

MEDINA CITY COUNCIL SPECIAL MEETING MINUTES OF AUGUST 24, 2004

The City Council of Medina, Minnesota met in special session on August 24, 2004 at 6:32 p.m. at Medina City Hall. Mayor Phil Zietlow presided.

Members present: Workman, Lane, Zietlow, Smith, Brinkman

Members absent: None

Also present: City Administrator Chad Adams, Public Works Director Jim Dillman, and Police Chief Ed Belland.

Facility Space Planning Consultant – Maureen Steele Bellows

Adams introduced Maureen Steele Bellows.

Bellows provided an overview of the work she has conducted to date including staff interviews, a review of existing City Hall plans, and preliminary analysis of existing work environment.

Brinkman stated key improvements needed are storage for documents/plans and better technology and layout of Council room so that all present can see information being presented.

Zietlow stated he was fine with Council room as is, but wants to accommodate staff and their work environment needs.

Lane stated his preference to make Council room more attractive for long-term, to make entrance more user friendly and architecturally enhanced, to possibly utilize sky lights for lighting, to improve long-term police department work environment, and to incorporate some historical pictures, etc. in City Hall.

Workman stated the Council room is archaic compared to other municipal buildings and Council rooms, building needs a nice facelift, prefers to keep all administration together, and TV screen(s) for presentations may be a option to consider.

Smith stated entrance is not welcoming, is irritating and sterile, Council room needs rearrangement, better technology can be utilized, developer presentation of boards is confusing, and prefers not to sit directly across from door entrance to Council room as it is distracting.

Bellows reviewed the issues discussed amongst staff, Council and how they will hopefully work for short-term and long-term solutions.

2005 Budget Work Session

Adams reviewed general fund and CIP budget changes since July 28th work session.

Discussion was held on fire service contracts and capital equipment purchases for 2005. Adams provided an update on discussions with local fire departments on contract review progress. Staff will look into clauses of Loretto contract regarding expiration or termination dates.

Consensus that fire equipment should be removed from general fund budget and placed under the Equipment Fund budget. Fire equipment will be financed through the City's antenna rent revenue at least temporarily.

Resignation of City Planner Josh Doty

Adams provided Council with Doty’s resignation letter. Adams recommended his last day of work be effective September 15th after Planning Commission adjourns. Doty has agreed to date.

Councilors expressed general disappointment in accepting the resignation. Discussion occurred on re-thinking the job duties and/or workload for the position.

Lane moved, Workman seconded to accept Josh Doty’s resignation effective September 15, 2004, following the Planning Commission meeting. Motion passed unanimously.

Interim and Permanent Replacement for City Planner

Adams reviewed possible options for interim replacement of planning duties, effective September 16, 2004. He suggested that he be directed to review possibilities and make a recommendation at September 7th Council meeting.

Discussion entailed on hiring a consulting firm versus individual for interim. Consensus that one person be designated to the City’s projects.

Adams reviewed possible options for permanent replacement and suggested that job opening be advertised “open until filled.”

Discussion took place on who should be involved in interview process. Adams recommended reducing number of interviewers to accommodate schedules. Council preferred two Council members, one Planning Commissioner, one staff person, and another City Planner be involved.

Smith moved, Lane seconded to authorize City Administrator to review options for interim planning services and to conduct immediate search for new full-time City Planner.

Closed Session to Discuss Land Acquisition

Adams publicly identified the three parcels to be discussed for possible land offer as 3692 Pinto Drive, 3762 Pinto Drive, and 780 Tower Drive. Council entered closed session at 9:00 p.m.

Council exited closed session at 9:15 p.m.

Adjournment

Workman moved, Brinkman seconded to adjourn. Unanimous approval. The Special Council meeting was adjourned at 9:15 p.m.

Phil Zietlow, Mayor

Attest:

Chad M. Adams, City Administrator