

**Agenda
City of Minnetonka
City Council Study Session
Monday, September 11, 2023
6:30 PM
Minnehaha Room**



1. Call to Order
2. Introductions/Roll Call
3. Business Items:
 - A. Update on zoning code review
 - B. Storm water utility rates
 - C. October study session - topics and date
4. Adjournment

The purpose of a study session is to allow the city council to discuss matters informally and in greater detail than permitted at formal council meetings. The council may provide direction to staff but does not make formal decisions at study sessions. Members of the public are welcome to attend and listen, but the council does not take comments from the public.

**City Council Agenda Item 3.A
Meeting of September 11, 2023**



Title: Update on zoning code review

Report from: Susan Thomas, AICP, Assistant City Planner

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

Presenter: Julie Wischnack, AICP, Community Development Director

Action Requested: Receive the update.

Summary Statement

Using the Livable Communities Act grant received in 2022, the city has engaged [Zone Co](#) to analyze the zoning ordinance. Ultimately, Zone Co will provide a diagnostic report to the city, outlining areas of code/comprehensive plan conflict and a "menu" of possible solutions to eliminate these conflicts and make the ordinance more efficient, effective, and user-friendly.

Strategic Profile Relatability

Livable & Well Planned Development

The review and diagnostic process is important to ensure the zoning ordinance is aligned with community values.

Background

Update

- **Evaluation Process.** ZoneCo has been completing an in-depth review of the comprehensive plan and zoning ordinance. Each ordinance standard is being evaluated/scored as to whether it supports or does not support the goals of the comp. plan. In addition, ZoneCo is reviewing the ordinance for usability, considering things such as organization, use of tables/matrixes, and plain language.
- **Interviews and Surveys.** As part of its analysis process, ZoneCo interviews people who engage with the ordinance and comprehensive plan. This includes city staff, commissioners, and developers / brokers. Staff provided contact information for all planning commissioners, city council members, and ten developers / brokers. This group included single-household, multi-household, and affordable housing developers, as well as commercial developers and brokers. Some of those on the list have had projects approved in the community, and others have had projects denied. In mid-August, Katherine Westaby — the city's ZoneCo project manager — visited Minnetonka. She toured the community with staff and met individually with various participants. Virtual / phone interviews with others continue. An online survey was recently finalized; this will be sent to commissioners and council members soon. ZoneCo will provide a summary of the interview and survey results; individuals' names will not be provided with responses.

Next Steps

Over the next several weeks:

- Interviews and surveys will be completed and a summary provided to staff;
- “Scoring” of the existing zoning ordinance will be completed; and
- A draft diagnostic report will be provided to city staff in October/November.

Over the next few months:

- Review and discuss the proposed livable community’s policy outcomes.
- Review current zoning map and possible zoning map changes.
- Prepare final zoning code assessment matrix.
- Prepare and deliver a draft Diagnostic Report to the city.
- In-Person presentation of Diagnostic Report in a joint meeting of the city council and planning commission.
- Revise the Diagnostic Report
- Deliver the final Diagnostic Report to the city

Discussion Questions

What questions or feedback does the council have for the zoning diagnostic project?

**City Council Agenda Item 3.B
Meeting of September 11, 2023**



Title: Storm water utility rates

Report from: Sarah Schweiger, P.E., Water Resources Engineer

Submitted through: Phil Olson, P.E., City Engineer
Chris Long, P.E., Assistant City Engineer
Leslie Yetka, Natural Resources Manager
Will Manchester, P.E., Public Works Director
Corrine Heine, City Attorney
Mike Funk, City Manager

Presenter: Will Manchester, P.E., Public Works Director

Action Requested: Discussion and provide feedback.

Summary Statement

The city council adopted the 2023 Utility Rates at the Dec. 5, 2022, council meeting. During this meeting, a resident provided feedback and comments in regards to the storm water rates, which generated additional discussion by council and desire to discuss further at a future work session. The purpose of this item is to provide information to council regarding storm water utility fees, existing infrastructure and future storm water expenses, as well as staff recommendation for requests for potential incentives and/or education while continuing to provide adequate funding for this essential city infrastructure.

Strategic Profile Relatability

Infrastructure & Asset Management

Preserving the city's storm water utility infrastructure system is vital to providing basic services to the city's residents and businesses.

Background

See attached report.

Discussion Questions

- Does council support a "user based" storm water utility rate fee structure as per the current policy?
- Does council wish to consider an increase to the storm water fee from the proposed 3% increase to 3.8% increase to fund a water quality project incentive program?

ATTACHMENTS:

[Attached_Report](#)
[Storm Water Utility Rates](#)
[2022-12-05 Minutes](#)
[2003-01-27 Agenda Packet](#)

Financial Consideration

Is there a financial consideration? Yes

Statement: Annually, the city council authorizes rates for various utilities including storm water utility rates. Storm water rates are determined based on a number of sources including city infrastructure costs, rate comparison review/studies, industry indexes and investment rates. Enacting these new rates ensures utility enterprises will have sufficient funding to support capital and operating needs.

Establishment of Storm Water Utility Fees

On Jan. 27, 2003, the city council adopted a resolution approving a council policy for the establishment of a storm water utility. The policy states that council will, from time to time, by resolution, establish a basic system rate that will be used in determining the storm water fees to be charged against each parcel of land within the city of Minnetonka. The basic rate is the same rate charged to residential parcels. Prior to the adoption of the storm water utility fees, storm water projects were funded via assessments.

Funding on the utility concept is “user based” whereby the fee for an individual parcel is determined by the amount of runoff produced. Areas that produce higher amounts of storm water runoff such as commercial/ industrial areas pay a higher fee. The exception to this rule is with single-family residential properties, where all lots are considered to be equal size and have a standard basic rate. Exemptions from the rates include the following: public rights-of-way, private roads, wetland and public waters, city-owned property and conservation easements.

For ease of implementation and fairness, storm water utilities charge all residential lots the same amount. For example, in Minnetonka’s situation, the standard lot size is 22,000 square feet. Lot sizes may vary with some lots being slightly over and some lots under this size. Therefore, to make the implementation of a storm water utility far less cumbersome and time consuming for staff, residential lots are assigned the same basic rate. Further, there are a number of factors that go into storm water runoff, including topography, site features, and soil conditions to name a few. The size of lots can be the same; however, these factors contribute to varying runoff levels, and in an effort to be fair, the policy was developed with one residential fee.

Background

The City of Minnetonka has a long history of making decisions with the long-term in mind. Each year, staff analyzes the operating and infrastructure needs of the city’s water, sewer, recycling and storm water utility enterprises during its development of the Capital Improvements Program (CIP) and budget cycles. As part of that analysis, staff estimates costs and forecasts revenues for at least the next five years. The first year, of these five-year enterprise plans, is codified in the next year’s budget, which the council reviews during several meetings in the summer and fall, and then adopts the final budget in December. Any changes in utility user rates and fees needed to enact the budget are discussed at a public hearing in December; fees are approved in December and are effective for billing the following year.

Current Storm Water Utility Fees

The city's storm water utility fee funds the city's storm water management system. This system protects and improves water quality, prevents erosion and flooding, and preserves our natural surface waters. The storm water utility fee also funds the construction of new and reconstructed storm water infrastructure and provides funding for operational costs such as engineering staff and compliance with state permit requirements. For example, the city's current Capital Improvement Plan (CIP) includes multiple storm water expenses with the next CIP cycle 2024-2028 proposed at \$8,166,600. In 2022-2023, the Tonka-Woodcroft reconstruction project included \$4.6 million in storm water costs, and the upcoming 2024-2028 CIP proposes funding for storm water infrastructure improvements such as mill and overlays, high-risk repairs (risk assessment), water quality, watershed modeling, pond rehabilitation and storm sewer lift station improvements.

The storm water utility fee also funds numerous operational costs. Some of these costs include storm sewer repairs completed by public works staff, fleet costs for public works vehicles associated with storm water maintenance, and consulting services to assist with development review and design for small projects. The fee also covers costs associated with compliance with the Minnesota Pollution Control Agency's (MPCA) Municipal Separate Storm Sewer System (MS4) permit and funding for engineering staff including the water resources engineer, the assistant city engineer and seasonal water resources interns.

Current storm water utility fees for residential, commercial, multi-family and other types of properties are listed in the table below. The basic rate for residential properties is currently just under \$8 a month and the storm water utility fee rate is based on a residential equivalent factor for different land uses.

2023 Minnetonka Storm Water Utility Fees

Classification	Description	2023 Rate
1	Open Space, Golf Courses, Undeveloped	\$3.59/acre/month
2	Single-Family and Two/Three-Family Residential	\$7.97/unit/month
3	Churches, Schools, and Government Buildings	\$21.52/acre/month
4	Apartments, Condos, and Railroad R/W	\$23.92/acre/month
5	Commercial and Industrial	\$60.24/acre/month

The current annual revenue of the storm water utility fee is approximately \$3,000,000. The current five-year fund balance expense projections do not allow for additional expenditures without an increase to revenue.

Many Minnesota cities have implemented storm water utilities using this type of funding procedure. Minnetonka storm water utility rates are in the upper half of surveyed cities and the

higher rates are due to large capital projects and aging infrastructure, without the use of assessments. A storm water utility graph showing rates of cities across the metro is attached.

Incentives and Education

As per the above, the city's storm water fees have been established using a "user based" system. Areas that produce higher amounts of storm water runoff such as commercial/ industrial areas pay a higher fee. Residential properties each pay a lesser, standard amount.

Over the past several years, council has received resident feedback from a few residents asking the city to reevaluate storm water fees and incorporate a merit-based system as a way to incentivize property owners to complete best management practices on their properties.

While staff agrees that offering a reduced storm water utility fee may encourage private property owners to go above and beyond in their storm water management efforts, city expenses for storm water management will not decrease. Lowering the fee for some residents would mean increasing the fee for others to cover the existing expenses. Additionally, managing a merit-based system for storm water fees would be more cumbersome from a tracking and billing standpoint.

Next Steps

Staff recommends continuing with the "user based" system versus a change to a merit-based system; however, would propose to enhance education and outreach as well as continue to provide cost-share funding during reconstruction projects for storm water best management practices (BMP) that go above and beyond city and watershed requirements.

The city currently offers a couple of incentive opportunities for private property owners to expand storm water management on their property. The city's most recent neighborhood reconstruction projects have included an opportunity for properties within the project area to receive a free rain garden in coordination with the project. These rain gardens are located outside of the right-of-way and are designed and constructed by the city. Long-term maintenance of the rain gardens is the responsibility of the property owners.

For example, the 2021 Groveland-Bay neighborhood reconstruction project saw initial interest from 20 property owners for a rain garden and ultimately three were constructed. The 2022-2023 Tonka-Woodcroft neighborhood reconstruction project received initial interest from 15 residents and is on track to construct five by the completion of the project. It is important to note that some properties may not be suitable for a BMP such as a rain garden due to poor soils, utilities, trees or other infrastructure conflicts.

On a broader scale, in 2023 the natural resources division rebranded the Resilient Minnetonka program to engage residents in resilient landscaping practices, such as turf removal, invasive species removal, native plantings, raingardens, wetland buffers, etc. Property owners who participate are given educational resources, can sign up for technical assistance and can apply for monetary incentives to take action on their own property. So far this year, 47 property owners have participated to date, with more expected this fall.

Staff plans to continue to offer free rain gardens to interested residents in coordination with street reconstruction projects and target Resilient Minnetonka marketing to those

neighborhoods. Staff also plans to offer additional education about the benefits of rain gardens and how to maintain them in coordination with street reconstruction projects.

Alternative Consideration

If council would like to further expand water quality incentive programs, a BMP grant program could also be considered by expanding the existing Resilient Minnetonka program to include more incentive opportunities. Four of Minnetonka’s comparable cities offer grants to residents who want to incorporate water quality BMP’s into their landscaping. The following table shows what Minnetonka’s comparable cities are offering for BMP incentive programs. Minneapolis and Roseville are also listed, because those cities do have a credit program.

Incentive Programs				
		Storm water Utility Credit program?	Water Quality Project Incentive Program?	Residential BMP Funding Amount
Comparable Cities	Brooklyn Park			
	Edina			
	Plymouth			
	Lakeville			
	St. Louis Park		✓	up to \$1,500 - \$3,000
	Woodbury			
	Eden Prairie		✓	up to \$2,000
	Burnsville		✓	up to \$1,000
	Blaine			
	Apple Valley		✓	up to \$500
	Eagan			
	Maple Grove			
	Bloomington			
	Minneapolis	✓		
	Roseville	✓		

If Minnetonka wants to provide more incentive opportunities, expanded funding would be needed to allow for additional technical assistance and grant opportunities for water quality projects (i.e. rain gardens, wetland buffers). To be eligible for the incentive program, the BMP would need to be above and beyond improvements required due to redevelopment. All property owners in Minnetonka would be eligible to apply for the expanded program with exact details to be finalized if there is support from council. Staff estimates that \$25,000 annually would be reasonable for a sustainable program.

Funding

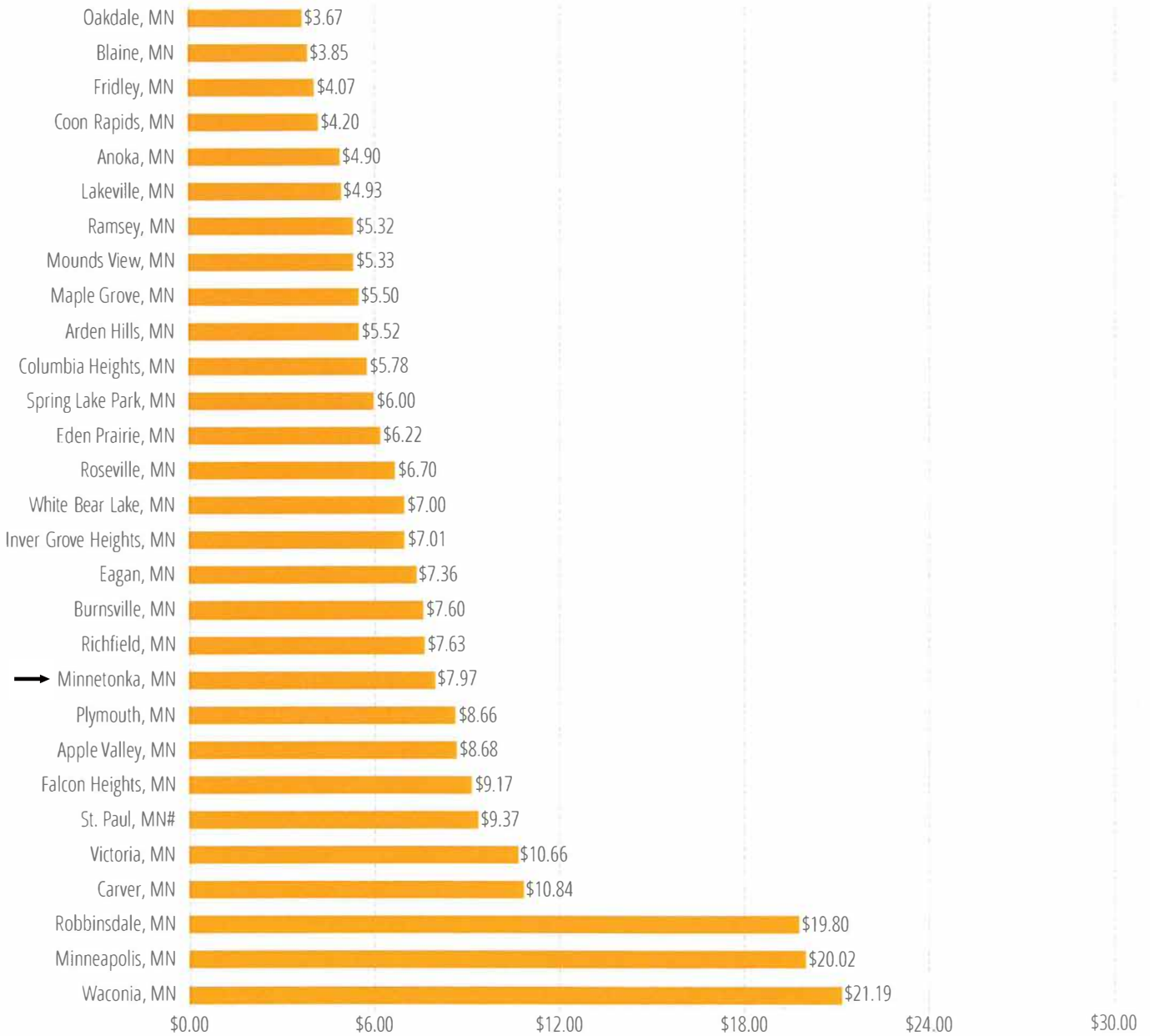
The storm water rate is projected to increase three percent for 2024, which is needed to maintain the city’s current expenditures. To expand the Resilient Minnetonka program with

\$25,000 of additional funding, an additional 0.8% increase to the storm water fee would be needed. See the table below for what the updated rates would be in each scenario.

Storm Water Utility Fees with Water Quality BMP Incentives (monthly)				
Classification	Description	2023 Rate	Proposed 2024 Rate (3.0% increase)	Proposed 2024 Rate plus BMP Incentive Program (3.82% increase)
1	Open space, Golf Courses, Undeveloped	\$3.59/acre	\$3.69/acre	\$3.72/acre
2	Single-Family and Two/Three-Family Residential	\$7.97/unit	\$8.21/unit	\$8.27/unit
3	Churches, Schools, and Government Buildings	\$21.52/acre	\$22.16/acre	\$22.34/acre
4	Apartments, Condos, And Railroad R/W	\$23.91/acre	\$24.63/acre	\$24.82/acre
5	Commercial and Industrial	\$60.25/acre	\$62.06/acre	\$62.55/acre

Public works is currently working with a consultant to complete an asset management study to ensure that infrastructure replacement is adequately funded in the future. This study includes water resources. It is expected that the study will show that additional funding is needed to pay for ongoing storm water expenses due to rising construction costs. The report will be complete in 2024.

MINNEAPOLIS/ST. PAUL METRO



TYPICAL MONTHLY RESIDENTIAL STORMWATER UTILITY BILL (\$)

**Minutes
Minnetonka City Council
Monday, December 5, 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, Deb Calvert, Bradley Schaeppi, Brian Kirk and Brad Wiersum were present.

Council Member Kissy Coakley (excused) was absent.

4. Approval of Agenda

Calvert moved, Kirk seconded a motion to accept the agenda with addenda to Items 11.A and 14.A. All voted "yes." Motion carried.

5. Approval of Minutes:

A. November 29, 2022 regular meeting minutes

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

6. Special Matters: None.

7. Reports from City Manager & Council Members

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

Calvert extended her best wishes and good thoughts to the Minnetonka firefighter who was injured on the job.

8. Citizens Wishing to Discuss Matters not on the Agenda

Cathy Fisher, 3004 Tonka Drive, questioned where she could get a copy of the agenda. Wiersum reported printed copies of the agenda were available at the back of the council chambers.

9. Bids and Purchases: None.

10. Consent Agenda – Items Requiring a Majority Vote:

Wilburn requested Item 10.D be pulled from the Consent Agenda for further discussion.

A. General services agreements with consulting engineering firms for the period of 2023-2025

Schack moved, Calvert seconded a motion to authorize the mayor and city manager to enter into the agreements. All voted “yes.” Motion carried.

B. Resolution for the water treatment plant #15 chemical room improvements project

Schack moved, Calvert seconded a motion to adopt Resolution 2022-108. All voted “yes.” Motion carried.

C. Resolution to adjust 2023 non-union employee salaries and benefits

Schack moved, Calvert seconded a motion to adopt Resolution 2022-109. All voted “yes.” Motion carried.

D. Council reimbursement for travel expenses

Wilburn stated she would be abstaining from voting on this item.

Schack moved, Calvert seconded a motion to approve councilmember’s travel and expenses. Schack, Calvert, Schaeppi, Kirk and Wiersum voted “yes.” Wilburn “abstained”. Motion carried.

11. Consent Agenda – Items requiring Five Votes:

A. Applications for renewed liquor licenses for 2023

Kirk moved, Calvert seconded a motion to approve the license renewals. All voted “yes.” Motion carried.

12. Introduction of Ordinances: None.

13. Public Hearings:

A. 2023 utility rates and related items

Finance Director Darin Nelson gave the staff report.

Wiersum opened the public hearing.

Dr. Dennis Yockers, 3648 Hazelmoor Place, expressed concern with the fact the council's agenda was not posted on the city's website. He encouraged the city to communicate more clearly with the public. He commented on the city's stormwater management fees noting in January of 2019 he appeared before the council commenting on the city's stormwater practices. He recommended the city reevaluate its fees in order to recognize the efforts of residents, businesses and churches that incorporate best management practices. He stated the council went on record supporting his concerns regarding stormwater management, but it was too late to do anything regarding stormwater management fees. He was told this would be addressed in 2019.

Mr. Yockers noted he sent an email to the staff and the council in August of 2019 regarding stormwater management and the fee structure. He explained he received a response from the mayor on September 6, 2019 and the mayor stated the stormwater fund was underfunded and the city has far more work than the revenue stream allows the city to complete. The mayor stated the continual task was to prioritize and make hard choices and making a merit based fee schedule would increase the complexity of managing the city's stormwater system and would yield an increase thereof. He indicated the mayor reported the city has seen very little demand for revamping the stormwater fee system and for these reasons and others the city was not interested in making a change to its current methodology for stormwater management.

Mr. Yockers reported he came before the council again on September 16, 2019 and provided ideas regarding stormwater management practices and its fee structure. He explained he shared his correspondence with the city and asked the city to take a more in depth look at its efforts regarding water resource management and best management practices involving its citizens. He stated three years have since past and the city was now proposing yet another increase to its stormwater utility fees. He understood the need for the increase, but encouraged the city to have an effective stormwater management program that incorporates best management practices for its citizens.

Mr. Yockers believed residents should be encouraged to incorporate water resources management strategies on their properties. He commented on the native plantings that were incorporated into recent street improvement projects and stated only a handful of residents participated. He questioned why residential land owners were deciding not to incorporate best management practices into native plantings. He explained property natural resources was the key component to overall stormwater management. He urged the city council to

again, reconsider a merit based system for stormwater utility fees in order to encourage residents to incorporate best management practices. He commented further on how Roseville and Minneapolis address stormwater utility fees by offering incentives. He suggested the City of Minnetonka do the same.

Robert Antonovich, 17420 Bay Lane, stated he has lived in his home since June of 1975 and reported his home was a 1950's rambler. He noted he purchased his home for \$31,100 and he raised his three children in this home. He discussed the historical values of his home noting it was now valued at \$420,000. He explained this was a 21% increase over the previous year, which meant his taxes would be \$5,278. He discussed how inflation and rising costs were impacting himself and families in the community. He believed that city spending and expenditures were out of control.

Ellen Cousins, 4531 Greenwood Drive, thanked Dr. Yockers for sharing his concerns regarding the city's stormwater utility program. She suggested the city not put additional programs into the utility rates, such as the buckthorn removal program, in 2023. She recommended this program be deferred in order to assist with rate increases for next year.

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

Calvert thanked Dr. Yockers for sharing his concerns. She explained the costs the city was working to recover for utilities was to cover fixed costs. She supported the city continuing to explore best management practices at a future worksession meeting. She commented on the proposed buckthorn removal program and noted the invasive water species program had already been deferred by the city. She discussed how the buckthorn program would benefit mostly homeowners and not renters. She commented on the amount of staff time this new program would take and stated she was struggling to support this new program. While she understood there was a need to remove buckthorn, she suggested community education be pursued, along with other natural resources priorities versus starting a new program.

Schaepfi thanked Dr. Yockers for sharing his information and perspective with the council. He appreciated how Dr. Yockers saw the residents of Minnetonka as assets and looked forward to continuing discussions on stormwater management going into 2023.

Kirk stated when the council reviewed the buckthorn removal program in the study session, he recalled the council was split on this issue. He estimated this program would cost \$1 per year per resident in Minnetonka. He understood the council was struggling with this new program because it would cost taxpayer dollars and time. He explained the council has heard repeatedly from residents

that buckthorn was a concern and for this reason, the majority of the council supported additional buckthorn removal at \$1 per household. He stated there was a lot that could be said about stormwater management and noted he struggled with requesting property owners taking on more than they can handle. He stated more often than not wildflower gardens that have been planted, returned to turf because they were not properly managed. He indicated he supported the city leaning into more education efforts and stated in the future it may make sense to have an incentive program. He reported he would be supporting the proposed buckthorn program being a part of the utility fees.

Schack moved, Kirk seconded a motion to hold the public hearing and adopt Resolution 2022-110, Resolution 2022-111, Resolution 2022-112, Resolution 2022-113 and Resolution 2022-114.

Wiersum stated he appreciated Dr. Yockers input and stated these comments were important. He noted the council was always looking for ways to do things better in the City of Minnetonka, while being responsible with taxpayer dollars. He discussed how the council had to be prudent when exercising judgement when making decisions that impact the overall community. He reported the stormwater utility fee was put in place in 2003 and it was controversial at the time.

All voted "yes." Motion carried.

14. Other Business:

A. Items related to the 2023 operating budget and levies

City Manager Mike Funk and Finance Director Darin Nelson gave the staff report.

Calvert commented on the proposed increases for the median value homeowner. She requested further information related to the retirement costs for police officers. Funk discussed the overlapping costs and expenses for retiring police officers.

Calvert asked for additional information on the general fund stabilization fund. Funk explained this portion of the budget had to do with CARES and ARPA funds being used for capital or technological improvements.

Schaepfi discussed the growth of the levy over the past seven years. He questioned what had fundamentally changed to lead to such large increases over the past three years. Funk reported the last three years there has been staffing additions, which has led to the majority of the increases. He commented further on how union contracts and inflation have driven the budget, along with the city's commitment to natural resources.

**Minnetonka City Council Agenda Item #13A
Meeting of January 27, 2003**

Brief Description: Items pertaining to establishing a storm water utility:

1. Resolution approving a storm water utility policy
2. Public hearing and resolution establishing storm water utility fees
3. Resolution amending the storm water improvement policy

Recommended Action:

1. Motion to adopt the resolution
2. Hold the public hearing and motion to adopt the resolution
3. Motion to adopt the resolution

Background

On several previous occasions, council has discussed alternative funding sources for items related to storm water management and maintenance. Based on direction received from council, staff has been developing a storm water funding structure based on the utility concept. The utility concept has been recognized by the State of Minnesota as a fair and equitable means of collecting fees for costs related to storm water management, and as such, enabling legislation was passed approximately 20 years ago allowing cities to create storm water utilities.

Funding on the utility concept is “user based” whereby the fee for an individual parcel is determined by the amount of runoff produced. Areas that produce higher amounts of storm water runoff such as commercial/ industrial areas pay a higher fee. The exception to this rule is with regards to single-family residential properties.

For ease of implementation and fairness, all storm water utilities assume that all typical residential lots are the same size and generate the same amount of runoff. For example, in Minnetonka’s situation, the standard lot size is 22,000 square feet. We all know that very few lots are exactly this size with most lots being slightly over or under this size. Therefore, to make the implementation of a storm water utility far less cumbersome and expensive, residential lots are assigned the same basic rate.

Many Minnesota cities have implemented storm water utilities using this type of funding concept. The implementation has been typically done by the city adopting an ordinance.

In Minnetonka's case, the city already has an existing ordinance that allows the city to collect fees for storm water management in accordance with state statutes. The ordinance further states that storm water charges will be established by a uniform policy adopted by the council. Staff has therefore prepared a policy for council's consideration.

Several documents are attached for council's review. One document contains frequently asked questions regarding Minnetonka's proposed storm water utility policy. This document was created for inclusion on the city's web site, and to be used as a handout at the January 14 informational meeting and for residents requesting additional information. The other documents attached to this report illustrate a comparison of storm water fees charged by other cities, and summaries of proposed fees for school district and county properties. The school districts and county have received copies of this information.

An informational meeting was held on January 14 regarding the proposed storm water utility. Nine residents attended; most were in favor of the utility.

Issues

- **Should a storm water utility be established?**

Yes. This dedicated revenue source will enable Minnetonka to provide improved flood protection, storm water system maintenance, water quality protection, erosion and sediment control, improved lake water quality and wetland/resource protection. The utility is a fair and equitable means of assessing charges because it is based on the amount of runoff generated by individual parcels.

- **Is \$2.50 a reasonable monthly rate for residential properties?**

Yes. The attached fee summary indicates that the average monthly charge for the fourteen cities surveyed was \$3.60 per month. Minnetonka's proposed fee of \$2.50 per month is well below the average.

The fees proposed by staff would generate approximately \$900,000 per year. This amount would be sufficient to fund the storm water projects that are currently identified in the city's Capital Improvements Program.

If council agrees with staff's analysis of the issues and desires to implement a utility, there are three actions that council must undertake; adopt a policy, establish the fees, and amend the existing storm water improvement policy. The latter is a housekeeping matter that basically removes the old storm water funding mechanism from the policy and inserts the new utility.

Recommendation

1. Adopt the attached resolution approving a storm water utility policy.
2. Adopt the attached resolution establishing storm water utility fees.
3. Adopt the attached resolution amending the storm water improvement policy.

Submitted through:

John Gunyou, City Manager

Originated by:

Lee Gustafson, P.E., Director of Engineering

RESOLUTION NO. 2003-

RESOLUTION APPROVING A COUNCIL POLICY FOR A STORM WATER UTILITY

BE IT RESOLVED by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

- 1.01. The City Council has previously determined that a dedicated revenue source is needed for items related to flood protection, storm water system maintenance, water quality protection, erosion and sediment control, improved lake water quality and wetland/ resource protection.
- 1.02. Storm water utilities have been recognized by the State of Minnesota as a fair and equitable means of collecting fees for these purposes.
- 1.03. The City of Minnetonka has an existing ordinance that allows the city to collect fees for storm water management and maintenance provided that they are collected in accordance with State Statutes governing storm water utilities and in accordance with a uniform policy adopted by the City Council.
- 1.04. The City Council, upon recommendation from the City Manager and city staff, deems it proper and in the public interest to establish a storm water utility policy.

Section 2. Council Action.

- 2.01 The Council Policy for a storm water utility is hereby approved.
- 2.02. Such policy shall be attached to the original copy of this resolution to become a permanent part of the file of City Council Policy Statements.

Adopted by the City Council of the City of Minnetonka, Minnesota, on January 27, 2003.

Karen J. Anderson, Mayor

ATTEST:

Laura Ronbeck, Deputy 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 January 27, 2003

Laura Ronbeck, Deputy City Clerk

RESOLUTION NO. 2003-

RESOLUTION ESTABLISHING STORM WATER UTILITY FEES

BE IT RESOLVED by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

- 1.01. On January 27, 2003 the City Council adopted a resolution approving a council policy for the establishment of a storm water utility.
- 1.02. The policy states that council will, from time to time, by resolution establish a basic system rate that will be used in determining the storm water fees to be charged against each parcel of land within the City of Minnetonka.
- 1.03. The City Council, upon recommendation from the City Manager and city staff, deems it proper and in the public interest to establish such rate.

Section 2. Council Action.

- 2.01. The basic system rate shall be \$2.50, and shall become effective for billings prepared on or after January 28, 2003.

Adopted by the City Council of the City of Minnetonka, Minnesota, on January 27, 2003.

Karen J. Anderson, Mayor

ATTEST:

Laura Ronbeck, Deputy 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

Laura Ronbeck, Deputy City Clerk

RESOLUTION NO. 2003-

RESOLUTION AMENDING THE STORM WATER IMPROVEMENT POLICY

BE IT RESOLVED by the City Council of the City of Minnetonka, Minnesota as follows:

Section 1. Background.

- 1.01. The City Council has previously determined that a new dedicated revenue source is needed for improvements identified within the existing Storm Water Improvement Policy.
- 1.02. Storm water utilities have been recognized by the State of Minnesota as a fair and equitable means of collecting fees for these purposes.
- 1.03. On January 27, 2003 the City Council adopted a resolution approving a council policy for the establishment of a storm water utility.
- 1.04. Using the storm water utility as the funding mechanism for improvements identified within the Storm Water Improvement Policy requires the existing policy to be amended.

Section 2. Council Action.

- 2.01. Amendments to the Storm Water Improvement Policy are approved.
- 2.02. Amended policy shall be attached to the original copy of this resolution to become a permanent part of the file of City Council Policy Statements.

Adopted by the City Council of the City of Minnetonka, Minnesota, on January 27, 2003.

Karen J. Anderson, Mayor

ATTEST:

Laura Ronbeck, Deputy 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 January 27, 2003.

Laura Ronbeck, Deputy City Clerk

1205.010. Storm Sewer Costs.

Every property owner in the city has the obligation to pay a proportionate share of the costs of the construction, reconstruction, repair, enlargement, improvement, maintenance, operation, and use of the storm sewer systems in the city that accommodate stormwater from the owner's property. This may be accomplished through the imposition of storm sewer utility charges. Storm sewer charges will be established by the council through a uniform policy, in compliance with Minn. Stat. § 444.075. The charges will be collected under city code section 1200.030.

Minnetonka Stormwater Utility

Questions & Answers

In January 2003, the City of Minnetonka will consider initiating a Stormwater Utility. The Utility would begin to charge all Minnetonka property owners a fee for stormwater management. This Q&A addresses questions about the utility, the proposed new fee, and Minnetonka's Stormwater Management Program.

Why does the City of Minnetonka want to create a Stormwater Utility?

The City needs a continuous, dedicated funding source to meet growing stormwater management needs. The City is required to address new state and federal regulations regarding protecting and improving the quality of the surface water within the City. We also need to address issues regarding existing surface water problem areas. This dedicated revenue source will enable Minnetonka to provide improved flood protection, stormwater system maintenance, water quality protection, erosion and sediment control, improved lake water quality and wetland/resource protection.

Why is more funding needed for storm sewer maintenance and improvements?

Much of Minnetonka's storm sewer system was built decades ago when the community was smaller. This system is often undersized in comparison to today's standards, and does not always provide protection from large storm events. The result has been street flooding, and some yard and basement flooding during heavy rainfalls.

How much would the Stormwater Utility fee be for a single-family home?

All single-family and two/three-family Minnetonka homes would pay \$2.50/month (\$30.00/year) regardless of lot size. Fees for other property types would be based on the amount of runoff from a property, not on the value of the property. The more runoff created by the property due to its type or size, the greater the impact on the stormwater system, and therefore the greater the charge. Commercial and industrial lots will pay more, due to their higher runoff rates. For a list of charges by property type, see the chart on the next page.

How would the rates on other properties be calculated?

The fees are based on the amount of stormwater generated by various types of properties. For example, commercial buildings with large parking lots will generate more stormwater runoff than a small retail building with on-street parking, therefore it will pay a higher fee. Fees for non-residential properties, and residential properties larger than a three-family, will pay a fee based on their acreage and property use.

Do other cities in Minnesota have Stormwater Utilities?

Yes. Below is a partial list of other cities that currently have a stormwater utility system, and the list is growing yearly. There is also a national trend for adopting a utility due to increased community needs. The ordinance that Minnetonka is using is based on the Model Ordinance used by most Minnesota cities. Other Minnesota cities using a Stormwater Utility include:

- Roseville
- Bloomington
- Eagan
- Edina
- Eden Prairie
- Delano
- Robinsdale
- Oakdale
- New Hope
- Richfield
- Golden Valley
- Hopkins
- Excelsior
- St. Paul
- Fridley
- Shakopee
- Wayzata
- Chanhassen
- Shorewood
- Apple Valley
- Crystal
- Lakeville
- Mound
- Plymouth
- St. Louis Park
- Long Lake

When will property owners begin to be assessed the Stormwater Utility fee?

It is proposed to initiate the utility in January. The stormwater charge will appear on commercial utility bills issued at the end of January. The fee will first appear on quarterly utility bills for single-family residential properties beginning the end of March, depending on the billing cycle.

How will the fees be collected?

The fees will be collected with your city utility bill just as your sanitary sewer and water charges are now collected.

How does the proposed Stormwater Utility fee for Minnetonka homeowners compare with the fee charged in other communities?

A survey completed of fourteen Minnesota communities in 2003 noted an average fee of \$43.20 per year. The fees in the survey ranged from approximately \$12 to almost \$88 per year. Minnetonka is proposing a 2003 rate of \$30 per year

Since rates vary by property type and size, how can I find out what fee would be charged for my property?

You can ask City staff at the Open House on Tuesday, January 14 from 5 to 7 p.m. at the Community Center. You may also call the Engineering Department at 952-939-8236.

If I've previously paid a storm water assessment (utility charge) for a project, why do I have to pay additional fees?

Over the past 3-4 decades, many Minnetonka property owners have paid storm water utility charges relating to specific storm sewer improvement projects. Most of these projects were constructed to address local flooding, issues. New state and federal regulations relating to protecting and improving the quality of surface water within the City need to be addressed. The City also needs to continue addressing issues regarding existing surface water problem areas. Since all properties within Minnetonka continue to generate storm water runoff that effect these issues, a mechanism to fund these costs is needed.

Will there be an opportunity for public input prior to the city council establishing the utility?

Yes. The City Council will allow public input at the City Council meeting on January 27, 2003.

What happens if the Stormwater Utility is not approved?

The items proposed to be completed with these revenues still need to be done to meet environmental and safety needs, and state and federal regulations. Costs associated with this work as well as costs for stormwater projects would have to be added to the overall debt of the City if this utility is not approved. Since these costs would be paid from the City's General Fund, property taxes would have to increase.

Proposed Minnetonka Stormwater Utility Fees for 2003

Classification	Description	Rate
1	Open Space, Golf Courses, Undeveloped	\$1.13/acre/month
2	Single-Family, and Two/Three-Family Residential	\$2.50/unit/month
3	Churches, Schools, and Government Buildings	\$6.75/acre/month
4	Apartments, Condos, and Railroad R/W	\$7.50/acre/month
5	Commercial and Industrial	\$18.90/acre/month

Informational Open House

Minnetonka Community Center Council Chambers, **Tuesday, January 14, 2003 from 5 to 7:00 p.m.**

Public Hearing

Minnetonka Community Center Council Chambers, **Monday, January 27, 2003 at 6:30 p.m.**

2003 Residential Stormwater Utility Rates

City	Per Month	Per Year
Bloomington	\$ 7.29	\$ 87.48
Golden Valley	\$ 6.33	\$ 75.96
Savage	\$ 4.75	\$ 57.00
New Hope	\$ 4.05	\$ 48.60
Hopkins	\$ 4.00	\$ 48.00
Apple Valley	\$ 3.98	\$ 47.76
Brooklyn Center	\$ 3.95	\$ 47.40
Plymouth	\$ 3.25	\$ 39.00
Richfield	\$ 3.02	\$ 36.24
Wayzata	\$ 2.81	\$ 33.72
Minnetonka (proposed)	\$ 2.50	\$ 30.00
Eagan	\$ 2.26	\$ 27.12
St. Louis Park	\$ 2.00	\$ 24.00
Chanhassen	\$ 1.67	\$ 20.04
Eden Prairie	\$ 1.00	\$ 12.00
Average (excluding Minnetonka)	\$ 3.60	\$ 43.20

Hopkins School District Property

Proposed Storm Water Utility Fees

Name	Address	Monthly Fee	Annual Fee
Gatewood Elementary	14900 Gatewood Drive	\$ 87.03	\$ 1,044.36
Glen Lake Elementary	4801 Woodridge Road	\$ 94.26	\$ 1,131.12
Hopkins North Junior High	10700 Cedar Lake Road	\$ 191.81	\$ 2,301.72
Hopkins Senior High	2400 Lindbergh Drive	\$ 99.56	\$ 1,194.72
Hopkins West Junior High	3830 Baker Road	\$ 141.21	\$ 1,694.52
L. H. Tanglen Elementary	10901 Hillside Lane West	\$ 191.84	\$ 2,302.08

Minnetonka School District Property

Proposed Storm Water Utility Fees

Name	Address	Monthly Fee	Annual Fee
Administration Building	5621 County Road 101	\$ 30.73	\$ 368.76
Clear Spring Elementary	5701 County Road 101	\$ 64.85	\$ 778.20
Groveland Elementary	3325 Groveland School Road	\$ 64.60	\$ 775.20
Minnetonka Junior High East	17000 Lake Street Extension	\$ 167.54	\$ 2,010.48
Minnetonka Senior High	18301 Highway 7	\$ 333.72	\$ 4,004.64
Scenic Heights Elementary	5650 Scenic Heights Drive	\$ 128.66	\$ 1,543.92

**Hennepin County Property
Proposed Storm Water Utility Fees**

Name	Address	Monthly Fee	Annual Fee
Glen Lake Golf & Practice Center	14350 County Road 62	\$ 68.02	\$ 816.24
Hennepin County Library	12601 Ridgedale Drive	\$ 131.40	\$ 1,576.80
Hennepin County Library	17524 Excelsior Boulevard	\$ 18.41	\$ 220.92
Hennepin County Home School	14300 County Road 62	\$ 452.66	\$ 5,431.92

COUNCIL POLICY ON STORM WATER UTILITY

Purpose

To establish a storm water utility system pursuant to Minnesota Statute Section 444.075, from which revenues will be derived subject to the provisions of this policy, applicable city ordinances, and Minnesota Statutes.

Applicability

This directive applies to all parcels of land within the City of Minnetonka.

The following guidelines set forth the procedures for calculating storm water fees for individual parcels.

Guidelines

- a. Rates and Charges. Fees for the use and availability of the storm sewer system shall be determined through the use of a "Residential Equivalent Factor" ("REF"). A REF is the ratio of the volume of runoff generated by one (1) acre of a particular land use to the volume of runoff generated by one-half (1/2) acre of single/two/three-family residential land use, assuming Soil Conservation Service (SCS) "Type B" soil conditions, during a standard one-year rainfall event, as determined by the Engineering Director.
- b. Determination of REF's for Land Uses. The REF's for the following land uses within the city are as follows:
 - Open Space, Golf Courses, Undeveloped 0.45

- Single-Family, and Two/Three-Family Residential 1.00
- Churches, Schools, and Government Buildings 2.70
- Apartments, Condos, and Railroad R/W 3.00
- Commercial and Industrial 7.56

c. Other Land Uses. Other land uses not listed in the foregoing subsection shall be classified by the Engineering Director by assigning them to the most similar classes from the standpoint of probable hydrologic response.

d. Establishing Basic Rate. In determining charges, the council shall, from time to time, by resolution establish a basic system rate to be charged against one-half (1/2) acre of single/two/three-family residential land having a REF of one (1). The charge to be made against each parcel of land shall then be determined by multiplying the REF for the parcel's land use classification times the parcel's acreage times the basic system rate.

e. Standardize Acreage. For the purpose of simplifying and equalizing charges against property used for single/two/three-family residential purposes, each of such properties shall be considered to have an acreage of one-half (1/2) acre and shall not be eligible for an acreage adjustment.

f. Adjustments of Charges. The city council

may by resolution, from time to time, adopt policies providing for the adjustment of charges for parcels or groups of parcels, based upon hydrologic data supplied by affected property owners, demonstrating an actual hydrologic response substantially different from the REF being used for the parcel or parcels. Such adjustment shall be made only after receiving the recommendation of the Engineering Director and shall not be made effective retroactively. If the adjustment would have the effect of changing the REF for all or substantially all of the land uses in a particular classification, such adjustment shall be accomplished by amending the REF table in subsection (b).

- g. Exceptions. The following land uses are exempt from storm water utility fees: (a) public rights-of-way; (b) private roads (c) wetlands and public waters as defined by state law; (d) city owned property, and (e) conservation easements.
- h. Adjustments of Acreage. The total parcel acreage will be used to calculate the parcel charge. It is the responsibility of the owner of any premises to supply the city with any necessary information required to determine if a parcel or portion of a parcel qualifies as an exception and is eligible for an acreage adjustment. The city will review the proposed adjustments upon receipt of a complete submittal package. The adjustment must be approved by the Engineering Director and will become effective at the beginning of the next billing cycle.
- i. Supplying Information. For the purpose of evaluating acreage adjustment requests, the owner, occupant, or person in charge of

any premises shall supply the city with such information as the city may reasonably request related to the use, development, and the area of the premises. If the owner, occupant, or person in charge of any premises fails or refuses to provide the information requested, the charge for such premises shall be billed in accordance with information available to the city.

- j. Billing Method. Storm water utility fees will be computed and collected by the city along with other utilities such as sewer and water. Payment shall be required on or before the due date established for such other billing. Delinquent accounts will be treated the same as sewer and water accounts.

Modification

This policy is intended as a general guide. It is not binding and may be modified at any time at the sole discretion of the city council.

Adopted by Resolution No. _____
Council Meeting of _____

Effective Date: _____

COUNCIL POLICY ON STORM WATER IMPROVEMENTS

Council Policy 12.2

Purpose

This policy establishes standards for the construction of storm water improvement projects identified in the Capital Improvements Program.

Introduction

This policy is applicable to all storm water improvements that have been included in the Capital Improvements Program.

The following policies will be observed in the city council's consideration of funding for storm water improvement projects:

Capital Improvements Program

Unless necessary for emergency purposes, only those storm water improvement projects contained in the city's Capital Improvements Program will normally be considered. Projects will be constructed in the year designated in the Capital Improvements Program.

Water Resources Management Plan

The Water Resources Management Plan will serve as the City's guide in defining the nature of storm water alternatives. While recommended improvements need not necessarily be totally consistent with the system defined in the Water Resources Management Plan, those alternative solutions that do not conflict with or that are more compatible with the plan will normally receive preference.

Selection of Projects

In determining whether to include a project in the Capital Improvements Program, the council will consider the following:

- a. Whether the project is designed to remedy storm water problems which have previously caused, or have the potential to cause, damage to residences or other private use buildings;
- b. Whether the project is designed to remedy storm water problems which previously caused, or have the potential to cause, damage to any other improvements to real estate;
- c. Whether the project, when compared with other projects, is designed to remedy storm water problems which cause or have the potential of causing greater property damage;
- d. The total cost of the project;
- e. The availability of financing for the project;
- f. The area which would contribute drainage to the improvement;
- g. Whether the city has received a petition for construction of the improvement;
- h. Whether the petitioners have agreed to grant easements required for the project at no cost to the city; and
- i. The impact the project will have on adjacent

wetland or floodplain.

Method of Financing

It is the city's policy that the cost of storm water improvement projects be ~~shared by the city and benefited and contributing property owners in accordance with the following:~~ funded by the city's storm water utility.

Storm Water Charge

~~Total project cost will include all costs associated with the, including any costs of oversizing, as described in this section of this policy which relate to previously constructed portions of the same storm water control system. Properties which contribute drainage to a storm water improvement will pay 100% of the total project costs subject to the following standards and limitations:~~

- ~~1. Charges will be based on square footage of the contributing area. The contributing area will include properties within the area excluding wetlands and city right of way.~~
- ~~2. The total project cost will be charged against the property in the contributing area in accordance with the following formula:
 - ~~a. Properties zoned R-1 or R-2 will be subject to a basic rate square footage charge which will not exceed 2 cents per square foot as of April 26, 1982, and as adjusted annually.~~
 - ~~b. Properties zoned R-3 or R-4 will be subject to a charge of 1.5 times the basic rate, but not exceeding 3 cents per square foot as of April 26, 1982, and as adjusted annually.~~~~

~~c. Properties zoned commercial or industrial will be subject to a charge of 3 times the basic rate, but not exceeding 6 cents per square foot as of April 26, 1982, and as adjusted annually.~~

- ~~3. The rates described in the preceding subparagraph will be set annually as of the first of January of each year. The adjustment will be based on the change in the Engineering News Research Index during the previous year. Said adjustment will be to the nearest one tenth (1/10th) of a cent. The rate applicable to any charge will be the rate in effect on the date the charge is imposed.~~
- ~~4. Where storm water assessments and/or charges have previously been levied against a parcel, such levy will be included in determining the charge under subparagraph 4.A.2 above; provided, however, that assessments and/or charges levied pursuant to subparagraph 4.A.5 will not be so included. For purposes of determining the amount of assessments/charges will be adjusted in the same manner as that specified in subparagraph 4.A.3.~~
- ~~5. Storm water improvements which are required by the city as a condition of a development, and which are located entirely within a development, will be paid for by the developer and will not be subject to the limitations to charges provided in subparagraph 4.A.2 above. The developer may choose to construct the storm sewer at his or her own expense, or to request the city to construct the improvement and assess 100% of the total~~

~~project cost against properties within the development. If the storm water improvement is to be constructed in a size larger than that which would be required to serve the development, the city will pay, in the manner provided in this policy, for the additional costs incurred by reason of the oversizing of the pipes, ditches, or other such structures; however, the city will pay such costs only in cases in which the developer elects to have the project constructed by the city and the city agrees.~~

~~6. Charges for storm water improvements may be deferred by the council in the same manner and subject to the same terms and conditions as those of specially assessed public improvements.~~

~~7. Charges will normally be spread over a period of no more than 10 years, but a different time period may be established.~~

City Contribution

~~The difference between the project cost and projected special storm water charges revenue will be financed by the city. The city council, as part of the annual Capital Improvements Program, will determine the most appropriate means of funding its share using such sources as tax levy, reduction in fund balance, bonded indebtedness, general revenue sharing, etc., or any other method permitted by law or charter.~~

Procedure

The following procedure will be used in developing ~~and imposing charges for~~ storm water improvement projects:

- Petitions from property owners will be received until January 1 and referred to the

engineering department for review. The engineering department will consider such requests, along with projects which have not been petitioned, for inclusion in the annual Capital Improvements Program. The city manager will evaluate such recommendations by the engineering department in preparation of his recommended annual Capital Improvements Program.

- When the Capital Improvements Program is presented to the city council, a listing of all petitioned storm water improvement projects, including estimated costs and funding recommendations, along with any other information desired by the city council, will be submitted.

- Following adoption of the Capital Improvements Program, the engineering department is authorized to perform feasibility studies for the storm water improvement projects being considered for the first year of the Capital Improvements Program. As a part of the feasibility process, informational meetings will be held with affected property owners to explain the nature of the petition, suggest possible solutions, and request input from the area residents to help arrive at an ultimate solution to the problem.

~~The city council will hold an informational public hearing so that residents have the opportunity to identify alternative solutions and to voice their support or opposition to the proposed project.~~

- If the project is found to be feasible by the city council, the council may ~~adopt a resolution fixing the time and place of a~~

~~hearing on the improvement, and providing the notice thereof authorize the preparation of plans and specifications. Following notice and hearing as required by law, the council may impose storm water charges against contributing properties.~~

- Upon approval of plans and specifications, the council may direct notice to bidders. Upon receipt of the bids, the council may award the contract or may continue action on the bids until such later specified date as may be determined by the council.
- ~~The order of proceedings provided for herein may be altered by the council as it may deem appropriate. Various steps in the process such as the hearing on an improvement, the hearing on imposition of charges, and the receipt of bids may be set to occur on the same day.~~

Amended by Resolution No. 82-6941
Meeting of July 19, 1982

Amended by Resolution No. 85-7660
Meeting of January 21, 1985

Amended by Resolution No. 86-7992
Meeting of January 6, 1986

Amended by Resolution No. 89-8832
Meeting of March 20, 1989

Effective Date: April 26, 1982

Modification in Policy

This statement is intended as a general guide for policy and procedure to be followed by the council in establishing and financing storm water improvements. It is not binding on the council and may be modified by the council in the case of any projects in which, in the sole discretion of the council, such modification is deemed necessary or appropriate in the interest of the city and fairness of its citizens.

Adopted by Resolution No. 82-6870
Meeting of April 26, 1982

**City Council Agenda Item 3.C
Meeting of September 11, 2023**



Title: October study session - topics and date
Report from: Sarissa Falk, Senior Management Coordinator
Submitted through: Mike Funk, City Manager
Presenter: Mike Funk, City Manager

Action Requested: Affirm upcoming topics and date.

Summary Statement

This item is informational and is intended to provide the council with the upcoming study session agenda items and study session schedule.

Strategic Profile Relatability

Financial Strength & Operational Excellence

The study session work-plan enhances city operations by allowing council to discuss topics of priority and provide staff with directions.

Background

The Minnetonka city council is scheduled to hold a total of twice (12) study sessions in 2023. To maximize study session meetings, provide staff direction and focus on council priorities, council members ranked specific topics they expressed interest to review. At the Dec. 19, 2022 Study Session the city council reviewed these rankings, discussed priorities and provided direction to staff.

At the Jan. 30, 2023, regular council meeting the city council unanimously approved the 2023 Study Session Work plan. See attached. Staff committed that at each proceeding study session the topics for the upcoming study session will be provided.

Section 1.5 of the City Council Rules of Procedure states, individual council members may propose agenda items for future meetings at a study session, and the council may provide direction to the city staff regarding scheduling such matters. In essence, this document can be modified throughout the remainder of the year by a majority of council members.

Unless modified by the city council, the 2023 study session work plan agenda items for Oct. 23, 2023 are:

- The Depot update
- Storage of garbage/recycling containers
- On-street parking regulations/enforcement

Discussion Questions

Does the city council confirm upcoming topics and date?

ATTACHMENTS:
2023 Study session work plan

2023 Council Study Session Work Plan

Quarter 1

23-Jan

Board and Commission Interviews

Sales and/or Lodging Tax

Study session work plan

6-Feb

Housing updates (pathways and homelessness)

Review and Update Council Policy & Rules of Procedure (1.3, 2.7)

2023 Community Survey questions review

20-Mar

Council compensation

Director presentations

Overview of recreation programming

Quarter 2

24-Apr

Public Safety master plan

Buckthorn Pilot pick-up program

15-May

2024 Kick-Off Budget discussion

New Commission structure (DEI)

Concept Plan review process

12-Jun

2024 CIP/EIP

Transit Orientated Development

19-Jul

Boards & Commissions dinner

24-Jul

Housing update

Business programs update

Police and Fire Master Plan implementation discussion

Quarter 3

21-Aug

Community survey results

2024 budget discussion

31-Aug

Joint City Council, EDAC and Planning Commission Meeting

6-Sep	
	Joint City Council and Park Board Study Session and Tour
	Dog Park/Leash policy (start w/Park Board)
11-Sep	
	Storm water management fees
	Zoning diagnostic report
23-Oct	
	The Depot update
	Storage of garbage/recycling containers
	On-street parking regulations/enforcement
20-Nov	
	2024 Enterprise budget discussion
	2024 budget discussion
11-Dec	
	2024 Strategic Profile Action Steps
	2024 Study Session Work plan
	2024 Legislative Breakfast - confirm priorities
	2024 annual appointments

* No Mow May- Sustainability Commission to regular council meeting