

Regular Council Meeting
August 28, 2023
7:00 p.m.
City Hall

Members present were Thomas, Merritt, Mueller, Helgeson, and Sorensen.

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrick, Brandon Theobald, and Chad Langeslag.

Others attending were Jason Winter, Bernie LaCanne, John Anhorn, Marie Sexton, Kay Fate, Josh Ihlenfeld, Scott Limberg, and Kris Maas.

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

Pledge of Allegiance.

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

Agenda – motion by Mueller, seconded by Sorensen to approve the agenda as presented. All members voted aye for approval. Motion carried.

Approval of 2024 Preliminary Budget – motion by Mueller, seconded by Sorensen to approve the 2024 preliminary budget. All members voted aye for approval. Motion carried.

Resolution 2023-13 Resolution Adopting 2024 Preliminary Tax Levy – motion by Helgeson, seconded by Mueller to approve Resolution 2023-13. All members voted aye for approval. Motion carried.

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

Approval of the July 24, 2023 special and regular council meeting minutes.

Approval of the July and August city and liquor store bills.

Approval of the July check register numbers E4834-E4913, 17153-17204, and 51125-51201.

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

Planning & Zoning –

Ordinance 2023-05 An Ordinance Amending Chapter 4 of the Medford City Code Governing Parcels in Excess of 10 acres – motion by Mueller, seconded by Helgeson to approve Ordinance 2023-05. All members voted aye for approval. Motion carried.

Resolution 2023-12 A Resolution Approving the Publication of Ordinance by Title and Summary – motion by Mueller, seconded by Merritt to approve Resolution 2023-12. All members voted aye for approval. Motion carried.

EDA Report – Council member Mueller presented the EDA minutes from the last meeting.

City Engineer –

Lazy U Sewer Connection – Engineer Theobald presented an Escrow Agreement between the City of Medford and the Lazy U. Motion by Thomas, seconded by Helgeson to sign the Escrow Agreement if the Lazy U agrees and sign the agreement. All members voted aye for approval. Motion carried.

Nelson Development – Engineer Theobald presented an email from the MPCA as to what they required of the Nelson Development to be brought into compliance.

Steele Waseca Substation Request – Engineer Theobald and Administrator Jackson are to reach out to Steele Waseca to determine exactly what piece of land they want for the substation.

WWTP Connection Update – Engineer Theobald stated the engineering contract would be presented for Council approval at the September Council meeting.

Liquor Store Manager –

Administrator Jackson presented a memo recommending the hiring of three part time bartenders each at \$12.09/hour. Administrator Jackson and Manager Heinrichs recommended Council hire Jennifer Amberg, Naomi Sanow, and Brian Louks effective September 1, 2023. Motion by Merritt, seconded by Mueller to approve the hiring of the three bartenders. All members voted aye for approval. Motion carried.

City Attorney –

Ordinance 2023-07 An Ordinance Amending Chapter 3.15 of the Medford City Code Governing Private Water and Sewer Systems – Administrator Jackson will post the Ordinance 2023-07 for 10 days in Medford City Hall. Council will vote on the Ordinance 2023-07 at the September Council meeting.

Ordinance 2023-08 An Ordinance Creating Section 11.30 of the Medford City Code Regulating Use of Cannabis on Public Property – tabled until the September Council meeting.

Mayor –

Mayor Thomas recognized Senator Jasinski for all the work he did helping the City of Medford with obtaining bond funds from the State of Minnesota for the WWTP Connection.

City Administrator –

Jones Greenspace Request for Proposals – motion by Helgeson, seconded by Mueller to advertise the Jones Greenspace request for proposals with a closing date of September 15, 2023. Thomas voted aye, Mueller voted aye, Helgeson voted aye, Sorensen voted aye, Merritt voted nay. Motion carried.

Cintas Proposal – Administrator Jackson presented a memo. Cintas will provide uniforms for the public works staff beginning January 1, 2024.

Central Park Pavilion Roof – Administrator Jackson presented two quotes. Administrator Jackson stated the Central Park Pavilion Roof would be replaced Piepho Roofing for the cost of \$2084.77.

Public Works/City General Updates – Administrator Jackson presented a memo.

John Deer Quote – tabled until the September Council meeting.

Public Works Hours – Administrator Jackson presented a memo. Administrator Jackson stated public works hours would be Monday-Thursday from 6am – 3pm and Friday from 6am – noon. Administrator Jackson will update Council at the September Council meeting about how the new hours are going.

Ash Tree Removal Quotes – Administrator Jackson stated Ellingson Tree Service would be removing the dead Ash trees at Straight River Park for the cost of \$4650.00.

BMI Pay Request #1 for \$214,300.67 – motion by Thomas, seconded by Helgeson to approve BMI Pay Request #1. All members voted aye for approval. Motion carried.

Council member Mueller –

Councilmember Mueller presented a memo to Council. Mueller’s memo addressed hiring a part time “on call” office assistant and public works worker instead of just hiring part time position. Council consensus was to discuss this option further later.

Fire Department – none.

Special City Council Meeting – September 25, 2023, 5:30 p.m.

Regular City Council Meeting – September 25, 2023, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.