



City of Medicine Lake

February 6, 2023

City of Medicine Lake Council Minutes

Present: Mayor Chris Heim; Councilors Jo Meyer - outgoing, Ron Tomczik, Connie Shaffer, Bill McNaughton; Treasurer Gary Englert, City Clerk Therese Polum, BCWMC Commissioner Clint Carlson, Fire Chief Rich Halvorson, sworn-in councilor Ruth Hovey, Public Works Superintendent Chris Klar, Planning Commissioner Jesse Swanson

Council and Staff Absent: None

Other attendees: Kirstin Nielsen

Mayor Heim 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 Shaffer and seconded by Councilmember McNaughton. Councilmembers Heim, Meyer, Tomczik, McNaughton, Shaffer in favor. Motion passed.

Motion to approve the January 9, 2023 city council minutes forwarded by Councilmember Shaffer and seconded by Councilmember Tomczik. Councilmembers Heim, Meyer, Tomczik, McNaughton, Shaffer in favor. Motion passed.

Open Forum

- Kirstin Nielsen reported on the Jevne Park Concept Master Plan
- Reported committee is looking at March 15, 2023 for open house
- Reported will present council with a fundraising plan at the March council meeting
- Councilmember Shaffer discussed assuring the out-of-town citizens will be able to provide input
- Councilmember Shaffer discussed have a separate page on the city website dedicated to Jevne Park

Hennepin County Sheriff –Sergeant Nelson

- Absent

Fire Department Report – Rich Halvorsen

- Reported 3 calls this month; 2 fire and 1 medical
- Reported \$1200 spent on repairs to tornado siren

Public Works Superintendent Report – Chris Klar

- Reported he will connect the road project with the Jevne Park project to assure the overlapping parts are correctly incorporated

Bassett Creek Watershed Management Commission Report – Clint Carlson

- Reported on the BCWMC monthly meeting
- Reported on a Golden Valley pavement management program project that reduced impervious by 0.4 acres
- Reported discussion on any potential to use permeable pavers in city road project

Planning Commission Report – Jesse Swanson

- No report

Treasurer’s Report – Gary Englert

- Receipts in reporting period: \$7,676
- Receipts year to date: \$7,676
- Disbursements in reporting period: \$47,948
- Disbursements year to date: \$47,948
- Capital Project Reserve Balance: \$783,323
- Debt Service Reserve Balance: \$6,448
- Reported large payment to Lift Station contractor and exhausting the GO Waste Disposal Construction Fund. Final retainage payment remains and will be drawn for the General Capital Project Reserve
- Reported bond debt payment
- Reported notable increase in city hall heating costs due to rate and usage

Motion to approve the summary spending, receipts and cash balances through January 31, 2023 forwarded by Councilmember Shaffer and seconded by Councilmember Meyer. Councilmembers Meyer, Tomczik, Heim, Shaffer, McNaughton in favor. Motion carried.

Officer Reports:

Councilmember Meyer

- Reported on data practices
- Reported on city attorney email process
- Council thanked Meyer for her outstanding contributions to the City of Medicine Lake and her time served on council. Council wishes Meyer the best in her future endeavors.

Swearing-In of vacant council seat

- Councilmember Meyer seat is now vacant (see Resolution 23-03, January 9 council meeting)
- Mayor Heim invited interested candidates to present
- Ruth Hovey presented her interest in the vacant seat
- No other candidate presented interest in the vacant seat

Resolution 23-04 a Resolution approving appointment to vacant city council seat appointing Ruth Hovey as Medicine Lake Councilmember to a term which expired January 6, 2025 forwarded by Councilmember Shaffer and seconded by Councilmember Tomczik. Councilmembers McNaughton, Tomczik, Heim, Shaffer in favor. Motion carried.

Councilmember Hovey took her seat at the table.

Councilmember Tomczik

- Reported outside light at city hall is fixed

- Reported the conversations he has had this past month regarding large wakes from wake boats
- Mayor Heim added his conversations that he had this past month and is included in council packet
- Councilmember Tomczik and Councilmember McNaughton will spear-head this whole topic
- Reported he received a response from Dave Hutton regarding the road
- Discussion pursued

Councilmember Shaffer

- Reported on onboarding/exit procedures
- Reported document will be edited and finalized and will be a new procedure

Councilmember McNaughton

- Reported he completed a risk management assessment regarding city hall and the new lift station

Mayor Heim

- Reported on his memorandum: Lake Wake Discussion for Medicine Lake dated February 1, 2020 (included in council packet)
- Reported in his memorandum: Retention ponds around Medicine Lake, February 1, 2023 (included in council packet)
- Reported on encouraging councilmembers write up memorandums on city letterhead on important topics to be included in council packets
- Reported on document: City of Medicine Lake – Capital Improvement Project (included in the council packet). This document will be used to obtain government funding.
- Reported on his continued efforts to obtain state bonding to cover 50% of the project and to obtain federal money to cover some of the other 50%.
- IT support: Ticket system is active for request to Tony Knowlton
- Discussion pursued
- City is currently paying the SRF Jevne Park project costs however anticipate this money will be refunded by a donor

New Business

- Council member assignments/contacts and City Designations updated discussed and agreed
- Open Book meetings update from Hennepin County Assessor. Clerk will advertise this in the laker.

Motion to approve City Designations with revisions as discussed at this meeting forwarded by councilmember Shaffer and seconded by councilmember Hovey. Councilmembers Hovey, Tomczik, Heim, Shaffer, McNaughton in favor. Motion carried.

Motion to approve Resolution 23-05 a resolution appointing a data practices responsible authority and assigning duties forwarded by councilmember McNaughton and seconded by councilmember Shaffer. Councilmembers Hovey, Tomczik, Heim, Shaffer, McNaughton in favor. Motion carried.

Motion to adjourn forwarded by Councilmember Shaffer and seconded by Councilmember Tomczik. Councilmembers Hovey, Tomczik, Heim, Shaffer, McNaughton in favor. Motion carried at 8:30 pm.

Respectfully submitted,

Therese Polum

City Clerk

Approved on: March 6, 2023