

Reminder – Shut off all  
pagers and cell phones

## City of Medford Regular Meeting Agenda\*

May 19, 2025, 7:00 PM



- I. Call to Order
- II. Pledge of Allegiance
- III. Concerns/Requests from the General Public and Organizations
- IV. Approval of Agenda
- V. Approval of Consent Agenda *(All items listed are considered routine or non-controversial by the Council and will be approved by one motion. There will be no separate motion on these items unless a council member, city staff, or citizen so requests, in which case the item will be removed from the consent agenda and be considered in its normal sequence of the agenda. All items approved by majority vote unless noted.)*
  - A. Approval of Minutes
  - B. Approval of City and Liquor Store Bills
  - C. Approval of Check Register
  - D. Approval of LMCIT Liability Coverage – Waiver Form
  - E. Medford Fire Relief Association Temporary Liquor License Request
  - F. Resolution 2025-15 A Resolution Accepting In-Kind Donation from Faribo Powder Coating in the amount of \$5,000.00 for the Medford Fire Department
- VI. Council Committees/Reports
  - A. Planning and Zoning Board
    - i. Recommended Zoning Ordinances Changes
    - ii. Ordinance 2025-02 An Ordinance Regulating Cannabis Business
  - B. EDA Board
- VII. Department Reports
  - A. Fire Department
    - i. Reserve Firefighter Job Description
  - B. City Attorney
  - C. City Engineer
    - i. Wastewater Connection Update
  - D. Administration Department
    - i. Mayor
      - a. Main Street Parking Space Painting
    - ii. City Administrator
      - a. Public Works/General Updates
      - b. Roundabout Maintenance Update
      - c. WWTP UV Lights Update
      - d. Resolution 2025-16 A Resolution Awarding and Approving 2025 Street Patching Quote Bid
      - e. Ordinance 2025-03 An Ordinance Amending Section 8.01 of the Medford Zoning Code Governing Snow Removal
- XIII. Next Meeting Dates
  - A. Regular City Council Meeting – Monday, June 23, 2025, 7:00 p.m.
- XIV. Adjournment

Regular City Council Meeting

April 28, 2025

7:00 p.m.

City Hall

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

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, Scott Limberg, Chloe Kucera, and Kay Fate.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Administrator Jackson stated Marvin Purrier's mom had planned on attending with a request to do something in memory of Marvin.

Agenda – add 6<sup>th</sup> Street SE speed limit signs to Mayor Reports. Motion by Mueller, seconded by Winter 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 24, 2025 regular council meeting minutes and the April 1, 2025 and April 9, 2025 special council meeting minutes.

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

Approval of the March check register numbers E5597-E5631, 18041-18071, and 52890-52955.

Approval of the Medford Municipal Liquor Store Temporary Liquor License Request for Straight River Days.

Resolution 2025-10 A Resolution Accepting Donation from Custom Building Components in the amount of \$300.00 for the Medford Fire Department.

Resolution 2025-11 A Resolution Accepting Donation from Medford Fire Relief Association/Anderson Family in the amount of \$4,200.00 for the Medford Fire Department.

Resolution 2025-12 A Resolution Accepting Donation from the Lazy U Community in the amount of \$100.00 for the Medford Fire Department.

Resolution 2025-13 A Resolution Accepting Donation from Straight River Cable equaling \$660.27 for the Medford Fire Department.

Resolution 2025-14 A Resolution Accepting Donation from Olmsted Medical Center in the amount of \$1,000.00 for the Medford Fire Department.

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 –

Motion by Mueller, seconded by Winter to approve the annual Medford Fireman's street dance. All members voted aye for approval. Motion carried.

Lucas Device Purchase – motion by Mueller, seconded by Heaser to authorize the Lucas Device purchase. All members voted aye for approval. Motion carried.

City Attorney –

Revised Jones Easement Agreement – Motion by Winter, seconded by Mueller to approve the revised easement agreement. All members voted aye for approval. Motion carried.

Agreement to Execute Easement Agreement – motion by Winter, seconded by Heaser to approve the agreement to execute easement agreement. Thomas voted aye, Winter voted aye, Heaser voted aye, Sorensen voted aye, Mueller voted nay. Motion carried.

Jones Easement Payment – motion by Heaser, seconded by Winter to authorize Jones Easement Payment by May 12, 2025. Thomas voted aye, Sorensen voted aye, Winter voted aye, Heaser voted aye, Mueller voted nay. Motion carried.

Park Endowment Bylaws Update – Attorney Rahrack stated the documents had been signed by Administrator Jackson to have a court hearing to change the park endowment fund bylaws.

City Engineer –

Engineer Theobald gave a brief update on the wastewater connection project.

Mayor –

Public Works Building – Mayor Thomas requested approval to go forward with obtaining quotes for a potential new public works building. Council consensus was to allow Mayor Thomas to proceed.

6<sup>th</sup> St SE speed limit signs – motion by Thomas, seconded by Winter to approve the 25 mph speed limit signs on 6<sup>th</sup> St SE. All members voted aye for approval. Motion carried.

City Administrator –

Administrator Jackson presented a memo regarding public works and city updates for the month.

City Hall Hours – motion by Sorensen, seconded by Mueller to change Medford City Hall hours to Monday-Thursday 7:00 a.m. – 11:30 a.m. and 12:30 p.m. – 4:30 p.m., closed Fridays. All members voted aye for approval. Motion carried.

Ordinance 2025-xx An Ordinance Amending Section 8.01 of the Medford Zoning Code Governing Snow Removal – ordinance will be posted for 10 days and officially voted on in the May Council meeting.

2025 Pool Rates – motion by Mueller, seconded by Sorensen to approve the 2025 Pool Rates. All members voted aye for approval. Motion carried.

2025 Pool Employees/Wages – motion by Mueller, seconded by Heaser to approve the 2025 pool employees and wages. All members voted aye for approval. Motion carried.

Pool Co-Manager	Bennett Stinocher
Pool Co-Manager	Olivia Ward
Returning Lifeguard/WSI	Jade Laue
Returning Lifeguard/WSI	Lexi Laue
Returning Lifeguard/WSI	Justin Limon
Returning Lifeguard	Meghan Amberg
Returning Lifeguard	James Wegner
New Lifeguard	Liam Ahrens
New Lifeguard	Brielle Goodnature
New Lifeguard	Bo Wilson

2025 Pool Season Staff Wages:

Pool Co-Manager \$16.00/hour

WSI & Teach Lessons \$14.50/hour

Returning Lifeguard \$14.00/hour

New Lifeguard \$13.50/hour

Medford Liquor Store Roof – motion by Sorensen, seconded by Heaser to approve the estimate for Malo Roofing in the amount of \$34,000 to replace the roof. All members voted aye for approval. Motion carried.

Medford Liquor Store Cooler – motion by Sorensen, seconded by Winter to approve the estimate from RiverCity Refrigeration in the amount of \$18,500 to replace the cooler. All members voted aye for approval. Motion carried.

Street Sweeper – motion by Winter, seconded by Heaser to authorize the purchase of the 2008 Elgin Sweeper plus refurbishing costs for the total of \$35,712.85. All members voted aye for approval. Motion carried.

Parcel 16-101-4113 Accepted Uses for Premises – Council consensus was to have the Zoning Board look at the parcel and city code and come back with a recommendation to City Council.

Medford Liquor Store Performance 2023 – Administrator Jackson and Mayor Thomas publicly thanked the Medford Liquor Store staff for all of their efforts in making the liquor store #1 in the State for 2023.

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

Medford Liquor Store Temporary Extension of Premises - Patio Area – motion by Mueller, seconded by Sorensen to approve the temporary extension of premises. All members voted aye for approval. Motion carried.

Medford Liquor Store Temporary Extension of Premises – Street Dance – motion by Mueller, seconded by Winter 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 council meeting at 8:15 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – May 19, 2025, 7:00 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special City Council Meeting  
May 6, 2025  
5:30 p.m.  
City Hall

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

Members absent were none.

City Staff in attendance was Elizabeth Jackson.

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

Public Works Service Truck – motion by Sorensen, seconded by Winter to authorize the purchase of a public works service truck up to the amount of \$70,000.00. All members voted aye for approval. Motion carried.

Straight River Park Volleyball Court Sand – motion by Mueller, seconded by Heaser to approve the purchase of 16 yards of sand for the volleyball courts. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Winter to adjourn the special council meeting at 5:49 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

CITY OF MEDFORD BILLS FOR APRIL 2025

		<u>Paid</u>	<u>Unpaid</u>
Amazon		\$91.93	
Anhorn's Gas & Tire	public works	\$421.78	
Anhorn's Gas & Tire	fire department	\$83.68	
B & B Pumping & Portables, Inc	handicap bathroom	\$180.00	
Bussler Publishing	publications	\$1,148.00	
CCS	call center	\$105.10	
Centerpoint		\$1,718.01	
Cintas	public works	\$139.02	
Culligan		\$115.42	
Craig Helgeson	fire dept	\$103.35	
Dakota Ellingson	fire dept	\$224.89	
Danny Thomas	mileage	\$157.20	
Delta Dental	dental insurance	\$274.12	
Dinges Fire Company	fire dept	\$2,728.02	
First Supply	public works	\$21.12	
Fleet Farm	public works	\$228.65	
Gopher One	locates	\$2.70	
Google	emails	\$91.96	
Hach	testing supplies	\$516.92	
Harbor Freight	public works	\$282.66	
Hawkins	chemical	\$4,945.47	
Heiman Fire	fire dept	\$4,198.84	
Jaguar Communications	phone/internet	\$827.78	
Innovative Office	office supplies	\$46.90	
Blue Cross	health insurance	\$5,427.21	
Marathon Tech	computer support	\$874.01	
Mathias Heinrichs	mileage	\$240.80	
Matt Mullenbach	fire dept	\$403.75	
MN Dept of Revenue	sales tax		
MN Fire Service Cert	fire dept	\$393.00	
MMUA	drug consortium	\$35.00	
Midwest Machinery	lawn mowers maintenance	\$962.47	
Olympic Fire	Fire dept	\$209.94	
Owatonna Fire & Safety	fire dept	\$199.50	
Postmaster		\$370.00	
Riverland CC	fire dept	\$2,530.00	
Phil Heim	vets memorial	\$11.00	
Smith, Tollefson, Rahrlick & Cass	legal fees	\$4,808.90	
Steele County Auditor	1st quarter law enforcement fees	\$23,459.37	
Steele County Information Network	EDA Sign	\$400.00	
Steele County Treasurer	16-101-0923	\$396.10	
Steele Waseca		\$7,178.53	
Trevor Davis	fire dept	\$89.01	
Water Conservation Services	leak locator	\$2,857.50	
US Bank	city hall copier	\$149.48	
Wigham Trucking	spring street sweeping	\$2,625.00	
WHKS	Engineering Fees	\$34,231.00	
Verizon	cell phones	\$61.85	
	Total	\$106,566.94	\$0.00

Approved by City Council on Monday, May 19, 2025

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR APRIL 2025

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Amazon	\$113.08	
Breakthru Beverage	\$258.60	
Cashwise	\$10.74	
Imperial Dade	\$380.16	
Electro Watchman, Inc	\$298.02	
Culligan	\$110.81	
Cintas	\$114.15	
Jenny Amberg	\$200.00	
Centerpoint	\$256.70	
Huber Supply	\$104.86	
Minnesota Dept of Revenue		
Midco	\$355.88	\$ 355.88
Faribo Air	\$1,127.00	
Cashwise	\$36.09	
Kwik Trip	\$17.22	
Dr Fresh Tap	\$65.00	
Kwik Trip	\$8.91	
Shamrock		
Nola Olson		
Block Plumbing	\$213.83	
Sams Club	\$192.89	
Star Music	\$255.00	
Southern MN Glazers	\$326.80	
Sams Club	\$422.87	
Steele Waseca	\$654.92	\$ 654.92
Townsquare Media	\$195.00	
Walmart	\$100.51	
Waste Management		
Total	\$5,819.04	\$1,010.80
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$334.50	
Hermel	\$2,472.93	
Pepsi		
Total	\$2,807.43	\$0.00
 College City Beverage	 \$12,921.62	
Northern Beverage	\$1,177.55	
Locher Bros.	\$1,589.50	
Total	\$15,688.67	\$0.00
 TOTAL	 \$24,315.14	 \$1,010.80

Approved by City Council on Monday, May 19, 2025

\_\_\_\_\_  
Elizabeth Jackson, City Clerk

\_\_\_\_\_  
Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR MAY 2025

		<u>Paid</u>	<u>Unpaid</u>
Abdo	audit		
Alex Air	fire dept		
Anhorn's Gas & Tire	public works	\$432.02	
Anhorn's Gas & Tire	fire dept		
Bussler Publishing	publications	\$1,750.00	
Ballstadt Enterprises	weed control	\$1,035.60	
Ben Maas	fire dept		
Amazon	office supplies/pool/public works		
Block Plumbing	pool bathrooms		
B & B Pumping & Portables, Inc	handicap portable toilet		
Delta Dental	insurance		
CCS	call service		
Cintas	public works	\$89.93	
Centerpoint			
Danny Thomas	mileage	\$14.53	
Colonial Life		\$56.82	
Culligan			
Earl F Andersen	street signs	\$225.45	
Flom Disposal	garbage	\$160.88	
Gopher State One	locates	\$43.20	
Google	emails		
Flow Measurement	flow meter testing	\$1,112.00	
Hawkins	chemical		
Jaguar Communications	phone/internet		
Imperial Dade	public works	\$315.54	
Innovative	office supplies	\$51.42	
Lowe's	public works	\$318.01	
Blue Cross	health insurance	\$5,427.21	
Marathon Tech	computer support, laptop	\$1,747.89	
Metro Sales	copier		
Menards	pool		
Minnesota Dept of Health	connection fees		
Nagel Sod	black dirt	\$38.66	
Northland Farm Systems	pole saw repair	\$261.47	
Postmaster	postage		
Steele County Information Network	EDA Sign	\$400.00	
Steele Waseca			
US Bank	city hall copy machine	\$298.96	
UPS	Samples		
Utility Consultants	testing	\$1,029.05	
WHKS	engineering		
Vessco	water plant repairs		
VIA	fire dept		
Verizon Wireless	cell phones	\$126.41	
Walmart	Pool		
Webicine	web hosting		
	Total	\$14,935.05	\$0.00

Approved by City Council on Monday, May 19, 2025

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR MAY 2025

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Block Plumbing	\$220.80	
Amazon		
Breakthru	\$273.90	
Angie Bohlman		
Cintas	\$228.30	
Culligan		
Midco		
Huber	\$206.95	
Pryes Brewing	\$66.50	
Faribo Air	\$120.00	
Star Sports	\$88.00	
Minnesota Dept of Revenue		
Erica Johnson	\$250.00	
Stuart Bohlman	\$50.00	
Nola Olson	\$600.00	
Dr Fresh Tap	\$130.00	
Lakes Co Eats	\$379.50	
Shamrock		
Townsquare Media	\$50.00	
Star Music	\$255.00	
Sams Club		
Shari Stromme	\$500.00	
RiverCity Refrigeration	\$18,500.00	
Steele Waseca		
Flom Disposal	\$471.33	
Walmart		
Total	\$22,390.28	\$0.00
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$199.45	
Hermel Wholesale	\$405.12	
Pepsi		
Total	\$604.57	\$0.00
 <u>BEER</u>		
College City Beverage	\$9,739.11	
Northern Beverage	\$1,815.40	
Locher Bros Inc	\$1,550.50	
Total	\$13,105.01	\$0.00
TOTAL	\$36,099.86	\$0.00

Approved by City Council on Monday, May 19, 2025

\_\_\_\_\_  
Elizabeth Jackson, City Clerk

\_\_\_\_\_  
Danny Thomas, Mayor

## Checks for Month

10100 Cash

Since APRIL 2025

Begin Balance \$111,397.87

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
052956	CASH	4/2/2025	\$5,000.00	4-2-25atm	atm	\$106,397.87
052957	CASH	4/3/2025	\$5,000.00	4-3-25atm	atm	\$101,397.87
052958	CASH	4/3/2025	\$5,000.00	4-4-25atm	atm	\$96,397.87
052959	AUTOMATIC SYSTEMS CO.	4/3/2025	\$640.00	4-3-25Billing	wwtp	\$95,757.87
052960	B & B PUMPING & PORTABL	4/3/2025	\$180.00	4-3-25Billing	handicap toilet	\$95,577.87
052961	BLOCK PLUMBING & HEATIN	4/3/2025	\$285.89	4-3-25Billing	muni	\$95,291.98
052962	CCS	4/3/2025	\$122.85	4-3-25Billing		\$95,169.13
052963	CENTERPOINT	4/3/2025	\$3,358.53	4-3-25Billing	6044309	\$91,810.60
052964	CINTAS	4/3/2025	\$306.18	4-3-25Billing		\$91,504.42
052965	COLLEGE CITY BEVERAGE,	4/3/2025	\$7,023.55	4-3-25Billing		\$84,480.87
052966	CURT S TRUCK & DIESEL S	4/3/2025	\$2,500.00	4-3-25Billing	fire dept	\$81,980.87
052967	DAHLHEIMER BEVERAGE LL	4/3/2025	\$464.15	4-3-25Billing		\$81,516.72
052968	ERICA JOHNSON	4/3/2025	\$300.00	4-3-25Billing		\$81,216.72
052969	FLOM DISPOSAL SERVICE	4/3/2025	\$632.21	4-3-25Billing		\$80,584.51
052970	HAWKINS	4/3/2025	\$2,311.34	4-3-25Billing	chemical	\$78,273.17
052971	HEGGIES PIZZA	4/3/2025	\$181.30	4-3-25Billing		\$78,091.87
052972	HERMEL WHOLESALE	4/3/2025	\$1,660.31	4-3-25Billing		\$76,431.56
052973	HUBER SUPPLY CO., INC	4/3/2025	\$34.00	4-3-25Billing		\$76,397.56
052974	JENNIFER AMBERG	4/3/2025	\$100.00	4-3-25Billing	muni promotions	\$76,297.56
052975	LOWES BUSINESS ACCOUN	4/3/2025	\$88.79	4-3-25Billing		\$76,208.77
052976	MIDCONTINENT COMMUNIC	4/3/2025	\$355.88	4-3-25Billing	muni	\$75,852.89
052977	NOLA OLSON	4/3/2025	\$700.00	4-3-25Billing		\$75,152.89
052978	NORTHERN BEVERAGE DIS	4/3/2025	\$2,350.90	4-3-25Billing		\$72,801.99
052979	OWATONNA HEATING & CO	4/3/2025	\$935.00	4-3-25Billing	booster station	\$71,866.99
052980	SHAMROCK GROUP	4/3/2025	\$167.50	4-3-25Billing		\$71,699.49
052981	SHARI STROMME	4/3/2025	\$450.00	4-3-25Billing		\$71,249.49
052982	STEELE WASECA COOP EL	4/3/2025	\$8,010.58	4-3-25Billing	25164	\$63,238.91
052983	STUART BOHLMAN	4/3/2025	\$100.00	4-3-25Billing		\$63,138.91
052984	TOWNSQUARE MEDIA FARI	4/3/2025	\$195.00	4-3-25Billing		\$62,943.91
052985	UTILITY CONSULTANTS	4/3/2025	\$924.87	4-3-25Billing	testing	\$62,019.04
052986	CASH	4/9/2025	\$5,000.00	4-9-25atm	atm	\$57,019.04
052987	ROB WOOD	4/9/2025	\$300.00	4-9-25Music	muni music	\$56,719.04
052988	DANNY THOMAS	4/9/2025	\$157.20	4-9-25DT Mileage	mileage	\$56,561.84
052989	CASH	4/10/2025	\$5,000.00	4-10-25atm	atm	\$51,561.84
052990	CASH	4/10/2025	\$5,000.00	4-11-25atm	atm	\$46,561.84
052991	CASH	4/16/2025	\$5,000.00	4-16-25atm	atm	\$41,561.84
052992	CASH	4/18/2025	\$5,000.00	4-18-25atm	atm	\$36,561.84
052993	CASH	4/18/2025	\$5,000.00	4-19-25atm	atm	\$31,561.84
052994	ANHORNS GAS & TIRE	4/23/2025	\$505.46	4-23-25bills	public works/fire dept	\$31,056.38
052995	B & B PUMPING & PORTABL	4/23/2025	\$180.00	4-23-25bills	handicap toilet	\$30,876.38
052996	BLOCK PLUMBING & HEATIN	4/23/2025	\$213.83	4-23-25bills	muni	\$30,662.55
052997	BREAKTHRU BEVERAGE MN	4/23/2025	\$258.60	4-23-25bills	liquor for re sale	\$30,403.95
052998	BUSSLER PUBLISHING INC	4/23/2025	\$1,148.00	4-23-25bills	publications	\$29,255.95
052999	CCS	4/23/2025	\$105.10	4-23-25bills	Call Service	\$29,150.85
053000	CENTERPOINT	4/23/2025	\$1,974.71	4-23-25bills	6044309	\$27,176.14
053001	CINTAS	4/23/2025	\$253.17	4-23-25bills		\$26,922.97
053002	COLLEGE CITY BEVERAGE,	4/23/2025	\$12,921.62	4-23-25bills		\$14,001.35
053003	CRAIG HELGESON	4/23/2025	\$103.35	4-23-25bills	fire dept	\$13,898.00
053004	CULLIGAN WATER CONDITI	4/23/2025	\$226.23	4-23-25bills	water softner	\$13,671.77
053005	CURT'S TRUCK & DIESEL SE	4/23/2025	\$0.00	4-1-25fire		\$13,671.77
053006	DAHLHEIMER BEVERAGE LL	4/23/2025	\$1,589.50	4-23-25bills		\$12,082.27
053007	DAKOTA ELLINGSON	4/23/2025	\$224.89	4-23-25bills	Fire Dept	\$11,857.38
053008	DINGES FIRE COMPANY	4/23/2025	\$2,728.02	4-23-25bills	fire dept	\$9,129.36
053009	DR. FRESH TAP	4/23/2025	\$65.00	4-23-25bills	muni	\$9,064.36
053010	ELECTRO WATCHMAN INC.	4/23/2025	\$298.02	4-23-25bills	muni security	\$8,766.34
053011	FARIBO AIR CONDITIONING	4/23/2025	\$1,127.00	4-23-25bills	Muni cooler	\$7,639.34
053012	FIRST SUPPLY COMPANY	4/23/2025	\$21.12	4-23-25bills	public works	\$7,618.22
053013	GOPHER STATE ONE-CALL	4/23/2025	\$2.70	4-23-25bills	locates	\$7,615.52

Checks for Month

10100 Cash

Since APRIL 2025

Begin Balance \$111,397.87

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
053014	HAWKINS	4/23/2025	\$4,945.47	4-23-25bills	chemical	\$2,670.05
053015	HEGGIES PIZZA	4/23/2025	\$334.50	4-23-25bills		\$2,335.55
053016	HEIMAN FIRE EQUIPMENT	4/23/2025	\$4,198.84	4-23-25bills		-\$1,863.29
053017	HERMEL WHOLESALE	4/23/2025	\$2,472.93	4-23-25bills		-\$4,336.22
053018	HUBER SUPPLY CO., INC	4/23/2025	\$104.86	4-23-25bills	Muni	-\$4,441.08
053019	imperial dade	4/23/2025	\$380.16	4-23-25bills	Muni	-\$4,821.24
053020	INNOVATIVE OFFICE SOLUT	4/23/2025	\$46.90	4-23-25bills		-\$4,868.14
053021	JENNIFER AMBERG	4/23/2025	\$200.00	4-23-25bills		-\$5,068.14
053022	MARATHON TECH CO	4/23/2025	\$874.01	4-23-25bills	computer support	-\$5,942.15
053023	MATHIAS HEINRICHS	4/23/2025	\$240.80	4-23-25bills	MILEAGE	-\$6,182.95
053024	MATT MULLENBACH	4/23/2025	\$0.00	4-23-25bills	Reissued as Check #53103	-\$6,182.95
053025	METRO FIBERNET LLC	4/23/2025	\$827.78	4-23-25bills	507-455-2866, 0053, 3812	-\$7,010.73
053026	MIDWEST MACHINERY CO	4/23/2025	\$962.47	4-23-25bills	lawn mower maintenance	-\$7,973.20
053027	MINNESOTA FIRE SERVICE	4/23/2025	\$393.00	4-23-25bills	fire dept	-\$8,366.20
053028	MINNESOTA MUNICIPAL UTI	4/23/2025	\$35.00	4-23-25bills	drug consortium	-\$8,401.20
053029	NORTHERN BEVERAGE DIS	4/23/2025	\$1,177.55	4-23-25bills		-\$9,578.75
053030	OLYMPIC FIRE PROTECTIO	4/23/2025	\$209.94	4-23-25bills	fire dept	-\$9,788.69
053031	OWATONNA FIRE & SAFETY	4/23/2025	\$199.50	4-23-25bills	city hall/fire dept	-\$9,988.19
053032	PHILIP HEIM	4/23/2025	\$11.00	4-23-25bills	veterans memorial	-\$9,999.19
053033	RIVERLAND COMMUNITY C	4/23/2025	\$2,530.00	4-23-25bills	fire dept	-\$12,529.19
053034	SMITH,TOLLEFSON,RAHRIC	4/23/2025	\$4,808.90	4-23-25bills	1st Qtr Attorney	-\$17,338.09
053035	SOUTHERN GLAZERS OF M	4/23/2025	\$326.80	4-23-25bills		-\$17,664.89
053036	STAR MUSIC, INC	4/23/2025	\$255.00	4-23-25bills		-\$17,919.89
053037	STEELE COUNTY INFORMAT	4/23/2025	\$400.00	4-23-25bills	digital sign	-\$18,319.89
053038	STEELE COUNTY PROPERT	4/23/2025	\$23,459.37	4-23-25bills	1st Qtr Law Enforcement	-\$41,779.26
053039	STEELE COUNTY PROPERT	4/23/2025	\$396.10	4-23-25bills	16-101-0923	-\$42,175.36
053040	TOWNSQUARE MEDIA FARI	4/23/2025	\$195.00	4-23-25bills		-\$42,370.36
053041	TREVOR DAVIS	4/23/2025	\$89.01	4-23-25bills	fire dept	-\$42,459.37
053042	US BANK EQUIPMENT FINA	4/23/2025	\$149.48	4-23-25bills	city hall copier	-\$42,608.85
053043	VERIZON WIRELESS	4/23/2025	\$61.85	4-23-25bills	cell phones	-\$42,670.70
053044	WATER CONSERVATION SE	4/23/2025	\$2,857.50	4-23-25bills	leak locator	-\$45,528.20
053045	WHKS	4/23/2025	\$34,231.00	4-23-25bills		-\$79,759.20
053046	WIGHAM TRUCKING & EXCA	4/23/2025	\$2,625.00	4-23-25bills	spring street sweeping	-\$82,384.20
053047	DELTA DENTAL	4/23/2025	\$274.12	4-23-25Dental	Elizabeth	-\$82,658.32
053048	BLUE CROSS BLUE SHIELD	4/23/2025	\$5,427.21	4-23-25H Ins	Health Insurance	-\$88,085.53
053049	CASH	4/24/2025	\$5,000.00	4-24-25atn	atm	-\$93,085.53
053050	CASH	4/24/2025	\$5,000.00	4-25-25atm	atm	-\$98,085.53
053051	CASH	4/28/2025	\$5,000.00	4-28-25atm	atm	-\$103,085.53
053052	CASH	4/30/2025	\$5,000.00	4-30-25atm	atm	-\$108,085.53
053103	MATT MULLENBACH	5/13/2025	\$403.75	4-23-25bills	Was Ck#53024	-\$108,489.28
	Deposits	\$0.00				
	Checks		-\$219,887.15			

FILTER: ((([Act Year]='2025' and [period] in (4)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????')))) and [Cash Act]='10100'

Checks for Month

10100 Cash

Since APRIL 2025

Begin Balance \$111,397.87

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
018072	Amberg, Jennifer	4/11/2025	\$29.40	PAY20250208.00		\$111,368.47
018073	Bohlman, Angela	4/11/2025	\$803.03	PAY20250208.00		\$110,565.44
018074	Butterfield, Paige	4/11/2025	\$361.32	PAY20250208.00		\$110,204.12
018075	Evans, Andy	4/11/2025	\$454.92	PAY20250208.00		\$109,749.20
018076	Fischer, Andrew	4/11/2025	\$544.80	PAY20250208.00		\$109,204.40
018077	Heinrichs, Mathias	4/11/2025	\$1,578.43	PAY20250208.00		\$107,625.97
018078	Jackson, Elizabeth	4/11/2025	\$3,708.68	PAY20250208.00		\$103,917.29
018079	Johnson, Erica	4/11/2025	\$382.01	PAY20250208.00		\$103,535.28
018080	Krogh, James	4/11/2025	\$2,036.44	PAY20250208.00		\$101,498.84
018081	Olson, Nola	4/11/2025	\$430.41	PAY20250208.00		\$101,068.43
018082	Ulrich, Holly	4/11/2025	\$210.10	PAY20250208.00		\$100,858.33
018083	Will, Richard W	4/11/2025	\$246.42	PAY20250208.00		\$100,611.91
018084	Amberg, Jennifer	4/25/2025	\$221.64	PAY20250209.00		\$100,390.27
018085	Bohlman, Angela	4/25/2025	\$821.92	PAY20250209.00		\$99,568.35
018086	Butterfield, Paige	4/25/2025	\$249.59	PAY20250209.00		\$99,318.76
018087	Evans, Andy	4/25/2025	\$472.92	PAY20250209.00		\$98,845.84
018088	Fischer, Andrew	4/25/2025	\$988.67	PAY20250209.00		\$97,857.17
018089	Heinrichs, Mathias	4/25/2025	\$1,578.43	PAY20250209.00		\$96,278.74
018090	Jackson, Elizabeth	4/25/2025	\$3,708.68	PAY20250209.00		\$92,570.06
018091	Johnson, Erica	4/25/2025	\$365.86	PAY20250209.00		\$92,204.20
018092	Krogh, James	4/25/2025	\$2,036.44	PAY20250209.00		\$90,167.76
018093	Olson, Nola	4/25/2025	\$397.73	PAY20250209.00		\$89,770.03
018094	Ulrich, Holly	4/25/2025	\$53.91	PAY20250209.00		\$89,716.12
018095	Will, Richard W	4/25/2025	\$296.97	PAY20250209.00		\$89,419.15
018096	Finholdt, Eric	4/24/2025	\$115.44	PAY20250304.00		\$89,303.71
018097	Hager, Richard	4/24/2025	\$115.44	PAY20250304.00		\$89,188.27
018098	Heaser, Mark	4/24/2025	\$207.79	PAY20250304.00		\$88,980.48
018099	Helgeson, Craig H	4/24/2025	\$230.87	PAY20250304.00		\$88,749.61
018100	Mueller, Amanda	4/24/2025	\$207.79	PAY20250304.00		\$88,541.82
018101	Sorensen, Nicholas	4/24/2025	\$207.79	PAY20250304.00		\$88,334.03
018102	Thomas, Danny	4/24/2025	\$277.05	PAY20250304.00		\$88,056.98
018103	Winter, Jason	4/24/2025	\$207.79	PAY20250304.00		\$87,849.19
	Deposits	\$0.00				
	Checks		-\$23,548.68			

FILTER: ((([Act Year]='2025' and [period] in (4))) and ((([Source] like 'PAY?????????.??'))) and [Cash Act]='10100')

CITY OF MEDFORD

Checks for Month

10100 Cash  
 Since APRIL 2025  
 Begin Balance \$111,397.87

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
005632E	HEALTH EQUITY	4/15/2025	\$45.00	4-11-25hsa		\$111,352.87
005633E	EFTPS	4/15/2025	\$2,906.47	4-11-25fed	Withholding	\$108,446.40
005634E	STATE OF MINNESOTA	4/15/2025	\$442.14	4-11-25fed		\$108,004.26
005635E	PUBLIC EMPLOYEES RETIR	4/15/2025	\$1,973.98	4-11-25fed		\$106,030.28
005636E	MINNESOTA DEPT OF REVE	4/17/2025	\$371.00	2025 1st water	1st Quarter water tax	\$105,659.28
005637E	MINNESOTA DEPT OF REVE	4/18/2025	\$4,713.00	March 2025 Tax		\$100,946.28
005638E	EFTPS	4/28/2025	\$260.08	4-24-25fed	Withholding	\$100,686.20
005639E	HEALTH EQUITY	4/28/2025	\$45.00	4-25-25hsa		\$100,641.20
005640E	EFTPS	4/28/2025	\$3,070.61	4-25-25fed	Withholding	\$97,570.59
005641E	STATE OF MINNESOTA	4/28/2025	\$467.07	4-25-25fed		\$97,103.52
005642E	PUBLIC EMPLOYEES RETIR	4/28/2025	\$2,056.42	4-25-25fed		\$95,047.10
005647E	SHIFT FOUR	5/14/2025	\$189.47	4-2-25ccfee		\$94,857.63
005648E	INTERNET PURCHASES	5/14/2025	\$91.96	4-1-25google	emails	\$94,765.67
005649E	POSTMASTER	5/14/2025	\$370.00	4-2-25post		\$94,395.67
005650E	KWIK TRIP	5/14/2025	\$11.28	4-4-25kt	muni	\$94,384.39
005651E	HEALTH EQUITY	5/14/2025	\$3.00	4-9-25HEquity		\$94,381.39
005652E	WALMART COMMUNITY/GE	5/14/2025	\$24.14	4-10-25wm		\$94,357.25
005653E	FLEET FARM	5/14/2025	\$23.38	4-14-25fleet	park	\$94,333.87
005654E	SAM'S CLUB	5/14/2025	\$119.62	4-11-25sams		\$94,214.25
005655E	CASHWISE	5/14/2025	\$10.74	4-15-25cw		\$94,203.51
005656E	AMAZON.COM	5/14/2025	\$16.17	4-15-25am		\$94,187.34
005657E	HARBOR FREIGHT	5/14/2025	\$17.17	4-17-25HF	shop	\$94,170.17
005658E	WALMART COMMUNITY/GE	5/14/2025	\$32.17	4-17-25wm		\$94,138.00
005659E	KWIK TRIP	5/14/2025	\$5.94	4-28-25kit	muni	\$94,132.06
005660E	FLEET FARM	5/14/2025	\$34.08	4-28-25fleet		\$94,097.98
005661E	SAM'S CLUB	5/14/2025	\$73.27	4-28-25sams		\$94,024.71
	Deposits	\$0.00				
	Checks		-\$17,373.16			

FILTER: ((([Act Year]='2025' and [period] in (4))) and ((([EFT])) and [Cash Act]='10100'

## LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to [pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

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LMCIT Member Name:

*Check one:*

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: May 19, 2025

Signature: *Elizabeth Jackson*

Position: City Administrator

**RESOLUTION 2025-15**  
**A RESOLUTION ACCEPTING IN-KIND DONATION FROM**  
**FARIBO POWDER COATING**

**WHEREAS**, the City of Medford has received an in-kind donation in the amount of \$5,000.00 from Faribo Powder Coating for the Medford Fire Department

**WHEREAS**, the stated purpose of the donation is for the Medford Fire Department; and

**NOW, THEREFORE, BE IT RESOLVED**, the City of Medford has received and accepts an in-kind donation from Faribo Powder Coating in the amount of \$5,000.00 for the Medford Fire Department.

Passed and adopted on this 28th day of April 2025, with the following votes:

	AYE	NAY	ABSTAIN	ABSENT
Danny Thomas	_____	_____	_____	_____
Jason Winter	_____	_____	_____	_____
Mark Heaser	_____	_____	_____	_____
Manda Mueller	_____	_____	_____	_____
Nick Sorensen	_____	_____	_____	_____

\_\_\_\_\_  
DANNY THOMAS  
MAYOR

ATTEST:

\_\_\_\_\_  
ELIZABETH JACKSON  
CITY CLERK

Planning & Zoning Board  
City of Medford  
Regular Meeting  
May 12, 2025 – 7:00 PM

Chairman Luebbe opened the meeting at 7:00 p.m.

Members present: Winter, Stinocher, Harris, Luebbe

Members absent: Stransky

Others Attending: Beth Jackson

Approval of the Agenda. Beth Jackson added #7 under Possible Code Changes; Blvd signs in residential areas. Motion by Winter, second by Harris to amend agenda. Motion carried.

Minutes from the March 17, 2025 meeting were read. Motion by Harris, second by Winter to approve the minutes. Motion carried.

Concerns from the General Public-None that was present.

Parcel 16-101-4113-Permitted Uses. Discussion was had by zoning board about this parcel and large equipment that is parked at this parcel. City street is deteriorating due to heavy equipment driving on the city street. Zoning Board agreed that the use of the building was within code of use and that the recommendation was that when the city street is redone the street is built to accommodate C2 commercial use, with the recommendation that the C2 property owner cover 50% of the cost to repair/replace. Motion by Harris, seconded by Luebbe. Motion carried.

#### Possible Code Changes

1. Residential Fence Setbacks-Discussion from zoning board to take no action to change ordinance at this time.
  2. Expired Vehicle Tabs-Code Letters-Recommendation by zoning board to remove the wording "current tabs and unlicensed" from the ordinance section 11.20. The city should not be monitoring these violations.
  3. Permit for Tree Service Companies-Recommend no changes to ordinance and that the city already requires a permit for public property.
  4. Impervious Surface Requirements for campers, boats, etc.-Recommend no changes to ordinance.
  5. Landscaping in public right of ways-Recommendation from zoning board that and damage to landscaping in public right of way is at the risk of the homeowner and the city is not responsible for repairs.
  6. Camper regulations-Recommendation to not change the current ordinance.
  7. Blvd signs in residential areas-Recommendation to not change the current ordinance.
- Motion to approve all possible code changes as discussed in items 1-7 as stated. Motion by Stinocher, seconded by Winter. Motion carried.

Public Hearing-Opened by Luebbe. No public concerns.

Ordinance 2025-02 An Ordinance Regulating Cannabis Business Discussion-No changes to the current ordinance is needed. Motion by Harris, second by Winter. Motion Carried.

Closed Public Hearing. Motion by Winter, seconded by Harris. Motion carried.

Adjourn the meeting-Motion by Winter, seconded by Harris to adjourn the meeting at 8:21, motion carried.

Next regular Planning and Zoning meeting is July 21, 2025 7 p.m.

ORDINANCE NO. 2025-02

CITY OF MEDFORD

AN ORDINANCE  
REGULATING CANNABIS BUSINESSES

THE CITY COUNCIL OF THE CITY OF MEDFORD, ORDAINS:

1. Medford City Code Section 4.45, is hereby created to read as follows:

“Section 4.45. REGULATION OF CANNABIS BUSINESSES

**Subdivision 1. Definitions.** For purposes of this Section, the following words or phrases shall have the following meanings.

- A. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, and transport cannabis flower to a cannabis manufacturer located on the same premises.
- B. Cannabis Retail Businesses: A retail location and the retail location(s) of mezzobusinesses with a retail operations endorsement, micro businesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
- C. Cannabis Businesses: As defined in Minn. Stat. § 342.01, Subd. 14.
- D. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
- E. Day Care Facility: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child’s own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
- F. Lower-potency Hemp Edible: As defined Under Minn. Stat. 342.01, subd. 50.
- G. Residential Treatment Facility: As defined under Minn. Stat. § 245.462, subd. 23.
- H. School:
  - a) Public school as defined under Minn. Stat. § 120A.05.

- b) Nonpublic school that meets the reporting requirements under Minn. Stat. § 120A.24.
- c) Charter school licensed by the Minnesota Department of Education.
- d) Post secondary educational facilities, including any colleges, universities, or technical schools.

**Subdivision 2. Requirements of Cannabis Businesses**

**A. Minimum Buffer Requirements.** The operation of cannabis business is prohibited within:

- 1. 1,000 feet, as measured in a straight line, from the nearest boundary line of the cannabis business to the nearest boundary line of the a school.
- 2. 500 feet, as measured in a straight line, from the nearest boundary of the cannabis business to the nearest boundary line of the following:
  - a. Day care facility.
  - b. Residential treatment facility.
  - c. Public parks and trails, including playgrounds and athletic fields, regularly used by minors.

**Subdivision 3. Zoning and Land Use**

- A. Cultivation.** Cannabis businesses licensed or endorsed for cannabis cultivation are permitted in an Industrial District.
- B. Cannabis Manufacturer.** Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted in an I-1 Industrial District.
- C. Hemp Manufacturer.** Cannabis businesses licensed or endorsed for low-potency hemp edible manufacturers are permitted used in an I-1 Industrial District.
- D. Wholesale.** Cannabis businesses licensed or endorsed for cannabis wholesale are permitted used in an I-1 Industrial District.
- E. Cannabis Retail.** Cannabis businesses licensed or endorsed for cannabis retail are permitted used in an C-3 Regional Commercial District.

**Subdivision 4. Hours of Operation.** Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of:

8:00 a.m. to 10:00 p.m. Monday-Saturday

10:00 a.m. to 10:00 p.m. Sunday”

2. **This Ordinance shall be effective immediately upon its passage and publication.**

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025, by the City Council of the City of Medford.

By: \_\_\_\_\_  
Danny Thomas  
Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth Jackson  
City Administrator/City Clerk

TO: Council

FROM: Danny Thomas  
Mayor

DATE: May 2025

RE: Main Street Parking Spaces Painting

Background:

Steele County Commissioner James Brady has given the City of Medford permission to paint parking spaces on Main Street.

The Public Works Department has contacted Seykora Striping to paint the parking spaces. City Council will need to decide how much of Main Street and which sides of Main Street to have painted.

TO: Council

FROM: Elizabeth Jackson  
City Administrator

DATE: May 2025

RE: City Financial Report/Public Works and General Updates

Public Works Updates:

UV light issues at WWTP  
Daily rounds  
Purchase of new Service Truck  
Purchase of Street Sweeper  
Mowing/Park Maintenance  
Safety Training  
Clean-up of graffiti at Straight River Park  
2025 Pool Season preparations  
2025 Street Patching Map/Measurements

City Updates:

2025 lifeguard orientation  
Training of new Pool managers  
Zoning Meeting  
EDA Meeting  
Camera/WIFI installation at Straight River Park  
Muni Cooler Replaced  
Muni Roof Replaced  
Street Patching RFP's sent  
Code Letters  
MPCA meeting  
New Public Works Computers

**cityclerk@medfordminnesota.com**

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**From:** Lisser, Jamie (She/Her/Hers) (DOT) <jamie.lisser@state.mn.us>  
**Sent:** Wednesday, May 14, 2025 12:00 PM  
**To:** Elizabeth Jackson  
**Subject:** Re: West roundabout

Thank you for contacting me with your concern.

I will forward the emails to our management team so they are all aware also.

Have a good day.

---

**From:** cityclerk@medfordminnesota.com <cityclerk@medfordminnesota.com>  
**Sent:** Wednesday, May 14, 2025 11:34 AM  
**To:** Lisser, Jamie (She/Her/Hers) (DOT) <jamie.lisser@state.mn.us>  
**Subject:** FW: West roundabout

You don't often get email from cityclerk@medfordminnesota.com. [Learn why this is important](#)

**This message may be from an external email source.**

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

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**From:** cityclerk@medfordminnesota.com <cityclerk@medfordminnesota.com>  
**Sent:** Monday, May 5, 2025 9:09 AM  
**To:** Cabral Neto Fausto <fausto.cabral@state.mn.us>  
**Subject:** West roundabout

Good Morning

Good Morning,

Attached are pictures from this morning of the WEST roundabout in Medford. These pictures show exactly why I won't allow the 2 public works staff that the City has to maintain the roundabouts. Those roundabouts are very unsafe. I know my concerns have been sent on to District 6. I don't have a contact at the district and was hoping you could forward the pictures.

Now both roundabouts have been damaged in less than a month. I wanted to keep you informed of the damage to the roundabouts and the safety issues regarding them.

Thank you

Elizabeth Jackson, CMC, MCMC  
Medford City Administrator

## Medford, MN April 2025 DMR Comments

The April 2025 fecal geometric mean was calculated at 741 cu/100ml (limit: 200 cu/100 ml). The elevated level is due to the malfunction of Medford's UV disinfection system, which is not operating properly. One entire bank is nonfunctional, and several bulbs across other the other banks are also not working.

The UV system is very old, and The City has been unable to locate necessary parts for repair. Medford has contracted R&K Electric to attempt to repair or cobble together a temporary fix to restore some level of functionality.

A full replacement of the UV system is not being pursued, as the cost exceeds \$100,000 and the investment in Medford's eyes is not justifiable given that the Medford Wastewater Treatment Facility will be decommissioned once the planned connection to The City of Owatonna is completed. This connection is currently underway as the design has been completed and the council has given approval to advertise for bids to construct the new lift station and force main to Owatonna, as well as decommission the old wastewater treatment facility.

memo to MN Pollution Control from  
contract operator, Andrew Fischer

CITY OF MEDFORD  
RESOLUTION 2025-16

A RESOLUTION AWARDDING AND APPROVING  
2025 STREET PATCHING QUOTE BID

WHEREAS, the City Council of the City of Medford solicited, received and opened quotes for 2025 Street Patching Project on May 14, 2025; and,

WHEREAS, bids received by the City of Medford must be acted upon within 30 days of opening; and,

WHEREAS, the bids received for the project are favorable.

M&W Blacktopping	\$81,304.08
Seykora Asphalt	\$97,795.02
BMI	\$98,389.00
Crane Creek Asphalt	\$99,461.75

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Medford that the low bid submitted by M&W Blacktopping in the amount of \$81,304.08 for 2025 Street Patching is hereby approved.

Adopted by the Medford City Council this 19<sup>th</sup> day of May, 2025.

\_\_\_\_\_  
Mayor Danny Thomas

ATTEST:

\_\_\_\_\_  
Elizabeth Jackson, City Clerk

Quote Submittal Sheet

Medford Street Patching – Removal and replacement of 4.0 inches of asphalt street sections throughout Medford.

Before submitting a quote, the contractor shall carefully examine the entire contents of the specifications to be thoroughly familiar with all the requirements. The successful contractor shall not be allowed any extra compensation by reason of any unforeseen difficulties, of which the contractor could have discovered, by reasonable anticipation prior to submitting the quote. Before submitting a quote, all contractors must examine existing field conditions, and/or specifications to judge for themselves the difficulties with which may arise in the execution of the work.

COMPLETE THE FOLLOWING AND EMAIL OR MAIL TO ELIZABETH JACKSON AT THE ADDRESS BELOW NO LATER THAN MAY 14, 2025 at 10:00 AM.

Company Name: M & W Polacktopping  
Your Name & Title: Dan Lemke - President  
Contact Information: 507-330-2142  
346 Reed St. S.  
Waterville, mn. 56096

Signature: Dan W. Lemke

Removal and replacement of 4.0 inches of asphalt street sections throughout Medford.

Total yard(s): 3036  
Price Per Yard: \$ 26.78 \*  
Project Total: \$ 81,304.08

\*The project will be awarded based upon the quoted price per yard.

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COMPLETE THE FOLLOWING AND EMAIL OR MAIL TO ELIZABETH JACKSON AT THE ADDRESS BELOW NO LATER THAN MAY 14, 2025 at 10:00 AM.

Company Name: Seykora Asphalt

Your Name & Title: Bradley Seykora President

Contact Information: Seykora Asphalt

3400 W. Bridge St. Owatonna, MN 55060

brad.seykora@seykoraasphalt.com 507-455-3342

Signature: *Bradley Seykora* president

Removal and replacement of 4.0 inches of asphalt street sections throughout Medford.

Total yard(s): 3039 SY

Price Per Yard: \$ 32.18 \*

Project Total: \$ 97,795.02

\*The project will be awarded based upon the quoted price per yard.

# BITUMINOUS MATERIALS, LLC

680 NW 24TH STREET  
 PO BOX 246  
 FARIBAULT, MN 55021  
 507-334-5155 OFFICE  
 507-334-0114 FAX



## ESTIMATE & AGREEMENT

DATE: 5/13/2025

TO: City of Medford

BID: We hereby propose to furnish material and labor to complete the work outlined herein for the sum of:

**As Stated Below** Dollars

**\$ 98,389.00** Payment to be made as follows:

**Net 30 from Billing Date**

507-455-2866

[cityclerk@mefordminnesota.com](mailto:cityclerk@mefordminnesota.com)

We hereby submit specifications and bid for:

**MEDFORD STREET PATCHING 2025**

**PROJECT LOCATION:**

ITEM	DESCRIPTION	UNITS	U/M	UNIT PRICE	EXTENDED
MOBILIZATION	PEOPLE AND EQUIP MOVES	1.00	LS	\$ 3,500.00	\$ 3,500.00
PEOPLE AND EQUIPMENT MOVES NECESSARY TO COMPLETE QUOTED SCOPE OF WORK.					
REMOVE ASPHALT	REMOVE ASPHALT	3,039.00	SY	\$ 5.75	\$ 17,474.25
REMOVE AND DISPOSE OF DETERIORATED ASPHALT.					
GRADING	SHAPE AND COMPACT AGG	3,039.00	SY	\$ 2.25	\$ 6,837.75
SHAPE EXISTING AGGREGATE BASE FOR PROPER DRAINAGE AND COMPACT FOR PAVING.					
TACK COATING	BIT. MAT FOR TACK COATING	170.00	GAL	\$ 4.00	\$ 680.00
BITUMINOUS MATERIAL FOR TACK COATING.					
WEAR LIFT	SPWEB240B, 2.0" THICK	3,039.00	SY	\$ 11.50	\$ 34,948.50
TYPE SP.12.5 WEARING COURSE MIXTURE (2,B), 2.0" COMPACTED THICKNESS.					
BASE LIFT	SPNWB230B, 2.0" THICK	3,039.00	SY	\$ 11.50	\$ 34,948.50
TYPE SP.12.5 NON-WEARING COURSE MIXTURE (2,B), 2.0" COMPACTED THICKNESS.					
<b>CONTINGENCY ADD-ONS: PROJECT OWNER APPROVAL ONLY</b>					
SOIL CORRECTION	EXCAVATE W/ROCK BACKFILL	-	CY	\$ 49.50	\$ -
EXCAVATE AND DISPOSE OF UNSUITABLE SOILS. BACK FILL WITH 1.0" - 1.5" CRUSHED CONCRETE/ROCK AND COMPACT.					
CLASS 5 BASE	SUPPLEMENTAL CLASS 5	-	TON	\$ 24.50	\$ -
SUPPLEMENTAL CLASS 5 AGGREGATE DELIVERED AND PLACED. AS NEEDED.					
<b>TOTAL</b>					<b>\$ 98,389.00</b>

**CONTRACTOR'S GUARANTEE**

We guarantee all material used in this contract to be specified above and the entire job to be done in a neat, workmanlike manner. Any variations from the plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Agreements made with our workmen are not recognized.

**ACCEPTANCE OF BID**

The above specifications, terms and contract are satisfactory, and (I/We) hereby authorize the performance of this work.

DATE

DATE

5/13/2025

SIGNED

SIGNED

**THIS CONTRACT IS VOID 30 DAYS FROM DATE UNLESS ORIGINAL IS SIGNED AND RETURNED TO BIDDER**

WE COMPLY WILL ALL WORKMAN'S COMPENSATION & PROPERTY DAMAGE LIABILITY INSURANCE LAWS

[www.bituminousmaterials.com](http://www.bituminousmaterials.com)

An Equal Opportunity Employer

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COMPLETE THE FOLLOWING AND EMAIL OR MAIL TO ELIZABETH JACKSON AT THE ADDRESS BELOW NO LATER THAN MAY 14, 2025 at 10:00 AM.

Company Name: Crane Creek Asphalt

Your Name & Title: Wayne Gieseke - Area Manager

Contact Information: Crane Creek Asphalt

710 24th ST NW

Fairbault, MN 55021

wayne.gieseke@ccasphalt.com

Signature: Wayne Gieseke

Removal and replacement of 4.0 inches of asphalt street sections throughout Medford.

Total yard(s): 3,037

Price Per Yard: \$ 32<sup>75</sup> \*

Project Total: \$ 99,461<sup>75</sup>

\*The project will be awarded based upon the quoted price per yard.

**ORDINANCE NO. 2025-03**

**CITY OF MEDFORD**

**AN ORDINANCE AMENDING SECTION 8.01 OF THE MEDFORD ZONING CODE  
GOVERNING SNOW REMOVAL**

**THE CITY COUNCIL OF THE CITY OF MEDFORD, ORDAINS:**

1. **Medford City Code Section 8.01, Subdivision 8, is hereby amended to read as Subdivision 8. Sidewalks.** The City will conduct snow removal on all sidewalks within its municipal boundaries that are located in public the right-of-way. Property owners shall be prohibited from depositing snow on sidewalks.
2. **This Ordinance shall be effective immediately upon its passage and publication.**

**ADOPTED** this 19th day of May, 2025, by the City Council of the City of Medford.

By: \_\_\_\_\_  
Danny Thomas  
Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth Jackson  
City Clerk