

Regular City Council Meeting

January 27, 2025

7:00 p.m.

City Hall

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

Members absent were none.

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

Others attending were Marie Sexton and Chloe Kucera.

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 inspections update as item J under City Administrator. Add Nelson property update as item ii under City Engineer. Motion by Mueller, seconded by Winter to approve the agenda as amended. All members voted aye for approval. Motion carried.

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

Approval of the December 23, 2024 regular council meeting minutes and the January 6, 2025 special council meeting minutes.

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

Approval of the December check register numbers E5450-E5553, 17898-17957, and 52623-52720.

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

Zoning Board – Tom Harris stated the Zoning board had met and elected officers for 2025.

EDA Board – Councilmember Mueller stated the EDA board had met and elected officers for 2025.

Fire Department – Motion by Mueller, seconded by Sorensen to accept Richard Kucera's resignation from the Medford Fire Department. All members voted aye for approval. Motion carried.

Chief Helgeson updated Council on the grants the fire department had obtained.

City Attorney –

CSAH 12 Railroad Crossing – motion by Sorensen, seconded by Winter to proceed with litigation against Union Pacific Railroad for the dangerous crossing. All members voted aye for approval. Motion carried.

City Engineer –

WWTP Connection Agreement Update- Attorney Rahrack stated a meeting is scheduled for Wednesday with Owatonna's attorney to discuss the draft agreement.

Todd Nelson Properties – Engineer Theobald stated an updated punch list had been sent to Todd Nelson regarding his properties.

Council Concerns – none.

Mayor – none.

City Administrator –

General Update Memo – Administrator Jackson presented a memo.

2025 Straight River Days Parade Route – motion by Winter, seconded by Heaser to approve the 2025 Straight River Days Parade Route. All members voted aye for approval. Motion carried.

Pay Equity Report – Administrator Jackson presented a letter for the State of Minnesota stating the City of Medford had passed the Pay Equity Report requirements.

Resolution 2025-04 A Resolution Requesting a Modification of Speed Limit at the Location of a Public School – motion by Mueller, seconded by Sorensen to approve Resolution 2025-04. All members voted aye for approval. Motion carried.

Resolution 2025-05 A Resolution Delegating Registration Responsibility for Cannabis Licensing to Steele County – motion by Mueller, seconded by Winter to approve Resolution 2025-05. All members voted aye for approval. Motion carried.

Ordinance 2025-02 An Ordinance Regulating Cannabis Businesses – the Medford Zoning Board will discuss Ordinance 2025-02 and bring any recommended changes to Council at the March Council meeting.

Northfield WIFI Lease – consensus was for Attorney Rahrack to draft a lease agreement.

Employee Handbook Updates – motion by Winter, seconded by Sorensen to approve the overtime language changes for the employee handbook. All members voted aye for approval. Motion carried.

MNDOT Update – Administrator Jackson presented an email from MNDOT District 6 regarding releasing Medford from the roundabout maintenance contract.

Rental Inspections Update – Administrator Jackson presented emails from Peace of Mind regarding the rental inspections.

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

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

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.