



2013 Annual Report

Medina Grows While Preserving its Rural Past





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Mayor's Welcome

After a sad beginning to the year, with the loss of our outstanding mayor, Tom Crosby, to pancreatic cancer, I am honored to introduce the 2013 Annual Report to the City of Medina.

The report serves to recognize the challenges and accomplishments of the year and includes factual information on City services to residents and businesses. The theme for 2013, “Medina Grows While Preserving its Rural Past” reflects the recent suburban growth in the City’s northeast and the rural districts to its west and south. In compliance with our 2030 Comprehensive Plan, growth has long been planned in the area where sewer services enter Medina in Hamel. The Great Recession slowed growth but, with an improving economy, some 650 new single-family homes are in the process of development.

CITY COUNCIL CHALLENGES AND ACCOMPLISHMENTS

Medina’s greatest challenge and accomplishment in 2013 has been the project management of the new Public Works and Police building at 600 Clydesdale Trail. The facility was completed in time and within budget, and the City’s two largest departments moved seamlessly into their function-designed work spaces in November. The building has sufficient room for expansion to serve the growing needs of the City for an estimated 30 years. With extra space freed at City Hall, that facility will serve our Administration, Planning and Finance Departments into the future.

To fund the \$7.5 million cost of the new facility, the City was able to sell bonds at an advantageous interest rate of 2.125 percent. The 2013 General Fund Budget rose 4.1 percent to meet those bonding costs. In spite of growth and increased workload, full-time staffing levels remained unchanged since 2010; however, in October, one part-time Public Works employee was added to assist with snow plowing additional miles of new neighborhood roads. Salary and wages increased 1.5 percent, in line with inflation. Even considering the rate increase, Medina’s tax rate remains among the lowest in the western suburbs.

Other challenges include lawsuits concerning police and land-use issues. Two suits have been dismissed in the City’s favor, one has been resolved, and another is in settlement.

The ongoing goal of the City Council continues to be to provide high quality services to Medina residents in the most cost-effective manner possible.

Mayor Elizabeth Weir

City Council



DEDICATION TO THE LATE MAYOR TOM CROSBY

Mayor Tom Crosby led Medina from January 2007 to April 2013.

Among his considerable achievements were:

- Leading the 2010 to 2030 Comprehensive Plan;
- Directing a Financial Management Plan and Road Improvement Funding Policy
- Overseeing the purchase, renovation and financing of the new Public Works and Police Facility at 600 Clydesdale Trail.

With his selfless approach to leadership, Mayor Crosby brought to Medina six-and-a-quarter years of informed governance in the areas of finance, budget matters and public improvement projects, for which the City is grateful.

City Administration

This year's theme, "Medina Grows While Preserving its Rural Past," is appropriate because of the recent influx of single family housing in the northwest portion of the City and maintaining the rural character that defines the south and east portions of the City. I look forward to coming to work each day and enjoy the beautiful scenery Medina has to offer on my commute.

The City of Medina looks forward to a bright and prosperous 2014. As the City Administrator I welcome your visits and calls.

Scott Johnson, City Administrator

PRIMARY SERVICES

The Administration Department oversees the daily operations and administration of the City and works closely with the City Council to implement Council policies and directives. The services provided by the Administration Department include: city elections, recycling, records retention (city code, ordinances, resolutions, meeting minutes, contracts, etc.), licensing (liquor, tobacco, gambling, solicitors, special events, etc.), public relations, human resources, and IT/communications.

STAFFING

The Administration Department consists of two full time staff members: the City Administrator-Clerk and the Assistant to City Administrator-Deputy Clerk. The City contracts for legal counsel with Kennedy & Graven.

HIGHLIGHTS and ACTIVITIES

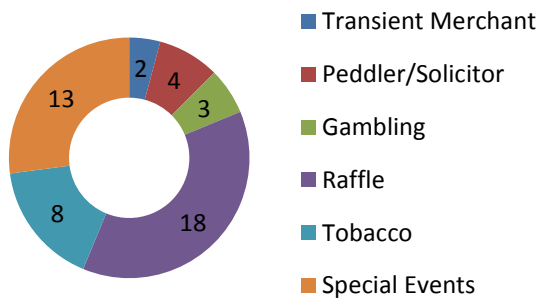
- **Single-Sort Recycling and Organics Collection** – Entered into a new garbage and recycling license agreement with Randy's Environmental Services to provide all residents with single-sort recycling and organics collection. The Blue Bag Organics collection was built into the cost of the recycling and garbage collection, so there are no additional costs to residents to participate in the program.
- **Business** – Held a business forum for Medina businesses and spring and fall tours of local businesses.
- **Mediacom Cable Franchise Agreement** – Negotiated a new cable franchise agreement with Mediacom. The agreement includes buildout provisions to provide the option of broadband service to all areas of Medina within three years.
- **Fire Services** – Successful negotiation of two year agreements for fire services with Hamel and Maple Plain.
- **City Website** – Updated the City website platform to Word Press, which has been much more user friendly for staff to edit and for residents to find data. Additional content was added to the site to better explain permit and licensing processes, provide scrolling news stories, and added

information and links for residents and businesses.

- **Phone System** – Switched the City’s phone system from analog phone lines to VoIP (Voice over Internet Protocol). This technology delivers voice communications over the internet, which allows for seamless communication between the two city buildings and the public.
- **Health Care Reform Implementation** – Delivered the required health insurance notifications and stayed up-to-date on new developments and guidance that will affect the City’s health insurance program.

FACTS and FIGURES

Number of Licenses & Permits Approved in 2013



City Council Actions

Ordinances Approved: 11

Resolutions Processed: 94

Local Board of Appeal Applications Reviewed: 9

Hours Spent in Council Session: 63

Recycling & Organics Reporting

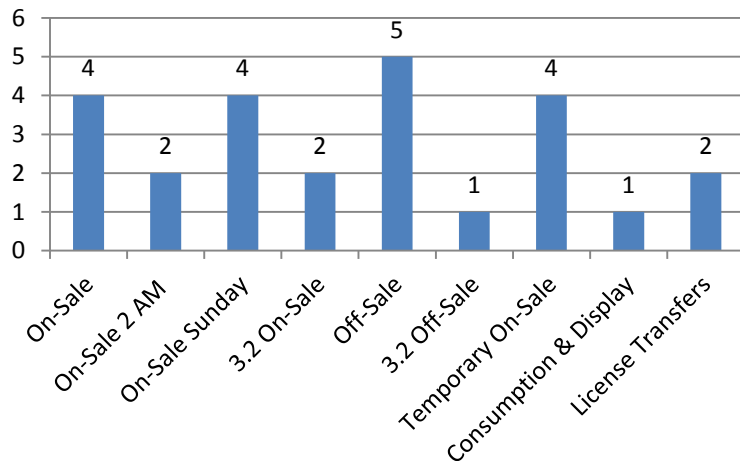
Recycling Tonnage Collected: 566.91

Organics Tonnage Collected: 34.096

Number of Organics Participants: 258



Liquor Licenses Number of each type issued in 2013



Additional Facts

Full-Time Equivalent (FTE) Employees: 24

Market Value: \$1,241,451,600

Number of Contracts Managed Annually: 182

Finance

2013 has been a year of preparing and implementing new policies and procedures due to the fact that the City now operates from two locations. The Finance Department has maintained a dedicated work ethic and continues to work and strive to provide excellent service and maintenance of the City's finances.

The City continues to maintain sufficient fund balances for City operations. In the event of serious economic constraints on the community, the City will be able to utilize the reserves for emergency purposes as designed.

Erin Barnhart, Assistant Finance Director

PRIMARY SERVICES

The Finance Department allows other City departments to make reliable management decisions and achieve their goals and objectives while maintaining the integrity of the City's financial and management system.

Specifically the department is responsible for:

- Accounting
- Financial Management
- Assessing
- Payroll
- Utility Billing
- Purchasing
- Investments
- Debt Service & Bond Management
- Management of City Assets

The finance department also produces the following documents, with the assistance of other city departments: the Comprehensive Budget, annual audited financial statements, the five-year Capital Improvement Program (CIP), and the Financial Management Plan.

STAFFING

The Finance Department consists of three positions: Interim Finance Director, Assistant Finance Director and Accounting Technician.

HIGHLIGHTS and ACTIVITIES

In addition to providing the day to day financial services, the department also assisted in the facilitation of fire department contracts, operations of the Hamel Community Building, and conducted a "Request for Proposal" to update our contract for auditing services.

FACTS and FIGURES

City Tax Levy

\$2,935,703 in 2012

\$3,248,806 in 2013

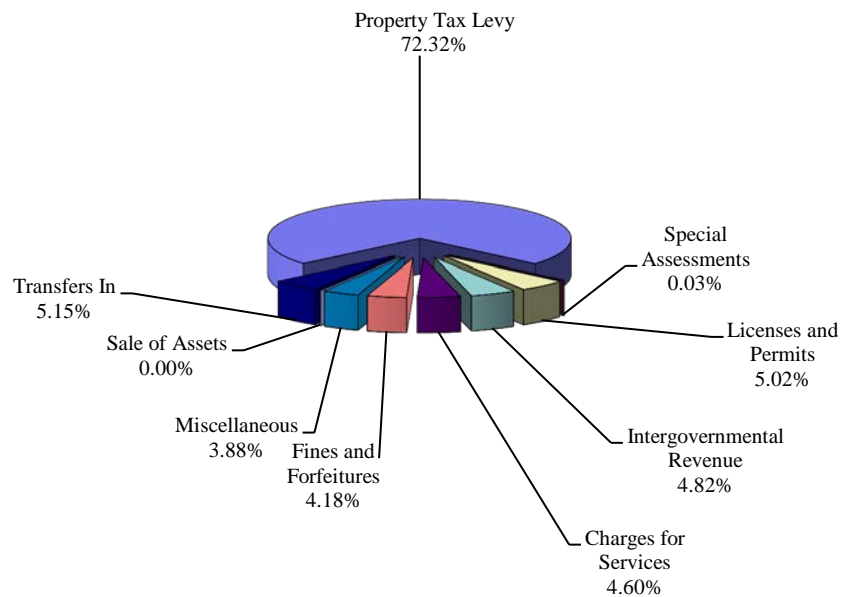
General Fund Revenue in 2013

Utility Billing

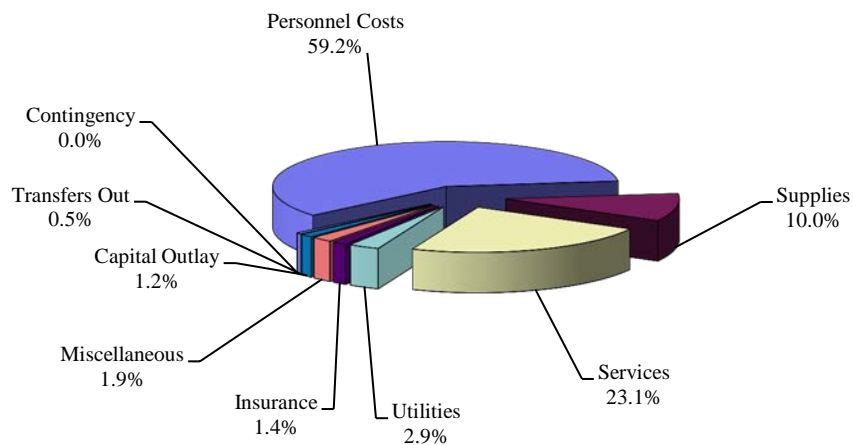
3,042 Customers

1,635 billed monthly

995 use electronic services



General Fund Expenditures in 2013



Planning/Zoning and Building

Record residential growth occurred within Medina during 2013, with permits issued for 163 new residential units, the most permits issued in Medina's history. Most of these permits were issued in The Enclave and The Fields of Medina neighborhoods, although construction continued in Bridgewater, Park Ridge Acres, and Keller Estates as well. 2014 is looking to be another busy year, and the Planning and Zoning Department is dedicated to continuing to provide efficient, effective, and friendly service to residents and customers.

Dusty Finke, City Planner

PRIMARY SERVICES

The Planning and Zoning Department administers the City's Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance. This includes coordinating the policy directives of the Planning Commission and City Council, reviewing development and land use applications for compliance with relevant City regulations, and code enforcement activities. The Department also coordinates the building permit process, with plan reviews and inspections being conducted by Metro West Inspection Services.

STAFFING

The Planning and Zoning Department consists of two full time staff members (City Planner and Planning Assistant) and an Administrative Assistant shared with the Public Works Department. The City contracts for building inspection services with Metro West Inspection Services and supplemental planning consulting services with Northwest Associated Consultants.

HIGHLIGHTS and ACTIVITIES

- **Record Building Permit Activity**
 - **163 new residential units** (144 single-family homes and 19 townhome units)
 - First **new commercial permit** since 2010
 - Construction activity added an estimated **\$75,546,424** of market value to City
 - Permit summary included on following page
- **Development Activity**
 - Approved additional phases of **The Enclave** (total of 237 single family lots and 41 townhomes and **Fields of Medina** (total of 129 single family lots)
 - Approved **Reserve of Medina** (total of 126 single family lots)
 - Preliminary approvals for an additional 112 single family lots and a 50 unit apartment
 - 15 additional smaller-scale reviews (variances, site plan reviews, lot rearrangements, etc.)
 - Summary of land use application activity can be found on following page
- **Ordinance Amendments** – updated regulations related to lot frontage, driveways and improvements within easements
- **Parks/Trails Master Plan** – assisted Park Commission with completion of a Parks/Trails Master Plan
- **Funding for Affordable Housing neighborhood** – The City received \$189,736 of Community Development Block Grant funding for an affordable housing neighborhood and also supported the developer's successful application for funding through the Minnesota Housing Finance Agency. The developer intends to request construction in 2014.

FACTS and FIGURES

Building Permit Activity (2004-2013):

| | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| # New Single Family | 37 | 50 | 45 | 37 | 12 | 8 | 7 | 15 | 68 | 144 |
| Valuation | \$33,354,550 | \$41,073,340 | \$34,902,986 | \$35,722,915 | \$7,427,995 | \$6,850,993 | \$3,422,331 | \$9,763,948 | \$28,248,224 | \$59,476,122 |
| # New Townhomes | 16 | | | | | | | | | 19 |
| Valuation | \$6,530,000 | | | | | | | | | \$4,530,000 |
| # New Multifamily | | 1 | | | | | | | | |
| # of Units | | 18 | | | | | | | | |
| Valuation | | \$3,180,000 | | | | | | | | |
| # New Commercial | 9 | 5 | 8 | 2 | 1 | 1 | 2 | | | 1 |
| Valuation | \$4,519,500 | \$9,353,000 | \$6,513,000 | \$1,261,700 | \$1,400,000 | \$293,846 | \$9,831,000 | | | \$800,000 |
| # Other Valued Residential | 137 | 131 | 120 | 103 | 98 | 76 | 78 | 85 | 91 | 161 |
| Valuation | \$4,529,095 | \$8,674,479 | \$6,836,079 | \$7,718,364 | \$7,470,230 | \$3,693,759 | \$3,368,402 | \$3,511,330 | \$4,265,387 | \$5,037,025 |
| # Other Valued Commercial | 39 | 45 | 68 | 78 | 113 | 25 | 40 | 47 | 65 | 64 |
| Valuation | \$3,160,550 | \$3,476,820 | \$2,802,237 | \$17,465,680 | \$2,505,945 | \$1,589,154 | \$3,026,275 | \$1,149,107 | \$1,779,833 | \$5,703,277 |
| General Permits | 417 | 375 | 187 | 265 | 190 | 341 | 439 | 390 | 290 | 148 |
| General Permits (adjustment)* | | | 206 | 181 | 63 | 67 | 77 | 100 | 275 | 607 |
| Total Permits | 655 | 607 | 634 | 666 | 477 | 518 | 643 | 637 | 789 | 1140 |
| Total Valuation | \$52,093,695 | \$65,757,639 | \$51,054,302 | \$62,168,659 | \$18,804,170 | \$12,427,752 | \$19,648,008 | \$14,424,385 | \$34,293,444 | \$75,546,424 |

Land Use Application History (2004-2013):

| | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Variances | 3 | 5 | 5 | 2 | 3 | 2 | 2 | 1 | 2 | 5 |
| Conditional Use Permits | 7 | | 6 | 5 | 8 | 2 | 3 | 2 | 0 | 1 |
| Preliminary Plats | 3 | 7 | 6 | 4 | 2 | 2 | 4 | 2 | 3 | 4 |
| Final Plats | 9 | 8 | 7 | 8 | 2 | 2 | 1 | 2 | 4 | 9 |
| Lot Divisions, Rearrangements | 3 | 1 | 3 | 2 | 1 | 1 | 1 | 2 | 0 | 4 |
| Site Plans | 2 | 2 | 3 | 2 | 2 | 2 | 1 | 2 | 0 | 2 |
| Planned Unit Developments | 1 | 6 | 2 | 1 | 1 | 0 | 1 | | 1 | 0 |
| Stage I (Mixed Use) Plans | | | | | | | | 1 | 0 | 0 |
| Comp Plan Amendments | 1 | 2 | | 1 | 1 | 1 | 2 | 4 | | 1 |
| Zoning Amendment | 1 | 3 | | | | 1 | 7 | 6 | 3 | 4 |
| Interim Use Permit | | | | 1 | | 1 | | | 0 | 0 |
| Ordinances | 6 | 1 | 13 | 10 | 7 | 13 | 8 | 8 | 10 | 1 |
| Vacations | | 2 | 6 | 2 | 5 | 1 | 2 | | 3 | 2 |
| Extensions to file plats | 1 | 1 | 1 | 8 | 3 | 1 | 2 | 4 | 2 | 2 |
| Private Kennel Licenses | | | | | | | | 2 | 1 | 0 |
| Consent to plat | | | 1 | | | 0 | | | | |
| Rescinding Previous Approval | | | | 1 | | 0 | | | | |
| EAW Petition | | | | 1 | | 0 | 1 | | | |
| Totals | 37 | 38 | 53 | 48 | 35 | 29 | 35 | 36 | 29 | 35 |

** NOTE: Qualifying Land Use activities is fairly difficult and should be taken with a grain of salt.
 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

Public Works

2013 held much change for the Public Works Department with a new location to work out of and a lot more room for equipment storage. The new location at 600 Clydesdale Trail houses both the Police Department and Public Works Department and most of 2013 was spent planning and renovating the structure to provide the necessary office space, equipment storage and meeting rooms to keep both departments working smoothly for years to come.

Steve Scherer, Public Works Director

PRIMARY SERVICES

The Public Works Department oversees the daily operations of sewer and water, parks and trails, road maintenance and repair, as well as working closely with the Planning Department to plan infrastructure needs throughout the City as it continues to grow.

STAFFING

The Public Works Department consists of five full-time staff members: Public Works Director, Foreman, Field Inspector, Water & Sewer Operator, Maintenance Worker, and one part-time employee that was approved by Council in the fall of 2013 to help with snow plowing for the winter season, as well as an Administrative Assistant that is shared with the Planning Department. The Public Works Department works with WSB and Hakanson Anderson for engineering guidance.

HIGHLIGHTS and ACTIVITIES

- **Road Paving and Maintenance Projects** – In 2013 the Public Works Department handled the following two bituminous overlay road projects: Mill and overlay on Willow Drive, south of County Road 24, and the bituminous overlay on Willowbrook Road, which was a joint effort with the City of Orono, as well as seal coating Medina Road.

The City also did a partial mill and overlay and then a full sealcoating on the upper and lower parking lot at City Hall off County Road 24 and some patching and sealcoating on the Public Works/Police Facility parking lot at 600 Clydesdale Trail.

- **Replacement of the following Culverts:**
 - Chippewa Road West (2 culverts)
 - Tuckborough and Hunter Farms Road Project (3 culverts)
- **Water Department** – Completed the Wellhead Protection Part II report and also worked with a supplier for new water meter reading equipment.
- **Stormwater** - Completed the Loretto Pond Phosphorous Removal Grant Project. Worked with Hakanson Anderson to re-write the SWPPP (Stormwater Pollution Prevention Plan) and MS4 (Municipal Separate Storm Sewer Systems) Permit.

- **Emergency Services** – The two separate storms the City experienced on Friday, June 21st saw power outages at the lift stations, well houses and at the Water Treatment Plant, with generators working round the clock to keep things running. The Public Works Department dealt with trees on power lines, as well as on roads and trails. Saturday was spent pushing brush, clearing trees, and emergency culvert clearing. Staff also managed the brush pile on Saturday and Sunday to keep up with the large amount of trees being brought in by residents, which ended up so large that the company we use for chipping the brush pile had to be brought in twice. The City received a \$22,106 reimbursement from FEMA (Federal Emergency Management Agency).

MAINTAINED INFRASTRUCTURE

Roads & Trails:

- 54 Street Miles
- 7.5 Miles of Sidewalk & Off Road Trails
- 700 Street Signs
- 141 Streetlights
- 35 Roadside Ditch Miles (mowed)
- 181 Culverts (picture shows a culvert replacement)



Sewer:

- 30 Sanitary Sewer Miles
- 10 Sewer Lift Stations
- 450 Sewer Manholes

Water:

- 25 Water Main Miles
- 10 Water Wells
- Water Treatment Plant (picture showing Hamel Water Treatment Plant)
 - **Water Pumped/Treated (gallons)**
 - 163,820,000 – Hamel System
 - 10,910,500 – Independence Beach System
 - 5,166,600 – Medina Morningside System



The Public Works Department 24/7 On-Call Policy requires a scheduled public works employee to respond within 45 minutes. There were 46 call-outs in 2013 and 113 on-call hours worked. (This does not include the numerous hours spent on snow removal and ice treatment.)

Parks and Trails

The Public Works Department worked once again to improve the parks throughout the City of Medina in 2013 by adding the following amenities:

PARKS

- Accepted a donation from the Hamel Athletic Club to install two batting cages on a concrete slab, two score boards and five wind screens at the ball fields in Hamel Legion Park
- Worked with developer and Park Commission to finalize the amenities and layout of the new Park at Fields of Medina, which will be constructed in 2014

TRAILS

- Completed the construction of a trail along Willow Drive connecting the Medina Morningside and Keller Estates neighborhoods to County Road 6
- Paved trail through the Holasek Woods connecting the Enclave development to Hamel Legion Park
- Seal coated the trails at Hamel Legion Park and Hunter Lions Park

After much discussion by staff and Park Commissioners, a Dog Park was added to the City's Park and Trail Master Plan



Parks and Nature Areas

- 156 acres maintained in 13 locations



Other Park Facilities Maintained

11 - Pavilions & Picnic Areas

10 - Baseball/Softball Fields

8 – Public Restrooms

3 – Baseball Courts

3 – Tennis Courts

3 – Ice Skating Rinks

2 – Volleyball Courts

2 – Open Playfields

1 – Boat Launch

1 – Field House

Park Dedication Fee Revenue

Generated from New Development

- \$4,000 in 2009
- \$30,800 in 2010
- \$23,670 in 2011
- \$181,476 in 2012
- \$1,006,384 in 2013



Police

2013 was a year of change for the Medina Police Department. We changed our uniform patch to match the City logo; we changed the location of our department to our new facility at 600 Clydesdale Trail, leaving the 2025 County Road 24 office which housed Medina Police for 40 years. The new facility has room to grow, with state of the art security and functionality. The large facility has room for indoor parking, true holding cells and a training room which also serves as our emergency operations center.

We continue to prepare for the future by training to the highest level. Our officers all attended active shooter training refreshers in 2013 and all other city staff attended a two hour active shooter training. Our emergency management system was tested in June with a weekend of storms causing damage across the City. A Federal disaster was declared and we worked through the process to receive funds for the response and cleanup. Our emergency management plan worked well.

2013 was a challenging year with the building project, my attendance at the FBI Academy and the completion of the union contract. Our staff rose to the challenge meeting and overcoming the challenges throughout the year.

Edgar J. Belland, Director of Public Safety

PRIMARY SERVICES

We provide law enforcement and emergency response service to the citizens of Medina and Loretto 24 hours, 365 days a year. The Medina Police Department works to ensure the safety of the citizens of Medina. Further, it is our mission to treat all people with the utmost respect and dignity in every situation. The Police Department provides a variety of crime prevention and safety programs for citizens and businesses in the City.

STAFFING

The Police Department consists of the Director of Public Safety, Sergeant, two Investigators, six Patrol Officers, one part time Community Service Officer, one full time Administrative Assistant and one part time Administrative Assistant. We also have seven active Reserve Officers. Long time Reserve Sergeant Steve Lundell retired in 2013. Sergeant Lundell had given the citizens of Medina over 15,000 hours of volunteer time during his years with the department. He will be greatly missed.

HIGHLIGHTS and ACTIVITIES

Training: Officers attended the Active Shooter and Counter Terrorism Response training. They were also privileged to attend a seminar presented by Dr. Kevin Gilmartin, a nationally recognized psychologist, who discussed strategies in dealing with stress and emotional issues that face law enforcement officers and their families. He is also the author of the book *Emotional Survival in Law Enforcement*.

Investigations: Our investigator was assigned 294 cases with 84 still pending and a clearance rate of 72.5%. Two individuals were apprehended for kidnapping a resident of Loretto. They were charged and one has pled guilty while the other one is pending trial.

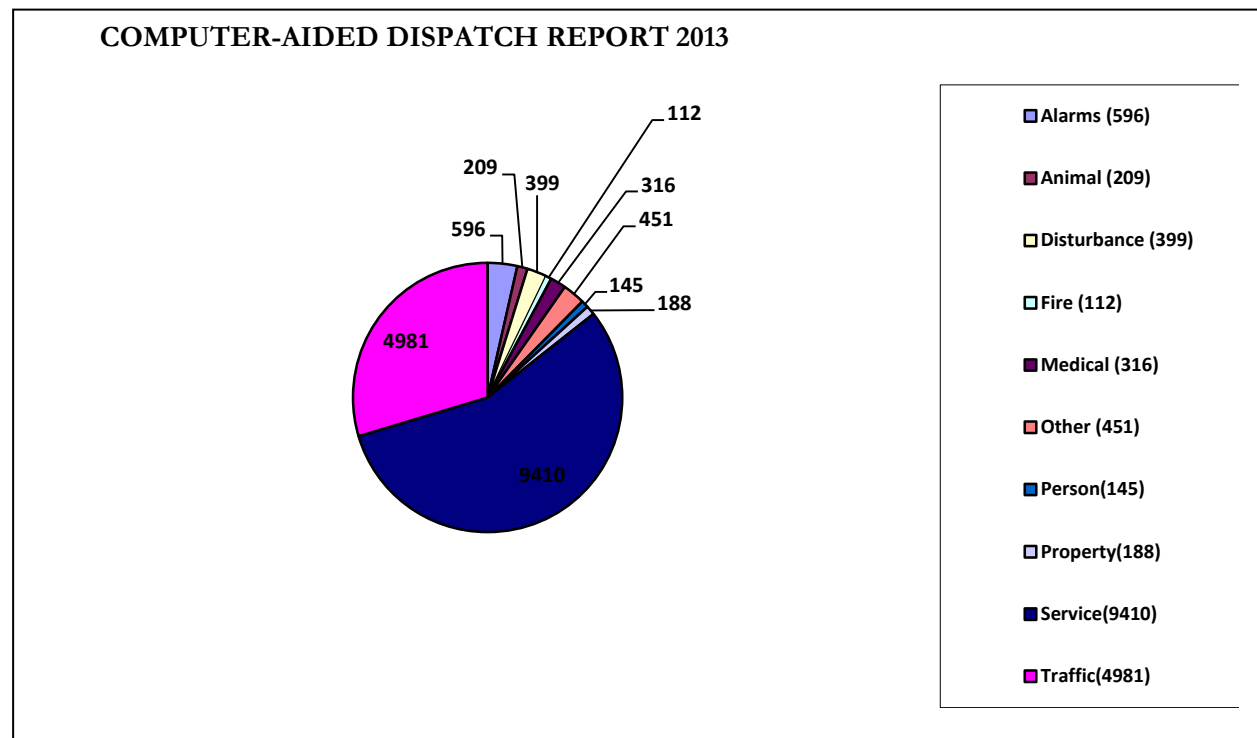
Community Service Policing: Recurring events include: Medina Celebration Day, Loretto FunFest, Liberty Triathlon Time trials, Freeze Your Buns Fun Run, Holy Name Fall Festival, Hamel Rodeo Parade and Dance, Canadian Pacific Holiday Train, Police Bike Rodeo, Night-2-Unite, and Toys for Tots.

Police/Public Works Facility: The purchase and remodeling of the police/public works facility located at 600 Clydesdale Trail was a major project. We faced many challenges to meet guidelines and regulations. The project was successfully completed on time and within budget.

Grants: Received \$23,000.00 for the Safe and Sober Traffic Grant, \$20,000.00 from the West Metro Drug Task Force, \$700 from Centerpoint Energy for an Automated External Defibrillator (AED), a \$2,500 matching grant from Excel Energy and \$500 grant for Night-to-Unite.

Lifesaving Efforts: Officers Boecker, Jessen, and Gregory were awarded commendations for their efforts in saving the lives of three individuals. On three different occasions, these officers responded to an individual who was either not breathing or did not have a pulse. Efforts were made to revive the individuals. All are alive today due to the officers' quick response and skills.

FACTS and FIGURES



FBI NATIONAL CRIME DATA 2013

| PART ONE CRIME STATISTICS | 2009 | 2010 | 2011 | 2012 | 2013 |
|--|-------------|-------------|-------------|-------------|-------------|
| Murder | 0 | 0 | 0 | 0 | 0 |
| Rape | 1 | 1 | 0 | 0 | 3 |
| Robbery | 0 | 0 | 1 | 0 | 0 |
| Assaults | 1 | 1 | 2 | 1 | 2 |
| Burglary | 20 | 6 | 19 | 14 | 11 |
| Thefts | 100 | 99 | 129 | 95 | 81 |
| Auto Thefts | 2 | 2 | 3 | 1 | 2 |
| Arson | 0 | 0 | 0 | 1 | 0 |
| TOTAL | 124 | 109 | 154 | 112 | 99 |
| | | | | | |
| PART TWO CRIME STATISTICS | 2009 | 2010 | 2011 | 2012 | 2013 |
| Forgery | 2 | 6 | 0 | 2 | 6 |
| Fraud | 10 | 4 | 3 | 6 | 8 |
| Stolen/Theft Related | 12 | 13 | 5 | 13 | 6 |
| Vandalism | 43 | 42 | 15 | 27 | 16 |
| Weapons | 1 | 1 | 2 | 0 | 2 |
| Narcotics | 62 | 76 | 86 | 75 | 58 |
| DWI | 159 | 145 | 185 | 138 | 156 |
| Liquor Laws | 28 | 16 | 22 | 24 | 23 |
| Disorderly Conduct | 13 | 18 | 12 | 25 | 14 |
| CSC | 0 | 0 | 0 | 1 | 0 |
| Other Assaults | 5 | 0 | 14 | 13 | 14 |
| Other | 15 | 12 | 7 | 18 | 16 |
| Kidnapping | 0 | 1 | 0 | 0 | 1 |
| TOTAL | 350 | 347 | 351 | 342 | 320 |

Fire Departments

The City of Medina is covered by four different fire departments. Hamel Fire covers the northeastern quadrant, Loretto Fire covers the northwestern quadrant, Long Lake Fire covers the southeast quadrant and Maple Plain Fire covers the southwest quadrant of the City. Over the past several years we conducted a study attempting to merge Loretto and Hamel Fire together. This was not successful. The Council decided to move forward with separate contracts. In the past, Hamel Fire also served the City of Corcoran. In 2013, the City of Corcoran pulled out of the contract. We renewed our contract with Maple Plain Fire for another two years. All four departments continue to provide quality fire service to the City.

Edgar J. Belland, Director of Public Safety

PRIMARY SERVICES

The four fire departments provide fire protection for the entire City of Medina. Our fire departments also provide response to accidents, medical calls, HazMat incidents and emergency management situations. The four departments work together to provide the best possible service to the citizens of Medina.

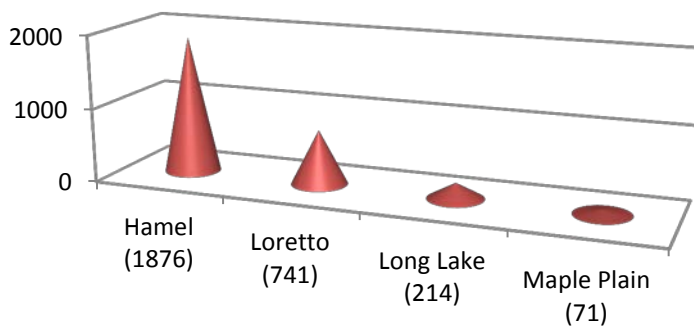
STAFFING

Each department is staffed differently and the numbers fluctuate year-to-year. The collective manpower for Maple Plain, Loretto and Hamel is 30 firefighters per department. The Long Lake Fire Department has two stations and their staffing maximum is 50 firefighters. We have four fire departments available to serve Medina in major incidents. This is a great asset to draw from when manpower is needed.

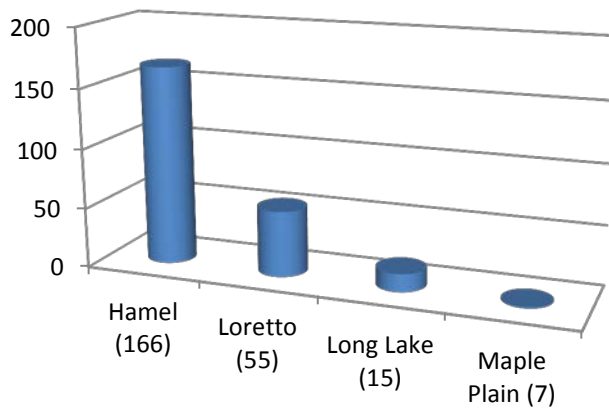
HIGHLIGHTS AND ACTIVITIES

| HAMEL | LORETTO | LONG LAKE | MAPLE PLAIN |
|--|--|---|----------------------------------|
| Hired 4 new firefighters, expanded command & control with 4 Lt positions | Saved 3 lives with new donated Lucas machine | Hired 10 new firefighters | Replaced Rescue Truck |
| Revamped Training Program | Purchased new Utility Truck | 8 out of 10 fire officers were certified in blue card | Recertified Ladder Truck |
| Increased Technology | Expanded service area and hired 4 promising team members | Dedicated Long Lake Firefighters Memorial | Acquired a Lucas Machine for CPR |

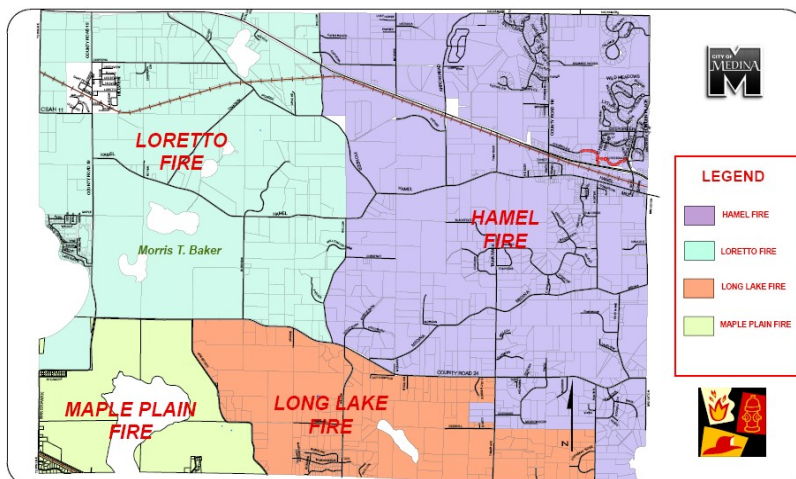
Total Call Hours



Number of Calls



FIRE COVE



Operating Budget

2011 - \$271,590
2012 - \$311,600
2013 - \$270,509

Capital Budget

2011 - \$37,825
2012 - \$43,675
2013 - \$ 2,403

Population Served

71.6% -- Hamel Fire
14.7% -- Loretto Fire
11.9% -- Long Lake Fire
1.8% -- Maple Plain Fire

Geographical Area

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

Fire Chief Leadership

Neil Wolfe – Hamel Fire
Jeff Leuer – Loretto Fire
James Van Eyll – Long Lake Fire
Dave Eisinger – Maple Plain Fire

Market Value Protected

71.6% -- Hamel Fire
15.9% -- Loretto Fire
1.7% -- Long Lake Fire
.8% -- Maple Plain Fire

2013: A Year in Retrospect

January

- Conducted oath of office for Mayor Tom Crosby and Council members Elizabeth Weir and John Anderson
- Appointed Mark Osmanski and re-appointed Kathleen Martin and Kent Williams to the Planning Commission
- Appointed Steve Lee and Janet White to the Park Commission
- Implemented single-sort recycling and added Blue Bag Organics program

February

- Approved Settlement Agreement with Woodridge Church
- Recognized Assistant Finance Director Erin Barnhart for five years of service



March

- Granted final plat approval for Enclave at Medina 3rd Addition and Enclave at Medina 4th Addition
- Conducted annual Medina Business Forum and tours
- Held concurrent meeting of the City Council, Planning Commission and Park Commission for NEMO (Nonpoint Education for Municipal Officials) training

- Recognized Patrol Officer Chris McGill for fifteen years of service



April

- Recognized Public Works Foreman Ivan Dingmann for ten years of service
- Recognized Public Works Maintenance Worker Derek Reinking for five years of service



- Conducted Local Board of Appeals and Equalization
- Toured Randy's Environmental Services Facility



- Granted final plat approval for the Fields of Medina West subdivision
- Adopted a Cable Franchise Ordinance with Mediacom
- Accepted Resignation of Mayor Tom Crosby, Jr.

- Held annual City Clean Up Day at City Hall and Public Works site



May

- Conducted oath of office for Mayor Elizabeth Weir and Council member Kathleen Martin
- Conducted annual Park Tour



- Recognized Sergeant Jason Nelson for Exemplary Service while filling the position of Acting Chief while the Chief attended a 10 week FBI Academy



- Adopted a resolution recognizing and honoring Mayor Tom Crosby



2013: A Year in Retrospect

May

- Granted final plat approval for the Enclave at Brockton 3rd addition
- Recognized Planning Assistant Debra Peterson for five years of service



- Approved the plans and specifications, ordered project and adopted assessment roll for the Willowbrook Drive Improvement Project

June

- Recognized Patrol Officer David Hall for ten years of service



- Appointed Bob Mitchell to the Planning Commission
- Adopted ordinance regarding driveway requirements, lot frontage and flag lots, minimum street grades and the use of public right-of-way and easements
- Approved the plans and specifications, ordered project and adopted assessment roll for Willow Drive Improvement Project

July

- Approved site plan review and development agreement for Complete Eye Care of Medina at 170 Westfalen Trail
- Granted final plat approval for Reserve of Medina subdivision

August

- Attended Night to Unite neighborhood celebrations throughout the city
- Approved election equipment lease agreement with Hennepin County for new voting equipment
- Granted final plat approval for Fields of Medina West 2nd addition

September

- Held 2014 budget open house and set preliminary tax levy and budget for 2014
- Granted final plat approval for Enclave at Medina 5th addition
- Held 9th annual Medina Celebration Day



October

- Recognized Police Reserve Officer Steve Lundell for his years of service and held retirement party for him
- Granted final plat approval for Brede Estates
- Conducted business tours

- Hired Matthew Hunz as a part-time public works maintenance worker
- Recognized Mayor Elizabeth Weir's water quality awards from the Lake Independence Citizens Association and Minnehaha Creek



November

- Implemented new voice over internet phone system to streamline communications across two campuses
- Moved the Public Works and Police Departments to their new facility at 600 Clydesdale Trail
- Recognized Robert George Johnstone for his life-saving actions
- Recognized Medina Police for abduction case in Loretto



December

- Recognized Patrol Officer Keith Converse for ten years of service



Preview of 2014 Goals

Administration Department Goals

- Create five-year staffing plan for all city departments
- Implement Laserfiche Document Management Software in the Finance, Administration, and Planning Departments
- Research health insurance options for 2015 by serving on LOGIS committee
- Hold two business tours of three businesses
- Improve absentee voting efficiencies with new "no excuse" absentee voting law
- Work with Hennepin County and MNDOT to find a funding source for the Highway 55/116 intersection project
- Look into Park and Ride options for the City
- Continue to create procedures to streamline city operations across two campuses

Finance Department Goals

- Continue the implementation of a skill/training program with the Assistant Finance Director
- Review of the annual budget document preparation process and implementation of recommended changes
- Provide accounts payable expenditure coding training to city staff
- Change site for finance archives and organization to remain in compliance and on schedule with records retention
- Discuss process and policy direction for the 2014 budget planning

Public Safety Department Goals

- Organize and develop new procedures for the new facility
- Replace the current West Metro Drug Task Force member
- Replace current Community Service Officer
- Implement Felony E-Charging process
- Complete the West Metro Drug Task Force building project
- Review recognition policy

Planning/Zoning Department Goals

- Complete City Hall space planning, renovation, and move Planning Department
- Conduct a Municipal State Aid (MSA) Analysis
- Discuss utility fee structure
- Revise the Subdivision Ordinance
- Assist in goals of various other departments

Public Works Department Goals

- Resolve funding sources for Tower Drive project
- Finalize the Loretto storm pond project
- Create inventory records and infrastructure mapping through GPS of the storm ponds
- Complete Tuckborough and Hunter Farms road projects
- Complete Chippewa Road west project
- Continue to implement pavement management plan and add to the Capital Improvement Plan
- Plan neighborhood parks for new and existing developments
- Work with developer to complete the Parks at Fields of Medina
- Complete Hamel Legion Park parking lot pavement and water treatment project
- Apply for new safety equipment grant
- Complete the wellhead protection plan part two - letters sent to all addresses with possible wells located in the Drinking Water Supply Management Area (DWSMA)
- Continue to lobby Metropolitan Council Environmental Services (MCES) for the Loretto sewer project
- Work to secure easements for future well # 8 in the Brockton Enclave development and move forward with Wellhouse # 3 modification plan
- Upgrade the controls for the Independence beach well house and the water treatment plant
- Update water and sewer ordinance

Recognizing Our Contributors

GRANTS

Received \$189,736 of Community Development Block Grant funding for an affordable housing neighborhood to be constructed in 2014, \$23,000.00 for the Safe and Sober Traffic Grant, \$20,000.00 from the West Metro Drug Task Force, \$700 from Centerpoint Energy for an Automated External Defibrillator (AED), a \$2,500 matching grant from Excel Energy and \$500 grant for Night-to-Unite.

2013 DONATIONS & VOLUNTEERS

Individuals

Tom Crosby, Jr.
Sharrie Flaig
Steve Lundell
Marge Miller
Wayne Pham
Colleen Sivets & family

Civic/Non-Profit Organizations

Medina Celebration Day Committee
Cub Scout Pack 538
Boy Scout Troop 570
Friends of Wolsfeld Woods
Hamel Volunteer Fire Department
Hamel Lions
Hennepin County Sheriff – K9 Unit
Loretto Volunteer Fire Department
Medina Police Department
Medina Public Works Department

Local Businesses

Alerus Financial
The Brost Clinic
Buffalo Wild Wings
Caribou Coffee
Complete Eye Care of Medina
Countryside Café – Peg’s Catering
Cub Foods - Plymouth
Ditter Heating & Cooling
Dobo’s (Danny’s Catering)
Dojo Karate
Dunn Brothers
Farmers State Bank of Hamel
Fortin Consulting Inc.

Fortin Health & Wellness Clinic
The Foursome - Plymouth
Gramercy Club & Residents
Gregor Farm & Greenhouse
Hamel Electric
Highway 55 Rental & Sales
Holiday Station, Plymouth
Jake’s City Grille - Plymouth
Jimmy’s Pizza
Jockey Person to Person
Lafayette Country Club – Mtka Beach
Lenny Leuer - Honey
Ling Inn / Aunt Jens Motel
Loram Maintenance of Way Inc.
Lunds/Byerly’s – Plymouth & Wayzata
Maggie’s Family Restaurant - Plymouth
Maple Crest Garden Center & Landscaping
Mayer Mobil Gas Station
Medina Education Institute – Kumon Math
Medina Entertainment Center
Medina Golf & Country Club
The Original Pancake House - Plymouth
The Pilates Advantage
Polaris Industries Inc.
Rainbow Foods - Plymouth
Rockler Companies Inc.
Rogers 18-Movie Theatre
Scherer Pumpkin Patch
Shamrock Golf Club - Corcoran
Smashburger - Plymouth
Sunsets of Wayzata
Target – Donation & Volunteers
West Financial Credit Union
Wright Hennepin Electric

Recognizing Staff & Service Providers

Thank you to all of the following staff, consultants and representatives who provided service to the City in 2013.

CITY OF MEDINA STAFF

Administration & Finance Department

Scott Johnson, City Administrator
Jodi Gallup, Assistant to City Administrator
Erin Barnhart, Assistant Finance Director
Teri Portinen, Accounting Technician

Public Works Department

Steve Scherer, Public Works Director
Ivan Dingmann, Foreman
Greg Leuer, Water/Sewer Operator & Maint.
Derek Reinking, Maintenance Worker
John Gleason, Maint. Worker/Field Inspector
Matthew Hunz, Part-time Maint. Worker

Planning and Zoning Department

Dusty Finke, City Planner
Debra Peterson, Planning Assistant
Linda Lane, Administrative Assistant

Police Department

Ed Belland, Public Safety Director
Jason Nelson, Sergeant
Charmane Domino, Investigator
Cec Vieau, Administrative Assistant
Anne Klaers, Transcriptionist
Officers: Chris McGill, Kevin Boecker, Keith Converse, Tom Gregory, John Vinck, David Hall, and Jeremiah Jessen
Community Service Officer: Jeff Kordiak
Police Reserve Officers: Steve Lundell, Michael Chorley, Todd Larson, Mark Ihrke, Ron Dahl, John Cowle, Hanna Munkholm and Mike Mortenson

ELECTED OFFICIALS

Mayor Tom Crosby, Jr.
Council Members: Elizabeth Weir, John Anderson, Melissa Martinson, and Jeff Pederson

APPOINTED OFFICIALS

Mayor Elizabeth Weir
Council Member Kathleen Martin

APPOINTED REPRESENTATIVES

Planning Commission

Charles Nolan, Chairperson
Commission Members: Robin Reid, Victoria Reid, Kent Williams, Kathleen Martin, Randy Foote, Mark Osmanski, and Bob Mitchell

Park Commission

Paul Jaeb, Chairperson
Commission Members: Ann Thies, Madeleine Linck, Ellis Olkon, Dino DesLauriers, Janet White, and Steve Lee

Other City Appointed Representatives

Elm Creek Watershed Management
Commission: Elizabeth Weir and Madeleine Linck
Minnehaha Creek Watershed Commission:
Peter Rechelbacher
Pioneer-Sarah Creek Watershed Management
Commission: Mike McLaughlin and Donald Johnston
Lake Minnetonka Communication
Commission: Melissa Martinson and Judy Mallett

APPOINTED CONSULTANTS

Attorney: Ron Batty, Kennedy and Graven
Engineer: Tom Kellogg, WSB
Assessor: Rolf Erickson, Southwest Assessing
Auditors: Abdo, Eick and Meyers
Finance Director: Joe Rigdon, KDV
Prosecuting Attorney: Steve Tallen, Tallen and Baertschi
Planning Consultants: Nate Sparks, Northwest Associated Consultants
Building Inspection: Loren Kohnen and Roger Pioto, Metro West Inspection
Fire Marshal: Loren Kohnen
IT Consultant: Mike Brocco, Cipher Laboratories