

## MEDINA CITY COUNCIL MEETING MINUTES OF FEBRUARY 15, 2011

The City Council of Medina, Minnesota met in special session on February 15, 2011 at 6:02 p.m. at the Medina City Hall, 2052 County Road 24, Medina, MN.

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

**Members present:** Pederson, Weir, Siitari, Martinson

**Members absent:** Crosby

**Also present:** City Administrator Chad M. Adams, City Planner Dusty Finke, Public Works Superintendent Steve Scherer, and Police Chief Ed Belland.

### **II. Public Facilities Review**

Adams discussed an outline for assembling a Focus Group to provide feedback on the City's options for pursuing a new public works facility and City Hall/Police facility.

Following discussion, the Council agreed to direct Adams and Weir to host a Focus Group meeting in early to mid-March (after advertising via the City's website and local newspaper soliciting volunteers) with a concentration on the Hennepin County site for a public works facility and possibility of adjacent Laurent property for future City Hall/Police facility as the preferred option.

### **III. Job Descriptions**

Adams provided background on the goal to update all of the City employee job descriptions.

Weir discussed recommended revisions to the job descriptions to include: a need for an employee being responsible for grant applications; the City Planner to include added responsibility for conservation management; the Public Works Superintendent to include a requirement for High School Diploma or equivalent; the Police Chief to include a requirement to live within reasonable limits of the City; and, a uniform statement taken from the Accountant's job description reflecting positive workplace to be included in all other job descriptions. She also stated that a number of other technical/grammatical changes were forwarded to Adams for revisions and consideration.

Discussion was held on the City Administrator job description to: strike the word "considerable" from knowledge of other department functions; modify the language regarding ability to cope with mental and emotional stress; and, to strike the duplicative sentence pertaining to supervision of personnel.

*Martinson moved, Pederson seconded to approve all of the City job descriptions as presented, with the amendments addressed by Weir and modifications as discussed to the City Administrator job description. **Motion was approved unanimously.***

**IV. Adjournment**

*The meeting was adjourned at 6:50 p.m.*

Attest:

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Elizabeth Weir, Acting Mayor

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Chad M. Adams, City Administrator-Clerk