



APRIL 21, 2025 CITY COUNCIL WORK SESSION AGENDA

**April 21, 2025 at 5:00 PM
7701 County Road 110 West Minnetrista, MN 55364**

1) CALL TO ORDER

2) DISCUSSION ITEMS

- a) City Council and Commissions Code of Conduct
- b) Highway 7 Corridor Study - Presentation of Alternatives
- c) Fire Department Joint Powers Agreement (JPA) Update
- d) City Council Closed Session - Active Litigation
- e) Residential Chickens (Hens) Discussion

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



WORK SESSION AGENDA ITEM

Subject: City Council and Commissions Code of Conduct

Prepared By: Jasper Kruggel, City Administrator
Allie Polsfuss, Assistant City Administrator

Meeting Date: April 21, 2025

Issue: Member of City Council have directed staff to develop and provide a draft “Code of Conduct” document to be reviewed by the full City Council.

Overview: The Code of Conduct aims to ensure ethical behavior by the Mayor, City Council, and advisory board/commission members to eliminate conflicts of interest, promote public trust, and encourage citizen participation in governance. It also seeks to maintain a safe, respectful, and harassment-free environment for all involved in city business.

Below is a summary of the draft code of conduct; the full version is attached.

Standards of Conduct: Elected officials and advisory members must not:

- Violate open meeting laws.
- Engage in matters affecting their financial interests or associated businesses unless the impact is equal to others in the same group, requiring recusal if a conflict exists.
- Participate in violence, threats, harassment, intimidation, or disrespectful behavior.
- Use their position for special privileges, personal gain, or to solicit gifts/favors.
- Accept gifts that could influence or reward official actions, except as permitted by Minnesota Statute §471.895.
- Disclose or use non-public information gained through their role for personal gain.
- Share privileged information from legal counsel discussions without council approval.

Exceptions: No violation occurs if a member discloses a conflict, refrains from discussion/voting, and follows Minnesota Statutes §471.87 and §471.88 procedures.

Complaint and Hearing Process:

- Complaints alleging violations must be filed with the City Administrator, supported by facts.

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.

- The city council, advised by legal counsel, determines within 30 days if a hearing is justified based on the complaint's validity and good faith.
- If approved, a hearing occurs within 30 days, allowing the accused to respond.
- If a violation is found, the council may censure, refer for prosecution, request non-participation, or remove appointed members.

Recommended City Council Action: Staff request that the City Council discuss the draft code of conduct. If finalized, staff recommends the draft code of conduct then be reviewed by the Park Commission and Planning Commission, and feedback be delivered to City Council before finalizing and adopting a code of conduct.

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City Council and Commissions Code of Conduct

Purpose

The Mayor and City Council of the City of Minnetrista determines that a code of conduct for its members, *as well as the members of the various advisory boards and commissions* of the City of Minnetrista, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the city council hopes to promote the faith and confidence of the citizens of Minnetrista in their government and to encourage its citizens to serve on its council and boards and commissions.

It is the policy of the City of Minnetrista to provide a safe, secure and healthy environment for employees, public officials and citizens when engaged in city business. The City is committed to working to maintain a work environment free from acts or threats of violence, harassment, intimidation and disruptive or disrespectful behavior.

Standards of Conduct

No elected official or a city advisory board or commission member may knowingly:

- a. Violate the open meeting law.
- b. Participate in a matter that is before the city council or relevant board that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation. If a conflict of interest does exist, the person will remove themselves from the table and sit with the audience until the discussion / action on the item has been concluded.
- c. Participate in acts of violence, threats, harassment, intimidation, and disruptive or disrespectful behavior in the workplace. The behavior described includes, but is not limited to, oral or written statements, gestures, or expressions that are communicated either directly or indirectly.
- d. Use the person's public position to secure special privileges or exemptions for the person or for others.
- e. Use the person's public position to solicit personal gifts or favors.
- f. Use the person's public position for personal gain.
- g. Except as specifically permitted pursuant to Minnesota Statute §471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- h. Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the city council or committee.

- i. Disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the city council has authorized the disclosure.

Except as prohibited by the provisions of Minnesota Statute Section §471.87, there is no violation of item b. of this section for a matter that comes before the council, board, or commission, if the member of the council, board, or commission publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with an elected official under the circumstances described under Minnesota Statute Section §471.88, if proper statutory procedures are followed.

Complaint, Hearing

Any person may file a written complaint with the City Administrator alleging a violation of the aforementioned standards of conduct. The complaint must contain supporting facts for the allegation. The city council may hold a hearing after receiving the written complaint or upon the council's own volition.

A hearing must be held only if the city council determines (1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay.

The city council's determination must be made within 30 days of the filing of the allegation with the city administrator. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the city council's determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of a board or commission from office.

CITY OF MINNETRISTA



WORK SESSION AGENDA ITEM ____

Subject: Highway 7 Corridor Study – Presentation of Alternatives

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

Meeting Date: April 21, 2025

MnDOT completed a [study of Hwy 7 between Hwy 100 in St. Louis Park and Carver Co. Rd. 33 in Hollywood Twp](#) to identify safety improvements. Subsequently the [Hwy 7 study from Hopkins to St. Bonifacius](#) was initiated to:

- Understand the transportation needs of all users,
- Identify opportunities for future improvements,
- Establish a shared vision for improvement concepts among study partners, and
- Develop and evaluate these concepts to inform the design of facilities that will be upgraded as part of a 2029 pavement resurfacing project in the corridor.

The are two alternatives that are being brought forward from the latest study and will be presented at the work session. Council feedback from the work session will be provided to the project team before the alternatives are released for public comment. A recommended alternative will be identified later this spring once all feedback is evaluated, and a final report will be issued late summer or early fall.

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CITY OF MINNETRISTA

WORK SESSION AGENDA ITEM



Subject: Fire Department Joint Powers Agreement (JPA) Update

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: April 21, 2025

Issue: Representatives of the Fire Department Joint Powers Agreement (JPA) group, comprising Minnetrista, Mound, Spring Park, and St. Bonifacius, request to update the City Council and facilitate discussion on the potential establishment of a Fire Department JPA.

Overview:

Representatives: Mayor Lisa Whalen, Council Member Cathleen Reffkin, and City Administrator Jasper Kruggel will present updates on discussions regarding the potential Fire Department JPA.

Objective: Mayor Whalen and Council Member Reffkin will lead the discussion to inform the City Council about progress and gather feedback to guide future steps.

Context: The Mound Fire Department currently serves Mound, Spring Park, Minnetonka Beach, Minnetrista, and Shorewood, while the St. Bonifacius Fire Department serves St. Bonifacius, Minnetrista, Laketown Township, and Watertown Township via service contracts. Recent collaboration efforts between the Mound and St. Bonifacius Fire Departments provide a foundation for exploring a formalized JPA.

Recommended City Council Action: Staff recommends that the City Council actively participate in the discussion, review the JPA update, and provide feedback to support the representatives in advancing the potential Fire Department JPA.

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CITY OF MINNETRISTA
WORK SESSION AGENDA ITEM



Subject: City Council Closed Session – Active Litigation

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: April 21, 2025

The City of Minnetrista will conduct a closed session pursuant to Minnesota Statutes Section 13D.05, subdivision 3 (b)(attorney-client privilege) to discuss the pending litigation, *City of Minnetrista v. 1205 Sunnyfield LLC, et. al., Hennepin County District Court File No. 27-CV-24-5609.*

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CITY COUNCIL WORK SESSION ITEM

Subject: Residential Chickens (Hens)

Prepared By: Nickolas Olson, Senior City Planner

Though: David Abel, Community Development Director

Meeting Date: April 21, 2025

Issue: Should the City allow egg laying chickens (hens) in residential districts?

Discussion: Staff and City Council have heard recently from residents and a councilmember that there is interest in residential chickens. Currently, city code includes chickens in the definition for farm animals. Farm animals are currently only allowed in agriculture and agriculture preserve zoning districts or on a residential lot of at least 10 acres. Below is the existing language in city code relative to this issue:

SECTION 1110. - ANIMALS

1110.01. - Definitions.

The following words, terms and phrases, when used in this section, will have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Farm animals mean those animals commonly associated with a farm or performing work in an agricultural setting. Unless otherwise defined, such animals shall include members of the equestrian family (horses, mules), bovine family (cows, bulls), sheep, poultry (chickens, turkeys), fowl (ducks, geese), swine (including Vietnamese pot-bellied pigs), goats, bees, and other animals associated with a farm, ranch, or stable.

1110.09. - Farm animals.

Subd. 1. *Requirements.* Farm animals may only be kept in A or AP zoning districts, or on a residential lot of at least ten acres in size provided that farm animals on said residential lots are not sheltered within 300 feet of an adjoining piece of property.

Subd. 2. *Exception.* An exception shall be made to this subsection for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition.

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If the City Council were to consider allowing residential chickens (hens), adding language to the exceptions to allow a certain number, as determined by the City Council, of chickens in residential districts would be needed. Section 1110.09 Subd. 2 could possibly be rewritten to the following:

Subd. 2. *Exceptions.* An exception shall be made to this subsection for:

- (a) Those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition.
- (b) Up to ? egg laying chickens (hens) may be kept on a residential lot.

Please note that many of the City's residential neighborhoods are also governed by a homeowner's association. City code does not supersede any HOA covenants. If HOA covenants do not allow for chickens, then a resident in that neighborhood would not be allowed to have chickens.

Conclusion: City Council should discuss the issue and, if there is interest in allowing chickens (hens) in residential districts, direct staff to prepare an ordinance amending Chapter 11 of City Code and bring it to a future City Council meeting.

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