

## **MEDINA CITY COUNCIL MEETING MINUTES OF FEBRUARY 7, 2018**

The City Council of Medina, Minnesota met in regular session on February 7, 2018 at 7:00 p.m. in the City Hall Chambers. Mayor Mitchell presided.

### **I. ROLL CALL**

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

**Members absent:** Martin.

**Also present:** City Administrator Scott Johnson, City Attorney Ron Batty, City Engineer Jim Stremel, City Planner Dusty Finke, Public Works Director Steve Scherer, and Chief of Police Ed Belland.

### **II. PLEDGE OF ALLEGIANCE (7:00 p.m.)**

### **III. ADDITIONS TO THE AGENDA (7:00 p.m.)**

The agenda was approved as presented.

### **IV. APPROVAL OF MINUTES (7:00 p.m.)**

#### **A. Approval of the January 16, 2018 Special City Council Meeting Minutes**

*Moved by Pederson, seconded by Cousineau, to approve the January 16, 2018 special City Council meeting minutes as presented. **Motion passed unanimously.***

#### **B. Approval of the January 16, 2018 Regular City Council Meeting Minutes**

It was noted on page three, line 11, it should state, "Anderson stated that he spoke with two members of the Metropolitan Council who applauded the City for being ~~number one in line with a well written plan~~ the first city to present a new Comprehensive Plan. He stated that he believes ~~that the suggested~~ language is very well written by staff and supports the that language as proposed by staff." On page three, line 33, it should state, "He noted that the Met Council ~~there is a forecasted~~ a population increase of \$700,000 700,000 people in the ~~seven-county~~ metro area by 2040." On page three, line 41, it should state, "...a focus in Minnesota on holding onto the water rather than ~~passing it on~~ letting it leave the state."

*Moved by Anderson, seconded by Pederson, to approve the January 16, 2018 regular City Council meeting minutes as amended. **Motion passed unanimously.***

### **V. CONSENT AGENDA (7:03 p.m.)**

#### **A. Approve 2018 Work Plan Goals**

#### **B. Reappoint Ella Kingsley and Lauren Lubenow as Youth Members to the Medina Park Commission**

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

### **VI. COMMENTS (7:03 p.m.)**

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

There were none.

**B. Park Commission**

Scherer reported that the Park Commission met on January 17<sup>th</sup> at which time the officers for 2018 were elected and the subcommittees were created. He stated that the Commission also discussed goals and will hold the annual park tour during the May Park Commission meeting.

**C. Planning Commission**

Finke reported that the Planning Commission met on January 18<sup>th</sup> to review the two items which the Council will consider tonight and advised that the Planning Commission recommended approval on both items. He stated that the Commission re-elected the same slate of officers from the previous year. He stated that the Commission will meet again next Tuesday to review the residential zoning districts, to ensure the ordinances are in compliance with the draft Comprehensive Plan. He stated that the Commission will also review the Planning Department's 2018 Work Plan.

Mitchell stated that he spoke with Finke regarding the most recent revisions to the draft Plan that have been resubmitted to the Metropolitan Council and received confirmation from staff that comments from the Met Council, in response to the revisions, are anticipated within the next week.

**VII. NEW BUSINESS**

**A. Ordinance No 629 Regarding Required Building Materials in the Commercial Zoning Districts; Amending Chapter 8 of the City Code (7:06 p.m.)**

Finke presented a request for an ordinance amendment which would add fiber cement architectural panels in limited situations. He reviewed the existing limitations for building materials and compared that to the proposed regulation which would allow the fiber cement architectural panels, only over existing structures which meet the previous building material standards. He explained that this would allow a building to be updated in a more economic manner. He noted that the panels can mimic many different materials. He stated that the proposed language suggests a number of limitations and summarized the proposed limitations. He stated that the applicant is proposing a specific brand of the product, which is twice as thick as other fiber cement panels. He noted that staff consulted the City's building expert and no concerns were raised. He advised that fiber cement products have been added as allowed building materials in some zoning districts. He stated that a majority of neighboring communities allow fiber cement panels as an accent material, and one neighboring community allows this specific brand of fiber cement panels as a primary building material. He reported that the Planning Commission held a public hearing at their January meeting and recommended unanimous approval. He noted that some Commissioners expressed a desire to look at allowing the material more broadly in additional zoning districts.

Mitchell asked if the panels would be vertical or horizontal. It was confirmed that the panels would be installed in both directions.

Anderson asked, and received confirmation, that the material would be 5/8 of an inch.

Mitchell stated that years ago when this material was considered, a primary concern was installation and whether that would be done properly.

Holly Burly, project architect, stated that she spoke with the representative for the material and this brand of fiber cement product has been in existence for 60 years and has been used throughout the Midwest for many years. She noted that her firm has a few installers that it use and her firm is very confident in their abilities and knowledge of the proper installation process. She stated that the product manufacturer also provides the opportunity to have a trainer come to the site and provide onsite training for the installation. She stated that this brand always has been 5/8 of an inch in width.

Cousineau asked if there is longevity to this brand of siding.

Burly replied that the finish has a warranty of 15 years and if refinished, the warranty would be extended. She noted that if there is damage to one panel, that panel can be removed and replaced. She stated that the installer has stated that in his 15 years he has only had to replace one panel. She noted that they have found that the 5/8 of an inch cement board panel is far superior to the 5/16 of an inch panel product in terms of durability and longevity.

Pederson asked for information on the warranty.

Burly replied that the warranty on the finish is 15 years.

Pederson asked if the material can be repainted.

Burly replied that the product is manufactured in Japan and the custom paint is sent to another plant and the material is painted after the manufacturing. She stated that the finish will be applied in production but confirmed that the material can be repainted. She explained that if the material is refinished by an approved contractor, the warranty can be extended.

Anderson asked for additional information on the structural safety element, specifically the ability to support weight.

Finke stated that it is not necessarily a safety element, as all materials would need to be structurally sound. He noted that stone or brick is heavier and therefore could require their own structural footings while this material could be applied to the existing structure.

Mitchell stated that the Council knows this facility well and visited the site last fall. He recognized that it is a unique site because of the location of Elm Creek and the pedestrian entrance to the east. He stated that the west side looks rather plain and requested that the applicant look at the west side and do the best they can to spruce up that side as well.

*Moved by Anderson, seconded by Pederson, to Adopt Ordinance No. 629 Regarding Required Building Materials in the Commercial Zoning Districts; Amending Chapter 8 of the City Code. **Motion passed unanimously.***

**1. Resolution No. 2018-08 Authorizing Publication of Ordinance No. 629 by Title and Summary**

*Moved by Anderson, seconded by Cousineau, to adopt Resolution No. 2018-08 Authorizing Publication of Ordinance No. 629 by Title and Summary. **Motion passed unanimously.***

**B. Maxxon – Lot Combination and Site Plan Review – 900 and 920 Hamel Road  
(7:23 p.m.)**

Finke presented the request from Maxxon to construct a 5,190-square foot addition between the two structures that currently exist. He stated that the proposed addition would straddle a property line and therefore there is an additional request to combine the three lots owned by the applicant. He stated that the property is subject to a maximum hardcover limitation of 25 percent and advised that the existing property already exceeds that limitation. He stated that the applicant proposed to convert some of the parking lot into a pervious, grass pave surfacing, which would offset the area of the addition. He displayed the different elevations proposed and stated that the Site Plan is for the addition, which complies with the building materials allowed by the zoning district. He advised that the applicant is proposing to re-cover the sides of the existing building with the recently approved fiber cement panels. He advised that various parts of the existing buildings do not meet current setbacks, or elements of the zoning district, but explained that the addition would meet the required setbacks and requirements of the zoning district and therefore this action would not make the existing situation worse. He reviewed the modulation, the use of glass, and multi-sided architecture requirements. He reviewed the parking requirements and stated that the parking lot is often underutilized as it is today. He noted that staff would want to ensure that the standards are still met in case the user were to change. He stated that the applicant owns the property west of Hickory Drive and will provide proof of parking on that site, which would accommodate the additional footage.

Pederson referenced the shared parking and asked if that would be similar to what was done on Tower Drive.

Finke stated that staff is still working with the applicant and the document will be reviewed by Batty.

Batty stated that an easement does not work and therefore a covenant, or something similar, will be developed which will cover all aspects of providing that parking, should it be necessary and would also prohibit the sale, or alienation, of that property from the subject property. He stated that he is confident that a document can be drafted that will accommodate both measures.

Finke reported that the Planning Commission did review the request and recommended approval of the Site Plan review and lot combination subject to the conditions discussed and noted in the staff report.

Cousineau asked for details on grass pave.

Stremel explained that the material is a plastic grid system that comes in squares and clicks together, which helps to keep the grass and roots stabilized and prevents the grass and roots from being damaged when parking occurs on the surface. He stated that it would provide structure for parking while still maintaining the grassed area. He identified the hatched area on the east side of the parking where this material would be used.

Pederson stated that it appears that this would improve the current situation.

Stremel agreed that this would be a good application and would be an opportunity to allow some of the stormwater from the parking area to infiltrate through the grass area.

Finke agreed that the grass pave would provide a stormwater benefit in addition to offsetting the hardcover from the addition.

Mitchell referenced conditions three and four, related to parking. He suggested that the language require the owner record a permanent parking agreement.

*Moved by Cousineau, seconded by Anderson, to direct staff to prepare a resolution approving the proposed lot combination. **Motion passed unanimously.***

*Moved by Cousineau, seconded by Anderson, to direct staff to prepare a resolution approving the Maxxon Site Plan Review, subject to the conditions noted in the staff report and the minor revision as noted by Mitchell.*

*Further Discussion: Pederson commended staff for working with this existing business that has been in Medina for many years, to find a compromise that will allow the building to be updated.*

*Johnson agreed that Finke and Scherer have done an excellent job working with the applicant on this project and the road project.*

*Mitchell agreed that the City is very happy with Maxxon and to have the business in Medina.*

***Motion passed unanimously.***

#### **VIII. CITY ADMINISTRATOR REPORT (7:42 p.m.)**

Johnson reported that the Council will need to call for a special meeting on March 8<sup>th</sup> at 7:30 a.m. for the 2018 Business Forum and Business Tours. He stated that the businesses for the tour have not yet been chosen and staff is open to suggestions from the Council.

*Moved by Cousineau, seconded by Pederson, to call for a special City Council meeting on March 8, 2018 at 7:30 a.m. for the 2018 Business Forum and Business Tours.*

***Motion passed unanimously.***

Johnson stated that the Elm Creek Watershed District has roughly \$1,400,000 in projects planned for 2018 but noted that the Watershed District has a cap of \$500,000 for its annual CIP. He explained that the Watershed is asking for approval to go over its cap and therefore he has requested additional details on the proposed projects. He noted that once he receives the additional information, he will bring that forward to the Council.

#### **IX. MAYOR & CITY COUNCIL REPORTS (7:44 p.m.)**

Anderson noted that earlier in the day he attended the Long Lake Fire Department quarterly review and advised that the organization did a great job outlining the services provided to Medina in 2017 and the plans for 2018.

Cousineau reported that she attended the Freeze Your Buns event this past weekend and commended the Police and Fire Department members that attended the event.

Mitchell noted that an employee from Polaris recently took part in the 135-mile event in northern Minnesota. He proposed that the City write a letter to the employee and recognize her incredible accomplishment.

Mitchell commented that the goal session on January 16<sup>th</sup> between staff and the Council went well. He stated that a quality product was developed, and the Council is lucky to have this process and the great staff members. He commented that the Medina police department contributed in support of the Super Bowl and thanked the department for their contribution. He stated that in the last few years the finance department has been improved, as well as the metrics used for comparison purposes. He stated that the audit is in process and additional data will be provided, as suggested the previous year. He stated that the previous summer, an analysis was done regarding employee salaries and the rate of increase as compared to other entities. He noted that employee benefits will be added into the analysis this year which will provide the total cost per employee.

**X. APPROVAL TO PAY THE BILLS (7:50 p.m.)**

*Moved by Anderson, seconded by Pederson, to approve the bills, EFT 004469E-004497E for \$1,841,035.18 and order check numbers 046854-046928 for \$214,189.92 and payroll EFT 0508424-0508450 for \$51,982.80. **Motion passed unanimously.***

**XI. ADJOURN**

*Moved by Anderson, seconded by Cousineau, to adjourn the meeting at 7:50 p.m. **Motion passed unanimously.***

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Bob Mitchell, Mayor

Attest:

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Jodi Gallup, City Clerk