



CITY COUNCIL MEETING AGENDA
TUESDAY MARCH 3, 2026

CITY COUNCIL MEETING TIME: 6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. ****Consent Agenda****

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

a. Approval of City Council Minutes from the February 10, 2026, Regular City Council Meeting.

b. Approval of Accounts Payable; (Batch #1 - Checks No. 24229-24252).

c. Agriculture Preserve Enrollment – Parcel ID No. 22-118-24-21-0004

d. Rubbish Haulers - Annual License Renewals:

- Randy's Sanitation/Republic Services
- Curbside Waste
- Waste Management

e. Liquor License – Annual Renewals

- Ox Yoke Inn: Off Sale, On Sale and Sunday License
- Windsong Golf Club: Off Sale, On Sale and Sunday License and Tobacco License
- Pioneer Creek Golf Club: On Sale, Sunday License

5. Reports of Boards and Committees by Council and Staff.

6. Funds Transfer Consideration

a. **RESOLUTION No. 26-0303-01** – Consider transfer of funds from the General Fund (Fund 100) to the Road Capital Improvement Fund (Fund 402).

7. Consider Approval of Purchasing a GIS System/Software (Geographic Information Systems) for Documentation, Cataloging and Maintenance of the City's Utilities and Underground Infrastructure.

8. Discussion Relating to Upcoming Conduit Financing Request for North Shore Gymnastics New Facility in Maple Plain.

9. Open/Misc.

10. Adjourn.



CITY COUNCIL MEETING MINUTES
TUESDAY FEBRUARY 10, 2026

CITY COUNCIL MEETING TIME: 6:30 PM

1. CALL TO ORDER

Mayor Brad Spencer called the meeting to order on Tuesday, February, 2026, at 6:30 PM

2. PLEDGE OF ALLEGIANCE

Mayor Spencer led the group in the Pledge of Allegiance.

3. ROLL CALL

PRESENT: Spencer, McCoy, Betts, Fisher, Grotting (virtual)

ABSENT: None

STAFF: City Administrator Kaltsas, Administrative Services Director Simon, PW
Supervisor Ben Lehman, WHPS Chief DuRose

4. ****CONSENT AGENDA****

Mayor Spencer stated that the consent agenda items would be considered routine and acted on by one motion unless someone would like to remove an item for discussion. The consent agenda

- a. Approval of City Council Minutes from the January 20, 2026, Regular City Council Meeting.
- b. Approval of City Council Minutes from the February 4, 2026, City Council Workshop.
- c. Approval of Accounts Payable; (Batch #1 - Checks No. 24172-24194 and Batch #2 - Checks No. 24195-24228).
- d. Approval of the Updated City Council Meeting Dates for 2026 - Changing the Meeting Time of the August 4th City Council Meeting from 6:30 PM to 5:00 PM and moving the November 3rd City Council Meeting from November 3rd to November 10th and Canceling the November 17th Meeting.

Motion by McCoy, seconded by Betts to approve the consent agenda. Ayes: Spencer, Betts, McCoy, Fisher Grotting. Nays: None. Absent: None. Abstain: None. Motion Approved. 5-0

5. Reports of Boards and Committees by Council and Staff.

Council member Fisher Attended the following meeting:

- WHPS recognition ceremony
- City Council Workshop

Council member Betts Attended the following meeting:

- Police Commission
- City Council Workshop
- WHPS recognition ceremony

Council member Grotting Attended the following meeting:

- Planning Commission
- City Council Workshop

Council member McCoy Attended the following meeting:

- Police commission
- City Council Workshop

Mayor Spencer Attended the following meeting:

- Planning Commission
- WHPS Police Commission
- WHPS recognition ceremony
- City Council Workshop
- LMC Mayors Conference
- LMC Next Level Leaders

6. West Hennepin Public Safety – Director Matthew DuRose: Presentation of the January 2026 Activity Reports.

Director DuRose presented the updated activity report format, explaining that it had been refreshed to better align with how they report statistics to the FBI through the National Incident Based Reporting System (NIBRS). He outlined the difference between Group A offenses (more serious) and Group B offenses, noting that the reporting now counts multiple offenses within a single incident.

For January 2026, Independence had 5 Group A offenses and 1 Group B offense, all theft-related, stemming from 4 incidents. Director DuRose reported many crashes in the city during January, mostly related to deer collisions, which had increased significantly.

Director DuRose highlighted the community engagement section of the report, which captured meetings, problem-solving initiatives, and events like the Polar Plunge. The West Hennepin Public Safety team raised just over \$1,900 for Special Olympics with 10 participants, and Director DuRose mentioned they plan to grow the team for 2027.

Councilmember Betts complimented the report's accessibility for screen readers, noting that the format was compatible with her reading device, unlike many reports with graphs.

Director DuRose also mentioned the positive feedback from the February 2nd recognition ceremony and expressed interest in making it an annual event to recognize staff achievements in front of friends, family, and community members.

7. Mike Kuka (Applicant/Owner) requests that the City consider the following action for the property located at 4405 County Road 92 N, Independence, MN (PID No. 04-118-24-31-0002):
 - a. **RESOLUTION No. 26-0210-01** – Considering approval of a conditional use permit (CUP) to allow a detached accessory building to exceed 5,000 square feet. The applicant has an existing detached accessory building that is currently larger than 5,000 SF (approximately 7,200 SF) and considered lawful non-conforming. The applicant would like to add approximately 5,520 square feet to the existing building which will enlarge the structure and create the need for the conditional use permit.

City Administrator Mark Kaltsas presented the conditional use permit request from Mike Kuka to expand an existing accessory building. The property, located at 4405 County Road 92 North, is zoned and guided as agriculture and is approximately 80 acres in size.

Kaltsas explained that the existing building is approximately 7,200 square feet and considered lawfully nonconforming as it was constructed before current standards were adopted. The applicant wished to add approximately 5,500 square feet (72' x 76') to the structure, bringing the total to about 12,700 square feet.

The proposed expansion meets all setback requirements, being approximately 50 feet from the north property line where only 15 feet is required. Kaltsas noted that the Planning Commission had reviewed the application and found that the size of the property, the building's limited visibility from surrounding properties and County Road 92, and its intended personal use (not connected to the commercial indoor riding arena on the same property) satisfied the criteria for a conditional use permit.

The Planning Commission recommended approval with conditions that the building not be associated with the existing commercial riding arena conditional use permit, and that grading and drainage would be reviewed during the building permit process.

Motion by McCoy, seconded by Fisher to approve RESOLUTION 26-0210-01 Granting the Conditional Use Permit. Ayes: Spencer, Betts, McCoy, Fisher, Grotting. Nays: None. Absent: None. Abstain: None. Motion Approved. 5-0

8. Open/Misc.

9. Adjourn.

Motion by Betts, seconded by Fisher to adjourn the meeting at 6:49PM. Ayes: Spencer, Betts, McCoy, Fisher, Grotting. Nays: None. Absent: None. Abstain: None. Motion Approved. 5-0

City of Independence

Consider Approval of the 2026 Rubbish Hauler Renewal Licenses

To: City Council
From: Amber Simon, Administrative Services Director
Meeting Date: March 3, 2026

Discussion:

The City annually reviews the rubbish hauler licenses. The city has the following renewal applications:

Randy's Sanitation/Republic Services

Curbside Waste

Waste Management

Requested Action:

It is recommended that the City Council consider approving the renewal applications for the rubbish haulers.

***ATTACHMENTS:* Renewal License Applications**

City of Independence Liquor License Renewals

To: City Council
From: Amber Simon, Administrative Services Director
Meeting Date: March 3, 2026

Discussion:

The City annually reviews and considers renewal of on and off sale liquor licenses and tobacco licenses. The City has three (3) businesses which annually renew their respective liquor licenses. The following applications have been made to the Council:

Ox Yoke Inn:	Off Sale, On Sale and Sunday License
Windsong Golf Club:	Off Sale, On Sale and Sunday License and Tobacco License
Pioneer Creek Golf Club:	On Sale, Sunday License

Attachments: Liquor Applications

City of Independence
Funds Transfer Consideration

To: City Council
From: Mark Kaltsas, City Administrator
Meeting Date: March 3, 2026

Discussion:

The city budgeted \$175,000 in the general fund to complete gravel road improvements in 2025. The city is still working towards the completion of the budgeted improvements but will need to utilize the funds in 2026 rather than 2025 due to project timelines and weather delays. It is anticipated that the city’s updated 2026 gravel road improvement plan will include the use of a portion of the transferred funds. The balance will also help to offset future gravel road improvements in accordance with the city’s five (5) year capital gravel road plan.

The city has created a Road Improvement Capital Fund to maintain funding for road improvement projects. The funds will be transferred from the general fund to the capital road improvement fund. A detailed breakdown of all funds proposed to be transferred can be found below.

Recommendation:

The City Council is being asked to consider approval of the proposed fund transfer.

Transfer to	Transfer from	Amount	Reason
Fund 402 – Road Improvement Capital Fund	Fund 100 – General	\$175,000	Planned transfer/funding amount to supplement gravel road improvements

Attachments:

- 1. RESOLUTION No. 26-0303-01**



RESOLUTION OF THE
CITY OF INDEPENDENCE
HENNEPIN COUNTY, MINNESOTA

RESOLUTION NO. 26-0303-01

A RESOLUTION APPROVING FUNDS TRANSFER

WHEREAS, the City has the following transfers to be made:

Transfer to	Transfer from	Amount	Reason
Fund 402 – Road Improvement Capital Fund	Fund 100 – General	\$175,000	Planned transfer/funding amount to supplement gravel road improvements

WHEREAS, the City budgeted \$175,000 in the general fund to complete gravel road improvements; and

WHEREAS, the City is still working towards the completion of the budgeted improvements but will need to utilize the funds in 2026 rather than 2025; and

WHEREAS, the City has created a Road Improvement Capital Fund to maintain funding for road improvement projects.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Independence hereby approves the fund transfer effective December 31, 2025.

This resolution was adopted by the City Council of the City of Independence on this 3rd day of March 2026, by a vote of _____ ayes and _____ nays.

Brad Spencer, Mayor

ATTEST:

Mark Kaltsas, City Administrator

City of Independence

GIS Systems Purchase Consideration

To: City Council
From: Ben Lehman, Public Works Director
Meeting Date: March 3, 2026

Discussion:

Public Works has been working with the city's engineer to put together a scope for purchasing and building out a GIS (Geographic Information Systems) system for the city. Staff is recommending that the city purchase ArcGIS Online (AGOL) software and initiate the development of a comprehensive Geographic Information System (GIS) database for the City's sewer, stormwater, electric, and fiber infrastructure.

The City currently relies on a combination of paper records, static maps, and legacy files to track the location of underground utilities. As excavation activity increases and state expectations for accurate utility locates continue to evolve, maintaining reliable, accessible, and up-to-date geospatial information has become essential.

Accurate GIS data supports:

- - Faster and more accurate 811 (Gopher State One Call) locates
- - Reduced risk of utility strikes and associated liability
- - Improved asset management and long-term capital planning
- - Better coordination with contractors, developers, and regional partners
- - More efficient staff workflows and reduced time spent searching for records
-

Implementing a modern GIS system will allow the City to digitize existing utility information, maintain it centrally, and ensure long-term accuracy. Staff recommends purchasing ArcGIS Online (AGOL) licenses and professional services to establish the City's GIS environment, configure applications, and begin building a utility database.

The proposed scope includes:

- - Creation of the City's AGOL environment
- - Setup of user accounts (Creator, Editor, Viewer licenses)
- - Configuration of data schemas and mapping applications
- - Digitization and organization of existing utility records
- - Training for City staff
- - Ongoing technical support and application maintenance

This work will create a sustainable, scalable GIS foundation that the City can continue to build upon for future needs such as asset management, permitting, inspections, and field data collection.

Cost Summary

Task 1 – AGOL Purchase and Setup: \$18,000

- Task 1.1 – Base AGOL Setup (2 Creator Licenses): \$1,550
- Task 1.2 – 1 Editor License: \$320
- Task 1.3 – 2 Viewer Licenses: \$320
- Task 1.4 – Labor for Setup of Data/Application: \$15,810

Task 2 – Application Maintenance (Reimbursable): \$7,500

Task 3 – ArcGIS Online Training (Reimbursable): \$7,500

Total Project Cost: \$34,000

The city would have the initial one-time setup costs shown above. The city would have an annual recurring licensing cost of \$1,550 following the initial purchase and setup.

Recommendation

As previously noted, and discussed with Council, the city did not budget for this expense in 2026. The city does have funds in several places that could be reallocated to fund this initiative. Staff would like to advance this project in 2026 due to pending legal requirements requiring the data and to not fall further behind in documenting our infrastructure. The recommended funding mechanism is from the city's Equipment Capital Fund (75%) and minor modifications to the Public Works budget for 2026 (25%). Staff recommends that the City Council authorize the purchase of ArcGIS Online and approve the proposed GIS implementation scope in the amount of \$34,000. Establishing a modern GIS system will significantly improve the City's ability to manage underground utilities, meet increasing operational demands, and reduce long-term risk and costs.

Attachments:

1. GIS Systems Proposal

Individual Project Order Number 2026 GIS Services

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the City of Independence, Minnesota (the Client or the City) in accordance with the terms of the Master Agreement for Continuing Professional Services dated XXXXXX which is incorporated herein by reference.

Identification of Project: 2026 GIS Services

Project Understanding: The Consultant understands that the City desires to setup an ArcGIS Online (AGOL) site for integration into their permitting software.

Specific scope of basic Services: See Below

Task 1 – AGOL Purchase and Initial Setup

The Consultant will purchase and setup a base ArcGIS Online (AGOL) account on behalf of the Client to use for permitting software integration purposes through the use of the Esri Project Delivery Subscription

The Consultant will provide the following professional services:

- A. Project Coordination and Administrative Tasks
- B. Purchase of AGOL account from Esri. The base purchase provides two (2) Creator users. One Creator account must be maintained by the Consultant to build, maintain, and supply support to projects, the other Creator account will be assigned to one of the Client's staff.
- C. The Client has also requested to purchase and assign a one (1) Editor and two (2) Viewer Licenses. Additional users can be purchased at cost but are not included in the current scope of work and associated fee.
- D. The Consultant will build an online GIS Map that will include creation and posting of the following data:
 - a. Address Points
 - b. Streets Names
 - c. Public Right of way
 - d. Parcels with Owner Information from Appraisal District Data
 - e. Zoning Data
 - f. Flood Zones
 - g. Historic Districts or Sites

The AGOL account purchased will be available for a period of 1-year from date of purchase. Additional subscriptions can be purchased for subsequent years as needed. Current pricing can be found at: <https://www.esri.com/en-us/arcgis/products/arcgis-online/pricing>. No additional user accounts are included in this task unless explicitly stated above and the Client is responsible for all AGOL credit usage exceeding allotted thresholds.

Deliverables:

- A. Username and Password to access the online GIS platform, which will include initial project data.

Services/Deliverables provided by the City:

- A. Provide data, as detailed above

Task 2 – Additional Application Maintenance

The Consultant will allocate up to 30 hours of on call, as needed, support for changes and modifications after the initial setup. This time may also be used for administration of the AGOL website.

Deliverables:

- A. Online configuration of the platform

Task 3 – AGOL Training

The Consultant will provide up to four (4) hours of on-site training for the Client’s staff. The training will be customized to the specific functionality needed for this task and will focus on data editing and mapping setup. The Consultant will provide information in the form of existing Esri training hyperlinks that can be researched at the Client’s convenience. This also consists of preparing training materials, which help describe the functionality of the system and specific modifications made for the Client.

Deliverables:

- B. Training Materials.

Services/Deliverables provided by the City:

- B. Attendance of in person training.

Additional Services if required: _____ See Below

Any services not specifically provided for in the above scope, as well as any changes in the scope requested by the City, will be considered additional services. Additional Services will be compensated on a reimbursable basis at the then current hourly rates. Consultant will not perform any Additional Services without City’s prior approval. Additional services include, but are not limited to, the following:

- A. Survey
- B. Quarterly updates of GIS data.
- C. Subscription to the ArcGIS Online Project Delivery Site after the 1st year.
- D. Coordination with Permitting Software integrator outside of initial setup.
- E. Development of additional online maps.

Individual Project Order Number 2026 GIS Services

Services provided by City: See items listed above under Scope of Services.

Schedule: Consultant will begin services upon receipt of Notice to Proceed.

Deliverables: See items listed above under Scope of Services.

Task 1 – AGOL Purchase and Setup	\$18,000
Task 1.1 – Base AGOL Setup (2 Creator License)	\$1,550
Task 1.2 – 1 Editor License	\$320
Task 1.3 – 2 Viewer License	\$320
Task 1.4 – Labor for Setup of Data/ Application	\$15,810
Task 2 – Additional Application Maintenance (Reimbursable)	\$7,500
Task 3 – ArcGIS Online Training (Reimbursable)	\$7,500
Total (Lump Sum and Reimbursable)	\$ 34,000

Consultant will perform the services in Tasks 1 for the total lump sum fee of \$18,000. All permitting, application, and similar project fees will be paid directly by the Client. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

Other special terms of Individual Project Order: None.

ACCEPTED:

CITY OF GAINESVILLE, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____
Mark Kaltsas

BY: _____
Eric Fosmo. P.E.

TITLE: City Manager

TITLE: Vice President

DATE: _____

DATE: _____

City of Independence

Conduit Financing – Northshore Gymnastics (Maple Plain)

To: City Council
From: Mark Kaltsas, City Administrator
Meeting Date: March 3, 2026

Discussion:

North Shore Gymnastics Association (Maple Plain), a Minnesota 501(c)(3) nonprofit, is requesting that the City of Independence act as a conduit issuer for up to \$8,500,000 in tax-exempt revenue bonds. The proceeds will be loaned to North Shore so it can acquire land and construct a new 48,000-square-foot youth gymnastics facility in the City of Maple Plain. A public hearing is required under Minnesota law before the City may consider issuing the bonds (will be held at the March 17th City Council Meeting).

What the Project Involves:

- Purchase approximately 6.35 acres of land on Pioneer Creek Drive in Maple Plain.
- Construct and equip a 48,000 sq. ft. gymnastics and training facility.
- Use a portion of the bond proceeds for capitalized interest and issuance costs.

Why the City of Independence Is Being Asked to Issue the Bonds:

This financing would be done under Minnesota's Municipal Industrial Development Act, which allows cities to issue tax-exempt revenue bonds for qualifying nonprofit projects. This is conduit financing: the City is not borrowing money, not responsible for repayment, and assumes no financial risk.

Maple Plain cannot issue the bonds because it is already issuing its own municipal debt and cannot issue these bonds on behalf of North Shore. The City has no financial liability. The bonds are payable solely by North Shore Gymnastics.

The City will receive an issuance fee of 0.5%, totaling \$42,500. Independence has historically had great success with issuing conduit bonds, and the proposed issuance allows the City to support a nonprofit organization at no cost or risk to the City while receiving \$42,500 in revenue.