

2018 ANNUAL REPORT



Improving Quality of Life

ABSTRACT

This report provides an overview of the City of Medina's activities, accomplishments, and fiscal responsibility for 2018.



TABLE OF CONTENTS

Mayor's Welcome

[City Council](#) *page 2*

[Tribute to Mayor Mitchell](#) *pages 3-4*

City Departments

[City Administration](#) *pages 5-8*

[Finance Department](#) *pages 9-11*

[Planning Department](#) *pages 12-14*

[Public Works Department](#) *pages 15-16*

[Parks & Trails](#) *page 17-18*

[Police Department](#) *pages 19-24*

[Fire Departments](#) *pages 25-26*

[2018: A Year in Retrospect](#) *pages 27-28*

[Preview of 2019 Goals](#) *page 29*

[Recognizing Our Contributors](#) *pages 30*

[Recognizing Staff and Service Providers](#) *pages 31*

Mayor's Welcome

I am pleased to share this Annual Report, which outlines changes and activities in Medina in 2018 and exhibits the high quality of service provided to our residents and businesses by an extremely capable, committed and nimble City staff.

The work at City Hall this past year exemplifies our collective and announced commitment to "Improve the Quality of Life" for all who live in this beautiful community. As further detailed in this report, Medina has advanced and completed initiatives to make our City an even better place to live -- from implementing yet another quiet zone railroad crossing at Pinto Drive, to completing key trail connections within the City and adopting our new 2040 Comprehensive Plan that focuses on unity and slow, responsible growth.

I invite you to turn the pages of this report and hope that it brings you great pride to be a resident of Medina.

Kathleen Martin, Mayor

City Council



Bob Mitchell,
Mayor

Term:
January 2015-
July 2018



Kathleen Martin,
Mayor
Councilmember

Term:
May 2013-
Present



John Anderson,
Councilmember

Term:
January 2013-
Present



Jeff Pederson,
Councilmember

Term:
January 2011-
Present



Lorie
Cousineau,
Councilmember

Term:
January 2015-
January 2019



Dino
DesLauriers,
Councilmember

Term:
August 2018-
Present

2018 City Council Members

A LIFE WELL LIVED: A TRIBUTE TO MAYOR BOB MITCHELL

Our dear and quite unique mayor, Bob Mitchell, passed away unexpectedly of acute myeloid leukemia on July 30, 2018. Bob was everything a mayor should be: he listened (rather than judged), he was respectful (rather than pretentious), he critically analyzed all available information before making tough decisions (rather than reflexively imposing personal preferences), he thanked people for their contributions (often with a hand-penned note), he welcomed all who entered City Hall (regardless of age), and with his very unique sense of humor, he always made us laugh.

Bob was proud of the City of Medina. He was happy to grill hotdogs on Clean-Up Day, show Boy Scouts what mayors really do, cut ribbons at opening ceremonies and ride shotgun with police officers on Night to Unite. He often took time at City Council meetings to share a bit of personal wisdom, and to speak of our good fortune to live in Medina and to be Americans. Bob reminded us, by his words and conduct, of the utmost importance of civility and kindness in the public arena.

Bob was a gentle man who believed that giving was more important than having or taking. And he gave back in many ways. In addition to his public service, Bob was a dedicated member of the boards of Global Minnesota, the Trust for Public Land and the Hill Museum and Manuscript Library.



Above all, Bob was a consummate family man. He often spoke of Lucy, his wife of more than 40 years, with a twinkle in his eye reminiscent of someone recounting the details of his first date. After witnessing the tribute his children, Ella, Ned and David, paid to Bob at the memorial service on August 3, 2018, I have no doubt that Bob was a special dad who (through example and not lecture) gifted to his offspring a love of nature, a thirst for adventure, intellectual curiosity and an appreciation of the Golden Rule.

Before and after our Council sessions, and during breaks from our sometimes tedious deliberations on city business, Bob's skill at story telling revealed his love of exploration. We discovered that this humble man, slight in physical build, had raced cars,

jumped horses, bicycled through Myanmar, attacked mountains on skis, tethered himself to trapeze artists and bungee cords, and traveled the world, often to places the rest of us would not dream of touring, usually joined by any combination of Lucy, Ella, Ned and David.

After serving on the Medina Planning Commission, Bob was elected to the City Council as a member of the Council from 1985 to 1992. He was elected mayor in 2014 and represented us all, as mayor, with good humor and kindness, for four years. His wit, intellect, good teachings and integrity will be missed deeply by all of us at City Hall. We, with his family, celebrate Bob's exceptional life: a life well lived.



Past and present Medina Mayors grilling the hotdogs at Medina's Annual City Cleanup Day:
Bob Mitchell, Elizabeth Weir, and Kathleen Martin

-Kathleen Martin, Acting Mayor (written August 4, 2018)



City Administration

It is an honor and a privilege to provide the 2018 Annual Report for Medina.

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. We were able to accomplish several important projects in 2018 to improve quality of life in Medina.

The City of Medina looks forward to a productive and prosperous 2019. As the City Administrator, I welcome your visits and calls. You can reach me at scott.johnson@medinamn.gov or (763) 473-8840.

Scott Johnson, City Administrator

PRIMARY SERVICES

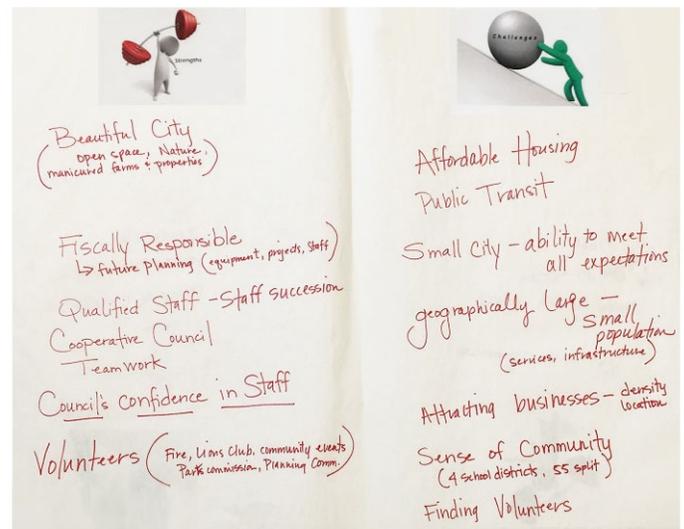
The Administration Department oversees the daily operations and administration of the City and works closely with the City Council to implement Council policies and directives. The services provided by the Administration Department include: city elections, recycling, records retention (city code, ordinances,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

STAFFING

The Administration Department consists of three staff members: a full-time City Administrator, full-time Assistant City Administrator-City Clerk, and part-time Administrative Assistant. 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. During the forum, local businesses participated in a strengths and challenges exercise with Council members and staff. This exercise allowed the City to work more collaboratively with Medina businesses to address their concerns. Throughout the year, staff actively participated in the Uptown Hamel Business Group, as well as 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 2018: recognized seven employees for milestone years of service, hired one seasonal Public Works position, replaced the part-time Finance Clerk with a part-time Administrative Assistant position, replaced two full-time long-term employees due to retirements (Police Administrative Assistant and Planning & Public Works Administrative Assistant), which involved working with employees to create procedure manuals and processes for onboarding new full-time staff and transitioning various duties to other existing employees.
- Information Technology:** Upgraded the City’s security platform. Transitioned the City’s document management system, Laserfiche, to a more secure and robust cloud-based storage platform. Enhanced electronic security by utilizing password managers and Multi-Factor Authentication.

- Garbage, Recycling & Organics:** Staff continued to heavily promote organics recycling in 2018 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 completed a full review of the City’s contract with Randy’s Environmental Services and recommended that the contract renew for an additional five-year term.



- Licenses & Permits:** The 2018 Super Bowl, held in downtown Minneapolis, prompted the State to authorize cities to temporarily extend on-sale liquor hours until 4 a.m. during Super Bowl weekend. Inn Kahoots was the only establishments that applied and was issued a 4 a.m. temporary permit. Target Corporation renovated its Medina store to open an off-sale liquor store, which involved a new liquor license application, inspections and approvals. District #284 Youth Hockey applied for a new perpetual gambling license to operate charitable gambling at Inn Kahoots. The Hamel Volunteer Fire Relief Association ended its gambling license at Inn Kahoots.
- 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*. The column gives residents a more personal connection to the City of Medina and the services its staff provides. The *Medina Message* newsletter educates residents on current news and events, City Council actions, public meeting notices, and other pertinent information. The City continues to hold its annual Medina Celebration Day event each September at the Hamel Community Building.
- Transportation:** The City worked with Hennepin County and MNDOT to upgrade the Highway 55/116 intersection, which was completed in the spring of 2018. The City secured a whistle-free crossing (from the Federal Railroad Administration) on Pinto Drive as part of this project, which was officially implemented on July 6, 2018.

- Elections:** The City conducted its second election using e-poll books, which replaced the paper check-in system. The City hired two part-time temporary election assistants to help with the increased volume of in-person absentee voters for the three weeks leading up to the General Election. Election administration involved extensive training for staff, equipment testing and software updates, legal notice publishing, hiring and training election judges, administering candidate filing, collecting campaign finance reporting, running two polling places, and certifying election results. The City was also selected for a post-election audit by the Secretary of State’s office, which confirmed the equipment recorded the votes accurately and all election procedures were followed according to law.
- Environment:** The City entered into solar array agreements with US Solar for two off-site solar arrays for municipal facilities in Medina. The arrangement is anticipated to yield approximately \$60,000 in energy savings over 25 years.

FACTS and FIGURES

City Council 2018 Actions

Ordinances Adopted: 14
 Resolutions Approved: 92
 Local Board of Appeal Applications Reviewed: 18
 Hours Spent in Council Session: 42

2018 General Election

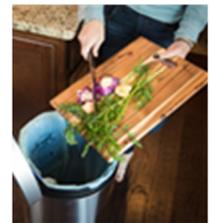
Absentee Ballots: 1,100
 Election Day Ballots: 2,427
 Total Ballots Cast: 3,527
 Registered Voters at 7 am: 4,230
 Election Day Registrations: 159
 Voter Turn-out: 80.4%
 Number of Election Judges: 29



Recycling & Organics Reporting

Recycling

664.76 tons collected (annually)
 87% weekly set-out rate

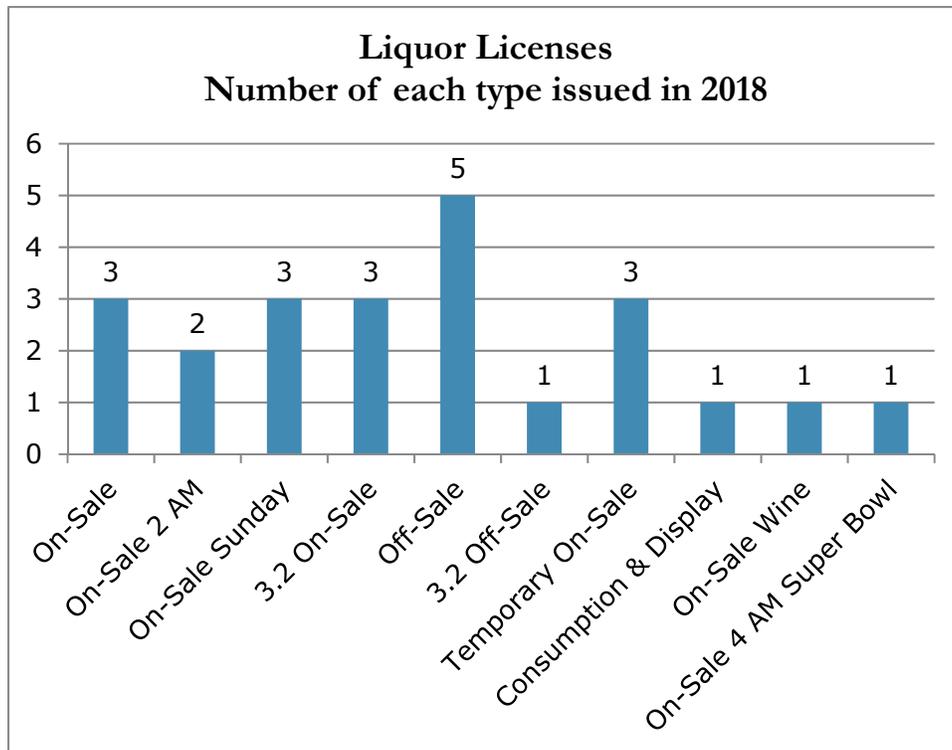
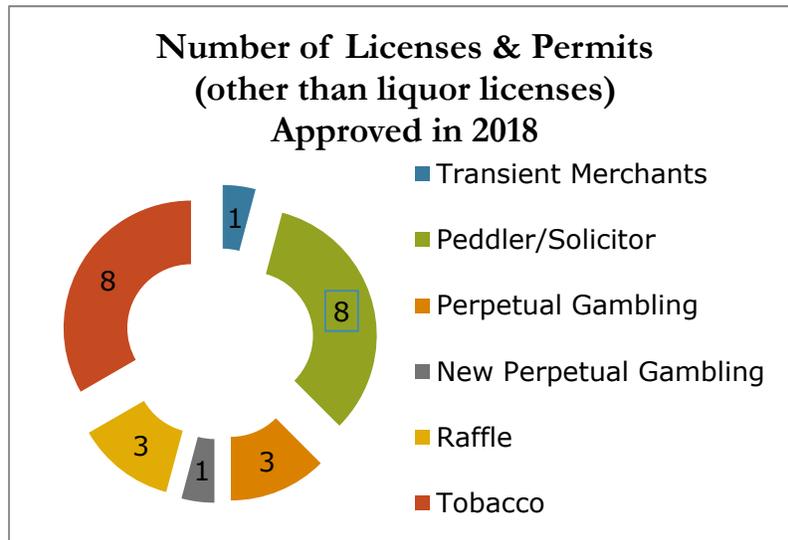


Organics

50.47 tons collected (annually)
 498 out of 2,151 households subscribe 23% participation rate

Administration Facts

Full-Time Equivalent (FTE) Employees: 26
 Total Hours Worked by All Employees: 57,088
 Average Staff Longevity: 12.7 years
 Number of First Reports of Injury: 6
 Total Market Value: \$1,705,327,700



Finance Department

In 2018, the City began evaluating existing park assets and putting together a replacement plan. There is currently \$3.3 million of park assets & trails in Medina with a life span of 10-40 years. These replacements will be evaluated and planned for over the next 35 years. Parks are a vital part of the Medina community and way of life. The City strives to keep parks safe, in good condition and provide fun recreational options for residents. The City will continue to discuss funding options for how to pay for needed replacements on an ongoing basis. This will include, but not limited to: property taxes, bonding, grants and donations.

The City continues to maintain adequate fund balances for general City operations. The City's General Fund is in compliance with City policy to keep a minimum of five months of the next year's budgeted expenditures of the General Fund. In the event of serious economic constraints on the community, the City will be able to utilize these reserves for emergency purposes as designed. City water funds are also sound for present and future needs. Utility Fund balances are primarily comprised of user fees from monthly water bills; which go towards daily operations and infrastructure replacement. Having healthy fund balances can alleviate the need to issue bonds for projects when possible; funding the project primarily with funds on hand and not accruing additional finance costs.

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 two positions: a Finance Director and an Accountant.

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 2018, the department funded two road overlay projects (Hickory Drive and Buckskin Drive) through the road fund and special assessments. In May, the department reapportioned the adopted assessments for the Deer Hill Road improvement project.

The 2018 water and sewer rate analysis supported a 2% increase to water rates and a 3% increase to sewer rates for 2019 to cover increased operating expenses in the water utility fund and sewer utility fund, which allows these enterprise funds to remain self-contained in paying for on-going operational expenses and future capital expenses. The water utility fund provides for the distribution of potable water to customers, which includes the operation of three water systems, administration costs and utility billing. The sewer utility fund covers fees to the Metropolitan Council for sewage treatment, customer service, utility billing, maintenance and monitoring of the system.

In 2018, permits for fifty-six new single-family homes were issued, adding \$31,235,936 of value to the tax base. The total residential and commercial construction activity, which includes new construction, remodels and additions, added an estimated \$46,159,063 of value to the tax base.

Where Do My Property Taxes Go?



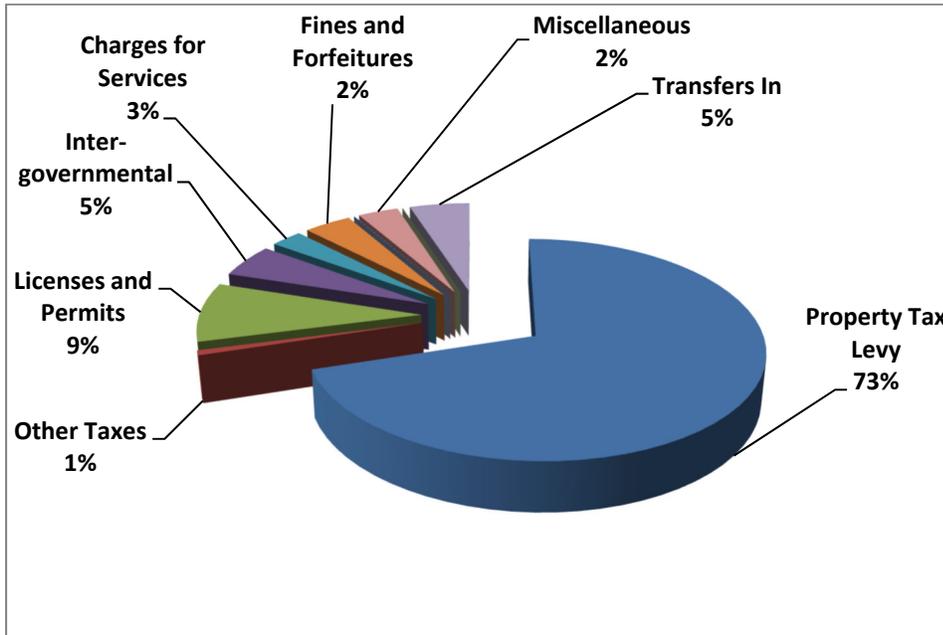
	Share in Cents	2018 Tax Rate
County	\$0.45	43.177%
Schools	\$0.26	25.184% *
City	\$0.22	21.536%
Other	\$0.07	6.277% **
	<u>\$1.00</u>	<u>96.174%</u>

* School District #284 Wayzata

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

FACTS and FIGURES

General Fund Revenue in 2018: \$4,426,643



City Tax Levy

\$3,808,978 in 2017

\$3,904,817 in 2018

Utility Billing

3,215 customers

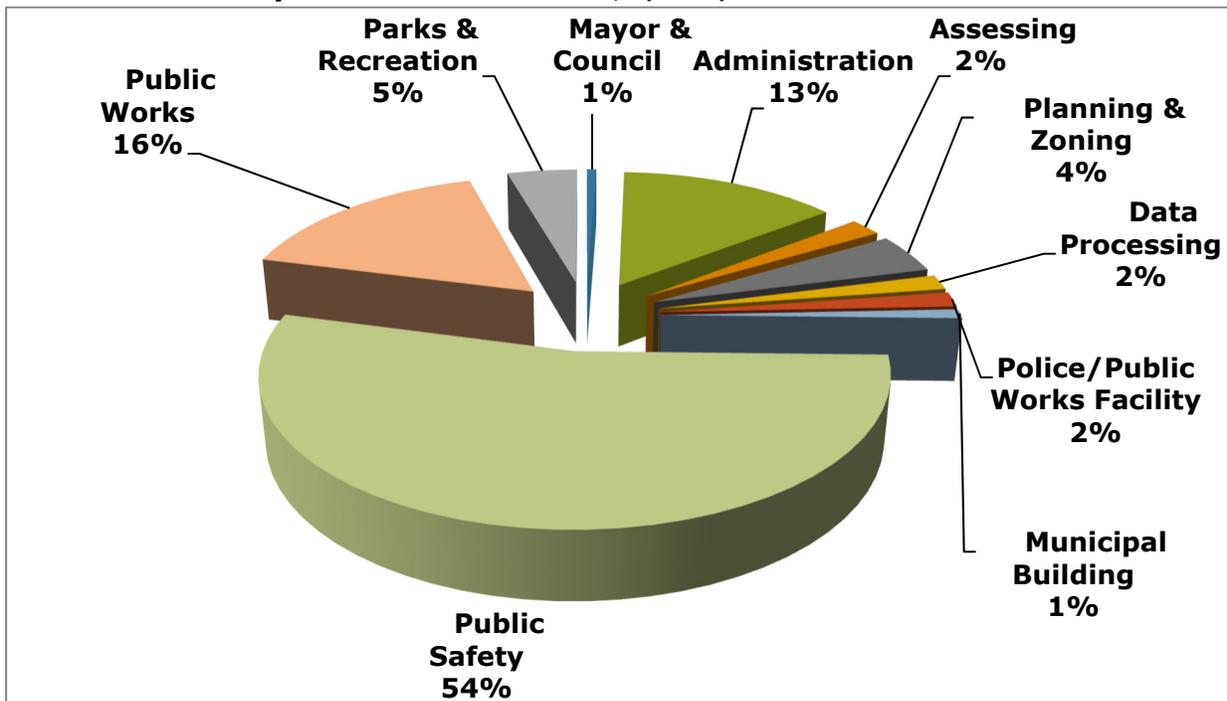
1,775 billed monthly

1,588 use electronic payment services

City Bond Rating

Aa1

General Fund Expenditures in 2018: \$4,426,643



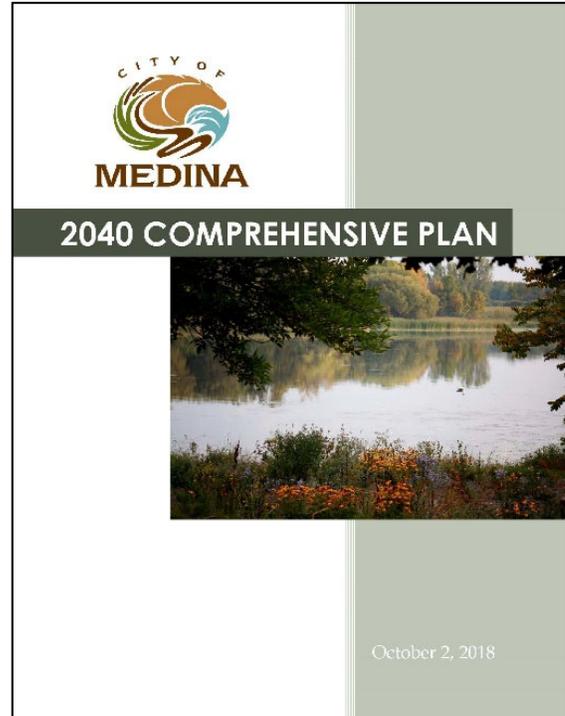
Planning/Zoning & Building Department

During 2018, the City Council formally adopted the City's 2020-2040 Comprehensive Plan after a multi-year public engagement process and an arduous review by the Metropolitan Council. The Plan establishes a vision with the goal to: "sustain and enhance the quality of life of its residents" and emphasizes actions to protect "significant natural resources and open spaces throughout the City."

To implement the Plan, the City is reviewing and making changes as necessary to city regulations and policies. Our department is also working with Public Works and Finance to review capital needs and funding structures for the improvements identified within the Plan.

We look forward to working with you on any questions related to building permits, zoning requirements, or other matters related to your land in Medina.

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)*
 - **56 new single-family homes**
 - Combined residential and commercial construction added an estimated **\$46,159,063** of market value to the City
- **Development Activity** *(summary can be found on following page)*
 - Approval granted for expansions at OSI and Maxxon
 - Reviewed 10 smaller-scale projects (conditional use permits, lot rearrangements, etc.)



- **Comprehensive Plan Update** – Following a multi-year public process, the Metropolitan Council approved the City’s Comprehensive Plan update, which was adopted by the City Council on October 2, 2018. The City began implementing the plan through a series of zoning amendments including: 1) changes to the R1/R2/R3 districts, and 2) creation of Mixed Residential standards.
- **Grants for Hickory Drive stormwater improvements** – the City received approximately \$130,000 in grant funds from the Elm Creek Watershed and Hennepin County for the project which will remove nutrients and reduce erosion draining to Elm Creek.
- **Ordinance Amendments** – updated regulations related to: 1) stormwater management; 2) LED lighting; 3) sanitary sewer inflow enforcement; 4) keeping of chickens and bees; and 5) commercial exterior building materials.

FACTS and FIGURES

Building Permit Activity (2014-2018):

	2014	2015	2016	2017	2018
# New Single Family	82	63	64	60	56
Valuation	\$35,179,120	\$27,933,345	\$34,036,649	\$29,700,510	\$31,235,936
# New Townhomes	22	26		0	0
Valuation	\$4,614,628	\$4,412,000		\$0	\$0
# New Commercial	1	3	5	2	0
Valuation	\$500,000	\$3,835,973	\$13,201,640	\$3,180,250	\$0
# Other Valued Residential	212	189	117	134	110
Valuation	\$4,731,122	\$5,043,858	\$3,637,034	\$5,197,373	\$5,460,604.00
# Other Valued Commercial	51	74	58	65	106
Valuation	\$1,763,723	\$3,006,041	\$7,807,687	\$9,383,763	\$9,462,523
General Permits	302	283	305	344	341
Total Permits	1095	911	815	861	835
Total Valuation	\$46,788,593	\$44,231,217	\$58,683,010	\$47,461,896	\$46,159,063

Land Use Application History (2014-2018):

	2014	2015	2016	2017	2018
Variances	1	4	2	3	0
Conditional Use Permits	3	6	1	8	1
Preliminary Plats	6	3	3	5	1
Final Plats	3	5	6	4	4
Lot Divisions, Rearrangements	1	0	2	3	4
Site Plans	5	3	4	2	2
Planned Unit Developments	0	4	2	1	1
Stage I (Mixed Use) Plans	2	0	0	0	0
Stage II (Mixed Use) Plans	1	0	0	0	0
Comp Plan Amendments	1	1	0	3	1
Zoning Amendment	3	0	3	4	1
Ordinances	2	7	3	9	7
Vacations	3	2	3	0	0
Extensions to file plats	5	4	4	2	3
Private Kennel Licenses	0	0	0	0	0
Interim Use Permit	0	0	0	1	0
Annexations	0	0	1	0	0
Totals	36	39	34	45	25

Public Works Department

2018 was a very productive year. We finished two projects from 2017, the Co. Rd. 116/Hwy 55 intersection and the Water Tower rehab project. New 2018 projects consisted of the Pinto Drive and CR 101 trail connections. There were two street projects, which included overlays of Hickory Drive South and Buckskin Trail. The Public Works Department continues to strive to deliver cost-efficient, quality services to meet the needs of our 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 grows.

STAFFING

The Public Works Department consists of six full-time staff members: Public Works Director, Foreman, Field Inspector, Water & Sewer Operator, and two Maintenance Technicians. The department also includes one seasonal Maintenance Technician and 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:

- 55/116 Project Completed. Reconstruction included installing medians, trail crossings, signal lights, turn lanes, water mains, and improved business access. This project was completed in June. The 24-hour quiet zone was also established at Pinto Drive and Highway 55 which began in July.
- County Road 24 overlay completed by Hennepin County.
- Buckskin Road and Hickory Drive (south) overlay projects were completed.
- Began planning the Brockton Lane and Hickory Drive (north) construction projects to begin in 2019.
- Replaced curb that settled in the downtown Hamel area.
- Sealed trails at 116, Hunter, and Clydesdale.
- Purchased a new Volvo loader to replace the 1992 loader which will still be used for certain projects.



Water and Sewer Departments:

- Water Tower Rehab Project - interior tank and dry sections sand blasted and repainted. The outside of the water tower was repaired and painted. Project began in 2017 and was completed in 2018.
- Water meters were replaced in the Cherry Hill neighborhood and radios were replaced in Medina Highlands to improve water billing accuracy.
- Presented at an open house at the Enclave HOA meeting to educate and work to reduce irrigation usage. Usage for 2018 was down considerably.
- Water valves were repaired on the trunk line along State Hwy 55.
- Fire Hydrants were painted as needed around the city. All hydrants were serviced and flushed.

Stormwater:

- Public Works completed the gully stabilization project on Fern Street. There was a structure and 100 feet of pipe added to stop the erosion.
- Public Works inspected 30 construction sites for erosion control, which included 9 violation reports.
- Culverts were replaced on Buckskin Trail as part of the paving project.

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 37 call-outs in 2018 (10 of which were handled by phone with no charge to the City) and 52 on-call hours worked. This does not include the hours spent on snow removal and ice treatment.

Maintained Infrastructure

Roads & Trails:

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

Sewer:

- 51.5 Sanitary Sewer Miles
- 11 Sewer Lift Stations
- 1,085 Sewer Manholes

Water:

- 522 Hydrants
- 62 Water Main Miles
- 11 Water Wells
- 1 Water Treatment Plant

Water Pumped/Treated (gallons):

- 168,003,000 – Hamel System
- 10,885,300 – Independence Beach
- 4,174,300 – Medina Morningside



Hamel Legion Park
Pipe and Trail Replacement

Parks and Trails

The Public Works Department and Park Commission had a productive year. The Public Works staff spent a total of 1,655 hours on our parks in 2018. The following projects, policies, and improvements were completed in 2018:

- Hamel Legion Park lights were installed at the Little League Field as a joint project with the Hamel Athletic Club and the Twins grant program.
- Entered into baseball field rental and maintenance agreements with the Hamel Athletic Club and Orono Baseball.
- Held the annual park tour and made recommendations on the 2019-2023 Capital Improvement Plan.
- Eagle Scout Mark Richelsen built a pavilion and Public Works prepared and paved the parking lot in Maple Park.
- Received Hennepin County Bikeway Participation Grant in 2017 for almost half the cost of the Pinto Trail project. This was an in-house Public Works project.
- The CR 101 Trail Connection was completed ahead of schedule and below budget. This was also an in-house Public Works project. Public Works and Planning worked with the Wild Meadows HOA to acquire easements for the project at no charge.
- Entered into new concession services agreement with CJS, LLC (a.k.a. Honey and Macky's) to run concessions during the baseball season. This was due to the previous vendor (St. Anne's Youth Group) not renewing their agreement.
- At the end of the summer, public works removed old dugouts and poured new concrete slabs to install new dugouts (in 2019) at the Little League Field.



Parks and Nature Areas

181 acres maintained in 14 locations

Pavilions & Picnic Areas – 10

Baseball & Softball Fields – 10

Basketball Courts or Hoops – 5

Tennis Courts – 4

Ice Skating Rinks – 3

Volleyball Courts – 3

Open Playfields – 4

Boat Launch – 1

Fishing Pier – 2

Field House – 1

Warming House – 1

Soccer Fields – 5



Maple Park Pavilion

Park Dedication Fee Revenue

Generated from New Development

2014: \$232,464.72

2015: \$346,583.15

2016: \$72,893.02

2017: \$40,854.82

2018: \$114,918.34

- Seasonal Public Works Maintenance Technician revamped plantings in the parks and kept up on the general maintenance and cleanup in the parks.
- The Trail at the south end of Hamel Legion Park was repaved after Public Works relocated the storm pipe that had caused the trail to crack.

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

- Public Parkland Setbacks – R1, R2, R3 Zoning Districts
- Ditter - Concept Plan - 2032-2052 Holy Name Drive
- OSI – Rezoning, Preliminary Plat, Site Plan Review – Park Dedication Review
- Deer Hill Preserve 3rd Addition – Park Dedication Review



New Musco LED Total Light Control fixtures lighting up the Little League Field in Hamel Legion Park on May 17, 2018 with no light spilling onto nearby properties.

Photo Credit: Mike Kneller, Hamel Athletic Club

Police Department

In 2018, the Police Department had a change in our administration staff. Cec Vieau, Police Administrative Assistant of 28 years, retired from the department in September. With Cec leaving, we filled her position with Anne Klaers who has been with our department for the last 12 years as our Police Clerk.



Mayor Martin recognizing Cec Vieau

In 2018, the department had audits by the FBI, BCA and the League of Minnesota Cities. All three of the audits gave us a good review of our operating policies and procedures. We made several technical and policy changes to bring the department into compliance with all the different regulatory agencies.

In September, Hennepin County implemented a new computer-aided dispatch system (CAD). It has all new reporting functions and is accessible at our desktop computers. It was somewhat challenging to switch from the system we have had for 20 years. There will be a learning curve as we move forward. We also replaced all 18 of our portable radios. The radios were 18 years old and had longer than expected life spans. The new radios have encryption which will give our officers the ability to have confidential communications in major events.

The Lake Minnetonka Emergency Management Group continues to develop, train and implement its emergency plan. In 2018, I worked with the Corcoran Police Department on a table top exercise for Corcoran's City Council on a gas explosion. The exercise was presented to Corcoran's Council and received great reviews. We will continue this training in Medina in 2019. The training that we do with the emergency management group is shared throughout the community. Our officers and I have assisted two churches and several businesses with their emergency plans in preparing for active shooter events.

Each year, we have our mandatory training in use of force, pursuit/emergency driving, bloodborne pathogens, right-to-know and active shooter incidents. In 2018, we continued to expand our training in de-escalation, implicit bias and response to the mentally ill. We received increased training dollars from the State to cover these new mandated trainings.

2018 Accomplishments:

- Acquisition of a UTV vehicle to be used for emergency response in rural areas, trail patrol, and community events
- The continuation of Coffee with a Cop program
- Received \$7000 in donations
- Implemented an iPhone for each officer to improve security with dual authentication
- Community Service Officer, Melissa Robbins, certified as child seat installer trainer
- Patrol officers were trained on Wayzata School's security plan



- Increased spring truck road limit enforcement
- Implemented the NarCan program - all officers certified to administer the drug
- Held a regional training for reserve officers from the western metro area
- Worked with the land owner of a dilapidated property to clean it up (43 cars were removed)
- Studied body and weapon camera systems - moving forward on weapon cameras in 2019
- Worked with the Mayor, City Administrator and Fire Chiefs on strategic planning for the future fire protection plan for Medina.



Edgar J. Belland, Police Chief/Public Safety Director

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 and emergency management 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 police clerk. Officer Boecker finished his second year as the in-house investigator. Officer Scharf passed his probation and was sworn in as a full-time officer in October. We have seven Reserve Officers. The Medina Reserve Unit logged 970 volunteer hours in 2018. We also have one part-time volunteer Crime Prevention Specialist, Steve Lundell.



PATROL HIGHLIGHTS

Our patrol division was fully staffed after running short the better part of a year and a half. Officer Andrew Scharf has been a great addition to the police department. We operate 24 hours a day, seven days a week, 365 days a year, so there are a lot of different situations that our officers encounter. Our officers do a great job protecting the citizens of Medina and emulate the core values established by the City.

The job is dangerous. Over the past year, we have had two officers' squad cars struck by other motorists while performing general patrol duties. In one case, the officer sustained minor injuries. One squad car was totaled and the other was repaired.

All our officers were trained in the use of Narcan for opioid overdoses. Since that time, officers have used it on two occasions and saved the life of at least one person.

In the winter of 2018, a domestic that involved a male being stabbed multiple times was reported. The suspect was located and arrested and has subsequently pled guilty to domestic assault and is awaiting sentencing. In February, we assisted the Orono Police Department with a gun threat incident at the Orono Public Schools Campus. The entire campus went into lock down and the incident resulted in the suspect being located within the school and taken into custody.

In the summer of 2018, our office was contacted about suspicious withdrawals being taken out from an elderly bank customer. It was learned that the elderly women had been scammed into sending money to Publishers Clearing House Sweepstakes. The victim had sent two different payments of \$13,000 and \$15,000 through UPS, and officers were able to stop the \$15,000 payment. The victim did not lose the second payment. It is unfortunate that people fall for these scams as most are not prosecutable due to the fact they are overseas.

Also, in mid-summer our entire agency was working on a nuisance property in the city that was dealing and selling drugs, along with other criminal activity. As part of a joint operation with Anoka-Hennepin Violent Offender Task Force, Bloomington Police Department, Hennepin County Sheriff's Department, Corcoran Police Department, Hennepin County Emergency Response Team, Lakes Area Swat Team and the Minnesota National Guard Air Division, we were able to arrest several individuals, recovered numerous stolen cars, motorcycles and ATVs, along with narcotics and illegal weapons. This problem property has since been cleaned up, and we have had no further issues.

Jason Nelson, Patrol Sergeant

INVESTIGATIONS HIGHLIGHTS

A theft case that was originally reported in 2017 continued to be investigated throughout much of 2018. The case involved an employee theft where a project manager from a large construction company was found to have swindled money from large scale construction projects he managed. Several search warrants were served at several banks for documents related to the case which included banks in Annandale, Milaca, and Brainerd. The investigation revealed that the suspect was working with two particular subcontractors and would inflate their proposed bids on the project and would receive compensation from those companies. Losses to the victim company is believed to exceed \$200,000. Much of the stolen money was found to have funded the remodeling projects of the suspect's home and cabin. The case is currently being reviewed by the Hennepin County Attorney's Office and charges are expected to be pending.

Two cases that had been closed due to lack of evidence were reopened after DNA matches were found from evidence collected from the crime scenes. One of the cases involved the burglary of the Medina Wealshire construction site. Close to \$20,000 in tools were stolen from the construction site during the burglary. A blood-like substance was recovered from the scene off a box that had been moved by the suspect(s) and that substance was ultimately sent to the Hennepin County Crime Lab for analysis. Although it takes several months for these types of cases to be processed by the Hennepin County Crime Lab, we eventually received notification of a DNA match through the CODIS database on a suspect. A DNA sample was obtained from this suspect through a search warrant and assistance by the Albert Lea Police Department. This suspect DNA sample was also

sent to the Hennepin County Crime Lab and ultimately found to be a match to the DNA from the scene of the crime. The suspect was charged with burglary and recently pled guilty and was sentenced to 26 months in prison.

A second case involving DNA stemmed from a 2012 case. Back in 2011 and 2012, several industrial extension cords were stolen off a City of Medina generator used to power a sewer lift station near Lake Independence during power outages. During one of the final thefts, an article of clothing was recovered from the scene in which suspect DNA was recovered. In 2018 our office received a CODIS hit on this DNA that was recovered from the crime scene and a suspect was identified. This suspect had recently been convicted of a theft of a generator cable from the City of Carver and had provided a DNA sample as part of his sentencing which was loaded into the CODIS system, and ultimately led to a match to our DNA sample collected from 2012. This case has been forwarded to the Hennepin County Attorney's Office for possible charging.

A suspect was identified from a residential burglary in Medina and found to be involved in multiple thefts and burglaries around the metro area. In April 2018, an overhead garage door had been left open overnight. The suspect was seen on home surveillance video entering the residence and stealing from within the home. Through the video captured by the home owner two suspects were ultimately identified. Multi-jurisdictional investigation phone records were obtained which placed two suspects in the vicinity of the Medina burglary along with several other thefts and burglaries around the same time period. The main suspect was charged with first-degree burglary in Medina and several other first-degree burglaries in other jurisdictions and recently pled guilty prior to trial under a plea agreement and was sentenced to 39 months in prison.

Kevin Boecker, Investigator

OTHER HIGHLIGHTS and ACTIVITIES

Community Service Policing: In 2018, we continued our Coffee with a Cop program. Our recurring community 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.

Training: Our all-day training in 2018 was held at the Annandale Shoot House with the Corcoran Police Department Officers. We had live fire scenarios, hands-on defensive tactics and Simunition (non-lethal ammunition) training. The scenario-based training involved traffic stops, domestic calls and dealing with the mentally ill. We held four department shoots including a qualifying shoot in November. We continue to use PATROL Online for training for our licensed officers. PATROL Online has expanded its course to cover the new training requirements with sessions addressing de-escalation, implicit bias and managing the mentally ill.

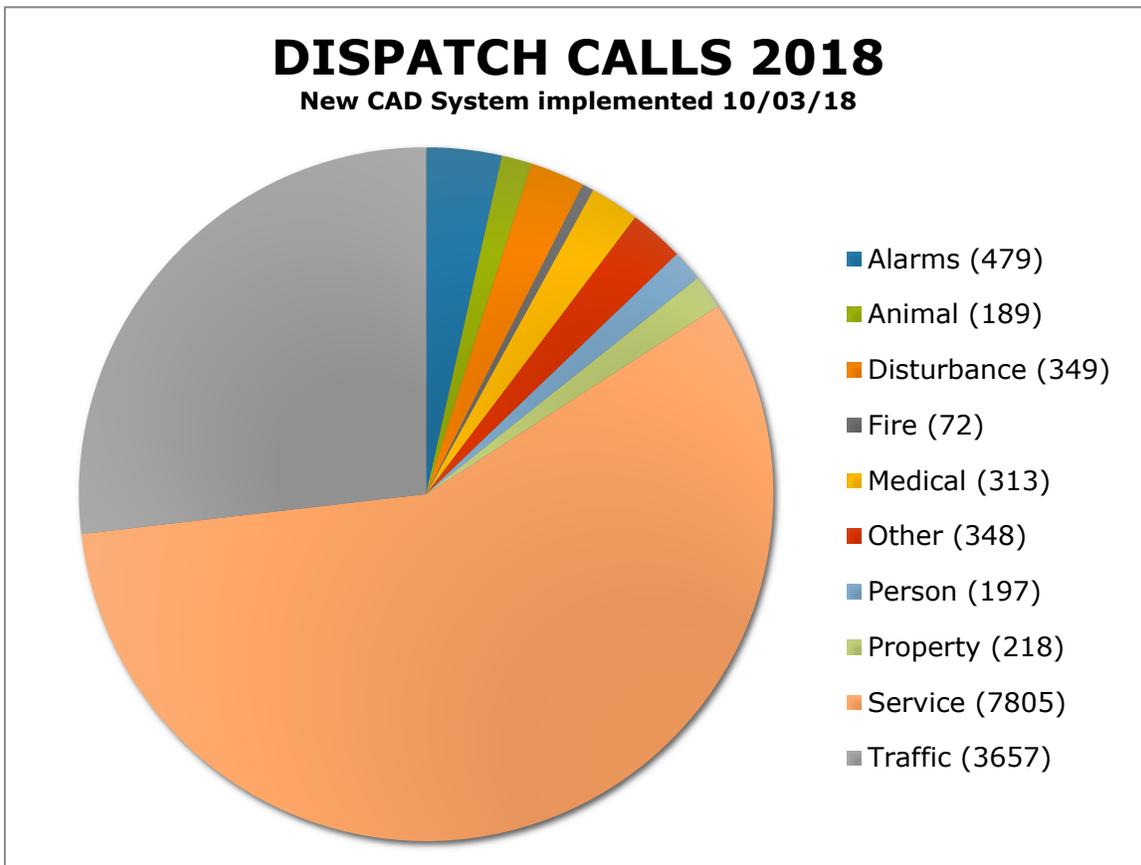


Toys for Tots donations overflowing in squad

We have one patrol officer assigned to the West Metro Drug Task Force (Medina, Minnetrista, Orono, West Hennepin Public Safety, and Hennepin County Sheriff's Office). In 2018, the task force had 154 arrests, charged 110 persons with drug related crimes, conducted 171 search warrants, and seized 64 firearms and over \$2,600,000 worth of street drugs. The task force remains committed to reducing the drugs on our streets. In 2018, meth continues to be a major issue in our area.

Grants: We received our Safe and Sober Traffic grant for \$28,000 in 2018.

FACTS and FIGURES



2018 FBI NATIONAL CRIME DATA FOR MEDINA

PART ONE CRIME STATISTICS	2014	2015	2016	2017	2018
Murder	0	0	0	0	0
Rape	1	1	0	1	1
Robbery	0	0	0	0	0
Assaults	1	0	0	2	3
Burglary	11	6	12	7	3
Thefts	94	88	93	64	74
Auto Thefts	2	3	4	2	0
Arson	2	2	0	0	0
TOTAL	111	100	109	76	79
PART TWO CRIME STATISTICS					
PART TWO CRIME STATISTICS	2014	2015	2016	2017	2018
Forgery	3	1	6	12	8
Fraud	8	11	17	19	13
Stolen/Theft Related	5	1	5	0	4
Vandalism	26	29	26	15	12
Weapons	1	2	0	0	1
Narcotics	46	73	56	24	44
DWI	111	103	78	62	26
Liquor Laws	26	14	15	9	11
Disorderly Conduct	14	12	4	8	5
CSC	2	1	4	1	0
Other Assaults	9	11	14	6	8
Other	15	30	38	38	9
Kidnapping	0	0	0	0	0
TOTAL	266	288	263	194	139

Fire Departments

The City of Medina contracts with four different fire departments, each serving one of the fire areas depicted on the Fire Coverage Map on page 26. Hamel Fire covers the northeastern and southeastern area, Loretto Fire covers the northwestern area, Long Lake Fire covers a southern portion and Maple Plain Fire covers the southwest area 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 2018, taking approximately 2,288 personnel hours to handle all the calls. The call hours are not a true measurement of the departments' service, when one considers the thousands of hours the firefighters spend in training and equipment maintenance. In 2017, we signed a 5-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 has been reviewed and will expire in 2021 and is ready to be extended for another 10 years. All the departments 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, hazardous materials 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.



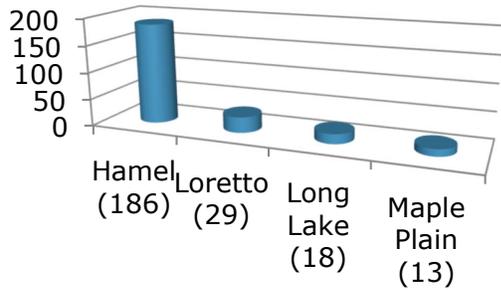
STAFFING

Each department is staffed differently, and the numbers fluctuate year-to-year. Each of the Maple Plain, Loretto and Hamel departments are staffed with approximately 20-30 firefighters per department. The Long Lake Fire Department has two stations with a staffing maximum of 50 firefighters. Having four fire departments serving Medina is a great resource to draw upon when a major response is required. In addition, the Mutual Aid Agreements amongst all Hennepin County fire departments provides Medina with further resources.

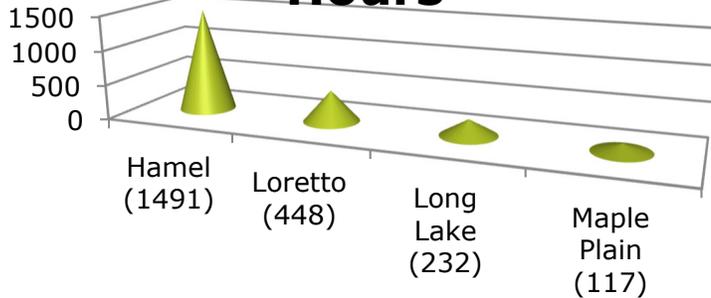
HIGHLIGHTS AND ACTIVITIES

HAMEL	LORETTO	LONG LAKE	MAPLE PLAIN
Hired 1 new member Promoted 2 to Firefighter	Hired 3 new members	New engine in service	Purchased new SCBA from capital account
Purchased and outfitted a new water tender	Completed Fire Station Feasibility Study	Added eastern portion of Orono to response area	Ordered new 2,800 gallon tanker with message board
Implemented a number of measures to reduce firefighter exposure to carcinogens	Completed Fire Study with City of Corcoran	Successful bid for service to Minnetonka Beach	Promoted a Fire Inspector to handle fire inspections

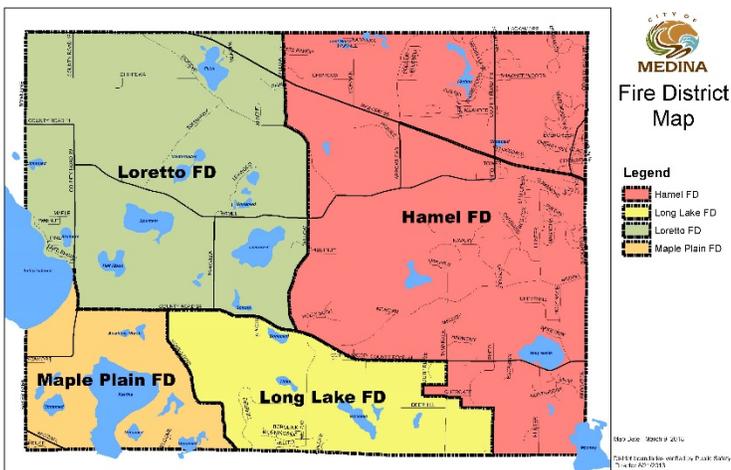
Number of Medina Calls



Total Medina Call Hours



FIRE COVERAGE MAP



Fire Operating Budget

2016 - \$312,906
2017 - \$329,173
2018 - \$338,211

Fire Capital Budget

2016 - \$99,000
2017 - \$97,200
2018 - \$107,290

Population Served

75.3% -- Hamel Fire
12.4% -- 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

2018: A Year in Retrospect



January

- Established 2018 appointments and designations to various city services, authorities, commissions, and agencies
- Amended 64.00 Friends of the Park Program
- Adopted ordinance regarding the keeping of chickens and honey bees
- Adopted resolution establishing temporary 4 a.m. liquor permit for Super Bowl weekend
- Held annual goal setting session



February

- Adopted 2018 work plan goals
- Reappointed Youth Park Commission members Ella Kingsley and Lauren Lubenow
- Adopted ordinance regarding required building materials in the Commercial Zoning Districts
- Recognized Finance Director Erin Barnhart for 10 years of service
- Granted Final Plat Approval for School Lake Nature Preserve



March

- Approved updated job descriptions for the Police/Finance Clerk and Planning Director
- Adopted ordinance regarding R1, R2, and R3 residential zoning districts
- Enforced annual spring road weight restrictions
- Held annual Medina business forum and spring business tours



April

- Recognized Police Officer Chris McGill for 20 years of service
- Recognized Public Works Foreman Ivan Dingmann for 15 years of service
- Recognized Public Works Technician Derek Reinking for 10 years of service
- Held Board of Appeal and Equalization meetings
- Held Annual Medina Clean-up Day



May

- Held annual park tour
- Held bike safety rodeo for kids
- Granted final plat approval for Deer Hill Preserve 2nd Addition
- Received recognition from I-94 Chamber's First Responders Luncheon



June

- Recognized Police Officer David Hall for 15 years of service
- Held open house to discuss mixed residential regulations
- Received feasibility report and called for public hearings for the Hickory Drive street improvement project and the Buckskin Drive street improvement project
- Appointed election judges and absentee ballot board for 2018 elections

2018: A Year in Retrospect



July

- Approved off-sale liquor license to Target Corporation
- Approved plans, ordered project, and adopted assessment rolls for the Buckskin Drive and Hickory Drive street improvement projects
- Approved final plat for Woods of Medina



August

- Attended Night to Unite neighborhood celebrations
- Appointed Kathleen Martin as Mayor and Appointed Dino DesLauriers to the City Council to fill vacancies
- Hired Katrina Jones as Administrative Assistant
- Entered into joint powers agreement with City of Plymouth for Brockton Lane reconstruction
- Held Primary Election
- Appointed Anne Klaers to Police Administrative Assistant position



September

- Held budget open house and approved 2019 preliminary budget and tax levy
- Recognized Cec Vieau for 28 years of dedicated service to the Police Department as she retires
- Held Annual Medina Celebration Day



October

- Adopted 2040 Comprehensive Plan
- Hired Nicole Jacobson as Part-time Administrative Assistant
- Received feasibility report for Hickory Drive street and utility improvement project
- Collected feedback from residents on Medina's parks and trails
- Attended Fire Department open houses



November

- Held General Election and canvassed local election results
- Held fall business tours
- Approved agreements with US Solar
- Approved engineer services to begin Arrowhead Drive Quiet Zone design
- Conducted swearing in ceremony for Police Officer Andrew Scharf



December

- Recognized Police Officer Keith Converse for 15 years of service
- Participated in Holiday Train
- Held open house for Brockton Lane reconstruction project
- Adopted final 2019 budget, tax levy, and fee schedule
- Approved Yeshiva of Minneapolis School Conduit Bonds
- Granted final plat approval for Deer Hill Preserve 3rd Addition
- Recognized Council Member Lorie Cousineau

Preview of 2019 Goals

Overarching Organizational Goals

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

Administration

- Complete Hamel Community Building updates and review rental fees
- Implement new address database
- Attract campus businesses to Hwy 55
 - Initiate planning process for Hackamore Road project

Finance

- Lead the budget process
- Review and update credit card policy
- Create equipment fund management system
 - Review options for web-based community building reservations

Planning/Zoning

- Implement 2040 Comp Plan rezoning
- Review stormwater design filtration alternatives
- Create GIS datalink management plan
 - Update Developer's Handbook

Public Safety

- Implement body/weapon cameras
 - Update department policies
- Prepare for future fire planning
 - Plan emergency management exercise

Public Works

- Complete road and overlay projects
- Address inflow and infiltration plan
 - Correct phosphorus issues
- Initiate new well monitoring method
 - Train/transition new Public Works staff

Parks/Trails

- Review tennis court options at Hunter Lions Park
 - Complete Little League dugouts
- Explore Municipal Park funding options
 - Explore trail easement donating

Recognizing Our Contributors

GRANTS

- \$14,749 Hennepin County Residential Recycling Grant
- \$9,052 Hennepin County Residential Organics Grant
- \$130,000 Grant from Elm Creek Watershed & Hennepin County for Hickory Drive Stormwater Improvements
- \$28,000 Federal Grant for the Safe and Sober Traffic Project

2018 DONATIONS

Civic/Non-Profit Organizations

- Boy Scout Troop 570
- Friends of Wolsfeld Woods
- Hamel Athletic Club
- Hamel American Legion
- 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

Local Businesses & Individuals

- 3121 Pizza
- Adams Pest Control
- Addiction Cycle
- Anonymous Resident
- AutoMotorPlex
- Bryson, William and Thelma
- Buzzella Massage
- Casey's General Store
- Countryside Café/Peg's Catering
- DeCaster, Janet
- Ditter Cooling & Heating
- DMJ Asphalt
- Dobo's (Danny's Catering)
- Doboszinski and Sons, Inc.
- Dojo Karate
- Ebert, Joyce

Local Businesses & Individuals - continued

- Edward Jones – Brandon Prell
- Farmers State Bank of Hamel
- Fortin Consulting
- Fortin Health & Wellness Clinic
- Gianna's Photography
- Goddard School
- Green Family
- Gregor's Farm & Greenhouse
- Highway 55 Rental & Sales
- Intercomp
- John Day Company
- Joshi, Shrirang
- Just for Kix
- Kalla Lily Salon and Spa
- KD Landscape Supply
- Kumon Math and Reading Center
- Leuer, Leonard
- Loram Maintenance of Way
- Maple Crest Landscape
- Maxxon
- McCarthy, Walter
- Medina Entertainment Center
- My Town Fitness
- OAK Eatery
- Pilates Advantage
- Polaris
- Puptown
- Richelsen, Karen and Kenneth
- Scherer, Michael
- Scherer Pumpkin Patch
- Sharepoint Credit Union
- Target – Medina store
- Teehive
- Thomssen, Robert
- Urban Eve Salon and Boutique
- Wealshire

Recognizing Staff & Service Providers

Thank you to all of the staff, consultants, and representatives who provided service to the City in 2018.

ELECTED OFFICIALS

Mayor: Bob Mitchell (January – July)
Mayor: Kathleen Martin (August – December)
Council Members: Jeff Pederson, John Anderson,
Kathleen Martin, Lorie Cousineau, and Dino
DesLauriers (August – December)

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
Nicole Jacobson, PT Administrative Assistant

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 (retired in July)
Katrina Jones, 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 (retired in Sept.)
Anne Klaers, Administrative Assistant
Officers: Chris McGill, Keith Converse, Tom
Gregory, David Hall, Jeremiah Jessen, Josh McKinley,
and Andrew Scharf
CSO: Melissa Robbins

APPOINTED REPRESENTATIVES

Planning Commission

Janet White, Chairperson
Commission Members: Todd Albers, Robin Reid,
Dino DesLauriers, Kerby Nester, Aaron Amic,
Rashmi Williams, Cindy Piper.

Park Commission

Steve Lee, Chairperson
Commission Members: Lori Meehan, John Jacob, Lisa
Cole, Jeff Rumsey, Elizabeth Weir, Ann Thies, Mary
Morrison.

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

Police Reserve Officers

Michael Chorley, Todd Larson, Mark Ihrke, Ron
Dahl, John Cowle, Jeff Kordiak, Patrick Johnson

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 Consultant: Northwest Associated
Consultants
Building Inspection: Todd Geske, Metro West
Inspection
Fire Marshal: Todd Geske
IT Consultant: Mike Brocco, Cipher Laboratories