

MINUTES
TONKA BAY CITY COUNCIL
REGULAR MEETING
OCTOBER 28, 2025

1. CALL TO ORDER

The regular semi-monthly meeting of the Tonka Bay City Council was called to order at 7:05 p.m.

2. ROLL CALL

Members present: Mayor Jennings, Council Members Anderson, Eckland, and Ottum.
Staff present: City Administrator Holl, City Engineer Bradford, and City Attorney Nason.

3. APPROVAL OF AGENDA

Council Member Anderson made a motion to approve the agenda as presented.
Council Member Eckland seconded the motion. Ayes: Anderson, Eckland, Ottum, and Jennings. The motion carried.

4. CONSENT AGENDA

- A. Minutes from October 14, 2025 City Council Meeting
- B. Minutes from October 14, 2025 Council Work Session Meeting
- C. October 2025 Claims
- D. October 2025 Expenditure Guideline
- E. Hennepin County City Lot Combination 5000 Manitou Road

Council Member Anderson made a motion to approve the consent as presented.
Council Member Eckland seconded the motion. Ayes: Anderson, Eckland, Ottum, and Jennings. The motion carried.

5. SPECIAL BUSINESS

None

6. MATTERS FROM THE FLOOR

None

7. PUBLIC HEARING

None

8. OLD BUSINESS

None

9. NEW BUSINESS

- A. Approve Lift Station Maintenance Agreement for 30 Pearl Street – City Attorney Nason reviewed the proposed *Infrastructure Installation and Indemnification Agreement* related to redevelopment at 30 Pearl Street, where a new home is being constructed. The property includes an existing private lift station that pumps wastewater into the City's sewer main. The current lift station is inadequate to serve

the new home. Under Tonka Bay City Code, when the public sanitary sewer system is intentionally designed not to operate by gravity flow, the City is responsible for providing a sump pump (in this case, a lift station). Accordingly, the City will cover the cost of the new lift station, approximately \$10,000, while the property owners will pay for installation, connections, and any future maintenance or replacement.

Nason noted that the agreement formalizes what was previously discussed and budgeted. It was also a condition of the previously granted variance. No easements are required, as the lift station and related infrastructure will remain private. The agreement simply finalizes terms that had already been informally agreed upon earlier.

City Engineer Bradford clarified that the lift station will be located outside on the property. City Administrator Holl clarified that Public Works Superintendent Schallberg has been collaborating with their contractor and providing guidance.

A motion to approve lift station maintenance agreement for 30 Pearl Street was made by Council Member Aderson. Council Member Eckland seconded the motion. Ayes: Anderson, Eckland, Ottum, and Jennings. The motion carried.

- B. Approve Resolution 2025-26 Approving the Transfer of Funds, Closing the Water/Sewer Reserve Fund and Transferring Funds to the Water and Sewer Operating Funds - City Administrator Holl explained that Tonka Bay currently maintains three separate utility funds: a sewer operating fund, a water operating fund, and a sewer/water reserve fund. In practice, money is frequently transferred between these funds, which creates unnecessary complexity and confusion. Based on a recommendation from Abdo, the City's financial consultant, the City will eliminate the reserve fund and distribute its balance between the sewer and water operating funds. Going forward, the City will maintain only two funds, one for sewer and one for water, to simplify accounting, improve transparency, and make historical financial tracking clearer.

A motion to approve Resolution 2025-26 approving the transfer of funds from fund 411 (\$1,033,645) to fund 601 (\$516,823) and fund 602 (\$516,822) was made by Council Member Anderson. Council Member Eckland seconded the motion.

Roll call: Anderson Aye
 Eckland Aye
 Ottum Aye
 Jennings Aye

The motion carried.

- C. Approve pay request #14 2024 SUIP for \$292,474.26 – City Engineer Bradford reported that the request pertains to work completed in September and represents the second-to-last pay voucher for the project. He noted that one final voucher will be presented to the Council for approval, which will close out the project, currently running under budget.

Council Member Anderson motioned to approve pay request #14 2024 SUIP for \$292,474.26. Council Member Eckland seconded the motion. Ayes: Anderson, Eckland, Ottum, and Jennings. The motion carried.

- D. Approve pay request #14 2023 Watermain Project for \$48,174.44 – City Engineer Bradford stated that this is the last pay request voucher for the 2023 Watermain Project. He noted that he will be closing out the project by December of 2025.

Council Member Anderson motioned to approve pay request #14 2023 Watermain Project for \$48,174.44, closing out the project. Council Member Anderson seconded the motion. Ayes: Anderson, Eckland, Ottum, and Jennings. The motion carried.

- E. Approve recommended appointment to the Parks & Docks Commission - City Administrator Holl reported that the Parks and Docks Commission met the previous evening and reviewed three applications for the current vacancy. One applicant had previously applied and confirmed continued interest. Following review, the Parks and Docks Commission recommends appointing Luca Zullo to the vacant position.

A motion to approve Luca Zullo to the vacant seat on the Parks & Docks Commission was made by Council Member Anderson. Council Member Eckland seconded the motion. Ayes: Anderson, Eckland, Ottum, and Jennings. The motion carried.

10. MATTERS FROM THE FLOOR

None

11. REPORTS

- A. City Administrator Holl shared that someone had placed pumpkins on the City's sign, adding a festive seasonal touch. Holl provided an update on the annual audit, noting that auditors completed their fieldwork the previous week. The process went smoothly, with staff providing all requested information. The audit will be submitted to the State Office of the State Auditor by November 17, and Abdo will present the audit report and findings to the Council at the November 18 meeting. Holl also reported that the tennis and pickleball court improvements look excellent, with striping expected to be completed soon. The City has already received positive community feedback about the updated courts.

Council Member Eckland expressed concern about delays in finalizing the \$30,000 donation and maintenance agreement with the Minnetonka Baseball Association. Eckland questioned why the agreement has taken months to complete and emphasized the need to finalize it soon. Holl explained the donation, \$10,000 annually over three years, is intended to support Parks and Docks and will be formalized within the maintenance agreement currently being drafted by the City Attorney.

Mayor Jennings noted there appeared to be some confusion regarding Open Meeting Law requirements and asked City Attorney Nason to clarify the rules as they apply to the Parks and Docks Commission, particularly concerning communication among members outside of publicly noticed meetings. Nason explained that any discussion involving a quorum, or serial communications that collectively involve a quorum, would constitute a violation of the Open Meeting Law.

- B. City Engineer Bradford reported that the contractor will begin work on Lilah Lane this week, performing reclamation and cement stabilization on Wednesday and Thursday. Paving is scheduled for November 7, at which time both the base and wear courses will be completed. Staff have coordinated with nearby developers to ensure they are aware of the schedule and can adjust their work accordingly.
- C. Council Member Eckland reported reviewing the fire lane at the end of Bay Street after concerns were raised about docks possibly encroaching on the designated area. One dock has been removed, making it difficult to fully assess, while the remaining dock appears properly placed. Eckland noted the situation will be reassessed in the spring when docks are reinstalled.

12. ADJOURNMENT

There being no further business, Council Member Anderson made a motion to adjourn the meeting at 7:34 p.m. Council Member Eckland seconded the motion.
Ayes: Anderson, Eckland, Ottum, and Jennings. The motion carried.


Jennings, Mayor

Attest:


Gildemeister, City Clerk