

MEDINA CITY COUNCIL MEETING MINUTES OF DECEMBER 21, 2010

The City Council of Medina, Minnesota met in regular session on December 21, 2010 at 7:03 p.m. in the City Hall Chambers. Mayor Crosby presided.

I. ROLL CALL

Members present: Crosby, Johnson, Siitari, Smith, and Weir.

Members absent:

Also present: City Attorney Ron Batty, 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

The agenda was accepted as presented.

IV. APPROVAL OF MINUTES

A. Approval of the December 7, 2010 Special City Council Meeting Minutes

It was noted, on the second to last paragraph, the following sentence should be added: "In response to a question he stated that the Clam Corp facility, if modified as proposed for City use, would cover all elements required for the City uses as proposed."

*Moved by Weir, seconded by Smith, to approve the December 7, 2010 Special City Council meeting minutes as amended. **Motion passed unanimously.***

B. Approval of the December 7, 2010 Regular City Council Meeting Minutes

It was noted on page three, line five, it should state: "...water revenue bonds as a financing mechanism for water improvements." On page five, line 39, it should state, "...clutter and they add to hardcover in parks."

*Moved by Weir, seconded by Smith, to approve the December 7, 2010 Regular City Council meeting minutes as amended. **Motion passed unanimously.***

V. CONSENT AGENDA

A. Approve Raffle Permit to Turn in Poachers West Metro Chapter at Medina Entertainment Center on March 6, 2011

B. Approve Raffle Permit to NW Suburban Chapter of Pheasants Forever at Medina Golf and Country Club on February 5, 2011

C. Approve 2011 Tobacco License Renewals

D. Approve Contract for Fire Protection Between the City of Medina and Loretto Volunteer Fire Department

E. Release Letter of Credit with Bohland Medina Meadows, LLC (Keller Estates Subdivision)

F. Remove Probationary Status for Public Works Field Inspector Jack Gleason

G. Resolution Approving a Comprehensive Plan Amendment Regarding the Future Land Use of Certain Properties at 1525 Deerhill Road and 1700 Deerhill Road

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

VI. COMMENTS

A. Comments from Citizens on Items not on the Agenda

There were none.

B. Park Commission

Park Commissioner Ann Thies advised that the Park Commission had met the previous week to discuss the Friends of the Park Program and follow the direction of the Council in regard to crafting a proposed policy for citizen generated projects. She summarized the process that would be followed for citizen generated projects, as proposed by the Commission. She noted that this policy would come before the Council at a future date for review and comment.

C. Planning Commission

Planning Commissioner Kent Williams advised that the Planning Commission had met the previous week to receive updates regarding pending projects. He noted that discussion was also held regarding affordable housing, as specified in the comprehensive plan. He advised that goals had also been set and prioritized for the upcoming 2011 year.

VII. NEW BUSINESS

A. Ordinance Amending Fee Schedule

Adams stated that the information in the Council packet outlined the changes proposed to the fee schedule. He explained that most of the changes are technical.

Crosby questioned if other cities charge a fee similar to the \$100 proposed for a first false fire alarm.

Johnson confirmed that many other communities charge a fee of this type.

Day explained that not all fire calls are charged to a resident, although the City is charged for the call. She advised that this would recoup some of the charges caused by false fire alarm calls.

Siitari questioned the difference in price between a wood roof shingle permit and standard roof permit.

Finke advised that wood roof permits require additional staff work and inspection.

1. Public Hearing on Zoning Fees

Crosby opened the public hearing at 7:25 p.m.

No one commented.

*Moved by Smith, seconded by Siitari, to close the public hearing at 7:26 p.m. **Motion passed unanimously.***

2. Public Hearing on Liquor License Fees

Crosby opened the public hearing at 7:26 p.m.

No one commented.

*Moved by Smith, seconded by Johnson, to close the public hearing at 7:26 p.m. **Motion passed unanimously.***

*Moved by Weir, seconded by Johnson, to approve the ordinance amending fee schedule. **Motion passed unanimously.***

3. Resolution to Approve the Ordinance by Title and Summary

*Moved by Weir, seconded by Smith, to approve the resolution to publish the ordinance by title and summary. **Motion passed unanimously.***

VIII. CITY ADMINISTRATOR REPORT

A. Update on Ball Field Lights and Grant and 2011 Contract with Hamel Athletic Club

Adams stated that two grants were applied for in regard to ball field lights at Hamel Legion Park. He stated that the first grant was not received from the Hennepin Youth Sports Program and the City was encouraged to reapply next fall. He advised that \$25,000 was received from the Minnesota Twins Community Fund and noted that as that amount of funding would not cover the total project cost there were two options; the first being to decline the funding, and the second being to begin the project and a phase of the ball field light installation.

Crosby confirmed that the larger grant was declined partially because the City just received a grant from that fund in the previous year for the Field House. He confirmed that there may be a better possibility of receiving the grant in the future. He believed the grant should be reapplied for next fall.

Adams confirmed that the funds from the Minnesota Twins Fund would need to be matched.

Jason McAthie, Hamel Athletic Club, stated that the club would like to pursue the ability of obtaining that grant again in next fall. He explained that the club is expanding and this year some children would need to be turned away from the program. He stated that short of building additional fields, lighting would be the best option. He advised that the club would also like to begin a capital improvement fund which could be used for field improvements, such as lighting. He noted that the plan would be to sell signage at the field and develop a program where sponsors would agree to a certain term of sponsorship, such as one, two or three years. He summarized the signage plan including material and maintenance. He stated that the club is currently reviewing a one year sponsorship cost of \$1,000 and estimated the three year sponsorship at \$2,500. He advised that one sponsor has been obtained thus far.

Smith stated that she believed this would be a necessity as the Park Commission cannot continue to fund the improvements that would be needed to maintain this park and make improvements to other parks and trails within the City. She believed that staff could work with the Hamel Athletic Club to develop such a program or policy.

It was the consensus of the Council to direct staff to develop a policy/program of this nature with the Hamel Athletic Club.

Smith stated that she believed the \$25,000 should be used for a beginning phase of the lighting project.

Adams stated that staff could work on preparing a beginning phase of the installation, for example at \$50,000. He advised that further detail would come back before the Council.

VII. NEW BUSINESS (Continued)

B. Elm Creek Watershed District and Pioneer-Sarah Creek Watershed District Capital Improvement Funding Options

Adams stated that he would like direction from the Council regarding the need of the watersheds to fund future capital improvements. He advised that the City belongs to both the Elm Creek Watershed and the Pioneer-Sarah Creek Watershed through the use of a JPA. He reviewed the Commission responsibilities outlined by the watersheds. He reviewed the current capital improvement program for the watersheds and noted that the current funding mechanism is not sufficient. He provided funding options including assessments or annual dues, which is the current method; ad valorem taxes, which would still require member dues to be paid and would be allowed through the JPA; and general taxing authority, which would remove member assessment options and requires an amendment to the JPA.

Smith questioned what is used by Minnehaha Creek Watershed District.

Adams noted that the Minnehaha Creek Watershed District has special taxing authority and noted that in that situation the Board is appointed by the County and does not necessarily include direct City representation. He displayed a five year projected operating budget for the watersheds and explained the effect the different funding options would have on member cities. He summarized the three key discussion points for the Council to consider when making this decision.

Weir confirmed that the watersheds are asking member cities to make a decision on this matter. She noted that many on the Board of the watershed favored the ad valorem option but she believed that the best option for the City may be the special taxing authority.

Smith commented that with the ad valorem method additional funds would not be allowed to build up and viewed that as a defect in that funding method.

Crosby stated that with the special taxing district he favored the fact that each resident in the taxing area would only support their own watershed.

Weir stated that she would also like to recommend 50 percent funding of projects, compared to the proposed 25 percent of funding.

*Moved by Smith, seconded by Weir, to recommend the Elm Creek Watershed and the Pioneer-Sarah Creek Watershed to pursue a taxing district authority and that the taxing district be responsible for 50 percent of a project cost. **Motion passed unanimously.***

Crosby thanked Weir for her time and assistance with the issues regarding the watersheds within the City of Medina.

C. 2011 Employee Compensation

Crosby noted that this item had been discussed at several previous meetings and advised that the proposed numbers had been included in the budget approved at the prior Council meeting.

*Moved by Johnson, seconded by Weir, to approve the 2011 employee wages and salaries. **Motion passed unanimously.***

D. Approve Amendment to Police Labor Agreement

Adams stated that staff has been discussing terms with the labor union and summarized the proposed changes. He advised that a zero percent COLA would be re-stated in the contract for 2011, along with lifting the furlough from 2010, and guaranteeing no lay-offs for 2011.

*Moved by Smith, seconded by Weir, to approve the amendment to police labor agreement. **Motion passed unanimously.***

IX. MAYOR & CITY COUNCIL REPORTS

Smith stated that the Northwest League meeting was held two weeks prior and Sarah Anderson, of Plymouth, attended the meeting as a representative explaining the division of caucuses. She stated that Ms. Anderson was concerned with the possibility of losing a Congressional seat but confirmed that seat would not be lost.

Weir stated that she attended the meeting of the Highway 55 coalition and advised that there was concern over whether the coalition could continue if there were no additional earmarks. She advised that the project with the TH55/CR116 interchange had been approved and was on track, as well as another project east of the city of Buffalo.

Adams advised that a design firm had been chosen for the TH55/CR116 interchange project and that more information would be provided to the Council in the future regarding the project timeline.

Crosby stated that this would be the last meeting for Councilmembers Smith and Johnson and thanked both representatives for their time and contribution to the City.

X. APPROVAL TO PAY THE BILLS

*Moved by Weir, seconded by Johnson, to approve the bills, EFT 000937-000958 for \$35,713.68 and order check numbers 036323-036371 for \$95,095.04, and payroll EFT 503179-503209 for \$47,813.66 and payroll checks 020330-020332 for \$229.57. **Motion passed unanimously.***

XI. CLOSED SESSION: EMPLOYEE PERFORMANCE REVIEW

The meeting adjourned to closed session to discuss an employee performance review of City Administrator Chad Adams at 8:08 p.m.

The Council returned to open session at 9:05 p.m.

Crosby stated that the review of the City Administrator's performance in 2010 was good. He noted that goals for 2011 have been established in the areas of: professional development and training; economic and community development; and, project management.

XIII. ADJOURN

*Moved by Smith, seconded by Johnson, to adjourn the meeting at 9:06 p.m. **Motion passed unanimously.***

T.M. Crosby, Jr., Mayor

Attest:

Chad M. Adams, City Administrator-Clerk