City of Medicine Lake

March 2, 2026
City of Medicine Lake
Council Minutes

Present: Chris Heim, Councilor Bill McNaughton, Ron Tomczik, Ruth Hovey, Nina Zelazny; Clerk Therese Polum, Treasurer Gary Englert, Fire Chief Rich Halvorson, Planning Commission Jesse Swanson

Council and Staff Absent: TAC Shaun Kennedy, Fire Chief Mike Fox, BCWMC TAC Susan Wiese, BCWMC Commissioner Clint Carlson

Other attendees: Mary Anne Young

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 – Heim, Hovey, McNaughton, Tomczik, Zelazny. Motion passed.**
- **Motion to approve the February 2, 2026 city council minutes forwarded by councilmember Zelazny and seconded by Councilmember Hovey. Yea – Heim, Hovey, McNaughton, Tomczik, Zelazny. Motion passed.**

Hennepin County Sheriff - absent

- Councilor Hovey reported city has a new contact.

Open Forum

- Councilor Zelazny asked if city will take down radar speed signs, stated they are big signs and wondering what we are doing with the data. Questioned if police issue speeding tickets. Council Hovey will pull the speed data.
- Mayor Heim stated the signs are designed to be permanent; goal of the sign is to have a visual identification of driver's speed.
- City Forester Derek Chappel reported on the tree trimming efforts, potential grant money, Hennepin Country tree sale is always a great option to buy trees, potential to plant trees around the wetland area. Council suggested to discuss with Barry Warner on a tree planting plan. Council provided direction for Chappel to buy trees as appropriate in the range up to $2,000. Stated city has too much mulch around the trees at Jevne, and don't place any more mulch for now. Discussed he can assist with future pesticides for city needs.

Fire Department Report – Rich Halvorson

- Chief Halverson reported on department's bolstered medical training, lake ice rescue training is showing results, utilizing free resources is improving, researching (a low priority) into replacing the 5" fire hose, could be $20,000 for one hose.
- Councilor McNaughton asked about the boat lift: Fire department bought a new used boat lift to replace the old lift, will sell the old lift. The old lift was unreliable. Hope to sell the old boat lift this spring.

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

- Absent – no report

Planning Commission Report – Jesse Swanson

- Reported Brad might be ready at end of month to meet on the new required update to the comprehensive plan. Planning Commission will manage this at this stage.

Public Works – Councilor McNaughton and Ruth Hovey

- Reported Park Apartments/Medicine Lake Cottages is required to hook up to city water per the Minnesota Department of Health.
- Residents have brought forth water concerns over the years; Mayor Heim contacted the Department of Health and then the State of Minnesota took over the issue and stated it is not a city issue. City then was not involved and the city has no additional details. How will billing work for this project?
- Brad Scheib and Cara Geheren are involved representing the city as needed per the Minnesota Department of Health.
- Owner will need to work with the City of Plymouth to arrange their own agreement for city water as that property is not included in the city requirements. Correction from additional information received after the council meeting – Potable water on the park apartments/medicine lake cottages property will be a private potable water system, that owner will be responsible for maintenance. Gate valves are located at both points where this new private water line will enter main water line on Peninsula Road, thus private water may be shut off for any maintenance reasons and will not affect the main line along Peninsula Road.
- Brad participated in FEMA DNR meeting; DNR has first right of refusal regarding riprap, second is city. Work around the floodplain ordinance in coming.
- Manhole at Kaiser/Colonial, was determined that snowplow did damage the manhole cover which caused the manhole to fill with aggregate and back up almost into homeowner house. Manhole is off the road which caused the plow to push the snow off the road, pushing the entire upper ring and lid off the manhole. Resulting in a permanent opening in top of manhole until fixed. Discussion continued on the design of the new road at this corner and how the new road contributed to this issue, as the manhole is now off to the side of the road with no pavement around the manhole. McNaughton is working to hire someone to fix the manhole and will include additional paving (hence, widening the road) at this point to prevent a future occurrence.
- Cara Geheren is putting together a bid/plan for sewer maintenance and a schedule.
- Gary Anderson is volunteering regarding the winter lights removal.

Treasurer's Report – Gary Englert (absent)

- Receipts in reporting period: $234
- Receipts year to date: $12,080
- Disbursements in reporting period: $19,596
- Disbursements year to date: $150,021

Reported on the new cash designations categories and how they will be shown and setup on treasurer's reports. Also updates to treasurer reporting with the ending of the received grant money debt service fund.

Reported on electronic vendor payment options, Gary would like to explore to move as many vendors as possible to move to electronic payment. Would maintain the oversight steps. Council agreed this seems like a good idea.

Reported on moving reserve money twice in a year, when the property tax monies arrive. In the past the monies have been moved on a monthly basis.

Craig Kile deputy treasure is working on the annual report, which is due at the end of March. Craig Kile continues to volunteer to compete this report which is a huge asset to the city.

Motion to approve the summary spending, receipts and cash balances through February 28, 2026 forwarded by Councilmember McNaughton and seconded by Councilmember Hovey. Yea -Heim, Hovey, McNaughton, Tomczik, Zelazny. Motion passed.

Officer Reports:

Councilmember Hovey
- Reported on a few topics that were in the latest LMC catalog.
- First: posting of packet online. City is not required to post everything on the website so as long as we provide a paper printout. Security is constantly being an issue.
- Motion to adopt new packet topics to give council the option to not include items in packet that is posted to website. Treasurer report will be standard to not include in website posting.
- Second: moving to a .gov website is required for cities who administer absentee voting, would require a move to a new office 365 and to move all the emails to a .gov email.

Councilmember Tomczik
- No Report

Councilmember Zelazny
- Reported on glass for the cabinet, replace with plexiglass
- Reported rental inspections are coming this summer
- Reported had a meeting with county elections staff. Most of the work starts mid June
- Reported, asked councilor McNaughton about The Laker letter and what was written regarding federal ice agents
- Discussion continued regarding water hook up requirements and if there is a way this requirement can be included on the property title. This would help assure all know the requirements to hook particular for a home sale

Councilmember McNaughton
- Reported on closet construction, plans for converting the open space near the door to the fire hall to a locked closet.
- Veit should be in city in the spring to finish and eventually accept the project

Mayor Heim
- No new business

New Business:

- none

Motion to adjourn at 7:33 pm by councilmember Hovey seconded by councilmember McNaughton. Yea – Heim, Hovey, McNaughton, Tomczik, Zelazny. Motion passed.

Respectfully submitted,

Therese Polum

Therese Polum
City Clerk

Approved on: April 6, 2026