Agenda 2
Minutes a 2025.12.01 City Council Meeting 3
20251231 CC Memo Subdivision Code 6
Ordinance 149 Subdivision 7
Resolution Summary Publication Subdivision Ordiance 32
20251231 CC Memo Fees Ordinance 33
Ordinance establishing land use fees 2026 34
Resolution Summary Publication Fee Ordiance 40
MedLk Treas Rpt 2512 41
City Designations_2026 55
Council duties_2026 56

City of Medicine Lake

City Council Meeting Agenda January 5, 2026

6:00 PM - Call to Order

Pledge of Allegiance

Approval of agenda for January 5, 2025 meeting

Acknowledgment of Minutes for December 1, 2025 council meeting

Hennepin County Sheriff Report

Open Forum

Subdivision Code: Consideration of Ordinance 149: Brad Scheib, Zoning Administer

- Consideration of Ordinance 149 and resolution to publish by title and summary

Land Use Fees: Brad Scheib, Zoning Administer

- Consideration of Ordinance 150 and resolution to publish by title and summary

Department Reports

- Fire Department: Chief Rich Halvorsen/Asst. Mike Fox
- Bassett Creek Watershed Commissioner: Clint Carlson/Shaun Kennedy/Susan Wiese
- Planning Commissioner: Jesse Swanson
- Treasurers' Report: Gary Englert

Officer Reports

- Councilmember Ruth Hovey
- Councilmember Ron Tomczik
- Councilmember Nina Zelazny
- Councilmember McNaughton
- Mayor Chris Heim
    - Cash Balance Discussion
    - 2026 City Designations and 2026 Councilmember Duties
    - Thank you to Paul Samson, Heidi Heim and Barry Warner for organizing our 7th annual fundraiser for Second Harvest Heartland

New Business

City of Medicine Lake

December 1, 2025
City of Medicine Lake
Council Minutes - DRAFT

Present: Mayor Chris Heim, Bill McNaughton, Councilor Ron Tomczik, Ruth Hovey, Nina Zelazny; Treasurer Gary Englert, Clerk Therese Polum, Planning Commission Jesse Swanson, BCWMC TAC Susan Wiese, BCWMC Commissioner Clint Carlson

Council and Staff Absent: Forester Derek Chappell, Fire Chief Rich Halvorson, TAC Shaun Kennedy, Fire Chief Mike Fox

Other attendees: Brian Doyle

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 Hovey and seconded by Councilmember McNaughton. Yea – Hovey, McNaughton, Tomczik, Heim, Zelazny. Motion passed.**
- **Motion to approve the November 3, 2025 city council minutes forwarded by councilmember Hovey and seconded by Councilmember Zelazny. Yea – Hovey, McNaughton, Tomczik, Heim, Zelazny. Motion passed.**

Hennepin County Sheriff - absent

- Calm month

Open Forum

- No report

Subdivision Code: Brad Scheib, Zoning Administrator/Councilmember McNaughton

- Councilmember McNaughton presented on the subdivision ordinance (Brad Scheib was not able to attend)
- Discussion continued, council will vote at January
- Public Hearing is not required; however city will hold one at the December 18, 2025 planning commission meeting

Fire Department Report – Mike Fox

- Absent, sent a report via email this afternoon

Bassett Creek Watershed Management Commission Report – Shawn Kennedy/Clint Carlson/Susan Wiese

- Reported on the public hearing on the 10 year plan Thursday, December 18, 2025 at 8:30 am at Golden Valley City Hall, 7800 Golden Valley Road, Golden Valley, Minnesota.

- Lake Level Lake Scout device was presented at the last BCWMC meeting, City of Medicine Lake contributed $3,000 to this device, City of Plymouth is going to manage the system and provide reports via their website.

Planning Commission Report
- Reported on subdivision ordinance

Treasurer's Report – Gary Englert
- Receipts in reporting period: $22,257
- Receipts year to date: $1,194,258
- Disbursements in reporting period: $73,535
- Disbursements year to date: $1,387,302
- EPA funding (Federal Grant) update: awaiting final verification step from federal agency.

Motion to approve the summary spending, receipts and cash balances through November 30, 2025 forwarded by Councilmember Hovey and seconded by Councilmember Tomczik. Yea – Hovey, McNaughton, Tomczik, Heim and Zelazny. Motion passed.

Motion to approve 2026 final budget forwarded by Councilmember McNaughton and seconded by Councilmember Hovey. Councilmembers Tomczik, Heim, McNaughton, Zelazny, Hovey in favor. Motion carried.

Motion to approve resolution 25-23 a resolution adopting final tax levy for taxes payable in 2026 forwarded by Councilmember Hovey and seconded by Councilmember McNaughton. Councilmembers Tomczik, Heim, McNaughton, Zelazny, Hovey in favor. Motion carried.

Officer Reports:

Councilmember Hovey
- Reported on the sheriff report and water connection permit process (See handout)
- Discussion continued on ideas on how to help residents understand all the processes and steps to install city water
- Reported on updating/coding ordinances

Councilmember Tomczik
- Reported on the county waste reduction and recycling funding policy

Motion to approve resolution 25-24 a resolution to approve the 2026-2028 residential waste reduction and recycling funding policy forwarded by Councilmember Hovey and seconded by Councilmember McNaughton. Councilmembers Tomczik, Heim, McNaughton, Zelazny, Hovey in favor. Motion carried.

Councilmember Zelazny
- Reported on rental inspection fees

Motion to approve resolution 25-25 a resolution approving execution of an amended Joint Powers Agreement for the utilization by the City of Medicine Lake of City of Plymouth Rental Inspections Personnel forwarded by Councilmember McNaughton and seconded by Councilmember Hovey. Councilmembers Tomczik, Heim, McNaughton, Zelazny, Hovey in favor. Motion carried.

Councilmember McNaughton

- Reported on Veit pay application #14, council will go back to Veit and request additional retainage holding to assure all of the punch list items will be completed in the spring.

Mayor Heim

- No additional items

New Business: none

Motion to adjourn by councilmember McNaughton seconded by councilmember Hovey. Yea – Hovey, McNaughton, Tomczik, Heim and Zelazny. Motion passed at 8:00 pm.

Respectfully submitted,

Therese Polum
City Clerk

Approved on: _____

MEMORANDUM

Planning | Landscape Architecture | Urban Design

To:	Medicine Lake City Council
From:	Brad Scheib, Consulting Planners
Subject:	Consider Adoption of Subdivision Ordinance
Date:	December 31, 2025

Background

Staff presented a draft of the subdivision code to the PC in October and to Council in December. The same draft with minor revisions was presented again to the Planning Commission at a discretionary Public Hearing held on December 18.

Three members of the Planning Commission were in attendance and thus no quorum was present. PC members still held the meeting as an informal workshop and took public comments. Three members of the community were present to hear the presentation on the ordinance from staff. Staff has received no other comments on the ordinance to date.

Action

Discuss the Subdivision Ordinance and consider its adoption. If the ordinance is approved, staff recommends passing the accompanying resolution authorizing the publication of the ordinance in summary form.

Attachments:

Ordinance 149 Subdivision Ordinance
Resolution authorizing summary publication

800 Washington Ave N | Suite 207, Minneapolis, MN 55401
Email bscheib@cityofmedicinelake.com

City of Medicine Lake

Ordinance No. 149

AN ORDINANCE ESTABLISHING A SUBDIVISION ORDINANCE FOR THE CITY OF MEDICINE LAKE

§4000 - Introductory Provisions

§4000.01 Title.

This chapter shall be known as "City of Medicine Lake Subdivision Ordinance," except as referred to herein, where it shall be known as "this chapter."

§4000.02 Purpose.

(a) It is the purpose of this chapter to safeguard the best interests of the city and to assist property owners, developers, and subdividers of land in harmonizing their interests with those of the city.

(b) It is the purpose of this chapter to make certain regulations and requirements for the subdivision of land within the city, pursuant to the authority contained in Minnesota State Statutes, which regulations the City Council deems necessary for the health, safety and general welfare of this community.

(c) This chapter is intended to promote good planning practice and to ensure orderly growth and (re)development and shall supplement and implement the provisions of the City of Medicine Lake Comprehensive Plan and the Medicine Lake Zoning Regulations.

§4000.03 Effective Date and Legal Authority.

(a) The effective date of this chapter is upon is passage and official publication.

(b) This chapter is enacted pursuant to the authority granted by M.S. Chapter 462, including but not limited to § 462.358, as well as other applicable state statutes and rules as may be amended.

§4000.04 Administration

(a) The Zoning Administrator is authorized to enforce these regulations.

(b) The Zoning Administrator may delegate specific responsibility to any individual city official or employee but shall remain responsible for all decisions made by such delegee.

§4000.05 Application of Requirements.

(a) These subdivision regulations shall apply to all subdivisions of land, as defined herein, located within the corporate limits of Medicine Lake.

(b) No plat of any subdivision shall be entitled to be recorded in the Hennepin County Recorder's Office or have any validity until the plat thereof has been prepared, approved and acknowledged in the manner prescribed by this chapter.

(c) Except in the case of resubdivision, this chapter shall not apply to any lot or lots forming a part of a subdivision recorded in the office of the Hennepin County Register of Deeds for Registrar of Titles prior to the effective date of this chapter.

(d) No building permits shall be granted by the city for the construction of any building, structure or improvement to the land or to any lot in a subdivision as defined herein, until all requirements of this chapter have been fully complied with.

§4000.06 Interpretation.

(a) The language set forth in the text of this chapter shall be interpreted in accordance with the following rules of construction:

(1) The singular number shall include the plural and the plural the singular;
(2) The present tense includes the past and future tenses and the future the present;
(3) The word SHALL is mandatory while the word MAY is permissive;
(4) Whenever a word or term defined hereinafter appears in the text of this chapter, its meaning shall be construed as set forth in the definition thereof;
(5) All measured distances expressed in feet shall be to the nearest tenth of a foot.

(b) Minimum requirement. In the interpretation of this chapter, its provisions shall be held to be the minimum requirements for the promotion of the public health, safety and welfare.

(1) Public provisions. The regulations are not intended to interfere with, abrogate, or annul any other ordinance, rule or regulation, statute, or other provision of law. Where any provision of these regulations imposes restrictions different from those imposed by any other regulation, or other provision of law, whichever provisions are more restrictive or impose higher standards shall control.
(2) Private provisions. These regulations are not intended to abrogate any easement, covenant, or any other private agreement or restriction, provided that where the provisions of these regulations are more restrictive or impose higher standards or regulations than such easement, covenant, or other private agreement or restriction, the requirements of these regulations shall govern.

(c) It is the policy of the city that the enforcement, amendment and administration of this chapter be accomplished with due consideration of the recommendations contained in the City of Medicine Lake Comprehensive Plan as developed and amended from time to time by the City Council. The Council recognizes the Comprehensive Plan as the Policy Guide responsible for the regulation of land use and development in accordance with the policies and purpose herein set forth.

(d) Use of graphics, illustrations, figures, photos, and cross-references.

(1) Graphics, illustrations, figures, and photos are provided for illustrative purposes only and shall not be construed as regulations. Where a conflict may occur between the text and any graphic, illustration, figure, or photo, the text shall control.
(2) In some instances, cross-references between chapters, sections, and subsections are provided that include the chapter, section, or subsection number along with the name of the reference. Where a conflict may occur between the given cross-reference number and name, the name shall control.

§4000.07 Separability.

It is declared to be the intention of the city that the several provisions of this chapter are separable in accordance with the following:

(a) Other parts of this chapter. If any court of competent jurisdiction shall adjudge any provision of this chapter to be invalid, the judgment shall not affect any other provisions of this chapter not specifically included in the judgment;

(b) Application to other party or property. If any court of competent jurisdiction shall adjudge invalid the application of any provision of this chapter to a particular property, building or structure, the judgment shall not affect the application of the provision to any other property, building or structure not specifically included in the judgment.

§4001 - Definitions

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ALLEY. A public or private right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on a street.

APPLICANT. The owner of land proposed to be subdivided or the owner's representative. Consent shall be required from the legal owner of the premises.

BLOCK. An area of land within a subdivision containing one or more lots that is entirely bounded by streets, or by streets and the entire boundary or boundaries of the subdivision, or a combination of the above with a river, lake or other physical barrier.

BUILDING. Any structure used or intended for supporting or sheltering any use or occupancy.

COMPREHENSIVE PLAN. The long range goals, objectives, policies, concepts and plans of the city as stated in a group of maps, charts and text.

DESIGN STANDARDS. The specifications to land owners or applicants for the preparation of plats, both preliminary and final, indicating among other things, the optimum, minimum or maximum dimensions of the items as rights-of-way, blocks, easements and lots.

DEVELOPMENT AGREEMENT. A written contract between the city and applicant in conjunction with the approval by the city of a subdivision.

EASEMENT. A grant by a property owner for the use of land for the purpose of constructing and maintaining drives and utilities, including, but not limited to wetlands, ponding areas, sanitary sewers, watermains, electric lines, telephone lines, fiber optic lines, cable TV lines, storm sewer or storm drainage ways and gas lines.

FINAL PLAT. A drawing, suitable for recording, showing the layout of a subdivision that has received preliminary plat approval pursuant to City Code § 1202.35 and M.S. Chapter 505.

IMPERVIOUS SURFACE. A constructed hard surface that prevents or hinders entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development, including rooftops, decks, sidewalks, patios, swimming pools,

parking lots, concrete, asphalt, gravel driveways, permeable pavers, artificial turf, and other similar surfaces. The following shall not be considered impervious surfaces: cantilevers no greater than two feet from the side of the structure and at least four feet above the adjacent grade; and, overhangs no greater than two feet from the side of the structure.

LOT. A parcel of land in a subdivision or plat of land, separated from other parcels or portions by descriptions or by metes and bounds, for the purpose of sales or lease or separate use thereof.

LOT, BASE. A lot meeting all the lot specifications in the zoning district in which it is located prior to being subdivided into a two-family or townhouse subdivision.

LOT, CORNER. A lot situated at the intersection of two streets, or a lot at the point of deflection of a single street, the interior angle of which 135 degrees or less.

LOT, UNIT. A lot created from the subdivision of a two-family dwelling or townhouse, having different minimum lot size requirements than the conventional base lots within the zoning district in which it is located.

LOT IMPROVEMENT. Any building, structure, place, work of art or other object which constitutes a physical betterment of the real property on which it is situated or any part of the betterment.

LOT WIDTH. The shortest horizontal distance between the side lot lines measured at right angles to the lot depth measured at the required minimum building setback line as set forth in the Medicine Lake Zoning Code.

ORDINARY HIGH WATER LEVEL (OHWL). The boundary of public waters and wetlands that is described as an elevation delineating the highest water level that has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses the ORDINARY HIGH WATER LEVEL is the elevation of the top of the bank or channel.

OUTLOT. A lot remnant or parcel of land left over after platting, which is intended as open space or other use, or which is reserved for future development and for which no building permit shall be issued.

OWNER. Any individual, firm, association, syndicate, partnership, corporation, trust or any other legal entity having sufficient proprietary interest in the land sought to be subdivided or commercially used to commence and maintain proceedings under this chapter.

PARKS AND PLAYGROUNDS. Public land and open spaces in the city dedicated or reserved for recreation purposes.

PEDESTRIAN WAY. A public right-of-way or private easement that provides access for pedestrians and which may be used for the installation of utility lines.

PERCENTAGE OF GRADE. The ratio of the distance vertically from the horizontal in feet and tenths of a foot for each 100 feet of horizontal distance.

PRELIMINARY PLAT. A drawing or set of drawings describing the existing physical characteristics of a parcel of land and illustrating a proposed layout for subdividing the land into

lots, blocks, streets and easements for purposes of obtaining preliminary approval of a subdivision, pursuant to City Code § 3600.9 and M.S. § 462.358 and Chapter 505.

PROTECTIVE COVENANTS. Contracts made between private parties relating to the manner in which land may be used in order to protect and preserve the physical and economic integrity of any given area.

PUBLIC IMPROVEMENT. Any drainage facilities, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, utility or other facility for which the city may ultimately assume the responsibility for maintenance and operation or which may affect an improvement for which local government responsibility is established.

REGISTERED LAND SURVEYOR. A surveyor whom is registered and licensed in accordance to M.S. § 326.02, Subd. 4.

REGISTERED PROFESSIONAL ENGINEER. A REGISTERED PROFESSIONAL ENGINEER licensed in accordance to M.S. § 326.02, Subd. 3.

RIGHT-OF-WAY, PUBLIC. Any property established for the use of the public for street or highway purposes by any federal, state, county or local government by dedication, easement, gift or statutory user, whether developed or undeveloped, paved or unpaved.

SETBACK. The minimum horizontal distance between building and street, lot line or ordinary high water level. Distances are to be measured at ground level from the most outwardly extended portion of the structure. In the case of a private street or street acquired by statutory user as defined by Minnesota Statutes, the setback shall be measured from a line 15 feet from the edge of the traveled surface.

STREET. A public right-of-way or private way serving three or more properties, whether designated as a street, highway, thoroughfare, parkway, throughway, road, avenue, lane, place or however otherwise designated, which is used or can be used for travel.

STREETS, LOCAL. Those streets, as identified in the Medicine Lake Comprehensive Plan, that are used primarily for access to abutting properties and for local traffic movement.

STREETS, MARGINAL ACCESS. Those local streets that are parallel and adjacent to thoroughfares and highways and that provide access to abutting properties and protection from through traffic.

STREETS, CUL-DE-SAC. Those local streets with only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement.

STREET WIDTH. The shortest distance between lines of lots delineating the streets right-of-way.

SUBDIVISION. The division of a parcel of land into two or more lots or parcels for the purpose of transfer of ownership or of building developments. The term includes resubdivision and, when appropriate to the context, shall relate to the process of subdividing or to the land subdivided.

SUBJECT PROPERTY. The property that is the subject of the subdivision application.

WATERCOURSE. Watercourse means any channel having definable beds and banks and capable of conducting generally confined runoff from adjacent lands. During floods water may leave the

confining beds and banks but under low and normal flows water is confined within the channel. A watercourse may be perennial or intermittent.

§4002 - Procedures and Enforcement

§4002.01 Common Procedures

(a) Authority to File Applications.

(1) Subdivision applications for Subject Property may be initiated by:

a. The owner of the Subject Property that is the subject of the application.

b. An agent authorized by the owner of the Subject Property that is the subject of the application may include a lessee of the Subject Property. Evidence of such authorization shall be the signature of the Subject Property owner.

c. If the property subject to an application is under more than one ownership, all owners or their authorized agents shall join in filing the application.

(b) Application and Fees.

(1) A complete application shall be made in writing, submitted in a format prescribed by the city.

(2) All applications for subdivision approval shall be accompanied by a fee established by the Building and Land Use Related Fees Ordinance to pay for costs associated with the application processing and review. Said fee ordinance will be annually reviewed and updated.

(3) An escrow amount shall be required by the city to pay for actual costs incurred by the city during the review process.

(4) No application shall be deemed complete for processing until the necessary fee has been paid.

(c) Pre-Application Meeting.

(1) Applicants are encouraged to meet with city staff prior to filing a subdivision application.

(2) A pre-application meeting is an informal discussion between a potential applicant and the Zoning Administrator regarding a possible project subject to this chapter. The purpose of the meeting is to inform applicants of the procedural requirements and minimum standards of this chapter and the requirements or limitations imposed by other city ordinances or plans prior to the development of a subdivision.

(3) For discussion purposes, applicants shall provide a sketch or concept of the proposed subdivision to the Zoning Administrator. This plan shall contain, at a minimum, plat boundary, north arrow, graphic scale, street layout on and adjacent to plat, designation of land use and current or proposed zoning, significant topographical or physical features and general lot locations and layout.

(4) Discussions that occur during pre-application meetings are not binding on the city and do not constitute official assurances or representations of the city.

(d) Coordination of Applications.

(1) Depending on the requirements of this Code, multiple applications may be required for a single development. Each application filed requires a fee and escrow as described in this Code.

(2) City staff shall determine the order of application review based on the City Code, including this chapter, and state requirements. Where possible, applications will be reviewed simultaneously.

(e) Deadline for Action.

(1) In compliance with M.S. § 462.358, the city shall take action to preliminarily approve or deny a subdivision application within 120 days following delivery of an application completed in compliance with this Code, unless an extension for the review period has been agreed to by the applicant.

(2) In compliance with M.S. § 462.358, the city shall certify final approval of a subdivision application within 60 days if the applicant has complied with all conditions and requirements of applicable regulations and the preliminary approval.

(f) Withdrawal of Applications.

(1) Any request for withdrawal of an application shall be submitted in writing to the Zoning Administrator.

(2) In all cases where the applicant has requested withdrawal of an application, the associated fee paid and any costs incurred by the city in the processing of the application shall not be refunded.

(g) Successive Applications.

(1) No application which has been denied wholly or in part may be resubmitted for at least one year from the date of its submittal, unless substantial changes have been made which warrant reconsideration, as determined by the Zoning Administrator.

(h) Appeals of Decisions.

(1) The City Council shall serve as the Board of Adjustment and Appeals and hear and decide any appeals of the Zoning Administrator's interpretation of this chapter.

(2) All decisions made by the City Council regarding subdivision shall be final, except that any aggrieved person shall have the right to appeal to the District Court in Hennepin County within 30 days after delivery of the city decision to the appellant. Any person seeking judicial review under this chapter must serve the city and all necessary parties, including any landowners, within the 30-day period defined above.

(i) Registered Land Surveys

(1) All Registered Land Surveys shall be filed subject to the same procedures as required for the filing of a preliminary plat for platting purposes. The standards and requirements set forth in these regulations shall apply to all Registered Land Surveys.

§4002.02 Administrative Adjustment

(a) Applicability. An application for an administrative adjustment shall be submitted to the city when any of the following apply:

(1) Request to relocate property line(s) without increasing or decreasing the number of parcels, and where all parcels meet Code requirements.

(2) Request to divide a base lot, upon which has been constructed a twinhome that is directly accessible to a public street, where the division is to permit individual private ownership of a single dwelling unit within the structure and the newly created property lines will not cause any of the unit lots or the structure to be in violation of this chapter, the Zoning Regulations, or the State Building Code.

(b) Procedure.

(1) The Zoning Administrator shall review the application to determine conformance with the Comprehensive Plan and the Zoning and Subdivision regulations.
(2) The Zoning Administrator shall have the authority to make a final decision on the application.
(3) Following the approval or denial of the application, the Zoning Administrator shall provide the applicant with written notice of the decision and reasons for approval or denial.

(c) Criteria for Approval. In considering the administrative adjustment application, the Zoning Administrator shall consider the following factors:

(1) Conformance with City Code and all other applicable ordinances, rules and regulations.
(2) Consistency with the Comprehensive Plan.
(3) In addition to the criteria above, subdivisions of base lots shall meet the following criteria:
   a. Prior to a base lot subdivision, the base lot must meet all the requirements of the zoning district.
   b. In any residential district, there shall be no more than one principal structure on the base lot. The principal structure on unit lots created in a base lot subdivision will be the portion of the attached dwelling existing or constructed on the platted unit lots.
   c. A property maintenance agreement must be arranged by the applicant and submitted to the City Attorney for their review and subject to approval. The agreement shall ensure the maintenance and upkeep of the structure and the lots to meet minimum city standards. The agreement is to be filed with the Hennepin County Recorder’s office as a deed restriction against the title of each unit lot.
   d. Separate public utility service shall be provided to each subdivided unit and shall be subject to the review and approval of the City Engineer.

(d) Post-Approval Actions

(1) City approval for an administrative adjustment shall become null and void if, within one year after such approval, the administrative adjustment has not been duly filed and recorded with the Hennepin County Recorder's Office.

§4002.03 Minor Subdivision

(a) Applicability. An application for a minor subdivision shall be submitted to the city when all of the following apply:

(1) The request to subdivide would create no more than two lots or building sites, neither of which is capable of being further subdivided in the future;
(2) The land has been previously subdivided by plat or registered land survey and is on file and of record in the County Register of Deeds or Registrar of Titles;

(3) The application will not cause the parcel or any structure on the parcel to be in violation of this chapter, the Zoning Regulations, or the building code;

(4) With the exception of sidewalks or trails, the application will not involve the construction of any new street or road, the extension of municipal facilities, or the creation of any public improvements; and

(5) The application does not involve an outlot.

(b) Submittal Requirements. Requirements for minor subdivision submittal are available as a supplemental document on the City's website.

(c) Procedure.

(1) A pre-application meeting pursuant to City Code § 4002.01 (c) of this chapter is suggested prior to submitting a minor subdivision application.

(2) The owner or applicant shall submit an application for minor subdivision, together with all necessary supplementary information listed above.

(3) The Zoning Administrator shall refer the application to all appropriate city representatives for review and comment.

(4) The Zoning Administrator shall distribute the request to other jurisdictions as appropriate.

(5) City Council Action.

a. The City Council shall act upon the minor subdivision and may impose conditions and restrictions which are deemed necessary for compliance with City Code. Approval of the application requires a simple majority vote of the full City Council.

b. The reasons for the City Council's action shall be recorded in the proceedings of the Council and transmitted in writing to the applicant.

(d) Criteria for Approval. In considering the minor subdivision application, the City Council shall consider the following factors:

(1) Conformance with this chapter, the Zoning Regulations, and all other applicable ordinances, rules and regulations; and

(2) Consistency with the Comprehensive Plan.

(e) Post-Approval Actions.

(1) Prior to release of a Council resolution approving a minor subdivision for recording, the applicant shall submit the following:

a. An up-to-date title opinion from within the last 30 days for review and approval by the City Attorney.

b. Deeds in favor of the city for any easements or public right-of-way that may be required as part of the minor subdivision.

(2) The applicant must record the minor subdivision, and any required deeds for easements or street right-of-way, with the Hennepin County Recorder within one year of the date of subdivision approval. Failure to record the subdivision within one year shall void the approval. No building permits shall be issued for new lots until the applicant has provided proof of recording to the city.

(3) Prior to the expiration of a minor subdivision approval, an extension of the approval may be granted by the City Council upon the city's receipt of a request for extension. A request for an

extension shall be in writing and filed with the city. The request for extension shall state facts showing a good faith attempt was made to meet the recording requirement.

§4002.04 Sketch plan.

(a) In order to ensure that all applicants are informed of the procedural requirements and minimum standards of this chapter, and the requirements or limitations imposed by other city ordinances or plans, all applicants shall present a sketch plan to the Zoning Administrator prior to filing a preliminary plat.

(b) The Zoning Administrator will review the sketch plan against the City Code and all applicable official controls of the City.

(c) The Zoning Administrator or Applicant may request that the sketch plan be brought before the Planning Commission and City Council for discussion and feedback.

(1) Discussions that occur as part of the sketch plan process are not binding on the city and do not constitute official assurances or representations on the city.

§4002.05 Preliminary Plat.

(a) Applicability. A preliminary plat application shall be submitted to the city when any of the following apply:

(1) The applicant is proposing to create three or more lots as part of a subdivision.
(2) The applicant is proposing to change the exterior boundaries of an existing plat.
(3) The proposed subdivision includes the creation or installation of any public improvements as identified in City Code § 4001
(4) The Subject Property to be subdivided has a current metes and bounds legal description rather than a lot and block legal description.
(5) The proposed subdivision does not qualify to be processed as an administrative adjustment or minor subdivision.

(b) Submittal Requirements. Requirements for preliminary plat submittal are available as a supplemental document on the City's website.

(c) Procedure.

(1) The owner or applicant shall submit an application for a preliminary plat, together with all necessary supplementary information listed above. The application shall be considered as being complete when all the information requirements have been complied with.
(2) Technical assistance reports. The Zoning Administrator shall instruct the appropriate staff persons to prepare technical reports and provide general assistance in preparing a recommendation to the Planning Commission and City Council.
(3) Review by other commissions or jurisdictions. The Zoning Administrator shall refer copies of the preliminary plat to the Planning Commission, county, metropolitan, state, or other public jurisdictions for their review and comment, where appropriate and when required.
(4) Public Hearing.

a. Upon receipt of a complete application, the Zoning Administrator shall set a public hearing for review of the preliminary plat.
b. Notice of the hearing shall be published in the official newspaper no more than 30 and no less than 10 days prior to the hearing. Written notification of the hearing shall be mailed no more than 30 and no less than 10 days prior to the hearing to all owners of land within 350 feet of the boundary of the property in question.
c. The applicant shall post a sign on the Subject Property indicating that the property is under development review. The Planning Commission shall conduct the hearing.

(5) Planning Commission Action. The Planning Commission shall make a recommendation on the application to the City Council following the close of the public hearing.

(6) City Council Action.
a. Upon receiving a recommendation from the Planning Commission, the City Council shall act upon the preliminary plat and may impose conditions and restrictions that are deemed necessary for compliance with City Code.
b. If a recommendation has not been received from the Planning Commission in a timely manner to meet the requirements of M.S. § 462.358, the City Council may act on an application without receiving a Planning Commission recommendation.
c. The reasons for the City Council's action shall be recorded in the proceedings of the Council and transmitted in writing to the applicant.
d. Approval of the preliminary plat shall not constitute final acceptance of the layout. Subsequent approval will be required of the engineering proposals and other features and requirements as specified by this chapter to be indicated on the final plat. The City Council may require revisions in the preliminary plat and final plat as it deems necessary for the health, safety and general welfare of those living in and near the city.

(d) Criteria for Approval. In considering the preliminary plat application, the City Council shall consider the following factors:

(1) Conformance with this chapter and all other applicable ordinances, rules, and regulations including the city's Zoning Regulations; and
(2) Consistency with the Comprehensive Plan.
(3) Consistency with Engineering Guidelines;
(4) The physical characteristics of the site, including but not limited to topography, erosion and flooding potential, development or use contemplated; and
(5) The potential for the proposed development to create a negative fiscal or environmental impact upon the city.

(e) Post-Approval Actions.

(1) If the preliminary plat is approved by the City Council, the applicant must submit the final plat within one year after the approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing and approved by the City Council prior to expiration of the one-year period.
(2) A reasonable time extension will be considered by the City Council, if circumstances requiring the extension are beyond the control of the applicant.

§4002.06 Final Plat.

(a) Procedure.

(1) Submittal.

a. Within one year after approval of the preliminary plat, the owner or applicant shall submit an application for final plat, together with all necessary supplementary information listed above.
b. The final plat may constitute only that portion of the preliminary plat which the applicant proposes to record and develop at the time.
c. The city may agree to review the preliminary and final plat simultaneously.
d. The final plat shall incorporate all changes, modifications, and revisions required by the city in its approval of the preliminary plat. Otherwise, it shall strictly conform to the approved preliminary plat.

(2) Application Review.

a. The Zoning Administrator shall review the application and plans and refer them to city staff and other applicable agencies for review.
b. Decision.
(1) The City Council shall review and approve, approve conditionally, or deny the final plat application.
(2) The City Council shall state, in writing, its findings for approval or denial, as well as any conditions of approval.
c. Following the decision by the City Council, the Zoning Administrator shall notify the applicant of the Council's action and reasons thereof.
d. If accepted and all fees for processing the application have been paid, the final plat shall be approved by resolution, which shall provide for the acceptance of all agreements for basic improvements, public dedication, and other requirements as indicated by the City Council.
e. If denied, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the Council and reported to the person or persons applying for the approval.

(3) Development Agreement.

a. If required based on the elements within the subdivision, final plat approval shall be contingent upon the applicant's entrance into a development agreement with the city. Said agreement will require all improvements and approval conditions to comply with approved engineering standards and applicable regulations.
b. The agreement shall be prepared by the city and shall ensure development performance based on approvals.
c. The agreement shall address, but not be limited to, the following:
(1) Financial securities
(2) Warranties
(3) Development timelines
(4) Remedies for default
(5) Iron monuments
(6) Improvements
(7) City administration and construction observation
(8) Permits
(9) Erosion and sediment control
(10) Maintenance

(11) Park dedication
(12) Sewer and water trunk utility charges

(4) Prior to recording or registering a final plat, the applicant shall have executed the development agreement with the city.

(5) As part of approval of the final plat, minor subdivision, registered land survey, or any other subdivision application, the City Zoning Administrator, or their designee, is authorized to and shall execute the development agreement, stormwater management agreement, or other agreement noted in the City Council's resolution on the City Council's behalf.

(b) Submittal Requirements. Requirements for final plat submittal are available as a supplemental document on the City's website.

(c) Criteria for Approval. In considering the final plat application, the City Council shall consider the following factors:

(1) Substantial conformance with the approved preliminary plat and all conditions of approval.
(2) Conformance with this chapter and the City Code, and all other applicable city policies, ordinances, rules, and regulations.
(3) Consistency with the Comprehensive Plan.

(d) Post-Approval Actions.

(1) If the final plat is approved by the City Council, the applicant shall record the final plat and development agreement, if required, with the Hennepin County Recorder within one year after the approval or approval of the final plat shall be considered void, unless a request for time extension is submitted in writing and approved by the City Council.
(2) Prior to recording, the applicant shall furnish the Zoning Administrator with two blackline prints and a reproducible mylar of the final plat.
(3) Upon recording the plat, the applicant shall provide the Zoning Administrator with evidence of the recording.
(4) No building permits shall be issued for the construction of any structure on any lot in the plat until the city has received evidence of the plat and development agreement being recorded by Hennepin County and the provisions of the development agreement have been satisfactorily met.

§4002.07 Subdivision Variance

(a) Applicability. Subdivisions which do not meet the requirements of this chapter may request a subdivision variance.

(b) Submittal Requirements. Requirements for subdivision variance submittal are available as a supplemental document on the City's website.

(c) Procedure.

(1) Upon receipt of a subdivision variance application, the Zoning Administrator shall refer the application to all appropriate city staff, and other agencies, for review and comment.
(2) Public Hearing
a. Upon receipt of a complete application, the Zoning Administrator may set a public hearing for public review of the subdivision variance.

(3) Planning Commission action.

a. The Planning Commission shall review the application and consider possible adverse effects of the variance request. The Planning Commission's judgment shall be based upon (but not limited to) the criteria set forth in section (d) below.

b. The Planning Commission and city staff shall have the authority to request any additional information from the applicant deemed necessary to establish performance conditions pertaining to the request.

c. The Planning Commission shall make a finding of fact and recommend the actions or conditions relating to the request as they deem necessary to carry out the intent and purpose of this chapter. The recommendation shall be in writing and accompanied by any report and recommendation of the city staff. The written recommendation of the Planning Commission shall be forwarded to the City Council.

d. City Council action. Upon receiving the request and any report of the city staff, the city Council shall review and take action on the variance application and make a recorded finding(s) of fact.

(1) Approval of a request shall require passage by a simple majority vote of the full City Council.

(2) The Council may impose any condition it considers necessary to protect the public health, safety and welfare.

(d) Criteria for Approval.

(1) The City Council may grant a variance from strict compliance with the subdivision regulations contained in this chapter when it finds that all of the following exist:

a. That the requested subdivision variance is consistent with the Comprehensive Plan and all other applicable city plans.

b. That the requested variance is in harmony with the general purposes and intent of this chapter.

c. That the granting of the variance will not be detrimental to the public health or welfare or injurious to other property in the vicinity in which the Subject Property is situated.

d. That the applicant has established that there are special circumstances or highly unique conditions affecting the Subject Property not resulting from the actions of the applicant, such as exceptional topographic or water conditions or inadequate access to direct sunlight for solar energy systems, such that an unusual hardship to the owner would result if the strict letter of these regulations was to be carried out.

(e) Post-Approval Actions.

(1) City approval for a subdivision variance shall become null and void if, within one year after such approval, the subdivision variance has not been duly filed and recorded with the Hennepin County Recorder's Office.

(2) Upon recording, the applicant shall provide the Zoning Administrator with evidence of the recording.

(3) Violations of the conditions of a subdivision variance shall void the variance.

§4002.08 Amendments

(a) From time to time, the Planning Commission may, of its own motion, upon petition, or at the direction of the City Council, cause to be prepared amendments supplementing or changing regulations herein established.

(b) Upon receiving the recommendation of the Planning Commission, the City Council shall study the Planning Commission's recommendation and approve or deny the amendment.

§4002.09 Violations and Penalty

(a) Violations.

(1) Sale of lots from unrecorded plats. It shall be a misdemeanor to sell, trade or otherwise convey any lot or parcel of land as a part of, or in conformity with, any plan, plat or replat of any subdivision or area located within the jurisdiction of this chapter unless the plan, plat or replat shall have first been recorded in the office of the County Recorder.

(2) Receiving or recording unapproved plats. It shall be unlawful for a private individual to receive or record in any public office any plans or plats of land laid out in building lots and streets, alleys or other portions of the same intended to be dedicated to public or private use or for the use of purchasers or owners of lots fronting on or adjacent thereto, and located within the jurisdiction of this chapter, unless the same shall bear thereon, by endorsement or otherwise, the approval of the City Council.

(3) Misrepresentation as to authority to file or for the construction, supervision or inspection of improvements.

a. It shall be unlawful for any person, firm or corporation to misrepresent their authority to file an application.

b. It shall be unlawful for any person, firm or corporation owning an addition or subdivision of land within the city to represent that any improvement upon any of the streets, alleys or avenues of the addition or subdivision or any sewer in the addition or subdivision has been constructed according to the plans and specifications approved by the City Council or has been supervised or inspected by the city, when the improvements have not been so constructed, supervised, or inspected.

(b) Penalty. Anyone violating any of the provisions of this chapter shall be guilty of a misdemeanor punishable by a fine and imprisonment as provided in State Statutes.

§4003 - Design Standards

§4003.01 General

(a) The design features of the subdivision shall meet the requirements set forth by the City Engineering Guidelines. The city may impose additional or more stringent requirements as deemed appropriate in furtherance of health, safety and well-being of the community concerning the property being subdivided.

(b) Provisions for resubdivision of large lots and parcels.

(1) All contiguous land owned by the same property owner shall be included in the plat.

(2) When a tract is subdivided into larger than required building lots or parcels, the lots or parcels shall be so arranged as to permit the logical location and openings of future streets and

appropriate resubdivision with provision for adequate utility connections for the resubdivision.

(3) Streets and utilities shall be extended to the boundary of the plat.

(4) Watercourses.

a. Watercourses shall be contained within abutting lots.

b. Watercourses shall be protected by easement to the anticipated high-water level (as determined by the city. Lots with easements protecting watercourses shall have sufficient dimensions and area above the high-water level.

(5) Monuments.

a. Official monuments, as designated and adopted by the Hennepin County Surveyor's Office and approved by the Hennepin County District Court for use as judicial monuments, shall be set at each corner or angle on the outside boundary of the final plat or in accordance with a plan as approved by the City Engineer. The boundary line of the Subject Property to be included within the plat shall be fully dimensioned on the plat. All angles of the boundary, excepting the closing angle, are to be indicated on the plat and all monuments and surveyor's irons are to be indicated on the plat. Each angle point of the boundary perimeter shall be so monumented.

b. Location of monuments within the plat. Pipes or steel rods shall be placed at each lot and at each intersection of street right-of-way lines. All United States, state, county or other official bench marks, monuments or triangular stations in or adjacent to the Subject Property shall be preserved in precise position and shall be recorded on the plat.

c. Second monumentation. To ensure that all irons and monuments are correctly in place following the final grading of a plat, a second monumentation shall be required. Proof of the second monumentation shall be in the form of a surveyor's certificate and this requirement shall additionally be a condition of certificate of occupancy as provided for in the Medicine Lake Zoning Regulations. As an alternative, the applicant's surveyor may, upon approval by the City Engineer, place official monuments within the plat after the site grading has been completed, but no later than one year after the recording of the plat. In such cases, a letter of credit or cash escrow in form and dollar amount acceptable to the city shall be submitted to guarantee that the monumentation will be completed.

§4003.02 Protected Areas

(a) Where land proposed for subdivision is deemed environmentally sensitive by the city because of the existence of wetlands, drainage ways, water courses, flood-prone areas, or steep slopes, the design of the subdivision shall clearly reflect all necessary measures of protection to ensure against adverse environmental impact.

(b) Tree preservation and reforestation. Natural vegetation shall be protected in accordance with Zoning Regulations §1000 - GENERAL BUILDING AND PERFORMANCE REQUIREMENTS.

§4003.03 Lots.

(a) Size.

(1) The minimum lot area and width shall not be less than that established by Medicine Lake Zoning Regulations in effect at the time of adoption of the final plat.

(2) To eliminate any doubt as to the interpretation of lot size, the minimum lot square footage shall not include arterial right-of-way, public waters, public waters wetlands, city-designated wetlands, areas protected through a publicly held conservation easement, and portions of Subject Property protected by regulations, including bluffs and historic sites.

(3) No lots less than the minimum square footage provided by Medicine Lake Zoning Regulations for the area involved shall be authorized by this chapter except upon the granting of a variance in accordance with Medicine Lake Zoning Regulations.

(b) Corner lots. Corner lots for residential use shall have additional width to permit appropriate building setbacks from both streets as required in the Zoning Regulations.

(c) Flag lots. Flag lots shall not be permitted.

(d) Double-frontage lots. Double-frontage lots shall not be permitted.

(e) Irregularly shaped lots are discouraged. Where such lots are proposed, the development shall demonstrate to the city an ability to properly place principal buildings and accessory structures on the site in a manner which is compatible in size and character to the surrounding area.

(f) Side lot lines. In general, side lot lines shall be at right angles to street lines or radial to curving street lines unless a variation from the rule will give a better street or lot plan, or unless topographic conditions necessitate a different arrangement.

(g) Lot frontage. Every lot must have adequate frontage on a city-street or private driveway easement to accommodate a driveway and required driveway setbacks, as required in Medicine Lake Zoning Regulations.

(h) Access. Each lot shall directly access a public street unless a subdivision has received approval from the City Council for a private street or access easement.

(i) Setback lines. Setback or building lines shall be shown on all lots and shall not be less than the setback required by Medicine Lake Zoning Regulations, as may be amended.

(j) Drainage. Lots shall be graded so as to provide drainage away from building locations, subject to City Engineering Guidelines and the approval of the City Engineer.

(k) Features. In the subdividing of any land, due regard shall be shown for all natural features such as tree growth, watercourses, historic sites or similar conditions which, if preserved, will add attractiveness and stability to the proposed development.

(l) Lot remnants. Remnants of land below minimum lot size, except in instances of cluster zoning, shall be added to adjacent lots rather than remaining as unusable parcels. Building permits shall not be issued for remnants.

(m) Outlots.

(1) An outlot is not buildable. A building permit shall not be issued for an outlot.

(2) An outlot may be used to set aside land to be platted at a later time. At the time of the platting, a resubdivision sketch for the outlot shall be required.

(3) An outlot may be used to preserve open space with an easement in favor of the City.

§4003.04 Street and Alley Design

(a) General Requirements

(1) All proposed streets shall conform to city, county and state plans and be offered for dedication as public streets unless:

a. The streets are part of a planned unit development (PUD). In this case, the following standards shall apply:

(1) The private street shall be located on a separate outlot and encumbered with an easement.

(2) A homeowners association or similar organization shall be established to oversee ownership and operation of the private street.

(3) The private street is established within an easement at least 40 feet wide from the street up to and including the lot(s) being created.

(4) The shared driveway improvements are deemed adequate for their intended use and comply with state and local fire code requirements.

b. Otherwise determined by the City Council after a recommendation from the City Engineer.

(2) Streets shall be designed to comply with the standards set forth in the City's Engineering Guidelines.

(3) Street plans for future subdivisions. Where the plat to be submitted includes only part of the tract owned or intended for development by the applicant, a tentative plan of a proposed future street system for the unsubdivided portion shall be prepared and submitted by the applicant and a temporary turnaround shall be provided.

(b) Street Layout.

(1) Continuous streets.

a. Except for cul-de-sacs, streets shall connect with streets already dedicated in adjoining or adjacent subdivisions, provide for future connections to adjoining unsubdivided tracts or shall be a reasonable projection of streets in the nearest subdivided tracts.

b. Dead-end streets are prohibited, except for cul-de-sac streets as specified in this subsection.

(2) Local streets. Local streets should be planned as to discourage their use by through traffic.

(3) Cul-de-sac Streets.

a. Cul- de-sac streets shall be permitted where topography or other physical conditions justify their use.

b. Cul-de-sac streets shall not be longer than 700 feet including a terminal turn-around which shall be provided at the closed end. The cul-de-sac shall have a right-of-way radius of not less than 100 feet.

c. Temporary cul-de-sac. In those instances where a street is terminated pending future extension in conjunction with future subdivision, a temporary turn-around facility shall be provided at the closed end in conformance with cul-de-sac requirements.

(4) Private streets shall be designed to meet requirements of the Minnesota State Fire Code

(5) Street intersections.

a. Streets shall be laid out so as to intersect as nearly as possible at right angles, except where topography or other conditions justify variations.

b. Angles formed by the intersection of two streets shall comply with the provisions of the City Engineering Guidelines.
c. Under no conditions shall the minimum angle of intersection of streets be less than 80 degrees.
d. Street intersection jogs with an offset of less than 125 feet are prohibited.

(6) Street right-of-way width.

a. Street right-of-way widths shall be 60 feet for local public streets.

(7) All subdivisions incorporating streets which are identified in the Hennepin County Thoroughfare Plan shall comply with the minimum right-of-way, surfaced width and design standards as outlined in the plan.

(8) Street grades.

a. Except upon the recommendation of the City Engineer, and when the topography warrants a greater maximum, the grades in all streets, and alleys in any subdivision shall be 8% or less.
b. In addition, there shall be a minimum center line grade on all streets and thoroughfares of at least 1%.

(c) Street dedications.

(1) All streets within the subdivision shall be dedicated as public streets on the plat unless it is a private street that is located within an easement or is otherwise allowed under this Chapter.

(2) Steets in new subdivisions shall be laid out so as to eliminate or avoid new perimeter half streets.

(3) When a subdivision borders an existing substandard street or street needing to be improved, the applicant shall be required to dedicate and improve at its expense those areas for widening or improvement. Such streets shall be dedicated and improved to the full width as required by the subdivision regulations when the applicant's subdivision contributes to the need for the street expansion.

(d) Street naming.

(1) The name of any existing street in the city or a neighboring city shall not be used in naming a new street unless the proposed street is a logical extension of an already named street, in which event the same name shall be used.

§4003.05 Non-Motorized Connections

(a) Non-motorized connections shall be established in accordance with the City's Comprehensive Plan, along natural features, such as lakes and wetlands, and in other areas where trails will serve an important transportation or recreational purpose as recommended and approved by the City Council.

(b) Land to be used for non-motorized corridors shall be dedicated to the City.

(c) Any trail constructed by the applicant shall be constructed in accordance with the City Engineer's Guidelines.

(d) Any new sidewalk constructed by the applicant shall be similar in width and design to existing trails but no narrower than what is recommended in the City Engineer's Guidelines.

§4003.06 Easements

(a) Easements shall be dedicated as required on the final plat for the required use.

(b) Width and location.

(1) An easement for utilities at least 10 feet wide shall be provided on the complete perimeter of the lot.

(2) An easement at least 7.5 feet in width on either side of a utility main shall be provided. The width of the easement may be increased at the City Engineer's request due to the depth of the utility main or the complexity of the utility main design.

(3) If necessary for the extension of City water or sewer lines or similar utilities, drainage purposes or to incorporate wetlands, easements of greater width may be required along lot lines or across lots.

(c) Continuous utility easement locations. Utility easements shall connect with easements established in adjoining properties.

(d) Easements, when approved, shall not thereafter be changed without the approval of the City Council following the process required in M.S. § 462.358 and M.S. § 412.851.

(e) Guy wires. Additional easements for pole guys should be provided, where appropriate, at the outside of turns. Where possible, lot lines shall be arranged to bisect the exterior angle so that pole guys will fall along side lot lines.

§4003.07 Utilities

(a) The applicant shall install water mains and service connections, which are stubbed to the property line, to serve all lots in the subdivision.

(b) A sewer shall be connected on all properties which are abutting a street, alley, public sewer easement or right-of-way in which there is located a public sanitary sewer. This shall not apply to city park facilities.

(c) All utility facilities, including but not limited to telephone, fiber optic, CATV, natural gas and electric power, shall be located underground if possible. Such utilities shall be placed within a joint trench unless otherwise approved by the City Engineer. Whenever existing utility facilities are located above ground, except when existing on public roads and right-of-way, they shall be removed and placed underground. Underground service connections to the street property line of each platted lot shall be installed at the applicant's expense. At the discretion of the city, the requirement for service connections to each lot may be waived in the case of adjoining lots to be retained in single ownership and intended to be developed for the same primary use.

§4003.08 Drainage and Erosion Control

(a) Storm drainage. All subdivision design shall incorporate adequate provisions for storm water runoff consistent with the applicable Local Water Management Plans, Minnesota Pollution Control Agency (MPCA), and National Pollutant Discharge Elimination System (NPDES) permit. Storm water design shall be subject to review and approval of the City Engineer. An agreement

for maintenance and inspection for the private storm water system must be in place before construction can commence.

(b) Existing topography. The development shall conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion.

(c) Limitations on exposed ground. Land shall be developed in increments of workable size that adequate erosion and siltation controls can be provided as construction progresses. The smallest practical area of land shall be exposed at any one period of time. When soil is exposed, the exposure shall be for the shortest feasible period of time, as specified in the development agreement.

(d) Staging. Erosion and siltation control measures shall be coordinated with the different stages of construction. Appropriate control measures shall be installed prior to development when necessary to control erosion.

(e) Commencement of work. No filling, grading or clearing of vegetation shall occur on the site during the processing of the plat until the final plat has been approved by the City Council. Violation of this provision shall make the application null and void.

(f) Removal/replacement of topsoil. Where the topsoil is removed, sufficient arable soil shall be set aside for respreading over the developed area. Topsoil shall be restored or provided to a depth of four inches and shall be of a quality at least equal to the soil quality prior to development.

(g) Soil preservation. Topsoil shall be stabilized by sodding or seeding for adequate soil erosion protection during the current growing season (spring, summer, fall) or the first growing season following lot and/or subdivision improvements, whichever comes first.

§4004 - Improvements

§4004.01 General provisions.

(a) The city may require the following improvements of any development:

(1) All subdivision boundary corners, block and lot corners, road intersection corners, and points of tangency and curvature shall be marked with survey monuments meeting the minimum requirements of state law and the County surveyor. All federal, state, county and other official bench marks, monuments, or triangulation stations in or adjacent to the property shall be preserved in precise position unless a relocation is approved by the controlling agency;
(2) Drainage system;
(3) Sidewalks and trails;
(4) Streets;
(5) Street lighting;
(6) Street name signs;
(7) Traffic control signs;
(8) Tree planting;
(9) Utilities;

(10) Over-sized utility trunk lines; and

(11) Other improvements not listed.

(b) All required improvements shall be made by the applicant or the city as specified by the City Council.

(1) Where required improvements are completed by the applicant, the improvements shall be furnished, installed, and inspected by the city at the sole expense of the applicant.

(2) When required improvements are completed by the city:

a. Each lot of a subdivision shall be assessed its fair share of the total cost per the City's assessment policy.

b. Improvements shall be provided in accordance with city policy and state law subject to the following:

(1) The approved subdivision must abut upon a presently platted and substantially developed area;

(2) The total cost of required improvements shall be assessed against the benefitted property within a reasonable period of time acceptable to the City Council per the City's assessment policy.

(c) All required temporary improvements shall be maintained for the period specified by the City Council.

§4004.02 Required agreements.

(a) For all subdivisions, the applicant shall enter into a development agreement to ensure that all improvements are furnished and constructed in accordance with plans and specifications to be approved by the City Engineer.

(1) The applicant shall enter into this contract prior to the development of construction plans and installation of required improvements, and prior to proceeding beyond the grading stage.

(2) The contract shall stipulate, but not be limited to, who shall construct the improvements, the type and extent of the improvements to be constructed, the cost of construction, the construction time schedule, and the city's authority to inspect the construction.

(b) Letter of Credit. In addition to the development agreement, the city shall require a letter of credit(s) from the applicant for any improvements that the applicant is responsible for. The following requirements shall be met:

(1) Said letter of credit shall be equal to 125 percent of the estimated cost of improvements to be completed plus administrative expenses.

(2) The letter of credit shall also secure all lot improvements on the individual lots of the subdivision as required in these regulations.

(3) The applicant shall provide the letter of credit at the time of application for final subdivision approval.

(4) Such letter of credit shall comply with all statutory requirements and shall be satisfactory to the City Attorney as to form, sufficiency, and manner of execution as set forth in these regulations.

(5) The period within which required improvements must be completed shall be specified in the development agreement and shall be incorporated in the letter of credit and shall not in any

event exceed two years from the date of final approval. Such letter shall be approved by the City Council as to amount and surety and satisfactory conditions. The Planning Commission may, upon proof of difficulty, recommend to the City Council extension of the completion date set forth in such letter for a maximum period of one additional year.

(6) In those cases where a letter of credit has been posted and required improvements have not been installed within the terms of the development agreement, the City Council may thereupon declare the applicant to be in default and require that all the improvements be installed regardless of the extent of the building development at the time the applicant is declared to be in default.

§4004.03 Construction observation and acceptance of improvements.

(a) General procedure and fees. The City Council shall provide for observation of required improvements during construction and confirm their satisfactory completion. The applicant shall pay to the city a construction observation fee as specified in the city's fee schedule. These fees shall be due and payable upon demand of the city, and no building permits shall be issued until all fees are paid. If construction observation fees exceed the fee deposited, the developer shall be responsible for paying the bill sent by the City for the excess. If the City Engineer finds upon observation that any of the required improvements have not been constructed in accordance with the city's construction standards and specifications, the applicant shall be responsible for completing the improvements in accordance with engineering standards and specifications.

(b) Certificate of satisfactory completion. The City Council will not accept dedication of required improvements until the City Engineer has submitted a certificate stating that all required improvements have been satisfactorily completed and until the applicant's engineer or surveyor has certified to the City Engineer, through submission of detailed record drawings of the subdivision indicating location, dimensions, materials, and other information required by the City Council or City Engineer, that the layout of the line and grade of all public improvements is in accordance with construction plans for the subdivision and that all public improvements are ready for dedication to the city and are free and clear of any and all liens and encumbrances. Upon such approval and recommendation, the City Council shall thereafter accept the improvements for dedication and initiate the warranty period.

(c) Completion of improvements; Issuance of building permits.

(1) All improvements as required in these regulations, specified in the final subdivision plat, and/or approved by the City Council, shall be completed in accordance with the City Council's decision and to the satisfaction of the City Engineer prior to the approval and release of any building permits. These improvements may include, but are not limited to, soil conservation and stabilization, lot drainage, lawn-grass seeding or sodding, removal of debris and waste, and all other lot improvements required by the City Council.

(2) The applicant shall dedicate all improvements to the city, free and clear of all liens and encumbrances on the property.

(3) The extent of street improvement shall be adequate for vehicular access by the prospective occupants of buildings and by police and fire equipment with the first layer of bituminous placed on all roads prior to the issuance of a building permit.

(4) The city or applicant shall provide final grading and placement of subsurface material and curb and gutter as listed in the Engineering Specifications following the installation of all utilities. Adequate provision shall be made for culverts, drains, shoulders, and curves.

§4004.04 Maintenance of improvements.

(a) The applicant shall be required to maintain all improvements on the individual subdivided lots such as erosion control and provide for snow removal on streets, if required, until acceptance of the improvements by the City Council.

§4004.05 Deferral or waiver of required improvements.

(a) The City Council may defer or waive the installation of the required improvements at the time of final plat approval, subject to appropriate conditions, when any or all such improvements, in the City Council's judgment, are not requisite in the interests of the public health, safety, and general welfare, or which are inappropriate because of inadequacy or lack of connecting facilities.

§4005 - Park Dedication

§4005.01 General provisions.

(a) An applicant for subdivision shall be responsible for providing to the city a minimum of public outdoor recreation resources either through a land dedication or cash in lieu of land dedication.

(b) The City Council shall have the discretion to accept one method or the other or a combination of both depending on the development size, site characteristics, and concept plans; so long as each applicant meets the minimum land dedication or deposit requirements set forth herein.

(c) The provisions of §4005 Park Land Dedication are minimum standards. None of the paragraphs below shall be construed as prohibiting an applicant from reserving other land for recreation purposes in addition to the requirements of §4005 Park Land Dedication.

§4005.02 Land dedication.

(a) The city may accept public park land dedication at the discretion of the City Council.

(b) The land shall be reserved for public parks, trails, playgrounds, or other recreation purposes in locations designated on the Medicine Lake Comprehensive Plan or otherwise where such reservations would be appropriate.

(c) Private open space for park or recreation purposes shall not be considered to fulfill the requirements of this section.

(d) When land is accepted by the City Council, it shall be based on the standard established in the Comprehensive Plan of 900 square feet for every dwelling unit.

(e) The City Council shall not be required to accept land for the purposes of the applicant's compliance with provision (d) above which will not be usable for parks, recreational facilities, playgrounds, trails, or open space. Examples of unusable land include:

(1) Land which is not of a suitable size, location, dimension, topography, or general character;
(2) Land which would require extensive expenditures on the part of the city to make usable including protected wetlands, floodplains, and steep slopes;
(3) Land which does not have adequate street access for the public purpose envisioned by the City Council.

(f) As part of the subdivision approval, the applicant shall be responsible for making certain improvements to dedicated park land, including, but not limited to, finish grading, ground cover, construction of trails, parking lots, and clearly identifying park and trail boundaries with city-approved markers.

(g) As part of any dedication of park land, a survey of the land shall be provided with topographic data.

(h) Where an applicant has chosen to dedicate park land in an amount less than specified in provision (d) above, the applicant shall also provide a cash contribution equal to a fraction of the park dedication fee otherwise payable. This contribution should be proportionate to the difference between the land dedicated and the land required to be dedicated.

§4005.03 Cash in lieu of land dedication.

(a) The City Council may accept a cash payment from the applicant in lieu of land dedication.

(b) Contributions of cash payments in lieu of land dedication shall be placed in a special fund which shall be held and used by the city to acquire land for, or to improve, parks, recreational facilities, playgrounds, trails, or public open space. Cash payments shall not be used for ongoing operation or maintenance activities.

(c) The cash contribution shall be required with all final plat fees.

(d) Cash contributions shall be equal to the fair market value of the required land dedication. The fair market value of the unimproved land prior to development shall be determined using current year data from the Hennepin County Assessor.

(1) If there is a dispute regarding the amount of the proposed cash contribution in lieu of the land dedication, then the applicant may, at their own expense, obtain an appraisal of the property to establish the fair market value of the land. The appraisal shall be completed by an approved member of the Appraisal Institute (MAI), or equivalent real estate society.
(2) If the city disputes an appraisal provided by the applicant, the city may, at the applicant's expense, obtain an appraisal of the property by an approved member of the MAI, or equivalent real estate society.

Adopted by the City Council of Medicine Lake on this 5th day of January, 2026.
Chris Heim, Mayor
ATTEST: Therese Polum, City Clerk

CITY OF MEDICINE LAKE
RESOLUTION NO. ___

AUTHORIZING PUBLICATION OF
ORDINANCE NO. 149 BY TITLE AND SUMMARY

WHEREAS, the City Council of the City of Medicine Lake has established Ordinance No. 149 adopting a subdivision ordinance within the City of Medicine Lake, Minnesota; and

WHEREAS, Minnesota Statutes, Section 412.191, subdivision 4, allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the following summary of Ordinance No. 149 has been approved by the City Council of the City of Medicine Lake as clearly informing the public of the intent and effect of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Medicine Lake has reviewed the following summary of the ordinance and approved its publication in accordance with Minnesota Statutes, Section 412.191, subdivision 4:

> Ordinance No. 149 has been approved adopting an ordinance regulating the subdivision of land within the City of Medicine Lake. The ordinance establishes definitions, design standards, standards for the installation of public and private infrastructure improvements, the dedication of certain lands for public needs, processes and procedures regulating the act of platting or replatting land within the City. The ordinance is prepared consistent with Minnesota Statutes.

BE IT FURTHER RESOLVED that the City Clerk keep a copy of the entire text of the ordinance in at city hall and on the official city website for public inspection.

Passed by the City Council this 5th day of January, 2026.

_____
Chris Heim, Mayor

_____
Attest:
Therese Polum, City Clerk

MEMORANDUM

Planning | Landscape Architecture | Urban Design

To:	Medicine Lake City Council
From:	Brad Scheib, Consulting Planners
Subject:	Consider Adoption updated Fee Schedule for 2026
Date:	December 31, 2025

Background

Each year the City Council adopts and ordinance setting application fees and escrow requirements for a variety of City actions. Historically, these fees have been focused on building permit, rental licensing, and land use application fee schedules. More recently, fees have been added for processing permitting of work within the public right of way and for connecting to city water. This ordinance includes a new section with the Liquor License fees, which remain unchanged from prior years. I have reviewed the land use and right of way related fees and do not recommend any changes at this time.

Building permit and water usage fees are established collaboratively with the City of Plymouth Building Inspection. At the time of this memo, staff has not had the opportunity to final these fees. We do anticipate some increase to building permits and water usage rates.

An update to these sections will be presented at Monday's meeting.

Action

Discuss the updated fee schedule and consider its adoption. If the ordinance is approved, staff recommends passing the accompanying resolution authorizing the publication of the ordinance in summary form.

Attachments:

Ordinance 150 DRAFT fees Ordinance
Resolution authorizing summary publication

800 Washington Ave N | Suite 207, Minneapolis, MN 55401
Email bscheib@cityofmedicinelake.com

Ordinance No. ~~—~~150

AN ORDINANCE ADOPTING RATES AND ~~A SCHEDULE FOR THE COLLECTION OF BUILDING AND LAND USE RELATED~~ FEES FOR 2026

THE CITY COUNCIL OF THE CITY OF MEDICINE LAKE HEREBY ORDAINS AS FOLLOWS:

Section 1. Purpose. The purpose of this ordinance is to comply with Minnesota State Statutes, 426.353, Subd. 4, which states that a municipality may prescribe fees sufficient to defray the costs incurred in reviewing, investigating, and administering an application for the amendment to an official control established pursuant to sections 462.351 –462.364 or an application for a permit or other approval required under an official control established pursuant to those sections. Fees as prescribed must be by ordinance.

Section 2. Land Use Fees.

Permit/Application Type	Fee	Escrow
Road and Driveway Permits	$50	$500
Land Excavation /Filling/Grading Permit (Fee waived if in conjunction with a stormwater management plan)	$250	$1,000
Storm Water Management Plan	$250	$3,000
Conditional Use Permit or Site Plan Review	$500	$4,000
Variance	$500	$4,000
Silt Fence Inspection (if not included as part of other permit/application type)	$150	
Sign Permit • Temporary • Permanent	 $50 $150	
Subdivision - Preliminary / Final Plat • Minor (less than 3 lots) • Major (4 or more lots)	 $400 $400	 $2,000 $5,000**
Planned Unit Development	$500	$5,000**
Zoning Ordinance Amendment (text and/or map)	$500	$3,000
Amendment to Comprehensive Plan (text and/or map)	$500	$3,000
Potable Water Area Charge upon hookup to municipal water (per Sept 8, 2023 JPA) • *Note: all other permit costs required as part of the water service connection will be paid upon time of connection when permitted*	$2,813	

through the City of Plymouth at the Plymouth Council set rates for that year. This includes but is not limited to Residential Equivalent Connection Charge (WREC), Water Connection Permit, Plumbing Permit, and Meter Fee.		
Right of Way Work		
Annual Registration Fee (If Applicable)	$200.00	
Excavation Permit Fee	$325- First 250 ft, $0.30 per additional ft	
Obstruction Permit Fee	$325.00 (not required with Excavation Permit and not required for resident social event)	
Supplemental Application Fee (Permit Extension)	$50.00	
Unauthorized Work Permit Fee (Per Occurrence)	$500.00	
Construction Management Plan Escrows:		
• Demolition Permit		$2,500
• Remodel which includes new additional space		$2,500
• New single or two-family construction (if no Demolition escrow, otherwise, $1500 if demo Escrow is paid and unused)		$4,000
• Construction of an accessory building		$2,500
• Land Excavation and Grading		$2,000
Pre-planning contract with City Planner (concept or sketch plan review)		$500
Rental Housing Inspection and 3yr License (Inspection includes primary and one follow-up Appointment. Additional inspection appointments are charged an hourly rate as designated by Plymouth)	$~~215~~225	
• Multi-unit property will be $30/unit/year for Licensing + $~~125~~ 135 inspection fee + $~~10~~11/unit.		
** *Project-specific* escrow amounts require a minimum deposit of $5,000 at the time of submittal. The total escrow required is estimated based on the size, location, and complexity of the project. Additional funds may be required from time to time and shall be estimated based on a preliminary review of the project. *Escrow funds* will be used to reimburse the City for professional fees accrued during the review process of the application. These professional fees may be borne by the City Planning or Engineering		

consultant, Building Official or City Attorney, or other professional advice as needed from time to time.

Escrow fund deviation: from time to time, the required escrow may be reduced at the discretion of the City Planner or Engineer based on the complexity of the proposed project. If applicable, this determination will be made at the time of application.

Section 3. Building Permit Fees. See Exhibit A attached.

Section 4. Liquor License Fees.

For the sale of intoxicating liquor an annual fee of $8,300. Liquor – Sunday $200.

Section 45. Repealer. All previously adopted ordinances related to land use application fees and building permit fees are hereby repealed.

Section 56. Effective Date of Ordinance. This Ordinance shall take effect upon its adoption and publication.

Adopted by the City Council of the City of Medicine Lake, Minnesota this 2nd 5th day of DecemberJanuary, 20264.

_____

Mayor: Chris Heim

ATTEST:

_____

City Clerk: Therese Polum

DRAFT

EXHIBIT A – CITY OF MEDICINE LAKE
BUILDING PERMIT FEES 2026~~5~~

The following **Residential** work requires payment of the fees indicated:

a) Re-roofing; Re-siding; Fireplaces	1 and 3
b) Room additions; Porches; Decks; Garages; Basement Finishes; Pools; Remodeling:	1, 2 and 3
c) New Single-Family Dwellings	1, 2 and 3

The following **Multi-Family** and **Non-Residential** work requires payment of the fees indicated:

a) New or additions to Multi-Family, Commercial, Industrial, Public and all other non- residential structures served with Municipal Sewer and/or Water	1, 2, 3, 4 and 5
b) Remodeling existing structures	1, 2 and 3
c) Finishing off vacant tenant spaces	1, 2 and 3

NOTE: If space is to be finished into a more intense use, fees under 4 and 5 may also be required.

All fees are paid at the time of permit issuance. Please be advised that there are separate fees which make up the overall "permit fee". They are as follows: Building Permit, Plan Review, State Surcharge, SAC's, and REC's. A description of the fees and how they are calculated is listed below.

1. BUILDING PERMIT FEE

This amount is calculated from the fee schedule below and is based on the total value of all construction work including plumbing, electrical and mechanical systems, finish work and labor, even if you are doing the work yourself. **Please note: Valuations will be adjusted by the City when the proposed valuation indicated on the application form is under estimated or in error.**

TOTAL VALUATION	PERMIT FEE
$1.00 to $500.00	$40.00
$501.00 to $2,000.00	$40.00 for the first $500.00 plus $2.25 for each additional $100.00 or fraction thereof, to and including $2,000.00.
$2,001.00 to $25,000.00	$73.75 for the first $2,000.00 plus $14.75 each additional $1,000.00 or fraction thereof, to and including $25,000.00.

$25,001.00 to $50,000.00	$413.00 for the first $25,000.00 plus $10.75 for each additional $1,000.00 or fraction thereof, to and including $50,000.00.
$50,001.00 to $100,000.00	$681.75 for the first $50,000.00 plus $7.50 for each additional $1,000.00 or fraction thereof, to and including $100,000.00.
$100,001.00 to $500,000.00	$1056.75 for the first $100,000.00 plus $6.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00.
$500,001.00 to $1,000,000.00	$3456.75 for the first $500,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00.
$1,000,001.00 and up	$5956.75 for the first $1,000,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof.

2. PLAN REVIEW

This amount is **65%** of the Building Permit Fee. Multiply .65 x the Building Permit Fee which you calculated in #1 on page 1. Do not use the original building valuation amount.

3. STATE SURCHARGE

This amount is based on the table below. For valuation use the same building valuation amount as you used for #1.

BUILDING VALUATION	SURCHARGE FEE
One Million or less	.0005 x Valuation
$1,000,001 to $2,000,000	$500 + .0004 x (Value - $1,000,000)
$2,000,001 to $3,000,000	$900 + .0003 x (Value - $2,000,000)
$3,000,001 to $4,000,000	$1200 + .0002 x (Value - $3,000,000)
$4,000,001 to $5,000,000	$1400 + .0001 x (Value - $4,000,000)
Greater than $5,000,000	$1500 + .00005 x (Value - $5,000,000)

4. SAC (STATE) SEWER AVAILABILITY CHARGE: CURRENT RATE IS $2,485.00 PER UNIT

a) For construction of single-family dwellings: One (1) unit is charged.
b) For construction of multi-family buildings: One (1) unit is charged for each dwelling unit.
c) For construction of non-residential buildings: Units are calculated according to the current guidelines of the Metropolitan Council Environmental Services. It will save time if you contact them directly for their written SAC Determination. MCES telephone number is (651) 602-1000.

5. REC (CITY) RESIDENTIAL EQUIVALENT CONNECTION CHARGE

WREC (Water)	**CURRENT RATE IS $1,407.00** per unit**.**
SREC (Sewer)	**CURRENT RATE IS $549.00** per unit.

a) For construction of single-family dwellings: One (1) unit is charged.

b) For construction of multi-family buildings: One (1) unit is charged for each dwelling unit.
c) For construction of non-residential buildings: Units are calculated by the following:
(1) Determine number of SAC units per item 4.c. above; and
(2) Multiply number of SAC units by 1.39. (Round off to nearest whole number.)

Mechanical Permit Fee Schedule	
New	**Alterations or Miscellaneous**
A. Permit Fee: 1.5% x Job Cost, (when job cost is $1,000,000 or less	A. Permit Fee: 1.5% x Job Cost, (when job cost is $1,000,000 or less
B. State Surcharge Fee: .0005 x Job Cost (when job cost is $1,000,000 or less)	B. State Surcharge Fee: .0005 x Job Cost (when job cost is $1,000,000 or less)
Total Fee (A + B)	Total Fee (A + B)

Plumbing Fixtures & Alterations

A. Permit Fee: 2% x Job Cost ($45.00 min)
B. State Surcharge Fee: .0005 x Job Cost (when job cost is $1,000,000 or less)

Total Fee: (A + B)

DRAFT

CITY OF MEDICINE LAKE
RESOLUTION NO. ___

AUTHORIZING PUBLICATION OF
ORDINANCE NO. 150 BY TITLE AND SUMMARY

WHEREAS, the City Council of the City of Medicine Lake has established Ordinance No. 150 adopting a schedule for the collection of various fees for 2026 within the City of Medicine Lake, Minnesota; and

WHEREAS, Minnesota Statutes, Section 412.191, subdivision 4, allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the following summary of Ordinance No. 150 has been approved by the City Council of the City of Medicine Lake as clearly informing the public of the intent and effect of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Medicine Lake has reviewed the following summary of the ordinance and approved its publication in accordance with Minnesota Statutes, Section 412.191, subdivision 4:

> Ordinance No. 150 has been approved adopting a schedule for the collection of fees pertaining to land use, building permits, work within the public right-of-way, connections to potable water systems, rental license fees and liquor licenses for 2026. Some fees have been adjusted to reflect the level of effort required to review and process various application materials.

BE IT FURTHER RESOLVED that the City Clerk keep a copy of the entire text of the ordinance in at city hall and on the official city website for public inspection.

Passed by the City Council this 5th day of January, 2026.

_____
Chris Heim, Mayor

_____
Attest:
Therese Polum, City Clerk

Treasurer's Report
January 5, 2026

Activity through December, 2025

	Month	Year-to-Date
Received	$ 773,497	$ 1,967,755
Spent or reserved	521,602	1,908,830

Balances as of December 31, 2025

Cash in bank	$ 2,063,129
General Fund	676,201
Capital Project Reserve, General	1,163,767
MLFD Vehicle Fund	47,197
Debt Service	175,964
Donations	-
Indebtedness	
GO Waste Water Bonds	$ 860,000
GO Street & Utilty Bonds	2,940,000
Total Indebtedness	$ 3,800,000

Capital Project Reserve:	Capital Project Reserve, General	MLFD Vehicle Fund	2024 Street & Utility improvements	Total
Balances as of December 31, 2025	$ 1,163,767	$ 47,197	$ -	$ 1,210,964

Debt Service Reserve:	GO 2021A Waste Disposal Improvements	GO 2024A Street & Utility improvements	Total
Balances as of December 31, 2025	$ 46,233	$ 129,731	$ 175,964

Jevne Park Project Donations:	Month	FY 2023-2025	Balance
Received, to be presented to Council			
Accepted		$ 416,963	
Spent	$ -	$ 332,692	
Balance on hand			$ -

Discussion Items
* Federal Grant status: Monies ($439,036) received in December.
* Cash Balance at year end. Mayor's proposal to establish Designated Reserves, beginning January 1, 2026.
* Fire Dept spending of $125,289 verses budget of $88,815. Unbudgeted Receipts cover the overage: $14,492 funding from prior year ARPA grant, xtra Minnesota State Aid of $20,065, and Plymouth Lions donation $2,000. This leaves the Fire Department $83 favorable to their budget for the year.

Respectfully submitted,
Gary Englert, Treasurer

City of Medicine Lake

Summary Spending, Receipts and Cash Balances -- 2024

Including receipt and disbursement activity through 12/31/25

Report # 12

Category	Actual Current Year 12/1 - 12/31	Actual Current Year YTD	Budget remaining	Budget Full Year	Last Year 12/1 - 12/31	Last Year YTD	Last Year Full Year
Fire department, excl. payroll	4,872	45,370	(14,360)	31,010	4,694	26,881	26,881
Fire department, capital spending	826	20,492	(14,492)	6,000	-	-	-
Fire department, vehicle fund	750	11,000	(2,000)	9,000	750	11,000	11,000
Fire department, payroll	1,540	9,480	725	10,205	357	4,284	4,284
MLFFRA Pension - City	10,000	20,000	-	20,000	10,000	20,000	20,000
MLFFRA Pension - State Aid	-	18,947	(6,347)	12,600	-	16,174	16,174
Total fire department	17,987	125,289	(36,474)	88,815	15,801	78,339	78,339
Police	5,210	25,303	(4,635)	20,668	-	18,445	18,445
Street maintenance	1,086	1,086	9,364	10,450	-	3,041	3,041
Street lighting	512	5,954	46	6,000	479	5,186	5,186
Snow removal	-	5,725	4,275	10,000	-	1,950	1,950
Streets, Capital Project	-	1,015,199	-	-	1,186,471	5,700,172	5,700,172
Garbage and recycling	4,346	51,320	(1,664)	49,656	3,661	48,841	48,841
Metro Waste Control	-	40,834	(1)	40,833	-	35,875	35,875
Sewer system	119	22,491	5,040	27,531	97	22,649	22,649
Sewer system, capital project	-	-			-	-	-
Water services	-	19,094	4,306	23,400	-	-	-
City Hall	537	9,070			1,433	10,036	10,036
Clerical supplies	302	825	2,607	3,432	297	1,166	1,166
Events	-	2,474	1,026	3,500	-	2,260	2,260
Other expense city hall	1,134	5,516	13,304	18,820	767	10,068	10,068
City Hall, capital project	-	-	-	-	-	-	-
Communication	75	2,548	2,452	5,000	187	3,838	3,838
Advisory, engineering services	911	40,600	(5,500)	35,100	4,320	44,846	44,846
Legal services	363	2,365	2,635	5,000	408	11,934	11,934
Building inspection	-	38,655	(29,155)	9,500	63,979	160,422	160,422
Park	840	47,908	(14,408)	33,500	2,746	28,706	28,706
Park, capital project	11,717	249,067	(249,067)	-	-	199,132	199,132
League & Ass'n Dues	-	838	42	880	-	408	408
Bassett Creek Commission	-	4,851	125	4,976	-	4,455	4,455
Payroll	11,269	25,111	15,611	40,722	3,257	13,815	13,815
Insurance	-	13,558	(1,858)	11,700	-	11,905	11,905
County Assessor	-	-	-	-	-	10,000	10,000
Audit	-	-	-	-	-	-	-
Election expense	-	472	(472)	-	932	3,469	3,469
FF Relief Association	-	-	-	-	-	-	-
Special projects	-	-	5,000	5,000	-	-	-
Debt service expenditure	-	260,728		-	-	47,551	47,551
Lake Aquatic Quality	-	-	-	-	-	-	-
Surface Water Mgt. Plan	-	-	-	-	-	-	-
MN Small Stormwater (MS4)	-	400	(400)	-	-	-	-
Subtotal	56,406	2,017,280	(277,800)	454,483	1,284,835	6,478,509	6,478,509
Cap. Project, Debt Svc. Provision	465,196	719,386	(469,386)	250,000	31,936	3,344,146	3,344,146
Cap. Project, Debt Svc. Utilization	-	(827,837)			(543,415)	(2,853,711)	(2,853,711)
Total spending & reserve	521,602	1,908,830	(1,204,347)	704,483	773,356	6,968,945	6,968,945
Receipts:			**Remaining**				
Real estate taxes	316,322	673,083	(22,200)	650,883	316,441	621,361	621,361
Fiscal disparities	-	-	11,400	11,400	-	-	-
MN Small City Assistance	3,711	7,421	(7,421)	-	1,041	12,517	12,517
MN Market Value Credit	-	-	-	-	-	-	-
MN Aid to Fire Dept.	2,417	36,265	(20,065)	16,200	-	16,599	16,599
Henn. Co. Aid to Roads	-	-	-	-	-	-	-
Henn. Aid to Municipalities	1,116	1,958	(1,958)	-	1,182	2,037	2,037
Assessments	-	-	-	-	-	-	-
Liquor & game licenses	-	8,500	-	8,500	-	8,500	8,500
Building permits and fees	3,529	63,230	(53,230)	10,000	10,568	152,604	152,604
Rental licenses	-	-	-	-	-	-	-
M.L.F.F.R.A.	-	-	-	-	-	-	-
Hall rental	-	-	-	-	-	-	-
Interest	7,367	42,225	(34,725)	7,500	13,485	153,753	153,753
Insurance dividend & refund	-	-	-	-	594	594	594
Metro waste	-	-	-	-	-	-	-
Escrow receipts	-	5,278	(5,278)	-	1,857	2,113	2,113
Donations	-	103,906	(103,906)	-	6,350	138,311	138,311
OFS - Bond Issuance	-	-	-	-	-	2,914,511	2,914,511
Other	439,036	579,306		-	-	-	-
All other, including grants	-	446,583	(446,583)	-	643,057	2,906,493	2,906,493
Total receipts	773,497	1,967,755	(683,966)	704,483	994,574	6,929,392	6,929,392
Net receipts, spending, reserve	251,895	58,926		0	221,218	(39,552)	(39,552)
Bank balances:	Ending	YTD change			Ending	YTD change	Year-end
Checking	959,356	190,073			769,283	172,403	769,283
Money market, 2024A GO Bonds	0	(234,412)			234,412	234,412	234,412
Money market, 4M Fund	306,404	11,821			294,583	14,920	294,583
Money market, 4MP Fund	797,368	(6,008)			803,376	40,149	803,376
Ending balances	2,063,129	(38,525)			2,101,654	461,883	2,101,654

City of Medicine Lake

Profit and Loss Detail

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Income/Expenses					
Income					
Building permits					
12/08/2025	Deposit		Building permits	25-043	1,058.70
12/08/2025	Deposit		General receipts	ROW Permit 202 Peninsula	325.00
12/08/2025	Deposit		Building permits	25-040 264 Peninsula	408.95
12/12/2025	Deposit		Building permits	25-042 18 Kaiser Ave	1,690.34
12/12/2025	Deposit		Building permits	25-035 11 1/2 Kaiser Ave	45.85
Total for Building permits					**$3,528.84**
Henn. Aid to Municipalities					
12/01/2025	Deposit			2025 SCORE Grant 2nd pymt	1,116.17
Total for Henn. Aid to Municipalities					**$1,116.17**
Interest earned					
12/01/2025	Deposit			INTEREST PAYMENT	2.28
12/02/2025	Deposit		4M Fund	2025 11 interest	986.70
12/02/2025	Deposit		4M Fund	2025 10 interest	1,051.42
12/02/2025	Deposit		4M Fund	2025 10 interest	2,753.36
12/02/2025	Deposit		4M Fund	2025 11 interest	2,573.22
Total for Interest earned					**$7,366.98**
Local Gov't Aid					
12/26/2025	Deposit		Minnesota Dept. of Revenue	small cities assistance	3,710.50
Total for Local Gov't Aid					**$3,710.50**
MN Aid to Fire Dept.					
12/23/2025	Deposit		State of Minnesota	FY 26 MBFTE One Time Allocation	805.50
12/23/2025	Deposit		State of Minnesota	FY 26 MBFTE One Time Allocation	1,611.00
Total for MN Aid to Fire Dept.					**$2,416.50**
Other					
12/12/2025	Deposit			US EPA Grant Received - Water & Road Project	439,036.00
Total for Other					**$439,036.00**
Real estate taxes					
12/01/2025	Deposit			Oct/Nov 2025 final settlement	316,321.89
Total for Real estate taxes					**$316,321.89**
Total for Income					**$773,496.88**
Expenses					
Advisory & engineering services					
12/13/2025	Bill	378582	Bolton & Menk Inc	Engineering review - subdivision Ordnance	270.00
12/13/2025	Bill	007-002-204	Hoisington	50 01 ROW and Road Permits	92.50
12/13/2025	Bill	007-002-204	Hoisington	01 General Planning	458.75
12/13/2025	Bill	378582	Bolton & Menk Inc	Engineering review - ROW permit Lumen	90.00
Total for Advisory & engineering services					**$911.25**
Capital Project Reserve Provision					
12/02/2025	Journal Entry	GE2512-03		Record 4MP interest income in CPF for 2025 10	2,753.36
12/02/2025	Journal Entry	GE2512-03		Record 4MP interest income in CPF for 2025 11	2,573.22
12/12/2025	Journal Entry	GE2512-02		Record US EPA Grant, reimbursement for SEH project invoices	439,036.00
Total for Capital Project Reserve Provision					**$444,362.58**
City Hall					
Cleaning services					
12/13/2025	Bill	2512	Seamans, Tiffany	Hall cleaning services 2512	100.00
Total for Cleaning services					**$100.00**
Clerical supplies					
12/24/2025	Expense		OfficeMax/Depot	PURCHASE AUTHORIZED ON 12/22 OFFICEMAX/DEPOT 68 MAPLE GROVE MN SXXXXXXXX3909820 CARD 0451	302.02

City of Medicine Lake

Profit and Loss Detail

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Total for Clerical supplies					**$302.02**
Other expense city hall					
12/13/2025	Bill	7974496	US Bank	2021A GO Bonds - 2026 Paying Agent Fee	550.00
12/16/2025	Expense		Intuit Inc.	RECURRING PAYMENT AUTHORIZED ON 01/16 INTUIT *QBooks Onl CL.INTUIT.COM CA SXXXXXXXX6406316 CARD 2961	300.22
12/17/2025	Expense		Intuit Inc.	RECURRING PAYMENT AUTHORIZED ON 01/16 INTUIT *QBooks Onl CL.INTUIT.COM CA SXXXXXXXX6406316 CARD 2961	115.00
12/18/2025	Expense		Microsoft	MS Office license:...PURCHASE AUTHORIZED ON 12/17 D5CNQNGKP3EGSFM REDMOND WA PXXXXXXXX4641005 CARD 2961	54.28
12/18/2025	Expense		Microsoft	RECURRING PAYMENT AUTHORIZED ON 10/17 MSFT * E0300PIP93 MSBILL.INFO WA S463291040112986 CARD 2961	114.00
Total for Other expense city hall					**$1,133.50**
Utilities					
12/01/2025	Expense			CPENERGY MNGCO MGC ACH DR XXXXXXXX1549 CITY OF MEDICINE LAKE	61.13
12/08/2025	Expense		Xcel Energy	XCEL ENERGY-MN XCELENERGY XXXXXXX0919 CITY OF MEDIC604616407	121.61
12/23/2025	Expense			CPENERGY MNGCO MGC ACH DR XXXXXXXX1549 CITY OF MEDICINE LAKE	254.30
Total for Utilities					**$437.04**
Total for City Hall					**$1,972.56**
Communication					
12/08/2025	Expense			RECURRING PAYMENT AUTHORIZED ON 12/07 QUANTUM FIBER 833-250-6306 LA SXXXXXXXX7749255 CARD 2961	75.00
Total for Communication					**$75.00**
Debt service provision					
12/28/2025	Journal Entry	GE2512-01		Reserve provision - 25 Dec	20,833.33
Total for Debt service provision					**$20,833.33**
Fire department					
Capital project, fire dept.					
12/13/2025	Bill	13795	Kirvida Fire	U#11 install used WhelenLights	825.88
Total for Capital project, fire dept.					**$825.88**
M.L.F.F.R.A. Pension					
12/21/2025	Bill	H2 2025	M.L.F.F.R.A. Special Fund	City contribution to firefighter pension- H2 2025	10,000.00
Total for M.L.F.F.R.A. Pension					**$10,000.00**
Maintenance, fire dept					
12/13/2025	Bill	13805	Kirvida Fire	Engine #11-annual pump test	375.00
12/13/2025	Bill	2572	Dave's Dock and Lift LLC	Boat Lift Removal-2025	300.00
Total for Maintenance, fire dept					**$675.00**
Payroll fire dept					
12/13/2025	Bill	2H 2025	Seamans Jeff	Fire Dept Captain	900.00
12/13/2025	Bill	2512	Halvorsen, Richard	Fire chief month	400.00
12/13/2025	Bill	2512	Fox, Michael T.	Asst Fire Chief month	240.00
Total for Payroll fire dept					**$1,540.00**
Supplies					
12/13/2025	Bill	megaphone	Brian Doyle	megaphone for B11-reimbursement	54.25
12/13/2025	Bill	1000257301	Henn. Co. Info. Tech Dept.	Radio lease fee 25 11	519.69
12/13/2025	Bill	I1797302	Streicher's	uniforms - jacket	234.99
12/13/2025	Bill	Custom Ink	Bryant Jones	winter beanies	399.20
12/13/2025	Bill	B11 reno materials	Tom Vierkant	B11 renovation items - reimbursement	567.96
12/13/2025	Bill	gloves/kid helmets	Fox, Michael T.	Large exam gloves & Kid Fire Helmets - reimbursement	136.98
12/21/2025	Bill	I1800308	Streicher's	uniforms - jacket patch/emblem	30.00
12/21/2025	Bill	366839	Aspen Mills	Firefighter uniform - name tag	24.56
12/24/2025	Expense		Holiday / WEX Bank	BUSINESS TO BUSINESS ACH WRIGHT EXPRESS FLEET DEBI 251223 XXXXXXXX49845 MEDICINE LAKE FIRE DEP	180.27
12/29/2025	Bill	Keyport S202098853	Fox, Michael T.	MVA multitools	852.58

City of Medicine Lake

Profit and Loss Detail

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
12/29/2025	Bill	CRKT 1401916	Fox, Michael T.	Officer Multitools	390.63
Total for Supplies					**$3,391.11**
Training					
12/21/2025	Bill	4312	Allied Medical Training	I Hall	805.50
Total for Training					**$805.50**
Vehicle fund provision					
12/28/2025	Journal Entry	GE2512-01		Reserve provision - 25 Dec	750.00
Total for Vehicle fund provision					**$750.00**
Total for Fire department					**$17,987.49**

City of Medicine Lake

Profit and Loss Detail

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Legal services					
12/13/2025	Bill	295858	Chestnut Cambronne PA	lake access rights & encroachment onto city property	362.50
Total for Legal services					**$362.50**
Park and recreation					
Capital project, park					
12/13/2025	Bill	F24173	Flagship Recreation	Jevne Park Project-replace concrete sidewalk & bench pad; install benchs	11,717.03
Total for Capital project, park					**$11,717.03**
Outside services					
12/13/2025	Bill	534612	Rainbow Treecare	Cambistat- Group F	703.04
12/13/2025	Bill	INV278702	Biffs, Inc.	Porta Potty-Jevne Park -thru 11/6/25	118.29
Total for Outside services					**$821.33**
Utilities					
12/03/2025	Expense		Xcel Energy	XCEL ENERGY-MN XCELENERGY XXXXXXX3393 CMLCHECKING 604056035	9.24
12/03/2025	Expense		Xcel Energy	XCEL ENERGY-MN XCELENERGY XXXXXXX3498 WELLS 604056265	9.69
Total for Utilities					**$18.93**
Total for Park and recreation					**$12,557.29**
Payroll expenses					
Payroll Expenses					
12/13/2025	Bill	2H 2025	Heim, Chris	Mayor	1,050.00
12/13/2025	Bill	2H 2025	Bill McNaughton	Pay 6 mo councilmember	900.00
12/13/2025	Bill	2H 2025	Tomczik, Ronald	Pay 6 mo councilmember	900.00
12/13/2025	Bill	2H 2025	Ruth Hovey	6 mo Councilor	900.00
12/13/2025	Bill	2H 2025	Nina Zelazny	6 mo Councilor	900.00
12/13/2025	Bill	2H 2025	Englert Gary	Treasurer	3,000.00
12/13/2025	Bill	2H 2025	Therese Polum	City Clerk	3,000.00
12/13/2025	Bill	2025 BCWMC Rep	Clinton A Carlson	BCWMC Rep - CY 2025	1,200.00
12/13/2025	Bill	2H 2025	Kile, Craig	Pay 6 mo deputy treasurer	300.00
12/13/2025	Bill	2H 2025	Lisa Neary	Deputy Clerk	180.00
Total for Payroll Expenses					**$12,330.00**
Payroll Tax Expenses					
12/13/2025	Bill	2H 2025	Englert Gary	Treasurer FICA tax withheld	-186.00
12/13/2025	Bill	2025 BCWMC Rep	Clinton A Carlson	FICA withheld	-74.40
12/13/2025	Bill	2025 BCWMC Rep	Clinton A Carlson	Medicare withheld	-17.40
12/13/2025	Bill	2H 2025	Kile, Craig	Taxes withheld	-22.95
12/13/2025	Bill	2H 2025	Seamans Jeff	Fire Dept payroll taxes witheld	-68.85
12/13/2025	Bill	2H 2025	Lisa Neary	tax w/holding Fica & medicare	-13.77
12/13/2025	Bill	2H 2025	Heim, Chris	taxes withheld	-80.33
12/13/2025	Bill	2H 2025	Tomczik, Ronald	Taxes withheld	-68.85
12/13/2025	Bill	2H 2025	Bill McNaughton	Taxes withheld	-68.85
12/13/2025	Bill	2H 2025	Ruth Hovey	taxes withheld	-68.85
12/13/2025	Bill	2H 2025	Nina Zelazny	taxes withheld	-68.85
12/13/2025	Bill	2512	Halvorsen, Richard	Fire chief Medicare withheld	-5.80
12/13/2025	Bill	2512	Halvorsen, Richard	Fire chief FICA tax withheld	-24.80
12/13/2025	Bill	2512	Fox, Michael T.	Asst Fire Chief Medicare w/held	-3.48
12/13/2025	Bill	2512	Fox, Michael T.	Asst Fire Chief FICA w/held	-14.88
12/13/2025	Bill	2H 2025	Englert Gary	Treasurer Medicare withheld	-43.50
12/13/2025	Bill	2H 2025	Therese Polum	City Clerk Medicare withheld	-43.50
12/13/2025	Bill	2H 2025	Therese Polum	City Clerk FICA tax withheld	-186.00
Total for Payroll Tax Expenses					**$ -1,061.06**
Total for Payroll expenses					**$11,268.94**
Police					
12/21/2025	Bill	1000258729	Hennepin County Sheriff	Patrol service 2025 Q4	5,209.59
Total for Police					**$5,209.59**

City of Medicine Lake

Profit and Loss Detail

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Sanitation					
Garbage collection					
12/21/2025	Bill	0894-007341821	Republic Services #894	residential waste 25 11	2,724.31
12/21/2025	Bill	0894-007341821	Republic Services #894	residential organic waste 25 11	810.60
Total for Garbage collection					**$3,534.91**
Recycling fee					
12/21/2025	Bill	0894-007341821	Republic Services #894	residential recycle 25 11	810.60
Total for Recycling fee					**$810.60**
Sewer system					
12/01/2025	Expense			CPENERGY MNGCO MGC ACH DR XXXXXXXX8249 CNP	22.87
12/03/2025	Expense		Xcel Energy	XCEL ENERGY-MN XCELENERGY XXXXXXX8701 WFCKG 604056286	74.98
12/23/2025	Expense			CPENERGY MNGCO MGC ACH DR XXXXXXXX8249 CNP	20.66
Total for Sewer system					**$118.51**
Total for Sanitation					**$4,464.02**
Streets					
Lighting					
12/08/2025	Expense		Xcel Energy	XCEL ENERGY-MN XCELENERGY XXXXXXX0919 CITY OF MEDIC604616407	511.65
Total for Lighting					**$511.65**
Maintenance, street					
12/13/2025	Bill	2025-00000034	Plymouth, City of	Street Sweeping 6/20/25 (discounted as only part of city was swept; 11/19/25	1,086.00
Total for Maintenance, street					**$1,086.00**
Total for Streets					**$1,597.65**
Total for Expenses					**$521,602.20**
Net Income					**$251,894.68**

City of Medicine Lake

Checking Account Activity

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT	AMOUNT
Bill Payment (Check)					
12/13/2025	Bill Payment (Check)	18239	Tomczik, Ronald	Checking	-831.15
12/13/2025	Bill Payment (Check)	18240	Nina Zelazny	Checking	-831.15
12/13/2025	Bill Payment (Check)	18258	Bolton & Menk Inc	Checking	-360.00
12/13/2025	Bill Payment (Check)	18259	Henn. Co. Info. Tech Dept.	Checking	-519.69
12/13/2025	Bill Payment (Check)	18260	Kirvida Fire	Checking	-1,200.88
12/13/2025	Bill Payment (Check)	18261	Flagship Recreation	Checking	-11,717.03
12/13/2025	Bill Payment (Check)	18241	Ruth Hovey	Checking	-831.15
12/13/2025	Bill Payment (Check)	18253	Brian Doyle	Checking	-54.25
12/13/2025	Bill Payment (Check)	18254	US Bank	Checking	-550.00
12/13/2025	Bill Payment (Check)	18262	Streicher’s	Checking	-234.99
12/13/2025	Bill Payment (Check)	18242	Fox, Michael T.	Checking	-358.62
12/13/2025	Bill Payment (Check)	18243	Clinton A Carlson	Checking	-1,108.20
12/13/2025	Bill Payment (Check)	18263	Plymouth, City of	Checking	-1,086.00
12/13/2025	Bill Payment (Check)	18255	Tom Vierkant	Checking	-567.96
12/13/2025	Bill Payment (Check)	18244	Bill McNaughton	Checking	-831.15
12/13/2025	Bill Payment (Check)	18264	Rainbow Treecare	Checking	-703.04
12/13/2025	Bill Payment (Check)	18245	Kile, Craig	Checking	-277.05
12/13/2025	Bill Payment (Check)	18256	Dave’s Dock and Lift LLC	Checking	-300.00
12/13/2025	Bill Payment (Check)	18246	Heim, Chris	Checking	-969.67
12/13/2025	Bill Payment (Check)	18247	Seamans, Tiffany	Checking	-100.00
12/13/2025	Bill Payment (Check)	18265	Chestnut Cambronne PA	Checking	-362.50
12/13/2025	Bill Payment (Check)	18248	Seamans Jeff	Checking	-831.15
12/13/2025	Bill Payment (Check)	18249	Therese Polum	Checking	-2,770.50
12/13/2025	Bill Payment (Check)	18250	Englert Gary	Checking	-2,770.50
12/13/2025	Bill Payment (Check)	18257	Bryant Jones	Checking	-399.20
12/13/2025	Bill Payment (Check)	18251	Lisa Neary	Checking	-166.23
12/13/2025	Bill Payment (Check)	18266	Biffs, Inc.	Checking	-118.29
12/13/2025	Bill Payment (Check)	18252	Halvorsen, Richard	Checking	-369.40
12/13/2025	Bill Payment (Check)	18267	Hoisington	Checking	-551.25
12/21/2025	Bill Payment (Check)	18268	Streicher’s	Checking	-30.00
12/21/2025	Bill Payment (Check)	18269	Republic Services #894	Checking	-4,345.51
12/21/2025	Bill Payment (Check)	18270	Aspen Mills	Checking	-24.56
12/21/2025	Bill Payment (Check)	18271	Allied Medical Training	Checking	-805.50
12/21/2025	Bill Payment (Check)	18272	Hennepin County Sheriff	Checking	-5,209.59
12/21/2025	Bill Payment (Check)	18273	M.L.F.F.R.A. Special Fund	Checking	-10,000.00
12/29/2025	Bill Payment (Check)	18274	Fox, Michael T.	Checking	-1,243.21
Total for Bill Payment (Check)					**$ -53,429.37**
Deposit					
12/01/2025	Deposit			Checking	316,321.89
12/01/2025	Deposit			Checking	2.28
12/01/2025	Deposit			Checking	1,116.17
12/08/2025	Deposit		Building permits	Checking	408.95
12/08/2025	Deposit		Building permits	Checking	1,058.70
12/08/2025	Deposit		General receipts	Checking	325.00
12/12/2025	Deposit		Building permits	Checking	1,690.34
12/12/2025	Deposit		Building permits	Checking	45.85

City of Medicine Lake

Checking Account Activity

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT	AMOUNT
12/12/2025	Deposit			Checking	439,036.00
12/23/2025	Deposit		State of Minnesota	Checking	2,416.50
12/26/2025	Deposit		Minnesota Dept. of Revenue	Checking	3,710.50
Total for Deposit					**$766,132.18**
Expense					
12/01/2025	Expense			Checking	-61.13
12/01/2025	Expense			Checking	-22.87
12/03/2025	Expense		Xcel Energy	Checking	-74.98
12/03/2025	Expense		Xcel Energy	Checking	-9.69
12/03/2025	Expense		Xcel Energy	Checking	-9.24
12/08/2025	Expense			Checking	-75.00
12/08/2025	Expense		Xcel Energy	Checking	-633.26
12/16/2025	Expense		Intuit Inc.	Checking	-300.22
12/17/2025	Expense		Intuit Inc.	Checking	-115.00
12/18/2025	Expense		Microsoft	Checking	-114.00
12/18/2025	Expense		Microsoft	Checking	-54.28
12/23/2025	Expense			Checking	-254.30
12/23/2025	Expense			Checking	-20.66
12/24/2025	Expense		OfficeMax/Depot	Checking	-302.02
12/24/2025	Expense		Holiday / WEX Bank	Checking	-180.27
Total for Expense					**$ -2,226.92**

City of Medicine Lake

Balance Sheet

As of December 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	959,356.26
Money Mkt 4M - General fund	306,404.34
Money Mkt 4MP - Capital Projects	797,368.44
Total Bank Accounts	**$2,063,129.04**
Total Current Assets	**$2,063,129.04**
TOTAL ASSETS	**$2,063,129.04**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Capital Project Reserve	1,210,964.67
Debt Service Reserve	175,964.17
Total Other Current Liabilities	**$1,386,928.84**
Total Current Liabilities	**$1,386,928.84**
Total Liabilities	**$1,386,928.84**
Equity	
Opening Bal Equity	122,064.42
Retained Earnings	495,210.18
Net Income	58,925.60
Total Equity	**$676,200.20**
TOTAL LIABILITIES AND EQUITY	**$2,063,129.04**

City of Medicine Lake

Profit and Loss

December 2025

	TOTAL	
	DEC 2025	JAN - DEC 2025 (YTD)
Income		
Building permits	3,528.84	63,229.83
Donations		103,906.34
Escrow received		5,277.50
Henn. Aid to Municipalities	1,116.17	1,958.05
Interest earned	7,366.98	42,224.53
Liquor License		8,500.00
Local Gov't Aid	3,710.50	7,421.00
MN Aid to Fire Dept.	2,416.50	36,265.14
Other	439,036.00	579,306.00
Real estate taxes	316,321.89	673,083.35
State Grant Revenue		446,583.47
Total Income	**$773,496.88**	**$1,967,755.21**
GROSS PROFIT	**$773,496.88**	**$1,967,755.21**
Expenses		
Advisory & engineering services	911.25	40,599.90
Bassett Creek Watershed		4,851.00
Building inspection service		38,655.45
Capital Project Reserve Provision	444,362.58	-97,722.92
City Hall		
Cleaning services	100.00	1,200.00
Clerical supplies	302.02	824.66
Events		2,473.56
Maintenance, city hall		1,039.50
Other expense city hall	1,133.50	5,516.08
Supplies		203.70
Utilities	437.04	6,626.60
Total City Hall	**1,972.56**	**17,884.10**
Communication	75.00	2,547.98
Debt service expenditure		260,727.67
Debt service provision	20,833.33	-10,727.71
Election expense		471.78
Fire department		
Capital project, fire dept.	825.88	20,491.62
Dues and subscriptions		912.00
M.L.F.F.R.A. Pension	10,000.00	38,947.14
Maintenance, fire dept	675.00	8,434.95
Payroll fire dept	1,540.00	9,480.00
Supplies	3,391.11	20,479.25
Training	805.50	15,544.29

City of Medicine Lake

Profit and Loss

December 2025

	TOTAL	
	DEC 2025	JAN - DEC 2025 (YTD)
Vehicle fund provision	750.00	11,000.00
Total Fire department	**17,987.49**	**125,289.25**
Insurance		13,558.00
League and association dues		838.00
Legal services	362.50	2,365.23
MN Small Stormwater		400.00
Park and recreation		
Capital project, park	11,717.03	249,066.59
Maintenance		1,385.00
Outside services	821.33	44,693.86
Supplies, park		1,613.44
Utilities	18.93	215.20
Total Park and recreation	**12,557.29**	**296,974.09**
Payroll expenses		
Payroll Expenses	12,330.00	23,460.00
Payroll Tax Expenses	-1,061.06	1,650.82
Total Payroll expenses	**11,268.94**	**25,110.82**
Police	5,209.59	25,303.49
Sanitation		
Garbage collection	3,534.91	41,945.96
Metro sewer		40,833.60
Recycling fee	810.60	9,374.40
Sewer system	118.51	22,490.67
Total Sanitation	**4,464.02**	**114,644.63**
Streets		
Capital Project		1,015,199.38
Lighting	511.65	5,954.07
Maintenance, street	1,086.00	1,086.00
Snow removal		5,725.00
Total Streets	**1,597.65**	**1,027,964.45**
Unapplied Cash Bill Payment Expense		0.00
Water Services		19,094.40
Total Expenses	**$521,602.20**	**$1,908,829.61**
NET OPERATING INCOME	**$251,894.68**	**$58,925.60**
NET INCOME	**$251,894.68**	**$58,925.60**

Capital Projects - By Project
For the Month Ended November, 2025

		General	MLFD Vehicle Fund	2024 Street & Utility improvements	Total
12/31/24	Balance	$ 1,155,645	$ 34,691	$ 107,351	$ 1,297,687
1/31/25	Balance	$ 1,071,365	$ 36,947	$ 0	$ 1,108,312
2/28/25	Balance	$ 1,025,307	$ 37,697	$ 0	$ 1,063,004
3/31/25	Balance	$ 1,024,284	$ 38,447	$ 0	$ 1,062,731
4/30/25	Balance	$ 1,024,284	$ 39,197	$ 0	$ 1,063,481
5/31/25	Balance	$ 1,024,284	$ 39,947	$ 0	$ 1,064,231
6/30/25	Balance	$ 933,589	$ 40,697	$ 0	$ 974,286
7/31/25	Balance	$ 896,706	$ 41,447	$ 0	$ 938,153
8/31/25	Balance	$ 881,708	$ 42,197	$ 0	$ 923,905
9/30/25	Balance	$ 510,980	$ 42,947	$ 0	$ 553,927
10/31/25	Balance	$ 723,921	$ 45,697	$ 0	$ 769,618
11/30/25	Balance	$ 719,405	$ 46,447	$ 0	$ 765,852
Activity - MTD					
1-Dec	Capital project reserve provision-MLFD Vehicle		750		750
12-Dec	US EPA Grant Received-Water & Road Project	439,036			439,036
2-Dec	Interest Income 2025 10 & 2025 11	5,327			5,327
12/31/25	Balance	$ 1,163,767	$ 47,197	$ 0	$ 1,210,964

Debt Service Reserve - By Project
For the Month Ended November, 2025

	GO 2021A Waste Disposal Improvements	GO 2024A Street & Utility improvements	Total	
12/31/24 Balance	$ 43,422	$ 143,270	$ 186,692	
1/31/25 Balance	$ 11,422	$ 16,667	$ 28,089	
2/28/25 Balance	$ 15,589	$ 33,333	$ 48,922	
3/31/25 Balance	$ 19,755	$ 50,000	$ 69,755	
4/30/25 Balance	$ 23,922	$ 66,667	$ 90,589	
5/31/25 Balance	$ 28,089	$ 83,333	$ 111,422	
6/30/25 Balance	$ 32,255	$ 100,000	$ 132,255	
7/31/25 Balance	$ 25,400	$ 46,398	$ 71,798	
8/31/25 Balance	$ 29,566	$ 63,065	$ 92,631	
9/30/25 Balance	$ 33,733	$ 79,731	$ 113,464	
10/31/25 Balance	$ 37,900	$ 96,398	$ 134,298	
Activity - MTD				
11/1/25 Debt Service reserve provision	4,167	16,667	20,833	1/12 of 2025 Tax Levy
11/30/25 Balance	$ 42,066	$ 113,065	$ 155,131	
Activity - MTD				
12/1/25 Debt Service reserve provision	4,167	16,667	20,833	1/12 of 2025 Tax Levy
12/31/25 Balance	$ 46,233	$ 129,731	$ 175,964	

GO Waste Disposal Bond Payment Schedule Series 2021A; $930,000; repaid thru 2/1/2052 Current Year & Next Five Years…	Principal	Interest	Total	Pledged Revenues @ 105% of payment Tax Levy	Tax Levy Year	Principal o/s
						$ 930,000.00
2/1/25	$ 25,000.00	$ 11,166.25	$36,166.25	49,699.13	2024	$ 860,000.00
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	
8/1/28		10,485.00	10,485.00			
2/1/29	25,000.00	10,485.00	35,485.00	48,268.50	2028	
8/1/29		10,235.00	10,235.00			
2/1/30	25,000.00	10,235.00	35,235.00	47,743.50	2029	
8/1/30		9,985.00	9,985.00			
2/1/31	25,000.00	9,985.00	34,985.00	47,218.50	2030	

GO Street&Util Improvment Bond Payment Schedule Series 2024A; $2,940,000; repaid thru 2/1/2054 Current Year & Next Five Years…	Principal	Interest	Total	Pledged Revenues @ 105% of payment Tax Levy	Tax Levy Year	Principal o/s
						$ 2,940,000.00
2/1/25		$ 143,270	$ 143,270		na	$ 2,940,000.00
8/1/25		$ 70,268.75	$70,268.75			
2/1/26	50,000.00	70,268.75	120,268.75	200,064.38	2025	
8/1/26		69,018.75	69,018.75			
2/1/27	55,000.00	69,018.75	124,018.75	202,689.38	2026	
8/1/27		67,987.50	67,987.50			
2/1/28	55,000.00	67,987.50	122,987.50	200,523.75	2027	
8/1/28		66,956.25	66,956.25			
2/1/29	60,000.00	66,956.25	126,956.25	203,608.13	2028	
8/1/29		65,831.25	65,831.25			
2/1/30	60,000.00	65,831.25	125,831.25	201,245.63	2029	
8/1/30		64,706.25	64,706.25			
2/1/31	60,000.00	64,706.25	124,706.25	198,883.13	2030	

City of Medicine Lake

2026 Designations:
January 5, 2026

Motion forwarded by Councilmember _____ and Second by Councilmember _____ to approve the following designations:

- Acting Mayor: Bill McNaughton
- Plymouth Sun Sailor as newspaper for legal publications
- Wells Fargo Bank Golden Valley as depository (checking)
- 4M Fund, as administered by PMA Financial Network, Inc. (money market account)
- Hennepin County Sheriff's Department as police protection
- Hennepin County Sheriff Department Liaison: Ruth Hovey
- North Risk Partners LLC as Insurance Agent of Record
- City Attorney: Wynn Curtiss, Chestnut Cambronne
- Clerk: Therese Polum
- Election Clerk: Nina Zelazny
- Deputy Elections Clerk: Open
- Deputy City Clerk: Lisa Neary
- City Forester: Derek Chappell
- Local Weed Inspector/Noxious Weed Control (required by Hennepin County): Mayor Chris Heim
- Public Works Superintendent: Open
- Bassett Creek Watershed Management Commission Commissioner: Clint Carlson
- Bassett Creek Watershed Management Commission Alternate Commissioner: Shaun Kennedy
- Bassett Creek Watershed Commission Technical Advisory Committee Member: Susan Wiese
- City Historian: Ted Hoshal
- Planning Commission Chair: Jesse Swanson
- Planning Commission Vice Chair: Brad Beisel
- Planning Commission Members: Jesse Swanson (chair), Brad Beisel, Glen Skajewski, David Ferenci, Bill Enright, Chris Nielson.
- Treasurer: Gary Englert
- Deputy Treasurer: Craig Kile
- Fire Chief: Rich Halvorsen
- Emergency Manager/Preparedness Director: Brian Malecha
- City Hall Rentals: Tiffany Seamans
- Medicine Laker Editor: Julia Wear-Jackson and Laura Jones
- City Insurance Consultant: Les Young
- Rental Inspector: City of Plymouth
- Building Inspector: City of Plymouth
- Zoning Administrator: Brad Scheib, HKGi
- City Engineer: Cara Geheren, Bolton & Menk
- Technology and Website: Tony Knowlton, AK Consulting
- Data Practices Responsible Authority: Ruth Hovey
- Data Practices Designee: Joshua Hauble
- Data Practices Compliance Official: Joshua Hauble

Vote: Yea – Na -

City of Medicine Lake

10609 South Shore Drive
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763-542-9701 • info@cityofmedicinelake.com
www.cityofmedicinelake.com

Meeting Schedule

City Council meetings are held the first Monday of the month at 6 p.m. at City Hall
If first Monday is a federal holiday, meeting is the next Monday.
Fire Department meets the first and third Tuesdays of the month at 7 p.m.
Planning Commission meetings are held the third Thursday of the month at 6 p.m.

Contacts

Mayor Chris Heim 763-542-9701 cheim@cityofmedicinelake.com		**Building Inspector** City of Plymouth 763-509-5430 inspections@plymouthmn.gov
Fire Chief Rich Halvorsen 763-542-9701 rhalvorsen@cityofmedicinelake.com		**Road Permits** Bill McNaughton public_works@cityofmedicinelake.com

City Council	**Assignment**
Nina Zelazny nzelazny@cityofmedicinelake.com	Rental housing licensing, inspections, and ordinance. Cannabis.
Ron Tomczik rtomczik@cityofmedicinelake.com	Garbage and Recycling, Road Signs, Three Rivers Park District Liaison, Natural Resource water quality Liaison
Ruth Hovey rhovey@cityofmedicinelake.com	Data Practices and Records Management. Website and IT Support Liaison; Hennepin County Sheriff Liaison. Permitting and Inspections Liaison.
Bill McNaughton bmcnaughton@cityofmedicinelake.com	Acting Mayor; Capital Improvement Projects, Sewer Liaison, Met Council Liaison; Street cleaning, painting and resurfacing. Permitting and Inspections Liaison, Planning Commission Liaison, building and land use.

Posted: 2/03/2025