



# 2022 Annual Report



Photo by Tracy Fick

*This report provides an overview of the City of Medina's activities, accomplishments, and fiscal responsibility for calendar year 2022.*

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## Mayor's Welcome

I am pleased to share the 2022 Annual Report for the City of Medina, which highlights activities in Medina in 2022 and exhibits the high quality of service provided to our residents and businesses by an extremely capable and committed 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:  
January 2023 -  
Present



Dino DesLauriers,  
Councilmember

Term:  
January 2023 -  
Present



Todd Albers,  
Councilmember

Term:  
January 2023 -  
Present



Joseph  
Cavanaugh,  
Councilmember

Term:  
January 2021-  
Present



Robin Reid,  
Councilmember

Term:  
January 2021-  
Present

### City Council Members

## City Administration

It is an honor and privilege to provide the 2022 Annual Report for Medina. The report recognizes the accomplishments and challenges faced in 2022 and includes measurable data to inform residents on the value of services provided by the City.

I am pleased to introduce the theme for this year's Annual Report, "Continuing a Sustainable Path," which is a fitting description that characterizes Medina's approach to budgeting and its financial future, preserving the City's values, and looking at new ways to provide service delivery with our departments. The finances of the City remain strong, and City leaders continually review new strategies to meet the community's long-term infrastructure and service needs. In 2022, Medina facilitated public/private partnerships to complete critical infrastructure. I commend the residents, Council and Staff for the 2022 accomplishments.

The City of Medina looks forward to a productive and prosperous 2023. 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) 473-4643.

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 City Administrator (Scott Johnson), a City Clerk/Assistant to the City Administrator (Caitlyn Walker), and a part-time Administrative Assistant (Nichole Vogel). The City contracts for legal services with Kennedy & Graven.

### HIGHLIGHTS and ACTIVITIES

- **Business:** The Medina Economic Development Authority held its two annual meetings. A Spring business tour was held with Medina businesses. The City continued to partner with Hennepin County's Open to Business program to provide business guidance and support to local businesses.
- **Licenses & Permits:** Licensing and permits experienced business as usual. There were no new liquor or tobacco licenses in 2022.

- **Information Technology:** Information Technology continued to play an important role in 2022 and the City's transition to a paperless office. The City utilizes cloud-based systems for City documents. The City's permanent records are stored in Laserfiche's cloud application and are always accessible to the public. In November, the City purchased building permit software and the Planning Department will begin implementation of the online building permit process in 2023.
- **Human Resources:** Human Resources stayed busy throughout the year with staff changes including job changes, resignations, recruitment processes, and onboarding new employees. The City recognized employees for milestone years of service in 2022. In January, Brenda Ruth began employment as the Planning and Building Assistant. She later resigned in December. In February, Caitlyn Walker became the City Clerk/Assistant to the City Administrator. In March, Trevor Ratke began employment as a Public Works Technician. In July, Jeff Bursch transitioned from a seasonal to a part-time Public Works Maintenance Technician. In October, Officer Jordan Myhre began employment with the Police Department. In November, Tanner Wiese and Jacob Milinkovich joined the Police Department as Community Service Officers.
- **Garbage, Recycling & Organics:** Staff continued to promote organics recycling in 2022 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 educates and encourages recycling and organics recycling at Clean-up Day and through communications in the *Medina Message*.
- **Public Relations:** The City continues to utilize social media to promote public events and services to residents. The *Medina Message* newsletter educates residents on current news and events, City Council actions, public meeting notices, and other pertinent information.
- **Transportation:** The City completed planning and permitting with the City of Corcoran to reconstruct Hackamore Road. Construction of the roadway is anticipated to begin in the spring of 2023 and be completed in the summer of 2023.
- **Elections:** The City conducted the State Primary Election in August and the General Election in November. The City hired part-time temporary election assistants to help with the increase volume of in-person absentee voters for the six weeks leading up to each election. Election administration involved extensive training for staff, equipment testing and software updates, legal notice publishing, hiring and training election judges, administering candidate filing, collecting campaign finance reporting, running two polling places, and certifying election results.

## FACTS and FIGURES

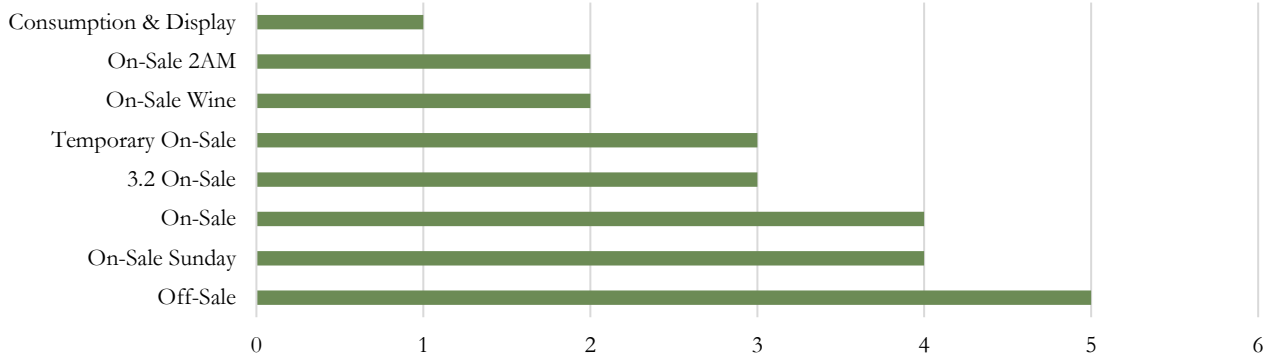
### City Council 2022 Actions

Ordinances Adopted: 18  
Resolutions Approved: 115  
Local Board of Appeal  
Applications Reviewed: 27  
Hours Spent in Council Session: 41.75

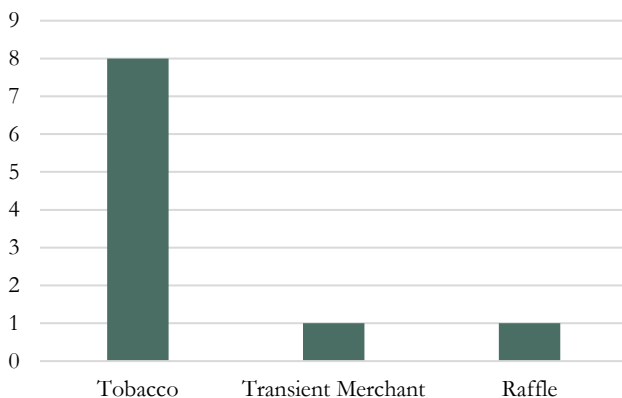
### Administration Facts

Full-Time Equivalent Employees: 25  
Total Hours Worked by Employees: 59,504  
Average Staff Longevity: 10.9 years  
Number of First Reports of Injury: 0  
Total Market Value: \$1,887,574,728

### Liquor License Types 2022



### Other Licenses & Permits



### Recycling & Organics Reporting

#### Recycling

652.91 tons collected (annual)  
89% weekly set-out rate

#### Organics

42.53 tons collected (annual)  
551 out of 2,477 households subscribe  
22% participation rate



## Finance Department

In 2022, the City financed four mill and overlay road projects from the road fund and special assessments. Parkland was purchased on Chippewa Road for a future park, which will increase access to recreational space for residents north of Highway 55. Medina was awarded \$710,000 of the American Rescue Plan Act funds; the first half was received in 2021 and the second half was received in 2022. These federal funds are part of a stimulus bill to aid public health and economic recovery from the COVID-19 pandemic. The City opted to allocate these funds to roads, which benefit all residents of Medina.

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 of the General Fund. In the event of serious economic constraints on the community, the City will be able to utilize these reserves for emergency purposes as designed. City water funds are also sound for present and future needs. Utility Fund balances are primarily comprised of user fees from monthly water bills, which go towards daily operations and infrastructure replacement. Having appropriate fund balances can alleviate the need to issue bonds for projects when possible, permitting the City to fund infrastructure projects with funds on hand without accruing additional finance costs.

Erin Barnhart, Finance Director

### PRIMARY SERVICES

The Finance Department facilitates reliable management decisions by other City departments, permitting to achieve their goals and objectives while maintaining the integrity of the City's financial management system.

Specifically, the department is responsible for:

- Accounting
- Financial Management
- Assessing
- Payroll
- Utility Billing
- Purchasing
- Investments
- Debt Service & Bond Management
- Management of City Assets
- 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 (Nichole Vogel).

## HIGHLIGHTS and ACTIVITIES

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

The water and sewer rate analysis supported a 0% increase to water and sewer rates for 2022. Water and sewer funds cover operating expenses and some 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 2022, permits for 36 new single-family homes and 68 townhomes were issued. All permits added an estimated an estimated \$72,004,691 of value to the tax base.

## Where Do My Property Taxes Go?



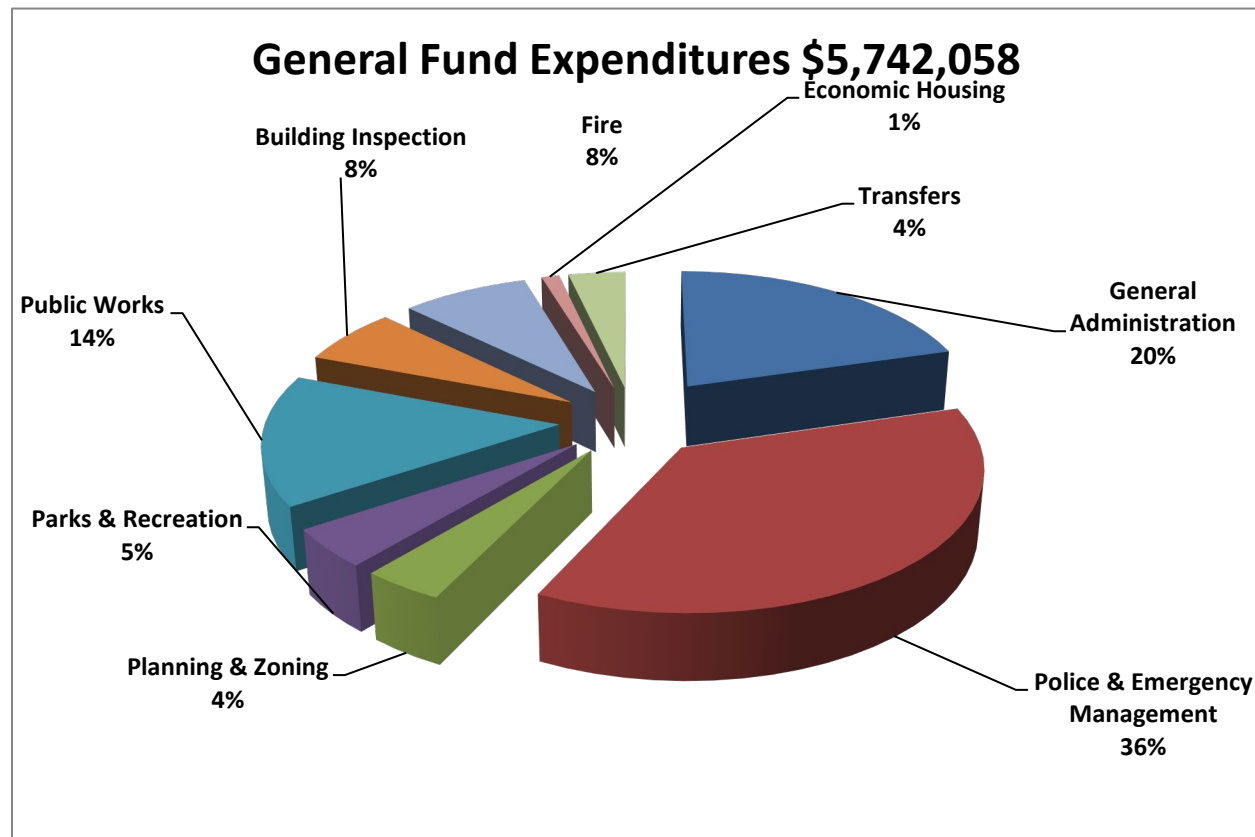
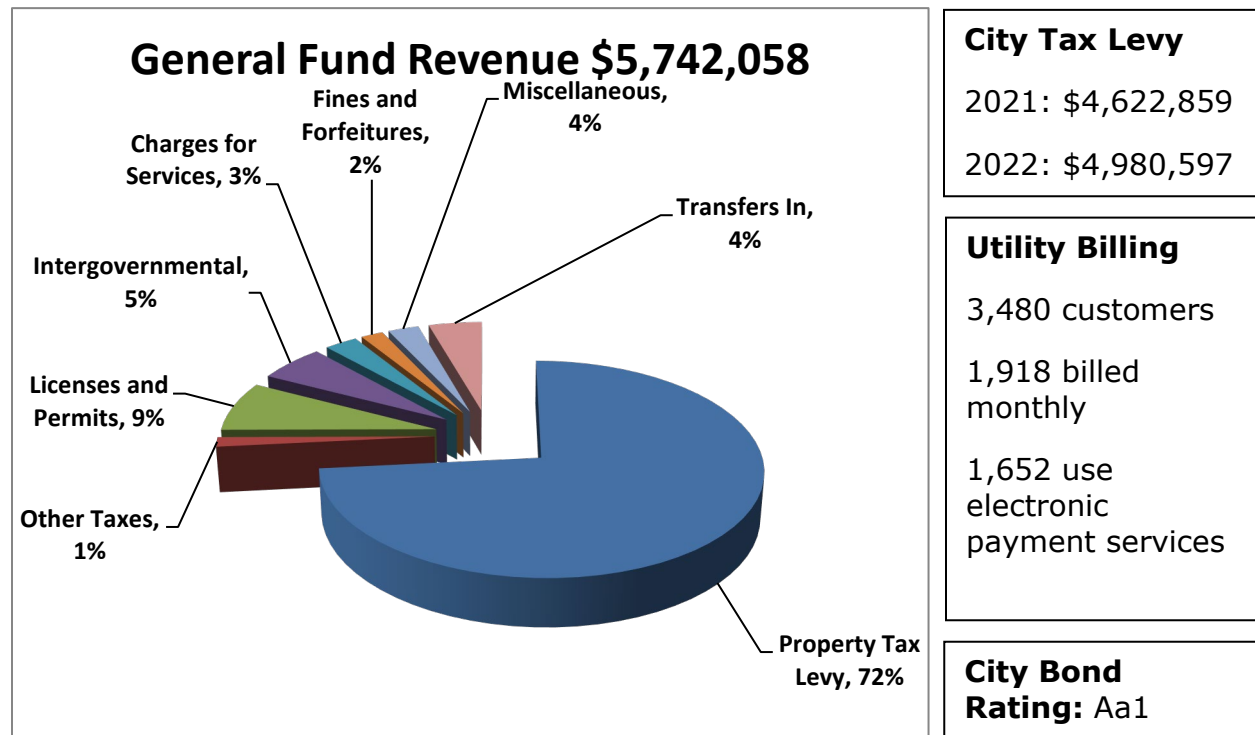
	Share in Cents	2022 Tax Rate
County	\$0.40	38.366%
Schools	\$0.30	29.207% *
City	\$0.23	22.429%
Other	\$0.07	6.620% **
	<u>\$1.00</u>	<u>96.622%</u>

\* School District #284 Wayzata

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



## FACTS and FIGURES



## Planning/Zoning & Building Department

The City reviewed four commercial projects during 2022:

The Meander Park and Boardwalk commercial development, Adam's Pest Control office building, Loram/Scannell warehouse development and Cates Ranch Industrial Park warehouse development, all of which are anticipated to be constructed in 2023.

In addition to the commercial projects, the City also reviewed and approved three residential developments during the year.

Permits were issued for 104 new residential homes in the City and overall construction activity occurred at a steady pace. The City purchased software for online building permit applications, which will be implemented in 2023.

Deb, Maria, and I are here to help with building permits, or any questions related to zoning, land or development in Medina!

Dusty Finke, Planning Director

### PRIMARY SERVICES

The Planning and Zoning Department administers the City's Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance. This includes coordinating the policy directives of the Planning Commission and City Council, reviewing development and land use applications for compliance with relevant City regulations and code enforcement activities. The Department coordinates the building permit process and assists contractors and homeowners. The Department also administers the Wetland Conservation Act and floodplain regulations and assists other departments with geographical information system (GIS) mapping and analysis.

### STAFFING

The Planning and Zoning Department consists of three full-time staff members: Associate Planner Deb Dion, Planning and Permit Technician Maria Rucke, and Planning Director Dusty Finke. 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. Staff also works closely with the consultant City Engineer and City Attorney and staff from other departments and agencies.

### BUILDING PERMITS

- 903 Permits
- \$72,004,691 Market Value
- 36 Single-family
- 68 Townhomes
- 3 Commercial Buildings

### LAND USE PROJECTS

- Residential Development
  - Marsh Pointe Preserve
  - Hamel Townhomes
- Commercial Projects
  - Meander Park/Boardwalk
  - Adam's Pest Control
  - Cates Industrial Park
  - Loram/Scannell

### ORDINANCE/ POLICY UPDATE

- Rooftop Elements
- EV Charging
- Integrated Development
- Signage

## HIGHLIGHTS and ACTIVITIES

- **Building Permit Activity** *(summary can be found on following page)*
  - 36 new single-family homes and 68 new townhomes permitted
  - Estimated \$72,004,691 of market value added to the City (combined residential and commercial construction)
  - 903 building permits issued
- **Land Use Activity** *(summary can be found on following page)*
  - Commercial projects – Meander Park and Boardwalk, Adam’s Pest Control, Cates Industrial Park, Loram/Scannell
  - Residential developments – Marsh Pointe Preserve, Hamel Townhomes, Pioneer Highlands
  - Eleven smaller-scale projects (variances, conditional use permits, lot rearrangements, etc.)



- **Other Projects**
  - Uptown Hamel Action Plan – Received grant from Hennepin County to hire WSB to conduct a market study and feasibility report to create an action plan to support investments in the Uptown Hamel area
  - Hackamore Road – Partnered with the City of Corcoran to prepare for street improvements to Hackamore Road to support increased traffic volumes in the area

## FACTS and FIGURES

### Building Permit Activity (2018-2022):

	2018	2019	2020	2021	2022
# New Single Family	56	43	37	50	36
Valuation	\$31,235,936	\$23,391,809	\$24,025,330	\$34,934,913	\$36,092,855
# New Townhomes	-	-	-	33	68
Valuation	-	-	-	\$7,120,485	\$14,746,207
# New Multi-family	-	1	-	-	-
# units	-	82	-	-	-
Valuation	-	\$12,436,239	-	-	-
# New Commercial	-	2	3	4	3
Valuation	-	\$1,798,280	\$4,656,784	\$5,358,000	\$4,276,889
# Other Valued Residential	110	144	168	179	281
Valuation	\$5,460,604	\$9,388,480	\$8,067,749	\$12,204,453	\$11,824,569
# Other Valued Commercial	106	53	196	156	135
Valuation	\$9,462,523	\$3,971,008	\$33,122,995	\$7,492,890	\$5,064,171
General Permits	341	796	701	518	380
Total Permits	835	1244	1320	1201	1297
Total Valuation	\$46,159,063	\$50,985,816	\$69,872,858	\$67,110,741	\$72,004,691

### Land Use Application History (2017-2022):

	2017	2018	2019	2020	2021	2022
Variances	3	0	2	1	1	2
Conditional Use Permits	8	1	3	5	3	5
Preliminary Plats	5	1	2	6	3	3
Final Plats	4	4	2	4	6	4
Lot Divisions, Rearrangements	3	4	3	1	1	1
Site Plans	2	2	2	2	4	3
Planned Unit Developments	1	1	1	0	2	3
Comp Plan Amendments	3	1	0	2	1	1
Zoning Amendment	4	1	3	4	0	
Ordinances	9	7	3	6	4	4
Vacations	0	0	3	3	0	4
Extensions to file plats	2	3	1	0	2	3
Interim Use Permit	1	0	0	1	0	0
Annexations	0	0	0	0	0	0
Environmental Assessment Worksheet	0	0	0	1	0	2
Totals	45	25	25	36	27	34

## Public Works Department

For the first time in several years, all positions at Public Works were fully staffed enabling us to perform to our full potential, completing many projects in 2022. 2022 was another unusually dry year, pushing the water treatment facility to its limit for the second year in a row. The filter media replacement project began in November and is expected to be completed by June 2023. The Arrowhead Drive/Highway 55 intersection expansion was completed including stormwater treatment, a trail, and new crosswalks. Public Works oversaw the Chippewa Road extension, the Marsh Pointe addition, and the Weston Woods street and utility installation. Four paving projects were successfully completed, including Oakview Road, Iroquois Drive, Tower Drive West, and Pinto Drive. Supply shortages prevented us from completing the phase-one renovations at Hunter Park last fall.

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 repairs, the compost/brush site, and maintenance for all City properties and buildings. Public Works performs erosion control inspections, noxious weed inspections, coordinates safety training for City staff, administers the park commission, the wellhead protection plan, the MS4 permit, and all park amenity rentals. Public Works hosts the annual City-wide clean-up day and assists with setup and takedown at the annual celebration day event. Public Works produces the consumer confidence drinking water report, monthly water usage and groundwater level monitoring reports, annual water conservation reports, the stormwater pollution prevention plan (SWPPP), completes the survey of sewer use data, the wastewater infrastructure needs survey and I/I surcharge reporting, and approves and issues right-of-way permits. Whether it be clearing debris from a right of way or responding to a water main 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 and Finance departments to identify and budget for the infrastructure needs of our growing City.

### STAFFING

The Public Works Department consists of one part-time and seven full-time staff members: Public Works Director (Steve Scherer), Foreman (Derek Reinking), Field Inspector (Jack Gleason), Water & Sewer Operator (Greg Leuer), two Maintenance Technicians (Joe Ende and Trevor Ratke), Part-time Maintenance Technician (Jeff Bursch), and Administrative Assistant (Lisa DeMars). The Public Works Department works with WSB for engineering guidance.



## HIGHLIGHTS and ACTIVITIES

### Road Planning, Paving, and Maintenance Projects

- Completed 90 % of the Chippewa Road project
- Completed Arrowhead/Highway 55 intersection
- Secured easements and installed Meander Trail eastern segment
- Completed the Deerhill road final lift and shouldering
- Trimmed trees in ROW throughout the Foxberry Farms neighborhood
- Completed Iroquois Drive, Tower Drive West, Oakview Road, and Pinto Drive street overlays
- Managed replacement of damaged sidewalks throughout the City
- Completed pavement overlay at City Hall
- Crack sealed, seal coated, fog sealed, and restriped Hunter Drive
- Replaced culverts on Oakview Road prior to paving
- Replaced and repaired two culvert crossings on Mohawk Drive
- Teamed with Corcoran, Hennepin County, Plymouth, and Planning to finalize design for the Hackamore Road project

### Water and Sewer

- Developed a water emergency response plan
- Completed wellhead protection scoping meeting in preparation for the updated plan
- Began the water treatment plant media replacement project. (Completion June 2023)
- Replaced and upgraded the VGB meter reader
- Inspected and repaired sanitary manholes in the Foxberry Farms neighborhood

### Stormwater

- Submitted finalized plan for renewal of the MS4 permit
- Cleaned 15 sump catch basins in the Foxberry neighborhood along with repairing and sealing any damaged basins

### Other Public Works Activities

- Transitioned a seasonal maintenance technician to part time technician
- Completed all OSHA mandated training courses
- Installed new fencing for the brush/compost site
- Cleaned up dead trees in the Enclave neighborhood
- Removed the antennas from the Willow water tower

### Maintained Infrastructure

#### Roads & Trails:

63 Miles of Street  
8.68 Miles of Sidewalk  
12.4 Miles of Paved Trails  
2.15 Miles of Turf Trails  
750 Street Signs  
180 Street Lights  
35 Roadside Ditch Miles (mowed)  
182 Culverts

#### Sewer:

41.82 Gravity Sewer Mains  
4.16 Pressurized Sewer Main  
11 Sewer Lift Stations  
1,269 Sewer Manholes

#### Water:

564 Valves + hydrant leads  
617 Hydrants  
53.1 Water Main Miles  
11 Water Wells  
1 Water Treatment Plant  
1 Water Tower

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

229,086,000 - Hamel System

11,060,400 - Independence Beach

5,017,226 - Medina Morningside

## Parks and Trails

The Public Works Department and Park Commission had a productive year. The Public Works staff spent approximately 1,926 hours on our parks in 2022. The following projects, policies, and improvements were completed:

- Acquired parkland on Chippewa Road, demolished buildings, sealed well, pumped and removed septic tanks
- Identified Deerhill Trail Easement corridor.
- Continued phase I renovations at Hunter Lions Park, relocated ballfield, installed pickleball court
- Conducted a survey and worked towards finalizing plans for Lakeshore Park renovation
- Entered into baseball field rental and maintenance agreements with the Hamel Athletic Club and Orono Baseball
- Updated the Park & Trail Asset Inventory throughout the year
- Accepted donation from HAC for grandstand at Hamel Legion Park
- Accepted donation from Hamel Lions for scoreboard at Paul Fortin Field
- Reconditioned and relocated the basketball hoop at Walnut Park, and added fencing
- Installed parking lot and ballfield lights at Hamel Legion Park
- Secured easements and constructed the trail at the east end of Meander Road
- Made recommendations on 2022-2026 Capital Improvement Plan
- Installed a solar light on top of the snow hill at Hamel Legion Park
- Completed maintenance at HCB including interior painting, installing hand dryers, new door locks, ductwork in the utility room
- Replaced dead shrubs and added mulch in Hamel Legion Park

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

- Meander Park and Boardwalk Development
- Marsh Pointe Preserve
- Cates Industrial Park
- Hamel Townhome LLC
- Diamond Lake Regional Trail
- Blooming Meadows
- Loram/Scannell Properties
- Pioneer Highlands
- Medina Ventures

### Parks and Nature Areas

198 acres maintained in 15 locations

Pavilions & Picnic Areas – 10

Baseball & Softball Fields – 10

Basketball Courts/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

2018: \$114,918.34

2019: \$8,854.19

2020: \$42,888.00

2021: \$76,477.00

2022: \$164,748.00

# Police Department

## Message from the Public Safety Director

On behalf of the dedicated members of the Medina Police Department, it gives me great pleasure to present our department's Annual Report for 2022. Our mission is simple and remains vibrant within the culture of our organization. We are a dedicated and trustworthy family of law enforcement professionals who pride ourselves on being approachable and devoted to strengthening our safe and progressive community. How we achieve this mission, and our organizational goals and objectives is much more complex, but we firmly believe that in part, it includes our primary core principles to ensure the safety of the citizens of Medina through the enforcement of the laws of the United States of America, the State of Minnesota and the City of Medina. Further, our mission mandates that we treat all people with the utmost respect and dignity in every situation. We will perform our duties in a professional and ethical manner, which will bring pride in the service we provide.

Medina Police Officers continue to exceed what is asked of them. Their extraordinary professionalism, exhibited daily, is matched only by the support received from our residents and community. We are grateful to serve a community that consistently and unabashedly shows its support for us. Our officers reinforce these bonds during the thousands of individual interactions throughout the year and at larger public gatherings like the Bike Rodeo, Hamel Rodeo Parade, Cops 'n Bobbers, and Nite to Unite. Every Medina Police Officer stands ready and prepared to protect the interests of our community. We strive to exhibit our core values of teamwork, professionalism, trust, and communication.

I personally would like to thank everyone for the continued support of the Medina Police Department.

Sincerely,

Jason E. Nelson, Director of Public Safety

## PATROL HIGHLIGHTS

The Medina Police Department is currently staffed with a team of very experienced officers that protect the residents of Medina and Loretto 24 hours per day, 365 days per year. The patrol division consists of seven officers overseen by Sergeant Kevin Boecker. The Medina Police Department has very experienced officers on the department. In 2023, half of the department will have nearly twenty or more years of experience as a police officer.

## Experienced Officers Matter

On 12/29/2022, shortly after midnight, officers were called to a report of an injured female at a residence on Clydesdale Circle. The caller reported his girlfriend had been in a car accident earlier and was now not breathing. Two veteran Medina officers were tied up on a domestic at the time of the initial call and responded once cleared. Upon arrival by the Medina officers, other first responders were attempting life-saving measures on the female. The female was transported to the hospital where she was declared deceased. While on scene, the Medina officers began speaking with the 911 caller. After receiving conflicting information from the caller, and making visual observations around the house, the officers determined that there was more going on than what was being reported. The officers determined that more investigation was needed at the residence and contacted our investigator who responded to the scene. After executing several search warrants at the residence, the person who called 911 was placed under arrested for murder. This is a classic example of the “no call is ever routine” saying that is part of police work. A call that started as a medical led to a suspect being charged with murder.

### **Vehicle Thefts**

The Medina Police Department took several vehicle theft reports in 2022. There continues to be a trend of criminals “vehicle shopping” in the suburbs.

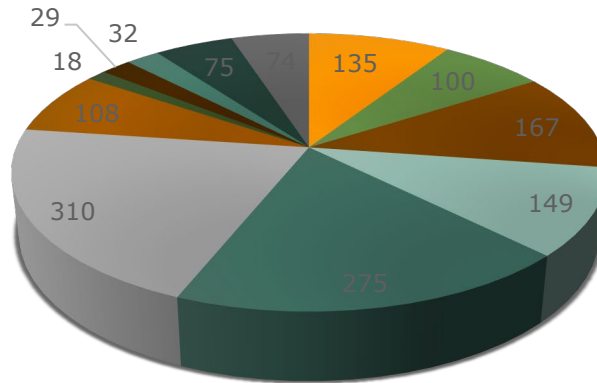
On 03/04/2022 at 0752 hours, a vehicle was reported stolen from the parking lot of Koch’s Korner. The owner left the vehicle running when he ran inside the store. A passenger from another vehicle in the lot jumped into the vehicle and took off east on Highway 55. Officers quickly located the vehicle and attempted to stop it, but the vehicle fled. Officers pursued the vehicle through Plymouth, Maple Grove, Rogers, Albertville and eventually a pursuit intervention tactic was used to stop the vehicle in Buffalo. The driver was transported to the hospital for evaluation and then booked into jail for the theft and fleeing charges.

On the morning of 10/13/2022, a vehicle was reported stolen from a driveway of a residence. The vehicle owner reported the keys were likely left in the vehicle when it was stolen. On 10/16/2022 the vehicle was located unoccupied in North Minneapolis.

On 10/21/2022 a vehicle was stolen from the driveway of a residence in the early afternoon. The vehicle owner reported the keys were left in the vehicle. Multiple suspects arrived in the neighborhood in a different stolen vehicle and a passenger jumped out and got into the vehicle in the driveway and sped off. The stolen vehicle was involved in multiple pursuits over the following week. The vehicle was recovered abandoned in early November on a street in South Minneapolis.

During 2022, the patrol officers of the Medina Police Department issued 477 citations for various traffic violations and 1,112 warning (verbal or written). The patrol officers responded to the following categories of incidents:

### Other Incidents



- Business Alarms
- Residential Alarms
- Supicious Incidents
- Traffic Complaints
- Medicals
- Assists-Other Depts
- Property Damage Accidents
- Personal Injury Accidents
- Car/Deer Accidents
- Civil Assists
- 911 Hangups
- Falls

Kevin Boecker, Patrol Sergeant

### INVESTIGATIONS HIGHLIGHTS

In 2022, there were approximately 190 total cases that were assigned to Investigations. The cases consisted of child protection and adult protection investigations, theft, fraud, financial crime, identity theft, assaults, aggravated robbery, juvenile sexual assaults, and murder. There was a vast majority of these cases that were sent to the Hennepin County Attorney's Office or the City Attorney's Office for criminal prosecution. There were several of which that subsequently received a conviction or are pending dispositions at this time.

Not including criminal prosecutions, we conducted 55 background checks to acquire firearms, and approximately 19 background checks for solicitor permits, city employment, and liquor license applications.



## Case Highlights

In May of 2022, it was reported to the Police Department that two individuals had entered a business establishment within the City. While inside, they requested to see high dollar electronics. Upon the security case being opened, they took several of the devices, threatened to stab the sales associate, and fled from the store. Both suspects were ultimately identified. The first suspect was charged and convicted of simple robbery. The second suspect is still awaiting trial.

In July of 2022, we received a report from Child Protection Services (CPS) regarding a sexual assault that had occurred several years prior. In conducting interviews with numerous family members, we learned that there were allegations of sexual abuse from two victims under the age of fifteen. A suspect was identified in the case, and they were arrested and charged with 1<sup>st</sup> and 2<sup>nd</sup> Degree Criminal Sexual Conduct. The suspect in this case is awaiting trial.

In December of 2022, the Department was contacted regarding a suspicious death that had occurred. Upon responding to the scene, we ultimately learned that an individual, later identified as the suspect, had called Hennepin County Dispatch to report that his girlfriend had been involved in a car accident, and was unconscious. As we began processing the scene, it was believed that foul play was involved. After an extremely in-depth investigation, it was learned that there was a physical assault that had occurred, resulting in the death of a 27-year-old female. The suspect, a 25-year-old boyfriend, was arrested in connection with the death. He was booked into the Hennepin County Adult Detention Facility where he is awaiting trial for two counts of 2<sup>nd</sup> Degree Murder.

Andrew Scharf, Investigator

	Murder	Rape	Robbery	Assault	Burglary	Theft	Auto Theft	Arson	Forgery/Fraud
2022	1	0	1	1	3	49	4	0	*
2021	0	0	0	3	7	65	5	0	11
2020	0	0	0	2	7	68	5	0	13
2019	0	0	0	1	14	88	3	0	12
2018	0	1	0	3	3	74	0	0	21

	Vandalism	Weapons	Narcotics	DWI	Liquor Laws	Disorderly Conduct	CSC	Other Assaults	Other
2022	2	0	12	16	9	5	4	9	10
2021	0	5	16	25	2	1	10	24	0
2020	0	0	20	24	1	6	7	3	0
2019	0	1	30	33	8	1	11	3	0
2018	12	1	44	26	11	8	13	4	12

\*Due to updated FBI (NIBRS) coding, Forgery and Fraud are included in Theft

## **PRIMARY SERVICES**

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 the fire departments 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 Assistant. We also have four Reserve Officers. The Medina Reserve Unit logged 593 volunteer hours in 2022.

In October 2022, we hired Jordan Myhre. Officer Myhre previously worked for seven years with the Crystal Police Department. We were very lucky to have found such a great fit for our agency. We also hired Community Service Officers (CSOs) Jacob Milinkovich and Tanner Wiese to fill the CSO vacancies.

## **HIGHLIGHTS and ACTIVITIES**

### **Training**

The Department conducted firearm shoots, including a cold weather low light qualifying shoot in December. We continue to use PATROL Online for our licensed officers. PATROL Online has expanded its courses to cover the new training requirements with respect to de-escalation, implicit bias, autism, and managing the mentally ill. Several officers have attended multiple leadership courses this past year by the Bureau of Criminal Apprehension.

We have one officer assigned to the West Metro Drug Task Force (Medina, Minnetrista, Orono, West Hennepin Public Safety, and Hennepin County Sheriff's Office). In 2023, South Lake Minnetonka will join the task force. In 2022, the task force seized 71.5 pounds of cocaine, 216.5 pounds of marijuana, and 93.5 pounds of methamphetamines and 336 grams of fentanyl. The Task Force conducted 82 search warrants and arrested 50 persons. It seized 84 firearms and over \$1.85 million dollars in street drugs. The number of weapons seized is almost triple from what was seized in the previous years.

## Community Service

In 2022, we held our annual Bike Rodeo, participated in Medina Celebration Day, Loretto FunFest, Hamel Parade, Hamel Rodeo, Nite to Unite, bicycle time trials, and tours for Boy Scouts. Officers John Vinck and Christopher McGill organized the department's first Cops 'n Bobber program. This was a very successful event that we cannot wait to host again this summer. This is the part of the job the officers truly enjoy.



## Police Embedded Social Worker

In April 2022, along with Corcoran, Deephaven, Minnetrista, Orono, South Lake Minnetonka and Wayzata, joined forces in hiring a Police Embedded Social Worker as the result of a Hennepin County Human Services grant. This person assists the police department in reducing the repetitive calls for service involving mental health, substance abuse disorders, wellness, housing, crisis shelter, and other related issues. The goal of the program is to provide real, long-term solutions rather than simply responding to calls for service. From April 2022 to the end of the year, our agency has referred 39 individuals with the age range from juveniles to over 65. We have seen immediate success with a reduction to repetitive calls for service allowing officers more time on the streets to respond to other calls.

## Fire Departments

The City of Medina is served by four different fire departments. In 2022, Hamel Fire covered the northeastern area, Loretto Fire covered the northwestern area, Long Lake Fire covered 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 326 calls in 2022, taking approximately 4,265 hours to handle all the calls. The call hours are not a true measurement of service, when one considers the thousands of hours the departments spend on administrative duties, training, community events and equipment maintenance. The Hamel Fire Department responded to a record number of incidents for the second year in a row in 2022; the uptick appears to be related to our congregate care facilities.

Hamel and Loretto Fire Departments, which collectively cover approximately 82 percent of the City, worked the entire year on merging their departments. The merger will be completed in July 2023. This is exciting news and is a step in the right direction toward longterm cost sharing of equipment and fire coverage for the City. It takes strong leadership to think outside of the box and be willing to combine forces for the greater community. In 2022, Loretto Fire Chief Jeff Leuer was awarded the 2022 Minnesota State Association Fire Officer of the Year- Population Under 10,000. This is a very distinguished and well-deserved award.

Jason E. Nelson, Director of Public Safety

### PRIMARY SERVICES

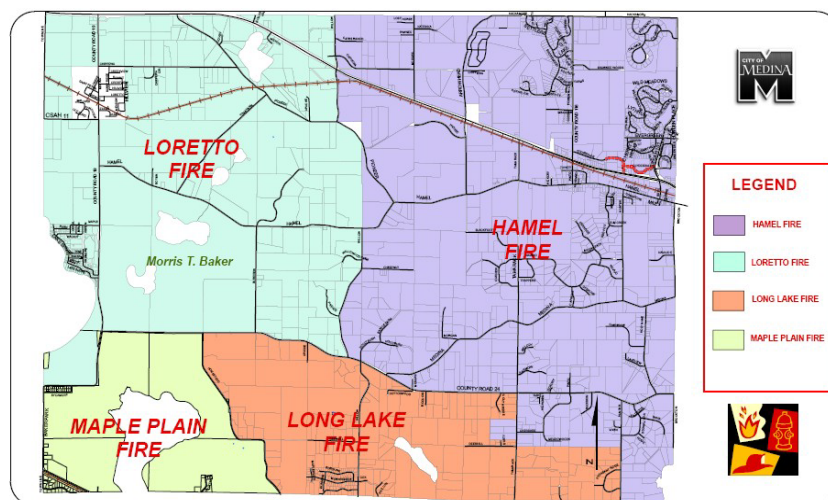
The four fire departments provide fire protection for the entire City of Medina. Our fire departments also provide response to accidents, medical calls, HazMat incidents, and emergency management situations. They also provide support for many community functions such as the Hamel Rodeo, Medina Celebration Day, Medina Bike Rodeo, Loretto Funfest, Nite to Unite, food drives for local food shelves, and races just to name a few. Each department holds fundraisers, open houses and provides fire prevention programs to the residents of Medina. All the departments are deeply rooted in their communities and provide exceptional services.

## STAFFING

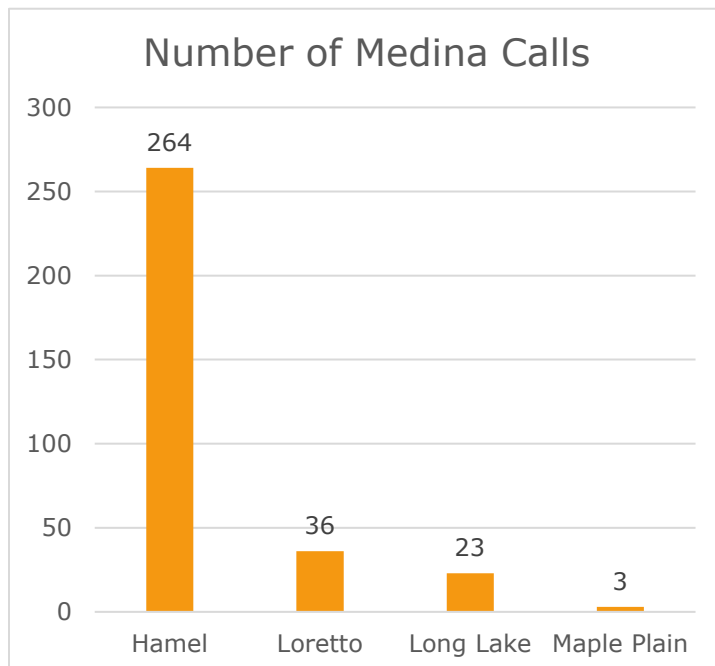
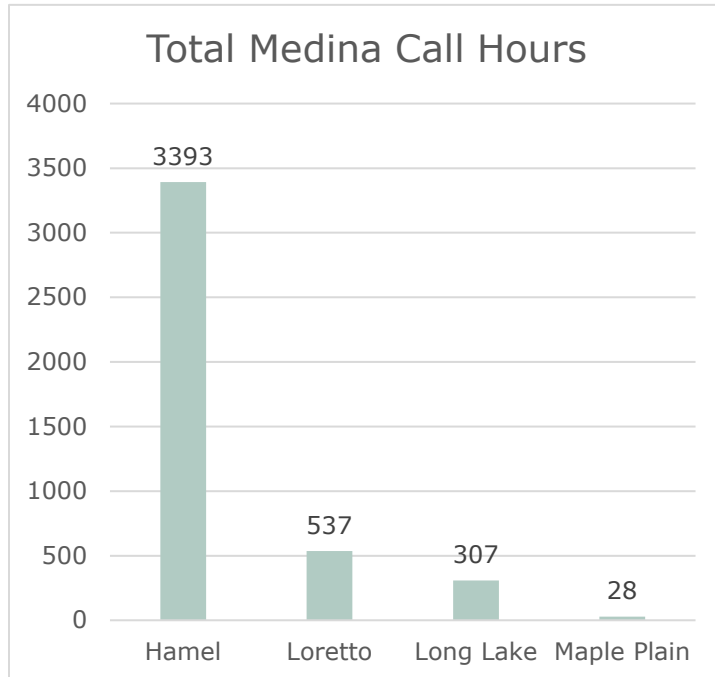
Each department is staffed differently, and the numbers fluctuate year-to-year. In addition, the mutual aid agreements amongst all Hennepin County fire departments provide Medina with additional resources.

## HIGHLIGHTS AND ACTIVITIES

HAMEL	LORETTO	LONG LAKE	MAPLE PLAIN
Most calls in the history of the department (275)	Jeff Leuer named Fire Officer of the Year	Three new probationary members	First ever electric bike fire.
Pinned two new firefighters	Completed land purchase for new station	Two firefighters moved from probationary status	Responded to several windstorm related incidents
Added two probationary members	Replaced SCBA Air Packs	Firefighter Kelly Shaughnessy retired	Medical call of victim with no pulse. Person was revived and transported







## Fire Operating Budget

2019 - \$362,183  
2020 - \$368,786  
2021 - \$358,473

## Fire Capital Budget

2019 - \$ 97,877  
2020 - \$ 99,877  
2021 - \$103,999

## 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

## 2022: A Year in Review

### January

- Established 2022 appointments and designations to various city services
- Approved hiring of Planning and Building Assistant

### February

- Approved 2022 Work Plan Goals
- Adopted Ordinance Pertaining to Third Party Gift Card Procurement
- Approved hiring of City Clerk/Assistant to City Administrator

### March

- Heard annual reports from fire departments
- Adopted Ordinance pertaining to Rooftop Elements
- Approved Hiring of Public Works Maintenance Technician

### April

- Approved Resolution of Support for the People of Ukraine
- Approved road bids and several other Public Works contracts
- Held Annual Clean-Up Day



## 2022: A Year in Review

### May

- Adopted Ordinance Pertaining to Signs within City-Owned Parks
- Reviewed 2022 Road Project Feasibility Reports
- Held the Annual Bike Safety Rodeo



### June

- Approved annual liquor license renewals
- Held a Medina Economic Development Authority Meeting to review an affordable housing project
- Adopted Ordinance Pertaining to Electric Vehicle Charging Infrastructure



### July

- Installed a card access security system for City Hall
- Approve Cates Industrial Park Comprehensive Plan Amendment
- Held the First Annual Cops 'n Bobbers Program



### August

- Recognized Police Administrative Assistant Anne Klaers for 15 Years of Service
- Approved Ordinance Pertaining to Lot Standards within Integrated Developments
- Conducted the State Primary Election

## 2022: A Year in Review

### September

- Approved the 2023 Preliminary Budget and Tax Levy
- Discussed the Water Treatment Plant Filters 1 and 2 Rehabilitation Project
- Held Annual Medina Celebration Day



### October

- Approved Hiring of Police Officer
- Appointed Election Judges
- Approved Hiring of Two Community Service Officers



### November

- Conducted the General Election
- Adopted Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Sale of Edible Cannabinoid Products
- Accepted Public Utilities and Streets in several developments
- Reviewed City of Independence Sewer Agreement Request



### December

- Approved 2023 tobacco licenses
- Adopted final 2023 budget, tax levy, and fee schedule



## Preview of 2023 Goals

### Overarching Organizational Goals

- Institutionalize Employee Shared/Core Values. Hold an employee training session and continue the employee discussion on our core values
- Continue to stay involved with business networking groups, business forums, business tours, attract business and other opportunities to strengthen ties with our local businesses
- Continue to implement electronic document management in the City

#### Administration

- Attract campus businesses to Hwy 55
- Switch address databases to the cloud
- Continue planning process for Hackamore Road project with the City of Corcoran
- Continue to work with the Council and Fire Departments to implement fire services district/JPA
- Implement a new website

#### Finance

- Implement more electronic services
- Continue ACH vendor payments and less paper checks
- Assist training new staff

#### Planning/Zoning

- Implement new building permit software
- Create affordable and workforce housing plan
- Complete the Uptown Hamel Redevelopment Study
- Create applicant/developer handbook

#### Public Safety

- Identify a new records management solution
- Add a second police sergeant position
- Implement technology upgrades to the training room
- Evaluate personnel recruitment, hiring practices, and staffing levels

#### Public Works

- Complete various street projects
- Complete replacement of water treatment facility filters
- Complete upgrade of meter reading system
- Complete the Willow Drive Lift Station project

#### Parks/Trails

- Resume Hunter Park renovation
- Develop a strategy to complete Lakeshore Park renovations
- Continue purchase agreement negotiations for parkland acquisition
- Secure easements for Deer Hill preserve Trail



## Recognizing Our Contributors

### 2022 DONATIONS

#### **Bike Safety Rodeo:**

Koch's Korner  
Loretto Auto Body  
Motley Auto Service  
Hometowne Pizza  
Gear West  
Call the Gutter Guys  
Justin Cook  
State Farm/Garrett Larson  
Medina Entertainment Center  
Tractor Supply  
Dojo Karate  
Hamel Fire Department  
Loretto Fire Department  
North Memorial Ambulance

#### **Cops N' Bobbers:**

Northwest Area Jaycees  
Hamel Lions  
Loretto Lions  
Process Display  
Clam Corp  
Scheels  
Cabin Fever Sporting Goods  
Bay to Bay Boat Club  
Koch's Korner  
OAK Eatery

#### **Other:**

Doboszinski & Sons  
Duane and Jan Hendrickson  
Hamel Lions Club  
James Victorsen

#### **Celebration Day:**

Highway 55 Rental  
Medina Entertainment Center  
Maple Crest Landscape  
John Day Company  
Marianne Houlihan Insurance & Financial Services, Inc.  
Farmers State Bank of Hamel  
Garrett Larson - State Farm Insurance Agency, Inc.  
Gregor Farm & Greenhouse, Inc.  
KD & Company Recycling, Inc.  
DMJ Asphalt, Inc.  
Dojo Karate Medina  
Medina Golf & Country Club  
Sota Chiropractic  
Art 2 Heart  
PupTown  
Hamel American Legion  
Fortin Chiropractic Clinic  
Medina Just For Kix  
Medina School of Music  
Caribou Coffee  
Vitality Homeopathic Care  
UNIT'S Moving & Storage of MN  
School of Rock Plymouth  
Rockler Companies, Inc.  
Vinayak Sales - Reva  
Scherer Pumpkin Patch  
Robert's Craft Kitchen  
Hometowne Pizza  
Peg's Café  
Scout Troops 3570 & 5570  
Loretto Fire Department  
Hamel Fire Department  
Volunteer Club - Wayzata High School  
Wayzata Youth Hockey Association

## Recognizing Staff & Service Providers

Thank you to all of the staff, consultants, and representatives who provided service to the City in 2022.

### **ELECTED OFFICIALS**

Mayor: Kathleen Martin  
Council Members: Dino DesLauriers, Todd Albers,  
Robin Reid, Joe Cavanaugh

### **CITY OF MEDINA STAFF**

#### **Administration & Finance Department**

Scott Johnson, City Administrator  
Caitlyn Walker, City Clerk/Assistant to the CA  
Erin Barnhart, Finance Director  
Jennifer Altendorf, Accountant  
Nichole Vogel, PT Administrative Assistant

#### **Public Works Department**

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

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

Dusty Finke, Planning Director  
Debra Dion, Associate Planner  
Brenda Ruth, Planning and Building Assistant  
Collette Baumgardner, GIS/Planning Intern

#### **Police Department**

Jason Nelson, Public Safety Director  
Kevin Boecker, Sergeant  
Andrew Scharf, Investigator  
Anne Klaers, Administrative Assistant  
Nicole Jacobson, PT Administrative Assistant  
Officers: Chris McGill, Keith Converse, Tom Gregory, David Hall, Jeremiah Jessen, Joshua McKinley, Justin Hanson, John Vinck, Jordan Myhre  
CSOs: Jackson Billman, Justin Cook, Tanner Wiese, Jacob Milinkovich

### **APPOINTED REPRESENTATIVES**

#### **Planning Commission**

Beth Nielsen, Chairperson  
Commission Members: Braden Rhem, Cindy Piper,  
Ron Grajczyk, Justin Popp, John Jacob  
Tim Sedabres, Adeel Ahmed

#### **Park Commission**

Mary Morrison, Chairperson  
Commission Members: Terry Sharp, Nila Norman,  
Angela Bernhardt, Troy Hutchinson, Steve Webster,  
Will Gunter

Junior Commission Member: Katya Cavanaugh, Emily Jans (January to August), June Ney (August to December)

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

Elm Creek Watershed Management Commission:  
Hakanson Anderson and Terry Sharp  
Minnehaha Creek Watershed Commission: Peter Rechelbacher  
Pioneer-Sarah Creek Watershed Management Commission: Pat Wulff and Joel Settles

#### **Police Reserve Officers**

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

### **APPOINTED CONSULTANTS**

Attorney: Ron Batty and Dave Anderson, 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