

Special Council Meeting
January 4, 2005
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Greg Sanborn, Paul Beiser, Pat Merritt, and Lois Nelson.

The purpose of this meeting is to make the appointments and designations for 2005.

Discussion of the proposed appointments as presented by Mayor Kaiser.

Council member Sexton expressed concern about having a spouse of a council member on a board. Drew DeMars is a current member of the Planning & Zoning Board and his term expires 12/31/2006. Mayor Kaiser does not agree that this is a problem.

Motion by Clemmensen, seconded by DeMars to appoint the acting mayor Marie Sexton; park pool & summer rec commissioner Marie Sexton; street & lights commissioner Michael Corbin; liquor store commissioner Brenda DeMars; and water & wastewater commissioner Donald Clemmensen. For: Clemmensen, Kaiser, DeMars. Against: Sexton, Corbin. Motion carried.

Motion by Kaiser, seconded by Clemmensen to appoint Paul Beiser to the Planning & Zoning Board for the term 2005-06-07. For: Clemmensen, Kaiser, DeMars. Against: Sexton, Corbin. Motion carries.

Motion by Corbin, seconded by Sexton to remove Rapp and Menden from the EDA as they have not attended meetings and appoint Todd Albers to the term vacated by Menden (2003-04-05) once Mayor Kaiser contacts him about the position. Carried.

Motion by Corbin, seconded by Clemmensen to make the following appointments:

Naomi Jirele & Julie Brussel to Park Board – Term 2005-06-07

Official Bank – Americana Community Bank

Official Newspaper – Owatonna People's Press

Weed Inspector – Daniel Kaiser

Deputy Weed Inspectors – Rich Kucera & Jason Dusek

City Attorney – Smith, Tollefson, & Rahrlick

City Engineer – Community Partners Designs

Dog Catchers – Rich Kucera & Jason Dusek

Zoning Inspectors – Rich Kucera & Jason Dusek.

Carried.

Motion by Clemmsensen, seconded by Corbin to adjourn at 6:07 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
January 19, 2005
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Tim Murray, Pat Merritt, Andrew Colwell, Paul Beiser, Dave Rasmussen, Bob Foster, John Anhorn, Ross Olson, Rich Kucera, Greg Sanborn, Lois & Dave Nelson, and Jeff Karow.

The purpose of this meeting is to meet with Kami, Inc representatives regarding a proposed development of the property known as the Williams/Barta property.

The concept plan was outlined by Dave Rasmussen, 117 townhomes, 55 single family units, and commercial retail area with possible hotel in future. The development is approximately 50 acres. Kami, Inc has an option to purchase this property pending the approval of the city.

Mayor Kaiser stated that he is in favor of the concept plan as presented by Dave Rasmussen. Sexton is in favor of the plan as well and likes the green space included. Corbin is in 100% favor of the plan presented. Clemmensen is in favor of the plan. DeMars is in favor of the plan but would like to see more commercial development along with it. DeMars also stated a concern about the school being able to handle the additional students to go along with the residential area.

Over all, the consensus of the Council is to support the general concept of the project.

Discussion of the southern portion of the property. This area is not under contract with Kami at this time.

Other items the council needs to consider for this project: The leg off the round-a-bout to the west. This road needs to be developed. Public safety for the entire area. Green space maintenance. Eliminate the islands in the middle of the cul-de-sacs. Municipal liquor store possibilities; Kaiser opposed, Corbin either way, Sexton in favor, DeMars mixed feelings about a city owned bar/restaurant or off sale.

Mayor Kaiser asked about the phasing of the project. Dave Rasmussen stated that he sees phasing over a period of 4 to 5 years to absorb all the development.

The next step is working on the financial package, the impact of this development on the water treatment facility and the water supply. The extension of the road (leg to the west off the round-a-bout) is part of this development.

Bob Foster stated that the park land would be deeded to the City. Sexton questioned whether there could be a park fee added onto the sale price of the lots that would go towards the maintenance of the green space-park area.

Motion by Corbin, seconded by Sexton to adjourn at 6:50 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
January 24, 2005
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Pat Merritt, Andy Colwell, Amber Kniefel, Rich Kucera, Paul Beiser, Jerry Paschke, Bruce Bullert, Dalare DeLaney, Debbie Broad, Lynn Meier, and Lois Nelson.

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

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

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

Motion by Corbin, seconded by Sexton to approve the check register for December 2004 as presented. Carried.

Medford Civic Club. The civic club is requesting the approval of a gambling permit to hold bingo and a raffle in conjunction with Straight River Days this year.

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

Discussion of the Friday night dance for Straight River Days. The Civic Club would like the municipal liquor store to not hold this dance this year. Instead the civic club would host a dance in Straight River Park.

Motion by DeMars, seconded by Clemmensen to grant the request to not hold a street dance at the Municipal Liquor Store on Friday evening of Straight River Days this year. Carried.

The Civic Club questioned the city sponsoring Straight River Days this year for liability insurance coverage for the event.

Mayor Kaiser said that this request was denied last year, but if the Civic Club would like to research this and make a formal request to the council, it would be considered at that time.

The Civic Club would like to fence off the park area for Straight River Days this year. It was suggested that they prepare a plan for the fencing and contact the park board to submit this request prior to the next council meeting.

Planning & Zoning report. Planning & Zoning will be working on updating the comprehensive plan.

Engineers report.

The next meeting with the MN Dept of Health to review water treatment options will be February 28, 2005, at 4:30 p.m.

The committee consists of Clemmensen, Bruce Bullert, Rich Kucera, Jason Dusek, and Karla Peterson from Dept of Health.

Mention of the well servicing the west side of the interstate. This well is not treated. Bruce Bullert stated that once the well provides water for 10 residences then it must be treated.

Attorney report.

The attorney did not find anything recorded for an easement for the storm water line that goes between Olympic Fire and the Hagen Property. However, the sanitary sewer easement in the vacated alley of that block was maintained but is vague in its description.

Water/Sewer report.

Discussion of water billing for buildings under construction.

Motion by Corbin, seconded by Sexton to set a fee of \$75.00 for water usage during construction of all buildings. This fee will be collected at the same time as the hookup fees. This fee is effective January 24, 2005. Carried.

Motion by Clemmensen, seconded by Corbin to adopt a resolution adjusting the water and sewer rates for 2005. Carried.

Motion by Corbin, seconded by Sexton to adopt a resolution adjusting the water and sewer hookup fees for 2005. Carried.

Motion by DeMars, seconded by Clemmensen to authorize the purchase and installation of low temperature thermostats to work in conjunction with the alarm system between the booster station, water towers, and wells. Carried.

Park report.

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

Liquor store report.

The pull-tabs are going much better now. The inventory is not in the computer system yet, but it is being worked on.

Motion by Sexton, seconded by Corbin to accept the resignation of Brenda McGivney as full time bartender. Carried.

Discussion of this open full time position. The consensus of the council is to leave this position open until next month and then review it.

EDA report.

Motion by Corbin, seconded by DeMars to approve a loan to Full Service Station for the balloon payment due in the amount of \$7,689.82. The loan would be for 2 years at 2%. Carried.

Motion by Corbin, seconded by Sexton to approve the Medford Fire Department Annual Report in the amount of \$8,024.00. Carried.

Motion by Clemmensen, seconded by Corbin to purchase 32 new flags for the light poles at a cost not to exceed \$800.00. Carried.

Motion by Sexton, seconded by DeMars to approve the gambling permit with no waiting period to the Medford Deerfield KC Lodge. Carried.

Motion by Sexton, seconded by DeMars to approve a 3.2 Beer Permit and a Dance Permit pending the receipt of the completed application and the payment of the fees for the Medford Deerfield KC Lodge. Carried.

Andy Colwell questioned the zoning of the Williams/Barta property. This property is not within the city limits therefore the city does not control the zoning at this time. Upon annexation the city will designate the zoning. The city council has only expressed approval of the concept plan as presented by the developer.

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

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
February 11, 2006
City Hall

Mayor Kaiser called the meeting to order at 8:30 a.m. Council members Corbin and Clemmensen were absent. Others attending were Gary Bruggeman, Steve Jaster, Rich Kucera, Jason Dusek, Lorice Wilkie, and John Hammer.

The purpose of this meeting is for Gary Bruggeman, Steele County Engineer, present a proposed project of County Road 12/23 by the outlet center.

Gary Bruggeman presented the plan. Gary started out by explaining where the funds for road improvements come from, a part of the gas tax, some federal funding, and some Steele County levy. This project is from where the new pavement from the round-a-bout project to where County Road 12 turns west. The project consists of some reconstruction, raised medians, and turn lane. The project is anticipated to take about a month to complete. There will be some restriction of traffic but Gary is planning on working with the contractor and John Hammer for minimum impact on the outlet center. The project will be started some time in late April to middle of May with the paving probably being done in June.

Motion by Sexton, seconded by DeMars to adopt a resolution approving the project as presented. Carried.

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

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
February 28, 2005
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Amber Kniefel, Paul Beiser, Jace Sanders, Patrick Kasper, Chris Keller, Ross Balzer, Pat Merritt, Lynn Meier, Dalare DeLaney, Bruce Bullert, Ron Kubinski, Rich Kucera, Gail Heim, Mark Rahrlick, and Mr. & Mrs. Kurt Degner.

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

Gail Heim presented from the KC Lodge a request for a charitable gambling permit for a raffle to be held in October 2005 but selling the tickets starting in April.
Motion by Sexton, seconded by DeMars to approve the charitable gambling permit without the 30 day waiting period. Carried.

Medford Civic Club – request for strong beer permit for Straight River Days 2005. Discussion of this request.
Motion by Clemmensen, seconded by Kaiser to grant a strong beer license to the Medford Civic Club for June 23,24, 25, & 6 for Straight River Days Celebration with the proof of liquor liability insurance and completed application form for same. Carried.

Zoning & Planning report. Discussion of the comprehensive plan.
Motion by Corbin, seconded by Sexton to authorize the city engineer to update the comprehensive plan. Carried.

Engineer report.
The water committee met today and continues to look at water treatment options. The next meeting is April 25, at 4:30 p.m.
Motion by Corbin, seconded by DeMars to authorize the city engineer to do a feasibility study for development south of Medford along County Road 45. Carried.
Representatives from the Girl Scout Council of River Trails met with Mayor Kaiser and Bruce Bullert and were given the information along with cost estimates for annexation of the camp. They are reviewing the information and will contact the City for the next step.

Attorney report.
The survey of the sanitary sewer line in the vacated alley of Block 37, Johnson & Co. Addition to the City of Medford has not been completed yet.

Water/Wastewater report.
The water tower at the Outlet Center had a major problem and the repairs needed to be completed immediately. The cost for the repairs was \$9,490.00.
Motion by Clemmensen, seconded by Corbin to sent both city maintenance employees to wastewater land application school at \$270 each and a water school at \$125 each. Carried.
Motion by Sexton, seconded by Corbin to purchase an updated CPO manual for \$59.95 plus shipping. Carried.

Streets report.
There are a few seep basins around the City that have problems. Corbin and the maintenance department will look at these in the spring. The request from Mr. Kurt Degner to address the storm water at his property will be looked at at the same time.

Park report.
Sexton gave an update of the Eagle Scout project at the Frank Woodfill Wildlife Refuge by Lance Waterstraat.
Sexton will investigate the cost for central air at the Chalet.

Liquor Store report.
Discussion of the full time bartender position that is currently vacant.
Motion by DeMars, seconded by Corbin to not fill the full time bartender position at this time. Carried.

DeMars will work with the Manager at the liquor store to develop a draft of a $\frac{3}{4}$ time position at the liquor store that may have partial benefits.

There continue to be issues with shortages in the cash at the liquor store. DeMars is working with Becky to take care of this.

There is discussion of whether the liquor store staying open on Sundays other than for the football season. DeMars will keep the council updated about this possibility.

Motion by Clemmensen, seconded by Sexton to send Sanborn to the MCFOA Conference in St. Cloud, and to send Sanborn and Kniefel to the Banyon workshop in May. Carried.

Motion by Corbin, seconded by DeMars to adjust the water bill account as recommended by Kniefel in the amount of \$138.89 for over charges due to incorrect meter readings. Carried.

Motion by Sexton, seconded by DeMars to continue the MII Life flex spending plan for the plan year May 1, 2005 to April 30, 2006. Carried.

Steele County Mitigation Plan proposed resolution.

Motion by Sexton, seconded by Corbin to table the resolution until the next meeting. Carried.

A special meeting will be held on March 22, 2005 at 6:00 p.m. The preliminary agenda will be Development Strategies and liquor store $\frac{3}{4}$ time position.

Motion by Clemmensen, seconded by Corbin to adjourn at 8:32 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
 March 22, 2005
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Greg Sanborn, Diane Barta, Lois Nelson, Ross Olson, Dave Maroney, Mike Johnson, Dave Rasmussen, Andy Colwell, Becky Walderon, Bruce Bullert, Paul Beiser, and a reporter from Owatonna's Peoples Press.

The agenda for this special meeting is:

- 1) Steele County Mitigation Plan
- 2) ¾ Time Employee Position
- 3) Development Strategies

1) Mike Johnson explained the Mitigation Plan process. Resolution to adopt the all hazard Mitigation Plan. Motion by Corbin, seconded by DeMars. Motion Carried.

2) ¾ Time Employees. Recommendation from DeMars and Walderon was not to create this position at this time. Motion by DeMars, seconded by Clemmensen to increase Ann Kirkhus's wages by \$1.00 per hour effective March 11, 2005. Motion Carried.

3) Development Strategies. Municipal Liquor Store as part of Williams/Barta Development. Discussion of this idea was to have both on sale/off sale or have it be a privately owned business bar/grill type. Consensus was to continue to investigate options.

Utilities extension to property. Need to review feasibility study dated March 24, 2004. Total cost today would be \$1,150,000 to \$1,200,000. Discussion of who would pay for these costs.

Utilities, water/sewer, within the development. Discussion of who would pay these costs. Discussion about hook-up trunk fees used for trunk improvements to sanitary sewer and water system.

Park proposal in the development.

Wetlands discussion. Who should own the wetlands.

Streets. Costs to be covered by developer. Discussion about streets curb and gutter. Consensus of the Council is to develop the extension of the round-a-bout immediately. Council consensus about the township road on back side is to take over the road.

Discussion was opened to public for comments, concerns, or questions.

Council took a short break.

Direction from here. Dave Maroney and Bruce Bullert will take information from the discussion to draft a development agreement for Council consideration.

Next Special Meeting Date set for Wednesday, April 6, 2005 at 6:00 p.m.

Motion by Corbin, seconded by Clemmensen to adjourn the meeting at 7:55 p.m. Motion Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 March 28, 2005
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Amber Kniefel, Paul Beiser, Pat Merritt, Dalare DeLaney, Bruce Bullert, Ron Kubinski, Rich Kucera, Mark Rahrlick, Shannon Jones, Velessa Proehl, and Gene Luedtke

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

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

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

Motion by Corbin, seconded by DeMars to approve the check register for February as presented. Sexton asked for clarification on the listed truck repairs. Carried.

Rich Kucera discussed the old fire truck in the parking lot of City Hall. He was questioning the removal of the truck. The council asked for a written request from the fire department to sell the truck.

Shannon Jones wants to get moving on building his house. He needs a building permit. Sexton asked if the house would fit without variances. Shannon's answer was yes the site plan is in compliance. The lot has been resurveyed with the vacation of cul-de-sac. Jones will remove the curb and replace it with the landscaping. Water hook-up is in the front, sewer is in the back. He also needs to apply for zoning permits.

Medford Civic Club

Motion by Sexton, seconded by Corbin to grant the food and dance permit to the Medford Civic Club. Carried.

Zoning & Planning report. Discussion of the Darmel Property at 408 E Central Avenue (the old school bus building). The Hagen's want to run a Day Care out of the building. The City Clerk will draft a letter and Kaiser will sign the letter stating the property is zoned industrial and the Day Care is a permitted use there.

The Hagen's sign request. Merritt read Ordinance 184 Section 5 B #7. The request does not comply with the ordinance. The City needs to draft a letter notifying the Hagen's that they need to request a variance for the sign.

Engineer report.

Water Treatment Options will be discussed more on the April 25th meeting.

County Road 45 Feasibility Study Options

- 1) Service just the south of the Girl Scout property. Small lift station, pump back to 5th Street and extend the water. Running the railroad track or the county road to the intersection. \$350,000 to \$400,000 estimated cost.
- 2) Expand the area to Clinton Falls. The trunk from the school east property and the trunk from the Outlet Center west property and pump back to 5th. Trunk extension across the river.
- 3) Lift station east side of freeway for Outlet Center can service the area between the river and the freeway.
- 4) Move the existing lift station from the Outlet Center spot to a lower area and service more area.
- 5) Gravity service from Outlet Center across freeway.

Attorney report.

Utility easement between Olympic Fire and Hagen's. A letter was sent to Olympic Fire. Waiting for survey from John Hosfield.

Water/Wastewater report.

Kucera requested to purchase a Hydrant Diffuser to be used in the maintenance department. Kaiser and Corbin felt it was not necessary at this time.

Streets report.

Kurt Degner issue with the water in the front yard. The yard has a small ditch in the front where the water collects. Curb and gutter and storm sewer would be needed to remedy the problem. The council consensus was that this is not economically feasible at this time.

City will draft a letter to Dean Brandvold, 5th Avenue NE, citing ordinance 161 requiring him to cut down a rotten tree.

Park report.

Motion by Sexton, seconded by Clemmensen to allow the Civic Club to put up fencing as proposed by the Park Board with the agreement that any damage done to the sod will be repaired. Carried.

Motion by Sexton, to allow a park maintenance fee, \$20 per softball team, \$10 per volleyball team, to be added to team registration applications. Motion fails with lack of second.

Motion by Corbin, seconded by Clemmensen not to grant the request of the Park Board for the park maintenance fee. Against Sexton. Carried.

Motion by Sexton, seconded by Corbin to accept the pool fees as recommended by the park board. Carried.

Motion by Sexton, seconded by DeMars to accept the WSI and lifeguard wages as recommended by the park board. Carried.

Motion by Sexton, seconded by Corbin to accept the increase in pay for the shack attendant as recommended by the park board. Carried.

City cannot have part time salary paid employees.

Motion by Sexton, seconded by Corbin to accept the revised hours of the pool as recommended by the park board. Carried.

Discussion about Lance Waterstrat's project.

Liquor Store report.

Becky Walderson is requesting to hire a cleaning person for the Muni. Lisa Thorson at \$15 per hour was an idea.

Consensus of the council was that more investigation was needed.

EDA

The EDA discussed the resolution at the last EDA meeting. Consensus within the EDA was that they were not in favor of the resolution. The EDA was created as an independent agency, not an advisory committee or board. Corbin stated that if the resolution was passed, the EDA should be dissolved. Kaiser stated the EDA was formed with the intent of the same form as the Park Board and Zoning Board. Adopting the resolution does not mean to dissolve the EDA. Powers should stay with the council. A lengthy discussion followed. Sexton stated the EDA should be a separate entity responsive to the people. She was also concerned with confidentiality issues.

Motion by Sexton, seconded by DeMars to table the action on the resolution until next meeting.

Motion by Corbin, seconded by Sexton to appoint Bud Sanders to the Park Board and Gene Luedtke to the EDA. Carried.

Motion by Corbin, seconded by DeMars to let Karen Sanborn attend the Pay Equity Seminar. Carried.

Mike Corbin will go to the Board of Appeal and Equalization training meeting on May 4th.

Special meeting April 6th at 6:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 9:00 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting

April 6, 2005

City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Mike & Marie Sjulstad, Mike & Ona Grossman, Paul Beiser, Greg Sanborn, Andy Colwell, Dave Rasmussen, Bruce Bullert, Dave Maroney, and Lois Nelson.

The purpose of this meeting is to further discuss the Williams/Barta Development.

Dave Maroney presented a written summary of the discussion held at the special meeting on March 22, 2005. The council went over the points as written in the summary. The consensus of the council is that the summary was accurate as to the points made for the development.

The next step for this development would be to sit down with the developer to negotiate a developers agreement that incorporates the points already discussed.

The liquor store option will be discussed further. Dave Maroney is researching this possibility.

Bruce Bullert and Dave Maroney will complete a draft of a developer's agreement from the discussions so far. The draft will be completed for the packets going out prior to the next regular meeting.

The Regular Council Meeting on April 25, 2005, will start at 6:00 p.m. to review the draft with the developer.

Mayor Kaiser and Dave Rasmussen will meet between now and the regular meeting with the County to discuss roads

Mike Grossman expressed his concerns about this development and the wastewater treatment facility capacity to handle it and also about the well and water issues facing the city. Mayor Kaiser explained that the water issue has to be addressed regardless of this or any development or if there were no development in the city, and that there is currently a plan to upgrade the wastewater treatment facility already in place just waiting on a financing plan.

Mike Sjulstad questioned the capacity of the round-a-bout to handle commercial development or more the truck traffic that would be generated from commercial development. Mayor Kaiser and Council Member Corbin both addressed this stating that the round-a-bout is a challenge for commercial trucks and that is why the commercial development is somewhat limited.

The next meeting will be the Regular Meeting on April 25, at 6:00 p.m.

Motion by Corbin, seconded by Clemmensen to adjourn at 6:47 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Board of Appeal & Equalization

April 20, 2005

City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Glen Purdie, Andy Colwell, Todd Albers, and Cinda Borash.

The purpose of this meeting is to allow property owners the opportunity to review the market values for tax purposes as set by the Steele County Assessors office.

Glen Purdie explained the process for evaluating properties and the process to appeal values.

Andy Colwell asked about the difference between homestead vs. non-homestead. Glen Purdie explained that the maximum market value credit is \$304 based on a \$76,000 valued single family dwelling.

Todd Albers asked if the Council followed the recommendations of the Assessor's office when a property is reviewed.

Mayor Kaiser stated that as a general rule the Council follows the recommendations.

Cinda Borash questioned the estimated market value of her property. There was an appraisal done at the beginning of this month that had a lower value than Steele County had. The Assessors office will review the property and the appraisal.

Todd Albers is also requesting a review of his property by the Assessors office.

There was one person who contacted the Assessors office directly that will be reviewed also.

A special council meeting will be held on Monday, May 9, 2005, at 6:00 p.m. for the council to review the recommendations of the Assessors office on these properties.

Motion by Corbin, seconded by Sexton to recess this meeting to May 9, 2005, at 6:00 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 April 25, 2005
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Bruce Bullert, Dave Maroney, David Seusr, Bill Barta, Robert Foster, Pat Merritt, Amber Kniefel, Greg Sanborn, Jim Thon, Jeffrey Smith, Gary Hanson, Jake Bjorklund, Becky Walderon, Rick Hager, Mark Rahrick, Sunny Baktha, Brian Hellevik, Andy Colwell, Wade Ihlenfeld, Wes Hager, Donna Ihlenfeld, Paul Beiser, Laurel Peterson, and Bev Berg.

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

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

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

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

Williams/Barta development.

The council reviewed the development agreement draft page by page as presented by Bruce Bullert and Dave Maroney. A special meeting will be held on Monday, May 9th to further negotiate this developer's agreement with the developers. This development will be a phased development.

Five minute recess.

Discussion of a municipal liquor store option in the Williams/Barta development. The council consensus was to continue to explore options and have Dave Maroney look for a firm to do a market analysis.

Planning & Zoning report.

Public Hearing for the variance request from the Medford FFA and the School to plant a hay and oat crop on the west side of the new school property. Wes Hager and Wade Ihlenfeld presented their reasons for this request.

Motion by Corbin, seconded by Sexton to deny the request by the FFA and School to plant a hay and oat crop on the west side of the new school property. Carried unanimously.

Fire Department report.

Discussion of the old tanker. Rick Hager, Fire Chief, presented a letter stating that this tanker has been taken out of service and can be sold. The City will advertise the truck and accept sealed bids at the next regular council meeting.

Rick will be purchasing new lockers for the fire hall. Rick will also be hiring additional firefighters. Currently there are 22 firefighters. This will be increased to 25 firefighters.

Sexton expressed appreciation to the firemen for doing a controlled burn of the pond area by the Oakridge Bluffs development.

A request from the Steele County Sesquicentennial Committee for a financial donation to the celebration was received. The consensus of the Council is to not participate as the City did not participate financially with Medford's celebration in 2003.

Frank Woodfill Wildlife Refuge. The Medford Civic Club and the City have maintained this area since 1972. Discussion of the City requesting the ownership of this area from Steele County.

Motion by Corbin, seconded by DeMars to draft a letter to formally request of Steele County to donate the Frank Woodfill Wildlife Refuge to the City of Medford. Carried.

Planning & Zoning report.

Discussion of the timeline for the adoption of the land use proposed ordinance. Mayor Kaiser stated that the goal would be to adopt it this fall.

A request for a variance has been received from Shannon Jones to build a house on Outlot A, Jones Second Addition. The public hearing has been scheduled for Thursday, May 5th at 7:00 p.m.

Engineers report.

Water options. A meeting was held today with representatives from the Minnesota Department of Health. The next meeting with them will be in July where they will go over test results from private wells in the target area for a new well.

The Feasibility Study was presented. It will be discussed at the next regular meeting.

Attorney report. Utility easement update. The surveys are complete for both sides of the Hagen property for the sanitary sewer line and the storm sewer line. The attorney will continue moving forward.

Water/Wastewater report.

Quotes for repairs at the wastewater treatment plant were reviewed.

Motion by Clemmensen, seconded by Corbin to hire A+ Masonry to the repairs at the plant at a quoted cost of \$5,170. Carried.

Streets report.

Discussion of the tree that needs to be removed. A letter was sent to the owner telling him to remove the tree as it is rotten and could fall onto the street which is a danger to anyone who may be on the street. Sanborn to send a second notice with a deadline to have the tree removed or the city would do it and charge the property for the costs associated with the removal.

Park report.

Motion by Sexton, seconded by DeMars to set the pool managers wages at \$11.25 per hour for swimming lessons and life guarding. Carried.

Discussion of a assistant pool manager position. A job description for this position will be presented at the next regular meeting for the council to consider.

Liquor Store report.

Motion by DeMars seconded by Clemmensen to purchase 10 new barstools with backs at a cost of \$55 each plus shipping and sales tax. Carried.

EDA report.

Motion by Kaiser, seconded by Clemmensen to set a public hearing for the consideration of a proposed enabling resolution for the EDA for May 23, 2005, at 7:00 p.m. For: Kaiser, Clemmensen, DeMars. Against: Sexton, Corbin. Motion carried.

Pay Equity seminar. Last month it was approved for the clerk to attend. The clerk does not plan to attend but would like the council to consider going.

The next meeting is a special meeting on May 9, 2005 at 6:00 p.m. Agenda: 1) Board of Appeal & Equalization; 2) Shannon Jones Variance Request; and 3) Williams/Barta Development.

The next regular meeting is May 23, 2005. The EDA Enabling Resolution Public Hearing will start at 7:00 p.m. with the regular meeting following.

Motion by Corbin, seconded by Clemmensen to adjourn the meeting at 8:17 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Board of Appeal & Equalization and Special Council Meeting
 May 9, 2005
 City Hall

Mayor Kaiser reconvened the Board of Appeal & Equalization at 6:00 p.m. All members were present. Others attending were: Ben McAdams, Pat Merritt, Kurt Fischer, Curt Yule, Gary Bruggeman, Andrew Colwell, Greg Sanborn, Terry Yule, Dave Rasmussen, Sylvia Lee, Lois Nelson, Bruce Bullert, and Dave Maroney.

Recommendations were received from Glen Purdie, Steele County Assessor, for the three properties that owners inquired about.

Motion by Corbin, seconded by DeMars, to accept the recommendation for Parcel # 16-101-2305, 201 3rd ST SW, from Glen Purdie, Steele County Assessor, as presented. Carried.

Motion by Corbin, seconded by DeMars, to accept the recommendation for Parcel # 16-101-3304, 202 SE 2nd St, from Glen Purdie, Steele County Assessor, as presented. Carried.

Motion by DeMars, seconded by Corbin, to accept the recommendation for Parcel # 16-112-0102, 405 Valley View Lane SW, from Glen Purdie, Steele County Assessor, as presented. Carried.

Motion by Sexton, seconded by Clemmensen, to adjourn the Board of Appeal & Equalization at 6:03 p.m. Carried.

Mayor Kaiser called the meeting to order at 6:03 p.m. All members were present. Others attending were Ben McAdams, Pat Merritt, Kurt Fischer, Curt Yule, Gary Bruggeman, Andrew Colwell, Greg Sanborn, Terry Yule, Dave Rasmussen, Sylvia Lee, Lois Nelson, Bruce Bullert, and Dave Maroney.

The agenda for this meeting is:

1. Shannon Jones Variance Request
2. Williams/Barta Development

Shannon Jones Variance Request. Mayor Kaiser reviewed the recommendations made by the planning & zoning board from the minutes of the public hearing. Public comments were received at the public hearing so Mayor Kaiser asked that comments here to be brief.

Kurt Fischer referred the City Council to the letter he sent to the planning & zoning for the public hearing.

Motion by Sexton, seconded by Corbin to grant all 4 variances as recommended by the planning & zoning Board. For: Sexton, Corbin, DeMars. Against: Clemmensen. Motion carried.

Williams/Barta Development.

Review of the proposed development with Dave Rasmussen, Bruce Bullert, Dave Maroney, and Gary Bruggeman. Mayor Kaiser updated the council on the meeting with the Steele County Road & Bridge Committee about the leg to the west from the round-a-bout and the realignment of CSAH 12.

Gary explained the CSAH funding process and that there needs to be an exchange of taking the same about of CSAH off the system to add CSAH somewhere else. Steele County is allotted only a certain amount of CSAH. Gary also stated that the CSAH funds for 2005 have all been designated and that there was no money budgeted in 2005 for non CSAH county roads. He could not recommend to the County Board that Steele County fund the construction of this road.

Dave Rasmussen gave an update of where the developer is at now. Dave asked about City bonding and Mayor Kaiser referred him to Dave Maroney to get his questions answered. The Developer is currently going over the draft of the developers agreement and will get back to the council with their comments soon.

Gary Bruggeman recommended that Mayor Kaiser attend the County Board meeting tomorrow evening.

Steele County is currently working on a 20 year transportation plan and hope to have it completed by the end of the year.

Dave Rasmussen will attend the next regular council meeting.

There will be a special council meeting on Tuesday, May 17, at 6:00 p.m. The agenda is a Real Estate Consideration.

Motion by Corbin, seconded by DeMars, to adjourn at 6:45 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 May 23, 2005
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Bruce Bullert, Amber Kniefel, Pat Merritt, Rick Hager, Kevin Sedivy, Bruce Kubicek, Andrew Colwell, Chad and Amy Merritt, Scott and Angie Keilen, Mike Grossman, Sarah Booe, and Lois Nelson.

EDA Resolution Public Hearing. No comments from public.
 Motion by Clemmensen, seconded by Corbin to close the public hearing. Carried.

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

Concerns from the general public in attendance. Pat Merritt addressed the Steele County Commissioner, Bruce Kubicek. He asked the stripes on the corner of Central and Main by the Full Service Station could be repainted. They are getting really light again and people are not following them. The commissioner stated that the corner has been planned to be restriped this summer. The commissioner will also look into a bigger sign directing the lane.

EDA Resolution. Sexton offered comments addressing confidentiality, liability, and the EDA being separate from the council, but still working together. Corbin commented that the city would be liable with the loans with this resolution. Rahrlick stated that the EDA is a separate entity and the city would not be liable. DeMars read two letters, one from John Tjernagel and the other from Lynn Meier. Lois Nelson addressed the council encouraging them to leave the EDA as is. Motion by Kaiser, seconded by Clemmensen to adopt the EDA Resolution. FOR: DeMars, Clemmensen, Kaiser
 AGAINST: Corbin and Sexton. Motion Carried.

Fire Tanker Truck Sealed Bids. Misgen Auto Parts \$913.00
 Edward Johnson \$3,354.00
 Motion by Clemmensen, seconded by Corbin to accept the bid from Edward Johnson in the amount of \$3,354.00. Carried.

45 South Development—Kevin Sedivy addressed the council in his interest to develop a campground south of town. He is interested in annexing the area. He would also like to have Community Partners do the engineering. He needs to meet with the Planning and Zoning Board.
 Motion by Clemmensen, seconded by Sexton to allow Bruce Bullert, Community Partners, to engineer the campground project. Carried.

Planning & Zoning report.
 Scott and Angie Keilen variance request. The Planning and Zoning Board recommends to the council to accept the variance request. Keilen asked about a resolution for non-compliance. Rahrlick will research this more.
 Motion by Sexton, seconded by DeMars to grant the variance request. Carried.
 Motion by Corbin, seconded by DeMars to refund the variance fee of \$125. FOR: Corbin, Clemmensen, DeMars, and Kaiser. AGAINST: Sexton. Carried.

Chad and Amy Merritt variance request. The Planning and Zoning Board recommends to the council to accept the variance request.
 Motion by Kaiser, seconded by Clemmensen to grant the variance as requested. Carried.

Mike Grossman wants to be on the Water Committee. Consensus of the council for Mr. Grossman to be on the water committee.

Sarah Booe, from Straight River Enterprises, came to ask the council about renewing the service contract with the city. There will not be a cap on the amount work.
 Motion by Corbin, seconded by Sexton, to renew the contract for the next two years at \$8.15 per person. Carried.

Engineers report.
 Water options. General information on wells east of town, they are not as deep as the Medford wells.

Sexton asked if there has been any action on the drainage issues at the Medford School. Kaiser stated that it is not a city issue, it is a school issue. Bruce Bullert, city engineer, will contact the Medford School and state the council took the position that he will not work with them on this matter. He will have them contact the County Engineer.

Attorney report. Utility easement update. Changes in ownership of the property were discussed. Will proceed into next month.

Water/Sewer report. Water Emergency and Conservation plan information was given to Bruce Bullert to review. Wastewater plant equipment request will be discussed at the next meeting.

Park report.

Motion by Sexton, seconded by Corbin to form an assistant pool facility coordinator. Carried.

Motion by Sexton, seconded by Corbin to hire Missy Bonde at \$10.25 per hour to be the Assistant Pool Facility Coordinator. Carried.

Police Protection. Kaiser will contact Steele County Sheriff about the 250 gallons of gas per month to patrol Medford.

Motion by Corbin, seconded by Clemmensen to adjourn the meeting at 8:31 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 June 27, 2005
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Jason Dusek, Greg Sanborn, Harold Manthey, Dale Shequehn, Tom Olinger, Bruce Bullert, Pat Merritt, Dalare DeLaney, Paul Beiser, Amber Kniefel, Mark Lunde, and Mark Rahrck.

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

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

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

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

Concerns from the public. Dalare DeLaney read a statement about Straight River Days. This statement is Ms. DeLaney's opinion only and not the opinion of the Medford Civic Club.

Lawn mower quotes. Jason Dusek went over quotes received for lawn mowers. John Deere and Gravely representatives were present to explain their mowers. Discussion of the quotes and options. Mayor Kaiser asked the representatives to revise the quotes for only 1 mower and bring them back to the meeting.

Motion by Corbin, seconded by Clemmensen to adopt a resolution allowing the sale of pull tabs at the municipal liquor store. Carried.

Motion by Corbin, seconded by DeMars to enter into the rental agreement with the Firemen's Relief Association for the sale of pull tabs at the municipal liquor store. Carried.

Motion by Sexton, seconded by Corbin to authorize the mayor to sign the LG 215 for lawful gambling. Carried.

Mower quotes for 1 mower reviewed and discussed.

Motion by Corbin, seconded by Sexton to purchase the Gravely mower as quoted in the revised quote and repair the smaller mower. Carried.

Audit report was presented by Tom Olinger, Abdo Eick & Meyers. A debt management analysis will be budgeted for in 2006. Tom will get numbers to Karen prior to the budget process for this analysis.

Planning & Zoning report.

Nuisance violation sited. Clerk to send notices to property owner notifying of this violation and to clean up the area.

No building permit for a lean to was sited. Clerk to send a letter to the owner and copy the Steele County Building inspector to correct this.

Mention of the dog ordinance and the possibility of a cat ordinance.

Engineer report.

The next scheduled meeting of the water committee is July 25th at 4:30 p.m.

The DNR Conservation plan has been put aside for now because there is time before it would be due.

Attorney report.

Easement for the storm water line between Olympic Fire and the Hagen property. The Hagens have purchased Olympic Fire's property. Mark Rahrck will meet with the Hagens to discuss this easement issue.

The LMC will provide legal counsel for the lawsuit filed by Sylvia M Lee in the matter of the variances granted to Shannon Jones to build a single family dwelling.

Water/Wastewater report.

Motion by Clemmensen, seconded by Corbin to purchase a dissolved oxygen meter as presented. Carried.

Streets report.

Discussion of some damaged street signs and patching of pot holes.

Park/Pool report.

Sarah Booe will be invited to the next park board meeting to discuss the contract for mowing.

Liquor Store report.

Not holding a dance at the Muni during Straight River Days did not hurt the income at the muni at all.

Karen Sanborn included in the packet information received from the Steele County Sheriff about the amount of gas charged to the City for the contracted police protection. The Council appreciated this explanation.

Alliant Energy representatives will be invited to the September City Council Meeting to discuss the franchise agreement that expires next year.

Sexton questioned the use of the Banyon software to generate the budget. The budget is in the software but the council prefers the excel form because it shows all the history.

Motion by Corbin, seconded by Sexton to not waive the excess liability limits for the City insurance. Carried.

Motion by Corbin, seconded by Sexton to adjourn at 8:49 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
 July 25, 2005
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Andy Colwell, Amber Kniefel, Duane Gallea, Bruce Bullert, Pat Merritt, Kevin Sedivy, Paul, Beiser, Rick Hager, Greg Sanborn, Jason Dusek, and Mark Rahrick.

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

Concerns from the public. Pat Merritt asked if there was any development of the City taking ownership of the Frank Woodfill Wildlife Refuge. There has been no progress yet.

The police protection contract with Steele County was questioned. Mayor Kaiser explained the changes made where all shifts of deputies will spend a certain amount of their time in Medford instead of having only 1 deputy spend a portion of his shift in Medford. This is to increase the amount of time deputies spend in Medford.

Medford Fire Department. Rick Hager, chief, presented a quote for ready racks (fire fighting attire lockers).
 Motion by Clemmensen, seconded by Corbin to purchase the ready racks as quoted and presented. Carried.

Clerk Sanborn explained the 2002 Federal law and the 2004 State law that require each polling place to have a handicap assisted voting technology machine for the election in 2006. Sanborn and Kniefel went to a presentation given jointly by Steele County and Waseca County of this equipment. At the same time Steele County is looking to purchase precinct counters. Total Federal and State funds for these purchases is about \$10,000 per precinct. Estimated cost of the equipment is \$12,000. There is an option of combining polling places (i.e. City of Medford and Medford Township or any other township interested) to reduce the cost of this equipment. Steele County has organized a task force to develop a plan to address this issue. Sanborn will participate in this task force.

Planning & Zoning report.

Discussion of the concern brought forward by Arlene Concannon of the tires stored behind Anhorn's Service Station. Kevin Sedivy explained his proposed plan for a campground on the property to the south of the girl scout camp and between the railroad tracks. The consensus of the council is to support this use of the property. The next step for Mr. Sedivy is to contact the surrounding property owners to discuss the idea of cost sharing for extending water and sewer services to the property.

Sexton asked if the planning & zoning had looked at a rental property rules and standards ordinance. There has been no research of this sort to this date. The board will look into this issue.

Engineers report.

Bruce Bullert pointed out the new marking requirements. As of January 1st the city will be required to mark water and sewer lines on private property.

Attorney report.

Darren Hagen has not returned phone calls to the Attorney to discuss the storm water easement.

Motion by Corbin, seconded by Clemmensen to authorize the City Attorney to move forward with litigation to acquire an easement. Carried.

Water/Wastewater report.

Motion by Clemmensen, seconded by Corbin to authorize Rich and Jason to attend the wastewater training in Brainerd on August 23 – 25 and pay expenses. Carried.

Motion by Clemmensen, seconded by Corbin to authorize Dorian to attend the land application renewal training on September 27 – 28 and pay expenses. Carried.

DNR Water Use Summer Surcharge. This new charge was explained by Sanborn. The city is looking at an approximate increase of \$100 per year. This is something to consider when planning a possible increase for next year.

Streets Report.

Motion by Corbin, seconded by Sexton to purchase barricades at an approximate cost of \$1000. Carried.

Park Report.

Motion by Sexton, seconded by Corbin to reimburse Pam Kniefel and Marissa Bonde for their lifeguard recertification training (\$25 each). Carried.

Discussion of a fund raiser for the pool. The park board will be discussing this at their next meeting.

Liquor Store Report.

DeMars explained that there is an ongoing investigation of the cash shortages this year.

Sexton asked about the Muni being open on Sundays. DeMars explained that as long as a minimum amount was taken in the Muni would remain open on Sundays.

EDA report.

Nycore, formerly Nylon Board Manufacturing, is under new ownership and the new owners are working on refinancing the company and hope to pay off the EDA loan to the City with 12 equal installments starting later this year.

The EDA requested funds from Steele County for economic development. They received a letter stating that it must be a request from the City and for a specific project.

Food for Thought has been sold.

Mayor Kaiser gave an update of the west side of I35 proposed development. The developer plans to attend the next regular meeting.

City Hall had a water problem. The drain hose from the central air unit was plugged and the water leaked into the office area. It is unknown how long the hose had been plugged. The carpet will need to be replaced. The walls will be painted and the entry way will get ceramic tile.

The safe in city hall will be sold.

Steele County will be holding a Grandstand Review on Sunday of the Fair. The Sesquicentennial Committee is looking for a unit from the City of Medford. Marie Sexton will contact the Medford Area Historical League for their input into this review.

Motion by Corbin, seconded by Clemmensen to close the meeting to discuss the purchase of the Medford Trailer Court. Carried.

Those present were the Mayor, City Council, City Attorney, and City Clerk. This portion of the meeting is being recorded.

Motion by Corbin, seconded by DeMars to close the closed portion of the meeting.

Mayor Kaiser explained that the closed meeting was to discuss the purchase of the Medford Trailer Court.

The budget meeting will be held on September 12, 2005, at 6:00 p.m.

The next meeting will be August 22, 2005, at 7:00 p.m.

Motion by Clemmensen, seconded by Corbin to adjourn at 8:40 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting

July 29, 2005

City Hall

Mayor Kaiser called the meeting to order at 8:32 a.m. All members were present. Others attending were John Regitschnig, Dyann Reinhard, Lois Nelson, and Mark Rahrnick.

The purpose of this meeting is to consider the offer by John Regitschnig to sell the Medford Trailer Court to the City.

Motion by Corbin, seconded by Clemmensen to close the meeting. Carried.

The public was asked to leave. Persons in attendance included the City Council, City Attorney, and the City Clerk. The closed portion of the meeting was recorded.

John Regitschnig was asked to join the meeting to answer some questions about the trailer court.

Motion by Corbin, seconded by DeMars to open the meeting to the public. Carried.

The public was invited to return.

Motion by Kaiser, seconded by Corbin to accept Mr. Regitschnig's offer to sell the Medford Trailer Court at the price of \$150,000.00; Mr. Regitschnig will pay the special assessments, water bill, and the 2005 real estate taxes; no trailers will be rented between the offer and the closing date; rental agreements and deposits held will be transferred to the City, and Mr. Regitschnig will waive relocation costs of the business. Carried unanimously.

Motion by Corbin, seconded by Clemmensen to authorize the Mayor and City Clerk to sign any necessary legal documents for the purchase and closing of the sale. Carried.

Motion by Corbin, seconded by DeMars to adjourn the meeting at 8:59 a.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
 August 22, 2005
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Don Morris, Greg Sanborn, Karen Sanborn, Amber Kniefel, Pat Merritt, Ruth Dempsey, John Schulter, Paul Beiser, Bruce Bullert, Andy Colwell, Mark Rahrlick, Jason Dusek, and Lois Nelson.

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

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

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

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

Concerns from the public.

John Schlichter expressed concerns about the storm water runoff on 1st Avenue SE during the rain storm on Friday, August 19, 2005. His concern was that there was more storm water flooding his property since Straight River Enterprises new building was built. The water all runs toward his property. Bruce Bullert visited this site on Friday, August 19, to view the situation. He is investigating this issue and will bring a recommendation to the next council meeting.

Mr. Schlichter also expressed concerns about the parking on 1st Avenue SE and the increased traffic on this road. This will also be looked at by Bruce Bullert.

Planning & Zoning report.

The temporary canvas storage units were brought to the attention of the council. Planning & zoning are of the opinion that these units should be regulated in city ordinances.

Mention of the need for a silt fence at the Met Con property. Kaiser to contact Met Con about installation of a silt fence.

Medford Auto Sales conditional use permit. Planning & Zoning will review this at their next meeting.

Engineers report.

The water emergency conservation plan is due by the end of 2006.

The city has requested as built plans for Oakridge Bluffs, Bluff View, Jones 3rd Addition, and the School developments.

These are necessary for the new utility marking rules starting January 1, 2006.

Seal coating estimate for the budget is \$1 per square yard.

Attorney report.

As of 5:00 p.m. today, the City of Medford is the owner of the Medford Trailer Court.

Motion by Corbin, seconded by DeMars to adopt a resolution providing for the purchase of certain property to enhance the City's sewer and water systems. Carried.

Nycore update.

Motion by Sexton, seconded by DeMars to enter into an agreement with Nycore for the repayment of the USDA Rural Development loan granted to Nylon Board Manufacturing. Carried.

Water/Wastewater report.

The letter from Mcguire Iron is for consideration in the 2006 budget.

Streets report.

Seal coating is being investigated for next year.

The seepage basin at 2nd Street and 3rd Avenue NE needs to be cleaned out.

Park/Pool report.

Review of the leak in the baby pool and possible improvements to the baby pool area. Sexton will bring the cost of developing plans to improve the pool area to the next meeting. Concerns were expressed about ADA (Americans with Disabilities Act) compliance when making changes to public areas. A fund raiser is being planned for June 10, 2006 at the KC Hall. Sexton will talk to Mark Rahrlick tomorrow about fund raising issues.

Motion by Sexton, seconded by Corbin to reimburse Chelsey Stadler ½ of the lifeguard training costs. Carried.

Liquor store report.

An employee meeting was held including Mayor Kaiser, Council person DeMars, Keith Maas and all liquor store employees to inform all employees of the ongoing investigation for the cash shortages.

City of Medford and Medford Township will not be sharing a polling place for elections.

Motion by Clemmensen, seconded by DeMars to grant a 3.2 beer permit to the Medford KC Lodge for the year July, 1, 2005 to June 30, 2006. Carried.

Motion by Corbin, seconded by DeMars to grant the Medford KC Lodge a Dance permit for the year July, 1, 2005 to June 30, 2006. Carried.

Motion by Corbin, seconded by DeMars to fix the small mower as quoted. Carried.

Frank Woodfill Wildlife Refuge. Steele County stated that property would need to be surveyed in order for the County to transfer it to the City. The cost of the survey is approximately \$2,000. The consensus of the city council is to not pay for the survey.

The Budget meeting is set for Monday, September 12, at 6:00 p.m.

Motion by Corbin, seconded by Clemmensen to adjourn at 8:03 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Budget Meeting
September 13, 2005
City Hall

Mayor Kaiser called the meeting to order at 6:04 p.m. All members were present. Others attending were Jason Dusek, Greg Sanborn, and Shawn Corbin.

The purpose of this meeting is to set the 2006 budget, preliminary levy, and the Truth-In-Taxation hearing dates.

Mayor Kaiser thanked everyone for getting their budget figures to the Clerk.

Review of the budget line by line.

Break.

Continue review of budget. Discussion of the pool.

Proposed increase in the levy is 3.43%

Motion by Corbin, seconded by DeMars to adopt the preliminary levy of \$384,094. Carried.

Truth in taxation hearings will be held on Thursday, December 8th, at 6:00 p.m. with a continuation hearing if needed for Friday, December 16th, at 6:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:23 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
September 26, 2005
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Amber Kniefel, Pat Merritt, John Schlicter, Paul Beiser, Bruce Bullert, Mark Rahrlick, Jason Dusek, Rich Kucera, Lois Nelson, Riley Fluegel, Joan Pirkel, Chuck Wencil, Roger Hagen, Mike Grossman, and Doug Hughes.

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

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

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

Motion by DeMars, seconded by Clemmensen to approve the check register for August. Carried.

Concerns from the public.

Pat Merritt asked if there was an update on the Frank Woodfill Park. Mayor Kaiser said there was no new information at this time.

Christ the King Church Request

Chuck Wencil, Chairman of the Church Council, discussed the idea of updating the Christ the King Church handicap accessibility. One idea was to make a drive way in the back of the church; a curb cut would be needed. Council agreed that the options were open and they can meet next with Planning and Zoning when more definite plans were in place.

Planning & Zoning report.

Planning and Zoning Board requested approval from the council to write and send letters to businesses granted conditional use permits through the city. The Zoning Board would then review and keep track of all the conditional use permits. The consensus of the council was that the Zoning Board could write letters and review all conditional use permits.

Engineers report.

Water Treatment Options-Bruce Bullert reported there was nothing yet from the Health Department.

Water Emergency and Conservation Plan is a 2006 project.

As Built Maps- Mr. Bullert brought maps for Oakridge Bluffs 2nd Addition/Bluff View 2nd Addition/Fifth Ave SE, Medford Furniture Outlet/Oakridge Bluffs 3rd Addition, Jones 3rd Addition (Utilities and Gravel Street project), and Oakridge Bluffs 4th Addition.

1st Avenue SE was discussed. John Schlicter shared his concerns with the parking on that road and the state of the road.

The City Engineer reported that there are two options to help resolve the large pouring of water during heavy rainfall.

1. Re-grade the gravel and dig a temporary storm water pond at the east end of the road. The water would then pool to the temporary pond for a short amount of time and then be absorbed into the ground. Work would be done by city staff.
2. Make the road a bituminous road with the normal measurements of city streets. Cost would be about \$44,000 and be assessed to the connecting property owners.

Mayor Kaiser recommended to the council to re-grade the existing gravel road and dig the temporary storm water pond with the work done by city staff.

Motion by Corbin, seconded by DeMars to have the city staff re-grade 1st Avenue SE and dig a temporary storm water pond to the east. Motion Carried.

Mr. Schlicter also inquired about the parking on 1st Avenue SE. Consensus of the council was that diagonal parking was not a problem in that area.

Dust issues would be taken care of by applying magnesium chloride to the gravel.

Shannon Jones Project—Jones will wait until spring to do the curb and street. Bruce Bullert agrees that the project should wait until spring. The council also agrees.

Attorney report.

Utility Easement Hagen Properties—still being worked on.

Medford Trailer Court—one of the renters has a camper parked next to their trailer. Council agreed to have them move the camper out. Any vehicles used for storage should also be moved out. Thank you to Niles-Wiese for the black dirt donated to the trailer court.

Water/Wastewater report.

Motion by Clemmensen, seconded by Corbin to accept the contract to haul sludge for \$7,500. Motion Carried.

Motion by Clemmensen, seconded by DeMars to send Rich Kucera to school to take classes for Wastewater Training.
Motion Carried.

Streets report.
Nothing.

Park/Pool report.
Discussion about the non-profit group. City Attorney stated as long as it is a separate group from the city a non-profit group would be fine. The park board would not be called a non-profit organization. Motion by Sexton, seconded by DeMars to allow Wenn Qually to draw up the final plans for the baby pool renovation for \$250. Motion Carried.

Skid Loader repairs were discussed. Consensus of council was to get the skid loader fixed.

Liquor store report.
The liquor store will not be buying a new cash register at this time. Corbin inquired about the investigation and it is still in progress.

EDA
Nothing.

Next regular meeting—October 24th, 7:00 p.m.
Truth-In-Taxation Hearing—Thursday, December 8th, 6:00 p.m.

Motion by Clemmensen, seconded by Corbin to adjourn at 8:19 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
October 24, 2005
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Paul Beiser, Amber Kniefel, Pat Merritt, Jason Dusek, Jaime Smith, Jason Born, Dave Rasmussen, Dave Deebach, Mike Grossman, Bruce Bullert, Todd Kavitz, Rich Kucera, Mark Rahrlick, and Lois Nelson.

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

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

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

Motion by Sexton, seconded by DeMars to approve the check register for September as presented. Carried.

Concerns from the public. Pat Merritt asked if there was anything new with the Frank Woodfill Wildlife Refuge. Mayor Kaiser stated that there was nothing new to report.

A flow meter for the wastewater treatment plant will be added to the agenda under water and sewer.

Dave Rasmussen and Dave Deebach gave an update of the Williams Development. The developer is moving forward with this development and will be in communication with the city on a weekly or biweekly basis to keep the city informed about where they are in the process.

Planning & Zoning report.

Medford Auto Sales Conditional Use Permit. The property is owned by Christ the King Church, which means both Christ the King Church and Medford Auto Sales must participate in the request. Zoning Board will review and bring recommendation to the next meeting.

Discussion of industrial zone parking requirements.

Discussion of rental property ordinance. Attorney is going to draft ordinance.

Discussion of Conditional Use Permits. City Clerk to send letters to the inactive permits.

Attorney is going to check into a Lodging Tax.

Todd Kavitz presented a development concept plan for the property directly to the south of the school. This was for informational purposes only and will attend additional Zoning Board meetings with the information they requested.

Engineer Report.

Water treatment options. Water meeting identified five wells to be tested. Rich will get samples from each well and the Department of Health will do the testing. Results will be back in January and then they will hold another meeting.

Water Conservation Plan will get done in 2006.

Nothing new to report about 1st Avenue SE.

Engineers staff will meet with MPCA about the wastewater inspection letter and to contact Owatonna about their wastewater letter to see what they have in mind.

Attorney Report.

Attorney will check into lodging tax options for future developments.

Nothing new on utility easement.

Water/Wastewater report.

Motion by Corbin, seconded by Clemmensen to purchase a new flow meter for the wastewater plant for \$3,120. Motion Carried.

Streets report.

Motion by Corbin, seconded by Clemmensen to purchase the sander unit for \$4,000. Motion Carried.

Brenda DeMars will contact Steele County about the issue of jake braking on the east end of town.

Park/Pool report.

Discussion of the small pavilion.

Motion by Sexton, seconded by Clemmensen to purchase three concrete garbage cans for the park at \$460 each. Motion Carried.

Liquor store report.

The liquor store will not be buying a new cash register at this time.

EDA

Motion by Corbin, seconded by DeMars to purchase Adobe software for \$258.99. Motion Carried.

Motion by Sexton, seconded by DeMars to sign the Northland Securities Continuing Disclosure Statement Agreement. Motion Carried.

Motion by Sexton, seconded by Corbin to authorize Abdo Eick & Meyers to prepare a Debt Service Management Plan for the City of Medford at an estimated cost of \$\$2,000 to \$2,500. Motion Carried.

Discussion of the employee health insurance renewal. Dale Larson will attend an employee meeting to outline the plan.

Motion by Corbin, seconded by Clemmensen to start eviction process on the tenant who is behind in rent at the Trailer Court. Motion Carried.

Discussion of the repairs needed at the Trailer Court. Dan Kaiser and Mike Corbin will be the committee for maintenance decisions for the Trailer Court. Mention of long term use of the property.

Next regular meeting—November 28th, 7:00 p.m.

Truth-In-Taxation Hearing—Thursday, December 8th, 6:00 p.m.

Motion by Clemmensen, seconded by Corbin to adjourn at 8:45 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
November 28, 2005
City Hall

Mayor Kaiser called the meeting to order at 7:03 p.m. All members were present. Others attending were Steve Meyer, Dale Larson, Amber Kniefel, Mike Grossman, Pat Merritt, Jerry Sexton, Jeff Sexton, Becky Walderon, Kevin Lorentz, Bruce Bullert, Dave Maroney, Jason Dusek, Rich Kucera, Todd Kavitz, Seth Peterson, Gail Heim, Paul Beiser, Andy Colwell, and Mark Rahrick.

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

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

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

Motion by Sexton, seconded by DeMars to approve the check register for October as presented. Carried.

Gail Heim presented a request from the KC Lodge to hold a raffle.

Motion by Corbin, seconded by Sexton to approve the request without the waiting period. Carried.

Steve Meyer and Dale Larson from CO Brown Agency presented the renewal plan for health insurance for the employees.

Motion by Sexton, seconded by Corbin to renew with Option 1 and to pay 90% of employees premium and 80% of dependents premium, the employee portion of premium will be taken by payroll deduction. Carried.

Motion by Sexton, seconded by DeMars to offer dental insurance at with 100% of the cost being the responsibility of the employee through payroll deduction. Carried.

Kevin Lorentz, Alliant Energy, was here to discuss issues and concerns the city may have with Alliant and to discuss the renewal of the franchise agreement that expires in March of 2006. Concerns expressed by the council were street lights going on and off; a cracked pole located at 511 3rd St NE, a leaning pole on West Central Avenue, 3 phase lines over the burned pavilion at the park, a map designating city owned lights. Mr. Lorentz will investigate these things and get back to the council.

Planning & Zoning report.

Motion by Corbin, seconded by Clemmensen to grant a 3 year Conditional Use Permit to Christ the King Catholic Church and Medford Auto Sales as requested. Carried.

Motion by Clemmensen, seconded by DeMars to grant a 3 year Conditional Use Permit to Straight River Cable with the conditions listed. Carried. Sexton abstained from the discussion and vote.

Motion by Corbin, seconded by Sexton to grant a 3 year Conditional Use Permit to Medford Township. Carried.

Scenic Heights Addition concept plan proposed by Todd Kavitz. Discussion of the process for proceeding with this development. A special meeting will be held on December 8th to discuss with the engineer points to be included in a developers agreement.

Engineers report.

Wastewater treatment facility.

Motion by Clemmensen, seconded by Sexton to respond to the Notice of Violation letter from the MPCA received in November with an interim treatment plan proposal as presented by the City Engineer with the stipulation to request a time line extension for the final plan construction. Carried.

Motion by Clemmensen, seconded by Corbin to authorize City Engineer to start the process to amend the facility plan and permit request process. Carried.

Water treatment options. The research is still in progress. The next meeting will probably be in late January.

The water and sewer rates for 2006 will be reviewed at the December 8th special meeting.

The water emergency conservation plan will be done in 2006.

The plan for 1st Avenue SE will be designed over the winter for construction to take place in the spring.

Comprehensive plan update. Bruce Bullert will work with Amber to complete this update as soon as possible.

Mayor Kaiser will be meeting with City Attorney Mark Rahrlick to review the storm water utility easement on the Hagen property.

Information about the lodging tax was presented by Mark Rahrlick.

Water and Wastewater report. Water bill request.

Motion by Corbin, seconded by Clemmensen that the owner is responsible for the entire water and sewer bill and that the city will accept payments of \$80 per month in addition to the current charges for 24 months at which time any unpaid balance will be certified to the property taxes. There will be no penalties assess to this account. Carried.

Mayor Kaiser, Bruce Bullert, and Councilmember Clemmensen met with representatives from the City of Owatonna to discuss regionalization. Owatonna is in the process of the wastewater study. Medford will continue on with a separate system.

Park report.

Liquor store report. There will be no transfer from the liquor store fund to the general fund this year.

Motion by Corbin, seconded by DeMars to express appreciation and thanks to the Medford Volunteer Firemen's Relief Association for the donation of \$10,000 to the pool fund. Carried.

The Truth-In-Taxation Hearing will be December 8, 2005, at 6:00 p.m.

A Special Council Meeting will be held on Thursday, December 8, 2005, at 6:30 p.m. Agenda for this meeting is Developers Agreement points discussion with the Engineer and Water and Sewer Rates for 2006.

A Special Council Meeting will be held on Monday, December 12, 2005, at 8:00 a.m. The agenda will be the adoption of the final levy and budget.

The Regular Council Meeting for December will be held on January 3, 2005, at 7:00 p.m.

Liquor Store inventory will be set up with Abdo Eick & Meyer.

Motion by Corbin, seconded by Clemmensen to adjourn at 9:49 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Truth-In-Taxation Hearing
December 8, 2005
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Greg Sanborn, Andy Colwell, and Paul Beiser.

The purpose of this hearing is to review the preliminary budget and levy for 2006 and to give the public a chance to express concerns or question the city portion of property taxes.

The floor was opened for questions from the public.

The proposed increase in the levy is 3.43%. The levy adoption hearing will be held on Monday, December 12, at 8:00 a.m.

Discussion of the budget and making room for the employee health insurance costs. The City is looking at requesting 1/2 % sales tax again.

Motion by Corbin, seconded by Sexton to adjourn at 6:30 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Special Council Meeting
December 8, 2005
City Hall

Mayor Kaiser called this meeting to order. All members were present. Others attending were Greg Sanborn, Andy Colwell, and Paul Beiser.

The agenda for this meeting is Developers Agreement points, and Water & Sewer rates.

Water and Sewer rates. Mayor Kaiser had a conversation with Dave Maroney about the rates and the increase needed to pay for the improvements to the Wastewater Treatment Facility in the next year. Mr. Maroney's recommendation is for the city to raise the rates by 15% for 2006. A resolution reflecting this recommendation will be considered at the Regular Meeting scheduled for January 3, 2006.

Points the council may want to include in a developers agreement for the Scenic Heights development were discussed with Bruce Bullert, city engineer.

Motion by Corbin, seconded by DeMars to adjourn at 7:33 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
December 12, 2005
City Hall

Mayor Kaiser called the meeting to order at 8:00 a.m. Council member DeMars was absent.

The purpose of this meeting is to adopt the final levy and review employee benefits.

Motion by Corbin, seconded by Clemmensen to adopt the final levy as follows:

General Fund	81266.00
Fire Relief	11,000.00
EDA Levy	12,476.00
2004 Refinanced	44,503.00
2004 Refunding	133,450.00
98 Street	52,500.00
93 Sewer	48,899.00
Total Levy	384,094.00

Carried.

Motion by Corbin, seconded by Sexton to adjourn at 8:01 a.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.