

Special Council Meeting
January 5, 2004
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Aaron Hillyer and Becky Walderon.

The agenda for this meeting is: Appointments/Designations, Fees, Council Wages, Employee Wages.
Motion by Sexton, seconded by Corbin to accept the agenda. Carried.

Appointments:

Motion by Corbin, seconded by Thomas to appoint the acting mayor Marie Sexton; Park, Pool, & Summer Rec Commissioner Marie Sexton; Street & Lights Commissioner Donald Clemmensen; Liquor Store Commissioner Michael Corbin; and Water & Sewer Commissioner Danny Thomas. Carried.

Motion by Corbin, seconded by Sexton to appoint Tom Grems and Terry Kubat as the Deputy Weed Inspectors and Dog Catchers. Carried.

Motion by Clemmensen, seconded by Corbin to appoint the Planning & Zoning Board; EDA; Well Head; and Park Boards as presented. Carried.

Motion by Corbin, seconded by Clemmensen to appoint Americana Community Bank as the official bank. Carried.

Motion by Corbin, seconded by Clemmensen to appoint Owatonna People's Press as the official paper. Carried.

Motion by Sexton, seconded by Corbin to appoint the fire chief, assistant chiefs, fire training officer, and first responder coordinator as presented. Carried.

Motion by Corbin, seconded by Clemmensen to appoint Mayor Kaiser the weed inspector. Carried.

Motion by Corbin, seconded by Sexton to appoint Smith Tollefson & Rahrick as the city Attorney. Carried.

Motion by Corbin, seconded by Sexton to appoint Community Partners Designs as the city engineer. Carried.

Motion by Sexton, seconded by Clemmensen to increase the water and sewer rates by 5%. Carried.

Council wages will return to the original amount for 2004. Due to budget cuts, the council voluntarily reduced their wages in 2003.

Motion by Thomas, seconded by Clemmensen to change Kathie Engbard' increase from 1.54% to 3%. For: Thomas, Clemmensen, Sexton, Kaiser. Against: Corbin. Motion carried.

Motion by Sexton, seconded by Clemmensen to change Pam Muellers increase from 1.06% to 2.00%. For: Thomas, Clemmensen, Sexton, Kaiser. Against: Corbin. Motion carried.

Motion by Thomas, seconded by Sexton to change Wilma Muellers increase from 1.03% to 1.50%. For: Thomas, Clemmensen, Sexton, Kaiser. Against: Corbin. Motion carried.

Motion by Thomas, seconded by Clemmensen to change Becky Walderon's increase from 2.01% to 5.25%. For: Thomas, Clemmensen, Sexton, Kaiser. Against: Corbin. Motion carried.

Motion by Clemmensen, seconded by Thomas to adjourn at 6:40 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
January 26, 2004
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Katie Luedtke, Danielle Krause, DeWayne Halverson, Pat Merritt, Mark Rahrick, Deb Tenold, Andrew Simon, Darren & Melanie Hagen, and Lois Nelson.

Motion by Corbin, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Clemmensen to accept the minutes as presented. Carried.

Motion by Corbin, seconded by Thomas to pay the city and liquor store bills. Carried.

Deb Tenold stated that the Girl Scout Council of River Trails will be meeting with the Mayor next week to discuss annexation of the Piper Hill camp area.

Planning & Zoning report. Review of the conditional use permits and findings of the planning & zoning. This committee continues to work on reviewing the zoning of properties within Medford. Thomas will work with the city engineer on a plan for Outlot A in the Jones 2nd addition.

Discussion of the zoning of Straight River Enterprises, property formerly owned by the Medford School sold to Darren & Melanie Hagen. Process to request a change in zoning was explained to the Hagens.

A request that the walking bridge fund be closed and transferred to the Park Endowment Fund. The attorney will check into closing a designated fund and putting the funds into a different fund.

City attorney is working with planning & zoning in the drafting of a new zoning ordinance. Also the annexation of the wastewater plant will be worked on by the attorney.

Water/Wastewater report. Main well still has an unknown problem that is being investigated.

Motion by Thomas, seconded by Corbin to pay the tuition for wastewater training for Tom and Terry at \$130 each. Carried. The training is taking place here in Medford.

The wastewater plant exceeded the permit for total suspended solids. Tom has been talking with McDonalds about cleaning the grease trap more often.

Streets report.

Motion by Clemmensen, seconded by Thomas to purchase a tail gate lift at a cost of \$1,790 plus tax. Carried.

Motion by Sexton, seconded by Corbin to authorize the sale or trade of the old lift and box. Carried.

Mention of a semi trailer parked north of the trailer court. Clemmensen checking with owner.

Park report.

Motion by Sexton, seconded by Clemmensen to accept the park fees and deposits as recommended by the park board. Carried.

Motion by Sexton, seconded by Corbin to pay Kevin Steinbauer for decorating the water tower this year. Carried.

Liquor store report.

EDA report.

Motion by Corbin, seconded by Clemmensen to contract with Rene Olson for maintaining the web site at \$20 per hour for up to 5 hours a month. Carried.

Motion by Corbin, seconded by Clemmensen to spend up to \$500 to have the value of the Medford Trailer Court appraised. Carried.

Motion by Thomas, seconded by Corbin to adopt the Resolution to adjust the water rates for the City of Medford. Carried.

Motion by Corbin, seconded by Clemmensen to approve the annual fire fighters report. Carried.

Motion by Thomas, seconded by Sexton to adopt a Resolution in support of a local sales tax. Carried.

Motion by Thomas, seconded by Corbin to waive the 30 day waiting period for the KC's to hold a raffle. Carried.

The Medford Area Historical League is requesting to use the City Hall address for a street address for the state and federal filing requirements of the League. It is the consensus of the council to deny this request.

The next meeting is February 23, 2004.

Motion by Corbin, seconded by Clemmensen to adjourn at 8:23 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
February 23, 2004
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Dan Behrens - Heselton Construction, Jodi & Briar Buscho, Chad Fierst, Ryan Cornelius, Dusty Kavitz, Mandy LaCroix, James Dunnum - OEI, John Schlichter - TCS, Tom Southworth - Precision Auto Body, Jeremy Kaplan, Troy Zabinski - Met Con Companies, Brittani Teff, Casey Burton, Lynn Meier, and Melanie Hagen.

Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried.

Motion by Thomas, seconded by Corbin to accept the minutes as presented. Carried.

Motion by Clemmensen, seconded by Sexton to pay the city and liquor store bills for January. Carried.

Concerns from the general public. Mayor Kaiser explained the process the planning and zoning board is going through at this time. The zoning ordinance was adopted in 1964, the planning and zoning have been working on an updated zoning ordinance. Part of this process includes looking at all properties in the City to make sure the zoning will match the new ordinance. If there are properties that do not match the new ordinance a public hearing will be held and owners will be notified via mailed notice. This process will take a few months to complete. It is not the intent of the City Council to restrict existing businesses.

Break to make copies of list of properties that zoning is looking at.

Planning & Zoning Report.

Motion by Sexton, seconded by Thomas to refund \$125 (the public hearing fee) to the Hagens for the hearing that was not held. Carried.

Motion by Clemmensen, seconded by Corbin to approve the variance request from Met Con Companies as requested. Carried.

Motion by Corbin, seconded by Clemmensen to approve the final plat as presented by Met Con Companies for the Riverview Addition. Carried.

Attorney Report.

The wastewater plant does not abut city property at this time. Corbin will work with the attorney for the annexation of the plant.

Water/Wastewater Report.

Jones Outlot A proposal. The consensus of the council is to move forward with the project. The attorney will work with Thomas on the next steps.

Streets Report.

Quotes have been received for the damaged light pole on Main Street.

Motion by Thomas, seconded by Corbin to reimburse Donald Clemmensen for the purchase calcium chloride to defrost a storm sewer line. Clemmensen abstained. Motion carried.

Park Report.

Motion by Corbin, seconded by Thomas to purchase CAUTION signs as recommended by the park board. Carried.

It is the consensus of the council to hire a temporary pool coordinator while Pam Kniefel is in Europe.

Liquor Store Report. Discussion of the request by the Civic Club in regards to toilets and the stage costs. The consensus of the council is that those costs are associated with Straight River Days and should not be paid for by the city.

EDA Report.

Motion by Kaiser, seconded by Clemmensen to expend an additional \$500 for the appraisal of the Medford Trailer Court. Carried.

Williams/Barta property development update. Corbin will check with engineer for cost estimates to extend services to this area.

Motion by Thomas, seconded by Corbin to sign the certification for the USDA Rural Development Grant application. Carried.

Motion by Corbin, seconded by Clemmensen to spend up to \$1,500 for a computer at City Hall. Carried.

Motion by Clemmensen, seconded by Corbin to send Sanborn to the Minnesota Clerks and Finance Officers Association annual meeting at a cost of \$220 plus mileage etc. Carried. There will be no hotel costs as Sanborn will be staying near by at her families cabin.

The Auditors will be in this office on March 8 – 9 to complete the audit work.

The Walking Bridge Fund cannot be transfer to some other fund. The consensus of the Council is to leave the funds where they are.

The next meeting is March 22, 2004, at 7:00 p.m.

Motion by Corbin, seconded by Sexton to adjourn at 8:02 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
 March 29, 2004
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending the meeting were Tim Murray, Todd Kavitz, Pat Merritt, Ron Kubinski, and Sylvia Lee.

Motion by Corbin, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Corbin, seconded by Thomas to accept the minutes as presented. Carried.

Motion by Clemmensen, seconded by Corbin to pay the city and liquor store bills including the Janus Sign bill. Carried.

Motion by Clemmensen, seconded by Corbin to grant a food, dance, and 3.2 malt beverage license to the Medford Civic Club for Straight River Days on June 24 – 27. Carried.

The consensus of the council is to allow inflatable rides in the park area during Straight River Days as requested by the Civic Club. Carried.

Zoning report. There is a public hearing to consider the vacation of a portion of 4th Avenue SW on Thursday, April 8, at 6:30 p.m.

Engineers report.

Motion by Corbin, seconded by Sexton to adopt a resolution ordering a feasibility report for the extension of city services to the property north of McDonalds. Carried.

Tim Murray presented the report to the council.

Motion by Corbin, seconded by Sexton to adopt a resolution receiving the report for the extension of city services to the property north of McDonalds. Carried.

EDA report. Corbin gave an update of the Williams Barta property and its potential development.

Attorney report.

Motion by Corbin, seconded by Clemmensen to adopt a joint resolution to annex the treatment plant. Carried.

Sanborn to forward the resolution to Medford Township for their consideration.

Water/Wastewater report.

The vacation of a public right of way must be in the public interest.

Motion by Thomas, seconded by Clemmensen to approve the CPO training at a cost of \$199, and the water training at a cost of \$125 plus the exam fee of \$32. Carried.

The water running along south Main Street will stop on April 1st. Notices will be hand delivered to notify those residents.

Discussion of the computer system at the liquor store.

Due to construction of the home adjacent to the walking path in Oakridge Bluffs, the home owner will replace the sod at his expense.

The maintenance department is getting bids for mowing city property for the summer of 2004.

Street report.

Concerns have been received about the man hole covers in the Jones 3rd Addition being too low. Clemmensen will work with the engineer on this.

Clemmensen was approached about the parking lot area for the pool and pool street repairs. The catholic church will be doing some improvements of their parking lot and have requested that the City participate financially to the improvements of the area in front of the pool and pool street. The consensus of the council is that those costs are not in the budget for 2004.

Park report.

Caution signs have been purchased at a cost of \$123 for 4 signs.

Motion by Thomas, seconded by Corbin to approve the pay scales for pool lifeguards and WSI as recommended by the park board. Carried.

Motion by Sexton, seconded by Clemmensen to approve the pool rental fees for the 2004 season as recommended by the park board. Carried.

Motion by Sexton, seconded by Thomas to approve the pool manager wages as recommended by the park board. Carried.

Motion by Sexton, seconded by Corbin to approve the water aerobics wages as recommended by the park board. Carried.
 Motion by Thomas, seconded by Corbin to hire a gate attendant at the wage as recommended by the park board. Carried.
 Motion by Sexton, seconded by Thomas to set the swimming lesson fees Resident \$30, Non-Resident \$35, Family \$70 as recommended by the park board. Carried.

Liquor store report.

The liquor store will not be open on Sundays now until the fall. There may be a couple of special occasions for promotional reasons that it may be open.

Review of the liquor store budget.

EDA report.

Trailer court appraisal. The consensus of the council is to move forward on this process. Mayor Kaiser will contact the owner.

Update of the website contract.

The clerk has completed the application forms for the USDA Rural Development Grant for Nylon Board loan. The USDA will notify the city of their decision. Then, if awarded the funds, the application process will be completed with Nylon Board and the city.

The clerk's conference was very informative again this year. Sanborn obtained great information on numerous subjects.

Steele County Building inspector has requested the council to consider canceling office hours here in Medford. It is rare that anyone comes in here to see the building inspector. The consensus of the council to discontinue the office hours here.

Upcoming meetings:

April 8 th	Public Hearing	6:00 p.m.	Proposed street vacation
	Special Meeting	6:30 p.m.	Bond Financing
April 21 st	Board of Appeal & Equalization	7:00 p.m.	
April 26 th	Regular Meeting	7:00 p.m.	

The park board is short a person.

Motion by Corbin, seconded by Sexton to adjourn at 8:14 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting

April 12, 2004

City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Bill Fahey was also in attendance.

The purpose of this meeting is to review the current bonds for consideration of refunding/refinancing for savings to the City.

Bill Fahey presented the possible refunding options. Discussion of these options followed.

Motion by Thomas, seconded by Corbin to adopt a resolution relating to the refinancing of certain city bonds, including the expiration of this resolution being the call dates of said bond. Carried.

Motion by Corbin, seconded by Sexton to adjourn at 6:29 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Board of Appeal & Equalization
April 21, 2004
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Also in attendance were Glen Purdie – County Assessor, Lois Nelson, and Jason Math.

The purpose of this meeting is to allow property owners the opportunity to review the market values for tax purposes as set by the Steele County Assessors office.

Glen Purdie explained the process for evaluating properties and the process to appeal values.

Jim Yocum contacted the assessors office directly to request a review of property located at 308 1st Avenue NW. Upon review of the property, the assessor recommends a reduction in value from \$79,000 to \$69,500.

Motion by Corbin, seconded by Sexton to reduce the property value of the property located at 308 1st Avenue NW as recommended by the assessor. Carried.

Jason Math questioned the value of his property located at 415 SW 3rd Street. The assessors office will review his property and make a recommendation to the council.

Lois Nelson asked when the assessors office will be doing door to door visits in Medford. The last time was in 1996. Glen Purdie explained that due to budget cuts, their office is down 2 full time employees. They hope to get to Medford soon.

Motion by Corbin, seconded by Clemmensen to continue the meeting to Monday, April 26, 2004. Meeting continued at 7:30 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Public Hearing on Proposed Street Vacation
 April 26, 2004
 City Hall

Mayor Kaiser called the hearing to order at 6:30 p.m. All members were present. Others attending were Sylvia Lee, Ryan Lee, Vern Owens, Rene Olson, Greg Sanborn, Brian Paulson, Andrew & Jessica Miller, Terry Kubat, Rick Jones, Brent Jones, Virginia Jones, Shannon Jones, Mark Rahrick, and Tom Grems.

The purpose of this hearing is to consider a proposed resolution that would vacate a portion of Fourth Avenue SW in the City of Medford, Minnesota.

Mayor Kaiser outlined the format for the meeting. Council member Thomas gave an overview of the proposed vacation.

Floor was opened to questions and comments.

Sylvia Lee stated her reasons for being against the proposed vacation. Ms. Lee stated that this proposed vacation would make the cul-de-sac substandard and not comply with city ordinance; the vacation will not make a buildable lot with the required minimum depth of 132 feet; she questioned the sewer access; and the benefit of the proposed vacation. Ms. Lee stated that the plat was decided upon in 1990 and questioned why change it now. Ms Lee felt there was no point to the vacation.

Brian Paulson questioned what and why this was being proposed. Clarification of the proposed street vacation was given by the council.

Vern Owens questioned the alleyway (First Street SW) would be narrowed or changed in any way. Mayor Kaiser stated that there would be no changes to that street. Mr. Owens also questioned about a dump hole in that area in the past. The council is unaware of this.

Rick Jones stated that Bill Trygstad was the engineer at the time this area was developed. Mr. Jones quoted from a letter from Mr. Trygstad. Mr. Jones pointed out that addition of tax dollars that would be brought to the community with a house being built on that lot. Mr. Jones said he could not pinpoint the exact location of the dump hole since he was a small boy when last used. Mr. Jones also stated that the lot was never deemed unbuildable.

Virginia Jones agreed with Rick Jones' statements.

Shannon Jones questioned the purpose of the cul-de-sac..

Andrew Miller questioned whether or not there would be any changes to the north side of the cul-de-sac. The council stated that the north side would not be changed. Mr. Miller also asked who would be paying for the changes to the street and would he be required to pay anything since the proposed vacation portion of the street abuts his property. There would be no cost to Mr. Miller. Mr. Miller mentioned the sewer issue. He also stated that it is unfortunate that this process has to be done.

Sylvia Lee questioned the impact this vacation would have on the Miller property. Ms. Lee also stated that according to black's law an outlot is not a buildable lot.

Mayor Kaiser stated that these questions and concerns would be considered when the council discusses this issue during a regular council meeting. Action on this proposed vacation will also be taken then. The regular council meeting will start tonight at 7:00 p.m.

Motion by Corbin, seconded by Sexton to close the hearing at 6:55 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
 April 26, 2004
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Sylvia Lee, Ryan Lee, Vern Owens, Rene Olson, Greg Sanborn, Brian Paulson, Andrew & Jessica Miller, Terry Kubat, Rick Jones, Brent Jones, Virginia Jones, Shannon Jones, Mark Rahrick, Tom Grems Kyle Meyers, Becky Walderon, Gail Heim, and Pat Merritt.

Motion by Clemmensen, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Corbin to accept the minutes as corrected. Carried.

Motion by Clemmensen, seconded by Corbin to pay the city and liquor store bills for April. Carried.

Proposed vacation of a portion of Fourth Avenue SW.

Motion by Corbin, seconded by Thomas to adopt a resolution vacation a portion of Fourth Avenue SW as proposed.

Carried unanimously.

Motion by Corbin, seconded by Sexton to approve the request for a raffle and waive the waiting period for the Medford KC Lodge. Carried.

Kyle Meyers, Abdo Eick & Meyers, gave the audit report to the Council.

Planning & Zoning report.

The Council noted the recommendation from the planning & zoning that all of the Williams/Barta property be zoned commercial.

Planning & Zoning will meeting with the EDA to review the comprehensive plan.

The Council has already approved the final plat for the Met-Con development. Council thanks the zoning for this input.

Action will be tabled on the recommendation for the Buscho property until further investigation can be done.

Engineers report.

Oakridge Bluffs 4th Addition work will start again in the next couple of weeks.

Met-Con has not submitted any plans to Bruce Bullert yet.

Jones 3rd Addition manhole covers that are too low. Complaints have been received from residents about the manholes.

Manholes are to be no more than ¾ inch recessed from the street. The covers in Jones 3rd Addition are recessed more than that. Covers can be purchased to correct this problem. Bruce has talked to the contractor about this issue.

Attorney report. The resolution adopted earlier tonight will be signed and recorded.

Water/Wastewater report.

Darnel Property services. Motion by Thomas, seconded by Clemmensen to approve the proposed plan for extending services to the property as recommended by Thomas and get any easements as necessary. Carried.

Streets report.

Park report.

Motion by Sexton, seconded by Corbin to set the family rate for swim lessons as \$75 residents of the City of Medford, \$85 non residents. Carried.

Motion by Sexton, seconded by Thomas to set the pool membership at \$65 residents, \$75 non residents. Carried.

Motion by Sexton, seconded by Corbin to set the tiny tot lesson rate at \$20 residents, \$25 non residents. Carried.

Motion by Sexton, seconded by Corbin to appoint Matt Schwab to the Medford Park Board. Carried.

Liquor store report.

Review of the budget.

EDA report. Mayor Kaiser has contacted Mr. Regitschnig. Mr Regitschnig has not gotten back to the Mayor yet.

Motion by Clemmensen, seconded by Corbin to adopt a resolution to close out the retired bond fund to the general fund. Carried.

Discussion of the Medford Civic Club request for insurance coverage for Straight River Days.

Nylon Board Manufacturing and the USDA Rural Development monies applied for.

Motion by Clemmensen, seconded by Thomas to proceed with the loan and terms as stated. For: Thomas, Clemmensen, Sexton, Kaiser. Against: Corbin. Motion carried.

Board of Equalization and Appeal is continued to a special meeting on May 5, 2004.

A special meeting will be held May 5, 2004, at 5:30 p.m. Agenda: Board of Appeal & Equalization; Bond Refinancing; and Nylon Board Manufacturing – USDA Rural Development Grant.

Motion by Clemmensen, seconded by Sexton to adjourn at 8:34 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting

May 5, 2004

City Hall

Mayor Kaiser called the meeting to order at 5:30 p.m. Council person Thomas was absent. Others attending were: Bill Fahey, Rick Hager, Todd Peterson, Wes Hager, Wade Ihlenfeld, Duane Gallea, Ron Kubinski, Brenda DeMars, and Maureen Wencil.

The agenda for this meeting is: Pool Improvements; Bond Refinancing; Medford School FFA request; and Straight River Days Liability Insurance request.

Pool Improvements/repairs. Park board is recommending to sandblast, seal, & paint the entire pool at a cost of \$6,420 with a warrantee for 3 years.

Motion by Sexton, seconded by Clemmensen to approve the expenditure as recommended by the park board for the pool. Carried.

Bond Refinancing. Bill Fahey presented a refinancing of 3 bonds for the council to consider.

Motion by Corbin, seconded by Clemmensen to adopt a resolution relating to \$510,000 G.O. Refunding (1994 Street, 1995 street, and 1997 refinanced bonds). Carried.

Motion by Corbin, seconded by Sexton to adopt a resolution authorizing an investment account with Pershing LLC. Carried.

FFA Request to plant a hayfield on the old football field area. Mayor Kaiser explained that Ordinance #49 (Zoning Ordinance) outlines permitted uses in zoning districts and that crop farming is not a permitted use in a residential zoned district. The variance process was explained to the students.

Straight River Days liability insurance request by the Medford Civic Club. Discussion of this request.

Motion by Corbin, seconded by Sexton to deny the request for the City liability insurance cover Straight River Days. Carried.

Board of Equalization and Appeal.

Motion by Corbin, seconded by Clemmensen to approve the recommendation from the Assessors Office as presented. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting
May 12, 2004
City Hall

Mayor Kaiser called the meeting to order at 12:00 noon. All members were present. Cheryl Pacquin was also in attendance.

The purpose of this meeting is to consider Nylon Board Manufacturing economic development loan in conjunction with USDA Rural Development and the continuation of the application process with USDA.

Discussion of the USDA Letter of Conditions. Corbin stated that this has not gone through the EDA and that this should be completely separate from the EDA.

Motion by Clemmensen, seconded by Thomas to approve the security agreement and the note as presented. Carried unanimously.

Motion by Sexton, seconded by Clemmensen to authorize the Mayor to sign the letter of intent to meet the conditions for the USDA Rural Development Grant. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 12:17 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
 May 24, 2004
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Connie & Don Abbe, DeWayne Halverson, Amber Kniefel, Dave Rassmussen, Darren & Melanie Hagen, Gonzolo & Tammy Medina, Roger Hagen, Daniel Cammock, and Greg Sanborn.

Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried.

Motion by Clemmensen, seconded by Thomas to accept the minutes as presented. Carried.

Motion by Thomas, seconded by Clemmensen to pay the city and liquor store bills for May. Carried.

Concerns from the public. Darren Hagen questioned the installation of the water line to his new building on 1st Avenue SE. Mr. Hagen was told that the water line would not be put in until the easement on the east side of his property. Mr. Hagen does not see the need for the easement because the storm sewer line is not on his property. Mayor Kaiser stated that because the engineer is not here the easement could not be solved tonight. The city will not block the installation of the water line at this time.

Motion by Sexton, seconded by Thomas to grant a one (1) foot variance to Trinity Lutheran Church on the west side of their property for an addition to the church as recommended by the planning & zoning board. Carried.

Discussion of a deck placement request by Daniel Cammock. With the placement of the house on the lot there is only twenty-nine feet to the property line at the back of the house. The ordinance states that the set back requirement from the primary structure is twenty-five feet. The deck is twelve feet wide leaving only seventeen feet to the property line. This needs to go through the variance request process to place the deck.

Motion by Corbin, seconded by Clemmensen to waive the variance request fee for Daniel Cammock. Carried.

Kami, Inc presented development plans for the northern portion of the Williams/Barta property. These plans are still in the preliminary stages. Kami is trying option the entire property. The plans consists of twenty-five to thirty-three percent commercial and the balance residential, either single or multi family.

Roger Hagen requested of the city to allow a single family dwelling to be built on his property just south of Medford on County Road 45. Steele County currently has this zoning commercial and would not allow a home to be built without the city's approval for the change of zoning. Discussion of the zoning of this property with Mr. Hagen followed. Sanborn to contact the engineer to get a cost estimate for extending services to this parcel. Once the estimates have been received, more discussion about the use of this property will be held.

Planning & Zoning report.

The land use regulations (zoning ordinance) is ready for the council to review. The council would like to have a joint meeting with planning & zoning to go over this proposed ordinance together. This will be held at the next regular p & z meeting, June 21, 2004, at 7:15 p.m. Any changes to zoning will be tabled until the ordinance has been completed and adopted. A letter from Tom & Carla Southworth regarding the zoning of their property has been received.

Mention of working hours for contractors within the city limits. The council would like p & z look into this.

Park & Pool report.

Pool will be opening June 7th.

Motion by Sexton, seconded by Corbin to allow Trinity Lutheran Church members to renovate the landscaping around the pavilion in Central Park as recommended by the park board. Carried.

EDA report. The EDA would like to have a joint meeting with council and all the boards and committees to discuss where Medford is going. This meeting will wait until more is known about the Williams/Barta property development.

Motion by Thomas, seconded by Clemmensen to appoint Andy Colwell to the EDA if he is willing to fill out Ron Karow's term. Carried.

Discussion of the powers & procedures of the EDA.

Motion by Thomas, seconded by Clemmensen to authorize the city attorney to draft a resolution to amend the enabling resolution for the EDA to require council approval for actions taken. For: Clemmensen, Thomas, Sexton, & Kaiser.

Against: Corbin. Motion carried.

Motion by Corbin, seconded by Clemmensen to grant the Medford Women’s Club a food and parade permit for the Independence Day parade and festivities on June 24, 2004. Carried.

Motion by Clemmensen, seconded by Sexton to transfer \$20,000 from the liquor store fund to the general fund. Carried.

Motion by Clemmensen, seconded by Corbin to approve the bill to Medford Township for gravel on the road behind the Medford Outlet Center in the amount of \$1,640. Carried.

A notice of a conditional use permit for a gravel pit has been received from Steele County. Mayor Kaiser will attend this meeting to represent the city.

A letter from Andrew Miller has been received regarding the vacation of a portion of 4th Avenue SW.

Motion by Corbin, seconded by Thomas to adjourn at 8:38 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting – Joint with Planning & Zoning Board
June 21, 2004
City Hall

Mayor Kaiser called the meeting to order at 7:15 p.m. All members were present. Others attending included: Ivan Cowell, DeWayne Halverson, Pat Merritt, Drew DeMars, and Ross Olson.

The purpose of this meeting is to review the proposed Land Use Regulations (Zoning Ordinance) with the planning & zoning board.

Discussion and review of the proposed ordinance. The draft is referred back to the planning & zoning to make changes as discussed.

Motion by Corbin, seconded by Clemmensen to adjourn at 8:50 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
 June 28, 2004
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Jason Dusek, Rich Kucera, Amber Kniefel, Roger Hagen, Lois Nelson, Mindy Cammock, Greg Sanborn, Ivan Cowell.

Interview of candidates: Richard Kucera and Jason Dusek
 Discussion of concerns of employee benefits.

Motion by Corbin not to increase Tom Grems' benefit package or pay. Against Thomas, Sexton, Clemmensen. Motion Fails.

Motion by Clemmensen, seconded by Corbin to accept the agenda as amended. Carried.
 Motion by Clemmensen, seconded by Sexton to accept the minutes as presented. Carried.
 Motion by Corbin, seconded by Thomas to pay the city and liquor store bills as presented. Carried.

Planning & Zoning report.—Ivan Cowell

Motion by Corbin, seconded by Clemmensen to grant a variance to Daniel Cammock as requested. Carried.
 Motion by Clemmensen, seconded by Sexton for the Funeral Home Conditional Use Permit to continue for 3 years. Carried.

Engineer report. Pay request of the Oakridge Bluffs 4th addition.
 Motion by Corbin, seconded by Clemmensen to approved the pay request of the Oakridge Bluffs 4th addition. Carried.
 Bruce Bullert also updated the council on the Met Con Project.
 Motion by Thomas, seconded by Corbin to require at least a 10 inch water main. Carried. Agreed there will be no work done on property until final plan is approved by council.
 Discussed the Roger Hagen property south of the city would need a lift station to service the area.

Attorney report. EDA resolution needs to be previewed by EDA. The EDA and Council need to discuss which powers need to be approved by council before action is taken. Mr. Rahrlick will go back and revise drafted resolution to reflect the most current information.
 Attorney service rates will be increased at the beginning of the year.

Street and Lights report. There should be a check by end of week for \$3,800 from insurance for the street light. Discussed the replacement/fixing of the MEDFORD sign on the round-a-bout. Railing on bridge is finished.

Park, Pool & Recreation report. Softball net for Straight River Days worked well. Cost of the net was \$415. Need to find new CPO(Certified Pool Operator) if Tom Grems puts in his notice. Received \$2500 from Steele County for improvements.

Economic Development Authority report. Our Homes South asked for loan. EDA has approved loan pending more information.

Motion by Thomas, Seconded by Corbin to change the clothing allowance payment to \$50/month. Carried.

Main well went out on Saturday, possibly major repairs will be needed.
 Motion by Corbin, seconded by Sexton to approve liability waiver form. Carried.
 Motion by Corbin, seconded by Clemmensen to adopt a resolution appointing Americana Agency as the agent of record for the City of Medford. Carried.
 Discussed the LMC Meeting for council members.

Motion by Corbin, seconded by Thomas to recess the meeting until Thursday, July 1, 2004 at 6:30 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Recessed Council Meeting
July 1, 2004
City Hall

Mayor Kaiser called the meeting to order at 6:30 p.m. All members were present. Others attending the meeting were Amber Kniefel.

Tom Grems officially resigned. Last day will be Friday, July 16, 2004.

Motion by Thomas, seconded by Clemmensen to hire both Jason Dusek and Rich Kucera at \$13.00 per hour. Carried.
Clothing allowance of \$50 per month.
Review new employees every 6 months.

Motion by Thomas, seconded by Corbin to authorize Marie Sexton to investigate and hire a new CPO. Carried.

Motion by Corbin, seconded by Sexton to authorize EDA Our Homes South Loan. Carried.

Motion by Corbin, seconded by Sexton to adjourn at 6:40 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 July 26, 2004
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Amber Kniefel, Bruce Bullert, Jason Dusek, Tom Grems, Darren and Shelly Shaw, Pat Merritt, Don and Connie Abbe, Jimmy and Tammy Davis, Jason Math, Nick Goodnature, Paul and Shelly Ryan, Jeff Beede, John Ross, Ross Olson, Melanie Hagen, Megan Mork, Dan Niles, and Paula Freiheit.

Motion by Corbin, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Sexton, seconded by Thomas to accept the minutes as presented. Carried.

Motion by Corbin, seconded by Clemmensen to pay the city and liquor store bills as presented. Carried.

Concerns from general public in attendance—Trinity Lutheran Church request

Don Abbe presented a written request asking the council to waive the connection fees for sewer and water at the Trinity Lutheran Church. There was discussion that a new water and sewer line would need to be installed. The water line will also be a larger size than the previous water line.

Motion by Sexton, seconded by Corbin not to waive the fees for sewer and water hook-up. Carried.

Darren Shaw and group—City Engineer concerns

Shelly Shaw presented a letter to the council expressing concerns about the workmanship of several projects in town.

Darren and Shelly also presented a petition signed with 86 names in support of their concerns. A list of their concerns are as follows: 1) The curb in the Jones 3rd Addition—There was not a test cylinder broken before the curb was driven over the day it was poured. This could cause the curb to fail prematurely. 2) The streets on 2nd, 3rd, and 4th Street SW and 5th Ave SW—The specifications for manholes is ½ to ¾ inch below the level of asphalt and the manholes on the listed streets do not meet the required specifications, one even measuring 2 1/8 inches below the asphalt. This poses a danger to people riding bicycles, scooters, skates, etc. 3) The hydrant located in the SE corner of the Jones development. Also poses as a hazard. 4) Drainage and roadwork on the second block of 1st Ave SW. The seep basin for this area is insufficient causing flooding up to one foot deep. 5) 4th Street SW shut off valve 6) 3rd Street SW manhole covers.

John Ross presented pictures of his flooded yard. He would like to see a new place to put the plowed snow.

Darren Shaw commented that even after the manhole covers were fixed, only 1 out of 5 meets the standards.

Mayor Kaiser responds that he feels it is important not to change the positions of the city engineer or attorney every year.

That with all the changes Medford is and will be going through, we need some continuity in the staff.

Marie Sexton commented that the city tries to keep the same standards all through town and that things take time and it is a progression.

Michael Corbin responded that they did the right thing by coming to the council and letting them know about the problems and he wants the problems to be resolved 100%.

Danny Thomas said this was a wake-up call for everyone. He wants the council to go and look at all the projects.

A request for a timeline set to resolve the issues and what if anything could be resolved tonight?

Mayor Kaiser responded that the issues with the storm sewer covers will get solved immediately. The hydrant is there for maintenance and flushing purposes. It is not a road there. It can be moved any time. The storm sewer issue is that there is a seep basin at that location. Seep basins are not tied to the storm sewer lines.

It was pointed out that when some of the projects discussed tonight were completed, Bruce Bullert was not the city engineer.

Planning & Zoning report.—Pat Merritt

Land Use Regulations were discussed and the attorney will make the changes. Need the ordinance to update the comprehensive plan and a new zoning map. There will be a joint meeting between the council and the planning and zoning board in September.

Engineer report—Bruce Bullert

Bruce will work with Don Clemmensen and Danny Thomas to make sure the manhole covers will be finished in satisfactory condition.

Danny Thomas and Bruce Bullert will investigate the Automated Systems bill.

Motion by Corbin, seconded by Sexton not to authorize payment until investigation of a satisfactory review of the work and the bill. Carries.

Motion by Thomas, seconded by Corbin to approve partial payment on Oakridge Bluffs 4th Addition after inspecting the project with Mr. Bullert and one other council member to assure a satisfactory site inspection. Carried.
City is waiting for final plans from Met Con.

Recess the meeting at 8:30 p.m.

Resume the meeting at 8:37 p.m.

Attorney report. EDA resolution needs to be previewed by EDA. Discussion about the 4th Avenue SW Vacation. Records office discovered an error where a "w" should have been an "e". Mark Rahrlick made an amended resolution. Motion by Corbin, seconded by Thomas to adopt the amended resolution. Carries

Discussion about the Hagen easement. Mark Rahrlick needs to talk with Bruce Bullert.

Water and Sewer report. Danny Thomas had a request for Dorian Cornelius.
Motion by Thomas, seconded by Sexton to hire Dorian Cornelius at \$1200 per month as an independent contractor. The amount of \$1200/month will be reviewed every year. Also to send either Rich or Jason this winter for CPO training. Carries.
Dorian is researching estimates to get the well pump up and running again. Looking at about \$8,500.
Mark Rahrlick is to look into a service contract that would have a set amount of time an employee has to work if the city pays for training to retain licenses.

Street and Lights report. A new light pole and basin was put in.
We need proof of insurance in order for Jones to move the shed. Fire department and law enforcement center has been notified. County road will be closed for about one hour.

Park, Pool & Recreation report. Pool has been closed three times now. Marie needs to look at staffing issues at pool with fall athletics and other events coming up.

Liquor Store report. Mike Corbin reported that the liquor store numbers are looking good. Becky requests that on Mondays the liquor store to close at 10:00 p.m. and Mike approved. Mr. Kaiser wants to look into options about the liquor store opening at 9:00 a.m.

Economic Development Authority report. EDA will formulate a final purchase price of the trailer court. Beginning price is \$200,000.
The EDA was approached by an import business looking into leasing space out at the Outlet Center.

The council decided to wait and set a preliminary meeting date for budget by September.

Next meeting date is August 23rd, 2004.

Motion by Corbin, seconded by Clemmensen to adjourn the meeting at 9:10 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 August 23, 2004
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Rich Kucera, Jason Dusek, Greg Sanborn, Bill Fahey, Donny Smith, Amber Kniefel, Pat Merritt, Bruce Bullert, Mark Rahrlick, and Rick Hager.

Motion by Clemmensen, seconded by Corbin to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Sexton to accept the minutes as amended. Carried.

Motion by Corbin, seconded by Clemmensen to pay the city and liquor store bills for August. Carried.

Streets—Rich Kucera and Jason Dusek (Maintenance Department) made a request to purchase/lease street equipment.

Motion by Clemmensen, seconded by Thomas to lease the equipment for two years from John Deere with \$9,000 trade in on the loader taken off lease payments. Carried.

Bond Refunding—Bill Fahey

Discussion of proposed sale of refunding bonds 96 Oakridge, 96 Water, and 2000 Improvements.

Motion by Corbin, seconded by Clemmensen to adopt the resolution authorizing sale of \$1,990,000 government refunding improvement bonds. Carried.

Jaguar Communications—Donny Smith requesting to bring DSL to Medford. Discussed the need of an easement to place equipment here in town. Looking at old school building location near Qwest box on County Road 12 and Railroad tracks.

Fire Department—Rick Hager

Motion by Corbin, seconded by Thomas to approve the bylaws as presented. Carried.

Received a grant for turnout gear for the five new firefighters. Total cost is \$6360.

Motion by Thomas, seconded by Clemmensen to purchase the gear as proposed. Carried.

Need to get information to Rick about future grants through Wellness Partners. Budget numbers will be needed for council.

Planning & Zoning report—Pat Merritt

Joint meeting between city council and planning and zoning on September 20th at 7:15 p.m. to review land use regulations.

Engineer report—Bruce Bullert

Motion by Clemmensen, seconded by Sexton to make the partial payment for Oakridge Bluffs 4th Addition of \$6,244.67.

The project was reviewed by Thomas. Carried.

Discussed the storm sewer line of the Olympic Fire/Hagen property.

Water and Sewer report—Danny Thomas Discussion of the Bluffview water shut offs in driveways. Six to eight are under the concrete. The city will send a notice that the water shut off valves must be accessible to the city.

John Ross manhole at 2nd Street SW needs to be fixed. Estimated cost of project would be \$3,000.

Motion by Thomas, seconded by Sexton to have Bruce work with the city employees on the drainage issue /seep basin and to use the city backhoe when it arrives to reduce the cost. Carried.

Automatic Systems update.

Water and meter readings update.

Attorney report—Mark Rahrlick EDA is reviewing information from last month at next meeting.

Clemmensen—Round-a-bout sign and weeds update.

Park, Pool & Recreation report—Marie Sexton Discussed the new sign at the park, needs some landscaping. Discussed taking care of some vandalism at the pool.

Liquor Store report—Mike Corbin

Budget meeting set for September 9th at 6:00 p.m.

Joint meeting on September 20th at 7:15 p.m.

Regular City Council meeting on September 27th at 7:00 p.m.

Benefits subcommittee—Marie Sexton and Mike Corbin

Motion by Corbin, seconded by Clemmensen to adjourn the meeting at 8:34 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Budget Meeting
September 9, 2004
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Lois Nelson and Greg Sanborn.

The purpose of this meeting is to review the preliminary budget for tax year 2005.

City budget and liquor store budget were reviewed.

Motion by Corbin, seconded by Clemmensen to approve the preliminary levy in the amount of \$371,368. Carried.

Motion by Corbin, seconded by Thomas to set the Truth-in-Taxation hearing for Wednesday, December 1, 2004 at 7:00 p.m. with a continuation hearing on December 8, 2004, if needed. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 7:47 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
Joint with Planning & Zoning
September 20, 2004
City Hall

Mayor Kaiser called the meeting to order at 7:15 p.m. All members were present. Others attending were DeWayne Halverson, Drew DeMars, Ross Olson, Lois Nelson, Mark Rahrlick, Andy Colwell, and Brenda DeMars.

The purpose of this meeting is to review the proposed land use regulations (zoning ordinance) with the planning & zoning board and other land use issues.

Review of the proposed ordinance is completed. The consensus of the council is that this is the final draft. Discussion of the next steps in this process.

An update of the Williams/Barta property development was given by Corbin.

Motion by Corbin, seconded by Sexton to adjourn at 7:55 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
September 27, 2004
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Jonathan Zierdt, Ron Ensley, Pat Merritt, Amanda Hartgers, Katy David, Bruce Bullert, Connie Lopez, Priscila Mora, Lois Nelson, and Andy Colwell.

Motion by Corbin, seconded by Clemmensen to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Sexton to accept the minutes as amended. Carried.

Motion by Corbin, seconded by Thomas to pay the city and liquor store bills for September. Carried.

Wellness Partners presentation by Jonathan Zierdt and Ron Ensley.

Motion by Corbin, seconded by Clemmensen to pledge \$300 per year for 3 years to this program as recommended by the EDA. Carried.

Planning & Zoning report.

The city attorney presented gave a definition of a single family dwellings. This information was given to the planning & zoning board to review at their next meeting.

Engineer report. Updated utility maps will be completed soon.

Attorney report. The EDA is reviewing the materials given to them from the attorney. The easement for the storm water line is still being worked on.

Water/Wastewater report.

Consensus of the council is not to rehire Tom Gremms at this time.

Minnesota Department of Health will attend the next meeting to outline options to address the radium levels in the City wells.

Repairs will be done to the leaks in the hydrants and water mains at the outlet center.

There is no new news about the well issues.

Streets report. There is a cracked pole on 3rd Street NE between Straight River Cable and the residence directly to the north. Clemmensen will contact Alliant Energy.

Park/Pool report.

Economic Development Authority.

Motion by Sexton, seconded by Thomas to approve a grant of \$1,380 to the Medford Senior Care Connection as recommended by the EDA. Carried.

There will be a presentation with options for employee health insurance at the next regular meeting, October 25, 2004.

The next meeting is Monday, October 25, 2004, at 6:00 p.m.

Motion by Corbin, seconded by Clemmensen to adjourn at 7:55 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 October 25, 2004
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. Council member Clemmensen arrived late. All other members were present. Others attending were Chris Call, Amber Kniefel, Dave Rasmussen, Steve Meyer, Dale Larson, Rich Kucera, Jason Dusek, Karla Peterson, Bassam Banat, Dorian Cornelius, Mark Rahrnick, Pat Merritt, Nick Bluhm, Luke Kaiser, Brenda DeMars, Bruce Bullert, Greg Sanborn, Andy Colwell, Deb Tenold, Lois Nelson, and Julie Reed.

Discussion of employee insurance options. Looking further into Aware Gold with Copay. Employees working more than 30 hours per week will be considered and will fill out the application this week. There will also be a separate meeting with the insurance representatives and the employees.

Motion by Corbin, seconded by Thomas to accept the agenda as amended. Carried.

Motion by Sexton, seconded by Corbin to accept the minutes. Carried.

Motion by Corbin, seconded by Thomas to pay the city and liquor store bills for October. Carried.

Kami Inc brought in a development plan for the Williams/Barta property. A public meeting will be held on November 17, 2004 at 7:00 p.m. for the public to share their input. Karen Sanborn will contact the Medford High School about holding the meeting in the auditorium.

Minnesota Department of Health discussed the radium levels in the water. Thomas suggested a sub committee to work on solutions which will include the copper and lead levels also. Sub committee will be Dorian Cornelius, Rich Kucera, Jason Dusek, and Danny Thomas.

Planning & Zoning report.

Discussion of the definition of a single family dwelling.

Girl Scout representatives discussed the proposed annexation of that property. Long term scope is to improve existing building and possibly build one additional building about the same size within the next 10 years. Improvements would include the utilization of city water and sewer services.

Engineer report. Utility maps have been updated and received. Manhole covers have been adjusted. Fire hydrant was removed and permanent barricades have been installed. City maintenance department will be working on the seep basin at 1st Avenue SW & 2nd Street SW. Utility easement is still being worked on.

Streets report.

Motion by Thomas, seconded by Clemmensen to hire Garrett Butler as part-time with a limited 40 hours at \$8.50 per hour. Duties will include reading the cities water meters. Carried.

Motion by Thomas, seconded by Corbin to purchase a garage door as quoted. Carried.

Discussion of the concerns for safety on 4th Street SE as cars are speeding through street.

Motion by Sexton, seconded by Corbin to purchase two "Slow Children at Play" signs. Carried.

Alliant Energy is investigating pole on north end of 3rd Street NE.

Park/Pool report.

Discussion of the need of new pool equipment.

Motion by Corbin, seconded by Thomas to cover the six year warranty at the cost of \$424.32. Carried.

Motion by Sexton, seconded by Clemmensen to purchase two ladders for the pool at \$597.00 each. Carried.

Motion by Corbin, seconded by Thomas to appoint Amber Kniefel to the Park, Pool, and Rec Board. Carried.

Liquor Store Report.

Discussion of the pull tabs problem. Shortages occurred and the Liquor Store owed the Gambling account \$114.16 for the month of September.

City Clerk Report.

Consensus of the council approving the hanging of the county banner celebrating the Steele County Sesquicentennial.

Discussion of people to participate in the program.

There is an investigation underway regarding the break-ins in Medford.
 Park hydrant is leaking. City maintenance crew is working on fixing it.
 Meeting to canvas the election results will be November 3, 2004 at 6:00 p.m.
 Special council meeting will be held on November 17, 2004 at 7:00 p.m.
 The next regular meeting is Monday, November 22nd at 7:00 p.m.

Motion by Clemmensen, seconded by Sexton to adjourn at 7:58 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Special Council Meeting
 November 3, 2004
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Luke Brown, Jared Slindee, Greg Sanborn, and Mona Kaiser.

The purpose of this meeting is to canvass the returns and declare the results of the general election for the positions of Mayor and Council Members (two seats).

Election results as read by the clerk:

Mayor:	Daniel A Kaiser	304	Justin Matson	2
	Lois M Nelson	298	Jose Flores	1
	Danny Thomas	23	Scott Kilness	1
	Alan Linse	1		
Council Member:	Marie Sexton	344	April Kubinski	4
	Brenda DeMars	446	Other single vote write-ins	24
	Danny Thomas	8		

Motion by Clemmensen, seconded by Thomas to accept the election results as presented; Mayor – Daniel A Kaiser; Council Members – Marie Sexton and Brenda DeMars. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 6:03 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Emergency Council Meeting
 November 4, 2004
 City Hall

Mayor Kaiser called the meeting to order at 5:00 p.m. All members were present. Others attending were Greg Sanborn and Brenda DeMars.

The purpose of this meeting is to review the expenses of a recount and to set the fee charged for a discretionary recount.

Motion by Corbin, seconded by Sexton to set the fee for a discretionary recount at \$217.00. Carried.

Motion by Corbin, seconded by Clemmensen to adjourn at 5:02 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Special Council Meeting
November 16, 2004
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. Council member Corbin was absent. Others attending were Jared Slindee, Brenda DeMars, Stacy Mundt, and Angie Wegner.

The purpose of this meeting is to canvass the recount and declare the results of the general election for the position of Mayor.

Election recount results as read by the clerk:

Mayor:	Daniel A Kaiser	305	Justin Matson	2
	Lois M Nelson	298	Jose Flores	1
	Danny Thomas	23	Scott Kilness	1
	Alan Linse	1	D. Thompson	1
	Undervotes	14		

Motion by Clemmensen, seconded by Thomas to accept the recount results as read by the clerk and declare the results: Mayor – Daniel A. Kaiser. Carried.

Motion by Sexton, seconded by Thomas to adjourn at 6:02 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
November 17, 2004
Medford School Auditorium

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. For others attending see attached lists.

The purpose of this meeting is to give the public an opportunity to learn about a proposed development plan for the Williams/Barta property (property north of McDonalds).

Mayor Kaiser gave an introduction to the meeting and then gave the floor to Dave Rasmussen for his presentation. Mr. Rasmussen presented the proposed plan.

The floor was opened up for a question and answer time.

Students from the Law & Government class at Medford High School will be compiling the information from the surveys handed out tonight.

Motion by Corbin, seconded by Thomas to adjourn at 7:59 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
November 22, 2004
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Ivan Cowell, Brenda DeMars, Lance Waterstraat, Bruce Bullert, Mark Rahrlick, Roger Hagen, Pat Merritt, Kathy Jackson, Paul Beiser, Lois Nelson, Larry Mensing & children.

Motion by Corbin, seconded by Clemmensen to accept the agenda as amended. Carried.

Motion by Corbin, seconded by Sexton to accept the minutes as presented. Carried.

Motion by Thomas, seconded by Corbin to pay the city and liquor store bills for November. Carried.

Concerns from the public. Larry Mensing asked about the annexation procedure. He would like to annex his property on the east frontage road. The engineer will research the cost of providing services to this property. The annexation process was explained to Mr. Mensing.

Kathy Jackson gave an explanation of the Senior Day Care business she is operating in her home at 307 SE 3rd St. This day care is licensed by Steele County.

Lance Waterstraat presented an Eagle Scout project he would like to do at the Frank Woodfill Wildlife Refuge.

Motion by Thomas, seconded by Corbin to approve the proposed project pending the park boards approval of the final plans and the proof of all permits that may be required (DNR and building permit). Carried.

The Council recommends that Mr. Waterstraat look at other possible park projects if he cannot get the necessary permits for the project presented.

Discussion with Roger Hagen about his property south of the city limits on County Road 45 and the current Steele County Zoning. Mr. Hagen would like to build a residence on this property. Current Steele County Zoning is not residential. The City Council does not have jurisdiction of this area to change the zoning and recommended that Mr. Hagen check with Steele County Planning & Zoning for a possible change.

Planning & Zoning report.

Motion by Corbin, seconded by Clemmensen to recognize and express appreciation to DeWayne Halverson for his years serving on the Planning & Zoning Board. Carried.

Engineer report.

Jones 3rd Addition

Motion by Corbin, seconded by Sexton to approve change order #1 in the amount of \$633. Carried.

Motion by Corbin, seconded by Sexton to approve the final pay estimate for the Jones 3rd Addition in the amount of \$2,080.64 and pending receipt of final paperwork. Carried.

Oakridge Bluffs 4th Addition

Motion by Corbin, seconded by Thomas to approve change order #1 in the amount of \$1,200. Carried.

Motion by Corbin, seconded by Sexton to approve the final pay request for Oakridge Bluffs 4th Addition in the amount of \$3,273.88. Carried.

Council member Sexton questioned whether or not silt fence had been installed at the Met-Con site.

Utility Easement for storm water line between Olympic Fire Protection and Straight River Enterprises.

Motion by Corbin, seconded by Thomas to authorize the city engineer to have a survey done to find the property corner pins to know where the property line is in relation to the storm water line. Carried.

Girl Scout Camp. Bruce Bullert met with the girl scouts about services.

Motion by Corbin, seconded by Sexton to authorize the city attorney to draft an extension agreement for the annexation request indefinitely. Carried.

Mark Rahrlick stated that he had filed in court a letter of representation of the City Council, Officials, and Election Judges in the mayoral contest.

Automatic Systems is close to finishing the communications project between well, water towers, and booster station.

Radium Committee met. The outlet center well radium levels exceeded the limits also. The committee will be looking at 3 options to address this problem: 1. new well or deeper well; 2. pre-treat the water by softening it; 3. build a reservoir holding system.

Motion by Sexton, seconded by Corbin to authorize Bruce Bullert to start looking into these three options. Carried.

Motion by Thomas, seconded by Corbin to authorize Dave Maroney to start working on funding for this project. Carried.

Discussion of the maintenance department wages. Employees have requested an increase to \$16 per hour. Employee Reviews will be done at the regular meeting on December 27th.

Maintenance department will be investigating to option of contracting out the land application of solid waste for next year. The plow/sanding truck has gone in for repairs.

Motion by Thomas, seconded by Corbin to enter into an agreement for Berguson-Caswell for the well repairs at an additional cost of \$2,200. Carried.

Park/Pool.

Motion by Sexton, seconded by Corbin to express appreciation and accept the donation of \$11,000 for the pool from the Fire Relief Association. Carried.

Liquor store.

EDA report. Mentioned trailer court options to discuss with the owner.

Truth-in-Taxation hearing will be December 1st at 6:00 p.m.

Special Meeting with the Williams/Barta developer will be Wednesday, December 8, at 6:30 p.m.

Motion by Thomas, seconded by Clemmensen to adjourn at 8:23 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Truth-In-Taxation Hearing

December 1, 2004

City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Greg Sanborn and Brenda DeMars.

The purpose of this hearing is to review the preliminary budget and levy for 2005 and to give the public a chance to express concerns or question the city portion of property taxes.

The floor was opened for questions from the public.

The proposed decrease in the levy is 11%.

The levy adoption hearing will be held on Wednesday, December 8, at 6:00 p.m. Employee benefits will also be discussed at this meeting

Motion by Corbin, seconded by Thomas to adjourn at 6:30 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
December 8, 2004
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Greg Sanborn, Bruce Bullert, Paul Beiser, and Brenda DeMars.

The purpose of this meeting is to adopt the final levy and review employee benefits.

Motion by Clemmensen, seconded by Corbin to adopt the final levy as follows:

General Fund	74,722.00
Fire Relief	10,000.00
EDA Levy	11,276.00
2004 Refinanced	51,572.00
2004 Refunding	117,150.00
98 Street	56,300.00
93 Sewer	50,348.00
Total Levy	371,368.00

Carried.

Employee benefits will be discussed at a future special meeting.

Motion by Corbin, seconded by Sexton to adjourn at 6:02 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
December 15, 2004
City Hall

Mayor Kaiser called the meeting to order at 4:00 p.m. Council member Thomas was absent. Others attending were Brenda McGivney, Becky Walderon, Rich Kucera, Jason Dusek, Steve Meyer, Dale Larson, and Brenda DeMars.

The purpose of this special meeting is to review employee benefits, specifically health insurance.

Steve Meyer presented the health insurance plan. Discussion with the employees about this plan.

The council will decide on this at the regular meeting on December 27th.

Motion by Corbin, seconded by Clemmensen to adjourn at 5:02 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
December 27, 2004
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. Council member Corbin was absent. Others attending were Dave Rasmussen, Rich Kucera, Paul Beiser, Tim Murray, Becky Walderon, Ruth Dempsey, Amber Kniefel, Pat Merritt, Mark Rahrick, Brenda DeMars, Jason Dusek, Roger Hagen, and Mona Kaiser.

Motion by Clemmensen, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Clemmensen to accept the minutes as presented. Carried.

Motion by Clemmensen, seconded by Sexton to pay the December city and liquor store bills. Carried.

Dave Rasmussen, Kami, Inc., gave an update of the development plans for the Williams/Barta property. A tentative special meeting will be held on Wednesday, January 19th, at 6:00 p.m. to discuss this development further.

Employee benefits and wages.

Review of the health insurance plan proposed at a special meeting on December 15th.

Motion by Thomas, seconded by Clemmensen to approve the plan and have the city pay 100% of the employees premium and 80% of employees dependents premium, the current allowance of \$200 per month would end as of January 1, 2005, the effective date of the health insurance plan. Carried.

Motion by Kaiser, seconded by Thomas to increase all full time employees wages by \$.75 per hour effective January 1, 2005. Carried.

Motion by Thomas, seconded by Clemmensen to increase Jason Dusek wages to \$14.09 per hour including the \$.75 increase previously approved, once he has received a CDL it would immediately increase to \$14.34 per hour; increase Rich Kucera wages to \$14.34 per hour including the \$.75 increase previously approved; and that any additional licenses or certifications received in 2005 will result in an additional \$.25 per hour upon receipt of the license or certification. Carried.

Liquor store.

Council offered to close the meeting to discuss Becky Walderon's review. Ms. Walderon chose to keep the meeting open. A comment contained within Ms. Walderon's review stated that there was a communication problem between Ms. Walderon and the Council. The consensus of the council at the table is that there is no communication problem that they see and do not have an issue with communication between the Council and Ms. Walderon. Mayor Kaiser will write a memo to be attached to her review.

Inventory will be done on January 1, 2005, at noon. Kaiser and DeMars will be the Council members present. Becky Walderon and a part-time employee will do the counting. Tom Olinger from Abdo Eick & Meyer will verify the inventory on January 3rd. The muni will be closed January 1st and 2nd.

Motion by Thomas, seconded by Clemmsensen to increase the liquor store wages as presented in memo dated December 17, 2004, from Corbin. Carried.

Motion by Kaiser. Seconded by Clemmensen to increase Karen Sanborn wages to \$18.32 including the \$.75 increase previously approved. Carried.

Motion by Kaiser, seconded by Clemmensen to increase the hours of the Office Assistant to 16 per week with the duties to include the maintaining of the website and to increase the pay to \$9.50 per hour with the increased pay to come from the EDA funds for the website. Carried.

Motion by Kaiser, seconded by Thomas to distribute and additional one time payment of \$80 per full time employee, and \$25 per part time employee. Carried.

Liquor store report. Discussion about the liquor store budget and the actual expenses charged to the liquor store.

Planning & Zoning report. The next meeting will be held on January 10th due to the Martin Luther King Jr. holiday on the 17th.

Engineers report. Review of the memo from Bruce Bullert concerning extending services to the Mensing property. The Mensings are reviewing this information and will contact the city to take the next step if desired.

Attorney report.

Discussion of the storm water line that runs along Darnel Properties located in Block 37, Lots 5, 6, 7, and 8 of Johnson & Company's Addition to the City of Medford. Mark Rahrck will check with the Steele County Recorder's Office to see if there was an easement recorded at the time of the installation of this line.

Motion by Clemmensen, seconded by Sexton to enter into an agreement to extend the time deadline for action on the request for annexation. Carried.

Election Contest – Appeal Phase. Mayor Kaiser removed himself from this discussion and Acting Mayor Sexton took over. Mark Rahrck stated that the appeals phase is very costly and to keep the City's expenses down he would not participate in the appeal process unless requested by the appelliant court. The consensus of the council present and participating in this is to approve this position.

Mayor Kaiser stepped back into the seat.

Park/Pool report.

Motion by Sexton, seconded by Thomas to express thanks and appreciation to Todd Peterson for his hard work on the park board. Carried.

The maintenance department has a goal of installing 10 outside water meter readers per month.

Motion by Thomas, seconded by Sexton to transfer \$20,000 from the liquor store to the general fund. Carried.

Mayor Kaiser opened the bids for the 1981 ford truck. They were as follows:

Roger Hagen	\$1,255.00
Robert Uhlir	\$ 777.77
Owatonna Groundsmasters	\$1,506.50
Misgen Auto	\$1,288.00
Armstrong Family Farms	\$2,078.50
Ben Winter	\$1,200.00.

Motion by Sexton, seconded by Thomas to award the sale of the 1981 Ford truck to Armstrong Family Farms in the amount of \$2,078.50. Carried.

The next meeting will be on Tuesday, January 4, 2005, at 6:00 p.m. to make the appointments for 2005.

A plaque was presented to Danny Thomas in appreciation for his years serving on the City Council.

The Oath of Office was given to Marie Sexton and Brenda DeMars for the term 2005 - 2008.

The Oath of Office was given to Daniel Kaiser for the term 2005 - 2008.

Motion by Thomas, seconded by Clemmensen to adjourn at 8:11 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.