

**DEEPHAVEN CITY COUNCIL WORKSHOP MINUTES****6:00 p.m., Monday, August 18, 2025**

**CALL THE MEETING TO ORDER:** Mayor Kent Carlson called the workshop to order at approximately 5:30 p.m.

**PRESENT:** Mayor Kent Carlson, Councilmembers Emily Scherschligt, John Studer Tony Jewett and Tom Erdmann

**STAFF:** City Administrator / Special Counsel, Dan Madsen, City Clerk Kimberly Lenarz-Greenwaldt and Engineer Steve Hegland with Stantec

**1. Assessor Search Update:**

Council met with Assistant Hennepin County Administrator Dan Rogan and County Assessor Josh Hoogland to review the 2024/2025 assessment process and discuss the City's interest in hiring its own assessor. The County acknowledged challenges due to the late start last year but expressed confidence that service will improve with earlier preparation this year. Michael Smerdon will serve as Deephaven's primary contact, supported by a second assessor for consistency. After discussion, Council indicated interest in stopping the search for a City Assessor and remaining with Hennepin County at this time and adding this to the consent agenda.

**2. 2026 CIP Budget**

Administrator Madsen presented the first draft of the 2026 Capital Improvement Budget. Major proposed projects include a City Hall HVAC replacement, Police Department server, Public Works payload, and several Parks & Rec improvements such as tennis court fencing and partial funding for a warming house. The draft 2026 CIP totals approximately \$798,500, with future depreciation estimated at \$416,545. Revenues are projected to balance without significant levy increases. No action was needed or taken at this time.

**3. Point of Sale Lateral Inspections**

Council reviewed the City's Ordinance requiring property owners to inspect and repair lateral sewer services during road projects. Staff highlighted challenges with compliance during the 2024 Mannor and Dyer projects, particularly for properties with private wells, and noted potential fines for noncompliance. The discussion included the benefits of the current approach—timely repairs and reduced inflow/infiltration—as well as alternatives, such as a “point of sale” inspection process. Council and staff also considered the implications of this policy for larger future road projects, including a potential 2026 or 2027 project affecting 150+ properties. No action was requested; the discussion served as a briefing on current policy and considerations for future improvements.

#### 4. Fireworks for the 4<sup>th</sup> of July

Council discussed the possibility of hosting a Deephaven fireworks show for the 2026 Semiquincentennial, with estimated costs of \$42,000–\$52,000, and asked staff to look into deposit requirements and explore whether a nonprofit group such as the Friends of Thorpe Park Events Committee or Cottagewood Store would be interested in taking on the event. The Police noted concerns regarding traffic, emergency vehicle access due to narrow roads, and limited parking.

Typed Respectfully on August 26<sup>th</sup>, 2025 By:  
Kimberly Lenarz-Greenwaldt  
Deephaven City Clerk

# **DEEPHAVEN CITY COUNCIL MEETING MINUTES**

**7:00 P.M. Monday August 18<sup>th</sup>, 2025**

**1. CALL THE MEETING TO ORDER:** Mayor Carlson called the meeting to order at approximately 7:00 p.m.

**PRESENT:** Mayor Carlson, Councilmembers, Emily Scherschligt and John Studer

**STAFF PRESENT:** City Administrator Dan Madsen, City Engineer Steve Hegland with Stantec, City Clerk Kimberly Lenarz-Greenwaldt

**GUEST:** None

## **2. PLEDGE OF ALLEGIANCE:**

The Council recited the Pledge of Allegiance

## **3. APPROVE CONSENT AGENDA:**

Motion made by Jewett and seconded by Studer, to approve the consent agenda consisting of the following;

- A. Approve August 4<sup>th</sup>, 2025 City Council Workshop and Regular City Council Meeting Minutes
- B. Approve Payment of Claims
- C. Approve the Change to State of Minnesota as Electric Permit Inspector
- D. Approve St Therese Special Event
- E. Approve Closing the search for Assessor

Motion carried, Voting in favor was Mayor Carlson, Councilmembers Scherschligt, Studer, Jewett and Erdmann.

## **4. MATTERS FROM THE FLOOR:**

None

## **5. PLANNING & ZONING MATTERS:**

NONE

## **6. UNFINISHED BUSINESS:**

### **A. Hockey Rink Bids**

Motion was made by Studer and seconded by Erdmann to award the contract bid for the Village Park Hockey Rink to Grey Stone Construction Company in the amount \$249,165.00 and the alternate bid of \$6475.00 total of \$252,640.00.

Motion carried, Voting in favor was Mayor Carlson, Councilmembers Scherschligt, Jewett, Studer and Erdmann. 5/0 Vote.

### **B. Village Hall Tennis Court Project**

Motion was made by Jewett and seconded by Erdmann to award the contract bid to Minnesota Roadways \$129,670.00, allowing \$5,000 for subgrade corrections that may be needed and in addition \$5,500.00 if field measurements verify fitment of two additional pickleball setups. This would bring the total reconstruction cost not to exceed \$140,170.00, which is under budget for this project.

Motion carried, Voting in favor was Mayor Carlson, Councilmembers Scherschligt, Jewett, Studer and Erdmann. 5/0 Vote.

### **C. Fire Department 2026 Budget**

Motion was made by Studer and seconded by Scherschligt to approve Excelsior Fire Dept Version 7.2 including Operating and Capital Expenses as Presented.

Motion carried, Voting in favor was Mayor Carlson, Councilmembers Scherschligt, Jewett, Studer and Erdmann.

## **7. NEW BUSINESS:**

### **A. 2026 CIP Budget**

Administrator Madsen presented the first draft of the 2026 Capital Improvement Budget. Major proposed projects include a City Hall HVAC replacement, Police Department server, Public Works payload, and several Parks & Rec improvements such as tennis court fencing and partial funding for a warming house. The draft 2026 CIP totals approximately \$798,500, with future depreciation estimated at \$416,545. Revenues are projected to balance without significant levy increases. No action was needed or taken at this time.

### **B. Remote/Virtual Attendance at Council Meeting:**

Clerk Lenarz-Greenwaldt presented an overview of Minn. Stat. §13D.02, which governs remote participation by council members. The statute allows attendance via interactive technology under certain conditions, with requirements for notice, roll-call voting, and public access. While adoption of a formal policy is optional, many cities use one for consistency. Council reviewed potential scenarios for remote participation but decided to make no changes at this time; no action was taken.

### **C. Council Chambers Upgrades:**

Staff recommend Council consider Security and Sound's "Best" proposal for Chamber technology upgrades, with the "Better" option for cameras and switcher. The project addresses outdated audio and visual systems, most urgently the microphones and sound processor, and includes new wireless microphones, additional cameras, a tablet-based control system, and updated presentation equipment. The total cost is estimated at \$59,565, with a recommended not-to-exceed approval of \$58,000. Funding is available within the 2025 CIP budget, and no immediate action is required.

Motion made by Studer and seconded by Erdmann to move forward with the quote from Security and Sound not to exceed \$58,000 for everything presented.

Motion carried, Voting in favor Mayor Carlson, Councilmembers Scherschligt, Studer, Jewett and Erdmann. 5/0 Vote.

### **D. Fireworks for the 4<sup>th</sup> of July**

Council discussed the possibility of hosting a Deephaven fireworks show for the 2026 Semiquincentennial the 250<sup>th</sup> Anniversary, with estimated costs of \$42,000–\$52,000, and asked staff to look into deposit requirements and explore whether a nonprofit group such as the Friends of Thorpe Park Events Committee or Cottagewood Store would be interested in taking on the event; no action was taken, and the matter will return to the next Council meeting with additional information for further discussion.

## **8. COUNCIL REPORTS:**

- A. Mayor Report: Public works and public safety were both covered earlier in the meeting.
- B. Scherschligt: Park committee don't meet until next month
- C. Jewett: Fire district was covered earlier. Jewett did attend the LMCC budget meeting last week in place of Erdmann. Budget should be out in our next month council packet for Council review.
- D. Studer: Nothing
- E. Erdmann: Planning Commission meets tomorrow night with signage and a couple approval on the agenda

## **9. STAFF REPORT:**

- A. Police Department: Nothing to update
- B. Excelsior Fire District: Covered things earlier in meeting
- C. Public Works: Filling potholes and chip & fog seal will start next week
- D. Administration: Working on the budget
- E. Engineering Update: The will start on the hockey rink and the 2026 roadway projects

## **10. ADJOURMENT:**

Motion was made by Studer and seconded by Jewett to adjourn the meeting at 9:05pm.

Motion carried, Voting in favor was Mayor Carlson, Councilmembers Scherschligt, Studer, Jewett and Erdmann. 5/0 Vote.

Typed Respectfully on August 26<sup>th</sup>, 2025 By:  
Kimberly Lenarz-Greenwaldt  
Deephaven City Clerk