

MEDINA CITY COUNCIL MEETING MINUTES OF JANUARY 16, 2007

The City Council of Medina, Minnesota met in special session on January 16, 2007 at 6:05 p.m. in the Medina City Hall. Mayor Crosby presided.

I. Call to Order

Members present: Weir, Crosby, Cavanaugh, Smith

Members absent: Johnson

Also present: City Administrator Chad Adams, Finance Director Jeanne Day.

IX. Public Safety Department Report

Adams provided an overview the 2006 accomplishments and 2007 goals.

- Discussion occurred on emergency preparedness responsibilities and likely spring training for new elected officials to include Mayor Crosby and Councilor Johnson. An emergency preparedness plan will be provided to Crosby and Johnson.

X. General Administration Report

Adams provided an overview of the 2006 accomplishments and 2007 goals.

- Discussion occurred on the creation of an ordinance defining the City Administrator responsibilities to receive International City Management Association (ICMA) recognition. Staff was directed to prepare a draft ordinance.
- Topics for the *Medina Message* were discussed to include Council office hours, water treatment plant open house, and reminding residents of the opportunity to receive Council agenda and minutes by e-mail. Possible advertising to support the expense of the newsletter was discussed.
- Additional marketing/circulation of the City's legal newspaper *South Crow River News* was discussed. Consensus was reached to encourage the newspaper to improve its circulation in Medina.
- Establishing a stronger relationship with Medina businesses was discussed. Consensus was reached for a small group of active Medina business representatives to meet with Medina officials to discuss opportunities to strengthen this relationship.

Mayor Crosby recessed the meeting at 6:55 p.m. until after the regular session of the Council meeting.

Mayor Crosby reconvened the meeting at 9:12 p.m.

- The annual City Cleanup Day was discussed. Consensus was met to raise rates in attempt to make the service revenue neutral and to facilitate usable entities to take part in the event for usable items going to the dump.
- A Citizen's Leadership Academy was discussed, and the Council requested staff to prepare the community education opportunity for Fall 2007.

XV. City Desired Services and Staff Resources

Adams provided an overview of the discussion points.

- Discussion of staff reimburseables was held. The Council requested staff to showcase this to the public as an annual affect on the budget.
- The Council reached consensus on the Comprehensive Plan update (including land-use planning and ordinance implementation) as well as meeting the resource needs of the organization as being the primary focus for 2007.
- Budgeting philosophy was discussed. The Council reached consensus to establish the budget based on needs and strongly encouraged staff to be more diligent about documenting staff reimburseables.
- The Council requested copies of the old and new land-use applications (as they relate to developer obligation to pay for staff/consultant review) as a reference.
- Staff retention initiatives were discussed. The Council directed staff to recognize employees on their anniversary dates at Council meetings as consistent with the current schedule in the Personnel Policy. The Council requested staff to consider profiling an employee in each quarterly *Medina Message* newsletter. Discussion was held on maintaining or establishing new benefits as a tool to remain or be more competitive with other municipalities.

XVI. Environmental Mandates

Adams provided an overview of the general discussion points.

- Discussion occurred on establishing a storm water utility. The Council directed staff to provide more information and re-initiate discussion during the 2008 budget planning sessions.
- The Council directed staff to conduct a preliminary report on the feasibility of assuming Loretto's sanitary sewer pond discharge into the CR19 sewer line during off-peak hours as a solution to reduce the phosphorous loading from the ponds into the Lake Independence Watershed as recommended in the draft Lake Independence TMDL work plan.

XVII. Other Updates

Adams provided an overview of the general discussion points.

- Future fire facility planning was discussed. Council liaison Johnson, Chief Belland and Adams were directed to meet with the Hamel VFD to initiate discussions and planning.
- The Council discussed high-speed internet service in the community. The Council reached consensus to not research the feasibility of the City providing

this service. The Council requested more information on the service area that Qwest now provides for high-speed internet in Medina.

- Operations of the Hamel Community Building were discussed. The Council reached consensus that taking upon more administrative/maintenance responsibilities was acceptable with a net budgetary loss.
- The Council discussed establishing liaisons with the League of Minnesota Cities and Met Council.

XX. Adjournment

Smith moved, seconded by Weir to adjourn at 10:31 p.m. Motion passed unanimously.

T.M. Crosby, Jr., Mayor

Attest:

Chad M. Adams, City Administrator-Clerk