

Regular City Council Meeting
February 24, 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 Rahrack, Brandon Theobald, and Tom Harris.

Others attending were Marie Sexton and Phil Heim.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Phil Heim stated there would be volunteers cleaning up from Medford to Clinton Falls. He will be getting the information to the City Administrator to put on the digital sign.

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 January 27, 2025 regular and special council meeting minutes.

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

Approval of the January check register numbers E5488-E5563, 17958-18008, and 52721-52769.

Motion by Mueller, seconded by Sorensen to approve the consent agenda with a change to the liquor store bills for Heggie's Pizza. All members voted aye for approval. Motion carried.

Zoning Board – did not meet.

EDA Board – did not meet. Mayor Thomas requested the EDA Board get the Welcome Packets completed as soon as possible.

Fire Department – Motion by Mueller, seconded by Heaser to authorize the purchase of a new SCBA air compressor and fill station for up to \$53,000. All members voted aye for approval. Motion carried.

City Attorney –

Northfield WIFI Lease – Council consensus was to change the lease to require Northfield WIFI to purchase their own electricity meter. Motion by Winter, seconded by Heaser to approve the amended lease agreement. All members voted aye for approval. Motion carried.

City Engineer –

Todd Nelson Properties Update – Engineer Theobald stated he was waiting for a response from Todd Nelson on the status of the punch list.

WWTP Connection – Engineer Theobald stated the construction plans and resolution to send the plans out for bids would be presented at the March council meeting.

Councilmember Concerns- none.

Mayor –

City Administrator Salary – Mayor Thomas presented a memo outlining area City Administrator wages and city hall office hours. Motion by Mueller, seconded by Winter to approve a \$10,000 raise effective February 24, 2025 for the City Administrator. All members voted aye for approval. Motion carried.

Part Time Office Assistant – Motion by Mueller, seconded by Heaser to make the office position a “float position” and hire Andy Evans to fill the office position when the City Administrator is out of the office. All members voted aye for approval. Motion carried.

City Administrator –

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

Rental Inspection Update- Administrator Jackson presented emails from Peace of Mind Home Inspections stating the inspections were scheduled to start March 4, 2025.

Public Works CDL – motion by Mueller, seconded by Heaser for the City of Medford to pay for the class for public works employees to obtain a CDL license, with the requirement the employee stay with the City of Medford for a year after obtaining the CDL license. If the employee leaves in less than a year, the employee will need to reimburse the City for a prorated amount of the license. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, March 24, 2025, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 7:41 p.m. All members voted aye approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.