

MINUTES TONKA BAY
CITY COUNCIL WORK SESSION
FEBRUARY 11, 2025

APPROVED

1. CALL TO ORDER

The work session was called to order at 6:02 p.m.

2. ROLL CALL

Members present: Mayor Jennings and Council Members Anderson, Eckland, Ottum, Wischmeier. Also present were City Administrator Holl, City Engineer Bradford and City Planner Johnson.

A motion to approve the agenda was made by Council Member Anderson. Council Member Eckland seconded the motion. Ayes: Anderson, Eckland, Ottum, Wischmeier, and Jennings. The motion carried.

3. DISCUSSION TOPICS

50 Florence Lot Split – The City Planner presented information about a potential lot split of 50 Florence Drive. The owner has asked if the Council would consider allowing a subdivision that would create two nonconforming lots from this larger parcel. The City Council discussed the issue, and the consensus of the City Council was that they are not in favor of allowing substandard lots throughout the city, and if they let one property owner do this, it would set a precedent for others to do the same.

Escrow Process Update - City Administrator Holl introduced a discussion on improving the escrow process. Staff recently reviewed the system and developed a plan to ensure timely reconciliation of escrow funds related to permits, variances, and other applications. At the end of a project, City Planner Johnson will calculate costs, and the City will reconcile the funds. The reconciliation will then be presented to the Council for approval before refunds are issued. Mayor Jennings acknowledged that escrow handling has been a long-standing issue and expressed support for the effort to streamline the process. Holl noted that once the backlog is addressed, reconciliations may be moved to the Consent Agenda for efficiency. Council inquired about oversight, and Holl confirmed that the City tracks escrows, with City Planner Johnson and City Attorney Nason providing project details and summaries. Letters are sent to property owners explaining their refunds and charges.

Council had a brief discussion about adding items to the Work Session agenda. In past practices, a 'Miscellaneous' placeholder is included in the agenda.

Council asked legal counsel whether work sessions should be considered special or regular meetings. Legal counsel explained that if work sessions are adopted as regular meetings and included in the official calendar, additional items can be added. The distinction lies in whether the meeting is classified as special or regular.

ADJOURNMENT

A motion to adjourn the meeting at 6:24 p.m. was made by Council Member Anderson. Council Member Eckland seconded the motion. The motion carried.

Jennings, Mayor

Attest: _____
Gildemeister, City Clerk