



CITY COUNCIL WORK SESSION AGENDA

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

2) DISCUSSION ITEMS

- a)** Lift Assist Billing Ordinance
- b)** Water Bill Adjustment Request and Policy
- c)** St Bonifacius Fire Department Budget Reconciliation Request

3) 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 OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject: Excessive Call Ordinance Discussion

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: February 18, 2025

Issue: Attached you will find an ordinance from the City of Maple Plain that allows their city to bill residents for excessive calls taken by their fire department. Lift assists can be a major component of fire calls and a significant impact to expenses related to fire departments.

Overview: Staff would like to engage City Council in a discussion related to the possibility of adopting an ordinance that allows for the billing of lift assist in our community. Attached you will find an ordinance adopted by the City of Maple Plain that addressed “Excessive Calls”.

Currently, the St. Bonifacius and Mound Fire Departments field around 45 lift assists annually in Minnetrista. Minnetrista does not have any existing assisted living facilities, which generally are the properties with the most reoccurring lift assist requests.

The consideration of an ordinance of this nature would be proactive, establishing a mechanism to bill back excessive calls that utilize our contracted fire departments.

A couple of items to consider if such an ordinance is desired to be are:

- What is the threshold that determines “excessive calls”?
- What is the fee that is appropriate for billings?

Recommended City Council Action: Staff requests for direction from City Council on how to proceed with consideration of an excessive call ordinance related to fire department usage.

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.

ORDINANCE NO. ____

CITY OF MAPLE PLAIN

AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 1
REGARDING EMERGENCY SERVICES PROVIDED TO
ASSISTED LIVING FACILITIES

THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN DOES ORDAIN:

SECTION 1. AMENDMENT. The Maple Plain City Code Chapter 1 is hereby amended as set forth below to add the following language:

Section 1-19. – Lift Assist Emergency Services.

- (a) *Purpose.* Assisted living facilities are required to have the staffing to meet the reasonably foreseeable needs of their residents, including mobility needs. Minn. Stat. § 144G.41. The City Council finds that the City has limited staff and resources and that repeated service responses to assisted living facilities present a burden to the community by limiting the availability of law enforcement, public safety protection, and first responder services to other residents of the City. Minn. Stat. §§ 366.011 and 415.01 authorizes the City to charge for emergency services.
- (b) *Definitions.* The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Assisted living facility means any facility that is licensed by the state department of health pursuant to Minn. Stat. § 144G.10 and meets the definition of “assisted living facility” contained in Minn. Stat. § 144G.08, subd. 7, as it may be amended from time to time.

City Administrator means the City Administrator or designee.

Lift assist means a response by a peace officer or firefighter to a call for service or assistance to physically move a person who does not require and is not provided by Public Safety any emergency medical services or any services related to patient transportation, care, treatment, or health care. Lift assist also includes non-emergent fall response. Regardless of how classified by dispatch, the determination that a service call is a lift assist is at the discretion of the responding peace officer or fire fighter.

Non-emergent fall response means a response by peace officer or firefighter to a reported fall where the individual is uninjured or has minor injuries not requiring transport and for which facility staff request assistance primarily for lifting.

Public Safety means the collective reference to the West Hennepin Public Safety and City Fire Department or other entity that provides fire protection.

Service call means a single dispatch of Public Safety West Hennepin Public Safety Department, City Fire Department or other entity that provides fire protection, or both, to an assisted living facility.

- (c) *Fee imposed.* An assisted living facility shall pay for each lift assist service call as set forth below:

<u>Fee Description</u>	<u>Amount</u>
1 to 5 service calls within a 1-year period	\$250.00 per service call
6 to 8 service calls within a 1-year period	\$500.00 per service call
9 or greater service calls within a 1-year period	\$850.00 per service call

The above fee may be set by agreement between the City and an assisted living facility, which agreement will include, among other things, provisions similar to subsection (d) below.

- (d) *Invoice, delinquency, and collection.*
- (1) Public Safety shall maintain records in connection with service calls and shall forward the records to the City Administrator.
- (2) The City Administrator shall be responsible for the collection of accounts due and owing for each service call. The City Administrator shall invoice each assisted living facility at least quarterly for service calls received with payment being due within 30 days of the invoice date. Unpaid invoices shall be considered delinquent and accrue interest at a rate of eight percent per annum.
- (3) Unpaid delinquent amounts not paid by September 1 may be certified to Hennepin County for collection as a service charge as provided for in Minn. Stat. § 366.012.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and publications as required by law.

Adopted by the City Council of the City of Maple Plain this _____ day of _____,
2025.

ATTEST:

Julie Maas-Kusske, Mayor

Jacob Kolander, City Administrator

Published in the _____ on _____, 2025.

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Water Bill Adjustment Request and Policy

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: February 18, 2025

Issue: At the February 2nd City Council meeting, direction was provided for staff to bring and item back on February 18th related to a water bill adjustment request. If adjustments to utility bills are something City Council would like an option for, an example policy from another community is provided.

Overview: A resident that lives at 6440 Cedar Court in Minnetrista has requested a water bill adjustment related to a malfunction interior water component of their softening system. A plumber the resident hired stated that a piece of plastic caused a gasket to fail, and after staff investigation of the incident, it was determined this would be very unlikely. A licensed plumber on staff will be present at the meeting to answer any questions.

City Council directed staff to provide an example policy related to utility bill adjustments. Attached you will find such a policy from the City of Le Sueur. Staff is looking for direction on two items:

1. Direction on how to proceed with the water bill adjustment from the resident at 6440 Cedar Court.
2. Direction on how to proceed with a water bill adjustment policy.

Recommended City Council Action: Staff requests for direction from City Council on the two policy items.

Mission Statement:

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**2026 Water/Sewer Adjustment Request Form**

APPLICANT/PROPERTY INFORMATION	
Name on Account:	Account Number:
Property Address:	City/State/Zip:
Phone:	Email:
Type of Leak: Underground Irrigation Toilet Softener Other	Other Description:
Describe the actions that were taken to complete the repairs:	
Date Leak Occurred:	Date Leak Repaired:

NOTES TO APPLICANT	
By signing, I verify that necessary repairs have been made prior to submitting this form. I understand that adjustments to the water or sewer portion of my bill cannot be made until repairs have been completed. I authorize the City of Le Sueur to process an adjustment on the water and/or sewer portion of my bill. I hereby certify that I have read and examined this application and all statements are true and correct. _____ Signature of Applicant _____ Date	

OFFICE USE ONLY		
Received By:	Date Received:	Notes:
City Official Reviewing:	Date Reviewed:	Approved or Denied: Reason:
Customer Notified:	Date of Notification:	

Water/Sewer Bill Adjustment Policy

Adopted 4/27/20

A property owner may request for the City of Le Sueur to review a billing account to determine if the account is eligible for an adjustment.

Adjustment Request Requirements

Only the legal property owner or an authorized person designated by the property owner may request an adjustment.

Adjustment requests must be submitted within sixty (60) days of the bill being issued.

No more than two (2) consecutive bills are eligible for an adjustment for interior/situational usage or an underground leak.

No leak adjustments will be granted if the property has an active leak or the known leak has not been repaired.

Adjustment Request Types Considered

- **Interior/Situational Usage Adjustment:** This is for water loss typically associated with interior plumbing (e.g., appliances, interior fixtures, etc.) water loss in which the water loss returns to the sanitary sewer system. Property owners may only be granted an interior/situational usage adjustment at a property once every three (3) years.
- **Underground Leak Adjustment:** This is for water loss typically associated with underground pipe ruptures in which the water loss does NOT return into the sanitary sewer system. A receipt from a certified plumber is required to be submitted. The receipt must contain the date of the repair, type of repair, and indicate repair was completed. If water consumption data is available, data must support repair receipts. Property owners may only be granted an underground leak adjustment at a property once every two (2) years.

Adjustment Types Not Considered

Theft or Vandalism: Water loss due to theft or vandalism will not be considered for adjustment and is the property owner's responsibility.

Adjustment Request Submission

Adjustment requests must be submitted using the "Water and Sewer Adjustment Request" form and returned to the Le Sueur City Hall or the email below.

Email: utilities@cityoflesueur.com

Mail or In Person: City of Le Sueur
Water and Sewer Adjustment Request
203 South 2nd Street
Le Sueur, MN 56058

CITY OF MINNETRISTA

CITY COUNCIL AGENDA ITEM



Subject: St. Bonifacius Fire Department Budget Reconciliation Request

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: February 18, 2025

Issue: Per the agreement with the City of St. Bonifacius for fire protection services, whenever there is an operating budget surplus of >10% of the operating costs, the entities participating in the contract have the option to allocate that surplus to the contract reserve fund or to reduce their operating payment.

Overview: The 2025 fire budget reconciliation reflects excess receipts in the amount of \$44,367. This amount has been transferred into the Fire Contract Reserve Fund. The current balance in the Fire Contract Reserve Fund is \$102,725, which is over the 10% threshold indicated in the fire protection contract.

Attached you will find a memo from the City of St. Bonifacius related to this request.

Recommended City Council Action: Staff is recommending directing the City of St. Bonifacius to keep the excess amount in the contract reserve fund.

Mission Statement:

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City of St. Bonifacius

Section 2, Item c)

8535 Kennedy Memorial Drive
St. Bonifacius, MN 55375
(952) 446-1061

2025 YEAR END FIRE DEPARTMENT CONTRACT RECONCILIATION

BUDGET: \$501,171
EXPENSES: \$473,648
RECEIPTS: \$518,015

St. Bonifacius	24.0% of contract	120,281
Minnetrista	69.2% of contract	346,810
Watertown Township	4.5% of contract	22,553
Laketown Township	2.3% of contract	11,527
Expense Reimbursements from Grants		<u>16,844</u>
TOTAL RECEIPTS		\$518,015

2025 Reconciliation reflects excess receipts in the amount of \$44,367. \$44,367 has been transferred into the Fire Contract Reserve Fund. The new balance is \$102,725. The amount over 10% of the 2025 operating budget of \$284,229 is \$74,302.

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.

Your portion of the excess funds is:

St. Bonifacius	17,832
Minnetrista	51,417
Watertown Township	3,344
Laketown Township	<u>1,709</u>
TOTAL	\$74,302

Please respond with your Boards/Council action by 3/12/2026.

Supporting financial documents can be requested at assistantclerk@st-bonifacius.mn.us.

Brenda Fisk
Adm/Clk/Trs
1/30/2026

cc. Fire Chief

C:\Documents\Fire Dept\FD Year End Contract Reconciliation