



**Agenda  
Minnetonka City Council  
Regular Meeting  
Monday, Nov. 22, 2021  
6:30 p.m.  
Council Chambers**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Schack-Carter- Calvert- Schaeppi- Coakley- Kirk- Wiersum
4. Approval of Agenda
5. Approval of Minutes:
  - A. Nov. 8, 2021 regular meeting
  - B. Oct. 25, 2021 study session
  - C. Nov. 15, 2021 study session
6. Special Matters:
7. Reports from City Manager & Council Members
8. Citizens Wishing to Discuss Matters Not on the Agenda
9. Bids and Purchases: None
10. Consent Agenda - Items Requiring a Majority Vote:
  - A. Revision to Finance Policy Number 4.3, Payments Made by Electronic Funds Transfer  
  
Recommendation: Adopt the resolution revising Finance Policy Number 4.3, Payments made by Electronic Funds Transfer (4 votes)
  - B. 2022 fee schedules for consulting engineering services  
  
Recommendation: Approve the fee schedules (4 votes)
  - C. Resolution approving an extension of a site and building plan for Chabad Center for Jewish Life located at 11021 Hillside Lane, 2327, 2333, 2339, and 2345 Hopkins Crossroad

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Recommendation: Approve the resolution (4 votes)

- D. Strategic profile quarter three report

Recommendation: Adopt a motion accepting the strategic profile quarter three report

- 11. Consent Agenda - Items Requiring Five Votes:

- A. Mobile Camera Trailer CIP Amendment

Recommendation: Amend the 2021-2025 CIP to allow the purchase of the mobile camera trailer in 2021 (5 votes)

- 12. Introduction of Ordinances: None

- 13. Public Hearings:

- 14. Other Business:

- A. Moratorium on Tobacco Licenses

Recommendation: Adopt the resolution (4 votes)

- 15. Appointments and Reappointments: None

- 16. Adjournment

**Minutes  
Minnetonka City Council  
Monday, November 8, 2021**

**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 Brian Kirk, Rebecca Schack, Susan Carter, Deb Calvert, Bradley Schaeppi, Kissy Coakley and Brad Wiersum were present.

**4. Approval of Agenda**

Kirk moved, Carter seconded a motion to accept the agenda with addenda to Items 10.A, 10.B, and 14.A. All voted “yes.” Motion carried.

**5. Approval of Minutes:**

**A. October 18, 2021 regular meeting**

Calvert moved, Schack seconded a motion to approve the minutes, as presented. All voted “yes.” Motion carried.

**6. Special Matters: None**

**7. Reports from City Manager & Council Members**

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

Schack thanked staff for all of their efforts on the Spooktacular event.

Kirk thanked staff for taking care of the Shady Oak sidewalk so quickly.

Kirk apologized to Calvert for taking several statements out of context last week at the park board/city council meeting.

Carter thanked staff for all of their educational efforts on ranked choice voting. She asked if there would be any follow up conversations with residents regarding

RCV and the experience voters had. Funk reported a follow up study session would be held next year to discuss RCV. Acting Assistant City Manager Moranda Dammann indicated staff was also interested in conducting a survey after the New Year.

Calvert thanked Councilmember Kirk for his words.

Calvert encouraged the public to participate in Spooktacular next year because this was a wonderful community event.

Schaeppi thanked staff and the entire election team for pulling off a seamless election.

Schaeppi commented on the joint meeting the council held with the park board. He encouraged residents to view the park and open space plan, along with the post planned community engagement summary on the city's website. He thanked the consultants for all of their efforts on this summary.

Coakley thanked staff for making sure the election ran smoothly. She congratulated Mayor Wiersum and Councilmember Calvert on their reelection. She commended all the members of the public who ran for office and congratulated Kimberly Wilburn on being elected to the city council.

Coakley provided the council with an update from the DEI task force. She reported this group was reaching out to community organizations asking for participation and partnerships.

Wiersum thanked staff for a well run election. He stated while he was campaigning, he was asked about RCV often. He was pleased to see how well RCV went during the recent election.

Wiersum discussed the inspirational display at city hall and thanked all veterans for their service.

Wiersum reported on October 28 the DEI task force met and he thanked Councilmember Coakley for stepping in and chairing that meeting for him. He explained a community survey would be coming out from the DEI task force and he encouraged all residents to participate in this survey.

Wiersum stated on November 15 a community conversation would be held at the Ridgedale Library. He noted this would be an opportunity for residents to come together and discuss diversity, equity and inclusion efforts in the community.

Wiersum congratulated Kimberly Wilburn for being elected to the city council. He congratulated Councilmember Calvert on her reelection and thanked the voters for supporting him again as mayor of Minnetonka.

**8. Citizens Wishing to Discuss Matters not on the Agenda**

Laurie Frahm, 4318 Kings Drive, stated she has lived in her home for 21 years. She discussed concerns she had with the Wood Hill Road and County Road 7 intersection. She noted she no longer has an entrance to Kings Drive and had to utilize Wood Hill Road. She indicated this intersection was very dark which was dangerous. She stated she had emailed MnDOT and requested the council address this concern.

**9. Bids and Purchases: None**

**10. Consent Agenda – Items Requiring a Majority Vote:**

**A. Certification of Delinquent Fire Alarm Response Fees to the Hennepin County Auditor.**

Kirk moved, Calvert seconded a motion to adopt Resolution 2021-114. All voted “yes.” Motion carried.

**B. Certification of delinquent utility charges to the Hennepin County Auditor and approve writing-off uncollectible accounts.**

Kirk moved, Calvert seconded a motion to adopt Resolution 2021-115. All voted “yes.” Motion carried.

**11. Consent Agenda – Items requiring Five Votes:**

**A. Resolution approving a shoreland setback variance, bluff setback variance, and bluff impact zone conditional use permit for recreational items at 5724 Seven Oaks Court.**

Schack moved, Kirk seconded a motion to adopt Resolution 2021-116. All voted “yes.” Motion carried.

**12. Introduction of Ordinances: None**

**13. Public Hearings:**

**A. Resolution supporting an application to the Department of Employment and Economic Development (DEED) for funding through the Job Creation Fund.**

Community Development Director Julie Wischnack gave the staff report.

Coakley requested further information regarding the partnership between the business and the city. She believed that the city was acting as a fiscal agent. She questioned if the city will oversee the funds. Wischnack explained staff would receive no administrative dollars and noted there was only a small amount of effort on staff's part to make payments twice a year to the company.

Coakley asked if the city helped apply for the DEED funding. Wischnack reported the city applied for the funds with assistance from the company and Greater MSP.

Wiersum opened the public hearing.

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

Schack thanked staff for being willing to engage in these types of investments in the community.

Calvert concurred noting this venture sounded very exciting.

Wiersum stated it was exciting when a company wanted to come to Minnetonka to grow and expand its business. He appreciated the fact that the city would be gaining new jobs for residents of the community.

Coakley asked how often does the city help businesses to help with job expansion and how is this information advertised to new and upcoming businesses in the city. Wischnack reported this information was advertised on the city's website and has been featured in the Thrive newsletter. She commented when companies contact the Chamber or Greater MSP meetings are held to discuss funding potentials.

Kirk moved, Schack seconded a motion to hold the public hearing and adopt Resolution 2021-117. All voted "yes." Motion carried.

**B. On-sale intoxicating liquor license for Kazoku Minnetonka, LLC., located at 5445 Eden Prairie Road**

Community Development Director Julie Wischnack gave the staff report.

Wiersum discussed the parking on this site and questioned if the new restaurant would have different parking needs. Wischnack anticipated the new restaurant would be quite popular when it first opened and this would wane over time.

Wiersum opened the public hearing.

Calvert stated she put herself through college working at a sushi bar and she was very excited to see a sushi bar would be located next to Unmapped.

Calvert moved, Coakley seconded a motion to continue the public hearing to December 6, 2021, for final consideration. All voted "yes." Motion carried.

**C. Items concerning Top Ten Liquors at 1641 Plymouth Road**

**1) Resolution approving the conditional use permit**

**2) On-sale intoxicating, Sunday on-sale, and off-sale intoxicating liquor licenses**

City Planner Loren Gordon and Community Development Director Julie Wischnack gave the staff report.

Schaeppi asked what would happen if the restaurant were to downsize in the future. Wischnack explained if this were to occur, the applicant could request an amendment to the conditions for approval. She stated additional language could be written into the resolution to allow for future consideration of a change on the site.

Wiersum reopened the public hearing.

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

Schack commented she was in favor of the additional language being written into the resolution. She understood this was a unique concept and appreciated the flexibility being offered in order to make this project work.

Carter agreed this business should be given flexibility for unanticipated circumstances. She indicated she was very excited about the proposed concept and supported additional language being written into the resolution.

Kirk thanked the planning commission for properly vetting this item. He discussed how wine would be dispensed within this facility and questioned how this would be monitored by staff from the liquor store. Wischnack stated the city had another establishment in the city that had a similar dispensing system and described the process that was followed in order to ensure sales did not occur to minors.

Kirk explained he supported the language as written by staff and thanked them for their efforts on this application.

Schaeppi thanked the applicant for being willing to invest in the City of Minnetonka. He questioned what language staff would recommend should the site adjust over time without having to shut down. City Attorney Corrine Heine explained the conditions state the liquor license should be surrendered was for the benefit of the business operator. She reported any revocation of the liquor license has to be reported to all other municipalities where they hold liquor licenses and can be grounds for not getting approval in other cities. She stated the proposed language has the liquor license holder surrendering the license if the restaurant were to permanently close versus forcing a revocation.

Wiersum commented he appreciated the proposed language and understood if something were to come up, the applicant has the opportunity to come back before the council to request a modification. He was of the opinion Ridgedale did not need another liquor store, but supported this request moving forward because of the unique aspects within the project.

Schack moved, Calvert seconded a motion to adopt Resolution 2021-118 approving the conditional use permit. All voted "yes." Motion carried.

Schack moved, Calvert seconded a motion to continue the public hearing from October 4, 2021, and grant the licenses with the conditional language. All voted "yes." Motion carried.

#### **14. Other Business:**

##### **A. Resolution certifying the results of the November 2, 2021 Municipal General Election**

Acting Assistant City Manager Moranda Dammann gave the staff report.

Schaeppi asked why there were 11 defective ballots. Elections Specialist Kyle Salage described how defective ballots were defined which was a combination of under votes and over votes.

Kirk requested further information on how the rounds of analysis was completed by staff for the election results. Dammann discussed how staff tabulated the election results after receiving spreadsheets from the county.

Coakley reported she was asked why there was a limit on the number of yard signs that a property can host. She requested this be discussed by the council at a future meeting. Community Development Director Wischnack reported city code was amended four or five years ago to limit this to three signs per yard.

Calvert requested staff define over vote and under vote for those in attendance at the meeting. Dammann provided the council with a definition of these terms.



Calvert thanked Ms. Dammann for all of her efforts on the election. She stated she was so proud of this city, its staff and its election judges.

Calvert moved, Coakley seconded a motion to adopt Resolution 2021-119. All voted "yes." Motion carried.

**B. Selection of office and precincts for the post-election review on November 10, 2021 at 9 a.m. in the Minnetonka Council Chambers with the selected office and precincts.**

Acting Assistant City Manager Moranda Dammann, Elections Specialist Kyle Salage and City Clerk Becky Koosman gave the staff report. A drawing was held and it was noted a counting of the mayoral seat would be conducted by staff for precincts 2B and 1F.

Acting City Manager Mike Funk congratulated Mayor Wiersum and Councilmember Calvert on their reelection. He also welcomed Kimberly Wilburn to the city council.

**C. Resolution approving the preliminary plat of MONSON MEADOWS, a two-lot subdivision with front yard setback variances, at 5500 Rowland Road, and an adjacent unaddressed parcel**

City Planner Loren Gordon gave the staff report.

Kirk asked how the tree count was conducted. Gordon reported the entire property was counted.

Kirk discussed the tree loss for this property and noted a portion of the lot was undevelopable. He commented on the requested variance and noted these 10 feet would help protect the steep slope to the southwest of the property. He questioned if a two year look back should be conducted on this property in order to protect the trees on the slope. Gordon commented on this property and noted the regulatory protection areas included a wetland buffer area and a steep slope area.

Wiersum reviewed the front yard setbacks for the adjacent properties and noted the proposed setback was not dissimilar to the neighboring properties. He appreciated the fact that the setback was consistent.

Kirk moved, Calvert seconded a motion to adopt Resolution 2021-120. All voted "yes." Motion carried.

**15. Appointments and Reappointments: None**

**16. Adjournment**

Calvert moved, Schack seconded a motion to adjourn the meeting at 8:23 p.m.  
All voted "yes." Motion carried.

Respectfully submitted,

Becky Koosman  
City Clerk

**Minutes  
City of Minnetonka  
City Council Study Session  
Monday, October 25, 2021**

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

**Staff:** Mike Funk, Moranda Dammann, Dawn Pearson, Lori Weitzel, Darin Nelson, Joel Merry, John Vance, Kevin Fox, Patty Latham

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

**1. Reports from City Manager & Council Members**

Acting City Manager Mike Funk highlighted upcoming public meetings, and provided a report on the Charitable Giving event hosted by the city's Employees in Action Committee.

Calvert reported she attended the groundbreaking of the Chabad House.

Wiersum also reported and commented on the groundbreaking of the Chabad House.

**2. Minnetonka Fire Department Staffing Plan**

Funk introduced the topic, noting the city did not receive the SAFER Grant funding but still plans to move forward with hiring additional Fire Department staff.

Fire Chief John Vance gave a presentation explaining and outlining the proposed staffing changes.

Councilmembers offered questions and comments.

**3. Cybersecurity and Safe Electronic Payments Policy Review**

Funk introduced the topic.

Informational Technology Manager Patty Latham gave a presentation covering physical security, cybersecurity, and the city's current practices pertaining to both. She also highlighted some new practices and changes that are being considered for the future.

Councilmembers offered questions and comments.

Finance Director Darin Nelson gave a presentation on the city's electronic payments policy regarding Electronic Funds Transfer and Automated Clearing House transactions.

Councilmembers offered questions and comments.

**Minutes  
City of Minnetonka  
City Council Study Session  
Monday, October 25, 2021**

**4. Adjournment**

Wiersum adjourned the meeting at 9:07 p.m.

Respectfully submitted,

Kyle Salage  
Elections Specialist

**Minutes  
City of Minnetonka  
City Council Study Session  
Monday, November 15, 2021**

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

**Staff:** Mike Funk, Moranda Dammann, Corrine Heine, Darin Nelson, Joel Merry, Will Manchester, Phil Olson, Darin Ellingson, Mike Kuno, Julie Wischnack, Kelly O'Dea, Sara Woeste, Scott Boerboom, John Vance

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

**1. Reports from City Manager & Council Members**

Acting City Manager Mike Funk summarized the addenda to the meeting materials and reported on the upcoming Minnesota House of Representatives Capital Investment Committee meeting to be held in Eden Prairie.

Calvert reported on the most recent meeting of the National League of Cities Energy, Environment, and Natural Resources Committee.

**2. 2022 Budget Related Items**

Funk gave a presentation outlining the timeline for the budget process, and summarizing what is in the proposed 2022 budget and subsequent levy increase.

Finance Director Darin Nelson gave a presentation on the proposed 2022 budget and levy.

Councilmembers offered questions and comments.

Nelson then gave a presentation on the proposed utility rates for 2022. Councilmembers offered questions and comments.

Public Works Director Will Manchester gave a presentation on options for an organics and recycling plan. Councilmembers offered questions and comments.

**3. Discussion of Noise Regulation**

Community Development Director Julie Wischnack introduced the topic and gave a presentation on the city and state regulations on noise.

Councilmembers offered questions and comments.

Wischnack stated staff will draft language for different solutions in December and outlined how those solutions would be publicized and made available for public comment sometime in January.

Funk thanked council for their feedback and made closing remarks.

**Minutes  
City of Minnetonka  
City Council Study Session  
Monday, November 15, 2021**

**4. Adjournment**

Wiersum adjourned the meeting at 10:37 p.m.

Respectfully submitted,

Kyle Salage  
Elections Specialist



**City Council Agenda Item 10A  
Meeting of Nov. 22, 2021**

**Title:** Revision to Finance Policy Number 4.3, Payments Made by Electronic Funds Transfer

**Report From:** Darin Nelson, Finance Director

**Submitted through:** Mike Funk, Acting City Manager

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**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

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**Summary Statement**

Electronic payments are an essential function of the finance department. It is vital that appropriate policies and procedures are in place to safeguard against irregular activities such as cybercrimes.

**Recommended Action**

Adopt the resolution revising Finance Policy Number 4.3, Payments made by Electronic Funds Transfer.

**Strategic Profile Relatability**

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

Statement: Part of being responsible stewards of the city's resources is ensuring that we have strong internal controls in place.

**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: There is not a direct financial impact of implementing this policy revision. This policy revision strengthens the city's internal controls and aids in reducing the threat of cybercrimes.

## **Background**

As part of the vendor and employee payment process, the city promotes Automated Clearing House (ACH) payments as a secure and efficient manner to provide city payments. ACH payments, commonly referred to as direct deposits, have been in place and required for all employees for several years. ACH payments have also been an option for city vendors. In addition, the city made a concerted effort at the beginning of the pandemic to promote ACH payments for vendors due to many vendors not having staff regularly in the office to receive and deposit payments.

The increase in ACH payments across all business sectors, including government, has provided an opportunity for criminals to take advantage this payment method. As part of our insurance renewal this fall, the League of Minnesota Cities Insurance Trust (LMCIT) included for the first time specific questions related to ACH policies, as LMCIT is seeing an increase in ACH fraud amongst cities.

Minnesota statutes require the city council to delegate annually the authority to make Electronic Fund Transfer (EFT) payments including ACHs. Historically staff provides this resolution to the council towards the end of each calendar year as required under Finance Policy Number 4.3.

This internal finance department policy developed in May 2019 addresses internal controls for electronic payment purposes but not to the degree recommended by the League of Minnesota Cities or the Government Finance Officers Association. These organizations also recommend this policy be approved the by the governing body. Attached to this memo is the revised Finance Policy Number 4.3, Payments Made by Electronic Funds Transfer, which is maintained within the Finance Department's policies and procedures manual.



**Resolution No. 2021**

**Resolution Revising Finance Policy Number 4.3, Payments Made by Electronic Funds Transfer**

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

Section 1. Background.

- 1.01. As part of the vendor and employee payment process, the city promotes automated clearing house (ACH) payments as a secure and efficient manner to provide city payments.
- 1.02. The increase in ACH payments across all business sectors, including government, has provided an opportunity for criminals to take advantage this payment method.
- 1.03. An internal policy developed in May 2019 addresses internal controls for electronic payment purposes but not to the degree recommended by the League of Minnesota Cities or the Government Finance Officers Association.
- 1.04. These organizations also recommend this policy be approved the by the governing body.

Section 2. Council Action.

- 2.01. The city council hereby approves the revision to Finance Policy Number 4.3, Payment Made by Electronic Funds Transfer located within the Finance Department's policies and procedures manual.

Adopted by the City Council of the City of Minnetonka, Minnesota, on November 22, 2021.

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Brad Wiersum, Mayor

Attest:

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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 [\_\_\_\_\_].

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Becky Koosman, City Clerk

**City of Minnetonka - Finance Policies and Procedures**  
**Policy Number 4.3**  
**Payments Made by Electronic Funds Transfer**

**Goals and Objectives**

City of Minnetonka routinely processes thousands of payments via electronic funds transfer (EFT) to vendors every year. As a public entity, these payments are particularly targeted by criminals who seek to fraudulently redirect them to a bank account under their control.

This type of fraud typically begins with an email or phone request — purportedly from a valid source — asking to update a vendor’s banking information. These fraudulent requests can come either as an update to existing EFT information or as a request to change payment from check to ACH. To reduce the possibility that a criminal can successfully redirect a payment to the wrong recipient, the City of Minnetonka Finance department has established financial controls to verify any request to change vendor and employee payment information.

**Definitions**

*Electronic Funds Transfer (EFT):* Electronic transfer of money from one bank account to another via computer-based systems. Although this term is often used interchangeably with Automated Clearing House (ACH) transactions defined below, EFT’s encompass all electronic payments including wires.

*Automated Clearing House (ACH):* A system used by U.S. commercial banks and other institutions to transfer funds between accounts. It is more commonly called “direct deposit.” ACH transactions are a specific type of Electronic Funds Transfer (EFT).

*JD Edwards Financial System (JDE):* City of Minnetonka financial system

**Responsibilities**

As required by Minnesota Statute 471.38, subd. 3a, the following controls apply to the use of EFT for payments:

- Use of EFT will only be utilized if the city council has delegated to the Finance Director the authority to do so. On an annual basis, the Finance Director will submit a resolution to the city for its consideration.
- The finance department will submit a certified copy of the annual delegation of authority to its disbursing bank(s), with instructions that the bank(s) must keep the copy on file.
- The initiator of the EFT must be identified.
- The initiator of the EFT must document the request and obtain approval from the Finance Director or designee, before initiating the transfer.
- A written confirmation of the transaction must be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction.
- Transactions made by EFT will be identified in the claims list, which is updated weekly and made available to the city council.

*Vendors doing business with the City of Minnetonka* are responsible for requesting changes to their EFT information and for supplying necessary information to verify the validity of their request.

*City of Minnetonka Accounts Payable* is responsible for verifying:

- The vendor’s name;
- The vendor’s tax ID;
- Other information as described in the Procedures below;

**City of Minnetonka - Finance Policies and Procedures**  
**Policy Number 4.3**  
**Payments Made by Electronic Funds Transfer**

- Exercising professional skepticism by being alert to anything that may indicate fraud; and
- ACH payments are limited to the city's insurance cap per fraud incident. Currently \$500,000.

**Procedures**

*City of Minnetonka Accounts Payable Procedures for ACH Setup and Changes*

1. ACH will only be set up or changed by the vendor completing an ACH form, which they must complete, date and sign. The vendor must also provide the following:
  - i. Voided check or bank confirmation letter that matches information completed on the ACH form.
  - ii. Completed W-9 form, including signature and date.
2. Accounts Payable staff will review all the documents and complete a multi-step Checklist and Approval form including obtaining supervisor and Finance Director's, or designee signatures of approval on the ACH form.

Checklist:

- *New vendor* - Conduct an Internet search and validate the street address and phone numbers provided against reputable databases. [Call the vendor using a publicly known phone number to verify the existing account information.](#)
- *Existing vendor* - Using information you already have in your records (which has been previously verified during setup), [call the vendor using a publicly known phone number \(Not directly from the person requesting the change\) to verify the existing account information.](#)
- Keeping a record of vendor/employee requests to change contact information. When finance receives a request to change bank account numbers, consult this log. If the employee/vendor recently asked for a contact change, use multiple other methods to confirm (look up their phone number on their website, contact a different person in the agency, etc.).
- Documents are submitted to the Accounting Coordinator and Finance Director, or designee for approval.
- A confirmation email is sent to the vendor after the EFT is changed in JDE with instructions to immediately contact Accounts Payable if the vendor did not initiate the EFT changes. (Wait 5 business days before paying by ACH)
- The approved EFT is entered or updated in the JD Edwards system.
- The EFT form is saved for future reference in an electronic system used by JDE for the retention of digital documents and supporting materials.
- If suspicious activity and/or fraud is detected, Accounts Payable staff will deactivate the vendor's current ACH setup immediately.

*City of Minnetonka Payroll Procedures for ACH Changes*

- Receive both written and verbal communication from the employee, confirming any requested changes to direct deposit information.
- All payroll and records containing data covered by the Minnesota Government Data Practices Act must be stored and transmitted securely.

Adopted by City Council on \_\_\_\_\_, 2021



**City Council Agenda Item 10B  
Meeting of Nov. 22, 2021**

**Title:** 2022 fee schedules for consulting engineering services

**Report From:** Phil Olson, P.E., City Engineer

**Submitted through:** Mike Funk, Acting City Manager  
Will Manchester, P.E., Public Works Director

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**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

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**Summary Statement**

Consultants within the city engineering services pool are required to submit fee schedules annually.

**Recommended Action**

Approve the 2022 fee schedules proposed by the city's general services consulting engineering firms and authorize the mayor and city manager to execute the Addenda to the Agreements for Professional Services with the following firms:

AE2S  
Alliant Engineering, Inc.  
American Engineering Testing, Inc.  
Barr Engineering Company  
Bolton & Menk, Inc.  
Braun Intertec Corporation  
Damon Farber

Hansen Thorp Pellinen Olson, Inc.  
In-Control, Inc.  
ISG, Inc.  
Short Elliott Hendrickson, Inc.  
SRF Consulting Group, Inc.  
WSB & Associates, Inc.

**Strategic Profile Relatability**

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

Statement: The city's engineering consulting pool augments staff in preparing and delivering projects that support all facets of the city's strategic profile.

**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: Although no financial expense directly results from approval of the 2022 fee schedules, consulting engineering services are reviewed and budgeted annually when preparing the city's budget and 5-year Capital Improvements Program.

**Background**

The engineering division of public works solicits proposals from selected consulting engineering firms on a three-year cycle and 2022 is the third year of the current cycle. These firms are chosen to augment staff expertise related to street and utility projects, traffic studies, water resources/environmental engineering and other areas of need. In addition, they are utilized to accommodate demands during peak periods. Fee schedules are established for the first year of the three-year agreements. Revised fee schedules are to be subsequently established for the second and third years.

The fee schedules for 2022, which is the third year of the current three-year cycle, have been submitted. The consultants' contracts include a stipulation requiring that the consultants' average rates not increase by more than 4% per year after the initial contract year of 2020. Each consultant has met this requirement.

In reviewing the proposed fee schedules, staff evaluates their appropriateness based on the percentage of increase for each individual rate and the comparative rates between consultants for similar positions.

The city presently retains 13 firms in its consulting pool. The firms are listed below with their respective percentage increases, based on personnel rates that are most typically used on city projects.

Consulting Firm	2021 Adjustment
AE2S	3.0 %
Alliant Engineering, Inc.	3.8 %
American Engineering Testing, Inc.	1.2 %
Barr Engineering Company	3.7 %
Bolton & Menk, Inc.	3.8 %
Braun Intertec Corporation	3.1 %
Damon Farber	3.4 %
Hansen Thorp Pellinen Olson, Inc.	4.0 %
In-Control, Inc.	3.4 %
ISG, Inc.	3.0 %
Short Elliott Hendrickson, Inc.	1.8 %
SRF Consulting Group, Inc.	3.8 %
WSB & Associates, Inc.	4.0 %

The increases proposed by the consultants can generally be attributed to step salary increases or promotions for the consultant personnel that provide primary services to the City of Minnetonka. Although the increases vary from firm to firm, the comparative hourly charge-out rates are generally consistent.



**City Council Agenda Item 10C  
Meeting of Nov. 22, 2021**

**Title:** Twelve-month extension of final site and buildings for Chabad Center for Jewish Life at 11021 Hillside Lane; 2327, 2333 and 2339 Hopkins Crossroad; and 11170 Mill Run

**Report From:** Susan Thomas, Assistant City Planner

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

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**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

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**Summary Statement**

Chabad Center for Jewish Life is requesting a twelve-month extension of previously approved site and building plans to construct a religious facility at 11021 Hillside Lane; 2327, 2333, and 2339 Hopkins Crossroad; and 11170 Mill Run.

**Recommended Action**

Staff recommends the city council approve a twelve-month extension for the previously approved final site and building plans.

**Strategic Profile Relatability**

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

Statement: N/A

**Financial Consideration**

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

Statement: N/A

## **Background**

In Mar. 2019, the city council approved a conditional use permit and final site and building plans for the Chabad Center for Jewish Life. As a condition of that approval – and consistent with city code – the final site and building plan approval would expire on Dec. 31, 2020, unless either: (1) construction has started; or (2) the city issues a time extension. (See [staff report](#) and [minutes](#).)

In Dec. 2020, the city council approved an extension of the 2019 approval. (See [staff report](#) and [minutes](#).)

A permit has not been issued for construction, and the property owner has requested an extension of the site and building plan approval. The approved conditional use permit does not require an extension; it remains in effect.

## **Extensions**

The city regularly approves site and building plan extensions. City code does not include specific conditions that must be met for an extension request to be approved. Rather, the ordinance notes the city should consider whether there “has been a change in circumstance affecting the property.”<sup>1</sup> Historically, this has meant the city considers whether: (1) there have been changes to city code or policy that would affect the previous approval; and (2) such extension would adversely affect the interests of neighboring property owners.

The new tree protection ordinance was adopted after approval of the Chabad proposal. If the requested extension is approved, construction would have to conform to the previously approved plans, regardless of the new ordinance. If the extension request is denied, the project would need to go through another “round” of site and building plan review. It is important to note that such denial would not eliminate the right of the owners to use the property for the construction of a religious facility; the CUP previously approved for this use remains active. . It is staff’s opinion the outcome of such denial/additional site and building review would not significantly improve the plans. Instead, the review would result in a reevaluation of several competing interests. For example:

- **Driveway Access.** Direct access from the proposed parking lot to Hopkins Crossroad would protect several additional trees on the larger development site. However, during previous reviews, county officials, councilmembers, and area residents indicated a desire to restrict access to the county road, directing driveway access to Hillside Lane for public safety reasons.
- **Parking.** The proposal includes parking in excess of city code requirements. Eliminating parking or providing proof-of-parking would further reduce tree impacts. However, during previous reviews, some councilmembers and area residents expressed concern about maintaining a certain level of on-site paved parking.

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<sup>1</sup> City Code §300.27 Subd. 12The city may decline to grant an extension if there has been a change in circumstances affecting the property or if there are other reasons to justify the denial. A change in circumstance may be an approved modification to the comprehensive guide plan, substantial changes to the surrounding development pattern, or other items determined by the city. Three consecutive one-year extensions shall be conclusive proof that the development has not made adequate progress toward completion, and no further extensions shall be granted, except upon a variance from this provision.



Unrelated to the land use approvals, the city is pursuing a state funding request for the Hopkins Crossroad trail, which would provide an off-road pedestrian connection. This funding request would help create a trail connection between Wayzata Blvd. to Cedar Lake Rd.



November 14, 2021

Loren Gordon  
City of Minnetonka  
14600 Minnetonka Blvd  
Minnetonka, MN 55345

Re: Chabad Center for Jewish Life  
11021 Hillside Lane W.  
2327, 2333, 2339 2345 Hopkins Crossroad,  
Minnetonka, MN 55305

Dear Loren,

I hope you are well,

I mentioned in our conversation a few days ago, that Chabad now owns all of the properties and we have received the financing needed to move ahead with the project. It is our plan to upload the plans this week and begin the site development permit process.

You mentioned that it would be wise to file for an extension because time may be limited to get it all done before years' end. The first extension gave us the time to complete the plans and go through the financing process, which we have now completed.

Please request an extension from the City Council, which will give us the time needed to have the plans reviewed for a site development permit and building permit.

Thank you for your help with this matter.

Sincerely,

Rabbi Mordechai Grossbaum  
Minneapolis Chabad Lubavitch



**City Council Agenda Item 10D  
Meeting of Nov. 22, 2021**

**Title:** Strategic profile quarter three report  
**Report From:** Moranda Dammann, Acting Assistant City Manager  
**Submitted through:** Mike Funk, Assistant City Manager

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**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

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**Summary Statement**

The strategic profile is an instrumental and living document that guides the work of the city. Providing quarterly updates on the progress of the strategic profile action items and key strategies will help inform the city council and community on the efforts of the city under the six strategic priorities outlined below.

**Recommended Action**

Adopt a motion accepting the strategic profile quarter three report.

**Strategic Profile Relatability**

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

Statement: The quarter three report provides an update on all six strategic priorities listed above.

**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**

In late summer and early fall of 2020, the city council met over a series of meetings to draft an updated strategic profile. Staff have implemented the three-level plan and have started working on the various actionable items outlined. The profile was input into the city's strategic profile software, Envisio. This software tracks the progress of the actionable items, holds data for the

metrics that align with those items and will generate a public dashboard that will display overall progress on an ongoing basis.

The third quarter of the year has been completed and the report attached holds progress updates for all levels of the profile. In addition to written updates, there are multiple progress indicators depicted throughout the report. Total plan progress is summarized on the second page of the report by indicating the percentage of actionable items that are “on track”, “some disruption”, “major disruption” or “status pending”. Similar indicators are available through the report for the progress of each strategic priority, key strategy and action item.

Last, there is a [community dashboard](#) component that allows the community to view the status as well. This is another layer of transparency and for the city to demonstrate progress, and it is now fully functional on the city’s website.



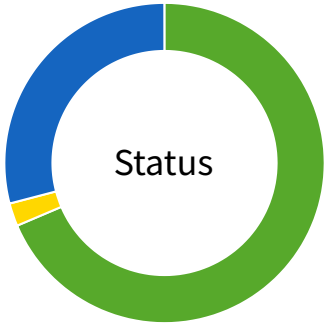
# **Quarterly Reporting**

## **City of Minnetonka Strategic Profile**

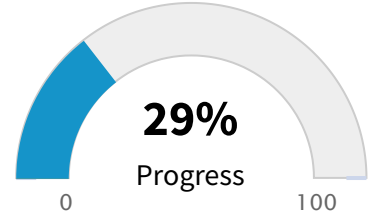
Reporting Period: July 17, 2021 - Oct. 8, 2021

<b>6</b> Strategic Priority	<b>21</b> Key Strategy	<b>86</b> Action Item
--------------------------------	---------------------------	--------------------------


## Overall Summary




	%
On Track	68.6
Some Disruption	2.33
Completed	29.07



### Report Legend

 No Update

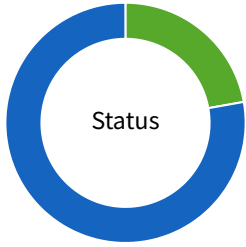
 Overdue

 Priority

# Plan Summary

## Strategic Priority 1

Owner: Darin Nelson



Status	%	#
On Track	22.22	2
Completed	77.78	7

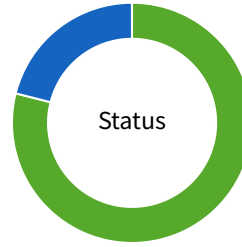
Key Strategy: 3

Action Item: 9

Financial Strength and Operational Excellence Maintain a long-term positive financial position by balancing revenues and expenditures for operations, debt management and capital investments. Provide innovative, responsive, qual...

## Strategic Priority 2

Owner: Scott Boerboom



Status	%	#
On Track	78.95	15
Completed	21.05	4

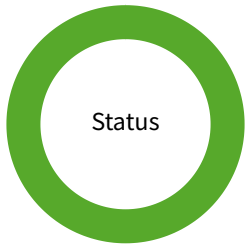
Key Strategy: 4

Action Item: 19

Safe and Healthy Community Develop programs, policies and procedures that enhance the community's well-being and partner with the community to provide engagement opportunities and build trust. Sustain focus on prevention progra...

## Strategic Priority 3

Owner: Leslie Yetka



Status	%	#
On Track	100.0	11

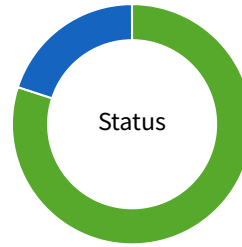
Key Strategy: 3

Action Item: 11

Sustainability and Natural Environment Support long-term and short-term initiatives that lead to the protection and enhancement of our unique and natural environment while mitigating climate change impacts.

## Strategic Priority 4

Owner: Julie Wischnack



Status	%	#
On Track	80.0	8
Completed	20.0	2

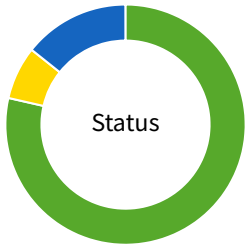
Key Strategy: 3

Action Item: 10

Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's unique neighborhoods while continuing community reinvestment.

## Strategic Priority 5

Owner: Will Manchester



Status	%	#
On Track	78.57	11
Some Disruption	7.14	1
Completed	14.29	2

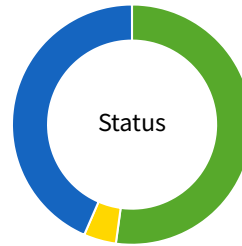
Key Strategy: 4

Action Item: 14

Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well-maintained infrastructure and transportation systems. Build, maintain and manage capital assets to preserve long-term investment a...

## Strategic Priority 6

Owner: Mike Funk



Status	%	#
On Track	52.17	12
Some Disruption	4.35	1
Completed	43.48	10

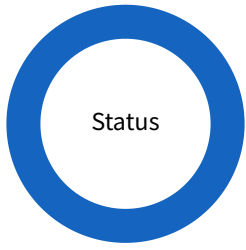
Key Strategy: 4

Action Item: 23

Community Inclusiveness Create a community that is engaged, tolerant and compassionate about everyone. Embrace and respect diversity, and create a community that uses different perspectives and experiences to build an inclusive...

### Key Strategy 1.1

Owner: Darin Nelson



Completed

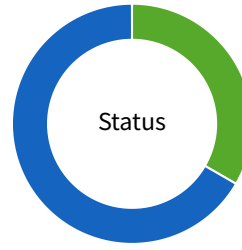
100.0 | 3

Action Item: 3

Maintain the city's AAA bond rating.

### Key Strategy 1.2

Owner: Darin Nelson



On Track  
Completed

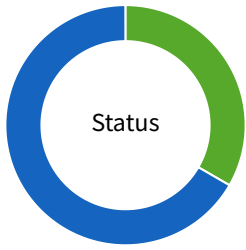
33.33 | 1  
66.67 | 2

Action Item: 3

Develop an annual budget that meets community needs and is in alignment with the strategic plan and financial policies.

### Key Strategy 1.3

Owner: Darin Nelson



On Track  
Completed

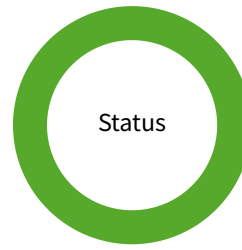
33.33 | 1  
66.67 | 2

Action Item: 3

Provide excellent, meaningful programs and amenities to serve and enhance our community.

### Key Strategy 2.1

Owner: Andy Gardner



On Track

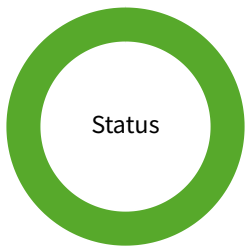
100.0 | 6

Action Item: 6

Identify and adapt to public safety service models that support evolving changes in service delivery expectations.

### Key Strategy 2.2

Owner: Shelley Petersen



On Track

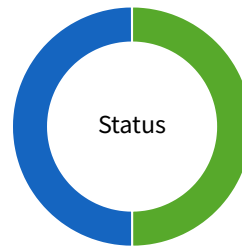
100.0 | 5

Action Item: 5

Identify safety strategies and practices that promote positive quality of life for all.

### Key Strategy 2.3

Owner: Kevin Fox



On Track  
Completed

50.0 | 2  
50.0 | 2

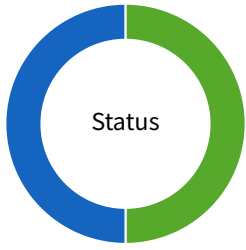
Action Item: 4

Collaboratively review current integrated police and fire policy and training protocols and implement appropriate changes.



### Key Strategy 2.4

Owner: Kelly O'Dea



On Track  
Completed

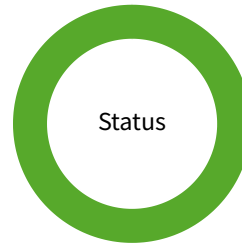
% | #  
50.0 | 2  
50.0 | 2

Action Item: 4

Provide a full range of recreational programs, services and amenities.

### Key Strategy 3.1

Owner: Susan Thomas



On Track

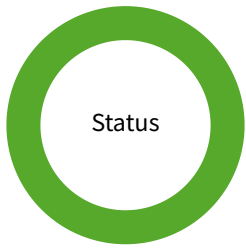
% | #  
100.0 | 3

Action Item: 3

Carefully balance growth and development with preservation efforts that protect the highly valued water and woodland resources of our community.

### Key Strategy 3.2

Owner: Leslie Yetka



On Track

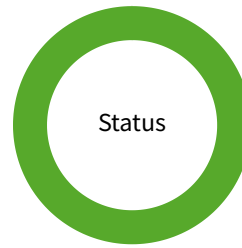
% | #  
100.0 | 3

Action Item: 3

Develop and implement long-term plans to mitigate threats to water quality, ecosystems, urban forests and the unique natural character of Minnetonka.

### Key Strategy 3.3

Owner: Drew Ingvalson



On Track

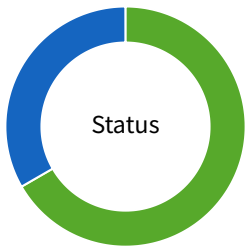
% | #  
100.0 | 5

Action Item: 5

Take an active role in promoting energy and water conservation, sustainable operations and infrastructure, recycling and environmental stewardship.

### Key Strategy 4.1

Owner: Julie Wischnack



On Track  
Completed

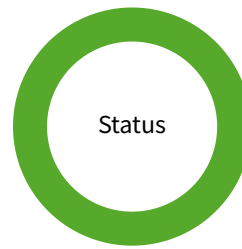
% | #  
66.67 | 2  
33.33 | 1

Action Item: 3

Implement programs and policies to diversify housing and increase affordable housing options.

### Key Strategy 4.2

Owner: Julie Wischnack



On Track

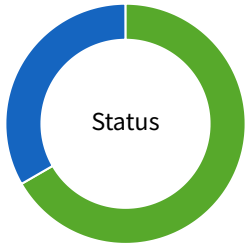
% | #  
100.0 | 4

Action Item: 4

Support business retention and expansion and attract new businesses.

### Key Strategy 4.3

Owner: Julie Wischnack



On Track  
Completed

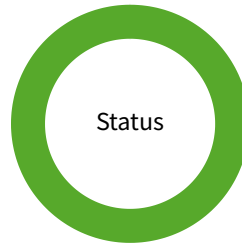
% | #  
66.67 | 2  
33.33 | 1

Action Item: 3

Manage and promote the Opus area as a unique mix of uses and increased development reinvestment.

### Key Strategy 5.1

Owner: Will Manchester



On Track

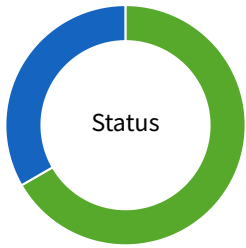
% | #  
100.0 | 4

Action Item: 4

Provide and preserve a quality local street and trail system.

### Key Strategy 5.2

Owner: Will Manchester



On Track  
Completed

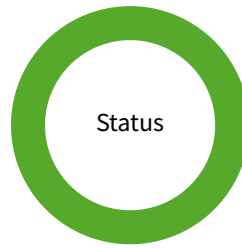
% | #  
66.67 | 2  
33.33 | 1

Action Item: 3

Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

### Key Strategy 5.3

Owner: Will Manchester



On Track

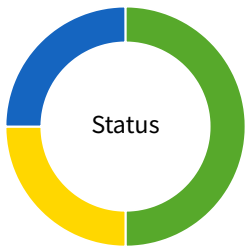
% | #  
100.0 | 3

Action Item: 3

Develop an annual capital improvement plan that supports the sustainable maintenance and replacement of assets.

### Key Strategy 5.4

Owner: Will Manchester



On Track  
Some Disruption  
Completed

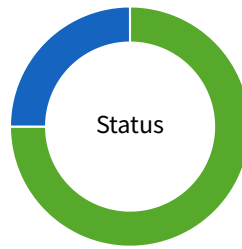
% | #  
50.0 | 2  
25.0 | 1  
25.0 | 1

Action Item: 4

Expand and maintain a trail system to improve safe connectivity and walkability throughout the community.

### Key Strategy 6.1

Owner: Dawn Pearson



On Track  
Completed

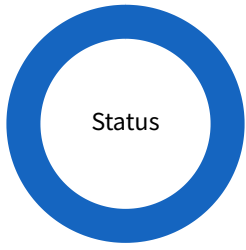
% | #  
75.0 | 3  
25.0 | 1

Action Item: 4

Develop and implement inclusive recruiting, application, hiring and retention practices to attract excellent, qualified and diverse candidates from all backgrounds.

### Key Strategy 6.2

Owner: Moranda Dammann



Completed

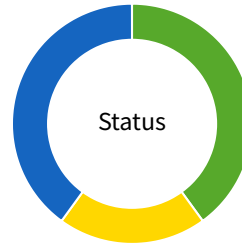
%	#
100.0	7

Action Item: 7

Foster an inclusive boards and commissions recruitment and appointment process to increase diversity.

### Key Strategy 6.3

Owner: Moranda Dammann



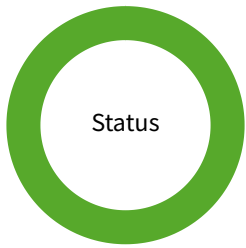
	%	#
On Track	40.0	2
Some Disruption	20.0	1
Completed	40.0	2

Action Item: 5

Actively engage the community by working collaboratively to broaden policy outcomes and respond to community's needs, views and expectations.

### Key Strategy 6.4

Owner: Kelly O'Dea



On Track

%	#
100.0	7

Action Item: 7

Remove identifiable barriers to create equal opportunity for accessing programs and services.

**Strategic Priority 1** Progress 78%

**Financial Strength and Operational Excellence**

	%	#
On Track	22.22	2
Completed	77.78	7

Maintain a long-term positive financial position by balancing revenues and expenditures for operations, debt management and capital investments. Provide innovative, responsive, quality city services at a level that reflects community value and is supported by available resources.

Owner: Darin Nelson

Key Strategy: 3      Action Item: 9

Update provided by Darin Nelson

The city is on track to continue its long history of financial strength and positioning. The 2020 annual financial report was presented to the council in June. Audited results included a positive increase of \$2.6 million for the General Fund. COVID-19 impacted revenues and expenditures, but federal pandemic funding did aid in offsetting these differences. Moody's Investor Service also released its annual issuer comment report on May 18, 2021, and within the report reaffirmed the city's Aaa bond rating. Lastly, the 2022 annual budget is currently being developed. As part of the 2022 budget process, the council held a budget study session in August and approved the 2022-2026 Capital Improvements Program (CIP) and the 2022 preliminary levy on Sept. 13. An additional budget study session is planned for Nov. 15 with final approval slated for Dec. 6.

The Administration division is continuing its Ranked Choice Voting (RCV) education campaign. Educational brochures have been mailed to Minnetonka addresses and presentations have been provided at the community center and various senior residential facilities. Internal processes have been adjusted and materials created for absentee and election day to reflect the change in voting. Absentee voting began on Sept. 17.

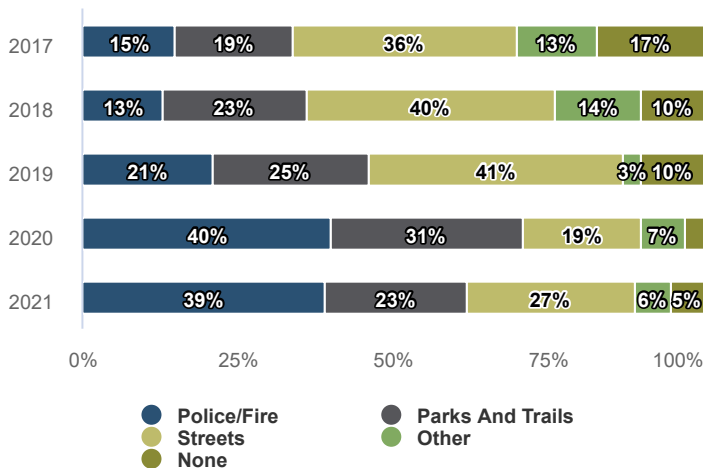
The City Council approved revised bids for the the Ridgedale Commons and Crane Lake Preserve construction projects in August. All construction plans and documents have been finalized and construction began in September.

Strategic Priority 1 > Long Term Target

**Where Should the City Increase Budget**

Strategic Priority 1 Financial Strength and Operational Excellence Maintain a long-term positive financial position by ...

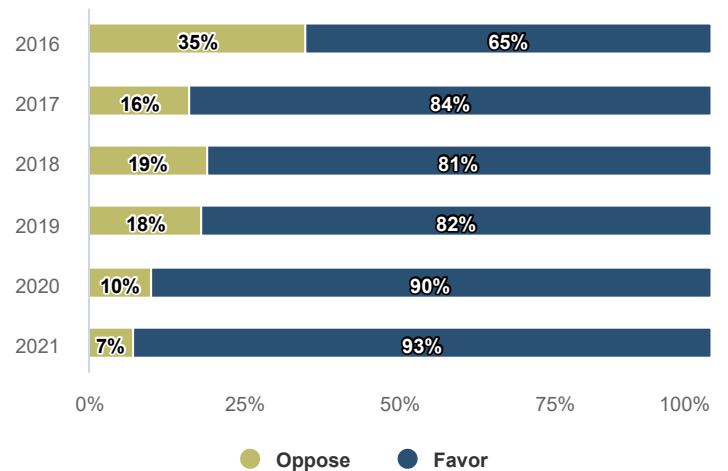
Increase Budget



**Taxes vs Services**

Strategic Priority 1 Financial Strength and Operational Excellence Maintain a long-term positive financial position by ...

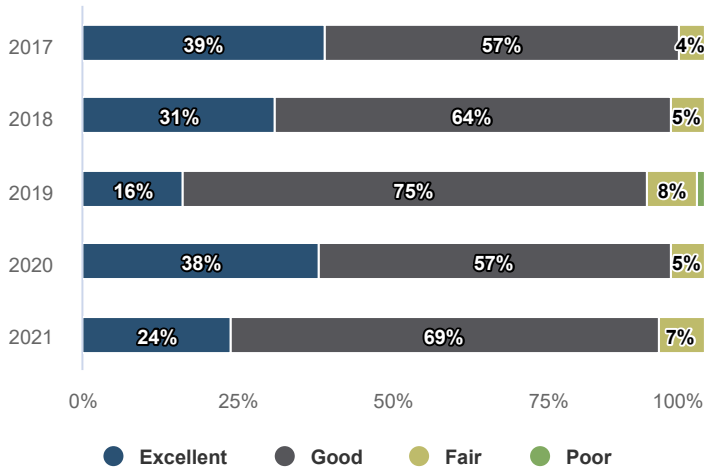
Increase Taxes to Maintain Services



## Value of City Services

Strategic Priority 1 Financial Strength and Operational Excellence Maintain a long-term positive financial position by ...

Value of city services



### Key Strategy 1.1 Progress 100%

Maintain the city's AAA bond rating.

	%	#
Completed	100.0	3

Owner: Darin Nelson

Action Item: 3

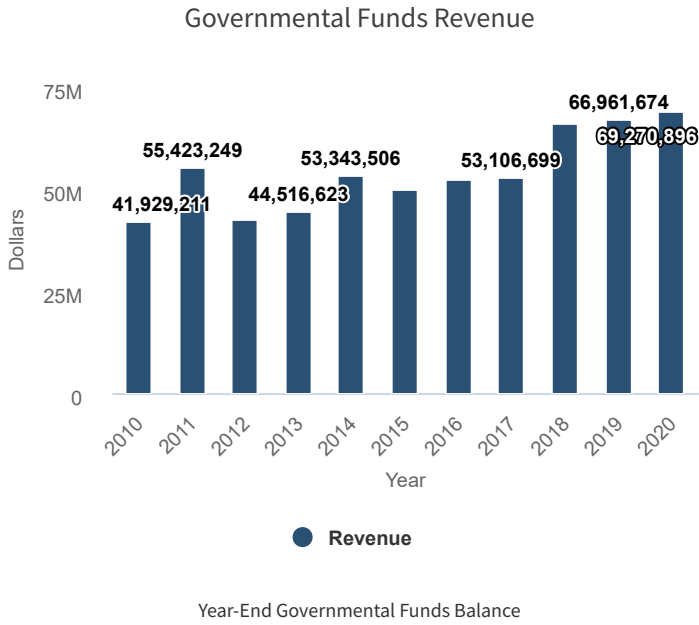
Update provided by Darin Nelson

Moody's Investor Service issued its annual issuer comment report on May 18, 2021, and within the report reaffirmed the city's Aaa bond rating. The city is planning to issue utility improvement bonds in November. Prior to the sale date, Moody's will again issue a bond rating. The staff and the city's municipal advisor expect the city to maintain its Aaa bond rating.

Key Strategy 1.1 > KPI

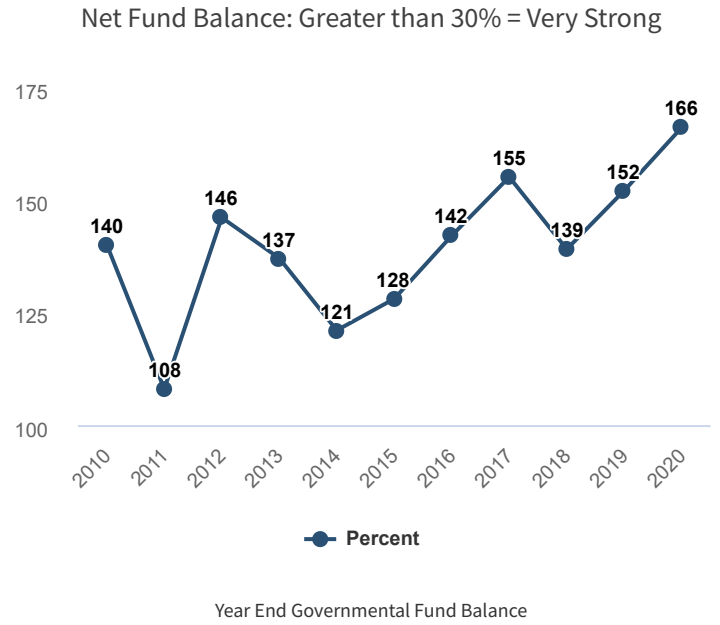
## Governmental Funds Revenue

Key Strategy 1.1 Maintain the city's AAA bond rating.



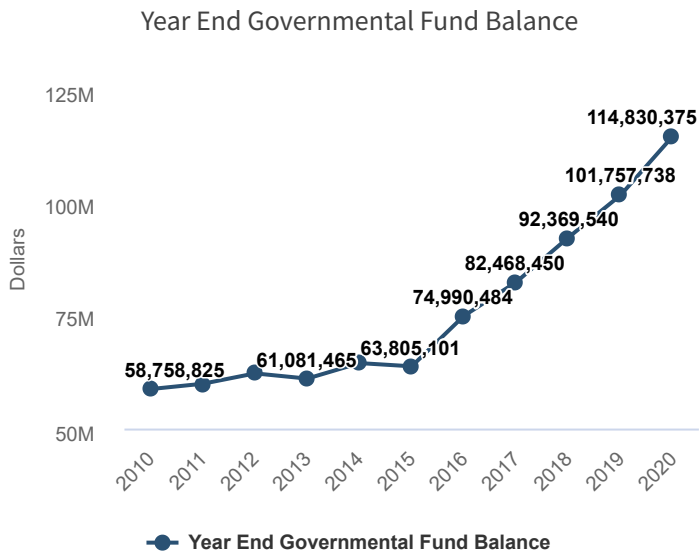
## Net Fund Balance

Key Strategy 1.1 Maintain the city's AAA bond rating.



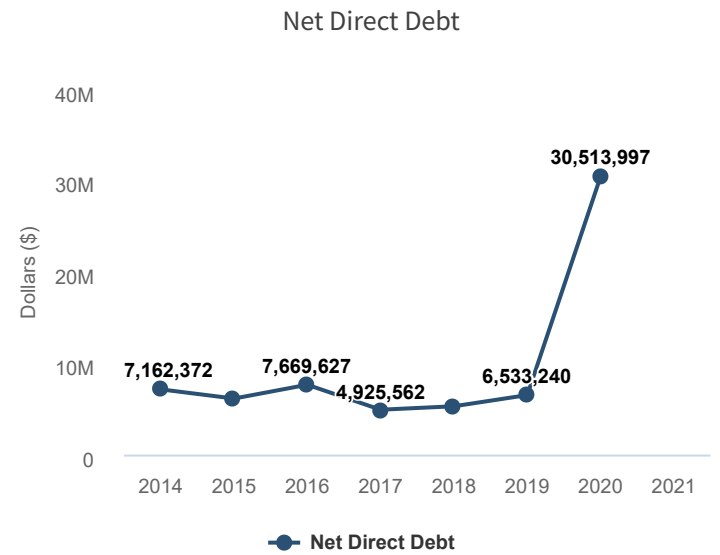
## Year End Governmental Fund Balance

Key Strategy 1.1 Maintain the city's AAA bond rating.



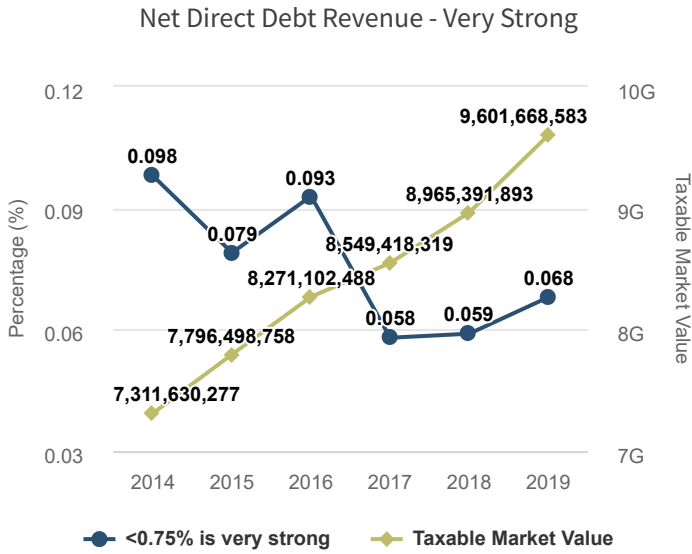
## Net Direct Debt

Key Strategy 1.1 Maintain the city's AAA bond rating.



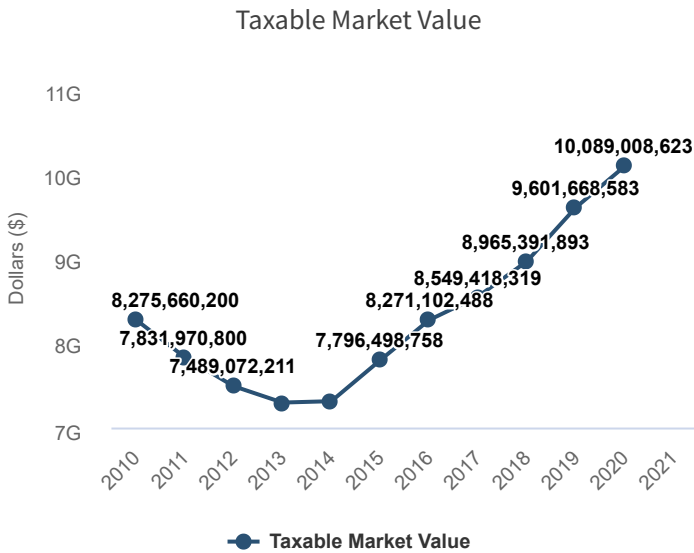
## Net Direct Debt Revenue - Very Strong

Key Strategy 1.1 Maintain the city's AAA bond rating.



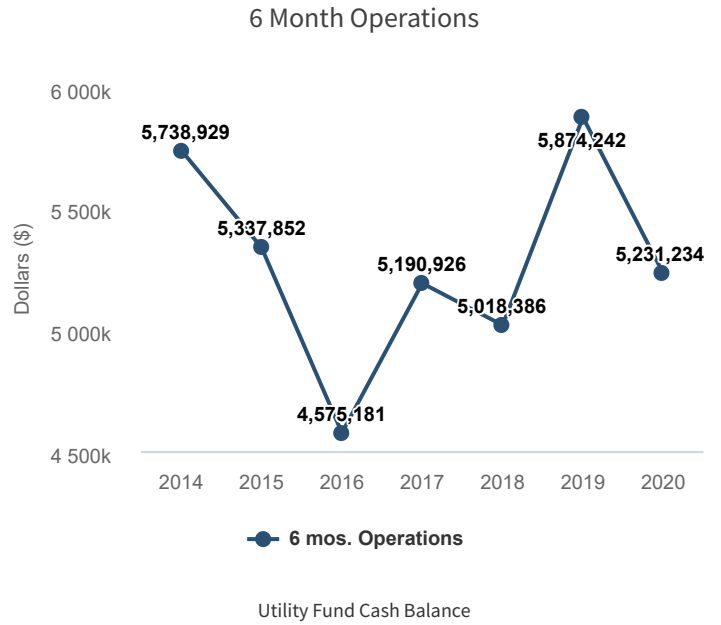
## Taxable Market Value

Key Strategy 1.1 Maintain the city's AAA bond rating.



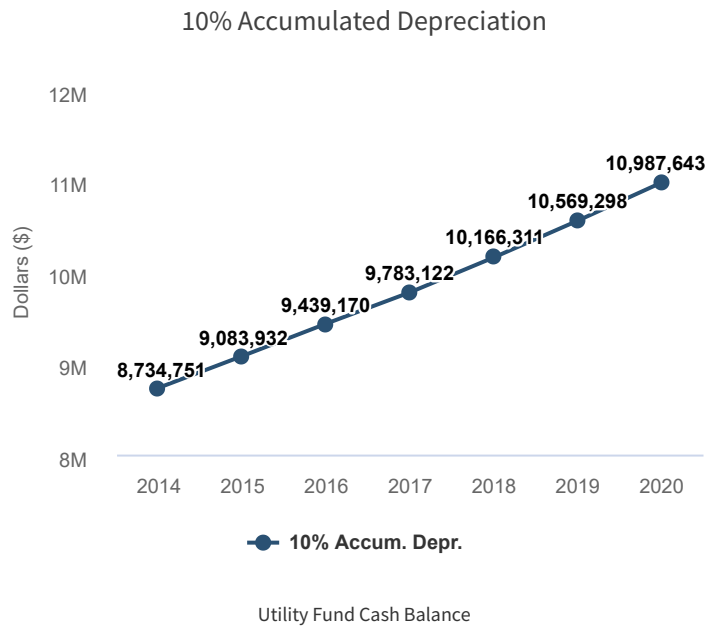
## Utility Fund Cash Balance - 6 Month Operations

Key Strategy 1.1 Maintain the city's AAA bond rating.



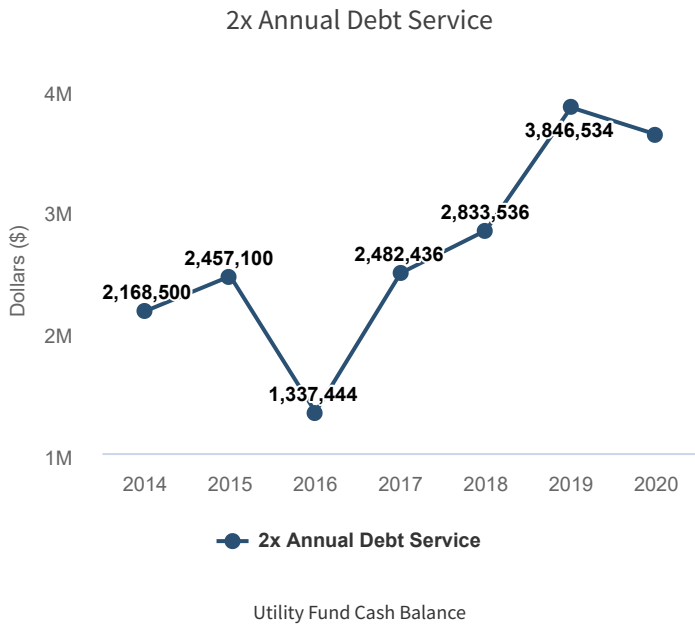
## Utility Fund Cash Balance - 10% Accumulated Depreciation

Key Strategy 1.1 Maintain the city's AAA bond rating.



## Utility Fund Cash Balance - 2x Annual Debt Service

Key Strategy 1.1 Maintain the city's AAA bond rating.



### Action Item 1.1.1

Ongoing - Ongoing Completed

Maintain a Moody's fund balance rating of "Very Strong", which equates to a fund balance of greater than 30 percent of revenues.

Owner: Darin Nelson Contributor: Joel Merry

Update provided by Darin Nelson

As of December 31, 2020, the city's governmental funds had an available fund balance as a percentage of operating revenues of 60.3 percent.

### Action Item 1.1.2

Ongoing - Ongoing Completed

Maintain a Moody's net direct debt rating of "Very Strong", which equates to net direct debt being less than 0.75 percent of the city's taxable market value.

Owner: Darin Nelson Contributor: Joel Merry

Update provided by Darin Nelson

The city's net direct rating remains very strong. After issuing approximately \$30 million in General Obligation bonds for the public safety facility remodel and expansion project, the city's net direct debt is 0.28 percent of the city's taxable market value as of December 31, 2020. The U.S. median is 1.1 percent.

### Action Item 1.1.3

Ongoing - Ongoing Completed

Maintain Water and Sewer Utility fund cash balance of least two times the annual debt service, six months of ongoing operations, and 10 percent of accumulated depreciation.

Owner: Darin Nelson Contributor: Joel Merry

Update provided by Darin Nelson

The Water and Sewer Utilities fund cash balance as of December 31, 2020 was \$20.9 million, which exceeded the minimum cash balance target of approximately \$17.7 million. The percent of target achieved was 118 percent.



**Key Strategy 1.2** Progress 67%

Develop an annual budget that meets community needs and is in alignment with the strategic plan and financial policies.

On Track  
Completed

%	#
33.33	1
66.67	2

Owner: Darin Nelson

Action Item: 3

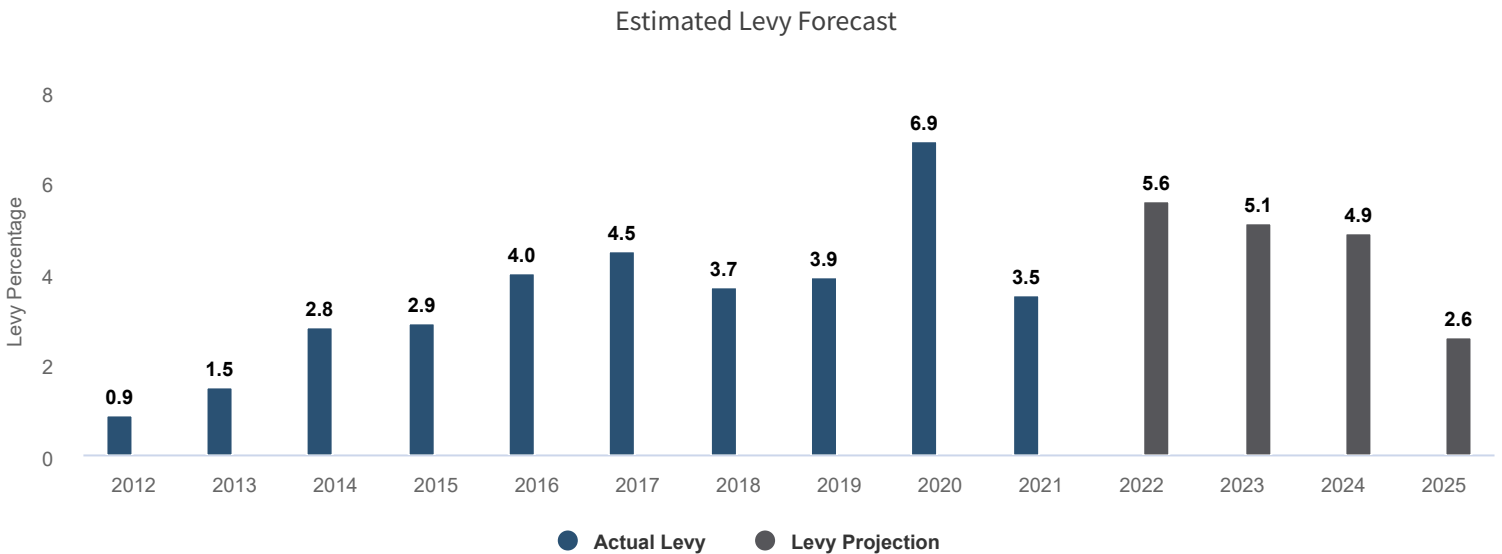
Update provided by Darin Nelson

The 2022 budget continues its progress towards final adoption in December. The City Council reviewed the 2022 budget priorities at a study session on Aug. 16 and approved both the preliminary 2022 levy and the 2022-26 Capital Improvements Program (CIP) at its Sept. 13 council meeting. A final budget study session will be held on Nov. 15 and the public budget meeting will be held on Dec. 6 with final budget adoption slated for that same evening.

Key Strategy 1.2 > KPI

**Estimated Levy Forecast**

Key Strategy 1.2 Develop an annual budget that meets community needs and is in alignment with the strategic plan a...



**Action Item 1.2.1**

Ongoing - Ongoing On Track

Review annual strategic plan to prioritize city council objectives.

Owner: Mike Funk

Update provided by Mike Funk

The 2021 strategic profile/strategic plan was accepted by the city council in December of 2021. The council was presented with a Q1 report in May of 2021 and the Q2 report in July of 2021. It is anticipated the city council will continue to receive Q4 and year-end report in early 2022.

**Action Item 1.2.2**

Ongoing - Ongoing Completed

Develop and approve 5-year Capital Improvements Plan (CIP).

Owner: Darin Nelson Contributor: Joel Merry

Update provided by Darin Nelson

Complete

**Action Item 1.2.3**

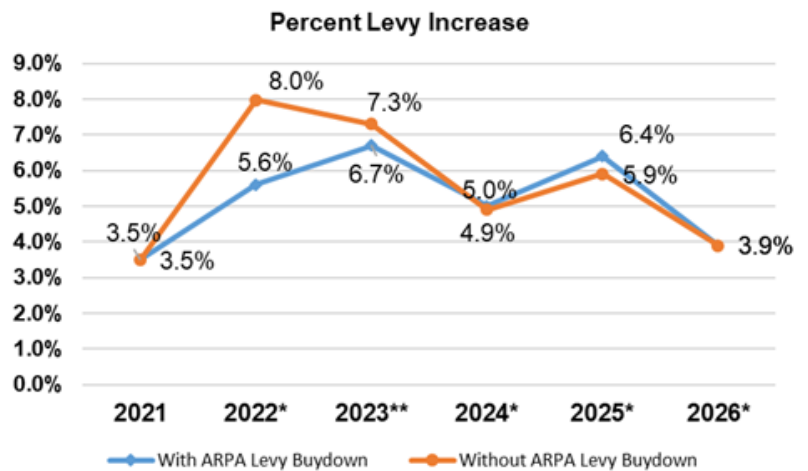
Ongoing - Ongoing Completed

Perform long-term levy projections to ensure financial sustainability and responsible stewardship of the public's tax dollars.

Owner: Darin Nelson Contributor: Joel Merry

Update provided by Darin Nelson

The five-year levy forecast was presented at the Aug. 16 budget study session and the Sept. 13 council meeting. The future levy forecasts are dependent upon a number of variables including unknown programming or capital changes along with the potential receipt of a fire department SAFER grant. If the city does receive the SAFER grant, the 2022 levy could be reduced by about \$950,000 or 2.2 percent. The 5.6 percent preliminary levy approved by the council on Sept. 13 includes utilizing the city's ARPA dollars to subsidize the levy increase for 2022.



**Key Strategy 1.3** Progress 67%

Provide excellent, meaningful programs and amenities to serve and enhance our community.

Owner: Darin Nelson

	%	#
On Track	33.33	1
Completed	66.67	2

Action Item: 3

Update provided by Darin Nelson

The Administration division is continuing its Ranked Choice Voting (RCV) education campaign. Educational brochures have been mailed to Minnetonka addresses and presentations have been provided at the community center and various senior residential facilities. Internal processes have been adjusted and materials created for absentee and election day to reflect the change in voting. Absentee voting began on Sept. 17.

The City Council approved revised bids for the the Ridgedale Commons and Crane Lake Preserve construction projects in August. All construction plans and documents have been finalized and construction began in September.

### Action Item 1.3.1

Ongoing - Ongoing Completed

Create internal work committee to evaluate and maintain services through the COVID-19 pandemic.

Owner: Mike Funk

Update provided by Mike Funk

The committee (RCP) was formed in April of 2020 and has meet every two weeks since that time. The mission and scope of the committee was:

- To create uniform guidelines for staff currently deployed in the workplace as well as for those who will be returning to their workplace. This includes configuring layouts and workspaces to maintain required social distancing along with appropriate PPE resources, cleaning, and sanitization to ensure a safe workplace is established and maintained.
- To create a phased strategy for the safe return of employees currently teleworking and/or covid idle to their public work space.
- Review delivery of services and service modeling related to pandemic. Analyze opportunities to deliver services in an effective, efficient, and innovative manner. Improve operations.

### Action Item 1.3.2

Ongoing - Ongoing On Track

Transition to ranked choice voting in 2021 elections, including the development of an educational campaign.

Owner: Moranda Dammann

Update provided by Moranda Dammann

Ranked choice voting outreach efforts have continued with an educational brochure being mailed to all Minnetonka addresses, presentations at the community center and various senior residential facilities. Internal processes have been adjusted and materials created for absentee and election day to reflect the change of voting. Election staff provided Hennepin County with written instructions for completing the ballot, as required by ordinance, that will be included with all mailed ballots. Absentee voting began on September 17.

### Action Item 1.3.3

Ongoing - Ongoing Completed

Prepare construction plans for Ridgedale Commons and Crane Lake Preserve.

Owner: Sara Woeste

Update provided by Sara Woeste

Council approved revised bids for the project in August 2021. All construction plans and documents have been finalized and construction began in September 2021.

**Strategic Priority 2** Progress 21%

**Safe and Healthy Community**

	%	#
On Track	78.95	15
Completed	21.05	4

Develop programs, policies and procedures that enhance the community's well-being and partner with the community to provide engagement opportunities and build trust. Sustain focus on prevention programs, education, hazard mitigation and rapid emergency response.

Owner: Scott Boerboom

Key Strategy: 4

Action Item: 19

Update provided by Scott Boerboom

**Key Strategy 2.1: Identify and adapt to public safety service models that support evolving changes in service delivery expectations. (0.0% completed)**

A data collection consultant trained staff on June 30 and July 1. The training included research on best practices and requirements needed to provide accurate data. Staff learned that additional data collection is needed on vehicle crashes and will be exploring options to record this data.

**Key Strategy 2.2: Identify safety strategies and practices that promote positive quality of life for all. (0.0% completed)**

Significant progress has been made in identifying strategies and practices that promote positive quality of life for all;

Two successful mass vaccination clinics were held in the city in May. We were finally able to plan and schedule a free vehicle safety equipment clinic after previous delays due to covid-19. The safety clinic will be held on July 31 from 3-5 pm at Minnetonka Heights, a low income/section 8 apartment complex. Free "Lights-On!" vouchers will be given to community members providing them free vehicle equipment repairs. Police staff are encouraged and engaged with the cities DE & I taskforce. We are reviewing police department policies that may perpetuate disparities.

**Key Strategy 2.3: Collaboratively review current integrated police and fire policy and training protocols and implement appropriate changes. (0.0% completed)**

Police and Fire are currently in the process of reviewing our policies and will meet soon to begin developing joint policies.

**Key Strategy 2.4: Provide a full range of recreational programs, services and amenities. (25.0% completed)**

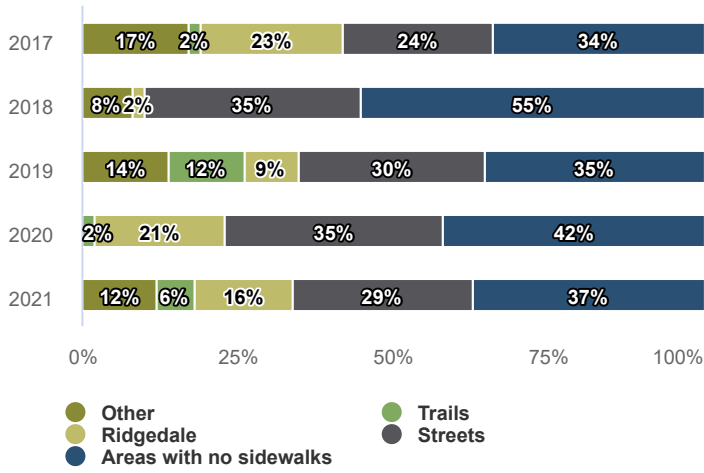
Recreation program staff are preparing for the fall season. The fall brochure will contain a variety of programs including a number of programs in collaboration with Hopkins School District. In addition to recreation programs, our recreation facilities are now full operational.

Strategic Priority 2 > Long Term Target

## PS - Areas Feeling Unsafe

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

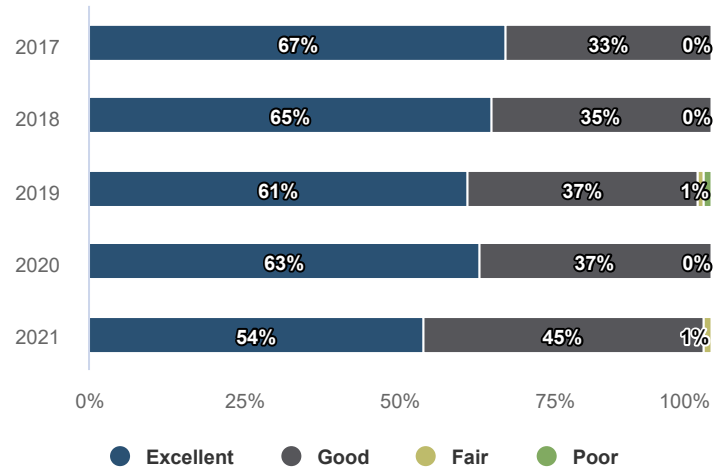
### Areas that Do Not Feel Safe



## Quality of Fire Protection

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

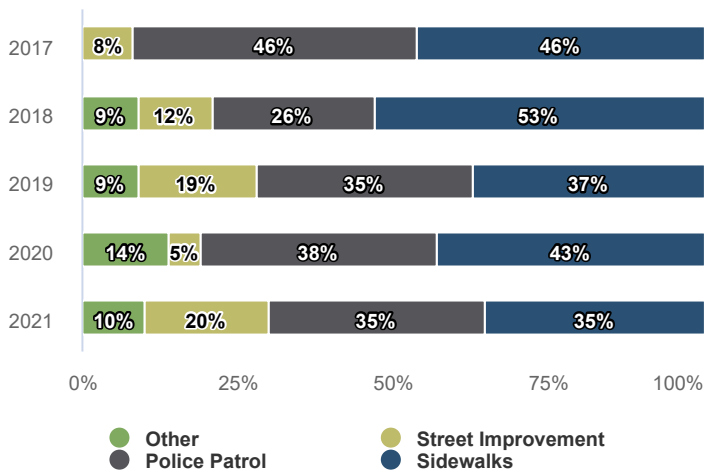
### Quality of fire protection



## Feel More Safe

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

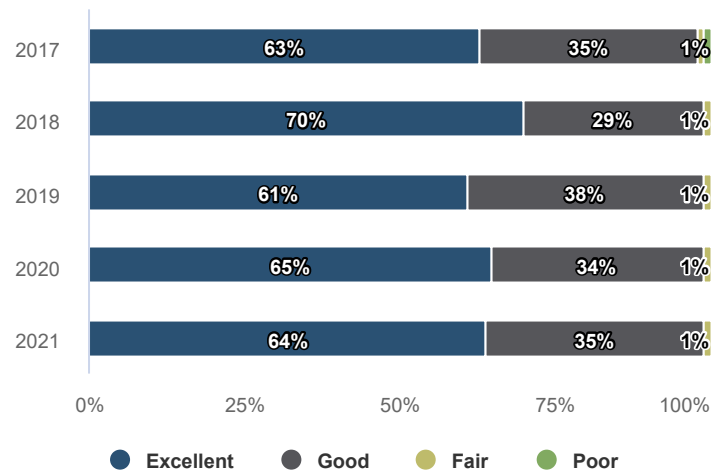
### What Would Make You Feel More Safe?



## Quality of Police Protection

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

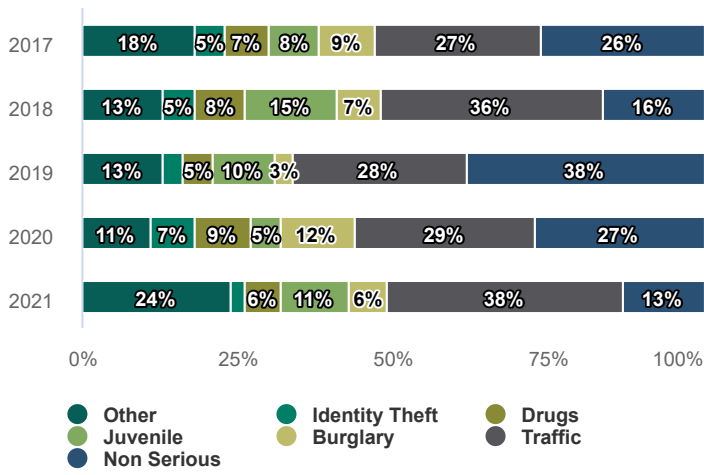
### Quality of police protection



## Public Safety Concerns

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

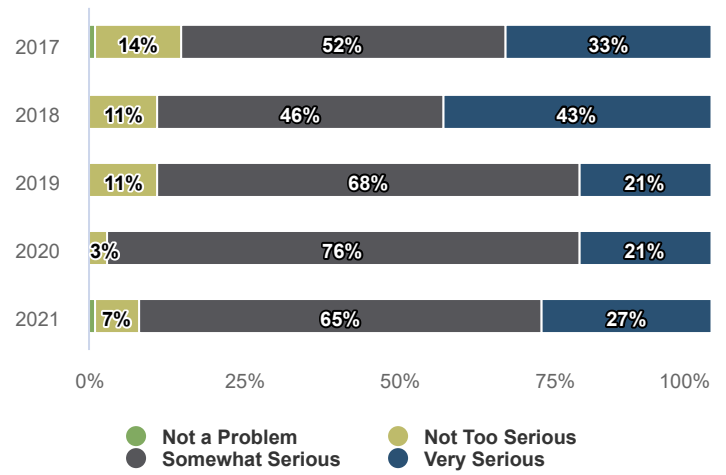
### Public Safety Concerns



## Residential Speeding

Strategic Priority 2 Safe and Healthy Community Develop programs, policies and procedures that enhance the community's ...

### Residential Speeding



## Key Strategy 2.1 Progress 0%

Identify and adapt to public safety service models that support evolving changes in service delivery expectations.

On Track % #  
100.0 6

Owner: Andy Gardner Contributor: Shelley Petersen

Action Item: 6

Update provided by Andy Gardner

The Minnetonka Police have come to an agreement with a mental health professional who will begin providing mandatory mental health check-ins for all police staff beginning in 2022. In addition to the existing peer support program and employee assistance program, the department will make additional therapy sessions available if suggested by either the employee or the mental health professional.

In regard to data collection, an ad hoc committee of crime analysts from suburban Hennepin County police departments are having conversations about a common approach to data collection. The group is being lead by Minnetonka's crime analyst who has also met with representatives from Hennepin County about proposed changes to the methodology of data collection.

### Action Item 2.1.1

Ongoing - Ongoing On Track

Develop a long term staffing strategy for the fire department.

Owner: Kevin Fox

Update provided by Kevin Fox

The department is currently waiting to hear on the grant outcome. We have developed an alternate plan to submit to the city should we not receive the grant. This alternate plan will prevent several options for alternate staffing in 2022.

### Action Item 2.1.2

Ongoing - Ongoing On Track

Collect demographic data to guide public safety training and policy development and strategic planning.

Owner: Andy Gardner

Update provided by Andy Gardner

Race and gender data continues to be collected on key officer self-initiated activity. Following recommendations made by an outside consultant, police are working with stakeholders to collect data on traffic crashes to be used as a benchmark.

### Action Item 2.1.3

Ongoing - Ongoing On Track

Partner with Metro Transit Police to explore establishment of a joint use police substation in the Opus area/Southwest Light Rail Transit.

Owner: Scott Boerboom

Update provided by Scott Boerboom

Police staff and Metro Transit met to discuss the possibility of sharing a substation in the Opus area near the light rail station. Transit authorities agreed that there would be value to having a presence in this area and will continue to participate in discussion. Staff will continue to explore options as development occurs near the light rail station.

### Action Item 2.1.4

Ongoing - Ongoing On Track

Align Minnetonka police officer training with the criteria established by the P.O.S.T. Board, MN Professional Peace Officer Education and professional organizations, along with federal and state requirements.

Owner: Andy Gardner

Update provided by Andy Gardner

Officers participated in use of force training which focused on the new POST mandated training standards. This training included less than lethal options when officers were faced with use of force decisions.

### Action Item 2.1.5

Ongoing - Ongoing On Track

Identify and pursue additional partnerships to enhance public safety by providing access to mental health and support resources for residents in crisis.

Owner: Scott Boerboom

Update provided by Scott Boerboom

In the 2022 budget, a request has been made to increase funding to support a full-time social worker. This will provide an opportunity to further enhance our mental health response, including engaging other stakeholders.

### Action Item 2.1.6

Ongoing - Ongoing On Track

On-going review of the recommendations made by The President's Task Force on 21st Century Policing.

Owner: Andy Gardner

Update provided by Andy Gardner

Pillar 6 of The President's Task Force on 21st Century Policing makes recommendations on officer wellness citing, "the wellness and safety of law enforcement officers is critical not only to themselves, their colleagues, and their agencies but also to public safety." Aligning with Action Item 6.1.3 of the Task Force's recommendations, Minnetonka Police have contracted with a mental health professional to provide required annual mental health check-ins for all police staff beginning in 2022. This is in addition to existing peer support and employee assistance programs. Furthermore, a policy has been drafted that would allow police staff time in their work day to utilize our new physical fitness center.

### Key Strategy 2.2 Progress 0%

Identify safety strategies and practices that promote positive quality of life for all.

On Track | % 100.0 | # 5

Owner: Shelley Petersen Contributor: Andy Gardner

Action Item: 5

Update provided by Shelley Petersen

In September, we had the opportunity to participate in additional events geared toward our effort of promoting a positive quality of life for all.

On Sept. 24, Minnetonka sworn and civilian staff joined our neighboring agencies and Special Olympics participants in carrying the torch through our community.

On Sept. 25, we participated in a "Chili-Cook-off" at Faith Church to support the ICA food shelf. The event was open to the public and well attended.

### Action Item 2.2.1

Ongoing - Ongoing On Track

Collaborate with local business and non-profits to provide vehicle equipment safety inspections including child seat inspections.

Owner: Shelley Petersen

Update provided by Shelley Petersen

Our "Summer Meet and Greet" was held on July 21. Officers provided free car seat and vehicle equipment inspections. Vehicles in need of minor equipment repairs were given Lights On! certificates for free repairs. Inter-Congregation Communities "ICA food shelf", Resource West, Minnetonka ECFE, Hennepin Library and the Minnetonka YMCA also attended.

### Action Item 2.2.2

Ongoing - Ongoing On Track

Prepare to facilitate a distribution site in Minnetonka for COVID-19 testing or mass public vaccinations.

Owner: Shelley Petersen

Update provided by Shelley Petersen

Minnetonka Asst/ Fire Chief, Jim Flanders and I continue to receive updates from Hennepin Healthcare Emergency Medical Service HEMS, the Minnesota Department of Health and the CDC on Covid-19 impacts to our community.

### Action Item 2.2.3

Ongoing - Ongoing On Track

Preform departmental reviews to identify policies within each department that may perpetuate disparities or be rooted in systemic racism.

Owner: Scott Boerboom

Update provided by Scott Boerboom

We have engaged a group of community members to provide feedback on our hiring practices and suggestions on how to enhance our outreach efforts, especially with communities of color. These community members will also be included in our police officer recruitment process.

### Action Item 2.2.4

Ongoing - Ongoing On Track

Participate in community engagement activities to increase understanding between law enforcement and people of color.

Owner: Scott Marks

Update provided by Scott Marks

Co-hosted a "Back to School Jam" with Grace Apostolic Church on Aug 29, 2021 1-3pm. This event helped to continue the relationship building with an important predominantly Black church in Minnetonka with a BBQ, games, Minnetonka Police Bike Patrol meet and greet, and school supply give away (sponsored by local Target stores and the Minnetonka Crime Prevention Association).

### Action Item 2.2.5

Ongoing - Ongoing On Track

Provide educational materials on police interactions to new drivers and elicit feedback from students.

Owner: Shelley Petersen

Update provided by Shelley Petersen

On August 26, we hosted a "point of impact" class for 30 students and their parents. Point of impact classes are designed for new drivers with a focus on creating 'safer' teen drivers. The course focuses on teen driving risks, Minnesota teen driving laws and the important role parents play in developing a safe teen driver.

This is the first time Minnetonka traffic officers hosted/instructed this course. Officers, parents and students provided feedback that they found the course information valuable.



**Key Strategy 2.3** Progress 50%

Collaboratively review current integrated police and fire policy and training protocols and implement appropriate changes.

On Track  
Completed

%	#
50.0	2
50.0	2

Owner: Kevin Fox

Action Item: 4

Update provided by Kevin Fox

Police and Fire have begun working on the action steps with several being completed. We are on track to complete all action steps by end of year.

**Action Item 2.3.1**

Update provided by Kevin Fox

Ongoing - Ongoing Completed

Status updated to "Completed"

Establish a group of personnel from police and fire departments to identify the most critical potential incidents that would require joint policy.

Owner: Kevin Fox

**Action Item 2.3.2**

Update provided by Kevin Fox

Ongoing - Ongoing Completed

Status updated to "Completed"

Develop a joint standard operating guideline for response to Mass Casualty/Active Shooter Events

Owner: Kevin Fox

**Action Item 2.3.3**

Update provided by Kevin Fox

Ongoing - Ongoing On Track

Police and Fire are currently reviewing current SOG's and working to merge the two into one document.

Develop a standard operating guideline for traffic management at emergency and non-emergency scenes.

Owner: Kevin Fox

**Action Item 2.3.4**

Update provided by Kevin Fox

Ongoing - Ongoing On Track

This policy is still currently being developed.

Develop a policy for joint structure fire response.

Owner: Kevin Fox

**Key Strategy 2.4** Progress 50%

Provide a full range of recreational programs, services and amenities.

On Track  
Completed

%	#
50.0	2
50.0	2

Owner: Kelly O'Dea

Action Item: 4

Update provided by Kelly O'Dea

Program staff are continuing to offer the traditional leagues and programs for all ages, including swimming lessons, youth sports, dance and arts programs, as well as adult soccer, basketball and volleyball leagues. In addition, staff are working to offer programs and activities that are more accommodating and accessible, such as online gaming, at-home activity kits and scavenger hunts in the city parks.

Key Strategy 2.4 > KPI

### HopKids Programs

Key Strategy 2.4 Provide a full range of recreational programs, services and amenities.

#### HopKids Programs

HopKids Programs	2017	2018	2019	2020
Number of Programs	8	122	141	79
Number of Registrations	983	1637	1600	624
Average Attendance	12	13	11	8
Cost of Program	\$62	\$58	\$59	\$63

### Recreation

Key Strategy 2.4 Provide a full range of recreational programs, services and amenities.

#### Recreation

Recreation	2017	2018	2019	2020
Williston Programs Offered w/COVID Requirements	NA	NA	NA	82
Aquatics Program Numbers	876	797	801	516
Virtual Program Numbers	NA	NA	NA	344

#### Action Item 2.4.1

Ongoing - Ongoing On Track

Collaborate with the Hopkins School District to provide diverse and affordable preschool programming.

Owner: Ann Davy

Update provided by Ann Davy

There are over 60 programs during the winter/spring session offered jointly with the Hopkins School District.

#### Action Item 2.4.2

Ongoing - Ongoing Completed

Safely reopen Williston Fitness Center and provide socially distanced opportunities.

Owner: Kristin Pimental

Update provided by Kristin Pimental

Williston is open and we are encouraging masks for all members and guests. Group fitness class participants are encourage to register for classes and social distancing restrictions have been lifted.

#### Action Item 2.4.3

Ongoing - Ongoing On Track

Develop a water safety class for kids that explores different water safety concepts with lakes, oceans, rivers, currents, cold water, etc.

Owner: Ann Davy

Update provided by Ann Davy

Planning is underway for a water safety event to be held on or around the opening weekend of Shady Oak Beach in June of 2022. Information related to the event will be included in the summer brochure that will be published in March.

#### **Action Item 2.4.4**

Ongoing - Ongoing

Completed

Provide virtual programming for our senior population to ensure they stay connected.

*Owner: Mike Pavelka*

*Update provided by Mike Pavelka*

Senior Services is now offering most programs in-person, however some of the same virtual options from this past spring continue to be offered on the city's web site (i.e. Yoga, British History, Over 50 & Fit [on-line & cable channel], Bird Club and Computer Group). Since April 2021, new virtual offerings include Instant Piano, Instant Guitar, a hybrid option for History of Minnetonka program, as well as continuing to offer take-out meals in addition to the dine-in option.

**Strategic Priority 3** Progress 0%

**Sustainability and Natural Environment**

On Track      % 100.0      # 11

Support long-term and short-term initiatives that lead to the protection and enhancement of our unique and natural environment while mitigating climate change impacts.

Owner: Leslie Yetka

Key Strategy: 3      Action Item: 11

Update provided by Leslie Yetka

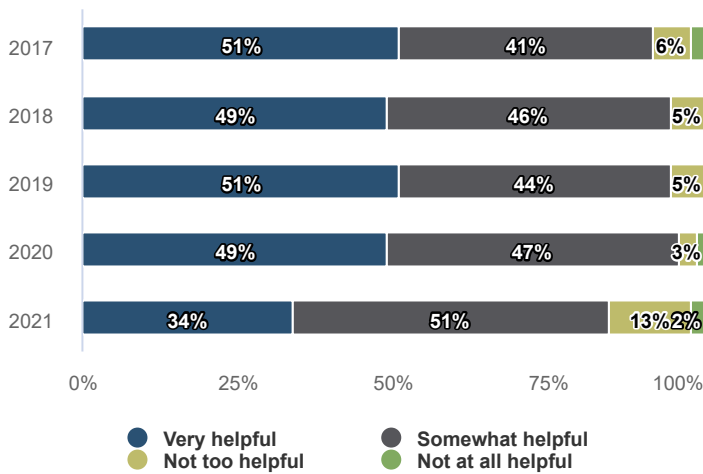
The city continues to implement initiatives related to natural resources protection and climate resilience. Planning staff collaborate with natural resources and engineering staff to review development applications to ensure compliance with resource protection ordinances. Staff is almost finished updating the city's Natural Resources Master plan, which will guide restoration and protection efforts to create more climate resilient landscapes, and staff work to promote various initiatives related to water and energy conservation actions.

Strategic Priority 3 > Long Term Target

**Environmental Information Provided by the City**

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

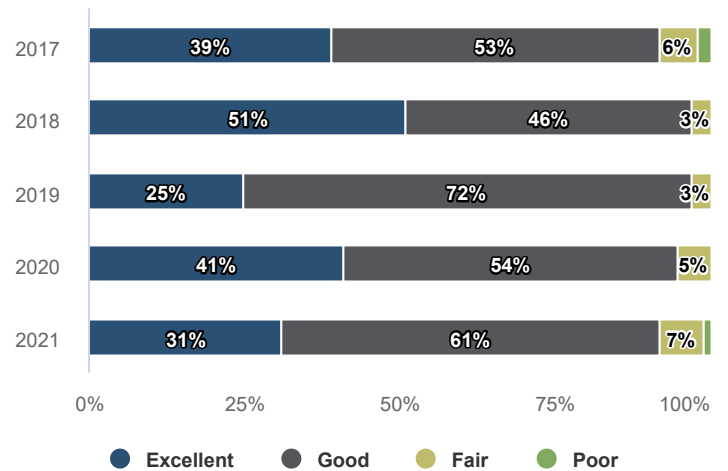
Environmental Information Provided by the City



**Forested Area Efforts**

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

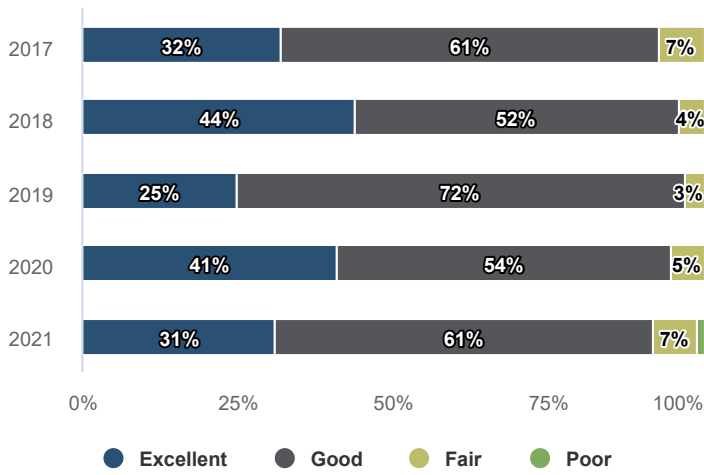
Quality of forested area efforts



## Quality of Natural Environment

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

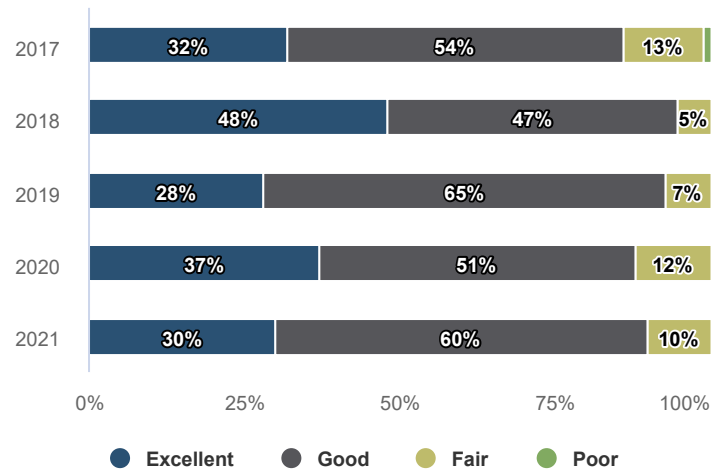
Quality of natural environment



## Wetlands and Streams Efforts

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

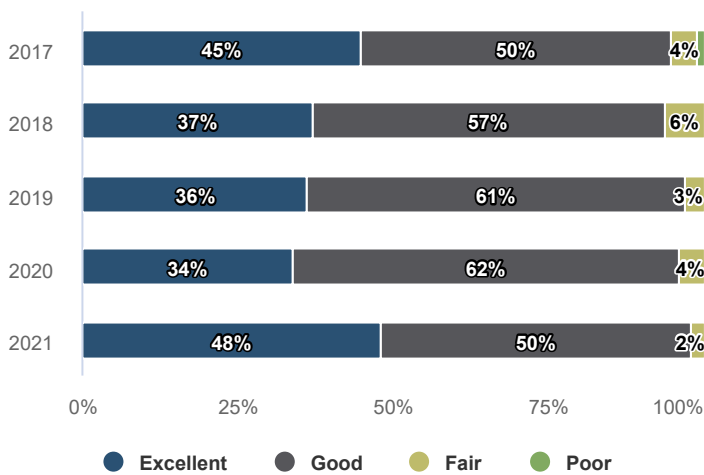
Quality of wetlands and streams efforts



## Quality of Recycling Services

Strategic Priority 3 Sustainability and Natural Environment Support long-term and short-term initiatives that lead to t...

Quality of recycling services



### Key Strategy 3.1 Progress 0%

Carefully balance growth and development with preservation efforts that protect the highly valued water and woodland resources of our community.

On Track

% | #  
100.0 | 3

Owner: Susan Thomas

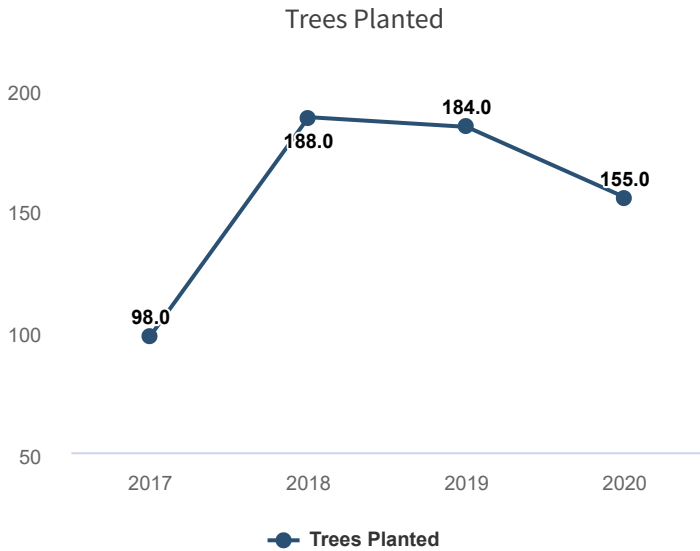
Action Item: 3

Planning staff continues to collaborate with natural resources staff to: (1) ensure compliance with resources protection ordinances; and (2) work towards an update to the tree protection ordinance.

Key Strategy 3.1 > KPI

**Trees Planted**

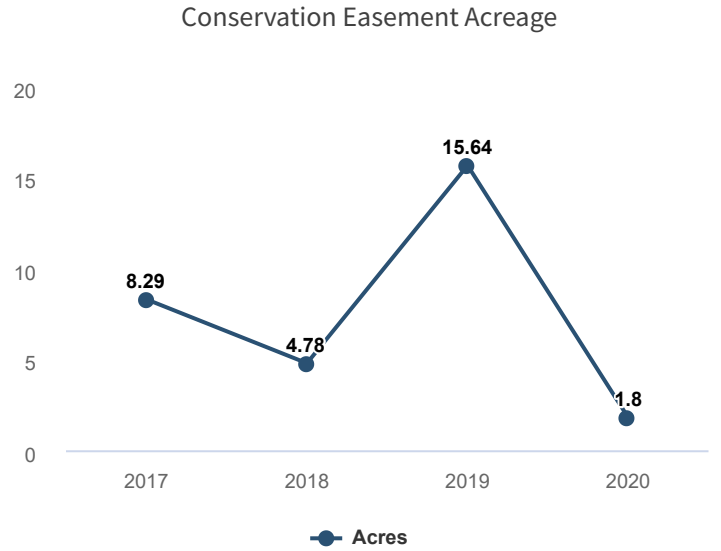
Key Strategy 3.1 Carefully balance growth and development with preservation efforts that protect the highly valued...



**Conservation Easement Acreage**

Key Strategy 3.1 Carefully balance growth and development with preservation efforts that protect the highly valued...

Owner: Leslie Yetka



**Action Item 3.1.1**

Ongoing - Ongoing On Track

Review and gather public input to help guide updates to the tree protection ordinance.

Owner: Susan Thomas Contributor: Leslie Yetka

Update provided by Leslie Yetka

On October 18, city council reviewed an adopted a revised Tree Protection ordinance.

**Action Item 3.1.2**

Ongoing - Ongoing On Track

Develop a guide for the updated tree ordinance that can be used as a developer's tool and for general outreach.

Owner: Susan Thomas Contributor: Leslie Yetka

Update provided by Leslie Yetka

An update to the Tree Protection ordinance was approved by City Council in October. Staff are currently developing a 'developer's tool' to provide information on the new ordinance requirements for both developers and home builders. A draft is currently being reviewed by staff.

### Action Item 3.1.3

Update provided by Sarah Schweiger

Ongoing - Ongoing On Track

Incorporate green infrastructure practices (e.g. raingardens) as part of the Groveland Bay Area street reconstruction project to enhance water quality and increase landscape sustainability.

Owner: Sarah Schweiger

Public and private green infrastructure practices have been incorporated into the final plans of the Groveland Bay Area street reconstruction project, which is currently under construction.

### Key Strategy 3.2 Progress 0%

Develop and implement long-term plans to mitigate threats to water quality, ecosystems, urban forests and the unique natural character of Minnetonka.

On Track % 100.0 # 3

Owner: Leslie Yetka

Action Item: 3

Update provided by Leslie Yetka

A draft of the Natural Resources Master Plan was made available for public review using the Minnetonka Matters public engagement website, and presented to the join Park Board/City Council meeting on November 3. Final adoption is expected by city council in December. Draft stormwater runoff model updates have been completed for two of the four watersheds in the city, and are currently under review by city staff. The city has also applied for the new MS4 permit, which was received on October 29. This city has one year to acheive permit compliance, which staff will implement.

### Action Item 3.2.1

Update provided by Leslie Yetka

Ongoing - Ongoing On Track

Update the natural resources master plan to protect and enhance the biological and ecological integrity of the city's natural resources.

Owner: Leslie Yetka

A draft Natural Resources Master Plan has been reviewed by the Park Board and City Council. Final plan adoption should occur in December, 2021.

### Action Item 3.2.2

Update provided by Sarah Schweiger

Ongoing - Ongoing On Track

Continue to update flood vulnerability models city-wide.

Owner: Sarah Schweiger

Draft model updates have been completed for the Bassett Creek and Purgatory Creek watersheds and are being reviewed.

### Action Item 3.2.3

Update provided by Sarah Schweiger

Ongoing - Ongoing On Track

Apply for the new state MS4 permit and update the city's Stormwater Pollution Prevention Plan.

Owner: Sarah Schweiger

MPCA public comment period is complete. City is waiting on final permit issuance from the MPCA. Draft updates to the city's Stormwater Pollution Prevention Plan are being completed.

**Key Strategy 3.3** Progress 0%

Take an active role in promoting energy and water conservation, sustainable operations and infrastructure, recycling and environmental stewardship.

On Track

%  
100.0

#  
5

Owner: Drew Ingvalson

Action Item: 5

Update provided by Drew Ingvalson

The city has promoted various energy efficiency opportunities to the community and continued with water conservation work.

Specifically, he city has:

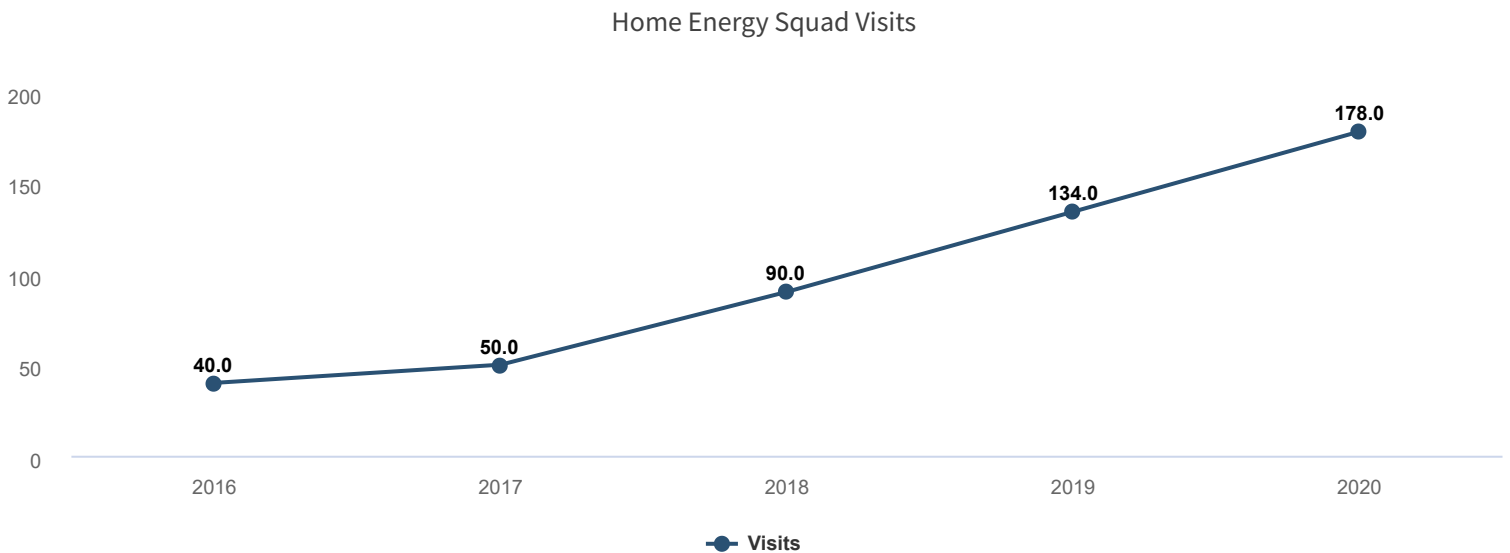
- Sent emails to all multi-family building managers in the city to promote free energy audits;
- Hosted three webinar events (solar power hour, electric vehicles, and electric vehicle chargers);
- Held two sustainability commission meetings (Sept. 14 and Nov. 9). The sustainability commission will be submitting their second work plan for city council's approval;
- Now provided over \$2,500 in water conservation rebates in 2021 through the Water Efficiency Grant program;
- As of September 24, completed approximately 50% of our annual leak detection survey (done through Water Conservation Services) and found 7 potential leaks that need further investigation.

Key Strategy 3.3 > KPI

**Home Energy Squad Visits**

Key Strategy 3.3 Take an active role in promoting energy and water conservation, sustainable operations and infras...

Owner: Drew Ingvalson





### Action Item 3.3.1

Ongoing - Ongoing

On Track

- Implement the city's Energy Action Plan for promoting energy conservation, including promotion of sustainability efforts the city takes.

Owner: Drew Ingvanson

Update provided by Drew Ingvanson

Strategy 4: The city has sent emails to multi-family building managers to promote free energy audits. Strategy 9: The city hosted a "solar power hour" where residents could learn more about solar energy and obtain a reduced price for purchasing solar. The city has also continued to host Sustainable Minnetonka webinars (topics: Electric Vehicles, Electric Vehicle Chargers) and did a month long energy saving tips on social media.

### Action Item 3.3.2

Ongoing - Ongoing

On Track

- Implement a city sustainability commission.

Owner: Drew Ingvanson

Update provided by Drew Ingvanson

The City has now had four sustainability commission meetings (May 11, July 13, Sept. 14, and Nov. 9). The commission will be submitting their 2nd work plan for city council review in December.

### Action Item 3.3.3

Ongoing - Ongoing

On Track

- Implement a water conservation rebate program to reduce summer peak water use through irrigation.

Owner: Mike Kuno Contributor: Christine Petersen

Update provided by Mike Kuno

Through the Water Efficiency Grant Program, the city has provided over \$2,500 in water conservation rebates in 2021. The funds were used to replace existing irrigation controllers and sprinklers with new WaterSense certified products. We are also currently working with a large Homeowners Association to conduct a WaterSense certified irrigation audit on their irrigation system.

### Action Item 3.3.4

Ongoing - Ongoing

On Track

- Conduct an annual leak detection survey to reduce unaccounted water loss.

Owner: Mike Kuno Contributor: Tom Pletcher

Update provided by Mike Kuno

As of September 24, Water Conservation Services has completed approximately 50% of our annual leak detection survey. The survey has identified 7 potential leaks that will be further investigated and repaired, if needed.

### Action Item 3.3.5

Ongoing - Ongoing

On Track

- Implement a pilot cellular water meter program to address water conservation and reduce water use.

Owner: Mike Kuno Contributor: Tom Pletcher

Update provided by Mike Kuno

We continue to monitor user adoption of the new technology to determine the overall value.

**Strategic Priority 4** Progress 20%

**Livable and Well-Planned Development**

Balance community-wide interests and respect Minnetonka's unique neighborhoods while continuing community reinvestment.

	%	#
On Track	80.0	8
Completed	20.0	2

Owner: Julie Wischnack

Key Strategy: 3    Action Item: 10

Update provided by Julie Wischnack

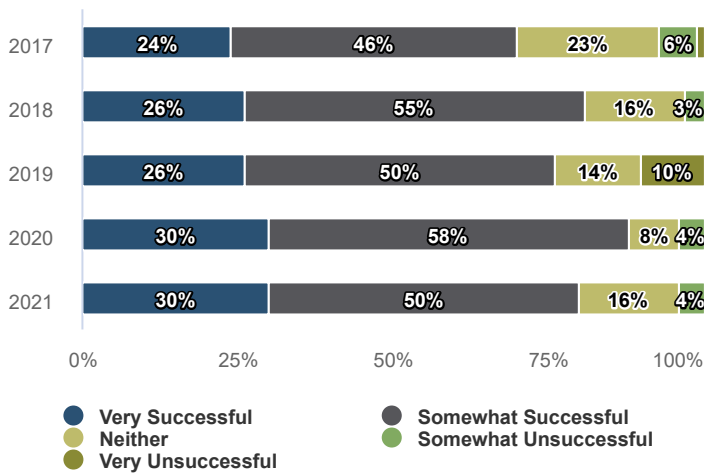
The city has experienced an increase in development proposals as the economy changes. The work in this quarter was focused on post pandemic business outreach and continuation of work on the city's housing priorities.

Strategic Priority 4 > Long Term Target

**City's Success in Balancing Rights**

Strategic Priority 4 Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's uni...

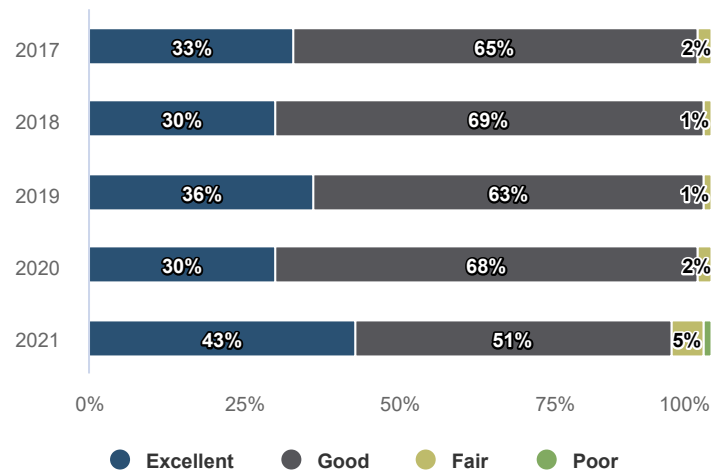
City's success in balancing rights



**Quality of Community Planning**

Strategic Priority 4 Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's uni...

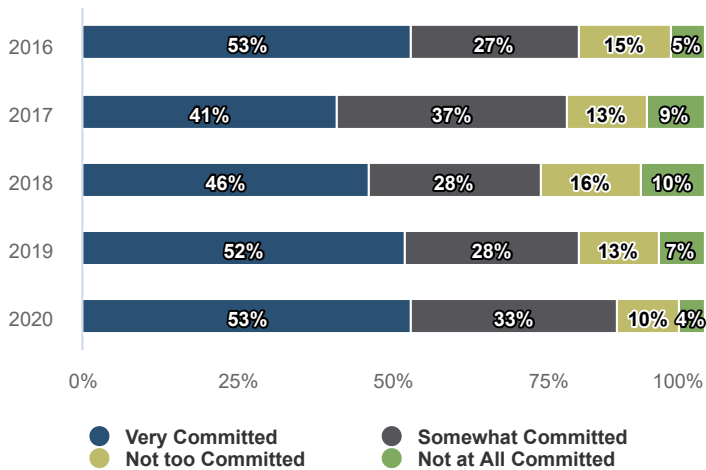
Quality of Community Planning



## Staying in Minnetonka - Upgrade

Strategic Priority 4 Livable and Well-Planned DevelopmentBalance community-wide interests and respect Minnetonka's uni...

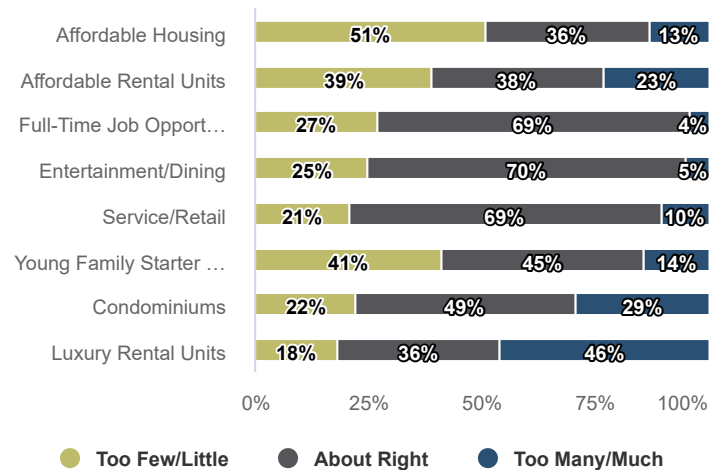
### Staying in Minnetonka - Housing Upgrade



## Have Enough... 2021 Data

Strategic Priority 4 Livable and Well-Planned DevelopmentBalance community-wide interests and respect Minnetonka's uni...

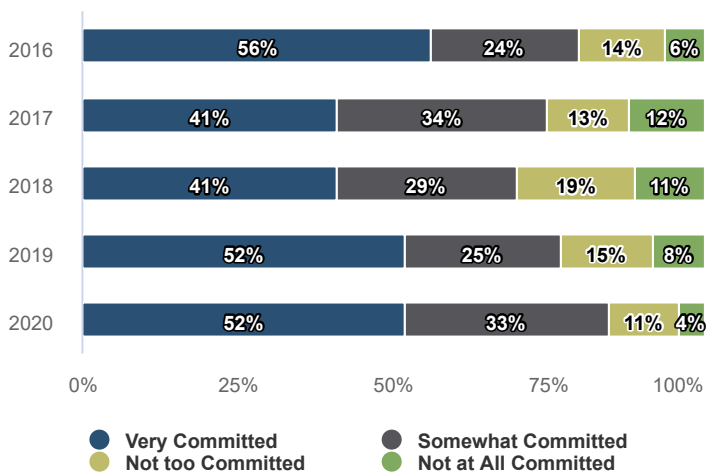
### Does Minnetonka have enough...



## Staying in Minnetonka- Downgrade

Strategic Priority 4 Livable and Well-Planned DevelopmentBalance community-wide interests and respect Minnetonka's uni...

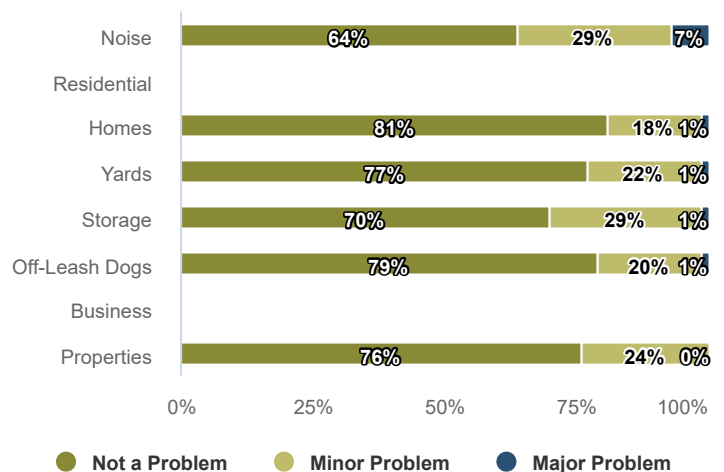
### Staying in Minnetonka - Housing Downgrade



## Neighborhood Nuisances - 2021 Data

Strategic Priority 4 Livable and Well-Planned DevelopmentBalance community-wide interests and respect Minnetonka's uni...

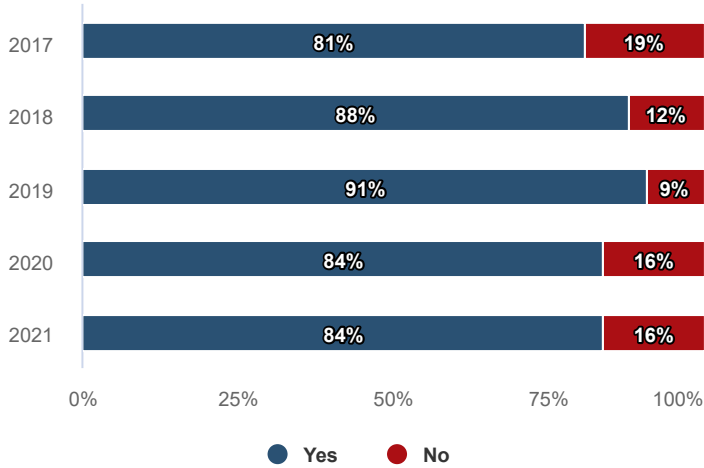
### Neighborhood Nuisances



## Appropriate Public Input Opportunity

Strategic Priority 4 Livable and Well-Planned Development Balance community-wide interests and respect Minnetonka's uni...

### Appropriate opportunities for input into zoning & development process



## Key Strategy 4.1 Progress 33%

Implement programs and policies to diversify housing and increase affordable housing options.

	%	#
On Track	66.67	2
Completed	33.33	1

Owner: Julie Wischnack

Action Item: 3

Update provided by Julie Wischnack

On June 14, 2021, the city council received an update about the housing work plan. Progress relating to increased affordable housing units was noted. Continuation of work on tenant protections was also discussed. The city was successful in obtaining special legislation to place tax increment dollars into the city's affordable housing trust fund.

Key Strategy 4.1 > KPI

## New Outcome

Adoption of Goals by City Council

Key Strategy 4.1 Implement programs and policies to diversify housing and increase affordable housing options.

### Action Item 4.1.1

Ongoing - Ongoing On Track

Implement two components of the housing work plan.

Owner: Alisha Gray Observer: Julie Wischnack

Update provided by Alisha Gray

The ADU ordinance was introduced on Dec. 7, 2020; PC public hearing was held on Aug. 19, 2021; and CC review/approval is scheduled for Oct. 4, 2021. In July 2021, the legislature approved the city's request to allow the use of existing tax increment financing pooling dollars for affordable housing efforts. The city council and EDA authorized the transfer of the pooling dollars to the affordable housing trust fund on Sept. 13, 2021.

### Action Item 4.1.2

Ongoing - Ongoing On Track

Address accessory dwelling units in detached buildings in city code.

Owner: Loren Gordon Observer: Julie Wischnack

Update provided by Loren Gordon

The planning commission held a public hearing on the draft ADU ordinance on Aug. 19, 2021. The commission recommended the city council approve the ordinance with a few suggestions related to size, tree protection and energy efficiency. The council will consider adopting the ordinance in the near future.

### Action Item 4.1.3

Sep 01, 2020 - Dec 31, 2020 Completed Progress 100%

Set ten-year affordable housing goals in accordance with the Metropolitan Council Livable Community Act.

Owner: Julie Wischnack

Update provided by Julie Wischnack

On November 9, 2020, the city council adopted the goals which effectively enrolls the city in the Metropolitan Livable Community Act program.

Background materials may be found at this link:

<https://www.minnetonkamn.gov/Home/ShowDocument?id=7756#page=463>

### Key Strategy 4.2 Progress 0%

Support business retention and expansion and attract new businesses.

On Track % 100.0 # 4

Owner: Julie Wischnack

Action Item: 4

Update provided by Julie Wischnack

The city has contracted for a business survey to be conducted within the next three months. The survey will inform city efforts on retention, expansion and attraction of businesses.

### Action Item 4.2.1

Ongoing - Ongoing On Track

Identify 15 various types of businesses to conduct a business retention and expansion visit.

Owner: Rob Hanson Observer: Julie Wischnack

Update provided by Rob Hanson

Staff has engaged with 3 additional businesses within the city. Directing those businesses to various technical assistance and programming. One of the businesses is featured as a story in an upcoming issue of Thrive.

Staff has hired a consultant to conduct a survey which will engage with every business address within the City. The first wave of surveys was sent out the week of Sept. 20th, and second wave will soon follow. Results will be analyzed and shared with officials and the community later this fall.

#### Action Item 4.2.2

Ongoing - Ongoing On Track

Produce and distribute Thrive Newsletter to business community.

Owner: Rob Hanson Observer: Julie Wischnack

Update provided by Rob Hanson

Two issues have been distributed so far in 2021. The third issues is being developed and is on track to be released in October.

#### Action Item 4.2.3

Ongoing - Ongoing On Track

Promote city in target marketing, including diversity strategies.

Owner: Alisha Gray Observer: Julie Wischnack

Update provided by Alisha Gray

The design for the economic development brochure is complete. Staff is working with getting bids for printing the brochure and inserts.

#### Action Item 4.2.4

Ongoing - Ongoing On Track

Establish cross departmental adaptations that respond to businesses changing needs.

Owner: Alisha Gray Observer: Julie Wischnack

Update provided by Alisha Gray

Staff continues to adapt to businesses changing needs. The economic development division is in the process of conducting a business survey. That work will be completed in 2021 and will assist with identifying and service gaps or opportunities for improvement.

#### Key Strategy 4.3 Progress 33%

Manage and promote the Opus area as a unique mix of uses and increased development reinvestment.

Owner: Julie Wischnack

	%	#
On Track	66.67	2
Completed	33.33	1

Action Item: 3

Update provided by Julie Wischnack

On April 26,2020, the city council adopted the tax increment financing district for this area. The TIF district will help fund infrastructure improvements and affordable housing.

#### Action Item 4.3.1

Ongoing - Ongoing Completed

Complete Alternative Urban Area-wide Review process for Opus.

Owner: Loren Gordon Observer: Julie Wischnack

Update provided by Loren Gordon

The Opus Alternate Urban Area Review (AUAR) is a planning study that performs environmental analysis and projects the cumulative impacts of anticipated development in the Opus area. The Opus AUAR was developed in 2020. The city sought public input on the Opus AUAR Study in November 2020. Residents were encouraged to review the study and email feedback by Nov. 25, 2020. The planning commission (Jan. 21, 2021) and city council (Feb. 8, 2021) reviewed the Opus AUAR Study at public meetings in early 2021 and encouraged residents to provide feedback. The city council approved the document on Feb. 8, 2021.

#### Action Item 4.3.2

Ongoing - Ongoing On Track

Further refine capital improvement costs for infrastructure improvements (Bridges/LRT construction).

Owner: Phil Olson Observer: Julie Wischnack

Update provided by Phil Olson

Staff is continuing to refine cost estimated for infrastructure improvements identified in the CIP. Consultants are assisting with detailed estimates for infrastructure improvements identified in the Opus area.

### Action Item 4.3.3

Ongoing - Ongoing

On Track

Incorporate Opus wayfinding (public/private) in development and public projects.

*Owner: Loren Gordon Contributors: Phil Olson and Rob Hanson*

*Observer: Julie Wischnack*

*Update provided by Loren Gordon*

As part of the approvals for the Doran Apartments project, a Red Loop trail connection to Shady Oak Road is proposed. The trail design extends across the property with alternative designs for connection through 10900 Red Circle Drive to existing trail on 10905 Bren Rd. E. The proposed trail design includes wayfinding signage, benches and pollinator-friendly landscaping among other amenities. Additionally, an application for Livable Communities Demonstration Account - Transit Oriented Development funding was approved by the city council Resolution on June 28, 2021.

As part of the approvals for the Wellington Apartment project at 10901 Red Circle Drive are proposed enhancements to the existing trail including wayfinding signage, benches and pollinator-friendly landscaping among other amenities.

**Strategic Priority 5** Progress 14%

**Infrastructure and Asset Management**

Provide safe, efficient, sustainable, cost-effective and well-maintained infrastructure and transportation systems. Build, maintain and manage capital assets to preserve long-term investment and ensure reliable services.

	%	#
On Track	78.57	11
Some Disruption	7.14	1
Completed	14.29	2

Owner: Will Manchester

Key Strategy: 4    Action Item: 14

Update provided by Will Manchester

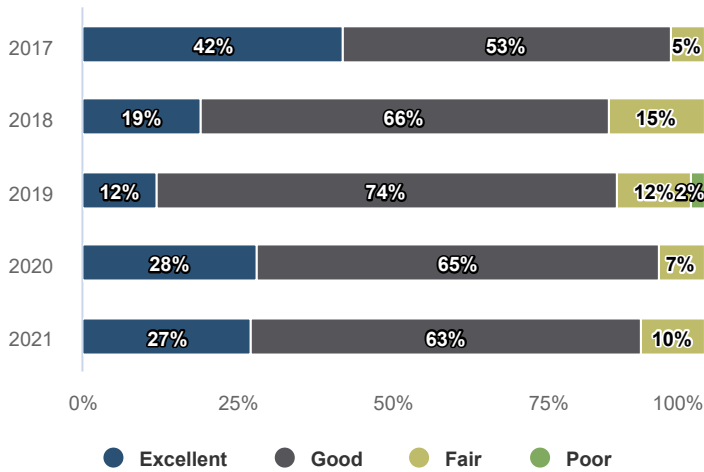
A number of infrastructure and maintenance activities were completed and continued this summer and fall including street and utility rehabilitation projects, street and park maintenance activities, and specific project preparations prior to winter including utility inspections to make certain systems are prepared for upcoming cold winter month operations.

Strategic Priority 5 > Long Term Target

**Quality of Snow Plowing**

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

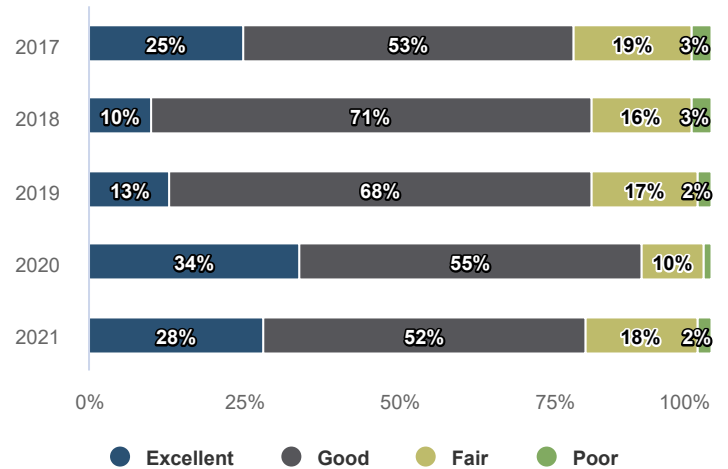
Quality of snow plowing



**Quality of Street Maintenance**

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

Quality of pavement repair and patching on city streets

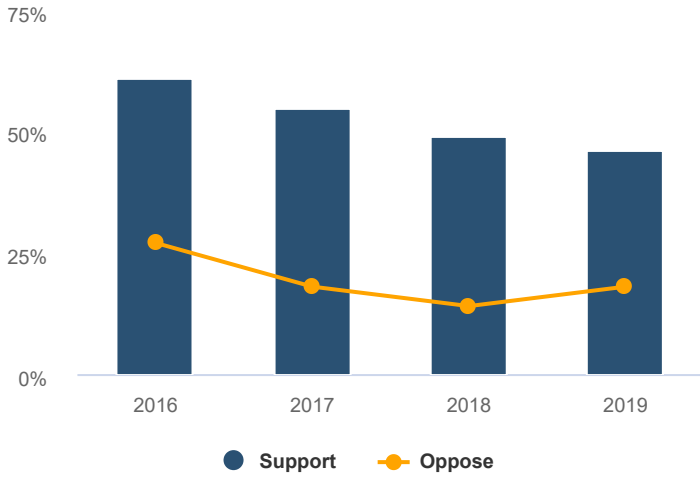




## Trail Expansion

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

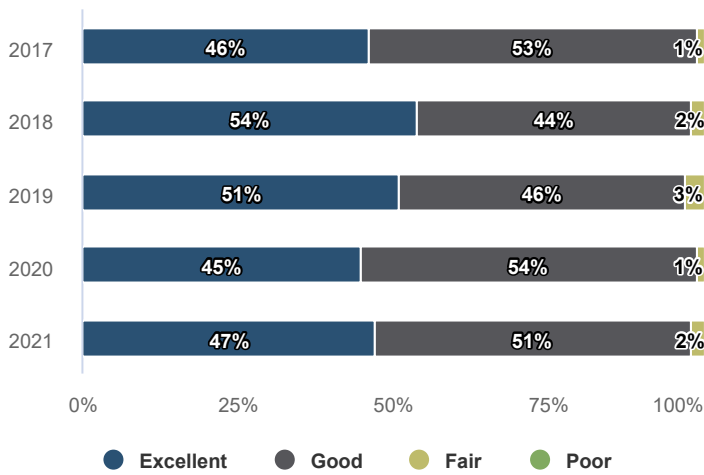
### Trail Expansion



## Quality of Trail Maintenance

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

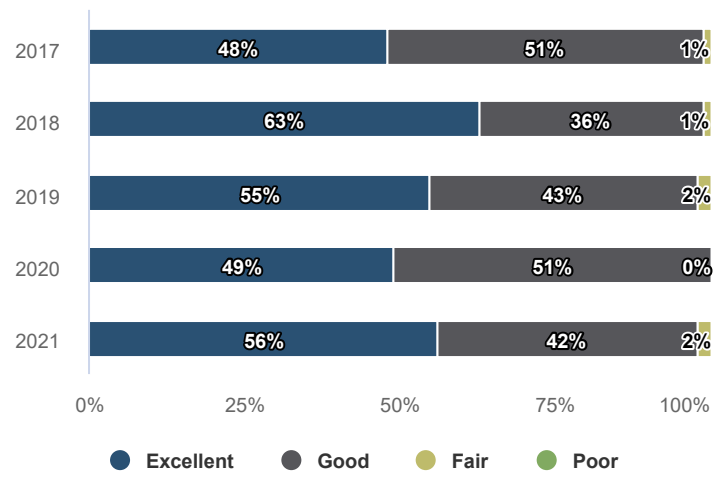
### Quality of trail maintenance



## Quality of Park Maintenance

Strategic Priority 5 Infrastructure and Asset Management Provide safe, efficient, sustainable, cost-effective and well...

### Quality of park maintenance



## Key Strategy 5.1

Progress 0%

Provide and preserve a quality local street and trail system.

On Track

% | #  
100.0 | 4

Owner: Will Manchester

Action Item: 4

Update provided by Will Manchester

The Excelsior Boulevard Phase II Trail, Groveland Bay area, Ridgemount Ave., Opus Bridge Improvements Phase II, and citywide pavement overlay projects are nearing completion. Preparations for the 2022 capital improvements plan which include the Minnetonka Boulevard Trail and Tonka-Woodcroft improvements, are underway.

**Action Item 5.1.1**

*Update provided by Phil Olson*

Ongoing - Ongoing On Track

Staff is continuing to work on projects budgeted in the CIP.

Coordinate Capital Improvement Program projects and oversee management of local street and trail projects.

*Owner: Phil Olson Contributor: Darin Ellingson*

**Action Item 5.1.2**

*Update provided by Phil Olson*

Ongoing - Ongoing On Track

Staff is continuing to work with MnDOT, Hennepin County and SWLRT on regional projects.

Coordinate all regional improvements including Hennepin County road work along segments of Minnetonka Boulevard, Plymouth Road, Baker Road and Shady Oak Road.

*Owner: Phil Olson*

**Action Item 5.1.3**

*Update provided by Will Manchester*

Ongoing - Ongoing On Track

The statewide technical advisory group has met multiple times and is in the process of working on a draft to be completed this fall. The draft will be reviewed by city staff.

Participate in statewide technical advisory group to review citywide speed limits and develop recommendation on future city consideration.

*Owner: Phil Olson Contributors: Will Manchester and Scott Boerboom*

**Action Item 5.1.4**

*Update provided by Jeremy Koenen*

Ongoing - Ongoing On Track

Working with consultant to review the pavement ratings after testing 25% of the local city streets to update the pavement management plan for the 2023-2027 CIP cycle.

Review and update the pavement management plan.

*Owner: Jeremy Koenen*

**Key Strategy 5.2** Progress 33%

Ensure connectivity through increased access to local and regional means of transportation (new mobility options).

	%	#
On Track	66.67	2
Completed	33.33	1

*Owner: Will Manchester*

Action Item: 3

*Update provided by Will Manchester*

Staff continues to work with agencies including Three River's Park District, Hennepin County and MnDOT on local and regional means of transportation, including future outlooks on MnDOT and Hennepin County's major transportation corridors, as well as upcoming planning efforts for the Minnetonka Boulevard Trail project.

### Action Item 5.2.1

Ongoing - Ongoing On Track

Work with Metropolitan Transit on contract extension and route connections for SWLRT to plan for improved walkability and connectivity within the city.

Owner: Alisha Gray

Update provided by Alisha Gray

Staff meets with Metro Transit on a quarterly basis to discuss ridership and route updates. Additionally, there are meetings specifically related to Southwest LRT construction and redevelopment along SWLRT.

### Action Item 5.2.2

Ongoing - Ongoing Completed

Revise winter trail maintenance priorities by adding park maintenance staff to the Opus area.

Owner: Darin Ellingson

Update provided by Darin Ellingson

An additional Park staff FTE was added in the fall of 2020. The winter trail and sidewalk snow removal routes were reorganized to provide snow removal in the Opus area as a first priority route for the winter of 2020/2021. Prior to this change the Opus area was designated as a third priority route.

### Action Item 5.2.3

Ongoing - Ongoing On Track

Coordinate Capital Improvement Program trail construction program along Excelsior Boulevard, Minnetonka Boulevard, Ridgedale Drive, Hopkins Crossroad and in the Opus area.

Owner: Mitch Hatcher

Update provided by Mitch Hatcher

Trail construction along Excelsior Boulevard is substantially complete. Trails along Minnetonka Boulevard, Ridgedale Drive, Hopkins Crossroad and Opus area are included in the 2022-2026 Capital Improvement Program and are in various stages of feasibility and design.

### Key Strategy 5.3 Progress 0%

Develop an annual capital improvement plan that supports the sustainable maintenance and replacement of assets.

On Track % 100.0 # 3

Owner: Will Manchester

Action Item: 3

Update provided by Will Manchester

Preliminary capital improvement planning for 2022-2026 was completed and included sustainable maintenance and replacement considerations and opportunities on components of all projects, including vehicle replacements, equipment, and construction practices. Staff has since continued to look at upcoming additions to these planning efforts.

### Action Item 5.3.1

Ongoing - Ongoing On Track

Identify utility replacement program needs and future long-term utility replacements.

Owner: Mike Kuno

Update provided by Mike Kuno

Staff is using the annual sewer flow monitoring program to identify areas within the sanitary sewer collection system that contribute excessive levels of inflow and infiltration. Utilities has money programmed in 2022 to begin a comprehensive sanitary sewer televising program, which includes money to televise large trunk sewer lines and purchase new sewer televising equipment to televise smaller diameter laterals.

**Action Item 5.3.2**

Ongoing - Ongoing On Track

Update provided by Drew Ingvanson

Meeting has been set for Friday, Dec. 3rd (1:30-2:30 pm)

Review overall city assets and infrastructure plan with internal sustainability committee.

Owner: Drew Ingvanson

**Action Item 5.3.3**

Ongoing - Ongoing On Track

Update provided by Will Manchester

Staff continued to review fleet operations and other city infrastructure in preparation of the capital improvements planning (CIP) process and provided information in the draft CIP document. Staff will continue ongoing review of these items in preparation for future CIP's.

Review asset management and city infrastructure including fleet operations and other city infrastructure.

Owner: Will Manchester

**Key Strategy 5.4** Progress 25%

Expand and maintain a trail system to improve safe connectivity and walkability throughout the community.

	%	#
On Track	50.0	2
Some Disruption	25.0	1
Completed	25.0	1

Owner: Will Manchester

Action Item: 4

Update provided by Will Manchester

Excelsior Boulevard and Ridgemount Avenue are wrapping up construction and include improved safe connections and walkability improvements. Staff has begun efforts for the Minnetonka Boulevard Trail project as well as review of other city project areas on improvements that can be included in upcoming years funding.

**Action Item 5.4.1**

Ongoing - Ongoing On Track

Update provided by Sara Woeste

The grant application process has begun for a Safe Routes to School grant for the Hopkins-Crossroads trail in collaboration with the Hopkins School District.

Collaborate with local school districts for grant funding.

Owner: Sara Woeste

**Action Item 5.4.2**

Ongoing - Ongoing On Track

Update provided by Alisha Gray

The Wellington Apartment project and Doran Apartments both incorporated criteria outlined in the Opus Placemaking and Design guidelines. Staff continues to promote this effort with developers during the review process.

Identify opportunities to connect businesses to public trail system during development review applications.

Owner: Alisha Gray

**Action Item 5.4.3**

Ongoing - Ongoing Completed

Update provided by Sara Woeste

Resident feedback and requests will be compiled by the Park and Trail Planner throughout the year and reviewed by the internal Trails Team annually prior to CIP planning. Any potential changes to the Trail Improvement Plan would be presented to Park Board and Council during the CIP approval process.

Establish a resident request process for trail improvements to the Trail Improvement Plan.

Owner: Sara Woeste

**Action Item 5.4.4**

Ongoing - Ongoing

Some Disruption

Research feasibility of bike share program.

*Owner: Rob Hanson*

*Update provided by Rob Hanson*

Staffing changes have put collaborative meetings on hold for now. Staff continues to research what's happening in other communities, but no new major developments have occurred.

**Strategic Priority 6** Progress 43%

**Community Inclusiveness**

Create a community that is engaged, tolerant and compassionate about everyone. Embrace and respect diversity, and create a community that uses different perspectives and experiences to build an inclusive and equitable city for all.

	%	#
On Track	52.17	12
Some Disruption	4.35	1
Completed	43.48	10

Owner: Mike Funk

Key Strategy: 4      Action Item: 23

Update provided by Mike Funk

As recruitments to fill a new or replacement position occur, HR and the Hiring Manager are updating position descriptions to include diversity and inclusion competencies.

A DEI training session was held at the annual boards and commissions dinner/training event on Wednesday, July 21. Of 76 total members invited, including the DEI task force, 40 are able to attend.

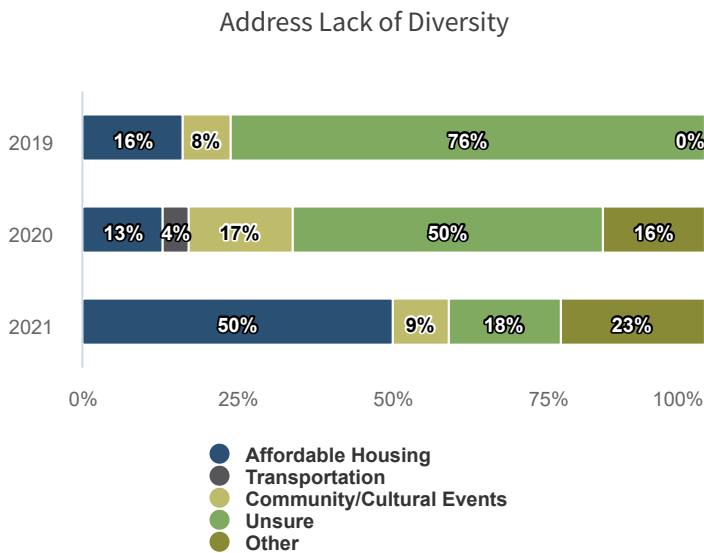
The DEI task force continued to meet monthly during Q3. They began working with a consultant, Turnlane, to assist with the task force's charge to work collaboratively to engage the community, broaden policy outcomes and respond to community needs, views, and expectations.

Recreation staff works cooperatively with the communication division to promote our programs and services. Seasonally staff evaluates programs and services to ensure that we are meeting the needs of the residents. The Richard Wilson Scholarship program has funded 100% of the requests this year.

Strategic Priority 6 > Long Term Target

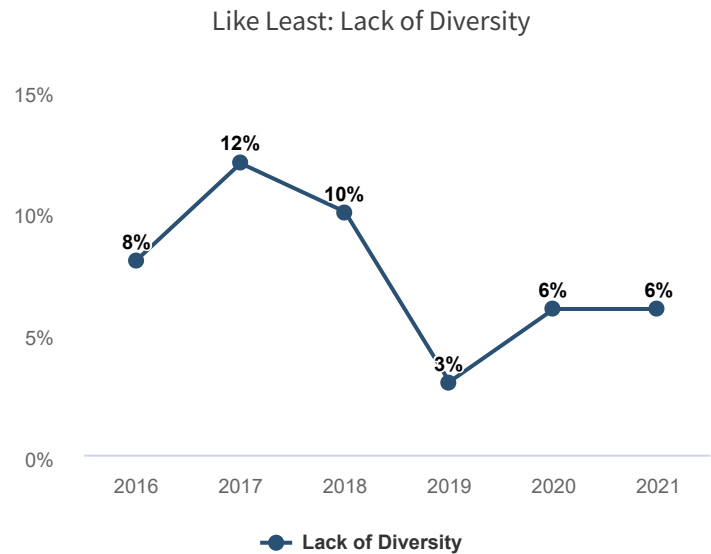
**Address Lack Diversity**

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...



**Like Least: Lack of Diversity**

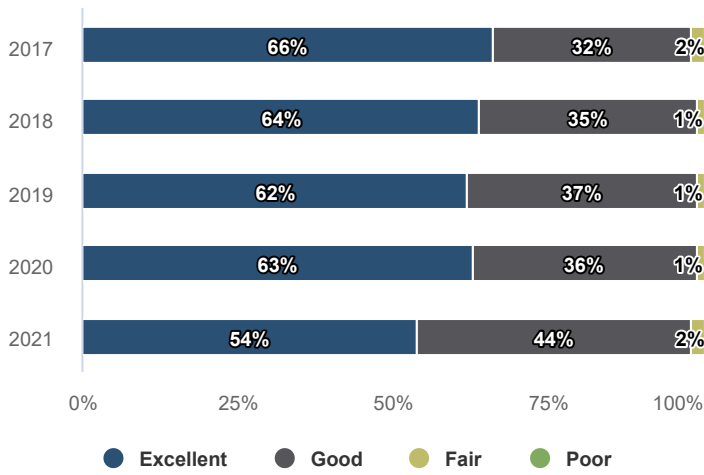
Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...



## Quality of Life

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

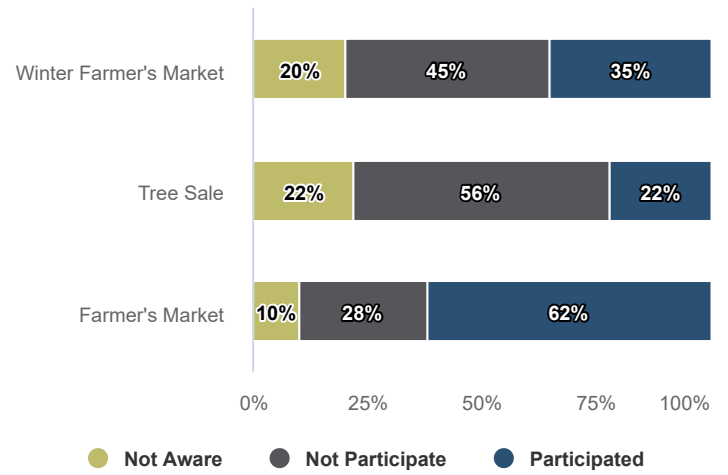
### Quality of life



## Community Activities - 2021 Data

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

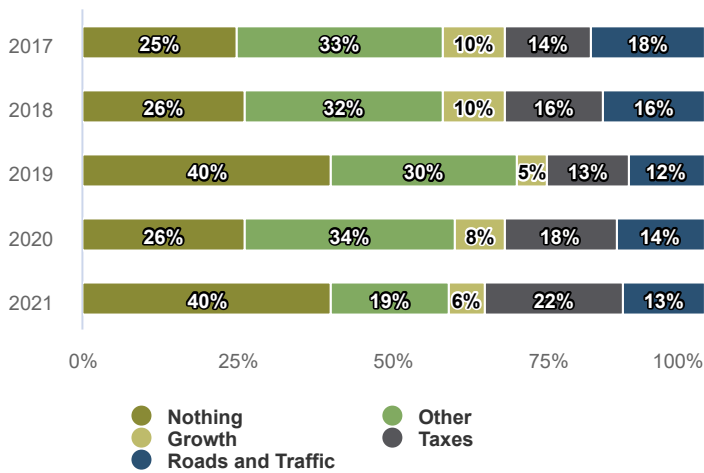
### Community Activities - 2021 Data



## Like Least About Minnetonka

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

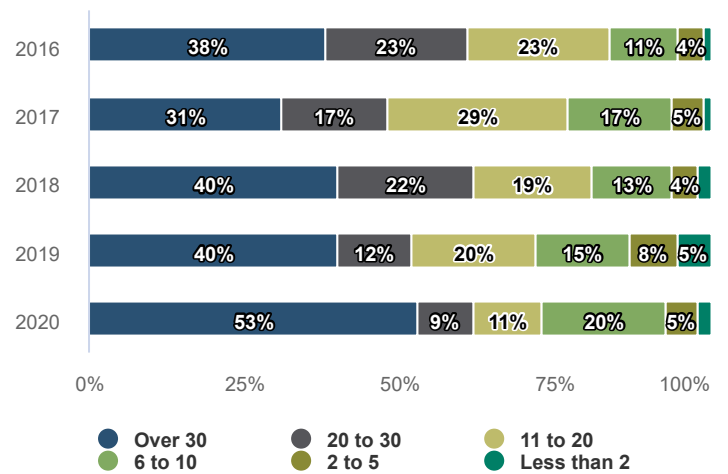
### Like Least About Minnetonka



## Future in Minnetonka

Strategic Priority 6 Community Inclusiveness Create a community that is engaged, tolerant and compassionate about every...

### How long in the future do (residents) expect to live in Minnetonka? (Years)



## Key Strategy 6.1

Progress 25%

Develop and implement inclusive recruiting, application, hiring and retention practices to attract excellent, qualified and diverse candidates from all backgrounds.

	%	#
On Track	75.0	3
Completed	25.0	1

Owner: Dawn Pearson

Action Item: 4

Update provided by Dawn Pearson

Position description template updated to include reminder prompts to include diversity and inclusion competencies.

**Action Item 6.1.1**

Ongoing - Ongoing On Track

Review and update job descriptions

Owner: Dawn Pearson

Update provided by Dawn Pearson

No new update from last update in April.

**Action Item 6.1.2**

Ongoing - Ongoing On Track

Review recruitment and interview processes and remove any implicit biases.

Owner: Dawn Pearson

Update provided by Dawn Pearson

A new "Interview Committee Reminders and Guidance" booklet was developed. This guide provides information focused on ensuring a fair and thorough review of all applicants including steps to avoid conscious or unconscious bias during the selection process.

**Action Item 6.1.3**

Ongoing - Ongoing On Track

Explore new methods of advertising/promotion publication mediums.

Owner: Dawn Pearson

Update provided by Dawn Pearson

The City has added a voluntary demographics questionnaire to the employment application. Proactively tracking the race and gender of applicants can help contribute to a more diverse work environment. When tracking demographic data, HR can periodically review its recruitment strategy and hiring decisions to make adjustments that may result in a more diverse applicant pool and, in turn, a more diverse workforce.

**Action Item 6.1.4**

Ongoing - Ongoing Completed

Utilize NeoGOV software to track applicant demographic data.

Owner: Dawn Pearson

Update provided by Dawn Pearson

Human Resources has added a voluntary candidate demographic questionnaire to each job posting. Applicant demographic data is now available to use in reviewing the diversity sourcing efforts results.

**Key Strategy 6.2** Progress 100%

Foster an inclusive boards and commissions recruitment and appointment process to increase diversity.

	%	#
Completed	100.0	7

Owner: Moranda Dammann

Action Item: 7

Update provided by Moranda Dammann

At the July 21, 2021 annual boards and commissions dinner, a consultant hosted a training through a consultant. The training was well received.

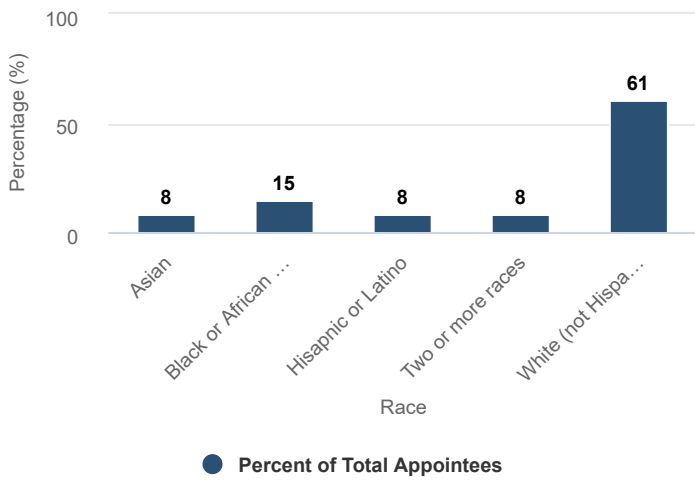
Key Strategy 6.2 > KPI



## Appointed Diversity Numbers

Key Strategy 6.2 Foster an inclusive boards and commissions recruitment and appointment process to increase divers...

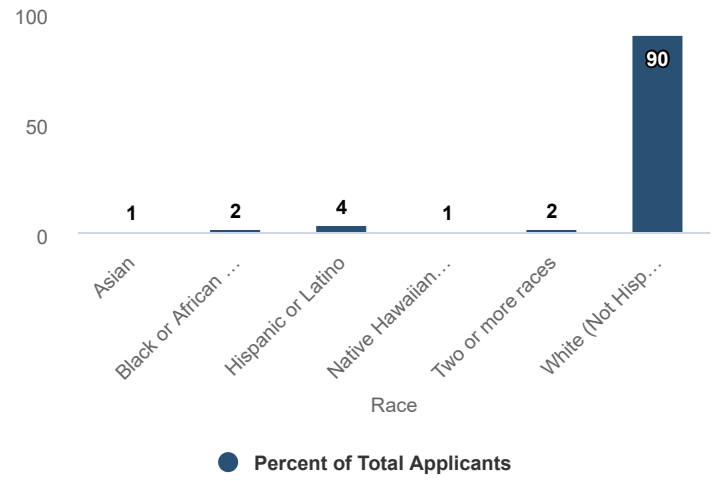
Appointed Boards & Commissions Diversity Numbers



## New Applicant Diversity

Key Strategy 6.2 Foster an inclusive boards and commissions recruitment and appointment process to increase divers...

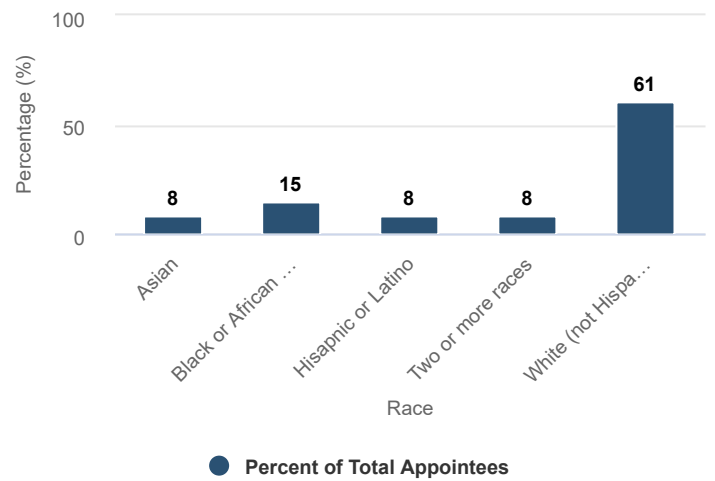
New Boards & Commissions Applicant Diversity



## Appointed Diversity Numbers

Key Strategy 6.2 Foster an inclusive boards and commissions recruitment and appointment process to increase divers...

Appointed Boards & Commissions Diversity Numbers



### Action Item 6.2.1

Ongoing - Ongoing

Completed

Implement new boards and commissions recruiting software to help track applicant demographics.

Owner: Moranda Dammann

Update provided by McKaia Ryberg

New Granicus Boards and Commissions software was implemented in late 2020. The 2020-2021 recruitment process was done primarily through the new software system and all applicant data was captured through the software.

### Action Item 6.2.2

Ongoing - Ongoing Completed

Review/update application form and launch a new on-line fillable application.

Owner: Moranda Dammann

Update provided by McKaia Ryberg

The application form for the 2020-2021 recruitment period was transitioned to an on-line fillable form created through the new boards and commissions software and hosted on the city website. The application was able to be translated to any language supported by Google Translate and featured new questions including demographic based questions and updated open-ended questions.

### Action Item 6.2.3

Ongoing - Ongoing Completed

Create and implement a marketing plan to reach new groups and populations in the community.

Owner: Moranda Dammann

Update provided by McKaia Ryberg

Completed marketing plan during the 2020-2021 boards and commissions recruitment and appointment process. Expanded efforts included advertisement in the Minnetonka Memo, on the city's website and several times via mass emails, text messages and social media posts. Staff distributed recruiting posters to apartment buildings, businesses and city facilities, and directly marketed the openings to school districts and high school organizations, faith communities, city volunteers, recent citizens and police academy participants and the media. A promotions toolkit was provided to council to assist with promotion.

### Action Item 6.2.4

Ongoing - Ongoing Completed

Receive feedback from council on interview and selection process.

Owner: Moranda Dammann

Update provided by Hanna Zinn

Currently gathering information on upcoming vacant boards and commissions positions. Working with staff liaisons to develop a recruitment schedule and implement the changes council has provided.

### Action Item 6.2.5

Ongoing - Ongoing Completed

Offer diversity, equity and inclusion (DEI) training for city council and boards and commission members.

Owner: Moranda Dammann

Update provided by Moranda Dammann

At the annual boards and commission dinner/training event held on July 21, 2021 a consultant conducted the training. It was well received by the members.

### Action Item 6.2.6

Ongoing - Ongoing Completed

Provide DEI on-boarding for newly elected officials and boards and commission members.

Owner: Moranda Dammann

Update provided by Moranda Dammann

At the July 21 annual boards and commissions banquet, a consultant provided a training to members of council and boards and commissions. This training was focused on DEI and was well received by the audience.

### Action Item 6.2.7

Ongoing - Ongoing Completed

Identify current demographic composition of boards and commissions.

Owner: Moranda Dammann

Update provided by McKaia Ryberg

Through an anonymous survey, appointed boards and commissions members shared their responses to the new demographic questions asked on the revised 2020 application. The data from this survey was shared with the city council during the interview and appointment stage of the 2020-2021 boards and commissions recruitment and appointment process. The data will also be recorded in the new boards and commissions software to keep demographic data accurate and up to date for each council-appointed board and commission.

**Key Strategy 6.3** Progress 40%

Actively engage the community by working collaboratively to broaden policy outcomes and respond to community's needs, views and expectations.

	%	#
On Track	40.0	2
Some Disruption	20.0	1
Completed	40.0	2

Owner: Moranda Dammann Contributor: Mike Funk

Action Item: 5

Update provided by Mike Funk

The DEI task force continued to meet monthly during Q3. They began working with a consultant, Turnlane, to assist with the task force's charge to work collaboratively to engage the community, broaden policy outcomes and respond to community needs, views, and expectations.

Earlier in the year, the city completed the annual community survey and results were presented to the city council in May. Also, the communications division has purchased and implemented a new software product called Minnetonka Matters. MinnetonkaMatters was launched in early July and it is anticipated this tool will be used for gaining additional community feedback. Currently, MinnetonkaMatters is being used for the POST plan, Natural Resources Master Plan, annual photo contest, and will be used by the DEI Task Force.

**Action Item 6.3.1**

Ongoing - Ongoing On Track

Evaluate and partner with community groups on DEI.

Owner: Mike Funk

Update provided by Mike Funk

The DEI task force continued to meet monthly during Q3. They began working with a consultant, Turnlane, to assist with the task force's charge to work collaboratively to engage the community, broaden policy outcomes and respond to community needs, views, and expectations. They have worked on details and logistics that will be required for upcoming community engagement activities. They also spend time fostering belonging within and between task force members.

**Action Item 6.3.2**

Ongoing - Ongoing Completed

Evaluate feasibility of creating a community work group.

Owner: Mike Funk

Update provided by Hanna Zinn

The Task Force has been created and the community work group has been established.

**Action Item 6.3.3**

Ongoing - Ongoing On Track

Collect community data and feedback.

Owner: Mike Funk

Update provided by Mike Funk

Earlier in the year, the city completed the annual community survey and results were presented to the city council in May. Also, the communications division has purchased and implemented a new software product called Minnetonka Matters. MinnetonkaMatters was launched in early July and it is anticipated this tool will be used for gaining additional community feedback. Currently, MinnetonkaMatters is being used for the POST plan, Natural Resources Master Plan, annual photo contest, and will be used by the DEI Task Force.

**Action Item 6.3.4**

Ongoing - Ongoing Some Disruption

Prepare an inventory of current community engagement efforts and partnerships.

Owner: Mike Funk

Update provided by Mike Funk

Staff has pulled together a list that summarizes the city's community engagement efforts. This stretches across many departments and highlights the city's efforts. The next step is to further analyze this list through the lens of DEI to determine if these current activities/touch points can be restructured in a manner that can reach broader audiences. It is anticipated the new DEI Coordinator will play a significant role in completing this task.

### Action Item 6.3.5

Update provided by Mike Funk

Ongoing - Ongoing Completed

Review annual community survey questions.

Owner: Mike Funk

The assistant city manager led a process in March/April of 2021 to review the community survey questions in preparation of the this year's survey. The leadership team was instrumental in reviewing questions and suggesting edits relevant to topics of interest important in gaining further understanding from the community. There were a number of new questions added regarding community inclusiveness.

### Key Strategy 6.4 Progress 0%

Remove identifiable barriers to create equal opportunity for accessing programs and services.

On Track % 100.0 # 7

Owner: Kelly O'Dea

Action Item: 7

Update provided by Kelly O'Dea

Recreation staff continue to promote our programs and services to residents. In cooperation with the communication division, different methods of engagement have been used to promote the variety of programs, services and events we offer. The Richard Wilson Scholarship program has funded 100% of the requests this year.

### Action Item 6.4.1

Update provided by Kelly O'Dea

Ongoing - Ongoing On Track

Create guidelines that recognize targeted audiences for program specific services, review modes of communication, and adapt messaging.

Owner: Kelly O'Dea Contributors: Andrew Wittenborg and Sara Woeste

Recreation staff continue to target specific audiences. One recent example is the community engagement of the Parks, Open Space, and Trails (POST) Plan, where we engaged with members of the BIPOC community, youth and senior groups.

### Action Item 6.4.2

Update provided by Ann Davy

Ongoing - Ongoing On Track

Review and evaluate current program offerings to determine effectiveness.

Owner: Ann Davy Contributors: Becca Sytsma and Jesse Izquierdo

Recreation program managers have been collecting feedback from program participants through Survey Monkey throughout the year. This feedback is helpful in determining what changes need to be made to improve a participant's experience.

### Action Item 6.4.3

Update provided by Sara Woeste

Ongoing - Ongoing On Track

Award recreation scholarships to 100% of qualified applicants through the Richard Wilson Scholarship Fund for youth program participants.

Owner: Sara Woeste Contributors: Amy Sandquist and Kathy Kline

100% of scholarship applicants have been awarded funding at this point in time.

#### **Action Item 6.4.4**

Ongoing - Ongoing On Track

Review geographic locations of program offerings.

*Owner: Ann Davy Contributors: Becca Sytsma and Jesse Izquierdo*

*Update provided by Ann Davy*

No additional action has been done on this item since we evaluated our program locations in June. The information we compiled at that time will be useful as we plan for summer 2022 programs.

#### **Action Item 6.4.5**

Ongoing - Ongoing On Track

Engage local volunteers and stakeholders to assess the new multi-use mountain bike trail at Lone Lake Park and report findings to the park board and city council.

*Owner: Sara Woeste Contributor: Jesse Izquierdo*

*Update provided by Sara Woeste*

A meeting with the stakeholders is scheduled for Monday, Sept. 27, 2021.

#### **Action Item 6.4.6**

Ongoing - Ongoing On Track

Prepare an end of year scholarship report.

*Owner: Sara Woeste Contributors: Amy Sandquist and Kathy Kline*

*Update provided by Sara Woeste*

Scholarships continue to be issued and tracked and will be reported at the end of the year.

#### **Action Item 6.4.7**

Ongoing - Ongoing On Track

Create a Lone Lake mountain bike use report.

*Owner: Sara Woeste Contributor: Jesse Izquierdo*

*Update provided by Sara Woeste*

The report is currently being drafted.



**City Council Agenda Item 11A  
Meeting of Nov. 22, 2021**

**Title:** Mobile Camera Trailer CIP Amendment

**Report From:** Scott Boerboom, Police Chief

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

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**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

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**Summary Statement**

Staff is requesting an amendment to the 2021-2025 Capital Improvements Program (CIP) to advance the purchase of a mobile camera trailer to 2021. The purchase had been programmed to occur in 2024.

**Recommended Action**

Amend the 2021-2025 CIP to allow the purchase of the mobile camera trailer in 2021.

**Strategic Profile Relatability**

- |                                                                      |                                                              |
|----------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input checked="" 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 type="checkbox"/> N/A                                         |                                                              |

Statement: The mobile camera trailer helps to support the safety and well-being of our residents and visitors at locations throughout the city based on the need.

**Financial Consideration**

- Is there a financial consideration?     No     Yes \$68,000  
Financing sources:     Budgeted     Budget Modification     New Revenue Source  
                                          Use of Reserves     Other [Enter]

Statement: Current estimates indicate the cost of the mobile camera trailer is \$68,000, which is higher than original estimate of \$50,000 from the 2021-2025 CIP.

### **Background**

A trailer mounted mobile camera provides an efficient way to remotely monitor an area. The system can be used in targeted crime areas and at various city events to enhance the safety of those attending. The trailer mounted camera system will have a deterrent effect on the area to which it is deployed. The trailer is well marked with police insignia.

The mobile camera trailer is currently included in both the 2021-2025 and 2022-2026 CIPs with an intended purchase date in 2024. Due to recent criminal activity in our city parks and a concern for the safety of our park visitors, staff is recommending the purchase in 2021. Staff recently borrowed a mobile camera trailer from the City of Edina and deployed it in Jidanna Park for approximately one week. During this time, staff received positive feedback and had the opportunity to test its capabilities.

### **Estimated Costs and Funding**

Staff is currently researching costs and initial indication is that it will be a one-time cost of approximately \$68,000 with a recurring monthly cost of \$50 for the cellular service. Initial project funding within the 2021-2025 CIP estimated the purchase price to be \$50,000 within the Public Safety Fund. The Public Safety Fund has sufficient funding to advance the purchase and increase the funding for this project. A CIP amendment is required to allocate 2021 funding for purchase this year and to increase the project cost to \$68,000

**Resolution No. 2021-**

**Resolution Amending 2021-2025 CIP to Advance Purchase of Mobile Camera Trailer**

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

Section 1. Background.

- 1.01. A mobile camera trailer is currently included in both the 2021-2025 and 2022-2026 CIPs with an intended purchase in 2024.
- 1.02. A mobile camera trailer provides an efficient way to remotely monitor an area.
- 1.03. The system can be used in targeted crime areas and at various city events to enhance the safety of those attending.
- 1.04. Due to recent increase in criminal activity in city parks and concern for the safety of park visitors, the police department borrowed a neighboring police department's camera trailer and received positive feedback.
- 1.05. The camera trailer is clearly marked with police insignia, providing a deterrent for criminal activity.

Section 2. Council Action.

- 2.01. The city council hereby approves the CIP amendment advancing the purchase of the mobile camera trailer this year and to increase the project cost to \$68,000.

Adopted by the City Council of the City of Minnetonka, Minnesota, on November 22, 2021.

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Brad Wiersum, Mayor

Attest:

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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 [\_\_\_\_\_].

---

Becky Koosman, City Clerk



**City Council Agenda Item 14A  
Meeting of Nov. 22, 2021**

**Title:** Moratorium on Tobacco Licenses  
**Report From:** Julie Wischnack, AICP, Community Development Director  
**Submitted through:** Mike Funk, Acting City Manager  
Corrine Heine, City Attorney

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**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

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**Summary Statement**

Staff is recommending a moratorium on the issuance of new tobacco licenses in the City of Minnetonka. The city has received another request for an exclusive tobacco retail location. The city has denied that license. A moratorium would allow time to consider additional ordinance provisions.

**Recommended Action**

Adopt the resolution establishing a moratorium on the issuance of new tobacco licenses.

**Strategic Profile Relatability**

- |                                                                      |                                                              |
|----------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input checked="" 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 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 city made changes to its tobacco licensing in 2018 and 2020. The city has 28 active tobacco licenses. A majority of licenses are secondary to a primary use:

- 14 – gas stations
- 4 – off-sale liquor establishments
- 2 – on-sale liquor establishments
- 2 – retail (Cub & Walgreens)

A smaller number of licenses (6) have been issued for exclusive tobacco sales. Because the city has concerns about the number of licenses and locations, staff suggests a moratorium be adopted. The moratorium would be in effect until Mar. 30, 2022, to allow the city time to study the following:

- Density of tobacco licensing
- Location and proximity to youth (i.e., schools)
- Research about exclusive tobacco stores
- Any additional retail changes in types of tobacco or how they are sold

## Resolution No. 2021-

### Resolution establishing a moratorium on the issuance of new tobacco licenses

---

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

Section 1. Background.

- 1.01. The city of Minnetonka regulates the sale of tobacco within the city through the issuance of licenses.
- 1.02. State law allows a city to enact regulations on tobacco sales that are more restrictive than the provisions of state law.
- 1.03. In 2018, the United States Surgeon General issued an advisory on e-cigarette use among youth, characterizing the use of e-cigarettes by youth as “epidemic.” In 2018, more than 20% of high school students used e-cigarettes. According to the Centers for Disease Control and Prevention, in 2020, approximately one in five high school students and one in 20 middle school students reported using e-cigarettes.
- 1.04. E-cigarettes may contain nicotine, which is an addictive substance. Besides nicotine, e-cigarettes may contain harmful and potentially harmful ingredients, including ultrafine particles that can be inhaled deep into the lungs; flavorants such as diacetyl, a chemical linked to serious lung disease; volatile organic compounds; and heavy metals, such as nickel, tin, and lead.
- 1.05. Minnetonka has many private and public school institutions within its borders, including schools that provide education for children of middle school age or higher.
- 1.06. The city council has determined the need to study the existing tobacco regulations to determine whether the city should impose additional restrictions on tobacco sales.

Section 2. Council Action.

2.01. The city staff is directed to undertake a study regarding:

- Density of tobacco licensing
- Location and proximity to youth (i.e., schools)
- Research about exclusive tobacco stores
- Any additional retail changes in types of tobacco or how they are sold

The study must be completed, and the city staff must report to the city council regarding the study prior to the expiration of the moratorium imposed in section 2.03 below.

2.02. If the city staff recommends any changes in the city's tobacco regulations, the staff must provide notices as required by Minn. Stat. 461.19.

2.03. The city council hereby establishes a moratorium on the issuance of any new licenses for tobacco sales in the city from the date of adoption of this resolution and until Mar. 30, 2022. The moratorium imposed by this resolution does not prevent the renewal of existing tobacco licenses.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Nov. 18, 2021.

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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 Nov. 18, 2021.

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Becky Koosman, City Clerk