

Regular City Council Meeting
March 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, Abby Schmidt, Tom Harris, and Craig Helgeson.

Others in attendance were Larry and Nancy Paul, Dyann Reinhard, Judy Bauer, Chloe Kucera, Marie Sexton, Jeff Karow, Carol and Vern Strusz, Theresa Wetmore, and Joanne and Richard Grunlee.

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

Pledge of Allegiance.

Concerns/Request from General Public/Organizations – Larry Paul presented photos showing the drainage issue at the end of his driveway.

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

2024 Audit Presentation - Abby Schmidt with ABDO went over the 2024 Financial Audit Statements. Abby gave a brief recap of how all the funds did for 2024. The cash balance of the water fund increased slightly. The cash balance of the sewer fund decreased due to the substantial amount of engineering fees paid regarding the connection to Owatonna.

Jeff Karow Parcel 16-101-0910 – Mr. Karow requested City Council allow cement barriers along the north edge of the parcel to prevent residents from “cutting” through the parking lot behind the building. Council consensus was to allow the barriers with Medford Public Works and Mr. Karow deciding where the best placement of the barriers would be.

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

Approval of the February 24, 2025 regular council meeting minutes.

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

Approval of February check register numbers E5564-E5596, 18006-18040, and 52770-52889.

Resolution 2025-06 A Resolution Accepting Donation from Casey's General Store in the amount of \$1,000.00 for the Medford Fire Department.

Resolution 2025-07 A Resolution Accepting Donation from Steelhead Americas in the amount of \$2,000.00 for the Medford Fire Department.

Resolution 2025-08 A Resolution Accepting Donation from Lori Markham in the amount of \$50.00 for the Medford Fire Department.

Administrator Jackson presented a revised Resolution 2025-06. Motion by Winter, seconded by Sorensen to approve the consent agenda with the revised Resolution 2025-06. All members voted aye for approval. Motion carried.

Zoning Board – Ordinance 2025-02 An Ordinance Regulating Cannabis Business – the Zoning Board discussed possible changes to the Ordinance. Council consensus was to have the Zoning Board hold another public hearing for Ordinance 2025-02.

Potential City Code Ordinance Changes – the Zoning Board asked Council for further direction on changing the ordinances for landscaping in public right of ways, impervious surface requirements, and camper regulations. Council direction was for the Zoning Board to continue discussing possible changes to landscaping in right of ways and impervious surface requirements.

EDA Board – Councilmember Mueller stated the welcome packets were complete and being sent to new Medford residents.

Fire Department –

SCBA Air Compressor, Fill Station, and Tanker Update – Chief Helgeson requested Council approve a sealed bid with a minimum of \$2500 for the sale of the old compressor and fill station. Chief Helgeson also recommended Council post and take sealed bids for the old tanker once the new tanker is put into service, with a \$10,000 minimum bid. Motion by Mueller, seconded by Winter to approve Chief Helgeson's recommendations. All members voted aye for approval. Motion carried.

City Attorney –

Northfield WIFI Lease Agreement – Attorney Rahrlick presented a revised lease agreement. Motion by Winter, seconded by Sorensen to approve the lease agreement with language being added to monitor the electricity consumption and pay in yearly increments. Motion by Winter, seconded by Sorensen to approve the revised lease agreement. All members voted aye for approval. Motion carried.

Mayor Thomas asked Attorney Rahrick about the progress on the Park Endowment Fund Bylaws. Attorney Rahrick stated he would have an update by the end of April.

City Engineer –

WWTP Connection Plans – Engineer Theobald presented the final plans.

Resolution 2025-09 Approving Final Plans and Specifications for Wastewater Regionalization with Owatonna and Authorizing Bidding – Motion by Mueller, seconded by Winter to approve Resolution 2025-09. All members voted aye for approval. Motion carried.

Councilmember Concerns – Councilmember Mueller started a discussion about potentially changing City Hall hours. Topic was tabled until the next meeting.

Councilmember Winter started a discussion about the part time office help position. Topic was tabled until the next meeting.

Mayor –

Medford School Speed Limit – Mayor Thomas gave an update. Thomas publicly thanked Senator Jasinski and John Anhorn for helping the City of Medford address the State legislature regarding the speed limit for the school zone.

City Administrator –

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

Rental Inspection Reports – Council tabled the reports and will schedule a special council meeting to discuss the reports.

Mueller Interface Quote – Administrator Jackson presented a quote from Mueller Systems for \$10,250.00 to build the interface needed for the Mueller meters to communicate with Banyon Utility Billing. Council consensus was to purchase the interface in 2026 when it could be included in the budget.

Sidewalk Snow Removal Ordinance – Council consensus was for Attorney Rahrick to revise the ordinance and bring to the next Council meeting.

Regular City Council Meeting – Monday, April 28, 2025, 7:00 p.m.

Special City Council Meeting – Tuesday, April 1, 2025, 5:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 9:12 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.