

Regular Council Meeting
January 3, 2006
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Pat Merritt, Andy Colwell, Sharon Nagel, Bruce Bullert, Rick Hager, Mark Rahrck, Mike Grossman, and Rich Kucera.

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

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

Motion by DeMars, seconded by Sexton to pay the city and liquor store bills for December 2005. Carried.

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

Andy Colwell questioned the water bill received for the house under construction located at 512 SW 3rd Street. The water meter was requested in November but has not been installed yet.

Motion by Corbin, seconded by DeMars to waive the water bill for November in the amount of \$24.20. Carried.

Sharon Nagel from the Women's Club asked the council if there would be a problem if the Independence Day Parade was moved to a Friday evening instead of a Thursday this year. It is the 20th year of the parade and the Women's Club is planning a bigger event in honor of it.

Rick Hager, Fire Chief, presented quotes for an Air Pack and a RIT Pack for a total of \$4,600.00. These pieces of equipment are both demo purchases. New each piece would be approximately \$4,000.

Motion by Corbin, seconded by Clemmensen to purchase this equipment as quoted. Carried.

Appointments

Motion by Corbin, seconded by DeMars to appoint the Acting Mayor; Park Pool & Summer Recreation, Street & Lights, Liquor Store, Water & Sewer Commissioners, and the Zoning Inspectors the same as in 2005. Carried.

Motion by Sexton, seconded by Corbin to appoint Ivan Cowell and Ross Olson to the Planning & Zoning Board; and Shelly Shaw and Bud Sanders to the Park Board, all for 3 year terms. Carried.

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

Motion by Corbin, seconded by Sexton to appoint Owatonna People's Press the official paper; Fire Chief, Emergency Management Coordinator, Assistant Fire Chiefs, Fire Training Officer, First Responder Coordinator; Deputy Weed Inspectors; City Attorney; City Engineer; and Dog Catchers the same as 2005. Carried.

There is an open seat on the Economic Development Authority.

Planning & Zoning report.

Review of the proposed Rental Housing Registration draft ordinance.

Motion by Corbin, seconded by Sexton to accept as presented the first reading of a proposed ordinance for Rental Housing Registration without the Planning & Zoning recommendation to remove paragraph 2 in subd. 5 of section 17; and to add language for fees for this registration. Carried.

Motion by Clemmensen, seconded by DeMars to adopt a Resolution to pursue the ½% sales tax for wastewater treatment plant through the state legislature. Carried.

Water treatment options are still being worked on with the Department of Health.

Attorney Report.

Discussion of the Alliant Energy Franchise Agreement. Attorney will pursue minor modifications to the drafted agreement submitted by Alliant.

Water/Wastewater report.

Discussion of employee wages.

Recess of 5 minutes.

Motion by Clemmensen, seconded by Kaiser to increase the maintenance personnel wages by 4%. For: Clemmensen; Against: Sexton, Corbin, & DeMars. Motion failed.

Motion by Sexton, seconded by Clemmensen to increase the maintenance personnel wages by 3%. For: Sexton, Corbin, & DeMars; Against: Clemmensen. Motion carried.

Parks report.

Park Rental fees.

Motion by Sexton, seconded by Corbin to set the park fees as recommended by the Park Board. Carried.

Motion by Corbin, seconded by DeMars to pay Kevin Steinbauer \$500 for decorating the water tower. Carried. Thanks and appreciation is also sent to Kevin for an excellent job.

Liquor store report.

Motion by DeMars, seconded by Corbin to increase the manager's wages by 2%. Carried.

Motion by DeMars, seconded by Corbin to increase the part-time employee wages as follows: Pam Mueller \$.24/hour; Wilma Mueller \$.15/hour; Mike Risser \$.25/hour; Kari Allen \$.20/hour; Joe Bauer \$.20/hour; Holly Lewno \$.15/hour; Ann Kirkhus \$.15/hour; and Kathie Engbard \$.24/hour. Carried.

Liquor store inventory was completed on January 1st. A complete count will be given to the Clerk for the audit.

Motion by Corbin, seconded by Sexton to adopt a resolution to increase the water and sewer rates for 2006. Carried.

Motion by Sexton, seconded by Clemmensen to adopt a resolution to increase the trunk and hookup fees for 2006. Carried.

Motion by Kaiser, seconded by Corbin to increase the city clerk's wages by 3%. Carried.

Motion by Kaiser, seconded by Corbin to increase the office assistant's wages by \$.30/hour. Carried.

Discussion of the maintenance department and on call criteria. Clerk will check to see what criteria has been set if any.

Motion by DeMars, seconded by Clemmensen to hire Abdo Eick & Meyers to do the audit for the year ended December 31, 2005. Carried.

Motion by Corbin, seconded by Sexton to increase the rent at the Medford Trailer Court as follows: lot rent increase of \$25.00 per month; trailer rent increase of \$50 per month starting February 1, 2006. The rental rates will be reviewed at the Regular Council Meeting in June 2006. Carried.

The next regular meeting is January 23, 2006.

Motion by Corbin, seconded by DeMars to adjourn at 8:09 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
January 23, 2006
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Pat Merritt, Paul Beiser, Jason Dusek, Tony Durand, Todd Kavitz, Mark Rahrlick, Rich Kucera, and Bruce Bullert.

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

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

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

Motion by Corbin, seconded by DeMars to approve the check register for December. Carried.

Request for a handicapped parking stall on 2nd Avenue NW by Christ the King Catholic Church.

Motion by Clemmensen, seconded by Corbin to approve the request to allow a handicapped parking stall on 2nd Avenue NW. City employees will install the sign, any other markings required will be completed by the church. Carried.

Scenic Heights Development. The council discussed with Todd Kavitz the memo dated 1/23/06 in which Mr. Kavitz outlined some proposals for this development.

- The proposed development would be with two phases. This is acceptable to the council.
- 66th Street concept. Mr. Kavitz did not intend to develop this street due to a 1320' separation of access on a county road. The council wants 2 accesses to this development and would like the street moved to the north edge of the boundary to achieve the needed separation.

Developers Agreement draft discussed. Mr. Kavitz is requesting that the \$1,200 per lot that is for the future development of 66th Street be collected at the time of the permit for the 1st phase only. The consensus of the council is to allow this. The concept plan will be revised to show sidewalks and pathways.

Motion by Corbin, seconded by Clemmensen to acknowledge the receipt of the petition for annexation for the 75 acres of Scenic Heights Development. Carried.

Planning & Zoning report. Discussion of what types of businesses are allowed in residentially zoned districts.

The council would like the planning & zoning board to investigate action that could be taken by the city for abandoned homes. The nuisance ordinance is a place to start. Council is asking that the board do this investigation and document findings for the council's next meeting.

Engineers report. Wastewater treatment improvement plans will be presented at the next regular meeting.

Water options continue to be investigated. Rural wells have been sampled and sent to the state for testing.

Mr. Bullert has the water conservation plan in progress. This will be completed in 2006.

Attorney report.

Proposed ordinance for rental housing registration reviewed.

Motion by Corbin, seconded by Sexton to accept as presented as the second reading of a proposed ordinance for rental housing registration. Carried.

Motion by Corbin, seconded by DeMars to adopt this ordinance. Carried.

Alliant Energy Franchise Agreement. Mr. Rahrlick has contacted Alliant about the changes he recommended to the council. Alliant will be getting back to Mr. Rahrlick about these recommendations.

Utility easement for the storm water line on the Hagen's property.

Motion by Sexton, seconded by DeMars to enter into a temporary easement with Hagen's for the storm water line that goes through the property located in Block 37 of Johnson and Company's addition to the city of Medford. Carried.

Please note that there may be other storm sewer lines that do not have easements recorded and this should be looked into and easements acquired.

League of Minnesota Cities attorneys have filed a summary judgment motion in the Lee Jones case. This is a motion to dismiss the case.

Water/Wastewater report.

Motion by Clemmensen, seconded by Corbin to purchase the UV system from Alden Pool as quoted. Carried.

Motion by Clemmensen, seconded by DeMars to send Rich Kucera to the wastewater operator's conference March 15 – 17 and pay costs associated with it. Carried.

Mayor Kaiser asked why only Rich was attending and not both maintenance persons. Mayor Kaiser stressed that both employees need to be trained for wastewater.

Streets report. Nothing to report at this time.

Park report. Sexton is working on the replacement of the small pavilion.

Liquor store report. Inventory was questioned. All items that are sold at the muni need to be counted

Economic Development Authority report.

Motion by Corbin, seconded by Clemmensen to appoint Dan Bonneur to the EDA to fill the open seat. Carried.

Motion by Corbin, seconded by DeMars to send Karen Sanborn to the municipal clerks conference March 14 – 17 and pay costs associated with it. Carried.

Motion by Clemmensen, seconded by Sexton to adopt a resolution for election equipment. Carried.

Motion by Clemmensen, seconded by Sexton to increase the board and committees pay per meeting to \$35 per member and \$40 per chair person retro active to January 1, 2006. Carried.

Motion by Clemmensen, seconded by DeMars to approve the Fire Departments Annual Report. Carried.

Medford Trailer Court.

Motion by Corbin, seconded by DeMars to start eviction notice to the tenant that has not paid rent for December or January. Carried.

The clerk has been given a verbal notice of another tenant moving out.

Motion by Corbin, seconded by Sexton to waive the 30 day notice for this tenant moving. Carried.

Mayor Kaiser gave an update of the Williams property development. Kaiser, Corbin, Rahrick, and Bullert met with the developers last week and have a meeting scheduled with them this Thursday. A special meeting may be called for Thursday, February 2nd at 6:00 p.m.

The next regular meeting is February 27, 2006.

Motion by Corbin, seconded by Sexton to adjourn at 8:53 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
February 27, 2006
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Amber Kniefel, Bruce Bullert, Mike Grossman, Dave Maroney, Seth Peterson, Andy Colwell, Steve Dasseos, Paul Beiser & Kids, Mark Rahrlick, and Pat Merritt.

Motion by Clemmensen, seconded by Corbin to accept the agenda as presented. Carried.
Motion by Sexton, seconded by DeMars to approve the minutes as presented. Carried.

Five Minute Recess.

Motion by Sexton seconded by Corbin to pay the city and liquor store bills for February. Carried.
Motion by Corbin, seconded by DeMars to approve the check register for January. Carried.

Concerns from the public. Andy Colwell asked if there was a profit from the liquor store for 2005, and what the profits of the liquor store had been in the past. City Clerk Karen Sanborn stated that prior to the completed audit, the liquor store was not showing a profit for 2005 and then read off the profits before transfers to the City in previous years as follows: 2004 - \$21,071.95; 2003 - \$32778.15; 2002 - \$26,972.88; and 2001 - \$64,207.17. Mr. Colwell expressed concerns about the lack of a profit and hopes that the Council is watching this very closely. Mayor Kaiser stated that Liquor Store Commissioner DeMars is working with the manager on this.

Planning & Zoning report.

Motion by Corbin, seconded by DeMars to approve the sign permit as recommended by the planning & zoning. Carried.

Engineers report.

Wastewater Treatment Plant. Seth Peterson, Bolton & Menk, presented the Amended Facility Plan. A public hearing will be held for public comment or questions about the amended plan. Floor opened to the public for questions.

Motion by Clemmensen, seconded by Corbin to approve the Interim Treatment Plans as presented. Carried.

Motion by Clemmensen, seconded by Corbin to approve the Amended Facility Plan as presented. Carried.

Motion by DeMars, seconded by Clemmensen to submit the permit application to MPCA as presented. Carried.

Water treatment options. The next meeting for this committee is April 24th, at 4:30 p.m. By this time the final test results will be available for review.

Water Emergency & Conservation plan is in progress.

Williams Barta property development has been tabled by the developers at this time. Current ownership of the property is unknown at this time.

Attorney report.

The franchise agreement with Alliant Energy is under review with Alliant's attorneys.

Residential Rental Unit Registration.

Motion by Sexton, seconded by Corbin to adopt a resolution to set the fees for rental unit registration as presented. Carried. These properties need to be inspected by a building inspector. Sanborn will contact Mike Nelson from Steele County about this.

Storm water collection pond ownership. Discussion of this issue. Planning & Zoning are asked to investigate this for the Council.

Park report.

Amber Kniefel resigned from the park board. Sexton expressed thanks and appreciation for the time and efforts she put into this board.

Sexton is working on the replacement of the small pavilion. A set of plans has been given to the building inspector for an opinion on the feasibility of this building. A response has not been received yet.

Sexton is also continuing to investigate possible improvements to the baby pool area.

Liquor store report.

Heavy cleaning is in progress.

EDA report.

Motion by Corbin, seconded by Sexton to approve the Shop Medford program with a \$3,000 budget. Carried.

Motion by DeMars, seconded by Sexton to approve 1 member of the EDA to attend an Eminent Domain Law seminar on April 11th at a cost of \$235. Carried.

Motion by Corbin, seconded by Clemmensen to accept as presented as the first reading of a proposed ordinance to increase council wages. Carried.

Medford Trailer Court. There are only 2 tenants left. The committee will start to look at options for this property.

Special meeting scheduled for Wednesday, March 8th, at 6:00 p.m. Agenda items are Scenic Heights Addition and the Small Pavilion Replacement.

Regular meeting is March 27th. A public hearing for the Amended Facility Plan will be at 6:00 with the regular meeting to follow at 7:00.

Motion by Corbin, seconded by Sexton to adjourn at 8:22 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting

March 8, 2006

City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Judy Edel, Dennis Spinler, Diane Lavallie, Kevin Edel, Bill Cronin, Mark Rahrack, Todd Kavitz, and Bruce Bullert.

The purpose for this special meeting is to discuss the proposed Scenic Heights development and the replacement of the small pavilion in Straight River Park.

Scenic Heights. Todd Kavitz outlined his timeline for Phase One of this development: grading done in April, final plat filed at the end of April, with the project complete by the end of July or early August. This project will be done without City bonding. Developer will pay the costs up front.

Todd outlined the concept plan for the public in attendance. Public questions and concerns were addressed by the Council. Access to the Spinler property to the north was discussed. Third Avenue SE meets Cedar Ave on the north side of Scenic Heights addition. Concerns about the storm water flows and the proposed pond.

Review of the developers agreements. One is for the entire development, the other is for Phase One of the development. Revisions to the agreement for Phase One were discussed.

Motion by Corbin, seconded by Clemmensen to authorize the Mayor & Clerk to sign the developers agreements as amended tonight on behalf of the City. Carried.

Motion by DeMars, seconded by Corbin to adopt a resolution approving the preliminary plat for Phase One of Scenic Heights addition to the City of Medford. Carried.

Motion by Sexton, seconded by Corbin to adopt a Joint Resolution for the annexation of 39.84 acres owned by Oakridge Bluff Properties, LLP upon receipt of the fully executed developers agreements. Carried.

Motion by Clemmensen, seconded by Corbin to adopt a Joint Resolution for the annexation of 34.38 acres owned by Todd & Camille Kavitz on a contract from Harlan & Josephine Matz upon receipt of fully executed developers agreements. Carried.

Discussion of the next steps to be taken for this development. Variance process for the lot sizes, and developed areas versus open development.

Replacement of the burned small pavilion. The council is agreeable to the concept of the building as shown by Sexton. Bruce Bullert will investigate the elevation issues with the flood plain and create bid forms for the building. This project should be put out for bids even though the city is not required to. The plans that Mr. Bullert will prepare are design build plans.

Motion by Corbin, seconded by DeMars to adjourn at 7:30 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Public Hearing
 March 27, 2006
 City Hall

Mayor Kaiser called the hearing to order at 6:06 p.m. Council member Corbin was absent. Others attending were city employees Rich Kucera, Dorian Cornelius, and Jason Dusek; from the public, Andy Colwell.

The purpose of this public hearing is to receive comments and views of interested persons on the proposed Amended Wastewater Treatment Facility Plan.

Seth Peterson gave a presentation of the amended plan.

Floor was opened to questions.

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

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 March 27, 2006
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. Council member Corbin was absent. Others attending were Bud Sanders, Dave Mueller, Becky Walderon, Julie Bruessel, Pat Merritt, Paul Beiser, Jeff Karow, Tom & Carla Southworth, Craig O'Hearn, Todd Kavitz, Jerry Paschke, Jason Dusek, Dorian Cornelius, Andy Colwell, Rich Kucera, Mark Rahrck, and Bruce Bullert.

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

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

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

Motion by DeMars, seconded by Sexton to approve the check register for February. Carried.

Tom Southworth, Precision Auto Body, attend this meeting to clarify the zoning of his property located at 108 SE 5th Avenue. This property was annexed in 1990 and the council took action in May of 1990 to zone the property as commercial. The zoning map will be changed to reflect this information.

The Medford Area Recreation Committee is requesting the use of the pool on June 10th for a fundraising event. There would be a free open swim from 4 – 7 if permitted. Council member Sexton abstained from this discussion.

Motion by DeMars, seconded by Clemmensen to waive the pool rental fees for the Medford Area Recreation Committee for a fund raising event on Saturday, June 10, 2006. City of Medford lifeguards will be used and paid by the city and the Recreation Committee will reimburse the city for these wages. Sexton abstained. Motion carried.

Discussion of a raffle being held by this committee in conjunction with the event. Jerry Paschke stated that the state does not require a permit for a raffle with under \$1500 in prizes being awarded, and asked if the city had any requirements for a raffle. The city does not have any further requirements than the state for raffles.

Medford Civic Club – Straight River Days 2006. A letter requesting permits for this years event was presented. An application for a temporary on-sale license was given to Paul Beiser, president, to fill out and return for the council to take action on at the next regular meeting.

Liquor store employee options. Manager, Becky Walderon, and Council member DeMars are recommending reestablishing a full time bartender position.

Motion by DeMars, seconded by Clemmensen to hire Craig O'Hearn as a full-time bartender with a salary based on \$15 per hour and 40 hours per week. This is a new position/new employee with no credit for previous employment with the city. Carried.

Scenic Heights Addition. Review of the developers agreement for Phase One of this development and the engineering fees included.

Motion by Sexton, seconded by DeMars to set the engineering fees of the City Engineer at 8 ½% of the actual project costs for Phase One. Carried.

Discussion of paragraph 15 of the developers agreement for Phase One. There is a potential is greater that there could be more things buried in this area than any other area of development.

Motion by Clemmensen, seconded by DeMars to enter into the developers agreement for Phase One of Scenic Heights as discussed tonight. Carried.

The timeline for moving forward with this phase of the development was discussed.

Planning & Zoning report.

Variance request of Wilma Mueller.

Motion by Clemmensen, seconded by DeMars to grant an 11.5 foot variance on the west side of Wilma Mueller's property located at 201 E Central Avenue for the enclosing of the entryway. Carried.

Planning & Zoning Board recommends that the city own all storm water retaining ponds located within the city limits.

Review of fencing requirements will be discussed at the next meeting and a recommendation will be given to the council at the next regular meeting.

Engineers report.

Engineering agreement with Bolten & Menk. Bruce Bullert will review it and make a recommendation to the council at the next meeting.

Water treatment options. The next meeting is April 24th in the morning. Test results from area wells will be reviewed.

Water Emergency and Conservation Plan is being drafted now.

Wastewater treatment funding. Bills have been introduced in the Senate and the House to address Medford's needs for both a sales tax and possible funding from the bonding bill.

Attorneys report.

Discussion of Ordinance No. 188, Rental Housing Registration.

Motion by Sexton, seconded by DeMars to repeal Ordinance No. 188. Carried.

There has been no communication from Alliant Energy about the franchise agreement yet.

Motion by Clemmensen, seconded by DeMars to approve the Employee On Call Policy as presented. Carried.

Wastewater Lift Station Electrical repairs.

Motion by Clemmensen, seconded by Sexton to approve the necessary repairs for the time and improvements for this will be addressed with the improvements to the wastewater treatment plant this fall. Carried.

Park & Pool report.

Mayor Kaiser is working with Steele County on the Frank Woodfill Wildlife Refuge.

Motion by Sexton, seconded by DeMars to set the fees for swim lessons, memberships, open swim, and the weekly pass as recommended by the park board. Carried.

Motion by Sexton, seconded by DeMars to set the pool rental as recommended by the park board. Carried.

Review of the small pavilion replacement. The site is within the 100 year flood plain. Bruce Bullert will review this information and create some sort of plans to be bid from. The city will then accept quotes or bids for the project to rebuild the small pavilion.

EDA Report.

Liquor Store report.

Motion by DeMars, seconded by Sexton to table the resolution from Steele County for the County State Aid Highways turn back. Carried.

Motion by Clemmensen, seconded by Sexton to accept as presented as the 2nd reading of a proposed ordinance to increase the mayor and council wages. Carried.

Motion by Sexton, seconded by Clemmensen to adopt an ordinance to increase the mayor and council wages effective January 1, 2007. Carried.

Jeff Karow expressed his appreciation and thanks to Rich for the snow removal that was pushed unto Medford Auto Sales area and left for a day. Jeff also pointed out that the street light by his business is not working.

Appreciation and thanks were expressed to Dorian Cornelius for his help in repairing a water main break.

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

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
 April 24, 2006
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Pat Merritt, Drew DeMars, Lynn Bruns, Jerrie Herget, Rick Hager, Bruce Bullert, Ivan Cowell, Paul Beiser, Steve Pumper, Tom Olinger, Steve Meyer, Todd Kavitz, Don Schultz, Judy Schultz, Chad Merritt, Andrew Colwell, and Dorian Cornelius.

Motion by Corbin, seconded by DeMars to accept the agenda as amended. Carried.
 Motion by Sexton, seconded by Corbin to approve the minutes as presented. Carried.
 Motion by Clemmensen, seconded by Corbin to pay the April city and liquor store bills as presented. Carried.
 Motion by Corbin, seconded by DeMars to approve the check register for March. Carried.

Water treatment options. Concerns about the water quality were expressed and questions asked about what action the City is taking to address this issue. Mayor Kaiser explained that the City has been working with the Minnesota Department of Health researching options for the City to take. Bruce Bullert explained where the research has taken the committee and the best option for treatment of the water.

Medford Fire Department.

Motion by Corbin, seconded by Sexton to approve the proposed fees for Fire Protection for Medford and Deerfield Townships as recommended by the fire chief, Rick Hager. Carried.

Steve Meyer, Dobson Lange & Associates, presented an Agent of Record Assignment for the City to consider. Steve Meyer previously was with CO Brown Agency and was the agent for the city health insurance benefit policy.
 Motion by Corbin, seconded by Sexton to appoint Dobson Lange & Associates as the Agent of Record for the city health insurance group. Carried.

Tom Olinger, Abdo Eick & Meyer, presented the audit for the year ended December 31, 2005.

Medford Civic Club

Motion by Corbin, seconded by Sexton to grant the food, beer, and dance permits as requested subject to the completed application submission. Carried.
 Motion by Corbin, seconded by DeMars to grant with a waiver of the 60 day waiting period to hold a raffle. Carried.

Planning & Zoning report.

Discussion of fence placement. Planning & Zoning would like the city to require a site plan approval for the placement of fencing. The city attorney will draft an ordinance amendment to address this issue.
 Planning & Zoning would like to add to the city policy list posted in the entry way that variances expire in one year.
 Sighting a variance granted in 2003 that has had no action taken to date.
 Motion by Corbin, seconded by Sexton to approve the sign request for Lane Bryant. Carried.

Scenic Heights variance request. A letter was received from Mrs. Terrance Tuttle opposing the variance.
 Motion by Corbin, seconded by DeMars to grant the variance request for the Patio Homes lots as requested. Carried.

Steve & Carole Pumper variance request. Discussion about what exactly Mr. Pumper is requesting (deck or 4 season porch) and the garage addition. Mr. Pumper decided to withdraw his request and waive the 60 day rule since both requests were presented in a single application.

Motion by Sexton, seconded by DeMars to waive the fee for Mr. Pumpers variance resubmittal of this request as two separate requests. Carried.

Engineers report.

A draft of the Compliance Agreement for the water treatment was reviewed. A final draft will be considered at the next regular meeting.

Motion by Sexton, seconded by Corbin to authorize the engineer to submit the project to the Drinking Water Revolving Fund (Priority List). Carried.

Motion by Corbin, seconded by DeMars to enter into the design agreement with Bolten & Menk for the wastewater improvement project. Carried.

Bruce will continue to investigate the Steele County CSAH 20 turnback issue.

Scenic Heights.

Motion by Corbin, seconded by DeMars to authorize the Mayor to sign the MPCA application for sewer extension after Bruce has reviewed the application. Carried.

A public hearing will be held in front of the Planning & Zoning board for the preliminary/final plat and the zoning of Scenic Heights.

Attorney report.

There has been no contact from Alliant Energy about the franchise agreement. Steele Waseca Cooperative has expressed interest in a franchise agreement with the city. Mayor Kaiser will contact Doug Hughes.

The Lee/Jones litigation. Both parties submitted a summary judgment and both were denied. The case will go to a trial. Bruce will work with Rich on the changes needed to be done to the cul-de-sac.

Motion by Clemmensen, seconded by Corbin to accept the resignation of Jason Dusek. Carried.

Discussion of employee needs.

Motion by Clemmensen, seconded by Kaiser to hire Dorian Cornelius at \$46,625 per year plus 3 weeks vacation with a start date of May 1, 2006. For: Kaiser, Clemmensen, DeMars, & Sexton. Against: Corbin. Motion carried.

Streets. Crack filling options will be looked into.

Park/Pool report. The park board is requesting that maintenance employees attend the next park board meeting to be held in the park on May 2, at 6:00 p.m.

Small Pavilion update. The site is within the flood plain. A replacement building must have clear flow through (removable/lift able sides or no sides). The park board will continue to look at options.

The horseshoe pits were mentioned.

Liquor Store report.

Becky & Craig are working well together.

Nycore has made no payments to the USDA loan to the city.

Nothing new on the Trailer Court.

The next meeting is the Board of Appeal & Equalization on May 3, at 7:00 p.m.

The next regular meeting will be May 22, at 7:00 p.m.

Motion by Clemmensen, seconded by Sexton to adjourn at 9:33 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Board of Appeal & Equalization

May 3, 2006

City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. Council members Clemmensen and Sexton were absent. Others attending were Glen Purdie and associate from the assessors office of Steele County.

The purpose of this meeting is for the property owners of Medford to express their concerns and ask questions about the estimated market value of their property.

Discussion of the values of the trailers in the trailer court.

Motion by Corbin, seconded by DeMars to adjourn at 7:15 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 May 22, 2006
 City Hall

Mayor Kaiser called the meeting to order at 7:07 p.m. All members were present.

Mayor Kaiser closed the meeting at 7:08 p.m. The purpose of the closed session is to discuss the ongoing litigation of the Sylvia Lee (Plaintiff) vs. City of Medford and Shannon Jones. The meeting is closed under Minnesota Statutes 13D.05. Persons in attendance were the City Council, Clerk, Paul Merwin, LMC Attorney representing the City, and City Attorney Mark Rahrick.

Meeting was opened at 7:40 p.m. Council member DeMars left the meeting. Public in attendance were Pat Merritt, Tony Durand, Jeff Karow, Paul Beiser, Roger Hagen, Paul Heim, Todd Kavitz, Steve Pumper, Bruce Bullert, and Todd Schwanke, Deputy.

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

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

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

Motion by Corbin, seconded by Sexton to approve the check register for April as presented. Carried.

A letter was received from Roger Hagen's attorney regarding a special assessment on his property. The assessment had been deferred in 2000 when the property was owned by David & Sylvia Lee who appealed the assessment. Before the issue was settled in court, the Lee's sold the property to Roger Hagen. City Clerk, Sanborn, notified Steele County to remove the deferment in 2001. Steele County did not put the assessment on the tax role. In December of 2005, City Auditors questioned the deferment. At that time Sanborn sent another letter to Steele County. The assessment was taken off deferment for taxes payable 2006. Interest in the amount of \$1,284.96 was then included on Mr. Hagen's tax statement. Motion by Corbin, seconded by Clemmensen to waive ½ of the interest (\$642.48) on Mr. Hagen property tax statement for 2006. Carried.

Women's Club Parade.

Motion by Sexton, seconded by Corbin to grant a food permit for June 23, 2006 to the Medford Women's Club. Carried.

Medford KC parking lot. Tony Durand and Phil Heim approached the council about the parking lot that has had an agreement for use between the KC hall and the Muni. The KC are considering selling the lot and were asking if the city was interested in purchasing the lot. An appraisal of the KC properties was shown to the council and the value given the lot was \$25,000. Mayor Kaiser stated that the city was not in a position to purchase any property at this time. Mr. Heim questioned the back parking lot and how much of it the city owns. Corbin will review this with city employees and let him know.

Deputy Todd Schwanke presented a report of the time deputies spent in Medford during the 1st quarter of this year.

Planning & Zoning report.

Scenic Heights Public Hearing minutes reviewed.

Motion by Corbin, seconded by Clemmensen to approve the final plat for Scenic Heights Phase One and to designate Outlots B and C as open development, the 20 lots as residential; Outlot A is a private access to lots 1, 2, & 3 in Block 3, and Lot 2 Block 2. Carried.

Motion by Corbin, seconded by Clemmensen to adopt a resolution approving the plans & specs for Scenic Heights Phase One. Carried.

Progress of the project. Permits have been applied for. Grading will begin this week. Underground work will start in 3 to 4 weeks.

Variance Request – Steve Pumper. A public hearing was held by the planning & zoning to consider the request for an 11 foot variance for the placement of a 16' by 24' deck. Discussion of the deck being improved to a 4 season porch in the future.

Motion by Corbin, seconded by Clemmensen to approve the variance as recommended by the planning & zoning board and to state that if in the future the deck was to be improved to a 4 season porch, it would require a variance at that time. Carried.

Mr. Pumper stated that he has withdrawn his variance request for the garage addition.

Planning & Zoning regular meeting. The land use regulations proposed ordinance will be adopted after the comprehensive plan has been updated.

This committee is looking at the regulations for garages and will make a recommendation to the council next month regarding this.

Council member DeMars returned to the meeting.

Engineer's report.

Motion by Corbin, seconded by DeMars to enter into the Water Compliance Agreement with the Minnesota Department of Health. Carried.

Bruce Bullert presented the water improvement plan that was submitted to the 2007 project priority list to the state on Friday. The total cost is \$3.5 million.

Water Emergency Conservation plan must be approved by October 2007.

Attorney's report.

Mayor Kaiser is working on the Steele Waseca Coop possibilities.

Mark Rahrlick has had communication from Alliant Energy about the franchise agreement.

Mark Rahrlick and Bruce Bullert are checking where easement issues may arise for the storm water lines.

A driveway easement from the railroad was given to the clerk who then passed it on to the attorney. After review, the attorney did not see any need to take action for this at this time.

Motion by Corbin, seconded by Sexton to authorize the clerk to adjust the sewer portion of the Outlet Center utility bill for the increased average due to a water leak. Carried.

Streets report. A request has been received for a "Slow Children at Play" sign to be placed at the intersection of First Street NE and Second Avenue NE.

Motion by Corbin, seconded by DeMars to request the placement of said sign of Steele County since this is a county road. Carried.

Mention of the street vacation of a portion of Fourth Avenue SW and when the adjustment to the pavement will occur.

There is a light out on the Round-A-Bout. Clerk will contact MNDOT about this.

Mr. Pumper brought a concern about a cracked curb and sod damage from the winter plowing.

Park/Pool report.

Motion by Sexton, seconded by DeMars to approve as recommended the pool staff wage scales for the 2006 season. Carried.

Liquor Store report. Costs to improve the old fire hall are being collected. The building is used for pool and dart leagues. Follow up discussion of the KC parking lot.

It was stated that if the municipal liquor store showed a deficit in any 2 out of 3 years, a public hearing must be held to discuss the liquor store.

EDA report.

Motion by Corbin, seconded by Clemmensen to approve the 3.2 beer permit and dance permit for the year July 1, 2006 to June 30, 2007 pending the receipt of the fees for these permits. Carried.

The next meeting will be June 26, 2006.

Motion by DeMars, seconded by Clemmensen to grant a food permit to the Medford Area Recreational Committee for June 10th & 24th for events at the Muni. Carried.

Motion by Corbin, seconded by Sexton to adjourn at 9:02 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 June 26, 2006
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Pat Merritt, Greg Sanborn, Rob Barbeau, Tony Durand, Mark Rahrlick, Bruce Bullert, Andy Colwell, Paul Beiser, Jodi Buscho, Phil Heim, Mike & Jody Anderson, and Jeff Karow.

Motion by Corbin, seconded by DeMars to accept the agenda as amended. Carried.
 Motion by DeMars, seconded by Clemmensen to accept the minutes as presented. Carried.
 Motion by Clemmensen, seconded by Sexton to pay the June city and liquor store bills. Carried.
 Motion by Corbin, seconded by Sexton to approve the check register for May as presented. Carried.

Concerns from the public.

Andy Colwell requested the council to consider an amendment to the ordinance that would impose a fine on owners of dogs that bark continuously. Mayor Kaiser explained the process to file complaints and that the city would like to see that process followed since adopting ordinances whether an amendment to an existing ordinance or a new ordinance takes time and consideration of the council.

Rob Barbeau expressed his concerns with liquor store patrons actions both during the street dance and on normal nights. Mr. Barbeau stated that on more than one occasion there has been people urinating on and by his property, empty beer cans have also been left on his property. Jodi Buscho also expressed concerns about patrons leave intoxicated. The Council thanked them for the information and will discuss these issues with the manager.

Mike Anderson would like to know if there was a way to shorten the process for a variance request. Mayor Kaiser explained that a variance request hearing takes time to set up and notify surrounding property owners and that it could not be much sooner even with a special meeting. The next Planning & Zoning Board meeting is scheduled for July 17, with the Council meeting to follow on the 24th.

“Children At Play” sign request. A petition has been received requesting “Children At Play” signs on 1st Street NW and 2nd Street NW, and on 1st Avenue NW.

Motion by Corbin, seconded by Sexton to place the signs as requested on 1st Street and 2nd Street NW, and to request from Steele County to place one on 1st Avenue NW since that is a county road. Carried.

KC Lodge. A certificate of survey was presented to the council of the KC property. The municipal liquor store infringes on the KC property by 1.3 feet on the west side and just over the property line on the east end of the building. Tony Durand and Phil Heim would like to know if the council would consider purchasing if not the entire parking lot, then a portion of it. Mayor Kaiser asked Mr. Durand and Mr. Heim to determine a price for the council to consider at the next council meeting.

Planning & Zoning report.

Discussion of the fencing regulations. The City Attorney will draft an amendment to Ordinance No. 177-1 and 177-2 to address fences. The Attorney will also include an amendment setting the maximum garage door height of 8 feet.

City Engineer report.

Water treatment plan has been submitted.

The water emergency conservation plan continues to be worked on.

The MPCA approval as been received for Scenic Heights.

2nd Avenue SW. There is no agreement in writing addressing the street changes. City will propose to replace the curb and the property owner will remove the bituminous, restore the bituminous and the lawn along the curb line.

Scenic Heights update. The grading is in process, the underground work will begin after the 4th of July.

The pot holes behind the KC Lodge are outside of the Street and considered part of the boulevard. As such, the responsibility to repair the pot holes belongs to the KC Lodge.

The storm water drainage on 1st Avenue SE is under discussion with the property owners.

Attorney report.

Roger Hagen will pay the entire property taxes as the tax statement states. The City will then reimburse Mr. Hagen for ½ of the interest as agreed upon last month.

The storm sewer issue is still in progress.

Park report. Options for the small pavilion replacement are being considered at this time.

Liquor store report. The street dance was a success. Council member DeMars will bring the concerns expressed earlier to the attention of the manager.

Motion by Clemmensen, seconded by Corbin to adjourn at 8:01 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
 July 24, 2006
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Pat Merritt, Greg Sanborn, Amber Kniefel, Tony Durand, Deb Meinke, Andy Colwell, Bruce Bullert, and Dan Maas.

Motion by Corbin, seconded by DeMars to accept the agenda as amended. Carried.
 Motion by Sexton, seconded by Clemmensen to accept the minutes as presented. Carried.
 Motion by Clemmensen, seconded by Corbin to pay the July city and liquor store bills. Carried.
 Motion by DeMars, seconded by Corbin to approve the check register for June as presented. Carried.

Concerns from the public.

Question: Has the council decided to sell the trailer court or what to do with the property?

Response from Mayor Kaiser was that there has been no discussion concerning the possible sale of the property yet.

Deb Meinke discussed building a garage on the lot next to the lot that her house sits on. Discussion of combining the lots. The City permits combining of the lots. Discussion of Ordinance 49 and a home occupation in the residence. The area is zoned residential and the ordinance states that you cannot build a separate building for a business. However, you can have a business in the existing building so long as you follow the stipulations in the ordinance.

KC Lodge. Property discussion. KC offers the City for the sale of 450 square feet at \$10 per square foot for a total of \$4500. The City to pay the legal fees.

Mayor Kaiser closed the meeting to discuss the KC Lodge property offer.
 5' x 90' is 450 square feet @ \$10 per square foot is \$4500. The City paying for the incidental costs.
 Closed session ended.

City offered the representatives of the KC Lodge \$2000 and split the incidental costs. Discussion of liability of the parking area. KC would like a Certificate of Insurance listing the City as second insurer of the parking lot.

Budget meeting on Wednesday, August 9, 2006 at 6:00 p.m. will include discussion of the KC property.

KC Lodge Raffle Request.

Motion by Corbin, seconded by DeMars to approve the raffle request without a waiting period. Motion Carried.

Planning & Zoning report.

Discussion of the Furniture Outlet Sign Request.

Motion by Sexton, seconded by DeMars to approve the sign request as recommended by the Planning & Zoning Board.
 Motion Carried.

Niles Driveway Request. This is a horse shoe driveway with each driveway being 16 feet wide. Ordinance 177-1 states that you are allowed a 26 foot curb cut. Merritt will inform the Niles' of the regulations in this ordinance.

Sanborn will send a letter to Met Con about the weeds.

City Engineer report.

The water project for the City of Medford is number 13 to 17 on the Project Priority List, each of these projects have the same number of points. The wastewater project is number 70 on the Project Priority List.

Street Vacation Project—working with property owner
 Discussion of Horse Shoe Driveways.

Attorney report.

Motion by Clemmensen, seconded by Corbin to accept the 1st reading of the proposed ordinance to amend 177-1. Carried.

Jones/Lee Litigation. Trial date is at least 90 days out. Lee attorney has withdrawn as counsel. She is now pro-se.

Discussion of the Outlet Center. The Outlet Center is to be sold, but there is a dispute with the area south of the center.

Water/Wastewater Report. Discussion of the streets and the pavement repairs.
Round-A-Bout looks good.

Park report. Mayor Kaiser said to get the manufactured woods chips for the playground area.
Small pavilion concerns-the Park Board will continue to investigate options.
Employee Appreciation Night will be August 6th at the Medford Pool.
Volleyball lights bid is \$3400.

Liquor store report. Everything looks good.

EDA—Shop Medford program is ready to begin.

Additional City Concerns

Motion by DeMars, seconded by Clemmensen to appoint election judges for the 2006 election: Dorothy Steinbauer, Evelyn Brady, Marge Burmeister, Amber Kniefel, Karen Sanborn, and Gail Meinke as the alternate. Motion Carried.

Medford City Clerk/Treasurer, Karen Sanborn, has given notice that her family will be moving to Utah. Council needs to consider what is needed at the City Hall.

If an administrator is considered, there needs to be an ordinance written up that includes a job description. This item to be added to the agenda for the special meeting scheduled for August 9th.

Jill Olson letter was discussed. No action taken.

Special Budget Meeting August 9, 2006 at 6:00 p.m.
Next Regular Council Meeting August 28, 2006 at 7:00 p.m.

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

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting August 9, 2006 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Rich Kucera, Amber Kniefel, Tom Olinger, Greg Sanborn, and Andy Colwell.

The agenda for this meeting as published is: 1. KC Property; 2. City Hall Staffing; 3. Debt Management Study & Budget workshop.

Tom Olinger presented the debt management study.

Budget workshop. Discussion of the budget and needed action to transfer money for the purchase of the trailer court and to close a bond construction fund.

Tom Olinger mentioned that Abdo Eick & Meyer have started a fraud testing program for cities if interested. The cost of this would be \$1,500 and would involve 2 auditors doing an audit in the summer to fall for a surprise audit.

Discussion of the staffing of City Hall. Clerk/Administrator versus a Clerk/Treasurer. Mayor Kaiser will investigate further the position of Clerk/Administrator.

KC property discussion. The offer from the KC Lodge was for the City to purchase 5 feet of the parking lot between the municipal liquor store and the KC Lodge.

Tony Durand stated a counter offer of \$4,000 with the splitting of the incidental costs of the property transfer.

City Council went into a closed session to discuss this offer.

The meeting was reopened to the public. The Mayor counter offered \$3,000 with the KC paying 100% of the incidental costs of the transfer.

Recess

KC counter offer was for \$3,500 with a split of the incidental costs.

Motion by Corbin, seconded by Sexton to accept the KC offer of \$3,500 with a split of the incidental costs. Carried.

Motion by Corbin, seconded by Sexton to adjourn at 7:21 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
 August 28, 2006
 City Hall

Mayor Kaiser called the meeting to order at 7:01 p.m. All members were present. Others attending were Pat Merritt, Amber Kniefel, Tony Durand, Andy Colwell, Bruce Bullert, Phil Heim, and Shirley Lee.

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

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

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

Motion by Clemmensen, seconded by DeMars to approve the check register for July as presented. Carried.

Concerns from the public.

None

KC Lodge – Parking Lot Liability Insurance. There are no issues with adding the KC Lodge to the City's Insurance. The mayor will check with Karen Sanborn on proper documentation.

Tony Durand asked Mark Rahrlick if he needed the abstract to do the deed transfer of the land. Mark responded that he would talk with Hosfield about the abstract.

Planning & Zoning report.

Discussion on making sure these four items were included in the new zoning ordinance: 1) Limit one driveway access per residential lot 2) Garage door heights will not exceed 8 feet tall on a residential lot 3) New fence ordinance 4) Limit the number of buildings per site and the height and size requirements of each building.

Marie asked who enforces the City's ordinances. Mayor responded that the council passes information to the inspectors, city hall, etc. to enforce the ordinances.

Karl Harfmann's shed issue is still being worked on.

City Engineer report.

Motion by Corbin, seconded by DeMars to adopt the Phosphorus Reduction Grant Application Resolution. Carried.

Motion by Clemmensen, seconded by Sexton to adopt the Resolution approving the wastewater treatment facility plan as approved on February 27, 2006. Carried.

Motion by Corbin, seconded by DeMars to adopt the TMDL Grant Application. Carried.

Attorney report.

Motion by Corbin, seconded by DeMars to accept the 2nd reading of the proposed ordinance to amend 177-1.

Motion by Corbin, seconded by DeMars to adopt the ordinance amending Ordinance No. 177-1.

Sexton inquired about the Hagen easement. The attorney said he has not heard anything else since the last letter he sent out. The attorney and the mayor will meet and discuss this issue.

Jones/Lee Litigation. The trial is still going forward.

Water/Wastewater Report. None

Street and Lights Report. None

Park and Pool report. Pam Kniefel will not return next year as manager of the pool.

Motion by Sexton, seconded by Corbin thanking Pam for all her years of service at the Medford Pool. Carried.

Liquor store report. Everything looks good.

EDA—Shop Medford program going really well.

Motion by Corbin, seconded by DeMars to increase the EDA's budget for the Shop Medford Program by \$500. Carried.

City Clerk.

Motion by Corbin, seconded by Sexton to accept the liability coverage limits and to not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. Carried.

Motion by Corbin, seconded by DeMars to transfer \$150,000 for the 2004B Refunding Bond fund to the General Fund for the 2005 purchase of the Medford Trailer Court. Carried.

Motion by Corbin, seconded by Clemmensen to close the improvement construction fund (309) to the bond fund (301). Carried.

Additional City Concerns

Motion by Sexton, seconded by DeMars to approve the request by the Blue Bird Recovery Program waiving the fees to use the Straight River Park facilities. Carried.

Motion by Sexton, seconded by Corbin to allow payroll reduction for employees wanting to use Aflac insurance. Carried.

Discussion of City Hall staffing. Mark Rahrck gave a report on the differences between a city clerk and a city administrator. A City Clerk is required and has specific duties assigned under state statute.

What the city would gain with an administrator: more day to day administration, supervision of employees with recommendations to the council on the hiring and firing of employees, more background in city administration and preparing budgets. Administrators have no more power to make decisions than a clerk; they must bring recommendations to the council.

Corbin asked if the city would have to change its statutory status. Mark Rahrck responded no, a statutory B city has a manager in charge.

Mark also stated that the assistant can be assigned any function a clerk does.

Mayor said council consensus was to move toward gaining more information on creating the administrator/clerk position and increasing the hours of the assistant to $\frac{3}{4}$ to full time.

The attorney will check the statute and the LMC to see if additional functions can just be added to the City Clerk job description.

All council members are in favor of changing the clerk job description.

City hall staffing will be on the agenda with the budget meeting.

Levy and Truth in Taxation Hearing Dates will also be on the agenda.

Special Budget Meeting September 13, 2006 at 6:00 p.m.

Next Regular Council Meeting September 25, 2006 at 7:00 p.m.

Motion by Clemmensen, seconded by Corbin to adjourn at 8:01 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
September 13, 2006
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Amber Kniefel, Greg Sanborn, Palmer Huff, and Rich Kucera.

The agenda for this meeting is as follows: a) City Hall Staffing; b) Budget; c) Truth-In-Taxation hearing dates.

Budget discussion.

5 minute recess.

Continued budget discussion.

Motion by Corbin seconded by Clemmensen to adopt the preliminary levy for 2007 as follows:

General Fund	160,879.00
Fire Relief	11,000.00
EDA Levy	13,961.00
2004 Refinanced	45,000.00
2004 Refunding	50,000.00
98 Street	50,000.00
93 Sewer	75,000.00
Total Levy	405,840.00

and the preliminary budget with total expenses of \$695,375. Carried.

This preliminary levy reflects a 6% increase from the 2006 levy.

City Hall staffing. Discussion of a clerk/treasurer vs. a clerk/administrator. Applications for the position will be taken through October 13th. The Mayor and Clerk will review the applications to narrow it down to 5 or so for the council to interview.

Motion by Corbin, seconded by Kaiser to approve the clerk/treasurer and the assistant to the clerk/treasurer job descriptions as amended tonight. For: Clemmensen, Corbin, DeMars, and Kaiser. Against: Sexton. Motion carried.

Truth-In-Taxation hearing dates. Wednesday, December 6th at 6:00 p.m. with a continuation hearing in needed Wednesday, December 13th at 6:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 7:54 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
September 25, 2006
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Paul Beiser, Arlene Concannon, Andy Colwell, Mike Johnson, Bruce Bullert, Mark Rahrlick, and Deputy Sgt. Youngquist.

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

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

Motion by DeMars, seconded by Clemmensen to pay the September city and liquor store bills. Carried.

Motion by Sexton, seconded by Corbin to approve the check register for August as presented. Carried.

Concerns from the public.

Neighbor to the south of Mr. Colwell has a fence on the property line. Council responded that there is an ordinance stating that fences need to be two feet from the property lines.

Complaint about barking dogs and a question about kennel placement requirements.

Arlene Concannon had a concern about vehicles with expired tabs around town. Council responded that a list of vehicles was sent to the law enforcement and each vehicle is being addressed.

Mike Johnson, the Steele County Emergency Management Director, gave information about the Emergency Operations Plan (operating procedures during a disaster). The plan is on the internet.

Motion by Corbin, seconded by Clemmensen to adopt the resolution authorizing the execution of the Steele County Emergency Operations Plan Agreement. Motion carried.

Sergeant Youngquist expressed concerns to the council. Property owners are working with Sergeant Youngquist concerning the barking dogs. Sergeant Youngquist is also addressing the unlicensed vehicles around town. Another concern was with a camper parked on 4th Street SE that damaged the street. City Council person, Mr. Corbin, stated that it was his camper.

City Engineer report.

Update of the progress of the Scenic Heights addition.

Update of the progress of the repairs from the vacation of a portion of 2nd Avenue SW in the Jones addition.

Attorney report.

Jones/Lee Litigation. The suit was dismissed.

Update on the Franchise Agreement with Alliant. Mayor Kaiser and Attorney Mark Rahrlick are working on this.

Water/Wastewater Report.

Motion by Clemmensen, seconded by Corbin to accept the loader lease as quoted. Motion carried.

Street and Lights Report.

Reminder to order signs.

Park and Pool Report.

Pool phone was put on vacation for the off season months.

Liquor store report.

Acknowledge the letter received from Ms. Buscho.

EDA report.

City Clerk.

City Clerk/Treasurer job advertisement is now in the paper.

Additional City Concerns

Rental housing regulation ordinance discussion. Combine what the city did previously with the Steele County proposed ordinance.

Outlet Center Estoppel Certificate. Recommendation from the attorney not to sign at this time.

Next Regular Council Meeting October 23, 2006 at 7:00 p.m.

December meeting will need to be moved because the regular meeting date falls on Christmas Day.

Motion by Clemmensen, seconded by Corbin to adjourn at 7:50 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
 October 23, 2006
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Pat Merritt, Andy Colwell, Danny Thomas, Bruce Bullert, Paul Beiser, Rick Hager, Seth Peterson, and Mark Rahrlick.

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

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

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

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

Concerns from the public. Pat Merritt expressed concerns about the railroad crossing at County Road 12 by the bank. Mayor Kaiser explained that this is a county road and that Steele County was aware of the condition and was hopefully working with the railroad to repair the crossing.

Medford Fire Department.

Fire Protection contracts.

Motion by Corbin, seconded by Sexton to approve the fire protection contract for Deerfield Township. Carried.

Motion by Sexton, seconded by DeMars to approve the fire protection contract with Medford Township. Carried.

Firefighting equipment.

Motion by Sexton, seconded by DeMars to purchase the Tempest Shadow 1 Smoke Machine for a cost up to \$1,750. Carried.

Motion by Corbin, seconded by Clemmensen to purchase the Scott Eagle 160 Thermal Imaging Camera at a cost up to \$7,500. Carried.

Motion by Clemmensen, seconded by Corbin to purchase rescue equipment not to exceed \$4,500 with the cost to be offset with an awarded DNR Grant of \$1,000. Carried.

Planning & Zoning report.

Discussion of some storage sheds that were placed without a zoning or building permit. City staff is working on these items and will send out notices soon.

Concerns have been expressed to this board about the "junk" on the property located at 124 1st Street NW. City staff will check into this.

The land use regulation draft ordinance will be adopted after the Comprehensive Plan has been updated.

An updated copy of the rental unit registration proposed ordinance will be presented to the council at tonight's meeting.

Doug Grambart asked the planning & zoning about the possibility of building a house on the property behind 511 S Main Street. He was questioning access to the property. The Council said the property owner needs to bring a proposal to planning & zoning for consideration. The proposal will be reviewed and a recommendation will then be given to the Council.

Engineers report.

Seth Peterson gave an update of the progress of the wastewater plant improvement plans and the funding of the improvement.

Scenic Heights. Bruce Bullert presented a summary of the engineering costs for Scenic Heights. The costs have exceeded the percentage allotted for the development. An increase in the percentage should be considered in future developments.

Bruce gave an update of the project.

The street vacation bituminous repairs are being worked on.

Attorney report. A copy of the rental unit registration proposed ordinance as presented to the council. This will be given to the planning & zoning for their review and comments.

Water/Wastewater report.

Motion by Clemmensen, seconded by Corbin to send Rich Kucera to a wastewater training and testing session in December and pay the registration and testing fee. Carried.

Motion by Corbin, seconded by Clemmensen to sell the back hoe through sealed bids with a minimum price set by the maintenance department and to open the bids on November 27, 2006 at 7:00 p.m. Carried.

Streets report. Discussion of storage or parking of campers, boats, or trailers on private property. Concerns were expressed about large vehicles parking on Main Street by the Municipal Liquor Store. Sexton stated that this may cause line of site issues.

A street light is out at 3rd Avenue NE and 2nd Street NE. City hall staff will call this in.

Park report.

Liquor Store report. The manager and Council member DeMars met with Tom Olinger from Abdo Eick & Meyers to discuss the budget for the liquor store.

EDA report.

The winners were drawn for the first session of the "Shop Medford" program. The winners were: 1st place (\$600) – Janell Sipe; 2nd place (\$400) – Sue Hokanson; 3rd place (\$250) – Annette Hanenberger.

Motion by Corbin, seconded by Clemmensen to thank the employees of Americana Community Bank for all the hard work and support of this program. Carried.

Karen Sanborn informed the council that she may be leaving earlier than originally thought, the 1st week in January. 25 applications were received for the position of City Clerk/Treasurer.

A Canvaas of the election results will be done on Thursday, November 9, 2006, at 6:00 p.m.

The next regular meeting will be November 27th.

The regular meeting in December will be held on Thursday, December 21st.

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

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting

November 9, 2006

City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. Council members Corbin and DeMars were absent. Others attending were Amber & Clara Kniefel.

The purpose of this meeting is to canvaas the results from the two 4-year term council seats.

Votes cast:	Michael Corbin	176
	Danny Thomas	305
	Paul Beiser	164
	Palmer A Huff	67
	Write-ins	35

Motion by Sexton, seconded by Clemmensen to declare Danny Thomas and Michael Corbin as the Council Members Elect. Carried.

Motion by Sexton, seconded by Clemmensen to adjourn at 6:05 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
November 27, 2006
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Mark Holm, Arlene Concannon, Amber Kniefel, Ivan Cowell, Danny Thomas, Paul Beiser, Ross Olson, Bruce Bullert, Lois Nelson, and Mark Rahrlick.

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

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

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

Motion by DeMars, seconded by Corbin to approve the check register for October. Carried.

Concerns from the public. Arlene Concannon stated that the truck with expired tabs was still parked on the property next to hers. Mayor Kaiser said that the city is working with the sheriffs department about this.

Paul Beiser, Medford Civic Club, informed the council of the preliminary plans for the 2007 Straight River Days celebration. The civic club will be working on a parade for Friday evening with a street dance in the park following. A dance will be held at the liquor store on Saturday.

Medford Diamond Association – Mark Holm. This organization supports Medford baseball and softball programs. In this endeavor, they are requesting a raffle permit with no waiting period.

Motion by Corbin, seconded by DeMars to approve this raffle permit with no waiting period. Carried.

Planning & Zoning report. Discussion of sheds and playsets.

Engineers report.

Wastewater Facility project funding – Dave Maroney.

Motion by Corbin, seconded by DeMars to adopt a resolution for the loan application of \$1,395,000. Carried.

Scenic Heights addition update.

Attorney report.

Rental Unit Registration proposed ordinance.

Motion by Corbin, seconded by Clemmensen to accept as the first reading with the change to the date to April 1, 2007 in Section 5. Carried.

Mark Rahrlick presented a proposed fire protection services ordinance for the council to consider and review for the next regular meeting.

Discussion of the southern portion of the Outlet Center property and the special assessments assessed to the entire parcel.

The consensus of the council was that a replat of the property would need to be done to reassign the assessments.

There has been no action with the electric franchise agreement.

Water/Wastewater report.

Discussion of the backhoe that was traded in instead of sold by sealed bids. Corbin will work with Clemmensen to investigate this issue.

Streets report.

Park/Pool report.

Motion by Sexton, seconded by DeMars to accept with appreciation the donation of \$10,000 from the Medford Volunteer Firemen's Relief Association. Carried.

Liquor Store report. Mayor Kaiser stated that there were some personnel changes that were he directed to Council Member DeMars to direct the Manager to do. This caused some talk around town and that is the reason for the law enforcement presence around city hall tonight.

EDA report. "Shop Medford" prizes have been distributed for the first prize period.

Motion by DeMars, seconded by Sexton to hire Abdo, Eick & Meyers to do the audit for the year ended December 31, 2006. Carried.

DeMars asked if Amber Kniefel could be a signer for the checking account. Mark Rahrck will investigate this and inform the council at the next regular meeting.

The pay equity report for the City of Medford is due by January 31, 2007.

Motion by Sexton, seconded by Clemmensen to renew the health insurance plan without any changes. Carried.

Special Meeting – November 30th, 6:00 p.m. to consider applicants for the Clerk/Treasurer position.

Truth-In-Taxation Hearing – December 6th, 6:00 p.m.

Regular Council Meeting – December 20th, 7:00 p.m.

Motion by Corbin, seconded by Clemmensen to adjourn at 8:04 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting

November 30, 2006

City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. Council Member Corbin was absent. Others attending were the candidates for the Clerk/Treasurer job – Kym Christiansen, Kenny Bucholz, and Kevin McCann.

The purpose of this meeting is to discuss the backhoe issue and interview candidates for the Clerk/Treasurer position.

Interview of Kym Christiansen.

Interview of Kenneth Bucholz.

Discussion of backhoe issue.

Motion by DeMars, seconded by Clemmensen to no accept bids for the backhoe but to trade it in towards the purchase of a front end loader. Carried.

Interview of Kevin McCann.

Discussion of the candidates.

Motion by Kaiser, seconded by Clemmensen to offer the position of Clerk/Treasurer to Kym Christiansen at a salary of \$37,000 subject to the results of a background check that the Mayor will review and approve. Carried.

Karen Sanborn called Kym Christiansen back to the meeting.

Recess.

Ms Christiansen arrived back and Mayor Kaiser offered the job as stated above. Ms. Christiansen will consider the offer and get back to the city by Monday.

Motion by Sexton, seconded by Clemmensen to adjourn at 8:22 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Truth-In-Taxation Hearing
December 6, 2006
City Hall

Mayor Kaiser called the hearing to order at 6:00 p.m. Council Member Clemmensen was absent.

The purpose of this meeting is to review the preliminary budget and levy for 2007 and to give the public a chance to express concerns or question the city portion of their property taxes.

There was not anyone from the public in attendance.

Motion by Corbin, seconded by Sexton to adjourn at 6:15 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
December 20, 2006
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Greg Sanborn, Steve Nelson, Phil Kohl, John Hammer, Seth Peterson, Bruce Bullert, Paul, Beiser, Danny Thomas, Rich Kucera, Amber Kniefel, Mike Grossman, Mark Carver.

Motion by Corbin, seconded by Demars to approve the agenda as amended. Carried
Motion by Sexton, seconded by Corbin to accept the minutes as presented. Carried
Motion by Clemmensen, seconded by Demars to pay the December city and liquor store bills. Carried
Motion by Demars, seconded by Sexton to approve the check register for November. Carried

Concerns from the public. None

Parties with ownership interests in a parcel of land south of the Outlet Center came before the City Council to seek a reallocation of special assessments to the 2000 Assessment Agreement with the owners of the outlet center. John Hammer appeared on behalf of the present owner of the outlet center. Mark Carver appeared on behalf of the former owner of the outlet center and current owner of the southern parcel. Steve Nelson appeared personally together with his attorney, Phil Kohl. Mr. Nelson presently has a purchase agreement to purchase the southern parcel.

The southern parcel (hereinafter referenced as the "Parcel") is described as:

That parts of Lots 1 and 2, Block 1, MG Medford Addition, City of Medford, Steele County, Minnesota lying East and South of the following described lines:

Commencing at the Southeast corner of said Lot 2; thence S 89°20'52" W, along the South line of said Lot 2, a distance of 321.67 feet to the point of beginning of the lines to be described; thence N 00°18'06" W, a distance of 361.29 feet; thence N 89°34'18"E, a distance of 1220.57 feet to the east line of said Lot 1 and there terminating.

Lots 1 and 2 of Block 1, MG Medford Addition, were assessed in 2000 pursuant to the Assessment Agreement for water and sewer public improvements made along the southern boundaries of those lots. According to the Assessment Agreement, those assessments could be reallocated to southern parcels of those lots in the future. The parties sought to have the City Council determine what portion of the assessments should be reallocated to the Parcel.

The Council discussed the method of reallocating the assessments and also considered requiring a bond from the owner of the Parcel to secure payment of the assessment reallocated to the Parcel. Mr. Nelson agreed that upon purchase of the Parcel he would pay the assessment in full.

Motion by Corbin, seconded by Demars, for the action as follows: The outstanding special assessment of Lot 1, Block 1, MG Medford Addition shall be reallocated to the Parcel upon condition that Steve Nelson purchases the Parcel and immediately pays the outstanding balance of the assessment in full. The outstanding assessment on Lot 2, Block 1, MG Medford Addition shall remain on that portion of Lot 2 excluding the Parcel. The City shall take such action as is necessary to remove this assessment from the Parcel. Said motion is not conditioned upon a requirement that the parcel be platted. Motion carried 5 ayes, 0 nays.

The City Attorney was directed to coordinate the reallocation of the assessment with the Steele County Assessor.

Medford Civic Club
Paul Beiser is requesting permits for Straight River Days 2007.

Petition for removal of Island at Oakridge Place
Mike Grossman presented a petition requesting the removal of the center island in Oakridge Place. Councilmember Corbin will investigate costs for the next meeting.

Planning and Zoning report
Motions by Corbin, seconded by Demars to send letters to Rita Warrington and Loren Lauver. The motions were withdrawn because letters have already been sent.

Engineers report

Seth Peterson presented the plan as submitted to MPCA for improvements and project schedule.

Motion by Corbin, seconded by Demars to the resolution approving plans and specifications and ordering advertisement for bids for wastewater treatment facility improvements. Carried

Attorney report

Rental Unit Registration proposed ordinance

Motion by Corbin, seconded by Clemmensen to accept the second reading of the rental unit registration ordinance. Carried

Motion by Corbin, seconded by Sexton to adopt the ordinance number 191 rental unit registration. Carried

Authorization and Fees for Emergency Protection Fire Services.

Motion by Corbin, seconded by Demars to accept the first reading of ordinance 192 authorization and fees for emergency fire protection. Carried

Mentioned of USDA loan issued to Nylon Board.

Nothing to report on the electric franchise.

Water/Wastewater report.

Motion by Clemmensen, seconded by Demars to increase maintenance employees pay by 3.5%. Carried

Street report.

Park/Pool report.

Motion by Sexton, seconded by Demars to reimburse Kevin Steinbauer for the Christmas light display on the tower and with consideration to reimburse with extra replacement costs. Carried

Council member Sexton will research the possibility to sell hot dogs at the pool next summer.

Liquor Store Report

Motion by Demars seconded by Clemmensen to approve employees pay increases as presented. The liquor manager wages increased by 3.5%; full-time bartenders' wages increased by 2.5%; part-time wages increased by 2.0%. Carried

Inventory at the liquor store will held on January 1, 2007 at 11:00 am with the auditor arriving at 2:00 pm.

Brenda Demars requested the participation of the municipal liquor in an event sponsored by the Owatonna Chamber of Commerce to be held in Medford. Consensus of the council was not to have the Municipal liquor store participate.

EDA report.

Second drawing for the "Shop Medford" prizes will be held at the January meeting.

Motion by Corbin, seconded by Clemmensen to authorize Stiefl Nicolaus to invest city funds. Carried

Motion by Corbin, seconded by Clemmensen to adopt the final levy and budget as presented. Carried

Motion by Sexton, seconded by Clemmensen to establish adjusted water and sewer rates. Carried

Motion by Kaiser, seconded by Demars to hire Kym Christiansen as the new city clerk/treasurer. Carried

Motion by Kaiser, seconded by Corbin to pay all full time employee \$75.00 and all part time employees \$35.00. Carried

Motion by Kaiser, seconded by Sexton to increase Amber Kniefel pay from 9.80 to 10.50. Carried

Mayor Kaiser attended the Medford School Board meeting on December 18. Issues discussed were the introduction of the new city clerk, development issues, fence located by the school, rain garden, and old school land.

Mayor Kaiser presented a plaque to Don Clemmensen thanking him for his seventeen years of service on the Medford City Council. A plaque was also presented to Karen Sanborn thanking her for her eighteen years of service as the Medford City Clerk/Treasurer.

Motion by Corbin, seconded by Demars to authorize Amber Kniefel to sign checks in the absence of the city clerk. Carried

Organizational meeting-January 2nd, 2007, 7:00 pm

Regular Council Meeting-January 22nd, 2007, 7:00 pm

Motion by Corbin, seconded by Demars to adjourn at 9:15 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.