

Regular Council Meeting
April 24, 2017
7:00 p.m.
City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, Craig O'Hearn, and Mark Rahrlick and Tom Olinger

Others attending were Lon Thiele, Richard Quiring, and Erin Sammon.

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

Pledge of Allegiance.

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

Agenda: Motion by Sexton, seconded by Merritt to approve the agenda as presented. All members voted aye for approval. Motion carried.

Straight River Days and Civic Club Requests – The chairperson of the Civic Club, Erin Sammon presented the different events that will be held during Straight River Days, June 15-17, 2017. Thursday evening is the 4th annual Miss Medford Pageant. Friday will be the parade and the party in the park with a band. Saturday will be many other events.

Parade Permit Request waiving the parade permit fee.

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

Gambling Request for Raffles and Bingo.

Motion by Sexton, seconded by Merritt to approve the parade permit, golf cart passes, and the gambling request for the Civic Club for Straight River days, waiving the parade and golf cart permit fees. All members voted aye for approval. Motion carried.

Auditors 2016 Final Audit Report – Tom Olinger presented the management letter to the City Council. Mr. Olinger gave a brief recap of how all the funds did for 2016. General Fund revenues came in higher than expenditures. Expenditures were higher than budgeted mainly due to debt service principal expenditures. The John Deere Loader lease was paid off in 2016.

The cash balance of the water and sewer funds is increasing. The Municipal Liquor Store had an increase in cash of approximately \$21,000.00.

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

Approval of the March 27, 2017 special meeting minutes, the March 27, 2017 regular meeting minutes, the April 11, 2017 special meeting minutes, and the April 11, 2017 Board of Appeal and Equalization minutes.

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

Approval of the March check register numbers E2907-E2934, 14181-14214, and 45306-45419.

Resolution 2017-22 Accepting Donations from Pat & Kay Merritt (\$10.00), John C Dillemath (\$5.0), Gary Ringhofer (\$5.00), and Bryce Butler (\$5.00) for the Medford Park Endowment Fund.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated the City received the FEMA reimbursement of \$22,448.84 for the park recovery.

Several permits for fences and small building have been submitted. One permit for construction of a new home on Forest Lane has been approved.

Administrator Welti stated he continues to contact residential developers in the area to discuss the housing study. Welti met with a representative from Three Rivers Community Action, a nonprofit that serves as a developer of residential housing, to discuss housing in Medford. The representative will be attending a future EDA meeting.

Administrator Welti stated the spring newsletter had been mailed the beginning of April and several residents contacted the City with questions and requests.

Planning & Zoning will be considering an amendment to Medford's pool code at the May meeting.

Administrator Welti attended the MN Association of Small Cities meeting on Wednesday, April 19. The 2017 legislative session was discussed.

City Clerk Jackson will be attending the Minnesota Clerk's Institute May 1-5. Administrator Welti will be attending the MCMA Conference May 3-5. City Hall will be closed from noon on May 3 through the end of the day on May 5.

City Clerk – none.

Public Works Department- Public Works Supervisor Petersen presented a memo.

Supervisor Petersen gave updates on the treatment plant, pot holes, street sweeping, and parks.

Supervisor Petersen stated the Ras pump 2 had failed, been rebuilt, put back into service, failed again, and has been repaired again and is functioning properly.

Supervisor Petersen stated the City received the new bio solids land application permit on April 24, 2017.

Supervisor Petersen stated the public works department is using a new pothole patch material called Aquaphalt that is supposed to harden and last for years. Petersen stated Seykora Asphalt had swept all the streets and overall the streets looked great.

Supervisor Petersen stated the bathrooms are open at Straight River Park. The drinking fountain is not operating, and a solution is being worked on.

Pool Staff – Administrator Welti presented a memo.

Administrator Welti recommended to the City Council to hire Sydney Langeslag, pool manager, Allie Keilen, assistant pool manager, Kelcey Gerlach, Bailey DuChene, Jacob Gasner, Ben Sutcliffe, Madison Schletty, Morgan Langeslag, Abigail Schroeder, and Mikayla Savig as lifeguards.

Administrator Welti recommended increasing the WSI certified guards who teach swimming lessons wage by \$.25 an hour, from \$10.00/hour to \$10.25/hour.

Motion by Sexton, seconded by Maas to approve the \$.25/hour wage increase for WSI certified guards who teach swimming lessons. All members voted aye for approval. Motion carried.

Computer Use Policy – Administrator Welti presented a memo.

Administrator Welti stated The League of Minnesota Cities advises Cities to adopt a computer use policy in combination with the social media policy the Council adopted in March.

Administrator Welti recommended Council adopt the Computer Use Policy to establish standards of conduct, rules of use, data ownership, etc.

Motion by Dempsey, seconded by Sexton to adopt the Computer Use Policy. All members voted aye for approval. Motion carried.

Vacation of street and sale of land – Administrator Welti presented a memo. Welti stated the owner of 204 2nd Ave SE asked whether the City would be interested in vacating the portion of undeveloped 1st St SE south of 2nd Ave SE. It is a triangular piece of property on which no street could be developed.

Council consensus was to continue to explore the option of vacating and possible sale of the triangular piece of undeveloped property.

Tennis Court Resurfacing - Administrator Welti presented a memo. Administrator Welti recommended resurfacing the existing courts in 2017 with a less expensive surface.

Administrator Welti recommended Council approve the quote from Tim Carlson of C & H Sport Surfaces, Inc. for \$14,400 to resurface the tennis and basketball courts; and install tennis, pickle ball and basketball court lines.

Motion by Sexton, seconded by Merritt to approve the quote from Tim Carlson of C & H Sport Surfaces, Inc. for \$14,400. All members voted aye for approval. Motion carried.

Trail to the Lazy U/Co Rd 12 construction project planning – Administrator Welti presented a memo. Welti stated if a trail was constructed that was separated from the road, the City would be responsible for maintenance. Under current County policy sealcoating, crack-filling, brushing, plowing, and mowing of the trail would be the responsibility of the City. If the shoulder of the road was paved and designated for a trail and bike use, the county would be responsible for all maintenance due to dual use as road shoulder and bike trail.

Council consensus was to continue looking at possible trail options and discussions with Anita Benson.

Ordinance 2017-02 Amending Sunday Off-Sale Liquor Requirements for the Municipal Liquor Store – Administrator Welti presented a memo. Welti stated that currently the Municipal Liquor Store is only open on Sunday during the football season. Passing this ordinance will not change the hours of operation; it will allow off-sale liquor to be sold during the allowed hours when the Medford Municipal Liquor Store is open.

Motion by Sexton, seconded by Merritt to approve Ordinance 2017-02 Amending Sunday Off-Sale Liquor Requirements for the Municipal Liquor Store. All members voted aye for approval. Motion carried.

Compost Site- Administrator Welti presented a memo. Administrator Welti and Public Works Supervisor Petersen proposed the City consider creating a compost drop off site at the current city hall/maintenance site. The City would construct a holding area. Only City staff would have access to the permanent location.

Motion by Sexton, seconded by Merritt to table the compost site discussion. All members voted aye for approval.
Motion carried.

Lon Thiele stated National Night to Unite is August 1, 2017.

Council Workshop/Special Meeting – Monday, May 22, 2017, 6:30-7:00 p.m.
Regular City Council Meeting-Monday, May 22, 2017, 7:00 p.m.
LMC Annual Conference, June 14-16, Rochester

Motion by Merritt, seconded by Dempsey to adjourn the Regular City Council meeting at 8:22 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.