

**MEDINA CITY COUNCIL WORK SESSION MEETING MINUTES OF
JULY 20, 2021**

The City Council of Medina, Minnesota met in work session on July 20, 2021 at 6:00 p.m. at the Medina City Hall, 2052 County Road 24, Medina, MN.

I. Call to Order

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

Members absent:

Also present: City Administrator Scott Johnson, Assistant City Administrator Jodi Gallup, Public Works Director Steve Scherer, Finance Director Erin Barnhart, Public Sgt. Kevin Boecker, Planning Director Dusty Finke, and Mark Goldberg DDA

II. 2022 Budget – General Fund

Finance Director Erin Barnhart provided the City Council with an updated draft budget for 2022. The budget discussion centered on the general fund budget for 2022. Staff is working to keep increases to a minimum, keeping at least a flat property tax rate of 22.92% from 2021 to 2022. Staff is currently negotiating contracts for assessing, fire, IT consultant, and Police Union (LELS).

Barnhart also provided an update on moving the shared Administrative Assistant from Planning/Zoning/PW to full-time at 600 Clydesdale Trail for Public Works. The position would continue to be utilized to track different responsibilities for public works, take on more parks responsibilities, and provide further administrative help for public works staff. A full-time Administrative Assistant position would be created for Planning/Zoning to process permits, free up review time for the planners, allow more in-house GIS/infrastructure planning and reduce consultant costs which will help pay for the position.

Finally, Barnhart discussed a possible option to allocate resources to help with long-term fire expenditures. Council Members agreed with this option. Barnhart further discussed options with the second round of federal stimulus funds. Medina can reimburse for certain fire department items in the second round of stimulus. Police body cameras were not eligible. Drinking water infrastructure, water meter replacements, upgrades to the water treatment plant, and helping businesses with utility costs were eligible options.

III. DDA – Classification and Compensation Study

Mark Goldberg from DDA provided a presentation on the classification and compensation study for the City Council. Medina's pay structure is within the market as compared with the other cities. Mark Goldberg provided information on benefits, discussed phasing up the pay for the Community Service Officer position, phasing of adjustments to the City Administrator pay, discussed the Associate Planner position not being an entry level position, and providing flexibility in the compensation system with steps.

Scott Johnson informed Council that staff worked with Mayor Martin and Council Member DesLauriers to put together a contract response to Maple Plain Fire. No response has been received to date from Maple Plain.

Adjourn

Cavanaugh made a motion to adjourn the meeting at 6:56 p.m. on July 20, 2021. Martin seconded the motion. The motion passed unanimously.

Kathleen Martin, Mayor

Attest:

Jodi M. Gallup, City Clerk