

Regular Meeting
January 2, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:01 p.m. All members were present. Others attending were Mark Holm, John Anhorn, Drew DeMars, Seth Peterson, Paul Borash, Rich Kucera, Ben Bullert, Mark Rahrlick , and Amber Kniefel.

Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried
Motion by Thomas, seconded by Sexton to approve the minutes as corrected. Carried
Motion by DeMars, seconded by Sexton to pay the city and liquor store bills. Carried
Motion by Thomas, seconded by DeMars to approved the November 2007 check register. Carried
Motion by Sexton, seconded by Corbin to accept the pool donation resolution as presented. Carried
Motion by Corbin, seconded by Thomas to accept the truck and equipment donation resolution as presented. Carried

Concerns from the Public. Mark Holm, Medford Diamond Association presented a request for charitable gambling. The Diamond Association will be selling calendars.

Motion by Corbin, seconded by Sexton to accept the request for charitable gambling without a waiting period. Carried

John Anhorn was present to discuss the decorating of the water tower. Mayor Kaiser informed Mr. Anhorn that after the process was started and it was discovered that the decorating was not being done in a safe manner. The Council was not against the decorating of the water tower. Mr. Anhorn was informed that the council did budget the same cost for 2008 as in past years. A decision of whether or not to decorate the water tower in future has not been made. The Street and Lights Commissioner will now be in charge of the holiday decorations.

Mayor Kaiser presented 2008 City Appointments for council approval. It was the consensus of the council to change the zoning inspector to Amber Kniefel.

Motion by Corbin, seconded DeMars to accept the 2008 appointments with the change to the zoning inspector. Carried

Mayor Kaiser informed the council that employee reviews were completed for City Hall staff. Mayor Kaiser is recommending an increase of 3.0% for the City Clerk and an increase of 3.25% for the deputy clerk.

Discussion on wages and employee reviews.

Motion by Kaiser, seconded by Sexton to increase the City Clerk's wage by 3.0% and increase the Deputy Clerk's wage by 3.25%. Ayes: Corbin, Sexton, Thomas, Kaiser. Nyes: DeMars Motion Carried

Mayor Kaiser left the meeting and Acting Mayor Sexton took over the meeting

Planning and Zoning

Drew DeMars presented information from the public hearing that was held on December 17, 2007.

Discussion on the variance request and whether or not the state law would allow the variance because the property is being put to reasonable use without the variance.

Paul Borash was present to answer questions about the variance request. Mr. Borash waives the 60 day rule.

Motion by Thomas, seconded by DeMars to table the variance request and send the request back to Planning and Zoning for more information. Carried

City Engineer

Ben Bullert provided an update on the Ritchie Brothers Utility Extension. The project is passed the Nagels and Fabricated Woods. The crews are working on getting the drive-ways partially restored for the winter.

Seth Peterson provided an update on the wastewater treatment plant. There have been some changes with the piping and other issues. Bolton and Menk is working with the contractor to see if a change order will be necessary.

Motion by Corbin, seconded by DeMars to pay the seventh pay request. Carried

City Attorney

Mark Rahrack requested that the sign ordinance that was approved in 2002 be approved again so it can be published in the paper.

Motion by Sexton, seconded by Thomas to adopt the sign ordinance as presented. Carried

Motion by Sexton, seconded by Thomas to publish the summary for the water ordinance as presented. Carried

Mr. Rahrack also informed the council that now may be right time to complete ordinance codification. All of the ordinances have been typed into the computer and codification could be completed from that.

Water/Sewer

Motion by Thomas, seconded by DeMars to accept the water and sewer fees as presented. Carried

Motion by Thomas, seconded by Corbin to increase the water and sewer by 5%. Carried

The agreement for purchase of the Jetter Truck has been sent to Owatonna for their review.

Motion by Thomas, seconded by DeMars to send Rich Kucera to water school in March for a cost of \$167. Carried

Council member Thomas presented a quote for fencing around the water tower. The cost for the fence would be \$6,342.00. The council would like more bids before making a decision.

Street/Light

The Christmas lights looked fine.

Park

Motion by Sexton, seconded by DeMars to accept the park fees as presented. Carried

Liquor Store

Inventory was completed on January 1.

EDA

The winners for the second round of the Shop Medford Program were drawn. The winners were Jeannette Hasley, Ramona McGee, Lynda Rademacher, Judy Marik, Denise Rokke, Arlene Schmidt, Tiffany Thompson, and Mary Beth Schaufler

Discussion of the 2008 fees. It was the consensus of the council to add the erosion control fee to the fee schedule that was presented.

Motion by Thomas, seconded by Corbin to adopt the 2008 fee schedule as presented with addition of the erosion control fee. Carried

Discussion on the dependent coverage on health insurance.

Motion by Thomas, seconded by DeMars to pay 80/20 on all health insurance. Motion and seconded were withdrawn.

Motion by Thomas, seconded by DeMars to 80/20 on employee health insurance and 75/25 on dependent health insurance. Carried

A special meeting will be held on January 16 at 7:00 p.m. to continue discussion on the employee handbook.

Motion by Corbin, seconded by Thomas to adjourn at 8:35 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Meeting
January 16, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:01 p.m. All members were present. Others attending were Amber Kniefel, Dorian Cornelius, and Mark Rahrick.

The purpose of the meeting is to continue discussion on the employee handbook.

After the council reviews the handbook, a meeting will be scheduled to discuss the handbook with City staff.

Discussion on comprehensive time.

Parenting leave will be an unpaid leave and the employee will be responsible for the entire cost of the health insurance while on this leave.

Council members DeMars and Sexton will create a policy and chart for Paid Time Off instead of separate vacation and sick leave.

Any hours worked on a holiday will be paid 1.5 times the regular rate.

It was the consensus of the council not to have the employees turn over any jury duty pay.

The council would like to have a clothing allowance available for all employees. It was the consensus of the council to have a similar style and color shirt available for all employees.

Discussion of the on-call policy.

Motion by Corbin, seconded by Thomas to adjourn at 9:01 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
January 28, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending included Judy Wiersma, Mary Brandvold, Rick Hager, Seth Peterson, Paul Beiser, Paul Borash, Tim Finley, Dennis Burgess, John Anhorn, Pat Merritt, Mike Anderson, Amber Kniefel, Mark Rahrlick, Dave Maroney, and Ben Bullert.

Motion by Corbin, seconded by Thomas to approve the agenda as amended. Carried.
Motion by DeMars, seconded by Sexton to approve the minutes as corrected. Carried.
Motion by Sexton, seconded by Corbin to pay the city and liquor store bills. Carried.
Motion by DeMars, seconded by Sexton to accept the December 2007 check register. Carried.

Concerns from the public-none

John Anhorn presented information regarding the purchase of the shared driveway at his residence. Mr. Anhorn is requesting a letter stating compliance with the zoning requirements. Mark Rahrlick informed the council that the City ordinances do not allow for meets and bounds transfer but this is a unique situation. Discussion on whether or not the set backs on the other parcels that share the driveway would be affected and whether a hardship existed.

Motion by Corbin, seconded by Kaiser to deny the request. Carried.

Rick Hager, Medford Fire Chief, presented the annual report for the fire department.

Motion by Corbin, seconded by DeMars to accept the annual report. Carried.

Chief Hager also presented a request for the purchase of 20 pagers for the department for a cost of \$11,000.00.

Motion by Thomas, seconded by Corbin to approve the request as presented. Carried.

Chief Hager also extended an invitation to the Council to sit in on the interview board in April. Council member Thomas volunteered to sit on the interview board for the fire department.

The fire department will also be forming a committee to look at the future needs of the fire department and that committee will meet with the Council to discuss the needs of the department and city.

Tim Finley, Medford Civic Club President, presented the information on Straight River Days to be held on June 20-22. The Civic Club would like to have a carnival this year instead of a softball tournament. The proposed carnival should consist of ten rides on the ball field plus food stands and games.

Motion by DeMars, seconded by Corbin to accept the request for the carnival. Carried.

Mr. Finley asked if the food vendors in the park be allowed to operate under the Civic Club's food permit.

Motion by Thomas, seconded by Corbin to allow food vendors in the park to operate under the Civic Club's food permit. Carried.

Motion by Corbin, seconded by Thomas to grant a dance permit for the Civic Club. Carried.

Motion by Sexton, seconded by Corbin to grant a parade permit for the Civic Club. Carried.

Motion by DeMars, seconded by Corbin to grant a temporary liquor license for the Civic Club. Carried.

Planning and Zoning

Discussion on the Paul Borash variance request.

Motion by Corbin, seconded by Sexton to deny the variance request. Ayes: Corbin, Sexton, Kaiser. Nyes: DeMars, Thomas. Motion Carried

The Zoning Board has reviewed the zoning map and would like a meeting with the City Council to discuss changes to the current map.

Mayor Kaiser requested the zoning board to review the language in the proposed zoning ordinance requiring hard surfaces under boats, campers, etc.

Dennis Burgess, Medford Affiliate of the Owatonna Chamber, provided an update on the activities of the group. They will continue to be in contact with Council member Corbin regarding any projects.

City Engineer

Ben Bullert presented the first pay request for the Ritchie Brothers Utility Extension project for \$167,282.65. The contractors were able to complete the work in front of Nagels and Fabricated Woods in 2007.

Motion by Corbin, seconded by DeMars to approved the first pay request. Carried.

Mr. Bullert also presented the pay request for the storm sewer project for \$13,332.50.

Motion by Thomas, seconded by Corbin to approve the pay request as presented. Carried.

Seth Peterson presented an update on the wastewater treatment facility project. The contractors are getting ready to complete the switch over and will meet the April 30 deadline.

Motion by Corbin, seconded by DeMars to accept the eighth pay request. Carried.

City Attorney

Mark Rahrck and Dave Maroney presented information regarding the local sales tax and if the tax would apply to Ritchie Brothers. The tax would apply to anything that sales tax is paid on.

Motion by Thomas, seconded by Corbin to adopt the resolution for local sales tax with the following changes project costs of \$10,000,025, and a local sales tax of one-half of one percent for 20 years. Carried.

Mr. Maroney also presented information regarding the May 2006 compliance agreement with the Department of Health. Mr. Maroney along with Council member Thomas will continue to work with the Lazy U.

Water and Sewer

City Staff has been receiving some calls about disconnecting water at the curb stop. It was the consensus of the council to have the Deputy Clerk decide if the water can be disconnected.

Motion by Thomas, seconded by Corbin to set a disconnect fee of \$50.00. Carried

Motion by Thomas, seconded by DeMars to accept a quote of \$6,342.95 for fencing around the water tower. Carried.

Council member Thomas and Amber Kniefel will work with Mark Rahrck to develop a policy regarding exemption from the administrative fee for no meter reading.

Council member Thomas informed the council that one of the maintenance staff is out on worker's comp and will be providing City Hall with doctor's note regarding return to work. Niles-Weise Construction has a guy that can help with snow removal at a cost of \$50.00 per hour.

Council member Thomas will also help with weekends checks when needed.

Motion by Thomas, seconded by Corbin to send Rich Kucera to four wastewater classes at a cost of \$99.00 per class. Carried.

Street and Light

Motion by Corbin, seconded by DeMars to purchase a truck vibrator for the sand truck at a cost of \$890.00. Carried.

Council member Corbin is working with Bruce Bullert and Steele County to develop a seal coating program for the next seven years.

PB & J have been paid for water tower Christmas lights and Council member Corbin is researching companies that would be able to decorate the water tower.

Park and Pool

Electric work for the small pavilion will be completed this week.

Funds were received from Steele County for lighting on the volleyball courts. Council member Sexton is working on getting quotes to complete this project.

Liquor Store

Motion by DeMars, seconded by Thomas to accept the wage considerations for the liquor store as following: Craig O'Hearn 4.75%, Joe Bauer 3.00%, Kristi Jorgenson 19.00%, Cindy Malecha 7.00%, Wilma Mueller 2.00%, Mike Risser 3.00%, and Pamela Mueller 2.00%. Ayes: DeMars, Sexton, Thomas, Kaiser. Nyes: Corbin Motion Carried.

The smoking ban has affected business at the Liquor Store especially with the recent cold weather. There have been complaints of all the cigarette butts by the entrances of the Liquor Store.

Discussion on the Shop Medford program.

Motion by Corbin, seconded by DeMars to continue the Shop Medford Program. Carried.

Motion by Kaiser, seconded by DeMars to send Christiansen to the Minnesota Clerks and Finance Officers Association annual conference on March 11-14 in Alexandria. Carried.

Motion by Kaiser, seconded by Thomas to send Kniefel to the Minnesota Clerks and Finance Officers Association annual conference on March 11-14 in Alexandria if her schedule allows. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 9:07 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk