

**MEDINA CITY COUNCIL MEETING MINUTES OF MARCH 16, 2021**

The City Council of Medina, Minnesota met in regular session on March 16, 2021 at 7:00 p.m. in the City Hall Chambers. Mayor Martin presided.

Martin read a statement explaining that this meeting is being held in a virtual format because of the ongoing pandemic and provided instructions for public participation.

**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, Chief of Police Jason Nelson, and Planning Consultant Nate Sparks.

**II. PLEDGE OF ALLEGIANCE (7:04 p.m.)**

**III. ADDITIONS TO THE AGENDA (7:04 p.m.)**

The agenda was approved as presented.

**IV. APPROVAL OF MINUTES (7:04 p.m.)**

**A. Approval of the March 2, 2021 Work Session City Council Meeting Minutes**

Martin stated that prior to the meeting Johnson distributed proposed corrections as suggested by Cavanaugh.

*Moved by Martin, seconded by Albers, to approve the March 2, 2021 work session City Council meeting minutes as amended.*

*A roll call vote was performed:*

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

***Motion passed unanimously.***

**B. Approval of the March 2, 2021 Regular City Council Meeting Minutes**

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

*Moved by Martin, seconded by DesLauriers, to approve the March 2, 2021 regular City Council meeting minutes as amended.*

*A roll call vote was performed:*

Martin aye  
Reid aye  
Cavanaugh aye  
Albers aye  
DesLauriers aye

**Motion passed unanimously.**

**V. CONSENT AGENDA (7:06 p.m.)**

- A. Approve Amended and Restated Grounds Services Agreement with the Hamel Athletic Club**
- B. Approve Hamel Legion Park Concession Services Agreement with the Hamel Athletic Club**
- C. Approve Street Sweeping Services Agreement with Minnesota Street Works, Inc.**
- D. Approve Brush Grinding and Compost Removal Services Agreement with Precision Landscape and Tree**
- E. Ordinance No. 670 Adopting an Amended Fee Schedule for Clean-Up Day**
- F. Resolution No. 2021-15 Authorizing Publication of Ordinance No. 670 Adopting an Amended Fee Schedule by Title and Summary**

Albers referenced Item B and asked if the City receives any funds back from concessions.

Gallup replied that Hamel Athletic Club pays the City four dollars per participant which is used towards the operations of the concessions.

*Moved by DesLauriers, seconded by Martin, to approve the consent agenda.*

*A roll call vote was performed:*

Reid aye  
Albers aye  
Cavanaugh aye  
DesLauriers aye  
Martin aye

**Motion passed unanimously.**

**VI. COMMENTS (7:09 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 and will receive an update from the Hamel Athletic Club related to the ballfield lighting. He stated that the group will also continue discussion related to the Diamond Lake Regional Trail.

**C. Planning Commission**

Finke stated that the Planning Commission did not meet in March.

**VII. PRESENTATIONS**

**A. Fire Department Annual Reports – Loretto Fire and Maple Plain Fire  
(7:11 p.m.)**

Fire Chief Jeff Leuer, Loretto Fire Department, reviewed the annual report including the number of calls for service and other statistics. He stated that they averaged 12.2 responders per call for service. He also reviewed details on response time, mutual aid, and public events including birthday parades. He stated that the department is full with a membership of 35. He stated that the department received grants to purchase a gear washer and dryer. He noted that they were also able to purchase gear through CARES Act funds received from Loretto and Greenfield. He hoped that the City of Medina would consider helping the fire departments if there were additional CARES Act funds available in the future. He recognized that it was a challenging year, but they continue to move forward.

Martin commented that Medina really appreciates the work the fire departments do for the community. She commented that participating in birthday drive parades is much appreciated by the members of the community and a great way to boost morale. She commented that Medina will look into how CARES Act funds can be allocated with direction from its auditor.

DesLauriers echoed the comments of Martin. He asked if there were structural fires in the cities the department represents.

Chief Leuer replied that there were structural fires but not in the portion of Medina they service.

DesLauriers asked for additional details on the gear cleaner.

Chief Leuer replied that it is water based.

DesLauriers asked how important it is to Loretto to have a State certified investigator member and asked if other local departments have the same certification.

Chief Leuer replied that it is the duty of the Fire Chief to investigate every fire with a loss of over \$100. He stated that the State certified investigator can handle those duties, which takes pressure off the Chief. He stated that it is a huge asset to the local fire departments and agencies. He stated that he is unsure whether the smaller local department have a similar member but noted that the larger neighboring communities tend to have a State certified inspector.

Fire Chief Ray McCoy, Maple Plain Fire Department, reviewed the highlights of the past year for Maple Plain. He stated that they did technical rescue training last summer along with COVID-19 medical response training. He stated that using the CARES Act funds they were able to purchase equipment for sanitizing vehicles and equipment. He stated that one of the downsides of 2020 is that the department was not able to participate in its typical community events. He reported three retirements in 2020 and two new hires,

along with a few applicants. He reviewed the number of service calls and related details. He stated that it was a challenging year and recognized the work the department did.

Martin thanked the department for the service it provides to the community. She asked for details on the impact of COVID on the types of calls.

Chief McCoy commented that the types of calls were the same, but some categories were reduced, such as vehicle crashes. He stated that the department response changed in response to COVID.

Martin commented that it seems people were kinder and more patient with each other this past year and asked if that is the sense Chief McCoy has as well.

Chief McCoy commented that some people are more willing to help, such as neighbors helping an elderly neighbor. He commented that people seem to generally be more appreciative of the work the department does.

## **VIII. OLD BUSINESS**

### **A. Diamond Lake Regional Trail Process Update (7:39 p.m.)**

Johnson stated that staff has continued discussions with Three Rivers Park District staff to develop the proposed process in the Council packet.

Finke commented that the Council held a number of worksessions to discuss the Diamond Lake Regional Trail (DLRT) master plan involving public input and there were a fair amount of comments concerned with the proposed southern routes. He stated that the general direction seemed to be to remove those southern routes from the master plan, plan trails in the more densely populated areas and connect to the Baker Park trails. He stated that following that direction they would look at more options in the northern portion of Medina and determine if there would be an option to connect the DLRT to Baker Park. He provided two options which would both connect to Hamel Road. He asked if the Council would like staff to continue with this process in an attempt to continue the proposed trail to Baker Park and move forward with public input.

DesLauriers asked if residents within 350 feet would be notified.

Finke confirmed that staff was planning 350 feet in the more urban areas, 1,000 feet in the more rural areas, along with marketing on the City website and other platforms.

DesLauriers referenced some of the stakeholder groups he thought would be important to include.

Finke confirmed that would be the intent.

Cavanaugh asked if the option to go through Hamel and come down Hunter should remain open for public discussion.

Finke commented that part of the discussion within the broader master plan is to make this a regional trail that connects through multiple jurisdictions without having a logical end point or destination. He stated that there are local trails planned that could provide that connection. He stated that the broader master plan of the DLRT continues in the

background by Three Rivers Park District. He stated that if the direction of Medina is that there is less interest for that to extend through Medina, the Park District could instead head east into Plymouth to avoid Medina.

Reid commented that this seems to be a viable alternative that would be worth pursuing. She stated that she would be interested in the resident input but prefers this over the previous route.

Martin echoed the comments of Reid. She stated that her position would be dependent on the public input, but she would support sending notices to gain that input. She commented that when going west from Hamel towards Baker Park there are rural properties and therefore, she would be concerned with having a large trail swath through that area. She stated that when she visited with some of the residents along that road, they were concerned with the lack of internet access due to the remoteness of that area from urban services. She stated that a regional trail could impact the rural character of that area. She stated that she would like to provide the denser, and younger neighborhoods, access to a regional trail which would mean the trail stays north and perhaps crosses Highway 55. She noted that the residents could then use City trails to access Baker Park. She commented that it would seem inappropriate to bifurcate the beautiful community park imbedded between the east and west halves of the Fields of Medina with a regional trail and therefore would be interested in input from the residents in that area. She commented that it seems there is support to go out for additional public input with open minds and some reservations.

*Moved by DesLauriers, seconded by Reid, to direct staff to proceed with evaluating the routes identified on the map and proceed with public engagement on the DLRT master plan as described in the staff report.*

*A roll call vote was performed:*

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

***Motion passed unanimously.***

**B. Medina Townhome Development LLC – 1432 County Road 29 – Planned Unit Development PUD) Concept Plan Review (7:56 p.m.)**

Johnson stated that the applicant adjusted their plan based on the input received by the City Council at a February Council meeting.

Finke stated that updated architectural renderings were provided along with guest parking and a privacy fence shown on the plans. He recognized that this is still a concept plan review but stated that the applicant is requesting input from the Council on the changes made and whether the Council would support a PUD before moving forward with formal application. He displayed the updated site plan identified the guest parking stalls that were added. He stated that staff raised concern with the western stalls but noted that there are other location opportunities. He stated that the privacy fence was

also added to the north. He reviewed some of the architectural elements that have been added to the elevations following the previous review. He stated that the Planning Commission felt that a PUD would be an appropriate tool to provide a townhome development that meets the density identified within the Comprehensive Plan.

Cavanaugh recognized the guest parking that was added. He noted that the driveways look very short in length and it could be difficult to back out of a garage and make the turn with the guest parking when there is snow. He asked if the drive and parking layout makes sense to staff, specifically whether there would be enough room to make the backing motions.

Finke replied that the distance between the townhomes in the center area is equivalent to the minimum in the parking lot design, specially 60 feet between the two buildings. He recognized that it would be tight, but vehicles would be able to circulate. He stated that the proposed density is at the low range identified in the Comprehensive Plan. He noted that under the Comprehensive Plan there is language that could allow ten percent less density in return for additional benefit or open space, noting that increased vehicle circulation could fall under that category.

Cavanaugh commented that if a family has three vehicles, two could be parked in a garage and one would need to be in the driveway, which would make it tight for the end units. He stated that he would tend to prefer a high-density apartment building on this type of site.

DesLauriers asked if the applicant would be short one space for guest parking.

Finke confirmed that to be true but noted there would be additional opportunities to add guest parking.

DesLauriers commented that the two end stalls appear to be about five feet from the sidewalk of the townhomes which is tight, as is the overall development. He referenced the townhome closest to the road and asked if the right turn lane would be a mandatory requirement.

Finke commented that the left turn was thought to be the primary maneuver and as the traffic on CR 29 continues to increase there may be some backups and the thought was to let the right hand turns to get by.

Stremel confirmed that staff reviewed this from a traffic standpoint and determined that those two turn lane configurations would be most beneficial in this location.

DesLauriers commented that there would be 20 feet from the townhome to the road which concerns him in terms of safety. He commented that this is a very tight development on this site and agreed that perhaps this site would be more appropriate for a high-density apartment.

Albers stated that he agrees with the concerns raised thus far by the previous speakers. He asked if the affordable housing units would equate to a building or the units within a building.

Finke replied that it would be two of the 24 residential units.

Reid commented that if these are three- and four-bedroom units that would assume they would be occupied by families with children. She asked where those older children would recreate. She also questioned whether this would qualify for a PUD but believed the City boxed itself in zoning this parcel for high-density. She stated that she would personally prefer townhomes but understands that an apartment would perhaps better fit the site.

Martin agreed that this development is too boxy and tight without amenities for the residents. She was also concerned with vehicular movement on the site.

Shane LaFave commented that the feedback seems to be consistent in that the Council is not in love with this presentation. He stated that the target audience for this development would be for families with children. He noted that there is a density requirement within the Comprehensive Plan that limits the development on one side and other zoning requirements that limit them on the other end. He asked what the Council would support on this site. He stated that if the Council is looking for multifamily housing in terms of apartments it would be difficult to find a developer for that type of product on this site and therefore the site would remain vacant. He noted that this plan would provide rental housing for families, which is a need in this community.

Reid commented that three and four bedrooms seem large as many single-family homes do not have that many bedrooms. She stated that perhaps these be two- and three-bedroom homes instead which would ease up some space on the site.

LaFave commented that half of the units would be four bedrooms and the remainder would be three bedrooms. He stated that there is a limited number of rentals for four-bedroom homes, but that is a need for some families. He recognized that it takes up space but commented that there is an incredible need for that product.

Cavanaugh commented that he has a few four-bedroom rentals within Medina and has not been overwhelmed with interest. He stated that rowhomes may be a better fit for this site.

DesLauriers agreed that perhaps two-to-three-bedroom units would be a better fit for the site. He noted that an apartment building could utilize underground parking.

LaFave commented that underground parking is very expensive and only makes sense on large scale apartment developments. He noted that this site is limited in size.

Martin commented that the Council appreciates the developer bringing this forward and would like to see additional rental housing in Medina. She believed that it would make sense to reduce the number of bedrooms to free up some space. She did not believe there would be support for the development as proposed under a PUD.

Cavanaugh thanked the applicant for this proposal and hoped that the developer could make adjustments based on the feedback and bring something else back.

Reid commented that she does not believe that this would meet the criteria for a PUD.

Albers agreed with the comments of Martin. He noted that this is the second proposal for this parcel and stated that perhaps the City should review the zoning to determine if there would be more appropriate zoning that would support development.

Finke agreed that it has been identified that even at the minimum density it would be difficult to develop this site. He stated that this parcel was identified for the City's minimum requirements for high density housing within the Comprehensive Plan. He noted that perhaps because of the circumstances of the site, the City could state that perhaps eight units an acre would be a better fit. He believed that the City could still technically comply with the high-density requirements but was unsure how the Metropolitan Council would respond.

Martin agreed that this piece should be reviewed in context to the neighboring retail and park properties.

Reid commented that she did not think the math would ever work on a property of this size and noted that she would not want to see anything over two stories on this site. She stated that she would support reexamining the zoning of this site.

## **IX. NEW BUSINESS**

### **A. JD Dossier Holdings LLC – Holy Name Lake Estates Final Plat – NW of Holy Name Lake (8:26 p.m.)**

Martin noted that the Council has reviewed this on multiple occasions, and she finds the Final Plat to be consistent with the Preliminary Plat.

Johnson stated that the applicant is proposing the division of three large acreage lots into six lots. He stated that a public hearing would be needed to enact the stormwater improvement taxing district.

Sparks commented that there are some road improvements proposed with this project that are offsite and entering the site. He noted that those improvements are proceeding forward. He noted that those elements are covered in the Development Agreement. He provided updated figures on the park and trail dedication in terms of land and cash contribution. He noted that modification to the drainage easements were made to match existing drainage ways. He noted that the revised Final Plat was submitted showing those easements. He stated that staff reviewed the Preliminary Plat conditions to ensure those are being met through the proposed Final Plat and reviewed the actions before the Council tonight.

Martin opened the public hearing.

No comments.

Martin closed the public hearing.

#### **1. Resolution No. 2021-16 Granting Final Plat Approval of Holy Name Estates**

*Moved by Martin, seconded by Albers, to adopt Resolution No. 2021-16 granting final plat approval of Holy Name Lake Estates with the noted change to park dedication.*

A roll call vote was performed:

DesLauriers aye  
Albers aye  
Cavanaugh aye  
Reid aye  
Martin aye

**Motion passed unanimously.**

**2. Development Agreement by and between the City of Medina and JD Dossier Holdings LLC for Holy Name Lakes Estates**

Moved by Reid, seconded by DesLauriers, to approve the development agreement by and between the City of Medina and JD Dossier Holdings LLC for Holy Name Lake Estates.

A roll call vote was performed:

DesLauriers aye  
Albers aye  
Cavanaugh aye  
Reid aye  
Martin aye

**Motion passed unanimously.**

**3. Ordinance No. 671 Establishing the Holy Name Lake Estates Storm Sewer Improvement Tax District**

Moved by DesLauriers, seconded by Reid, to adopt Ordinance No. 671 establishing the Holy Name Lake Estates Storm Sewer Improvement Tax District.

A roll call vote was performed:

Martin aye  
Reid aye  
Cavanaugh aye  
Albers aye  
DesLauriers aye

**Motion passed unanimously.**

**4. Resolution No. 2021-17 Authorizing Publication of Ordinance No. 671 by Title and Summary**

Moved by DesLauriers, seconded by Cavanaugh, to adopt Resolution No. 2021-17 Authorizing Publication of Ordinance No. 671 by Title and Summary.

A roll call vote was performed:

Cavanaugh aye  
Albers aye  
Reid aye

DesLauriers aye  
Martin aye

**Motion passed unanimously.**

**B. US Home Corp. (Lennar) – Meadowview Commons 2<sup>nd</sup> Addition Final Plat – North of Hwy 55 and South of Meander Road, West of CR 116 (8:39 p.m.)**

Johnson stated that Lennar is requesting Final Plat for the second addition which includes the townhomes and outlots.

Finke commented that the first addition was approved in the fall and similarly this is consistent with the approved Preliminary Plat. He noted that this would be the last phase of this residential development. He noted that there was a fair amount of discussion related to Tamarack Drive as part of the Preliminary Plat process. He noted that the necessary right-of-way was not obtained from the property owner on the other side of the road, therefore only the eastern portions of the improvements would be provided with this project.

Johnson stated that Cavanaugh has stated that he will recuse himself from this item.

Cavanaugh confirmed that he is recusing himself on this matter.

Martin commented that when reviewing this information, she believed that the conditions of Preliminary Plat are being met through this Final Plat.

DesLauriers recognized the work of staff throughout this process.

**1. Resolution No. 2021-18 Granting Final Plat Approval of the Meadowview Commons 2<sup>nd</sup> Addition Plat**

*Moved by DesLauriers, seconded by Martin, to adopt Resolution No. 2021-18 granting final plat approval of the Meadowview Commons 2<sup>nd</sup> Addition Plat.*

*A roll call vote was performed:*

DesLauriers aye  
Albers aye  
Cavanaugh recused  
Reid aye  
Martin aye

**Motion passed unanimously.**

**2. Development Agreement by and between the City of Medina and U.S. Home Corporation for Meadowview Commons 2<sup>nd</sup> Addition**

*Moved by DesLauriers, seconded by Reid, to approve the Development Agreement by and between the City of Medina and U.S. Home Corporation for Meadowview Commons 2<sup>nd</sup> Addition.*

*A roll call vote was performed:*

DesLauriers aye

Albers            aye  
Reid              aye  
Martin            aye  
Cavanaugh      recused

***Motion passed unanimously.***

**X.        CITY ADMINISTRATOR REPORT (8:46 p.m.)**

Johnson stated that he sent the business discussion list to the Council. He reviewed the proposed changes and noted that he would update the list and resend it to the Council.

Martin commented that once the lead Council and staff person establish the meeting time, they should let the remainder of the Council know in the case other members want to attend. She stated that the schedule could then be published.

Johnson advised of the date of the next fire services meeting noting that DesLauriers and Cavanaugh will attend the April 7<sup>th</sup> meeting. He stated that there was a question about a recent Executive Order from the Governor and noted that Batty has an update.

Batty stated that he was asked whether anything in the most recent Executive Order changed the position on virtual government meetings. He commented that he does not detect any change and therefore recommends the Council continue to follow the guidance from the past year.

Martin commented that it makes sense to her to continue in this virtual format due to the small size of City Hall and the low number of vaccinations by staff and members of the Council at this time.

**XI.       MAYOR & CITY COUNCIL REPORTS (8:52 p.m.)**

No comments.

**XII.      APPROVAL TO PAY THE BILLS (8:52 p.m.)**

*Moved by DesLauriers, seconded by Albers, to approve the bills, EFT 005850E-005865E for \$56,269.45, order check numbers 051336-051379 for \$118,913.02, and payroll EFT 0510861-0510892 for \$53,790.24.*

A roll call vote was performed:

Martin            aye  
Reid              aye  
Cavanaugh      aye  
Albers            aye  
DesLauriers     aye

***Motion passed unanimously.***

**XIII. ADJOURN**

*Moved by Cavanaugh, seconded by Reid, to adjourn the meeting at 8:57 p.m.*

*A roll call vote was performed:*

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

***Motion passed unanimously.***

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Kathleen Martin, Mayor

Attest:

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Jodi M. Gallup, City Clerk