

MEDINA CITY COUNCIL MEETING MINUTES OF NOVEMBER 6, 2013

The City Council of Medina, Minnesota met in regular session on November 6, 2013 at 7:15 p.m. in the City Hall Chambers. Mayor Weir presided.

I. ROLL CALL

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

Members absent: None.

Also present: City Administrator Scott Johnson, City Attorney Ron Batty, City Engineer Tom Kellogg, City Planner Dusty Finke, Public Works Director Steve Scherer, and Chief of Police Ed Belland.

II. PLEDGE OF ALLEGIANCE (7:15 p.m.)

III. ADDITIONS TO THE AGENDA (7:15 p.m.)

The agenda was approved as presented.

IV. APPROVAL OF MINUTES (7:16 p.m.)

A. Approval of the October 15, 2013 Special City Council Meeting Minutes

Moved by Martin, seconded by Anderson, to approve the October 15, 2013 special City Council meeting minutes as presented.

Further discussion: Weir referenced the first paragraph and asked that staff verify the amount of acreage.

Motion passed unanimously.

B. Approval of the October 15, 2013 Regular City Council Meeting Minutes

*Moved by Martin, seconded by Pederson, to approve the October 15, 2013 regular City Council meeting minutes as presented. **Motion passed unanimously.***

C. Approval of the October 16, 2013 Special City Council Meeting Minutes

On the first paragraph, it should state, "Highway 55 Rental has requested..."

*Moved by Pederson, seconded by Martin, to approve the October 16, 2013 special City Council meeting minutes as amended. **Motion passed unanimously.***

V. CONSENT AGENDA (7:19 p.m.)

A. Approve Raffle Permit to/at Holy Name of Jesus Church on March 8, 2014

B. Approve Temporary On-Sale Liquor License to/at Holy Name of Jesus Church on March 8, 2014

C. Approve Embedded Systems Contract Renewal

D. Approve Lease Agreement with Konica Minolta

E. Approve Maintenance Contract with Marco

F. Approve Managed Service Agreement with Tegrete

G. Approve Vocalocity Agreement

- H. Approve Fire Protection Agreement with the City of Maple Plain
- I. Approve 2014 Legal Rates with Kennedy and Graven
- J. Approve Quote for Soil Borings on Chippewa Road
- K. Approve Police Department Request for Electronic Equipment for the Meeting Room at 600 Clydesdale Trail
- L. Appoint Seth E. Hoyt and Madeline Linck as Alternate Members to the Lake Minnetonka Communications Commission (LMCC)

Johnson referenced Item G (Approve Vocalocity Agreement) and advised that there was an increase in cost due to the addition of a second facility. He explained that this is the most cost-effective option to move forward that staff found.

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

VI. COMMENTS

A. Comments from Citizens on Items not on the Agenda (7:22 p.m.)

There were none.

B. Park Commission (7:22 p.m.)

Park Commissioner White advised that at the October meeting of the Park Commission a request was made by D.R. Horton proposing that the City accept preserved wooded area into public ownership and also provide credit towards park dedication for the transaction. She stated that the Commission found that the proposed wooded area would not have a lot of public access opportunity and noted that a tree count had not been complete so the Commission was not aware of the health of the trees. She stated that the consensus of the Commission was that they were not interested in that request and the Commission would need to see a tree report before the decision is reconsidered. She advised that the Commission also discussed the Concept Plan for the Fields of Medina as well as whether members of the Commission should meet with staff to further discuss a concept for a dog park to be added to the Parks and Trails Master Plan. She stated that the Commission hopes to have a completed Master Plan by the end of the year to present to the Council.

Weir questioned if a timeline for the dog park would be included or whether the concept was simply going to be added.

White advised that the Commission is following the direction of the Council to simply develop the idea to include in the Plan and confirmed that a timeline would not be included.

Johnson confirmed that there are no funds allotted through the CIP for a dog park.

Weir questioned if the D.R. Horton plans included a tot lot.

White stated that there was not a tot lot included as the Commission reviewed the Master Plan for the City and found it not to be necessary. She advised that there will be a trail going to the Fields of Medina, which will be less than one mile.

Finke advised that there is another park even closer to the property.

VII. PRESENTATION

A. The Park at Fields of Medina Concept Plan (7:27 p.m.)

Park Commissioner White reported that two concepts were brought to the Park Commission and after discussion the Commission recommends the plan she is presenting which includes the neighborhood trail connection and the loops as well as some seating outlooks. She advised that the preschool aged and elementary aged play equipment has been spaced out, although the two areas are still near each other. She stated that the Commission wants to include bike racks and drinking fountains as well as a portable restroom enclosure. She noted that there is also room for a small soccer field, which will provide open play space and referenced additional features including a picnic area and a sport court. She stated that the parking lot would have 25 spaces with room to provide additional parking in the future. She advised that the Commission elected for a shelter in the middle to bring everything together.

Weir stated that she believed the park design would be inviting.

Pederson referenced the portable restroom enclosure and stated that it appears to be quite far from the center. He recognized that the location is near the picnic area and asked for input from the Commission discussion.

White advised that the Commission did have discussion regarding the location for the portable restroom and stated in terms of access, specifically for maintenance, that would be the best location. She stated that although the distance may look far it probably is not as far as it looks on the plan.

Anderson questioned if there had been discussion regarding whether to include two portable restroom locations.

White stated that the commission did not discuss that option but could consider that possibility based on usage in the future.

Weir agreed that one portable restroom should be sufficient. She did not believe that it would be a good idea to allow parking under the water tower.

White stated that the Commission believes that the 25 proposed parking spaces would be sufficient and the additional spaces may not be needed in the future.

Martin thanked White and the Park Commission for all of their work on this item. She questioned if the parking lot could be moved west to allow additional green space between the parking lot and the access trail for safety and aesthetic purposes.

White stated that she would follow up to determine if a buffer could be provided.

Kellogg stated that there is a light dashed line box west of the parking lot to identify the area needed for the water tower, which will probably be fenced. He advised that west of the boxed area is a pond, which would prevent further shifting that way.

Martin stated that perhaps the parking lot design should be shifted a bit to provide the buffer.

*Moved by Martin, seconded by Anderson, to accept the Concept Plan and direct staff to work with the developer to move forward with grading and design plans with the suggestion that the Commission consider the Council comments made. **Motion passed unanimously.***

VI. COMMENTS (Continued at 7:36 p.m.)

C. Planning Commission

Finke advised that the Planning Commission will hold their regular meeting the following Tuesday and the agenda includes a public hearing for a 16 lot subdivision immediately south of the Reserve of Medina. He explained that business is slowing down and the Commission is wrapping up the projects for the year, noting that there are a few subdivision proposals pending.

VIII. NEW BUSINESS

A. Lennar – Variance – 3032 Basswood Road – Public Hearing (7:37 p.m.)

Finke presented a request for a variance from the side setback along the western property line of the subject property, which is, zoned PUD. He stated that the product is the model for the detached townhome that is found within the development. He explained that 7.5 feet of setback is required on each side and the home is proposed to be five feet from one property line and ten feet from the other, which meets the standards for the other products found within the Enclave development. He stated that the mistake fell onto the builder, noting that this is the only property within the City that has the 7.5-foot requirement. He stated that the model was almost completely constructed before the error was found and noted that staff has had numerous conversations with the builder since that time. He advised that the variance consideration criteria was included in the Council packet and reported that the Planning Commission held a public hearing to consider the criteria and ultimately recommended approval of the variance request. He stated that if the Council agrees with the findings and the recommended action approval could be given following a public hearing.

Weir opened the public hearing at 7:26 p.m.

No comments made.

Weir closed the public hearing at 7:26 p.m.

Weir stated that she walked the property and there is no visual impact and she would be in favor of the variance request.

Martinson confirmed that the structure is already standing and believed the request should be approved.

*Moved by Pederson, seconded by Anderson, to direct staff to prepare a resolution approving the requested variance based upon the findings described in the staff report and subject to the conditions described in the report. **Motion passed unanimously.***

B. Update on Pioneer Sarah Watershed Third Generation Plan (7:42 p.m.)

Johnson stated that on October 17th the Pioneer Sarah Watershed met to discuss the Third Generation Plan update. He briefly summarized the items that had been discussed and confirmed that cities can require a higher standard than the Watershed if desired. He advised that the Watershed would like to be proactive and include the Atlas 14 information, which is consistent with Minnehaha Creek Watershed. He noted that there will be cost implications moving forward but noted that this direction is more in line with Elm Creek and Minnehaha Creek Watersheds.

IX. CITY ADMINISTRATOR REPORT

A. Mediacom Broadband Map Review (7:46 p.m.)

Johnson advised that Mediacom did provide a broadband map, which is split into six zones. He stated that Mediacom proposed to begin with three zones in the eastern portion of the City, which are more heavily populated areas.

B. Other (7:47 p.m.)

Johnson reported that the employee recognition dinner is scheduled for January 9, 2014 and will be held at the new Public Works and Police Facility. He advised that the Public Works and Police Facility open house is scheduled for Wednesday, January 22nd and reported that the police and public works departments are scheduled to move into the new facility on November 18th. Johnson noted that there is a part-time police department employee that is taking additional college classes. He stated that currently there is a policy for the City to reimburse up to \$1,000 for continued education courses that coincide with the employee's career for full-time employees. He questioned if the Council would be interested in expanding the policy to include part-time employees that have been with the City for five years or longer. He believed that it would make sense as the City is simply investing in the skills of the employee.

The Council agreed with the policy addition to support part-time employees with five or more years of service to the City.

XI. MAYOR & CITY COUNCIL REPORTS (7:51 p.m.)

Pederson commented that he found the business tour educational and fun. He stated that it has been a pleasure to work with staff on the new Public Works and Police Facility and commended staff for their efforts.

Weir advised that she and Finke attended the Met Council regional meeting at which she spoke at the transportation table regarding disconnect between the rapidly increasing density requirements and the failing roadways (Highway 55 and CR 116). She stated that although she did not get any firm answers she believed that she was heard at the meeting. She stated that she also attended the Pioneer Sarah Watershed Strategic Planning Process meeting, noting that there is a new mission statement and priority is planned to include a workable budget that could include projects as well as a budget for public education.

Finke commented on the discussion he heard at the Met Council meeting regarding population calculations. He advised that the region had a slower growth than predicted for the past ten years, noting that Medina was significantly lower than the predicted numbers. He stated that he plans to prepare a letter commenting on the matter that he will bring before the Council at the next meeting for approval.

Martinson stated that she has not been able to attend the Northwest League meetings because of a conflict with the Parks Commission meetings.

Weir commented on the networking opportunity provided at the meeting and stated that she may attend a meeting.

XII. APPROVAL TO PAY THE BILLS (7:58 p.m.)

*Moved by Pederson, seconded by Anderson, to approve the bills, EFT 002324E-002339E for \$54,364.51, and order check numbers 040356-040412 for \$822,594.60, payroll EFT 505265-505288 for \$43,872.27 and payroll check number 020409 for \$475.03. **Motion passed unanimously.***

XI. ADJOURN

*Moved by Anderson, seconded by Martinson, to adjourn the meeting at 7:58 p.m. **Motion passed unanimously.***

Elizabeth Weir, Mayor

Attest:

Scott Johnson, City Administrator