City of Medicine Lake

January 5, 2025
City of Medicine Lake
Council Minutes

Present: Mayor Chris Heim, Bill McNaughton, Ron Tomczik, Ruth Hovey, Nina Zelazny; Treasurer Gary Englert, Clerk Therese Polum, BCWMC TAC Susan Wiese, BCWMC Commissioner Clint Carlson, Fire Chief Mike Fox

Council and Staff Absent: Fire Chief Rich Halvorson, TAC Shaun Kennedy, Planning Commission Jesse Swanson

Other attendees: Pete and Gloria Jaroscak

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 McNaughton and seconded by Councilmember Hovey. Yea – Hovey, McNaughton, Tomczik, Heim, Zelazny. Motion passed.**
- **Motion to approve the December 1, 2025 city council minutes with condition to add a more detail to the water permit discussion forwarded by councilmember Zelazny and seconded by Councilmember McNaughton. Yea – Hovey, McNaughton, Tomczik, Heim, Zelazny. Motion passed.**

Hennepin County Sheriff - absent

- Absent

Open Forum

- Pete and Gloria Jaroscak spoke to thank Councilor McNaughton regarding a sewer issue on News Year Eve. They related Bill to Chris Klar and thanked him graciously to solve the issue. The mainline sewer backed up at the manhole at Colonial Circle due to debris washing into the manhole at Colonial Circle requiring immediate attention.
- Discussion continued on remediation required for sewer manholes and mainline along this length and also regarding developing a readily available list of contractors to call for future emergency events.

Subdivision Code: Brad Scheib, Zoning Administrator/Councilmember McNaughton

- Brad Scheib presented on the subdivision ordinance/code
- City held a public hearing at the December 18, 2025 planning commission meeting

Motion to approve Ordinance 149 an Ordinance Establishing a Subdivision Ordinance for the City of Medicine Lake forwarded by Councilmember McNaughton and seconded by Councilmember Hovey. Councilmembers Tomczik, Heim, McNaughton, Zelazny, Hovey in favor. Motion carried.

Motion to approve Resolutions 26-01 a resolution authorizing publication of Ordinance 149 by title and summary forwarded by Councilmember McNaughton and seconded by Councilmember Hovey. Councilmembers Tomczik, Heim, McNaughton, Zelazny, Hovey in favor. Motion carried.

Land Use Fees: Brad Scheib, Zoning Administrator

- Brad Scheib presented on the rates and fees for 2026
- Discussion continued on some specific fees: continued discussion on the excavation permit fee and requirements, also Exhibit A fees will be updated based on response from the City of Plymouth
- Discussion continued on the process for city water hook up, including the necessary fees and permits and how some of the permits are Plymouth permits and the excavation permit and fee is a Medicine Lake permit; and how this can be complicated for residents to understand what permits/fees go to Plymouth and what permit/fees go to Medicine Lake
- Clint Carlson discussed his concerns with the water hook up process; this was also discussed at the December 2025 meeting. Council developed additional handouts and posted these to the website to explain in detail the process and permits needed along with the costs associated with the permits, understanding that the permit fees rise every year. Mr. Carlson asked council for how many hookups required and paid the excavation permit fee and how many hookups did not require and pay the excavation permit fee. Council will review this.

Motion to approve Ordinance 150 an Ordinance Adopting Rates and Fees for 2026 (formally known as a Schedule for the Collection of Building and Land Use Related Fees) for the City of Medicine Lake with the condition to add Exhibit A once received from Plymouth and prior to publishing forwarded by Councilmember McNaughton and seconded by Councilmember Zelazny. Councilmembers Tomczik, Heim, McNaughton, Zelazny, Hovey in favor. Motion carried.

Motion to approve Resolutions 26-02 a resolution authorizing publication of Ordinance 150 by title and summary with condition to add Exhibit A once received forwarded by Councilmember McNaughton and seconded by Councilmember Zelazny. Councilmembers Tomczik, Heim, McNaughton, Zelazny, Hovey in favor. Motion carried.

Fire Department Report – Mike Fox

- Reported on year-end training, shared his presentation with council including year-end budget, fundraising, community outreach events, equipment needs, additional funds, staff attendance and certifications, currently 14 members (5 of these members will need to navigate the upcoming roundabout and curb enhancements as part of the Country Road 73 project).
- Reported the department would like to recruit new members as they have lost a few recently

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

- Reported on the recent public hearing on the new plan
- TAC meeting is this coming Wednesday, asked for any performance review Susan can share, will be discussion new requirements for projects at the next TAC meeting.

Planning Commission Report – Jesse Swanson

- Absent

Treasurer's Report – Gary Englert

- Receipts in reporting period: $777,497
- Receipts year to date: $1,967,755

- Disbursements in reporting period: $521,602
- Disbursements year to date: $1,908,830
- Federal Grant monies received ($439,036)
- Donation from the Plymouth Lions of $2,000

Gary presented Mayor Heim's 2026 Cash Designations and Financial Planning Framework along with the *League of Minnesota Cities City Fund Balances 101* publication (updated September 2025). Council discussed the framework and asked questions. Mayor Heim would like council to vote on this as a policy/intention for direction moving forward. Future council members may change this budgeting method in the future however the intention is that this is a guide for long term future planning while maintaining consistent taxes and avoiding assessments. Discussion continued.

Motion to approve the 2026 cash balance designations and amounts and financial planning for fire truck reserve, sewer jetting reserve, city/fire hall reserve, park reserve, legacy funds in addition work with city legal counsel to understand process with plans to move forward with an ordinance regarding legacy reserve funds forwarded by Councilmember McNaughton and seconded by Councilmember Zelazny. Yea – Hovey, McNaughton, Tomczik, Heim and Zelazny. Motion passed.

Motion to approve the summary spending, receipts and cash balances through December 31, 2025 forwarded by Councilmember Hovey and seconded by Councilmember Zelazny. Yea – Hovey, McNaughton, Tomczik, Heim and Zelazny. Motion passed.

Motion to approve Resolutions 26-03 a resolution accepting a monetary gift of $1,496.05 from the fire department open house donations and pizza fundraiser to benefit the City of Medicine Lake fire department operations budget forwarded by Councilmember McNaughton and seconded by Councilmember Hovey. Councilmembers Tomczik, Heim, McNaughton, Zelazny, Hovey in favor. Motion carried.

Officer Reports:

Councilmember Hovey
- Reported won't be at next meeting

Councilmember Tomczik
- No report

Councilmember Zelazny
- Reported the elections items are starting
- Reported rental items starting this spring

Councilmember McNaughton
- Reported on Veit pay application number 14 (signed by Veit November 25, 2025)
- Asked council to approve Veit pay application 14

Motion to approve Veit pay application number 14 forwarded by Councilmember McNaughton and seconded by Councilmember Hovey. Yea – Hovey, McNaughton, Tomczik, Heim and Zelazny. Motion passed.

Mayor Heim

- Reported on Thank You to Paul Samson and others for the successful second harvest heartland fundraiser
- Three Rivers Park District boardwalk trail will be updated this winter

Motion to approve 2026 city designations forwarded by Councilmember McNaughton and seconded by Councilmember Zelazny. Yea – Hovey, McNaughton, Tomczik, Heim and Zelazny. Motion passed.

New Business: none

Motion to adjourn by councilmember McNaughton seconded by councilmember Hovey. Yea – Hovey, McNaughton, Tomczik, Heim and Zelazny. Motion passed at 8:15 pm.

Respectfully submitted,

Therese Polum

Therese Polum
City Clerk

Approved on: February 2, 2026