



**Agenda
Minnetonka City Council
Regular Meeting
Monday, March 6, 2023
6:30 p.m.
Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Schack-Wilburn-Calvert-Schaeppi-Coakley-Kirk-Wiersum
4. Approval of Agenda
5. Approval of Minutes: None.
6. Special Matters: None.
7. Reports from City Manager & Council Members
8. Citizens Wishing to Discuss Matters Not on the Agenda
9. Bids and Purchases:
 - A. Bids for the 2023 Ridgedale Tower Rehabilitation Project
Recommendation: Award the contract (4 votes)
10. Consent Agenda - Items Requiring a Majority Vote:
 - A. Conditional use permit for a medical clinic at 17809 Hutchins Drive
Recommendation: Adopt the resolution (4 votes)
11. Consent Agenda - Items Requiring Five Votes: None.
12. Introduction of Ordinances: None.
13. Public Hearings: None.
14. Other Business:
 - A. 2023 assessment report
Recommendation: Accept the report (4 votes)
15. Appointments and Reappointments:
 - A. Appointment of advisors for the 2023 Local Board of Appeal and Equalization

Recommendation: Approve the appointments (4 votes)

B. Council and staff boards, commissions and committee appointments

Recommendation: Approve the appointments (4 votes)

16. Adjournment



**City Council Agenda Item 9A
Meeting of March 6, 2023**

Title: Bids for the 2023 Ridgedale Tower Rehabilitation Project

Report From: Mike Kuno, P.E., Utility Operations Engineer

Submitted through: Mike Funk, City Manager
Darin Nelson, Finance Director
Will Manchester, P.E., Public Works 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 2023 Ridgedale Tower Rehabilitation Project proposes to remove the existing interior/exterior coating/paint system and apply a new interior/exterior coating/paint system. The project also includes all necessary minor repairs and upgrades to safety accessibility to the structure during the project.

Recommended Action

1. Award the contract for the Ridgedale Tower Rehabilitation Project, Project No. 23902, to Classic Protective Coatings in the amount of \$1,468,600.
2. Authorize the Utility Operations Engineer to expend the allocated funds for project costs without further council approval, provided the total project costs do not exceed the project budget of \$2,000,000.
3. Direct staff to work with lighting consultant to construct tower lighting as a separate project with the project budget.

Strategic Profile Relatability

- | | |
|---|---|
| <input checked="" type="checkbox"/> Financial Strength & Operational Excellence | <input 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 2023 Ridgedale Tower Rehabilitation Project includes modifications, repairs and a new coating application to extend the expected service life of the tower.

Financial Consideration

Is there a financial consideration? No Yes \$2,000,000
Financing sources: Budgeted Budget Modification New Revenue Source
 Use of Reserves Other [Enter]

Statement: The 2023 Ridgedale Tower Rehabilitation Project is budgeted in 2023 of the 2023 – 2027 Capital Improvements Program.

Background

On Jan. 9, 2023, council adopted a resolution ordering the improvements, accepting plans and specifications and authorizing the advertisement for bids for the 2023 Ridgedale Tower Rehabilitation Project.

Ridgedale Tower is a two million gallon, hydropillar-style tower located at the southeast corner of Interstate 394 and Plymouth Road. The tower was constructed in 1974 and was last rehabilitated in 2009. Ridgedale Tower is the second largest elevated tower in the city's water system and serves the northwest quadrant of the city, including the Ridgedale Center and Carlson Parkway areas.

A project location map is attached.

Proposed Improvements

A water tank inspection completed in 2017 recommended modifications, repairs and a new coating application to extend the service life of the tower. The proposed modifications include several minor improvements to make the tower easier to operate and maintain. The improvements will also replace existing safety features with new safety equipment that meets current standards. The interior and exterior surfaces will be blasted to remove the existing coating system. Spot repairs will be made to the interior and exterior surfaces as needed and a new coating system will be applied to the interior and exterior surfaces, including new City of Minnetonka logos on the exterior of the tank.

The proposed project did not include funds for the addition of a lighting system to the existing tower. However, as mentioned during the Jan. 9, 2023 approval to authorize bids, if favorable bids were received, which allows funds available for consideration to add lighting features, staff would identify potential options that can be considered within the remaining budget and provide an update to council prior the the start of the project.

Since budget funds are available, staff is recommending council direct staff to work with a lighting consultant to construct tower lighting as a separate project with the remaining project budget. The proposed lighting would install one pole (street light style/height) on the west and east side of the tower to shine a "spotlight" on the new tower logos. Staff would need to work with Ridgedale Center, MnDOT and Hennepin County due to the proximity of these jurisdictions. The proposal would also include the installation of four to eight poles along the base of the tower to uplift the stem and bottom of the tank.

Bid Opening

Bids were opened electronically for the project on Feb. 13, 2023. Five bids were received in response to the call for bids, and the results are as follows:

Contractor	Total Bid
Classic Protective Coatings	\$1,468,600.00
Viking Industrial Painting	\$1,834,800.00
Osseo Construction Co. LLC	\$1,938,875.00
Champion Tank Services	\$1,965,600.00
<i>Engineer's Estimate</i>	\$1,973,550.00
TMI Coatings, Inc.	\$2,509,000.00

The low bidder, Classic Protective Coatings, has satisfactorily completed similar projects for the City of Minnetonka.

Estimated Project Costs and Funding

The total estimated construction cost, including engineering, administration and contingency, for the Ridgedale Tower Rehabilitation Project is \$1,850,000. The 2023 – 2027 Capital Improvements Program (CIP) included \$2,000,000 in 2023 project funding for the Ridgedale Tower Rehabilitation project.

Staff has identified potential options for council consideration with the remaining \$150,000 budget and is recommending lighting be constructed as a separate project.

	Budget Amount	Proposed Funding	Expense
Construction Costs			\$1,468,600
Contingencies			\$200,000
Engineering, Administration, and Indirect Costs			\$181,400
Decorative Lighting Features			\$150,000
Utility Fund (2023 CIP #23902)	\$2,000,000	\$2,000,000	\$2,000,000
Total Budget	\$2,000,000	\$2,000,000	\$2,000,000

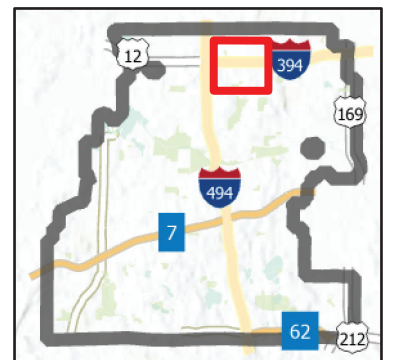
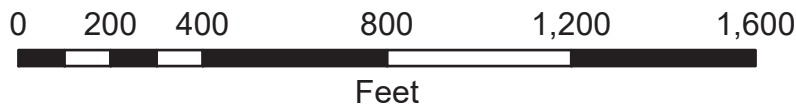
Schedule

If council supports the recommended actions, construction is expected to begin in the summer of 2023 and be completed by October 2023.



2023 Ridgedale Tower Rehabilitation Project

★ Ridgedale Tower



Map is for illustrative purposes only.



**City Council Agenda Item 10A
Meeting of March 6, 2023**

Title: Conditional use permit for a medical clinic at 17809 Hutchins Drive
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

Anchored Orthodontics proposes occupying one of three tenant spaces in the existing office building at 17809 Hutchins Drive. The proposed use is consistent with the previous use of the tenant space; however, the use requires a conditional use permit as the previous use was discontinued over 12 months ago. Anchored Orthodontics would have approximately four employees and operate Monday to Friday from 8:00 am to 5:00 pm. The proposed use would be in addition to the two other medical use tenants; Dentistry by Design and DaVita Dialysis.

Recommended Action

Adopt the resolution approving the conditional use permit for a medical clinic.

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 Consideration

The planning commission considered the conditional use permit request on Mar. 2, 2023. The commission report and associated plans are attached. Staff recommended approval, finding:

- The subject property has been occupied by non-conforming medical uses since at least 1995. In December 2021, the medical use of one of the tenant spaces was discontinued for more than 12 months, losing the non-conforming status. It is unclear how and when the medical uses came to be within the building; however, the uses have existed prior to the adoption of the conditional use ordinance for the B-1 zoning district.
- A CUP is required to re-establish the medical use in the third tenant space.
- Staff finds the request reasonable, as the medical use is: (1) consistent with the existing uses at the subject property; (2) would not alter the character of the property or the surrounding neighborhood; and (3) the subject property has a surplus of parking available for the three medical uses. The subject property has no history of parking complaints.
- The proposal would meet the conditional use permit standards outlined in the city code. Those standards and staff's findings can be found in the "Supporting Information" section of this report.

The change memo for Mar. 6, 2023, city council meeting will provide the planning commission action.

MINNETONKA PLANNING COMMISSION
March 2, 2023

Brief Description	Conditional use permit for a medical clinic at 17809 Hutchins Drive
Recommendation	Recommend the city council adopt the resolution approving the proposal.

Background

The 1.22-acre property at 17809 Hutchins Drive is improved with a 9,300-square-foot building. The city council approved site and building plans for the office building and a conditional use permit for a bank facility in 1979. The tenants within the building converted to medical uses over time. It's unclear how all the medical uses came to be within the building, but the uses seem to predate the conditional use section of the zoning code. This means that the uses would have nonconforming status with continuous business operations.

In 1995, a building permit was approved for a dialysis facility, and another in 2011 for a dentist's office. In 2011, the dental office occupied what is now Dentistry by Design and proposed Anchored Orthodontics tenant spaces. In 2014, a building permit was approved to dissect this space into two offices, thus creating a total of three tenant spaces within the building. The third tenant space was then occupied by Basile Orthodontics until Dec. 2021; the tenant space has since been vacant for over 12 months.



Per State Statute and City Code, the nonconforming status of the third tenant space was forfeited when the medical use was discontinued for over 12 months. The use of the third tenant space must conform to the city code with either a permitted use or by applying for a special use permit. By City Code, an orthodontic clinic requires a conditional use permit (CUP) in the B-1 Office Business zoning district.¹

¹ MS §394.36, Subd. 1 – A nonconforming use existing at the time of the adoption of this state statute may continue unless the nonconformity is discontinued for a period of more than one year; the use must then be conforming.

City Code Chapter 3, Section 300.29, Subd. 3(b) – No nonconforming use may be resumed if normal operation of the use has been discontinued, or if a nonconforming building has been removed and not replaced, for a period over 12 months.

Proposal

The applicant, MSP Hutchins LLC, proposes that Anchored Orthodontics occupy the third tenant space at 17809 Hutchins Drive. The proposed use is consistent with the previous use in this tenant space; however, the use requires a conditional use permit since the previous nonconforming use was discontinued. Anchored Orthodontics would have approximately four employees and operate Monday to Friday from 8:00 am to 5:00 pm. The proposed use would be in addition to the two other medical use tenants; Dentistry by Design and DaVita Dialysis.

Staff Analysis

A land use proposal is comprised of many details and then aggregates them into a few primary questions or issues. The following outlines both the primary questions associated with the medical use and the staff's findings.

- **Is the proposed use appropriate for the site?**

Yes. The property is zoned B-1 for business office uses, and the existing building contains medical uses. This zoning district does allow medical clinics as conditionally-permitted use.

- **Can the required parking be accommodated on-site?**

Yes. For multi-tenant or multi-use buildings, the city's parking ordinance calculates minimum parking requirements based on the individual uses within the building. By ordinance, the applicant's proposal, and existing uses, would require a minimum of 43 stalls. The proposed parking ordinance would require 24 stalls.

Currently, there are a total of 52 stalls. The site would meet the requirements of the existing and proposed parking ordinances.

	Square footage	Current Ordinance		Proposed Ordinance	
		Requirement	Required stalls	Requirement	Required stalls
Davita Dialysis	2,838 sf	1 per 175 sf with a minimum of 20 spaces	16 stalls	3 per 1,000 sf, with a minimum of 5 required stalls	9 stalls
Dentistry by Design	2,822 sf		16 stalls		9 stalls
Anchored Orthodontics	1,880 sf		11 stalls		6 stalls
Totals			43 stalls		24 stalls

In recent years, the city has received complaints about traffic and inadequate parking. These complaints were specifically related to a pediatric clinic east of the subject property and traffic and parking associated with Minnetonka High School. The subject property has adequate parking for on-site uses, and only one of the three tenants opens at the same time as school begins (See table below).

Tenants	Use	Employees	Hours of Operation
DaVita Dialysis	Kidney Dialysis	6	MWF 6:00 am – 7:00 pm
Dentistry by Design	General Dentistry	8	M-Th 9:00 am – 6:00 pm
Anchored Orthodontics	Orthodontic Care	4	M-F 8:00 am – 5:00 pm

Staff does not anticipate a subsequent increase in traffic from the orthodontic clinic, as, prior to Dec. 2021, a medical use existed in this tenant space for at least ten years in city records.

- **Would the proposed use have a negative impact on the surrounding neighborhood?**

No. Staff closely evaluated how the available parking could impact the surrounding neighborhood and tenants at this site. Staff calculated the highest amount of required parking possible for each tenant at the site. The available parking at the subject property is adequate to accommodate the three medical uses. Although the area does have traffic and parking issues, staff does not anticipate the proposed use would result in an increase in either. Prior to the discontinued use in Dec. 2019, an orthodontic use has existed at this site without parking complaints. This proposal would reestablish orthodontic use via a conditional use permit.

Staff Recommendation

Recommend that the city council adopt the resolution approving a conditional use permit for Anchored Orthodontics at 17809 Hutchins Drive.

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

Supporting Information

Surrounding Land Uses

Northerly: Zoned B-1 Office Business and B-3 General Business
Easterly: Zoned B-1 Office Business
Southerly: Zoned B-1 Office Business,
Westerly: Zoned PUD for High-Density Residential

Planning

Guide Plan designation: Mixed Use
Existing Zoning: B-1, Office Business

B-1 Zoning Standards

By City Code §300.17 Subd. 2, outlines that a conditional use permit is required for a medical clinic in the B-1 district.

City Code §300.17 Subd. 6 outlines the following additional standards for uses in the B-2 district:

1. All developments shall be subject to site and building plan review pursuant to section 300.27 of this ordinance.

Finding: The existing site and structure will not be altered. A site and building plan review is not required for a change in use.

2. All developments shall comply with the wetlands, floodplain, and shoreland regulations contained in sections 300.23, 300.24, or 300.25 of this ordinance.

Finding: The existing site complies with wetland, floodplain, and shoreland regulations.

3. Parking shall be regulated pursuant to section 300.28 of this ordinance.

Finding: The site will meet the parking ordinance. The site will have a surplus of available parking.

4. All developments shall comply with the city's water resources management plan.

Finding: The site meets the city's water resources management plan.

5. Signs shall be regulated pursuant to section 325 of the code of city ordinances.

Finding: The existing signage at the property is not in compliance. The property is permitted two wall signs. In 2014, the property was approved for one new wall sign, which would have totaled two wall signs at the property. However, additional unpermitted wall signage was installed prior to ownership by MSP

Hutchins LLC. The applicant has been made aware that the signage is not in compliance and that when new signage is applied for, the third sign must be removed to meet the city code allowance of two wall signs.

This condition is included in the resolution.

CUP Standards

By City Code §300.21 Subd. 2, medical clinics in the B-1 district are subject to the following general conditional use standards. The proposal would meet these standards.

- a) The use is consistent with the intent of this ordinance;

Finding: The proposed use meets the intent of the ordinance.

- b) The use is consistent with the goals, policies, and objectives of the comprehensive plan;

Finding: The proposed use meets the comprehensive plan.

- c) The use does not have an undue adverse impact on governmental facilities, utilities, services, or existing or proposed improvements;

Finding: The use is not anticipated to cause an adverse impact on governmental facilities, utilities, services, or existing or proposed improvements.

- d) The use is consistent with the city's water resources management plan;

Finding: The use meets the city's water resources management plan.

- e) The use is in compliance with the performance standards specified in section 300.28 of this ordinance; and

Finding: The site meets the parking ordinance. The site exceeds the number of required parking stalls.

- f) The use does not have an undue adverse impact on public health, safety, or welfare.

Finding: The use is not anticipated to cause an adverse impact on public health, safety, or welfare.

By City Code §300.21 Subd. 3(e), medical clinics in the B-1 district are subject to the following additional conditional use permit standards.

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

Finding: The subject property is not adjacent to a low-density residential area. The proposal meets this standard.

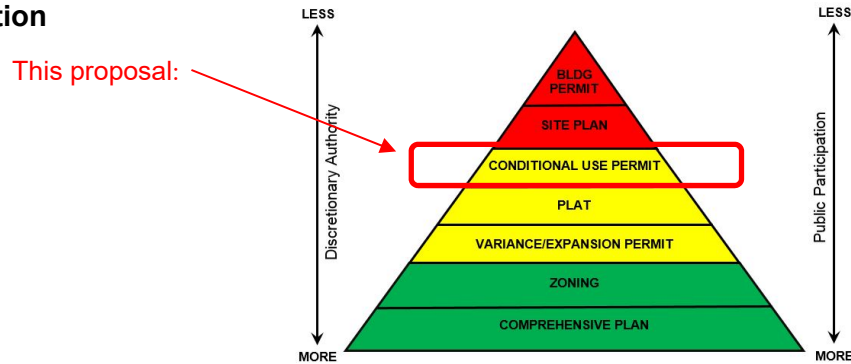
2. Site shall have direct access to a collector or arterial street as defined in the comprehensive plan; and

Finding: The subject property is accessed via County Road 101 to Hutchins Drive. The existing site meets this standard.

3. Emergency vehicle access shall not be adjacent to or located across a street from any residential use.

Finding: The subject property has two existing accesses. The east access is not adjacent to or across from any residential use. The existing site meets this standard.

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.

Neighborhood Comments

The city sent notices to 56 area property owners and received no comments.

Commission Action

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.

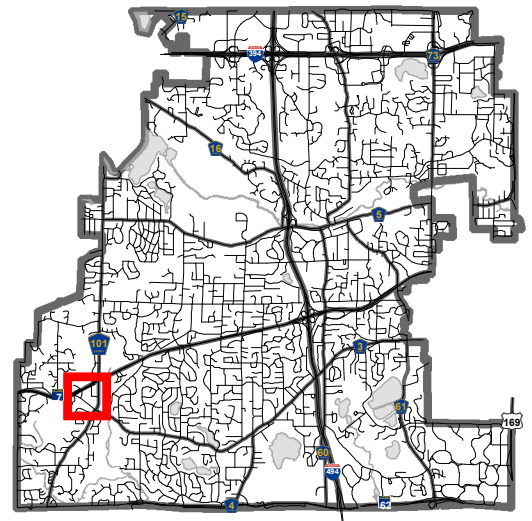
**Deadline for
Decision**

June 3, 2023



Location Map

Project: MSP Hutchins LLC
Address: 17809 Hutchins Dr



**Attachment to Conditional Use Permit Application
17809 Hutchins Drive
Written Statement from MSP Hutchins LLC**

MSP Hutchins LLC purchased 17809 Hutchins Drive in January 2020 as a three-tenant medical office building. The tenants in occupancy at the time of purchase were DaVita Dialysis, Dentistry By Design and Basile Orthodontics.

During our due diligence process for purchasing the building, we received a *Land Use and Zoning Confirmation* letter from the City of Minnetonka that provided assurance to MSP Hutchins LLC that all existing uses in occupancy were conforming to the City zoning ordinance, and title insurance was subsequently placed when the decision was made to close on the building purchase. From past records we researched, it appears that medical use began at the property in the late 1980’s.

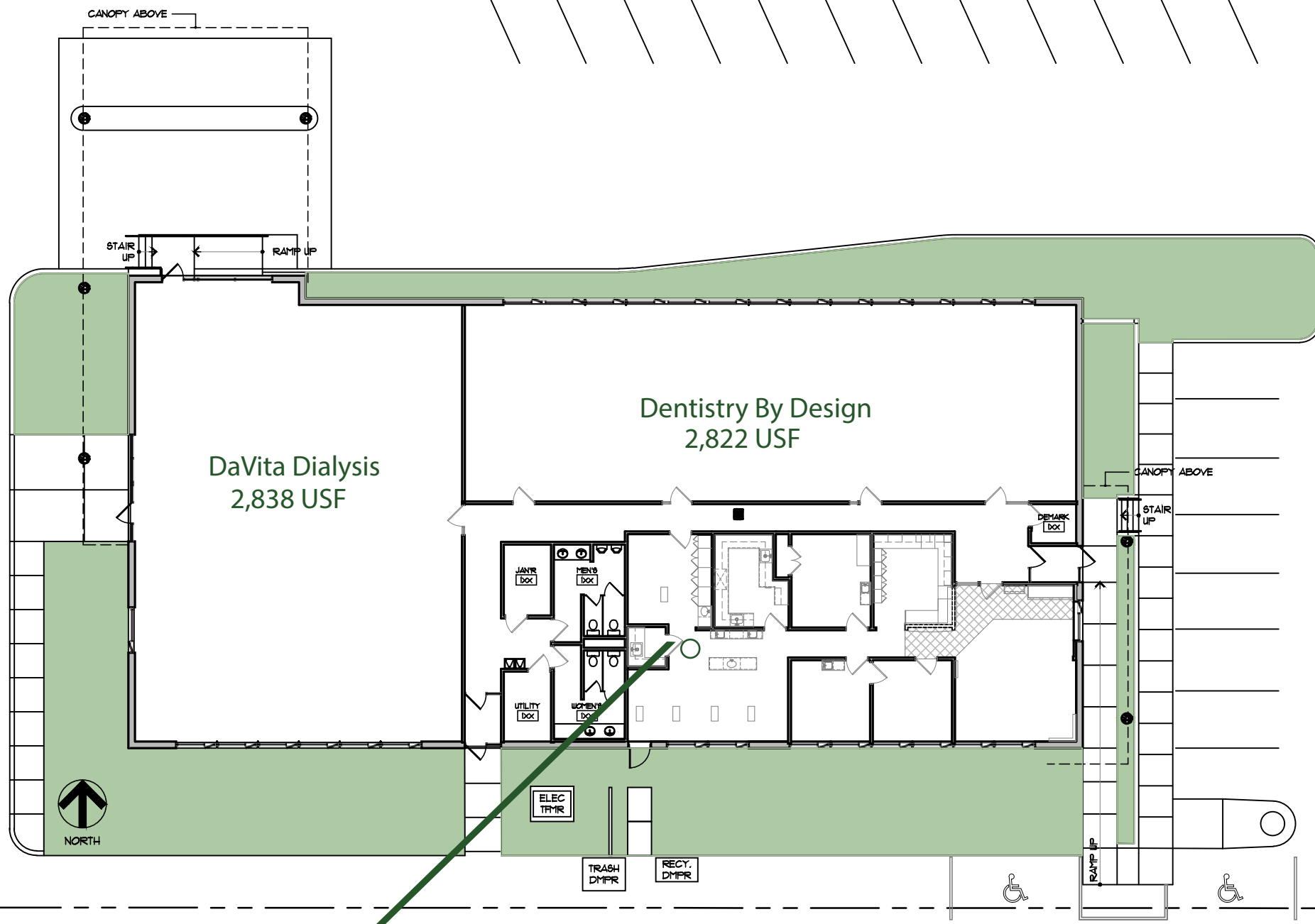
Basile Orthodontics made the business decision to consolidate their operations to south-Metro locations and subsequently vacated the building in September 2021. In the summer of 2022, we began lease negotiations with Anchored Orthodontics to lease the 1,880 usable square foot suite previously occupied by Basile Orthodontics. A formal lease was signed in November 2022 and construction plans were submitted for approval in December 2022. It has now been brought to the attention of MSP Hutchins LLC by City Staff that a Conditional Use Permit is required for the building before the construction permit for Anchored Orthodontics may be approved, and that part of the reason is due to the passage of time between Basile Orthodontics vacating the property and Anchored Orthodontics applying for a construction permit.

MSP Hutchins LLC respectfully requests that a Conditional Use Permit be granted for the property, and given the history of granted medical uses at the property, we respectfully request that the construction permit for Anchored Orthodontics be granted during the week of February 6-10 so there will not be any material delay in the tenant’s previously set construction and business opening schedule. The surprise of having to go through the CUP application process will have a significant impact on the tenant’s ability to open before the end of the school year in order to capture their proforma share of new business at a critical time of year. Dr. Molly McMahon and her husband Kevin live in Minnetonka and they have a very detailed marketing plan that incorporates establishing deep connections with the Minnetonka community to help grow their new business and care for area residents.

This Conditional Use Permit application ties to City code Section 300.17 B-1 Office Business District, 4-e relating to permitted conditional use as a hospital and medical clinic.

<u>Tenants</u>	<u>Use</u>	<u># of Staff</u>	<u>Hours of Operation</u>
DaVita Dialysis	Kidney Dialysis	6	MWF 6:00 a.m. – 7:00 p.m.
Dentistry By Design	General Dentistry	8	M-Th 9:00 a.m. – 6:00 p.m.
Anchored Orthodontics	Orthodontic Care	4	M-F 8:00 a.m. – 5:00 p.m.

Tenants	Use	# of Staff	Hours of Operation
DaVita Dialysis	Kidney Dialysis	6	MWF 6:00 a.m. – 7:00 p.m.
Dentistry By Design	General Dentistry	8	M-Th 9:00 a.m. – 6:00 p.m.
Anchored Orthodontics	Orthodontic Care	4	M-F 8:00 a.m. – 5:00 p.m.



Required Stalls: 43
Available stalls: 52



17809 Hutchins Drive
 Minnetonka, MN 55345
 Grade Level

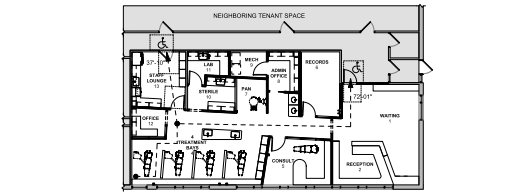
ANCHORED ORTHODONTICS

MINNETONKA, MN

CODE ANALYSIS
PROJECT DESCRIPTION: REMOVAL OF AN EXISTING DENTAL TENANT SPACES FOR A NEW DENTAL OFFICE.
CODES:
2020 MINNESOTA BUILDING CODE 2020 MINNESOTA ENERGY CODE 2020 MINNESOTA ACCESSIBILITY CODE 2020 MINNESOTA MECHANICAL AND FUEL GAS CODE 2020 MINNESOTA PLUMBING CODE 2020 MINNESOTA FIRE CODE MINNESOTA ELECTRICAL CODE - 2020 NATIONAL ELECTRICAL CODE (VERIFY ALL WITH LOCAL JURISDICTION)
BUILDING INFORMATION:
BUILDING TYPE: EXISTING TENANT AREA: 1,800 SF FLOOR AREA: 8,700 SF BUILDING HEIGHT: 1 STORY SPRINKLERED: TO BE CONSIDERED
OPTIONAL: PROVISION OF MINN STATE BUILDING CODE ADOPTED BY THIS MUNICIPALITY OR THE SPECIAL FIRE PROTECTION SYSTEMS
GROUP 1, 2 AND BUILDING AUTOMATIC SPRINKLER SYSTEMS FOR NEW BUILDINGS MUST BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE MINNESOTA BUILDING CODE. THE MINNESOTA FIRE DEPARTMENT APPROVES THE INSTALLATION OF THE FIRE WITHIN THE OCCUPANCY CLASSIFICATION ESTABLISHED IN PART 1306.0010, ITEMS 1 TO 2 FROM GROUP 1 OR 2 EXCEPT:
SECTION 1306.0010 OCCUPANCY CLASSIFICATIONS
BUSINESS (STORAGE ACCESSORY OCCUPANCY)
SECTION 1605 FIRE EXTINGUISHERS
PORTABLE FIRE EXTINGUISHERS SHALL BE PROVIDED PER THE IRC BEFORE THE FC AS DIRECTED BY THE FIRE MARSHAL. (SEE PLAN FOR PROPOSED LOCATIONS)
SECTION 1607 FIRE & SMOKE ALARMS
GROUP B - AUTOMATIC FIRE DETECTORS ARE NOT REQUIRED AND NOT PROVIDED. SMOKE DETECTION SYSTEM IS NOT REQUIRED AND NOT PROVIDED.
SECTION 1604 OCCUPANT LOAD
TABLE 1004.1.1B(4) FLOOR AREA ALLOWANCES DEC. FLOOR AREA: 100 SF/OCCUPANT 100 SF ODP / 150 ODP = 10/12 OCCUPANTS FLOOR AREA: 100 SF/OCCUPANT 100 ODP / 100 ODP = 1/1 OCCUPANTS TOTAL: 11 OCCUPANTS
SECTION 1008.2.2 EXCESS BOSTON PER OCCUPANT SERVICE
IF OCC. USE PERIOD:
IF OCCUPANTS: FOR OCCUPANT* REQUIRED
SECTION 1006 EXCESS LIGHTING
PROVIDE EMERGENCY AND/OR EXCESS LIGHTING AT ALL EXITS, CORRIDORS AND EXIT ACCESS STAIRWAYS - REFER TO CORRIDOR TO THE MINNESOTA BUILDING CODE.
SECTION 1013 EXIT SIGNS
PROVIDE ILLUMINATED EXIT SIGNS ABOVE ALL EXTERIOR DOORS. IN PRIMARY COMMON PATHS OF EXCESS TRAVEL AND ABOVE DOORS IN INTERVENING SPACES OF EXCESS AREY. PLAN FOR PROPOSED LOCATIONS.
TABLE 1006.1.1
IF OCC. USE PERIOD:
IF OCC. NO OCC. LOAD > 40 IN SPRINKLER & MAX PATH OF EXCESS = 100. 1 DO NOT REQUIRED
IF OCC. NO OCC. LOAD > 40 IN SPRINKLER & MAX PATH OF EXCESS IS NOT REQUIRED
IF OCC. NO OCC. LOAD > 30 & MAX PATH OF EXCESS 10 IN SPRINKLER DOES NOT REQUIRE TWO EXITS
IF OCC. NO OCC. LOAD > 30 & MAX PATH OF EXCESS 75 IN SPRINKLER DOES NOT REQUIRE TWO EXITS
SECTION 1007.1 EXIT AND EXIT ACCESS DOORWAYS
EXITS THROUGH EXISTING DOORWAYS EXIT ACCESS STAIRWAYS OR RAMPS, OR ANY COMBINATION THEREOF, ARE REQUIRED FROM ANY PORTION OF THE EXIT ACCESS. THEY SHALL BE PLACED AT A DISTANCE SHORTER THAN TWICE THE CLEARANCE FROM THE END OF THE EXITS FROM THE MAIN EXITS. EXITS SHALL BE OPENED BY THE BUILDING OR BY THE USE SERVICES MEASURED IN A STRAIGHT LINE BETWEEN THEM INTRODUCING OR SUSCEPTIBLE SHALL BE CONSIDERED AS THE EXIT STAIRWAY.
SECTION 1017 EXIT ACCESS TRAVEL DISTANCE
IF OCCUPANCY AND SPRINKLER: 200' MAXIMUM IF OCCUPANCY AND SPRINKLER: 300' MAXIMUM ACTUAL: 100'
SECTION 2802 MINIMUM PLUMBING FACILITIES
TABLE 2802.1
IF OCCUPANTS: 7 MEN, 7 WOMEN WATER CLOSURES: 1 PER 20 FOR MEN MEN: 1 REQUIRED, 2 PROVIDED AT COMMON SPACE WOMEN: 1 REQUIRED, 2 PROVIDED AT COMMON SPACE
LAUNDRY - 1 PER 40 FOR FIRST 80 MEN: 1 REQUIRED WOMEN: 1 REQUIRED
DRAINING FACILITIES
NOT REQUIRED. MIN. 800' - 1 EXP. 11" x 36" O.C. PROVIDED AT COMMON SPACE
SERVICE SHAL
NOT REQUIRED. MIN. 800' - 1 EXP. 6" x 90" O.C.



3D VIEW
 NTS - FOR REFERENCE ONLY



FLOOR PLAN - LIFE SAFETY
 NTS - FOR REFERENCE ONLY

SHEET SCHEDULE	
NUMBER	SHEET NAME
001	GENERAL EXPOSITION
002	MECHANICAL AND FUEL GAS
003	PLUMBING
004	FLOOR PLAN
005	WALL RATED CEILING PLAN
006	WALL RATED FLOOR PLAN
007	WALL RATED ROOF PLAN
008	MECHANICAL
009	EXTERIOR ELEVATIONS
010	INTERIOR ELEVATIONS
011	SECTION
012	DETAILS
013	DETAILS
014	DETAILS
015	DETAILS
016	DETAILS
017	DETAILS
018	DETAILS
019	DETAILS
020	DETAILS

WALL RATING SYMBOLS	
	EXISTING ASSEMBLY
	NON-RATED ASSEMBLY

LIFE SAFETY KEY	
	EXIT ACCESS TRAVEL DISTANCE
	EXIT
	ACCESSIBLE EXIT

PROJECT DIRECTORY	
ARCHITECT	FOUNDATION ARCHITECTS
CONTRACTOR	MARBLE CONSTRUCTION
OWNER	DR. WALLY McCOMB

PERMIT SET
 12/22/2022

I certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly registered architect under the laws of the state of Minnesota.

Robert A. Shaffer
 Robert A. Shaffer
 Date: 12/22/2022 Reg. No. 28851

ANCHORED ORTHODONTICS
 2300 HATCHINGS DRIVE
 MINNETONKA, MN 55345
 DR. WALLY McCOMB

copyright 2022
GENERAL INFORMATION

Sheet Number 10-01-002
 Project Number 22-18

G001

Resolution No. 2023-

Resolution approving a conditional use permit for a medical clinic at 17809 Hutchins Drive

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 17809 Hutchins Drive, within the B-1 Office Business zoning district. It is legally described as:

Reg. Land Survey No. 0117, Hennepin County, Minnesota.

Torrens Cert No. 1497202

1.02 MSP Hutchins LLC has requested a conditional use permit to operate medical clinics on the property. The subject property would contain three separate medical clinics.

1.03 On March 2, 2023, 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 City Code §300.17 Subd. 2 outlines that a conditional use permit is required for a medical clinic in the B-1 district.

2.02 By City Code 300.21 Subd. 2 outlines the general conditional use standards for a medical clinic in the B-1 district.

- a) The use is consistent with the intent of this ordinance;
- b) The use is consistent with the goals, policies, and objectives of the comprehensive plan;
- c) The use does not have an undue adverse impact on governmental facilities, utilities, services, or existing or proposed improvements;

- d) The use is consistent with the city's water resources management plan;
- e) The use is in compliance with the performance standards specified in section 300.28 of this ordinance; and
- f) The use does not have an undue adverse impact on public health, safety or welfare.

2.04 By City Code 300.21 Subd.3 outlines the additional conditional use standards for a medical clinic in the B-1 district.

- 1. Shall not be adjacent to low-density residential areas;
- 2. Site shall have direct access to a collector or arterial street as defined in the comprehensive plan; and
- 3. Emergency vehicle access shall not be adjacent to or located across a street from any residential use.

Section 3. Findings.

3.01 This resolution would provide the subject property with the conditional use permit necessary to meet City Code §300.17 Subd. 2.

3.02 The proposal would meet the general conditional use standards outlined in City Code §300.21 Subd. 2:

- 1. The proposed use meets the intent of the ordinance;
- 2. The proposed use meets the comprehensive plan;
- 3. The use is not anticipated to cause an adverse impact on governmental facilities, utilities, services, or existing or proposed improvements;
- 4. The use meets the city's water resources management plan;
- 5. The site meets the parking ordinance. The site exceeds the number of required parking stalls; and
- 6. The use is not anticipated to cause an adverse impact on public health, safety or welfare.

3.03 The proposal would meet the additional conditional use permit standards outlined in City Code 300.21 Subd. 3(e) for a medical use.

- 1. The subject property is not adjacent to a low-density residential area. The proposal meets this standard.
- 2. The subject property is accessed via County Road 101 to Hutchins Drive.

The existing site meets this standard.

3. The subject property has two existing accesses. The east access is not adjacent to or across from any residential use. The existing site meets this standard. Further, the proposed orthodontics use is not anticipated to generate emergency vehicle traffic.

Section 4. City Council Action.

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

1. This resolution must be recorded with Hennepin County prior to the issuance of a building permit.
2. Subject to staff approval, the property must be developed and maintained in substantial conformance with the submitted narrative and plans.
3. The applicant is responsible for obtaining all applicable state, county, and city licenses.
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 a significant change in character would require a revised conditional use permit.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Mar. 6, 2023.

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 Mar. 6, 2023.

Becky Koosman, City Clerk



**City Council Agenda Item 14A
Meeting of March 6, 2023**

Title: 2023 assessment report

Report From: Melanie Putz, 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

The assessing division has completed the 2023 property assessment, which Hennepin County subsequently approved on February 7. The annual assessment report provides a detailed overview of the city's real estate valuation.

Recommended Action

Staff recommends accepting the 2023 report.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Environment | <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

Staff will present a summary of the report and 2023 property tax information to afford the council the opportunity to ask questions.

On March 1st, 2023 property tax information was updated on the Hennepin County website with mailing of 2023 property tax bills to follow. City staff will begin mailing market value notices to property owners on March 10th, with the 2023 market value information for property taxes payable in 2024.

2023
ASSESSMENT
REPORT



Assessing | 952-939-8220 | assessor@minnetonkamn.gov

Table of Contents

- Summary..... 2
- 2023 Assessment from a Historical Perspective..... 3
- Tax Capacity 5
- The Residential Market 6
 - Residential Sale Data 6
 - 2023 Percentage Change in Value 8
- The Apartment Market 10
- The Commercial and Industrial Market..... 11
 - Office Market 11
 - Industrial Market..... 12
 - Retail and Hotel Market..... 13
 - Commercial Net Growth 13
- Serving the Public..... 14
 - Property Data 14
 - Sales Data..... 14
 - Sales Ratio Standard 15
 - Review Process..... 15
 - The Appeals Process 15
 - Appeal History 16
 - Tax Court..... 17
 - Commercial Petition Activity 18
 - Residential Petition Activity..... 18
 - Public Information and Citizen Relations..... 19
 - Assessing Staff..... 19
 - 2023 Assessment Calendar 21
- Appendix: Statutory Requirements 22
 - General..... 22
 - Tax Capacity Rates for Property Taxes Payable in 2023..... 22
 - Veterans Exclusion..... 23

Report Date: March 6, 2023

Summary

- The total estimated market value for Minnetonka in assessment year (AY) 2023 is \$13.39 billion, a 6 percent increase from \$12.59 billion in AY 2022. Approximately 71 percent of the total market value comes from residential property, while about 29 percent comes from commercial, industrial, and apartment properties. The table below outlines the growth (including new improvements) in the market by main property classifications:

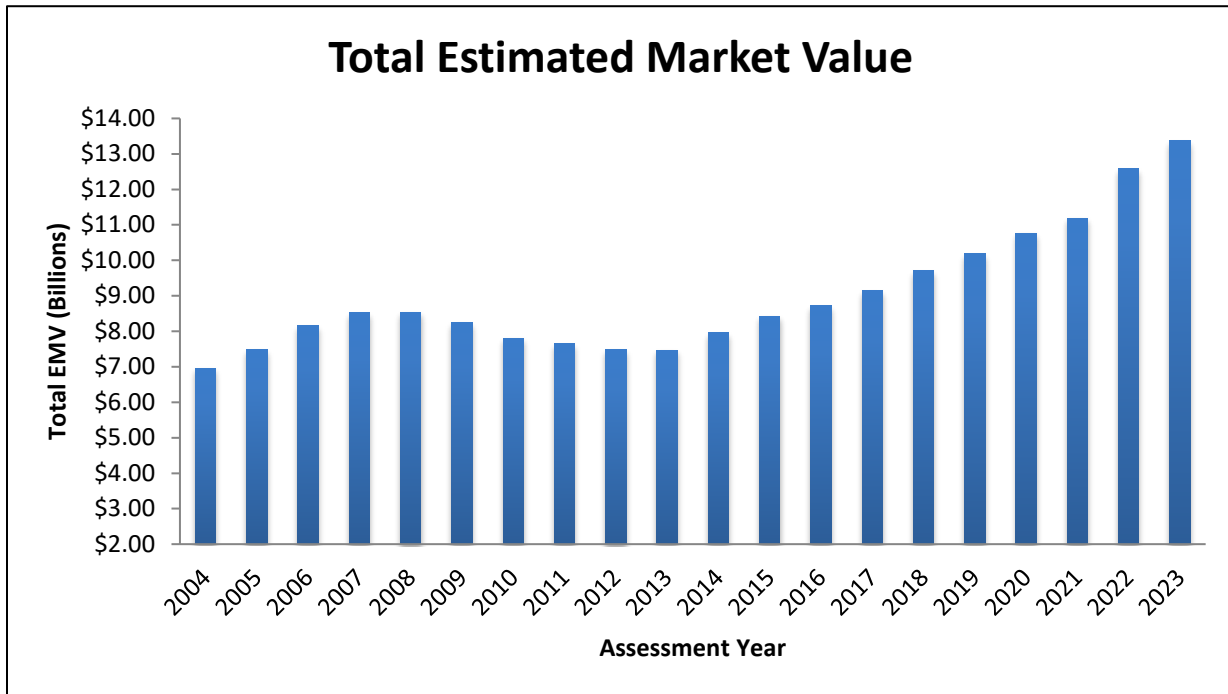
	Overall Growth	Total Change (millions)
Single-household Residential	4.9%	\$387.7
Lakeshore	9.6%	\$55.0
Townhouses	4.2%	\$43.5
Condominiums	7.6%	\$57.0
Commercial	2.6%	\$54.6
Industrial	6.2%	\$30.0
Apartments	13.4%	\$205.6
Other Property Types	6.0%	\$14.9
Total Change	5.2%	\$848.4

- Single-household sales volume was down 13.1 percent for AY 2023. For the first time in seven years, the number of qualified residential sales has fallen below 500, at 445 sales. The lowest point in sales volume occurred in AY 2012, when there were 58 percent fewer sales than AY 2023.
- Apartment values continued to climb this year. Values on existing apartments increased 6.9 percent, while the overall change (including new construction) was 13.4 percent.
- Overall industrial growth was up 6.2 percent, showing strong growth. Commercial growth overall was 2.6 percent, with office properties staying relatively flat and retail properties exhibiting stronger growth.
- The new construction value has increased from \$96.1 million in 2021 to \$199.2 million in 2022. Much of this is due to several large apartment complexes starting construction in 2022.
- The 6.0 percent growth of “Other Property Types” was due to land, seasonal, and other miscellaneous property types.

2023 Assessment from a Historical Perspective

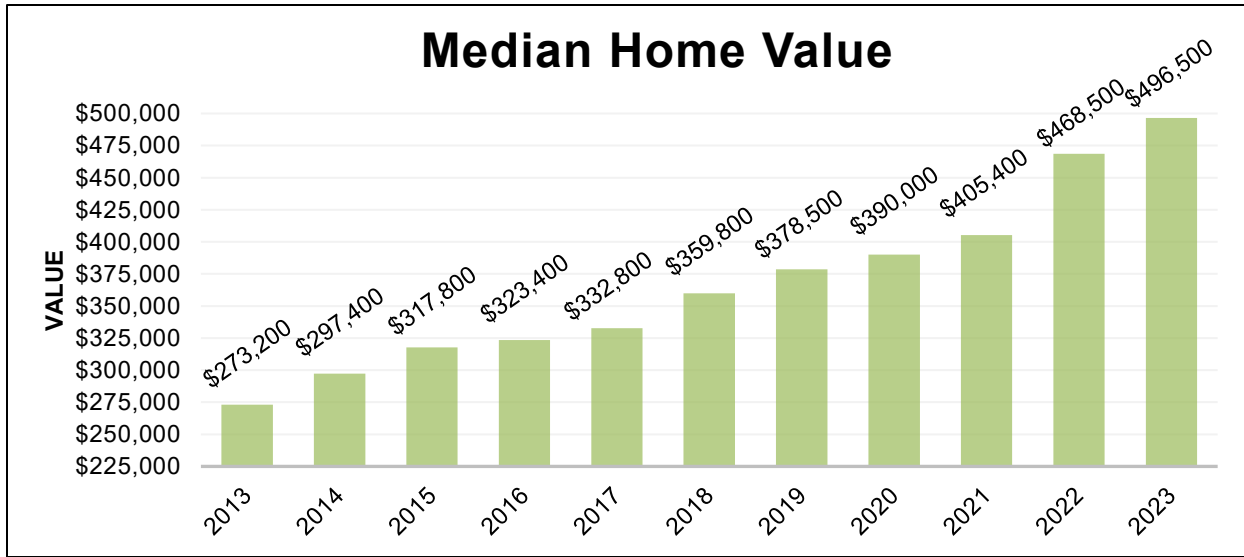
The 2023 property assessment for Minnetonka is complete. Property owners will receive a Notice of Estimated Market Value in March. The 2023 property assessment applies to property taxes payable in 2024 and reflects market conditions between October of 2021 and September of 2022. With values finalized, the overall movement in the city’s real estate market is clear.

The City of Minnetonka has typically experienced steady growth in the market value of real property since the early 1990s. The city was not immune to the economic downturn that affected real estate values throughout the Twin Cities metro area and most of the nation during the Great Recession. As depicted in the chart below, the 2009 assessment was the first year of declining values, which continued through the 2013 assessment. There has been ten years of value growth since 2013, with a 5.2 percent increase in AY 2023. The total estimated market value of real estate in Minnetonka is \$13.39 billion, establishing a new high above the peak of \$12.59 billion in AY 2022.



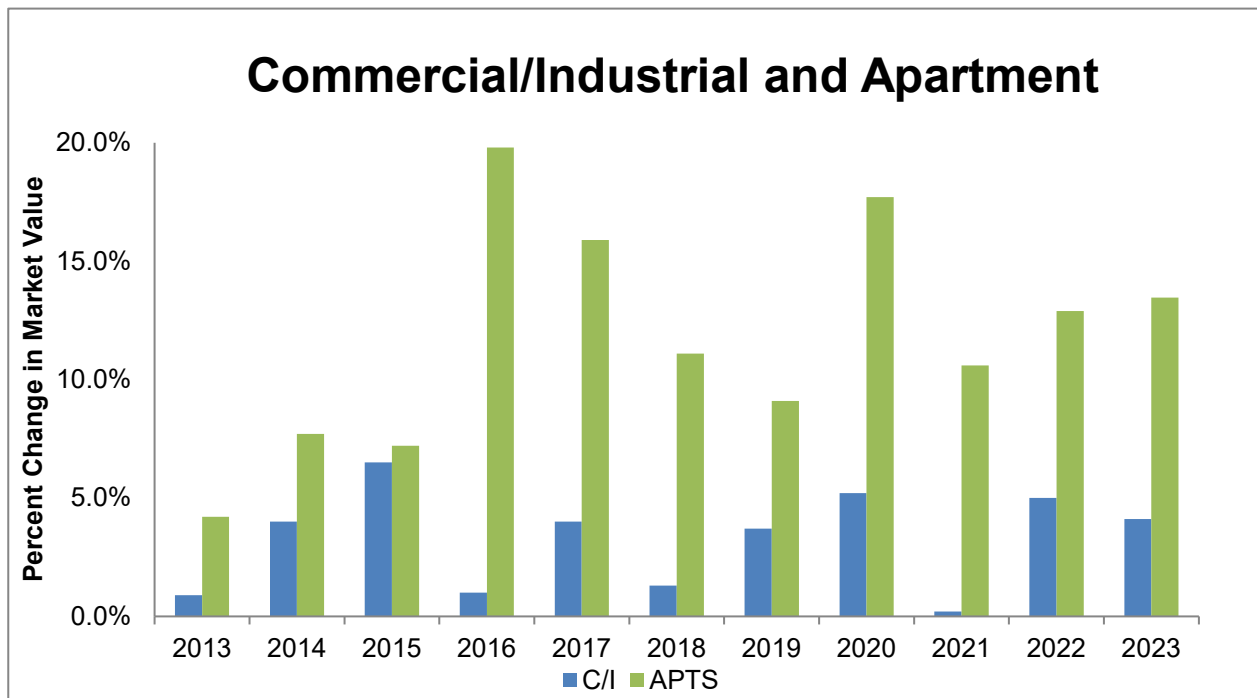
The decline in the overall market value of the city between assessment years 2009 and 2013 came from both the residential and commercial sectors. In the residential sector, the median home value reached its low in AY 2013, with a median value of \$273,200. As the following chart indicates, the median home value has increased for nine consecutive years, bringing the 2023 median home value to \$496,500.

*The Minnetonka data and statistics used in this report are from the 2023 assessment approved by Hennepin County on February 7, 2023. The data and statistics may not precisely match the 2023 Hennepin County Assessment Report due to the timing or the methodology used in calculating the statistics.



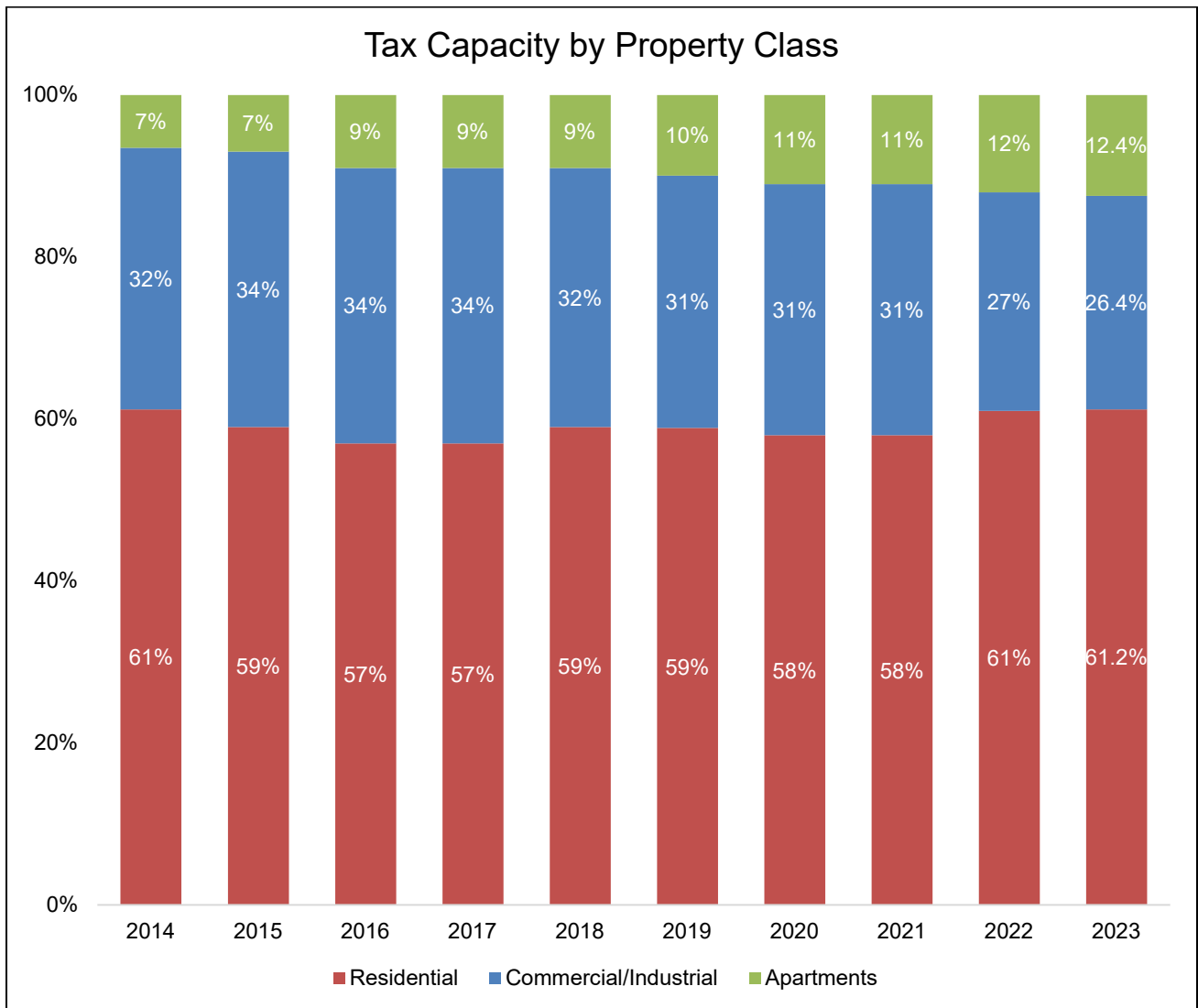
For AY 2023, the commercial markets exhibited increases in value varying by market sector. Most sectors are back to pre-pandemic levels with the exception being hotels. Industrial continues to show strength and increases as the world shifts towards delivery-reliant distribution centers.

Apartment values have increased significantly over the past ten years due to both new construction and a strong apartment market. For AY 2023, there were four apartment projects under construction encompassing 1040 units. The overall value increase in AY 2023 was 13.4 percent, including 6.9 percent market growth on existing units.



Tax Capacity

The property tax capacity of a city is structured by state law and is used to allocate property taxes each year. The total tax capacity is divided among property classes to determine the allocation of the property taxes paid by class. Tax capacity is a function of market value. When the proportions of value by property class within a jurisdiction change, the tax capacity changes. Single-household residential properties represent the majority of the total tax capacity in Minnetonka, followed by commercial/industrial, and then apartments. Even though 71 percent of the value in Minnetonka is generated by the residential market, only 61 percent of the tax capacity is residential due to the higher class rates for commercial/industrial and apartments.



The Residential Market

In Minnetonka, roughly 96 percent of the 20,925 taxable parcels are residential. The assessing staff uses city-wide comparisons of similar styles, qualities, and classes of homes in making the annual property assessment. This comparison results in the same market value adjustments applied to like properties throughout the city. For example, an average-sized, three-bedroom rambler in the northeastern part of the city is valued based on the actual sale prices of similar ramblers throughout the city. Adjustments are made to the property for location and positive or negative attributes to reflect the property's market value. This provides more accuracy to account for the differences in the localized geographic area.

This system can be applied to all styles of homes (rambler, two-story, etc.) and allows the appraiser a range of judgment in setting the quality class for a particular home. When the quality class has been determined based on the physical characteristics, the appraiser applies a prescribed dollar rate to the square footage. The appraiser also adds or subtracts other dollar adjustments depending on the specific features and characteristics. This technique is similar to fee appraisal techniques used in the private appraisal industry.

Single-household properties are grouped into geographic districts in order to conduct periodic physical inspections of properties. Quality features are re-examined at this time, along with other characteristics of the home. During the revaluation process, staff looks for markets within the geographic districts, which are studied individually to improve accuracy. The current revaluation process is completed on a five-year cycle to ensure that each property is physically reviewed at least every five years.

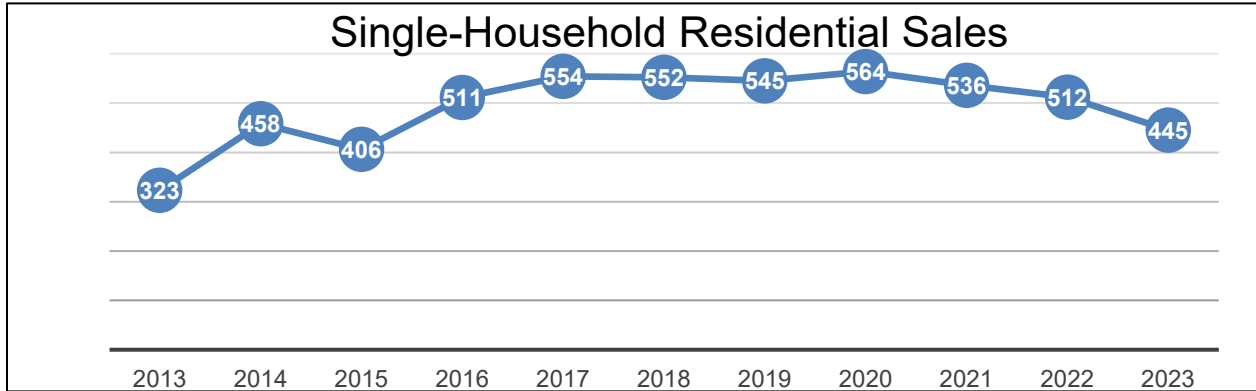
Staff uses the Local Government Information Systems (LOGIS) property data system (PDS) computer-aided mass appraisal (CAMA) to determine the market value for each residential property. This PDS system allows the appraisal staff to revalue each residential property annually. By revaluing both land and improvements annually, the accuracy and equity of the assessment improves.

The LOGIS consortium continues to make updates as needed. Searching capabilities and data analysis continue to be improved, allowing the appraisers to do their work more efficiently.

Residential Sale Data

While a larger sample set generally provides greater precision in calculating market value, staff carefully considers all factors that could affect current market conditions and adjusts accordingly. While on average, all residential sub-markets increased in value, not every parcel changed the same amount. Because of all of the factors that affect market value, some parcels increased above the average, while some increased at a much lower rate. A small percentage of parcels declined in value, which is typically due to changes in a submarket or parcel-specific characteristic changes observed during quintile or permit reviews.

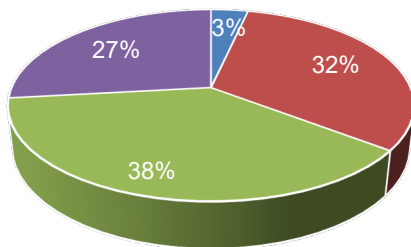
As illustrated in the following graph, the number of qualified single-household home sales has fallen below 500 for the first time in seven years.



The 2023 Distribution of Sales by Price chart below indicates the largest segment of home sales for AY 2023 is represented by homes selling for \$450,000 - \$699,999 (43 percent), followed by homes selling for \$300,000 - \$449,999 (34 percent), then by homes selling for \$700,000 and higher (20 percent), and finally by homes that sold for less than \$300,000 (3 percent). The two higher-priced strata of sales combine to account for 63 percent of sales over the study period, indicating that the majority of sales continue to be in the higher-valued homes.

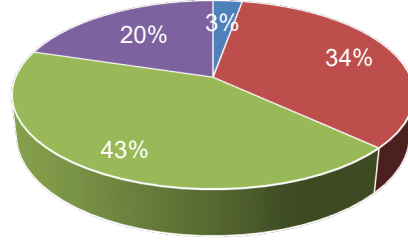
The charts below also compare the distribution of single-household home sales from AY 2022 to the distribution of single-household home sales in AY 2023. The distribution of sales remained relatively consistent from AY 2022 to AY 2023.

2022 Distribution of Sales by Price



- Less than \$300,000
- \$300,000 to \$449,999
- \$450,000 to \$699,999
- \$700,000 and Higher

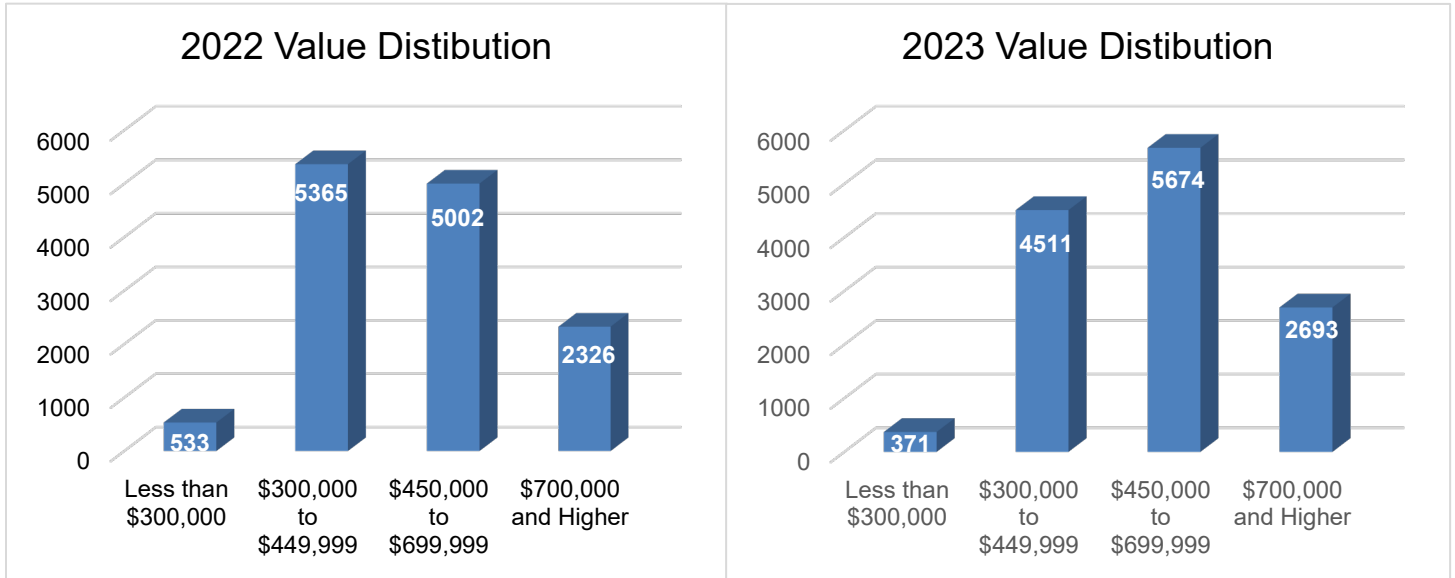
2023 Distribution of Sales by Price



- Less than \$300,000
- \$300,000 to \$449,999
- \$450,000 to \$699,999
- \$700,000 and Higher

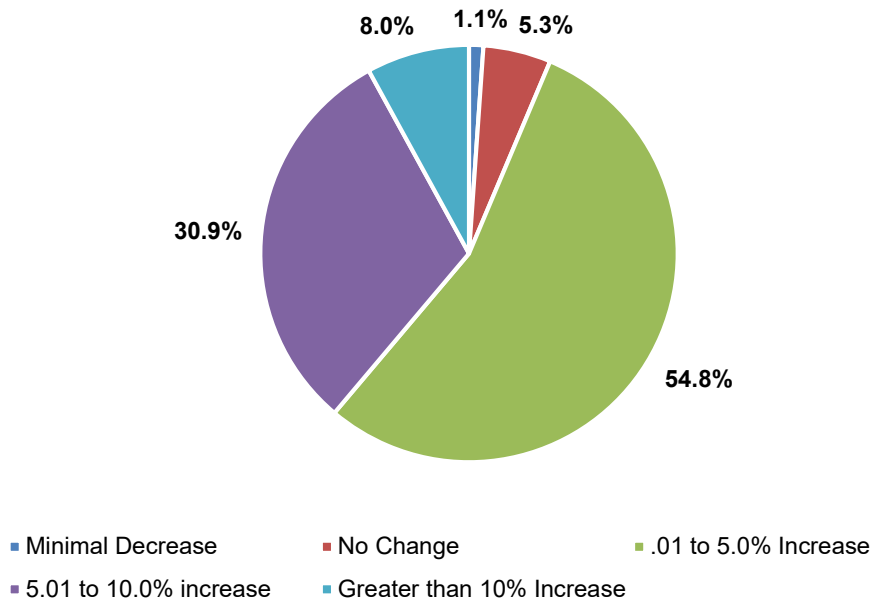
2023 Percentage Change in Value

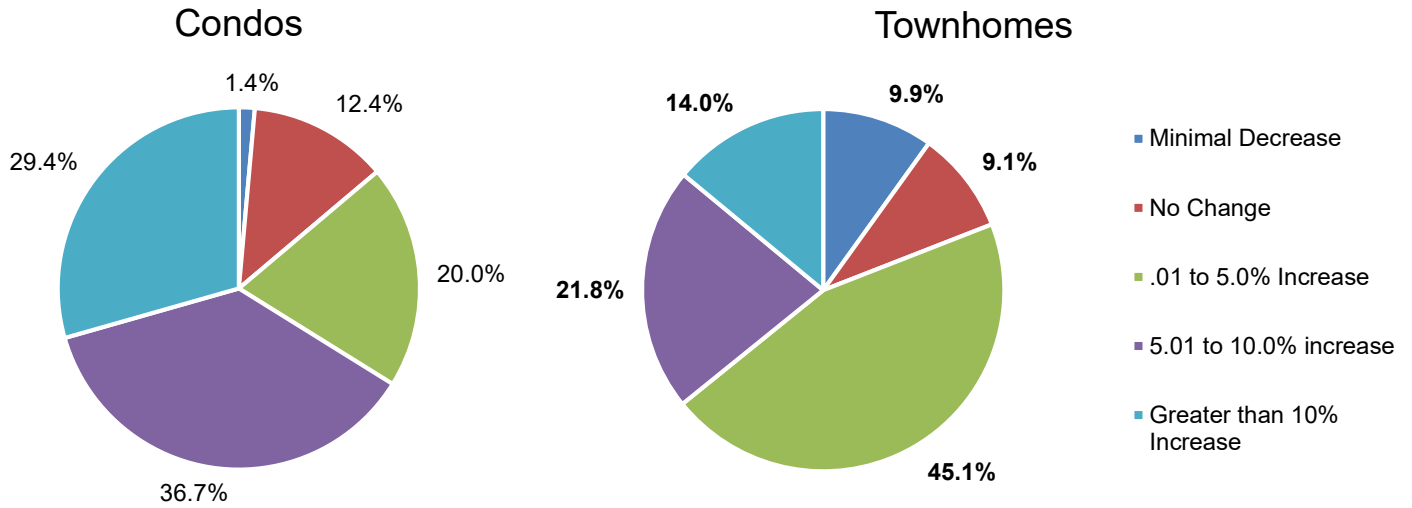
The charts below utilize the same parameters as the previous page to show the 2023 value distribution. This illustrates that for AY 2023, very few homes remain valued under \$300,000.



Various segments of the residential market are illustrated in the charts below. Over sixty percent of the single-household market saw less than five percent increases. Condos saw more significant increases for AY 2023, with two-thirds seeing greater than five percent growth.

Single-Household





Residential market data throughout neighboring jurisdictions is listed in the chart below. Throughout the west metro, single-household residential real estate net increases were in the range of 0.5 percent to 6.7 percent. Minnetonka’s growth of 4.9 percent was slightly more than the average growth of 3.5 percent.

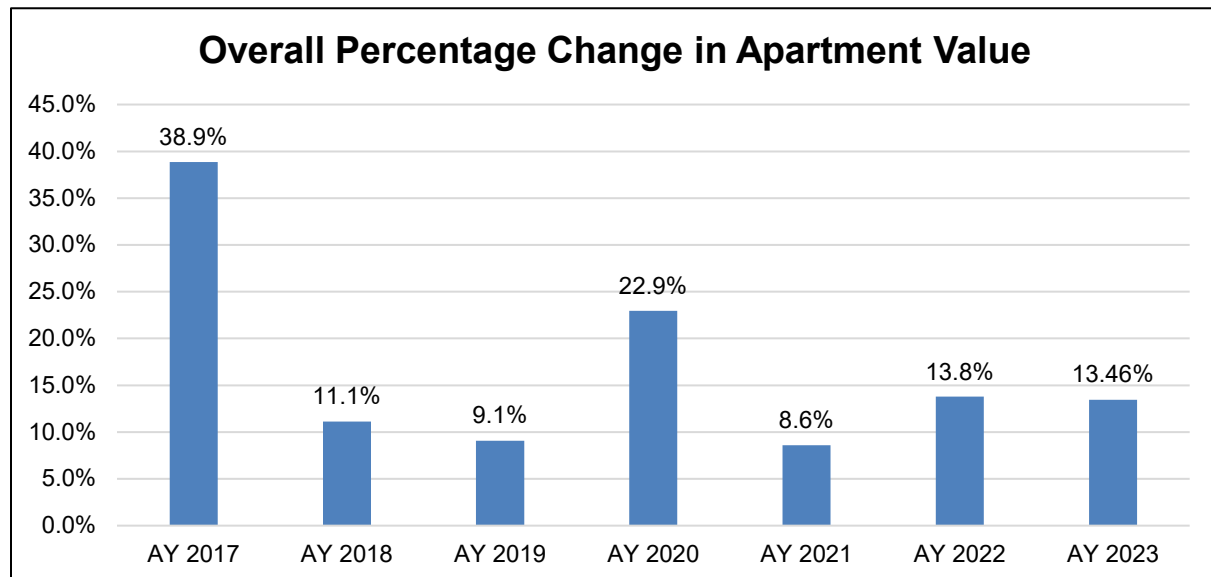
Single-Household Market Adjustments			
Jurisdiction	2021	2022	2023
St. Louis Park	6.6%	11.4%	0.5%
Maple Grove	5.3%	20.5%	1.0%
Bloomington	6.6%	16.7%	1.7%
Eden Prairie	3.5%	19.2%	4.5%
Minnetonka	3.7%	15.3%	4.9%
Plymouth	3.0%	16.9%	5.3%
Edina	2.4%	13.4%	6.7%
Average	4.4%	16.2%	3.5%

The Apartment Market

The apartment market in Minnetonka has remained strong amidst the COVID-19 pandemic and post-pandemic. The city’s market experienced strong growth in AY 2022 and 2023. This is consistent with both the Twin Cities metro area and national trends. Sale prices per unit are increasing in the west metro. Some of the factors driving the demand for apartments are empty nesters selling single-household homes and moving into rental housing, millennials flocking to the metro area for jobs, and the willingness of lenders to provide institutional financing.

Minnetonka has contributed to the active metro apartment market. Minnetonka has over 1,000 new multi-household units currently under construction, bringing the total number of units from 7,956 to 9,010 over the last year.

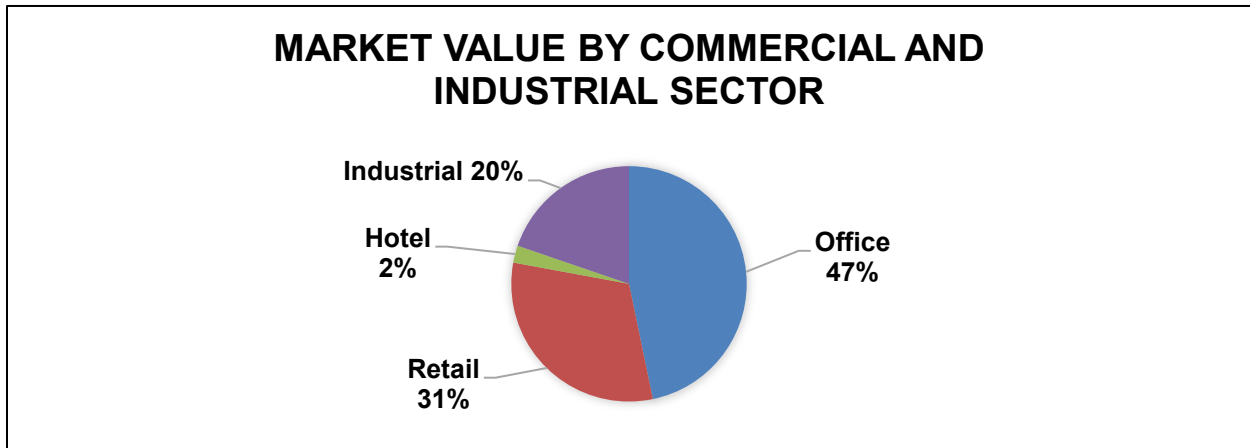
	AY 2018	AY 2019	AY 2020	AY 2021	AY 2022	AY 2023
Total EMV:	\$928,561,500	\$1,012,895,000	\$1,245,286,100	\$1,352,358,900	\$1,538,665,100	\$1,745,844,600
New Value:	\$ 35,957,000	\$ 28,725,000	\$ 119,001,000	\$ 94,468,000	\$ 21,250,000	\$ 101,197,500
New Units:	0	648	903	75	0	1,054
Total Units:	6,330	6,978	7,881	7,956	7,956	9,010



The Commercial and Industrial Market

While only three percent of the assessed parcels in Minnetonka are commercial or industrial, these property types have historically comprised a significant share of the tax base (tax capacity). For AY 2023 (taxes payable in 2024), the commercial and industrial share is 26 percent.

Commercial properties consist of office, retail, and hotel sectors. The chart below displays the makeup of the commercial and industrial markets for AY 2023. The sectors stayed relatively consistent from AY 2023 to 2022.



Changes in gross market values for these real estate sectors vary due to several factors. The various sectors within commercial real estate can move at different rates depending on demand within the sector. In addition, the quality and location of the buildings can play an important role in changes to value. Commercial real estate can be more sensitive to socio-economic trends as the general outlook of real estate investors is based on the anticipation of relatively short-term gains. The pandemic did have an effect on the commercial market for 2021 and 2022. The most significant effect was in the retail and hotel sectors, which both showed reductions in value in AY 2021. Many of those properties increased in value for AY 2022, but not yet to pre-pandemic levels. For AY 2023, most sectors of the commercial real estate markets are back to pre-pandemic levels.

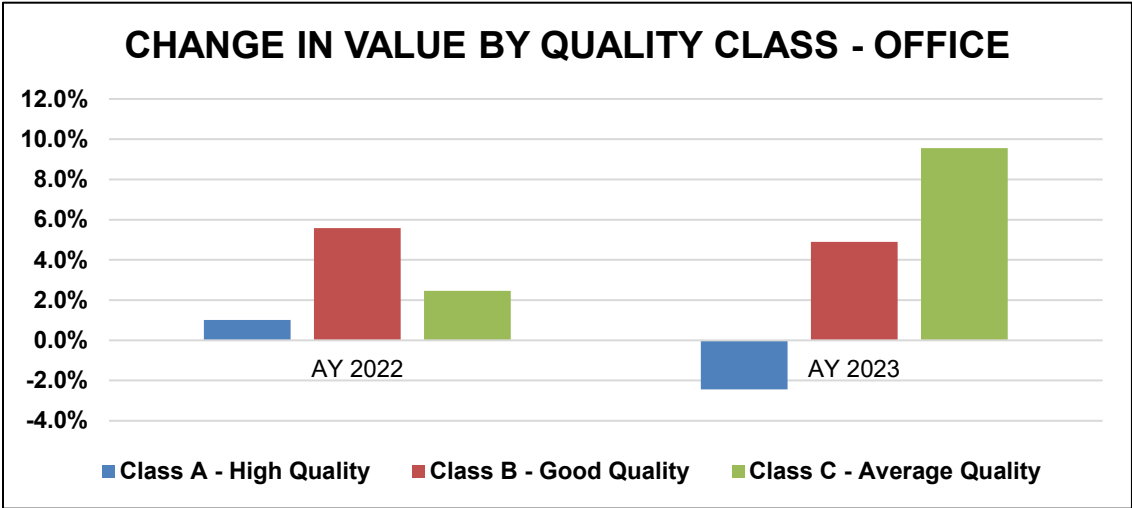
COMMERCIAL MARKET VALUE CHANGE BY SUBMARKET AND ASSESSMENT YEAR								
	2016	2017	2018	2019	2020	2021	2022	2023
Office	-2.20%	4.40%	3.20%	2.90%	5.73%	1.54%	2.60%	1.92%
Industrial	1.50%	9.60%	3.00%	9.50%	7.10%	4.09%	10.30%	6.20%
Retail	2.10%	1.50%	0.50%	2.00%	3.79%	-1.75%	5.53%	5.93%

Office Market

For AY 2023, the office market remains in flux. With many companies working on a hybrid schedule, less office space is needed. Many of these companies have reduced the amount of space they require, resulting in an abundance of square feet available for sublease and increasing vacancy rates.

Class A (the highest quality) office spaces saw small value decreases for 2023. This is mainly due to a comparable Class A sales throughout the western suburbs. One sale to note is the Normandale Lake Office Park in Bloomington. This large office park sold for \$366 million, which was a small discount from the last time it sold in 2014.

As noted below, the Class B and Class C space continues to experience growth. These tend to be owner/user-type buildings. They also tend to be less densely populated, which is more adaptable to change during the pandemic. They also tend to be smaller properties, making them more affordable to buyers even with increased values.



New construction in the office sector for AY 2023 was mostly limited to tenant improvements and remodeling of existing buildings. Many Class B and C properties continued to be renovated to become more competitive in the future or for use by owner-occupants.

Industrial Market

The Minnetonka industrial market continues to increase with moderate growth. Higher rents and lower vacancies were the story again in 2022. This continued growth through the pandemic and post-pandemic can be seen on a county-wide and regional basis as well. Although flex-industrial style properties led the way, all different types of industrial properties contributed to the AY 2023 industrial growth.

The city will likely continue to see redevelopment and creative changes in the use of its industrial properties. Especially older industrial in locations that could be put to better use. Functional and well-located industrial properties are still in demand by investors.

Retail and Hotel Market

The retail sector was affected to varying degrees by the pandemic. In AY 2023, retail property types saw moderate growth throughout the subtypes. Some strong subtypes include properties with drive-thru capability and grocery-anchored retail centers.

Minnetonka’s hotel sector was hit the hardest by the pandemic. Hotels decreased in value by large percentages in AY 2021 and saw some recovery in AY 2022. For AY 2023, we saw continued recovery, but not to pre-pandemic levels. This will be an area the city will continue to watch closely and analyze in future years.

Commercial Net Growth

The following chart displays the average net growth of seven adjacent cities surveyed for the 2023 assessment. The seven-city average was 4.9 percent. Minnetonka’s net commercial change was 2.6 percent, falling slightly below the average.

Commercial Market Adjustments			
Jurisdiction	2021	2022	2023
Minnetonka	-1.1%	2.1%	2.6%
Bloomington	-5.7%	5.4%	2.9%
Eden Prairie	-2.7%	0.8%	4.1%
St. Louis Park	-1.1%	1.7%	5.5%
Maple Grove	-2.5%	5.1%	5.6%
Edina	-1.8%	3.7%	5.8%
Plymouth	-1.8%	4.1%	7.8%
Average	-2.4%	3.3%	4.9%

Serving the Public

The purpose of the assessment process is to accurately estimate the market value of each parcel of property on an annual basis. As assessors, the Minnetonka assessing division upholds the Uniform Standards of Professional Appraisal Practice, which states, “An appraiser must promote and preserve the public trust inherent in appraisal practice by observing the highest standards of professional ethics.” The assessing office takes pride in serving the City of Minnetonka not only as public employees, but also as appraisers striving to provide impartial, objective, and independent values.

In order to best serve the public, there are many quality control processes in place. These quality checks include verifying data during property visits, using statistics to check the accuracy and equity of our assessment, and working with taxpayers during a review or an appeal.

Property Data

The Minnetonka assessing division maintains a record of every real estate parcel in the city, including its size, location, physical characteristics, and condition. This record is verified and updated at least every five years during the quintile inspection, permit inspections, and when a physical review is requested by the property owner. All data is retained electronically, allowing statistical comparisons of properties by type and location.

It is important to know that assessors use a mass appraisal process for valuing residential properties. Mass appraisal uses different techniques than the fee appraisals used by banks, mortgage companies, and others. The mass appraisal system used in Minnetonka involves the comparison of thousands of properties with the residential sales of homes throughout the city.

While differences exist between individual fee appraisals and mass appraisal, they are based on the same fundamental theories of value. Furthermore, any estimate is only as good as the data the appraiser has available. One primary difference between individual appraisals and mass appraisal is that the individual appraiser typically views the interior of the home, which provides the appraiser with a better sense of the quality and condition of the home and makes it easier to compare multiple homes. We encourage citizens to work with the assessing staff to view the interior of homes whenever possible, providing a fair assessment for all.

Sales Data

Having the local assessment system operate effectively requires as much information about the local real estate market as possible. The assessing division makes a record of all property sales using the electronic Certificate of Real Estate Value (eCRV) filed with the State of Minnesota for each property sale. When necessary, appraisers call the buyers or sellers in a transaction to gain more information about the circumstances of the sales.

In all cases, the assessing division carefully scrutinizes the sale information collected. Evidence that suggests a forced sale, a foreclosure, a sale to a relative, or anything other than an arms-length transaction as determined by the MNDOR requires the sales to be excluded from the sales study. This process is important because the real estate sales information constitutes the statistical comparisons necessary to make the property assessment.

Sales Ratio Standard

The accuracy of the assessing division's estimated market values is measured by the sales ratio, which is simply the assessor's estimated market value divided by the actual selling price. For example, a house having its estimated market value assessed at \$380,000 and an actual selling price of \$400,000 results in a sales ratio of 95 percent ($\$380,000 / \$400,000 = 0.95$). For all jurisdictions in the state, the accepted range for the median sales ratio measurement is 90 to 105 percent. In other words, the median (or midpoint) of the sales ratios for all properties sold should fall within 90 to 105 percent. Minnetonka's median sale ratio for the 2023 assessment is 95.5 percent.

With some changes to the sales ratio methodology set by the Department of Revenue, the median target ratio has a range to allow for slight variations if necessary. A sales ratio of slightly less than 100 percent is desirable to avoid having many properties valued at more than their actual market value. If the median sales ratio were at 100 percent, it would mean that half the properties are valued at less than market value and half are higher. On the other hand, a sales ratio of 95 percent means half the properties are below 95 percent of actual market value, while the other half remains above that 95 percent threshold. Therefore, the acceptable range is 90 to 105 percent, with a target of approximately 95 percent.

A measure of the equity of the property assessment is the coefficient of dispersion (COD). The COD measures the average deviation from the median or midpoint. The more closely the assessor's values are grouped around the midpoint, the more equitable the assessment because relatively few properties have been valued too high or too low compared to actual selling prices. For older or heterogeneous areas like Minnetonka, a COD under ten percent is deemed acceptable. Minnetonka's 2023 assessment reflects a COD of 5.6 percent.

Review Process

The review process is a crucial aspect of the mass appraisal system. Because some properties receive statistic-based adjustments to market value, the review process allows the assessing staff the opportunity to examine certain properties individually. Where there is evidence that a property has been valued inequitably, an appropriate adjustment is applied.

The Appeals Process

The property appraisal system provides individual property owners the right to appeal. Minnetonka's assessment procedures offer this opportunity through inquiries from the property owners to the staff, appeals to the Local Board of Appeal and Equalization (LBAE), appeals to the County Board of Appeal and Equalization (CBAE), and appeals to the Minnesota State Tax Court.

Key steps in the market value appeals process are:

1. **Staff Review** – It is important for anyone having questions about their market value or the assessment process to contact the assessing staff. A vast majority of property owners' concerns can be resolved through this administrative review. The last day on which the assessing staff can make changes without having Local Board approval is **April 7, 2023**.

2. **Local Board of Appeal and Equalization (LBAE)** – The Local Board of Appeal and Equalization will meet on **April 17** and **May 1, 2023**. Staff will attempt to provide complete information regarding each property that is the subject of an appeal. We request that property owners contact the assessing division in advance of the meeting if they intend to appeal. The Minnetonka City Council appoints local real estate professionals as advisors to the LBAE. A property owner who is unsatisfied with the assessing staff's review may appeal to the board. Property owners can reach the assessing division by phone at 952-939-8220 or by email at assessor@minnetonkamn.gov. Property owners who wish to be on the agenda are requested to contact the assessing division by **April 7, 2023**, to notify staff of their intent to appeal.
3. **County Board of Appeal and Equalization (CBAE)** – Property owners may appeal the decision of the LBAE to the CBAE, which meets on **June 12, 2023**. The property owner must first appeal to the Local Board to be eligible to appeal to the County Board. Owners are requested to call to make an appointment with the CBAE by **May 17, 2023** to be placed on the agenda. The number to call is 612-348-7050.
4. **State Tax Court** – Property owners may appeal the decision of the CBAE to the State Tax Court. Petitions regarding the 2023 value for taxes payable in 2024 *must be filed by April 30, 2024*. Petitioners may choose to appeal directly to the Minnesota Tax Court. It is common practice for commercial/industrial property owners to take this approach due to the complexity of the issues. For more information, contact the Minnesota Tax Court at 651-296-2806.

To provide a complete understanding about the appeals process, the assessing staff has posted information on the City of Minnetonka website to assist property owners. Staff may be reached at 952-939-8220.

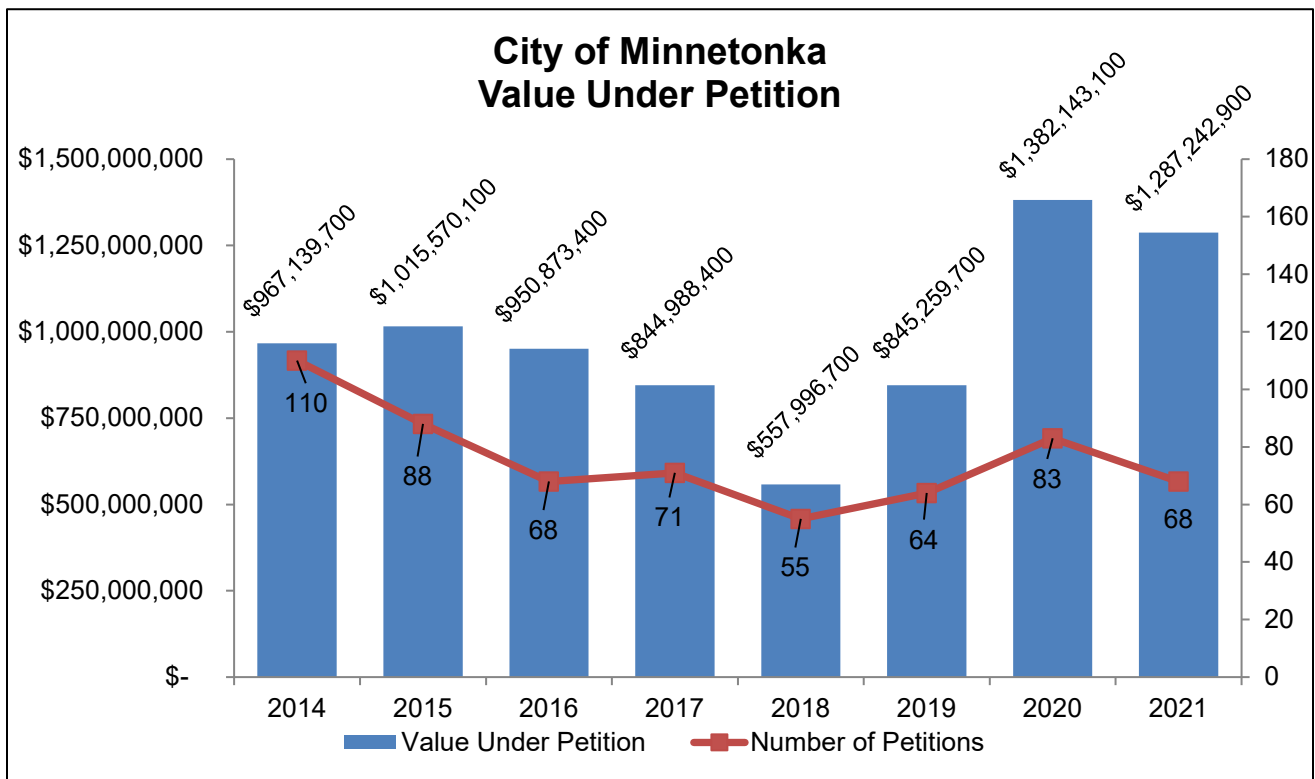
Appeal History

In the following chart is a recap of market value inquiries and appeals over the past seven years. As illustrated, the number of formal appeals to the Local Board of Appeal and Equalization (LBAE) is typically less than one percent of the total parcels in the city. Between the mailing of notices on March 4, 2022 and the LBAE reconvene meeting on April 25, 2022, staff fielded an unprecedented 754 calls and reviewed 677 properties. Procedurally, staff cannot make value changes within the ten days prior to the first LBAE meeting, and due to the high volume of calls, many changes recommended by staff were formally changed at the LBAE meetings. Ultimately, 101 changes were made by the LBAE, 93 recommended by staff and 8 recommended by our advisors. One property appealed formally to the County Board of Appeal and Equalization (CBAE) and received no change.

Local Board Appeal History							
	2016	2017	2018	2019	2020	2021	2022
Total Parcels	20,650	20,774	20,839	20,893	20,910	20,919	20,925
Staff Inquiries	257	289	474	351	311	239	754
Staff Reviews	166	155	271	286	242	159	677
Change/No Change	42/124	57/98	73/198	43/243	47/195	42/82	109/568
Appeals to LBAE	59	43	72	79	77	22	135
Change/No Change	54/5	39/4	52/20	66/13	60/17	11/9	101/34
Appeals to CBAE	1	0	11	6	9	1	1
Change/No Change	1/0	N/A	5/6	5/1	5/4	0/1	0/1

Tax Court

In the past eight years, about \$7.8 billion in Minnetonka property value has been appealed by filing petitions with the Minnesota Tax Court. These petitions require a substantial amount of time and resources to resolve. Although the timeframe has been shortened with scheduling orders, many of these cases may remain on the tax court calendar for multiple years. During the interim, the property owners must continue to pay taxes. If a reduction in value is stipulated more than one year after the initial petition is filed, they receive a refund plus interest (at a rate determined by Hennepin County). The deadline to file an appeal with the Minnesota Tax Court is April 30th of the year the taxes are due; thus the most recent category in the chart below is the 2021 appealed values for taxes payable in 2022.



Commercial Petition Activity

After many large value changes through the Covid-19 pandemic, staff expects the number of petitions filed to rise. Property owners tend to file more petitions when the market is in a state of change. Since there is a lag in time between the assessment and the appeal filing deadlines, it is difficult to know just how many upcoming petitions there will be. The MN Tax Court filing deadline for the 2022 assessment is April 30, 2023.

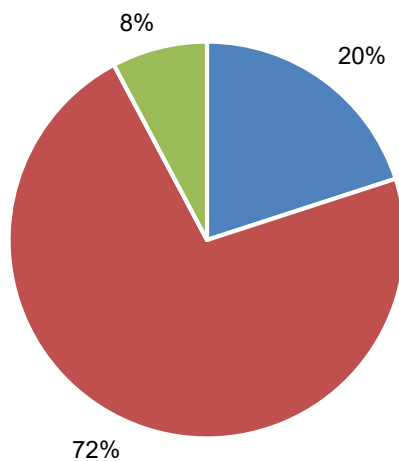
Residential Petition Activity

There have always been fewer residential petitions than commercial petitions filed, and the number of residential petitions continues to decrease. Often homeowners file on their property because they have missed the LBAE and CBAE process. Many of Minnetonka's cases are stipulated to a value agreed upon between the homeowner and the staff appraiser.

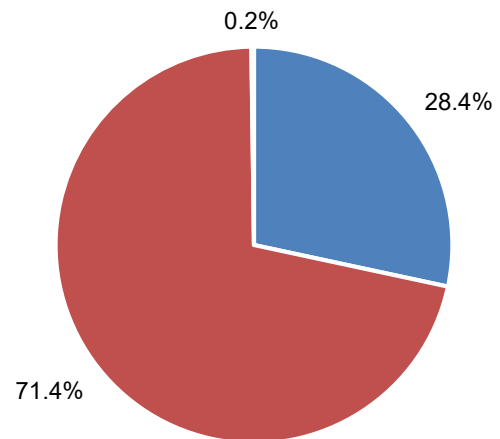
The charts below show the distribution of tax court petitions, as well as the value of those petitions. Although the vast majority of cases are commercial/industrial, apartment petitions make up a substantial amount of value under appeal.

Total Petitions for Taxes Payable 2022

Petitions by Property Type



Petition Value by Property Type



■ Apartment ■ Commercial/Industrial ■ Residential

■ Apartment ■ Commercial/Industrial ■ Residential

Despite a large amount of value under petition, the assessing division continues to seek ways to increase productivity in handling the tax court process. The goal is to resolve cases sooner to ease the scheduling burden and ultimately reduce any refunds given back to the petitioners. Commercial petitions are typically resolved with several petition years rolled into one negotiation.

Public Information and Citizen Relations

The city provides public information in several ways to keep Minnetonka residents informed about the market value process, methods for appeal, and current property tax rates. Staff regularly updates the city's web page with current information, annually posts the assessment report on the City of Minnetonka website, and provides information in the Minnetonka Memo and social media outlets. Information regarding the Property Tax Refund, the Senior Citizens' Property Tax Deferral, and foreclosure prevention counseling is on the City's website.

The assessing division staff uses several methods to ensure that all who contact the city about market values or property taxes receive a prompt, courteous response. A record-keeping system tracks inquiries about market values to see that those inquiries are appropriately tracked through the review process. Every property owner that requests a staff review of their market value receives a response from the city assessing staff.

The assessing staff has worked diligently to provide clear information to property owners about a property tax system that is complex and often difficult to understand. Every spring, assessing staff sends introductory letters to residents in reappraisal neighborhoods. These have been well received by property owners and have helped increase the number of inspections the assessing division conducts in these neighborhoods.

Assessing Staff

The assessing staff consists of the City Assessor, one Commercial Appraiser, two Principal Appraisers, one Residential Appraiser, and one Assessment Specialist.

Melanie Putz - City Assessor Melanie has been with the City of Minnetonka for six years and has seven years of experience in the assessment field. As the City Assessor, she is responsible for finalizing and approving the assessments every year, along with overseeing and directing the assessing staff. She also works to resolve tax court cases as they are scheduled. Melanie currently holds the Senior Accredited Minnesota Assessor (SAMA) designation as awarded by the Minnesota State Board of Assessors, the highest designation awarded to assessors by the Minnesota State Board of Assessors.

Jim Dahl - Commercial Appraiser Jim joined the City of Minnetonka in January of 2023 with nearly 15 years of experience appraising commercial property in Anchorage and throughout the state of Alaska. Jim's experience includes property valuation and consulting work for financing, condemnation, estate planning/taxation, property taxes, conservation, and a variety of other purposes on behalf of both private and public entities. His responsibilities will include the valuation of commercial properties and property tax appeals.

Amy Weber - Principal Appraiser Amy has been with the City of Minnetonka for the past 25 years. Her primary role is the valuation of residential properties, which includes single-household homes, condos, and townhomes throughout the city. Amy currently holds the Accredited Minnesota Assessor (AMA) designation as awarded by the Minnesota State Board of Assessors.

Erin Kastner - Principal Appraiser Erin has been with the City of Minnetonka for five years. Before the City of Minnetonka, she worked for Rice County in Minnesota as a residential appraiser. Her primary role is the valuation of residential properties, including single-household

homes, condos, and townhomes. Erin currently holds the Accredited Minnesota Assessor (AMA) designation as awarded by the Minnesota State Board of Assessors.

Amy McNamara - Residential Appraiser Amy has been with the City of Minnetonka for four months. Before the City of Minnetonka, she worked for Dakota County in Minnesota as a residential appraiser. Her primary role is the valuation of residential properties, including single-household homes, condos, and townhomes. Amy currently holds the Certified Minnesota Assessor Income Qualified (CMA-IQ) designation as awarded by the Minnesota State Board of Assessors.

Laurie Goodman - Assessment Specialist Laurie has been with the City of Minnetonka for the past five months and has worked in the assessing field for the last ten years. Her role in the assessment office is the handling and coordinating of all the special assessments, homesteading, and other administrative functions regarding special property tax classifications.

Along with each designation, the Minnesota State Board of Assessors requires continuing education hours. Certified Minnesota Assessors are required to complete 50 hours of continuing education, while Accredited Minnesota Assessors and Senior Accredited Minnesota Assessors are required to complete 60 hours of continuing education in a four-year education cycle. This requirement ensures that each appraiser is continually learning more about the profession and staying current with market trends and valuation expectations.

2023 ASSESSMENT CALENDAR

DATE	ACTION
March	Informational articles mailed as part of the March <i>Minnetonka Memo</i>
March	Social media push regarding 2023 valuation notice and property tax bills.
March 1	2023 property tax information updated on the Hennepin County website with mailing of 2023 property tax bills to follow
March 6	City Council Receives the 2023 Assessment Report
March 6	City council appoints advisors to the Local Board of Appeal and Equalization
March 10	City Assessor's target date for mailing the 2023 value notices for taxes payable 2024
April 7	Property owners are requested to file a formal appeal to appear at the Local Board of Appeal and Equalization
April 17 & May 1	Local Board of Appeal and Equalization
April 30	Last day for property owners to file State Tax Court petitions for the 2022 assessment (payable 2023)
June 12	Hennepin County Board of Appeal and Equalization

Appendix: Statutory Requirements

General

Minnesota law establishes specific requirements for the property tax system, including the assessment of property (M.S. Chapter 273). Properties that qualify for the homestead market value exclusion receive a reduction in taxable market value. The exclusion is a maximum of \$30,400 at \$76,000 in market value and then decreases by nine percent for every dollar over \$76,000 in market value as the property value increases. The exclusion phases out for properties valued at \$413,800 or greater.

The law now requires the following:

1. All real property is valued at market value, which is defined as the usual or most likely selling price during the study period. Special exclusions such as the homestead market value exclusion and the veteran's exclusion are subtracted from the market value to arrive at the taxable value.
2. Property is classified according to state law, and the tax capacity is calculated based on the following tax capacity rates.

Tax Capacity Rates for Property Taxes Payable in 2023

Residential Homestead:		
First \$500,000 of value		1.00%
Amount over \$500,000		1.25%
Rental Housing:		
First \$500,000 of value		1.00%
Amount over \$500,000		1.25%
4 or more units		1.25%
Commercial/Industrial Preferred:		
First \$150,000 of value		1.50%
Amount over \$150,000		2.00%
Seasonal Residential:		
First \$500,000 of value		1.00%
Amount over \$500,000		1.25%

3. The tax capacity is multiplied by the tax rate (the total of county, school, city, and miscellaneous levies) to determine the amount of property tax.
4. Finally, any credits, such as those for agricultural preserve, are then subtracted to yield net taxes due.

The annual property assessment focuses on the very first step of this process – establishing an estimated market value for each parcel of property. Market values are assessed locally by the city or township assessor, if there is one, or by the county assessor. The work of the local assessor is monitored by the county assessor, whose work, in turn, is monitored by the Minnesota Department of Revenue. The Minnesota Department of Revenue is authorized by law to adjust the property assessment to help ensure county-wide and state-wide equalization of property assessments.

As a result, Minnetonka and other Hennepin County cities must regularly report to the county assessor, who has established the standard that local property assessments reach at least a 95 percent target ratio of actual market values to sale prices. At times, local assessments have been adjusted by the county assessor or the State of Minnesota to meet this standard.

State law also requires that each individual property be inspected by the assessor at least once every five years. As a result, Minnetonka and other cities set up rotating appraisal schedules to ensure that this requirement is met.

Veterans Exclusion

In 2008, the State legislature amended the homestead law that provides a market value exclusion for all or a portion of property owned and occupied as a homestead by a military veteran who has a service-connected disability of 70 percent or more (M.S. 273.13 subd. 34). To qualify, a veteran must have been honorably discharged from the United States armed forces and must be certified by the United States Veterans Administration as having a service-connected disability. A veteran who has a disability rating of 70 percent or more qualifies for a \$150,000 market value exclusion.

A veteran who has a disability rating of 100% total and permanent qualifies for a \$300,000 market value exclusion. To receive this value exclusion, a property owner must apply to the assessor by December 15 of the assessment year. The exclusion is a one-time application, and the property continues to qualify until there is a change in ownership. If a disabled veteran qualifying for a \$300,000 value exclusion predeceases the veteran's spouse, and if upon death of the veteran, the spouse holds the legal or beneficial title to the homestead and permanently resides there, the exclusion carries over to benefit the veteran's spouse until he or she remarries, sells, transfers, or otherwise disposes of the property.

For the 2023 assessment year, there are 99 properties in Minnetonka that will be receiving the veteran's exclusion, totaling \$23,550,000 in value excluded for taxes payable in 2024.



**City Council Agenda Item 15A
Meeting of March 6, 2023**

Title: Appointment of advisors for the 2023 Local Board of Appeal and Equalization

Report From: Melanie Putz, City Assessor

Submitted through: Mike Funk, Acting 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

Council appoints advisors to assist in the review of the market value appeals. These advisors review each appeal and offer their independent opinion of market value to the reconvened Local Board of Appeal and Equalization on May 1, 2023.

Recommended Action

Staff recommends , Ms. Beardsley Mr. Dullum, Ms. Huseth and Mr. Swanson be appointed as advisors for the 2023 Minnetonka Local Board of Appeal and Equalization.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input type="checkbox"/> Sustainability & Natural Environment | <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 first meeting of the 2023 Minnetonka Local Board of Appeal and Equalization is scheduled for April 17, 2023. Prior to the first meeting, the council appoints advisors to assist in the review of the market value appeals as provided by the City Charter. These advisors review each

appeal and offer their independent opinion of market value as of January 2, 2023. The advisors' recommendations will be presented at the reconvened meeting on May 1, 2023.

This year staff recommends the appointment of four advisors.

Mia Beardsley: Ms. Beardsley is an agent with Coldwell Banker Burnet and has been in the real estate industry for 9 years. She has been a resident of Minnetonka for 2 years.

Craig Dullum: Mr. Dullum is an agent with Edina Realty and has been in the real estate industry for 42 years. He has been a resident of Minnetonka for 10 years.

Heidi Huseth: Ms. Huseth is an agent with REMAX and has been in the real estate industry for 5 years. She has been a resident of Minnetonka for 10 years.

Keith Swanson: Mr. Swanson is an agent with Coldwell Banker Burnet and has been in the real estate industry for 22 years. He has been a resident of Minnetonka for 7 years.



**City Council Agenda Item 15B
Meeting of March 6, 2023**

Title: Council and staff boards, commissions and committee appointments

Report from: Sarissa Falk, Executive Assistant

Submitted through: Mike Funk, City Manager
Moranda Dammann, 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

Each year the council approves the appointments of representatives to various outside boards, commissions and committees. The council also recognizes council members, city staff and others who serve as city representatives on various city advisory groups, outside agency boards, commissions and committees.

Recommended Action

1. Approve the following appointments:
 - To the Suburban Rate Authority board: Will Manchester, member and Darin Nelson, alternate
 - To the Minnetonka Firefighters Relief Association board, Brad Wiersum and Darin Nelson
2. For purposes of the city council code of ethics, recognize that council representatives to the listed organizations serve on those organizations as representatives of the city.

Strategic Profile Relatability

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

For many years, the city council has annually reviewed and approved a list of council and staff representatives to various boards, commissions, and committees. In past years, the appointment list has not clearly identified when council or staff memberships are: (1) required by an agreement or applicable law or are merely voluntary; or (2) whether the council or staff member is due for reappointment or is continuing an unexpired term.

As part of a comprehensive review, staff has reviewed applicable statutes and joint powers agreements and has created a tracking schedule to ensure that appointments are formally made when required. The attached roster of organization memberships has been updated to better identify appointments that are made by the city council as opposed to appointments made by other bodies or voluntary committee assignments. A column has also been added to expressly note when the council recognizes that a council or staff member is participating in an organization as a representative of the City of Minnetonka.

City of Minnetonka
2023 Council Representatives/Staff Participant or Contact

Committee	Council/Other Representative	Staff Participant/Contact	Notes		
			1	2	3
CITY ASSOCIATIONS					
LMC Improving Fiscal Futures Committee	Brad Wiersum ^M	Darin Nelson ^M		V	X
LMC Improving Service Delivery Committee	Deb Calvert ^M	Andrew Wittenborg ^M		V	X
LMC Improving Local Economies Committee	Kissy Coakley ^M , Kimberly Wilburn ^M	Mike Funk ^M		V	X
LMC HR & Data Practices Committee	None	Corrine Heine ^M , Dawn Pearson ^M		V	X
Metro Cities Legislative Contact	Brad Wiersum	Mike Funk		V	X
Metro Cities Municipal Revenues Committee	None	Darin Nelson		V	X
Metro Cities Metropolitan Agencies Committee	Deb Calvert	None		V	X
Metro Cities Transportation & Gen. Gov't Committee	Kissy Coakley	None		V	X
Metro Cities Housing & Econ. Develop. Committee	Rebecca Schack, Kimberly Wilburn	Julie Wischnack		V	X
Municipal Legislative Commission	Brad Wiersum ^M	Mike Funk ^A	X	EX	X
NLC Energy, Environment, & Natural Resources Steering Committee	Deb Calvert	N/A		V	X
LOGIS Board of Directors	N/A	Mike Funk ^M , Patty Latham ^A	X	UT	X
REGIONAL ORGANIZATIONS					
Bassett Creek Watershed Mgmt. Commission	Maryna Chowhan ^M	Leslie Yetka ^L	X	UT	X
SW LRT Comm. Works Steering Committee	Brad Wiersum ^M	Julie Wischnack ^L	X	UT	X
SW LRT Mgmt Committee	Brad Wiersum	Julie Wischnack ^A	X	UT	X
SW LRT Executive Change Control Board	Brad Wiersum ^L	Julie Wischnack ^L		UT	X
SWLRT Business Advisory Committee	Dave Pellner, Dan Duffy (TwinWest)	N/A	X	O	X
Southwest LRT PLACES Committee	Brian Kirk, Kimberly Wilburn	Alisha Gray, Julie Wischnack		O	X
Southwest LRT Construction Information Workgroup	Brad Wiersum ^M	Julie Wischnack ^L	X	O	X
I-494 Corridor Commission	Rebecca Schack ^M , Brad Wiersum ^A	Julie Wischnack ^M	X	UT	X
Lake Minnetonka Conservation District	Nicole Stone ^M	Mike Funk ^L	X	UT	X
Minnehaha Creek Watershed District	None – county appointed	Leslie Yetka ^L		O/UT	X
Nine Mile Creek Watershed District	None – county appointed	Leslie Yetka ^L		O/UT	X
Regional Council of Mayors	Brad Wiersum ^L , Kissy Coakley ^A	N/A		EX	X
Riley/Purgatory Creek Watershed District	None – county appointed	Leslie Yetka ^L		O/UT	X
Southwest Suburban Cable Commission	Deb Calvert ^M Vacant ^A	Patty Latham ^M , Vacant ^A	X	UT	X
Bassett Creek WMO Technical Advisory Committee	N/A	Sarah Schweiger ^M	X	UT	X
Suburban Rate Authority	N/A	Will Manchester ^M , Darin Nelson ^A	X	A	X
Active Living Hennepin Communities	Bradley Schaeppi	Kelly O'Dea		V	X
MINNETONKA AREA ORGANIZATIONS					
Bennett Family Park Board	N/A	Darin Ellingson ^L		V	X
Charter Commission	Brad Wiersum ^M	Corrine Heine ^L		O	X

Economic Development Advisory Comm (EDAC)	Deb Calvert ^L , Kissy Coakley ^A	Alisha Gray ^L , Julie Wischnack ^A	X	A	X
Glen Lake Golf Course Operating Committee	N/A	Kelly O'Dea			X
Hopkins SD Schools/Cities	Brad Wiersum ^{EX}	Mike Funk ^{EX}		EX	X
Hopkins Schools & Communities in Partnership	Rebecca Schack	Alisha Gray		O	X
Minnetonka Family Collaborative (SD #276)	Deb Calvert	Alisha Gray		O	X
Minnetonka Fire Fighters Relief Association	Brad Wiersum ^M	John Vance ^{EX} , Darin Nelson ^M	X	EX/A	X
Minnetonka SD Schools/Cities	Brad Wiersum ^{EX}	Mike Funk ^{EX}		EX	X
Minnetonka SD Tonka Cares	Brad Wiersum	Vacant		V	X
Music Association of Minnetonka (MAM)	N/A	Kelly O'Dea ^M	X	UT	X
West Hennepin Affordable Housing Land Trust	Brad Wiersum ^M	Julie Wischnack ^L , Alisha Gray ^A		O/UT	X
Partners for Healthy Kids	Bradley Schaeppi	Alisha Gray		O	X

Revised March 1, 2023

Notes:

- A Indicates person is an alternate to the person designated for the organization, either as an alternative voting member or alternate liaison.
- EX Indicates the person is an ex-officio member of the organization – i.e., serves by virtue of the person's office
- L Indicates person is a designated, non-voting liaison or point of contact.
- M Indicates person is a voting member of the organization.

1 When this column is marked, it indicates that city council or staff representation is required by law, joint powers agreement or other agreement. Unless noted otherwise, the person identified is a voting member.

2 Appointing authority. Key: A= appointment is made annually by council; EX= member serves ex-officio, by virtue of office; UT = member is serving unexpired term; council makes appointment when term expires; O = organization, not city council, makes appointment; V = voluntary participation.

3 Conflict of interest: when X is checked, it means that the council recognizes that the council person or staff person is serving on the committee or organization as a representative of the City of Minnetonka, for purposes of the city's code of ethics.

Notes:

- Removed Hopkins SD One Voice - inactive
- Removed Juvenile Diversion - inactive
- Removed Caring Youth Awards Committee - not involved anymore
- Removed Hopkins Community Ed Advisory Council - informal group
- Removed Minnetonka Community Ed Advisory Council - informal group
- Removed SW Twin Cities Beyond the Yellow Ribbon - not involved anymore
- Removed Lake Minnetonka Area Mayors Group - informal group