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# The Medina Message

A bi-monthly publication from the City of Medina

## Who is Responsible for Shoveling Sidewalks in Residential Areas?

Recently, the City has received complaints concerning the sidewalks not being cleared in front of residential homes after a snowfall.

Please be a good neighbor and make sure that the sidewalk in front of your residence gets cleared in a timely manner.

Medina City Code No. 420 regarding sidewalks states that no property owner, with a sidewalk in front of their home for public use, shall allow any accumulation of snow or ice to remain longer than 12 hours after the snow or ice has ceased to form thereon. Any owner or occupant who fails or refuses to remove such ice and snow shall be guilty of a misdemeanor and shall be subject to the penalties listed on the above city code.



## Spring Road Weight Restrictions

The Medina Police want to remind everyone that seasonal road weight restrictions will go into effect in early March. The City does not issue permits during road weight restrictions, other than for emergency utility situations. If you are planning a construction project, please ensure that you have your materials delivered prior to the weight restrictions.

The reason for the restrictions is to protect our roads and to keep the cost of road repair down for all taxpayers. We ask all of our residents and business owners to keep an eye out for large trucks using the roads during the restriction period. If you see them using a restricted road, please call 9-1-1 and report it. Help protect your roads!

**When will road weight restrictions be lifted?** There are a lot of variables that determine when the signs for the restrictions are posted and when they are taken down; such as: how long the cold weather holds out, how fast the frost starts coming out of the ground as the weather starts warming up, which vulnerable roads will need to have the restrictions kept on longer than the State, etc. Please watch the City's website for up-to-date information on which streets are posted and when those streets get lifted at <http://medinamn.us/road-restrictions/>.

### CITY HALL

2052 County Road 24  
Medina, MN 55340  
p: 763-473-4643  
f: 763-473-9359  
e: [city@medinamn.gov](mailto:city@medinamn.gov)

**City Hall Office Hours**  
Mon-Fri 8 a.m. - 4:30 p.m.

### PUBLIC SAFETY

600 Clydesdale Trail  
Medina, MN 55340  
p: 763-473-9209  
f: 763-473-8858  
e: [police@medinamn.gov](mailto:police@medinamn.gov)

**Police Department Office Hours**  
Mon-Fri 8:30 a.m. - 5 p.m.

### Mayor

Bob Mitchell 763-473-1042

### City Council

Jeff Pederson 612-916-6448  
John Anderson 612-618-5702  
Kathleen Martin 612-344-1111  
Lorie Cousineau 612-251-3244

### City Council Meetings

First & third Tuesday of each month at 7:00 p.m.

### Planning Commission Meetings

Second Tuesday of each month at 7:00 p.m.

### Park Commission Meetings

Third Wednesday of each month at 7:00 p.m.

### Newsletter Editor

Jodi Gallup  
Assistant City Administrator

[www.ci.medina.mn.us](http://www.ci.medina.mn.us)

## Board of Appeal and Equalization Wednesday, April 4, 2018 at 6:30 p.m.

This meeting is held annually for the purpose of reviewing and correcting the 2018 assessed property values or property classifications in the City of Medina. The double-sided flyer in this newsletter outlines the steps necessary to appeal your estimated property values. More information can also be found on the city's website at <http://medinamn.us/boa/>.

## Winter Parking Regulations

The Medina Police Department is currently enforcing seasonal parking restrictions. According to Medina City Code 340.05 Seasonal Parking Restriction, from November 1 to March 31 inclusive, no person shall park or permit any motor vehicle to stand on any street, highway or alley for all or any part of the period from 1:00 a.m. to 6:00 a.m.

The police enforce this ordinance to keep the streets clear for snow plowing. If you have any question in reference to the parking ordinance, please call the police department at 763-473-9209.

## City Council Agendas and Minutes Email Notifications



Stay informed on what is happening at upcoming City Council meetings. The City emails copies of Council agendas and minutes at no cost to residents. If you would like to be added to the regular email notification list, email [jodi.gallup@medinamn.gov](mailto:jodi.gallup@medinamn.gov) to sign up.

## City Meeting Calendar

### February

- 7th Wed—City Council 7 pm
- 13th Tues—Planning Commission 7 pm
- 19th Mon—City Offices Closed (Holiday)
- 20th Tues—City Council Work Session 6 pm
- 20th Tues—City Council 7 pm
- 21st Wed—Park Commission 7 pm

### March

- 6th Tues—City Council 7 pm
- 13th Tues—Planning Commission 7 pm
- 20th Tues—City Council Work Session 6 pm
- 20th Tues—City Council 7 pm
- 21st Wed—Park Commission 7 pm

All meetings at City Hall unless otherwise noted.  
Meeting agendas on website when available.



# Administration & Planning

# Finance

## Spring/Summer Recreation Programs in Medina—Registration now Open!

**Baseball**—Registration is now open through mid-March (based on availability) for the 2018 Hamel Athletic Club Season at <http://www.hamelbaseball.org/>. The Hamel Athletic Club offers youth baseball teams for Tee Ball, Coach Pitch, Rookie, Minors, Majors and Travel (13U-16U).



**Tennis**—Agre Tennis offers tennis lessons and camps for kids and adults at Hamel Legion Park, 3200 Mill Drive. Visit their website at <http://www.agretennis.com/> to learn more. Registration is now open.

## Land Use Applications Under Review

The following land projects are currently under review by the City. For more information on any of the projects, or for an update on the review schedule, please visit <http://medinamn.us/citygov/departments/planning-zoning/> or contact the Planning Department at (763) 473-4643, ext. 1.

**Maxxon Site Plan Review and Zoning Text Amendment** – 920 Hamel Road –Maxxon has applied for a Site Plan Review for a proposed 5,190 square foot addition to their existing facility. The applicant has also requested that the City consider amending its exterior building material standards to allow Nichiha fiber cement panels as a permitted building material on existing structures. The City Council is tentatively scheduled to review at the February 7, 2018 meeting.

**School Lake Preserve Final Plat** – 2700-2900 Parkview Drive – Wally and Bridget Marx have requested final plat approval for a 6-lot Conservation Design subdivision on 90 acres. The applicant proposes to place 66 acres into permanent conservation protected by the Minnehaha Creek Watershed. The City Council is tentatively scheduled to review at the February 7, 2018 meeting.

## Precinct Political Party Caucuses on Tuesday, February 6th at 7 p.m.

Precinct caucuses are meetings organized by Minnesota's political parties to begin the process of selecting candidates for the 2018 election and policy positions to shape the party platform. Caucuses are a great opportunity to engage directly in the political process at the "grassroots" level. The Major Parties will hold caucuses on Tuesday, February 6, 2018 at 7 p.m.

Precinct caucuses are open to the public and participation is encouraged by the political parties. In order to vote, offer resolutions or become a delegate at a precinct caucus, attendees must be eligible to vote in the 2018 election, live in the precinct and be in general agreement with the principles of the political party.

Additional information about the upcoming caucuses as well as contact information for each of Minnesota's political parties is available online at: <http://www.sos.state.mn.us/elections-voting/how-elections-work/precinct-caucuses/>.

### The Online Way to Locate Your Precinct Caucus

Caucus Finder is an online application that assists Minnesotans in locating the major party precinct caucus meeting of their choice. The Caucus Finder can be found at: <http://caucusfinder.sos.state.mn.us/>.

## Free One-on-One Technical Assistance for Small Business Owners and Entrepreneurs

Are you thinking about starting your own business or are you currently operating a small business and interested in FREE technical assistance?

Medina has partnered with the Metropolitan Consortium of Community Developers (MCCD) to offer the "Open to Business" program. This program provides FREE one-on-one assistance from MCCD's expert staff, customized to meet the specific needs of each entrepreneur. This can include creating a business plan, suggestions on financial management and bookkeeping practices, assisting with marketing, and referrals for financing. MCCD also administers a small business loan fund which provides capital to expand local businesses.



For more information or to schedule a session, please contact Rob Smolund from MCCD at [rsmolund@mccdmn.org](mailto:rsmolund@mccdmn.org) or (612) 789-7337 ext. 260. More information is available on the City's website: <http://medinamn.us/opentobusiness/>.

## 2018 Budget Summary

The purpose of this report is to provide a summary of 2018 budget information for the City of Medina residents and property owners. The complete budget may be examined at Medina City Hall, 2052 County Road 24 or on the City's website at <http://medinamn.us/regulations-fees/budget-fees/>.

The final General Fund Budget for 2018 was approved on December 5, 2017 in the amount of \$4,426,643, an increase of \$116,902 or 2.7% from the 2017 General Fund Budget. The General Fund total property tax levy for 2018 was authorized for \$3,229,026, an increase of 3.0% or \$94,049 from the 2017 General Fund levy. The overall 2018 property tax levy was approved for \$3,904,817, an increase of 2.5% or \$95,839 over the total 2017 levy.

For 2018, we will see an increase of 5.7% in market value; 2.7% being attributed to new construction. Tax base expansion benefits existing residents helping to lower property taxes and share in current and future infrastructure costs with water and sewer. This expansion aided in lowering the tax rate from 22.269% in 2017 to 21.524% in 2018.

Governmental Funds 2017-2018 Adopted Budgets			Enterprise Funds 2017-2018 Adopted Budgets						
	2017 Budget	2018 Budget	Water Fund		Sewer Fund		Storm Water Fund		
			2017 Budget	2018 Budget	2017 Budget	2018 Budget	2017 Budget	2018 Budget	
<b>Revenues</b>			<b>Operating (OP) Revenues</b>						
Property Tax Levy	\$ 3,808,978	\$ 3,904,817	Charges for Services	\$ 862,291	\$ 887,203	\$ 586,812	\$ 605,577	\$ 206,216	\$ 213,327
Other Taxes	\$ 80,000	\$ 80,000	<b>Total OP Revenues</b>	\$ 862,291	\$ 887,203	\$ 586,812	\$ 605,577	\$ 206,216	\$ 213,327
Tax Increments	\$ 350,949	\$ 292,341	<b>Operating Expenses</b>						
Special Assessments	\$ 169,557	\$ 131,765	Personnel Services	\$ 170,654	\$ 175,737	\$ 140,598	\$ 145,353	\$ 70,821	\$ 73,341
Licenses & Permits	\$ 372,800	\$ 376,100	Supplies	\$ 87,220	\$ 87,020	\$ 6,880	\$ 5,880	\$ 5,200	\$ 5,200
Intergovernmental	\$ 220,618	\$ 232,118	Other Services & Charges	\$ 168,100	\$(147,750)	\$ 364,900	\$ 360,500	\$ 57,700	\$ 109,725
Charges for Services	\$ 794,000	\$ 647,764	Depreciation	\$ 335,000	\$ 345,000	\$ 100,000	\$ 110,000	\$ 7,000	\$ 33,000
Fines and Forfeits	\$ 145,000	\$ 140,000	<b>Total Operating Expenses</b>	\$ 760,974	\$ 460,007	\$ 612,378	\$ 621,733	\$ 140,721	\$ 221,266
Miscellaneous	\$ 207,658	\$ 197,437	<b>Operating Income (Loss)</b>	\$ 101,317	\$ 427,196	\$ (25,566)	\$ (16,156)	\$ 65,495	\$ (7,939)
Sale of Assets	\$ 300	\$ 300	<b>Non-Operating Revenues</b>						
Proceeds from Bond Sales	\$ -	\$ -	Water Connection Fees	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	\$ 571,127	\$ 566,568	Interest Earnings	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,000	\$ 1,000
<b>Total Revenues</b>	<b>\$ 6,720,987</b>	<b>\$ 6,569,211</b>	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -
<b>Expenditures</b>			<b>Non-Operating Expenses</b>						
General Government	\$ 1,111,230	\$ 1,125,647	Interest Expense	\$ (700)	\$ (700)	\$ -	\$ -	\$ -	\$ -
Public Safety	\$ 2,283,224	\$ 2,372,749	Transfers from Other Funds	\$ 355,818	\$ 350,693	\$ -	\$ -	\$ -	\$ -
Public Works	\$ 723,325	\$ 724,600	Transfers to Other Funds	\$(118,401)	\$(120,636)	\$(123,347)	\$(127,498)	\$(54,849)	\$(56,494)
Parks & Recreation	\$ 239,712	\$ 245,198	<b>Net Income (Loss)</b>	\$ 360,033	\$ 678,553	\$ (143,913)	\$ (138,654)	\$ 14,646	\$ (63,433)
Debt Service	\$ 941,154	\$ 1,070,730	Capital Outlay	\$ -	\$ 704,556	\$ 21,936	\$ -	\$ -	\$ 52,025
Bond Refunding	\$ -	\$ -	Debt Service Principal	\$ 540,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 1,750,969	\$ 2,568,721							
Transfers to Other Funds	\$ 628,662	\$ 626,872							
<b>Total Expenditures</b>	<b>\$ 7,678,276</b>	<b>\$ 8,734,516</b>							

# Appealing Estimated Property Values and Board of Appeal and Equalization Meeting

Your total property taxes that will be due and payable are determined by the following four factors: the amount of money budgeted to be spent by taxing jurisdictions; the impact of the market value exclusion credit; the taxable market value of your property as of January 2<sup>nd</sup> of each year as determined by the City Assessor; and your property tax classification.

The City Assessor establishes the taxable market value of Medina property as of January 2<sup>nd</sup> of each year. Notice of the City Assessor's conclusion as to the taxable market value of each property in Medina as of January 2<sup>nd</sup> of each year will soon be mailed to every Medina property owner.

If you believe the classification of your property or the taxable market value established for your property is in error, you may take steps to appeal the classification and/or the January 2<sup>nd</sup> valuation (for taxes payable the next year). Those steps are:

## ***Step 1 – Discuss your objections with the City Assessor as soon as possible***

If you believe that the estimated market value of your property is higher than comparable properties or is improperly classified, you should first contact the City Assessor. The City Assessor is Southwest Assessing, at 763-473-3978. Based on the information you present, the City Assessor may make an adjustment to the taxable market value of your property or assist you in re-classifying your property.

## ***Step 2 – Attend Board of Appeal and Equalization Meeting***

If, after your discussions with the City Assessor, you still wish to make an appeal, you should:

- (a) Submit the information you wish to present to the City's Board of Appeal and Equalization for its consideration before it meets on April 4, 2018. The application form to appeal is available on the City's website at: <http://medinamn.us/boa/>. It is also recommended that you submit supplemental information with any supporting documentation that you believe is relevant. The property owner is responsible for presenting evidence to the Board as to why the market value as determined by the City Assessor is not fair or the property classification is not appropriate. The information can be submitted to the City Administrator via email at [Scott.Johnson@medinamn.gov](mailto:Scott.Johnson@medinamn.gov), via regular mail or by delivering the information to the City.

- (b) Attend the meeting of the Board of Appeal and Equalization. The Medina Board of Appeal and Equalization meeting is annually held on the **first Wednesday in April at 6:30 p.m.** at Medina City Hall located at **2052 County Road 24, Medina MN 55340**. In 2018, the meeting will be held on **Wednesday, April 4<sup>th</sup> at 6:30 p.m.** Property owners will be allowed ten minutes to present their appeal to the Board. The Board may decide to hold a reconvened meeting at a later date for the purpose of considering appeals presented at its meeting, but new appeals will not be heard at the reconvened meeting.

**Appeals at the Board of Appeal and Equalization will be considered in the following order:**

1. Property owners who have discussed the January 2<sup>nd</sup> valuation with the City Assessor and have advised the City that they wish to appeal the City Assessor's determination to the Board of Appeal and Equalization.
2. Property owners who have presented their cases in writing to the Board of Appeal and Equalization prior to the meeting but who have not discussed their appeal with the City Assessor.
3. Property owners who have come directly to the Board without providing advance notice or without contacting the City Assessor prior to the meeting.

Please note that the Board of Appeal and Equalization cannot address the taxes due the previous year because the market value on which taxes due and payable the previous year have been finalized and can only be addressed by the Minnesota Tax Court.

***Step 3 – Appeal to Hennepin County***

**Hennepin County Board of Equalization**

If desired, the market value can be further appealed to the Hennepin County Board of Equalization. The County Board convenes the last two weeks in June. The dates and phone number to appeal are listed on your market value notice. Additional information may be found at <http://www.hennepin.us/residents/property/property-value>.

***Step 4 – Appeal to Minnesota Tax Court***

**Minnesota Tax Court**

The final avenue of appeal is to petition the Minnesota Tax Court. All appeals for tax court must be filed on or before April 30 of the year the tax becomes payable. Additional information may be found at [www.taxcourt.state.mn.us](http://www.taxcourt.state.mn.us).