

## **MEDINA CITY COUNCIL SPECIAL MEETING MINUTES OF NOVEMBER 13, 2003**

The City Council of Medina, Minnesota met in special session on November 13, 2003 at 6:07 p.m. at Medina City Hall. Mayor Phil Zietlow presided.

**Members present:** Workman, Lane, Zietlow, Smith, Brinkman

**Members absent:** None

**Also present:** City Administrator Chad Adams, Public Works Director Jim Dillman

### **2004 Budget Work Session**

Adams provided an overview of the Truth In Taxation (TNT) process, including timeline for meetings and final approval of budget. Adams noted the decrease in the tax rate from 2003 to 2004. The Council advised Adams to put together pie charts, etc. as good visual aids for the TNT presentation.

Adams discussed some highlights and changes to the budget since the August work session, including a proposed 3% wage increase (not including step increases), professional service rates, and prior special assessment confusion.

Discussion of community building line items. No changes were recommended.

Discussion of how City fee comparisons should be presented to Council. Adams will provide a spreadsheet of comparisons and recommendations to the Council for review in December.

Discussion of including a footnote pertaining to total revenue budget and which addresses the non-transfer of revenues from reserve funds.

Adams recommended a transfer of the \$218,000 general fund surplus from 2002 to be distributed in the amounts of \$85,000 to the General Capital Improvement Fund, \$100,000 to the Road Improvement Fund, and \$33,000 to the Equipment Fund. As a follow-up to the 2002 audit, Adams also recommended that the balance of \$24,000 from the 1992 G.O. Improvement Bond be transferred to the Equipment Fund. The Council directed Adams to make the transfers in the said above amounts.

Adams noted the 2003 general fund budget projections may not involve a sizable surplus as in past years. He added that we have a strong reserve in the general fund.

Discussion of Medica's decision to cut their December premiums. Adams summarized a few options including to withhold difference in premiums from employee paychecks in December and/or to set aside the approximate \$5000 in savings for a medical account. The Council directed Adams to withhold the difference in premiums from employee paychecks.

Adams provided an update of the 2004 Capital Improvement Plan (CIP). The Council requested that Uptown Hamel costs be shared/documented over 2004 and 2005, rather than just 2004.

Discussion of transferring water and sewer cash reserves to capital funds. Adams will bring a recommendation to Council at one of the December meetings.

Smith recommended that contracts be established with all professional services. Adams will look into League of Minnesota Cities recommendations and what other communities are doing.

Discussion of tax abatement. The Council expressed no interest in using tax abatement for attracting new industrial/economic development.

Workman departed meeting at 7:00.

### **Personnel/Policy Discussion**

Discussion of full-time planner position. The Council directed Adams to prepare a job description and advertisement for the December 2<sup>nd</sup> meeting.

The Council discussed retaining Loren Kohnen in a consultant role after a planner starts.

Discussion of revising personnel policy manual. Adams questioned if a committee should be established or if he should prepare a draft. The Council directed Adams to prepare a draft and to consult Councilors or other members of the community with expertise for assistance as needed.

Adams discussed a few procedural items, including the delegation of tasks to the City Administrator at Council meetings, limiting public comment on agenda, etc.

Discussion of reducing Planning Commission membership from nine members to seven members. This item will be discussed upon further research and input from Planning Commission. Zietlow suggested option of reducing the number through attrition rather than termination of positions.

Adams sought direction on the next Administrator review and salary adjustment. The Council recommended next July as the next review and salary adjustment in January 2004 consistent with other employee wage/salary adjustments.

### **Adjournment**

Smith moved, and Brinkman seconded to adjourn at 7:50 p.m.

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Phil Zietlow, Mayor

Attest:

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Chad M. Adams, City Administrator