMMARY

Projects which enhance resident mobility by pursuing opportunities and solutions to improve transit service.

The city’s role in transit in the past has been minimal as Metro Transit has been the provider of the city’s and the region’s transit system. In 2002, Minnetonka exercised its opt-out authority. It was determined at the time to be in the best interest of the city to have Metro Transit continue providing transit service for the community. In mid-2013, the city and Metro Transit renegotiated a contract in place providing more detail and clarity on the roles and responsibilities for both the city and Metro Transit. In 2020, the city extended the contract until July 31, 2022 to coincide with the Metro Transit’s Network Next initiative to expand transit services.

In recent years the city’s role in transit has expanded as a more active participant in the city’s opt-out status as well as preparing for the Southwest LRT (Green Line Extension) line.

- The total five-year estimated cost of the programs is \$158,000.

Program	2023	2024	2025	2026	2027	5-Year Total
Commuter Services (494)	30,000	30,000	32,000	32,000	34,000	\$158,000
	\$30,000	\$30,000	\$32,000	\$32,000	\$34,000	\$158,000
Conceptual Programs						

Programs in green=funding/program is expected to continue
 Programs in yellow=funding/program is uncertain for a number of reasons
 Programs in red=funding/program is ending

- All facets of transit, such as commuting and rideshare services, bus/dial-a-ride, and Light Rail Transit (LRT) are included.
- The contract with Metro Transit for service will be extended to 2024.

Economic Improvement Program

2023 *thru* 2027

Department 3-Transit

City of Minnetonka, Minnesota

Contact Community Development

Project #	Transit-01
Project Name	Commuter Services

Type Program

Useful Life N/A

Category Transit

Priority Green

Key Measures Business Contacts

Key Measures

Key Measures Commuters Assisted

Key Measures

Description

Commuter Services is an outreach program of the I-494 Corridor Commission, in which the city is a member. The program seeks to reduce traffic congestion and promote alternative transportation options. Other cities include Bloomington, Richfield, Eden Prairie, and Edina.

SCHEDULING AND PROJECT STATUS

This is an ongoing program.

Justification

Commuter Services provides programs, such as commuter fairs, carpool facilitation, teleworking resources and other information on alternative transportation choices to Minnetonka residents and businesses.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan- Provide a transportation system that supports the economic vitality and prosperity of the city and the region.

Strategic Profile- Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

KEY MEASURES

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Business Contacts	191	180	122	135	120	190	190	200	200	220	225
Commuters Assisted	387	2018	277	243	172	450	450	500	500	550	575

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	30,000	30,000	32,000	32,000	34,000	158,000
Total	30,000	30,000	32,000	32,000	34,000	158,000

Funding Sources	2023	2024	2025	2026	2027	Total
General Fund	30,000	30,000	32,000	32,000	34,000	158,000
Total	30,000	30,000	32,000	32,000	34,000	158,000

Budget Impact/Other

One council member and one city staff member attend monthly meetings of the I-494 Corridor Commission. With preparation time, this is approximately 40 hours of staff time.

Commuter Services is staffed separately, but coordinates with the city on events, such as the city-wide open house to promote their services.

The city's fee is a formula based on population.

Economic Improvement Program

2023 thru 2027

Department 3-Transit

City of Minnetonka, Minnesota

Contact Community Development

Project #	Transit-02
Project Name	Transit Improvements

Type Program

Useful Life N/A

Category Transit

Priority Green

Key Measures Annual Bus Trips

Key Measures

Key Measures

Key Measures

Description

In 2002, Minnetonka exercised its opt-out authority and entered into an agreement for Metro Transit to continue to provide transit service in the city. The city has the ability, with notice, to terminate the current agreement.

SCHEDULING AND PROJECT STATUS
 Metro Transit is beginning a two-year effort, Network Next, to develop its vision for the bus network of 2040. Building on the existing network's strengths, they are setting out to identify expanded bus service across a spectrum of transit improvements, including improved local and express routes, new arterial bus rapid transit (BRT) lines and integrated shared mobility options. The Network Next Plan will be presented to the Met Council board in late 2022 for approval.

Justification

The service in Minnetonka has and continues to be focused on express route, peak service to downtown Minneapolis, with limited local and midday routes. Much of the transit design has to do with the low density of the city. The city may wish to retain some of its Motor Vehicle Sales Tax (MVST) money and provide more local service to better meet the needs of the community.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Provide a transportation system that supports the economic vitality and prosperity of the city and the region.

Strategic Profile- Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

KEY MEASURES

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Annual Bus Trips	114,350	114,860	98,218	69,676	72,731	115,000	150,000	150,000	150,000	150,000	155,000
Annual LRT Trips	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	77,000

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
MVST Revenue	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

Staff time of approximately 120 hours per year will be spent attending quarterly meetings, marketing, and consulting with Metro Transit staff.

The Metro Transit Cooperation Agreement will be extended in 2022.



DEVELOPMENT AND REDEVELOPMENT

DEVELOPMENT/REDEVELOPMENT CHAPTER SUMMARY

Activities that promote the vitality of the city through development and redevelopment.

For the 2023-2027 Economic Improvement Program, there are four development/redevelopment programs underway.

- The total five-year estimated cost of the programs is \$750,000.

Program	2023	2024	2025	2026	2027	5-Year Total
Predevelopment	75,000	75,000	75,000	75,000	75,000	\$375,000
LRT & Station Areas	75,000	75,000	75,000	0	0	\$225,000
Village Center Studies	0	0	0	75,000	75,000	\$150,000
	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Conceptual Programs						

Programs in green=funding/program is expected to continue
 Programs in yellow=funding/program is uncertain for a number of reasons
 Programs in red=funding/program is ending

- Some of the pass-through grants identified in the business chapter may be for development/redevelopment activities.
- Costs may increase if the city wishes to take a more proactive role in development/redevelopment.
- The LRT page reflects the commitment of the city toward the LRT project. Additional programs may be needed to help implement station area plans in the Shady Oak and Opus station areas.

Economic Improvement Program

2023 thru 2027

Department 4-Development & Redevelop

City of Minnetonka, Minnesota

Contact Community Development

Project #	Dev/Redev-01
Project Name	Pre-Development

Type Program

Useful Life N/A

Category Develop/Redevelopment

Priority Green

Key Measures Projects Assisted

Key Measures

Key Measures Projects Continued

Key Measures

Description

The initial stages of development or redevelopment require extensive analysis, by the developer and the city, to determine if a project is viable. Analysis by the city includes financial readiness, design assistance, geotechnical data gathering, and preliminary work for TIF/tax abatement.

SCHEDULING AND PROJECT STATUS
 This is an on-going program. Staff determines when it is appropriate to use for a potential redevelopment project. For example, initial TIF runs were done for the Tonka on the Creek "Overlook", Shady Oak Crossing, Legends of Minnetonka and Bren Road Station, Birke, and Opus redevelopment sites, to determine if Tax Increment Financing would be feasible. Once it was determined that it was, and the developer moved forward as such, the developer was then responsible for paying all legal counsel and financial consultant expenses.

Justification

Predevelopment activities make the city development ready by preparing property for development or redevelopment.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.

Strategic Profile - Balance community-wide interests and respect Minnetonka's unique neighborhoods while continuing community reinvestment.

KEY MEASURES

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Projects Assisted	3	4	3	3	4	2	2	2	2	2	4
Projects Continued after Assistance	2	2	2	3	4	1	1	2	2	2	2

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design	75,000	75,000	75,000	75,000	75,000	375,000
Total	75,000	75,000	75,000	75,000	75,000	375,000

Funding Sources	2023	2024	2025	2026	2027	Total
Development Fund	75,000	75,000	75,000	75,000	75,000	375,000
Total	75,000	75,000	75,000	75,000	75,000	375,000

Budget Impact/Other

Development projects can be time intensive for staff. The range per year is 500 to 1,000 hours depending on the request, number of meetings and type of assistance requested. The predevelopment funds will be used to hire consultants or others to complete work outside of staff's expertise.

Economic Improvement Program

2023 thru 2027

Department 4-Development & Redevelop

City of Minnetonka, Minnesota

Contact Community Development

Project #	Dev/Redev-02
Project Name	Village Center Studies and Comprehensive Plan

Type Program

Useful Life N/A

Category Develop/Redevelopment

Priority Green

Key Measures Village Centers Studied

Key Measures

Key Measures Comprehensive Plan update

Key Measures

Description

The village center studies take a look at each of the city’s thirteen designated village centers and create a guide for redevelopment. The following village center studies have been completed: Minnetonka Mills, Opus, Hwy 7/101, Shady Oak, Ridgedale, and Glen Lake.

In 2019, the city completed a redevelopment visioning process for the city owned property at 5937 County Road 101.

Justification

The village center studies provide a guide to potential investors or developers to the organization of the property, general layout of building envelopes, and a defined range of uses. There is a strong emphasis on community engagement and realistic implementation strategies. The Comprehensive Plan is the city's policy framework to guide development, redevelopment and public services and programs for 30 years.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan- Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.

Strategic Profile- Balance community-wide interests and respect Minnetonka’s unique neighborhoods while continuing community reinvestment.

KEY MEASURES

2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027

Village Centers Studied

N/A N/A 2 3 1 TBD TBD TBD TBD TBD TBD

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design	0	0	0	75,000	75,000	150,000
Total	0	0	0	75,000	75,000	150,000

Funding Sources	2023	2024	2025	2026	2027	Total
HRA Levy	0	0	0	75,000	75,000	150,000
Total	0	0	0	75,000	75,000	150,000

Budget Impact/Other

While a consultant(s) is brought on to assist with the project, there is staff time spent on the village center studies to prepare contracts, review plans, facilitate ideas, prepare for public meetings and attend public meetings. This work can range from 1500-1750 hours per year.

Funds were budgeted in 2024 to consider completing a village center study at Cedar Lake Rd/Cty Road 73.

Economic Improvement Program

2023 thru 2027

Department 4-Development & Redevelop

City of Minnetonka, Minnesota

Contact Community Development

Project #	Dev/Redev-03
Project Name	LRT and LRT Station Area Development

Type Construction

Useful Life N/A

Category Develop/Redevelopment

Priority Green

Key Measures

Key Measures

Key Measures

Key Measures

Description

Minnetonka has actively been planning for LRT since the early 2000's. As the LRT project progresses from design to construction there is a desire for redevelopment to occur around the city's station areas to make a more transit oriented area.

In 2021, The Met Council announced a delay in the completion of the project due to unforeseen soil conditions in the Minneapolis segment of the route. This is anticipated to push the opening day to 2027.

Southwest LRT Milestones:

Project received "Limited Notice to Proceed" on December 20, 2018 (completed)

Construction begins on site preparation, demolition, utility work, contractor mobilization contractor authorized to perform work up to \$216 million (underway)

March 2019- Metropolitan Council performing pre-construction inspections

Contractor to submit full schedule of activities - Fall 2019

Full Funding Grant Agreement - August 2019

Heavy Construction 2019-2027

2027 - Service to Begin

Justification

It is anticipated that because of limited county, regional and state resources, as well as the competition for these resources, that in order to assist in facilitating redevelopment in the LRT station areas, the city will need to provide resources of its own. Resources that are available as of 2022 include:

Hennepin County	Regional (Met Council)	State
Capital infrastructure (streets, etc.)	LCDA-TOD fund	Transit Improvement Area (unfunded)
Transit Oriented Development fund	TBRA-TOD fund	Redevelopment grant
Community Works funds		Contamination Clean-Up and Investigation
Affordable housing incentive fund		Transportation Economic Development
Environmental Response fund		

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan-Recognize the interrelationship of land use and transportation, and anticipate impacts of the location and intensity of planned land uses

on the transportation system.

Strategic Profile- Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

Expenditures	2023	2024	2025	2026	2027	Total
Program Cost	75,000	75,000	75,000	0	0	225,000
Total	75,000	75,000	75,000	0	0	225,000

Funding Sources	2023	2024	2025	2026	2027	Total
HRA Levy	75,000	75,000	75,000	0	0	225,000
Total	75,000	75,000	75,000	0	0	225,000

Budget Impact/Other

In July 2015, the city committed \$2 million towards the LRT project. This is being initially funded through the Special Assessment Construction Fund. Partial payback will occur from HRA levy funds over a 10 year period for a total of \$750,000.

It is unknown what type of programs will need to be added and therefore additional budget impacts beyond the city's financial commitment to the LRT project are unknown. As programs are developed, staff time and future funding will need to be reviewed to determine a program's viability.

Economic Improvement Program

2023 *thru* 2027

Department 4-Development & Redevelop

City of Minnetonka, Minnesota

Contact Community Development

Project #	Dev/Redev-05
Project Name	City Owned Properties

Type Program

Useful Life N/A

Category Develop/Redevelopment

Priority n/a

Key Measures

Key Measures

Key Measures

Key Measures

Description

The city owns scattered site residential and commercial properties. These properties have been purchased over the years for a variety of reasons that includes potential for future redevelopment/resale or to meet other city goals.

The city's land management committee is tasked with reviewing potential acquisitions and reviewing the status of the city's existing properties.

SCHEDULING AND PROJECT STATUS

This is an on-going project.

Justification

Some city-owned properties include:

- 4292 Oak Drive Lane (residential)
- 5937 County Road 101 (residential) - sell for affordable housing in 2022/2023
- 5501 Baker Road (residential) - sell for affordable housing in 2022/2023
- 5432 Rowland Road (residential) - sell for affordable housing in 2022/2023
- 3441 Martha Lane (residential)
- 4700 Woodland Rd (residential)

The city also owns several other parcels that may not meet the qualifications for future redevelopment or resale. One example is land purchased for storm water management. The city's land committee monitors and manages the city's land inventory.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan-Use infill and redevelopment opportunities to encourage a mix of housing choices in the community.

Strategic Profile- Balance community-wide interests and respect Minnetonka's unique neighborhoods while continuing community reinvestment.

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0
Funding Sources	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

There is some staff time every year devoted to the upkeep on the properties; however, a property manager is hired for properties where there are tenants, lessening the staff time required. The city also owns several parcels for purposes such as storm water management, wetland preservation, parks, etc.



TAX INCREMENT FINANCING

Economic Improvement Program

2023 *thru* 2027

Department 5-TIF Districts

City of Minnetonka, Minnesota

Contact Community Development

Project #	TIF-01
Project Name	Development Agreement and TIF Administration

Type Program

Useful Life N/A

Category TIF

Priority Green

Key Measures TIF Districts

Key Measures

Key Measures

Key Measures

Description

Any time a TIF district is formed, a development agreement is prepared between the city and the developer. Administration for both the TIF and the development agreement, over the life of the TIF district, is required.

SCHEDULING AND PROJECT STATUS
Administration and review of the existing development agreements and TIF districts is ongoing until the projects expire.

New TIF districts are anticipated to be added as new redevelopment projects are proposed in anticipation of the LRT.

Justification

In some cases redevelopment projects need city assistance, such as in the form of Tax Increment Financing (TIF) in order for the project to be financially feasible. Anytime a TIF district is set-up there is a cost to the city for monitoring the project.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
Comprehensive Plan- Continue to implement the Economic Development Authority’s policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.
- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Active TIF Districts	7	8	9	9	8	9	9	9	9	10

Expenditures	2023	2024	2025	2026	2027	Total
Other	120,000	130,000	140,000	150,000	150,000	690,000
Total	120,000	130,000	140,000	150,000	150,000	690,000

Funding Sources	2023	2024	2025	2026	2027	Total
Development Fund	120,000	130,000	140,000	150,000	150,000	690,000
Total	120,000	130,000	140,000	150,000	150,000	690,000

Budget Impact/Other

Development agreements and TIF administration are staff led activities. The city regularly calls upon its financial consultants and legal counsel to assist in these matters. Staff time estimates are roughly 520-780 hours per year.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2023 thru 2027

Department 5-TIF Districts

City of Minnetonka, Minnesota

Contact Community Development

Project #	TIF-04
Project Name	Glenhaven TIF District

Type Program

Useful Life 2029

Category TIF

Priority Yellow

Key Measures Affordable Units

Key Measures

Key Measures

Key Measures

Description

The Glenhaven TIF district is a renewal and renovation district approved on January 23, 2006. Special legislation was granted to the city in 2009 to extend the duration of the district by seven years to December 31, 2029.

SCHEDULING AND PROJECT STATUS
 This TIF district was approved in 2006 and will expire in 2029. The first two phases of the project included: a mixed use apartment building with retail on the first floor and a senior housing rental community. The third phase, originally planned as a condominium building, was recently changed and a 54-unit cooperative was completed in 2017.

TIF revenue bonds were issued in 2010 and were refinanced in 2017. The refinance resulted in interest savings to repay the original interfund loan by 2026 and provide approximately \$366,000 at the end of the district for future redevelopment projects.

Justification

The Glenhaven TIF District was established to assist in the Glen Lake Redevelopment of housing and mixed use. There are 43 affordable units in the total development, affordable to those at 60% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Continue to implement the Economic Development Authority’s policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.
 - Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Affordable Units	43	43	43	43	43	43	43	43	43	43

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

Staff, with occasional consultant assistance, oversees the administration of the TIF district. A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2023 *thru* 2027

Department 5-TIF Districts

City of Minnetonka, Minnesota

Contact Community Development

Project #	TIF-06
Project Name	Tonka on the Creek TIF District (The Overlook)

Type Program

Useful Life 2035

Category TIF

Priority Green

Key Measures Affordable Units

Key Measures

Key Measures

Key Measures

Description

The Tonka on the Creek TIF district is a housing district approved February 10, 2014. A 100-unit apartment building known as The Overlook, containing 20 affordable units, was constructed as part of the project.

SCHEDULING AND PROJECT STATUS

This TIF district was approved in 2014 and will end in 2041. Construction began in late 2014, and was completed in early 2016.

Justification

The Tonka on the Creek TIF District was established to assist in the development of an 100-unit apartment building, of which 20 units will be affordable to those at 50% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan- Work to diversify housing choices available to seniors in order to fulfill the unmet senior housing needs in the community (homeownership, rental, active, and supportive, aging in place).

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027

Affordable Units

20 20 20 20 20 20 20 20 20 20 20

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

Staff, with occasional consultant assistance, oversees the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2023 *thru* 2027

Department 5-TIF Districts

City of Minnetonka, Minnesota

Contact Community Development

Project #	TIF-07
Project Name	Applewood Pointe TIF District

Type Program

Useful Life 2025

Category TIF

Priority Green

Key Measures Affordable Units

Key Measures

Key Measures

Key Measures

Description

The Applewood Pointe TIF district is a redevelopment TIF district approved August 2014. An 89-unit senior cooperative building (Applewood Pointe) containing 9 affordable units was constructed as part of the project.

SCHEDULING AND PROJECT STATUS

The TIF district was approved in 2014 and will end in 2043. Construction began in late 2015 and was completed in 2016.

Justification

The Applewood Pointe TIF District was established to assist in the development of an 89-unit senior cooperative building (Applewood Pointe), of which 9 units are affordable.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan- Work to diversify housing choices available to seniors in order to fulfill the unmet senior housing needs in the community (homeownership, rental, active, and supportive, aging in place).

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027

Affordable Units

9 9 9 9 9 9 9 9 9 9 9

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2023 *thru* 2027

Department 5-TIF Districts

City of Minnetonka, Minnesota

Contact Community Development

Project #	TIF-08
Project Name	Rowland Housing TIF District (At Home)

Type Program

Useful Life 2036

Category TIF

Priority Green

Key Measures Affordable Units

Key Measures

Key Measures

Key Measures

Description

At Home apartments is a 106-unit apartment building that received TIF assistance through a housing TIF district. Twenty-one units are affordable to those at 50% AMI or less.

SCHEDULING AND PROJECT STATUS

The TIF district was approved in 2015 and will end in 2043. Construction began in 2015 and was completed in 2016.

Justification

This TIF district includes 21 of the 106 rental units affordable to those earning 50% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan- Continue to implement the Economic Development Authority’s policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.

- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Affordable Units	21	21	21	21	21	21	21	21	21	21

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2023 *thru* 2027

Department 5-TIF Districts

City of Minnetonka, Minnesota

Contact Community Development

Project #	TIF-09
Project Name	Dominium TIF District (Legends/Preserve)

Type Program

Useful Life 2045

Category TIF

Priority Green

Key Measures Affordable Units Created

Key Measures

Key Measures

Key Measures

Description

Dominium apartments is a 482 multifamily housing project that received TIF assistance through a housing TIF district. All 482 units are affordable to those at 60% AMI.

The project includes 262 senior housing units and 220 workforce units.

SCHEDULING AND PROJECT STATUS

The TIF district was approved in 2018 and will end in 2045. Construction began in the winter of 2018 and was completed in 2022.

Justification

This TIF district includes 482 units affordable to those earning 60% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan- - Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.

- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

-Manage and promote the Opus area as a unique mix of uses and increased development reinvestment.

KEY MEASURES

2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Affordable Units										
N/A	N/A	N/A	N/A	N/A	482	482	482	482	482	482

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2023 *thru* 2027

Department 5-TIF Districts

City of Minnetonka, Minnesota

Contact Community Development

Project # TIF-10
Project Name Marsh Run TIF District (The Birke)

Type Program

Useful Life 2046

Category TIF

Priority Green

Key Measures Affordable Units Created

Key Measures

Key Measures

Key Measures

Description

The Birke is a 175 multifamily housing project that received TIF assistance through a Housing TIF district. The project has 20% (35 units) of the units affordable to those at 50% AMI.

SCHEDULING AND PROJECT STATUS

The TIF district was approved in 2019 and will terminate in 2046. Construction is anticipated to begin in 2019 and was completed in 2021.

Justification

This project includes 35 affordable units (20% of building) to those earning 50% AMI or less.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan- Continue to implement the Economic Development Authority’s policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.

- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Affordable Units	N/A	N/A	N/A	N/A	35	35	35	35	35	35	35

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district.

A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2023 *thru* 2027

Department 5-TIF Districts
Contact Community Development
Type Program
Useful Life 2033
Category TIF
Priority Green

City of Minnetonka, Minnesota

Project # TIF-11
Project Name Shady Oak Crossing

Key Measures Affordable Units Created **Key Measures**
Key Measures **Key Measures**

Description
 Shady Oak Crossing is a 75 unit multifamily project that received TIF assistance through the establishment of a redevelopment district. The project is anticipated to have 20% (23 units) of the units affordable to those at 60% AMI.
 SCHEDULING AND PROJECT STATUS
 The TIF district was approved in 2020 and will terminate in 2047. Construction began in 2020 and the project was completed in 2021.

Justification
 This project includes 35 affordable units (20% of building) to those earning 50% AMI or less.
 PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS
 Comprehensive Plan- Continue to implement the Economic Development Authority’s policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.
 - Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.
 Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.
 - Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.
 KEY MEASURES
 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027
 Affordable Units
 N/A N/A N/A N/A N/A 23 23 23 23 23 23

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
TIF	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other
 Staff, with occasional consultant assistance, oversee the administration of the TIF district.
 A portion of the tax increment is retained to cover administrative costs.
 More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.

Economic Improvement Program

2023 *thru* 2027

Department 5-TIF Districts

City of Minnetonka, Minnesota

Contact

Project #	TIF-12
Project Name	Opus TIF District

Type Program

Useful Life 2039

Category TIF

Priority Green

Key Measures

Key Measures

Key Measures

Key Measures

Description

The Opus Business Park Tax Increment Financing District, a renewal and renovation district, was approved on April 26, 2021 to facilitate the construction of housing and critical infrastructure improvements identified in the Opus AUAR.

SCHEDULING AND PROJECT STATUS

The TIF district was approved in 2021 and will terminate in 2039.

Justification

The Opus Business Park Tax Increment Financing District will fund future housing redevelopment projects and road/traffic improvement projects in the Opus area. There are currently three housing developments proposed in the district and six areas identified for road improvements:

Housing projects:

1. Minnetonka Station
2. Wellington Apartments
3. Doran Apartments

Road Improvement projects:

1. Shady Oak Road & Red Circle
2. Shady Oak Road & Hwy 62
3. Shady Oak Road & Bren Rd.
4. Green Oak Dr.
5. Bren Road & Smetana
6. Bren Road & Hwy 169

Comprehensive Plan- Continue to implement the Economic Development Authority's policy that 10 to 20 percent of new multi-family units should be affordable housing and ensure long-term affordability within new developments.

- Pursue policies, tools and programs to ensure long-term housing affordability for households at or below 30, 50, 60 and 80% of AMI and explore additional mixed income best practices.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

- Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
TIF	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

Staff, with occasional consultant assistance, oversee the administration of the TIF district. A portion of the tax increment is retained to cover administrative costs.

More detailed information on the TIF district, its obligations, performance, and other development agreement compliance will be provided in the 2022 TIF Management Report prepared by the Ehlers, the city's financial consultant.



TAX ABATEMENT

Economic Improvement Program

2023 *thru* 2027

Department 6-Tax Abatement

City of Minnetonka, Minnesota

Contact Community Development

Project #	Abatement-1
Project Name	Ridgedale

Type Improvement

Useful Life N/A

Category Tax Abatement

Priority Green

Key Measures Property Value Increase

Key Measures

Key Measures Property Levy

Key Measures

Description

The Ridgedale Tax Abatement was approved in connection with the Ridgedale Mall expansion and pertains to the Macys, Nordstrom and mall properties. The funds are to be used for transportation improvements around the mall site and with public amenities on the site.

SCHEDULING AND PROJECT STATUS

The Ridgedale Tax Abatement project was approved in Spring 2013.

Justification

The Ridgedale Tax Abatement will assist in financing the transportation and other public improvements that must be completed due to the Ridgedale Mall expansion.

PROGRAM GOALS AND RELATIONSHIP TO OTHER PLANS

Comprehensive Plan- Promote the development of a range of housing types to meet the needs of current and future residents near job centers, village centers, and TOD locations.

Strategic Profile- Implement programs and policies to diversify housing and increase affordable housing options.

KEY MEASURES

2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
5.3%	20%	%0.4	%0.3	%0.04	%0.00	.00%	2%	4%		

Expenditures	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Funding Sources	2023	2024	2025	2026	2027	Total
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Budget Impact/Other

Staff, with occasional consultant assistance, oversees the administration of the Tax Abatement.

A portion of the abatement is retained to cover administrative costs.



FUNDING SOURCES AND EXPENDITURE PROJECTIONS



**MINNETONKA
ECONOMIC
IMPROVEMENT
PROGRAM**

FUND DESCRIPTIONS

Development Fund (2021 estimated beginning fund balance): \$5,610,306

The Development Fund was created with funds remaining after retiring the bonds of a single Tax Increment Finance (TIF) district in 1993. Under provisions of the TIF contract and law, the Development Fund may only be used for costs associated with Minnetonka's redevelopment and economic development activities. The city's Economic Development Authority initiates projects appropriate to these activities.

Livable Communities Fund (2021 estimated beginning fund balance): \$399,463

The Livable Communities fund was created after receiving special legislation to develop an account from the revenues of a closed Tax Increment Finance (TIF) district. The legislation specifically restricts the use of these funds for affordable housing programs. Standards for affordability are consistent with the Metropolitan Council's income, rent and sales price limits. In 2017, \$400,000 was returned from the sale of Minnetonka Heights. The original source of this funding indicated that the reuse of the funds must be utilized for affordable housing. The remaining balance of \$312,948 is committed to Homes Within Reach.

Community Development Block Grant (CDBG)

Since 1975, the Community Development Block Grant (CDBG) fund has accounted for revenues and expenditures made under the federal CDBG program. Minnetonka typically uses these funds for housing projects and programs (such as housing rehab, affordable housing, and supportive housing) and supportive services (such as senior chore programs, information and referral services and others).

HRA Levy (Proposed for 2023): \$300,000 (estimate)

Minnesota Statutes 469.033, Subd. 6 authorizes housing and redevelopment authorities (HRAs) the power to levy a tax upon all property within its district to finance housing and redevelopment programs subject to the consent of the city council. In 1988 and amended in 1994 and 2010, the Minnetonka City Council established the Economic Development Authority (EDA) of the City of Minnetonka and transferred to the EDA the control, authority and operation of all projects and programs of the city's HRA. The law and council resolutions further require the EDA to file a budget in accordance with the budget procedure of the city in the same manner as required of executive departments of the city.

TIF Pooling: Transferred to Affordable Housing Trust Fund in 2021

Under the Minnesota Statutes Chapter 469, at least 75 percent of tax increment in a redevelopment tax increment financing (TIF) district must be spent on eligible activities within the district, leaving up to 25 percent of the funds to be pooled and therefore eligible to be spent outside of the district, but within the project area. An exception to the pooling funds is for affordable rental housing that meets federal housing tax credit guidelines. The city may choose to increase the pooling allowance to 35 percent, which can then go to finance certain affordable housing projects.

Affordable Housing Trust Fund (2021 estimated beginning fund balance): \$5,528,680

State Statute 462C.16 allows local government to establish an affordable housing trust fund for local housing development. Authorized uses of these funds includes: administrative expenses; loans, grants, and guarantees for the development, rehab or financing of housing; matching funds; down-payment assistance, rental assistance, and homebuyer counseling services.

**SUMMARY TABLE
EIP 2022
Expenditures by Category & Fund**

Category	Program	Total	Fund					Other
			CDBG (Entitlement Funds)	Devpt Fund	HRA Levy	Aff. Housing Trust Fund	Indirect ARPA	
Housing:								
	CDBG Entitlement (Prior to 2018)	\$ 30,000	30,000					
	CDBG Consortium (2018 - Future)							
	Homes Within Reach	\$ 125,000			125,000			
	Housing Improvement Areas	\$ 5,000,000						5,000,000
	Welcome to Minnetonka	\$ 50,000			50,000			
	Mtka Home Enhancement	\$ 50,000			50,000			
	Aff. Housing Trust Fund	\$ 1,000,000				1,000,000		
	ARPA Programs	\$ 550,000					550,000	
	Subtotal	\$ 6,805,000	\$ 30,000	\$ -	\$ 225,000	\$ 1,000,000	\$ 550,000	\$ 5,000,000
Business:								
	Fire Sprinkler Retrofit	\$ 50,000						50,000
	Pass-Through Grants	\$ 2,000,000		2,000,000				
	GreaterMSP	\$ 25,000		25,000				
	MIF/JCF	\$ 1,000,000		1,000,000				
	Open to Business	\$ 15,000		15,000				
	Outreach	\$ -						
	MN Regional Chamber	\$ 1,000						1,000
	SAC/REC Deferral Program	\$ 50,000						50,000
	Emergency Business Assistance	\$ 150,000					100,000	50,000
	Conceptual Programs	\$ 100,000					100,000	
	Subtotal	\$ 3,391,000	\$ -	\$ 3,040,000	\$ -	\$ -	\$ 200,000	\$ 151,000
Transit:								
	Commuter Services	\$ 30,000						30,000
	Transit Improvements	\$ -						
	Subtotal	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Devpt & Redeopt:								
	Predevelopment	\$ 75,000		75,000				
	LRT and Station Area	\$ 75,000			75,000			
	Subtotal	\$ 150,000	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -
TIF Districts:								
	Devpt Agmt & TIF Admin	\$ 120,000		120,000				
	Subtotal	\$ 120,000	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -
Tax Abatement:								
	Ridgedale	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 10,496,000	\$ 30,000	\$ 3,235,000	\$ 300,000	\$ 1,000,000	\$ 750,000	\$ 5,181,000

**EIP 2023-2032
All Categories
Funding Sources and Expenditure Projections**

Method of Financing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
Development Account	\$ 3,235,000	\$ 3,245,000	\$ 2,255,000	\$ 2,265,000	\$ 1,765,000	\$ 1,765,000	\$ 1,765,000	\$ 1,765,000	\$ 1,765,000	\$ 1,765,000	\$ 21,590,000
General Fund	33,000	35,000	35,000	37,000	37,000	39,000	39,000	41,000	41,000	41,000	378,000
Federal Grant (CDBG) - Entitlement	30,000	32,000	34,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	\$ 341,000
Federal Grant (CDBG) - Consortium	-	-	-	-	-	-	-	-	-	-	\$ -
Ad Valorem Tax Levy	300,000	300,000	325,000	325,000	300,000	225,000	250,000	250,000	225,000	225,000	\$ 2,725,000
Affordable Housing Trust Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-	-	-	-	-	\$ 5,000,000
ARPA	750,000	-	-	-	-	-	-	-	-	-	\$ 750,000
Other	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	\$ 50,000,000
Total Funding Sources	\$ 10,348,000	\$ 9,612,000	\$ 8,649,000	\$ 8,662,000	\$ 8,137,000	\$ 7,064,000	\$ 7,089,000	\$ 7,091,000	\$ 7,066,000	\$ 7,066,000	\$ 80,784,000
Expenditures											
Housing	\$ 6,805,000	\$ 6,257,000	\$ 6,259,000	\$ 6,260,000	\$ 6,260,000	\$ 5,260,000	\$ 5,260,000	\$ 5,260,000	\$ 5,260,000	\$ 5,260,000	\$ 58,141,000
Business	3,391,000	3,141,000	2,166,000	2,166,000	1,641,000	1,641,000	1,666,000	1,666,000	1,641,000	1,591,000	\$ 20,710,000
Transit	30,000	30,000	32,000	32,000	34,000	34,000	36,000	36,000	36,000	38,000	\$ 338,000
Development/Redevelopment	150,000	150,000	150,000	150,000	150,000	75,000	75,000	75,000	75,000	75,000	\$ 1,125,000
TIF Admin	120,000	130,000	140,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	\$ 1,440,000
Total Expenditures	\$ 10,496,000	\$ 9,708,000	\$ 8,747,000	\$ 8,758,000	\$ 8,235,000	\$ 7,160,000	\$ 7,187,000	\$ 7,187,000	\$ 7,162,000	\$ 7,114,000	\$ 81,754,000

City of Minnetonka, Minnesota
Economic Improvement Program
 2023 thru 2032

SOURCES AND USES OF FUNDS

Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
CDBG										
Beginning Balance	0	10,000	18,000	34,000	49,000	64,000	79,000	94,000	109,000	124,000
Revenues and Other Fund Sources										
<i>Revenue</i>										
Federal grant	0	0	0	0	0	0	0	0	0	0
program income	40,000	40,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0
<i>Total</i>	40,000	40,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0
Total Revenues and Other Fund Sources	40,000	40,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0
Total Funds Available	40,000	50,000	68,000	84,000	99,000	114,000	129,000	144,000	159,000	124,000
Expenditures and Uses										
<i>Capital Projects & Equipment</i>										
<i>1-Housing</i>										
CDBG Entitlement (Prior to 2018)	(30,000)	(32,000)	(34,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
<i>Total</i>	(30,000)	(32,000)	(34,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Total Expenditures and Uses	(30,000)	(32,000)	(34,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Change in Fund Balance	10,000	8,000	16,000	15,000	15,000	15,000	15,000	15,000	15,000	(35,000)
Ending Balance	10,000	18,000	34,000	49,000	64,000	79,000	94,000	109,000	124,000	89,000

City of Minnetonka, Minnesota
Economic Improvement Program
 2023 thru 2032

SOURCES AND USES OF FUNDS

Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Development Fund										
Beginning Balance	5,610,306	4,556,436	3,487,566	2,908,696	2,309,826	2,210,956	2,112,086	2,013,216	1,414,346	815,476
Revenues and Other Fund Sources										
<i>Revenue</i>										
Cedar Ridge Assessments	49,500	49,500	49,500	49,500	49,500	49,500	49,500	49,500	49,500	0
Cloud 9 Admin	1,630	1,630	1,630	1,630	1,630	1,630	1,630	1,630	1,630	0
Grants	2,000,000	2,000,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	1,000,000	0
Interest Income	20,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	0
TIFAdmin Revenue	110,000	110,000	110,000	100,000	100,000	100,000	100,000	100,000	100,000	0
<i>Total</i>	2,181,130	2,176,130	1,676,130	1,666,130	1,666,130	1,666,130	1,666,130	1,166,130	1,166,130	0
Total Revenues and Other Fund Sources	2,181,130	2,176,130	1,676,130	1,666,130	1,666,130	1,666,130	1,666,130	1,166,130	1,166,130	0
Total Funds Available	7,791,436	6,732,566	5,163,696	4,574,826	3,975,956	3,877,086	3,778,216	3,179,346	2,580,476	815,476
Expenditures and Uses										
<i>Capital Projects & Equipment</i>										
<u>2-Business</u>										
Housing and Redevelopment Grants	<i>Business-02</i>	(2,000,000)	(2,000,000)	(1,000,000)	(1,000,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
GreaterMSP	<i>Business-04</i>	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
MIF/JCF Projects	<i>Business-06</i>	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Open to Business	<i>Business-07</i>	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Special Service District	<i>Business-13</i>	0	0	0	0	0	0	0	0	0
<i>Total</i>		(3,040,000)	(3,040,000)	(2,040,000)	(2,040,000)	(1,540,000)	(1,540,000)	(1,540,000)	(1,540,000)	(1,540,000)
<u>4-Development & Redevelopment</u>										
Pre-Development	<i>Dev/Redev-01</i>	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)

Source		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Development Fund											
	<i>Total</i>	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
<u>5-TIF Districts</u>											
Development Agreement and TIF Administration	<i>TIF-01</i>	(120,000)	(130,000)	(140,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
	<i>Total</i>	(120,000)	(130,000)	(140,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Total Expenditures and Uses		(3,235,000)	(3,245,000)	(2,255,000)	(2,265,000)	(1,765,000)	(1,765,000)	(1,765,000)	(1,765,000)	(1,765,000)	(1,765,000)
Change in Fund Balance		(1,053,870)	(1,068,870)	(578,870)	(598,870)	(98,870)	(98,870)	(98,870)	(598,870)	(598,870)	(1,765,000)
Ending Balance		4,556,436	3,487,566	2,908,696	2,309,826	2,210,956	2,112,086	2,013,216	1,414,346	815,476	(949,524)

City of Minnetonka, Minnesota
Economic Improvement Program
 2023 thru 2032

SOURCES AND USES OF FUNDS

Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
HRA Levy										
Beginning Balance	1,103,233	1,125,233	1,172,233	1,269,233	1,291,233	1,338,233	1,385,233	1,407,233	1,429,233	1,476,233
Revenues and Other Fund Sources										
<i>Revenue</i>										
Ad Valorem Tax Levy	300,000	325,000	400,000	325,000	325,000	250,000	250,000	250,000	250,000	0
Investment Interest	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0
Loan paybacks	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	0
<i>Total</i>	322,000	347,000	422,000	347,000	347,000	272,000	272,000	272,000	272,000	0
Total Revenues and Other Fund Sources	322,000	347,000	422,000	347,000	347,000	272,000	272,000	272,000	272,000	0
Total Funds Available	1,425,233	1,472,233	1,594,233	1,616,233	1,638,233	1,610,233	1,657,233	1,679,233	1,701,233	1,476,233
Expenditures and Uses										
<i>Capital Projects & Equipment</i>										
<u>1-Housing</u>										
Homes Within Reach	<i>Housing-05</i>	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)
Minnetonka Home Enhancement	<i>Housing-08</i>	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Welcome to Minnetonka Loan Program	<i>Housing-14</i>	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
<i>Total</i>		(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)
<u>2-Business</u>										
Outreach	<i>Business-08</i>	0	0	(25,000)	(25,000)	0	0	(25,000)	(25,000)	0
Emergency Business Assistance	<i>Business-16</i>	0	0	0	0	0	0	0	0	0
<i>Total</i>		0	0	(25,000)	(25,000)	0	0	(25,000)	(25,000)	0
<u>4-Development & Redevelopment</u>										

Source		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
HRA Levy											
Village Center Studies and Comprehensive Plan	<i>Dev/Redev-02</i>	0	0	0	(75,000)	(75,000)	0	0	0	0	0
LRT and LRT Station Area Development	<i>Dev/Redev-03</i>	(75,000)	(75,000)	(75,000)	0	0	0	0	0	0	0
Future Affordable Housing Projects	<i>Dev/Redev-06</i>	0	0	0	0	0	0	0	0	0	0
	<i>Total</i>	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	0	0	0	0	0
Total Expenditures and Uses		(300,000)	(300,000)	(325,000)	(325,000)	(300,000)	(225,000)	(250,000)	(250,000)	(225,000)	(225,000)
Change in Fund Balance		22,000	47,000	97,000	22,000	47,000	47,000	22,000	22,000	47,000	(225,000)
Ending Balance		1,125,233	1,172,233	1,269,233	1,291,233	1,338,233	1,385,233	1,407,233	1,429,233	1,476,233	1,251,233

City of Minnetonka, Minnesota
Economic Improvement Program
 2023 thru 2032

SOURCES AND USES OF FUNDS

Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Livable Communities Fund										
Beginning Balance	799,463	800,463	801,463	802,463	803,463	804,463	805,463	806,463	807,463	808,463
Revenues and Other Fund Sources										
<i>Revenue</i>										
Interest Income	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0
<i>Total</i>	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0
Total Revenues and Other Fund Sources	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0
Total Funds Available	800,463	801,463	802,463	803,463	804,463	805,463	806,463	807,463	808,463	808,463
Change in Fund Balance	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0
Ending Balance	800,463	801,463	802,463	803,463	804,463	805,463	806,463	807,463	808,463	808,463

City of Minnetonka, Minnesota
Economic Improvement Program
 2023 thru 2032

SOURCES AND USES OF FUNDS

Source	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Affordable Housing Trust Fund										
Beginning Balance	5,728,000	4,728,000	3,728,000	2,728,000	1,728,000	728,000	728,000	728,000	728,000	728,000
Revenues and Other Fund Sources										
<i>Revenue</i>										
No Funds	0	0	0	0	0	0	0	0	0	0
<i>Total</i>	0	0	0	0	0	0	0	0	0	0
Total Revenues and Other Fund Sources	0	0	0	0	0	0	0	0	0	0
Total Funds Available	5,728,000	4,728,000	3,728,000	2,728,000	1,728,000	728,000	728,000	728,000	728,000	728,000
Expenditures and Uses										
<i>Capital Projects & Equipment</i>										
<i>1-Housing</i>										
Affordable Housing Trust Fund	<i>Housing-22</i> (1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	0	0	0	0	0
<i>Total</i>	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	0	0	0	0	0
Total Expenditures and Uses	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	0	0	0	0	0
Change in Fund Balance	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	0	0	0	0	0
Ending Balance	4,728,000	3,728,000	2,728,000	1,728,000	728,000	728,000	728,000	728,000	728,000	728,000

2020 TIF Management Report: TIF Pooling Estimates

Pooling for Affordable Housing									Pooling for Tax Credit Eligible Rental Housing (#2)	Pooling for Affordable Housing (#3)
Year	Beacon Hill (Housing)	Boulevard Gardens (Redevelopment)	Tonka on the Creek (Housing)	Applewood Pointe (Redevelopment)	Rowland (Housing)	Marsh Run (Housing)	Shady Oak Crossing (Redevelopment)	Total	Boulevard Gardens, Applewood and Shady Oak Crossing (Redevelopment)	Beacon Hill, Tonka, Rowland and Marsh Run (Housing)
To Date	\$ 677,365	\$ 3,753,602	\$ 147,196	\$ -	\$ 124,242	\$ -	\$ -	\$ 4,702,406	\$ 3,753,602	\$ 948,804
2020	\$ 235,311	\$ 599,432	\$ 48,442	\$ -	\$ 21,221	\$ -	\$ -	\$ 904,406	\$ 599,432	\$ 304,974
2021	\$ -	\$ 665,734	\$ 19,522	\$ -	\$ 21,433	\$ 78,466	\$ -	\$ 785,154	\$ 665,734	\$ 119,420
2022		\$ 665,734	\$ 19,717	\$ -	\$ 21,647	\$ 177,531	\$ -	\$ 884,629	\$ 665,734	\$ 218,895
2023			\$ 19,914	\$ -	\$ 21,864	\$ 40,289	\$ -	\$ 82,066	\$ -	\$ 82,066
2024			\$ 20,113	\$ -	\$ 22,082	\$ 42,641	\$ -	\$ 84,836	\$ -	\$ 84,836
2025			\$ 20,314	\$ -	\$ 22,303	\$ 45,113	\$ -	\$ 87,731	\$ -	\$ 87,731
2026			\$ 20,517	\$ -	\$ 22,526	\$ 47,713	\$ -	\$ 90,757	\$ -	\$ 90,757
2027			\$ 20,723	\$ -	\$ 22,751	\$ 50,446	\$ -	\$ 93,920	\$ -	\$ 93,920
2028			\$ 20,930	\$ 85,206	\$ 22,979	\$ 53,320	\$ -	\$ 182,434	\$ 85,206	\$ 97,228
2029			\$ 21,139	\$ 85,206	\$ 23,209	\$ 56,340	\$ -	\$ 185,893	\$ 85,206	\$ 100,688
2030			\$ 21,351	\$ 85,206	\$ 23,441	\$ 59,515	\$ -	\$ 189,512	\$ 85,206	\$ 104,306
2031			\$ 21,564	\$ 85,206	\$ 23,675	\$ 62,852	\$ -	\$ 193,297	\$ 85,206	\$ 108,092
2032			\$ 21,780	\$ 85,206	\$ 23,912	\$ 66,360	\$ -	\$ 197,257	\$ 85,206	\$ 112,052
2033			\$ 21,997	\$ 85,206	\$ 24,151	\$ 70,047	\$ -	\$ 201,401	\$ 85,206	\$ 116,196
2034			\$ 46,604	\$ 85,206	\$ 24,393	\$ 871,422	\$ -	\$ 1,027,624	\$ 85,206	\$ 942,419
2035			\$ 248,522	\$ 85,206	\$ 24,636	\$ 924,468	\$ -	\$ 1,282,832	\$ 85,206	\$ 1,197,627
2036			\$ 251,008	\$ 85,206	\$ 58,825	\$ 980,260	\$ -	\$ 1,375,299	\$ 85,206	\$ 1,290,093
2037			\$ 253,518	\$ 85,206	\$ 247,135	\$ 1,038,938	\$ -	\$ 1,624,797	\$ 85,206	\$ 1,539,591
2038			\$ 256,053	\$ 85,206	\$ 249,606	\$ 1,100,647	\$ 64,961	\$ 1,756,472	\$ 150,166	\$ 1,606,306
2039			\$ 258,613	\$ 85,206	\$ 252,103	\$ 1,165,538	\$ 67,026	\$ 1,828,486	\$ 152,232	\$ 1,676,254
2040			\$ 261,200	\$ 85,206	\$ 254,624	\$ 1,233,773	\$ 69,154	\$ 1,903,955	\$ 154,359	\$ 1,749,596
2041			\$ 263,812	\$ 85,206	\$ 257,171	\$ 1,305,519	\$ 71,345	\$ 1,983,052	\$ 156,551	\$ 1,826,501
2042				\$ 85,206	\$ 259,743	\$ 1,380,953	\$ 73,602	\$ 1,799,504	\$ 158,808	\$ 1,640,697
2043				\$ 85,206	\$ 262,342	\$ 1,460,260	\$ 75,927	\$ 1,883,735	\$ 161,133	\$ 1,722,602
2044				\$ 85,206	\$ -	\$ 1,543,635	\$ 78,321	\$ 1,707,162	\$ 163,527	\$ 1,543,635
2045				\$ 85,206	\$ -	\$ 1,631,283	\$ 80,788	\$ 1,797,276	\$ 165,993	\$ 1,631,283
2046				\$ -	\$ -	\$ 1,723,417	\$ 83,328	\$ 1,806,746	\$ 83,328	\$ 1,723,417
2047				\$ -	\$ -	\$ -	\$ 85,945	\$ 85,945	\$ 85,945	\$ -
Total	\$ 912,676	\$ 5,684,502	\$ 2,304,548	\$ 1,533,700	\$ 2,332,014	\$ 17,210,749	\$ 750,397	\$ 30,728,586	\$ 7,968,599	\$ 22,759,987

City of Minnetonka
Tonka on the Creek
County District #1464

Maximum amount: \$2,283,000		Interest Rate: 5.00%							
Accrual Date: 5/13/2015		Interest Computation: Actual/360							
Final Payment: 2/1/2042									
Date	Interest Due	Total Tax Increment	Tax Increment Available at 90%	Withholding for Tax Petition	Principle Paid	Cumulative Unpaid Interest	Cumulative Tax Increment Paid	Note Balance	Year
								\$ 2,283,000.00	
8/1/2015	25,366.67	0.00	0.00		0.00		0.00	\$ 2,308,366.67	
2/1/2016	58,991.59	0.00	0.00		0.00		0.00	\$ 2,367,358.26	
8/1/2016	59,841.56	194.67	175.20		0.00	0.00	175.20	\$ 2,427,024.61	0.5
2/1/2017	62,023.96	194.67	175.20		0.00	61,848.76	350.41	\$ 2,427,024.61	1
8/1/2017	61,012.70	100,350.57	90,315.51		0.00	32,545.95	90,665.92	\$ 2,427,024.61	1.5
2/1/2018	62,023.96	100,350.57	90,315.42		0.00	4,254.49	180,981.34	\$ 2,427,024.61	2
8/1/2018	61,012.70	125,091.69	112,582.52	(11,571.71)	35,743.63	0.00	281,992.15	\$ 2,391,280.98	2.5
2/1/2019	61,110.51	125,091.67	112,582.50	(11,571.71)	39,900.28		394,574.66	\$ 2,351,380.70	3
8/1/2019	59,111.10	121,983.04	109,784.74	(11,130.91)	109,784.74		504,359.39	\$ 2,311,837.97	3.5
2/1/2020	59,080.30	121,982.67	109,784.40	(11,130.91)	39,573.19		614,143.80	\$ 2,272,264.78	4
8/1/2020	57,437.80	93,661.19	84,295.07	13,485.69	40,342.96		698,438.87	\$ 2,231,921.83	4.5
2/1/2021	57,038.00	125,466.05	112,919.45		55,881.45		811,358.31	\$ 2,176,040.38	5
8/1/2021	54,703.24	125,466.05	112,919.45		58,216.22		924,277.76	\$ 2,117,824.16	5.5
2/1/2022	54,122.17	125,466.05	112,919.45		58,797.28		1,037,197.21	\$ 2,059,026.89	6
8/1/2022	51,761.65	125,466.05	112,919.45		61,157.80		1,150,116.66	\$ 1,997,869.09	6.5
2/1/2023	51,056.65	125,466.05	112,919.45		61,862.79		1,263,036.11	\$ 1,936,006.29	7
8/1/2023	48,669.05	125,466.05	112,919.45		64,250.41		1,375,955.55	\$ 1,871,755.88	7.5
2/1/2024	47,833.76	125,466.05	112,919.45		65,085.69		1,488,875.00	\$ 1,806,670.20	8
8/1/2024	45,668.61	125,466.05	112,919.45		67,250.85		1,601,794.45	\$ 1,739,419.35	8.5
2/1/2025	44,451.83	125,466.05	112,919.45		68,467.63		1,714,713.90	\$ 1,670,951.72	9
8/1/2025	42,005.87	125,466.05	112,919.45		70,913.58		1,827,633.35	\$ 1,600,038.14	9.5
2/1/2026	40,889.86	125,466.05	112,919.45		72,029.59		1,940,552.79	\$ 1,528,008.54	10
8/1/2026	38,412.44	125,466.05	112,919.45		74,507.01		2,053,472.24	\$ 1,453,501.53	10.5
2/1/2027	37,145.04	125,466.05	112,919.45		75,774.41		2,166,391.69	\$ 1,377,727.12	11
8/1/2027	34,634.53	125,466.05	112,919.45		78,284.92		2,279,311.14	\$ 1,299,442.20	11.5
2/1/2028	33,207.97	125,466.05	112,919.45		79,711.48		2,392,230.59	\$ 1,219,730.72	12
8/1/2028	30,832.08	125,466.05	112,919.45		82,087.37		2,505,150.03	\$ 1,137,643.36	12.5
2/1/2029	29,073.11	125,466.05	112,919.45		83,846.34		2,618,069.48	\$ 1,053,797.02	13
8/1/2029	26,491.29	125,466.05	112,919.45		86,428.16		2,730,988.93	\$ 967,368.85	13.5
2/1/2030	24,721.65	125,466.05	112,919.45		88,197.80		2,843,908.38	\$ 879,171.06	14
8/1/2030	22,101.38	125,466.05	112,919.45		90,818.07		2,956,827.83	\$ 788,352.98	14.5
2/1/2031	20,146.80	125,466.05	112,919.45		92,772.66		3,069,747.27	\$ 695,580.32	15
8/1/2031	17,486.12	125,466.05	112,919.45		95,433.33		3,182,666.72	\$ 600,146.99	15.5
2/1/2032	15,337.09	125,466.05	112,919.45		97,582.37		3,295,586.17	\$ 502,564.62	16
8/1/2032	12,703.72	125,466.05	112,919.45		100,215.73		3,408,505.62	\$ 402,348.89	16.5
2/1/2033	10,282.25	125,466.05	112,919.45		102,637.20		3,521,425.07	\$ 299,711.69	17
8/1/2033	7,534.42	125,466.05	112,919.45		105,385.03		3,634,344.51	\$ 194,326.66	17.5
2/1/2034	4,966.13	125,466.05	112,919.45		107,953.32		3,747,263.96	\$ 86,373.34	18
8/1/2034	2,159.33	125,466.05	112,919.45		86,373.35		3,860,183.41	\$ (0.01)	18.5
TOTAL	1,448,090.63	4,301,950.23	3,871,755.12		2,427,024.62				

City of Minnetonka
 Applewood Pointe
 County District #1466

Maximum amount: \$1,290,000		Interest Rate: 7.00%						
Issue Date: 7/24/2017		Interest Computation: Actual/360						
Final Payment: 2/1/2044								
Date	Interest Due	Total Tax Increment	Tax Increment Available at 90%	Principle Paid	Cumulative Unpaid Interest	Cumulative Tax Increment Paid	Note Balance	Year
8/1/2018	93,560.83	131,564.83	118,408.35	24,847.51		118,408.35	\$ 1,290,000.00	
2/1/2019	45,264.34	135,151.15	121,636.04	76,371.69		240,044.38	\$ 1,265,152.49	0.5
8/1/2019	41,838.48	128,204.21	115,383.79	73,545.31		355,428.17	\$ 1,188,780.80	1
2/1/2020	39,900.65	128,204.21	115,383.79	75,483.14		470,811.96	\$ 1,115,235.49	1.5
8/1/2020	36,795.68	129,098.56	116,188.70	79,393.02		587,000.66	\$ 1,039,752.34	2
2/1/2021	34,359.52	129,098.56	116,188.70	81,829.18		703,189.37	\$ 960,359.32	2.5
8/1/2021	30,919.38	129,098.56	116,188.70	85,269.32		819,378.07	\$ 878,530.14	3
2/1/2022	28,381.11	129,098.56	116,188.70	87,807.59		935,566.78	\$ 793,260.82	3.5
8/1/2022	24,828.03	129,098.56	116,188.70	91,360.67		1,051,755.48	\$ 705,453.22	4
2/1/2023	21,970.87	129,098.56	116,188.70	94,217.84		1,167,944.18	\$ 614,092.55	4.5
8/1/2023	18,296.70	129,098.56	116,188.70	97,892.00		1,284,132.89	\$ 519,874.71	5
2/1/2024	15,097.60	129,098.56	116,188.70	101,091.10		1,400,321.59	\$ 421,982.71	5.5
8/1/2024	11,356.00	129,098.56	116,188.70	104,832.71		1,516,510.30	\$ 320,891.61	6
2/1/2025	7,730.11	129,098.56	116,188.70	108,458.60		1,632,699.00	\$ 216,058.90	6.5
8/1/2025	3,786.93	129,098.56	116,188.70	107,600.31		1,748,887.70	\$ 107,600.31	7
TOTAL	454,086.24	1,943,208.56	1,748,887.70	1,290,000.00			(0.00)	7.5

City of Minnetonka
Rowland Housing
County District #1465

Maximum amount: \$2,500,000		Interest Rate: 5.50%					
Accrual Date: 4/3/2017		Interest Computation: 30/360					
Final Payment: 2/1/2044							
Date	Interest Due	Total Tax Increment	Tax Increment Available at 90%	Principle Paid	Cumulative Unpaid Interest	Cumulative Tax Increment Paid	Note Balance
8/1/2018	182,569.44	124,183.65	111,765.29	0.00	70,804.16	111,765.29	\$ 2,500,000.00
2/1/2019	68,750.00	124,183.63	111,765.27	0.00	27,788.89	223,530.55	\$ 2,500,000.00
8/1/2019	68,750.00	122,109.74	109,898.77	13,359.87		333,429.32	\$ 2,486,640.13 0.5
2/1/2020	68,382.60	122,109.73	109,898.76	41,516.15		443,328.08	\$ 2,445,123.97 1
8/1/2020	67,240.91	127,180.61	114,462.55	47,221.64		557,790.62	\$ 2,397,902.33 1.5
2/1/2021	65,942.31	127,180.61	114,462.55	48,520.23		672,253.17	\$ 2,349,382.10 2
8/1/2021	64,608.01	127,180.61	114,462.55	49,854.54		786,715.72	\$ 2,299,527.56 2.5
2/1/2022	63,237.01	127,180.61	114,462.55	51,225.54		901,178.27	\$ 2,248,302.02 3
8/1/2022	61,828.31	127,180.61	114,462.55	52,634.24		1,015,640.82	\$ 2,195,667.77 3.5
2/1/2023	60,380.86	127,180.61	114,462.55	54,081.69		1,130,103.37	\$ 2,141,586.09 4
8/1/2023	58,893.62	127,180.61	114,462.55	55,568.93		1,244,565.92	\$ 2,086,017.16 4.5
2/1/2024	57,365.47	127,180.61	114,462.55	57,097.08		1,359,028.47	\$ 2,028,920.08 5
8/1/2024	55,795.30	127,180.61	114,462.55	58,667.25		1,473,491.02	\$ 1,970,252.83 5.5
2/1/2025	54,181.95	127,180.61	114,462.55	60,280.60		1,587,953.57	\$ 1,909,972.24 6
8/1/2025	52,524.24	127,180.61	114,462.55	61,938.31		1,702,416.11	\$ 1,848,033.92 6.5
2/1/2026	50,820.93	127,180.61	114,462.55	63,641.62		1,816,878.66	\$ 1,784,392.31 7
8/1/2026	49,070.79	127,180.61	114,462.55	65,391.76		1,931,341.21	\$ 1,719,000.55 7.5
2/1/2027	47,272.52	127,180.61	114,462.55	67,190.03		2,045,803.76	\$ 1,651,810.51 8
8/1/2027	45,424.79	127,180.61	114,462.55	69,037.76		2,160,266.31	\$ 1,582,772.75 8.5
2/1/2028	43,526.25	127,180.61	114,462.55	70,936.30		2,274,728.86	\$ 1,511,836.45 9
8/1/2028	41,575.50	127,180.61	114,462.55	72,887.05		2,389,191.41	\$ 1,438,949.41 9.5
2/1/2029	39,571.11	127,180.61	114,462.55	74,891.44		2,503,653.96	\$ 1,364,057.97 10
8/1/2029	37,511.59	127,180.61	114,462.55	76,950.95		2,618,116.51	\$ 1,287,107.01 10.5
2/1/2030	35,395.44	127,180.61	114,462.55	79,067.11		2,732,579.06	\$ 1,208,039.91 11
8/1/2030	33,221.10	127,180.61	114,462.55	81,241.45		2,847,041.60	\$ 1,126,798.45 11.5
2/1/2031	30,986.96	127,180.61	114,462.55	83,475.59		2,961,504.15	\$ 1,043,322.86 12
8/1/2031	28,691.38	127,180.61	114,462.55	85,771.17		3,075,966.70	\$ 957,551.69 12.5
2/1/2032	26,332.67	127,180.61	114,462.55	88,129.88		3,190,429.25	\$ 869,421.82 13
8/1/2032	23,909.10	127,180.61	114,462.55	90,553.45		3,304,891.80	\$ 778,868.37 13.5
2/1/2033	21,418.88	127,180.61	114,462.55	93,043.67		3,419,354.35	\$ 685,824.70 14
8/1/2033	18,860.18	127,180.61	114,462.55	95,602.37		3,533,816.90	\$ 590,222.33 14.5
2/1/2034	16,231.11	127,180.61	114,462.55	98,231.44		3,648,279.45	\$ 491,990.89 15
8/1/2034	13,529.75	127,180.61	114,462.55	100,932.80		3,762,742.00	\$ 391,058.09 15.5
2/1/2035	10,754.10	127,180.61	114,462.55	103,708.45		3,877,204.55	\$ 287,349.64 16
8/1/2035	7,902.12	127,180.61	114,462.55	106,560.43		3,991,667.09	\$ 180,789.21 16.5
2/1/2036	4,971.70	127,180.61	114,462.55	109,490.85		4,106,129.64	\$ 71,298.36 17
8/1/2036	1,960.70	127,180.61	114,462.55	71,298.36		4,179,388.71	\$ 0.00 17.5
TOTAL	1,679,388.71	4,689,546.88	4,220,592.19	2,500,000.00			

History of Economic Development Grant Awards for Minnetonka Projects (2016-Present)

Year Awarded	Fund / Project Name	Grant Amount
2016	NatureWorks - Minnesota Investment Fund -	\$250,000
2017	LCDA-TOD (Mariner)	\$1,876,500
2018	Hennepin County Corridor Planning Grant (Opus Design Guidelines)	\$50,000
2018	Hennepin TOD (Mariner)	\$450,000 *
2018	Hennepin AHIF (Mariner)	\$400,000 *
2018	LHIA - Mariner	\$210,500
2018	LCDA-TOD (Dominium)	\$2,000,000
2019	MN DEED Job Creation Fund (Carlson Wagonlit)	\$450,000
2019	MN DEED Job Creation Fund (PeopleNet/Trimble)	\$600,000
2019	MN DEED Minnesota Investment Fund (PeopleNet/Trimble)	\$1,000,000
2020	Hennepin County Brownfields Gap Financing Participation (Opus AUAR Study)	\$44,000
2020	MN DEED Redevelopment Grant (Shady Oak Crossing)	\$246,653
2020	Hennepin County TOD (Shady Oak Crossing)	\$250,000 *
2020	Met Council TBRA (Shady Oak Crossing)	\$414,200
2021	Hennepin County TOD (Wellington)	\$250,000 *
2021	Homes Within Reach	\$188,000
2022	King Technology	\$617,000
	Total	\$9,296,853

** Indicates funds that were not applied for by the city, but required staff support and city administration.*



AFFORDABLE HOUSING GOALS



**MINNETONKA
ECONOMIC
IMPROVEMENT
PROGRAM**

CRITICAL MEASURES OF REGIONAL HOUSING POLICY

projected *NEED*

Significantly more households will need affordable housing in the next decade - whether we plan for them or not. Our region will be more successful if we all do what we can to address the growing affordable housing need.



More households will *NEED* affordable housing

Cities are allocated a share of the region's projected need

Cities' share of the region's growth in affordable housing need is on their Community Page within the Local Planning Handbook. This share is proportional to a city's overall forecasted growth, its existing affordable housing stock, and the ratio of low-wage jobs to low-wage earning residents.

Cities must plan for their share of the need

Cities aren't required to create enough units to meet their share of the need, but they must plan for the possibility of these units by guiding sufficient land at higher residential densities in their comprehensive plans.

achievable *GOAL*

An aspirational but realistic number of new affordable housing units that a city, in partnership with developers, funders and others, can help create by 2030.



Livable Communities Act *GOAL*

Cities negotiate their goal with the Council.

Cities wanting grants from the Livable Communities Act programs must negotiate a goal with the Council. The goal represents the affordable and life-cycle housing that developers could realistically build in a city, recognizing market conditions and available funding.

Why participate in Livable Communities Act programs?

The Livable Communities Act programs give participating cities access to grant dollars for environmental clean-up, innovative development and redevelopment projects, and affordable housing production or preservation.

performance *SCORE*

The Council recognizes communities for their efforts around affordable housing annually. Scores can influence certain Council funding decisions.



Housing Performance *SCORE*

How can cities achieve a higher score?

The Council annually calculates a Housing Performance Score to acknowledge the local efforts to create and preserve affordable housing. Cities can increase scores by creating or preserving affordable housing as well as by offering programs, plans and tools that support and encourage affordable housing.

Do Housing Performance scores matter?

Housing Performance Scores affect a city's competitiveness for Livable Communities Act funding and regionally allocated federal transportation funding. Data collected in the scoring process also provides useful information on how cities are addressing their housing needs.

2021-2030 ALLOCATION OF AFFORDABLE HOUSING NEED

The 2021-2030 Allocation of Affordable Housing Need—or the *NEED*—is based on forecasting consistent with [Thrive MSP 2040](#), the regional development guide adopted in May 2014 by the Metropolitan Council. The *NEED* numbers are shared with local governments to aid their fulfillment of affordable housing planning responsibilities statutorily required by the [Metropolitan Land Use Planning Act](#). The *NEED* is proportional to 1) a city or township's total forecasted population growth between 2021 and 2030, 2) its existing affordable housing stock, and 3) the ratio of low-wage jobs to low-wage earning residents. The full methodology is described in the Council's [2040 Housing Policy Plan](#). Here, affordable refers to housing units that households at three levels of Area Median Income—as defined by the [U.S. Department of Housing and Urban Development](#)—could pay for without becoming cost-burdened (that is, spending more than a third of their income on housing costs).

As local governments submit their comprehensive plans and formal updates over the next decade, their forecasts and/or *NEED* numbers may change. *NEED* numbers are current as of the date indicated; refer to [Community Pages in our Local Planning Handbook](#) for the most current information, which is updated in real time.

	Net population growth (2021-2030) (1/29/2021)	<i>NEED</i> for affordable units, total (1/29/2021)	<i>NEED</i> for units afford- able to households with income at or below 30% of AMI	<i>NEED</i> for units afford- able to households with income 31% to 50% of AMI	<i>NEED</i> for units afford- able to households with income 51% to 80% of AMI
Sewered Communities					
Hennepin County					
Minnetonka	2,400	1,064	508	412	144

Appendix B: 2040 Minnetonka Comprehensive Plan

Future Housing Need – Implementation Tools

Identified Need	Tool	Circumstance and Sequence of Use
Allocation of affordable housing need: At or below 30% AMI - 508 508 units	Land Use (multifamily and mixed use zoning), PUDs	Guide future land use to densities that support the development of affordable housing
	Super RFP (Low Income Housing Tax Credits)	The City would strongly consider supporting or sponsoring an application to the Super RFP programs for housing at this affordability in the highest density locations on our future land use map.
	Tax Increment Financing (TIF)	The City would consider TIF for proposals of this housing type in the locations guided at the appropriate densities and land use categories as shown on the future land use map.
	TIF Pooling	The City would consider TIF Pooling for proposals of this housing type in the locations guided at the appropriate densities and land use categories as shown on the future land use map.
	Housing Bonds	The City would consider issuing Housing Bonds to support this type of housing in the community.
	Tax Abatement	The City would consider tax abatement for proposals of this housing type in the locations guided at the appropriate densities and land use

		categories as shown on our future land use map.
	HRA Resources	The City will coordinate with the EDA to consider support for housing affordable under 80% AMI.
	Hennepin County Funds	The City would strongly consider sponsoring an application to Hennepin County's HOME and AHIF funding programs to support development of housing at this income range.
	LCDA Funds	The City would strongly consider sponsoring a LCDA application to support for new housing affordable at or below 80% AMI.
	CDBG Resources	The City may consider using allocated CDBG funds for this type of housing specifically, but opportunities and projects seeking this funding would be considered on a case by case basis.
	Site Assembly	The City would consider using awarded funds, from the programs described above, to assemble a site in the locations identified on our future land use map for this type of use

Identified Need	Tool	Circumstance and Sequence of Use
Allocation of affordable housing need: From 31%-50% AMI: 412 units	Land Use (multifamily and mixed use zoning), PUDs	Guide future land use to densities that support the development of affordable housing
	Super RFP (Low Income Housing Tax Credits)	The City would strongly consider supporting or sponsoring an application to the Super RFP programs for housing at this affordability in the highest density locations on our future land use map.
	Tax Increment Financing (TIF)	The City would consider TIF for proposals of this housing type in the locations guided at the appropriate densities and land use categories as shown on the future land use map.
	TIF Pooling	The City would consider TIF Pooling for proposals of this housing type in the locations guided at the appropriate densities and land use categories as shown on the future land use map.
	Housing Bonds	The City would consider issuing Housing Bonds to support this type of housing in the community.
	Tax Abatement	The City would consider tax abatement for proposals of this housing type in the locations guided at the appropriate densities and land use categories as shown on our future land use map.
	HRA Resources	The City will coordinate with the EDA to consider

		support for housing affordable under 80% AMI.
	Hennepin County Funds	The City would strongly consider sponsoring an application to Hennepin County's HOME and AHIF funding programs to support development of housing at this income range.
	LCDA Funds	The City would strongly consider sponsoring a LCDA application to support for new housing affordable at or below 80% AMI.
	CDBG Resources	The City may consider using allocated CDBG funds for this type of housing specifically, but opportunities and projects seeking this funding would be considered on a case by case basis.
	Site Assembly	The City would consider using awarded funds, from the programs described above, to assemble a site in the locations identified on our future land use map for this type of use

Identified Need	Tool	Circumstance and Sequence of Use
Allocation of affordable housing need: From 51%-80% AMI 144 units	Land Use (multifamily and mixed use zoning), PUDs	Guide future land use to densities that support the development of affordable housing
	Super RFP (Low Income Housing Tax Credits)	The City would strongly consider supporting or sponsoring an application to the Super RFP programs for housing at this affordability in the highest density locations on our future land use map.
	Tax Increment Financing (TIF)	The City would consider TIF for proposals of this housing type in the locations guided at the appropriate densities and land use categories as shown on the future land use map.
	TIF Pooling	The City would consider TIF Pooling for proposals of this housing type in the locations guided at the appropriate densities and land use categories as shown on the future land use map.
	Housing Bonds	The City would consider issuing Housing Bonds to support this type of housing in the community.
	Tax Abatement	The City would consider tax abatement for proposals of this housing type in the locations guided at the appropriate densities and land use categories as shown on our future land use map.
	HRA Resources	The City will coordinate with the EDA to consider

		support for housing affordable under 80% AMI.
	Hennepin County Funds	The City would strongly consider sponsoring an application to Hennepin County's HOME and AHIF funding programs to support development of housing at this income range.
	LCDA Funds	The City would strongly consider sponsoring a LCDA application to support for new housing affordable at or below 80% AMI.
	CDBG Resources	The City may consider using allocated CDBG funds for this type of housing specifically, but opportunities and projects seeking this funding would be considered on a case by case basis.
	Site Assembly	The City would consider using awarded funds, from the programs described above, to assemble a site in the locations identified on our future land use map for this type of use

AFFORDABLE HOUSING GOALS

Progress on the city's affordable housing goals.

In 1995, the Minnesota Legislature created the Livable Communities Act (LCA) to address the affordable and life-cycle housing needs in the Twin Cities metropolitan area. When the LCA was established, Minnetonka was one of the first communities to sign up to participate in the program. At that time, a series of affordable housing goals for the city was established for 1996 to 2010. The city has elected to continue to participate in the LCA program, establishing affordable and lifecycle housing goals for 2011 to 2020. In 2020, the city will establish new goals for 2021-2030.

1995-2010 AFFORDABLE HOUSING GOALS

	Goals (1995-2010)	Results	Percent Achieved
New Affordable Ownership Units	180 Units	202	112%
New Affordable Rental Units	324 Units	213	66%
New Rental Units (All)	540 Units	697	130%

1995-2010 New Affordable Ownership Units

Project	Year Completed	Affordable Units	EIP Program Used
Gables of West Ridge Market	1996-1997	90	Boulevard Gardens TIF
Habitat for Humanity	1999	4	None
Ridgebury	2000	56	Ridgebury TIF
The Enclave	2002	1	None
The Sanctuary	2005-2007	3	-Grants -Homes Within Reach
Lakeside Estates	2005	1	Homes Within Reach
Cloud 9 Sky Flats	2006	34	Homes Within Reach
Wyldeewood Condos	2006	8	None
Minnetonka Drive	2007	1	Homes Within Reach
Deephaven Cove	2007	2	-Grants -Homes Within Reach
Meadowwoods	2007/2008	2	Homes Within Reach

1995-2010 New Affordable Rental Units

Project	Year Completed	Affordable Units	EIP Program Used
Excelsior Court Apartments	1996	24	
West Ridge Retirement	1997	45	Boulevard Gardens TIF
Boulevard Gardens	1997	46	Boulevard Gardens TIF
Crown Ridge Apartments	1997	46	Boulevard Gardens TIF
Minnetonka Mills	1997	30	Minnetonka Mills TIF
Cedar Pointe Townhouses	1997	9	Cedar Pointe
The Oaks at Glen Lake	2008	13	Glenhaven TIF

2011-2020 AFFORDABLE HOUSING GOALS

	Goals (2011-2020)	Results	Percent Achieved (to date)
New Affordable Units (rental & ownership)	246 to 378	679	276%
New Lifecycle Units	375 to 800	1,655	441%

2011-2020 New Affordable Units (rental and ownership)

Project	Year Completed	Affordable Units	EIP Program Used
The Glenn by St. Therese	2011	30	Glenhaven TIF
The Ridge	2013	51	TIF Pooling
Tonka on the Creek	2016	20	Tonka on the Creek TIF
At Home	2016	21	Rowland Housing TIF
Cherrywood Pointe	2017	8	N/A
The RiZe	2019	32	N/A
Preserve at Shady Oak/ Legends of Minnetonka	2020*	482	TIF Housing
Marsh Run	2020*	35	TIF Housing
Total	N/A	679	N/A

2011-2020 New Lifecycle Units

Project	Year Completed	Lifecycle Units	EIP Program Used
The Glenn by St. Therese	2011	150	Glenhaven TIF
The Ridge	2013	64	TIF Pooling
Tonka on the Creek	2016	100	Tonka on the Creek TIF
At Home	2016	106	Rowland Housing TIF
Applewood Pointe	2017	89	Applewood Pointe TIF
Lecesse*	2017	290	N/A
Cherrywood Pointe	2017	92	N/A
Zvago	2017	54	Glenhaven TIF
Orchards of Minnetonka	2019	147	N/A
Havenwood	2019	100	N/A
Minnetonka Hills	2019	78	N/A
Ridgedale Executive Apts	2020*	77	N/A
Avidor	2020*	168	N/A
Marsh Run	2020*	140	TIF Housing
Total	N/A	1,655	N/A

2021-2030 AFFORDABLE HOUSING GOALS

	Goals (2021-2030)	Results	Percent Achieved (to date)
New Affordable Units (rental & ownership)	558 - 1,064	685*	122%
New Lifecycle Units	2,400	937*	39%

*New construction is not counted toward the goal until the project is occupied.

2021-2030 New Affordable Units (rental and ownership)

Project	Year Completed	Affordable Units	EIP Program Used
Preserve at Shady Oak/ Legends of Minnetonka	2021*	482	TIF Housing
Shady Oak Crossings	2021*	35	TIF Pooling
The Pointe	2022*	19	Development Fund
Doran – Shady Oak*	2023*	53	Opus TIF
Minnetonka Station*	2023*	28	Opus TIF
Wellington Apts.*	2023*	68	Opus TIF
Total	N/A	685	

*Indicates projects that are approved, but not yet constructed therefore affordable and lifecycle units are not counted in the 2011-2020 goals.

2021-2030 New Lifecycle Units

Project	Year Completed	Lifecycle Units	EIP Program Used
Shady Oak Crossings	2021*(fall)	52	TIF Pooling
The Pointe*	2022*	186	Development Fund
Doran – Shady Oak*	2023*	297	Opus TIF
Minnetonka Station *	2023*	247	Opus TIF
Wellington Apts*	2023*	155	Opus TIF
Total	N/A	937	

*Indicates projects that are approved, but not yet constructed therefore affordable and lifecycle units are not counted in the 2011-2020 goals.

2022 AFFORDABLE HOUSING INCOME LIMITS

Household Size	30%	50%	60%	80%	120%
1	\$28,822	\$41,370	\$49,644	\$62,600	\$99,288
2	\$28,368	\$47,280	\$56,736	\$71,550	\$113,472
3	\$31,914	\$53,190	\$63,828	\$80,500	\$127,656
4	\$35,460	\$59,100	\$70,920	\$89,400	\$141,840
5	\$38,296	\$63,828	\$76,593	\$96,600	\$153,187
6	\$41,133	\$68,556	\$82,267	\$103,750	\$164,534
7	\$43,970	\$73,284	\$87,940	\$110,900	\$175,881
8	\$46,807	\$78,012	\$93,614	\$118,050	\$187,228
Twin Cities Median Family Income 2022: \$118,200					

Income limits are published on the US Department of Housing and Urban Development User Portal:
<https://www.huduser.gov/portal/datasets/li.html>

How much do residents pay for affordable housing?

Maximum Gross Rents by Bedroom Size				
AMI	Studio	1 bedroom	2 bedroom	3 bedroom
30%	\$616	\$660	\$792	\$915
50%	\$1,027	\$1,100	\$1,320	\$1,525
60%	\$1,233	\$1,320	\$1,584	\$1,830
80%	\$1,644	\$1,761	\$2,112	\$2,440

Maximum rent tables are published annually with Minnesota Housing:
<https://www.mnhousing.gov/sites/multifamily/limits>

Affordable rent based on sample occupations and their average salaries

Occupation	Median Salary	Affordable Rent
Chef / Head Cook	\$52,509	\$1,312
Elementary School Teacher	\$61,432	\$1,535
Electrician	\$69,394	\$1,734
Nurse	\$81,154	\$2,028
Veterinarian	\$94,897	\$2,372

Salaries are based off of MN DEED data (2021)

Minnetonka Housing/Business Development Policies

The City of Minnetonka has several policies related to housing and business development. Policy direction from the council can take many different forms, including such channels as formally adopted ordinances and resolutions, to more informal requests and suggestions to the city manager, who is ultimately responsible to the city council for carrying out their policy decisions.

These policies are intended as a general guide for the city council. They are not binding and may be modified when, in the sole discretion of the council, such modification is deemed necessary or appropriate in the interest of the city.

This listing is regularly updated as new policy directions are established, and it is by no means exclusive. These policies are included in the EIP as a reminder for the EDAC and Council to review annually during the EIP review. The city's policies are updated annually on the city's website.

City of Minnetonka City Council Policies (excerpts of housing related policies):

Chapter 2: Administration and Finance

2.4 – Special Assessments with Tax Increment Districts

2.5 – Tax Exempt Financing for Industrial Development, Health Care Facilities, and Multi-family Housing Projects (Private Activity Tax Exempt Financing)

2.14 - Tax Increment Financing Pooling Fund

2.15 - Housing Improvement Areas

2.16 - Post-Issuance Compliance Procedure and Policy For Tax-Exemption Governmental Bonds

2.18 - Tax Increment Financing and Tax Abatement

2.19 – Debt Management

Chapter 11: Streets, Parks, and Other Public Property

11.12 – Real Estate Property Management

Chapter 12: Public Utilities

12.10 - Met Council Sewer Availability Charge and City Residential Equivalency Charge Payment Deferral Program

Chapter 13: General Provisions and Policies

13.1 Fair Housing

13.2 Affordable Housing Policy

GLOSSARY OF TERMS

Community Development Block Grant (CDBG)	A program through HUD assisting state and local governments with a variety of community development needs
Department of Employment and Economic Development (DEED)	A state agency assisting in economic development through programs targeting business recruitment, expansion and retention; workforce development; and community development
Economic Development Advisory Commission (EDAC)	An advisory commission to the city council on matters related to economic development, housing and redevelopment
Economic Development Authority (EDA)	An authority granted to local governments by the state for the purpose of conducting economic development, housing and redevelopment activities. EDAs have the ability to levy taxes
Housing Improvement Area (HIA)	A defined area in the city in which housing improvements to commonly owned space in condominium/townhouse developments may be financing with the assistance of a city through special assessments
Housing and Redevelopment Authority (HRA)	An authority granted to local governments by the state for the purpose of conducting housing and redevelopment activities
Light Rail Transit (LRT)	A mode of public transit where trains run in a separate right of way
Livable Communities Act (LCA)	A program adopted in 1995 by the Minnesota State Legislature and administered by the Metropolitan Council for purposes of increasing affordable housing and investing in local communities
Metropolitan Council	A regional policy-making body, planning agency and provider of services to guide growth in the Twin Cities metropolitan area
Metro Transit	The transit arm of the Metropolitan Council is responsible for running the metropolitan area's bus and train systems
MN Investment Fund (MIF) and Job Creation Fund (JCF)	Business financing tools offered by DEED to help businesses locate or expand in Minnesota
Property Assessed Clean Energy (PACE)	A program that allows businesses to make clean energy investments in their businesses by financing the costs through a special assessment on the property
Tax Abatement	A temporary deferral of property taxes for purposes of stimulating economic development
Tax Increment Financing (TIF)	A financing tool where additional property taxes are generated from a new development are captured and used for public purposes such as housing, removal of blight and employment opportunities
U.S. Department of Housing and Urban Development (HUD)	Established in 1965 as a cabinet-level federal agency that is responsible for housing and community development activities

Resolution No. 2022-

Resolution adopting the 2023-2027 Economic Improvement Program (EIP)

Be it resolved by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

1.01. The preliminary 2023-2027 EIP was presented to the Economic Development Advisory Commission (EDAC) for its consideration on July 14, 2022.

1.02. As a result of that review, the EDAC concluded that the EIP articulates the city's economic development priorities and identifies funding accordingly over a multi-year planning horizon, and recommended that the council consider adopting the 2023-2027 EIP at its Sept. 12, 2022 meeting.

Section 2. Council Action.

2.01. The 2023-2027 EIP as presented and discussed by the city council on Sept. 12, 2022, and as amended is hereby adopted.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 12, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent: Coakley

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on Sept. 12, 2022.

Becky Koosman, City Clerk



**City Council Agenda Item 14C
Meeting of Sept. 12, 2022**

Title: Items related to the 2022 preliminary tax levy

- 1) Resolution setting a preliminary 2022 tax levy and preliminary HRA levy both collectible in 2023, a preliminary 2023 budget and consenting to a special benefit tax levy of the Minnetonka Economic Development Authority
- 2) Resolution setting a preliminary 2022 tax levy, collectible in 2023, for the Bassett Creek Watershed Management Tax District

Report from: Darin Nelson, Finance Director

Submitted through: Mike Funk, City Manager
Moranda Dammann, Acting Assistant City Manager

Action Requested: Motion Informational Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Other N/A
Votes needed: 4 votes 5 votes N/A Other

Summary Statement

We are pleased to propose to the city council a 2023 levy and budget consistent with our strategic goals and community values. Within that framework, the budget recommendations presented are both forward-looking and responsive to the community and the city council's concerns, specifically to ensure that city services are maintained. The proposal aligns with the reaffirmation by a considerable majority of Minnetonka community survey respondents that they would support an increase in taxes to maintain current city service levels. The recommendations are built using long-term forecasts, including a conservative eye on the national economy and technological changes.

As always, the City of Minnetonka will continue to provide the excellent services that our residents and businesses have come to expect, and at a reasonable value, both in 2023 and well into the future.

Recommended Action

Staff recommends the city council adopt the following resolutions and approve the motion:

- 1) A resolution setting a preliminary 2022 tax levy and preliminary HRA levy both collectible in 2023, a preliminary 2023 budget and consenting to a special benefit tax levy on the Minnetonka Economic Development Authority;

- 2) A resolution setting a preliminary 2022 tax levy, collectible in 2023, for the Bassett Creek Watershed Management Tax District; and

Strategic Profile Relatability

- | | |
|---|--|
| <input checked="" type="checkbox"/> Financial Strength & Operational Excellence | <input checked="" type="checkbox"/> Safe & Healthy Community |
| <input checked="" type="checkbox"/> Sustainability & Natural Resources | <input checked="" type="checkbox"/> Livable & Well-Planned Development |
| <input checked="" type="checkbox"/> Infrastructure & Asset Management | <input checked="" type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Statement: The city's six strategic priorities drive the development and direction of the annual budget.

Financial Consideration

- Is there a financial consideration? No Yes
- Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: This action sets the preliminary tax levies collectible in 2023 and establishes a preliminary 2023 budget.

Background

As discussed at the city council's August 15 study session, staff recommended increasing the 2022 preliminary city levy, collectible in 2023, by 7.1 percent or 7.0 percent including the \$25,000 reduction in the Housing and Redevelopment Authority (HRA) levy. Since that time, staff has been able to realize operational budget savings, thus reducing the levy increase to 6.85 percent and 6.75 percent inclusive of the HRA levy.

The city's proposed levy increase of 6.85 percent places Minnetonka's levy increase in the middle of a group of similar metro cities.

Our Public Process

State law requires cities, school districts and other government taxing jurisdictions to certify preliminary budgets and tax levies to the county by September 30, 2022. This is the maximum amount the city can levy in 2022 for collection in 2023. Counties then report these preliminary levies to all property owners in early November.

Guided by the council's initial discussions in August, staff will develop detailed budget requests for council's review in November and final adoption in December. At the November 21 study session, staff will have a more complete picture of revenues and expenditures for the current year, along with any additional information available for forecasting 2023. The final 2022 levy, collectible in 2023, may be less than the preliminary amount, but cannot be greater.

Minnetonka always encourages input on its budget from the public. In addition to the public budget discussion scheduled and published on proposed tax notices by Hennepin County for

December 5 at 6:30 p.m., residents and businesses will again have the opportunity to provide feedback via the city's website, www.minnetonkamn.gov, opportunities that are publicized in the *Minnetonka Memo*. Comments will be shared with council as budget options are considered, and updated information will consistently be posted in the *Memo* and on the city's website.

Long-Term Financial Planning and Sustainability

The city's strategic profile outlines six strategic priorities, of which financial strength and operation excellence is one. This strategic priority focuses on the city's long-term financial position and providing innovative, responsive, quality city services at a level that reflects community values and is supported by available resources.

The preliminary budget and levy focus on the long-term financial sustainability and its impact on future levy increases. The current 2022 budget utilized federal American Rescue Plan Act (ARPA) funding to buy down the levy by \$1 million. This levy buy-down is a one-time action and must be added to future levies to restore this one-time reduction to maintain service levels. Part of the plan for the ARPA funding is to buy down the General Fund levy by \$1 million in 2022 and \$500,000 in 2023. The \$500,000 difference in these levy subsidies needs to be added to the 2023 levy to maintain service levels. Five hundred thousand equates to a levy increase of approximately 1.1%. The 2024 levy will also need to add an additional \$500,000 to the levy as the remaining ARPA funds are depleted at that point.

The city's General Fund ended 2021 with a very healthy unassigned fund balance of approximately 59 percent of the ensuing year's expenditure budget. This solid financial position was due in part to federal funding received in 2020 and 2021, along with stronger than anticipated building permits. The city's General Fund fund balance policy requires a balance between 30 to 50 percent of the following year's operating budget. The city council may appropriate balances above 40 percent for one-time costs that have no ongoing financial commitments.

Excess General Fund fund balance is routinely programmed within the Capital Improvements Program (CIP) due to the one-time nature of the projects. The 2023 preliminary General Fund budget is programming transfers of \$2.35 million to various CIP funds. This will reduce the fund balance to an estimated 42.5 percent at the end of 2023.

2023 Budget Initiatives and Influencing Factors

Personnel

The preliminary General Fund 2023 budget is estimated to be \$46.6 million, an increase of 6.5 percent or \$2.8 million. Over three-quarters of the city's General Fund operating expenditures is the cost of its greatest assets, its employees. A cost of living adjustment (COLA) has been preliminarily set at between two and three percent along with a potential market increase, which is dependent upon each position's comparable position in other cities. Preliminary estimates indicate a total wage increase of approximately 2.6 percent or \$1.1 million. Again, these are preliminary estimates. The council will ultimately determine final COLA adjustments, which are either already set by existing union contracts or will be set through upcoming union contract negotiations, and finally by approving all 2023 non-union wage adjustments in December.

In 2021, the city exited the LOGIS healthcare consortium in favor of bidding on its own health insurance. The bidding environment was very favorable. As a result, the city saw a decrease in

2021 premiums with a cap on rates for 2022, limiting the city's exposure in the second year of the contract. This move saved the city about \$585,000 in 2021. The 2022 health insurance rates did increase to the 12.5 percent cap. This increase was directly attributed to a rise in our claims, which equated to an additional cost of \$330,000. This year's rate is not protected with a cap and is budgeted for a ten percent increase, which equates to about \$391,000.

Another significant increase impacting personnel costs relates to workers' comp insurance. Rates for this are set by the League of Minnesota Cities Insurance Trust and are also dependent upon the city's experience rating. The city's experience rating has been extremely low, which provides significant savings. However, that experience rating is expected to increase and coupled with increases in rates, most notably around public safety employees, the city is anticipating a General Fund increase of \$264,000.

Lastly, the 2023 budget includes an additional staffing request of 5.4 full-time equivalents. These new requests include:

- *Two full-time firefighter technicians.* These two positions will allow for 24/7 staffing of fire station #1. The full-time fire staffing hired this year will allow for 24/7 staffing of fire station #3. The combined cost of these two firefighters is about \$235,000, of which about \$100,000 of realized savings are recognized in the budget between a decrease in paid on-call staffing, training and equipment costs.
- *One data analyst position to be shared between police and fire.* The police department has been very active in recent months in collecting data. Still, the department lacks the capacity to analyze the data to be proactive with intelligence-lead policing efforts. The fire department would utilize this position to aid the department in statistic tracking, which is required as part of the department's accreditation goal. This position has a cost of \$96,200 that would be split between the police and fire departments.
- *One park maintenance public service worker.* This position has an estimated cost of \$109,500. The lack of available seasonal help is driving this request. It is increasingly difficult to find seasonal help for mowing and snow removal. The hiring of one full-time position maintenance position would be partially offset by a \$25,000 decrease in seasonal salaries, but provides more adequate and reliable shift coverage.
- *One human resources wellness and safety specialist.* This position has an estimated cost of \$116,000. Over time, there is a positive return on this investment in that it is expected the position will pay for itself. As evidenced by the 2023 increase in health insurance and worker's compensation costs, this new position will develop a stronger, more aligned wellness program and develop a centralized safety program that will give the city greater control of future annual health care and worker's compensation costs.
- *Legal assistant moving to full-time from part-time.* This position was created in 2021, in coordination with the police department's use of body worn cameras. The number of videos requiring review has increased, as older cases with only squad videos are resolved and replaced with new cases that involve both squad and body camera videos. The position's workload will continue to increase as the court works through its backlog of jury trials and an increasing percentage of cases include body camera videos. The estimated cost of moving this position to a full-time benefited position is \$44,900.

The total cost of the new staffing is approximately \$602,000, which equates to a 1.3 percent increase in the levy.

Inflationary Pressures

Similar to our residents and businesses, the city is experiencing inflationary pressures in almost all facets of operations. Fuel costs for next year are budgeted to increase by \$184,000 or 50 percent. We have seen some recent reprieve at the pump, but our gasoline contract pricing is still expected to jump from its current pricing of \$2.50 gallon to something much higher. Fleet parts and service is experiencing soaring inflationary costs and is expected to increase an additional \$93,000 next year to \$1.21 million.

Natural gas and electricity costs are also increasing and are substantially impacting the budget. Similar to gas and diesel costs, natural gas thermal rates have already increased and are anticipated to be 35 percent higher for this next year. Electricity is also expected to increase by about 12 percent. Combined utility costs will be increasing by \$117,000, which equates to a 0.3 percent increase in the budget.

Departments are anticipating increases in almost all other service delivery and supply costs. In June, the Consumer Price Index (CPI) rose 9.1 percent over the past 12 months. In comparison, the Municipal Cost Index (MCI) rose 12.5 percent from May 2021 to May 2022. The MCI tends to be a more accurate inflationary picture for local governments since it measures goods and services utilized by municipalities versus the goods and services used by individual consumers. Unfortunately, inflation is having a tangible impact on the city's budget. The 2023 budget has accounted for some specific increases for certain areas. Still, overall the budget is not keeping pace with inflation, and departments will be required to be creative in maintaining their current service levels.

What's Not in the Budget

The CIP levy was reduced from a preliminary levy increase of \$790,000 to a reduction of \$407,000 to reduce the 2023 preliminary levy to a 6.85 percent increase. This reduction was made possible by utilizing General Fund reserves in 2023 and future years while gradually recouping lost CIP levy dollars in the coming years. The CIP's out-year balances are manageable, but a concerted effort is needed to ensure funding is restored in the future, or future projects may need to be delayed.

For the last few years, staff has been trying to move the last half of the Cable TV Special Revenue Fund operational costs over to the General Fund. Cable franchise fees support the operations and capital outlay in this fund. These fees have been declining as more and more people move away from cable television in favor of internet streaming services. Staff has been planning to move the remaining full-time employees and other operational costs not associated with cable programming out of the fund and into the General Fund, thus ensuring the fund remains viable. The first half of this transition was completed in 2020, and the second half was initially planned for 2021 until COVID-19 impacted that year's levy request. That move was then delayed until 2023. In trying to reduce the 2023 levy to a manageable level, staff is further delaying this move until 2024. This move saved the 2023 levy \$327,200 and is tentatively programmed to be included in the 2024 levy.

2023 Preliminary Levy

Since recovering from the recession beginning in 2014, the city's community survey has shown our taxpayers' consistent recognition of the value of city services and remarkable support to increase taxes in order to maintain city services. In the 2022 survey, 72 percent of those who stated an opinion still favored such an increase.

The 2023 proposed operating and capital budgets require an overall net increase in the city property tax levy of 6.85 percent to maintain city services. This increase includes all the changes mentioned earlier in this report, along with \$500,000 in ARPA funds to subsidize the levy increase. Although appearing separately on property tax statements, the HRA levy would decrease by \$25,000, which equates to a 0.1 percent decrease in the city's overall property tax levy impact.

2023 Levy Analysis

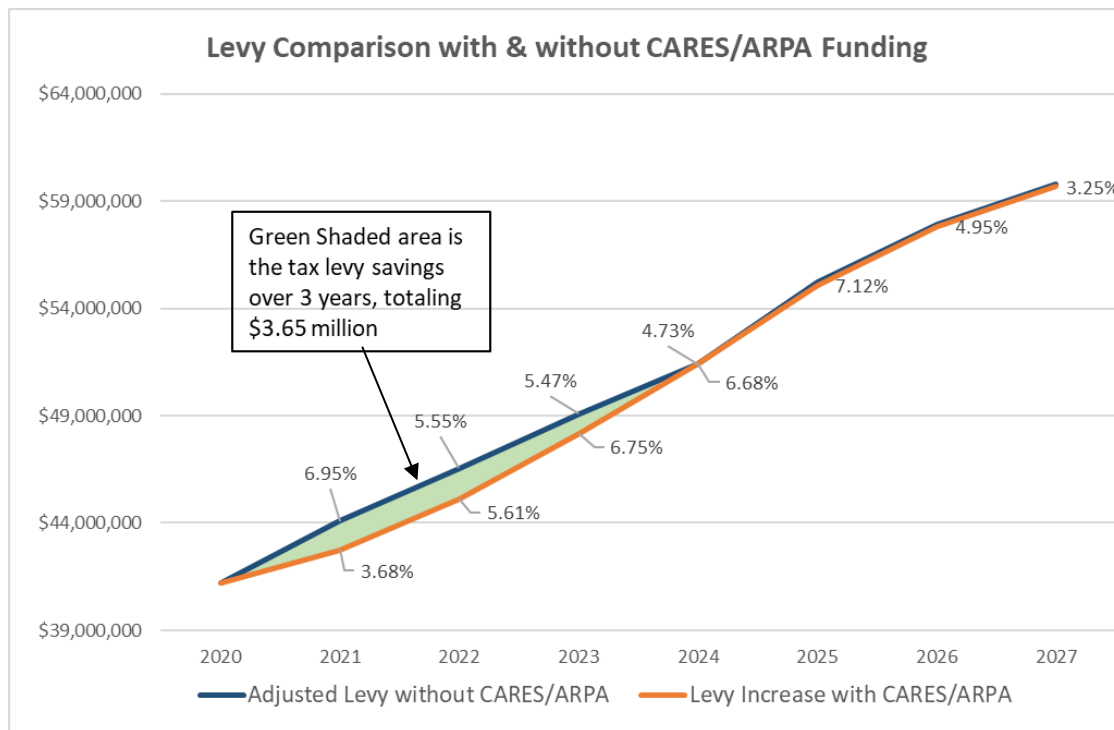
Levy (thousands)	2022	2023	Change
City property taxes, current services	44,815	44,815	0.0%
Prior Year One-Time Requests		(127)	-0.3%
ARPA Levy Reinstatement		500	1.1%
Staffing COLA		1,091	2.4%
Workers Comp		264	0.6%
Health Insurance		391	0.8%
Energy Costs		117	0.3%
Fleet Maintenance		93	0.2%
Fuel Costs		184	0.4%
General Liability Insurance		50	0.1%
Other General Fund Supplies & Services		111	0.2%
New Staffing Requests		602	1.3%
New Requests		201	0.4%
CIP Levy Increases/(Decreases)		(407)	-0.9%
Total	44,815	47,885	6.85%
HRA	325	300	-7.7%
Total City Levies	45,140	48,185	6.75%

The 2023 levy estimate excludes the decertification of the Boulevard Gardens TIF district. This district is estimated to provide approximately \$500,000 of additional levy capacity without impacting existing taxpayers. This additional tax capacity effectively decreases the levy impact by about 1.1 percent to existing taxpayers.

Levy Forecast

Over the last two years, the city has been fortunate to receive federal grant funding from the CARES Act and ARPA. These allotments have aided the city, and its residents and businesses in battling and fending off COVID-19 from the health and financial impacts felt by many. In addition, these grants have allowed the city to provide property tax relief in 2021, 2022 and 2023, thus reducing our necessary tax collections by \$3.65 million over this same timeframe.

The blue line in the chart below represents the potential levy if federal funding had not subsidized the levy from 2021 through 2023. If federal funding had not been received, the 2023 preliminary tax increase would have been estimated to be 5.47 percent, which is lower than the currently requested 6.75 percent. However, the total tax collections under the 6.75 percent levy increase are \$900,000 less than if we had not received federal funding. 2023 is the last year of available tax relief and thus will also require a larger levy increase in 2024 to maintain the current service levels.



Due to some of the shifting taking place with the 2023 budget and levy, the 2024-projected levy includes a few baseline costs that will need to be considered this time next year. Those costs include:

- 2023 ARPA property tax relief recoupment - \$500,000
- Cable TV staff and operations - \$327,200
- Reestablishing the CIP levy - \$710,000
- Presidential election cycle - \$145,000
- Interfund loan repayment for the Community Center remodel - \$248,800

These costs, plus other routine increases related to personnel and other services and charges, increase the estimated 2024 levy to approximately 6.7 percent.

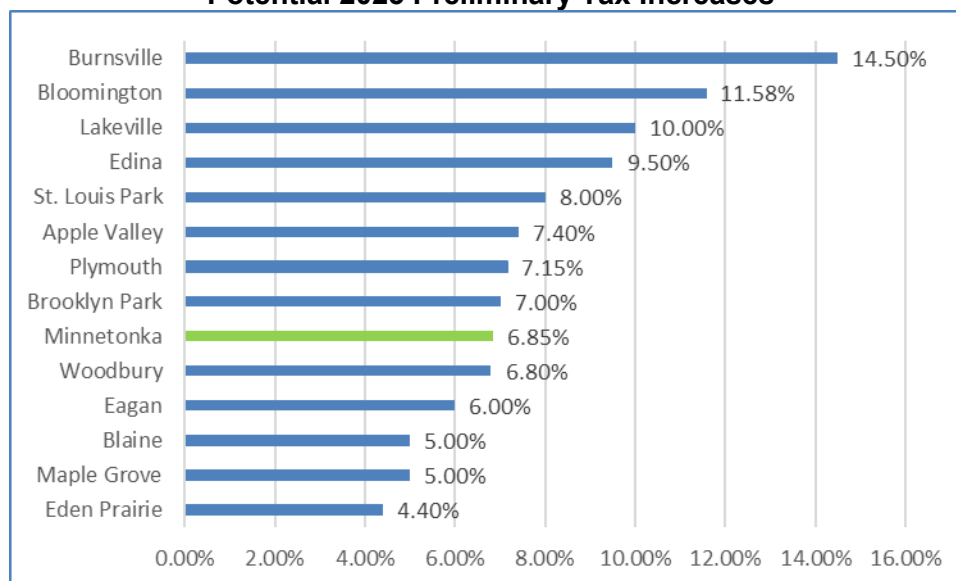
The 2025 budget includes funding for approximately nine full-time firefighters as the department continues transitioning to more career-orientated staffing. The 2025 budget also adds a patrol officer with a second officer planned in the 2027 budget. These additions are based on current and projected population growth along with the light rail system coming online.

Comparisons with Other Cities. The proposed 2023 city levy increase is likely to place Minnetonka in the middle of our comparable cities. These percentages are only potential levy

increases and may change between now and when cities formally adopt their preliminary levies. As a reminder, each city is unique and their tax levies can vary for a number of reasons.

Similar to all our comparable cities except for one, Minnetonka does not and will not receive LGA in 2022. Equally important, unlike many of these other cities, the city does not rely upon special assessments to fund street reconstruction and maintenance.

Potential 2023 Preliminary Tax Increases

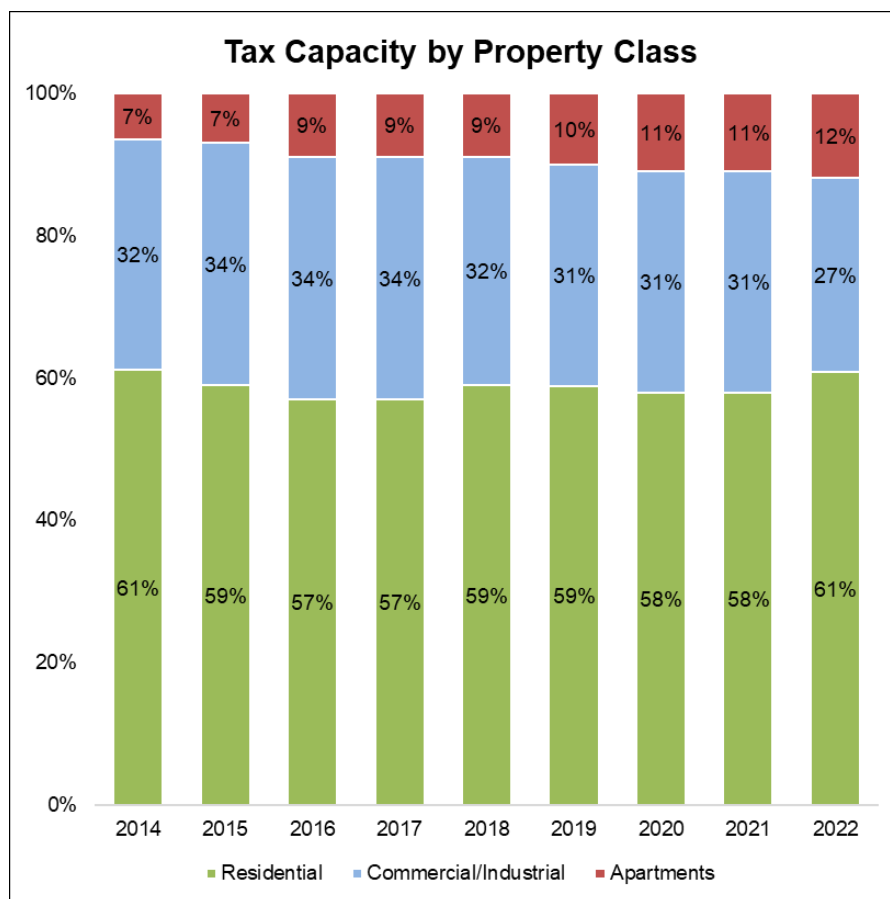


Homeowner Impacts. New development and redevelopment in the city again increased the city’s property tax base last year, as reported in March by the city assessor. Over the previous nine years, the city’s assessed market value has increased by 58 percent. A portion of that increase results from improved real estate as opposed to market forces alone.

The table below outlines this year’s growth (including new improvements) in the market by major property type.

	Overall Growth	Total Change (millions)
Single-family Residential	16.1%	\$943.8
Lakeshore	23.1%	\$91.9
Townhouses	10.8%	\$73.4
Condominiums	7.1%	\$42.7
Commercial	3.9%	\$62.6
Industrial	10.3%	\$36.9
Apartments	12.9%	\$174.7
Other Property Types	9.4%	\$24.0
Total Change	13.0%	\$1,450.0

The varying growth rates of the different property classifications equates to a shift in property tax burden. The tax burden between property types tends to ebb and flow over time as market conditions affect properties differently. Most notably for taxes payable in 2023 is the increase in all residential housing property types. This residential increase will cause a shift in tax burden towards all these property classes while shifting the tax burden away from commercial properties. The apartment growth over the last several years is mainly due to new construction, which adds to the tax base and helps alleviate some of the tax burdens for all taxpayers.



Calculating the impact of changes in property taxes on homeowners in Minnesota requires a complicated mix of data and information that changes each year, some of which depends upon legislatively defined formulas, such as the state fiscal disparities program. Estimates indicate that a median-valued home that increased in value 15.6 percent to \$468,500 will see a monthly tax increase of \$8.25 or \$99 per year, which equates to a 6.6 percent increase. The expiring TIF district and the additional tax capacity that it generates has effectively eliminated much of the shifting tax burden residential property owners would have experience.

HRA LEVY

The city's first levy for housing and redevelopment began in 2009. State law limits levies, and the maximum rate is 0.0185 percent of a city's taxable market value. This equals approximately \$2 million for Minnetonka in 2023. On June 20, the city council reviewed in a study session the 2023–2027 Economic Improvement Program (EIP), which recommends the 2023 HRA levy decrease by \$25,000 for a total levy of \$300,000. The indicated uses of the funds are SW Light Rail (\$75,000), Housing Programs (\$100,000), and Homes Within Reach (\$125,000). This is the same information that was also presented at the August 15 budget study session.

Attachment:
General Fund Preliminary Budget

City of Minnetonka
2023 Preliminary General Fund Budget

Object Account	2020 Actual	2021 Actual	2022 Budget	2023 Requested	\$ Change from 2022 to 2023	% Change from 2022 to 2023
Revenues						
Property Taxes						
4010 - AD Valorem Tax Levy	\$ 29,560,970	\$ 32,109,862	\$ 33,760,800	\$ 37,230,000	\$ 3,469,200	10.3%
4020 - Uncollectible Taxes	180,502	240,230	(200,000)	(200,000)	-	0.0%
4030 - Tax Penalties and Interest	24,335	61,576	24,000	24,000	-	0.0%
4050 - Tax Forfeit Sale Revenue	-	25	-	-	-	
Total Taxes	<u>29,765,806</u>	<u>32,411,694</u>	<u>33,584,800</u>	<u>37,054,000</u>	<u>3,469,200</u>	<u>10.3%</u>
Licenses & Permits	4,283,867	4,587,093	3,081,900	3,207,400	125,500	4.1%
Intergovernmental	5,245,070	3,578,239	1,211,300	758,840	(452,460)	-37.4%
Charges for Services	363,091	441,186	551,000	345,950	(205,050)	-37.2%
Fines & Forfeitures	204,465	167,539	253,500	135,000	(118,500)	-46.7%
Investment Interest	665,712	(38,619)	575,000	1,156,400	581,400	101.1%
Recreation Charges	564,565	1,066,249	1,193,900	1,245,000	51,100	4.3%
Miscellaneous	785,389	949,063	857,200	726,050	(131,150)	-15.3%
Transfers In	1,447,500	1,457,800	1,469,200	1,494,800	25,600	1.7%
Total Revenues	<u>43,325,466</u>	<u>44,620,243</u>	<u>42,777,800</u>	<u>46,123,440</u>	<u>3,345,640</u>	<u>7.8%</u>
Expenditures						
Personnel Services	28,140,524	29,907,169	33,707,100	35,928,100	2,221,000	6.6%
Supplies	1,432,356	1,559,969	1,830,750	1,988,900	158,150	8.6%
Other Services & Charges	6,940,883	7,549,595	8,239,950	8,706,440	466,490	5.7%
Total Expenditures	<u>36,513,763</u>	<u>39,016,733</u>	<u>43,777,800</u>	<u>46,623,440</u>	<u>2,845,640</u>	<u>6.5%</u>
Revenues Over/(Under) Expenditures	6,811,703	5,603,510	(1,000,000)	(500,000)	500,000	3.1%
Other Financing Uses						
Transfers Out	4,174,608	3,954,603	2,888,000	2,471,000	(417,000)	-14.4%
Total Revenues Over/(Under) Expenditures after Transfer Out	<u>\$ 2,637,095</u>	<u>\$ 1,648,907</u>	<u>\$ (3,888,000)</u>	<u>\$ (2,971,000)</u>	<u>\$ 917,000</u>	
Expenditures by Department						
10 - Mayor & City Council	\$ 320,636	\$ 217,068	\$ 303,100	\$ 305,000	\$ 1,900	0.6%
11 - General Administration	819,897	685,907	1,023,300	884,000	(139,300)	-13.6%
12 - Community Center	457,627	471,890	621,000	695,200	74,200	11.9%
13 - IT	1,056,028	1,124,164	1,374,500	1,423,900	49,400	3.6%
14 - Legal	880,361	955,710	1,007,800	1,090,100	82,300	8.2%
15 - Finance	1,020,877	1,150,758	1,176,850	1,082,200	(94,650)	-8.0%
16 - Assessing	823,894	855,446	919,000	954,600	35,600	3.9%
17 - Building Maintenance	1,338,022	1,620,458	1,731,500	1,913,800	182,300	10.5%
18 - Joint Recreation	1,136,970	1,558,368	1,870,850	1,930,400	59,550	3.2%
19 - Planning	627,696	675,436	858,800	844,100	(14,700)	-1.7%
20 - Engineering	1,249,141	1,332,207	1,512,900	1,574,800	61,900	4.1%
21 - Community Development	2,211,781	2,228,615	2,510,500	2,614,900	104,400	4.2%
22 - Street Maintenance	3,343,355	3,576,645	4,041,450	4,399,740	358,290	8.9%
24 - Parks & Trails	1,863,058	2,049,415	2,171,500	2,369,900	198,400	9.1%
25 - Police	11,022,379	11,637,838	11,882,050	12,726,900	844,850	7.1%
26 - Fire	3,852,327	3,971,849	5,293,200	5,764,400	471,200	8.9%
28 - Senior Citizens	331,183	360,650	412,900	376,700	(36,200)	-8.8%
29 - Environmental Health	393,504	360,266	397,400	402,600	5,200	1.3%
30 - MTKA Recreation	588,603	597,386	625,100	636,800	11,700	1.9%
31 - Natural Resources	1,599,335	1,621,734	1,865,800	1,944,200	78,400	4.2%
33 - City Manager	561,395	822,012	838,800	917,600	78,800	9.4%
34 - Human Resources	777,183	909,154	972,200	1,359,000	386,800	39.8%
35 - Contingency & Transfers	-	-	50,000	50,000	-	0.0%
36 - Communications	238,511	233,756	317,300	362,600	45,300	14.3%
Total Departmental Expenditures	<u>\$ 36,513,763</u>	<u>\$ 39,016,733</u>	<u>\$ 43,777,800</u>	<u>\$ 46,623,440</u>	<u>\$ 2,845,640</u>	<u>6.5%</u>

Resolution No. 2022

Resolution setting a preliminary 2022 tax levy, collectible in 2023, and a preliminary 2023 budget, and consenting to a special benefit tax levy of the Minnetonka Economic Development Authority

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

- 1.01. As required by state legislation under M.S. 275.065, municipalities are required to adopt a preliminary budget and tax levy by September 30, 2022.
- 1.02. The law also requires that the City Council hold a meeting to discuss the budget and property tax levy and, before a final determination, allows public input to its final adoption in December.
- 1.03. The law further requires the final levy be adopted on or before December 28, 2022, and the final tax levy may not exceed the preliminary tax levy.

Section 2. Findings.

- 2.01. The City Manager's preliminary 2023 budget of \$85,531,864 (the Preliminary Budget) appears reasonable and sufficient to fund the desired general fund municipal services, debt service supported by property taxes, and capital needs in 2023.
- 2.02. Preliminary general, capital and debt tax levies of \$47,455,139 for levy in 2022, collectible in 2023, will fund the City Manager's Preliminary Budget.
- 2.03. A preliminary tax abatement levy of \$80,000 for levy in 2022, collectible in 2023, is estimated to equate to revenues associated with and will fund commitments under the Ridgedale Mall development agreement adopted by the city council on April 15, 2013.

Section 3. Authorization.

- 3.01. The preliminary budget and tax levy is hereby approved.
- 3.02. Pursuant to Minn. Stat. Section 469.033, subd. 6, the City Council consents to the Economic Development Authority in and for the City of Minnetonka (the "EDA") levying a special benefit tax levy in the amount requested by the Board of Commissioners of the EDA by resolution adopted on the date hereof.
- 3.03. The City Clerk is hereby directed and ordered to transmit a certified copy of this resolution to the Hennepin County Director of Property Tax and Public Records.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 12, 2022.

Brad Wiersum, Mayor

ATTEST:

Becky Koosman, City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 12, 2022.

Becky Koosman, City Clerk

Resolution No. 2022

Resolution setting a preliminary 2022 tax levy, collectible for 2023, for the Bassett Creek Watershed Management Tax District

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

- 1.01. Minnesota state law requires special taxing districts to adopt a preliminary budget and tax levy by September 30 of this year.
- 1.02. The law also requires that the City Council hold a meeting to discuss the budget and property tax levy and, before a final determination, allows public input to its final adoption in December.
- 1.03. The law requires a final levy be adopted after that public input and the final tax levy may not exceed the preliminary tax levy.

Section 2. Findings.

- 2.01. A preliminary tax levy of \$32,895 for the Bassett Creek Watershed Management District for levy in 2022, collectible in 2023, will fund the City's expenses for that tax district.

Section 3. Authorization.

- 3.01. The preliminary tax levy of \$32,895 for the Bassett Creek Watershed Management District is hereby approved.
- 3.02. The City Clerk is hereby directed and ordered to transmit a certified copy of this resolution to the Hennepin County Director of Property Tax and Public Records.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Sept. 12, 2022.

Brad Wiersum, Mayor

ATTEST:

Becky Koosman, City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on Sept. 12, 2022.

Becky Koosman, City Clerk

City Council Agenda Item 14D
Meeting of Sep. 12, 2022

Title: Concept plan for Greystar Development at 10701 Bren Road E

Report From: Loren Gordon, AICP, City Planner

Submitted through: Mike Funk, City Manager
Julie Wischnack, AICP, Community Development Director

Action Requested: Motion Informational Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Other N/A

Votes needed: 4 votes 5 votes N/A Other

Summary Statement

Greystar Development has submitted a concept plan to redevelop the property at 10701 Bren Road E. The submitted concept plan contemplates redevelopment of the property with the following:

- A 6-story, market-rate apartment building with 275 units totaling 295,355 sq. ft.
- Twenty-eight affordable units (14 units at 40% AMI and 14 units at 80% AMI).
- A six-level parking garage structure with approximately 396 parking spaces totaling 131,000 sq. ft.
- Interior and outdoor amenity spaces for residents.



Greystar Development - Building Perspective



Greystar Development - Site Plan

Recommended Action

Provide feedback intended to assist the applicant in preparing more detailed development plans. No formal action is required.

Strategic Profile Relatability

- | | |
|--|--|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Resources | <input checked="" type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management | <input type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Statement: N/A

Financial Consideration

- Is there a financial consideration? No Yes [Enter estimated or exact dollar amount]
- Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: N/A

Background

10701 Bren Road E. property is located in the Opus Business Park. The property is 3.16 acres in area and is improved with a 2-level, 44,899 sq. ft. office building constructed in 1984. A number of surface parking areas encircle the building. An access driveway on Red Circle Drive and a second from a private access driveway provide site access.

The site slopes from south to north with about 12 feet of elevation. Open spaces provide defining edges to parking lots planted with overstory deciduous and evergreen trees, typical of this development period. There are few natural areas on-site as the development program graded out much of the site for those existing improvements.

The property was part of a redevelopment area considered by Launch Properties in 2019.

Information about those redevelopment conversations is on the [Launch Properties, Opus Area](#) project page. Additionally, a redevelopment concept for the site was discussed last spring, and the plans can be found at this [link](#).



Concept Plan Review Process

The staff has outlined the following Concept Plan Review process for the proposal. At this time, a formal application has not been submitted.

- **Neighborhood Meeting.** A virtual neighborhood meeting was held on Aug. 8, 2022. The meeting was attended by representatives of the applicant group and one adjacent property owner representative.
- **Planning Commission Concept Plan Review.** The purpose of the concept plan review is to allow commissioners to identify – for the developer and city staff – what they see as the positive components of a development concept and any issues or challenges they foresee. The concept plan review meeting will include a presentation by the developer of conceptual sketches and ideas but not detailed engineering or architectural drawings. No staff recommendations are provided, no motions are made, and no votes will be taken. The Planning Commission reviewed the conceptual plan on Aug. 18, 2022, and provided the following general comments:
 - Accepting of the residential use for the property.
 - Building design is well thought through. The scalloped curve on the building façade is interesting.
 - A few commissioners felt the building was too massive and needed a better approach for the courtyard than an inward-focused space.
 - The multi-level parking structure approach allows more direct access to each floor.
 - Thoughtful landscaping plan.
- **Economic Development Advisory Commission.** The economic development advisory commission (EDAC) will review the affordable housing component of the concept should there be a request for financial assistance.
- **City Council Concept Plan Review.** The city council concept plan review is intended as a follow-up to the planning commission and EDAC meetings and would follow the same format. No staff recommendations are provided, the public is invited to offer comments, and council members are afforded the opportunity to ask questions and provide feedback without any formal motions or votes.

Key Topics

Staff requests council provide feedback on the following key topics.

- **Use.** Does the council have comments on adding residential use to the office site?
- **Site Plan.** Does the council have comments on the site plan layout for the apartment building location and office building circulation improvements?
- **Building Design.** Does the council have comments on:
 - Reuse of the existing office building or design considerations?
 - General height, massing, or density of the apartment building?

- **Other Considerations.** What other land use-related items would the council like to comment on?

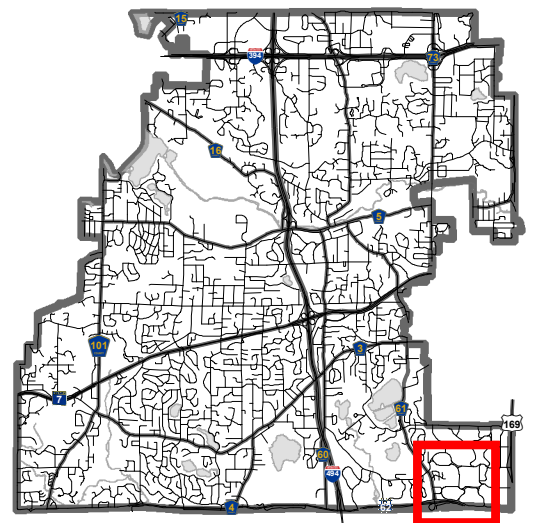
Next Steps

- **Formal Application.** If the developer/applicant chooses to file a formal application, notification of the application would be mailed to area property owners. Area property owners are encouraged to view plans and provide feedback via the city's website. Through recent website updates: (1) staff can provide owners with ongoing project updates, (2) owners can "follow" projects they are particularly interested in by signing up for automatic notification of project updates; (3) owners may provide project feedback on the project; and (4) and staff can review resident comments.
- **Council Introduction.** The proposal would be introduced at a city council meeting. At that time, the council would be provided another opportunity to review the issues identified during the initial concept plan review meeting and provide direction about any refinements or additional issues they wish to be researched and for which staff recommendations should be prepared.
- **Planning Commission Review.** The planning commission will review and subsequently make a recommendation to the city council on land use matters.
- **City Council Action.** The city council would take final action based on input from the planning commission, EDAC, professional staff, and the general public.



Location Map

Project: Greystar Development
Address: 10701 Bren Road



Existing Site - 10701 Bren Rd. E.



Existing Site - 10701 Bren Rd. E.



DEVELOPMENT TEAM EXPERIENCE



ABOUT GREYSTAR

Greystar is a leading, fully integrated real estate company offering expertise in investment management, development, and management of rental housing properties globally. Headquartered in Charleston, South Carolina, Greystar manages and operates over \$221 billion of real estate in 224 markets globally including offices throughout North America, Europe, South America, and the Asia -Pacific region. Greystar is the largest operator of apartments in the United States, managing over 768,000 units globally, and has a robust institutional investment management platform with more than \$58.2 billion of assets under management, including over \$24 billion of development assets.



ABOUT ESG

ESG is a national leader in the planning, design and development of award-winning residences and communities throughout the US. Our architects and designers base their work on timeless design principles. These principles include the integration of pedestrian-friendly streetscapes and landscaping, proximity to mass transit, generating density, and the incorporation of sustainable-design strategies and mixed-use commercial enterprises.



PROJECT NARRATIVE

VISION STATEMENT

Greystar desires to create a market rate rental community to serve residents in an area that will soon benefit from enhanced transit opportunities and an extensive network of recreational trails. The new residents will enhance the Opus Park community and foster the ongoing development of a new neighborhood centered around the light rail station.

PROJECT GOALS

- Support the objective for a mixed-use community at the Opus campus by growing the resident population.
- Create a Transit-Oriented Development community that will provide ridership on the new light rail line.
- Enhance and support the district's natural features and integrate the site into the existing landscape of trails.
- Provide density to support the area's existing businesses and provide additional residents to serve as a catalyst for more retail/commercial development within the Opus Park.
- Connect the Red Circle Trail from Shady Oak Road to Bren Road as per the Opus Area Placemaking + Urban Design Implementation Guide.
- Develop a concept for connecting the project to the existing trail network with seating areas, landscaping and an updated stormwater management approach.

PLACEMAKING AND DESIGN CONCEPT

The project's vision and design concept will align with the goals of the Opus Area Placemaking + Urban Design Implementation Guide.

- Located within the "Red Loop", the proposed development is an important part of the broader Opus Area Placemaking and Design trail system. The area is characterized by natural open spaces stitched together with an exceptional network of pedestrian trails and a one-way road system.
- The proposed residential building will integrate into this well-established environment by giving precedence to landscape design and upgraded pedestrian connections.
- New sidewalks will be integrated around the site to the east where it will connect to the proposed LRT station. Along the south side of the development, paths connect to both the Shady Oak Rd. trail system as well as the Orange Loop. New connections within the site, and around the north and west will solidify pedestrian connections for residents and visitors of OPUS park.
- With the new Southwest Light Rail station located adjacent to the site, residents will have direct access to a transit option that will reduce dependency on automobile use.
- Visual and physical connections will be made to the existing trail system, the LRT station, nearby longstanding businesses and new residential developments nearby.

A primary site design goal is to maximize the ground plane:

- The grounds immediately adjacent to the buildings will be highly landscaped since there is no structured parking below ground. The landscape program will include full overstory canopy trees.
- The open space around the perimeter of the buildings will incorporate carefully designed stormwater features and native landscaping.
- Native vegetation will take precedence on the site based on the historic species located in this area.
- Hardscape areas will be thoughtfully designed and incorporate seating areas, exterior lighting, and wayfinding elements.
- Walk-up style residential units with sidewalks, stoops, and entry doors will be located at the street frontages to facilitate and encourage an active streetscape environment.

PROJECT DESCRIPTION

- An office building and surface parking exist on the site today. The proposed project consists of a five and six-story market rate apartment building with approximately 275 units. The building will also incorporate approximately 28 affordable residential units (10%: 14 units at 40% AMI and 14 units at 80% AMI). The multifamily building wraps a large interior courtyard and a six-story parking structure that will contain about 395 parking spaces.
- The residential building will be fully amenitized and include a lobby and common areas at ground level. A vehicular drop-off court is accessed from Red Circle Drive. This arrival court will include several guest parking stalls for prospective tenants and visitors. The Level one amenity spaces will overlook the amenity courtyard as well as a double-height resident clubroom located at Level P1 below. A level six "sky lounge" will provide indoor and outdoor spaces with views toward the north and east.
- The landscaped courtyard is inspired by the naturally occurring landscapes of Minnesota. Frozen lakes and ice bubbles, dense aspen and birch forests, wetlands, and bogs, as well as the oak savannah ecosystem inspire forms and program throughout the site. Informal seating and grilling areas are scattered throughout the courtyard. A seating berm and tree bosc provide spaces for relaxation as well.
- At the building perimeter, the project will use the existing topography of the site to manage stormwater in a series of cascading raingardens that will connect to the larger stormwater management system.
- Service functions like move-ins and trash pickup will be located on the north side of the building, accessed via an existing private drive and existing shared access easement. Architectural screen walls and landscaping will visually screen this area from the pedestrian sidewalks along Bren Road.
- Ample bike parking will be provided within the building to support and encourage bicycling.

BUILDING DESIGN AND EXTERIOR MATERIALS

- A key building design move is in response to the property line curve at the intersection of Bren Road and Red Circle Drive. The building face along this frontage is composed of a series of pinwheeling wall planes that mediate between the rectilinear courtyard and the property line condition. The result is a serrated facade expression that creates visual interest, scales down the building massing, and provides opportunities to integrate protected balconies and directional window openings. While the exterior skin of the building is lighter in color, where this primary massing is peeled away, a darker accent color becomes predominant.
- Exterior materials under consideration include a mix of brick, metal panel, cementitious panels, glass and accent materials - to create an integrated palette that will complement the intensive landscaping of the site.



10701 BREN ROAD DEVELOPMENT

PLANNING COMMISSION MEETING
DATE: AUGUST 18, 2022

GREYSTAR

esg
ARCHITECTURE & DESIGN

URBAN ECOSYSTEMS

 **Sambatek**

EXISTING CONDITIONS: AREA



WALK

- ON SITE TRAIL ACCESS
- 4 MIN. TO LAKE
- 5 MIN. TO OPUS LIGHTRAIL STATION
- 6 MIN. BETWEEN RED CIR DR TO SHADY OAK BUS STOP

DRIVE

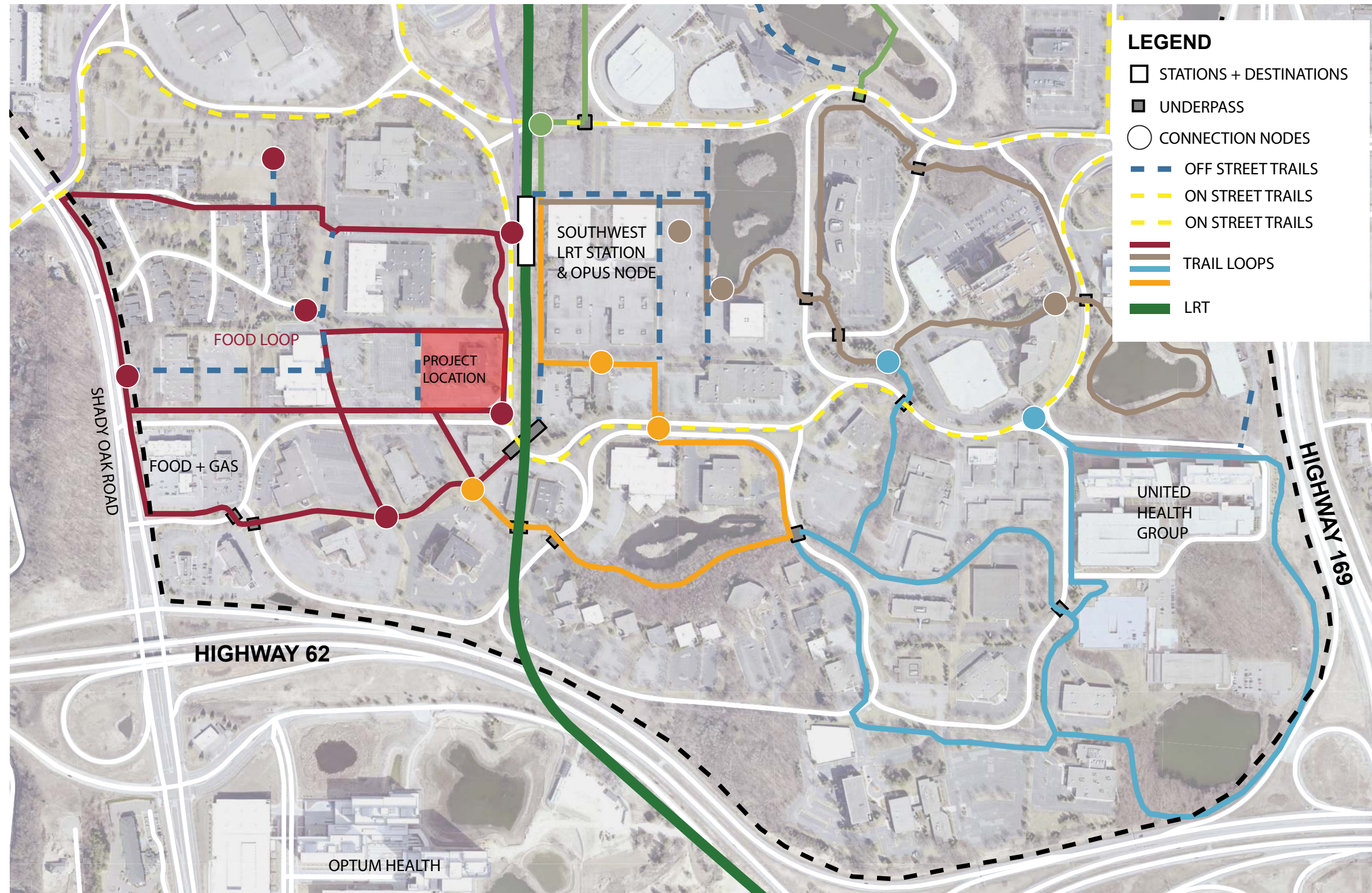
- 10 MIN. TO MEADOWBROOK GOLF COURSE
- 20 MIN. TO DOWNTOWN MINNEAPOLIS
- 22 MIN. TO MSP INTERNATIONAL AIRPORT
- 30 MIN. TO ST. PAUL

ENGAGE

- 17 NEARBY RESTAURANTS
- 3 HOTELS NEARBY
- 3 PARKS W/TRAILS THROUGH THE SITE

- MAIN ROADWAYS
- MAIN APPROACH
- SW LIGHTRAIL - GREEN LINE
- TRAIL SYSTEM + PARKS
- RETAIL/COMMERCIAL/HOTEL
- CORPORATE & EDUCATION
- RESIDENTIAL

EXISTING CONDITIONS: CONNECTIONS

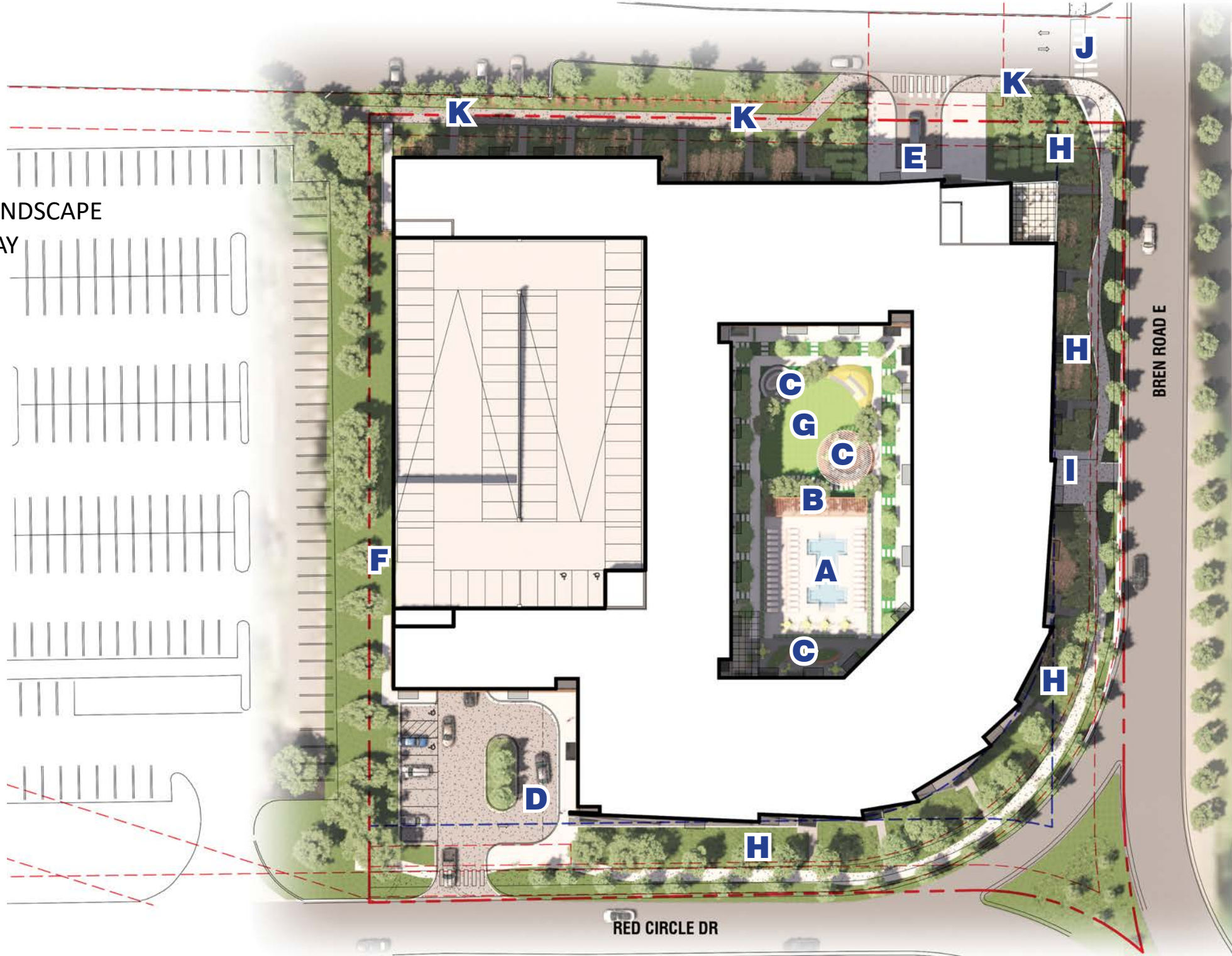


LOCATION PLAN



SITE PLAN

- A. POOL
- B. PERGOLA
- C. SEATING/FIREPIT/GRILLS
- D. DROP OFF
- E. SERVICE
- F. DOG RUN
- G. LAWN
- H. STORMWATER INFILTRATION LANDSCAPE
- I. TRAIL CONNECTION/PASSAGEWAY
- J. CONNECTION TO TRAIL/LRT
- K. TRAIL EXTENSION



PERSPECTIVE VIEW FROM SOUTHWEST



PERSPECTIVE VIEW FROM SOUTHEAST



PERSPECTIVE VIEW OF DROP OFF COURT



PERSPECTIVE VIEW OF DROP OFF COURT



PERSPECTIVE VIEW FROM SOUTHEAST



PERSPECTIVE VIEW FROM EAST



PERSPECTIVE VIEW FROM NORTHEAST



LANDSCAPE DESIGN VISIONING



LANDSCAPE DESIGN VISIONING



LANDSCAPE PERSPECTIVE FROM SOUTHEAST



LANDSCAPE STREET VIEW FROM SOUTHEAST



LANDSCAPE STREET VIEW FROM SOUTHEAST



LANDSCAPE STREET VIEW OF RED CIRCLE DRIVE



LANDSCAPE STREET VIEW OF BREN ROAD



LANDSCAPE STREET VIEW FROM NORTHEAST



LANDSCAPE STREET VIEW OF NORTH FACADE



LANDSCAPE COURTYARD PERSPECTIVE



LANDSCAPE COURTYARD PERSPECTIVE



LANDSCAPE COURTYARD PERSPECTIVE



LANDSCAPE COURTYARD PERSPECTIVE



LANDSCAPE COURTYARD PERSPECTIVE



LANDSCAPE COURTYARD PERSPECTIVE



LANDSCAPE COURTYARD PERSPECTIVE



LANDSCAPE COURTYARD PERSPECTIVE



COURTYARD LEVEL PLAN



Garden Level (P1) Floor Plan

Scale: 1" = 50'-0"



10701 BREN ROAD DEVELOPMENT

Minnetonka, MN

August 18, 2022

LOBBY LEVEL PLAN



PROJECT METRICS

SITE:
3.328 Acres

MULTIFAMILY BUILDING:
6 Stories,
Approx. 275 units,
Approx. 320,825 GSF

PARKING GARAGE:
6 Stories,
Approx. 396 stalls,
Approx. 131,680 GSF

RED CIRCLE DR

Level 1 Floor Plan

Scale: 1" = 50'-0"

10701 BREN ROAD DEVELOPMENT

Minnetonka, MN

August 18, 2022

ESG LOW-RISE PRECEDENT

Elan Uptown



Overture



Elan West End



The Lakes



ESG LOW-RISE PRECEDENT: MINNETONKA



Avidor Ridgedale (Minnetonka)



Residences at 1700 (Minnetonka)



Avidor Ridgedale (Minnetonka)



Residences at 1700 (Minnetonka)

SUSTAINABLE DESIGN: SITE

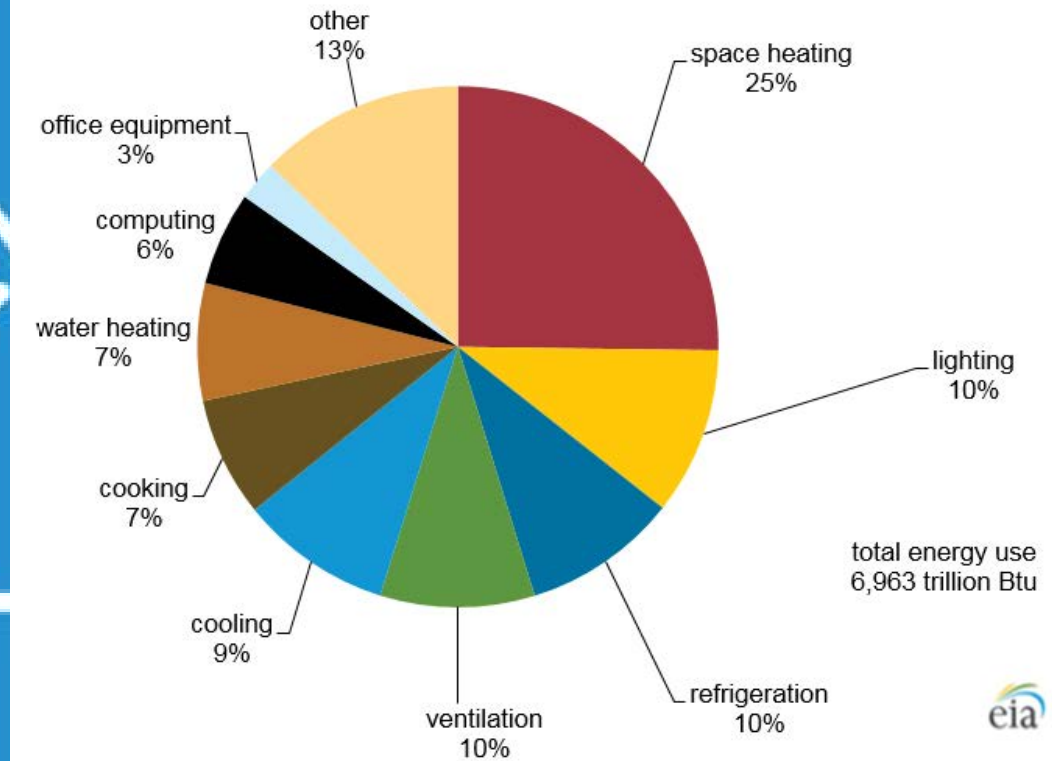
- **Access to transit** with adjacent light rail station
- Connecting to existing **bike/nature trails** and providing internal bike storage rooms
- **Stormwater management:** utilize a creative mix of surface and underground solutions integrated with the site's landscaping
- **Stormwater management solutions** under consideration: rain gardens, underground infiltration/filtration and irrigation re-use
- **Light-colored** site pavement and pavers so as to not contribute as much to the heat island effect
- **Dark sky-compliant** site lighting



SUSTAINABLE DESIGN: BUILDINGS

BUILDING EFFICIENCY & RENEWABLE ENERGY

- High R-Value building envelope — roof & walls
- High solar reflectance index (SRI) roof with SRI of 0.28 minimum
- Low-E insulated glazing
- Tightly sealed building envelope to reduce leakage and inefficiencies
- Efficient HVAC systems — explore options through the Xcel Energy EDA program
- Energy Star-rated appliances
- LED fixtures with occupancy sensors
- Electrical vehicle charging stations
- WaterSense plumbing fixtures
- Low VOC materials and paints
- Low construction waste due to panelized construction



SUSTAINABLE DESIGN: OCCUPANTS

HEALTH & WELLNESS

- Design to encourage **physical activity** with well designed and convenient stairwells and exterior pathways
- **Visual connection** to the outdoors
- **Noise mitigation** with verified acoustical sound assemblies in walls and floors
- **Clean air** with at least MERV 8 air filters
- Access to **daylight** in rooms and amenity spaces
- **Low VOC** materials and paints
- Convenient common area **hand sanitizers and hand washing** locations



ANTICIPATED CITY REVIEW SCHEDULE

- August 18, 2022 – Planning Commission Concept Review hearing
- September 12, 2022 – City Council Concept Review hearing
- TBD – Formal Review submission
- TBD – Planning Commission Formal Review hearing
- TBD – City Council Formal Review hearing

**Unapproved
Minnetonka Planning Commission
Minutes**

Aug. 18, 2022

9. Other Business

A. Concept plan review for a 275-unit apartment building at 10701 Bren Road East.

Chair Sewall introduced the proposal and called for the staff report.

Thomas reported. She recommended commissioners provide feedback.

Chair Sewall asked what percentage of Opus has been redeveloped. Thomas answered that of Opus' 648 acres, 30 acres have been redeveloped in the last eight years, which equals about five percent. About 30 percent of the 648 acres are not developable due to wetlands, steep slopes, and wooded areas.

Wischnack noted that Opus has six miles of recreational trails, 140 businesses, 4.2 million square feet of office and industrial uses and 36 percent of it is parks.

Ned Dodington, Greystar Development, representing the applicant, stated that:

- Greystar has been operating in the twin cities for ten years.
- He provided a presentation showing that Greystar is the largest development and investment management company of rental apartments globally.
- Greystar has a proven track record.
- Greystar just completed The Bower in Edina. He provided slides of additional projects done in the twin cities.
- He loves the proposed location and its connectivity to the light rail, employment, and walking trails. He is excited by the opportunity.

Burt Coffin, the architect with ESG Architecture and Design in Minneapolis, representing the applicant, stated that:

- The site is well connected to the greater metropolitan area and has a network to existing pedestrian trails.
- There are several other residential projects going on in the area.
- The existing curb cut would be utilized.
- Thomas did a good job explaining the project.
- The parking would be a six-story, above-grade structure that would be wrapped so it would not be visible from the street.
- The courtyard would be 90 feet by 175 feet. It would get nice daylight.
- The exterior of the building would have scalloped edges around the curve and a light-colored exterior. The interior courtyard walls would be a little darker.

- The entrance would have a lot of glass and be transparent from Red Circle Drive.
- The building would have 35 feet to 38 feet of setback to provide a generous space for landscaping.
- There would be ground-floor, walk-up units with porches.
- There would be a connection between the trail system and Shady Oak Road.

Ryan Herm, the landscape architect with Urban Eco Systems, representing the applicant, stated that:

- He is a Minnetonka resident. He thanked commissioners for their service.
- He provided a presentation on the landscape design.
- The proposal would continue a connection to the pedestrian-friendly campus and introduce stormwater conveyance around the site.
- There would be pollinator gardens.
- The courtyard would have a pool, seating, lounge areas, grills, and fire pits.
- The proposal would have a sustainable plant scheme to meet the goals of the watershed district and the city and emphasize human activity and recreation.

Mr. Coffin explained that:

- A benefit of not having an underground parking structure would allow large, over-story trees and incredibly rich landscaping to thrive.
- He reviewed the floor plans for each level.
- The site would be sustainably designed.
- There would be a bicycle-maintenance room.
- Stormwater management would be important. He will have more information on that in the near future.
- Best practices would be used for insulation and appliances.
- The courtyard would have full landscaping and could support solar panels.
- He looks forward to meeting with the city council on Sept. 12, 2022.

Powers appreciated the excellent presentation. He questioned why a pool would be included in the proposal. Mr. Dodington stated that the market is competitive, and a pool is a market standard for a large, multi-family, residential product. Whether the pool would be used or not, it is seen as a market requirement. His kids were out in the pool every day the summer they lived in an apartment.

Powers would like the pool size reduced to allow more areas with tables for people to sit and visit. Mr. Dodington agreed that the pool is often used as a place to congregate and visit. The exact size and location of the pool may change. He appreciated the comment.

Banks appreciated the presentation and details provided. He asked how the proposal would compare to Greystone's other projects in terms of the number of affordable housing units. Mr. Dodington explained that Greystone follows the inclusionary housing policies of each city. In Minneapolis, eight percent of the units meet affordable housing requirements. The proposal would have 28 units to provide 10 percent of the units be affordable. The applicant is also paying attention to the range of affordability requested by the city and offering a competitive market set compared to what others are already providing in the area.

In response to Henry's question, Mr. Dodington answered that the affordable units would be fully integrated and be no different than market-rate units. Wischnack explained that Minnetonka designates the number of unit types to be utilized for affordable units, but any unit of that type may be rented as an affordable unit.

Henry appreciated the detailed concept plan. In response to Henry's question, Mr. Dodington stated that the number of accesses would be adequate for the site. The dedicated service entrance is key and a real benefit to the residents. That would be the move-in and move-out location separate from residents accessing the parking structure.

Maxwell noted the proposal's proximity to the SWLRT and asked how the number of parking stalls was determined. Mr. Dodington explained that the concept plan includes 1.3 parking spaces per unit, which is the typical standard for residential, multi-family use. The market does look for a certain number of spaces per unit. There has been an analysis done that compared how similar buildings operate.

Maxwell asked if parking could be located underneath the apartments. Mr. Dodington explained that the site has a fairly high water table which would make it difficult to accommodate an underground parking structure. He stated that there are benefits to the above-ground parking structure, which would go up fairly easily, the building could wrap around it, and it would allow the pool to be deeper.

Chair Sewall asked how snow removal would occur on the top level of the parking structure. Wischnack explained how a snow chute might be utilized to move snow.

Chair Sewall asked where guest parking would be located. Mr. Dodington stated that there would be designated guest parking spaces in the ramp on the ground floor close to the leasing office in front of the secure entrance. It would be contained in the parking structure.

Mr. Coffin added that residents like being able to park on the floor that they live on.

In response to Waterman's questions, Mr. Dodington stated that the proposal would be the best fit for the site in today's market. Mr. Coffin stated that a light-colored exterior would make the landscaping more noticeable. The scalloped edges would work better with a light color. It is subjective in a way, and this is a concept plan. He was open to suggestions.

Ryan Sams, the design architect representing the applicant, agreed with everything Mr. Coffin said. He was open to suggestions.

Waterman stated that the detailed illustrations in the presentation are beautiful. He would like a view from the street level. He questioned if it would be good to break up the color of the building exterior. Mr. Sams explained that the scalloped edges subdivide the street wall without changing material and color. Manipulating the massing was used to break up the scale of the building. Masonry at the base of the building could be used to complement the landscaping. The trend is to use restraint in the number of materials and maintain the same high-quality materials throughout.

Wischnack noted that the exterior of the Avidor building is similar to the proposal.

Mr. Sams noted that the topography of the site and slope to the north would eventually create an area that goes from walk-out units to a half-story that would not be occupied where there would have to be some type of base. That would probably have more complexity as the proposal fully forms.

Waterman asked how courtyards like this are utilized. Mr. Dodington explained that the courtyard would be large enough to have sunny areas and some shady areas. Some residents really like to live on the courtyard side of a property to engage with others and be active. The ability to execute a landscape theme at grade would be a stand-out feature for this product in the marketplace.

Wischnak noted that The Rize has a similar courtyard.

In response to Powers' questions, Mr. Dodington stated that there would be three elevators, and it has not yet been determined whether to have electric or gas stoves. Powers suggested including sound-dampening features for residents who work from home and chargers for electric vehicles.

Mr. Dodington noted that the proposal would not have cable t.v. hookups. Tenants would utilize the managed wifi network. Electric vehicle charging stations are standard for Greystone properties. Soundproofing is very important. The management team makes sure that there is enough soundproofing.

Banks asked if retail would be included. Mr. Dodington said that it has been very difficult to lease retail space in residential buildings, and it was not considered for this proposal since there is retail located close by on Shady Oak Road.

Chair Sewall asked if a coffee shop or grocery store would be an asset for the area. Mr. Dodington answered absolutely. Residents always want to know the location of the closest grocery store. A coffee shop or grocery store would be great.

Henry asked if something would be put on the roof. Mr. Dodington stated that adding solar panels would be explored. Research is being done to see what sustainable features and classification may be utilized.

Henry suggested including a car wash. Mr. Dodington agreed that is a common amenity now.

Henry suggested planting oak trees that would last many years. Mr. Herm said that an upright oak could be considered.

Powers stated that:

- He likes the entire project.
- He likes the idea of the parking. It would be much more cost effective to build it above ground.
- He loves the scalloping idea for the curve.
- He loves the intense interest in landscaping.
- He supports integrating the project into the walkability of the area.
- The passageway idea is brilliant. People like to have a shortcut.
- He likes that washers and dryers would be in each unit.

Maxwell stated that:

- The concept plan is fine.
- She likes the scalloping, which is a unique way to match the shape of the site.
- She likes the above-ground parking that would suit this site very well.
- She would like to have the proposed private courtyard as a resident who lives there, but she would prefer the courtyard to be slightly smaller and more visible to allow non-residents to allow them to feel more connected when running, walking, or bicycling past.

Banks stated that:

- He likes the concept plan overall.
- He would like 15 percent of the units to be affordable.
- He likes the scalloping and angles on the outside.
- He thought more material elements or colors on the inside would help break up the inside.
- The sky lounge is a great feature. He would like it to be a little bigger.
- He likes the unique orientation of the building.
- The landscaping plan is very thoughtful at this stage. The landscaping reduces the appearance of the mass of the building.
- He likes the dedicated area for moving in and moving out.
- He suggested having charging stations for electric vehicles on every floor.
- The proposal is well thought out. The presentation was great.
- He wished them the best of luck moving forward.

Henry stated that:

- He appreciated the presentations.
- He looked forward to working with the applicant in the future.
- The proposal's scalloping is wonderful, the architecture is good, and the landscaping is great, but the building would be too massive.
- He would like more unique elements.
- He favors reducing the height by one or two levels and adding more visual interest.
- He supports balconies on all of the units.
- He would be o.k. with the massing if the roof would be used as a resource for grilling, green space, lawn bowling, or solar panels.
- The building has a pretty good, timeless design.
- It is a well-thought-out proposal.

Waterman stated that:

- He appreciated the presentations.
- The site is meant to be used for multi-family, residential housing.
- Seeing a rendering of the proposal from the street view may help him feel more comfortable with the mass of the building.
- He likes the wrap-around with the garage, but it creates a big structure and is somewhat unoriginal.
- He is not in love with the courtyard, but he loves the 25-foot passageway.
- He would like to see changes in elevation or what could be done to break up the view.
- He thought the window placement and sizing were a little jarring.
- There is a lot to like about the proposal. He likes the turnaround and emphasis on the landscape.
- He appreciated setting the building further back and the trail connection.
- The interior courtyard color is a little drab.
- The mass is large, but that does not mean it would be a no-go. He was interested to see how it develops.

Chair Sewall stated that:

- The residential use would be fine for the area.
- He still hopes to see other types of uses in the area in the near future.
- He likes the vehicular and pedestrian connections.
- He likes the dedicated move-in and out space.
- The parking ramp makes sense in a lot of ways. He likes the idea of parking on the same level where one lives.
- He supports having electric-vehicle charging stations on each level.
- He agreed that the building has a fair amount of mass. The farther it could be set back and leave more room for landscaping, the better.

- He was fine with the lighter exterior color. He agreed that six colors would be too much.
- He trusts that Greystar is a professional team. He looks forward to seeing them return.

Chair Sewall stated that this item is scheduled to be reviewed by the city council on Sept. 12, 2022.