DEEPHAVEN CITY COUNCIL WORKSHOP
COUNCIL CHAMBERS, CITY HALL
20225 COTTAGEWOOD ROAD
6:00 P.M. Monday, May 18th, 2026

AGENDA

6:00 P.M. WORKSHOP

A. Fund Balance Policy
B. Odds and Ends

DEEPHAVEN CITY COUNCIL MEETING MEMORANDUM

20225 COTTAGEWOOD ROAD, DEEPHAVEN, MN 55331

City Council Meeting
Monday, May 18, 2026
New Business:
Deephaven Unassigned Fund Balance Policy

Recommended Motion: None. This matter is set on for preliminary discussion and review.

Minnesota Cities have established Fund Balance Policies to maintain adequate fund balances in government funds to mitigate against current and future financial risks, to ensure stable tax rates, and to provide support for long-term financial planning. Additionally, a proper fund balance policy supports a city's creditworthiness and proves beneficial for lower interest rates and costs for bonding or otherwise incurring debt. As an example, the City of Deephaven most recently had a credit rating review associated with the 2026A Series Bond for which the City received a perfect AAA credit rating. This credit rating was due, in part, to the City's financial performance and positive level of unrestricted fund balance. Our credit rating resulted in advantageous interest rates for our bond issuance.

Some additional benefits of carrying a higher unrestricted fund balance include the ability for cities to absorb economic downturns, avoid higher or fluctuating property tax levies to support normal governmental operations, and provide a stronger ability to manage payments given the infrequent disbursement of property taxes from the County.

There are, of course, drawbacks to cities carrying a higher unrestricted fund balance that merit consideration. If a city has an unusually high unrestricted fund balance, taxpayers may feel they are being overtaxed or that the city is not taking appropriate steps to accurately budget and levy only the taxes it needs for operation and proper planning. Additionally, idle money is not actively working for the community and some would argue these funds should be allocated to infrastructure projects or updating community needs as opposed to sitting on low interest-bearing accounts.

The proper level of an unrestricted fund balance will differ from city to city, with larger or more rural cities tending to carry low fund balances, and more affluent or smaller cities tending to carry higher fund balances.

The City of Deephaven currently has an established Fund Balance Policy that was initially drafted in the early 2000s and, apparently, most recently amended in 2011 or 2014 depending on the records reviewed. These two versions of the Fund Balance Policy have competing target minimums, with the most recent appearing to be the unrestricted fund balance requirement of ninety percent (90%) of the subsequent year's budgeted expenses.

The fund balance portion of the 2025 Deephaven Audited Financial Presentation is attached to this memorandum and provides the year end fund balances for the General Fund and Enterprise

Funds. The General Fund had an established budget in 2025 of $4,819,659, and had an unrestricted fund balance of approximately $3,566,547; or roughly 74% of that year's operating expenses. Based upon the 2026 budgeted expenses of $5,486,244, the City's fund balance would drop to approximately 65%.

Looking at our other area cities, each city has a lower established fund balance policy than the City of Deephaven. The City of Victoria has the lowest fund balance policy of our sample cities, requiring 30% in unrestricted funds as compared to the subsequent year's budgeted expenses. Minnetonka Beach boasts the highest fund balance policy, requiring 65% of the following year's budgeted expenses to be held as unrestricted funds. The other cities reviewed include Wayzata (40%), Woodland (50%), Excelsior (40%), Tonka Bay (40% to 50% range), Orono (45%) and Shorewood (60%). Staff have used a target placeholder of 70% in the attached draft policy for review, this amount should be discussed and reviewed in light of current and anticipated future budgets.

Regarding the Enterprise Funds, each fund has its own fund balance, with the Auditors using a standard recommended fifty percent (50%) target as an unrestricted fund balance. For these reports, the Auditors used the 2026 budgeted expenses compared with the 2025 year-end fund balances. The Water, Stormwater and Marina Fund all have fund balances that greatly exceed the auditor-recommended target of 50%. The Wastewater Fund does not currently meet the 50% target threshold, so some planning and a rate study will be needed to understand and address that deficit depending on the final target fund balance to be determined by the Council. Staff have used the Auditor's proposed target of 50% as a placeholder for the current draft policy.

This matter is set on for preliminary discussion and review; Staff intend to continue to make edits and changes to the draft policy pursuant to Council discussion and look forward to reviewing this information on Monday night. As always, send any questions, comments or requests for additional information you may have and we will have that information available for review on Monday night.

Sincerely,

Dan Madsen
City Administrator / Special Counsel
Deephaven, Minnesota

CITY OF DEEPHAVEN, MINNESOTA

DEEPHAVEN FUND BALANCE POLICY

Amended XXX, 2026

I. Background

The City of Deephaven recognizes that it is essential to maintain adequate fund balances in its government funds to mitigate against current and future financial risks, to ensure stable tax rates, and to provide for long-term financial planning. Historically, maintaining sufficient balances has significantly contributed to recognition of the city's continued creditworthiness, which has provided financial benefits to the city's taxpayers including lower costs of borrowing.

This policy establishes the procedures for reporting unrestricted fund balance in the financial statements in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

II. Classification of Fund Balance

The following policy applies to the city's General Fund, Enterprise Funds (Water, Sewer, Stormwater and Marina) and Capital Funds (Park Improvement Fund and Capital Improvement Fund). A Fund Balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

Nonspendable: This category includes a fund balance that is inherently nonspendable because it is either not in spendable form or is legally or contractually required to be maintained. Examples of nonspendable funds would include inventory items and prepaid amounts spent for future goods or services to be received.

Restricted: This category includes a fund balance that has externally enforceable limitations or restrictions on the usage of those funds. Restricted funds include those with restrictions externally imposed by creditors, grantors or contributors; or laws or regulations of other governments or otherwise imposed by law through constitutional provisions or enabling legislation. Examples of restricted funds include debt service levy funds or excess bond proceeds that can generally only be spent in payment of existing bond debt.

Nonspendable and Restricted Fund Balances are not addressed in this policy due to the nature of their restrictions and the lack of deference and discretion the City has in dedicating or otherwise using these funds.

Committed: This category includes funds that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council. The Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as a majority vote, or the passage of an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the Council removes or changes the specified use through the same type of formal action taken to establish the commitment. This formal action must occur prior to the end of the reporting period; however, the amount to be subject to the constraint may be determined in the subsequent period. Examples of this may include a Resolution to fund a specific project or event, such as the City's percentage of a project through a grant agreement or a cost-share allocation for a public/private partnership project.

Assigned: This category includes funds that are constrained by the Council's intended future use for specified purposes, but are neither restricted nor committed. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Administrator and/ or Finance Clerk for the purpose of reporting these amounts in the annual financial statements. Examples of this may include funding discussed by the Council for use in the construction of a park improvement or other City purchase, project or initiative that is more of an informal operating or planned expense. Budgeted items or purchases may fall into this category as well.

Unassigned: This category includes all residual positive net resources of the General Fund in excess of what can properly be classified in one of the other four categories. These funds can be used at any time by the Council for any purpose and have no prior or underlying designation or commitment. These funds would be used in the event of an emergency expense, such as an unanticipated roadway failure or loss of a critical and expensive piece of equipment. These funds would also be available to offset lost revenue through difficult economic circumstances or the unanticipated deficit in other budgeted revenues. In essence, these funds are the safety net for a City to support operations through times of adversity.

III. Minimum Unassigned Fund Balance

The most significant revenue source of the General Fund is property taxes. This revenue source is received in three installments during the year; primarily July and December, with a small corrective payment typically received in January. As such, it is the City's goal to begin each fiscal year with sufficient working capital to fund operations between semi-annual receipts of property taxes.

This policy establishes a year-end targeted unassigned fund balance amount of Seventy Percent (70%) of the subsequent year's budgeted expenditures for cash-flow timing and other lawful purposes as provided herein. At all other times the unassigned fund balance should never be less than 50% of the subsequent year's budgeted expenditures.

The City Council may consider appropriating year end fund balance in excess of the policy level for one-time expenditures, such as capital expenditures or any other lawful or authorized purpose.

IV. Enterprise Fund Balance Procedures

The most significant revenue source of the City's Enterprise Funds are the revenues generated through their annual operations. These sources of revenue can fluctuate throughout the year and are subject to more commercial-type economic pressures. This policy establishes a year-end targeted unassigned fund balance amount of Fifty Percent (50%) of the subsequent year's budgeted expenditures for cash-flow timing and other lawful purposes as provided herein. At all other times the unassigned fund balance should never be less than 25% of the subsequent year's budgeted expenditures.

V. Capital Fund Balance Procedures

Positive balances in capital funds associated with incomplete capital budget projects within the city's adopted capital improvement program are committed and unavailable for other purposes. All other positive balances in capital funds are considered assigned for the capital purposes of each fund.

The City Administrator will establish prospective fund balance guidelines for each capital fund, which will reflect the type of fund, subsequent-year budget needs, annual cash flow requirements, replacement reserves and potential contingencies. The guidelines will be used to responsibly manage balances over the five-year horizon of the city capital improvement program budget. This process will

be reflected in the City's Capital Improvement Fund Budget reviewed by the Council on an annual basis.

VI. Management and Use of Fund Balances

Any revenues received in excess of expenses as designated by the City's Auditors at the end of the fiscal year that are not categorized as restricted shall be designated, by default, as unrestricted. If the unrestricted fund balance in any fund is in excess of the established target percentage of unrestricted funds based upon the projected subsequent year's budgeted operating expenses at the end of the fiscal year, the Council may elect to commit or assign the excess fund balance to the Capital Fund or Debt Service Fund as a dedicated transfer at the Council's discretion.

If the unrestricted fund balance in any fund is deficient or otherwise below the established target percentage of unrestricted funds based upon the projected subsequent year's budgeted operating expenses at the end of the fiscal year, the City Administrator shall prepare and present options to the City Council during the annual budgeting process that will bring the fund into compliance with this policy within a reasonable time frame based upon the historic and projected operations of the subject fund.

When both restricted and unrestricted fund resources are available for use, it will be the City's policy to first use restricted resources, and then use unrestricted resources as they are needed. When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

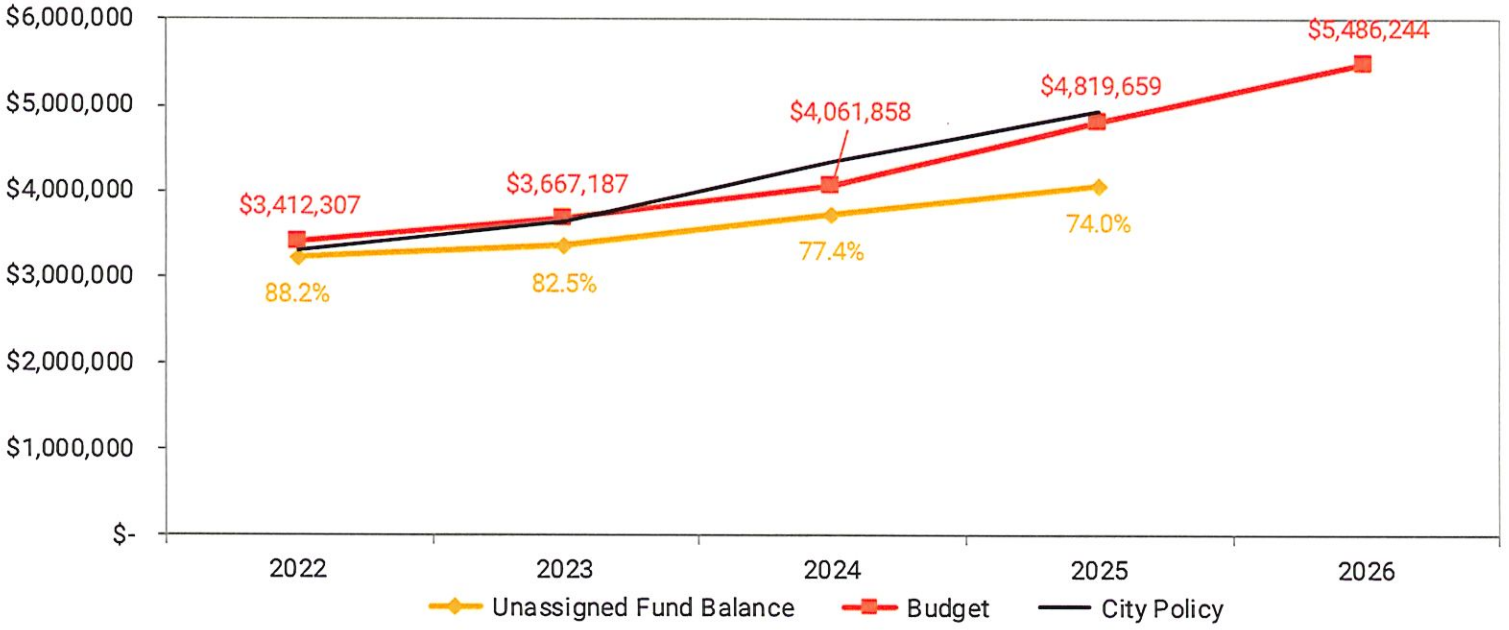
VII. Monitoring and Reporting

The City Administrator shall annually prepare the status of fund balances in relation to this policy and present to the City Council in conjunction with the annual audit and during development of the annual budget process.

Adopted by the Deephaven City Council this XX day of XXXX, 20XX.

General Fund Balances

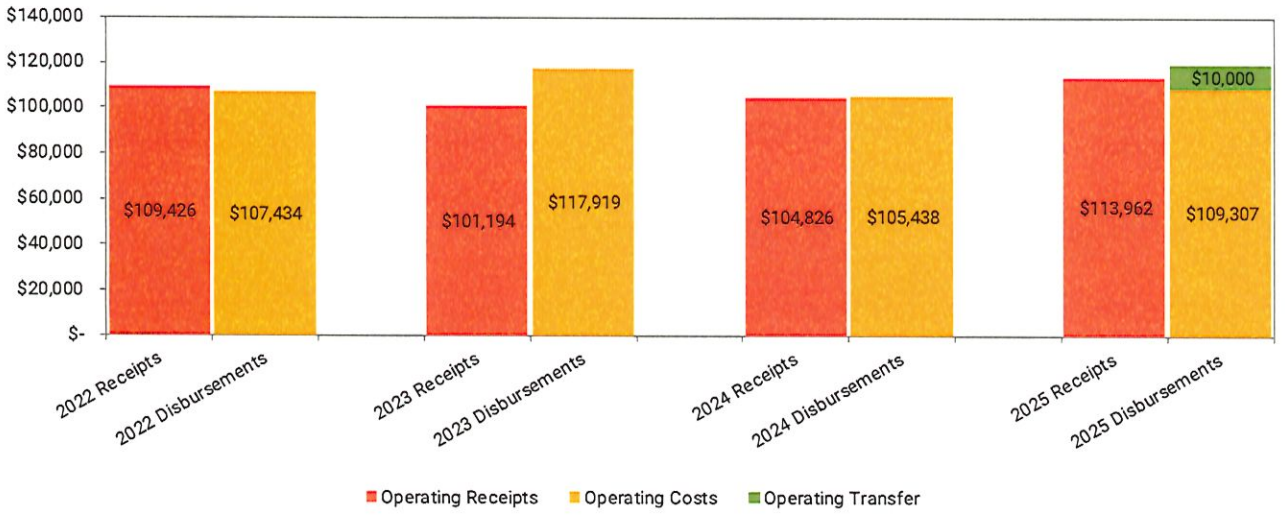
*Fund Balance Policy Goal of 90% of Following Year's Operating Budget**

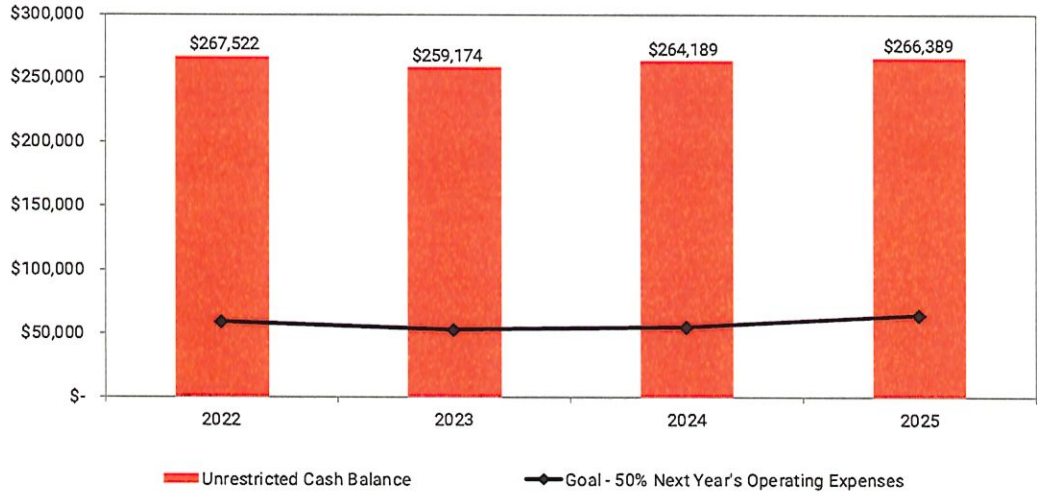


**adopted in 2011*

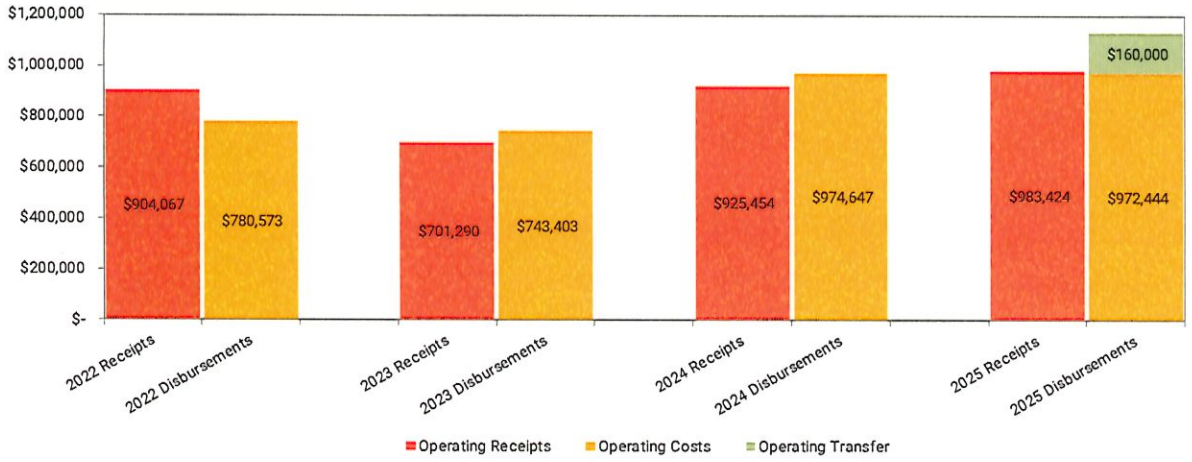
Water Fund

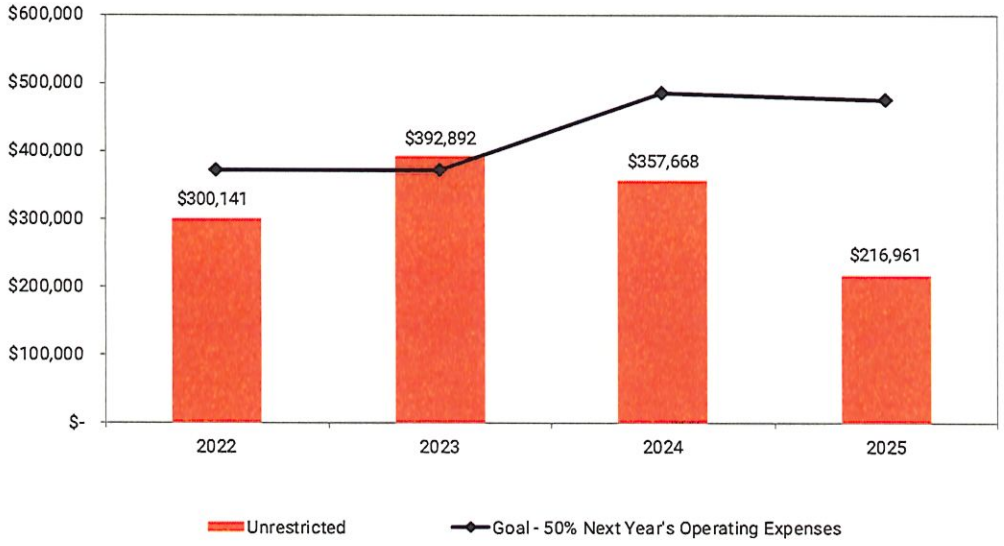
Cash Flows from Operations and Cash Balances





Note: Goal is a general recommendation and not formal City policy. Used 2026 budgeted costs for 2025's estimated goal.

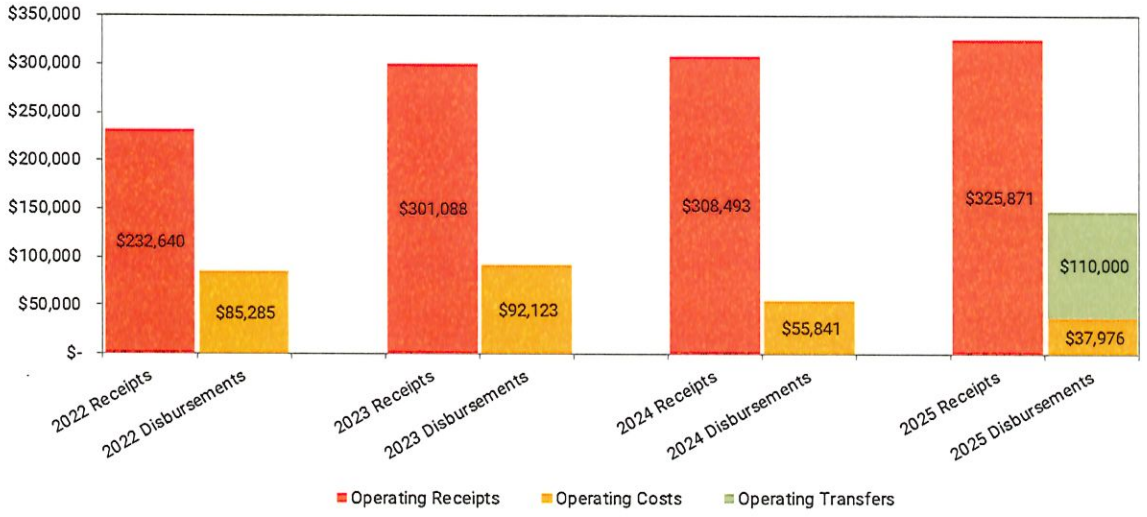


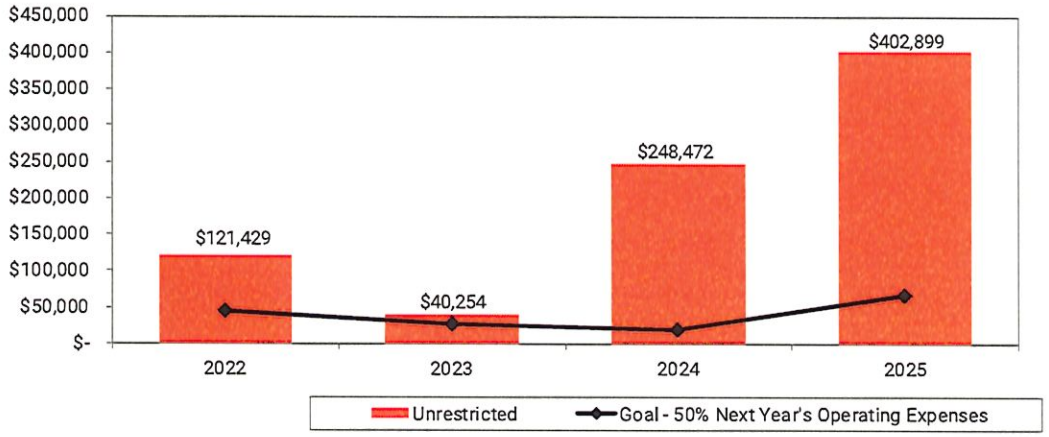


Wastewater (Sewer) Fund

Cash Flows from Operations and Cash Balances

Note: Goal is a general recommendation and not formal City policy. Used 2026 budgeted costs for 2025's estimated goal.

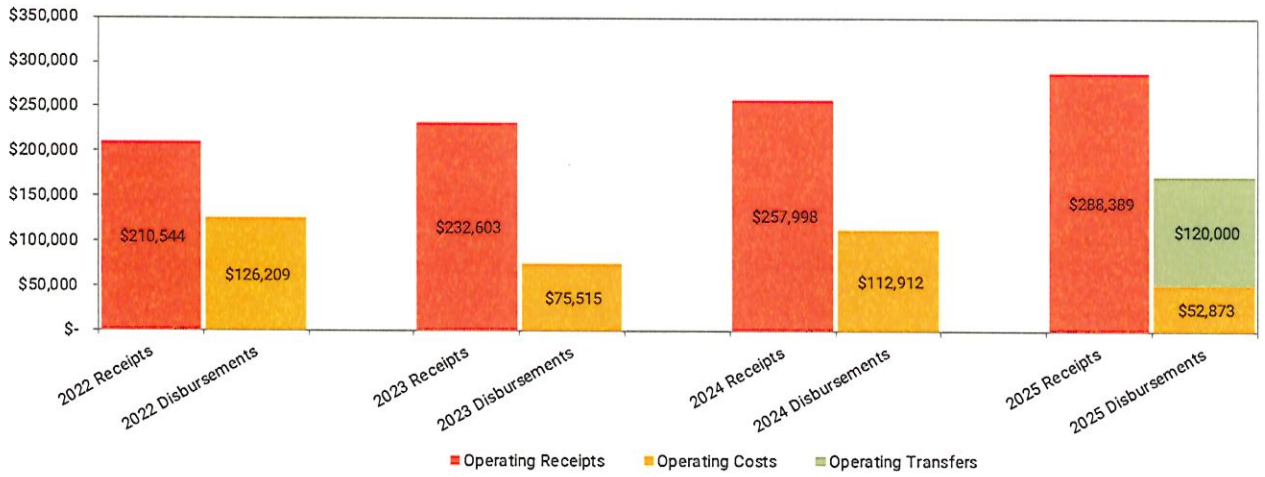


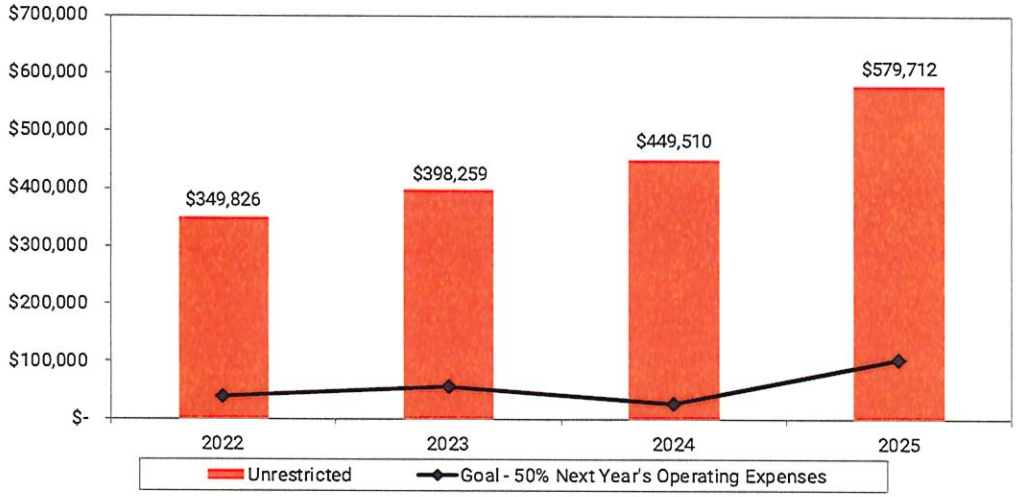


Stormwater Fund

Cash Flows from Operations and Cash Balances

Note: Goal is a general recommendation and not formal City policy. Used 2026 budgeted costs for 2025's estimated goal.





Marina Fund

Cash Flows from Operations and Cash Balances

Note: Goal is a general recommendation and not formal City policy. Used 2026 budgeted costs for 2025's estimated goal.

NO. 287-B | FEBRUARY 2009

Governmental Accounting Standards Series

Statement No. 54 of the Governmental Accounting Standards Board

Fund Balance Reporting and Governmental Fund Type Definitions



Governmental Accounting Standards Board
of the Financial Accounting Foundation

Statement No. 54 of the
Governmental Accounting
Standards Board

Fund Balance Reporting and Governmental Fund Type Definitions

February 2009



Governmental Accounting Standards Board
of the Financial Accounting Foundation
401 Merritt 7, PO Box 5116, Norwalk, Connecticut 06856-5116

Statement No. 54 of the Governmental Accounting Standards Board

Fund Balance Reporting and Governmental Fund Type Definitions

February 2009

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Statement No. 54 of the Governmental Accounting Standards Board

Fund Balance Reporting and Governmental Fund Type Definitions

February 2009

INTRODUCTION

1. National Council on Governmental Accounting (NCGA) Statement 1, *Governmental Accounting and Financial Reporting Principles,* paragraphs 118–121, established the fund balance classifications for governmental funds. Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments,* retained those classification requirements. Research conducted after implementation of Statement 34, however, found considerable differences in how governments interpret and apply the standards for fund balance reporting. The differences existed, in part, because certain terms were not well defined, which affected the amounts that were reported as reserved and unreserved fund balances. Consequently, many users have been receiving inconsistent and noncomparable information which reduced its usefulness and led to confusion as to what the information presented in fund balance reporting actually communicated. These concerns were exacerbated by two additional factors. First, different interpretations of certain aspects of the definitions of governmental fund types reduced the comparability of the governmental fund financial statements, because the funds used and the purposes for using them varied significantly from government to government. Second, the introduction of restricted net assets under Statement 34 led to confusion regarding its relationship to reserved fund balance.

2. The objective of this Statement is to improve the usefulness, including the understandability, of governmental fund balance information. This Statement provides

more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. It also clarifies the existing governmental fund type definitions to improve the comparability of governmental fund financial statements and help financial statement users to better understand the purposes for which governments have chosen to use particular funds for financial reporting.

STANDARDS OF GOVERNMENTAL ACCOUNTING AND FINANCIAL REPORTING

Scope and Applicability of This Statement

3. This Statement establishes accounting and financial reporting standards for all governments that report governmental funds. It establishes criteria for classifying fund balances into specifically defined classifications and clarifies definitions for governmental fund types.

4. This Statement supersedes NCGA Statement 1, "Summary Statement of the Principles—Types of Funds," and paragraphs 26, 118, 120, and 121; NCGA Interpretation 3, *Revenue Recognition—Property Taxes,* paragraph 10; GASB Statement No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans,* footnote 15; GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions,* footnote 13; GASB Statement 34, paragraph 84; GASB Statement No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans,* footnote 11; and GASB Interpretation No. 4, *Accounting and Financial Reporting for Capitalization Contributions to Public Entity Risk Pools,* footnotes 3 and 6. In addition, this Statement amends NCGA Statement 1, paragraphs 30, 91, and 119; NCGA Interpretation 3, paragraph 11; NCGA Interpretation 6, *Notes to the*

Financial Statements Disclosure, paragraphs 4 and 5; GASB Statement 33, footnote 9; GASB Statement 34, paragraphs 37, 64, and 65 and footnotes 24 and 38; GASB Statement No. 44, *Economic Condition Reporting: The Statistical Section,* paragraph 12; GASB Interpretation 4, paragraphs 4 and 7; and GASB Interpretation No. 6, *Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements,* paragraph 16.

Governmental Fund Reporting

Fund Balance Reporting

5. Fund balance for governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Some governments may not have policies or procedures that are comparable to those policies that underlie the classifications discussed in paragraphs 10–16 and therefore would not report amounts in all possible fund balance classifications.

Nonspendable Fund Balance

6. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned, then they should be included in the appropriate fund balance classification (restricted, committed, or assigned), rather than nonspendable fund balance. The corpus (or principal) of a

permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

7. For purposes of reporting net assets, Statement 34, paragraph 35, requires amounts that are "required to be retained in perpetuity" to be classified as "nonexpendable" within the restricted net asset category. For fund balance reporting purposes, however, those amounts should be classified as nonspendable rather than restricted.

Restricted Fund Balance

8. Except as provided for in paragraph 7, amounts that are restricted to specific purposes, pursuant to the definition of *restricted* in paragraph 34 of Statement 34, as amended by Statement No. 46, *Net Assets Restricted by Enabling Legislation,* should be reported as *restricted fund balance.* Fund balance should be reported as restricted when constraints placed on the use of resources are either:

a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
b. Imposed by law through constitutional provisions or enabling legislation.

9. *Enabling legislation,* as the term is used in this Statement, authorizes the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a *legally enforceable* requirement that those resources be used only for the specific purposes stipulated in the legislation. *Legal enforceability* means that a government can be compelled by an external party—such as citizens, public interest groups, or the judiciary—to use resources created by enabling legislation only for the purposes specified by the legislation.

Committed Fund Balance

10. Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority should be reported as committed fund balance. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (for example, legislation, resolution, ordinance) it employed to previously commit those amounts. The authorization specifying the purposes for which amounts can be used should have the consent of both the legislative and executive branches of the government, if applicable. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

11. In contrast to fund balance that is restricted by enabling legislation, as discussed in paragraph 9, amounts in the committed fund balance classification may be redeployed for other purposes with appropriate due process, as explained in paragraph 10. Constraints imposed on the use of *committed* amounts are imposed by the government, separate from the authorization to raise the underlying revenue. Therefore, compliance with constraints imposed by the government that *commit* amounts to specific purposes is not considered to be legally enforceable, as defined in paragraph 9.

12. The formal action of the government's highest level of decision-making authority that commits fund balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

Assigned Fund Balance

13. Amounts that are constrained by the government's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance, except for stabilization arrangements, as discussed in paragraph 21. Intent should be expressed by (a) the governing body itself or (b) a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

14. Both the committed and assigned fund balance classifications include amounts that have been constrained to being used for specific purposes by actions taken by the government itself. However, the authority for making an assignment is not required to be the government's highest level of decision-making authority. Furthermore, the nature of the actions necessary to remove or modify an assignment is not as prescriptive as it is with regard to the committed fund balance classification. Constraints imposed on the use of assigned amounts are more easily removed or modified than those imposed on amounts that are classified as committed. Some governments may not have both committed and assigned fund balances, as not all governments have multiple levels of decision-making authority.

15. Assigned fund balance includes (a) all remaining amounts (except for negative balances, as discussed in paragraph 19) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed and (b) amounts in the general fund that are intended to be used for a specific purpose in accordance with the provisions in paragraph 13. By reporting particular amounts that are not restricted or committed in a special revenue, capital projects, debt

service, or permanent fund, the government has *assigned* those amounts to the purposes of the respective funds. Assignment within the general fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the government itself. However, governments should not report an assignment for an amount to a specific purpose if the assignment would result in a deficit in unassigned fund balance.

16. An appropriation of existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance. As discussed in paragraph 15, assignments should not cause a deficit in unassigned fund balance to occur.

Unassigned Fund Balance

17. Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance, as discussed in paragraph 19.

Classifying Fund Balance Amounts

18. Fund balance classifications should depict the nature of the net resources that are *reported* in a governmental fund. An individual governmental fund could include

nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. Typically, the general fund also would include an unassigned amount. A government should determine the composition of its ending fund balance by applying its accounting policies regarding whether it considers restricted or unrestricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available. Similarly, within unrestricted fund balance, the classification should be based on the government's accounting policies regarding whether it considers committed, assigned, or unassigned amounts to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used. If a government does not establish a policy for its use of unrestricted fund balance amounts, it should consider that committed amounts would be reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

19. The amount that should be reported as nonspendable fund balance, as described in paragraph 6, should be determined before classifying amounts in the restricted, committed, and assigned fund balance classifications, as discussed in paragraph 18. In a governmental fund other than the general fund, expenditures incurred for a specific purpose might exceed the amounts in the fund that are restricted, committed, and assigned to that purpose and a negative residual balance for that purpose may result. If that occurs, amounts assigned to other purposes in that fund should be reduced to eliminate the deficit. If the remaining deficit eliminates all other assigned amounts in the fund, or if there are no

amounts assigned to other purposes, the negative residual amount should be classified as *unassigned* fund balance. In the general fund, a similar negative residual amount would have been eliminated by reducing unassigned fund balance pursuant to the policy described in paragraph 18. A negative residual amount should not be reported for restricted, committed, or assigned fund balances in any fund.

Stabilization Arrangements

20. Some governments formally set aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise. Those amounts are subject to controls that dictate the circumstances under which they can be spent. Many governments have formal arrangements to maintain amounts for budget or revenue stabilization,[1] working capital needs, contingencies or emergencies, and other similarly titled purposes. The authority to set aside those amounts generally comes from statute, ordinance, resolution, charter, or constitution. Stabilization amounts may be expended only when certain specific circumstances exist. The formal action that imposes the parameters for spending should identify and describe the specific circumstances under which a need for stabilization arises. Those circumstances should be such that they would not be expected to occur routinely. For example, a stabilization amount that can be accessed "in an emergency" would not qualify to be classified within the committed category because the circumstances or conditions that constitute an emergency are not sufficiently detailed, and it is not unlikely that an "emergency" of some nature would routinely occur. Similarly, a stabilization amount that can be accessed to offset an "anticipated revenue shortfall"

[1]Throughout this Statement, the term *stabilization* is used to refer to economic stabilization, revenue stabilization, budgetary stabilization, and other similarly intended (including "rainy-day") arrangements.

would not qualify unless the shortfall was quantified and was of a magnitude that would distinguish it from other revenue shortfalls that occur during the normal course of governmental operations.

21. For the purposes of reporting fund balance, stabilization is considered a *specific purpose,* as discussed in paragraph 5. Stabilization amounts should be reported in the general fund as restricted or committed if they meet the criteria set forth in paragraphs 8–11, based on the source of the constraint on their use. Stabilization arrangements that do not meet the criteria to be reported within the restricted or committed fund balance classifications should be reported as *unassigned* in the general fund. A stabilization arrangement would satisfy the criteria to be reported as a separate special revenue fund only if the resources derive from a specific restricted or committed *revenue* source, as required by paragraph 30.

Displaying Fund Balance Classifications on the Face of the Balance Sheets

22. Amounts for the two components of nonspendable fund balance—(a) not in spendable form and (b) legally or contractually required to be maintained intact—as described in paragraph 6, may be presented separately, or nonspendable fund balance may be presented in the aggregate. Restricted fund balance may be displayed in a manner that distinguishes between the major restricted purposes, or it may be displayed in the aggregate. Similarly, specific purposes information for committed and assigned fund balances may be displayed in sufficient detail so that the major commitments and assignments are evident to the financial statement user, or each classification may be displayed in the aggregate.

Fund Balance Disclosures

Fund Balance Classification Policies and Procedures

23. Governments should disclose the following about their fund balance classification policies and procedures in the notes to the financial statements:

a. For *committed* fund balance: (1) the government's highest level of decision-making authority and (2) the formal action that is required to be taken to establish (and modify or rescind) a fund balance commitment
b. For *assigned* fund balance: (1) the body or official authorized to assign amounts to a specific purpose and (2) the policy established by the governing body pursuant to which that authorization is given
c. For the classification of fund balances in accordance with paragraph 18: (1) whether the government considers restricted or unrestricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available and (2) whether committed, assigned, or unassigned amounts are considered to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Reporting Encumbrances

24. For governments that use encumbrance accounting, significant encumbrances should be disclosed in the notes to the financial statements by major funds and nonmajor funds in the aggregate in conjunction with required disclosures about other significant commitments. Encumbered amounts for specific purposes for which resources already have been restricted, committed, or assigned should not result in separate display of the encumbered amounts within those classifications. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned should not be classified as unassigned but, rather, should be included within committed or assigned fund balance, as appropriate, based on the definitions and criteria in paragraphs 10–16.

Details of Fund Balance Classifications Displayed in the Aggregate

25. If nonspendable fund balance is displayed in the aggregate on the face of the balance sheet, amounts for the two nonspendable components should be disclosed in the notes to the financial statements. If restricted, committed, or assigned fund balances are displayed in the aggregate, specific purposes information, as required in paragraph 22, should be disclosed in the notes to the financial statements. Governments may display the specific purpose details for some classifications on the face of the balance sheet, as discussed in paragraph 22, and disclose the details for other classifications in the notes to the financial statements.

Stabilization Arrangements

26. Governments that establish stabilization arrangements, even if an arrangement does not meet the criteria to be classified as restricted or committed, should disclose the following information in the notes to the financial statements:

a. The authority for establishing stabilization arrangements (for example, by statute or ordinance)
b. The requirements for additions to the stabilization amount
c. The conditions under which stabilization amounts may be spent
d. The stabilization balance, if not apparent on the face of the financial statements.

Minimum Fund Balance Policies

27. If a governing body has formally adopted a minimum fund balance policy (for example, in lieu of separately setting aside stabilization amounts), the government should describe in the notes to its financial statements the policy established by the government that sets forth the minimum amount.

Governmental Fund Type Definitions

28. Governmental fund types include the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds, as discussed in paragraphs 29–35.

General Fund

29. The general fund should be used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds

30. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term *proceeds of specific revenue sources* establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. Those specific restricted or committed revenues may be initially received in another fund and subsequently distributed to a special revenue fund. Those amounts should not be recognized as revenue in the fund initially receiving them; however, those inflows should be recognized as revenue in the special revenue fund in which they will be expended in accordance with specified purposes. Special revenue funds should not be used to account for resources held in trust for individuals, private organizations, or other governments.

31. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund.[2] Other

[2]For revolving loan arrangements that are initially funded with restricted grant revenues, the consideration may be whether those restricted resources continue to comprise a substantial portion of the *fund balance* in the fund's balance sheet.

resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources.

32. Governments should disclose in the notes to the financial statements the purpose for each major special revenue fund—identifying which revenues and other resources are reported in each of those funds.

Capital Projects Funds

33. Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

Debt Service Funds

34. Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. Debt service funds should be used to report resources if legally mandated. Financial resources that are being accumulated for principal and interest maturing in future years also should be reported in debt service funds.

Permanent Funds

35. Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs—that is, for the benefit of the government or its citizenry. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments.

EFFECTIVE DATE AND TRANSITION

36. The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented. Changes to the fund balance information presented in a statistical section may be made prospectively, although retroactive application is encouraged. If the information for previous years is not restated, governments should explain the nature of the differences from the prior information.

The provisions of this Statement need not be applied to immaterial items.

This Statement was adopted by the affirmative votes of six members of the Governmental Accounting Standards Board. Mr. Williams dissented.

Members of the Governmental Accounting Standards Board:

Robert H. Attmore, *Chairman*
Michael D. Belsky
William W. Holder
Jan I. Sylvis
Marcia L. Taylor
Richard C. Tracy
James M. Williams

DEEPHAVEN CITY COUNCIL MEETING
COUNCIL CHAMBERS, CITY HALL
20225 COTTAGEWOOD ROAD
7:00 p.m. Monday, May 18th, 2026

AGENDA

1. **CALL MEETING TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVE CONSENT AGENDA**

   A. Approve May 4th, 2026 Workshop and Council Meeting Minutes
   B. Approve Payment of Claims
   C. Approve Special Event - Friedrichs Birthday Party
   D. Approve Special Event - Tonka Online year end party
   E. Approve Special Event - Cub Scout end of year celebration
   F. Approve Special Event – Macgregor Birthday Party
   G. Approve Special Event - Wedding at Fire Station

4. **MATTERS FROM THE FLOOR**
   Residents may address the Council on matters not on the agenda and are required to register with the City Administrator and/or the provided sign-up sheet prior to the start of the meeting. Those wishing to speak are limited to three (3) minutes and must state their name and address for the record.

5. **PLANNING & ZONING MATTERS**

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**
   A. Deephaven Fund Balance Policy Discussion and Review
   B. Minnetonka Boulevard Storm Sewer Replacement
   C. Village Hall Pavilion Engineering / Civil Design Proposal

8. **COUNCIL REPORTS:**
   A. Mayor Report: Public Safety / Public Works, Planning, Weeds, Personnel & Finance
   B. Scherschligt: Park, Personnel & Finance, Events
   C. Jewett: Fire Board
   D. Studer: Public Safety / Public Works
   E. Erdmann: Planning, LMCC Board

9. **DEPARTMENT REPORTS**
   A. Police Department:
   B. Excelsior Fire District
   C. Public Works
   D. Administration
   E. Engineering Update

10. **ADJOURNMENT**

DEEPHAVEN CITY COUNCIL WORKSHOP MINUTES
5:00 p.m., Monday, May 4, 2026

1. **CALL MEETING TO ORDER:** Mayor Kent Carlson, called the Workshop to order at approximately 5:00 p.m.

   COUNCIL PRESENT: Mayor Kent Carlson and Councilmembers Tom Erdmann, Emily Scherschligt, Tony Jewett and John Studer
   STAFF: City Administrator / Special Counsel, Dan Madsen

WORKSHOP:

A. Excelsior EFD / Rotary Firework Funding Request

Members of the City Council and Staff reviewed the request made by the Excelsior Rotary that the City of Deephaven fund a portion of the approximate $21,000 shortfall needed to host the Excelsior Fireworks display this 4th of July. It was noted that the request was made for Deephaven to contribute through the EFD, but that it was unclear whether or not the request was for the EFD to provide services equivalent to the requested amount, or whether the Rotary was asking the EFD to contribute that amount in funding directly to the event. It was also noted that the Rotary had not presented a formal request, documentation or a basis to support the stated funding, and that the Rotary had not started their fundraising campaign. It was generally discussed that Deephaven supported the Excelsior Fireworks event, but that Deephaven had also contributed to the Yacht Club Fireworks Event and had concerns about funding a different City Event. No formal action was taken as this matter was set on for discussion purposes only.

B. I&I Inspection Process Discussion

Members of the Staff and Council generally discussed the I&I Inspection Policy. It was discussed that there were only two or three lakes-area cities that had similar policies, and that the cost to the residents was cheaper under the practices of those cities. The Deephaven process utilizes the City Engineer for review of lateral service video, a service the other cities utilize their televising company to provide. It was also discussed that other cities have contracted for one company to conduct all televising inspections on behalf of their cities, a process that may save their residents some costs. It was also discussed that there were benefits to having the City Engineer perform inspections, as they are perceived as a neutral third party, and that allowing residents to use their own companies for televising provides more freedom to them in terms of both contracting and scheduling. No formal action was taken as this matter was set on for discussion purposes only. It was generally understood that this matter may be brought back in the future for additional consideration and review.

C. Odds and Ends

Members of the Council and Staff discussed the requests to have vending machines in City Parks. The Council was clear in their general disfavoring of that opportunity. The Council again discussed Pickleball hours of operation and signage on the Village Hall Park. Staff noted that the were applying for a grant to cover the cost of sound mitigation screening, and that Staff would be installing signage limiting the hours of Pickleball operation. No formal action was taken as this matter was set on for discussion purposes only.

Motion was then made by Studer, and seconded by Jewett, to adjourn the meeting at approximately 5:57 p.m. Motion carried, voting in favor were Carlson, Jewett, Scherschligt, Studer, and Erdmann, and the workshop was adjourned.

Typed and submitted Thursday, May 14, 2026
Dan Madsen
City Administrator / Special Counsel
Deephaven, Minnesota

DEEPHAVEN LOCAL BOARD OF APPEAL AND EQUALIZATION MINUTES
6:00 p.m., Monday, May 4, 2026

CALL MEETING TO ORDER: Mayor Kent Carlson called the Local Board of Appeal and Equalization to order at approximately 6:00 p.m.

PRESENT: Mayor Kent Carlson and Councilmembers Tom Erdmann, Emily Scherschligt, Tony Jewett and John Studer
ABSENT: None
STAFF: City Administrator / Special Counsel, Dan Madsen; Hennepin County Appraiser, Michael Smerdon; and Melody Devine and Josh Whitney from the Hennepin County Assessor's Office

Mayor Carlson opened the Public Hearing at approximately 6:00 p.m.

Appraiser Smerdon opened the meeting with a review of the valuation appeal process, statutory requirements and timelines involved in the property market valuation process. Mr. Smerdon then provided a list of properties and property owners with whom he met and arrived at an agreed upon valuation for valuation in 2026 for taxes payable in 2027. Also on the list were properties he had not had an opportunity to inspect or review. Board action was requested on all seven properties identified.

18056 Shavers Lake Drive: Appraiser Smerdon and the property owner arrived at an agreed upon valuation of $889,200. Motion was made by Jewett, and seconded by Scherschligt, to approve the valuation as presented. Motion carried by unanimous vote.

20425 Summerville Road: Appraiser Smerdon and the property owner arrived at an agreed upon valuation of $694,100. Motion was made by Jewett, and seconded by Studer, to approve the valuation as presented. Motion carried by unanimous vote.

Appraiser Smerdon then began the discussion and review of properties that were filed as new appeals at the Board of Appeal and Equalization Hering.

19760 Lakeview Avenue: The property owner and Appraiser Smerdon agreed that the classification of the property should be changed from Seasonal/Recreational to Non-Homestead. Motion was made by Erdmann, and seconded by Jewett, to approve the reclassification. Motion carried by unanimous vote.

Appraiser Smerdon then read addresses into the record that filed an appeal prior to the Local Board of Appeal and Equalization Hearing that he did not have a chance to review or discuss with the property owner.

43000 Chimo East: Appraiser Smerdon recommended no change to the valuation, which preserves the property owner's ability to appeal the valuation to the County Board. Motion was

made by Jewett to affirm the valuation, which was seconded by Erdmann. Motion carried by unanimous vote.

4220 Jefferson Street: Appraiser Smerdon recommended no change to the valuation, which preserves the property owner's ability to appeal the valuation to the County Board. Motion was made by Jewett to affirm the valuation, which was seconded by Scherschligt. Motion carried by unanimous vote.

4240 Jefferson Street: Appraiser Smerdon recommended no change to the valuation, which preserves the property owner's ability to appeal the valuation to the County Board. Motion was made by Erdmann to affirm the valuation, which was seconded by Jewett. Motion carried by unanimous vote.

20580 Carson Road: Appraiser Smerdon recommended no change to the valuation, which preserves the property owner's ability to appeal the valuation to the County Board. Motion was made by Jewett to affirm the valuation, which was seconded by Scherschligt. Motion carried by unanimous vote.

After additional discussion and review, motion was made by Jewett to close the public hearing and adjourn the meeting, which was seconded by Studer. Motion carried by unanimous vote and the meeting was adjourned at approximately 6:27 p.m.

Typed and submitted Thursday, May 14, 2026
Dan Madsen
City Administrator / Special Counsel
Deephaven, Minnesota

DEEPHAVEN CITY COUNCIL MEETING MINUTES
7:00 P.M. Monday May 4th, 2026

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, Tony Jewett, John Studer and Tom Erdmann

ABSENT:

STAFF PRESENT: City Administrator Dan Madsen, City Planner Pat Smith, City Clerk Kimberly Lenarz-Greenwaldt, Finance Clerk Andrew Keller and City Engineer Steve Hegland with Hakanson Anderson,

GUEST: Jason Aarsvold from Ehlers, Greg Roane, Angie Hauth, Tim Jones, Gary Nelson, Mark Berg and Annie Tursi

2. PLEDGE OF ALLEGIANCE:

The Council recited the Pledge of Allegiance

3. APPROVE THE CONSENT AGENDA:

Motion made by Jewett and seconded by Scherschligt to approve the Consent Agenda and to approve the following item;

A. Approve April 20th, 2026 Workshop, LBAE public hearing and Council meeting minutes
B. Approve Payment of Claims
C. Approve Park Fertilization
D. Approve Minnetonka Preschool and ECFE Specail Event
E. Approve Stormwater Basin Repair at Children's Park
F. Approve Hire of Joshua Young as a Seasonal Community Service Officer

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

4. MATTERS FROM THE FLOOR:

None

5. RESOLUTION AUTHORIZING ISSUANCE AND REWARDING SALE OF THE BOND OF THE 2026A SERIES BOND:

Jason Aarsvold from Ehlers presented the sale results for the $3,805,000 General Obligation Tax Abatement Bonds, Series 2026A, for the 2026 street project and answered questions from the Council. Ehlers reported that nine bids were received, with TD Financial Products LLC submitting the lowest bid at 3.1244%.

Motion was made by Scherschligt and seconded by Jewett to approve the $3,805,000 General Obligation Tax Abatement Bonds, Series 2026A, for the 2026 street project.

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

6. PLANNING & ZONING MATTERS:

A. Showcase event for 18720 Minnetonka Boulevard

Smith presented the staff report. Pillar Homes is requesting that the newly remodeled house is in the upcoming Artisan Home Tour. They are only asking to be in one (June 19-21) of the three weekends that the Artisan Home Tour is held.

Councilmember Studer asked if there were any other open house events that same weekend. Smith said there is one on Linwood Road.

Councilmember Jewett appreciated that it is for only one weekend. Councilmember Scherschligt noted that the City's road construction project should not have an impact on the shuttle route.

Motion by Councilmember Studer, seconded by Councilmember Jewett, to accept the recommendation and findings of staff and approve Showcase Event Permit to include the house at 18720 Minnetonka Boulevard in the upcoming Artisan Home Tour. Motion carried 5/0.

B. Conditional Use Permit for a Wall Sign at 3610 County Road 101

Smith presented the staff report. The applicant is proposing to install a new all sign above the north entrance. The proposed sign has a dual color perforated film that appears black when unlit, and then when illuminated the white light shows through.

Motion by Councilmember Studer, seconded by Councilmember Erdmann, to accept the recommendation and findings of staff and the Planning Commission and approve a conditional use permit to add a wall sign to the north façade at 3610 County Road 101, as presented. Motion carried 5/0.

C. Lake Yard Variance and Side Yard Variance for a porch at 20060 Minnetonka Boulevard

Smith presented the staff report. The applicant is requesting a lake yard setback variance and a side yard setback variance conjunction with adding a porch to the side and rear of the existing house. According to Hennepin County records, the subject house was constructed in 1965. The house was constructed with a lake yard setback of 50.9 feet making the house a legal non-conforming structure. The applicants are proposing to remove six feet of the driveway (204 SF total), which is not needed and would result in reducing the hardcover from 33.8% to 32.7%.

Councilmember Jewett asked why the two Planning Commissioners recommended denial. Smith stated the all the Planning Commissioners recommended approval of the lake yard setback variance. The two Planning Commissioners had concerns about the side yard setback variance as an illegal lean-to should not set precedence. Councilmember Erdmann noted that the Planning Commission recommended approval of the two variance request as the homeowner was making the site more compliant with the zoning ordinance and the adjacent homeowner was supportive of the variance request.

Motion by Councilmember Jewett, seconded by Councilmember Studer, to accept the recommendation and findings of staff and the Planning Commission and approve a variance to encroach 4.8 feet into the minimum required side yard setback and 41.7 feet into the lake yard setback to construct a covered walkway and porch for the house located at 20060 Minnetonka Boulevard, as proposed. Motion carried 5/0.

D. Conditional Use Permit to Exceed Hardcover Limit for an Addition at 18745 Rutledge Road

Smith presented the staff report. The house was completed in 2017 with a hardcover of 24.5%. After issuance of the Certificate of Occupancy, the driveway was expanded from 817 SF to 1204 SF and a 768-square-foot patio was added to the rear of the house. The existing hardcover is 33.1%. The applicants are proposing to reduce the patio from 768 SF to 639 SF and add two small additions to the rear of the house 482 SF. The resulting hardcover would increase from 34.8% to 36.6%.

Mayor Carlson appreciates when residents come forward to address non-conforming items.

Councilmember Scherschligt said she visited the site and believes the project will improve the stormwater drainage for both properties east and west of the subject site.

Motion by Councilmember Scherschligt, seconded by Councilmember Erdmann, to accept the recommendation and findings of staff and recommend the City Council approve a conditional use permit to increase the hardcover to 36.6% for an addition to the house located at 18745 Rutledge Road, as presented. Motion carried 5/0.

E. Side Yard Setback Variance and Conditional Use Permit to Exceed Hardcover Limit for a New House at 18965 Lake Avenue

Smith presented the staff report. Tim Jones and Angie Hauth are requesting variances to encroach one foot into the west side yard setback and 3.1 feet into the east side yard setback and a Conditional Use Permit to exceed the hardcover limit by 5.1% in conjunction with constructing a new house. The existing house has non-conforming side yard setbacks on both sides of the house. The new house would improve the westerly side yard setback.

The current site has a hardcover of 17.5%. The proposed development would increase the hardcover to 30.1%. The applicants are proposing to mitigate the hardcover over 25% by installing an infiltration trench in the backyard. The infiltration trench is designed to be 4 feet wide x 12 feet long x 3 feet deep. The amount of hardcover that exceeds the 25% limit requires treatment of 42.8 cubic feet. The applicant is providing 43.2 cubic feet of stormwater treatment.

Councilmember Erdmann mentioned that the neighbor to the east had concerns about how the new house and shared access driveway would possibly affect the value of her house.

Councilmember Erdmann said that the new house will move much closer to the street, which will be a change for this neighborhood. Councilmember Studer stated that if the house was moved back to the location of the existing house, it would increase the hardcover.

Mayor Carlson appreciates property owners updating the City's housing stock. Councilmember Scherschligt asked the homeowner about the recommended shift of the house one-foot to the west. Tim Jones, applicant, addressed the City Council. He said the one foot will help access the side-loaded garages. He was only trying to center the new house on the lot.

Councilmember Jewett asked about the driveway. Is the owner going to pave the entire driveway? Tim Jones stated that the shared access easement agreement allows either homeowner the ability to unilaterally improve the driveway. He's planning on paving what is shown on the proposed survey. Tim Jones noted that both neighbors will use the newly paved driveway. Tim Jones said the easement states that plowing and maintenance are shared expenses.

Councilmember Jewett complemented the homeowner for writing the narrative for the variance request.

Gary Nelson, 3840 Talton Place, addressed the City Council. He met with the City Engineer on site and understands the stormwater runoff and is fine with the proposed project.

Motion by Councilmember Studer, seconded by Councilmember Erdmann, to accept the recommendation and findings of staff and recommend the City Council approve a variance to encroach 2.1 feet into the east side yard setback, a variance to encroach 2 feet into the west side yard setback and a Conditional Use Permit to exceed the hardcover limit by 5.1% in conjunction with building a new house at 18965 Lake Avenue adding a condition that the house be moved one-foot to the west. Motion carried 5/0.

F. Conditional Use Permit to Exceed Hardcover Limit at 20445 Park Place

Smith presented the staff report. Arien Yineman, Measured Inc., is requesting a Conditional Use Permit to exceed the hardcover limit by 11.5% in conjunction with constructing an addition to the rear of the house. The applicant is proposing to mitigate the additional hardcover by installing a rain garden in the backyard. The effective hardcover is 21.2%. The City Engineer has reviewed and approved the grading and stormwater management plans.

Councilmember Scherschligt asked about the different hardcover numbers. Smith stated that the plans have changed four times and the numbers for the stormwater plan probably did not change accordingly.

Councilmember Erdmann said that the Planning Commission appreciated that the hardcover was mitigated to 21%. Councilmember Studer commended the applicant for listening to neighbors and the Planning Commission and making improvements to the plan. Councilmember Jewett asked if the Planning Commission discussed reducing the driveway. Smith stated no. Councilmember Erdmann said the two main concerns of the neighbors at the Planning Commission meetings were stormwater runoff and sight lines.

Councilmember Jewett stated that this house is located in the shoreland overlay district (within 1000 feet of Lake Minnetonka). Councilmember Jewett said that the stormwater drainage system should work. He said the overflow will go south to the wetland.

Motion by Councilmember Studer, seconded by Councilmember Scherschligt, to accept the recommendation and findings of staff and the Planning Commission and approve a Conditional Use Permit to exceed the hardcover limit by 10% in conjunction with building an addition to the house at 20445 Park Place, as proposed. Motion carried 5/0.

G. Rezoning to a PUD for a New Building at 19450 Park Avenue

Smith presented the staff report. The Minnetonka Yacht Club is proposing to build a building for meetings and shelter; however, that type of use is not permitted in the R-3 Zoning District; therefore, the Minnetonka Yacht Club is requesting to rezone the island from R-3 to a Planned Unit Development (PUD).

Since the mid 1950's, Minnetonka Yacht Club has owned Bug Island. Members store sailboats on boat lifts or on land dollies. Minnetonka Yacht Club is proposing to construct a 30' x 16.5' clubhouse and a 700 SF patio on Bug Island. The building and patio would be used for the following purposes:

- Storage for maintenance and safety equipment
- Changing areas and storage for members' gear
- Shelter for sailors during sudden inclement weather
- Pre/post-race gathering spaces for fleet camaraderie and coaching
- Provide an inviting space that enables Social Members a setting to interact with Sailing Members.

Councilmember Erdmann asked if the City Council is approving the building plans. Smith stated that the City Council is approving the rezoning and new zoning regulations for this specific PUD-3 zoning district. If the property owner submits a building plan meeting those standards, then the building permit could be approved administratively. Otherwise, the property owner would have to ask the City Council to amend the PUD standards.

Councilmember Scherschligt did not have an issue with the 10:30 pm curfew. Councilmember Studer is comfortable with a 10:30 pm curfew as well. Councilmember Scherschligt asked about trash pickup. Tara Engebretson said they will be picking up trash on a weekly basis.

Councilmember Jewett asked if the Yacht Club ever looked into extending sewer to the island. Mark Bury, addressed the City Council. They have not explored the cost bringing water and sewer to the island. Smith stated that staff recommended the building not have a bathroom because the original proposal included a compostable toilet with no plans for removing waste and that the nearest resident had concerns about having a portable toilet on the island. Councilmember Erdmann supported not allowing a toilet on the island if sewer was not available.

Councilmember Scherschligt asked if the building will be open or locked during non-operating hours. Mark Bury said they have not discussed that. During the winter season, the building will be locked and not used.

Motion by Councilmember Jewett, seconded by Councilmember Studer, to rezone 19450 Park Avenue from R-2 to PUD-3, removing the prohibiting of a bathroom and changing the hours of operation from 6AM – 9:30PM to 6AM – 10:30PM. Motion carried 4/1. Councilmember Erdman voting nay.

H. Creating the Public and Institutional Use Zoning Districts

Smith presented the staff report. State law requires the cities' comprehensive plans to be consistent with the zoning ordinance. Minnesota statute 473.858 states, "If the comprehensive municipal plan is in conflict with the zoning ordinance, the zoning ordinance shall be brought into conformance with the plan by local government units in conjunction with the review." There are several properties that are guided public or institutional but zoned differently. Smith compared the proposed development regulations and the existing development of Calvary Church, St. Therese school and the Minnetonka Community Education Center. Smith is also recommending that the City adopt a Building and Site Plan review process that would require all new commercial and public buildings to go to the Planning Commission for a public hearing and the City Council for review and approval. So even if a commercial development did not require a variance or a conditional use permit, a new building or large expansion would require a public hearing at the Planning Commission and review by the City Council.

Councilmember Scherschligt recommended that the two public zoning districts be identified as P – Public and PI – Public/Institutional.

Smith stated that the intention is for all public parks would be rezoned from Residential to Public. Mayor Carlson said otherwise, a future City Council could develop a park for a residential subdivision without a public hearing or rezoning.

Councilmember Erdmann said the Planning Commission supported the change and that the proposed rezonings would help eliminate the possibility of the City selling parks like Pump Park that are zoned Commercial.

Councilmember Scherschligt asked about the Conditional Uses listed in the Residential zoning districts if those would need to be listed any longer with the rezoning of parks to Public. Smith said that should be done after the parks have all been rezoned to Public.

Motion by Councilmember Erdmann, seconded by Councilmember Studer, to establish two new zoning districts for public parks (P) and public and institutional buildings (PI). Motion carried 5/0.

7. UNFINISHED BUSINESS:

A. 2026 Street Project Geotechnical Testing and Construction Administration

Steve Hegland, City Engineer, presented proposals for geotechnical testing and construction administration services for the 2026 Street Improvement Project. Council reviewed the proposals and approved Haugo Geotechnical Services for testing services and Stantec for construction administration services for the project.

Motion was made by Studer and seconded by Erdmann to award the geotechnical testing service for the 2026 Street Improvement Project to Haugo Geotechnical Services in the amount if $30,246 and award the construction administration to Stantec in the amount of $335,012.

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

8. NEW BUSINESS:

A. First Quarter Budget Review:

Andrew Keller, Finance Clerk/Treasurer, presented the 2026 1st Quarter Finance Report and was present to answer any questions the Council may have. No motion needed.

B. Beach Patrol Roster and Plan for Summer 2026

Dan Madsen presented the proposed 2026 Deephaven Beach Patrol staffing plan and recommended hiring the lifeguards listed on the Beach Patrol roster, along with authorizing staff to hire additional lifeguards as needed during the season. Staff also reviewed proposed operational changes, including expanded coverage at Robinsons Bay Beach, possible future

coverage at Sandy Beach, updated staffing schedules, and proposed wage adjustments for the 2026 season.

Motion was made by Scherschligt and seconded by Erdmann to approve the hiring of lifeguards as presented in the beach patrol roster and authorize staff to hire additional lifeguards during the beach season as may be necessary. Also based upon budgetary performance and staffing levels, administratively extend lifeguard operations to Sandy Beach with related equipment expenses and wages to be funded, if necessary, through the Contingency line item of the 2026 Budget.

Jewett amended the motion adding Makayla Kryck's hourly wage change to $27.

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

C. 2026 Fireworks Contribution, Excelsior Fire District

Madsen presented a request from the Excelsior Rotary for financial support for the 2026 Excelsior Fireworks Event. Council reviewed the proposed Deephaven contribution amount of $3,094.35 through the Joint Powers Agreement formula. Discussion included the Rotary's current funding shortfall, the fact that fundraising efforts had not yet begun, and that the City is already contributing support toward the Minnetonka Yacht Club fireworks event. Mayor Carlson stated he would encourage the Rotary to begin fundraising efforts for the event. Council acknowledged their obligations under the Joint Powers Agreement for the Fire District, but expressed concerns about contributing additional funding directly to the Rotary while the City is already supporting the Yacht Club fireworks event.

Motion made by Erdmann and seconded by Scherschligt to not support additional payments from the Excelsior Fire District to the Rotary Club for the fireworks display.

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

9. COUNCIL REPORTS:

A. Mayor Carlson: Public Safety and Public works meeting late this month. **B. Scherschligt**: Park Board meeting tomorrow night will report back at the May 18th mtg. **C. Jewett:** Audit presentation went well. The Fire truck that was wrecked hit mailboxes and that is not covered by insurance, out of good neighbors the Fire District decided to pay for the mailboxes. We do have another truck in the place to cover the missing the truck for the time being.
D. Studer: Nothing to report
E. Erdmann: Smith covered everything for the Planning Commission meeting. Nothing to report from LMCC.

10. STAFF REPORTS:

A. Police Department: Thank the Council for approving the Hire of the CSO hopefully he will start next week. The Polic Dept is doing a Body camera audit that needs to be done every 2 year. Reminded listeners that parking permits are in place, and to please put your stickers on your vehicles. Councilmember Erdmann asked Chief Johnson what an "ALPR hit" and "Cancelled IPS" meant. Chief Johnson explained that the Flock camera system alerted officers to a vehicle in Deephaven registered to a driver with a Cancelled IPS status. He noted that a Cancelled IPS is one of the most serious driver's license revocation statuses in Minnesota. An officer confirmed that the registered owner matched the driver's gender before conducting a traffic stop. Mayor Carlson also noted that there are procedures and verification steps required by law that officers must follow before initiating a traffic stop.

B. Excelsior Fire District: Nothing

C. Public Works: Public works is very busy this time of the year, patching roads, cleaning up the dead trees and getting the parks and beaches ready. Tennis courts should be ready by Memorial weekend.

D. Administration: Chief Johnson & Madsen met with some of the residents that came in about the Flock camera at the last meeting. It was nice to sit down at a smaller setting and were able to get more feedback from them. They will meet again in a few weeks.

E. Engineering: Boards will be going back up next week and putting different bolts with epoxy

11. ADJOURNMENT:

Motion made by Studer and seconded by Erdmann to adjourn the City Council meeting at 9:50pm.

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

Typed Respectfully on May 12th, 2026
By: Kimberly Lenarz-Greenwaldt
Deephaven City Clerk

These minutes are intended to provide a summary of the meeting and are not a verbatim transcript. A full video recording of the meeting is available online at:

https://www.lmcc-tv.org/deephaven.html

CITY OF DEEPHAVEN

*Check Detail Register©

Batch: PAY260501,051126PAY,PAY260514

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CASH					
42289	05/01/26	**CITY OF SHOREWOOD**			
E 601-49400-382		UTILITY-WATER	$4,640.02	2026 Q1 Utilit	2026 Q1 water service
		Total	$4,640.02		
42290	05/01/26	**HENNEPIN COUNTY ACCOUNTS RECEIVABLE**			
E 101-42100-302		JAIL HOUSE FEES	$150.00	1000267086	3/2026 Jail booking fees
		Total	$150.00		
42291	05/01/26	**JANEX INC**			
E 101-42100-201		OFFICE SUPPLIES	$27.10	103379	Air fresheners - PD
		Total	$27.10		
42292	05/01/26	**JEFF KASK**			
E 101-41900-307		JANITORIAL SERVICES	$300.00	4/29/2026	Clean Deephaven City Hall/Police Dept/Public Works Hall/Poli
		Total	$300.00		
42293	05/01/26	**L.E.L.S #45 POLICE UNION**			
G 101-21721		POLICE UNION DUES	$438.00	May-26	5/2026 PD union dues
		Total	$438.00		
42294	05/01/26	**U.S. POSTAL SVC (NEOPOST-POC)**			
E 101-41400-322		POSTAGE	$1,500.00	2026Postage	Ref #8050779 - Postage machine funds refill
		Total	$1,500.00		
42295	05/01/26	**USI Consulting Group Inc**			
E 101-41100-301		AUDITING	$3,100.00	90125121	1/1/2026 Actuarial Valuation
		Total	$3,100.00		
42296	05/11/26	**Stephen Pavek**			
R 605-36201		BOAT USER FEES	$2,000.00	Boat Dock Re	Refund boat dock fee
		Total	$2,000.00		
42297	05/14/26	**Abdo LLP**			
E 101-41100-301		AUDITING	$950.00	523374	OSA financial reporting form prep & review
		Total	$950.00		
42298	05/14/26	**ARCpoint Labs of Edina**			
E 101-43900-309		PROFESSIONAL SERVIC	$84.75	19191	consortium management
		Total	$84.75		
42299	05/14/26	**BLUE CROSS BLUE SHIELD OF MINNESOTA**			
G 101-21718		BLUE CROSS BLUE SHI	$124.03	26050145177	4/2026 vision insurance
		Total	$124.03		
42300	05/14/26	**BOGO PEST CONTROL**			
E 101-41900-409		R&M CONTRACTURAL-O	$264.36	77014	city hall pest control
		Total	$264.36		
42301	05/14/26	**Campbell Knutson**			
E 101-42100-304		LEGAL EXPENSES	$277.50	3853-0998G	4/2026 additional prosecution services
E 101-42100-304		LEGAL EXPENSES	$4,168.40	3853-0999G	4/2026 prosecution services

CITY OF DEEPHAVEN

*Check Detail Register©

Batch: PAY260501,051126PAY,PAY260514

Check #	Check Date	Vendor Name		Amount	Invoice	Comment
			Total	$4,445.90		
42302	05/14/26	**Central United Cooperative**				
E 101-43900-212		FUEL		$1,951.63	3631471	Diesel fuel
			Total	$1,951.63		
42303	05/14/26	**CINTAS CORP**				
E 101-43900-211		UNIFORMS		$154.00	4267999458	uniform service
E 101-43900-211		UNIFORMS		$19.00	4268774611	uniform service
			Total	$173.00		
42304	05/14/26	**CLS Operating**				
E 101-42100-333		VEHICLE MAINTENANCE		$122.08	16224 4/30/2	4/2026 PD car washes
			Total	$122.08		
42305	05/14/26	**DEAKYNES TRUE VALUE HARDWARE**				
E 602-43200-219		OPERATIONAL SUPPLIE		$14.99	A479501	locate flags
E 101-45100-229		R&M SUPPLIES		$41.57	B450066	hardware, nozzle
E 101-45100-229		R&M SUPPLIES		$32.84	B450451	playground repair bolts
			Total	$89.40		
42306	05/14/26	**DEM-CON LANDFILL INC**				
E 101-43100-409		R&M CONTRACTURAL-O		$535.19	28030	sweepings disposal
			Total	$535.19		
42307	05/14/26	**DORSEY & WHITNEY LLP**				
E 101-41100-304		LEGAL EXPENSES		$2,376.00	4179207	4/2026 legal services - Minnetonka electrical permit issue &
			Total	$2,376.00		
42308	05/14/26	**ECONO SIGNS LLC**				
E 101-43900-226		SIGNS		$181.30	101002658	regulation signs
			Total	$181.30		
42309	05/14/26	**EROSION PRODUCTS LLC**				
E 101-45100-225		LANDSCAPING		$328.10	INV-2026042	grass seed, erosion netting
			Total	$328.10		
42310	05/14/26	**GOPHER STATE ONE CALL**				
E 602-43200-439		MISCELLANEOUS		$237.60	6040338	utility locates
			Total	$237.60		
42311	05/14/26	**GRAINGER**				
E 101-43100-224		MAINTENANCE		$81.33	9906722401	rod driver bit
			Total	$81.33		
42312	05/14/26	**HENNEPIN COUNTY ACCOUNTS RECEIVABLE**				
E 101-43900-323		RADIO		$140.86	1000267471	pw radios
E 101-42100-323		RADIO		$1,449.48	1000267513	4/1 - 4/30 PD radio & MDC fees
			Total	$1,590.34		
42313	05/14/26	**INDIGO SIGNS**				
E 101-45100-229		R&M SUPPLIES		$2,323.73	13413	garden club sign

CITY OF DEEPHAVEN

*Check Detail Register©

Batch: PAY260501,051126PAY,PAY260514

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	$2,323.73		
42314	05/14/26	**JEFF KASK**			
E 101-41900-307		JANITORIAL SERVICES	$300.00	5/14/2026	Clean City Hall/Police Dept/Public Works Dept
		Total	$300.00		
42315	05/14/26	**Jsw Embroidery & Tackle Twill**			
E 101-42100-211		UNIFORMS	$114.29	28880	PD uniforms
		Total	$114.29		
42316	05/14/26	**Kodiak Power Solutions**			
E 602-43200-409		R&M CONTRACTURAL-O	$1,051.84	24915015	Generator fuel tank scrubbing
		Total	$1,051.84		
42317	05/14/26	**LANO EQUIPMENT INC**			
E 604-43150-229		R&M SUPPLIES	$412.50	011233479	excavator rental for drainage cleaning
E 101-45100-419		RENTALS	$500.00	011235615	stump grinder rental
		Total	$912.50		
42318	05/14/26	**MEDIACOM**			
E 101-41400-321		COMMUNICATIONS-TEL	$359.97	8384 97 500	5/2026 internet - Admin
E 101-42100-321		COMMUNICATIONS-TEL	$359.98	8384 97 500	5/2026 internet - PD
		Total	$719.95		
42319	05/14/26	**MENARDS**			
E 101-43100-229		R&M SUPPLIES	$19.38	42765	mailbox repair lumber
		Total	$19.38		
42320	05/14/26	**METRO SALES INC**			
E 101-41900-229		R&M SUPPLIES	$1,610.00	INV3088853	5/13 - 8/12 copier contract - Admin
		Total	$1,610.00		
42321	05/14/26	**METRO WEST INSPECTION SERVICES**			
E 101-42400-309		PROFESSIONAL SERVIC	$19,638.11	5018	4/2026 permit finalizations & inspections
		Total	$19,638.11		
42322	05/14/26	**METROPOLITAN COUNCIL**			
E 602-43200-309		PROFESSIONAL SERVIC	$63,672.05	0001205698	6/2026 wastewater services
		Total	$63,672.05		
42323	05/14/26	**MINNESOTA TEAMSTERS #320**			
G 101-21722		PUBLIC WORKS UNION	$314.00	May-26	5/2026 PW union dues
		Total	$314.00		
42324	05/14/26	**MN PEIP**			
G 101-21719		HEALTH PARTNERS-TA	$28,783.50	1629574	6/2026 Health Insurance
		Total	$28,783.50		
42325	05/14/26	**MTI DISTRIBUTING INC**			
E 101-43900-221		EQUIP/VEHICLE SUPPLI	$28.53	151647200	toro parts
		Total	$28.53		
42326	05/14/26	**ON SITE COMPANIES - OSSTC**			
E 101-45100-419		RENTALS	$75.00	0002065552	restroom rental city hall

CITY OF DEEPHAVEN

*Check Detail Register©

Batch: PAY260501,051126PAY,PAY260514

Check #	Check Date	Vendor Name		Amount	Invoice	Comment
E 605-45100-419		RENTALS		$75.00	0002065553	Restroom rental, boat launch
			Total	$150.00		
42327	05/14/26	**POPP Communications**				
E 101-41400-321		COMMUNICATIONS-TEL		$217.87	992917159	4/4 - 5/3 phone service - Admin
E 101-42100-321		COMMUNICATIONS-TEL		$217.86	992917159	4/4 - 5/3 phone service - PD
			Total	$435.73		
42328	05/14/26	**PREMIUM WATERS INC**				
E 101-41400-201		OFFICE SUPPLIES		$58.94	330109-04-26	CH drinking water service -
			Total	$58.94		
42329	05/14/26	**ProTree**				
E 101-45100-409		R&M CONTRACTURAL-O		$1,508.00	1686	ash tree removal
			Total	$1,508.00		
42330	05/14/26	**QUADIENT LEASING USA INC**				
E 101-41400-319		EQUIP MAINTENANCE		$533.10	Q2311741	2/14 - 5/13 postage machine lease
			Total	$533.10		
42331	05/14/26	**Root O Matic Sewer Service**				
E 101-41900-409		R&M CONTRACTURAL-O		$950.00	45289	annual garage sump pumping
			Total	$950.00		
42332	05/14/26	**STREICHERS**				
E 101-42100-211		UNIFORMS		$863.91	11825185	Uniform for PD CSO
E 101-42100-211		UNIFORMS		$29.99	11826269	Uniform for PD CSO
E 101-42100-211		UNIFORMS		$11.99	I1825187	PD uniform patch
			Total	$905.89		
42333	05/14/26	**SW Corridor Transportation Coal.**				
E 101-41100-433		DUES & SUBSCRIPTION		$600.00	22608	2026 Regional Solicitation Application Contribution
			Total	$600.00		
42334	05/14/26	**The Axtell Group**				
E 101-42100-309		PROFESSIONAL SERVIC		$2,900.00	20260048	Biennial PD Body Camera Audit
			Total	$2,900.00		
42335	05/14/26	**TN Diesel Loretto**				
E 101-43100-221		EQUIP/VEHICLE SUPPLI		$314.74	10895	hub repair, dot inspection #3
			Total	$314.74		
42336	05/14/26	**WM MUELLER & SONS INC**				
E 101-43100-224		MAINTENANCE		$671.50	322362	asphalt
E 101-45100-225		LANDSCAPING		$113.99	322689	beach sand
			Total	$785.49		
			10100	$154,319.90		

CITY OF DEEPHAVEN

*Check Detail Register©

Batch: PAY260501,051126PAY,PAY260514

Check #	Check Date	Vendor Name	Amount	Invoice	Comment

Fund Summary

10100 CASH	
101 GENERAL FUND	$82,215.90
601 WATER FUND	$4,640.02
602 SEWER FUND	$64,976.48
604 STORM WATER MGMT FUND	$412.50
605 MARINA FUND	$2,075.00
	$154,319.90

DEEPHAVEN CITY COUNCIL MEETING MEMORANDUM

20225 COTTAGEWOOD ROAD, DEEPHAVEN, MN 55331

City Council Meeting
Monday, May 18th, 2026
Consent Agenda:
Birthday Party – Thorpe Park

Dear Mayor Carlson & Councilmembers,

Kristina Friedrichs is requesting approval to host a birthday party gathering at Thorpe Park on Thursday, May 21, 2026, from 4:30 p.m. to 6:30 p.m. The event is anticipated to have approximately 30 guests.

The event would include pavilion decorations and food for attendees. No road closures or significant traffic impacts are anticipated.

Staff has coordinated with the Public Works Department and the Police Chief regarding the request. Both departments indicated they do not have concerns with the event as proposed, provided all decorations and event materials are properly cleaned up following the event.

Staff is recommending approval of the event request.

If you have any further question please feel free to reach out, before the meeting.

Thanks,

Kimberly Lenarz-Greenwaldt
City Clerk
Deephaven, MN

PAID
DATE
CHQ NO.

SPECIAL EVENT PERMIT APPLICATION

CITY OF DEEPHAVEN
20225 COTTAGEWOOD ROAD
DEEPHAVEN, MN 55331
952-474-4755

Filing Fee
$50.00

Name of Sponsoring Entity: Kristina Friedrichs

Contact Person: Kristina Friedrichs (525 Wheeler Dr Excelsior) Phone Number: 952-807-1542

Address: Thorpe Park Email: kristina.l.friedrichs@gmail.com

Date and Time of the Special Event: Thursday, May 21 4:00 - 6:30 PM

Describe and List all Activities at the Special Event: 4-year-old Birthday Party for preschool friends

Will have Dominos pizza delivered, juice boxes in a cooler, clementines. A few decorations like mylar balloons, streamers, plastic tablecloths. Will eat at picnic tables near playground and play on playground.

Proposed Location of the Special Event, please attach a map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing.

Estimated number of: Staff 0 Participants 30 Spectators 0

List All Special Considerations: Parking, Security Plans, Fire & Emergency Medical Services, Safety Provisions, Traffic Control, Pedestrian Access, Garbage Collection, Water Service, Electric Service, Public Restrooms: (Please list on separate sheet, if necessary)

No special considerations.

Please list the admission fee, donation or other consideration to be charged or requested for admission to the special event, if applicable: None

Will food or alcohol be served or sold at the special event: Dominos pizza delivered. Will bring our own clementines and juice boxes for friends. No alcohol.

Applicant's Signature: Kristina Friedrichs Date: 5/13/26

SPECIAL EVENT REQUIREMENTS

Special Event - means any concert, parade, fair, show, festival, carnival, rally, party, filming of a movie, video or television show, motorcade, run, street dance, bike-a-thon, race, walk, athletic event or other attended outdoor entertainment or celebration that is to be held in whole or in part upon publicly owned property or public right-of-way.

Permit Application - Any person or organization desiring to conduct or sponsor a special event in the City shall first obtain a special event permit from the City and must submit a fully completed Permit Application for review and approval by the Deephaven City Council. The application must be submitted twenty (20) days prior to the next available Council meeting. The Council may approve, deny, or amend the application.

Indemnification Agreement - If the event, or any portion of the event is to be held on City property or right-of-way, prior to the issuance of a special event permit, the permit applicant and authorizing officer of the sponsoring organization, if any, have agreed by signing the Permit Application to indemnify, defend and hold the City, its officials, employees and agents harmless from any claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees and agents.

Liability Insurance Required - The applicant or sponsor of a special event must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the special event. A certificate of insurance must be filed with the City prior to issuance of the special events permit. The certificate of insurance must name the City of Deephaven as additional insureds. Insurance coverage must be maintained for the duration of the special event. Insurance coverage must be a commercial general liability policy. The minimum limits must be at least $1,000,000. If alcoholic beverages are to be sold or distributed at the special event, the policy must also include an endorsement for liquor liability. The City Council may require additional endorsements depending upon the type of special event and proposed activities. The City may waive or reduce the insurance requirements if the City Council determines that the insurance requirements are in excess of the reasonable risk presented by the proposed special event.

Cleanup Deposit - The applicant or sponsor of the special event involving the sale of food or beverages for immediate consumption, erection of structures, horses or other large animals, water aid stations or another activity likely to create a substantial need for cleanup may be required by the City to provide a cleanup deposit prior to issuance of the special event permit. The cleanup deposit shall be in an amount set by the City Council. The cleanup deposit will be returned to the applicant/sponsor if the area used for the special event has been cleaned and restored to the same condition as it existed prior to the event. If the property used for the event has not been properly cleaned or restored, the applicant/sponsor will be billed for the actual cost by the City for the cleanup and restoration. The cleanup deposit will be applied toward payment of the bill.

DEEPHAVEN CITY COUNCIL MEETING MEMORANDUM

20225 COTTAGEWOOD ROAD, DEEPHAVEN, MN 55331

City Council Meeting
Monday, May 18th, 2026
Consent Agenda:
Tonka Online End of Year Event Request – Thorpe Park

Dear Mayor Carlson & Councilmembers,

Josh Jansen with Minnetonka Public Schools is requesting approval to host an end-of-year event for the Tonka Online Students & Families at Thorpe Park on Wednesday, June 10, 2026, from 10:00 a.m. to 12:00 p.m. The event is anticipated to have approximately 70 attendees.

The event would include a food truck, lawn games, and general park activities for students and families. No road closures or significant traffic impacts are anticipated.

The applicant has provided the food truck information, submitted the required insurance documentation, and paid the special event application fee.

Staff has coordinated with the Public Works Department and the Police Chief regarding the request. Both departments indicated they do not have concerns with the event as proposed.

Staff is recommending approval of the event request.

If you have any further question please feel free to reach out, before the meeting.

Thanks,

Kimberly Lenarz-Greenwaldt
City Clerk
Deephaven, MN

PAID
DATE
CHQ NO.

SPECIAL EVENT PERMIT APPLICATION

CITY OF DEEPHAVEN
20225 COTTAGEWOOD ROAD
DEEPHAVEN, MN 55331
952-474-4755

Filing Fee
$50.00

Name of Sponsoring Entity: Tonka Online

Contact Person: Josh Jansen Phone Number: 952.401.6885

Address: 4452 Vine Hill Road Email: josh.jansen@minnetonkaschools.org

Date and Time of the Special Event: June 10th- 10:00am-12:00pm

Describe and List all Activities at the Special Event:

Tonka Online end of year celebration- Lunch and lawn games. One food truck. Play at the park.

Proposed Location of the Special Event, please attach a map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing.

Estimated number of: Staff 8 Participants 40 Spectators 20

List All Special Considerations: Parking, Security Plans, Fire & Emergency Medical Services, Safety Provisions, Traffic Control, Pedestrian Access, Garbage Collection, Water Service, Electric Service, Public Restrooms: (Please list on separate sheet, if necessary)

Public Restrooms, Garbage

Please list the admission fee, donation or other consideration to be charged or requested for admission to the special event, if applicable: 0

Will food or alcohol be served or sold at the special event: Food only

Applicant's Signature: Josh Jansen Date: 4/30/2026

SPECIAL EVENT REQUIREMENTS

Special Event - means any concert, parade, fair, show, festival, carnival, rally, party, filming of a movie, video or television show, motorcade, run, street dance, bike-a-thon, race, walk, athletic event or other attended outdoor entertainment or celebration that is to be held in whole or in part upon publicly owned property or public right-of-way.

Permit Application - Any person or organization desiring to conduct or sponsor a special event in the City shall first obtain a special event permit from the City and must submit a fully completed Permit Application for review and approval by the Deephaven City Council. The application must be submitted twenty (20) days prior to the next available Council meeting. The Council may approve, deny, or amend the application.

Indemnification Agreement - If the event, or any portion of the event is to be held on City property or right-of-way, prior to the issuance of a special event permit, the permit applicant and authorizing officer of the sponsoring organization, if any, have agreed by signing the Permit Application to indemnify, defend and hold the City, its officials, employees and agents harmless from any claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees and agents.

Liability Insurance Required - The applicant or sponsor of a special event must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the special event. A certificate of insurance must be filed with the City prior to issuance of the special events permit. The certificate of insurance must name the City of Deephaven as additional insureds. Insurance coverage must be maintained for the duration of the special event. Insurance coverage must be a commercial general liability policy. The minimum limits must be at least $1,000,000. If alcoholic beverages are to be sold or distributed at the special event, the policy must also include an endorsement for liquor liability. The City Council may require additional endorsements depending upon the type of special event and proposed activities. The City may waive or reduce the insurance requirements if the City Council determines that the insurance requirements are in excess of the reasonable risk presented by the proposed special event.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/1/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, LLC
2850 Golf Road
Rolling Meadows IL 60008

CONTACT NAME: Katie Navin
PHONE (A/C, No, Ext): 630-228-6665 FAX (A/C, No): 630-285-4062
E-MAIL ADDRESS: Katie_Navin@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Underwriters at Lloyd's London	15792
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED ALLIFOR-13
Alliance for Liability and Property Services
Minnetonka Public Schools #276
5621 County Road 101
Minnetonka MN 55345

COVERAGES **CERTIFICATE NUMBER:** 319209646 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		PK1039325	7/1/2025	7/1/2026	EACH OCCURRENCE	$ 4,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	X PoolSIR-$250,000						MED EXP (Any one person)	$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$ Included
	X POLICY PRO-JECT LOC						GENERAL AGGREGATE	$ 8,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ Included
								$
A	AUTOMOBILE LIABILITY			PK1039325	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident)	$ $4,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							Comp/Coll Ded	$ 1,000/$1,000
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	School Board Legal (Claims Made) Sexual Harassment/Abuse			PK1039325	7/1/2025	7/1/2026	Per Occ/Agg	$4M/$8M Included

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Non-Tort liability or Out-of-State Liability claims $4,000,000 Each Occurrence Limit; per Member District
Non-Tort liability or Out-of-State Liability Claims $8,000,000 Aggregate Limit; per Member District.
If holder is specifically listed as an additional insured refer to: Certificates of Insurance Endorsement #PENP5001042021 added 7-1-2025
RE: Thorpe Park.
City of Deephaven is an Additional Insured as respects to the general liability policy, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

CERTIFICATE HOLDER

City of Deephaven
20225 Cottagewood Rd
Excelsior MN 55331

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Carol Reid	
Ross Nesbit Agencies, Inc. 30502 Henderson Station Road P.O. Box 165 Le Sueur MN 56058	PHONE (A/C, No, Ext): (507) 665-6364	FAX (A/C, No): (507) 665-6532
	E-MAIL ADDRESS: creid@nesbitagencies.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Secura Insurance	22543
INSURED Feed Your Soul, LLC 4122 Shelly Ct Elko New Market MN 55054	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** CL2631014199 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			CP3456085	02/25/2026	02/25/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Restricted Contractual	$ 1,000,000 $ 100,000 $ $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			A3456086	02/25/2026	02/25/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist	$ 1,000,000 $ $ $ $ 1,000,000
A	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			CU3456087	02/25/2026	02/25/2027	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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DEEPHAVEN CITY COUNCIL MEETING MEMORANDUM

20225 COTTAGEWOOD ROAD, DEEPHAVEN, MN 55331

City Council Meeting
Monday, May 18th, 2026
Consent Agenda:
Cub Scouts End of Year party – Thorpe Park

Dear Mayor Carlson & Councilmembers,

Cub Scouts Pack 426 is requesting approval to hold an end-of-year celebration at Thorpe Park Warming house on June 6, 2026, from 1:30 p.m. to 4:30 p.m. The event would include inflatable bowling, yard games, food, and other outdoor activities for attendees.

Staff has coordinated with the Public Works Department and the Police Chief regarding the request. Both departments indicated they do not have concerns with the event as proposed, provided all decorations and event materials are properly cleaned up following the event.

Staff is recommending approval of the event request.

If you have any further questions, please feel free to reach out prior to the meeting.

Thanks,

Kimberly Lenarz-Greenwaldt
City Clerk
Deephaven, MN

PAID
DATE
CHQ NO.

SPECIAL EVENT PERMIT APPLICATION

CITY OF DEEPHAVEN
20225 COTTAGEWOOD ROAD
DEEPHAVEN, MN 55331
952-474-4755

Filing Fee
$50.00

Name of Sponsoring Entity: Cub Scout Pack 426

Contact Person: Sarah LeBeau Phone Number: 952-297-2688

Address: 3618 Hazelmoor Place, Minnetonka MN 55345 Email: sarahlebeau8@gmail.com

Date and Time of the Special Event: June 6th from 1:30 to 4:30 p.m.

Describe and List all Activities at the Special Event: We will be hosting a field day for our Cub Scout pack for our end of year celebration. We will have yard games set up including inflatable bowling, tug of war, flag football, kickball, and other yard games. Kids will also be playing on the playground. We will be serving ice cream to attendees.

Proposed Location of the Special Event, please attach a map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing.

Estimated number of: Staff _____ Participants approx 75 Spectators _____

List All Special Considerations: Parking, Security Plans, Fire & Emergency Medical Services, Safety Provisions, Traffic Control, Pedestrian Access, Garbage Collection, Water Service, Electric Service, Public Restrooms: (Please list on separate sheet, if necessary)

We will ask attendees to park in the lot and will need access to garbage cans to dispose of trash. We would also like access to the bathrooms.

Please list the admission fee, donation or other consideration to be charged or requested for admission to the special event, if applicable: $50 + $150 refundable deposit

Will food or alcohol be served or sold at the special event: Ice cream only

Applicant's Signature: Sarah LeBeau Date: 5·5·26

THORPE PARK WARMING HOUSE RENTAL APPLICATION / WAIVER

APPLICANT:

NAME Sarah LeBeau

ADDRESS 3618 Hazelmoor Pl, [redacted]

CITY Minnetonka STATE MN ZIP 55345

PHONE 952-297-2688 E-MAIL sarahlebeau8@gmail.com

RENTAL DATE(S) 6-6-26 TIME 1:30-4:30 pm

DAMAGE DEPOSIT FEES:

DEPOSIT: A $150.00 DEPOSIT FEE IS REQUIRED THAT WILL BE RETURNED TO YOU AFTER THE WARMING HOUSE HAS BEEN PROPERLY INSPECTED AND THE KEY RETURNED.

REGULATIONS ON THE USE OF THE WARMING HOUSE

1. Rental of the Thorpe Park Warming House is permitted for Deephaven residents ONLY.
2. No alcoholic beverages are permitted in the Warming House or at Thorpe Park.
3. The key to the Warming House must be picked up and returned to Deephaven City Hall the same business day. Failure to return the key the same business day will result in the forfeit of the $150.00 deposit fee.
4. The Warming House must be properly cleaned following your use of the building. Failure to clean up the building after your event will result in the forfeit of the $150.00 deposit fee.
5. You may decorate the Warming House for your event, but all decorations must be removed from the building and immediate area after your event. Decorations that require nails, staples, tacks, or double-sided tape are not allowed.
6. No open flames are permitted in the Warming House.
7. Any additional questions regarding the use of the Warming House can be directed to Madi Fiecke at 952-474-4755 or madisonf@cityofdeephaven.org.

I HAVE REVIEWED AND AGREE TO ABIDE BY THE ABOVE REGULATIONS ON THE USE OF THE THORPE PARK WARMING HOUSE:

NAME Sarah LeBeau
Please print

SIGNATURE Sarah LeBeau DATE 5-5-26

DEEPHAVEN CITY COUNCIL MEETING MEMORANDUM

20225 COTTAGEWOOD ROAD, DEEPHAVEN, MN 55331

City Council Meeting
Monday, May 18th, 2026
Consent Agenda:
Children's Birthday party – Thorpe Park

Dear Mayor Carlson & Councilmembers,

Micaela Olson-MacGregor is requesting approval to host her child's birthday party at Thorpe Park on Saturday, May 30, 2026, from 10:00 a.m. to 11:30 a.m. The event is anticipated to have approximately 50–75 guests.

The event would include food and use of the park facilities and playground areas. No road closures or significant traffic impacts are anticipated.

Staff coordinated with the Public Works Department and the Police Chief regarding the request. Chief Johnson's primary concern was parking and ensuring attendees follow all posted parking signs and do not park on the grass. Both departments indicated they do not have concerns with the event as proposed, provided all decorations and event materials are properly cleaned up following the event.

Staff is recommending approval of the event request.

If you have any further questions, please feel free to reach out prior to the meeting.

Thanks,

Kimberly Lenarz-Greenwaldt
City Clerk
Deephaven, MN

PAID
DATE
CHQ NO.

SPECIAL EVENT PERMIT APPLICATION

CITY OF DEEPHAVEN
20225 COTTAGEWOOD ROAD
DEEPHAVEN, MN 55331
952-474-4755

Filing Fee
$50.00

Name of Sponsoring Entity: _____

Contact Person: Micaela Olson-Macgregor Phone Number: 763-528-8807

Address: 18720 Minnetonka Blvd Email: micaelasolson@gmail.com

Date and Time of the Special Event: Saturday, May 30 from 10am - 11:30am

Describe and List all Activities at the Special Event:

Children's birthday party, hosted in the Thorpe Park Pavilion, was told we need to file special event permit due to the # of potential attendees. Most activity will just be kids using the park, and having some food set up in the pavilion area.

Proposed Location of the Special Event, please attach a map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing.

Estimated number of: Staff _____ Participants 50-75 Spectators _____

List All Special Considerations: Parking, Security Plans, Fire & Emergency Medical Services, Safety Provisions, Traffic Control, Pedestrian Access, Garbage Collection, Water Service, Electric Service, Public Restrooms: (Please list on separate sheet, if necessary)

NA - attendees would use Thorpe Park bathrooms

Please list the admission fee, donation or other consideration to be charged or requested for admission to the special event, if applicable: NA

Will food or alcohol be served or sold at the special event:

donuts (purchased/catered) will be served

Applicant's Signature: Micaela Olson-Macgregor Date: 4/30/26

DEEPHAVEN CITY COUNCIL MEETING MEMORANDUM

20225 COTTAGEWOOD ROAD, DEEPHAVEN, MN 55331

City Council Meeting
Monday, May 18th, 2026
Consent Agenda:
Wedding in front of Fire Station

Dear Mayor Carlson & Councilmembers,

Scott Spinks with the Excelsior Fire District is requesting approval to host a wedding ceremony in front of the fire station on June 25, 2026, from 1:00 p.m. to 4:00 p.m. The event is anticipated to have approximately 25 attendees.

The event would consist of setting up chairs in the parking area for the ceremony. No food or beverages will be served as part of the event. Attendees would park in nearby public parking areas.

Staff has coordinated with the Public Works Department and the Police Chief regarding the request. Both departments indicated they do not have concerns with the event as proposed, provided the area is cleaned up following the event and emergency access to the fire station remains unobstructed.

Staff is recommending approval of the event request.

If you have any further questions, please feel free to reach out prior to the meeting.

Thanks,

Kimberly Lenarz-Greenwaldt
City Clerk
Deephaven, Mn

SPECIAL EVENT PERMIT APPLICATION

PAID
DATE
CHQ NO.

CITY OF DEEPHAVEN
20225 COTTAGEWOOD ROAD
DEEPHAVEN, MN 55331
952-474-4755

Filing Fee
$50.00

Name of Sponsoring Entity: Scott Spinks

Contact Person: Scott Spinks Phone Number: (651) 247-0359

Address: 4092 Quantico Ln, Plymouth Email: sspinks@excelsiorfire.org

Date and Time of the Special Event: June 25, 2026 1pm - 4pm

Describe and List all Activities at the Special Event: Set up and use of fire station exterior for small wedding ceremony. NO FOOD, NO DRINKS. 20 chairs in parking area.

Proposed Location of the Special Event, please attach a map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing.

Estimated number of: Staff 0 Participants 3 Spectators 20

List All Special Considerations: Parking, Security Plans, Fire & Emergency Medical Services, Safety Provisions, Traffic Control, Pedestrian Access, Garbage Collection, Water Service, Electric Service, Public Restrooms: (Please list on separate sheet, if necessary)

6 VEHICLES will be parked at nearby parking area.

Please list the admission fee, donation or other consideration to be charged or requested for admission to the special event, if applicable: N/A

Will food or alcohol be served or sold at the special event: NO

Applicant's Signature: [signature] Date: 5/11/2026

SPECIAL EVENT REQUIREMENTS

Special Event - means any concert, parade, fair, show, festival, carnival, rally, party, filming of a movie, video or television show, motorcade, run, street dance, bike-a-thon, race, walk, athletic event or other attended outdoor entertainment or celebration that is to be held in whole or in part upon publicly owned property or public right-of-way.

Permit Application - Any person or organization desiring to conduct or sponsor a special event in the City shall first obtain a special event permit from the City and must submit a fully completed Permit Application for review and approval by the Deephaven City Council. The application must be submitted twenty (20) days prior to the next available Council meeting. The Council may approve, deny, or amend the application.

Indemnification Agreement - If the event, or any portion of the event is to be held on City property or right-of-way, prior to the issuance of a special event permit, the permit applicant and authorizing officer of the sponsoring organization, if any, have agreed by signing the Permit Application to indemnify, defend and hold the City, its officials, employees and agents harmless from any claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City, its officials, employees and agents.

Liability Insurance Required - The applicant or sponsor of a special event must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the special event. A certificate of insurance must be filed with the City prior to issuance of the special events permit. The certificate of insurance must name the City of Deephaven as additional insureds. Insurance coverage must be maintained for the duration of the special event. Insurance coverage must be a commercial general liability policy. The minimum limits must be at least $1,000,000. If alcoholic beverages are to be sold or distributed at the special event, the policy must also include an endorsement for liquor liability. The City Council may require additional endorsements depending upon the type of special event and proposed activities. The City may waive or reduce the insurance requirements if the City Council determines that the insurance requirements are in excess of the reasonable risk presented by the proposed special event.

Cleanup Deposit - The applicant or sponsor of the special event involving the sale of food or beverages for immediate consumption, erection of structures, horses or other large animals, water aid stations or another activity likely to create a substantial need for cleanup may be required by the City to provide a cleanup deposit prior to issuance of the special event permit. The cleanup deposit shall be in an amount set by the City Council. The cleanup deposit will be returned to the applicant/sponsor if the area used for the special event has been cleaned and restored to the same condition as it existed prior to the event. If the property used for the event has not been properly cleaned or restored, the applicant/sponsor will be billed for the actual cost by the City for the cleanup and restoration. The cleanup deposit will be applied toward payment of the bill.

DEEPHAVEN CITY COUNCIL MEETING MEMORANDUM

20225 COTTAGEWOOD ROAD, DEEPHAVEN, MN 55331

City Council Meeting
Monday, May 18, 2026
New Business:
Deephaven Unassigned Fund Balance Policy

Recommended Motion: None. This matter is set on for preliminary discussion and review.

Minnesota Cities have established Fund Balance Policies to maintain adequate fund balances in government funds to mitigate against current and future financial risks, to ensure stable tax rates, and to provide support for long-term financial planning. Additionally, a proper fund balance policy supports a city's creditworthiness and proves beneficial for lower interest rates and costs for bonding or otherwise incurring debt. As an example, the City of Deephaven most recently had a credit rating review associated with the 2026A Series Bond for which the City received a perfect AAA credit rating. This credit rating was due, in part, to the City's financial performance and positive level of unrestricted fund balance. Our credit rating resulted in advantageous interest rates for our bond issuance.

Some additional benefits of carrying a higher unrestricted fund balance include the ability for cities to absorb economic downturns, avoid higher or fluctuating property tax levies to support normal governmental operations, and provide a stronger ability to manage payments given the infrequent disbursement of property taxes from the County.

There are, of course, drawbacks to cities carrying a higher unrestricted fund balance that merit consideration. If a city has an unusually high unrestricted fund balance, taxpayers may feel they are being overtaxed or that the city is not taking appropriate steps to accurately budget and levy only the taxes it needs for operation and proper planning. Additionally, idle money is not actively working for the community and some would argue these funds should be allocated to infrastructure projects or updating community needs as opposed to sitting on low interest-bearing accounts.

The proper level of an unrestricted fund balance will differ from city to city, with larger or more rural cities tending to carry low fund balances, and more affluent or smaller cities tending to carry higher fund balances.

The City of Deephaven currently has an established Fund Balance Policy that was initially drafted in the early 2000s and, apparently, most recently amended in 2011 or 2014 depending on the records reviewed. These two versions of the Fund Balance Policy have competing target minimums, with the most recent appearing to be the unrestricted fund balance requirement of ninety percent (90%) of the subsequent year's budgeted expenses.

The fund balance portion of the 2025 Deephaven Audited Financial Presentation is attached to this memorandum and provides the year end fund balances for the General Fund and Enterprise

Funds. The General Fund had an established budget in 2025 of $4,819,659, and had an unrestricted fund balance of approximately $3,566,547; or roughly 74% of that year's operating expenses. Based upon the 2026 budgeted expenses of $5,486,244, the City's fund balance would drop to approximately 65%.

Looking at our other area cities, each city has a lower established fund balance policy than the City of Deephaven. The City of Victoria has the lowest fund balance policy of our sample cities, requiring 30% in unrestricted funds as compared to the subsequent year's budgeted expenses. Minnetonka Beach boasts the highest fund balance policy, requiring 65% of the following year's budgeted expenses to be held as unrestricted funds. The other cities reviewed include Wayzata (40%), Woodland (50%), Excelsior (40%), Tonka Bay (40% to 50% range), Orono (45%) and Shorewood (60%). Staff have used a target placeholder of 70% in the attached draft policy for review, this amount should be discussed and reviewed in light of current and anticipated future budgets.

Regarding the Enterprise Funds, each fund has its own fund balance, with the Auditors using a standard recommended fifty percent (50%) target as an unrestricted fund balance. For these reports, the Auditors used the 2026 budgeted expenses compared with the 2025 year-end fund balances. The Water, Stormwater and Marina Fund all have fund balances that greatly exceed the auditor-recommended target of 50%. The Wastewater Fund does not currently meet the 50% target threshold, so some planning and a rate study will be needed to understand and address that deficit depending on the final target fund balance to be determined by the Council. Staff have used the Auditor's proposed target of 50% as a placeholder for the current draft policy.

This matter is set on for preliminary discussion and review; Staff intend to continue to make edits and changes to the draft policy pursuant to Council discussion and look forward to reviewing this information on Monday night. As always, send any questions, comments or requests for additional information you may have and we will have that information available for review on Monday night.

Sincerely,

Dan Madsen
City Administrator / Special Counsel
Deephaven, Minnesota

CITY OF DEEPHAVEN, MINNESOTA

DEEPHAVEN FUND BALANCE POLICY

Amended XXX, 2026

I. Background

The City of Deephaven recognizes that it is essential to maintain adequate fund balances in its government funds to mitigate against current and future financial risks, to ensure stable tax rates, and to provide for long-term financial planning. Historically, maintaining sufficient balances has significantly contributed to recognition of the city's continued creditworthiness, which has provided financial benefits to the city's taxpayers including lower costs of borrowing.

This policy establishes the procedures for reporting unrestricted fund balance in the financial statements in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

II. Classification of Fund Balance

The following policy applies to the city's General Fund, Enterprise Funds (Water, Sewer, Stormwater and Marina) and Capital Funds (Park Improvement Fund and Capital Improvement Fund). A Fund Balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

Nonspendable: This category includes a fund balance that is inherently nonspendable because it is either not in spendable form or is legally or contractually required to be maintained. Examples of nonspendable funds would include inventory items and prepaid amounts spent for future goods or services to be received.

Restricted: This category includes a fund balance that has externally enforceable limitations or restrictions on the usage of those funds. Restricted funds include those with restrictions externally imposed by creditors, grantors or contributors; or laws or regulations of other governments or otherwise imposed by law through constitutional provisions or enabling legislation. Examples of restricted funds include debt service levy funds or excess bond proceeds that can generally only be spent in payment of existing bond debt.

Nonspendable and Restricted Fund Balances are not addressed in this policy due to the nature of their restrictions and the lack of deference and discretion the City has in dedicating or otherwise using these funds.

Committed: This category includes funds that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council. The Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as a majority vote, or the passage of an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the Council removes or changes the specified use through the same type of formal action taken to establish the commitment. This formal action must occur prior to the end of the reporting period; however, the amount to be subject to the constraint may be determined in the subsequent period. Examples of this may include a Resolution to fund a specific project or event, such as the City's percentage of a project through a grant agreement or a cost-share allocation for a public/private partnership project.

Assigned: This category includes funds that are constrained by the Council's intended future use for specified purposes, but are neither restricted nor committed. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Administrator and/ or Finance Clerk for the purpose of reporting these amounts in the annual financial statements. Examples of this may include funding discussed by the Council for use in the construction of a park improvement or other City purchase, project or initiative that is more of an informal operating or planned expense. Budgeted items or purchases may fall into this category as well.

Unassigned: This category includes all residual positive net resources of the General Fund in excess of what can properly be classified in one of the other four categories. These funds can be used at any time by the Council for any purpose and have no prior or underlying designation or commitment. These funds would be used in the event of an emergency expense, such as an unanticipated roadway failure or loss of a critical and expensive piece of equipment. These funds would also be available to offset lost revenue through difficult economic circumstances or the unanticipated deficit in other budgeted revenues. In essence, these funds are the safety net for a City to support operations through times of adversity.

III. Minimum Unassigned Fund Balance

The most significant revenue source of the General Fund is property taxes. This revenue source is received in three installments during the year; primarily July and December, with a small corrective payment typically received in January. As such, it is the City's goal to begin each fiscal year with sufficient working capital to fund operations between semi-annual receipts of property taxes.

This policy establishes a year-end targeted unassigned fund balance amount of Seventy Percent (70%) of the subsequent year's budgeted expenditures for cash-flow timing and other lawful purposes as provided herein. At all other times the unassigned fund balance should never be less than 50% of the subsequent year's budgeted expenditures.

The City Council may consider appropriating year end fund balance in excess of the policy level for one-time expenditures, such as capital expenditures or any other lawful or authorized purpose.

IV. Enterprise Fund Balance Procedures

The most significant revenue source of the City's Enterprise Funds are the revenues generated through their annual operations. These sources of revenue can fluctuate throughout the year and are subject to more commercial-type economic pressures. This policy establishes a year-end targeted unassigned fund balance amount of Fifty Percent (50%) of the subsequent year's budgeted expenditures for cash-flow timing and other lawful purposes as provided herein. At all other times the unassigned fund balance should never be less than 25% of the subsequent year's budgeted expenditures.

V. Capital Fund Balance Procedures

Positive balances in capital funds associated with incomplete capital budget projects within the city's adopted capital improvement program are committed and unavailable for other purposes. All other positive balances in capital funds are considered assigned for the capital purposes of each fund.

The City Administrator will establish prospective fund balance guidelines for each capital fund, which will reflect the type of fund, subsequent-year budget needs, annual cash flow requirements, replacement reserves and potential contingencies. The guidelines will be used to responsibly manage balances over the five-year horizon of the city capital improvement program budget. This process will

be reflected in the City's Capital Improvement Fund Budget reviewed by the Council on an annual basis.

VI. Management and Use of Fund Balances

Any revenues received in excess of expenses as designated by the City's Auditors at the end of the fiscal year that are not categorized as restricted shall be designated, by default, as unrestricted. If the unrestricted fund balance in any fund is in excess of the established target percentage of unrestricted funds based upon the projected subsequent year's budgeted operating expenses at the end of the fiscal year, the Council may elect to commit or assign the excess fund balance to the Capital Fund or Debt Service Fund as a dedicated transfer at the Council's discretion.

If the unrestricted fund balance in any fund is deficient or otherwise below the established target percentage of unrestricted funds based upon the projected subsequent year's budgeted operating expenses at the end of the fiscal year, the City Administrator shall prepare and present options to the City Council during the annual budgeting process that will bring the fund into compliance with this policy within a reasonable time frame based upon the historic and projected operations of the subject fund.

When both restricted and unrestricted fund resources are available for use, it will be the City's policy to first use restricted resources, and then use unrestricted resources as they are needed. When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

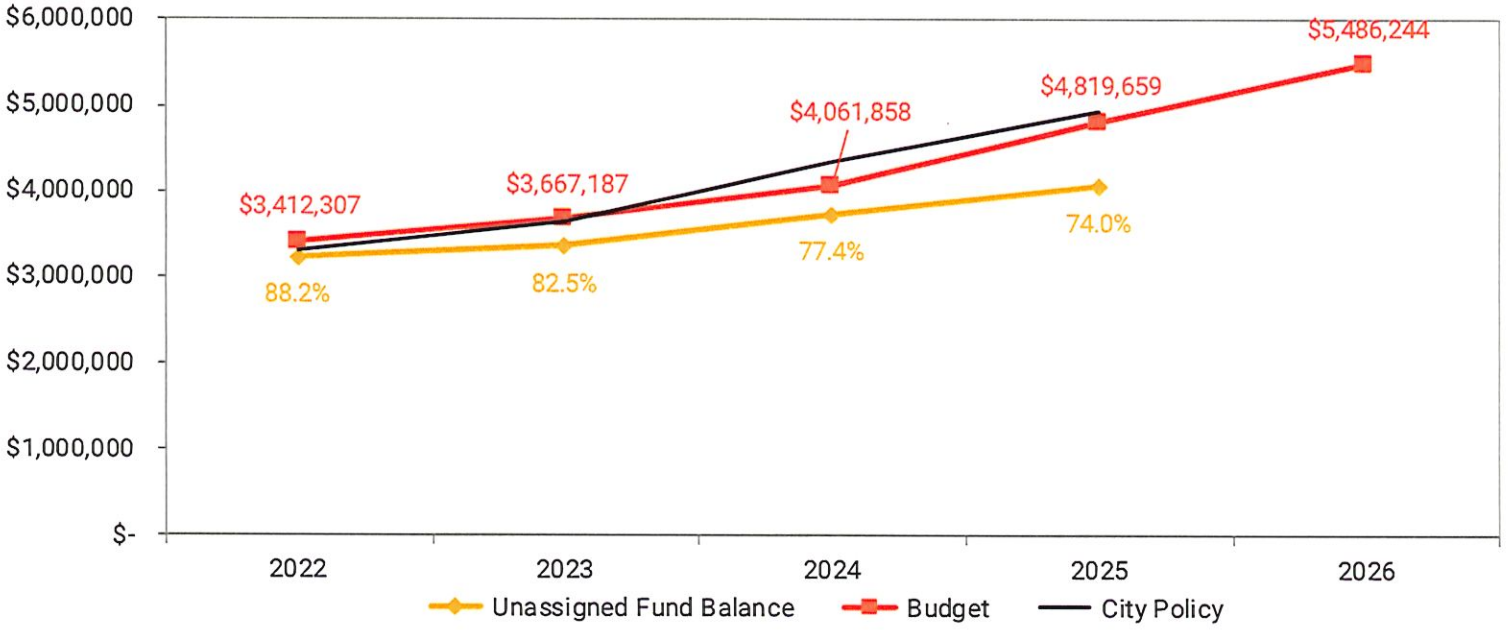
VII. Monitoring and Reporting

The City Administrator shall annually prepare the status of fund balances in relation to this policy and present to the City Council in conjunction with the annual audit and during development of the annual budget process.

Adopted by the Deephaven City Council this XX day of XXXX, 20XX.

General Fund Balances

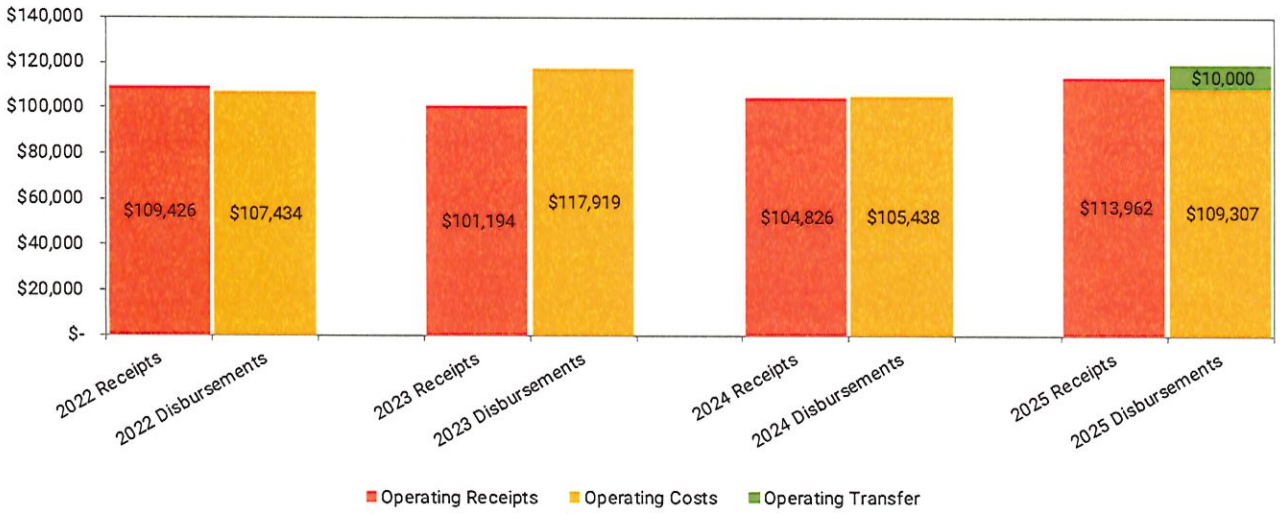
*Fund Balance Policy Goal of 90% of Following Year's Operating Budget**

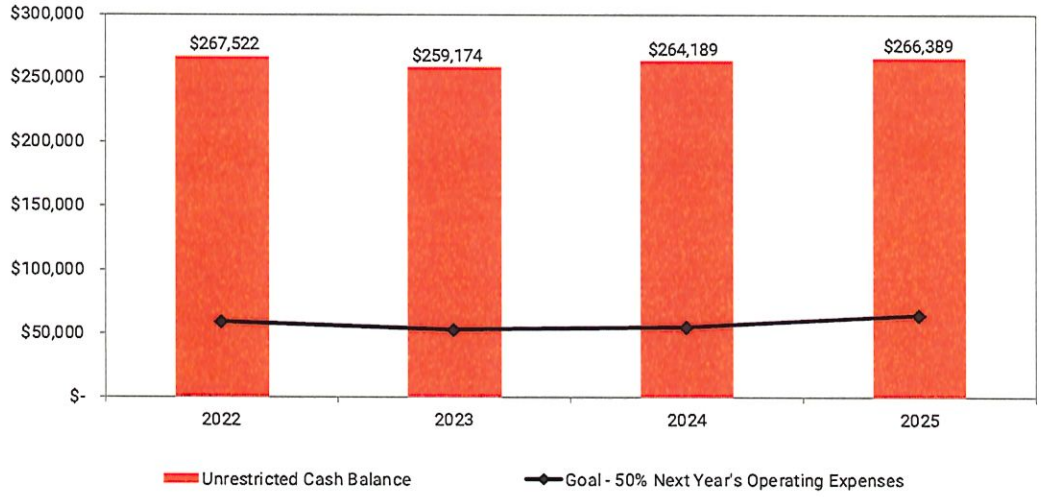


**adopted in 2011*

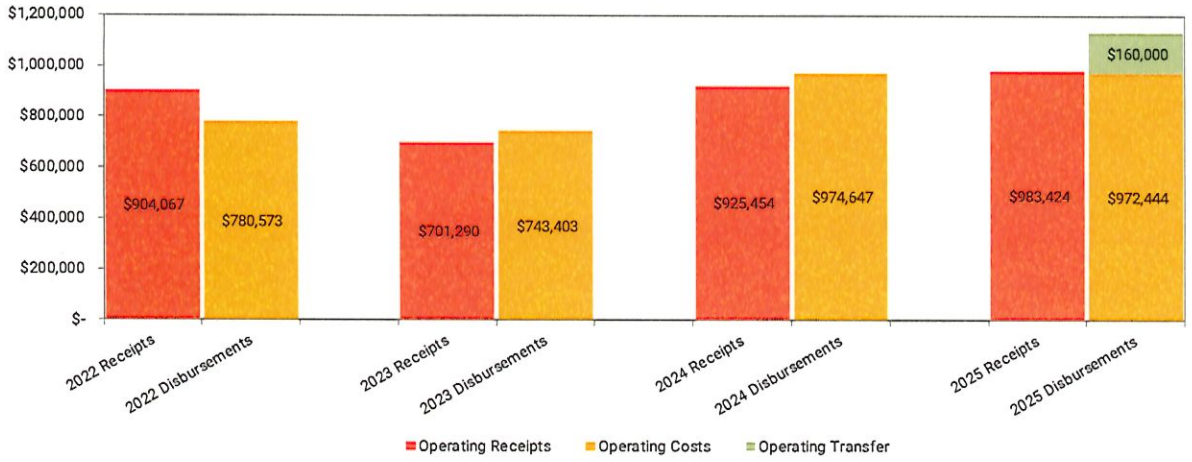
Water Fund

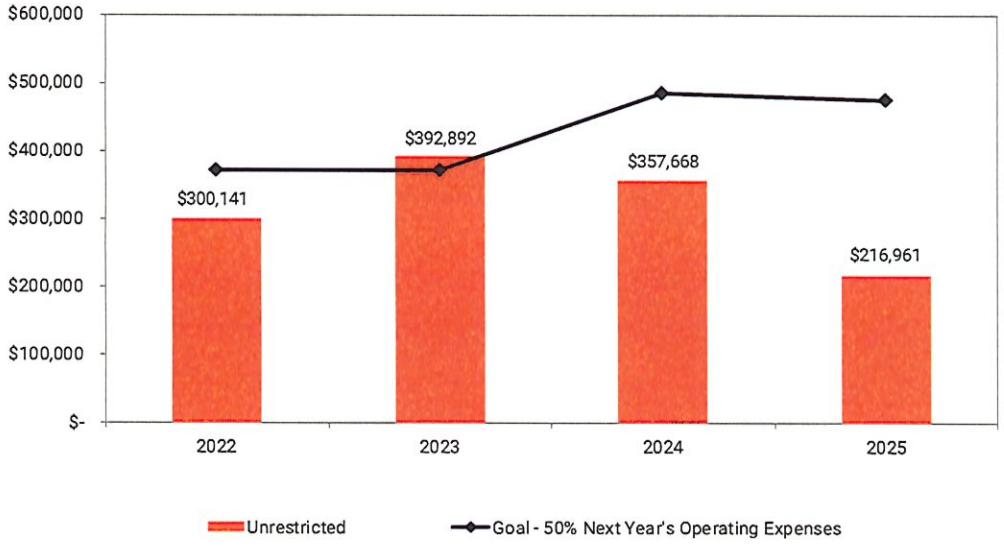
Cash Flows from Operations and Cash Balances





Note: Goal is a general recommendation and not formal City policy. Used 2026 budgeted costs for 2025's estimated goal.

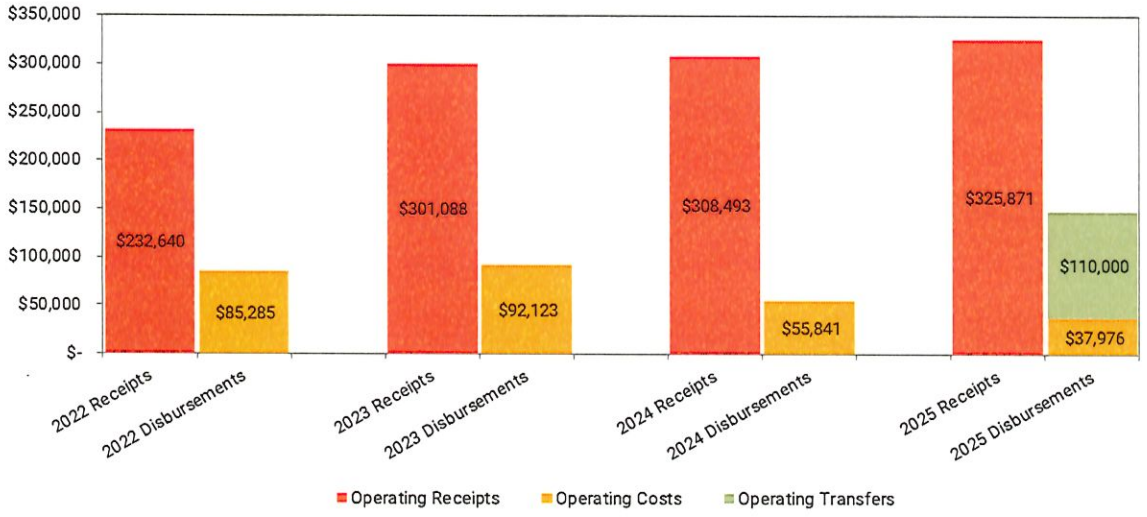


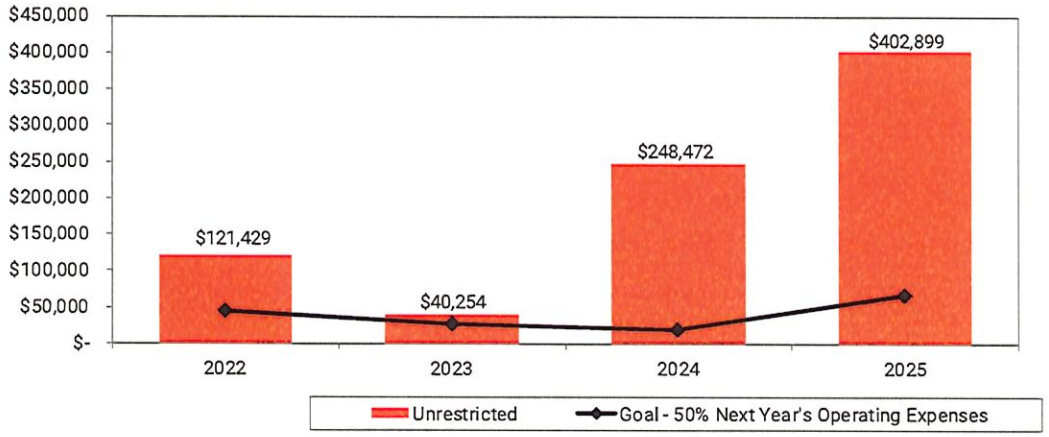


Wastewater (Sewer) Fund

Cash Flows from Operations and Cash Balances

Note: Goal is a general recommendation and not formal City policy. Used 2026 budgeted costs for 2025's estimated goal.

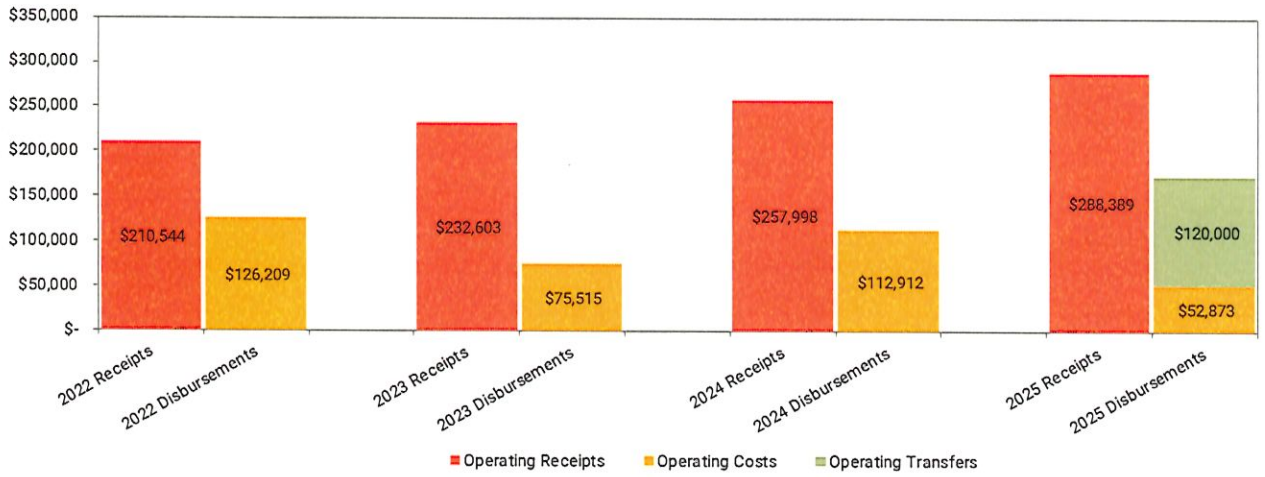


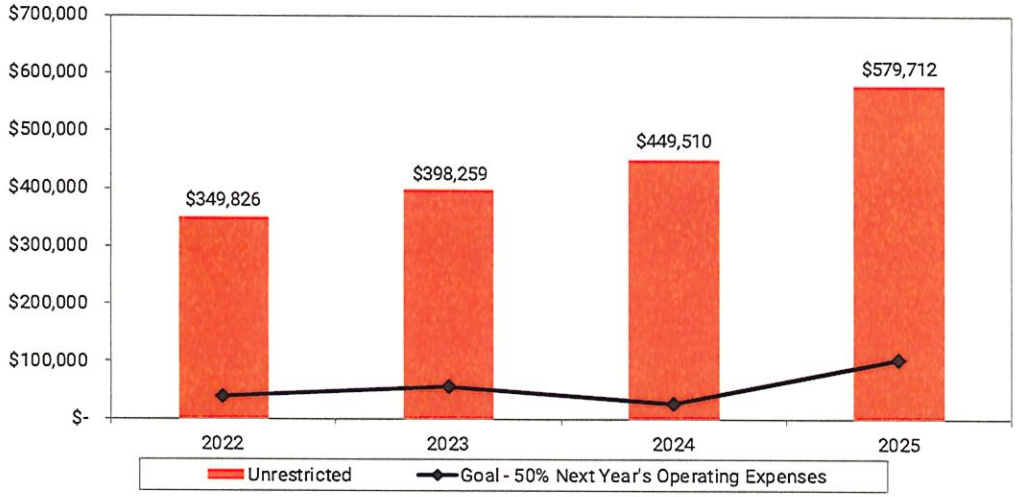


Stormwater Fund

Cash Flows from Operations and Cash Balances

Note: Goal is a general recommendation and not formal City policy. Used 2026 budgeted costs for 2025's estimated goal.





Marina Fund

Cash Flows from Operations and Cash Balances

Note: Goal is a general recommendation and not formal City policy. Used 2026 budgeted costs for 2025's estimated goal.

NO. 287-B | FEBRUARY 2009

Governmental Accounting Standards Series

Statement No. 54 of the Governmental Accounting Standards Board

Fund Balance Reporting and Governmental Fund Type Definitions



Governmental Accounting Standards Board
of the Financial Accounting Foundation

Statement No. 54 of the
Governmental Accounting
Standards Board

Fund Balance Reporting and Governmental Fund Type Definitions

February 2009



Governmental Accounting Standards Board
of the Financial Accounting Foundation
401 Merritt 7, PO Box 5116, Norwalk, Connecticut 06856-5116

Statement No. 54 of the Governmental Accounting Standards Board

Fund Balance Reporting and Governmental Fund Type Definitions

February 2009

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Statement No. 54 of the Governmental Accounting Standards Board

Fund Balance Reporting and Governmental Fund Type Definitions

February 2009

INTRODUCTION

1. National Council on Governmental Accounting (NCGA) Statement 1, *Governmental Accounting and Financial Reporting Principles,* paragraphs 118–121, established the fund balance classifications for governmental funds. Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments,* retained those classification requirements. Research conducted after implementation of Statement 34, however, found considerable differences in how governments interpret and apply the standards for fund balance reporting. The differences existed, in part, because certain terms were not well defined, which affected the amounts that were reported as reserved and unreserved fund balances. Consequently, many users have been receiving inconsistent and noncomparable information which reduced its usefulness and led to confusion as to what the information presented in fund balance reporting actually communicated. These concerns were exacerbated by two additional factors. First, different interpretations of certain aspects of the definitions of governmental fund types reduced the comparability of the governmental fund financial statements, because the funds used and the purposes for using them varied significantly from government to government. Second, the introduction of restricted net assets under Statement 34 led to confusion regarding its relationship to reserved fund balance.

2. The objective of this Statement is to improve the usefulness, including the understandability, of governmental fund balance information. This Statement provides

more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. It also clarifies the existing governmental fund type definitions to improve the comparability of governmental fund financial statements and help financial statement users to better understand the purposes for which governments have chosen to use particular funds for financial reporting.

STANDARDS OF GOVERNMENTAL ACCOUNTING AND FINANCIAL REPORTING

Scope and Applicability of This Statement

3. This Statement establishes accounting and financial reporting standards for all governments that report governmental funds. It establishes criteria for classifying fund balances into specifically defined classifications and clarifies definitions for governmental fund types.

4. This Statement supersedes NCGA Statement 1, "Summary Statement of the Principles—Types of Funds," and paragraphs 26, 118, 120, and 121; NCGA Interpretation 3, *Revenue Recognition—Property Taxes,* paragraph 10; GASB Statement No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans,* footnote 15; GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions,* footnote 13; GASB Statement 34, paragraph 84; GASB Statement No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans,* footnote 11; and GASB Interpretation No. 4, *Accounting and Financial Reporting for Capitalization Contributions to Public Entity Risk Pools,* footnotes 3 and 6. In addition, this Statement amends NCGA Statement 1, paragraphs 30, 91, and 119; NCGA Interpretation 3, paragraph 11; NCGA Interpretation 6, *Notes to the*

Financial Statements Disclosure, paragraphs 4 and 5; GASB Statement 33, footnote 9; GASB Statement 34, paragraphs 37, 64, and 65 and footnotes 24 and 38; GASB Statement No. 44, *Economic Condition Reporting: The Statistical Section,* paragraph 12; GASB Interpretation 4, paragraphs 4 and 7; and GASB Interpretation No. 6, *Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements,* paragraph 16.

Governmental Fund Reporting

Fund Balance Reporting

5. Fund balance for governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Some governments may not have policies or procedures that are comparable to those policies that underlie the classifications discussed in paragraphs 10–16 and therefore would not report amounts in all possible fund balance classifications.

Nonspendable Fund Balance

6. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned, then they should be included in the appropriate fund balance classification (restricted, committed, or assigned), rather than nonspendable fund balance. The corpus (or principal) of a

permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

7. For purposes of reporting net assets, Statement 34, paragraph 35, requires amounts that are "required to be retained in perpetuity" to be classified as "nonexpendable" within the restricted net asset category. For fund balance reporting purposes, however, those amounts should be classified as nonspendable rather than restricted.

Restricted Fund Balance

8. Except as provided for in paragraph 7, amounts that are restricted to specific purposes, pursuant to the definition of *restricted* in paragraph 34 of Statement 34, as amended by Statement No. 46, *Net Assets Restricted by Enabling Legislation,* should be reported as *restricted fund balance.* Fund balance should be reported as restricted when constraints placed on the use of resources are either:

a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
b. Imposed by law through constitutional provisions or enabling legislation.

9. *Enabling legislation,* as the term is used in this Statement, authorizes the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a *legally enforceable* requirement that those resources be used only for the specific purposes stipulated in the legislation. *Legal enforceability* means that a government can be compelled by an external party—such as citizens, public interest groups, or the judiciary—to use resources created by enabling legislation only for the purposes specified by the legislation.

Committed Fund Balance

10. Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority should be reported as committed fund balance. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (for example, legislation, resolution, ordinance) it employed to previously commit those amounts. The authorization specifying the purposes for which amounts can be used should have the consent of both the legislative and executive branches of the government, if applicable. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

11. In contrast to fund balance that is restricted by enabling legislation, as discussed in paragraph 9, amounts in the committed fund balance classification may be redeployed for other purposes with appropriate due process, as explained in paragraph 10. Constraints imposed on the use of *committed* amounts are imposed by the government, separate from the authorization to raise the underlying revenue. Therefore, compliance with constraints imposed by the government that *commit* amounts to specific purposes is not considered to be legally enforceable, as defined in paragraph 9.

12. The formal action of the government's highest level of decision-making authority that commits fund balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

Assigned Fund Balance

13. Amounts that are constrained by the government's *intent* to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance, except for stabilization arrangements, as discussed in paragraph 21. Intent should be expressed by (a) the governing body itself or (b) a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

14. Both the committed and assigned fund balance classifications include amounts that have been constrained to being used for specific purposes by actions taken by the government itself. However, the authority for making an assignment is not required to be the government's highest level of decision-making authority. Furthermore, the nature of the actions necessary to remove or modify an assignment is not as prescriptive as it is with regard to the committed fund balance classification. Constraints imposed on the use of assigned amounts are more easily removed or modified than those imposed on amounts that are classified as committed. Some governments may not have both committed and assigned fund balances, as not all governments have multiple levels of decision-making authority.

15. Assigned fund balance includes (a) all remaining amounts (except for negative balances, as discussed in paragraph 19) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed and (b) amounts in the general fund that are intended to be used for a specific purpose in accordance with the provisions in paragraph 13. By reporting particular amounts that are not restricted or committed in a special revenue, capital projects, debt

service, or permanent fund, the government has *assigned* those amounts to the purposes of the respective funds. Assignment within the general fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the government itself. However, governments should not report an assignment for an amount to a specific purpose if the assignment would result in a deficit in unassigned fund balance.

16. An appropriation of existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance. As discussed in paragraph 15, assignments should not cause a deficit in unassigned fund balance to occur.

Unassigned Fund Balance

17. Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance, as discussed in paragraph 19.

Classifying Fund Balance Amounts

18. Fund balance classifications should depict the nature of the net resources that are *reported* in a governmental fund. An individual governmental fund could include

nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. Typically, the general fund also would include an unassigned amount. A government should determine the composition of its ending fund balance by applying its accounting policies regarding whether it considers restricted or unrestricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available. Similarly, within unrestricted fund balance, the classification should be based on the government's accounting policies regarding whether it considers committed, assigned, or unassigned amounts to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used. If a government does not establish a policy for its use of unrestricted fund balance amounts, it should consider that committed amounts would be reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

19. The amount that should be reported as nonspendable fund balance, as described in paragraph 6, should be determined before classifying amounts in the restricted, committed, and assigned fund balance classifications, as discussed in paragraph 18. In a governmental fund other than the general fund, expenditures incurred for a specific purpose might exceed the amounts in the fund that are restricted, committed, and assigned to that purpose and a negative residual balance for that purpose may result. If that occurs, amounts assigned to other purposes in that fund should be reduced to eliminate the deficit. If the remaining deficit eliminates all other assigned amounts in the fund, or if there are no

amounts assigned to other purposes, the negative residual amount should be classified as *unassigned* fund balance. In the general fund, a similar negative residual amount would have been eliminated by reducing unassigned fund balance pursuant to the policy described in paragraph 18. A negative residual amount should not be reported for restricted, committed, or assigned fund balances in any fund.

Stabilization Arrangements

20. Some governments formally set aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise. Those amounts are subject to controls that dictate the circumstances under which they can be spent. Many governments have formal arrangements to maintain amounts for budget or revenue stabilization,[1] working capital needs, contingencies or emergencies, and other similarly titled purposes. The authority to set aside those amounts generally comes from statute, ordinance, resolution, charter, or constitution. Stabilization amounts may be expended only when certain specific circumstances exist. The formal action that imposes the parameters for spending should identify and describe the specific circumstances under which a need for stabilization arises. Those circumstances should be such that they would not be expected to occur routinely. For example, a stabilization amount that can be accessed "in an emergency" would not qualify to be classified within the committed category because the circumstances or conditions that constitute an emergency are not sufficiently detailed, and it is not unlikely that an "emergency" of some nature would routinely occur. Similarly, a stabilization amount that can be accessed to offset an "anticipated revenue shortfall"

[1]Throughout this Statement, the term *stabilization* is used to refer to economic stabilization, revenue stabilization, budgetary stabilization, and other similarly intended (including "rainy-day") arrangements.

would not qualify unless the shortfall was quantified and was of a magnitude that would distinguish it from other revenue shortfalls that occur during the normal course of governmental operations.

21. For the purposes of reporting fund balance, stabilization is considered a *specific purpose,* as discussed in paragraph 5. Stabilization amounts should be reported in the general fund as restricted or committed if they meet the criteria set forth in paragraphs 8–11, based on the source of the constraint on their use. Stabilization arrangements that do not meet the criteria to be reported within the restricted or committed fund balance classifications should be reported as *unassigned* in the general fund. A stabilization arrangement would satisfy the criteria to be reported as a separate special revenue fund only if the resources derive from a specific restricted or committed *revenue* source, as required by paragraph 30.

Displaying Fund Balance Classifications on the Face of the Balance Sheets

22. Amounts for the two components of nonspendable fund balance—(a) not in spendable form and (b) legally or contractually required to be maintained intact—as described in paragraph 6, may be presented separately, or nonspendable fund balance may be presented in the aggregate. Restricted fund balance may be displayed in a manner that distinguishes between the major restricted purposes, or it may be displayed in the aggregate. Similarly, specific purposes information for committed and assigned fund balances may be displayed in sufficient detail so that the major commitments and assignments are evident to the financial statement user, or each classification may be displayed in the aggregate.

Fund Balance Disclosures

Fund Balance Classification Policies and Procedures

23. Governments should disclose the following about their fund balance classification policies and procedures in the notes to the financial statements:

a. For *committed* fund balance: (1) the government's highest level of decision-making authority and (2) the formal action that is required to be taken to establish (and modify or rescind) a fund balance commitment
b. For *assigned* fund balance: (1) the body or official authorized to assign amounts to a specific purpose and (2) the policy established by the governing body pursuant to which that authorization is given
c. For the classification of fund balances in accordance with paragraph 18: (1) whether the government considers restricted or unrestricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available and (2) whether committed, assigned, or unassigned amounts are considered to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Reporting Encumbrances

24. For governments that use encumbrance accounting, significant encumbrances should be disclosed in the notes to the financial statements by major funds and nonmajor funds in the aggregate in conjunction with required disclosures about other significant commitments. Encumbered amounts for specific purposes for which resources already have been restricted, committed, or assigned should not result in separate display of the encumbered amounts within those classifications. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned should not be classified as unassigned but, rather, should be included within committed or assigned fund balance, as appropriate, based on the definitions and criteria in paragraphs 10–16.

Details of Fund Balance Classifications Displayed in the Aggregate

25. If nonspendable fund balance is displayed in the aggregate on the face of the balance sheet, amounts for the two nonspendable components should be disclosed in the notes to the financial statements. If restricted, committed, or assigned fund balances are displayed in the aggregate, specific purposes information, as required in paragraph 22, should be disclosed in the notes to the financial statements. Governments may display the specific purpose details for some classifications on the face of the balance sheet, as discussed in paragraph 22, and disclose the details for other classifications in the notes to the financial statements.

Stabilization Arrangements

26. Governments that establish stabilization arrangements, even if an arrangement does not meet the criteria to be classified as restricted or committed, should disclose the following information in the notes to the financial statements:

a. The authority for establishing stabilization arrangements (for example, by statute or ordinance)
b. The requirements for additions to the stabilization amount
c. The conditions under which stabilization amounts may be spent
d. The stabilization balance, if not apparent on the face of the financial statements.

Minimum Fund Balance Policies

27. If a governing body has formally adopted a minimum fund balance policy (for example, in lieu of separately setting aside stabilization amounts), the government should describe in the notes to its financial statements the policy established by the government that sets forth the minimum amount.

Governmental Fund Type Definitions

28. Governmental fund types include the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds, as discussed in paragraphs 29–35.

General Fund

29. The general fund should be used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds

30. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term *proceeds of specific revenue sources* establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. Those specific restricted or committed revenues may be initially received in another fund and subsequently distributed to a special revenue fund. Those amounts should not be recognized as revenue in the fund initially receiving them; however, those inflows should be recognized as revenue in the special revenue fund in which they will be expended in accordance with specified purposes. Special revenue funds should not be used to account for resources held in trust for individuals, private organizations, or other governments.

31. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund.[2] Other

[2]For revolving loan arrangements that are initially funded with restricted grant revenues, the consideration may be whether those restricted resources continue to comprise a substantial portion of the *fund balance* in the fund's balance sheet.

resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specified purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources.

32. Governments should disclose in the notes to the financial statements the purpose for each major special revenue fund—identifying which revenues and other resources are reported in each of those funds.

Capital Projects Funds

33. Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

Debt Service Funds

34. Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. Debt service funds should be used to report resources if legally mandated. Financial resources that are being accumulated for principal and interest maturing in future years also should be reported in debt service funds.

Permanent Funds

35. Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs—that is, for the benefit of the government or its citizenry. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments.

EFFECTIVE DATE AND TRANSITION

36. The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented. Changes to the fund balance information presented in a statistical section may be made prospectively, although retroactive application is encouraged. If the information for previous years is not restated, governments should explain the nature of the differences from the prior information.

The provisions of this Statement need not be applied to immaterial items.

This Statement was adopted by the affirmative votes of six members of the Governmental Accounting Standards Board. Mr. Williams dissented.

Members of the Governmental Accounting Standards Board:

Robert H. Attmore, *Chairman*
Michael D. Belsky
William W. Holder
Jan I. Sylvis
Marcia L. Taylor
Richard C. Tracy
James M. Williams

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763-427-5860
www.haa-inc.com

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Steven Hegland, City Engineer

DATE: May 14, 2026

RE: Request to approve Minnetonka Boulevard Storm Sewer Crossing

---

Purpose

The purpose of this item is to request City Council review and approval of the proposal for the tree removal and replacement of storm sewer across Minnetonka Boulevard.

Background

Last summer, Public Works staff identified a developing sinkhole around a storm outlet along Minnetonka Boulevard, just north of Sibley Avenue. Stantec worked with staff to investigate the storm sewer system in this area and determined that the existing corrugated metal pipe (CMP) beneath the roadway had deteriorated and failed. This failure allowed surrounding soils to infiltrate the pipe, leading to the formation of the sinkhole.

Last fall, the City contracted a sewer lining company in an effort to rehabilitate the pipe. However, during televising, it was discovered that the pipe had fully collapsed beneath the roadway, making lining infeasible.

The City evaluated the option of installing a new line via directional boring. However, due to the presence of a drain tile line at the collapse location, staff instead recommend excavating the roadway and replacing the pipe. This approach would allow for proper connection to the drain tile and, if it remains intact, extension of the line down the slope.

Tree Clearing

Three to four trees on the west side of Minnetonka Boulevard will need to be removed to facilitate pipe replacement. This includes one significant tree measuring approximately 41 inches in diameter, along with several smaller trees located directly above the pipe alignment.

Staff propose removing these trees under the City's existing annual tree removal contract, which Public Works competitively bids each year and typically yields favorable pricing. The estimated cost for tree removal is $8,000, and this work would be completed in advance of the excavation activities.

Storm Sewer Replacement

Staff coordinated with local utility contractors to obtain pricing for removal and replacement of the storm sewer pipe. The scope of work includes temporary removal of a portion of the guardrail along the west side of the roadway and replacement of the existing CMP with reinforced concrete pipe (RCP). Following completion of the utility work, the roadway will be restored to match existing conditions.

CenterPoint Energy has scheduled a closure of a portion of Minnetonka Boulevard south of this location later this summer, with traffic detoured via County Road 101. Traffic control signage will be required to safely route local traffic around the excavation area. However, coordinating the pipe replacement with the planned CenterPoint closure is expected to significantly reduce overall impacts to the community.

The City received four quotes for the storm sewer replacement, with Astech submitting the lowest bid in the amount of $62,559.60. A summary of the bids received is provided below.

	Contractor	Price
1	ASTECH	$62,559.60
2	Kusske Construction	$68,480.00
3	Schneider Excavating	$89,378.00
4	Widmer Construction	$109,619.00

Astech is also the utility contractor on the 2026 Street Improvement Project, which helps reduce potential access conflicts between the two projects.

Recommendation

We would recommend the City Council award the storm sewer replacement along Minnetonka Boulevard to Astech in the amount of $62,559.60 and authorize staff to remove trees under the current tree removal contract up to $8,000. Funding for this project will be sourced from the stormwater fund.

Asphalt Surface Technologies Corporation
P.O. Box 1025
St Cloud, MN 56302
Phone: 320-363-8500
Fax 320-363-8700
AN EQUAL OPPORTUNITY EMPLOYER

SUBMITTED TO: CITY OF DEEPHAVEN	PHONE:	DATE: 4-30-2026
STREET:	JOB NAME: PIPE CROSSING	JOB #:
CITY: DEEPHAVEN, MN	JOB LOCATION: MINNETONKA BLVD	
ATTENTION: BRADLEY	BID DATE:	

ITEM NUMBER	Description of item	Quantity	unit	unit price	Amount
1	MOBILIZATION	1	EACH	$ 3,500.00	$ 3,500.00
2	TRAFFIC CONTROL	1	LS	$ 2,750.00	$ 2,750.00
3	GRUB STUMPS AFTER CITY CLEARS AREA FOR PIPE WORK.	1	LS	$ 1,000.00	$ 1,000.00
4	SALVAGE AND REINSTALL GUARD RAIL	50	LF	$ 36.00	$ 1,800.00
5	SAW CUT BIT	120	LF	$ 3.00	$ 360.00
6	REMOVE BIT SURFACE	200	SY	$ 11.80	$ 2,360.00
7	REPLACE 18” CMP WITH 18” RCP AND GROUT EXISTING 8” CMP ON EAST SIDE OF MINNETONKA BLVD PER PLAN, CONNECT TO THE EXISTING DRAINTILE AND INSTALL 4” SCH 40 TO THE NEW FES AND INSTALL RODENT GUARD.	1	LS	$ 35,960.00	$ 35,960.00
9	8” CLASS 5 (CV)	84	TON	$ 33.78	$ 2,837.52
10	Pave approximately 5” of asphalt in 2 lifts (**INCLUDES BIT CURB)**	56	TON	$ 172.18	$ 9,642.08
11	TOPSOIL AND SEEDING	1	LS	$ 2,350.00	$ 2,350.00
				LUMP SUM TOTAL:	**$ 62,559.60**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreement contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.	Authorized Signature: LANCE BEMBOOM Proposal may be withdrawn if not accepted within 30 days.
Date of Acceptance:	Signature:

Kusske
CONSTRUCTION COMPANY, LLC.
582 Bavaria Lane
Chaska, MN 55318
Office: 952-448-3321
Fax: 952-448-3774

April 15, 2026

City of Deephaven
20225 Cottagewood Rd,
Deephaven, Minnesota 55331

Attention: Brad

Regarding: Minnetonka Blvd storm sewer repair

Dear Sir:

Our proposal would include the equipment, labor and materials necessary to do the following:

Erosion control with removals
Remove and reinstall guard rail as needed
Install new 18" RCP with flared end
Install 4" PVC pipe with draintile connection
Remove/replace pavement
Traffic control
Seed disturbed areas

Our price would be .....$ 68,480.00
(Sixty Eight Thousand Four Hundred Eighty Dollars and No Cents)

The following would not be included:

Survey	Permits
Import topsoil	Soil correction
Soil testing	Tree replacement

Please call with questions

Sincerely,

Jason Kusske
President

2026 STREET IMPROVEMENT PROJECT

MINNETONKA BLVD STORM SEWER

CITY OF DEEPAVEN

Brian Wachholz
952-292-4374

SCHNEIDER EXCAVATING & GRADING INC.
YOUNG AMERICA, MN
— est. 1973 —

ITEM NO.	ITEM DESCRIPTION	QTY.	UNITS	UNIT PRICE	AMOUNT
	Minnetonka Blvd storm repair	1	LS	$89,378.00	$89,378.00
Includeds	Mobilization, Saw Blacktop, Blacktop removal, Remove and replace guardrail, Remove storm sewer, Traffic Control (detour route using Heathcote Road), Connect to existing storm, 18" rcp with apron, 4" tile,Site grading, salvage and reuse class v, Buldhead existing storm, Salvage and reinstall rip rap, Seed and Blanket, Blacktop				
Does not include	Permits, Traffic control layout (not by P.E,)construction sign special, bond, SWPPP				

From: tonyv.widmerconst
To: Fasbender, Bradley
Subject: Minnetonka Blvd Storm Sewer Repair Quote
Date: Wednesday, April 15, 2026 7:14:20 AM

Storm sewer crossing repair on Mtka Blvd in Deephaven
'

Install 18" storm sewer as per plan sheet Co 501
Bid Price $109619

Does not inlcude removing or replacing anchor pole on west side of Mtka Bld., permits, staking

Widmer Construction
Tony Vanderlinde

Caution: This email originated from outside of Stantec. Please take extra precaution.

Attention: Ce courriel provient de l'extérieur de Stantec. Veuillez prendre des précautions supplémentaires.

Atención: Este correo electrónico proviene de fuera de Stantec. Por favor, tome precauciones adicionales.

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763-427-5860
www.haa-inc.com

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Steven Hegland, City Engineer

DATE: May 14, 2026

RE: Request to approve Civil Engineering Design for Village Hall Pavilion Project

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Purpose

The purpose of this item is to request City Council review and approval of proposal for civil engineering design on the Village Hall Pavilion Project.

Background

The City Council is moving forward with the Village Hall Pavilion Project, which includes the construction of a new year-round pavilion within Village Hall Park.

Stantec has submitted a proposal to assist with the preparation of civil engineering drawings and the assembly of contract documents for the project. This project is anticipated to follow the same delivery approach as the Thorpe Park project, with City of Deephaven staff and representatives taking a lead role in managing the work.

Because the total project cost is expected to exceed $175,000, it will be publicly bid. The documents prepared by Stantec—including the survey of the park area and the preparation of existing conditions, grading, and utility plan sheets—will be combined with the architectural drawings and used as part of the bidding package.

The Stantec proposal is attached for reference.

Recommendation

We would recommend the City Council award the Village Park Pavilion Project Design services to Stantec in the amount of $7,388.

Stantec Consulting Services Inc.
733 Marquette Ave Suite 1000
Minneapolis MN 55402-2309

May 14th, 2026

Mr. Dan Madsen
City Administrator/Special Council
20225 Cottagewood Road
Deephaven, MN 55331

Hello, Dan.

Reference: Village Park Pavilion Project

Project Understanding

Stantec appreciates the opportunity to provide this proposal for professional service to the City of Deephaven to provide Civil Engineering support on the Village Park Pavilion.

The project includes the construction of an approximately 2,800-sf new Park Pavilion building, which will serve as a gathering space during the spring, summer, and fall seasons, and as a warming house during the winter. The City will be directly managing the project utilizing public works and other City staff and Stantec will be providing civil engineering drawings for the project.

Stantec will perform the following services

Scope of Services:

Stantec's scope of work is described below:

Site Survey

Stantec will update the topographic survey of the portion of the park adjacent to the proposed pavilion. At the time of the Hockey Rink construction project, a survey was completed for the area directly around the hockey rink. This survey will be supplemented with additional information to gather additional shots alongside the trail, public works parking lot, wellhouse and tee ball field. Trees, bushes and landscaping features will also be included in the survey. Benchmarks will be established for future reference and tied into existing infrastructure.

Civil Engineering Design Drawings

Stantec will prepare the Civil Engineering drawings for the project. These will include an existing conditions and removals plan, a site/ grading/ erosion control plan, and a site utility plan. Below is a brief description of what will be included in the proposed plans.

Reference: **Village Park Pavilion**

Existing Conditions and Removals Plan

- Documentation of existing site features, including topography, pavements, utilities (as available), and visible improvements within the project area.
- Identification of proposed removals, limits of demolition, and elements to remain.
- Coordination with applicable survey data and project requirements.
- Proposed staging and access areas

Site / Grading / Erosion Control Plan

- Preparation of a combined plan illustrating proposed site layout, grading, and erosion control measures.
- Design of proposed finished grades necessary to support the pavilion and adjacent improvements while maintaining positive drainage.
- Identification of slopes, spot elevations, drainage flow patterns, and grading limits.
- Depiction of temporary and permanent erosion and sediment control measures consistent with applicable regulations.

Utilities Plan

- Preparation of a utilities plan illustrating existing and proposed utilities serving the pavilion, including water, sanitary sewer, storm sewer, and other site services as required.
- Identification of utility connection points, routing within the site, and coordination with grading and other site improvements.
- Conflict avoidance and general coordination with architectural and structural design elements.
- These plans shall be prepared as part of the site construction documents suitable for permitting, bidding, and construction, consistent with the agreed-upon level of design and applicable standards.

Contract Documents

Stantec will provide and assist in the preparation of AIA Standard Contract Documents for the pavilion project.

Work will include the following:

- Provide, and update applicable AIA standard contract documents appropriate for the proposed project and delivery method.
- Incorporate project-specific information, including Owner information, project identification, dates, and administrative details.
- All project information relevant to the Civil Engineering design will be incorporated with notes on the plan sheets. It is assumed that no Civil related technical specifications will be created.

- It is assumed that the architect and their mechanical, structural, plumbing and other subs (if applicable) will provide all required contract information, supplementary conditions, and technical specifications.

Fees

Stantec will provide these services on an hourly, not-to-exceed basis unless noted otherwise. We will invoice monthly for the actual work completed for each task listed above. Applicable state and local taxes are not included. Services requested by the Owner or others that are outside this scope will be treated as additional services. Stantec will not proceed with additional services without the Owner's prior written approval. All work will be completed in accordance with the Professional Services Agreement with the City of Deephaven.

Task	Description	Estimated Costs
1	**Project Design**	$7,388
Total		**$7,388**

Project Assumptions

- The project will be completed in accordance with the City of Deephaven Standards
- No effort for construction administration services is provided in this scope of work. It is assumed during the construction phase of the project that the City will be managing this project and we will be asked to review any questions related to the civil portion of the project as requested.
- Stantec has assumed that the plan drawings will be developed with a 90% and 100% set of drawings with the building location and footprint to be provided by others. We assume that an AutoCAD file of the building will be provided prior to preparation of the site improvement plans.
- With the Hockey Rink project completed last fall, the stormwater management plan with that project was oversized to account for the additional impervious surface from the pavilion project and no additional stormwater treatment is assumed to be necessary with this project.

Thanks again for the opportunity to present this proposal. If you have any questions at all, please don't hesitate to ask.

Reference: **Village Park Pavilion**

Regards,

STANTEC CONSULTING SERVICES INC.

Nate Drews, PE
Project Engineer
Phone: (612) 712-2035
Nate.Drews@stantec.com

Bradley Fasbender
Associate
Phone: (612) 712-2041
Bradley.Fasbender@stantec.com

By signing this proposal, City of Deephaven authorizes Stantec to proceed with the services herein described and the work will be completed in accordance with the existing Professional Services Agreement.

This proposal is accepted and agreed on the _____ day of _____,_____ .

Per:

_____ _____

City Representative Signature

FEE ESTIMATE - Village Park Pavilion Project

	Project Manager	Design Engineer	1-Man Survey Crew	Sr. Surveyor Tech	Expenses
Name	Hegland, Steven	Joe Elsenpeter	TBD	Ryan Ness	
Total Units (T&M)	8	28	4	3	100
Billing Rate	$198	$161	$179	$170	$0.70

	Task Name						Labour	Expense	Total
1	**Site Survey**			4	3	100	$1,226.00	$70.00	$1,296.00
2	**Civil Engineering Design Drawings**	4	24				$4,656.00	$0.00	$4,656.00
3	**Contract Documents**	4	4				$1,436.00		$1,436.00
	Totals	8	28	4	3	100	$7,318.00	$70.00	$7,388.00