

# BUILDING A SUSTAINABLE FUTURE



*Rain Barrel Promotion*



*Holy Name Park Lakeshore Restoration*



*Field House under Construction*

## City of Medina 2009 Annual Report





## **Table of Contents**

### **Mayor's Welcome**

Introduction ..... 4

City Council ..... 4

### **Delivering the City's Vision**

City Administrator ..... 5

Finance Department ..... 6

Planning Department ..... 7

Public Works Department..... 8

Parks, Recreation, & Environment... 9

Police Department ..... 10

Fire Department & Emergency  
Management ..... 11

**2009 - The Year in Retrospect.....**  
.....12-13

**2010 Goals ..... 14**

**Recognizing Our Contributors  
& Service Providers .....15-17**

**Appendix .....18-22**



# Welcome

## Mayor T. M. Crosby, Jr.

With the adoption of the 2010-2030 Comprehensive Plan in 2009, the City has been active in preparing ordinances and balancing financial measures to meet the community's future growth plan and service needs. The report which follows details some of the strategies implemented along with other important 2009 accomplishments. In addition to the facts, figures, and activities in the "*Building a Sustainable Future 2009 Annual Report*," a noteworthy event included the community's estimated population exceeding 5,000 which initiates qualification for State Aid for roads.

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

## Medina's City Council

The 2009 City of Medina City Council was comprised of Mayor Tom M. Crosby, Jr. and Council members Carolyn Smith, Mike Siitari, 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, completed 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 Hearing 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, Mike Siitari, and Dan Johnson*



### **Ordinances Amended/Approved**

- 18 in 2008
- 20 in 2009

### **Resolutions Processed**

- 84 in 2008
- 77 in 2009

### **Local Board of Appeal Applications Reviewed**

- 14 in 2008
- 20 in 2009

### **Hours Spent in Council Session**

- 116 in 2008
- 105 in 2009

### **Full-Time Equivalent (FTE) Employees Employed in City**

- 26 in 2008
- 25 in 2009

### **Market Value**

- \$1,506,416,900 in 2008
- \$1,470,726,300 in 2009

### **2009 Work Plan**

- 49 goals established at  
annual goal setting session

### **# of Contracts/Agreements Managed Annually**

- 123 in 2008
- 142 in 2009

### **Organics Participation**

- 131 households in 2008
- 140 households in 2009

### **Organics Tonnage Collected**

- 28.69 in 2008
- 32.53 in 2009

### **Recycling Tonnage Collected**

- 513.65 in 2008
- 459.71 in 2009

## *City Administration*

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I am pleased to introduce the 2009 Annual Report to the City of Medina. The report serves as a tool to recognize the accomplishments and challenges faced throughout the year and also includes measurable data to inform residents on the value of services provided by the City. The theme of the 2009 Annual Report “*Building a Sustainable Future*” was selected to represent the significance of sustainable measures being implemented into a range of City operations and projects.

The term “sustainable” may be defined or interpreted in a number of ways. In 2009, it characterizes Medina’s approach to budgeting and the City’s financial future, preserving the City’s core environmental values through project design and construction, as well as creating new operational programs and mechanisms.

While the finances of the City remain strong, City leaders began implementing new strategies to meet the community’s long-term service needs. With more uncertainty on receiving state or regional aid to support City services, actions were taken on a new street assessment policy, as well as delaying the replacement of vacant staff positions and some capital projects.

As operational measures, a City Hall energy audit was performed in 2009 to review performance of building operations, and Low Impact Design (LID) principles were adopted as part of the City’s Local Surface Water Management Plan approval. The City also conducted a symposium for lake owners to encourage more local control of caring for and improving the water quality in local waters.

I again commend the residents, Council and Staff for the 2009 accomplishments and implementation of sustainable measures and projects reflected later in this report.

*-Chad Adams, City Administrator*

# Finance Department

The primary accomplishments in the Finance Department for 2009 included the implementation of the City's new special assessment policy for four road improvements, completion of financial analysis for the transfer of the German Liberal Cemetery to the City in 2010, creation of a water meter program for landscape irrigation, and development of a Comprehensive Budget Book.

The use of special assessments for road improvements is not new to the City for road constructions, which primarily occurred in the 1980s and 1990s. However, the assessment of road maintenance costs to benefiting properties was implemented as a new practice in 2009 in lieu of raising City taxes to all Medina properties. Generally, the costs of assessments in 2009 in accordance with the City's new policy range from 20% for collector streets to 50% for local streets. The remaining share of costs for the road improvements in 2009 consisted of existing fund balances and will be bonded for in 2010.

The Comprehensive Budget Book created in 2009 was used as a resource tool for elected officials and the general public. The Budget Book provides more transparent government and will serve as a historical archive that consolidates the City's departments, utility, capital improvement plan (CIP), special revenue fund, and debt service fund budgets into one comprehensive document.

## What did 2009 taxes buy you (based on a \$500,000 home)?

- \$15/month in road/street maintenance services
- \$34/month in fire and police services
- \$ 9/month in planning and code enforcement services
- \$ 9/month in council and administrative services
- \$ 3/month in parks and recreation services  
\$70/month (total) for all City non-utility services

*Additional Statistics/Charts may be found in Appendix pgs. 19 & 20. A full copy of the City's Audited 2009 Financial Statements is also available for review at City Hall.*

## Accounting Funds Managed

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

## Accounts Payable/Receivable

- 1680 checks in AP at value of \$6.9 million
- 741 invoices in AR certified & generated at \$238,825

## Cash Management

- \$383,384 in interest earnings
- \$10,907,874 year end investment balance

## Payroll

- 30 checks processed
- 739 direct deposit checks
- \$2,321,753 personnel related expenses
- 36 W-2's processed

## Utility Billing

- 1113 water and sewer customer accounts
- 13,356 water and sewer utility bills generated
- 1482 storm water customer accounts

## Direct Pay Participants

- 518

## Residents Utilizing Irrigation Meter Program

- 181

## General Fund Expenditures

- \$3,651,914

## General Fund Revenues

- \$3,757,669

## City Tax Levy

- \$2,423,714 in 2008
- \$2,724,719 in 2009



# Planning Department

During 2009, the Planning Department continued the process of implementing the vision established in the 2010-2030

Comprehensive Plan. The Department coordinated review with the Metropolitan Council and obtained approval of the Plan, which the City Council formally adopted on November 17, 2009.

The 2010-2030 Comprehensive Plan includes many significant changes in terms of land use, which has required re-writing large portions of the City's zoning regulations. In 2009, the Department prepared four ordinances creating eleven new zoning districts. Nine additional ordinances were adopted to update planning and zoning procedures. This work will continue during the year 2010.

While the number of development proposals and land-use applications continued to decline compared to previous years, a number of smaller requests were reviewed by the City in 2009, including:

- *Conditional Use Permit at Hamel Legion Park to construct the new field house (concession and storage) buildings.*
- *Site Plan Reviews for expansions at Holy Name Cemetery and a new restaurant and bar at 32 Hamel Road.*
- *Lot line rearrangements or lot combinations at 985/995 Medina Road, 32-42 Hamel Road, and the Holy Name Cemetery.*

In addition to land-use applications, the Planning Department provided significant resources on reviewing and amending the City's ordinances pertaining to institutional uses in the City's rural areas as well as uniform driveway regulations.

The Planning Department's inspections services in 2009 included the inspection of commercial horse facilities in the community related to manure management practices, which included recommendations being made to a number of the property owners for improvement. The Department also continued to enforce nuisance abatement violations in the community.

*Additional Statistics and Charts may be found in Appendix page 21.*

## **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**
- **Approved by Met Council**

## **Ordinances Adopted**

- **Commercial Zoning**
- **Rural-public/Semi-public Zoning**
- **Residential Zoning**
- **General Business Zoning**

## **Land Use Applications Reviewed**

- **2 – Conditional Use Permits**
- **1 – Lot Division/ Rearrange**
- **2 – Variances**
- **2 – Site Plan Review**
- **2 – Final Plats**

## **Building Permits Issued**

- **402 – Total Permits**
- **8 – New Single Family Permits**
- **1 – New Commercial Permit**

## **Value of Permits Issued**

- **\$12,427,752 – Value of Total Permits**
- **\$6,850,993 – Value of New Single Family Permits**
- **\$1,257,598 – Value of New Commercial Permits**

## **Enhanced Code Enforcement**

- **Improved follow-up and documentation**
- **Proactive enforcement (comm.. horse facilities; "quadrant" inspections)**

## **Septic System Pumping and Assessment Program**

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

## **Maintained Infrastructure**

**54 Street Miles**

**6 Miles of Sidewalks & Off Road Trails**

**700 Street Signs**

**141 Streetlights**

**35 Roadside Ditch Miles (mowed)**

**30 Sanitary Sewer Miles**

**10 Sewer Lift Stations**

**450 Sewer Manholes**

**25 Water Main Miles**

**10 Water Wells**

**181 Culverts**

**Water Pumped/Treated (gallons)**

- **148,210,000 - Hamel system**
- **13,639,900 - Ind. Beach**
- **6,809,600 - 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**

In 2009, road improvements consumed a large portion of the workload for the Public Works Department. The implementation of the City's new street assessment policy provided a mechanism to address the City's growing need to improve the City's 54 miles of streets. In addition to road improvements, the Public Works Department also maintains the City's water, sewer, and storm water utilities, as well as parks and recreation infrastructure. The following projects were completed or initiated in 2009:

- **Road Improvements** – Mill and overlays, along with curb replacement were conducted in the Elm Creek Drive and Cherry Hill neighborhoods. Mill and overlays were also completed for Sycamore Trail and a portion of Pioneer Trail from Hamel Road to Willow Drive. Total costs of the four road improvement projects amount to \$365,000, with a portion of those costs special assessed against benefited properties. Instead of complete reconstructions, Public Works staff also completed the leveling and seal coating of Willow Drive and streets in Independence Beach. This maintenance strategy will preserve the integrity of roads for a few more years, while saving significant expense to taxpayers.
- **Hamel Road Reconstruction** – While much of the \$2,500,000 street work was completed in 2008, Staff provided oversight of brick paver sidewalk installation, streetscape landscaping, and other finishing touches on Hamel Road from Hunter Drive to Brockton Lane.
- **Water Infrastructure** – The City's new Well No. 7 constructed in Hamel Legion Park was brought on line to the system. The well, along with Well House No. 3 in Hamel Legion Park, also received landscape screening.
- **Water Irrigation Meter Program** – The City initiated a program in 2009 to allow water users the option of purchasing and installing a water irrigation meter to both monitor actual usage of water used for landscape irrigation, but also to reduce the amount of sanitary sewer charges based on the potable water meter use. The City's water consumption was down 19% in 2009, in part due to the new program.

Other noteworthy projects and accomplishments in 2009 included water main breaks/leaks and valve repairs, thawing of frozen culverts, crack sealing and seal coating of streets, culvert replacement on Holy Name Drive, and an acquisition of a new snow plow truck.



## *Parks, Recreation & Environment*

The implementation of sustainable measures was a key theme in the design and completion of a number of parks, recreation and environment projects in 2009. For example, the Hamel Field House project was initiated for construction in the fall and contains several sustainable features. Some examples of the features include:

- Natural lighting elements and light sensors in restrooms to reduce electric use
- Low-flow toilet and faucet fixtures to reduce water use
- Site storm water capture and retention in park pond to use for ball field and community building irrigation
- Local produced materials and certified wood
- Ample recycling containers and large in-ground garbage containers to reduce staff maintenance time and vehicle hours on the road
- Energy-Star appliances in concession area

The Holy Name Park restoration was completed in 2009 and was recognized prior to Medina Celebration Day in September. Improvements to the park included porous sidewalks and parking lot, a vegetative swale and rain garden, and establishment of buffer areas to the lake.

The Rainwater Nature Area restoration project was also finished in 2009 and involved the installation of trees, shrubs, reseeding of native and drought tolerant grasses with the use of composted soil, as well as the establishment of vegetated buffers to the wetlands.

In addition to the park and recreation improvements in 2009, the City was active in drafting best management practices (BMP's) for the completion of the Lake Sarah Total Maximum Daily Load (TMDL) and implementation of other BMP's throughout the City. For example, Public Works Staff collaborated with the Lake Independence Citizens Association (LICA) to organize and pick up compostable bags of leaves in the fall as a phosphorous loading reduction measure to Lake Independence. Staff also worked with the Pioneer-Sarah Watershed Management Commission to complete projects at Walnut Park and near the lakeshore of Lake Independence.

### **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**

- **\$82,705 in 2008**
- **\$ 4,000 in 2009**

### **Walnut Park and Lakeshore Improvements**

- **\$34,098 in grant funds used to match City in-kind work on the improvements**

## Police Department

### **2009 Crime Statistics**

- **474 - TOTAL**
- **0 – Murders**
- **1 – Rapes**
- **0 – Robbery**
- **1 – Assault**
- **20 – Burglaries**
- **100 – Thefts**
- **2 – Auto Thefts**
- **0 – Arsons**
- **2 – Forgeries**
- **10 – Frauds**
- **12 – Stolen Properties**
- **43 – Vandalisms**
- **1 – Weapons**
- **62 – Narcotics**
- **159 – DWI's**
- **28 – Liquor Laws**
- **13 – Disorderly Conducts**
- **20 – Other**

### **Investigative Services**

- **372 cases investigated**
- **71% of cases cleared**

### **West Metro Drug Task Force**

- **81 new cases**
- **17 cases pending in County Attorney Office**
- **\$7,400,671 street value of drugs seized**
- **\$599,538 value of cash, weapons and vehicles seized**

### **Medina Police Reserves**

- **1,204 volunteer hours serviced by five officers in 2008**
- **16,000 + volunteer hours serviced since 2001**
- **1,845 house checks, jail transports, vehicle impounds and community events served since 2001**
- **\$24,550 estimated value of service provided to City in 2009**

### **Community Events Serviced**

- **27 – By Police and Reserves**

The Medina Police Department experienced generally stable activity in 2009, with total crime statistics down approximately 1.6%. More serious (Part I) crimes were down 8.5% compared to 2008, while less serious (Part II) crimes were up about 1%.

The investigative services division of the department continues to evolve since its creation in 2007 and experienced a heavy workload with 372 cases investigated. The department improved its clearance rate (cases resolved) by 2% from 2008.

As a cost savings and sustainability measure, the department implemented an online police officer training program called PATROL in 2009. PATROL is offered through the League of Minnesota Cities as an option for licensed officers to complete their 40 hours of continuing education that is required to maintain their Peace Officer Standards and Training (POST) license. Because the program is offered on-line, it allows the officers to work at their own pace through the courses throughout the year and receive POST credit for them. The on-line training reduces the amount of carbon emissions and city traveling expenses from less vehicle hours spent on the road to attend traditional training sessions.

The department added a new crime alert e-mail system as a community policing tool in 2009. The system alerts residents on activity (i.e. crimes, events) occurring in their area of the community. The e-mail distribution list was prepared by establishing geographic quadrants throughout Medina.

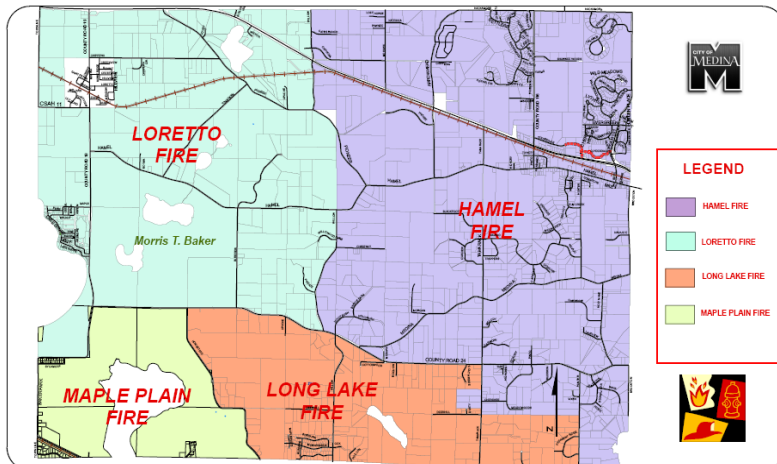
The West Metro Drug Task Force also continues to succeed in removing drugs from local streets. The City designates one full-time officer to the Task Force. Forfeitures received from the Task Force efforts are being utilized to fund a larger portion of the Task Force operations and department salaries each year. The Task Force has removed drugs in street value of \$56,115,671 since 2007.

*Additional Statistics/Charts may be found in Appendix pages 18 and 19.*

## Fire Departments & Emergency Management

The total activity from the City's four contracted fire departments - Hamel Volunteer Fire, Loretto Volunteer Fire, Long Lake Volunteer Fire, and Maple Plain Volunteer Fire - remained about the same for 2009. The City continued to collaborate with the Hamel Fire and Loretto Fire departments, who hired a consultant to facilitate the discussions and a potential plan for sharing of more services or an eventual merger of the departments. The two departments cover over 80% of Medina's geographic area, which also encompasses nearly all of Medina's urban population.

*The map below demonstrates the fire service areas in Medina covered by the four fire departments.*



The City also facilitated the installation of the community's fifth severe weather warning siren that was constructed on the Hennepin County Public Works Facility site with the funding provided from a \$25,000 grant. Additional sirens have been budgeted in the City's Capital Improvement Plan, and are contingent on receiving more grant monies.

The Department was also active in emergency preparedness in May 2009 through a training drill called "Blackcat" that dealt with a terrorist bombing response. The drill utilized police, fire, and EMS services throughout the Lake Minnetonka area by using the multi-agency approved Lake Minnetonka Emergency Preparedness Plan.

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

- **237** – Number of Total Calls
- **141** – Hamel Fire
- **45** – Loretto Fire
- **23** – Long Lake Fire
- **2** – Maple Plain Fire

### **Total Call Hours**

- **1,832** – Total Call Hours
- **1,182** – Hamel Fire
- **678** – Loretto Fire
- **379** – Long Lake Fire
- **27** – Maple Plain Fire

### **Operating Budget**

- **\$295,050** in 2008
- **\$289,575** in 2009

### **Capital Budget**

- **\$ 97,000** in 2008
- **\$ 84,082** in 2009

### **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
- **Jeff Leuer** – Loretto Fire
- **James Van Eyll** – Long Lake Fire
- **Nate Jerde** – Maple Plain Fire



# A Year In Retrospect

## January

- Oath of Office conducted for Mayor Tom Crosby and Council members Elizabeth Weir and Mike Siitari
- Former Council member Joe Cavanaugh recognized for four years of service to City Council
- Residents Paul Jaeb and Janet White appointed to Park Commission
- Resident Beth Nielsen appointed to Planning Commission
- Donation of \$98,458 accepted by City for Hamel Field House project



- Task Force appointed to recommend design for Hamel Field House

## February

- Moratorium temporarily imposed to limit religious institutions and facilities
- Annual Goal Setting Session/Council Retreat sets 49 goals for the year
- Special Assessment Policy adopted for City streets and infrastructure projects
- Agreement approved to accept \$150,000 from Hennepin County toward construction of CSAH 116 trail
- Tax Increment revenue projections and analysis for TIF District 1-9 completed

## March

- RFP issued for Hamel Field House Architectural Services
- Resident Chris Hilberg appointed to Park Commission
- City authors bill to Minnesota Legislature to extend Tax Increment Financing "five-year rule" to 10-years
- Ordinance approved amending City's commercial zoning regulations
- Feasibility report approved and public hearings called for four road improvement projects (Cherry Hill area, Elm Creek area, Sycamore Trail, and portion of Pioneer Trail)
- Data Practices Procedure to meet compliance with State Law approved

## April

- Optional Water Irrigation Meter Program Initiated
- Public Works Superintendent Steve Scherer recognized for 15 years of Service



- Local Board of Appeals and Equalization conducted by City Council at City Hall
- Police Officer Tom Gregory recognized for five years of service



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



- Project and special assessments approved for Cherry Hill road improvements

## May

- Project and special assessments approved for Elm Creek Drive and Ridgeview Circle road improvements
- Hagen, Christensen, and McIlwain hired as architect to design Hamel Field House
- New City logo approved, as designed by resident Lori Dalrymple



- Severe weather warning siren installed at Hennepin County Public Works site
- Holy Name of Jesus Church and Cemetery Lot Combination, Conditional Use Permit and Site Plan approved

## June

- Project and special assessments approved for Sycamore Trail road improvements
- 2008 Audited Financial Report accepted by City
- Ordinance approved regulating institutional uses and creating Rural Public/Semi-Public zoning district

**July**

- Bill Waytas appointed to Park Commission
- Final plat and site plan approval granted to DW Holdings, for Wranglers Restaurant and Bar, at 32 Hamel Road
- German Liberal Cemetery transfer of ownership to City authorized by City Council to occur prior to November 1, 2010
- Project and special assessments approved for Pioneer Trail road improvements
- Ordinance approved amending animal density standards in rural zoning districts
- Dusty Finke appointed as City Planner

**August**

- Night to Unite neighborhood celebrations throughout the city
- Park Commission along with Minnesota Waters hosted a presentation on forming a new lake association
- Plans and Specs and authorization to bid Hamel Field House project approved
- Plans and Specs and authorization to bid County Road 116 Trail project approved
- Financing options for prospective new public works facility presented to Council by Ehlers and Associates, Inc.
- Kent Williams appointed to Planning Commission
- Open House conducted for 2010 budget planning

**September**

- Contract awarded to Project One Construction, Inc. to build Hamel Field House
- Preliminary tax levy and budget set for 2010
- Northwest Associated Consultants, Inc. contracted as City planning consultant
- Ordinance approved amending City tobacco regulations
- Local Surface Water Management Plan adopted
- Holy Name Park lakeshore restoration grand re-opening
- 5<sup>th</sup> Annual Medina Celebration Day held at Hamel Legion Park

**October**

- Resolution to recognize former Mayor Wayne E. Neddermeyer who passed away
- Master Landscape Plan approved for Hamel Legion Park
- Volunteers for Hamel Field House Task Force recognized for their work by City Council
- City officials tour Rockler Woodworking and Hardware, Walter G. Anderson, Inc., and Twinco Romax, Inc.
- Contract approved to install Uptown Hamel Monument Sign
- Ordinance amending alcoholic beverage licenses approved
- Contract approved to continue Police services to Loretto

**November**

- Ordinances approved to amend City concept plan process; to create and regulate business zoning districts; and to amend driveway widths
- 2010-2030 Comprehensive Plan adopted
- City Financial Management Policies adopted
- Hamel Road Reconstruction Completed in Uptown Hamel

**December**

- 2010 Budget Truth in Taxation hearing conducted at City Hall
- 2010 Final tax levy of \$2,756,158 and General Fund budget of \$3,889,685 along with all other 2010 fund budgets approved
- Hamel Volunteer Fire Department Services Agreement amended
- City awarded \$100,000 grant from Hennepin Youth Sport Program for Hamel Field House
- Annual Celebration of Service/Holiday Banquet held
- Public Works Equipment Operator Robert Dressel retires after 34 years of service



## *Preview of 2010 Goals*

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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 2010 are illustrated below:

- 
- *Complete CSAH 101 Pedestrian Trail Crossing*
  - *Purchase GPS to Map and Inventory City Infrastructure*
  - *Complete Storm Water Pond with City of Loretto*
  - *Complete Land Acquisition Discussion for New Water Tower*
  - *Initiate Well Monitoring/Maintenance Program with MnDNR*
  - *Complete CR116 Trail Installation*
  - *Construct Hamel Field House*
  - *Install Uniform Park Signs*
  - *Transfer Tomann Property Donation to City as a Preserve Area*
  - *Install Pier/Dock at Holy Name Park*
  - *Provide Project Advancement of Public Works Facility*
  - *Incorporate more Police Statistics into City Newsletter*
  - *Provide Analysis and Fee Change for Hunting Regulations*
  - *Implement DARE Program at Holy Name School*
  - *Enhance Records Management System for Public Safety*
  - *Complete Backup Training for Emergency Management Certification*
  - *Facilitate Fire Merger Leadership and Planning*
  - *Institute W-2 Electronic Filing Mandate*
  - *Initiate Credit Card Service to City Customers*
  - *Reorganize Administration/Finance Workroom Functions*
  - *Implement New Water Rate Structure*
  - *Complete Ordinances Per Comprehensive Plan Requirements*
  - *Conduct Septic System Monitoring Program*
  - *Improve Public Access to Planning Information*
  - *Formalize Post-Development Application Review/Management*
  - *Invite Volunteer Service Reporting at Council Meetings*
  - *Complete Transfer of German Liberal Cemetery to City*
  - *Provide Revisions to Job Descriptions/Personnel Policies*
  - *Provide Project Advancement of TH55/CR116 Intersection*
  - *Enhance Sustainable Implementation into City Operations*



# Recognizing Our Contributors & Service Providers

## **GRANTS**

\$150,000 from Hennepin County Cooperative Agreement Funds (for CR116 Trail)  
\$100,000 from Hennepin Youth Sports Program (for Hamel Field House)  
\$34,098 from Minnesota Board of Water and Soil Resources (for Walnut Park/Lakeshore projects)  
\$2,500 from Centerpoint Energy (for Police SAFE program)  
\$2,110 from Metropolitan Emergency Services Board (for radios)

## **2009 DONATIONS & VOLUNTEERS**

### Individuals

Thomas M. Crosby, Jr.  
Harold Anderson  
Cal and Sharrie Flaig  
Marge Miller  
Colleen Sivets & Family

### Civic Organizations

Boy Scouts 570  
Brownies & Girl Scouts  
Clover Patch 4-H Club  
Cub Scouts  
Final Stretch  
Friends of Wolsfeld Woods  
Hamel Athletic Club  
Hamel Fire Department  
Hamel Lions Club  
Hennepin Co. Sheriff's K-9  
St. Anne's Church  
Uptown Hamel Business  
Association  
Uptown Hamel Library  
West Hennepin Pioneers  
Association  
Youth Alive  
YWCA

### Local Businesses

Adam's Pest Control, Inc.  
Allstate Insurance Co.  
Anytime Fitness  
Applebee's  
Axel's Bonfire  
Axel's Tavern  
Buffalo Wild Wings  
Candace Multi-Sports Co.  
Complete Eye Care of Medina  
Countryside Café  
Cub Foods  
Culver's Restaurant  
CVS Pharmacy  
Ditter Heating & Cooling  
DoJo Karate  
El Azteca Mexican Restaurant  
Elm Creek Golf Course  
Fantastic Sam's  
Farmers State Bank of Hamel  
Fortin Health & Wellness Clinic  
Gramercy Club & residents  
Gregor Farms and Greenhouse  
Hamel Electric, Inc.  
Hedtke Marketing  
Highway 55 Rental  
Holiday Station - Hamel  
Howie's Barber Shop  
Intercomp  
Jake's City Grille  
Jimmy's Pizza  
Joe Senser's Sports Grill & Bar  
Lenny Leuer Honey  
Letterman Sports

Ling Inn / Aunt Jens Motel  
Loram Inc.  
Lunds/Byerly's  
Maple Crest Garden Landscaping  
Mayer Mobil Gas Station  
McDonald's Restaurant  
Medina Entertainment Center  
Medina Golf & Country Club  
Medina Just for Kix  
Papa Johns Pizza  
Potbelly  
Rainbow Foods  
Residential Mortgage Group  
Rockler Inc.  
Scherer Pumpkin Patch  
Shamrock Golf Club  
Starbucks  
State Farm Insurance  
Sticks & Bricks  
T Nails  
Target  
The Cellars Wine & Spirits  
The Foursome  
Tolomatic  
Twinco Romax  
Umbria La Cucina Italiana  
United Properties  
Verizon Wireless  
West Financial Credit Union  
Westland Dental  
Willow Home Accents  
Winestyles  
Wright Hennepin Electric

## **CITY OF MEDINA STAFF**

Thank You to all of the following Staff, Consultants and Representatives who provided service to the City in 2009.

### **Administration & Finance Department**

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Chad M. Adams, City Administrator

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

### **Public Works Department**

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Steve Scherer, Public Works Superintendent

- Bob Dressel, Equipment Operator
- Ivan Dingmann, Foreman
- Greg Leuer, Maintenance Worker
- Linda Lane, Office Assistant
- Derek Reinking, Maintenance Worker
- John Gleason, Part-time Worker

### **Planning & Zoning Department**

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- Tim Benetti, Planning Director
- Dusty Finke, City Planner
- Debra Peterson-Dufresne, Planning Assistant
- Linda Lane, Office Assistant

### **Police Department**

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Ed Belland, Police Chief

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

## **ELECTED REPRESENTATIVES**

- Mayor Tom Crosby, Jr.
- Council Members: Elizabeth Weir, Mike Siitari, Carolyn Smith, and Dan Johnson

## **APPOINTED REPRESENTATIVES**

### **Planning Commission**

- Charles Nolan, Chairperson
- Commission Members: Mary Verbick, Robin Reid, Michele Litts, Jim Simons, Beth Nielsen and Victoria Reid

### **Park Commission**

- Ann Thies, Chairperson
- Commission Members: Ben Benson, Madeleine Linck, Chris Hilberg, Paul Jaeb, Brian Kingsley, Bill Waytas, and Janet White

### **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**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>➤ City Attorney: Ron Batty, Kennedy and Graven</li><li>➤ City Engineer: Tom Kellogg, Bonestroo</li><li>➤ City Assessor: Rolf Erickson, Southwest Assessing</li><li>➤ City Auditors: Abdo, Eick and Meyers</li><li>➤ Prosecuting Attorney: Steve Tallen, Tallen and Baertschi</li></ul> | <ul style="list-style-type: none"><li>➤ Planning Consultants: Kendra Lindahl, Landform; Laurie Smith, Northwest Associated Consultants</li><li>➤ Building Inspection: Loren Kohnen and Todd Geske, Metro West Inspection</li><li>➤ Fire Marshal: Loren Kohnen</li><li>➤ IT Consultant: Mike Brocco, Cipher Laboratories</li></ul> |
|--|---|

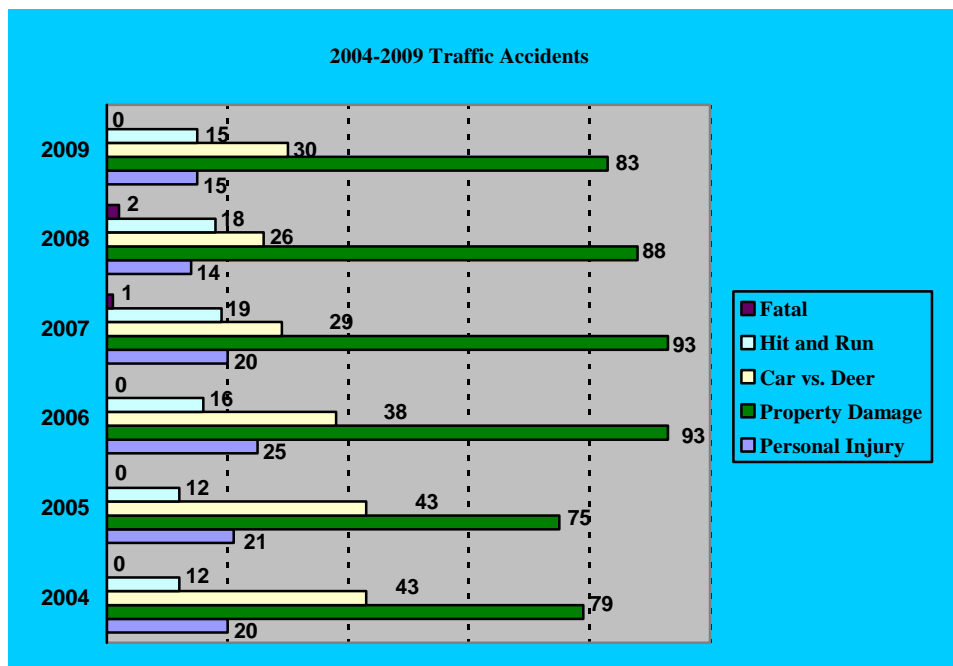
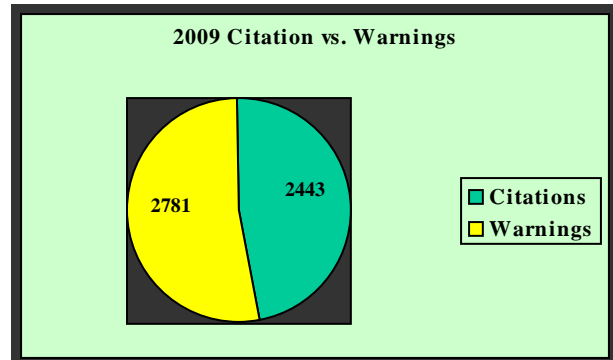
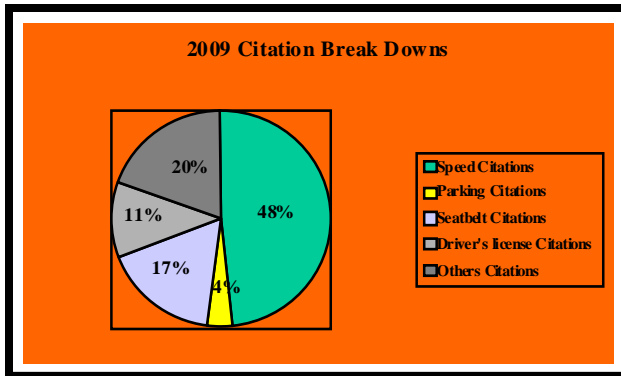
## **CONTRACTED/FRANCHISED SERVICE PROVIDERS**

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



# APPENDIX

## Police Department Statistics



### Part One Crimes (2003-2009)

	2004	2005	2006	2007	2008	2009
<b>Murder</b>	0	0	0	0	0	<b>0</b>
<b>Rape</b>	3	2	2	4	0	<b>1</b>
<b>Robbery</b>	0	0	1	1	0	<b>0</b>
<b>Assaults</b>	5	5	4	1	4	<b>1</b>
<b>Burglary</b>	18	30	25	27	16	<b>20</b>
<b>Thefts</b>	21	24	22	22	108*	<b>100</b>
<b>Auto Thefts</b>	3	10	5	4	7	<b>2</b>
<b>Arson</b>	0	0	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>50</b>	<b>71</b>	<b>59</b>	<b>59</b>	<b>135</b>	<b>124</b>

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

**Part Two Crimes (2003-2009)**

	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Forgery</b>	11	4	6	14	2	<b>2</b>
<b>Fraud</b>	5	2	4	11	6	<b>10</b>
<b>Stolen/Theft Related</b>	64	92	63	68	23	<b>12</b>
<b>Vandalism</b>	31	29	38	40	27	<b>43</b>
<b>Weapons</b>	1	1	2	2	2	<b>1</b>
<b>Narcotics</b>	22	79	66	33	55	<b>62</b>
<b>DWI</b>	63	89	63	136	142	<b>159</b>
<b>Liquor Laws</b>	14	21	13	21	42	<b>28</b>
<b>Disorderly Conduct</b>	26	12	13	16	18	<b>13</b>
<b>Other Assaults</b>	7	8	16	8	14	<b>5</b>
<b>Other</b>	21	71	41	49	16	<b>15</b>
<b>TOTAL</b>	265	408	325	398	347	<b>350</b>
<b>TOTAL Part 1 and Part 2 Crimes</b>	<b>315</b>	<b>479</b>	<b>384</b>	<b>457</b>	<b>482</b>	<b>474</b>

**City General Fund**

**GENERAL FUND  
BUDGET AND ACTUAL WITH PROJECTION - GENERAL FUND**

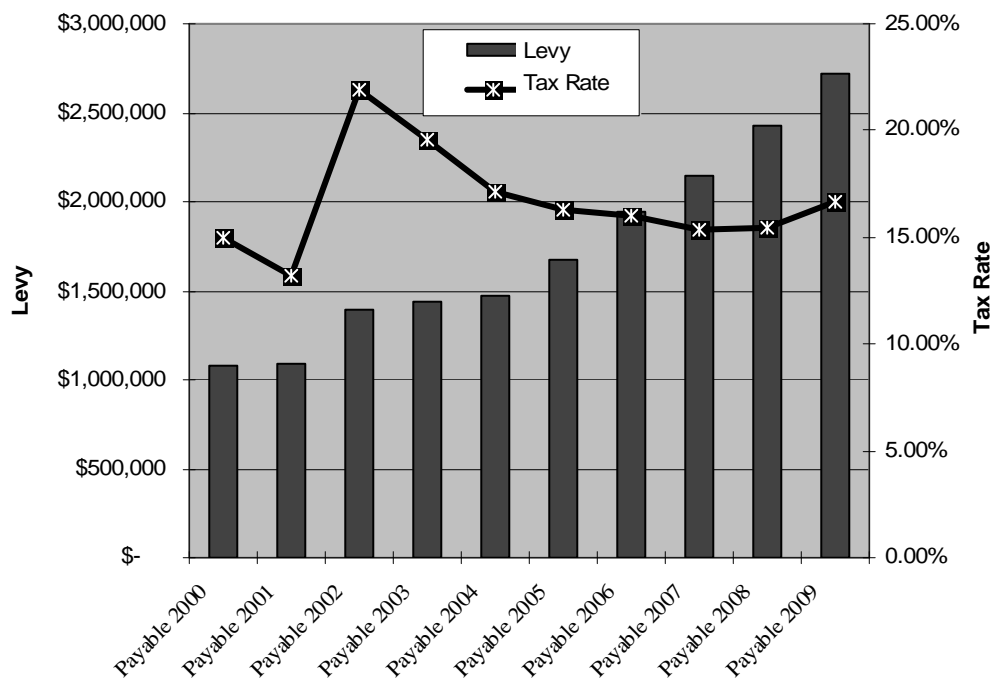
	Audited Ending Balance 12/31/2008	2009 Final Budget	Audited Ending Balance 12/31/2009
REVENUES:			
Property Taxes	\$ 2,400,778	\$2,580,289	\$ 2,491,851
Special Assessments	12,176	6,000	90,162
Licenses and Permits	217,253	267,100	146,499
Intergovernmental Revenue	195,297	132,250	151,375
Charges for Services	218,619	324,600	145,248
Fines and Forfeitures	169,895	201,000	150,713
Miscellaneous	257,585	177,747	258,302
Sale of Assets	7,680	4,775	34,846
Transfers In	194,500	288,668	288,668
Total Revenues	<u>3,673,783</u>	<u>3,982,429</u>	<u>3,757,664</u>
EXPENDITURES:			
Current:			
General Government	1,053,778	1,146,038	1,032,783
Public Safety	1,897,790	2,094,098	1,905,010
Public Works	483,043	550,294	547,971
Sanitation and Waste Removal	7,906	19,200	12,001
Culture and Recreation	118,722	132,799	114,145
Transfers Out	188,000	40,000	40,000
Total Expenditures	<u>3,749,239</u>	<u>3,982,429</u>	<u>3,651,910</u>
Excess of Revenues Over Expenditures	<u>(75,456)</u>	<u>-</u>	<u>105,754</u>

## City Enterprise Funds

### Enterprise Funds Audited as of December 31, 2009

	Water		Sanitary Sewer		Storm Sewer	
	Original and Final Budget	Audited Ending Balance 12/31/2009	Original and Final Budget	Audited Ending Balance 12/31/2009	Original and Final Budget	Audited Ending Balance 12/31/2009
<b>OPERATING REVENUES:</b>						
Charges for Services	\$ 806,475	\$ 700,917	\$ 470,800	\$ 609,787	\$ 169,475	\$ 176,563
<b>OPERATING EXPENSES:</b>						
Wages, Salaries and Compensation	146,422	140,858	104,748	104,733	17,500	512
Materials and Supplies	93,700	130,152	10,550	8,362	13,000	85
Utilities	90,125	76,362	10,000	7,969	-	-
Repairs and Maintenance	16,025	14,692	25,500	25,928	-	698
Insurance	14,225	17,542	3,800	3,046	-	-
Depreciation	291,000	269,704	86,500	86,393	-	842
Professional Services	57,675	27,368	14,300	12,136	33,875	29,298
Sewer Treatment Charges	-	-	214,357	217,988	-	-
Miscellaneous	90,625	14,034	11,850	6,200	58,100	10,081
Total Operating Expenses	799,797	690,712	481,605	472,755	122,475	41,516
Operating Income	6,678	10,205	(10,805)	137,032	47,000	135,047
<b>NONOPERATING REVENUES (EXPENSE):</b>						
Transfer In	527,500	165,528	-	-	-	-
Transfer Out	(136,318)	(136,318)	(85,350)	(85,350)	(47,000)	(47,000)
Water Connection Fees	6,000	1,820	-	-	-	-
Debt Service Expense	(777,300)	(302,378)	-	-	-	-
Investment Income	61,000	72,161	57,000	28,592	-	1,652
Miscellaneous Income (Expense)	-	(2,502)	-	20,000	-	46,032
Total Nonoperating Revenues (Expense)	(319,118)	(201,689)	(28,350)	(36,758)	(47,000)	684
Net Income	(312,440)	(191,484)	(39,155)	100,274	-	135,731

## City Tax Levy and Tax Rate History





## Building Permits: 2001-2009

	2001	2002	2003	2004	2005	2006	2007	2008	2009
# New Single Family	17	38	43	37	50	45	37	12	8
Valuation	\$10,624,700	\$29,299,540	\$36,561,270	\$33,354,550	\$41,073,340	\$34,902,986	\$35,722,915	\$7,427,995	\$6,850,993
# New Townhomes	4	22	26	16					
Valuation	\$1,218,000	\$7,952,000	\$10,770,000	\$6,530,000					
# New Multifamily			2		1				
# of Units			91		18				
Valuation			\$13,478,000		\$3,180,000				
# New Commercial	1	3	1	9	5	8	2	1	1
Valuation	\$400,000	\$1,795,000	\$563,000	\$4,519,500	\$9,353,000	\$6,513,000	\$1,261,700	\$1,400,000	\$293,846
# Other Valued Residential	101	154	123	137	131	120	103	98	76
Valuation	\$5,139,300	\$6,684,050	\$7,744,030	\$4,529,095	\$8,674,479	\$6,836,079	\$7,718,364	\$7,470,230	\$3,693,759
# Other Valued Commercial	10	19	25	39	45	68	78	113	25
Valuation	\$209,500	\$742,800	\$2,432,365	\$3,160,550	\$3,476,820	\$2,802,237	\$17,465,680	\$2,505,945	\$1,589,154
General Permits	281	489	445	417	375	187	265	190	341
General Permits (adjustment)*						206	181	63	67
Total Permits	414	725	665	655	607	634	666	477	518
Total Valuation	\$17,591,500	\$46,473,390	\$71,548,665	\$52,093,695	\$65,757,639	\$51,054,302	\$62,168,659	\$18,804,170	\$12,427,752

## Planning Land Use Applications: 2001-2009

	2001	2002	2003	2004	2005	2006	2007	2008	2009
Variances	4	1		3	5	5	2	3	2
Conditional Use Permits	5	1	2	7		6	5	8	2
Preliminary Plats	9	1	4	3	7	6	4	2	2
Final Plats	8	5	3	9	8	7	8	2	2
Lot Divisions, Rearrangements				3	1	3	2	1	1
Site Plans		3		2	2	3	2	2	2
Planned Unit Developments	3	1	1	1	6	2	1	1	0
Comp Plan Amendments				1	2		1	1	1
Zoning Amendment	10	2		1	3				1
Interim Use Permit							1		1
Ordinances	8	2	3	6	1	13	10	7	13
Vacations	2		5		2	6	2	5	1
Extensions to file plats				1	1	1	8	3	1
Consent to plat						1			0
Rescinding Previous Approval							1		0
EAW Petition							1		0
<b>Totals</b>	<b>49</b>	<b>16</b>	<b>18</b>	<b>37</b>	<b>38</b>	<b>53</b>	<b>48</b>	<b>35</b>	<b>29</b>

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.

2009 Annual Report Author/Editor – City Administrator Chad M. Adams

Design Contributor – Assistant to City Administrator Jodi Gallup

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*A special thank you to all City departments, personnel and other outside agencies  
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