

RECOGNIZING OUR PAST, PRESENT & FUTURE

1858-2008



**City of Medina
2008 Annual Report**



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Welcome

Mayor T. M. Crosby, JR

As the City of Medina approaches a population of 5,000, City Hall is a busy place. The report which follows details some of the activity and gives other information about the City. In addition to the facts, figures, and activities in the "Recognizing our Past, Present, and Future, City of Medina 2008 Annual Report," a noteworthy event included the celebration of Medina's Sesquicentennial (1858-2008) along with the State of Minnesota.

As mayor, I am striving to have the functions of the Medina government as open as possible, which is evident in the numerous public meetings and hearings on matters important to the City including budgeting and taxation.

Medina's City Council

The 2008 City of Medina City Council was comprised of Mayor Tom M. Crosby, Jr. and Council members Carolyn Smith, Joe Cavanaugh, Elizabeth Weir, and Dan Johnson. In addition to attending two regular Council meetings a month, the Council met in special meeting work session at least once a month, conducted an annual goal setting session in February, administered the Local Board of Appeals and Equalization in April, hosted a Budget Planning Open House in August, and led the Truth in Taxation Budget Hearings in December. Council members also serve as City representatives and liaisons to various committees, boards, commissions and other quasi-governmental agencies.

Pictured from top to bottom on the right: Mayor Tom M. Crosby, Jr. and Council members Carolyn Smith, Elizabeth Weir, Joe Cavanaugh, and Dan Johnson



City Administration

It is with pleasure I introduce the 2008 Annual Report to the City of Medina. The purpose of this annual reporting mechanism is to provide a consolidated historical archive of the City's activity, a highlight of accomplishments, as well as challenges faced throughout the given year. The theme of the 2008 Annual Report "*Recognizing our Past, Present, and Future*," was chosen because of the unique events and achievements throughout the year.

The community's past was recognized through the Sesquicentennial activities at Medina Celebration Day along with preserving the City's rural character and business area through land use planning in the Comprehensive Plan.

The creation of a Storm Water Utility, as a reflection of a present day issue, was to respond to State mandates to clean and restore our impaired waters. The City also complied with tax levy limits for the 2009 budget imposed from the State's legislative session in 2008.

The approval of the wind turbine to Hennepin County represented the City's foresight to support renewable sources of energy for the region. The City is also planning forward through completion of the 2030 Comprehensive Plan and 15-year Financial Management Plan, which address future growth, needed infrastructure and services, and how the City will provide resources to meet such needs.

In addition to daily administrative and project management responsibilities, Staff was responsible for coordinating the City's 2008 elections, which included a second precinct at the Hamel Community Building in addition to City Hall. The City also approved a concept plan for the Highway 55/County Road 116 intersection to address traffic safety and flow issues.

I commend the residents, Council and Staff for the 2008 accomplishments recognized within this Annual Report.

-Chad Adams, City Administrator

Ordinances

Amended/Approved

- 16 in 2007
- 18 in 2008

Resolutions Processed

- 82 in 2007
- 84 in 2008

Local Board of Appeal Applications Reviewed

- 19 in 2007
- 14 in 2008

Hours Spent in Council Session

- 113 in 2007
- 116 in 2008

Full-Time Equivalent (FTE) Employees Employed in City

- 24 in 2007
- 26 in 2008

Market Value

- \$1,462,470,100 in 2007
- \$1,506,416,900 in 2008

2008 Work Plan

- 72 goals established at annual goal setting session

of Contracts/Agreements Managed Annually

- 123

Election Ballots Cast

- 2,504 in 2006
- 3,139 in 2008

Eligible Voters

- 3,319 in 2006
 - 75% voter turnout in 2006
- 3,482 in 2008
 - 90% voter turnout in 2008

Volunteer Election Judges

- 21 in 2006
- 39 in 2008

Finance Department

The Finance Department continued to increase and formalize regular reporting for the City in 2008. In addition to the reporting mechanisms established, the Department helped institute the new Storm Water Utility, issued bonds for the Hamel Road reconstruction, initiated monthly water and sewer billing, and developed a 2009 budget under State mandated tax levy restrictions.

While the Department continues to create an annual budget, financial report (audit), investment report and a five-year Capital Improvement Program, staff established a formal 15-year Financial Management Plan as a forecasting tool. The Financial Management Plan was utilized to prepare the 2009 budget and make the decision to issue \$415,000 in equipment certificates as a debt service tax levy for three years.

The creation of the Storm Water Utility was completed because of the increasing mandates from the Federal Clean Water Act and State authorities to clean up impaired bodies of water in the community and to implement best management practices for storm water pollution prevention on a basis deemed to be more balanced than adding the costs to the City's general taxes. The Department processes the SWU bills monthly for users with water or sewer accounts, and annually for rural-residential properties. The change to monthly billing of utilities in 2008 was instituted as a convenience to existing utility users, a water conservation tool, and as a cash-flow benefit to the City.

The Hamel Road reconstruction project consisted of a bond issuance of \$2,280,000 to be paid back over 15 years from a combination of special assessments against benefited properties in Uptown Hamel, as well as tax increment revenue from new development within the Tax Increment Financing district. The bond issuance does not encompass water/sewer infrastructure replaced under Hamel Road, which was funded separately from existing water/sewer capital funds.

The City's Audited Financial Statements are completed in June each year and are available for review at City Hall.

Additional Statistics/Charts may be found in Appendix pgs. 18 & 19.

Accounting Funds Managed

- **1 – General Fund**
- **7 – Special Revenue Funds**
- **4 – Debt Service Funds**
- **15 – Capital Project Funds**
- **3 – Enterprise Funds**
- **1 – Agency Fund**

Accounts Payable/Receivable

- **1565 checks in AP at value of \$6.9 million**
- **823 invoices in AR certified & generated at \$465,160**

Cash Management

- **\$472,974 in interest earnings**
- **\$12,496,621 year end investment balance**

Payroll

- **51 checks processed**
- **766 direct deposit checks**
- **\$2,245,751 personnel related expenses**
- **35 W-2's processed**

Utility Billing

- **1108 water and sewer customer accounts**
- **8952 water and sewer utility bills generated**
- **1483 storm water customer accounts**
- **\$631,459 water operating revenue generated**
- **\$373,560 sewer operating revenue generated**
- **\$155,864 storm water revenue generated**
- **129 unpaid accounts assessed**

General Fund Expenditures

- **\$3,749,239 (unaudited)**

General Fund Revenues

- **\$3,673,567 (unaudited)**

City Tax Levy

- **\$2,150,000 in 2007**
- **\$2,423,714 in 2008**

Planning Department

In 2008, the Planning Department began updating official controls in response to the City's submittal of the 2030 Comprehensive Plan to area communities and the Metropolitan Council for formal review. The Department was active in reviewing land-use applications despite the decline in number of applications compared to previous years, and accomplished the goal of increasing code enforcement in the community.

Of the official controls that were targeted for review, approximately 12 consist of zoning districts, while 14 contain specific regulations or procedural review ordinances. In 2008, the City's Wetland Protection Ordinance was revised as one open space measure for preserving the City's valued wetlands. The regulations for the Uptown Hamel zoning district were also updated to implement the desired east to west growth along the Highway 55 Corridor.

While the City experienced a decline in the number of land-use applications in 2008, one prominent application reviewed and ultimately approved by the Council included the granting of a 3.1 megawatt Wind Energy Conversion System (wind turbine) to Hennepin County at their Public Works Facility campus. Public discourse was prominent in the review process of the proposed turbine, which extended from the first public hearing in June through Council approval in November. Other notable land-use applications in 2008 included:

- *Conditional Use Permits (CUP's) to accessory building structures separately at 2105 Chestnut Drive, 2825 Willow Drive, and 1982 Hamel Road.*
- *Walter G. Anderson, Inc. expansion approvals at 4535 Willow Dr.*
- *Amended CUP at Baker Park for 12 Camper Cabins.*

The 2008 code enforcement efforts for the Department included mailed notices requesting inspection compliance on Independent Sewer Treatment Systems to all properties with septic systems. The Department also sent nuisance ordinance notices to various properties addressing compliance.

Additional Statistics and Charts may be found in Appendix page 20.

2010-2030 Comprehensive Plan Update Process

- **Approved by City Council**
- **Comments received and responded to from neighboring jurisdictions**
- **Reviewed and commented on plans from neighboring jurisdictions**
- **Submitted to Met Council for review and approval**

Ordinances Adopted

- **Wetland Protection Ordinance**
- **Erosion Control and Construction Site Run-off**
- **District Regulations amended for the Uptown Hamel area**
- **District Regulations amended for the Rural Residential district**

Land Use Applications Reviewed

- **8 – Conditional Use Permits**
- **3 – Lot Division/ Rearrange**
- **3 – Variances**
- **2 – Site Plan Review**
- **1 – PUD Amendment**

Building Permits Issued

- **414 – Total Permits**
- **12 – New Single Family Permits**
- **1 – New Commercial Permit**

Value of Permits Issued

- **\$18,804,170 – Value of Total Permits**
- **\$7,427,995 – Value of New Single Family Permits**
- **\$1,400,000 – Value of New Commercial Permit**

Septic System Pumping and Assessment Program

- **95% response (752 sent)**

Maintained Infrastructure

56 Street Miles Maintained

6 Miles of Sidewalks & Off Road Trails Maintained

700 Street Signs Maintained

141 Streetlights Maintained

35 Roadside Ditch Miles Mowed

30 Sanitary Sewer Miles Maintained

10 Sewer Lift Stations Maintained

450 Sewer Manholes Maintained

25 Water Main Miles Maintained

10 Water Wells Maintained

181 Culverts Maintained

Water Pumped/Treated (gallons)

- **149,413,000 - Hamel system**
- **14,349,000 - Ind. Beach**
- **6,689,200 - Morningside**

10,000 Sewer Line Feet Cleaned and Televised

24/7 On-Call Policy requiring a scheduled public works employee to respond within 45 minutes of an incident

Public Works

The Public Works Department completed and managed a variety of noticeable projects in the service areas of streets, water, sanitary sewer, storm water, and parks in 2008. With significant infrastructure planning completed over the past few years, 2008 served as the next step forward to rebuild roads and construct water improvements for existing and future capacity, and to provide environmental benefits to parks and storm water infrastructure. The following projects were completed or initiated in 2008:

- Hamel Road Reconstruction – The estimated \$2,500,000 project included the reconstruction of Hamel Road from Hunter Drive to Brockton Lane, along with burial of all overhead utilities, replacement of water and sewer infrastructure, and streetscape improvements.
- New Water Wells – Wells No. 6 and 7 were added to the Hamel System in Hamel Legion Park with the capability of pumping 1250 gallons per minute to the system between the two wells. The wells compliment the raw water supply line (built in 2007) from the Park to the Water Treatment Plant (built in 2006) on Pinto Drive.
- Water Well Maintenance – Well No. 2 in the Medina Morningside System was inspected and resulted in a pipe and pump motor being replaced. The pump motor was last serviced 20 years ago. Well No. 3 in the Hamel System also received a pump motor replacement.
- Medina Road Overlay and Trail – The second phase of the mill and overlay was completed from County Road 24 to Tamarack Drive. The project also completed a trail link from County Road 24 to Brockton Lane.
- Shared Tractor Acquisition – The cities of Loretto and Medina jointly acquired a tractor for roadside mowing and other public works uses. The shared purchase will reduce expenses for both cities over the next five years compared to contracting out the services.
- Seal Coating and Crack Sealing – Foxberry Farms streets received seal coating and crack sealing, while Elm Creek Drive and Tamarack Drive received crack sealing.

In addition to maintaining, replacing, and adding new infrastructure where needed, the Department participates in on-going training programs that involve compliance with OSHA regulations, environmentally sensitive road salt/sand application, and other safety training. The Department also completes various health reports for the water system as required by State agencies.

Parks, Recreation & Environment

The City's Park, Recreation and Environmental functions experienced a variety of project starts and completions in 2008. In addition to the Public Works Department's overseeing the day-to-day operations and project management for parks, Public Works also assisted in the implementation of a Storm Water Utility with the Finance Department. Administrative staff also worked with Public Works on the planning for a field house in Hamel Legion Park.

The restoration of Holy Name Park and Rainwater Nature Area were initiated in 2008. Improvements to Holy Name Park included a partial porous pavement parking lot, walking trail to the lake, rain garden, and shoreline restoration. The Rainwater Nature Area project encompassed grading work, native tree planting and vegetation seeding, a walking/bike trail, and plantings to protect Elm Creek. Park dedication funds were used to fund the improvements to both parks, along with a grant from the Minnehaha Creek Watershed District for Holy Name Park.

The City Park Commission, staff and members of the public studied the feasibility of constructing an approximately 2,500 sq. ft. Field House in Hamel Legion Park. The Council accepted a timeline to proceed forward with the project in December with the expectation that 2/3 of the estimated \$300,000 project would be funded by City park dedication funds and 1/3 of the project supported by donations.

In response to the growing demands placed on the City by the State to make improvements to impaired bodies of water, the City created a Storm Water Utility to provide funding for such requirements. In 2008, the City was required to assist in the preparation of a Total Maximum Daily Load (TMDL) for Elm Creek, Lake Sarah, and a small portion of Medicine Lake. The City is already implementing improvements for the Lake Independence TMDL and Best Management Practices for the City's Storm Water Pollution Prevention Program.

Parks and Nature Areas

- **140 acres maintained in 12 locations**

Other Park Facilities Maintained

- **11 – Pavilions & Picnic Areas**
- **10 – Baseball/Softball Fields**
- **6 – Public Restrooms**
- **3 – Basketball Courts**
- **3 – Tennis Courts**
- **3 – Ice Skating Rinks**
- **2 – Volleyball Courts**
- **2 – Open Playfields**
- **1 – Boat Launch**

Lake Independence TMDL

- **872 Pounds of Annual Phosphorous Nutrient Loading Reduction Needed**
- **17 Tasks Identified to reduce Phosphorous Loading**

Holy Name Park Restoration

- **\$47,000 project cost**
- **\$12,850 in grant funds received from Minnehaha Creek Watershed District**

Rainwater Nature Area Restoration

- **\$41,000 project cost**

Park Dedication Fee Revenue Generated from New Development

- **\$115,135 in 2007**
- **\$82,705 in 2008**

Storm Water Pollution Prevention Program (SWPPP)

- **43 Best Management Practices (BMP's) Monitored**

2008 Crime Statistics

- **482 - TOTAL**
- **0 – Murders**
- **0 – Rapes**
- **0 – Robbery**
- **4 – Assault**
- **16 – Burglaries**
- **108 – Thefts**
- **7 – Auto Thefts**
- **0 – Arsons**
- **2 – Forgeries**
- **6 – Frauds**
- **23 – Stolen Properties**
- **27 – Vandalisms**
- **2 – Weapons**
- **55 – Narcotics**
- **142 – DWI's**
- **42 – Liquor Laws**
- **18 – Disorderly Conducts**
- **30 – Other**

Investigative Services

- **362 cases investigated**
- **68% of cases cleared**

West Metro Drug Task Force

- **86 new cases (with 73 people arrested)**
- **17 cases pending in County Attorney Office**
- **1 case pending in U.S. Attorney Office**
- **\$29,977,139 street value of drugs seized**
- **\$262,599 value of cash, weapons and vehicles seized**

Medina Police Reserves

- **1,343 volunteer hours serviced by five officers in 2008**
- **15,000 + volunteer hours serviced since 2001**
- **1724 house checks, jail transports, vehicle impounds and community events served since 2001**
- **\$25,500 estimated value of service provided to City in 2008**

Community Events Serviced

- **37 – By Police and Reserves**

Police Department

The Medina Police Department experienced increased activity in 2008 in response to the residential, business, and traffic growth in the community. More serious (Part I) crimes were up 129% compared to 2007, while less serious (Part II) crimes were down 15%. Traffic complaints and enforcement continue to be a priority for the department as a traffic safety initiative. Over 4600 traffic contacts were made in 2008.

A significant progression to the Department in 2008 involved the first full-year of staffing for the Police Investigator position. The Investigator was connected early in the year to a criminal vehicular homicide in Medina. The Investigator's involvement with the case and ultimate conviction of the suspect has resulted in a four-year prison sentence.

While the Department has maintained a strong community policing presence in the past year, additional relationships were strengthened with area agencies. A partnership with the Orono Police Department and West Hennepin Public Safety resulted in the first High School Citizen's Academy at Orono Schools. With the Republican National Convention in St. Paul, the Department assisted St. Paul Police Department with public safety resources. The City was later reimbursed for participation with the Convention. The Department also conducted a new Drug Abuse Resistance Education (D.A.R.E) program at St. Peter and Paul School in Loretto.

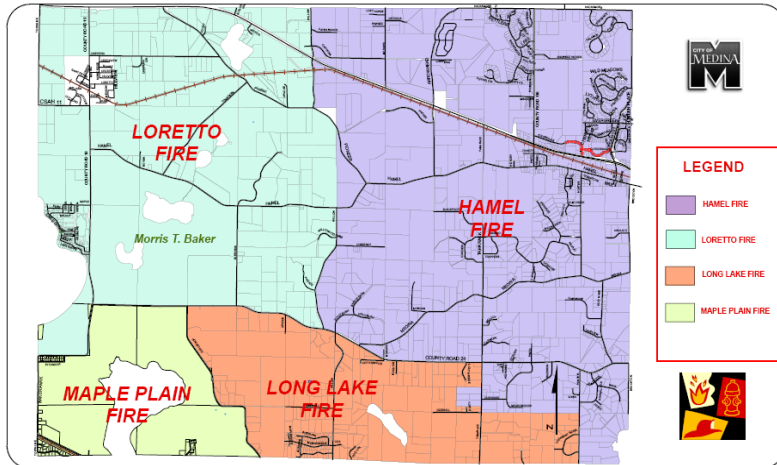
A new Law Enforcement Technology Group records management system also went into effect early in 2008. The system includes field reporting capabilities, ticket writer, and a real time records management system which allows all department staff to view what is happening in real time. Four departments including Medina, West Hennepin, Wayzata, and Minnetrista, implemented the system together and have the ability to share access to each others case files.

Additional Statistics/Charts may be found in Appendix pages 17 and 18.

Fire Departments & Emergency Management

In addition to Police, the City's public safety services include fire services and emergency management. The Hamel Volunteer Fire Department, Loretto Volunteer Fire Department, Long Lake Fire Department and Maple Plain Fire Department all provide fire services to the City of Medina. For emergency management, the City participates with area agencies through the Lake Minnetonka Regional Operations Plan and took part in drills in Maple Plain and Minnetrista in 2008.

The map below demonstrates the fire service areas in Medina covered by the four fire departments. The Hamel and Loretto Fire Departments provide the majority of fire services to the City and are both independent owned entities. The Long Lake Fire Department and Maple Plain Fire Department serve under the jurisdiction of their respective City governments. The City contracts with all four departments to provide the fire service coverage.



In June 2008, the Council reviewed a Fire Services Report to consider options for long-term fire services in the community. A Medina Fire Advisory Board was designated the task of studying the options and presenting findings to the Council. The Council reviewed the findings in October and directed staff to begin planning for possible merger and/or sharing of services between the City's two largest volunteer fire departments, Hamel VFD and Loretto VFD.

Number of Total Calls (Fire, Alarm, Medical, Accident)

- **237 – Number of Total Calls**
- **152 – Hamel Fire**
- **60 – Loretto Fire**
- **20 – Long Lake Fire**
- **5 – Maple Plain Fire**

Total Call Hours

- **1832 – Total Call Hours**
- **1122 – Hamel Fire**
- **301 – Loretto Fire**
- **367 – Long Lake Fire**
- **42 – Maple Plain Fire**

Operating Budget

- **\$292,050 in 2007**
- **\$295,050 in 2008**

Capital Budget

- **\$107,000 in 2007**
- **\$97,000 in 2008**

Geographic Area Served

- **54% - Hamel Fire**
- **28% - Loretto Fire**
- **17% - Long Lake Fire**
- **1% - Maple Plain Fire***

*** Not including Baker Park which is contracted with Three Rivers Park District**

Population Served

- **60% - Hamel Fire**
- **25% - Loretto Fire**
- **10% - Long Lake Fire**
- **5% - Maple Plain Fire**

Fire Chief Leadership

- **Brandon Guest – Hamel Fire**
- **Herb Koch – Loretto Fire**
- **James Van Eyll – Long Lake Fire**
- **Nate Jerde – Maple Plain Fire**

A Year In Retrospect

January

- New subscription based Organics Recycling Program offered city wide



- Hamel Road Reconstruction Improvement project in Uptown Hamel ordered
- Staff Promotions of Ivan Dingmann to Public Works Foreman and Dusty Finke to Associate Planner
- Resident Beth Nielson appointed to Park Commission
- Staff appointments of Erin Barnhart to Accountant and Teri Portinen to Accounting Technician

February

- Annual Goal Setting Session/Council Retreat sets 72 goals for the year
- Well No. 7 contract for Hamel Water System awarded for construction in Hamel Legion Park
- Medina Police Reserve Officers recognized for volunteer community service
- Hamel Road Reconstruction Plans and Specs approved
- Public Notice posted to consider two election precincts

March

- Two Separate Election Precincts established
- Official Control Work Plan for updating City's ordinances to meet Comprehensive Plan consistency approved

- Lake Sarah Total Maximum Daily Load (TMDL) methodology endorsed based on actual calculation of loading
- Well No. 7 Pumping Facility Plans and Specs approved for Hamel Water System
- \$35,000 grant for Lake Independence Shoreline Stabilization/Restoration program received from MN Board of Water and Soil Resources
- Police Officer Chris McGill recognized for 10 years of service



- Public Works Foreman Ivan Dingmann recognized for 5 years of service
- Fire Protection Services Agreement approved with Maple Plain Fire Department
- Sign regulations amended by ordinance reflecting dynamic signs and on-premise signs
- Staff appointments of Derek Reinking to Public Works Maintenance Worker and Debra Peterson-Dufresne to Planning Assistant

April

- Site Plan approval granted to 705 Hamel Road
- County Road 19 Regional Trail Final Layout approved
- Storm Water Pollution Prevention Program (SWPPP) annual hearing conducted
- Design Services Consultant for Rainwater Nature Area approved
- Local Board of Appeals and Equalization conducted by City Council at City Hall

- Annual City Clean Up Day conducted at City Hall and Public Works site



- Assessment Roll adopted for Hamel Road Reconstruction
- Well No. 7 Pumping Facility contract awarded for location in Hamel Legion Park
- Low Impact Development and Sustainability workshop held at Hamel Community Building

May

- Conditional Use Permit approved for accessory structure at 2105 Chestnut Rd.
- Hamel Road Reconstruction contract awarded for Uptown Hamel area; Sale of bonds in amount of \$2,280,000 awarded
- Resident Peter Lecy appointed to Park Commission
- Portions of Tamarack Drive and related easements vacated (south of Hamel Road, north of Oakview Rd.)
- Wetland protection ordinance regulations amended
- Storm Water Utility creation and fee schedule approved
- Solid Waste Management ordinance approved

June

- \$12,850 grant received from Minnehaha Creek Watershed District for Holy Name Park



- Police Investigator Dave Hall recognized for 5 years of service



- Site Plan, Variance and Final Plat granted to 4535 Willow Dr.
- Lot Line Rearrangement granted to 2605 Hamel Rd. and 2905 Willowood Farm Rd.
- Conditional Use Permit granted to Three Rivers Park for 12 camper cabins at Baker Park
- 2007 Audited Financial Statements accepted
- Fire Services Report accepted; Task Force appointed to review long-term options
- Conditional Use Permit granted for accessory structure addition at 2825 Willow Drive
- Storm Water Illicit Discharge and Illicit Connections to Storm Sewer ordinance approved
- Construction Site Storm Water Runoff Control ordinance amended
- Wilfred (Hunk) Scherer recognized and honored for family heritage and public service after passing away

July

- Conditional Use Permit granted for accessory structure at 1982 Hamel Rd.
- Open Burning ordinance amendments approved
- Committee appointed to review options for new City logo
- Special Events ordinance regulations approved

- Zoning district regulations adopted for Uptown Hamel

August

- Open House conducted for 2009 budget planning
- Utility Agreement with City of Corcoran approved

September

- Conditional Use Permit amendment granted to Three Rivers Park for golf cart storage
- 4th Annual Medina Celebration Day held at Hamel Legion Park



- \$415,000 in Equipment Certificates approved for future City equipment acquisitions
- Request to Hennepin County for turn back of County Road 201 to City revoked

October

- Accessory Building ordinance regulations adopted
- Consideration of German Liberal Cemetery Association transfer to City directed for further study
- Medina Fire Advisory Board authorizes staff to explore merger options between Hamel Fire and Loretto Fire Departments
- Final Plat approval granted to High Pointe Ridge 2nd addition, located east of Parkview Dr. and south of Hamel Rd.

November

- City Elections result in Tom Crosby being elected as Mayor and Elizabeth Weir and Mike Siitari elected to Council

- Conditional Use Permit granted to Three Rivers Park for bathroom addition

- Planned Unit Development approved to Hennepin County for wind energy conversion system and civil defense siren at 1600 Prairie Drive

- Preliminary Concept Layout for reconstruction of TH55 at CR116/CSAH 115 intersection approved

- City logo designs reviewed and services consultant selected



December

- Tractor and mower cost-share agreement with City of Loretto approved
- Police Officer Keith Converse recognized for five years of service
- 2009 Budget Truth in Taxation hearing conducted at City Hall
- Project timeline approved for Hamel Legion Park Field House
- Recreational Field Use policy adopted
- 2009 Final tax levy of \$2,724,719 along with all 2009 fund budgets approved
- Annual Celebration of Service/Holiday Banquet held
- City Administrator Chad Adams recognized for 5 years of service



Preview of 2009 Goals

At the beginning of each year, the City Council and Staff meet to declare and establish goals and a work plan for the upcoming year. Highlights of the goals and work plan for 2009 are illustrated below:

- 
- *Complete Street Assessment Policy*
 - *Implement Crime E-Alert System*
 - *Prepare Comprehensive Budget Document for All Funds*
 - *Provide Reporting on Conditional Use Permit Enforcement*
 - *Initiate Project Newsletters for Large-Scaled Projects*
 - *Determine Site and Scope for Public Works Facility*
 - *Evaluate Spending, Conserve Resources, Provide Quarterly Budget Reports*
 - *Enhance Interdepartmental Analysis of Internal Accounting Operations*
 - *Integrate Geographic Information System Technology for Infrastructure*
 - *Implement Green/Sustainability Policies into Operations/Functions*
 - *Update Zoning Official Controls to Compliment Comprehensive Plan*
 - *Enhance Code Enforcement Initiatives*
 - *Prepare Police Vehicle Analysis Report*
 - *Prepare Analysis on Paper Invoicing vs. Postcards*
 - *Incorporate City Logo into City Functions*
 - *Complete Comprehensive Plan Through Metropolitan Council*
 - *Promote Recycling and Waste Reduction*
 - *Prepare German Liberal Cemetery Feasibility Report/Plan*
 - *Promote ACH or Other Options for Streamlined Utility Billing*
 - *Evaluate Cost Saving Alternatives for City Newsletter*
 - *Complete Field House Facility in Hamel Legion Park*
 - *Complete 20% Inspections of City Storm Water Ponds*
 - *Prepare Economic Development Report/Strategy*
 - *Evaluate Alternatives for Designating City Newspaper*
 - *Conduct Grand Re-Opening of Holy Name Park*
 - *Finalize Plans for Needed City Water Storage*
 - *Renew Loretto Police Services Agreement*
 - *Facilitate Fire Merger Planning*
 - *Complete CR116 Trail Construction*
 - *Re-design City Web Site*

Recognizing Our Contributors & Service Providers

GRANTS

\$20,500 from Hamel Firemen's Relief Association
\$35,000 from MN Board of Water and Soil Resources
\$12,850 from Minnehaha Creek Watershed District

2008 DONATIONS & VOLUNTEERS

Individuals

Thomas M. Crosby, Jr.
Thomas L. Olson

Civic Organizations

Cub Scouts and Boy Scouts
Boy Scouts Troop 570
Brownies and Girl Scouts
4-H Clover Patch Club
Friends of Wolsfeld Woods
Hamel Athletic Association
Hamel Fire Department
Hamel Library
Hamel Lions Club
Hennepin Co. Sheriff's K-9
Medina Rotary Club
Uptown Hamel Business
Association
West Hennepin Pioneers
Association

Local Businesses

Adam's Pest Control, Inc.
Anytime Fitness
Applebee's
Argent Parc

Buffalo Wild Wings
Cold Stone
Complete Eye Care of Medina
Countryside Café
Cub Foods
Culver's
Ditter Heating and Cooling
EcoSolutions of Minnesota
Elm Creek Golf Course
Fantastic Sam's
Farmers State Bank of Hamel
Fortin Health and Wellness
Gramercy Club
Gregor Farms and Greenhouse
Hedtke Marketing
Hollywood Video/Plymouth
Howies Barber Shop
In the Spotlight, Inc.
Intercomp
Jackson Hewitt
Jazzercise
Jimmy's Pizza
Joe Sensor's
Lake Area Realty
Loram, Inc.

Lunds/Byerly's
Martha Burns Swimming School
Mayer Mobil Gas Station
McDonalds
Medina Entertainment Center
Medina Golf & Country Club
Medina Just for Kix
Metro West Inspection
Rockler Inc.
Scherer Pumpkin Patch
Shamrock Golf
Starbucks/Plymouth Station
State Farm Insurance
Sticks and Bricks
T Nails
Target
Temroc Metals
The Cellars Wine & Spirits
Tolomatic
West Financial Credit Union
West Metro Tax Services, Inc.
Westland Dental
Willows Home Accents
Wine Styles
Wright Hennepin Electric Coop.

CITY OF MEDINA STAFF

Thank You to all of the following Staff, Consultants and Representatives who provided service to the City in 2008.

Administration & Finance Department

City Administrator Chad M. Adams

- | | |
|---|---------------------------------------|
| ➤ Finance Director Jeanne Day | ➤ Accounting Technician Teri Portinen |
| ➤ Assistant to City Administrator Jodi Gallup | ➤ Administration Intern Kimberly Ann |
| ➤ Accountant Erin Barnhart | |

Public Works Department

Public Works Superintendent Steve Scherer

- | | |
|----------------------------------|-------------------------------------|
| ➤ Equipment Operator Bob Dressel | ➤ Office Assistant Linda Lane |
| ➤ Foreman Ivan Dingmann | ➤ Maintenance Worker Derek Reinking |
| ➤ Maintenance Worker Greg Leuer | ➤ Part-time Worker Fred Skreen |

Planning & Zoning Department

Planning Director Tim Benetti

- Associate Planner Dusty Finke
- Office Assistant Linda Lane
- Planning Assistant Debra Peterson-Dufresne

Police Department

Police Chief Edgar Belland

- Sergeant Jason Nelson
- Transcriptionist Anne Klaers Grothe
- Investigator David Hall
- Community Service Officers: Nick Marohnic and Josh McKinely
- Administrative Assistant Cec Vieau
- Police Reserve Officers: Steve Lundell, Michael Chorley, Todd Larson, Mark Ihrke, and Jennifer Rouillard
- Officers: Chris McGill, Kevin Boecker, Keith Converse, Tom Gregory, John Vinck, Charmane Domino and Jeremiah Jessen

ELECTED REPRESENTATIVES

- Mayor Tom Crosby, Jr.,
- Council Members: Liz Weir, Joe Cavanaugh, Carolyn Smith, and Dan Johnson

APPOINTED REPRESENTATIVES

Planning Commission

- Chairperson Jeff Pederson
- Vice Chairperson Charles Nolan
- Commission Members: Mary Verbick, Robin Reid, Michele Litts, Jim Simons and Victoria Reid

Park Commission

- Chairperson Ann Thies
- Vice Chairperson Ben Benson
- Commission Members: Madeleine Linck, Galen Bruer, Beth Nielsen, Brian Kingsley, Bob Pastor, and Peter Lecy

Other City Appointed Representatives

- Elm Creek Watershed Management Commission - Dick Picard, Madeleine Linck, and Sarah Lutz
- Minnehaha Creek Watershed Commission - Ann Thies
- Pioneer-Sarah Creek Watershed Management Commission - Donald Johnston and Dick Picard

APPOINTED CONSULTANTS

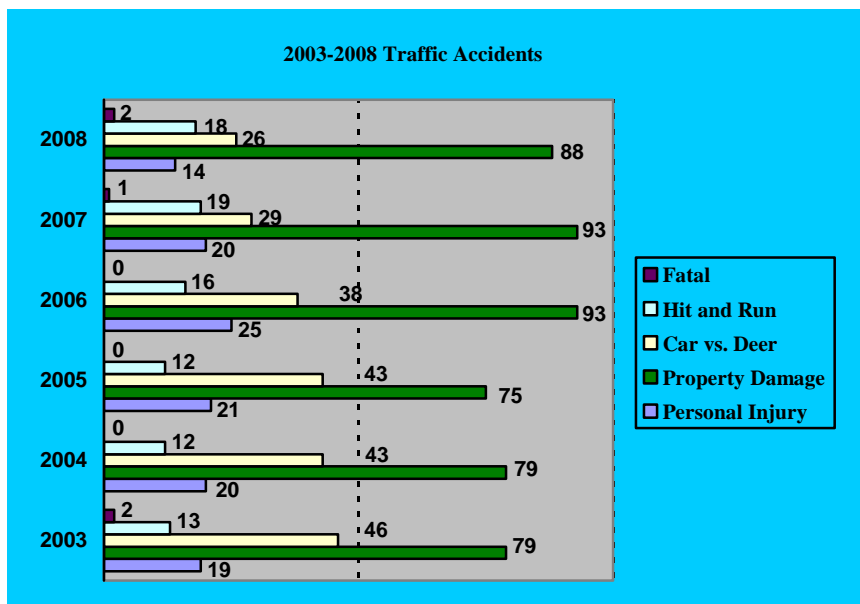
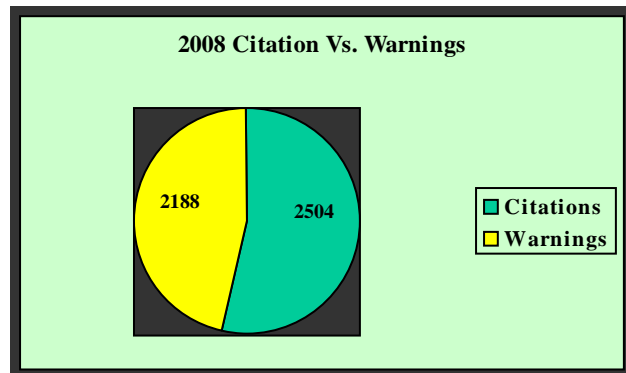
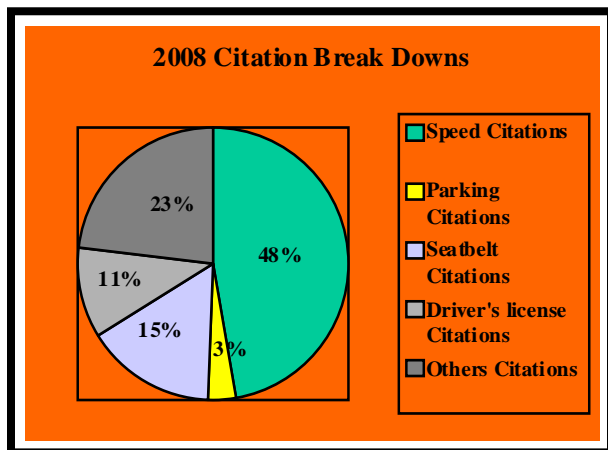
- City Attorney: Ron Batty, Kennedy and Graven
- Fortin Consulting- Rain Garden Workshop
- City Engineer: Tom Kellogg, Bonestroo
- Planning Consultants: Kendra Lindahl, Landform
- City Assessor: Rolf Erickson, Southwest Assessing
- Building Inspection: Loren Kohnen and Todd Geske, Metro West Inspection
- City Auditors: Abdo, Eick and Meyers
- Fire Marshal: Loren Kohnen
- Prosecuting Attorney: Steve Tallen, Tallen and Baertschi
- IT Consultant: Mike Brocco, Cipher Laboratories

CONTRACTED/FRANCHISED SERVICE PROVIDERS

- **Solid Waste, Organics & Recycling Collection:** Randy's Sanitation
- **Utilities:** Mediacom (Cable and Broadband Communication); Xcel & West Hennepin Electric Cooperative (Electric); Centerpoint Energy (Natural Gas); Citizens Communication & Qwest (Telephone)

APPENDIX

Police Department Statistics



Part One Crimes (2003-2008)

	2003	2004	2005	2006	2007	2008
Murder	0	0	0	0	0	0
Rape	1	3	2	2	4	0
Robbery	0	0	0	1	1	0
Assaults	1	5	5	4	1	4
Burglary	8	18	30	25	27	16
Thefts	19	21	24	22	22	108*
Auto Thefts	4	3	10	5	4	7
Arson	0	0	0	0	0	0
TOTAL	33	50	71	63	59	135

* In 2008, new coding was used for Part 1 theft crimes. In 2003 to 2007, only felony thefts were recorded for Part 1 crimes.

Part Two Crimes (2003-2008)

	2003	2004	2005	2006	2007	2008
Forgery	5	11	4	6	14	2
Fraud	3	5	2	4	11	6
Stolen/Theft Related	32	64	92	63	68	23
Vandalism	37	31	29	38	40	27
Weapons	0	1	1	2	2	2
Narcotics	23	22	79	66	33	55
DWI	92	63	89	63	136	142
Liquor Laws	22	14	21	13	21	42
Disorderly Conduct	14	26	12	13	16	18
Other Assaults	18	7	8	16	8	14
Other	25	21	71	41	49	16
TOTAL	271	264	408	325	398	347
TOTAL Part 1 and Part 2 crimes	304	314	479	388	457	482

City General Fund

BUDGET AND ACTUAL (Unaudited) - GENERAL FUND
As of December 31, 2008

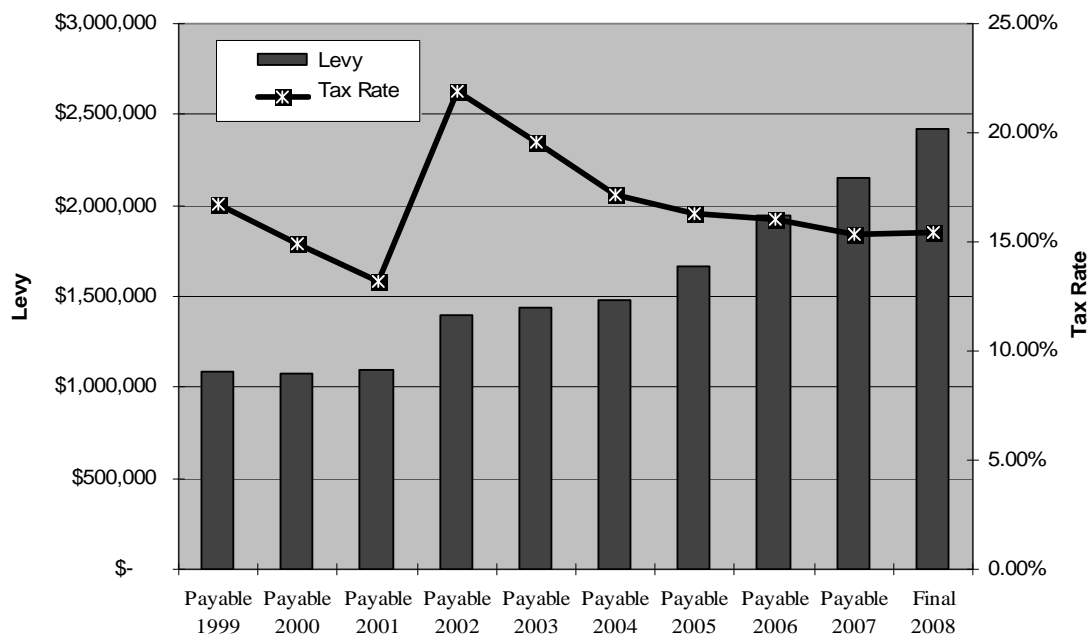
	Original and Final Budget	Unaudited Amounts Through 12/30/08	Variance with Final Budget - Positive (Negative)
REVENUES:			
Property Taxes	\$2,429,964	\$ 2,400,777	\$ (29,187)
Special Assessments	7,000	12,176	5,176
Licenses and Permits	406,215	217,252	(188,963)
Intergovernmental Revenue	168,881	195,297	26,416
Charges for Services	656,240	218,404	(437,836)
Fines and Forfeitures	121,000	169,895	48,895
Miscellaneous	170,250	257,586	87,336
Sale of Assets	4,775	7,680	2,905
Transfers In	194,500	194,500	-
Total Revenues	4,158,825	3,673,567	(485,258)
EXPENDITURES:			
Current:			
General Government	1,419,790	1,053,477	366,313
Public Safety	1,866,040	1,897,790	(31,750)
Public Works	490,165	483,340	6,825
Sanitation and Waste Removal	47,550	7,910	39,640
Culture and Recreation	147,280	118,722	28,558
Transfers Out	188,000	188,000	-
Total Expenditures	4,158,825	3,749,239	409,586
Excess of Revenues Over Expenditures	-	(75,672)	(75,672)

City Enterprise Funds

Enterprise Funds Unaudited as of December 31, 2008

	Water		Sanitary Sewer		Storm Sewer	
	Original and Final Budget	Unaudited Ending Balance 12/31/2008	Original and Final Budget	Unaudited Ending Balance 12/31/2008	Original and Final Budget	Unaudited Ending Balance 12/31/2008
OPERATING REVENUES:						
Charges for Services	\$ 595,989	\$ 631,125	\$ 337,432	\$ 330,567	\$ 157,200	\$ 158,746
OPERATING EXPENSES:						
Wages, Salaries and Compensation	135,382	124,619	105,894	97,215	-	-
Materials and Supplies	96,635	77,533	5,535	8,361	-	-
Utilities	90,389	81,042	10,000	9,015	-	1,191
Repairs and Maintenance	17,000	21,112	25,500	17,057	-	4,812
Insurance	14,190	21,600	3,800	2,806	-	-
Depreciation	90,000	264,038	39,790	86,393	-	842
Professional Services	145,700	70,575	26,295	18,363	157,200	56,900
Sewer Treatment Charges	-	-	175,200	178,820	-	-
Miscellaneous	14,550	10,294	6,980	7,270	-	4,953
Total Operating Expenses	603,846	670,813	398,994	425,300	157,200	68,698
Operating Income	(7,857)	(39,688)	(61,562)	(94,733)	-	90,048
NONOPERATING REVENUES (EXPENSE):						
Meter Sales	25,000	2,400	-	-	-	-
Transfer In	264,297	264,297	-	-	-	-
Transfer Out	(116,250)	(116,250)	(68,250)	(68,250)	-	-
Debt Service Expense	(321,123)	(323,078)	-	-	-	-
Investment Income	60,500	136,497	47,000	40,236	-	282
Total Nonoperating Revenues (Expense)	(87,576)	(36,134)	(21,250)	(28,014)	-	282
Net Income	(95,433)	(75,822)	(82,812)	(122,748)	-	90,330

City Tax Levy and Tax Rate History



Building Permits: 2000-2008

	2000	2001	2002	2003	2004	2005	2006	2007	2008
# New Single Family Valuation	37 \$16,469,300	17 \$10,624,700	38 \$29,299,540	43 \$36,561,270	37 \$33,354,550	50 \$41,073,340	45 \$34,902,988	37 \$35,722,915	12 \$7,427,995
# New Townhomes Valuation	6 \$1,050,000	4 \$1,218,000	22 \$7,952,000	26 \$10,770,000	16 \$6,530,000				
# New Multifamily # of Units Valuation				2 91 \$13,478,000		1 18 \$3,180,000			
# New Commercial Valuation		1 \$400,000	3 \$1,795,000	1 \$563,000	9 \$4,519,500	5 \$9,353,000	8 \$6,513,000	2 \$1,261,700	1 \$1,400,000
# Other Valued Residential Valuation	118 \$4,060,646	101 \$5,139,300	154 \$6,684,050	123 \$7,744,030	137 \$4,529,095	131 \$8,674,479	120 \$6,836,079	103 \$7,718,364	98 \$7,470,230
# Other Valued Commercial Valuation	6 \$113,800	10 \$209,500	19 \$742,800	25 \$2,432,365	39 \$3,160,550	45 \$3,476,820	68 \$2,802,237	78 \$17,465,680	113 \$2,505,945
General Permits	338	281	489	445	417	375	187	265	190
General Permits (adjustment)*							206	181	63
Total Permits	505	414	725	665	655	607	634	666	477
Total Valuation	\$21,693,746	\$17,591,500	\$46,473,390	\$71,548,665	\$52,093,695	\$65,757,639	\$51,054,302	\$62,168,659	\$18,804,170

Planning Land Use Applications: 2000-2008

	2000	2001	2002	2003	2004	2005	2006	2007	2008
Variances	5	4	1		3	5	5	2	3
Conditional Use Permits		5	1	2	7		6	5	8
Preliminary Plats	4	9	1	4	3	7	6	4	2
Final Plats	6	8	5	3	9	8	7	8	2
Lot Divisions, Rearrangements					3	1	3	2	1
Site Plans			3		2	2	3	2	2
Planned Unit Developments		3	1	1	1	6	2	1	1
Comp Plan Amendments					1	2		1	1
Zoning Amendment	3	10	2		1	3			
Interim Use Permit								1	
Ordinances	3	8	2	3	6	1	13	10	7
Vacations	2	2		5		2	6	2	5
Extensions to file plats					1	1	1	8	3
Consent to plat							1		
Rescinding Previous Approval								1	
EAW Petition								1	
Totals	23	49	16	18	37	38	53	48	35

Note: These numbers represent the number of resolutions (for approval or denial) for various types of land use applications. Different applications require vastly different staff resources and projects often are being reviewed in different years.

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*A special thank you to all City departments, personnel and other outside agencies
for providing information and data for the 2008 Annual Report.*

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