

Organizational Meeting

January 3, 2024

6:00 p.m.

City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson.

Others in attendance were Kathy Conway, Kay Fate, and Jason Winter.

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

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

Resolution 2024-01 Stating Annual Designations – motion by Mueller, seconded by Sorensen to approve Resolution 2024-01. All members voted aye for approval. Motion carried.

2024 Board Appointments – Motion by Helgeson, seconded by Mueller to approve the 2024 Board appointments. All members voted aye for approval. Motion carried.

Resolution 2024-02 A Resolution Anticipating the Resignation of Craig Helgeson and Declaring a Vacancy to the City Council – motion by Mueller, seconded by Merritt to approve Resolution 2024-02. All members voted aye for approval. Motion carried.

Resolution 2024-03 A Resolution Appointing Person to Fill the Vacant Council Position Formerly Held by Craig Helgeson – motion by Merritt, seconded by Mueller to approve Resolution 2024-03 and appoint Jason Winter to fill the vacant Council position. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Mueller to adjourn the Organization Meeting at 6:04 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
January 22, 2024
7:00 p.m.
City Hall

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

Members absent were Merritt.

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

Others in attendance were Judy Bauer, Dyann Reinhard, Kay Fate, Greg Sanborn, Simone Hellevik, and Marie Sexton.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – none.

Agenda – add rental inspection ordinance workshop under Mayor Reports. Motion by Mueller, seconded by Sorensen to approve the agenda as amended. All members voted aye for approval. Motion carried.

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

Approval of the December 18, 2023 regular council meeting minutes.

Approval of the December and January city and liquor store bills

Approval of the December check register numbers E5020-E5080, 17373-17431, and 51501-51651.

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

Planning & Zoning Board – Council member Winter gave a brief update of the January Zoning meeting.

EDA Board – Council member Mueller gave a brief update of the January EDA meeting.

Fire Department- Motion by Sorensen, seconded by Mueller to authorize the Fire Department to purchase new turnout gear from MacQueen Equipment not to exceed \$150,000. All members voted aye for approval. Motion carried.

City Attorney –

Animal Control Discussion – Attorney Rahrick gave an overview of the City's animal ordinances.

City Engineer – Engineer Theobald updated Council on the status of the water plant, liquor store, and wastewater connection projects.

Mayor –

Rental Inspection Ordinance – a workshop to discuss the rental ordinance will be held on January 29, 2024 at 6:00 p.m.

City Administrator

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

Resolution 2024-04 A Resolution Designating Election Judges for the 2024 Primary and General Elections – motion by Mueller, seconded by Winter to approve resolution 2024-04. All members voted aye for approval. Motion carried.

Sidewalk Snow Removal – motion by Thomas, seconded by Winter to have the public works removal snow from all city sidewalks. Thomas voted aye, Winter voted aye, Merritt voted aye, Sorensen voted aye, Mueller voted nay. Motion carried.

Snow Plowing Procedures – Administrator Jackson presented a memo. The public works staff will plow after a snow event with 2 inches of snow or more. Public works will begin snow removal at 4am.

Weekend Rounds/Public Works Phone Calls – Administrator Jackson presented a memo. Jackson outlined the procedures for contacting public works staff after hours and on weekends.

Part Time Public Works Worker for Snow Removal – Administrator Jackson presented a memo recommending Council hire Vern Owens as a part time public works worker for snow events at the rate of \$15.00 per hour. Motion by Mueller, seconded by Winter to hire Vern Owens. All members voted aye for approval. Motion carried.

Water Plant Concerns – Administrator Jackson presented a memo outlining the issues at the water plant and possible repairs.

Regular City Council Meeting – Monday, February 26, 2024, 7:00 p.m.

Motion by Mueller, seconded by Sorensen to adjourn at 8:01 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

January 29, 2024

6:00 p.m.

City Hall

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

Members absent were none.

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

Others in attendance were none.

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

The purpose of the meeting was to discuss a rental inspection ordinance. City Council discussed each section of the rental inspection ordinance that drafted by the City Attorney.

Attorney Rahrick will bring a revised rental inspection ordinance to the next City Council meeting.

Motion by Mueller, seconded by Winter to adjourn the special council meeting at 7:19 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting

February 26, 2024

7:00 p.m.

City Hall

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

Members absent were none.

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

Others attending were Marie Sexton, Vern Owens, Judy Bauer, Dyann Reinhard, Kay Fate and Scott Limberg.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – none.

Agenda – add animal control discussion after consent agenda.

Agenda – motion by Winter, seconded by Sorensen 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 January 3, 2024 and January 29, 2024 special council meeting minutes and the January 22, 2024 regular council meeting minutes.

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

Approval of the January check register numbers E5054-E5107, 17432-17461, and 51652-51709.

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

Animal Control Discussion – Mayor Thomas stated concerns from residents are cats that are being allowed to roam free around the City. Administrator Jackson will put a slide on the digital sign and a message on the utility bills stated animals must be keep on a leash or within the owner's yard.

Planning & Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department – Chief Helgeson gave an update on the Fire Department.

City Attorney –

Ordinance 2024-02 An Ordinance Amending Section 7.03 of the Medford Code Governing Registration and Regulation of Rental Units – motion by Thomas, seconded by Winter to approve Ordinance 2024-02. All members voted aye for approval. Motion carried.

Ordinance 2024-01 An Ordinance Creating Section 11.30 of the Medford City Code Regulating Use of Cannabis on Public Property – Council instructed Attorney Rahrick to make revisions and bring to next Council meeting.

City Engineer –

Municipal Liquor Store Bids for Floor – Motion by Merritt, seconded by Winter to approve the bid from Mohs Construction for \$24,906.00. All members voted aye for approval. Motion carried.

Connection Memo with Lazy U – City Council instructed Engineer Theobald to continue moving forward with the Lazy U being part of the wastewater connection to Owatonna.

Public Hearing on Facility Plan –

Engineer Theobald presented a memo to update Council on the Facility Plan.

Motion by Winter, seconded by Mueller to open the public hearing at 7:51 p.m. All members voted aye for approval. Motion carried.

Public Comments:

- i. Question from Marie Sexton:
 1. Will there be restrictions for Medford's expansion in the treatment agreement with Owatonna?
- ii. Answer from Brandon Theobald:
 1. Owatonna staff have recommended we pay for existing connections when the agreement is finalized. Then as growth leads to new connections in Medford, we would pay Owatonna's SAC charges accordingly. There are currently no restrictions on residential growth in the agreement. However, there will be limits on industrial growth, as there are waste strength limits, Medford will be subject to.
- iii. Question from Marie Sexton:
 1. Is the draft treatment agreement predicated?
- iv. Answer from Brandon Theobald:
 1. WHKS has mediated an agreement for Mantorville/Kasson's regionalization - the provisions for which are conceptually similar.
- v. Question from Marie Sexton:
 1. Why is there an alternative forcemain route?
- vi. Answer from Brandon Theobald:
 1. Main Street was recently refinished, and it would be preferred to avoid installation in that area. However, the alternative route requires easements to access County Road 45 (and those are still in the works).
- vii. Question from Chad Merrit:
 1. What will be the extent of Medford City staff involvement after the completion of the project?
- viii. Answer from Brandon Theobald:
 1. The City of Medford will be responsible for their own collection system and the proposed lift station and forcemain.

Motion by Mueller, second by Sorensen to close the public hearing at 8:10 p.m. All members voted aye for approval. Motion carried.

Resolution 2024-05 A Resolution Approving Facilities Plan Report for Wastewater Regionalization with Owatonna – motion by Winter, seconded by Merritt to approve Resolution 2024-05. All members voted aye for approval. Motion carried.

Mayor – none.

City Administrator –

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

Sale of Jetter Truck – Administrator Jackson presented a memo. Motion by Thomas, seconded by Winter to authorize Administrator Jackson to sell the City's Jetter truck the best possible way. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, March 25, 2024, 7:00 p.m.

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

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
March 25, 2024
7:00 p.m.
City Hall

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

Members absent were none.

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

Others in attendance were Marie Sexton, Dyann Reinhard, Judy Bauer, John Anhorn, Kay Fate, Nick Goodnature, and Cathi Gasner.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – none.

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

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

Approval of the4 February 26, 2024 regular council meeting minutes.

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

Approval of the February check register numbers E5088-E5133, 17462-17493, and 51710-51809.

Resolution 2024-10 A Resolution Accepting Donation from Olmsted Medical Center in the amount of \$200.00 for the Medford Fire Department.

Resolution 2024-11 A Resolution Accepting Donation from SE Minnesota EMS in the amount of \$500.00 for the Medford Fire Department.

Resolution 2024-12 A Resolution Accepting Donation from Linda Peterson in the amount of \$100.00 for the Medford Fire Department.

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

Zoning Board – Chairman Langeslag gave Council an update on the Zoning Board's recommendations concerning shipping containers/moving pods. A final Council decision was tabled until the next meeting to allow Attorney Rahrick to make a permit for the pods.

EDA Board – Council member Mueller presented the permit form for the digital sign.

Ordinance 2024-04 An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code – motion by Mueller, seconded by Winter to approve Ordinance 2024-04. All members voted aye for approval. Motion carried.

Resolution 2024-09 A Resolution Approving Publication of Ordinance by Title and Summary – motion by Mueller, seconded by Winter to approve Resolution 2024-09. All members voted aye for approval. Motion carried.

Fire Department – Chief Helgeson presented the updated job descriptions.

City Attorney – Ordinance 2024-01 An Ordinance Creating Section 11.30 of the Medford City Code Regulating Use of Cannabis on Public Property – Council directed Attorney Rahrick to revise and bring the ordinance to the next Council meeting.

City Engineer – none.

Mayor – Mayor Thomas updated Council on the animal control. Thomas stated the stray cat issue seems to be under control now.

City Administrator –

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

Resolution 2024-06 A Resolution Closing the Scenic Heights 304 Fund and Transferring the Remaining Balance to the Central Ave 305 Fund- motion by Mueller, seconded by Merritt to approve Resolution 2024-06. All members voted aye for approval. Motion carried.

Resolution 2024-07 A Resolution Approving Publication of Ordinance by Title and Summary regarding Section 7.03 of the Medford City Code Governing Registration and Regulation of Rental Units – motion by Mueller, seconded by Winter to approve Resolution 2024-07. All members voted aye for approval. Motion carried.

Estimate for Park Improvements – Council consensus is to keep researching options and obtaining quotes for necessary repairs.

Estimate for Well House Repairs – motion by Thomas, seconded by Winter to approve the Bergerson-Caswell estimate for \$35,401.00. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, April 22, 2024, 7:00 p.m.

Motion by Winter, seconded by Merritt to adjourn the regular city council meeting at 7:38 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 22, 2024
7:00 p.m.
City Hall

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

Members absent were none.

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

Others in attendance were Marie Sexton, Ollie Schmidt, Matthew Mullenbach, Dyann Reinhard, Judy Bauer, Abby Schmidt, and Kay Fate.

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

Pledge of Allegiance.

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

Agenda – add fence discussion after Zoning Report. Motion by Mueller, seconded by Winter to approve the amended agenda. All members voted aye for approval. Motion carried.

Audit Presentation- Abby Schmidt with ABDO went over the 20223 Financial Audit Statements. Abby gave a brief recap of how all the funds did for 2023. The cash balance of the water fund increased slightly. The cash balance of the sewer fund increased slightly.

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

Approval of the March 25, 2024, regular council meeting minutes.

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

Approval of the March check register numbers E5109-E5162, 17494-17542, and 51812-51875.

Approval of the Medford Municipal Liquor Store Temporary Liquor License Application Request.

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

Planning and Zoning Board

Purrier Lot Combination of parcels 16-008-2020 and 16-017-1101. Zoning Board recommended Council approve the lot combination. Motion by Sorensen, seconded by Winter to approve the new lot split of Parcel 16-008-2020. All members voted aye for approval. Motion carried. Motion by Mueller, seconded by Winter to approve the lot combination with the easement and sale of parcel 16-017-1101. All members voted aye for approval. Motion carried.

Fence on Parcel 16-101-0901 – Councilmember Mueller inquired about the new fence on the property. Administrator Jackson will verify the fence is within City Code requirements.

EDA Board – did not meet.

Fire Department- Matt Mullenbach gave an update on the fire department activities in the last month.

City Attorney –

Master Fee Discussion – Council consensus is for Administrator Jackson to send a letter, then issue a fine for code violations. If the property owner is still in violation then Attorney Rahrick will send a letter, obtain a court order, and contact an outside company to bring the property into compliance.

Ordinance 2024-05 An Ordinance Amending Section 4.33 of the Medford City Code Regulating Performance Standards - Attorney Rahrick will make revisions and bring to the May Council meeting.

Ordinance 2024-03 An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code – tabled until May meeting.

Resolution 2024-08 A Resolution Approving Publication by Title and Summary – tabled until May meeting.

Ordinance 2024-01 An Ordinance Creating Section 11.30 of the Medford City Code Regulating Use of Cannabis on Public Property – motion by Merritt, seconded by Winter to approve Ordinance 2024-01. Thomas voted aye, Winter voted aye, Merrit voted aye, Sorensen voted aye, Mueller voted nay. Motion carried.

City Engineer –

Engineer Theobald will bring update on the Todd Nelson Development NDPS compliance issues at the May Council meeting.

Mayor –

Rental Inspections will be started by November 1, 2024.

City Administrator –

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

2024 Pool Rates – Administrator Jackson presented a memo recommending the Council increase private swimming lessons to \$50.00 per hour and increase pool party rentals to \$60.00 for one hour and \$100.00 for two hours. Motion by Sorensen, seconded by Winter to approve the pool rates changes. All members voted aye for approval. Motion carried.

2024 Pool Employees – Administrator Jackson presented a memo recommending the hiring of the pool employees/wages as follow:

Pool Manager	Morgan Langeslag
Assistant Pool Manager	Tate Hermes
Returning Lifeguard/WSI	Clara Kriefel
Returning Lifeguard/WSI	Bennett Stinocher
Returning Lifeguard/WSI	Grace Keller
Returning Lifeguard/WSI	Payton Ristau
Returning Lifeguard	Jade Laue
Returning Lifeguard	Olivia Ward
Returning Lifeguard	Meghan Amberg
New Lifeguard	Lexi Laue

New Lifeguard	James Wegner
New Lifeguard	Justin Limon
2024 Pool Season Staff Wages:	
Pool Manager \$18.00/hour	
Assistant Pool Manager \$15.00/hour	
WSI & Teach Lessons \$14.50/hour	
Returning Lifeguard \$14.00/hour	
New Lifeguard \$13.50/hour	

Motion by Merritt, seconded by Sorensen to approve Administrator Jackson's recommendations for the 2024 pool season. All members voted aye for approval. Motion carried.

Tennis Courts - City Engineer will look at options and bring them to next Council meeting.

Volleyball Waiver and Release – this is for informational purposes only.

Volleyball Premises License Agreement – motion by Sorensen, seconded by Winter to approve the agreement. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Sorensen to adjourn the regular council meeting at 8:22 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, May 20, 2024, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
May 20, 2024
7:00 p.m.
City Hall

Members present were Thomas, Merritt, Mueller, Winter, Sorensen.

Members absent were none.

City staff and consultants Elizabeth Jackson, Mark Rahrick, Brandon Theobald, Tom Harris, and Dennis Luebbe.

Others attending were Judy Bauer, Dyann Reinhard, Erin Sammon, Marvin Purrier, Annette Duncan, Stephanie Wannos and Marie Sexton.

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

Pledge of Allegiance.

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

Agenda – add United Way Born Learning Trail after Straight River Days. Add CSAH assessment questions under Mayor Report.

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

Erin Sammon – Straight River Days – motion by Mueller, seconded by Winter to approve the parade route. All members voted aye for approval. Motion carried.

United Way Born Learning Trail – a layout map and agreement will be brought to the next Council meeting.

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

Approval of the April 22, 2024, regular council meeting minutes.

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

Approval of the April check register numbers E5139-E5200, 17543-17574, and 51876-51997.

Approval of the LMCIT liability coverage - Waiver form.

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

Zoning Board – Attorney Rahrick presented a memo. Motion by Merritt, seconded by Winter to have Attorney Rahrick draft a covenant agreement between the City of Medford and Marvin Purrier regarding parcel #'s 16-008-2020 and 16-017-1101. All members voted aye for approval. Motion carried.

EDA Board – Council member Mueller gave update on the last EDA Meeting.

Fire Department – none.

City Attorney –

Park Endowment Fund Bylaws – motion by Sorensen, seconded by Winter to authorize the use of the Park Endowment Interest to pay Attorney Rahrick to try to get the bylaws reversed. All members voted aye for approval. Motion carried.

Ordinance 2024-05 An Ordinance Amending Section 4.33 of the Medford City Code Regulating Performance Standards – motion by Merritt, seconded by Mueller to approve Ordinance 2024-05. All members voted aye for approval. Motion carried.

Ordinance 2024-03 An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code – motion by Muller, seconded by Merritt to approve Ordinance 2024-03. All members voted aye for approval. Motion carried.

Resolution 2024-08 A Resolution Approving Publication by Title and Summary – motion by Mueller, seconded by Winter to approve Resolution 2024-08. All members voted aye for approval. Motion carried.

City Engineer –

2024 Street Patching – 2024-13 A Resolution Awarding and Approving 2024 Street Patching Quote Bid to Seykora Asphalt – motion by Winter, seconded by Sorensen to approve Resolution 2024-13. All members voted aye for approval. Motion carried.

5th Avenue Apartments Update – Engineer Theobald stated he was continuing to work with the Nelson Development on the issues with the apartments.

2023 Street Project Updates – Engineer Theobald is working with the 2023 Street Project contractor to address the issues with the project.

Tennis Courts – Engineer Theobald is working with Seykora Asphalt and other contractors on a repair or replacement plan for the tennis courts.

Mayor –

CSAH 12 – Mayor Thomas had some questions regarding the assessment process for the street project.

City Administrator –

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

Metronet Settlement Agreement – motion by Winter, seconded by Sorensen to approve the Metronet Settlement Agreement. All members voted aye for approval. Motion carried.

Temporary Extension of Premises – Liquor Store Parking Lot – motion by Mueller, seconded by Winter to approve the Temporary Extension of Premises. All members voted aye for approval. Motion carried.

Temporary Extension of Premises – Patio Area between Liquor Store and Old Fire Hall – motion by Merritt, seconded by Winter to approve the Temporary Extension of Premises. All members voted for approval. Motion carried.

Temporary Extension of Premises – Straight River Days Street Dance – motion by Sorensen, seconded by Mueller to approve the Temporary Extension of Premises. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 8:07. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, June 24, 2024, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Emergency City Council Meeting

June 22, 2024

9:00 a.m.

City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson (remotely).

Mayor Thomas called the meeting to order at 9:00 a.m.

Administrator Jackson gave a brief overview of the flooding at Straight River Park and the Wastewater Treatment Plant.

Chief Helgeson is monitoring the water levels of the river.

Mayor Thomas declared a State of Emergency due to the Straight River flooding the Straight River Park.

Motion by Mueller, seconded by Merritt to adjourn the emergency Council meeting at 9:15 am. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting

June 24, 2024

7:00 p.m.

City Hall

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

Members absent were Merritt.

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

Others attending were Marie Sexton, Annette Duncan, Tom Sexton, Jeanne Sexton, Kat Fate, Mary Stanley, and John Anhorn.

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

Pledge of Allegiance.

Concerns/Request for the General Public/Organizations – Tom Sexton introduced himself as a candidate running to replace John Petersburg. Mary Stanley asked about the City of Medford participating in a National Night Out event.

Agenda – Add Resolution 2024-15 A Resolution Declaring Local Emergency under Mayor Reports. Motion by Mueller, seconded by Winter to approve the agenda as amended. All members voted aye for approval. Motion carried.

Born Learning Trail – Annette Duncan presented plans for the Born Learning Trail to be installed at Straight River Park. Council asked for a revised plan using the old chalet cement pad.

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

Approval of the May 20, 2024 regular council meeting minutes.

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

Approval of the May check register numbers E5172-E5238, 17575-17605, and 51998-52048.

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

Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department – Chief Helgeson gave an update on the fire calls and flooding.

City Attorney – none.

City Engineer –

5th Avenue Apartments - Engineer Theobald presented a memo with the progress made at the apartments.

Tennis Courts – Engineer Theobald is still contacting contractors about possible options to repair the tennis courts.

Mayor –

Zoning Board Recommendation – Mayor Thomas recommended William Stransky be appointed to the Zoning Board. Motion by Sorensen, seconded by Winter to approve the Zoning recommendation. All members voted aye for approval. Motion carried.

Resolution 2024-15 A Resolution Declaring Local Emergency – motion by Mueller, seconded by Winter to approve Resolution 2024-15. All members voted aye for approval. Motion carried.

City Administrator –

General Update Memo – Administrator Jackson presented a memo.

Resolution 2024-14 A Resolution Committing the City of Medford to Match a Grant from the 2024-2026 Allied Radio Matrix for Emergency Response Equipment Grant Program – motion by Winter, seconded by Sorensen to approve Resolution 2024-14. All members voted aye for approval. Motion carried.

Straight River Days Recap – Administrator Jackson gave an update on the success of Straight River Days.

2025 Levy Increase Discussion – Administrator Jackson presented a memo detailing several options for the 2025 levy increase. Motion by Sorensen, seconded by Mueller to remove the EDA levy and increase the preliminary levy by 7%. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 7:35 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, July 22, 2024, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
July 11, 2024
5:00 p.m.
City Hall

Members present – Thomas, Merritt, Mueller, Sorensen, and Winter.

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson.

Others attending were Kay Fate and Kristin Sailor.

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

The purpose of tonight's meeting is to discuss the clean up at Straight River Park after the flooding.

Motion by Winter, seconded by Mueller to approve the Purrier estimate for park clean up in the amount of \$56,179. Thomas voted aye, Mueller voted aye, Winter voted ay, Sorensen voted aye, Merritt voted nay. Motion carried.

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

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
July 22, 2024
7:00 p.m.
City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrick, Brandon Theobald, Tom Harris, Craig Helgeson, Eric Finholdt, and Matthew Mullenbach.

Others attending were Dyann Reinhard, Marie Sexton, Whitney Bartsh, Dustin Hachfeld, Mark Heaser, Mick Ditlevson and Judy Bauer.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – none.

Agenda – Add Council Packets update under Mayor Reports. Motion by Merritt, seconded by Mueller to approve the amended agenda. All members voted aye for approval. Motion carried.

Born Learning Trail – Administrator Jackson stated an email had been received from Annette Duncan stating there was no longer interest in constructing a Born Learning Trail in Straight River Park.

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

Approval of the June 22, 2024 emergency council meeting minutes, the June 24, 2024 regular council meeting minutes and the July 11, 2024 special council meeting minutes.

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

Approval of the June check register numbers E5206-E5289, 17606-17651, and 52058-52132.

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

Zoning Board - Hachfeld Variance Recommendation – the Zoning Board recommended Council approve a 5 foot setback variance for a garage to be constructed on Parcel #16-100-1207. Motion by Mueller, seconded by Sorensen to approve the variance recommendation. All members voted aye for approval. Motion carried.

EDA Board – Council member Mueller gave a brief update on the last EDA meeting. The EDA Board decided not to allow political ads on the digital sign.

Fire Department –

Storage Container Purchase – Chief Helgeson asked for Council approval to purchase a Connex box for storage of emergency management items. Chief Helgeson will continue to look into options and pricing.

Bi-Directional Antenna Purchase – Chief Helgeson recommended Council approve the purchase of a bi-directional antenna from Ancom for \$12,837.50. Motion by Thomas, seconded by Mueller to authorize the purchase. All members voted aye for approval. Motion carried.

City Attorney – none.

City Engineer –

PSIG Grant Funding – Engineer Theobald presented the PSIG grant application to Council.

Resolution 2024-17 A Resolution Authorizing the City of Medford to Submit a PSIG Application to MNPFA – motion by Sorensen, seconded by Winter to approve Resolution 2024-17. All members voted aye for approval. Motion carried.

Archeological Survey – SHPO requirements – Engineer Theobald presented a memo detailing the requirements.

Bear Creek Proposal – Engineer Theobald recommended Council authorize Bear Creek Archeology, Inc. to conduct the cultural resources project for \$15,995. Motion by Merritt, seconded by Winter to authorize the recommendation. All members voted aye for approval. Motion carried.

Resolution 2024-16 A Resolution Approving Easement Agreement – Attorney Rahrick will redraft resolution for the August Council Meeting.

Beaver Lake Park Proposed Improvements – Engineer Theobald presented a memo detailing the improvements and answered several questions from Council members.

Letter of Support for Regional Designation – Engineer Theobald presented a letter of support for Council approval. Motion by Thomas, seconded by Winter to approve the letter of support. Thomas voted aye, Mueller voted aye, Sorensen voted aye, Winter voted aye, Merritt voted nay. Motion carried.

Tennis Courts Resurfacing – Engineer Theobald is still working on finding contractors and quotes for the tennis courts updates.

Mayor –

Council Packets – Mayor Thomas stated the Council packets are published on the City's website and any resident can come into City Hall and request a copy.

City Administrator –

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

2025 Preliminary Budget – Administrator Jackson presented a memo detailing any changes to the 2025 preliminary budget over \$1000 from the 2024 budget.

Resolution 2024-xx Adopting 2025 Preliminary Levy – Administrator Jackson presented this resolution for informational purposes only. The Resolution will be officially acted upon at the August Council meeting.

Regular City Council Meeting – Monday, August 26, 2024, 7:00 p.m.

Motion by Merritt, seconded by Mueller to adjourn the regular city council meeting at 7:49 p.m. All members voted aye for approval. Motion carried.

Minutes approve at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting

August 26, 2024

7:00 p.m.

City Hall

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

Members absent were none.

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

Others attending were Tony Durand, Dyann Reinhard, Marie Sexton, Phil Kasperek, Roberta Fitzgerald, Kay Fate, Jenny Kath, and Bryan Duncan.

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

Pledge of Allegiance

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

Anthony Durand – Street Light Concern – Mr. Durand stated he would like a light added to the pole at the corner of 2nd Ave and Central Ave. Mayor Thomas stated Steele Waseca had been contacted and a light would be installed.

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

2025 Preliminary Budget – motion by Mueller, seconded by Merritt to approve the 2025 Preliminary Budget as presented. All members voted aye for approval. Motion carried.

Resolution 2024-18 A Resolution Adopting 2025 Preliminary Levy – motion by Mueller, seconded by Winter to approve Resolution 2024-18. 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 22, 2024, regular council meeting minutes.

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

Approval of the July check register numbers E5244-E5338, 17652-17707, and 52133-52264.

Resolution 2024-19 A Resolution Accepting Grant Award from CenterPoint Energy for the Medford Fire Department in the amount of \$2500.00.

Resolution 2024-20 A Resolution Accepting Donation from the Medford Bus Company in the amount of \$500.00 for the Medford Fire Department.

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

Zoning Board – did not meet.

EDA Board

Jennifer Kath EDA Revolving Loan Request – the EDA Board recommended the Council approve Jennifer Kath's request for a \$40,000 EDA Revolving Loan. Motion by Mueller, seconded by Winter to approve the \$40,000 Revolving Loan request. All members voted aye for approval. Motion carried.

Fire Department

Medford Volunteer Fireman's Relief Association Updated Bylaws with Benefit Increase – motion by Thomas, seconded by Winter to approve the update bylaws with benefit increase. All members voted aye for approval. Motion carried.

City Engineer – none.

City Attorney

Resolution 2024-16 A Resolution Approving Easement Agreement – motion by Mueller, seconded by Sorensen to approve Resolution 2024-16. All members voted aye for approval. Motion carried.

Mayor

Roundabout – Administrator Jackson and Engineer Theobald will work with MNDOT on developing a new landscape plan for the Medford roundabouts.

City Administrator

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

Mueller Meter Systems Data Collector – Administrator Jackson presented a memo. Jackson recommended the Council consider purchasing a backup data collector for the new water meters. The council consensus was not to purchase a backup data collector.

Regular City Council Meeting – Monday, September 23, 2024, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 7:44 p.m. All members voted aye. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting

September 23, 2024

7:00 p.m.

City Hall

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

Members absent were none.

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

Others attending were Marie Sexton, John Prondzinski, Tom Harris, Ollie Schmidt, and Mark Heaser.

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

Pledge of Allegiance.

Concerns/Requests from the General Public/Organizations – John Prondzinski addressed Council with concerns about the speeding on Main Street and Central Avenue. Mayor Thomas stated the City of Medford has been working diligently with the Steele County's Sheriff's Department about the speeding.

Agenda – motion by Mueller, seconded by Winter 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 26, 2024, regular council meeting minutes.

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

Approval of the August check register numbers E5298-E5372, 17708-17798, and 52266-52328.

Resolution 2024-22 A Resolution Accepting Donation from Steele Waseca Cooperative Electric in the amount of \$2,000.00 for the Medford Fire Department.

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

Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department – Chief Helgeson stated another connex box had been delivered and was donated by Tralo Companies. Chief Helgeson also stated the Fire Department had received a grant for the purchase of new pagers.

City Engineer – Engineer Theobald gave a brief update on the wastewater treatment plant connection to Owatonna. Engineer Theobald and Administrator Jackson will work with MNDOT on a landscape plan for the roundabouts.

City Attorney – none.

Mayor – Mayor Thomas presented an email from Senator Jasinski stating proposed amounts of small cities assistance the legislature put into effect.

City Administrator –

General Updates – Administrator Jackson presented a memo.

FEMA Update – Administrator Jackson presented a memo. Administrator Jackson stated the documentation needed for the city to be reimbursed from the flooding expenses was being submitted. Administrator Jackson also started a possible mitigation discussion/project with FEMA to reduce the replacement costs of mulch and landscape timbers at Straight River Park every time the Straight River floods.

Ordinance 2024-06 An Ordinance Amending Section 6.01, Subd.5 of the Medford City Code Regulation Hours of Operation of the Municipal Liquor Dispensary – motion by Mueller, seconded by Winter to approve Ordinance 2024-06. All members voted aye for approval. Motion carried.

Resolution 2024-21 A Resolution Approving Publication of Ordinance by Title and Summary – motion by Mueller, seconded by Sorensen to approve Resolution 2024-21. All members voted aye for approval. Motion carried.

Main Street Sidewalk Repairs – Administrator Jackson presented a memo and an estimate from Marvin Purrier Concrete for repairs needed. Administrator Jackson stated there are 3 areas of the sidewalk that have settled and created a tripping hazard. Motion by Sorensen, seconded by Merritt to approve the estimate from Marvin Purrier Concrete in the amount of \$13,245.00. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, October 28, 2024, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 7:27 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
October 28, 2024
7:00 p.m.
City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrick, Brandon Theobald, and Tom Harris.

Others attending were Judy Bauer, Dyann Reinhard, Bryan Duncan, Marie Sexton, Mark Heaser, Roberta Fitzgerald, Phil Kasperek, John Anhorn, Corey Samora, Tony Cassen, and Josh Hanzlicek.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Mayor Thomas recognized all First Responders for First Responders Day.

Agenda – Motion by Mueller, seconded by Sorensen 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 23, 2024, regular city council meeting minutes.

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

Approval of check register numbers E5350-E5406, 17799-17829, and 52330-52422.

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

Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department – none.

City Engineer –
Steele County Road 23 Project – council consensus was to have Engineer Theobald and Administrator Jackson talk to Paul Sponholz at Steele County about possibly delaying the project until 2026.

Wastewater Regionalization Project 2ND Street Special Assessments – Engineer Theobald updated Council on the wastewater project and stated a portion of 2nd street would be affected during the construction. Council consensus was not to apply special assessments to the property owners as this is a wastewater project, not a street project.

Wastewater Regionalization Project – add curb and gutter on 2nd St from Central Avenue to 3rd Avenue – Engineer Theobald asked for Council direction on adding curb and gutter. Council consensus was not to add curb and gutter.

City Attorney – none.

Mayor – none.

City Administrator –

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

FEMA Update- Administrator Jackson presented a memo updating the Council on the progress on FEMA reimbursing the flood expenses.

Drug Policy Handbook Update – Attorney Rahrick presented an updated drug policy for the employee handbook. Motion by Sorensen, seconded by Merritt to approve the updated drug policy. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, November 25, 2024, 7:00 p.m.

Motion by Mueller, seconded by Merritt to adjourn the regular council meeting at 7:22 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
November 14, 2024
6:00 p.m.
City Hall

Members present were Thomas, Merritt, Sorensen, and Winter.

Members absent were Mueller.

City staff and consultants in attendance were Elizabeth Jackson.

Others attending were none.

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

Administrator Jackson presented the Canvassing results for the November 5, 2024 election.

Resolution 2024-23 Approval of Resolution Certifying November 5, 2024 Election Results – motion by Merritt, seconded by Winter to approve Resolution 2024-23. All members voted aye for approval. Motion carried.

Concrete Repair Estimate – motion by Merritt, seconded by Sorensen to approve the estimate from Wutschke Construction & Painting LLC for \$6,200.00 for a driveway repair at 510 West Central Ave. All members voted aye for approval. Motion carried.

Motion by Winter, seconded by Sorensen to adjourn the special council meeting at 6:05 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
November 25, 2024
7:00 p.m.
City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrick, Brandon Theobald, Craig Helgeson, Eric Finholdt, and Tom Harris.

Others attending were Jerome Zick, Susan Zick, Dyann Reinhard, Cody Halverson, Chris Bartsch, Ed Nelon, Ollie Schmidt, Mark Heaser, Marie Sexton, Ethan Rindfleisch, Matthew Mullenbach, and John Anhorn.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – none

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

Steele County Public Health – Ethan Rindfleisch presented a list of questions to Council asking about things the County could do better for public health concerns.

Owatonna Snowmobile Club – a trail map was presented to Council. A discussion was had about potential ways to get a trail through Medford. Further research will be done.

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

Approval of the October 28, 2024, regular meeting minutes and the November 14, 2024 special meeting minutes.

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

Approval of the October check register numbers E5387-E5438, 17830-17861 and 52430-52526.

Resolution 2024-25 A Resolution Accepting Donation from Tralo Companies for a Connex box valued at \$8000.00 for the Medford Fire Department.

Resolution 2024-26 A Resolution Accepting Donation from Compeer Financial in the amount of \$4,000.00 for the Medford Fire Department.

Resolution 2024-27 A Resolution Accepting Donation from Armer Equipment in the amount of \$40,000.00 for the Medford Fire Department.

Resolution 2024-28 A Resolution Accepting Donation from Taylor Family Farms Foundation, Inc. in the amount of \$15,000.00 for the Medford Fire Department.

Resolution 2024-29 A Resolution Accepting Donation from the Medford Fire Relief Association in the amount of \$2,663.04 for the Medford Municipal Liquor Store.

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

Zoning Board – all members of the zoning board will return for 2025.

EDA Board – Council member Mueller stated the EDA Board will be working on a welcome packet for new residents.

Fire Department –

2025 Township Contracts – motion by Mueller, seconded by Winter to approve the 2025 township contracts. All members voted aye for approval. Motion carried.

Tanker Truck Purchase Authorization – Chief Helgeson presented a memo requesting authorization to purchase a tanker truck replacement. Motion by Thomas, seconded by Sorensen to authorize up to \$240,000 for the purchase of a replacement tanker truck for the Medford Fire Department.

Fire Department Rates and Run Charges – Chief Helgeson presented a memo asking the Council to consider revising the master fee schedule to accommodate updated run charges as presented in the memo. Motion by Sorensen, seconded by Winter to revise the master fee schedule to update the run charges for the Medford Fire Department. All members voted aye for approval. Motion carried.

City Engineer –

Roundabout Landscape Discussion – Engineer Theobald updated Council on the discussions and meetings that were held with MNDOT. Council consensus was the City of Medford no longer wants responsibility of the roundabouts. Council directed Engineer Theobald to convey this to MNDOT.

City Attorney – none.

Council Member Items – Councilmember Winter asked about getting another speed limit sign on the south end of Main Street. Administrator Jackson will talk to Steele County about getting another sign.

Mayor –

City Administrator Performance Evaluation – Council will complete the evaluation forms and return to Mayor Thomas. Mayor Thomas will discuss the evaluation with the City Administrator.

Park Playground Equipment – Council consensus was to continue discussions on this in upcoming meetings.

City Administrator PTO Payout – motion by Mueller, seconded by Sorensen to payout 40 hours of PTO for the City Administrator. All members voted aye for approval. Motion carried.

City Administrator –

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

End of Year Pool Memo – Administrator Jackson presented a memo outlining the profit and loss for the 2024 Medford Pool Season. Administrator Jackson will submit a donation request to the Medford Fire Relief Association in the amount of \$10,000.00 for the Medford Pool.

2025 Meeting and Holiday Schedules – Administrator Jackson presented the schedules for 2025.

Resolution 2024-24 Designating Polling Place for 2025 Elections – motion by Mueller, seconded by Winter to approve Resolution 2024-24. All members voted aye for approval. Motion carried.

Resolution 2024-30, A Resolution Accepting the Resignation of Paige Butterfield and Declaring a Vacancy to the City Council. Motion by Winter, seconded by Sorensen to approve Resolution 2024-30. All members voted aye for approval. Motion carried.

Councilmember Vacancy – the vacancy will be discussed at the Organizational Meeting on January 6, 2025.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 8:01 p.m. All members voted aye for approval. Motion carried.

Truth in Taxation Meeting – Monday, December 23, 2024, 7:00 p.m.

Regular City Council Meeting – Monday, December 23, 2024, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting

December 23, 2024

7:00 p.m.

City Hall

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

Members absent were none.

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

Others attending were Marie Sexton, Jerome Zick, Tom Harris, Carol Strusz, Vern Strusz, Theresa Wetmore, and Susan Zick.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – none.

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

Truth in Taxation Hearing

Administrator Jackson presented the 2025 Final Levy.

General Fund	\$651,094
Fire Relief	\$22,500
2014 Central Ave	\$19,250
2021 Main Street	\$92,000
2018 Street Project	<u>\$17,143</u>
 Total	 \$801,987

This is a 5.0% increase over the 2024 overall levy.

Administrator Jackson reviewed the 2025 budget and levy increases.

Motion by Mueller, seconded by Merritt to open the public hearing at 7:02 p.m.

Public Comments – none.

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

Resolution 2024-31 Adopting 2025 Final Levy – motion by Mueller, seconded by Sorensen to approve Resolution 2024-31. All members voted aye for approval. Motion carried.

2025 Budget – motion by Mueller, seconded by Winter to approve the 2025 budget with changes to the Fire Department Fire Chief, Assistant Chief, and Emergency Response Coordinator wages and leaving City Council wages at the 2024 rates. All members voted aye for approval. Motion carried.

2025 Employee Compensation – motion by Mueller, seconded by Winter to approve the 2025 employee compensation with the same changes as made to the 2025 expense budgets. 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 25, 2024 regular council meeting minutes.

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

Approval of the November check register numbers E5412-E5505, 17862-17897, and 52530-52622.

Resolution 2024-33 Accepting Donation from the Medford Fire Relief Association in the amount of \$100,000.00 for the Medford Fire Department Truck & Equipment Fund.

Resolution 2024-34 Accepting Donation from the Medford Fire Relief Association in the amount of \$10,000.00 for the Medford Pool.

Resolution 2024-35 Accepting Donation from the Medford Fire Relief Association in the amount of \$50,000.00 for the Municipal Complex Fund.

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

EDA Board – did not meet.

Zoning Board – did not meet.

Mayor –

Sylvia Lee Letter – Mayor Thomas presented a letter received by the City from Sylvia Lee. This is for informational purposes only.

Potential Fire Hall Location – Mayor Thomas presented a memo. J&L Collision may be a possible site for a future fire hall. Jason Dusek, owner of J&L Collision is currently asking \$250,000 for the building.

City Administrator –

Peace of Mind Home Inspections, Inc. Estimate – Motion by Sorensen, seconded by Winter to approve the Peace of Mind Home Inspections, Inc. for \$11,850.00 to complete the rental inspections on 6 apartment building in Medford. All members voted aye for approval. Motion carried.

Potential Master Fee Schedule Changes – Administrator Jackson presented a memo outlining potential fee changes. City Council will vote on the fee changes at the Organizational Meeting on January 6. 2025.

Resolution 2024-32 Certifying Unpaid Utility Bills to Steele County – motion by Mueller, seconded by Sorensen to approve Resolution 2024-32. All members voted aye for approval. Motion carried.

City Financial Report/General Updates – Administrator Jackson presented a memo.

Main Street Speed Limit Signs – Administrator Jackson presented emails from the Steele County Engineer stating no more speed limit signs would be installed on Main Street.

Northfield WIFI Water Tower Space Lease – Council consensus was to move forward with a possible lease for Northfield WIFI to have space on the water tower.

Organizational Meeting will be January 6, 2025 at 6:00 p.m.

City Attorney – none.

City Engineer – Mayor Thomas presented an email from Engineer Theobald with updates on the wastewater treatment plant connection.

Fire Department – none.

Council Member Requests – Councilmember Merritt brought up an idea to have recognition for Medford residents for outstanding service to the City of Medford. The EDA Board will look into this in January 2025.

Motion by Mueller, seconded by Merritt to adjourn the regular city council meeting at 7:56 p.m. All members voted aye for approval. Motion carried.

Organizational Meeting – Monday, January 6, 2025, 7:00 p.m.

Regular City Council Meeting – Monday, January 27, 2025, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

