

Reminder – Shut off all
pagers and cell phones

City of Medford Regular Meeting Agenda

February 23, 2026, 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
- VI. Council Committees/Reports
 - A. Planning and Zoning Board - did not meet
 - B. EDA Board – did not meet
- VII. Department Reports
 - A. Fire Department
 - i. Monthly Memo
 - ii. Medford Senior Care
 - B. City Attorney
 - C. Oleson & Hobbie Architects
 - i. Medford Maintenance Facility Project Manual
 - ii. Medford Maintenance Design Schedule
 - iii. Resolution 2026-02 Approving Final Plans & Specifications for Medford Maintenance Facility and Authorizing Bidding
 - iv. Advertisement for Bids
 - v. Rise Structural Engineering Agreement
 - D. City Engineer
 - E. Mayor
 - F. City Administrator
 - i. Public Works/General Updates Memo
 - ii. Overtime Update – Minnesota Department of Labor & Industry
- XIII. New Business
- XIV. Next Meeting Dates
 - A. Regular City Council Meeting – Monday, March 23, 2026, 7:00 p.m.
- XV. Adjournment

Regular City Council Meeting
January 26, 2026
7:00 p.m.
City Hall

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

Members absent were none.

City staff and consultants were Elizabeth Jackson, Mark Rahrick, Brandon Theobald, and Craig Helgeson.

Others attending were Marie Sexton, Karen Jorgensen, Matt Mullenbach, and Chloe Kucera.

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

Pledge of Allegiance.

Concerns/Requests from the General Public/Organizations – none.

Agenda – add roundabouts and CSAH 12 speed limit under Mayor reports. Add MPCA letter under City Administrator reports.

Motion by Sorensen, 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 December and January city and liquor store bills.

Approval of the December check register numbers E5926-E6002, 53657-53787, and 18415-18479.

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

Zoning Board – Administrator Jackson gave a brief recap of the January meeting where officers were elected for 2026.

EDA Board – did not meet.

Fire Department –

Chief Helgeson presented a monthly recap memo.

Chief Helgeson stated the fire department would like to schedule a special council meeting to discuss a future fire hall plan. Meeting was scheduled for February 17, 2026, at 5:00 p.m.

City Attorney – none.

City Engineer –

Pay Request #5 from Heselton Construction LLC in the amount of \$598,736.47. Motion by Mueller, seconded by Heaser to approve pay request #5. All members voted aye for approval. Motion carried.

Mayor –

Todd Nelson Development – Mayor Thomas stated in a discussion with Mr. Nelson, that Mr. Nelson is requesting the city consider a TIF district for his development.

Brad Price – Piper House Property – Mayor Thomas stated there is a State meeting on February 10, 2026, to potentially remove the Piper House from the Historical Registry.

Roundabouts – Mayor Thomas stated Tom Sexton met with Steele County considering the roundabouts and potentially changing the roundabouts to all concrete.

CSAH 12 Speed Limit – Mayor Thomas stated the County and State will be considering changing the speed limit by the Medford School back to 55 mph.

City Administrator –

Public Works/General Update memo – Administrator Jackson presented a recap memo.

Public Works Building Architect Agreement Approval – Council tabled the agreement until the February 17, 2026, special meeting.

City Appraisals – Administrator Jackson presented an email with the two City parcels estimated appraisal values.

Parcel 16-101-1308 Potential Sale – Administrator Jackson is still working on obtaining estimates for demolition of the old water tower site and moving the siren.

Overtime Language Change – motion by Mueller, seconded by Winter to approve the overtime language change for the employee handbook. All members voted aye for approval. Motion carried.

MPCA Letter – Administrator Jackson presented the letter received from Minnesota Pollution Control concerning the violations at the wastewater treatment plant during the 2025 disinfection season.

Regular City Council Meeting – Monday, February 23, 2026, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 8:02 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk,

Signed by _____ Mayor.

Special City Council Meeting
February 17, 2026
5:00 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 Rahrick, Mike Bubany, and Craig Helgeson.

Others attending were Tom Harris, Matt Mullenbach, Greg Sanborn, Eric Finholdt, Mike Prondzinski, Marie Sexton, Rick Hager, Nick Goodnature, Alex Schwartz, Brad Hager, Rich Quiring, and John Anhorn.

Mayor Thomas called the meeting to order at 5:00 p.m.

The purpose of the meeting was to discuss a plan for a potential fire hall and the architect agreement for the public works building.

Mike Bubany explained the 3 financing options for both buildings.

Fire Department Presentation – Chief Helgeson presented a plan for a potential new fire hall. Several questions and answers were discussed between the fire department, administration staff, and city council.

Architect Agreement – motion by Thomas, seconded by Heaser to approve the Oleson & Hobbie Architects Agreement. Thomas voted aye, Heaser voted aye, Sorensen voted aye, Winter voted nay, Mueller voted nay. Motion carried.

Rise Structural Associates Inc Proposal – tabled until the next City Council meeting.

Motion by Heaser, seconded by Thomas to adjourn the special council meeting at 6:45 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 JANUARY 2026

		Paid	Unpaid
ABDO	audit services	\$16,700.00	
Anhorn's Gas & Tire	fire department	\$401.27	
Anhorn's Gas & Tire	public works	\$1,070.88	
Auto Value	public works	\$373.91	
B & B Pumping & Portables, Inc	handicap portable toilet	\$190.00	
Banyon Data Systems	UB Meter Support	\$490.00	
Blue Cross	health insurance	\$6,342.49	
Bussler Publications	notices	\$336.00	
CCS	call service	\$105.10	
Centerpoint		\$2,313.81	
Colonial Life	insurance	\$56.82	
Culligan		\$174.48	
Cintas	public works	\$213.15	
Crysteele	cutting edge	\$1,886.00	
Curt's Truck	plow truck	\$720.82	
Delta Dental		\$293.31	
First Independent Bank	2014A Bond	\$34,000.00	
First Independent Bank	2014A Interest	\$2,953.50	
First Independent Bank	2021A bond	\$105,000.00	
First Independent Bank	2021A Interest	\$6,246.80	
First Independent Bank	2018 A Interest	\$2,671.50	
First Independent Bank	2018A Bond	\$32,000.00	
Flom Disposal		\$159.41	
Gopher State One-Call	locates, operator fee	\$55.40	
Hach	testing supplies	\$675.11	
Hawkins	chemical	\$3,647.82	
Heselton Construction	Pay request 5	\$598,736.47	
Health Equity	H.S.A.	\$5,003.00	
Kibble Equipment	public works	\$1,218.71	
IIMC	dues	\$195.00	
Innovative Office	office supplies	\$35.81	
Jaguar Communications	phone/internet	\$913.63	
League of MN Cities	membership dues	\$1,951.00	
Little Falls Machine	cutting edge	\$1,618.13	
Lowe's	public works	\$179.03	
Minnesota Revenue	sales tax	\$7.00	
Marathon Tech	computer support	\$849.20	
Midwest Machinery	public works	\$117.22	
MN Mayors Association	dues	\$30.00	
MN Public Facilities Authority	bond payment	\$4,790.40	
Mueller	annual cellular maintenance/hostin	\$10,371.67	
Northland Bond Services	Medford25A Bond	\$19,716.67	
Northland Farm Systems	public works	\$2,200.00	
Oleson & Hobbie Architects	public works building	\$1,583.30	
Postmaster	postage	\$453.90	
Schwaab	stamper	\$41.48	
Secretary of State	Notary renewal	\$120.00	
St Marc Materials	shop rent	\$3,207.04	
Steve James Excavation	curb stop	\$2,567.00	
Smith Tollefson Rahrlich & Cass	4th Qtr Attorney		
Steele County	4th Qtr Law Enforcement		
Steele County	CSAH 12 payment	\$16,520.24	
Limberg Productions	EDA Sign	\$800.00	
Steele Waseca		\$7,445.00	
Superior Sewer Services	jetting	\$13,250.30	
Thatcher Pools		\$1,140.79	

CITY OF MEDFORD BILLS FOR JANUARY 2026

Utility Consultants	testing	\$977.06	
UPS	samples	\$49.75	
US Bank	city hall copier	\$285.37	
WHKS	engineering fees	\$17,900.00	
Verizon	phones	\$126.45	
	Total	\$916,376.93	\$0.00

Approved by City Council on Monday, February 23, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR JANUARY 2026

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Aldi	\$15.64	
Amazon	\$140.51	
Dr Fresh Tap	\$65.00	
Shamrock	\$465.66	
Centerpoint	\$526.51	
Cashwise	\$4.19	
Cintas	\$351.66	
Culligan	\$142.21	
Electro Watchman	\$300.81	
Huber Supply	\$65.00	
Kwik Trip	\$9.09	
Minnesota Dept of Revenue	\$4,214.00	
Jenny Amberg	\$150.00	
Erica Johnson	\$500.00	
Southern MN Glazers		
Midco	\$368.37	
Nola Olson	\$650.00	
Paige Butterfield		
Imperial Dade	\$271.30	
Shari Stromme	\$825.00	
Sams Club	\$182.31	
Flom Disposal	\$466.77	
Steele Waseca	\$549.38	
Townsquare Media		
Faribo Air	\$772.03	
Wal Mart	\$136.82	
Total	\$11,172.26	\$0.00
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$714.20	
Hermel Wholesale	\$3,286.91	
Lakes Co Eats	\$557.00	
Total	\$4,558.11	\$0.00
 <u>BEER</u>		
College City Beverage	\$14,441.90	
Northern Beverage	\$1,791.75	
Locher Bros Inc	\$1,503.50	
Total	\$17,737.15	\$0.00
TOTAL	\$33,467.52	\$0.00

Approved by City Council on Monday, February 23, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR FEBRUARY 2026

		<u>Paid</u>	<u>Unpaid</u>
Anhorn's Gas & Tire	public works	\$1,108.29	
Anhorn's Gas & Tire	fire dept		
B & B Pumping & Portables, Inc	handicap portable toilet		
Blue Cross Blue Shield	health insurance	\$6,342.49	
Brad Hager	9402 fire truck storage	\$1,500.00	
CCS	call service		
Centerpoint			
Colonial Life			
Culligan		\$74.32	
Cintas	public works/city hall	\$92.36	
Curt's Truck	fire dept		
Delta Dental	dental insurance		
Flom Disposal	garbage		
Flow Measurement	water usage analysis	\$340.00	
Gopher State One	locates		
Google	emails		
Hawkins	ferric chloride, ice melt		
Heiman Inc	fire dept		
HM Cragg	generator repair		
Electric Pump	baker lift station		
IFACS	public works		
Jaguar Communications	phone/internet		
League of MN Cities	membership dues		
Lowe's	public works		
MSR	fire dept		
MacQueen Equipment	fire dept		
Matt Mullenbach	fire dept		
Metro Sales	city hall copies		
MN DNR	water permit	\$278.82	
MN Dept Public Safety	HSEM		
Minnesota Dept of Health	connection fee		
Midwest Machinery	public works	\$118.98	
Napa Auto	public works	\$22.99	
Northland Farm Systems	public works		
Postage			
R & K	street lights		
Rice Steele 911 Center	fire dept	\$583.20	
Riteway Business Forms	tax forms	\$274.52	
Sign Pro	decals	\$132.00	
Steele CIN	EDA Sign		
Steele County Landfill	recycling		
Steele Waseca			
Steve James Excavating	water main break	\$3,184.00	
St Marc Materails	february rent	\$3,333.32	
US Bank	city hall copy machine	\$298.96	
UPS Store	samples		
Utility Consultants	testing		
Verizon Wireless	cell phones		
Water Conservation Services	water main break locate	\$601.19	
WHKS	Engineering Services		
	Total	\$18,285.44	\$0.00

Approved by City Council on Monday, February 23, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR FEBRUARY 2026

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Fareway		
Amazon		
Cashwisee		
Centerpoint		
Erica Johnson		
Nola Olson	\$600.00	
Block Plumbing		
Imperial Dade		
Cintas		
Culligan	\$79.64	
Huber Supply	\$86.15	
Faribo Air		
Shari Stromme		
Jenny Amberg		
Plunketts		
Minnesota Dept of Revenue		
Star Music	\$255.00	
Walmart		
Shamrock Group	\$510.00	
Sams Club		
R & K	\$424.51	
Steele Waseca		
Dr Fresh Tap	\$65.00	
Flom Disposal		
Stuart Bohlman		
Total	\$2,020.30	\$0.00
<u>FOOD</u>		
Kline Distributing		
Heggies Pizza		
Hermel Wholesale	\$556.23	
Lakes Co Eats	\$9.50	
Total	\$565.73	\$0.00
<u>BEER</u>		
College City Beverage	\$1,149.70	
Northern Beverage	\$707.90	
Locher Bros Inc		
Total	\$1,857.60	\$0.00
TOTAL	\$4,443.63	\$0.00

Approved by City Council on Monday, February 23, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

Checks for Month

10100 Cash

Since JANUARY 2026

Begin Balance \$540,319.47

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
053788	CASH	1/5/2026	\$5,000.00	1-5-26atm	atm	\$535,319.47
053789	CASH	1/8/2026	\$5,000.00	1-8-26atm	atm	\$530,319.47
053790	CASH	1/8/2026	\$5,000.00	1-9-26atm	atm	\$525,319.47
053791	CASH	1/15/2026	\$5,000.00	1-15-26atm	atm	\$520,319.47
053792	ABDO	1/15/2026	\$8,350.00	1-15-26Bills	2025 Audit	\$511,969.47
053793	ANHORNS GAS & TIRE	1/15/2026	\$401.67	1-15-26Bills	fire dept	\$511,567.80
053794	COLLEGE CITY BEVERAGE,	1/15/2026	\$452.30	1-15-26Bills		\$511,115.50
053795	CULLIGAN WATER CONDITI	1/15/2026	\$0.00	1-15-26Bills	water softner	\$511,115.50
053796	DAHLHEIMER BEVERAGE LL	1/15/2026	\$776.40	1-15-26Bills		\$510,339.10
053797	EXPRESS PRESSURE WASH	1/15/2026	\$159.90	1-15-26Bills	fire dept	\$510,179.20
053798	GOPHER STATE ONE-CALL	1/15/2026	\$2.70	1-15-26Bills	locates	\$510,176.50
053799	HAWKINS	1/15/2026	\$2,786.37	1-15-26Bills	ferric chloride	\$507,390.13
053800	HEGGIES PIZZA	1/15/2026	\$319.50	1-15-26Bills		\$507,070.63
053801	HUBER SUPPLY CO., INC	1/15/2026	\$86.15	1-15-26Bills	3238305	\$506,984.48
053802	INNOVATIVE OFFICE SOLUT	1/15/2026	\$34.14	1-15-26Bills		\$506,950.34
053803	LMH APPRAISAL	1/15/2026	\$1,000.00	1-15-26Bills		\$505,950.34
053804	MARATHON TECH CO	1/15/2026	\$458.35	1-15-26Bills		\$505,491.99
053805	MIDCONTINENT COMMUNIC	1/15/2026	\$355.88	1-15-26Bills	muni	\$505,136.11
053806	NORTHERN BEVERAGE DIS	1/15/2026	\$694.20	1-15-26Bills		\$504,441.91
053807	SMITH,TOLLEFSON,RAHRIC	1/15/2026	\$3,705.00	1-15-26Bills	4th Quarter	\$500,736.91
053808	STAR MUSIC, INC	1/15/2026	\$275.00	1-15-26Bills		\$500,461.91
053809	STEELE COUNTY INFORMAT	1/15/2026	\$400.00	1-15-26Bills	Digital Sign	\$500,061.91
053810	STEELE COUNTY PROPERT	1/15/2026	\$46,918.74	1-15-26Bills	3rd and 4th qtr law enforce	\$453,143.17
053811	STEELE WASECA COOP EL	1/15/2026	\$938.38	1-15-26Bills	25164	\$452,204.79
053812	UTILITY CONSULTANTS	1/15/2026	\$697.52	1-15-26Bills	testing	\$451,507.27
053813	VERIZON WIRELESS	1/15/2026	\$126.45	1-15-26Bills	cell phones	\$451,380.82
053814	CASH	1/22/2026	\$5,000.00	1-22-26atm	atm	\$446,380.82
053815	CASH	1/22/2026	\$5,000.00	1-23-26atm	atm	\$441,380.82
053816	CASH	1/22/2026	\$5,000.00	1-24-26atm	atm	\$436,380.82
053817	HESELTON CONSTRUCTION	1/27/2026	\$598,736.47	Heselton 5	Pay Request 5	-\$162,355.65
053818	CASH	1/27/2026	\$500.00	1-27-26petty	muni petty cash	-\$162,855.65
053819	FIRST NATIONAL BANK OF	1/28/2026	\$19,716.67	Northland Bond	Medford 25A	-\$182,572.32
053820	ANHORNS GAS & TIRE	1/28/2026	\$1,070.88	1-28-26bills	public works	-\$183,643.20
053821	BANYON DATA SYSTEMS	1/28/2026	\$490.00	1-28-26bills	meter support	-\$184,133.20
053822	CCS	1/28/2026	\$105.10	1-28-26bills	call service	-\$184,238.30
053823	CENTERPOINT	1/28/2026	\$2,821.43	1-28-26bills	6044309	-\$187,059.73
053824	CINTAS	1/28/2026	\$419.16	1-28-26bills		-\$187,478.89
053825	COLLEGE CITY BEVERAGE,	1/28/2026	\$12,408.50	1-28-26bills		-\$199,887.39
053826	COLONIAL LIFE	1/28/2026	\$56.82	1-28-26bills		-\$199,944.21
053827	CRYSTEELE TRUCK EQUIP	1/28/2026	\$1,886.00	1-28-26bills	cutting edge	-\$201,830.21
053828	CULLIGAN WATER CONDITI	1/28/2026	\$316.69	1-28-26bills	water softner	-\$202,146.90
053829	DAHLHEIMER BEVERAGE LL	1/28/2026	\$405.45	1-28-26bills		-\$202,552.35
053830	DR. FRESH TAP	1/28/2026	\$65.00	1-28-26bills		-\$202,617.35
053831	FARIBO AIR CONDITIONING	1/28/2026	\$772.03	1-28-26bills	muni	-\$203,389.38
053832	FIRST INDEPENDENT BANK	1/28/2026	\$36,953.50	1-28-26bills	2014A Bond	-\$240,342.88
053833	FIRST INDEPENDENT BANK	1/28/2026	\$34,671.50	1-28-26bills	2018A Bond	-\$275,014.38
053834	FIRST INDEPENDENT BANK	1/28/2026	\$111,246.80	1-28-26bills	2021A Bond	-\$386,261.18
053835	FLOM DISPOSAL SERVICE	1/28/2026	\$626.18	1-28-26bills		-\$386,887.36
053836	HACH COMPANY	1/28/2026	\$675.11	1-28-26bills	testing supplies	-\$387,562.47
053837	HAWKINS	1/28/2026	\$3,647.82	1-28-26bills	chemical	-\$391,210.29
053838	HEGGIES PIZZA	1/28/2026	\$598.55	1-28-26bills		-\$391,808.84
053839	HERMEL WHOLESALE	1/28/2026	\$2,810.93	1-28-26bills		-\$394,619.77
053840	HUBER SUPPLY CO., INC	1/28/2026	\$65.00	1-28-26bills		-\$394,684.77
053841	Imperial dade	1/28/2026	\$271.30	1-28-26bills	muni	-\$394,956.07
053842	INNOVATIVE OFFICE SOLUT	1/28/2026	\$18.15	1-28-26bills	office supplies	-\$394,974.22
053843	JENNIFER AMBERG	1/28/2026	\$100.00	1-28-26bills	euchre - muni	-\$395,074.22
053844	LAKES CO EATS	1/28/2026	\$557.00	1-28-26bills	muni	-\$395,631.22
053845	LEAGUE OF MINNESOTA CIT	1/28/2026	\$1,951.00	1-28-26bills	Membership dues	-\$397,582.22

CITY OF MEDFORD

Checks for Month

10100 Cash

Since JANUARY 2026

Begin Balance \$540,319.47

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
053846	LITTLE FALLS MACHINE, INC	1/28/2026	\$1,618.13	1-28-26bills	lift cylinder	-\$399,200.35
053847	LOWES BUSINESS ACCOUN	1/28/2026	\$179.03	1-28-26bills	public works	-\$399,379.38
053848	MACQUEEN EQUIPMENT	1/28/2026	\$41,481.20	1-28-26bills	Fire Engine Repairs	-\$440,860.58
053849	METRO FIBERNET LLC	1/28/2026	\$913.63	1-28-26bills	1674166	-\$441,774.21
053850	MIDWEST MACHINERY CO	1/28/2026	\$117.22	1-28-26bills	parts	-\$441,891.43
053851	MINNESOTA MAYORS ASSO	1/28/2026	\$30.00	1-28-26bills	dues	-\$441,921.43
053852	MN PUBLIC FACILITIES AUT	1/28/2026	\$4,790.40	1-28-26bills	Water/WWW Bond	-\$446,711.83
053853	MUELLER SYSTEMS	1/28/2026	\$10,371.67	1-28-26bills	yearly cellular hosting	-\$457,083.50
053854	NORTHERN BEVERAGE DIS	1/28/2026	\$1,374.80	1-28-26bills		-\$458,458.30
053855	NORTHLAND FARM SYSTEM	1/28/2026	\$2,000.00	1-28-26bills		-\$460,458.30
053856	SCHWAAB, INC	1/28/2026	\$41.48	1-28-26bills	Notary stamp	-\$460,499.78
053857	SHAMROCK GROUP	1/28/2026	\$465.66	1-28-26bills		-\$460,965.44
053858	ST. MARC MATERIALS	1/28/2026	\$3,207.04	1-28-26bills	public works rental	-\$464,172.48
053859	STEELE WASECA COOP EL	1/28/2026	\$1,208.80	1-28-26bills	1062431	-\$465,381.28
053860	steve james excavating	1/28/2026	\$2,567.00	1-28-26bills	curb stop repair	-\$467,948.28
053861	SUPERIOR SEWER SERVIC	1/28/2026	\$13,250.30	1-28-26bills	annual jetting	-\$481,198.58
053862	US BANK EQUIPMENT FINA	1/28/2026	\$285.37	1-28-26bills	city hall copier	-\$481,483.95
053863	WHKS	1/28/2026	\$17,900.00	1-28-26bills		-\$499,383.95
053864	DELTA DENTAL	1/28/2026	\$293.31	1-28-26Dental	Elizabeth	-\$499,677.26
053865	BLUE CROSS BLUE SHIELD	1/28/2026	\$6,342.49	1-28-26HIns	Health Insurance	-\$506,019.75
053866	CASH	1/29/2026	\$5,000.00	1-29-26atmc	atm	-\$511,019.75
053867	CASH	1/29/2026	\$5,000.00	1--30-26atmc	atm	-\$516,019.75
053868	CASH	1/29/2026	\$5,000.00	1-31-26atmc	atm	-\$521,019.75
053869	ERICA JOHNSON	1/29/2026	\$500.00	1-29-26ej	cleaning	-\$521,519.75
053870	NOLA OLSON	1/29/2026	\$600.00	1-29-26no	cleaning	-\$522,119.75
053871	SHARI STROMME	1/29/2026	\$825.00	1-29-26ss	cleaning	-\$522,944.75
	Deposits	\$0.00				
	Checks		-\$1,063,264.22			

FILTER: ((([Act Year]='2026' and [period] in (1)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??')) and [Cash Act]='10100')

Checks for Month

10100 Cash

Since JANUARY 2026

Begin Balance \$540,319.47

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
006003E	MINNESOTA DEPT OF REVE	1/20/2026	\$4,487.00	December 2025 t	Sales Tax	\$535,832.47
006004E	HEALTH EQUITY	1/2/2026	\$45.00	1-2-26hsa		\$535,787.47
006005E	EFTPS	1/20/2026	\$3,058.65	1-2-26fed	Withholding	\$532,728.82
006006E	STATE OF MINNESOTA	1/20/2026	\$287.76	1-2-26fed		\$532,441.06
006007E	PUBLIC EMPLOYEES RETIR	1/20/2026	\$2,055.33	1-2-26fed		\$530,385.73
006008E	HEALTH EQUITY	1/20/2026	\$45.00	1-16-26HSA		\$530,340.73
006009E	EFTPS	1/20/2026	\$3,079.66	1-16-26fed	Withholding	\$527,261.07
006010E	STATE OF MINNESOTA	1/20/2026	\$284.33	1-16-26fed		\$526,976.74
006011E	PUBLIC EMPLOYEES RETIR	1/20/2026	\$2,084.27	1-16-26fed		\$524,892.47
006012E	FIRST STATE BANK OF RED	1/20/2026	\$4.00	1-5-26nsf	NSF Fee	\$524,888.47
006013E	MINNESOTA DEPT OF REVE	1/20/2026	\$336.00	water tax 2025 4t	4th quarter water tax	\$524,552.47
006014E	EFTPS	1/26/2026	\$260.08	1-22-26fed	Withholding	\$524,292.39
006016E	HEALTH EQUITY	2/3/2026	\$45.00	1-30-26hsa		\$524,247.39
006017E	EFTPS	2/3/2026	\$3,025.04	1-30-26fed	Withholding	\$521,222.35
006018E	STATE OF MINNESOTA	2/3/2026	\$280.52	1-30-26fed		\$520,941.83
006019E	PUBLIC EMPLOYEES RETIR	2/3/2026	\$2,033.47	1-30-26fed		\$518,908.36
006020E	FIRST STATE BANK OF RED	2/4/2026	\$4.00	1-23-26NSF	NSF Utility Bill Check	\$518,904.36
006026E	INTERNET PURCHASES	2/19/2026	\$86.16	1-2-26google	emails	\$518,818.20
006027E	HEALTH EQUITY	2/19/2026	\$5,000.00	1-1-26hsa	Employer Contribution	\$513,818.20
006028E	AMAZON.COM	2/19/2026	\$124.34	1-6-26am	muni	\$513,693.86
006029E	KWIK TRIP	2/19/2026	\$9.09	1-7-26kt	muni	\$513,684.77
006030E	ALDIS	2/19/2026	\$15.64	1-7-26aldis	muni	\$513,669.13
006031E	WALMART COMMUNITY/GE	2/19/2026	\$55.89	1-7-26wm		\$513,613.24
006032E	CASHWISE	2/19/2026	\$4.19	1-7-26cw		\$513,609.05
006033E	UPS	2/19/2026	\$49.76	1-8-26ups	samples	\$513,559.29
006034E	WALMART COMMUNITY/GE	2/19/2026	\$80.93	1-8-26wm		\$513,478.36
006035E	MINNESOTA SECRETARY O	2/19/2026	\$120.00	Notary	Notary renewal	\$513,358.36
006036E	HEALTH EQUITY	2/19/2026	\$3.00	1-8-26hsa		\$513,355.36
006037E	SAM'S CLUB	2/19/2026	\$182.31	1-12-26sams		\$513,173.05
006038E	HACH COMPANY	2/19/2026	\$675.11	1-13-26hach	testing supplies	\$512,497.94
006039E	AMAZON.COM	2/19/2026	\$16.17	1-15-26am	prime	\$512,481.77
006040E	IIMC	2/19/2026	\$195.00	2026 IIMC	membership dues	\$512,286.77
006041E	POSTMASTER	2/19/2026	\$420.65	1-29-26post		\$511,866.12
006042E	POSTMASTER	2/19/2026	\$33.25	1-30-26post		\$511,832.87
	Deposits	\$0.00				
	Checks	-\$28,486.60				-\$28,486.60

FILTER: ((([Act Year]='2026' and [period] in (1)))) and (((EFT))) and [Cash Act]='10100'

CITY OF MEDFORD

Checks for Month

10100 Cash

Since JANUARY 2026

Begin Balance \$540,319.47

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
018491	Amberg, Jennifer	1/2/2026	\$277.03	PAY20260201.00		\$540,042.44
018492	Bohlman, Angela	1/2/2026	\$894.33	PAY20260201.00		\$539,148.11
018493	Butterfield, Paige	1/2/2026	\$283.73	PAY20260201.00		\$538,864.38
018494	Evans, Andy	1/2/2026	\$344.89	PAY20260201.00		\$538,519.49
018495	Fischer, Andrew	1/2/2026	\$572.16	PAY20260201.00		\$537,947.33
018496	Heinrichs, Mathias	1/2/2026	\$1,941.56	PAY20260201.00		\$536,005.77
018497	Jackson, Elizabeth	1/2/2026	\$3,775.45	PAY20260201.00		\$532,230.32
018498	Johnson, Erica	1/2/2026	\$320.17	PAY20260201.00		\$531,910.15
018499	Krogh, James	1/2/2026	\$2,199.15	PAY20260201.00		\$529,711.00
018500	Olson, Nola	1/2/2026	\$439.74	PAY20260201.00		\$529,271.26
018501	Will, Richard W	1/2/2026	\$319.16	PAY20260201.00		\$528,952.10
018502	Amberg, Jennifer	1/16/2026	\$245.99	PAY20260202.00		\$528,706.11
018503	Bohlman, Angela	1/16/2026	\$1,021.06	PAY20260202.00		\$527,685.05
018504	Butterfield, Paige	1/16/2026	\$436.00	PAY20260202.00		\$527,249.05
018505	Evans, Andy	1/16/2026	\$404.63	PAY20260202.00		\$526,844.42
018506	Fischer, Andrew	1/16/2026	\$571.88	PAY20260202.00		\$526,272.54
018507	Heinrichs, Mathias	1/16/2026	\$1,755.06	PAY20260202.00		\$524,517.48
018508	Jackson, Elizabeth	1/16/2026	\$3,775.45	PAY20260202.00		\$520,742.03
018509	Johnson, Erica	1/16/2026	\$437.30	PAY20260202.00		\$520,304.73
018510	Krogh, James	1/16/2026	\$2,197.20	PAY20260202.00		\$518,107.53
018511	Olson, Nola	1/16/2026	\$409.83	PAY20260202.00		\$517,697.70
018512	Will, Richard W	1/16/2026	\$304.40	PAY20260202.00		\$517,393.30
018513	Finholdt, Eric	1/22/2026	\$115.44	PAY20260301.00		\$517,277.86
018514	Hager, Richard	1/22/2026	\$115.44	PAY20260301.00		\$517,162.42
018515	Heaser, Mark	1/22/2026	\$207.79	PAY20260301.00		\$516,954.63
018516	Helgeson, Craig H	1/22/2026	\$230.87	PAY20260301.00		\$516,723.76
018517	Mueller, Amanda	1/22/2026	\$207.79	PAY20260301.00		\$516,515.97
018518	Sorensen, Nicholas	1/22/2026	\$207.79	PAY20260301.00		\$516,308.18
018519	Thomas, Danny	1/22/2026	\$277.05	PAY20260301.00		\$516,031.13
018520	Winter, Jason	1/22/2026	\$207.79	PAY20260301.00		\$515,823.34
018521	Amberg, Jennifer	1/30/2026	\$153.58	PAY20260203.00		\$515,669.76
018522	Bohlman, Angela	1/30/2026	\$91.87	PAY20260203.00		\$515,577.89
018524	Evans, Andy	1/30/2026	\$657.67	PAY20260203.00		\$514,920.22
018525	Fischer, Andrew	1/30/2026	\$571.88	PAY20260203.00		\$514,348.34
018526	Heinrichs, Mathias	1/30/2026	\$1,789.30	PAY20260203.00		\$512,559.04
018527	Jackson, Elizabeth	1/30/2026	\$3,802.89	PAY20260203.00		\$508,756.15
018528	Johnson, Erica	1/30/2026	\$511.48	PAY20260203.00		\$508,244.67
018529	Krogh, James	1/30/2026	\$2,202.66	PAY20260203.00		\$506,042.01
018530	Olson, Nola	1/30/2026	\$742.29	PAY20260203.00		\$505,299.72
018531	Will, Richard W	1/30/2026	\$462.64	PAY20260203.00		\$504,837.08
018532	Butterfield, Paige	1/30/2026	\$351.39	PAY20260203.00		\$504,485.69
	Deposits	\$0.00				
	Checks	-\$35,833.78				-\$35,833.78

FILTER: ((([Act Year]='2026' and [period] in (1))) and ((([Source] like 'PAY?????????.??'))) and [Cash Act]='10100')

Founded 1938



MEDFORD FIRE DEPT.

P.O. Box 206 • Medford MN 55049

Date: February 18, 2026

From: Craig Helgeson
Medford Fire Chief

Subject: January Fire Department Report

To: Medford City Council

We responded to **10** calls for service in the month of October including **6 fire calls** (fires, accidents, alarms, rescue) and **4 medical calls**.

Total hours spent on calls for the month 133

Calls from 1-1-26 to end of January 10 - 132

Monthly training was Hazmat/ERTK/blood borne pathogens/
Total hours spent on training 60

Other activities and notable events

Thank you,

Craig Helgeson
Medford Fire Chief
C-507-330-0257

MEDFORD
 MAINTENANCE
 GARAGE

409 2ND AVE. SE.
 MEDFORD, MN 56049

REVISIONS

PROJECT #	245240
DATE	03/20/20
DRAWN BY	AKK
CHECKED BY	AKK
DATE	03/20/20

TITLE SHEET

SHEET

T1.1

MEDFORD MAINTENANCE GARAGE

MEDFORD, MN

PRELIMINARY NOT FOR CONSTRUCTION

SHEET INDEX

TITLE SHEET	0
T1.1	STANDARD LIGHTING FIXTURES
T1.2	CORE PLAN - MAIN LEVEL
C1.0	CIVIL ENGINEERING SET OF SITE PLAN
ARCHITECTURAL	
A1.1	FOUNDATION PLAN - MAIN LEVEL
A1.2	FLOOR PLAN - MAIN LEVEL
A1.3	CONSTRUCTION ASSEMBLY SCHEDULE
A1.4	BUILDING SECTIONS
A1.5	ROOF PLAN AND DETAILS
MECHANICAL	
M1.0	Mechanical Schedule
M1.1	MECHANICAL TIE SHEET
M1.2	FIRST FLOOR HVAC PLAN
M1.3	FIRST FLOOR MECHANICAL PLAN - AT FT.
M1.4	MECHANICAL EQUIPMENT SCHEDULE
M1.5	MECHANICAL TIE SHEET
M1.6	MECHANICAL TIE SHEET
M1.7	MECHANICAL TIE SHEET
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M1.100	MECHANICAL TIE SHEET

Architect

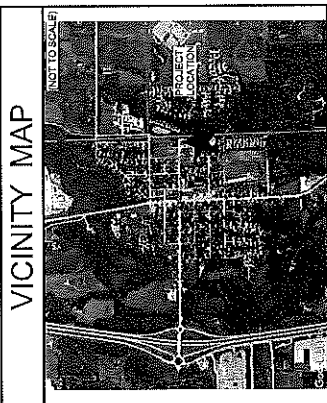
Oleson + Hobbie Architects, LLC.
 330 Stadium Road, Suite 202
 Mankato, MN 56001
 T: 507.285.1158
 www.oharchitects.com

RISE STRUCTURAL
 Structural Engineer
 6909 S Lyncrest Place
 Suite 110
 Sioux Falls, SD 57108
 T: 605.743.2510
 www.riseincorp.com

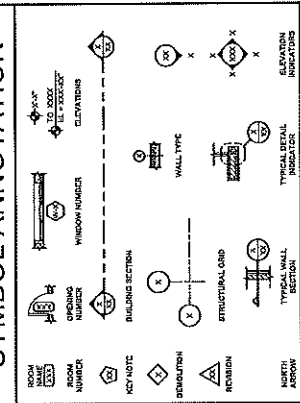
CCM ENGINEERS
 Mechanical Engineer
 Suite 103
 Mankato, MN 56001
 T: 507.203.4944
 www.ccmengineers.com

WHKS
 Electrical Engineer
 2905 South Broadway
 Rochester, MN 55904-5515
 T: 507.288.3923
 www.whks.com

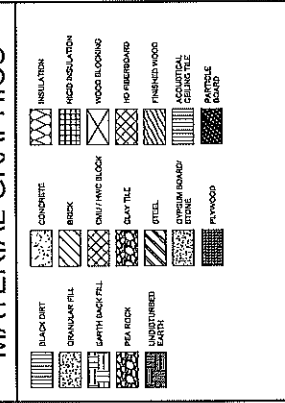
DESIGN-BUILD



SYMBOL ANNOTATION

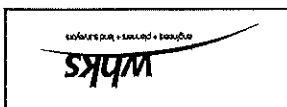


MATERIAL GRAPHICS



ABBREVIATIONS

AC	ACROSTIC	AD	ADJUSTED	AE	ADJUSTED	AF	ADJUSTED	AG	ADJUSTED	AH	ADJUSTED	AI	ADJUSTED	AJ	ADJUSTED	AK	ADJUSTED	AL	ADJUSTED	AM	ADJUSTED	AN	ADJUSTED	AO	ADJUSTED	AP	ADJUSTED	AQ	ADJUSTED	AR	ADJUSTED	AS	ADJUSTED	AT	ADJUSTED	AV	ADJUSTED	AW	ADJUSTED	AX	ADJUSTED	AY	ADJUSTED	AZ	ADJUSTED	BA	ADJUSTED	BB	ADJUSTED	BC	ADJUSTED	BD	ADJUSTED	BE	ADJUSTED	BF	ADJUSTED	BG	ADJUSTED	BH	ADJUSTED	BI	ADJUSTED	BJ	ADJUSTED	BK	ADJUSTED	BL	ADJUSTED	BM	ADJUSTED	BN	ADJUSTED	BO	ADJUSTED	BP	ADJUSTED	BQ	ADJUSTED	BR	ADJUSTED	BS	ADJUSTED	BT	ADJUSTED	BU	ADJUSTED	BV	ADJUSTED	BW	ADJUSTED	BX	ADJUSTED	BY	ADJUSTED	BZ	ADJUSTED	CA	ADJUSTED	CB	ADJUSTED	CC	ADJUSTED	CD	ADJUSTED	CE	ADJUSTED	CF	ADJUSTED	CG	ADJUSTED	CH	ADJUSTED	CI	ADJUSTED	CJ	ADJUSTED	CK	ADJUSTED	CL	ADJUSTED	CM	ADJUSTED	CN	ADJUSTED	CO	ADJUSTED	CP	ADJUSTED	CQ	ADJUSTED	CR	ADJUSTED	CS	ADJUSTED	CT	ADJUSTED	CU	ADJUSTED	CV	ADJUSTED	CW	ADJUSTED	CX	ADJUSTED	CY	ADJUSTED	CZ	ADJUSTED	DA	ADJUSTED	DB	ADJUSTED	DC	ADJUSTED	DD	ADJUSTED	DE	ADJUSTED	DF	ADJUSTED	DG	ADJUSTED	DH	ADJUSTED	DI	ADJUSTED	DJ	ADJUSTED	DK	ADJUSTED	DL	ADJUSTED	DM	ADJUSTED	DN	ADJUSTED	DO	ADJUSTED	DP	ADJUSTED	DQ	ADJUSTED	DR	ADJUSTED	DS	ADJUSTED	DT	ADJUSTED	DU	ADJUSTED	DV	ADJUSTED	DW	ADJUSTED	DX	ADJUSTED	DY	ADJUSTED	DZ	ADJUSTED	EA	ADJUSTED	EB	ADJUSTED	EC	ADJUSTED	ED	ADJUSTED	EE	ADJUSTED	EF	ADJUSTED	EG	ADJUSTED	EH	ADJUSTED	EI	ADJUSTED	EJ	ADJUSTED	EK	ADJUSTED	EL	ADJUSTED	EM	ADJUSTED	EN	ADJUSTED	EO	ADJUSTED	EP	ADJUSTED	EQ	ADJUSTED	ER	ADJUSTED	ES	ADJUSTED	ET	ADJUSTED	EU	ADJUSTED	EV	ADJUSTED	EW	ADJUSTED	EX	ADJUSTED	EY	ADJUSTED	EZ	ADJUSTED	FA	ADJUSTED	FB	ADJUSTED	FC	ADJUSTED	FD	ADJUSTED	FE	ADJUSTED	FF	ADJUSTED	FG	ADJUSTED	FH	ADJUSTED	FI	ADJUSTED	FJ	ADJUSTED	FK	ADJUSTED	FL	ADJUSTED	FM	ADJUSTED	FN	ADJUSTED	FO	ADJUSTED	FP	ADJUSTED	FQ	ADJUSTED	FR	ADJUSTED	FS	ADJUSTED	FT	ADJUSTED	FU	ADJUSTED	FV	ADJUSTED	FW	ADJUSTED	FX	ADJUSTED	FY	ADJUSTED	FZ	ADJUSTED	GA	ADJUSTED	GB	ADJUSTED	GC	ADJUSTED	GD	ADJUSTED	GE	ADJUSTED	GF	ADJUSTED	GG	ADJUSTED	GH	ADJUSTED	GI	ADJUSTED	GJ	ADJUSTED	GK	ADJUSTED	GL	ADJUSTED	GM	ADJUSTED	GN	ADJUSTED	GO	ADJUSTED	GP	ADJUSTED	GQ	ADJUSTED	GR	ADJUSTED	GS	ADJUSTED	GT	ADJUSTED	GU	ADJUSTED	GV	ADJUSTED	GW	ADJUSTED	GX	ADJUSTED	GY	ADJUSTED	GZ	ADJUSTED	HA	ADJUSTED	HB	ADJUSTED	HC	ADJUSTED	HD	ADJUSTED	HE	ADJUSTED	HF	ADJUSTED	HG	ADJUSTED	HH	ADJUSTED	HI	ADJUSTED	HJ	ADJUSTED	HK	ADJUSTED	HL	ADJUSTED	HM	ADJUSTED	HN	ADJUSTED	HO	ADJUSTED	HP	ADJUSTED	HQ	ADJUSTED	HR	ADJUSTED	HS	ADJUSTED	HT	ADJUSTED	HU	ADJUSTED	HV	ADJUSTED	HW	ADJUSTED	HX	ADJUSTED	HY	ADJUSTED	HZ	ADJUSTED	IA	ADJUSTED	IB	ADJUSTED	IC	ADJUSTED	ID	ADJUSTED	IE	ADJUSTED	IF	ADJUSTED	IG	ADJUSTED	IH	ADJUSTED	II	ADJUSTED	IJ	ADJUSTED	IK	ADJUSTED	IL	ADJUSTED	IM	ADJUSTED	IN	ADJUSTED	IO	ADJUSTED	IP	ADJUSTED	IQ	ADJUSTED	IR	ADJUSTED	IS	ADJUSTED	IT	ADJUSTED	IU	ADJUSTED	IV	ADJUSTED	IW	ADJUSTED	IX	ADJUSTED	IY	ADJUSTED	IZ	ADJUSTED	JA	ADJUSTED	JB	ADJUSTED	JC	ADJUSTED	JD	ADJUSTED	JE	ADJUSTED	JF	ADJUSTED	JG	ADJUSTED	JH	ADJUSTED	JI	ADJUSTED	JK	ADJUSTED	JL	ADJUSTED	JM	ADJUSTED	JN	ADJUSTED	JO	ADJUSTED	JP	ADJUSTED	JQ	ADJUSTED	JR	ADJUSTED	JS	ADJUSTED	JT	ADJUSTED	JU	ADJUSTED	JV	ADJUSTED	JW	ADJUSTED	JX	ADJUSTED	JY	ADJUSTED	JZ	ADJUSTED	KA	ADJUSTED	KB	ADJUSTED	KC	ADJUSTED	KD	ADJUSTED	KE	ADJUSTED	KF	ADJUSTED	KG	ADJUSTED	KH	ADJUSTED	KI	ADJUSTED	KJ	ADJUSTED	KK	ADJUSTED	KL	ADJUSTED	KM	ADJUSTED	KN	ADJUSTED	KO	ADJUSTED	KP	ADJUSTED	KQ	ADJUSTED	KR	ADJUSTED	KS	ADJUSTED	KT	ADJUSTED	KU	ADJUSTED	KV	ADJUSTED	KW	ADJUSTED	KX	ADJUSTED	KY	ADJUSTED	KZ	ADJUSTED	LA	ADJUSTED	LB	ADJUSTED	LC	ADJUSTED	LD	ADJUSTED	LE	ADJUSTED	LF	ADJUSTED	LG	ADJUSTED	LH	ADJUSTED	LI	ADJUSTED	LJ	ADJUSTED	LK	ADJUSTED	LL	ADJUSTED	LM	ADJUSTED	LN	ADJUSTED	LO	ADJUSTED	LP	ADJUSTED	LQ	ADJUSTED	LR	ADJUSTED	LS	ADJUSTED	LT	ADJUSTED	LU	ADJUSTED	LV	ADJUSTED	LW	ADJUSTED	LX	ADJUSTED	LY	ADJUSTED	LZ	ADJUSTED	MA	ADJUSTED	MB	ADJUSTED	MC	ADJUSTED	MD	ADJUSTED	ME	ADJUSTED	MF	ADJUSTED	MG	ADJUSTED	MH	ADJUSTED	MI	ADJUSTED	MJ	ADJUSTED	MK	ADJUSTED	ML	ADJUSTED	MM	ADJUSTED	MN	ADJUSTED	MO	ADJUSTED	MP	ADJUSTED	MQ	ADJUSTED	MR	ADJUSTED	MS	ADJUSTED	MT	ADJUSTED	MU	ADJUSTED	MV	ADJUSTED	MW	ADJUSTED	MX	ADJUSTED	MY	ADJUSTED	MZ	ADJUSTED	NA	ADJUSTED	NB	ADJUSTED	NC	ADJUSTED	ND	ADJUSTED	NE	ADJUSTED	NF	ADJUSTED	NG	ADJUSTED	NH	ADJUSTED	NI	ADJUSTED	NJ	ADJUSTED	NK	ADJUSTED	NL	ADJUSTED	NM	ADJUSTED	NO	ADJUSTED	NP	ADJUSTED	NQ	ADJUSTED	NR	ADJUSTED	NS	ADJUSTED	NT	ADJUSTED	NU	ADJUSTED	NV	ADJUSTED	NW	ADJUSTED	NX	ADJUSTED	NY	ADJUSTED	NZ	ADJUSTED	OA	ADJUSTED	OB	ADJUSTED	OC	ADJUSTED	OD	ADJUSTED	OE	ADJUSTED	OF	ADJUSTED	OG	ADJUSTED	OH	ADJUSTED	OI	ADJUSTED	OJ	ADJUSTED	OK	ADJUSTED	OL	ADJUSTED	OM	ADJUSTED	ON	ADJUSTED	OO	ADJUSTED	OP	ADJUSTED	OQ	ADJUSTED	OR	ADJUSTED	OS	ADJUSTED	OT	ADJUSTED	OU	ADJUSTED	OV	ADJUSTED	OW	ADJUSTED	OX	ADJUSTED	OY	ADJUSTED	OZ	ADJUSTED	PA	ADJUSTED	PB	ADJUSTED	PC	ADJUSTED	PD	ADJUSTED	PE	ADJUSTED	PF	ADJUSTED	PG	ADJUSTED	PH	ADJUSTED	PI	ADJUSTED	PJ	ADJUSTED	PK	ADJUSTED	PL	ADJUSTED	PM	ADJUSTED	PN	ADJUSTED	PO	ADJUSTED	PP	ADJUSTED	PQ	ADJUSTED	PR	ADJUSTED	PS	ADJUSTED	PT	ADJUSTED	PV	ADJUSTED	PW	ADJUSTED	PX	ADJUSTED	PY	ADJUSTED	PZ	ADJUSTED	QA	ADJUSTED	QB	ADJUSTED	QC	ADJUSTED	QD	ADJUSTED	QE	ADJUSTED	QF	ADJUSTED	QG	ADJUSTED	QH	ADJUSTED	QI	ADJUSTED	QJ	ADJUSTED	QK	ADJUSTED	QL	ADJUSTED	QM	ADJUSTED	QN	ADJUSTED	QO	ADJUSTED	QP	ADJUSTED	QQ	ADJUSTED	QR	ADJUSTED	QS	ADJUSTED	QT	ADJUSTED	QU	ADJUSTED	QV	ADJUSTED	QW	ADJUSTED	QX	ADJUSTED	QY	ADJUSTED	QZ	ADJUSTED	RA	ADJUSTED	RB	ADJUSTED	RC	ADJUSTED	RD	ADJUSTED	RE	ADJUSTED	RF	ADJUSTED	RG	ADJUSTED	RH	ADJUSTED	RI	ADJUSTED	RJ	ADJUSTED	RK	ADJUSTED	RL	ADJUSTED	RM	ADJUSTED	RN	ADJUSTED	RO	ADJUSTED	RP	ADJUSTED	RQ	ADJUSTED	RR	ADJUSTED	RS	ADJUSTED	RT	ADJUSTED	RU	ADJUSTED	RV	ADJUSTED	RW	ADJUSTED	RX	ADJUSTED	RY	ADJUSTED	RZ	ADJUSTED	SA	ADJUSTED	SB	ADJUSTED
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Project Title	Public Works Building
Location	2026
Scale	AS SHOWN
Drawn By	ENG
Checked By	DMT
Sheet	01 OF 01

NO.	DATE	REVISIONS

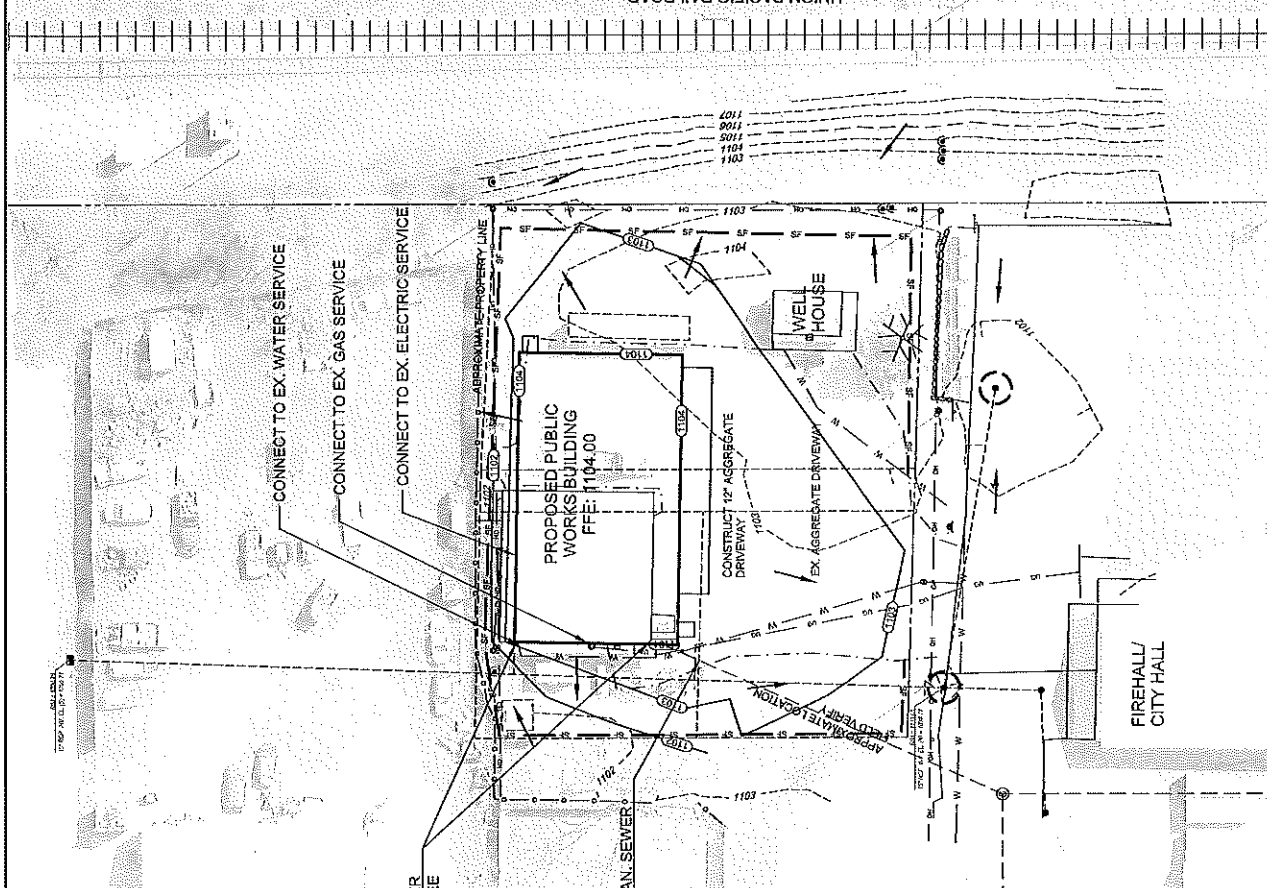
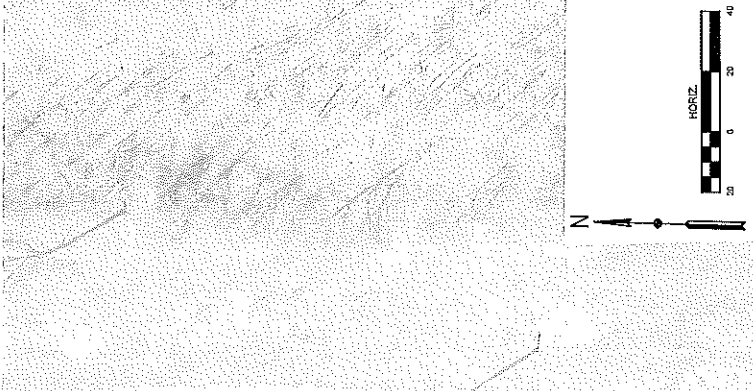
Public Works Building
 MECPORD, MN
 2026

CONSTRUCTION & GRADING NOTES

- PROPOSED ELEVATIONS ARE INTENDED TO PROVIDE POSITIVE DRAINAGE TOWARDS CATCH BASINS AND/OR OUTLETS. THE CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE THROUGHOUT THE PROJECT SITE.
- THE SITE HAS NOT BEEN REDESIGNED TO BALANCE ON-SITE MATERIALS. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE FINAL EARTHWORK QUANTITY ON THIS SITE. EXCESS MATERIAL, IF ANY, SHALL BE DISPOSED OF OFF-SITE. THE CONTRACTOR SHALL IMPORT SUITABLE MATERIAL, AS NEEDED.
- THE OWNER IS AWARE THAT SOME GRADES ON THE SITE ARE LESS THAN 1% AND LOCALIZED PONDING MAY OCCUR AND THEY ACCEPT ALL IMPACTS.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND ELEVATION OF ALL UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION.
- THE CONTRACTOR SHALL NOTIFY ALL APPROPRIATE ENGINEERING DEPARTMENTS AND UTILITY COMPANIES 72 HOURS PRIOR TO CONSTRUCTION. ALL NECESSARY PRECAUTIONS SHALL BE TAKEN TO AVOID DAMAGE TO EXISTING UTILITIES.

GENERAL NOTES

- CONTRACTOR SHALL FIELD LOCATE ALL EXISTING UTILITIES. UTILITY LOCATIONS SHOWN ARE SHOWN. PROTECT ALL EXISTING UTILITIES NOT TO BE REMOVED.
- CONTRACTOR SHALL HYDRO SEED ALL DISTURBED AREAS PER SPECIFICATION.



ARCHITECT OF RECORD
OLESON + HOBBIE ARCHITECTS
 WWW.OLESONHOBBIE.COM
 222 Franklin Road, Suite 202, Jackson, MN 56203
 P: 507.246.7170

CONSULTANT

MEDFORD
 MAINTENANCE
 GARAGE

409 2ND AVE SE
 MEDFORD, MN 55049

REVISIONS

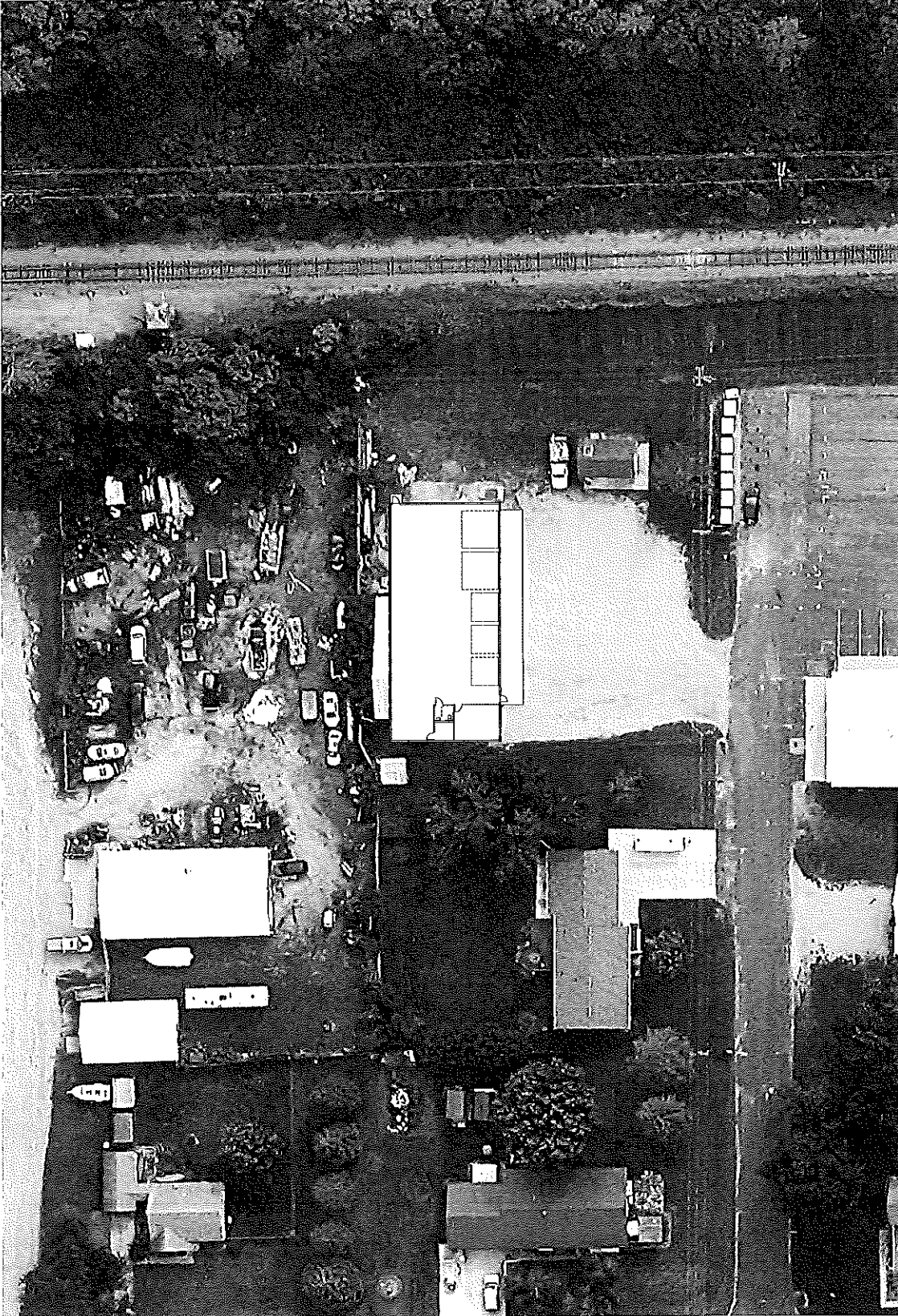
PROJECT # 20-0080
 DATE 03/11/2020
 DRAWN BY AJK
 CHECKED BY TJK

SHEET TITLE
**ARCHITECTURAL
 SITE PLAN**

SHEET

AS1.1

PRELIMINARY NOT FOR CONSTRUCTION

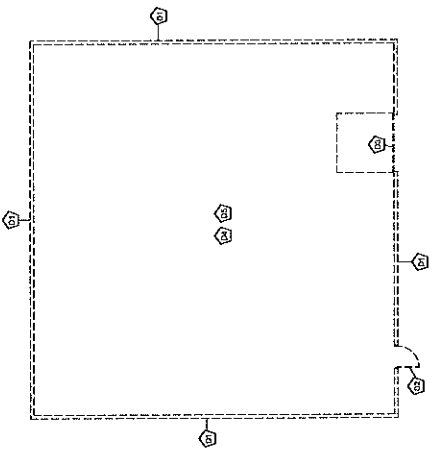


ARCHITECTURAL SITE PLAN
 SCALE: 1"=20'

12/10/2019 12:34 PM

KEYNOTES	
1	INDICATES EXISTING WALLS AND ASSOCIATED COMPONENTS TO BE DEMOLISHED.
2	EXTENTS INDICATED ON THE DRAWINGS.
3	REMOVE CONCRETE FLOOR AND FRAME.
4	REMOVE CONCRETE FLOORING AND FOUNDATION.
5	REMOVE CONCRETE FLOORING AND FOUNDATION.
6	REMOVE CONCRETE FLOORING AND FOUNDATION.
7	REMOVE CONCRETE FLOORING AND FOUNDATION.
8	REMOVE CONCRETE FLOORING AND FOUNDATION.
9	REMOVE CONCRETE FLOORING AND FOUNDATION.
10	REMOVE CONCRETE FLOORING AND FOUNDATION.

PRELIMINARY NOT FOR CONSTRUCTION



ARCHITECT OF RECORD
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CONSULTANT

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 MAINTENANCE
 GARAGE

408 2ND AVE SE
 MEDFORD, MN 55049



PROJECT # 2008010
 DATE 02/15/14
 DRAWN BY AJK
 CHECKED BY TAA

SHEET TITLE
 DEMOLITION PLAN - MAIN LEVEL

SHEET

AD1.1

ARCHITECT OF RECORD

OLESON + HOBBS
ARCHITECTS
130 Prairie Road, Suite 200, Leveaux, MN 55091
TEL: 763.281.1100

CONSULTANT

MEDFORD
MAINTENANCE
GARAGE

409 2ND AVE SE
MEDFORD, MN 55048

REVISIONS

PROJECT # 240000
DATE 08/20/2018
DRAWN BY JAK
CHECKED BY JAK

SHEET TITLE
**FLOOR PLAN -
MAIN LEVEL**

SHEET

A1.1

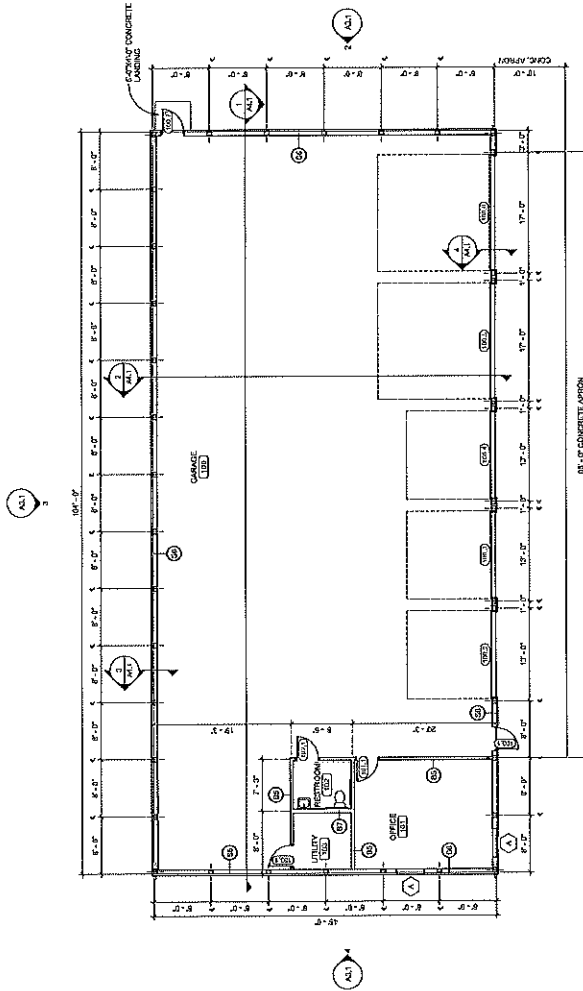
PRELIMINARY NOT FOR CONSTRUCTION

GENERAL NOTES

- 1. XXX
- 2. XXX
- 3. XXX
- 4. XXX

KEYNOTES

NO.



FLOOR PLAN - MAIN LEVEL
SCALE 1/8" = 1'-0"

CONSULTANT

MEDFORD
 MAINTENANCE
 GARAGE

409 2ND AVE SE,
 MEDFORD, MN 55049

REVISIONS

PROJECT #
 DATE
 DRAWN BY
 CHECKED BY
 SHEET TITLE

CONSTRUCTION
 ASSEMBLIES &
 SCHEDULES

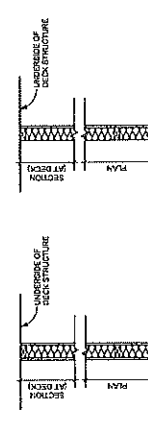
SHEET

A2.1

PRELIMINARY NOT FOR CONSTRUCTION

MARK	DATE	TYPE	MATERIAL	FINISH	DOOR		GLAZING		TYPE	INTERIOR	FINISH	DEPTH	HOW	COMMENTS
					WIDTH	HEIGHT	TYPE	TYPE						
100.1			OSB	WD	2'-0"	7'-0"	1	1	1	1	1	1	1	
100.2			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.3			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.4			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.5			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.6			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.7			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.8			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.9			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.10			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.11			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.12			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.13			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.14			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.15			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.16			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.17			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.18			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.19			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	
100.20			OSB	SH	12'-0"	12'-0"	1	1	1	1	1	1	1	

GLAZING SCHEDULE		
TYPE	LOGSHT	COMMENTS
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
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15	15	15
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19	19	19
20	20	20



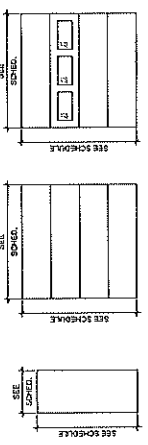
TYPE 1 PARTITION SERIES:
 WOOD STUD (1/2" DIA) @ 16" ON CENTER
 1/2" OSB STUD (1/2" THICK)

TYPE 2 PARTITION SERIES:
 WOOD STUD (1/2" DIA) @ 16" ON CENTER
 1/2" OSB STUD (1/2" THICK)

TYPE 3 PARTITION SERIES:
 WOOD STUD (1/2" DIA) @ 16" ON CENTER
 1/2" OSB STUD (1/2" THICK)

WALL ASSEMBLY:
 • WOOD STUD (1/2" DIA) @ 16" ON CENTER
 • INSULATION (FULL DEPTH)
 • FINISH FLOOR & BASE
 • SEE ROOM FINISH PLAN

WALL TYPES
 SCALE: 3/4" = 1'-0"



TYPE 1 PARTITION SERIES:
 WOOD STUD (1/2" DIA) @ 16" ON CENTER
 1/2" OSB STUD (1/2" THICK)

TYPE 2 PARTITION SERIES:
 WOOD STUD (1/2" DIA) @ 16" ON CENTER
 1/2" OSB STUD (1/2" THICK)

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 WOOD STUD (1/2" DIA) @ 16" ON CENTER
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WALL ASSEMBLY:
 • WOOD STUD (1/2" DIA) @ 16" ON CENTER
 • INSULATION (FULL DEPTH)
 • FINISH FLOOR & BASE
 • SEE ROOM FINISH PLAN

WALL TYPES
 SCALE: 3/4" = 1'-0"



WINDOW TYPES
 SCALE: 1/4" = 1'-0"

FRAME TYPES
 SCALE: 1/4" = 1'-0"

DOOR TYPES
 SCALE: 1/4" = 1'-0"

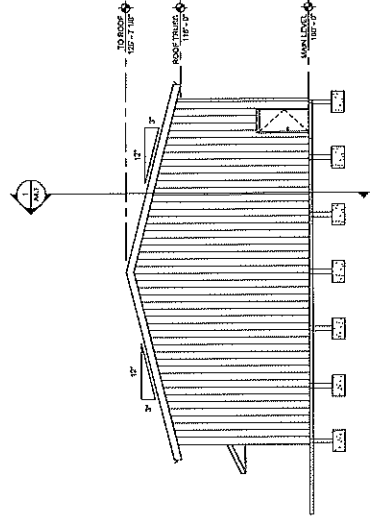
PRELIMINARY NOT FOR CONSTRUCTION

GENERAL NOTES

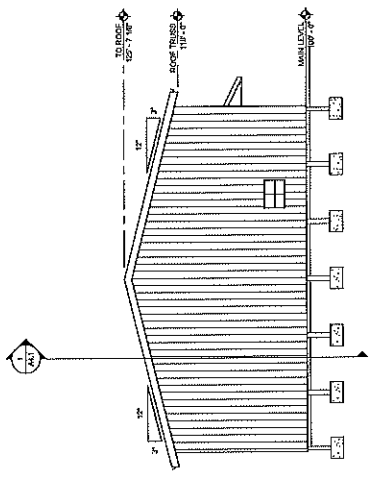
- XXX
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EXTERIOR FINISH LEGEND

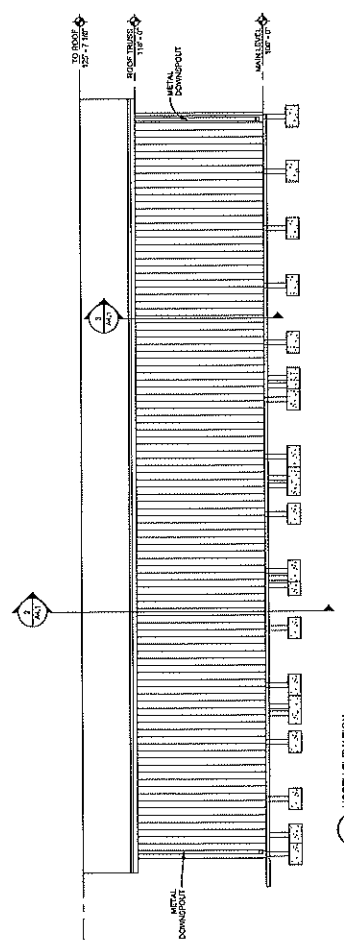
MARK	FINISH	MODEL	COLOR	COMMENTS
1	PAINT			
2	BRICK			
3	CONCRETE			
4	WOOD			
5	GLASS			
6	ROOFING			
7	ASPH/FLT			
8	PREPARED METAL			
9	SPRINKLER			
10	PIPE			
11	WALL			
12	CEILING			
13	FLOOR			
14	MECHANICAL			
15	WIND			



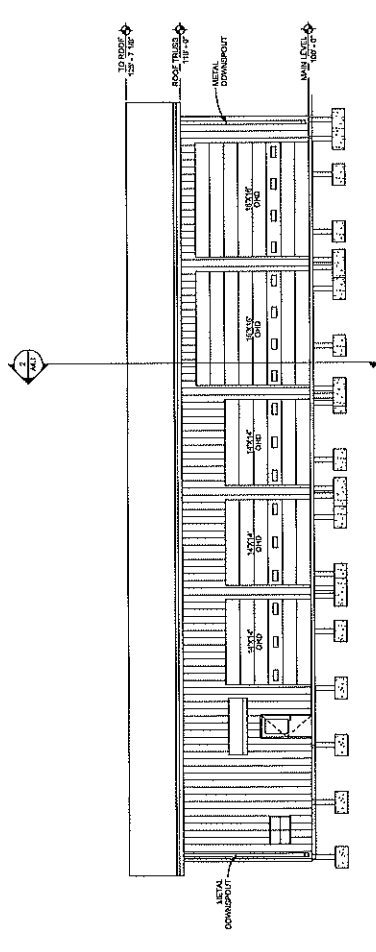
1 EAST ELEVATION
 SCALE: 1/8" = 1'-0"



2 WEST ELEVATION
 SCALE: 1/8" = 1'-0"

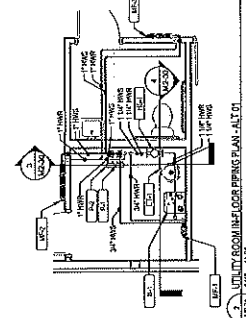
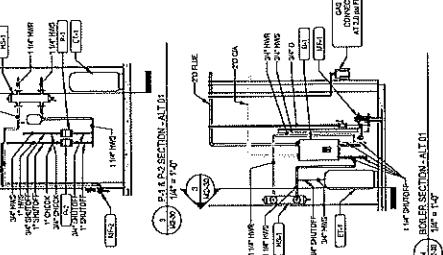
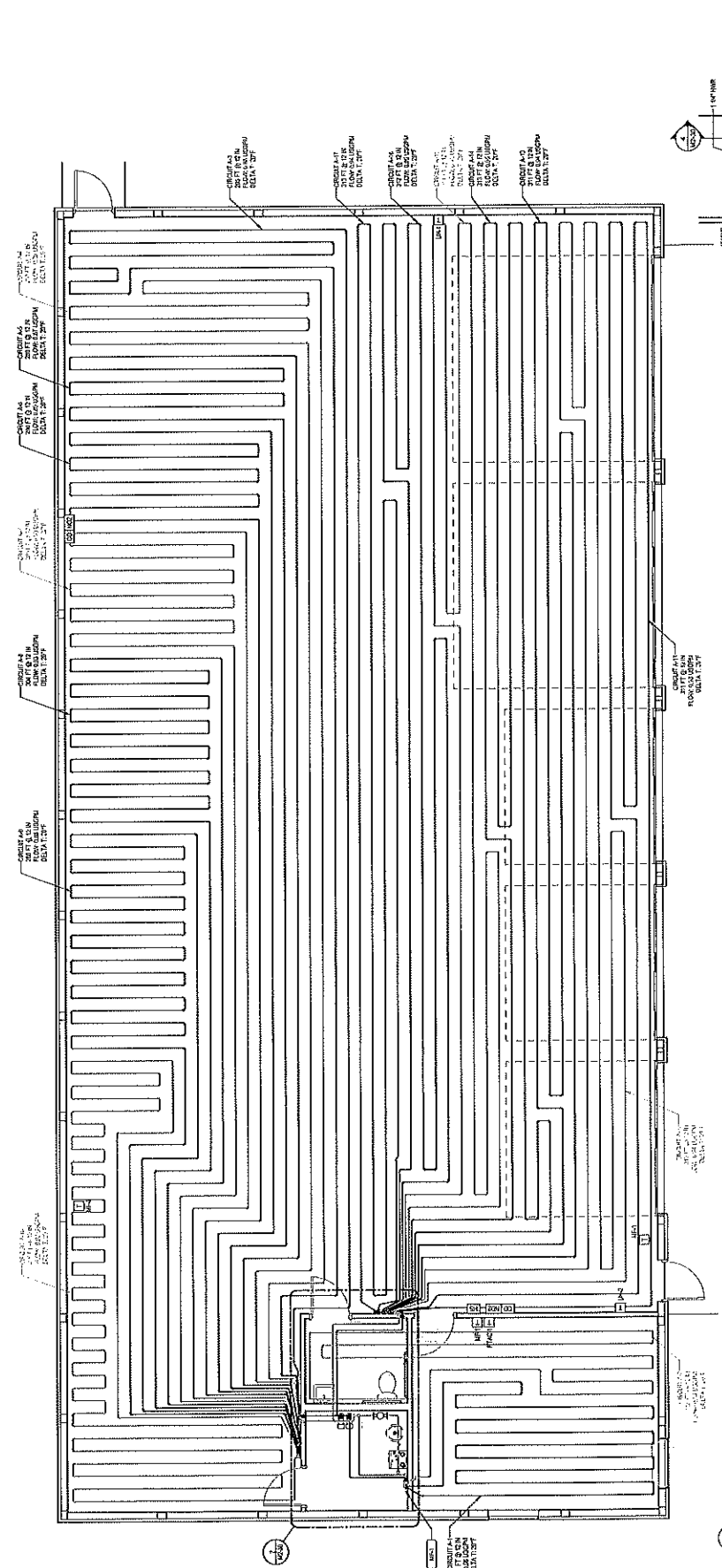


3 NORTH ELEVATION
 SCALE: 1/8" = 1'-0"



4 SOUTH ELEVATION
 SCALE: 1/8" = 1'-0"

NOT FOR CONSTRUCTION



CIRCULATING PUMP SCHEDULE		HYDRONIC EXPANSION TANK SCHEDULE	
1	MANIFOLD	1	MANIFOLD
2	MANIFOLD	2	MANIFOLD
3	MANIFOLD	3	MANIFOLD
4	MANIFOLD	4	MANIFOLD
5	MANIFOLD	5	MANIFOLD
6	MANIFOLD	6	MANIFOLD
7	MANIFOLD	7	MANIFOLD
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100	MANIFOLD	100	MANIFOLD



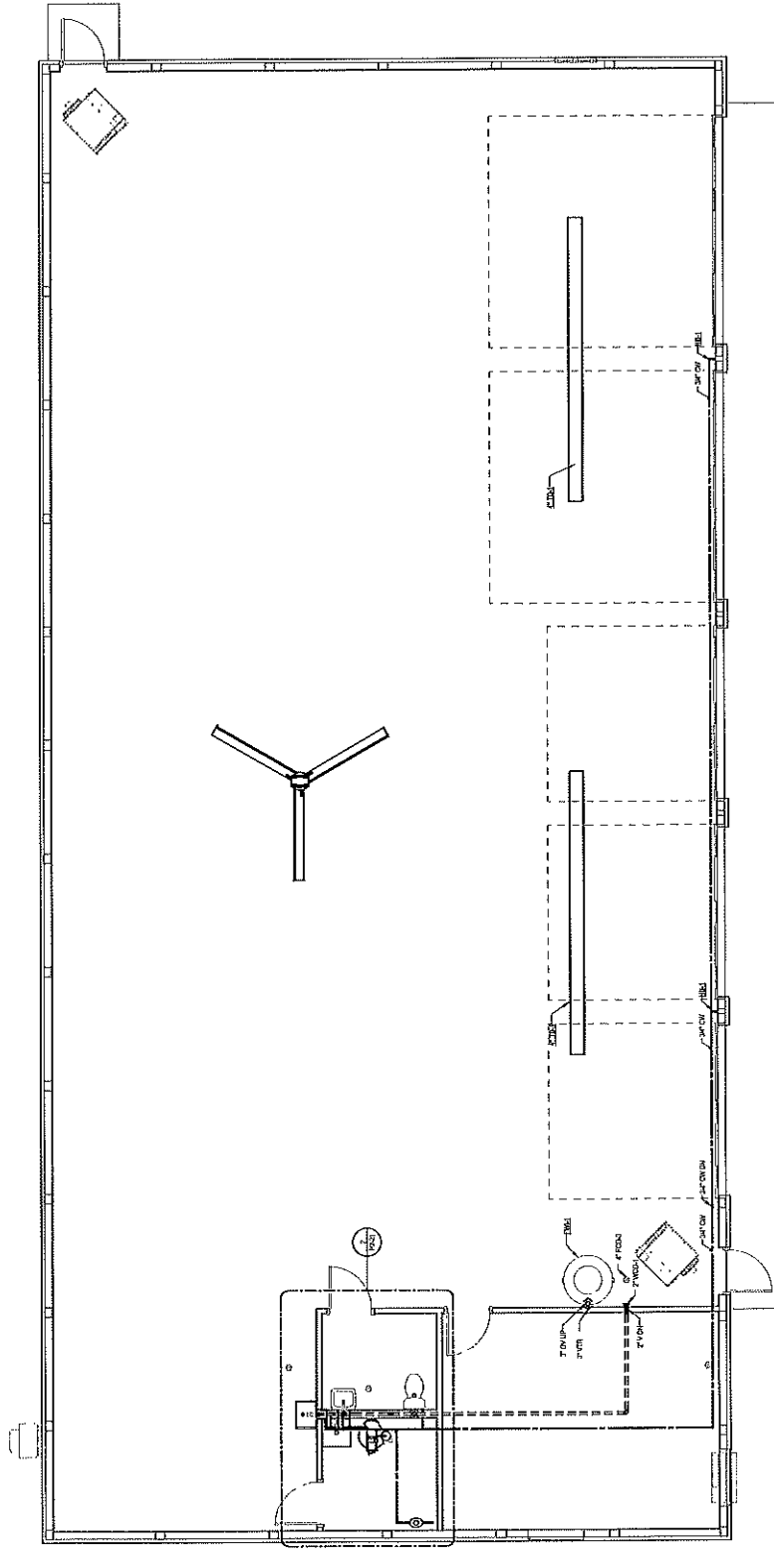
NOT FOR CONSTRUCTION

MEDFORD MAINTENANCE GARAGE
 409 2ND AVE SE
 MEDFORD, MN 55049

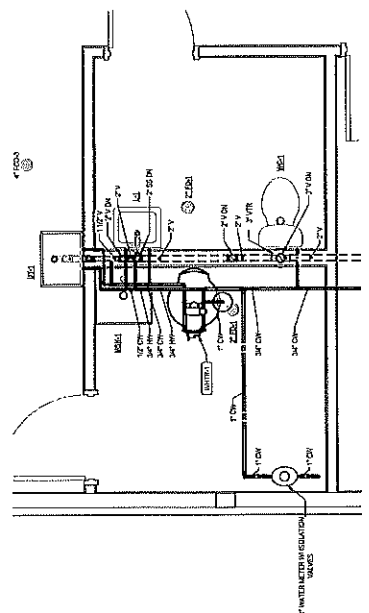
OLESON ARCHITECTS
 ARCHITECTS
 1000 W. OAK STREET
 ST. CLOUD, MN 56301
 WWW.OLESONARCHITECTS.COM

CCM ENGINEERS
 ENGINEERS
 1000 W. OAK STREET
 ST. CLOUD, MN 56301
 WWW.CCMENGINEERS.COM

NO.	REVISION
1	ISSUED
2	REVISED



1. PLUMBING PLAN
 1/8" = 1'-0"



2. ENLARGED PLUMBING PLAN
 1/4" = 1'-0"

MINIMUM PIPE INSULATION REQUIREMENTS			
TEMPERATURE RANGE (°F)	PIPE SIZE (IN)	INSULATION TYPE	THICKNESS (IN)
0 to 100	1/2 to 2	Asph/Fib	1/2
0 to 100	2 to 4	Asph/Fib	1
0 to 100	4 to 6	Asph/Fib	1 1/2
0 to 100	6 to 8	Asph/Fib	2
0 to 100	8 to 10	Asph/Fib	2 1/2
0 to 100	10 and over	Asph/Fib	3
100 to 200	1/2 to 2	Asph/Fib	1/2
100 to 200	2 to 4	Asph/Fib	1
100 to 200	4 to 6	Asph/Fib	1 1/2
100 to 200	6 to 8	Asph/Fib	2
100 to 200	8 to 10	Asph/Fib	2 1/2
100 to 200	10 and over	Asph/Fib	3
200 to 300	1/2 to 2	Asph/Fib	1/2
200 to 300	2 to 4	Asph/Fib	1
200 to 300	4 to 6	Asph/Fib	1 1/2
200 to 300	6 to 8	Asph/Fib	2
200 to 300	8 to 10	Asph/Fib	2 1/2
200 to 300	10 and over	Asph/Fib	3
300 to 400	1/2 to 2	Asph/Fib	1/2
300 to 400	2 to 4	Asph/Fib	1
300 to 400	4 to 6	Asph/Fib	1 1/2
300 to 400	6 to 8	Asph/Fib	2
300 to 400	8 to 10	Asph/Fib	2 1/2
300 to 400	10 and over	Asph/Fib	3
400 to 500	1/2 to 2	Asph/Fib	1/2
400 to 500	2 to 4	Asph/Fib	1
400 to 500	4 to 6	Asph/Fib	1 1/2
400 to 500	6 to 8	Asph/Fib	2
400 to 500	8 to 10	Asph/Fib	2 1/2
400 to 500	10 and over	Asph/Fib	3
500 to 600	1/2 to 2	Asph/Fib	1/2
500 to 600	2 to 4	Asph/Fib	1
500 to 600	4 to 6	Asph/Fib	1 1/2
500 to 600	6 to 8	Asph/Fib	2
500 to 600	8 to 10	Asph/Fib	2 1/2
500 to 600	10 and over	Asph/Fib	3
600 to 700	1/2 to 2	Asph/Fib	1/2
600 to 700	2 to 4	Asph/Fib	1
600 to 700	4 to 6	Asph/Fib	1 1/2
600 to 700	6 to 8	Asph/Fib	2
600 to 700	8 to 10	Asph/Fib	2 1/2
600 to 700	10 and over	Asph/Fib	3
700 to 800	1/2 to 2	Asph/Fib	1/2
700 to 800	2 to 4	Asph/Fib	1
700 to 800	4 to 6	Asph/Fib	1 1/2
700 to 800	6 to 8	Asph/Fib	2
700 to 800	8 to 10	Asph/Fib	2 1/2
700 to 800	10 and over	Asph/Fib	3
800 to 900	1/2 to 2	Asph/Fib	1/2
800 to 900	2 to 4	Asph/Fib	1
800 to 900	4 to 6	Asph/Fib	1 1/2
800 to 900	6 to 8	Asph/Fib	2
800 to 900	8 to 10	Asph/Fib	2 1/2
800 to 900	10 and over	Asph/Fib	3
900 to 1000	1/2 to 2	Asph/Fib	1/2
900 to 1000	2 to 4	Asph/Fib	1
900 to 1000	4 to 6	Asph/Fib	1 1/2
900 to 1000	6 to 8	Asph/Fib	2
900 to 1000	8 to 10	Asph/Fib	2 1/2
900 to 1000	10 and over	Asph/Fib	3

NOT FOR CONSTRUCTION

GENERAL REQUIREMENTS - GENERAL
 1. ALL WORK SHALL BE IN ACCORDANCE WITH ALL CITY AND STATE REGULATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.

PLUMBING SCHEDULES
 1. ALL WORK SHALL BE IN ACCORDANCE WITH ALL CITY AND STATE REGULATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.

WATER SCHEDULE
 1. ALL WORK SHALL BE IN ACCORDANCE WITH ALL CITY AND STATE REGULATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.

SEWER SCHEDULE
 1. ALL WORK SHALL BE IN ACCORDANCE WITH ALL CITY AND STATE REGULATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.

MECHANICAL SCHEDULE
 1. ALL WORK SHALL BE IN ACCORDANCE WITH ALL CITY AND STATE REGULATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.

ELECTRICAL SCHEDULE
 1. ALL WORK SHALL BE IN ACCORDANCE WITH ALL CITY AND STATE REGULATIONS.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.

ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	WATER	1	FT	1.00	1.00
2	SEWER	1	FT	1.00	1.00
3	MECHANICAL	1	FT	1.00	1.00
4	ELECTRICAL	1	FT	1.00	1.00

ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	FLOOR DRAIN	1	FT	1.00	1.00
2	WATER	1	FT	1.00	1.00
3	SEWER	1	FT	1.00	1.00

ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	GAS-FIRED WATER HEATER	1	UNIT	1.00	1.00
2	WATER	1	FT	1.00	1.00
3	SEWER	1	FT	1.00	1.00

ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	DOMESTIC EXPANSION TANK	1	UNIT	1.00	1.00
2	WATER	1	FT	1.00	1.00
3	SEWER	1	FT	1.00	1.00

ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	CLEANOUT	1	FT	1.00	1.00
2	WATER	1	FT	1.00	1.00
3	SEWER	1	FT	1.00	1.00

1	REMARKS	1	FT	1.00	1.00
2	REMARKS	1	FT	1.00	1.00
3	REMARKS	1	FT	1.00	1.00

February 18, 2026



MEDFORD MAINTENANCE FACILITY

The following schedule is a summary of milestone dates and work items to be completed by the architect and design team as well as the Owner. This list is intended to provide a best estimate of the time required to complete work tasks. The design schedule may be reviewed and amended by the architect and Owner during design.

SCHEMATIC DESIGN – January 8 to January 24, 2026

- Meeting with Owner to discuss program and project needs.
- Architect shall prepare floor plan and prepare exterior elevations.
- Architect to submit concept floor plans to Owner for City Council review.
- Architect to prepare preliminary cost estimate.

DESIGN DEVELOPMENT – January 25 to February 4, 2026

- Architect shall update floor plans based upon any Owner review comments.
- Architect to prepare preliminary code analysis.
- Architect to submit concept floor plans to structural engineer to begin preparing foundation plans.
- Architect to submit concept floor plans to mechanical engineer to begin preparing plumbing and HVAC plans.
- Architect to update cost estimate.

TEAM REVIEW OF DOCUMENTS – February 5, 2026

- Schedule Microsoft Teams meeting with Owner to review design development documents and preliminary cost estimate.
- Review design development documents and provide redlined changes/questions/suggestions.

CONSTRUCTION DOCUMENTS – February 5 to February 23, 2026

- The architect shall complete floor plans, interior and exterior elevations, door and window schedules, wall types, building sections, details, finish plans, and construction details.
- The structural engineer will complete structural drawings including footing and foundation plans and other necessary structural details and construction notes.
- The mechanical engineer will complete plumbing plans, equipment selections, HVAC modifications, equipment selections, and technical specifications.
- Architect will prepare a final Project Manual containing bidding instructions and technical specifications to be used in procuring bids for the work.
- City Council authorizes the project to be advertised for public bidding.

REVIEW OF DOCUMENTS – February 24, 2026

- Schedule Microsoft Teams meeting with Owner to review construction documents and updated cost estimate.
- Review construction documents and provide redlined changes/questions/suggestions.
- Owner to provide written authorization to the architect to proceed to the next phase of design – Bidding.

BIDDING –February 25, 2026 – March 19, 2026

- Invite subcontractors and suppliers.
- Distribute Construction Documents to bidders, subcontractors, suppliers, etc.
- Answer any questions regarding bidding documents.
- Prepare addendum as appropriate to document clarifications and changes to bidding documents.

BID OPENING – March 19, 2026

- Architect will conduct a bid opening meeting to open, read, and record bids as received.
- Architect will review the bids with Contractors to determine validity of bids.
- Architect will provide recommendation letter to the Owner regarding award of the project.

COUNCIL AWARD – March 23, 2026

- City Council to review bids and decide on contract award.

CONTRACT PREPARATION – March 24, 2026 to March 31, 2026

- Architect will prepare AIA contract agreement between Owner and Contractor for the work as bid.
- Agreement will be distributed for review and execution.

NOTICE TO PROCEED – April 1, 2026

- Upon receiving executed agreement, Owner and Architect will determine the date for Contractor to proceed with work.

CONSTRUCTION – April 1, 2026 to August 31, 2026

- Contractor will construct the facility as shown on the construction documents.
- Architect will administer the contract for construction, and answer requests for information, prepare architects supplemental instructions, proposal questions, and change orders.
- Architect will review monthly requests for payment from the Contractor and certify for Owner's payment.
- Architect will provide site observations to review the work.

SUBSTANTIAL COMPLETION – August 31, 2026

- Contractor shall complete the work of the project.
- Architect and Owner will conduct a walk-thru to determine completion of the work. Items not complete, in need of repair or replacement, or unsatisfactory work will be noted on a Punch List of items for the Contractor to address.

FINAL COMPLETION – September 7, 2026

- Contractor will address the items included on the Punch List.
- Final completion will be determined upon satisfactory completion of the items listed.
- Architect will review final payment request and certify for Owner's payment.

CITY OF MEDFORD
RESOLUTION # 2026-02

APPROVING FINAL PLANS AND SPECIFICATIONS FOR MEDFORD
MAINTENANCE FACILITY AND AUTHORIZING BIDDING

WHEREAS, Oleson + Hobbie Architects the consulting architects for the City have prepared final plans and specifications for the construction of the Medford Maintenance Facility, and such plans and specifications have been presented to this Council for approval;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Medford, Minnesota, as follows:

1. Such plans and specifications are hereby approved and ordered placed on file in the office of the City Clerk,.
2. The City Clerk shall prepare and cause to be inserted in the official city newspaper and Quest Construction Document Network an advertisement for bids upon the making of such improvements under such approved plans and specifications.

The advertisement shall be published in each of said publications at least once not less than three weeks before the date set for opening bids, shall specify the work to be done, shall state that bids will be publicly opened on March 19, 2026 at 2 o'clock P.M. at City Hall and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted by the Medford City Council this 23rd day of February 2026.

Mayor Danny Thomas

ATTEST:

Elizabeth Jackson, City Clerk

The motion for the adoption of the foregoing resolution was made by Council Member _____ and duly seconded by Council Member _____. Upon a vote being taken, the following members voted in favor thereof: _____. Those against same: _____

**SECTION 001113
ADVERTISEMENT FOR BIDS**

MEDFORD MAINTENANCE FACILITY

BID DATE AND LOCATION:

Notice is hereby given that sealed bids will be received, publicly opened, and read aloud by representatives of the City of Medford at the Medford City Hall, located at 408 2nd Avenue SE, Medford, Minnesota 55049 at 2:00 p.m. local time on Thursday, March 19, 2026, for furnishing of all work and materials for consideration of the project: Medford Maintenance Facility.

PROJECT DESCRIPTION:

Construction Documents and Project Manual describe construction for a building located at 409 2nd Avenue SE in Medford, MN 55049. The work includes, but is not limited to, building demolition, a new post-framed wood building with metal roof and wall panels, gutters and downspouts, insulation, concrete floor slab, sectional overhead doors, interior partitions, plumbing, mechanical and electrical systems and other work as required.

Construction work for the project is shown on the drawings and defined in the Project Manual as prepared by Oleson + Hobbie Architects LLC of Mankato, MN.

Contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in viewing or downloading with this digital project information. The QuestCDN project number is eBidDoc #10065042.

A bidders conference has been scheduled for 10:00 a.m. on Thursday, March 5, 2026 at the project site, 409 2nd Avenue SE in Medford, MN 55049. All general contract bidders and subcontractors are invited. Representatives of the design team and Owner will be in attendance. Summarized minutes of the meeting will be circulated to attendees. Information relevant to the Bid Documents will be recorded in an addendum, issued to Bid Document recipients.

WORK ON THIS PROJECT TO BE COMPLETED BY: AUGUST 31, 2026.

Bids must be on the basis of cash payment for the work and materials, and no bid will be considered unless sealed and filed with the City and accompanied by a cash deposit, certified check, or bidder's bond, payable to City of Medford, for not less than 5% of the bid, as a guarantee that the bidder will, within ten (10) days after notification of the award of contract, enter into an agreement with the City and furnish a bond for the full amount of the contract as provided for by law. This deposit will be subject to forfeiture as provided by law.

Cash deposits, certified checks, and bidder's bonds of the three (3) lowest bidders may be retained until the contract has been awarded and executed, but no longer than 60 days from the date of opening bids. All other deposits will be refunded promptly.

The City reserves the right to reject any and all bids, to waive any informalities therein; and to adjourn the meeting to a later date for the purpose of further consideration of the bids and taking action thereon. No bid may be withdrawn within 60 days from the date of opening of bids.

The City Council will consider award of contract at their regular meeting held on Monday, March 23, 2026.

The City of Medford does not discriminate on the basis of disability.

END OF SECTION



February 4, 2026

Tim Auringer
Oleson + Hobbie Architects
330 Stadium Road – Suite 202
Mankato, MN 56001

Re: Structural Design Services Proposal
Medford Maintenance Garage
Medford, MN 55049

Tim,

As requested, we are pleased to submit this proposal to provide structural engineering services for the referenced project. We understand the proposed project consists of either a pre-engineered metal building (PEMB) or a wood pole building in Medford, MN. The building will be approximately 6,000 SF in size. Our scope of work will be to provide structural design of all building components and foundations for the wood pole building option and foundations and slab design only for the PEMB option.

Wood Pole Building fee option as follows:

- Construction Documents: Lump sum fee of **\$4,000.00 (four thousand dollars and no cents)** plus applicable taxes. This includes sealed construction documents (plans and specifications), and any reimbursable expenses. Site visits are not anticipated and are not included in this fee.
- Construction Administration: Lump sum fee of **\$500.00 (five hundred dollars and no cents)** plus applicable taxes. This includes all reimbursable expenses, shop drawing review, bidding assistance, and response to contractor questions. Site visits are not anticipated and are not included in this fee.

Pre-engineered Metal Building fee option as follows:

- Construction Documents: Lump sum fee of **\$3,000.00 (three thousand dollars and no cents)** plus applicable taxes. This includes sealed construction documents (plans and specifications), and any reimbursable expenses.
- Construction Administration: Lump sum fee of **\$500.00 (five hundred dollars and no cents)** plus applicable taxes. This includes all reimbursable expenses, shop drawing review, bidding assistance, and response to contractor questions. Site visits are not anticipated and are not included in this fee.

The fee may be subject to renegotiation should the scope of work change significantly from the parameters listed in this proposal. We propose that additional services, if required, be compensated for on an hourly basis based on our current rate schedule. Additional services would be performed only upon your written authorization.

Thank you for the opportunity to submit this proposal for your consideration. If you have any questions regarding our proposed scope of work and fee, please do not hesitate to call me.

Respectfully,
RISE Structural Associates Inc.



Nate Miller, PE

This proposal is accepted by:

(Representative/Title) Date

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: February 2026

RE: City Financial Report/Public Works and General Updates

Public Works Updates:

Continued assistance on the WWTP project
Snow events
Daily Rounds
Water Testing
Safety Training
Water Main Break
Equipment Repairs

City Updates:

W2s/1099s
4 Quarter Reports
Annual Disclosure Training – MN Revenue
PERA Exclusion Report
Bond Indebtedness Report
Nuvei Meeting – New Online Bill Pay Software
Tier II Reports – Swimming Pool and WWTP
OSHA Annual Report
Election Equipment Training
Straight River Days Planning
Annual Budget – State Auditor
Consumer Confidence Reporting Updates Webinar

A guide to Minnesota's overtime laws

STATE LAW

The **Minnesota Fair Labor Standards Act** requires all employers, regardless of gross annual revenue, to pay overtime for all hours worked in excess of **48** hours in a seven-day period.



FEDERAL LAW

The federal **Fair Labor Standards Act** requires some employers to pay overtime for all hours worked in excess of **40** hours in a seven-day period. These employers include:

- businesses whose employees produce or handle goods for interstate commerce;
- businesses with gross annual sales of more than \$500,000; and
- certain other businesses, including hospitals, nursing homes, schools and government agencies.



WHAT IS THE OVERTIME RATE?

Overtime rates must be at least one-and-a-half times the employee's regular rate of pay. The regular rate of pay is determined by dividing the employee's total pay in any workweek by the total hours worked in the workweek. An employee's pay includes credits allowed against the minimum wage for meals and/or lodging.

WHO MUST PAY?

Overtime pay is not discretionary. Both state and federal laws prohibit any agreement to not pay overtime to employees. All firms must pay Minnesota's overtime wage regardless of:

- the firm's size, location or gross sales;
- the method of compensation (hourly, salary, commission, piece rate or other); or
- designations such as part time, temporary, seasonal or contract.

WHAT IS A SALARY?

A salary is defined as a guaranteed, predetermined wage for each seven-day workweek that does not vary based on productivity or how many hours the employee works. It is not an hourly rate.

WHO IS EXEMPT?

Some employees are exempt from Minnesota's overtime wages. The following is a partial list:

- executive, administrative or professional employees who meet the salary and duty requirements of the department's rules;
- an outside salesperson;
- a salesperson, partsperson or mechanic for a vehicle dealership who sells or services automobiles, trailers, trucks or farm implements, and is paid on a commission or incentive basis, and is employed by a dealer selling to the consumer; and
- an agricultural worker paid a salary of at least \$724.71 a week for large employers grossing \$500,000 a year or more, or \$590.94 a week for small employers grossing less than \$500,000 a year.



HOW ARE HOURS COUNTED?

Except for rest periods of 20 minutes or more, all hours the employee is required to be on the premises of the employer or performing work-related tasks are counted for overtime purposes. Employees working more than one job under the control of the same employer must have all hours worked counted toward overtime.

Holiday hours, vacation time or sick leave are not counted in figuring overtime hours. Overtime is computed on a seven-day workweek basis regardless of the length of the pay period. Hours worked may not be averaged over the pay period or used to offset shorter workweeks. The workweek can be any consecutive seven-day period that the employer chooses, but may not vary once chosen.

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LABOR AND INDUSTRY

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