

2016



# ANNUAL REPORT

A Year of Closure

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## Mayor's Welcome

The Mayor and the City Council endorses the 2016 Annual Report of the City of Medina and recommends it to you.

The 2016 Annual Report outlines the work of the City during the year, and provides facts about the City. The “Year of Closure” summarizes the projects completed and the services delivered during the year. Significantly, the 2040 Comprehensive Plan was largely completed and sent out for review and critique.

The City Council has differing points of view and opinions, but nevertheless completes its role in the governing process promptly and diligently. The City Council works with the City staff to provide quality local government at a reasonable cost. We look forward to 2017 with confidence. We welcome your participation in the process.

## 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

**2016 City Council Members**

## City Administration

It is an honor and privilege to provide the 2016 Annual Report for Medina.

The theme for this year's Annual Report "A Year of Closure" is a fitting description of the completion of long-term goals by the City Council and implemented by staff in 2016. Actions were taken to substantially complete the 2040 Comprehensive Plan process, approving the layout/project budget for the long anticipated TH55 and CR116/CSAH 115 intersection reconstruction, constructing the Sioux Drive turn-lane improvements, completing the Tower Drive road reconstruction, finishing the remodel of City Hall (that has been planned since the Police and Public Works moved to 600 Clydesdale Trail in 2013 to provide space for the future), ending a long-term health insurance contract with LOGIS (a consortium of other cities and counties) to move to the small group health insurance network, and implementing new voting technologies and procedures, including replacing paper rosters with e-poll books and introducing direct balloting. 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 2017. As the City Administrator, I welcome your visits and calls. You can reach me at [scott.johnson@ci.medina.mn.us](mailto:scott.johnson@ci.medina.mn.us) or (763) 473-8840.

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, 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 conducted the following human resources activities in 2016: replaced a part-time planning assistant, replaced a part-time community service officer, replaced a full-time licensed police officer position, negotiated and approved the police union contract, left the LOGIS consortium for health insurance, and moved to a small group health insurance plan for 2017.

- **Garbage, Recycling & Organics:** Staff negotiated a new contract with Randy's Environmental Services, which included a reduced rate increase of \$0.50 to address the additional tipping fees that went into effect on January 1, 2016 due to the fact that the State of Minnesota began enforcing that all garbage be brought to waste-to-energy facilities until they were at their maximum capacity, before allowing waste to go to landfills. The contract with Randy's does not allow another request for a rate increase until 2019, which cannot exceed 3 percent. The City heavily promoted organics recycling in 2016 and offered a \$20 credit on residents' garbage bills for new organics subscribers and referrals, which was funded through an organics grant from Hennepin County. The city successfully added 78 households to the organics recycling program in 2016.
- **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.
- **Public Relations:** The City implemented a social media policy and created a social presence on Facebook for the City of Medina, which is a great way to promote city events and services to residents. Assistant City Administrator Jodi Gallup continues to write 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 solicited bids on printing services for our bi-monthly City newsletter called the *Medina Message*. A new local vendor was selected that was able to beat the price of the current vendor with the addition of full-color print. The *Medina Message* newsletter educates residents on current news and events, City Council actions, public meeting notices, and other pertinent information.
- **Elections:** There were a number of election changes in 2016. Staff began the year by working with Hennepin County to select a vendor for electronic poll books (e-poll books). The implementation of the new devices took time to create procedures, download data updates, and train staff and election judges. These devices replaced the paper check-in rosters and allowed voters to register electronically, which saved time on Election Day and eliminated the possibility of errors in the voter check-in process and registration process. Direct Balloting was also approved during the 2016 legislative session, which allowed voters to cast an absentee ballot in-person and place their ballot directly into the vote tabulator up to seven days prior to the election. Staff hired a temporary Election Assistant position to help administer the increased volume of absentee ballots for the three weeks leading up to Election Day.
- **Transportation:** The City approved the budget and plans to work with Hennepin County and MNDOT for the Highway 55/116 intersection project which will be completed in 2017. The City applied for a whistle free crossing with the Federal Railroad Administration on Pinto Drive as part of this project.

## FACTS and FIGURES

### 2016 General Election

Absentee Ballots: 1,281

Election Day Ballots: 2,421

Total Ballots Cast: 3,702

Registered Voters at 7 am: 3,985

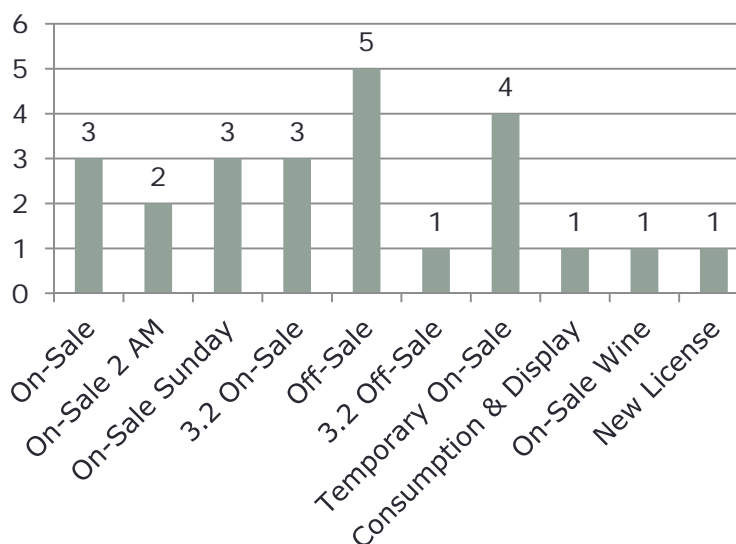
Election Day Registrations: 192

Voter Turn-out: 88.6%

Number of Election Judges: 44



### Liquor Licenses Number of each type issued in 2016



### City Council Actions

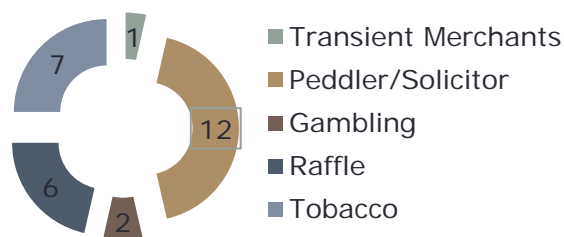
Ordinances Adopted: 13

Resolutions Approved: 107

Local Board of Appeal Applications Reviewed: 16

Hours Spent in Council Session: 53.25

### Number of Licenses & Permits Approved in 2016



### Recycling & Organics Reporting

Recycling  
Tonnage  
Collected:  
644.25

Organics  
Tonnage  
Collected:  
34.77

Number of Organics Participants: 353



### Additional Facts

Full-Time Equivalent (FTE) Employees: 26

Total Hours Worked by All Employees:  
51,010.00

Average Staff Longevity: 10.76 years

Number of First Reports of Injury: 4

Total Number of Files Scanned into  
Laserfiche: 26,336

Total Market Value: \$1,564,571,482

## Finance Department

2016 involved planning and coordinating the revenue sources for several road improvement projects, renovation of City Hall and taking advantage of a refunding option on a 2008 improvement bond.

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 fund balances for emergency purposes as designed.

Erin Barnhart, Finance Director

### PRIMARY SERVICES

The Finance Department facilitates other City departments making reliable management decisions and achieving 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.

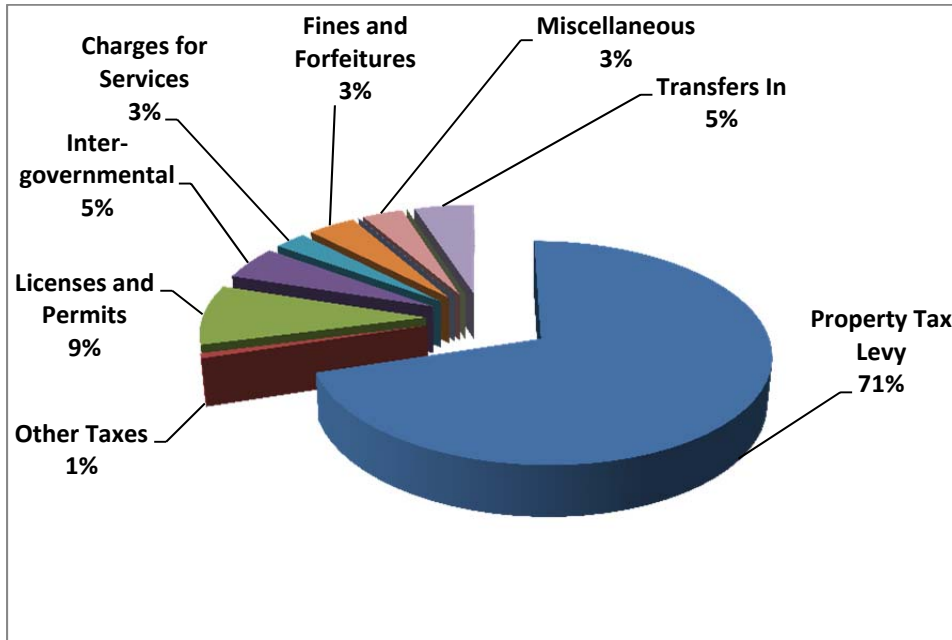
### HIGHLIGHTS and ACTIVITIES

In addition to providing the day to day financial services, the department also assisted in operations of the Hamel Community Building. In 2016, permits for sixty-four new single family homes were issued; adding \$34,036,649 of market value to the tax base.



## FACTS and FIGURES

### General Fund Revenue in 2016



#### City Tax Levy

\$3,501,811 in 2015

\$3,748,649 in 2016

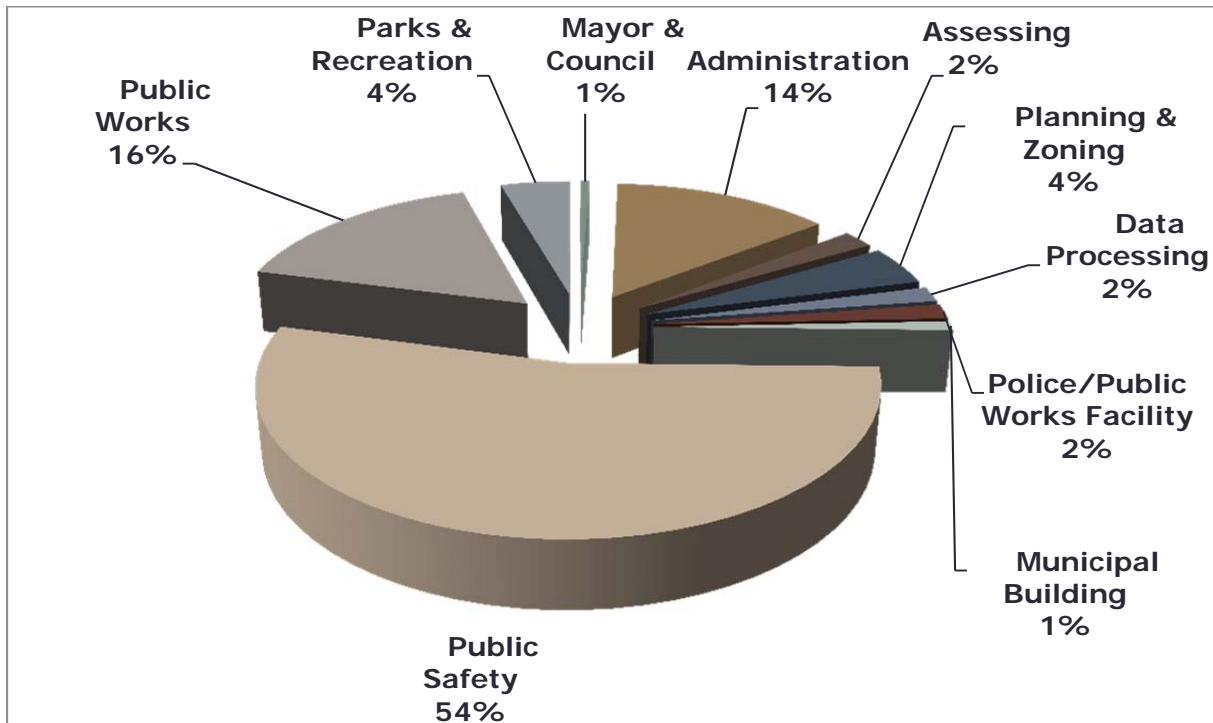
#### Utility Billing

3,203 customers

1,745 billed monthly

1,357 use electronic payment services

### General Fund Expenditures in 2016





## Where Do My Property Taxes Go?



	Share in Cents	2016 Tax Rate	
County	\$0.44	45.356%	
Schools	\$0.25	26.106%	*
City	\$0.23	23.301%	
Other	\$0.08	8.255%	**
	<u>\$1.00</u>	<u>103.018%</u>	

\* School District #284 Wayzata

\*\* Other includes various metro taxing districts, and other special taxing districts (excluding watershed)

## Planning/Zoning & Building Department

Throughout 2016, the City envisioned its future as it worked to update the Comprehensive Plan. The Comprehensive Plan establishes the course for the City over the following two decades, including guiding future residential growth, commercial development and investments in City services such as natural resources/parks/ recreation, transportation, and water resources.

Through a series of eight community meetings, an online forum, a business forum, thirteen Steering Committee Meetings and a Public Hearing, the residents of the City crafted their Plan. The process included many discussions about what makes Medina a great place to live. The Steering Committee consists of: two City Council Members, two Planning Commissioners, one Park Commissioner, and two Medina Residents who applied to serve on the Committee. A substantial amount of time and energy was invested by the volunteers who put the Plan together.

The Plan anticipates the City growing from its current population of approximately 6,000 to a population of 8,900 by 2040. This is significantly less growth than the City had previously planned, and helps preserve more of the open spaces and rural character of Medina. If you have any questions or are ever interested in discussing land use matters of the City, please contact me at [dusty.finke@ci.medina.mn.us](mailto:dusty.finke@ci.medina.mn.us) or (763) 473-8846.

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 Associate Planner) 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)*
  - **64 new single-family homes**
  - **5 new commercial buildings** (Wealshire, Just for Kix, 3 mini-storage buildings)
  - Construction activity added an estimated \$58,683,010 of market value to City
- **Development Activity** *(summary can be found on following page)*

- Approval granted for Wealshire of Medina, Just for Kix, and AutoMotorPlex
- Reviewed 14 additional smaller-scale projects (variances, site plan reviews, lot splits, etc.)
- **Comprehensive Plan Update** – a draft Plan was completed following public involvement through 8 Community Meetings, 13 Steering Committee Meetings, a business forum and an online forum. The Plan will be reviewed by state agencies in 2017.
- **Ordinance Amendments** – updated regulations related to: 1) floodplain management; 2) permitted building materials in Uptown Hamel; and 3) temporary healthcare dwellings.

## FACTS and FIGURES

### Building Permit Activity (2012-2016):

	2012	2013	2014	2015	2016
# New Single Family	68	144	82	63	64
Valuation	\$28,248,224	\$59,476,122	\$35,179,120	\$27,933,345	\$34,036,649
# New Townhomes	0	19	22	26	
Valuation		\$4,530,000	\$4,614,628	\$4,412,000	
# New Commercial	0	1	1	3	5
Valuation		\$800,000	\$500,000	\$3,835,973	\$13,201,640
# Other Valued Residential	91	161	212	189	117
Valuation	\$4,265,387	\$5,037,025	\$4,731,122	\$5,043,858	\$3,637,034
# Other Valued Commercial	65	64	51	74	58
Valuation	\$1,779,833	\$5,703,277	\$1,763,723	\$3,006,041	\$7,807,687
# General Permits	290	148	302	283	305
Total Permits ( <i>adjusted</i> )	<b>789</b>	<b>1140</b>	<b>1095</b>	<b>911</b>	<b>815</b>
Total Valuation	<b>\$34,293,444</b>	<b>\$75,546,424</b>	<b>\$46,788,593</b>	<b>\$44,231,217</b>	<b>\$58,683,010</b>

### Land Use Application History (2012-2016):

	2012	2013	2014	2015	2016
Variances	2	5	1	4	2
Conditional Use Permits	0	1	3	6	1
Preliminary Plats	3	4	6	3	3
Final Plats	4	9	3	5	6
Lot Divisions, Rearrangements	0	4	1	0	2
Site Plans	0	2	5	3	4
Planned Unit Developments	1	0	0	4	2
Stage I (Mixed Use) Plans	0	0	2	0	0
Stage II (Mixed Use) Plans	0	0	1	0	0
Comp Plan Amendments		1	1	1	0
Zoning Amendment	3	4	3	0	3
Ordinances	10	1	2	7	3
Vacations	3	2	3	2	3
Extensions to file plats	2	2	5	4	4
Private Kennel Licenses	1	0	0	0	0
Annexations	0	0	0	0	1
Totals	<b>29</b>	<b>35</b>	<b>36</b>	<b>39</b>	<b>34</b>

## Public Works Department

2016 was a very busy and productive year for the Public Works Department. There were three road projects which included the Cottonwood Trail overlay (with reconstruction of a portion), and the Comanche Trail and Lakeview Road overlay projects. The Well #8/Pumphouse #3 Improvement Project brought us one of the largest production wells to date. The Public Works Department continues to strive to deliver cost efficient quality services in order to meet the needs of its residents.

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 six full-time staff members: Public Works Director, Foreman, Field Inspector, Water & Sewer Operator, and two Maintenance Workers, as well as an Administrative Assistant who 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:**

- Cottonwood Trail overlay project (a portion rebuilt per homeowner request), with a small piece of curb installed to help direct the water away from a residence at the end of the cul-de-sac.
- Comanche Trail and Lakeview Road overlay projects, with bituminous curbing installed in some areas to help with drainage.
- Sioux Drive turn lane project completed.
- The City seal coated approximately 131,000 square yards this year, which included City streets, Bridgewater neighborhood and the parking lots at the Hamel Community Building.
- Striping completed on Hamel Road, Arrowhead Drive, Meander Road, Tamarack Drive and Medina Road.
- Pavement in the rear of 600 Clydesdale Trail (Police/PW building) was milled and replaced.
- Deer Hill Road project – mass grading of site and installation of a sub-base for the street.
- Final pavement on the 2015 Tower Drive project.

### **Water and Sewer Departments:**

- Completed Well #8 and Pumphouse #3 Improvement Project.
- Updated the controls for Well #2.
- Located and cleaned water valves and valve boxes using new Vactor.
- Replaced a motor in Well #4.

### **Stormwater:**

- A storm drain system was installed for the new parking area at Hamel Legion Park, which included installation of 600 feet of pipe to connect the existing storm pipe on the west end of the parking area. This water will all be diverted to the irrigation pond on the northwest end of the park.
- Public Works inspected 80 construction sites for erosion control, including 21 violation reports.

### **Miscellaneous Projects:**

- The Public Works staff continues to stay current on their certification and safety training.
- The Public Works crew handled the demolition of the lower level at City Hall.
- The split rail fencing at the German Liberal Cemetery that was falling apart was taken down and replaced.
- A fuel pump station was installed at the new Police/PW building (pictured to the right).



### **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 40 call-outs in 2016 (of which 9 were handled by phone with no charge to the City) and 94.5 on-call hours worked. This does not include the hours spent on snow removal and ice treatment.

### **Maintained Infrastructure**

#### **Roads & Trails:**

59 Miles of Street  
6.4 Miles of Sidewalk  
10 Miles of On & Off Road Trails  
700 Street Signs  
164 Street Lights  
35 Roadside Ditch Miles (mowed)  
181 Culverts

#### **Sewer:**

37 Sanitary Sewer Miles  
11 Sewer Lift Stations  
1,065 Sewer Manholes

#### **Water:**

506 Hydrants  
44 Water Main Miles  
11 Water Wells  
1 Water Treatment Plant

#### **Water Pumped/Treated (gallons):**

174,720,000 – Hamel System  
10,860,600 – Independence Beach  
4,520,300 – Medina Morningside



Cottonwood Trail Road Project.



## Parks and Trails

The Public Works Department and Park Commission had a productive year. The Public Works staff spent a total of 1,646 hours in our parks in 2016. The following projects and improvements were completed in 2016:

- Entered into a new maintenance agreement with the Hamel Athletic Club to conduct grooming of the fields.
- Purchased new soccer nets for Hamel Legion Park, Hunter Lions Park, Medina Morningside Park, Maple Park and the Park at Fields of Medina.
- Seeded second t-ball field in Medina Morningside Park to make it a soccer field.
- Approved a contract to allow Orono baseball to use Medina Morningside Park.
- Accepted a donation for a new scoreboard at Paul Fortin Memorial Field in Hamel Legion Park.
- Planted a Monarch Butterfly Garden at the Hamel Community Building.
- Constructed the Arrowhead Drive Trail.
- Installed parking lot light and power to pavilion at the Park at Fields of Medina.
- Reconstructed the baseball diamond at Maple Park.
- Poured concrete slabs for picnic tables at Lakeshore Park.
- Authorized volunteer work to improve the Paul Fortin Memorial Field.
- Installed new curb for parking lot by the Paul Fortin Memorial Field and added drain tiles.
- Updated and made recommendations on the 2020-2040 Comprehensive Plan for parks and trails.
- Held the annual park tour and made recommendations on the 2017-2021 Capital Improvement Plan.



The Park Commission reviewed the following land use applications and made recommendations on parks and trails:

- Stonegate Farm CD-PUD
- Dellcroft – PUD Concept Plan
- AutoMotorPlex Concept Plan & Preliminary Plat
- Excelsior Group Concept Plan

### 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 – 5



### Park Dedication Fee Revenue

Generated From New Development

2012: \$181,476

2013: \$1,006,384

2014: \$232,464.72

2015: \$346,583.15

2016: \$72,893.02

## Police Department

In 2016, the Medina Police Department continued to work with the community and the citizens as the entire law enforcement community across the country faced scrutiny and attacks on personnel. We have never seen local support higher for our officers for what they do on a daily basis. We had more staff changes in 2016. Long-time Investigator Charmane Domino left the department to stay at home with her two younger children and Community Service Officer Brandon Wenande was hired as a full-time licensed deputy in Wright County. Their departures led us into two hiring processes which brought us Community Service Officer Andrew Scharf and Patrol Officer Craig Swalchick. Senior Patrol Officer Kevin Boecker was assigned to the in-house Investigator's position.

The Lake Minnetonka Emergency Management Group continues to develop, train and implement their emergency plan. The group trained all licensed patrol officers in riot crowd control techniques in preparation for a possible protest in the Lake Area. Sergeant Nelson is working with a sub-group on putting a table top exercise together for a large scale protest in 2017.

In 2016, we completed a total review of our department policy manual. All the policies were reviewed to ensure they were in compliance with the Peace Officer Training and Standards Board (POST) requirements along with State and Federal laws. In May, we were audited by the Minnesota POST Board; our records were all in order. At the first of the year, we purchased a new software training product called Canvas which tracks each officer's annual trainings. At the end of the year, we have a report that shows all classes completed by the officer and is condensed for future audits.

Other accomplishments for 2016 were the replacement of our duty weapons. We replaced our 20 year old 40 caliber Glocks with new 9 mm Glocks. The reason for switching was the ammunition of the 9 mm has been proven to have the same stopping power as the 40 caliber ammunition and the 9mm ammunition is one-third the cost of the 40 caliber ammunition. Our entire department was trained in "De-escalation Training" to deal with the mentally challenged persons. We upgraded our speed trailer and installed four digital speed signs in the high traffic complaint areas. The enforcement of commercial trucks during spring weight limit season continues to be a priority.

2016 was a very productive year with several personnel changes and many new projects completed.

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 transcriptionist. We have seven active reserve officers who assist our officers on a daily basis. The Medina Reserve Unit logged 1,415 volunteer hours in 2016. We also have one part-time volunteer Crime Prevention Specialist.

## HIGHLIGHTS and ACTIVITIES

**Training:** Our all-day training in 2016 was held at the Annandale Shoot House training facility. The training included hands on defensive tactics, simulation firearms training, and scenario based training. We held four department shoots including a qualifying shoot in November that incorporated the cold weather and night shoot requirement for the Minnesota Police and Peace Officers Standards and Training Board (POST). 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, who was with us for 10 years, resigned her position as stated above. She left the department in October 2016. Investigator Hall took over her position through the end of 2016. In 2016, we assigned 292 cases, divided into 112 part one crimes and 180 part two crimes to investigations. We have 121 crimes still pending. Our clearance rate is 58.7%. At the end of 2016, Officer Boecker, a 16 year veteran of the police department, was assigned to the investigation position.

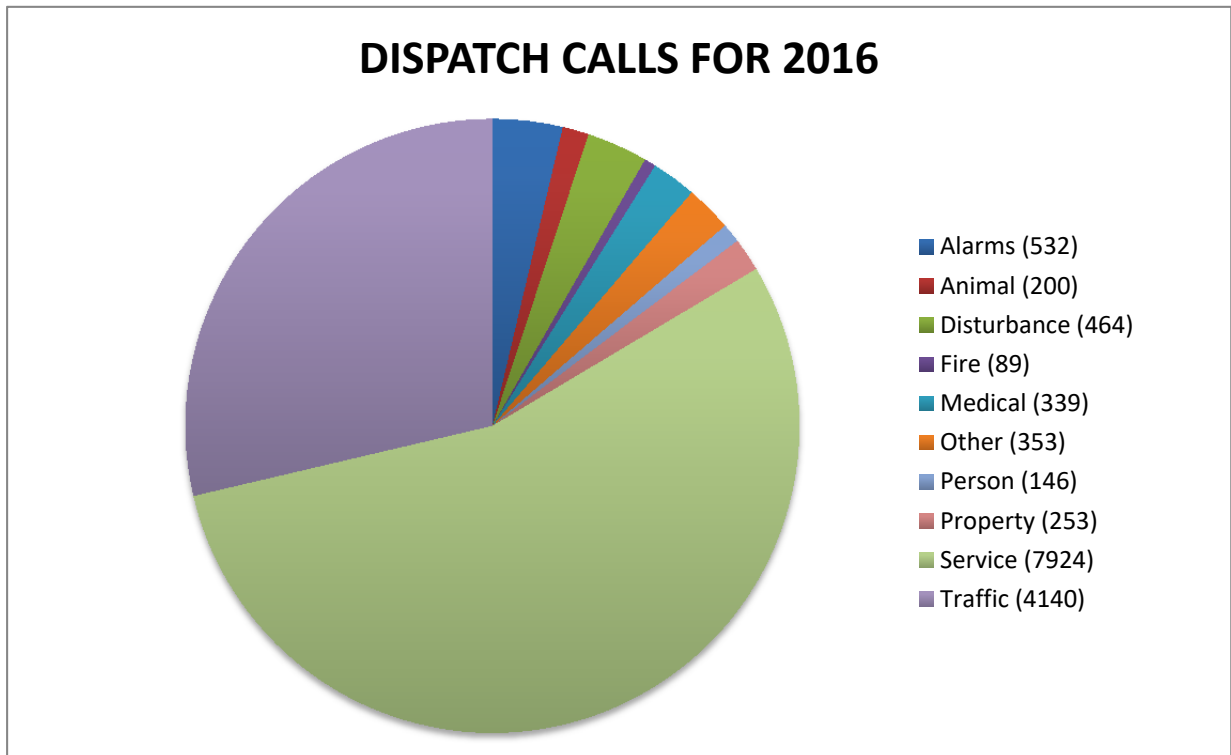
We have one patrol officer assigned to the West Metro Drug Taskforce (Medina, Minnetrista, Orono, West Hennepin Public Safety, and Hennepin County Sheriff's Office). In 2016, the taskforce had 75 arrests and assisted with another 54. They charged 71 persons with drug related crimes, conducted 101 search warrants and assisted with another 48 with other taskforces. They seized 65 firearms and over \$5,000,000 worth of street drugs. The taskforce remains committed to reducing the drugs on our streets. In 2016, we saw a large increase of heroin cases which have had devastating impacts on local communities. Minnetrista Police Department was added in November of 2016.

**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 Lions Easter Egg Hunt, Hamel Rodeo Parade and Dance, Police Bike Rodeo, Night to Unite, Toys for Tots and Uptown Hamel Sliding Party.

**Grants:** We received \$28,000 federal grant for the Safe and Sober Traffic Project.

**Recognitions:** In 2016, the I-94 West Chamber of Commerce recognized Investigator David Hall for his investigation into the homicide death of a heroin overdose. Hall tracked down the drug dealer who had been supplying the victim with the heroin. It turned out that the suspect was also responsible for another death in Anoka County. The suspect was arrested and charged federally and was convicted.

## FACTS and FIGURES



**2016 FBI NATIONAL CRIME DATA FOR MEDINA**

<b>PART ONE CRIME STATISTICS</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder	0	0	0	0	0
Rape	0	3	1	1	0
Robbery	0	0	0	0	0
Assaults	1	2	1	0	0
Burglary	14	11	11	6	12
Thefts	95	81	94	88	93
Auto Thefts	1	2	2	3	4
Arson	1	0	2	2	0
<b>TOTAL</b>	<b>112</b>	<b>99</b>	<b>111</b>	<b>100</b>	<b>109</b>
<b>PART TWO CRIME STATISTICS</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Forgery	2	6	3	1	6
Fraud	6	8	8	11	17
Stolen/Theft Related	13	6	5	1	5
Vandalism	27	16	26	29	26
Weapons	0	2	1	2	0
Narcotics	75	58	46	73	56
DWI	138	156	111	103	78
Liquor Laws	24	23	26	14	15
Disorderly Conduct	25	14	14	12	4
CSC	1	0	2	1	4
Other Assaults	13	14	9	11	14
Other	18	16	15	30	38
Kidnapping	0	1	0	0	0
<b>TOTAL</b>	<b>342</b>	<b>320</b>	<b>265</b>	<b>288</b>	<b>263</b>

## Fire Departments

The City of Medina is served 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 210 calls in 2016, taking approximately 2,221 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 highly 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.

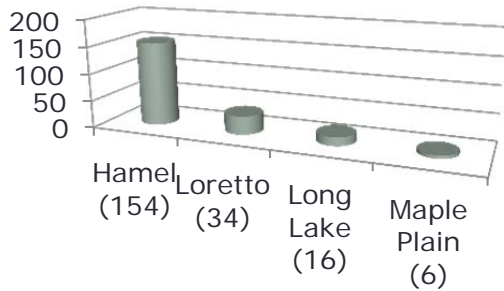
### STAFFING

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.

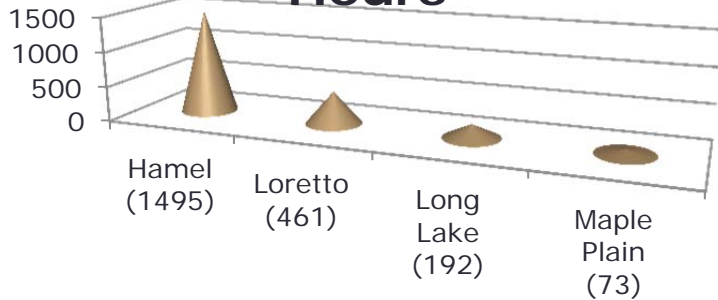
### HIGHLIGHTS AND ACTIVITIES

HAMEL	LORETTO	LONG LAKE	MAPLE PLAIN
Hired 2 new members	Hired 3 new members	Hired 7 new members	Purchased and put into service new Utility Truck
Ordered new Pumper apparatus (first in 10 years)	Completed Shared Services Grant Study with Long Lake, Mound and Maple Plain	Completed Shared Services Grant Study with Loretto, Mound and Maple Plain	Participated in several large scale joint training sessions with Loretto FD (HazMat, Live & Water)
Completely overhauled Box Alarms and response zones	Spec'd out and purchased new rescue/pumper for delivery in 2017	Adopted and implemented Lexipol online policies and procedures	Elected Justin McCoy as new fire chief

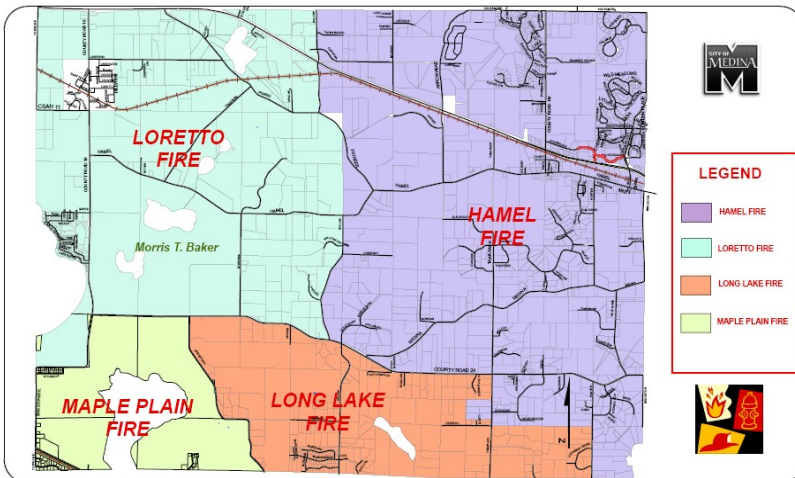
## Number of Medina Calls



## Total Medina Call Hours



## FIRE COVERAGE MAP



## Fire Operating Budget

2014 - \$282,310  
2015 - \$307,007  
2016 - \$373,550

## Fire Capital Budget

2014 - \$ 77,839  
2015 - \$84,000  
2016 - \$99,000

## 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  
Justin McCoy – Maple Plain Fire

## 2016: A Year in Retrospect

### January

- Held swearing in ceremony for Medina Police Officer Joshua McKinley
- Approved resolution establishing 2016 appointments and designations to various city services, authorities, commissions, and agencies
- Approved resolution delegating to City Clerk authority to acknowledge or deny exempted lawful gambling applications
- Approved development agreement for Bradford Creek Addition (2 lots)
- Approved contracts with owners representative and architect for lower-level remodel
- Approved plans and specifications and ordered project for Wellhouse No. 3 Addition project



### February

- Approved updated engineering standards
- Approved 2016 City Work Plan Goals
- Discussed Baker Park Reserve gully project study
- Approved agreement with Hamel Athletic Club
- Granted site plan review and conditional use permit approval for Hamel Brewing
- Approved plans and specifications and ordered project for Sioux Drive Turn Lane Improvements
- Appointed Michelle Beddor to the Medina Park Commission



### March

- Approved amended agreement with Randy's Environmental Services
- Approved lot line rearrangement at 3112 Pioneer Trail (Tomann Preserve) and 4003 Apache Drive
- Appointed Lisa Cole to the Medina Park Commission
- Approved plans and specifications and ordered project for Arrowhead Drive trail extension
- Adopted ordinance regarding exterior building materials in Uptown Hamel zoning districts
- Hired Amanda Staple as part-time temporary planning assistant
- Held annual business forum and business tours



### April

- Adopted Social Media Policy and Amended Technology Policy
- Designated Sioux Drive as a Municipal State Aid Street
- Approved fuel tank lease at 600 Clydesdale Trail
- Approved plans and specifications and ordered project for City Hall lower level improvements
- Conducted Local Board of Appeals and Equalization
- Accepted donations and approved purchase of new scoreboard at Paul Fortin Memorial Field
- Held annual City Clean-up Day at 600 Clydesdale Trail



### May

- Amended the economic development fee deferral program
- Recognized City Planner Dusty Finke for 10 years of service to the city of Medina
- Recognized Officer David Hall and Officer Chris McGill at First Responders luncheon
- Conducted annual park tour
- Approved rezoning, site plan, and development agreement for Wealshire, LLC to construct a memory care facility northwest of Mohawk Drive and Chippewa Road
- Held Community Meetings for the 2040 Comprehensive Plan Review



### June

- Accepted resignation of Randy Foote from the Planning Commission
- Approved road improvement projects for Comanche Trail, Cottonwood Trail, and Lakeview Road
- Held bike safety rodeo
- Approved Deerhill Preserve conservation easement agreements, CD-PUD final plat, right-of-way vacation, and road improvement project
- Appointed election judges and ballot board for the Primary and General Elections
- Recognized Charmane Domino for 10 years of service to the City of Medina



## 2016: A Year in Retrospect

July

- Approved quotes for City Hall upper level carpet and painting
- Accepted resignation of Community Service Officer Brandon Wenande
- Approved water supply agreement with Medina Leased Housing Associates I
- Awarded the Sale of General Obligation Refunding Bonds, Series 2016A
- Granted preliminary and final plat approval, variance, site plan review, and development agreement with Clough Properties, LLC for Just for Kix
- Appointed Laurie Rengel to the Medina Planning Commission



August

- Attended Night to Unite neighborhood celebrations
- Recognized Police Chief Ed Belland for 25 years of service to the city of Medina
- Recognized Patrol Officer Kevin Boecker for 15 years of service to the city of Medina
- Held State Primary Election
- Adopted ordinance regarding temporary family healthcare dwellings, opting out of MN Statutes
- Accepted resignation of Police Officer Charmane Domino
- Adopted ordinance amending chapter 4 regarding seasonal weight limits and regulations of truck traffic



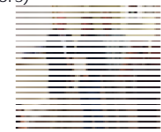
September

- Held 2017 budget open house and set preliminary tax levy and budget for 2017
- Appointed Victoria Reid as alternate to the Elm Creek Watershed District
- Recognized City Administrator Scott Johnson for 5 years of service to the city of Medina
- Appointed Andrew Scharf to Community Service Officer position
- Recognized Assistant City Administrator Jodi Gallup for 10 years of service to the city of Medina
- Adopted ordinance regarding floodplain management
- Held Annual Medina Celebration Day



October

- Approved off-sale liquor license and tobacco license for Holiday Stationstores, Inc. (DBA Hwy 55 Liquors)
- Approved amended and restated agreement with the Hamel Volunteer Fire Department
- Recognized Water and Sewer Operator Greg Leuer for 10 years of service to the city of Medina
- Approved I/I Reduction Grant Agreement with MCES
- Hired Craig Swalchick to Police Officer Position
- Held fall business tours
- Held multiple 2040 Comprehensive Plan open houses



November

- Held General Election and canvassed local election results
- Approved layout and project budget for the reconstruction of the TH 55 and CR 116/CSAH 115 intersection
- Requested speed study by Hennepin County and MNDot on County Road 19 and County Road 116
- Finished majority of City Hall lower level remodel and planning department moved into new space



December

- Adopted final 2017 budget, tax levy, and fee schedule
- Held swearing in ceremony for Medina Police Officer Craig Swalchick
- Held annual holiday party and recognition banquet
- Participated in Holiday Train event
- Approved labor agreement with LOCAL # 36 (police)
- Approved AutoMotorPlex rezoning, preliminary and final plat, and PUD Agreement
- Attended Dominion affordable housing project grand opening event





## Preview of 2017 Goals

### Administration

- Electronic packets, .gov and Microsoft 365 implementation
- Hwy 55/116 intersection project
- Personnel Policy update & succession planning
- Organics recycling grant funds

### Finance

- Leadership/management training
  - Lead budget process
- Finance policies and procedures
  - cross-train finance staff
- Implement one-on-one staff meetings

### Planning/Zoning

- 2040 Comprehensive Plan adoption
- Cable franchise/internet analysis
- Planning department procedures
  - Irrigation/re-use analysis
- Planning department website

### Public Safety

- Implicit bias & active shooter training
- Current affairs public speaking events
  - LELS and fire contract renewals
- Community relations and quality service to our citizens

### Public Works

- Hwy 55/116 intersection project
- Clydesdale Trail road and intersection projects
- Willow water tower rehabilitation project

### Parks/Trails

- Hamel Legion Park parking lot construction
- Hamel Road/Rainwater Nature Area trail completion

## Recognizing Our Contributors

### GRANTS

\$17,844 Hennepin County Residential Recycling Grant  
\$9,076 Hennepin County Residential Organics Grant  
\$27,843.42 Metropolitan Council Environmental Services (MCES) for I/I Municipal Grant Program  
\$28,000 Federal Grant for the Safe and Sober Traffic Project  
\$1,560 for Speed Indicator Sign from Centerpoint Energy Community Partnership Grant  
Two Additional Defibrillators from Shakopee Mdewakanton Sioux Community Grant Program

### 2016 DONATIONS

#### Civic/Non-Profit Organizations

Boy Scout Troop 570  
Hamel Lions Club  
Hamel Volunteer Fire Department  
Loretto Volunteer Fire Department  
Medina Celebration Day Committee  
Uptown Hamel Business Group

#### Local Businesses

3 Rivers Church  
Adams Pest Control  
Art 2 Heart  
Buzzella Massage  
Complete Eye Care of Medina  
Contemporary Images  
Countryside Café/Peg's Catering  
Ditter Heating & Cooling  
Dobo's (Danny's Catering)  
Dojo Karate  
Farmers State Bank of Hamel  
Fortin Consulting  
Fortin Health & Wellness Clinic  
Goddard School  
Gregor's Farm & Greenhouse  
Tom Hamel Family

#### Local Businesses Continued

Highway 55 Rental & Sales  
Houlihan Insurance & Financial Services  
Intercomp  
Jimmy's Pizza  
John Day Company  
Kalla Lily Salon and Spa  
Kumon Math and Reading Center  
Loram Maintenance of Way  
Maple Crest Landscape  
Mario Fabrizio  
Medina Entertainment Center  
North Star Search & Rescue  
OAK Eatery  
Pilates Advantage  
Polaris  
Scherer Pumpkin Patch  
Suzie Sween  
Tina Tate  
Urban Even Salon and Boutique  
Walter G. Anderson  
West Financial  
Wright-Hennepin Electric

## Recognizing Staff & Service Providers

Thank you to all of the staff, consultants, and representatives who provided service to the City in 2016.

### **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 City Administrator-City Clerk  
Erin Barnhart, Finance Director  
Jennifer Altendorf, Accounting Technician  
Anne Klaers, PT 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  
Amanda Staple, PT Temp. Office Assistant

#### **Police Department**

Ed Belland, Public Safety Director  
Jason Nelson, Sergeant  
Charmane Domino, Investigator  
Cec Vieau, Administrative Assistant  
Anne Klaers, PT Transcriptionist  
Officers: Chris McGill, Kevin Boecker, Keith  
Converse, Tom Gregory, David Hall, Jeremiah Jessen,  
Josh McKinley, and Craig Swalchick  
CSO: Andrew Scharf  
Police Reserve Officers: Michael Chorley, Todd  
Larson, Mark Ihrke, Ron Dahl, John Cowle, Jeff  
Kordiak, Craig Swalchick, and Melissa Robbins.

### **APPOINTED REPRESENTATIVES**

#### **Planning Commission**

Victoria Reid, Chairperson  
Commission Members: Chris Barry, Randy Foote,  
Janet White, Todd Albers, Kimberly Murrin, Robin  
Reid, and Laurie Rengel.

#### **Park Commission**

Steve Lee, Chairperson  
Commission Members: Dino DesLauriers, Nate  
Pearson, Lori Meehan, John Jacob, Michelle Beddor,  
and Lisa Cole.

#### **Other City Appointed Representatives**

Elm Creek Watershed Management Commission:  
Elizabeth Weir and Victoria Reid  
Minnehaha Creek Watershed Commission: Elizabeth  
Weir  
Pioneer-Sarah Creek Watershed Management  
Commission: Mike McLaughlin and Pat Wulff

### **APPOINTED CONSULTANTS**

Attorney: Ron Batty, Kennedy and Graven  
Engineer: Tom Kellogg and Jim Stremel, 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, Metro West  
Inspection  
Fire Marshal: Loren Kohnen  
IT Consultant: Mike Brocco, Cipher Laboratories