

Regular Council Meeting  
January 8, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Gary Bruggeman, Larry, Lois Nelson, John Curran, Randy Hrdlichka, Greta Luiken, and Mark Rahrck.

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

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

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

Steele County Engineer. Steele County is planning to rebuild County Road 45 from 26<sup>th</sup> Street to the county line with the area through town being milled out and overlaid. Steele County needs to know if the city would like to do utility work along County Road 45 at this time. Bruce Bullert will meet with Gary and Larry about a utility project through Medford. The deadline for the plan completion is April 15, 2002.

Planning & Zoning report.

Water/Wastewater report. The outlet center well improvements are in the planning stage now. The letter from the Outlet Center about the water billing was mentioned. This will be reviewed once the meters have been installed. Automatic payment of water bills will be worked on in the next year.

Park report.

Liquor store report. The council wants the muni to be a profitable venture and feel that Randy is doing as directed by the council.

Attorney report. The Medford School property annexation has been finalized.

Streets report. Alliant is more involved with the street light improvements for main street. Quotes for fixing the green truck will be presented at the next meeting.

Engineer report.

- Erosion control policy is still in progress.
- The final paperwork for the Jones 3<sup>rd</sup> Addition has not been received yet. Final payment will be sent once all the paperwork is received.
- The addendum to Oakridge Bluffs 2<sup>nd</sup> Addition has been signed by Todd Kavitz/
- An email was received from the Barta group. Bruce will respond that they will need to hire someone to gather the information they are requesting.
- The landscaping details for the round-a-bout project were received and reviewed by the council

The sign ordinance needs to be updated. This is referred to the planning & zoning board.

Motion by Sexton, seconded by Paulson to increase the clerk's wages by 3%. Carried.

The pay grid and salaries will be discussed at the next meeting. The benefits package will also be reviewed at the next meeting.

There is a special council meeting on Thursday, January 31, at 6:30 p.m. The purpose is to meet with Dick Day and Steve Sviggum to discuss the wastewater project and other city concerns.

Motion by Karow, seconded by Sexton to accept the appointments as presented. Carried.

The position advertised as deputy clerk will be changed to office assistant. Duties are the same.

The next meeting is January 28<sup>th</sup>. A special meeting is January 31<sup>st</sup>.

Motion by Paulson, seconded by Thomas to adjourn at 8:54 p.m. Carried.

The meeting was reopened at 8:56 p.m. by Mayor Kaiser.

Motion by Thomas, seconded by Sexton that both maintenance personnel are under the direction of the water/wastewater commissioner. Carried.

Motion adjourned at 9:03 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
January 28, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending the meeting were Bruce Kubicek, Gary Bruggeman, John Curran, and Bruce Bullert.

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

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

Planning & Zoning report.

Engineer report.

County Road 45 improvement project discussion with Gary Bruggeman. The cost to replace the water lines along CSAH 45 in Medford would cost about \$225,000. Steele County will seal coat through Medford now and do utility work and reconstruction at a future date. This project will be tied to CSAH funding at that time.

Motion by Karow, seconded by Paulson to adopt a resolution amended to delete (mill and overlay) for the Steele County Improvement project of CSAH 45. Carried.

MNDOT Round-A-Bout project.

Motion by Sexton, seconded by Karow to adopt a resolution to enter into an agreement with MNDOT for the Round-A-Bout project. Carried.

Erosion Control policy. The council will review the information provided by Bruce and discuss it at the next meeting.

The pump house improvements for the Outlet Center well are in progress.

Bruce will contact the developer for the Barta property to ask about their plans for development to see if the city should extend services to that area.

Water/Wastewater report.

Motion by Thomas, seconded by Sexton to accept the quote from Braun Pump & controls for the improvements to the Baker Lift Station. Carried.

Motion by Karow, seconded by Sexton to pay the wastewater testing fee of \$32 for Dorian to take the Class C test in March. Carried.

Motion by Thomas, seconded by Paulson to send Dorian to the water annual conference March 5-7 in St. Cloud and pay the registration, hotel, and mileage. Carried.

Maintenance department meeting report.

Water meter installation in new and old buildings. The maintenance department will install meters that they can. If the installation requires a plumber then that will be noted and a plumber hired.

Streets report. The green truck needs to be replaced. Karow will do more research and bring it to the next meeting. Medford School property annexation process. The trunk fees and annexation fees will be collected when the utility agreement has been finalized.

Park report.

Motion by Sexton, seconded by Karow to increase the park fees as recommended by the park board. Carried.

Liz Eden will be in charge of the pool for the 2002 season.

The new volleyball courts will have the same amount of lighting as the current courts have.

The DNR grant award has not been signed by the DNR official as of yet.

Maintenance department will check into a padding of some sort to be installed around the basketball poles in the park for the safety of sledding.

Liquor store report. Pull tab status given by Paulson.

Motion by Paulson, seconded by Thomas to increase the following wages retroactive to January 1, 2002, at the liquor store: Part time bartenders increase of 3.75%; senior part-time bartender increase of 2.25%; full time bartender increase of 3.00%. Carried.

The manager will be reviewed after his 6 month probationary period.

Motion by Karow, seconded by Sexton to pay the fire departments annual report in the amount of \$9,654.00. Carried.

Motion by Paulson, seconded by Thomas to send the clerk to the regional clerk's meeting in Janesville on February 5<sup>th</sup> at a cost of \$12. Carried.

Motion by Karow, seconded by Sexton to send the clerk to the MCFOA annual conference March 19-22 and pay the registration, hotel, and mileage. Carried.

Motion by Thomas, seconded by Paulson to transfer 3<sup>rd</sup> quarter water collections in the amount of \$33,475.05. Carried.

A special meeting will be held to discuss the employee handbook. Dorian Cornelius and Karen Sanborn will be included in this meeting. Paulson will check with the liquor store employees about the meeting. The meeting will be Wednesday, February 6, at 6:00 p.m. Other items on the agenda will be Development incentives and Wastewater facility.

17 applications have been received for the position of Office Assistant. Mayor, Acting Mayor, and Clerk will interview candidates.

Motion by Paulson, seconded by Thomas that the 2001 wage scale was reviewed and will remain the same for 2002. Carried.

The next meeting is Thursday January 31 at 6:30 with the State Legislators Dick Day and Steve Sviggum.

Karow suggested that the city consider a flag pole system for the street lights instead of hanging decorations on the street light poles.

Motion by Paulson, seconded by Thomas to adjourn at 9:20 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Special Council Meeting  
February 6, 2001  
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Dorian Cornelius, Karen Sanborn, and Brenda McGivney.

The purpose of this meeting is to review the draft of the employee handbook, discuss development incentives, and wastewater treatment facility.

A review of the draft of the employee handbook was done page by page. The suggested changes will be made and then reviewed again prior to having either the LMC or the city attorney review the draft. Sanborn will check with the LMC about this.

Wastewater Treatment Facility. The meeting scheduled for January 31<sup>st</sup> with Sviggum and Day was cancelled because neither could attend.

Motion by Thomas, seconded by Paulson to authorize the Mayor and Acting Mayor along with Engineers and Financial Consultant meet with Sviggum and Day in St. Paul at their earliest convenience. Carried.

Development Incentives. The council discussed the councils feelings about incentives such as tax abatement. A consensus of the council is that the city would probably not offer tax abatement at this time but would look over any offers submitted by developers.

A special meeting will be scheduled for the review of the 2<sup>nd</sup> draft of the employee handbook.

Motion by Thomas, seconded by Paulson to adjourn at 8:29 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
February 12, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. Council member Thomas was absent. All others were present. Others attending were Nick Stadler, Kevin Gallagher, and John Liverseed.

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

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

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

Concerns from the public: John Liverseed asked why there was no changing station in the mens room at the Chalet. This will be passed on to the park board. John also questioned why the bill reports are not published. These have not been published for quite some time. It is no longer required by law. The reports are available at city hall for review. John also expressed concerns about the water billing process now that the bills are sent out monthly.

Discussion of the sewer backup claim from Nick Stadler from October 2001.

Motion by Karow, seconded by Sexton to table this issue to the February 25, 2002 meeting. Carried.

Park/Pool report. Sexton gave an update of the park improvement project. The DNR grant has been awarded to the City.

Liquor store report. The manager of the liquor store is willing to discuss some fund raising options being held at the Muni.

Streets report. Discussion of the quotes received for a truck to replace the green truck. Karow will continue to look into a new truck and the financing to purchase it.

Concerns were expressed about the stop signs along the L & M railroad through town. Mayor Kaiser will contact the Sheriffs department about these concerns.

The city will pursue to scheduling of the fire hydrants for insurance coverage.

Public site & open spaces information for developer dedication shared. A policy will be drafted for the council to consider.

A special meeting to review the second draft of the Employee Handbook will be held on Wednesday, February 20, at 6:00 p.m. The time clock policy and the substance abuse policy will be incorporated in the handbook.

The judge has made a ruling as to the land donated to the city that is adjacent to the Medford Trailer Court. The ruling was that the city owns the property.

Water billing process discussed.

Karow & Kaiser will meet with Senator Dick Day on Wednesday at 1:00 p.m. at his office. A tentative meeting has been scheduled with Representative Steve Sviggum for Friday at 10:30 a.m.

Kaiser & Karow met with the Barta Developers on Monday, February 11 and they are planning on moving forward.

Motion by Paulson, seconded by Sexton to adjourn at 8:33 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Special Council Meeting  
February 20, 2002  
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Robert Bjorge, Eric Stoykovich, Dorian Cornelius, and Karen Sanborn.

The purpose of this meeting is to review the second draft of the employee handbook.

Sanborn will get a copy of the fire fighter drug and alcohol policy.

On the substance abuse policy, the question was asked if the city could deny time off to an employee for the voluntary disclosure for seeking treatment. The attorney will be asked.

Sanborn will check with the LMC for reviewing the handbook for the city. If there is a cost, this will be discussed at the next meeting.

Motion by Thomas, seconded by Paulson to adjourn at 6:31 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
February 25, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Vanessa Moeckley, Shawn Jewison, Nick Stadler, Charisse Brady, Tom Grems, Matt Barta, Jenny Schroht, Amy Luedtke, John Curran, Krista Gillen, Kevin Gallagher, Tracy Robb, Mark Rahrlick, Seth Peterson, Nick Yule, and Scott Deml.

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

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

Discussion of the sewer backup claim for Nick Stadler.

Motion by Paulson, seconded by Sexton to accept the insurance claim as paid and not expend City funds as requested by Mr. Stadler. Carried.

Planning & Zoning report.

The draft of the proposed sign ordinance was reviewed by the council. The council referred the ordinance back to zoning for more work.

Tracy Robb presented a concept plan for Green Lawn Estates.

Tom Grems explained the needs in a truck for the maintenance department. Discussion of new truck vs. a used truck. This issue will be reviewed at the next meeting. The maintenance department will look at a used truck this week.

Wastewater Treatment Facility plan. A public hearing will be held on Wednesday, March 13 at 6:00 p.m. to review the facility plan.

Attorney report. The utility agreement was reviewed. The attorney will forward a copy for the school to review.

Water/Sewer report. Research for a policy for installing water meters in old and new buildings will be done and a policy will be drafted.

The weekend call procedure will be review next month after the employees have kept track of their time for a month.

The maintenance meeting report was reviewed.

Street report. Karow will be meeting with Alliant to discuss the street lights towards the end of March.

Park report.

Motion by Karow, seconded by Thomas to express to Crane Creek Construction that the problem with the Tennis Courts surface is warranty work and should be repaired at no cost to the city. Sexton abstained. Carried.

Motion by Sexton, seconded by Paulson to increase the lifeguard wage scale by \$.25 per hour for each level. Carried.

Liquor Store report. Randy Hrdlichka will be employed by the City for 6 months at the beginning of March. His review will be done then.

The fish fry at the KC Lodge on Friday will benefit the park.

Motion by Thomas, seconded by Sexton to transfer water collections in January in the amount of \$34,655.35. Carried.

Wage reviews for Dorian Cornelius and Pam Mueller will be done at the next meeting.

Brief discussion of the job description for the office assistant and the head lifeguard reporting to the CPO (certified pool operator).

The employee handbook will be forwarded to the LMC for their review. The LMC will review it at no cost to the city although they will not give a legal opinion of the handbook.

A review of the sample public site and open spaces policy from Faribault.

Motion by Sexton, seconded by Karow to sign the agreement for the Unified Guidelines of Bio Terrorism with Steele County and the other cities within the county. Carried.

A Senate Hearing for the consideration of authorizing Medford to impose a local sales tax is scheduled for Thursday February 28 at 4:00 p.m. Mayor Kaiser, Bruce Bullert, and Dave Maroney will attend on behalf of the City.

The EDA meeting scheduled for Thursday will be cancelled.

Motion by Thomas, seconded by Paulson to authorize the \$650 to secure the well houses as quoted. Carried.

Concerns about Green Lawn Estates were expressed.

Motion by Paulson, seconded by Sexton to adjourn at 9:21 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

#### Special Council Meeting

March 13, 2002

City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Brianne Ohnstad and Brad Buscho.

The public hearing scheduled for tonight has been postponed to March 27<sup>th</sup> at 6:00 p.m.

Motion by Paulson, seconded by Sexton to increase the liquor store janitor wages \$.21 per hour retroactive to January 1, 2002. Carried.

Motion by Paulson, seconded by Thomas to remove the probationary status for Randy Hrdlichka making his a regular full time employee and increase his wages by \$.70 per hour retroactive to March 1, 2002. Carried.

Motion by Thomas, seconded by Paulson to increase Dorian Cornelius wages by 3.75% retroactive to January 1, 2002. Carried.

Motion by Kaiser, seconded by Thomas to approve the city and liquor store bills as presented. Carried.

Discussion of the replacement vehicle for the green truck. The used truck looked at is not something the city would want. Karow will bring proposals for a new truck to the next council meeting.

Mayor Kaiser gave a summary of the pre-construction meeting held this morning at the MNDOT offices for the Round-a-bout project. Mayor Kaiser, Karow, Sanborn, and Bruce Bullert all attended.

Mayor Kaiser has not contacted the sheriffs department about the stop signs along the railroad tracks yet.

The wastewater facility plan options were reviewed. The public hearing for this will be March 27<sup>th</sup> at 6:00 p.m.

Motion by Paulson, seconded by Thomas to adjourn at 6:29 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
March 25, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Dean Swanson, John Curran, Mike Nelson, Greg Sanborn, Ben Bullert, Lois Nelson, Gary Wiersma, Tracy Robb, Mark Rahrlick, Dean Sammon, and Bruce Bullert.

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

Tracy Robb is proposing to build a house in Green Lawn Estates. This will be discussed at a special council meeting on Monday, April 8, 2002, at 6:00 p.m.

Planning & Zoning report. A draft of a sign ordinance was presented by Mark Rahrlick. Planning and zoning will review this draft.

Mike Nelson, Steele County Building Official, was in attendance to review the building permit process. The annexation of the school property has been completed and the paperwork has been sent to Steele County to be recorded. Planning and zoning will be reviewing the open space policy as drafted by Mark Rahrlick.

Minnesota Benefit Association representative Dean Swanson explained the "Section 125" or flexible spending plan available to the City of Medford. This information will be given to the employees to see if they would be interested in this type of plan. The council will review this option at the next council meeting.

Erosion Control Policy draft was reviewed with Mike Nelson.

Discussion with Dean Sammon, Crane Creek Construction, about the tennis courts.  
Motion by Paulson, seconded by Sexton to authorize the repair and resurfacing of the tennis courts at a cost of \$2,398. Carried. This amount represents 1/3 the total cost. Crane Creek will pay the remaining balance.

Park report. Motion by Sexton seconded by Paulson to increase the WSI swimming lesson instructors wages by \$.75 per experience & longevity level. Carried.  
Motion by Sexton, seconded by Thomas to hire Liz Eden as the pool manager at a rate of \$11 per hour. Carried.

Attorney report. The annexation agreement for the school property is at the school. Once they have approved and signed it, it will come before the city council.  
The council is requesting the attorney to review the city ordinances to find out if Medford would be prepared should an adult business approach the city.

Water/Wastewater report.

Motion by Thomas to pay the on-call maintenance employee for 3 hours per day for weekends on call. Motion is withdrawn.

Motion by Thomas, seconded by Sexton to set the minimum weekend call rate at 3 hours per weekend day. Carried.

Motion by Thomas, seconded by Sexton to allow Dorian Cornelius to carryover unused vacation days as the current policy states and to pay him for any days over the carryover. Carried.

A commendation was received for the Wastewater Treatment Facility this year.

Tom Grems has received the CPO (Certified Pool Operators) certification. Tom will be taking the weed spaying test soon. Dorian Cornelius took the wastewater operators test last Friday.

Break

Engineers report. The escrow amount for the Erosion control policy will be \$500. The draft will be revised and reviewed at the next meeting.

The public hearing for the Wastewater Facility Plan will be Wednesday, March 27<sup>th</sup>, at 6:00 p.m.

Streets report. Karow will be meeting with Alliant to discuss the street lights along Main Street on Wednesday morning.

Motion by Karow, seconded by Paulson to purchase a new 2002 Dodge Ram truck from Owatonna Ford at a total cost of \$23,221.10 with the financing to be arranged later. Carried.

Liquor store report.

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

Karow expressed concern that there was mud sprayed on the south side of the KC Hall from a car in the parking lot.

Motion by Sexton, seconded by Thomas to transfer the water collections from February in the amount of \$15,082.28. Carried.

There has been no reply from the LMC about the employee handbook as of yet.

A meeting has been scheduled at the MNDOT office in Owatonna on Tuesday morning at 10 a.m. This meeting will be with the businesses in Medford to discuss the staging of the Round-A-Bout project and access to Medford from I35 during construction.

The legislature has not taken any action about Medford's request for a ½% sales tax.

Motion by Paulson, seconded by Sexton to adjourn at 10:01 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Public Hearing  
March 27, 2002  
City Hall

Mayor Kaiser opened the public hearing at 6:00 p.m. Council member Paulson was absent. All other members were present. Others attending were Seth Peterson, Lois Nelson, Rodney Borwege, Roger Borwege, and Bruce Bullert.

The purpose of this hearing is to receive comments and views of interested parties on the proposed Wastewater Treatment Facility Plan prior to submitting to MPCA.

Seth Peterson gave a presentation of the facility plan. The recommendation is to expand and upgrade the existing activated sludge process wastewater facility.

The floor was opened to questions.

The plan will be submitted to MPCA by April 1, 2002.

Motion by Sexton, seconded by Thomas to close the hearing at 6:48 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Special Council Meeting  
 April 8, 2002  
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were the Planning & Zoning Board (John Curran, DeWayne Halverson, Ross Olson, Daniel Needham, & Drew DeMars), Tom Grems, Dorian Cornelius, Bruce Bullert, Don Redman, and Tracy Robb.

Round-A-Bout update. MNDOT will relocate the trees from this area at the city's request. They need to know in the next week which ones and where to put them. All contact with MNDOT about this project will be made through Mayor Kaiser.

The purpose of this meeting is a joint meeting with the city council and the planning & zoning board to review the proposal by Tracy Robb to build a residential home in Green Lawn Estates without city services.

Don Redman presented a concept plan for Green Lawn Estates and noted the placement of the residence.

Issues of concern that need to be addressed in a developers agreement for this proposal:

1. Allowing for an on site septic system in city limits
2. Access issues to the property
3. Assessments
4. Placement of the residence on the lot and how it fits with the concept plan
5. Trunk fees
6. Meets and Bounds legal description vs. final plat of property
7. Time & cost of city engineers involvement.
8. Township road that goes through to Cedar Street
9. Water tower site(s) in the development.

Bruce Bullert will draft a developer's agreement to start negotiations for this proposal.

Don Redman is willing to pay for the consultants expenses for this proposal.

A joint meeting of the city council and planning & zoning board will be held on Monday, April 15<sup>th</sup>, at 7:00 p.m. to review the drafted agreement.

Motion by Sexton, seconded by Karow to adjourn at 7:09 p.m. Carried.

Regular Council Meeting  
 April 9, 2002  
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Chris Ress, Dean Swanson, Matt Schmiesing, Bryan Madson, Shane Maefsky, Gary Wiersma, and Bruce Bullert.

Motion by Paulson, seconded by Karow to accept the agenda as amended. Carried.

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

Motion by Paulson, seconded by Thomas to approve the city and liquor store bills as presented. Carried.

Section "125" flex spending plan presented by Dean Swanson to the council for their consideration. This plan would cost the city \$500 per year for the management of the fund.

Motion by Paulson, seconded by Karow to initiate a section "125" plan for city employees. Carried.

Water/Wastewater report. Tom Grems received his CPO certification. Tom has not heard about the weed spraying certification.

EDA report.

Park report. Motion by Sexton, seconded by Thomas to close Straight River Park to reservations June 23<sup>rd</sup> to the 30<sup>th</sup>, 2003, for the 150<sup>th</sup> Celebration. Carried.

Motion by Sexton, seconded by Brian to have the tennis court resurfaced in green. Carried.

Mayor Kaiser turned over the meeting to Acting Mayor Karow for the discussion of the pool and wages.

Motion by Sexton, seconded by Thomas to set the WSA wages as recommended by the park board, \$.75 less per hour than the WSI. Carried.

Mayor Kaiser led the meeting again.

Motion by Sexton, seconded by Paulson to allow the Medford Area Historical League use Straight River Park for the 150<sup>th</sup> Celebration at no charge (June 23 – 30, 2003). Carried.

The park maintenance employee wages is tabled for more information.

Liquor store report. The MS fundraiser went well. Brenda was in charge of the event.

Owatonna is hosting a fire fighter convention in June and would like to have an evening event at the Muni. Randy is working on this.

Shrew Brothers is the band for Straight River Days.

Street report.

Motion by Karow, seconded by Paulson to hire Owatonna Groundsmasters at the rate of \$66 per hour for street sweeping. Carried. A certificate of insurance will be requested from Groundsmasters.

Motion by Karow, seconded by Sexton to have Steele County Highway Department do the seal coating on Sunrise Drive at a cost of \$1,425. Carried.

Seal coating of other streets discussed.

The street light project with Alliant Energy has been stalled.

Motion by Karow, seconded by Kaiser to acknowledge and thank the Medford Fire Department for the donation of \$12,000 towards the purchase of a new truck for the street department. Carried.

Engineers report. Bruce is checking with the county about the outlet center utility project.

The watermain is being installed for the school. The utility agreement with the school is being reviewed by the school.

Once they sign it the city will receive the annexation and trunk fees.

The bituminous final coarse for Oakridge Bluffs 3<sup>rd</sup> Addition is planned for May.

Round-A-Bout project update.

Erosion Control Policy. Discussion of when to return money left in the escrow.

The fire department has asked that all requests from the city for charitable gambling funds are to come from the Mayor.

The next meeting is Monday, April 15, at 7:00 p.m. This is a joint meeting with the planning & zoning board. The Board of Review is April 17, at 7:00 p.m.

Motion by Paulson, seconded by Karow to adjourn at 8:08 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Special Council Meeting  
 April 15, 2002  
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. Council Member Karow was absent. Others attending were the Planning & Zoning Board (John Curran, DeWayne Halverson, Ross Olson, & Drew DeMars).

The purpose of this meeting is to discuss the proposal from Tracy Robb to build a house in Green Lawn Estates. The draft of the proposed developers agreement has not been received at this time.

Discussion of the position of the house and the location of the sanitary sewer lines.

This proposal will be reviewed once the draft of the developers agreement has been completed. The council and zoning would like to get cost estimates for extending a sanitary sewer line to the residence.

Motion by Thomas, seconded by Paulson to adjourn at 7:25 p.m. Carried.

Board of Review  
 April 17, 2002  
 City Hall

Mayor Kaiser opened the meeting at 7:00 p.m. All members were present. Others attending were Glen Purdie and Dave Wavrin.

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.

A letter was received at city hall from Michael J. Corbin appealing the value set for his property. Philip Heim contacted the Assessors office directly appealing the value of his property located at 305 NW 3<sup>rd</sup> Avenue. Jim Mathews contacted the assessor questioning the value of the Medford Furniture Outlet.

Review of the recommendations as outlined by the Assessors office for these property owners.

Motion by Thomas, seconded by Sexton to approve the recommendations as outlined by the Assessors office. Karow opposed. Motion carried.

Discussion of the school properties that are being sold and how those properties are valued. Property is valued based on the use not the zoning designation.

Motion by Sexton, seconded by Paulson to close the meeting at 7:50 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
 April 22, 2002  
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were John Curran, Don Clemmensen, Kyle Meyers, Melissa Zeise, Liz Smith, Ray Chavie, Dean Swanson, Dorian Cornelius, Mark Rahrck, Greg Sanborn, Amber Elzen, and Lois Nelson.

Motion by Sexton, seconded by Karow to accept the agenda as amended. Carried.  
 Motion by Thomas, seconded by Paulson to accept the minutes as corrected. Carried.

Review of the Flex spending service agreement and the articles of the spending plan.  
 Motion by Paulson, seconded by Thomas to adopt the articles for the spending plan with MII Life. Carried.  
 Motion by Paulson, seconded by Sexton to enter into the service agreement with MII Life. Carried.

Kyle Meyers presented the audit for the year ended December 31, 2001.

Planning & Zoning report. The drafted sign ordinance was reviewed. This will be discussed again once the zoning board has reviewed this draft.

Attorney report.  
 A review of the open space policy as drafted by the attorney. The attorney will revise this draft and return it to the council for their review.  
 Mark will work with the planning & zoning board to draft an ordinance restricting adult entertainment within the city limits.  
 Mark will draft an ordinance to prohibit meets & bounds property description within the city for the council to consider.

Water/wastewater report.  
 Motion by Thomas, seconded by Sexton to adopt the water meter installation policy as presented. Carried.  
 Motion by Thomas, seconded by Paulson to send Tom to the pump workshop at a cost of \$40. Carried.  
 The trees from the round-a-bout are scheduled to be moved tomorrow.  
 Dorian missed the wastewater certification test by 3 points. He can take it again in June.

Streets report. There is no new information from Alliant about the street lights improvements.  
 Street sweeping will begin next week.

Parks. Swim lesson registration will be May 1<sup>st</sup> at the school. The next meeting of the park board will be a walk through of the park areas.

Liquor store report.

Motion by Karow, seconded by Thomas to transfer the water collections from March in the amount of \$13,945.40. Carried.

Sanborn will send a letter to Alliant requesting a street light on Sunrise Drive.

Sexton questioned the fact that city hall was closed on April 19<sup>th</sup>. The office assistant was unable to cover that day but will be in the office May 1 – 3 and the 6<sup>th</sup> to cover while the clerk will be gone.

Sanborn resubmitted the employee handbook to the LMC and is expecting a reply shortly.  
 The school annexation agreement is on the Mayor's desk yet.  
 The next meeting is May 14<sup>th</sup> at 7:00 p.m.

Motion by Thomas, seconded by Paulson to adjourn at 8:39 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
May 14, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Greg Sanborn, Tom Grems, Kayla Sanborn, Kelly Markham, Doug Parr, Mary Overlee Olson, Phil Heim, and Gary Wiersma.

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

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

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

Phil Heim presented an application for an exempt permit for the KC to hold a raffle.

Motion by Karow, seconded by Sexton to approve the KC raffle application. Carried.

Green Source 2020 have a presentation about them and what they do. Doug Parr & Mary Overlee Olson were the representatives for the organization.

EDA Report.

Water/Wastewater report.

The drainage tile for the pathway system will be installed soon.

The spring along County Road 12 in Oakridge Bluffs is a closed issue. There is still some water running but that is from the spring.

Motion by Thomas, seconded by Paulson to approve the wastewater training course for Dorian Cornelius from June 18 to the 20 at a cost of \$225. Carried.

Park report.

Motion by Sexton, seconded by Karow to grant Stacy Thofson the use of the Medford Chalet at no charge for an Alpha Class as long as it is sponsored by a church and the class is offered at no charge and does not supercede a paying group. Carried.

Motion by Sexton, seconded by Paulson to thank Mr. Haugen's 3<sup>rd</sup> grade class for participating in Earth Day by cleaning up in the park. Carried.

Motion by Thomas, seconded by Sexton to hire B & P to strip the parking lot in the park and mark the handicapped stall at City Hall. Carried.

Liquor store report.

Street/Street lights report.

Tom Grems presented a quote from Car Quest for a plow for the new truck. The council will take no action at this time.

Motion by Karow, seconded by Paulson to hire Bergen to repair the crack extensions and fill the new cracks on Sunrise Drive at an approximate cost of \$700. Carried.

Oakridge Bluffs 3<sup>rd</sup> Addition paving will be completed in the next 10 days.

Employee handbook update. Karen will revise as recommended by LMC and get it back to the council.

There will be a joint meeting with the Planning & Zoning Board to discuss Green Lawn Estates development on May 20, 2002 at 7:00 p.m.

Motion by Sexton, seconded by Thomas to adopt the erosion control policy as amended. Carried.

An update of the status of the School utility agreement. This will be discussed at the joint meeting next week.

Motion by Sexton, seconded by Paulson to grant the Medford Civic Club a 3.2 beer license, a dance permit, and a food permit for Straight River Days celebration on May 31<sup>st</sup> – June 2<sup>nd</sup>. Carried.

Motion by Thomas, seconded by Sexton to cancel the 2<sup>nd</sup> regular meeting for May as the date falls on Memorial Day. Carried.

Motion by Paulson, seconded by Thomas to adopt the open space policy. Carried.

Mayor Kaiser gave an update of things around town. Pike Industries will be approaching the EDA for some funds. The Barta development is moving ahead and will be presenting a concept plan to the city soon. The girl scout camp was mentioned.

Motion by Paulson, seconded by Karow to adjourn at 8:52 p.m. Carried.

Special Council Meeting & Joint Meeting with Planning & Zoning  
May 20, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending the meeting were Curt Boettcher, DeWayne Halverson, Ross Olson, John Curran, and Drew DeMars.

Curt Boettcher from Owatonna Ford explained the situation with the truck that the city ordered. The truck was not built and the options for the city are as follows:

1. Keep the same vehicle as ordered but get a 2003 model in September.
2. Take a 2002 model that has been built and is similar to what the city ordered at an additional \$1,400.
3. Purchase a Ford truck instead of the Dodge.

Motion by Karow, seconded by Thomas to purchase a 2002 truck as found by Owatonna Ford at a cost of \$24,715.30 with delivery on Thursday or Friday this week. Carried.

Review of the Utility Agreement with Medford School.

Motion by Sexton, seconded by Karow to enter into the Utility Agreement with Medford School. Carried.

Mayor Kaiser took the agreement to the Medford School Board which is meeting now.

The joint meeting with the planning & zoning board to discuss Green Lawn Estates began with discussion about the sanitary sewer lines being extended versus the installation of a septic system. The consensus of the council and planning is to install the sanitary sewer line. Mayor Kaiser will contact Bruce Bullert to draft a developers agreement with this stipulation. A joint meeting with the council, planning & zoning, and Don Redman will be called once the developers agreement is drafted.

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

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

Submitted by \_\_\_\_\_ clerk.

Regular Council  
June 11, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Tom McDunna, Gary Kindseth, Greg Sanborn, Bruce Bullert, Don Clemmensen, and Gary Wiersma.

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

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

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

Gary Kindseth and Tom McDunna, Met Con Construction, presented a concept plan and a petition for annexation for property located on West Central between Scott Kilness and the Straight River.

Motion by Thomas, seconded by Karow to acknowledge the receipt of the petition for annexation from Met-Con recognizing that the existing houses will be included in the petition. Carried.

The council will meet with Met Con on June 24<sup>th</sup> from 6 to 7 p.m. to discuss a developers agreement. The council will meet at 5 p.m. prior to that discussion.

EDA report.

Water/Wastewater report.

Motion by Thomas, seconded by Sexton to increase Tom Grems wages by 4.5% (\$.53 per hour) retroactive to May 22, 2002. Carried.

The Baker lift station was flooded out and the control panel improvements and repairs will cost approximately \$4,500.

Motion by Thomas, seconded by Sexton to remove the probationary status of Tom Grems employment. Carried.

City Hall is leaking on the south side of the building. Thomas will talk to the maintenance department about this tomorrow.

Park/Pool report.

Motion by Sexton, seconded by Karow to adopt the pool daycare membership policy as presented. Carried.

The park restrooms on the hill were vandalized over the weekend.

Liquor store report. Straight River Days dance was successful. Paulson is meeting on Monday mornings with Randy and Brenda.

The council would like the liquor store to be open on the 4<sup>th</sup> of July as long as workers can be found.

Streets report.

Motion by Karow, seconded by Sexton to authorize up to \$500 to purchase running boards and a tool box for the new dodge truck. Carried.

Engineers report.

Motion by Paulson, seconded by Sexton to present the waiver of liability to Bud Miller for the storm water situation in Jones 2<sup>nd</sup> Addition. Carried.

The culvert that is on 4<sup>th</sup> Street NE between Anhorn and Bartosch was moved further north on the lot. This culvert seems to be washed out. Mayor Kaiser will contact the owner of the lot to discuss this issue.

Motion by Sexton, seconded by Paulson to approve the partial pay estimate in the amount of \$32,437.71 to SJ Louis for work on Oakridge Bluffs 3<sup>rd</sup> Addition. Carried. Payment will be made once the fully signed pay estimate is returned.

Discussion of the storm water runoff from the school building project site was discussed.

Motion by Thomas, seconded by Paulson to grant the Medford Women's Club a parade permit for June 27, 2002. Carried.

Motion by Karow, seconded by Sexton to grant the Medford Women's Club a food permit for June 27, 2002. Carried.

Rick Hager, Fire Chief, extended an invitation for a council representative for the hiring committee for the fire department. The council will decline the invitation at this time.

The draft of the employee handbook will be given to City Attorney Mark Rahrlick for his review prior to the next council meeting.

The cable franchise transfer request will be given to City Attorney Mark Rahrlick for his review prior to the next council meeting.

The next meeting is June 24, 2002, at 5:00 p.m.

Discussion of the nuisance violation notices that were sent out last month.

Bruce Bullert will get a quote for installing a casing along County Road 12/23 for the next meeting.

Motion by Paulson, seconded by Kaiser to adjourn at 8:27 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
 June 24, 2002  
 City Hall

Mayor Kaiser called the meeting to order at 5:00 p.m. All members were present. Others attending were John Curran, Bruce Bullert, Ross Olson, Gary Kindseth, Mark Rahrick, James O'Blennis, and Lois Nelson.

The council and zoning reviewed the concept plan drafted by Met-Con for the development of the property between Straight River and the Scott Kilness property.

A draft of a developers agreement was reviewed. The draft was based on the project being a public project bonded by the city and assessed back to the property.

Gary Kindseth arrived at 6:00 p.m. to discuss the development with the council. Mr. Kindseth stated that the project would be done privately, not a public project. Met-Con will fund the project themselves. An Association for the twin home lots is planned.

The draft of the developers agreement was given to Mr. Kindseth. The draft will be changed to reflect the development being financed privately. Mr. Kindseth will attend the July 22<sup>nd</sup> council meeting to discuss this further.

Break.

Mayor Kaiser will check on the storm water drainage area on 4<sup>th</sup> Street NE that washed out.

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

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

Planning & Zoning report.

Motion by Thomas, seconded by Sexton to accept as the 1<sup>st</sup> reading the proposed ordinance amending the nuisance ordinance. Carried.

The City Council acknowledges that various studies have been conducted regarding the impacts that adult establishments have on communities. These studies include a report entitled "Report of the Attorney General's Working Group on Regulation of Sexually Oriented Businesses" prepared by the Minnesota State Attorney General; a report entitled "Adult Entertainment Report" prepared by the Olmsted County Planning Department; a report entitled "A Forty Acre Study Report" prepared by the St. Paul Division of Planning; a report entitled "The Impact of Pornography: A decade of Literature" prepared by the Department of Justice Canada. These studies have concluded that adult establishments have adverse impacts on surrounding neighborhoods, including increased crime rates, lower property values, increased transiency, neighborhood blight, and potential health risks. Based upon these studies and other information, the City Council concludes:

1. Adult uses have an impact on neighborhoods surrounding them which is distinct from the impact caused by other commercial uses.
2. Residential neighborhoods located within close proximity to adult theaters, bookstores, and other adult uses experience increased crime rates, lowered property values, increased transiency, and decreased stability of ownership.
3. The adverse impacts which adult uses have on surrounding areas diminish as the distance from the adult uses increases.
4. Crime rates which tend to increase within or in the near vicinity of adult uses include rapes, prostitution, child molestation, indecent exposure, and other lewd behavior.

Based upon this information, the City Council concluded it is in the best interest of the citizens of Medford and the public welfare of the City that reasonable restrictions be placed upon adult establishments to minimize the adverse impacts caused by those establishments.

Motion by Paulson, seconded by Sexton to accept as the 1<sup>st</sup> reading a proposed ordinance relating to the licensing of adult establishments. Carried.

James O'Blennis, Nylon Board Manufacturing, explained what his company is doing and the request for the city to apply to the federal government for a grant for his business. The city would then give a low interest loan through the EDA to the company. The funds would then go into the EDA revolving loan fund.

Motion by Sexton, seconded by Paulson for the City of Medford to submit an application to the USDA Rural Development in the amount of \$100,000. Carried.

The employee handbook was reviewed by Mark Rahrlick, city attorney. There were minor changes recommended. Sanborn will make these changes and get the handbook to all city employees.

The lease from AT & T for leasing space on the water tower at the outlet center was reviewed by the attorney. The representative will be invited to the council meeting on July 22 to discuss this.

Motion by Sexton, seconded by Karow to adopt the resolution in support of the change in the partnership of US Cable. Carried.

Water/Wastewater report. Discussion of the green truck and what to do with it. The council wants an ad put in the paper accepting bids for it.

Streets report. Karow will check into signs for the noise nuisance, 4 signs are needed.

Pool/Park report. There is a pool staff meeting tonight. The meeting was actually held on Sunday, July 7.

Liquor Store report. The muni will be open on the 4<sup>th</sup> of July but may close early. A meeting has been scheduled for the liquor store manager, Paulson and the KC Hall to discuss a potential partnership. The lottery ticket sales may be discontinued at the liquor store.

Motion by Paulson, seconded by Sexton to chose to not waive the liability excess limits. Carried.

Motion by Thomas, seconded by Paulson to adjourn at 8:03 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
July 9, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Don Clemmensen, DeWayne Halverson, Gary Weirsma, Bruce Bullert, Greg Sanborn, and Pat Merritt.

Last call for bids for the 1976 Truck. Bids closed.

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

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

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

EDA report.

Motion by Thomas, seconded by Sexton to authorize a \$250 payment to Luke Brown for the completion of the first page of the city web site. Carried.

The request from Nylon Board Manufacturing and the process of application were updated for the council. The application is almost ready to be submitted.

Water/Wastewater report.

Todd Kavitz is working on getting bids to install the drain tile along the pathway in Oakridge Bluffs.

The lift station pumps have been having problems. Staff has been working on them.

The Chalet window was broken. A replacement has been ordered.

Park/Pool report.

Motion by Sexton, seconded by Paulson to reimburse Bryson Havumaki for ½ of his WSI training - \$15, and for the text book that will remain at the pool - \$50, for a total of \$65. Carried.

Discussion of the water aerobics classes offered at the Medford Pool this summer. It has been brought to the attention of the City Council that the instructors for the aerobics classes are being paid an hourly wage and keeping the fees per person attending the classes.

Motion by Kaiser to no longer pay the water aerobics an hourly wage for teaching water aerobics but let the instructor keep the fees as charged per person in attendance. Motion dies for lack of a second.

Further discussion of this situation.

Motion by Sexton, seconded by Paulson to pay the water aerobics instructors \$12 per hour and the \$2 fee per person attending would be turned in to the city. If the instructors do not accept this, the water aerobics classes will be cancelled.

For: Paulson, Sexton, Thomas. Against: Karow, Kaiser. Carried.

Beth Grote wages discussed.

Motion by Sexton, seconded by Karow to pay Beth Grote \$8.00 per hour, the same as last year. For: Paulson, Karow, & Sexton. Against: Thomas and Kaiser. Motion carried.

Discussion of the Met Con Lumber development concept plan. The park board recommends that the city take the flood plain area. The council will take this under advisement.

Liquor store report. Paulson, Randy Hrdlichka, & Brenda McGivney will be meeting with the KC Lodge to discuss a possible partnership. Paulson will keep the council informed. Discussions are continuing about the possible dropping of the lottery.

Streets report. Seal coating has been postponed until August.

A total of 4 bids were received for the 1976 Chevy truck. The lowest being \$300, the highest being \$550.

Motion by Thomas, seconded by Sexton to keep the 1976 Chevy truck for use by the City. Carried.

Engineers report.

Motion by Karow, seconded by Thomas to approve the partial pay estimate to SJ Louis Construction in the amount of \$1,529.55. Carried.

Bruce found that it is no more cost effective to install the casing for the extension of services along County Roads 12/23 at this time. The casings will be installed when development occurs.

The developers of the Barta property are close to presenting a concept plan to the City. Mayor Kaiser has met with them and they stated that soon they would present a concept plan.

Motion by Karow, seconded by Thomas to accept as presented the second reading of a proposed ordinance amending ordinance 161, nuisance noise. Carried.

Motion by Karow, seconded by Sexton to adopt an ordinance amending Ordinance 161, Nuisance ordinance. Carried.

The adult establishment regulations proposed ordinance 2<sup>nd</sup> reading will be done at the July 22, 2002 regular meeting.

There will be a meeting with employees to review the final draft of the Employee Handbook on Monday, July 22, 2002, at 6:00 p.m. All employees are encouraged to attend.

DeWayne Halverson requested a cross walk be installed across Central Avenue West at the 1<sup>st</sup> Street intersection. Mayor Kaiser will contact Steele County Engineering about this.

Motion by Paulson, seconded by Thomas to adjourn at 8:49 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
July 22, 2002  
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Dorian Cornelius, John Curran, Randy Hrdlichka, Brenda McGivney, Mark Rahrlick, Pat & Kay Merritt, Char Slifka, Dorothy Morman, Connie Cass, Greg Sanborn, Judy Edel, Harvey & Pat Kuhlman, Joanne Davis, Helen Kay, and Bruce Bullert.

Discussion of the final draft of the Employee Handbook.

Motion by Thomas, seconded by Sexton to adopt the employee handbook and put into effect on August 1, 2002. Carried.

Liquor Store report. Paulson, Hrdlichka, and McGivney met with the KC Lodge Board about a partnership. Mark Rahrlick was asked for a legal opinion about a possible partnership. Discussion of that response. Paulson will continue discussions with the Lodge board.

Staff met with a representative from the Minnesota State Lottery about the lottery sales in the muni. In February of 2003 the state will be setting a minimum sales amount. The muni will not meet this and will probably be discontinued at that time.

Motion by Paulson, seconded by Sexton to discontinue lottery ticket sales immediately. Carried.

Randy Hrdlichka asked about the possibility of the muni hosting a sand volleyball tournament in August. The park may not be available and the volleyball courts may be removed for the park renovations. Randy will do some more checking for this.

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

Planning & Zoning report.

Motion by Sexton, seconded by Paulson to accept as presented with the recommended changes from planning & zoning as the 2<sup>nd</sup> reading of a proposed ordinance for Adult Establishments. Carried.

Motion by Karow, seconded by Thomas to adopt the proposed ordinance for Adult Establishments. Carried.

Mayor Kaiser met with Steele County about the Met-Con development and the widening of County Road 12/Central Ave for the development.

Water/Wastewater report.

Dorian passed the wastewater operator exam. Discussion of the contract with Keith for wastewater operator. Keith's services are still needed for the land application this fall.

Streets report. The noise signs have been installed.

Parks report. An update of the park improvement project was presented.

Motion by Sexton, seconded by Thomas to support the CAST as budgeted. Carried.

Motion by Paulson, seconded by Sexton to approve the insurance quotes as presented. Carried.

The grant application process for Nylon Board Manufacturing is underway. Sanborn received a phone call about some additional information needed. This information will be given to the council for the next meeting.

Pool – Water Aerobics concerns expressed. Participants presented a petition for the continuance of water aerobics both in the morning and the evening. The morning group does not need an instructor only a lifeguard on duty. The council did not cancel the aerobics. Teaching water aerobics is at the lifeguards discretion for the remainder of this year.

The representative for the A T & T lease for placement of antenna on the water tower did not get back to Karen. The council will wait for them to contact us.

The council asked the attorney the question of whether or not the muni could lease the KC Lodge. The attorney will look into this and let the council know.

Engineers report. Bud Miller has not contacted Bruce as of yet.  
Round-A-Bout update.

The school has requested additional parking with access from Woodland Trail.

Motion by Sexton, seconded by Thomas to authorize Bruce Bullert to review this request and to discuss it with the school.  
Carried.

Mention of the possibility of realigning County Road 12 around the corner by the burned down house. Kaiser will contact Steele County about this.

Met-Con will attend the August 13<sup>th</sup> meeting to discuss the proposed development and agreement.

The sheriffs deputy has tagged unlicensed vehicles around town. Notices were sent also. Discussion of recovering towing charges followed. An ordinance could be amended to address the recovery of towing charges.

Barta developers have dropped off preliminary concept plans to Mayor Kaiser.

Motion by Sexton, seconded by Karow to adjourn at 7:36 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
 August 13, 2002  
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Gary Kindseth, Greg Sanborn, DeWayne Halverson, Bruce Bullert, and Gary Weirsma.

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

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

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

Met-Con Development developers agreement response from developer was reviewed. The open space (flood plain area) was discussed. A draft reflecting the discussed changes will be reviewed at the August 26<sup>th</sup> regular meeting.

Park report. Quotes were received for the park improvement project.

Motion by Sexton, seconded by Thomas to accept the quote for Park Grading from Hagen Excavation in the amount of \$7,825. Carried.

Motion by Sexton, seconded by Paulson to table the quotes for the bituminous pathway for more information. Carried.

Dorian Cornelius will be the city staff to oversee the project for the day to day operations.

Motion by Sexton, seconded by Paulson to pay Miracle Equipment for a full installation at a cost of approximately \$7,800. Carried.

The tennis courts are still being looked over by Crane Creek.

EDA report. EDA meeting date has been moved to the 4<sup>th</sup> Wednesday at 5:00 p.m. The council discussed the size of the board.

Water/Wastewater report.

Motion by Thomas, seconded by Sexton to authorize the purchase of 4 time clocks at a cost of up to \$150 each. Carried.

The agreement with Keith Maas for the month of August will be that Keith will be here on Wednesday mornings only and the cost is \$200 for the month.

Motion by Thomas, seconded by Paulson to hire Keith Maas for the land application for wastewater at a price of \$650. Carried.

Motion by Thomas, seconded by Paulson to send Dorian Cornelius to training for land application at a cost of \$225 plus expenses. Carried. The training will be in Brainard.

Internet at the wastewater plant would cost \$9.95 month. The computer modem is not working. The cost to fix is unknown at this time. More investigation will be done.

Liquor store report. Paulson is continuing to look into a partnership with the KC Lodge. The fall street dance is scheduled for September 7. The muni will be open on Labor Day.

Engineer report. The improvements to the water system at the outlet center are planned for bidding around the 1<sup>st</sup> of the year with construction in the spring.

The request from the school for access to the school property at Woodland Trail was explained by Bruce Bullert. He will give the council's recommendations to the school.

Streets report. The seal coating project on Sunrise Drive has been completed. Discussion of the street lights on Main Street and their condition.

Motion by Karow, seconded by Thomas to purchase 4 "No Jake Breaking" signs to post with the "Noise Laws Enforced" signs. Carried.

Motion by Sexton, seconded by Paulson to authorize \$1,500 to David Drown Associates for the Continuing Disclosure for Bond Funds service. Carried.

The budget for 2003 will be discussed at the end of the Regular Meeting on August 26<sup>th</sup>.

Motion by Sexton, seconded by Thomas to pay an additional \$1,200 (initial approved amount \$1,000) for support of the CAST, bring the total to the full budgeted amount. Carried.

There is a special meeting on August 19, 2002, at 6:00 p.m. to discuss the Barta Development. The developer will give a presentation on how they are considering the development of that property.

Motion by Paulson, seconded by Sexton to adjourn at 9:12 p.m. Carried.

Joint City Council and Planning & Zoning Meeting  
August 19, 2002  
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All the City Council members were present. Planning & Zoning members present were John Curran, DeWayne Halverson, Dan Needham, and Drew DeMars. Others attending were Don Clemmensen, Greg Sanborn, Dave Maroney, Dennis Hughes, Jodi Kvaas, and a photographer from the paper. Development representatives: Bobby & Steve Williams, Bill Barta, Greg Hayes, Steve Johnson, Marcie Weslock, John Sutherland, John Cathey, Jeff Smith, and Melissa Williams.

The purpose of this joint meeting is for the Williams/Barta group to present a concept plan for the development of the Barta property (the property to the north of the Outlet Center and McDonalds). The concept plan includes a hotel, two sit down restaurants, a travel center, a fast food restaurant, Archway Monument, and a housing area.

The Archway Monument will extend over the Interstate and will include a museum about the outdoorsmen and the evolution of stewardship in America.

A request for tax abatement for the entire parcel of land was included in the plan for this development.

The council will review all this information and discuss the development and the request at the next meeting.

Motion by Thomas, seconded by Karow to adjourn at 8:47 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
 August 26, 2002  
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Greg Sanborn, John Curran, Glen Meger, Gary Kindseth, Bruce Bullert, Mr. Steve Jaster, Luke Brown, Andy Colwell, and Lois Nelson.

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

Motion by Thomas, seconded by Sexton to accept the minutes with the note that Jodi Kvaas is now Jodi Rogstad. Carried.

Met-Con Development. A revised developers agreement was reviewed with Gary Kindseth. Bruce Bullert will make the revisions as discussed and the council will review at the next meeting.

Motion by Karow, seconded by Thomas to acknowledge the amended petition for annexation. Carried.

Motion by Paulson, seconded by Sexton to authorize the city attorney to draft a joint resolution for the annexation of the Met-Con development. Carried.

The platting process will begin at this time.

Planning & Zoning report.

Discussion of the Funeral Home proposed sign and the placement on the property.

Motion by Thomas, seconded by Karow to require an approximate 7 foot set back from both Central Avenue and 3<sup>rd</sup> Street SE for the placement of the sign for the Medford Funeral Home. Carried.

Motion by Karow, seconded by Paulson to accept the size of the sign as proposed by Glen Meger. Carried.

The planning & zoning held a public hearing to consider a request for a conditional use permit from Jeff Karow. A letter of request was received from Mr. Karow explaining his plans for a gravel parking area along County Road 45 by the Catholic Church parking lot.

Motion by Thomas, seconded by Sexton to grant Jeff Karow, Medford Auto Sales, a 3 year conditional use permit as requested. Karow abstained. Motion carried.

Discussion of the Barta development and the Archway Monument proposal.

Motion by Sexton, seconded by Thomas for the City to not support a tax abatement program for the Archway Monument development. Carried unanimously.

Engineers report. Revised plans for the additional school parking lot were received today. Bruce will review and report to the council at the next meeting.

Luke Brown gave an update of the city web site. Luke needs more information about the city to include on the web site.

Motion by Thomas, seconded by Sexton to pay Luke \$150 for services on the website development to this point. Carried.

Attorney report.

Motion by Sexton, seconded by Karow to accept as presented as the 1<sup>st</sup> reading of a proposed ordinance amending Ordinance 161, Nuisance Ordinance. Carried.

Motion by Thomas, seconded by Paulson to accept as presented as the 1<sup>st</sup> reading of a proposed ordinance setting forth requirements for recording and conveying real property. Carried.

The EDA board will remain at 7 members with 2 members from the Council.

Water/Wastewater report. Discussion of the compost site at Jim's Garbage Service. City staff is working with Jim to keep the site open.

Streets report. Lighting along Main Street discussed.

Parks Report.

Motion by Sexton, seconded by Karow to accept the quote for the construction of the pathway from M & W in the amount of \$7665. Carried.

Motion by Sexton, seconded by Paulson to accept the bid from Hagen Excavation for the subgrade preparation and the bituminous removal in the amount of \$1000. Carried.

The old park equipment has been removed from the park.

Liquor store report. There is a street dance set for September 7<sup>th</sup>.

The next regular council meeting will be on Wednesday, September 11, at 7:00 p.m. The change is due to the primary election on September 10.

The part-time office assistant has resigned. There is an interested person and Dan will be talking to that person.

Break.

The council moved to the City Clerk's office to work on the budget for 2003.

Preliminary levy set at 0% increase over 2002.

The Truth-In-Taxation Hearing will be on Monday, December 2, 2002, at 6:00 p.m. at Medford City Hall.

The liquor store budget was reviewed.

Motion by Paulson, seconded by Thomas to adjourn at 9:05 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
September 11, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Don Clemmensen, Ann Bishop, Gary Bruggeman, and John Tjernagel.

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

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

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

Ann Bishop submitted a request to be reimbursed for the work she did to get the sod redone after the street improvement project done in 2000.

Motion by Karow, seconded by Sexton to pay Ann Bishop \$25 for the work on the sod along the boulevard after the street improvement project in 2000. This will satisfy the issue for Mrs. Bishop. Carried.

Steele County Engineer Gary Bruggeman updated the Council about the County Road 45 project between the City of Owatonna and the Steele/Rice county line. The project will begin with culvert replacements. The majority of the work will be completed in 2003 and 2004.

EDA report.

John Tjernagel from the Medford Area Historical League is requesting financial support for the 150<sup>th</sup> Celebration next year. The consensus of the council is to not use public funds for this event.

Thomas and Sanborn gave an update of the status of the city truck that was damaged in an accident on September 3<sup>rd</sup>. The adjuster inspected the truck late last week. A report has not been received as of yet.

Park report. The playground equipment will be installed on September 30<sup>th</sup>.

Liquor store report. The dance on September 7<sup>th</sup> went well.

Streets report. The final wear coarse has been completed in Oakridge Bluffs 3<sup>rd</sup> Addition.

The erosion control escrow monies were discussed. Collection is to take place at the same time as the hookup fees are paid.

Motion by Karow, seconded by Paulson to adopt a Joint Resolution for the Annexation of the Met-Con property on West Central Avenue. Carried.

Sexton will take the resolution to the Township for their consideration.

A copy of the final draft of the developers agreement with Met-Con was presented to the council. This will be reviewed at the next meeting.

Rene Olson has been hired as the office assistant replacing Caren Lindahl.

Motion by Thomas, seconded by Sexton to accept as presented as the second reading of a proposed ordinance amending Ordinance 161, Nuisance Ordinance. Carried.

Motion by Sexton, seconded by Paulson to adopt the proposed ordinance amending Ordinance 161. Carried.

Motion by Paulson, seconded by Karow to accept as presented as the second reading of a proposed ordinance setting forth requirements for recording and conveying real property in the City of Medford. Carried.

Motion by Sexton, seconded by Thomas to adopt the proposed ordinance as stated. Carried.

Motion by Karow, seconded by Thomas to adopt the internet use policy as presented. Carried.

Motion by Paulson, seconded by Karow to adopt the following as the preliminary levy with a 0% increase:

General Fund	71,984.00
Fire Relief	9,000.00
EDA Levy	8,492.00
97 Refinanced	34,900.00
93 Sewer	50,400.00
94 Street	30,400.00
95 Street	16,000.00
Oakridge Bluffs	39,700.00
96 Water & Sewer	58,000.00
98 Street	56,200.00
2000 Improvements	37,750.00
<b>Total Levy</b>	<b>412,826.00</b>

Carried.

The information for the LMC Regional meetings was presented. There is a regional meeting in Owatonna on October 23.

The next meeting is Monday, September 23, 2002, at 7:00 p.m.

Motion by Paulson, seconded by Sexton to adjourn at 8:10 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
September 23, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Don Clemmensen, John Curran, Mark Rahrlick, Randy Hrdlichka, Dorian Cornelius, and Bruce Bullert,

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

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

Liquor store report. Review of the street dance with Randy. Discussion of the timing and date of the dance. Aluminum can recycling mentioned. The jackets ordered last year but not picked up mentioned.

Motion by Paulson, seconded by Karow to spend up to \$2,200 for bar stools and new pedestals for the tables at the liquor store. Carried.

The money from D & R Star was deposited under on-sale beer. Sanborn and Hrdlichka to work on correcting this.

Water/Wastewater report. The insurance payment for the totaled city truck is \$7,509.35 plus \$500.00 for the loss of use of the crane. Total amount is \$8,009.35 less the deductible of \$250.00. Further discussion of the damaged vehicle and parts the city would keep.

Dorian Cornelius presented a used 1991 Ford F450 for the council to consider as a replacement truck. The council stepped outside to look it over.

Motion by Thomas, seconded by Paulson to purchase the 1991 Ford F450 truck from Jon's Auto Sales at a total cost of \$15,298. Funds to come from the Sewer improvement fund. Carried.

Quotes for jetting and cleaning storm sewer lines will be obtained for a future council meeting.

Park project update. The projected costs are less than budgeted at this time.

Zoning report.

Motion by Thomas, seconded by Paulson to accept as the first reading of a proposed ordinance repealing Section 2 of Ordinance 165. Carried.

Motion by Karow, seconded by Sexton to accept as the first reading of a proposed sign ordinance. Carried.

The council did not consult the zoning board about the archway because that was a request for tax abatement which is a financial question.

Zoning requests that council minutes and zoning minutes be sent out to them each month.

Marie Sexton presented the plan for the land owned by Jerry & Marie Sexton that is abutting the City. The Sexton's have requested a change in zoning from Steele County from interim ag to general industrial. They are not requesting to be annexed to the city at this time.

The consensus of the council is to have no opinion as to the request to change zoning at this time but they would like more time to consider this issue.

Motion by Thomas, seconded by Paulson to enter into the developers agreement with Met-Con Lumber as final draft. This agreement is to go hand in hand with the annexation. Carried.

Bruce Bullert explained the additional school parking area as proposed by the school. Discussion of this parking area. Bruce will take the council's recommendations back to the school.

Street report. A bid was received from Crank Creek Construction to replace 3 to 5 feet of curb on Main Street South. The bid was for \$1,000. The council will not repair the curb at this time, but will add this curb to the next city project that includes curb work.

Park report. Women's Club of Owatonna has donated \$600 toward park benches. The Council will express our appreciation to them with a letter from the Mayor.

DNR sent a letter about to recording of the use of the park. Mark Rahrlick will look over this request and let the council know the next step.

Karow mentioned that spraying for weeds should be done yet this fall.

Motion by Paulson, seconded by Karow to adjourn at 9:09 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
 October 8, 2002  
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Greg Sanborn, Lois Nelson, Rene Olson, Don Clemmensen, Bruce Bullert, Michael Karl, Joe Flores, Brooke Keller, Amber Hartgers, Amanda VanderLugt, Jennifer Roberts, Kyle VanEsch, Rudy Miller, Mitch Kuhlman, Matt Gedicke, Jason O'Neill, Mac Meinke, Paul Heim, and Dustin Houglum.

Mayor Kaiser welcomed all the visitors to the meeting tonight.

Motion by Paulson, seconded by Sexton to approve the agenda as revised. Carried.

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

Motion by Sexton, seconded by Karow to pay the city bills with the additional bill for Webber Recreation and liquor store bills as presented. Carried.

EDA Report.

Motion by Karow, seconded by Sexton to donate \$500 to the Medford Area Historical League for the Medford 150<sup>th</sup> Celebration. Carried.

Water/Wastewater report. The new truck is working out well.

Engineers report. Bruce discussed the design with the school engineer. The school is now working on the final design for the additional parking lot.

Motion by Kaiser, seconded by Paulson to approve pay estimate #9 in the amount of \$14,183.41. Carried.

The Jones 3<sup>rd</sup> Addition developers agreement called for the streets to be paved in 2003. The engineer will contact the Jones about this.

The fire hydrant included in the additional parking lot design for the school is needed for maintenance and operations of the water system.

Park report.

Dustin Houglum presented a proposed project for the Frank Woodfill Wildlife Refuge.

Motion by Sexton, seconded by Karow to approve this project as presented. Carried.

Motion by Sexton, seconded by Thomas to grant Tracy Menden a \$25 credit towards the 2003 pool season either towards swimming lessons or towards a membership. Carried.

Sexton gave an update of the Park Improvement Project.

Liquor store report. Discussion of expanding food sales at the muni. Paulson will continue looking into this with Randy.

Streets. Nothing to report.

Motion by Thomas, seconded by Paulson to accept as presented as the second reading of a proposed ordinance repealing Section 2 of Ordinance No. 165. Carried.

Motion by Karow, seconded by Sexton to adopt the proposed ordinance repealing Section 2 of Ordinance 165. Carried.

Motion by Karow, seconded by Sexton to accept as presented as the second reading of the proposed sign ordinance. Carried.

Motion by Paulson, seconded by Thomas to adopt the proposed sign ordinance. Carried.

Discussion of the Sexton request from Steele County to rezone land that abuts the City of Medford.

Motion by Paulson, seconded by Karow to not oppose the rezoning of Jerry & Marie Sexton's property abutting the City of Medford. Sexton Abstained. Motion carried.

Motion by Paulson, seconded by Thomas to adjourn at 7:24 p.m. Carried.

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

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

Regular Council Meeting  
October 28, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were John Curran, Don Clemmensen, Terry Overn, Larry Nurre, Mark Rahrlick, Bruce Bullert, Tasha Nelson, Adriana Guzman, Krysta Hrdlichka, Kim Hanbal, Amber Brink, Kellie Born, Jessica Plemel, Cherisse Brady, Chris Rowe, and Travis Clemmens.

Mayor Kaiser welcomed everyone in attendance.

Motion by Sexton, seconded by Paulson to accept the agenda as revised. Carried.

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

Southern Minnesota Construction Company representatives Larry Nurre and Terry Overn presented the plans and preliminary schedule for the reconstruction of County Road 45 from Owatonna to the County line. SMI has applied for a conditional use permit to mine gravel from the Jones property south of the Jones 3<sup>rd</sup> Addition and a temporary asphalt plant on the Clayton Hayes property. These requests were discussed by the council.

Planning & Zoning report. The Council has asked that the planning & zoning board look at the existing school property and the Peterson grain/Jim's Garbage/Sexton properties for possible uses for them.

Engineers report. Discussion of the Woodland Trail extension to the east property line. The street stops approximately 20 to 25 feet from the property line. The water line ends approximately 10 feet from the property line. This was done because the adjacent property owner at the time of development did not want any work or equipment on his property.

Motion by Karow, seconded by Paulson to order a feasibility study for the streets curb & gutter installation at the Jones 3<sup>rd</sup> Addition. Carried.

Discussion of the Jones gravel mining and the pond that would not be filled in for the reclamation of the area.

Attorney report. The attorney has been working on a resolution for the park improvement project. The legal definition needs to be finalized. Once that is done the attorney will get the resolution to the council.

EDA report. The EDA would like to start meeting every other month.

Motion by Thomas, seconded by Sexton to approve the EDA meeting every other month. Carried.

They will be meeting in November. The next meeting will be January.

Water/Wastewater report. Discussion of the time clocks. The time clocks have been received and the time cards have also been received. There are some clarifications needed for the process yet. Employees will start using them now but they will be paid off the old type of time card until after the next meeting for the clarifications to be made.

There will be no maintenance department meeting until next week.

Streets report.

Motion by Karow, seconded by Thomas to accept the B & P street sweeping quote of \$55 per hour. Carried.

Discussion of the jake breaking sign request. The state sign engineer stated that "jake breaking" is no longer used and the signs stating "noise laws enforced" is the appropriate verbage.

Park report. Sexton gave an update of the park improvement project. The work is a bit behind schedule due to the weather. The Civic Club has asked about the use of the park for next years Straight River Days. The park board will discuss this at their next meeting.

Liquor store report. A meeting with a representative for the dept of health to discuss expanding the food sold at the muni was held. There are limitations of space for cleaning dishes, so an expanded menu is not possible at this time. Discussion of using the old fire hall for pool and dart leagues discussed. The old fire hall will be set up for the pool league to play out there on Tuesday evenings.

Motion by Sexton, seconded by Paulson to allow Kevin Steinbauer to climb the water tower to decorate it for the holidays as long as the city insurance covers this action. Carried.

Motion by Paulson, seconded by Thomas to grant the KC Lodge a 3.2 beer permit and a dance permit for the year July 1, 2002 to June 30, 2002. Carried.

Discussion of the gravel mining conditional use permit applications and the temporary asphalt plant applications before Steele County for the Jones gravel pit and the Hayes property. The Council discussed their concerns. Mayor Kaiser will attend the public hearing on November 4, 2002, to express these concerns.

The ribbon cutting for the round-a-bout has not been scheduled yet. MNDOT is thinking about the middle of November or later for a ceremony.

Discussion of a city employee driving a third parties truck to haul sand for the park improvement project. Sanborn will check with the insurance agent to find out if this would be covered by insurance.

The next meeting is November 12, 2002, at 7:00 p.m.

Motion by Paulson, seconded by Thomas to adjourn at 8:37 p.m. Carried.

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

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

Regular Council Meeting  
November 12, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Don Clemmensen, Terry Overn, Ken Krenz, Rene Olson, Bruce Bullert, and Gary Wiersma.

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

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

Motion by Paulson, seconded by Sexton to pay the liquor store bills as presented and to pay the city bills excluding the Crane Creek bill and including the bill from Hagen Excavating for \$7,825. Carried.

Election results.

Motion by Thomas, seconded by Sexton to accept the election results for the two council seats open as follows:

Michael Corbin	218 votes
Donald L. Clemmensen	205

Motion carried.

Discussion of the conditional use permits requested of Steele County for the gravel mining and a temporary asphalt plant in the Jones property on the southwest side of town and the Hayes/Hosfield property on the east side of town. Mayor Kaiser outlined the meetings between Steele County, Mayor Kaiser, Bruce Bullert, and Terry Overn from SMC concerning the Jones gravel mining area.

Motion by Sexton, seconded by Karow for the following recommendations to be included for the conditional permit for the Jones gravel mining:

1. No asphalt permitted for the life of the gravel mining permit.
2. The pond slope will be 10' to 1' from the start of the water line to a water depth of 1' then the slope of 6' to 1'.
3. Fencing not being required.

Carried.

Hayes/Hosfield gravel mining and asphalt plant. The consensus of the council is that the access road for this area is in a good place and should not be moved.

Motion by Thomas, seconded by Paulson that the stated recommendations from Steele County are acceptable to the City of Medford. Carried.

Engineers report. There has been no contact with the school about the additional parking lot off of Woodland Trail. Mayor Kaiser will send a letter to the school about the parking lot stating the City Council's position.

A feasibility study for the Jones 3<sup>rd</sup> Addition will be presented at the next Council meeting.

The River Trails Girl Scout Council has submitted an annexation request for the Piper Hill Girl Scout Camp. There will be a joint City Council and Planning & Zoning meeting on Monday, November 18, at 7:00 p.m. to review this request.

Park report. Discussion of the request from the Medford Civic Club for use of the park area for next years Straight River Days. Concerns were expressed about heavy equipment on the areas with new sod.

Motion by Sexton, seconded by Thomas to accept the recommendation of the Park Board for the 2003 Straight River Days Celebration of not allowing any heavy equipment on the park grass areas. Carried. The Civic Club can ask this for future years.

Motion by Sexton, seconded by Paulson to reimburse Kevin Steinbauer \$500 for the decorating of the water tower this year. Carried.

Motion by Karow, seconded by Thomas to recognize and thank the Medford KC Lodge for the donation of \$2,067.12 for the park improvement project. Carried.

Sexton gave an update of the park improvement project so far.

Motion by Thomas, seconded by Karow to hire out the laying of sod for the park improvement project. Carried.

The park board has requested \$1,200 for garbage can covers and \$1,000 for tree moving from the Steele County Park Board for park improvements in 2003. The decision will be made in February on whether the city is awarded any funds.

Water/Wastewater report. A formal training program is being set up. The job titles of the maintenance department was discussed.

Liquor store report. Microwave sandwiches are now being offered at the muni. The old fire hall has been used for Tuesday night pool and dart leagues.

Streets report. Street sweeping has been started. Mention of the erosion control policy and the implementation of it.

Time clocks. Employees are to start using the time clocks. The official use of them will be the end of November. Any questions about the time clocks will be discussed at the November 25 council meeting.

There is a special meeting on Monday, November 18, at 7:00 p.m. with the Planning & Zoning to review the request of the Girl Scouts for Piper Hill Girl Scout Camp.

Motion by Sexton, seconded by Karow to acknowledge and thank the Fire Relief Association for the payment of the lease for pull tab sales, \$2,500, and the donation to the pool of \$10,000. Carried.

The MNDOT ribbon cutting ceremony for the Round-A-Bout will be Thursday, November 14, at 10:00 a.m. at the Outlet Center.

Motion by Paulson, seconded by Karow to adjourn at 8:26 p.m. Carried.

Special Council Meeting  
Joint with Planning & Zoning  
November 18, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Planning & Zoning members present were John Curran, Ross Olson, Drew DeMars, and DeWayne Halverson. Others attending were Georgia Toogood, Kelly Nowicki, Julie Reed, Jodi Rogstad, Tom Grems, Dorian Cornelius, Bruce Bullert, Don Clemmensen, and Deb Tenold.

The purpose of this joint meeting is to review the annexation request from the River Trails Girl Scout Council for the Piper Hill Girl Scout Camp area.

Kelly Nowicki presented the plans for Piper Hill improvements. The extension of utilities was discussed.

This was just an informational meeting to introduce this request. Zoning will review this and make a recommendation to the council at the next regular meeting.

Motion by Paulson, seconded by Karow to adjourn at 7:29 p.m. Carried.

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

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

Regular Council Meeting  
November 25, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were DeWayne Halverson, Don Clemmensen, John Curran, Lois Nelson, Mark Rahrlick, Bruce Bullert, and Ed Nelson.

Motion by Sexton, seconded by Thomas to accept the agenda as revised. Carried.  
Motion by Paulson, seconded by Karow to accept the minutes as amended. Carried.

Planning & Zoning report.

Ed Nelson, Steele County Trail Administrator, informed the Council that the snow mobile trail over I 35 in Medford would be closing due to the construction of the round-a-bout. Mr. Nelson's explained the reason the trail would be closed is because of the inability of snowmobiles to travel the shoulder of the round-a-bout. The local contacts for the trail association are John Prondzinski and Kevin Gunthe.

Engineers report.

Jones 3<sup>rd</sup> Addition street construction project.

Motion by Karow, seconded by Paulson to adopt a resolution receiving the feasibility study and setting a public hearing for December 11, 2002, at 6:00 p.m. Carried.

Bruce is working of the transfer of the water tower from the Outlet Center to the City. A report has to be sent to DNR Water division.

Attorney report.

Motion by Sexton, seconded by Thomas to adopt a resolution specifying the park area that was improved will not be used for anything other than park area. Carried.

This resolution was needed for the grant award for this improvement.

Water/Wastewater report. Concerns for the Total Suspended Solids limits were expressed. Dorian is working with MPCA to correct the problem encountered.

Dorian has received a certificate for land application.

EDA report. EDA will be meeting on December 18, 2002, at 5:00 p.m.

Motion by Karow, seconded by Sexton to set the annual fees for ads on the City website at:

\$25 annually for an ad

\$40 annually for an ad with a link to their website.

Carried.

Streets report.

Park report. The improvement project looks good.

Liquor store report. Paulson is continuing to review the accounting for the vending machines revenue.

Motion by Paulson, seconded by Sexton to send Sanborn to the Abdo Eick & Meyer GASB 34 training on December 5<sup>th</sup> in Mankato at a cost of \$50. Carried.

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

A presentation was given to the Medford School Board for development of the existing school building being Section 8 Housing. The developer contacted Mayor Kaiser about this. Mayor Kaiser requested information for the Council to review.

There has been no contact from the Barta/Williams group about the Barta property.

Truth-In-Taxation Hearing is Monday, December 2, at 6:00 p.m.

Motion by Sexton, seconded by Thomas to move the next regular meeting to Wednesday, December 11, at 7:00 p.m. Carried.

Motion by Paulson, seconded by Sexton to cancel the regular meeting scheduled for Monday, December 23. Carried.

The snowmobile issue was mentioned.

Motion by Paulson, seconded by Sexton to adjourn at 7:52 p.m. Carried.

Truth-In-Taxation Hearing  
December 2, 2002  
City Hall

Mayor Kaiser called the hearing to order at 6:00 p.m. Council Members Thomas and Karow were absent. Also attending was Lois Nelson.

The purpose of this hearing is to allow city residents to express their opinions and concerns about the budget and on the proposed amount of the 2003 property taxes.

Review of the budget and the preliminary levy. The levy does not have an increase from the 2002 levy.

Motion by Paulson, seconded by Sexton to close the meeting at 6:30 p.m. Carried.

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

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

Public Hearing – Jones 3<sup>rd</sup> Addition Street Improvements  
December 11, 2002  
City Hall

Mayor Kaiser opened the hearing at 6:00 p.m. All members were present. Others attending were Bruce Bullert, Ross Olson, Paul Borash, Michael Corbin, and Rene Olson.

The purpose of this hearing is to review the proposed improvements (streets, curb & gutter) in the Jones 3<sup>rd</sup> Addition. Bruce Bullert, city engineer, explained the project and the proposed improvements. Estimated costs of the project were shared along with estimated assessments.

The floor was opened to questions.

Motion by Thomas, seconded by Sexton to close the hearing at 6:21 p.m. Carried.

Regular Council Meeting  
December 11, 2002  
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Michael Corbin, Bruce Bullert, Pat Merritt, Greg Sanborn, Rene Olson, Don Clemmensen, Wilma Mueller, and Julie Anderson.

Motion by Paulson, seconded by Karow to accept the agenda as amended. Carried.

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

Motion by Sexton, seconded by Karow to pay the city and liquor store bills with the addition of the Hagen Excavation, Marie Sexton, and Brian Paulson. Carried.

The Council gave recognition to Wilma Mueller who has given 20 years of service at the Municipal Liquor Store. The Council presented a plaque and gift to Wilma and expressed their thanks and appreciation.

Water/Wastewater report. The wastewater plant did not make permit in the month of November. The city is working with Rural Water and MPCA to develop a plan to address this problem.

Engineer report.

Motion by Sexton, seconded by Thomas to approve the final payment in the amount of \$5,296.10 for the Oakridge Bluffs 3<sup>rd</sup> Addition and the Furniture Outlet Improvements to SJ Louis Construction upon the receipt of the 3 items as listed on the statement. Carried.

Motion by Karow, seconded by Paulson to adopt a resolution ordering the improvements to Jones 3<sup>rd</sup> Addition. Carried.

Park report.

Liquor store report.

Motion by Paulson, seconded by Thomas to allow the use of the 150<sup>th</sup> Celebration buttons to give free admission to the Street Dance during the celebration next June. Carried.

Discussion of the vending machine revenue that is missing.

Motion by Paulson, seconded by Sexton to increase the vending machine revenue by \$2,936.04 and increase the cash short expense by the same amount. Carried.

Motion by Karow, seconded by Paulson to take the remaining 8 muni jackets and put a new design patch over the names so they could be sold to anyone interested in purchasing them. Carried.

Street report.

Motion by Karow, seconded by Sexton to enter into an agreement to plow the Post Office lot for a fee of \$400 per 2002 – 2003 season. Carried.

A special council meeting will be held on Thursday, January 02, 2003, at 6:00 p.m. The agenda will include the following items: Appointments to Boards & Committees; Water/Sewer rates; and employee reviews.

Discussion of the time clocks. Maintenance employees will punch in and out for lunch when close to the clocks. Clerk will punch in and out and then add ½ hour in for doing city business. The muni employees will be told to punch in and out from now on. If they do not use the time clock, they will not be paid.

Employee reviews must be done by the January 2<sup>nd</sup> special meeting. Corbin and Clemmensen should work with the outgoing council members on these.

Dustin Houglum has completed his Eagle Scout project at the Frank Woodfill Wildlife Refuge. The Council would like to express their thanks and appreciation for a project well done. The Merritt-Woodfill families expressed their thanks and appreciation also.

Motion by Sexton, seconded by Thomas to approve the clarification of the verbal agreement with Christ the King Catholic Church in regards to "Pool Street". For: Thomas, Sexton, and Paulson. Against: Karow. Motion carried.

Motion by Karow, seconded by Sexton to adopt the preliminary levy as the final levy. Carried.

General Fund	\$ 71,984
Fire Relief	9,000
EDA	8,492
97 Refinanced	34,900
93 Sewer	50,400
94 Street	30,400
95 Street	16,000
Oakridge Bluffs	39,700
96 Water & Sewer	58,000
98 Street	56,200
2000 Improvements	37,750
Total	\$412,826

The Oath of Office was administered to the Council Members Elect Michael Corbin and Donald Clemmensen.

Thanks and appreciation were expressed to the outgoing Council Members Ron Karow and Brian Paulson. Mayor Kaiser presented each with a plaque.

The next meeting is January 2, 2003 at 6:00 p.m.

Motion by Paulson, seconded by Karow to adjourn. Carried.

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

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