



City of Medicine Lake

10600 South Shore Drive • Medicine Lake, Minnesota 55441 • (762) 542-0701 • (762)

April 6, 2020

City of Medicine Lake Council Minutes

Present: Mayor Scott Marks; Councilors Jack Garberg, Ron Tomczik, Chris Heim and Connie Shaffer; Treasurer Craig Kile; City Clerk Nancy Pauly; Fire Chief Rich Halvorsen; Public Works Superintendent Chris Klar.

Absent: None.

Miscellaneous attendees: Tom Melander, Bridget Donaldson, Paul Samson.

Mayor Marks called the meeting to order at 6:00 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 Shaffer. With all in favor, the motion carried.**
- **Motion to approve the March 2, 2020 minutes forwarded by Councilmember Shaffer and seconded by Councilmember Heim. With all in favor, the motion carried.**

Open Forum

- Paul Samson said the Medicine Lake Community Club is supporting a fund raiser for Second Harvest Heartland and asked everyone to spread the word.
- Bridget Donaldson asked about smoker and non-smoker rights. She said other cities have an ordinance that smokers need to stay 20 feet away from buildings with 10 or more units. She requested consideration for a similar ordinance for buildings with 7 or more units. Councilmember Shaffer said she will reach out to Brad Scheib for his assistance.

Fire Department Report – Rich Halvorsen

- Reported two calls for service in the past month.
- Reported the boat is in the water.
- Reported there are daily meetings regarding COVID-19.
- Reported city hall has been shut down to protect the fire department from contracting COVID-19.
- Reported modifying training to online.
- Reported receiving a donation of sanitizer.
- Mayor Marks reported some of the local fire departments have been going through neighborhoods to celebrate kids birthdays. We may want to do a fire department parade to show that we are still a community. Fire Chief Halvorsen will look into organizing an event.
- Reported the fire department is in contact with neighboring cities. There is no anticipation of shortages of personnel or personal protective equipment.
- Tom Melander presented an emergency management report. Xcel Energy may experience a worker shortage during the peak of COVID-19. The lift station could be impacted by materials other than toilet paper being flushed due to toilet paper shortages in stores. An Emergency Management Team has been formed within the city.
- Nancy Pauly reported Hennepin County would like our input on emergency funds from HUD. Tom Melander said he will look into it.

Public Works Superintendent Report – Chris Klar

- Reported Xcel Energy redid some fuses in the city today as part of normal maintenance.
- Reported road restrictions will probably come off next week.
- Reported the streets were swept today. Pot holes will be filled soon.

Parks Report – Chris Klar

- Reported the big tree at the three-way stop has a large crack down its side. It's rotten and probably won't be able to be saved. He has arranged for Plymouth's forester to look at it tomorrow. Councilmember Heim said it's a matter of time before it falls and when it falls it will block the street. He further said it's a safety issue and recommends the tree be removed. Councilmember Garberg said his thoughts are the same.

Treasurer's Report – Craig Kile

- Receipts in reporting period: \$3,003
- Receipts year to date: \$132,654
- Disbursements in reporting period: \$38,799
- Disbursements year to date: \$92,681
- **Motion to approve the summary spending, receipts and cash balances through April 5, 2020 forwarded by Councilmember Shaffer and seconded by Councilmember Garberg. With all in favor, the motion carried.**

Officer Reports:

Councilmember Garberg

- Reported the Three Rivers Park District Commissioner for district 1 would like to attend a city council meeting when COVID-19 settles down.
- Reported he is surprised by the deterioration of the roads. He and Mr. Klar with walk the roads with a contractor.

Councilmember Tomczik

- Reported he continues to see people walking with the traffic.
- Reported he has received several calls about people concerned about damage from surf boats.

Councilmember Heim

- Reported AllStream is not able to support internet and phone service at city hall. He's in the process of setting up CenturyLink for internet and phones.

Councilmember Shaffer

- Reported Plymouth opened seven permits.
- Reported rental inspections will be sent in mid May.
- Reported she filed all the property inspection reports. Two boxes were not filed because they are neatly organized and there is no place to file them.
- Reported there are issues with sending emails from the city email account.

Mayor Marks

- Reported the local blood banks are in desperate need of donors.
- Reported one of our residents who works in the medical profession is in desperate need of masks for NICU visitors.
- Reported the little library at the three-way stop is being used for food donations. He asked whether a bigger box should be put in place.

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New Business

- Nancy Pauly reported that The Hutton House liquor license renewal is ready for consideration at a special city council meeting on May 4th.
- Ms. Pauly reported that the Hennepin County Assessor Open Book meeting scheduled for April 27th has been canceled. It has been posted on Facebook and will be sent to the city news email group.
- Ms. Pauly reported the city response rate for the 2020 U.S. Census is 61.5%, as of yesterday.
- Ms. Pauly reported the city website is hosted in a GoDaddy datacenter and offsite backups are performed twice a week. The webmaster has been upgrading the mail server and there are frequent changes to the webmail URL.
- Ms. Pauly reported that the Hennepin County Community Development Block Grant Program will automatically renew for 2021 – 2023. Funds can be used for either handicap accessibility or to impact low income residents.

Motion to adjourn forwarded by Councilmember Shaffer and seconded by Councilmember Heim. With all in favor, the motion carried at 7:21 p.m.

Respectfully submitted,

Nancy Pauly
City Clerk

Approved on May 4, 2020