

MEDINA CITY COUNCIL MEETING MINUTES OF JUNE 21, 2011

The City Council of Medina, Minnesota met in regular session on June 21, 2011 at 7:00 p.m. in the City Hall Chambers. Acting Mayor Weir presided.

I. ROLL CALL

Members present: Pederson, Martinson, and Weir.

Members absent: Crosby and Siitari.

Also present: City Attorney Ron Batty, WSB Darrin Anvinson, Planner Dusty Finke, Interim City Administrator Doug Reeder, Public Works Director Steve Scherer, Finance Director Jeanne Day, and Chief of Police Ed Belland.

II. PLEDGE OF ALLEGIANCE

III. ADDITIONS TO THE AGENDA

Weir requested to add an item to the Consent Agenda, Item G, Approve Loretto Fire Contract.

Moved by Martinson, seconded by Pederson, to approve the agenda as amended.

Motion passed unanimously.

IV. APPROVAL OF MINUTES

A. Approval of the May 17, 2011 Special City Council Meeting Minutes

It was noted under item two, under the discussion of the surplus, the following sentence should be added, "Crosby commented that the funds would be transferred to the reserves and he did not authorize the expenditure."

*Moved by Pederson, seconded by Martinson to approve the May 17, 2011 special City Council meeting minutes as amended. **Motion passed unanimously.***

B. Approval of the June 7, 2011 Regular City Council Meeting Minutes

It was noted on page three, line 49, it should state, "...number of animals contained in a home, so long as they stay in the home." On page, four, line 15, it should state, "...cost to enforce a cat ordinance would be high because, among other things, holding facilities would need to be constructed." On page four, line 35, it should state, "Crosby suggested allowing that foster dogs would be within the category covered by licenses for increased number of dogs under a special application." On page six, line 36, it should state, "Reeder presented the letter on the public works facility that would be..."

*Moved by Martinson, seconded by Pederson, to approve the June 7, 2011 regular City Council meeting minutes as amended. **Motion passed unanimously.***

V. CONSENT AGENDA

A. Approve Special City Council Meeting for June 29, 2011 at 5:30 p.m.

B. Approve 1% COLA for Non-Union Employees and Approved Step Increases

- C. Resolution Recognizing Charmane Domino for 5 Years of Service
- D. ~~Resolution Authorizing an Equipment Sharing Agreement~~
- E. ~~Resolution Approving Plans and Specifications for the Hamel Ball Field Lighting and Authorize Advertisement for Bids~~
- F. Approval of Wetland Conservation Act Permit for Hunter Drive North Improvements
- G. Approve Loretto Fire Contract

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

D. Resolution Authorizing an Equipment Sharing Agreement

Pederson stated that his biggest concern was the idea of insurance and asked for additional information regarding cities that are not insured through the League of Minnesota Cities.

Weir explained the idea of the equipment sharing agreement.

Day provided additional clarification regarding the equipment sharing agreement and the issue of insurance, including who the responsible parties are.

Batty further explained insurance liability in regard to this agreement.

Weir confirmed that the City of Orono did not join the agreement.

Pederson stated that he would be more comfortable with a one year agreement, as opposed to a five year agreement, which could be renewed under the Consent Agenda and would provide additional security in regard to insurance issues.

Day confirmed that there are regulations set by State statute which require a city to carry insurance and address tort liability on an annual basis.

*Moved by Pederson, seconded by Martinson, to approve the Resolution Authorizing an Equipment Sharing Agreement. **Motion passed unanimously.***

E. Resolution Approving Plans and Specifications for the Hamel Ball Field Lighting and Authorize Advertisement for Bids

Weir stated that she was surprised at the mention of possible concrete bases for the lights and questioned if the decision to include concrete bases would be based on cost.

Scherer confirmed that there is a set amount of funds designated for phase one of the project and explained that if additional grant funds are not received, the City is not obligated to all the options for phase two of the project.

*Moved by Pederson, seconded by Martinson, to approve the Resolution Approving Plans and Specifications for the Hamel Ball Field Lighting and Authorize Advertisement for Bids. **Motion passed unanimously.***

VI. COMMENTS

A. Comments from Citizens on Items not on the Agenda

Wendy Wile, 1575 Hunter Drive South, stated that it seemed that the roadway is wider now that the road is newly paved and noticed that drivers seem to be driving faster. She stated that as a walker she would appreciate a foot-wide marked shoulder and also believed that the narrower road would encourage drivers not to speed.

Scherer confirmed that narrower striping had been done on another roadway and noted that staff could also investigate that option on this roadway. He advised that striping would occur later this summer.

B. Park Commission

Park Commissioner Benson provided an update on the last meeting of the Park Commission and noted that the meeting was shortened due to the necessary quorum being lost 30 minutes into the meeting. He advised that the Commission began the review of the recent park tour and also discussed the possibility of a trail along Willow Drive which would provide additional safety for residents, including those in the Morningside neighborhood.

Scherer questioned the stance of the Council regarding the construction of a trail for Willow Drive.

Park Commissioner Benson stated that the item has been on the Parks CIP for many years. He advised that the Commission is in full support of a trail.

Scherer confirmed that if the item were approved, it most likely would not be constructed until a future year, because of additional work that would need to be completed prior to construction. He wanted to clarify the position of the Council prior to beginning any staff time for the issue.

*Moved by Martinson, seconded by Pederson, to direct staff to explore the possibility of obtaining right-of-way to be used for the Willow Drive Trail. **Motion passed unanimously.***

Park Commissioner Benson provided information regarding the donation of \$500 from the Hamel Youth Sports Association to be used for the planting of spruce trees near the replacement fencing.

C. Planning Commission

Planning Commissioner Anderson stated that the main focus of the previous Commission meeting was the Medina zoning code regarding stormwater management.

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Resolution Accepting Bid for Hunter Drive North

Darren Amundsen advised that bids were received June 1, 2011 and were about \$200,000 lower than the estimate. He stated that the City has good experience with the low bidder for the project. He explained an alternate option that was part of the bid

which included a rain garden. He noted there are about four trees which would need to be removed as part of the project and advised that the homeowner agreed to the removal as long as a rain garden would be constructed in its place.

*Moved by Pederson, seconded by Martinson, to adopt the resolution accepting the bids for the Hunter Drive North Improvement Project. **Motion passed unanimously.***

B. Resolution Awarding Sale of Bonds (Roads, Equipment Certificates)

Shelly Eldrich, Ehlers and Associates, stated that bids were received today for two bonds, the first being the Series 2011A. She stated that four bids were received and the winning bidder was UNB Bank. She provided information regarding the bond specifics and interest rate, and advised that this would be a seven year bond.

Weir confirmed that seven police cars would be replaced over the next three years.

Belland provided information regarding the average number of miles placed on a police vehicle and noted that vehicles are typically replaced around 100,000 miles. He advised that the Dodge Charger models have performed very well for the department.

Eldrich provided comparisons of the bids received and noted that only one basis point separated the two lowest bidders. She advised that the bids were very favorable and provided additional information regarding the bonding index.

*Moved by Martinson, seconded by Pederson, to approve the resolution awarding the sale of general obligation bonds, series 2011A, in the amount of \$510,000. **Motion passed unanimously.***

Eldrich explained that the series 2011B would be the taxable bonds and noted that this type of bond generally comes in two to three basis points higher than tax exempt bonds. She noted that these bonds would be used for the Hunter Drive North Project. She advised that six bids were received with the winning bidder being United Bank. She noted that this would be a ten year bond. She advised that these bids were also much lower than the estimated rate.

Day advised that additional savings had been created by staff, in the amount of \$200,000, in addition to the lower rate obtained.

*Moved by Martinson, seconded by Pederson, to approve the resolution awarding the sale of taxable general obligation improvement bonds, series 2011B, in the amount of \$870,000. **Motion passed unanimously.***

Weirs confirmed that Ehlers and Associates is gathering information regarding the bond rate for the next six months for the public works facility, compared to the rate five years ago.

C. Award Contract for Water Resources Services

Weir advised that she had been attending meeting for more than one watershed in representation of the City. She stated that while she does not mind attending the meetings she does not possess the full knowledge needed to fully comprehend the TMDL requirements and other technical matters. She stated that an RFP for services

was completed and six responses had been received. She advised that the firm of Hakanson Anderson returned an attractive retainer and hourly rate. She noted that staff verified references with Independence and East Bethel, whom also use this firm.

Finke agreed that the interview process went well and believed the firm suggested would perform well. He noted that Hakanson Anderson was unable to review the contract until this past weekend, but only suggested one change. He provided a copy of the new contract and highlighted the suggested change regarding travel compensation.

President of Hakanson Anderson identified himself and the other members who would assist the City with water resource issues. He stated that the firm has been in business for 35 years and are located in Anoka. He thanked the City for the opportunity to assist with issues of water resources.

*Moved by Martinson, seconded by Pederson, to accept the RFP for services between the City of Medina and Hakanson Anderson. **Motion passed unanimously.***

D. Resolution Authorizing the Preparation of Feasibility Report for 2012 Tower Drive Project

Scherer presented a quote for services to prepare a feasibility report regarding the 2012 Tower Drive project, which would occur near Tower Drive and Hamel Road. He provided background information regarding the type of repairs that would be necessary to this area. He stated that staff would need to identify a total cost and possible funding sources for the project to determine if the Council would like to move forward. He confirmed that this project would be a total reconstruction. He noted that staff would do their best to ensure access to the businesses during reconstruction.

*Moved by Pederson, seconded by Martinson, to approve the resolution authorizing preparation of a feasibility report for the 2012 Tower Drive/Hamel Road Project. **Motion passed unanimously.***

E. Resolution (Reimbursement) for Public Works Facility Project

Day explained that this is a procedural step for this process. She noted that any costs associated with the public works facility could be tracked moving forward, and while paid with City funds at this time, the City would be reimbursed if the project is actually bonded for in the future.

Batty confirmed that this is a standard resolution used in many projects in order to reimburse the City for upfront costs associated with a project which is later bonded for.

*Moved by Martinson, seconded by Pederson, to approve the resolution for reimbursement for the public works facility and costs associated with preparation work. **Motion passed unanimously.***

F. Award Contract for Construction Management for Public Works Facility

Reeder noted that six proposals were received for the RFP advertised for construction management services for the public works facility. He stated that the top two proposals were interviewed and recommended awarding the contract to RJM Construction to provide construction management for the public works facility project. He summarized the services which will be provided under construction management and explained the

three levels of fees and which services will be obtained in each phase of costs. He advised that should the City choose to not go forward with the public works facility, the City would not be obligated to all of the services provided.

Brian Recker, RJM Construction, stated that his company is based out of St. Louis Park and possesses approximately 100 employees. He summarized the type of business provided by his company and estimated 40 percent of their business is providing construction management services for projects such as this. He stated that his company has worked with Chaska, Chanhassen, Plymouth, Maple Grove, and Rogers. He looked forward to working with the City on this project.

*Moved by Pederson, seconded by Martinson, to direct staff and the City Attorney to prepare a contract between the City of Medina and RJM Construction for construction management services to be provided for the public works facility project. **Motion passed unanimously.***

G. Authorize Expansion of Hours for the CSO Position in the Police Department

Belland advised that a part-time CSO was lost in 2008 due to budget issues and explained that the department had placed that position in the budget for 2011. He stated that as the year began and the economy has not improved it was decided not to add that position back into the budget this year. He stated that the need for the position is still there and reviewed the responsibilities provided by the current CSO position. He provided the current hours worked by the CSO and stated that he would like to add an additional six hours on Wednesday to provide coverage of the position five days a week for six hours each day.

*Moved by Martinson, seconded by Pederson to authorize the expansion of hours for the CSO position in the Police Department to a total of 30 hours per week. **Motion passed unanimously.***

X. CITY ADMINISTRATOR REPORT

A. City Administrator Search

Reeder stated that staff is still attempting to fill the City Administrator position permanently. He noted that 75 applicants have responded to the advertisement and the consultant believed there were some very good candidates. He reviewed the schedule of events including interviews to take place in July.

X. MAYOR & CITY COUNCIL REPORTS

Weir stated that she traveled to Rochester the previous week to attend the awards at which previous City Administrator Chad Adams received a Leadership Award, and she then accepted an award for City of Excellence for the Hamel Legion Park Field House. She stated that she attended the Planning Commission meeting and the possibility was brought forward that the Commissioners only need to attend one meeting of the Council per month. She noted that Finke could provide the agenda for the next Planning Commission meeting at the additional Council meeting. She confirmed that Council would not be opposed to the idea. She provided an update on the public works facility open houses and commended Scherer for his work. She directed staff to obtain answers for questions which were brought forward at the open house meetings.

Scherer provided a brief update on the 116/Highway 55 meetings he has attended.

Pederson stated that he attended two meetings last week in regard to the public works facility and also attended the Uptown Hamel Business Association meeting. He provided an update on the Uptown Hamel meeting and believed that there was support for the new public works facility. He commented on the traffic study that was completed and found it hard to believe that the PemTom development would not affect 116.

XI. APPROVAL TO PAY THE BILLS

*Moved by Pederson, seconded by Martinson, to approve the bills, EFT 001182E-001203E for \$77,169.10 and order check numbers 036994-037057 for \$73,286.56, and payroll EFT 503555-503586 for \$47,179.37 and payroll checks 020344-020345 for \$17,365.39. **Motion passed unanimously.***

XII. ADJOURN

*Moved by Pederson seconded by Martinson, to adjourn the meeting at 8:30 p.m. **Motion passed unanimously.***

Elizabeth Weir, Acting Mayor

Attest:

Doug Reeder, Interim City Administrator-Clerk