

City Council Board of Appeal and Equalization
April 12, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, and Dusek.

Members absent: Merritt.

City staff and consultants in attendance were Andy Welti and Amber Kniefel

Others attending were Greg Nelson, Steele County Assessor's Office.

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

The purpose of Board of Appeal and Equalization is to allow property owners the opportunity to review their market value for tax purposes as set by the Steele County Assessor's office.

There was no public in attendance and no citizens contacted the County directly regarding their market value.

Greg Nelson presented the 2016 assessment report. The overall average market value of the City of Medford increased by 1.85%. The City of Medford had a total of 11 good sales in the testing year.

Forclosures in the County are trending downward. Medford had one bank sale to a new owner. Last year, Medford had five bank sales to new owners and twelve the year before that.

Councilmember Maas inquired about the effect of decreased market value of ag land and how that effects the commercial, industrial, and residential property taxes.

Mr. Nelson explained that estimated market value is driven only by sales. With the ag land and some commercial property market values going down, a tax shift happens to take on the that burden.

Motion by Dusek, seconded by Sexton to adjourn the Board of Appeal and Equalization meeting at 7:30 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____meeting.

Submitted by _____City Clerk.

Signed by _____Mayor.

Regular Council Meeting
April 25, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Mark Rahrick, Joe Duncan, Craig O'Hearn and Tom Olinger.

Others attending were Pat Merritt, Jerry Paschke, Rich Quiring, Phil Heim, Greg Sanborn, Erin Sammon, Alyse Hager, and Mindy Cammock.

Mayor Nelson called the meeting to order at 7:03 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. None.

Agenda: Additions to the presented agenda – Add under New Business D: Pergola Bid, E: Steele County Highway Packet, F: Steele County Planning Commission Public Hearing. Also, to move the Civic Club up on the agenda to before the presentation of the 2015 final audit.

Motion by Sexton, seconded by Dusek to approve the agenda as amended. All members voted aye for approval. Motion carried.

Straight River Days Update and Civic Club Requests – The chairperson of the Civic Club, Erin Sammon along with Alyse Hager presented the different events that will be held during Straight River Days, June 16-18, 2016. Thursday evening is the 3rd annual Miss Medford Pageant held up at the Medford School. Friday will be the parade and the party in the park with a band and Saturday will be all the other events. There will be no events on Sunday.

Parade Permit Request waiving the parade permit fee. The parade will have the same route as in the past.

Motion by Maas, seconded by Sexton to approve the parade permit and waiving the permit fee as presented. All members voted aye for approval. Motion carried.

The Civic Club is requesting four temporary golf cart passes for the weekend of Straight River Days.

Motion by Merritt, seconded by Dusek to approve the use of four temporary golf cart passes for the weekend of Straight River Days. All members voted aye for approval. Motion carried.

Gambling Request for the Raffles and Bingo.

Motion by Sexton, seconded by Merritt to approve the gambling request for the raffles and bingo with no waiting period as presented. All members voted aye for approval. Motion carried.

Straight River Days signs will be put up around town.

Auditors 2015 Final Audit Report – Tom Olinger presented the management letter to the City Council. Mr. Olinger explained GASB 68 and went through all the funds and how they did for 2015. General Fund revenues came in higher than expenditures. Expenditures were higher than budgeted mainly due to the storm sewer outfall project, but will be reimbursed from FEMA hopefully in 2016.

Mr. Olinger spoke to the council about consolidating the savings accounts into possibly two accounts. The Fund Accounting system will keep all the funds separate on the bookkeeping side. Olinger will draft a resolution to approve the consolidation.

We will need a resolution to close out debt service bonds that will be finished in 2017.

The water and sewer funds are increasing in cash. The Municipal Liquor Store had an increase in cash of approximately \$32,000.00.

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

Approval of the March 28, 2016 special meeting minutes, the March 28, 2016 regular meeting minutes and the April 12, 2016 Board of Appeal and Equalization minutes.

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

Approval the March check register numbers E2631-E2651, 13668-13700, and 44320-44426.

Resolution 2016-19 Accepting Donations from John C Dillumuth (\$5.00), Gary A Ringhofer (\$6.00), Al Kubat (\$5.00), and Bruce Butler (\$5.00) for the Medford Park Endowment Fund.

Resolution 2016-20 Accepting Donation from Jeff Sexton (\$500.00) for the Medford Municipal Complex Fund.

Medford Fire Relief Association Liquor License Application Request.

Brain Russel – Urban Finds Bistro Liquor License Renewal.

Administrator Welti explained that the Carquest bill that was described as an expense for the Dodge truck was for tornado siren batteries.

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

Mayor's Report.

The Mayor attended the Entrepreneurial Roundtable co-hosted by SCORE, Riverland and Owatonna Area Business Development Center. The group is encouraging entrepreneurs looking to start a business or have been in business for less than 3 years to attend the sessions.

The Mayor reminded the City Council that the grand opening for Casey's is Friday, April 30, 2016 at 10:00 a.m.

j.jules FASHION and J & L Collision will be celebrating their 10th anniversary this year.

The Mayor gave a recap of her visit to the Capital to deliver the Governor a letter asking for support of our Senator and Representative's bill asking for bonding monies for the complex.

Park Board – Chairperson Jerry Paschke presented the minutes from the April 4, 2016 regular meeting.

The Park Board discussed the results from the open house. The Park Board would like to begin with addressing the lower cost, high use projects.

Mayor Nelson asked about a "Water Tower Park" sign.

The swimming lesson scholarship program was discussed and to possibly allow kids outside of the Medford School District. Administrator Welti explained that this is the first year of a scholarship program and that we should keep it restricted to the Medford School District at least this year for purposes of verifying eligibility.

Veterans Committee – Councilmember Maas presented the minutes from the April 5, 2016 meeting.

The five sided middle stone has been installed and Met-Com donated the use of the crane for the installation.

Nagel's Sod Farm will be donating all of the landscaping and labor for the Veterans Memorial site.

City Administrator – Administrator Welti presented a memo.

The Medford EDA will be considering the Steele County Economic Development Creation Committee recommendations and whether to recommend to the Council to pass a resolution supporting and electing to participate in the Steele County EDA.

The housing study is moving forward. The EDA will review the housing study proposal at the May meeting and make its recommendations to the Council.

The Mayor and City Administrator have had an initial discussion with a residential developer who is considering purchasing land and developing housing. The developer asked about TIF or other possible financing.

Administrator Welti and Fire Chief Rick Hager attended the Medford and Deerfield Township meetings and provided the officers with an overview of the Municipal Complex. They asked the townships if they would consider making a contribution toward the fire hall portion of the project if it moves forward.

Resolution 2016-21 Certifying Unpaid Bills to Steele County.

Motion by Sexton, seconded by Dusek to approve Resolution 2016-21 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Department – Administrator Welti updated the Council that the biosolids have been applied and Adam’s major focus is training the new employees.

Administrator Welti spoke with Al Buscho, the person contracted to apply the biosolids. Mr. Buscho informed the City that he will be updating his equipment and will no longer have the pump needed for the Medford facility. Mr. Buscho is recommending that the City purchase a new pump that can be used at biosolid application time.

Unfinished Business –

City Facility Update – The subset of the City Facilities Committee met to discuss the square footage. The approximate cost at this time is 3.1 million. Administrator Welti was informed that the fire hall portion of the project does not count towards the city debt limit.

Councilmember Sexton is wondering if the water and sewer funds could be used to help pay for the water and sewer portion of the project instead of bonding for it entirely. The financing of the facility needs to be worked out.

MNDOT Community Partnership Landscape Project at the Round-a-bout – Resolution 2016-22 would approve the agreement to finish the west round-a-bout this spring. It would be handled the same as the 2015 project where MNDOT would allocate up to \$8,000.00, the City would purchase all the plants, and then get reimbursed.

Motion by Sexton, seconded by Dusek to approve Resolution 2016-22 approving the MNDOT agreement for the finishing of the west round-a-bout. All member voted aye for approval. Motion carried.

New Business –

Public Works Staffing – Adam Jirak submitted his resignation from the full-time public works worker position effective May 4, 2016.

Scott Prestegard accepted the public works worker full-time position and will begin working for the City on Tuesday, April 26, 2016 at \$16.00 per hour.

Jed Peterson accepted the public works supervisor position with a starting wage of \$22.50 per hour and once he gets his water and wastewater licenses through reciprocity will be at \$23.50 per hour. Mr. Peterson will start on May 16, 2016.

Motion by Dusek, seconded by Sexton to accept Adam Jirak’s resignation effective May 4, 2016, to approve the hiring of Scott Prestegard for the full-time public works worker position at \$16.00 per hour and to approve the hiring of Jed Peterson for the public works supervisor position starting at \$22.50 per hour. All member voted aye for approval. Motion carried.

2016 Pool Season Staff – Administrator Welti recommended to the City Council to hire Sara Thofson, pool manager, Sydney Langeslag, assistant pool manager, Mariah Berg, Kelcey Gerlach, Allie Keilen, Alex Gengler, Sam Larson, Ben Sutcliffe, Madison Schletty, Jacob Gasner, and Bailey Duchene.

The recommended wages were presented as, pool manager \$12.50/hour, assistant pool manager \$11.25/hour, WSI \$9.75/hour, WSA \$9.50/hour, returning lifeguards \$9.25/hour to 9.75 beginning August 1, and new lifeguards \$9.00/hour to \$9.50/hour beginning August 1. Administrator Welti also proposed to increase the pool manager and assistant manager wages by \$.25 on August 1, 2016.

Motion by Maas, seconded by Dusek to approve the recommendations for the pool staff hiring and wages as presented. Abstain: Sexton. Aye: Maas, Dusek, Nelson, Merritt. Motion carried.

Swimming Lesson Scholarship – Administrator Welti presented the application that will be used for the scholarship program. As stated earlier, the City will keep the restriction for qualification of a scholarship to Medford School District children because of verification of eligibility.

Motion by Sexton, seconded by Merritt to approve the swimming lesson scholarship application process as presented. All members voted aye for approval. Motion carried.

Pergola Bid – Christopher Schauer Construction submitted a bid for \$5,134.00. Councilmember Sexton feels that the pergola should have the premium brown treated lumber and the sun shade screen which will increase the cost by \$573.00. Councilmember Sexton stated that the City could request the additional expense be covered by a contribution from MARC.

The bid did not include the cost of the building permit.

Motion by Maas, seconded by Merritt to approve the bid from Christopher Schauer Construction for \$5,134.00 to be paid by the City and the additional cost of \$573.00 to be requested from MARC as presented. All members voted aye for approval. Motion carried.

Steele County Highway Packet – Anita Benson submitted the proposed Steele County Highway project list. The only projects with dates listed are the project slated to happen from 2016-2017. Councilmember Merritt asked about the portion of the County Road north of the bank.

Steele County Planning Commission Public Hearing – The County inquired if the City has any comments in regards to a public hearing set for a parcel outside city limits that is currently zoning General Business and is requested to be zoned Residential. The Council can attend the meeting or contact the County if they have a comment.

City Council Work Session will be held on Monday, May 23, 2016 from 5:00-7:00 p.m.
City Council regular meeting will be held on Monday, May 23, 2016 at 7:00 p.m.
League of MN Cities Annual Conference in St. Paul June 14-17, 2016.

Motion by Dusek, seconded by Merritt to adjourn the regular city council meeting at 8:30 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor