



CITY COUNCIL MEETING AGENDA

March 02, 2026 at 7:00 PM

7701 County Road 110 West Minnetrista, MN 55364

Pursuant to Minnesota Statutes, section 13D.02, one or more council members may participate remotely.

1) CALL TO ORDER

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Claudia Lacy, Peter Vickery, Brian Govern Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Craig Squires, Assistant City Administrator Paula Bauman, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven and City Engineer Alyson Fauske, WSB Engineering
- c) Approval of Agenda

2) SPECIAL PRESENTATIONS

3) PERSONS TO BE HEARD

The City Council invites residents to share new ideas or concerns related to city business not already on the agenda; however, individual question and remarks are limited to three (3) minutes per speaker. No City Council action will be taken, although the Council may refer issues to staff for follow up or for consideration at a future meeting. The Mayor may use discretion if speakers are repeating views already expressed or ask for a spokesperson for groups of individuals with similar views. Speakers should state their name and home address at the podium before speaking.

4) CONSENT AGENDA

- a) Approve Work Session Meeting Minutes from February 18, 2026
- b) Approve City Council Regular Meeting Minutes from February 18, 2026
- c) Res. No. 26-26 Approve Claims
- d) Res. No. 27-26 Approve Closing For Fund 433 (2023 Street Capital Improvement Fund)
- e) Approve an Offer of Employment for William Ewald for the Community Service Officer Position

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

7) ADMINISTRATIVE ITEMS

- a) Staff Reports
- b) Council Reports
- i) Mayor Lisa Whalen – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Public Safety Advisory Committee; Northwest

Hennepin League of Municipalities; Regional Council of Mayors; Minnehaha Creek Watershed District; Mound Fire Advisory Committee (alternate); Fire Partnership Committee

ii) Cathleen Reffkin – Acting Mayor; Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); St Bonifacius Fire Advisory Committee; Mound Fire Advisory Committee; Fire Partnership Committee

iii) Claudia Lacy - Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating), Gillespie Center Advisory Council, Westonka Community Commerce Committee

iv) Peter Vickery – Economic Development Authority; Personnel Committee, Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission

v) Brian Govern – Economic Development Authority; Planning Commission (rotating); Parks Commission (rotating); Pioneer-Sarah Creek Watershed Management Commission, Westonka Community & Commerce

8) ADJOURNMENT

The agenda packet with all background material will be available on the City's website for viewing by the public. Published agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.



CITY COUNCIL WORK SESSION MINUTES

February 18, 2026 at 5:00 PM

7701 County Road 110 West Minnetrista, MN 55364

Pursuant to Minnesota Statutes, section 13D.02, one or more council members may participate remotely.

1) CALL TO ORDER

Mayor Whalen called the meeting to order at 5:06 p.m.

Council present: Mayor Whalen, Councilmembers Reffkin, Vickery, Lacy, Govern. Staff present: City Administrator Kruggel, Finance Director Grimm, Public Works Director Peters, Assistant City Administrator Bauman, Director of Public Safety Squires, City Clerk Meyerhoff (Remote), City Engineer Fauske, City Attorney Sonsalla (Remote).

2) DISCUSSION ITEMS

a) Lift Assist Billing Ordinance

During the work session, Council discussed the potential adoption of a lift assist billing ordinance, prompted by conversations at the Mound Fire Advisory Committee. Staff presented a sample ordinance from Maple Plain, noting that while it primarily addresses assisted living facilities, Minnetrista could tailor an ordinance to fit local needs, including residential properties. Currently, Minnetrista has relatively few lift assist calls and no assisted living facilities, though neighboring communities such as Mound and Spring Park experience higher volumes and are exploring similar measures. Council discussed the logistical considerations of billing, including receiving reports from Mound, issuing invoices, and the likelihood that Medicare may not cover lift assists. Members expressed interest in being proactive and establishing an ordinance framework before future growth or facility development. Discussion included potential tiered fee structures, such as allowing one to three calls per year at no charge for residential or independent living residents, with fees (e.g., \$250 per call) applying thereafter and increasing for frequent users, as well as possibly following Maple Plain's structure for assisted living facilities. Equity considerations, insurance implications, and operational challenges were also discussed. While no urgent timeline was identified, Council indicated general support for drafting a proposed ordinance for further review at a future work session, with possible implementation targeted for January 1.

b) Water Bill Adjustment Request and Policy

Council discussed a request from a resident, Mr. Christian, for a reduction of a significantly increased water bill attributed to a malfunctioning water softener. Staff noted that the City currently has no policy allowing discretion to adjust utility bills and presented a sample policy from another community as a potential framework should Council wish to adopt one. Council emphasized the need for a formal policy before granting any credits to avoid inconsistent or arbitrary decisions. Members expressed concern about creating a precedent, particularly for issues involving private plumbing fixtures such as toilets, water softeners, irrigation systems, or other internal failures, and discussed the potential financial impact and "slippery slope" of approving such requests. Public Works Director Peters explained that the softener malfunction was likely caused by deterioration of internal seals rather than water quality issues.

attributable to the City, noting improvements in water treatment since 2017. While acknowledging the hardship of unexpectedly high bills, the majority of Council indicated reluctance to grant a credit without clear evidence of City fault. Council generally agreed that any future consideration of bill adjustments would require a clearly defined policy outlining eligible circumstances, documentation requirements, and limitations. In the end all members agreed not to draft a policy and deal with issues one-on-one as they come.

c) St Bonifacius Fire Department Budget Reconciliation Request

Council reviewed the annual reserve fund allocation request related to the fire service contract, because revenues exceeded expenditures by more than 10% of operating costs. For 2025, \$44,367 is available as Minnetrista's share, which could either be placed into the joint reserve fund or applied as a reduction to the City's contract payment. Staff reported the current reserve balance is approximately \$102,000, and noted that in prior years the City has typically allowed surplus funds to remain in reserve. The reserve has historically been used for unbudgeted capital needs, such as facility improvements and equipment, while larger purchases are often paid in cash through capital funds. Council discussed the growing reserve balance, upcoming leadership transition, and overall budget considerations, including previously authorized personnel and equipment expenses. Given the size of this year's surplus, Council reached consensus to apply the \$44,367 toward reducing the City's contract payment rather than adding it to the reserve fund.

3) ADJOURNMENT

Motion by Reffkin, seconded by Lacy to adjourn the meeting at 5:54 p.m.

Motion Passed 5-0



CITY COUNCIL MEETING MINUTES

February 18, 2026 at 6:30 PM

7701 County Road 110 West Minnetrista, MN 55364

Pursuant to Minnesota Statutes, section 13D.02, one or more council members may participate remotely.

1) CALL TO ORDER

Mayor Whalen called the meeting to order at 6:30 p.m.

- a) Pledge of Allegiance
- b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Claudia Lacy, Peter Vickery, Brian Govern Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Craig Squires, Assistant City Administrator Paula Bauman, Director of Public Works Gary Peters and City Clerk Ann Meyerhoff (Remote) Consultants: City Attorney Sarah Sonsalla, Kennedy & Graven (Remote) and City Engineer Alyson Fauske, WSB Engineering

- c) Approval of Agenda

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern Approving the Agenda as presented.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Motion passed 5-0

2) SPECIAL PRESENTATIONS

- a) Accept 2024 GFOA Award

Finance Director Grimm highlighted the city's continued achievement in receiving a prestigious annual audit award, noting that only about 10–15% of cities earn this distinction. The city has received the award consistently since 2004, marking more than 20 years of recognition, and plans to apply again following completion of the 2025 audit. Appreciation was expressed for the finance department's efforts, particularly Senior Accountant Angie Boll and Renae Newman, as well as for the city council's ongoing support. Council members also emphasized that the award enhances financial transparency and helps them better understand the city's financial position, offering congratulations and thanks to the team for their hard work.

3) PERSONS TO BE HEARD

Mark Mason of 6605 Sunnyfield Road addressed the council, noting that although he could not attend the Planning Commission meeting in person, he watched the recording but had difficulty hearing portions of it. A 41-year resident of Sunnyfield Road, he shared his perspective on the property in question, explaining that it has operated as a business for as long as he has lived there. He stated that current operations generate significantly less noise and dust than in the past and that the road is in better condition than it was years ago, even during heavy truck use. Mason described the current business owners as good neighbors and said the area remains quiet, especially since his recent retirement has

allowed him to spend more time at home. He expressed support for small businesses in Minnetrista and argued that many concerns raised in written comments were speculative rather than fact-based. Looking ahead, he referenced potential zoning changes around 2040 and questioned how future development in Minnetrista might unfold, noting existing infrastructure near the high school and suggesting that additional development in the area is likely over time.

4) CONSENT AGENDA

- a) Approve City Council Regular Meeting Minutes
- b) Approve Claims
- c) Res. No. 18-26 Approving Simple Subdivision between 7635 Hwy 7 & 4520 Grimm Rd
- d) Res. No. 19-26 Approve Amendment to Park Capital Improvement Plan
- e) Res. No. 20-26 Award Basketball Court Resurfacing at Jennings Park
- f) Res. No. 21-26 Approve a Joint Powers Agreement between MN DNR and the City of Minnetrista for rehabilitation of the Public Water Access on Whaletail Lake
- g) Motion to Approve Squad Computer Replacements

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern
Approving the Consent Agenda as presented.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery,
Councilmember Lacy, Councilmember Govern

Motion passed 5-0

5) PUBLIC HEARINGS

6) BUSINESS ITEMS

- a) Res. No. 24-26 Denying Interim Use Permit at 1195 & 1205 Sunnyfield Road North

Community Development Director Abel thanked the mayor and council and presented an overview of the interim use permit (IUP) request for the two subject properties shown on the location map. The council previously reviewed a similar request in 2024, but the applicant withdrew it before action was taken. Following that withdrawal, the council initiated legal proceedings regarding the property's use, and after mediation, the applicant reapplied for the IUP now under consideration. The staff member explained that in evaluating an interim use permit, the council must determine whether the proposed use complies with zoning regulations and aligns with the comprehensive plan, taking into account factors such as traffic, environmental impacts, neighborhood character, and surrounding land uses. Public hearing notices were mailed to property owners within 1,500 feet, and several written comments were received and included in the council packet. The Planning Commission held a public hearing on January 26 and, after receiving testimony, voted 4–2 to recommend denial of the request. Staff therefore prepared findings and a resolution for the council's consideration that would deny the interim use.

Mayor Whalen gave the opportunity to speak.

The applicant addressed the council, stating they wished to correct what they described as factual inaccuracies and emphasized that the decision should be based on documented history and objective standards rather than personal opinions. They asserted that the property has operated commercially since the 1940s and argued that

its legal nonconforming use status is being disputed due to a single complaint and is currently a matter before the courts. The applicant expressed concern that prior meeting agendas referenced denial before deliberation, suggesting a lack of transparency and a predetermined outcome, and alleged that personal commentary from a council member had replaced substantive land use analysis.

They contended that traffic at the property has decreased significantly—by more than 60% overall and nearly eliminating heavy truck traffic—primarily occurring during weekday work hours. The applicant also responded to comments about vehicles on the site, clarifying that boats and trailers are consistent with marine storage operations, that renters' personal vehicles are typical, and that a referenced RV is privately owned by their family. Regarding environmental concerns, they stated that the Minnehaha Creek Watershed District had raised no objections and that the property has undergone substantial cleanup and improvement.

Citing the city's 2040 Comprehensive Plan, the applicant argued that the proposal aligns with goals supporting commercial and job growth and noted that similar marine-related uses exist nearby within the agricultural district. They emphasized the importance of consistent standards and alleged selective enforcement. The applicant also claimed that opposition efforts were based on misinformation, while asserting that a majority of nearby residents do not oppose the business and that dozens have expressed support. Concluding on a personal note, they described the emotional toll the process has taken on their family, affirmed their faith, and urged the council to ensure fairness, transparency, and equal treatment by approving the interim use permit based on documented facts, reduced impacts, comprehensive plan consistency, and community support.

Mayor Whalen responded by clarifying that the council's role is not to judge the applicant's character or integrity, but to apply city ordinances appropriately. She stated that each interim use permit (IUP) must be evaluated on its own merits and specific circumstances, including its impacts on surrounding properties and infrastructure. While acknowledging that a similar operation on Sunnyfield had previously been approved, she emphasized that prior decisions do not set automatic precedent and that each application must stand on its own.

She noted that resident input is considered as part of the process, and that many individuals had expressed opposition; however, she stressed that public opinion alone does not determine the outcome. Instead, decisions must be grounded in the findings of fact and the city's ordinances. Mayor Whalen rejected claims of unfairness or lack of transparency, stating that the matter had gone through the proper process multiple times. She concluded by asking fellow council members whether there was any desire to approve the interim use permit.

Motion made by Councilmember Vickery, Seconded by Councilmember Reffkin
Approving Res. No. 24-26 Denying Interim Use Permit at 1195 & 1205 Sunnyfield Road North.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery,
Councilmember Lacy

Voting Nay: Councilmember Govern

Motion passed 4-1

- b) Res. No. 22-26 Approving Comprehension Plan Amendment at 7385, 7501, & 7365 Highway 7

Community Development Director Abel presented a proposal for a comprehensive plan amendment affecting approximately 162 acres on the south side of Highway 7 near the Oak Road intersection. The properties are currently guided as urban reserve under the 2040 comprehensive plan and zoned Stage Development District. The applicant requests re-guidance to Residential Low-Medium, which would expand the Metropolitan Urban Service Area (MUSA) and allow development in collaboration with MI Homes and Rachel Development. The proposed development is designed to meet the Metropolitan Council's 2050 requirement of 3.5 units per acre for the city.

Staff noted that the amendment would also adjust the minimum density for the Residential Low category from 1.15 to 2 units per acre, aligning with the Met Council's directives and helping achieve the citywide average. Staff found the request consistent with the goals and policies of the 2040 comprehensive plan, with the current zoning supporting the proposed future land use, and no conflicts with Metropolitan Council system statements or forecasts. Public input included a phone inquiry from one neighboring property and comments from nine individuals at the Planning Commission hearing on October 25, mainly regarding traffic, safety, and Highway 7 access, as well as long-term growth planning. Following discussion, the Planning Commission voted 4–1 to recommend approval. Staff recommended that the council approve the comprehensive plan amendment subject to the conditions outlined in the report, and noted that the applicants would provide a PowerPoint presentation for further details.

Mayor Whalen shared concerns she has received about the safety of Highway 7 and asked Community Director Abel to walk through the process.

Abel explained the process for the proposed comprehensive plan amendment, noting that the current step was the public hearing on re-guiding the properties from Stage Development to Residential Low-Medium density. If the council approves this amendment, it must then be submitted to the Metropolitan Council for a 60– to 120-day review. Once approved, the amendment would return to the council for formal adoption.

Following that, the development could proceed to a concept sketch plan review, which would involve the Planning Commission, Park Commission, and City Council, and would consider access, safety, and other factors. The developer would also be required to hold a neighborhood meeting with nearby residents prior to submitting a preliminary plat application. The preliminary plat and rezoning application would undergo public hearings, including review by the Planning Commission and Park Commission, before a recommendation is made to the council. The final step would be the final plat review, which goes directly to the council after review by staff and relevant commissions. Staff emphasized that, given the scale of the project and involvement of multiple agencies, the overall process would take significant time, and the applicants would provide further details on their proposed timeline.

Steph Griffin, Vice President of Land Acquisition for MI Homes, along with Paul Robinson of Rachel Development, presented the developers' vision for the comprehensive plan amendment and future development of the approximately 160-acre Accrati property south of Highway 7. They explained that MI Homes and Rachel Development, both experienced builders in the Twin Cities with previous projects including Woodland Cove, are under contract to purchase the parcels. The property's location within the urban reserve and proximity to existing infrastructure, including water and sewer, make it suitable for development.

The developers reviewed site constraints, including wetlands, topography, drainage, and Highway 7 access, and described how these factors shaped the concept plan. Wetlands comprise roughly 21 acres, with minimal overall impact, and the plan includes ponds and buffers to manage stormwater. Access to Highway 7 is proposed via a right-in/right-out at the high point of the site, informed by early discussions with MnDOT.

The proposed development includes a mix of housing types: townhomes (1,600–2,000 sq. ft.), detached single-family homes (1,700–3,000+ sq. ft.), and luxury one-level villas near the park, totaling 357 units across approximately 147 gross acres. After accounting for wetlands, buffers, ponds, and Highway 7 right-of-way, the net acreage is roughly 99.3 acres, achieving the Metropolitan Council's density requirement of 3.5 units per acre. About 33% of the site will remain as open space. The developers noted that the project is in early stages, subject to adjustments from regulatory review, public input, and additional studies, with construction anticipated to begin in spring 2027 and first homes available in fall 2027.

This presentation emphasized alignment with the city's comprehensive plan goals, including providing diverse housing options for families and maintaining open space and natural features.

Mark Sender, a long-time farmer at 4705 Grimm Road representing his family, spoke about the proposed development's impact on his property, which has been farmed by his family for 145 years. He emphasized the personal and generational significance of the land and expressed concern about how new residential development could affect his farm operations, particularly regarding noise, trespassing, and interaction with his approximately 30 head of beef cattle. While he noted that fencing is currently adequate and he was less worried about the cattle escaping, his primary concern was the potential impact on residents and maintaining safety and privacy.

City staff responded by explaining that neighborhood meetings with the developer are required to address such concerns. These meetings allow property owners like Mr. Sender to communicate specific issues so that the developer can incorporate mitigation strategies. Staff noted similar approaches were used successfully in previous developments, such as Woodland Cove and Turtle Creek, to balance the needs of existing farms with incoming residential neighbors. Mr. Sender was encouraged to meet directly with the developer to discuss his concerns in detail.

City Attorney Sonsalla highlighted the ****Right to Farm law****, explaining that it legally protects farmers and ranchers from public or private nuisance complaints. This means that if neighbors raise concerns about typical farming activities—such as noise, odor, or other operations—the city generally cannot take action against the farm, since the farm pre-exists the residential development and is exercising its lawful right to operate.

Council Member Reffkin asked how's our water capacity for 357 more homes when the new, when the new plant and clear well storage are up? It was noted that this will have to be addressed with this development. They will have to look at piping being brought all the way down from the new water treatment plant.

Motion made by Councilmember Reffkin, Seconded by Councilmember Govern Approving Res. No. 22-26 Approving Comprehensive Plan Amendment at 7385, 7501 & 7365 Highway 7.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Motion passed 5-0

c) Res. No. 23-26 Approving Comprehensive Plan Amendment at 9400 Highway 7

Community Development Director presented item for council considered a request to amend the ****comprehensive plan**** for a 68-acre property at 9400 State Highway 7, located in the southwestern corner of Minnetrista along the Hennepin–Carver county line. Currently guided as permanent agricultural and zoned agricultural preserve, the applicant seeks to re-guide the property to ****residential low-medium density**** and expand the Metropolitan Urban Service Area (MUSA) for future development. A concept plan prepared by Randall Anderson shows compliance with the city's density goals of 3.5 units per acre. Staff noted that this change is consistent with the 2040 comprehensive plan and does not affect the Metropolitan Council forecast or system statements. Public notices were sent within 500 feet, with one adjacent property owner contacting staff regarding traffic and future growth. The Planning Commission held a public hearing on January 26, during which several residents spoke, primarily raising concerns about traffic on Highway 7. Preliminary discussions have been held with MnDOT regarding potential access, including the possibility of a right-in, right-out driveway. The Planning Commission voted 6-0 to recommend approval, and staff also recommends approval, pending council action and Metropolitan Council review.

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery approving Res. No. 23-26 Approving Comprehensive Plan Amendment at 9400 Hwy 7. Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

d) Receive Bids for the 2026 Street Improvement Project, City Project 01-26

The council reviewed the scope and bidding results for the 2026 Street Improvement Project, which includes mill and overlay work on several streets, limited full-depth pavement replacement, spot curb and gutter repairs, ADA-compliant pedestrian ramps, utility improvements, culvert work on Game Farm Road, and infiltration barriers in sanitary sewer manholes. Several bid alternates were included, such as an underseal for Game Farm Road to extend pavement life, trail improvements, and hydrant relocation. Six bids were received, all coming in below the engineer's estimate of approximately \$3.5 million. Staff recommended awarding the base bid along with alternates two and three, but not alternate one (trail improvements), due to a pricing error from one bidder and the potential to obtain more competitive quotes separately. The lowest responsible base bid was identified, and staff noted positive past performance from both leading contractors. The assessable portion of the project applies to a section of Game Farm Road, with proposed assessments capped at \$10,000 per parcel—well below the estimated \$16,500 cost per parcel without the cap—consistent with city policy. Funding sources were outlined, including state aid eligibility for portions of the work. The council accepted the bids and approved a resolution declaring the costs to be assessed, ordering preparation of the proposed assessments, and calling a public hearing for March 16, 2026, at 6:30 p.m. Final contract award is expected at that meeting after coordinating funding details with the partnering city and completing required assessment hearing procedures.

Motion made by Councilmember Reffkin, Seconded by Councilmember Vickery Receiving Bids for the 2026 Street Improvement Project, City Project 01-26. Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Motion passed 5-0.

- e) Res. No. 25-26 Declare Cost to be Assessed, Order Preparation of Proposed Assessments and Call for the Hearing on Proposed Assessments for the 2026 Street Improvement Project

Motion made by Councilmember Lacy, Seconded by Councilmember Vickery Approving Res. No. 25-26 Declare Cost to be Assessed, Order Preparation of Proposed Assessments and Call for the Hearing on Proposed Assessments for the 2026 Street Improvement Project.

Voting Yea: Mayor Whalen, Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

Motion passed 5-0.

7) ADMINISTRATIVE ITEMS

- a) Staff Reports

Administrator Kruggel reported that he and the mayor traveled to the State Capitol to meet with Representative Marj Fogelman, co-chair of the House Capital Investment Committee, to advocate for the city's proposed project funding. Although the representative was initially unfamiliar with the project, they provided an overview and received positive feedback, with Fogelman indicating the proposal appeared to offer strong value and a reasonable funding request of less than 50% of total project costs. However, she expressed uncertainty about whether a bonding bill would pass this session. The city will follow up with updated information, including 2026 water rate comparisons showing the city's rates are among the highest—approximately \$101 per month for 10,000 gallons, placing it in the top 15% compared to other communities, some of which range from \$35 to \$265 monthly. Officials noted that future rate increases may be necessary, though new development could help offset costs through connection and user fees. They also emphasized that, unlike many cities that base sewer charges on water usage, this city uses a flat sewer fee. Additional meetings are scheduled with key legislators, including Senator Pappas and Representative Lee, both leaders on capital investment committees, as part of ongoing efforts to secure state funding—particularly important given the city is constructing a \$21 million plant without state financial support. The outcome remains uncertain, especially in an election year, but officials will continue their advocacy.

- b) Council Reports

- i) Mayor Lisa Whalen

The mayor reported that she attended a Northwest League meeting, where she now serves as chair, and participated in city updates and regional information sharing. She highlighted the city's water infrastructure project and noted that several other communities are now facing the need to build treatment plants as well, underscoring that this is a growing statewide challenge. She also shared that she received a request from Andrew Myers asking for the city's legislative priorities. She communicated that the city's top priority is securing bonding funds, particularly to support the city's major infrastructure investments. A second priority is maintaining local control over local issues, especially regarding housing and zoning policy discussions at the state level. Additionally, she raised concerns about challenges cities face when forming or restructuring joint powers agreements for fire services, particularly the financial burden of merging fire relief funds, and suggested potential legislative solutions to assist

communities. Public safety remains a priority, and she also advocated for increased funding for the Highway 7 Transportation Management Organization to continue promoting long-term safety improvements through MnDOT engagement. She clarified the distinction between the Highway 7 coalition, which focuses on infrastructure and roadway safety improvements, and a separate public safety coalition addressing policing and enforcement matters. The mayor concluded by noting she has continued meeting with other elected officials to discuss and advance the city's needs.

ii) Cathleen Reffkin

Council members reported on the recent Mound Fire Commission meeting, noting that the fire chief position has been posted earlier than planned, accelerating the hiring timeline by three months. Interviews will begin soon, with the goal of having a new chief in place by April to allow for overlap before Chief Peterson's retirement. As a result, the previously approved deputy chief position has been delayed until early fall. Their Administrative staff member indicated she plans to remain 12 to 18 months after the chief's retirement, providing valuable continuity. The commission received its actuarial report for the pension fund and voted to increase the relief association payout to \$7,100 to match St. Bonifacius, bringing the fund to 105% funded. However, disagreements remain over monthly pension payouts, with only 23 departments statewide still using that structure; discussions about potentially splitting the relief fund are ongoing, including outreach to state representatives for possible legislative assistance. Members were reminded that fire service topics will be discussed further at the upcoming strategic planning session and joint meeting on the 26th.

Operationally, the department currently has 38 firefighters, including its first female firefighter, and has added 13 members in the past 18 months. In 2025, the department responded to 807 total calls—494 medical and 313 fire—totaling 10,788 service hours, with medical calls largely driven by lift assists and repeat callers. Officials noted that a proposed Lift Assist ordinance could help reduce non-emergency medical responses. The meeting concluded with recognition of Shane Gardner as Mound Firefighter of the Year for 2025.

iii) Claudia Lacy

iv) Peter Vickery

Pioneer-Sarah Creek Watershed Management Commission meeting tomorrow night.

v) Brian Govern

8) ADJOURNMENT

Motion made by Councilmember Vickery, Seconded by Councilmember Lacy to adjourn the meeting at 8:45 p.m.

Voting Yea: Councilmember Reffkin, Councilmember Vickery, Councilmember Lacy, Councilmember Govern

RESOLUTION NO. 26-26

**RESOLUTION APPROVING JUST AND CORRECT
CLAIMS AGAINST CITY FUNDS**

WHEREAS, the City Council of the City of Minnetrista, pursuant to MS 412.241, shall have the full authority over the financial affairs of the City; and

WHEREAS, the City Council reviewed the Claims for payment, with checks numbered 73967 through 74009; electronic checks E1003565 through E1003576; Claims batch includes an electronic transfer for payroll in the amount of \$113,280.72.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the attached list of claims in the amount of \$445,517.74 is hereby approved.

ADOPTED this 2nd day of March 2026 by a vote of ____ Ayes
____ Nays.

Lisa Whalen, Mayor

ATTEST:

City Clerk

CITY OF MINNETRISTA

***Check Detail Register©**

Batch: CityHall pc 2-12-26,Xcel021426,PR02122026,POSTAGE 2-17-26,2-17-26 Bridge,022526HP26,030226AP26,AE2SJan2026

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1010 1ST BK OF THE LAKES					
73967	02/25/26	ADOBE INC.			
E 101-41320-433		DUES & SUBSRIPT & TR	\$3,627.12	3364904923	Acrobat Pro Subscription License Renewal
		Total	\$3,627.12		
73968	02/25/26	FRONTIER OH			
E 601-49440-381		ELECTRIC UTILITIES	\$1,651.94	2171880265	Well, WTP Internet (2 Months)
E 101-43121-321		TELEPHONE	\$1,227.47	5171880265	Internet (2 Months)
		Total	\$2,879.41		
73969	02/25/26	GREAT AMERICA FINANCIAL SVCS			
E 101-41320-322		POSTAGE	\$175.85	41229951	Postage Meter
		Total	\$175.85		
73970	02/25/26	MEDICA			
E 101-41320-131		HEALTH & LIFE INS - E C	\$4,680.00	62596954828	Insurance Premium
E 101-41910-131		HEALTH & LIFE INS - E C	\$2,150.00	62596954828	Insurance Premium
E 101-43121-131		HEALTH & LIFE INS - E C	\$5,805.25	62596954828	Insurance Premium
E 101-42110-131		HEALTH & LIFE INS - E C	\$15,486.61	62596954828	Insurance Premium
E 101-43125-131		HEALTH & LIFE INS - E C	\$1,372.15	62596954828	Insurance Premium
E 101-45202-131		HEALTH & LIFE INS - E C	\$738.85	62596954828	Insurance Premium
E 601-49440-131		HEALTH & LIFE INS - E C	\$2,365.50	62596954828	Insurance Premium
E 602-49490-131		HEALTH & LIFE INS - E C	\$2,115.50	62596954828	Insurance Premium
E 651-49590-131		HEALTH & LIFE INS - E C	\$777.75	62596954828	Insurance Premium
E 101-42401-131		HEALTH & LIFE INS - E C	\$2,250.00	62596954828	Insurance Premium
G 101-2340		PAYROLL CLEARING HE	\$2,900.00	62596954828	Insurance Premium
		Total	\$40,641.61		
73971	02/25/26	MN CHILD SUPPORT PAYMENT CENTE			
G 101-2390		PAYROLL CLEARING GA	\$907.24		* Child Support
		Total	\$907.24		
73972	02/25/26	MOTOROLA			
E 101-42110-433		DUES & SUBSRIPT & TR	\$1,560.00	1411218147a	License Fee 2026 (Re-issue Check Lost)
E 101-42110-404		VEHICLE & EQUIP MAIN	\$500.00	8330319369a	Battery Repair (Re-issue Check Lost)
		Total	\$2,060.00		
73973	02/25/26	SUN LIFE FINANCIAL			
G 101-2340		PAYROLL CLEARING HE	\$1,053.37	March 2026	LTD
G 101-2340		PAYROLL CLEARING HE	\$816.75	March 2026	STD
		Total	\$1,870.12		
73974	02/25/26	The Standard			
G 101-2380		PAYROLL CLEARING LIF	\$1,605.45	March 2026	* Life Insurance
		Total	\$1,605.45		
73975	03/02/26	Transwest Truck Trailer -St Michael			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$50.99	093P48669	Serpentine Belt for Truck #17
E 101-43121-221		EQUIPMENT PARTS, TIR	\$9.53	093P48876	Cabin Air Filter for Truck #11
		Total	\$60.52		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
73976	03/02/26	CANON FINANCIAL SERVICES INC			
E 101-42110-202		COPY & PRINTING SUPP	\$104.50	42640551	Copier -PD
		Total	\$104.50		
73977	03/02/26	CINTAS			
E 101-43121-417		UNIFORMS	\$144.50	4259747960	Uniforms
E 101-43121-417		UNIFORMS	\$144.50	4260457213	Uniforms
		Total	\$289.00		
73978	03/02/26	City of Mound Finance Dept			
E 101-42210-316		FIRE CONTRACT MOUN	\$100,501.75	1st Qtr 2026	Quarterly Fire Service
		Total	\$100,501.75		
73979	03/02/26	CLASSIC CLEANING COMPANY			
E 101-42110-211		CLEANING & MAINT SUP	\$775.00	38871	Monthly Cleaning PD-Feb 2026
E 101-41940-211		CLEANING & MAINT SUP	\$500.00	38872	Monthly Cleaning City Hall-Feb 2026
E 101-43121-211		CLEANING & MAINT SUP	\$471.00	38872	Monthly Cleaning and Towerls -Feb 2026
		Total	\$1,746.00		
73980	03/02/26	CONCRETE CUTTING & CORING			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$42.99	40473	Chainsaw Parts
		Total	\$42.99		
73981	03/02/26	CORE AND MAIN			
E 601-49440-227		UTILITY SYSTEM MAINT	\$71.30	INV0026467	Chemkeys
		Total	\$71.30		
73982	03/02/26	FASTENAL COMPANY			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$79.35	MNWAC8244	Hardware for Mounting wing blade
		Total	\$79.35		
73983	03/02/26	HAWKINS INC			
E 601-49440-227		UTILITY SYSTEM MAINT	\$90.00	7336075	Chlorine Cylinder Demurrage
		Total	\$90.00		
73984	03/02/26	HENNEPIN COUNTY INFO TECH DEPT			
E 401-43126-560		EQUIP AND FURNISHING	\$359.76	1000261120	Radio Lease
		Total	\$359.76		
73985	03/02/26	Hennepin County Treasurer			
E 101-42110-441		CORRECTION FEES/CH	\$75.00	1000261338	Booking Fee
		Total	\$75.00		
73986	03/02/26	Hennepin County Treasurer			
E 101-41320-433		DUES & SUBSCRIPT & TR	\$25.00	2026-36-01	Standard Audit Packet
		Total	\$25.00		
73987	03/02/26	KENNEDY & GRAVEN, CHARTERED			
E 101-41610-304		LEGAL FEES - ATTORNE	\$3,000.00	MN415-0000	General
E 101-41610-304		LEGAL FEES - ATTORNE	\$1,137.20	MN415-0014	Administration
E 101-41610-304		LEGAL FEES - ATTORNE	\$40.40	MN415-0026	General Personnel Matters

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41610-304		LEGAL FEES - ATTORNE	\$2,360.00	MN415-0038	Sunnyfield Road Code Enforcement Matter
G 801-1170		LAND USE RECEIVABLE	\$232.50	MN415-0039	* Halstead estates
G 801-1170		LAND USE RECEIVABLE	\$310.00	MN415-0039	* 3265/3320 Lot Line Adjustment
G 801-1170		LAND USE RECEIVABLE	\$449.50	MN415-0039	* Simple Subdivision 7635 Hwy 7 and Grimm Road
G 801-1170		LAND USE RECEIVABLE	\$2,390.25	MN415-0039	* Sunnyfield Interim Use Permit
E 101-41610-304		LEGAL FEES - ATTORNE	\$312.50	MN415-0039	Minne Properties LLC Title
		Total	\$10,232.35		
73988	03/02/26	LAC QUI PARLE CO SHERIFF			
G 101-2397		WARRANT CLEARING	\$50.00		Warrant
		Total	\$50.00		
73989	03/02/26	League of MN Cities Ins. Trust			
E 101-49020-437		MISCELLANEOUS EXPE	\$2,500.00	00000049851	Deductible for Claim
		Total	\$2,500.00		
73990	03/02/26	LE-AST SERVICE COUNSELING			
E 101-42110-307		PROFESSIONAL SERVIC	\$180.00	1972	Monthly Retainer Fee
		Total	\$180.00		
73991	03/02/26	LOFFLER			
E 401-43126-560		EQUIP AND FURNISHING	\$963.50	CW264039	VLAN Project
		Total	\$963.50		
73992	03/02/26	METRO SALES INC			
E 101-41320-202		COPY & PRINTING SUPP	\$142.64	INV3022108	Copies
E 101-41910-202		COPY & PRINTING SUPP	\$200.00	INV3022108	Copies
E 101-42401-202		COPY & PRINTING SUPP	\$200.00	INV3022108	Copies
		Total	\$542.64		
73993	03/02/26	MID COUNTY			
E 601-49440-212		MOTOR FUELS AND LUB	\$357.44	84447	Diesel Fuel
E 602-49490-212		MOTOR FUELS AND LUB	\$357.44	84447	Diesel Fuel
E 101-43121-212		MOTOR FUELS AND LUB	\$178.72	84447	Diesel Fuel
E 101-43125-212		MOTOR FUELS AND LUB	\$893.61	84447	Diesel Fuel
		Total	\$1,787.21		
73994	03/02/26	MINNESOTA BATTERY LLC			
E 602-49490-221		EQUIPMENT PARTS, TIR	\$230.00	30765	Batteries for Truck 1
		Total	\$230.00		
73995	03/02/26	MN DEPT OF HEALTH			
R 601-400-37158		WATER TEST SURCHAR	\$7,393.00		Community Water Supply Service Connection Fee
		Total	\$7,393.00		
73996	03/02/26	MINNESOTA DEPT. OF PUBLIC SAFE			
E 601-49440-227		UTILITY SYSTEM MAINT	\$100.00	M-152440	Tier II Well/WTP Chemical Inventory Fee
E 601-49440-227		UTILITY SYSTEM MAINT	\$100.00	M-152445	Tier II Well/WTP Chemical Inventory Fee
E 601-49440-227		UTILITY SYSTEM MAINT	\$100.00	M-152450	Tier II Well/WTP Chemical Inventory Fee
E 601-49440-227		UTILITY SYSTEM MAINT	\$100.00	M-152454	Tier II Well/WTP Chemical Inventory Fee
		Total	\$400.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
73997	03/02/26	MOUND TRUE VALUE HARDWARE			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$1.99	201040	Adapter
E 101-42110-401		BLDG/STRUCT MAINTEN	\$40.68	201087	Pd Sink Repair
		Total	\$42.67		
73998	03/02/26	NCPERS MINNESOTA - 632400			
G 101-2380		PAYROLL CLEARING LIF	\$192.00	63240003202	*PERA life Ins Employer Paid
		Total	\$192.00		
73999	03/02/26	OFFICE OF MNIT SERVICES			
E 101-42110-410		COMPUTER SERVICES/F	\$100.00	DV26010450	Wan Services
		Total	\$100.00		
74000	03/02/26	PERFORMANCE PETROLEUM CO			
E 101-43125-212		MOTOR FUELS AND LUB	\$173.97	E159836	Plow Hydraulic Oil
		Total	\$173.97		
74001	03/02/26	POOL, RYAN			
E 101-41910-331		TRAVEL EXPENSE	\$179.80		Mileage Reimbursement -Classes
		Total	\$179.80		
74002	03/02/26	POWER PLAN			
E 101-43121-221		EQUIPMENT PARTS, TIR	\$99.19	P81691	Oil Drain Valve for Loader
		Total	\$99.19		
74003	03/02/26	Press Perfect			
E 101-42110-202		COPY & PRINTING SUPP	\$64.42	10028	Business Cards
		Total	\$64.42		
74004	03/02/26	RETTKE, NICK			
E 101-43121-417		UNIFORMS	\$229.49		Boot Reimbursement
		Total	\$229.49		
74005	03/02/26	ST. CLOUD STATE UNIVERSITY			
E 101-41320-433		DUES & SUBSRIPT & TR	\$395.00	217885-9387	MCFOA Conference-Meyerhoff
		Total	\$395.00		
74006	03/02/26	STEARNS COUNTY			
G 101-2397		WARRANT CLEARING	\$300.00		Warrant
		Total	\$300.00		
74007	03/02/26	Toll Gas & Welding Supply			
E 101-43121-215		SHOP MATERIALS	\$653.32	0010655183	New Welding Helmet and Supplies
		Total	\$653.32		
74008	03/02/26	WSB & ASSOCIATES			
E 651-49590-303		ENGINEERING SERV	\$1,259.25	R-013428-00	MS4 Services
E 406-43121-303		ENGINEERING SERV	\$131.50	R-026511-00	2025 Stree Improv Project
E 406-43121-303		ENGINEERING SERV	\$692.25	R-028526-00	2025 Pavement Maintenance Project
G 801-1170		LAND USE RECEIVABLE	\$794.75	R-028750-00	* Halstead Bay Estates
E 601-49440-303		ENGINEERING SERV	\$500.00	R-031223-00	General Engineering Svcs

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49490-303		ENGINEERING SERV	\$500.00	R-031223-00	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	\$500.00	R-031223-00	General Engineering Svcs
E 101-42600-303		ENGINEERING SERV	\$1,500.00	R-031223-00	General Engineering Svcs
E 651-49590-303		ENGINEERING SERV	\$854.75	R-031373-00	2026 Misc Engineering (Swamp Meeting, Palmer Pt Homeowners Assoc Meeting, Engineering Update)
G 801-1170		LAND USE RECEIVABLE	\$1,750.00	R-031880-00	2026 WCA Services
E 651-49590-303		ENGINEERING SERV	\$1,122.00	R-031880-00	2026 WCA Services
E 602-49490-303		ENGINEERING SERV	\$456.00	R-032797-00	2026 GIS Services
		Total	\$10,060.50		
74009	03/02/26	XCEL ENERGY			
E 602-49490-381		ELECTRIC UTILITIES	\$4,088.75	51-6565409-5	Electricity-Lift Stations (2 months)
E 101-43160-381		ELECTRIC UTILITIES	\$5,554.15	51-6565411-9	Electricity-Street Lights (2 months)
E 101-42110-381		ELECTRIC UTILITIES	\$5,822.45	51-9597547-2	Electricity-Police (2 months)
		Total	\$15,465.35		
1003565 e	02/17/26	XCEL ENERGY			
E 601-49440-381		ELECTRIC UTILITIES	\$3,306.85	51-6565410-8	Electricity-Wells/Watertower
		Total	\$3,306.85		
1003566 e	02/17/26	EDWARD JONES			
G 101-2370		PAYROLL CLEARING DE	\$3,117.39		* Deferred Comp w/h
		Total	\$3,117.39		
1003567 e	02/17/26	HCSP			
G 101-2370		PAYROLL CLEARING DE	\$275.00		HCSP Retirement
		Total	\$275.00		
1003568 e	02/17/26	ICMA			
G 101-2370		PAYROLL CLEARING DE	\$288.46		* Roth IRA Contributions
		Total	\$288.46		
1003569 e	02/17/26	Internal Revenue Service			
G 101-2300		PAYROLL CLEARING FE	\$17,641.44		* PR - Fed w/h
G 101-2320		PAYROLL CLEARING FIC	\$17,747.00		* PR - SS/Medicare w/h
		Total	\$35,388.44		
1003570 e	02/17/26	MINNESOTA DEPT. OF REV.			
G 101-2310		PAYROLL CLEARING ST	\$8,173.98		* State w/h
		Total	\$8,173.98		
1003571 e	02/17/26	Public Employees Retirement			
G 101-2330		PAYROLL CLEARING PE	\$35,001.05		* Pera w/h
		Total	\$35,001.05		
1003572 e	02/17/26	Optum			
G 101-2347		HSA CLEARING ACCT	\$5,521.79		HSA Employer and Employee Cont
		Total	\$5,521.79		
1003573 e	02/17/26	Petty Cash			
E 101-45202-221		EQUIPMENT PARTS, TIR	\$64.00		Trailer license plates

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49440-322		POSTAGE	\$0.93		Utility postage
E 101-41110-437		MISCELLANEOUS EXPE	\$170.00	2072	Maple Syrup for Legislature Meetings
		Total	\$234.93		
1003574 e	02/18/26	Postmaster			
E 101-41320-322		POSTAGE	\$500.00	2/17/26	POSTAGE ADDED TO POSTAGE MACHINE (E-CHECK)
		Total	\$500.00		
1003575 e	02/18/26	BRIDGEWATER BANK			
E 101-41320-437		MISCELLANEOUS EXPE	\$190.00	2/17/26	Remote Deposit & Positive Pay Monthly Fee
		Total	\$190.00		
1003576 e	03/02/26	AE2S			
E 601-49440-303		ENGINEERING SERV	\$782.25	108937	AE2S Jan Invoicing for General Services
E 602-49490-303		ENGINEERING SERV	\$4,305.00	108942	Ae2S Invoicing for LS #2 Panel Replacment
E 601-49440-303		ENGINEERING SERV	\$25,705.50	108959	AE2S Jan Invoicing for WTP Construction
		Total	\$30,792.75		
		1010	\$332,237.02		

Fund Summary

1010 1ST BK OF THE LAKES

101 GENERAL FUND	\$264,971.86
401 CAPITAL IMPROVEMENT PROGRAM	\$1,323.26
406 ROAD MAINTENANCE FUND	\$823.75
601 WATER FUND	\$42,624.71
602 SEWER FUND	\$12,052.69
651 STORM WATER MGMT FUND	\$4,513.75
801 LANDUSE AGENCY	\$5,927.00
	\$332,237.02



CITY OF MINNETRISTA

REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

Subject: Res No 27-26 Approve Closing for Fund 433 – 2023 Street Capital Projects Fund

Prepared By: Brian Grimm, Finance Director

Meeting Date: March 2, 2026

Item: The City Council is being asked to approve accounting transactions that will close the above listed fund as of December 2025.

The 2023 Street Projects Fund Balance has a cash balance of \$1,009,536 as of December 2025. \$458,780 of this is money that needs to be transferred to our Fund 406 (Road Maintenance Fund) as these were initial engineering and project costs paid out of that fund until the 2023 Street Projects Capital Fund (Fund 433) was set up. The remaining \$550,756 is to be transferred to Fund 533 (2023 Street Projects Debt Fund). These monies can be used to help reduce some of the future debt levies needed to pay the principal and interest on the 2023A bond that was used to finance these projects.

The \$550,756 listed above represents the fact that the projects came in about 7% better than originally budgeted/expected.

Recommended City Council Action:

Staff recommends transferring the residual balance of \$1,009,536 as described above. \$458,780 back to the Street Maintenance Fund and \$550,756 to the 2023 Street Projects Debt Fund which can be used to help fund future principal and interest payments

Does Recommended Action meet City Mission Statement? Yes No

Does Recommended Action meet City Goals/Priorities? Yes No

Explain:

This agenda item is a standard accounting item for dealing with funds that can be closed due to their purpose being completed.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

RESOLUTION APPROVING CLOSING FOR FUND 433 (2023 Street Projects Fund)

WHEREAS, the City of Minnetrista is a municipal corporation, organized and existing under the laws of the State of Minnesota; and

WHEREAS, Funds are established to account for certain purposes in the City and the above fund is no longer needed.

WHEREAS, the City of Minnetrista had previously established the above fund to account for the account associated with the 2023 Street Projects which were funding with the 2023A Bonding. This fund can be closed at of December 2025 as the project activity has been completed and the projects have been closed out.

Capital Project Fund 433– 2023 Street Projects Fund

AND WHEREAS, the City of Minnetrista has designated the Road Maintenance Fund (Fund 406) and 2023 Street Projects Debt Fund as the funds to receive the residual fund balance of \$1,009,536 from 2023 Street Capital Projects Fund (Fund 433)

BE IT RESOLVED, that the City Council of the City of Minnetrista hereby approves the following above residual equity transfers that would close the balance of 2023 Street Capital Projects Fund (Fund 433). A transfer of \$458,780 to our Fund 406 (Road Maintenance Fund) and then \$550,756 to be transferred to Fund 533 (2023 Street Projects Debt Fund).

This resolution was adopted on the 2nd of March 2026 by a vote of Ayes _____ and Nays _____.

ATTEST:

Mayor

City Clerk

CITY OF MINNETRISTA

CONSENT AGENDA ITEM



Subject: Request to Approve an Offer of Employment for William Ewald for the Community Service Officer Position

Prepared By: Paula Bauman, Assistant City Administrator, on behalf of the Personnel Committee: Councilmembers Reffkin and Vickery
Jasper Kruggel, City Administrator, and Craig Squires, Police Chief

Meeting Date: March 2, 2026

Issue:

The City Council is asked to approve an offer of employment for William Ewald to fill the position of Community Service Officer (CSO) for the Minnetrista Police Department

Background:

The Community Service Officer (CSO) vacancy was posted in September 2025, on the City’s website, social media, League of MN Cities, and the Minnesota POST Board. One applicant, Mr. Ewald, was interviewed by Chief Squires, Deputy Chief Cummings, and the Assistant City Administrator. While staff found Mr. Ewald to be well qualified and a strong fit, he withdrew his application for personal reasons, and the position remained open.

In February, Mr. Ewald reconnected with Chief Squires and expressed interest in the position on a part-time basis. Subsequently, Staff developed a part-time schedule that meets the operational needs of the City, while supporting existing staff.

Based on Mr. Ewald’s qualifications and experience, staff recommends hiring him as a part-time Community Service Officer. At tonight’s City Council meeting, staff is requesting approval of a conditional offer of employment (Attachment A), contingent upon Mr. Ewald’s successful completion of a physical examination.

Recommended City Council Action:

The Personnel Committee recommends approval of the offer of employment for William Ewald as a Part-Time Community Service Officer with the City of Minnetrista Public Safety Department, based on completing all aspects of the conditional offer of employment.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost-effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.



Municipal Offices
 7701 County Road 110 West
 Minnetrista, MN 55364-9552
minnetrista@cityofminnetrista.gov

February 26, 2026

William Ewald
 [Street]
 [City | State | Zip]

Dear Bill,

We are pleased to extend to you a conditional employment offer for the part-time Community Service Officer position with the City of Minnetrista. This offer is contingent upon final approval by the Minnetrista City Council, scheduled for the City Council meeting on Monday, March 2. In the interim, this conditional offer allows us to proceed with the final steps of the hiring process.

Before finalizing your employment, you will be required to complete the following, at no cost to you:

- A physical examination

The Community Service Officer position is classified within Grade 3 of the City of Minnetrista's non-union pay plan. We are offering placement at Step 3 of Grade 3, with an hourly wage of \$30.05. As this is a part-time position, it is not eligible for employee benefits.

In accordance with City of Minnetrista policy, this position includes a one-year probationary period, with performance evaluations conducted at six months and again at one year. Upon successful completion of the one-year evaluation, you will be eligible for a change in employment status from "probationary" to "permanent part-time."

Following the probationary period, performance evaluations will be conducted annually at the end of each calendar year. Based on these evaluations, pay adjustments may be considered and, if approved, would take effect on January 1.

We are excited for you to join our team and look forward to your successful completion of the remaining hiring steps. Please let us know if you have any questions as we move forward in the process.

Sincerely,

Paula Bauman
 Assistant City Administrator
pbauman@cityofminnetrista.gov
 Direct: 952-241-2510