



# MINNETRISTA MESSENGER

2020 SUMMER NEWSLETTER

*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.*

## Mayor's Message

Greetings!

It's been a while since our last Minnetrista Messenger. Can you believe how the world has changed? I'm sure you are all feeling the effects of the COVID-19 pandemic in some way or another. Adjusting to more "home" life, figuring out how to entertain the kids, working remotely, the list goes on.

Here at City Hall, we have also had to make some major changes to adjust to the new "normal." We held our last in-person City Council meeting on March 9, and since then we have been conducting our meetings virtually via Zoom. We continue to meet for our scheduled work sessions and council meetings on the regular days and times; the first and third Monday of every month at 5:30pm and 7:00pm. Our meetings are audio only, however all the meetings are still recorded and available on our website and YouTube. You also have the option to dial in and listen to the meetings live. Although we closed our doors for in-person business, we have continued to provide all the essential city services. Most of our administration staff is working remotely. Staff has continued to process building permits and conduct building inspections. Our public works crew and police department were functioning and

providing services as they normally would. However, some modifications on how they function and provide services were made. The City Council recently approved the COVID-19 Preparedness Plan for re-opening City Hall to the public. You will once again be able to conduct city business in-person beginning Monday July 13, 2020. We will still be conducting as much business as possible virtually. Although we are not requiring masks to be worn in City Hall, the CDC and MN Department of Health recommends using them whenever you're in a public setting. Unfortunately, due to the pandemic, the city has had to cancel numerous city events, including the May Recycle/Clean-up Day, Trista Day, State of the City Address and our annual City Bus Tour. National Night Out has not been canceled but instead postponed until October 6th.

In January we initiated the process to replace our Director of Administration. Allie Polsfuss began on March 24th, replacing Cassandra Tabor, who left to become the HR Director at the City of Blaine. You can read a bit more about Ms. Polsfuss's background on page 6 of this newsletter.

In April, Nikki Myhre was hired as a Police Officer, filling a vacant position. Officer Myhre will be our first female officer in at least 15 years. To read

more about Ms. Myhre's background, please see page 2 of this newsletter.

We are moving along with our 2020 road improvement projects. Some projects have already started while others are in the "que". A mill and overlay on the remainder of Halstead, which was not part of the 2017 reconstruction, is nearly complete; and a reclamation project on Margaret Circle, Shady Lane and Lake View is underway.

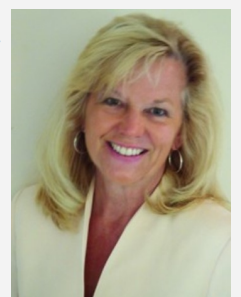
Later this summer, an overlay on Game Farm Circle, Sterling Drive and Retreat Circle will complete our projects for this year. In July, those of you in the North East corner of Minnetrista will notice that our Sunnyfield Road water tower is being painted.

If you haven't already done so, please consider signing up for our various e-mail alerts, and check out the new Mayor's Blog. We want to keep our residents informed of what's happening within the City of Minnetrista.

Stay safe and stay healthy!

As Always,

Your Mayor  
Lisa Whalen



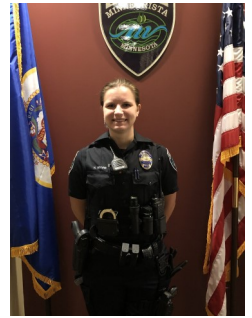
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## **City of Minnetrista and Minnetrista Police Department Welcomes Police Officer Nikki Myhre**

The City of Minnetrista City Council, staff, and community would like to welcome Nikki Myhre to the Minnetrista Police Department. Nikki's hiring was approved at the May 4, 2020, City Council meeting, and she began her employment and field training on May 18, 2020.

Ms. Myhre has a Bachelor of Arts degree in Criminal Justice from the University of North Dakota, and a Certificate in Law Enforcement from Hennepin Technical College. In addition, Ms. Myhre has taken various classes in defensive tactics, fire arm training, crash scene management, and many more. Prior to her employment with Minnetrista, Ms. Myhre worked for the Eden Prairie Police Department as a Community Service Officer. She also has experience as a Security Corporal for Allied University in Eden Prairie. Nikki is from Eden Prairie, and is the first female licensed Police Officer to be part of the Minnetrista Police department in the last 15 years.

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## **2019 Financial Audit and Report Completed**

The City's Comprehensive Annual Financial Report for the year ended December 31, 2019 has been completed. It was presented to the City Council at the May 18, 2020 City Council Meeting by the City's auditors Clifton Larson Allen. The City received an unqualified opinion on its financial report which is the best opinion any City can receive on the annual audit.

The full audit report is available at the City's website on the Finance page and is labeled "2019 Comprehensive Annual Report (CAFR)". The City has sent the report to the Government Finance Officers Association for review to receive the Certificate of Achievement for Excellence in Financial Reporting. The City has received this award the last 15 years. This award is presented to government units whose Comprehensive Annual Financial Reports achieve the highest standards in governmental accounting and financial reporting.

The City's auditors reported that the city remains in very good financial condition. For 2019 the actual expenditures for the general fund were \$52,641 lower than the budgeted general fund expenditures. Revenues came in higher than projected as actual revenues came in \$306,148 higher than budgeted revenues in the general fund. The City ended the year with the general fund having a total fund balance of \$2,806,327 and an unassigned fund balance of \$2,556,452. This represents a healthy reserve level of 55% and 50% of the 2020 General Fund Budgeted expenditures of \$5,134,846 respectively.

# Public Safety Update: Crosswalk or Trail Crossing, What's the Difference?

In recent years, we have experienced a lot of growth within our City as well as the surrounding area. As a result, traffic volumes have increased dramatically. With more population, there are more people using crosswalks and trail crossings.

This presents some challenging safety issues. The rules regarding crosswalks and trail crossings are very different and can be confusing for everyone. Crosswalks and trail crossings often times have similar markings making it difficult to tell the difference. While they may look similar, the rules regarding them are very different. The signage is the best way to tell if it is a crosswalk or trail crossing. Here are some guidelines to help clarify this topic:

The general rule is that pedestrians have the right of way within a crosswalk, while vehicular traffic has the right of way at trail crossings. The definitive difference is that the law requires motorists to stop for pedestrians within a crosswalk. It does not require vehicular traffic to stop for trail crossings unless they are marked with specific traffic control devices. Most trail crossings are marked with stop or yield signs for the trail users. In other words, trail users are responsible for yielding to vehicular traffic. It is imperative that trail users obey the signs to ensure their safety.



Consistency is key to ensuring safety. By having clear rules and following them, people know what to expect and as a result they react predictably and appropriately. When people change or do not follow the rules, it creates inconsistency which results in unpredictability and increased risk.

For example, when motorists stop to allow trail users to cross the road even though the trail user does not have the right of way, it creates undue risk. While I respect the Good Samaritan, this scenario actually creates more danger than it prevents. Motorists that stop where it is not required or expected create the risk of being rear-ended putting themselves and trail users at increased risk. Furthermore, oncoming traffic may not stop as they are not normally required to, creating additional risk to everyone. These risks can be avoided if everyone understands and follows the rules.

Remember that safety is everyone's responsibility. We can all make a difference by following the rules and exercising caution around crosswalks and trail crossings. —Chief Paul Falls, Director of Public Safety

## Keep up to date with the City of Minnetrista!



City Hall: 952-446-1660



[minnestrista@ci.minnetrista.mn.us](mailto:minnestrista@ci.minnetrista.mn.us)



[www.cityofminnetrista.com](http://www.cityofminnetrista.com)



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## Minnetrista drinking water is certified safe.

Once again, the City of Minnetrista is happy to report that its drinking water is safe and meets or exceeds all federal and state water quality requirements. The 2019 Water Quality Report provides a snapshot of the City's drinking water quality, including information about our water sources, treatment, consumer demand, contaminants detected, and other information of interest. A complete report is available online at <https://www.cityofminnetrista.com/city-sewer-water>

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Have a question about a permit or planning question? City staff is happy to review or answer questions about any type of improvement project you are planning. Give us a call at 952-446-1660 or email us at [Minnetrista@ci.minnetrista.mn.us](mailto:Minnetrista@ci.minnetrista.mn.us)

Due to COVID-19, City Council Meetings have are being held virtually. These meeting are recorded and can be found on the City's YouTube Page: <https://www.youtube.com/user/cityofminnetrista>

## Re-Opening City Hall

Minnetrista City Hall, like many businesses in Minnesota, has been closed for walk up business due to the COVID-19 pandemic. As the state and country begin to reopen, staff has begun preparing for the safe reopening of City Hall on July 13, 2020. Although City Hall has reopened for in person services, City Council meetings will continue to be conducted virtually until further notice.

City Council has approved the COVID-19 Preparedness Plan as required to ensure the health and safety of staff and the individuals we serve. As City Hall reopens, we ask that residents abide by the social distancing requirements of 6 feet. There will be markers on the lobby floor to ensure safe distancing to manage contact of individuals and staff. We ask that customers doing in person business stay behind the barrier installed at the front desk for the safety of residents and City staff. City Hall bathrooms will be closed to the public until further notice. We ask that residents and City staff refrain from doing in person business if they are showing possible signs and symptoms.

As always, many of our services can be completed online. Please visit the City's website (<https://www.cityofminnetrista.com>) to pay, apply, obtain information, listen to the City's virtual council meetings and much more. Please contact the City at [minnetrista@ci.minnetrista.mn.us](mailto:minnetrista@ci.minnetrista.mn.us) or 952-446-1660 with any questions or concerns.

**Connect with us!**

[www.cityofminnetrista.com/newsletters](http://www.cityofminnetrista.com/newsletters)

# 2020 Election Planning

City staff has begun planning for the 2020 Primary Election on August 11, 2020. Due to the COVID-19 pandemic, there are several changes that will be made to ensure the safety of all voters, elections judges, and staff.

## **In-person absentee voting**

Typically, in-person absentee voting begins 46 days prior to the Primary Election, with offering the last 7 days for direct balloting. Direct balloting is when voters can come into City Hall and place their ballot directly into the voting ballot machine prior to election day. Hennepin County informed cities that for the 2020 Primary Election, cities have the option to be open for in person absentee voting the regular 46 days prior to election day, for the 7 days of direct balloting only, or not open for in person absentee voting at all.

The City Council unanimously approved offering 7 days direct balloting from August 4-August 10 (7 days prior to the Primary Election) instead of the full 46 days. This is only in effect for the Primary Election, another decision will have to be made by the City Council prior to the General Election.

## **Polling locations**

The City currently has four polling locations, Westonka High School Administrative Building (precinct 1,) City Hall (precinct 2,) Freshwater Church (precinct 3,) and the Police Department (precinct 4.) All four polling locations will be available for in person voting for both the Primary Election on August 11, 2020 and General Election November 3, 2020.

## **Health & Safety**

For in person Election Day voting, safety is a priority for both voters and election judges. The City will be providing all election judges with appropriate personal protective equipment and making hand sanitizer and cleaning products readily available to provide a safe polling place for all concerned. Social distancing labels will be put on the floor inside and the group outside at all polling place locations so voters are aware of the six foot distance. There will also be procedures for election judges as it relates to proper sanitation protocol and precaution.

To keep up to date on all election information, visit the election website: <https://www.cityofminnetrista.com/elections> or the Secretary of State's elections webpage: <https://www.sos.state.mn.us/elections-voting/>



## **Allie Polsfuss begins as Director of Administration**

Allie Polsfuss began as the Director of Administration on March 24, 2020. Ms. Polsfuss has a Bachelor of Arts degree in Political Science/Public Administration from Minnesota State University, Mankato and a Master of Arts degree in Public Administration (MPA), also from Minnesota State University, Mankato.

Prior to starting at Minnetrista, Ms. Polsfuss spent 3+ years with the City of Madison Lake, MN, as both an Administrative Assistant and eventually as Assistant City Administrator/City Clerk. Just prior to starting at Minnetrista, Ms. Polsfuss spent the last 1+ years as the Assistant to the City Administrator at the City of Savage. Polsfuss replaces Cassandra Tabor, who left for the Director of Human Resources position in Blaine in December 2019.

## **Water Conservation**

In order to conserve water resources and prevent wasteful use of water during the hottest part of the day, residents are not allowed to irrigate using the public water supply between the hours of 10:00 a.m. and 6:00 p.m. on any day of the week from May 1st until September 30th.

This “time of day” restriction applies to established lawns, vegetation, shrubs, trees, and gardens and also applies to new sod and seed unless written permission to irrigate during the restricted times is obtained from the City.

The City has odd/even watering regulations unless written permission to irrigate during the restricted days is obtained from the City. This means, if your house number ends with an odd number you can water on odd days, and if your house ends with an even number, you can water on even numbered days. Make sure your sprinkler is adjusted to not apply water to streets or sidewalks and do not water during the restricted hours as water applied during those hours will evaporate rather than soak into the soil.



# Public Works Projects & Infrastructure updates

## **HALSTEAD DRIVE:**

The Halstead Drive mill and overlay project has begun. The project generally consists of re-surfacing the roadway between CR 110 and about 300 feet west of Lakeside Drive, paving the parking areas on the north side of the road, and installing pedestrian curb ramps where the trail intersects the road within the project corridor. The road will remain open to traffic throughout the project, though there may be some minor traffic delays to accommodate construction. To keep the public and crews safe, the boat launch will be temporarily closed during two phases on the project: milling the existing pavement (completed in June) and installation of the new pavement (end of June). The paving date has not yet been determined and is anticipated to take approximately two days. Signage will be installed prior to the boat launch closure and updates will be posted on the city's webpage and social media accounts.

Residents on Shady Lane, Lakeview Drive and Margaret Circle can expect to see construction work begin in late June. The project includes reclamation of the streets (grinding up the pavement section, respreading the material and installing new pavement), replacement of the sanitary sewer forcemain from the area north of the Lakeview Drive cul-de-sac and through Shady Lane, minor watermain repairs, and minor storm sewer infrastructure improvements.

**Bituminous Overlay:** Game Farm Circle, Retreat Circle and Sterling Circle. This maintenance project includes paving a new surface on these roadways. There will be minor traffic delays during the paving operations. The work is scheduled to occur between mid-July and mid-September; an update will be posted on the city's webpage and social media accounts once a contract is awarded and the contractor has scheduled the work.

**Crack filling:** Game Farm Road East, Chateau Way and Squire Lane. Work will be done within a 14-day timeframe between late-July and September 15th.

**Sewer lining:** various locations throughout the city. This work repairs damaged sanitary and storm sewer pipes using a technology that does not require the area to be excavated. Once a contract is awarded the residents within the project area will receive notification of the work and the schedule.

**Water Tower:** Maintenance work on the water tower off of Sunnyfield Road will begin the end of July and will go until the end of October. There will be work done within the tower itself and the exterior will be repainted.

Visit <https://www.cityofminnetrista.com/newsletters/> to sign up to receive email alerts for City projects.



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## CITY MEETING CALENDAR

*For updated information, visit [www.cityofminnetrista.com](http://www.cityofminnetrista.com) and our City Hall Calendar.*

### City Council/City Hall

**July 3**– City Offices Closed

**July 20**– City Council Worksession & Regular Council Meeting

**August 3**– City Council Worksession & Regular Council Meeting

**August 11**– Primary Election

**August 17**– City Council Worksession & Regular Council Meeting

**September 7**– City Offices Closed

**September 8**– City Council Work Session

**September 21**– City Council Worksession & Regular Council Meeting

### Planning Commission

**July 24**– Land Use Applications Due

**July 27**– Planning Commission Meeting

**August 24**– Planning Commission Meeting

**August 28**– Land Use Applications Due

**September 28**– Planning Commission Meeting

### Parks Commission

**July 14**– Parks Commission Meeting

**August 12**– Parks Commission Meeting

**September 9**– Parks Commission Meeting



#### City of Minnetrista

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#### City Council

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John Tschumperlin

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