

MEDINA CITY COUNCIL MEETING MINUTES OF MARCH 18, 2014

The City Council of Medina, Minnesota met in regular session on March 18, 2014 at 7:00 p.m. in the City Hall Chambers. Mayor Weir presided.

I. ROLL CALL

Members present: Anderson, Martin, Martinson, and Weir.

Members absent: Pederson.

Also present: City Administrator Scott Johnson, City Attorney Ron Batty, City Engineer Tom Kellogg, City Planner Dusty Finke, Public Works Director Steve Scherer, Public Safety Director Ed Belland, and Recording Secretary Amanda Staple.

II. PLEDGE OF ALLEGIANCE (7:00 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 March 4, 2014 Regular City Council Meeting Minutes

It was noted on page four, line 28, it should state..." complete reconstruction were ~~complete~~ necessary the..." On page six, line 38, it should state, "...a new telephone message system..."

*Moved by Anderson, seconded by Martin, to approve the March 4, 2014 regular City Council meeting minutes as amended. **Motion passed unanimously.***

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

- A. Approve American Legion Consumption and Display Liquor License**
- B. Approve Temporary On-Sale Liquor License to Wildlife Rehabilitation Center on August 9, 2014 at 3000 Hamel Road**
- C. Approve Temporary On-Sale Liquor License and Raffle, Bingo, and Pull-Tab Permit to/at Church of St. Anne for August 23-24, 2014**
- D. ~~Approve Thank You Letter for Neil Wolfe~~**
- E. Terminate the February 5th Lawn and Grounds Services Agreement with the Hamel Athletic Club**
- F. Terminate the February 5th Lawn and Grounds Services Agreement with Designing Nature**
- G. Approve Lawn and Grounds Services Agreement with Designing Nature, Inc. to include Hamel Legion Park**
- H. Approve Letter in Support of SCORE Grant Increases to Governor Dayton and State Legislators**

*Moved by Martin, seconded by Martinson, to approve the consent agenda. **Motion passed unanimously.***

D. Approve Thank You Letter for Neil Wolfe (7:05 p.m.)

Weir stated that she would like to read the letter aloud recognizing Neil Wolfe for his service to Medina as the Acting Fire Chief. She explained that he was thrust into the leadership position and should be recognized for his efforts. She read the letter aloud thanking Neil Wolfe for his service. She confirmed that she revised the version that was included in the packet to the version that was distributed at the meeting.

*Moved by Martinson, seconded by Anderson, to approve the thank you letter to Neil Wolfe as revised. **Motion passed unanimously.***

VI. COMMENTS (7:07 p.m.)

A. Comments from Citizens on Items not on the Agenda

There were none.

B. Park Commission

Scherer stated that the Commission will meet the following night to discuss future plans for the year, including an update on the planning for a dog park as well as training opportunities.

C. Planning Commission

Planning Commissioner White reported that the Planning Commission met on March 11th to consider a request for a Conditional Use Permit to convert an existing accessory structure on the property to an accessory dwelling unit. She advised that neighboring property owners did attend the public hearing and staff found that most of the items outlined in the CUP guidelines would be met through the application. She mentioned that the setback was 20 feet when the structure was originally built and advised that the setback regulations have now changed to 30 feet. She stated that the Commission did recommend approval of the request, subject to specific conditions including the eventual updating of a septic system and continuation of the landscaping plan.

VII. PRESENTATIONS

A. 2013 Fire Department Annual Reports (7:12 p.m.)

Belland stated that there are four reports from the four different Fire Departments.

James Van Eyll, Long Lake Fire Chief, thanked the Council for their time tonight. He reviewed the number of calls and response times for the Medina calls that occurred in 2013, noting that both numbers were decreases from the previous year and did not include mutual aid calls. He summarized the number of firefighters employed through the Long Lake Fire Department, including those on military leave, and reviewed the training efforts for the year. He believed that the completion of the memorial was one of the biggest accomplishments from the past year, noting that phase three is still to be completed. He also introduced his Assistant Chief, John Hall, who was also present.

Dave Eisinger, Maple Plain Fire Chief, reported that there are currently 25 firefighters in the department and noted that he just received another application from a former Fire Explorer. He reviewed the number of calls and response times for the calls to Medina, including mutual aid calls. He provided the number of training hours completed during 2013 as well as the firefighting hours. He advised of updated vehicle acquisitions and recertification of the ladder truck as well as the status of other equipment. He noted that

the Fire Chiefs in these communities have been working together to determine possible shared services that could occur.

Weir stated that she had heard that the majority of fire calls do not involve fire. She questioned if a fire truck needs to be sent to each call.

Eisinger confirmed that 70 percent of the calls the departments receive are medical calls and therefore a smaller vehicle could be driven, such as the suburban that his department utilizes.

Jeff Ruchti, Hamel Fire Chief, advised that he has 30 years of experience in the field of firefighting and recently took over the position of Chief eight days ago. He stated that the department is working on gaining traction and advised of new hires that began and completed their training in 2013. He stated that the department will continue to look for new hires and first responders in 2014 in order to grow as the community grows. He reported a total of 28 firefighters. He advised that this department also added a suburban as a quick response vehicle, which makes accessing locations easier and causes less wear and tear on the larger trucks.

Tim Ryan, Loretto Assistant Fire Chief, reviewed the number of calls, firefighting hours, and response times for Medina during 2013. He reviewed programs that the department is working on to better collaborate with other fire departments as well as Hennepin County. He explained that the department is attempting to coordinate training efforts with neighboring fire departments in order to provide alternate times and locations where firefighters could attend the same training. He reviewed the membership numbers and training which occurred for the department during the past year. He also discussed possible updating to software and policies, which will be considered this year.

Eisinger noted that all of the fire departments are looking to update to the new Lexipol software and policy program, which will assist in providing more consistent responses from the area departments.

Belland provided additional information on the software and policy program, noting that the creator provided a presentation two years ago on emergency planning.

Weir thanked the Fire Departments for all of their efforts and believed that the services seem to be improving and acknowledged the risk and commitment required as a firefighter.

Belland also thanked the Fire Departments and noted that they provide great assistance to the Police on not only fire calls but also accidents and other calls. He stated that the Police would not be able to do the job that they do without the Fire Department.

Van Eyll commented on the close working relationship that all of the Fire Chiefs are able to have with Belland and noted that close working relationship between Fire and Police Chiefs does not exist in every community.

B. Emergency Plan for the City of Medina (7:32 p.m.)

Belland stated that there has been a lot of discussion with the amount of oil that has been coming down the railroad tracks and the amount of security needed to address the risk. He stated that in 1997 Medina had its own emergency response plan, which was

developed through the County. He explained that the plan was so cumbersome that it could never be followed. He advised that because of that reason there was a group created which wrote the Lake Minnetonka Area Emergency Plan and continues to meet once a month. He stated that a common ordinance was developed for 18 cities, which identifies mutual aid agreements for each of the communities. He advised that the plan can be followed for any situation and works, providing examples that occurred. He advised that the emergency management plan consists of four phases including preparedness, response, recovery and mitigation and provided examples that have occurred for each phase. He reviewed the responsibilities of the Mayor, Council and staff. He advised that he has been appointed as the Emergency Management Director and reviewed the other staff assignments and responsibilities. He advised of the communities and organizations that belong to the Lake Minnetonka Regional Plan and noted that there is great comfort in knowing that if something does occur in Medina there are many strong communities and organizations that would respond and assist. He also acknowledged the great working relationship between the administrations of those belonging to the group. He stated that if something were to happen along the railroad tracks, there is a plan which could be put into place. He also advised of upcoming presentations, which will be given to the group. One upcoming presentation will focus on railroad emergency response.

Martin asked for a hardcopy of the actual plan. She also questioned the protocol that would be followed if communications were down.

Belland stated that if communications were down you could go to the Police Department or to City Hall to gather additional information. He referenced the Driver and Vehicle Services (DVS) issue that has been ongoing and explained that the State is moving away from the DVS system to a new system, on which all of the Police Officers in Medina have been trained, and are currently using. He explained that the new system will require codes to be entered in order to gain the information. This process provides an accurate method of tracking. The new system through The Bureau of Criminal Apprehension has been in place since February 2014.

VIII. OLD BUSINESS

A. Park and Trail Master Plan (7:54 p.m.)

Weir commented that the Plan is a remarkable document that contains a comprehensive plan for the parks and trails within the City. She referenced the different dates shown for the completion of the Parks Plan and the Trails Plan.

Johnson explained that this plan combines the two into one and those dates were the actual dates the separate plans were adopted.

Weir referenced the dog park language and believed that "identified" should be added to read, "...identified or acquired..." She explained that an area could be identified on an existing park to create the dog park. She commended those that were involved with the development of the Plan, as she believed they did a remarkable job. Johnson thanked Staff Members Jodi Gallup, Dusty Finke, and Steve Scherer for their outstanding work on the plan.

Anderson stated that the City is very lucky to have a document like this.

*Moved by Anderson, seconded by Martin, to approve the Park and Trail Master Plan as recommended by the Park Commission. **Motion passed unanimously.***

IX. CITY ADMINISTRATOR REPORT (7:59 p.m.)

Johnson stated that the business forum is scheduled for the following Wednesday at the Hamel Community Center at 7:30 AM, with the business tours to follow. He confirmed that the meeting will be posted.

X. MAYOR & CITY COUNCIL REPORTS (8:00 p.m.)

Weir commented on a recent meeting that she attended at which she heard a fellow Mayor was developing a beekeeping ordinance. She noted that a Metropolitan Council representative was not hopeful for bus service coming to this area.

Johnson stated that staff plans to have the bus survey results near the end of April, prior to the time Weir would need the information. He confirmed that there have been approximately 100 responses to the survey thus far.

Weir advised of another event she attended which honored women, at which she was honored for being a woman Mayor. She stated that Commissioner Bob Mitchell raised the issue of teardowns in small neighborhoods, where large homes are being constructed. She questioned if oversized houses could be built on combined lots and the effect that would have, whether positive or negative.

Johnson noted that staff can discuss this issue further.

XI. APPROVAL TO PAY THE BILLS (8:04 p.m.)

*Moved by Martinson, seconded by Anderson, to approve the bills, EFT 002512E-002529E for \$53,862.19, and order check numbers 041005-041051 for \$59,978.58, and payroll EFT 505531-505560 for \$47,316.54 and payroll check number 020421 for \$610.79. **Motion passed unanimously.***

XII. ADJOURN

*Moved by Anderson, seconded by Martinson, to adjourn the meeting at 8:04 p.m. **Motion passed unanimously.***

Elizabeth Weir, Mayor

Attest:

Scott Johnson, City Administrator