

MEDINA CITY COUNCIL MEETING MINUTES OF MARCH 6, 2018

The City Council of Medina, Minnesota met in regular session on March 6, 2018 at 7:00 p.m. in the City Hall Chambers. Mayor Mitchell presided.

I. ROLL CALL

Members present: Anderson, Cousineau, Pederson, Martin, and Mitchell.

Members absent: None.

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

II. PLEDGE OF ALLEGIANCE (7:00 p.m.)

III. ADDITIONS TO THE AGENDA (7:00 p.m.)

The agenda was approved as presented.

IV. APPROVAL OF MINUTES (7:00 p.m.)

A. Approval of the February 20, 2018 Special City Council Meeting Minutes

*Moved by Pederson, seconded by Cousineau, to approve the February 20, 2018 special City Council meeting minutes as presented. **Motion passed unanimously.***

B. Approval of the February 20, 2018 Regular City Council Meeting Minutes

Johnson stated that Martin has submitted comments that will be incorporated into the minutes.

*Moved by Anderson, seconded by Pederson, to approve the February 20, 2018 regular City Council meeting minutes as amended. **Motion passed unanimously.***

V. CONSENT AGENDA (7:02 p.m.)

A. Accept 2018 Road Material and Equipment Bids

B. Approve Police/Finance Clerk Job Description

C. Approve Planning Director Job Description

D. Approve Seasonal Public Works Maintenance Worker Job Description and Authorize to Recruit and Hire Seasonal Employee

E. Approve Annual Renewal of American Legion Consumption and Display Liquor License

F. Approve Temporary On-Sale Liquor License to the Church of St. Anne on August 26, 2018 at 200 Hamel Road

G. Approve Amendment to 63.90 Park Project Funding Program

H. Resolution No. 2018-15 Accepting Donation from the Hamel Athletic Club

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

VI. COMMENTS (7:04 p.m.)

A. Comments from Citizens on Items not on the Agenda

There were none.

B. Park Commission

Park Commissioner Weir stated that the Commission discussed the park improvement funding policy. She stated that funding for long-term maintenance is an issue still to be addressed along with the park donation program. She provided details on a request for an equipment storage shed at Hamel Legion Park and noted that a compromise was reached to extend the dugout to provide a locked storage area. She stated that there was also a request for yellow fence toppers at Hamel Legion Park, which will provide additional safety and will only be used seasonally and stored in the new locked area in the offseason. She noted that the Hamel Athletic Club provided the City with a check for \$60,000, that was just accepted by the Council, and will be used for field improvements. She stated that the residential zoning district was reviewed in regard to the rear yard setbacks, noting that the Commission recommended that the setback shall not be reduced when they abut public park land.

C. Planning Commission

Finke reported that the Planning Commission canceled it's meeting for March and will meet again in April.

VII. PRESENTATIONS

A. Fire Department Annual Reports (7:10 p.m.)

Hamel Fire Chief Jeff Ruchti stated that 2017 was another great year with the department responding to 170 fire/medical calls, noting that the majority of those calls were due to medical response. He provided the total number of service hours, training hours, and supporting activity hours. He stated that this past year the department recruited two new members, promoted members, and members received certifications. He advised that a new sexual harassment policy was also implemented. He reviewed new equipment that was put into service during the year and advised that the department also made the transition from paper to digital.

Pederson asked what is the biggest challenge for the department.

Chief Ruchti replied that recruitment and retention continue to be an issue. He stated that daytime responders continue to be in high demand position across the state and country.

Loretto Assistant Fire Chief Tim Ryan reviewed the number of service calls for the department and focused on the number within Medina and the service hours within Medina. He stated that the department was able to recruit three daytime responders with the cooperation of local businesses that allow their employees to respond to daytime calls. He reviewed new equipment that was implemented during the past year and advised that new training software was launched in conjunction with other departments. He stated that they were able to secure their first firefighter from Medina this past year.

Long Lake Fire Chief James Van Eyll stated that the full report was provided to the Council. He highlighted upcoming events including the pancake breakfast on April 15th. He reviewed some of the events that the department participated in during the past year

to raise funds for the community. He recognized Loretto Fire Department for the excellent job it did on a recent fire call that department handled. He stated that his department has been approached by Minnetonka Beach to provide emergency fire and rescue services. He noted that Minnetonka Beach currently uses Mound Fire Department for service, but is exploring options for service.

Mitchell received confirmation on the service area for the Long Lake Fire Department. He asked if the department had been talking with the Mound Fire Department.

Chief Van Eyll stated that multiple departments have been working together to create common training software to ensure that the same service is provided by all departments because of the use of mutual aid, especially during the daytime hours when all departments are low on staff.

Mitchell commented that it is great to see the departments working together to ensure that a high level of service is provided.

Maple Plain Fire Chief Justin McCoy provided information on the number of calls received by the department during the past year, noting that 13 calls were generated from Medina. He reviewed the different types of calls responded to and noted that in 2017 the department launched its first ever webpage. He reviewed other data systems and processes that were completed in 2017. He noted that a building needs analysis was completed and the department will be working with the city of Maple Plain on a possible expansion of the department building. He advised of other elements the department plans to implement during the next year including a new Fire Inspector position.

Martin thanked the departments for the service they provide, noting that she likes the calendar with key dates that highlight community events. She stated that it's great to be involved with the community events and see the departments interacting with the community. She stated that she has spoken with all four of the Fire Chiefs and there has been agreement to hold long-term discussions for fire service.

Mitchell stated that Medina has four departments serving its community and appreciates each of the departments.

Pederson echoed the comments and thanked the departments for the excellent service provided.

VIII. OLD BUSINESS

A. Comprehensive Plan Update (7:29 p.m.)

Johnson noted that the Metropolitan Council again deemed the City's plan incomplete.

Finke stated that a copy of the Metropolitan Council letter was included in the Council packet. He stated that staff was not surprised with the comments regarding the staging of the high-density housing. He explained that Met Council staff commented that the staging should begin in 2020, while the Medina plan begins in 2018. He noted that the response from staff will again ask the Met Council staff that the staging plan be passed on to the decision makers for plan review. He referenced the comment about the long-term sewer service area and explained that additional calculations were done regarding

the wetlands and highlighted the area of property that staff suggested be moved back into the long-term sewer service area to meet the calculations. He noted that additional information was requested regarding the City's plans related to keeping inflow and infiltration out of the sanitary sewer system. He noted that comments were made that the City should identify additional tools state the probabilities of and the City using those tools related to affordable housing. He hoped that with these changes, the plan would be deemed complete. He acknowledged that additional conversations will still need to occur regarding high-density housing and the staging of that element.

Martin commended staff for making the information easy to read in the packet, identifying the proposed changes inline with the comments from the Metropolitan Council. She suggested grammatical changes and provided additional input.

Mitchell stated that he is comfortable with the changes suggested by staff and noted that perhaps Martin work with Finke to finalize the language.

Pederson asked where this would put the City in line in terms of review.

Finke replied that to his knowledge Medina is still the only city that has submitted its plan.

*Moved by Martin, seconded by Anderson, to direct staff to make the discussed changes to the 2020-2040 Comprehensive Plan Update and resubmit the Update to the Metropolitan Council for approval. **Motion passed unanimously.***

IX. NEW BUSINESS

A. Ordinance No. 631 Regarding the Requirements of the Single-Family (R1), Single and Two Family (R2), and Mid-Density (R3) Residential Zoning Districts; Amending Chapter 8 of the City Code (7:44 p.m.)

Finke stated that the Comprehensive Plan provides the guidance for updating the official controls of the City. He stated that the proposed changes tonight will focus on low density and medium density residential. He stated that changes to the districts will need to be made in order to align with the draft Comprehensive Plan. He reviewed details on the density ranges for the low and medium density districts and displayed land use maps to provide further examples. He noted that minimal changes are suggested and reviewed the proposed changes to the districts. He noted the recommendation from the planning and park commissions, to require the full rear yard setback for parcels abutting park property. He explained that previously staff had allowed a reduced rear yard setback for those properties. He advised that language proposed by the Planning Commission that would require additional trees on certain developments that were previously agricultural and therefore did not have many existing trees. He reviewed the current height limitations for residential homes and explained how those calculations are done. He noted that the existing limitations were based on being able to provide fire service but provided additional details learned from the Fire Chief and noted that the limitation is outdated and therefore the height could increase.

Mitchell stated that he would be in agreement with increasing the height.

Anderson asked if the builders that staff has been in contact with have suggested a new height limit.

Finke stated that 32 feet has not been a problem and that height would accommodate the floorplans which have been presented to the City. He noted that the other elements of the height limitations could be adjusted as discussed. He stated that additional comments have been made by builders requesting reduced side yard setbacks. He provided an example of a neighborhood which has 10-foot side yard setbacks. He noted that staff is not suggesting any changes.

Martin noted that in the example, development had been authorized as a PUD which provided a higher level of amenities in return for the reduced setback.

Mitchell commented that ten feet is not a lot of space for a setback, especially considering swales that may come into play.

Finke discussed the limitation on the number of units for medium density housing and noted that staff does not suggest any changes.

Mitchell agreed that he is comfortable with the limitation as it exists.

Finke noted that the ordinance is ready for adoption. He stated that the draft Comprehensive Plan is not yet active and therefore language could be added specifying that the language would become active once the draft Comprehensive Plan becomes active. He explained that while this ordinance would not have impacts on the existing Comprehensive Plan, there are ordinances that will need to be updated that should not become active until the draft plan is adopted.

Martin stated that because of the upcoming building season, she would be tempted to adopt the ordinance now to enact the changes proposed in this ordinance amendment.

Batty provided additional details. He stated that staff does not believe that this adoption would trigger any problems, but future ordinances that are going to be updated in this same manner may need to be delayed until the draft Comprehensive Plan is adopted.

Anderson asked how delaying this action would impact the publication of the ordinance by title and summary.

Batty explained that the delay would only impact the date the ordinance would become effective and would not cause any other problems.

Martin suggested grammatical changes.

It was the consensus of the Council that the ordinance should be effective upon adoption.

*Moved by Martin, seconded by Anderson, to Adopt Ordinance No. 631 Regarding the Requirements of the Single-Family (R1), Single and Two Family (R2), and Mid-Density (R3) Residential Zoning Districts; Amending Chapter 8 of the City Code with the changes discussed. **Motion passed unanimously.***

1. Resolution No. 2018-16 Authorizing Publication of the Ordinance by Title and Summary

*Moved by Anderson, seconded by Martin, to adopt Resolution No. 2018-16 Authorizing Publication of the Ordinance by Title and Summary. **Motion passed unanimously.***

X. CITY ADMINISTRATOR REPORT (8:16 p.m.)

Johnson reminded the Council of the business forum at 7:30 a.m. on Thursday, March 8th with the business tours to follow.

Martin asked for details on the next Council agenda.

Johnson replied that at this time the agenda only includes two items.

XI. MAYOR & CITY COUNCIL REPORTS (8:17 p.m.)

Mitchell stated that the fire department metrics can now be updated with the information from the fire department reports. He noted that these data metrics provide the City with valuable information. He discussed information from a leader's book that he recently received which states the importance of details. He commented that staff does an excellent job providing the Council with very accurate details in order to make a decision. He stated that everyone does the best they can with the information they have. He stated that there is an upcoming election season in 2018 and encouraged the City to ensure that there is a clean election in Medina.

Martin stated that she and Mitchell worked on the draft letter regarding PERA. She stated that there are changes to the PERA plan that have been fast tracked through the State Legislature. She provided details from the League of Minnesota Cities report on PERA, which has similar comments to those made by Mitchell and echoed by the Council.

Martin asked if staff could forward the list of community events from the fire departments.

Johnson advised of a digital calendar that includes those events.

XII. APPROVAL TO PAY THE BILLS (8:27 p.m.)

*Moved by Anderson, seconded by Martin, to approve the bills, EFT 004512E-004527E for \$60,876.44 and order check numbers 046979-047042 for \$79,157.36 and payroll EFT 0508483-0508509 for \$50,351.37. **Motion passed unanimously.***

XIII. ADJOURN

*Moved by Anderson, seconded by Martin, to adjourn the meeting at 8:28 p.m. **Motion passed unanimously.***

Bob Mitchell, Mayor

Attest:

Jodi M. Gallup, City Clerk