

**MEDINA CITY COUNCIL WORK SESSION MEETING MINUTES OF**  
**JULY 21, 2020**

The City Council of Medina, Minnesota met in work session on July 21, 2020 at 6:00 p.m. at the Medina City Hall, 2052 County Road 24, Medina, MN.

**I. Call to Order**

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

**Members absent:**

**Also present:** City Administrator Scott Johnson, Assistant City Administrator Jodi Gallup, Public Works Director Steve Scherer, Finance Director Erin Barnhart, Public Safety Director Jason Nelson, and Planning Director Dusty Finke

**II. 2021 Budget – General Fund**

Finance Director Erin Barnhart provided the City Council with an updated draft budget for 2021. The budget includes \$36,012 in staff budget cuts and keeps the line items flat per City Council direction. Council requested information on property/liability/auto insurance through the League of Minnesota Cities Insurance Trust (LMCIT). Staff is proposing a 9% insurance increase and will know the renewal amount from LMCIT in March. The City of Medina does receive a dividend back from LMCIT most years. The draft budget includes an increase of \$81,112 (payroll increases of approximately \$60,000). The 2021 draft budget includes \$248,148 in new revenue based on the market value increase of 4.8% experienced in Medina.

Medina faces large expenditures for police and fire in the future. The police department will need to replace squad cameras and add body cameras. The cost is in the capital improvement budget (CIP) for \$100,000 and will also include a future general fund expense of approximately \$10,000 per year for data storage. Chief Nelson also discussed the need to add back the part-time Administrative Assistant in the 2021 budget. The current full-time Administrative Assistant does not have a back-up, has seen an influx in demands and the department is mandated to use a new incident reporting program. The City Council directed staff to include the part-time Administrative Assistant to the 2021 budget.

A new records management system will also be needed in the future. The current system is 10 years old and the department may be forced to change to another system. The police department is also requesting the implementation of Lexipol for its department policies soon. The policy system enhances our liability cushion for the police department. Lexipol costs \$10,000 to start and then has a yearly fee of approximately \$6,300. The majority of the City Council directed staff to include Lexipol in the CIP for 2022.

\$50,000 was included in the 2021 draft budget as a discussion point for the City Council. The \$50,000 would be budgeted to pay expenses in 2021 for a possible fire district model or as a place holder which does not need to be spent. The majority of the City Council

directed staff to include the \$50,000 in the budget for 2021. The other members of the City Council thought the fire study should be completed before funds are allocated for 2021. Council agreed to bringing a resolution forward to assign \$50,000 from reserves as a place holder for future fire expenses.

Public Works Director Steve Scherer provided an update on future road projects. Some road projects have been pushed off due to COVID-19. Staff is looking into options for Hackamore Road, including a possible overlay project instead of reconstructing the road at this time. Staff is in the process of reevaluating and reprioritizing roads.

**Recess**

*Albers made a motion to recess the meeting at 6:59 p.m. and continue the discussion during the 7:00 p.m. City Council Meeting on July 21, 2020. Pederson seconded the motion.*

*Pederson      Aye  
Anderson      Aye  
DesLauriers   Aye  
Albers          Aye  
Martin          Aye*

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Kathleen Martin, Mayor

Attest:

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Jodi M. Gallup, City Clerk