

MEDINA CITY COUNCIL MEETING MINUTES OF DECEMBER 18, 2018

The City Council of Medina, Minnesota met in regular session on December 18, 2018 at 7:00 p.m. in the City Hall Chambers. Mayor Martin presided.

I. ROLL CALL

Members present: Anderson, Cousineau, 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, Finance Director Erin Barnhart, 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 December 4, 2018 Regular City Council Meeting Minutes

Martin noted that she and the bond counsel provided written comments to be incorporated.

*Moved by Anderson, seconded by Pederson, to approve the December 4, 2018 regular City Council meeting minutes as amended. **Motion passed unanimously.***

V. CONSENT AGENDA (7:01 p.m.)

A. Approve Final Pay Voucher for Water Tower Rehabilitation Project

B. Approve Final Pay Voucher for Sanitary Sewer Lining Project

C. Approve Final Pay Voucher for Deerhill Preserve Improvement Project

D. Approve Updated Dugout Quote with Beacon Athletic

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

VI. COMMENTS (7:02 p.m.)

A. Comments from Citizens on Items not on the Agenda

There were none.

B. Park Commission

Scherer reported that the Park Commission will meet the following night to complete a review of the Trail Plan, noting that a lot of planned trails have been removed between 2013 and 2018. He stated that the Commission will also discuss goals for the upcoming year.

C. Planning Commission

Albers reported that the Planning Commission met the previous week to hold a public hearing on an ordinance amending the official zoning map to rezone various properties for consistency with the Comprehensive Plan. He noted that the proposal included 35 properties throughout the City and advised that the meeting was well attended by members of the public. He stated that the Commission also received over 30 comments prior to the meeting via telephone and email. He stated that during the meeting there were over 12 speakers that spoke in opposition of proposed zoning changes, with a focus on three areas: parcels 15 and 19, 32 and 34, and parcel 29. He stated that a majority of the people spoke in opposition of parcels 15 and 19 change to commercial highway, parcels 32 and 34 proposal to change to R-4, and change of parcel 29 to RR. He reviewed the options the Commission had in terms of action and advised that the Commission chose to table the action and direct staff to investigate alternative options that would be available for zoning to bring back before the Commission.

DesLauriers commented that the Commission handled the comments from the public very well and Albers' experience as a part of the Comprehensive Plan Steering Committee enhanced his expertise in this matter.

Anderson echoed the comments of DesLauriers, noting that it was a tough crowd and Albers did a great job managing the comments and represented the City well.

VII. PRESENTATIONS

A. Resolution No. 2018-91 Thanking Council Member Lorie Cousineau (7:08 p.m.)

Martin stated that Cousineau has served the City well during her four-year term and has chosen not to continue on the Council. She read aloud the proposed resolution recognizing Lorie Cousineau for her service to the City of Medina on the City Council.

Cousineau thanked each member of the Council and staff present tonight for their assistance and guidance throughout the past four years. She stated that she will miss everyone, but the members of the Council and staff are beyond qualified to continue to serve the community.

Martin stated that it has been a pleasure to work alongside Cousineau.

Anderson commented that Cousineau always cared and always came prepared.

Pederson stated that the Council will miss Cousineau as she has done a wonderful job.

*Moved by Martin, seconded by Pederson, to Adopt Resolution No. 2018-91 Thanking Council Member Lorie Cousineau. **Motion passed unanimously.***

VIII. NEW BUSINESS

A. Ordinance No. 641 Adopting an Amended Fee Schedule – Public Hearing (7:12 p.m.)

Johnson stated that an updated fee schedule was provided to the Council tonight.

Barnhart highlighted the proposed changes to the fee schedule, noting that an option for residents to pay with credit cards will be offered at all City offices. She advised that the resident/customer would pay for the charges incurred for using the credit card service option. She noted that per the utility rate analysis that was conducted this summer, the sewer rate was lowered for two areas of the City that are not anticipated to need sewer projects in the near future. She stated that a two percent water increase, three percent sewer increase, and three percent stormwater increase was included for the user fees per the City budget.

Johnson noted that the fee increases would be higher if not for the actions of staff in connecting irrigation to stormwater ponds.

Barnhart advised of additional language cleanup that was done for building permits and inspections.

Anderson referenced the sewer and water rates, which have a proposed increase. He asked when the last increase has occurred.

Barnhart noted that for the past several years the increase has been three percent for both water and sewer, so this will be the first year that water is proposed at two percent rather than three percent.

DesLauriers asked if it would be easier to use a three or four percent flat credit card fee rather than simply stating the resident/customer would be responsible for the service charge for credit cards.

Barnhart stated that they did some trial runs in the planning department in an attempt to figure out the rate. She explained that the fee is higher for some types of cards, such as American Express, compared to using a Visa. She stated that the service charge would be displayed for the user to accept or decline and noted that if the customer chooses to decline, the customer could then pay with an alternate form of payment. She advised that residents using a credit card to pay for utilities would continue to not be charged for the service charge as that is a service the City provides and will continue to offer.

DesLauriers referenced the Hamel Urban Service Area and stated that fee really sticks out, noting that perhaps in the future it would be helpful to have additional information.

Scherer stated that those fees incorporate projects that the City needs to accomplish in that area in the future. He stated that in the past there was a shortfall in the funds needed to accomplish infrastructure projects, such as the water treatment plant. He agreed that fee does stick out but noted that there was a recent review to determine future projects and funding that will be needed.

Pederson asked if utility fees can be setup to be paid with a credit card on a reoccurring basis or whether the resident would have to come into City Hall.

Barnhart explained that the resident can log into their account on a computer and setup for either a one-time credit card payment or setup for reoccurring payments. She noted that staff does not accept credit card payments over the phone. She stated that it is the goal of staff to have the reservations for the Hamel community building to be made exclusively online within the next year. She noted that the Medina rate was removed for

reserving the building in 2019 as it would not be possible to determine residency via online reservations. She noted that people were also finding loopholes in that process, having a resident pay with a check even though the building was being used by a non-resident.

Pederson stated that the fee should probably increase for the rental of the building because of building updates that will be needed, such as paint and other maintenance.

Barnhart stated that staff will complete an analysis on the community building in the next year.

Martin stated that she would also support an increase in the rate for the community building rental. She also believed that the rental rate for tennis courts is very low. She stated that because the rates are so low, they are often rented which prevents residents from using the courts for recreation.

Anderson agreed that a higher rate would be appropriate for tennis court rental.

Scherer stated that he made a similar comment that residents pay for the courts through taxes and therefore the rental rate should either be increased or the option to rent the courts should be removed, which would make the courts available to residents more often.

Martin suggested raising the rate for tennis court rentals for groups to \$15 or \$20, rather than the current rate of \$2.

Anderson agreed that groups of people should be paying a higher amount. He noted that LifeTime charges \$35 or \$40 per hour for rental of their courts.

Barnhart stated that the people renting the courts are using them for lessons and therefore are gaining revenue from the rental.

Pederson asked if there would be a liability for the City for people conducting lessons.

Johnson noted that proof of insurance is needed for those individuals.

Barnhart noted that the people conducting lessons are reserving a good amount of time throughout the season.

Pederson stated that he would be inclined to raise the rate to \$20 per hour for court rental and confirmed the consensus of the Council.

Martin referenced the field house bathrooms and portable bathrooms. She asked if the fee covers the cleaning services.

Scherer stated that the fee is what the City is charged for the portable bathroom use. He noted that if the field house bathrooms are rented, the fee covers the cleaning charge.

Martin stated that the field charges seem low if the City is preparing the fields.

Johnson stated that the renter is preparing the fields.

Scherer stated that staff picks up the trash that is not picked up by the user and emptying the trash but confirmed that staff is not preparing the field.

Martin stated that the fee to rent a field for 2.5 hours is \$25 and she noted that the fee for tennis court rentals is agreed to increase to \$20 per hour.

Johnson stated that the fees are based on discussions and agreements with area baseball organizations.

Scherer was unsure if this fee was for HAC or outside users.

Martin stated that perhaps staff could conduct an analysis on the rental of City baseball fields and tennis courts.

Scherer noted that Assistant City Administrator Gallup would have the information to provide additional details on how the fees are based for certain rentals.

It was confirmed that staff is directed to complete additional analysis on the rental of City baseball fields and tennis courts.

Martin opened the public hearing at 7:37 p.m.

No comments made.

Martin closed the public hearing at 7:37 p.m.

*Moved by Pederson, seconded by Cousineau, to Adopt Ordinance No. 641 Adopting an Amended Fee Schedule, with additional amendment to raise the increase for tennis court rental to \$20 per hour. **Motion passed unanimously.***

1. **Resolution No. 2018-92 Authorizing Publication of Ordinance by Title and Summary**

*Moved by Anderson, seconded by Cousineau, to Adopt Resolution No. 2018-92 Authorizing Publication of Ordinance No. 641 by Title and Summary. **Motion passed unanimously.***

B. Maple Grove Comprehensive Plan Review (7:39 p.m.)

Finke stated that staff is not recommending any comments and provided a summary of his review that was included in the staff report.

Martin stated that perhaps when there is a light agenda it would be helpful to have a more comprehensive discussion on the regional transportation needs and proposed improvements.

Pederson asked if there is any idea on estimated timeframes trail system connection along 101.

Finke stated that he could reach out to staff from Maple Grove on the connection.

Johnson noted that there will be some connection to CR 101 through the proposed Brockton interchange and advised that he will gain additional details.

IX. CITY ADMINISTRATOR REPORT (7:45 p.m.)

Johnson stated that Batty came across some interesting information in State Statute this afternoon.

Batty stated that earlier this afternoon, he reviewed the applicable statutes for terms of office for newly elected Council members and when those terms go into effect. He stated that the first meeting of the City Council is scheduled for Wednesday, January 2nd. He read aloud the language in State Statute regarding terms, noting that the terms will commence on the first Monday in January following appointment. He stated that the first Monday is not until January 7th, therefore Cousineau would continue to be on the Council at the January 2, 2019 meeting and Albers would not become effective until January 7, 2019. He proposed a solution which would allow Albers to become effective for the first meeting in January, noting that Cousineau would need to resign between now and the January 2nd meeting, and at the January 2nd meeting the Council could declare a vacancy and appoint Albers to fill that vacancy of five days. He noted that the three members appointed through the election (Albers, Martin and DesLauriers) would then need to be sworn in between January 7th and January 15th.

Cousineau stated that she would happy to do whatever is easiest for the City.

Batty stated that he simply provided a scenario in which the action could occur prior to the January 7th date when the elected officials become official. He noted that Cousineau could also continue to be a member of the Council and chose whether to attend the January 2nd meeting, with Albers then becoming official on January 7th and joining the Council at the second meeting in January.

Anderson noted that dependent upon the travel schedules of the Council, the first meeting in January could also be moved one week to January 8th.

Pederson stated that after four years of being on the Council, he would not want it to show that Cousineau resigned.

Cousineau agreed that she would not want it to show that she resigned either and would simply prefer to just continue to serve through the January 2nd meeting. She stated that she is happy to attend the January 2, 2019 meeting.

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

Anderson stated that he, Pederson and DesLauriers attended the public meeting for the Brockton interchange project.

Martin commented that she also attended and noted that it was a well-run meeting.

Pederson asked and received confirmation that on emails that are sent to all Council members, it was decided that Martin would respond on behalf of the Council (unless another Council Member preferred to respond), while comments that are made to individual Council members should be responded to by that Council member.

Martin commented that the holiday recognition event was a nice evening.

XI. APPROVAL TO PAY THE BILLS (7:54 p.m.)

*Moved by DesLauriers, seconded by Anderson, to approve the bills, EFT 004891E-004909E for \$63,453.04 and order check numbers 048207-048270 for \$769,067.51 and payroll EFT 0509109-0509140 for \$55,790.04. **Motion passed unanimously.***

XII. ADJOURN

*Moved by Anderson, seconded by Cousineau, to adjourn the meeting at 7:54 p.m. **Motion passed unanimously.***

Kathleen Martin, Mayor

Attest:

Jodi M. Gallup, City Clerk