

MEDINA CITY COUNCIL WORK SESSION MEETING MINUTES OF
AUGUST 17, 2021

The City Council of Medina, Minnesota met in work session on August 17, 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 Safety Director Jason Nelson, and Planning Director Dusty Finke

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. Hennepin County is estimating a 6.8% market value increase for Medina. Staff is currently negotiating contracts for fire, IT consultant, and Police Union (LELS). Remaining funds are proposed to be allocated to the future fire facility.

Barnhart informed Council that the remaining antenna revenue (\$34,168) has been removed from the general fund budget, a cost-of-living increase of 3.5% has been included with the draft budget, and Medina may need to create a 3rd voting precinct in 2022 due to growth and current number of registered voters in precinct 1B. Barnhart also provided an update on moving the shared Planning/Zoning/PW Administrative Assistant to full-time at 600 Clydesdale Trail for Public Works. The position is currently shared between City Hall and 600 Clydesdale. The position would continue to be utilized to track different responsibilities for public works, take on more park related 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. The position will primarily assist with daily building inspection operations and will be funded by building inspection revenue. Staff has budgeted for the implementation of workflow software to integrate electronic form submittal and streamline online processes. Barnhart also requested promoting the Accountant II to Accountant I pay grade 5 and explained that the Accountant I duties are currently being performed and is an integral part to segregation of duties within the Finance department.

Finally, Barnhart discussed the ARPA Funds and possible uses. Staff suggested using the funds for water treatment plant upgrades, water meter replacements and purchasing supplies related to COVID-19. Barnhart explained that the expenditure deadline for ARPA funds is December 31, 2024, allowing the City time to evaluate how to best utilize

the funds. The City Council was comfortable with the budget as provided. The budget will be brought forward for preliminary approval at the September 7th Council Meeting.

Mayor Martin mentioned receiving complaints about ongoing broadband issues for residents in Medina. Hennepin County is looking into using their fiber infrastructure to help provide broadband service improvements in the area. Council Member Cavanaugh also informed Council that T-Mobile is expanding 5G coverage in Medina through hotspots.

Staff and Council reviewed the draft Capital Improvement Plan (CIP). Staff informed Council about ongoing discussions regarding the future Hackamore Road project. Future meetings will take place with Plymouth and Corcoran. Medina and Corcoran received a \$700,000 LRIP grant from MNDOT for the project.

Steve Scherer informed the City Council that he is trying to coordinate a project with Orono and Independence on Townline Road South in conjunction with Medina projects on Juniper Curve and Spruce Way.

Staff also discussed the possibility of using ROW on Hamel Road for additional on street parking with the proposed Prairie Creek Addition. The City Council was open to exploring this option with the developer.

Staff also discussed the current drought conditions that may prohibit the fire works display for Celebration Day. Staff will investigate options and possibly move the date of the fireworks display.

Adjourn

Albers made a motion to adjourn the meeting at 6:57 p.m. on August 17, 2021. Cavanaugh seconded the motion. The motion passed unanimously.

Kathleen Martin, Mayor

Attest:

Jodi M. Gallup, City Clerk