Agenda
City of Minnetonka
City Council Regular Meeting
Monday, February 23, 2026
6:00 PM
Council Chambers
14600 Minnetonka Blvd.

CITY OF MINNETONKA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Wilburn, Calvert, Ramaley, Coakley, Foster-Bolton, Schack
4. Approval of Agenda
5. Approval of Minutes:
   - A. Feb. 2, 2026 regular meeting minutes
6. Special Matters:
   - A. Strategic Plan quarter four and end of year report
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. Hennepin County Auto Theft Collaboration Cooperative Agreement
    - B. Resolution approving the State of Minnesota Internet Crimes Against Children Joint Powers Agreement
11. Consent Agenda - Items Requiring Five Votes: None
12. Introduction of Ordinances:
    - A. Ordinance adopting a major amendment to the existing master development plan for 10350 and 10380 Bren Road West
13. Public Hearings:
    - A. On-sale wine and on-sale 3.2 percent malt beverage liquor licenses for Kyoto Ridgedale LLC, dba Kyoto Sushi at 12977 Ridgedale Drive
14. Other Business:
    - A. Transfer of Tax Increment Pooling to the Affordable Housing Trust Fund

B. Homes Within Reach Repair Forgivable Loan Program

C. Resolution calling on the State of Minnesota to implement a temporary eviction moratorium

D. Closed session for consideration of offer or counteroffer for purchase of real property

15. Appointments and Reappointments: None

16. Adjournment

Minnetonka City Council meetings are broadcast live and available for replay on Comcast Channel 16 (SD)/859 (HD) and the city website.

City Council
Agenda Item 5.A
Meeting of February 23, 2026

Title:	Feb. 2, 2026 regular meeting minutes
Report from:	Becky Koosman, City Clerk
Presenter:	Mayor Schack

Action Requested:	Motion
Form of Action:	Minutes
Votes needed:	4 votes

Recommended Action
Motion to approve Feb. 2, 2026 regular meeting minutes.

Strategic Plan Relatability
N/A

Financial Consideration
N/A

ATTACHMENTS:
Minutes

Minutes
Minnetonka City Council
Monday, February 2, 2026

1. Call to Order

Mayor Rebecca Schack called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

All joined in the Pledge of Allegiance.

3. Roll Call

Council Members Paula Ramaley, Kissy Coakley, Patsy Foster-Bolton, Kimberly Wilburn, Deb Calvert, and Rebecca Schack were present.

4. Approval of Agenda

Calvert moved, Wilburn seconded a motion to add Item 10.F to the agenda. All voted "yes." Motion carried.

Calvert moved, Wilburn seconded a motion to accept the agenda as amended with addenda for Item 6.A and adding Item 10.F. All voted "yes." Motion carried.

5. Approval of Minutes:

A. December 22, 2025 study session minutes

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

B. January 12, 2026 regular meeting minutes

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

C. January 23, 2026 special study session legislative breakfast minutes

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

6. Special Matters:

A. Board and commissions report

City Attorney Erik Nilsson provided the council with a report from the charter commission.

Martin Quintana and Elisa Chen provided the council with a report from the DEI commission.

Calvert thanked the DEI commission for the important work they were doing in the community at this time.

Ramaley thanked the DEI commission for their efforts on behalf of the community.

Schack thanked the DEI commission for their report and noted she was speaking with staff on how to better leverage the DEI commission.

David Haeg and Economic Development and Housing Manager Alisha Gray provided the council with a report from the economic development advisory commission.

Calvert thanked the EDAC for their dedicated service to the city. She stated she greatly appreciated the level of expertise Ms. Gray brought to the EDAC.

Ramaley thanked Councilmember Calvert for her service on the EDAC over the past eight years. She indicated she would be shifting into the liaison position for the EDAC and she was looking forward to working with this group.

Schack indicated a lot of the work she was most proud of was done in coordination with the EDAC. She thanked the EDAC for their great work on behalf of the community.

Dave Ingraham provided the council with a report from the park board.

Schack thanked the park board for their efforts on behalf of the community.

Amanda Maxwell and City Planner Susan Thomas provided the council with a report from the planning commission.

Schack thanked the planning commission for their dedicated service to the city.

Susan Mohr and Community Facilities Assistant Manager Kaylee Coonan provided the council with a report from the senior advisory board.

Coakley thanked the senior advisory board for all of their efforts on behalf of the community.

Ramaley encouraged the public to visit The Landing where senior artisans are able to engage with the community.

Brian Golob and Sustainability Coordinator Ally Sutherland provided the council with a report from the sustainability commission.

Wilburn thanked the sustainability commission for the great work they were doing on behalf of the city.

Calvert indicated she appreciated the passion the sustainability commissioners exhibited year after year.

Ramaley moved, Coakley seconded a motion to accept the reports and approve the work plans. All voted “yes.” Motion carried.

B. Proclamation for Black History Month

Coakley read a proclamation in full for the record declaring Feb. to be Black History Month in the City of Minnetonka.

7. Reports from City Manager & Council Members

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

Calvert explained she attended the fire house event.

Calvert thanked all of the members from the public who were in attendance at this meeting and for showing how much they care about their neighbors. She discussed the work she was doing behind the scenes and commented all the city was doing to address the immigration enforcement concerns. She reminded the public that the police policies that were in place achieved a separation between local and federal law enforcement. She reiterated that local law enforcement would never ask for a persons immigration status. She urged the public to call 911 if they see activity that was concerning.

Ramaley thanked Councilmember Calvert for her statements. She commented on how the city was devastated by the events that took place in Minneapolis. She appreciated how the country and the world were being inspired by the people in Minnesota. She discussed how she moderated a gathering where

Congressmember Kelly Morrison and a non-profit director spoke about the federal incursion and what can be done to help our neighbors. She stated she also organized a constitutional observer training at St. Luke's Church that was put on by Immigrant Defense Network. She explained the residents of the community are being heard and it was her hope resolution or ordinances would be considered by the city council in the near future.

Wilburn commented everyone on the council was heartbroken and outraged due to what was occurring in the city. She explained all councilmembers were working on behalf of the residents of Minnetonka.

Coakley thanked the city council and staff members for working on behalf of her neighbors in Minnetonka. She encouraged residents to do what they can and to pursue self-care in this stressful time.

Schack explained it has been wonderful to gather with a coalition of 12 mayors in order to amplify the city's voice in hopes of implementing change. She commented on the rental assistance program the city had in place to assist those who were in need at this time. She indicated she met with the ICA last week and noted needs were very high at this time. She discussed how important the community was to her and noted she would continue to work on behalf of her neighbors.

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

Cindy Reich, resident of Minnetonka, thanked the city for joining a coalition to call for ICE de-escalation and for an end to constitutional violations in the state. She appreciated the steps the city councilmembers were taking and appreciated the concern being shown by the councilmembers. She asked that the council pursue an eviction moratorium with the governor and continue to provide rental assistance to those in need.

Sarah Alme'n, resident of Minnetonka, reported she was new to the community, but her spouse has lived in the city since the 1960's. She stated she was speaking on behalf of her immediate neighbors and thanked the city for working to address those who have been impacted negatively by ICE. She thanked the city for participating in the coalition and urged the council to continue to be loud, specific and persistent about the city's position about the communities immigrant neighbors.

Angie Heitzman, resident of Minnetonka, thanked the council for allowing her to speak and for their support of the neighbors who have been impacted by ICE activities. She appreciated the fact the mayor was working in a coalition with other mayors. She explained she was most concerned with how ICE was traumatizing children and targeting people based on their skin color. She discussed how local businesses were being impacted as well as city resources. She urged the city to consider how the disabled are being impacted by ICE and encouraged residents to look into Minnesota NEAT where the city's most vulnerable residents can fill out a form that would list specific special needs.

Asya Ryba, resident of Minnetonka, reported she recalls attending her naturalization ceremony when she was a child. She thanked the community for coming together and for the city providing a safe, diverse and welcoming community for families. She stated she greatly appreciated the efforts of the city council, staff members and the police department. She discussed how people were suffering at this time and explained as a parent, children were also being impacted. She commented on how trust will need to be rebuilt, which would take a great deal of time. She urged the council to continue to use their voice on behalf of the community.

Mark Okern, resident of Minnetonka, explained he stood with all residents who could not safely be at this meeting. He supported those who were peacefully standing for justice. He thanked the city for putting out a statement and for working with the coalition of mayors. He thanked the city for stepping into a unified local voice and encouraged the city to continue to advocate with federal leaders in order to protect the vulnerable individuals in the community.

Linda Ruelle, resident of Minnetonka, thanked the council for the support they were showing for her neighbors. She appreciated all that has been done to keep ICE out of the schools. She noted she was an elementary school teacher in Minnetonka and discussed how she worked to teach her students to be a good classmate. She explained this was the exact opposite of the actions that were being taken by the federal government at this time. She reported the children were watching the adults in this community and it was her hope the leaders in Minnetonka would be the upstanders.

Lisa Vender, resident of Minnetonka, thanked the council for all they were doing to protect the community and for taking a stand against the ICE activities in the city. She discussed how the ICE presence in the community was impacting families and noted there were too many neighbors that were afraid to leave their homes. She appreciated how the community was coming together to provide rent money, warm clothes and food. She wanted to see Minnetonka continue to be a safe and welcoming community for all. She thanked the city council for their statement because this shows the community supports its immigrant neighbors. She urged the city to take whatever action possible to keep ICE out of the city's buildings, parks and schools. She supported the city's DEI efforts and initiatives to pursue additional affordable housing.

Samantha Gervais, resident of Minnetonka, explained she was a parent of two elementary school children. She indicated she worked at a Spanish immersion elementary school and has had the honor of teaching dozens of English language learners, working with some of the newest arrivals to this country. She commented on how diversity brings richness and strength to the community. She discussed how the presence of ICE was adversely impacting the community. She noted families are working to lift each other up through food drives and working to meet other needs. She commented further on how the school district will continue to attract Spanish and Chinese speaking students through their immersion programs and she thanked the teachers within the district for showing up every day to help their students. She thanked the City of Minnetonka for signing onto the Safe and Stable Cities Coalition. She urged the city to not allow ICE to use city property or facilities for staging activities. She appreciated the city's current advocacy and asked that present leadership continue to use their voices to affect positive change.

John Mavison, resident of Minnetonka, thanked the council for their efforts on behalf of the community. He requested he be allowed to submit a letter to the council for review and consideration.

Coakley thanked the members of the public that came forward to address the council. She commented on the eviction moratorium that was put in place during COVID and noted people were still evicted after the moratorium ended. She explained if the eviction moratorium were pursued there had to be other mechanisms in place to ensure residents could remain in their homes.

Calvert stated there was a long list of impacts to Minnesota cities on the League of Minnesota Cities website and explained the city could not limit federal agents from using public property. She urged residents to contact their federal legislators to address concerns they may have regarding ICE activities in the community. She commented on how the tide turned when little Liam was viewed by the public and it was her hope public opinion would continue to move in the right direction. She thanked the public for showing up and for caring about their neighbors.

Ramaley thanked all of the residents who spoke at this meeting and expressed their views. She encouraged residents to continue to reach out to her. She thanked her fellow councilmembers for all they were doing on behalf of the community.

Schack recessed the city council meeting.

Schack reconvened the city council meeting.

9. Bids and Purchases: None

10. Consent Agenda – Items Requiring a Majority Vote:

A. **Resolution approving the Hennepin County Residential Recycling Grant agreement**

Calvert moved, Wilburn seconded a motion to adopt Resolution 2026-006. All voted "yes." Motion carried.

B. **Resolution for the Cedar Lake Road and Trunk Highway No. 169 Signal Agreement with the City of St. Louis Park and the Minnesota Department of Transportation (MnDOT)**

Calvert moved, Wilburn seconded a motion to adopt Resolution 2026-007. All voted "yes." Motion carried.

Calvert moved, Wilburn seconded a motion to authorize the city engineer to expend the allocated funds for project costs, without further council approval, provided the total project costs do not exceed the project budget of $650,000. All voted "yes." Motion carried.

C. **Agreement with Minnetonka School District for school resource officer services**

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

D. **Resolution correcting title issues on the Marsh Run III project**

Calvert moved, Wilburn seconded a motion to adopt Resolution 2026-008. All voted "yes." Motion carried.

E. **Resolution for the 2026 Sherwood Lift Station Forcemain Replacement Project**

Calvert moved, Wilburn seconded a motion to adopt Resolution 2026-009. All voted "yes." Motion carried.

F. **Amicus status in the State of Minnesota versus Nome, United States District Court, Court File No. 26-CB-00191**

Calvert moved, Wilburn seconded a motion to authorize the city manager and city attorney, on behalf of the City of Minnetonka, to join the suburban cities' amicus brief in support of plaintiffs' request for injunctive relief and to prepare and/or join additional future filings in the matter of State of Minnesota v. Noem. All voted "yes." Motion carried.

11. Consent Agenda – Items requiring Five Votes:

A. Firehouse Subs Foundation Grant

Foster-Bolton moved, Wilburn seconded a motion to adopt Resolution 2026-010. All voted “yes.” Motion carried.

12. Introduction of Ordinances: None

13. Public Hearings:

A. Temporary on-sale liquor license for The Rotary Club of Minnetonka Foundation, for an event at 14600 Minnetonka Boulevard

Community Development Director Julie Wischnack gave the staff report.

Schack opened the public hearing.

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

Schack discussed the great work the Rotary Club does in the City of Minnetonka. She noted this organization meets weekly on Wednesday mornings at The Marsh at 7:30 a.m.

Ramaley moved, Calvert seconded a motion to grant the temporary liquor license for The Rotary Club of Minnetonka Foundation. All voted “yes.” Motion carried.

B. Items concerning ELEVARE 2nd ADDITION at 2503 and 2505 Plymouth Road

City Planner Susan Thomas gave the staff report.

Calvert explained the tree loss that would occur with this project meets ordinance but was shocking. She questioned if this project would have met the city’s tree ordinance, with the addition of these two properties. Thomas stated her guess was that if these two lots had been included, the development might still have been over.

Calvert stated she supported the city council considering an amendment to the woodland preservation language in the future.

Schack opened the public hearing.

Herb Swanson, owner of Swanson Homes, explained he was not involved in the ELEVARE 1st addition. He stated he came into this project in later stages. He discussed how it made sense to combine the two lots to the north into this project. He indicated he was very excited about moving this project forward. He commented on the tree replacement plan that was in place noting trees would be planted as each new house was constructed.

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

Calvert urged the developer to save as many trees as possible within this development.

Schack stated there were still hard feelings about what happened from the trees, but noted the neighbors from this area were not present at this meeting to speak against this development.

<u>Calvert moved, Ramaley seconded a motion to adopt Resolution 2026-011 and Resolution 2026-012.</u> All voted "yes." <u>Motion carried.</u>

14. Other Business: None

15. Appointments and Reappointments:

A. Park board and planning commission appointments

City Manager Mike Funk gave the staff report.

Schack thanked all of the candidates that applied for the park board and planning commission positions.

<u>Schack moved, Wilburn seconded a motion to approve the appointments to the park board and planning commission.</u> All voted "yes." <u>Motion carried.</u>

16. Adjournment

<u>Wilburn moved, Calvert seconded a motion to adjourn the meeting at 8:35 p.m.</u> All voted "yes." <u>Motion carried.</u>

Respectfully submitted,

Becky Koosman
City Clerk

City Council
Agenda Item 6.A
Meeting of February 23, 2026

Title:	Strategic Plan quarter four and end of year report
Report from:	Sarissa Seracki, Senior Management Coordinator
Submitted Through:	Erik Nilsson, City Attorney Moranda Dammann, Assistant City Manager Mike Funk, City Manager
Presenter:	Mike Funk, City Manager

Action Requested:	Motion
Form of Action:	Report
Votes needed:	4 votes

Summary Statement
The strategic plan is an instrumental and living document that guides the work of the city. Quarterly updates keep the city council and community informed on the efforts of the city's six strategic priorities. Quarter four ended Dec. 31, 2026 and the end of year report for the 2025-2027 Strategic Plan can be found here or in the attachment below.

Recommended Action
Motion to accept the report.

Strategic Plan Relatability
N/A

Financial Consideration
No

Background
At the end of 2023, staff recommended that the city council revisit the strategic profile that was developed in 2020 and participate in a strategic planning session with an outside consultant. In 2024, the city hired Craig R. Rapp with Rapp Consulting Group to conduct the strategic plan update during the April 19-20, 2024, special study sessions. During the sessions, city council affirmed the six priorities: Financial Strength and Operational Excellence, Safe and Healthy Community, Sustainability and Natural Environment, Livable and Well-Planned Development, Infrastructure and Asset Management, and Community Inclusiveness. City council and leadership also discussed the second level of the plan during the special study sessions, which are now referred to as desired outcomes.

Throughout 2024 each strategic priority was brought forth to city council during a study session to further the conversations from the April strategic planning sessions. Some strategic priorities, definitions, desired outcomes, metrics and targets were adjusted after those conversations. Those updates are reflected in the current Strategic Plan. To develop the 2025 actions steps, city staff held two separate workshops on Oct. 31 and Nov. 1. About 40 city staff members attended those workshops which allowed for collaboration and discussion across city departments.

The Strategic Plan was imported into the city's strategic planning software, Envisio. This software tracks the progress of all other three levels of the plan and generates a community dashboard. The top level of the plan includes six strategic priorities. Each priority is led by a team lead who oversees the development and progress of the two levels below, desired outcomes and action steps. The team lead pulled in a variety of staff who have expertise in specific areas and were assigned as the owner or contributor to the action steps. Additionally, the groups also identified performance metrics to help visually support the desired outcomes.

The 2025 action items were accepted by city council during the Jan. 13, 2025 meeting and the fourth quarter of the year has been completed. The quarter four/end of year plan progress report can be found here or in the attachment below. Written updates for the top two levels, strategic priorities and desired outcomes, are included in the report. Written updates for the action steps can be found on the community dashboard. Additionally, there are multiple progress indicators throughout the report. Total plan progress is summarized on the second page of the report by indicating the percentage of action steps that are "complete," "on track," "some disruption" or "major disruption." Similar indicators are available throughout the report for the progress of each strategic priority and desired outcome.

A few of the performance metrics identified by staff are included in the progress report, however, more performance metrics can be viewed on each strategic priority's page within the community dashboard:

- Financial Strength
- Safe and Healthy Community
- Sustainability, Resilience and Natural Environment
- Livable and Well-Planned Development
- Infrastructure and Asset Management
- Community Inclusiveness

City staff will continue to enhance performance metrics and add more throughout the year. Additionally, performance metrics from the 2025 community survey results have been added to the community dashboard.

ATTACHMENTS:
Q4/End of Year Plan Progress Report

CITY OF MINNETONKA

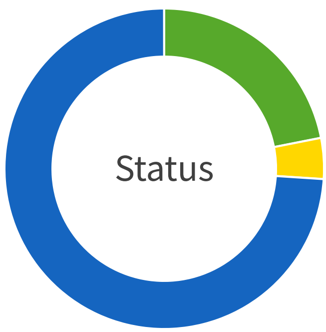
2025 Plan Progress Report

2025-2027 Strategic Plan

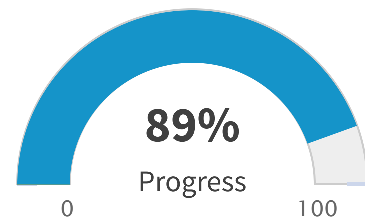
Report Created On: Jan 28, 2026

6	18
Strategic Priority	Desired Outcome

Overall Summary



	%
On Track	22
Some Disruption	4
Completed	74



Report Legend **Priority** No Update Overdue

Strategic Priority 1 Progress 100%

FINANCIAL STRENGTH

	%	#
Completed	100	9

A financially responsible organization that delivers results

Owner: Darin Nelson

Update provided by Darin Nelson on Dec 31, 2025 06:00:01

Accomplishments:

- Maintained Moody's "Very Strong" fund balance and net direct debt ratings, supporting the city's AAA rating, with the 2024 governmental fund balance exceeding 30% of revenues and net direct debt at 0.20% of taxable market value as of December 31, 2024.
- Water and Sewer Utility Fund cash balance reached $21.1 million (101% of target) as of December 31, 2024.
- Moody's affirmed the city's Aaa bond rating prior to the issuance of two bonds in the fall.
- Completed research and understanding of program and priority budgeting philosophy, aligning with the city's strategic plan.
- Finance Director and City Manager participated in a national strategic budgeting cohort.
- Agreement established with Tyler Technologies for Priority Based Budgeting (PBB) application, currently in stage 2 of 3-stage rollout.
- Completed utility rate analysis with consultant; results presented to city council for 2026 rate planning.
- Submitted a $5.33 million state bonding request for Fire Station No. 2 reconstruction with council support.
- Applied for 39 grants in 2025; 22 awarded, 5 denied, 12 pending.

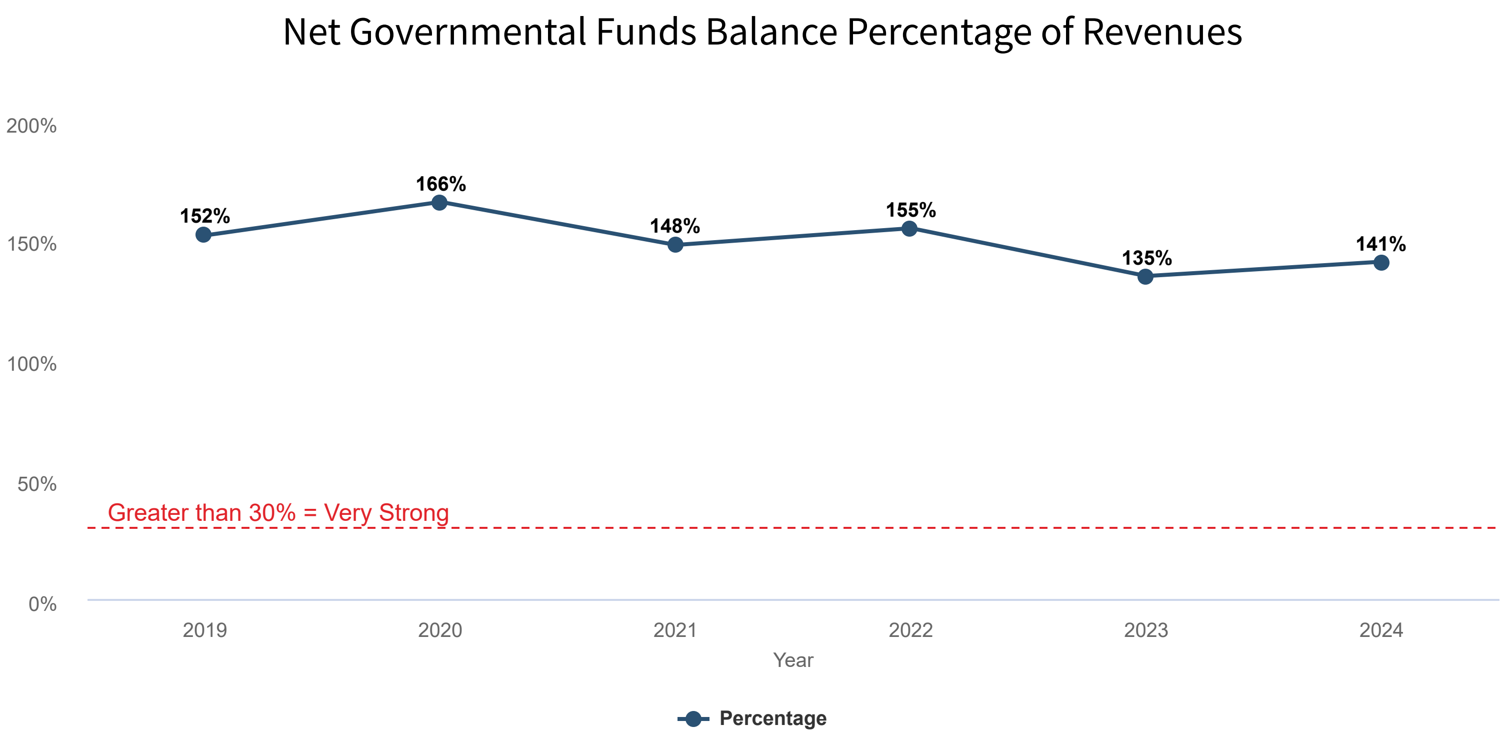
Roadblocks:

- PBB application pre-implementation delayed by current ERP/financial system limitations, extending data migration and preparation.
- State bonding requests face uncertainty; no local municipality requests funded in the past two years.

Next Steps:

- Continue monitoring financial metrics to sustain strong ratings and fund balances.
- Complete stage 2 of PBB implementation by finalizing cost allocations to all identified programs, then proceed to stage 3 (program scoring).
- Enable Council and staff to use program scores for initiative prioritization aligned with the strategic plan.
- Monitor progress of the state bonding request and track outcomes of 12 pending grant applications.

Last Update: May 12, 2025 16:30:34



Desired Outcome 1.1 Progress 100%

High level creditworthiness

	%	#
Completed	100	3

Owner: Darin Nelson

Update provided by Darin Nelson on Dec 31, 2025 06:00:01

Accomplishments:

- Maintained a Moody's fund balance rating of "Very Strong," with the 2024 governmental fund balance exceeding 30% of revenues, supporting the city's AAA rating.
- Maintained a Moody's net direct debt rating of "Very Strong," with net direct debt at 0.20% of taxable market value as of December 31, 2024.
- Exceeded the Water and Sewer Utility Fund minimum cash balance, reaching $21.1 million (101% of the target) as of December 31, 2024.
- Moody's affirmed the city's Aaa bond rating prior to the issuance of two bonds in the fall.

Roadblocks:

- No significant roadblocks reported.

Next Steps:

- Continue monitoring financial metrics to sustain strong ratings and fund balances.

Desired Outcome 1.2 Progress 100%

Improve alignment between service expenditures and identified priorities

	%	#
Completed	100	3

Owner: Darin Nelson

Update provided by Darin Nelson on Dec 31, 2025 06:00:01

Accomplishments:
- Completed research and understanding of program and priority budgeting philosophy, including its alignment with the city's strategic plan.
- Finance Director and City Manager participated in a national cohort focused on strategic budgeting, collaborating with peers and industry experts.
- Entered into an agreement with Tyler Technologies to implement the Priority Based Budgeting (PBB) application, currently in stage 2 of a 3-stage rollout.
- Developed and fully implemented a program/priority budgeting training plan for departments, including a PBB methodology session and initial training conducted by Tyler Technologies.

Roadblocks:
- Pre-implementation planning for the PBB application experienced delays due to system limitations in the current ERP/financial system, extending the data migration and preparation phase.

Next Steps:
- Complete stage 2 of PBB implementation by finalizing cost allocations to all identified programs.
- Proceed to stage 3, which involves scoring all programs.
- Enable Council and staff to use program scores to prioritize initiatives in alignment with the city's strategic plan.

Desired Outcome 1.3 Progress 100%

Expand sources of revenue for Capital Improvement Projects

	%	#
Completed	100	3

Owner: Darin Nelson

Update provided by Darin Nelson on Dec 31, 2025 06:00:01

Accomplishments:
- Completed engagement with consultant for updated utility rate analysis; results presented at the October 27 city council study session for review and feedback to inform 2026 rate increases.
- Submitted a $5.33 million state bonding request for Fire Station No. 2 reconstruction by the June 11, 2025 deadline, with council resolution of support passed on June 23, 2025.
- Applied for 39 grants in 2025, with 22 awarded, 5 denied, and 12 pending.

Roadblocks:
- State bonding requests are not guaranteed funding; previous requests were not approved, and no local municipality requests have been funded in the past two years.

Next Steps:
- Monitor progress of the state bonding request as MMB submits all requests to the Legislature on July 15 and await the Governor's capital budget submission on January 15, 2026.
- Track outcomes of the 12 pending grant applications.

Strategic Priority 2 Progress 84%

SAFE AND HEALTHY COMMUNITY

	%	#
On Track	22	4
Completed	78	14

Create initiatives to enhance community well-being, engage residents to build trust, and prioritize programs, education, hazard mitigation, and emergency response

Owner: Scott Boerboom

Update provided by Scott Boerboom on Jan 26, 2026 15:56:23

Accomplishments:
Substantial progress has been achieved in implementing service delivery models from the Public Safety Master Plan, with 87.50% completion. Key advancements include deployment of DFR response initiatives, establishment of a real-time operations center supporting multiple departments, and the launch of the Axon assistant for streamlined data collection. The investigative division secured funding and equipment for the Real Time Operations Center, implemented new policies for staffing analysis, and completed reviews of investigative and specialty assignments. Renovation plans for the retail detective space at Ridgedale Mall have been submitted, and the Axon Standards platform was launched, enhancing use of force reporting and internal affairs management.

For the Opus area redevelopment (72.50% completed), regular meetings with Metro Transit are ongoing, the substation lease agreement is finalized, and collaboration on building plans is in progress. Technological enhancements include expanded video infrastructure, integration with the Minnetonka Police Department Real-Time Operations Center, and implementation of Fusus for real-time monitoring. Partial funding for ALPR was secured, and Fire Station 2 was prioritized for development.

In enhancing public safety mental health response (96.25% completed), 85% of fire department personnel have completed training on mental health-related calls, with Q4 trainings successfully delivered.

Challenge:
No major obstacles have been identified for technology implementation in the service delivery models, though ongoing coordination is needed for the new records management system. In the investigative division, pending capital funding for workspace renovation at Ridgedale Mall is limiting progress, and video file migration delays have occurred during the Axon platform transition.

For the Opus area, technology integration is constrained by Metro Transit’s internal camera sharing policies, requiring continued negotiation. ALPR grant funding was insufficient for full deployment.

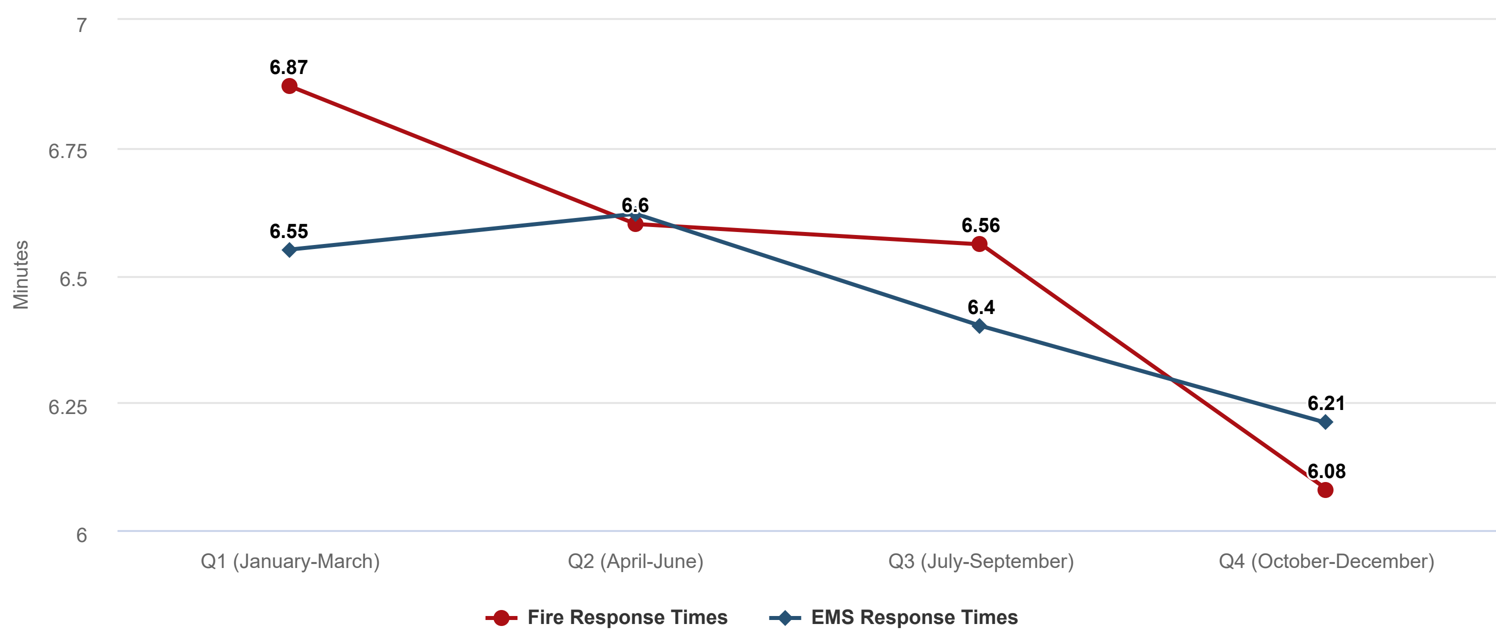
No significant challenges have been reported for the mental health response initiative.

Next Steps:
Continue development and launch of the new records management system, with ongoing evaluation of the real-time operations center and Axon assistant for further enhancements. Maintain communication with Brookfield Management regarding capital funding for workspace renovations and collaborate with external partners. Address video file migration issues to ensure full Axon platform integration, keeping the records management system on track for a March 2026 launch.

For the Opus area, continue regular meetings with Metro Transit, advance substation building plans, and proceed with scheduled train operations training in Q1 2026. Build public-private partnerships to expand camera sharing, integrate new camera needs into future budgets, refine Fusus integration, and maintain outreach with Metro Transit and community partners. Secure funding for the fire station project in 2026.

For mental health response, finalize current training initiatives and develop plans for enhanced training sessions scheduled for 2026.

2025 Fire and EMS Response Times



EMS = Emergency Medical Services

Desired Outcome 2.1 Progress 88%

Implement service delivery models outlined in the Public Safety Master Plan

Owner: Scott Boerboom

	%	#
On Track	13	1
Completed	88	7

Update provided by Scott Boerboom on Dec 31, 2025 06:00:01

Accomplishments:
Significant progress has been made in deploying DFR response initiatives and establishing the real-time operations center, which now supports multiple city departments. The Axon assistant has streamlined data collection by enabling officers to scan driver's licenses via work-issued cell phones. Within the investigative division, funding and equipment for the Real Time Operations Center (RTOC) have been secured, and new policies and procedures have been implemented to support ongoing staffing analysis. Comprehensive reviews of investigative and specialty assignments have been completed, and renovation plans for the retail detective space at Ridgedale Mall have been submitted. The Axon Standards platform was launched, providing enhanced capabilities for use of force reporting, internal affairs management, and early intervention alerting.

Challenges:
No major roadblocks have been identified for technology implementation, though continued coordination is required for the new records management system. For the investigative division, capital funding for workspace renovation at Ridgedale Mall remains pending, limiting progress on critical upgrades. Video file migration delays have been encountered during the Axon platform transition.

Next Steps:
Efforts will continue on the development and launch of the new records management system, with ongoing evaluation of the real-time operations center and Axon assistant for further enhancements. Communication with Brookfield Management will be maintained to monitor capital funding status for workspace renovations, and collaborative strategies with external partners will be explored. Issues related to video file migration to the Axon platform will be addressed to ensure full integration, while the records management system remains on track for a March 2026 launch.

Desired Outcome 2.2 Progress 73%

Ensure public safety readiness for the Opus area redevelopment

Owner: Scott Boerboom

	%	#
On Track	33	2
Completed	67	4

Update provided by Scott Boerboom on Dec 31, 2025 06:00:01

Accomplishments:
Regular meetings with Metro Transit are ongoing. The substation lease agreement has been finalized, and collaboration with the site owner on building plans is underway.
Significant progress was made in enhancing technological capabilities in the Opus area, including expanded video infrastructure, inter-agency partnerships, and integration with the Minnetonka Police Department Real-Time Operations Center (RTOC). Key achievements include strengthened partnerships with Metro Transit Police and the RTOC, completed implementation of Fusus for real-time monitoring, partial funding secured through a BCA ALPR grant, and ongoing engagement with OPUS developers to ensure technology compatibility with Minnetonka PD systems.
Fire Station 2 was prioritized for development based on the fire station analysis, with future planning for a new public safety facility in the Opus area to follow.

Challenges:
No current roadblocks reported for the substation project.
Progress on technology integration is constrained by Metro Transit's internal camera sharing policies and procedures, requiring ongoing negotiation. ALPR grant funding covered only a portion of anticipated costs, necessitating adjustments to deployment strategies.
Exploration of a new public safety facility in the Opus area is delayed until completion of the Station 2 project.

Next Steps:
Continue regular meetings with Metro Transit and advance substation building plans in coordination with the site owner. Proceed with scheduled train operations training in Q1 2026.
Build public-private partnerships to expand camera sharing, integrate new camera needs into future budgets, further refine Fusus integration, and maintain outreach with Metro Transit and community partners.
Secure funding for the overall fire station project in 2026 and initiate planning for a new public safety facility in the Opus area following the Station 2 project.

Desired Outcome 2.3 Progress 96%

Enhance public safety mental health response

Owner: Scott Boerboom

	%	#
On Track	25	1
Completed	75	3

Update provided by Scott Boerboom on Dec 31, 2025 06:00:01

Accomplishments: Training for fire department personnel on recognizing and responding to mental health-related calls is 85% complete. Q4 trainings have been successfully delivered.

Challenges: No significant obstacles reported at this stage.

Next Steps: Finalize current training initiatives and develop plans for enhanced training sessions scheduled for 2026.

Strategic Priority 3 Progress 100%

SUSTAINABILITY, RESILIENCE AND NATURAL ENVIRONMENT

	%	#
Completed	100	10

Be a community that values the natural environment, sustainability, and actions that lead to a more climate resilient community

Owner: Leslie Yetka

Update provided by Leslie Yetka on Dec 31, 2025 06:00:01

Accomplishments:

- Implemented the Climate Action and Adaptation Plan (CAAP), engaging 1,850 community members through 17 initiatives and reaching over 10,900 event attendees via in-person exhibits. Developed both a 2026 staff implementation work plan and a draft sustainability commission work plan.
- Distributed Resilient Minnetonka flyers to more than 400 attendees at the fall tree distribution event and promoted the program at the citywide open house, resulting in over 65 program applications and increased resilient landscaping education.
- Launched a significant habitat restoration project, removing invasive species from 4 acres at Big Willow and over 12 acres at Meadow, Green Circle, and Orchard Parks. Facilitated the sale and planting of 1,063 trees for 2025, exceeding the target of 200 additional trees, and organized a raingarden maintenance workshop for property owners.
- Hosted the second Everything Electric exhibit at the City/Fire Open House, featuring electric fleet vehicles and e-bikes, directly educating 400 residents and exposing more than 3,000 attendees to electric vehicle initiatives.
- Secured $35,000 in total funding for the Water Efficiency Grant program from the Met Council, with $7,700 remaining for distribution as of the end of 2025.

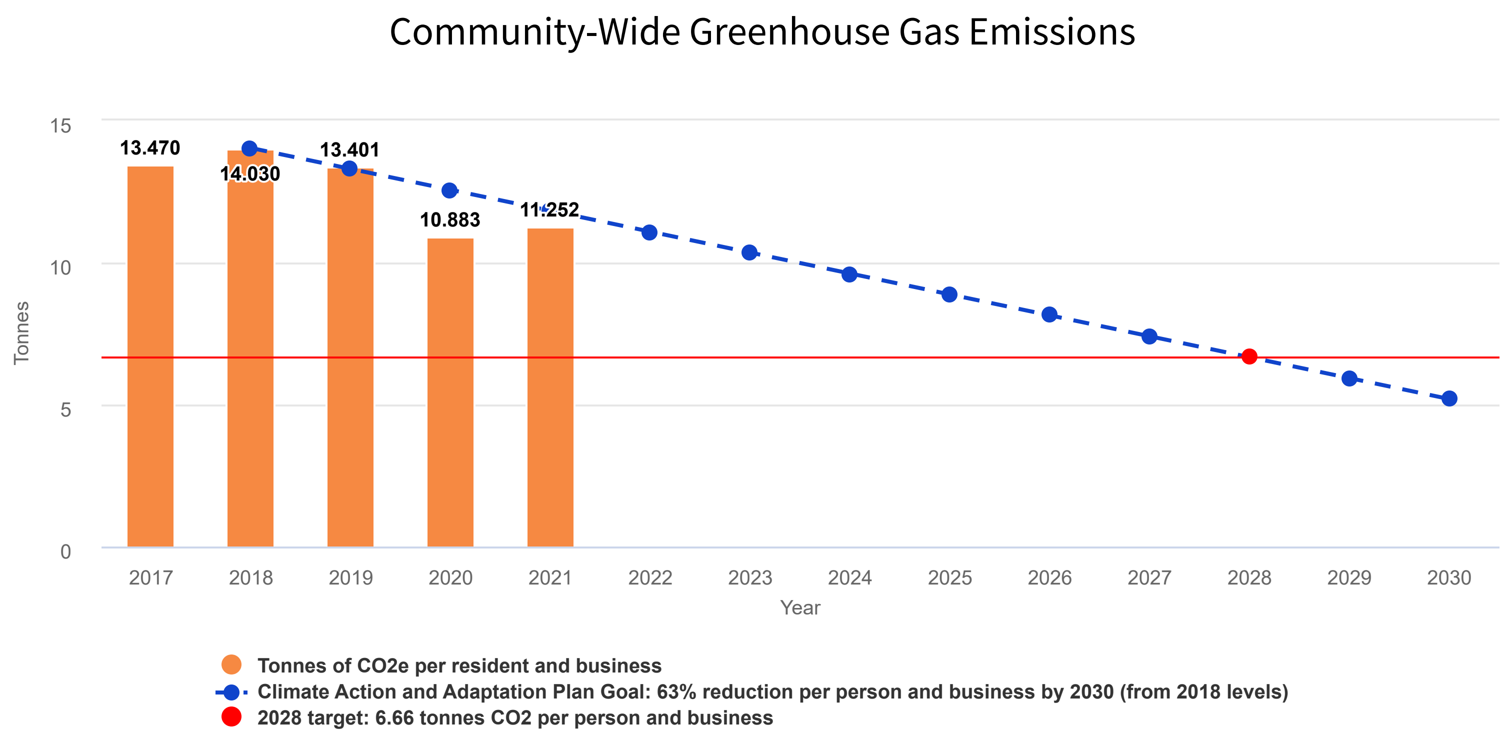
Roadblocks:

- High demand for the Water Efficiency Grant program resulted in rapid expenditure of initial funds, requiring additional funding to meet community needs.

Next Steps:

- Implement the 2026 CAAP staff and sustainability commission work plans to advance climate resilience and adaptation efforts.
- Expand habitat restoration and invasive species removal across additional parklands.
- Promote and distribute remaining Water Efficiency Grant funds prior to the June 30, 2026 deadline.
- Continue community engagement and education on sustainability best practices, with emphasis on resilient landscaping and electric vehicle adoption.

Last Update: Jan 26, 2026 19:22:25



*2022-2024 data currently being processed. 2025 data will be available late 2026.

Desired Outcome 3.1 Progress 100%

A more resilient community that both mitigates and adapts to Minnesota's changing climate

	%	#
Completed	100	3

Owner: Ally Sutherland

Update provided by Ally Sutherland on Dec 31, 2025 06:00:01

Update:

- Staff and the Sustainability Commission Q1-Q4 implementation of the Climate Action and Adaptation Plan. Through 17 different initiatives, the city directly engaged 1,850 community members, and exposed over 10,900 event attendees to CAAP in-person event tables and exhibits. A 2026 staff implementation work plan and draft 2026 sustainability commission work plan have been developed to guide future CAAP implementation.
- Resilient Minnetonka flyers were distributed during the fall tree distribution event on Sept. 19 and 20 to over 400 attendees this fall. In addition, information on the program will be featured at the citywide open house on October 7th. To date, there have been over 65 applications to participate in the program and make use of resilient landscaping education resources.

Desired Outcome 3.2 Progress 100%

Protect, manage and enhance the natural environment

	%	#
Completed	100	3

Owner: Leslie Yetka

Update provided by Leslie Yetka on Dec 31, 2025 06:00:01

Key accomplishments include initiating a major habitat restoration project, beginning with the removal of invasive species across 4 acres at Big Willow, with plans for further expansion. Over 12 acres of invasive species were cleared earlier in 2025 at Meadow, Green Circle, and Orchard Parks, supporting city restoration and maintenance goals. Additionally, the sale and planting of 1,063 trees were facilitated in 2025 through collaboration with city staff and community engagement in tree sale and grant programs, significantly exceeding the target of 200 additional trees. A raingarden maintenance workshop was also organized on June 5th, equipping property owners with education and resources on resilient landscape practices, including design, construction, and maintenance.

Desired Outcome 3.3 Progress 100%

Community-wide adoption of sustainability and conservation best practices

	%	#
Completed	100	4

Owner: Ally Sutherland

Update provided by Ally Sutherland on Dec 31, 2025 06:00:01

Accomplishments:

- Successfully hosted a second Everything Electric exhibit at the City/Fire Open House on Oct. 7, 2025, featuring three city electric fleet vehicles and two electric e-bikes. Direct electric vehicle education reached 400 residents, with over 3,000 event attendees exposed to EV initiatives.
- Secured an initial $25,000 from the Met Council for the Water Efficiency Grant program (July 2024–June 2026). Due to high program demand and the full expenditure of initial funds, an additional $10,000 was awarded, bringing total funding to $35,000. As of the end of 2025, $7,700 remains available for distribution before June 30, 2026.

Strategic Priority 4 Progress 85%

LIVABLE AND WELL-PLANNED DEVELOPMENT

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

	%	#
On Track	30	3
Some Disruption	10	1
Completed	60	6

Owner: Julie Wischnack, FAICP

Update provided by Julie Wischnack, FAICP on Dec 31, 2025 06:00:01

Accomplishments:

- Evaluated a new affordable homeownership model utilizing manufactured homes; due diligence is ongoing for city-owned properties in preparation for construction. Zoning ordinance updates are in progress, with staff participating in relevant workgroups.
- Enhanced business sector vitality by collaborating with business owners, launching initiatives such as Thriving Thursdays, and strengthening relationships with corporate contacts. Produced a video feature with a major corporation executive, analyzed business survey data, and implemented new strategies for community engagement and storytelling. Engaged culturally diverse businesses through targeted outreach and resource connections.
- Advanced Opus Area transformation with the Opus trail wayfinding project in final design, and comprehensive signage installation planned. Progressed design for expanded public space and multi-modal connectivity, with a Request for Qualifications being finalized for park planning and visioning.

Next Steps:

- Complete due diligence on properties and advance construction initiatives for affordable housing; continue participation in zoning ordinance updates.
- Strengthen relationships with local businesses and corporations through ongoing engagement, broaden outreach to culturally diverse businesses, and refine strategies based on feedback and impact monitoring.
- Finalize consultant selection, initiate master planning for the Opus Area, with robust public engagement, install wayfinding signage, and continue public outreach to align park amenities with community expectations.

Last Update: Jan 27, 2026 21:30:32

Businesses in Minnetonka

7,356 businesses

Zero large corporate businesses lost in **2025**

98% of Minnetonka business owners surveyed rate the business climate **positively**

Desired Outcome 4.1 Progress 92%

Increase number of affordable housing units in the city

	%	#
On Track	33	1
Completed	67	2

Owner: Julie Wischnack, FAICP

Update provided by Julie Wischnack, FAICP on Dec 31, 2025 06:00:01

Staff is actively evaluating a new affordable homeownership model involving the construction of manufactured homes. Due diligence is underway on city-owned properties to prepare for upcoming construction initiatives. In parallel, work has commenced on updating the zoning ordinance, with staff participating in relevant workgroups to support this effort.

Desired Outcome 4.2 Progress 100%

Enhance vitality across the business sector focusing on large corporate businesses

	%	#
Completed	100	4

Owner: Julie Wischnack, FAICP

Update provided by Julie Wischnack, FAICP on Dec 31, 2025 06:00:01

Addressed evolving business needs by collaborating with business owners and launching initiatives such as Thriving Thursdays, in partnership with local organizations, to connect entrepreneurs with business advisors. Staff worked on building relationships with key corporate contacts by acknowledging their presence in the city and producing a video feature with a major corporation's executive. We analyzed business survey data and introduced new strategies, including community-wide sharing of results and enhanced storytelling through media channels and events, such as Thrive Minnetonka articles, Small Business Saturday campaigns, and business canvassing. Staff engaged culturally diverse businesses through individual meetings, promotion of diverse business stories via social media and newsletters, and connecting businesses with culturally diverse technical advisors. Next year staff will work on strengthening relationships with local businesses and large corporations through ongoing engagement and recognition initiatives. This includes broadening outreach and support for culturally diverse businesses by pursuing additional partnership opportunities and resource connections. The city will continue to monitor the impact of initiatives and refine strategies based on business feedback and changing community needs.

Desired Outcome 4.3 Progress 58%

Continue to support Opus Area transformation as a vital and connected part of Minnetonka

	%	#
On Track	67	2
Some Disruption	33	1

Owner: Julie Wischnack, FAICP

Update provided by Julie Wischnack, FAICP on Dec 31, 2025 06:00:01

Accomplishments:

-

The Opus trail wayfinding is in the final design phase, with signage bidding and fabrication scheduled for spring 2026. Comprehensive wayfinding signage is planned for installation before year-end to enhance safety and trail usage. The design phase for expanded public space and multi-modal connectivity is being advanced with a Request for Qualifications being finalized to secure a consultant for comprehensive park planning and visioning. The master planning process is set to begin in spring 2026 and conclude by year-end, featuring a robust public outreach and engagement strategy. Key next steps include finalizing consultant selection, initiating the master planning process with strong public engagement, installing wayfinding signage, and advancing public outreach to ensure park amenities meet community needs and expectations.

Strategic Priority 5 Progress 76%

INFRASTRUCTURE AND ASSET MANAGEMENT

Reliable, high-quality infrastructure

	%	#
On Track	40	4
Completed	60	6

Owner: Will Manchester

Update provided by Will Manchester on Jan 27, 2026 14:34:01

Staff continues to plan and progress on projects to improve operational efficiency, strengthened cross-functional collaboration, and enhanced overall team performance. 2026 projects are underway and in preparation for steps needed to complete construction this summer as soon as conditions allow.

Last Update: Dec 15, 2025 17:30:43

Desired Outcome 5.1 Progress 73%

Improve reliability and efficiency of utilities and facilities

	%	#
On Track	33	1
Completed	67	2

Owner: Will Manchester

Update provided by Will Manchester on Jan 27, 2026 14:21:17

Utility replacement program needs and future long-term utility replacements, including planning, are in progress, including city infrastructure and asset management.

Desired Outcome 5.2 Progress 94%

Safe, quality, well-maintained roadway system

Owner: Will Manchester

	%	#
On Track	25	1
Completed	75	3

Update provided by Will Manchester on Jan 27, 2026 14:23:58

Coordination of 2026/2027 citywide pavement projects are underway including collaborating with regional and state agencies on means of transportation for projects palnned for construction in the city.

Desired Outcome 5.3 Progress 55%

Enhance safety, walkability and connectivity of trail system

Owner: Will Manchester

	%	#
On Track	67	2
Completed	33	1

Update provided by Will Manchester on Jan 27, 2026 14:28:12

Coordination of Capital Improvement Program trail construction along Minnetonka Boulevard is in progress. Further coordination continues with Three Rivers Park District for 2027 construction of regional trails. Finally, work continues with Hennepin County for the Excelsior Boulevard trail project west of County Road 101.

Strategic Priority 6 Progress 93%

COMMUNITY INCLUSIVENESS

Build an engaged, accepting, and compassionate community that embraces diversity and varied perspectives to create an inclusive and equitable city for everyone

	%	#
On Track	31	5
Some Disruption	13	2
Completed	56	9

Owner: Jayce Alexander

Update provided by Jayce Alexander on Oct 24, 2025 18:35:58

Accomplishments:

- Expanded sensory room facilitation training to DEI Commission members.
- Completed the artwork audit and prepared a summary report for leadership.
- Reconnected with local high schools to advance community partnerships.
- Completed demographic data collection.
- Continued offering and evaluating financial assistance and scholarship programs.
- DEI Commissioners developed an essay contest for community youth.

Challenges:

- Effective metrics for collecting community feedback are still being determined.
- Development of a community survey on participation barriers requires additional planning.

Next Steps:

- Increase intentional outreach to diverse artists.
- Rollout of essay contest with outreach to schools.
- Evaluate demographic data.

Last Update: Jul 30, 2025 15:58:53

Advancing Careers and Employment (ACE) Participation

13 interns

in **2025** across City of Minnetonka, City of Hopkins and Nine Mile Creek Watershed District

increase from **11 interns** in **2024**

Learn more about the ACE program

Desired Outcome 6.1 Progress 96%

All people feel welcome and engaged

	%	#
Some Disruption	25	1
Completed	75	3

Owner: Jayce Alexander

Update provided by Jayce Alexander on Jan 26, 2026 22:40:13

Accomplishments: Cultural festivals celebrating diverse heritages through food, music, and performances were organized, highlighting the unique contributions of various communities. Sensory-friendly spaces were successfully hosted at several events, including the City and Fire Open House, Juneteenth, Sensory Friendly Open House, Kids' Fest, Summer Fest, and the Burwell Spooktacular. A series of workshops and panel discussions on diversity, equity, and inclusion were provided, featuring programs such as the Detroit Don King Blues Band Concert, Senior Housing Fair, Dementia Friends Class, Memory Café, Alzheimer's presentations, technology assistance from Hopkins High School seniors, Veterans Month programs, Women Pilots of WWII presentation, Cannabis 101, Sacred Journey of Aging presentation, and a European Christmas Market Day Trip. Staff initiated research into survey consultants and best practices for community feedback, focusing on peer city approaches, while the DEI Commission began discussions on potential metrics and evaluation frameworks.

Roadblocks: Final decisions regarding metrics, tools, and consultant engagement for feedback assessment are scheduled for 2026, which may delay the implementation of updated practices.

Next Steps: Gather attendee feedback to evaluate the effectiveness of inclusive spaces and identify opportunities for improvement in future events. Continue researching consultant options and best practices for community feedback.

Desired Outcome 6.2 Progress 92%

Enhance community representation through art and imagery

Owner: Jayce Alexander

	%	#
On Track	33	1
Some Disruption	33	1
Completed	33	1

Update provided by Alisha Gray on Dec 31, 2025 06:00:01

Staff participates in PLACES public art. An initiative to support public art along the Metro Green Line extension.

Desired Outcome 6.3 Progress 92%

Create and expand equitable opportunities for accessing programs, services and facilities

Owner: Jayce Alexander

	%	#
On Track	44	4
Completed	56	5

Update provided by Jayce Alexander on Jan 26, 2026 22:41:30

Accomplishments:
- Database development to analyze city population demographics is 75% complete, with plans for staff-intern collaboration established.
- Data collection on program and service access by demographics is complete, with initial departmental contacts made.
- Survey best practices have been researched and discussed with the DEI team, with a meeting held in August 2025.
- New class offerings have been implemented across all age groups from October to December 2025.
- Program, service, and event promotion at the Marsh has resulted in a 16% increase in special events and rentals, with new wellness programs introduced.
- Multiple low or no-cost community-building events were held in late fall and early winter.
- Scholarship and financial assistance programs were fully implemented, supporting 90 eligible applicants in 2025.

Roadblocks:
No significant obstacles have been identified at this stage.

Next Steps:
- Coordinate schedules and define objectives for effective staff-intern collaboration on database projects.
- Conduct data analysis on program and service access during the summer.

City Council
Agenda Item 10.A
Meeting of February 23, 2026

Title:	Hennepin County Auto Theft Collaboration Cooperative Agreement
Report from:	Tim Olson, Police Captain
Submitted Through:	Scott Boerboom, Police Chief Darin Nelson, Finance Director Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Tim Olson, Police Captain

Action Requested:	Motion
Form of Action:	Contract/Agreement
Votes needed:	4 votes

Summary Statement

The proposed Collaborative Agreement establishes the operational framework under which the Minnetonka Police Department, Hennepin County Sheriff's Office, and participating law enforcement agencies will function as a Multi-Jurisdictional Auto Theft Collaborative Unit. The agreement outlines shared governance, coordination, and oversight responsibilities to support regional enforcement efforts.

Execution of the Auto Theft Collaboration Memorandum of Understanding (MOU) is needed to advance the State of Minnesota grant application currently being prepared by the Hennepin County Sheriffs Office.

Recommended Action

Motion to approve the Hennepin County Auto Theft Collaboration Cooperative Agreement.

Strategic Plan Relatability

N/A

Financial Consideration

Yes

Under the proposed agreement, the Hennepin County Sheriff's Office will serve as the fiscal agent and apply for future State of Minnesota grant funding on behalf of the participating agencies. Acceptance of any awarded grant will require unanimous approval from all partner agencies following a review of the grant terms and conditions.

If awarded at anticipated levels, each participating agency would receive approximately $100,000 per detective per fiscal year, along with $3,000 annually for continuous training. Funding levels remain contingent upon final state grant awards and may be subject to adjustment based on future allocations.

Background
In response to the significant rise in auto thefts across the greater Twin Cities area, the police department's auto theft investigator began to initiate and strengthen regional collaboration with neighboring agencies in 2024. This coordinated, intelligence-led approach has enhanced proactive enforcement efforts, improved information sharing, and increased the identification and targeting of repeat and organized offenders. Continued participation in this regional partnership is essential to sustaining progress and protecting community safety.

The current grant funding that supports this dedicated auto theft investigator position is set to expire in June 2026.

ATTACHMENTS:
Auto Theft Collaboration MOU

HENNEPIN COUNTY AUTO THEFT COLLABORATION COOPERATIVE AGREEMENT

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA ("COUNTY"), on behalf of the Hennepin County Sheriff's Office (the "Sheriff's Office") and the City of Minnetonka, on behalf of the Minnetonka Police Department, the City of St. Louis Park, on behalf of the St. Louis Park Police Department, and the City of Edina, on behalf of the Edina Police Department.

PURPOSE

The purpose of the Hennepin County Auto Theft Collaboration Agreement ("Agreement") is to set forth the guidelines under which the Sheriff's Office and the below referenced Law Enforcement Agencies (the "Agencies") will operate when working collaboratively as the Multi- Jurisdictional Collaborative Unit. The intent of this agreement is to coordinate and maximize cooperation between the Agencies, the communities they represent, and the Hennepin County Sheriff's Office.

MISSION

The mission of the Hennepin County Auto Theft Collaboration ("Collaboration") is to respond in real time to active vehicle thefts including vehicle tampers, car jackings and other vehicle related crimes. The Hennepin County Auto Theft Collaboration will take a proactive, intelligence-based approach to responding to vehicle thefts and other felonies associated with vehicle thefts in Hennepin County. This approach includes a proactive response to city and county needs through the utilization of multiple analysts and analytical data. Leveraging these resources will enable the Collaboration to identify and focus on specific suspects actively engaged in such crimes through surveillance, GPS tracking, phone pings, and other lawful investigative techniques.

The undersigned governmental units, in the co-operative and mutual exercise of their powers, agree as follows:

1) ORGANIZATIONAL STRUCTURE

A) Organizational Control. Responsibility for the overall policy and direction of the Hennepin County Auto Theft Collaboration shall rest with the Hennepin County Sheriff's Office. The Sheriff of Hennepin County has directed the Captain/Lieutenant of the Sheriff's Major Crimes Division to coordinate the policies, procedures and the activities of this Collaboration. The Sheriff's Office agrees to write and submit the Dedicated Auto Theft Grant to include ONE FULL-TIME (Full Funded) Detective from the Cities of Minnetonka, St. Louis Park, and Edina. Along with additional fully funded positions within the Sheriff's Office. In return, each Members Chief or designee will provide a letter of commitment from their prospective city committing to collaboration within the Hennepin County Auto Theft Collaboration.

B) Supervision. The overall supervision of the Hennepin County Auto Theft Collaboration shall be the responsibility of the Lieutenant of the Hennepin County Sheriff's Major Crimes Special Assignments Unit. The chain of command will be as follows: Sheriff's Office Sergeant, Sheriff's Office Lieutenant, and Sheriff's Office Captain. The Collaboration will have a command element to oversee the grant writing, operations, planning and training of the Hennepin County Auto Theft Collaboration. The Sheriff's Office command element will be responsible for incident decision making and on scene management per Sheriff's Office policies and procedures.

C) Members. Initially, and subject to Section VIII (below), the Collaboration is comprised of members from the following Agencies (collectively, the "Members" or "Member Agencies"):

i. Hennepin County Sheriff's Office

ii. Minnetonka Police Department

iii. St. Louis Park Police Department

iv. Edina Police Department.

2) TEAM MEMBERSHIP/MOBILIZATION

Each Member shall put forth a pre-agreed upon number of sworn peace officers(s) to participate on the Hennepin County Auto Theft Collaboration (the "Member Officers"). These members, being grant funded under the Dedicated Auto Theft Grant, will be mobilized via text/phone call during active incidents involving auto theft or a related crime.

In the event of an emergency requiring the services of the Collaboration, the Sheriff's Office or its designee will authorize a callout for Member Officers using the above-mentioned text group/phone call. Any team member can activate the Collaboration and direct the Member Officers to report to active incidents. Members should instruct their Member Officers to respond quickly while either off duty or on duty. Member Officers shall notify their respective Agencies of Hennepin County Auto Theft Collaboration activation/mobilization. Member Officers shall be responsible for notifying their respective Agency of their involvement in a Hennepin County Auto Theft Collaboration activity.

3) PHYSICAL LOCATION

The Hennepin County Auto Theft Collaboration will NOT be co-located. Each Member Officers will be housed in their current location with their respective city/home agency unless a proactive or emergency event occurs where they need to assist other members of the Collaboration. Unless the parties otherwise agree, Collaboration vehicles and equipment owned by the Sheriff's Office shall be housed at PSF garage in Minneapolis and all vehicles and equipment owned and contributed by the Agencies shall be housed at each Agency's place of business. The Sheriff's Office shall issue Member Officers electronic access cards to allow for limited entry into the Division headquarters.

4) TEAM EQUIPMENT

The cost of equipment, training, operations and resources for each Member Agency officer assigned to the Hennepin County Auto Theft Collaboration shall be the responsibility of that officer's Agency. The Sheriff's Office may use federal grants to purchase necessary equipment for the Collaboration and its Members to safely execute its mission. All equipment purchased using grant funds for the exclusive use of the Collaboration remains the property of the Sheriff's Office. Members shall be responsible for all the equipment issued to them and shall report any lost or damaged equipment to the Collaboration supervisors as soon as possible. Upon withdrawal from the Collaboration, or termination of this Agreement, Members shall promptly return all issued equipment owned by the Sheriff's Office to the Sherriff's Office in good working condition.

5) SALARIES AND COMPENSATION/SEIZURES

Each Member shall pay the salaries of its own officers, including any overtime. The Sheriff's Office may, in its sole discretion, elect to use existing grants or apply for Federal or State grants to pay for overtime or backfill costs for Member Officers to attend training or respond to incidents. The Sheriff’s Office, with the cooperation of the other Members, will apply for agreed upon State of Minnesota grants. Upon award of any State of Minnesota grant, the Members will review the grant terms and then-applicable law. The parties must unanimously agree to accept the grant.

If the parties do not unanimously agree to accept the grant, the Members may: 1) permit any Member that do not accept the grant to immediately withdraw and cancel its participation in the Collaboration; 2) immediately terminate the Collaboration and this Agreement in entirety; or 3) such other resolution as a majority of Members agree upon.

If the parties unanimously agree to accept the grant, the Sheriff’s Office will exercise reasonable efforts to act as the fiduciary responsible for administration and management of the grant, which may include performing the following:

- Administer financial and administrative grant requirements
- Subject to applicable law, submit financial, programmatic and similar reports required under the grant
- Work with the grantor regarding administrative issues
- Comply with grant conditions regarding financial administration of the grant including but not limited to, in accordance with applicable law, reporting, data collection and evaluation requirements prescribed by the grant

- Coordinate compliance with audit requirements attached to the grant
- Manage grant funds
- Pursuant to applicable accounting standards and procedures, maintain financial and accounting books and records as shall be necessary, appropriate and convenient for the proper administration of the grant.

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Each member agency will receive an equal share of the actual amount of the accepted grant, which may include an initial up-front payment and fiscal year distributions for training or other grant specified purposes. The above-mentioned funding sources and amounts are pending full grant awards and could be subject to change due to potential changes in future grant awards.

Any assets, money, or property seized as a result of the Hennepin County Auto Theft Collaboration's work will remain with the agency that originated the case. The originating agency will be responsible for all related forms, distributions, and claims.

6) LIABILITY

A) Liability for Acts. Except as otherwise provided herein, each Member shall be responsible for its own acts and the acts of its officers and employees and any liability resulting therefrom to the extent authorized by law and no Member shall be responsible for the acts of any other Member or any liability resulting therefrom. Each Member acknowledges and agrees that it is insured or self-insured consistent with the limits established in Minnesota state statute. Each Member agrees to promptly notify all other Members if it becomes aware of any potential Hennepin County Auto Theft Collaboration related claims or facts that have or could give rise to such claims.

B) Liability for Injuries or Death. Each Member shall be responsible for injuries to or death of its own personnel. Each Member shall maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are assigned to the Hennepin County Auto Theft Collaboration or are otherwise participating in or assisting with Collaboration operations or activities. Each Member waives the right to, and agrees that it will not, bring any claim or suit against the Collaboration or any other Member for any workers' compensation benefits paid to its own employees, or their dependents, that arise out of participation in or assistance with Collaboration operations or activities, even if the injuries were caused wholly or partially by the negligence of any other Member or its officers, employees, or volunteers.

C) Liability for Damage to Equipment. Each Member shall be responsible for damages to or loss of its own equipment. Each Member waives the right to, and agrees that it will not, bring any claim or suit against the Hennepin County Auto Theft Collaboration or any other Member for damages to or loss of its equipment arising out of participation in or assistance with Collaboration operations or activities, even **if** the damages or losses were caused wholly or partially by the negligence of any other Members or its officers, employees, or volunteers.

D) Limitation of Liability. As applicable, under no circumstances shall a party be required to pay any amount in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The statutory limits of liability for some or all of the parties may not be added together or stacked to increase the maximum amount of liability for any party.

7) TERM

The term of this Agreement shall be for 3 years, commencing on July 1st, 2027, and terminating on July 1, 2029, unless terminated earlier pursuant to the provisions of this Agreement. This Agreement may be extended by mutual written agreement of all the Members for one successive 3-year term upon the same terms, conditions, and covenants, unless the Collaboration is dissolved prior to expiration of the initial or successive term.

8) ADDITIONAL MEMBERS AND CHANGE IN MEMBERSHIP

A governmental unit may join the Hennepin County Auto Theft Collaboration and become a Member upon approval by the Hennepin County Sheriff's Office, Member Cities and execution of this Agreement. The parties acknowledge and agree that the Hennepin County Sheriff, or his/her designee, is authorized on behalf of COUNTY to approve/deny potential new governmental units and to terminate existing Members pursuant to the foregoing. A Member may, upon 60 days' written notice to the Hennepin County Sheriff's Office, withdraw and cancel its participation in the Collaboration with or without cause.

IN WITNESS WHEREOF, the undersigned governmental units caused this Agreement to be executed.

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COUNTY BOARD AUTHORIZATION

Reviewed for COUNTY by
the County Attorney's Office:

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Reviewed for COUNTY by:

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Board Resolution No:
{{*BoardResolution_es_:signer4:brs}}

Document Assembled by:

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COUNTY OF HENNEPIN
STATE OF MINNESOTA
By:

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ATTEST:

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By:

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City of Edina

By: ______________________________

Name

Its: City Mayor

Date: ______________________________

By: ______________________________

Name

Its: City Manager

Date: ______________________________

City of St. Louis Park

By: ________________________________

Name

Its: City Mayor

Date: ________________________________

By: ________________________________

Name

Its: City Manager

Date: ________________________________

City of Minnetonka

By: ______________________________

Name: Rebecca Schack

Its: City Mayor

Date: ______________________________

By: ______________________________

Name: Mike Funk

Its: City Manager

Date: ______________________________

City Council
Agenda Item 10.B
Meeting of February 23, 2026

Title:	Resolution approving the State of Minnesota Internet Crimes Against Children Joint Powers Agreement
Report from:	Tim Olson, Police Captain
Submitted Through:	Scott Boerboom, Police Chief Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Tim Olson, Police Captain

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement

The Internet Crimes Against Children (ICAC) Joint Powers Agreement (JPA) enables the Minnetonka Police Department to become an official ICAC Affiliate. The ICAC Task Force employs a three-pronged strategy of prevention, education, and enforcement to combat internet crimes targeting children. Membership provides investigators with access to specialized equipment, funding opportunities, and advanced training specific to ICAC investigations. Becoming an ICAC Affiliate incurs no cost to the department. Approval of the attached Council resolution, along with the execution of the JPA, is required to move forward.

Recommended Action

Motion to adopt the resolution and approve the State of Minnesota Internet Crimes Against Children Joint Powers Agreement.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

Background

The Internet Crimes Against Children (ICAC) Task Force Program was developed in response to the increasing number of children and teenagers using the internet and other technology, the proliferation of child sexual abuse images available electronically, and the heightened online activity by predators seeking unsupervised contact with potential underage victims.

The Minnetonka Police Department has long been engaged in investigating Internet Crimes Against Children (ICAC) cases. In reviewing opportunities to better connect investigators with resources through the Minnesota Bureau of Criminal Apprehension, it was discovered that the department is not currently an affiliate of the ICAC Task Force. This current status limits access to specialized equipment, funding opportunities, and advanced training critical to ICAC investigations. Becoming an ICAC affiliate incurs no cost to the department and would establish a mechanism for reimbursement of equipment, training, and other expenses incurred through participation in the Task Force.

ATTACHMENTS:
ICAC JPA 2026 - Minnetonka PD
Resolution

STATE OF MINNESOTA

JOINT POWERS AGREEMENT
MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA" or "Lead Agency"), and the City of Minnetonka on behalf of its Police Department at 14600 Minnetonka Blvd, Minnetonka, MN, 55345 ("Governmental Unit" or "Affiliate Agency"). The BCA and Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minnesota Statutes § 471.59, BCA and Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Governmental Unit wishes to participate in the Minnesota Internet Crimes Against Children ("ICAC") Task Force. The Parties wish to work together to investigate and prosecute crimes committed against children, including the criminal exploitation of children committed and/or facilitated by or through the use of computers. The Partiers further wish to disrupt and dismantle organizations engaging in these activities. This Agreement identifies what the Parties, either individually or jointly, will provide under this Agreement and identifies the consideration to be paid by BCA to Governmental Unit, if any, for equipment, training, and expenses (including travel and overtime) incurred by Governmental Unit as a result of investigations conducted pursuant to this Agreement.

Agreement

1. **Term of Agreement**
   - **1.1 Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
   - **1.2 Expiration Date.** This Agreement expires five (5) years from the date it is effective unless terminated earlier pursuant to Clause 13.

2. **Purpose**
   Governmental Unit and BCA enter into this Agreement for the purpose of facilitating the Governmental Unit's participation in the ICAC Task Force, which implements a three-pronged approach of prevention, education, and enforcement to combat internet crimes against children. This Agreement also provides the mechanism to reimburse Governmental Unit for equipment, training, and expenses (including travel and overtime), if any, that it incurs as a result of its participation in the ICAC Task Force.

3. **Definitions**
   - **3.1 "Affiliate"** or **"Affiliate Agency"** is an agency that is working with a *Lead Agency* as part of a regional or state ICAC *Task Force*. An *Affiliate* has agreed in writing to adhere to these *Standards*. Governmental Unit is the *Affiliate Agency* for purposes of this Agreement.
   - **3.2 "Authorized Personnel"** are those who lack powers of arrest but have been authorized to participate in *Investigations* directed by law enforcement personnel (e.g., agency personnel, digital evidence experts, etc.).
   - **3.3 "Commander"** means the BCA Special Agent in Charge ("SAIC") who serves as the leader of the ICAC Task Force.
   - **3.4 "Contraband Image"** is a visual depiction of any kind (including computer generated) in any form (including live streaming) that depicts or conveys the impression that: (1) a minor or purported minor is engaged in

Sexually Explicit Activity; or (2) an adult is engaging in *Sexually Explicit Activity* in the presence of a minor or purported minor.

3.5 **"CGI"** is a wholly computer-generated visual depiction in any form (including printed/digital or video).

3.6 **"Crime"** is any offense (or group thereof) *Investigated* by law enforcement that involves (or involve) the exploitation/victimization of children facilitated by technology.

3.7 **"Deconfliction"** is a process whereby law enforcement can submit *Investigative* information to each other and/or to ICAC-related databases in order to determine whether other *Members* or other law enforcement agencies have information concerning the same targets or *Crimes*.

3.8 **"Employee"** is a sworn or compensated individual of a law enforcement agency who is working under the direction and control of a law enforcement agency.

3.9 **"Investigation"** is an investigation into a *Crime*. Likewise, *"Investigate," "Investigated," "Investigating,"* and *"Investigative"* are used within the same context.

3.10 **"Investigative Persona"** any identity established or created by an *Employee* to aid an *Investigation*.

3.11 **"Investigator"** is a *Member* who is a part of the *Sworn Personnel* of a *Task Force*.

3.12 **"Lead Agency"** is the law enforcement agency that receives the ICAC grant and is designated by the Office of Juvenile Justice Delinquency Prevention ("OJJDP") within the Department of Justice to act as the *Lead Agency* for the corresponding *Task Force*. BCA is the *Lead Agency* for purposes of this Agreement.

3.13 **"Member"** is a *Lead* or *Affiliate Agency's Employee* who is either *Sworn Personnel* or *Authorized Personnel* and who has been designated to work on ICAC-related matters for his/her respective agency and *Task Force*.

3.14 **"Partner"** is a civilian or non-sworn organization that OJJDP has recognized as a legitimate source of assistance.

3.15 **"Sexually Explicit Activity"** is real or simulated: (1) sexual intercourse of any kind; (2) masturbation; (3) sadistic/masochistic conduct; and/or (4) lascivious exhibition of the anus, breast, genitals, or pubic area of any person.

3.16 **"Supervisor"** is a *Member* who has been designated by his/her respective agency to supervise *Investigations* and other ICAC-related matters.

3.17 **"Standards"** are all of the provisions of this Agreement and the ICAC Task Force Program Operational and Investigative Standards established by OJJDP.

3.18 **"Sworn Personnel"** are *Members* with powers of arrest.

3.19 **"Task Force"** is the *Lead Agency* and their *Affiliate(s)* (combined) as designated by OJJDP for a particular state or region.

3.20 **"Vigilante"** is a non-*Partner* activist or activist organization engaged in investigative tactics or other law enforcement-like activities.

4. Responsibilities of Governmental Unit and BCA

4.1 Governmental Unit will:

4.1.1 Assign one or more *Employees* as *Members* of the ICAC Task Force. All *Employees* of Governmental Unit assigned as *Members*, and while performing ICAC *Investigations* and assignments, shall continue to be employed and directly supervised by the same Governmental Unit currently employing that *Member*. All services, duties, acts, or omissions performed by the ICAC Task Force *Member* will be within the course and duty of the *Member's* employment and therefore covered by the workers' compensation and other compensation programs of Governmental Unit including fringe benefits.

4.1.2 Conduct *Investigations* in accordance with all applicable *Standards* and conclude *Investigations* in a timely manner.

4.1.3 Submit Performance Measure data to the ICAC Data System (IDS) by the end of each month for the duration of this Agreement. The BCA must fulfil its reporting requirements as a recipient of the OJJDP grant award for MN ICAC Task Force in partnering with law enforcement agencies. Failure to timely provide OJJDP with Performance Measure data may jeopardize the BCA's future grant qualifications as well as result in the delinquent law enforcement agency's denial to participate in the Minnesota ICAC Task Force.

4.1.4 Assign a Governmental Unit point of contact to act as the liaison between it and the BCA ICAC Project *Commander* to assist in reimbursement deadlines.

4.1.5 Submit an ICAC reimbursement request for pre-approval of funds. This request shall include a description of the item requested for reimbursement, an operational plan, and an explanation of how it qualifies under the required criteria in Clauses 5.1 and 5.2 below.

4.1.6 Allow BCA to inform *Affiliate Agencies* and *Partners* of potential case connections based on data submitted to BCA through the ICAC Program.
4.1.7 Not comingle ICAC funds with any other existing federal or state grant funded overtime or additional local Governmental Unit funding.

4.2 BCA will:
4.2.1 Provide a Special Agent in Charge ("SAIC") who will serve as the *Commander* of the *Task Force*.
4.2.2 Provide daily direction and assign duties and other assignments to *Members*.
4.2.3 Review and approve or decline reimbursement requests under Clause 4.1.5 within seven (7) business days of the reimbursement request.

4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by the Governmental Unit acting through its *Members* or *Employees*.

5. Standards

Governmental Unit and its *Members* will adhere to all applicable *Standards*, including, but not limited to, the following:

5.1 *Investigate* activities related to internet *Crimes* and the exploitation of children through the use of computers.
5.2 *Investigate* organizations to disrupt and dismantle *Crimes* committed against children.
5.3 Comply with the ICAC Task Force Program Operational and Investigative Standards, as established by OJJDP.
5.4 *Investigators* assigned by the Governmental Unit to the ICAC Task Force must be licensed peace officers.
5.5 Follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants, and civil and criminal forfeitures.
5.6 Follow proper legal procedures in securing evidence, including electronic devices.
5.7 Understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
5.8 Use, as appropriate, the most current investigative technologies and techniques.
5.9 Obtain approval from the BCA ICAC Project *Commander* before conducting a pro-active undercover chat operation with anticipated multiple targets.
5.10 Make reasonable efforts to *Deconflict* active *Investigations*.
5.11 Document *Investigations*.
5.12 Not collaborate with *Vigilantes* or approve, condone, encourage, or promote the activities of *Vigilantes*.
5.13 *Investigations* shall be conducted in an approved work environment, using approved equipment, as designated by the *Commander* or a *Supervisor*. Personally owned equipment, accounts, and networks shall not be used in *Investigations*.
5.14 As part of an active *Investigation*, *Members* shall not upload, transmit, or forward any *Contraband Images* to those outside their respective agency (e.g., suspects, witnesses, ESPs, etc.), except where otherwise permitted by law (e.g., to sworn law enforcement, to NCMEC employees, etc.).
5.15 During active *Investigations*, *Members* may use visual depictions as a representation of any *Investigative Persona*/person/purported person or as proof-of-life evidence under two circumstances only:

First, when the following factors are met:

1. The visual depiction (whether or not modified to suit *Investigative* needs by, e.g., age regression) is of an actual person;
2. That person is an *Employee*;
3. The *Employee* has given his or her written consent for the visual depiction to be used;
4. Regardless of whether or not the *Employee* was a minor when the visual depiction was taken, the *Employee* nevertheless was at least 18 years old when the *Employee* gave consent for such use; and,
5. The visual depiction does not depict or convey the impression of *Sexually Explicit Activity*.

Second, when the visual depiction is *CGI* and does not depict or convey the impression of *Sexually Explicit Activity*.

6. Payment

6.1 To receive reimbursement for equipment, training, and expenses (including travel and overtime) incurred by Governmental Unit as a result of conducting *Investigations* pursuant to this Agreement, Governmental Unit must make a request for reimbursement to the BCA Authorized Representative under the required criteria outlined in the ICAC Task Force Operational and Investigative Standards established by OJJDP.

6.2 The *Commander* or his/her successor will review the reimbursement request and approve or deny the request within seven (7) business days of receipt of the request by BCA's Authorized Representative.

6.3 Subsequent to receiving notice of approval of a reimbursement request, Governmental Unit must submit an expense form to the BCA Authorized Representative no later than fifteen (15) business days after the end of the month during which the expense is incurred.

6.4 BCA will reimburse Governmental Unit within thirty (30) calendar days of the submission of the expense form.

6.5 In the event Governmental Unit breaches this Agreement, it will not be eligible to receive any further reimbursement under this Agreement.

7. Authorized Representatives

BCA's Authorized Representative is the following person, or her successor:

Name:	Bobbi Jo Pazdernik, Commander of MN ICAC
Address:	Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Street East, Saint Paul, MN 55106
Telephone:	651-793-7000
E-mail Address:	bobbijo.pazdernik@state.mn.us

Governmental Unit's Authorized Representative is the following person, or his/her successor:

Name	Scott Boerboom, Chief
Address:	14600 Minnetonka Blvd Minnetonka, MN, 55345
Telephone:	952-939-8551
E-mail Address:	sboerboom@minnetonkamn.gov

If Governmental Unit's Authorized Representative changes at any time during this Agreement, Governmental Unit must immediately notify BCA's Authorized Representative identified above.

8. Assignment, Amendments, Waiver, and Agreement Complete

8.1 **Assignment.** Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.

8.2 **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

8.3 **Waiver.** If BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

8.4 **Agreement Complete.** This Agreement contains all negotiations and agreements between BCA and Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

9. Liability

BCA and Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

10. Audits

Under Minnesota Statutes § 16C.05, subdivision 5, Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

11. Government Data Practices

Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes

Chapter 13 and other applicable law, as it applies to all data provided by BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this Clause by either Governmental Unit or BCA.

If Governmental Unit receives a request to release the data referred to in this Clause, Governmental Unit must immediately notify BCA. The BCA will give Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

12. Venue

The venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Expiration and Termination

13.1 Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) calendar days' written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

13.2 In the event that federal funding is no longer available, BCA will email Governmental Unit's Authorized Representative and terminate the Agreement. The termination will be effective two (2) business days after email notification to Governmental Unit; and Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

14. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 9, Liability; 10, Audits; 11, Government Data Practices; and 12, Venue.

[***Remainder of page intentionally left blank; signature page follows***]

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: ____

Date: ____

SWIFT PO Number: 3000085301

2. GOVERNMENTAL UNIT
Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By: ____

Title: ____

Date: ____

By: ____

Title: ____

Date: ____

By: ____

Title: ____

Date: ____

3. DEPARTMENT OF PUBLIC SAFETY; BUREAU OF CRIMINAL APPREHENSION

By: ____
(with delegated authority)

Title: Deputy Superintendent, Investigations

Date: ____

4. COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement

By: ____

Title: ____

Date: ____

ADMIN ID: ____

Resolution No. 2026-

Resolution approving State of Minnesota Joint Powers Agreements with the City of Minnetonka on behalf of its police department regarding the Minnesota Internet Crimes Against Children Task Force (ICAC)

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

Section 1. Background.

1.01. The City of Minnetonka on behalf of its Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers.

Section 2. Council Action.

2.01. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Minnetonka on behalf of its Police Department, are hereby approved. A copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.

2.02 That the Chief of Police, Scott Boerboom, or his successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

2.03 That Rebecca Schack, the Mayor for the City of Minnetonka, and Mike Funk, the City Manager, are authorized to sign the State of Minnesota Joint Powers Agreements.

Adopted by the city council of the City of Minnetonka, Minnesota, on [_______].

____

Rebecca Schack, 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 [_______].

____
Becky Koosman, City Clerk

City Council
Agenda Item 12.A
Meeting of February 23, 2026

CITY OF MINNETONKA

Title:	Ordinance adopting a major amendment to the existing master development plan for 10350 and 10380 Bren Road West
Report from:	Susan Thomas, AICP, City Planner
Submitted Through:	Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Susan Thomas, AICP, City Planner

Action Requested:	Motion
Form of Action:	Ordinance
Votes needed:	4 votes

Summary Statement

In 2007, the city council approved a master development plan for 10350 and 10380 Bren Road West, which featured two office buildings connected by an enclosed "link," along with associated parking lots and decks. HQ, L.L.C., the current property owner, now proposes to subdivide the lot and to remove both the enclosed "link" and the northernmost (10380) building. The southern building and the parking facilities would remain in place. There are currently no plans to redevelop the northern portion of the site. Any future redevelopment would require separate council review and approval.

The proposal requires approval of preliminary and final plats and a master development plan amendment.

Recommended Action

Motion to introduce the ordinance and refer it the planning commission.

Strategic Plan Relatability

N/A

Financial Consideration

N/A

Background

See supplemental background report.

ATTACHMENTS:
Supplemental Background Report
Project Information
Ordinance

Supplemental Background Report

Background

In 1998, the city approved the construction of an office building and associated parking facilities at 10350 Bren Road. Opus constructed the building to serve as its headquarters. In the following years, the company acquired several properties on the west side of Green Circle Drive. In 2007, Opus proposed relocating Green Circle Drive, constructing a second office building, adding an enclosed link to the headquarters, and building additional parking lots and decks. The city approved these plans.

The property owner now plans to sell the site. Currently, office use for the entire property − especially the northerly building, originally designed for a technology-focused tenant − no longer aligns with market demand. As a result, the owner proposes dividing the property into two lots to allow for separate ownership and demolishing the now-obsolete northerly building. The resulting lots would be as follows:

LOT	Lot Size	Remaining Improvements
1 (northerly, 10350 Bren Rd)	7.9 acres	parking lot/deck
2 (southerly, 10380 Bren Rd)	5.4 acres	office building, parking lot/deck

The proposal requires the approval of:

- **Preliminary and Final plats.**

- **Amendment to the existing master development plan.**

Issue Identification

Introducing an ordinance allows the city council to review a new application before forwarding it to the planning commission for a recommendation. Introducing an ordinance does not imply approval. The planning commission is tentatively scheduled to review the proposal on March 5, 2026. Based on a preliminary assessment, staff have identified the following issues for further analysis and discussion:

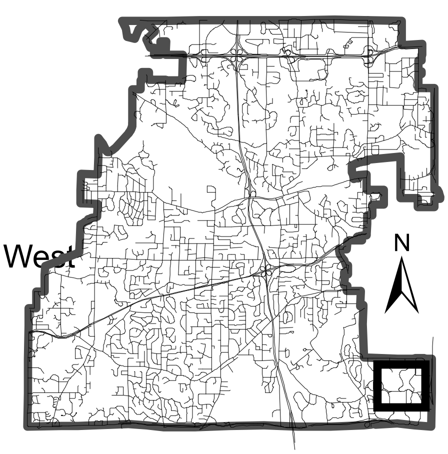
- **Easements:** Staff will review existing easements to ensure that all necessary private and public rights are preserved.

CITY OF MINNETONKA

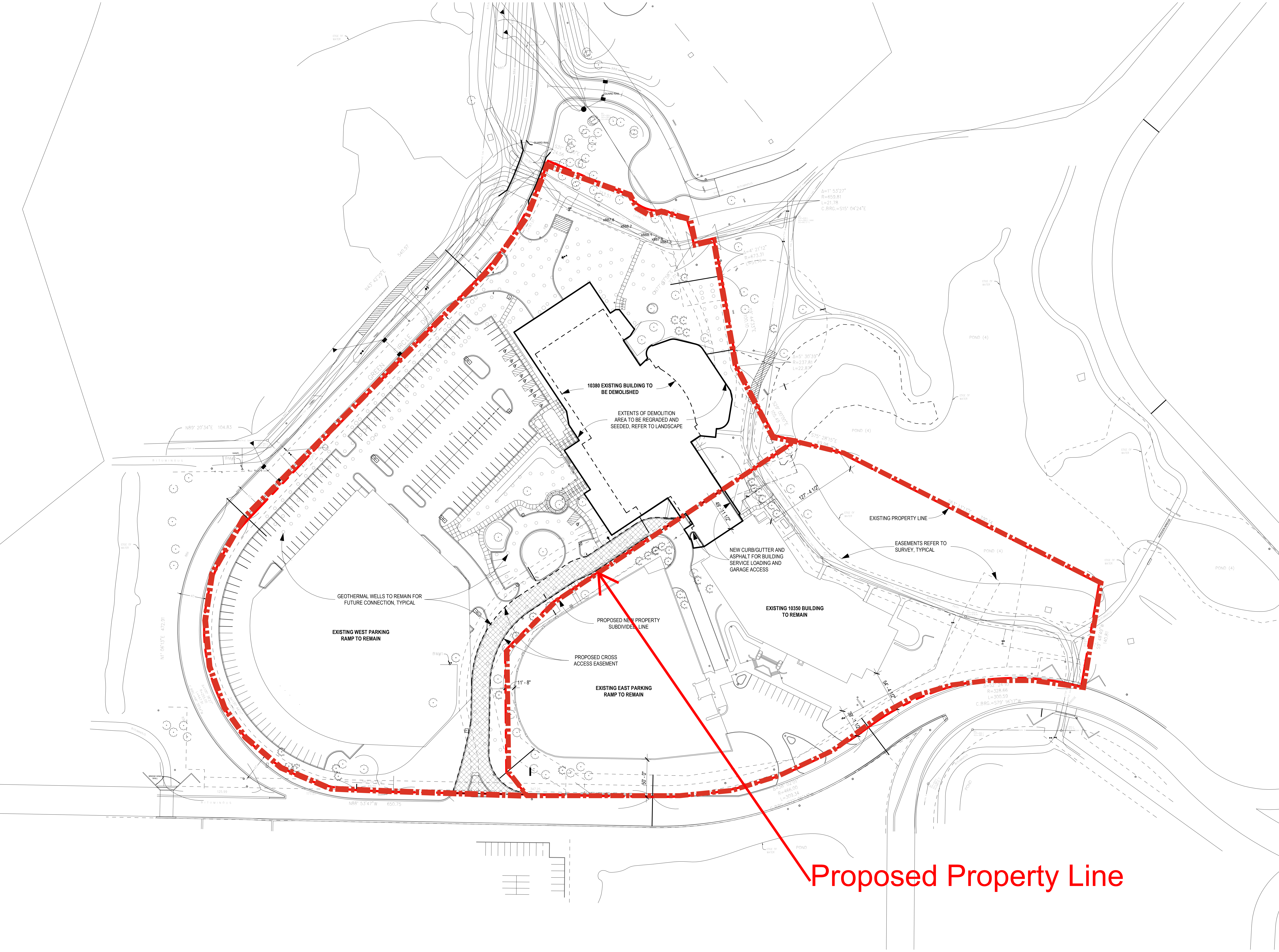
Location Map

Project: OPUS HQ

Address: 10350 & 10380 Bren Road West



This map is for illustrative purposes only.



PROJECT INFORMATION 10380 BREN ROAD WEST

GROSS BUILDING FLOOR AREA	0	GSF
PARKING RAMP FOOTPRINT AREA	74,640	GSF
TOTAL PARKING	707	STALLS
• SURFACE PARKING	222	STALLS
• WEST RAMP	485	STALLS

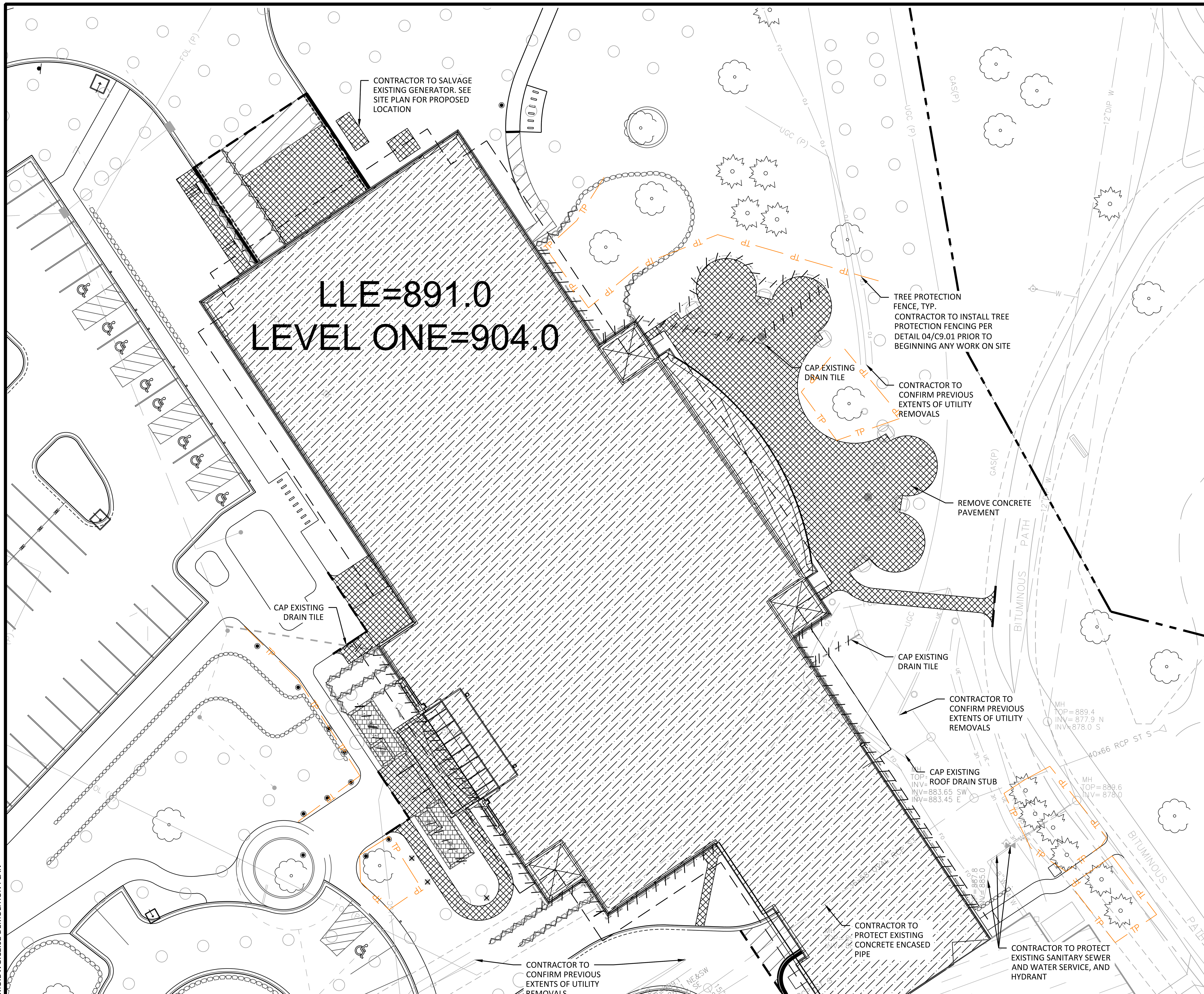
PROJECT INFORMATION 10350 BREN ROAD WEST

GROSS BUILDING FLOOR AREA	104,908	GSF
PARKING RAMP FOOTPRINT AREA	53,1014	GSF
TOTAL PARKING	340	STALLS
• SURFACE PARKING	13	STALLS
• EAST RAMP	295	STALLS
• EXECUTIVE GARAGE PARKING	32	STALLS

1 ARCHITECTURAL SITE PLAN

1" = 80'-0"

0' 40' 80' 160'



THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE PLANS IS A UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF ASCE/CI 38-02, TITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA." THE CONTRACTOR AND/OR SUBCONTRACTORS SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, BY CONTACTING THE NOTIFICATION CENTER (GOPHER STATE ONE FOR MINNESOTA). THE CONTRACTOR AND/OR SUBCONTRACTOR AGREE TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES, WHICH MIGHT BE OCCASIONED BY HIS OR HER FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES (UNDERGROUND AND OVERHEAD).

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

DEMOLITION NOTES

1. SEE SHEET C1.02 FOR DEMOLITION NOTES

LEGEND

- GAS METER
- HYDRANT
- LIGHT
- STORM SEWER
- DRAINTILE
- WATERMAIN
- FORCEMAIN (SAN.)
- SANITARY SEWER
- OVERHEAD WIRE
- TELEPHONE PEDESTAL
- UNDERGROUND CABLE TV
- ELECTRIC TRANSFORMER
- GAS METER
- WIRE FENCE
- IRON FENCE
- WOOD FENCE
- CHAIN LINK FENCE
- BLOCK RETAINING WALL
- SPRINKLER HEAD
- SPRINKLER VALVE
- GUIDE RAIL
- HANDRAIL
- TREE LINE
- TREES / SHRUBS
- CONCRETE
- BOLLARD
- SIGN
- CONCRETE CURB
- BUILDING LINE
- REMOVE UTILITY LINE
- REMOVE CONCRETE CURB
- SAW CUT LINE
- REMOVE BITUMINOUS PAVEMENT
- REMOVE CONCRETE PAVEMENT
- REMOVE GRAVEL DRIVE
- REMOVE LANDSCAPING
- REMOVE BUILDING
- REMOVE TREE
- REMOVE EXISTING STRUCTURE
- REMOVE LIGHT
- REMOVE RETAINING WALL
- TREE PROTECTION FENCE

NO	DATE	BY	CKD	APPR	COMMENT
	01/23/2026	IF	JDB	MCA	PRELIMINARY PLAT SUBMITTAL

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: JOSEPH BAILEY

PRELIMINARY NOT FOR CONSTRUCTION

Date 01/23/2026 License # 58645

PRELIMINARY 01/23/2026

DESIGN REVIEW

PERMIT SUBMITTAL

CONSTRUCTION DOCUMENTS

DRAWN BY

DESIGNED BY

CHECKED BY

PROJECT NO. 54337

Sambatek
www.sambatek.com
Engineering | Surveying | Planning | Environmental

DEMOLITION PLAN

OPUS DESIGN BUILD, LLC
10350/10380 BREN ROAD LAND SUBDIVISION
BUILDING DEMOLITION PLAN
MINNETONKA, MN

SHEET C2.02
4 OF 13
REV.

24.1S (LMS TECH) | ISABELLA FARRERA | 1/23/2026 10:20:37 AM
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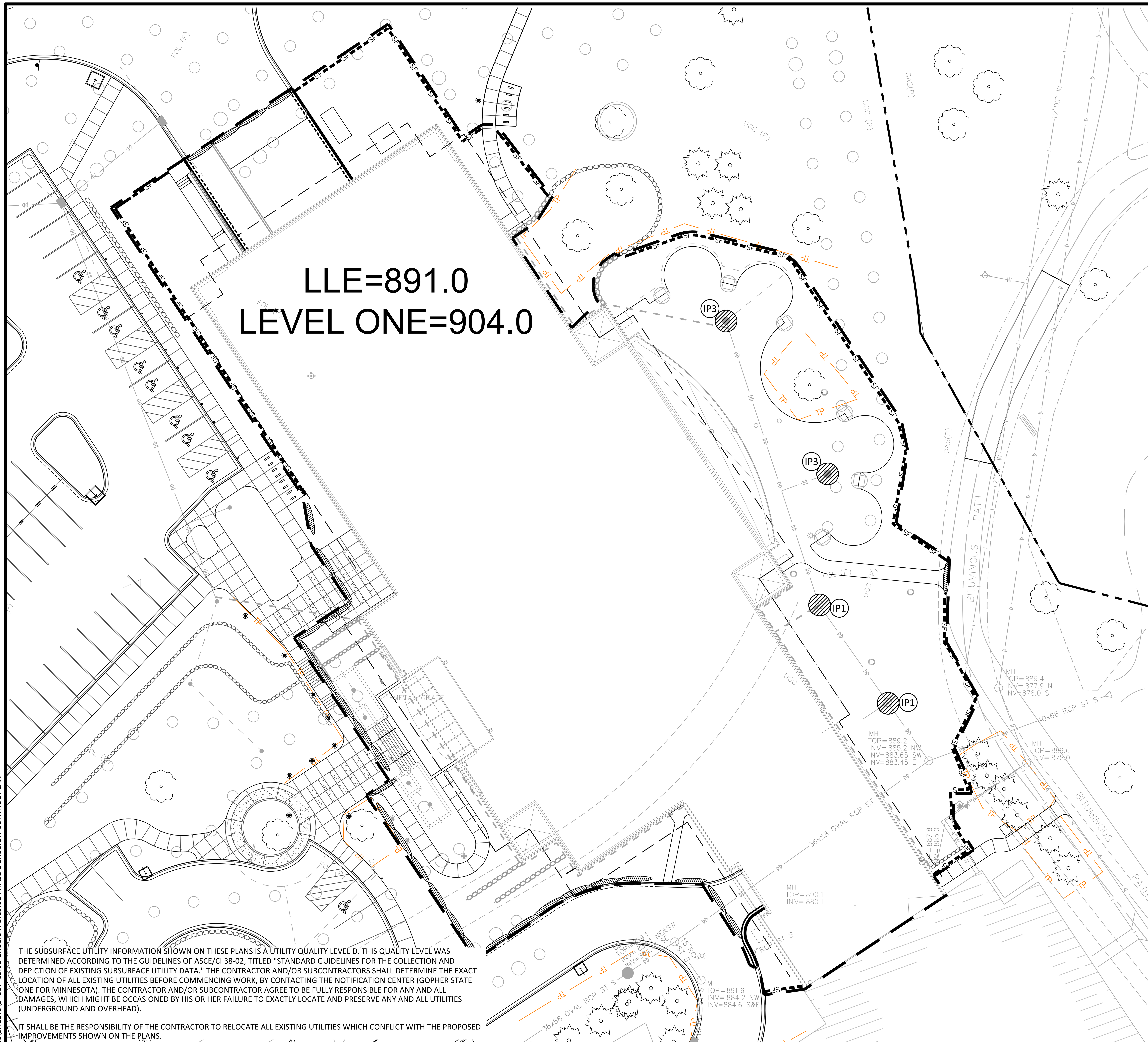

THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE PLANS IS A UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF ASCE/CI 38-02, TITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA." THE CONTRACTOR AND/OR SUBCONTRACTORS SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, BY CONTACTING THE NOTIFICATION CENTER (GOPHER STATE ONE FOR MINNESOTA). THE CONTRACTOR AND/OR SUBCONTRACTOR AGREE TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES, WHICH MIGHT BE OCCASIONED BY HIS OR HER FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES (UNDERGROUND AND OVERHEAD).

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

LEGEND

PROPOSED | EXISTING

- CONCRETE CURB
- STORM SEWER
- DRAINTILE
- CONTOUR (902)
- RIPRAP
- EOF 902.5 — OVERFLOW ELEV.
- BIO-ROLL
- SILT FENCE
- SILT DIKE
- LIMITS OF DISTURBANCE
- SOIL BORING (ST # 999.9)
- DIRECTION OF OVERLAND FLOW
- TEMPORARY DIVERSION DITCH
- CHECK DAM
- LIMITS OF DRAINAGE SUB-BASIN
- IP# — INLET PROTECTION DEVICE
- TEMPORARY STONE CONSTRUCTION ENTRANCE
- SB — TEMPORARY SEDIMENT BASIN
- TSM — TEMPORARY STABILIZATION MEASURES (SEED, MULCH, MATS OR BLANKETS AS OUTLINED IN THE SWPPP)
- TS — TEMPORARY STORAGE AND PARKING AREA
- TP — TREE PROTECTION FENCE

EROSION CONTROL MATERIALS QUANTITIES

ITEM	UNIT	QUANTITY
SILT FENCE	LINEAR FEET	616
BIO-ROLL	LINEAR FEET	400
INLET PROTECTION DEVICE (IP-1)	UNIT	2
INLET PROTECTION DEVICE (IP-3)	UNIT	2

* REFER TO SHEET C5.03 & C5.04 FOR GENERAL NOTES, MAINTENANCE NOTES, LOCATION MAPS, AND STANDARD DETAILS

NOTE TO CONTRACTOR

THE EROSION CONTROL PLAN SHEETS ALONG WITH THE REST OF THE SWPPP MUST BE KEPT ONSITE UNTIL THE NOTICE OF TERMINATION IS FILED WITH THE MPCA, THE CONTRACTOR MUST UPDATE THE SWPPP, INCLUDING THE EROSION CONTROL PLAN SHEETS AS NECESSARY TO INCLUDE ADDITIONAL REQUIREMENTS, SUCH AS ADDITIONAL OR MODIFIED BMPS DESIGNED TO CORRECT PROBLEMS IDENTIFIED. AFTER FILING THE NOTICE OF TERMINATION, THE SWPPP, INCLUDING THE EROSION CONTROL PLAN SHEETS, AND ALL REVISIONS TO IT MUST BE SUBMITTED TO THE OWNER, TO BE KEPT ON FILE IN ACCORDANCE WITH THE RECORD RETENTION REQUIREMENTS DESCRIBED IN THE SWPPP NARRATIVE.

24.1S (LMS TECH) | ISABELLA FARRERA | 1/23/2026 12:01:33 PM
L:\PROJECTS\54337\CAD\CIVIL\SHEETS\54337-C5.01-EROS.DWG:C5.01 PHASE 1 EROSION CONTROL PLAN

NO	DATE	BY	CKD	APPR	COMMENT
	01/23/2026	IF	JDB	MCA	PRELIMINARY PLAT SUBMITTAL

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: JOSEPH BAILEY

PRELIMINARY NOT FOR CONSTRUCTION

Date 01/23/2026 License # 58645

PRELIMINARY 01/23/2026
DESIGN REVIEW
PERMIT SUBMITTAL
CONSTRUCTION DOCUMENTS

DRAWN BY
DESIGNED BY
CHECKED BY
PROJECT NO. 54337

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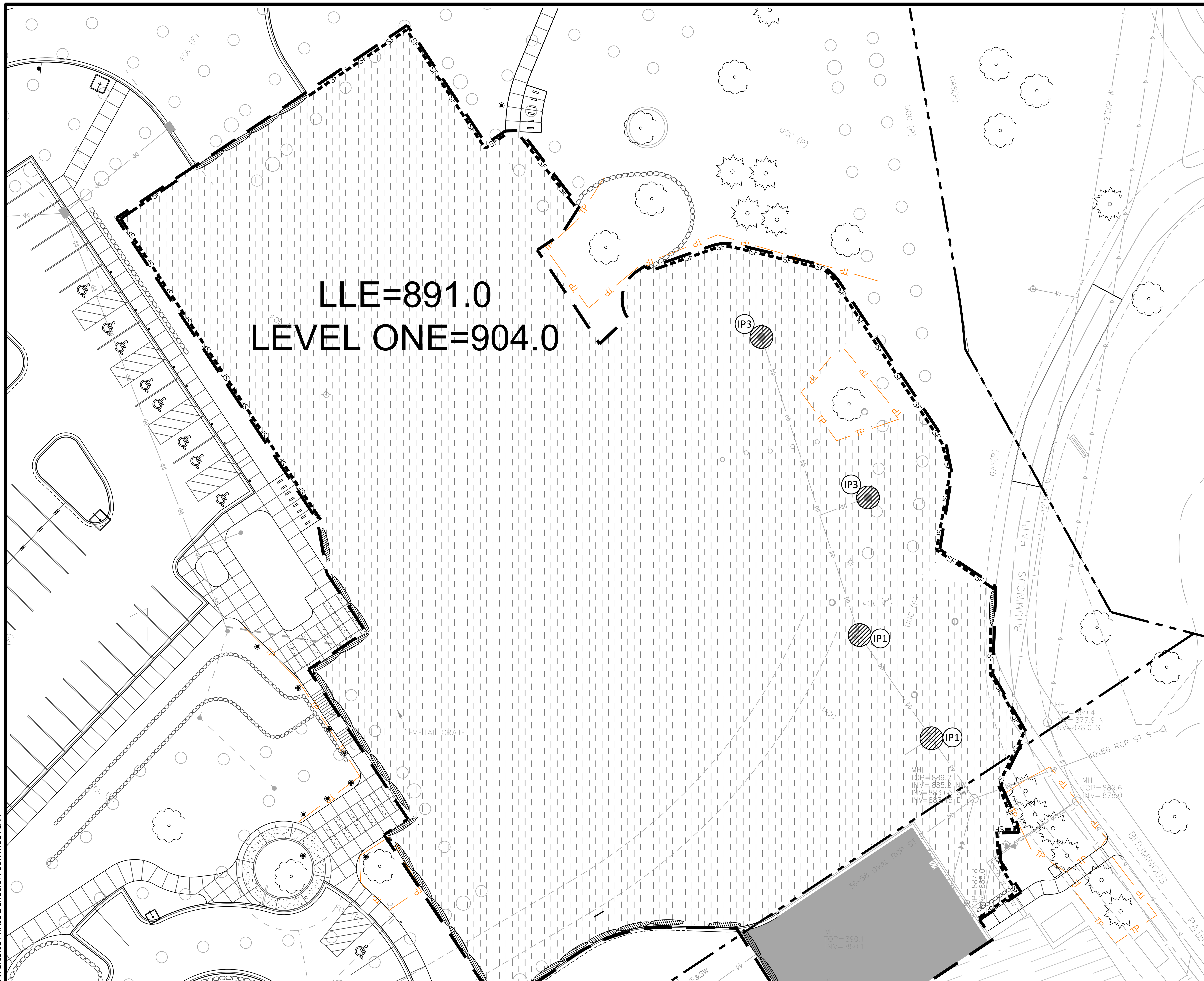
PHASE 1 EROSION CONTROL PLAN

OPUS DESIGN BUILD, LLC
10350/10380 BREN ROAD LAND SUBDIVISION
BUILDING DEMOLITION PLAN
MINNETONKA, MN

SHEET
C5.01
7 OF 13
REV.



THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE PLANS IS A UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF ASCE/CI 38-02, TITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA." THE CONTRACTOR AND/OR SUBCONTRACTORS SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, BY CONTACTING THE NOTIFICATION CENTER (GOPHER STATE ONE FOR MINNESOTA). THE CONTRACTOR AND/OR SUBCONTRACTOR AGREE TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES, WHICH MIGHT BE OCCASIONED BY HIS OR HER FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES (UNDERGROUND AND OVERHEAD).

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

LEGEND

PROPOSED — EXISTING

- CONCRETE CURB
- STORM SEWER
- DRAINTILE
- 902 — CONTOUR
- RIPRAP
- EOF 902.5 — OVERFLOW ELEV.
- BIO-ROLL
- SF — SILT FENCE
- SD — SILT DIKE
- LIMITS OF DISTURBANCE
- ST # 999.9 — SOIL BORING
- DIRECTION OF OVERLAND FLOW
- TEMPORARY DIVERSION DITCH
- CHECK DAM
- LIMITS OF DRAINAGE SUB-BASIN
- IP# — INLET PROTECTION DEVICE
- TEMPORARY STONE CONSTRUCTION ENTRANCE
- SB — TEMPORARY SEDIMENT BASIN
- TSM — TEMPORARY STABILIZATION MEASURES (SEED, MULCH, MATS OR BLANKETS AS OUTLINED IN THE SWPPP)
- TS — TEMPORARY STORAGE AND PARKING AREA
- TP — TREE PROTECTION FENCE

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SILT FENCE	LINEAR FEET	616
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SEEDING SCHEDULE

PLANT SCHEDULE

SYMBOL	CODE	BOTANICAL / COMMON NAME	CONT	QTY	REMARKS
GROUND COVERS					
	PM	MNDOT Seed Mix Patch Mix / 2-5 year soil stabilization	Seed	58,871 sf	30 LBS/AC PLS

LANDSCAPE NOTES

SEE GENERAL NOTES SHEET C1.03 FOR LANDSCAPE NOTES

NORTH

SCALE 0 20 40 IN FEET

NO	DATE	BY	CKD	APPR	COMMENT
	01/23/2026	IF	JDB	MCA	PRELIMINARY PLAT SUBMITTAL

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

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Date 01/23/2026 License # 58645

PRELIMINARY 01/23/2026
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DRAWN BY
DESIGNED BY
CHECKED BY
PROJECT NO. 54337

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PHASE 2 EROSION CONTROL PLAN

OPUS DESIGN BUILD, LLC
10350/10380 BREN ROAD LAND SUBDIVISION
BUILDING DEMOLITION PLAN
MINNETONKA, MN

SHEET C5.02
8 OF 13
REV.

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LEGEND

PROPOSED	EXISTING	
		BOUNDARY LINE
		CONCRETE CURB
		STORM SEWER
		DRAINTILE
		BUILDING LINE
		RETAINING WALL
902	902	CONTOUR
		WETLAND
		TREE LINE
902.50	902.50	SPOT ELEVATIONS
		RIPRAP
EOF 902.50		OVERFLOW ELEV.
	ST # 999.9	SOIL BORING
TC		TOP OF CURB
GL		GUTTER LINE
CT BEG		BEGIN CURB TRANSITION
CT END		END CURB TRANSITION
TP		TREE PROTECTION FENCE

CONCRETE PAVING

CONCRETE SIDEWALK

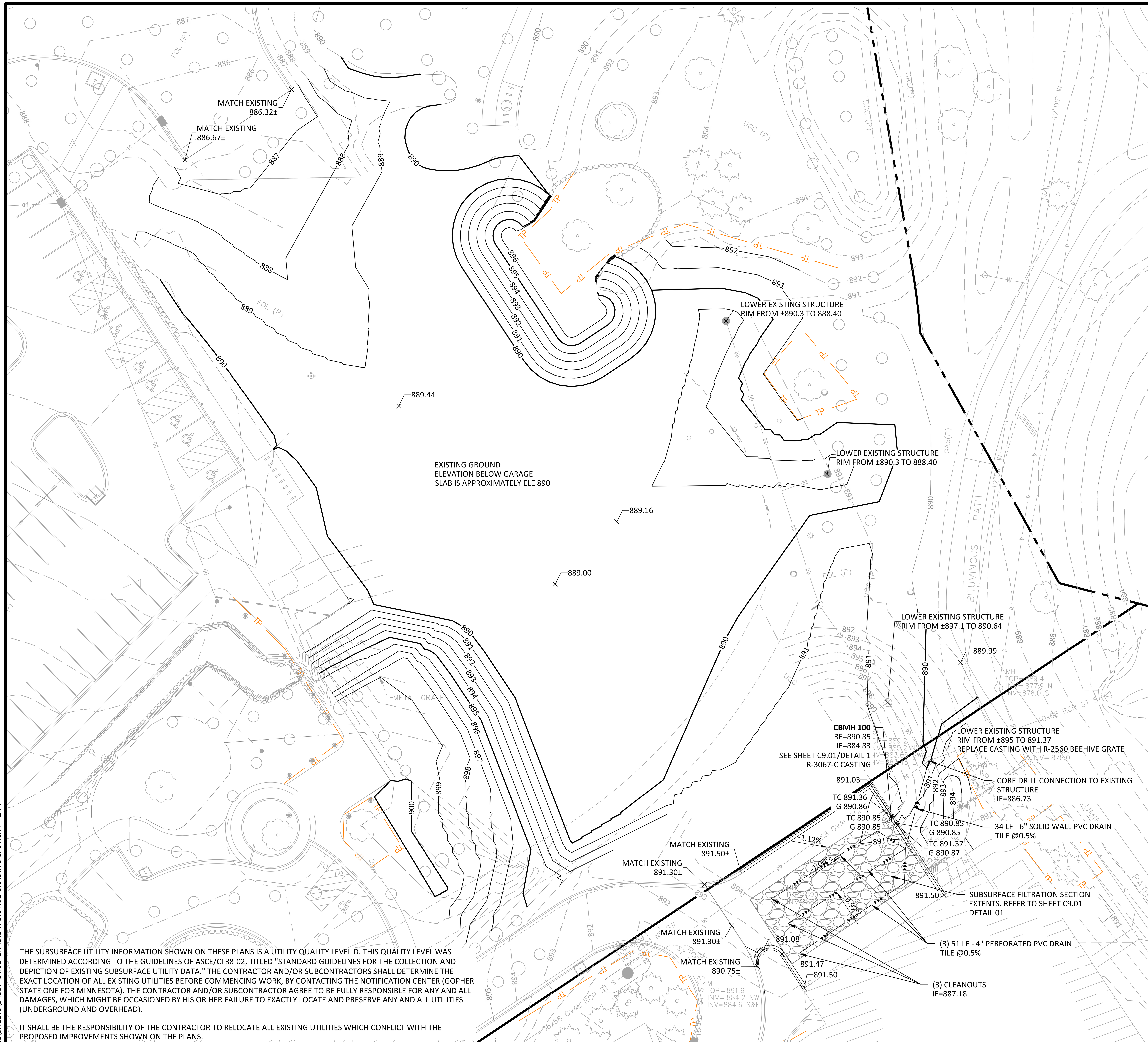
SUBSURFACE FILTRATION SECTION EXTENTS

GRADING NOTES

1. SEE SHEET C1.02 FOR GRADING NOTES.

SUBSURFACE FILTRATION BASIN CONSTRUCTION NOTES

1. SEE SHEET C1.03 FOR SUBSURFACE FILTRATION BASIN CONSTRUCTION NOTES.



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NO	DATE	BY	CKD	APPR	COMMENT
	01/23/2026	IF	JDB	MCA	PRELIMINARY PLAT SUBMITTAL

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PRELIMINARY 01/23/2026
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DRAWN BY
DESIGNED BY
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GRADING & UTILITY PLAN

OPUS DESIGN BUILD, LLC
10350/10380 BREN ROAD LAND SUBDIVISION
BUILDING DEMOLITION PLAN
MINNETONKA, MN

SHEET C4.01
6 OF 13
REV.

24.1S (LMS TECH) | ISABELLA FARRERA | 1/23/2026 12:46:33 PM
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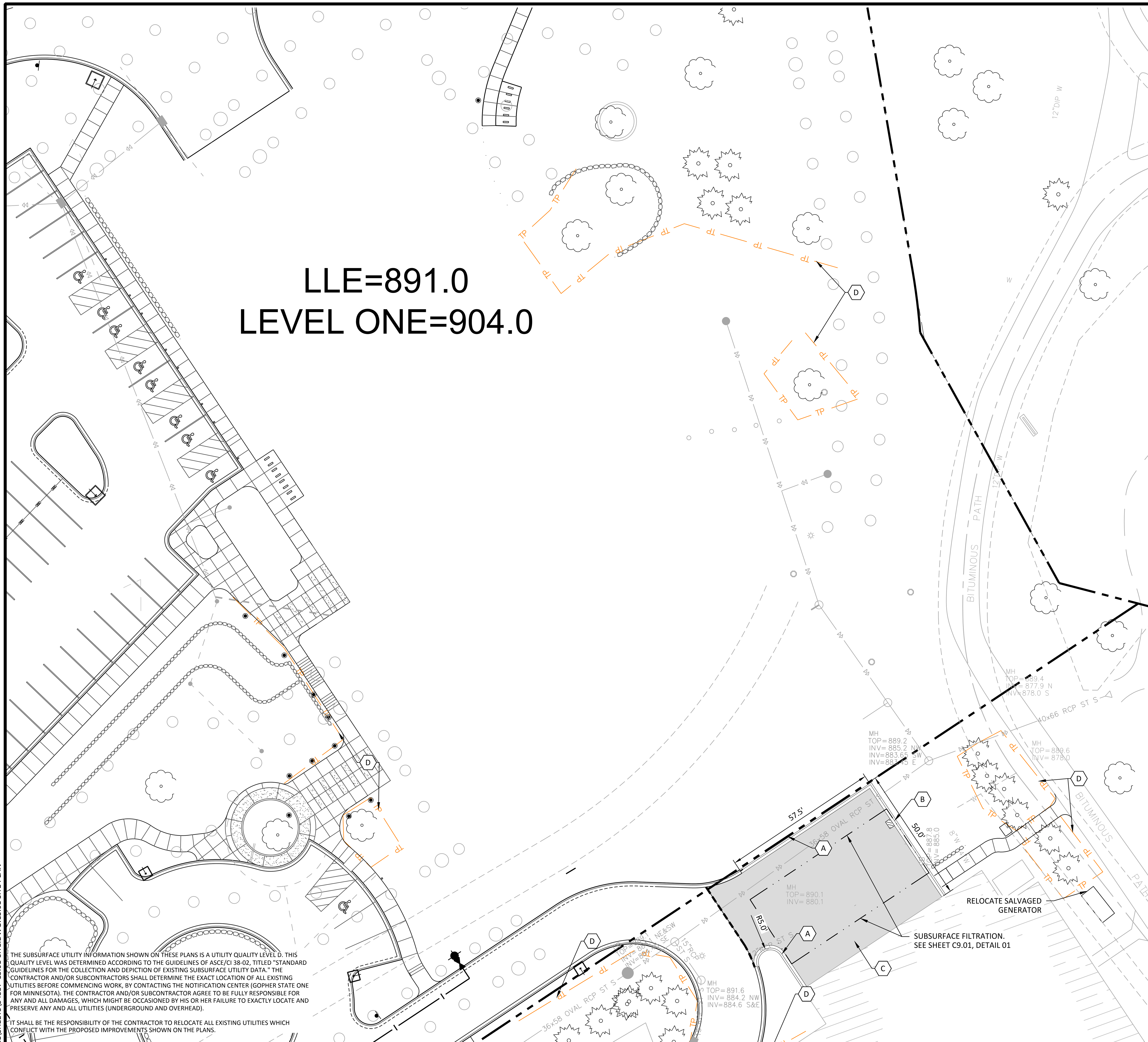

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LEGEND

PROPOSED | EXISTING

- BOUNDARY LINE
- CONCRETE CURB
- EASEMENT LINE
- BUILDING LINE
- RETAINING WALL
- WETLAND
- TREE PROTECTION FENCE
- SAW CUT LINE
- SIGN
- BOLLARD
- PARKING STALL COUNT
- KEY NOTE
- LIGHT POLE (BY OTHERS)
- STANDARD DUTY ASPHALT PAVING
- CONCRETE PAVING
- CONCRETE SIDEWALK
- PAVEMENT BY OTHERS (SEE ARCHITECTURAL PLANS)

DEVELOPMENT NOTES

1. SEE SHEET C1.02 FOR DEVELOPMENT NOTES

KEY NOTES

A. B-612 CONCRETE CURB AND GUTTER (SEE SHEET C9.01, DETAIL 03)
B. CURB CUT (SEE SHEET C9.01, DETAIL 05)
C. STANDARD DUTY PAVEMENT SECTION (SEE SHEET C9.01, DETAIL 02)
D. TREE PROTECTION FENCING (SEE SHEET C9.01, DETAIL O4)

NORTH

0 20 40
SCALE IN FEET

NO	DATE	BY	CKD	APPR	COMMENT
	01/23/2026	IF	JDB	MCA	PRELIMINARY PLAT SUBMITTAL

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SITE PLAN

OPUS DESIGN BUILD, LLC
10350/10380 BREN ROAD LAND SUBDIVISION
BUILDING DEMOLITION PLAN
MINNETONKA, MN

SHEET C3.01
5 OF 13
REV.

24.1S (LMS TECH) | ISABELLA FARRERA | 1/23/2026 12:36:03 PM
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Ordinance No. 2026-

An ordinance amending the existing Opus Corporate Center at 10350 and 10380 Bren Road West

---

The City Of Minnetonka Ordains:

Section 1. Background

1.01 This ordinance hereby amends the existing Opus Corporate Center master development plan.

1.02 The property is located at 10350 and 10380 Bren Road West. It is legally described as:

Lots 1, Block 1, OPUS CAMPUS ADDITION

1.03 In 2007, the city approved the Opus Corporate Center master development plan. The plan featured two office buildings connected by an enclosed “link,” along with associated parking lots and decks

1.04 HQ, L.L.C., the current property owner, now proposes to subdivide the Opus Corporate Center lot and to remove both the enclosed “link” and the 10380 Bren Road West building. The 10350 Bren Road West building and all parking facilities would remain in place.

Section 2. Findings

2.01 The proposal is consistent with the site’s mixed-use designation in the comprehensive guide plan.

2.02 The proposal would not negatively impact the public health, safety, or general welfare.

Section 3.

3.01 Approval is subject to the following conditions:

1. The site must be developed and maintained in substantial conformance with the following plans unless modified by the conditions below:

    - Demolition Plan, dated Jan. 23, 2026
    - Site Plan, dated Jan. 23, 2026
    - Grading and Utility Plan, dated Jan. 23, 2026

- Phase 1 and Phase 2 Erosion Control Plans, dated Jan. 23, 2026
- Architectural Site Plan, dated Jan. 23, 2026

The above plans are hereby adopted as the master development plan.

Section 4. A violation of this ordinance is subject to the penalties and provisions of Chapter XIII of the city code.

Section 5. This ordinance is effective immediately.

Adopted by the city council of the City of Minnetonka, Minnesota, on ___________, 2026.

Rebecca Schack, Mayor

Attest:

Becky Koosman, City Clerk

Action on this ordinance:

Date of introduction: Feb. 23, 2026
Date of adoption:
Motion for adoption:
Seconded by:
Voted in favor of:
Voted against:
Abstained:
Absent:
Ordinance adopted.
Date of publication:

I certify that the foregoing is a correct copy of an ordinance adopted by the city council of the City of Minnetonka, Minnesota at a regular meeting held on ____________, 2026.

Becky Koosman, City Clerk

City Council
Agenda Item 13.A
Meeting of February 23, 2026

Title:	On-sale wine and on-sale 3.2 percent malt beverage liquor licenses for Kyoto Ridgedale LLC, dba Kyoto Sushi at 12977 Ridgedale Drive
Report from:	Fiona Golden, Community Development Coordinator
Submitted Through:	Alisha Gray, Economic Development and Housing Manager Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Julie Wischnack, FAICP, Community Development Director

Action Requested:	Public Hearing
Form of Action:	License
Votes needed:	4 votes

Summary Statement
Kyoto Ridgedale LLC, for on-sale wine and on-sale 3.2 percent malt beverage liquor licenses, for use at 12977 Ridgedale Dr. The restaurant space was formally occupied by Toma Mojo Grill. The city council is required to hold two public hearings to consider the license and receive public testimony.

Recommended Action
Motion to continue the public hearing until March 23, 2026, for final consideration.

Strategic Plan Relatability
N/A

Background
Xing (Amor) Zhao is the sole owner of Kyoto Ridgedale LLC. The restaurant will be the seventh Kyoto Sushi in the twin cities. Other locations include Eagan, Savage, Roseville, Uptown, Coon Rapids, and Eden Prairie. Mr. Zhao is also the CEO of Asia Mall in Eden Prairie and will be opening a second Asia Mall in Blaine later this year. Mr. Zhao will serve as the general manager of Kyoto Sushi. He meets the 75-mile residency requirements of the city's liquor ordinance.

Business Operations
The restaurant will be open daily from 11:00 a.m. – 9:00 p.m. It will close at 2:30 p.m. and reopen at 4:30 p.m. The restaurant is primarily an all-you-can-eat buffet, with an à la carte menu available. The restaurant can accommodate approximately 90 guests inside and 20 on the outdoor patio. The food is Japanese, serving sushi and hibachi. There will be approximately 10 employees during peak business hours.

All employees of Kyoto Sushi will be trained in handling and serving alcohol. Employees will be trained to card patrons with a valid ID who appear to be under 35. Kyoto Sushi is projecting a 90/10 food-to-alcohol ratio, leaning towards food.

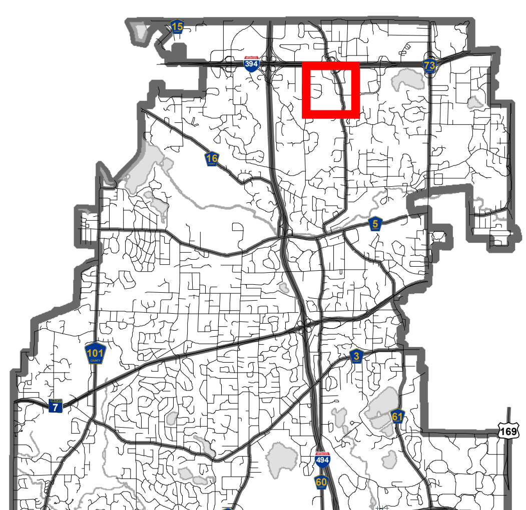
Application information and license fees have been submitted. The police department's investigative report on this application is ongoing and will be forwarded to the council prior to the continued public hearing on March 23, 2026.

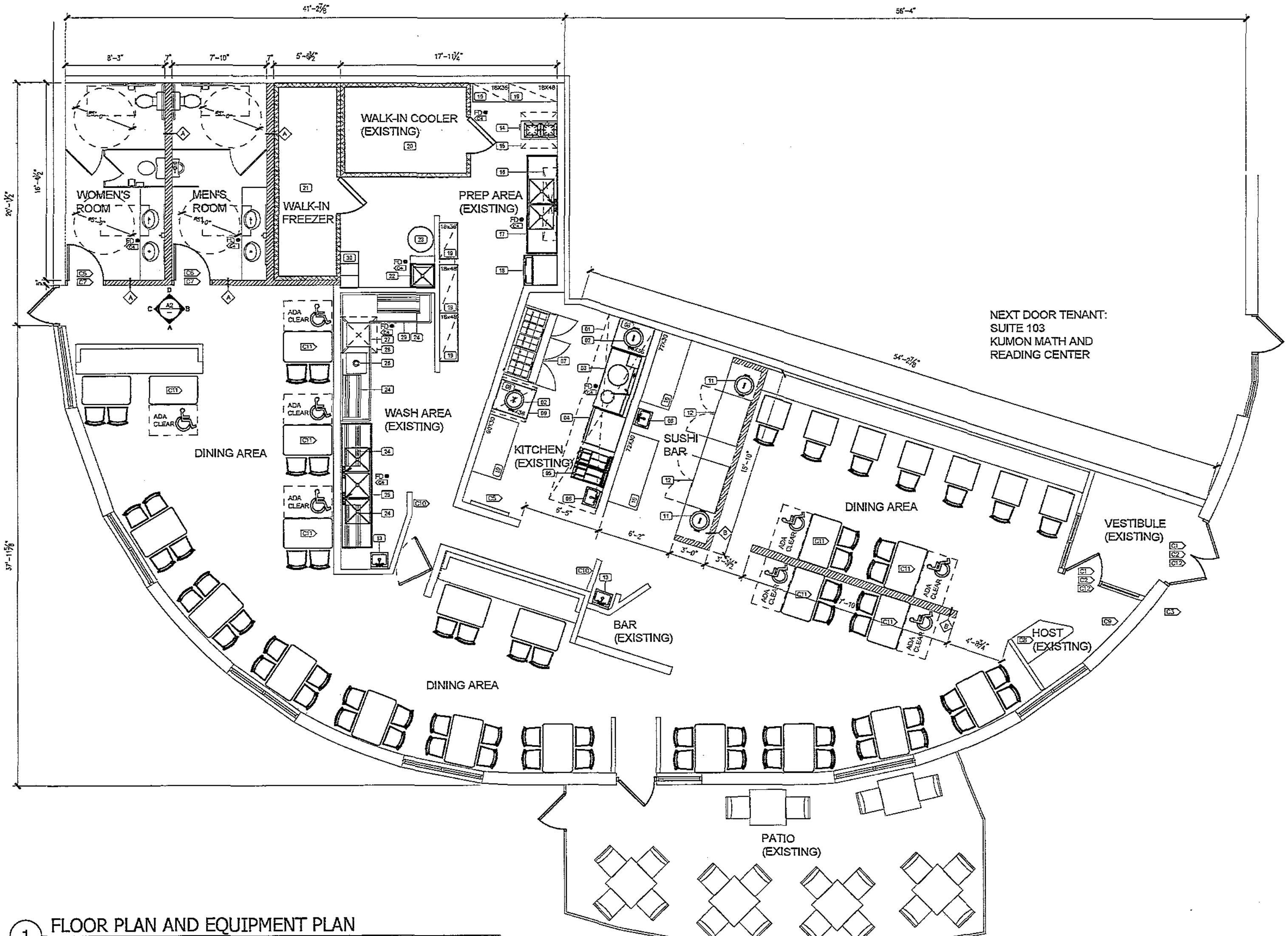
ATTACHMENTS:
Business Information

Location Map

Project: Kyoto Ridgedale LLC
Address: 12977 Ridgedale Dr

CITY OF MINNETONKA





1 FLOOR PLAN AND EQUIPMENT PLAN
1/4"=1'-0"

KYOTO SUSHI

12977 RIDGEDALE DRIVE
MINNETONKA, MN 55305

REVISION HISTORY

CHAN'S CONSULTING LLC
7901 12TH AVE. S.
BLOOMINGTON, MN 55425
TEL: 952-854-9515

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

SIGNATURE
NAME: Leo Mao
DATE: 01/07/26
REGISTRATION NUMBER: 50021
EMAIL: CHANSCONSULTINGLLC@GMAIL.COM

FLOOR PLAN

COMM. NO.	25–19
SCALE	1/4" = 1'-0"
DATE	12/10/2025
DRAWN	KK

CD

A2

LUNCH

ALL YOU CAN EAT

There Will Be A Charge For Excessive Food Waste

(We use low sadium soy sauce)

APPETIZERS

- Edamame
- Miso Soup
- Vegetable Salad
- Chicken Wing (2)

SUSHI

one piece per order, bed of rice topped w. favorite item

- Sushi Pizza
- Tofu
- * Escolar
- * Salmon
- * Spicy Tuna
- Crab Meat
- Mackerel
- Unagi
- Shrimp
- Tomago
- * Spicy Salmon
- * Tilapia

TEMAKI (HAND ROLL)

Shaped like an ice cream cone, one piece per order

- Shrimp Tempura
- California
- * Spicy Tuna
- * Spicy Salmon
- Avocado
- Cucumber & Avocado
- * Salmon
- * Escolar
- Crab Meat
- Sweet Potato
- Unagi

(*item contains raw fish)

MAKI ROLLS

- Snow Mountain Roll (8)
  Shrimp tempura and cucumber, topped w/ crab meat
- * Rainbow Roll (8)
  Cucumber, avocado and crab meat, topped w/ salmon, escolar, tilapia and avocado
- Boston Roll (6)
  Spicy crunchy crab meat, topped w/ wasabi tobiko and wasabi sauce
- * B.C. Roll (6)
  Salmon, avocado and cucumber, topped w/ tobiko
- * Dynamite Roll (6)
  Shrimp tempura and avocado, topped w/ tobiko and eel sauce
- * Sexy Girl Roll (8)
  Spicy crunchy tuna, topped w/ spicy crab meat
- * Philadelphia Roll (6)
  Salmon, avocado and cream cheese
- Crazy Roll (5)
  Shrimp tempura, cucumber, avocado and crab meat, topped w/ tobiko and eel sauce
- * Butterfly Roll (6)
  Salmon, crab meat and avocado topped w/ wasabi tobiko
- Peanut Roll (6)
  Peanut and avocado
- * Spicy Tuna Roll (6)
- * Spicy Salmon Roll (6)
- Sweet Potato Roll (6)
- Chicken Teriyaki Roll (6)
- Cucumber & Avocado Roll (6)
- * Salmon Roll (6)
- Avocado Roll (6)
- Unagi Roll (6)
- Cucucmber Roll (6)
- Shrimp Tempura Roll (5)
- California Roll (6)
- * Escolar Roll (6)
- Crab Roll (6)

TEMPURA

Fried w. Tempura Batter

- Shrimp Tempura (1)
- Squid Tempura (4)
- Crab Meat Tempura (2)
- Eggplant Tempura (4)
- Broccoli Tempura (4)
- Vegetable Tempura (6)
- Potato Tempura (4)
- Mushroom Tempura (4)
- Zucchini Tempura (4)

LUNCH

ALL YOU CAN EAT

There Will Be A Charge For Excessive Food Waste

(We use low sadium soy sauce)

DEEP FRIED

Scallop (4)
Dumpling (4)
Chicken Cutlet
Curry Chicken
Curry Beef
Deep Fried Tofu (2)
Shu Mai (4)
Spring Roll (3)

UDON (Thick Noodle) & RAMEN (Thin Noodle) IN SOUP

Vegetable Udon/ Ramen
Beef Udon/ Ramen
Seafood Udon/Ramen
Crab Meat Udon/Ramen
Chicken Udon/Ramen

TERIYAKI

Cooked on the grill w/ teriyaki sauce

Chicken Teriyaki
Beef Teriyaki
Salmon Teriyaki

DONBURI (Steamed Rice)

Beef Teriyaki Don
BBQ Eel Don
Salmon Teriyaki Don
Chicken Teriyaki Don
Shrimp Tempura Don
Curry Chicken Don
Curry Beef Don

TEPPANYAKI

Stir-fried w/ teriyaki sauce

BBQ Eel Fried Rice
Seafood Fried Rice
Beef Fried Rice
Vegetable Fried Rice
Chicken Fried Rice
Seafood Fried Udon
Chicken Fried Udon
Beef Fried Udon
Vegetable Fried Udon

DESSERT (ICE-CREAM)

Vanilla
Red Bean
Green Tea
Strawberry

DINNER

ALL YOU CAN EAT

There Will Be A Charge For Excessive Food Waste

(We use low sadium soy sauce)

APPETIZERS

Edamame
Miso Soup
Vegetable Salad
Flying Fish Egg Salad
Seaweed Salad
Ika Sansai (Squid Salad)
Chicken Wing (2)

SASHIMI

One piece per order

* Salmon
* Escolar
* Surf Clam
Mackerel
* Yellowtail
* Red Tuna
* Tilapia
Crab Meat
Tomago

SUSHI

one piece per order, bed of rice topped w. favorite item

Sushi Pizza
* Octopus
* Squid
* Tobiko
* Yellowtail
* Red Tuna
* Escolar
* Salmon
Mackerel
* Surf Clam
* Spicy Salmon
* Spicy Tuna
* Tilapia
Tofu
Unagi
Shrimp
Tomago
Crab Meat

TEMAKI (HAND ROLL)

Shaped like an ice cream cone, one piece per order

Shrimp Tempura
California
* Spicy Tuna
* Spicy Salmon
Avocado
Cucumber & Avocado
* Salmon
* Escolar
Crab Meat
Sweet Potato
Unagi

MAKI ROLLS

Kyoto Roll (6)
Crab meat, cucumber, avocado and lettuce, wrapped w/ soy paper, topped w/ spicy mayo sauce

Crazy Roll (5)
Shrimp tempura, cucumber, avocado and crab meat, topped w/ tobiko and eel sauce

* Volcano Roll (8)
Shrimp tempura and cucumber, topped w/ spicy tuna and spicy mayo sauce

Caterpillar Roll (8)
Unagi and cucumber, topped w/ sliced of avocado and eel sauce

* #9 Roll (8)
Shrimp tempura and cucumber, topped w/ salmon, avocado, spicy mayo and eel sauce

* Dragon Roll (5)
Shrimp tempura, cucumber, avocado, crab meat, topped w/ salmon and eel sauce

* Spider Roll (5)
Soft shell crab, cucumber, avocado, lettuce and crab meat, topped w/ tobiko and eel sauce

* Philadelphia Roll (6)
Salmon, avocado and cream cheese

Snow Mountain Roll (8)
Shrimp tempura and cucumber topped w/ crab meat

Tempura Roll (6)
Salmon, crab meat, avocado and cream cheese, deep fried

* Butterfly Roll (6)
Salmon, crab meat and avocado topped w/ wasabi tobiko

Boston Roll (6)
Spicy crunchy crab meat, topped w/ wasabi tobiko and wasabi sauce

* Sexy Girl Roll (8)
Spicy crunchy tuna, topped w/ spicy crab meat

* Sakura Roll (8)
Spicy crunchy crab meat and avocado, topped w/ red tuna and escolar

Peanut Roll (6)
Peanut and avocado

* B.C. Roll (6)
Salmon, avocado and cucumber, topped w/ tobiko

* Dynamite Roll (6)
Shrimp tempura and avocado, topped w/ tobiko and eel sauce

* Rainbow Roll (8)
Cucumber, avocado and crab meat topped w/ salmon, escolar, talapia and avocado

* Spicy Tuna Roll (6)
* Spicy Salmon Roll (6)
Sweet Potato Roll (6)
Chicken Teriyaki Roll (6)
Cucumber & Avocado Roll (6)
* Salmon Roll (6)
Avocado Roll (6)
Unagi Roll (6)
Cucucmber Roll (6)
Shrimp Tempura Roll (5)
California Roll (6)
* Escolar Roll (6)
Crab Roll (6)

(*item contains raw fish)

DINNER

ALL YOU CAN EAT

There Will Be A Charge For Excessive Food Waste

(We use low sadium soy sauce)

TEMPURA

Fried w. Tempura Batter

- Shrimp Tempura (1)
- Squid Tempura (4)
- Crab Meat Tempura (2)
- Vegetable Tempura (6)
- Broccoli Tempura (4)
- Eggplant Tempura (4)
- Potato Tempura (4)
- Mushroom Tempura (4)
- Zucchini Tempura (4)

TEPPANYAKI

Stir-fried w/ teriyaki sauce

- BBQ Eel Fried Rice
- Seafood Fried Rice
- Beef Fried Rice
- Vegetable Fried Rice
- Chicken Fried Rice
- Sirloin Beef
- Seafood Fried Udon
- Chicken Fried Udon
- Beef Fried Udon
- Vegetable Fried Udon

DEEP FRIED

- Scallop (4)
- Dumpling (4)
- Chicken Cutlet
- Curry Chicken
- Curry Beef
- Deep Fried Tofu (2)
- Shu Mai (4)
- Spring Roll (3)

DONBURI (STEAMED RICE)

- Beef Teriyaki Don
- BBQ Eel Don
- Salmon Teriyaki Don
- Chicken Teriyaki Don
- Shrimp Tempura Don
- Curry Chicken Don
- Curry Beef Don

UDON (Thick Noodle) & RAMEN (Thin Noodle) IN SOUP

- Vegetable Udon/ Ramen
- Beef Udon/ Ramen
- Seafood Udon/Ramen
- Crab Meat Udon/Ramen
- Chicken Udon/Ramen

TERIYAKI

Cooked on the grill w/ teriyaki sauce

- Chicken Teriyaki
- Beef Teriyaki
- Salmon Teriyaki
- Shrimp Teriyaki

DESSERT (ICE-CREAM)

- Vanilla
- Red Bean
- Green Tea
- Strawberry

City Council
Agenda Item 14.A
Meeting of February 23, 2026

Title:	Transfer of Tax Increment Pooling to the Affordable Housing Trust Fund
Report from:	Alisha Gray, EDFP, Economic Development and Housing Manager
Submitted Through:	Darin Nelson, Finance Director Julie Wischnack, FAICP, Community Development Director Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Julie Wischnack, FAICP, Community Development Director

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
This action approves the transfer of tax increment pooling to the city's Affordable Housing Trust Fund for affordable housing. The EDA will also take action on this item.

Recommended Action
Motion to adopt the resolution accepting pooled tax increment from tax increment financing districts within the City of Minnetonka for the Affordable Housing Trust Fund.

Strategic Plan Relatability
Livable & Well-Planned Development

Increase the number of affordable units in the city.

Financial Consideration
Yes
$5,165,040 - this action approves the use of tax increment pooling dollars for affordable housing.

Background
See supplemental background report.

ATTACHMENTS:
Supplemental Background Report
Resolution

Supplemental Background Report

Background

The city of Minnetonka first used Tax Increment Financing (TIF) about 30 years ago. Compared with other communities, Minnetonka has taken a relatively conservative approach to using TIF to achieve housing, redevelopment, and economic development goals that provide public benefit to the community.

In July 2014, the city council formally adopted a TIF/Tax Abatement policy to establish a framework for addressing development inquiries. The policy also provides consistent criteria to analyze the city's potential use of various financing tools.

History of TIF modification

- In 2010 and 2011, the "Jobs Bill" legislation authorized cities to pool cash balances from existing TIF districts to support construction or long-term development. This effort assisted the development of St. Therese in the Glenhaven district.
- The city sought special legislation in 2021 to allow pooling to occur for any type of affordable housing efforts of the city. This legislation allowed Minnetonka to transfer $4.9 million of the city's pooled TIF into the affordable housing trust fund to secure additional affordable housing. Currently, the Affordable Housing Trust Fund has an uncommitted balance of $2.3 million for future affordable housing efforts. To date, the pooled TIF has accomplished the following housing goals:
  - Supported three affordable housing developments with the production of 100 affordable units and 711 market-rate units.
  - Provided a $1 million loan to Cedar Hills to assist with the rehabilitation of very low-income units.
  - Provided $350,000 in rental assistance.
  - Supported unhoused persons with $200,000 in programming to receive shelter and housing supports.
  - Supported the development of the Pathways to Homeownership Program with a total of $900,000 in funding.
  - Supported the development of 10 owner-occupied twinhomes that will be constructed by Habitat for Humanity ($750,000).
  - Supported the development of an owner-occupied twinhome at 5432 Rowland
- On Nov. 10, 2025, the city council and EDA approved modifications to the Applewood Pointe, Glenhaven, and Shady Oak Crossing Tax Increment Financing Districts to allow up to 10% to be retained for affordable housing.

Current TIF request

Staff is requesting that the city council consider approving the transfer of tax increment pooling funds from various tax increment districts to the Affordable Housing Trust Fund to close out 2025 balances. Below is a summary of the transfers:

- Boulevard Gardens (Redevelopment District) - $3,782,012 (estimated)
- Applewood Pointe (Redevelopment District - $194,823
- Shady Oak (Redevelopment District) - $15,661
- Glenhaven (Renewal & Renovation District) - $774,008
- Marsh Run (Housing District) - $218,387
- Dominium (Housing District) - $180,149

Total Transfer $5,165,040

An additional transfer will be required at the end of 2026 to transfer the remaining balance of pooled TIF to the Affordable Housing Trust Fund.

Supplemental Information

- Nov. 10, 2025, City Council - TIF Modification Report
- 2024 TIF Management Report – Oct. 28, 2024, city council meeting
- TIF and tax abatement Policy
- TIF Pooling Policy
- Affordable Housing Policy
- Affordable Housing Dashboard
- League of MN Cities (Handbook for MN Cities) – Community Development and Redevelopment Chapter (pages 15-18) – Tax Increment Financing and Tax Abatement
- TIF and Tax Abatement Basics - Ehlers Seminar

Resolution No. 2026-

Resolution accepting pooled tax increment from tax increment financing districts within the City of Minnetonka for the Affordable Housing Trust Fund

---

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

Section 1. Background.

1.01. The Legislature of the State of Minnesota passed a special law authorizing the City or the Economic Development Authority in and for the City of Minnetonka, Minnesota (the "Authority") to transfer tax increment accumulated for housing development purposes under Minnesota Statutes, Section 469.1763, subdivision 2(b) or (d) to the housing trust fund established by the City, all as provided in Laws of Minnesota 2021, First Special Session, Chapter 14, Article 9, Section 5 (the "Special Law"), in particular subdivision 1(a) thereof.

1.02. Pursuant to the Special Law, which was approved by the Council on September 13, 2021, the authority to make such transfers shall expire on December 31, 2026.

1.03. The Authority has proposed to transfer pooled tax increment from the following tax increment financing districts within the City to the City for purposes of funding the City's Affordable Housing Trust Fund:

(a) from the Boulevard Gardens Tax Increment Financing District, a redevelopment district, the amount of $3,782,012, or such other amount as determined by staff of the City's Finance Department to close out the Authority's tax increment fund for such district in total;

(b) from the Applewood Pointe Tax Increment Financing District, a redevelopment district, the amount of $194,823;

(c) from the Shady Oak Tax Increment Financing District, a redevelopment district, the amount of $15,661;

(d) from the Glenhaven Tax Increment Financing District, a renewal and renovation district, the amount of $774,008;

(e) from the Marsh Run Tax Increment Financing District, a housing district, the amount of $218,387; and

(f) from the Dominium Housing Tax Increment Financing District, a housing district, the amount of $180,149.

1.04. The pooled tax increment transferred to the Affordable Housing Trust Fund may be returned to the appropriate Authority tax increment fund if the funds are not spent on or before December 31, 2026.

Section 2. Approvals.

2.01. The Council hereby accepts the transfer of pooled tax increment from the tax increment financing districts as set forth in Section 1.03 hereof to fund the City's Affordable Housing Trust Fund.

2.02. The City shall deposit such transferred pooled tax increment into the Affordable Housing Trust Fund to be used for affordable housing purposes.

2.03. The tax increment transferred to the Affordable Housing Trust Fund must be accounted for separately and may be used only for the following purposes: making grants, loans, and loan guarantees for development, rehabilitation or financing of housing or providing matches for other federal, state, or private resources for housing projects.

Section 3. Effective Date.

3.01. This resolution shall be effective as of approval.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Feb. 23, 2026.

____
Rebecca Schack, 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 Feb. 23, 2026.

____

Becky Koosman, City Clerk

City Council
Agenda Item 14.B
Meeting of February 23, 2026

Title:	Homes Within Reach Repair Forgivable Loan Program
Report from:	Kendyl Larson, Housing Coordinator
Submitted Through:	Alisha Gray, EDFP, Economic Development and Housing Manager Darin Nelson, Finance Director Julie Wischnack, FAICP, Community Development Director Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Julie Wischnack, FAICP, Community Development Director

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Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Summary Statement
Staff prepared the Homes Within Reach repair program to support households whose properties have not had city repair loans used or acquired permits for home repairs. The program was presented to the EDAC, which recommended it for city council approval.

Recommended Action
Motion to adopt the resolution approving guidelines for Homes Within Reach Repair Forgivable Loan Program, and transferring funds from the Affordable Housing Trust Fund of the City of Minnetonka to the program.

Strategic Plan Relatability
N/A

Financial Consideration
Yes

$140,000. The program would utilize funds in the Affordable Housing Trust Fund.

Background
See supplemental background report.

ATTACHMENTS:
Supplemental Background Report
Loan Program Guidelines
Resolution

Supplemental Background Report

Background

Since 2001, the city has partnered with the West Hennepin Affordable Housing Land Trust (WHAHLT), also known as Homes Within Reach (HWR), to provide low-to moderate-income families with affordable homeownership options. The organization uses a land trust model to enable eligible households to purchase a home in Minnetonka at a significantly lower price than in a traditional real estate transaction, since the homebuyer does not own the land. HWR currently has 67 homes in the land trust in Minnetonka.

At the July 21, 2025, study session, the council requested additional information on the HWR program and access to home repair programs. At the Nov. 10, 2025, city council meeting, staff presented a summary of the HWR program in Minnetonka and outlined three potential home repair program scenarios for HWR homeowners. Councilmembers discussed the importance of repair programs for HWR owners and expressed interest in pursuing an additional directed program for land trust owners. At the Dec. 11, 2025, EDAC meeting, staff presented the draft program guidelines. During that meeting, the EDAC discussed the program and recommended approval to the city council.

The new HWR program would assist HWR owners whose properties have not had any permits issued for repairs and have not previously used any city repair loans. Based on staff's analysis, approximately 14 of the 67 homeowners met this criterion and would be eligible to participate in the new program. Program funding would come from the Affordable Housing Trust Fund and total $140,000, with an estimated $10,000 per household. A complete summary of the program guidelines is attached.

Program Guidelines	
Eligibility	• No permit activity at the property and no city repair programs accessed in the past.
Income Eligibility	• Applicants must have a total household income of 120% or less of the Area Median Income.
Funding Amount per HH (Maximum)	• Up to $10,000 for eligible home repairs (income and asset limits apply)
Type of Loan	• Forgivable loan

Nov. 10, 2025, city council discussion and feedback

- The 67 HWR homes are up to code, but is there a way to check what the houses look like now?
    - Houses are evaluated through the city assessment process, and each house is rated based on its condition.
    - Years ago, the city visited every house to observe the conditions of the properties. Some deferred maintenance, including chipped paint or older

windows, was observed, but didn't indicate the home was in need of major rehabilitation.
  - HWR also works with homeowners to provide guidance and help homeowners prioritize repairs and identify repair assistance programs.
- For Scenario 2, would staff expect all eligible owners to use the maximum funds, or would some use only a portion?
  - It is hard to predict whether individual households will use all or part of the available funding, but based on the previous HWR grant opportunity, participation was decent. Staff generally don't expect 100% participation for a variety of reasons: income doesn't qualify, the project is ineligible, or there aren't matching funds to cover the excess for a project that exceeds the maximum allowed.
  - The program in scenario 2 (as recommended in this staff report) would be targeted to those homeowners who haven't pulled work for repair projects and haven't accessed city funding in the past.
- Can homeowners use the program to the maximum to pay for a portion of a project, or must the project be limited to the maximum allowed?
  - A homeowner can use the funding to support a larger project, provided the project is eligible. The homeowner would need to secure supplemental funding to cover the portion of their project not covered by the city's program.
- Councilmembers commented that there is a desire to maintain these affordable units and that, given how expensive home improvement projects are, $7,500 might not be enough to cover a project.
- Councilmembers supported Scenario 2 but suggested that a larger conversation in the future regarding how the city can work with HWR to ensure the properties are properly maintained would be helpful.
- Can homeowners layer funding with this program?
  - It would depend on the type of programs the homeowner was pursuing. Some programs are grants, while others are loan programs.
- Would Scenario 2 (as recommended in this staff report) fit into the current budget?
  - If the Affordable Housing Trust Fund were used, then the general fund would not be impacted.
- Councilmembers expressed interest in increasing the proposed maximum funding from $7,500 per household to $10,000 or $12,500 to cover the rising cost of home repairs.
- Councilmembers supported Scenario 2 or Scenario 3 as potential programs.
  - Staff noted that if the funding amount were increased to $12,500 to support half of all HWR owners (based on Scenario 3), it would require $425,000 in funding.
- Councilmembers recommended that the city reach out and educate all HWR owners about the funding options available to them.
- It was also noted that it is more cost-effective for the city to invest in naturally occurring affordable housing than to construct new affordable units.
- The city manager provided information on how the Affordable Housing Trust Fund (AHTF) was created and that it would not be a permanent revenue source. He stated that it would be good for the council to review the EIP in 2026 to determine how best to utilize the AHTF dollars.

Dec. 11, 2025, EDAC discussion and feedback

- Knowing that 120% AMI for a family of four is close to $160,000 annually, how does the city feel about that number relative to the incomes of Homes Within Reach households? Is it on the low, average or higher end of incomes for those residents?
    - The 120% AMI would support HWR residents with higher incomes. To purchase a HWR home, the household must have income at or below 80% AMI, but as they stay in the home, the homeowner's income can increase above that 80% AMI.
    - The program guidelines, which go up to 120% AMI, would allow those who have been in their homes and increased their incomes to be eligible to make improvements to their homes.
- Preservation of homes is really important, and this is a good use of these dollars for the city.
- Is the Center for Energy and Environment going to be administering this program?
    - No, staff will be administering the program internally.
- Is there a way a city inspector would inspect the property prior to the origination closing?
    - Staff treats all programs the same, so there is no inspector requirement unless inspections are required.
    - When an inspector enters a property, there are mandatory life-safety items they look for in every home.
    - Homeowners can't use the money if they don't pull a permit for the work being done at their property, if the project requires one.
- Are DIY projects allowed?
    - Yes, DIY projects are allowed with sufficient proof of materials purchased and used for the project indicated.
- Feedback on the asset limit in the eligibility requirements, and thinking about increasing that number in the future.
    - During the discussion, it was noted that the HWR program's asset requirement of a $25,000 maximum was in line with other loan programs, but was low and should be reconsidered in the future.
- EDAC Members were interested in learning more about previous home inspections.
    - In the past, staff conducted research on home values and permits, then drove by the properties to view exteriors, but did not enter the homes. By driving by, staff could get a sense of whether the property was well-maintained.
- There is a chance that a group of homeowners missed out on the original program because the maximum AMI was 80%.
    - The city should not penalize those who are doing well but still need assistance.

Next Steps

If the city council approves the program, staff will prepare the necessary loan administration documents. Once the program is set up internally, staff will send postcards to eligible households to inform them about the program and contact Homes Within Reach to ensure they are aware of the new program.

Recommendation

Staff is requesting that the city council approve the program and adopt a resolution approving the use of Affordable Housing Trust fund dollars to support it. The EDA will also be required to take action regarding this program at the EDA meeting on Feb. 23, 2026.

Attachments

- HWR Repair Forgivable Loan Program Guidelines

CITY OF MINNETONKA
14600 Minnetonka Blvd. | Minnetonka, MN 55345 | 952-939-8200 | minnetonkamn.gov

Homes Within Reach Repair Forgivable Loan Program Summary

The Homes Within Reach Repair Forgivable Loan program is a pool of funds set aside for critical repairs to qualifying households within Minnetonka's Homes Within Reach housing stock. This program allows up to $10,000 per home in funds for critical repairs.

Eligibility Requirements

Eligibility: Minnetonka residents who own a Homes Within Reach Land Trust home that had no permit activity at the property and no city repair programs accessed in the past.

Income Limits: Applicants must have total household incomes of 120% or less of the area median income, adjusted by household size as determined by HUD. See Exhibit A for current income limits.

Asset Limits: Gross assets must not exceed $25,000. Gross assets include the cash value of accounts such as money-market accounts, personal savings accounts, and checking accounts; investment securities, stock, and the current market value of all interests in real estate (other than the property to be improved); annuities; life insurance policies; and certificates of deposit. 401K funds, pensions, or other deferred compensation funds are not included.

Maximum Grant Amount: The maximum program amount is a one-time forgivable loan of up to $10,000 per home. If the repair cost exceeds $10,000, the homeowner can apply for additional assistance to cover the remaining project costs from either the city's Minnetonka Home Enhancement Loan up to $15,000 or the CDBG Housing Rehabilitation Program up to $20,000.

Repayment / Forgiveness: Repayment of these loans is not required if all required inspections and permits have been completed and approved, and city staff receives a signed completion certificate within six months after funds have been disbursed. If an inspection and permit are not required, the applicant must submit evidence of the project's completion (for example, invoices for the project or before-and-after photos).

Eligible Repairs: Eligible improvements include exterior repairs such as siding, roofs, accessibility improvements, painting and high efficiency conversions. Other eligible improvements include window or door replacement, insulation installation, HVAC, lead paint inspections and abatement, and other repairs that pose a safety hazard to the homeowner. Cosmetic or non-essential repairs are not allowed.

Application Process: Applications will be accepted on a first-come, first-served basis until funds are exhausted. Applications must be submitted directly to Minnetonka staff by an eligible homeowner. Applications must include relevant household information, information on the needed repair, income certification, and data necessary for reporting. Applicants must obtain a written quote for services to be done, which will be reviewed by city staff prior to approval. Please direct questions to Kendyl Larson, Housing Coordinator at 952-939-8267 or klarson@minnetonkamn.gov

Exhibit A

Income requirements

This funding is intended for low- and moderate-income households. In order to qualify for assistance, your household income must be below these limits (for calendar year 2025):

Household Size	Income Limit
1	$111,250
2	$127,200
3	$143,050
4	$158,900
5	$171,600
6	$184,300
7	$197,050
8	$209,750

Resolution No. 2026-

Resolution approving guidelines for Homes Within Reach Repair Forgivable Loan Program and transferring funds from the Affordable Housing Trust Fund of the City of Minnetonka to the program

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

Section 1. Background.

1.01. The Economic Development Authority in and for the City of Minnetonka, Minnesota (the "Authority") and the City have undertaken a program to promote economic development and job opportunities, promote the development and redevelopment of land which is underutilized within the City, and facilitate the development of affordable housing.

1.02. The City has heretofore created an Affordable Housing Trust Fund, which is funded with pooled tax increment derived from property within certain tax increment financing districts within the City.

1.03. The Authority has determined to create the Homes Within Reach Repair Forgivable Loan Program (the "Program") for owners of Homes Within Reach Land Trust homes to help finance critical repairs to their homes.

1.04. The Council has been presented with guidelines for the Program (the "Guidelines").

1.05. The City has proposed transferring $140,000 from the Affordable Housing Trust Fund to the Program to support the Program.

Section 2. Approvals.

2.01. The Council hereby approves the creation of the Program and the Guidelines for the Program.

2.02. The Council approves the transfer of funds in the amount of $140,000 within the Affordable Housing Trust Fund to the Program.

2.03. The Mayor and City Manager are authorized and directed to execute any documents or certificates necessary to carry out the intentions of this resolution.

Section 3. Effective Date.

3.01. This resolution shall be effective as of approval.

Adopted by the City Council of the City of Minnetonka, Minnesota, on Feb. 23, 2026.

____

Rebecca Schack, 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 Feb. 23, 2026.

____

Becky Koosman, City Clerk

City Council
Agenda Item 14.C
Meeting of February 23, 2026

Title:	Resolution calling on the State of Minnesota to implement a temporary eviction moratorium
Report from:	Erik Nilsson, City Attorney
Submitted Through:	Julie Wischnack, FAICP, Community Development Director Mike Funk, City Manager
Presenter:	Erik Nilsson, City Attorney

Action Requested:	Motion
Form of Action:	Resolution
Votes needed:	4 votes

Recommended Action
Motion to adopt the resolution.

Strategic Plan Relatability
N/A

Financial Consideration
N/A

Background
At a study session meeting on February 9th, the city council directed staff to prepare a resolution for consideration by the city council at its next regular meeting on February 23, 2026, calling on Governor Walz to implement a temporary eviction moratorium. State law addresses the eviction process in detail in Minnesota Statutes Chapter 504B.281 - 504B.371. While cities do not have the authority at the local level to pause or prohibit evictions, the state does. Governor Walz previously implemented an eviction moratorium by executive order during a period of declared state emergency related to the coronavirus pandemic. An eviction moratorium does not modify or relieve tenants of their legal obligation to pay rent, but it does temporarily suspend the ability of a landlord to seek redress through the courts to evict a tenant based on nonpayment of rent. Because rent owed still accrues during the pendency of an eviction moratorium, many cities have found that supporting rental assistance programming is one of the more effective anti-displacement strategies that can be deployed at the local level.

Several cities, including Minneapolis, St. Paul, and Roseville, have adopted resolutions urging the state to act to protect tenants in this manner. The attached draft resolution is largely based on a resolution passed by the City of Roseville at the end of January 2026.

ATTACHMENTS:
Resolution

Resolution No. 2026-XX

Resolution calling on the State of Minnesota to implement a temporary eviction moratorium

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Section 1. Background.

1.01. **WHEREAS**, the City of Minnetonka is committed to protecting the public health, safety, and well-being of all people who live, work, and do business in the City; and

1.02. **WHEREAS**, recent federal enforcement activity in Minnesota known as Operation Metro Surge has resulted in a significant and highly visible presence of federal agents across the Twin Cities metropolitan area and in Minnetonka, creating uncertainty, fear and disruption for residents, workers, and business owners; and

1.03. **WHEREAS**, community members have reported difficulty safely traveling to work, school, healthcare and essential services, negatively affecting household stability and local economic activity; and

1.04. **WHEREAS**, during prior statewide emergencies, temporary eviction protections were implemented to prevent displacement, and allow time for coordinated government response; and

1.05. **WHEREAS**, state government has the primary authority to regulate eviction proceedings and the City of Minnetonka is fully committed to doing its part at the local level to build stable, resilient communities, including through the provision of rental assistance, “know your rights” resources, and other anti-displacement measures; and

1.06. **WHEREAS**, without short term eviction protections, residents and small businesses face increased risk of displacement, closure, and long-term emotional, psychological, and economic harm; and

1.07. **WHEREAS**, the City Council seeks to act and uphold its values of accountability, community, equity, safety, and integrity, while recognizing the rights and responsibilities of both tenants and housing providers; and

1.08. **WHEREAS**, the City of Minnetonka stands ready to support the State of Minnesota in any coordination or communication efforts related to this request.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Minnetonka:

Section 2. Council Action.

2.01. That the Minnetonka City Council respectfully requests the Governor of Minnesota to consider the implementation of temporary eviction protections through executive authority to address the current extraordinary circumstances, with the goal of preventing displacement, supporting economic stability, and allowing state and local partners to respond in a coordinated and measured manner; and

2.02. That the City Council calls on the State of Minnesota to provide targeted financial and recovery assistance to impacted local governments to support recovery and stabilization efforts for residents and businesses; and

2.03. That the City Council authorizes the Mayor and City Manager to communicate with Governor Walz and appropriate State of Minnesota officials regarding this Resolution.

Adopted by the city council of the City of Minnetonka, Minnesota, on [_______].

Rebecca Schack, 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 [_______].

Becky Koosman, City Clerk

City Council
Agenda Item 14.D
Meeting of February 23, 2026

Title:	Closed session for consideration of offer or counteroffer for purchase of real property
Report from:	Julie Wischnack, FAICP, Community Development Director
Submitted Through:	Darin Nelson, Finance Director Will Manchester, P.E., Public Works Director Erik Nilsson, City Attorney Mike Funk, City Manager
Presenter:	Julie Wischnack, FAICP, Community Development Director

Action Requested:	Motion
Form of Action:	Other
Votes needed:	4 votes

Summary Statement
The city council will consider an offer for the purchase of real property located at 16809 State Highway 7. This part of the meeting may be held in closed session as authorized by Minnesota Statutes Section 13D.05, subd. 3(c). If the council goes into closed session based upon a proper motion and after the discussion concludes, the council will reconvene in open session.

Recommended Action
Motion to convene in the Gray's Bay Room for a closed session pursuant to Minnesota Statutes Section 13D.05, subd. 3(c) to consider an offer or counteroffer to purchase real property located at 16809 State Highway 7.

Strategic Plan Relatability
N/A

Financial Consideration
Yes

The development fund would be the funding source for a potential real estate purchase.

Background
City staff engaged in discussions with a property owner regarding the potential acquisition of the property located at 16809 State Highway 7. Staff recommends that the city council meet in closed session to discuss an offer for the purchase of the property. The development fund would be the funding source for any potential purchase.

The Minnesota Open Meeting law authorizes governing bodies to hold a closed meeting to develop or consider offers or counteroffers for the purchase or sale of real or personal property. The city council must comply with the following requirements to close the meeting:

- The public body (a member of the council) must identify on the record the reason for closing the meeting (to discuss an offer for the purchase of real property). It must identify the particular real or personal property that is the subject of the closed meeting.
- The council must vote to go into a closed session.
- The proceedings must be tape-recorded at the city's expense.
- The real or personal property must be specifically identified on the tape recording.
- The recording of the meeting must be preserved for eight years after the date of the meeting and becomes public when (a) the property discussed has been purchased or sold or (b) the city council has abandoned the purchase or sale.
- A list of all members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- No other business may be discussed during the closed meeting.
- Any agreement that may be reached based on an offer considered at a closed meeting must be contingent upon approval of the city council at an open meeting.
- The city council must approve the purchase at an open meeting, and the purchase price is public data.

Staff recommends holding a closed session for the city council to consider an offer or counteroffer for the purchase of real property and to provide direction to staff in conducting further negotiations.