

MEDINA CITY COUNCIL MEETING MINUTES OF JANUARY 5, 2021

The City Council of Medina, Minnesota met in regular session on January 5, 2021 at 7:00 p.m. in the City Hall Chambers. Mayor Martin presided.

Martin stated that this meeting is being held in a virtual format due to the ongoing pandemic. She provided instruction on how members of the public can participate in the meeting.

I. ROLL CALL

Members present: Albers, Cavanaugh, DesLauriers, Martin, and Reid.

Members absent: None.

Also present: City Administrator Scott Johnson, Assistant City Administrator Jodi Gallup, City Attorney Ron Batty, Finance Director Erin Barnhart, City Engineer Jim Stremel, City Planning Director Dusty Finke, Public Works Director Steve Scherer, and Chief of Police Jason Nelson.

II. PLEDGE OF ALLEGIANCE AND CEREMONIAL MATTERS (7:04 p.m.)

Martin welcomed the newly elected members of the Council.

- A. Oath of Office for Mayor Kathleen Martin**
- B. Oath of Office for Councilmember Joseph Cavanaugh**
- C. Oath of Office for Councilmember Robin Reid**

Gallup administered the ceremonial Oath of Office to Martin, Cavanaugh, and Reid. She noted that all three members signed the appropriate paperwork and were administered the Oath of Office prior to tonight's meeting.

III. ADDITIONS TO THE AGENDA (7:08 p.m.)

The agenda was approved as presented.

IV. APPROVAL OF MINUTES (7:08 p.m.)

A. Approval of the December 15, 2020 Regular City Council Meeting Minutes

Martin stated that prior to the meeting, Johnson distributed proposed changes to the minutes as suggested by her.

Moved by Martin, seconded by Albers, to approve the December 15, 2020 regular City Council meeting minutes as amended.

A roll call vote was performed:

DesLauriers aye
Albers aye
Reid aye
Cavanaugh aye
Martin aye

Motion passed unanimously.

V. CONSENT AGENDA (7:09 p.m.)

- A. Adopt 2021 Meeting Calendar**
- B. Approve 2021 Pay Equity**
- C. Approve Amended Job Description and Appoint Nicole Jacobson to the Position of Part-Time Administrative Assistant in the Police Department**
- D. Approve Amended Job Description and Appoint Nichole Vogel to the Position of Part-Time Administrative Assistant in the Administration/Finance Department**
- E. Amend 94.00 Investment Policy**
- F. Resolution No. 2021-01 Accepting Donation from Doboszinski and Sons, Inc.**

Moved by Cavanaugh, seconded by DesLauriers, to approve the consent agenda.

A roll call vote was performed:

<i>Albers</i>	<i>aye</i>
<i>Reid</i>	<i>aye</i>
<i>Cavanaugh</i>	<i>aye</i>
<i>DesLauriers</i>	<i>aye</i>
<i>Martin</i>	<i>aye</i>

Motion passed unanimously.

VI. COMMENTS (7:11 p.m.)

A. Comments from Citizens on Items not on the Agenda

There were none.

B. Park Commission

Scherer stated that the Park Commission did not meet in December. He stated that the HAC group has been awarded roughly \$150,000 for the lights on the Paul Fortin field through a Twins grant. He stated that there would still be about \$150,000 needed to complete the project. He stated that there would be a discussion between the City and the group to determine the cost split of that additional portion of the project. He stated that the parks have been busy, noting that sliding hills have been abuzz with children. He stated that the skating rinks are well used.

Martin commented that the use of the parks is a great reflection on City staff and other community groups. She stated that it is great to see children using the parks.

C. Planning Commission

Finke reported that the Planning Commission will be meeting the following week to hold two public hearings to consider a Conditional Use Permit for a riding arena addition to an existing barn and to review the City's storm water management regulations.

VII. OLD BUSINESS

A. Mark Smith (Mark of Excellence Homes) – Weston Woods – Preliminary Plat and PUD General Plan of Development – E. of Mohawk Dr, N. of Hwy 55 and 1952 Chippewa Road (7:16 p.m.)

Johnson stated that following the December review of this item, staff was directed to prepare the documents for approval and put the item on the agenda under Old Business. He noted that typically this would appear under the Consent Agenda, but it was the City Council's decision to bring this back under Old Business. He noted that the changes suggested at the December 15th meeting have been incorporated by staff.

Finke stated that changes were made to section six related to the architectural guidelines as suggested by the Council. He stated that another addition was adding language related to wetland bounce on the wetland south of the newly created Chippewa Road and reviewed those details. He stated that with those changes, staff recommends adoption as noted in the staff report.

Albers asked how much rain would occur to generate a half foot wetland bounce.

Stremel stated that the bounce would relate to a 100-year event, which is around seven inches of rain in a 24-hour period.

Finke stated that the model for what is proposed would be below a half foot and is modeled to return back to the typical level after 18 hours.

Cavanaugh referenced Diamond Lake Trail, noting that one alternative may come down Mohawk. He asked if that would be proposed on the west or east side of Mohawk.

Finke stated that one of the alternatives for that trail comes down Arrowhead Drive on the east of the site. He stated that the trail would be on the east side of Arrowhead on the trail corridor the City already has in place. He stated that as far as he could tell, the trail remained on Arrowhead and did not come further into the subject site.

Mark Smith, applicant, thanked everyone for the work that has been done throughout this process. He referenced the changes proposed for Section 6 noting that he agrees with the changes to A and B. He referenced C and stated that while he agreed to do some screening and separation on the two-level rowhomes that have the patios together, but that does not work on the twin homes.

Martin stated that her recollection also was that the screening comment pertains to the patios of the rowhomes as well and agrees with the comments of the applicant. She confirmed the consensus of the Council that the partition for the patios would apply only to the rowhomes and not the twin homes.

Smith stated that it would be difficult to have partitions between the upper-level decks and could look strange. He believed that the partition would apply only to the ground level patios.

Albers recognized the comments of the applicant and agreed that it would make the most sense at the ground level. He believed that the different architectural details that will be added to the backside of the rowhomes would satisfy that requirement.

Martin noted that Section 6C would include partitions between the patios of the rowhome units.

Smith asked if the word screening could replace partition as he may be able to create separation in a more pleasing manner.

Albers asked the type of vegetation that would be used for screening. He noted that some vegetation would not provide adequate screening while other types would and could be very attractive.

Martin asked if the words privacy screening would be agreeable to the Council and confirmed consensus with that language with both the Council and applicant.

Cavanaugh asked if vegetation were to be used for screening, would that then be covered in the association documents to ensure long-term maintenance.

Smith confirmed that would be addressed in the association documents and would be maintained in that manner.

Martin confirmed that language could be added to Section 6C stating that the privacy screening would be maintained by the HOA.

Smith referenced Section 6D related to vegetative screening of the utility boxes. He stated that he has attempted to do that in the past, but the utility companies do not like that feature and often cause damage to the landscaping which causes problems. He stated that the utility companies want the boxes visible and to be easily accessible, therefore while that screening looks great when it goes in, it gets damaged and causes problems.

Scherer stated that there is a two-foot clear zone on the electrical boxes. He was unsure of the rules for the other utility boxes. He stated that those boxes are within the right-of-way and therefore the City does not want that clogged up.

DesLauriers stated that he was vocal last time that the green rectangle box is not aesthetically pleasing but recognized that the applicant does not have much control over that. He stated that perhaps another cover could be used for the boxes.

Scherer stated that cannot be done with electrical boxes. He stated that some shrubs could be placed behind the box to dampen the effect, if desired, but those boxes need to be visible and accessible as they are worked on. He noted that residents are creative and sometimes paint utilities.

DesLauriers stated that Hamel Road never had these boxes but now they appear everywhere, and they do not look very good.

Sherer commented that when the electrical poles went away the electrical boxes popped up.

Martin commented that she is willing to remove that language.

Reid agreed that the applicant has done all that he can, and this is not under his control.

Martin confirmed that Section 6D would be stricken from the proposed resolution granting preliminary plat and PUD general plan approval.

1. Ordinance No. 667 Establishing a Planned Unit Development District for “Weston Woods of Medina” and Amending the Official Zoning Map

Moved by Martin, seconded by DesLauriers, to adopt Ordinance No. 667 Establishing a Planned Unit Development District for “Weston Woods of Medina” and Amending the Official Zoning Map.

A roll call vote was performed:

*DesLauriers aye
Albers aye
Cavanaugh aye
Reid aye
Martin aye*

Motion passed unanimously.

2. Resolution No. 2021-02 Authorizing Publication of Ordinance by Title and Summary

Moved by Martin, seconded by DesLauriers, to adopt Resolution No. 2021-02 Authorizing Publication of Ordinance No. 667 by Title and Summary.

A roll call vote was performed:

*Reid aye
Cavanaugh aye
Albers aye
DesLauriers aye
Martin aye*

Motion passed unanimously.

3. Resolution No. 2021-03 Granting Preliminary Plat and PUD General Plan Approval for Weston Woods of Medina

Moved by Martin, seconded by Albers, to adopt Resolution No. 2021-03 Granting Preliminary Plat and PUD General Plan Approval for Weston Woods of Medina as presented in the redline version distributed to the Council on January 4, 2021 with the following modifications: item 6C shall be modified to read “privacy screening between the ground level patios of the rowhome units to provide separation of the outdoor areas adjacent to such units, which shall be maintained by the HOA; and item 6D shall be stricken.

A roll call vote was performed:

*DesLauriers aye
Albers aye*

Reid aye
Cavanaugh aye
Martin aye

Motion passed unanimously.

VIII. NEW BUSINESS

A. Resolution No. 2021-04 Establishing 2021 Appointments and Designations to Various City Services, Authorities, Commissions and Agencies (7:51 p.m.)

Martin stated that Johnson distributed a revised version to the Council earlier today and highlighted the change to the Elm Creek Watershed alternate position. She stated that the City always designates an Acting Mayor, noting that the appointment of that position signifies that the appointed has some experience. She noted that DesLauriers was previously appointed to that position when former Council Member Pederson was out of town and he is slated to continue in that position. She stated that other members of the Council are designated to other liaison positions and provided background information on how those appointments are made. She recognized that both Reid and Cavanaugh have a great deal of experience serving in different positions of the City. She explained why certain moves were proposed in order to expose members to different areas and gain additional knowledge in those areas.

Johnson asked if there were any questions or concerns with the designations as proposed.

Moved by DesLauriers, seconded by Reid, to adopt Resolution No. 2021-04 Establishing 2021 Appointments and Designations to Various City Services, Authorities, Commissions and Agencies as revised and circulated earlier today.

A roll call vote was performed:

DesLauriers aye
Albers aye
Cavanaugh aye
Reid aye
Martin aye

Motion passed unanimously.

B. Arrowhead Drive (North of Highway 55) Improvement Project (8:00 p.m.)

Johnson stated that these improvements were identified in a visioning study completed in 2019.

Stremel provided background information on the visioning study that was completed in 2019. He stated that OSI is currently expanding its building and previously completed the parking lot expansion. He noted that Weston Woods is proceeding with the plans for Chippewa Road. He stated that with those other projects proceeding, it seems appropriate to review the design and proceed with some of the work on Arrowhead Drive. He provided an overview of the proposed improvements for traffic and storm

water. He stated that they want to minimize the disturbance to the existing pavement. He stated that the new storm water pond will minimize the impact of the additional hardcover surface. He stated that they will look to minimize the width of the road in the area between two wetlands in order to minimize that impact. He stated that the intention would not be to pursue final plans for the Meander turn lane as that could come forward with a future project for Meander. He stated that they were able to collect some preliminary data before the snowfall in order to prepare topographical and wetland delineation documents. He noted that the proposal includes different phases because of the complicated process that would be required with MnDOT related to the intersection improvements.

DesLauriers stated that he spoke with Finke related to the construction costs shown in the report. He noted that Stremel agreed to honor the lower amount shown on the report.

Stremel stated that was his mistake and agreed to honor the lower amount in the proposal of \$88,718. He stated that staff is not asking for authorization on the construction services at this time. He stated that they can work towards minimizing the impact on the roadway which could also reduce the construction length. He explained that the action tonight is to authorize design and bidding costs for the project at a cost not to exceed \$110,140. He stated that he does believe that is a conservative estimate for the construction services cost but noted that it would be reviewed as the design process moves forward.

Cavanaugh asked for clarification on the dollar amount that would be approved tonight.

Martin stated that the intent is to proceed with design and bidding for the project which would not exceed \$110,140.

Stremel confirmed that to be correct.

Moved by Martin, seconded by DesLauriers, to authorize staff to commence design of the Arrowhead Drive improvement project based upon the scope of services and not-to-exceed cost estimate of \$110,140.

A roll call vote was performed:

<i>Reid</i>	<i>aye</i>
<i>Cavanaugh</i>	<i>aye</i>
<i>Albers</i>	<i>aye</i>
<i>DesLauriers</i>	<i>aye</i>
<i>Martin</i>	<i>aye</i>

Motion passed unanimously.

IX. CITY ADMINISTRATOR REPORT (8:20 p.m.)

Johnson stated that January 19th will be a busy night for the City Council with the annual goals work session at 5 p.m., the economic development authority meeting at 6:30 p.m. and the regular Council meeting at 7 p.m.

X. MAYOR & CITY COUNCIL REPORTS (8:21 p.m.)

DesLauriers commented that the parks are well used noting that there are 50 to 150 people using the sledding hill and skating rink any time he drives past.

Cavanaugh noted that he has been out with his kids the past few weeks and it has been fantastic. He asked if it would be possible to invite food trucks to the park as an amenity for the users.

Scherer stated that he does not have the answer for that question.

Martin stated that perhaps staff could discuss that inquiry at the next staff meeting.

Johnson confirmed that staff could discuss that at the staff meeting the following day.

XI. APPROVAL TO PAY THE BILLS (8:23 p.m.)

Moved by DesLauriers, seconded by Albers, to approve the bills, EFT 005757E-005781E for \$1,201,750.57, order check numbers 051074-051150 for \$301,399.32, and payroll EFT 0510712-0510738 for \$55,632.18.

A roll call vote was performed:

*DesLauriers aye
Albers aye
Cavanaugh aye
Reid aye
Martin aye*

Motion passed unanimously.

XII. ADJOURN

Moved by Cavanaugh, seconded by Reid, to adjourn the meeting at 8:25 p.m.

A roll call vote was performed:

*DesLauriers aye
Albers aye
Reid aye
Cavanaugh aye
Martin aye*

Motion passed unanimously.

Kathleen Martin, Mayor

Attest:

Jodi M. Gallup, City Clerk