

2019 ANNUAL REPORT

Building on a Strong Foundation

This report provides an overview of the City of Medina's activities, accomplishments, and fiscal responsibility for 2019.



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Mayor's Welcome

I am pleased to share this Annual Report, which outlines changes and activities in Medina in 2019 and exhibits the high quality of service provided to our residents and businesses by an extremely capable, committed and nimble City staff.

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

Kathleen Martin, Mayor

City Council



Kathleen Martin,
Mayor

Term:
August 2018-
Present



John Anderson,
Councilmember

Term:
January 2013-
Present



Jeff Pederson,
Councilmember

Term:
January 2011-
Present



Todd Albers,
Councilmember

Term:
January 2019-
Present



Dino DesLauriers,
Councilmember

Term:
August 2018-
Present

2019 City Council Members

City Administration

It is an honor and a privilege to provide the 2019 Annual Report for Medina. Our theme in 2019 was “Building on a Strong Foundation.” We did so by updating zoning regulations to align with our 2040 Comprehensive Plan, implemented contractual, off-site solar gardens to help reduce future energy costs, established municipal park funding for future costs, continued to study future fire services, and did extensive succession planning, training, and recruitment for staff needs.

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 2019 to improve quality of life in Medina.

The City of Medina looks forward to a safe and productive 2020. 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 (Scott Johnson), full-time Assistant City Administrator-City Clerk (Jodi Gallup), and part-time Administrative Assistant (Nicole Jacobson). The City contracts for legal counsel with Kennedy & Graven.

HIGHLIGHTS and ACTIVITIES

- **Business:** The City orchestrated a business forum in the spring for Medina businesses and spring and fall tours of local businesses. Throughout the year, staff actively participated in the Uptown Hamel Business Group. The Medina Economic Development Authority held their two annual meetings.
- **Human Resources:** The City recognized four employees for milestone years of service and hired four new employees: a seasonal Public Works position, a GIS/Planning Intern, a Community Service Officer, and a full-time Public Works employee. The City accepted the resignation of two long-term employees due to retirements: Public Works Foreman Ivan Dingmann and Public Safety Director Ed Belland (retiring in 2020). The City Council

approved an updated Staff Needs Analysis & Succession Plan in May. The City appointed existing employee Derek Reinking as the new Public Works Foreman and appointed Police Sergeant Jason Nelson as the new Public Safety Director effective upon Chief Belland's retirement on March 31, 2020. Staff began an extensive recruitment process to hire a new full-time police officer position. The City Council passed a resolution recognizing Fidel (Dell) Theis for 45 years of service on the Hamel Volunteer Fire Department as he retired. An all employee team building day was held in the Fall to focus on employees' Insights Discovery profiles; each employee completed an online questionnaire and received a detailed personality assessment, which included a detailed description of their communication style and approach, key strengths and weaknesses, value to the team, possible blind spots, opposite types, and suggestions for development. The assessment also included a Management Chapter, which enabled employees to consider their own management style as well as the needs of those they manage in terms of motivation, working environment and preferred style of leadership. An employee recognition event was held in December.

- **Information Technology:** Staff continued to enhance electronic security and entered into new copier lease agreements with Marco.
- **Garbage, Recycling & Organics:** Staff continued to heavily promote organics recycling in 2019 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 further encouraged organics recycling at Clean-up Day by distributing free bags of compost to organics customers and free blue bags to others to test out the program. Staff also created a recycling sorting game at Medina Celebration Day to educate residents on what items go in trash, recycling, and organics.



- Licenses & Permits:** Inn Kahoots changed its charitable gambling vendor at the end of the year from District #284 Youth Hockey to the Northwest Area Jaycees, leading to the Jaycees application for a new perpetual gambling license to operate charitable gambling at Inn Kahoots. District #284 Youth Hockey conducted charitable gambling bingo at Medina Celebration Day this year, which had historically been run by the Hamel Lions Club. In December, two establishments failed tobacco license compliance checks, and each was required to pay a \$500 fine; tobacco sales will be suspended for 10 days if either fails another compliance check within 12 months. On December 20, 2019, President Trump signed legislation to raise the federal minimum age for the sale of tobacco products from 18 to 21 years of age. The City issued a record year of solicitor permits (43) due to the high number of contractors soliciting roof repairs and replacements after a significant hail storm.



Bingo at Medina Celebration Day

- Public Relations:** The City continues to utilize social media to promote public 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 many 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 and surrounding park.
- Transportation:** The City worked with the City of Plymouth to substantially complete a full reconstruct of Brockton Lane. The City conducted a visioning study for Chippewa Road and Arrowhead Drive. The engineering plans for the Arrowhead Drive Quite Zone project were completed with bidding and construction scheduled to occur in 2020 thanks to a \$450,000 MNDOT grant. Finally, Hickory Drive was reconstructed in 2019 with enhanced stormwater infrastructure.

FACTS and FIGURES

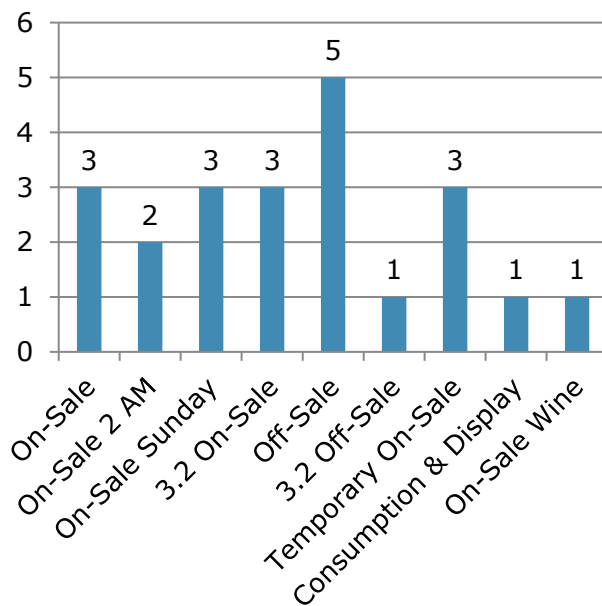
Administration Facts

Full-Time Equivalent (FTE) Employees: 26
 Total Hours Worked by All Employees: 55,226
 Average Staff Longevity: 10.2 years
 Number of First Reports of Injury: 1
 Total Market Value: \$1,771,995,000

City Council 2019 Actions

Ordinances Adopted: 10
 Resolutions Approved: 87
 Local Board of Appeal Applications Reviewed: 17
 Hours Spent in Council Session: 59.4

Liquor Licenses Number of each type issued in 2019



Recycling & Organics Reporting

Recycling

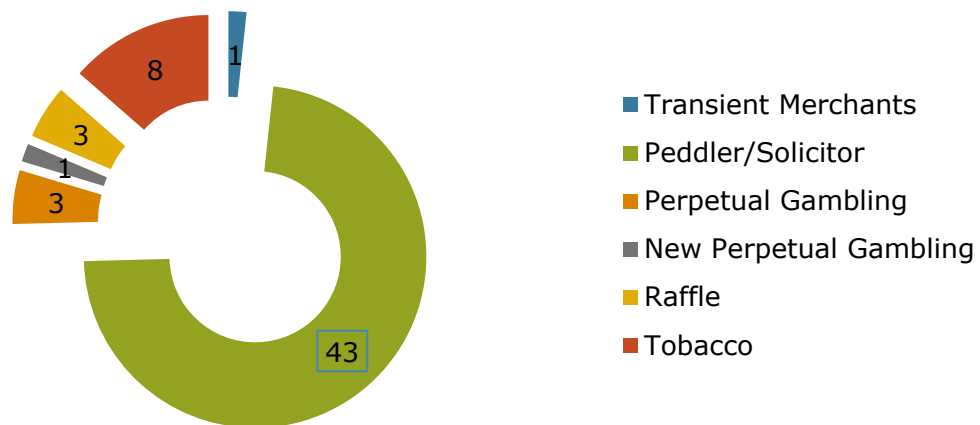
656.90 tons collected (annually)
 88% weekly set-out rate

Organics

52.55 tons collected (annually)
 530 out of 2,194 households subscribe
 24% participation rate



Number of Licenses & Permits Approved in 2019



Pictured Above: City staff promoting the upcoming 2020 Census at various city events in 2019.

Finance Department

In 2019, the City adopted an asset replacement plan for the City's parks. The plan is intended to establish a fund for the replacement of park assets, currently valued at over \$3 million, 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 evaluate for needed replacements on an ongoing basis; especially with new park assets being added on a regular 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 follows City policy to keep a minimum of five months of the next year's budgeted expenditures in 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 supports other City departments in making reliable management decisions 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
- Election Assistance

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 (Erin Barnhart), Accountant (Jennifer Altendorf) and part-time Administrative Assistant (Nicole Jacobson) who is shared with Administration.

HIGHLIGHTS and ACTIVITIES

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

The 2019 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.

Medina resident Lucy Mitchell, wife of late Mayor Bob Mitchell, along with her family have established the Robert G. Mitchell, Jr. Fund of the Minneapolis Foundation with an initial gift of \$250,000 to the fund. This fund has been established as a perpetual endowment from which the City of Medina can receive distributions for special projects in support of improvements to the City's parks, trails, and wetlands. The City is extremely grateful to the Mitchell/Crosby Family for this generous gift, which will provide indispensable funds to improve our parks, trails, and wetlands into the future.

In 2019, permits for forty-six new single-family homes were issued, adding \$27,641,809 of value to the tax base. The total residential and commercial construction activity, which includes new construction, remodels and additions, added an estimated \$27,685,408 of value to the tax base.

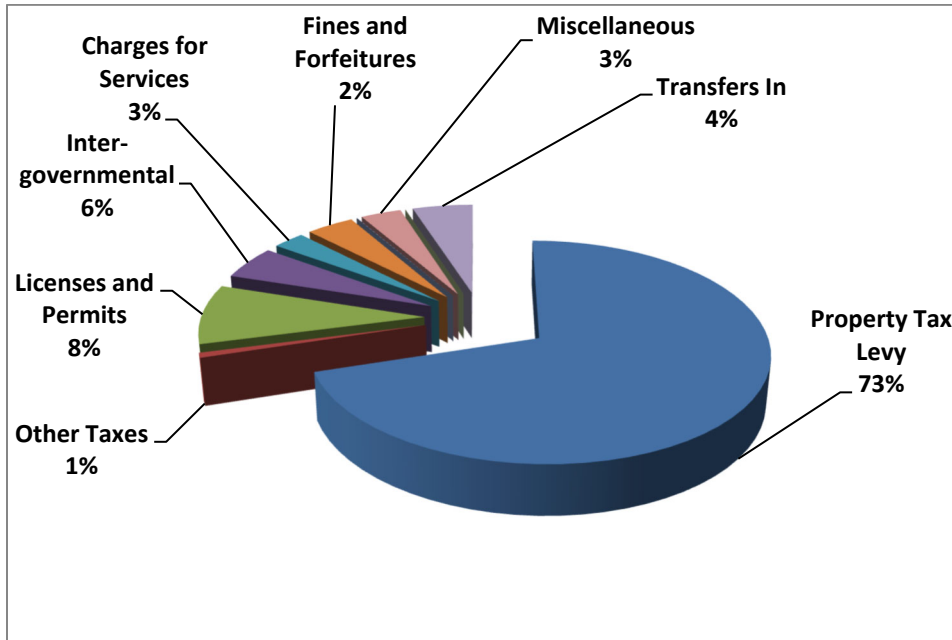
The 2019 finances were audited in April of 2020 and found to be in compliance and good standing.

Where Do My Property Taxes Go?



FACTS and FIGURES

General Fund Revenue in 2019: \$4,572,338



City Tax Levy

\$3,904,817 in 2018

\$4,002,894 in 2019

Utility Billing

3,259 customers

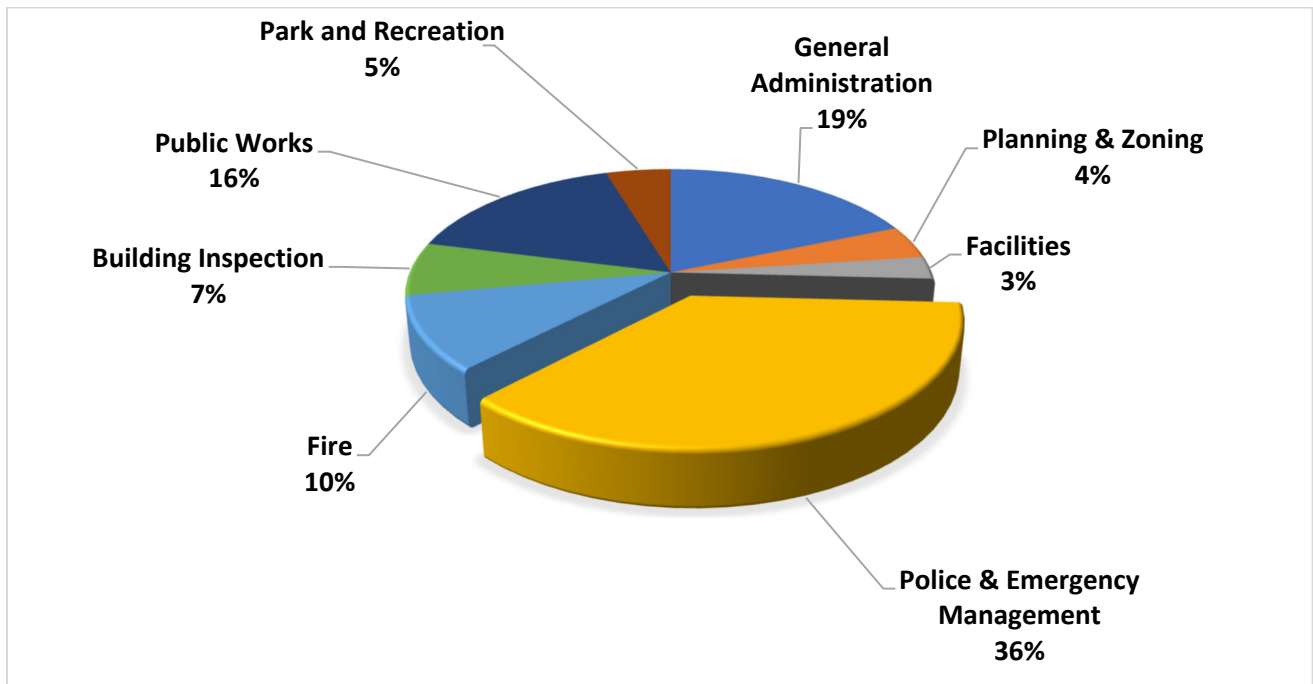
1,815 billed monthly

1,607 use electronic payment services

City Bond Rating

Aa1

General Fund Expenditures in 2019: \$4,572,338



Planning/Zoning & Building Department

A summer hailstorm resulted in a record number of building permits being issued by the City in 2019. This, plus a continued healthy pace of construction activity kept the Planning Department busy. New development activity, however, was slower in 2019, which was envisioned in the updated Comprehensive Plan to support the goal to protect “significant natural resources and open spaces throughout the City.”

Early in the year, the City updated several zoning regulations and rezoned dozens of properties to align the same with the City’s updated Comprehensive Plan. The updated Comprehensive Plan took effect in late 2018, and the City made all necessary changes by May 2019 as required by state law.

The City worked with a group of graduate students from the Humphrey School of Public Affairs at the University of Minnesota to engage the public on ways to support revitalization and improvement in Uptown Hamel. This work will help set the table for future actions.

Never hesitate to contact the Planning Department if you have any questions related to building permits, zoning, or general questions related to development in Medina. We look forward to chatting with you!

Dusty Finke, Planning Director



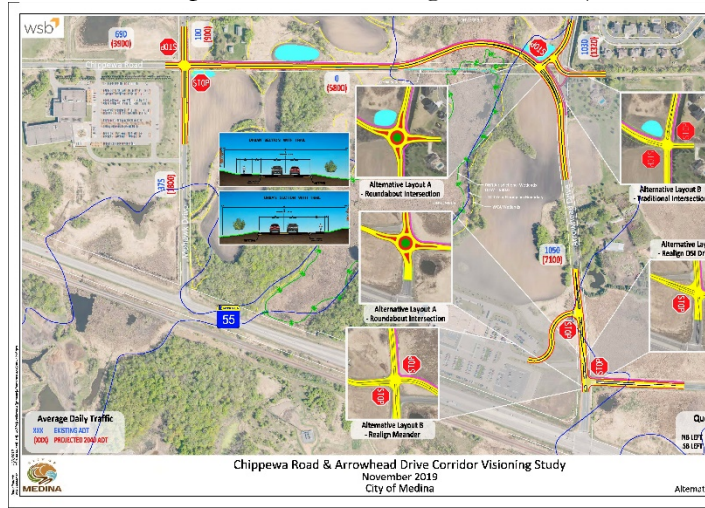
PRIMARY SERVICES

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 Dusty Finke and Associate Planner Deb Dion) and Administrative Assistant Katrina Jones 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 for supplemental planning consulting services with Northwest Associated Consultants.

HIGHLIGHTS and ACTIVITIES

- **Building Permit Activity** *(summary can be found on following page)*
 - 43 new single-family homes
 - Combined residential and commercial construction added an estimated \$50,985,816 of market value to the City
 - 1039 building permits issued, the most in a single year
 - **Uptown Hamel public engagement and study**
 - **Land Use Activity** *(summary can be found on following page)*
 - Amended approval granted for expansion at Maxxon (920 Hamel Road)
 - 12 smaller-scale projects (variances, conditional use permits, lot rearrangements, etc.)
 - **Chippewa Road/Arrowhead Drive Corridor Study** – staff assisted the City Engineer with studying future needs for improvements along Arrowhead Drive and future Chippewa Road, culminating in a report that:
 - Identifies right-of-way needs so they can be dedicated upon subdivision.
 - Provides a framework for improvements to be constructed with adjacent development.
- 

The figure is a map titled "Chippewa Road & Arrowhead Drive Corridor Visioning Study" dated November 2019, prepared by the City of Medina. It shows a corridor with several proposed intersection alternatives. A table in the bottom right corner provides a "Queue Analysis" with columns for "AVAILABLE" and "REQUIRED" values for different traffic volumes. The table data is as follows:

	AVAILABLE	REQUIRED
100 LPT	120	180
200 LPT	240	360
300 LPT	360	540

Other labels on the map include "wsb", "55", "1906 (7126)", "Alternative Layout A - Roundabout Intersection", "Alternative Layout B - Roundabout Intersection", "Alternative Layout C - Single Lane Drive", and "Alternative Layout D - Traditional Intersection".
- **Quad City Sewer Agreement** – Planning staff coordinated negotiations on an agreement to allow the City of Loretto to connect to the regional wastewater system.
 - Agreement allows Loretto to take its wastewater treatment plant offline, improving local water quality.
 - Results in Medina being reimbursed more favorably for conveying wastewater from the cities of Loretto, Independence and Greenfield.
 - **Zoning updates for consistency with updated Comp Plan** –
 - Rezoned 35 parcels, initiated by the City.
 - Updated Uptown Hamel district regulations.
 - **Ordinance Amendments** – updated regulations related to:
 - Commercial-Neighborhood district regulations.
 - Setbacks in the Rural Residential-1 zoning district.

FACTS and FIGURES

Building Permit Activity (2015-2019):

	2015	2016	2017	2018	2019
# New Single Family	63	64	60	56	43
Valuation	\$27,933,345	\$34,036,649	\$29,700,510	\$31,235,936	\$23,391,809
# New Townhomes	26		0	0	0
Valuation	\$4,412,000		\$0	\$0	\$0
# New Multi-family					1
# units					82
Valuation					\$12,436,239
# New Commercial	3	5	2	0	2
Valuation	\$3,835,973	\$13,201,640	\$3,180,250	\$0	\$1,798,280
# Other Valued Residential	189	117	134	110	144
Valuation	\$5,043,858	\$3,637,034	\$5,197,373	\$5,460,604	\$9,388,480
# Other Valued Commercial	74	58	65	106	53
Valuation	\$3,006,041	\$7,807,687	\$9,383,763	\$9,462,523	\$3,971,008
General Permits	283	305	344	341	796
Total Permits	911	815	861	835	1244
Total Valuation	\$44,231,217	\$58,683,010	\$47,461,896	\$46,159,063	\$50,985,816

Land Use Application History (2015-2019):

	2015	2016	2017	2018	2019
Variances	4	2	3	0	2
Conditional Use Permits	6	1	8	1	3
Preliminary Plats	3	3	5	1	2
Final Plats	5	6	4	4	2
Lot Divisions, Rearrangements	0	2	3	4	3
Site Plans	3	4	2	2	2
Planned Unit Developments	4	2	1	1	1
Stage I (Mixed Use) Plans	0	0	0	0	0
Stage II (Mixed Use) Plans	0	0	0	0	0
Comp Plan Amendments	1	0	3	1	0
Zoning Amendment	0	3	4	1	3
Ordinances	7	3	9	7	3
Vacations	2	3	0	0	3
Extensions to file plats	4	4	2	3	1
Private Kennel Licenses	0	0	0	0	0
Interim Use Permit	0	0	1	0	0
Annexations	0	1	0	0	0
Totals	39	34	45	25	25

Public Works Department

2019 was a challenging year for Public Works, due to record rainfalls and two street reconstruction projects on Brockton Lane and Hickory Drive, which kept the department very busy. Other projects included replacement of the Sioux Drive railroad crossing, the quad city sewer agreement, and a change in staffing with the retirement of our Foreman. The Public Works department always works hard to deliver cost effective quality service to the residents of Medina.

Steve Scherer, Public Works Director

PRIMARY SERVICES

The Public Works Department oversees the daily operations of sewer and water utilities, 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 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

- The Brockton Lane reconstruct was a very large project including water, sewer, and storm sewer utilities, along with curb and gutter, a paved roadside trail, a pedestrian crossing at the Hamel Legion Park entrance, and on-street parking for park visitors. This was a joint project with the City of Plymouth.
- The Hickory Drive reconstruct project was completed in early fall and included watermain and service replacement, curb and gutter, and storm sewer.
- The railroad crossing at Sioux Drive was replaced this past spring. The project included new tracks and panels by the railroad, and new pavement provided by the City of Medina.
- A mill and overlay was completed at the entrance of the Bridgewater development.
- Medina Road was seal coated and striped.



Mill work at Sioux Drive

Water and Sewer

- The quad city agreement among the cities of Medina, Loretto, Independence, and Greenfield was completed this year. Loretto's sewage will now be conveyed to the Metropolitan Council Environmental Services system and Medina will now be compensated for providing regional service to the system.
- The water main at Brockton Lane and Hickory Drive was replaced and upsized.
- The sewer main was replaced during the Brockton Lane project.
- Well motors, check valves and any worn drop pipes were replaced at both well #3 and well #6.



Hwy 55 watermain break



Hickory Drive Storm Pond

Storm Sewer

- A storm sewer pond was established at Hickory Drive.
- Public Works made progress on stormwater maintenance and inspections in 2019.
- Public Works maintained and repaired culverts and catch basins throughout the City due to record rainfalls.

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 26 call-outs in 2019 and 54.5 on-call hours worked. This does not include the hours spent on snow removal and ice treatment.

Maintained Infrastructure

Roads & Trails:

61.5 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):

149,676,000 – Hamel System
10,397,300 – Independence Beach
4,057,900 – Medina Morningside

Parks and Trails

The Public Works Department and Park Commission had a productive year. The Public Works staff spent approximately 1,477 hours on our parks in 2019. The following projects, policies, and improvements were completed in 2019:

- 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 2020-2024 Capital Improvement Plan.
- Entered into concession services agreement with CJS, LLC (a.k.a. Honey and Macky's) to run concessions during the baseball season.
- Public Works and the Hamel Athletic Club assisted with an Eagle Scout project in the Spring to install new dugouts at the Little League Field.
- Installed new batting cage nets and fencing around the batting cage nets to improve safety in Hamel Legion Park.
- Accepted donations from the Hamel Athletic Club for the batting cage improvements and for improvements to grass the infield at quad field number four.
- Resurfaced tennis court in Hunter Lions Park and added additional striping for USTA youth lines.
- Began discussions with Lake Independence neighborhood on how to improve Lakeshore Park, Walnut Park, and Maple Park.
- Updated the City of Medina's trail plan to comply with the 2020-2040 Comprehensive Plan.
- Installed new donated memorial bench at Holy Name Park in memory of Kay, Ray & Muriel Anderson.



Eagle Scout Dugout Project



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

Park Dedication Fee Revenue

Generated from New Development

2015: \$346,583.15

2016: \$72,893.02

2017: \$40,854.82

2018: \$114,918.34

2019: \$8,854.19

- Held numerous resident engagement events to educate the public on the importance of funding the municipal park fund. The City Council approved allocating \$112,000 into the municipal park fund as part of the 2020 budget approval.
- Heard a presentation from the Minnesota Cricket Association on the growing popularity of the sport in the area and the need for a cricket field in Medina.
- Accepted the establishment of a new fund, the Robert G Mitchell Jr. Designated Beneficiary Fund, to help support Medina's parks, trails, and wetlands.



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

- Patricia Raskob Trust – Preliminary Plat – 500 Hamel Road
- Mark of Excellence Homes – Weston Woods – East of Mohawk Drive and North of Hwy 55 – Comprehensive Plan Amendment and PUD Concept Plan – Park Dedication Review
- Jan Har, LLP (Adam's Pest Control) – Rezoning, Preliminary Plat, Site Plan Review, Conditional Use Permit (North of Hwy 55, West of Willow Dr) – Park Dedication Review
- Arrowhead Holdings, LLC (OSI) - 4101 Arrowhead Drive Rezoning, Preliminary Plat, Site Plan Review, Amended Conditional Use Permit, Easement Vacation – Park Dedication Review

Police Department

The Medina Police Department continued positive momentum in many areas. The department experienced changes in personnel, equipment and training, and spent time planning for the future as the time has come for my (Ed Belland's) retirement as the Public Safety Director for the City of Medina.

We added our second part-time CSO to the department, Patrick Johnson, a resident of Medina, in March. He joined Melissa Robbins in the support roll for our department as our Community Service Officer. In August of 2019, Melissa Robbins took a position with the Buffalo, Minnesota Police Department as a full-time licensed patrol officer. Kaylen Boeddeker, a Loretto resident who is in her last semester of skills training, was hired to replace Melissa in September.

On September 12, 2019, I submitted my letter of intent to retire at the end of March 2020. It was the start of the process to fill my position and backfill other positions left open due to my departure. We also proposed the hiring of the 11th licensed officer for the department in 2020. That position was approved in the 2020 budget process.

The selection process was completed for the Public Safety Director by naming Sergeant Jason Nelson as the next Public Safety Director for Medina. We also started the recruitment for two officer positions and the internal process to replace Sergeant Nelson's position. The personnel selection committee has been busy throughout the year.

We continued to replace and upgrade our equipment. In 2019, we replaced four squad cars. We had budgeted for three, but at the end of 2018, Officer Scharf was t-boned at an intersection on Highway 101. He was not injured but the squad vehicle was totaled. We added weapon cameras to all our service weapons. These cameras are activated whenever an officer draws his or her service weapon. We replaced all our squad computers in 2019. While these types of computers have a life expectancy of approximately 4 years, the computers we replaced lasted 7 years due to upgrading them to solid-state drives, which have no moving parts. The new computers came with the solid-state drives.

Our mandatory training in use of force, pursuit/emergency driving, bloodborne pathogens, right-to-know and active shooters continued in 2019. We held classes in commercial truck enforcement and officer mental health. De-escalation training also continued for all officers. We need to ensure our officers stay up to date with the latest and best techniques available when dealing with emergency situations.

I want to thank the Medina and Loretto communities for all its support over the last 28 and a half years. It has been a privilege to serve such a great community. I leave the community in great hands as I retire. Jason Nelson has the experience, ethics and skills to take the Medina Police Department into the future.

Edgar J. Belland, Police Chief/Public Safety Director

PATROL HIGHLIGHTS

The patrol officers have once again done an amazing job protecting the citizens of Medina. We have six full-time officers that work 12-hour shifts. The officers cover Medina and Loretto 24 hours a day, 365 days a year. Working the 12-hour shifts allows the department to have the best coverage with the least amount of staffing. Our police officers are required to wear many hats: a patrol officer acts as a marriage counselor, mental health counselor, drug and alcohol counselor, emergency medical specialist, mediator, crises management specialist, criminal investigator, and animal control specialist. The officers have their specialties and have continued to train and educate themselves in the areas of leadership, drug and alcohol impaired driver enforcement, and crisis management.

The City's adopted core values of teamwork, trust, professionalism, and communication are well understood by our officers; and we work as a team to ensure that the City of Medina and its citizens are protected every day. I could not be prouder of the work that these officers do on a day-to-day basis.

Officers again this year have saved lives using Narcan in response to opioid overdoses. On two different occasions, officers were dispatched to medicals, and as a result of their training, acted quickly to determine the incident resulted from opioid usage and successfully administered Narcan to save two lives.

In the summer of 2019, officers responded to a call at Peg's Countryside Catering where a person was located unconscious but breathing and officers began to render medical aid. A short time later the Hamel Fire Department arrived and, while assisting in medical aid, its carbon dioxide detector went off. Had it not been for Hamel Fire Department having carbon dioxide detectors attached to its medical kits, we could have had several people including police and fire personnel critically or fatally injured. We have since outfitted all our medical bags with carbon dioxide detectors.

This past summer we have had several theft rings impacting not only our City, but the entire metropolitan area, by stealing cars and committing residential burglaries. Every few months these groups have showed up in our City. Through good patrol and investigative work, several individuals involved in these criminal activities have been arrested and charged this past year.

In late Fall, we responded to a domestic that involved a juvenile being stabbed twice and a mother that was assaulted multiple times with a frying pan. The suspect is the juvenile male's sibling that has mental health issues and is now receiving assistance at a mental health facility.



Officer Scharf's graduation from Drug Recognition Expert School (DRE)

Jason Nelson, Patrol Sergeant

INVESTIGATIONS HIGHLIGHTS

In 2019, there were 205 cases assigned to investigations. The cases included property crimes, physical assaults, financial crimes, death investigations, sexual assaults and child abuse. Several of the cases involved responses from multiple agencies in the metro area. Of these cases, many were sent to the Hennepin County Attorney's Office and City Attorney's office for criminal prosecution. In addition to criminal investigations, I also conducted 52 permit background checks and approximately 50 background checks for solicitor permits, city employment, and liquor license applications.

A suspect was identified with reports of numerous residential burglaries and thefts from motor vehicles. This suspect was part of a group of approximately 80 juveniles committing similar crimes in the 7-county metro area, including several communities in Hennepin County. A metro wide task force of numerous police agencies was formed to investigate this crew. A search warrant was executed at a residence in Minneapolis and numerous items from the burglaries were recovered. Multiple suspects were later charged with numerous felonies. Our case was submitted to the Hennepin County Attorney's office for charging.

A suspect crashed a stolen vehicle and was picked up by another party who was also driving a stolen vehicle. Both parties were later located in the area and were placed under arrest. Upon searching the vehicles, we discovered numerous stolen items. After further investigation, it was determined the arrested parties recently had committed a burglary in the City of Hutchinson and had stolen one of the vehicles from the City of Watertown. The suspects have been charged with possession of stolen property by the Hennepin County Attorney's Office.

Joshua McKinley, Investigator

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, two part-time community service officers, and one full-time administrative assistant. Officer McKinley finished his first year as the in-house investigator. We have five Reserve Officers. The Medina Reserve Unit logged 861 volunteer hours in 2019.

HIGHLIGHTS and ACTIVITIES

Training: Our all-day training in 2019 was held at the Medina Police Department and the Corcoran Police range. We had live fire scenarios, hands on defensive tactics and simunition (non-lethal ammunition) training. The scenario-based training involved traffic stops, domestics and dealing with the mentally ill. We held four department shoots including a qualifying shoot in December. We continue to use PATROL Online for training our licensed officers. PATROL Online has expanded its course to cover the new training requirements with de-escalation, implicit bias and managing the mentally ill.

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 2019, the taskforce had 112 arrests. It charged 110 persons with drug-related crimes and conducted 134 search warrants. It seized 30 firearms and over \$4,300,000 worth of street drugs. The taskforce remains committed to reducing drugs on our streets. In 2019, meth continues to be a major issue in our area. Our taskforce took 152 pounds of meth off the streets.

Community Service Policing: In 2019, we continued our Coffee with a Cop program. 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.

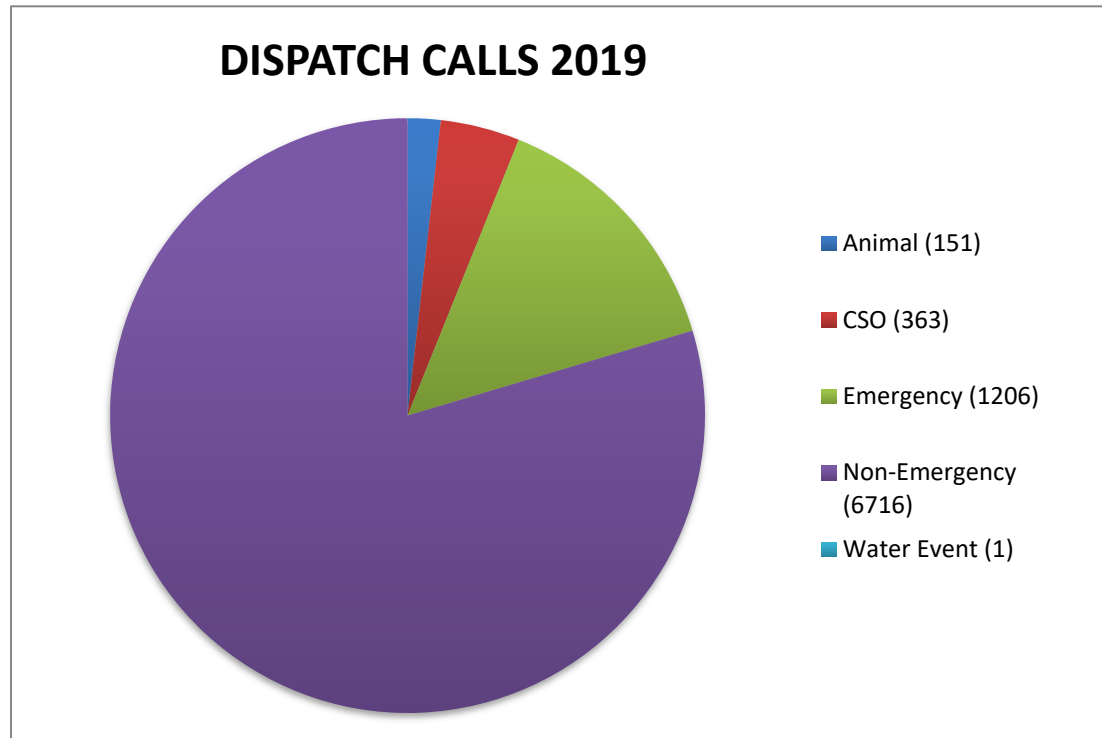


Medina Police Officers, Reserves, and Community Service Officers at the Bike Safety Rodeo.



Shop with a Cop Event.

FACTS and FIGURES



2019 FBI NATIONAL CRIME DATA FOR MEDINA

PART ONE CRIME					
STATISTICS	2015	2016	2017	2018	2019
Murder	0	0	0	0	0
Rape	1	0	1	1	0
Robbery	0	0	0	0	0
Assaults	0	0	2	3	1
Burglary	6	12	7	3	14
Thefts	88	93	64	74	88
Auto Thefts	3	4	2	0	3
Arson	2	0	0	0	0
TOTAL	100	109	76	81	106

PART TWO CRIME					
STATISTICS	2015	2016	2017	2018	2019
Forgery	1	6	12	8	1
Fraud	11	17	19	13	11
Stolen/Theft Rel.	1	5	0	4	3
Vandalism	29	26	15	12	0
Weapons	2	0	0	1	1
Narcotics	73	56	24	44	30
DWI	103	78	62	26	33
Liquor Laws	14	15	9	11	8
Disorderly Conduct	12	4	8	5	1
CSC	1	4	1	0	5
Other Assaults	11	14	6	8	5
Other	30	38	38	9	16
Kidnapping	0	0	0	0	0
TOTAL	288	263	194	141	114

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 area of the City. All four departments continued to provide quality fire and emergency services to the City in 2019. The four departments responded to 248 calls in 2019, taking approximately 2,421 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 they spend in training and equipment maintenance.

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 material 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 collective firefighters for Maple Plain, Loretto and Hamel departments are staffed with approximately 30 firefighters per department. Having four fire departments serving Medina is a great resource to draw from when additional personnel is needed to respond to a major incident. In addition, the Mutual Aid Agreements amongst all Hennepin County fire departments provides Medina with additional resources.



Long Lake Fire Training on Homestead Trail.

HIGHLIGHTS AND ACTIVITIES

HAMEL	LORETTO	LONG LAKE	MAPLE PLAIN
On-Boarded 6 new members	Replaced Utility pickup and Suburban-Utility donated to Loretto Lions	Started a Recruitment Committee and increased new firefighters from 1 in 2018 to 5 in 2019	3 firefighters retired
Ordered new rescue apparatus	Purchased ResQPump- Donated by Corcoran Lions	Added two new day time responders – one at each station	Hosted the Annual Open House and Steak Fry
All Officers now certified in BlueCard Incident Command	Added 9 new firefighters	Approved new duty uniforms for firefighters for 2020 budget	Hired 1 new firefighter

Hamel Fire Department Transition Study Group - On July 1, 2019, the Hamel Volunteer Fire Department Board of Directors requested the formation of a joint task force with representatives of the City of Medina to investigate the feasibility of transitioning Hamel Fire to a municipal fire department.

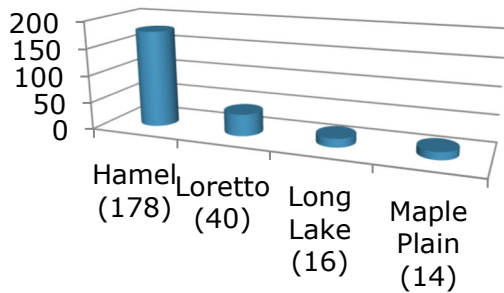
On August 20, 2019, the Medina City Council authorized the formation of this transition study group, appointing Mayor Martin and Council Member DesLauriers to participate in discussions with the Hamel Fire Department. The study group held four meetings, after which the City representatives recommended the City authorize a professional study to advise the City on the possible formation of a municipal fire department for the City of Medina.

On December 17, 2019, the City Council approved a resolution supporting the participation and cooperation in a fire service planning grant program through the state fire marshal's office. Medina was awarded the grant in January 2020 and has hired a consultant to complete the study in 2020.

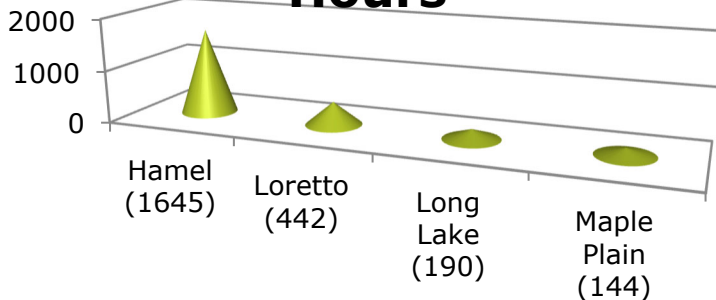


Medina recognizes Fidel (Dell) Theis for 45 years of service to Hamel Volunteer Fire as he retires

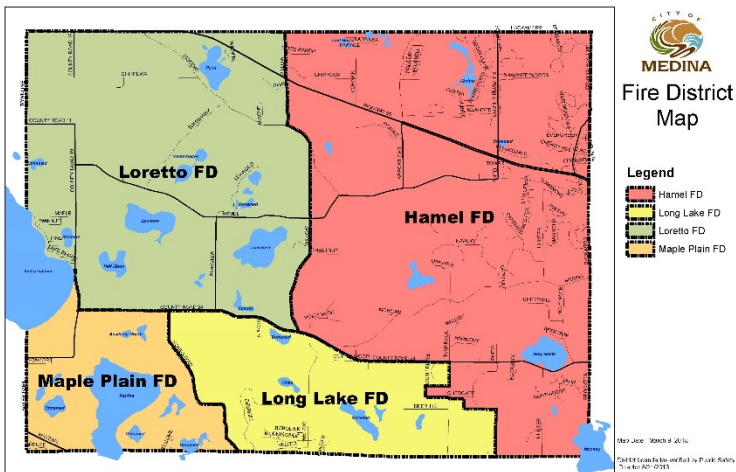
Number of Medina Calls



Total Medina Call Hours



FIRE COVERAGE MAP



Fire Operating Budget

2017 - \$329,173
2018 - \$338,211
2019 - \$362,183

Fire Capital Budget

2017 - \$97,200
2018 - \$107,290
2019 - \$97,877

Population Served

75.4% -- 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

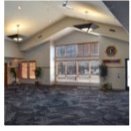
Market Value Protected

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
Chris Doyle – Maple Plain Fire

2019: A Year in Retrospect



January

- Conducted oath of office for Mayor Martin and Councilmembers Albers and DesLauriers
- Established 2019 appointments and designations to various city services
- Held annual goal setting session
- Approved copier lease with Marco
- Received feasibility report and called for public hearing for Brockton Lane improvement project
- Installed new carpet at the Hamel Community Building



February

- Approved tennis court rental agreement with Agre Tennis
- Approved baseball grounds agreement with Hamel Athletic Club
- Approved concession agreement with CJS, LLC
- Held Brockton Lane sanitary sewer improvement hearing
- Approved plans and specs for Hickory Drive street and utility improvement project



March

- Heard annual report presentations from our four fire departments
- Adopted ordinances amending regulations for commercial-neighborhood zoning district, amending official zoning map to comply with 2040 comp plan, and amending side yard setback requirements
- Approved Canadian Pacific Railway agreement for grade crossing extension
- Enforced annual spring road weight restrictions



April

- Adopted ordinance amending School Lake Nature Preserve Conservation Design-PUD
- Recognized Steve Scherer for 25 years of service
- Recognized Thomas Gregory for 15 years of service
- Held public hearing for Maxxon variance and site plan review
- Held annual Medina business forum and spring business tours
- Held Board of Appeal and Equalization meetings
- Held Annual Medina Clean-up Day



May

- Accepted donation from Hamel Athletic Club to complete field upgrades
- Heard presentation from U of M Humphrey students on Uptown Hamel study
- Adopted ordinance rezoning certain properties to RR-UR
- Approved staff needs analysis
- Hired Austin Roerick in Public Works
- Held annual park tour
- Held bike safety rodeo for kids



June

- Held Medina Economic Development Authority meeting
- Approved court resurfacing agreement for Hunter Lions tennis court
- Reviewed Charlie's concept plan for 172 Hamel Road
- Reviewed Independence and Maple Plain's comprehensive plans
- Approved annual liquor license renewals

2019: A Year in Retrospect



July

- Recognized Public Works Foreman Ivan Dingmann as he retires
- Appointed Derek Reinking as new Public Works Foreman
- Adopted 2019 trail master plan
- Adopted ordinance amending Uptown Hamel Zoning District
- Approved temporary liquor licenses to Holy Name of Jesus Church and Wildlife Rehabilitation Center of Minnesota



August

- Attended Night to Unite neighborhood celebrations
- Accepted resignation of CSO Melissa Robbins
- Held public hearing for Presbyterian Homes conduit bond request
- Approved resolution granting final plat approval of Raskobs Elm Creek Addition
- Formed Hamel Fire Dept transition study group
- Recognized Jennifer Altendorf for five years of service



September

- Held budget open house and approved 2020 preliminary budget and tax levy
- Approved Quad-city agreement with Medina, Independence, Greenfield, and Loretto
- Adopted resolution recognizing Fidel (Dell) Theis for 45 years with Hamel Fire
- Accepted Chief Belland's retirement notice (effective 3/31/2020)
- Held Annual Medina Celebration Day



October

- Accepted donation from Hamel Athletic Club for field improvements
- Accepted donations for Medina Celebration Day
- Began Chippewa Road and Arrowhead Drive visioning study
- Adopted resolutions certifying delinquent utilities to the Hennepin County Auditor



November

- Reviewed Mark of Excellence Homes Weston Woods request for a comp plan amendment and PUD concept plan
- Approved cooperative agreement for Hickory Drive stormwater improvements
- Appointed Jason Nelson as next Public Safety Director (effective 4/1/2020)
- Approved stormwater design manual
- Accepted public utilities within Enclave at Brockton 4th, 5th, & 6th additions



December

- Participated in Holiday Train
- Accepted resignation of Austin Roerick
- Appointed Ivan Dingmann as part-time seasonal employee
- Adopted final 2020 budget, tax levy, and fee schedule
- Approved 2020 tobacco licenses
- Approved 2020 lawn and grounds agreement
- Adopted resolution supporting fire study grant application and participation

Preview of 2020 Goals

Overarching Organizational Goals

- Institutionalize employee shared/core values
- Strengthen ties with local businesses
- Continue to recruit new commissioners and volunteers for the city
- Continue to look for opportunities to partner with neighboring communities

Administration

- Attract campus businesses to Hwy 55
- Continue planning process for Hackamore Road Project
- Successfully administer Presidential Primary, State Primary, and General Election
- Introduce new voting equipment

Finance

- Lead the budget process
- Issue new credit cards or p-cards with cash back benefits
- Research workflow software
- Long-term budget analysis

Planning/Zoning

- Complete Tamarack Drive corridor study
- Assist with Diamond Lake Regional Trail master plan
- Create affordable and lifecycle housing strategy
- Update developer's handbook

Public Safety

- Complete fire services study
- Onboard new police personnel and evaluate additional positions
- Review tobacco ordinance
- Replace various equipment

Public Works

- Complete road and overlay projects
- Address inflow and infiltration plan
- Update pavement management plan
- Plan for 2021 filter replacement at water treatment plant

Parks/Trails

- Assist with Baker Park ravine project
- Begin Hunter Park future concept plan
- Explore options for park land purchase in Chippewa/Mohawk area

Recognizing Our Contributors

GRANTS

\$12,385.00 Hennepin County Residential Recycling Grant
 \$12,853.00 Hennepin County Residential Organics Grant
 \$44,200.00 Hennepin County Trail Grant for County Road 116/Pinto Drive Trail Project
 \$47,152.38 Metropolitan Council Grant for Brockton Sewer Project
 \$68,750.00 Elm Creek Watershed Grant for Tower Drive Stormwater Project
 \$22,576.20 Federal Grant for the Safe and Sober Traffic Project

2019 DONATIONS & CONTRIBUTIONS

Civic/Non-Profit Organizations

Boy Scout Troop 3570
 Friends of Wolsfeld Woods
 Hamel American Legion
 Hamel Athletic Club
 Hamel Lions Club
 Hamel Volunteer Fire Department
 Lake Independence Citizens Assoc.
 Loretto Lions Club
 Loretto Volunteer Fire Department
 Medina Celebration Day Committee
 Minnesotans' Military Appreciation Fund
 Wayzata Youth Hockey Association
 Wayzata High School Y.E.S. Club
 We Can Ride

Local Businesses & Individuals

AAA
 Adam's Pest Control
 Adam's Healthy Home Heating & Air
 Andy's Hometowne Pizza
 Art 2 Heart
 AutoMotorPlex of Medina
 Brookley Wofford Toppel, Ms. Royalty
 International
 Casey's General Store
 Darlyne Whitman
 Ditter Cooling, Heating & Electrical
 DMJ Asphalt
 Dobo's Cafe & Bakeshop
 Dojo Karate of Medina
 Edward Jones Investments
 Farmers State Bank of Hamel
 Flagship Technologies
 Fortin Chiropractic Clinic
 Fortin Consulting
 Gregor Farm & Greenhouse
 Highway 55 Party Rental
 Intercomp
 John Day Company
 Kalla Lily Salon and Spa
 KD & Company Recycling

Kumon of Medina
 Lenny Leuer Honey
 LocalTies
 Loram Maintenance of Way
 Lt. Col. Jim Rohrer, USAF Ret.
 Maple Crest Landscape
 Maxxon
 Medina Entertainment Center
 Medina Golf & Country Club
 Medina-Hamel School of Music
 Molly O'Brien-Hasek
 North Star Search & Rescue
 Okalee of Medina
 Peg's Countryside Café
 Peg's Countryside Catering
 Robert Belzer and Family
 Scherer Pumpkin Patch
 SharePoint Credit Union
 Shelly Boyum-Breen, Author of
 Shelly Bean the Sports Queen
 Target - Medina
 The Pilates Advantage
 The Wealshire of Medina
 True Care Auto Repair
 Winston & Co. Boutique

Recognizing Staff & Service Providers

Thank you to all of the staff, consultants, and representatives who provided service to the City in 2019.

ELECTED OFFICIALS

Mayor: Kathleen Martin
Council Members: Jeff Pederson, John Anderson,
Dino DesLauriers, Todd Albers

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
Nicole Jacobson, PT Administrative Assistant

Public Works Department

Steve Scherer, Public Works Director
Ivan Dingmann, Foreman (retired in July)
Derek Reinking, Foreman (July-present)
Greg Leuer, Water/Sewer Operator & Maint.
John Gleason, Maint. Worker/Field Inspector
Joe Ende, Maintenance Worker
Austin Roerick, Maintenance Worker (June-Nov)

Planning and Zoning Department

Dusty Finke, Planning Director
Debra Dion, Associate Planner
Katrina Jones, Administrative Assistant
Ben Schneider, GIS/Planning Intern

Police Department

Ed Belland, Public Safety Director
Jason Nelson, Sergeant
Josh McKinley, Investigator
Anne Klaers, Administrative Assistant
Officers: Kevin Boecker, Chris McGill, Keith
Converse, Tom Gregory, David Hall, Jeremiah Jessen,
and Andrew Scharf
CSO: Melissa Robbins, Patrick Johnson, Kaylen
Boeddeker

APPOINTED REPRESENTATIVES

Planning Commission

Robin Reid, Chairperson
Commission Members: Kerby Nester, Aaron Amic,
Rashmi Williams, Cindy Piper, Peter Galzki, Beth
Nielsen.

Park Commission

Steve Lee, Chairperson
Commission Members: John Jacob, Jeff Rumsey,
Elizabeth Weir, Ann Thies, Mary Morrison, Terry
Sharp.

Other City Appointed Representatives

Elm Creek Watershed Management Commission:
Elizabeth Weir and Terry Sharp
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

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