



# 2020 Annual Report



*Voting in old Public Works garage to allow for proper social distancing.*

***Working Together  
to Serve the  
Community Safely***

*This report provides an overview of the City of Medina's activities, accomplishments, and fiscal responsibility for calendar year 2020.*

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## Mayor's Welcome

Medina's remarkable teams of administrators, finance officers, planners, police officers, firefighters, public works personnel and elected officials guided the City through the uncharted waters of a global pandemic in 2020. Notwithstanding the unique challenges posed by COVID-19, our extremely competent, committed and nimble staff continued to provide the highest quality of services to our residents and businesses, while keeping the City financially sound.

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-  
2020



Jeff Pederson,  
Councilmember

Term:  
January 2011-  
2020



Todd Albers,  
Councilmember

Term:  
January 2019-  
Present



Dino DesLauriers,  
Councilmember

Term:  
August 2018-  
Present

### 2020 City Council Members

## City Administration

It is an honor and a privilege to provide the 2020 Annual Report for Medina. Our theme in 2020 was “Working Together to Serve the Community Safely”. We embraced technology to hold virtual meetings, implemented electronic building permits, expanded our abilities to collect credit card payments for City fees, enacted policies and procedures to safely social distance, wore masks and personal protective gear, and implemented a hybrid work schedule to facilitate safely working in the office or at home.

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 as we recover from the COVID-19 pandemic.

The City of Medina looks forward to a safe and productive 2021. We look forward to our community’s return to normalcy in the coming year. As the City Administrator, I welcome your visits and calls. You can reach me at [scott.johnson@medinamn.gov](mailto:scott.johnson@medinamn.gov) or (763) 473-8840.

Scott Johnson, City Administrator

### PRIMARY SERVICES

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

### STAFFING

The Administration Department consists of three staff members: a full-time City Administrator (Scott Johnson), a full-time Assistant City Administrator-City Clerk (Jodi Gallup), and a part-time Administrative Assistant (Nicole Jacobson). The City contracts for legal counsel with Kennedy & Graven.

### HIGHLIGHTS and ACTIVITIES

- **Business:** The Medina Economic Development Authority held its two annual meetings. Due to COVID-19, the spring and fall business tours were cancelled. The City sent out regular communications on various grant opportunities for businesses struggling due to COVID-19 shutdowns and restrictions. Hennepin County distributed \$241,600 in COVID relief grants to 24 Medina businesses.
- **Licenses & Permits:** The COVID-19 shutdowns were hard on restaurants with the Governor’s orders completely closing restaurants for periods of time and reducing seating capacity during other times throughout 2020. Liquor license fees were prorated in 2020 to

help reduce the burden on restaurants. The state also allowed restaurants with on-sale liquor licenses to temporarily include alcohol sales in their to-go orders without having to obtain a separate off-sale license. In the Spring, Baker National Golf Course added a wine license to its 3.2 liquor license, which allowed the clubhouse to serve strong beer per state law and Medina's local ordinance. In October, two establishments failed alcohol compliance checks. The City's Tobacco Ordinance was revised to meet state and federal law changes which raised the minimum age for the sale of tobacco products from 18 to 21 years of age.

- Elections:** The City had a busy year administering three separate elections in 2020, beginning with the Presidential Nomination Primary Election in March, State Primary Election in August, and the General Election in November. Each election had a 46-day absentee voting period, which was preceded by approving ballot layouts, ordering ballots and absentee voting supplies, extensive training for staff, equipment testing and software updates, legal notice publishing, and recruiting and training election judges. The City's local election had two council seats and the mayoral seat up for election, which involved administering candidate filings, collecting campaign finance reporting, and certifying election results. Due to the global pandemic, the City had record numbers of residents voting early by absentee ballot to avoid crowds on Election Day. Some voters were concerned with mailing ballots, so many residents chose to vote early at City Hall instead of through the mail. The City's election planning took extra steps in 2020 to incorporate social distancing, sanitizing, wearing masks, and security. The City moved Precinct 1A from the City Council Chambers to the old Public Works garage behind City Hall to better allow for social distancing. The City hired two part-time temporary election assistants to help with the increased volume of in-person absentee voters for the General Election absentee voting period. The City's post-election voter registration report card showed zero errors, among 58 categories.

- Information Technology:** Information Technology played an important role in the seamless continuation of city operations amongst a global pandemic. City Council, staff, and volunteer commissions swiftly moved all public meetings to a virtual platform through Microsoft Teams on March 17, 2020, which continued into 2021. Office staff who were able to work from home did so in early spring during the Governor's "stay at home" orders.

This was made possible by issuing Microsoft Surfaces to each employee, which were purchased through Federal CARES Act funds. Over the last several years, the City's information technology had been moving programs and technology from the "basement server" to the cloud, which made for an easy transition to working remotely. The City's phones now can be answered through smart phones and desktop computers. The City's permanent records are stored using Laserfiche's cloud application. The City's everyday files are stored on Microsoft SharePoint and OneDrive, which are also cloud based systems. City Hall employees came



Above: Screenshot from 1st Virtual Council Meeting

back to the office in early June on a hybrid schedule that implemented better social distancing at the office.

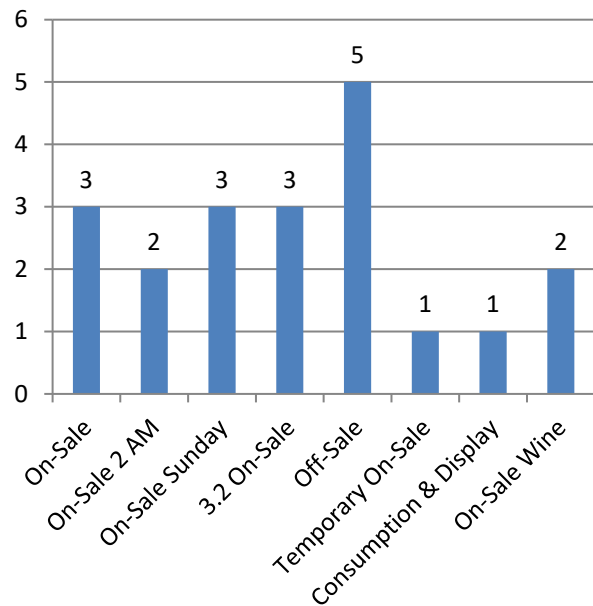
- **Human Resources:** The City recognized four employees for milestone years of service in 2020. Due to COVID-19, staff began a new online training program to fulfill all its annual safety training requirements. Personnel policies were amended to allow eligible employees upon retirement to contribute their sick leave payouts to a Health Care Savings Plan (HCSP), administered through the Minnesota State Retirement System (MSRS). Human Resources stayed busy throughout the year with staff changes including three internal promotions/job changes in the police department, three resignations, position vacancies requiring recruitment processes, and onboarding new employees. Jason Nelson became the Public Safety Director on April 1, 2020, which began the hiring/replacement process to fill his previous position as Police Sergeant. Officer Kevin Boecker was appointed as the new Sergeant. Officer Justin Hanson began his employment with the Medina Police Department on February 10, 2020. Community Service Officer Kaylen Bodeker was hired as a full-time Police Officer on August 4, 2020, but she resigned in January 2021. The vacant Community Service Officer position was filled by Jackson Billman. Planning and Public Works Assistant Katrina Jones resigned from her position, which was filled by the hiring of Lisa DeMars on August 4, 2020. The City successfully negotiated a one-year Union Labor Agreement with Law Enforcement Labor Services, Inc.
- **Garbage, Recycling & Organics:** Staff continued to promote organics recycling in 2020 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. On January 7, 2020, the City renewed its organized collection contract with Randy's Environmental Services for garbage, recycling and organics collection. On December 1, 2020, Randy's Environmental Services was acquired by Republic Services.
- **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 had to cancel several community events due to the pandemic and limits on social gatherings including Medina Celebration Day, Bike Safety Rodeo, and Night to Unite.
- **Transportation:** The Arrowhead Drive Quiet Zone construction project was completed with the quiet zone going into effect on January 5, 2021. The City engaged residents in a Tamarack Drive Visioning Study to plan for the future roadway at Highway 55, north of Hamel Road and South of Meander Road. The cities of Medina and Corcoran began planning for future improvements along Hackamore Road.

## FACTS and FIGURES

### Administration Facts

Full-Time Equivalent (FTE) Employees: 25  
 Total Hours Worked by All Employees: 60,313  
 Average Staff Longevity: 10.4 years  
 Number of First Reports of Injury: 3  
 Total Market Value: \$1,773,848,748

### Liquor Licenses Number of each type issued in 2020



### Number of Licenses & Permits Approved in 2020





Above: First Virtual Candidate Forum

### City Council 2020 Actions

Ordinances Adopted: 15

Resolutions Approved: 104

Local Board of Appeal

Applications Reviewed: 10

Hours Spent in Council Session: 59.55

### 2020 General Election

Absentee Ballots/Early Voters: 3,327

Election Day Ballots: 1,209

Total Ballots Cast: 4,536

Registered Voters at 7 am: 4,736

Election Day Registrations: 271

Voter Turn-out: 90.6%

Number of Election Judges: 34

### Recycling & Organics Reporting

#### Recycling

705.16 tons collected (annually)

88.6% weekly set-out rate

#### Organics

54.92 tons collected (annually)

544 out of 2,231 households subscribe

24% participation rate



Pictured Above: City Hall voting precinct moved to old public works garage to allow for social distancing.

## Finance Department

Due to the COVID-19 pandemic, the City received \$500,711 in funding from the CARES Act in 2020. Federal guidelines limited expenditure reimbursement to COVID related expenses that were not budgeted and public safety expenditures (some budgeted and any COVID related.) The City had \$139,157 of unbudgeted pandemic-related expenses, which included purchases of protective equipment, disinfecting supplies, telecommuting-equipment and building safety modifications. The remaining funding of \$371,554 was applied to reimburse the City for public safety expenditures. Hennepin County grant funding in the amount of \$11,085 was received to offset costs of the 2020 Presidential Nomination Primary election. The grant was used to defray the costs of ensuring a safe voting space and allowing voters to be socially distanced. During several City Council meetings in 2020, potential loss scenarios arising from the economic affects of the pandemic were analyzed. The Hamel Community Building was closed for much of 2020 due to social distancing and state executive orders; as a result, there was a revenue loss totaling \$30,600. During the year, the City saw a significant increase in building permit activity. Overall, the City did not experience a budget loss.

The City continues to maintain healthy 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 works collaborating with other City departments to make reliable management decisions to achieve their goals and objectives while maintaining the integrity of the City's financial position.

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 in future years, 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

The 2020 water and sewer rate analysis supported a 1.5% increase to water rates and a 2% increase to sewer rates for 2020 to cover increased operating expenses in the water utility fund and sewer utility fund, which allows these enterprise funds to remain self-supporting 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 2020, permits for thirty-seven new single-family homes were issued, adding \$25,762,628 of value to the tax base. The total residential and commercial construction activity, which includes new construction, remodels and additions, added an estimated \$28,758,516 of value to the tax base.

## Where Do My Property Taxes Go?

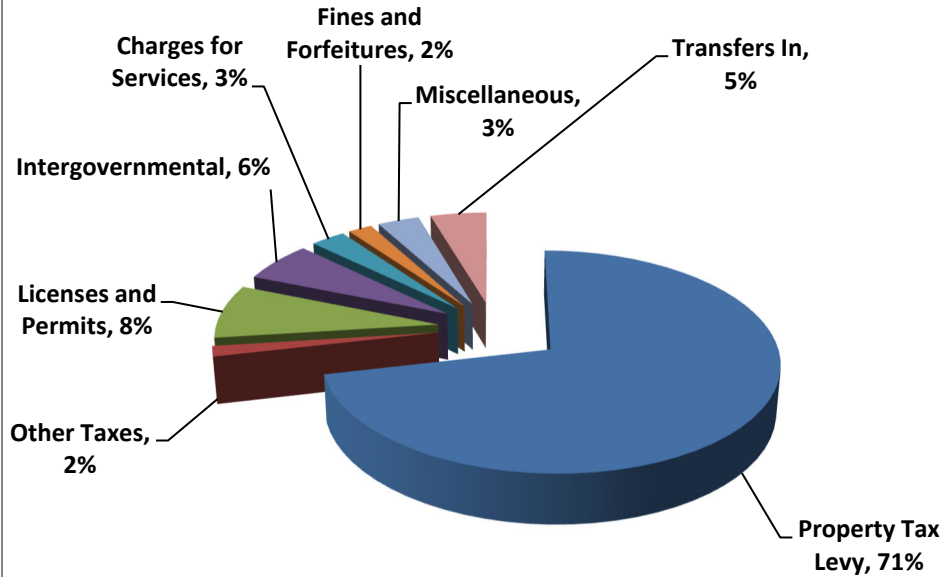


\* Schools – Represents District #284 Wayzata

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

FACTS and FIGURES

### General Fund Revenue \$4,807,123



#### City Tax Levy

\$4,002,894 in 2019

\$4,392,771 in 2020

#### Utility Billing

3,306 customers

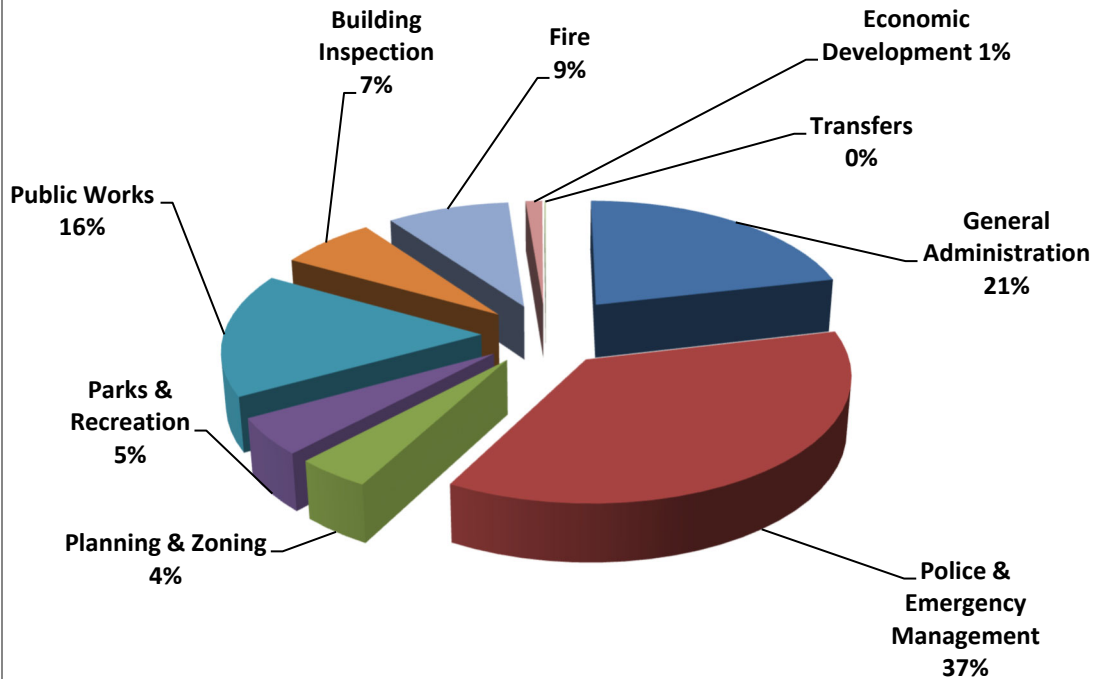
1,860 billed monthly

1,817 use electronic payment services

#### City Bond Rating

Aa1

### General Fund Expenditures \$4,807,123



## Planning/Zoning & Building Department

2020 was the City's busiest year in terms of building permits and, like many other businesses, the Planning Department was able to maintain operations while transitioning to working from home in support of COVID-19 precautions. Building activity was generally higher across the board, unlike previous years in which peaks in activity arose primarily from storm damage.

Planning staff's active involvement with the Long Lake Creek Subwatershed Partnership paid dividends in 2020, with the City working in partnership with Minnehaha Creek Watershed District to obtain \$232,000 in grant funding to stabilize an eroding ravine and improve water quality draining to Wolsfeld Lake.

Two of Medina's businesses constructed expansion projects during 2020, and a new facility was approved for a third existing business. Two larger residential developments were reviewed over the year along with various other smaller projects.

Deb Dion, Lisa DeMars, and I welcome questions related to building permits, zoning, or any general inquiries related to the land or 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 a third staff member shared with the Public Works Department: (Administrative Assistant Lisa DeMars). 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 pages)*
  - Major **Expansions** at **The Wealshire** and **OSI (Open Systems International)**.
  - **37 new single-family homes**.
  - Estimated **\$69,872,858** of market value added to the City (Combined residential and commercial construction) – significant increase over recent years.
  - **1,105** building permits issued, the most in a single year.



- **Continued operations with COVID Precautions**
  - Staff working from home most of the spring and summer.
  - Most permits transitioned to being processed electronically.
  - All services continued to be available throughout various phases of precautions.
- **Wolsfeld Ravine Grant Funding** – Planning staff worked with Minnehaha Creek Watershed to receive grant funding to stabilize eroding ravine draining to Wolsfeld Lake.
  - **\$232,157 funding received** – estimated 80% of the cost of the project.
  - **46 lbs/year** of **phosphorus** loading reduction to the Lake projected.
  - Design planned for 2021; Potential construction winter of 2021/2022.
- **Land Use Activity** *(summary can be found on following pages)*
  - Commercial projects approved - OSI expansion; New Adam's Pest Control building.
  - Residential developments reviewed – Meadowview Commons; Weston Woods of Medina.
  - 9 smaller-scale projects (variances, conditional use permits, lot rearrangements, etc.).
- **Tamarack Drive Study** –
  - Identifies right-of-way needs so they can be dedicated upon subdivision.
  - Provides a framework for improvements in connection with adjacent development.



- **Long Lake Subwatershed Assessment –**
  - Partnership with Long Lake Waters Association, Minnehaha Creek Watershed and cities of Orono and Long Lake.
  - Identified and prioritized potential projects to improve water quality.
  - Assessment was grant funded.
- **Ordinance Amendments –** updated regulations related to:
  - Accessory structures regulations
  - Septic system regulations
  - Density regulations in residential districts
  - Exterior building material regulations for commercial rehabilitations

## FACTS and FIGURES

### Building Permit Activity (2016-2020):

	2016	2017	2018	2019	2020
# New Single Family	64	60	56	43	37
Valuation	\$34,036,649	\$29,700,510	\$31,235,936	\$23,391,809	\$24,025,330
# New Townhomes		0	0	0	
Valuation		\$0	\$0	\$0	
# New Multi-family				1	
# units				82	
Valuation				\$12,436,239	
# New Commercial	5	2	0	2	3
Valuation	\$13,201,640	\$3,180,250	\$0	\$1,798,280	\$4,656,784
# Other Valued Residential	117	134	110	144	168
Valuation	\$3,637,034	\$5,197,373	\$5,460,604	\$9,388,480	\$8,067,749
# Other Valued Commercial	58	65	106	53	196
Valuation	\$7,807,687	\$9,383,763	\$9,462,523	\$3,971,008	\$33,122,995
General Permits	305	344	341	796	701
Total Permits	815	861	835	1244	1320
Total Valuation	\$58,683,010	\$47,461,896	\$46,159,063	\$50,985,816	\$69,872,858

**Land Use Application History (2016-2020):**

	2016	2017	2018	2019	2020
Variances	2	3	0	2	1
Conditional Use Permits	1	8	1	3	5
Preliminary Plats	3	5	1	2	6
Final Plats	6	4	4	2	4
Lot Divisions, Rearrangements	2	3	4	3	1
Site Plans	4	2	2	2	2
Planned Unit Developments	2	1	1	1	
Stage I (Mixed Use) Plans	0	0	0		
Stage II (Mixed Use) Plans	0	0	0		
Comp Plan Amendments	0	3	1		2
Zoning Amendment	3	4	1	3	4
Ordinances	3	9	7	3	6
Vacations	3	0	0	3	3
Extensions to file plats	4	2	3	1	
Private Kennel Licenses	0	0	0		
Interim Use Permit	0	1	0		1
Annexations	1	0	0		
Environmental Assessment Worksheet					1
<b>Totals</b>	<b>34</b>	<b>45</b>	<b>25</b>	<b>25</b>	<b>36</b>

## Public Works Department

2020 was memorable! Public Works kept a busy schedule even as our priorities shifted to observe shutdown orders, quarantines and social distancing. We worked through staffing challenges for most of the year, yet successfully completed culvert projects, sign replacements and maintenance projects throughout the City. Facilities were utilized like never before as our residents took refuge in outdoor activities within the parks and trail systems, reminding us of the importance of these amenities. Our annual cleanup day event was canceled in April and replaced with a Covid-friendly (contactless) version in July.

Steve Scherer, Public Works Director

### **PRIMARY SERVICES**

The Public Works Department oversees the daily operations of sewer and water utilities, parks/trails, road maintenance/repairs, the compost/brush site and maintenance for all City properties, and all City buildings, including the community center, field house and City Hall. Public Works performs erosion control inspections, coordinates safety training (OSHA) for City Staff and manages the German Liberal Cemetery. Whether it be clearing debris from a right of way or responding to a watermain break under a state highway, the Public Works Team prioritizes and responds quickly to residents who reach out for help. In addition, Public Works plans long term capital improvement projects and collaborates with the Planning Department to identify and budget for the infrastructure needs of our growing City.



### **STAFFING**

The Public Works Department consists of six full-time staff members: Public Works Director, (Steve Scherer), Foreman (Derek Reinking), Field Inspector (Jack Gleason), Water & Sewer Operator (Greg Leuer) and two Maintenance Technicians (Joe Ende) and (Nick Zumbusch – hired in 2021). The department also includes one seasonal Maintenance Technician as well as an Administrative Assistant (Lisa DeMars) who is shared with the Planning Department. The Administrative Assistant vacancy was filled in August 2020. The vacant Maintenance Technician position was filled in March 2021. The Public Works Department works with WSB and Hakanson Anderson for engineering guidance.

## **HIGHLIGHTS and ACTIVITIES**

### **Road Paving and Maintenance Projects**

- Completed street visioning for Tamarack Drive and Highway 55 intersection (joint effort with Planning and Engineering).
- Staff submitted 30% Hackamore Road reconstruction plans to council for direction.
- Procured a Case Backhoe and a Polaris Ranger.
- Due to Covid-19, social distancing restraints, and fund re-allocations a significant amount of signage was replaced throughout the City with limited risk to our employees.
- Reset numerous trip-hazard pavers in Uptown Hamel that settled mainly due to utility trenches.

### **Water and Sewer**

- Repaired a sewer leak in the sewer force main from lift station #1 to the Sycamore neighborhood.
- Made progress on the inflow and infiltration (I&I) program in the City sanitary sewer system. Repaired leaking services, along with a pipe lining project, as well as strategic metering to identify our next project.
- Changes were made to our engineering specifications to aid in the prevention of I&I in our new infrastructure.
- Replaced the control panel at the Morningside lift station.
- The sewer line up-size and rehab of MCES lift station L-63 was completed. This allows Loretto to convey its sewage to the Metropolitan Council system through Medina. Medina is now receiving annual compensation for our role in the process.

### **Stormwater**

- Began application process for the 2020 – 2025 MS4 permit period.
- Improved the stormwater education outreach project by publishing a series of fact sheets.
- Completed replacement of several culverts, including two significant undertakings at Ardmore Creek and Long Lake Creek at Deer Hill Road.
- Oversaw the carp gate installation on Ardmore Creek.
- Completed the Lakeshore Park shoreline erosion project.

### **Maintained Infrastructure**

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

60.5 Miles of Street  
6.4 Miles of Sidewalk  
11.1 Miles of On & Off Road Trails  
750 Street Signs  
180 Street Lights  
35 Roadside Ditch Miles (mowed)  
182 Culverts

#### **Sewer:**

45.1 Sanitary Sewer Miles  
11 Sewer Lift Stations  
1,198 Sewer Manholes

#### **Water:**

571 Hydrants  
49.3 Water Main Miles  
11 Water Wells  
1 Water Treatment Plant

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

170,927,000 – Hamel System  
12,670,200 – Independence Beach  
4,647,800 – Medina Morningside

### Other Public Works Activities

- Hired, then accepted resignation of maintenance technician in April.
- Administrative Assistant resigned in May; replacement hired in August.
- Initiated review / evaluation of safety manual to assure compliance with current OSHA standards.
- Instituted a training schedule and a tracking system for employee training program.
- Prepared the old public works building to accommodate election traffic.
- Installed timed gates at the brush compost site.

### 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 165 call-out hours and 33 on-call hours worked in 2020. This does not include the hours spent on snow removal and ice treatment.



## Parks and Trails

The Public Works Department and Park Commission had a productive year. The Public Works staff spent approximately 1,050 hours on our parks in 2020. The following projects, policies, and improvements were completed in 2020:

- Entered into baseball field rental and maintenance agreements with the Hamel Athletic Club and Orono Baseball.
- Assigned Park Commissioners to individually visit each park to report back to Commission instead of collectively touring the parks due to COVID-19 social distancing requirements.
- Updated the Park & Trail Asset Inventory throughout the year.
- Established weed control and fertilization best management practices to reduce the amount of herbicide and fertilizer used in the parks.
- Replaced curb at the Medina Morningside playground.



- Accepted donations from Hamel Athletic Club for new solar scoreboard, fence improvements, and field work to convert Quad 1 to a Little League field and Quad 3 back to an intermediate field.
- Poured concrete under the bleachers at Hamel Legion Park.
- Made recommendations on 2021-2025 Capital Improvement Plan.
- Attended Hamel Athletic Club's grand opening event in July for Little League field work completed in 2019.
- Removed a large number of diseased trees at The Enclave's Harriot's Woods. A reforestation plan will happen in 2021.
- Began planning process and public engagement for the Diamond Lake Regional Trail.
- Began discussions on creating a concept plan for Lakeshore Park.



### 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

2016: \$72,893.02

2017: \$40,854.82

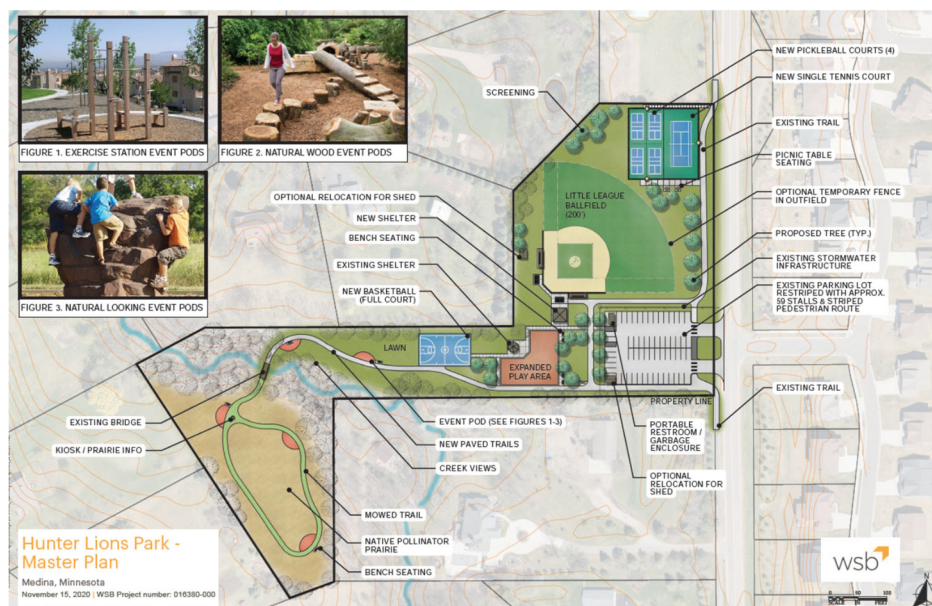
2018: \$114,918.34

2019: \$8,854.19

2020: \$42,888.00



- Installed an access to newly acquired forest land in the Toll Addition off Shawnee Woods Road. The Park Commission recommended naming the woods “Shawnee Woods.”
- Oversaw completion of tunnel under the railroad bridge at Highway 12 and Baker Park Road.
- Hired landscape design consultant, held virtual public engagement period, and finalized Master Plan for Hunter Lions Park to be completed in phases over the next several years.



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

- US Home Corp. (Lennar) – Meadow View Townhomes – North of Highway 55 – South of Meander Road., West of County Road 116 – Planned Unit Development (PUD) Concept Plan and Preliminary Plat – Park Dedication Review.
- Roehl Estate – Preliminary Plat – 1735 Medina Road – Park Dedication Review.
- Ditter Properties – 2032-2052 Holy Name Drive Comprehensive Plan Amendment, Rezoning, Preliminary Plat, Interim Use Permit – Park Dedication Review.
- Holy Name Lake Estates – Preliminary Plat – Park Dedication Review.
- Weston Woods of Medina – Mark Smith – north of Hwy 55, east of Mohawk Drive – Preliminary Plat and Planned Unit Development General Plan – Park Dedication Review.

## Police Department

### Message from the Public Safety Director

April 1, 2020, I replaced Chief Belland as the Director of Public Safety. I cannot thank my predecessor enough for all he has done for me personally and professionally. He left me with a fantastic organization, and I am proud of all the women and men who serve the Medina Police Department and its citizens.

The Medina Police Department has a renewed mission to serve all our community members with honesty, integrity, dignity, and respect. These are the values that are also reflected in the City's adopted Core Values of teamwork, trust, professionalism, and communication. We pride ourselves on being a professional, proactive, and transparent police department. While the long-established mission, vision, and values of the Medina Police Department continue to provide our guiding framework, we have continued to look at several strategic goals moving forward to continue transparency in the future.

These goals include a revamping of our policy and procedure manual to ensure we are following all federal and state law mandates. We conducted extensive research into body and squad cameras. Our agency has had squad cameras for over 20 years and in 2019 we added gun mounted cameras. The next step is to implement body cameras. Having this level of video-based transparency eliminates any cause for dispute or doubt on anyone's part. The facts are there for everyone to see. The general public will notice the Medina Police Officers wearing body cameras mid-summer 2021.

In the winter months of 2020, we began hearing about a pandemic in relation to COVID-19. COVID has taken on a new meaning and our lives have been forever changed because of it. Because of the pandemic, we were forced to change our police operations. These changes included how we responded to calls and services that we provided to the community, in the hopes to keep our community and the officers as safe as possible. COVID has not spared us at the police department as several officers and I contracted it. With that all being said, we have persevered in one of the most difficult times in my lifetime.

May 25, 2020, George Floyd died while in police custody. This will be a day that will be forever remembered throughout the world as it touched off peaceful protests, riots, and civil unrest. This event has led to renewed efforts and calls for police reform and in some cases cries to defund police departments. As a result, I have spent a great deal of time answering calls about our agency's policies and procedures from community members. We have partnered with the Lake Minnetonka Emergency Management Group to develop, train, and implement our emergency plan in preparation for possible protests in the Lakes Area. The group trained all its personnel in crowd control techniques.



We have been very busy hiring this past year to backfill the positions that were open after Chief Belland retired. We hired Officer Justin Hanson from the State of Oklahoma and another police officer who resigned during the final phase of Field Officer Training for personal reasons. Officer Kevin Boecker was promoted to Sergeant after going through an internal process. Jackson Billman was hired in October 2020. He joined Patrick Johnson in a support role for our department as our Community Service Officer.

Our required training in use of force, pursuit/emergency driving, bloodborne pathogens, right-to-know and active shooter continued in 2020. In addition to our required annual training, I now mandate that all officers attend Implicit Bias and Crisis Intervention Technique Training.

I would like to thank all those who have contacted our office expressing their support for the police department during the turbulent times this past year. Our personnel take great pride in serving our community and are grateful for the ongoing support from our elected officials, city administrator and the community alike.

Jason E. Nelson, Director of Public Safety

## PATROL HIGHLIGHTS

As most people realize, the year 2020 will go down as a year we wish to forget in history. Through it all, the Medina Police Department and its officers were out protecting the City of Medina 24 hours a day, 365 days of the year. And while most want to forget what has happened in 2020, there are many things that the Patrol Officers should be recognized for with the effort they put out in 2020.

## PANDEMIC

From March 18, 2020 through May 19, 2020, the Medina Police Department, along with most other agencies around the metro area, implemented an emergency schedule for their officers which was put into action due to the COVID Pandemic. While many businesses were forced to close due to Executive Orders, and other businesses and city governments began working from home, police are considered essential workers and can only do their jobs in person. The Medina officers began a schedule of working seven 12-hour shifts in a row, and then having fourteen days off to quarantine. The reason this schedule was implemented was in case an officer was exposed to COVID during a shift the officer would have enough days off to quarantine before coming back to work. None of the officers complained about the long hours nor about being unable to use any vacation/holiday hours during that time-period.

Each person within our department had a role to play to keep the City safe during the worst of the Pandemic. Those working in the office had to continue the normal operations of the Police Department while at the same time avoiding each other in the office to avoid any potential exposures. Others would take the time to wipe down computers, tables, door handles, counters with antiseptic wipes to keep themselves and each other safe. Officers made sure to wipe down their squad cars with antiseptic wipes to ensure that squads would be safe for the next officer to drive.

And through all that, the patrol officers came together as a team to maintain safety for the residents of Medina during the worst of the Pandemic.

## **TRAFFIC**

Along with the closing of bars, restaurants, and most other businesses during the pandemic, another issue arose that most did not see coming. With traffic congestion basically non-existent on the roadways throughout the day and night, there became a trend of motorists driving faster and faster. With no traffic to slow them down, many motorists hit the gas pedal feeling they had the road to themselves.

According to the Minnesota State Patrol, in 2020 troopers wrote 1,068 tickets to drivers who were traveling more than 100 mph. This compared to 2019 which only had 533 citations. This was a 100% increase. Officers also saw this increase in speeding motorists on Medina roadways. Several vehicles were clocked by officers going more than 100 mph on our roads and there was also a dramatic increase in speeds of other vehicles ranging from 80-90 mph. There were more citations for driving over 100 mph written in 2020 than have been written in several previous years combined in Medina.



Another disturbing trend that took place in 2020 was the increase in pursuits and vehicles failing to pull over for police. Medina officers were involved in nine pursuits in 2020. Most years previously there would only be one or two pursuits per year initiated by officers. The officers involved in the pursuits in 2020 used good judgement and, while not all vehicles were successfully stopped, all pursuits ended without any injuries to anyone involved, which can be considered successful.

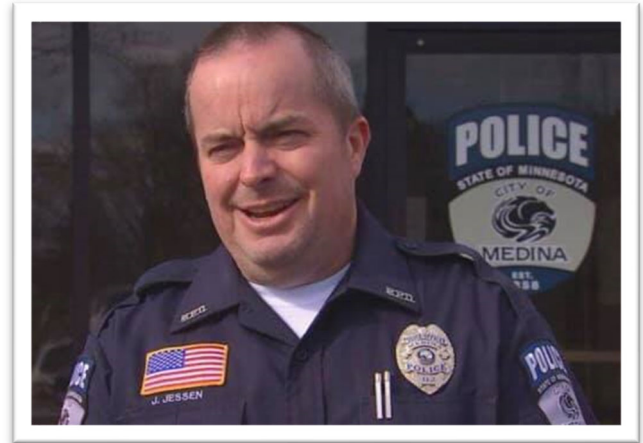
While overall citations were down in 2020, it can be mostly contributed to the pandemic and the instruction that officers were given to try to limit person-to-person contact during the worst of the COVID crisis. Even with that, officers continued to do their job throughout the year and help keep the roadways in Medina safer for the public.

## **LIFE SAVING MEASURES**

The year 2020 had several incidents where the Medina Police Department officers helped to save lives.

On March 11, 2020, Officer Gregory was dispatched to a suspected opioid overdose along Chippewa Road. Upon arrival Officer Gregory found a male laying outside a vehicle who was barely breathing. Officer Gregory administered a dose of Narcan and assisted with rescue breathing and a short time later the male attempted to sit up but immediately lost consciousness again. A second dose of Narcan was administered and the male became conscious and was able to speak with officers before being sent to the hospital.

On April 3, 2020, Officer Jessen was dispatched to an infant not responding or breathing. Upon arriving on scene, the desperate mother had rushed her infant out of the house and handed it over to Officer Jessen. Officer Jessen immediately began CPR on the infant and the infant eventually was revived. After handing the infant off to the ambulance crew Officer Jessen learned that the infant and several family members were showing symptoms of COVID. Officer Jessen was pulled from rotation and went home to quarantine. Luckily, tests came back negative for COVID.



On September 17, 2020, Officer Gregory was dispatched to a medical with a report of a 24-year-old male unconscious and not breathing. Officer Gregory arrived on scene to find family members performing CPR on the male. Officer Gregory learned that the male was possibly overdosing on heroin and that the family had already given him two doses of Narcan. Officer Gregory administered additional dose of Narcan and began rescue breathing with assistance of Loretto Fire. A short time later the patient became semi-conscious and was transported to the hospital.

On October 30, 2020, Officers Hall and Scharf were dispatched to a medical at a horse-riding facility in Medina. A mother had been walking an approximately 500-pound pony when her 1 ½ year old child got caught up in the legs of the horse while it was walking, and the horse ended up stepping on the small child's back. Officer Hall and Scharf assisted with medical care of the child. A landing zone was set up for North Air Care ambulance which transported the child to Children's Hospital. The child is expected to make a full recovery.

On November 26, 2020, Officer Scharf was dispatched to a report of a male overdosing on heroin. Officer Scharf arrived and found the male sitting upright with his head slumped over and lips turning blue. Officer Scharf immediately began CPR and administered a dose of Narcan to the patient. The patient regained consciousness a short time later and was sent to the hospital.

### **OVERALL**

Everyone hopes that the year 2021 will be better than the year 2020. And while there has been a lot in the news about anti-law enforcement views and defunding the police, the officers here in Medina have stood out and have gone above and beyond what is expected of a police officer. Throughout the year, we have witnessed the gratitude from the citizens of Medina: thank you cards and letters that are sent to our officers for their response to calls, thank you messages we get while out in public and the treats that are sent to the Police Department during the holidays and throughout the year.

Kevin Boecker, Patrol Sergeant

## **INVESTIGATIONS HIGHLIGHTS**

In 2020, there were 210 cases assigned to investigations. The cases consisted of things like property crimes, physical assaults, financial crimes, sexual assaults, financial exploitation of a vulnerable adult and child abuse. Many of these cases 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 125 permits to acquire background checks and approximately 39 background checks for solicitor permit and city employment applications.

A suspect committed approximately 40 business burglaries between August and September in the seven-county metro area, including four businesses alone in Medina. A metro wide task force of numerous police agencies was formed to investigate the crew. The suspect was arrested while committing a burglary in the City of Apple Valley. The suspect admitted to committing all four burglaries in the City of Medina. Currently the suspect is in custody and awaiting trial for over 40 counts of burglary.

A victim had been communicating with a suspect through Facebook about selling their Apple iPhone. The victim sold the iPhone to the suspect at a local gas station. The victim later realized they received counterfeit currency from the suspect. The victim told officers that the suspect arrived in a silver 4-door passenger car. It was later learned that the same suspect was involved in similar thefts in Wright County and in the City of Minnetrista. The suspect was eventually located in the City of Delano, where I executed search warrants on the suspect's vehicle and residence. The suspect's vehicle was also found to have been purchased with counterfeit currency in Washington County a few days prior. Inside the residence, officers located over \$7,000 in counterfeit currency along with several items of evidence. The evidence included phones, computers, and other electronic devices. During the next several months, I executed search warrants on the suspects computer, phone, and thumb drive. The results of search warrant showed several items related to the manufacturing and possession of counterfeit currency. Also, located on the suspect's phone were several videos that were later determined to be child pornography. Two suspects were formally charged for this incident. The two suspects were charged in Wright County for the possession and manufacturing of counterfeit currency. One of the suspects was formally charged with the possession of child pornography in Hennepin County. Both suspects have trial dates set for the fall of 2021. I executed a total of seven search warrants and three administrative subpoenas in total for this case.

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, seven patrol officers, two part-time community service officers, one full-time administrative assistant, and one part-time administrative (position filled January 2021). We have 6 Reserve Officers. The Medina Reserve Unit logged 485 volunteer hours in 2020, this was way down from years past but do to COVID they were restricted from volunteering for several months.

## HIGHLIGHTS and ACTIVITIES

**Training:** We held four department firearms shoots including a qualifying shoot in December. We continue to use PATROL Online for our licensed officers. PATROL Online has expanded their courses to cover the new training requirements with de-escalation, implicit bias and managing the mentally ill. Most in-person training was halted because of COVID restrictions, and we have figured out how to do most training in a virtual setting.

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 2020, the taskforce sadly had a record year in methamphetamine and marijuana edibles seizures, seizing 428 pounds of methamphetamines and 53.6 pounds of marijuana edibles. They conducted 111 search warrants, arrested 82 persons and charged 42 persons with drug related crimes. They seized 85 firearms and over \$2,790,000 worth of street drugs. We have noticed a decline in heroin possession and usage over the past year, but methamphetamines and cocaine continue to be on the rise. In November, our task force broke the state record for a one-time methamphetamine seizure, seizing 380 pounds. The officers that are assigned to this unit are highly motivated and committed to removing drugs from our community.

**Community Service:** Due to COVID-19, we unfortunately cancelled all community service events. As restrictions are dialed back by the Governor, we will work hard to add those events back into our calendar as we feel it is important for the community to see police officers in a different type of setting.

In August, Polaris' Government & Defense department featured a story on the Medina Police Department's use of their Ranger Northstar UTV.

**POLARIS**  
GOVERNMENT & DEFENSE



8/11/2020



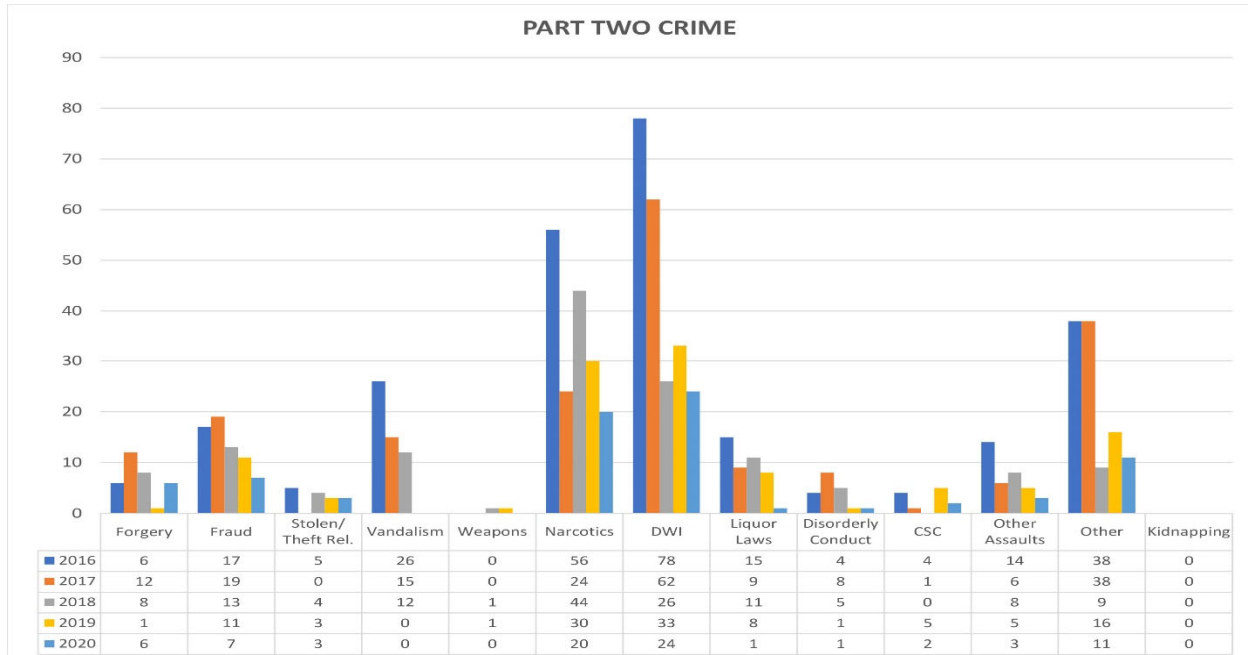
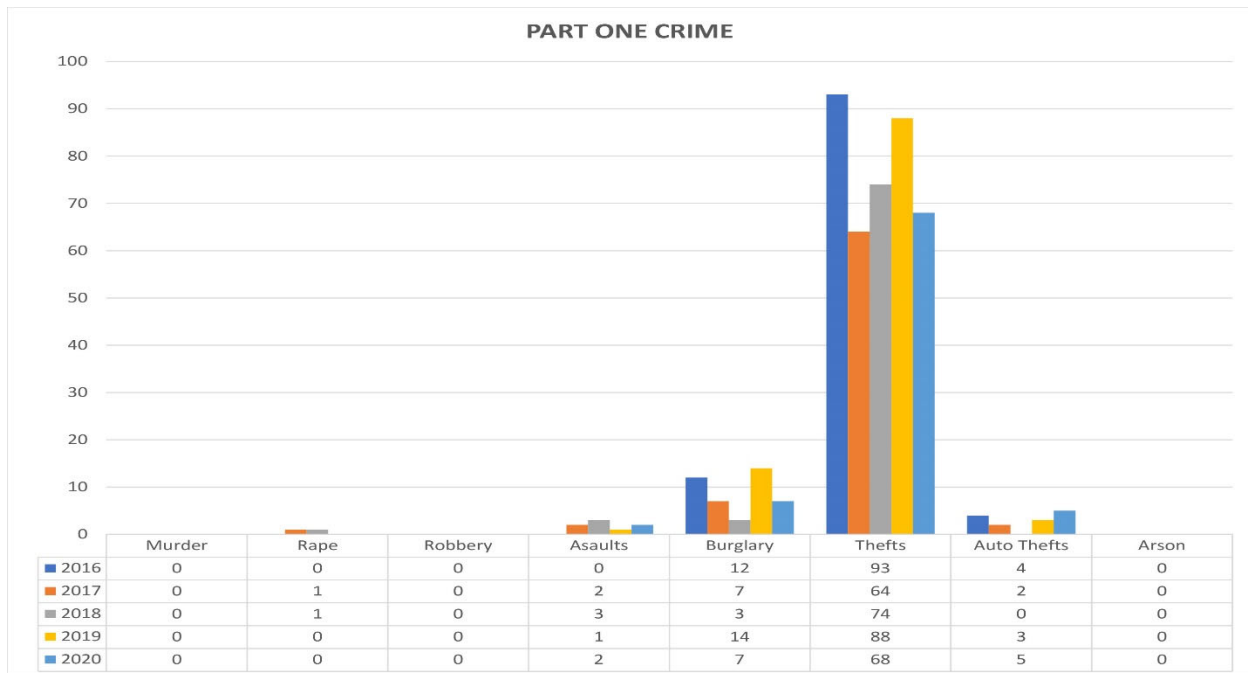
### MEDINA (MN) POLICE DEPARTMENT SELECTS RANGER NORTHSTAR UTV

Medina is a suburb of Minneapolis that offers a balance of a rural city feel and a growing urban community with a population of around 6,000 people. Due to the growth of residential developments, the Medina Police Department has kept busy within its community. Officers enjoy engaging with citizens and being available to support the many different needs the city has, ranging from patrols and parades to car shows.

#### SMALLER VEHICLE NEEDED TO MONITOR CITY PARKS & TRAILS

Medina officers serve in many capacities and are agile to fit the needs of their community, typical of a smaller police department in a growing city. To augment their fleet of traditional squad cars and SUVs, the department required a smaller vehicle to aid the officers when monitoring city parks and trails or responding to off-road emergencies, expanding their reach. Medina Police Department purchased a Polaris RANGER in April of 2018.

## FACTS and FIGURES



## Fire Departments

The City of Medina is served by four different fire departments. Hamel Fire covers the northeastern area, Loretto Fire covers the northwestern area, Long Lake Fire covers the southeast area and Maple Plain Fire covers the southwest quadrant of the City. All four departments continue to provide quality fire and emergency services to the City. The four departments responded to 226 calls in 2020, taking approximately 2,320 person-hours to handle all the calls. The call hours are not a true measurement of their service when you consider the thousands of hours they spend on administrative duties, training and equipment maintenance.

In 2020, the City of Medina hired Matrix Consulting Group to conduct a fire services study. This study took the better part of the year due to COVID restrictions. From the study, a road map was given to look at how things may need to differ from the current “Traditional Paid-on-Call System”. From this study, we have asked all our current fire departments and cities around us to talk about partnerships as we move forward trying to best plan for a long-term shared services solution that will best serve our communities for years to come. Over the next months and years, we will continue to meet with those that are willing to find a solution.

I should note that we have four amazing fire departments, and they do a great job for the citizens of Medina! They are a special breed that make personal sacrifices for the community and are always willing to go the extra mile.

Jason E. Nelson, 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.

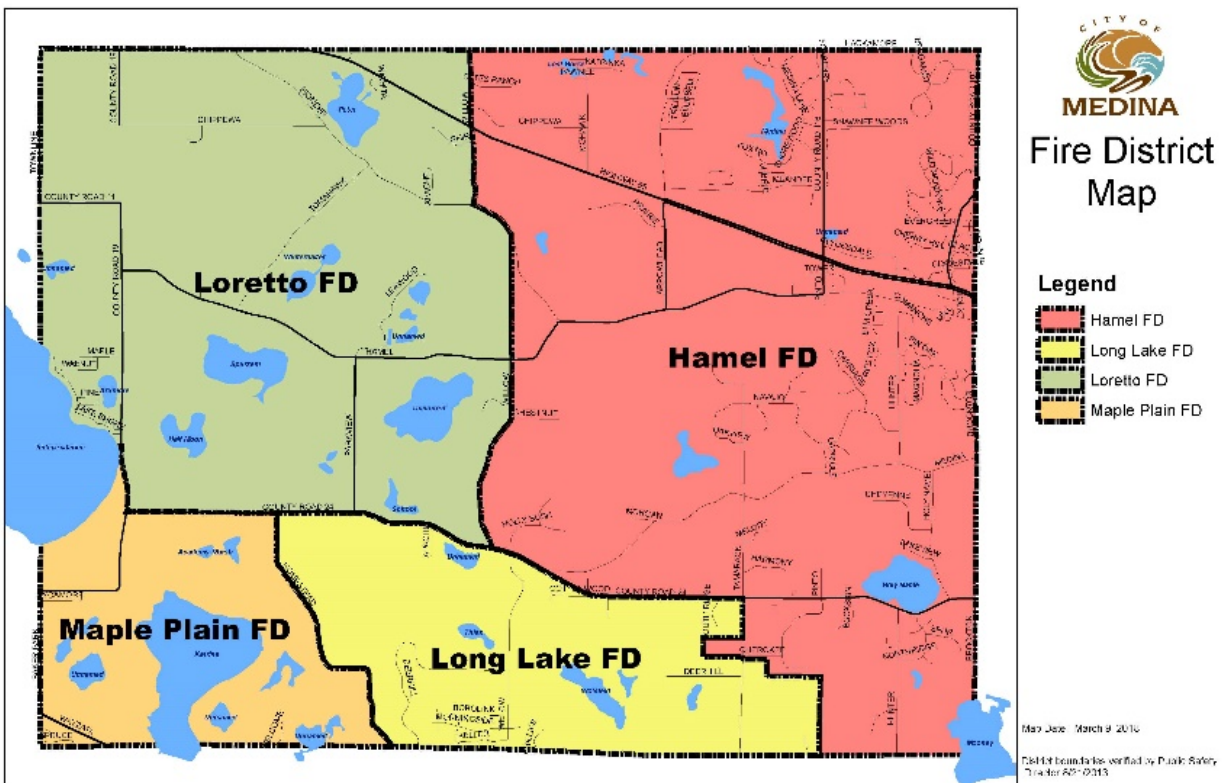
### STAFFING

Each department is staffed differently, and the numbers fluctuate year-to-year. Staffing has stayed consistent for all departments. Each department has stressed that every year it is getting more challenging to find day responders as most work full-time jobs outside of the City. With that being said, we have not noticed a difference in the level of service they provide. With a major response, having four fire departments serving Medina is a great resource to draw from when additional personnel are needed. In addition, the Mutual Aid Agreements amongst all Hennepin County fire departments provides Medina with additional resources.

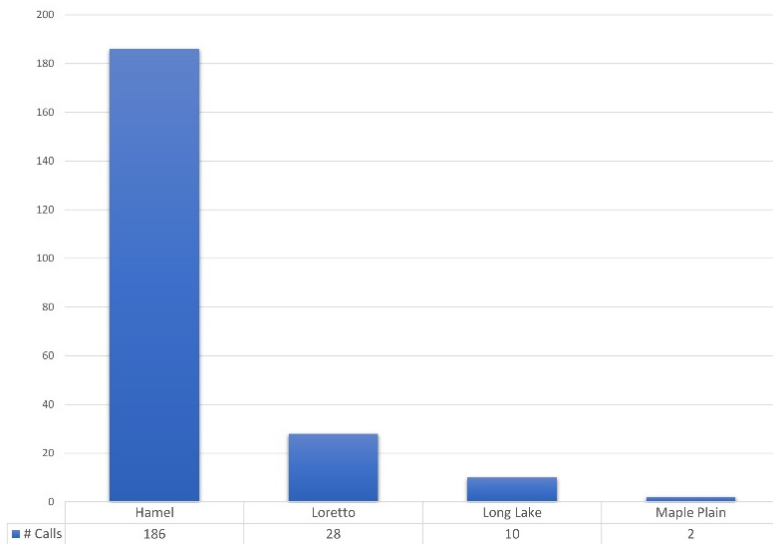
## HIGHLIGHTS AND ACTIVITIES

HAMEL	LORETTO	LONG LAKE	MAPLE PLAIN
Helped start a life by actively supporting a home childbirth	Hired three new members	Utilized online training tools due to the pandemic	Took delivery of new Tanker 11
Recruited two new members	Received CARES Act Money to purchase 13 sets of turnout gear	Participated in Halloween event that raised \$4,500 for new AEDs	Migrated to Emergency Reporting incident software
Provided direct patient care throughout the pandemic with a record number of medical calls	Received a gear washer from a State Fire Marshals Grant	Used CARES Act funds to offset chief's salary and purchase new battery powered extrication tools	Trained personnel in Technical Rescue and COVID 19 medical response

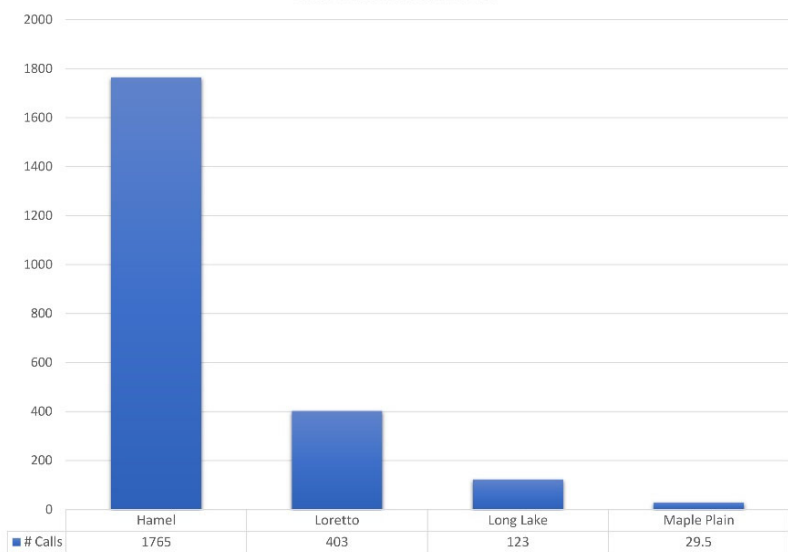
## FIRE COVERAGE MAP



Number of Medina Calls



Total Medina Call Hours



## Fire Operating Budget

2018 - \$338,211  
2019 - \$362,183  
2020 - \$368,786

## Fire Capital Budget

2018 - \$107,290  
2019 - \$97,877  
2020 - \$99,877

## Population Served

76% -- Hamel Fire  
12% -- Loretto Fire  
10.2% -- Long Lake Fire  
1.8% -- Maple Plain Fire

## Geographical Area

54% -- Hamel Fire  
28% -- Loretto Fire  
17% -- Long Lake Fire  
1% -- Maple Plain Fire

## Market Value Protected

75.6% -- Hamel Fire  
12.7% -- Loretto Fire  
10.6% -- Long Lake Fire  
1.1% -- Maple Plain Fire

## Fire Chief Leadership

Jeff Ruchti – Hamel Fire  
Jeff Leuer – Loretto Fire  
James Van Eyll – Long Lake Fire  
Ray McCoy – Maple Plain Fire

## 2020: A Year in Review

### JANUARY

- Approved amended and restated agreement with Randy's Environmental Services.
- Adopted ordinance pertaining to sign regulations.
- Established 2020 appointments and designations to various city services.
- Held annual goal setting session.
- Hired Police Officer Justin Hanson.
- Approved ballfield agreements with Hamel Athletic Club and Orono Baseball Association.
- Approved tennis court rental agreement with Agre Tennis.
- Appointed election judges for Presidential Nomination Primary.
- Adopted ordinance amending zoning map for Cavanaugh's Meadowwoods Park Third Addition.
- Adopted resolution granting site plan review and amended conditional use permit to Open Systems International, Inc. (OSI).
- Approved plans and specifications and ordered advertisements for bid for the Arrowhead Drive Railroad Improvement Project.



### FEBRUARY

- Amended personnel policies related to sick leave and the health care savings plan retirement insurance program.
- Approved 2020 road material bids.
- Accepted street improvements within the Woodland Hill Preserve.
- Recognized Public Works Maintenance Technician Joe Ende for five years of service to the City of Medina.
- Began discussions on the Tamarack Drive and Highway 55 Intersection Street Visioning.



### MARCH

- Held Presidential Nomination Primary Election.
- Approved renewal of consumption and display permit to American Legion.
- Appointed Kevin Boecker to Police Sergeant.
- Approved field improvements at Hamel Legion Park.
- Established fees for Clean-up Day.
- Heard annual reports from Fire Departments.
- Began working with Matrix Consulting Group on Fire Study Grant.
- Adopted ordinance pertaining to residential parking regulations.
- Declared local emergency and began virtual meetings. State ordered to stay home, which extended until June 10<sup>th</sup>.
- Delayed/cancelled recognition (retirement party) due to COVID-19 for retiring Police Chief Ed Belland after 28 years of dedicated service.
- Approved OSI rezoning, preliminary plat, site plan review, amended conditional use permit, and easement vacation.



## 2020: A Year in Review

### APRIL

- Granted conditional approval to Weston Woods of Medina Comprehensive Plan Amendment.
- Approved Adam's Pest Control's rezoning, preliminary plat, site plan review, and conditional use permit.
- Hired Curtis Biegert to Public Works Maintenance Technician position.
- Held annual Board of Appeal and Equalization meeting.
- Held annual public hearing for Stormwater Pollution Prevention Plan (SWPPP).
- Held virtual open house for the Tamarack Drive Visioning Study.
- Reviewed concept plan for US Home Corp (Lennar) Meadow View Townhomes.
- Began the Diamond Lake Regional Trail Master Planning process with Three Rivers Park District.
- Delayed Spring Clean-up Day to July due to COVID-19.
- Promoted 2020 Census throughout the year.



### MAY

- Approved agreement for Lake Independence shoreline stabilization project.
- Approved Ardmore culvert replacement agreement.
- Accepted resignation of new Public Works Maintenance Technician Curtis Biegert.
- Granted approval of Conditional Use Permit to Stetlers for Accessory Structure.
- Amended Development Agreement with Wealshire, LLC.
- Approved Construction Cooperative Agreement with Hennepin County for the Arrowhead Drive railroad improvement project.
- Approved grant agreement with State Transportation Fund Local Road Improvement Program for Arrowhead Drive railroad improvement project.
- Accepted resignation from Planning Commissioner Aaron Amic.
- Heard 2019 annual financial report from auditors.



### JUNE

- Approved 2020-2021 liquor license renewals.
- Accepted resignation from Administrative Assistant Katrina Jones.
- Authorized regulator flexibility for businesses experiencing hardships due to COVID-19.
- Began discussions on the Hackamore road improvement project.
- Adopted COVID-19 Preparedness Plan for the City of Medina.
- Approved proposal from WSB for design work at Hunter Lions Park.
- Granted preliminary approval for Roehl Heights Plat.
- Granted final approval for the Cavanaughs Meadowwoods Park Third Addition plat.

### mi Safely adjusting the dials - June 10



## 2020: A Year in Review

### JULY

- Appointed election judges for the August and November elections.
- Adopted ordinance amendment regarding surface use of Lake Independence.
- Appointed Theresa Couri to the Planning Commission.
- Adopted ordinance amending building materials in commercial districts.
- Held Annual Clean-up Day.



### AUGUST

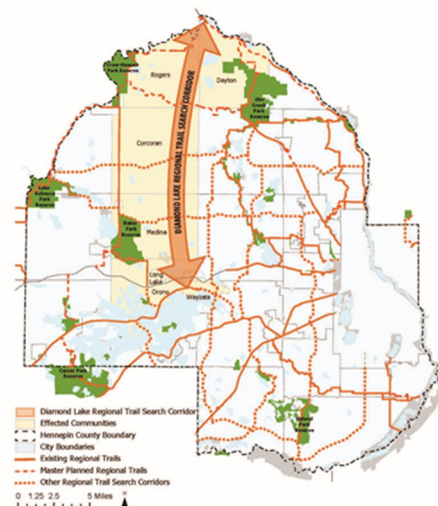
- Approved Labor Agreement with LELS.
- Hired Lisa DeMars as Administrative Assistant to Planning and Public Works.
- Appointed Kaylen Boeddeker to Police Officer position.
- Accepted resignation from Planning Commissioner Kerby Nester.
- Held public hearing for Hickory Drive street improvement project levying special assessments.
- Held public hearing for Brockton Lane street improvement project levying special assessments.
- Held State Primary Election.
- Accepted public utilities within the Reserve of Medina 2<sup>nd</sup> addition.
- Approved final concept plan for Tamarack Drive corridor visioning study.



### SEPTEMBER

- Approved boardband feasibility study with Hometown Fiber.
- Appointed Justin Popp to the Planning Commission.
- Adopted ordinance amending regulations pertaining to accessory structures.
- Held 2021 virtual budget open house.
- Adopted 2021 preliminary budget and tax levy.
- Approved Ditterswind rezoning, preliminary plat, and conditional comprehensive plan amendment.
- Approved Meadowview Commons rezoning, preliminary plat, and wetland replacement plan.
- Began in-person absentee voting for General Election.
- Held Open House at Hamel Legion Park for Diamond Lake Regional Trail Plan.

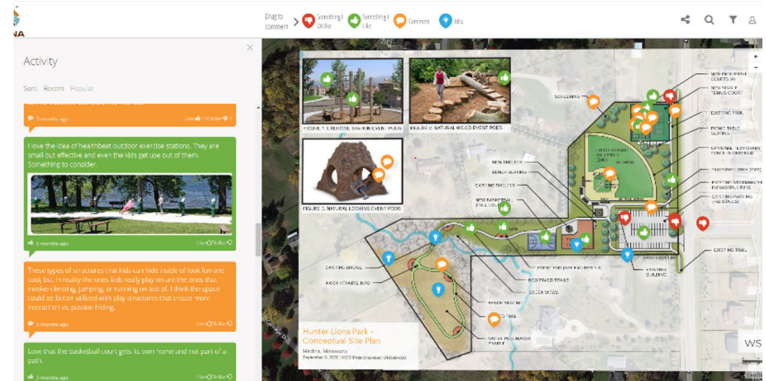
#### DIAMOND LAKE REGIONAL TRAIL SEARCH CORRIDOR



# 2020: A Year in Review

OCTOBER

- Sought public comments on the Hunter Lions Park Concept Plan.
- Hired Jackson Billman as Community Service Officer.
- Approved recycling grant agreement with Hennepin County.
- Approved field conversion work in Hamel Legion Park.
- Recognized Public Safety Director Jason Nelson for 20 years of service to the City of Medina.
- Recognized Public Works Field Inspector Jack Gleason for 10 years of service to the City of Medina.
- Granted final plat approval to Roehl Heights.
- Approved lot line rearrangement for Oakwood Hills LLC.
- Certified delinquent city charges, storm water utility, and utility charges to Hennepin County Auditor.
- Accepted public utilities within the Woods of Medina.
- Recognized Retired Public Safety Director Ed Belland.
- Granted final plat approval for Deer Hill Preserve 4<sup>th</sup> addition.
- Amended ordinance amending Individual Sewage Treatment System Permit Requirements.



## NOVEMBER

- Held the General Election and canvassed local election results.
- Approved resolution supporting Hennepin Youth Sports Grant application.
- Awarded sewer lining project for Clydesdale Trail to Medina Country Club.
- Appointed Council member Dino DesLauriers to position of Acting Mayor.
- Motioned to move forward with the fire service district/joint powers agreement to explore options and opportunities.
- Recognized Police Officer Joshua McKinley for five years of service to the City of Medina.
- Awarded the sale of G.O. Refunding Bonds, Series 2020A, originally in the amount of \$6,040,000.
- Approved Chippewa Road Extension/Weston Woods EAW.
- Approved Meadowview Commons final plat, easement vacation, and development agreement.



DECEMBER

- Approved preliminary plat for Holy Name Lake Estates subdivision.
- Adopted final 2021 budget, tax levy, and fee schedule.
- Approved 2021 tobacco license renewals.
- Granted amended conditional use permit to Three Rivers Park District for outdoor leaning center.
- Recognized exiting Council members Jeff Pederson and John Anderson.
- Adopted ordinance amending tobacco regulations.
- Adopted ordinance amending regulations pertaining to minimum area per dwelling unit in the R3, R4, MU, and MXR zoning districts.
- Adopted ordinance establishing the Meadowview Commons storm sewer improvement tax district.
- Medina Police participated in annual Food Drive (photo of retired Chief Ed Belland & Planning Commissioner Beth Nielson).



## Preview of 2021 Goals

### Overarching Organizational Goals

- Continue planning process for Hackamore Road project with Corcoran
- 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
- Switch address databases to the cloud
- Implement/improve electronic city council packets
- Work with Fire Departments to implement fire services district/JPA

#### Finance

- Implement more ACH vendor payments and less paper checks
- Continue paperless environment
- Implement new GASB mandates
- Identify resources for future fire service needs

#### Planning/Zoning

- Update stormwater inventory
- Create stormwater maintenance policy
- Create affordable and lifecycle housing strategy
- Create electric vehicle charging requirements

#### Public Safety

- Implement body/squad cameras
- Hire part-time administrative assistant and evaluate other staffing levels in department
- Update officer wellness program
- Train all personnel in mobile field force

#### Public Works

- Complete road and overlay projects
- Complete Wolsfeld Woods Ravine project
- Complete sewer lining project
- Finalize plans for brush pile gate
- Complete 5-year MS-4 permit

#### Parks/Trails

- Begin Hunter Park reconstruction
- Launch reforestation for Enclave's Harriet's Woods
- Create ball field lighting strategy
- Explore options for park land purchase in Chippewa/Mohawk area

## Recognizing Our Contributors

### GRANTS

\$12,107.04 Hennepin County Residential Recycling Grant  
\$12,107.03 Hennepin County Residential Organics Grant  
\$1,600.00 CenterPoint Energy for a Defibulator  
\$35,312.52 Hennepin County & Pioneer Sarah Creek Watershed for Lakeshore Restoration  
\$125,664.00 Elm Creek Watershed District & Hennepin County for Hickory Drive Restoration  
\$11,421.35 Federal Grant for the Safe and Sober Traffic Project  
\$25,000.00 State Fire Marshal Grant for Fire Services Study

### 2020 DONATIONS

Addison and Cynthia Piper  
David and Katherine Crosby  
Doboszinski and Sons Inc.  
Eleanor Crosby  
Farmers State Bank of Hamel  
Gary Petrucci  
Hamel Athletic Club  
John and Patricia Anderson  
Marianne Houlihan of Houlihan Insurance and Financial Services, Inc.  
Memorial for Vicki Perri  
Ralph and Peggy Burnet  
Robert Belzer  
Thomas VanBeusekom  
William and Thelma Bryson

## Recognizing Staff & Service Providers

Thank you to all of the staff, consultants, and representatives who provided service to the City in 2020.

### **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  
Nichole Vogel, PT Election Assistant  
Kim Wilson, PT Election Assistant

#### **Public Works Department**

Steve Scherer, Public Works Director  
Derek Reinking, Foreman  
Greg Leuer, Water/Sewer Operator & Maint.  
John Gleason, Maint. Worker/Field Inspector  
Joe Ende, Maintenance Worker  
Ivan Dingmann (seasonal part-time)

#### **Planning and Zoning Department**

Dusty Finke, Planning Director  
Debra Dion, Associate Planner  
Katrina Jones, Administrative Assistant (Jan.-June)  
Lisa DeMars, Administrative Assistant (Aug.-Dec.)  
Ben Schneider, GIS/Planning Intern (Jan.-July)

#### **Police Department**

Ed Belland, Public Safety Director (Jan.-Mar.)  
Jason Nelson, Public Safety Director (Apr.-Dec.)  
Kevin Boecker, Sergeant  
Josh McKinley, Investigator  
Anne Klaers, Administrative Assistant  
Officers: Chris McGill, Keith Converse, Tom  
Gregory, David Hall, Jeremiah Jessen, Andrew Scharf,  
Justin Hanson, and Kaylen Boeddeker  
CSOs: Patrick Johnson, Jackson Billman

### **APPOINTED REPRESENTATIVES**

#### **Planning Commission**

Robin Reid, Chairperson  
Commission Members: Cindy Piper, Peter Galzki,  
Beth Nielsen, Ron Grajczyk, Theresa Couri, Justin  
Popp, Kerby Nester, Aaron Amic

#### **Park Commission**

Ann Thies, Chairperson  
Commission Members: John Jacob, Mary Morrison,  
Terry Sharp, Steve Lee, Angela Bernhardt, Troy  
Hutchinson

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

Elm Creek Watershed Management Commission:  
Elizabeth Weir and Terry Sharp  
Minnehaha Creek Watershed Commission: Peter  
Rechelbacher  
Pioneer-Sarah Creek Watershed Management  
Commission: Mike McLaughlin and Pat Wulff

#### **Police Reserve Officers**

Michael Chorley, Todd Larson, Mark Ihrke, Ron  
Dahl, Holly Hanes, Justin Cook

### **APPOINTED CONSULTANTS**

Attorney: Ron Batty, Kennedy and Graven  
Engineer: Jim Stremel, WSB  
Assessor: Rolf Erickson, Southwest Assessing  
Auditors: Abdo, Eick and Meyers  
Finance Services: Ehlers & Associates, Inc.  
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