

## **MEDINA CITY COUNCIL MEETING MINUTES OF JANUARY 29, 2009**

The City Council of Medina, Minnesota met in special session on January 29, 2009 at 5:00 p.m. in the Medina City Hall. Mayor Crosby presided.

### **I. Call to Order**

**Members present:** Weir, Crosby, Siitari, Smith

**Members absent:** Johnson

**Also present:** City Administrator Chad Adams, Police Chief Ed Belland, Associate Planner Dusty Finke, Finance Director Jeanne Day, Public Works Superintendent Steve Scherer and City Attorney Ron Batty.

### **II. Introduction & Overview of Session**

Adams provided an overview of the work session and facilitation.

### **III. Planning Department**

Finke provided an overview of the discussion points.

- 2008 accomplishments included Comprehensive Plan Update, zoning ordinance amendments, septic system monitoring, developer's handbook, land use application revisions and hiring/training of the Planning Assistant.
- Finke outlined the statistics for land use applications, and building permits and revenues.
- Council agreed to support the 2009 goals including Comprehensive Plan update completion, official control revisions, integrated GIS and parcel system, code enforcement enhancement, conditional use permit reviews, filing system improvements and procedure creation for post approval of land use applications.

Discussion was held on the Official Control Work Plan. The Council agreed the Work Plan included a reasonable timeline.

### **IV. Overview of 2008 Work Plan**

Adams suggested including the "not completed" goals in 2008 to the 2009 work plan. Adams noted that the Work Plan for 2008 was again aggressive and suggested less goals for 2009. The Council agreed that the Work Plan was sufficiently completed and commended staff for project completions.

### **V. Special Policy Topics**

Discussion was held on grazeable acres and its current affect on property owners desiring horses for rural-residential properties. Finke explained the issue will come back to Council for future discussion in 2009.

Ron Batty arrived at 6:05 p.m.

Discussion was held on the PREC zoning district standards and the recommended approach from Staff in creating the district regulations and ultimately rezoning properties. Staff advised the PREC zoning district standards would be brought back for Council review, likely in spring 2009.

Discussion was held on creating an Economic Development Program for the City. The Council agreed to designate the summer intern to work on the program project. The Council also agreed that any economic development incentives should be applied through a broader program rather than specific project requests. Staff indicated the TIF analysis for Uptown Hamel would be discussed at the February 17<sup>th</sup> Council meeting.

## **VI. Public Works & Services Report**

Scherer provided an overview of the discussion points.

- 2008 accomplishments included storm water utility creation, Holy Name Park restoration project, Rainwater Park restoration project, Medina Road overlay and trail completion, Hamel Road reconstruction, well no. 7 completion, Cherry Hill development meter exchange, Clydesdale/Tol-o-matic pond maintenance, and Foxberry streets seal-coating.
- Scherer mentioned a number of money saving ventures including grant monies, utilization of City staff vs. contractors, brush hauling/shipping, pavement management analysis, sander attachment on truck to reduce salt application, shared tractor purchase with Loretto, and County Aid to Municipalities project funding for Medina Road.
- The Council agreed to support the 2009 public works goals including GPS acquisition and inventory of infrastructure, pictometry/supervisory management training, public works land search and scope of project, street assessment policy implementation, road CIP completion, snow/ice control policy creation, finalize plans for water storage, Field House project management, staff administration of MS4 annual reporting, 20% pond inspection completion and facilitate grant programs for Lake Independence TMDL.
- The Council agreed to support the 2009 parks goals including signing and grand re-opening of Holy Name Park, CR116 trail easements and construction, Rainwater Park Phase II completion, Hunter Drive trail completion and Well No. 7 landscaping.

## **VII. Public Safety Report**

Belland provided an overview of the discussion points.

- 2008 accomplishments included records management system implementation, DARE Academy at St. Peter & Paul, emergency management training, fire department future planning, truck traffic enforcement, successful investigations, success of West Metro Drug Task Force, in-house security improvements.
- The Council agreed to support the 2009 police goals including fire merger project planning, negotiate Loretto police services agreement, vehicle analysis report completion, and implementation of Crime e-mail Alert system.
- Belland discussed the goal of evaluating spending and conserving resources in the current economy as well.
- Discussion was held on the fire services planning and approaches to take with the Fire Departments preparing a plan with consultant assistance.

### **VIII. Finance Report**

Day provided an overview of the discussion points.

- 2008 accomplishments included payroll and accounts payable processing, utility billing and accounts receivable processing including new storm water utility, budget and financial reporting including the Comprehensive Budget Book, and risk/cash management including implementation of internal controls.
- The Council agreed to support the 2009 finance goals including utility billing paper vs. postcard analysis, ACH promotion, comprehensive budget document, administrative policy creation, review potential use of credit cards, process/procedure manual creation, cross-training of staff, records management documentation, enhanced analysis of internal operations (i.e. building permits), quarterly reports for budget, and improved processing of activities with Planning Department.
- Discussion was held on 2009 and 2010 budget planning including creating building permit revenue as a true nexus, first quarter budget update, business licenses and fire inspections and considering a street light utility.

### **IX. Administration Report**

Adams provided an overview of the discussion points.

- 2008 accomplishments included establishment of two election precincts and council member election packet, creation of Policies, Procedures and Program Manual, completion of 2007 Annual Report, completion of affordable housing report, completion of recreation management report, implementation of organics recycling and conducting of two half-day staff training sessions.
- The Council agreed to support 2009 administration goals including web site redesign, improve business development relationships, incorporate City logo into City functions, promote recycling and waste reduction, create green/sustainable policies, promote rain barrel program, and complete German Liberal Cemetery feasibility report/plan.

### **X. General City Business**

Adams provided an overview of the discussion points.

- The Council agreed to support 2009 general City business goals including initiate project newsletters for major projects (i.e. TH55/CR115 intersection), review expanding and color of City newsletter, completion of 2008 Annual Report in spring 2009, and review of newspaper distribution and costs in City.

*Weir moved, seconded by Smith to schedule a special meeting for Tuesday, February 3, 2009 following the regular Council at City Hall to continue the goal setting session.*

***Motion passed unanimously.***

## **XI. Adjournment**

*Weir moved, seconded by Smith to adjourn at 10:07 p.m. **Motion passed unanimously.***

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T.M. Crosby, Jr., Mayor

Attest:

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Chad M. Adams, City Administrator-Clerk