

# ***City of Medicine Lake***

## **City Council Meeting Agenda June 6, 2022**

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**6:00 PM - Call to Order**

**Pledge of Allegiance**

**Approval of agenda for June 6, 2022 meeting**

**Acknowledgment of Minutes from May 2, 2022 City Council Meetings and Minutes for May 2, 2022 Special City Council Meeting: Clerk Therese Polum**

**Open Forum**

**Hennepin County Sheriff**

### **Department Reports**

- Fire Department: Chief Rich Halvorsen
- Public Works Commissioner: Chris Klar
- Bassett Creek Watershed Commissioner: Clint Carlson
- Planning Commissioner: Jesse Swanson
  - Proposed Shoreland Ordinance status
  - Results from STR survey
- Parks Commissioner: Chris Klar
- Treasurers' Report: Gary Englert

### **Officer Reports**

- Councilmember Chris Heim
- Councilmember Jo Meyer
- Councilmember Ron Tomczik
- Councilmember Connie Shaffer
- Mayor Scott Marks

### **New Business**

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# City of Medicine Lake

May 2, 2022

## City of Medicine Lake Council Minutes

**Present:** Mayor Scott Marks; Councilors Jo Meyer, Chris Heim, Ron Tomczik, Connie Shaffer; Treasurer Gary Englert, City Clerk Therese Polum; Public Works Superintendent Chris Klar, BCWMC Commissioner Clint Carlson

**Council and Staff Absent:** Planning Commissioner Jesse Swanson

**Other attendees:** Hennepin County Sheriff Lieutenant Dan Koski, Susan Wiese, Shaun Kennedy, Les Young, Mary Anne Young and a nice group of citizens to support the recognition of Craig Kile, Nancy Pauly and Gary Holter for their outstanding long-term commitment to the City.

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 Councilmember Shaffer and seconded by Councilmember Meyer. Councilmembers Mayor Marks, Meyer, Tomczik, Shaffer and Heim in favor. Motion passed.**
- **Motion to approve the April 4, 2022 minutes forwarded by Mayor Marks and seconded by Councilmember Shaffer. Councilmembers Mayor Marks, Meyer, Tomczik, Shaffer and Heim in favor. Motion passed.**

### Open Forum

- No Report

### Hennepin County Sheriff – Lieutenant Koski

- Noting to report
- Councilor Shaffer presented that trespassing has been reported to her and she has directed owners to contact the Hennepin County Sheriff non-emergency number to report.

### Recognition of Nancy Pauly, Craig Kile and Gary Holter

The City Council recognized the following citizens for their amazing, outstanding, dedicated, long term commitment to the City

- Nancy Pauly: Retired City Clerk
- Craig Kile: Retired City Treasurer and Planning Commissioner. Mr. Kile is maintaining his Deputy Treasurer position.
- Gary Holter: Retired Mayor, Councilmember, and Bassett Creek Watershed Management Commissioner

6:13pm - Mayor Marks paused the Council Meeting for reception

6:37pm – Mayor Marks resumed the Council meeting

Fire Department Report – Rich Halvorsen

- Reported two medical calls
- Reported boat in service
- Reported gift of money from Plymouth Lions Club

**Motion to approve Resolution 22-13 a Resolution Accepting a Monetary Gift of \$1,000 from the Plymouth Lions Club to Benefit the City of Medicine Lake Fire Department forwarded by Mayor Marks and seconded by Councilmember Heim. Mayor Marks, Councilmembers Meyer, Tomczik, Shaffer, and Heim in favor. Motion carried.**

Public Works Superintendent Report – Chris Klar

- Reported on the lift station progress
- Reported parks open
- Reported parks toy/equipment shed has been hit by high windstorms
  - Council gave support to replace the toy/equipment shed

Bassett Creek Watershed Management Commission Report – Clint Carlson

- Reported on April 21, 2022 commission meeting
- Reported that the BCWMC elected not to move forward with a proposal to use \$43,000 of the 2019 Jevne Park Stormwater Improvement Project CIP funds at this time
- Reported hopeful for a future approval for privately-owned properties to receive funds for repairing and restoring areas of the shoreland to prevent upland erosion

Planning Commission Report – Jesse Swanson absent

- Councilor Shaffer reported on the shoreland ordinance, public hearing will be held in the near future
- Councilor Shaffer reported the short-term rental survey is active, 54 responses received to date. City Council will hold a public hearing on this topic this summer.

Treasurer's Report – Gary Englert

- Receipts in reporting period: \$355
- Receipts year to date: \$31,500
- Disbursements in reporting period: \$67,942
- Disbursements year to date: \$193,429
- Capital Project Reserve Balance: \$1,237,182
- Debt Service Reserve Balance: \$18,064
- Reported paid Lift Station 2022 Annual Maintenance fee to the City of Plymouth
- Reported Fire Department expenditures this month higher than average due to purchase of Turnout Gear
- Reported snow removal invoice will be paid early May
- American Recovery Act (ARP) filing, submitted April 11, 2022

**Motion to approve the summary spending, receipts and cash balances through April 30, 2022 forwarded by Councilmember Meyer and seconded by Councilmember Shaffer. Mayor Marks, Councilmembers Meyer, Tomczik, Shaffer, and Heim in favor. Motion carried.**

## Officer Reports:

### Councilmember Heim

- Reported Joint Powers Agreement between the City of Plymouth and the City of Medicine Lake is approved and executed
- Reported Temporary mailboxes plan for road construction project
  - Plan is to locate a row of mailboxes, approximately 120ft in length; parallel to Memorial Park along Peninsula Road
- Reported Excel Energy is preparing a proposal to bury power within the majority of the City
  - Reminder that this proposal is out of scope work
- Reported that bills have been written in support of the City receiving state bonding
- Reported on the Road construction
  - lowest bid came in \$238,000 higher than the estimate
  - interest rates have risen
  - without state bonding City taxes will need to be raised 25% to fund project
  - Council has till July 1<sup>st</sup> to award contract

### Councilmember Meyer

- Reported low voltage wiring is complete in City Hall
- Reported National Night Out is Tuesday, August 2, 2022
  - Council gave support to book Butcher Salt food truck for NNO
- Reported on data practices public policy and data subject policy

**Motion to approve Resolution 22-14 a Resolution Adopting the Data Practices Policy: Data for the Public forwarded by Mayor Marks and seconded by Councilmember Shaffer. Mayor Marks, Councilmembers Meyer, Tomczik, Shaffer, and Heim in favor. Motion carried.**

**Motion to approve Resolution 22-15 a Resolution Adopting the Data Practices Policy: Requests for Data About You and Your Rights as a Data Subject forwarded by Councilmember shaffer and seconded by Councilmember Mayor Marks. Mayor Marks, Councilmembers Meyer, Tomczik, Shaffer, and Heim in favor. Motion carried.**

### Councilmember Tomczik

- Reported on Trash/Recycling/Compost contract modifications to our service as Randy's is now Republic
- Reported he will request a bid from Republic
- Reported trash pick-up day will stay as is for calendar year 2022; however, this will change starting January 2023

### Councilmember Shaffer

- No report

### Mayor Marks

- No report

### New Business

- Public Works Commissioner requests Hennepin County Aid to Municipalities every three years
- Tree reported to have fallen into lake on east side of the peninsula
- July Council Meeting will be held on July 11th, 2022
- September Council Meeting will be held on 12th, 2022

**Motion to adjourn forwarded by Councilmember Meyer seconded by Councilmember Shaffer. Mayor Marks, Councilmembers Meyer, Tomczik, Shaffer, and Heim in favor. Motion carried at 7:57 p.m.**

Respectfully submitted,

Therese Polum  
City Clerk

Approved on Pending Approval

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# City of Medicine Lake

May 2, 2022

## City of Medicine Lake Special City Council Meeting Minutes

**Present:** Mayor Scott Marks; Councilors Heim, Meyer, Shaffer, Tomczik; City Clerk Therese Polum  
**Absent:** None.

Mayor Marks called the meeting to order at 7:58 p.m.

### Liquor License for LLW Partners LLC., dba "The Hutton House"

- **Motion to approve Resolution 22-16 APPROVING A LIQUOR LICENSE FOR LLW PARTNERS, LLC TO SERVE ON SALE, INTOXICATING AND 3.2 PERCENT MALT LIQUOR AT THEIR BUSINESS "THE HUTTON HOUSE" LOCATED AT 10715 SOUTH SHORE DRIVE, MEDICINE LAKE, MINNESOTA** forwarded by Councilmember Heim and seconded by Councilmember Meyer. With all in favor, the motion carried.
- **Motion to approve Resolution 22-17 RESOLUTION APPROVING A SUNDAY LIQUOR LICENSE FOR LLW PARTNERS, LLC TO SERVE ON SALE, INTOXICATING AND 3.2 PERCENT MALT LIQUOR AT THEIR BUSINESS "THE HUTTON HOUSE" LOCATED AT 10715 SOUTH SHORE DRIVE, MEDICINE LAKE, MINNESOTA** forwarded by Councilmember Marks and seconded by Councilmember Meyer. With all in favor, the motion carried.

**Motion to adjourn** forwarded by Mayor Marks and seconded by Councilmember Shaffer. With all in favor, the motion carried at 8:04 p.m.

Respectfully submitted,

Therese Polum  
City Clerk

Approved on Pending Approval

## Treasurer's Report

June 6, 2022

### Activity through May 31, 2022

	<b>Month</b>	<b>Year-to-Date</b>
Received	\$ 20,935	\$ 52,465
Spent or reserved	57,225	250,654

### Balances as of May 31, 2022

Cash in bank	<u>\$ 1,521,444</u>
General Fund	252,645
Capital Project Reserve, General	684,082
Waste Disposal Construction Fund, Designated	562,673
Debt Service, Designated	22,043

	<b>General</b>	<b>GO Waste Disposal Construction Fund</b>	<b>Total</b>
Capital Project Reserve: Balances as of May 31, 2022	\$ 684,082	\$ 562,673	\$ 1,246,756

	<b>GO Waste Disposal Bonds</b>	<b>Total</b>
Debt Service Reserve: Balances as of May 31, 2022	\$ 22,043	\$ 22,043

### Discussion Items

- \* Receipts this month coming from Liquor License and Escrow deposits.
- \* '21-'22 Winter season snow plowing and '22 spring sweeping bills paid.
- \* City Hall expenditure driven by Tree Removal, snow plowing, spring sweeping.
- \* Advisory/Engineering fees, excluding Lift Station and Road Project, are related to general services , 11.5 Kaiser, and 238 Peninsula projects.

Respectfully submitted,  
Gary Englert, Treasurer

**City of Medicine Lake**  
Summary Spending, Receipts and Cash Balances – 2022

Including receipt and disbursement activity through 5/31/22

Category	Report #	Actual Current Year		Budget	Budget	Last Year		
		5/1 - 5/31	YTD	remaining	Full Year	5/1 - 5/31	YTD	Full Year
Fire department, excl. payroll	5	4,467	14,523	9,477	24,000	1,468	13,595	37,678
Fire department, capital spending		-	6,180	9,820	16,000	-	-	8,232
Fire department, vehicle fund		750	3,750	5,250	9,000	-	-	-
Fire department, payroll		300	1,500	2,250	3,750	300	1,500	3,600
MLFFRA Pension - City		-	-	20,000	20,000	-	-	20,000
MLFFRA Pension - State Aid		-	-	13,400	13,400	-	-	11,673
Total fire department		5,517	25,953	60,198	86,150	1,768	15,095	81,184
Police		4,291	8,498	8,702	17,200	4,207	8,214	16,628
Street maintenance		4,171	4,171	12,129	16,300	819	8,809	13,670
Street lighting		472	2,213	2,987	5,200	426	2,122	5,189
Snow removal		8,950	8,950	(2,550)	6,400	-	3,900	3,900
Garbage and recycling		3,577	15,174	29,926	45,100	3,552	18,523	43,388
Metro Waste Control		3,021	18,123	18,124	36,247	3,179	15,894	38,146
Sewer system		(69)	18,527	3,433	21,960	(161)	17,224	22,942
Water services		-	-	-	-	-	-	-
City Hall		3,519	9,131	2,669	11,800	986	4,917	12,474
Clerical supplies		365	2,108	1,212	3,320	98	1,387	3,082
Events		-	-	2,296	2,296	-	-	2,311
Other expense city hall		439	1,993	2,717	4,710	-	-	-
City Hall, capital project		-	-	-	-	-	-	-
Communication		202	1,434	2,847	4,281	421	1,810	6,816
Advisory, engineering services		8,596	76,584	(43,784)	32,800	7,878	38,981	334,473
Legal services		624	2,958	1,042	4,000	1,204	1,740	4,191
Building inspection		-	2,788	18,612	21,400	-	4,977	24,294
Park		220	5,234	24,366	29,600	5,907	10,628	31,330
Park, capital project		-	1,565	12,235	13,800	-	3,945	6,974
League & Ass'n Dues		-	232	558	790	-	230	780
Bassett Creek Commission		-	3,988	-	3,988	-	3,928	3,928
Payroll		531	3,632	6,091	9,723	(23)	712	2,571
Insurance		-	-	7,900	7,900	-	21	9,645
County Assessor		-	-	9,500	9,500	-	-	9,500
Audit		-	-	-	-	-	-	-
Election expense		-	412	2,688	3,100	-	372	415
FF Relief Association		-	-	-	-	-	-	-
Special projects		-	-	-	-	-	-	10,910
Lake Aquatic Quality		-	-	-	-	-	-	-
Surface Water Mgt. Plan		-	-	-	-	-	-	-
MN Small Stormwater (MS4)		-	-	-	-	-	-	-
Subtotal		44,424	213,669	183,896	397,565	30,260	163,427	688,739
Cap. Project, Debt Svc. Provision		19,167	95,833	(134,167)	230,000	15,000	75,000	180,000
Cap. Project, Debt Svc. Utilization		(6,365)	(58,848)	-	-	-	-	(294,968)
<b>Total spending &amp; reserve</b>		<b>57,225</b>	<b>250,654</b>	<b>49,729</b>	<b>627,565</b>	<b>45,260</b>	<b>238,427</b>	<b>573,771</b>
<b>Receipts:</b>				<b>Remaining</b>				
Real estate taxes		-	11,588	543,782	555,370	-	9,273	516,131
Fiscal disparities		-	-	11,400	11,400	-	-	13,623
MN Small City Assistance		-	-	-	-	-	-	15,160
MN Market Value Credit		-	-	-	-	-	-	-
MN Aid to Fire Dept.		-	-	15,300	15,300	-	4,293	19,741
Henn. Co. Aid to Roads		-	-	-	-	-	-	-
Henn. Aid to Municipalities		-	-	-	-	-	-	713
Assessments		-	-	-	-	-	-	-
Liquor & game licenses		8,500	8,500	-	8,500	8,500	8,500	8,500
Building permits and fees		808	9,344	13,156	22,500	46	3,023	11,204
Rental licenses		-	-	-	-	-	90	90
M.L.F.F.R.A.		-	-	-	-	-	-	-
Hall rental		-	-	-	-	-	-	-
Interest		857	998	(848)	150	14	79	208
Insurance dividend & refund		-	2,235	(1,635)	600	-	-	-
Metro waste		-	-	-	-	-	-	-
Escrow receipts		9,800	15,300	(15,300)	-	-	-	(1,812)
Donations		1,000	4,500	(4,500)	-	12,000	12,000	14,500
American Recovery Plan and CRF		-	-	-	-	-	-	20,436
All other, including grants		-	-	-	-	-	-	4,207
<b>Total receipts</b>		<b>20,965</b>	<b>52,465</b>	<b>561,355</b>	<b>613,820</b>	<b>20,560</b>	<b>37,258</b>	<b>622,703</b>
Net receipts, spending, reserve		(36,261)	(198,190)	(13,745)	(13,745)	(24,700)	(201,169)	48,931
<b>Bank balances:</b>		<b>Ending</b>	<b>YTD change</b>			<b>Ending</b>	<b>YTD change</b>	<b>Year-end</b>
Checking		344,187	148,500			180,668	(333,680)	195,687
Money market, excl. bond		564,899	327			519,457	207,510	564,572
Available bond, net proceeds		612,358	(306,282)			-	-	918,640
<b>Ending balances</b>		<b>1,521,444</b>	<b>(157,455)</b>			<b>700,125</b>	<b>(126,169)</b>	<b>1,678,898</b>



# City of Medicine Lake

## Profit and Loss Detail

May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Ordinary Income/Expenses</b>					
Income					
Building permits					
05/23/2022	Deposit	33049	Building permits	2022-011 Mistelske 267 Peninsula, Turnkey Restoration	537.90
05/23/2022	Deposit	33684	Building permits	22-010 Polum 155 Peninsula, Ditter HVAC	131.75
05/23/2022	Deposit	12774	Building permits	21-042 Mussetter 10713 15th Ave N, Creative Heating&Air	137.95
<b>Total for Building permits</b>					<b>\$807.60</b>
Donations					
05/03/2022	Deposit	7454	General receipts	Plymouth Lions Club: MLFD	1,000.00
<b>Total for Donations</b>					<b>\$1,000.00</b>
Escrow received					
05/23/2022	Deposit	10135	Building permits	DVR Construction, 11.5 Kaiser, Stormwater Mgmt Plan Fee	300.00
05/23/2022	Deposit	110	Building permits	Bocharnikov, 11.5 Kaiser, Stormwater Mgmt Plan	3,000.00
05/23/2022	Deposit	2265	Building permits	Juetten, 238 Peninsula, CMP	2,500.00
05/23/2022	Deposit	109	Building permits	Bocharnikov, 11.5 Kaiser, CMP	4,000.00
<b>Total for Escrow received</b>					<b>\$9,800.00</b>
Interest earned					
05/01/2022	Deposit		4M Fund	4M General Fund 2022 03 interest	92.55
05/01/2022	Deposit		4M Fund	4MP Sewer Bond 2022 04 interest	175.57
05/01/2022	Deposit		Wells Fargo Bank	WF Checking 2022 04 interest	0.90
05/31/2022	Deposit		Wells Fargo Bank	checking 202205 interest	2.14
05/31/2022	Deposit		4M Fund	4MP Sewer Bond 202205 interest	340.28
05/31/2022	Deposit		4M Fund	4M Fund General Fund 202205 interest	245.68
<b>Total for Interest earned</b>					<b>\$857.12</b>
Liquor License					
05/03/2022	Deposit	VV2057	The Hutton House	Liquor License 2022-2023	8,500.00
<b>Total for Liquor License</b>					<b>\$8,500.00</b>
<b>Total for Income</b>					<b>\$20,964.72</b>
Expenses					
Advisory & engineering services					
05/13/2022	Bill	8938	FOCUS ENGINEERING	General Services: 238 Peninsula	418.90
05/13/2022	Bill	424937	Short Elliott Hendrickson, Inc.	Project 165430 Construction Services	3,625.61
05/13/2022	Bill	007-002-161	Hoisington	01 General Planning Services	712.50
05/13/2022	Bill	007-002-161	Hoisington	03 Planning Commission meetings	187.50
05/13/2022	Bill	007-002-161	Hoisington	21-02 Planning Cases - 11.5 Kaiser	375.00
05/13/2022	Bill	8938	FOCUS ENGINEERING	General Services: 11.5 Kaiser	536.75
05/27/2022	Bill	425460	Short Elliott Hendrickson, Inc.	Project 160684 Lift Station Rehab	2,739.58
<b>Total for Advisory &amp; engineering services</b>					<b>\$8,595.84</b>
Capital Project Reserve Provision					
05/20/2022	Journal Entry	GE202205-03		Construction Services paid 2022-05-16	-3,625.61
05/20/2022	Journal Entry	GE202205-03		Lift station paid 2022-05-16	-2,739.58
05/20/2022	Journal Entry	GE202205-02		Reserve provision - 2022-05	15,188.33
<b>Total for Capital Project Reserve Provision</b>					<b>\$8,823.14</b>
City Hall					
Cleaning services					
05/27/2022	Bill		Seamans, Tiffany	Hall cleaning services 2022-01	100.00
<b>Total for Cleaning services</b>					<b>\$100.00</b>
Clerical supplies					
05/07/2022	Check	WF202205-04	United States Postal Service	Laker Envelopes, count 500	331.60
05/13/2022	Bill	IV00528554	SPS Works	Name plate - Gary Englert	33.01
<b>Total for Clerical supplies</b>					<b>\$364.61</b>
Maintenance, city hall					
05/13/2022	Bill	5/2/22	K.L.A.R.S. Inc.	winter plowing; thaw city hall frozen pipes	895.00
05/27/2022	Bill	2021	Xtreme Climbing Tree Service	EAB tree removal; City Hall	1,800.00

# City of Medicine Lake

## Profit and Loss Detail

May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Total for Maintenance, city hall</b>					<b>\$2,695.00</b>
Other expense city hall					
05/09/2022	Journal Entry	GE202205-01		wire transfer fee - 5/9 transfer from 4MP to Checking	15.00
05/13/2022	Bill	3113	AK Consulting	install new network equipment	260.00
05/16/2022	Check	WF202205-06	Intuit Inc.	QuickBooks Online monthly fee	40.00
05/17/2022	Check	WF202205-03	Microsoft	MSFT O365 subscription - INV 5/17/22	70.00
05/17/2022	Check	WF202205-02	Microsoft	MSFT O365 online services - INV 5/17/22	53.77
<b>Total for Other expense city hall</b>					<b>\$438.77</b>
Utilities					
05/03/2022	Check	WF202205-07	Northern States Power Company	2022 04/03 reading	155.33
05/23/2022	Check	WF202205-01	CenterPoint Energy	Reading 2022-0421	568.43
<b>Total for Utilities</b>					<b>\$723.76</b>
<b>Total for City Hall</b>					<b>\$4,322.14</b>
Communication					
05/07/2022	Check	WF202205-05	Century Link	05 2022 City Hall WiFi	96.55
05/27/2022	Bill	237453	Rapit Printing	Newsletter	105.43
<b>Total for Communication</b>					<b>\$201.98</b>
Debt service provision					
05/20/2022	Journal Entry	GE202205-02		Reserve provision - 2022-05	3,978.33
<b>Total for Debt service provision</b>					<b>\$3,978.33</b>
Fire department					
Maintenance, fire dept					
05/13/2022	Bill	123060	Emergency Apparatus Maintenance, Inc.	Engine 12	975.73
05/13/2022	Bill	123061	Emergency Apparatus Maintenance, Inc.	Tanker 11	416.47
05/13/2022	Bill	123059	Emergency Apparatus Maintenance, Inc.	Engine 11	2,028.54
<b>Total for Maintenance, fire dept</b>					<b>\$3,420.74</b>
Payroll fire dept					
05/27/2022	Bill		Halvorsen, Richard	Fire chief month 2021-01	300.00
<b>Total for Payroll fire dept</b>					<b>\$300.00</b>
Supplies					
05/13/2022	Bill	Marine 6014	Pomerence Jeff	fuel	8.01
05/13/2022	Bill	Marine 6014	Pomerence Jeff	Sleeve Prop Hub Flo-Trq	34.40
05/13/2022	Bill	1000185563	Henn. Co. Info. Tech Dept.	Radio lease fee 2022 4-01 to 4-30	691.29
05/27/2022	Bill	45677	Bloomington Custom Embroidery	Firefighter clothing	200.00
05/27/2022	Bill	INV3000736	Halvorsen, Richard	Heartsmart resuscitator child mask	112.36
<b>Total for Supplies</b>					<b>\$1,046.06</b>
Vehicle fund provision					
05/20/2022	Journal Entry	GE202205-02		Reserve provision - 2022-05	750.00
<b>Total for Vehicle fund provision</b>					<b>\$750.00</b>
<b>Total for Fire department</b>					<b>\$5,516.80</b>
Legal services					
05/13/2022	Bill	232550	Chestnut Cambronne PA	building zoning	551.00
05/13/2022	Bill	232550	Chestnut Cambronne PA	data practices	72.50
<b>Total for Legal services</b>					<b>\$623.50</b>
Park and recreation					
Maintenance					
05/13/2022	Bill	5/2/22	K.L.A.R.S. Inc.	garbage service & misc cleanup	219.65
<b>Total for Maintenance</b>					<b>\$219.65</b>
<b>Total for Park and recreation</b>					<b>\$219.65</b>

# City of Medicine Lake

## Profit and Loss Detail

May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Payroll expenses					
Payroll Expenses					
05/27/2022	Bill		Englert Gary	Treasurer month 2022-xx	300.00
05/27/2022	Bill		Therese Polum	City Clerk 2022-xx	300.00
<b>Total for Payroll Expenses</b>					<b>\$600.00</b>
Payroll Tax Expenses					
05/27/2022	Bill		Halvorsen, Richard	Fire chief FICA tax withheld	-18.60
05/27/2022	Bill		Halvorsen, Richard	Fire chief Medicare withheld	-4.35
05/27/2022	Bill		Englert Gary	Treasurer FICA tax withheld	-18.60
05/27/2022	Bill		Therese Polum	City Clerk Medicare withheld	-4.35
05/27/2022	Bill		Englert Gary	Treasurer Medicare withheld	-4.35
05/27/2022	Bill		Therese Polum	City Clerk FICA tax withheld	-18.60
<b>Total for Payroll Tax Expenses</b>					<b>\$ -68.85</b>
<b>Total for Payroll expenses</b>					<b>\$531.15</b>
Police					
05/13/2022	Bill	1000185233	Hennepin County Sheriff	Patrol service 2022 Q1	4,291.25
<b>Total for Police</b>					<b>\$4,291.25</b>
Sanitation					
Garbage collection					
05/13/2022	Bill	0894-005709736	Republic Services_#894	rear load 4 yd; container 2 cu yd 2022 04/01-04/30	259.44
05/13/2022	Bill	0894-005706147	Republic Services #894	2022 0401-0430 residential garbage	2,595.18
<b>Total for Garbage collection</b>					<b>\$2,854.62</b>
Metro sewer					
05/13/2022	Bill	0001139662	Metro. Council Environmental Services	Wastewater services 2022-06	3,020.56
<b>Total for Metro sewer</b>					<b>\$3,020.56</b>
Recycling fee					
05/13/2022	Bill	0894-005706147	Republic Services #894	2022 0401-0430 residential recycle	722.40
<b>Total for Recycling fee</b>					<b>\$722.40</b>
Sewer system					
05/03/2022	Check	WF202205-07	Northern States Power Company	2022 04/03 Svc Credit Outage	-153.00
05/03/2022	Check	WF202205-07	Northern States Power Company	2022 04/03 reading	83.96
<b>Total for Sewer system</b>					<b>\$ -69.04</b>
<b>Total for Sanitation</b>					<b>\$6,528.54</b>
Streets					
Lighting					
05/03/2022	Check	WF202205-07	Northern States Power Company	2022 04/03 reading/install LEDs	472.18
<b>Total for Lighting</b>					<b>\$472.18</b>
Maintenance, street					
05/13/2022	Bill	5/2/22	K.L.A.R.S. Inc.	winter plowing, spring sweeping, pothole patching	4,170.92
<b>Total for Maintenance, street</b>					<b>\$4,170.92</b>
Snow removal					
05/13/2022	Bill	3192	Neutgens Companies	Snow removal services Dec '21	1,500.00
05/13/2022	Bill	3192	Neutgens Companies	Snow removal services 2022 Jan-Mar	7,450.00
<b>Total for Snow removal</b>					<b>\$8,950.00</b>
<b>Total for Streets</b>					<b>\$13,593.10</b>
<b>Total for Expenses</b>					<b>\$57,225.42</b>
<b>Net Income</b>					<b>\$ -36,260.70</b>

# City of Medicine Lake

## Checking Account Activity

May 2022

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT	AMOUNT
<b>Check</b>					
05/03/2022	Check	WF202205-07	Northern States Power Company	Checking	-558.47
05/07/2022	Check	WF202205-05	Century Link	Checking	-96.55
05/07/2022	Check	WF202205-04	United States Postal Service	Checking	-331.60
05/16/2022	Check	WF202205-06	Intuit Inc.	Checking	-40.00
05/17/2022	Check	WF202205-02	Microsoft	Checking	-53.77
05/17/2022	Check	WF202205-03	Microsoft	Checking	-70.00
05/23/2022	Check	WF202205-01	CenterPoint Energy	Checking	-568.43
<b>Total for Check</b>					<b>\$ -1,718.82</b>
<b>Bill Payment (Check)</b>					
05/13/2022	Bill Payment (Check)	17206	SPS Works	Checking	-33.01
05/13/2022	Bill Payment (Check)	17192	Henn. Co. Info. Tech Dept.	Checking	-691.29
05/13/2022	Bill Payment (Check)	17193	Republic Services #894	Checking	-3,317.58
05/13/2022	Bill Payment (Check)	17194	Republic Services_#894	Checking	-259.44
05/13/2022	Bill Payment (Check)	17195	FOCUS ENGINEERING	Checking	-955.65
05/13/2022	Bill Payment (Check)	17196	K.L.A.R.S. Inc.	Checking	-5,285.57
05/13/2022	Bill Payment (Check)	17197	Neutgens Companies	Checking	-8,950.00
05/13/2022	Bill Payment (Check)	17198	AK Consulting	Checking	-260.00
05/13/2022	Bill Payment (Check)	17199	Chestnut Cambronne PA	Checking	-623.50
05/13/2022	Bill Payment (Check)	17200	Hennepin County Sheriff	Checking	-4,291.25
05/13/2022	Bill Payment (Check)	17201	Metro. Council Environmental Services	Checking	-3,020.56
05/13/2022	Bill Payment (Check)	17202	Pomeranke Jeff	Checking	-42.41
05/13/2022	Bill Payment (Check)	17203	Short Elliott Hendrickson, Inc.	Checking	-3,625.61
05/13/2022	Bill Payment (Check)	17204	Hoisington	Checking	-1,275.00
05/13/2022	Bill Payment (Check)	17205	Emergency Apparatus Maintenance, Inc.	Checking	-3,420.74
05/27/2022	Bill Payment (Check)	17207	Bloomington Custom Embroidery	Checking	-200.00
05/27/2022	Bill Payment (Check)	17208	Halvorsen, Richard	Checking	-389.41
05/27/2022	Bill Payment (Check)	17209	Seamans, Tiffany	Checking	-100.00
05/27/2022	Bill Payment (Check)	17210	Short Elliott Hendrickson, Inc.	Checking	-2,739.58
05/27/2022	Bill Payment (Check)	17211	Xtreme Climbing Tree Service	Checking	-1,800.00
05/27/2022	Bill Payment (Check)	17212	Englert Gary	Checking	-277.05
05/27/2022	Bill Payment (Check)	17213	Therese Polum	Checking	-277.05
05/27/2022	Bill Payment (Check)	17214	Rapit Printing	Checking	-105.43
<b>Total for Bill Payment (Check)</b>					<b>\$ -41,940.13</b>
<b>Deposit</b>					
05/01/2022	Deposit		Wells Fargo Bank	Checking	0.90
05/03/2022	Deposit		General receipts	Checking	1,000.00
05/03/2022	Deposit		The Hutton House	Checking	8,500.00
05/23/2022	Deposit		Building permits	Checking	2,500.00
05/23/2022	Deposit		Building permits	Checking	300.00
05/23/2022	Deposit		Building permits	Checking	3,000.00
05/23/2022	Deposit		Building permits	Checking	4,000.00
05/23/2022	Deposit		Building permits	Checking	131.75
05/23/2022	Deposit		Building permits	Checking	537.90
05/23/2022	Deposit		Building permits	Checking	137.95
05/31/2022	Deposit		Wells Fargo Bank	Checking	2.14
<b>Total for Deposit</b>					<b>\$20,110.64</b>

# City of Medicine Lake

## Balance Sheet As of May 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking	344,186.55
Money Mkt 4M - General fund	564,898.75
Money Mkt 4MP - Sewer Bond	612,358.29
Savings	0.00
<b>Total Bank Accounts</b>	<b>\$1,521,443.59</b>
<b>Total Current Assets</b>	<b>\$1,521,443.59</b>
Fixed Assets	
Property and equipment	0.00
<b>Total Fixed Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,521,443.59</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Capital Project Reserve	1,246,756.21
Debt Service Reserve	22,042.65
<b>Total Other Current Liabilities</b>	<b>\$1,268,798.86</b>
<b>Total Current Liabilities</b>	<b>\$1,268,798.86</b>
Long-Term Liabilities	
Sewer bond	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$1,268,798.86</b>
Equity	
Opening Bal Equity	122,064.42
Retained Earnings	328,770.11
Net Income	-198,189.80
<b>Total Equity</b>	<b>\$252,644.73</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,521,443.59</b>

# City of Medicine Lake

## Profit and Loss

May 2022

	TOTAL	
	MAY 2022	JAN - MAY, 2022 (YTD)
<b>Income</b>		
Building permits	807.60	9,344.20
Donations	1,000.00	4,500.00
Escrow received	9,800.00	15,300.00
Insurance dividend		2,235.00
Interest earned	857.12	997.79
Liquor License	8,500.00	8,500.00
Real estate taxes		11,587.62
<b>Total Income</b>	<b>\$20,964.72</b>	<b>\$52,464.61</b>
<b>GROSS PROFIT</b>	<b>\$20,964.72</b>	<b>\$52,464.61</b>
<b>Expenses</b>		
Advisory & engineering services	8,595.84	76,583.77
Bassett Creek Watershed		3,988.00
Building inspection service		2,788.48
Capital Project Reserve Provision	8,823.14	17,093.55
City Hall		
Cleaning services	100.00	500.00
Clerical supplies	364.61	2,107.88
Maintenance, city hall	2,695.00	2,695.00
Other expense city hall	438.77	1,993.37
Supplies		1,022.84
Utilities	723.76	4,913.18
<b>Total City Hall</b>	<b>4,322.14</b>	<b>13,232.27</b>
Communication	201.98	1,434.26
Debt service provision	3,978.33	19,891.65
Election expense		412.20
Fire department		
Capital project, fire dept.		6,179.81
Maintenance, fire dept	3,420.74	5,478.29
Payroll fire dept	300.00	1,500.00
Supplies	1,046.06	5,955.48
Training		3,088.92
Vehicle fund provision	750.00	3,750.00
<b>Total Fire department</b>	<b>5,516.80</b>	<b>25,952.50</b>
League and association dues		232.00
Legal services	623.50	2,958.00
Park and recreation		
Capital project, park		1,565.14
Maintenance	219.65	219.65
Outside services		5,000.00

# City of Medicine Lake

## Profit and Loss

May 2022

	TOTAL	
	MAY 2022	JAN - MAY, 2022 (YTD)
Supplies, park		14.24
<b>Total Park and recreation</b>	<b>219.65</b>	<b>6,799.03</b>
Payroll expenses		
Payroll Expenses	600.00	3,000.00
Payroll Tax Expenses	-68.85	631.89
<b>Total Payroll expenses</b>	<b>531.15</b>	<b>3,631.89</b>
Police	4,291.25	8,498.25
Sanitation		
Garbage collection	2,854.62	13,447.48
Metro sewer	3,020.56	18,123.36
Recycling fee	722.40	1,726.80
Sewer system	-69.04	18,527.34
<b>Total Sanitation</b>	<b>6,528.54</b>	<b>51,824.98</b>
Streets		
Lighting	472.18	2,212.66
Maintenance, street	4,170.92	4,170.92
Snow removal	8,950.00	8,950.00
<b>Total Streets</b>	<b>13,593.10</b>	<b>15,333.58</b>
Unapplied Cash Bill Payment Expense		0.00
<b>Total Expenses</b>	<b>\$57,225.42</b>	<b>\$250,654.41</b>
NET OPERATING INCOME	<b>\$ -36,260.70</b>	<b>\$ -198,189.80</b>
NET INCOME	<b>\$ -36,260.70</b>	<b>\$ -198,189.80</b>

**Capital Projects - By Project**  
**For the Month Ended May 31, 2022**

	General	GO Waste Disposal Constuction Fund	TBD Street & Utility improvements	Total
12/31/21 Balance	\$ 604,392	\$ 621,521	\$ -	\$ 1,225,913
1/31/22 Balance	\$ 620,330	\$ 605,576	\$ -	\$ 1,225,907
2/28/22 Balance	\$ 636,268	\$ 591,536	\$ -	\$ 1,227,804
3/31/22 Balance	\$ 652,206	\$ 580,880	\$ -	\$ 1,233,086
4/30/22 Balance	\$ 668,144	\$ 569,038	\$ -	\$ 1,237,183
Activity - MTD				
Capital project reserve provision-General	15,188			15,188
Capital project reserve provision-MLFD Vehicle	750			750
Lift station rehabilitation - 05		(2,740)		(2,740)
Street & Utility improvements - 05		(3,626)		(3,626)
5/31/22 Balance	\$ 684,082	\$ 562,673	\$ -	\$ 1,246,756

Cumulative	
Lift Station	68,500
Street Rehab	257,474



**Debt Service Reserve - By Project**  
**For the Month Ended May 31, 2022**

	<b>GO Waste Disposal Construction Fund</b>	<b>TBD Street &amp; Utility improvements</b>	<b>Total</b>
12/31/21 Balance	\$ 2,151	\$ -	\$ 2,151
1/31/22 Balance	\$ 6,129	\$ -	\$ 6,129
2/28/22 Balance	\$ 10,108	\$ -	\$ 10,108
3/31/22 Balance	\$ 14,086	\$ -	\$ 14,086
4/30/22 Balance	\$ 18,064	\$ -	\$ 18,064

Activity - MTD

5/1/22 Debt Service reserve provision	3,978		3,978	1/12 of 2022 Tax Levy
5/31/22 Balance	\$ 22,043	\$ -	\$ 22,043	

**GO Waste Disposal Bond Payment Schedule**  
**Series 2021A; \$930,000; repaid thru 2/1/2052**  
 Current Year & Next Five Years...

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	<b>Pledged Revenues @ 105% of payment</b>	
				<b>Tax Levy</b>	<b>Tax Levy Year</b>
8/1/22		\$ 16,185.42	\$16,185.42		
2/1/23	\$ 20,000.00	11,425.00	31,425.00	\$ 47,739.94	2022
8/1/23		11,310.00	11,310.00		
2/1/24	25,000.00	11,310.00	36,310.00	50,001.00	2023
8/1/24		11,166.25	11,166.25		
2/1/25	25,000.00	11,166.25	36,166.25	49,699.13	2024
8/1/25		11,022.50	11,022.50		
2/1/26	25,000.00	11,022.50	36,022.50	49,397.25	2025
8/1/26		10,878.75	10,878.75		
2/1/27	25,000.00	10,878.75	35,878.75	49,095.38	2026
8/1/27		10,735.00	10,735.00		
2/1/28	25,000.00	10,735.00	35,735.00	48,793.50	2027