



City of Medicine Lake

January 9, 2023

City of Medicine Lake Council Minutes

Present: Mayor Scott Marks – outgoing; Mayor Chris Heim - incoming; Councilors Jo Meyer, Ron Tomczik, Connie Shaffer, Bill McNaughton; Treasurer Gary Englert, City Clerk Therese Polum, BCWMC Commissioner Clint Carlson, Fire Chief Rich Halvorson

Council and Staff Absent: Planning Commissioner Jesse Swanson, Public Works Superintendent Chris Klar

Other attendees: Minnesota House of Representative Ginny Klevorn (DFL) District 42B, Dave Hutton with SEH Consulting, all past/current 5 Mayors for a group photo and celebration, various other attendees to celebrate the swearing in of our new Mayor and councilmember and celebrate Mayor Marks outstanding service to the city, Kirstin Nielsen and Ruth Hovey.

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 forwarded by Councilmember Meyer and seconded by Councilmember Shaffer. Councilmembers Marks, Meyer, Tomczik, Heim, Shaffer in favor. Motion passed.**
- **Motion to approve the December 5, 2022 city council minutes forwarded by Councilmember Shaffer and seconded by Councilmember Meyer. Councilmembers Marks, Meyer, Tomczik, Heim, Shaffer in favor. Motion passed.**

Open Forum

- None

Hennepin County Sheriff –Sergeant Nelson

- Absent

Swearing-In

- Outgoing Mayor Marks invited Mayor elect Chris Heim forward to take the oath of office

Motion to adjourn forwarded by councilmember Shaffer and seconded by Councilmember Meyer. With all in favor, the motion carried at 6:02pm.

Mayor Heim called to meeting to order at 6:11pm. The Pledge of Allegiance was recited.

Swearing-In of vacant council seat

- Mayor Heim invited interested candidates to present

Resolution 23-01 a Resolution approving appointment to vacant city council seat appointing Bill McNaughton as Medicine Lake Councilmember to a term which expired January 6, 2025 forwarded by Councilmember Shaffer and seconded by Councilmember Meyer. Councilmembers Meyer, Tomczik, Heim, Shaffer in favor. Motion carried.

Minnesota House of Representative Ginny Klevorn

- Representative Klevorn attended the council meeting, introduced herself, and offered her congratulations to the newly elected officials
- Rep. Klevorn stated she is always available to discuss topics and will personally return your correspondence. Office phone is 651-296-5511
- Rep. Klevorn stated she will do everything she can to help our city win state bonding for the road project

SEH Consulting Project Update Presentation – Dave Hutton

- Dave Hutton provided a update on the lift station and road project
- Applications for state bonding process starts again
- Hopeful for state bonding award, fall bid, spring start
- Sidewalk options reviewed again
- Discussion pursued.
- City will document the two options to mitigate the 81 cubic yards from the lift station to meet FEMA requirements.

Jevne Park project update – Kirstin Nielsen

- Presented a proposal from SRF Consulting to develop a concept master plan for Jevne park including three concept plans, attendance at community open house, cost estimate and phasing
- Provided background on how the project has gotten to this point
- Discussed matching grant opportunity with the goal of raising a total of \$300,000
- Presented that community input is high priority
- Discussion pursued

Resolution 23-02 a Resolution approving the proposal contract from SRF Consulting for professional services for developing a concept master plan for Jevne Park not to exceed \$7,500 forwarded by Councilmember Shaffer and seconded by Councilmember McNaughton. Councilmembers Meyer, Heim, Shaffer, McNaughton in favor. Councilmember Tomczik abstained. Motion carried.

Fire Department Report – Rich Halvorsen

- Reported a total of 15 calls in the year 2022
- Reported two recruits graduated into the department
- Reported review of the Fire Department budget, specifically the fire truck budget
- Mayor Heim confirmed the truck fund is specific for saving for a truck and should not be used for other expenses
- Reported 43-year volunteer Steve Johnson is retiring. Steve is one of the longest standing volunteers for the city and has had numerous positions throughout his lifetime volunteer commitment to the City of Medicine Lake. Thank You Steve Johnson! We appreciate you.
- Reported one call for service (tree fire near park)
- Reported MLFD pizza fundraiser has a good response, funds are directly through tips only
- Reported two members in training Firefighter 1

Public Works Superintendent Report – Chris Klar

- Absent, no report

Bassett Creek Watershed Management Commission Report – Clint Carlson

- Reported on the reminder to the FEMA regulations with regards to the 81 cubic yards

Planning Commission Report – Jesse Swanson

- Absent, no report

Treasurer’s Report – Gary Englert

- Receipts in reporting period: \$278,893
- Receipts year to date: \$720,060
- Disbursements in reporting period: \$68,199
- Disbursements year to date: \$661,060
- Capital Project Reserve Balance: \$831,952
- Debt Service Reserve Balance: \$33,706
- Reported H2 property tax remittance received December 1
- Interest rate on 4M fund savings was 3.9% in December
- Fire Dept. expense includes charge for new pages. Cost covered by donations.
- Fire Dept. vehicle fund expense includes transfer of pizza fundraiser proceeds to vehicle fund capital reserve
- Advisory services expense includes \$6,800 of lift station related SEH charges
- Parks includes 2H 2022 billings from KLARS
- Received and paid the law firm bill related to the 2021 Bond Issuance (\$8500)

Motion to approve the summary spending, receipts and cash balances through December 31, 2022 forwarded by Councilmember Meyer and seconded by Councilmember Shaffer. Councilmembers Meyer, Tomczik, Heim, Shaffer, McNaughton in favor. Motion carried.

Officer Reports:

Councilmember Meyer

- Councilmember Meyer submitted her resignation letter to vacate council seat effective February 6, 2023
- Reported on her ongoing activities
- Discussion pursued

Motion to accept the resignation of councilmember Meyer effective February 6, 2023 forwarded by councilmember Shaffer and seconded by councilmember Tomczik. Councilmembers Meyer, Tomczik, Heim, Shaffer, McNaughton in favor. Motion carried.

Motion to approve Resolution 23-03 a resolution accepting resignation and declaring a vacancy forwarded by councilmember Shaffer and seconded by councilmember Tomczik. Councilmembers Meyer, Tomczik, Heim, Shaffer, McNaughton in favor. Motion carried.

- Mayor Heim invited interested candidate forward to present to council for the vacant seat
- Ruth Hovey presented to council her interest in the vacant seat
- Mayor Heim and councilmembers thanked Ruth for her interest and willingness to serve

- Candidates will be able to present to council at the February meeting and then council may vote to fill the vacant seat

Councilmember Tomczik

- Reported he would like cost estimates from SEH consulting on several options including increasing the road width, providing a sidewalk, increasing the road width in certain sections
- Reported he is working on having the flag pole light repaired

Councilmember Shaffer

- No report

Mayor Heim

- Reported on the lift station rehab approval letter from BCWMC
- Reported on the response from Three Rivers Park District regarding Medicine Lake Access, Invasive Species and Water Quality
- Discussion pursued

New Business

- Agreement for the use of City of Plymouth Yard Waste continues
- Pay Equity Implementation form submitted
- Focus rate sheet reviewed
- Council member assignments/contacts will be reviewed at the February council meeting
- Councilor Tomczik reported on the new regulations set forth by the Lake Minnetonka Conservation District (Regulating body of Lake Minnetonka) regarding no wake zones.
- Councilor Tomczik would like regulations similar to the Lake Minnetonka regulations to be pursued for Medicine Lake
- Councilor Tomczik will research this and provide updates to the council

Motion to approve City Designations dated January 9th, 2023 including appointing Councilmember Shaffer to Acting Mayor forwarded by councilmember Shaffer and seconded by councilmember McNaughton. Councilmembers Meyer, Tomczik, Heim, Shaffer, McNaughton in favor. Motion carried.

Motion to adjourn forwarded by Councilmember Shaffer and seconded by Councilmember Tomczik. Councilmembers Meyer, Tomczik, Heim, Shaffer, McNaughton in favor. Motion carried at 8:43 pm.

Respectfully submitted,

Therese Polum
City Clerk

Approved on: February 6, 2023