



City of Medicine Lake

March 1, 2021

City of Medicine Lake Council Minutes

Present: Mayor Scott Marks; Councilors Ron Tomczik, Chris Heim, Connie Shaffer and Jo Meyer; Treasurer Craig Kile; City Clerk Nancy Pauly; Fire Chief Rich Halvorsen; Public Works Superintendent Chris Klar; Bassett Creek Watershed Commissioner Clint Carlson.

Absent: no one.

Mayor Marks called the meeting to order at 5:59 p.m. The Pledge of Allegiance was recited.

Minutes and Agenda

- **Motion to approve the agenda as presented forwarded by Mayor Marks and seconded by Councilmember Heim. With all in favor, the motion carried.**
- **Motion to approve the February 1, 2021 minutes forwarded by Councilmember Shaffer and seconded by Mayor Marks. With all in favor, the motion carried.**

Open Forum

- None.

Hennepin County Sheriff

- Reported rental properties will be flagged in their system.

Fire Department Report – Rich Halvorsen

- Reported no service calls last month.
- Reported 6 members have been medical certified.
- Reported the relief association meeting is on March 9th.

Bassett Creek Watershed Management Commission Report – Clint Carlson

- Reported BCWMC is able to support our plan.

Parks and Public Works Superintendent Report – Chris Klar

- Reported several ash trees will be removed soon and injections will start in May.
- Reported the pavilion will be moving forward.
- Reported he will put new tops on the fire department dock.
- Reported standard lift station maintenance will happen at the end of the month.

Treasurer's Report – Craig Kile

- Receipts in reporting period: \$1,170
- Receipts year to date: \$10,504
- Disbursements in reporting period: \$17,343
- Disbursements year to date: \$74,752
- **Motion to approve the summary spending, receipts and cash balances through February 28, 2021 forwarded by Councilmember Heim and seconded by Councilmember Shaffer. With all in favor, the motion carried.**

Officer Reports:

Councilmember Meyer

- Reported she has been working with CenterPoint Energy to renew the franchise agreement for another 20 years. She will contact the city attorney to review the document.
- Reported on the records retention project. She is gathering feedback from document owners.
- Reported a second microphone has been ordered.

Councilmember Tomczik

- Reported he prepared a report for a recycling rebate.
- Reported he's having difficulties finding out the maintenance history and tasks of city hall. Mr. Klar offered to assist. They will also look into safety issues within the city.

Councilmember Heim

- Shannon Sweeney of David Drown Associates presented information about financing the capital improvement project.
- Councilmember Heim presented the Frequently Asked Questions on the capital improvement project.
- Mr. Klar reported a design is being developed to update the lift station to last another 50 years.
- Mayor Marks said we can commit one garage stall now and perhaps a second stall later for the Public Works Department to store equipment that is used to maintain the city. Councilmembers Tomczik and Meyer would like to see the space so it will be discussed further next month.

Councilmember Shaffer

- Reported Councilmember Meyer has taken responsibility for Zoom.
- Reported she is meeting with Brad Scheib this week to discuss ordinance updates.
- Reported she is working with Councilmember Meyer on a form for requesting public information.
- Reported she is building a rental tenant residency document for the Sheriff's Office. It's used for emergencies and other cities do this.

Mayor Marks

- Reported nothing to report.

New Business

- Councilmember duties were reviewed and updated. They will be posted on the city bulletin board.
- Nancy Pauly reported we received a letter from Hennepin County Assessor. Like last year they will host virtual meeting sessions for taxpayers to discuss their assessments. Open Book meetings will not be hosted in physical locations or in-person.

Motion to adjourn forwarded by Councilmember Tomczik and seconded by Councilmember Shaffer. With all in favor, the motion carried at 8:47 p.m.

Respectfully submitted,

Nancy Pauly
City Clerk

Approved on April 5, 2021