MEDINA CITY COUNCIL MEETING MINUTES OF JANUARY 28, 2010

The City Council of Medina, Minnesota met in special session on January 28, 2010 at 5:08 p.m. in the Medina City Hall. Mayor Crosby presided.

I. Call to Order

Members present: Weir, Crosby, Siitari, Smith

Members absent: Johnson

Also present: City Administrator Chad Adams, Police Chief Ed Belland, City Planner Dusty Finke, Finance Director Jeanne Day, and Public Works Superintendent Steve Scherer.

II. Introduction & Overview of Session

Adams provided an overview of the work session and facilitation. Adams stated the goals from the session will be included in a work plan to be adopted by the Council at an upcoming meeting.

III. Planning Department

Finke provided an overview of the discussion points, including:

- Existing staff resources and the budget for a full-time salary for half of 2010.
- 2009 accomplishments included approval of Comprehensive Plan, zoning ordinance updates, enhanced code enforcement review, creation of post approval development procedures, and cost-savings of not refilling vacant staff position and reduction of consultant services.
- Statistics for land use applications, building permits and respective values.
- 2010 goals consisting of formalizing post-approval development procedures, completing ordinances to be compliant with Comprehensive Plan, development fee/responsibility "quicksheet," improved public access to information, erosion control inspection service analysis, septic system monitoring, overhaul of other zoning ordinances, and inventory of easements with Finance.

Discussion was held on the staffing for the Planning Department. The Council agreed to continue monitoring Planning activity/workload in the next few months before acting on more staff or consultant resources.

Discussion was held on the inventory of easements and requirement to comply. The Council agreed that Staff will report back on the necessity of completing the possible mandate.

IV. Overview of 2009 Work Plan

Adams noted the four goals that were not completed from 2009. Adams noted that the Work Plan for 2009 was again aggressive and complimented the Council on being flexible in modifying or deferring goals.

V. Special Policy Topics – Hunting Regulations and Parks Projects

Belland provided some background of the City's hunting regulations and the recent discussion held by Council in fall 2009. Following discussion, the Council agreed that a change to the fee schedule should be made later this spring. No other changes were requested. Chief Belland stated he would continue to meet with residents who were concerned with the existing regulations to explain the City's current enforcement options.

Adams and Scherer provided an overview of the Tomann Park, Community Building rental policy, youth activity in parks (as referenced from the Wayzata Schools Communities in Collaboration meeting) and 2010 Park Commission goals.

The Council agreed that the Tomann Park transfer to the City should be a high priority for 2010.

The Council agreed that Staff should prepare revisions to the Community Building Operating Policy regarding a tenants long-term desired used of the facility.

Discussion was held on the need for ball field lights in Hamel Legion Park. The Council agreed that Staff should include a question on the need for ball field lights and irrigated fields in the 2011 community survey.

VI. Public Works & Services Report

Scherer provided an overview of the discussion points, including:

- 2009 accomplishments consisting of 116 trail easements, Tol-O-Matic storm pond cleaning, Hamel Road completion, Holy Name Park Open House and signage, Rainwater Park Restoration, irrigation meter program, road maintenance and assessments, and Independence Beach and Walnut Park storm water projects.
- Various money saving ventures in 2009.
- 2010 goals consisting of stream bank restoration grant, Lake Independence shoreline grant project, monitoring of Tower Dr./Hamel Rd. storm water runoff, staff control of MS4 and SWPPP annual reporting, Loretto storm water pond project, 116 trail installation, field house completion, uniform park signs, Tomann property, pier/dock at Holy Name Park, Hamel Legion Park Master Plan implementation, street/road maintenance per pavement management program, water tower land acquisition, well maintenance monitoring, televising of sewer pipes and acquisition of GPS.

Scherer discussed the CSAH 101 pedestrian crossing project. The Council agreed that Staff should proceed forward to discuss the proposed project with the Park Commission.

Scherer discussed the full-time vacancy in the public works department and stated a need to fill the position. Adams stated Staff would further discuss the position and bring a recommendation and job description to Council for approval.

VIII. Finance Report

Day provided an overview of the discussion points, including:.

- 2009 accomplishments consisting of accounts payable/payroll processing and statistics, utility billing/accounts receivable processing and statistics, and outline of budget and financial reporting, risk management/cash management duties, plain paper invoicing, ACH promotion, comprehensive budget document, administrative and fund balance policies, review of credit card usage, process/procedure manual, cross training of staff, records management, and enhanced analysis of internal operations to improve processing activities with Planning Department.
- 2010 goals consisting of new water rate structure, GASB 51 mandate, W-2 electronic filing mandate, credit card receipting, arbitrage cash management, finance improvements on website, and workroom improvements.

Discussion was held on initiating more electronic banking. The Council agreed that Staff should implement more electronic banking where possible as it is becoming more common in the business world. Day stated that Staff will look into the option further.

Discussion was held on the 2010 and 2011 City budgets and City service levels. The Council agreed to monitor the budgetary facts before implementing any action plans. The Council agreed to change the Budget Open House to coincide with the Council's date in setting the City's preliminary tax levy.

VII. Public Safety Report

Belland provided an overview of the discussion points, including:

- Current staffing and service levels.
- 2009 accomplishments consisting of Loretto police services agreement, crime alert system implementation, Drug Task Force position filled, and enhanced community policing and community involvement.
- 2010 goals consisting of maintaining a pursuit of excellence, fire department leadership, records management system, DARE implementation at Holy Name School and emergency management backup certification.

Discussion was held on providing more of the police statistics to the community. The Council agreed that a newsletter insert including the police statistics from 2009 should be in the next City newsletter.

Weir moved, seconded by Smith to schedule a special meeting for Wednesday, February 3, 2009 following the regular Council at City Hall to continue the goal setting session. ***Motion passed unanimously***.

XI. Adjournment

Weir moved, seconded by Smith to adjourn at 9:24 p.m. ***Motion passed unanimously.***

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T.M. Crosby, Jr., Mayor

Attest:

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Chad M. Adams, City Administrator-Clerk