

MEDINA CITY COUNCIL MEETING MINUTES OF JANUARY 4, 2011

The City Council of Medina, Minnesota met in regular session on January 4, 2011 at 7:00 p.m. in the City Hall Chambers. Mayor Crosby presided.

I. ROLL CALL

Members present: Crosby, Pederson, Martinson, and Weir.

Members absent: Siitari

Also present: City Attorney Ron Batty, City Engineer Tom Kellogg, Police Chief Ed Belland, City Planner Dusty Finke, Public Works Superintendent Steve Scherer, City Administrator Chad Adams and Recording Secretary Amanda Staple.

II. PLEDGE OF ALLEGIANCE

III. CEREMONIAL MATTERS

A. Oath of Office for Mayor Tom Crosby

Adams administered the oath of office to Mayor Tom Crosby.

B. Oath of Office for Councilmember Jeff Pederson

Adams administered the oath of office to Councilmember Jeff Pederson.

C. Oath of Office for Councilmember Melissa Martinson

Adams administered the oath of office to Councilmember Melissa Martinson.

Crosby stated that Siitari has recently had a medical procedure which will cause him to be absent from the Council meetings for up to the next two months.

D. Resolution Recognizing Councilmember Carolyn Smith for Years of Service to the City

*Moved by Weir, seconded by Pederson, to approve the resolution recognizing Councilmember Carolyn Smith for years of service to the City. **Motion passed unanimously.***

E. Resolution Recognizing Councilmember Dan Johnson for Years of Service to the City

*Moved by Weir, seconded by Martinson, to approve the resolution recognizing Councilmember Dan Johnson for years of service to the City. **Motion passed unanimously.***

IV. ADDITIONS TO THE AGENDA

The agenda was accepted as presented.

V. APPROVAL OF MINUTES

A. **Approval of the December 21, 2010 Special City Council Meeting Minutes**
*Moved by Crosby, seconded by Weir, to approve the December 21, 2010 Special City Council meeting minutes as presented. **Motion passed unanimously.***

B. **Approval of the December 21, 2010 Regular City Council Meeting Minutes**
It was noted on page two, line 36, it should state, "...first false alarm..." On page three, line 45, it should state, "...~~in~~ short of building..." On page four, line 50, it should state, "each resident member of the taxing area..." On page four, line 42, it should state, "...watersheds are asking the City member cities to make a public opinion decision..." On page five, line 38, it should state, "...~~outside~~ east of the city of Buffalo."

*Moved by Weir, seconded by Crosby, to approve the December 21, 2010 Regular City Council meeting minutes as amended. **Motion passed unanimously.***

VI. CONSENT AGENDA

- A. **Accept \$500 Donation from Loretto Lions Club for Medina Police DARE Program**
- B. **Accept \$505 Donation from Hamel Lions Foundation for Medina Police DARE Program**
- C. **Approve Raffle Permit to Water for People (MN AWWA) at Medina Entertainment Center on April 12, 2011**
- D. **Approve Agreement Regarding Pillars Located at 2590 Keller Road**
- E. **Approve Twins Community Fund Youth Baseball and Softball Grant Agreement**
- F. **Resolution Granting Final Plan Approval for a Civil Defense Siren at Hennepin County Public Works Facility**
- G. **Schedule 2011 City Council Meetings at Medina City Hall**
- H. **Schedule 2011 Local Board of Appeal and Equalization for Wednesday, April 13, 2011 at 6:30 p.m. at Medina City Hall**

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

VII. COMMENTS

A. **Comments from Citizens on Items not on the Agenda**

There were none.

B. **Park Commission**

Park Commissioner Paul Jaeb provided an update from the previous meeting and noted that the majority of the meeting was spent discussing citizen generated projects within the parks. He stated that he met with staff to develop a recommended policy, which is an amendment to the Friends of the Park program, and will be discussed by the Council later in the agenda tonight.

C. **Planning Commission**

Planning Commissioner Robin Reid stated that the Commission has not met since the previous Council update. She summarized the items that would be discussed by the Planning Commission at the upcoming January meeting.

VIII. OLD BUSINESS

A. Personnel Policy Revisions

Adams stated that these policies have been previously discussed by the Council on December 21st and added the policies have not been reviewed for five years. He began with definitions and summarized the proposed changes and additions.

Crosby confirmed the item regarding domestic partnerships as being similar to ones he has observed in other situations.

Weir questioned if a physician's note should be required for absences longer than four days.

Adams advised that there is a provision which could require a physician's note when requested. He noted that a number of changes had been made to the parental leave section, as previously discussed by the Council.

*Moved by Weir, seconded by Martinson, to approve the amended personnel policies 3.10, 5.40, 6.10, 6.50 and 6.60. **Motion passed unanimously.***

IX. NEW BUSINESS

B. Amendments to Friends of the Park Program

Adams stated that this item had been previously discussed by both the Park Commission and the Council. He noted that the intent tonight is to review the proposed amendments to the Friends of the Park program.

Crosby provided background information regarding this item and why the amendments to the program were made, including a request for an Eagle Scout project.

Phil Zietlow, Scoutmaster of Troup 570, explained the Eagle Scout requirements. He noted that for the type of project that was previously proposed the recommended number of hours for the project vary between 300 to 500 hours of service that must be completed before the scout's 18th birthday. He explained that the project is intended to teach leadership and noted that in a one year period one to four scouts are required to complete this type of project. He confirmed that guidance is given regarding the scope and the proposed size of the project.

Weir stated that Chimney Swifts are in need of chimneys as many people have capped their chimneys to prevent nesting. She believed that may be an interesting project for scouts.

Zietlow stated that bat houses are currently in demand in some areas and noted that one scout proposed to build a bat house, which was approved by Three Rivers Park for construction in their park. He advised that construction for one bat house would not be a large enough project but suggested building 12 bat houses. He noted that Three Rivers Park gladly approved the request but did not have funding for that number of bat houses. He advised that the scout was able to collect funds from outside sources and was able to complete the project. He noted that usually a customer desires the project to be completed and is willing to fund the project as the labor is provided free of charge.

Crosby summarized the proposed amendments to the Friends of the Park program. He stated that it was not specified in the program whether or not the review of the Council would be required for citizen generated projects.

Zietlow stated that he would be in favor of Council approval for the project as he believed that provided a great opportunity for Eagle Scouts to present before the Council.

Weir stated she also believed it is necessary for the Council to review and approve these types of projects.

Commissioner Jaeb provided comments from the Park Commission regarding their discussion and preference for non-structural projects, because of ongoing maintenance constraints by City staff. He stated that he is working to develop a worksheet that could be used for citizen generated projects going forward.

Zietlow noted that life projects are also required, which are estimated at six hours, and advised that those projects could be used to maintain previously constructed eagle projects.

Weir stated that she would like to do additional research in order to add bat houses and Chimney Swift chimneys to the approved project list.

Crosby noted that other than the Boy Scouts and Eagle Scouts there were two other large citizen generated projects, Tomann Park and former Wolsfeld cabin, completed in the City. He confirmed that the discussed changes would be made to the program and the item would come back before the Council for approval on the consent agenda at a future meeting.

A. Resolution Establishing 2011 Appointments and Designations to Various City Services, Authorities, Commissions, and Agencies

Crosby noted that this item is required annually.

Adams stated that all suggestions and recommendations are open for discussion.

Pederson stated that he would have more expertise in public works and would prefer to be the liaison for that position.

Martinson stated that she does not have expertise in public works and would be fine with being the liaison to the Parks Commission instead.

Adams noted that he would switch the proposed recommendations for public works and the Parks Commission as discussed.

Crosby reviewed the proposed recommendations for appointment and designations with the Council.

Weir suggested that Adams review whether the Orono family and teen services should remain on the list, as Medina has chosen not to contribute to that fund and she had not been contacted since.

Adams noted that two applications for each the Planning and Park Commission were included in the packet. He confirmed that each Commission has two vacancies which would be filled with these applications.

*Moved by Weir, seconded by Pederson, to approve the resolution establishing 2011 appointments and designations to various City services, authorities, Commissions and agencies. **Motion passed unanimously.***

X. CITY ADMINISTRATOR REPORT

A. Special Meeting for Annual Goal Setting Session

Adams provided two dates for the special meeting for the annual goal setting session.

*Moved by Weir, seconded by Pederson, to re-schedule the 6:00 p.m. special meeting on Tuesday, January 18, 2011 to 2:00 p.m. at Medina City Hall. **Motion passed unanimously.***

B. Special Meeting for City Facilities Review

Adams stated that a special meeting would need to be held to discuss the review of City facilities. He suggested Tuesday, February 1, 2011 at 5:00 p.m. He provided an overview of the three options which would be discussed at the meeting.

*Moved by Weir, seconded by Martinson, to schedule a special meeting on Tuesday, February 1, 2011 at 5:00 p.m. at Medina City Hall. **Motion passed unanimously.***

C. Update on TH55/CR116 Intersection Project

Adams provided background information and an update regarding the TH55/CR116 project. He advised that the City and Hennepin County have been working on the project together and noted that 80 percent of the design cost is covered by federal funds. He noted that construction funding has not yet been determined and will continue to be discussed.

D. Hunting Regulations Review

Adams provided background information regarding this item and noted that it had been determined by the Council that Belland form a volunteer committee to review the hunting regulations.

Belland provided an update and advised which items he believed needed further discussion and review by the committee. He hoped that recommendations could be made by the committee in April. He confirmed that a position on the committee was offered to the person who made the complaint but that person declined and will instead make a presentation to the committee.

Weir questioned if the meetings should be delayed for Siitari to return.

Belland advised that he spoke with Siitari and did not believe that the meetings would need to be delayed. He advised that Siitari could still make comments and suggestions to the committee. He advised that the DNR controls hunting but the City controls discharge of weapons. He noted that if hunting is eliminated the City would then be responsible for animal control. He advised that an outside expert will make a presentation to the committee regarding the State requirements.

E. Other Updates

Adams advised that he received correspondence from Governor Dayton's Office requesting membership to the Metropolitan Council and noted that if there are any suggestions, that staff could provide more information on how to apply. He suggested the Council review the schedule for Saturday Office Hours and sign up for available dates.

XI. MAYOR & CITY COUNCIL REPORTS

There were none.

XII. APPROVAL TO PAY THE BILLS

*Moved by Weir, seconded by Pederson, to approve the bills, EFT 000959-000971 for \$39,684.59 and order check numbers 036372-036428 for \$115,605.34, and payroll EFT 503210-503236 for \$47,730.98. **Motion passed unanimously.***

XIII. ADJOURN

*Moved by Weir, seconded by Pederson, to adjourn the meeting at 8:22 p.m. **Motion passed unanimously.***

T.M. Crosby, Jr., Mayor

Attest:

Chad M. Adams, City Administrator-Clerk