

Special Council Meeting
 January 4, 2010
 Medford City Hall
 6:00 PM

Mayor Thomas called the meeting to order at 6:02 p.m. Members present were Thomas, DeMars, Corbin, and Sexton. Others attending were Bill Goldy and Amber Kniefel,

The purpose of tonight's meeting is the annual organizational meeting.

Motion by Corbin, seconded by DeMars to approve the agenda as presented. Carried.

Old Business

Wind Energy Conversion Systems resolution to publish a summary of the ordinance.

Motion by Corbin, seconded by DeMars to approve the resolution for publication of ordinance 4.85 by title and summary, subject to changing the resolution number to the year 2010. Carried.

Motion by Corbin, seconded by Sexton to approve the resolution establishing 2010 adjusted water and sewer rates. Carried.

Motion by DeMars, seconded by Corbin to approve the resolution establishing 2010 adjusted water and sewer fees. Carried.

Motion by Corbin, seconded by Sexton to approve the resolution of the 2010 city fees. Carried.

Motion by DeMars, seconded by Corbin to approve the resolution stating the annual city designations as corrected. Carried.

Motion by Thomas, seconded by DeMars to approve the appointment of Jessica Grayson to Park Board. Carried.

Motion by Thomas, seconded by Corbin to approve the appointments of Pat Merritt and Drew DeMars to the Planning and Zoning Board. Abstain: DeMars Carried.

Bill Goldy, city administrator addressed the council with the need to secure City Hall. Currently, all council members have a key to the city hall office and the council chambers. Mr. Goldy is recommending to the council that the city hall office keys are returned. All council members will keep the key for access to the council chambers.

Council consensus agrees with Mr. Goldy's recommendation.

Motion by Corbin, seconded by DeMars to adjourn the meeting at 6:31 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
January 25, 2010
6:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 6:00 p.m. Members present were Thomas, DeMars, Corbin, and Sexton. Others attending were Bill Goldy, Amber Kniefel, Pat Merritt, Rich Kucera, Theresa Sierakowski, Andy Colwell, and Claire Kennedy.

Discussion of the agenda. Due to a blizzard warning, the meeting was moved up to 6:00 PM. The city attorney, city engineer, and Mike Johnson with Steele County were not in attendance. Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried

Motion by DeMars, seconded by Sexton to approve the minutes as presented. Carried

Motion by Sexton, seconded by DeMars to approve the December and January city and liquor store bills. Carried

Motion by Sexton, seconded by DeMars to approve the December 2009 check register. Carried

Concerns from the general public/requests from organizations.

None.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning regular meeting. No action by the council was needed.

EDA – Andy Colwell presented the minutes from the EDA meeting. The Shop Medford program winners were drawn. The EDA and Bill Goldy will work together to update the Medford brochure.

Park Board – Theresa Sierakowski presented the Park Board minutes. The Park Board is recommending to the city council to accept the donation of \$1200 from the MARC group for Snow Park.

City Administrator – Bill Goldy presented the engineer's report involving the water project and the mains that need to run up the hill to the new water tower.

Bill Goldy informed the council that he received a call about the Girl Scout Camp being decommissioned and possibly sold.

The Municipal Complex concept plan will be presented to the council in February or March.

Board of Appeal and Equalization is scheduled for Wednesday, April 28, 2010 at 7:00 PM. DeMars offered to attend the Board of Appeal and Equalization on March 30 for training.

Public Works Director – Rich Kucera presented a memo discussing snow issues on streets, sidewalks and fire hydrants. Bill Goldy and Rich Kucera will be working on solutions.

New Business

Appointment of a new council member to fill the seat until the special election in November. Council discussed the applicants. Councilmember Corbin suggested Jessica Grayson as being a good choice for the open council seat. Councilmember Sexton agreed with Jessica Grayson and added that Jessica did run for the council seat in the 2008 election and would like to see her get appointed. Councilmember DeMars agreed with appointing Jessica Grayson since she did show interest in being on the council with running during the last election. Mayor Thomas agreed with appointing Jessica Grayson.

Motion by Corbin, seconded by DeMars to appoint Jessica Grayson the open council seat. Carried.

Approval of election judges for the 2010 special election. Election judges presented for approval are Connie Abbe, Margie Burmeister, Gail Meinke, Sue Haugen, Amber Kniefel, and Bill Goldy.

Motion by Sexton, seconded by Corbin to approve the presented list of election judges. Carried.

Motion by DeMars, seconded by Corbin to accept the donation resolution from MARC in the amount of \$1200 for Medford Snow Park. Abstain: Sexton. Carried

Motion by Sexton, seconded by Corbin to accept the donation resolution from the Medford Fire Relief Association to the Medford Fire Department Truck and Equipment Fund in the amount of \$21,000. Carried

Motion by Sexton, seconded by Corbin to accept the donation resolution from Pat and Kay Merritt to the Park Endowment Fund in memory of JoAnn Davis. Carried

Motion by Sexton, seconded by DeMars to accept the donation resolution from Pat and Kay Merritt to the Park Endowment Fund in memory of Francis Porter. Carried

Motion by DeMars, seconded by Sexton to accept the donation resolution from Keith and Amber Kniefel to the Park Endowment Fund in memory of Francis Porter. Carried

Motion by DeMars, seconded by Corbin to accept the donation resolution of \$700 worth of floor tile from Robert Nelson, owner of Nelson Decorating for the Medford Fire Hall renovations. Carried

Additional city concerns.

DeMars attended a meeting with Senior Care Connections and informed the council of services that would benefit our community.

Next regular council meeting will be Monday, February 22, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 6:46 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
February 22, 2010
7:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, Sexton, and Grayson. Others attending were Bill Goldy, Amber Kniefel, Pat Merritt, Rich Kucera, Theresa Sierakowski, Seth Peterson, Mike Johnson, Troy Klecker, Rick Hager, and Jeff Karow.

Jessica Grayson took the oath of office for her appointment to the Medford City Council.

Motion by DeMars, seconded by Corbin to approve the agenda as presented. Carried

Motion by DeMars, seconded by Sexton to approve the minutes as presented. Carried

Motion by Sexton, seconded by Corbin to approve the January and February city and liquor store bills. Carried

Motion by Sexton, seconded by DeMars to approve the January 2010 check register. Carried

Concerns from the general public/requests from organizations.
None.

Steele County Mitigation Planning – Mike Johnson and Troy Klecker – Mike Johnson presented an explanation of the Steele County Mitigation Plan.

Motion by Sexton, seconded by DeMars to participate in the development of a multi-jurisdictional mitigation plan. Carried

Recommendations from Mike Johnson are for the City of Medford to evaluate and submit a hazard vulnerability assessment, evaluate and submit proposed mitigation projects for our jurisdiction, and approve the final draft of the plan before the submission to FEMA.

Mayor Thomas recommended that all departments of the City need to get a list of possible mitigation projects together and submit to Bill Goldy. Goldy will compile the list and present to the council.

Code Red System – Emergency notification system between Rice and Steele County using the phone lines to a specific area. The public would need to register their phone number on the Code Red website in order to receive the notices. The system is still in the works; more information will come later this year.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning regular meeting.

The planning and zoning board held three public hearings at the February meeting.

Public hearing for a possible change to the liquor license section of the code. Discussion was over the setback requirement between liquor licenses and schools and churches.

Zoning Board recommendation to the City Council is to allow a liquor license in a C-2 and C-3 district with a zero setback from churches.

Zoning Board recommendation to the City Council is to change the code to require a 600 foot setback from all schools.

Discussion on the zoning of the downtown businesses. Council consensus is to have the zoning board review this again at the next regular zoning meeting.

Corbin asked about the distance from the old football field still owned by the school. Discussion whether this would also be included when calculating setbacks from a property requesting a liquor license. The Zoning Board will also review whether it should be different if there is not a building on the property.

Public hearing for a vacation request of a utility easement in the Niles/Heyer Subdivision. Zoning Board recommendation to the council is to approve the Niles/Heyer vacation request of a utility easement.

Motion by Corbin, seconded by DeMars to approve resolution 10-14 requesting the vacation of a utility easement in the Niles/Heyer Subdivision. Carried.

Public hearing for the vacation of a portion of 2nd Avenue SE.

Zoning Board recommendation is for the council to approve the vacation of a portion of 2nd Avenue SE.

Motion by Corbin, seconded by Sexton to approve resolution 10-15 for the vacation of a portion of 2nd Avenue SE. Carried.

Pat Merritt addressed the council with a concern about the safety of the alley way between the Celebrations building and the Post Office. Goldy stated this is private property.

EDA – None.

Park Board – Theresa Sierakowski presented the Park Board minutes.

Park Board had a request from the Boy Scouts to allow the troop to have a “lock-in” in the chalet. Park Board is recommending to the council to allow the Boy Scouts to have a “lock-in”.

Motion by Grayson, seconded by DeMars to approve the Boy Scouts request to have a lock-in at the chalet. Carried.

Discussion on the updated park policy. Sexton has concerns with the new policy on the rental of the park buildings. Council consensus is to leave the park policy as recommended by the Park Board.

Motion by Thomas, seconded by DeMars to appoint Sharon VanEsch to the Park Board.

City Engineer – Seth Peterson – Peterson will work with Goldy on the Water Supply Plan.

Main Lift Station Upgrade – City has budgeted \$50,000 for the lift station improvements. Peterson’s recommendation to the council is to hire Bolton & Menk to prepare the plans and specs for the main lift station upgrade.

Motion by Corbin, seconded by DeMars to authorize Bolton & Menk to prepare the plans and specs for the main lift station project for a not to exceed fee of \$7,000. Carried.

Peterson presented three options for extending the water main to the proposed new water tower on the hill. The most cost effective option would be Option A. Peterson recommended to the council to proceed with option A.

Motion by Corbin, seconded by DeMars to proceed with option A. Yes: Corbin, DeMars, Thomas, Sexton
Abstain: Grayson Carried.

Water Project Update – The water treatment facility, water tower, and water main plans and specifications have been submitted to the Minnesota Department of Health for review and comment. A tentative bid opening date for the treatment facility is March 26, 2010.

City Attorney – Rahrck updated the council on the status of the property issues for the future water treatment facility. The George Dietz estate has signed the deed transferring the alley to the City.

City Administrator - Board of Appeal and Equalization is scheduled for Wednesday, April 28, 2010 at 7:00 PM. DeMars and Grayson offered to attend the Board of Appeal and Equalization on March 30 for training.

Goldy and Kniefel met with Brent Quast of Americana Community Bank. Mr. Quast ensured the city that the bank is stable and that all city funds are insured. Goldy informed the council that he would be looking into diversifying city funds.

Grayson asked that Goldy look into different community banks in Owatonna and Faribault as possible options for investing city funds.

The apartment complex on 2nd Ave SE is being maintained by Safeguard Properties, Inc. Safeguard Properties, Inc. has ensured the city they will abate any nuisances as they arise.

The Municipal Liquor Store will need to hire someone for cleaning.

Goldy asked the council for direction on the process for hiring part-time employees.

Council consensus is to allow Goldy and the department heads to handle the hiring and termination of part-time employees.

Pool Staff Wages – Goldy is recommending to the City Council to change the pay structure of the pool staff. Currently, the pool staff is being paid a different wage for each job performed. Goldy is recommending placing the pool staff on the pay scale and pay them according to the scale. Council consensus is to allow Goldy to restructure the pool staff wages in accordance with the previously approved wage scale.

Seth Peterson addressed the council on bidding out the three projects discussed earlier.

Motion by Corbin, seconded by DeMars to authorize Bolton & Menk to bid out for the water treatment facility, the water tower, and the water mains. Carried.

Public Works Director – Kucera and Goldy will be attending the League of MN Cities Safety and Loss Control workshop on April 22nd in Rochester.

Kucera and Goldy will be working together to update the snow removal section of the code.

New Business

Discussion of the additional local government aid reductions proposed for 2010. City already budgeted for the \$47,998 reduction. The projected additional reduction for 2010 is \$52,658.

National Incident Management System – NIMS – The city council, city administrative staff, and city public works employees all need to be trained on NIMS. There could be possible loss of FEMA dollars if the city is not in compliance.

Interest earnings from the Park Endowment Fund – City needs to decide to use the interest for various park and pool expenses, or to roll the interest in the CD.

Goldy recommended to the council to take \$4,000 from the Park Endowment Savings account and add it to the Park Endowment CD.

Goldy recommended to pull the interest earnings of \$276.45 to use on park expenses.

Motion by Corbin, seconded by DeMars to approve the use of \$276.45 of CD interest earnings for 2010 park expenses. Carried.

Motion by Sexton, seconded by Corbin to authorize the city clerk to close the Ritchie Bros. savings account and disperse the funds back to Ritchie Bros. Carried

Motion by Sexton, seconded by Corbin to accept the donation resolution 10-12 in the amount of \$397 from Dennis Burgess, Cindy Malecha, Ivan & Mary Cowell, PB & J Builders, Drew & Brenda DeMars, John Gross, Bill Goldy, Sue, James, Pat & Kay Merritt, Butch Schultz, Dan Kaiser, Ron & April Kubinski, Dean & Valerie Elzen, Curt & Jill Olson, Don & Jackie Kent, Mitch & Sarah Parrish, and Tim & Jessica Grayson for the Park Endowment Fund and the Park Endowment Envelope Fund. Carried

Motion by Corbin, seconded by Grayson to accept the donation resolution 10-13 in the amount of \$700 from Sam Ramaekers, owner of Floor to Ceiling for the Medford Fire Hall renovations. Carried

Next regular council meeting will be Monday, March 22, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 9:22 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 March 22, 2010
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, Sexton, and Grayson. Others attending were Bill Goldy, Amber Kniefel, Pat Merritt, Rich Kucera, Theresa Sierakowski, Seth Peterson, Rick Hager, Jeff Karow, Andy Colwell, and Brian Gjerde.

Agenda – Mayor Thomas added under New Business I. Parade Committee.

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

Motion by DeMars, seconded by Corbin to approve the minutes as presented. Carried

Motion by Sexton, seconded by DeMars to approve the February and March city and liquor store bills as presented. Carried

Motion by Sexton, seconded by DeMars to approve the February 2010 check register as presented. Carried

Concerns from the general public/requests from organizations.
 None.

I & S Group Presentation on the Municipal Facility Concept Plan. Brian Gjerde presented a proposed concept plan of how the layout of the future Municipal Facility would look. The projected cost of the presented building would be approximately \$2,871,375. The city needs to have a concept plan in place and be ready in case any grant dollars become available. The plan for possibly breaking ground would be 5-10 years out.

Grayson asked for background information on the need for a new facility. Fire Chief Hager and City Administrator Goldy gave an overview on the need of the fire department and city staff for additional space. As the city grows, more equipment will be needed and the city will need a place to store the equipment. The Public Works Department would be able to use the current city hall/fire hall for a public works facility. The current building has roof and structural problems. The city has budgeted for the repairs needed.

Corbin asked about the access from the new Municipal Facility and county road 12. I & S was informed from Steele County that access would be granted if it is used solely for emergency purposes.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning regular meeting.

The Zoning Board discussed the zoning of three parcels.

Parcel #16-008-2416 owned by Frank Panos – Zoning Board recommendation is to zone the parcel C-1. Many factors come into play with this parcel. It is located in a residential zone, the Cabinet Shop building is on two parcels, conditional use permit is not allowed, and zoning it to C-1 is spot zoning. Council consensus is to leave the parcel zoned residential because this business is grandfathered in.

Parcel #16-016-4401 owned by Niles/Wiese – Zoning Board recommendation is to zone the parcel C-2. Council agreed to zone the parcel C-2.

Parcel #16-016-4402, United Snack Group – Zoning Board recommendation is to zone the parcel C-2. Council agreed to zone the parcel C-2.

A public hearing will be held on Monday, April 19, 2010 at the Zoning Board meeting for the zoning of these parcels.

Liquor License Amendment – Zoning Board recommendation is to allow a liquor license within a C-2 and C-3 district with a zero setback from churches. In addition, the board recommends to change the code to show a 600 foot setback from schools measured property line to property line.

A public hearing will be held on Monday, April 19, 2010 at the Zoning Board meeting for the liquor license amendment.

EDA – Andy Colwell presented the EDA minutes from the March meeting. Discussion on the EDA levy. Mr. Colwell is gathering estimates for the cost of developing a city brochure. Once the estimates are given to Mr. Goldy, Mr. Goldy will make a funding request to Steele County. No council action needed.

Park Board – Theresa Sierakowski presented the Park Board minutes. No council action needed.

City Engineer – Seth Peterson – Resolution 10-21 – PFA loan application for the water project.

Motion by DeMars, seconded by Corbin to approve resolution 10-21 for the PFA loan application for the water project. Carried.

Form 5 – Compliance with federal and state laws, rules and regulations – Peterson recommended to the city council to authorize the signature of Form 5.

Motion by Sexton, seconded by Corbin to authorize Bill Goldy to sign Form 5 stating the city will work in compliance with federal and state laws, rules, and regulations. Carried.

Water Project Update – The water treatment facility project and the water tower project has been advertised. Formal award of the project will be on Monday, April 26, 2010 at the regular council meeting.

City Attorney – None.

City Administrator – Bill Goldy – Councilmember Grayson will be the liaison between the Medford School and the Council. Grayson will attend the school board meeting on April 19.

Grayson and DeMars will attend the Board of Appeal and Equalization training.

Sexton and Goldy will attend the FEMA meeting discussing flood plain management and mapping.

NIMS Training – All council and city hall staff have taken the training and are certified.

New Business

Public Works Director – Kucera and Goldy met with Shane Yule about the jetter truck storage. Mr. Yule has agreed to lower the monthly rent from \$500 to \$400. The city will also store the truck less often. The new agreement saves the city \$2,100 per year.

Motion by Corbin, seconded by DeMars to accept resolution 10-16 from Nancy Van Den Boom, Maureen Wencil, and Delare Delaney for the Medford Park Endowment Fund. Carried.

Motion by Sexton, seconded by Corbin to accept resolution 10-17 from Pat and Kay Merritt in memory of Pam Mueller for the Medford Park Endowment Fund. Carried.

Motion by Sexton, seconded by Corbin to accept resolution 10-18 from Pat and Kay Merritt in memory of Mary Wheeler for the Medford Park Endowment Fund. Carried.

Motion by DeMars, seconded by Sexton to accept resolution 10-19 from Dave and Lois Nelson in memory of Pam Mueller for the Medford Park Endowment Fund. Carried.

Motion by Sexton, seconded by Corbin to accept resolution 10-20 for the City of Medford to adopt an all hazard mitigation plan. Carried.

Motion by DeMars, seconded by Corbin to accept resolution 10-22 designating United Prairie Financial Network as a secondary depository of public funds. Abstain: Grayson Carried.

Motion by DeMars, seconded by Corbin to accept resolution 10-23 designating Reliance Bank as a secondary depository of public funds. Carried.

Parade Committee – Mayor Thomas informed the council of a group of residents gathering to organize a parade for this year. DeMars will be the liaison between the parade committee and the council. The city will not assume any liability for parade activities.

Next regular council meeting will be Monday, April 26, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:12 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 April 26, 2010
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:01 p.m. Members present were Thomas, DeMars, Corbin, Sexton, and Grayson.

Others attending were Bill Goldy, Amber Kniefel, Pat Merritt, Rich Kucera, Theresa Sierakowski, Seth Peterson, Jeff Karow, Andy Colwell, John Vick, Bruce Kubicek, Bob Jirele, and Tom Olinger.

Agenda – Bill Goldy recommended to move Piper Hill to the top of the agenda number 9 and add resolution 10-28 relating to dangerous dogs under New Business K.

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

Motion by Sexton, seconded by DeMars to approve the minutes as presented. Carried

Motion by Sexton, seconded by DeMars to approve the March and April city and liquor store bills as presented. Carried

Motion by Demars, seconded by Grayson to approve the March 2010 check register as presented. Carried

Concerns from the general public/requests from organizations.

Pat Merritt asked the city attorney about the progress made to bring Frank Woodfill Wildlife Refuge into the City. Mark Rahrlick, city attorney, responded that they are making progress.

Abdo Eick and Meyers, Annual City Audit Report—Tom Olinger summarized the management letter and made recommendations about segregation of duties. The Municipal Liquor Store had a small loss for 2009. Administrative staff has already started implementing the recommendations made by the auditors. The City's general fund is at a negative \$211,000. Auditor's recommendation is to keep making steps to improve this fund balance. Overall, Mr. Olinger said the audit went well and city administrative staff is working hard at complying with all the recommendations that the auditor's suggested.

Medford Parade Committee-John Vick—presented a request for a parade permit for a city parade scheduled for June 25, 2010. The parade will start and end at the old football field and will be covered by the Medford Civic Club's insurance.

Motion by Corbin, seconded by Grayson to approve the parade permit with waiving the \$25 parade permit fee. Yes: Grayson, Corbin, Sexton, Thomas Abstain: DeMars Carried.

Piper Hill--Bruce Kubicek, County Commissioner—Mr. Kubicek is addressing the council to gage where the council's thoughts are concerning Piper Hill (Girl Scout Camp area). The county has mentioned the idea of purchasing the property and leaving it park area. There is a possibility of the purchase being funded with grant dollars if the city and county file a joint application.

Councilmember Corbin spoke about the assessments due against the property that would be due if the area was annexed. Corbin is not in favor of this becoming city property.

Councilmember Sexton would like the property to remain the way it is. Sexton agrees with making it a park and added that the Historical Society may be interesting in taking part in a possible joint grant application.

Councilmember Grayson would like the property to become a park and remain as is. There are memorials located on the property and it has historical value.

Councilmember DeMars asked questions about the possibility of running water and sewer to the property and annexation.

Council consensus is that the council is interested in working with the county.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning regular meeting.

Zoning Board held public hearings concerning amendments to the code.

Public Hearing #1 – Rezoning of Parcels #16-016-4401 and 16-016-4402. Zoning Board recommendation is to rezone these two parcels to C-2.

Motion by Sexton, seconded by DeMars to rezone parcels 16-016-4401 and 16-016-4402 to C-2. Carried.

Public Hearing #2 – Liquor Licensing Allowed in C-2 and C-3 Districts – Zoning Board recommendation is to allow a liquor license in a C-2 and C-3 district and not allow a liquor license in a C-1.

Motion by DeMars, seconded by Grayson to approve Ordinance 2010 – 01 amending City Code Chapter 4, Section 4.32 stating that liquor licenses are allowed in a C-2 and C-3 district and not allowed in a C-1 district. Carried.

Public Hearing #3 – Liquor License Setbacks from Schools – Zoning Board recommendation is to amend the code to state a 600 foot setback from a liquor license to all schools measuring property line to property line. The amendment includes the deletion of setbacks from churches.

Motion by DeMars, seconded by Sexton to approve Ordinance 2010-02 amending Chapter 6, Sections 6.03, 6.05, 6.06, and 6.07 stating a 600 foot setback requirement between liquor licenses and schools. Carried.

Motion Corbin, seconded by Sexton to approve Ordinance 2010-03 amending Chapter 4, Sections 4.28 and 4.29 stating a 600 foot setback requirement between liquor licenses and schools. Carried.

Public Hearing #4 – Recreation Vehicle Parking Requirements – Zoning Board recommendation is to amend the land use using the verbiage “continuous surface”. The council felt that different verbiage was still needed. Grayson asked about the ordinance and its background and need.

Motion by Corbin, seconded by DeMars to approve Ordinance 2010-04 amending Chapter 4, Section 4.33, Subdivision 11 A. requiring that the entire footprint of the equipment is contained within a continuous surface under all recreation vehicles, trailers, boats, campers, etc. Yes: Thomas, DeMars, Sexton, Corbin No: Grayson Carried.

Park Board – Theresa Sierakowski presented the Park Board minutes. Sierakowski informed the council that the Park Board would not be holding a regular May meeting and will be working at the school for swimming lesson registration instead. Park Board recommendation to the council is to approve the request of the Girl Scouts to clean up the walking paths.

Motion by DeMars, seconded by Corbin to approve the Girl Scout request to clean up the walking paths. Carried.

Mayor Thomas asked Sierakowski to speak with the Park Board and see if anyone is interested in getting involved with the Piper Hill discussions.

City Engineer – Seth Peterson – Award Water Treatment Facility Bid – Recommendation of the city engineer is to award the bid to Wapasha Construction Co. Inc. in the amount of \$1,305,000.

Motion by Corbin, seconded by DeMars to award the bid to Wapasha Construction Co, Inc. in the amount of \$1,305, 000. Carried.

Award of Water Tower Bid – Recommendation of the city engineer is to move forward with a 200,000 gallon water tower and to award the bid to General Construction Services.

Motion by DeMars, seconded by Corbin to award the water tower bid to General Construction Services in the amount of \$604,000 which includes a 200,000 gallon water tower. Carried.

Railroad Perpetual Easement Purchase – As part of the water treatment project, the City needs an easement from the railroad company for extension of the water mains. Hawkeye Land Co. is in charge of negotiating easements. Bill Goldy has negotiated with Hawkeye Land Co. and came to a cost of the easement of \$11,000. City Administrator, Bill Goldy, recommends to the council to purchase a perpetual easement for \$11,000.

Motion by DeMars, seconded by Corbin to approve the purchase of the railroad perpetual easement pending language approval in the agreement by Bill Goldy and Mark Rahrck. Carried.

Agreement of Professional Engineering Services for the Water Treatment Facility.

Motion by Corbin, seconded by Sexton to approve the agreement of professional services pending verbiage approval by

Bill Goldy and Mark Rahrlick. Carried.

New Water Tower Painting and Lettering – Bid consists of two sets of lettering and two logos using up to five colors.

Mayor Thomas would like to get the school involved and have the children help with the design of the new water tower. Mr. Jirele, Medford School Board member, will present this idea to the school board.

City Attorney – None.

City Clerk- Amber Kniefel – Approval of 2010 Election Judges. Kniefel presented a list of previous election judges along with three alternates. Amber Kniefel, Bill Goldy, Margie Burmeister, Connie Abbe, Gail Meinke Alternates: Sue Haugen, Jana Lamison, and Joan Pirkel

Motion by DeMars, seconded by Grayson to approve the presented list of election judges. Carried.

City Administrator – Bill Goldy – Bill Goldy updated the council on numerous issues.

LGA Unallotment – The city anticipated a decrease in LGA for 2010 and budgeted accordingly. After the final LGA amounts were approved by the House, it shows the city budgeted \$7869 under the amount granted.

Code Enforcement – Bill Goldy is working daily on code enforcement. Mayor Thomas has asked Mr. Goldy to spend at least 20 hours per week on code enforcement. Goldy anticipates 75-100 letters to go out.

Sales Tax Request – There is still a moratorium on the request for a new sales tax for cities. Once the moratorium is lifted, we can submit another request.

Easements for the Water Mains for Water Treatment Facility – Bill Goldy has been working with the property owners that need to grant easements for the water mains. The City needs to hold a special meeting to discuss easements issues with Todd Kavitz. Special meeting is set for Thursday, May 13, 2010 at 7:00 p.m.

New Business

Public Works Director – Kucera let out for bids for the fire hall roof repairs. Kucera is recommending to the city council to approve the bid from Christopher Shauer Construction in the amount of \$19,704.57. Additional costs may incur once the contractor examines the insulation.

Motion by Corbin, seconded by DeMars to approve the bid made by Christopher Shauer Construction in the amount not to exceed \$25,000. Carried.

League of MN Cities Annual Conference – Bill Goldy would like to attend this conference in St. Cloud on June 24 and 25.

Motion by Corbin, seconded by Grayson to authorize Bill Goldy to attend the League conference on June 24 and 25 in St. Cloud for the amount of \$700 including the conference fee, mileage, meals, and lodging. Carried.

Check Policy – Bill Goldy presented a check writing policy for all city staff to follow. Goldy recommends to the council to approve the check policy.

Motion by Sexton, seconded by DeMars to approve the check writing policy as amended. Carried.

Relay for Life Proclamation – Brenda DeMars, acting Mayor, read the proclamation aloud.

Renewal of Celebrations 3.2 malt liquor license.

Motion by DeMars, seconded by Corbin to approve the Celebrations 3.2 liquor license renewal pending all required signatures. Carried.

Liquor Store Operations – Bill Goldy updated the council on the Muni budget. Craig O’Hearn, the liquor store manager, will be working with the budget more actively.

Motion by Sexton, seconded by Corbin to accept resolution 10-24 closing the 306 bond fund and transferring the remaining assets to the 312 fund. Carried.

Motion by Sexton, seconded by Corbin to accept resolution 10-25 closing the 307 bond fund and transferring the remaining assets to the 312 fund. Carried.

Motion by Corbin, seconded by DeMars to accept resolution 10-26 closing the 308 bond fund. Carried.

Motion by DeMars, seconded by Corbin to accept resolution 10-27 closing the Ritchie Brothers Fund and transferring the remaining assets to the 601 and 602 enterprise funds. Carried.

Motion by Thomas, seconded by Corbin to accept resolution 10-28 establishing a dangerous dog annual registration fee of \$500. Carried.

Next regular council meeting will be Monday, May 24, 2010 at 7:00 p.m.

Special meeting will be Thursday, May 13, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 9:10 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk.

Special Council Meeting
Board of Appeal and Equalization
April 28, 2010
7:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 7:01 p.m. Members present were Thomas, Corbin, and Grayson. Members absent were Sexton and DeMars.

Others attending were Bill Goldy, Amber Kniefel, Glen Purdie, Steve Halverson, Greg Nelson, Jason Winter, Myrva Winter, Randall Winter, and Andy Colwell.

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 gave an overview which compared Medford's tax base and taxable market values to other communities in Steele County.

Luke Buecler, parcel #16-112-0401, contacted the county assessor with concerns with his tax statement. Property was inspected and was determined that the original values were not out of line.

Randy Winter, parcel #16-101-3506, would like the Assessor's Office to inspect the property and possibly reevaluate the value.

Andy Colwell, parcel #16-112-0402, feels the property value is set too high and would like the Assessor's Office to inspect the property.

Ritchie Bros. wrote a letter to the assessor's office stating that they would like to go on record that they are questioning the valuation placed on parcel #16-119-0101.

The county assessor set up appointments and will be inspecting all the properties as requested.

Motion by Corbin, seconded by Grayson to adjourn the board of appeal and equalization at 7:35 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
May 13, 2010
7:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, Corbin, Sexton, and Grayson.

Others attending were Bill Goldy, Amber Kniefel, Mark Rahrick, Rich Kucera, Seth Peterson, and Todd Kavitz.

The purpose of this meeting is to discuss code enforcement chapter 4, section 4.33 and the water main easements for the water project.

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

Code Enforcement – Chapter 4, Section 4.33, Subdivision 11.A – Bill Goldy will be discussing this section at the next Planning and Zoning Board meeting on Monday, May 17, 2010.

Water Project – Water Main Easements/Land

Goldy presented up to date progress in obtaining easements needed for the water mains for the water project.

Vern & Bev Berg – 130' easement – Goldy and Peterson decided to look at other options than running the mains through the Berg property. The City could run the mains directly east from the water plant instead of south then east.

Paul Beiser – 220' easement – Goldy and Beiser met and came to an agreement of paying \$3.50 per linear foot for the 220' easement, contingent of council approval; the easements are to be 30' wide.

Goldy recommends to the city council for approval to pay property owners \$3.50 per linear foot for easements.

Motion by Corbin, seconded by DeMars to approve the expense of \$3.50 per linear foot for easements to all property owners involved. Carried.

Motion by Corbin, seconded by DeMars to authorize the obtainment of a 130' easement from Mr. and Mrs. Berg for the water project, if necessary. Carried.

Motion by Corbin, seconded by Sexton to authorize the obtainment of a 220' easement from Paul Beiser for the water project. Carried.

Motion by Corbin, seconded by Sexton to authorize the obtainment of a 70' easement from the Tuttle's which is located outside city limits for the water project. Carried.

Mary Rahrick will make contact with the property owner to obtain the easement located outside city limits.

Todd Kavitz – Presentation on easement/land – Kavitz gave background information on the documents presented. Kavitz informed the council on the methods used to determine cost of the land needed for the water main for the water project. Kavitz would rather sell the city the land, termed Outlot B, rather than grant the city an easement since he improved Outlot B at the City's request. The total cost Kavitz has in Outlot B is \$10,200.00. Kavitz is using the \$10,200.00 as the total cost of the land which would be purchased by the city.

Scenic Heights – Water Tower Location – the area totals 1.22 acres which satisfies open space requirements from Phase One of Scenic Heights plus additional land to be developed in the future. A replat will be needed on the entire Scenic Heights to convey the 1.22 acres to the City. Along with other costs presented to finalize the replat, the total cost would be \$4,350.00.

Regarding the proposed purchase of Outlot B, Mayor Thomas asked how the land value was figured. Kavitz presented the land value to be \$3,750 (.25 acres) based on the sale of the land to Mr. Beiser which was \$15,000 per acre.

Mark Rahrick reminded the council that the meeting can go into closed session to discuss land purchases.

Mr. Corbin clarified that the total cost Mr. Kavitz is presenting would be approximately \$12,500.

Mayor Thomas recommends to the council to go into closed session to discuss the possibility of a land purchase.

Motion by Corbin, seconded by DeMars for the council to go into closed session at 7:35 p.m. Carried

Motion by Corbin, seconded by Sexton to come out of closed session at 8:23 p.m. Carried.

Todd Kavitz joined the meeting again. Mayor Thomas led the initial discussions after the closed session.

Council consensus is to offer \$7,594 for the land instead of \$10,200. The only change to the figures presented by Todd Kavitz is to the land value from \$3,750 to \$1144.

Scenic Heights water tower location replat costs. Council consensus is to have a not to exceed cost of \$4,600 and that the cost is split equally between the City and Mr. Kavitz. The city portion would be a not to exceed cost of \$2,300.

Discussion on the length of time it will take to finalize the replat. Taxes must be paid in full before a replat. The second half of the taxes will not be paid until October which would mean that everything would not finalized until November. The project will need to be started before November.

Open Space – Council needed clarification on the open space dedication required for the Scenic Heights development. The total of 1.22 acres that will be conveyed to the city for the water tower satisfies the requirement from Phase One of Scenic Heights and an additional portion of future Scenic Heights developments. As the property is developed, more open space will be needed to continue to satisfy the requirements.

Discussion of the alley platted to be used for the patio homes. Kavitz offered to have the city own the alley and the city would need to finish and maintain the alley. City staff would need to review the ordinances to see if it is in accordance with code to have a public street the size of the alley. The city may need to amend the code. The cost for the pavement of the alley could be added to the PFA loan because it will be used for access to the water tower.

Kavitz asked the council to consider purchasing Outlot B for \$8,500 instead of \$7,594.

Kavitz agreed with the replat costs not to exceed \$2,300 for the city.

In order to move forward with the replat, all the taxes need to be paid in full. Mr. Kavitz is estimating that cost to be approximately \$6,500. Mr. Kavitz cannot pay all taxes early. Council consensus is to purchase Block 4, Lot 4 for amount of approximately \$6,500. City will pay all costs associated with the purchase. Mr. Kavitz will buy the lot back on or before October 12, 2010 for the exact amount of the taxes. City will pay all costs associated with the sale back to Kavitz.

Final discussion on the land purchase for Outlot B.

Grayson would like to keep the land purchase cost at \$7,594.

DeMars would like to keep the land purchase cost at \$7,594.

Corbin agrees to purchase the land for \$8,500.

Sexton agrees to purchase the land for \$8,500.

Thomas agrees to purchase the land for \$8,500.

Council consensus is to purchase Outlot B from Mr. Kavitz for \$8,500.

Council consensus is to agree with the replat associated costs of a not to exceed price for the city of \$2,300.

Mark Rahrwick will draft an agreement with all the information discussed tonight and have it ready for the May council meeting.

Motion by Corbin, seconded by DeMars to adjourn the special meeting at 9:30 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
May 24, 2010
7:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, Sexton, and Grayson.

Others attending were Bill Goldy, Amber Kniefel, Mark Rahrick, Ivan Cowell, Rich Kucera, Seth Peterson, Jeff Karow, Sheriff Gudmundson, Rick Hager, John Anhorn, Chad Langeslag, and Butch Schultz.

Agenda – Add approval for a food permit under city clerk and add Shop Medford Program under EDA.

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

Motion by DeMars, seconded by Corbin to approve the minutes as amended. Carried

Motion by Sexton, seconded by DeMars to approve the April and May city and liquor store bills as presented. Carried

Motion by Corbin, seconded by DeMars to approve the April 2010 check register as presented. Carried

Concerns from the general public/requests from organizations.
None.

Sheriff Gudmundson introduced himself to the council and spoke about a weekly newsletter that Steele County will be sending out. Bill Goldy will send the newsletter via e-mail to all the council members weekly. Sheriff Gudmundson updated the council on various issues that law enforcement has been handling.

Brenda DeMars gave a report on the last school board meeting that she attended. The school board asked questions regarding the water tower location. DeMars asked the school board about possibly making one of the bus stops safer for the children.

DeMars also reported that one of the board members asked a question about the flat water rate the council added to the water/sewer bills. The board member wanted to know why the city did not levy for the funds. Administrator Goldy informed the council that statutorily, the City cannot levy for water projects. Goldy also reminded the council that another adjustment will need to be made to the water/sewer bills in 2011 for the water project.

Planning and Zoning Board – Ivan Cowell presented the minutes from the Planning and Zoning regular meeting. Zoning Board recommendation to the council is to delete Section 4.33, Subd 11 A from the code entirely. Pat Merritt was not able to attend the meeting tonight. Bill Goldy is informing the council on his behalf that he has changed his mind about deleting this section out of the code. Merritt would like the section to remain in the code. Merritt also is requesting a joint meeting between the council and the zoning board to discuss this ordinance further.

City Administrator, Bill Goldy, would like the section deleted from the code and does not see the need for additional meetings.

Councilmember Corbin is not in favor of deleting this section entirely, we need some sort of regulation for recreational vehicles.

Councilmember Sexton is not in favor of deleting this section. Sexton feels we may need to look at the verbiage and tweak it a little.

Councilmember Grayson is in favor of deleting this section. She feels Goldy can enforce the code without adding this burden on the property owners. She feels that Goldy should be spending more time focusing on the trouble spots in town that are possibly causing health and safety hazards. We are stopping Goldy from utilizing his abilities that he went to school for and has been trained to do.

Councilmember DeMars does not want the sections to be deleted entirely. DeMars feels that moving recreational vehicles to the back yard is not the solution. We need to come up with the right verbiage.

City Attorney, Mark Rahrick, added that the code will be more difficult to enforce without some version of this section. Dealing with nuisance violations can be subjective and very difficult to enforce.

Mayor Thomas does not want the section deleted. Mayor Thomas feels we need to change the section to fit our community.

City Administrator, Bill Goldy, addressed the council on the amount of time he has been spending on code enforcement. Currently, at least 50% of his time is dedicated to code enforcement. Goldy would like to be using his talents for capital improvement plans, the water project, EDA, and handling the deficit in the general fund.

DeMars and Sexton added that it will take more time in the beginning because we are just starting out with code enforcement. The time needed to enforce the code will lessen over time.

Mayor Thomas opened the discussion up to the public.

Chad Langeslag addressed the council. Mr. Langeslag does not feel the section is necessary. If property owners are maintaining their lawns and it is not a nuisance, the city should leave it alone. Allowing recreational vehicles in the back yard is not the answer.

Mayor Thomas decided to hold another meeting between the city council and the zoning board. We will also invite the public to give comment on how to make this ordinance feasible for our community.

EDA – Bill Goldy presented the EDA minutes.

Goldy put a \$5000 request into Steele County for EDA funding.

Goldy and the EDA are working on a city brochure and marketing card. The brochure will highlight the city and the EDA. Goldy recommends to the city council to approve the development of a city brochure with a cost not to exceed \$600.

Motion by Sexton, seconded by DeMars to approve the development of a city brochure with a cost not to exceed \$600. Carried.

City Website Redesign – Goldy and the EDA feel the city website needs to be redesigned. The cost to redesign the website would not exceed \$2000. Currently, the city paying approximately \$144 per year for the website.

Motion by DeMars, seconded by Sexton to authorize the expenditure of funds for the redesign of the city website with a not to exceed cost of \$2000. Carried.

Shop Medford Program – The program will start again in September. The cards are being modified this year. The EDA recommends to the city council to authorize running the program in 2010 with a redesign of the cards. The cost for the program and printing will not exceed \$3500.

Motion by DeMars, seconded by Corbin to authorize the expenditure of funds for the Shop Medford Program with a not to exceed cost of \$3500. Carried.

Park Board – The Park Board did not have a May meeting. The members met up at the school for swimming lesson sign-up. Sexton reported that sign-up went well; the numbers were ahead of last year's.

Fire Department – Rick Hager, Fire Chief, is asking for approval to sell a Hurst Tool (jaws of life) to Walters Fire Department for \$500.

Motion by Sexton, seconded by DeMars to approve the sale of the Hurst Tool to the Walters Fire Department for \$500. Carried.

The Fire Department would like to purchase a utility vehicle from LaCanne's Marine. The ATV is essential to the function of the fire department duties. Purchase price is \$13,524.10. LaCanne's Marine would allow the fire department to lease to own the ATV until February and then purchase it. The lease would be \$500 per month. Rick Hager has applied for a DNR grant.

The funding for the ATV would go on the budget for 2011. Corbin asked how the ATV could be funded with all the budget cuts at the state and local level.

Motion by Sexton, seconded by Grayson to authorize the fire department to enter into agreement with LaCanne's Marine for the lease to own of an ATV for \$500 per month until February 2011; then the fire department will purchase the ATV. Yes: Thomas, Sexton, Grayson, DeMars No: Corbin Carried.

City Engineer – Seth Peterson – Water Mains/Alignment and Revised Estimates – The water mains will be running directly east from the water treatment facility instead of south first then east. This way the mains will not need to run through the Berg property. The proposed water mains running through the Tuttle property outside city limits will also be changed to run through the alley soon to be convey to the city.

Seth Peterson gave the council an update on the water treatment facility and the water tower.

City Attorney – Mark Rahrlick – Presented the agreement between the city and Todd Kavitz for the Outlot B purchase and the replat for the water tower location. Rahrlick informed the council that Mr. Kavitz has asked the City to purchase the outlot as in the agreement at this time to help pay for the costs associated with the replat of the water tower site.

Motion by Corbin, seconded by Sexton to authorize to enter into the agreement as presented. Carried.

Social Host Ordinance – Steele County is encouraging all the Steele County cities to incorporate a Social Host Ordinance into their codes. The ordinance addresses underage drinking and who would be responsible when an incident occurs. Council discussed who would prosecute this ordinance when a violation occurs. Currently, Steele County does not prosecute our city ordinances on our behalf. If there was a violation, the city would have to prosecute, unless an agreement is made with Steele County to make this ordinance an exception.

Council consensus was not to add this ordinance to the city code.

Dangerous Dog – Mr. Botten has requested a hearing for his dog before any action is taken by the City. A tentative meeting date has been set for Tuesday, June 1, 2010 at 7:00 p.m.

Conditional Use Permits(CUP)/Interim Use Permits(IUP) – Rahrlick spoke about the difference between a CUP and an IUP. CUP's stay with the property forever, they are recorded and cannot be taken away as long as the conditions are continued to be followed. An IUP could be issued any time a CUP could be issued. IUP's can have time restraints added. Rahrlick will draft a section for the council to review and possibly add IUP's to the code.

City Clerk- Amber Kniefel – Approval of a food permit for the street dance.

Motion by DeMars, seconded by Corbin to approve the food permit as presented for the street dance at the Medford Muni. Carried.

City Administrator – Bill Goldy – Bill Goldy updated the council on numerous issues.

Pay Equity Compliance – The city received notice that we are compliance with pay equity.

Rental Housing Ordinance – Amber Kniefel has been in contact with Steele County working on the process to set up inspections. The letters explaining the fees and the request to fill out an application have been mailed.

Billboard – In the agreement signed by the City and Steve Nelson, it states that Mr. Nelson has to advertise the City of Medford when a paying customer is not renting a side of the billboard. Mr. Goldy contacted Mr. Nelson when it was noticed that the City of Medford sign was taken down. Mr. Nelson has offered the City \$2000 to get out of this portion of the agreement. Council consensus is to have Bill Goldy negotiate with Mr. Nelson for monetary compensation to remove that portion of the agreement.

New Business

Public Works Director – Kucera presented a policy to accept waste from licensed haulers to the wastewater treatment plant. The haulers would have to fully disclose where the waste is coming from and the public works director would have full discretion of whether or not to accept the waste.

Motion by Corbin, seconded by Grayson to approve the policy to accept waste from licensed haulers at the wastewater treatment plant. Carried.

Motion by Corbin, seconded by DeMars to approve resolution 10-29, a resolution creating a bulk sewer rate. Carried

City Hall Roof Repairs – The City Hall roof is in dire need for repair. The damage is so severe that it more than likely will not last through another winter. Rich Kucera would also like to add snow stoppers for added safety for the people entering and exiting City Hall. Total cost of the project would not exceed \$9200.

Motion by DeMars, seconded by Corbin to approve the bid for the repairs to the City Hall roof including snow stoppers for a not to exceed cost of \$9200. Carried.

Wage Compliance/Loan Administration for the Water Treatment Project – Bill Goldy will take care of the loan administration portion of the project. The City will need to hire out for the wage compliance portion. Pettipiece & Assoc. and I & S Group gave Goldy bids for these services. I & S Group bid about \$5000 less than Pettipiece for the wage compliance portion. Goldy recommends to the council to hire I & S Group for wage compliance of the water project.

Motion by Sexton, seconded by Grayson to hire I & S Group to handle the wage compliance for the water project. Carried.

Renewal of Celebrations dance permit.

Motion by DeMars, seconded by Corbin to approve Celebrations dance permit. Carried.

Motion by Grayson, seconded by DeMars to accept resolution 10-30 accepting a donation of \$5 from Bubba's Bar for the Park Endowment Fund. Carried.

Motion by DeMars, seconded by Corbin to accept resolution 10-31 accepting a donation of \$25 from Reliance Bank for the Park Endowment Fund. Carried.

Motion by Corbin, seconded by Grayson to accept resolution 10-32 accepting a donation of \$50 worth of flowers from Clayton Just for the beautification of Medford. Carried.

Additional city concerns – Brenda DeMars gave an update on the parade. The committee is busy pulling everything together for the parade and it is going very well.

Next regular council meeting will be Monday, June 28, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:55 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk.

Medford City Council Special Meeting
Dangerous Dog Hearing
June 1, 2010
7:00 PM

FINDINGS AND DECISION

On June 1, 2010, at 7:00 p.m., a hearing was held before the Medford City Council regarding the disposition of a dog owned by Brandin Botten. Mr. Botten was given notice of his right to a hearing and requested the hearing. Mr. Botten was present at the hearing and presented information to the Council for its consideration. The City Council also considered police reports from incidents said to have occurred on June 23, 2009 and March 11, 2010 regarding the dog in question.

Based upon the police reports submitted and the information provided by Mr. Botten, the Council makes the following:

FINDINGS

1. Brandin Botten resides at 209 Central Avenue East, Medford, Minnesota. Mr. Botten has an additional mailing address of P.O. Box 371, Medford, Minnesota.
2. The Council finds the June 24, 2009 police report of Officer Darrin Helget to be credible. On or about June 23, 2009 Mr. Botten's dog ran after a child, bit her in the back of the right arm and scratched her across the stomach. The dog, when unprovoked, inflicted a bite on a human and, when unprovoked, chased or approached a person other than on the dog's own property in an apparent attitude of attack. Based on the June 23, 2009 incident the dog constituted a potentially dangerous dog.
3. Following the June 23, 2009 incident Mr. Botten was provided with a notice that he harbors a potentially dangerous dog.
4. The Council finds the March 15, 2010 police report of Officer Troy Matejcek to be credible. On March 11, 2010 the dog chased and lunged at a pedestrian. This occurred after Mr. Botten was advised that he harbors a potentially dangerous dog. The dog aggressively bit, attacked, or endangered the safety of a human.
5. Mr. Botten was provided with notice that harbors a dangerous dog and that he must register his dog as a dangerous dog with the City of Medford and satisfy all statutory requirements for harboring a dangerous dog. As of the date of the hearing, Mr. Botten has failed to satisfy those requirements and the dog has been seized by the City of Medford.

DECISION

Based upon the foregoing Findings, the City Council hereby issues the following decision:

1. The dog owned by Brandin Botten constitutes a dangerous dog under Minnesota law.
2. The dog shall continue to be held by the City of Medford.

3. No later than June 16, 2010 Mr. Botten shall provide to the City of Medford sufficient proof that he will timely satisfy the following requirements:
- (i) Register the dog with the City of Medford and satisfy all registration requirements.
 - (ii) Provide a proper enclosure exists for the dog and post his premises with a clearly visible warning sign that there is a dangerous dog on the property, including a warning symbol to inform children.
 - (iii) Obtain a surety bond or policy of liability insurance in the sum of at least \$300,000 payable to or insuring any person injured by the dog, said surety bond or liability insurance policy to be approved by the City of Medford.
 - (iv) Implant a microchip identification in the dog at Mr. Botten's expense.
 - (v) Sterilize the dog at Mr. Botten's expense.
 - (vi) Pay all impounding and boarding fees incurred by the City of Medford relating to the seized dog.
4. If Mr. Botten fails to present proof that the aforementioned requirements shall be met no later than June 16, 2010, the City of Medford shall dispose of the dog.

These unanimous findings and decision of the Medford City Council following hearing were made on June 1, 2010.

Dated: June 2, 2010



Danny Thomas, Mayor
Medford City Council

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Joint City Council and Zoning Board Meeting
June 21, 2010
7:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, Corbin, Sexton, DeMars, and Grayson.

Others attending were Bill Goldy, Amber Kniefel, Pat Merritt, Drew DeMars, Ivan Cowell, Paul Beiser, Ross Olson, and Lyle Tuttle.

The purpose of this meeting is to discuss chapter 4, section 4.33, subdivision 11A of the city code. This section of the code addresses the parking of recreational vehicles within city limits.

Councilmember Sexton asked the Zoning Board what the initial intent of adding this section to the code was.

Zoning Board chair person, Pat Merritt, answered that weed growth and the appearance of the property were motivating factors in adding verbiage pertaining to recreational vehicle parking.

Councilmember Sexton is concerned with parking in the rear yard.

Councilmember DeMars is concerned with parking in the rear yard and the neighbors that have to look at it.

Councilmember Corbin made a suggestion to ban parking of recreational vehicles without a surface all together.

Mayor Thomas suggested to the council and the zoning board ideas for the different sections of a property. 1. Front yard parking, whether it be a recreational vehicle or a regular traveling vehicle, has to be on a surface. 2. Side yard parking needs a surface. 3. Rear yard parking being limited to two vehicles, this would include all vehicles not just recreational vehicles, would not need to be on a surface. If city staff sends out a letter for not maintaining the area used for parking, this would be considered a warning. If city staff has to send out a second letter for lack of maintenance of the area, the property owner would be required to install a surface under the vehicle.

Mayor Thomas opened this suggestion up to discussion by asking the following questions in order to get a consensus of the group.

1. Does the front yard need a surface in order to park vehicles? Council and zoning board consensus was, yes.
2. Should there be a limit on the number of vehicles parked in the front yard? Grayson and Sexton thought other factors should be looked at before setting a limit on the number of vehicles. The others all thought a 2-4 vehicle limit should be set.
3. Does the side yard need a surface in order to park vehicles? Thomas and Sexton felt a surface in the side yard should be required. The others all felt the area should be maintained with a limit on the number of vehicles allowed to be parked in the side yard.
4. How many vehicles should be allowed in the rear yard with the idea of no surface as long as the area is maintained without any violations? Consensus of the group is to allow two vehicles to be parked in the rear yard.
5. Should there be a limit on the number of vehicles parked in the side yards? The group answered in ranges between 0-3 and to only allow vehicles to be parked on one side of the property.

City Administrator, Bill Goldy, discussed the option of leaving the code the way it is without all the extra restrictions or deleting the section entirely.

City Clerk, Amber Kniefel, suggested to amend the code to read that a surface would not be required until there is a written notice of violation issued to the property concerning the maintenance of the parking area. Every parcel would be given one warning letter for non-compliance of properly maintained a parking area, if the staff has to send out a second notice, the property owner would be required to install a surface under the vehicle.

Council instructed city staff to draft a proposed amendment to this section and present it at the next council meeting. Adding a clear definition of what the city expects for the maintenance, explaining the initial warning, and opening the ordinance up to all vehicle parking, not just recreational parking.

A public hearing will be held at the next zoning board meeting on Monday, July 19, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn the meeting at 8:10 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 June 28, 2010
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, Sexton, and Grayson.

Others attending were Bill Goldy, Amber Kniefel, Mark Rahrlick, Pat Merritt, Rich Kucera, Seth Peterson, Theresa Sierakowski, Pete Hein, Jackie Sexton, Jon Sexton, Jeff Sexton, Dan Sexton, and Barry Hager with CenterPoint Energy.

Agenda – Move all resolution for donations in memory of Jerry Sexton after the approval of the check register. Add a parade update under new business.

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

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

Motion by DeMars, seconded by Corbin to approve the May and June city and liquor store bills as presented. Carried

Motion by Sexton, seconded by Corbin to approve the May 2010 check register as presented. Carried

Jackie, Jon, Jeff, and Dan Sexton are in attendance tonight to present the City of Medford donations from friends and family in memory of their father, Jerry Sexton.

Jackie Sexton read each of the resolutions.

Motion by Corbin, seconded by DeMars to accept resolution 10-38 a \$20 donation from Jerry Paschke to the Medford Park Endowment Fund in memory of Jerry Sexton. Carried.

Motion by Grayson, seconded by Corbin to accept resolution 10-39 a \$25 donation from Ed & Jodie Mogensen to the Medford Park Endowment Fund in memory of Jerry Sexton. Carried.

Motion by DeMars, seconded by Grayson to accept resolution 10-40 a \$20 donation from Karen & Steven Nordsiden to the Medford Municipal Complex Fund in memory of Jerry Sexton. Carried.

Motion by Grayson, seconded by Corbin to accept resolution 10-41 a \$75 donation from Land O'Lakes, Inc. to the Medford Municipal Complex Fund in memory of Jerry Sexton. Carried.

Motion by DeMars, seconded by Corbin to accept resolution 10-43 a \$390 donation from Wenger Corp., Sage Electrochromics, Curtis and Sharon Hayes, Steven Jaster, Bernie and Kathleen Ploog, Nancy Vaillancourt, Danny and Linda Thomas, Jeremy and Melissa Stadler, Jerry and Mark Carstensen, and John and Cheryl Pfeifer to the Medford Municipal Complex Fund in memory of Jerry Sexton. Carried.

Concerns from the general public/requests from organizations.

Pete Hein is in attendance tonight to ask the council for approval to set up a sign on Main Street advertising the sale of sweet corn at the Hein residence. The Hein residence is outside city limits. The sign section of the City Code regulates that any signage must be on the property that is being advertised. Signage is parcel specific. The sign that Mr. Hein is asking for would be considered an off premise sign which is prohibited in the ordinance. The City Council denied Mr. Hein's request.

CenterPoint Energy Grant Award Presentation – Rick Hager, the Medford Fire Chief, applied for a grant to purchase a four-gas monitor/leak detector for the fire department. CenterPoint Energy approved the grant request. Barry Hager presented the council a check for \$950. The council thanked Mr. Hager and CenterPoint Energy for the grant awarded.

Motion by Corbin, seconded by Sexton to accept resolution 10-33 a grant for \$950 from CenterPoint Energy for the Medford Fire Department to purchase a four-gas monitor/leak detector. Carried.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning regular meeting. The Zoning Board heard two public hearings.

The Zoning Board recommended to the council to approve the replat of Scenic Heights for the water tower location and the enlargement of the presented lots.

Motion by DeMars, seconded by Corbin to approve the Scenic Heights replat as presented. Carried.

The lots on the replat that Kavitz presented to be enlarged need to have the original drainage and utility easements vacated. The Zoning Board recommended to the council to approve the presented vacation of drainage and utility easements for the lots to be enlarged.

Motion by DeMars, seconded by Grayson to approve the vacation request for the drainage and utility easements. Carried.

EDA - City Administrator, Bill Goldy, informed the council that the City did receive a \$5,000 grant from Steele County to help fund the city brochure, the city website, and the Shop Medford program. The grant resolution will be in the next packet.

Park Board – Theresa Sierakowski presented the Park Board minutes. The pool hours over the July 4th holiday may be altered a little due to past attendance over the holiday. A new stove was installed in the chalet funded by the Park Endowment interest. The Park Board was presented with an amplifier request for use in the park over the weekend of July 4th. The band would consist of 4-5 people and the hours would be from 3:00 PM – 10:00 PM.

Motion by Sexton, seconded by DeMars to approve the amplifier request. Carried.

The Park Board discussed the amendment to Chapter 4, Section 4.61 relating to parks. Park Board recommendation to the council is to approve the presented changes.

Motion DeMars, seconded by Sexton to approve the presented amendment to Section 4.61 relating to parks. Carried.

City Engineer – Seth Peterson – Water Mains Realignment – The city had to renegotiate with the railroad to get an additional easement. The railroad owns, in addition to the 100 foot right-a-way, another 36 foot wide stretch of land that runs adjacent the 100 foot right-a-way. Mr. Goldy negotiated with the railroad and agreed upon a purchase price of the additional easement to be \$4,500 pending council approval. This easement would run through the 36 foot wide stretch of land and over 300 feet to the south to tie into Beiser's property.

Motion by Grayson, seconded by DeMars to approve the payment of \$4,500 to the railroad for the additional easement needed to run water mains to the new tower on the hill. Carried.

Peterson asked the council for approval to advertise for bids on the water main portion of the water project.

Motion by Sexton, seconded by DeMars to approve Bolton & Menk to advertise for bids for the water main portion of the water project. Carried.

Revised plans and specs will be sent to the Department of Health. Bolton & Menk will advertise for bids in July and open bids in August. Construction could likely begin this fall.

Water Treatment Facility and Water Tower Update – The contractors, the city engineer, and city staff had a pre-construction meeting. The water treatment facility construction will begin soon. The water tower is projected to be erected by December.

Main Lift Station – This project for the wastewater plant was budgeted for 2010 and the advertisement for bids went out. Bid opening is Friday, July 02, 2010. Goldy asked the council for approval to move forward with the project once the contractor is selected. Council agreed to allow Goldy, Kucera, and Peterson select a contractor and move forward with the project.

City Clerk- Amber Kniefel – Approval of resolution 10-42 certifying unpaid water/sewer bills to Steele County.

Motion by Sexton, seconded by Corbin to approve resolution 10-42 certifying unpaid water/sewer bills to Steele County. Carried.

City Administrator – Bill Goldy – Bill Goldy updated the council on numerous issues.

Finance and Commerce Newsletter – This would be another resource for the city to advertise construction projects.

League of MN Cities Conference – The conference was beneficial and Mr. Goldy felt it would be a good idea for members of the council to also attend next year.

City Insurance Policy – Liability Coverage Waiver – Goldy recommends that the city does not waive the monetary limits on municipal tort liability established by MN Statutes 466.04.

Motion by Sexton, seconded by DeMars to approve the liability coverage waiver without waiving the monetary limits on municipal tort liability. Carried.

Overall City Insurance Polity – Goldy is researching ways to possibly get the premiums lowers. Dave Rubey, the city insurance agent, dropped his commission rate from 10% to 8%.

Bill Goldy is asking the council to hold a special meeting in July to discuss budget preparation and financial planning. The special meeting will be on Thursday, July 15, 2010 at 6:30 PM.

Public Works Department – Rich Kucera presented a street maintenance proposal. Two bids were received for the street project. Kucera's recommendation to the council is to approve the bid from Seykora & Born in a not to exceed cost of \$15,000.

Motion by DeMars, seconded by Corbin to approve the bid from Seykora & Born for the street project for a not to exceed cost of \$15,000. Carried.

Tennis court resurfacing. The tennis courts have not been redone since around 1998 and has cracks, pop out holes, and needs paint.

Kucera recommends to the council to approve C & H Sport Surfaces, Inc. to repair and color coat both the tennis courts and the basketball court for \$6,850.

Motion by Corbin, seconded by DeMars to approve the bid from C & H Sport Surfaces, Inc. for \$6,850 to repair and color coat the tennis courts and the basketball court. Carried.

New Business

City Attorney – Mark Rahrck – presented an amendment to sections 4.10 and 4.12 of the code to add interim use permits as another tool for the city to use when considering special requests. Rahrck explained how interim use permits would work. Interim Use Permits could be granted for anything that a conditional use permit could be granted for. This is already set up in the code. The difference is that interim use permits can incorporate more restrictions as seen fit by the zoning board and the council.

Motion by DeMars, seconded by Corbin to approve ordinance 2010-06 amending sections 4.10 and 4.12 of the city code to allow for the issuance of interim use permits. Carried.

Motion by Corbin, seconded by DeMars to accept resolution 10-34 accepting a donation of \$5 from Pat & Kay Merritt for the Park Endowment Fund in memory of Albert Maas. Carried.

Motion by Sexton, seconded by Corbin to accept resolution 10-35 accepting a donation of \$5 from Pat & Kay Merritt for the Park Endowment Fund in memory of Clint Underdahl. Carried.

Motion by DeMars, seconded by Corbin to accept resolution 10-36 accepting a donation of \$20 from Al and Pat Jirele for the Park Endowment Fund. Carried.

Additional city concerns – Brenda DeMars gave an update on how the parade went. DeMars gave a huge thank you to all that were a part of the parade, Jim Spinler, Darren Hagen, John Vick, Vern Owens, Bill and Jean Heyer, city employees, volunteers, all the donations. The city council also thanked Brenda for all her hard work and making the parade possible.

Grayson asked the council if we could add tougher restrictions to the dog ordinance. Rahrck answered that we follow state statute when it comes to dangerous dogs.

DeMars asked about the tree park and moving trees to private property. The trees have gotten very big and we are not sure if they can be moved anymore.

Sexton asked about the shed next to the city shop. The shed is not owned by the city and is on city property. Kucera and Goldy will discuss this matter.

Next regular council meeting will be Monday, July 26, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:24 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special City Council Meeting
July 15, 2010
6:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 6:12 p.m. Members present were Thomas, Corbin, Sexton, DeMars, and Grayson.

Others attending were Bill Goldy, Amber Kniefel, Rich Kucera, Mark Rahrlick, and Jeff Karow.

The purpose of this meeting is to hold a disciplinary hearing regarding city employee, Jeff Karow.

City Attorney, Mark Rahrlick, explained the procedure involved concerning a closed meeting of the city council. Mr. Karow requested the meeting to be closed.

Motion by Corbin, seconded by DeMars to close the hearing under MN Statute 130.05. Carried.

Mr. Karow was asked to join the closed session.

Mr. Karow was asked to leave the closed session.

Motion by Corbin, seconded by DeMars to come out of closed session at 8:07 p.m.

Motion by Corbin, seconded by Grayson to terminate Jeff Karow as an employee of the City of Medford. Carried.
Yes: Corbin, Grayson, DeMars No: Thomas and Sexton

Motion by Corbin, seconded by DeMars to adjourn the meeting at 8:08 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special City Council Meeting
July 15, 2010
8:26 p.m.
City Hall

Mayor Thomas called the meeting to order at 8:26 p.m. Members present were Thomas, Corbin, Sexton, DeMars, and Grayson.

Others attending were Bill Goldy, Amber Kniefel, and Rich Kucera

The purpose of this meeting is to discuss 2011 budget and financial planning for the City of Medford.

Motion by Corbin, seconded by DeMars to approve the agenda as presented. Carried.

Public Works Equipment Replacement Plan – Rich Kucera, Public Works Director, presented information concerning the city equipment and vehicles.

Kucera addressed the council with the need for reliable equipment, the need to control expenses associated with equipment, public safety, employee safety, and delivering customer service in a timely and professional manner.

Kucera's recommendation to the City Council is to purchase a 2011 Ford F-350 chassis cab with a service body, crane, lift gate, and a snow plow from Crysteel for \$57,300.00.

Mayor Thomas asked about the need for the Dodge and the loader and the possibility of saving on expenses with those vehicles.

Mr. Goldy stated that the Dodge and the loader are basically used for the street department. The utility truck recommended by Mr. Kucera is used for the water/sewer department. The utility truck would be purchased using water/sewer funds.

Council asked Kucera to get more details on the utility truck, the Dodge, and the loader and present at the July 26, 2010 regular council meeting.

2011 Budget Preparation

City Staff – City Hall staffing during the six week maternity leave of the City Clerk. Mr. Goldy recommends to the city council to hire a temporary part-time (20 hours per week) administrative assistant to help with daily utility bill entry and answering the phone.

Council consensus is to allow Mr. Goldy to budget for an administrative assistant for 20 hours per week for approximately 6 weeks.

Mr. Goldy would like to budget extra for the city auditor in case help is needed with payroll, fund accounting, etc.

Council consensus is to allow Mr. Goldy to budget extra for Abdo during Kniefel's leave.

Public Works Department

The Public Works Department will have a need for a third full-time employee starting January 2011.

Council consensus is to allow Mr. Goldy to budget for a third full-time employee for the Public Works Department.

Mr. Goldy recommends allowing Vern Wheeler and Butch Schultz to work up to 40 hours a week at their regular wage until the staffing issue is discussed at the next council meeting.

Council consensus is to allow Mr. Goldy to authorize Vern Wheeler and Butch Schultz to work up to 40 hours at their regular wage until the staffing discussion at the July council meeting.

Overall Staff Wages – Mr. Goldy asked the council the direction they want to go regarding the wage freeze. City staff have been on a wage freeze for two years. The total expense to the city would be \$10,400 for all city staff to be budgeted in for raise in 2011.

Mayor Thomas stated he felt the wage freeze should be lifted.

Motion by Corbin, seconded by Grayson to institute a wage freeze for 2011. Yes: Corbin, Sexton, DeMars, Grayson
No: Thomas Carried.

Council Goals or Projects – Grayson reminded the council about the new sign regulations mandating reflectivity and structure of every sign in the City. Kucera is working on the regulations.

Sexton asked if the council needed to budget anything for Piper Hill. Mr. Goldy answered that the city does not need to budget anything for Piper Hill.

Corbin added that the city needs to start budgeting for the new fire department communication system.

Staff Recommended Goals/Projects – Continued Improvements to the fire hall in the amount of \$22,000.

Council consensus was to allow Goldy to budget \$22,000 for the fire hall improvements.

Replacement of the dump truck for \$30,000.

Council consensus is to allow Goldy to budget \$30,000 for replacement of the dump truck.

Park Equipment – Council will review.

Large Pavilion Repairs – Council consensus is to allow the repairs to be budgeted.

2011 Revenue Budget

Local Government Aid – City is scheduled to receive \$209,000. Goldy informed the council that the city should anticipate additional unallotments from that \$209,000. Goldy recommends budgeting for \$167,200.

Council consensus is to budget \$167,200 (20% less) than the anticipated 2011 amount.

City Tax Levy – The levy increase from 2009 to 2010 was 3%. Total levy amount was \$436,331. Goldy is recommending a 3.5% increase for 2011. The total levy would be \$451,602. The EDA levy will be reinstated for 2011.

Council consensus is to allow Goldy to budget for a 3.5% levy increase.

Financial Planning – Outside of the PFA water and sewer loans, all debt service is scheduled to be paid off by 2017. All reserve funds will be gone by 2017. The city must start correcting the general fund deficit of -\$211,096. The general fund has been at a deficit since 2007. The city must increase revenues, decrease expenses, transfer annually from the liquor store to the general fund, and budget capital outlay. Currently, the budgeted amount to be transferred from the liquor store to the general fund is \$5,000. Goldy recommends increasing the transfer for 2010 to \$40,000.

Council consensus is to transfer \$40,000 from the liquor store fund to the general fund for 2010.

Utility Rate Planning – Current fund balance for the water and sewer funds are strong. Goldy presented the possibility of not raising the water/sewer rates for 2011. However, if the rates were not increased for 2011, the rates would increase significantly in 2012. An increase to the water flat rate and the usage rates will be necessary.

Goldy will present more information at the next council meeting.

Capital Improvement Programming – Rich Kucera and Bill Goldy are working on a long range plan for capital projects. A capital improvement plan will assist with budgeting for expenses, safety of infrastructure and equipment, provide transparency, and help city staff provide efficient and essential service to the public.

Motion by Corbin, seconded by DeMars to adjourn the meeting at 9:30 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 July 26, 2010
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, Sexton, and Grayson.

Others attending were Bill Goldy, Amber Kniefel, Mark Rahrick, Pat Merritt, Rich Kucera, Seth Peterson, Theresa Sierakowski, Rich Quiring, Vern Wheeler, Todd Schwanke, and Jim Drache.

Agenda – Add interview with city staff under new business.

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

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

Motion by Corbin, seconded by Sexton to approve the June and July city and liquor store bills as presented. Carried

Motion by Corbin, seconded by DeMars to approve the June 2010 check register as presented. Carried

Concerns from the general public/requests from organizations.

Pat Merritt asked for an update from Mark Rahrick, city attorney, of the Frank Woodfill Wildlife Refuge. Mr. Rahrick informed Mr. Merritt and the council that he has been working with the surveyor and will be moving forward.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning meetings. The Zoning Board had a public hearing on Section 4.33, Subd. 11, Vehicle and Recreational Vehicle Parking and Storage. Zoning Board recommendation was to approve the Section 4.33 amendment to the city code.

Rich Quiring was given the opportunity to address the council with his concerns with the proposed amendment of the code. Mr. Quiring is concerned with allowing an unlimited number of vehicles parked and stored on residential lots. He feels the current ordinance helps a great deal with keeping the city looking nice, clean and well kept. Thus, bringing in more businesses and homeowners. Mr. Quiring is against the proposed changes to the code.

Jim Drache was given the opportunity to address the council with his thoughts concerning the proposed code amendment. Mr. Drache asked how the ordinance will be enforced. Mayor Thomas answered that the city administrator, Bill Goldy, will be enforcing the code by spending approximately 25% of his time per week on code enforcement. Mr. Drache added that he feels the code already has been helping with getting property owners to clean up their properties.

Mayor Thomas took multiple calls concerning the proposed ordinance change ranging from bigger fines for non-compliance, added a limit to the number of vehicles allowed to parked on properties, addressing the size of vehicles, etc.

Theresa Sierakowski agrees with the proposed changes to the ordinance. She felt it was a fair compromise.

The ordinance is parcel specific, once a violation occurs and a warning notice is issued, the ordinance applies throughout the entire property.

Mayor Thomas asked Mr. Goldy if he felt the proposed ordinance was fair and if he was going to be able to keep up with the enforcement of it. Mr. Goldy said he would do his best.

Motion by DeMars, seconded by Grayson to approve the proposed ordinance 2010-6 amending Section 4.33, Subd. 11 concerning vehicle and recreational vehicle parking and storage. Yes: DeMars, Grayson, Sexton No: Thomas and Corbin. Motion carried.

Zoning Board is asking the city council for Mr. Goldy to attend a zoning board meeting and explain interim use permits.

Zoning Board reviewed the section of the code involving adult establishments within city limits. The Zoning Board recommendation to the city council is to allow adult establishments in only C-3 districts.

Council consensus is to allow adult establishments in only C-3 districts. A public hearing will be held at the next zoning board meeting.

EDA - City Administrator, Bill Goldy, presented the EDA minutes from the July meeting. The EDA is asking for council input about having a contest for the redesign of a city logo and slogan. The contest winner could possibly win \$50 in Shop Medford Bucks.

Motion by Corbin, seconded by DeMars to allow the EDA to organize a contest for the redesign of the city logo and slogan to run through October 31, 2010. Carried.

The EDA is recommending to the city council to reinstate the EDA levy for the 2011 budget.

Park Board – Theresa Sierakowski presented the Park Board minutes. Wilma Mueller would like to donate \$1000 to the Medford Straight River Park with the intent to purchase a new baby swing and a piece of toddler equipment in memory of her daughter, Pam Mueller.

The park board discussed different improvement ideas for the park. Bill Goldy, Rich Kucera, and Chelsey Stadler will also be involved to coordinate a grant funding list to submit to the county for 2011.

City Engineer – Seth Peterson – Wencil Projects – Mr. Peterson spoke with Mr. Wencil about finishing the street improvements on Central, 1st Ave NE, and 3rd St NE. Mr. Wencil said the improvements will be finished by the end of August, beginning of September.

Water Main Project Update – The project was put out for bids. Bid opening will be August 19, 2010.

Water Treatment Facility – The project is well under way.

Main Lift Station – The total project cost was \$28,000 and is under way.

City Attorney – Mark Rahrack informed the council that the city has received an unemployment claim for the recent employee separation. Council consensus is to not challenge the unemployment claim.

City Administrator – Bill Goldy – Bill Goldy updated the council on the budget, financial report, and the current status of the liquor store. The liquor store is looking positive at this point.

Public Works Department – Rich Kucera presented a proposal for the replacement of the service truck.

Kucera recommends to the city council to purchase a new service truck from Owatonna Ford for a purchase price of \$57,300. The expense will be split between the water and sewer funds.

Motion by Grayson, seconded by DeMars to purchase the 2011 service truck from Owatonna Ford for \$57,300. Carried.

Replacement Plan for Public Works Equipment – All public works equipment will go on a capital improvement plan with approximately a 12 year replacement cycle. After owning a piece of equipment for 3-4 years, the city will start budgeting for its replacement. Budgeting capital outlay will better prepare the city for future expenses.

Short-term Replacement Plan – Kucera looked into the trade in value of the 2002 Dodge Pick-up. Councilmember Corbin suggested looking into different types of service vehicles that could possibly be more cost effective than purchasing a new truck.

2008 John Deere Loader – The lease for the loader ends at the end of 2011. The city would have a lease payment in 2010 and 2011 of approximately \$18,000 and the purchase price for a buy out at the end of the lease would be \$45,000.

Kucera looked into just leasing a loader for the winter months. A five month winter lease would be \$16,000.

Council consensus was to finish the current lease and consider recommendations at the next council meeting.

Public Works Staffing – Job Posting – Goldy and Kucera recommend to the city council to approve the move of Vern Wheeler to the full time public works position and to put a part-time position up for applications. The full time position that is recommended will be placed on the wage scale at Range 9, Step 3 of \$14.83 per hour.

Motion by Thomas, seconded by DeMars to promote Vern Wheeler into the full time public works position at Range 9, Step 3, \$14.83 per hour with benefits. Carried.

The posting for the part-time position could possibly lead to a full-time position in 2011.

Council consensus is in favor of allowing Goldy and Kucera post the part-time position, handle the interview process, and hire whom they feel is the best candidate for the position.

2011 Utility Rates – Current utility rates will generate approximately \$75,000 per year, which is half of the \$150,000 yearly anticipated bond payment for the new water treatment facility. The other half of the \$150,000 anticipated bond payment needs to be generated by the utility bills also, which is another \$75,000. Goldy is recommending to the council to raise the utility rates for 2011 to cover at least half of the \$75,000, which would be approximately \$38,500.

Sexton, Grayson, and DeMars favor an option that raises both the flat rate and the usage rate on the utility bills.

Thomas and Corbin favor the option that raises just the flat rate.

New Business

Motion by Sexton, seconded by Corbin to accept resolution 10-44 accepting a donation of \$50 from Telecom Pioneers for the Medford Straight River Park. Carried.

Motion by Corbin, seconded by DeMars to accept resolution 10-45 accepting a grant from Steele County to help pay for City of Medford EDA programs. Carried.

Motion by Corbin, seconded by Sexton to accept resolution 10-46 accepting a donation of \$50 from David and Lois Nelson for the Park Endowment Fund in memory of Jerry Sexton. Carried.

Additional city concerns – Mayor Thomas organized an interview with each staff member of the city hall and public works department. Mayor Thomas presented his findings to Bill Goldy and Rich Kucera with the intent of giving ideas that could make the city staff a better team.

Next regular council meeting will be Monday, August 23, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:56 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 August 23, 2010
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:01 p.m. Members present were Thomas, DeMars, Corbin, Sexton, and Grayson.

Others attending were Bill Goldy, Amber Kniefel, Mark Rahrick, Pat Merritt, Rich Kucera, Seth Peterson, Theresa Sierakowski, Jane Nyquist, and Phil Heim.

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

Minutes – Mayor Thomas asked that the July regular meeting minutes be amended. The minutes were presented as Mayor Thomas being in favor of raising the flat rate portion of the utility bills. Mayor Thomas would like the minutes to reflect him being in favor of raising the usage rate portion of the utility bills.

Motion by DeMars, seconded by Sexton to approve the minutes as amended. Carried

Motion by Sexton, seconded by DeMars to approve the July and August city and liquor store bills as presented. Carried

Motion by DeMars, seconded by Corbin to approve the July 2010 check register as presented. Carried

Concerns from the general public/requests from organizations.

Phil Heim presented the council with information about possibly moving the Farmer's Market out to the Outlet Center. Sharon Paulson has been in contact with Bill Goldy about advertising and insurance. Mr. Goldy informed Mr. Heim that city insurance would not be a possibility for use on private property. Mr. Heim is looking into how Faribault and Owatonna organize their Farmer's Markets. Councilmember Sexton asked about a food permit. Mr. Goldy answered that no food permit would be needed from the city since it is being held on private property.

Pat Merritt asked for an update from Mark Rahrick, city attorney, of the Frank Woodfill Wildlife Refuge. Mr. Rahrick informed Mr. Merritt and the council that the survey has been received and sent off to the county engineer for review.

Jane Nyquist presented the council information on the Statewide Health Improvement Program (SHIP). The goal of the program is to help people live longer, better, healthier lives. SHIP is intended to reduce obesity and tobacco use. Ms. Nyquist is requesting the council to brainstorm project ideas that could possibly be funded through this program. The Park Board will discuss this at their next meeting.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning meetings. The Zoning Board had a public hearing on Section 4.83, Subd. 3, A and Section 4.32 of the Medford city code. Zoning Board recommendation was to approve Section 4.83 and 4.32 amendments to the city code. Sections 4.83 and 4.32 are recommended to be amended to allow adult establishments specifically in C-3 zoning districts.

Motion by Corbin, seconded by DeMars to approve the amendment to Section 4.83, Subd. 3, A of the Medford City Code. Carried.

Motion by Corbin, seconded by Grayson to approve the amendment to Section 4.32 of the Medford City Code. Carried.

The Zoning Board has concerns with grass clippings being deposited in the streets. Goldy informed the council that a notice will be in the CAST.

The Zoning Board has concerns with the weeds along the railroad tracks. Mr. Merritt asked the council about the possibility of allowing the girl and boy scout troops volunteer to help clean up the weeds. The council felt that the troops should not go on private property. Council consensus is to have the city public works staff take care of the weeds and charge the cost back to the railroad.

The Zoning Board has concerns with the eight inch grass and weed growth regulation. The board members felt that six inches would be more feasible. Council consensus is to change the code to read that six inches of grass and weed growth constitute a code violation.

Park Board – Theresa Sierakowski presented the Park Board minutes. No council action was needed.

The City Council would like to thank Chelsey Stadler and the rest of the pool staff for their work well done this 2010 summer season of the pool.

City Engineer – Seth Peterson – The bids for the water main portion of the project have been accepted. Heselton Construction, LLC was the low bidder of the project with the project bid coming in at \$449,935.12. Bolton & Menk is recommending to the city council to approve the bid from Heselton Construction, LLC in the amount of \$449,935.12.

Motion by Corbin, seconded by Grayson to award the water main project to Heselton Construction, LLC for the amount of \$449,935.12. Carried.

Mr. Peterson presented pay request #1 for the water treatment facility portion of the water project in the amount of \$86,191.60.

Motion by Sexton, seconded by Corbin to approve the payment of pay request #1 in the amount of \$86,191.60. Carried.

Water Tower Update – The project should begin this week.

Main Lift Station – The project is progressing.

Mayor Thomas asked about the water tower design and when the engineer will need the information. Mr. Peterson answered that they will need the water tower design by the end of January.

Brick Color for the Water Treatment Facility – Mayor Thomas asked to have Goldy, Kucera, and Kniefel pick out the brick color.

City Attorney – None.

City Administrator – Bill Goldy – Collection of administrative citations. Mr. Goldy set up an agreement with the Collection Bureau of Little Falls to collect unpaid administrative citations on behalf of the city.

Mr. Goldy is working on a city safety program.

Public Works Department – Rich Kucera – Staffing of part-time public works worker. Mr. Kucera offered the job to Dennis Clark. Mr. Clark accepted and began working for the city at \$11.00 per hour. Mr. Clark will be working Monday, Wednesday, and Friday including being on the on-call rotation schedule.

Snow Plowing of the Church Parking Lots – Mr. Goldy and Mr. Kucera are working on a snow removal policy. The council needs to give direction for the policy as to whether city staff is going to continue plowing the church lots at no charge. This discussion will be tabled until the September meeting.

Mr. Kucera informed the council of the vandalism at the park.

New Business

Motion by Sexton, seconded by Corbin to accept resolution 10-46 accepting a donation of \$1000 from Wilma Mueller for the Medford Straight River Park playground equipment. Carried.

Street Condition of 1st Ave SE – Mayor Thomas was approached by one of renters along the street about paving 1st Ave SE. Mr. Goldy sent letters out last year to all the affected property owners. All the property owners were greatly opposed to the street upgrade. Council consensus is not to take any action at this time.

2011 City Budget – Mr. Goldy presented a memo prepared to explain the preliminary budget and levy. The proposed levy increase for 2011 is 3.5%.

Mayor Thomas stated that he is not in favor of an increase to the flat water rate. He is in favor of adjusting the usage rates. Mayor Thomas truly feels the council needs to come up with something different to help the citizens. He feels the flat rate is not fair. Councilmember DeMars also has concerns with putting the entire increase on the flat rate.

Mr. Goldy explained that the flat rate is used to pay the actual cost of the debt service for the water treatment facility project. User rates are used to pay for operation and maintenance costs of the facility. Since usage rates can fluctuate a great deal, there is no guarantee the revenue will be enough to pay the debt service payment.

Mayor Thomas also stated that he was not in favor of hiring a third full-time employee in 2011. The question about how much staffing was needed once the new water treatment facility was on-line was posed to Mr. Peterson. Mr. Peterson explained that the recommendation for staffing at the wastewater treatment plant is 1 ½ employees; one full-time and one part-time. The recommendation of staffing for the upcoming water treatment plant is also 1 ½ employees. This would mean three full-time employees for the actual operation of the facilities.

Mayor Thomas believes more part-time help is what the city should be looking into, not another full-time employee. Mayor Thomas feels it would save the city money because benefits would not be included with part-time staff.

Councilmember Corbin felt the city would be not be saving money by only hiring part-time staff. Mr. Corbin calculated that, in fact, it would cost the city more. When figuring in wages, benefits, training for licensure and time spent on training the daily responsibilities it takes to run the facilities, it would be more cost effective to hire one more full-time employee.

Continued discussion on the increase of the water bills. Mayor Thomas asked for a consensus.

Grayson, DeMars and Corbin are in favor of increasing both the flat rate and the usage rate for 2011.

Thomas and Sexton are in favor of increasing the usage rate for 2011.

Council consensus is to have Mr. Goldy present numbers to the council next month to decide how the flat rate and the usage rate would be affected.

Mr. Goldy needed direction about staffing for 2011. Council consensus is to leave the budgeted amounts for staffing in the budget and determine staffing needs at a future meeting.

Motion by Corbin, seconded by Sexton to approve Resolution 10-47 for the 2011 preliminary levy. Carried.

Truth in Taxation Hearing – The scheduled December 27th meeting will be moved up to December 20, 2010 at 7:00 PM. The city council will discuss the budget and levy and allow public comment at the council meeting on December 20, 2010 at 7:00 PM.

Additional city concerns – None.

Next regular council meeting will be Monday, September 27, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 9:17 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
September 20, 2010
6:15 p.m.
City Hall

Mayor Thomas called the meeting to order at 6:15 p.m. Members present were Thomas, Corbin, Sexton, DeMars and Grayson.

Others attending were Amber Kniefel and Rich Kucera.

The purpose of this meeting is to accept the city administrator's resignation and discuss filling the position.

Motion by Sexton, seconded by Grayson to approve the agenda as presented. Carried.

Motion by Grayson, seconded by Corbin to accept the resignation of city administrator, Bill Goldy. Carried.

Filling the position

Approve the job posting. Council consensus is to add that the position is full-time and an application deadline of October 8, 2010.

Where to post the position – Council would like the position posted on the city website, the League of MN Cities website, Owatonna People's Press, Faribault Daily News, Monster, Yahoo, Minnesota Job Network, MN State University, Mankato, and the Star Tribune.

Ranking of candidates – Bill Goldy, Amber Kniefel, and Mike Corbin will rank the applications. Once finished with the ranking, a special meeting will be called, and the top applicants will be presented to the full council. The council will review the applications and choose the candidates to be interviewed. Interview times and dates will be set during the special meeting.

Motion by Corbin, seconded by Grayson to adjourn the special meeting at 6:45 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
 September 27, 2010
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, Sexton, and Grayson.

Others attending were Bill Goldy, Amber Kniefel, Mark Rahrick, Rich Kucera, Seth Peterson, Theresa Sierakowski, Paul Beiser, and Rich Quiring.

Agenda: Added PFA resolutions 10-51 and 10-52 under new business and the flood damage assessment after the presentation by Pastor Rudloff.

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

Minutes – Mayor Thomas asked that the July regular meeting minutes be amended. City Clerk, Amber Kniefel, listened to the tape recorded meeting and determined that the minutes were an accurate reflection of the decisions made at that council meeting. The minutes will remain as originally written.

Motion by Corbin, seconded by Grayson to approve the regular August council meeting minutes and the September special council meeting minutes as presented. Carried

Motion by Sexton, seconded by DeMars to approve the August and September city and liquor store bills as presented. Carried

Motion by Grayson, seconded by Corbin to approve the August 2010 check register as presented. Carried

Concerns from the general public/requests from organizations.
 None.

Pastor Rudloff was on tonight's agenda to present to the city council information on the social host ordinance. Pastor Rudloff is not in attendance. City attorney, Mark Rahrick, explained to the council that Steele County has been in discussions about writing a county wide social host ordinance. The City of Medford could then be covered by the ordinance. If the county does not pass a social host ordinance and the City of Medford would want to add the ordinance to the city code, the county would look at enforcing and prosecuting the violations on behalf of the City. Council consensus is to wait and see what the county decides to do.

Flood Update – Mayor Thomas, Bill Goldy, and Rich Kucera met to draft a preliminary damage assessment of the recent flooding that occurred within the City. FEMA will be visiting this week to do an assessment of the damages to determine if the city is eligible to recover funds.

Pastor Rudloff joined the council meeting. Mayor Thomas allowed Pastor Rudloff to address the council. Pastor Rudloff explained the social host ordinance to the council. Rahrick reiterated where the county is at with this ordinance. Pastor Rudloff informed the council of various programs throughout the county ranging from disposing of medications, tobacco use by under age children, and homelessness.

Planning and Zoning Board – Paul Beiser presented the minutes from the Planning and Zoning meetings. The Zoning Board had a public hearing on a variance request made by Lynn Hager at 220 1st St SE. Mr. Hager requested three variances to build a new deck on the south side of the house. A current Supreme Court decision has determined that strict compliance with the language to prove undue hardship makes getting approval for a variance more difficult. If a property can be put to reasonable use without granting a variance, the municipality must deny the variance request.

Motion by Corbin, seconded by Sexton to deny the variance request because the application does not meet the undue hardship requirement. Carried.

EDA – Bill Goldy presented the September EDA minutes. This is the last year for the Shop Medford Program. No council action was needed.

Park Board – Theresa Sierakowski presented the Park Board minutes. Three Park Board members will be resigning from the board. The chair of the board, Theresa Sierakowski, may have a few names of people that would be interested.

Sierakowski will get a list to the Mayor. Due to the flooding in the park, Park Board meetings will be cancelled until further notice. No council action was needed.

City Engineer – Seth Peterson – Peterson presented four pay requests for approval from the council for payment.

Quality Flow Systems, Inc. repaired the main lift station for the wastewater treatment plant.

Motion by Corbin, seconded by Grayson to approve the pay request from Quality Flow Systems, Inc. in the amount of \$28,000.00. Carried.

BCM Construction is requesting the payment of the final retainage for the Ritchie Bros. project.

Motion by Sexton, seconded by Corbin to approve the pay request from BCM Construction in the amount of \$33,717.23. Carried.

Wapasha Construction is the general contractor for the water treatment facility.

Motion by DeMars, seconded by Corbin to approve pay request #2 from Wapasha Construction in the amount of \$66,391.70. Carried.

General Construction Services is the general contractor for the new water tower.

Motion by DeMars, seconded by Grayson to approve the pay request from General Construction Services in the amount of \$42,750.00. Carried.

City Administrator, Bill Goldy, informed Mr. Peterson that there have been many complaints about the unfinished roads involved with the Wencil Old School Addition improvements. Council would like Mr. Peterson to meet with Mr. Wencil to get these roads finished.

Mr. Peterson addressed the council to truly explain the job well done by Rich Kucera, Public Works Director, during the recent flooding in the City. Rich Kucera, Vern Wheeler, Butch Schultz, and Dennis Clark went above and beyond to ensure that our city was safe and without as much damage as possible. They worked around the clock to keep the wastewater treatment plant working and sewage out of the homes in Medford.

Rich Kucera wanted everyone to know that without such a great crew, none of this would have been possible.

On behalf of the city council, Mayor Thomas gave the entire Public Works Department a tremendous thank you!

Mayor Thomas and the city council also wanted to give a huge thank you to the Medford Fire Department and the many volunteers for the numerous hours worked to mitigate as much flood damage as possible. Everyone worked together and proved once again how great our city really is.

City Attorney – Updated the council on the Frank Woodfill Wildlife Refuge. The County has signed the deed and the council needs to take action accepting the deed.

Motion by Corbin, seconded by DeMars to accept the deed so the city can take possession of the property. Carried.

City Administrator – Bill Goldy – The City's safety program is finished.

Goldy met with Senator Parry to discuss various issues concerning Medford, including the need for a sales tax.

The PFA loan request was approved with a 1% interest rate for a total loan amount of \$2.825 million.

The financial condition of the city – The city checking account will be in need of transfers in order to pay the monthly bills and the pay requests presented earlier. The city general savings account is also running low. Transfers will need to be made from the debt service savings account. Once reimbursements from the PFA are received, the savings accounts will be replenished.

City Administrator job postings – The posting has been submitted to the Star Tribune, Owatonna People's Press, Faribault Daily News, and Minnesota Job Network, it is also on the League of MN Cities website and the City of Medford website.

City Administrator hours – Bill Goldy explained to the council the projects he would like to handle before the end of his employment with the City of Medford. Starting October 4, Mr. Goldy would like to go down to 20 hours per week, working Monday, Wednesday, and a half day of Fridays until his last day of October 22. He feels 20 hours per week will be sufficient to finalize the projects, while saving the city money. Mayor Thomas and Goldy spoke about the possibility of hiring Goldy as a contract employee through I & S Group for 6-10 hours per week to help with the transition to a new city administrator. Goldy could then keep helping the city during the hiring period along with getting the new administrator informed on current city happenings. The charge from I & S Group would be \$65 per hour.

Motion by Sexton, seconded by Grayson to allow I & S Group to draft an agreement for contract services with Bill Goldy for \$65 per hour and to authorize Mayor Thomas to sign the agreement. Carried.

Public Works Department – Rich Kucera – Sexton asked Kucera about the mowing in railroad right-of-way east of 4th St SE. The Public Works Department does maintain the area.

Old Business

Christ the King Church/City Property Issues – Property lines and ownership have been questioned along the Christ the King property and the City of Medford park and pool property. Rahrick has done extensive research involving the different parcels in question. Actions that have been taken by the church council and the city council in the past may not have been recorded properly causing these issues. Mayor Thomas met with a few of the church representatives to go over the information Rahrick drew up. The church representatives then met with Rahrick and determined that they do agree with his findings. Next the church representatives need to meet with their full council and come to a decision on what they would like to do next to fix the issues. Once they decide, they will come to a council meeting and everyone will discuss.

The council approved a conditional use permit on one of the parcels that is in question. At the next council meeting, the conditional use permit will need to be discussed and acted upon.

New Business

Ordinance 2010-9: Amendment to Section 11.20 Subd. 2, 8 of the Medford City Code – Changing the maximum grass and weed growth height from 8 inches to 6 inches.

Motion by Grayson, seconded by DeMars to approve ordinance 2010-9 amending the maximum grass and weed growth height from 8 inches to 6 inches. Yes: Thomas, Corbin, DeMars, Grayson No: Sexton Carried.

Data Practices Policy – Bill Goldy drafted a policy for city staff to follow regarding data practices.

Motion by Corbin, seconded by DeMars to approve the data practices policy as presented. Carried.

Water and Sewer Rates Memo – Bill Goldy presented a memo outlining the city's finances and options to address the water and sewer debt load.

Water Proposal #1 – Adjust the 2011 water flat rate by adding \$7.00, eliminate the user fee and add this revenue to the flat rate in the amount of \$6.75, for a total flat water rate of \$27.00 per month for every connection in the city.

Water Proposal #2 – Adjust the 2011 water flat rate by adding \$4.00, eliminate the user fee and add this revenue to the flat rate in the amount of \$6.75, for a total flat water rate of \$24.00 per month for every connection in the city.

Water Proposal #3 – Eliminate the user fee and add this revenue to the flat rate in the amount of \$6.75 and adjust the usage scale.

Goldy's recommendation to the council is to go with option #1. This would be the final adjustment to the flat rate because it would cover the debt payment for each year for the water treatment facility. If the city would choose options #2 or #3, Mr. Goldy is recommending the usage rates be increased as it is addressed in the memo.

Sewer Proposal – The final adjustment to the sewer flat rate would be \$3.00, and adjust the usage rates for 2011. This would cover the debt payment and operation and maintenance costs to run the wastewater treatment facility.

City council decided to table the water and sewer discussion until the November council meeting.

Motion by Grayson, seconded by DeMars to accept resolution 10-48 a donation for the Medford Park Endowment Fund from Pat and Kay Merritt in the amount of \$10 in memory of Nick Stadler. Carried.

Motion by DeMars, seconded by Corbin to accept resolution 10-49 a donation for the Medford Park Endowment Fund from Ivan and Mary Cowell in the amount of \$10 in memory of Nick Stadler. Carried.

Motion by Corbin, seconded by Sexton to accept resolution 10-50 a resolution certifying unpaid utility bill to Steele County for payment on 2011 taxes. Carried.

Motion by DeMars, seconded by Corbin to accept resolution 10-52 a resolution accepting the offer of the Minnesota Public Facilities Authority to purchase a \$2,825,000 general obligation water revenue note of 2010, providing for its issuance and authorizing execution of a bond purchase and project loan agreement. Carried.

Motion by Grayson, seconded by Corbin to accept resolution 10-51 a resolution establishing procedures relating to compliance with reimbursement bond regulations under the internal revenue code. Carried.

Additional city concerns – On behalf of the Steele County Law Enforcement, Sergeant Youngquist commended the City of Medford for the work well done in response to the flooding.

Next regular council meeting will be Monday, October 25, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:50 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
 October 18, 2010
 6:30 p.m.
 City Hall

Mayor Thomas called the meeting to order at 6:32 p.m. Members present were Thomas, Corbin, and Grayson.

Members absent were DeMars and Sexton.

Others attending were Amber Kniefel, Rich Kucera, Bill Goldy, and Chad Merritt.

The purpose of this meeting is to discuss the process to fill the city administrator position and park recovery following the flood.

Motion by Corbin, seconded by Grayson to approve the agenda as presented. Carried.

Process to Select City Administrator

Select Interview Candidates. All candidates have been assigned a number and names have been blocked out. Once the candidates have been selected, names will become public. The city received a total of 35 applications. The top seven candidates have been presented to the council. The council will interview four candidates. The four candidates that have been chosen are candidates #12, #26, #27, and #30.

Dates and Times of the Interviews. The interviews will be held on October 28, 2010 starting at 6:00 PM.

Interview Questions. Mayor Thomas suggested that each council member come up with two questions and submit them to city hall staff. These will be the main questions for each interview. After the main questions are asked and if time permits, each council member will have the opportunity to ask one additional question.

Council consensus is to have Bill Goldy attend the interviews as part of the ten hours contracted with I & S Group.

Councilmember Grayson asked about allowing Rich Kucera and Amber Kniefel ask questions of the interview candidates. Council consensus is to allow Kucera and Kniefel to ask one question.

Park Recovery Discussion. The playground has been inspected and sanitized, but still needs woodchips. The chalet is a complete loss. All electrical throughout the park needs to be replaced. The tennis courts and the basketball courts still have silt on the surfaces. The large and small pavilion are structurally "good". Prior to the flood, Kucera had been working on getting quotes to reinforce the beams of the large pavilion. Kucera is looking for direction from the council moving forward with the clean-up and repair of the park.

Goldy will be attending a FEMA meeting in Owatonna on Wednesday, October 20, 2010.

Mayor Thomas suggested to hold off on spending any funds to repair any area of the park at this time. The Mayor would like to wait and see if FEMA funds will be available to the city. Public works staff is only to work on areas that involve public safety and keep the main area of the park closed for the winter. Kucera will fence off the park and keep the sledding hill open only during daylight hours.

Mayor Thomas asked if Kucera could gather an estimate of the cost to move the ice rink and warming house to the old school property that the city recently purchased.

Rich Kucera asked where the council would like to store the chalet tables and chairs. Council suggested donating them to the school. Council asked Kucera to see if the school would like to have them.

Councilmember Grayson will put a thank you in the CAST for the volunteers of the flood. Administrator Goldy will also present a resolution at the next council meeting.

Motion by Corbin, seconded by Grayson to adjourn the special meeting at 7:07 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
October 25, 2010
7:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, and Sexton

Members Absent: Grayson

Others attending were Bill Goldy, Amber Kniefel, Mark Rahrick, Rich Kucera, Seth Peterson, Pat Merritt, Butch Schultz, Vern Wheeler, Dennis Clark, Rick Hager, Andy Colwell, and Dennis Morgan

Agenda: Added Christ the King Church Property Line Discussion after the approval of the check register and added Certificates of Appreciation after the Christ the King Church Discussion.

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

Minutes – No Changes.

Motion by Sexton, seconded by Corbin to approve the regular September council meeting minutes and the October special council meeting minutes as presented. Carried

Motion by DeMars, seconded by Corbin to approve the September and October city and liquor store bills as presented. Carried

Motion by Corbin, seconded by DeMars to approve the September 2010 check register as presented. Carried

Concerns from the general public/requests from organizations.
None.

Christ the King Church Boundary Lines – Dennis Morgan, Christ the King Church Trustee, presented information to the City Council concerning the history of the church boundary lines. All the proper documents were drawn up and approved by both the city council and the church trustee board in 1980. The documents were never officially recorded through Steele County. City Attorney, Mark Rahrick, spoke about vacating certain portions of the properties to reflect the original agreement. The property will need to be surveyed. Both parties are in agreement that the cost will be split 50/50. The existing property lines along with the proposed lines will be flagged so both the church and the city can see where the lines will be. An agreement will be drawn up stating that the city will continue to remove the snow from the parking lot in exchange for the use of the parking lot during the summer for the pool.

Motion by DeMars, seconded by Sexton to authorize the survey and to split the cost 50/50 between the city and the church. Carried.

Certificates of Appreciation – Mayor Thomas presented certificates of appreciation to Rich Kucera, Vern Wheeler, Butch Schultz, Dennis Clark and the Medford Fire Department for the commitment and hard work during the September flooding.

Planning and Zoning Board – No meeting the month of October.

EDA – Drawing of the Shop Medford Winners – Andy Colwell drew the names. \$400 winner is Peter King, \$250 winner is Jessica Wiebrand, the six \$100 winners are Charles von Fischer, Linda Dudas, Barb Tieskoetter, Vicki Barbknecht, Janet Lynn, and Kris Kubista.

Colwell suggested to the council the idea of having the City of Medford have a Facebook page and also be on UTube. Administrator Goldy asked Colwell to talk about this at the next EDA meeting.

Park Board – No meeting the month of October.

City Engineer – Seth Peterson – Peterson presented updates on the Water Treatment Facility, the water tower, and the water main project. Peterson also presented two pay requests for approval from the council for payment.

Wapasha Construction Pay Request #3 in the amount of \$97,147.95 for the water treatment facility.

Motion by Sexton, seconded by DeMars to approve pay request #3 from Wapasha Construction in the amount of \$97,147.95. Carried.

General Construction Pay Request #2 in the amount of \$305,900.00 for the water tower project.

Motion by Corbin, seconded by Sexton to approve the pay request #2 from General Construction in the amount of \$305,900.00. Carried.

Wencl street projects are almost complete.

City Attorney – Medford Auto Sales Conditional Use Permit. Jeff Karow, owner of Medford Auto Sales, had an agreement with Christ the King Church to use a portion of their land for a used automobile sales lot. In order to use the land for a sales lot, a conditional use permit was needed. Research has shown that the property is not recorded as Christ the King Church property.

Motion by Corbin, seconded by DeMars to revoke the conditional use permit issued to Christ the King Church and Jeff Karow for Medford Auto Sales. Carried.

City Clerk – Amber Kniefel – It was discussed at a previous meeting to hire a temporary part-time assistant in City Hall to cover some of the city clerk duties while Kniefel is out on leave. The water treatment plant is well under way and the city will be installing new meters on all hook-ups within the city for the automatic read system. Kniefel would like to have Rich Kucera trained on the utility billing system. Kucera will then assist in the office on a limited part-time basis until Kniefel returns from leave. Council consensus was to allow Kucera to assist in City Hall.

City Administrator – Bill Goldy – Goldy attended a FEMA meeting for an update on the progress for recovery from flood damage. Rich Kucera will be the main contact between FEMA and the City. FEMA will be in contact with Kucera to go over worksheets evaluating the extent of the flood damage in the city.

Future Municipal Complex – Goldy would like council feedback on drafting a sale tax resolution asking for a 1/2% sales tax to fund the municipal complex. Mayor Thomas had conversations with Patti Fritz about possible state bonding. Council consensus is to allow Goldy to draft a resolution seeking legislation authorizing a sales tax to fund the municipal complex.

Public Works Department – Rich Kucera – Estimates to move the ice rink and warming house to a new location. Kucera received an estimate from R&K Electric in the amount of \$5, 615.00. Kucera will ask for two more bids. Corbin stated that with the financial condition of the city, he does not feel it is necessary to spend public funds to move the ice rink. Mayor Thomas stated that he agreed with Corbin. Sexton would like to do more research and begin asking for donations.

The discussion was tabled for more information on estimates and donations.

New Business

Ordinance 2010-10: Amendment to Section 8.01 of the Medford City Code – Snow Removal.

Motion by Corbin, seconded by DeMars to approve ordinance 2010-10 amending section 8.01 regulating snow removal. Carried.

Resolution 10-56 – A resolution approving the publication of the ordinance amendment to section 8.01 by title and summary.

Motion by Sexton, seconded by DeMars to accept resolution 10-56 approving the publication of the ordinance amendment to section 8.01 by title and summary. Carried.

Resolution 10-53 – A resolution to seek legislation authorizing a local sales tax for the water and wastewater improvements.

Motion by DeMars, seconded by Sexton to accept resolution 10-53 approving a resolution to seek legislation authorizing a local sales tax. Carried.

Resolution 10-54 – A resolution to accept a donation to the Medford Fire Department from Sonja Stader.

Motion by Sexton, seconded by Corbin to accept resolution 10 -53 for the donation from Sonja Stadler in the amount of \$100 to the Medford Fire Department. Carried.

Resolution 10-55 – A resolution calling for the Minnesota Public Utilities Commission to reject or reduce Alliant Energy’s proposed 22% electric rate increase.

Motion by DeMars, seconded by Corbin to accept resolution 10-55 calling for the Minnesota Public Utilities Commission to reject or reduce Alliant Energy’s proposed 22% electric rate increase. Carried.

Additional city concerns – Pat Merritt asked the city council for an update on the Frank Woodfill Wildlife Refuge. Rahrick informed Merritt that it is done; Frank Woodfill Wildlife Refuge is considered to be part of the City of Medford.

Mayor Thomas would like to call a special meeting to discuss the budget, water and sewer rates, and a third full-time employee.

The special meeting will be held on Monday, November 15, 2010 at 6:00 PM. The regular Planning & Zoning Board meeting will be moved to Monday, November 8, 2010 at 7:00 PM

Next regular council meeting will be Monday, November 22, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:20 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk.

Special Council Meeting
October 28, 2010
Medford City Hall

Members present were Thomas, DeMars, Corbin, Grayson, and Sexton.

Others attending were Bill Goldy, Amber Kniefel, and Rich Kucera.

Mayor Thomas called the meeting to order at 6:00 p.m.

The purpose of tonight's meeting is to interview candidates for the city administrator position.

Candidates interviewed:

David Lang
Lynn Hokanson
Tiffany Krueger

Discussion of the interviews.

Council would like to interview candidate #26. Candidate #26 had a prior commitment and was not able to attend the set interviews for tonight. Kniefel will contact candidate #26 and inquire if they are still interested in the position and try to set up an interview.

Council consensus is to repost the position and keep the job posting open until the position is filled.

Motion by Corbin, seconded by DeMars to adjourn the meeting at 8:30 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
November 8, 2010
Medford City Hall

Members present were Thomas, DeMars, Corbin, Grayson, and Sexton.

Other Attending were Amber Kniefel and Chad Merritt.

The purpose of the meeting is to canvass the returns and declare the results of the November 2, 2010 general election for the positions of Council Member (two seats – four year terms) and Council Member (one seat – two year term).

Motion by Sexton, seconded by DeMars to approve the agenda as presented. Carried.

City Clerk, Amber Kniefel, read the resolution certifying the 2010 election results.

Council Members – Four Year Term votes cast: Michael Corbin - 201 votes
Greg Hitchcock – 209 votes
Chad Merritt – 265 votes
Write-in – 16 votes
Under Votes – 201

Council Member – Two Year Term votes cast: Jessica Grayson - 290 votes
Jason Winter – 114 votes
Write-in – 4 votes
Under Votes – 38

Motion by Sexton, seconded by DeMars to approve the resolution and declare Greg Hitchcock, Chad Merritt, and Jessica Grayson as council members-elect. Carried with council members Corbin and Grayson abstaining.

Motion by Corbin, seconded by DeMars to adjourn at 6:37 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
November 15, 2010
Medford City Hall

Members present were Thomas, DeMars, Corbin, Grayson, and Sexton.

Others attending were Bill Goldy, Amber Kniefel, Rich Kucera, Vern Wheeler, Butch Schultz, Dennis Clark, Seth Peterson, Ed and LaVonne Cervenka, Bill Cervenka, and Irvin Jenó.

Mayor Thomas called the meeting to order at 6:00 p.m.

The purpose of tonight's meeting is to discuss and review the water rate adjustments, public works department, and the 2011 budget and levy.

Motion by Sexton, seconded by DeMars to approve the agenda as presented. Carried.

Water Rate Adjustments

Bill Goldy presented a memo addressing a possible option for the 2011 water and sewer rates. The memo described eliminating the line on the utility bill that reads "User Fee" and turn the user fee into a \$6.75 water flat rate. The total water flat rate would be \$20.00. The bill would then include a water usage fee, sewer usage fee, surcharge, water flat rate and sewer flat rate. No adjustments would be made to the first 3,000 gallons of the water usage fee. The usage fee for 4,000 and up would be charged per thousand, increasing with each thousand gallons used.

Mayor Thomas opened the discussion up to the public that were in attendance.

Ed Cervenka asked the council for the reason of the flat rates.

Mayor Thomas explained that a flat rate needed to be added to the bills to help ensure the PFA loan from the state. The city needed to show the state that a fixed revenue would be coming in to pay for the loan. The revenue would fluctuate if it were based on usage rates.

Bill Goldy explained that the flat rate is used solely for the yearly PFA loan payment.

Seth Peterson, the city engineer, added that virtually every state in Minnesota has a flat rate water and/or a flat sewer rate on their utility bills. It is imperative that cities show the guaranteed revenues to pay back the loans.

Irvin Jenó asked the council why the sewer flat rate and the water flat rate are the same amounts.

Bill Goldy explained that since the wastewater treatment plant upgrades were not as costly as the water treatment plant facility, the only needed flat rate for sewer is the \$13.25. The \$13.25 for the water treatment plant is not enough to pay the debt, so that flat rate needs to be increased by another \$13.25. The council does not want to increase the water bills by that amount all at once.

Goldy explained the benefit of the PFA loan through the state versus another lending agency. The interest rates are significantly lower through PFA. Using another agency would have increased the amount of the loan because of higher interest rates.

Irvin Jenó asked how the funds for water are used.

Goldy explained that the flat rate is used only for the payment of the PFA loan. Once enough increases have been added to the bills to pay the entire payment, there will be no more increases under flat rate. The water usage rate is used to pay the operation and maintenance cost of running the entire system.

Mayor Thomas explained that the city is continuing to pursue a local sales tax that will help with the payments of the PFA loans.

Goldy added that a resolution was passed at the last council meeting asking for the option to ask the voters for a local sales tax. The council stated that the citizens should call our representatives and let them know the need for a local sales tax in our community.

Mike Grossman contacted city hall and asked Amber Kniefel to make a statement on his behalf. Mr. Grossman would prefer to see the increases made to the usage rates to help promote conservation of water.

Goldy reviewed the recommendations from the memo.

Motion by Sexton, seconded by Corbin to approve the recommendations as presented. Carried.

Public Works Department – Rich Kucera presented a memo addressing the need for a third full-time employee in the public works department. He addressed work load and cost of training part time employees.

Seth Peterson recommended that for the updates to the wastewater treatment facility and the new water treatment facility, a city should have 1.5 people per facility per day. Three full-time employees would satisfy this recommendation. Training on the new water treatment facility will begin in January.

Mayor Thomas stated that he is in complete disagreement about another full time employee. He feels that once the water plant comes on line, the staffing situation can be reviewed.

Councilmember Sexton does not agree with another full time employee. Sexton would like to see what the new year brings with LGA cuts and so forth.

Councilmembers Corbin and Grayson feel if the third full-time employee is needed to get the work done, and it is currently in the budget for next year, we should go ahead and add the full time employee starting in January.

Grayson added that the recommendation from the city engineer is to have three full time employees.

Mayor Thomas added that the recommendation from Bill Goldy is to wait until at least June when the new water plant comes on line.

Kucera explained that the work load has increased over the years and will continue to increase. Getting everything done is starting to be a challenge. The training of part time employees costs the city more money, especially if there is constant staff turn over. Having three full time employees will save the city money.

Peterson explained all the maintenance that is needed to keep these facilities up and running effectively and efficiently.

Corbin added that the council should be planning ahead. The need for a third full time employee is evident, the expense is already in the budget, so we should move ahead.

Mayor Thomas stated that he would be in favor of discussing this again once the water treatment plant comes on-line in June.

Motion by Thomas, seconded by DeMars to not hire a third full time employee until the water treatment facility comes on-line.

Mayor Thomas rescinded the motion.

Mayor Thomas asked for a consensus of the council as to whether we go ahead with the third full time employee, or wait.

Grayson would like to go ahead and bring on a third full time employee.

DeMars would like to wait.

Corbin would like to go ahead.

Sexton would like to wait.

Thomas would like to wait.

Council consensus is to wait until the water facility comes on-line and discuss this issue again.

Goldy presented a memo outlining possible changes to the preliminary budget to bring the levy down. If the council approves of the proposed changes, the levy will be changed from a 3.5% increase to a 2.5% increase between 2010 and 2011.

The recommendations included eliminating the expenditure to hire a temporary part time employee to fill in while Kniefel is on leave, only budget half the expense to finish the fire hall renovations in 2011 and the other half in 2012, not purchasing a new work truck for the public works department until 2012, not bringing on another full time public works employee in January, but leaving half the funding in the budget for another full time employee.

These recommendations would reduce our overall General Fund expenditure budget from \$640,981 to \$614,449.

The total levy amount would be \$447,239 instead of \$451,603.

Motion by Sexton, seconded by DeMars to approve the recommended changes to the proposed budget as presented. Carried.

Motion by DeMars, seconded by Grayson to approve the recommended changes to the proposed levy as presented. Carried.

Motion by Corbin, seconded by DeMars to adjourn the meeting at 7:08 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
November 22, 2010
Medford City Hall

Members present: Thomas, DeMars, Grayson, and Sexton.

Members absent: Corbin

Others attending were Bill Goldy, Amber Kniefel, and Rich Kucera.

Mayor Thomas called the meeting to order at 6:00 p.m.

Motion by DeMars, seconded by Sexton to approve the agenda as presented. Carried.

The purpose of tonight's meeting is to interview Loren Lodge for the city administrator position.

City Council interviewed Loren Lodge.

Discussion of the interview.

Council consensus is to have Bill Goldy check Loren Lodge's references.

Motion by Sexton, seconded by DeMars to offer Loren Lodge the city administrator position for \$52,000 per year pending Bill Goldy checking the references. Carried.

Motion by Sexton, seconded by DeMars to adjourn the meeting at 6:45 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 November 22, 2010
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Grayson, and Sexton

Members Absent: Corbin

Others attending were Bill Goldy, Amber Kniefel, Mark Rahrick, Rich Kucera, Seth Peterson, Pat Merritt, Cheryl Clevenger, Kyle Clevenger, and Chad Merritt.

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

Agenda: Added discussion of fire service call rates under A. Fire Department.

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

Minutes – Sexton would the clerk to check on the R & K bid amount given for moving the warming house. Grayson would like the clerk to check on the spelling of one of the names of the winners of the Shop Medford program.

Motion by DeMars, seconded by Sexton to approve the regular October council meeting minutes and the October and November special council meeting minutes as amended. Carried

Motion by DeMars, seconded by Grayson to approve the October and November city and liquor store bills as presented. Carried

Motion by DeMars, seconded by Grayson to approve the October 2010 check register as presented. Carried

Concerns from the general public/requests from organizations.
 None.

Kyle Clevenger presented an idea for an Eagle Scout project he would like to work on. Clevenger would like to renovate the canoe landing on the north side of the river by North Park. The council advised Clevenger to speak with the DNR about the landing and possibly a different property owner. The city is in favor of the project pending ownership of the property.

Planning and Zoning Board – No action needed by the council. The Zoning Board did discuss the chalet and the possibilities of rebuilding. Zoning Board consensus is to keep the chalet in the Straight River Park; either remodel or rebuild.

EDA – There was no quorum to hold an EDA meeting for the month of November.

Goldy presented the ideas received from the contest for designing a new city slogan and logo. Council consensus is to change the slogan and logo and award the prize to Carrie Heiderscheidt.

Motion by Grayson, seconded by DeMars to accept the logo design with the tree submitted by Carrie Heiderscheidt. Carried.

Motion by DeMars, seconded by Sexton to accept the slogan “A Place to Call Home Since 1853” submitted by Carrie Heiderscheidt. Carried.

Fire Department – Councilmember Grayson addressed the council about the possibility of the fire department to start charging City of Medford residents for fire calls. The idea would be to only charge when the actual use of water occurs with a minimum charge of \$500. Home owner’s insurance would end up paying the fee.

Council consensus is to have Grayson speak with Rick Hager, the Fire Chief, about this possibility.

Park Board – No meeting the month of November.

City Engineer – Seth Peterson – Peterson presented updates on the water treatment facility, the water tower, and the water main project. Peterson also presented four pay requests for approval from the council for payment.

Hesselton Construction, LLC Pay Request #1 in the amount of \$230,811.95 for the water main project.

Motion by Sexton, seconded by DeMars to approve pay request #1 from Hesselton Construction, LLC for the water main project in the amount of \$230,811.95. Carried.

Wapasha Construction Pay Request #4 in the amount of \$175,567.84 for the water treatment facility.

Motion by DeMars, seconded by Grayson to approve pay request #4 from Wapasha Construction in the amount of \$175,567.84. Carried.

General Construction Pay Request #3 in the amount of \$95,665.00 for the water tower project.

Motion by Grayson, seconded by DeMars to approve the pay request #3 from General Construction in the amount of \$95,665.00. Carried.

Wencl Construction 3rd Street Project Pay Request #4 in the amount of \$8,526.19.

Motion by DeMars, seconded by Sexton to approve pay request #4 from Wencl Construction in the amount of \$8,526.19. Carried.

City Administrator – Bill Goldy

Goldy will be contacting McDonald's about connecting to the city water system.

Goldy will be setting up a meeting with Patti Fritz to discuss the importance of the ½ percent sales tax that the city is asking for.

Public Works Department – Rich Kucera – Kucera attended a meeting on “Minnesota Recovers”. Minnesota Recovers is another avenue to recover funds for the damage of the flood back in September. Once FEMA evaluates the damages, anything that FEMA does not cover can be submitted to Minnesota Recovers for possible funding.

New Business

Warming House and Ice Rink – Councilmember Sexton has collected enough donations to be able to fund the relocation of the warming house and ice rink. Jennie-O Turkey Store donated \$750, Christ the King Catholic Church donated \$500 and the Medford Fire Relief Association donated \$1,000.

The Medford Fire Relief Association also donated \$13,000 to the city – the funds will be allocated as follows: \$5,000 for the Medford Swimming Pool, \$5,000 for the relocation of the ice rink, and \$3,000 for the municipal complex.

Donation resolutions will be presented at the December council meeting.

Council consensus is to relocate the warming house and ice rink to the area the city purchased at the old school property.

Water Tower Design Contest – Students in the upper art classes at Medford Public School submitted designs for the council to review for the new water tower. Kniefel will put together a book with the designs and Kucera, Kniefel, Chad Merritt, Greg Hitchcock, and the city council can stop by city hall and vote for the designs they like the best.

City Administrator Candidates – Discussion of additional candidates will be tabled until a future meeting pending the response back from Loren Lodge.

Medford Outlet Mall – Goldy discussed with the council the status of the Outlet Mall. The Outlet Mall is going through foreclosure. Goldy has been meeting with Rod Yates of OTB Destination. OTB Destination is a company that has an interest in revitalizing the Outlet Mall. Mr. Yates has inquired about possible support from the city in getting this accomplished.

Goldy has been in contact with Mike Bubany, of David Drown Associates, to discuss possible incentives. One option would be TIF financing.

Mike Bubany would like to present the options to the city council. No fee would be charged to the city for Mr. Bubany to educate the council on this matter.

Council would like Rahrick to research the Outlet Mall further on the foreclosure status.

Council will discuss at the December meeting.

Additional city concerns – Sexton asked about recreational fires. Mayor Thomas stated that if there is a concern, law enforcement should be called.

Oath of office for the newly elected council members will be held at the December 20, 2010 meeting.

Next regular council meeting will be Monday, December 20, 2010 at 7:00 p.m.

Motion by DeMars, seconded by Grayson to adjourn at 8:12 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
December 20, 2010
7:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Grayson, Corbin, and Sexton.

Members Absent: None.

Others attending were Bill Goldy, Amber Kniefel, Rich Kucera, Pat Merritt, Chad Merritt, Greg Hitchcock, Dan and Mona Kaiser, Dan Sexton, Jeff Sexton, Jon Sexton, Jackie Berg, Jenna Berg, Mariah Berg, Brody Berg and Taya Sexton.

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

Agenda: Added discussion of fire service call rates under A. Fire Department, added resolution 10-66 under new business H, added discussion of fire hydrants under public works department.

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

Motion by Corbin, seconded by DeMars to approve the special and regular November 22, 2010 council meeting minutes as presented. Carried

Motion by Grayson, seconded by Sexton to approve the November and December city and liquor store bills as presented. Carried

Motion by Corbin, seconded by DeMars to approve the November 2010 check register as presented. Carried

Concerns from the general public/requests from organizations.
None.

Truth in Taxation Hearing – The City Council opened the meeting to property owners in attendance tonight to ask questions and voice concerns regarding the 2011 city levy and budget.

Dan and Mona Kaiser questioned the city council about their property tax statement and that their property values went down, but property taxes went up. Bill Goldy answered that for the preliminary levy the city council voted to raise the levy 3.5%. After reviewing the budget and levy for the final amounts for 2011, the council decided to cut an additional \$37,000 from the budget and lower the increase of the levy from 3.5% to 2.5%.

Dan Kaiser asked about the general fund levy and why it is as high as it is. Mr. Kaiser asked if it was from employee salary, benefits, and insurance. The council answered that the employees have been on a wage freeze for the last two years and no wage increases are in the budget for 2011. City health insurance was also cut in 2010 to save the city over \$20,000.

Mr. Kaiser asked about the hiring of a third full-time employee. Mayor Thomas answered that at the last meeting, the council decided not to hire a third full-time employee at the beginning of 2011. The idea will be brought back up later in the year once the new water treatment facility comes on line.

Bill Goldy reviewed the cuts made to the budget at the last council meeting.

Dan and Mona Kaiser feel the city is overstaffed causing large expenses and high water bills.

Dan Kaiser asked about the new water meters that were installed in every home. He asked about the cost of the project and how it will benefit the citizens.

Bill Goldy answered that the cost of the water meter project was added in with the water project as a whole. He was unsure about the exact cost of that portion of the project. The benefit will come from better water accountability and more accurate meter readings resulting in more accurate billing.

No additional questions and/or comments were made.

Council discussed the option to review the budget and levy at another meeting. Council consensus was to adopt the proposed levy and budget for 2011.

Motion by Sexton, seconded by Corbin to adopt the 2011 city budget. Carried.

Motion by Corbin, seconded by Sexton to adopt resolution 10-64 adopting the 2011 tax levy. Carried.

Planning and Zoning Board –The Zoning Board discussed the moving permit granted to Wayne Maas in November 2009. Zoning Board recommendation to the city council is to revoke the moving permit.

Motion by DeMars, seconded by Corbin to revoke the moving permit granted to Wayne Maas last November. Carried.

Discussion of the time limitation for moving permits. The city code does not list moving permits as having a time limitation. Zoning Board recommended to the city council to amend the code to read that moving permits will expire after one year.

Motion by Sexton, seconded by Grayson to amend the city code to read that moving permits with a current building permit are good for one year. Carried.

Zoning Board discussed the use of snowmobiles in town. This is a law enforcement issue. Sections of the snowmobile ordinance were put in the CAST last year along with a town mailing.

Zoning Board discussed the new water meter project. The board recommends to the city council to put information in the CAST explaining the project.

Council agreed that putting the information in the CAST is a good idea.

Zoning Board took action recommending to the city council an increase of pay per meeting that board members receive for attending monthly meetings.

Motion by Corbin, seconded by Grayson to deny the recommendation for a pay increase for the zoning board to attend monthly meetings. Carried.

Fire Department – At the November's meeting, councilmember Grayson addressed the council about the possibility of the fire department to start charging City of Medford residents for fire calls. The idea would be to only charge when the actual use of water occurs with a minimum charge of \$500. Homeowner's insurance would end up paying the fee. Grayson handed out additional information about the idea. Mayor Thomas felt this was good information to keep in mind. No action was taken.

City Engineer – Bill Goldy gave the engineer report – Update on the water facility project. Peterson also submitted two pay requests for approval from the council for payment.

Wapasha Construction Pay Request #5 in the amount of \$183,478.49 for the water treatment facility.

Motion by Corbin, seconded by Sexton to approve pay request #5 from Wapasha Construction in the amount of \$183,478.49. Carried.

Hesselton Construction, LLC Pay Request #2 in the amount of \$159,791.09 for the water main project.

Motion by DeMars, seconded by Corbin to approve pay request #2 from Hesselton Construction, LLC for the water main project in the amount of \$159,791.09. Carried.

City Attorney – Bill Goldy informed the council that the surveys have been done on the Christ the King Church property.

City Administrator – Bill Goldy

Goldy met with Elliot Eisman of McDonald's. Mr. Eisman is in favor of connecting to the city water system.

Loren Lodge has found housing and hopes to start work the week of January 3, 2011.

Outlet Center Update – Rod Yates, the individual interested in renovating the Outlet Center, will be attending the regular council meeting on January 24, 2011.

Public Works Department – Rich Kucera – Kucera asked for council direction on handling mailboxes this winter. The city has handled mailboxes a variety of ways in the past. Council directed city staff to propose a policy to be discussed at the next meeting.

New Business

Celebrations Liquor License – Celebrations has been sold and no longer holds a valid liquor license. The city council needs to officially revoke the liquor license.

Motion by DeMars, seconded by Grayson to revoke the liquor license issued to Celebrations. Carried.

Motion by Sexton, seconded by Corbin to accept the donation resolution 10-59 from the Medford Relief Association in the amount of \$5,000 for the Medford Pool. Carried.

Motion by Sexton, seconded by Corbin to accept the donation resolution 10-60 from the Medford Relief Association in the amount of \$6,000 for the Medford Ice Rink. Carried.

Motion by Sexton, seconded by DeMars to accept the donation resolution 10-61 from Jennie-O Turkey Store in the amount of \$750 for the Medford Ice Rink. Yes: Corbin, DeMars, Sexton, Grayson Abstain: Thomas Carried.

Motion by DeMars, seconded by Sexton to accept the donation resolution 10-62 from the Medford Relief Association in the amount of \$3,000 for the Municipal Complex. Carried.

Motion by DeMars, seconded by Corbin to accept the donation resolution 10-63 from the Reggie's Brewhouse in the amount of \$50 for the Medford Park Endowment Fund. Carried.

Motion by Sexton, seconded by DeMars to accept resolution 10-65 requesting legislation authorizing a local sales tax for the municipal complex. Carried.

Motion by Sexton, seconded by Grayson to accept the donation resolution 10-66 from the Christ the King Catholic Church in the amount of \$500 for the Medford Ice Rink. Carried.

Additional city council concerns – Grayson asked about putting up a sign at the new ice rink location thanking all the organizations for their donations. Council consensus is to put this in the CAST.

Mayor Thomas presented certificates of appreciation to Michael Corbin and Marie Sexton for their years of service on the Medford City Council.

City Clerk, Amber Kniefel, gave Chad Merritt, Greg Hitchcock, and Jessica Grayson the oath of office for terms beginning January 3, 2011.

Next special council meeting will be the yearly organizational meeting on Monday, January 3, 2011 at 7:00 p.m.

Next regular council meeting will be Monday, January 24, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:15 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.