

## MEDINA CITY COUNCIL MEETING MINUTES OF NOVEMBER 4, 2015

The City Council of Medina, Minnesota met in regular session on November 4, 2015 at 7:00 p.m. in the City Hall Chambers. Mayor Mitchell presided.

### **I. ROLL CALL**

**Members present:** Anderson, Cousineau, Pederson, Martin, and Mitchell.

**Members absent:** None.

**Also present:** City Administrator Scott Johnson, City Attorney Ron Batty, City Engineer Tom Kellogg, City Planner Dusty Finke, City Planning Consultant Nate Sparks, Public Works Director Steve Scherer, Chief of Police Ed Belland, and Recording Secretary Amanda Staple.

### **II. PLEDGE OF ALLEGIANCE (7:01 p.m.)**

### **III. ADDITIONS TO THE AGENDA (7:01 p.m.)**

The agenda was approved as presented.

### **IV. APPROVAL OF MINUTES (7:01 p.m.)**

#### **A. Approval of the October 20, 2015 Special City Council Meeting Minutes**

*Moved by Anderson, seconded by Pederson, to approve the October 20, 2015 special City Council meeting minutes as presented. **Motion passed unanimously.***

#### **B. Approval of the October 20, 2015 Regular City Council Meeting Minutes**

It was noted on page one, line 36, it should state, "...~~7:034 p.m.~~ 7:03 p.m.". On page three, line 21, it should state, "...into ~~the~~...". On page three, line 23, it should state, "...approval through the City's PUD Ordinance...". On page five, line 10, it should state, "Cousineau was asked if to recommend a Chair ~~should be selected and...~~" On page four, line 25, it should state, "...staff to prepare..." On page four, line 27, it should state, "...~~district; amending~~ district, amending..." On page 4, line 37, it should state, "...and staff..." On page five, line 1, it should state, "he" instead of "him..." On page five, line 43, it should state, "He stated that ~~in regarding to~~ regarding the October 28<sup>th</sup> meeting..."

*Moved by Anderson, seconded by Cousineau, to approve the October 20, 2015 regular City Council meeting minutes as amended. **Motion passed unanimously.***

### **V. CONSENT AGENDA (7:05 p.m.)**

#### **A. Approve Monthly siren Maintenance Contract Renewal with Embedded Systems, Inc.**

#### **B. Approve 2016 Engagement Letter with BerganKDV**

#### **C. Approve 2016 Rates with Kennedy & Graven Chartered**

#### **D. Approve 2016 Rates with WSB & Associates, Inc.**

#### **E. Approve 2016 Rates with Tallen and Baertschi**

#### **F. Appoint Joshua McKinley to Police Officer Position**

#### **G. Resolution No. 2015-94 Requesting Conveyance of Tax-Forfeited Land**

Mitchell asked to remove Item F from the Consent Agenda for further discussion.

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

**F. Appoint Joshua McKinley to Police Officer Position**

Mitchell asked for clarification on the mention of the applicant working in Buffalo and received confirmation that the applicant worked in Buffalo, Minnesota.

Belland provided additional information on the career path of Joshua McKinley, who previously worked for the City for two years as a Community Service Officer. Belland stated that McKinley is a well-liked and hard-working individual and is happy to have an open position to welcome him back into.

Mitchell asked if this hire would bring the department back to the right level of staffing.

Belland stated that this position will help the currently short-staffed department, noting that two people are currently out on medical leave.

*Moved by Cousineau, seconded by Pederson, to approve the appointment of Joshua McKinley to Police Officer position effective November 16, 2015. **Motion passed unanimously.***

**VI. COMMENTS (7:11 p.m.)**

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

There were none.

**B. Park Commission**

Scherer reported that the Park Commission will meet on November 18<sup>th</sup> and did not meet the previous month.

**C. Planning Commission**

Finke reported that the Planning Commission will not hold a meeting this month due to lack of business. He stated that the Commission will join the Council in a joint session on December 1<sup>st</sup>. He welcomed everyone to attend the Comprehensive Plan visioning session on Monday at 6:30 p.m. in the Police and Public Works facility at 600 Clydesdale Trail.

**VII. OLD BUSINESS**

**A. Ordinance No. 590 Regarding Exterior Building Materials in the Rural Commercial and Business Holding Districts; Amending Chapter 8 of the City Code (7:12 p.m.)**

Pederson recused himself from the discussion.

Finke stated that the Council previously discussed this item at their last meeting but wanted additional amendment regarding the building size limitation of 12,000 SF, noting that change had been made as directed.

Moved by Martin, seconded by Anderson, to adopt Ordinance No. 590 Regarding Exterior Building Materials in the Rural Commercial and Business Holding Districts; Amending Chapter 8 of the City Code. **Motion passed unanimously.**

**1. Resolution No. 2015-95 Authorizing Publication of the Ordinance by Title and Summary**

Moved by Martin, seconded by Anderson, to adopt Resolution No. 2015-95 Authorizing Publication of Ordinance No. 590 by Title and Summary. **Motion passed unanimously.**

**B. Medina Mini Storage Expansion (7:13 p.m.)**

Pederson recused himself from the discussion.

Sparks presented an application for a Site Plan review for the property located at 4790 Rolling Hills Road, Medina Mini Storage. He noted that while the parcel is 18 acres in size the site is presently only occupied in a small portion of the property by the mini storage facility. He stated that in 1995 the site received a Conditional Use Permit (CUP), noting that numerous buildings were proposed for the site. He stated that the applicant is not proposing to expand to that capacity but would like to build two additional buildings now and one additional building in the future. He provided an overview of the proposed buildings including size and proposed design, including modulation, and screening. He provided information on the current drive aisles and the recommendation from the Fire Marshal in regard to the paving and turn around area that would accommodate an emergency vehicle. He reviewed the recommendations from the Planning Commission and reviewed some proposed changes including the type of tree to be planted.

Martin asked for additional information in regard to the easements.

Sparks stated that the wetland buffer is being expanded and will be placed under easement.

Martin referenced the right-of-way in the drawing that shows the site exits onto Rolling Hills Road and asked if the right-of-way for the site matches the right-of-way for the roadway.

Sparks provided additional clarification on the right-of-way location.

Martin asked if the current width for the roadway is sufficient.

Sparks stated that he believed it would be sufficient and confirmed that the only easement needs would be for the storm water and wetland buffers.

Cousineau referenced the drive aisle widths and asked if there would be a way to make a horseshoe behind the buildings to provide the turnaround area, noting that there is sufficient space between buildings one and two.

Sparks provided additional information highlighting the paved area, which does continue behind the buildings.

Mitchell also asked staff to ensure the width of Rolling Hills Road is sufficient for future use. He asked and received confirmation that this plan is still consistent with the original CUP.

Sparks stated that because the plans meet the terms and does not go beyond or renegotiate the terms of the CUP, the CUP would not need to be amended and only the Site Plan would be necessary.

Mitchell asked if there is a possibility for future development on the site.

Sparks stated that it would be difficult because of the sloping of the site.

Mitchell stated that perhaps the CUP should be amended to show that this will be the complete build out once the third building is completed.

Martin asked if the original CUP addressed the possibility of an office in the future and the specification that if an office were added, then sewer and water connection would need to occur.

Sparks explained that any expansion of that nature would have to be in accordance with the urban service staging and would require a CUP amendment or an amendment to the site, noting that a parking requirement would also be triggered. He confirmed that use would trigger a review by the City.

Dave Nash, project engineer, stated that he is present to address questions and will continue to work with staff on the drive aisle.

Martin referenced the condition regarding the tree species and noted that she would be happy with what is proposed by the applicant to use non-native species.

*Moved by Martin, seconded by Anderson, to direct staff to prepare a resolution approving the Site Plan Review subject to the conditions recommended by the Planning Commission, amending condition four to state evergreen species shall be as specified by the applicant, unless otherwise requested by staff adding condition eight to require appropriate wetland buffer and drainage and utility easements necessary to support the development, and adding condition nine to require execution of the development agreement. **Motion passed unanimously.***

Pederson rejoined the Council.

#### **VIII. CITY ADMINISTRATOR REPORT (7:37 p.m.)**

Johnson reported that November 16<sup>th</sup> from 7:00 to 9:00 p.m. the Pioneer Sarah Creek Watershed will hold a community conversation on water quality issues at Independence City Hall.

#### **IX. MAYOR & CITY COUNCIL REPORTS (7:38 p.m.)**

No comments.

#### **X. APPROVAL TO PAY THE BILLS (7:38 p.m.)**

*Moved by Anderson, seconded by Cousineau, to approve the bills, EFT 003373E-003388E for \$53,112.65, order check numbers 043523-043576 for \$136,928.60 and payroll EFT 506724-506748 for \$45,114.97. **Motion passed unanimously.***

**XI. ADJOURN**

*Moved by Martin, seconded by Anderson, to adjourn the meeting at 7:38 p.m. **Motion passed unanimously.***

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Bob Mitchell, Mayor

Attest:

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Scott Johnson, City Administrator