



**CITY COUNCIL  
WORK SESSION MEETING AGENDA**

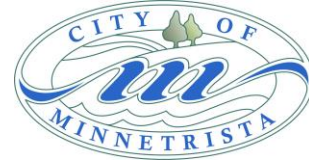
**May 6, 2023  
5:30 – 6:30pm**

- 1) Call to Order**
- 2) Top Soil Discussion**
- 3) St. Bonifacious Fire Contract Reserve Fund Surplus Discussion**
- 4) Irrigation Controler Rebate Program**
- 5) Consider Personnel Actions**
- 6) Adjourn**

## CITY OF MINNETRISTA

### WORK SESSION AGENDA ITEM 2

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**Subject:** Topsoil Inspection – Building Permit Reviews

**Prepared By:** Alyson Fauske, PE (MN), City Engineer

**Meeting Date:** May 6, 2024

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#### **Issue**

On April 18, 2022 City Council adopted Ordinance 475, which includes topsoil requirements. The topsoil is checked with the final grade inspection and staff wants to provide council an update now that the topsoil definition has been in place for two seasons.

#### **Discussion**

The overall goal of the City Code updates within Ordinance 475 was to provide policies to reduce the demand that irrigation places on the city's water system. Prior to adoption of Ordinance 475 some residents indicated that their lawn required more water because the topsoil depth and/or quality was insufficient. Initially the city code required soil "contain no particles over two inches in diameter". Ordinance 475 added a definition of topsoil: surface soils containing higher concentrations of organic matter where particles do not exceed one inch in diameter, free of heavy clay and stones and only subjected to limited compaction necessary to place the material. The topsoil definition was intentionally not specific to composition (such as what is included in the MNDOT specifications) so that administration of ordinance would not require testing or collection of supplier tickets.

The condition and depth of the topsoil is checked during the final grade inspection. The depth and compaction requirements of the city code are straightforward to enforce.

In spring of 2023 there were instances where winter runoff exposed the underlying clay in numerous spots, and there were several properties the past two years where topsoil seemed to have high amounts of clay mixed into the soil. Though the topsoil did appear to have more organics and less clay, high clay content was evident as the soil cracked and hardened in the heat.



Figure 1. Exposed clay due to runoff.

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After the final grade inspection landscaping crews expose underlying clay throughout the yard when installing trees or irrigation. The general contractors for the Woodland Cove developments state that the sod crew is responsible for cleanup before sod is placed, however it is possible that the exposed clay is not removed and unintentionally mixed into the topsoil.



Figure 2. Clay exposed due to irrigation installation

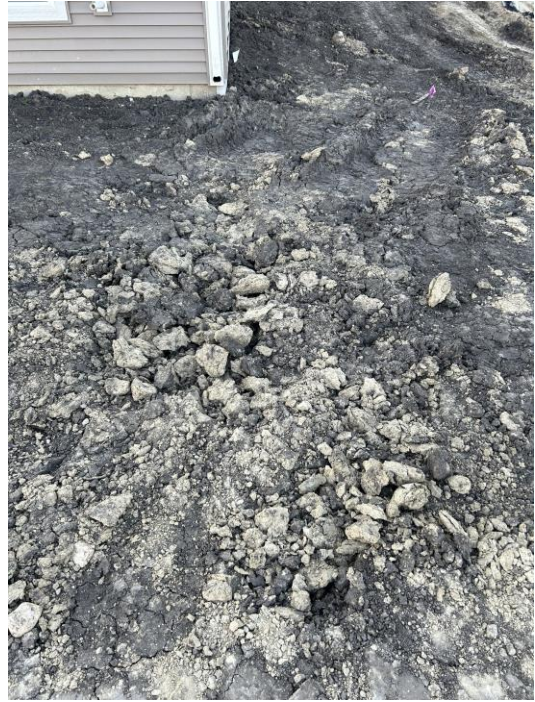


Figure 3. Exposed clay throughout the yard

Staff will be at the Work Session and requests Council feedback on the efficacy and efficiency of enforcing the city code requirement for topsoil.

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## CITY OF MINNETRISTA



### WORK SESSION AGENDA ITEM 3

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**Subject:** Saint Bonifacius Fire Contract Reconciliation Discussion

**Prepared By:** Jasper Kruggel, City Administrator

**Meeting Date:** May 6, 2024

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**Issue:** Per the fire services agreement contract that the City of Minnetrista has with the City of Saint Bonifacius, whenever the Fire Contract Reserve Fund exceeds 10% of the operating budget of the fire department, the City has the option to reduce our annual operating payment in proportion to the amount paid in 2023, or to make a full payment and keep the Fire Contract Reserve Fund above the 10% threshold.

**Overview:** From time to time, the City of Minnetrista has to provide feedback to the City of Saint Bonifacius about how to handle the >10% balance in the Fire Contract Reserve Fund. The intent of this discussion topic is to receive feedback from the City Council and then bring forward official action directing the City of Saint Bonifacius on how to handle this balance.

Attached, you will find a memo from the City of Saint Bonifacius requesting that we respond by June 15, 2024.

**Recommended City Council Action:** Staff recommends that the City Council discuss the City of Saint Bonifacius' request and provide feedback to staff, giving direction to bring official action forward at the May 20, 2024, City Council meeting.

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## CITY OF ST. BONIFACIUS

Office of the Administrator/Clerk/Treasurer  
8535 Kennedy Memorial Drive  
St. Bonifacius, MN 55375  
(952) 446-1061

### 2023 YEAR END FIRE DEPARTMENT CONTRACT RECONCILIATION

BUDGET:	\$418,220
EXPENSES:	\$403,836
RECEIPTS:	\$422,828

St. Bonifacius	106,646
Minnetrista	279,789
Watertown Township	24,675
Laketown Township	7,110
Expense Reimbursements from Grants & a voided check	4,608
<b>TOTAL RECEIPTS</b>	<b>\$422,828</b>

2023 Reconciliation reflects excess receipts in the amount of \$18,992. \$18,992 has been transferred into the Fire Contract Reserve Fund. The new balance is \$23,674. The amount over 10% of the 2023 operating budget of \$199,020 is \$3,772.00.

At this time, the contracting public bodies will decide whether to reduce their annual operating payment to offset the contract reserve fund balance in excess of 10% or contribute to keep it over the 10% contract reserve fund level.

**Please respond with your Boards/Council action by 6/15/2024.**

Supporting financial documents can be requested at [assistantclerk@st-bonifacius.mn.us](mailto:assistantclerk@st-bonifacius.mn.us).

Brenda Fisk  
Adm/Clk/Trs  
4/18/2024



# CITY OF MINNETRISTA



## WORK SESSION AGENDA ITEM 4

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**Subject:** Irrigation Controller Rebate Program Discussion

**Prepared By:** Jasper Kruggel, City Administrator

**Meeting Date:** May 6, 2024

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**Issue:** A resident recently requested that the City of Minnetrista look into the Metropolitan Council Water Efficiency Grant Program.

**Overview:** Staff has reached out to representatives from the Metropolitan Council regarding their Water Efficiency Grant Program. The current program is closed to applications, and the next application period will be in 2026. Most cities use these funds, which require a local match, to replace outdated irrigation controllers with smart irrigation controllers. One major point of this program is that funds cannot be used for new construction developments. The basic framework of the program is listed below:

- Cities can receive grants between \$5,000-\$50,000 to reduce costs to residents for installation of water efficient products.
- The 2024 program deadline has passed, and the next funding cycle begins in 2026.
- Funds are to be used for rebates only.
- Multipliers are responsible for the design of the program and there is a 20% local match. Residents must pay a portion of the cost of any device.
- New construction and developments are not eligible.

Two City Council members have requested to discuss this topic at a work session, and staff is open to answer any questions about this program.

**Recommended City Council Action:** Staff recommends that the City Council discuss the topic and provide direction.

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## CITY OF MINNETRISTA

### WORKSESION AGENDA ITEM 5

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**Subject:** Consider Personnel Actions

**Prepared By:** Allie Polsfuss, Director of Administration on behalf of the Personnel Committee; Councilmember Reffkin, Councilmember MacGregor, City Administrator Jasper Kruggel, and Finance Director Brian Grimm

**Meeting Date:** May 6, 2024

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Jasper Kruggel and Allie Polsfuss met with department directors at the beginning of 2024 to discuss each department's staffing needs for the next two years. The staffing needs and wants were discussed and evaluated with the Personnel Committee. The items below are the actions proposed by the Personnel Committee to be implemented on July 1, 2024.

#### **Promotions**

The purpose of the proposed promotions/job retitling is to have the job titles and pay of these positions more accurately reflect the duties and responsibilities of the employee.

#### **Senior Accountant**

The Personnel Committee is proposing the promotion of Associate Accountant/Deputy City Clerk to Senior Accountant/Deputy City Clerk for Angie Boll. Boll has been with the City since 2008 when she was hired as an Accounting Technician. In 2017, her position was retitled and scored to Associate Accountant/Deputy City Clerk.

Over the 16 years Angie has been employed, the position has evolved to include more duties and responsibilities. Angie is an integral part of the team, and her knowledge and experience is invaluable. She has been completing the duties and responsibilities of a senior/mid-level management position, and staff recommended her job title and pay reflect that. The new Senior Accountant position has been evaluated, scored, and placed appropriately.

Staff is proposing entering the Senior Accountant/Deputy City Clerk at grade 7 step 4 at \$42.71 per hour. This is a 10% increase from her current wage.

#### **Administrative Assistant**

The Personnel Committee is proposing the promotion of Customer Service Assistant to Administrative Assistant for Darci Atkinson. Atkinson has been with the city since 2020, and the position has evolved in the last four years to include additional duties and responsibilities.

Darci's duties and responsibilities are more closely aligned with an Administrative Assistant position instead of a receptionist/customer service position. She has been an excellent team

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member, and we rely on her for nearly all day-to-day operations and to run interference on any questions, concerns, or issues received at the front desk. She has been performing the duties as an Administrative Assistant for a while and we believe her title and pay should reflect that. The new Administrative Assistant position has been evaluated, scored, and placed appropriately.

Staff is proposing entering the Administrative Assistant at grade 4 step 2 at \$30.39/ per hour. This is a 10% increase from her current wage.

The proposed pay for both of these positions is aligned with the market data.

### **Adjustments**

Since the compensation study and implementation of the new pay plan in June 2022, it has been a priority for staff to complete a market analysis at the beginning of each year to evaluate our wages and ensure they are continuing to be competitive with our surrounding communities. The purpose of proposing the below items is to address the positions that have fallen significantly below the market.

#### **Director of Public Works**

Currently, Gary Peter's wage is 13% below our market competitors. To better align his wage with the market, staff proposes an adjustment from grade 10 step 5 to grade 10 step 8 at \$64.61/ hour. To retain the employee and remain competitive, staff believes this adjustment is necessary. This is a 10% increase from his current wage.

#### **Director of Public Safety**

Paul Fall's wage is 7% below our market competitors. To better retain Falls and align with the market, staff proposes an adjustment from grade 10 step 10 to grade 11 step 10 at \$76.13/hour. This is a 10% increase from his current wage.

The Personnel Committee has reviewed the proposals and data for these adjustments and discussed them at length. They recommend approving the movements above effective July 1, 2024.

### **Financial Impacts**

Below are the total impacts to the budget if effective July 1, 2024. Because these changes are not budgeted for in 2024, staff is proposing using the surplus from the below sources:

- Estimated 6-7 months of open Police Officer Position~\$75,000
- Estimated 4-5 months of open Public Works Maintenance worker position~~\$25,000

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2024	Cost	Benefits	General	Enterprise
Director of Public Works	\$6,294.24	\$1,227.38	\$5,641.21	\$1,880.40
Senior Accountant	\$2,826.66	\$428.24	\$650.98	\$2,603.92
Administrative Assistant	\$2,155.25	\$326.52	\$992.71	\$1,489.06
Director of Public Safety	\$7,197.51	\$1,090.42	\$8,287.93	\$0.00
			<b>\$15,572.83</b>	<b>\$4,092.98</b>
<b>Total Cost</b>	<b>\$19,665.81</b>			

**Recommended Council Action:** Approve the Personnel Committee Actions as proposed above.

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