

## Free One-on-One Technical Assistance for Small Business Owners and Entrepreneurs

Are you thinking about starting your own business, or are you currently operating a small business and interested in FREE technical assistance?



Medina has partnered with the Metropolitan Consortium of Community Developers (MCCD) to offer the "Open to Business" program. This program provides FREE one-on-one assistance from MCCD's expert staff, customized to meet the specific needs of each entrepreneur. This can include creating a business plan, suggestions on financial management and bookkeeping practices, assisting with marketing, and referrals for financing. MCCD also administers a small business loan fund which provides capital to expand local businesses. MCCD staff will be available in the area every 2<sup>nd</sup> Monday of the month.

For more information or to schedule a session, please contact Rob Smolund from MCCD at [rsmolund@mccdmn.org](mailto:rsmolund@mccdmn.org) or (612) 789-7337 ext. 11. More information is available on the City's website: [www.ci.medina.mn.us/ed/OpenToBusiness.htm](http://www.ci.medina.mn.us/ed/OpenToBusiness.htm).

## City Council Saturday Office Hours

City Council Saturday Office Hours are on the 3<sup>rd</sup> Saturday of each month from 9 a.m. to 11 a.m. at City Hall.

Residents desiring to meet with an elected official during these Saturday office hours should make an appointment by calling Jodi Gallup, Assistant to the City Administrator, at City Hall at 763-473-8850 by noon on Friday before the Saturday session.

## City Calendar

### October

- 2<sup>nd</sup> Tues—City Council 7:00 pm
- 9<sup>th</sup> Tues—Planning Commission 7:00 pm
- 16<sup>th</sup> Tues—City Council Work Session 6:00 pm
- 16<sup>th</sup> Tues—City Council 7:00 pm
- 17<sup>th</sup> Wed—Park Commission 7:00 pm
- 20<sup>th</sup> Sat—Council Office Hours (by appointment)

### November

- 6<sup>th</sup> Tues—General Election Day
- 7<sup>th</sup> Wed—City Council 7:00 pm
- 12<sup>th</sup> Mon—City Offices Closed (Holiday)
- 13<sup>th</sup> Tues—Planning Commission 7:00 pm
- 14<sup>th</sup> Wed—City Council Special Meeting 6:00 pm
- 17<sup>th</sup> Sat—Council Office Hours (by appointment)
- 20<sup>th</sup> Tues—City Council Work Session 6:00 pm
- 20<sup>th</sup> Tues—City Council 7:00 pm
- 21<sup>st</sup> Wed—Park Commission 7:00 pm
- 22<sup>nd</sup> Thurs—City Offices Closed (Holiday)
- 23<sup>rd</sup> Fri—City Offices Closed (Holiday)

All meetings at City Hall unless otherwise noted.  
Meeting agendas on website when available.



# The Medina Message

A bi-monthly publication from the City of Medina

## 2012 General Election Information Tuesday, November 6th; Polls Open 7 AM to 8 PM

**Sample Ballots**—Sample ballots for the November 6th General Election are now available on the City's website at [www.ci.medina.mn.us](http://www.ci.medina.mn.us). Become an informed voter and review your ballot prior to Election Day.

**Voting Locations**—Medina has two voting precincts that run along school district boundaries. Residents in the Orono or Delano school districts within the City vote at Medina City Hall, 2052 County Road 24. Residents in the Wayzata or Rockford school districts within the City vote at the Hamel Community Building, 3200 Mill Drive. If you are still unsure where to vote, go to: <http://pollfinder.sos.state.mn.us/>.

**Absentee Voting**—Minnesota law allows for a person to apply to vote by absentee ballot if they are unable to vote in person on Election Day under certain circumstances. Residents may obtain an absentee ballot application at [www.ci.medina.mn.us](http://www.ci.medina.mn.us) or by stopping by City Hall during regular business hours. Absentee ballots will be available from September 21st through November 5th. Additionally, City Hall will be open from 10 a.m. to 3 p.m. on Saturday, November 3rd for absentee voting.

**Voter Registration**—The voter pre-registration deadline for the November 6th General Election is Tuesday, October 16th. Residents may pre-register to vote by completing a voter registration application and submitting it to Hennepin County. Voter registration applications can be found on the City's website at [www.ci.medina.mn.us](http://www.ci.medina.mn.us) or picked up at City Hall. Those who register prior to the deadline will appear in the roster at their polling place and will not have to provide additional information at the polling place on Election Day. If you are not pre-registered, Minnesota allows eligible voters to register on Election Day as long as they provide proper proof of residence. For more information about voting eligibility requirements and proof of residence, visit [www.mnvotes.org](http://www.mnvotes.org).

**Questions?** Call Election Coordinator Jodi Gallup at 763-473-8850.

### CITY OFFICE INFO

2052 County Road 24  
Medina, MN 55340-9790  
p: 763-473-4643  
f: 763-473-9359  
e: [city@ci.medina.mn.us](mailto:city@ci.medina.mn.us)

### PUBLIC SAFETY

p: 763-473-9209  
f: 763-473-8858

**City Hall Office Hours**  
Mon-Fri 8 a.m. - 4:30 p.m.

### Mayor

Tom Crosby 612-332-9111

### City Council

Elizabeth Weir 763-473-3226  
Jeff Pederson 612-916-6448  
Melissa Martinson 763-473-8082  
Mike Siitari 763-473-2563

### City Council Meetings

First & third Tuesday of each month at 7:00 p.m.

### Planning Commission Meetings

Second Tuesday of each month at 7:00 p.m.

### Park Commission Meetings

Third Wednesday of each month at 7:00 p.m.

### Newsletter Editor

Jodi Gallup  
Assistant to City Administrator

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**Medina Celebration Day**  
Saturday, Sept. 22<sup>nd</sup>; 4-8 pm  
Bring your family for fireworks, food & fun  
to Hamel Legion Park, 3200 Mill Drive.

Medina, MN 55340-9790

2052 County Road 24

**MEDINA**



# Planning & Business

## Planning Projects Under Review

The following land use and development projects and the following updates to the zoning regulations are currently under review by the City. For more information on one of the projects, or for an update on the review schedule, please contact the Planning Department at (763) 473-4643.

Woods of Medina – Concept Plan – south Hackamore Rd, east of County Rd 116  
Toll Brothers, Inc. has requested review of a concept plan for a subdivision with 125 single-family lots on 80 acres (65 net acres) located at 525 Hackamore Road. The Planning Commission is tentatively scheduled to hold a Public Hearing on October 9, 2012.



Variations for Construction of New Home – 29XX Ardmore Ave. (PID 18-118-23-24-0154)

The property owner has requested variances from the setback requirements from the front, side and from the ordinary high water level of Lake Ardmore in order to construct a home on the existing vacant parcel. The Planning Commission is tentatively scheduled to hold a Public Hearing on October 9, 2012.

Tamarack Ridge – Preliminary Plat – east of Homestead Tr., north of Deerhill Rd  
Property Resources Development Company has approval of a rural subdivision with eight single-family lots on 80 acres located east of Homestead and north of Deerhill Road (PIDs 21-118-23-31-0001, 21-118-23-34-0002, and 21-118-23-34-0003). The application is not yet complete for review, and will be scheduled for a Public Hearing at the Planning Commission when additional information is submitted (potentially on October 9 or November 13).

Lot Frontage, Flag Lot, and Driveway Regulations

The City intends to review ordinances related to lot frontage, flag lot requirements and driveway regulations in the coming months. The Planning Commission is tentatively scheduled to hold a Public Hearing on the matter on October 9, 2012.

Wind, Solar, Geothermal Energy Ordinance Amendment

The City has been reviewing its regulations related to Wind Energy Conversion Systems (WECS), Solar equipment and Geothermal systems since early June. The Planning Commission has reviewed the relevant information and recommended a number of changes to the regulations, including disallowing wind turbines in the Rural Residential area of the City and allowing wind turbines under 100 kW capacity on commercial, business, and industrial property. The Planning Commission is scheduled to complete their review on September 11, 2012, and the City Council will review the recommendations in subsequent meetings.

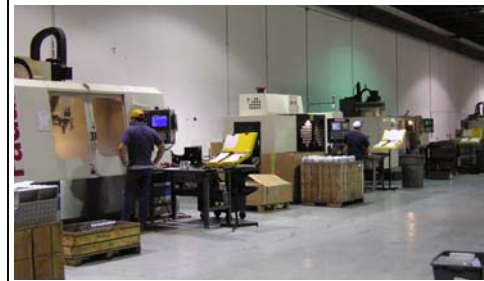


Enclave at Brockton – Brockton Lane, south of Hamel Legion Park

The City Council granted preliminary approval to Lennar (U.S. Home Corporation) for a subdivision with 95 single-family home lots and 23 detached town-home lots south of Hamel Legion Park and west of Brockton Lane. The developer proposes to incorporate these homes into "The Enclave" which was approved by the City Council in the summer of 2011. The developer has requested final approval of the first phase of this project, which is tentatively scheduled for review at the October 2, 2012 City Council meeting. The developer intends to begin construction this fall.

## City Business Profile: Intercomp Company, Inc.

Intercomp Company, Inc. is located in Medina near Co Rd 116 & Hwy 55. Intercomp designs and manufactures weighing & measurement solutions to their customers to improve product development, performance and compliance. Intercomp is ISO 9001:2008 Registered with its headquarters based in Medina as well as an office in the United Kingdom. Their employees rely on thirty plus years of global industry expertise and applications experience to provide their customers superior quality, reliability and certainty in the products and services they deliver. Intercomp's weighing systems are sold and applied worldwide in over 70 countries.



Intercomp is the world's largest manufacturer of portable weighing solutions and serves a variety of Industries including Aviation, Industrial, Racing, Military, Trucking, Agricultural, and Law Enforcement/Traffic. Intercomp's Portable and In-Ground Scale Systems can weigh vehicles statically or dynamically for cost effective monitoring of weight and classification data. Intercomp also offers a complete line of weight and compliance software. Intercomp products are used to weigh and inspect everything from stock cars in NASCAR, the Airliner you fly on (including the World's largest passenger plane, the Airbus A380), to NASA's Space Shuttle. For more information contact Intercomp at: [info@intercompcompany.com](mailto:info@intercompcompany.com), visit their website at [www.intercompcompany.com](http://www.intercompcompany.com) or call 763-476-2531.

# Public Works & Environment

## Fall Flushing & Hydrant Servicing

During the month of October the Public Works Department will be doing the yearly fall flushing, as well as hydrant servicing. During the flushing process, you may experience fluctuations in your water pressure or slight discoloration of the water when the water main in front of your property is being flushed. Flushing will take place from October 1-15 for residents on the Hamel and Medina Morningside water systems. The Independence Beach water system will be flushed on their regular schedule of the second Thursday of the month.



## Winter Reminders

The City ordinance prohibits parking on any public street from November 1st through March 31st during the hours of 1:00 a.m. – 6:00 a.m. If at all possible, the City plow crew would appreciate having no vehicles parked on City streets when snowfall occurs during the day-time.

When snowfall occurs, the City considers amount of snowfall (usually 2-3"), time of day, day of week, wind speed and direction, temperature, personnel and equipment availability, as well as the weather forecast before beginning snow or ice control operations. The City snow plowing priority schedule is 1) main collector roads, 2) residential streets, 3) cul-de-sacs and dead end streets, and 4) trails.

The City uses a salt-treated salt and/or salt-sand mixture (20% salt). The City does not have a bare pavement policy, but by re-plowing and scraping we come fairly close, except in the -20 degree weather. No permanent structures may be placed in the right-of-way such as rocks, monuments, metal poles, etc. that would hinder public safety, snow removal, drainage, or other Public Works operations. The right-of-way can be as much as 16' from the edge of the road up onto the property.

Please check your mailbox for sturdiness and get repaired as needed, as the City is not responsible for mailboxes damaged by snow being pushed off the roads. To limit damage to sod, it is advised to place a marker along curb lines; however, metal poles are strictly prohibited within the City right-of-way.

Be cautious of what you use and the amount you apply for your own personal ice control, as it will eventually end up in the storm sewer and out to our lakes and rivers. It is the responsibility of property owners to remove snow on their own sidewalks. On garbage and recycling days, please place receptacles out of the way so they will not be hit when snow is being plowed.

Shore up your fall projects before winter, so spring rains will not erode. The City has a compost/brush site located behind the Public Works building off County Road 24; check website for hours of operation. Feel free to bring your leaves and other plant and tree trimmings, but please make sure they are placed on the correct pile and that any plastic bags are not left behind.

The City Snow Plowing-Ice Control Policy can be seen in its entirety on the City Website at [www.ci.medina.mn.us](http://www.ci.medina.mn.us).

## City Brush and Compost Site New Fall Hours

The Public Works Department offers its Medina residents a composting facility at the shop building located northwest of City Hall, 2052 County Road 24, Medina, MN 55340.

### Fall Hours

The brush and compost site will have new fall hours of operation starting September 24, 2012 through November 30, 2012. The site will remain open all weekend from 7 a.m. on Friday through Monday at 3:30 p.m. Monday through Thursday the site will be fenced off and will only be open from 7 a.m. to 3:30 p.m.

### Accepted Items

- ▶ Brush Pile – brush, woody shrubs, vines, Christmas trees & large logs
- ▶ Compost Pile – leaves and grass clippings (no bags)

### Instructions

- ▶ Please follow the posted signs as to where to put what you bring in.
- ▶ Remember no bags or containers are to be left on the site.
- ▶ Please, do not trash this site by leaving garbage or other unsuitable materials.
- ▶ Please bring your id showing proof of residence, because this site is ONLY for Medina residents.

## Use Compostable Bags for Fall Leaf Collection

Effective January 1, 2010, residents who bag their yard waste are required to put their yard waste out for pickup in compostable bags (either paper kraft bags or compostable plastic bags).

Using paper and compostable plastic bags rather than traditional black plastic bags will greatly reduce the amount of plastic being sent to local composting facilities.

For more information on the compostable bag requirements and how it will affect you visit [Re-thinkRecycling.com](http://Re-thinkRecycling.com).





# Public Works and Police Facility Project Newsletter

October 2012

## The New Facility

The City of Medina expects to close in December of this year on the purchase of a building at 600 Clydesdale Trail. The building is presently used by Clam Corporation, was built in 1994 as a distribution center and is well suited to the City's needs with relatively little renovation. The operations of the Public Works department will be transferred in mid-2013 from the 1975 era pole barn structure presently adjacent to City Hall. In addition, the Police Department, presently on the lower floor of City Hall, will move to the new facility.

## History

Studies of the space needs for the public works function in the City have been conducted. In 1990, 22 years ago, a report by the City engineer concluded:

- The existing building is not large enough to park the current City fleet
- Population has increased roughly 20 percent in the last ten years
- The present public works building does not meet City architectural design standards for Industrial buildings, and
- The existing building is only partly heated

In 2007 a consulting architect made some of the same points as the 1990 study and concluded that the present building is obsolete because the OSHA requirements are not met, inadequate ventilation exists and the storage space poses a hazard to users. The 2007 study also detailed inadequacies of the police facilities and, in summary, recommended construction over time of in excess of \$12 million in 2007 dollars to address these issues and other City space needs.



*Existing Public Works Facility Site*

In 2010 a study was done to determine whether expansion and renovation of the existing public works facility was feasible and economic. The study concluded that bringing the existing building up to code was not cost efficient; would only buy Medina 5 to 7 years before a new site was necessary and, with other expansion ultimately needed at the City Hall site, would not meet the standards of the 1991 Clean Water Act.

These conditions continue to exist and become more aggravated as the current structure attempts to serve the present needs of the growing City. The City's Capital Improvement Plan has since 2004 identified the need for new public works and police facilities. Recognizing the serious nature of the problem, in 2011 the City negotiated an option to purchase 11 acres from Hennepin County at their Medina maintenance facility to construct a new public works building at an estimated cost, land and building, of \$185.71 per square foot.



*Existing Clam Corp Building at 600 Clydesdale Trail*

While considering the Hennepin County site, the building at 600 Clydesdale Trail was placed on the market by its owner. Purchasing that site would provide the City with almost twice as much space for a cost of approximately \$108 per square foot after renovation. Sufficient space exists to also move police functions to that building. Finally, moving the police function away from City Hall reduces costs to improve City Hall for the future – although nothing substantial for City Hall is being proposed at this time. Based upon this opportunity, the City's needs and the economics, the City committed to acquire the building.

## Public Participation

This project has been a frequent topic at City Council meetings.

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In 2011 the project or its impact on the City budget were discussed in 11 meetings.

In 2012 it has been discussed in 11 meetings. Furthermore, in 2011 two focus groups and four open house tours were conducted. Finally, the required bonding for the project was the subject of two public hearings and was well covered in the City newspaper.

### Project Costs and Financing

The purchase price of the building at 600 Clydesdale Trail is \$4.125 million. Renovation costs for the public works and police functions are estimated to be \$3.375 million. Given the location of the facility and retention of existing City buildings, various efficiencies are available: fuel storage will not be needed given existing City capacity; sand and gravel can be purchased from Hennepin County; and the brush disposal function will remain on the City Hall property. At its September 4, 2012 meeting the City Council authorized the sale of \$6.1 million in General Obligation Bonds with a 20 year term and an estimated interest rate of 3% or lower. The Council also recharacterized unused water bonds of \$1.4 million for use on this project.

### How are my City taxes or City utility rates affected?

The annual debt obligation to serve the \$7.5 in bonds for the project is approximately \$500,000 and will be funded primarily through City tax revenues with a portion of the payments allocated to the water and sewer funds reflecting specific services provided to those utilities. Estimates of the effect on property in Medina is set forth below:

- The annual tax increase on a \$300,000 home would be approximately \$81.
- The annual tax increase on a \$750,000 home would be approximately \$225.
- The annual tax increase on a \$500,000 business would be approximately \$233.
- Water usage fees would increase by 5% for 2013.
- Sewer usage fees would remain the same for 2013.

The 2012 Medina tax levy rate is 21.34% and is expected to be 25.07% in 2013. Because the new facility will be in use for only a portion of 2013, approximately one half a year's debt expenses will be in the 2013 budget and tax levy. Taxes payable in 2014 will have a full year of debt service which will increase the tax levy rate from 25.07% to 26.5%. No further increases resulting from the new facility debt service are anticipated.

### Comparative Tax Levy Rates

Giving effect to the incremental debt service costs for the new facility, how does Medina compare to its neighboring communities: Corcoran 39.617, Independence 34.178, Orono 16.283, Long Lake 44.388, Loretto 54.960, Maple Plain 69.255, Minnetrista 27.44, and Plymouth 28.146 (2012 rates).

### Why now?

The City Council is well aware of general economic conditions and economic challenges faced by many Medina residents. Some of the reasons for the decision to go forward with a new facility now include:

- As detailed above, the need for new facilities has long been a major City issue. The availability of a building suited to the City's needs, low financing costs and a competitive construction market favorably impacted the decision.
- The City is experiencing substantial single family housing growth which will put additional pressure on public works: 91 lots in Lennar Enclave, 64 lots in Fields of Medina, and 95 lots in the Enclave at Brockton were approved or are in the approval process. An additional 250 lots are in the planning stage.
- The City's general fund budget and employee count have been constant for years: the general fund budget proposed for 2013 is \$3,776,425, down from 2012; 2007 was \$3,780,750. The present employee count, including police, is 25; 2007 was 25.
- The City's financial reserves are in excess of the level recommended for cities of our size and it carries a favorable bond rating of Aa3.
- Anticipating the effect of the bond service costs for the new facility, the City has carefully reviewed other capital expenses, primarily roads and equipment, in order to reschedule or reduce, as appropriate, such costs to cushion the tax impact of the bonds.

### To Learn More:

#### Project Contacts:

City Administrator Scott Johnson,

(763) 473-8840

e-mail: [scott.johnson@ci.medina.mn.us](mailto:scott.johnson@ci.medina.mn.us)

Public Works Superintendent Steve Scherer,

(763) 473-4643

e-mail: [steve.scherer@ci.medina.mn.us](mailto:steve.scherer@ci.medina.mn.us)



*Current Public Works Facility*