

MEDINA CITY COUNCIL MEETING MINUTES OF JUNE 15, 2010

The City Council of Medina, Minnesota met in regular session on June 15, 2010 at 7:00 p.m. in the City Hall Chambers. Mayor Crosby presided.

I. ROLL CALL

Members present: Crosby, Johnson (arrived at 7:09 p.m.), Siitari, Smith, and Weir.

Members absent: None.

Also present: City Attorney Ron Batty, City Engineer Tom Kellogg, City Planner Dusty Finke, Public Works Superintendent Steve Scherer, Finance Director Jeanne Day, City Administrator Chad Adams and Recording Secretary Amanda Staple.

II. PLEDGE OF ALLEGIANCE

III. ADDITIONS TO THE AGENDA

It was requested to add item, an Ordinance Adopting an Amended Fee Schedule, to the New Business Section and an item, Discussion Regarding Portable Bathrooms in the Parks, to the City Administrator's Report.

*Moved by Weir, seconded by Siitari, to approve the agenda as amended. **Motion passed unanimously.***

IV. APPROVAL OF MINUTES

A. Approval of the June 1, 2010 Regular City Council Meeting Minutes

It was noted on page three, line 39, it should state, "...~~voluntary~~ ordinance that could be used voluntarily..." On page three, line 42, it should state, "Smith noted that this is not a given, properties..." On page four, line 16, it should state, "...should come into play for the collaborative process." On page four, line 20, it should state, "...points based system for fairness." On page five, line 43, it should state, "...into the surroundings because of, among other things, garages facing Hamel Road."

On page six, line five, it should state, "...multi-family residential setback requirements rather than the higher density requirements." On page six, line eight, it should state, "...number of trash units that would could be used stored outside for the building facing the street." On page six, line 20, the following sentence should be added, "The Council requested that staff investigate the possibility of a five unit development, meeting the density requirements, given the unique parcel of property." On page seven, line 19, it should state, "...aloud a dispute, from John Raskob at property ID# 13-118-23-43-0008 and 13-118-23-43-0016, received over..."

*Moved by Weir, seconded by Smith, to approve the June 1, 2010 Regular City Council meeting minutes as amended. **Motion passed unanimously.***

V. CONSENT AGENDA

A. Approve Change Order No. 2 to County Road 116 Trail

- ~~B. Authorize Publication of Environmental Site Assessment Worksheet (EAW) for the Enclave of Medina at 3212 Hunter Drive~~
- C. Resolution Appointing Election Judges for the August 10, 2010 Primary Election and November 2, 2010 General Election
- D. Resolution Appointing Absentee Ballot Board Election Judges for the August 10, 2010 Primary Election and November 2, 2010 General Election
- E. Resolution Certifying Delinquent City Charges for Services to the Hennepin County Auditor for Collection in 2011

Weir asked to remove item B, (Authorize Publication of Environmental Site Assessment Worksheet (EAW) for the Enclave of Medina at 3212 Hunter Drive), from the consent agenda.

*Moved by Weir, seconded by Johnson, to approve the consent agenda. **Motion passed unanimously.***

- B. Authorize Publication of Environmental Site Assessment Worksheet (EAW) for the Enclave of Medina at 3212 Hunter Drive

Weir clarified that only eight acres of woodland would be left on the proposed site and noted that landscaping was also counted in the amount of woodland area. She believed the document was inaccurate and was not in favor of approving the document as is.

*Moved by Weir, seconded by Smith, to authorize publication of environmental site assessment worksheet for the Enclave of Medina at 3212 Hunter Drive, amending page eight of the environmental assessment to accurately record true woodland area within the development. **Motion passed unanimously.***

VI. COMMENTS

A. Comments from Citizens on Items not on the Agenda

Susan Seeland, 470 Peavy Road, stated that she met with Councilmember Weir regarding environmental information included in a report. She read a written request that her farm be removed from the open space report, as it was previously classified as a regionally significant natural area, and is no longer in the prairie state. She is again requesting that her farm be removed from the inventory.

Councilmember Weir acknowledged that she did bring the item forward to the Council at a prior meeting for discussion.

B. Park Commission

Park Commissioner Janet White reported that the annual park tour was held Saturday, June 5, 2010, and reviewed the parks which had been visited during the tour. She noted that the park tour would be followed with comments during the regular meeting of the Park Commission. She summarized the other items that would be discussed at the regular meeting of the Commission, including the 2011 Capital Improvement Plan and the park dedication fund.

Crosby noted items that he believed should be discussed during the budget discussions for the Park Commission, as he felt that priorities should be identified, due to the low balance in the park dedication account. He noted that the fund would not be replenished at the rate it had in the past because of the low rate of development in the current economy.

Smith commented how well the Hamel field house has turned out.

C. Planning Commission

Planning Commissioner Kathleen Martin reported that a public hearing was held the previous week by the Planning Commission to discuss a proposed staging plan ordinance.

VII. NEW BUSINESS

A. Resolution Awarding the Sale of General Obligation Improvement Bonds, Series 2010A, in the Original Aggregate Principal Amount of \$315,000; Fixing their Form and Specifications; Directing their Execution and Delivery; and Providing for their Payment

Dave Callister, Ehlers and Associates, advised that a bond sale occurred earlier today for \$315,000 in general improvement bonds, slated to finance two road improvement projects in the City. He explained the best method for bonding in this situation, because of the low amount of the request, and reported that the low bid was a local bank, the Bank of Maple Plain, with a true interest rate of 3.1416 percent. He summarized information for the proposed bonds, including payment terms.

Moved by Johnson, seconded by Smith, to approve the resolution awarding the sale of General Obligation Improvement Bonds, Series 2010A, in the Original Aggregate Principal Amount of \$315,000; Fixing their Form and Specifications; Directing their Execution and Delivery; and Providing for their Payment to the Bank of Maple Plain. Motion passed unanimously.

Weir discussed the possibility of bonding for two years worth of projects at a time, rather than bonding on a yearly basis, to save additional funds.

Adams stated that Staff would prefer the discretion to modify projects and bond amounts annually, particularly if the City is able to delay projects to future years depending on the seasonal affects on road conditions, as was the case for 2010 where four projects were initially planned and only two are now being completed.

B. Final Financial Management Plan Presentation

Dave Callister, Ehlers and Associates, presented the City of Medina Financial Management Plan to the City Council. He explained that Ehlers has been working with City staff for the past two years to develop this plan, which can be used on an ongoing basis. He explained what a financial plan is, and how it could be used to benefit a community. He advised that a financial plan could assist in improving the bond rating of the community; as well as assisting with internal processes, such as the comprehensive plan, budget process, and capital improvement plan. He reviewed the proposed road improvement fund and projects that are proposed annually from 2011 through 2015. He discussed the assumed equations that were used in the report, including the tax rate.

Johnson commented that he found this plan to be a useful tool that could be used to determine what impact a decision would have on the community.

Dave Callister further reviewed the information in the financial management plan with the Council, providing further clarification and explaining which items could be adjusted. He

explained that, if followed, the policies included in the plan would keep the City in excellent financial condition. He summarized that the long-term plan offers a chance to look ahead and make adjustments as actual tax base changes materialize. He explained that while the City currently has relatively low debt levels and debt as percentage of levy, as growth continues this will change. He advised that the City should continue multi-year fiscal planning to assist in leveling the tax rate and tax impacts, and in completing necessary infrastructure projects. He stated that the City would now have access to the planning tool and could insert different situations into the plan to determine the long-term impact.

Moved by Weir, seconded by Johnson, to adopt the Final Financial Management Plan. Motion passed unanimously.

C. Leawood Farm 3rd Addition at 3415 Leawood Drive Preliminary Plat

Crosby noted that he would have a conflict of interest in this item and would let Smith preside over this discussion.

Finke provided background information regarding the Leawood Farms development and the proposed request. He advised the proposed size for both lots one and two, located at 3415 Leawood Drive, and noted that both lots would meet or exceed the required lot area and setback for the zoning district. He explained a condition would be noted regarding an existing shed located on the property, and reported that the applicant has submitted the required documentation providing existence of suitable soils. He stated that Leawood Drive is a private road, and approval would be needed for another access point on the private road. He advised that two wetlands are located on the property, and although no impact is proposed at this time, an exception would be requested to the buffer requirements. He advised that the wetland buffer is met in most cases but noted that some areas would require an exception as the existing buffer is only 25 feet. He advised that the requirements could be reduced by the Council to 75 percent of the minimum, 22.5 feet, which would then meet the existing minimum buffer of 25 feet in those areas. He advised that staff and the Planning Commission recommend approval of the request, subject to the noted conditions.

Moved by Weir, seconded by Siitari, to direct Staff to prepare a resolution for preliminary plat approval. Crosby abstained from the vote. Motion passed unanimously.

D. Agricultural Preserve Policy Discussion

Adams asked for further clarifications in regard to agricultural preserve and whether the Council would like to establish a policy, or continue to review property on an individual basis by request.

Crosby noted that he owns land through a partnership, which is currently in agricultural preserve.

Finke stated that in the past the City has been reactive in the process of agricultural preserve and has reviewed property on a case by case basis; there are currently three within the City. He advised that with the current changes to green acres, and because of a request made by a property owner, staff was requesting further direction from the Council regarding whether a policy should be developed for agricultural preserve.

Smith questioned if the City has a legal obligation to identify these properties.

Finke did not believe that the City had a legal obligation to identify the properties.

Weir discussed types of low impact farming that would be allowed and questioned if large numbers of people had inquired on this classification.

Batty stated that historically the City has not had many of these requests and explained that requests were previously handled individually, on a case by case basis.

Crosby questioned if it would be legal for the City to request that a resident asking for agricultural preserve classification be asked to sign money in lieu agreements, which would charge for services such as Police and Fire. He noted that the Fire Department was on hand at his property to monitor a brush fire.

Finke explained the difference between green acres and agricultural preserve classifications, including fiscal differences.

Batty clarified that the Council could either continue to review property on a case by case basis, or develop a map that would identify areas within the City that would be eligible for the classification.

It was the consensus of the Council to continue to review agricultural preserve requests on a case by case basis.

Jack Wahlfors, 1525 Deerhill Road, stated that he does have a piece of property within Medina and is currently considering whether to request agricultural preserve classification. He noted that fruit is grown on his property and some members of the public, which visit his property to purchase and pick fruit, have asked what will happen to the farm when he is gone. He noted that the agricultural preserve classification would stay with the property for eight years, which may help to ease his concern over what will happen to his farm when he is gone.

Smith believed that the thoughts expressed by the resident are exactly the reason for the agricultural preserve classification, as this would keep a rural area within Medina. She noted that the farm is enjoyed by residents and contributes to the intended feel of the City.

E. Ordinance Adopting an Amended Fee Schedule

Adams explained that the State surcharge has been raised and therefore would require the City to amend the fee ordinance to reflect this change.

*Moved by Weir, seconded by Smith, to approve an ordinance adopting an amended fee schedule. **Motion passed unanimously.***

A. F. Discussion Regarding Portable Bathrooms at the Parks

Adams stated that additional restrooms had been requested, in the form of portable bathrooms, at Hamel Field. He noted that he was unsure that additional bathrooms would be needed, as the community bathroom has been installed.

Weir advised that the request is for portable bathrooms and believed that the issue was more of convenience, rather than demand.

Adams stated that staff recommends that the request be reviewed by the Park Commission.

VIII. CITY ADMINISTRATOR REPORT

B. Appointment of Public Works Maintenance Worker/Field Inspector

Adams reviewed the position of public works maintenance worker/field inspector and advised that staff is recommending John M. Gleason for the position. He noted the proposed hourly wage for the proposed worker within the wage scale of the City.

Scherer advised that Mr. Gleason has worked with the City previously, on a part-time basis and different projects, and stated that he would fit within the department well. He had positive comments as to Mr. Gleason's work ethic and qualification for the position.

*Moved by Smith, seconded by Johnson, to appoint John M. Gleason to Public Works Maintenance Worker/Field Inspector as defined in the attached memo. **Motion passed unanimously.***

C. Schedule Special Meeting to Canvass General Election Results

Adams advised that a time period of three to ten days is required before the election results could be reviewed and noted that a special meeting would need to be held following the election. He advised of three available dates for the special meeting.

*Moved by Weir, seconded by Siitari, to reschedule the regular meeting to canvass general election results for Monday, November 8, 2010, at 7:00 p.m. **Motion passed unanimously.***

IX. MAYOR & CITY COUNCIL REPORTS

Weir attended the LMCC presentation regarding fiber-optic networks and stated that she was impressed with the information provided. She passed out information regarding the proposed system and noted that all 19 cities within the LMCC would need to support the system in order for it to move forward. She summarized the phased plan of the LMCC to move forward on the fiber-optic system and noted challenges faced by a city that recently installed that technology. The Council questioned the cost and financing of such a network. She summarized her recent trip to Washington D.C. to discuss gaining potential funding for the improvement of Highway 55.

Smith noted that the Northwest League of Cities is planning a workshop that would be hosted by the organization this fall and provided a brief update to the Council.

Crosby noted that he would not be present at the July 6, 2010 meeting.

X. APPROVAL TO PAY THE BILLS

*Moved by Weir, seconded by Siitari, to approve the bills, EFT 000757-000764 for \$30,559.33 and order check numbers 035587-035651 for \$178,241.14, and payroll checks 020230-020231 for \$374.39 and payroll EFT 502814-502842 for \$43,009.45. **Motion passed unanimously.***

XI. CLOSED SESSION: ACQUISITION OF PROPERTY

The Council went into closed session at 9:00 p.m. to discuss the acquisition of property at PID 03-118-23-34-0001 in Medina.

The Council returned to open session at 9:34 p.m.

Mayor Crosby stated that City Administrator Adams had been provided direction to pursue additional information pertaining to the property acquisition at PID 03-118-23-34-0001.

XII. ADJOURN

*Moved by Weir, seconded by Smith, to adjourn the meeting at 9:35 p.m. **Motion passed unanimously.***

T.M. Crosby, Jr., Mayor

Attest:

Chad M. Adams, City Administrator-Clerk