

# Annual Report

Defining our Core Values

City of Medina

2017

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## Mayor's Welcome

The 2017 Annual Report outlines the work of the city during the year, and provides facts about the city. Medina progressed from 2016's "Year of Closure" to 2017's "Defining Our Core Values" as planned. The city continues to grow, but more slowly than over the past few years. Our growth projections for the draft 2040 Comprehensive Plan are about 40% less than the 2030 Comprehensive Plan forecast. That reduced growth forecast is contained in our 2040 Comprehensive Plan, which is awaiting final approval from the Met Council in 2018. There remains an adequate inventory of unimproved residential lots.

City services are catching up with recent growth. We have been able to maintain a reasonable and steady rate of taxation. The work of the city staff during 2017 was full of solid accomplishments. The City Council works closely with the city staff on these and other issues.

## 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

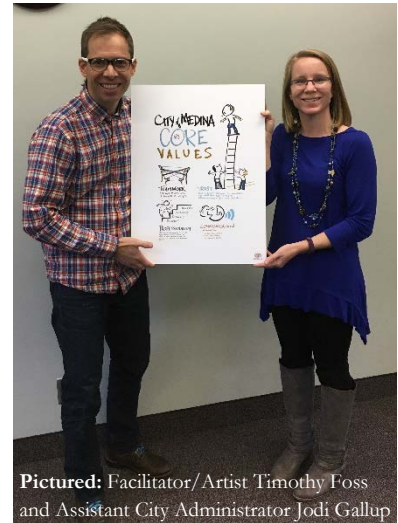
**2017 City Council Members**

## City Administration

It is an honor and privilege to provide the 2017 Annual Report for Medina.

The theme for this year's Annual Report "Defining our Core Values" is an important undertaking. Staff spent time in 2017 defining our core values. The four core staff values that define our organization are: Communication, Professionalism, Teamwork, and Trust. I think our core values shine brightest when our staff members work closely with our business owners and residents. Our team has and will continue to concentrate on providing high quality services to Medina residents in the most cost-effective manner possible. We will continue to work to strengthen ties with our residents and businesses.

The City of Medina looks forward to a productive and prosperous 2018. As the City Administrator, I welcome your visits and calls. You can reach me at [scott.johnson@medinamn.gov](mailto:scott.johnson@medinamn.gov) 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

- **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.

- **Human Resources:** The Administration Department accomplished the following human resources activities in 2017: established “core values” as an organization through team building activities, conducted a comprehensive review and update of our employee personnel policies, created a 10 year staffing/succession plan, hired a planning/gis intern, replaced a part-time community service officer, replaced a full-time licensed police officer position, negotiated and approved a three-year police union contract, and moved to a small group health insurance plan.
- **Information Technology:** The City server moved to Microsoft 365 online. Staff and Council email accounts were updated to .gov. Staff created access to electronic City Council packets for council members and the general public. Enhanced electronic security through password managers and Multi-Factor Authentication.
- **Garbage, Recycling & Organics:** Staff continued to heavily promote organics recycling in 2017 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. Staff worked with Hennepin County to produce an organics promotional mailer, which was sent to all Medina residents. The City successfully added 82 households to the organics recycling program in 2017.
- **Licenses & Permits:** Staff worked extensively with multiple businesses throughout the year that were bought by different parent companies and had to update all their liquor and tobacco licenses. Medina Golf & Country Club was purchased by ClubCorp USA, Inc. on June 20, 2017. Holiday Stationstores operates two gas stations and a liquor store in Medina; they were bought out by Circle K Stores, Inc. on December 22, 2017.
- **Public Relations:** The City continues to utilize social media to promote city events and services to residents. Assistant City Administrator Jodi Gallup continues to write a monthly column in a community publication called *LocalTies* (previously: *Medina Living*). The column gives residents a more personal connection to the City of Medina and the services we provide. The *Medina Message* newsletter educates residents on current news and events, City Council actions, public meeting notices, and other pertinent information.
- **Transportation:** The City worked with Hennepin County and MNDOT for the Highway 55/116 intersection project which will be completed in the spring of 2018. The City applied for a whistle free crossing with the Federal Railroad Administration on Pinto Drive as part of this project.

## FACTS and FIGURES

### City Council 2017 Actions

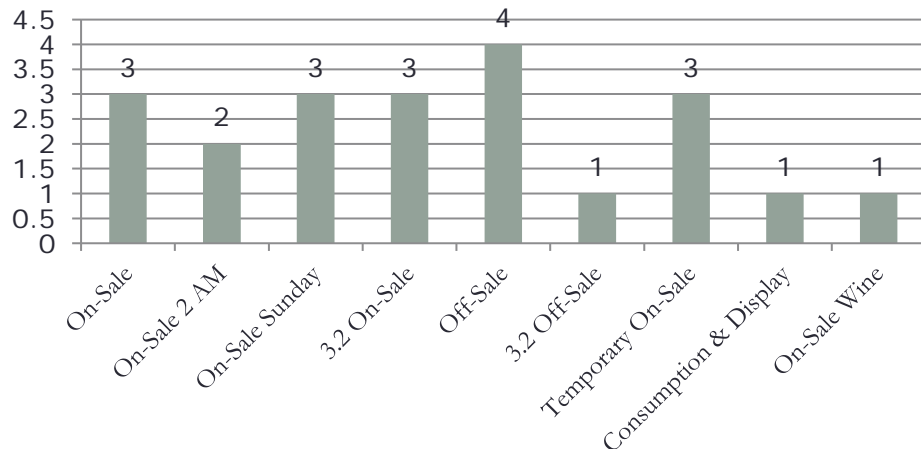
Ordinances  
Adopted: 20

Resolutions  
Approved: 105

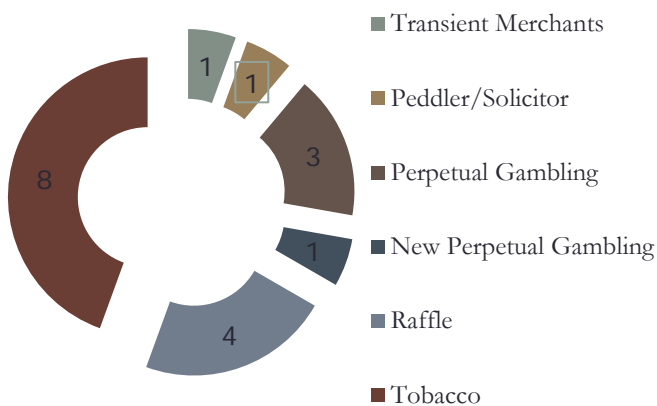
Local Board of  
Appeal  
Applications  
Reviewed: 19

Hours Spent in  
Council Session:  
63.33

### Liquor Licenses Number of each type issued in 2017



### Number of Licenses & Permits Approved in 2017



### Additional Facts

Full-Time Equivalent (FTE)  
Employees: 26

Total Hours Worked by All  
Employees: 54,959

Average Staff Longevity: 11.7  
years

Number of First Reports of  
Injury: 3

Total Number of Files Scanned  
into Laserfiche: 31,580

Total Market Value:  
\$1,656,913,200

### Recycling & Organics Reporting

#### Recycling

657.16 tons collected  
(annually)

86% weekly set-out rate

#### Organics

44.49 tons collected (annually)

435 out of 2,095 households subscribe

20.8% participation rate





## Finance Department

In 2017 the City received a bond rating upgrade to Aa1. There were three road overlay projects funded from the road fund and special assessments. A 2017 bond was issued for the Deer Hill Road Improvement project which will be 100% funded through special assessments.

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 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

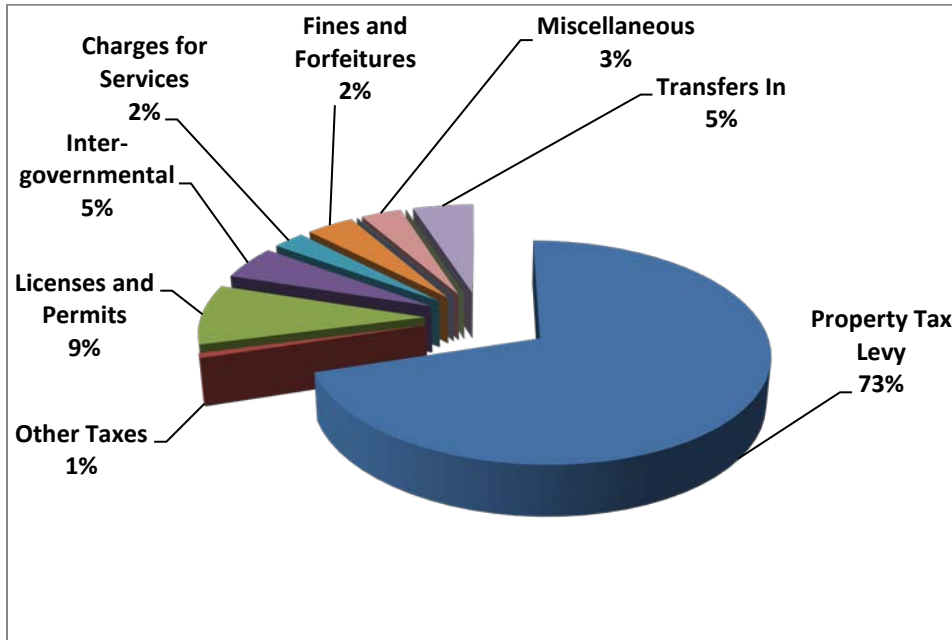
The Finance Department consists of three positions: Finance Director, Accounting Technician, and part-time Finance Clerk.

### 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 2017, permits for sixty new single-family homes were issued; adding \$29,700,510 of value to the tax base.

## FACTS and FIGURES

### General Fund Revenue in 2017



#### City Tax Levy

\$3,748,649 in 2016

\$3,808,978 in 2017

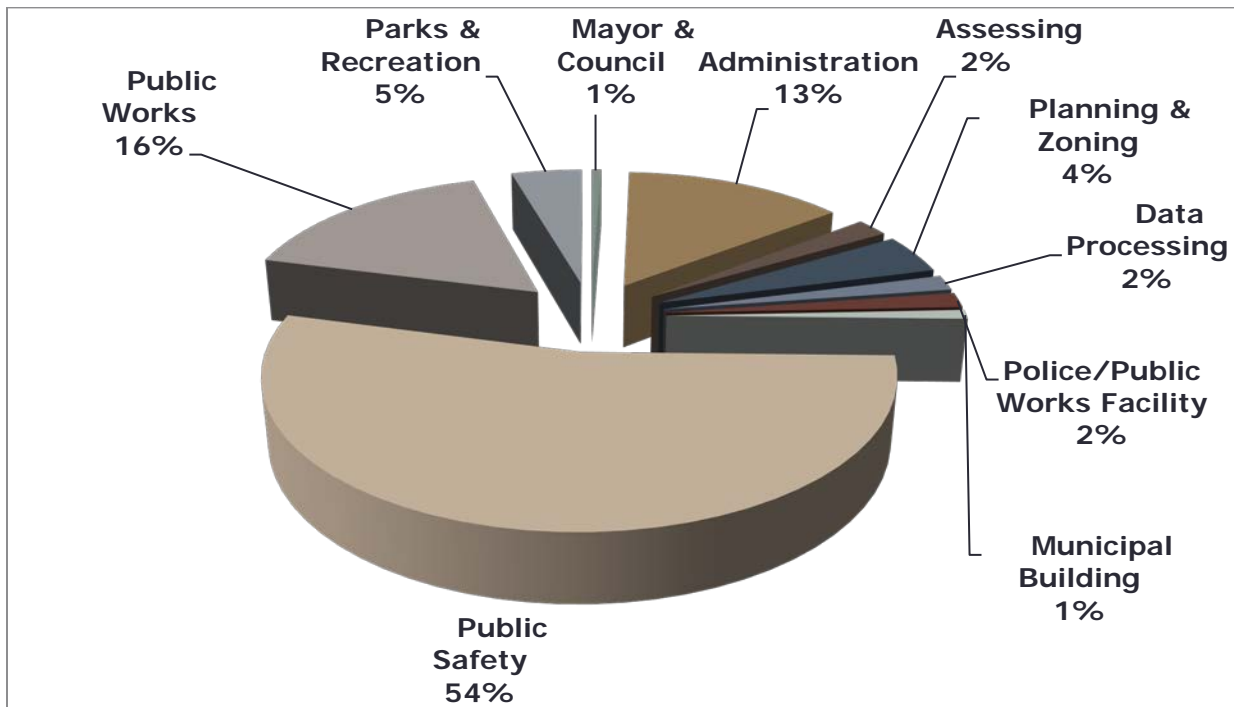
#### Utility Billing

3,203 customers

1,763 billed monthly

1,473 use electronic payment services

### General Fund Expenditures in 2017





## Where Do My Property Taxes Go?



	Share in Cents	2017 Tax Rate	
County	\$0.44	44.087%	
Schools	\$0.26	26.290%	*
City	\$0.22	22.270%	
Other	\$0.08	8.257%	**
	<u>\$1.00</u>	<u>100.904%</u>	

\* School District #284 Wayzata

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

## Planning/Zoning & Building Department

Following the extensive efforts of the Steering Committee and residents in 2016 to transform the City's vision and goals into the 2020-2040 Comprehensive Plan Update, the Planning Department began the process of seeing the Plan approved and implemented during 2017.

If you ever have any questions about building permits, zoning requirements, or other issues related to the land within the City, never hesitate to contact Deb, Linda, or I and we will do our best to assist you. I can be reached at (763) 473-8846 or [dusty.finke@medinamn.gov](mailto:dusty.finke@medinamn.gov).

Dusty Finke, Planning Director

### 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 coordinates the building permit process and assists contractors and homeowners. The Department also administers the Wetland Conservation Act and floodplain regulations and assists other departments with geographical information system (GIS) mapping and analysis.

### STAFFING

The Planning and Zoning Department consists of two full-time staff members (Planning Director and Associate Planner) and an Administrative Assistant shared with the Public Works Department. The department also often works with an intern. 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)*
  - **60 new single-family homes**
  - **2 new commercial buildings** (AutoMotorplex of Medina)
  - Construction activity added an estimated **\$47,461,896** of market value to City
- **Development Activity** *(summary can be found on following page)*
  - Approval granted for 83-unit senior housing building and medical office (Lunski-Nelson)
  - Approval granted for 6-lot conservation design subdivision with almost 70 acres preserved in permanent conservation easement
  - Reviewed 18 smaller-scale projects (variances, conditional use permits, lot splits, etc.)
- **Comprehensive Plan Update** – The City Council finalized the draft 2020-2040 Comprehensive Plan Update following substantial public involvement in 2016. In 2017, the Plan was submitted to affected jurisdictions and state agencies for review. The City made some

changes resulting from this review and submitted for formal Metropolitan Council approval at the end of the year.

- **Ordinance Amendments** – updated regulations related to: 1) right-of-way management; 2) solar energy production; 3) closed landfill; and 4) conservation design.

## FACTS and FIGURES

### Building Permit Activity (2013-2017):

	2013	2014	2015	2016	2017
# New Single Family	144	82	63	64	60
Valuation	\$59,476,122	\$35,179,120	\$27,933,345	\$34,036,649	\$29,700,510
# New Townhomes	19	22	26		
Valuation	\$4,530,000	\$4,614,628	\$4,412,000		
# New Commercial	1	1	3	5	2
Valuation	\$800,000	\$500,000	\$3,835,973	\$13,201,640	\$3,180,250
# Other Valued Residential	161	212	189	117	134
Valuation	\$5,037,025	\$4,731,122	\$5,043,858	\$3,637,034	\$5,197,373
# Other Valued Commercial	64	51	74	58	65
Valuation	\$5,703,277	\$1,763,723	\$3,006,041	\$7,807,687	\$9,383,763
# General Permits	148	302	283	305	344
Total Permits ( <i>adjusted</i> )	1140	1095	911	815	861
Total Valuation	\$75,546,424	\$46,788,593	\$44,231,217	\$58,683,010	\$47,461,896

### Land Use Application History (2013-2017):

	2013	2014	2015	2016	2017
Variances	5	1	4	2	3
Conditional Use Permits	1	3	6	1	8
Preliminary Plats	4	6	3	3	5
Final Plats	9	3	5	6	4
Lot Divisions, Rearrangements	4	1	0	2	3
Site Plans	2	5	3	4	2
Planned Unit Developments	0	0	4	2	1
Stage I (Mixed Use) Plans	0	2	0	0	0
Stage II (Mixed Use) Plans	0	1	0	0	0
Comp Plan Amendments	1	1	1	0	3
Zoning Amendment	4	3	0	3	4
Ordinances	1	2	7	3	9
Vacations	2	3	2	3	0
Extensions to file plats	2	5	4	4	2
Private Kennel Licenses	0	0	0	0	0
Interim Use Permit	0	0	0	0	1
Annexations	0	0	0	1	0
Totals	35	36	39	34	45

## Public Works Department

2017 was a constructive year with a couple of very large projects that were ongoing most of the year. Those projects were the 116/Hwy 55 intersection project and the Willow Drive Water Tower Rehab project. There were three road projects, which included overlays of Willow Drive, Wichita Trail and a portion of Clydesdale Trail. The Public Works Department continues to strive to deliver cost efficient quality services 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:**

- Willow Drive overlay project (from Chippewa Road north of Highway 55 to end of pavement) - miscellaneous milling, overlay, shouldering, and minimal asphalt curbing for drainage purposes.
- Wichita Trail overlay project - miscellaneous milling, overlay, minimal asphalt curbing for drainage purposes and some seeding of shoulders.
- Clydesdale Trail Overlay Project (where 116/55 project ends, to just past 600 Clydesdale Trail) - mill and overlay, as well as curb and gutter replacement.
- Seal coating on Willow Drive S. and in the Highlands (Linden Drive, Linden Drive East and West, Lilac Drive, Linden Place and Linden Court, and Clydesdale Trail).
- Repair asphalt and curbing at turn-a-bout near Caribou Coffee.
- Striping completed on Willow Drive (from Chippewa Road north of Highway 55), Wichita Trail, Clydesdale Trail, and several intersections.
- Blade patching on Deer Hill Road East and Dusty Trail off Tamarack Drive (possibly up for an overlay in 2019).

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

- Lead & Copper Testing was done at several residences on each of the City Water Systems.
- Water Tower Rehab Project - interior tank and dry sections sand blasted and repainted and the outside spot repaired and painted (project came to a halt when the weather turned too cold to finish and will be completed in 2018).
- Sewer Lining Project on Pinto Drive (north & south of TH55) and the northerly frontage road of TH55 (east & west of CR 116) and included lining of the existing sewer main as well as service lateral lining improvements.
- 116/55 Watermain Replacement – This project was a complete reconstruction of the watermain from Tower Drive to the point where the 116 watermain extension was installed in 1993, approximately 500' north of Clydesdale Trail. This project also included an upsizing, a new casing, and a watermain crossing under Highway 55 and the Railroad. There was also a new watermain added at Clydesdale Trail, both east and west to the extent of the project.

### **Stormwater:**

- Staff completed recertification classes for erosion control.
- Public Works inspected construction sites 90 times for erosion control, which included 17 violation reports.

### **Culvert Projects:**

- A new culvert was installed along Tamarack Drive.
- Driveway culvert installed on Blackfoot Trail.
- Culvert maintenance took place in the Wild Meadows neighborhood.

### **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 46 call-outs in 2017 (of which 18 were handled by phone with no charge to the City) and 49 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):**

175,738,000 – Hamel System  
10,206,500 – Independence Beach  
4,336,300 – Medina Morningside



Water Tower Rehab Project



## Parks and Trails

The Public Works Department and Park Commission had a productive year. The Public Works staff spent a total of 1,468 hours in our parks in 2017. The following projects, policies, and improvements were completed in 2017:

- Updated Park Commission ordinance to allow up to two youth members.
- Received Hennepin County Bikeway Grant for Rainwater Nature Area Trail Connection.
- Entered into a new maintenance agreement with the Hamel Athletic Club under new leadership.
- Paved parking lot by the Paul Fortin Memorial Field.
- Approved a contract to allow Orono baseball to use Medina Morningside Park.
- Accepted a donation from Hamel Athletic Club for two bullpens at Hamel Legion Park.
- Installed fenced dugout covers at the quad fields in Hamel Legion Park.



- Installed trail (widened shoulder with railing near culvert for safety) along Hamel Road extending from Rainwater Nature Area to the west across Elm Creek.
- Completed review of 2020-2040 Comprehensive Plan for parks and trails.
- Held the annual park tour and made recommendations on the 2018-2022 Capital Improvement Plan.
- Installed volleyball court at the 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 – 5



### Park Dedication Fee Revenue Generated From New Development

2013: \$1,006,384

2014: \$232,464.72

2015: \$346,583.15

2016: \$72,893.02

2017: \$40,854.82



- Purchased snow making machine for the sledding hill at Hamel Legion Park.



- Applied and received Twins Community Fund Grant for Hamel Little League Field Safety Improvements (new lights & dugouts).
- Amended Friends of the Park Program.

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

- Wally Marx – Conservation Design Subdivision PUD Concept Plan, General Plan, and Preliminary Plat – 2500-2900 Parkview Drive
- Ellis and Nancy Olkon – Preliminary Plat – 2362 Willow Drive
- Lunski, Inc. – Senior Housing/Office Concept Plan - PID 03-118-23-32-0007
- Reserve of Medina – Phase II PUD Concept Plan
- Elim Care Assisted Living/Nursing Home Concept Plan
- The Excelsior Group, LLC – PUD Concept Plan Review – 2120 and 2212 Chippewa Road
- Mark of Excellence Homes – PUD Concept Plans for Weston Woods & Hardwood Hills – East of Mohawk Drive, North of Hwy 55 and 1952 Chippewa Road

## Police Department

In 2017, the Medina Police Department continued to adapt and change with the standards being set for police across the country. We have implemented new training courses for our officers in implicit bias and response to the mentally ill in our community. We continue to look at our policies related to use of force and de-escalation tactics. We have very few use of force cases. We want to ensure we do everything to protect our citizens, but at the same time, ensure the officers have the resources and tools to deal with these situations and to be successful in our mission.

We have not added more positions, but we have changed personnel in 2017. Community Service Officer Andrew Scharf was hired as our tenth licensed officer. Reserve Officer Melissa Robbins was hired to fill the Community Service Officer position. Officer Kevin Boecker took over the in-house Investigator position. Dave Hall returned to the patrol position after serving on the drug taskforce for three years. Another patrol officer was assigned to the taskforce. We assisted two law enforcement students, Melissa Robbins and Patrick Johnson, with internships.

The Lake Minnetonka Emergency Management Group continues to develop, train and implement their emergency plan. In 2017, Sergeant Nelson developed and presented a tabletop exercise for the group on civil unrest. The group also put emergency plans together to assist in the security of the Super Bowl in February of 2018.

Other accomplishments for 2017 included implementing a predatory offender ordinance, renewing a 5-year contract with the City of Loretto for police service, and advancements in electronic services through adding e-booking services, e-charging for juveniles, and a new fingerprint booking live scan instrument. Our department assisted in the planning and participated in the funeral of Wayzata Patrol Officer William Mathews who was killed in the line of duty on September 8, 2017. We continue to work with the fire departments on joint response to improve our working relationships. We had a productive 2017 and have several new projects underway for 2018. As we enter 2018, we continue to strive to provide professional police services to the Medina and Loretto communities.

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/Police Clerk. We have six volunteer Reserve Officers. The Medina Reserve Unit logged 1,009 volunteer hours in 2017. We also have one part-time volunteer Crime Prevention Specialist.

## HIGHLIGHTS and ACTIVITIES

**Training:** We have increased training for our officers on all aspects of use of force and continued to prepare our men and women for the possibility of an active shooter. Our all-day training in 2017 was held at our facility and the Corcoran firearms range. The training included scenario-based training involving hands on defensive tactics and real ammo fire scenarios. 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. We held trainings on implicit bias and response to the mentally ill through the Barbara Schneider Foundation. We held a Glock armor class at our facility with two of our firearm instructors attending. Officer Jessen also attended and passed a Use of Force Instructor course and five officers attended the required drivers training class in St. Cloud. The Peace Officer Training and Standards Board (POST) has increased required training for officers. In 2018, we will be implementing the new required training and reviewing several policies to ensure we comply with the new standards.

**Investigations:** Investigator Boecker, who took over the in-house investigator position in January of 2017, has done a fine job. In 2017, there was a total of 270 crimes; 76 part one crimes and 194 part two crimes. We have 74 crimes still pending. Our clearance rate is 67.4%.

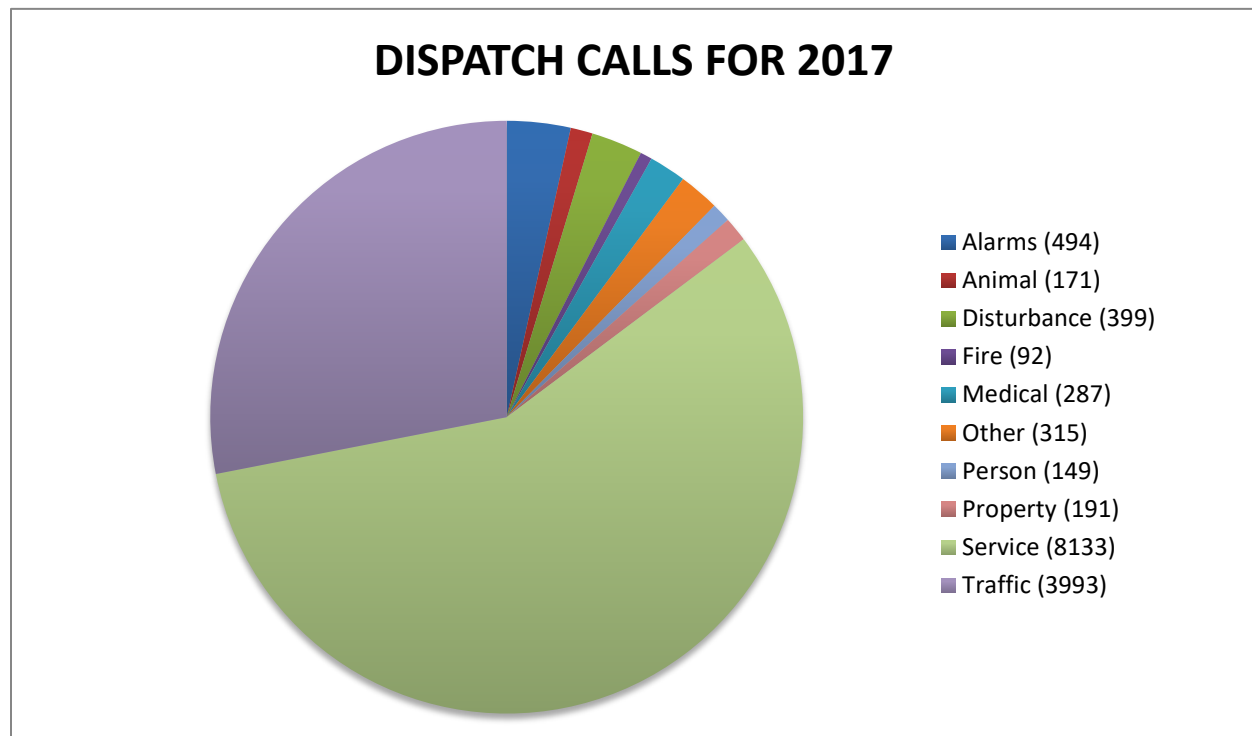
We have one patrol officer assigned to the West Metro Drug Taskforce (Medina, Minnetrista, Orono, West Hennepin Public Safety, and Hennepin County Sheriff's Office). In 2017, the taskforce had 80 arrests and assisted with another 31. They charged 62 persons with drug related crimes, conducted 77 search warrants and assisted with another 45 with other taskforces. They seized 19 firearms and over \$2,900,000 worth of street drugs. The taskforce remains committed to reducing the drugs on our streets. In 2017, we saw a resurgence of meth in our area. We are still fighting the opioid and heroin epidemic. In April, the City Council passed a resolution supporting Hennepin County Sheriff's office public awareness campaign, called #NOOverdose. We also participated in a drug take back program at our annual City clean-up day, where Medina residents brought in over 100 lbs. of prescription drugs to be destroyed.

**Community Service Policing:** In 2017, we started our Coffee with a Cop program, which we plan on expanding in 2018. We continued to build on our social media platform and spoke to community groups on public safety and services we offer. Our recurring events continue to be very successful. They 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 two \$28,000 grants in 2017; one for the Safe and Sober Traffic Project the other for a new Live Scan Fingerprinting Booking Instrument.

**Recognitions:** In 2017, the I-94 West Chamber of Commerce recognized Medina Patrol Officer Chris McGill, Medina Investigator Kevin Boecker, Medina Patrol Officer Keith Converse, Hamel Fire Chief Jeff Ruchti, Hamel Firefighter Michael Trittbaugh, Hamel Firefighter Brandon Bergmann, Hamel Firefighter Wallace Wyatt and Hamel Firefighter Tom Manning for their response to a 5-year-old boy who had been run over by a full-sized SUV. The boy was treated and transported to the hospital where he recovered from his injuries. A great example of departments working together to make a difference.

## FACTS and FIGURES



**2017 FBI NATIONAL CRIME DATA FOR MEDINA**

<b>PART ONE CRIME STATISTICS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder	0	0	0	0	0
Rape	3	1	1	0	1
Robbery	0	0	0	0	0
Assaults	2	1	0	0	2
Burglary	11	11	6	12	7
Thefts	81	94	88	93	64
Auto Thefts	2	2	3	4	2
Arson	0	2	2	0	0
<b>TOTAL</b>	<b>99</b>	<b>111</b>	<b>100</b>	<b>109</b>	<b>76</b>
<b>PART TWO CRIME STATISTICS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Forgery	6	3	1	6	12
Fraud	8	8	11	17	19
Stolen/Theft Related	6	5	1	5	0
Vandalism	16	26	29	26	15
Weapons	2	1	2	0	0
Narcotics	58	46	73	56	24
DWI	156	111	103	78	62
Liquor Laws	23	26	14	15	9
Disorderly Conduct	14	14	12	4	8
CSC	0	2	1	4	1
Other Assaults	14	9	11	14	6
Other	16	15	30	38	38
Kidnapping	1	0	0	0	0
<b>TOTAL</b>	<b>320</b>	<b>266</b>	<b>288</b>	<b>263</b>	<b>194</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 233 calls in 2017, taking approximately 2,822 person-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. In 2017, we signed a five-year contract with the Hamel Fire Department and a two-year contract with the Maple Plain Fire Department. The Loretto contract continues to roll on two-year terms and the Long Lake Fire contract will expire in 2021. All four organizations are 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

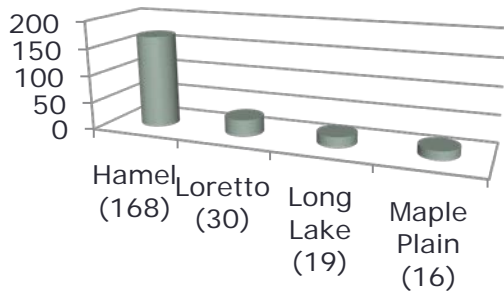
Each department is staffed differently and the numbers fluctuate year-to-year. The average number of firefighters for Maple Plain, Loretto and Hamel is 30 per department. The Long Lake Fire Department has two stations and their staffing maximum is 50 firefighters. With a major response, having four fire departments serving Medina is a great resource to draw from when additional help is needed. In addition, the Mutual Aid Agreements amongst all Hennepin County fire departments provides Medina with additional resources.

### HIGHLIGHTS AND ACTIVITIES

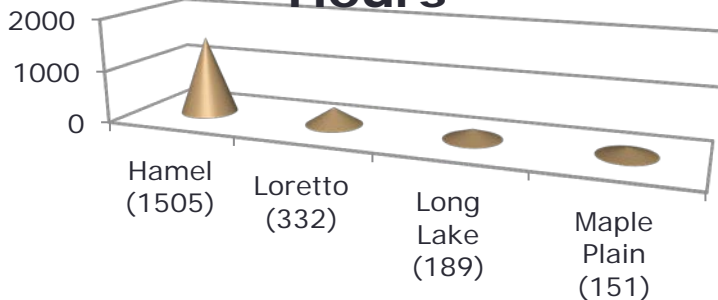
HAMEL	LORETTO	LONG LAKE	MAPLE PLAIN
hired 2 new members, promoted 2 to firefighter	hired 3 daytime members	secured dock location on Lake Minnetonka for fire boat	hired 1 new member
new engine received, outfitted and put in service	new Pierce Rescue Pumper in service	created leadership academy with Mound, Maple Plain and Loretto	created first ever fire department website
implemented a world-class learning management system	launched new training software with local fire departments	ordered new rescue pumper	implemented new governance policies



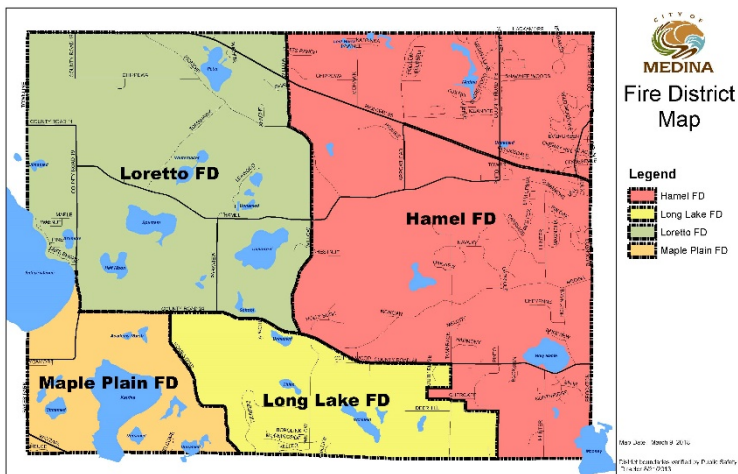
## Number of Medina Calls



## Total Medina Call Hours



## FIRE COVERAGE MAP



## Fire Operating Budget

2015 - \$307,007  
2016 - \$312,906  
2017 - \$329,173

## Fire Capital Budget

2015 - \$84,000  
2016 - \$99,000  
2017 - \$97,200

## Population Served

75.3% -- Hamel Fire  
12.5% -- Loretto Fire  
10.5% -- 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  
13.5% -- Loretto Fire  
11.2% -- 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

## 2017: A Year in Retrospect



### January

- Swearing-in Ceremony for Mayor Bob Mitchell, Councilmember Jeff Pederson, and Councilmember John Anderson
- Adopted an ordinance amending the Park Commission City Code 525 allowing youth members
- Mayor Mitchell met with boy scouts to discuss city government



### February

- Held annual goal setting session; adopted 2017 work plan goals
- Approved Woodridge Church lot combo, CUP, & site plan review
- Approved resolution supporting grant application for Hennepin County bikeway participation program



### March

- Approved street sweeping, street striping and garden maintenance services agreements
- Approved dugout cover fencing upgrades at Hamel Legion Park
- Recognized Linda Lane for 10 years of service to City of Medina
- Held annual business forum and business tours



### April

- Supported #NOOverdose drug abuse public awareness campaign
- Approved CUP amendment for Three Rivers Park District "We Can Ride" program
- Adopted ordinance regarding solar equipment
- Held annual city clean-up day and annual park tour



### May

- Approved staff needs analysis and succession plan
- Adopted ordinance amendment allowing off-sale licenses of intoxicating liquor to sell on Sundays beginning July 1
- Recognized Police at Chamber Event for First Responders



### June

- Adopted ordinance regarding predatory offender residency restrictions
- Adopted interim ordinance regarding unshielded LED lighting
- Ordered road improvement projects for Clydesdale Trail, Wichita Trail, and Willow Drive North
- Held annual bike safety rodeo

## 2017: A Year in Retrospect



Photo credit: Susan Van Cleaf

### July

- Adopted ordinance regarding conservation design
- Adopted ordinance regarding R3, R4, R5 zoning districts



Photo credit: Susan Van Cleaf

### August

- Recognized Jeremiah Jessen for 10 years of service to Medina
- Recognized Anne Klaers for 10 years of service to Medina
- Appointed Andrew Scharf to Police Officer position
- Attended Night to Unite Neighborhood Celebrations



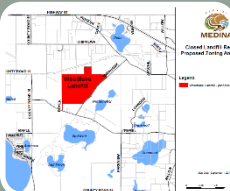
### September

- Established employee core values; amended personnel policies
- Held 2018 budget open house and approved preliminary tax levy
- Approved Medina Senior Living Community "Lunski-Nelson Addition" - rezoning, preliminary plat, and site plan review
- Held Annual Medina Celebration Day



### October

- Appointed Melissa Robbins as Community Service Officer
- Recognized volunteers and contributors of Medina Celebration Day
- Accepted public utilities within the Automotorplex development



### November

- Appointed Todd Geske as City Building Official
- Adopted ordinance regarding closed landfill-restricted zoning district and amended zoning map to rezone Woodlake Landfill
- Authorized submission of 2020-2040 Comprehensive Plan to the Metropolitan Council for official review



### December

- Approved three year Police Labor Agreement with Local #36
- Adopted ordinances regarding public right-of-way and small wireless facilities within the public right-of-way
- Adopted 2018 final tax levy, budget, and fee schedule
- Participated in Holiday Train event

## Preview of 2018 Goals

### Overarching Organizational Goals

- Institutionalize employee shared/core values
  - Strengthen ties with local businesses
- Continue to implement electronic document management in the City

### Administration

- Create master meeting calendar
  - Review garbage contract
  - Administer 2018 elections
- Complete Hwy 55/CR 116 quiet zone

### Finance

- Analyze water/sewer rate
- Analyze building permit fees
- Recode properties in utility billing software

### Planning/Zoning

- Update R1-R3 districts
- Create mixed residential regulations
- Rezone properties affected by land use changes
- Update commercial ordinance

### Public Safety

- Implement NarCan program
- Expand "Coffee with a cop" program
  - Replace portable radios
- Recruit and retain more reserve officers

### Public Works

- Complete overlay projects
- Update tri-city to quad-city sewer service & maintenance agreement
- Willow water tower rehabilitation project

### Parks/Trails

- Complete Pinto Drive/116 trail connection
- Install baseball lights and dugouts at little league field in Hamel
- Pave parking lot and install pavilion at Maple Park

## Recognizing Our Contributors

### GRANTS

\$16,845 Hennepin County Residential Recycling Grant  
\$5,342 Hennepin County Residential Organics Grant  
\$44,420 Hennepin County Bikeway Participation Program  
\$45,000 Twins Community Fund  
\$28,000 Federal Grant for the Safe and Sober Traffic Project  
\$28,000 Grant for Live Scan Fingerprinting Booking Instrument

### 2017 DONATIONS

#### Civic/Non-Profit Organizations

Boy Scout Troop 570  
Friends of Wolsfeld Woods  
Hamel Athletic Club  
Hamel Lions Club  
Hamel Volunteer Fire Department  
Lake Independence Citizens Assn  
Loretto Volunteer Fire Department  
Medina Celebration Day Committee  
Metro Mosquito Control  
North Star Search & Rescue  
Uptown Hamel Business Group

#### Local Businesses

3121 Pizza  
9 Round  
Adams Pest Control  
Bhavsar, Niharika  
Buzzella Massage  
Complete Eye Care of Medina  
Contemporary Images  
Countryside Café/Peg's Catering  
Dobo's (Danny's Catering)  
DoJo Karate  
Edward Jones – Brandon Prell  
Fabrizio, Mario  
Farmers State Bank of Hamel  
Fortin Consulting  
Fortin Health & Wellness Clinic

#### Local Businesses Continued

Goddard School  
Green Family  
Gregor's Farm & Greenhouse  
Hamel, Tom - Family  
Highway 55 Rental & Sales  
Intercomp  
John Day Company  
Kalla Lily Salon and Spa  
KD Landscape Supply  
Kumon Math and Reading Center  
Long Lake Glass  
Leuer, Leonard  
Medina Entertainment Center  
My Town Fitness  
OAK Eatery  
Pilates Advantage  
Scherer Pumpkin Patch  
Target – Medina store  
Thrivent – Brent Henkelman  
Urban Eve Salon and Boutique

## Recognizing Staff & Service Providers

Thank you to all of the staff, consultants, and representatives who provided service to the City in 2017.

### **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, Accountant  
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, Planning Director  
Debra Peterson, Associate Planner  
Linda Lane, Administrative Assistant  
Nick Kieser, PT Temp. GIS/Planning Assistant

#### **Police Department**

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

### **APPOINTED REPRESENTATIVES**

#### **Planning Commission**

Janet White, Chairperson  
Commission Members: Todd Albers, Kimberly  
Murrin, Robin Reid, Dino DesLauriers, Kerby Nester,  
Aaron Amic.

#### **Park Commission**

Steve Lee, Chairperson  
Commission Members: Lori Meehan, John Jacob,  
Michelle Beddor, Lisa Cole, Jeff Rumsey, Elizabeth  
Weir.

#### **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: 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 and Todd Geske,  
Metro West Inspection  
Fire Marshal: Loren Kohnen and Todd Geske  
IT Consultant: Mike Brocco, Cipher Laboratories