

Organizational Council Meeting
January 5, 2015
7:00 PM
Medford City Hall

Members present: Nelson, Maas, Dusek, Merritt, and Sexton.

Members absent: None.

City staff and consultants in attendance were Andy Welti and Amber Kniefel.

Others attending were Jason Dusek.

Mayor Nelson called the meeting to order at 7:00 PM.

The Oath of Office was given to the newly elected and re-elected officials; Linda Dusek, Keith Maas, and Chad Merritt.

Motion by Sexton, seconded by Merritt to accept the agenda as presented. All members voted aye for approval. Motion carried.

2014 Year End Review Summary presented by Mayor Nelson.

Resolution 2015-01 Stating Annual Designations.

Motion by Sexton, seconded by Dusek to approve Resolution 2015-01 stating the annual city designations as presented. All members voted aye for approval. Motion carried.

Resolution 2015-02 Establishing 2015 City Fees.

The stipend for the secretary taking board minutes went from \$35.00 per meeting to \$40.00 per meeting.

Motion by Merritt, seconded by Dusek to approve Resolution 2015-02 establishing 2015 city fees as presented. All members voted aye for approval. Motion carried.

Resolution 2015-03 Establishing Equipment Rates.

Motion by Sexton, seconded by Maas to approve Resolution 2015-03 establishing equipment rates for 2015 as presented. All members voted aye for approval. Motion carried.

Resolution 2015-04 Establishing 2015 Water and Sewer Connection and Trunk Fees.

Motion by Sexton, seconded by Dusek to approve Resolution 2015-04 establishing 2015 water and sewer connection and trunk fees as presented. All members voted aye for approval. Motion carried.

Mayor Nelson's recommendations for the open board seats are to reappoint Ross Olson and Ivan Cowell to the Zoning Board, Jerrie Wencil and Linda Dusek to the EDA Board, and Missy Underdahl, Ben Goodwin, Julie Bruessel, Jerry Paschke, and Chad Meixner to the Park Board.

Motion by Dusek, seconded by Merritt to accept the Mayor's recommendations of appointments as presented. All members voted aye for approval. Motion carried.

Mayor Nelson would like to have a follow-up workshop for the strengths finder sessions that began in 2014. Interim Administrator Welti will e-mail out the dates options of when to hold the session.

League of MN Cities Experienced City Officials Conference – The Council needs to let Interim Administrator Welti know if they would like to attend. Councilmember Dusek is already registered to attend in Mankato.

Motion by Merritt, seconded by Dusek to adjourn the meeting at 7:43 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Council Meeting
January 26, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Joe Duncan, Craig O'Hearn, and Mark Rahrck.

Others attending were Ashley Stewart, Edna Ringhofer, Shannon Kinley, Pat Merritt, John Anhorn, and Mark Cunningham.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. Pat Merritt addressed the City Council concerning the Park Endowment Fund informational letter that is posted at various businesses. Mr. Merritt asked for continued Council support of retaining these letters at the businesses and also to continue asking new businesses to display them. Council consensus is to allow Mr. Merritt to continue posting these at the businesses.

Agenda – Add Councilmember Dusek's report on the new member League Orientation after Mayor's Report.

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

Minutes – Councilmember Sexton asked for clarification and correction for the term "quit claim deed" in the minutes. Councilmember Sexton asked for clarification involving the skid loader purchase. Mayor Nelson asked for Linda Dusek's name to be mentioned under the appointments for the EDA.

Motion by Merritt, seconded by Dusek to approve the December 22, 2014 regular meeting minutes and the January 5, 2015 organizational meeting minutes as amended. All members voted aye for approval. Motion carried.

City and Liquor Store Bills -

Councilmember Sexton asked about the unemployment payment for a past city employee. Councilmember Maas asked about the back-up alarm for the skid loader and the actual cost of the plastic for the ice rink.

Motion by Sexton, seconded by Maas to approve the December and January city and liquor store bills as presented. All members voted aye for approval. Motion carried.

Check Register –

Motion by Sexton, seconded by Merritt to approve the December 2014 check register numbers E2270-E2286, 13059-13113, and 42873-42972 as presented. All members voted aye for approval. Motion carried.

Gambling Request from Owatonna Healthy Seniors – Edna Ringhofer.

Edna Ringhofer presented a gambling request to hold a raffle fundraiser for the Dancing with the Steele County Stars event held up at that the Medford School on Saturday, April 25, 2015.

Motion by Sexton, seconded by Dusek to approve the raffle request application with no waiting period. All members voted aye for approval. Motion carried.

Gambling Request from Minnesota Pheasants, Inc. – Dennis Thompson.

The event will be held at Ritchie Bros. on March 19, 2015.

Motion by Sexton, seconded by Maas to approve the raffle request to Minnesota Pheasants, Inc. with no waiting period. All members voted aye for approval. Motion carried.

Ordinance 2015-2 Approving a Temporary Liquor License Fee.

Medford City Code allows for groups to apply for a temporary liquor license. However, the Code does not state a fee associated with a temporary license.

Mark Cunningham, Knights of Columbus, is in attendance to request a temporary liquor license for the Ritchie Bros. event being held on March 19, 2015. Mr. Cunningham stated to the City Council that the fee the Knights of Columbus usually pays to the County or the City of Owatonna is \$50.00.

Motion by Maas, seconded by Dusek to approve Ordinance 2015-2 setting the fee for a temporary liquor license at \$50.00. All members voted aye for approval. Motion carried.

Motion by Maas, seconded by Sexton to approve the temporary liquor license application from the Knights of Columbus for a one day event being held on March 19, 2015 at Ritchie Bros. All members voted aye for approval. Motion carried.

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

Consent agenda items include:

Resolution 2015-05 Accepting Donations from Bryce Butler (\$5.00), Gary Ringhofer (\$5.00), John Dillemath (\$5.00), and Al Kubat (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-06 Accepting Donation of \$20,000.00 from the Medford Fire Relief Association for the Medford Fire Department Truck and Equipment Fund.

Resolution 2015-7 Accepting Donations from Dale and Lynne Hobgood (\$150.00) and James and Judith Edel (\$100.00) for the Medford Veterans Memorial.

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

Medford Comprehensive Plan Public Hearing.

Motion by Sexton, seconded by Dusek to recess the January regular City Council meeting and open the public hearing on the Medford Comprehensive Plan. All members voted aye for approval. Motion carried.

No public were in attendance with comments or questions on the updated City Comprehensive Plan.

Mayor Nelson closed the public hearing at 7:28 p.m.

Motion by Sexton, seconded by Nelson to approve Resolution 2015-8 Adopting the Updated City of Medford Comprehensive Plan. All members voted aye for approval. Motion carried.

Motion by Dusek, seconded by Sexton to come out of recess and open the regular meeting back up at 7:29 p.m. All members voted aye for approval. Motion carried.

Mayor's Report – Mayor Nelson, along with the Mayors from Blooming Prairie and Ellendale will be working together to have Blandin Leadership Foundation host a program with recipients from these three communities. The program would be held in October.

Mayor Nelson attended the Alliant Energy/Steele Waseca open house. Mayor Nelson asked if Steele Waseca would be willing to host an open house in Medford so the residents can ask questions and comment on the acquisition. The open house could possibly be held before the regular City Council meeting in February or March.

Councilmember Dusek gave the Council a report on her experiences at the Newly Elected Officials Orientation through the League of MN Cities. Councilmember Dusek felt it was great for networking and information with both large and small community represented.

EDA – Interim Administrator Welti presented the EDA minutes from the January, 14, 2015 EDA meeting.

Nancy Bokelmann, Director of Owatonna HRA, presented information concerning a housing study. Interim Administrator Welti asked if the City of Medford could join with the City of Owatonna to have a housing study completed for Medford. Contractors wait for housing studies to come out to determine the demographics for different housing projects. Partnering with Owatonna would give Medford a break on the cost. The City could build the cost into the 2016 budget.

Motion by Sexton, seconded by Nelson to move forward with the planning process for a housing study and place this as a line item in the 2016 budget. All members voted aye for approval. Motion carried.

EDA recommendation to Council is to notify residents of the housing rehabilitation programs and inform the residents of the grant or low interest loan possibilities to aid in the rehabilitation of pre 1970 built homes.

Motion by Dusek, seconded by Sexton to approve the recommendation from the EDA to send an informational packet on housing rehabilitation programs to all home owners in homes built before 1970. All members voted aye for approval. Motion carried.

Interstate and CSAH 12 signs – EDA Recommendation to the City Council is to request that MNDOT install general information signs on the I35/CSAH 12 off ramps. These would be general food and gas signs. Individual businesses could have signs with their logos on the Interstate, but the annual fee is around \$660.00 per year. The EDA determined that the general business signs would be helpful and they would be at no cost to the City or the businesses.

Motion by Maas, seconded by Dusek to approve the recommendation from the EDA to request that MNDOT install general information signs on the I35/CSAH 12 off ramps. All members voted aye for approval. Motion carried.

Veterans Memorial Committee – Minutes were presented by Councilmember Maas.

The Owatonna VFW Breakfast raised \$650.00 for the Veterans Committee. Thank you for all who helped sell tickets for this event.

The Medford Fire Relief Association will be donating \$1,200.00 to the Medford Veterans Memorial for 2015. The Medford Veterans Committee will be helping with one meat raffle per month at the Municipal Liquor Store.

The Medford Student Council is organizing a Spaghetti Supper Fundraiser for the Veterans Memorial. The supper will be held on Friday, February 13, 2015 at 5:30 p.m.

The group is wondering if the property pins were ever placed and where to find them. Rahrlick stated that the property should have been surveyed when it was last platted.

HR Work Group.

Ordinance 2015-3 Approving the City Administrator Job Description.

Motion by Sexton, seconded by Maas to approve Ordinance 2015-3 the City Administrator Job Description as presented. All members voted aye for approval. Motion carried.

Ordinance 2015-4 Approving the City Clerk Job Description. Council would like to amend #15 on the job description list by removing the words “Ability to”.

Motion by Maas, seconded by Dusek to approve Ordinance 2015-4 the City Clerk Job Description as amended. All members voted aye for approval. Motion carried.

City Attorney – Mark Rahrlick stated that the unemployment appeal was in the City’s favor.

The transfer of the Wencl property to the City of Medford is just about finalized.

City Engineer – Council had no questions on Joe Duncan’s memo.

Central Avenue Mailbox Memo – Interim Administrator Welti spoke with Postmaster Guse about the placement of the mailboxes on the north side of Central Avenue. The Post Office would accommodate if the City wanted to move the mailboxes to the south side of Central Avenue. The City would have to cover the cost of moving the mailboxes.

Councilmember Maas is very concerned with the safety of the residents with the mailboxes placed so close to the driving lane.

Council consensus is to talk with the residents and the Post Office for feedback on this possible safety issue.

Interim City Administrator Memo – Interim City Administrator Welti presented the 2014/2015 task list.

Interim Administrator Welti informed the Council that the Medford Fire Relief Association approved a \$2,000.00 contribution for the GASB 67 expenditures.

Resolution 2015-9 Ordering Preparation of Report on Scenic Heights Addition Improvements.

Interim Administrator Welti had a conversation with Todd Kavitz regarding the paving of the street in the Scenic Heights Addition. The project would need to be bonded for and go through the special assessment process. The project would be assessed 100% to the benefitted property owners. Kucera would like the east half of the Straight River Park parking lot added to the feasibility report, but kept separate from the Scenic Heights street project.

Council consensus was to leave the parking lot out of the feasibility report at this time.

Motion by Sexton, seconded by Merritt to approve Resolution 2015-9 ordering the preparation of the report of Scenic Heights as presented. All members voted aye for approval. Motion carried.

Resolution 2015-10 Declaring Intent to Reimburse Certain Expenditures from Bonds.

Council amended the resolution to say 2015 Street and Utility Projects instead of Scenic Heights Phase 1 Addition.

Motion by Nelson, seconded by Maas to approve resolution 2015-10 declaring intent to reimburse certain expenditures from bonds to be issued to the City as amended. All members voted aye for approval. Motion carried.

Interim Administrator Welti has been doing extensive research on the health care issue and is suggesting the Council call a special meeting to discuss.

Public Works Director – Rich Kucera presented a memo and a goals worksheet for 2015.

Category B emergency response reimbursement of \$6,692.73 has been received.

Outlet Center Well #2 – Bergerson-Caswell presented Kucera with three options for the well repairs.

Public Works Director, Kucera, and Councilmember Maas met on the options and recommend to the City Council to go with option #3 installing used 5” steel pipe, motor, bowl, check valve, etc. for \$13,455.00.

Motion by Mass, seconded by Sexton to approve the recommendation from Councilmember Maas and Kucera and go with option #3 from Bergerson-Caswell. All members voted aye for approval. Motion carried.

Kucera was presented with the Water Fluoridation 2013 Water Quality Award. Congratulations!

New Business –

Administrative tasks have been prioritized and Interim Administrator Welti will balance between daily tasks and the big ticket projects.

Unfinished Business –

Lighting/Glare Ordinance 2015-1 An Ordinance creating Section 4.33, subdivision 3, paragraph U of the City Code. The grandfather clause has been added to this section.

Motion by Merritt, seconded by Maas to approve ordinance 2015-1 creating Section 4.33, subdivision 3, paragraph U of the City Code as presented. All members voted aye for approval. Motion carried.

The City Council/Staff retreat on Strengths Finder will be held on Thursday, February 12, 2015 at 5:30 p.m.

The next regular City Council meeting will be held on Monday, February 23, 2015 at 7:00 p.m.

Board of Appeal and Equalization will be held on Wednesday, April 22, 2015 at 7:00 p.m.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 9:25 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Special Council Meeting
February 5, 2015
6:30 PM
Medford City Hall

Members present: Nelson, Maas, Dusek, Merritt, and Sexton.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Rich Kucera, Craig O'Hearn, and Amber Kniefel.

Others attending were Shannon Kinley.

Mayor Nelson called the meeting to order at 6:30 PM.

Agenda –

Motion by Sexton, seconded by Dusek to approve the agenda as presented. All members voted aye for approval. Motion carried.

Approval of December Special City Council Minutes –

Motion by Sexton, seconded by Dusek to approve the special December 18, 2014 and December 22, 2014 meeting minutes as presented. All members voted aye for approval. Motion carried.

Resolution 2015-11 Approving the Publication of the City Administrator Ordinance Amendments by Title and Summary –

Motion by Sexton, seconded by Nelson to approve Resolution 2015-11 approving the publication of the City Administrator Ordinance amendments by title and summary as presented. All members voted aye for approval. Motion carried.

Resolution 2015-12 Approving the Publication of the City Clerk Ordinance Amendments by Title and Summary –

Motion by Sexton, seconded by Maas to approve Resolution 2015-12 approving publication of the City Clerk Ordinance amendments by title and summary as presented. All members voted aye for approval. Motion carried.

Employee Health Care Policy – Interim City Administrator Welti presented a memo on the research findings relating to an employee health care group plan.

Interim Administrator Welti spoke with six health care plan providers and narrowed the plan providers down to two. The employees came to a consensus on one of the providers which turned out to be quoted as individual plans instead of a group plan. A group plan would be 20-30% higher than the individual plans. Individual plans are not compliant with the Affordable Care Act.

Interim Administrator Welti recommended to the City Council to adopt a policy stating that the City of Medford does not offer a group health insurance plan. Over the next few months, Welti will continue to work diligently to find a group health care plan for the City employees. The recommendation would be to have a plan in place by the 2016 budget. This will give staff enough time to prepare for a new plan and the City enough time to properly place this expense in the budget.

Motion by Maas, seconded by Merritt to adopt the policy that the City of Medford does not offer its employees a group health insurance plan. All members voted aye for approval. Motion carried.

Councilmember Sexton is concerned with the effect of the additional PERA for the full-time employees and not offering health insurance.

Participation in the Minnesota Deferred Compensation Program (MNDCP) –

The MNDCP is a tax sheltered withholding from an employees' payroll check that will go towards a retirement account. The City of Medford does not have to contribute. If an employee asks a public unit to offer this benefit, the public unit must offer the benefit and take action within 30 days of the employees' request.

Motion by Maas, seconded by Dusek to approve the Minnesota Deferred Compensation Program policy for the employee handbook. All members voted aye for approval. Motion carried.

Employee Salary Adjustments – The recommendations from the HR committee are as follows and would go into effect on the February 15, 2015 payroll.

Rich Kucera - \$.48 increase for a total of \$26.97 per hour.
Amber Kniefel - \$.47 increase for a total of \$22.06 per hour
Craig O’Hearn - \$.30 increase for a total of \$23.07 per hour.
Wilma Mueller - \$.17 increase for a total of \$12.02 per hour.
Kristi Jorgenson - \$.22 increase for a total of \$11.43 per hour.
Dyann Reinhard - \$.19 increase for a total of \$9.93 per hour.
Brenda DeMars - \$.18 increase for a total of \$9.32 per hour.
Brenda McGivney - \$.18 increase for a total of \$9.32 per hour.
Michelle Hendrickson - \$.18 increase for a total of \$9.11 per hour.
Jason Biesterfeld - \$0 increase for a total of \$18.74 per hour.
Adam Jirak - \$0 increase for a total of \$18.74 per hour.
Steve Clark - \$.34 increase for a total of \$11.51 per hour.

Motion by Merritt, seconded by Maas to approve the wage salary adjustments for 2015 beginning on the February 15, 2015 payroll as presented. All members voted aye for approval. Motion carried.

City Administrator Contract –

The current contract with CEDA will be ending at the end of February. The HR committee is recommending to the City Council to offer Andy Welti the position of full-time City Administrator with the salary of \$73,700.00.

The City Council extensively discussed the salary, the number of hours, the duties of the City Administrator position. Andy Welti has experience, knowledge of government, and the full education for this position.

Councilmember Dusek asked for staff input on working with Andy Welti. City staff and city consultants are in full favor of hiring Andy Welti for the full-time City Administrator position.

Motion by Sexton, seconded by Dusek to make an offer to Andy Welti for a salary amount of \$73,700.00 for the full-time City Administrator position of the City of Medford.

Aye: Sexton, Dusek, Nelson, Maas Nay: Merritt Motion Carried.

Andy Welti accepted the position and will start as a city employee officially on March 1, 2015. The City will finish the CEDA contract through the end of February.

Motion by Merritt, seconded by Dusek to adjourn the meeting at 8:05 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Council Meeting
February 23, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Joe Duncan, and Mark Rahrick.

Others attending were Ashley Stewart, Shannon Kinley, Pat Merritt, Gene Luedtke, Butch Schultz, Jerry Paschke, and Jeff Karow.

Mayor Nelson 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 Sexton, seconded by Dusek to approve the agenda as presented. All members voted aye for approval. Motion carried.

Minutes – Mayor Nelson asked for a correction of the Steele Waseca Open House to the Steele Waseca Public Hearing under the Mayor’s Report in the January 25, 2015 regular meeting minutes.

Motion by Sexton, seconded by Maas to approve the January 25, 2015 regular meeting minutes and the February 5, 2015 special meeting minutes as amended. All members voted aye for approval. Motion carried.

City and Liquor Store Bills -

Mayor Nelson recognized the CEDA bill for the updated Comprehensive Plan coming in under budget.

Councilmember Sexton asked about the reimbursement to Andy Welti for the Red Cross training. Welti charged the training for the ice rink attendants to his credit card and the City reimbursed him for that expense.

Motion by Merritt, seconded by Sexton to approve the December, January, and February city and liquor store bills as presented. All members voted aye for approval. Motion carried.

Check Register –

Councilmember Merritt asked about the US Food Culinary bill for boomer shots. Kniefel stated that this was an item purchased for the liquor store.

Motion by Dusek, seconded by Maas to approve the January 2015 check register numbers E2287-E2304, 13114-13145, and 42973-43059 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.

Consent agenda items include:

Resolution 2015-13 Accepting Donations from Patrick Jeher (\$5.00), Lewis Woclka (\$5.00), Matthew William (\$5.00), and Dan Bowe (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-16 Accepting Donation from Jerry Grayson in the amount of \$110.00 for the Medford Veterans Memorial.

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

Mayor’s Report – Mayor Nelson thanked the City Council and City Staff for participating in the Strengths Finder work session.

Veterans Memorial Committee – Minutes were presented by Chairperson, Butch Schultz.

The Veterans Committee has been discussing the appropriate time to begin ordering the name stones, pouring concrete, installing the archway, etc.

A special Veterans Meeting was called and the recommendation from the Board is to order two memorial name stones before March 1, 2015 to avoid an increase to the cost of the monuments of 5-10%. The Board will continue raising funds and taking Veterans names for the monuments. At the time the monuments get delivered to St. Cloud, the City will send all the names and they will be engraved at no additional cost.

Motion by Sexton, seconded by Maas to authorize the Veterans Committee to put an order in for two monument name stones and authorize payment of one stone at the time of ordering and the other payment when the stones get delivered to St. Cloud. All members voted aye for approval. Motion carried.

Councilmember Maas felt it was important to let the Council know that there was input at the Veterans Special Meeting in regards to ordering the name stones too early. One felt that the committee should raise more money and gather more names before ordering the stones.

Councilmember Maas wanted to thank the Medford Student Council for their generous contribution to the Veterans Memorial with their spaghetti supper that they organized up at the Medford School. The Student Council raised \$1,035.00 and will be donating that to the Veterans Memorial Committee.

City Engineer – Council had no questions on Joe Duncan's memo.

Resolution 2015-14 Receiving Feasibility Report and Calling for a Hearing on Improvement.

Duncan presented the Scenic Heights Preliminary Engineering Report. The project is assessable and will follow the Chapter 429 requirements. The project would be considered a new construction and will be 100% assessable to the benefitting properties.

Motion by Maas, seconded by Sexton to approve Resolution 2015-14 receiving the feasibility report and calling for a hearing on the improvement for Monday, March 23, 2015 at 6:30 p.m. All members voted aye for approval. Motion carried.

Interim Administrator Welti presented a memo update on the various items worked on this month.

Welti and Kucera attended the Steele County Park and Rec Board meeting and requested grant funds to help pay for the pool concrete updates. The Steele County Park and Rec Board approved a grant of \$2,500.00 for the pool concrete updates.

MNDOT will be installing general gas and food signs on the interstate.

Welti is looking at the possibility of a Lazy-U cost benefit analysis for studying annexation, code enforcement, law enforcement, water and sewer services, etc. The discussion will continue once Bernie LaCanne comes back from vacation.

MNDCP Policy – Welti made a recommendation to the Council to approve the updated Minnesota Deferred Compensation Plan policy for the handbook.

Motion by Maas, seconded by Dusek to approve the updated MNDCP policy for the handbook as presented. All members voted aye for approval. Motion carried.

Interim Administrator Welti informed the Council that the Mayor was approached by a manufacturer that is looking to relocate to Medford. Welti explored the different options for buildings and land with the manufacturer.

Welti would like to move forward with promoting housing development in Medford. Research on the different realtor websites is only showing two open lots that are for sale. Welti would like to contact the owners of the open lots, encourage the listing of the lots, and promote the lots that are available in Medford in the local papers and on the City's website.

Central Avenue Mailboxes – The Post Office has not heard of any complaints of the mailboxes on the north side being a safety hazard. Letters were mailed to all Central Ave property owners asking for input. The City Hall received two calls and one of the residents asked for the mailboxes to stay on the North side. City Hall received a call from a resident living on the south side that requested her mailbox be moved to the south side closer to her property.

Councilmember Maas is still concerned with the road widths and the people checking their mail.

Steele County/City of Medford Highway Project Memo – Anita Benson has prioritized County Rd 12 west of I35 frontage road as the top priority and to be worked on in 2017. County Rd 45/Main Street is slated for 2018-2020.

City Clerk – Resolution 2015-15 Certifying Unpaid Bills to Steele County for payment.

Motion by Sexton, seconded by Maas to approve resolution 2015-15 certifying unpaid bills to Steele County for payment in 2016. All members voted aye for approval. Motion carried.

Public Works Director – Rich Kucera presented a memo and recommendations to the City Council.

Storm Sewer Outfall Repairs – The storm sewer outfalls that were damaged in the last year’s floods will be partially, if not fully covered by FEMA. Kucera signed off on the Category C for infrastructure in the amount of \$26,036.00.

Kucera recommended to the City Council to allow staff to move forward with the repairs to the storm sewer outfalls and have Joe Duncan create a bid sheet and special provisions and obtain bids for this project.

Motion by Sexton, seconded by Maas to allow staff to move forward with the repairs to the storm sewer outfalls and have Joe Duncan create a bid sheet and special provisions and obtain bids for this project. All members voted aye for approval. Motion carried.

Cold Weather Water and Sewer Lines Policy – City staff drafted this policy to address frozen water and sewer lines during the winter months. Last winter, 18 residents had their water lines freeze up because of the ultra cold winter. The policy states the procedures for both residents and the City to follow when the situation arises that residents would be asked to begin running their water to possibly prevent frozen lines.

The City Council is requesting more information from other cities before approving a policy in Medford. The information will be presented at the March meeting.

New Business – None.

Unfinished Business – None.

Steele Waseca Open House will be held on Monday, March 23, 2015 from 6:00-6:30 p.m.

Scenic Heights Public Improvement Hearing will be held on Monday, March 23, 2015 from 6:30-7:00 p.m.

The next regular City Council meeting will be held on Monday, March 23, 2015 at 7:00 p.m.

Board of Appeal and Equalization will be held on Wednesday, April 22, 2015 at 7:00 p.m.

Motion by Dusek, seconded by Merritt to adjourn the regular city council meeting at 8:50 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Public Improvement Hearing
March 23, 2015
6:30 PM
Medford City Hall

Members present: Nelson, Maas, Dusek, Merritt, and Sexton.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Rich Kucera, Joe Duncan, Mark Rahrlick, and Amber Kniefel.

Others attending were Shannon Kinley, Bill Heyer, Mark Bock, Jason Brandvold, Todd Kavitz, Kelly Hein, Jackie Gillis-Reuvers, Pat Merritt, Jean Gillis, Ashley Stewart, and Ron Karow.

Mayor Nelson called the public improvement hearing to order at 6:30 PM.

The purpose of this public improvement hearing is to allow the public to give comment and ask questions on the proposed Improvement Project 2015-01 Scenic Heights Addition Street Paving.

City Engineer, Joe Duncan, gave an overview of the Scenic Heights paving project. Water, sewer, curb and gutter have already been installed. Duncan handed out a preliminary assessment estimate to all those in attendance. An assessment hearing could be held late August or early September.

Mayor Nelson opened the public hearing up for questions and comment.

Bill Heyer asked for more information on what was going to happen at the end 3rd Ave SE where the development ends and about the private drive going to the water tower. Duncan answered that the paving would end at the end of 3rd Ave SE. The alley that goes to the water tower is owned by the City which is not a private drive. The alley will also be paved.

Bill Heyer is requesting another meeting with Duncan, Administrator Welti and at least one elected official to discuss the specific calculations of the assessment numbers.

Kelly Hein asked about the preliminary assessment estimates and why the numbers are so high because she feels that the curb, gutter, water and sewer have already been paid for. The City has not assessed the properties for the infrastructure that exists in this area already, that was paid for by the developer at the time of development.

Kelly Hein also asked if the damaged curb would also be replaced since there are chips in it. New curb will not be installed with this project.

Jackie Gillis-Reuvers asked for an explanation of mobilization cost and structure adjustment cost that is listed on the preliminary assessment role. Mobilization costs are separated out because of the contractor, but can be integrated throughout the project and not shown separately, the cost will be the same. Structure adjustment costs are for a few valves and catch basins that will be improved with the project.

Jackie Gillis-Reuvers asked for clarification on who is paying for the paving of the alleyway to the water tower. The City will be covering this cost.

Jackie Gillis-Reuvers wanted to make sure that if a property owner chose to pay the assessment in full that they would not be continually charged interest. Once an assessment is paid in full, no additional interest will be charged to that property owner.

Jackie Gillis-Reuvers would like another meeting to discuss the assessment numbers.

Todd Kavitz would like to state that additional meetings can occur, but the process cannot change. The numbers will vary a little depending on final costs, but the calculations and final numbers will be about the same.

Todd Kavitz also stated that going past the end of 3rd Ave SE cannot happen because that is private property.

Jason Brandvold asked if the first bituminous base in front of the three properties was assessed to those property owners. The properties were not assessed.

Resolution 2015-23 Ordering Improvement and Preparation of Plans.

Motion by Maas, seconded by Sexton to approve Resolution 2015-23 Ordering Improvement and Preparation of Plans for the Scenic Heights paving project as presented. All members voted aye for approval. Motion carried.

Motion by Dusek, seconded by Merritt to close the public hearing at 7:03 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Council Meeting
March 23, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Joe Duncan, Mark Rahrick, and Tom Olinger.

Others attending were Ashley Stewart, Shannon Kinley, Pat Merritt, Gene Luedtke, Jerry Paschke, Paul Beiser, Danny Thomas, Rick Hager, Craig Helgeson, John Anhorn, Mark Ristau, Jon Possehl, Chris Ditlevson, Nicholas Donahue, Dakota Ellingson, Rick Lee, Ben Maas, and Kelly Markham.

Mayor Nelson called the meeting to order at 7:10 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations.

Danny Thomas and John Anhorn informed the Council on a situation with a property on Main Street. The property is being rented and there are many nuisances occurring. The renters have thrown furniture out in the front yard, setting off their car alarms at all hours of the day, they have unlicensed vehicles on the property, they have large fires and parties, etc. Law enforcement has been called numerous times and letters from the City Administrator have been sent.

Agenda – One addition to tonight’s agenda is a gambling permit request from MARC on behalf of the Veterans Committee.

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

Minutes.

Motion by Merritt, seconded by Sexton to approve the February 23, 2015 regular meeting minutes as presented. All members voted aye for approval. Motion carried.

City and Liquor Store Bills -

Councilmember Sexton asked about the City Administrator computer that was purchased. Administrator Welti explained that the computer in the office has progressively gotten worse and he was unable to print anything.

Councilmember Sexton asked about the Certified Pool Operator training. Kucera explained that both Biesterfeld and Jirak will be CPO certified.

Mayor Nelson asked about the Department of Human Services bill. Kniefel explained that the bill is for the cleaning done at the Muni and the City Hall.

Councilmember Maas asked for a correction on the bill from Bergerson-Caswell to read the Outlet Center well.

Motion by Sexton, seconded by Maas to approve the February and March city and liquor store bills as presented. All members voted aye for approval. Motion carried.

Check Register –

Motion by Dusek, seconded by Maas to approve the February 2015 check register numbers E2305-E2331, 13146-13179, and 43060-43140 as presented. All members voted aye for approval. Motion carried.

Gambling Request from the Ducks Unlimited of Steele County group. The event will be held at Ritchie Bros. on Thursday, October 1, 2015.

Motion by Sexton, seconded by Merritt to approve the gambling request from Ducks Unlimited of Steele County with no waiting period as presented. All members voted aye for approval. Motion carried.

Gambling Request for MARC on behalf of the Veterans Committee. The raffle winner will be drawn on Sunday, June 21, 2015 at Straight River Park.

Motion by Maas, seconded by Dusek to approve the gambling request from MARC on behalf of the Veterans Committee with no waiting period as presented. All members voted aye for approval. Motion carried.

Introduction of the New Fire Department Volunteers. Rick Hager explained the new structure of the department and the need to bring on additional firefighters. The department now has one Fire Chief, Rick Hager, one Assistant Chief, Greg Sanborn, and four Commanders, Mike Smith, John Anhorn, Rich Kucera, and Craig Helgeson.

The new firefighters are Chris Ditlevson, Nick Donahue, Dakota Ellingson, Rick Ellingson, Rick Lee, Ben Maas, Kelly Markham, Jon Possehl, Mark Ristau, and Kevin Sedivy.

Motion by Maas, seconded by Merritt to approve the recommendation from Fire Chief Hager to enlist the new fire department volunteers as presented. All members voted aye for approval. Motion carried.

The City Council expresses sincere appreciation and thanks to the Medford Fire Department.

Medford Volunteer Fire Department Relief Association Street Dance Request.

Craig Helgeson presented a request from the Relief Association to hold a street dance on Saturday, August 8, 2015 on the City Hall/Fire Hall parking lot. The Relief Association would also like to request a temporary liquor license. The Council would be in support of this fundraising effort of the Relief Association.

Motion by Merritt, seconded by Dusek to approve the street dance request to be held on Saturday, August 8, 2015 on the City Hall/Fire Hall parking lot. All members voted aye for approval. Motion carried.

2014 Final City Audit – City Auditor, Tom Olinger, presented the final 2014 City Audit report. Olinger went through the management letter and highlighted the segregation of duties findings, the financial statements are prepared by AEM, the General Fund, and the enterprise funds.

The General Fund Unassigned Fund Balance is now \$242,357.00 which is 33% of the fund balance to budget. The Council and staff will continue working to keep the City out of a deficit.

Mayor Nelson asked the Auditor if the Park Endowment Funds could be transferred to the SMIF program with a larger interest rate. Olinger answered that we would have to look at how the first contribution was made and how the endowment fund was set up. He did not think that the City could move the money.

The Medford Liquor Store broke even for 2014.

The water and sewer funds have built up a healthy fund balance. Councilmember Merritt asked if the funds could be used to build a shed for the jetter truck. Olinger said that we could look into that, but the funds would need to be used specifically for water and sewer related expenditures.

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

Consent agenda items include:

Resolution 2015-17 Accepting Donations from Pat & Kay Merritt (\$40.00) and Don & Jackie Kent (\$100.00) for the Medford Veterans Memorial.

Resolution 2015-18 Accepting Donation from the Medford Public School Student Council in the amount of \$1,035.00 for the Medford Veterans Memorial.

Resolution 2015-19 Accepting Donations from Garret Jeddelloh (\$5.00), John Antrum (\$5.00), Wagner's Lunch (\$5.00), and Ron Schouweler (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-24 Accepting Donations from Derald & Judith Meixner (\$100.00) and Country Charms Extension Club (\$25.00) for the Medford Veterans Memorial.

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

Mayor's Report – Mayor Nelson informed the Council that the Outlet Center will be updating the property with painting of the building site, finishing the landscaping, signage changes and the park lot.

On March 5, 2015 the Mayor attended the League's Day at the Capitol. The state elected officials were happy about the state surplus announcement. Discussion is taking place on possibilities with allocating a portion of this surplus for city streets.

Resolution 2015-22 states that the City of Medford would be in support of dedicating state funding of city streets. This is not a matching grant. It would be state funding that could be requested by the City to fund street projects.

Motion by Sexton, seconded by Nelson to approve Resolution 2015-22 Supporting the Dedication of State Funding for City Streets as presented. All members voted aye for approval. Motion carried.

Another topic discussed at the League was "work force" housing. The trend is that there is a shortage of housing for first or second time home buyers in the area of their workplace. A bill is being proposed that does address funding sources for small communities.

Planning and Zoning Board – Paul Beiser presented the minutes from the March 16, 2015 regular meeting.

The Planning and Zoning Board discussed the Scenic Heights paving project and determined that the project does comply with the City's Comprehensive Plan.

The Board is asking for approval to hold a special meeting for a public hearing on the Wireless Tower Ordinance.

Councilmembers would like to see the Wireless Tower Ordinance before it goes to public hearing and the Zoning Board for recommendation.

Administrator Welti will look into the process of presenting new ordinances that effect the Land Use chapter of the City Code. Administrator Welti will also e-mail the Wireless Tower Ordinance out to the Council for feedback, but would still like to schedule the public hearing.

Motion by Sexton, seconded by Dusek to authorize the Planning & Zoning Board to hold a special meeting for a public hearing on the draft Wireless Tower Ordinance on Monday, April 13, 2015 at 7:00 p.m. All members voted aye for approval. Motion carried.

Veterans Memorial Committee – Minutes were presented by Councilmember Maas.

The Veterans Committee is working on fundraising ideas such as an event with Bikers Against Child Abuse (BACA), a raffle with MARC, all the Fridays in June are for the Veterans Committee to run the meat raffles at the American Legion, the Cash Wise Food Stand, and the Muni meat raffles once a month.

City Engineer.

Resolution 2015-25 Approving Plans and Specifications and Ordering Advertisement for Bids for the Scenic Heights Paving Project.

Council is requesting that the work not be done during Straight River Days. Either completed before June 18 or between June 22 and August 1, 2015.

Motion by Maas, seconded by Dusek to approve Resolution 2015-25 Approving Plans and Specifications and Ordering Advertisement for Bids for the Scenic Heights Paving Project with the completion date changes as amended. All members voted aye for approval. Motion carried.

Administrator Welti presented a memo update on the various items worked on this month.

Administrator Welti and Public Works Director, Kucera have been researching capital/financial planning software

Administrator Welti is requesting that the Council call a work session to discuss the long-term capital planning of the City.

The work session is set for Friday, May 15, 2015 at 1:00 p.m. at City Hall for a Council and staff work session on capital planning.

Administrator Welti is working on an Excel Energy franchise agreement for the area serviced out at Ritchie Bros.

Pool lifeguard interviews will be held in April. The staffing recommendations will be presented at the April regular City Council meeting.

The OSHA safety grant has been submitted to the Minnesota Department of Labor and Industry to pay for the purchase of a trench box, training, and associated supplies and equipment.

Administrator Welti is requesting approval to attend the MCFOA training from May 4-May 8, 2015 in Plymouth. Welti is not requesting lodging or mileage reimbursement.

City Clerk – Fund Balance Policy. The City Auditors requested an update to the current Fund Balance Policy that was approved in 2011 to give guidance to the City. The current policy states that the City will carry a 10% fund balance over the next year's expenditures. The updated policy states that the City will carry a 40% fund balance over the next year's expenditures.

Motion by Sexton, seconded by Dusek to approve the updated fund balance policy to increase the fund balance percentage to 40% of the next year's expenditures as presented. All members voted aye for approval. Motion carried.

Resolution 2015-21 Certifying Unpaid Bills to Steele County for payment.

Motion by Sexton, seconded by Maas to approve resolution 2015-21 certifying unpaid bills to Steele County for payment in 2016. All members voted aye for approval. Motion carried.

Public Works Director – Rich Kucera presented a memo and recommendations to the City Council.

FEMA will be reimbursing the final payments for the flood damage within the next few weeks. Once those funds are received, the contractors will be contacted for the storm sewer outfall repairs.

Kucera presented four options for the pool decking that is budgeted to be repaired this year.

Option 1 – Full concrete removal and replacement. Estimated cost \$28,400.00-\$35,500.00.

Option 2 – Cushioned tile applied over existing concrete. Estimated cost \$53,250.00.

Option 3 – Mechanically diamond grind the surface. Estimated cost \$21,264.00.

Option 4 – Micro-topping and concrete overlay. No estimate yet, meeting with the company within the next day or two.

Kucera made a recommendation to the City Council to allow staff to spend up to \$22,500.00, which is the \$20,000.00 budgeted amount and the \$2,500.00 from the Steele County Park Board, to select a vendor and a process and begin the project.

Councilmember Sexton would like for staff to review references and research the work done by the vendor selected.

Motion by Sexton, seconded by Dusek to authorize city staff to expense up to \$22,500.00 for the pool decking and hire the company that best suits the needs of the City with the expectation of checking references and researching the work done by the contractor that is chosen. All members voted aye for approval. Motion carried.

Spring Street Sweeping Bid – Kucera made a recommendation to hire Seykora Asphalt and Paving for \$1,795.00 for the spring street sweeping.

Motion by Merritt, seconded by Maas to approve the bid and hire Seykora Asphalt and Paving in the amount of \$1,795.00 for the City spring street sweeping. All members voted aye for approval. Motion carried.

Chip Sealing – Kucera made a recommendation to the hire Pearson Bros for \$32,816.00 for the 2015 street chip sealing.

Councilmember Merritt asked for the Council to pave a section of 5th Ave SE because the asphalt is deteriorated on a section of that street.

Administrator Welti would like to research this street before adding it any project because it has not been discussed for this year. Information will be presented at the next regular city council meeting.

Motion by Nelson, seconded by Sexton to approve the bid from Pearson Bros for \$32,816.00 for the 2015 street chip sealing. All members voted aye for approval. Motion carried.

Karcher Pressure Washer – Kucera made a recommendation to advertise and sell the Karcher Pressure Washer. The City purchased a new one last year and the Karcher pressure washer does not serve the City's needs anymore.

Motion by Dusek, seconded by Sexton to authorize Kucera to move forward with advertising and selling the yellow Karcher Pressure Washer. All members voted aye for approval. Motion carried.

New Business.

Resolution 2015-20 Adoption of the City General Records Retention Schedule.

The retention schedule will serve as a reference when determining which records need to be stored and which records can be destroyed.

Motion by Sexton, seconded by Dusek to approve Resolution 2015-20 adopting the City General Records Retention Schedule. All members voted aye for approval. Motion carried.

Straight River Days Update – Councilmember Dusek informed the Council on the various activities the Civic Club is planning for the 2015 Straight River Days weekend. Straight River Days will begin on Thursday, June 18 with the Miss Medford Pageant up at the Medford School and end on Sunday, June 21 with various activities in the Park.

Unfinished Business.

Cold Weather Water/Sewer Line Policy. Administrator Welti presented the policy with a change from last month that consisted of the City refunding a property owner \$100.00 in the situation where the property owner contacts a plumber for a suspected frozen water line and finds out that the freeze is on the City side of the lateral.

Councilmember Sexton would like the reimbursement to be \$150.00.

Councilmember Maas feels that it is the City's responsibility to ensure that citizens have water. Maas feels it is the City's responsibility to figure out where the line is frozen.

Councilmember Dusek does not feel that the property owners should have to call a plumber first.

Councilmember Merritt asked if frozen water lines are a major problem in the City. After the problem last year, staff attempted to draft this policy to guide all parties through the situation if it happens again.

The policy is tabled until late August or September.

EDA Business Networking Event will be held on Thursday, Marc 26, 2015 at Custom Building Components from 5:30-6:30 p.m.

Board of Appeal and Equalization will be held on Wednesday, April 22, 2015 at 7:00 p.m.

The next regular City Council meeting will be held on Monday, April 27, 2015 at 7:00 p.m.

Motion by Maas, seconded by Dusek to adjourn the regular city council meeting at 10:05 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

City Council Board of Appeal and Equalization
April 22, 2014
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti and Amber Kniefel

Others attending were Greg Nelson, Steele County Assessor's Office.

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

The purpose of 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.

Greg Nelson presented the 2015 assessment report. The overall average market value of the City of Medford increased by 3.9%. In 2014, the City of Medford had 4 foreclosure houses versus 12 foreclosures in 2013.

Mr. Nelson gave an overview of the other cities and townships within Steele County in comparison to Medford.

There were no public in attendance. Mr. Nelson received four calls prior to the meeting, but none of them asked for a reconsideration of their market value.

Chad Merritt, parcel #16-008-2017. Councilmember Merritt inquired about the reason the market values fluctuate each year for his property. Mr. Nelson explained the different areas of consideration when calculating market value for each individual property. There are multiple aspects of a property that are figured in the calculations of market value that one property cannot really be compared to another property unless they are very similar.

Motion by Maas, seconded by Merritt to adjourn the Board of Appeal and Equalization meeting at 8:10 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Regular Council Meeting
April 27, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Joe Duncan, and Mark Rahrick.

Others attending were Ashley Stewart, Shannon Kinley, Pat Merritt, Jerry Paschke, Paul Beiser, Rich Quiring, Erin Sammon, Diane Reinhard, Alyse Hager, Jayne Beyer, Brenda DeMars, Wanita Wilkie, and Ben Wilkie.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. None.

Agenda – No amendments to tonight’s agenda.

Motion by Dusek, seconded by Sexton to approve the agenda as presented. All members voted aye for approval. Motion carried.

Straight River Days Update and Requests.

Welti, Kniefel, Erin Sammon and Jayne Beyer met to go over events and needs for Straight River Days weekend. Kniefel presented the recommendations from the meeting.

Staff is recommending to the City Council to waive all fees associated with permitting for the Civic Club for Straight River Days activities. This would include the fee for the parade and the transient merchant license fees for the craft fair.

Food permits in the past were required prior approval from the City Council to sell food on city property. Staff recommendation would be to allow the Civic Club to coordinate all the food permits. The Civic Club can then organize where the food vendors will be located and on which days. The City will not get involved. The food vendors at the Muni for the street dance and other events will also be ran though the Civic Club.

Temporary golf cart passes will be issued the same as last year. The Civic Club will need four passes good for the weekend of Straight River Days only.

Kniefel will request a donation from the Medford Fire Relief Association for the portable bathrooms used during the weekend for Straight River Days and the Fire 5K run.

The stage rented for the Muni street dance will also be used at the Straight River Park for a Friday night dance with the Civic Club. Erin Sammon stated that the Civic Club will evaluate the revenues from the weekend and if it’s possible, may donate back to the City to help pay for the stage.

Motion by Sexton, seconded by Merritt to approve the recommendation to allow the food permit process to run through the Civic Club for the weekend of Straight River Days. All members voted aye for approval. Motion carried.

Motion by Maas, seconded by Dusek to waive the fees associated with the transient merchant license for the Straight River Days craft fair. All members voted aye for approval. Motion carried.

Parade Route – Civic Club had suggestions to lengthen the parade route to travel north on Main Street and turn east at the Muni then travel east to 3rd St NE before turning south back towards the old football field.

City staff has concerns with the extended parade route due to closing off County Road 12 to through traffic during the entire length of the parade.

The Civic Club representatives decided to leave the parade route as it was in 2014 and discuss a different route possibly for next year.

Motion by Sexton, seconded by Merritt to approve the parade permit request waiving the fee and having the route remain the same as 2014. All members voted aye for approval. Motion carried.

Motion by Maas, seconded by Merritt to approve the temporary golf cart passes for the Civic Club for use during Straight River Days weekend. All members voted aye for approval. Motion carried.

Civic Club Raffle Request – The raffle drawing will be held on Saturday, June 20, 2015 at Straight River Park.

Motion by Maas, seconded by Dusek to approve the raffle request as presented with no waiting period. All members voted aye for approval. Motion carried.

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

Consent agenda items include:

Approval of March 23, 2015 public improvement hearing minutes and the March 23, 2015 regular meeting minutes.

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

Approval the March check register numbers E2332-E2353, 13180-13213, and 43141-43236.

Resolution 2015-28 Accepting Donations from Al Jirele (\$5.00), Dean Lechner (\$5.00), Mac Bowman (\$5.00), and Don Dagne (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-30 Accepting Donation from Pat & Kay Merritt (\$20.00) in Memory of Ruby Merritt for the Medford Park Endowment Fund.

Resolution 2015-31 Accepting Donations from Mark Dressel (\$50.00), Jake Spinler (\$100.00), Chuck and Melodie Morris (\$100.00), and Jane DeVos (\$100.00) for the Medford Veterans Memorial.

Resolution 2015-32 Accepting Donations from the Medford Deerfield Council 4909 (\$200.00) and LeRoy Pike (\$100.00) for the Medford Veterans Memorial.

Urban Finds Bistro Liquor License Renewal

Consent agenda questions.

Councilmember Sexton inquired about the unemployment bill and the city administrator computer bill.

Councilmember Maas inquired about the cold patch bill from Team Lab. Maas suggested to work with the City of Owatonna for cold patch.

Councilmember Merritt inquired about the windsocks, which are for the chlorine safety procedures and the Faribo Air Conditioning and Heating bill.

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

Mayor's Report – Mayor Nelson informed the Council that the trees for Central Avenue have been picked up. The asphalt will be coming soon.

A planning meeting for the Blandin Leadership program is scheduled for May 20, 2015. The Blandin Leadership program is scheduled for October 19-23, 2015.

The all school registration forms are available at City Hall and on the City and School website.

Planning and Zoning Board – Paul Beiser presented the public hearing minutes from the April 13, 2015 meeting.

The Planning and Zoning Board is recommending to the City Council to approve Ordinance 2015-05 Wireless Telecommunications Tower and Antennas as presented.

Mark Rahrlick, City Attorney, suggested one amendment to the presented ordinance and that is to exempt the City of Medford water towers from the wireless tower regulations.

Ordinance 2015-06 sets forth the zoning designations to allow the wireless tower in the R1, R2, C1, C2, C3, I1, and I 2 as a conditional use. Administrator Welti informed the Council that the residential designations can be removed if they only want the wireless towers in the commercial and industrial zones.

Motion by Merritt, seconded by Dusek to approved Ordinance 2015-05 creating Section 4.86 Wireless Telecommunications Towers and Antennas as amended. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Sexton to approve Ordinance 2015-06 setting forth the zoning designations for the wireless towers to only conditional use in the commercial and industrial districts. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dusek to approve Resolution 2015-27 allowing for the publication of the Wireless Telecommunications Towers and Antennas Ordinance by title and summary. All members voted aye for approval. Motion carried.

Park Board – Jerry Paschke presented the Park Board minutes from the April 1, 2015 meeting.

The Park Board is requesting approval from the City Council to have a special Park Board meeting for a city park walk through.

The Park Board is recommending an amendment to the Park Policies changing the type of ball field from softball to baseball.

Kniefel also amended the park policies by removing reference to June rentals being done differently from the rest of the months.

Motion by Dusek, seconded by Maas to approve the special meeting for the Park Board to have a city park walk through. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dusek to approve the Park Policies 2015 as presented. All members voted aye for approval. Motion carried.

Veterans Memorial Committee – Minutes were presented by Councilmember Maas.

The Veterans Committee will continue working with Bikers Against Child Abuse (BACA) for fundraising.

The concrete work at the site will be done by RK&T Construction. The lighting is in the process of being ordered.

The antique car show will be incorporated with the fireman's dance on August 8, 2015 and all proceeds from the car show will be donated to the Veterans Memorial.

City Attorney – Mark Rahrlick stated that the Municipal Complex land is the City's free and clear. Wencil has been paid out the remaining portion of the final payment.

City Engineer.

Joe Duncan presented the Scenic Heights paving project bids.

The low and responsible bidder is Bituminous Materials, Inc. in the amount of \$58,323.00.

Motion by Dusek, seconded by Maas to approve Resolution 2015-26 awarding the Scenic Heights paving bid to Bituminous Materials, Inc. in the amount of \$58,323.00. All members voted aye for approval. Motion carried.

Central Avenue Update – the paving, sod, and final touches should be completed by mid-May.

Administrator Welti Update.

City Administrator Welti has been working with Kucera to complete a long-term capital planning budget for review at the May work session. The capital planning meeting will include overall city capital needs, the Lazy U Community, and the Municipal Complex.

Scenic Heights Improvement 2015-01 Financing – Administrator Welti is recommending to the City Council to have Mike Bubany of David Drown Associates secure the Scenic Heights Financing.

Motion by Maas, seconded by Dusek to approve the City moving forward with Mike Bubany of David Drown Associates in securing the financing for the Scenic Heights paving project. All members voted aye for approval. Motion carried.

Councilmember Merritt inquired on the bond cost. Administrator Welti explained that the project is relatively small so the bond costs are usually a little more, but that David Drown is lower than the other companies that Welti researched.

Rice & Steele County 911 Center Address Change Recommendations – A meeting was held with Steele County representatives, Welti, and Kucera concerning the numbering of certain houses in Medford. The numbering is inconsistent and there may be problems finding the homes in case of emergencies.

Administrator Welti would like Council approval to contact the property owners and inquire if any of them are willing to change their house number.

Motion by Merritt, seconded by Dusek to approve Administrator Welti to contact the property owners and inquire if any of them are willing to change their house number. All members voted aye for approval. Motion carried.

Garbage/ Recycling Contract for the Municipal Liquor Store.

In an effort to find ways to save money and reduce spending within the City, Administrator Welti researched establishing recycling at the Muni. Waste Management is the only company that will pick up recycling at a commercial business. The Muni could have one dumpster for garbage and one for recycling and save approximately \$900 per year in garbage fees.

Motion by Sexton, seconded by Dusek to approve the recommendations from Administrator Welti and allow Welti to enter in a contract with Waste Management for garbage and recycling collection at the Muni. All members voted aye for approval. Motion carried.

2015 Pool Season Staff Memo.

All interested persons were required to apply and go through the interview process. Administrator Welti is recommending a \$.25 wage increase across the board and to hire Olivia Full, Sara Thofson, Syndey Langeslag, Taylor Larson, Mariah Berg, Kalley Schwab, Kelcey Gerlach, Allie Keilen, Luke VanZuilen, Alex Gengler, and Brody Berg as presented.

Motion by Maas, seconded by Merritt to approve the recommendation from Administrator Welti to increase the pool staff wages by \$.25 across the board and hire Olivia Full, Sara Thofson, Syndey Langeslag, Taylor Larson, Mariah Berg, Kalley Schwab, Kelcey Gerlach, Allie Keilen, Luke VanZuilen, Alex Gengler, and Brody Berg as presented.

Abstain: Sexton

Ayes: Nelson, Maas, Merritt, Dusek Motion Carried.

Wireless Tower Memorandum, Policy, Lease and Rent.

Administrator Welti read through the highlights of the draft water tower policy and the water tower lease agreement.

Proposed base rent for two antennas or other equipment for 2015 would be \$14,000.00. Each additional antennae or other equipment would be \$1,500.00.

Exhibit E reflects an automatic 3% increase per year for the base fee and the fees for additional equipment.

Motion by Nelson, seconded by Merritt to approve the water tower policy as presented. All members voted aye for approval. Motion carried.

Councilmember Merritt would like the antennas that are placed on the City water tower to be inspected yearly.

Motion by Merritt, seconded by Dusek to approve the water tower equipment and location lease as presented. All members voted aye for approval. Motion carried.

Special Meeting Policy.

Administrator Welti is recommending to the City Council to approve a policy that states the board chair or two board members can call a special meeting with the approval of the City Administrator. Currently, the policy is that the City Council must approve all special board meetings. Waiting for a council meeting to approve a special meeting is not efficient especially if there are pressing issues that need to be addressed.

Motion by Dusek, seconded by Maas to approve the special meeting policy as presented. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dusek approving Resolution 2015-29 amending the fee schedule to remove the line that states that special meetings need to be approved by the City Council. All members voted aye for approval. Motion carried.

Refinancing Outstanding Debt Memo.

Administrator Welti presented the status of the City's outstanding debt. The 2007A (312) bond will be paid off in 2015. The 2004B (301) bond will be paid off in 2016 and is callable. The John Deere loader lease has an outstanding balloon payment in 2017 of approximately \$100,000.00. The loader will most likely be traded in a new lease will be secured.

Administrator Welti recommends no changes to the City's finances at this time.

Housing Program Proposal.

Melvin Moore will be in attendance at the May 13, 2015 EDA meeting to discuss the housing program details.

Council may hear a possible recommendation to move forward with the housing program at the next regular city council meeting.

City Clerk -

Resolution 2015-33 Certifying Unpaid Bills to Steele County for payment.

Motion by Dusek, seconded by Sexton to approve resolution 2015-33 certifying unpaid bills to Steele County for payment in 2016. All members voted aye for approval. Motion carried.

Public Works Director – Rich Kucera presented a memo and recommendations to the City Council.

The City of Medford's Wellhead Protection Plan Part 2 was approved by the State.

Kucera received bids on the Karcher Pressure Washer and the 1991 Ford SuperDuty truck.

Motion by Sexton, seconded by Maas to approve the sale of the Karcher Pressure Washer to the highest bidder in the amount of \$352.00. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dusek to approve the sale of the 1991 Ford SuperDuty to the highest bidder in the amount of \$2,555.00. All members voted aye for approval. Motion carried.

Pool Update.

Kucera is working on obtaining a permit to replace a filter at the pool. Maintenance work at the pool will begin at the end of April.

Hydrant flushing will only happen once a year now, in the fall.

New Business. None.

Unfinished Business. None.

Council work session will be held on Friday, May 15, 2015 at 1:00 p.m.

The next regular City Council meeting will be held on Monday, May 18, 2015 at 7:00 p.m.

Motion by Dusek, seconded by Sexton to adjourn the regular city council meeting at 9:03 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

City Council Work Session
May 15, 2015
1:00 p.m.
Fire Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Craig O'Hearn, and Jason Biesterfeld.

Others attending were Ashley Stewart, Steven Jaster, and Bernie LaCanne.

Mayor Nelson called the work session to order at 1:00 p.m.

Council, staff and visitor meet and greet.

Capital Planning – Administrator Welti opened the work session with a presentation of the spreadsheets explaining the major capital expenditures from the various City departments.

Municipal Liquor Store – The spreadsheet details depreciation, inflation and purchases of capital outlay items. Budgeting for the capital outlay items and also being able to build up the reserve fund is what is needed to sustain the Liquor Store. Administrator Welti is comfortable enough to begin budgeting for the capital expenditures needed for the Liquor Store in 2016.

Public Works, Parks, Water System, Sanitary Sewer System – Administrator Welti presented the capital outlay spreadsheets for the different departments. The key is budgeting for capital items and building up the reserves with the intent to pay for future capital items with little or no bonding.

The street maintenance map was presented.

The total bonding capacity for the City of Medford is approximately two million dollars.

Lazy U Community – Administrator Welti presented different options for annexation, connection of city water services, connection of city sewer services, etc. Annexation of the Lazy U Community would not have a significant effect on the city's median household income level. The Lazy U Community would use about 50% of the remaining wastewater treatment plant capacity.

Public Works Director, Kucera presented different options for the water and sewer rates.

There are few grants available for projects like this, only low interest loans. The total project cost would be approximately \$1.1 million.

Bernie LaCanne Sr. was in attendance and explained to the City Council that connection to City services is not feasible at this time and that he would no longer be pursuing the option to connect or annex. Kniefel will mail the remaining balance of the escrow account to Mr. LaCanne.

Municipal Complex – Administrator Welti presented cost estimates to different scenarios involving the City buildings. There are few grants available.

Different options included building a new municipal complex, keeping City Hall where it is or purchasing an existing building to move City Hall to and building a Fire Hall complex without City Hall, adding on to the existing Fire Hall, building a new City Shop, etc.

Administrator Welti recommended to the City Council to analyze the bonding capacity, and then building needs and put that information into a full plan. This will be discussed at the regular City Council on Monday, May 18, 2015.

Sidewalks – Public Works Director Kucera presented the maintenance policy for sidewalks. The policy states that the City will address ¼ sections of the town each year. There is \$5,000.00 in the budget for sidewalks this year. Kucera will be recommending at the regular City Council meeting to repair the two areas of sidewalk east of the Post Office.

The City Council adjourned the work session at 3:42 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Regular Council Meeting
May 18, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, and Mark Rahrck.

Others attending were Ashley Stewart, Shannon Kinley, Pat Merritt, Del Spronk, and Mike Bubany, David Drown & Assoc.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. None.

Agenda – No amendments to tonight’s agenda.

Motion by Dusek, seconded by Sexton 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.

Consent agenda items include:

Approval of April 22, 2015 Board of Appeal & Equalization minutes and the April 17, 2015 regular meeting minutes.

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

Approval the April check register numbers E2355-E2382, 13214-13246, and 43237-43362.

Resolution 2015-34 Accepting Donations from John C Dillemath (\$5.00), Gary A Ringhofer (\$6.00), Al Kubat (\$5.00), and Bruce Butler (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-35 Accepting Donation from Pat & Kay Merritt (\$60.00), Phyllis Broughton (\$100.00), and Jim Spinler (\$100.00) for the Medford Veterans Memorial.

Resolution 2015-37 Accepting a Donation from the Medford Fire Relief Association in the amount of \$420.00 for the rental of portable bathrooms for the use during Straight River Days.

Resolution 2015-39 Accepting Donation from the Medford Fire Relief Association in the amount of \$1,200.00 for the Medford Veterans Memorial.

Consent agenda questions.

Councilmember Sexton inquired about the Muni selling cigarettes.

Councilmember Sexton inquired about the R&K Electric bill.

Councilmember Maas inquired about the bill from Crysteel for the truck.

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

Mayor’s Report – Mayor Nelson informed the Council that a meeting was held with MNDOT and the landscaping committee to discuss the round-a-bout landscaping plans. There is \$8,000.00 available for one half of the round-a-bout and another \$8,000.00 could be available later this fall for the other half. MNDOT will be submitting a new design.

The Road Way Grill should be operating by the end of summer, beginning of fall.

EDA – Administrator Welti presented the minutes from the May 13, 2015 regular meeting.

The EDA Board heard a request from Del and Julie Spronk for an EDA revolving loan for the expansion of the Medford Senior Care facility. The Spronk's would like to add on eight apartments to the east side to be more compatible with couples that would like to stay living together.

The recommendation from the EDA is to approve the loan request for \$40,000.00 at 2% interest for a 20 year term contingent upon a personal written guarantee and approval of the bank loan for the major portion of the funding, and the submittal of updated financials.

Del Spronk presented the drawings showing the expansion.

Councilmember Sexton inquired about the storm water retention pond getting moved to within the City easement. Once the plans are submitted, city staff and the city engineer will evaluate the details and determine if everything complies with city code.

Councilmember Merritt questioned having a 20 year term at 2%. Councilmember Merritt would like to see the loan set at a 10 year term. Administrator Welti explained that the Spronk's qualify for 2% interest loan because according to the criteria, this project would be creating jobs.

Motion by Sexton, seconded by Nelson to approve the EDA loan request for \$40,000.00 at 2% interest for a 20 year term contingent upon a personal written guarantee and approval of the bank loan for the major portion of the funding, and the submittal of updated financials.

The EDA loan is contingent upon bank approval of the remainder of the loan.

Councilmember Merritt asked Mr. Spronk if he would agree to have a 10 year term. Mr. Spronk stated that possibly a 10 year term with 20 year amortization with a balloon payment at the end of the 10 years would be feasible.

Motion by Sexton, seconded by Nelson to amend the original motion to approve the \$40,000.00 loan at 2% interest with a 10 year term, but amortized at 20 years for the payments with a balloon payment after the 10 years or possible request for reconsideration. All members voted aye for approval. Motion carried.

Denny Burgess requested of the EDA to give Medford Area Recreation Committee (MARC) \$1,000.00 to assist with the purchase of the flowers, planting expenses, and maintenance of the planters on Main Street.

EDA recommendation to the City Council is to approve the EDA giving MARC \$1,000.00 for the purchase of the flowers, planting expenses, and maintenance of the planters on Main Street.

Council discussion was not to have the EDA give the \$1,000.00. Council would like for MARC to keep track of the donations and if the donations come up short, the EDA would give the difference up the \$1,000.00 to help pay for the planter expenses.

Motion by Nelson, seconded by Dusek to authorize expending EDA funds to MARC up to \$1,000.00 for the planters on Main Street depending on the amount of donations received. All members voted aye for approval. Motion carried.

General Gas and Food Signs Along the County Road – EDA recommendation was to approve the one-time charge of \$400.00 per sign to install additional signs along the County Road beyond those installed on the off ramps to direct motorists to gas and food establishments within Medford city limits.

The EDA suggested that Administrator Welti request grant funding from the Steele County to help pay the \$1,200.00 expense for the three additional signs.

Discussion was to install a downtown Medford sign with the downtown businesses listed on the sign. Administrator Welti explained that this type of sign is different than the proposed signs and the business owners were not interested in sharing the cost of an all downtown business listing sign.

No action was taken at this time. No additional signs will be purchased.

Park Board – Councilmember Sexton presented the Park Board walk through minutes.

The Park Board did not have recommendations resulting from the walk through at this time.

Veterans Memorial Committee – Minutes were presented by Councilmember Maas.

Construction at the site has begun. The footings have been installed, the flag poles will be set, and the lighting will begin soon.

The Veteran Committee would like to ask MARC to run a gun raffle for the next fundraising event. The board is asking for feedback from the Council on the idea of displaying the gun(s) at the Muni.

Council consensus is to approve of the Veterans Committee to move forward with the gun raffle and displaying the gun(s) at the Muni.

City Engineer.

Administrator Welti gave the engineer report.

Scenic Heights paving project will occur after Straight River Days.

The final punch list items for Central Avenue are being taken care of. Letters went out explaining how to care for the sod to all the property owners.

City Administrator.

Resolution 2015-36 Authorizing the Issuance, Sale and Delivery of \$70,000.00 GO Improvement Bond, Series 2015-A, Scenic Heights Improvement 2015-01.

Mike Bubany, David Drown & Assoc., explained the midi loan that will be used for the financing to pave Scenic Heights.

The assessment interest rate is 3.35% for 7 years.

Motion by Maas, seconded by Sexton to approve Resolution 2015-36 Authorizing the Issuance, Sale and Delivery of \$70,000.00 GO Improvement Bond, Series 2015-A, Scenic Heights Improvement 2015-01 as presented. All members voted aye for approval. Motion carried.

Mike Bubany Capital Planning Presentation – Mr. Bubany would do a comprehensive analysis to develop a capital financial plan for the City. The Council saw a power point presentation of a city in which Bubany recently created a capital financial plan for.

Bubany would do a comparative analysis of the different projects, other cities in comparison, goals of the City etc. and then show how all the different options for capital growth would affect the tax payers.

The services for Bubany to create a City of Medford Capital Financial Plan is \$3,000.00. There is no charge to update the plan. Council will discuss this further later in the meeting.

Centerpoint Energy Grant for Fire Department Helmets.

The Fire Department would like to purchase 27 helmets for approximately \$8,100.00. Centerpoint Energy has approved a matching grant of \$2,500.00. The remaining portion of the expense for the helmets will come from the capital outlay portion of the fire department budget.

Administrator Welti is recommending to the Council to approve the fire department helmet purchase request of approximately \$8,100.00.

Motion by Maas, seconded by Merritt to approve the request from the Fire Department to purchase 27 helmets for \$8,100.00 utilizing the Centerpoint Energy grant of \$2,500.00. All members voted aye for approval. Motion carried.

The resolution accepting the Centerpoint Energy grant will be presented at the next council meeting along with a representative giving the check to the Fire Department.

OSHA/MN Dept. of Labor and Industry Grant for a Trench Box and Other Related Safety Equipment.

The City of Medford was approved for a matching grant from OSHA/MN Dept. of Labor and Industry in the amount of \$6,500.00.

Staff is proposing to purchase the trench box, a trailer to haul and store the safety equipment, training, and traffic control equipment for a total amount of \$14,716.00.

Council discussion on the need for an enclosed trailer. The enclosed trailer is needed for ease of access and because the City does not have storage space in doors for an open trailer.

Motion by Nelson, seconded by Sexton to authorize the purchase of the trench box, a trailer to haul and store the safety equipment, training, and traffic control equipment for a total amount of \$14,716.00, utilizing the \$6,500.00 grant from OSHA. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Merritt to approve Resolution 2015-38 accepting the grant from OSHA/MN Dept. of Labor and Industry for the trench box and other related safety equipment. All members voted aye for approval. Motion carried.

Council revisited the capital financial plan services presented by Mike Bubany.

Administrator Welti recommended to the City Council to contract with Mike Bubany, David Drown and Assoc. for capital financial planning services in the amount of \$3,000.00. Administrator Welti presented that if the City Council choose to contract with David Drown and Assoc. for this service, then later, if the City takes on another bond through David Drown that they would lower their administrative cost by \$1,500.00 per bond, up to two bonds; offsetting the cost of the financial capital plan.

Motion by Sexton, seconded by Nelson to approve contracting with Mike Bubany, David Drown and Assoc. for capital financial planning services for the amount of \$3000.00.

Aye: Nelson, Maas, Sexton, Dusek Nay: Merritt Motion Carried.

City Clerk -

Kniefel informed the City Council that the City of Medford Facebook page is up and running. The City has received 307 followers so far. The Facebook page announces useful City information.

Public Works Director – Rich Kucera presented a memo and recommendations to the City Council.

The pool will be painted this week as long as the weather cooperates.

The Storm Sewer Outfall FEMA Project – Kucera received one bid on the project and it was \$20,000.00 over the estimated project amount. Kucera will need to resubmit the bid to FEMA and ask for additional funding to complete the project.

Sale of Plow Truck.

Kucera is recommending to the City Council to purchase a 2000 Sterling L-8511 plow truck for a total amount of \$51,086.75. Kucera presented that there will be revenue from selling the current 1994 Ford L8000 plow truck and the Council budgeted \$45,000.00 for a new plow truck.

Motion by Merritt, seconded by Maas to approve the recommendation from Kucera to purchase the 2000 Sterling L-8511 for a total price of \$51,086.75. All members voted aye for approval. Motion carried.

Council wanted to make sure that no additional expenses will be needed for this truck, such as painting the truck. Kucera assured the Council that he does not know of any additional expenses that will be needed for the new plow truck.

Kucera needs approval to list the current plow truck for sealed bids.

Motion by Merritt, seconded by Sexton to list the 1994 Ford L8000 plow truck for sealed bids with a minimum bid amount of \$6,000.00. All members voted aye for approval. Motion carried.

Aeration Tank Cover – Kucera is requesting approval to purchase a new aeration tank cover for \$9,400.00 from Mankato Tent and Awning. The cost to purchase a permanent fiberglass dome is \$120,000.00.

Motion by Maas, seconded by Merritt to approve the purchase of a new aeration tank cover for \$9,400.00. All members voted aye for approval. Motion carried.

Sidewalks – The sidewalk maintenance policy was presented at the work session held on Friday, May 15, 2015. Kucera studied the trail map and determined that the area of sidewalk east of the Post Office is part of the master trail plan for the City. Kucera will be repairing these two sections and pay for them out of the \$5,000.00 budget with no assessments.

New Business. None.

Unfinished Business. Councilmember Sexton wanted to make sure that city staff is working in health insurance for the employees.

EDA Networking Event will be held on Thursday, May 28, 2015 at 7:00 p.m. at Design Homes.

The next regular City Council meeting will be held on Monday, June 22, 2015 at 7:00 p.m.

A public hearing for BioWood to request a conditional use permit will be held on Monday, June 1, 2015 at 7:30 p.m. The property is not within city limits, but if the Council has questions or concerns with the business, they can be submitted to Administrator Welti. The township and County will be involved with public hearing.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 9:25 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Regular Council Meeting
June 22, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Mark Rahrlick, and Joe Duncan.

Others attending were Ashley Stewart, Shannon Kinley, Pat Merritt, Michelle Huettl with MNDOT, and Jerry Paschke.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. None.

Agenda – No amendments to tonight’s agenda.

Motion by Dusek, seconded by Sexton to approve the agenda as presented. All members voted aye for approval. Motion carried.

MNDOT Landscape Partnership Agreement/Landscape Plan Presentation – Michelle Huettl.

Ms. Huettl presented the landscaping plan for the round-a-bout. The total approximate cost for the design including mulch and compost is \$13,500.00. The flowers alone are an estimated \$9,300.00 MNDOT will fund up to \$8,000.00 per project. The proposal would be to install the landscaping up to the \$8,000.00 limit with the first project and then apply for and pass another resolution for additional funding to finish the project in the next fiscal year.

The project will take approximately 30 volunteers to complete. Ms. Huettl will be there to guide the planting and the design. The agreement with MNDOT would be that the round-a-bout will be maintained closely for two years.

The resolution will be discussed later on the agenda.

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

Consent agenda items include:

Approval of May 15, 2015 work shop minutes and the May 18, 2015 regular meeting minutes.

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

Approval the May check register numbers E2383-E2402, 13247-13279, and 43363-43457.

Resolution 2015-40 Accepting Donations from Patrick Jeher (\$5.00), Dan Bowe (\$5.00), Matthew William (\$5.00), and Lewis Wocika (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-41 Accepting Donation from Dennis & Eliza Kasper (\$1,000.00), Luella Heim (\$100.00), Lloyd Kern (\$200.00), Steven & Rhonda McMahan (\$100.00), the Jaster Family Farm (\$250.00), Court St. Anne Catholic Daughters (\$200.00), and Cal & Shirley Jenó (\$100.00) for the Medford Veterans Memorial.

Consent agenda questions.

Councilmember Sexton inquired about the Andy Gasner roofing bill. The repairs were done on the Muni cooler and the salt shed.

Councilmember Sexton and Councilmember Merritt inquired about the softball diamond bills. Council would encourage staff to contact the Diamond Association about contributing to the maintenance of the field.

Councilmember Merritt inquired about the bill from UV Doctor Systems. Kucera stated that the bill was to disinfect the wastewater treatment facility.

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

Mayor's Report – Mayor Nelson acknowledged city staff for the all the work put in for Straight River Days. A big thank you to staff and the Civic Club.

Legislative Action – The LGA formula will continue to be discussed.

The City of Medford will be receiving \$19,255.00 from the transportation bill through the Corridors of Commerce for roadway funding.

Thank you to the Medford School for the time and effort put in for the All School Reunion.

Park Board – Jerry Paschke presented the Park Board minutes from the June 4, 2015 meeting.

The Park Board is in the process of discussing each park and possible plans for each area.

Park Policy Amendment – The Park Board would like to make a recommendation to the City Council to amend the park policies to read that a person renting a park pavilion must pay the fee and deposit within 7 dates of making the reservation. Also, failure to provide a 30 day cancellation notice may result in the loss of the fee paid.

Motion by Sexton, seconded by Dusek to approve the park policy amendment as presented. All members voted aye for approval. Motion carried.

Veterans Memorial Committee – Minutes from the June 10, 2015 meeting were presented by Councilmember Maas.

The Veterans Committee discussed installing an ADA compliant sidewalk access to the site. Kniefel contacted the County about the curb cut and has not heard back.

The Committee will continue accepting names until June 30, 2015 for this year's name engraving. The names will then be engraved once per year.

The gun raffle is continuing to be worked on.

City Engineer.

Scenic Heights paving project – BMI will give a seven day notice before beginning the project.

Two site plans have been reviewed, commented on, and returned to the requesters. The Casey's and Medford Senior Care projects are a top priority for staff.

A question was brought up with Medford Senior Care's storm water area being located in the city easement. Medford Senior Care will be required to build the storm water area outside of the easement.

Councilmember Maas asked for an update on the open space dedicated to the City of Medford from Met-Con. Rahrlick is working on the deed for this property.

City Administrator –

Administrator Welti recommended that the Council call for a work session to discuss the budget, levy, and the utility rate study. The work session will be held on July 29, 2015 at 6:30 p.m.

Administrator Welti will have the employee health insurance proposal for the July city council meeting. The HR committee will meet and discuss the proposals along with drug testing policies.

City Hall Summer Hours – Administrator Welti proposed to have Friday summer hours posted for City Hall. The City Hall has had limited office hours on Friday in the summer for a few years due to staff using paid time off during the summer. Administrator Welti would like to be able to post hours on Friday at 8:00 a.m.-Noon so that residents are well informed.

Council consensus was to post that the office will be open Friday from 7:30 a.m.-Noon and by appointment if needed in the afternoon.

Councilmember Maas asked about the rental housing ordinance and the letters that were sent out to the rental housing owners. Administrator Welti explained the rental housing ordinance and the intent of enforcing the code. The City approved and published this ordinance so it is their responsibility to enforce it. Council members can review this ordinance at any time and request to have the full council review it if needed. Not enforcing a code could cause liability and safety issues.

LMCIT Insurance Renewal and the City Insurance Agent – Administrator Welti sent out request for proposals (RFP) for the City insurance agent. Two proposals were submitted from the RFP.

Americana Insurance Agency proposed 10% commission on property, liability, and liquor liability coverage. Also, a 2% commission on the worker's comp insurance, but was offering to waive the 2% commission fee.

TPS Insurance Agency proposed 10% commission on property, liability, and liquor liability coverage. Also, a 2% commission on the worker's comp insurance.

After consulting with staff, Administrator Welti recommended to the City Council to hire TPS Insurance Agency as the city's official insurance agent in order to improve service and responses to staff inquiries.

Motion by Sexton, seconded by Nelson to approve the recommendation from the City Administrator to hire TPS Insurance Agency as the City's insurance agent of record. All members voted aye for approval. Motion carried.

GASB 67 & 68 Actuary – Administrator Welti received quotes to prepare the actuarial for the City and Fire Relief Association. Administrator Welti is recommending to the City Council to hire Vanlwaarden for the preparation of the 2015 actuarial valuation report.

Motion by Dusek, seconded by Sexton to approve the recommendation from Administrator Welti and proceed with hire Vanlwaarden to prepare the 2015 actuarial valuation report. All members voted aye for approval. Motion carried.

City Clerk – None.

Public Works Director – Rich Kucera presented a memo and recommendations to the City Council.

The jetter truck will be stored at the Medford Township building for \$300.00 per month.

The pool has been inspected and everything is good.

The July meeting will have the information on the storm sewer outfall repairs.

The City Council would like to formally recognize Rich Kucera for the MPCA Certificate of Commendation Award.

Motion by Maas, seconded by Dusek recognizing Rich Kucera for the MPCA Certificate of Commendation Award. Congratulations! All members voted aye for approval. Motion carried.

New Business.

Resolution 2015-42 MNDOT Landscape Partnership Cooperative Agreement. The agreement states that the city supplies the labor and equipment for the work done out at the round-a-bout. The City will be approved for \$8,000.00 to be spent this calendar for the plants. The City can request and approve another resolution for up to \$8,000.00 in the next calendar year, if needed.

Motion by Dusek, seconded by Maas to approve Resolution 2015-42 MNDOT Landscape Partnership Cooperative Agreement as presented. All members voted aye for approval. Motion carried.

Unfinished Business. None.

The next regular City Council meeting will be held on Monday, July 27, 2015 at 7:00 p.m.

Motion by Dusek, seconded by Sexton to adjourn the regular city council meeting at 8:45 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
July 1, 2015
5:30 PM
Medford City Hall

Members present: Nelson, Maas, Dusek, Merritt, and Sexton.

Members absent: None.

City staff and consultants in attendance were Andy Welti.

Others attending were Greg Sanborn.

Mayor Nelson called the special meeting to order at 5:30 PM.

The purpose of this special council meeting is to review the request from the Medford Fire Relief Association for a temporary liquor license.

Motion by Dusek, seconded by Maas to approve the agenda as presented. All members voted aye for approval. Motion carried.

Greg Sanborn informed the Council on the event. The Medford Fire Relief Association is sponsoring the Medford Fire/Rescue Street Dance on Saturday, August 8, 2015 at 6:00 p.m. The band will start at 8:00 p.m.

There is a fee of \$50.00 for the approval of a temporary liquor license. The Medford Fire Relief Association is asking for the \$50.00 to be waived.

Motion by Merritt, seconded by Dusek to approve the one day temporary liquor license request from the Medford Fire Relief Association with waiving the \$50.00 temporary liquor license fee. All members voted aye for approval. Motion carried.

Motion by Dusek, seconded by Maas to adjourn the special city council meeting at 5:34 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Council Work Session
July 27, 2015
5:00 PM
Medford City Hall

Members present: Nelson, Maas, Dusek, Merritt, and Sexton.

Members absent: None.

City staff and consultants in attendance were Mike Bubany, Andy Welti, Amber Kniefel, Rich Kucera, Jason Biesterfeld, Adam Jirak, and Rick Hager.

Others attending were Ashley Stewart.

Mayor Nelson called the work session to order at 5:05 PM.

The purpose of this work session is to discuss the City of Medford Capital Improvement Plan for future financial and capital planning.

Motion by Dusek, seconded by Maas to approve the agenda as presented. All members voted aye for approval. Motion carried.

Mike Bubany presented the capital improvement plan which analyzed comparison between Medford and a list of surrounding cities. The capital improvement plan compared items such as water/sewer rates, tax levy, property taxes, etc.

Mike Bubany presented scenarios on how streets, utilities, and buildings would affect bond capacity and tax rates.

No formal action was taken.

The work session was adjourned at 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
July 27, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Craig O'Hearn, Rick Hager, Dave Effertz, Mark Rahrick, and Joe Duncan.

Others attending were Ashley Stewart, Jerry Paschke, Don Schultz, Jerrie Wencl, Chuck Wencl, Irene Sorum, Kelly Hein, Judy Bauer, Bill and Jean Heyer, Eddie Shaw, and Tony Pearson.

Mayor Nelson called the meeting to order at 7:01 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. None.

Agenda – Add the additional bill listing submitted by City Clerk Kniefel to be approved under consent agenda B.

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

Centerpoint Energy Grant/Check Presentation – Tony Pearson with Centerpoint Energy presented a check to the Medford Fire Department. The grant for \$2,500.00 will help with the purchase of new helmets for the firefighters. On behalf of the Medford Fire Department, Fire Chief Hager thanked Tony Pearson for the grant from Centerpoint Energy. Chief Hager stated that this is the second grant that Centerpoint Energy has approved for the Medford Fire Department.

Dave Effertz – TPS Insurance, Liquor Liability – TPS has accepted quotes for the Municipal Liquor Store liquor liability insurance coverage.

Administrator Welti and Effertz are recommending for City proceed with Scottsdale Insurance for liquor liability in the amount of \$7,119.19.

Motion by Maas, seconded by Dusek to proceed with Scottsdale Insurance for liquor liability in the amount of \$7,119.19. All members voted aye for approval. Motion carried.

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

Councilmember Sexton asked for the removal of her name from those in attendance at the July 1, 2015 special council meeting.

Consent agenda items include:

Approval of June 22, 2015 regular meeting minutes and the July 1, 2015 special meeting minutes.

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

Approval of the June check register numbers E2403-E2425, 13280-13328, and 43458-43574.

Resolution 2015-42 Accepting Donations from Garret Jeddelloh (\$5.00), Ron Schouweler (\$5.00), Wagner's Lunch (\$5.00), and John Anthrum (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-43 Accepting Donation from Jim & Sharon Drache (\$150.00), the Veterans Round Table (\$500.00), the American Legion (\$400.00), Dennis & Theresa Brady (\$500.00), Charles Danks (\$110.00), Laura Tuttle (\$50.00), and the Medford Area Recreation Committee (\$1750.00-June Raffle) for the Medford Veterans Memorial.

Consent agenda questions. None.

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

Mayor's Report – Mayor Nelson reminded the Council that the Blandin Leadership applications deadline is about three weeks away.

The HR committee held a four month employee review of City Administrator Welti.

Appointment of City Facilities Work Group – Mayor Nelson would like to see the group encompass two city council members, Marie Sexton has volunteered, people from the Fire Relief Association and the Fire Department, general public, and city staff. Early suggestions would be Councilmember Maas, Fire Chief Rick Hager, and Public Works Director Rich Kucera.

EDA Board – Recommendation to the City Council to implement the Down Payment Assistance Grant Program.

The Down Payment Assistance Grant Program provides a grant to a homeowner who constructs a new home. Program is designed to get new homes built on lots that are currently sitting empty.

The applications run through the EDA board. There is no financial risk to the EDA. The EDA will receive \$500.00 for every new home built.

The EDA is recommending to the City Council to move forward with this program, publicizing from January to March 2016 and run the program for six months. The only cost to the City is marketing of the program.

Councilmember Sexton is worried about the quality of the homes that would be built. Sexton does not want to see surrounding properties that are trying to sell to be negatively affected.

Mayor Nelson accepted a question from the public – Irene Sorum asked if there was a minimum building cost that could be implemented with this program. Sorum spoke of the covenants that are in place up on the hill. The Council explained that the covenants are enforced by the developer, not the City.

Councilmember Merritt asked about the advertising cost through the EDA. Administrator Welti stated that there was \$1,000.00 in the 2016 budget for advertising.

Motion by Merritt, seconded by Sexton to table the discussion for the Down Payment Assistance Grant Program. All members voted aye for approval. Motion carried.

Veterans Memorial Committee – Minutes from the July 8, 2015 and July 15, 2015 meetings were presented by Councilmember Maas.

The name stones should be arriving in August.

Jerry Paschke presented a gun raffle request to the City Council. The gun raffle is a fundraiser for the Veterans Memorial. The group is looking to get \$2,000.00 worth of guns, the tickets cost would be \$20.00 a piece, and there will be 250 tickets to sell.

Medford Area Recreation Committee has offered to purchase the raffle tickets and pay for the application fee for the gun raffle.

Motion by Merritt, seconded by Dusek to approve the gun raffle permit request with no waiting period.
Abstain: Sexton Aye: Nelson, Merritt, Dusek, Maas Motion carried.

Municipal Liquor Store Manager, Craig O'Hearn, presented the street dance report. The street dance went really well and O'Hearn is already working on booking a band and the stage for next year.

O'Hearn would like to give a huge thank you to the public works staff involved with the street dance.

City Attorney.

Rahrlick stated that Del and July Spronk, Medford Senior Care, are going to be closing on their EDA loan on July 28, 2015 at Rahrlick's office.

City Engineer.

Scenic Heights paving project – The site preparation work has begun. The paving will be done by the end of this week into next week.

Resolution 2015 -44 Calling for the Hearing on Proposed Assessments. The Council has called for a meeting on August 24, 2015 at 7:00 p.m.

Motion by Sexton, seconded by Merritt to approve resolution 2015-44 calling for a hearing on proposed assessments including a resolution date correction. All members voted aye for approval. Motion carried.

City Administrator –

Administrator Welti presented the task list update and a memo.

The task list presented shows items that have been completed and those that are continually been worked on.

Administrator Welti has been contacting and has been contacted by new land owners and has had discussions regarding possible developments. Nothing concrete to present to Council at this time.

The pool is going well. Pool manager Olivia Full has left for college. City Hall staff is working on the transition to a new pool manager and pool assistant manager.

City Clerk – Resolution 2015-47 Certifying Unpaid Bills to Steele County.

The certification is for the properties in which city staff needed to mow and clean-up.

Motion by Sexton, seconded by Dusek to approve resolution 2015-47 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Director – Rich Kucera presented a memo and recommendations to the City Council.

The FEMA Storm Sewer Outfall Project – FEMA’s projected project costs are below the bid received for repairs. The City cannot ask for additional funding until after the project is completed. This is considered a small project so once the project is completed, Kucera will send in the invoices showing what has been paid and request that FEMA reimburse the City for the uncovered expense. Wencil Construction would be able to get this project done by October 1, 2015 if the approval is given this week.

Public Works Director Kucera recommended to the City Council to approve the bid from Wencil Construction for \$42,840.00 to repair the three storm sewer outfalls.

Motion by Sexton, seconded by Maas to approve the bid from Wencil Construction for the \$42,840.00 to repair the three storm sewer outfalls as presented. All members voted aye for approval. Motion carried.

Skid Loader Sweeper – Public Works Director Kucera recommended to the City Council to purchase a 84” angle broom with trade in of our current unit for a total price of \$2995.00 from Ag Power Enterprises, Inc.

Motion by Nelson, seconded by Sexton to approve the purchase of an 84” angle broom with trade in of our current unit for a total price of \$2995.00 from Ag Power Enterprises, Inc. All members voted aye for approval. Motion carried.

New Business.

Resolution 2015-45 TIF Decertification of District 1-1. Administrator Welti explained that it is time to decertify TIF District and this resolution is needed to get the process started with the County.

Motion by Sexton, seconded by Maas to approve resolution 2015-45 for the decertification of TIF District No. 1-1, Bluffview, of the City of Medford as presented. All members voted aye for approval. Motion carried.

DOT Drug Testing Policy – The policy was drafted by the League of MN Cities. Administrator Welti recommends that the City adopt the policy and contract with MMUA for the drug testing procedures.

Motion by Merritt, seconded by Dusek to approve the DOT Drug Testing Policy and contract with MMUA for the drug testing procedures as presented. All members voted aye for approval. Motion carried.

Employee Health Insurance – Administrator Welti presented information to the City Council on a group employee health insurance plan. Administrator Welti recommended to the City Council to contract with Gallagher Benefits on the group employee health insurance plan to bring the City of Medford in compliance with the Affordable Care Act.

The proposal from Administrator Welti is to contribute \$540.00 per month for those employees who elect single coverage, \$700.00 per month for those employees who elect family coverage, and for those that already are covered by an ACA compliant health care plan would receive \$475.00 per month.

The recommendation would include that the \$475.00 being paid to employees not on the City insurance plan would not be offered to new employees. Current employees receiving the \$475.00 would continue until their employment with the City is terminated, or they choose to enter into the insurance offered by the City.

Motion by Sexton, seconded by Nelson to approve Administrator Welti's recommendations to enter into a contract with Gallagher Benefits for a group health care insurance plan with City employees that is compliant with ACA requirements and also not to offer the \$475.00 contribution to new employees, but to continue with our current employees that choose not to switch their health care plan to the City plan. All members voted aye for approval. Motion carried.

Resolution 2015-46 Consent of Assignment of Franchise Obligations from IPL to SMEC.

Motion by Sexton, seconded by Dusek to approve resolution 2015-46 consenting the assignment of franchise obligation from IPL to SMEC as presented. All members voted aye for approval. Motion carried.

Barricading the Street for the Veterans Memorial Car Show – J & L Collision will be holding a Veterans Memorial Car Show at the Medford Funeral Home and feel that a little more room is needed. The request is to barricade off the street between 1st Ave SE and Central Ave.

Motion by Merritt, seconded by Maas to approve the request to close the street from 1st Ave NE to Central Ave on August 8, 2015 for the Veterans Memorial Car show.

Abstain: Dusek Aye: Nelson, Merritt, Maas, Sexton Motion Carried.

Council Initiated Alley Vacation – City Clerk Kniefel presented the City Council with an alleyway that was thought to have been vacated years ago, but cannot find information supporting that. There are budgeted funds to vacate alleyways and Kniefel is requesting the Council approve to initiate an alley vacation of Block 16 of Johnson & Company along 2nd Ave SW.

The Council is not approving the vacation at this time, just initiating the process to begin with notices and a public hearing with the Planning & Zoning Board. The council will make the final decision after the public hearing.

Motion by Merritt, seconded by Dusek to approve a Council initiated alley vacation of Block 16 of Johnson & Company along 2nd Ave SW as presented. All members voted aye for approval. Motion carried.

Seal Coated Streets – There were questions regarding certain streets in Medford and why they were not included on the street seal coating project for this year. Public Works Director Kucera explained that some of the streets' lifespans will not be extended from a seal coat. They will need to be repaired completely. The plan is to have sections of 3rd St NE and 5th St SE repaired next month.

Council budget and water /sewer rate special meeting will be held on July 29, 2015 at 6:30 p.m.

The next regular City Council meeting will be held on Monday, August 24, 2015 at 7:00 p.m.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 9:01 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Council Special Meeting
July 29, 2015
6:30 PM
Medford City Hall

Members present: Nelson, Maas, Dusek, Merritt, and Sexton.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, and Rich Kucera.

Others attending were Ashley Stewart.

Mayor Nelson called the work session to order at 6:30 PM.

The purpose of this special meeting is to discuss the 2016 budget and levy and the water and sewer rate analysis.

Administrator Welti presented a budget memo that explained the majority of the changes made to the budget from 2015. The presented draft of the 2016 budget show the revenues and expenditures equaling out and a zero percent levy increase.

The City did receive state aid for transportation in 2015. Administrator Welti thought it would be received in 2016, so the funds will be transferred to the 2016 budget.

Administrator Welti explained the entire budget and offered the Council four levy options. The options were in regards to the loader lease and the revenues generated by the TIF district and the effects on the budget because of TIF decertification.

The John Deere loader lease is up in 2016. Administrator Welti and Public Works Director Kucera made a recommendation to the City Council to enter into another lease with John Deere rather than purchasing the current loader.

Council consensus is to move forward with a new John Deere loader lease.

Administrator Welti explained the effect on the levy if the Council voted to increase the levy by \$10,000.00, \$15,000.00, or \$20,000.00. A \$10,000.00 increase in the general fund levy would be a 1.67% increase over 2015. A \$15,000.00 increase in the general fund levy would be a 2.51% increase over 2015. A \$20,000.00 increase in the general fund levy would be a 3.34% increase over 2015.

Administrator Welti explained the TIF decertification and capturing that revenue in the general fund. Property owners would notice an insignificant change in their taxes.

Councilmember Sexton agreed with the \$15,000.00 increase.

Councilmember Merritt would like to see a zero increase, but may agree with the \$10,000.00 increase.

Councilmember Dusek agreed with the \$10,000.00 increase.

Councilmember Maas agreed with the \$15,000.00 increase.

Mayor Nelson agreed with the \$15,000.00 increase.

Council consensus is to increase the levy by \$15,000.00 to show a 2.51% increase in the overall levy.

Water/Sewer Rate Memo – Public Works Director Kucera presented a memo explaining how the study works and made a recommendation to amend the water and sewer rates.

The total water billed out in 2014 was 33,000,000 gallons.

The total sewer billed out in 2015 was 27,000,000 gallons.

The flat fee for water is recommended to decrease from \$14.00 to \$12.00.

The flat fee for sewer is recommended to decrease from \$9.50 to \$8.00.

The sewer availability charge is recommended to stay the same at \$6.00. The water availability charged is recommended to increase from \$6.00 to \$7.00 per account, per month.

The water usage fees are recommended to increase from \$3.65 to \$3.80. The sewer usage fees are recommended to increase from \$5.55 to \$5.70 per account, per month.

The minimum water/sewer bill would decrease from \$45.23 to \$43.03.

The average water/sewer bill would decrease from \$82.03 to \$81.03.

Resolution 2015-48 approving the adjustment of the water/sewer rates.

Motion by Sexton, seconded by Nelson to approve resolution 2015-48 approving the adjustment of the water/sewer rates for the July 2015 utility billing cycle as presented. All members voted aye for approval. Motion carried.

Motion by Maas, seconded by Dusek to adjourn the special meeting at 8:25 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting and Scenic Heights Special Assessment Hearing
August 24, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Mark Rahrlick, and Joe Duncan.

Others attending were Ashley Stewart, Anna Segner, Jerry Paschke, Kelly Hein, Bill and Jean Heyer, Jean Gillis, Jackie Gillis-Reuvers, August and Shirley Zahn, Todd Peterson, Pat Merritt, and Paul Beiser.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. None.

Agenda – Add the liability coverage waiver form under consent agenda J.

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

Scenic Heights Addition Street Project – Engineer Report – Joe Duncan.

Duncan informed the Council that the final cost of the project came in less than anticipated. Total project cost is \$69,100.00. Duncan explained that the cost to pave the driveway to the water tower was given completely to the City. There is approximately a 30 foot entrance/frontage of the driveway that some feel should be assessed to the City the same as any other frontage in the development.

Duncan is looking at the 30 foot frontage as an intersection of a public right of way and thus should not be singled out and paid for by the City, it should be included in the total project cost.

Mayor Nelson opened the public hearing at 7:10 p.m.

Todd Peterson is questioning the 30' frontage and whether it should be assessed to the City because of the private drive entrance.

August and Shirley Zahn thanked the City Council for getting this project completed. They also feel the City should cover the cost of the 30' frontage. The Zahn's are also asking about the water tower shut-off valve adjustments. They were thinking that should be solely covered by the city also.

Bill Heyer presented the original plat of Outlot A (the drive to the water tower) and feels that since this is a private drive to the water tower, the property should be assessed the amount for the frontage.

Heyer also feels that the adjustments to the water tower shut-off valve should be covered by the City.

Councilmember Maas asked if the City was the owner of the alley. Rahrlick responded, that yes, the city is the owner of the alley. Rahrlick also read the agreement signed in 2010 that states the drive is a public right of way; that would be considered a public street. The area in question would be an intersection.

Jean Gillis questions the timing of the different agreements for Scenic Heights and passing the costs along to other properties.

The public hearing was closed at 7:30 p.m.

Resolution 2015-51 Adopting the Assessment Roll

Motion by Nelson to proceed with resolution 2015-51 adopting the assessment roll as presented.

Motion dies for lack of second.

Motion by Maas, seconded by Merritt to direct City Engineer Duncan to amend the assessment role adjusting the 30' frontage assessment of the driveway to the water tower and the water tower valve adjustment cost to be covered by the City and present at the September City Council meeting. All members voted aye for approval. Motion carried.

Scenic Heights Project splatter.

Bill Heyer feels that BMI did a poor job with the bituminous splatter and gaps along the curb. Duncan does not feel the splatter is excessive. He believes proposed attempts to clean the tack could cause problems with the concrete.

BMI sent a position on the splatter to Duncan. BMI stated that the over spray will fade away with time and that trying to remove the splatter could damage the concrete.

The City has a two year warranty on the street in case major problems result from the work done.

City staff will mail out new letters to the Scenic Heights property owners stating the adjusted assessment amounts.

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

Consent agenda items include:

Approval of July 27, 2015 work session minutes, the July 27, 2015 regular meeting minutes and the July 29, 2015 special meeting minutes.

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

Approval the July check register numbers E2426-E2461, 13329-13381, and 43575-43691.

Resolution 2015-49 Accepting Grant Award from Centerpoint Energy for New Helmets for the Medford Fire Department in the Amount of \$2,500.00.

Resolution 2015-53 Infants Remembered in Silence.

Resolution 2015-54 Accepting Donations from Luella Heim (\$10.00) in Memory of Orville Young, Pat & Kay Merritt (\$20.00), Don Dagne (\$10.00), Dean Lechner (\$5.00), Mac Bowman (\$5.00) and Al Jirele (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-55 Accepting Donation from Bernard Matejcek (\$1,000.00), Medford Township (\$250.00), Svenby's Milling Inc. (\$100.00), Rich, Dessa, Jacob, and Jordyn (\$100.00), and Richard and Helen Kay (\$200.00) for the Medford Veterans Memorial.

Resolution 2015-56 Accepting Donation from A.D.A. Enterprises, Inc. (\$75.00) for the Medford Fire Department.

Resolution 2015-57 Accepting Grand Award of \$2,500.00 from the Steele County Parks and Recreation Department for the Medford Pool Deck Resurfacing.

Liability Coverage Waiver Form not waiving the monetary limits on municipal tort liability by Minnesota Statutes, Section 466.04

Consent agenda questions. Councilmember Sexton inquired about the NSF checks for the month of July. City Clerk Kniefel stated that the checks were covered by the patrons in cash.

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

Mayor's Report – Mayor Nelson stated that Andru Peters, President of Southeast MN Association of Regional Trails (SMART), met with the Park Board to discuss trails.

Mayor Nelson and City Administrator Welti met with the Medford School Superintendent Dahman. Fall enrollment at the Medford School District is the highest it has ever been. The old school football field property has had a price reduction.

On Wednesday, August 26, 2015 the Blandin group will be meeting at City Hall to review the applications for the next leadership event.

Appointment of the City Facilities Work Group –

Recommendations from the Mayor include – Administrator Welti, Rich Kucera, Marie Sexton, Keith Maas, Rick Hager, Greg Sanborn, Bruce Paulson, Dick Kay, Grace Bartlett, and Janita Paulson.

Motion by Merritt, seconded by Dusek to approve the appointments to the city facilities work group as presented.
Abstain: Maas, Sexton Aye: Merritt, Dusek, Nelson Motion Carried.

Planning & Zoning Board

The Planning & Zoning Board made a recommendation to the City Council to approve the Casey's sign permit variance request for a 64.4 sq. ft. sign. The City Code has a maximum size limit of a single sign of 64 sq. ft. Casey's is asking to go over the limit by .4 sq. ft.

Casey's originally asked for two variances, but the second one was withdrawn.

Motion by Dusek, seconded by Maas to approve the variance request from Casey's for a sign of 64.4 sq. ft. All members voted aye for approval. Motion carried.

EDA Board –Down Payment Assistance Grant Program.

Administrator Welti contacted the City of Pine Island about the program. Welti received conflicting information and would recommend this program be tabled at this time. Welti will watch for other cities to implement the program and see how they do.

Park Board – The Park Board did not have a quorum. Two members were in attendance and three members from the Owatonna Park Board. Andru Peters presented information on trails. Peters suggested creating a regional trail board involving the Cities of Faribault, Medford, and Owatonna and the Counties of Steele and Rice.

Veterans Memorial Committee – Minutes from the August 12, 2015 meeting was presented by Councilmember Maas.

Councilmember Maas asked Councilmember Sexton to look into the gun raffle approval from the State. Approximately four weeks has passed since submitting the application and MARC has not heard if they were approved. Councilmember Sexton assured Councilmember Maas that a call will be made tomorrow.

The five sided middle stone has been ordered and should arrive in the spring of 2016.

The dedication ceremony will be moved to next year.

City Attorney. None.

City Engineer.

Scenic Heights paving project – The special assessment role will be refigured and presented at the September City Council Meeting.

The Resolution 2015-50 Accepting Work will also be moved to the September meeting due to an issue with the transition between the old and new payment in Scenic Heights.

City Administrator –

Administrator Welti stated that the City needs volunteers at the round-a-bout for planting over 2,000 plants. September 19, 2015 at 9:00 a.m. will be first day of planting.

The pay equity report is due on January 31, 2016. This report is required to be submitted every three years. The wage scale and employee handbook will be looked at after January 1, 2016 so as not to affect the 2016 pay equity report.

City Clerk – Resolution 2015-48 Corrected Water and Sewer Rates.

City Clerk Kniefel presented a corrected water and sewer rates resolution.

Motion by Sexton, seconded by Merritt to approve resolution 2015-48 correcting the water and sewer rates for July 2015 as presented. All members voted aye for approval. Motion carried.

City Clerk – Resolution 2015-58 Certifying Unpaid Bills to Steele County.

This certification is for unpaid water and sewer bills.

Motion by Sexton, seconded by Dusek to approve resolution 2015-58 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Director –

Award Bid for 1994 L800 Truck – Kucera is recommending to the City Council to award the truck bid for the 1994 L800 to Ziegler Cat for \$10,300.00.

Motion by Sexton, seconded by Dusek to award the truck bid for the 1994 L800 to Ziegler Cat for \$10,300.00. All members voted aye for approval. Motion carried.

West Round-a-Bout – Kucera sent out 22 bids for the shrubs and plants.

Kucera is recommending to the City Council to contract with Gertens and South Cedar Greenhouses for a total of \$8,254.00 for the shrubs and plants at the round-a-bout. MNDOT allows for \$8,000.00 and the remaining \$254.00 is available in the streets budget.

Motion by Sexton, seconded by Dusek to award the plant stock as identified to Gertens and South Cedar Greenhouses as presented. All members voted aye for approval. Motion carried.

Skid Loader Broom – Kucera found out that the original bid was for the smaller broom and not for a 48” broom. The new cost for a 48” broom is \$3,200.00. Kucera is asking for approval to purchase the 48” broom for \$3,200.00.

Motion by Sexton, seconded by Merritt to approve the purchase of a 48” angle broom from Ag Power for \$3,200.00 as recommended by Kucera. All members voted aye for approval. Motion carried.

New Business.

Approval of the 2016 Preliminary Budget. Administrator Welti presented a recap of what was discussed at the special budget meeting and that the only changes made to the budget were the ones approved that evening.

Motion by Sexton, seconded by Nelson to approve the 2016 preliminary budget as presented. All members voted aye for approval. Motion carried.

Resolution 2015-52 Adopting the Preliminary 2016 Tax Levy.

Motion by Nelson, seconded by Sexton to approve resolution 2015-52 adopting the 2016 preliminary tax levy. All members voted aye for approval. Motion carried.

Ritchie Brothers Request to Renegotiate Trunk Fees.

The trunk fees for the undeveloped 50 acres located on the west side of the Ritchie Bros property was deferred at the time of the developer’s agreement. The agreement was that the trunk fees would be paid by July 30, 2017 in order to give Ritchie Bros some time to either expand or sell the property. The total amount due is \$414,000.00.

Administrator Welti would like the Mayor and Ritchie Bros to meet and discuss. Another council member is welcome to attend. The group can then bring back a recommendation to the full City Council.

The next regular City Council meeting will be held on Monday, September 28, 2015 at 7:00 p.m.

The LMC Fall Regional Meeting – Mayor Nelson is encouraging the City Council to attend one of the sessions.

Motion by Dusek, seconded by Merritt to adjourn the regular city council meeting at 8:56 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 28, 2015
6:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti and Amber Kniefel.

Others attending were Representative Daniels and Senator Jenson, Ashely Stewart, and Rita Yeada.

The purpose of this special meeting is to receive legislative updates and discuss the process of getting City projects funded by the bonding bills.

Discussion ended at 7:02 p.m. A small break was taken before calling the regular meeting to order.

Regular Council Meeting
September 28, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, and Mark Rahrlick.

Others attending were Ashley Stewart, Pat Merritt, Rita Yeada.

Mayor Nelson called the meeting to order at 7:05 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. None.

Motion by Dusek, seconded by Sexton to approve the agenda as presented. All members voted aye for approval. Motion carried.

Scenic Heights Addition Street Project – Engineer Report – Joe Duncan.

Duncan was not in attendance, but prepared a memo. Administrator Welti presented Duncan's memo and presented the assessment roll adjustments.

Residents have 30 days to pay their assessments off in full without incurring interest.

No public were in attendance for the second assessment public hearing.

Resolution 2015-51 Adopting Assessment Roll.

Motion by Sexton, seconded by Merritt to approve resolution 2015-51 Adopting the Final Assessment Role for the Scenic Heights Street Project 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.

Consent agenda items include:

Approval of August 24, 2015 regular meeting minutes.

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

Approval the August check register numbers E2462-E2486, 13382-13432, and 43692-43765.

Resolution 2015-61 Accepting Donations from Al Kubat (\$5.00) Gary A Ringhofer (\$5.00), John C Dillemath (\$5.00), Bryce Butler (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-62 Accepting Donation from J & L Collision (\$1,075.00) and Margie Burmeister (\$20.00) for the Medford Veterans Memorial.

Consent agenda questions. Mayor Nelson inquired about the Central Avenue payment to the County.

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

Mayor's Report – Mayor Nelson informed the Council that the City had approximately 26 volunteers to help with the round-a-bout planting. Thank you for all the volunteer help!

Congratulations to Councilmember Dusek and Public Works Director Kucera for being selected to attend the Blandon Leadership training.

Planning & Zoning Board

Administrator Welti presented a memo and the minutes from the last Zoning Board meeting. The Planning & Zoning Board is recommending to the City Council to approve the alley vacation of Block 16 of Johnson & Company.

The City will retain a 20 foot easement for the utilities located within the alley.

Motion by Merritt, seconded by Dusek to approve Resolution 2015-59 vacating the alley located in Block 16 of Johnson & Company Addition as presented. All members voted aye for approval. Motion carried.

EDA Board

No official action was taken. The EDA discussed tax increment financing and tax abatement.

Veteran's Committee-The name stones are set to be delivered on October 5, 2015. The installation would occur later that week.

Gun raffle is going very well, almost all the tickets have been sold.

City Attorney. None.

City Engineer.

Scenic Heights paving project –Resolution 2015-50 Accepting Work.

Motion by Sexton, seconded by Maas to approve resolution 2015-50 Accepting the Work done of the Scenic Heights street project. All members voted aye for approval. Motion carried.

Casey's plans have all been approved and submitted to the County.

City Administrator –

Administrator Welti thanked the volunteers for working on the round-a-bout and also the public works staff for all the extra time it took to get the remaining plants in the ground.

The first meeting for the facilities committee will be meeting tomorrow evening.

Administrator Welti has been meeting with the business owners as part of business retention and expansion. Administrator Welti has had much positive feedback about the City of Medford.

The Medford Muni is holding a bean bag tournament and customer appreciation day on October 10.

Administrator Welti explained that the Muni is barely breaking even from year to year. The Muni should be generating around \$10,000-\$20,000 in profits. Liquor Store Manager O'Hearn is looking into new ways of generating more profits. MMBA is willing to conduct a site visit and offer suggestions about how to increase profits.

City Staff has put together a fall newsletter. Planning on having two newsletters a year.

City Clerk – 2015 pool year end summary.

The Medford Pool had a really good year. Kniefel reported that staff is working on new ways to generate more profits. Staff is recommending requesting \$12,500.00 from the Medford Fire Relief Association to offset pool operations and allow for swimming lesson scholarships.

Motion by Maas, seconded by Sexton to allow city staff to request a donation from the Medford Fire Relief Association of \$12,500.00 to offset pool operations and begin offering swimming lesson scholarships. All members voted aye for approval. Motion carried.

Public Works Director –

All the round-a-bout plants have been planted.

Public works staff will be working on pothole patching, tree trimming, pool winterizing, etc.

Unfinished Business

Administrator Welti - Memo on an Update of the Ritchie Bros Renegotiation.

Mayor Nelson, Councilmember Merritt, City Attorney Rahrick and Administrator Welti met with Tim Kander of Ritchie Bros about the remaining trunk fees due on the 50 acres on the west side of the Ritchie Bros site. In the developer's agreement, it is stated that the trunk fees are due in July of 2017.

Ritchie Bros is asking for a five year payment plan starting in 2016. They would like the trunk fees to be assessed to their property taxes making two payments a year for five years. The developer's agreement states that if the trunk fees are not paid in full in July 2017, that interest of 4% would start accruing.

Council would like more time to think about this and asked for this to be discussed at the October regular council meeting.

Administrator Welti Memo on the Medford Diamond Association Payment.

The Medford Diamond Association agreed to contribute \$300.00 toward the \$526.32 spent on the new drag and bases for the baseball field at Straight River Park.

Prior to purchasing equipment for the baseball field, the goal would be for the Diamond Association and the City to meet.

Councilmember Sexton informed the Council that there is \$1,000.00 remaining in the MARC account from the original Twins grant.

New Business.

Resolution 2015-60 Approval of Sale of Forfeited Tax Delinquent Property. Parcel 16-101-0101 is a .04 acre parcel owned by White, Joseph L, ET AL, Niles-Wiese Const. Co. Inc. The County stated Evapco expressed interest in purchasing the property from the former owner, but the transaction never occurred.

Recommendation from Administrator Welti is to approve the resolution initiating the process of selling this forfeited tax delinquent property.

Motion by Dusek, seconded by Sexton to approve Resolution 2015-60 granting approval of the sale of the forfeited tax delinquent property parcel number 16-101-0101 as presented. All members voted aye for approval. Motion carried.

Scheduling of the Truth in Taxation Hearing.

The truth in taxation hearing can be held during a regular city council meeting.

Motion by Maas, seconded by Merritt to move the December regular city council meeting to December 21, 2015 at 7:00 p.m. with the truth in taxation hearing held at the beginning of the meeting. All members voted aye for approval. Motion carried.

The next regular City Council meeting will be held on Monday, October 26, 2015 at 7:00 p.m.

The LMC Fall Regional Meeting – Mayor Nelson is encouraging the City Council to attend one of the sessions.

Motion by Dusek, seconded by Merritt to adjourn the regular city council meeting at 8:26 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
October 26, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, and Mark Rahrck.

Others attending were Ashley Stewart, Pat Merritt, Anna Segner, Rich Quiring, Kim Schaufenbuel, Jerry Paschke, and Bud Sanders.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. Pat Merritt informed the Council that the trimming and clean-up efforts at Frank Wildlife Refuge are just about complete. There is a little more needed for the bituminous for the driveway. The Boy Scouts will be picking up the brush pile.

Motion by Dusek, seconded by Sexton to approve the agenda as presented. All members voted aye for approval. Motion carried.

United Way of Steele County – Kim Schaufenbule, the Executive Director of the United Way Steele County was in attendance to present to the City Council the resources and services that the United Way provides for our community. The United Way is always in need of community support, volunteers, donors, etc.

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

Consent agenda items include:

Approval of September 28, 2015 special meeting minutes and the September 28, 2015 regular meeting minutes.

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

Approval the September check register numbers E2487-E2510, 13433-13466, and 43766-43877.

Resolution 2015-64 Accepting Donations from Patrick Jeher (\$5.00) Dan Bowe (\$5.00), Matthew William (\$5.00), Lewis Wockla (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-65 Accepting Donations from Elwood & Lavon Rieke (\$50.00), Paul & Jean Gillis (\$1,000.00), Anonymous Donor (\$100.00), Terry & Sherry Keller (\$50.00), and Peter & Kandice Roberts (\$300.00) for the Medford Veterans Memorial.

Consent agenda questions. Councilmember Sexton asked about the bill from Webstuarant. Kucera answered that this is a web store where he purchased the Muni cooler from. Mayor Nelson asked Administrator Welti if an updated budget would be coming out soon.

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

Mayor's Report – Mayor Nelson presented pictures that were taken of the abandoned railroad line across the County.

Mayor Nelson attended a regional wide marketing meeting hosted by CEDA.

Park Board

Jerry Paschke presented the minutes from the October 7, 2015 Park Board meeting. The Park Board would like to see the Ice Rink policies if the City has any.

The Park Board will be working on proposals for what they would like to see at Straight River Park, the Old Water Tower Site, Radel Park and Central Park.

The next Park Board meeting will be held on December 2, 2015 at 6:00 p.m.

Veterans Committee - Councilmember Maas presented the Veterans minutes from the October 14, 2015 Veterans Committee meeting.

The ticket selling for the gun raffle went very well. All the tickets were sold in about three weeks. The drawing for the gun raffle will be held on Saturday, October 31, 2015 at 7:00 p.m. at the Muni.

Councilmember Maas presented that the Veterans Committee would like City Staff to maintain and keep the Memorial clean and safe. Including, snow and ice in the winter.

Council consensus was to allow City Staff to maintain the Memorial.

City Attorney. None.

City Engineer Memo - Administrator Welti presented a memo on behalf of the City Engineer. Administrator Welti and City Engineer Duncan discussed the potential for a 2017 street paving infrastructure project. Future discussions will occur after the infrastructure committee meets and forms recommendations for the City Council.

Main Street Project – City Staff is currently working on getting the depth, condition, diameter, type etc. of the water lines along Main Street. The plan is to have a summary of the information for the Council to review at the November City Council meeting.

City Administrator –

Administrator Welti has submitted a preliminary application for review to the University of Minnesota for a community based research program to get assistance for the Park Board's development of a master parks and trails plan.

Administrator Welti submitted an application to the Steele County Parks and Recreation Board requesting funding for hockey boards and a pool cabana/pergola.

Administrator Welti is asking if Council would want him to get quotes for City garbage service. The Council approved getting garbage service quotes and Administrator Welti will present the information gathered at the next City Council meeting.

City Clerk – None.

Public Works Director – Kucera.

Wencl Construction has one of the storm sewer outfall repairs left.

Hydrant flushing is done for the year.

Crack Route and Seal – Public Works Director Kucera is recommending to the City Council to hire Seykora Asphalt and Maintenance for the crack route and seal this fall with a not to exceed cost of \$8,500.00. This is a budgeted expense for this year.

Councilmember Maas and Councilmember Merritt were concerned with the weather and it being too cold. Council does not want to move forward with the crack route and seal until the spring of 2016.

Motion by Maas, seconded by Sexton to approve up to \$8,500.00 to Seykora Asphalt and Maintenance for crack route and seal to be done in the spring of 2016. All members voted aye for approval. Motion carried.

Councilmember Merritt asked Kucera if City Staff could take the skid loader and clean out the culvert north of the Municipal Complex land. Kucera feels that the skid loader would get stuck.

Unfinished Business

Senate Bonding Tour – The tour will be held on Thursday, October 29, 2015 at 12:45 p.m. Administrator Welti will present the city hall/fire hall concept plan along with a list of infrastructure projects. The Mayor will give an update on the railroad line for the trail.

Ritchie Bros Renegotiation – Council concern was with the coding of the funds once received from the County within a tax settlement.

Kniefel reassured the Council that we can request the County keep the Ritchie Bros payment listed clearly on the report and the funds will be deposited into the water and sewer trunk accounts.

Motion by Sexton, seconded by Maas to allow Rahrick and Welti to draft an agreement stating that payments can begin with the May and October 2016 property tax payments and the 2017 May property tax payment with no additional interest, interest of 4% will begin with the October 2017 property tax payment and will continue throughout the remaining five years of payments being collected twice a year. If the property is sold within those five years, the payment of the trunk fees must be paid in full. All members voted aye for approval. Motion carried.

Cold Weather Water & Sewer Lines Policy – This policy has been presented at earlier City Council meetings.

The main topic of discussion is requiring property owners to contact a plumber to find out if a water line freeze is within the property owner’s private service line or the City main.

The policy states that if the plumber finds that the freeze is within the City line, the City will reimburse the property owner \$150.00 towards their plumber bill.

Councilmember Merritt feels if the plumber finds that the freeze is the City’s, then the City should pay the entire plumber bill.

Councilmember Maas feels that City Staff should be investigating the freezes and trying to thaw the lines for the property owners.

Councilmember Dusek agrees with Councilmember Maas and would City Staff to begin the process and the initial investigation.

Council consensus is to not approve the presented policy. City Staff will assist each property owner with a possible frozen water line.

New Business.

Resolution 2015-63 Authorizing the City of Medford to Submit the MNDOT Landscape Partnership Application – To initiate the planning process and funding to complete the west round-a-bout and design and complete the east round-a-bout.

This is the same process for the landscaping done on the west round-a-bout this summer.

Motion by Sexton, seconded by Dusek to approve Resolution 2015-63 Authorizing the City of Medford to Submit the MNDOT Landscape Partnership Application as presented. All members voted aye for approval. Motion carried.

Safe Routes to Schools – Administrator Welti met with Superintendent Dahman and Principal Ristau on the subject of the safe routes to schools project.

The major issues that Medford faces is the railroad and that only about 5% of City has sidewalks. The City may have to install either a bridge over the railroad, a tunnel under the railroad, or install at grade sidewalks on the majority of City blocks.

At this time because of safety, cost, and the current sidewalk situation, the recommendation is to not move forward with the Safe Routes to Schools Project.

Blandin Training – Councilmember Dusek, Public Works Director Kucera, and Jerry Paschke attended this leadership program and shared with the Council their experiences. Overall, Blandin was reported to have been a wonderful and beneficial experience.

The next regular City Council meeting will be held on Monday, November 23, 2015 at 7:00 p.m.

Motion by Dusek, seconded by Maas to adjourn the regular city 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

Regular Council Meeting
November 23, 2015
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Rick Hager, Joe Duncan, and Mark Rahrck.

Others attending were Ashley Stewart, Pat Merritt, Anna Segner, Rich Quiring, Paul Beiser, Judy Bauer, and Joe Bauer.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. Pat Merritt informed the Council that the trimming and clean-up efforts at Frank Wildlife Refuge are complete. There is a little more bituminous needed for the driveway. The Boy Scouts picked up the brush pile. The crushed rock for the driveway was donated by Medford Sand and Gravel. Mr. Merritt would like to install a sign at the bottom of the current sign that states, "Est. 1972". Mr. Merritt will pay for the creation and the installation of the new sign.

Council consensus is to allow Mr. Merritt to pay for the sign and have it installed.

Agenda – Move the Fire Contracts Discussion up on the agenda under the approval of the agenda and add the calling of a special meeting for December 21, 2015 at 6:00 p.m. for the facilities planning group.

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

Fire Department Service Contract Renewal for Medford and Deerfield Townships.

The recommendation from Chief Hager is to increase the annual service contract by 6.5% over the last three year contract. Chief Hager would like to keep the contracts to three years. He does not foresee any issues with the townships for increasing the fees by 6.5%.

Motion by Merritt, seconded by Sexton to approve the fire department service contracts for Medford and Deerfield Townships as presented. All members voted aye for approval. Motion carried.

Chief Hager informed Council that all new fire fighters have completed their first round of training. Next training is Fire One.

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

Consent agenda items include:

Approval of the October 26, 2015 regular meeting minutes.

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

Approval the October check register numbers E2511-E2529, 13467-13500, and 43878-43960.

Resolution 2015-66 Accepting Donations from Ron Schouweler (\$5.00), Wagner's Lunch (\$5.00), John Anthrum (\$5.00), Garret Jeddloh (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-67 Accepting Donations from Mike & LaVonne Cammock (\$100.00), Terry & Sherry Keller (\$50.00), MARC (\$3,040.00 gun raffle), Don & Susan Redman (\$500.00), Medford Sand & Gravel (\$500.00), Jackie Kent (\$25.00), Michael & Julie Collins (\$1,000.00) for the Medford Veterans Memorial.

Consent agenda questions. Councilmember Sexton asked about the bill from Seykora for the street seal coating. This amount is a prepayment for the work to be done next year. Council requested it to be pulled from the bill listing.

Mayor Nelson asked if all the Steele Waseca bills were presented together on the bill listing. Kniefel answered yes.

Councilmember Maas asked about the Aflac bills. Kniefel answered that the premiums are pulled from the employee's check and there is no cost to the City.

Motion by Sexton, seconded by Dusek to approve the consent agenda as amended. All members voted aye for approval. Motion carried.

Mayor's Report – Mayor Nelson spoke towards the legislative visit and the EDA networking events.

Planning and Zoning Board – Chairperson Beiser presented the minutes from the three public hearings that were held on November 16, 2015.

The Planning and Zoning Board made a recommendation to the City Council to approve a lot split request from Priscilla Parrish of lots 5, 6, and 7 of Block 28. Lot sizes will be 79'x141' for residential use.

Motion by Sexton, seconded by Merritt to approve the request from Priscilla Parrish of lots 5, 6, and 7 of Block 28. All members voted aye for approval. Motion carried.

The Planning and Zoning Board made a recommendation to the City Council to approve Joe Bauer's request for a lot combination of parts of lots 7 and 8 of Block 16 and the variance request of 6.5 feet on the west property line for the garage.

Motion by Sexton, seconded by Dusek to approve the Bauer request for a lot combination of parts of lots 7 and 8 of Block 16 and the 6.5 foot variance request on the west property line for the garage. All members voted aye for approval. Motion carried.

The Planning and Zoning Board made a recommendation to the City Council to adopt the private wells and sewer systems ordinance 2015-07A and the amendments to City Code ordinances 2015-07B, and 2015-07C.

Motion by Sexton, seconded by Maas to adopt ordinance 2015-07A as presented. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Merritt to adopt ordinance 2015-07B as presented. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Merritt to adopt ordinance 2015-07C as presented. All members voted aye for approval. Motion carried.

Resolution 2015-68 Approving the Publication of the Private Wells and Sewer Systems Ordinance by Title and Summary

Motion by Merritt, seconded by Dusek to approve the publication of the Private Wells and Sewer Systems Ordinance by title and summary. All members voted aye for approval. Motion carried.

EDA Board – Administrator Welti presented the minutes from the EDA meeting.

Administrator Welti presented to the EDA Board information on exploring a project called Vision 2020 or 2030.

Townhouse or twin home development was discussed. Residents will be asked about need of this style of housing.

The EDA Board discussed the EDA Networking Events. The EDA consensus was to not continue the networking events, but to continue with the certificates. The EDA Board suggests having the EDA Board go to the different businesses at anniversaries and give them their certificates. Mayor Nelson already has dates set for 2016 and would like to hold a special EDA meeting to discuss this further. Mayor Nelson would like to explore ways of making the networking events more enticing to the businesses.

Veterans Committee - Councilmember Maas presented the Veterans minutes from the November 18, 2015 Veterans Committee meeting.

The City Council would like to see the names of the winners of the gun raffle in the Veterans minutes and possibly posted at the Muni.

The committee is working on another raffle with Grampa's Old Home Meats donating gift certificates.

City Attorney. None.

City Engineer Memo – Joe Duncan presented information on the water main infrastructure on Main Street. Duncan walked through the process for a street project involving Chapter 429 for assessments. Start to finish, this process would take approximately 7 months. A 2017 street project would mean the feasibility study would need to be ordered by May or June of 2016.

City Administrator –

Administrator Welti informed the City Council that the University of Minnesota and the Southeast Regional Sustainable Development Partnership is considering a request to put together a master parks and trails plan for the City and cover the entire cost.

Administrator Welti has a meeting with Union Pacific Railroad and MNDOT tomorrow to discuss the crossings along the Union Pacific rail line. A summary of the recommendations and findings will be presented at the next council meeting. This summary may impact the path of future developments east of the rail line.

Administrator Welti is asking the City Council to call a special meeting prior to the regular council meeting on December 21, 2015 at 6:00 p.m. to discuss the facilities committee work and receive updates on the railroad and parks.

City Clerk – None.

Public Works Director – Kucera presented a memo on the various duties that have been and will be worked on.

Kucera is working on a Shoreland Ordinance for the City. Medford needs both a floodplain ordinance and a shoreland ordinance.

Unfinished Business

Ritchie Bros Renegotiation – Administrator Welti is continuing to work with Ritchie Bros on this agreement.

Employee Health Insurance Policy – Administrator Welti presented a policy that closely reflects the original draft presented to the City Council when discussing the preliminary budget. The only change that needs to be added is the pediatric dental portion of the policy. The City is required to offer pediatric dental, but does not have to pay for it. The verbiage for the contribution amounts needs to have “up to” added.

The stipend will be phased out, it will not be offered to new employees, and it will not increase.

Motion by Dusek, seconded by Sexton to approve the Employee Health Insurance Policy as presented with the mentioned amendments. Aye: Nelson, Sexton, Dusek, Maas Nay: Merritt Motion carried.

Garbage Contract – Administrator Welti is recommending to the City Council to contract with Stewart Sanitation for City garbage disposal.

Motion by Merritt, seconded by Maas to approve the recommendation to contract with Stewart Sanitation for City garbage disposal. All members voted aye for approval. Motion carried.

New Business.

City Facilities Committee Update – AgStar Grant.

Administrator Welti informed the Council that the City was awarded a grant from AgStar that would cover the cost to have a new preliminary engineering plan drawn up for the Municipal Complex.

Pay Equity Report – The report must be submitted every three years. The City needs to submit the pay equity report in 2016. Administrator Welti is recommending to the City Council for approval to accept and submit the report as presented.

Motion by Sexton, seconded by Maas to accept the report as presented and allow Administrator Welti to submit to the State for review. All member voted aye for approval. Motion carried.

Hiring of the Ice Rink/Warming House Attendants. Administrator Welti made a recommendation to the Council to approve the hiring of Jordan Madsen and Kelcey Gerlach for the 2015-2016 ice rink/warming house attendants.

Motion by Sexton, seconded by Nelson to hire Jordan Madsen and Kelcey Gerlach at \$9.00/hour to be the ice rink/warming house attendants. All members voted aye for approval. Motion carried.

The organizational meeting will be held on Monday, January 4, 2016. The time to be determined at the December council meeting.

Special City Council meeting will be held on Monday, December 21, 2015 at 6:00 p.m.

The next regular City Council meeting will be held on Monday, December 21, 2015 at 7:00 p.m. with the Truth in Taxation Hearing held at the beginning of the council meeting.

Motion by Maas, seconded by Dusek to adjourn the regular city 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
December 21, 2015
6:00 PM
Medford City Hall

Members present: Nelson, Maas, Dusek, Merritt, and Sexton.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Rick Hager and Greg Sanborn,

Others attending were Grace Bartlett, Jerry Roberts, Ashley Stewart and Anna Segner.

Mayor Nelson called the special meeting to order at 6:00 PM.

Approval of Agenda

Motion by Sexton, seconded by Dusek to approve the agenda as presented. All members voted aye for approval. Motion carried.

Items on the agenda are:

- Update on the City Facilities Committee
- Parks/Development Information on Don Redman Land

City Facilities Committee Report presented by Administrator Welti.

Administrator Welti researched the process to have a referendum question on the ballot at the next general election.

The City Facilities Committee is recommending to the City Council to hire an engineering/architectural firm to complete an alternative preliminary design of the Medford City Hall/Fire Hall Complex.

The recommendation was based upon identified needs, such as the lack of space in both the city hall and fire hall. A Municipal Complex would address future needs. The goal is to develop a Municipal Complex that Medford residents can afford and will support.

The new design requested will illustrate a building which is \$2.4 million or below.

The majority of the committee members felt that when a decision has to be made, it needs be through a referendum asking the community. The question could be included on the November general election ballot or it could be later.

Agstar approved a grant to the City for \$5,000.00 which will pay for the engineering/architect plans of the facility.

Administrator Welti went through the needs and wants list that the facility committee created. Optional financing for the facility would be a GO Capital Improvement Bond, lease or lease purchase utilizing the EDA, or city levy.

All those in attendance went to look at the fire hall and the city shop.

Councilmember Sexton feels that for the best use of funds, it makes more sense to build a Municipal Complex instead of building a new city shop. Even if the Council chooses to build a new city shop, the space issues still exist and the City would still need a complex.

Mayor Nelson feels we need to address future needs of the City plus the savings on energy will be notable.

Councilmember Merritt does not agree with the I & S drawing of the complex with all the offices. Councilmember Merritt stated that the space should have more useful intentions such as more space for fire trucks and less office space.

Councilmember Dusek would like to see this question come up for referendum at the next election to see if tax payers would vote for it.

Councilmember Maas reiterated that the building would need to be built to fit the needs of the future, build it with additional staff and bigger trucks in mind.

Motion by Sexton, seconded by Maas to approve the use of the Agstar grant to contract with an engineer/architect firm to refine and draw up a new Municipal Complex design. All members voted aye for approval. Motion carried.

Development/Park – The old Girl Scout Camp

Don Redman met with Administrator Welti to discuss the possibility of developing 6 lots on the 26.22 acre parcel.

The Girl Scout Camp area has been viewed by a few residents as a potential preservation site. Administrator Welti stated the possibility of a matching grant if the City would like to pursue the option of purchasing the land and leaving it a preservation area.

Councilmember Sexton would like more time for the City to check with the County on the collaboration of acquiring a portion the land for preservation.

Councilmembers Maas and Dusek would like to allow Redman to move forward with his development since this is what the City needs.

Council ended with a consensus to allow Administrator Welti to inform Redman that the Council would consider plans for development. Administrator Welti will ask Redman to submit preliminary plans for Council to review.

Motion by Dusek, seconded by Merritt to adjourn the special city council meeting at 7:10 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
December 21, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, and Mark Rahrck.

Others attending were Ashley Stewart, Pat Merritt, and Scott Lindberg.

Mayor Nelson called the meeting to order at 7:15 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. Scott Lindberg presented to the City Council that starting with the January 2016 regular council meeting, that all the regular city council meetings will be videotaped. The meetings will be uploaded to the Owatonnalive.com site.

Agenda

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

Truth in Taxation Hearing started at 7:25 p.m.

Administrator Welti updated the Council on few changes. The EDA levy needed to be lowered upon Administrator Welti receiving clarification of calculation.

Presented Final 2016 Levy:

General Fund	\$518,992
Fire Department	\$15,000
2004 B Refunding	\$28,078
2014 Central Ave	\$22,750
EDA	<u>\$13,285</u>
Total	\$598,105

This is a zero percent increase over the 2015 overall levy.

Open Public Hearing – Public Comments

Pat Merritt asked the Council if the water rates would be going up in 2016. Administrator Welti stated that there is a strong indication that is not going to happen.

Pat Merritt also asked if there was going to be an increase in his property taxes. Administrator Welti stated that since the proposed levy increase is 0%, taxes should not go up unless there is a change to valuations. Property owners still need to look at the other taxing entities to determine if property taxes on an individual parcel will increase.

The truth in taxation hearing was closed at 7:37 p.m.

Motion by Sexton, seconded by Maas to approve Resolution 2015-71 adopting the 2016 Final Tax Levy. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Merritt to adopt the final 2016 City Budget. All members voted aye for approval. Motion carried.

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

Councilmember Sexton would like to separately acknowledge the donations from the Medford Bus Company, the Medford Fire Relief Association, and Wencl Construction for their donations.

Consent agenda items include:

Approval of the November 23, 2015 regular meeting minutes.

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

Approval the November check register numbers E2530-E2557, 13501-13533, and 43961-44038.

Resolution 2015-69 Accepting Donations from Pat & Kay Merritt (\$20.00) in memory of Violet Mae Merritt, Don Dagne (\$10.00), Dean Lechner (\$5.00), Mac Bowman (\$5.00), and Al Jirele (\$5.00) for the Medford Park Endowment Fund.

Resolution 2015-70 Accepting Donation from the Medford Bus Company (\$1,000.00) for the Medford Veterans Memorial.

Resolution 2015-74 Accepting Donation from the Medford Fire Relief Association in the amount of \$12,500.00 for the Medford Pool.

Resolution 2015-75 Accepting Donation from Paul, Bryant, and Nic Wencil/Wencil Construction in the amount of \$1,000.00 for the Medford Municipal Complex Fund.

Consent agenda questions. Councilmember Sexton requested approval from the Council to seek a grant to fund the purchase of envelopes for donating to the Municipal Complex Fund.

Council was fine with seeking a grant to pay for the envelopes.

Mayor's Report – Mayor Nelson shared information from the initial meeting with the Prairie Wildflower Trail. There is not much that can be done to move forward until the railroad issues notices of abandonment of the line.

EDA Board – Administrator Welti presented the minutes from the special EDA meeting. The EDA decided to continue running the EDA networking events and explore ideas to recruit more people to attend.

Park Board – Administrator Welti presented an update on the master park plan to the Park Board.

The Park Board recommended a small change to the warming house closing policy to give attendants more discretion on closing procedures due to inclement weather.

City Attorney. None.

City Administrator –

Administrator Welti informed the City Council that the annual city audit will begin with the liquor store inventory on January 2, 2016.

City Clerk – Resolution 2015-73 Certifying Unpaid Bills to Steele County.

Motion by Sexton, seconded by Merritt to approve resolution 2015-73 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Director – Kucera presented a memo on the various duties that have been and will be worked on.

Holiday Lighting on Central Avenue – the new poles that were installed with the Central Avenue Street project were in installed without the brackets or the wiring to run the lights.

The approximate cost to install the wiring and the outlets would be \$2,800.00.

Council asked Kucera to get bids for the work next fall and bring back to the Council at that time.

Snow plow repairs – the main plow for the loader failed. The loader has been fixed and turned into insurance.

Public works staff is aware of the boulevard damage and will go back out again in the spring to complete the repairs of the lawns.

Outfall Storm Sewer Repairs – the reimbursement request has been submitted to the Department of Homeland Security and Emergency Management.

Unfinished Business

Ritchie Bros Renegotiation – Administrator Welti reported that the City is waiting for Ritchie Bros. to make a decision.

Transfer of Met Con Outlot – The outlot is 7 acres of harvestable land. Staff recommendation would be to allow Met Con to continue maintaining the outlot until the Park Board looks at the area and makes a recommendation as to future development of the land.

Motion by Dusek, seconded by Merritt to continue to allow Met Con to maintain the outlot for the next year. All members voted aye for approval. Motion carried.

New Business.

MMBA Site Visit and Liquor Store Operations – Paul Kaspazak with the Minnesota Municipal Beverage Association and four MMBA members visited the Municipal Liquor Store and conducted a site evaluation.

Liquor Store Manager, Craig O’Hearn, Administrator Welti and Paul Kaspazak met to discuss the site evaluation and the liquor store operation. A report was sent to Administrator Welti after the meeting summarizing the discussion. Steps have been taken to begin the process of saving money and generating revenue.

City staff is looking into a point of sales system for the liquor store to track sales and inventory.

Employee Salaries – 2015 evaluations have been completed. Administrator Welti is recommending all full time staff receive a 1% increase (new health insurance policy factored in) and all part time staff receive a 2% increase. The increase would be in effect January 1, 2016.

Motion by Merritt, seconded by Dusek to approve the wage increases for city staff for 2016 as presented. All members voted aye for approval. Motion carried.

Resolution 2015-72

Motion by Maas, seconded by Dusek to approve resolution 2015-72 closing the 2007A refunding bond fund #312 as presented. All members voted aye for approval. Motion carried.

Newspaper Publishing Quotes – the Owatonna People’s Press submitted a quote.

Motion by Merritt, seconded by Sexton to approve contracting with Owatonna People’s Press for legal publications. All members voted aye for approval. Motion carried.

Little Free Library – Councilmember Maas was approached by a resident that would like to put up a Little Free Library at Central Park. The Council also thought that Radel Park would be a good spot for one of these libraries.

Council consensus was that if the family came to the City with a built library, pole, and books then the City would install the library where the family would like it. They can choose between Central Park and Radel Park.

2016 Council Workshop – the Council and staff workshop could be held between the second and third week of February to discuss 2016 goals and overall in site on city planning. Administrator Welti will send out dates for Council to choose from.

Knights of Columbus temporary liquor license request.

Motion by Merritt, seconded by Dusek to approve the request from the Knights of Columbus for a temporary liquor license out at Ritchie Bros. on January 30, 2016. All members voted aye for approval. Motion carried.

Administrator Welti noted that the League of MN Cities gave the City a dividend of \$10,332.00.

The organizational meeting will be held on Monday, January 4, 2016 at 4:30 p.m.

The next regular City Council meeting will be held on Monday, January 25, 2016 at 7:00 p.m.

Motion by Dusek, seconded by Merritt to adjourn the regular city council meeting at 8:38 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor