

Reminder – Shut off all  
pagers and cell phones

## City of Medford Regular Meeting Agenda\*

June 24, 2024, 7:00 PM



- I. Call to Order
- II. Pledge of Allegiance
- III. Concerns/Requests from the General Public and Organizations
- IV. Approval of Agenda
- V. Born Learning Trail
- VI. Approval of Consent Agenda *(All items listed are considered routine or non-controversial by the Council and will be approved by one motion. There will be no separate motion on these items unless a council member, city staff, or citizen so requests, in which case the item will be removed from the consent agenda and be considered in its normal sequence of the agenda. All items approved by majority vote unless noted.)*
  - A. Approval of Minutes
  - B. Approval of City and Liquor Store Bills
  - C. Approval of Check Register
- VII. Council Committees/Reports
  - A. Planning and Zoning Board – did not meet
  - B. EDA Board – did not meet
- VIII. Department Reports
  - A. Fire Department
  - B. City Attorney
  - C. City Engineer
    - i. 5<sup>th</sup> Avenue Apartments Update
    - ii. Tennis Court Update
  - D. Administration Department
    - i. Mayor
      - a. Zoning Board Member Recommendation
    - ii. City Administrator
      - a. Public Works/General Updates
      - b. Resolution 2024-14 A Resolution Committing the City of Medford to Match a Grant from the 2024-2026 Allied Radio Matrix for Emergency Response (ARMER) Equipment Grant Program
      - c. Straight River Days Recap
      - d. 2025 Levy Increase Discussion
- XIII. Next Meeting Dates
  - A. Special City Council Meeting – Monday, July 22, 2024, 6:00 p.m.
  - B. Regular City Council Meeting – Monday, July 22, 2024, 7:00 p.m.
- XIV. Adjournment



Medford Straight River Park

MEDFORD  
TENNIS COURTS

Medford City Park



United Way  
of Steele County

## Memorandum of Agreement for a Born Learning Trail in Medford, MN

### I. Purpose of the Agreement

This Memorandum of Agreement (MOA) sets out the terms by which the United Way of Steele County and The City of Medford will collaborate on a Born Learning Trail in Medford, MN. The intention of this agreement is to establish a Born Learning Trail in the Medford, MN park system, that will be open, free of charge, to the residents and visitors of Medford, MN, and will promote Early Childhood Literacy and Development.

### ii. Detailed Description of Roles and Responsibilities

#### Responsibilities of the United Way of Steele County

1. UWSC will contact 811 Dig to mark the trail prior to installation of the sign poles.
2. UWSC will purchase the Born Learning Trail system, in English and Spanish, including all supplies needed to erect a Born Learning Trail.
3. UWSC will maintain the Born Learning Trail, replacing signs and repainting activities on the asphalt as needed to ensure the integrity while the trail is erected.
4. UWSC and its partner agencies will collaborate with the City of Medford to promote the Born Learning Trail in Medford, MN.

#### Responsibilities of the City of Medford

1. The City of Medford will mow the grass around the trail signs as needed.
2. The City of Medford will plow the snow from the trail that the signs reside on as needed.
3. The City of Medford will notify UWSC if they notice that any repairs need to be made to the trail, i.e. painting, damaged signs, etc.

### III. Payment Schedule

UWSC covers all costs associated with erecting and maintaining a Born Learning Trail.

### IV. Signatures

\_\_\_\_\_  
Annette Duncan, President, United Way of Steele County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elizabeth Jackson  
City Administrator, City of Medford, MN

\_\_\_\_\_  
Date

Regular City Council Meeting  
May 20, 2024  
7:00 p.m.  
City Hall

Members present were Thomas, Merritt, Mueller, Winter, Sorensen.

Members absent were none.

City staff and consultants Elizabeth Jackson, Mark Rahrick, Brandon Theobald, Tom Harris, and Dennis Luebbe.

Others attending were Judy Bauer, Dyann Reinhard, Erin Sammon, Marvin Purrier, Annette Duncan, Stephanie Wannos and Marie Sexton.

Mayor Thomas called the meeting to order at 7:00 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public/Organizations – none.

Agenda – add United Way Born Learning Trail after Straight River Days. Add CSAH assessment questions under Mayor Report.

Motion by Mueller, seconded by Sorensen to approve the agenda as amended. All members voted aye for approval. Motion carried.

Erin Sammon – Straight River Days – motion by Mueller, seconded by Winter to approve the parade route. All members voted aye for approval. Motion carried.

United Way Born Learning Trail – a layout map and agreement will be brought to the next Council meeting.

Consent Agenda – agenda items are approved by one motion unless a council member requests separate action.

Approval of the April 22, 2024, regular council meeting minutes.

Approval of the April and May city and liquor store bills.

Approval of the April check register numbers E5139-E5200, 17543-17574, and 51876-51997.

Approval of the LMCIT liability coverage - Waiver form.

Motion by Mueller, seconded by Winter to approve the consent agenda as presented. All members voted aye for approval. Motion carried.

Zoning Board – Attorney Rahrick presented a memo. Motion by Merritt, seconded by Winter to have Attorney Rahrick draft a covenant agreement between the City of Medford and Marvin Purrier regarding parcel #s 16-008-2020 and 16-017-1101. All members voted aye for approval. Motion carried.

EDA Board – Council member Mueller gave update on the last EDA Meeting.

Fire Department – none.

City Attorney –

Park Endowment Fund Bylaws – motion by Sorensen, seconded by Winter to authorize the use of the Park Endowment Interest to pay Attorney Rahrick to try to get the bylaws reversed. All members voted aye for approval. Motion carried.

Ordinance 2024-05 An Ordinance Amending Section 4.33 of the Medford City Code Regulating Performance Standards – motion by Merritt, seconded by Mueller to approve Ordinance 2024-05. All members voted aye for approval. Motion carried.

Ordinance 2024-03 An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code – motion by Muller, seconded by Merritt to approve Ordinance 2024-03. All members voted aye for approval. Motion carried.

Resolution 2024-08 A Resolution Approving Publication by Title and Summary – motion by Mueller, seconded by Winter to approve Resolution 2024-08. All members voted aye for approval. Motion carried.

City Engineer –

2024 Street Patching – 2024-13 A Resolution Awarding and Approving 2024 Street Patching Quote Bid to Seykora Asphalt– motion by Winter, seconded by Sorensen to approve Resolution 2024-13. All members voted aye for approval. Motion carried.

5<sup>th</sup> Avenue Apartments Update – Engineer Theobald stated he was continuing to work with the Nelson Development on the issues with the apartments.

2023 Street Project Updates – Engineer Theobald is working with the 2023 Street Project contractor to address the issues with the project.

Tennis Courts – Engineer Theobald is working with Seykora Asphalt and other contractors on a repair or replacement plan for the tennis courts.

Mayor –

CSAH 12 – Mayor Thomas had some questions regarding the assessment process for the street project.

City Administrator –

Public Works/General Update – Administrator Jackson presented a memo.

Metronet Settlement Agreement – motion by Winter, seconded by Sorensen to approve the Metronet Settlement Agreement. All members voted aye for approval. Motion carried.

Temporary Extension of Premises – Liquor Store Parking Lot – motion by Mueller, seconded by Winter to approve the Temporary Extension of Premises. All members voted aye for approval. Motion carried.

Temporary Extension of Premises – Patio Area between Liquor Store and Old Fire Hall – motion by Merritt, seconded by Winter to approve the Temporary Extension of Premises. All members voted for approval. Motion carried.

Temporary Extension of Premises – Straight River Days Street Dance – motion by Sorensen, seconded by Mueller to approve the Temporary Extension of Premises. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 8:07. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, June 24, 2024, 7:00 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

## CITY OF MEDFORD BILLS FOR MAY 2024

		<u>Paid</u>	<u>Unpaid</u>
Abdo	audit	\$1,000.00	
Ace Industrial	pool shack modifications	\$2,089.58	
American Red Cross	LTS	\$300.00	
Ancom	fire dept	\$155.00	
Automatic Systems	water plant repairs	\$3,364.00	
Alex Air	fire dept	\$932.44	
Anhorn's Gas & Tire	public works	\$347.10	
Anhorn's Gas & Tire	fire dept	\$492.47	
Bachmans	park trees	\$1,027.20	
Ballstadt Enterprises	weed control	\$2,978.52	
Ben Maas	fire dept	\$25.00	
Amazon	office supplies/pool/public works	\$857.23	
Block Plumbing	pool bathrooms	\$1,202.91	
B & B Pumping & Portables, Inc	handicap portable toilet	\$160.00	
Delta Dental	insurance	\$273.16	
CCS	call service	\$105.05	
Cintas	public works	\$599.17	
Centerpoint		\$734.46	
Craig Helgeson	fire dept	\$130.28	
City of Owatonna	fire dept	\$1,700.00	
Dalco	public works	\$155.14	
Colonial Life		\$113.64	
Culligan		\$115.42	
Elizabeth Jackson	office supply reimbursement	\$150.24	
Fastenal	public works	\$24.90	
Flom Disposal	garbage	\$327.30	
Gopher State One	locates	\$45.90	
Google	emails	\$96.96	
Hagen Excavation	catch basin repairs	\$3,450.00	
Hawkins	chemical	\$4,669.83	
Jaguar Communications	phone/internet	\$712.91	
Imperial Dade	public works	\$353.68	
IFACS	public works	\$0.33	
Innovative	office supplies	\$68.19	
Lowe's	public works	\$365.59	
Blue Cross	health insurance	\$6,932.39	
MacQueen Emergency	fire dept	\$885.00	
Marvin Purrier Concrete	sidewalk repair	\$3,000.00	
Marathon Tech	computer support	\$3,204.76	
Metro Sales	copier	\$122.07	
Midwest Machinery	lawn mower service	\$699.69	
Mike Prondzinski	fire dept	\$86.54	
Menards	pool	\$80.48	
Minnesota Dept of Health	connection fees	\$1,215.00	
Nagel Sod	dirt, grass seed	\$244.82	
Napa Auto	fire dept	\$2,050.84	
Owatonna Peoples Press	publications	\$683.05	
Owatonna Heating	mini split repair	\$310.00	
Northland Farm Systems	public works	\$301.55	
Postmaster	postage	\$280.00	
R & K	water plant repairs	\$3,439.06	
Fleet Farm	flowers	\$211.35	
Seykora Striping	curb striping	\$763.80	
Sherwin Williams	paint	\$648.58	

LIQUOR STORE BILLS FOR MAY 2024

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Imperial Dade	\$31.85	
Amazon	\$268.84	
Centerpoint	\$122.97	
Angie Bohlman	\$50.00	
City Laundering Co	\$1,045.40	
Culligan	\$39.82	
Jenny Amberg	\$100.00	
Huber	\$309.28	
Pryes Brewing	\$66.50	
Faribo Air	\$210.00	
Mohs Contracting	\$3,748.00	
Minnesota Dept of Revenue		
Erica Johnson	\$450.00	
Paige Butterfield	\$150.00	
Nola Olson	\$1,350.00	
Dr Fresh Tap	\$65.00	
Southern MN Glazers	\$159.03	
Shamrock	625.60	
Townsquare Media	\$296.00	
Sams Club	\$103.76	
Shari Stromme	\$1,150.00	
Star Music	\$253.25	
Steele Waseca	591.62	
Waste Management	\$548.06	
Walmart	\$101.98	
Total	\$11,734.98	\$0.00
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$792.75	
Hermel Wholesale	\$3,331.72	
Pepsi		
Total	\$4,124.47	\$0.00
 <u>BEER</u>		
College City Beverage	\$17,618.80	
Northern Beverage	\$2,993.27	
Locher Bros Inc	\$3,159.00	
Total	\$23,771.07	\$0.00
TOTAL	\$39,630.52	\$0.00

Approved by City Council on Monday, June 24, 2024

\_\_\_\_\_  
Elizabeth Jackson, City Clerk

\_\_\_\_\_  
Danny Thomas, Mayor



LIQUOR STORE BILLS FOR JUNE 2024

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Al Martin Canopies		<u>\$2,900.00</u>
Bussler Publishing		\$69.00
A+ Services		
Centerpoint		
So MN Glazers		\$275.80
Amazon		
Firehouse Liquor		
Kwik		
Jenny Amberg		\$50.00
Culligan		\$39.82
City Laundering		261.35
Holiday Stores		
Hillyard		
Huber Supply		\$91.11
Hy Vee		
Dr Fresh Tap		\$65.00
Minnesota Dept of Revenue		
So River Rentals		600.00
Townsquare Media		\$10.04
Pyres Brewing		\$66.50
Shamrock Group		\$423.60
Star Sports		\$475.00
Plunketts		\$119.02
Steele Waseca		
Walmart		
Flom Disposal		\$480.00
	<u>Total</u>	<u>\$0.00</u> <u>\$3,026.24</u>
<u>FOOD</u>		
Kline Distributing		
Heggies Pizza		\$152.35
Hermel Wholesale		\$1,742.75
Pepsi		
	<u>Total</u>	<u>\$0.00</u> <u>\$1,895.10</u>
<u>BEER</u>		
College City Beverage		\$9,084.62
Northern Beverage		\$2,277.80
Locher Bros Inc		\$1,425.85
	<u>Total</u>	<u>\$0.00</u> <u>\$12,788.27</u>
	<u>TOTAL</u>	<u>\$0.00</u> <u>\$17,709.61</u>

Approved by City Council on Monday, June 24, 2024

\_\_\_\_\_  
Elizabeth Jackson, City Clerk

\_\_\_\_\_  
Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR JUNE 2024

Advanced First Aid	AED Pads	\$567.00
Amazon	pool, city	
Ancom	fire dept	
Automatic Systems	water plant	\$676.25
Anhorn's Gas & Tire	public works	\$531.61
Anhorn's Gas & Tire	fire dept	
B&B	handicap toilet	\$160.00
Batteries Plus	fire dept	\$52.67
Bergerson Caswell	well house repairs	\$35,401.00
CCS	call service	\$128.24
CFS	roundup	\$130.73
Centerpoint		
Core & Main	meter gaskets, curb stop wrench	\$199.01
Culligan		\$115.42
D & D	tree removal	\$825.00
Delta Dental	insurance	\$273.16
Flom Disposal	SRD bathrooms	
Fleet Farm	mulch	
Further	administrative fees	
Gopher State One-Call	locates	\$45.90
Hach	testing supplies	\$400.43
Hawkins	chemical	\$4,352.07
Hermel	pool candy/ice cream	
Jaguar Communications	phone/internet	\$699.81
Metro Sales	copier	
Nagel Sod	dirt	
Blue Cross	health insurance	\$5,877.85
Menards	pool candy	
Minnesota Dept of Revenue	sales tax	
Minnesota Fire Service	firefighter certs	
Owatonna Peoples Press	publications	\$1,028.70
Postmaster	stamps	
Prime Garage Door	shop door	\$1,850.00
Phil Heim	vets memorial	\$25.00
R & K	water tower, pool	\$1,644.78
Redcross	swimming lessons	
Rekon	computer support	
SASCS	fire dept	\$2,000.00
Schaefer Lettering	vets memorial	\$300.00
Sherwin Williams	paint	\$29.99
Steele County Info	EDA Sign	\$400.00
Steele Waseca		
US Bank	city hall copy machine	
UPS	samples	
Utility Consultants	testing	
Verizon Wireless	cell phones/IPAD	\$215.13
Wal Mart	pool candy, parade	
WHKS	engineering fees	
	Total	\$0.00 \$57,929.75

Approved by City Council on Monday, June 24, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

Checks for Month

10100 Cash  
 Since MAY 2024  
 Begin Balance (\$447,834.81)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
005172E	FURTHER	5/14/2024	\$45.00	5-10-24hsa		-\$447,879.81
005173E	EFTPS	5/14/2024	\$2,607.33	5-10-24fed	Withholding	-\$450,487.14
005174E	STATE OF MINNESOTA	5/14/2024	\$451.78	5-10-24fed		-\$450,938.92
005175E	PUBLIC EMPLOYEES RETIR	5/14/2024	\$1,871.53	5-10-24fed		-\$452,810.45
005202E	FURTHER	5/29/2024	\$45.00	5-24-24hsa		-\$452,855.45
005203E	EFTPS	5/29/2024	\$2,501.12	5-24-24fed	Withholding	-\$455,356.57
005204E	STATE OF MINNESOTA	5/29/2024	\$434.78	5-24-24fed		-\$455,791.35
005205E	PUBLIC EMPLOYEES RETIR	5/29/2024	\$1,796.61	5-24-24fed		-\$457,587.96
005210E	INTERNET PURCHASES	6/20/2024	\$96.96	5-1-24google	emails	-\$457,684.92
005211E	POSTMASTER	6/20/2024	\$280.00	5-2-24post		-\$457,964.92
005212E	WALMART COMMUNITY/GE	6/20/2024	\$34.36	5-2-24wm	muni	-\$457,999.28
005213E	KIBBLE EQUIPMENT	6/20/2024	\$9.21	5-3-21kibble	public works	-\$458,008.49
005214E	WALMART COMMUNITY/GE	6/20/2024	\$6.00	5-6-24wm		-\$458,014.49
005215E	AMAZON.COM	6/20/2024	\$55.94	5-6-24amazon	muni	-\$458,070.43
005216E	AMAZON.COM	6/20/2024	\$149.42	5-6-24am2	public works	-\$458,219.85
005217E	CASH	6/20/2024	\$1,027.20	5-8-24bachmans	Bachmans	-\$459,247.05
005218E	UPS	6/20/2024	\$61.46	5-9-24ups	samples	-\$459,308.51
005219E	SAM'S CLUB	6/20/2024	\$103.76	5-9-24sams	muni	-\$459,412.27
005220E	AMAZON.COM	6/20/2024	\$9.99	5-13-24am	muni	-\$459,422.26
005221E	WALMART COMMUNITY/GE	6/20/2024	\$38.09	5-13-24wm	muni	-\$459,460.35
005222E	AMAZON.COM	6/20/2024	\$114.99	5-13-24am2	muni cameras	-\$459,575.34
005223E	AMAZON.COM	6/20/2024	\$114.99	5-13-24am3	pool cameras	-\$459,690.33
005224E	AMAZON.COM	6/20/2024	\$16.17	5-15-24am	prime city	-\$459,706.50
005225E	AMAZON.COM	6/20/2024	\$9.99	5-16-24am	prime muni	-\$459,716.49
005226E	MENARDS	6/20/2024	\$80.48	5-16-24menards	pool	-\$459,796.97
005227E	AMAZON.COM	6/20/2024	\$89.88	5-16-24am2	pool weights	-\$459,886.85
005228E	AMAZON.COM	6/20/2024	\$50.94	5-17-24am	muni bottle pourers	-\$459,937.79
005229E	AMAZON.COM	6/20/2024	\$36.98	5-20-24am	muni glasses	-\$459,974.77
005230E	AMAZON.COM	6/20/2024	\$265.95	5-20-21am2		-\$460,240.72
005231E	AMAZON.COM	6/20/2024	\$193.99	5-21-24am	pool time clock	-\$460,434.71
005232E	AMERICAN RED CROSS	6/20/2024	\$300.00	5-22-24red	LTS	-\$460,734.71
005233E	LOWES	6/20/2024	\$42.86	5-24-24lowes	pool	-\$460,777.57
005234E	WALMART COMMUNITY/GE	6/20/2024	\$97.24	5-24-24wm		-\$460,874.81
005235E	FLEET FARM	6/20/2024	\$211.35	5-24-24fleet	park flowers	-\$461,086.16
005236E	AMAZON.COM	6/20/2024	\$43.00	5-28-24am	public works	-\$461,129.16
005237E	WALMART COMMUNITY/GE	6/20/2024	\$10.38	5-29-24wm		-\$461,139.54
005238E	WALMART COMMUNITY/GE	6/20/2024	\$13.15	5-31-24em		-\$461,152.69
	Deposits	\$0.00				
	Checks	-\$13,317.88		-\$13,317.88		

FILTER: ((([Act Year]='2024' and [period] in (5)))) and ((([EFT])) and [Cash Act]='10100')

Checks for Month

10100 Cash

Since MAY 2024

Begin Balance (\$447,834.81)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
051998	CASH	5/2/2024	\$5,000.00	5-2-24atm	atm	-\$452,834.81
051999	CASH	5/2/2024	\$5,000.00	5-2-24atm2	atm	-\$457,834.81
052002	ANGELA BOHLMAN	5/13/2024	\$50.00	5-13-24 bills	cleaning	-\$457,884.81
052003	ANHORNS GAS & TIRE	5/13/2024	\$347.10	5-13-24 bills	public works	-\$458,231.91
052004	AUTOMATIC SYSTEMS CO.	5/13/2024	\$289.00	5-13-24 bills	water plant repairs	-\$458,520.91
052005	BALLSTADT ENTERPRISES	5/13/2024	\$1,035.60	5-13-24 bills	weed control	-\$459,556.51
052006	CINTAS	5/13/2024	\$599.17	5-13-24 bills	public works	-\$460,155.68
052007	CITY LAUNDERING CO	5/13/2024	\$522.70	5-13-24 bills		-\$460,678.38
052008	COLLEGE CITY BEVERAGE,	5/13/2024	\$8,581.61	5-13-24 bills	Beer	-\$469,259.99
052009	COLONIAL LIFE	5/13/2024	\$56.82	5-13-24 bills		-\$469,316.81
052010	CULLIGAN WATER CONDITI	5/13/2024	\$155.24	5-13-24 bills	water softner	-\$469,472.05
052011	DAHLHEIMER BEVERAGE LL	5/13/2024	\$1,849.90	5-13-24 bills		-\$471,321.95
052012	DALCO	5/13/2024	\$155.14	5-13-24 bills	public works	-\$471,477.09
052013	ELIZABETH JACKSON	5/13/2024	\$150.24	5-13-24 bills	Adobe reimbursement	-\$471,627.33
052014	ERICA JOHNSON	5/13/2024	\$250.00	5-13-24 bills	cleaning	-\$471,877.33
052015	FARIBO AIR CONDITIONING	5/13/2024	\$210.00	5-13-24 bills	muni walk in cooler	-\$472,087.33
052016	FASTENAL COMPANY	5/13/2024	\$24.90	5-13-24 bills	public works	-\$472,112.23
052017	FLOM DISPOSAL SERVICE	5/13/2024	\$163.65	5-13-24 bills		-\$472,275.88
052018	GOPHER STATE ONE-CALL	5/13/2024	\$45.90	5-13-24 bills	locates	-\$472,321.78
052019	HAWKINS	5/13/2024	\$507.80	5-13-24 bills	chemical	-\$472,829.58
052020	HEGGIES PIZZA	5/13/2024	\$518.85	5-13-24 bills		-\$473,348.43
052021	HERMEL WHOLESALE	5/13/2024	\$1,428.02	5-13-24 bills		-\$474,776.45
052022	HUBER SUPPLY CO., INC	5/13/2024	\$244.28	5-13-24 bills	muni	-\$475,020.73
052023	IFACS	5/13/2024	\$0.33	5-13-24 bills	public works	-\$475,021.06
052024	imperial dade	5/13/2024	\$31.85	5-13-24 bills		-\$475,052.91
052025	JENNIFER AMBERG	5/13/2024	\$50.00	5-13-24 bills	cleaning	-\$475,102.91
052026	MARATHON TECH CO	5/13/2024	\$2,843.58	5-13-24 bills	computer support	-\$477,946.49
052027	MARVIN PURRIER CONCRET	5/13/2024	\$3,000.00	5-13-24 bills		-\$480,946.49
052028	NAGELS SOD	5/13/2024	\$167.51	5-13-24 bills	public works	-\$481,114.00
052029	NOLA OLSON	5/13/2024	\$650.00	5-13-24 bills	cleaning	-\$481,764.00
052030	NORTHERN BEVERAGE DIS	5/13/2024	\$1,837.52	5-13-24 bills		-\$483,601.52
052031	NORTHLAND FARM SYSTEM	5/13/2024	\$301.55	5-13-24 bills	public works	-\$483,903.07
052032	OWATONNA PEOPLE S PRE	5/13/2024	\$683.05	5-13-24 bills	publications	-\$484,586.12
052033	PAIGE BUTTERFIELD	5/13/2024	\$150.00	5-13-24 bills	cleaning	-\$484,736.12
052034	PRYES BREWING CO	5/13/2024	\$66.50	5-13-24 bills		-\$484,802.62
052035	R & K ELECTRIC INC	5/13/2024	\$2,339.06	5-13-24 bills		-\$487,141.68
052036	SHAMROCK GROUP	5/13/2024	\$258.60	5-13-24 bills	muni	-\$487,400.28
052037	SHARI STROMME	5/13/2024	\$500.00	5-13-24 bills	cleaning	-\$487,900.28
052038	SHERWIN WILLIAMS CO	5/13/2024	\$592.58	5-13-24 bills	PAINT	-\$488,492.86
052039	STAR MUSIC, INC	5/13/2024	\$253.25	5-13-24 bills		-\$488,746.11
052040	STEELE COUNTY INFORMAT	5/13/2024	\$400.00	5-13-24 bills	EDA sign	-\$489,146.11
052041	steve james excavating	5/13/2024	\$1,374.00	5-13-24 bills	water main	-\$490,520.11
052042	TOWNSQUARE MEDIA FARI	5/13/2024	\$296.00	5-13-24 bills	muni	-\$490,816.11
052043	UTILITY CONSULTANTS	5/13/2024	\$1,063.13	5-13-24 bills	testing	-\$491,879.24
052044	VAN IWAARDEN ASSOCIATE	5/13/2024	\$1,000.00	5-13-24 bills	fire dept	-\$492,879.24
052045	VERIZON WIRELESS	5/13/2024	\$215.13	5-13-24 bills	cell phones	-\$493,094.37
052046	VESSCO, INC	5/13/2024	\$700.00	5-13-24 bills	water plant	-\$493,794.37
052047	WASTE MANAGEMENT	5/13/2024	\$548.06	5-13-24 bills	muni garbage disposal	-\$494,342.43
052048	WIGHAM TRUCKING & EXCA	5/13/2024	\$2,625.00	5-13-24 bills	spring street sweeping	-\$496,967.43
	Deposits	\$0.00				
	Checks		-\$49,132.62			

FILTER: ((([Act Year]='2024' and [period] in (5)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY????????')) and [Cash Act]='10100')

Checks for Month

10100 Cash  
 Since MAY 2024  
 Begin Balance (\$447,834.81)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
017575	Amberg, Jennifer	5/10/2024	\$214.59	PAY20240210.00		-\$448,049.40
017576	Bohlman, Angela	5/10/2024	\$786.88	PAY20240210.00		-\$448,836.28
017577	Butterfield, Paige	5/10/2024	\$186.07	PAY20240210.00		-\$449,022.35
017578	Conway, Kathleen	5/10/2024	\$349.04	PAY20240210.00		-\$449,371.39
017579	Evans, Andy	5/10/2024	\$446.68	PAY20240210.00		-\$449,818.07
017580	Fischer, Andrew	5/10/2024	\$566.20	PAY20240210.00		-\$450,384.27
017581	Heinrichs, Mathias	5/10/2024	\$1,729.88	PAY20240210.00		-\$452,114.15
017582	Jackson, Elizabeth	5/10/2024	\$3,018.76	PAY20240210.00		-\$455,132.91
017583	Johnson, Erica	5/10/2024	\$388.95	PAY20240210.00		-\$455,521.86
017584	Krogh, James	5/10/2024	\$1,909.87	PAY20240210.00		-\$457,431.73
017585	Olson, Nola	5/10/2024	\$483.06	PAY20240210.00		-\$457,914.79
017586	Will, Richard W	5/10/2024	\$255.82	PAY20240210.00		-\$458,170.61
017587	Helgeson, Craig H	5/16/2024	\$115.44	PAY20240305.00		-\$458,286.05
017588	Merritt, Chad W	5/16/2024	\$207.79	PAY20240305.00		-\$458,493.84
017589	Mueller, Amanda	5/16/2024	\$207.79	PAY20240305.00		-\$458,701.63
017590	Sorensen, Nicholas	5/16/2024	\$207.79	PAY20240305.00		-\$458,909.42
017591	Thomas, Danny	5/16/2024	\$277.05	PAY20240305.00		-\$459,186.47
017592	Winter, Jason	5/16/2024	\$207.79	PAY20240305.00		-\$459,394.26
017593	Amberg, Jennifer	5/24/2024	\$73.74	PAY20240211.00		-\$459,468.00
017594	Bohlman, Angela	5/24/2024	\$808.55	PAY20240211.00		-\$460,276.55
017595	Butterfield, Paige	5/24/2024	\$368.34	PAY20240211.00		-\$460,644.89
017596	Conway, Kathleen	5/24/2024	\$306.74	PAY20240211.00		-\$460,951.63
017597	Evans, Andy	5/24/2024	\$584.10	PAY20240211.00		-\$461,535.73
017598	Fischer, Andrew	5/24/2024	\$566.20	PAY20240211.00		-\$462,101.93
017599	Heinrichs, Mathias	5/24/2024	\$1,672.38	PAY20240211.00		-\$463,774.31
017600	Jackson, Elizabeth	5/24/2024	\$3,018.76	PAY20240211.00		-\$466,793.07
017601	Johnson, Erica	5/24/2024	\$195.82	PAY20240211.00		-\$466,988.89
017602	Krogh, James	5/24/2024	\$1,711.91	PAY20240211.00		-\$468,700.80
017603	Olson, Nola	5/24/2024	\$323.85	PAY20240211.00		-\$469,024.65
017604	Ulrich, Holly	5/24/2024	\$55.31	PAY20240211.00		-\$469,079.96
017605	Will, Richard W	5/24/2024	\$232.02	PAY20240211.00		-\$469,311.98
	Deposits	\$0.00				
	Checks	-\$21,477.17	-\$21,477.17			

FILTER: ((([Act Year]='2024' and [period] in (5))) and ((([Source] like 'PAY?????????.???')) and [Cash Act]='10100'

**cityclerk@medfordminnesota.com**

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**From:** dynamicelectric@qwestoffice.net  
**Sent:** Monday, June 17, 2024 6:09 AM  
**To:** 'Brandon Theobald'  
**Cc:** 'Cory Felderman'; mark@owatonna.com; 'Danny Thomas'; cityclerk@medfordminnesota.com; 'Jamey Krogh'  
**Subject:** RE: 5th Ave Apartments - Punch list

Brandon,  
The sidewalk and sod is completed ,  
all construction debris has been removed  
The hand holes have been installed  
The silt fence has been removed  
Grass is established  
Parking lot is striped and handicap signs are installed  
all gutters are installed  
dog run fence is completed  
the as-built drawing was turned in by RAW and I Paid Bolten -Menk for inspection of project  
is there a color of hydrant flag color, not on plan or any in town

the black dirt pile to south will be removed it is in the construction of next building pad

we have a Conex box left on site , this has all the garage doors for next garages

I will go check the hydrant stop boxes for height .

Thank you

**From:** Brandon Theobald <BTheobald@Whks.com>  
**Sent:** Friday, June 14, 2024 4:14 PM  
**To:** dynamicelectric@qwestoffice.net  
**Cc:** Cory Felderman <CFelderman@Whks.com>; mark@owatonna.com; Danny Thomas (danny.thomas@medfordminnesota.com) <danny.thomas@medfordminnesota.com>; cityclerk@medfordminnesota.com; Jamey Krogh (pwd@medfordminnesota.com) <pwd@medfordminnesota.com>  
**Subject:** RE: 5th Ave Apartments - Punch list

Todd,

Can you provide an update and schedule on getting these items completed.

Thanks,

Brandon Theobald, P.E. | Associate  
Voice: 507.288.3923 | [www.whks.com](http://www.whks.com)

**whks**



**cityclerk@medfordminnesota.com**

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**From:** Chad Langeslag <hilltopangus71@gmail.com>  
**Sent:** Tuesday, May 28, 2024 11:39 AM  
**To:** Beth Jackson  
**Subject:** Zoning Board Resignation

City Administrator Jackson,  
As of today, 5.28.24, I am resigning from my position as Planning and Zoning board member.  
I have enjoyed my time on this board and thank you for the opportunity to be part of this committee.

Thank you.  
Chad Langeslag  
Sent from my iPhone

TO: Council

FROM: Elizabeth Jackson  
City Administrator

DATE: June 2024

RE: City Financial Report/Public Works and General Updates

Public Works Updates:

Pool Start Up  
Park Repairs  
Mowing/Trimming  
Daily Rounds  
Straight River Days  
Playground Equipment Repairs

City Updates:

2024 Straight River Days  
2024 Pool employee orientation  
Muni Promotions Planning  
Beginning 2025 Budget Preparations  
Code Enforcement Letters  
Swimming Lesson Registration  
June Reports – CCR report  
Veterans Meeting/Memorial Issues  
Waste Management removed from Liquor Store



**RESOLUTION 2024 – 14**

**A RESOLUTION COMMITTING THE CITY OF MEDFORD TO MATCH A GRANT FROM THE 2024-2026 ALLIED RADIO MATRIX FOR EMERGENCY RESPONSE (ARMER) EQUIPMENT GRANT PROGRAM**

**WHEREAS**, the Medford Fire Department is applying for a grant to purchase new radios through the 2024-2026 Allied Radio Matrix for Emergency Response (ARMER) Equipment Grant Program; and

**WHEREAS**, the fire department anticipates that its grant application will seek funds to completely replace its existing radios; and

**WHEREAS**, the anticipated cost to completely replace the fire department’s radios may be up to \$200,000; and

**WHEREAS**, the ARMER Equipment Grant Program requires that the grant applicant provide a five percent (5%) match, and show that it has the funds available or that the city will commit to the 5% match;

**NOW, THEREFORE, BE IT RESOLVED**, by the Medford City Council:

1. The Medford City Council hereby commits to match five percent (5%) of any grant funds received through the ARMER Equipment Grant Program, up to a total grant award of \$200,000.

Passed and adopted on this 24<sup>th</sup> day of June, 2024, with the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_  
DANNY THOMAS  
MAYOR

ATTEST:

\_\_\_\_\_  
ELIZABETH JACKSON  
CITY CLERK

TO: Council

FROM: Elizabeth Jackson  
City Administrator

DATE: June 2024

RE: Straight River Days Recap

Background:

Straight River Days was a success! Gate sales at the Medford Liquor Store was 296 people (\$2960). The bar sales were \$11,487.23 for Saturday. Considering the weather on Saturday this was a good turnout.

A huge thank you goes out to all City Staff and the entire Civic Club for another great Straight River Days weekend.

TO: Council

FROM: Elizabeth Jackson  
City Administrator

DATE: June 24, 2024

RE: Proposed Levy Increase

Background:

I recommend Council consider a levy increase of no less than 5%. The preliminary levy can only be lowered once it is approved and sent to the County.

I will not have the updated renewal amounts for employee health insurance or any of the City's property/casualty or workers compensation insurance until after the preliminary levy has been set.

Levy Increase Comparison

	<u>2024 Levy</u>	<u>4% Increase</u>	<u>5% Increase</u>	<u>6% Increase</u>	<u>7% Increase</u>	<u>8% Increase</u>	<u>9% Increase</u>
General Fund	\$ 613,772.00	\$ 630,171.00	\$ 637,809.00	\$ 645,447.00	\$ 653,085.00	\$ 660,723.00	\$ 668,361.00
Fire Relief	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00
2014 Central Ave	\$ 19,250.00	\$ 19,250.00	\$ 19,250.00	\$ 19,250.00	\$ 19,250.00	\$ 19,250.00	\$ 19,250.00
2021 Main Street	\$ 91,132.00	\$ 92,000.00	\$ 92,000.00	\$ 92,000.00	\$ 92,000.00	\$ 92,000.00	\$ 92,000.00
2018 Street Project	\$ 17,143.00	\$ 17,143.00	\$ 17,143.00	\$ 17,143.00	\$ 17,143.00	\$ 17,143.00	\$ 17,143.00
EDA	\$ -	\$ 13,285.00	\$ 13,285.00	\$ 13,285.00	\$ 13,285.00	\$ 13,285.00	\$ 13,285.00
Total	\$ 763,797.00	\$ 794,349.00	\$ 801,987.00	\$ 809,625.00	\$ 817,263.00	\$ 824,901.00	\$ 832,539.00