

Regular City Council Meeting

November 26, 2018

7:00 p.m.

City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrick, and Scott Prestegard.

Others attending were Chad Langeslag, Grace Bartlett, Richard Quiring, and Chris Baldwin.

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

Pledge of Allegiance.

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

Agenda - Add Fire Relief Contribution under New Business, Item D to the agenda.

Motion by Sexton, seconded by Dempsey 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 October 22, 2018 regular and special meeting minutes, and the November 8, 2018 special meeting minutes.

Approval of the October and November city and liquor store bills.

Approval of the October check register numbers E3341-E3368, 14975-15004, and 46835-46919.

Resolution 2018-29 Accepting Grant Award from Compeer Financial for a new 6 person communication system for the Medford Fire Department in the amount of \$3,000.00.

Employee wages as established in Compensation Study and policy addition to employee handbook.

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

Mayor's Report – Mayor Nelson presented her memo.

Planning & Zoning Board –

Medford Funeral Home CUP Review – Motion by Maas, seconded by Dempsey to approve Medford Funeral Home Conditional Use Permit 2018-01. All members voted aye for approval. Motion carried.

Medford Township Town Hall CUP – Motion by Sexton, seconded by Maas to approve Medford Township Town Hall Conditional Use Permit 2018-02. All member voted aye for approval. Motion carried.

Medford Senior Care CUP for a restaurant– Motion by Dempsey, seconded by Merritt to approve Medford Senior Care Conditional Use Permit 2018-03. All members voted aye for approval. Motion carried.

Resolution 2018-27 Vacating Utility Easement of Block 30 Johnson & Company Addition – Motion by Merritt, seconded by Dempsey to approve Resolution 2018-27. All members voted aye for approval. Motion carried.

Chairperson Quiring presented the minutes from the Planning & Zoning Board meeting held on November 19, 2018. Quiring stated the Planning & Zoning Board recommended to leave the fence setbacks unchanged.

EDA Board – did not meet.

Park Board – Council member Sexton presented the minutes from the meeting held on November 5, 2018.

Fire Department – none.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated he had attended the MAOSC meeting. Welti also attended the State Disaster Assistance Fund application meeting and submitted invoices for the storm brush/tree removal. The City will be eligible for 75% reimbursement from the state.

Administrator Welti stated the Medford Park Board will host an open house at 7:00 p.m. on Wednesday, December 12, 2018, to allow the public to view and comment on the playground project that has been proposed for the former water tower park greenspace.

City Clerk – none.

Public Works – Scott Prestegard presented a memo. Prestegard stated hauling of bio solids had been completed. Winterizing is complete, the aeration tent is installed, Christmas lights are hung, street sweeping is finished, and all fire hydrants had been flushed.

Unfinished Business -

2019 Final Budget – Administrator Welti presented a memo highlighting the changes made to the final budget. No change in the preliminary levy is proposed. Official action will occur at the December meeting.

New Business-

Resolution 2018-28 Approving Plans for Project No. SAP 074-612-038; Co. Rd. 12, west of the West Frontage Road – Administrator Welti presented a memo. Welti stated Greg Illka, Steele County’s Engineer, requested the City of Medford pass Resolution 2018-28 to approve plans for Project No. SAP 074-612-038, CSAH 12 West of the West Frontage Road. The only portion of the project within Medford City limits is the section located south of the Outlet Center and north of Design Homes.

Motion by Dempsey, seconded by Sexton to approve Resolution 2018-28. All members voted aye for approval. Motion carried.

Health Insurance Deductibles – Administrator Welti presented a memo. Welti stated the HR work group recommended Council approve the City of Medford providing a health insurance deductible payment to City employees who are enrolled in the City’s health insurance plan for 2019. An employee enrolled in a family plan would receive a \$1,000 payment and an employee enrolled in an individual plan would receive a \$500 payment. The payments would only be made to employees employed on January 1, 2019; payments would be split evenly and made on the first paycheck in January and July of 2019.

Council tabled the discussion on Health Insurance Deductibles until the December meeting.

Paid Time Off-Administrator Welti presented a memo. Welti stated the HR work group recommended Council consider paying out the PTO, over the 40 hours allowed to be carried over at the end of the year, for public works workers because the City has been without a third public works employee since March. Currently, a combined total of 136 hours of PTO is unused between the two employees (over the 40 hours each is allowed to carry over). Both employees have been instructed to use as much of the PTO as possible before the end of the year.

Motion by Merritt, seconded by Dempsey to approve the HR work group recommendation of paying out the PTO, over the 40 hours allowed to be carried over at the end of the year, for the public works workers. All members voted aye for approval. Motion carried.

Fire Relief Contribution – Administrator Welti asked for Council approval to request up to \$7,000 from the Medford Fire Relief Association for the Medford Swimming Pool operations and maintenance improvements.

Motion by Dempsey, seconded by Sexton to authorize the City of Medford to request up to \$7,000 from the Medford Fire Relief Association for the Medford Swimming Pool operations and maintenance improvements. All members voted aye for approval. Motion carried.

Council will have a WWTF study workshop session at 5:30 p.m. on December 17, 2018 at City Hall.

Truth in Taxation and Regular City Council Meeting – Monday, December 17, 2018, 7:00 p.m.  
LMC’s Newly Elected Officials Conference – January 25-26 (Mankato), February 1-2 (Plymouth)

Motion by Merritt, seconded by Maas to adjourn the Regular City Council Meeting at 8:52 p.m.

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

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

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

