

Organizational Council Meeting
January 8, 2020
4:30 p.m.
City Hall

Members present were: Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent were: none.

City staff and consultants in attendance were Andy Welti and Elizabeth Jackson.

Others in attendance were Jamey Krogh, Danny Thomas, John Anhorn, Chris Baldwin, Mark Heaser, Annie Granlund, and Chad Merritt.

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

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

2019 Year End Review Summary was presented by Mayor Nelson.

Administrator Welti presented a memo. Welti recommended for Council consideration an increase in several permit fees, park rental fees, and public hearing fees on Ordinance 2020-01.

Resolution 2020-01 Stating Annual Designations – Motion by Sexton, seconded by Langeslag to approve Resolution 2020-01 as presented. All members voted aye for approval. Motion carried.

Ordinance 2020-01 Amending Master Fee Schedule – Motion by Bartlett, seconded by Sexton to approve Ordinance 2020-01 as presented. All members voted aye for approval. Motion carried.

Resolution 2020-02 Publication by Title & Summary the Ordinance Amending the Master Fee Schedule – Motion by Sexton, seconded by Bartlett to approve Resolution 2020-02 as presented. All members voted aye for approval. Motion carried.

Mayor Nelson recommended Rich Quiring be reappointed to the Planning & Zoning Board. Nelson recommended Kassi Bilitz be appointed and Jerry Paschke be reappointed to the Park Board. Nelson also recommended Nicholas Sorensen be renewed as a Park Board member. Nelson recommended Tom Heisler and Mary Cronin be reappointed to the EDA Board. James Wicks was appointed as Deputy Weed Inspector.

Motion by Sexton, seconded by Dempsey to approve Mayor Nelson's Board Appointment Recommendations. All members voted aye for approval. Motion carried.

Resolution 2020-03 Ordering Preparation of Report on Improvement – Motion by Bartlett, seconded by Nelson to approve Resolution 2020-03 as presented. All members voted aye for approval. Motion carried.

Resolution 2020-04 Bond Reimbursement – Motion by Sexton, seconded by Dempsey to approve Resolution 2020-04 as presented. All members voted aye for approval. Motion carried.

Motion by Bartlett, seconded by Langeslag to adjourn the meeting at 4:50 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
January 27, 2020
6:00 p.m.
City Hall

Members present were Nelson, Sexton, Langeslag, Bartlett, and Dempsey.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, and Joe Duncan.

Others attending were Greg Ilkka, Danny Thomas, Amanda Mueller, John Anhorn, Tammy Deering, Ryan Deering, Jamey Krogh, Michael Prondzinski, Cathi Gasner, Ross Olson, Erin Sammon, Mark Heaser, Kevin Steinbauer, John Kay, Darcy Nicolai, Wayne Maas, Andrew Miller, Angela Wegner, Dave Kalk, Annie Granlund, Chad Merritt, Jerrie Wencl, Kelly Ahrens, Clayton Just, Philip Heim, Lisa Full, Michael Koranda, and Cheryl Hermanstorfer.

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

The purpose of the special meeting/workshop is to discuss the Main Street reconstruction project 2021.

City Engineer, Joe Duncan reviewed the street layout and the steps involved in the 429 process. Duncan presented two potential alternatives for the Main Street project layout.

Council consensus was to schedule another work session to continue discussion of the Main Street reconstruction project.

No action was taken at this meeting.

Motion by Langeslag, seconded by Bartlett to adjourn at 7:09 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
January 27, 2020
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, Mark Rahrick, and Joe Duncan.

Others attending were Annie Granlund, Chad Merritt, Jeff Karow, Rich Quiring, Amanda Mueller, Kelly Ahrens, Lisa Full, Wayne Maas, Cathi Gasner, Michael Koranda, Michael Prondzinski, John Anhorn, Danny Thomas, Ross Olson, Clayton Just, Dave Kalk, Philip Heim, Jerrie Wencl, Mark Heaser, Joe Dusek, Erin Sammon, Ryan Deering, and Tammy Deering.

Mayor Nelson called the meeting to order at 7:15 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – John Anhorn asked why center turn lanes are needed on the Main Street reconstruction project. Anhorn also asked about sidewalks, loss of trees and loss of property with the Main Street project.

Danny Thomas expressed concern about the Outlet Mall tax base/revenue decreasing and the impact on residential property taxes. Thomas also stated he didn't want Main Street widened and only parking lanes on one side.

Chad Merritt asked why the turn lanes were necessary on the Main Street project. He also stated widening the road and including sidewalks would take out basically every tree on Main Street. Merritt thanked Council for scheduling another work session for the Main Street Reconstruction Project.

Agenda – Add Item D - Ad Hoc Work Group for HR and Streets/Utilities to New Business.

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

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

Mayor Nelson stated a change had been made to the December 23, 2019 minutes to include Nick Sorenson being renewed as a Park Board member.

Approval of the December 23, 2020 regular council meeting minutes and the January 8, 2020 organizational council meeting minutes.

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

Approval of the December check register numbers E3701-E3727, 15546-15601, and 47976-48063.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – Chairman Quiring reviewed the minutes from the Public Hearing held on January 21, 2020 regarding Todd Nelson's request for approval of the preliminary plat and zoning designation for 5th Avenue Apartments.

The Planning & Zoning Board recommended Council approve the preliminary plat and zoning designation for the 5th Avenue Apartments.

Motion by Bartlett, seconded by Sexton to approve Todd Nelson's preliminary plat and zoning designation for the 5th Avenue Addition. Further discussions on single family lots and whether to include an alley is to be discussed as future phases are developed. All members voted aye for approval. Motion carried.

The Planning & Zoning Board reviewed the 2021 Main Street Reconstruction Project to determine whether it complies with the City's comprehensive plan.

The 2021-01 improvement project included the reconstruction of Main Street in Medford from 2nd Ave NW to 5th Ave SE. The project does not include the construction of any new street.

The Planning & Zoning Board determined the 2021 Main Street Reconstruction Project does comply with the City's comprehensive plan.

EDA Board - did not meet.

Park Board – Council member Sexton presented the minutes from the January 13, 2020 meeting. Sexton stated Park Board Elections were:

Jerry Paschke – Chairman
Nick Sorenson – Vice Chairman
Secretary – deferred until next Park Board meeting.

Sexton stated the Park Board reviewed old and new projects to work on in 2020.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated the MN Department of Agriculture will be presented Emerald Ash Borer workshops on March 2nd and 3rd at Medford's Central Park.

Welti stated a representative of the Federal Economic Development Administration was in the region recently. CEDA met with the representative. They sought projects for review to determine if they met criteria for grants that were available. Welti stated he submitted the municipal building project for

consideration. Welti was informed the City of Medford's municipal building project did not meet the criteria, nor did several other similar projects submitted by other cities.

Welti stated Minnesota Rural Water Association would be conducting a free energy audit for the City.

City Clerk – Clerk Jackson presented Resolution 2020-05 Designating Election Judges for the 2020 Primary and General Elections.

Motion by Bartlett, seconded by Sexton to approve Resolution 2020-05. All members voted aye for approval. Motion carried.

Public Works – Supervisor Wicks presented a memo. Wicks stated Public Works had been busy with RAS pump failure/rebuilding, daily rounds and sampling, chemical scale, well pump, and effluent flow meter calibrations/recalibrations, snow events, salt/sand events, and attempted ice rink flooding.

Fire Department – John Anhorn stated the recently purchased new Fire Department equipment was in full service.

New Business –

Seasonal Staff – Administrator Welti presented a memo. Welti proposed for Council consideration, the City hire a seasonal part-time public works worker to begin in the spring of 2020 at a rate of \$13.94 per hour for no more than 24 hours per week for 16 weeks. The primary duties of this individual would be to paint and perform general maintenance and minor repairs on park and pool equipment and buildings. Council consensus was to revisit this proposal in July 2020.

Reviews of Capital Plans – Administrator Welti presented a memo. Welti reviewed the capital plans for Public Works, Parks, and the Liquor Store. No action was required by Council.

Legal Counsel – Administrator Welti presented a memo. Welti recommended the City hire Brandon Fitzsimmons, Flaherty & Hood P.A., at a rate of \$165 per hour. Welti stated the City received a

petition from International Operating Engineers Local 49 to unionize certain employees. Welti stated Mr. Fitzsimmons specializes in labor law and will provide legal counsel on personnel/human resource issues.

Motion by Sexton, seconded by Bartlett to hire Brandon Fitzsimmons, Flaherty & Hood P.A. at a rate of \$165 per hour. All members voted aye for approval. Motion carried.

Ad Hoc work group for HR and utilities/streets – Administrator Welti recommended the Ad Hoc work groups would be as follows:

Streets/Utilities – Chad Langeslag, Mayor Nelson, James Wicks, and Andy Welti.

HR – Mayor Nelson, Grace Bartlett, and Andy Welti.

Motion by Bartlett, seconded by Nelson to approve the Ad Hoc work groups. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to adjourn the meeting at 8: 25 p.m. Motion carried.

Regular City Council Meeting – Monday, February 24, 2020, 7:00 p.m.

Goal Setting Session – Wednesday, January 29, 2020, 4:30 – 6:30 p.m.

Board of Appeal and Equalization Meeting – Monday, April 27, 2020, 6:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

January 29, 2020

4:30 p.m.

City Hall

Members present were Nelson, Sexton, Langeslag, and Bartlett.

Members absent were Dempsey.

City Staff and consultants in attendance were Andy Welti, Elizabeth Jackson, and James Wicks.

Others attending the meeting were Rich Quiring, Rick Hager, Tom Heisler, Donna Mack, Jerry Paschke, and Tim Madigan.

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

The purpose of tonight's special council meeting work session is to decide the 5 top goals to work on in the next two years. City Council members, City Staff, and Board members had completed goal sheets prior to the meeting.

The meeting was facilitated by Tim Madigan. Madigan presented the initial results of the completed goal sheets. Each member present at the meeting was allowed 5 minutes to discuss which goals they felt were the most important and the reasons why.

Each member was allowed to vote for 5 goals. The results of the voting were:

- Wastewater Treatment Facility
- Resume discussion on a new municipal building
- Diversify tax base
- Increase housing opportunities
- Plan for water capacity expansion

Administrator Welti presented a list of policy and maintenance items that were also stated on the completed goal sheets.

Administrator Welti stated the items on the policy and maintenance item list would be addressed by City Staff as time allowed.

Motion by Paschke, seconded by Langeslag to adjourn the special city council meeting at 6:35 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
February 13, 2020
5:00 p.m.
City Hall

Members present were Nelson, Sexton, Langeslag, Bartlett, and Dempsey.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, and Joe Duncan.

Others attending were Greg Ilkka, Greg Sanborn, Lisa Full, Michael Prondzinski, Danny Thomas, John Anhorn, Wayne Maas, Dan Kaiser, Mona Kaiser, Ross Olson, Cathi Gasner, Jose Flores, Jesus Flores, Travis Ernste, Jim Abbe, Ryan Deering, Tammy Deering, Jeff Hansen, Amy Hansen, Joe Dusek, Jerrie Wencl, Mark Heaser, Chad Merritt, Dave Kalk, and Dave Mueller.

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

The purpose of the special council meeting is to discuss the Main Street reconstruction project 2021.

City Engineer, Joe Duncan presented potential options for the north and south segments of Main Street.

Council consensus for the south segment of Main Street (5th Ave SE to 2nd Ave SW) was to go with alternative 4 with the potential change of a 12' center/left turn lane and a 9' parking lane.

Comments/questions from the general public on the south segment of Main Street were:

Lisa Full asked why the center/left turn lanes were necessary. Wanted to know who will be responsible for cleaning snow off the sidewalks.

John Anhorn expressed concern with the corner of 2nd Ave SW/Main Street not being wide enough for the semis for the turkey store and wash station.

Danny Thomas agreed with Anhorn's concern.

Chad Merritt commented alternative 4 was the cleanest design. Didn't think center/left turn lane was necessary.

Ryan Deering liked alternative 4.

David Kalk expressed safety concerns with only having parking lanes on one side.

Council consensus on the north segment (Central Ave to 2nd Ave NW) was to proceed with the design presented by Engineer Duncan, with the change to increase the parking lane on the west side to 12'; and reducing the sidewalk by corresponding dimension.

Comments/questions from the general public on the north segment of Main Street were:

Jerrie Wencl stated she supported inclusion of angled parking.

Engineer Duncan will be speaking with individual property owners about the area beyond the curb for the segment of Main Street (2nd Ave SW to Central Ave)

Comments/questions from the general public on the segment of Main Street were:

John Anhorn asked about drive over curbs the entire length of his commercial lot.

Mark Heaser asked about drive over curbs for the Jennie-O wash station.

Dan Kaiser wanted the sidewalk/landscaping to stay as in in front of his building.

Greg Sanborn asked if the sidewalk would be changed on the residential side of the street.

Council consensus on the water main was to include a 10" main in the preliminary engineering report from Engineer Duncan.

Comments/questions from the general public on the water main were:

Dan Kaiser asked if the water main replacement was a certainty.

Danny Thomas asked how much a study of just the water main would cost.

Motion by Nelson, seconded by Sexton to proceed with the next steps and completion of the Preliminary Engineering Report. All members voted aye for approval. Motion carried.

Motion by Bartlett, seconded by Langeslag to adjourn the special council meeting at 6:58 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
February 24, 2020
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, and Ben Cass.

Others in attendance were Danny Thomas, John Anhorn, Annie Granlund, Dan Murphy, and Dale Oolman.

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

Pledge of Allegiance.

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

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

Approval of the January 27, 2020 special and regular meeting minutes, the January 29, 2020 special meeting minutes, and the February 13, 2020 special meeting minutes.

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

Approval of the January check register numbers E3728-E3753, 15602-15633, and 48064-48147.

Healthy Seniors of Steele County Temporary Gambling Permit Application.

Resolution 2020-06 Accepting Donation from Dave and Lois Nelson in the amount of \$20.00 in memory of Marian Houglum for the Medford Park Endowment Fund.

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

Steele County – building inspection fee adjustments. Dale Oolman, Steele County Planning & Zoning Director and Dan Murphy, Steele County Building Inspector presented the proposed changes to the Steele County building permit fee schedule. Oolman stated the proposed changes were being presented at a Public Hearing being held on Tuesday, February 25, 2020 at the County Board Room at the Steele County Administration Center.

Oolman stated the proposed new fee schedule is the 1997 Building Code Fee Schedule and is used by many cities and counties.

Motion by Bartlett, seconded by Sexton to accept the new Steele County Building Permit Fee schedule effective April 1, 2020. All members voted aye for approval. Motion carried.

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

EDA Board – Council member Bartlett presented the minutes from the February 12, 2020 EDA meeting. Bartlett stated the 2020 elected officers were:

Tom Heisler – President
Corey Samora – Vice President
Grace Bartlett – Secretary
Mary Cronin – Treasurer.

Bartlett stated the EDA board recommended City Council approve the printing of 200 cards for a cost of \$84.31 to circulate to local truck stops and city chamber locations.

Motion by Nelson, seconded by Sexton to approve the EDA Board's recommendation to print 200 cards for distribution at a cost of \$84.31. All members voted aye for approval. Motion carried.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated the City's audit will be presented at the March Council meeting. Welti stated there was a meeting with the Civic Club to discuss and plan a new parade route for Straight River Days for at least the next two years. Welti stated the lifeguard positions will be posted and recruitment of new lifeguards for the 2020 pool season has begun. Welti stated he would be attending the March MAOSC board meeting.

City Clerk – none.

Public Works – Supervisor Wicks presented a memo. Wicks stated Public Works had been busy with Baker Lift station pump repair, weekly and monthly sampling, snow plow and salt/sand events, tree removal at Radal park, equipment repair, and decanting of the bio solids holding tank.

Supervisor Wicks presented a memo with a summary of the water main break and repair located near 106 West Central Avenue. As of February 21, 2020 the water main break had been repaired and there were no further issues.

Fire Department – John Anhorn gave a brief update on the Medford Fire Department activities.

New Business –

Bond Update – Administrator Welti presented a memo. The memo was for informational purposes only and outline the outstanding bonds the City has, the remaining balances, and estimated paid in full dates.

Business Façade Improvement Application for Anhorn's – Administrator Welti presented a memo. Welti stated all required documentation and invoices had been submitted. Welti stated Council approval of the \$2,499.50 payment to John Anhorn, Anhorn's Gas & Tire was required to complete the grant request.

Motion by Sexton, seconded by Dempsey to approve the payment of \$2,499.50 to Anhorn's Gas & Tire. All members voted aye for approval. Motion carried.

Engineer peer review of wastewater treatment regionalization report – Administrator Welti presented a memo. Welti stated as the City waits for additional information from the City of Faribault, conducting a peer review of the initial Wastewater Regionalization Report could be completed.

Welti state the Ad Hoc Utilities work group recommended the City hire Applied Technologies for \$1,800 to conduct the peer review.

Motion by Sexton, seconded by Bartlett to approve hiring Applied Technologies for \$1,800 to conduct a peer review. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, March 23, 2020, 7:00 p.m.

Board of Appeal and Equalization Meeting – Monday, April 27, 2020, 6:00 p.m.

Motion by Langeslag, seconded by Dempsey to adjourn the Regular City Council meeting at 7:50 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

March 11, 2020

5:15 p.m.

City Hall

Members present were Nelson, Sexton, Langeslag, Dempsey, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, and Joe Duncan.

Others attending were Jamey Krogh, Michael Prondzinski, Danny Thomas, Cole Olson, Michael Koranda, Chad Merritt, John Anhorn, Mark Heaser, Annie Granlund, Chris Baldwin, Amanda Mueller, Ross Olson, Clayton Just, and Cathi Gasner.

Mayor Nelson called the meeting to order at 5:15 p.m.

The purpose of tonight's meeting is to discuss the Preliminary Engineering /Feasibility Report for the Main Street Reconstruction Project 2021.

Joe Duncan, City Engineer presented the Preliminary Engineering Report for the 2021 Main Street Reconstruction Project. The project estimate total cost is \$2,713,400. The City is conducting this project in conjunction with Steele County. The City's share of the project is \$1,155,034.00.

Duncan answered several questions from council members.

Resolution 2020-07 Receiving Feasibility Report and Calling Hearing on Improvement – Motion by Bartlett, seconded by Nelson to approve Resolution 2020-07. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Langeslag to adjourn the Special Council meeting at 6:52 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting

March 23, 2020

7:00 p.m.

City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, and Mark Rahrick.

Others in attendance were Scott Limberg.

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 – Addition of Item L under New Business, Closing City Hall. Addition of Item M, Aflac. Motion by Sexton, seconded by Langeslag to approve the agenda as amended. All members voted aye for approval. Motion carried.

Auditors 2019 Final Audit Report – Erin Enstad went over the 2019 Financial Audit Statement (by phone). Mrs. Enstad gave a brief recap of how all the funds did for 2019. General Fund revenues came in higher than expenditures.

The cash balance of the water and sewer funds continued to increase.

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

Approval of the February 24, 2020 regular meeting minutes and the March 11, 2020 special meeting minutes.

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

Approval of the February check register numbers E3754-E3773, 15634-15665, and 48148-48216.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

EDA Board – did not meet.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – City Council had no questions concerning Administrator Welti's report.

City Clerk – none.

Public Works – City Council had no questions concerning Supervisor Wicks report.

Fire Department – none.

New Business –

Inflow & Infiltration analysis – tabled.

Resolution 2020-08 Supporting Infrastructure Accountability – Motion by Sexton, seconded by Dempsey to approve Resolution 2020-08. All members voted aye for approval. Motion carried.

Resolution 2020-09 Supporting Bonding Request for Reconstruction Runway 2/20 at the Rochester International Airport – Motion by Nelson, seconded by Dempsey to approve Resolution 2020-09. All members voted aye for approval. Motion carried.

SEMLM Membership – Southeastern Minnesota League of Municipalities is an organization that promotes regional legislative initiatives and provides networking opportunities. Membership is \$40 per year. Motion by Nelson, seconded by Sexton to become a member of SEMLM. All members voted aye for approval. Motion carried.

2020-2021 Straight River Days Parade Route – Administrator Welti presented a memo. Welti stated the Medford Fire Chief, Steele County Sheriff, and the Steele County Highway Department Engineer were all contacted and approved the new route. Motion by Dempsey, seconded by Langeslag to approve the 2020-2021 Straight Rivers Days Parade Route. All members voted aye for approval. Motion carried.

Co Rd. 49 – Administrator Welti presented a memo. Welti stated Steele County is planning to reconstruct Co Rd 49 in 2021. Steele County is asking for the City of Medford's input. Any Council suggestions will be passed onto the Steele County Engineering staff for consideration.

Resolution 2020-10 Approving the Change of Control of Jaguar Communications, Inc. – Motion by Bartlett, seconded by Dempsey to approve Resolution 2020-10. All members voted aye for approval. Motion carried.

Proclamation 2020-01 Declaring a Local Emergency in the City of Medford, Minnesota – motion by Dempsey, seconded by Bartlett to approve Proclamation 2020-01. All members voted aye for approval. Motion carried.

Resolution 2020-11 Extending the period of mayor-declared local emergency. Motion by Sexton, seconded by Bartlett to approve Resolution 2020-11. All members voted aye for approval. Motion carried.

Water Shut-Off – Administrator Welti presented a memo. Welti stated some cities and utilities are deferring water shut offs for a month or more during COVID-19 outbreak. Washing hands and good hygiene are essential to keeping people healthy and preventing the spread of COVID-19. Welti stated

Motion by Dempsey, seconded by Langeslag to defer water shut offs until May 21, 2020. All members voted aye for approval. Motion carried.

Municipal Liquor Store Operations – Administrator Welti presented a memo. Welti stated the Medford Municipal Liquor Store continues to provide off-sale liquor service and pizza for walk-up. The Medford Municipal Liquor Store hours were 11 a.m. to 8 p.m. Monday through Saturday. Welti stated Council could consider what to do going forward with the Medford Municipal Liquor Store during the COVID-19 outbreak. Council consensus was to defer any decisions about hours of operation changes for the Medford Municipal Liquor Store to Administrator Welti and the liquor store manager.

Closing of City Hall during COVID-19 Outbreak – Administrator Welti presented a memo. Welti stated closing the entrance to City Hall was for the safety of staff and the public. Welti stated City business would still be conducted through telephone, email, fax, mail, and online services.

Motion by Langeslag, seconded by Dempsey to close the City Hall entrance during the COVID-19 Outbreak. All members voted aye for approval. Motion carried.

Aflac – Administrator Welti presented a memo. Welti stated the reduction in liquor store hours due to the Governor's Executive Order in response to COVID-19 will likely result in some employees working very few or no shifts. Council may consider deferring the AFLAC premium payments for one month.

Motion by Sexton, seconded by Langeslag to defer AFLAC premium payments for liquor store employees for one month. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, April 27, 2020, 7:00 p.m.

Board of Appeal and Equalization Meeting – Monday, April 27, 2020, 6:00 p.m.

Motion by Langeslag, seconded by Bartlett to adjourn the Regular City Council meeting at 8:45 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Council Board of Appeal and Equalization

April 27, 2020

6:00 p.m.

City Hall

Members present were Nelson, Bartlett, Sexton, Dempsey, and Langeslag.

Members absent were: none.

City staff and consultants in attendance were Andy Welti and Elizabeth Jackson.

Others attending were William Effertz, Steele County Assessor's Office (Effertz attended remotely over video call).

Mayor Nelson called the meeting to order at 6: 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.

William Effertz presented the highlights of the 2019 assessment report. The total estimated market value of the City of Medford increased by 5.27%. There were 25 home sales in Medford in 2019.

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

Public in attendance: none.

Mayor Nelson stated there were no public in attendance for comment.

Motion by Dempsey, seconded by Bartlett to approve the Local Board of Appeal Listing. Dempsey voted aye, Bartlett voted aye, Sexton voted aye, Langeslag voted aye, Nelson voted aye. Motion carried.

Motion by Langeslag, seconded by Dempsey to adjourn the Board of Appeal and Equalization meeting at 6:31 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
April 27, 2020
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrick, and James Wicks.

Others attending were Scott Limberg.

Mayor Nelson called the meeting to order at 7:25 p.m.

Pledge of Allegiance.

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

Agenda – Mayor Nelson stated Item A under Old Business, Location of Water Main would be added to the agenda.

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

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

Approval of the March 23, 2020 regular meeting minutes.

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

Approval of the March check register numbers E3774-E3804, 15666-15702, and 48217-48291.

Resolution 2020-12 Accepting Donation from Our Homes South Employees in the amount of \$1,000.00 for a park bench to be placed in Central Park in memory of Dennis Burgess.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

EDA Board – did not meet.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti's memo contained a brief update to Council about the planning and responses related to COVID-19, the likely Planning & Zoning public hearing for the 5th Avenue Apartments Final Plat and vacation of sections of streets, and the meeting with a property owner on Main Street regarding use or redevelopment of the existing property.

City Clerk – none.

Public Works – Supervisor Wicks presented a memo. Wicks stated public works had been busy with jetter truck training, bio solids, UV light start up, locates, water testing, cold patching, street sweeping, sod repair, and pool bench repair.

Fire Department – none.

Old Business –

Location of Water Main on Todd Nelson Development – Administrator Welti presented a memo. Welti stated the new water main was to be placed under the apartment parking lot area. Mr. Nelson informed Administrator Welti that he planned on placing the utility room on the east side of the apartment building, and therefore the water lines would have to run under the building to reach the

utility room. Mr. Nelson requested the line be placed in the grass on the east side of the apartment building.

Council consensus was to allow Mr. Nelson to place the line in the grass on the east side of the apartment building.

New Business –

Resolution 2020-07A Receiving Feasibility Report and Calling Hearing on Improvement – Administrator Welti presented a memo. Welti stated Resolution 2020-07A included the rescheduled public hearing date.

Motion by Bartlett, seconded by Sexton to approve Resolution 2020-07A. Dempsey voted aye, Sexton voted aye, Bartlett voted aye, Langeslag voted aye, Nelson voted aye. Motion carried.

2020 Pool Season Staffing – Administrator Welti presented a memo. Administrator Welti stated some communities have closed pools and aquatic centers for the 2020 summer pool season.

Administrator Welti stated Council could make a final determination as to whether the pool would be open or closed at the regular Council meeting scheduled for May 18, 2020. Council tabled this decision until the May 18, 2020 regular Council meeting.

Administrator Welti recommended the City Council hire Morgan Langeslag, pool manager, Madison Schletty, assistant pool manager, Brock Merritt, Mikayla Savig, MacKenzie Kellen, and Thomas Stanock as lifeguards if Council decided to open the pool for the 2020 season.

2020 Pool Season Staff Wages:

Pool Manager \$13.50/hour
Assistant Pool Manager \$11.50/hour
WSI & Teach Lessons \$11.00/hour
WSA (if applicable) \$10.50/hour
Returning Lifeguard \$10.50/hour
New Lifeguard \$10.25/hour

Motion by Bartlett, seconded by Sexton to approve the hiring of the 2020 pool season employees if the pool opens for the season. All members voted aye for approval. Motion carried.

COVID Policies – Administrator Welti presented a memo. Administrator Welti proposed the Temporary Leave Flexibility policy for Council consideration.

The following are components of paid leave involving the COVID-19 outbreak for employees eligible to receive any paid leaves from the city:

Paid Time Off

1. Any regular, full-time employee eligible to receive Paid Time Off (PTO) under the City of Medford Employee Handbook who is on leave or working reduced hours will be required to exhaust all accrued, unused PTO or any other paid leave time they are eligible for under law for time they are not at work when they would otherwise be normally scheduled to work.
2. Any regular, full-time employee who is scheduled to and is working for the City full-time that has exhausted their PTO and is not receiving paid leave time for their entire normal work schedule, will be paid for up to 80 hours of time off (Advance Paid Time Off) from work prorated based on the employee's normal work schedule. Any Advance Paid Time Off will be deducted from all of the employee's future accruals of paid leave time until such time deducted equals the Advance Paid Time Off. After all Advance Paid Time Off is deducted, the

employee will be credited with their paid leave accruals. Employees that separate from employment with the City that had any Advance Paid Time Off that was not fully deducted from accruals must repay the City a dollar amount equivalent to the Advance Paid Time Off that was not fully deducted from accruals.

3. Employees will be required to request to be paid for time off if the employee's paid leaves are exhausted in writing and such time must be approved by the Department Director and City Administrator.

Motion by Sexton, seconded by Langeslag to approve the Temporary Leave Flexibility policy. All members voted aye for approval. Motion carried.

Fund Balance – Administrator Welti presented a memo. Administrator Welti stated the 2004B Refunding Bond was paid in full in 2017. As of December 31, 2019, the cash balance of Fund 301, the 2004B Refunding Bond, was \$63,723. Final assessments in the amount of \$25,779 are to be paid into the fund by the end of next year.

The City's financial advisor suggested the fund balance be applied toward a future capital project. If Council chooses to apply the funds toward a future capital project, an official resolution will be drafted for Council to take action upon at a future council meeting.

Council consensus was to prepare an official resolution to apply the fund balance toward a future capital project.

Inflow & Infiltration (I&I) analysis – tabled until next council meeting.

Liquor Store Improvements – tabled until next council meeting.

Pending Litigation – City of Medford and International Union of Operation Engineers, Local 49, BMS Case No. 20PCE1343, hearing – Motion by Sexton, seconded by Langeslag to close the regular Council meeting to discuss this topic. All members voted aye for approval. Motion carried.

Regular Council meeting was opened at 9:23 p.m.

Motion by Langeslag, seconded by Bartlett to adjourn the meeting at 9:24 p.m. All members voted aye for approval. Motion carried.

Public Hearing for Improvement Project 2021-01 – Wednesday, May 20, 2020, 5:30 p.m.

Regular City Council Meeting – Monday, May 18, 2020, 7: 00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
May 18, 2020
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Bartlett, Dempsey, and Langeslag.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrick, and James Wicks.

Others attending the meeting were Scott Limberg, Todd Nelson, Mary Nelson, and Rich Quiring.

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

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

Approval of the April 27, 2020 Board of Appeal and Equalization meeting minutes and the April 27, 2020 regular meeting minutes.

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

Approval of the April check register numbers E3805-E3821, 15703-15727, and 48292-48853.

Approval of LMCIT Liability Coverage – Waiver Form.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – Chairman Quiring gave a brief overview of the Public Hearing held on May 11, 2020.

The Planning & Zoning Board recommended City Council approve the final plat for Fifth Avenue Apartments. Motion by Sexton, seconded by Bartlett to approve the final plat for Fifth Avenue Apartments. All members voted aye for approval. Motion carried.

Resolution 2020-14 a resolution to approve vacation of a portion of 2nd St SE lying south of the south line of the right-of-way of 3rd Avenue SE. Motion by Langeslag, seconded by Bartlett to approve Resolution 2020-14. All members voted aye for approval. Motion carried.

Resolution 2020-15 a resolution to approve vacation of a portion of 3rd St SE lying south of the south line of the right-of-way of 3rd Ave SE. Motion by Bartlett, seconded by Sexton to approve Resolution 2020-15. All members voted aye for approval. Motion carried.

Amendment to the Developer's Agreement for Todd Nelson's Development dated 6/24/19. Motion by Dempsey, seconded by Langeslag to approve the amendments to Todd Nelson's Development agreement dated 6/24/19. All members voted aye for approval. Motion carried.

EDA Board – did not meet.

Park Board – Council member Sexton gave a brief update on the Park Board meeting from May 12, 2020.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Administrator Welti stated interviews were conducted for additional lifeguards. Welti stated refunds had been requested for park rentals due to COVID-19.

Administrator Welti stated legislation had been introduced to place moratoriums on local option sales taxes or to restrict implementation based upon a set of criteria. Little change is expected to occur this year; however, this will likely be a topic of significant discussion in future years.

Administrator Welti stated legislation related to COVID-19 and elections are also expected to be passed by the end of the 2020 legislative session.

City Clerk – none.

Public Works – Supervisor Wicks presented a memo. Wicks stated the public works department had been busy with check valve repair and replacement at the WWTF, decanting, flow meter testing and recalibration, chemical feed adjustments, pothole patching, tree planting, and mowing.

Fire Department – none.

Unfinished Business –

2020 Pool Season – Administrator Welti presented a memo. Welti stated the guidelines from the State of Minnesota had not been released yet regarding pools.

Council consensus was to hold a special council meeting to discuss the Medford Pool after the State of Minnesota releases the guidelines.

New Business –

Inflow & Infiltration analysis – Administrator Welti presented a memo. Welti stated Seth Petersen, with Bolton & Menk submitted an estimate and proposal to conduct a desktop analysis of the City's system to determine if I&I is an issue. Welti stated the estimate was for \$5,250.00

Motion by Nelson, seconded by Bartlett to authorize Bolton & Menk to complete the desktop I&I analysis with a detail breakdown of the \$5,250.00 cost and the report. All members voted aye for approval. Motion carried.

Liquor Store Improvement – Administrator Welti presented a memo. Welti stated exterior improvements needed included roof replacement on the former fire hall and the higher roof on the liquor store, new gutters or a rain water/ice melt water solution for the west side of the building, siding around the walk in cooler, and the sidewalk/concrete in the rear of the building.

Welti stated interior improvements needed included refinishing the top and sides of the bar and new flooring in the main area of the bar.

Council consensus was for Administrator Welti to obtain quotes for the interior and exterior projects to be presented to Council at a later date.

Resolution 2020-13 Closing and Transferring Funds – Administrator Welti presented a memo. Welti stated Resolution 2020-13 would authorize the balance of Fund 301 to be transferred to the 2021-01 Main Street improvement project and Fund 301 would be closed.

Motion by Sexton, seconded by Dempsey to approve Resolution 2020-13. All members voted aye for approval. Motion carried.

Motion by Dempsey, seconded by Sexton for the City of Medford to pay for the entire City share of the cost of the sidewalks in the 2021 Main Street Project, residents will not be assessed for sidewalks. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dempsey to adjust the cost share of the water main portion of the 2021 Main Street Project because of the economic impact of COVID-19. The City will cover 60% of the cost of the water main, the remaining 40% will be assessed to the residents. All members voted aye for approval. Motion carried.

Straight River Park – Council consensus was to re-open the park and post signs that stated the park was “at your own risk” and would not be sanitized except for the park bathrooms. The public works department will be responsible for sanitizing the park bathrooms on the weekends that the park pavilions are rented.

Water Shut-Off – Administrator Welti presented a memo. Welti stated the vast majority of residents made payments on their overdue bills in April. Welti stated Council may want to consider deferring water shut-offs through June or July.

Motion by Langeslag, seconded by Bartlett to extend water shut-offs until June 24, 2020. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Dempsey to adjourn the meeting at 9:22 p.m. All members voted aye for approval. Motion carried.

Public Hearing for Improvement Project 2021-01 – Wednesday, May 20. 2020, 5:30 p.m.

Regular City Council Meeting – Monday, June 22, 2020, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
May 20, 2020
5:30 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Joe Duncan, Mark Rahrick, and James Wicks.

Others in attendance were Scott Limberg, Greg Ilkka, John Anhorn (phone), Chad Merritt (phone), and Jeff Karow (phone).

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

Joe Duncan led the discussion using a power point presentation. The purpose of tonight's public hearing is to hear questions and comments in regards to the 2021 Street & Utility Improvement Project Feasibility Study and the calculation of the proposed assessments to the benefited properties.

Improvement No. 2021-01, the improvement of Main Street, including street, water, sewer, and other associated improvements from 2nd Ave NW to 5th Ave SE.

In order for the City to use assessments as an avenue to fund this project, two hearings are required. The Improvement Hearing and the Assessment Hearing.

Duncan went through the estimated cost of the project and the calculations used for the assessments. The estimated cost of the project is \$2,713,400. The City is conducting this project in conjunction with Steele County. The City's share of the project is \$1,155,034.

Motion by Dempsey, seconded by Bartlett to open the public hearing for questions and comments at 5:56 p.m. All members voted aye for approval. Motion carried.

John Anhorn, 427 S Main St. and 216 S Main St. (by phone) stated there had been many years of stress on Medford businesses and with the uncertainty with COVID-19, the expense of the project is too large and should be reevaluated.

Chad Merritt, 501 S Main St. (by phone) stated he felt the project had grown. He stated new curb and gutter wasn't necessary. Merritt also stated the street could be fixed with mill and overlay for now and address the water main issues later. Merritt also stated he had submitted an email to Council with other comments and questions.

Jeff Karow, 223 N Main St. (by phone) asked if the water main had ever frozen in the street. Karow also stated he felt mill and overlay would be a solution for now with the economy being uncertain due to COVID-19.

Please see exhibit A for all submitted comments and questions by Medford residents

Motion by Sexton, seconded by Langeslag to close the public hearing at 6:46 p.m. All members voted aye for approval. Motion carried.

Duncan provided answers to questions posed by written statements and those who called. Council and Duncan then discussed the project.

Resolution 2020-16 Ordering Improvement and Preparation of Plans –

Motion by Sexton, seconded by Bartlett to table Resolution 2020-16 for up to 6 months and continue to investigate project and monitor COVID-19 economic impacts. Aye: Nelson, Sexton, Bartlett, and Dempsey. Nay: Langeslag. Motion carried.

Motion by Langeslag, seconded by Dempsey to adjourn the public hearing at 7:28 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

May 26, 2020

4:00 p.m.

City Hall

Members present were Nelson, Sexton, Bartlett, and Langeslag.

Members absent were: Dempsey.

City staff and consultants in attendance were Andy Welti (by phone), Elizabeth Jackson, and James Wicks.

Others attending were: none.

Mayor Nelson called the meeting to order at 4:04 p.m.

The purpose of this special meeting was to discuss bio solids, the 2020 pool season, and to accept the resignation of Miles Brannan and post the Public Works Worker position.

2020 Pool Season –

Motion by Sexton, seconded by Bartlett to make a decision on the 2020 pool season no later than the June 22, 2020 regular city council meeting and to have pool employees work on park maintenance until decision is made. Pool employees will start on park maintenance on June 1, 2020 and be paid their normal pool wage rate of pay. Aye: Nelson, Sexton, Bartlett. Absent: Dempsey, Abstained: Langeslag. Motion carried.

Bio solids –

Supervisor Wicks presented a memo. Motion by Langeslag, seconded by Bartlett to authorize James Wicks and Andy Welti to proceed with the most economical and timely solution for bio solids application with an approximate cost of \$20,000. All members voted aye for approval. Motion carried.

Resignation and posting of Public Works Worker position –

Motion by Nelson, seconded by Bartlett to accept the resignation of Miles Brannan effective June 2, 2020 and to post the full time Public Works Worker position at the rate of pay of \$20.41 per hour with the understanding a 30, 90, and 150-day review be completed of the new hire and the Public Works Department is reviewed as a whole. Aye: Nelson, Langeslag, Bartlett. Nay: Sexton. Motion carried.

Motion by Langeslag, seconded by Bartlett to adjourn the special council meeting at 5:28 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
June 22, 2020
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, and James Wicks.

Others attending were Dan Simon.

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

Pledge of Allegiance.

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

Agenda – Move Item A, New Business, Medford Firemans Relief Association Lease for Lawful Gambling Activity to after agenda approval. Add Item D, Hiring of Public Works Worker to consent agenda. Add Item E, Veterans Committee Report to Council Committees/Reports.

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

Medford Firemans Relief Association Lease for Lawful Gambling Activity – Administrator Welti presented a memo. Welti stated the Medford Fire Relief Association had requested the City of Medford permit electronic pull tabs at the Medford Municipal Liquor Store. Welti stated the Relief Association had agreed to increase the box rent to 7.5% for the remainder of 2020 and 10% beginning in 2021.

Gambling manager, Dan Simon answered Council questions concerning box rent and electronic pull tabs.

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

Approval of the May 18, 2020 regular meeting minutes, the May 20, 2020 special meeting minutes, and the May 26, 2020 special meeting minutes.

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

Approval of the May check register numbers E3822-E3842, 15728-15753, and 48854-48888.

Approval of the hiring of Bryce Grinnell at a rate of \$21.21 per hour for the full-time Public Works Worker position.

Council member Sexton requested the approval of the hiring of the Public Works Worker be removed from the consent agenda and added to New Business.

Motion by Langeslag, seconded by Dempsey to approve items A-C of the consent agenda. All members voted aye for approval. Motion carried.

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – Mayor Nelson recommended City Council approve the appointment of Tom Harris to fill the vacancy on the Planning & Zoning Board.

Motion by Sexton, seconded by Dempsey to approve the appointment of Tom Harris to the Planning & Zoning Board. All members voted aye for approval. Motion carried.

EDA Board – Administrator Welti presented a memo. Welti stated the EDA Board recommended Council approve the Medford EDA Local Emergency Loan Program in response to COVID-19.

Motion by Bartlett, seconded by Sexton to approve the Medford EDA Local Emergency Loan Program. All members voted aye for approval. Motion carried.

Park Board – Mayor Nelson recommended Council approve the appointment of Bianca Ward to fill the vacancy on the Park Board.

Motion by Sexton, seconded by Dempsey to approve the appointment of Bianca Ward to the Park Board. All members voted aye for approval. Motion carried.

Veteran's Committee – City Clerk Jackson presented the minutes from the June 17, 2020 Veteran's Committee Meeting. The Veteran's committee discussed purchasing tables for the Veterans Memorial at the cost of \$670.00 each. The Veteran's Committee also voted to appoint Phil Heim to fill the vacancy on the Veteran's Committee.

Motion by Langeslag, seconded by Dempsey to approve the Veteran's Committee purchase of two tables at the cost of \$670.00 each. All members voted aye for approval. Motion carried.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated significant time had been spent working on COVID-19 planning. Interviews were conducted for additional lifeguard applicants for the 2020 pool season, and the MAOSC's annual meeting is being held virtually, tentatively scheduled for July 8, 2020.

City Clerk –

Resolution 2020-16 Designation Election Judges for the 2020 Primary and General Elections – motion by Bartlett, seconded by Sexton to approve Resolution 2020-16. All members voted aye for approval. Motion carried.

Medford Fire Relief Temporary Liquor License – City Clerk Jackson stated the Medford Fire Relief had requested the temporary liquor license for the annual street dance. The event will only be held if the 250 person gathering restriction is lifted by the State of Minnesota.

Motion by Langeslag, seconded by Dempsey to approve the Medford Fire Relief Association temporary liquor license. All members voted aye for approval. Motion carried.

Public Works – Supervisor Wicks presented a memo. Wicks stated Public Works had been busy with bio solids testing and searching for a spring disposal site, RAS pump installation, air blower recalibration, lead and copper testing, muni reopening prep, pool opening prep, and painting at the park and pool.

Fire Department – none.

Unfinished Business –

2020 Pool Season – Administrator Welti presented a memo. Welti stated two sessions of swimming lessons would be offered. The maximum capacity of the pool would be 40 people. No season passes will be sold, only daily admittance at \$3 per person for the afternoon session of open swim and \$2 per person for the evening session of open swim. Welti stated swimming lesson registration would be Tuesday, June 30, 2020 from 4:00-5:30 at the pool

Council consensus was to offer water aerobics for the 2020 pool season. Council consensus was also to possibly have the pool open one week later than the original closing date of Friday, August 14, 2020 if there is enough people still attending every day.

Motion by Dempsey, seconded by Bartlett to proceed with the 2020 pool season with an opening date of June 29, 2020. Nelson aye, Sexton aye, Dempsey aye, Bartlett aye, Langeslag abstained. Motion carried.

Motion by Bartlett, seconded by Dempsey to hire the 2020 pool season staff and authorize Administrator Welti to hire additional staff if necessary. Nelson aye, Sexton aye, Bartlett aye, Dempsey aye, Langeslag abstained. Motion carried.

Water Shut-Offs – Administrator Welti presented a memo. Council had decided at the March and May meetings to not shut off water through June 24, 2020 due to COVID as washing hands and good hygiene are essential to keeping people healthy.

Motion by Dempsey, seconded by Langeslag to return to the normal City policy of water disconnection for delinquent bills in July. All members voted aye for approval. Motion carried.

New Business –

Medford Firemans Relief Association Lease for Lawful Gambling Activity – Motion by Dempsey, seconded by Sexton to approve the Medford Firemans Relief Association Lease. All members voted aye for approval. Motion carried.

Water and Wastewater Operator Contract Renewal – Administrator Welti presented a memo. Welti stated the City's current contract is a one-year contract and Andrew Fischer has requested that the rate be increased to \$1225 per month. Welti recommended Council enter into a new one-year contract with Andrew Fischer to be the City's water and wastewater contract operator.

Motion by Sexton, seconded by Langeslag to approve the contract renewal with Andrew Fischer at the rate of \$1225 per month. All members voted aye for approval. Motion carried.

COVID-19 Preparedness Plans – Administrator Welti presented the COVID-19 preparedness plans for Council approval. Motion by Sexton, seconded by Bartlett to approve the COVID-19 preparedness plans as presented. All members voted aye for approval. Motion carried.

Solicitor, Peddler and Transient Merchant – Administrator Welti presented a memo. Welti stated the City issues a handful of solicitors, peddlers, and transient merchant permits each year. Welti stated one applicant is requesting to drive through the streets of Medford selling shaved ice. Welti asked if Council wants to issue solicitor, peddler and transient merchant permits while the State of Minnesota has a Stay Safe Plan in place in response to COVID.

Council consensus was to allow the issuance of solicitor, peddler, and transient merchant permits.

Medford Diamond Association Request to use Straight River Park ballfield – Administrator Welti presented a memo. Welti stated the Straight River Park bathrooms were only being opened on the weekends the park pavilions were rented. Welti stated if Council authorized park bathrooms to be opened, Public Works would sanitize the bathrooms in the mornings during rounds.

Council consensus was to allow the Medford Diamond Association to use the Straight River Park ballfield and for the park bathrooms to be opened.

Hiring of the Public Works Worker – Motion by Langeslag, seconded by Bartlett to hire Bryce Grinnell for the Public Works Worker position at the rate of \$21.21 per hour beginning July 6, 2020. Nelson aye, Langeslag aye, Bartlett aye, Dempsey aye, Sexton nay. Motion carried.

Mayor Nelson acknowledged the petition the City received from the residents and business owners on Main Street regarding the 2021 Main Street reconstruction project.

Motion by Langeslag, seconded by Dempsey to adjourn the Regular City Council meeting at 8:24 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, July 27, 2020, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
July 27, 2020
5:30 p.m.
City Hall

Members present were Nelson, Bartlett, Langeslag, Sexton, and Dempsey.

Members absent were: none.

City staff and consultants in attendance were Andy Welti and Elizabeth Jackson.

Others in attendance were: none.

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

2021 Preliminary Budget and Levy.

Administrator Welti presented a memo explaining the significant changes made from the 2020 budget. All changes over \$300.00 will be highlighted.

The 2021 Levy is proposed at \$673,978.00

2021 Proposed Preliminary Levy

General Fund	\$603,100.00
Fire Relief	\$20,000.00
2014 Central Ave	\$19,250.00
2015 Scenic Heights	\$1,200.00
2018 Street Project	\$17,143.00
EDA	<u>\$13,285.00</u>
Total	\$673,978.00

Total levy increase is 2.4% over 2020.

No action was taken on the preliminary budget and levy. Final approval of the Preliminary Budget and Levy will be at the August 24, 2020 regular City Council meeting.

Water/Sewer Rates:

Administrator Welti proposed a \$.05 increase per thousand gallons for water usage rate and \$.10 increase per thousand gallons for sewer usage, and a \$1.00 increase in the flat water fee and a \$1.00 increase in the flat sewer fee.

The water usage rate would be \$4.40 per thousand gallons. The sewer usage rate would be \$6.40 per thousand gallons. The water flat fee would be \$13.00. The sewer flat fee would be \$12.00.

The increased usage rates will help cover inflation in operating costs. The increased sewer and water flat fees will build reserve funds that will be needed to pay for future wastewater and water plant upgrades or connection.

Ordinance 2020-02 Amending Section 2.65 of the Master Fee Schedule – Ordinance reflects the \$.05 increase for water usage and the \$.10 increase for sewer usage per thousand gallons, and the \$1.00 increase in the flat water fee, and the \$1.00 increase in the flat sewer fee.

Motion by Sexton, seconded by Bartlett to approve Ordinance 2020-02. All members voted aye for approval. Motion carried.

Resolution 2020-17 Publication by Title & Summary the Ordinance Amending the Master Fee Schedule – Motion by Sexton, seconded by Bartlett to approve Resolution 2020-17. All members voted aye for approval. Motion carried.

Greenspace Inquiry – Administrator Welti presented a memo. Welti stated a property owner whose parcel abuts the Jones open space asked whether the City would be interested in selling the open space (parcel 16-017-).

Council consensus was to continue to investigate possible options for the greenspace.

Motion by Dempsey, seconded by Langeslag to adjourn the special city council meeting at 6:45 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
July 27, 2020
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrick, James Wicks (by phone).

Others in attendance were John Anhorn (by phone) and Amanda Mueller (by phone).

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – John Anhorn (by phone) stated he was frustrated and felt that the residents were not being heard in regards to the 2021 Main Street Project.

Amanda Mueller (by phone) stated the audio quality was very poor. Mueller also asked when the street would be repaired by Anhorn's Service Station. Mueller also expressed concern about the trucks being

too wide, possibly overweight and driving in residential lawns while working on the Todd Nelson development.

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

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

Approval of the June 22, 2020 regular city council meeting minutes.

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

Approval of the June check register numbers E3843-E3875, 15754-15783, and 48890-48981.

Approval of hiring Luke Larkoski for the position of Lifeguard/WSI at a rate of \$11.00 per hour.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – Administrator Welti presented the minutes from the July 20, 2020 meeting.

EDA Board – did not meet.

Park Board – nothing to report.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated the MAOSC's annual meeting was held virtually.

Administrator Welti stated the Medford Pool had been at or near capacity on warm days.

Administrator Welti stated he had begun seeking quotes for the interior work at the Medford Municipal Liquor Store.

City Clerk – none.

Public Works – Supervisor Wicks presented a memo (by phone). Wicks stated public works had been busy with man hole clean outs, lift station maintenance, gate valve box replacements and adjustments, plumbing leaks in the water plant and the pool, cold patching, storm sewer jetting, and park bench and picnic table assembly.

Fire Department – none.

CARES ACT Funds – Administrator Welti presented a memo. Welti stated with Council approval, the necessary paperwork would be filed to obtain the funds. The City of Medford would receive \$96,737.00. The funds must be spent by November 15, 2020; any unspent funds must then be sent to the County which will then return unspent funds to the State.

Motion by Langeslag, seconded by Dempsey to authorize Administrator Welti to apply for the CARES ACT funds. All members voted aye for approval. Motion carried.

2020 Street Patching – Administrator Welti presented a memo. Welti stated 10 patch areas were identified for the 2020 street patching project. Welti stated the City of Medford requested quotes from 4 area contractors. Only one quote was received.

Administrator Welti and Supervisor Wicks recommended Council approve the bid from M&W Blacktopping for \$47.61 per yard or for an approximate total project cost of \$9,379.00. M&W Blacktopping may also replace a concrete pad for \$1,000 that had to be removed for a water main repair.

Motion by Dempsey, seconded by Sexton to award M&W Blacktopping the 2020 Street Patching Project for approximately \$9,379.00. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Bartlett to spend up to \$1,000 on concrete repair from any contractor. All members voted aye for approval. Motion carried.

Public Works Supervisor Job Description – Administrator Welti presented a memo. Welti stated modifications had been made to the third bullet of responsibilities of the Public Works Supervisor job description. The wording was modified to reflect the comprehensive responsibilities of the Public Works Supervisor.

Motion by Nelson, seconded by Sexton to update the Public Works Supervisor Job Description as outlined in bullet 3. All members voted aye for approval. Motion carried.

Water Shut-Off – Administrator Welti presented a memo. Welti stated the League of MN Cities had recently set out an information memo recommending Cities do not shut off water while the Governor's executive order is in place.

Motion by Bartlett, seconded by Langeslag to not shut off water until further direction is obtained. Nelson voted aye, Sexton voted aye, Langeslag voted aye, Bartlett voted aye, Dempsey voted nay. Motion carried.

Jetting – Administrator Welti presented a memo. Welti stated the street patching bid came in lower than expected and that approximately \$18,000 of the Street Repairs line of the budget remains to be spent.

Welti stated he contacted five jetting companies and obtained four bids. Administrator Welti and Supervisor Wicks recommended the City of Medford contract with Empire Pipe Services to jet approximately 29,000 lineal feet of sewer line for \$18,000.

Welti stated the public works crew will be using the City's jetting truck to jet storm water lines for the remainder of the 2020 summer and fall.

Motion by Dempsey, seconded by Sexton to contract with Empire Pipe Services to jet approximately 29,000 lineal feet of sewer line for approximately \$18,000 and the City's Public Works focus on jetting the other half of the sanitary sewer and collect data to make further decisions on manpower and the City's jetter truck. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to have a Council work session to discuss the 2021 Main Street Project on August 17, 2020 and invite all candidates that file to run in the 2020 election. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, August 24, 2020, 7:00 p.m.

Motion by Dempsey, seconded by Bartlett to adjourn the regular city council meeting at 8:58 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting

August 17, 2020

4:30 p.m.

Fire Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, Joe Duncan, and Greg Ilkka.

Others attending were Danny Thomas, Nick Sorensen, Amanda Mueller, and Chad Merritt.

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

The purpose of the special council meeting is to discuss the 2021 Main Street Project and include the 2020 City of Medford City Council and Mayor candidates in the discussion.

Administrator Welti presented a memo outlining the 4 options:

- 1) Move forward with the Main Street Reconstruction Project as presented in the 2021 Street and Utility Improvements Preliminary Report.
- 2) Authorize Joe to create an alternative plan for Council to consider that leaves the existing curb and gutter in place, includes replacement of water main, and incorporates a reclamation type of pavement replacement.
- 3) Authorize Joe to create an alternative plan for Council to review that includes only a mill and overlay.
- 4) Do not move forward with any Main Street Reconstruction Project.

Council members discussed the proposed project with Duncan and Ilkka. Candidates were also invited to share comments and ask questions.

Motion by Langeslag, seconded by Bartlett to proceed with option 2 and include an 8 foot multi use path on the west side of main street and to remove the cost of the center turn lane. All members voted aye for approval. Motion carried.

Council consensus was to have the Utilities Committee to work with Engineer Duncan on the fine points of the 2021 Main Street Reconstruction Project.

Motion by Langeslag, seconded by Dempsey to adjourn the special council meeting at 6:00 p.m. All members voted aye. Motion carried.

Approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
August 24, 2020
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City Staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrick, and James Wicks.

Others attending were: none.

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

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

Approval of the July 27, 2020 special council and regular council meeting minutes and the August 17, 2020 special council meeting minutes.

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

Approval of the July check register numbers E3876-E3821, 15784-15827. And 48982-49055.

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

Mayor's Report – Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

EDA Board – Administrator Welti presented the minutes from the August 12, 2020 EDA meeting.

Medford Small Business Relief Fund Grant and Application – Administrator Welti presented a memo. Administrator Welti explained a tentative timeline for Medford Small Business Relief Fund Grant and

Application. Motion by Dempsey, seconded by Bartlett to approve the Medford Small Business Relief Fund Guidelines and Application. All members voted aye for approval. Motion carried.

Motion by Dempsey, seconded by Bartlett to approve hiring of extra CEDA staff for up to 3 days of extra time to help review the Medford Small Business Relief Fund Grant Applications. All members voted aye for approval. Motion carried.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Administrator Welti stated the Medford Pool would close on August 21, 2020. Welti stated the pool was near capacity on warm days and very few people were turned away.

Administrator Welti participated in a Coronavirus Relief Fund meeting with Steele County administration and administration from Owatonna, Blooming Prairie, and Ellendale.

Administrator Welti stated he had received the majority of the quotes requested for the interior work at the Medford Municipal Liquor Store. Welti stated he expected to have the quotes for the exterior work by mid- September.

Administrator Welti stated the Planning & Zoning Board will hold a public hearing on September 2, 2020 to consider a request for a conditional use permit to temporarily locate a church in a space at Ultra Outlets.

City Clerk – none.

Public Works – Supervisor Wicks presented a memo. Supervisor Wicks stated the Public Works staff had been busy with new bio solids site preparation, jetting the sewer line by the school, tree trimming, cold patching, new bench installation at Central Park, Straight River Park, and Frank Woodfill Refuge.

New Business –

Resolution 2020-18 Supporting Passage of a Bonding Bill – Motion by Sexton, seconded by Langeslag to approve Resolution 2020-18. All members voted aye for approval. Motion carried.

Approval of 2021 Preliminary Budget – Administrator Welti presented a memo. Welti gave a brief overview of the 2021 Preliminary Budget.

Motion by Sexton, seconded by Dempsey to approve the 2021 Preliminary Budget. All members voted aye for approval. Motion carried.

Resolution 2021-19, Resolution Adopting 2021 Preliminary Tax Levy of \$673,978.00, a 2.4% increase – motion by Bartlett, seconded by Sexton to approve Resolution 2021-19. All members voted aye for approval. Motion carried.

Truth in Taxation Meeting – Motion by Sexton, seconded by Dempsey to set the Truth in Taxation Meeting for Monday, December 28, 2020 at 7:00 p.m. before the Regular Council Meeting. All members voted aye for approval. Motion carried.

Special City Council Meeting – Wednesday, September 2, 2020, 7:00 p.m.

Regular City Council Meeting – Monday, September 28, 2020, 7:00 p.m.

Motion by Langeslag, seconded by Bartlett to adjourn the regular council meeting at 7:55 p.m., All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____

Mayor.

Special City Council Meeting

September 2, 2020

7:00 p.m.

City Hall

Members present were: Nelson, Sexton, Langeslag, and Bartlett.

Members absent were: Dempsey.

City staff and consultants in attendance were: Andy Welti.

Others attending were Rich Quiring, Simone Hellevik, and Lisa Full.

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

Motion by Langeslag, seconded by Bartlett to approve an Interim Use Permit for a church to be located at Ultra Outlets of MN LLC for a period of up to 4 years, 6750 W Frontage Rd, Medford, MN. All members voted aye for approval. Motion carried.

Administrator Welti informed Council that Planning & Zoning discussed whether to allow patios to be placed in the front yard. Consensus of Planning & Zoning was to hold a public hearing on an ordinance amendment to allow patios with elevation and setback requirements.

Motion by Langeslag, seconded by Sexton to approve an EDA loan of \$9,656.00 for Lisa Full, owner of Full Service Station for the replacement of the roof at 101 N Main St, Medford, MN. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Bartlett to approve a Medford Business Façade Improvement Program grant of up to \$2,500.00 for Lisa Full, Full Service Station for brick work at 101 N Main St, Medford, MN. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to adjourn the special council meeting at 7:16 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, 2020
6:00 p.m.
City Hall

Members present were Nelson, Sexton, Langeslag, Bartlett, and Dempsey.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, and Joe Duncan.

Others attending were: none.

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

The purpose of tonight's special council meeting/workshop was to discuss the revised preliminary engineering/feasibility report for the Main Street Reconstruction Project 2021.

City Engineer, Joe Duncan presented the revised 2021 Main Street Reconstruction preliminary engineering/feasibility report.

Engineer Duncan presented the revised cost and scope of the 2021 Main Street Project being a reclamation instead of a full reconstruction.

Council was given time to ask any questions of Engineer Duncan.

Motion by Sexton, seconded by Bartlett to ask Steele County for an official position on the project including a center turn lane. All members voted aye for approval. Motion carried.

Motion by Bartlett, seconded by Sexton to hold the Preliminary Engineering Report meeting with the public on October 21, 2020 at 5: 30 pm. Nelson voted aye, Bartlett voted aye, Sexton voted aye, Langeslag voted nay, Dempsey voted nay. Motion carried.

Mayor Nelson adjourned the special council meeting at 7:12 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
September 28, 2020
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Dempsey.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, and James Wicks.

Others attending were Cathi Gasner (by phone).

Mayor Nelson called the meeting to order at 7:15 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public/Organizations – Cathi Gasner stated (by phone) that all voting by Council needed to be done by roll call vote. Administrator Welti will check with the City's attorney.

Cathi Gasner also stated (by phone) that the new Preliminary Engineering Report for the special meeting had not been made available online and therefore the special meeting should not have proceeded. Administrator Welti will check with the City's attorney.

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

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

Approval of the August 24, 2020 regular meeting minutes and the September 2, 2020 special meeting minutes.

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

Approval of the August check register numbers E3902-E3924, 15828-15878, and 49058-49130.

Approval of Resolution 2020-20 Accepting Donation from Dave and Lois Nelson in the amount of \$25.00 in memory of Pam Kay for the Medford Park Endowment Fund.

Approval of Resolution 2020-21 Accepting Donation from Dave and Lois Nelson in the amount of \$25.00 in memory of Pat Merritt for the Medford Park Endowment Fund.

Approval of Resolution 2020-22 Accepting Donation from Marjorie Charlton in the amount of \$10.00 in memory of Pat Merritt for the Medford Park Endowment Fund.

Approval of Resolution 2020-23 Accepting Donation from Ernie and Dyann Reinhard in the amount of \$20.00 in memory of Pat Merritt for the Medford Park Endowment Fund.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – Administrator Welti presented the minutes from the September 2, 2020 meeting.

Ordinance 2020-03, an Ordinance Amending Medford City Code Section 4.25, An Ordinance Regulating Patios – Motion by Sexton, seconded by Langeslag to approve Ordinance 2020-03. Sexton aye, Bartlett aye, Langeslag aye, Dempsey aye, Nelson aye. Motion carried.

EDA Board – Special Meeting Minutes from September 2, 2020 were included in the Council Packet.

Park Board – Council member Sexton presented minutes from the Regular Park Board meeting on September 14, 2020.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated he had participated in the Coronavirus Relief Fund – CARES Act virtual meetings.

Welti stated he and Mayor Nelson had met with Superintendent Ristau regarding the future of the CAST publication.

Welti stated Council member Dempsey and Sexton and Administrator Welti had met with the Steele County Transportation Committee to discuss the potential turn lane on Main Street.

City Clerk – Clerk Jackson stated Council should be prepared for a higher than usual Certification list at year end due to COVID-19 and the inability to disconnect water services due to non-payment.

Public Works – Supervisor Wicks presented a memo. Wicks stated Public Works had been busy with bio solids testing and training, jetter truck repair, communication with Mueller Systems regarding radio repair/replacement issues, pool year end shut down, bleacher repair at Straight River Park, and identifying EAB damaged trees that need removal in Radal Park and Straight River Park.

Fire Department – none.

New Business –

CAST and statutory publishing requirements – Administrator Welti presented a memo. Welti stated Superintendent Ristau updated the City on September 23, 2020 stating the School Board had decided the CAST would go to online only.

Council Consensus was to have further discussion with the Medford School District regarding the CAST.

CRF/CARES Expenditures – Administrator Welti presented a memo. Welti stated the City of Medford received \$96,737 of CARES ACT funds. The funds must be spent by November 15, 2020; any unspent funds must be sent to the County which will then return unspent funds to the State.

Administrator Welti presented a memo from Fire Chief Hager requesting additional Personal Protective Equipment that would qualify to be paid for with the City's CRF/CARES ACT funds.

Motion by Dempsey, seconded by Bartlett to authorize the Medford Fire Department to purchase up to \$30,000 worth of Personal Protective Equipment. Sexton aye, Bartlett aye, Langeslag aye, Dempsey aye, Nelson aye. Motion carried.

Motion by Nelson, seconded by Sexton to authorize up to \$8,000 for a trailer for the Medford Fire Department for use as a decontamination system if CRF/CARES ACT money remains available. Sexton, aye, Bartlett aye, Langeslag aye, Dempsey aye, Nelson aye. Motion carried.

Regular City Council Meeting – Monday, October 26, 2020, 7:00 p.m.

Truth in Taxation Meeting – Monday, December 28, 2020, 7:00 p.m.

Motion by Langeslag, seconded by Dempsey to adjourn the Regular City Council Meeting at 8:27 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
October 21, 2020
5:30 p.m.
City Hall

Members present were Nelson, Sexton, Bartlett, Langeslag, and Dempsey.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, Joe Duncan, and Mark Rahrick.

Others attending were Greg Ilkka. Others attending by phone were Amanda Mueller, Mark Heaser, Danny Thomas, Bill Cronin, Ross Olson, Lisa Full. John Anhorn, Cathi Gasner, and Chad Merritt.

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

The purpose of the special meeting/workshop is to discuss the revised Preliminary Engineering Report for the Main Street 2021 Project.

City Engineer, Joe Duncan presented the revised Preliminary Engineering Report for the Main Street 2021 Project.

Public comments from residents included the following topics:

- Expense of the project
- Financial impacts of COVID-19 on the City and the residents of Medford.
- Center turn lane
- Not affordable for Main Street residents
- Not the right time for the project
- Project needs to be done, no perfect time
- Potential water, wastewater, municipal building projects that would also raise taxes
- Wait to make a decision until after the General Election
- 8 foot multi use path vs. 6-foot sidewalk
- Residents would prefer to attend meetings in person.

Council members discussed the proposed project with Duncan and Ilkka. Council consensus was to wait until after the election to vote on Resolution 2021-06, Ordering Improvement and Preparation of Plans.

Public Works Supervisor, James Wicks informed Council a switch was needed for the well and the Medford Outlet Center.

Motion by Dempsey, seconded by Bartlett to invoice Steele County for their portion of expenses incurred to date with the 2021 Main Street Project at a cost of approximately \$100,000. Sexton aye, Bartlett aye, Langeslag aye, Dempsey aye, Nelson aye. Motion carried.

Motion by Bartlett, seconded by Dempsey to adjourn the Special Council meeting at 7:51 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.
Special Council Meeting
October 26, 2020
6:30 p.m.
City Hall

Members present were Nelson, Sexton, Langeslag, Bartlett, and Dempsey.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, and Craig O'Hearn.

Others attending were: none.

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

The purpose of the special council meeting/workshop is to discuss possible Medford Municipal Liquor Store Improvements.

Administrator Welti presented a memo detailing the exterior and interior improvements and the quotes that had been received by the City for the work.

Welti stated COVID-19 impacts on the liquor store sales have produced a current operating loss of approximately \$40,000.

Welti stated the City of Medford could request a contribution from the Medford Fire Relief Association for improvements at the Municipal Liquor Store.

Council members discussed the potential improvements.

No action was taken at this meeting.

Meeting was adjourned at 6:59 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
October 26, 2020
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Langeslag, Dempsey, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, and Mark Rahrick.

Others attending the meeting were: none.

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

Pledge of Allegiance.

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

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

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

Approval of the September 28, 2020 special and regular council meeting minutes.

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

Approval of the September check register numbers E3925-E3946, 15879-15916, and 49131-49195.

Resolution 2020-25 Accepting Donation from Dave and Lois Nelson in the amount of \$25.00 in memory of Butch Schultz for the Medford Veteran's Committee.

Resolution 2020-26 Accepting a \$100.00 Donation from Carissa, Mike, Rachel, and Evan Novak; Kevin & Janis Bork; Nikole & Paul Schmidt; Danielle & Nathan Ross; Debbie & Mike Sieczka; Kristen Hooper; Emmanuel Smith; and a \$22.00 Donation from Don & Delores James in memory of Loyal Merritt for the Medford Park Endowment Fund.

Resolution 2020-27 Accepting a \$25.00 Donation from Marie Sexton; a \$100.00 Donation from Karen & Greg Sanborn; a \$20.00 Donation from Barb & Darwin Kasper; a \$10.00 Donation from Vernon & Diane Wheeler; a \$10.00 Donation from Donna & Mark Ihlenfeld; a \$30.00 Donation from Gerald Ballstadt; a \$20.00 Donation from Milo & Vivian Quast; and a \$25.00 Donation from Mark Walbran in memory of Loyal Merritt for the Medford Park Endowment Fund.

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

Mayor's Report – Mayor Nelson presented her memo. Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

EDA Board – Administrator Welti presented a memo. Welti stated the City of Medford and Medford EDA received 7 Medford Small Business Relief Fund applications funded with CRF/CARES. The work group reviewed the applications and the Medford EDA recommended the following applicants be awarded:

Vicky Deering & Barry Benjamin, Happy Tails Pet Store, LLC, \$5,000

Jerri Wencl, Magic Shears Salon, \$1,487

Tammy Pumper, Magic Shears Salon, \$257

Steve Rieser, Complete Fire Sprinkler Services, \$5,000

John Anhorn, Anhorn's Gas & Tire, \$5,000

Lisa Full, Full Service Station, \$5,000

Darla & Heather Terpstra, Bella Vita Salon LLC, \$5,000

Total Awards: \$26,744

Motion by Sexton, seconded by Langeslag to approve the recommended Medford Small Business Relief Fund Applications. All members voted aye for approval. Motion carried.

Resolution 2020-24, Resolution Authorizing Award of Coronavirus Relief Funds by City of Medford and Medford Economic Development Authority for Business Relief Fund. Motion by Langeslag, seconded by Bartlett to approve Resolution 2020-24. All members voted aye for approval. Motion carried.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated he attended the MAOSC fall meeting October 22-23.

Water meter radio repair began during the week of October 5. The City received another zoning permit application for construction of a new home in the Jones addition. Staff is working to obtain meter readings from every water meter account so that by the end of October all meters are current (up to the past couple of months).

City Clerk – none.

Public Works – Supervisor Wicks presented a memo. Wicks stated Public Works had been busy with water meter radio repairs, flushing hydrants, winterizing the pool and park bathrooms, decanting, and a salt/sand event.

Fire Department – none.

CRF/CARES Expenditures – Administrator Welti presented a memo.

Motion by Sexton, seconded by Bartlett to approve the Coronavirus expenses incurred to date and minor expenses to be invoiced, installation of an ionization system on the HVAC system at the Municipal Liquor Store, any remaining funds be transferred to the Medford School District to offset a portion/all of the \$13,158 IPad request; any remaining funds after all expenses have been paid be sent to Steele County. All members voted aye for approval. Motion carried.

Liquor Store Improvements – Motion by Sexton, seconded by Dempsey to install flooring up to \$6,500 contingent upon the Medford Fire Relief Association granting the contribution request of \$7,000 (\$6000 for the improvements, \$1000 for the Medford Pool). All members voted aye for approval. Motion carried.

2020 Medford Pool season report – City Clerk Jackson presented the end of the year pool memo. Jackson stated the Medford Pool 2020 revenues were \$13,497.60 and the expenditures were \$27,387.79.

Medford Fire Relief Association contribution request – Administrator Welti presented a memo. Welti stated in past years the City of Medford requested charitable gambling funds from the Medford Fire Relief Association to cover operation expenses at the Medford Pool and for improvements at the Municipal Liquor Store.

Administrator Welti recommended Council consider requesting \$7,000 to cover improvements at the Medford Municipal Liquor Store (\$6,000) and to offset operation and maintenance expenses at the Medford Pool (\$1,000).

Motion by Sexton, seconded by Dempsey to approve recommendation of requesting \$7,000 from the Medford Fire Relief Association. All members voted aye for approval. Motion carried.

Special Council Meeting – Friday, November 13, 2020, 3:30 p.m.

Special Council Meeting – Tuesday, November 17, 2020. 4:30 p.m.

Regular City Council Meeting, Monday, November 23, 2020, 7:00 p.m.

Motion by Dempsey, seconded by Langeslag to adjourn the Regular City Council Meeting at 7:56 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting

November 13, 2020

3:30 p.m.

City Hall

Members present were Nelson, Sexton, and Bartlett.

Members absent were Dempsey and Langeslag.

City staff in attendance were Andy Welti.

Mayor Nelson called the meeting to order at 3:30 p.m.

Canvassing of November 3, 2020 Election Results – Administrator Welti presented the resolution certifying the 2020 election results. The General Election had 718 persons voting, including 168 absentee votes.

Council Members – Four Year Term votes cast: Nick Sorensen – 185 votes
Chad Merritt – 274 votes
Matt Dempsey – 241 votes
Corey Samora – 129 votes
Mandy Mueller – 304 votes
Write-in – 51 votes

Mayor – Four Year Term votes cast: Lois Nelson – 176 votes
Danny Thomas – 514 votes
Write-in – 2 votes

Motion by Sexton, seconded by Bartlett to approve Resolution 2020-28 canvassing the election results from the November 3, 2020 general election and declaring Chad Merritt and Mandy Mueller as council members-elect, and declaring Danny Thomas as mayor-elect. All voted aye for approval. Motion carried.

Council member Sexton asked Council for consideration of submission of a Steele County Recreation Assistance Program Request for a grant of \$5,000 for a trail to connect the Medford Pool with the SE corner of the volleyball courts.

Motion by Sexton, seconded by Bartlett to apply for the grant for a trail if MARC is part of funding sources. All members voted aye for approval. Motion carried.

Motion by Bartlett, seconded by Sexton to adjourn at 3:57 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting

November 17, 2020

4:30 p.m.

Fire Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, Mark Rahrick, Joe Duncan, and Greg Ihlkka.

Others attending were Danny Thomas, Mandy Mueller, and Chad Merritt.

Mayor Nelson called the meeting to order at 4:37 p.m.

The purpose of tonight's special council meeting/workshop was to discuss the revised preliminary engineering/feasibility report for the Main Street Reconstruction Project 2021.

Council was given time to ask questions of Engineer Duncan and County Engineer Ihlkka.

Motion by Langeslag, seconded by Dempsey to allow the 429 Process to expire and take up the Main Street Reconstruction Project 2021 with the Council members-elect and Mayor-elect in January 2021. Langeslag aye, Sexton aye, Dempsey aye, Bartlett aye, Nelson nay. Motion carried.

Motion by Langeslag, seconded by Dempsey to adjourn the special council meeting at 5:49 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting

November 23, 2020

5:00 p.m.

Fire Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, and Seth Peterson.

Others attending were Danny Thomas, Annie Granlund, and Mandy Mueller (phone),

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

The purpose of tonight's meeting was to discuss the I&I study, the onsite evaluation of the water treatment facility, and wastewater treatment regionalization and capacity.

Engineer Peterson presented the Infiltration and Inflow Desktop Study Memo. Engineer Peterson stated the study showed infiltration and inflow is minimal for the City's wastewater and sanitary sewer system as the system is relatively tight. No further I & I action is recommended at this time.

Engineer Peterson presented a memo on the Water Treatment Facility Onsite Evaluation. Engineer Peterson presented a summary of recommendations that included further inspection of the filter system, adjustments to the chemical feed system, maintenance of the water plant equipment and upgrades of the SCADA equipment and software.

Wastewater Regionalization Memo regarding Applied Technologies WWTF Capacity Report Review – Engineer Peterson presented a memo addressing the comments Applied Technologies provided after their review of the Wastewater Treatment Regionalization Report and Wastewater Treatment Options memo completed by Bolton & Menk.

Engineer Peterson stated the biosolids tank should stay sized for 365 days of storage capacity. Peterson stated the grit removal system would need to still be included as the MPCA would want a grit removal system. Peterson stated the separate valve vault would be part of the design if that is the chosen alternative. Engineer Peterson stated the lift stations cost could be closer to \$450,000. Engineer Peterson stated the IFAS system is not the best system for domestic wastewater and would require approval from the MPCA. Engineer Peterson stated using rare earth metal instead of ferric chloride for phosphorous removal is not currently approved by the MPCA.

Update from City of Faribault regarding wastewater capacity – Administrator Welti presented a memo. Welti stated the City of Faribault had confirmed they would have the capacity to accept Medford's wastewater flow for a significant period of time. Welti stated Faribault City Council was supportive of the potential connection and is open to continuing discussion.

Remaining City of Medford wastewater treatment capacity – Administrator Welti presented a memo. Welti stated the City's wastewater treatment capacity estimates had been updated by Engineer Peterson to reflect recent development within Medford.

The following is an estimate of the development that could occur before the City reaches its limit at the wastewater treatment plant:

Being built – 16-unit apartment – scheduled to be online in spring/summer 2021
Proposed Phase 1 Development on West side of Interstate
2021 new homes (approximately 8 homes)
2022 new home (approximately 8 homes)
New restaurant

No action was taken by Council.

Motion by Dempsey, seconded by Sexton to adjourn the special council meeting at 6: 44 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
November 23, 2020
7:00 p.m.
Fire Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrick, and James Wicks.

Others attending were Danny Thomas, Annie Granlund, Nick Sorensen, Rick Hager, and Mandy Mueller (phone).

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 public hearing for 4th Ave SW Street Vacation under City Administrator reports. Between item D and E add authorization of City Engineer Duncan to work with Council member Langeslag and Council-elect on the 2021 Main Street Reconstruction Project.

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

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

Approval of the October 21, 2020 special meeting minutes and the October 26, 2020 special and regular meeting minutes.

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

Approval of the October check register numbers E3947-E3968,15917-15957, and 49196-49282.

Resolution 2020-30 Accepting Donation from the Medford Fire Department in the amount of \$500.00 in memory of Butch Schlutz for the Medford Veteran's Committee.

Resolution 2020-31 Accepting Donation from Diane Schultz in the amount of \$550.00 in memory of Butch Schultz for the Medford Veteran's Committee.

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

Mayor's Report – Mayor Nelson presented her memo. Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

EDA Board – did not meet.

Park Board - Nick Sorensen gave a brief update. Sorensen stated the Park Board had received a quote from BMI for \$14,500.00 for a path from the Medford Pool to Straight River Park.

City Attorney - none.

City Engineer – none.

City Administrator – Administrator Welti stated the Medford Small Business Relief Funds were distributed to the awarded applicants. Welti stated the Medford Fire Relief Association indicated its approval of the City's contribution requests for the pool and liquor store improvements. Welti stated the City's Auditor scheduled the beginning of the City's audit process earlier than in recent past.

Motion by Dempsey, seconded by Langeslag to hold a public hearing to amend the 2004 Resolution vacating 4th Ave SW. All members voted aye for approval. Motion carried.

City Clerk – Clerk Jackson presented Resolution 2020-29 Designating the Polling Place for any election that may take place in calendar year 2021. Motion by Sexton, seconded by Bartlett to approve Resolution 2020-29. All members voted aye for approval. Motion carried.

Public Works – Supervisor Wicks presented a memo. Wicks stated public works had been busy with bio solid site prep, water leak repairs, radio replacements in water meters, and 2 salt/sand events.

Fire Department – Chief Hager presented a memo. Hager stated Fire Truck 9408 needs repairs totaling approximately \$15,500.00. These repairs will be covered by the Fire Department capital budget for 2020.

Rural Fire Contracts Year 2021- Chief Hager presented a memo. Hager stated the 2021 Medford Township Fire Contract is \$16,100.00. The 2021 Deerfield Township Fire Contract is \$8,500.00.

Motion by Sexton, seconded by Bartlett to approve the 2021 Medford Township and Deerfield Township Fire Contracts. All members voted aye for approval. Motion carried.

CRF/CARES Expenditures – Administrator Welti presented a memo. Welti stated all final expenses had been paid. There was \$1,032.02 remaining in unspent funds that was transferred to Steele County.

Motion by Sexton, seconded by Dempsey to approve the final CRF/CARES expenditures listing. All members voted aye for approval. Motion carried.

2020 Final Budget – Administrator Welti presented the newest changes to the 2021 budget. No official action will be taken until the December 28, 2020 meeting.

Business Façade Improvement Application – Full Service Station – Administrator Welti presented a memo. Welti stated Lisa Full had submitted the required documentation and invoices. Motion by Bartlett, seconded by Langeslag to approve the \$2,500.00 payment for Full Service Station to complete the grant request. All members voted aye for approval. Motion carried.

Municipal Liquor Store Flooring – Administrator Welti presented a memo. Welti stated the Medford Relief Association had approved the \$6,000 contribution request. Motion by Langeslag, seconded by Dempsey authorizing Ozman Flooring in the amount of \$5,979.96 to install the flooring at the Medford Municipal Liquor Store as soon as possible. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Bartlett authorizing City Engineer Duncan to work with Council member Langeslag and council-elect on the 2021 Main Street Reconstruction Project. All members voted aye for approval. Motion carried.

City Administrator's Performance Appraisal – Administrator Welti requested the meeting be closed to the public. Motion by Langeslag, seconded by Bartlett to close the meeting at 7:54 p.m. All members voted aye for approval. Motion carried.

Motion by Dempsey, seconded by Bartlett to come out of closed session at 9:30 p.m.

Mayor Nelson will present a brief summary of the performance appraisal at the December 28, 2020 Council meeting.

Motion by Langeslag, seconded by Sexton to adjourn the regular council meeting at 9:33 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, December 28, 2020, 7:00 p.m.

Truth in Taxation Meeting – Monday, December 28, 2020, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting

December 28, 2020

7:00 p.m.

Fire Hall

Members present were Nelson, Sexton, Langeslag, Dempsey, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, Rick Hager, and Ben Cass.

Others attending were Danny Thomas and Amanda Mueller.

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

Pledge of Allegiance.

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

Add to the agenda Item C – resignation of City Administrator, Item D – recognition of outgoing council members.

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

Truth in Taxation Hearing.

Administrator Welti presented the Final 2021 Levy.

General Fund	\$603,100
Fire Relief	\$20,000
2014 Central Ave	\$19,250
2015 Scenic Heights	\$1,200
2018 Street Project	\$17,143
EDA	<u>\$13,285</u>
 Total Levy	 \$673,978

Administrator Welti reviewed the 2021 budget and levy increase.

Motion by Langeslag, seconded by Bartlett to open the Truth in Taxation Hearing at 7:09 p.m.

Public Comments – none.

Motion by Sexton, seconded by Langeslag to close the Truth in Taxation Hearing at 7:12 p.m.

Motion by Sexton, seconded by Bartlett to approve Resolution 2020-33 adopting the 2021 Final Tax Levy. All members voted aye for approval. Motion carried.

Motion by Bartlett, seconded by Sexton to approve the 2021 City Budget including approval of wages for regular (non-seasonal) full time and part time employees with the exception of the public works

supervisor and three employees represented by the IUOE, be adjusted for a step increase of the City's Classification and Compensation System. Approval of wages for liquor store employees be adjusted for a $\frac{1}{2}$ step increase of the City's Classification and Compensation System as included in the 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.

Approval of the November 13, 2020 special council meeting minutes, the November 17, 2020 special council meeting minutes, and the November 23, 2020 special and regular council meeting minutes.

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

Approval of the November check register numbers E3969-E3994, 15958-15993, and 49284-49358.

Resolution 2020-34 Accepting donation from Dave and Lois Nelson in the amount of \$25.00 and a donation from Mark Walbran in the amount of \$25.00 in memory of Kaye Merritt for the Medford Park Endowment Fund.

Resolution 2020-35 Accepting donation from the Medford Fire Relief Association in the amount of \$20,000.00 for the Medford Fire Department Truck & Equipment Fund.

Resolution 2020-36 Accepting donation from the Medford Fire Relief Association in the amount of \$7,000.00 for the Medford Pool and Medford Municipal Liquor Store.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board –

Resolution 2020-32 – a Resolution Amending the Vacation of a Portion of Fourth Avenue SW – motion by Sexton, seconded by Langeslag to approve Resolution 2020-32. All members voted aye for approval. Motion carried.

EDA Board

2021 CEDA Contract – Motion by Nelson, seconded by Bartlett to approve the 2021 CEDA Contract. Nelson aye, Bartlett aye, Sexton nay, Dempsey nay, Langeslag nay. Motion fails

EDA authorized to make purchases within budget – Administrator Welti presented a memo. Welti stated the City Attorney agreed the EDA enabling resolution allows the EDA to make purchases within the EDA budget.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated the new flooring was installed in the Medford Municipal Liquor Store. Welti stated he provided orientation to council-elect and mayor elect in early December.

City Clerk –

Resolution 2020-37 Certifying unpaid utility bills to Steele County – motion by Sexton, seconded by Langeslag to approve Resolution 2020-37. All members voted aye for approval. Motion carried.

Public Works – Supervisor Wicks presented a memo updating Council on Public Works activities.

Fire Department – none.

Unfinished Business

Summary of Performance Appraisal – Mayor Nelson stated Administrator Welti had met and exceeded all the requirements of the City Administrator position.

New Business

City Hall HVAC – Administrator Welti presented a memo. Welti stated the installation of the new City Hall HVAC system included in the 2021 budget. Administrator Welti and Council member Langeslag recommended Deml install the new HVAC system as soon as possible for approximately \$5,480.00.

Motion by Langeslag, seconded by Bartlett to authorize Deml to install the new City Hall HVAC system for approximately \$5,480.00. All members voted aye for approval. Motion carried.

Microphone System – Administrator Welti presented a memo. Welti stated Owatonna Live would charge the City \$250 to provide livestream of each regular council meeting. If a workshop was scheduled prior to the regular meeting the cost to livestream would be \$350.

Welti stated he contacted IT and sound professionals to get quotes on providing sound systems for the council meetings. The estimates ranged from \$3,300 to \$8,900.

No action was taken by Council on the microphone system.

Resignation of City Administrator – Motion by Sexton, seconded by Bartlett to accept with regrets Administrator Welti's resignation as of January 4, 2021. All members voted aye for approval. Motion carried.

Mayor Nelson presented recognition plaques to Councilmembers Sexton and Dempsey and Administrator Welti.

Administrator Welti presented a recognition plaque to Mayor Nelson.

Motion by Langeslag, seconded by Dempsey to adjourn the regular council meeting at 8:17 p.m. All members voted aye for approval. Motion carried.

Organizational City Council Meeting – Tuesday, January 5, 2021, 5:00 p.m.

Regular City Council Meeting – Monday, January 25, 2021, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

