

Organizational Meeting

January 5, 2022

5:00 p.m.

City Hall

Members present were Thomas, Mueller, Bartlett (remotely), and Merritt (remotely).

Members absent were: Langeslag.

City staff and consultants in attendance were Jed Petersen and Elizabeth Jackson.

Others in attendance were: none.

Mayor Thomas called the meeting to order at 5:01 p.m.

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

Resolution 2022-01 Stating Annual Designations – motion by Mueller, seconded by Bartlett to approve Resolution 2022-01. All members voted aye for approval. Motion carried.

Mayor Thomas recommended extending Kris Stinocher and Mary Brandvold’s appointment to the Planning & Zoning Board by one year. Motion by Mueller, seconded by Merritt to approve the board appointments. All members voted aye for approval. Motion carried.

Employee Compensation – Administrator Petersen stated Aaron Little’s 2022 wage was incorrect for approval at the December council meeting. Petersen stated the wage should be \$25.50 per hour not \$25.00 per hour. Motion by Mueller, seconded by Merritt to approve Aaron Little’s 2022 wage to be \$25.50 per hour. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Bartlett to adjourn the organizational meeting at 5:05 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
January 24, 2022
7:00 p.m.
City Hall

Members present were: Thomas, Mueller, Langeslag, Bartlett, and Merritt.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Ben Cass, Rick Hager, and Brandon Theobald.

Others attending were 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 – Motion by Bartlett, seconded by Langeslag to approve the agenda as presented. 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 December 27, 2021 regular meeting minutes and the January 5, 2022 Organization meeting minutes.

Approval of the December and January city and liquor store bills.

Approval of the December check register numbers E4285-E4308, 16438-16487, and 48704-48797.

Resolution 2022-02 Accepting Donation from Ritchie Brothers Auctioneers in the amount of \$1,500.00 for the Medford Park Trail.

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

Planning & Zoning Board – did not meet. Next meeting will be March 21, 2022.

EDA Board – did not meet. Next meeting will be February 9, 2022.

EDA Commissioner Report – Council member Bartlett stated officers for the 2022 year would be elected at the February meeting.

Park & Pool Commissioner Report – Council member Mueller gave an update. Mueller stated the ice rink and warming house were up and running.

Water & Wastewater Commissioner Report – Council member Langeslag gave an update. Langeslag stated the new water meters were beginning to be installed. Langeslag also stated there is approximately 8 water shut off valves that need to be repaired.

Liquor Store Commissioner Report – Council member Bartlett gave an update. Bartlett stated she would be meeting with Liquor Store Manager O’Hearn about plans for the 2022 liquor store year.

Streets Commissioner Report – Council member Merritt gave an update. Merritt stated Steele County would be providing equipment to help the City with street patching in the spring. Merritt also inquired about who’s responsibility it is to shovel around fire hydrants, Administrator Petersen will check into this. Merritt also inquired about obtaining hydrant markers so the fire hydrants are buried in snow.

Capital Advisory Board – did not meet.

Fire Department – Chief Hager presented a memo to Council Requesting Council approval for the hiring of 10 new fire fighters. Motion by Mueller, second by Bartlett to approve hiring the 10 new fire fighters as recommended by Chief Hager. All members voted aye for approval. Motion carried.

City Attorney – none.

City Engineer – Engineer Theobald gave Council a brief update on the projects currently being worked on.

Mayor –

County Meeting – Mayor Thomas stated a meeting with the County had occurred in regards to reimbursement for plowing on County roads by City employees. Administrator Petersen is tracking hours of the employees and turning into the County.

Warming House – Mayor Thomas requested the warming house be open from 7am to 8pm every day. Public works will open at 7am daily.

Pool Discussion – Administrator Petersen stated there is a vendor completing a site visit on January 25, 2022 regarding repairs and upgrades for the pool.

American Rescue Plan Funds – Mayor Thomas stated he would like to see the funds used for park bathroom upgrades, roundabouts, or a digital City sign. Council member Langeslag stated he would like to see the funds used to offset the cost of the new water meters or used to repair the broken water shutoff valves.

Council Member Board Pay – Mayor Thomas stated in past years Council members were paid for being voting members on the various boards for each meeting attended. Motion by Thomas, seconded by Merritt to approve Council members receiving pay for attending and voting at the various board meetings. Thomas aye, Merritt aye, Mueller aye, Langeslag aye, Bartlett nay. Motion carried.

Board Minutes – Mayor Thomas stated the secretary for each Board needed to make sure the minutes are being done and given to the City Clerk for publishing on the City’s website.

City Administrator –

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

Water Meter Update – Administrator Petersen stated the new meters were being installed as quickly as possible.

Yard/Code Compliance – Administrator Petersen stated he was working with two property owners on cleaning up their yards. Petersen is also working with City Attorney Rahrick on a progressive fine schedule for non-compliance.

WWTP Cover – Administrator Petersen stated the new tarp for the wastewater treatment plant would hopefully be finished January 25, 2022.

City Clerk –

City Financial Report – Clerk Jackson presented a memo.

Regular City Council Meeting – Monday, February 28, 2022, 7:00 p.m.

Board of Appeal & Equalization Meeting – Monday, April 25, 2022, 6:00 p.m.

Motion by Mueller, seconded by Langleslag to adjourn the regular council meeting at 8:23 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
February 28, 2022
7:00 p.m.
City Hall

Members present were Thomas, Langeslag, Mueller, Merritt, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Petersen, Jackson, Rahrick, and Theobald.

Others attending were Marie Sexton and Charles Wobbrock.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – Charles Wobbrock addressed Council will several questions regarding the new water meters, installation time frames, snow plowing concerns on Main Street, and bond payments on the water and wastewater facilities.

Agenda – Add Roundabouts to the Mayor reports and add Fire Hall to the Streets Commissioner Report. Motion by Bartlett, seconded by Mueller to approve the agenda as amended. 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 January 24,2022 regular council meeting minutes.

Approval of the January and February city and liquor store bills.

Approval of the January check register numbers E4309-E4341,16488-16514, and 48798-49839.

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

Planning & Zoning – did not meet.

EDA Board – Council member Bartlett stated the 2022 officers had been elected at the February EDA meeting. Jerrie Wencil is the chair for 2022 and is working on the City billboard.

EDA Commissioner report – nothing new to report.

Park/Pool Commissioner Report – Council member Mueller didn't have any updates this month.

Water/Wastewater Commissioner Report – Council member Langeslag stated there had been over 100 new water meters installed. The fine screen and new tarp had also been installed at the wastewater treatment plant.

Liquor Store Commissioner Report – Council member Bartlett stated the Municipal Liquor store would be closed March 7-8 for floor maintenance. Bartlett also stated new credit card machines and a new point of sale system were being looked at by City staff.

Streets Commissioner Report – Council member Merritt stated he would address the snow plowing concerns on Main Street with Administrator Petersen.

Park Bathroom – Council member Merritt stated the park bathrooms have not been upgraded since installation. Council could consider remodel, new fixtures, or an addition.

Motion by Merritt, seconded by Langeslag to get bids for ADA park bathroom addition. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Mueller to proceed with obtaining bids for replacement of park bathroom fixtures, paint, upgrades to electrical and lights with an option for electric doors. All members voted aye for approval. Motion carried.

Fire Hall – Council member Merritt stated a discussion about a new fire hall should begin again. Council and the Fire Department could look at the building Seykora just built.

Capital Advisory Board – Council member Mueller stated the pool edging would wait until the City received more quotes in the spring. Fasteners would definitely be installed in the spring to hold the edging in place. Mueller stated the pump room and bathroom doors need some kind of security or new locks. Mueller also stated the shade cloth on the pergola should be replaced in 2023.

City Attorney – none.

City Engineer – Engineer Theobald stated the water service review had begun. Theobald stated streets in the southwest part of Medford and broken water valves need quotes to be repaired.

Mayor –

City Sign – Mayor Thomas stated he had looked at possible sign options for a digital sign to be installed on the north end of Medford. The approximate cost would be \$18,000-\$20,000 for a 4x4 sign. Council consensus was to allow Mayor Thomas to get quotes for a sign including installation costs and bring to Council for consideration.

Trees – Mayor Thomas stated the City staff would only be removing infected Ash trees on City property.

Roundabouts – Mayor Thomas stated he had discussed the roundabouts with the State of Minnesota. The State of Minnesota is currently looking in to the contract between the State and the City.

City Administrator – Administrator Petersen presented a memo updating Council on public works and general City activities over the past month.

Administrator Petersen stated Steele County had informed the City of a street project on County Road 12 that would possibly be done in 2022. Motion by Thomas, seconded by Langeslag to authorize WHKS to start the process with Steele County including the special assessments for this project and possibly delaying the project until 2023. Thomas aye, Langeslag aye, Mueller aye, Bartlett aye, Merritt nay. Motion carried.

Aaron Little Resignation – Administrator Petersen stated Aaron Little had submitted his resignation from public works worker. Motion by Langeslag, seconded by Bartlett to accept Aaron Little's resignation. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to post and hire for the position of public works worker and interview candidates. All members voted aye for approval. Motion carried.

City Clerk –

City Financial Report – Clerk Jackson presented a memo.

Pay Equity Report – Clerk Jackson presented the pay equity report that had been completed by David Drown and Associates. Motion by Mueller, seconded by Bartlett to accept the pay equity report and submit the report to the State of Minnesota. All members voted aye for approval. Motion carried.

Capital Projects Fund Update – Clerk Jackson presented a spreadsheet that has tracked the balances of the Capital Project Fund. This fund will be explained in more detail by the City Auditors and Mike Bubany at the special meeting on March 21, 2022.

Fire Department – none.

Special City Council Meeting/Audit Presentation – Monday, March 21, 2022, 5:30 p.m.

Regular City Council Meeting – Monday, March 28, 2022, 7:00 p.m.

Board of Appeal and Equalization Meeting – Monday, April 25, 2022, 6:00 p.m.

Motion by Merritt, seconded by Mueller to adjourn the regular city council meeting at 8:43 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
March 21, 2022
5:30 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Petersen, Jackson, Theobald, Bubany, Schmidt, and Gustafson.

Others attending were Marie Sexton and Nick Sorensen.

Mayor Thomas called the meeting to order at 5:30 p.m.

Hiring of Miles Brannan – Motion by Langeslag, seconded by Bartlett to approve the hiring of Miles Brannan as the new public works worker. All members voted aye for approval. Motion carried.

Auditors 2021 Final Audit Presentation – Abby Schmidt with ABDO went over the 2021 Financial Audit Statements. Abby gave a brief recap of how all the funds did for 2021. The cash balance of the water fund increased slightly. The cash balance of the sewer fund decreased.

Capital Expenditures Presentation – Mike Bubany, David Drown & Associates presented the Capital Expenditures plan to Council. Several major projects were discussed and the costs, taxes and impact on the City were shown by Bubany.

Council consensus was to schedule a Council workshop session for March 28, 2022 at 5:30 p.m. to discuss options and steps going forward.

Motion by Langeslag, seconded by Mueller to adjourn the special council meeting at 7:00 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
March 28, 2022
5:30 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Brandon Theobald, and Glenn Gustafson.

Others attending were Marie Sexton, Annie Granlund, and John Anhorn, and Nick Sorenson.

Mayor Thomas called the meeting to order at 5:30 p.m.

The purpose of tonight's meeting is to discuss water and wastewater plant possible updates and funding of possible updates.

Clerk Jackson presented a spreadsheet to Council comparing different levy increases, and sewer and water rate increases.

Engineer Theobald gave Council an update on possible updates and cost associated with those updates for the water and wastewater plants.

Council took no action at this meeting.

Motion by Langeslag, second by Merritt to adjourn the special council meeting at 6:49 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
March 28, 2022
7:00 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, and Mark Rahrlick.

Others attending were Rich Quiring, Marie Sexton, and John Anhorn.

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

Pledge of Allegiance.

Concerns/Requests from General Public and Organizations – none.

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

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

Approval of the February 28, 2022 regular council meeting minutes and the March 21, 2022 special council meeting minutes.

Approval of the February and March city and liquor store bills.

Approval of the February check register numbers E4342-E4368, 16515-16542, and 49840-49892.

Resolution 2022-06 Accepting Donation from SE Minnesota EMS in the amount of \$500.00 for the Medford Fire Department.

Resolution 2022-05 Accepting Donation from Evapco in the amount of \$200.00 for the Medford Park Trail Project.

Healthy Seniors of Steele County Temporary Gambling Permit Application Request.

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

Planning & Zoning Board – Chairman Quiring gave Council an update of the Planning & Zoning Meeting.
Corner Lot Ordinance Recommendation – Chairman Quiring stated the Planning & Zoning Board recommended Council have the City Attorney review the City Code pertaining to corner lots and fence permit regulations. Motion by Bartlett, seconded by Langeslag to approve the Planning & Zoning Board recommendation. All members voted aye for approval. Motion carried.

EDA Board/Commissioner Report – Board did not meet.

Park & Pool Commissioner Report – Commissioner Mueller stated the Medford Park Trail project was almost complete. There was meeting with Ty Svenby about possible landscaping by the pool and tree removal in the park.

Water/Wastewater Commissioner Report – Commissioner Langeslag stated new meters were still being installed. There was a water main break that had been repaired.

Municipal Liquor Store Commissioner Report – Commissioner Bartlett stated the liquor store would have new credit card machines by the end of the week.

Streets Commissioner Report – Commissioner Merritt stated the street in the Jones addition were in terrible condition.

Capital Advisory Board – did not meet.

City Attorney – none.

City Engineer – none.

Fire Department – none.

Administrative Department –

Mayor –

Roundabouts – Mayor Thomas stated the State of Minnesota is looking at the current contract with the City and possible updates to the contract.

Administrative Director of Operations –

City Hall Summer Hours – Administrator Petersen presented a memo recommending Council approve summer hours for City Hall beginning the Friday of Memorial Day weekend. Motion by Bartlett, seconded by Merritt to approve City Hall closing on Fridays at 11:30 a.m. from Memorial Day weekend to Labor Day weekend. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Bartlett to change City Hall hours on Mondays to be 7:00 a.m. to 5:00 p.m. year round beginning May 2, 2022. All members voted aye for approval. Motion carried.

Public Works/General Update – Administrator Petersen presented a memo giving a brief update on public works and general city activities for the previous month.

Resolution 2022-07 A Resolution to Accept the Coronavirus Local Fiscal Recovery Fund Established under the American Rescue Plan Act – motion by Thomas, seconded by Bartlett to approve Resolution 2022-07. All members voted aye for approval. Motion carried.

Seasonal Public Works Worker Wage Discussion – Council consensus was to allow the full time public works workers to handle the lawn mowing for the 2022 season.

Park Bathroom Quotes – Administrator Petersen presented the quotes the City received regarding updates to the park bathrooms. No action was taken by Council.

Digital Sign Quotes – Administrator Petersen presented the quotes the City received regarding the digital sign. Council consensus was to ask the EDA Board for a contribution toward the cost of the sign at the next EDA meeting.

Valve Replacement Contractor Recommendation – Administrator Petersen presented the quotes the City received for the valve replacements. Administrator Petersen recommended Council approve P & R Construction’s bid of \$34,638 for valve replacements. Motion by Langeslag, seconded by Merritt to award the valve replacement to P & R Construction for the bid price of \$34,638. All members voted aye for approval. Motion carried.

City Clerk –

Resolution 2022-03 Designation Election Judges for the 2022 Special, Primary, and General Elections. Motion by Bartlett, seconded by Merritt to approve Resolution 2022-03. All members voted aye for approval. Motion carried.

Resolution 2022-04 Reestablishing Precincts and Polling Places – motion by Bartlett, seconded by Merritt to approve Resolution 2022-04. All members voted aye for approval. Motion carried.

City Financial Report – Clerk Jackson presented a memo.

Pool Wage Memo – Clerk Jackson presented a memo. Jackson stated she would be inquiring with neighboring communities about pool wages for the 2022 season and would be recommendations to Council at the April meeting.

Regular City Council Meeting – Monday, April 25, 2022, 7:00 p.m.

Board of Appeal & Equalization – Monday, April 25, 2022 6:00 p.m.

Motion by Mueller, seconded by Bartlett to adjourn the regular council meeting at 8:29 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Council Board of Appeal and Equalization
April 25, 2022
6:00 p.m.
City Hall

Members present were Thomas, Langeslag, Mueller, Merritt, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen and Elizabeth Jackson.

Others attending were Brian Anderson, William Effertz, Marie Sexton, Jeff Woods, Vern Owens, Cathi Gasner, Sylvia Lee, August and Shirley Zahn, and Mark Heaser.

Mayor Thomas called the meeting to order at 6:00 p.m.

The purpose of the Board of Appeal and Equalization is to allow property owners the opportunity to review their market value for tax purposes as set by the Steele County Assessor's office.

Brian Anderson presented the highlights of the 2021 assessment report. The total estimated market value of the City of Medford increased by 14.1%. There were 27 home sales in Medford in 2021.

The Assessor's office had two properties with concerns about possible reductions in value.

Motion by Merritt, seconded by Mueller to open the meeting for public comment at 6:09 p.m. All members voted aye for approval. Motion carried.

Public Comments – Sylvia Lee stated she is a non-resident, State Citizen and her properties are tax exempt and she requested classification changes for her properties.

August Zahn, Vern Owens, Bill Heyer, Eric Dunham and Sylvia Lee will have their concerns addressed at the Steel County public hearing on June 14, 2022.

Motion by Langeslag, seconded by Merritt to close the meeting for public comments at 6:13 p.m. All members voted aye for approval. Motion carried.

Council did not recommend any changes to the Steele County Assessor.

Motion by Langeslag, seconded by Bartlett to forward the 5 property owners' concerns on to Steele County. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Mueller to adjourn the Board of Appeal and Equalization meeting at 6:15 pm. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
April 25, 2022
7:00 p.m.
City Hall

Members present were Thomas, Langeslag, Bartlett, Merritt, and Mueller.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mark Rahrlick, and Brandon Theobald.

Others attending were Marie Sexton, John Anhorn, Cathi Gasner, Mark Heaser, Mark Ristau, Whitney Bartsch, Pete Roberts, and Kandi Roberts.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – Whitney Bartsch at 219 S Main St had concerns regarding installing a chain link fence in her front yard that is a corner lot.

Pete and Kandi Roberts have concerns about a drainage issue on Main Street.

Motion by Langeslag, seconded by Bartlett to have Planning and Zoning look at a revised ordinance from Attorney Rahrlick making the front yard being the side with the driveway and allowing chain link fences. All members voted aye for approval. Motion carried.

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

Digital Sign – School Superintendent Ristau requested a formal proposal explaining who would manage the digital sign, the cost per ad/contribution so he could bring to the School Board for discussion.

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

Approval of the March 28, 2022 special and regular council meeting minutes.

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

Approval of the March check register numbers E4369-E4376, 16543-16572, and 49893-49973.

Approval of the Civic Club Parade Permit Request

Approval of the Medford Fire Relief Association Temporary Liquor License Application Request.

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

Planning & Zoning – did not meet.

EDA Board/Commissioner Report – Cathi Gasner stated the EDA board had decided to put money toward the digital sign instead of a billboard.

Park/Pool Commissioner Report – Council member Mueller stated the Medford Pool would be opening the first week of June. Mueller requested Council authorization to purchase flowers for the Straight River Park planters. Council consensus was for Mueller to purchase and plant flowers.

Water/Wastewater Commissioner Report –

Water/Sewer Rates – Council member Langeslag presented a memo outlining water and sewer rates for neighboring communities. Motion by Thomas, seconded by Langeslag to raise the flat sewer rate to \$14.00 and raise the sewer rate to \$8.00/1000 gallons.

WWTP Discussion – none.

Senator Meeting – City staff met with Senator Jasinski concerning the City's issues with the wastewater plant.

Municipal Liquor Store Commissioner Report – none.

Streets Commissioner Report – none.

Capital Advisory Board – did not meet.

City Attorney – none.

City Engineer – Engineer Theobald gave Council a brief update. Council consensus is for Engineer Theobald to continue to go forward with a possible WWTP connection with Owatonna or Faribault.

Mayor –

Roundabouts – Administrator Petersen met with MNDOT. The City of Medford will be responsible for maintenance on the roundabouts. The City will be putting down wood chips and weeding the roundabouts.

Flags/Christmas Lights – Public works is making a template to take to Jeno Welding to be able to install flags/Christmas lights on the light poles.

Public Works Part Time Position – Motion by Thomas, seconded by Merritt to post and hire a part time public works worker at \$15.00/hour. Thomas aye, Merritt aye, Langeslag aye, Mueller aye, Bartlett nay. Motion carried.

U Turn by Post Office Discussion – Steele County engineer and the Sheriff's Department are aware of the issue and are monitoring the area.

Administrative Director of Operations –

Public Works/General Update – Administrator Petersen presented a memo updating Council on the City activities for the month.

Park Bathroom Update – Administrator Petersen presented the quote he received from MetCon. Motion by Thomas, seconded by Mueller to authorize paint, remodel, new kick plates, LED fixtures not to exceed \$5,000. All members voted aye for approval. Motion carried.

Pool Landscaping Quotes – Administrator Petersen presented the quotes received from Ty Svenby for a retaining wall and landscaping at the pool. Council consensus was to do nothing at this time.

City Clerk –

2022 Pool Employees – Clerk Jackson presented a memo. Jackson recommended Council approve the hiring of the following 2022 pool staff:

Pool Manager & WSI	Morgan Langeslag	\$15.00/hour
Assistant Pool Manager	Tate Hermes	\$13.00/hour
Returning Lifeguard/WSI	Clara Kniefel	\$12.50/hour
Returning Lifeguard/WSI	Peyton Ristau	\$12.50/hour
Returning Lifeguard/WSI	Grace Keller	\$12.50/hour
New Lifeguard	Aiden Ahrens	\$11.00/hour
New Lifeguard	Emma McAdams	\$11.00/hour
New Lifeguard	Meghan Amberg	\$11.00/hour

Motion by Merritt, seconded by Bartlett to approve the recommended employees and wages for the 2022 pool season. Thomas aye, Merritt aye, Mueller aye, Bartlett aye, Langeslag abstained. Motion carried.

R.A.W. Pay Request #5 - motion by Mueller, seconded by Bartlett to approve pay request #5. All members voted aye for approval. Motion carried.

City Financial Report – Clerk Jackson presented a memo.

Fire Department – none.

Motion by Mueller, seconded by Langeslag to adjourn the regular council meeting at 9:34 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, May 23, 2022, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
May 23, 2022
6:00 p.m.
Fire Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen and Elizabeth Jackson.

Others attending were Marie Sexton.

Mayor Thomas called the meeting to order at 6:03 p.m.

The purpose of tonight's meeting was to discuss and decide on the 2023 levy increase percentage.

Clerk Jackson presented a memo showing a comparison of different percentage rate increases for the 2023 levy.

Clerk Jackson answered several questions from Council members.

Motion by Langeslag, seconded by Mueller to set the 2023 levy increase percentage at 6%. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Langeslag to adjourn the special council meeting at 6:22 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
May 23, 2022
7:00 p.m.
Fire Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, and Mark Rahrlick.

Others attending were Rich Quiring, Whitney Bartsh, Mark Heaser, and Marie Sexton.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – Marie Sexton presented an option for the City of Medford to file for a SMIF grant.

Agenda – Motion by Merritt, seconded by Langeslag to approve the agenda as presented. 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 April 25, 2022 Board of Appeal and Equalization meeting minutes and the April 25, 2022 regular meeting minutes.

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

Approval of the April check register numbers E4377-E4422, 16573-16613, and 49974-50073.

Approval of LMCIT liability Coverage – Waiver form.

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

Planning & Zoning Board –

Approval of Ordinance 2022-02 An Ordinance Amending Sections of the Medford Zoning Code Governing Corner Lots.

Council consensus was to hold a public hearing to change Medford Zoning Code to make the street address of a property be considered the front yard for a corner lot property.

EDA Commissioner/Board Report – none.

Park & Pool Commissioner Report – Council member Mueller stated the Medford Pool was in the process of getting ready to open for the 2022 season. Mueller stated the planters at the Straight River Park had been planted for the season.

Water/Wastewater Commissioner Report – nothing new to report.

Liquor Store Commissioner Report – Council member Bartlett stated the Medford Liquor Store had a few minor plumbing issues that were being fixed.

Streets Commissioner Report – Council member Merritt stated there is a catch basin and curb on 3rd Ave NW that needs to be fixed.

Capital Advisory Board – did not meet.

City Attorney – Attorney Rahrick gave a brief update on a possible annexation proposal between the City of Medford and Josh Ihlenfeld.

Mayor –

Letter to Residents – Council consensus was to delete the first paragraph and send the letters.

City Administrator –

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

City Clerk –

Approval of Ordinance 2022-01 Amending Section 2.65 of the Master Fee Schedule – motion by Mueller, seconded by Bartlett to approve Ordinance 2022-01. All members voted aye for approval.

Motion carried.

Resolution 2022-08 Publication by Title and Summary the Ordinance Amending the Master Fee Schedule – motion by Mueller, seconded by Langeslag to approve Resolution 2022-08. All members voted aye for approval. Motion carried.

City Financial Report – Clerk Jackson presented the city financial memo.

Fire Department – none.

Motion by Langeslag, seconded by Merritt to adjourn the regular council meeting at 8:02 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, June 27, 2022, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting/Public Hearing
June 27, 2022
7:00 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, and Mark Rahrick.

Others attending were Corey Samora, Whitney Bartsch, Deb Bartsch, Marie Sexton, and John Anhorn.

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

Pledge of Allegiance.

Public Hearing to Amend Medford Zoning Code Governing Corner Lots:

Motion by Bartlett, seconded by Mueller to open the public hearing at 7:01p.m. All members voted aye for approval. Motion carried.

Public Comments – none.

Motion by Mueller, seconded by Bartlett to close the public hearing at 7:02 p.m. All members voted aye for approval. Motion carried.

Ordinance 2022-02 An Ordinance Amending Sections of the Medford Zoning Code Governing Corner Lots – Motion by Mueller, seconded by Bartlett to approve Ordinance 2022-02. All members voted aye for approval. Motion carried.

Concerns/Requests from the General Public/Organizations – Corey Samora addressed City Council will several questions regarding the wastewater treatment plant, current rate of City growth, state grants and funding for capital projects, and the letter that was sent to residents in June.

Agenda – Add Item D, Jed Vacation procedures, under Mayor. Motion by Bartlett, seconded by Mueller to approve the agenda as amended. 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 May 23, 2022 special and regular Council meeting minutes.

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

Approval of the May check register numbers E4423-E445, 16614-16647, and 50074-50116.

Approval of Resolution 2022-10 A Resolution Accepting Grant Award from CenterPoint Energy in the amount of \$2,300 for the purchase of a battery operated fan and chainsaw for the Medford Fire Department.

Approval of Resolution 2022-11 Accepting Donation from the Minnesota State Fire Department Association for reimbursement of health screens/PPE in the amount of \$750 for new firefighters for the Medford Fire Department.

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

Planning & Zoning Board – none.

EDA – Anhorn’s Façade Grant Request in the amount of \$2500. Motion by Bartlett, seconded by Mueller to approve the Façade Grant Request. All members voted aye for approval. Motion carried.

EDA is still discussing the digital sign.

Park/Pool Commissioner Report – Council member Mueller stated Straight River Days was a success. Council consensus is to research the cost of total new basketball hoops for Straight River Park.

Water/Wastewater Commissioner Report – none.

Liquor Store Commissioner Report – Council member Bartlett stated the Municipal Liquor store had an approximate profit of \$25,000 for 2022 so far. Bartlett will bring operating hour suggestions to the next Council meeting.

Streets Commissioner – Council member Merritt stated several drains and grates needed to be cleaned out. Weeds need to be sprayed and the sod needs to be repaired where the water main break occurred.

Capital Advisory Board – motion by Langeslag, seconded by Bartlett to dissolve the Capital Advisory Board. All members voted aye for approval. Motion carried.

City Attorney - Mark Rahrick reported the owner has not returned a phone call regarding possible land annexation.

City Engineer – none.

Administration Department –

Mayor –

Thank you – Mayor Thomas publicly thanked Chad Merritt, Chad Langeslag, and the Langeslag family for all their work on repairing the Medford Swimming Pool.

City Attorney Procedures – Mayor Thomas stated only Administrator Petersen and Clerk Jackson should be calling the City Attorney with questions regarding City matters.

City/Resident Issues – Mayor Thomas stated all City and resident issues should go directly to Administrator Petersen.

Administrator Vacation Procedures – Mayor Thomas stated he would like to be approved to be in charge of the City employees when Administrator Petersen is on vacation. Petersen stated a public works employee would be put in charge when Petersen is on vacation.

City Administrator –

Public Works/General Update – Administrator Petersen presented a memo updating Council on the previous month’s activities.

City Clerk –

Resolution 2022-09 Designating Election Judges for the 2022 Primary and General Elections – motion by Bartlett, seconded by Merritt to approve Resolution 2022-09. All members voted aye for approval. Motion carried.

City Financial Report – Clerk Jackson presented a memo. Jackson stated the 2023 Preliminary Budget and Levy would be presented at a special council meeting on July 25, 2022 at 5:30 p.m.

Fire Department – John Anhorn stated the new firefighters were doing well.

Administrative Director of Operations Performance Appraisal – Administrator Petersen requested the meeting be closed to the public. Motion by Bartlett, seconded by Mueller to close the meeting at 8:15 p.m. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Merritt to come out of closed session at 9:10 p.m. All members voted aye for approval. Motion carried.

Mayor Thomas will present a brief summary of the performance appraisal at the July 25, 2022 Council meeting.

Motion by Langeslag, seconded by Bartlett to adjourn the City Council meeting at 9:11 p.m. All members voted aye for approval. Motion carried.

Special City Council Meeting – Monday, July 25, 2022, 5:30 p.m.

Regular City Council Meeting – Monday, July 25, 2022, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
July 12, 2022
5:00 p.m.
City Hall

Members present were Thomas, Merritt, Mueller, and Bartlett.

Members absent were Langeslag.

City staff and consultants in attendance were Jed Petersen and Elizabeth Jackson.

Mayor Thomas called the meeting to order at 5:00 p.m.

Motion by Merritt, seconded by Mueller to accept James Wicks verbal resignation from public works worker. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Mueller to post the Full Time Public Works Worker position starting at \$21.64 per hour dependent upon qualifications. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Bartlett to adjourn the special council meeting at 5:04 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
July 25, 2022
5:30 p.m.
City Hall

Members present were Thomas, Langeslag, Mueller, and Merritt (remotely), and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson and Mike Bubany (remotely).

Others in attendance were Marie Sexton, and Rich Quiring.

Mayor Thomas called the meeting to order at 5:30 p.m.

Agenda – Motion by Mueller, seconded by Bartlett to approve the agenda. All members voted aye for approval. Motion carried.

2023 Preliminary Budget and Levy.

City Clerk Jackson presented a memo explaining the significant changes made from the 2022 budget. All changes over \$1,000.00 will be highlighted.

The 2023 Levy is proposed at \$734,420.00

2022 Proposed Preliminary Levy

General Fund	\$572,742.00
Fire Relief	\$20,000.00
2014 Central Avenue	\$19,250.00
2021 Main Street Project	\$92,000.00
2018 Street Project	\$17,143.00
EDA	<u>\$13,285.00</u>
Total	\$734,420.00

Total levy increase is 6.0% over 2022.

No action will be taken on the preliminary budget and levy. Final approval of the preliminary budget and levy will be at the August 22, 2022 regular City Council meeting.

Motion by Langeslag, seconded by Mueller to adjourn the special council meeting at 6:07 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
July 25, 2022
7:00 p.m.
City Hall

Members present were Thomas, Bartlett, Langeslag, and Mueller.

Members absent were: Merritt.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mark Rahrick, Brandon Theobald, and Glen Gustouson and Emma Nulanborgth.

Others attending were John Anhorn, Andrew Lee, Rich Quiring, Dave and Kasi Bilitz, and Matt and Rachel Peterson.

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 Bartlett to approve the agenda as presented. All members voted aye for approval. Motion carried.

Code Violation Hearing –

Andrew Lee addressed City Council concerning the code violation with his backyard pool. Lee paid the \$25 permit fee at the Council meeting. Council will contact Lee when a decision has been made regarding City code concerning fences around pools.

Terry Duncan addressed City Council concerning the code violation with his property. Duncan stated he was working as fast as possible to get his yard cleaned up. Motion by Mueller, seconded by Langeslag to give Duncan 10 business days to bring his yard into compliance or a \$50 administrative fine will be imposed. All members voted aye for approval. Motion carried.

Andrew Colwell was not present for the hearing. Motion by Mueller, seconded by Bartlett to impose a \$50 administrative fine on Andrew Colwell for the code violation on his property. All members voted aye for approval. Motion carried.

Tim Schlund was not present for the hearing. Motion by Thomas, seconded by Langeslag to impose a \$50 administrative fine on Tim Schlund for Schlund Automotive's code violation. 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 June 27, 2022 regular council meeting minutes and the July 12, 2022 special council meeting minutes.

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

Approval of the June check register numbers E4446-E4477, 16648-16686, and 50114-50221.

Planning & Zoning Board –

Recommendation to approve Bilitz Lot Split - Motion by Bartlett, seconded by Langeslag to approve the Bilitz lot split request. Langeslag voted aye, Bartlett voted aye, Thomas voted nay, Mueller voted nay. Motion fails.

Pool Ordinance – Council consensus was to have the City Attorney review the requirements stated in City Code regarding swimming pools.

EDA Report – EDA didn't meet.

Park/Pool Commissioner Report – Councilmember Mueller stated the swimming pool was doing well and had been busy with the hot weather.

Water/Wastewater Commissioner Report – Councilmember Langeslag had nothing new to report.

Liquor Store Commissioner Report – Councilmember Bartlett reported the liquor store had a year to date profit of \$26,085. Bartlett stated the City of Medford pays for a large portion of all the expenses for Straight River Days (port a potties, trash cans, stage rentals, etc.). This will be looked at and discussed at a later date.

Streets Commissioner Report – Councilmember Merritt was absent.

City Attorney – none.

City Engineer – Engineer Theobald and Gustouson presented Council with the wastewater treatment facility updates and equipment evaluations and the water system equipment evaluation reports. WHKS will prepare a professional services agreement for Council consideration to complete a facility plan.

Mayor –

Employee Retention – Mayor Thomas stated the City is currently looking at paid time off, pay, salaried employee rules, clothing and shoe allowances, etc. to ensure the City of Medford is staying competitive in the current job market.

Administrator Director of Operations Evaluation Summary - Mayor Thomas stated the evaluation went well and will be reviewed again in December.

City Administrator –

U Turn Sign by Post Office – Motion by Thomas, seconded by Langeslag to recommend to Steele County that a No U Turn sign be installed by the Medford Post Office. All members voted aye for approval. Motion carried.

Public Works Update – Administrator Petersen presented a memo to Council with public works update for the previous month.

Cameras – Administrator Petersen stated security cameras had been installed at the swimming pool and would be installed in the liquor store.

City Clerk –

City Financial Report – Clerk Jackson presented a memo to Council outlining the budget line items that were currently over budget. The 2023 Preliminary Levy and Budget will be voted on by City Council at the August Council meeting.

Fire Department – John Anhorn stated the annual Fireman’s Dance is July 30, 2022.

Regular City Council Meeting – Monday, August 22, 2022, 7:00 p.m.

Motion by Mueller, seconded by Langeslag to adjourn the regular council meeting at 8:45 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
August 4, 2022
5:00 p.m.
City Hall

Members present were Thomas, Mueller, and Merritt.

Members absent were Langeslag and Bartlett.

City staff and consultants in attendance were Petersen and Jackson.

Others attending were Dave and Kasi Bilitz and Matt Peterson.

Mayor Thomas called the meeting to order at 5:01 p.m.

Motion by Merritt, seconded by Mueller to approve the Bilitz/Peterson lot split/combination. All members voted aye. Motion carried.

Motion by Mueller, seconded by Merritt to approve hiring James Krogh at \$24.16 per hour beginning August 8, 2022 as a full time public works worker. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Merritt to adjourn the special council meeting at 5:12 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
August 22, 2022
6:00 p.m.
City Hall

Members present were Thomas, Mueller, Merritt, Bartlett, and Langeslag.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, and James Krogh.

Others attending were Tessia Melvin (remotely), Marie Sexton, Jason Winter, Corey Samora, and Colton Kemp.

Mayor Thomas called the meeting to order at 6:00 p.m.

The purpose of this special council meeting is to discuss the Classification and Compensation Report.

Tessia Melvin, with David Drown & Associates presented the report to the City Council.

City Council asked several questions about the report.

James Krogh made a brief statement regarding working for the City of Medford in the public works department.

Mayor Thomas outlines a possible plan for 2023 with city staff.

Administrator Petersen presented a brief update and recommendation to Council concerning the City Clerk wages.

Petersen recommended Clerk Jackson wages be increased to \$33.02 October 1, 2022 and raising the wage again to \$35.07 January 1, 2023 based on the compensation report. Petersen recommended all other city employees receive a 3% raise January 1, 2023 and a possible step increase based on performance review.

Motion by Merritt, seconded by Bartlett to increase Clerk Jackson's wage to \$35.07 effective October 1, 2022 and all other city employees receive a 3% raise effective January 1, 2023. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Langeslag to adjourn the special meeting at 6:48 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
August 22, 2022
7:00 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mark Rahrick, and James Krogh.

Others attending were Corey Samora, Jason, Winter, Colton Kemp, John Anhorn, Marie Sexton, Daryl Kubicek and Terry Duncan.

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

Pledge of Allegiance.

Concerns/Request from the General Public and Organizations – Terry Duncan addressed Council stating he felt his property was now in code compliance. Duncan stated City Code is very vague as to what constitutes a public nuisance as far as “junk” in a yard. Corey Samora addressed Council stating he felt City Code was vague as well. Council stated Duncan’s property was no longer out of code compliance.

Agenda – Add Item B, Fine Schedule under City Administrator. Add Item B, ADB John Sands meeting under Mayor. Motion by Mueller, seconded by Langeslag to approve the agenda as amended. All members voted aye for approval. Motion carried.

Daryl Kubicek gave a brief presentation to Council on how the LED sign would look and operate. Council asked questions. No action was taken at this meeting.

Paul Bird – didn’t attend.

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

Approval of the July 25, 2022 special and regular council meeting minutes and the August 4, 2022 special council meeting minutes.

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

Approval of the July check register numbers E4478-E4517, 16687-16728, and 50222-50267.

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

EDA Commissioner Report – Council member Bartlett stated the EDA Board had approved paying for the LED sign in full.

Park/Pool Commissioner Report – Council member Mueller stated the pool was closed for the season. Thacker Pools had been hired to winterize the pool. Mueller also stated the Medford FFA was looking for service hours if the City of Medford was interested.

Water/Wastewater Commissioner Report – Council member Langeslag had nothing new to report.

Liquor Store Commissioner Report – Council member Bartlett had nothing new to report.

Streets Commissioner Report – Council member Merritt asked about the repairs needed by Matt Mullenbach’s property after the water main break that occurred. Administrator Petersen stated the repair would be done when the valve replacements were being completed.

City Attorney – Council asked Attorney Rahrick to look at the state building code as far as pool ordinances are concerned.

City Engineer – the “no u turns” sign that Council requested for the end of Main street by the Post Office was denied by the Steele County engineers.

Mayor –

On Call Weekends – Mayor Thomas stated that only the Public Works Worker that is on call each weekend should be called with questions regarding the City, he requested that Council and residents not call Administrator Petersen on the weekends.

ADB/John Sands meeting – Mayor Thomas stated the grass and dirt and cement along Main Street would be repaired.

City Administrator –

Public Works/General Update – Petersen presented a memo to Council regarding the past month’s activities with public works.

Fine Schedule – Petersen stated he would be bringing a new ordinance to Council for consideration concerning a progressive fine schedule.

City Clerk –

City Financial Report – Clerk Jackson presented a memo. Jackson stated the journal entries would be made during the audit to adjust for the use of the American Rescue Plan Funds.

Approval of 2023 Preliminary Budget – motion by Mueller, seconded by Bartlett to approve the 2023 Preliminary Budget. All members voted aye for approval. Motion carried.

Resolution 2022-12 Resolution Adopting 2023 Preliminary Tax Levy – motion by Bartlett, seconded by Mueller to approve Resolution 2022-12. All members voted aye for approval. Motion carried.

PTO Carryover/EIB – Clerk Jackson presented a memo outlining the current City Handbook regarding PTO balances. Currently the City transfers all PTO balances in excess of 40 hours into EIB (extended illness bank) at the end of every calendar year. Unless an employee is absent for more than 4 days, any hours in EIB cannot be used and will be forfeited at the end of employment with the City of Medford.

Clerk Jackson recommended Council consider allowing employees to carryover 80 hours of PTO and discontinuing EIB. Council consensus was to discuss this at a later date.

Regular City Council Meeting – Monday, September 26, 2022, 7:00 p.m.

Motion by Mueller, seconded by Bartlett to adjourn the regular council meeting at 8:27 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
September 7, 2022
4:30 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City Staff and consultants in attendance were Elizabeth Jackson.

Other attending was John Anhorn.

Mayor Thomas called the meeting to order at 4: 30 p.m.

Digital Sign – John Anhorn and Amanda Mueller updated Council on what the sign could potentially look like as one sided instead of 2 sided. Council consensus was not to purchase and install a LED sign at this time.

Municipal Liquor Store Prices – Clerk Jackson presented a memo. Jackson recommended Council consider raising all on sale liquor store drink and beer prices by 25 cents each effective October 1, 2022. Motion by Merritt, seconded by Bartlett to approve Jackson’s recommendation and raise all drink and beer prices 25 cents effective October 1, 2022. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Langeslag to adjourn the special council meeting at 5:06 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
September 26, 2022
5:30 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Brandon Theobald, and Glenn Gustafson.

Others attending were Jason Winter, Marie Sexton, Linda Edmunds, Debra Meinke, and John Anhorn.

Mayor Thomas called the meeting to order at 5:30 p.m.

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Linda Edmunds expressed concern over the Nelson Development. She stated the weeds and long grass made it an eyesore for the City.

Agenda – Add Planning & Zoning under reports. Motion by Mueller, seconded by Bartlett to approve the agenda as amended. 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 August 22, 2022 special and regular council minutes and the September 7, 2022 special council minutes.

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

Approval of the August check register numbers E4518-E4555, 16729-16775, and 50268-50356.

Resolution 22-13 A Resolution Accepting Donation from Medford Senior Care Connection in the amount of \$500.00 for the Medford Veterans Memorial.

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

Planning & Zoning Report – Administrator Petersen stated the Zoning Board held a public hearing regarding a setback variance request from Debra Meinke for a deck on her property. Petersen stated Zoning recommended Council approve the variance request.

Motion by Merritt, seconded by Mueller to approve the deck setback variance for Debra Meinke. All members voted aye for approval. Motion carried.

EDA – next EDA meeting is scheduled for October 12, 2022.

Park/Pool Commissioner – Council member Mueller stated the Medford Swimming Pool had been closed and winterized for the year. The park will be winterized in mid-October. Mueller asked Administrator Petersen to check into a portable bathroom for the ice rink for the season.

Water/Wastewater Commissioner – Council member Langeslag had no updates for Council.

Liquor Store Commissioner – Council member Bartlett had no updates for Council.

Streets Commissioner – Council member Merritt had no updates for Council.

City Attorney – absent.

City Engineer -

WWTF Facilities Plan Service Agreement – Engineer Theobald presented Council with the Facilities Plan Service Agreement. Motion by Mueller, seconded by Bartlett to approve the WWTF Facilities Plan Service Agreement with WHKS. Thomas voted aye, Mueller voted aye, Langeslag voted aye, Bartlett voted aye, Merritt voted nay. Motion carried.

Jones Addition Street Recommendation – Engineer Theobald presented a map detailing the streets throughout Medford that need to be repaired. Council consensus was to discuss this further at future meetings.

Mayor – nothing.

City Administrator –

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

Liquor Store Manager Resignation – Administrator Petersen presented Craig O’Hearn’s resignation effective October 31, 2022. Motion by Langeslag, seconded by Bartlett to accept O’Hearn’s resignation. All members voted aye for approval. Motion carried.

Liquor Store Employment Posting- Motion by Thomas, seconded by Merritt to post a Lead Bartender job listing for 30 hours a week at \$17.00 per hour. All members voted aye for approval. Motion carried.

City Clerk –

City Financial Report – Clerk Jackson presented a memo.

Truth in Taxation Meeting – Clerk Jackson stated the Truth in Taxation meeting would be held on December 19, 2022 at 7:00 p.m. prior to the regular council meeting.

Regular City Council Meeting – Monday, October 24, 2022, 7:00 p.m.

Truth in Taxation Meeting – Monday, December 19, 2022, 7:00 p.m.

Motion by Mueller, seconded by Langeslag to adjourn the regular council meeting at 6:32 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
October 24,2022
6:00 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen and Elizabeth Jackson.

Others attending were: none.

Mayor Thomas called the meeting to order at 6:00 p.m.

Administrator Petersen presented a list of possible employee incentives for Council consideration.

Motion by Mueller, seconded by Bartlett to approve changing Medford City Hall hours to be Monday – Thursday 7:00 am – 4:30 p.m. and Fridays 8:00 a.m. – noon. All members voted aye for approval. Motion carried.

Council agreed to increase the safety boot yearly allowance to \$200.00 per year per public works employee effective January 1, 2023. Administrator Petersen will bring the employee handbook updated policy to Council at the November council meeting.

Motion by Mueller, seconded by Langeslag to adjourn the special council meeting at 6:36 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
October 24, 2022
7:00 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mark Rahrick, and Brandon Theobald.

Others attending were Marie Sexton, Jason Winter, and John Anhorn.

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 change speed limit request by the Medford School to the Mayor agenda items. Motion by Mueller, seconded by Langeslag to approve the agenda as amended. 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 September 26, 2022 regular council meeting minutes.

Approval of the September and October city and liquor store bills.

Approval of the September check register numbers E4538-E4580, 16776-16822, and 50357-50417.

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

Planning & Zoning Board – did not meet.

EDA Board/Commissioner – Council member Bartlett stated the EDA Board has a short meeting to review the open EDA revolving loan contract.

Park/Pool Commissioner Report – Council member Mueller stated the park and pool had been winterized for the season. The park also received some trees to be planted at the park.

Water/Wastewater Commissioner Report – Council member Langeslag didn't have any updates for Council.

Liquor Store Commissioner Report – Council member Bartlett didn't have any updates for Council.

Streets Commissioner Report – Council member Merritt stated the leaves needed to be cleaned out of the storm drains around town.

City Attorney – none.

City Engineer – Clerk Jackson presented a memo outlining the financing option for a 2023 street project.

Engineer Theobald gave Council an update on the potential 2023 Street Project. Council consensus was for WHKS to move forward with a feasibility report for a street project.

Mayor –

Liquor Store Manager Recognition – Administrator Petersen and Clerk Jackson will present retiring Manger O’Hearn with a plaque for his years of service to the Medford Liquor Store.

Speed Limit Request – Attorney Rahrck will draft a resolution for Council approval to request the speed limit be reduced in front of the Medford School.

City Administrator –

Public Works Update – Administrator Petersen presented a memo updating Council on the Public Works Department for the month of October.

Liquor Store Point of Sale Quotes – Administrator Petersen presented two quotes for Council consideration. Petersen recommended Council purchase the Shift 4 point of sale system for \$2500.00 and \$287/month for 24/7 support.

Motion by Bartlett, seconded by Mueller to purchase the Shift 4 point of sale and the 24/7 support. All members voted aye for approval. Motion carried.

Lead Bartender Employment – Motion by Thomas, seconded by Langeslag to authorize Administrator Petersen to hire 1 or 2 lead bartenders for the Medford Liquor Store. All members voted aye for approval. Motion carried.

City Clerk –

City Financial Report – Clerk Jackson presented a memo updating Council on the City’s financials.

Health Insurance Quotes – Clerk Jackson presented a memo. The City of Medford received the renewal rates from PEIP. The renewal rate from PEIP was an increase of 50%. Bill Singer with AT Group found insurance through Blue Cross Blue Shield at a substantial savings to the City of Medford.

Clerk Jackson recommended Council obtain health insurance through Blue Cross Blue Shield for 2023. Motion by Langeslag, seconded by Mueller to obtain health insurance through Blue Cross Blue Shield for 2023. All members voted aye for approval. Motion carried.

Fire Department – none.

Regular City Council Meeting – Monday, November 28, 2023, 7:00 p.m.

Truth in Taxation Meeting – Monday, December 19, 2023, 7:00 p.m.

Motion by Mueller, seconded by Langeslag to adjourn the regular city council meeting at 8:24 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
November 17, 2022
4:30 p.m.
City Hall

Members present were Thomas, Bartlett, Mueller, Merritt, and Langeslag

Members absent were: none.

City Staff and consultants in attendance were Jed Petersen and Elizabeth Jackson.

Others attending were: none.

Mayor Thomas called the meeting to order at 4:30 p.m.

Clerk Jackson presented the election canvassing report from the General Election on November 8, 2022.

Resolution 2022-14, Approval of Resolution Certifying November 8, 2022 Election Results – motion by Bartlett, seconded by Langeslag to approve Resolution 2022-14. All members voted aye for approval. Motion carried.

Resolution 2022-15, Resolution Requesting a Modification of Speed Limit at the Location of a Public School – motion by Mueller, seconded by Bartlett to approve Resolution 2022-15. All members voted aye for approval. Motion carried.

Resolution 2022-16, Resolution Pertaining to Outdoor Recreation Grant Agreement for Straight River Park – motion by Merritt, seconded by Mueller to approve Resolution 2022-16. All members voted aye for approval. Motion carried.

Halvorson Lease Agreement – motion by Mueller, seconded by Langeslag to approve the Halvorson Lease Agreement effective January 1, 2023. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to adjourn the special council meeting at 4:45 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
November 28, 2022
7:00 p.m.
City Hall

Members present were Thomas, Langeslag, Bartlett, Merritt, and Mueller.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mark Rahrick, Brandon Theobald, and Rick Hager.

Others attending were Jason Winter, Marie Sexton, Craig Helgeson, John Anhorn, and Nick Sorensen.

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

Pledge of Allegiance.

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

Agenda – motion by Merritt, seconded by Langeslag to approve the agenda as presented. 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 October 24, 2022 special and regular council minutes and the November 17, 2022 special council meeting minutes.

Approval of the October and November city and liquor store bills.

Approval of the October check register numbers E4581-E4608, 16823-16849, and 50418-50487.

Approval of Resolution 22-18 A Resolution Accepting Grant Award from Statewide Health Improvement Partnership in the amount of \$318.98 for Medford City Hall.

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

EDA Committee Report – EDA didn't meet.

Park & Pool Commissioner Report – Council member Mueller stated the Christmas lights were up on Main Street. Park bathroom updates will be discussed at the next meeting.

Water/Wastewater Commissioner Report – Council member Langeslag didn't have any updates for Council.

Liquor Store Commissioner Report – Council member Bartlett stated the new lead bartender, Rachel Heinrichs has started at the liquor store and sales were increasing and new ideas were being worked into the liquor store plans.

Streets Commissioner Report – Council member Merritt didn't have any updates for Council.

City Attorney – nothing new for Council. Council requested Attorney Rahrick proceed with talking with Steele County about the speed limit by the Medford School.

City Engineer – Engineer Theobald presented the 2023 Street Project Feasibility Report to Council.

Resolution 22-19 Approving Feasibility Report and Calling Public Hearing on 2023 Street Improvements – motion by Bartlett, seconded by Merritt to approve Resolution 22-19. All members voted aye for approval. Motion carried.

Fire Department – Fire Chief Hager presented the 2023 Township Fire Contracts – motion by Merritt, seconded by Bartlett to approve the 2023 Township Fire Contracts. All members voted aye for approval. Motion carried.

Mayor – none.

City Administrator –

Public Works/General Update Memo – Administrator Petersen presented a memo.

Ice Rinks Discussion – Council consensus was to have ice rinks made by December 25th weather permitting.

Bryce Grinnell’s Resignation – motion by Mueller, seconded by Merritt to accept Bryce Grinnell’s resignation from the position of public works worker. All members voted aye for approval. Motion carried.

Hiring New Public Works – motion by Bartlett, seconded by Langeslag to hire Mathias Heinrichs as a public works worker at \$23.32 per hour. All members voted aye for approval. Motion carried.

City Clerk –

Financial Update – Clerk Jackson presented a memo to Council with the City’s Financial update.

Resolution 2022-17 Designation the Polling Place for the 2023 Elections – motion Bartlett, seconded by Merritt to approve Resolution 2022-17. All members voted aye for approval. Motion carried.

2023 Final Budget – Clerk Jackson stated the final budget was included in the Council packets and would be presented at the December council meeting for final approval.

Motion by Mueller, seconded by Langeslag to adjourn the regular council meeting at 7:51 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, December 19, 2022, 7:00 p.m.

Truth in Taxation Meeting – Monday, December 19, 2022, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
December 19, 2022
6:00 p.m.
City Hall

Members present were Thomas, Bartlett, Langeslag, Merritt, and Mueller.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Brandon Theobald, and Mark Rahrck.

Others attending were Steve Schmitz, Rosy Schmitz, Marie Sexton, Pete Osthund, Andrew Miller, Toni Olson, Michael Carr, John Anhorn, Craig Helgeson, and Nick Sorensen.

Mayor Thomas called the meeting to order at 6:00 p.m.

Improvement Project 2023-01 Street Improvements –
Engineer Theobald presented the 2023-01 Improvement Project to Council.

Motion by Mueller, seconded by Merritt to open the public hearing at 6:14 p.m. All members voted aye for approval. Motion carried.

Public Comments:

Several residents had questions about their individual proposed assessment amounts. John Anhorn asked about a sidewalk on CSAH 12 being part of the project. Andrew Miller stated he was in favor of the street improvement project.

Motion by Mueller, seconded by Langeslag to close the public hearing at 6:41 p.m. All members voted aye for approval. Motion carried.

Resolution 2022-20 Ordering Improvement and Preparation of Plans – motion by Mueller, seconded by Bartlett to approve Resolution 2022-20. Langeslag aye, Merritt aye, Bartlett aye, Thomas aye, Mueller aye. Motion carried

Motion by Merritt, seconded by Bartlett to adjourn the special council meeting at 6:42 pm. All members voted aye for approval. Motion carried.

Minutes approve at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
December 19, 2022
7:00 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mark Rahrick, and Brandon Theobald.

Others attending were Marie Sexton, Craig Helgeson, and Nick Sorensen.

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

Pledge of Allegiance.

Agenda – add item D, Liquor Store Employment under City Administrator. Add item C, City Administrator’s review under Mayor.

Motion by Bartlett, seconded by Langeslag to approve the amended agenda. All members voted aye for approval. Motion carried.

Truth in Taxation Hearing

Clerk Jackson present the Final 2023 Levy.

General Fund	\$572,742
Fire Relief	\$20,000
2014 Central Ave	\$19,250
2021 Main Street	\$92,000
2018 Street Project	\$17,143
EDA	<u>\$13,285</u>
Total	\$734,420

This is a 6.0% increase over the 2022 overall levy.

Clerk Jackson reviewed the 2023 budget and levy increases.

Motion by Langeslag, seconded by Bartlett to open the Truth in Taxation hearing at 7:02 p.m.

Public Comments – none.

Motion by Langeslag, seconded by Bartlett to close the Truth in Taxation hearing at 7:03 p.m.

Resolution 2022-20A Adopting 2023 Final Tax Levy – motion by Bartlett, seconded by Merritt to approve Resolution 2022-20A. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to approve the 2023 City Budget. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Langeslag to approve the 2023 Employee Compensation. 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 November 17, 2022 special council meeting minutes and the November 28, 2022 regular council meeting minutes.

Approval of the November and December city and liquor store bills.

Approval of the November check register numbers E4909-E4628, 16850-16887, and 50490-50547.

Resolution 2022-21 Accepting Donation from the Medford Fire Relief Association in the amount of \$90,000.00 for the Medford Fire Department Truck & Equipment Fund.

Resolution 2022-22 Accepting Donation from the Medford Fire Relief Association in the amount of \$10,000.00 for the Medford Pool.

Resolution 2022-23 Accepting Donation from the Medford Fire Relief Association in the amount of \$250.00 for the Medford Municipal Liquor Store.

Resolution 2022-24 Accepting Donation of Christmas Lights valued at \$100.00 from the City of Faribault for the City of Medford.

Resolution 2022-25 Accepting Donation of Trees valued at \$500.00 from Nagel's Sod & Tree for the City of Medford.

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

EDA Commissioner Report –

Anhorn's Service State Façade Grant Reimbursement – motion by Bartlett, seconded by Mueller to approve Anhorn's Service State Façade Grant Reimbursement. All members voted aye for approval. Motion carried.

Park & Pool Commissioner Report - Council member Mueller stated she was still working on a potential park bathroom improvement project.

Water & Wastewater Commissioner Report – Council member Langeslag had nothing new to report to Council.

Municipal Liquor Store Commissioner Report – Council member Bartlett stated the liquor store was potentially having an ugly sweater contest for Christmas. Motion by Thomas, seconded by Mueller to have the Municipal Liquor Store close on Christmas Eve 30 minutes after the end of the Vikings football game. All members voted aye for approval. Motion carried.

Streets Commissioner Report – Council member Merritt requested the City Administrator look at finding something smaller to clean the sidewalks in town.

City Attorney – none.

City Engineer – Engineer Theobald gave Council a brief update on the wastewater treatment plant. Theobald stated there was a conversation started with the City of Owatonna again about possible regionalization.

Fire Department – none.

Mayor –

School Speed Limit Update – Mayor Thomas requested the City Attorney have a conversation with the Medford School and the County regarding the speed limit by the school.

Outgoing Councilmember Recognition – Mayor Thomas presented plaques to outgoing Council members Bartlett and Langeslag and thanked them for their service to the City of Medford.

City Administrator Review – motion by Mueller, seconded by Langeslag to authorize Mayor Thomas to complete Administrator Petersen’s annual performance review with written input from Council members. All members voted aye for approval. Motion carried.

City Administrator –

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

Handbook Policy Changes – Administrator Petersen recommended Council consider changing the PTO/EIB policy to allow employees to carry over 80 hours of PTO yearly and to terminate the EIB. Motion by Bartlett, seconded by Langeslag to approve Administrator Petersen’s recommendations. All members voted aye for approval. Motion carried.

Administrator Petersen recommended Council consider changing the safety boot allowance to \$200.00 per calendar year effective January 1, 2023. Motion by Merritt, seconded by Mueller to change the safety boot allowance per Petersen’s recommendation. All members voted aye for approval. Motion carried.

Municipal Liquor Store Tap Equipment – Administrator Petersen recommended Council consider purchasing new beer tap equipment for the Medford Liquor Store not to exceed \$1500.00. Council consensus was to purchase the beer tap equipment not to exceed \$1500.

Medford Liquor Store Employment – Administrator Petersen recommended Council accept the resignation of Brenda McGivney and hire Holly Ulrich as a part time bartender at the rate of \$12.09 per hour and to post 2-part time bartender position to be filled at \$12.09 per hour.

Motion by Mueller, seconded by Bartlett to approve Administrator Petersen’s recommendations for the Medford Liquor Store. All members voted aye for approval. Motion carried.

City Clerk –

Resolution 2022-26 Certifying unpaid utility bills to Steele County – motion by Mueller, seconded by Bartlett to approve Resolution 2022-26. All members voted aye for approval. Motion carried.

City Financial Report – Clerk Jackson presented a memo. Jackson stated the final audit would be conducted in January and would likely be presented to Council in March.

Organizational Meeting – Clerk Jackson stated the Organizational Meeting would be held January 4, 2023 at 5:00 p.m.

Clerk Jackson presented the meeting schedules for 2023 to Council.

EOY Pool Memo – Clerk Jackson presented the end of year pool memo. The Medford Swimming Pool had above budgeted revenue for swimming lessons for 2022. The overall loss for 2022 was \$23,971.80.

Motion by Mueller, seconded by Langeslag to adjourn the regular council meeting at 8:02 p.m. All members voted aye for approval. Motion carried.

Organizational Meeting – Wednesday, January 4, 2023, 5:00 p.m.

Regular City Council Meeting – Monday, January 23, 2023, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.