

Reminder – Shut off all
pagers and cell phones

City of Medford Regular Meeting Agenda

February 22, 2021, 7:00 PM



- I. Call to Order
- II. Pledge of Allegiance
- III. Concerns/Requests from the General Public and Organizations
- IV. Approval of Agenda
- V. Approval of Consent Agenda *(All items listed are considered routine or non-controversial by the Council and will be approved by one motion. There will be no separate motion on these items unless a council member, city staff, or citizen so requests, in which case the item will be removed from the consent agenda and be considered in its normal sequence of the agenda. All items approved by majority vote unless noted.)*
 - A. Approval of Minutes
 - B. Approval of City and Liquor Store Bills
 - C. Approval of Check Register
- VI. Council Committees/Reports
 - A. Planning and Zoning Board -- did not meet
 - B. EDA Board
 - C. EDA Commissioner Report
 - D. Park & Pool Commissioner Report
 - E. Water & Wastewater Commissioner Report
 - F. Municipal Liquor Store Commissioner Report
 - G. Streets Commissioner Report
 - H. Capital Advisory Board Report
- VII. Department Reports
 - A. City Attorney
 - B. Administration Department
 - i. City Administrator/Mayor
 - a. Shop Roof Replacement
 - b. Insurance Deductible Reimbursements – Water Main Break
 - ii. City Clerk
 - a. General Capital Project Fund Transfer of \$104,000
 - b. Protocols for Commissioners
 - c. City Financial Report
 - C. Fire Department
- XII. New Business
- XIII. Next Meeting Dates
 - A. Regular City Council Meeting – Monday, March 22, 2021, 7:00 p.m.
 - B. Board of Appeal and Equalization Meeting – Monday, April 26, 2021 6:00 p.m
- XIV. Adjournment

. *Due to the COVID-19 pandemic, members of the City Council and City staff will either participate in the meeting by telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, or in-person at the City Council's regular meeting location, 408 2nd Ave SE, Medford, MN.

(Minnesota Statutes, Section 13D.021 – Meeting by Telephone or Other Electronic Means; Conditions – Minnesota Statutes, Section 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency.)

Due to the COVID-19 pandemic and social distancing guidelines, members of the public will not be present at the City Council's regular meeting location, except for the Truth In Taxation portion of the meeting. Public will be allowed to attend the Truth In Taxation portion of the meeting to listen and comment as long as a mask is worn.

Members of the public may monitor the meeting from a computer, tablet or smartphone.

<https://global.gotomeeting.com/join/288841645>

Public may dial in using a phone.

United States: +1 (408) 650-3123

-Listen to and follow the prompts

Access Code: 288-841-645

Regular Council meeting video is also available, posted the day following the Regular Council meeting, at <https://www.owatonnalive.com/medford-city-council>

Organizational Council Meeting
January 5, 2021
5:00 p.m.
City Hall

Members present: Thomas, Bartlett, Langeslag, Merritt, and Mueller.

Members absent: none.

City staff and consultants in attendance were Elizabeth Jackson and Mark Rahrick, and Joe Duncan.

Others in attendance were Annie Granlund.

Mayor Thomas called the meeting to order at 5:03 p.m.

Pledge of Allegiance.

The Oath of Office was given to newly elected officials; Danny Thomas, Amanda Mueller, and Chad Merritt.

Additions to the agenda – Item G, interim supervisor of employees, Item H, Capital Advisory Board, Item I, authorization for Chad Langeslag to get other bids for wastewater treatment plant, Item J, authorizing Mayor Thomas to work with Attorney Rahrick concerning City policy and procedure.

Motion by Bartlett, seconded by Langeslag to approve the agenda as amended. All members voted aye for approval. Motion carried.

Resolution 2021-01 Stating Annual Designations – motion by Merritt, seconded by Bartlett to approve Resolution 2021-01. All members voted aye for approval. Motion carried.

Mayor Thomas made no new appointments to the City's Zoning and EDA Boards. Mayor Thomas recommended dissolving the Park Board. Mayor Thomas recommended hiring Marie Sexton as the City's Grant Writer.

Motion by Langeslag, seconded by Bartlett to approve Mayor Thomas' recommendations. All members voted aye for approval. Motion carried.

Mayor Thomas stated all City projects would be sent out for RFP.

City Administrator Vacancy – Mayor Thomas recommended Council create a new position, Administrative Director of Operations and post the position with a closing date of January 20, 2021, with interviews to be scheduled for January 21, 2021 beginning at 7:00 pm.

Motion by Bartlett, seconded by Merritt to approve Mayor Thomas' recommendation. All members voted aye for approval. Motion carried.

Resolution 2021-02 Ordering Preparation of Report on Improvement 2021-01 – Motion by Bartlett, seconded by Mueller to approve Resolution 2021-02. All members voted aye for approval. Motion carried.

Presentation of Report – Joe Duncan presented the report on Improvement 2021-01 and answered all Council members’ questions.

Resolution 2021-03 Receiving Feasibility Report and Calling Hearing on Improvement 2021-01 – Motion by Bartlett, seconded by Mueller to approve Resolution 2021-03. All members voted aye for approval. Motion carried.

Interim Supervisor of Employees – Motion by Langeslag, seconded by Merritt to authorize Mayor Thomas to be the Interim Employee Supervisor (non-paying position). All members voted aye for approval. Motion carried.

Capital Advisory Board – Mayor Thomas recommended creating a Capital Advisory Board consisting of Nick Sorensen, Todd Kavitz, Keith Maas, and Chad Merritt. Motion by Mueller, seconded by Langeslag to approve the Capital Advisory Board. All members voted aye for approval. Motion carried.

Authorization for Chad Langeslag to obtain additional quotes for the wastewater treatment plant upgrades/connection/new building. Motion by Merritt, seconded by Bartlett to authorize Chad Langeslag to obtain from outside engineers, bids and opinions on the wastewater treatment plant and bring back to Council. All members voted aye for approval. Motion carried.

Authorization of Mayor Thomas to spend time and money working with Attorney Rahrick on City policy and procedure until the Administrative Director of Operations position is filled. Motion by Langeslag, seconded by Bartlett to authorize Mayor Thomas to work with Attorney Rahrick on City policy and procedure. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Langeslag to adjourn the meeting at 5:57 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
January 21, 2021
7:00 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Bartlett, and Mueller.

Members absent were: none.

City staff and consultants in attendance were Elizabeth Jackson and James Wicks.

Others attending were Jed Petersen and Rich Kucera.

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

Motion by Langeslag, seconded by Bartlett to accept James Wicks resignation as Public Works Supervisor. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Mueller to hire James Wicks as a Public Works Worker at \$24.65 per hour. All members voted aye for approval. Motion carried.

Two interviews were conducted for the Administrative Director of Operations position for the City of Medford. The candidates were Jed Petersen and Rich Kucera.

Council consensus was to offer Jed Petersen the Administrative Director or Operations position with the City of Medford for \$85,000 for a 6-month probation period.

Motion by Merritt, seconded by Langeslag to adjourn the special council meeting at 8:54 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
January 25, 2021
6: 00 p.m.
Municipal Liquor Store

Members present were Thomas, Mueller, Langeslag, Merritt, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Elizabeth Jackson and Joe Duncan.

Others attending were John Anhorn, Chris Baldwin, and Annie Granlund.

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

Improvement Project 2021-01, 2021 Street & Utility Improvements – Joe Duncan.

Joe Duncan led the discussion using a power point presentation. The purpose of tonight’s public hearing is to hear questions and comments in regards to the 2021 Street & Utility Improvement Project Feasibility Study and the calculation of the proposed assessments to the benefited properties.

Improvement No. 2021-01, the improvement of Main Street, including street, water, sewer, and other associated improvements from 2nd Ave NW to 5th Ave SE.

In order for the City to use assessments as an avenue to fund this project, two hearings are required. The Improvement Hearing and the Assessment Hearing.

Motion by Merritt, seconded by Bartlett to open the public hearing at 6:19 p.m. for questions and comments. All members voted aye for approval. Motion carried.

John Anhorn had a question about the appendices on the City’s website. Engineer Duncan clarified the numbers on the appendices. Anhorn also requested Council do everything possible to keep the project affordable for the residents.

Motion by Merritt, seconded by Langeslag to close the public hearing at 6:27 p.m. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to make final decisions on sidewalk width, stripping on the center turn lane, water main size, and lighting at a later date. All members voted aye for approval. Motion carried.

Resolution 2021-05 – Motion by Bartlett, seconded by Mueller to approve Resolution 2021-05. Mueller voted aye, Langeslag voted aye, Merritt voted aye, Bartlett voted aye, Thomas voted aye. Motion carried.

Motion by Merritt, seconded by Langeslag to adjourn at 6:32 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
January 25, 2021
7:00 p.m.
Municipal Liquor Store

Members present were Thomas, Mueller, Merritt, Bartlett, and Langeslag.

Member absent were: none.

City staff and consultants in attendance were Elizabeth Jackson and Mark Rahrick.

Others attending were Annie Granlund, Chris Baldwin, Brad Price, Steve Abbott and Jennifer Walsh (by phone).

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Jennifer Walsh expressed interest in saving the Piper House and not letting mini storage units be built upon the property.

Agenda – Add Item C under New Business, Administrative Director of Operations discussion. Motion by Langeslag, seconded by Merritt to approve the agenda as amended. All members voted aye for approval. Motion carried.

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

Approval of the January 5, 2021 Organizational Meeting minutes, the December 28, 2020 regular council minutes.

Approval of the December and January city and liquor store bills.

Approval of the December check register numbers E3995-E4022, 15994-16038, and 49359-49430.

Resolution 2021-04 Accepting Donation from Sarah Schmidt in the amount of \$24.00 and a donation from Julie and Eric Dressel in the amount of \$10.00 in memory of Pat Merritt for the Medford Park Endowment Fund.

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

Brad Price – Storage Sheds on Piper House Property – Mr. Price stated he had a purchase agreement for the Piper House property contingent on City annexation and commercial zoning. Price stated he would not need City water and sewer services on the property.

Council recommended Brad Price bring his annexation and commercial zoning requests to the Medford Planning & Zoning Board for consideration.

Planning & Zoning – did not meet.

EDA Board – did not meet.

EDA Commissioner Report – Council member Bartlett gave a brief update. Bartlett stated she would be receiving all of Donna Macks work papers on the City of Medford since the CEDA contract with Donna Mack was not renewed for 2021.

Park & Pool Commissioner Report – Council member Mueller stated Tim Larson’s woodworking class at the Medford School was working on new park signs for the City. Mueller stated she had begun reviewing pool maintenance items.

Water & Wastewater Commissioner Report – Council member Langeslag stated the City needs to plan for the future. The plants are aging. Langeslag is checking with other engineers for cost estimates for building a new plant. Langeslag will be meeting with a Mueller Systems Inc. representative about new meters. Langeslag stated he is also working on a new water bill payment policy.

Municipal Liquor Store Commissioner Report – Council member Bartlett stated she had been working on reviewing the financial reports for the liquor store, looking at the issues with the new flooring and bringing sidewalk safety issues to the Capital Advisory Board.

Streets Commissioner Report – Council member Merritt had no report on the streets for this meeting.

Capital Advisory Board – did not meet.

City Attorney – Attorney Rahrick stated the Council members would be receiving an email from Attorney Fitzsimmons regarding the union negotiations. Attorney Rahrick recommended all Council members be set up with City email addresses.

City Administrator/Mayor – Mayor Thomas had no report for this meeting.

City Clerk –

Bank Account Signatures/Safety Deposit Box – Clerk Jackson stated the new signature cards had been completed at the bank with Mayor Thomas and acting Mayor Langeslag.

Unemployment Expense 2020 – Clerk Jackson presented a memo stated the City’s unemployment expense was \$11,690.11 for 2020 and CARES Relief Funds paid \$6,619.49 of the expense.

Credit Card Machine – Clerk Jackson stated she had begun looking into a credit card machine for City Hall to process utility bill payments.

City Financial Report – Clerk Jackson presented a memo. Jackson stated the only unexpected expense so far for 2021 was a \$3,006.00 bill to James Bros. Construction for a water main break.

Capital Plans Review – Clerk Jackson presented a memo reviewing the Medford Capital Plans. No action was required by Council.

Fire Department – none.

New Business –

Medford Municipal Liquor Store Grant – motion by Bartlett, seconded by Merritt to authorize Mayor Thomas to sign and submit the Medford Municipal Liquor Store Grant forms. All members voted aye for approval. Motion carried.

Creation of Ad Hoc Negotiating Team – Motion by Bartlett, seconded by Mueller to create the Ad Hoc Negotiating Team consisting of Mark Rahrick, Brandon Fitzsimmons, Mayor Thomas, and the

new Administrative Director of Operations (when the position is filled). All members voted aye for approval. Motion carried.

Administrative Director of Operations Discussion – Mayor Thomas gave an update. Jed Petersen would accept the position for \$85,000 to start. He would be increased to \$90,000 after a satisfactory 6-month probation period.

Council consensus was to table this discussion until further investigation into Jed Petersen’s wastewater licenses and be able to sign the reports.

Motion by Langeslag, seconded by Merritt to adjourn the regular council meeting at 8:09 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, February 22, 2021, 7:00 p.m. at Medford Liquor Store.
Board of Appeal & Equalization Meeting – Monday, April 26, 2021, 6:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
January 26, 2021
7:00 p.m.
City Hall

Members present were Thomas, Mueller, Langeslag, Bartlett, and Merritt.

Members absent were: none.

City Staff and Consultants in attendance were Elizabeth Jackson and Andrew Fischer.

Others attending were Eric Neister from Nero Engineering.

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

Eric Neister gave Council a presentation regarding the wastewater treatment plant.

Neister also gave a presentation on how a sample agreement could look between the City of Medford and a neighboring city if Medford moved forward with connection to another city.

No action was taken by Council at this meeting.

Motion by Mueller, seconded by Langeslag to adjourn the special council meeting at 8:31 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
January 30, 2021
9:00 a.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were: none.

Mayor Thomas called the meeting to order at 9:01 a.m.

Council discussed the hiring of an individual for the Administrative Director of Operations position. Council members reviewed the two candidates.

Motion by Bartlett, seconded by Mueller to hire Jed Petersen for the Administrative Director of Operations position at a starting salary of \$85,000. All members voted aye for approval. Motion carried.

Mayor Thomas stated Jed Petersen would be able to start on Tuesday, February 16, 2021. Council reviewed the six-month review guidelines that would be used to evaluate Petersen's job performance. If the outcome of the evaluation is positive the salary would increase to \$90,000.

Motion by Langeslag, seconded by Merritt to adjourn the special council meeting at 9:06 a.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

CITY OF MEDFORD BILLS FOR JANUARY 2021

		Paid	Unpaid
Aflac		\$665.90	
Ancom	fire dept	\$1,208.50	
Andrew Fischer	contract operator	\$1,225.00	
Anhorn's Gas & Tire	public works	\$774.36	
Anhorn's Gas & Tire	fire department	\$21.95	
B & B Pumping & Portables, Inc	handicap portable toilet	\$170.00	
Banyon Data Systems	UB Meter Support	\$490.00	
Bank of Zumbrota	2015A bond payment	\$6,500.00	
Bank of Zumbrota	2015A interest payment	\$238.80	
Bolton & Menk	professional services	\$2,444.00	
Carquest	fire dept	\$24.64	
Carquest	public works	\$212.75	
Centerpoint		\$1,688.52	
Culligan		\$77.13	
Deml	city hall HVAC	\$5,480.00	
Emergency Apparatus	fire dept	\$10,345.99	
Flaherty & Hod	legal fees	\$330.00	
Fire Safety USA	fire dept	\$2,025.00	
First Independent Bank	2014A bond	\$29,000.00	
First Independent Bank	2014A Interest	\$5,461.50	
First Independent Bank	2018 A Interest	\$5,499.00	
First Independent Bank	2018A Bond	\$27,000.00	
First Supply	fire department	\$15.39	
Gopher State One-Call	locates, operator fee	\$50.00	
Government Forms	utility bill forms	\$454.26	
Hawkins	LPC-AM, ferric chloride	\$2,636.82	
Hach	testing supplies		\$60.50
International Institute Mun Clerks	membership	\$200.00	
Jaguar Communications	phone/internet	\$651.73	
James Bros Construction	water main break	\$3,006.00	
Kim Halvorson	compost lease	\$420.00	
League of MN Cities	regional safety groups training	\$343.00	
Lowe's	public works	\$269.95	
Mid America Backflow	backflow testing	\$200.00	
MN PEIP	health insurance	\$4,651.14	
Medford Township	January jetter storage	\$300.00	
Metro Sales	city hall copies	\$281.87	
Minnesota Dept of Human Services	janitorial services	\$22.00	
Minnesota Dept of Natural Resources	fire dept	\$2,450.00	
Minnesota Municipal Utilities Assoc	Water Utility Member Dues	\$332.00	
MN Pollution Control	wastewater exams	\$125.00	
Minnesota Public Facilities Authority	water and sewer interest	\$13,186.40	
Municipal Emergency Services	N95 masks- fire dept	\$451.00	
Postmaster	stamps/postage	\$1.20	
R & K	city hall hvac wiring	\$303.60	
Rick Hager	fire dept reimbursement	\$15.20	
Scott Prestegard	mileage - test	\$88.03	
Steele Waseca		\$5,566.97	
Tri M Graphics	business cards	\$74.78	
US Bank	city hall copy machine	\$111.59	
Utility Consultants	testing	\$837.00	
Verizon Wireless	cell phones	\$111.31	
Water Leak	leak locator	\$577.68	
	Total	\$138,616.96	\$60.50

Approved by City Council on Monday, February 22, 2021

LIQUOR STORE BILLS FOR JANUARY 2021

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Breakthru Beverage	\$2,660.65	
C & S Vending		
Centerpoint	\$327.35	
Collection Bureau of Little Falls		
Culligan	\$36.19	
City Laundering CO	\$139.74	
Electro Watchman	\$1,108.67	
Hillyard		
Huber Supply		
Minnesota Dept of Revenue		
Minnesota Human Services-Janitorial		
Performance Draft Beer	\$45.00	
Star Music		
Steele Waseca	\$304.35	
Waste Management	\$164.99	
Wal Mart		
Total	\$4,786.94	\$0.00
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza		
Hermel Wholesale	\$1,164.33	
Pepsi		
Total	\$1,164.33	\$0.00
 <u>BEER</u>		
College City Beverage	\$4,225.95	
Northern Beverage	\$1,038.70	
Locher Bros Inc	\$440.25	
Total	\$5,704.90	\$0.00
TOTAL	\$11,656.17	\$0.00

Approved by City Council on Monday, February 22, 2021

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR FEBRUARY 2021

		<u>Paid</u>	<u>Unpaid</u>
Abdo, Eick & Meyers, LLP	2019 progress audit bill		\$14,500.00
Aflac			
Andrew Fischer	contract operator	\$1,225.00	
Anhorn's Gas & Tire	public works		\$1,926.24
Anhorn's Gas & Tire	fire dept		\$2,579.70
Anhorn's Gas & Tire	Business Façade payments		
Arrow Ace	public works		
B & B Pumping & Portables, Inc	handicap portable toilet	\$170.00	
Bolton & Menk	Engineering Services		
Carquest	public works		
Carquest	fire dept		
Centerpoint			\$148.46
Compass Materials	salt/sand	\$1,823.09	
Culligan			\$77.13
Darren Hagen	fire dept		
Emergency Apparatus	fire dept		\$6,485.01
Fire Safety Usa	fire dept		\$460.00
Flaherty & Hood	Labor Attorney Fees		\$907.50
Further	H S A admin fee		
Gopher State One	locates	\$5.40	
Grainger	public works	\$145.96	
Hach	testing supplies	\$811.33	\$82.70
Hach	Spectrophotometer		
Hawkins	ferric chloride, ice melt		
Heim's Truck & Trailer	dot	\$95.00	
IFACS	snow blower parts		
Innovative	office supplies		
Jaguar Communications	phone/internet		
Loken Excavation	washed sand	\$978.97	
MK Service & Repair	Spray nozzles		
MN PEIP	health insurance		\$4,143.10
Matt Mullenbach	fire dept		
Medford Township	jetter storage	\$300.00	
Minnesota Dept of Health	connection fee		\$1,215.00
Minnesota DNR	water fee	\$206.59	
MN Dept of Public Safety	HAZMAT fees		\$200.00
Minnesota Dept of Revenue	sales tax		
Minnesota State Fire Chiefs	membership dues		\$340.00
Minnesota Human Services	janitorial services		
Minnesota Pollution Control	Water permit annual fees		
Northland Farm Systems	skid loader glass		
Owatonna Peoples Press	publications		\$1,388.04
Postmaster	postage		
Quality Flow	replaced pump WWTF		
Rich Kucera	fire dept		\$380.39
Scott Prestegard	mileage		
SASCS	fire dept		\$500.00
Steele County Auditor	audit info	\$50.00	
Steele Waseca			
Stewart Sanitation	city garbage disposal		\$61.59
Synchrony Bank	public work	\$31.49	
UPS	samples		
US Bank	city hall copy machine		\$111.59
Utility Consultants	testing	\$469.00	
Verizon Wireless	cell phones		
Werner Electric	water plant		
	Total	\$6,311.83	\$35,506.45

LIQUOR STORE BILLS FOR FEBRUARY 2021

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Breakthru Beverage		\$1,518.19
C & S Vending		
Centerpoint		
Collection Bureau of Little Falls		
Culligan		\$36.19
City Laundering CO	\$139.74	
Hillyard		
Huber Supply		
Minnesota Dept of Revenue		
Minnesota Human Services-Janitorial		
Minnesota Unemployment	\$5,491.54	
Owatonna Fire Safety		35.00
Performance Draft Beer		
Star Music		
Steele Waseca		
Waste Management		\$192.67
Wal Mart		
Total	<u>\$5,631.28</u>	\$1,782.05
<u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$747.45	\$201.50
Hermel Wholesale		\$294.57
Pepsi		
Total	<u>\$747.45</u>	\$496.07
<u>BEER</u>		
College City Beverage		\$4,691.95
Northern Beverage		\$1,064.25
Locher Bros Inc		\$531.45
Total	<u>\$0.00</u>	\$6,287.65
TOTAL	\$6,378.73	\$8,565.77

Approved by City Council on Monday, February 22, 2021

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD

*Check Summary Register©

JANUARY 2021

Name	Check Date	Check Amt	
10100 Cash			
4023e U.S. BANK (MERCHANT SERVIC	1/6/2021	\$95.53	credit card fees
4024e UPS	1/6/2021	\$10.71	samples
4027e POSTMASTER	1/7/2021	\$1.20	
4028e EFTPS	1/7/2021	\$2,895.57	Withholding
4029e STATE OF MINNESOTA	1/7/2021	\$397.68	Withholding
4030e PUBLIC EMPLOYEES RETIREME	1/7/2021	\$2,009.13	Retirement
4031e MINNESOTA DEFERRED COMPE	1/7/2021	\$300.00	MDCP Payroll Deduction
4032e REVTRAK	1/8/2021	\$120.67	Fees Paid
4035e UPS	1/15/2021	\$6.95	samples
4036e MINNESOTA DEPT OF REVENUE	1/19/2021	\$472.00	Muni Tax
4037e MINNESOTA DEPT OF REVENUE	1/19/2021	\$498.00	4th Quarter Water Tax
4038e EFTPS	1/26/2021	\$202.70	Withholding
4039e EFTPS	1/26/2021	\$3,705.60	Withholding
4040e STATE OF MINNESOTA	1/26/2021	\$548.01	Withholding
4041e PUBLIC EMPLOYEES RETIREME	1/26/2021	\$2,366.22	Retirement
4042e INTERNET PURCHASES	1/22/2021	\$15.10	Log Me In
4043e MN Pollution Control Agency	2/3/2021	\$125.00	Wastewater Exams, Scott, James, Bryce
4044e FIRST STATE BANK OF RED WIN	2/3/2021	\$39.10	January Bank Fees
16039 Clark, Steven P	1/8/2021	\$84.54	
16040 Grinnell, Bryce	1/8/2021	\$1,297.79	
16041 Jackson, Elizabeth	1/8/2021	\$1,689.16	
16042 OHearn, Craig J	1/8/2021	\$1,397.22	
16043 Prestegard, Scott E	1/8/2021	\$2,396.66	
16044 Welti, Andy	1/8/2021	\$1,949.63	
16045 Wicks, James	1/8/2021	\$1,466.01	
16046 Bartlett, Grace	1/20/2021	\$207.79	
16047 Hager, Richard	1/20/2021	\$115.44	
16048 Langeslag, Chad	1/20/2021	\$207.79	
16049 Merritt, Chad W	1/20/2021	\$207.79	
16050 Mueller, Amanda	1/20/2021	\$207.79	
16051 Thomas, Danny	1/20/2021	\$277.05	
16052 Clark, Steven P	1/22/2021	\$47.96	
16053 Grinnell, Bryce	1/22/2021	\$1,504.72	
16054 Jackson, Elizabeth	1/22/2021	\$1,659.67	
16055 Jorgenson, Kristi	1/22/2021	\$35.82	
16056 McGivney, Brenda	1/22/2021	\$87.60	
16057 OHearn, Craig J	1/22/2021	\$1,398.92	
16058 Prestegard, Scott E	1/22/2021	\$1,956.80	
16059 Reinhard, Dyann	1/22/2021	\$157.65	
16060 Thoreson, Lisa	1/22/2021	\$61.33	
16061 Welti, Andy	1/22/2021	\$3,699.58	
16062 Wicks, James	1/22/2021	\$1,432.49	
16063 Will, Richard W	1/22/2021	\$122.24	
49431 MN PEIP	1/12/2021	\$4,651.14	Health Insurance
49432 B & B PUMPING & PORTABLES, I	1/12/2021	\$170.00	handicap toilet
49433 BANK OF ZUMBROTA	1/12/2021	\$6,738.80	Scenic Heights
49434 BREAKTHRU BEVERAGE MN	1/12/2021	\$873.14	liquor for re sale
49435 CENTERPOINT	1/12/2021	\$137.35	9244692-1
49436 COLLEGE CITY BEVERAGE, INC	1/12/2021	\$4,120.45	
49437 CULLIGAN WATER CONDITIONIN	1/12/2021	\$113.32	water softner
49438 FAME AWARDS	1/12/2021	\$24.00	recognition plaques
49439 FIRST INDEPENDENT BANK	1/12/2021	\$66,960.50	Bond 2014A
49440 GOPHER STATE ONE-CALL	1/12/2021	\$21.60	Locates
49441 HACH COMPANY	1/12/2021	\$535.38	testing supplies

CITY OF MEDFORD

02/17/21 2:52 PM

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*Check Summary Register©

JANUARY 2021

Name	Check Date	Check Amt	
49442	HAWKINS, INC	1/12/2021	\$870.87 Ferric Chloride
49443	HEIMS TRUCK & TRAILER LLC	1/12/2021	\$95.00 97 Chevy
49444	HUBER SUPPLY CO., INC	1/12/2021	\$23.75 Carbon Dioxide
49445	INSTY PRINTS	1/12/2021	\$54.76 Liquor Store Inventory Sheets
49446	KIM HALVORSON	1/12/2021	\$420.00 Lease
49447	LOCHER BROS INC	1/12/2021	\$364.75 beer
49448	MEDFORD TOWNSHIP	1/12/2021	\$300.00 January 2021 Jetter Storage
49449	MN PUBLIC FACILITIES AUTHOR	1/12/2021	\$13,186.40 Water/Wastewater Bond Payment
49450	NORTHERN BEVERAGE DIST CO	1/12/2021	\$556.90
49451	OZMUNS FLOORING	1/12/2021	\$6,579.96 Muni Flooring
49452	PERFORMANCE DRAFT COMPA	1/12/2021	\$45.00
49453	STEELE COUNTY AUDITOR	1/12/2021	\$19,752.15 4th Qtr Law Enforcement
49454	STEELE COUNTY LANDFILL	1/12/2021	\$13.00 air conditioner recycling
49455	STEWART SANITATION	1/12/2021	\$60.16 city garbage disposal
49456	UTILITY CONSULTANTS	1/12/2021	\$837.00 testing
49457	VERIZON WIRELESS	1/12/2021	\$111.31 cell phones
49458	WASTE MANAGEMENT Of	1/12/2021	\$164.99 muni garbage disposal
49459	CASH	1/15/2021	\$4,000.00 atm
49460	CASH	1/21/2021	\$4,000.00 atm
49461	CASH	1/28/2021	\$3,000.00 atm
Total Checks			\$176,260.29

FILTER: ((([Act Year]='2021' and [period] in (1))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or ([Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10100')

VINCENT STEINBAUER

1-11-21 - 1-15-21

Water Come in About 6:30 PM - 1-11-21
2 of us started vacuums to
keep the water out of the carpet
room.

that lasted until 8:00 AM - 1-12-21
when they shut the water off.

13 h 2 men at 25⁰⁰ 650⁰⁰

1-14-21 Repair loose tile

Re-glue or Replace tile that
were loose,

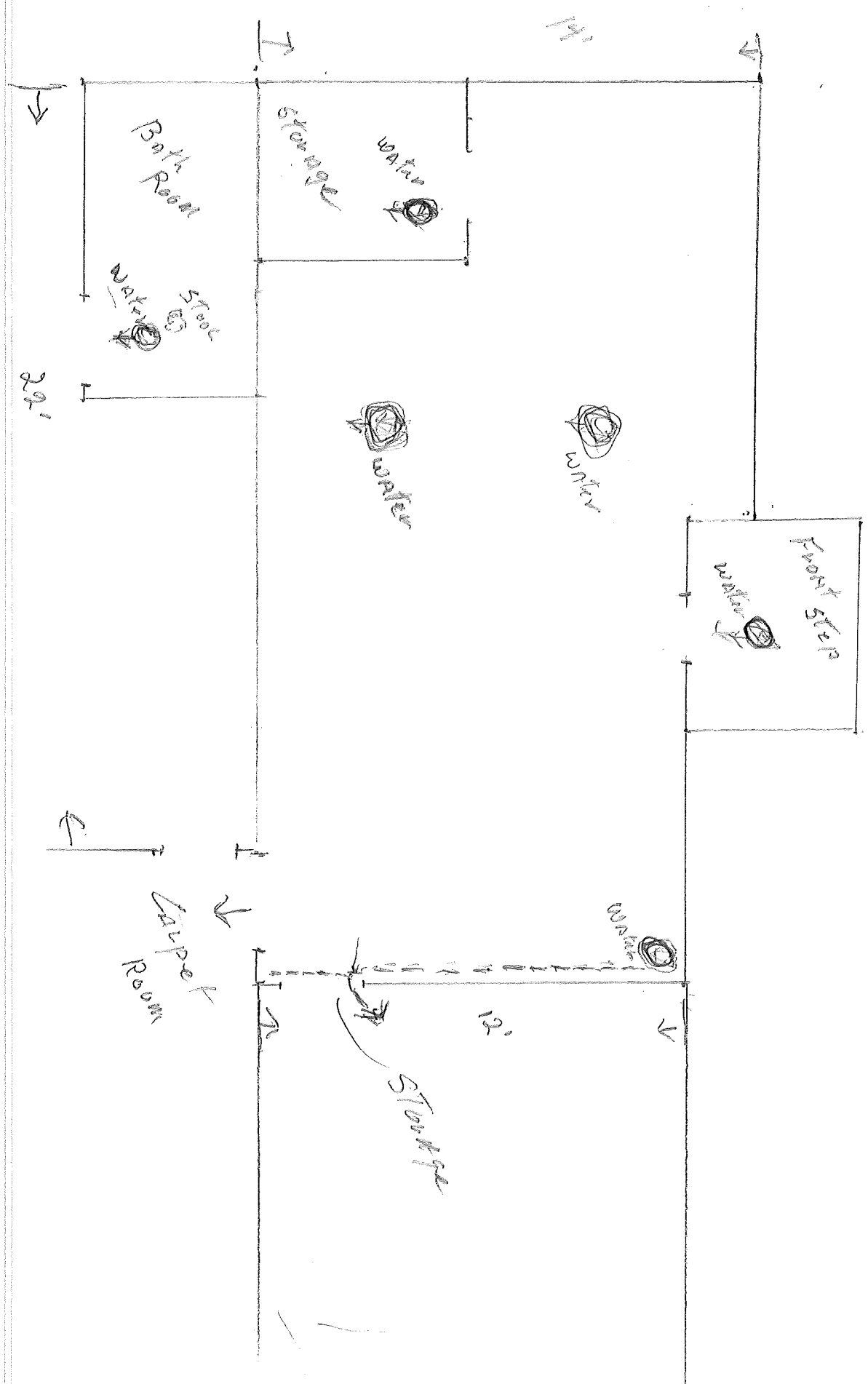
1 man 3 hr @ 25⁰⁰ 75⁰⁰

1-15-21 Wash Floor from dirty
water on Ft.

1 man 1 hr @ 25⁰⁰ 25⁰⁰

750⁰⁰

Street



VINEY STAIR CASE

1.

TO: Council

FROM: Elizabeth Jackson
City Clerk

DATE: February 22, 2021

RE: General Capital Project Fund Transfer

Background:

The City of Medford had budgeted for a \$104,000 transfer from the General Capital Project Fund. The money was to be transferred into the 2021 Street Project Fund.

This transfer was not completed in 2020 due to there not being a definitive 2021 Street Project.

The City Auditors have inquired as to whether Council wishes to still make this transfer in 2020.

I recommend that Council approve the transfer being made in 2020 as the City has incurred expenses for the project and Council has approved the 2021 Street Project to go forward.

TO: Council

FROM: Elizabeth Jackson
City Clerk

DATE: February 22, 2021

RE: Commissioner Protocols

Background:

Each of the Council members for the City of Medford has been given a specific aspect of the City to be a Commissioner for.

I recommend each commissioner speak directly to the appropriate commissioner with questions, concerns, information requests, etc.

TO: Council

FROM: Elizabeth Jackson
City Clerk

DATE: February 22, 2021

RE: City Financial Report

Background:

The City of Medford's 2021 budget is still in line for 2021 except for the Street Maintenance Overtime and the City Clerk Overtime budget items.

I have discussed these items with the City Auditors. They have instructed me to continue to record the expenses appropriately. These line items will be over budget at the end of 2021 but can be easily explained.

No action is required by Council.