

Medina Message

A Quarterly Newsletter of the City of Medina

www.ci.medina.mn.us

Winter 2008

Comprehensive Plan Update & Timeline



After completion and wrap-up from the Comprehensive Plan Open Houses held in October 2007, the Comprehensive Plan Advisory Panel (AP) held their final meeting on November 5, 2007, and prepared the finishing touches to the draft 2010-2030 Comprehensive Plan. The AP forwarded the proposed plan on to the Planning Commission, which scheduled and conducted two meetings to consider and review the Plan.

The first meeting was a special meeting held on November 27, 2007, which was intended to be an informal and general overview of the plan to the public. Residents, business owners, developers and interested citizens were allowed an opportunity to present any issues, concerns, suggestions, or to voice support or disagreement of the Plan.

The Commission conducted a formal public hearing at the regular meeting of December 11, 2007, and again a large number of residents and stakeholders were allowed an opportunity to express concerns and support of the draft plan. Upon the close of this public hearing, the Planning Commission recommended approval of the Draft 2010-2030 Comprehensive Plan, with a number of changes and revisions, along with a few issues for the City Council to discuss and consider.

The City Council held its first official review of the Plan at the January 15, 2008 regular meeting. The Council considered the issues and revisions recommended by the Planning Commission, and after extensive general discussion (and with input from the public), the Council elected to have this item tabled until the February 6, 2008 regular meeting. Once the City Council has completed the review and acceptance of the final draft of the Comprehensive Plan, the City will forward the plan to the surrounding and affected jurisdictions for a potential six-month review period.

Once this particular review has been completed, the City will then forward the plan document to the Metropolitan Council for final review. Medina's final approvals of the comprehensive plan will occur after receiving Metropolitan Council review and approval. During this review period, city staff will be discussing with the Council the options and details of a proposed moratorium on certain land use applications, plus working on the land use controls (such as new zoning ordinances) that reflect the new proposed land use plan of the city.

The City is required to submit the comprehensive plan to the Metropolitan Council by December 2008. The City of Medina is currently ahead of schedule for meeting this mandatory timeline.

City Calendar

- ▶ **16th** Wed—Park Commission 7:00 pm
- ▶ **19th** Sat—Council Office Hours 9 am to 11 am
- ▶ **21st** Mon—City Offices Closed (Holiday)

January

- ▶ **6th** Wed—City Council 7:00 pm
- ▶ **12th** Tues—Planning Commission 7:00 pm
- ▶ **16th** Sat—Council Office Hours 9 am to 11 am
- ▶ **18th** Mon—City Offices Closed (Holiday)
- ▶ **19th** Tues—City Council 7:00 pm
- ▶ **20th** Wed—Park Commission 7:00 pm

February

- ▶ **4th** Tues—City Council 7:00 pm
- ▶ **11th** Tues—Planning Commission 7:00 pm
- ▶ **15th** Sat—Council Office Hours 9 am to 11 am
- ▶ **18th** Tues—City Council 7:00 pm
- ▶ **19th** Wed—Park Commission 7:00 pm

March

- ▶ All meetings at City Hall unless otherwise noted.
- ▶ Meeting agendas on web site when available.

2008 Medina City Taxes & Budget

At the December 18th meeting the City Council approved the 2008 City budget and the tax levy. The City's tax rate increased from 15.35% in 2007 to 15.43% for 2008. More information regarding the results, the effect on an "average" Medina house, why a tax levy was necessary, the changes from the truth in taxation notice, tax comparisons, and the process can be found on page 4 of this newsletter.

City Council Meeting Email Notification List



If you would like to stay updated on what is happening at your local City Council meetings, sign up to receive email notifications. Emails are typically sent out the Friday before an upcoming Tuesday meeting. The email includes an attached agenda for the upcoming City Council Meeting and draft minutes from the prior City Council meeting.

If you would like to be added to the email notification list or have questions, call Jodi Wunsch at 763-473-4643 or email at jodi.wunsch@ci.medina.mn.us.

Public Safety & Public Works

Police Department Adds Records Management System

The Medina Police Department upgraded their department's records management system. As of January 3rd the police department went live with the Law Enforcement Technology Group Records Management System. This system runs the in-house records management system and connects to the in-car computers. It gives officers on the street all the information at their fingertips. The system also has ticket writer which automatically downloads citations and warnings to the records management system instantly. The system will greatly improve efficiency by eliminating dual entering that occurred in the old system.

Reminder: Winter Parking Regulations are in Effect

There is no parking on the streets of Medina between 1:00 a.m. and 6:00 a.m. The regulations are in effect until March 31st. The police enforce this ordinance to keep the streets clear for snow-plowing. If you have any questions in reference to the parking ordinance, please call the police department at 763-473-9209.

Public Works Facility—Land Acquisition Search

The City has contracted with Wilson Development Services to begin discussions with land owners on the possible acquisition of land for a future public works facility. The search for land is being conducted in response to a Facilities Master Plan that was accepted by the City Council and prepared by a Citizen's Advisory Committee in June 2007. The Plan demonstrated a need for a new public works facility and concluded that the current site at City Hall is too small for a new facility and future public works services.

House Checks



If you are planning on being on a trip or being out of town, please call the police department and put your house on the house check list. We will check your house while you are out of town; if there are any problems we will contact you. To sign up for a house check, just call the Medina Police Department at 763-473-9209.

Hamel Road Reconstruction

On January 15th, the City Council ordered the Hamel Road Reconstruction Improvement Project. The project consists of reconstructing Hamel Road between Hunter Drive and Brockton Lane and includes streetscaping components, replacement of water and sewer lines, and burial of existing overhead utility lines. The City Engineer is currently preparing plans and specifications for the project. The projected timeline of the project is listed below and will include a few more steps of contingent City approvals before the project may commence.

The water and sewer line replacements are proposed to be funded through existing water and sewer funds. The burial of the existing overhead utility lines is proposed to be funded through Tax Increment Financing (TIF) revenues. The road reconstruction and streetscaping is proposed to be funded through a combination of special assessments and TIF revenues.

In addition to the public improvement project and costs, residents/businesses who receive electric service will be affected by the burial of the existing overhead utilities. The expense of the new connection to the underground system is a private expense and can not be funded by the City. Please contact your electrician to determine the potential cost for this change in electric service.

Projected Timeline

- ▶ April 2008—Council Approves Plans and Bidding
- ▶ May 2008—Bid Opening and Assessment Hearing
- ▶ June 2008—Award Contract & Begin Construction
- ▶ September 2008—Substantial Completion
- ▶ June 2009—Final Construction Completion

Tamarack Drive Roadway Vacation

Following discussion during the January 15th City Council meeting, the City scheduled a public hearing to consider the vacation of the existing Tamarack Road Right-Of-Way/easements that extend south of Highway 55 to the Blackfoot Trail/Tamarack intersection (see map below). The City received several letters from residents requesting the vacation.

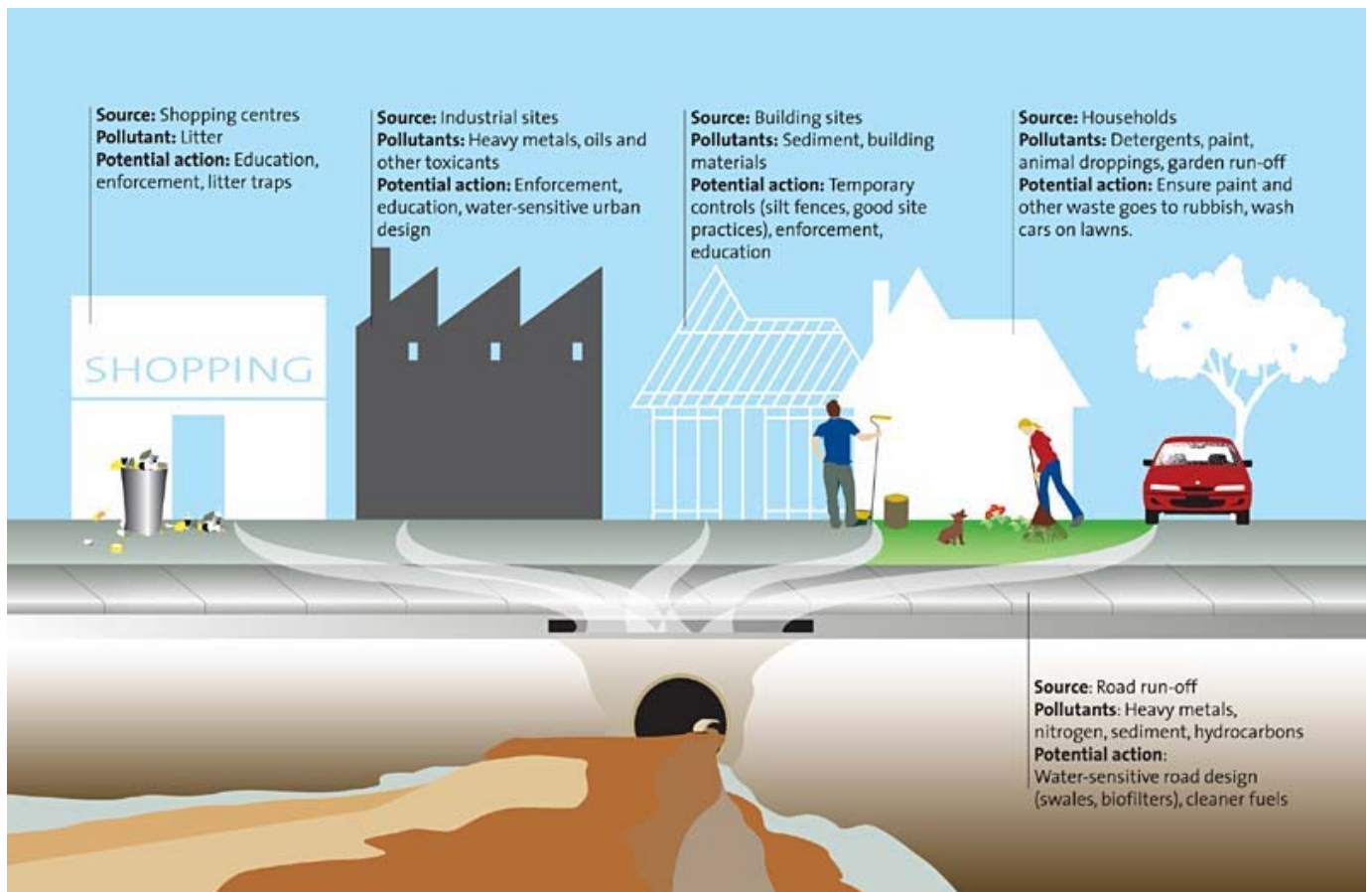
A public hearing notice will be sent to affected properties in the area and this newsletter also serves as a broader notice to the general public. The public hearing will be held at 7:00 p.m. on February 19th at City Hall.

During the Council meeting, City staff also provided clarification on some of the public comments:

- ▶ The existing and proposed Comprehensive Plans show no plans for a north/south road connection in this area.
- ▶ The City has not generally vacated roads/easements outside of subdivision requests.
- ▶ Right-Of-Ways and easements of similar nature are often used for other purposes, including public and private utilities.
- ▶ There is no link between reaching 5,000 population/Municipal State Aid (MSA) status and Hennepin County's authority to require a north/south connection south of Hamel Road to the Tamarack Road/Blackfoot Trail intersection. Hennepin County, the Metropolitan Council, or other jurisdictions do not gain any power or authority to require or construct such roadways as part of reaching MSA status.



Stormwater FAQs



What is stormwater runoff?

Stormwater runoff is water from rain or melting snow that “runs off” across the land instead of seeping into the ground. This runoff usually flows into the nearest stream, creek, river, or lake. The runoff is not treated in any way.

What is polluted runoff?

Water from rain and melting snow either seeps into the ground or “runs off” to lower areas, making its way into streams, lakes and other water bodies. On its way, runoff water can pick up and carry many substances that pollute water. Some pollutants, such as pesticides, fertilizers, oil and soap are harmful in any quantity. Others, such as sediment from construction, bare soil, agricultural land, pet waste, grass clippings and leaves can harm creeks, rivers and lakes in sufficient quantities.

In addition to rain and snowmelt, various human activities like watering, car washing, and malfunctioning septic tanks can also put water onto the land surface and carry pollutants to water bodies. Polluted runoff generally happens anywhere people use or alter the land. For example, in developed areas, none of the water that falls on hard surfaces like roofs, driveways, parking lots or roads can seep into the ground. These impervious surfaces create large amounts of runoff that picks up pollutants. The runoff flows from gutters and storm drains to water bodies. Runoff not only pollutes, but erodes stream banks. The mix of pollution and eroded dirt muddies the water and causes problems downstream.

What causes polluted stormwater runoff?

Polluted stormwater runoff generally happens anywhere people use or alter the land. People going about their daily lives are the number one source of stormwater pollutants. Most people are unaware of how they impact water quality. Some common examples include over fertilizing lawns, excessive pesticide use, not picking up pet waste, using salt or fertilizer to de-ice driveways, letting oil drip out of their vehicles and littering. Developed areas in general, with their increased runoff, concentrated numbers of people and animals, construction and other activities, are a major contributor to NPS pollution, as are agricultural activities.

Administration & Finance

2008 Medina City Taxes and Budget

Result. The City's tax rate (the City's levy on its adjusted tax base) increased from 15.35% in 2007 to 15.43% for 2008. The City's general fund budget increased by 9.81% to approximately \$4 million and the tax levy (the amount to be collected from property taxes) by \$273,714 (12.73%) to \$2,423,714.

Effect on "Average" Medina House. Medina's portion of the total property tax statement is approximately 17% with the remainder being Hennepin County, school district and other taxing entities. Because the tax levy is spread across a higher tax base in 2008 than 2007 from City growth, a 12.73% increase in the tax levy results in an estimated average 7% to 8% increase in the City's portion of the tax for the average house in 2008. As a result the total property tax for the average house in 2008 will be increased by approximately 1% to 2% by reason of Medina's increase.

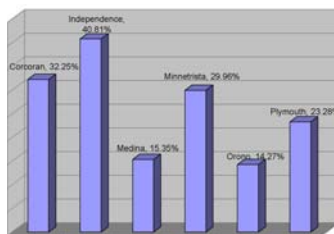
Why is Any Tax Levy Increase Necessary? The 2008 budget does not include any major operational changes from the 2007 budget. An assistant zoning administrator is proposed (most costs of which will be recovered from fees to applicants) and a one-half time administrative position is being added. Major increases are in the public safety area (mostly dictated by an existing union contract), salary adjustments (3% cost of living increase and some structural adjustments) and environmental mandates where the City must take action on environmental matters with no source of revenue.

Changes from Truth in Taxation Notice. Each Medina resident received last fall a truth in taxation notice in which each taxing jurisdiction set forth its proposed levy. The Medina notice proposed a 34.6% increase in the tax levy which was the subject of a well-attended truth in taxation hearing at City Hall on December 3rd. The proposed levy did not reflect major increases for current operations, but was proposed to deal with future known needs. The public input was clearly "go slowly" on that process. As a result, funds to the fire and equipment reserves were reduced, storm water expenses were taken out of the general City budget and may be later funded through creation of a storm water utility, road expenses were deferred and other changes were made to reduce the levy to 12.73%.

Some Comparisons. The 2008 City's projected tax rate is 15.43%. In 2003 it was 19.53%.

The 2007 tax rates (2008 rates not yet available from Hennepin County) for neighboring communities were:

Corcoran	32.25%
Independence	40.81%
Medina	15.35%
Minnetrista	29.96%
Orono	14.27%
Plymouth	23.28%



Where Does the City Go From Here? The anticipated needs of the City will not disappear. The City Council is exploring alternatives including: bonding and partial special assessments for road upgrades, more efficient provision of fire protection and a more equitable City user-based fee structure for City services. The Council's objective is to maintain the present level of City service which has existed for several years without reducing City reserves below their current levels which are within the Minnesota Office of State Auditor's recommendations.

The Process. During 2007 the City Council had the 2008 budget as a topic in five work sessions and on two council agendas - all public meetings. A similar process will be utilized in 2008. All meetings will be posted at City Hall and on the City's web page.

Get to Know Your

Administration & Finance Department

The city administrative area consists of a city administrator-clerk, assistant to the city administrator, finance director, accountant, accounting technician, and periodically a part-time administration intern. These positions are all filled by city employees. There are also a number of positions in administration that the city fills through professional contracted services such as the city attorney, city assessor, building inspectors, fire marshal, and city engineer.



General responsibilities are as follows:

Chad Adams, City Administrator

Chad serves as the chief administrative officer for the city and oversees all city departments, consultants, contracts, and day-to-day administrative operations of the city. Also serves as City Clerk.

Jodi Wunsch, Assistant to City Administrator

Jodi provides administrative and project management support to the City Administrator. Also serves as the Deputy Clerk, Election Coordinator, and Recycling Coordinator.

Jeanne Day, Finance Director

Jeanne manages the day-to-day financial operations of the city, cash investments and oversees the city's budget. Also serves as the City Treasurer.

Erin Barnhart, Accountant

Erin assists with payroll, special assessments, compliance reporting, and general fund accounting.

Teri Portinen, Accounting Technician

Teri assists with accounts payable and receivable, water & sewer billing, and general fund accounting.

Kim Ann, Administration Intern

Kim assists with general customer service and special project work as assigned by the City Administrator.

General Information

2008 Election Updates

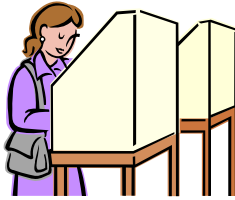
The Minnesota Precinct Caucuses for the Democratic-Farmer-Labor (DFL) Party, Republican Party, and Independent Party will be held on February 5, 2008 at 7:00 p.m. The City of Medina does not organize the precinct caucuses; the political parties control the proceedings at the caucus. The DFL precinct caucus will be held at Orono Middle School and the Republican precinct caucus will be held at Medina City Hall. Check your political party's website for updated information.

Primary Election: Tuesday, September 9, 2008 - 7:00 a.m. to 8:00 p.m.
General Election: Tuesday, November 4, 2008 - 7:00 a.m. to 8:00 p.m.

The City is seeking election judges for the 2008 State Primary on Tuesday, September 9; and for the 2008 General Election on Tuesday, November 4. Election judges supervise and help with elections at the polls.

You must be an eligible voter in Minnesota to serve as an Election Judge, and you must be able to read, write and speak English. Here are some general duties of an election judge:

- ▶ Open and close the polls (judges work from 6:00 a.m. to about 10:00 p.m.); half-day shifts are available.
- ▶ Ensure that only qualified voters are permitted to vote and that each qualified voter is permitted to vote only once.
- ▶ Maintain order and ensure a nonpartisan atmosphere in the voting place.
- ▶ Be responsible for the security of all election materials.
- ▶ Distribute ballots.
- ▶ Ensure that all votes are cast in secret.
- ▶ Tally the results after the polls are closed.
- ▶ Certify the precinct election results.



If you are interested in serving as an election judge or have any questions call Jodi Wunsch at 763-473-4643 or email jodi.wunsch@ci.medina.mn.us.

City Employee Promotions

At the December 18, 2007 meeting, the City Council promoted Steve Scherer from the Public Works Foreman to the Public Works Superintendent and promoted Jodi Wunsch from the Office Assistant to Administration to the Assistant to the City Administrator.

Pioneer Winter - 1862 Reenactment

February 8th-10th at the Wolsfeld Cabin
Friday- Sunday 9AM to 5PM

Come and visit with a pioneer family and their friends as they reenact the pioneer lifestyle circa 1862 at the Wolsfeld Cabin on the grounds in front of Medina City Hall. See how late winter was for the pioneers of Minnesota. Visit with the women as they cook meals exactly as our ancestors did and talk with the men about politics.

The event is free, so stop by and don't forget to bring your children and grandchildren! For more information contact the Western Hennepin County Pioneers Association or visit their website at www.whcpa-museum.org.



Requests for High Speed Internet

City Hall has been receiving inquiries from residents who desire to learn more about high speed internet options. One of the common questions staff receives involves high speed internet at affordable rates.

Several internet service providers known to provide services to varied areas of the community include: Qwest, Mediacom, Stonebridge Wireless, and various broadband wireless cards.

Some area communities, such as Chaska, Buffalo, Minneapolis and St. Louis Park have taken the initiative to provide municipal wireless internet services to their communities at varied rates. Medina, as part of the Lake Minnetonka Communications Commission, is reviewing such options for an area covering approximately 18 communities in the Lake Minnetonka area.

Please contact City Administrator Chad Adams at chad.adams@ci.medina.mn.us to place your name on file or as part of an e-mail distribution list to learn more about future discussions that the LMCC or City continue to hold.

Medina Celebration Day Thank You

The City of Medina would like to thank Howie's Uptown Hamel Barber Shop for their generous donation to Medina Celebration Day. The city apologizes for its error in the Fall 2007 Medina Message where Howie's Uptown Hamel Barber Shop was mistakenly left off the "Thanks to our Sponsors" article.

\$410,000 in Grant Money Available to Landowners in the Lake Independence Watershed

Practices eligible for funding:

- ▶ Animal Waste Storage Facilities
- ▶ Manure Hauling Services
- ▶ Clean Water Diversions
- ▶ Roof Water Management
- ▶ Pasture Renovation
- ▶ Vegetative Buffer Strips
- ▶ Nutrient Management of Manure Applications
- ▶ Exclusion Fencing



Funding is available through the Pioneer-Sarah Creek Watershed Management Commission. The program is designed to help landowners with no-cost or low-cost assistance to install animal waste management practices that will reduce nutrients flowing to Lake Independence. Funds must be used by June of 2009. Call 612-348-7338 for more information.

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2052 County Road 24, Medina MN 55340



www.ci.medina.mn.us



City Hall Office Hours

Mon-Fri 8 a.m. - 4:30 p.m.

Telephone Numbers

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 Police emergency 911
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 Daniel Johnson 763-473-0744
 Elizabeth Weir 763-473-3226
 Joe Cavanaugh.....763-473-5123

City Administrator

Chad M. Adams....763-473-4643
 e-mail:
chad.adams@ci.medina.mn.us

City Council Meetings

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

Planning Commission

Jeff Pederson, Chair
 Charles Nolan
 Mary Verbick
 Robin Reid
 Michele Litts
 Victoria Reid
 Jim Simons

Planning Commission Meetings

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

Park Commission

Ann Thies, Chair
 Madeleine Linck
 Brian Kingsley
 Galen Bruer
 Ben Benson
 Bob Pastor
 Beth Nielsen

Park Commission Meetings

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

Newsletter Editor

City Administrator
 Chad M. Adams

Other Contributors

Jodi Wunsch