

## **MEDINA CITY COUNCIL MEETING MINUTES OF JANUARY 18, 2011**

The City Council of Medina, Minnesota met in special session on January 18, 2011 at 2:11 p.m. at the Medina City Hall, 2052 County Road 24, Medina, MN.

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

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

**Members absent:** Siitari

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

### **II. Introduction and Overview of Goal Setting Session**

Crosby and Adams provided a brief overview of the meeting purpose and facilitation.

### **III. Overview of 2010 Work Plan**

Adams provided an overview of the 2010 Work Plan and memo's in the Council's packet which illustrated the accomplishment of goals by all departments. He provided information on the past years work plans and indicated that 259 total goals have been established in the past four years and that 78 of those goals are on-going tasks and responsibilities being implemented operationally on a regular basis.

### **IV. Administration Department**

Adams provided background on the department's functions and list of goals for 2011.

*Following discussion, the Council requested Staff to look into the possibility of updating the City's codes on the website to be more user-friendly.*

### **V. Planning Department**

Finke provided background on the department's functions and list of goals for 2011.

*Following discussion, the Council requested Staff to look into the possibility of providing more land use information on the City's website; and, the ability to use electronic records management for future record retention.*

### **VI. Public Works Department**

Scherer provided background on the department's functions and list of goals for 2011.

### **VII. Tour of City Hall, Police and Public Works Facilities**

The Council and Staff took a tour of the City Hall, Police and Public Works facilities.

### **VIII. Police Department**

Belland provided background on the department's functions and list of goals for 2011. (Note: Council member Mike Siitari participated via conference call for this discussion.)

### **IX. Special Policy Topics**

Adams provided a preview of the February 1<sup>st</sup> special meeting/work session on the public facilities options. (Note: Council member Mike Siitari participated via conference call for this discussion.)

*Following discussion, the Council requested Staff to include a brief article on the public facilities in the upcoming Medina Message newsletter.*

### **X. Finance Department**

Day provided background on the department's functions and list of goals for 2011.

*Following discussion, the Council requested no revisions to the 2012 budgeting process.*

### **XI. Special Policy Topics (continued)**

Adams provided an overview of the TH55/CR116 intersection project design and schedule in 2011.

The Council discussed the background of the project and elements of the conceptual layout approved in 2008.

Adams provided an overview of the 2011 plans to conduct two business forums in the community, along with additional business tours.

*Following discussion, the Council directed Staff to serve in a general facilitator role with economic development rather than to prepare policies for incentivizing economic development, and to withdraw from the I-94 Chamber of Commerce.*

Adams and Finke provided an update on the housing policy discussion, following the Council's discussion and approval of the Housing Action Plan late in 2010.

*Following discussion, the Council requested Staff to provide more analysis and examples of possible housing policy or strategy implementation at an upcoming Council meeting.*

Finke provided background on a request from a vendor to construct a telecommunications tower somewhere in the rural sector of Medina, possibly at the City Hall site.

*Following discussion, the Council requested Staff to provide more research and an update on the tower at a future Council meeting.*

The meeting was recessed at 6:50 p.m.

The meeting was reconvened at 8:10 p.m.

## **XII. Other Discussion Topics**

Adams discussed the three legislative priorities recommended for the year to include unfunded mandates, street utility, and inclusionary housing.

Adams provided an overview of the City's general communications with public, between Council/Staff, with developers, other agencies, and use of the City newsletter.

*Following discussion, the Council requested Staff to utilize the City newsletter to promote non-partisan candidate events open to public forums prior to the general elections, but not to use the City agenda/minutes e-mail list for special notices of events.*

Adams discussed the salaries established for the Mayor and Council members. Following discussion, no change was directed to be made for the salaries.

Adams discussed the increasing workload in the areas of environmental regulations from TMDL's, and the City's SWPPP, etc.

*Following discussion, the Council requested Staff to not pursue the GreenStep Cities program in 2011, and to utilize rain gardens for projects when opportunities are presented.*

Adams discussed a recommendation to modify the Employee Recognition/Holiday Banquet to include a general introduction of employees receiving service awards as employees are more formally recognized at Council meetings. No objections were made to the program change.

Adams discussed upcoming training sessions for the Council to include a land use training with the League of Minnesota Cities (LMC) and Planning Commission and possible sessions with the LMC Workshops and a Council/Staff team building session.

*Following discussion, the Council requested that a team building session be utilized if later determined to be needed.*

## **XIII. Adjournment**

*Weir moved, Martinson seconded, to adjourn the meeting at 8:55 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