



CITY COUNCIL MEETING MINUTES
December 4, 2023
7:00pm

1) Call to Order

Mayor Whalen called meeting to order at 7:00 p.m.

a) Pledge of Allegiance

b) Introductions: City Council: Mayor Lisa Whalen, Cathleen Reffkin, Ann MacGregor; Peter Vickery, and Claudia Lacy Staff: City Administrator Jasper Kruggel, Finance Director Brian Grimm, Community Development Director David Abel, Director of Public Safety Paul Falls, Director of Administration Allie Polsfuss, 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

i) Remove item 2a – Senator Morrison Legislative Update

Motion by Reffkin, seconded by Vickery to approve agenda as amended.

Motion passed 5-0.

2) Special Presentations

~~a) Senator Kelly Morrison Legislative Update~~

b) Public Comment on 2024 Budget – Overview and Presentation

Brian Grimm presented on the 2024 Final Levy and Budget.

Highlights include:

- 2024 Budget Timeline
- Certifying final levy for \$175,000 less than Preliminary levy (now a 12.0% net levy increase)
- Budget documents with an additional 100,000 levy reduction
- Overview of total general fund, debt and capital and roads levy
- Shared budget trend analysis by year
- Tax impacts to home in Minnetrista, a 10% valuation increase: based on levy increase of 12% with 2% growth in City (using a projected tax rate of 19.38%)

Mayor Whalen opened the meeting to public comment.

Tom Bourgeois, 3210 County Road 44, expressed concern that the valuation of his property has had a 67% increase over the last 2 years.

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, maintaining a rural character, while effectively managing growth.

Mayor Whalen explained that council does not have any authority to adjust the valuation of his home. The valuations come from the county so he would have to meet with the Assessor and attend an open book meeting which is usually held in the spring to dispute.

Michael Young, 5425 Yellowstone Trail, questioned the numbers for Police and Fire, asking if they are typical for similar areas. Numbers seem pretty high.

Jasper Kruggel answered that we have researched areas in Hennepin County and we are below most per capita. The numbers for police encompass everything from salaries, equipment, etc.

Young also asked for an explanation of what legal services are used for.

Kruggel responded that services are used to advise Council and for special projects.

3) Persons to Be Heard

4) Consent Agenda

- a) Approve Work Session Meeting Minutes from November 13, 2023
- b) Approve City Council Regular Meeting Minutes from November 13, 2023
- c) Approve 2024 City Council Meeting Calendar
- d) ~~Approve 2024 Pay Plan and a 3.00% Cost of Living Increase for Non-Union Employees effective January 1, 2024~~
- e) Approve MOUs between City of Minnetrista and Local Unions for 2024 Cafeteria Plan
- f) Approve MOU for LELS 343 Probationary Language Revisions
- g) Approve MOU for IUOE Local 49 regarding Compensatory Time Pay Out
- h) Approve changes to the 2024 Personnel Policy
- i) Res. No. 110-23 Approve Claims
- j) Res No 111-23 Approve Final Budgeted Transfers 2023
- k) Res. No. 112-23 Approve Simple Subdivision request for Sharon Thaler for 3316 & 3320 Williams Lane
- l) Res. No. 113-23 Planning/Parks Commission Appointments for 2024
- m) Res. No. 114-23 Accept Improvements and Authorize Final Payment for the 2023 Street Reclamation Project
- n) Res. No. 115-23 Approve Task Order No. 07 for Design, Bid, and Construction Administration for Wells No. 08 and 09

Council Member Reffikin removed item d for discussion.

Motion by Reffikin, seconded by MacGregor to adopt consent agenda with item d removed for discussion.

Motion passed 5-0.

Council Member Reffkin spoke saying that she thinks this type of item should be discussed. She also asked how the amount of 3% was decided on.

City Administrator Kruggel explained that they compare with other communities on a cost of living adjustment survey that circulates through the region and look at the average.

Motion by Reffkin, seconded by Vickery to approve 2024 Pay Plan and a 3% Cost of Living Increase for Non Union Employees effective January 1, 2024.

Motion passed 5-0.

5) Public Hearings

a) 2024 Fee Schedule

Mayor Whalen opened and closed the public hearing.

i. Adopt Ordinance No. 487 Adopting 2024 Fee Schedule

Brian Grimm gave a brief overview of the changes in the 2024 Fee Schedule stating that there are no major changes incorporated in the 2024 fee schedule from the 2023 fee schedule. The water utility rates are proposed to change based on previous discussions with City Council The recycling quarterly fee is also changing based on the rates for the contracted service increasing. As well as the sewer rate is proposed to go up \$3 a quarter. Other minor changes have been incorporated into land use fee, public safety related fees, and other sections as necessary.

Motion by Lacy, seconded by Reffkin to Adopt Ordinance No. 487, Adopting 2024 Fee Schedule.

Motion passed 5-0.

ii. Res. No.116-23 Approve Publication of Ordinance No. 487 by Title and Summary

Motion by Vickery, seconded by MacGregor to Adopt Resolution No. 116-23, Approve Publication of Ordinance No. 487 by Title and Summary.

Motion passed 5-0.

6) Business Items

a) 2024 Budget Approvals

i) Res. No. 117-23 Adopt and Approve 2024 Tax Levy

Brian Grimm shared the new levy amount after reduction of \$100,000 making the final levy amount \$6,518,104.

Motion by Vickery, seconded by MacGregor to Adopt Resolution 117-23, Adopt and Approve 2024 Tax Levy.

Motion passed 5-0.

- ii) Res. No. 118-23 Adopt and Approve 2024 Budgets (General Fund, Special Revenue, Debt Service, CIP Funds and Enterprise)

Brian Grimm shared the only change will be a deduction in revenue of \$100,000 due to reducing the levy.

Motion by Reffkin, seconded by Vickery to Adopt Resolution 118-23c, Adopt and Approve 2024 Budgets (General Fund, Special Revenue, Debt Service, CIP Funds and Enterprise)

Motion passed 5-0.

7) Administrative Items

a) Staff Reports

i) City Engineer – Street Project Update

Final layer of pavement has been laid. Still a few things to button up in the spring.

b) Council Reports

i) Mayor Lisa Whalen –

- Tree Lighting went Fantastic. Thursday December 5th for 2024 Tree Lighting.
- Bonding Tour
- Hwy 7 Safety Coalition
- Rotary Luncheon

iii) Cathleen Reffkin –

- Attended Mound and St Bonifacius Fire Meeting.

iv) Ann MacGregor –

- Last Gillespie Center Meeting for 2023

v) Peter Vickery –

- Pioneer-Sarah Creek Watershed Management Commission

vi) Claudia Lacy –

- None

8) Adjournment

Motion by Reffkin, seconded by MacGregor to adjourn the meeting at 7:56 p.m.

Motion passed 4-0.

Respectfully submitted,

Ann Meyerhoff
City Clerk

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, maintaining a rural character, while effectively managing growth.