

Reminder – Shut off all
pagers and cell phones

City of Medford Regular Meeting Agenda

March 23, 2026, 7:00 PM



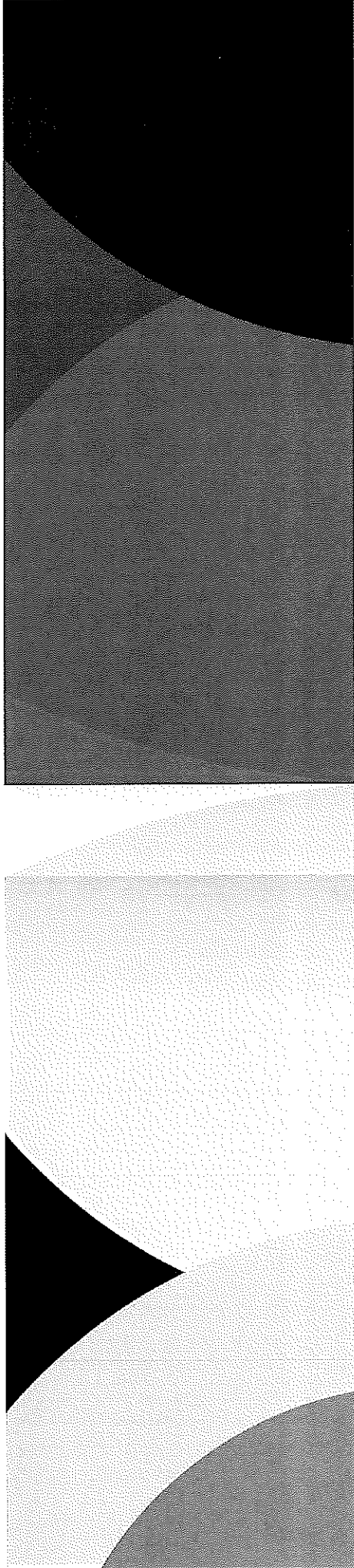
- I. Call to Order
- II. Pledge of Allegiance
- III. Concerns/Requests from the General Public and Organizations
- IV. Approval of Agenda
- V. 2025 Audit Presentation – ABDO
- VI. Approval of Consent Agenda *(All items listed are considered routine or non-controversial by the Council and will be approved 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 – Didn't meet
 - B. EDA Board
- VIII. Department Reports
 - A. Fire Department
 - i. Fire Department Memo
 - B. City Attorney
 - C. City Engineer
 - i. Site Plan – CSAH 12 Trail
 - ii. Resolution 2026-04 A Resolution Authorizing Submittal of a Grant Application for County Road 12 Connection Project
 - iii. Pay Request #6 from Heselton Construction LLC in the amount of \$202,156.20
 - D. Mayor
 - i. Potential Fire Hall Update
 - E. Administration Department
 - i. City Administrator
 - a. Public Works/General Updates
 - b. Resolution 2026-05 A Resolution Awarding and Approving Bid for Public Works Building
 - c. Ancom Estimates for Siren Relocation
 - d. Estimates for former well house demolition
 - e. Ordinance 2026-xx An Ordinance Creating Chapter 12 of the Medford City Code Regulating Charitable Gambling
 - f. Authorization for sale of enclosed trailer and portable cribbing box
 - g. Updated 2026 Sewer Rate Notification from the City of Owatonna
 - h. Bond Referendum Information – Minnesota Secretary of State
 - i. First State Bank Interest Rate Change
- XIII. New Business
- XIV. Next Meeting Dates
 - A. Regular City Council Meeting – Monday, April 27, 2026, 7:00 p.m.
 - B. Open Book Board of Appeal Meeting – Wednesday, April 15, 2026, 1:00-3:00 p.m.
- XV. Adjournment



2025 Financial Statement Audit

City of Medford

Abdo



Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators



Audit Results

Auditor's Opinion

unmodified
opinion under
GAAP

Minnesota Legal
Compliance

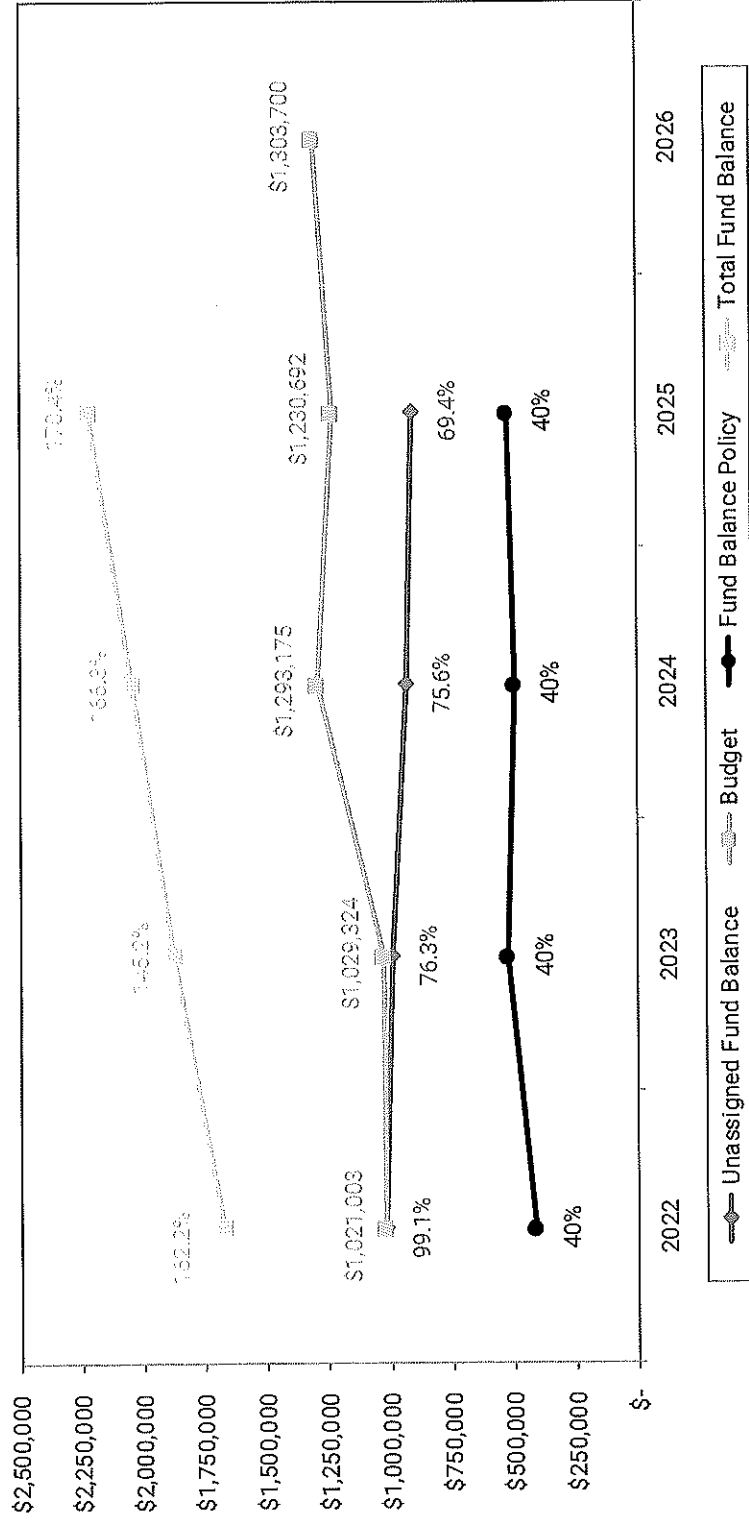
No instances
of
noncompliance

AUDIT RESULTS

Fiscal Year 2025 Findings

- Preparation of Financial Statements
 - *Internal Control Finding*
- Limited Segregation of Duties
 - *Internal Control Finding*

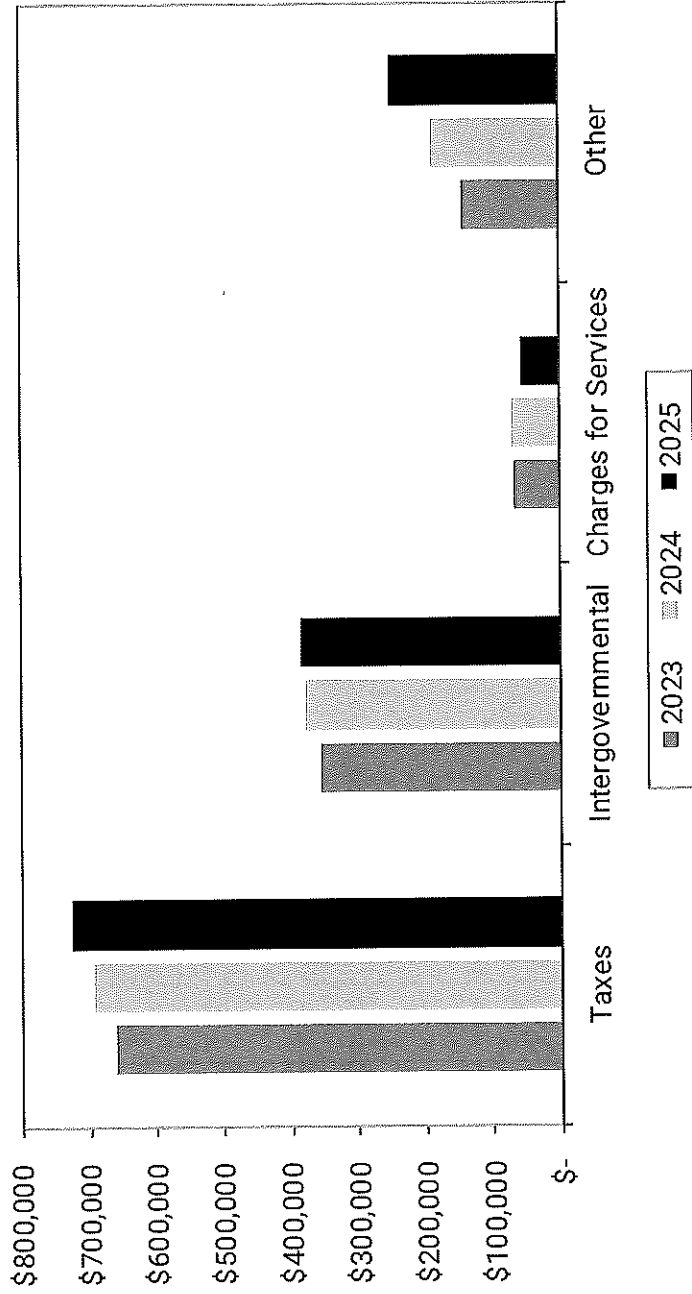
General Fund - Fund Balances



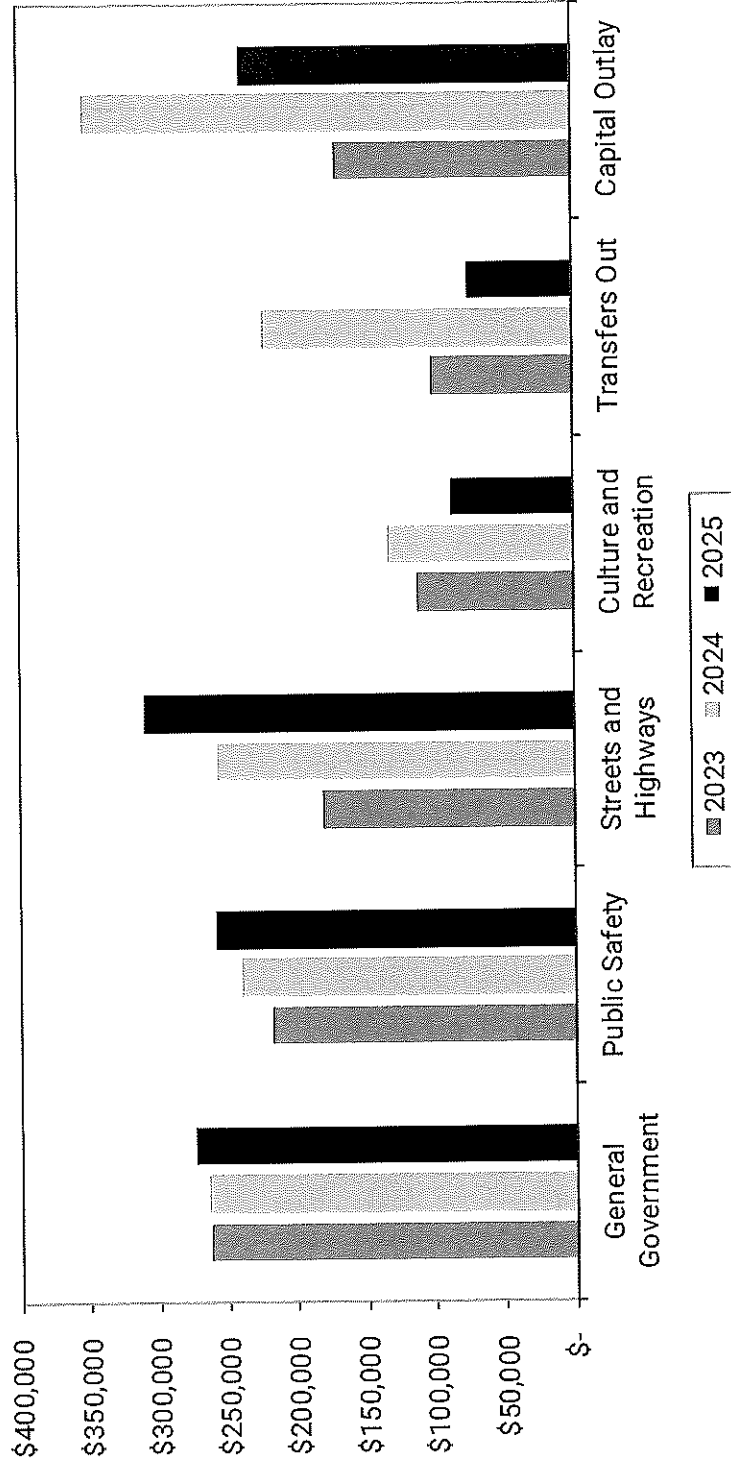
General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 1,230,692	\$ 1,416,795	\$ 186,103
Expenditures	<u>1,106,720</u>	<u>1,167,927</u>	<u>(61,207)</u>
Excess of Revenues Over Expenditures	123,972	248,868	124,896
Other Financing Sources (Uses)			
Transfers out	<u>(123,972)</u>	<u>(73,972)</u>	<u>50,000</u>
Net Change in Fund Balances	<u>\$ -</u>	<u>174,896</u>	<u>\$ 174,896</u>
Fund Balance, January 1		<u>2,046,603</u>	
Fund Balance, December 31		<u>\$ 2,221,499</u>	

General Fund Revenues by Type

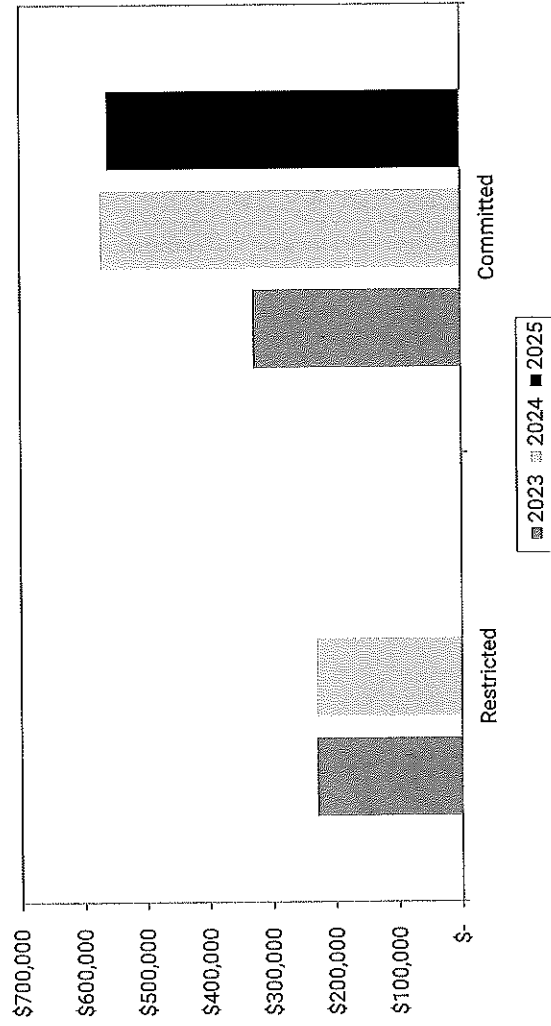


General Fund Expenditures by Type



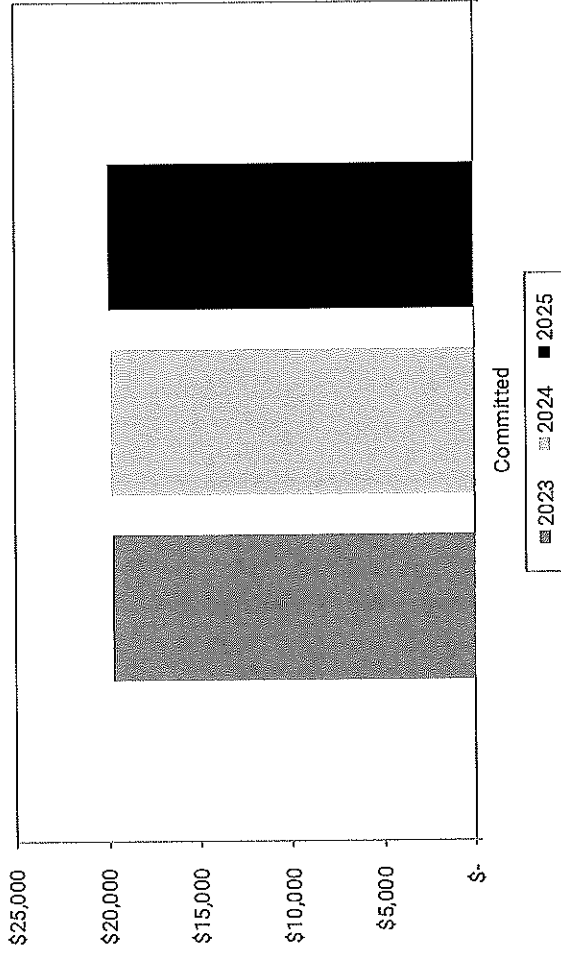
Capital Project Fund Balances

Fund	Fund Balances December 31		Increase (Decrease)
	2025	2024	
Major			
General Capital Projects	\$ 561,488	572,444	\$ (10,956)
Nonmajor	-	231,466	(231,466)
Main Street Project			
Total	\$ 561,488	\$ 803,910	\$ (242,422)



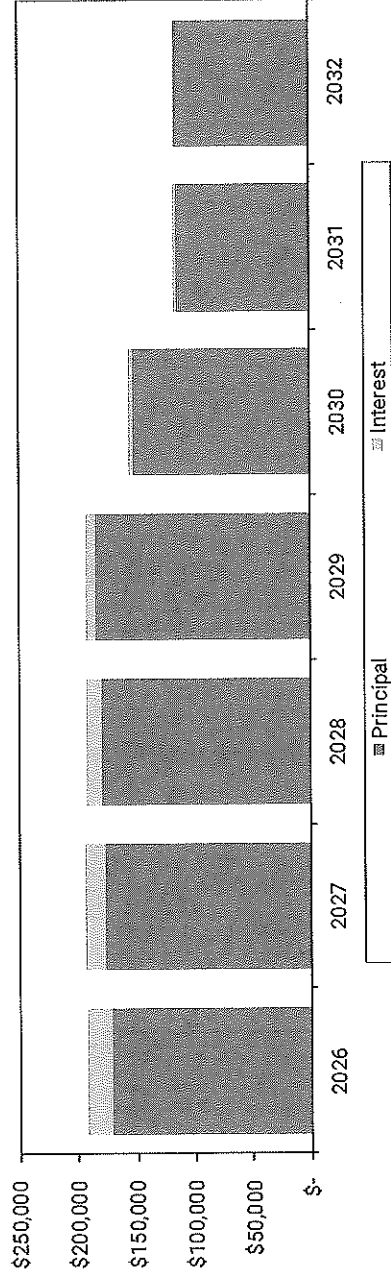
Special Revenue Fund Balances

Fund	Fund Balance December 31,		
	2025	2024	Increase
Park Endowment	\$ 19,973	\$ 19,860	\$ 113



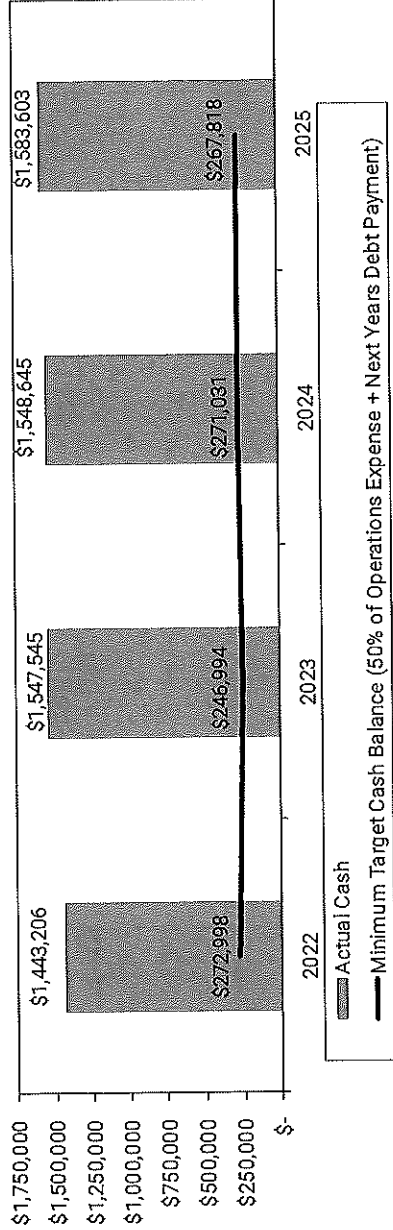
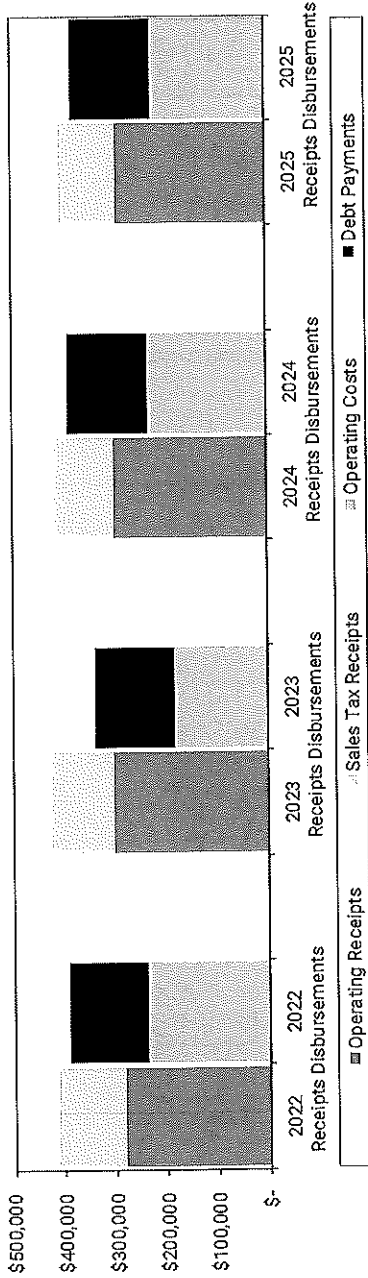
Debt Service

Debt Description	Total Cash and Investments	Total Assets	Outstanding Debt	Maturity Date
G.O. Special Assessment Bonds				
2014A G.O. Improvement	\$ 105,984	\$ 146,822	\$ 179,000	2030
2018A G.O. Improvement	79,909	123,272	137,000	2028
Minnesota Rural Water Association Loan	322,597	555,476	776,000	2032
Total all Debt Service funds	\$ 508,490	\$ 825,570	\$ 1,092,000	
Future Interest on Debt			\$ 70,618	



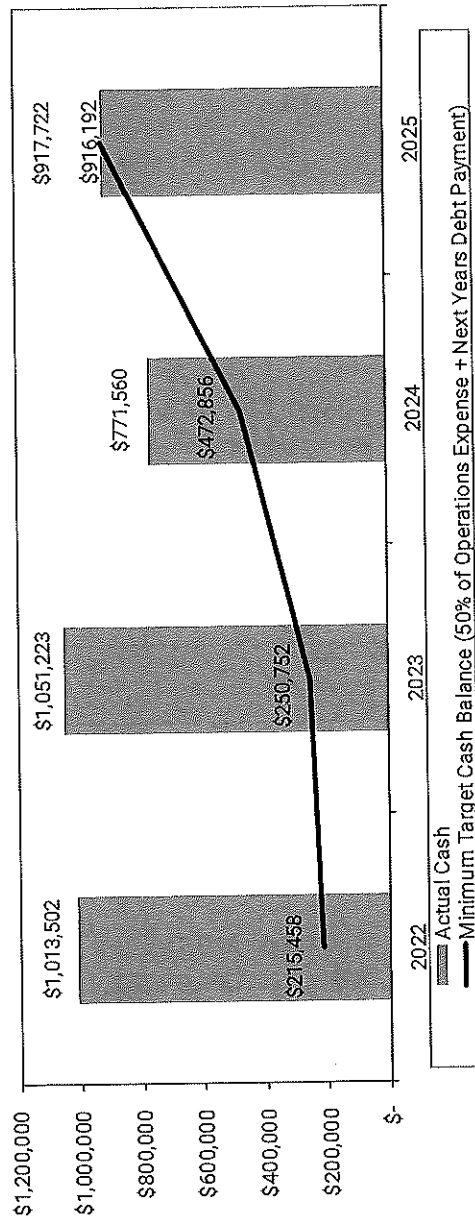
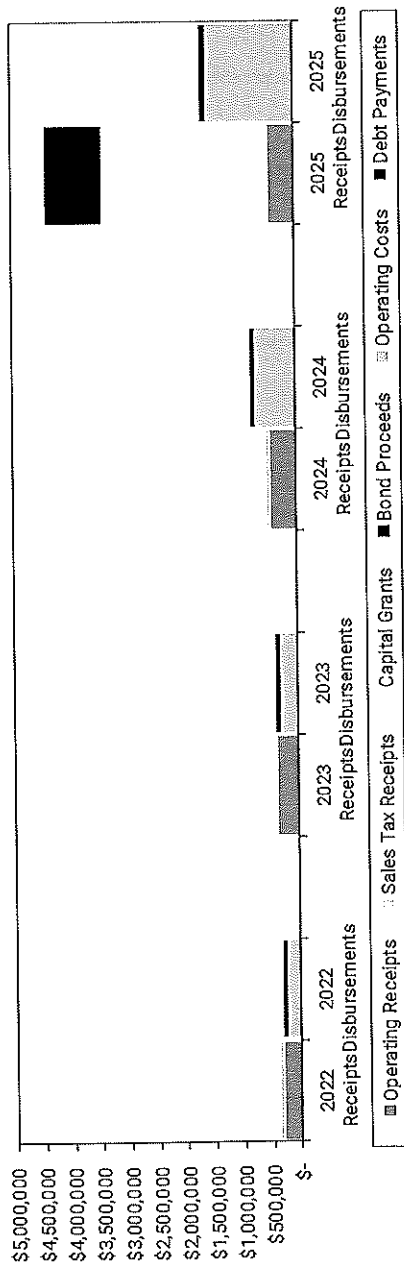
Water Fund

Cash Flows from Operations and Cash Balances



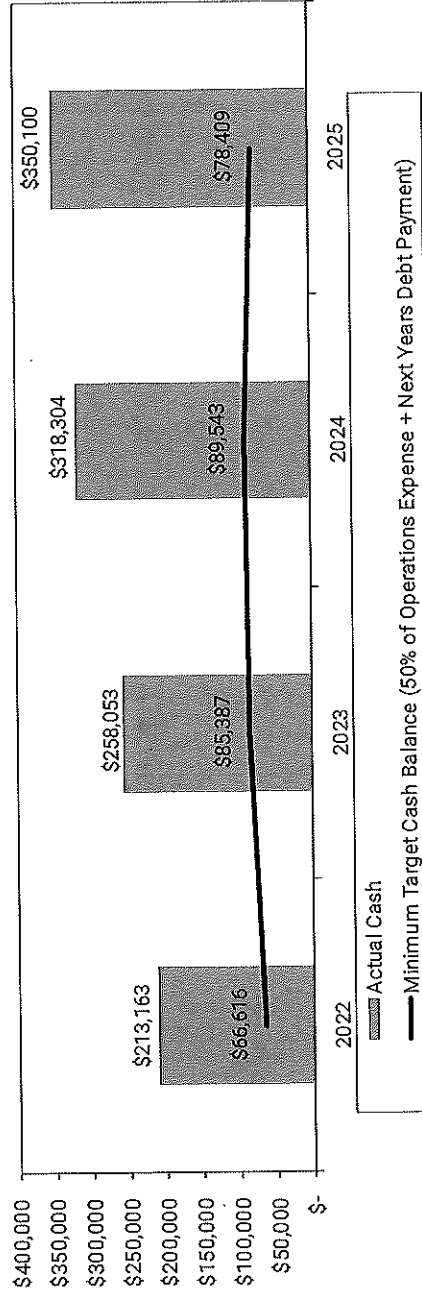
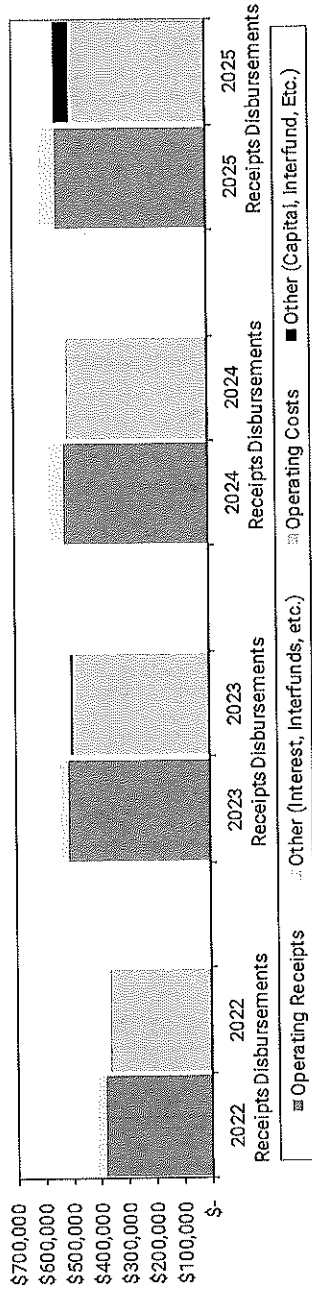
Sewer Fund

Cash Flows from Operations and Cash Balances



Liquor Fund

Cash Flows from Operations and Cash Balances



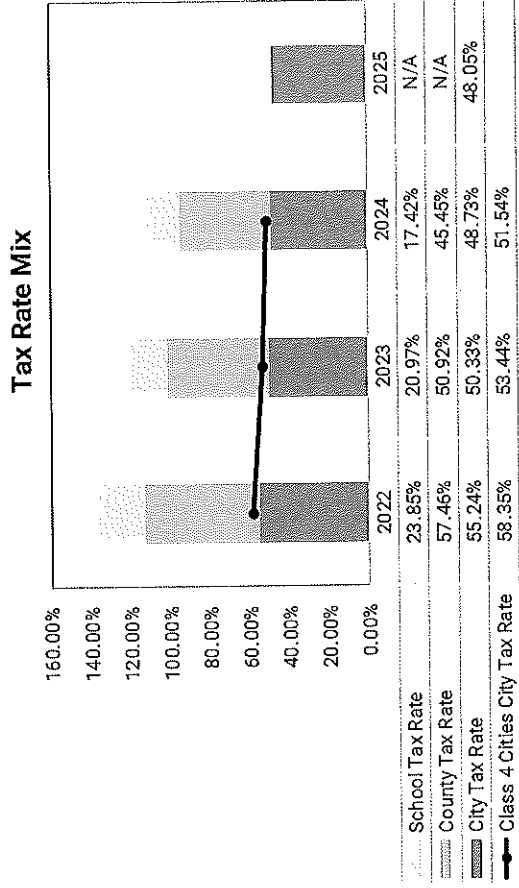
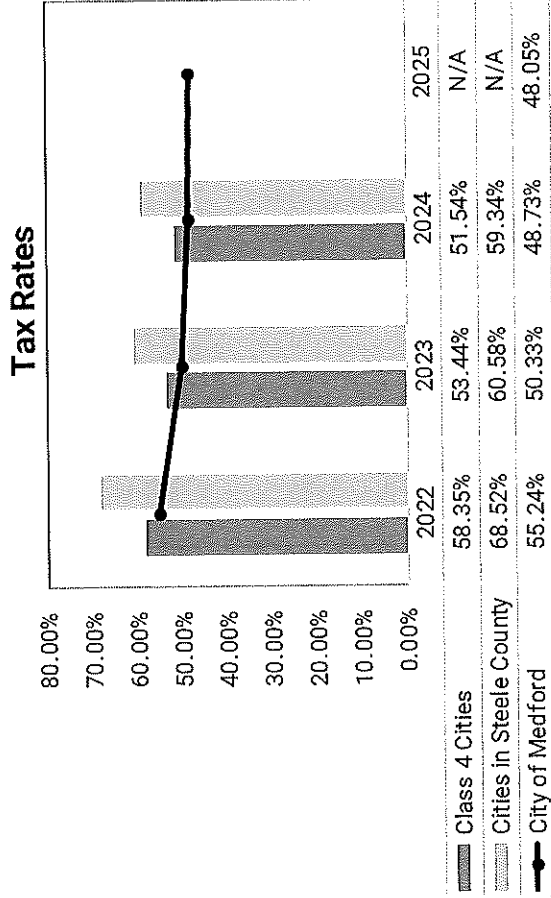
Liquor Fund

City of Medford Liquor Fund

	2023	2024	2025
	Percent of Sales	Percent of Sales	Percent of Sales
Sales	100.0 %	100.0 %	100.0 %
Cost of Sales	<u>(49.6)</u>	<u>(50.0)</u>	<u>(50.1)</u>
Gross Profit	50.4	50.0	49.9
Pension Revenue	-	0.4	-
Operating Expenses	<u>(47.0)</u>	<u>(49.2)</u>	<u>(42.4)</u>
Operating Income (Loss)	3.4	1.2	7.5
Nonoperating Income	<u>6.7</u>	<u>10.1</u>	<u>11.2</u>
Change in Net Position	<u>10.1 %</u>	<u>11.3 %</u>	<u>18.7 %</u>

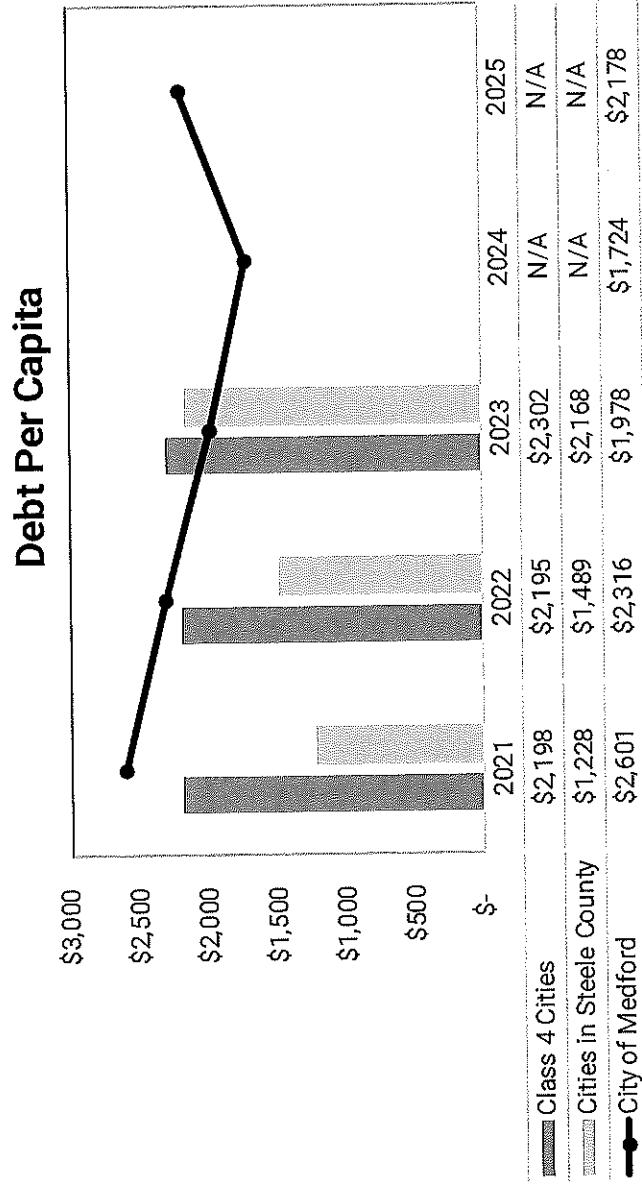
KEY PERFORMANCE INDICATORS

Taxes



KEY PERFORMANCE INDICATORS

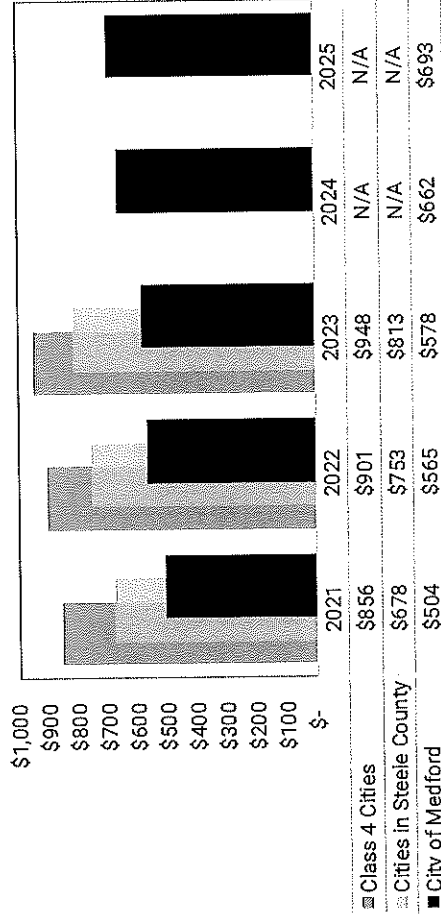
Debt



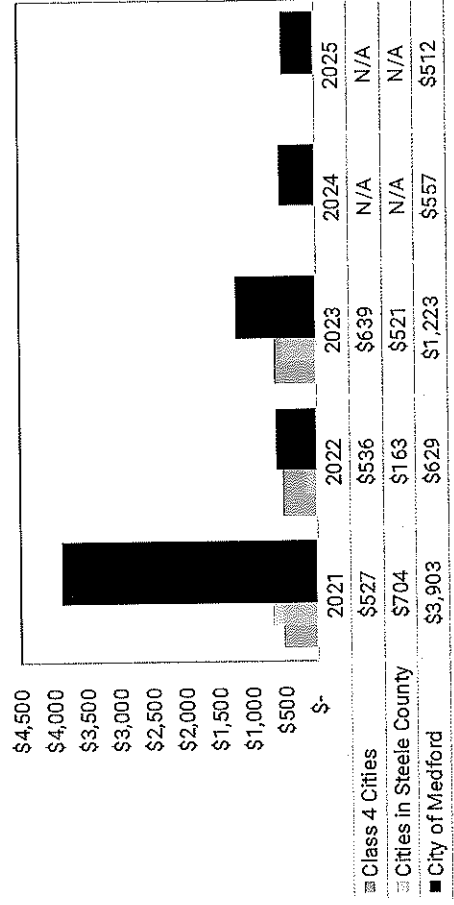
KEY PERFORMANCE INDICATORS

Expenditures

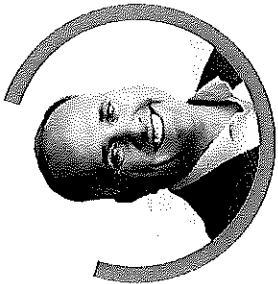
Current Expenditures Per Capita



Capital Expenditures Per Capita



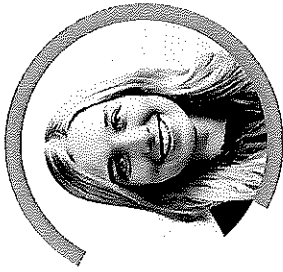
Your Abdo Team



Tom
OLINGER



Dave
ABRIOL



Mara
RICHARDSON



Luke
MULDER



Joseph
HINTGEN

Regular City Council Meeting
February 23, 2026
7:00 p.m.
City Hall

Members present were Thomas, Mueller, Sorensen, Winter, and Heaser.

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrlick, Craig Helgeson, and Brandon Theobald.

Others attending were Tom Harris, Marie Sexton, Nick Goodnature, Mark Ristau, Michael Prondzinski, Rick Hager, Eric Finholdt, Greg Sanborn, Brad Hager, Darren Hagen, Tim Amberg, John Anhorn, Karen Jorgensen, and Tim Auringer.

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

Pledge of Allegiance.

Concerns/Request from the General Public/Organizations- Tom Harris presented a typed statement about his opinions on the public works building and fire hall.

Agenda – Add Owatonna connection under City Engineer, add revised fire hall proposal under Fire Department, add CSAH 12 trail under City Engineer, add Nelson Development under City Attorney. Motion by Mueller, seconded by Winter 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 26, 2026 regular meeting minutes and the February 17, 2026, special council meeting minutes.

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

Approval of the January check register numbers E6003-E6042, 18491-18532, and 53788-53871.

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

Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department –

Chief Helgeson presented a monthly recap memo.

Medford Senior Care – Darren Hagen stated he had spoken with Medford Senior Care about concerns with a new fire hall.

Revised Fire Hall Plan – Council consensus was to allow the fire department to start designing a potential fire hall.

City Attorney –

Nelson Development – Attorney Rahrick stated the 5th Ave access is part of phase three in the developer's agreement.

Oleson & Hobbie Architects –

Maintenance Facility Project Manual – Tim Auringer from Oleson & Hobbie Architects presented the project manual.

Design Schedule – Architect Auringer stated a tentative design schedule.

Resolution 2026-02 Approving Final Plans & Specifications for Medford Maintenance Facility and Authorizing Bidding – motion by Heaser, seconded by Winter to approve Resolution 2026-02. Thomas voted aye, Heaser voted aye, Sorensen voted aye, Winter voted aye, Mueller voted nay. Motion carried.

Advertisement for Bids – the bid advertisement will be published in the Steele County times and posted by Architect Auringer on Qwest CDN.

Rise Structural Engineering Agreement – this agreement was determined to not be necessary at this time.

City Engineer –

CSAH 12 Trail – Engineer Theobald gave an update on the CSAH 12 trail.

WWTP Connection Update – Engineer Theobald stated the City of Medford had begun pumping wastewater to the City of Owatonna.

Mayor – none.

City Administrator –

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

Overtime Language – Administrator Jackson presented information from the Minnesota Department of Labor and Industry defining overtime rules and language.

Regular City Council Meeting – March 23, 2026, 7:00 p.m.

Motion by Mueller, seconded by Sorensen to adjourn the regular council meeting at 8:11 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

CITY OF MEDFORD BILLS FOR FEBRUARY 2026

		<u>Paid</u>	<u>Unpaid</u>
Amazon	office supplies	\$43.35	
Anhorn's Gas & Tire	public works	\$1,108.29	
Anhorn's Gas & Tire	fire dept	\$94.32	
B & B Pumping & Portables, Inc	handicap portable toilet	\$190.00	
Blue Cross Blue Shield	health insurance	\$6,342.49	
Brad Hager	9402 fire truck storage	\$1,500.00	
CCS	call service	\$105.10	
Centerpoint		\$2,622.70	
Colonial Life		\$56.82	
Culligan		\$74.32	
Cintas	public works/city hall	\$184.72	
Danny Thomas	mileage	\$19.58	
Flom Disposal	garbage	\$95.65	
Flow Measurement	water usage analysis	\$340.00	
Gopher State One	locates	\$5.40	
Google	emails	\$84.00	
Hawkins	ferric chloride, ice melt	\$1,459.24	
Health Equity	monthly fee	\$3.00	
Insty Prints	envelopes	\$172.51	
Jaguar Communications	phone/internet	\$682.46	
League of MN Cities	safety group	\$819.00	
Lowe's	public works	\$565.01	
Marathon Tech	computer support	\$1,527.50	
Metro Sales	city hall copies	\$106.12	
MN DNR	water permit	\$278.82	
MN Dept Public Safety	HSEM	\$202.50	
Minnesota Dept of Health	connection fee	\$1,902.00	
Midwest Machinery	public works	\$118.98	
Midwest LED Sign Co	data chip digital sign	\$479.88	
Motorola Solutions	fire dept radios	\$79,312.65	
Napa Auto	public works	\$22.99	
Randalls License Bureau	tabs/tax	\$3,057.49	
Postage		\$383.00	
Riverland Tech	fire dept	\$90.00	
Rice Steele 911 Center	fire dept	\$583.20	
Rivercity Refrigeration	fire dept ice machine	\$505.50	
Riteway Business Forms	tax forms	\$274.52	
Sign Pro	decals	\$132.00	
Steele CIN	EDA Sign	\$400.00	
Steele Waseca		\$8,392.14	
Steve James Excavating	water main break	\$3,184.00	
St Marc Materails	february rent	\$3,333.32	
US Bank	city hall copy machine	\$298.96	
UPS Store	samples	\$70.63	
Utility Consultants	testing	\$791.74	
Verizon Wireless	cell phones	\$245.21	
Water Conservation Services	water main break locate	\$601.19	
WHKS	Engineering Services	\$19,819.00	
	Total	\$142,637.95	\$0.00

Approved by City Council on Monday, March 23, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR FEBRUARY 2026

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Dollar Tree	\$7.52	
Amazon	\$282.07	
Cashwisee	\$80.20	
Centerpoint	\$540.78	
Erica Johnson		
Nola Olson	\$600.00	
Block Plumbing		
Southern MN Glazers	\$779.82	
Cintas	\$234.44	
Culligan	\$79.64	
Huber Supply	\$228.96	
Walmart	\$43.16	
Shari Stromme		
Imperial Dade	\$510.46	
Locksmith	\$7.49	
Minnesota Dept of Revenue	\$4,367.00	
Star Music	\$510.00	
Jenny Amberg	\$100.00	
Shamrock Group	\$510.00	
Sams Club	\$191.17	
R & K	\$424.51	
Steele Waseca		
Dr Fresh Tap	\$65.00	
Flom Disposal	\$466.77	
Townsquare Media	\$195.00	
	<hr/>	
Total	\$10,223.99	\$0.00
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$746.85	
Hermel Wholesale	\$2,437.95	
Lakes Co Eats	\$548.50	
	<hr/>	
Total	\$3,733.30	\$0.00
 <u>BEER</u>		
College City Beverage	\$13,536.92	
Northern Beverage	\$1,744.95	
Locher Bros Inc	\$1,871.05	
	<hr/>	
Total	\$17,152.92	\$0.00
 TOTAL	 \$31,110.21	 \$0.00

Approved by City Council on Monday, March 23, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR MARCH 2026

		<u>Paid</u>	<u>Unpaid</u>
ABDO	audit		
A.H. Stocfk Mfg	fire dept		
Anhorn's Gas & Tire	public works		\$893.19
Anhorn's Gas & Tire	fire department		
Amazon	misc		
Automatic Systems	wwtp		
B&B Pumping	handicap toilet		
Batteries Plus Bulbs	public works		\$280.00
Bussler Publishing	publications		
Blue Cross	health insurance	\$6,342.49	
CCS	call service		
Core & Main	public works		\$45.25
Centerpoint			\$28.43
Colonial Life	insurance		
Cintas	uniforms	\$63.93	
Culligan			
City of Owatonna	monthly service chg - connections	\$8,114.99	
City of Owatonna	biosolids	\$19,250.00	
Danny Thomas	mileage		
Delta Dental	dental insurance	\$293.31	
Elizabeth Jackson	mileage		
Flom Disposal	garbage		
Gopher State One	locates		
Google	email		
Hawkins	LPC-AM/ Ferric Chloride		
Jaguar Communications	phone/internet		\$701.84
Lowe's	public works		
MN Dept of Revenue	1st Qtr Water Tax		
MN Dept of Revenue	sales tax		
MN DNR	water permit		
MN Pollution Control	wastewater permit	\$1,450.00	
Midwest Machinery	public works		
Owatonna Heating	booster station		
Norhtland Farm	public works		
Peace of Mind Home Inspections	rental inspections		
Mona Krause	mailbox		
St Marc Materials	public works storage building	\$3,222.60	
Steele Waseca			
Steele County Information Network			
Steele County Information Network	eda sign		
Postmaster	postage		
Steve James Excavating	water main break/new hydrants		
US Bank	city hall copy machine	\$149.48	
UPS	samples		
Utility Consultants	testing		
Verizon Wireless	cell phones		
WHKS	engineering fees		
Webicine	website		\$325.00
	Total	\$38,886.80	\$2,273.71

Approved by City Council on Monday, March 23, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR MARCH 2026

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Andy Evans		
Jenny Amberg	\$50.00	
Erica Johnson	\$300.00	
Angie Bohlman		
Centerpoint		
Cintas		\$117.22
Cashwish		
Nola Olson	\$700.00	
Paige Butterfield		
Culligan		
Block Plumbing		\$732.08
Huber Supply		\$64.00
Dr Fresh Tap		\$65.00
Shari Stromme	\$750.00	
Faribo Air		
Minnesota Revenue		
Scott Duban		
Midco	\$746.74	
Plunketts	\$123.68	
Star Sports		\$57.00
Walmart		
Rent N Save		
Owatonna Fire	\$65.00	
Shamrock		\$198.50
Steele Waseca		
Townsquare Media		
Stuart Bohlman		
Steele County		\$200.00
Flom Disposal		
Total	\$2,735.42	\$1,433.80
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza		\$164.75
Hermel Wholesale	\$963.60	\$840.12
Lakes Co Eats	\$341.00	
Total	\$1,304.60	\$1,004.87
 <u>BEER</u>		
College City Beverage	\$1,959.32	\$5,085.00
Northern Beverage		\$1,155.90
Locher Bros Inc		\$621.15
Total	\$1,959.32	\$6,862.05
TOTAL	\$5,999.34	\$9,300.72

Approved by City Council on Monday, March 23, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD

Checks for Month

10100 Cash

Since FEBRUARY 2026

Begin Balance (\$460,499.03)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
						-\$460,598.11
018562	Johnson, Erica	8/30/2024	\$99.08	PAYXX00.00		-\$460,598.11
050194	HEIMS TRUCK & TRAILER LL	6/29/2022	-\$3,343.49	6-29-22Bills	service truck repairs	-\$457,254.62
050292	HEIMS TRUCK & TRAILER LL	8/10/2022	-\$856.37	8-10-22bills	service truck repairs	-\$456,398.25
053872	CASH	2/4/2026	\$5,000.00	2-4-26atm	atm	-\$461,398.25
053873	CASH	2/4/2026	\$5,000.00	2-6-26atm	atm	-\$466,398.25
053874	CASH	2/12/2026	\$5,000.00	2-12-26atm	atm	-\$471,398.25
053875	CASH	2/12/2026	\$5,000.00	2-13-26atm	atm	-\$476,398.25
053876	CHRIS BERTRAND	2/12/2026	\$300.00	2-14-26Music	MUNI MUSIC	-\$476,698.25
053877	WEBICINE	2/12/2026	\$2,800.00	Greg Lee	50% down payment - new	-\$479,498.25
053879	TIME MUSIC AGENCY	2/12/2026	\$2,250.00	SR Days Band	band down payment	-\$481,748.25
053880	ABDO	2/17/2026	\$16,700.00	2-17-26Bills	2025 Audit	-\$498,448.25
053881	ANHORNS GAS & TIRE	2/17/2026	\$1,509.56	2-17-26Bills	public works/fire dept	-\$499,957.81
053882	AUTO VALUE - OWATONNA	2/17/2026	\$373.91	2-17-26Bills	public works	-\$500,331.72
053883	B & B PUMPING & PORTABL	2/17/2026	\$190.00	2-17-26Bills	handicap toilet	-\$500,521.72
053884	BRAD HAGER	2/17/2026	\$1,500.00	2-17-26Bills	9402 fire dept truck storage	-\$502,021.72
053885	BUSSLER PUBLISHING INC	2/17/2026	\$336.00	2-17-26Bills	notices	-\$502,357.72
053886	CENTERPOINT	2/17/2026	\$18.89	2-17-26Bills	13942721-5	-\$502,376.61
053887	CINTAS	2/17/2026	\$238.01	2-17-26Bills		-\$502,614.62
053888	COLLEGE CITY BEVERAGE,	2/17/2026	\$3,183.10	2-17-26Bills		-\$505,797.72
053889	CULLIGAN WATER CONDITI	2/17/2026	\$153.96	2-17-26Bills	water softner	-\$505,951.68
053890	CURT S TRUCK & DIESEL S	2/17/2026	\$720.82	2-17-26Bills	plow truck repairs	-\$506,672.50
053891	DAHLHEIMER BEVERAGE LL	2/17/2026	\$1,098.05	2-17-26Bills		-\$507,770.55
053892	DR. FRESH TAP	2/17/2026	\$65.00	2-17-26Bills	muni	-\$507,835.55
053893	ELECTRO WATCHMAN INC.	2/17/2026	\$300.81	2-17-26Bills	muni	-\$508,136.36
053894	FLOW MEASUREMENT & CO	2/17/2026	\$340.00	2-17-26Bills	water usage analysis	-\$508,476.36
053895	GOPHER STATE ONE-CALL	2/17/2026	\$55.40	2-17-26Bills	locates	-\$508,531.76
053896	HEGGIES PIZZA	2/17/2026	\$115.65	2-17-26Bills		-\$508,647.41
053897	HERMEL WHOLESALE	2/17/2026	\$1,032.21	2-17-26Bills		-\$509,679.62
053898	HUBER SUPPLY CO., INC	2/17/2026	\$86.15	2-17-26Bills		-\$509,765.77
053899	INNOVATIVE OFFICE SOLUT	2/17/2026	\$17.66	2-17-26Bills		-\$509,783.43
053900	JENNIFER AMBERG	2/17/2026	\$50.00	2-17-26Bills	cleaning	-\$509,833.43
053901	KIBBLE EQUIPMENT	2/17/2026	\$1,218.71	2-17-26Bills	public works	-\$511,052.14
053902	LAKES CO EATS	2/17/2026	\$309.50	2-17-26Bills	muni	-\$511,361.64
053903	LIMBERG PRODUCTIONS LL	2/17/2026	\$800.00	2-17-26Bills	Digital Sign	-\$512,161.64
053904	MARATHON TECH CO	2/17/2026	\$849.20	2-17-26Bills	computer support	-\$513,010.84
053905	MIDCONTINENT COMMUNIC	2/17/2026	\$368.37	2-17-26Bills	muni	-\$513,379.21
053906	MIDWEST MACHINERY CO	2/17/2026	\$0.00	2-17-26Bills	parts - public works	-\$513,379.21
053907	NAPA AUTO PARTS	2/17/2026	\$22.99	2-17-26Bills	public works	-\$513,402.20
053908	NORTHERN BEVERAGE DIS	2/17/2026	\$1,124.85	2-17-26Bills		-\$514,527.05
053909	NORTHLAND FARM SYSTEM	2/17/2026	\$200.00	2-17-26Bills	public work	-\$514,727.05
053910	OLESON & HOBBIE ARCHIT	2/17/2026	\$1,583.30	2-17-26Bills	public works building	-\$516,310.35
053911	R & K ELECTRIC INC	2/17/2026	\$424.51	2-17-26Bills	muni cooler lights	-\$516,734.86
053912	RICE/ STEELE DISPATCH CE	2/17/2026	\$583.20	2-17-26Bills	CAD Integration	-\$517,318.06
053913	RITEWAY	2/17/2026	\$274.52	2-17-26Bills	tax forms	-\$517,592.58
053914	SHAMROCK GROUP	2/17/2026	\$510.00	2-17-26Bills		-\$518,102.58
053915	SIGN PRO	2/17/2026	\$132.00	2-17-26Bills	decals	-\$518,234.58
053916	ST. MARC MATERIALS	2/17/2026	\$3,333.32	2-17-26Bills	rental space	-\$521,567.90
053917	STAR MUSIC, INC	2/17/2026	\$255.00	2-17-26Bills		-\$521,822.90
053918	STEELE COUNTY HIGHWAY	2/17/2026	\$16,520.24	2-17-26Bills	CSAH 12 Payment	-\$538,343.14
053919	STEELE WASECA COOP EL	2/17/2026	\$6,785.58	2-17-26Bills	1061341	-\$545,128.72
053920	steve james excavating	2/17/2026	\$3,184.00	2-17-26Bills	water main break repair	-\$548,312.72
053921	THATCHER POOLS & SPAS	2/17/2026	\$1,140.79	2-17-26Bills	pool repairs - 2025	-\$549,453.51
053922	US BANK EQUIPMENT FINA	2/17/2026	\$298.96	2-17-26Bills	city hall copier	-\$549,752.47
053923	UTILITY CONSULTANTS	2/17/2026	\$977.06	2-17-26Bills	testing	-\$550,729.53
053924	VERIZON WIRELESS	2/17/2026	\$126.45	2-17-26Bills	cell phones	-\$550,855.98
053925	WATER CONSERVATION SE	2/17/2026	\$601.19	2-17-26Bills	water main break locate	-\$551,457.17
053926	BLUE CROSS BLUE SHIELD	2/17/2026	\$6,342.49	2-17-26H Ins	Health Insurance	-\$557,799.66
053927	CINTAS	2/18/2026	\$28.43	2-18-26cintas		-\$557,828.09

CITY OF MEDFORD

Checks for Month

10100 Cash

Since FEBRUARY 2026

Begin Balance (\$460,499.03)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
053928	CASH	2/19/2026	\$5,000.00	2-19-26atm	atm	-\$562,828.09
053929	CASH	2/19/2026	\$5,000.00	2-20-26atm	atm	-\$567,828.09
053930	Ron MYRICK	2/24/2026	\$29.33	Myrick	overpayment of final water	-\$567,857.42
053931	CRAIG HELGESON	2/24/2026	\$111.24	helgeson	overpayment of final water	-\$567,968.66
053932	MEDFORD CONGREGATION	2/24/2026	\$147.61	UCC	overpaymetn of water bill	-\$568,116.27
053933	BEN SCRUGGS	2/25/2026	\$300.00	2-28-26music	muni music	-\$568,416.27
053934	CASH	2/26/2026	\$5,000.00	2-26-26atm	atm	-\$573,416.27
053935	CASH	2/26/2026	\$5,000.00	2-27-26atm	atm	-\$578,416.27
053936	CASH	2/26/2026	\$5,000.00	2-28-26atm	atm	-\$583,416.27
	Deposits	\$0.00				
	Checks		-\$122,917.24			

FILTER: ((([Act Year]='2026' and [period] in (2))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??')) and [Cash Act]='10100')

CITY OF MEDFORD

Checks for Month

10100 Cash

Since FEBRUARY 2026

Begin Balance (\$460,499.03)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
018533	Amberg, Jennifer	2/13/2026	\$208.20	PAY20260204.00		-\$460,707.23
018534	Butterfield, Paige	2/13/2026	\$295.21	PAY20260204.00		-\$461,002.44
018535	Evans, Andy	2/13/2026	\$862.12	PAY20260204.00		-\$461,864.56
018536	Fischer, Andrew	2/13/2026	\$550.07	PAY20260204.00		-\$462,414.63
018537	Heinrichs, Mathias	2/13/2026	\$1,719.62	PAY20260204.00		-\$464,134.25
018538	Jackson, Elizabeth	2/13/2026	\$3,775.45	PAY20260204.00		-\$467,909.70
018539	Johnson, Erica	2/13/2026	\$439.81	PAY20260204.00		-\$468,349.51
018540	Krogh, James	2/13/2026	\$2,155.96	PAY20260204.00		-\$470,505.47
018541	Olson, Nola	2/13/2026	\$594.04	PAY20260204.00		-\$471,099.51
018542	Ulrich, Holly	2/13/2026	\$91.10	PAY20260204.00		-\$471,190.61
018543	Will, Richard W	2/13/2026	\$406.95	PAY20260204.00		-\$471,597.56
018553	Finholdt, Eric	2/20/2026	\$115.44	PAY20260302.00		-\$471,713.00
018555	Hager, Richard	2/20/2026	\$115.44	PAY20260302.00		-\$471,828.44
018556	Heaser, Mark	2/20/2026	\$207.79	PAY20260302.00		-\$472,036.23
018557	Helgeson, Craig H	2/20/2026	\$230.87	PAY20260302.00		-\$472,267.10
018558	Mueller, Amanda	2/20/2026	\$207.79	PAY20260302.00		-\$472,474.89
018559	Sorensen, Nicholas	2/20/2026	\$207.79	PAY20260302.00		-\$472,682.68
018560	Thomas, Danny	2/20/2026	\$277.05	PAY20260302.00		-\$472,959.73
018561	Winter, Jason	2/20/2026	\$207.79	PAY20260302.00		-\$473,167.52
018563	Amberg, Jennifer	2/27/2026	\$285.53	PAY20260205.00		-\$473,453.05
018564	Bohlman, Angela	2/27/2026	\$324.17	PAY20260205.00		-\$473,777.22
018565	Butterfield, Paige	2/27/2026	\$166.54	PAY20260205.00		-\$473,943.76
018566	Evans, Andy	2/27/2026	\$905.55	PAY20260205.00		-\$474,849.31
018567	Fischer, Andrew	2/27/2026	\$550.07	PAY20260205.00		-\$475,399.38
018568	Heinrichs, Mathias	2/27/2026	\$1,719.62	PAY20260205.00		-\$477,119.00
018569	Jackson, Elizabeth	2/27/2026	\$3,775.45	PAY20260205.00		-\$480,894.45
018570	Johnson, Erica	2/27/2026	\$487.61	PAY20260205.00		-\$481,382.06
018571	Krogh, James	2/27/2026	\$2,155.96	PAY20260205.00		-\$483,538.02
018572	Olson, Nola	2/27/2026	\$443.05	PAY20260205.00		-\$483,981.07
018573	Ulrich, Holly	2/27/2026	\$88.51	PAY20260205.00		-\$484,069.58
018574	Will, Richard W	2/27/2026	\$385.48	PAY20260205.00		-\$484,455.06
	Deposits	\$0.00				
	Checks		-\$23,956.03			

FILTER: ((([Act Year]='2026' and [period] in (2))) and ((([Source] like 'PAY?????????.??'))) and [Cash Act]='10100')

CITY OF MEDFORD

Checks for Month

10100 Cash

Since FEBRUARY 2026

Begin Balance (\$460,499.03)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
004605E	FURTHER	11/17/2022	-\$2.00	10-14-22Further	admin fee	-\$460,497.03
006015E	MN DEPT OF NATURAL RES	2/2/2026	\$278.82	MPARS 2025	MPARS - water permit	-\$460,775.85
006021E	HEALTH EQUITY	2/17/2026	\$45.00	2-13-26hsa		-\$460,820.85
006022E	EFTPS	2/17/2026	\$2,992.12	2-13-26fed	Withholding	-\$463,812.97
006023E	STATE OF MINNESOTA	2/17/2026	\$447.41	2-13-26fed		-\$464,260.38
006024E	PUBLIC EMPLOYEES RETIR	2/17/2026	\$2,031.03	2-13-26fed		-\$466,291.41
006025E	MINNESOTA DEPT OF REVE	2/19/2026	\$4,221.00	Jan 26 Tax	sales tax	-\$470,512.41
006043E	EFTPS	2/23/2026	\$260.08	1-19-26fed	Withholding	-\$470,772.49
006044E	HEALTH EQUITY	3/2/2026	\$45.00	2-27-26hsa		-\$470,817.49
006045E	EFTPS	3/2/2026	\$3,051.04	2-27-26FED	Withholding	-\$473,868.53
006046E	STATE OF MINNESOTA	3/2/2026	\$460.18	2-27-26FED		-\$474,328.71
006047E	PUBLIC EMPLOYEES RETIR	3/2/2026	\$2,067.09	2-27-26FED		-\$476,395.80
006053E	INTERNET PURCHASES	3/17/2026	\$84.00	2-2-26Google	emails	-\$476,479.80
006055E	STATE OF MN DEPARTMEN	3/17/2026	\$101.25	HSEM Fees 2026	HSEM	-\$476,581.05
006056E	STATE OF MN DEPARTMEN	3/17/2026	\$101.25	Pool HSEM	Pool HSEM	-\$476,682.30
006057E	AMAZON.COM	3/17/2026	\$139.00	2-9-26Prime	Prime	-\$476,821.30
006058E	HEALTH EQUITY	3/17/2026	\$3.00	2-9-26H Equity		-\$476,824.30
006059E	AMAZON.COM	3/17/2026	\$69.00	2-11-26am	muni	-\$476,893.30
006060E	UPS	3/17/2026	\$70.63	2-11-26UPS	samples	-\$476,963.93
006061E	AMAZON.COM	3/17/2026	\$16.17	2-17-26am		-\$476,980.10
006062E	AMAZON.COM	3/17/2026	\$57.90	2-17-26am2	muni	-\$477,038.00
006063E	SAM'S CLUB	3/17/2026	\$191.17	2-17-26sams	muni	-\$477,229.17
006064E	WALMART COMMUNITY/GE	3/17/2026	\$43.16	2-19-26wm	muni	-\$477,272.33
006065E	INTERNET PURCHASES	3/17/2026	\$7.49	2-20-26Locksmith	locksmith	-\$477,279.82
006066E	CASHWISE	3/17/2026	\$6.97	2-23-26cw		-\$477,286.79
006067E	CASHWISE	3/17/2026	\$22.73	2-23-26cw2		-\$477,309.52
006068E	CASHWISE	3/17/2026	\$50.50	2-24-26cw		-\$477,360.02
006069E	RANDALS LICENSE BUREAU	3/17/2026	\$3,057.49	2-25-26License	tabs	-\$480,417.51
006070E	AMAZON.COM	3/17/2026	\$43.35	2-26-26AM	office	-\$480,460.86
006071E	DOLLAR TREE	3/17/2026	\$7.52	2-27-26Dollar	muni	-\$480,468.38
006072E	POSTMASTER	3/17/2026	\$383.00	2-27-26UPS	postage	-\$480,851.38
	Deposits	\$0.00				
	Checks	-\$20,352.35				-\$20,352.35

FILTER: ([[Act Year]='2026' and [period] in (2)))] and ([[EFT]]) and [Cash Act]='10100'



Medford: MnDNR Local Trail Connections Program

Project Level Site Map - Steele Co, MN

Project No: 9288-25
Map Scale: 1 Inch = 200 feet
CRS: NAD 1983 HARN Adj MN Steele Feet
Updated: 19 January 2026



CITY OF MEDFORD
RESOLUTION 2026-03

A RESOLUTION AUTHORIZING SUBMITTAL OF A GRANT APPLICATION FOR THE
COUNTY ROAD 12 CONNECTION PROJECT

WHEREAS, the City of Medford supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connection Program. The application is to construct paved trails to expand on the existing trail system along County Road 12 in the City, and

WHEREAS, the City of Medford recognizes that it has secured 25% in non-state cash matching funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if the City of Medford is awarded a grant by the Minnesota Department of Natural Resources, the City of Medford agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Medford will comply with all applicable laws, environmental requirements, and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Local Trail Connections Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the State related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of Medford names the fiscal agent for the City of Medford for this project as:

Mrs. Elizabeth Jackson
City Administrator
City of Medford
408 2nd Avenue SE
Medford, MN 55049

BE IT FURTHER RESOLVED, the City of Medford hereby assures the County Road 12 Connection Project will be maintained for a period of no less than 20 years.

ADOPTED by the Medford City Council this 23rd day of March 2026.

ATTEST:

Elizabeth Jackson, City Administrator

Danny Thomas, Mayor

The motion for the adoption of the foregoing resolution was made by Council Member _____ and duly seconded by Council Member _____. Upon a vote being taken, the following members voted in favor thereof: _____ Those against same: _____

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Email: rochester@whks.com
Website: www.whks.com

whks

engineers + planners + land surveyors

March 18, 2026

Ms. Elizabeth Jackson
City Clerk/Administrator
City of Medford
408 2nd Ave SE
Medford, MN 55049

RE: Medford, Minnesota
WW Regionalization with Owatonna
Pay Request No. 6

Dear Beth:

Enclosed is Pay Request No. 6 for work on the above referenced project. We recommend payment in the amount of \$202,156.20 to:

Heselton Construction, LLC
680 24th Street NW
Faribault, MN 55021

Please contact me if you have any questions.

Sincerely,

WHKS & CO.


Digitally signed by Brandon Theobald
DN: cn=Brandon Theobald, o=WHKS & CO., ou=Brandon Theobald
Date: 2026.03.18 11:23:37 -0500

Brandon Theobald, P.E.

BT/cf

Enclosure

cc: Cory Felderman, WHKS (9906)
Jason Brandvold, Heselton Construction, LLC

2905 South Broadway
 Rochester, MN 55904
 Phone 507-288-3923



engineers + planners + land surveyors

PARTIAL PAYMENT ESTIMATE
 FOR CONSTRUCTION WORK COMPLETED

Project: WW Regionalization with Owatonna
 Project No.: 9906.00
 Location: Medford, Minnesota
 Contractor: Haselton Construction LLC

Bid Price: \$3,450,162.72
 Date: Mar. 18, 2026
 Estimate #: 6
 % Complete: 94%

Item No.	Description	Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Mobilization	1.00	L.S.	\$148,000.00	1.00	-	1.00	\$148,000.00
2	Sanitary Sewer Bypass	1.00	L.S.	\$17,400.00	-	-	-	\$0.00
3	Clearing and Grubbing	0.33	Acre	\$32,300.00	0.8007	-	0.8007	\$25,862.61
4	Remove Storm Manhole	1.00	Each	\$520.00	-	-	-	\$0.00
5	Remove Storm Sewer Pipe	25.00	L.F.	\$16.00	-	-	-	\$0.00
6	Remove Sanitary Sewer Pipe	35.00	L.F.	\$1.00	-	-	-	\$0.00
7	Demolition Existing Lift Station and WWTF	1.00	L.S.	\$270,000.00	0.026	0.634	0.660	\$178,200.00
8	Remove Conc. Curb & Gutter	38.00	L.F.	\$8.00	43.00	-	43.00	\$344.00
9	Remove Bituminous Street Pavement (P)	10,204.00	S.Y.	\$3.35	10,781.61	-	10,781.61	\$36,118.39
10	Remove Bit. Pavement - Driveway	60.00	S.Y.	\$10.00	-	-	-	\$0.00
11	Stabilized Aggregate (CV)	532.00	C.Y.	\$0.01	-	-	-	\$0.00
12	Exploratory Excavation	16.00	Hours	\$100.00	8.00	-	8.00	\$800.00
13	Aggregate Base Placed (CV), Class 5 (P)	3,495.00	C.Y.	\$31.00	3,495.00	-	3,495.00	\$108,345.00
14	Type SP 12.5 Wearing Course Mix SPWEB240B	1,360.00	Ton	\$105.00	1,113.04	-	1,113.04	\$116,869.20
15	Type SP 12.5 Non-Wearing Course Mix SPNWB230B	1,360.00	Ton	\$100.00	1,333.92	-	1,333.92	\$133,392.00
16	Common Excavation (P)	5,313.00	C.Y.	\$11.00	5,313.00	-	5,313.00	\$58,443.00
17	F&I 15" RCP, Class III	11.00	L.F.	\$117.00	-	-	-	\$0.00
18	F&I 18" RCP, Class III	5.00	L.F.	\$207.00	-	-	-	\$0.00
19	F&I 30" RCP, Class III	9.00	L.F.	\$290.00	-	-	-	\$0.00
20	Connect to Ex. Storm Sewer	3.00	Each	\$1,100.00	-	-	-	\$0.00
21	Connect to Existing Sanitary Sewer	3.00	Each	\$1,600.00	-	1.91	1.91	\$3,056.00
22	Construct Structure, Type 4 (72")	1.00	Each	\$7,925.00	1.00	-	1.00	\$7,925.00
23	8" HDPE DR 13.5 Forcemain by HDD	15,455.00	L.F.	\$45.00	14,992.00	-	14,992.00	\$674,640.00
24	8" PVC DR 18 Forcemain	4,148.00	L.F.	\$49.00	4,010.00	-	4,010.00	\$196,490.00
25	10" DIP Cl. 52 Sanitary Sewer	25.00	L.F.	\$222.00	-	-	-	\$0.00
26	12" DIP Cl. 52 Sanitary Sewer	30.00	L.F.	\$235.00	30.00	-	30.00	\$7,050.00
27	8" SDR 26 PVC Sanitary Sewer	700.00	L.F.	\$57.00	700.00	-	700.00	\$39,900.00
28	10" SDR 26 PVC Sanitary Sewer	15.00	L.F.	\$145.00	-	-	-	\$0.00
29	12" HDPE DIPS DR 17 Casing by HDD	221.00	L.F.	\$105.00	260.00	-	260.00	\$27,300.00
30	F&I Ductile Iron Fittings	552.00	LBS	\$21.00	828.00	-	828.00	\$17,388.00
31	Construct Structure, Type 3, Air Valve Manhole (48")	14.00	Each	\$18,200.00	14.00	-	14.00	\$254,800.00
32	Construct Structure, Type 3A, (48")	1.00	Each	\$21,460.00	-	-	-	\$0.00
33	Construct Structure, Type 3, (48")	2.00	Each	\$10,570.00	2.00	-	2.00	\$21,140.00
34	Construct Lift Station, Valve Vault, Flow Meter MH, and DIP Piping	1.00	L.S.	\$638,000.00	1.00	-	1.00	\$638,000.00
35	Electrical & Supervisory Control Install, and F&I Generator	1.00	L.S.	\$245,600.00	0.85	0.10	0.95	\$233,320.00
36	Supply Supervisory Control Equipment	1.00	L.S.	\$280,000.00	0.90	0.05	0.95	\$266,000.00
37	Adjust Frame & Ring Casting	10.00	Each	\$750.00	9.00	-	9.00	\$6,750.00
38	Adjust Gate Valve Box	6.00	Each	\$280.00	8.00	-	8.00	\$2,240.00
39	Concrete Curb & Gutter, Design B624	38.00	L.F.	\$79.00	-	-	-	\$0.00
40	Topsoil Borrow (LV)	300.00	C.Y.	\$27.00	72.00	-	72.00	\$1,944.00
41	Turf Establishment	1.00	L.S.	\$19,000.00	0.75	-	0.75	\$14,250.00
42	Erosion Control	1.00	L.S.	\$11,430.00	0.75	-	0.75	\$8,572.50
CO 1	Traffic Control	1.00	L.S.	\$16,775.00	0.95	-	0.95	\$15,936.25
	F&I Sanitary Sewer Castings	7.00	Each	\$557.50	7.00	-	7.00	\$3,902.50

Total Work Completed \$3,246,978.45

Less 5% Retainage \$162,348.92

Less Previous Payments \$2,882,473.33

Net Payment this Estimate **\$202,156.20**

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: March 2026

RE: City Financial Report/Public Works and General Updates

Public Works Updates:

Continued assistance on the WWTP project
Major Snow event
Daily Rounds
Water Testing
Safety Training
Equipment Repairs
Minor Street Sweeping
SCADA equipment training

City Updates:

Muni HVAC Service Agreement
Maintenance Building Bid Opening
Nuvei Online Bill Pay Onboarding Meeting
EDA Meeting
Pool Season Preparations
Monthly Billing Documents – Owatonna WWTP Connection
End of Cold Weather Rule Reminder Letters
PFA Annual Compliance Reports
Annual OSHA Reporting
Interest Rate Discussion with First State Bank
Emergency Response/National Weather Service Meeting

CITY OF MEDFORD
RESOLUTION 2026-05

A RESOLUTION AWARDDING AND APPROVING
BID FOR PUBLIC WORKS BUILDING

WHEREAS, the City Council of the City of Medford solicited, received and opened bids for Public Works Building on March 19, 2026; and,

WHEREAS, bids received by the City of Medford must be acted upon within 60 days of opening; and,

WHEREAS, the bids received for the project are favorable.

<i>Architect Estimate</i>	\$ xx.xx
xx	\$ xx.xx
xx	\$ xx.xx
xx	\$ xx.xx
xx	\$ xx.xx

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Medford that the low bid submitted by xxxxxx in the amount of \$xxx.xx for Public Works Building is hereby approved.

Adopted by the Medford City Council this 23rd day of March 2026.

Mayor Danny Thomas

ATTEST:

Elizabeth Jackson, City Clerk

The motion for the adoption of the foregoing resolution was made by Council Member _____ and duly seconded by Council Member _____. Upon a vote being taken, the following members voted in favor thereof: _____, Those against same: _____



DELIVERS SOLUTIONS

ANCOM Communications
 4871 19th Street Suite 120
 Rochester MN 55901
 (507) 281-1917 Fax: (507) 281-3341

QUOTATION

QUOTE NO.: 55740 - 00 EC
 DATE: 3/06/26
 TERMS: NET 30
 DELIVERY:

BILL TO: 2715
 Medford Fire Department
 Attn: Craig Helgeson
 408 2nd Ave SE
 Medford, MN 55049-0206

SHIP TO:
 Medford Fire Department
 Attn: Craig Helgeson
 408 2nd Ave SE
 Medford, MN 55049-0206

Please reference Quote No. on
 Correspondence & purchase orders.
 Quote expires: 05/05/2026

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	1	Installation Labor Services	9,750.00		9,750.00
2		Relocate existing SD10 siren on existing pole. Does not include remounting any hardware on new pole and price is based on using existing conduit. Customer is responsible for bringing power to siren site. Customer to provide local electrician to work with install crew onsite while siren being built/installed. Any required permits and/or licenses the responsibility of others.			
2A					
2B					
2C					
2D					
2E					
2F					
3	1	Installation Labor Services	750.00		750.00
4		Ancom tech onsite after siren is moved and power restored			
Continued on following page					

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY Gary Anderson 10

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted by _____ P.O. No _____
 LEGAL NAME OF PURCHASER
 _____ Date _____
 AUTHORIZED SIGNATURE



SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
4A		to optimize siren. Quotes subject to change due to tariffs.			Item summary 10,500.00 Subtotal 10,500.00 Sales Tax .00 GRAND TOTAL: 10,500.00



DELIVERS SOLUTIONS

ANCOM Communications
 4871 19th Street Suite 120
 Rochester MN 55901
 (507) 281-1917 Fax: (507) 281-3341

QUOTATION

QUOTE NO.: 55739 - 00 EC
 DATE: 3/06/26
 TERMS: NET 30
 DELIVERY:

BILL TO: 2715
 Medford Fire Department
 Attn: Craig Helgeson
 408 2nd Ave SE
 Medford, MN 55049-0206

SHIP TO:
 Medford Fire Department
 Attn: Craig Helgeson
 408 2nd Ave SE
 Medford, MN 55049-0206

Please reference Quote No. on
 Correspondence & purchase orders.
 Quote expires: 05/05/2026

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	1	115db Omnidirectional Siren	7,750.00		7,750.00
2	1	DC control/Battery Contractors/VHF one-way	7,650.00		7,650.00
3	1	Ground Plane Antenna	225.00		225.00
4	1	25ft Coaxial Cable/PL259 Conn	290.00		290.00
5	1	Antenna Mounting Bracket	92.00		92.00
6	1	Installation Labor Services	750.00		750.00
7	1	Installation Labor Services	10,500.00		10,500.00
8		Installation of Siren on Class 2 Wood Pole with 4 Deep Cycle Batteries. Customer is responsible for bringing			
8A		Continued on following page			

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY Gary Anderson 10

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted by _____ P.O. No _____
 LEGAL NAME OF PURCHASER
 _____ Date _____
 AUTHORIZED SIGNATURE



SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
8B		power to siren site. Customer to provide local electrician onsite while siren being built/installed. Any required permits and/or licenses the responsibility of others. Quotes subject to change due to tariffs.			
8C					
8D					
8E					
			Item summary		27,257.00
			Subtotal		27,257.00
			Inbound Frt		950.00
			Sales Tax		.00
			GRAND TOTAL:		28,207.00



P.O. BOX 246
 680 NW 24TH STREET
 FARIBAULT, MN. 55021
 PHONE: 507-334-3901
 FAX: 507-334-0114

Job Code N6-112 Medford Wellhouse Demo
 Job Description Medford Wellhouse Demo
 Job City Medford
 Bid Date 28-Jan-2026
 Bid Time 2:00:00 AM

			Proposal			
Line No.	Pay Item No.	Description Subtotal Description	Quantity	Unit of Measure	Unit Price	Total Price
1	[Enter Pay Item D]	MOB	1.00	LS	2,100.00	2,100.00
5	[Enter Pay Item D]	REMOVE BITUMINOUS PAVEMENT	1.00	LS	575.00	575.00
2	[Enter Pay Item D]	BUILDING DEMO	1.00	LS	6,000.00	6,000.00
3	[Enter Pay Item D]	REMOVE WATERMAIN TEE & STRAIGHT PIPE MAIN	1.00	LS	5,000.00	5,000.00
4	[Enter Pay Item D]	BITUMINOUS PATCH	1.00	LS	1,300.00	1,300.00
6	[Enter Pay Item D]	TURF RESTORATION	1.00	LS	1,200.00	1,200.00
					Subtotal:	16,175.00
					Running Total:	16,175.00
						GRAND TOTAL: 16,175.00

Proposal Certification

Excludes: Bond, Permits & Asbestos Removal

Submitted By: Jason Brandvold

Signed: _____
 Title: _____
 Date: _____



PROPOSAL

Steve James Excavating, Inc. 3835 Park Drive, Owatonna, MN 55060
 (507) 451-3080 www.stevejamesexcavating.com

TO: Medford, city of 408 2 nd Ave. SE Medford, Mn 55060	Date	1/28/2026	Phone	(507) 456-1738
	Job Name/Location/ Project Number			
	209 1 st St. SW - Medford			
ATTN: Jamey	Subject of Work Demo Well House, disconnect Hydrant			

We hereby submit specifications and estimate for:

Base Bid Inclusions:

- Sawing and removal of existing bituminous street for access to watermain
- Demo existing well house and footings and remove off site – includes dump fees
- Equipment, labor and materials to remove hydrant lead and eliminate tee from watermain, leaving pipe
- Import and place topsoil for final grading of site (est. 26yds, 2 loads)
- Import, place and compact class 5 to prep for blacktop (est. 1 load)
- Bituminous patching (\$1,500 allowance est.)

Bid Exclusions:

- Permits
- Survey or layout
- Testing
- Gas disconnects – not sure if there would be any costs on this
- Erosion Control
- Landscaping
- Turf establishment – seeding or sod

*Will communicate with gas company on disconnection, not sure on a cost for that

*If you would like us to Hydroseed the disturbed areas after completion figure an additional (est. 500 SY) - \$1,000

Steve James Excavating hereby proposes to furnish material and labor – complete in accordance with the above specifications, for the sum of:

AMOUNT: \$11,500

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving additional costs will be executed only upon written orders, and will be an extra charge over and above the estimate stated herein. Payment is due within 30 days of the completion of this work, unless otherwise stated above. Late payment will result in late fees at 1.5% interest per month.

Authorized Signature

Nick James

(507) 380-6337

ACCEPTANCE OF PROPOSAL – The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to perform the work, as specified herein.

Authorized Signature

Date

ORDINANCE NO. 2026- XX

CITY OF MEDFORD

AN ORDINANCE CREATING CHAPTER 12 OF THE MEDFORD CITY CODE
REGULATING CHARITABLE GAMBLING

THE CITY COUNCIL OF THE CITY OF MEDFORD, ORDAINS:

1. Medford City Code Chapter 12 is hereby created and the same shall be inserted into the Medford City Code as follows:

“CHAPTER 12
CHARITABLE GAMBLING

SECTION 12.01. PURPOSE AND INTENT.

This chapter is enacted for the following purpose: to promote the health, safety and general welfare of the inhabitants of the city by closely regulating the conduct of lawful gambling.

SECTION 12.02. GAMBLING AS A PRIVILEGE.

Subdivision 1. The City Council finds that lawful gambling is a nuisance-prone activity and, as such, is subject to restrictive regulation.

Subdivision 2. The Council further finds and declares that the ability to conduct lawful gambling and participate in lawful gambling is a privilege rather than a right.

SECTION 12.03. LAWFUL GAMBLING.

Subdivision 1. Adoption by reference. Minn. Stat. Ch. 349, as it may be amended from time to time, relating to charitable gambling and MCAR 7861, the administrative rules adopted pursuant thereto, are adopted by reference.

Subdivision 2. Board. “Board” is the State Gambling Control Board.

Subdivision 3. License required. An organization may conduct lawful gambling if it has a license to conduct lawful gambling and complies with Minn. Stat. Ch. 349, as it may be amended from time to time.

Subdivision 4. Issuance of gambling license. Licenses authorizing an organization to conduct lawful gambling may be issued by the board to organizations meeting these qualifications if the board determines that the license is consistent with the purpose of Minn. Stat. §§ 349.11 to 349.22, as it may be amended from time to time, and meets any of these criteria:

(a) The organization has at least 15 members that are current residents of the city;

(b) The physical site for the organization's headquarters or the registered office of the organization is located within the city and has been located within the city for at least two years immediately preceding application for a license;

(c) The organization owns real property within the city and the lawful gambling is conducted on the property owned by the organization within the city; or

(d) The physical site where the organization regularly holds its meetings and conducts its activities, other than lawful gambling and fundraising, is within the city and has been located within the city for at least two years immediately preceding application for a license.

SECTION 12.04. GAMBLING PROHIBITED UNLESS CITY PERMIT OBTAINED.

No person, except an organization which is licensed by the state or has a valid exemption permit from the state, and which also has a permit or approval from the city, shall conduct lawful gambling within the city. Such city permits shall be obtained each time an exemption permit is sought from the Board. All permits required by this section or state statutes shall be prominently displayed during the permit year at the premises licensed to conduct gambling.

SECTION 12.05. INVESTIGATION AND PERMIT FEE.

All organizations which are exempt from state licensing requirements and are applying for a permit to conduct gambling in the city shall not be required to pay a permit fee to the city.

SECTION 12.99. PENALTY.

(A) A premises permit approved by the city or a bingo hall license approved by the city, or a permit issued by the city to an entity exempt from state licensing may be suspended or revoked for violations of the city code, Minn. Stat. Ch. 349, as it may be amended from time to time, or for failure to meet the qualifications set forth in this chapter, or Minn. Stat. Ch. 349, as it may be amended from time to time, or for failure to comply, for any reason, with any provision, guaranty or claim made in the applicant's original or renewal license application to either the city or the state.

(B) If any organization violates this chapter, such violation or failure shall be grounds for the city to determine that the permit or approval for the organization be suspended, revoked, denied or not renewed.

(C) Any person violating any provision of this section is guilty of a misdemeanor and, upon conviction thereof, shall be punished as defined by state statute."

2. **This Ordinance shall be effective immediately upon its passage and publication.**

ADOPTED this ____ day of _____, 2026, by the City Council of the City of Medford.

By: _____
Danny Thomas
Mayor

ATTEST:

Elizabeth Jackson
City Clerk/Administrator

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: March 2026

RE: Enclosed Trailer/Portable Cribbing Box

The City of Medford currently owns a trailer and a portable cribbing box that has not been used by public works staff in several years.

Council could consider including the items at the next Ritchie Bros Auction.





TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: March 2026

RE: Updated 2026 Sewer Rates for the City of Owatonna

The City of Medford has been notified by the City of Owatonna of an 8% sewer rate increase. I have discussed this rate with Mike Bubany from David Drown and Associates. Mike and I do not think the City of Medford needs to increase the sewer rates at this time.



February 20, 2026

To: Sean Murphy, City of Owatonna
Copy: Eric Meester, Nero Engineering
From: Jacob Strombeck, AE2S
Re: **Proposed 2026 Sewer Rates Summary**

The City of Owatonna recently updated its Sewer Utility Rate Study to develop recommended rates for 2026. Rate increases vary across rate type and user class and are based on results of the cost-of-service analysis. The resulting 2026 proposed rates are provided in Table 1 below. The Rate Study also modeled projected annual rate increases required to meet 10-year financial targets. Annual rate increases beyond 2026 are expected at 7.0-8.0% range to maintain cash balances, with those projections through 2030 also provided in Table 1. It is recommended the City review the rate plan on an annual basis and make adjustments as necessary to meet financial targets.

Table 1. Sewer Rate Plan through 2030

	2025 Existing	2026 Proposed	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Fixed Service Charge*	\$ / Month					
Residential	\$18.90	\$20.41	\$22.04	\$23.80	\$25.47	\$27.25
Commercial	\$24.94	\$26.94	\$29.09	\$31.42	\$33.62	\$35.97
Light SIU	\$82.22	\$88.80	\$95.90	\$103.57	\$110.82	\$118.58
Heavy SIU	\$851.57	\$919.69	\$993.27	\$1,072.73	\$1,147.82	\$1,228.17
Viracon (5x Light SIU)	\$411.09	\$443.98	\$479.50	\$517.86	\$554.11	\$592.89
Volumetric Rate	\$ / CCF					
Residential (winter water use)	\$3.38	\$3.65	\$3.94	\$4.26	\$4.55	\$5.21
Commercial and Light SIU (total water use)	\$3.38	\$3.65	\$3.94	\$4.26	\$4.55	\$5.21
Heavy SIU (metered sewer flow)	\$0.42	\$0.45	\$0.49	\$0.53	\$0.56	\$0.60
Viracon	\$1.97	\$2.12	\$2.29	\$2.48	\$2.65	\$2.83
Medford	\$2.47	\$2.67	\$2.88	\$3.11	\$3.33	\$3.56
Strength Charges (Heavy SIU)	\$ / 1,000 lbs					
Biological Oxygen Demand (BOD)	\$481.95	\$481.95	\$481.95	\$481.95	\$481.95	\$481.95
Total Suspended Solids (TSS)	\$366.19	\$395.49	\$427.13	\$461.30	\$495.59	\$528.14

*Medford's Fixed Service Charge is based on the same city charges for their respective connection types.

ORDINANCE NO. 26-01

AN ORDINANCE AMENDING CHAPTER 35 OF THE 2015 ORDINANCE CODE OF THE CITY OF OWATONNA, ENTITLED "SEWER, RATES, CHARGES AND FEES" BY AMENDING CHAPTER 35, APPENDIX A FEE SCHEDULE (C) SEWER RATES CHARGES AND FEES (2) INDUSTRIAL SEWER RATES AND CHARGES ESTABLISHED AND (3) DOMESTIC SEWER RATES AND CHARGES ESTABLISHED AND (5) SEWER HOOK-UP CHARGES AND(6) INDUSTRIAL WASTE WATER DISCHARGE PERMIT FEE"

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OWATONNA, MINNESOTA, DO ORDAIN:

Section 1. Chapter 35 of the 2015 Ordinance Code of the City of Owatonna, entitled "Sewer, Rates, Charges and Fees", Chapter 35, Appendix A Fee Schedule, (C) Sewer Rates Charges and Fees (3) Domestic Sewer Rates and Charges Established:

(2) *Industrial sewer rates and charges established.*

4. Initial unit cost figures shall be:

- a. $f = \$0.45 / 100$ CCF;
- b. $b = \$481.95 / 1,000$ pounds of BOD; and
- c. $ss = \$395.49 / 1,000$ pounds of suspended solids.

(3) *Domestic sewer rates and charges established.*

(a) Rates and charges for domestic wastewater disposal service shall be \$3.65 per 100 cubic feet of the average amount of water billed in the months of December, January, and February and billed starting in March and each subsequent month of the year at that calculated amount for residential customers. Commercial, Light SIU, and Heavy SIU shall be billed on actual water use monthly. To each such statement, each month shall be added a service charge based on the meter size as shown in the following table (effective 04/01/26).

Customer Class	Monthly
Residential	\$20.41
Commercial	\$26.94
Light SIU	\$88.80
Heavy SIU	\$919.69

- 1. Vacant rental units with individual meters shall be charged only the monthly service charge (effective 1/1/2016).
- 2. Single-family residential units that are not being serviced by the city water system shall be charged the equivalent of 7 CCF of wastewater, equaling twenty five dollars and fifty five cents (\$25.55) per month, plus service charge for residential meter (effective 04/01/2026).
- 3. A charge of twenty one dollars and ninety cents (\$21.90) per month shall be made to new customers and to new residential construction based on 6 CCF commencing on the date of installation of the water meter and continuing until an average can be struck, from use in December, January and February in addition to the service charge based on the meter size. Customers moving within the city will be charged at the rate established at their previous residence until an average can be struck from use in December, January and February for the new residence (effective 03/01/2025).

(5) Sewer hook-up charges.

Residential	Fee
All Connections	\$1,669.00
Multi-Family*	\$/Unit
All Connections	\$1,335.00
Commercial	Fee
1" or Smaller	\$3,186.00
1-1/2"	\$6,373
2"	\$10,197.00
3"	\$19,119.00
4"	\$31,866.00
6"	\$63,725
Industrial	\$/100 gallons per day
All connections	\$801.00

* Three or more units in one building. Multi-Family users may be considered Residential or Commercial for regular sewer usage billings depending on how the property is connected and metered. For example, a multi-unit apartment that receives one utility bill should be considered Commercial and a multi-unit condo complex where each unit received a utility bill should be considered Residential. Both situations would be treated as Multi-Family for SACs

(1992 Code, § 540:15)

(6) *Industrial waste water discharge permit fee.* A fee for waste water discharge permit, as authorized in § 51.07 of this code of ordinances, shall be \$1,000.00.

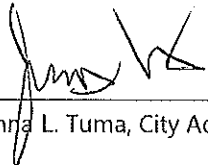
Section 2. Effective date. This Ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted this 3rd day of MARCH, 2026, with the following vote:

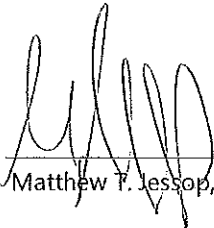
Aye 6; No 0; Absent 1

Approved and signed this 3rd day of MARCH, 2026.

ATTEST:



Jenna L. Tuma, City Administrator/City Clerk



Matthew F. Jessop, Mayor

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: March 2026

RE: Bond Referendum Information

The information below is from the Minnesota Secretary of State:

This is just a general overview. Bond referendums involve specific legal and financial requirements, so the city should work with its city attorney to confirm that all steps, deadlines, and ballot language meet legal requirements.

Since Medford is a statutory city, the city council would need to adopt a resolution calling the bond referendum and approve the exact ballot language for the question. For bond questions, the ballot must include the required notice: "BY VOTING 'YES' ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE." (Minn. Stat. § 275.60).

Once the council approves the resolution and ballot language, it must be submitted to the county auditor by the ballot certification deadline. For the November 3, 2026 election, all local ballot questions must be submitted at least 84 days before the election, which falls on August 8, 2026. To allow time for council approval, finalizing the ballot language, and any required public notice, the city should plan to take action well before early August.

The city will also need to provide any required public notice before the election. On election day, the referendum would appear on the ballot, and if a majority of voters vote "yes," the city would be authorized to issue the bonds for construction of the new fire hall, with repayment funded through property taxes.

This information is being provided so Council has a timeline for a referendum vote for a new fire hall if it is determined a referendum is needed.

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: March 2026

RE: First State Bank of Red Wing Interest Rate Change

During the 2025 audit process it was discovered the interest rate being earned on the general savings account and the fire department savings account was significantly lower than the current market average.

I had a discussion with Mike Collins, the owner of First State Bank of Red Wing. Effective February 14, 2026 the interest rates on each of the two savings account increased from .50% to 2.45%.