



City of Medicine Lake

March 6, 2023

City of Medicine Lake Council Minutes

Present: Mayor Chris Heim; Councilors Ron Tomczik, Connie Shaffer, Bill McNaughton; Treasurer Gary Englert, City Clerk Therese Polum, BCWMC Commissioner Clint Carlson, Fire Chief Rich Halvorson, Public Works Superintendent Chris Klar

Council and Staff Absent: Councilmember Hovey, Planning Commissioner Jesse Swanson

Other attendees: Kirstin Nielsen, Shaun Kennedy, Dave Hutton with SEH consulting

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 Tomczik. Councilmembers Heim, Tomczik, McNaughton, Shaffer in favor. Councilmember Hovey absent. Motion passed.**
- **Motion to approve the February 6, 2023 city council minutes forwarded by Councilmember Shaffer and seconded by Councilmember Tomczik. Councilmembers Heim, Tomczik, McNaughton, Shaffer in favor. Councilmember Hovey absent. Motion passed.**

Open Forum

- None

Hennepin County Sheriff –Sergeant Nelson

- No report - Absent

CIP -Road Project Update - SEH – Dave Hutton

- Reported on additional MS4 permit requirements regarding new rules on stormwater treatment and ponding
- Reported on the recommended plan revision from open cutting the watermain to horizontal directional drilling the watermain. Plans will be revised to direction drilling the watermain.
- Reported on recommended plan revisions on complete streets pedestrian striping plan and driver feedback signs
- Reported on recommendation with consult from Met Council staff on the I/I Met Council grant of \$100,000
- Reported on steps necessary to re-bid the project

Resolution 23-06 a resolution to approve amending the 2023 General Engineering Services Contract with SEH Consulting for the additional tasks of Plan Modifications, Stormwater BMP's

and permitting, and bidding the project (once funds are acquired) for a total amendment addition of \$30,300.

Jevne Park Project – Kirstin Nielsen

- Reported Open House is March 15, 5:00pm to 7:00pm
 - Input will be used to refine final concept plan
- Reported on how to share information with citizens, a page is now live on the city website
- Reported on process to accept donations
 - Checks and paypal
 - Committee will collect donations and track these donations
 - Committee will monthly submit log to city treasure
 - Request memo line states ‘Jevne Park’
 - Thank you for donors: confirmation of donation, serve as tax record,
- Treasurer will process donation and track; and all donations will be accepted via resolution at city council
- Discussion pursued with regards to matching funds and other items
- Committee is trying to raise \$150,000 which will allow for a match fund donation for a final fund of \$300,000.

Fire Department Report – Rich Halvorsen

- Reported two calls this month, both medical

Public Works Superintendent Report – Chris Klar

- Reported park opens April 1
- Reported street sweeping will be second or third week in May
- Reported on pothole repairs: repairs will happen as weather is appropriate. Needs to be 45 degrees and dry
- Road restrictions go in effect this Friday (March 10)
- Damage to a mailbox
- Ash Tree with regards to EAB discussion
- Discussion on hiring a licensed forester to tag Ash Trees that are infected
 - Ordinance is required to allow for this to apply to private property walkabouts
 - Councilmember McNaughton will call City of Plymouth forestry department
 - Councilmember Shaffer will connect with Brad Scheib regarding ordinance

Bassett Creek Watershed Management Commission Report – Clint Carlson and Shaun Kennedy

- Reported Mayor and Councilmember Hovey attended the BCWMC open house for the comprehensive plan
- Reported Mr. Carlson represented BCWMC at the capital, top topic road salt
- Reported on road salt discussion
- Additional opportunities this summer to provide input into the BCWMC plan

Planning Commission Report – Jesse Swanson

- Absent

Treasurer’s Report – Gary Englert

- Receipts in reporting period: \$5,240
- Receipts year to date: \$12,916
- Disbursements in reporting period: \$43,321

- Disbursements year to date: \$91,269
- Capital Project Reserve Balance: \$798,236
- Debt Service Reserve Balance: \$10,614
- Reported on status update on CIP funding
- Reported on fundraising/donations reporting
- Donations for Jevne Park: Treasure will collect from and present to council
- Reported on status update on CIP funding,
 - This is now a 7.6 million dollar project (inflation and time)
 - Currently we have \$930,000 bond package for lift station (\$50,000 a year for 30 years)
 - Smaller communities in MN often use a metric of \$5,000 of dept per capita. 339 residents was our last census. Based on this our recommended maximum dept would be 1.7M (for 30 year term)
 - Looked at numbers on 4.5M bond at current interest rate of 4.5/5% about \$325,000 additional debt service on top of our current \$50,000 debt service. Every 1M bond is \$67,000 debt service. We are currently setting aside \$180,000.
 - Other reserves, lift station, road maintenance, etc...leaves us \$100,000 to put towards debt service without raising taxes
 - Guidance is city should not borrow more than an additional 1M.

Resolution 23-07 a resolution accepting a monetary gift of \$6,968.86 from various donors to benefit the city of medicine lake parks department for Jevne Park Project forwarded by Councilmember McNaughton and seconded by Councilmember Shaffer. Councilmembers, Tomczik, Heim, Shaffer, McNaughton in favor. Councilmember Hovey absent. Motion carried.

Motion to approve the summary spending, receipts and cash balances through February 28, 2023 forwarded by Councilmember Shaffer and seconded by Councilmember Tomczik. Councilmembers, Tomczik, Heim, Shaffer, McNaughton in favor, Councilmember Hovey absent. Motion carried.

Officer Reports:

Councilmember Hovey

- Absent – no report

Councilmember Tomczik

- Reported on wake board and water pollution
- Reported he has made some contacts regarding these topics and provided an update to council
 - Salt and tree leaves add to phosphorous pollution for Medicine Lake
- Discussion pursued

Councilmember Shaffer

- No Report

Councilmember McNaughton

- Reported on city website options to share documents and communication with residents
- Reported he met with Hennepin County Public Works Director and two other staff
- Reported on Ash Trees in Jevne Park
- Reported he will attend DNR monthly meeting

- Reported contacting Sheriff's department to provide city an update

Mayor Heim

- Reported on state bonding prospects
- Reported state and federal money is needed for our project to move forward

New Business

- Liquor license in process

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

Respectfully submitted,

Therese Polum

Therese Polum
City Clerk

Approved on: April 3, 2023