



2015

Annual Report



New
Perspectives

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Mayor's Welcome

As Medina's mayor, I am pleased to introduce the 2015 Annual Report of the City of Medina.

The report serves to recognize the challenges and accomplishments of the year and to provide factual information on City services to residents and businesses. This year's theme "New Perspectives" reflects the City's new leadership, the influx of new residents from suburban communities, the City's initiatives to more actively involve the business community to implement positive policy changes, and beginning the 2040 Comprehensive Plan process by selecting a committee that is representative of our entire community.

The ongoing goal of the City Council continues to be to make educated and cost-effective policy decisions and directives that seek to provide a safe, healthy, and sustainable community for present and future residents, while retaining the City's rural heritage, and promoting recreational, residential, and business activities.

City Council

				
Bob Mitchell, Mayor	Jeff Pederson, Councilmember	John Anderson, Councilmember	Kathleen Martin, Councilmember	Lorie Cousineau, Councilmember
Term: January 2015- Present	Term: January 2011- Present	Term: January 2013- Present	Term: May 2013- Present	Term: January 2015- Present

2015-2016 City Council Members

City Administration

It is an honor and privilege to provide the 2015 Annual Report for Medina.

The theme for this year's Annual Report "New Perspectives" is a fitting description of the policy steps taken by the City Council and implemented by staff in 2015. Actions were taken to improve communications with our residents and businesses, ordinances were updated to reduce requirements, and the City continued to push for cost effective transportation upgrades. Our team has and will continue to concentrate on providing high quality services to Medina residents in the most cost-effective manner possible.

The City of Medina looks forward to a productive and prosperous 2016. As the City Administrator, I welcome your visits and calls. You can reach me at scott.johnson@ci.medina.mn.us or (763) 473-4643.

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 and the Assistant City Administrator-City Clerk. The City contracts for legal counsel with Kennedy & Graven.

HIGHLIGHTS and ACTIVITIES

- **Human Resources:** The Administration Department focused much attention to human resources in 2015 with the following activities: adopted a ten-year staffing plan, hired one public works maintenance worker position, completed two hiring processes for part-time planning positions, replaced one police officer position, reclassified associate planner and assistant city administrator-city clerk positions, created a full-time shared position between the police and finance departments, negotiated and approved the police union contract, implemented an online respectful workplace training program, coordinated a Frosty Challenge employee wellness campaign, and continued to research health insurance options for the 2016 plan year by serving on the LOGIS committee.

- **Data Practices:** Staff drafted and the City Council adopted three new data practices policies to comply with a new state law. They address data practices procedures for members of the public, data practices policy on data subject rights, and a policy on controlling access to not public data. After the adoption of the policies, an all staff training was held to educate employees on the new policies and procedures.
- **Business:** The City held a spring business forum for Medina businesses and spring and fall tours of local businesses. Staff actively participated in the Uptown Hamel Business Group and the Medina Club, which is a local business networking group through the I-94 Chamber of Commerce. The City listened to our business community and took the following actions to help them: amended the building code to eliminate sprinkling requirements under Statute 1306; adopted a sewer and water connection fee policy to adjust the way in which the fees are charged in order to provide credits for small businesses moving into existing buildings in the City; and changed the sewer and water calculations for restaurants.
- **Liquor Ordinances:** The City amended its city code to allow for on-sale brewer taproom licenses, off-sale small brewer licenses, microdistillery cocktail room licenses, and Sunday sales to on-sale brewer taproom licenses in 2014. In 2015, the code was amended again to comply with new 2015 liquor legislation that recodified some of the state statutes, allowed taprooms to sell off-sale growlers on Sundays, allowed Sunday licenses to serve as early as 8 a.m., and amended temporary license provisions. The city code was further amended to authorize holders of wine licenses, who also hold 3.2 percent malt liquor licenses, to sell intoxicating malt liquor (strong beer) without an additional license.
- **Public Relations:** Assistant City Administrator Jodi Gallup began writing a monthly column in a community publication called *Medina Living*. The column gives residents a more personal connection to the City of Medina and the services we provide. The City also continues to publish a bi-monthly City newsletter called the *Medina Message* to educate residents on current news and events, City Council actions, public meeting notices, and other pertinent information.
- **Transportation:** The City continues to work with Hennepin County and MNDOT to find a funding source for the Highway 55/116 intersection project. Interim intersection improvements consisting of striping a second left turn lane on County Road 116 were completed on August 29, 2015. Staff continues to gather information on train traffic safety in Medina. The City published an article in the Oct/Nov 2015 *Medina Message* newsletter to inform residents on train whistles and quiet zones.

FACTS and FIGURES

City Council Actions

Ordinances Adopted: 21

Resolutions Approved: 108

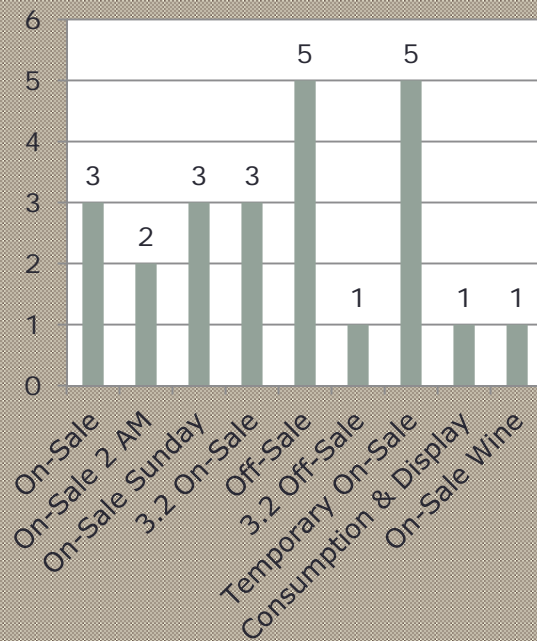
Local Board of Appeal Applications
Reviewed: 12

Hours Spent in Council Session: 70.4

Number of Licenses & Permits Approved in 2015



Liquor Licenses Number of Each Type Issued in 2015



Recycling & Organics Reporting

Recycling Tonnage Collected: 624.78

Organics Tonnage Collected: 29.44

Number of Organics Participants: 275



Additional Facts

Full-Time Equivalent (FTE) Employees: 25

Total Market Value: \$1,394,945,600

Total Hours Worked by All Employees: 53,678.75

Finance Department

2015 involved planning and coordinating the revenue sources for the Tower Drive street and utility improvement project. While a portion of the project is being funded with City funds on hand, the City also went through a bonding and assessment process and utilized grant and state aid funds for the project.

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, 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 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

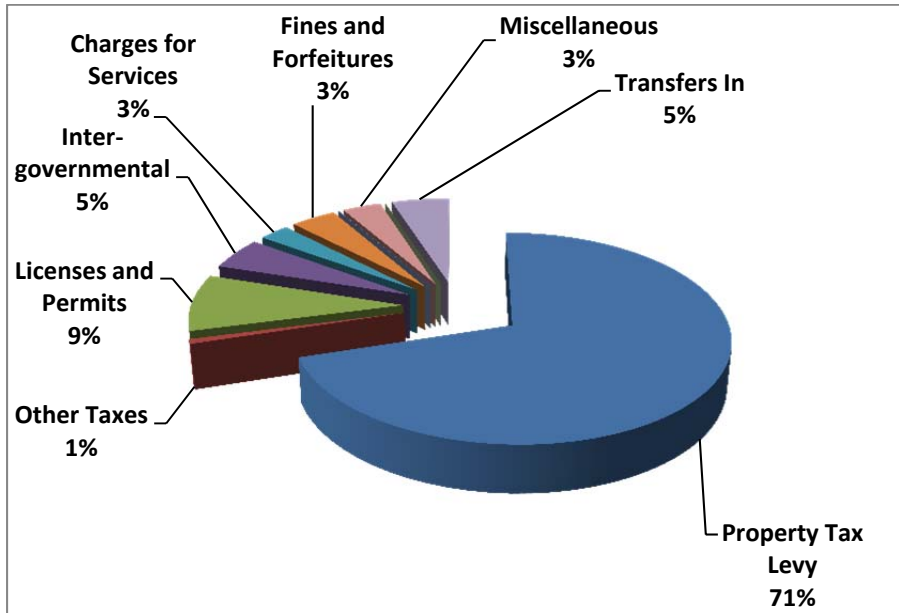
The Finance Department consists of three positions: Finance Director, Accounting Technician, and part-time Finance Clerk.

HIGHLIGHTS and ACTIVITIES

In addition to providing the day to day financial services, the department also assisted in operations of the Hamel Community Building.

FACTS and FIGURES

General Fund Revenue in 2015



City Tax Levy

\$3,428,080 in 2014

\$3,501,811 in 2015

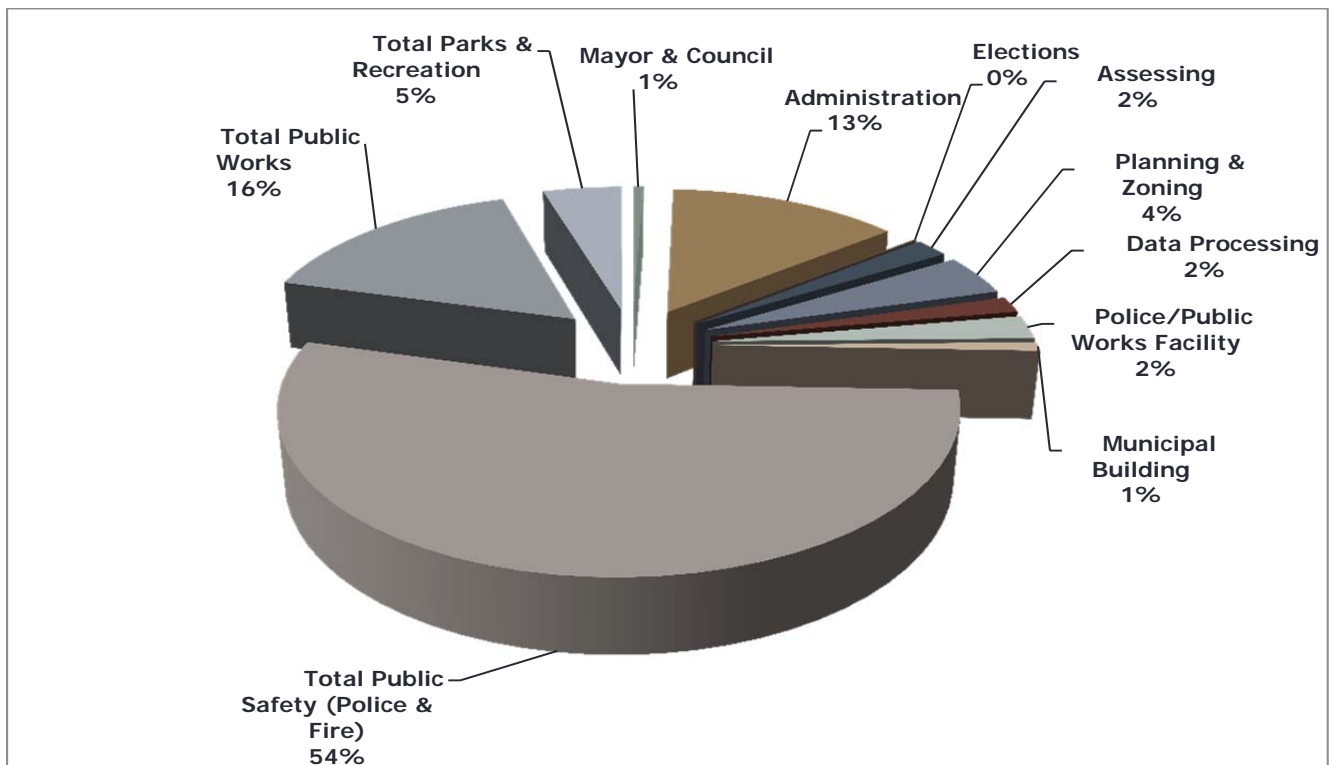
Utility Billing

3,194 customers

1,517 billed monthly

1,131 use electronic payment services

General Fund Expenditures in 2015



Planning/Zoning & Building Department

During the fall of 2015, the City embarked on the process to update its Comprehensive Plan. The Comprehensive Plan establishes the vision and sets the course for the City over the following two decades for future residential growth and economic development and investments in City services such as natural resources/parks/ recreation, transportation, and water resources. Public involvement is imperative to creating a successful Comprehensive Plan. There will be numerous opportunities during 2016 for residents to remain actively involved in the process and to provide insight and feedback. Visit <http://medinamn.us/2040compplan/> today to get involved! Never hesitate to contact me at dusty.finke@ci.medina.mn.us or (763) 473-8846 to discuss the Plan or anything else going on in the City. We look forward to discussing the future of Medina with you!

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.

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/plan review services with Metro West Inspection Services and supplemental planning consulting services with Northwest Associated Consultants.

HIGHLIGHTS and ACTIVITIES

- **Building Permit Activity** *(summary can be found on following page)*
 - **89 new residential units** (63 single-family homes and 26 townhome units)
 - **3 new commercial buildings** (Aldi, Goddard School, 170 Westfalen multi-tenant)
 - Construction activity added an estimated **\$44,231,217** of market value to City
- **Development Activity** *(summary can be found on following page)*
 - 3 new commercial buildings constructed
 - Approval granted for **The Villas at the Medina Country Club** (43 single family lots)
 - Granted preliminary plat approval of **Deerhill Preserve** (41 single family lots)
 - Reviewed **14 additional** smaller-scale projects (variances, site plan reviews, lot splits, etc.)
- **Administrative Site Plan Review – improved efficiency** by amending City Code to allow minor commercial expansions to be reviewed and approved administratively rather than by the

Planning Commission and City Council

- **Ordinance Amendments** – updated regulations related to: 1) solar energy equipment; 2) permitted building materials in rural business zoning districts; 3) nursing homes/assisted living facilities; and 4) septic systems.

FACTS and FIGURES

Building Permit Activity (2011-2015):

	2011	2012	2013	2014	2015
# New Single Family	15	68	144	82	63
Valuation	\$9,763,948	\$28,248,224	\$59,476,122	\$35,179,120	\$27,933,345
# New Townhomes	0	0	19	22	26
Valuation			\$4,530,000	\$4,614,628	\$4,412,000
# New Commercial	0	0	1	1	3
Valuation			\$800,000	\$500,000	\$3,835,973
# Other Valued Residential	85	91	161	212	189
Valuation	\$3,511,330	\$4,265,387	\$5,037,025	\$4,731,122	\$5,043,858
# Other Valued Commercial	47	65	64	51	74
Valuation	\$1,149,107	\$1,779,833	\$5,703,277	\$1,763,723	\$3,006,041
# General Permits	390	290	148	302	283
Total Permits (<i>adjusted</i>)	637	789	1140	1095	911
Total Valuation	\$14,424,385	\$34,293,444	\$75,546,424	\$46,788,593	\$44,231,217

Land Use Application History (2011-2015):

	2011	2012	2013	2014	2015
Variances	1	2	5	1	4
Conditional Use Permits	2	0	1	3	6
Preliminary Plats	2	3	4	6	3
Final Plats	2	4	9	3	5
Lot Divisions, Rearrangements	2	0	4	1	0
Site Plans	2	0	2	5	3
Planned Unit Developments		1	0		4
Stage I (Mixed Use) Plans	1	0	0	2	0
Stage II (Mixed Use) Plans	0	0	0	1	0
Comp Plan Amendments	4		1	1	1
Zoning Amendment	6	3	4	3	0
Ordinances	8	10	1	2	7
Vacations		3	2	3	2
Extensions to file plats	4	2	2	5	4
Private Kennel Licenses	2	1	0		0
Totals	36	29	35	36	39

Public Works Department

2015 was a very productive year for the Public Works Department. There were several large projects including the Tower Drive reconstruct and the Independence Beach Overlay Project, as well as sealcoating Foxberry Farms and Tamarack Drive. The parks were active as well, adding The Park at Fields of Medina to the list of quality parks in Medina. Public Works added a full-time maintenance worker, as well as two full size plow trucks, to keep up with the new developments. The Public Works Department continues to strive to deliver cost efficient quality services.

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. The City continues to emphasize maintenance of our facilities to a high standard. We believe this will be very cost effective over the long term.

STAFFING

The Public Works Department consists of six full-time staff members: Public Works Director, Foreman, Field Inspector, Water & Sewer Operator, and two Maintenance Workers; 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:

- Independence Beach overlay project, consisting of some strategic milling and curbing throughout the project to control the drainage.
- Tower Drive/Hamel Road/Kilkenny Lane Project went into full swing and was 90% completed in 2015. The final lift of blacktop to be done in 2016.
- The City seal coated approximately 90,000 square yards of street this year, including the Foxberry Farms neighborhood and Tamarack Drive.
- The Tamarack Drive sealcoating project, consisting of approximately 1,000 feet of street leveling, crack sealing and sealcoating, from the Orono line to Blackfoot Trail.

Replacement of the Following Culverts:

- There were four culverts in the Independence Beach area that were replaced as part of the street project.

- Replaced 200 feet of 36 inch pipe from Ardmore Creek, along Lakeshore Drive to Lake Independence.

Water and Sewer Departments:

- The water tower on Pinto Drive was dismantled and removed from the site.
- There was a test well and a production well no. 8 drilled near pump house no. 3 on Brockton near the Enclave neighborhood.
- Water and sewer mains along sections of Tower Drive and Hamel Road were replaced as part of the Tower Drive project.
- Controls were updated at the water treatment plant and the Independence Beach pump house.
- The Water and Sewer Ordinances were updated to reflect the current engineering standards and City practices.

Stormwater:

- Public Works received a \$33,162.50 MPCA project grant to install a stormwater filtration pond along Ardmore Avenue in an effort to treat the runoff from City streets and rooftops in that area.



Ardmore Avenue Stormwater Filtration

- The City did a large stormwater cleanup in conjunction with the Tower Drive reconstruct project. A large infiltration basin and a settling pond were installed downstream of the project, but prior to Elm Creek. This was a large undertaking both financially and physically.

On-Call Policy:

The Public Works Department's 24/7 on-call policy requires a scheduled public works employee to respond within 45 minutes. There were 42 call-outs in 2015 and 93 on-call hours worked. This does not include the hours spent on snow removal and ice treatment.

Maintained Infrastructure

Roads & Trails:

54 Miles of Street
7.5 Miles of Sidewalk & Off-Road Trails
700 Street Signs
141 Street Lights
35 Roadside Ditch Miles (mowed)
181 Culverts

Sewer:

30 Sanitary Sewer Miles
11 Sewer Lift Stations
450 Sewer Manholes

Water:

25 Water Main Miles
10 Water Wells
1 Water Treatment Plant

Water Pumped/Treated (gallons):

162,733,000 – Hamel System
11,227,900 – Independence Beach
4,688,900 – Medina Morningside



Replacement of a section of Water Main along Tower Drive and Hamel Road.

Parks and Trails

The Public Works Department worked once again to improve the parks throughout the City of Medina in 2015 by adding the following amenities:

PARKS:

- Completed the Park at Fields of Medina, which included playground equipment, a pavilion, a sport court (for tennis, pickleball, volleyball, and badminton), a basketball hoop, garbage & portable toilet enclosure, seeding and drainage, tree plantings, as well as picnic tables and benches throughout the park.
- Poured new concrete pads for the bleachers on the Paul Fortin Memorial Field in Hamel Legion Park as part of an Eagle Scout Project.
- Installed dog cleanup stations along the trail in Hamel Legion Park and in the Park at Fields of Medina.
- Supervised the installation of a picnic shelter at Holy Name Park as part of an Eagle Scout Project.
- Oversaw the planting of approximately 150 new trees in Hamel Legion Park.
- Installed soccer nets at Medina Morningside Park as a test to see how much they would get used.



TRAILS:

- Paved and added base to 400 feet of failing trail along County Road 101.
- Completed trail connection from playground to trail loop around the new Park at Fields of Medina.



Parks and Nature Areas

181 acres maintained in 14 locations

Pavilions & Picnic Areas – 10

Baseball & Softball Fields – 10

Public Restrooms – 2

Portable Restrooms – 8

Basketball Courts or Hoops – 4

Tennis Courts – 4

Ice Skating Rinks – 3

Volleyball Courts – 2

Open Playfields – 4

Boat Launch – 1

Fishing Pier – 2

Field House – 1

Warming House – 1

Soccer Fields – 2



Park Dedication Fee Revenue

Generated From New Development

2011: \$23,670

2012: \$181,476

2013: \$1,006,384

2014: \$232,464.72

2015: \$346,583.15

Police Department

Public safety was our number one priority in 2015. We have seen threats from active shooters to homegrown terrorists across America. We are preparing our officers and staff for all the different types of threats. We continue to update our emergency plans and train our personnel on the implementation of those plans. In addition, the Medina Police Department continues to invest in community policing, meaning we are out of the squad cars and meeting people one on one.

Belonging to the Lake Minnetonka Emergency Management Group, we did a complete rewrite of the emergency management plan for the group. Medina Police led, coordinated, and managed the project. We added three annexes to the plan in 2015: Domestic and Exotic Animals, Terrorism, and Volunteers / Donations. The new plan was adopted by all 18 jurisdictions covered by the Lake Minnetonka Emergency Management Group. We held two trainings for the elected officials and staff on the introduction to Emergency Management in 2015.

Training is a key element to ensure our public safety. We held all our mandatory training on policies and procedures. The officers participated in four department firearms trainings, drivers training, and our full day training on use of force. We also partnered with our neighboring departments for added training on active shooters for all the officers.

We had two major cases come to conclusion in 2015. One was the kidnapping case from 2013 where a business manager arriving home was kidnapped. He was taken by gunpoint, thrown into a trunk of a car, and taken from his driveway. The car was located and the man was found uninjured. The two men responsible were both charged with kidnapping; they pled guilty, receiving 76 months in prison. The second case was our 2014 officer involved shooting where the suspect took a machete and attacked a Hennepin County deputy. Sergeant Nelson of our department shot the suspect. The suspect survived and was sentenced to 99 months in prison.

Officer John Vinck resigned his position to go to the Minneapolis Police Department in August of 2015. His position was filled by Officer Josh McKinley who had previously worked for the Medina Police Department as a Community Service Officer. John Vinck had worked for us for 10 years. Josh McKinley was our first officer hired in eight years.

Edgar J. Belland, Director of Public Safety

PRIMARY SERVICES

The Police Department provides law enforcement and emergency response service to the citizens of Medina and Loretto, 24 hours a day, 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 also 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 (overseeing fire as well as police), one patrol sergeant, two investigators, six patrol officers, one part-time community service officer, one full-time administrative assistant, and one part-time administrative assistant. We have eight active reserve officers who assist our officers on a daily basis. The Medina Reserve Unit logged 1,349 volunteer hours in 2015.

HIGHLIGHTS and ACTIVITIES

Training: Our all-day training in 2015 was held at the Maple Grove police training facility and shooting range. The training included ground fighting, live fire shooting, firearms training, and simulator training. We held four department shoots including a qualifying shoot in December that incorporates the cold weather and night shoot requirement for the Minnesota Police and Peace Officers Standards and Training Board. We continue to use PATROL Online for our licensed officers. PATROL Online is an online training service put out by the League of Minnesota Cities that covers many of our required trainings.

Investigations: Investigator Domino was assigned 292 cases with 112 still pending with a clearance rate of 62.7%. Domino has started her fifth year as our in-house investigator. Her position handles all criminal investigations from petty theft to death investigations. This position was added in 2006 to relieve the work load on the patrol sergeant who was responsible for both the supervisory role and the investigation role. As Medina grew, the number of cases increased that needed to be investigated. Investigator Domino remains extremely busy with a full case load of felonies and misdemeanors. On average Domino has 15 to 20 cases open which involve personal crimes and property crimes.

We have one patrol officer assigned to the West Metro Drug Taskforce. In 2015, the taskforce had 69 arrests, assisted with another 58. They charged 61 persons with drug related crimes, conducted 80 search warrants, and took approximately \$5,352,000 worth of street drugs.

Community Service Policing: Recurring events we service include: Medina Celebration Day, Loretto FunFest, Liberty Triathlon, Tuesday Night Time Trials, Freeze Your Buns Fun Run, Holy Name Fall Festival, Hamel Rodeo Parade and Dance, Police Bike Rodeo, Night to Unite, and Toys for Tots. In December 2015, we had the largest crowd ever for the Canadian Pacific Holiday Train. It was estimated that over 5,000 people were in attendance.

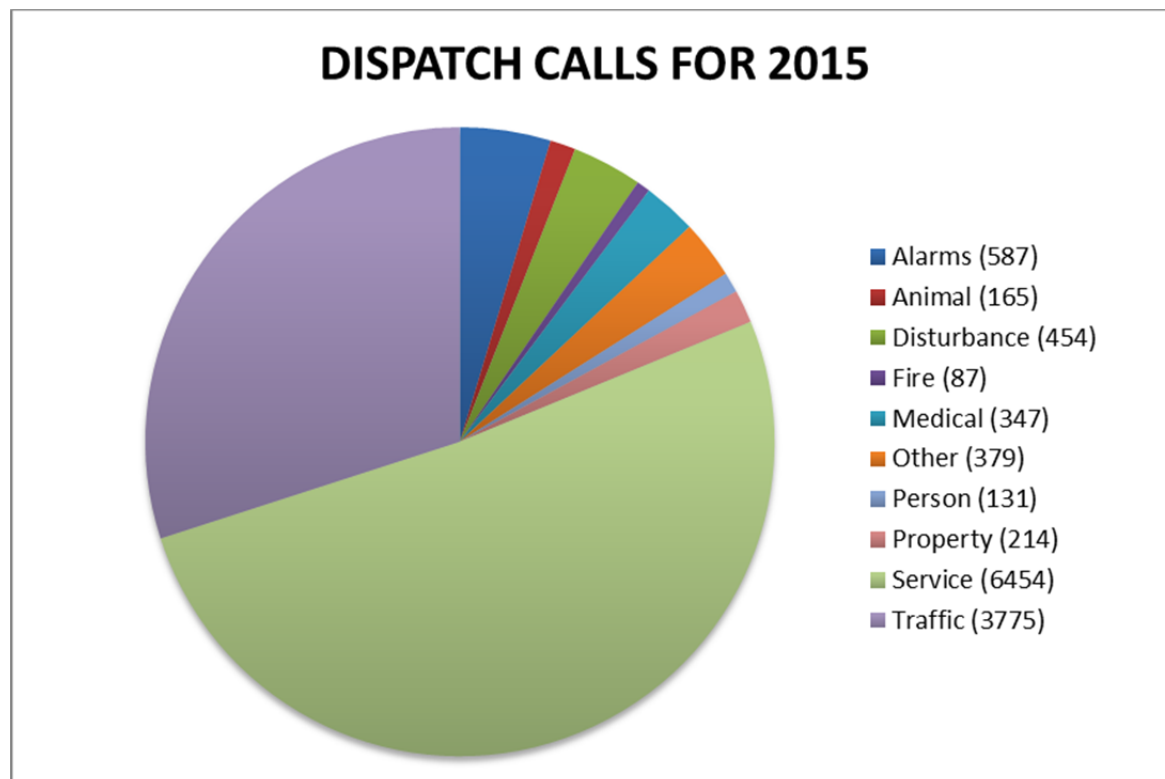
Police/Public Works Clydesdale Trail Facility: A maintenance agreement was approved with Ditter Heating and Cooling Company to keep the heating and cooling systems up and running at the

facility. In January 2015, we had a sprinkler head freeze and pop causing minor damage to the police foyer. The cause of the freezing was extreme cold weather and an air handling system that was not set correctly. The training room continues to be used by community groups and different City departments for a variety of activities. Cleanup Day was held at our new facility and was very successful. We added a workout room in the space above the public works shops for employees.

Grants: We received \$25,000 for the Safe and Sober Traffic Grant, two separate defibrillator grants, and two additional donations: One from Long Lake Glass and the other from Caribou Coffee.

Recognitions: In 2015, The I-94 West Chamber of Commerce, the State Police Chief Association, and the City of Medina recognized Sergeant Jason Nelson for his actions related to the officer involved shooting that occurred on December 4, 2014. The I-94 Chamber of Commerce also recognized Officer Keith Converse for his lifesaving efforts using the defibrillator on a medical emergency on November 10, 2014. Chief Ed Belland received a leadership award from the League of Minnesota Cities in April of 2015. The Leadership Award is considered to be the League of Minnesota Cities' highest honor for appointed city officials, and is given annually in celebration of outstanding service.

FACTS and FIGURES



2015 FBI NATIONAL CRIME DATA FOR MEDINA

PART ONE CRIME STATISTICS	2011	2012	2013	2014	2015
Murder	0	0	0	0	0
Rape	0	0	3	1	1
Robbery	1	0	0	0	0
Assaults	2	1	2	1	0
Burglary	19	14	11	11	6
Thefts	129	95	81	94	88
Auto Thefts	3	1	2	2	3
Arson	0	1	0	2	2
TOTAL	154	112	99	111	100
PART TWO CRIME STATISTICS	2011	2012	2013	2014	2015
Forgery	0	2	6	3	1
Fraud	3	6	8	8	11
Stolen/Theft Related	5	13	6	5	1
Vandalism	15	27	16	26	29
Weapons	2	0	2	1	2
Narcotics	86	75	58	46	73
DWI	185	138	156	111	103
Liquor Laws	22	24	23	26	14
Disorderly Conduct	12	25	14	14	12
CSC	0	1	0	2	1
Other Assaults	14	13	14	9	11
Other	7	18	16	15	30
Kidnapping	0	0	1	0	0
TOTAL	351	342	320	265	288

Fire Departments

The City of Medina is covered by four different fire departments. Hamel Fire covers the northeastern area, Loretto Fire covers the northwestern area, Long Lake Fire covers the southeast area and Maple Plain Fire covers the southwest quadrant of the City. All four departments continue to provide quality fire and emergency services to the City. The four departments responded to 233 calls in 2015, taking approximately 2,778 man hours to handle all the calls. The call hours are not a true measurement of their service when you consider the thousands of hours they spend in training and equipment maintenance. They are organizations made up of dedicated personnel.

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. They also provide support for many community functions such as the Hamel Rodeo, Medina Celebration Day, Loretto FunFest, the Holiday Train, area bike rides, and races. Each department holds fundraisers and open houses and provides fire prevention programs to the residents of Medina.

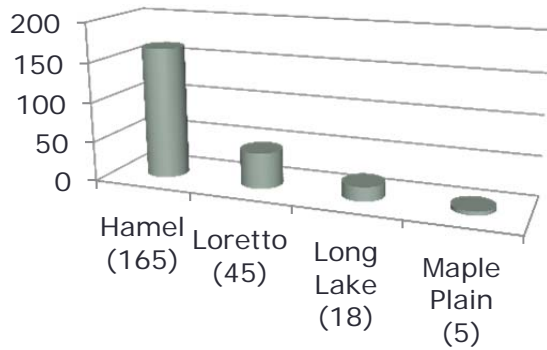
STAFFING

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. With a major response, having four fire departments serving Medina is a great resource to draw from when manpower is needed. In addition, the Mutual Aid Agreements amongst all Hennepin County fire departments provides Medina with additional resources.

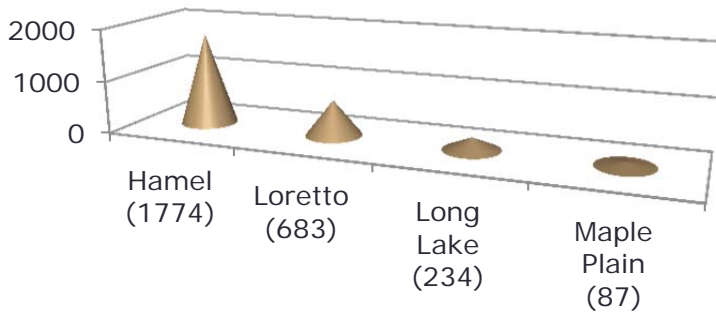
HIGHLIGHTS AND ACTIVITIES

HAMEL	LORETTO	LONG LAKE	MAPLE PLAIN
Hired 2 new members	Delivered baby in vehicle in front of fire station	Hired 3 new members	Made YouTube video with Medina and Loretto on auto extrication
Awarded FEMA Grant for \$123,000 to replace SCBA's – no cost to taxpayers	Secured grant with Maple Plain and Long Lake for training officer study	Received Assistance to Firefighters Grant for 25 sets of turnout gear	Working with WHPS on Highway 12 Coalition to prevent further deaths/improve roadway
Replaced extrication tools, completed transformation of R-11 vehicle	Maintained full staffing of 30 trained firefighters	Received Shared Services Grant to study a regional training coordinator position/staffing	LEXIPOL nearing completion/received grant to study training officer and inspector

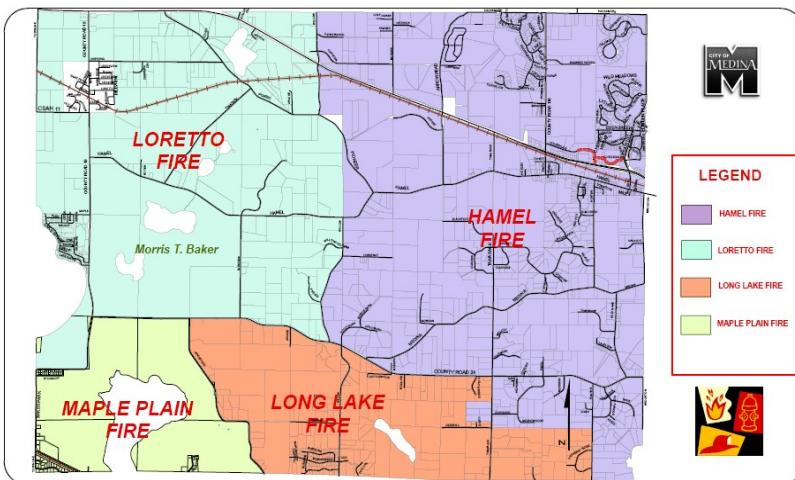
Number of Calls



Total Call Hours



FIRE COVERAGE MAP



Operating Budget

2013 - \$272,613
2014 - \$282,310
2015 - \$307,007

Capital Budget

2013 - \$ 2,403
2014 - \$ 77,839
2015 - \$84,000

Population Served

74.9% -- Hamel Fire
12.8% -- Loretto Fire
10.6% -- Long Lake Fire
1.7% -- Maple Plain Fire

Geographical Area

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

Market Value Protected

74.3% -- Hamel Fire
13.7% -- Loretto Fire
10.9% -- Long Lake Fire
1.0% -- Maple Plain Fire

Fire Chief Leadership

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

2015: A Year in Retrospect

January

- Administered oath of office to Mayor Bob Mitchell and city council Kathleen Martin and Lorie Cousineau
- Appointed Kimberly Murrin and Todd Albers to the Planning Commission
- Appointed Robin Reid and John Jacob to the Park Commission
- Recognized and honored Mayor Elizabeth Weir for dedicated service to Medina
- Adopted Ordinance establishing a PUD for Villas at Medina Country Club
- Hired Joe Ende to the position of Public Works Maintenance Worker
- Recognized Police Administrative Assistant Cec Vieau for 25 years of service to Medina



February

- Adopted Ordinance regarding nursing homes, assisted living facilities, and housing with services establishments
- Adopted Ordinance related to solar equipment



March

- Approved dismantle and removal of the old water tower at 3574 Pinto Drive
- Hired Jaquel Nissen as part-time temporary planning assistant
- Held joint meeting with City Council, Park Commission, and Planning Commission
- Adopted Ordinance regarding subsurface sewage treatment systems
- Granted Final Plat Approval for the Enclave at Brockton 5th addition



April

- Authorized Eagle Scout project at Hamel Legion Park
- Awarded contract for the Park at Fields of Medina
- Held annual business forum and business tours
- Conducted Local Board of Appeals and Equalization
- Adopted assessment roll and awarded the contract for the Tower Drive, Kilkenny Lane, and Hamel Road utility and street improvement project
- Held annual City Clean-up Day at 600 Clydesdale Trail



May

- Adopted Comprehensive Plan Amendment regarding staging and growth plan and pace of development
- Adopted Ordinance repealing adoption of Minnesota Rules Chapter 1306 regarding special fire protection systems
- Recognized Officer Keith Converse and Sergeant Jason Nelson at First Responders luncheon
- Conducted annual park tour
- Adopted assessment roll and approved plans for the Independence Beach improvement project



June

- Held Pollinator Seminar at Medina City Hall and wildlife nature walk at Tomann Preserve
- Held bike safety rodeo
- Approved variance and site plan review for Aldi to construct a grocery store at 100 Westfalen Trail
- Approved CUP for Wright-Hennepin Cooperative Electric to install ground mounted solar equipment
- Received 2015 Leadership Award for Public Safety Director Ed Belland



2015: A Year in Retrospect

July

- Recognized Officer John Vinck for 10 years of service to Medina
- Approved audio and visual upgrades to council chambers
- Amended Section 625 of the Code of Ordinances regarding alcoholic beverage licenses
- Adopted Ordinance amending Medina Clydesdale Marketplace PUD for Goodard School
- Recognized John Gleason for 5 years of public works service to Medina



August

- Attended Night to Unite neighborhood celebrations
- Accepted Resignation of Police Officer John Vinck
- Adopted Ordinance amending Section 625 of the code of ordinances regarding wine licenses
- Adopted assessment roll and approved plans for Town Line Road North improvement project
- Held grand opening event for the Park at Fields of Medina and showed the city's first ever Movie in the Park event.



September

- Held 2016 budget open house and set preliminary tax levy and budget for 2016
- Appointed Anne Klaers to the position of full-time Transcriptionist/Finance Clerk
- Approved Assistant City Administrator/City Clerk Job Reclassification for Jodi Gallup
- Held 11th annual Medina Celebration Day



October

- Recognized Sergeant Jason Nelson for 15 years of service to Medina
- Amended Data Practices Policies
- Approved Wine and Beer License to OAK Eatery (Our American Kitchen)
- Adopted Ordinance establishing a CD-PUD for "Stonegate"
- Adopted Ordinance amending cable communications franchise with Mediacom
- Appointed 2040 Comprehensive Plan Steering Committee
- Held fall business tours



November

- Hired Clark Palmer as part-time office assistant in the planning/building department
- Hired Josh McKinley as full-time licensed police officer
- Adopted Ordinance regarding exterior building materials in the rural commercial and business holding districts
- Adopted Ordinances amending the city code regarding dogs and police regulations



December

- Adopted Final 2016 Budget and Tax Levy
- Approved Associate Planner Job Reclassification for Debra Peterson
- Held annual holiday party and recognition banquet
- Participated in Holiday Train event



Preview of 2016 Goals

Administration

- Electronic packet pilot
- Hwy 55/116 intersection project
- Health insurance for 2017
- E-poll book implementation
- City Hall renovations

Finance

- Redistribution of finance tasks
- Watershed fee on utility bills
- Explore renter vs. owner utility billing
- cross-train finance staff

Planning/Zoning

- 2040 Comprehensive Plan update
- City Hall space planning, renovation, and moving
- Records management/Laserfiche
- Municipal State Aid analysis

Public Safety

- Critical Incident Plan with businesses
- Medina Police policy update
- Traffic safety with electronic signs
- Community relations and quality service to our citizens

Public Works

- Cottonwood Tr. infiltration basin
- Sioux Dr. turn lane, Comanche Tr. overlay, Lakeview Rd overlay, and Hwy 55/116 road projects
- Wellhouse No. 3 & Well No. 8

Parks/Trails

- Land purchase adjacent to Tomann Preserve
- Arrowhead Trail connection
- Plan to pave parking in northeast corner of Hamel Legion Park

Recognizing Our Contributors

GRANTS

\$17,839 Hennepin County Residential Recycling Grant
\$33,162.50 MPCA Clean Water Partnership Grant for Ardmore Avenue Stormwater Retrofit
\$25,000 Safe and Sober Traffic Grant
\$700 Centerpoint Energy Community Partnership Grant for Defibrillator for City Hall
Shakopee Mdewakanton Sioux Community for Defibrillator at Hamel Community Building

2015 DONATIONS

Individuals

Elizabeth Weir

Civic/Non-Profit Organizations

Boy Scout Troop 570
Friends of Wolsfeld Woods
Hamel Lions Club
Hamel Volunteer Fire Department
Hennepin County Sheriff K9 Unit
Loretto Volunteer Fire Department
Medina Celebration Day Committee
Uptown Hamel Business Group

Local Businesses

9 Round Fitness & Kickboxing
Adams Pest Control
Aldi, Inc.
Art 2 Heart
Buzzella Massage
Caribou Coffee
Complete Eye Care of Medina
Countryside Café – Peg’s Catering
Ditter Cooling & Heating Inc.
DMJ Corporation
Dojo Karate
Dover Saddlery
Fantastic Sams
Farmers State Bank of Hamel
Fortin Consulting
Fortin Health & Wellness Clinic PA
Gregor Farm & Greenhouse
Highway 55 Rental & Sales
Holiday Station Store- Hwy 55

Local Businesses Continued

Indoor Auto
Intercomp
Jensen’s Beer, Wine & Spirits
Jimmy’s Pizza (TC Leadens LLC)
John Day Company
Juice Plus+
Kalla Lily
KD & Company Recycling Inc.
Kirby Custom Paint
Kubitz Educational Services
LegalShield (John Murphy)
Loram Maintenance of Way Inc.
Maple Crest Garden Center & Landscaping
Long Lake Glass
Medina Education Institute-Kumon Math & Reading Center
Medina Entertainment Center
Medina Inn
Medina Living
Metro Dentalcare
OSI – Open Systems International
Pilates Advantage
Plymouth Holiday Station
Polaris Industries Inc.
PupTown, LLC
Rockler Companies Inc.
Rogers 18-movie theatre
Scherer Pumpkin Patch
Shamrock Golf Course
Target Corporation
Urban Eve Salon & Boutique
West Financial Credit Union

Recognizing Staff & Service Providers

Thank you to all of the staff, consultants, and representatives who provided service to the City in 2015.

ELECTED OFFICIALS

Mayor: Bob Mitchell

Council Members: Jeff Pederson, John Anderson,
Kathleen Martin, and Lorie Cousineau

CITY OF MEDINA STAFF

Administration & Finance Department

Scott Johnson, City Administrator
Jodi Gallup, Assistant to City Administrator
Erin Barnhart, Finance Director
Jennifer Altendorf, Accounting Technician
Anne Klaers, Finance Clerk

Public Works Department

Steve Scherer, Public Works Director
Ivan Dingmann, Foreman
Greg Leuer, Water/Sewer Operator & Maint.
John Gleason, Maint. Worker/Field Inspector
Derek Reinking, Maintenance Worker
Joe Ende, Maintenance Worker

Planning and Zoning Department

Dusty Finke, City Planner
Debra Peterson, Planning Assistant
Linda Lane, Administrative Assistant
Jaquel Nissen, PT Temp. Office Assistant
Clark Palmer, PT Temp. Office 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,
Jeremiah Jessen, and Josh McKinley
CSO: Brandon Wenande
Police Reserve Officers: Michael Chorley, Todd
Larson, Mark Ihrke, Ron Dahl, John Cowle, Jake
Roscke, Jeff Kordiak, and Craig Swalchick.

APPOINTED REPRESENTATIVES

Planning Commission

Charles Nolan, Chairperson
Commission Members: Victoria Reid, Kent Williams,
Randy Foote, Janet White, Todd Albers, and Kimberly
Murrin.

Park Commission

Steve Lee, Chairperson
Commission Members: Madeleine Linck, Dino
DesLauriers, Nate Pearson, Lori Meehan, John Jacob,
and Robin Reid

Other City Appointed Representatives

Elm Creek Watershed Management Commission:
Elizabeth Weir and Madeleine Linck
Minnehaha Creek Watershed Commission: Peter
Rechelbacher and Elizabeth Weir
Pioneer-Sarah Creek Watershed Management
Commission: Mike McLaughlin, Pat Wulff, and
Elizabeth Weir
Cable Franchise Liaison: 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 Services: Joe Rigdon, KDV
Prosecuting Attorney: Steve Tallen, Tallen and
Baertschi
Planning Consultants: Nate Sparks, Northwest
Associated Consultants
Building Inspection: Loren Kohnen and Roger Pieto,
Metro West Inspection
Fire Marshal: Loren Kohnen
IT Consultant: Mike Brocco, Cipher Laboratories