

MEDINA CITY COUNCIL MEETING MINUTES OF FEBRUARY 2, 2008

The City Council of Medina, Minnesota met in special session on February 2, 2008 at 8:00 a.m. in the Medina City Hall. Mayor Crosby presided.

I. Call to Order

Members present: Johnson, Weir, Crosby, Cavanaugh, Smith

Members absent: None

Also present: City Administrator Chad Adams, Police Chief Ed Belland, Planning Director Tim Benetti, Finance Director Jeanne Day, Public Works Superintendent Steve Scherer, City Attorney Ron Batty, City Engineer Tom Kellogg, Bonestroo Consultant Brad Schleeter, and Assistant to City Administrator Jodi Wunsch.

II. Introduction & Overview of Session

Adams provided an overview of the work session and facilitation.

III. Overview of 2007 Work Plan

Adams suggested including the “not completed” goals in 2007 to the 2008 work plan. Adams noted that the Work Plan for 2007 was aggressive and suggested less goals for 2008.

IV. Special Policy Topics

Brad Schleeter presented an analysis on Medina’s creation of a Stormwater Utility.

- Discussion occurred on possible Stormwater Utility exemptions such as public entities, public right-of-way, less than .08 acre parcels, and property without a PID.
- Cost categories included storm water system maintenance, replacement, NPDES compliance, etc.
- The Council discussed various cost allocation methods and concluded that staff should report back with a more equitable method.

Road improvement needs and funding were addressed by discussing a special assessment policy and considering future municipal state aid routes. There was a general consensus that if assessed for road maintenance, it should be on the lower end and we need to assess people fairly.

Adams and Kellogg gave a short presentation introducing Best Value Contracting. The Council agreed that it possibly could be considered as a future tool, but not at this time.

V. Public Works & Services Report

Scherer provided an overview of the discussion points.

- 2007 accomplishments included updated emergency water conservation plans, pavement management plan, joint paving projects, water treatment plant open house, raw water line and well #6, park improvements, and I&I rehabilitation.
- Scherer mentioned a number of money saving ventures including grant money, patch & seal project, and free brush chipping.
- Council consensus was to support the 2008 public works goals including storm water projects, trail easement acquisition, Rainwater Nature Area Design RFP, Clydesdale/101 crosswalk, Uptown Hamel Road Reconstruct, well #7, public works facility specs, and sewer pipe cleaning.

VI. Public Safety Report

Belland reported on the Medina Police Departments' current levels of service, 2007 accomplishments and future needs.

- Additions to levels of service in 2007 included a full-time investigator and a part-time transcriptionist.
- Belland reported on 2007 accomplishments and crime statistics.
- The Council directed staff to write various reports in newsletter articles on the increased number of cases solved since the City of Medina hired its own investigator, the drug task force, and recognition of the volunteer police reserves.
- 2008 goals/projects include implementing a DARE program, completing the high school citizens academy, emergency management, and improving firearms training.

VII. Finance Report

Day reported on 2007 accomplishments and statistics and goals for 2008.

- Council requested to only receive the first page of the claims report in the Council packet, which includes a list of check numbers, vendor names, and dollar amount.
- Council directed staff to review implementation of monthly utility billing rather than quarterly billing and encouraged the promotion of ACH payments.
- Administrative fees for the police department were discussed. It was decided that the first fire alarm would remain free.
- Council requested to only receive a summary of the quarterly mark-to-market reports and find a benchmark to compare the numbers to it.

VIII. Planning Report

Benetti reported on 2007 accomplishments including a summary of completed land use applications and building permit statistics.

- Projects for 2008 include completion of the Comprehensive Plan, updating all zoning and land use controls, and office/file reorganization.

- Staff questioned whether to hire a consultant to write official controls for the open space ordinance. Council directed staff to look into the technical assistance of Embrace Open Space or the possibility of writing it in-house by using existing sample documents from cities such as Lake Elmo or Hugo.
- The Council directed staff to report back on giving staff authority to approve small land use applications such as minor lot line rearrangements, etc.
- Council requested that staff continue to work on updating the land use application form to disclose all possible costs that may be incurred by the applicant and billed back to the applicant.

IX. Moratorium

Batty and Benetti lead a discussion on proposing a moratorium on land use applications until the comprehensive plan is complete and updated ordinances are approved to reflect the changes in the comprehensive plan.

- The Council discussed when the moratorium should go into effect since it can only be effective for one year. The ideal situation would be to wait until the Metropolitan Council approves the comprehensive plan, but the Council may have to impose earlier depending on unpredictable circumstances.
- The Council directed staff to begin researching and drafting the Ordinance authorizing a moratorium, but wait to impose when necessary. Additional discussion will be held at the February 6th Council meeting.

*Weir moved, seconded by Smith to schedule a special meeting for Wednesday, February 6, 2008 at 6:00 p.m. at City Hall to continue the goal setting session. **Motion passed unanimously.***

X. Adjournment

*Weir moved, seconded by Smith to adjourn at 2:19 p.m. **Motion passed unanimously.***

T.M. Crosby, Jr., Mayor

Attest:

Chad M. Adams, City Administrator-Clerk