

MINUTES  
TONKA BAY CITY COUNCIL  
REGULAR MEETING  
FEBRUARY 10, 2026

1. CALL TO ORDER

The regular semi-monthly meeting of the Tonka Bay City Council was called to order at 7:11 p.m.

2. ROLL CALL

Members present: Mayor Jennings, Council Members Anderson, Broas, Eckland, and Ottum.

Staff present: City Engineer Brandford and City Attorney Nason.

Others present: Stuart Henderson

3. APPROVAL OF AGENDA

Council Member Anderson made a motion to approve the agenda with the addition of Parks and Docks Commission Update 7.A . Council Member Broas seconded the motion. Ayes: Anderson, Broas, Eckland, Ottum, and Jennings. The motion carried.

4. CONSENT AGENDA

1. Minutes from September 23, 2025 City Council Meeting
2. September 2025 Claims
3. Minutes from August 25, 2025 Parks and Docks Commission Meeting
4. Met Council – 2025 Statement 2050 Comp Plan
5. SLMPD Stat Report for September 2025

Council Member Anderson made a motion to approve the consent agenda with noted changes. Council Member Eckland seconded the motion. Ayes: Anderson, Broas, Eckland, Ottum, and Jennings. The motion carried.

5. MATTERS FROM THE FLOOR

None

6. PUBLIC HEARING

None

7. SPECIAL BUSINESS

A. Stuart Henderson, Parks and Docks Member, provided an update to City Council noting that City Code Section 280 requires the Commission to submit an annual report to Council by the end of February. This requirement had not been consistently followed in the past, but the Commission prepared a report covering 2025 and offering a look ahead to 2026. The Commission characterized 2025 as a very successful year, highlighting two major projects that had been in the works for some time. The first major project involved a full reconstruction of the tennis courts, including converting one court into three pickleball courts by changing their orientation. The half basketball court was also refurbished in the fall, while retaining the existing fencing to control

costs. The second significant project was the design and purchase of new playground equipment for Manitou Park. The Commission noted there will be an additional estimated cost of around \$20,000 for required permitting and tribal monitoring because the area is considered an Indian burial ground and any ground disturbance requires oversight. Looking ahead to 2026, the Commission estimates it will have roughly \$320,000 available for projects, based on expected dock slip revenue of about \$150,000, field fees of approximately \$13,400 to \$13,500, and a \$47,000 playground grant that will be received once the equipment is installed. Given that typical annual revenue supports about \$165,000 in project spending and the current list of proposed projects totals more than \$400,000, the Commission anticipates prioritizing and phasing work over several years. Projects under consideration include completing the left side of Manitou Park, adding landscaping and trees for shade, constructing a shared baseball equipment storage shed, repaving the Crescent Beach parking lot, and completing the Old Orchard Trail, with gravel instead of pavement to reduce costs. The Commission is also discussing the possibility of adding a hockey rink at Manitou Park, estimated at \$175,000, but has not yet determined whether it would be permanent or removable. Because of the cost, that project would likely need to wait until next year.

Council thanked Henderson for bringing this forward and helping keep Council on track, especially as we are operating with a smaller staff and things can more easily slip through the cracks. Council stated they appreciate the flexibility with the agenda adjustment and are grateful for taking the time to be here and for all the work he and the Parks and Docks Commission are doing. Please pass along our appreciation to the full Commission as well.

8. OLD BUSINESS

A. LMCD Tonka Bay Representative: A motion to accept Ken Bertrum as the LMCD Tonka Bay Representative was made by Council Member Eckland. Council Member Broas seconded the motion. Ayes: Anderson, Broas, Eckland, Ottum, and Jennings. The motion carried.

9. NEW BUSINESS

A. Combining the Office of City Clerk & Treasurer – City Clerk/Treasurer as Defined in MN Statute: A motion to approve Ordinance 2026-01 amending the Tonka Bay City Code, chapter 2, section 20, Related to the positions of the City Administrator, City Clerk/Treasurer and Deputy City Clerk to be published as required. Council Member Broas seconded the motion.

Roll call: Anderson     Aye  
              Broas         Aye  
              Eckland        Aye  
              Ottum          Aye  
              Jennings       Aye

The motion carried.

Resolution 2026-01 Publication of Summary of Ordinance 2026-01: A motion to approve Resolution 2026-01 Publication of Summary of Ordinance 2026-01 amending the Tonka Bay City Code, chapter 2, section 20, Related to the positions of the City Administrator, City Clerk/Treasurer and Deputy City Clerk was made by Council Member Anderson. Council Member Broas seconded the motion.

Roll call: Anderson     Aye  
              Broas         Aye  
              Eckland     Aye  
              Ottum        Aye  
              Jennings    Aye

The motion carried.

ii. A motion to approve City Clerk/Treasurer Job Description and Grade as recommended by DDA was made by Council Member Anderson. Council Member Broas seconded the motion. Ayes: Anderson, Broas, Eckland, Ottum, and Jennings. The motion carried.

iii. A motion to approve Deputy City Clerk Job Description and Grade as recommended by DDA was made by Council Member Anderson. Council Member Broas seconded the motion. Ayes: Anderson, Broas, Eckland, Ottum, and Jennings. The motion carried.

B. Personnel Staffing Matter: City Attorney Nason noted that this matter has been on the Council's radar for some time and involves a proposed separation agreement with Annie Britt. Council was provided with a copy of the proposed separation agreement and an attorney-client privileged memorandum related to the item. Nason indicated she was available to answer questions and had provided guidance via email regarding discussion of the matter. Nason stated that if Council wished to proceed, a motion to approve the Separation Agreement between the City and Annie Britt, as previously provided, would be in order.

A motion to approve the Separation Agreement between the City and Annie Britt, as previously provided was made by Council Member Anderson. Council Member Broas seconded the motion. Ayes: Anderson, Broas, Eckland, Ottum, and Jennings. The motion carried.

C. Approve Surefitters Quote of \$13,080.04 Plow for new Public Works Truck: A motion to approve quote from Surefitters in the amount of \$13,080.04 for a plow for the new Public Works truck was made by Council Member Anderson. Council Member Broas seconded the motion. Ayes: Anderson, Broas, Eckland, Ottum, and Jennings. The motion carried.

D. Consider 2027 SUIP Contracts for Professional Engineering Services: City Engineer Bradford presented a proposal for professional engineering services to complete a

30% design feasibility report for the Seven Street Utility Improvement Project. The project is part of the City's ongoing efforts to replace aging water infrastructure and continue planned street improvements.

The proposed feasibility study would focus on Lake View Road and Wildhurst Road, both of which have experienced a higher frequency of water main breaks and exhibit deteriorating pavement conditions. The study would evaluate edge treatment options, including ribbon curb versus a thickened asphalt edge, with discussion of the advantages and disadvantages of each. Storm sewer improvements would be reviewed as appropriate. Given known irregularities in the City's right-of-way, the Engineer emphasized the importance of proactively identifying and addressing any right-of-way concerns in advance of construction.

The scope of work includes a full topographic survey, soil borings, pavement cores, parcel-based mapping, and preparation of a detailed cost estimate. A Phase I cultural desktop assessment is also proposed due to the proximity of a cemetery within approximately 400 to 500 feet of the project area, although no designated cemetery exists within the project limits.

The estimated construction cost at the CIP level is approximately \$4.7 million. The cost for the feasibility study is estimated at \$124,000, with work phased between now and May and delivery of the report anticipated in May. Field survey work is expected to take approximately four to five days, followed by data reduction and analysis.

Bradford noted the City has petitioned the legislature for inclusion of 2027, 2028, and 2029 projects in a future bonding bill. If successful, the scope and staging of the 2027 project may need to be reviewed in relation to the larger multi-year plan. The Engineer recommended bidding the project around Thanksgiving to potentially reduce construction costs, noting that early bidding in other communities has resulted in measurable savings. To meet that timeline, feasibility work would need to proceed this spring, followed by final design and bond preparation later in the year.

Council discussion followed regarding project timing and funding considerations. Concerns were expressed about proceeding immediately due to two open City positions and uncertainty regarding Metropolitan Council funding, which is anticipated to range between \$50,000 and \$250,000. Council also discussed current reserve levels, the outstanding repayment of a prior loan to the Police Department, and the need to better understand the principal and interest impacts of bonding on the 2027 tax levy. Additional budget uncertainties related to police and fire department expenditures were also noted.

While acknowledging the importance of the project, members expressed a desire to obtain additional financial clarity and staffing stability before moving forward. It was noted that delaying action could eliminate the opportunity to bid in late 2026, potentially

increasing project costs. The Engineer indicated that bonding discussions typically begin following completion of the feasibility report and offered to consult with bond counsel to provide additional financial estimates to assist Council in future deliberations.

10. MATTERS FROM THE FLOOR  
Nones

11. REPORTS

- A. City Engineer Bradford reported receiving an inquiry regarding cracks in newly installed pavement. He stated that minor cracking in new asphalt is common and can occur within the first one to two years, particularly following an exceptionally cold winter. He noted that cracking had been anticipated and discussed at the outset of construction.

Bradford advised that he has reviewed the area and did not observe any issues of concern. He also acknowledged reports of cracking in some curb sections and indicated those areas would be inspected as well. He stated that the cracks appear consistent with normal pavement performance and would be addressed as part of the City's routine crack sealing program. A seal coat is also planned to provide a wearing surface and protect the underlying pavement.

Bradford further stated he would evaluate whether any of the cracking may qualify as a warranty item and will report back if corrective action is necessary.

12. ADJOURNMENT

There being no further business, Council Member Anderson made a motion to adjourn the meeting at 8:15 p.m. Council Member Broas seconded the motion. Ayes: Anderson, Broas, Eckland, Ottum, and Jennings. The motion carried.

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Jennings, Mayor

Attest:

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Gildemeister, City Clerk