

## **MEDINA CITY COUNCIL MEETING MINUTES OF FEBRUARY 19, 2019**

The City Council of Medina, Minnesota met in regular session on February 19, 2019 at 7:00 p.m. in the City Hall Chambers. Mayor Martin presided.

### **I. ROLL CALL**

**Members present:** Albers, Anderson, DesLauriers, Martin, and Pederson.

**Members absent:** None.

**Also present:** City Administrator Scott Johnson, City Attorney Ron Batty, City Engineer Jim Stremel, City Planning Director 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 5, 2019 Regular City Council Meeting Minutes**

*Moved by Anderson, seconded by DesLauriers, to approve the February 5, 2019 regular City Council meeting minutes as presented. **Motion passed unanimously.***

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

#### **A. Approve Hamel Legion Park Concession Services Agreement with CJS, LLC**

#### **B. Approve Job Description for Public Works Foreman and Authorize Internal Recruitment**

#### **C. Approve Job Description, Authorize Recruitment and Hiring of Seasonal Public Works Technician**

#### **D. Resolution No. 2019-05 Accepting Donation from Hamel Lions Club**

#### **E. Resolution No. 2019-06 Supporting Transportation Funding**

#### **F. Approve Agreement by and between the City of Medina and U.S. Home Corporation**

Pederson referenced the public works foreman job description and suggested that the language be changed for consistency.

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

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

#### **A. Comments from Citizens on Items not on the Agenda**

Martin commended and congratulated Sue Vancleaf, who has reported for City matters for 16 years, for the recent awards that she has received.

**B. Park Commission**

Park Commissioner Weir stated that the Commission has been reviewing the 2019 goals and revising the trail plan. She stated that the main goal for 2019 is to gain resident support to adequately finance the municipal park fund to fund necessary capital park replacements as the park assets depreciate. She stated that \$112,000 is needed each year in order to fund future park equipment replacement and maintain the parks in a functional and safe condition. She stated that the Park Commission is proposing to hold a series of small neighborhood park meetings within the parks on dates that other events are scheduled to meet and engage residents.

Pederson commented that the timing of the events to coincide with other planned activities will be good and stated that this seems to be a good plan to engage residents.

DesLauriers agreed that this is a fantastic idea to engage people out in the community and educate them on the costs for replacement of the equipment.

Weir confirmed the consensus of the Council for the Park Commission to continue the plan for public engagement.

**C. Planning Commission**

Planning Commissioner Neilson stated that the Planning Commission met the previous week and received public input regarding night lighting. She stated that the Commission unanimously recommended approval of the Commercial Neighborhood zoning district, which is a lower intensity zoning than Commercial Highway and will account for two parcels proposed for rezoning. She stated that the Commission also considered the rezoning of the 35 properties for consistency with the 2040 Comprehensive Plan, noting that the Commission recommended approval of 30 of the 35 properties. She stated that the Commission reviewed a Conditional Use Permit for four accessory structures and recommended approval with certain conditions. She reported that the Commission also reviewed a proposed amendment to the Rural Residential RR-1 zoning district, and unanimously recommended approval to amend the side yard setback.

Finke stated that there were additional public comments regarding a property located at Highway 55 and Willow Drive, specifically regarding the delayed staging, and noted that the property owner will work with staff to investigate options.

**VII. NEW BUSINESS**

**A. Brockton Lane Sanitary Sewer Improvement Project – Public Hearing  
(7:18 p.m.)**

Josh Eckstein, Bolton & Menk, reviewed the project timeline and the proposed project area. He stated that the sanitary sewer component will be at the north end of the project area and will be staged into halves. He provided details on the elements of the sanitary sewer project and reviewed the proposed project cost. He reviewed the project financing which includes use of the sewer fund as well as special assessments against the benefiting properties. He reviewed the assessment policy and noted an estimated assessment amount of \$5,375 per unit which is based on the engineer's estimate and will change based on the bids received. He noted that if approved tonight, the bids would be opened on March 21<sup>st</sup>, with a substantial completion date in October, and certification of the assessment role in November.

DesLauriers asked for clarification on the number of properties and the number of units.

Eckstein replied that there are seven properties and six units, explaining that one home has a house and garage that lie on two properties but have only one sewer connection.

Anderson asked which City would make the ultimate decision on the bids.

Scherer replied that the sanitary sewer project is solely located in Medina and therefore Medina would make that decision.

Eckstein noted that one unit is within Plymouth and would be assessed for the project.

Pederson asked if there have been comments from residents on the proposed assessment amount.

Eckstein replied that he has not yet received comments.

Scherer stated that he spoke with some residents at the open house and believed most of the residents are aware.

Pederson asked if the contractor would be charged if they exceed the project timeline.

Eckstein replied that the standard liquidated damage language would be contained within the contract.

Scherer asked if the final lift would be completed this fall or whether that would be delayed to the spring.

Eckstein replied that the final lift will occur in the fall, which will protect the curb and gutter.

Martin opened the public hearing at 7:31 p.m.

No comments made.

Martin closed the public hearing at 7:31 p.m.

**1. Resolution No. 2019-07 Ordering the 2019 Brockton Lane Sanitary Sewer Improvement Project, Approving Plans and Specifications, and Ordering Advertisement for Bids**

*Moved by Pederson, seconded by Anderson, to Adopt Resolution No. 2019-07 Ordering the 2019 Brockton Lane Sanitary Sewer Improvement Project, Approving Plans and Specifications, and Ordering Advertisement for Bids. **Motion passed unanimously.***

**B. Hickory Drive Street and Utility Improvement Project (7:33 p.m.)**

Stremel stated that an update was included in the Council packet, noting that the project details have not changed much. He stated that the grant funding was secured for 2019 and therefore City staff recommends proceeding with construction in 2019. He stated that the property owner has signed the agreement for property acquisition and the next step would be to sign the documents for easements. He discussed the possibility of electronic bidding and noted that a draft bidding policy was included in the Council

packet. He reviewed the benefits of using the electronic bid process including ensuring complete bids, better accuracy, automatic tabulation of the bids when opening, and maximizing the potential number of bidders.

DesLauriers asked if the digital process would exclude some bidders that are not able to submit electronic bids.

Stremel stated that this process is not much different than what contractors are doing today. He explained how contractors update their own spreadsheet document, noting that this bidding process provides that spreadsheet which becomes more efficient rather than requiring bidders to handwrite the bids on the form. He stated that it could be possible that smaller contractors that do not have good connection to the internet may be excluded. He noted that this is a larger project and therefore the contractors that would be bidding would most likely have sufficient internet connection. He noted that bidders do not need to be present at the bid opening and there is no additional cost for this electronic format. He suggested using electronic bidding for this project as a trial and noted that the Council could then consider the draft language for a policy in the future.

Martin referenced specific language in the proposed resolution that should be amended to allow electronic bidding.

Johnson noted that the policy does not have to be adopted tonight, this project could be used as a trial.

Batty stated that it was his suggestion that this process be used as a trial for the process and if liked, the policy could be drafted.

Albers asked the amount of time that would be saved on the review after bids are received.

Stremel estimated that several hours would be saved with this process, as the tabulation is instantly provided when opening the bids.

**1. Resolution No. 2019-08 Approving Plans and Specifications for the Hickory Drive Street and Utility Improvement Project and Ordering the Advertisement for Bids**

*Moved by Martin, seconded by Pederson, to Adopt Resolution No. 2019-08 Approving Plans and Specifications for the Hickory Drive Street and Utility Improvement Project and Ordering the Advertisement for Bids, amending section two of the resolution, striking the last sentence and replacing it with, "No bids will be considered unless filed in accordance with the instructions set forth in the instructions to bidders and accompanied by all the materials required by such instructions". **Motion passed unanimously.***

**VIII. CITY ADMINISTRATOR REPORT (7:54 p.m.)**

Johnson reminded Council that the Uptown Hamel Open House is scheduled to take place the following night at 5:00 p.m.

Anderson asked if there are contingency plans with the forecasted weather.

Finke clarified that there are three open house meetings, with the intent that the input received at each open house would help guide the format of the next open house meeting.

**IX. MAYOR & CITY COUNCIL REPORTS (7:55 p.m.)**

DesLauriers stated that he attended the West Metro Drug Task Force meeting on February 14<sup>th</sup> and commended the group for the great work they continue to do.

Pederson stated that he received a call from a resident regarding tree plantings and location and noted that he spoke with Scherer to follow up.

**X. APPROVAL TO PAY THE BILLS (7:56 p.m.)**

*Moved by DesLauriers, seconded by Anderson, to approve the bills, EFT 004967E-004980E for \$47,627.60 and order check numbers 048458-048493 for \$313,006.54 and payroll EFT 0509227-0509258 for \$54,059.49. **Motion passed unanimously.***

**XI. ADJOURN**

*Moved by Anderson, seconded by DesLauriers, to adjourn the meeting at 7:57 p.m. **Motion passed unanimously.***

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Kathy Martin, Mayor

Attest:

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Jodi M. Gallup, City Clerk