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City of Medicine Lake

City Council Meeting Agenda March 2, 2026

6:00 PM - Call to Order

Pledge of Allegiance

Approval of agenda for March 2, 2026 meeting

Acknowledgment of Minutes for February 2, 2026 council meeting

Hennepin County Sheriff Report

Open Forum

Department Reports

- Fire Department: Chief Rich Halvorsen/Asst. Mike Fox
- Bassett Creek Watershed Commissioner: Clint Carlson/Shaun Kennedy/Susan Wiese
- Planning Commissioner: Jesse Swanson
- Public Works: Bill and Ruth; Report added back into agenda to keep full council abreast of public works topics; example is the sewer line backup on Kaiser Ave/Colonial Circle and any permitting issues
- Treasurers' Report: Gary Englert
    - Report on the new cash designations

Officer Reports

- Councilmember Ruth Hovey
    - HCSO liaison
    - LMC advice topics
- Councilmember Ron Tomczik
- Councilmember Nina Zelazny
- Councilmember McNaughton
- Mayor Chris Heim

New Business

City of Medicine Lake

February 2, 2026
City of Medicine Lake
Council Minutes - DRAFT

Present: Acting Mayor Bill McNaughton, Councilor Ron Tomczik, Nina Zelazny; Clerk Therese Polum

Council and Staff Absent: Fire Chief Rich Halvorson, TAC Shaun Kennedy, Planning Commission Jesse Swanson, Mayor Chris Heim, Councilor Ruth Hovey, Fire Chief Mike Fox, Treasurer Gary Englert, BCWMC TAC Susan Wiese, BCWMC Commissioner Clint Carlson

Other attendees:

Acting Mayor McNaughton 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 Zelazny and seconded by Councilmember Tomczik. Yea – Hovey, McNaughton, Tomczik, Zelazny. Motion passed. Absent: Heim and Hovey**
- **Motion to approve the January 5, 2026 city council minutes forwarded by councilmember Zelazny and seconded by Councilmember Tomczik. Yea – Hovey, McNaughton, Tomczik, Zelazny. Motion passed. Absent: Heim and Hovey**

Hennepin County Sheriff - absent

- Absent

Open Forum

- none

Fire Department Report – Mike Fox

- Absent. Submitted fire report via email.

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

- Absent – no report

Planning Commission Report – Jesse Swanson

- Absent, stated no report via email

Treasurer's Report – Gary Englert (absent)

- Receipts in reporting period: $10,846
- Receipts year to date: $10,846
- Disbursements in reporting period: $130,425
- Disbursements year to date: $130,425

Motion to approve the summary spending, receipts and cash balances through January 31, 2026 forwarded by Councilmember Zelazny and seconded by Councilmember McNaughton. Yea - McNaughton, Tomczik, Zelazny. Motion passed. Absent: Heim and Hovey

Officer Reports:

Councilmember Hovey

- Absent

Councilmember Tomczik

- Reported he appreciates the home holiday lights decorations

Councilmember Zelazny

- Reported the display case at the entrance to the city has one side of the glass broken
- Reported and asked on the traffic speed signs and wondering if they can be removed
    - Speed signs are owned by the city
- Reported on elections: Councilor Tomczik seat is up for election, Councilor Zelazny seat is up for election, Mayor seat is up for election
- Thinking about hosting a candidate forum

Councilmember McNaughton

- No report

Mayor Heim

- Absent

New Business:

- none

Motion to adjourn at 6:14pm by councilmember Tomczik seconded by councilmember Zelazny. Yea – Hovey, McNaughton, Tomczik, Zelazny. Motion passed. Absent: Heim and Hovey

Respectfully submitted,

Therese Polum
City Clerk

Approved on: _____

CITY OF MEDICINE LAKE

January - December 2024		***January - December 2025***		***January 2026***	
595.92 hours		355.37 hours		17.41 hours	
Group A	18	Group A	3	Group A	0
Group B	61	Group B	49	Group B	2
Traffic Citations	0	Traffic Citations	0	Traffic Citations	0
Verbal/Written Warnings	7	Verbal/Written Warnings	9	Verbal/Written Warnings	0

Group A Crimes: CSC, Robbery, Agg Assault, Burglary, Theft, Auto Theft, Child Abuse, Forgery, Assault, Vandalism, Narcotics, Dis Cond., Fleeing, Harass/Threat, Missing/Found Persons, Veh Abandoned, Rec'd Stolen and assists to these offenses.
Group B Crimes: Veh Accidents, Fire, Suicides, Attempt Suicides, DOA, Medicals, Verbal Domestics, Alarms, Suspicious, Assist Other Agencies, Motorist Assists, Transports, Impounds, House Checks, and any assist to these offenses.

2024 Activity Highlights		***2025 Activity Highlights***		***2026 Highlights thru January***	
2	Burglary	0	Burglary	0	Burglary
0	Theft	1	Theft	0	Theft
5	Assault	0	Assault	0	Assault
3	Damage to Property	1	Damage to Property	0	Damage to Property
2	PD Accidents	0	PD Accidents	0	PD Accidents
13	Medicals	4	Medicals	1	Medicals
2	Misc Animal Calls	15	Misc Animal Calls	0	Misc Animal Calls
11	Suspicious Calls	3	Suspicious Calls	0	Suspicious Calls

Council Report

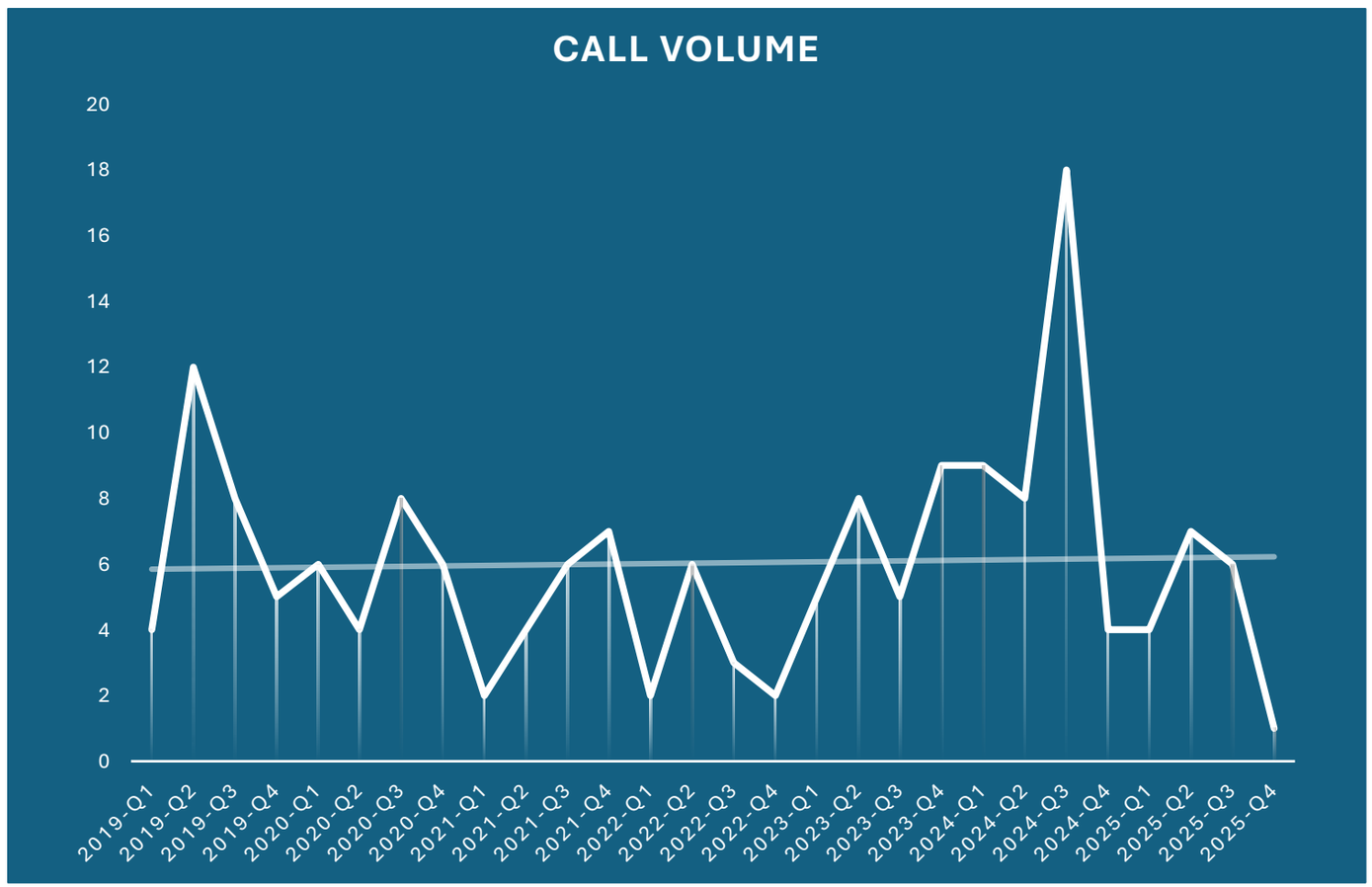
Medicine Lake Fire & Rescue

2026-03-02

Calls

2026 Calls

Date	Event	NERIS Category
2026-01-10	Medical - Fall	RESCUE
2026-02-21	Car Through Ice	SERVICE
2026-02-25	Missing Vehicle on the Lake	RESCUE



Events

RECENT EVENTS

- 2/3 – MnFire Fitness/Nutrition presentation
- 2/4 – Water Patrol Ice Rescue training in Spring Lake Park
- Various – Firefighter prospect orientation sessions
- 2/21 – OEC Medical Competition in Shakopee

UPCOMING EVENTS

- 3/14 City Hall bingo night

Projects & Discussion

PROJECTS

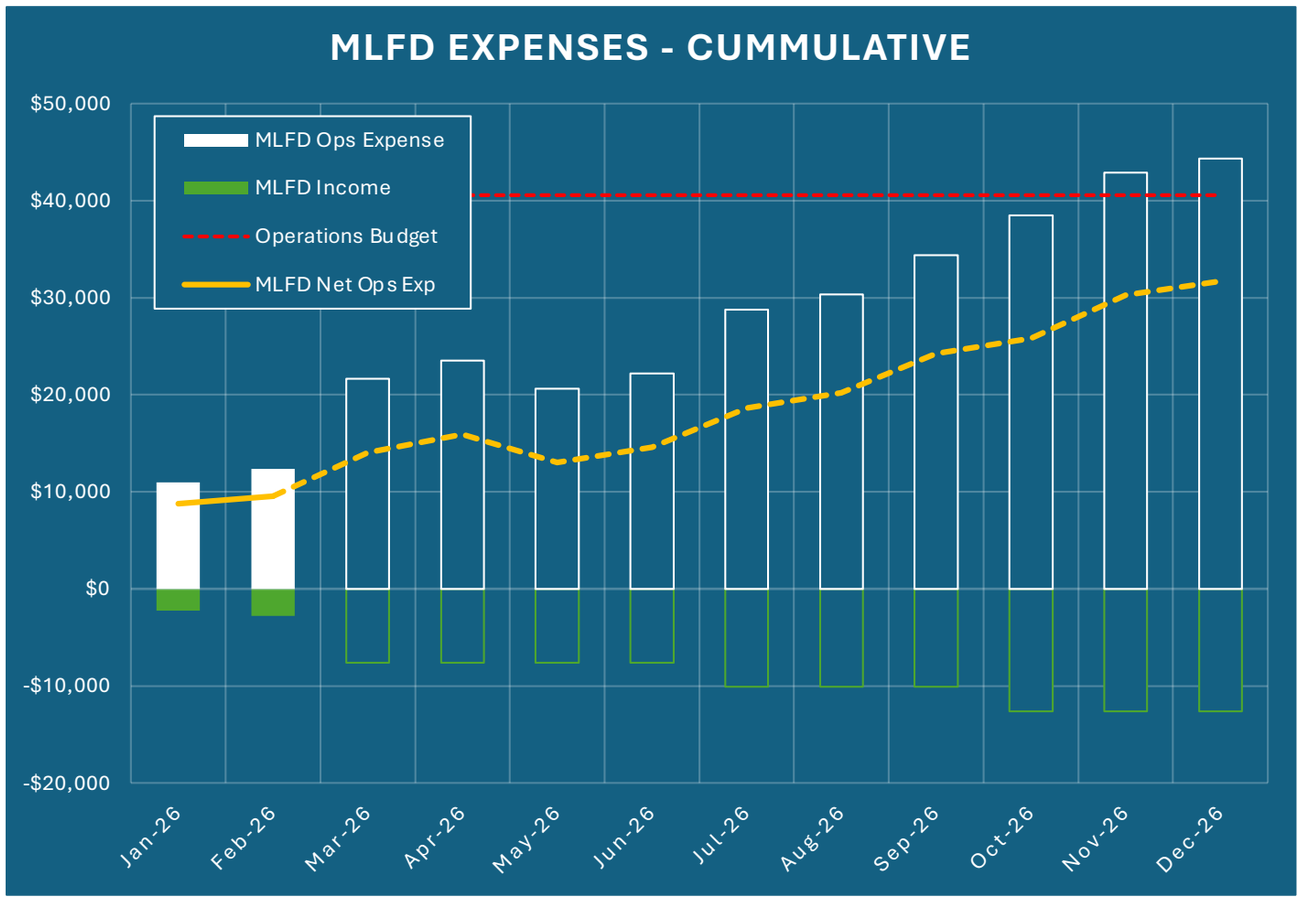
- U11 Kits – build kits specific to different U11 response use cases (e.g., medical calls, lake calls, clearing storm debris, hauling eqpt). This will project will slowly deploy over 2026.
- B11 Refurbishment – B11 has accumulated issues that need to be addressed. Members are working through the winter to fix/upgrade/clean B11.
- EV Fire Readiness – EV fires are a big challenge for Fire Departments everywhere and we have a lot of EVs in the city. We are still discussing our best approach here, but it will likely be a combination of an EV blanket, hose attachment to dispense water under a car, and rigging to pull a burning vehicle out of a garage.
- 5” Hose – E12 still have 3” supply line but would be better suited with 5” line. This is an expensive upgrade, so we’re always monitoring auctions for an opportunity to pick up used line.

DISCUSSION

- none

Expenses - YTD

NOTE: numbers may not be fully reconciled with Treasurer reports



2026 MLFD OPS EXPENSES (YTD)

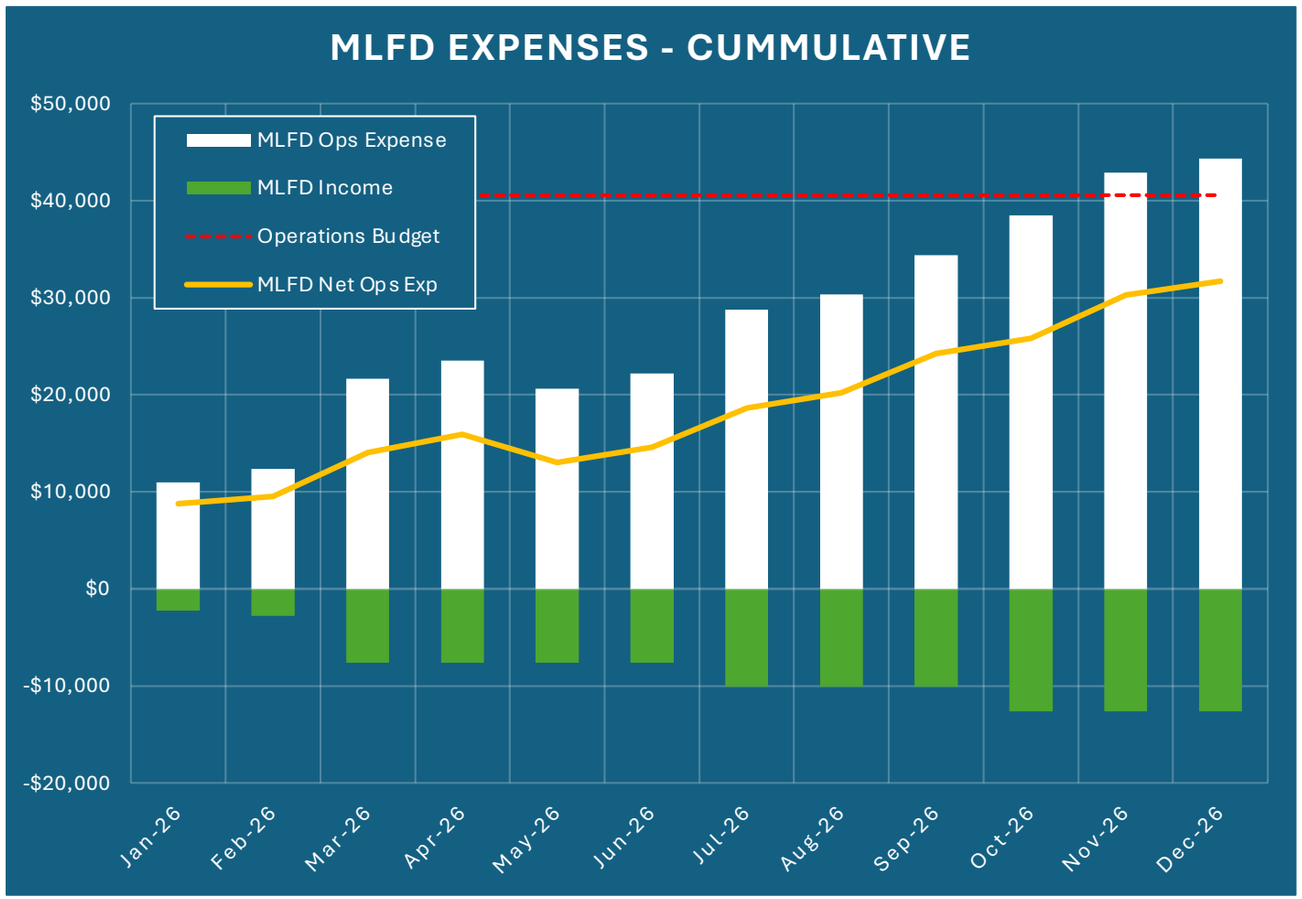
	GROSS	INCOME	NET	BUDGET	DELTA
Operations	**$12,356**	**$2,811**	**$9,545**	**$40,563**	**-$31,019**

2026 MLFD OPS EXP (YTD)

	GROSS	INCOME	NET
Apparatus	$903	$0	$903
Comms	$1,299	$0	$1,299
PPE	$0	$0	$0
Eqpt	$7,845	$1,496	$6,349
Station	$325	$0	$325
Training	$292	$1,315	-$1,023
Members	$1,691	$0	$1,691
TOTAL	**$12,356**	**$2,811**	**$9,545**

Expenses - Projected

NOTE: numbers may not be fully reconciled with Treasurer reports



2026 MLFD OPS EXPENSES (projected)

	GROSS	INCOME	NET	BUDGET	DELTA
Operations	$44,315	$12,617	$31,699	$40,563	-$8,864

2026 MLFD OPS EXP (proj)

	GROSS	INCOME	NET
Apparatus	$4,178	$0	$4,178
Comms	$6,495	$0	$6,495
PPE	$1,852	$0	$1,852
Eqpt	$14,800	$1,496	$13,304
Station	$3,575	$0	$3,575
Training	$11,090	$11,121	-$30
Members	$2,324	$0	$2,324
TOTAL	$44,315	$12,617	$31,699

2026 Finance Highlights

INCOME

- $730 – State reimbursements for training expense
- $1496 – Open House & Pizza Fundraiser proceeds

MAJOR PROJECT EXPENSES

- $4500 – Boat Lift (replacement)
- $2116 – Personal Med Kits
- $1691 – High-visibility jackets

Treasurer's Report
March 2, 2026

Activity through February, 2026

	Month	Year-to-Date
Received	$ 234	$ 11,080
Spent or reserved	19,596	150,021

Balances as of February 28, 2026

Cash & Cash Equivalents	$ 1,440,520
General Fund-checking	192,668
General Fund-savings	407,427
Debt Service-savings	40,506
Designated Reserves-savings	799,920
Indebtedness	$ 3,725,000
GO Waste Water Bonds	835,000
GO Street & Utilty Bonds	2,890,000

	GO 2021A Waste Disposal Improvements	GO 2024A Street & Utility improvements	Total Reserve
Debt Service Reserve, by Bond Issuance	$ 14,377	$ 26,129	$ 40,506

Discussion Items
* Cash and Cash Equivalents discussion
* ACH vs paper check bill payment
* Reserve additions timing shift from monthly to semi-annual
* 2025 Annual Report preparation in process

Respectfully submitted,
Gary Englert, Treasurer

City of Medicine Lake

Summary Spending, Receipts and Cash Balances -- 2024

Including receipt and disbursement activity through 2/28/26

Report # 2

Category	Actual Current Year 2/1 - 2/28	Actual Current Year YTD	Budget remaining	Budget Full Year	Last Year 2/1 - 2/28	Last Year YTD	Last Year Full Year
Fire department, excl. payroll	1,441	7,935	22,628	30,563	1,756	3,780	45,370
Fire department, capital spending	-	4,500	5,500	10,000	-	-	20,492
Fire department, vehicle fund	-	-	9,000	9,000	750	1,500	11,000
Fire department, payroll	-	-	10,205	10,205	640	1,280	9,480
MLFFRA Pension - City	-	-	20,000	20,000	-	-	20,000
MLFFRA Pension - State Aid	-	-	12,600	12,600	-	-	18,947
Total fire department	1,441	12,435	79,933	92,368	3,146	6,560	125,289
Police	-	-	21,289	21,289	-	4,635	25,303
Street maintenance	-	6,470	2,530	9,000	-	-	1,086
Street lighting	513	1,025	5,215	6,240	469	943	5,954
Snow removal	1,280	1,440	8,560	10,000	-	-	5,725
Streets, Capital Project	2,153	350,362	-	-	90,799	353,790	1,015,199
Garbage and recycling	5,188	9,534	42,108	51,642	4,151	8,382	51,320
Metro Waste Control	3,706	11,119	33,357	44,476	3,403	10,208	40,834
Sewer system	165	297	28,335	28,632	166	299	22,491
Sewer system, capital project	-	-			-	-	-
Water services	-	18,617	5,719	24,336	-	19,094	19,094
City Hall	233	1,282			1,558	2,750	9,070
Clerical supplies	-	-	3,000	3,000	152	219	825
Events	-	-	3,640	3,640	-	-	2,474
Other expense city hall	858	1,220	18,404	19,624	1,312	1,580	5,516
City Hall, capital project	-	-	-	-	-	-	-
Communication	295	370	3,630	4,000	75	376	2,548
Advisory, engineering services	2,784	5,701	26,299	32,000	1,809	3,102	40,600
Legal services	174	1,154	3,846	5,000	261	406	2,365
Building inspection	384	33,741	(23,861)	9,880	-	690	38,655
Park	39	59	47,853	47,912	-	1,402	47,908
Park, capital project	-	14,115	(14,115)	-	785	785	249,067
League & Ass'n Dues	-	665	250	915	-	838	838
Bassett Creek Commission	-	5,090	198	5,288	-	4,851	4,851
Payroll	-	2,318	35,492	37,810	(49)	1,351	25,111
Insurance	-	-	12,500	12,500	-	-	13,558
County Assessor	-	-	-	-	-	-	-
Audit	-	-	-	-	-	-	-
Election expense	382	382	2,618	3,000	472	472	472
FF Relief Association	-	-	-	-	-	-	-
Special projects	-	-	-	-	-	-	-
Debt service expenditure	-	156,291		-	-	179,436	260,728
Lake Aquatic Quality	-	-	-	-	-	-	-
Surface Water Mgt. Plan	-	-	-	-	-	-	-
MN Small Stormwater (MS4)	-	-	-	-	-	-	400
Subtotal	19,596	633,688	346,799	472,552	108,508	602,169	2,017,280
Cap. Project, Debt Svc. Provision	-	20,833	229,167	250,000	20,833	41,666	719,386
Cap. Project, Debt Svc. Utilization	-	(504,500)			(46,058)	(415,619)	(827,837)
Total spending & reserve	19,596	150,021	572,531	722,552	83,283	228,216	1,908,830
Receipts:			**Remaining**				
Real estate taxes	-	1,995	675,857	677,852	-	10,493	673,083
Fiscal disparities	-	-	-	-	-	-	-
MN Small City Assistance	-	-	-	-	-	-	7,421
MN Market Value Credit	-	-	-	-	-	-	-
MN Aid to Fire Dept.	-	730	15,470	16,200	-	3,394	36,265
Henn. Co. Aid to Roads	-	-	-	-	-	-	-
Henn. Aid to Municipalities	-	-	-	-	-	-	1,958
Assessments	-	-	-	-	-	-	-
Liquor & game licenses	-	-	8,500	8,500	-	-	8,500
Building permits and fees	227	3,316	6,684	10,000	-	5,213	63,230
Rental licenses	-	-	-	-	-	-	-
M.L.F.F.R.A.	-	-	-	-	-	-	-
Hall rental	-	-	-	-	-	-	-
Interest	6	3,542	6,458	10,000	8	8	42,225
Insurance dividend & refund	-	-	-	-	-	-	-
Metro waste	-	-	-	-	-	-	-
Escrow receipts	-	-	-	-	-	-	5,278
Donations	-	1,496	(1,496)	-	100,400	101,906	103,906
OFS - Bond Issuance	-	-	-	-	-	-	-
Other	-	-		-	-	-	-
All other, including grants	-	-	-	-	44,741	116,101	446,583
Total receipts	234	11,080	711,472	722,552	145,149	237,115	1,388,449
Net receipts, spending, reserve	(19,363)	(138,942)		0	61,865	8,899	(520,380)
Bank balances:	Ending	YTD change			Ending	YTD change	Year-end
Checking	192,668	(766,688)			676,547	(92,736)	959,356
Money market, 2024A GO Bonds	0	0			0	(234,412)	0
Money market, 4M Fund	447,933	141,529			294,583	0	306,404
Money market, 4MP Fund	799,920	2,551			767,018	(36,359)	797,368
Ending balances	1,440,521	(622,609)			1,738,148	(363,506)	2,063,129

City of Medicine Lake

Profit and Loss Detail

February 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Income/Expenses					
Income					
Building permits					
02/23/2026	Deposit		Building permits	26-005 170 Peninsula	227.25
Total for Building permits					**$227.25**
Interest earned					
02/01/2026	Deposit			INTEREST PAYMENT	6.33
Total for Interest earned					**$6.33**
Total for Income					**$233.58**
Expenses					
Advisory & engineering services					
02/14/2026	Bill	007-002-206	Hoisington	50 01 ROW and Road Permit	1,581.25
02/14/2026	Bill	007-002-206	Hoisington	02 Council Meetings	647.50
02/14/2026	Bill	007-002-206	Hoisington	01 General Planning	555.00
Total for Advisory & engineering services					**$2,783.75**
Building inspection service					
02/02/2026	Check	WF20260202	MN Dept. Of Labor and Industry	MN Surcharge Report 2025-Q4	384.48
Total for Building inspection service					**$384.48**
City Hall					
Cleaning services					
02/26/2026	Bill	26 02	Seamans, Tiffany	Hall cleaning services 26 02	100.00
Total for Cleaning services					**$100.00**
Other expense city hall					
02/07/2026	Bill	8046857	US Bank	2024A GO Bonds - 2026 Paying Agent Fee	575.00
02/17/2026	Expense		Intuit Inc.	RECURRING PAYMENT AUTHORIZED ON 01/16 INTUIT *QBooks Onl CL.INTUIT.COM CA SXXXXXXXX6406316 CARD 2961	115.00
02/18/2026	Expense		Microsoft	RECURRING PAYMENT AUTHORIZED ON 10/17 MSFT * E0300PIP93 MSBILL.INFO WA S463291040112986 CARD 2961	114.00
02/18/2026	Expense		Microsoft	PURCHASE AUTHORIZED ON 02/17 D5CNQNGKP3EGSFM REDMOND WA PXXXXXXXX0105102 CARD 2961	54.28
Total for Other expense city hall					**$858.28**
Utilities					
02/05/2026	Expense		Xcel Energy	XCEL ENERGY-MN XCELENERGY XXXXXXX0919 CITY OF MEDIC612610633	133.24
Total for Utilities					**$133.24**
Total for City Hall					**$1,091.52**
Communication					
02/07/2026	Bill	1082822	ECM Publishers, Inc.	Shade Tree Disease Control Ord	50.00
02/07/2026	Bill	1083561	ECM Publishers, Inc.	Res 26-02 Ord 150	82.87
02/07/2026	Bill	1082821	ECM Publishers, Inc.	Ord 149	87.50
02/09/2026	Expense		Quantum Fiber	RECURRING PAYMENT AUTHORIZED ON 01/07 QUANTUM FIBER 833-250-6306 LA SXXXXXXXX5717338 CARD 2961	75.00
Total for Communication					**$295.37**
Election expense					
02/07/2026	Bill	25MLK	Hennepin County Elections	ballots, courier, machine maintenance 11/1/24-11/30/25	381.70
Total for Election expense					**$381.70**
Fire department					
Dues and subscriptions					
02/08/2026	Bill	2Feb AED&Act911	Halvorsen, Richard	Active911 cell phone paging services renewal	259.20
Total for Dues and subscriptions					**$259.20**
Maintenance, fire dept					
02/07/2026	Bill	FB cabinet/fitness	Fox, Michael T.	Storage Cabinet, Fitness Area	100.00
02/08/2026	Bill	3Feb Prop MD	Brian Doyle	B11 prop repair	95.00
Total for Maintenance, fire dept					**$195.00**
Supplies					

City of Medicine Lake

Profit and Loss Detail

February 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
02/07/2026	Bill	amaz mouse traps	Fox, Michael T.	Mouse traps and storage bins	92.77
02/08/2026	Bill	2Feb AED&Act911	Halvorsen, Richard	AED Training Supplies	291.95
02/14/2026	Bill	1000261050	Henn. Co. Info. Tech Dept.	Radio lease fee 26 01	533.29
02/18/2026	Expense		Holiday / WEX Bank	BUSINESS TO BUSINESS ACH WRIGHT EXPRESS FLEET DEBI 260217 XXXXXXXX49845 MEDICINE LAKE FIRE DEP	68.64
Total for Supplies					**$986.65**
Total for Fire department					**$1,440.85**

City of Medicine Lake

Profit and Loss Detail

February 2026

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Legal services					
02/14/2026	Bill	298657	Chestnut Cambronne PA	lake access easement legal title review 2 &11 Kaiser; 119/123/125/127 Peninsula; B Scheib discussions	174.00
Total for Legal services					**$174.00**
Park and recreation					
Utilities					
02/02/2026	Expense		Xcel Energy	XCEL ENERGY-MN XCELENERGY XXXXXXX3498 WELLS 612182305	29.14
02/02/2026	Expense		Xcel Energy	XCEL ENERGY-MN XCELENERGY XXXXXXX3393 CMLCHECKING 612184117	9.38
Total for Utilities					**$38.52**
Total for Park and recreation					**$38.52**
Sanitation					
Garbage collection					
02/07/2026	Bill	2026-00000003	Plymouth, City of	Plymouth Yard Waste Site usage 2025 - city residents	842.50
02/14/2026	Bill	0894-007414079	Republic Services #894	residential waste 26 01	2,724.31
02/14/2026	Bill	0894-007414079	Republic Services #894	residential organic waste 26 01	810.60
Total for Garbage collection					**$4,377.41**
Metro sewer					
02/08/2026	Bill	0001199774	Metro. Council Environmental Services	Wastewater svcs 2026-03	3,706.30
Total for Metro sewer					**$3,706.30**
Recycling fee					
02/14/2026	Bill	0894-007414079	Republic Services #894	residential recycle 26 01	810.60
Total for Recycling fee					**$810.60**
Sewer system					
02/02/2026	Expense		Xcel Energy	XCEL ENERGY-MN XCELENERGY XXXXXXX8701 WFCKG 612176968	165.23
Total for Sewer system					**$165.23**
Total for Sanitation					**$9,059.54**
Streets					
Capital Project					
02/26/2026	Bill	502772	Short Elliott Hendrickson, Inc.	Final Construction svcs CIP Proj 184696	2,153.11
Total for Capital Project					**$2,153.11**
Lighting					
02/05/2026	Expense		Xcel Energy	XCEL ENERGY-MN XCELENERGY XXXXXXX0919 CITY OF MEDIC612610633	513.27
Total for Lighting					**$513.27**
Snow removal					
02/26/2026	Bill	251444	Tree Trust Landscape Services	25 12 (12/30)	800.00
02/26/2026	Bill	260137	Tree Trust Landscape Services	26 01 (1/22)	480.00
Total for Snow removal					**$1,280.00**
Total for Streets					**$3,946.38**
Total for Expenses					**$19,596.11**
Net Income					**$ -19,362.53**

City of Medicine Lake

Checking Account Activity

January 2026

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT	AMOUNT
Bill Payment (Check)					
01/12/2026	Bill Payment (Check)		E-File	Checking	-78.75
01/16/2026	Bill Payment (Check)	18276	Henn. Co. Info. Tech Dept.	Checking	-519.69
01/16/2026	Bill Payment (Check)	18277	Short Elliott Hendrickson, Inc.	Checking	-7,152.34
01/16/2026	Bill Payment (Check)	18278	Chestnut Cambronne PA	Checking	-980.00
01/16/2026	Bill Payment (Check)	18279	Aspen Mills	Checking	-42.11
01/16/2026	Bill Payment (Check)	18280	Bassett Creek Water Mgt. Commission	Checking	-5,090.00
01/16/2026	Bill Payment (Check)	18281	Valdes Lawncare & Snow Removal LLC	Checking	-964.03
01/16/2026	Bill Payment (Check)	18282	Brian Doyle	Checking	-143.09
01/16/2026	Bill Payment (Check)	18283	Streicher's	Checking	-1,569.90
01/16/2026	Bill Payment (Check)	18284	Fox, Michael T.	Checking	-3,118.02
01/16/2026	Bill Payment (Check)	18285	Hoisington	Checking	-2,917.60
01/16/2026	Bill Payment (Check)	18286	Plymouth, City of	Checking	-51,973.38
01/16/2026	Bill Payment (Check)	18287	Veit & Company, Inc	Checking	-338,914.18
01/16/2026	Bill Payment (Check)	18288	Laura Jones	Checking	-1,824.95
01/16/2026	Bill Payment (Check)	18289	League of Minnesota Cities	Checking	-635.00
01/16/2026	Bill Payment (Check)	18290	Peak Heating and Cooling Inc	Checking	-130.00
01/16/2026	Bill Payment (Check)	18291	Safety Signs LLC	Checking	-317.37
01/16/2026	Bill Payment (Check)	18292	Tree Trust Landscape Services	Checking	-160.00
01/16/2026	Bill Payment (Check)	18293	Metro. Council Environmental Services	Checking	-7,412.60
01/16/2026	Bill Payment (Check)	18295	Seamans, Tiffany	Checking	-119.27
01/17/2026	Bill Payment (Check)	18296	Republic Services #894	Checking	-4,345.51
01/17/2026	Bill Payment (Check)	18297	United States Treasury	Checking	-2,317.95
01/24/2026	Bill Payment (Check)	18298	MN Mayors Association	Checking	-30.00
01/24/2026	Bill Payment (Check)	18299	Badger Daylighting Corp	Checking	-6,470.40
01/24/2026	Bill Payment (Check)	18300	Kirvida Fire	Checking	-892.21
01/24/2026	Bill Payment (Check)	18301	Killmer Electric Co, Inc	Checking	-13,150.91
01/24/2026	Bill Payment (Check)	18302	Bryant Jones	Checking	-79.43
01/25/2026	Bill Payment (Check)	18303	Englert Gary	Checking	-4,500.00
Total for Bill Payment (Check)					**$ -455,848.69**
Deposit					
01/01/2026	Deposit		Wells Fargo Bank	Checking	7.22
01/08/2026	Deposit			Checking	1,496.05
01/08/2026	Deposit		General receipts	Checking	200.00
01/08/2026	Deposit		General receipts	Checking	325.00
01/08/2026	Deposit		Building permits	Checking	121.08
01/08/2026	Deposit		Building permits	Checking	159.42
01/09/2026	Deposit		State of Minnesota	Checking	730.00
01/26/2026	Deposit		Hennepin County Treasurer	Checking	1,995.33
01/28/2026	Deposit		General receipts	Checking	50.00
01/28/2026	Deposit		Building permits	Checking	204.60
01/28/2026	Deposit		Building permits	Checking	1,262.75
01/28/2026	Deposit		Building permits	Checking	766.00
Total for Deposit					**$7,317.45**
Expense					
01/02/2026	Expense		Xcel Energy	Checking	-11.51
01/02/2026	Expense		Xcel Energy	Checking	-9.39
01/02/2026	Expense		Xcel Energy	Checking	-110.65

City of Medicine Lake

Checking Account Activity

January 2026

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT	AMOUNT
01/05/2026	Expense		Xcel Energy	Checking	-634.63
01/08/2026	Expense		Quantum Fiber	Checking	-75.00
01/20/2026	Expense		Microsoft	Checking	-114.00
01/20/2026	Expense		Intuit Inc.	Checking	-115.00
01/20/2026	Expense			Checking	-54.28
01/23/2026	Expense		CenterPoint Energy	Checking	-806.76
01/23/2026	Expense		CenterPoint Energy	Checking	-20.95
Total for Expense					**$ -1,952.17**

City of Medicine Lake

Balance Sheet

As of February 28, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	192,667.82
Money Market 4M - General Fund	0.00
Money Market 4M - Debt Service	40,506.25
Money Market 4M - General Operations	407,426.82
Total Money Market 4M - General Fund	**447,933.07**
Money Market 4MP - Designated Funds	
Money Market 4MP - City Hall Designated Fund	180,000.00
Money Market 4MP - Legacy Fund	526,065.28
Money Market 4MP - MLFD Designated Fund	47,197.00
Money Market 4MP - Sewer Jet Wash Designated Fund	15,000.00
Money Mkt 4MP - Capital Projects	31,657.35
Total Money Market 4MP - Designated Funds	**799,919.63**
Total Bank Accounts	**$1,440,520.52**
Total Current Assets	**$1,440,520.52**
TOTAL ASSETS	**$1,440,520.52**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Capital Project Reserve	862,755.83
Debt Service Reserve	40,506.25
Total Other Current Liabilities	**$903,262.08**
Total Current Liabilities	**$903,262.08**
Total Liabilities	**$903,262.08**
Equity	
Opening Bal Equity	122,064.42
Retained Earnings	554,135.78
Net Income	-138,941.76
Total Equity	**$537,258.44**
TOTAL LIABILITIES AND EQUITY	**$1,440,520.52**

City of Medicine Lake

Profit and Loss

February 2026

	TOTAL	
	FEB 2026	JAN - FEB, 2026 (YTD)
Income		
Building permits	227.25	3,316.10
Donations		1,496.05
Interest earned	6.33	3,542.22
MN Aid to Fire Dept.		730.00
Real estate taxes		1,995.33
Total Income	**$233.58**	**$11,079.70**
GROSS PROFIT	**$233.58**	**$11,079.70**
Expenses		
Advisory & engineering services	2,783.75	5,701.35
Bassett Creek Watershed		5,090.00
Building inspection service	384.48	33,740.82
Capital Project Reserve Provision		-348,208.84
City Hall		
Cleaning services	100.00	219.27
Other expense city hall	858.28	1,220.31
Utilities	133.24	1,062.80
Total City Hall	**1,091.52**	**2,502.38**
Communication	295.37	370.37
Debt service expenditure		156,291.25
Debt service provision		-135,457.92
Election expense	381.70	381.70
Fire department		
Capital project, fire dept.		4,500.00
Dues and subscriptions	259.20	259.20
Maintenance, fire dept	195.00	1,402.41
Supplies	986.65	6,273.69
Total Fire department	**1,440.85**	**12,435.30**
League and association dues		665.00
Legal services	174.00	1,154.00
Park and recreation		
Capital project, park		14,114.94
Utilities	38.52	59.42
Total Park and recreation	**38.52**	**14,174.36**
Payroll expenses		
Payroll Tax Expenses		2,317.95
Total Payroll expenses		**2,317.95**

City of Medicine Lake

Profit and Loss

February 2026

	TOTAL	
	FEB 2026	JAN - FEB, 2026 (YTD)
Sanitation		
Garbage collection	4,377.41	7,912.32
Metro sewer	3,706.30	11,118.90
Recycling fee	810.60	1,621.20
Sewer system	165.23	296.83
Total Sanitation	**9,059.54**	**20,949.25**
Streets		
Capital Project	2,153.11	350,361.95
Lighting	513.27	1,025.10
Maintenance, street		6,470.40
Snow removal	1,280.00	1,440.00
Total Streets	**3,946.38**	**359,297.45**
Unapplied Cash Bill Payment Expense		0.00
Water Services		18,617.04
Total Expenses	**$19,596.11**	**$150,021.46**
NET OPERATING INCOME	**$ -19,362.53**	**$ -138,941.76**
NET INCOME	**$ -19,362.53**	**$ -138,941.76**

Capital Projects - By Project
For the Month Ended February, 2026

		General	MLFD Vehicle Fund	2024 Street & Utility improvements	Total
12/31/25	Balance	$ 1,163,767	$ 47,197	$ 0	$ 1,210,964
Activity - MTD					
15-Jan	VEIT PayApp 14	(338,914)			(338,914)
15-Jan	SEH 498260 & 49991	(7,152)			(7,152)
15-Jan	Laura Jones Sprinkler repair	(1,825)			(1,825)
15-Jan	Safety Signs	(317)			(317)
1/31/26	Balance	$ 815,558	$ 47,197	$ 0	$ 862,755
Activity - MTD					
	none				-
2/28/26	Balance	$ 815,558	$ 47,197	$ 0	$ 862,755

Debt Service Reserve - By Project
For the Month Ended February, 2026

		GO 2021A Waste Disposal Improvements	GO 2024A Street & Utility improvements	Total	
12/31/24	Balance	$ 43,422	$ 143,270	$ 186,692	
12/31/25	Balance	$ 46,233	$ 129,731	$ 175,964	
Activity - MTD					
1/1/26	Debt Service reserve provision	4,167	16,667	20,833	1/12 of 2025 Tax Levy
1/15/26	Debt Service payment	(36,023)	(120,269)	(156,291)	2/1/26 scheduled Payment
				-	
1/31/26	Balance	$ 14,377	$ 26,129	$ 40,506	
Activity - MTD					
	none-reserve will be adjusted in June, 2026			-	
				-	
2/28/26	Balance	$ 14,377	$ 26,129	$ 40,506	

GO Waste Disposal Bond Payment Schedule				Pledged Revenues @ 105% of payment		
Series 2021A; $930,000; repaid thru 2/1/2052	Principal	Interest	Total	Tax Levy	Tax Levy Year	Principal o/s
Current Year & Next Five Years…						$ 930,000.00
2/1/26	$ 25,000.00	$ 11,022.50	$ 36,022.50	49,397.25	2025	$ 835,000.00
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				Pledged Revenues @ 105% of payment		
Series 2024A; $2,940,000; repaid thru 2/1/2054	Principal	Interest	Total	Tax Levy	Tax Levy Year	Principal o/s
Current Year & Next Five Years…						$ 2,940,000.00
2/1/26	$ 50,000.00	$ 70,269	$ 120,269	200,064.38	2025	$ 2,890,000.00
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	

LMC Advice from the Jan. 2026 Magazine

Public Notices

Q: Are cities required to post council packets online before a meeting?

LMC: No. Cities are not required to post council packets on their websites. Under Minnesota's Open Meeting Law, at least one copy of any printed material related to agenda items, whether prepared before the meeting or distributed during it, must be available in the meeting room for public inspection. Most cities place this copy in the back of the council chambers to avoid disruptions.

However, posting the agenda online in advance is a best practice for transparency. It allows residents to know what topics the council plans to address and to be informed about the city's business. Information in the packets is generally public data that must be provided upon request, but cities should always review packets before posting to ensure that only public data is shared.

Some cities have raised cybersecurity and fraud concerns related to posting packets online. To reduce risk when posting online, best practices include removing check numbers from claims lists, not including whole invoices or invoice numbers, and excluding specific employee details from payroll information. If this changes how your packets are assembled, explain to residents why the change is being made and how they can still access the data they need.

Answered by Managing Counsel-Research Amber Eisenschenk: aeisenschenk@lmc.org.

Municipal Websites

Q: Why should our city transition to a .gov domain?

LMC: A law passed during the 2024 Minnesota legislative session requires all cities and counties that administer absentee voting to use a .gov domain for their official websites by June 1, 2026.

In addition to meeting this requirement, a .gov domain signals to residents that the information on your site is legitimate and comes from a verified government source. Because online civic engagement continues to grow, along with opportunities for misinformation, .gov domains have become a key part of national cybersecurity efforts. They are restricted to official U.S. government organizations and require applicants to verify their identity and follow strict usage guidelines.

By contrast, open domains such as .com, .org, and .net can be registered by anyone without proof of identity or citizenship. That makes it easy for bad actors to create look-alike websites that impersonate government entities. Moving to a .gov domain reduces that risk. It strengthens public trust, helps protect residents from fraud, and supports broader efforts to guard against misinformation, election interference, and other cyberthreats facing all levels of government.

Answered by LMC Cybersecurity Loss Control Consultant Christian Torkelson: ctorkelson@lmc.org.