

Regular City Council Meeting
July 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 Rahrlick, Brandon Theobald, Dennis Luebke, and Michael Bubany.

Others attending were Annette Duncan, Bryan Duncan, Amelia Duncan, Kaylynn Gordon, Roberta Fitzgerald, Marie Sexton, Judy Bauer, Chloe Kucera, and Susan Zick.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Jeff Karow addressed Council with parking concerns outside the new bakery. Council consensus was to have a curb line stripe painted.

Kaylynn Gordon addressed Council requesting permission to have a memorial bench installed at Central Park in memory of her son, Marvin Purrier.

Annette Duncan invited Medford leadership members to participate in the System Design Clinic on September 10, 2025.

Agenda – add item “a” to Mayor – speed bumps on 6th St. SE. Remove rental discussion from Planning and Zoning. 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 June 23,2025 regular council meeting minutes.

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

Approval of the June check register numbers E5702-E5778, 53149-53252, and 18134-18177.

Resolution 2025-21 A Resolution Accepting in Kind Donation from J&L Collision & Sales Inc in the amount of \$8,723.26 for the Medford Fire Department

Resolution 2025-22 A Resolution Accepting Donation from Land O'Lakes Foundation in the amount of \$2,500.00 for the Medford Fire Department

Resolution 2025-23 A Resolution Accepting Donation from Central Farm Service in the amount of \$2,500.00 for the Medford Fire Department

Resolution 2025-24 A Resolution Accepting Donation from Randy & Holly Sobrack in the amount of \$100.00 for the Medford Fire Department

Resolution 2025-25 A Resolution Accepting Donation from Straight River Cable in the amount of \$1,500.00 for the Medford Fire Department

Resolution 2025-26 A Resolution Accepting Donation from Westbrach Marketing in the amount of \$150.00 for the Medford Fire Department

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

Mike Bubany – David Drown & Associates

Resolution 2025-20 Providing for the Issuance and Sale of a \$1,000,000 General Obligation Sewer Revenue Bond, Series 2025A and Pledging Net Revenues for the Security and Payment Thereof – motion by Winter, seconded by Sorensen to approve Resolution 2025-20. All members voted aye for approval. Motion carried.

Zoning Board – Ordinance 2025-04 An Ordinance Amending Section 4.33 of the Medford City Code Regulating Performance Standards – Ordinance will be brought to August Council meeting for formal approval.

EDA Board –

Farmer's Market - Council member Mueller stated the first Farmer's Market would be held August 6, 2025, at 5:30 p.m.

Dollar General Update – Council consensus was for the EDA Board to pursue the next steps in contacting Dollar General about a possible store in Medford.

Fire Department –

Administrator Jackson presented a memo from DJ Medin Architects, Inc pertaining to a Fire Station Conceptual Estimate

City Attorney –

Park Endowment Fund Bylaws Update – Attorney Rahrack stated the court hearing had been a success and the City of Medford is now able to use the Park Endowment Fund principal for updates to the Straight River Park.

City Engineer –

Owatonna Wastewater Connection Agreement – Motion by Winter, seconded by Heaser to approve the Owatonna Wastewater Connection Agreement. All members voted aye for approval. Motion carried.

Lead Service Line Update – Engineer Theobald presented a memo detailing the work plan and cost estimate to finish identifying potential lead service lines within Medford City Limits.

Mayor –

Speed Bumps on 6th St SE – Mayor Thomas presented a cost estimate to install “removable” speed bumps on 6th St SE. After Council discussion, it was decided to install stop signs on the corner of 6th St SE and Woodland Trail to make the intersection a 4-way stop.

City Administrator –

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

Nelson Development Rental Permit Fee Discussion – Council consensus was for Administrator Jackson and Attorney Rahrack to coordinate information and send Mr. Nelson a letter pertaining to the unpaid fees and rental permit requirements.

December Council Meeting Date Change – motion by Mueller, seconded by Heaser to move the December Council meeting to December 15, 2025, at 7:00 p.m. All members voted aye for approval. Motion carried.

City Administrator Jackson reminded Council she would be taking unscheduled time off in September when her first grandson is born.

Regular City Council Meeting – Monday, August 25, 2025, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 8:36 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.