

Regular Council Meeting  
January 28, 2019  
7:00 p.m.  
City Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Cory Franek, and Mark Rahrick.

Others in attendance were Annie Granlund, Richard Quiring, Ethan Wilkie, Greg Sanborn, and Kelly Schwartz.

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

Pledge of allegiance.

Agenda – Add item D, sale of Dodge Pickup to New Business. Motion by Dempsey, seconded by Langeslag 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 December 17, 2018 special and regular meeting minutes, the December 27, 2018 special meeting minutes, and the January 14, 2019 organizational meeting minutes.

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

Approval of the December check register numbers E3392-E3414, 15047-15100, and 47023-47103.

Resolution 2019-03 Accepting Donation from Dave and Lois Nelson in the amount of \$25.00 in memory of Ivan Cowell for the Medford Park Endowment Fund.

Resolution 2019-04 Accepting Donation from the Medford Fire Relief Association in the amount of \$20,000.00 for the Medford Fire Department Truck and Equipment Fund.

Resolution 2019-05 Accepting Donation from the Medford Fire Relief Association in the amount of \$7,000.00 for the Medford Pool.

Resolution 2019-06 Accepting Donation from Steele County Parks and Recreation Department in the amount of \$2,500.00 for the Medford Park Improvements.

Employment – Hiring of Dave Schwichtenberg, for the Public Works Worker position at a rate of \$20.41 per hour, beginning February 4, 2019.

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

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

Planning & Zoning Board – did not meet due to not having quorum.

EDA Board – did not meet.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Administrator Welti stated Steele County is proceeding with the intersection control evaluation of CSAH 45 and CSAH 12 as the first step of the preliminary engineering of the CSAH 45 reconstruction project. Welti stated he asked Seth Peterson and Joe Duncan, the City Engineers from Bolton & Menk if the City should delay moving forward with the CSAH 45 reconstruction project because of the Medford Wastewater Regionalization Study. The City Engineers suggested the CSAH 45 reconstruction project proceed as scheduled.

Welti stated Steele County was approved for disaster assistance funding from the State Disaster Assistance Fund on December 3, 2018. The City will be receiving reimbursement for the severe weather event that occurred in September 2018.

Welti stated Mike Bubany will present the updated CIP to Council on Monday, February 4, 2019 at 5:00 p.m.

Welti stated final on-site audit work will be conducted on January 30-31 and the City's annual audit will likely be presented in March or April.

City Clerk – none.

Public Works – Supervisor Franek presented a memo. Franek stated his first month with the City had included a lot of observation and settling in. Franek stated Scott Prestegard had been very helpful during the transition.

Franek stated Public Works had been out a handful of times with minimal snow and ice control and the first order of salt/sand had been placed.

Fire Department – none.

Unfinished Business –

Wastewater Treatment Memo – Administrator Welti presented a memo. Welti stated the sewer PFA loan will be paid in full in 2026 and the water PFA loan will be paid in full in 2030.

Welti stated the City of Medford could apply for financial assistance for a water project in 2019. An application would need to be submitted by May. Very little/no grant funds are available for a water project. Financial assistance may be available to buy down the interest rate of the loan. The City Engineer could go through the process and it would require very little additional engineering or planning.

Welti stated the earliest the City of Medford would be ready to apply for financial assistance for a wastewater project would be March 2020. A formal submission would need to be prepared for MPCA, which would likely cost around \$15,000. Grant funding is more likely if a City is expanding a current facility, less likely if regionalizing.

Welti stated wastewater financial assistance is very competitive. Receiving grant funds is very unlikely. Receiving funding for the purpose of buying down interest rate payments is more likely, but not guaranteed.

New Business –

Wastewater or water licenses compensation policy clarification – Administrator Welti presented a memo. Welti recommended Council approve the amended language for the policy as follows:

“The wage increase will take effect in the pay period immediately following the employee providing documentation that the license was earned. The increase will not be calculated from the date of the exam”.

Motion by Bartlett, seconded by Sexton to approve amending the language for the Compensation for Obtaining Wastewater or Water Licenses as recommended. All members voted aye for approval. Motion carried.

Request for Planning & Zoning to consider changing sign ordinance for C-3 District – Administrator Welti presented a memo. Welti stated the owners of the Outlet Center had discussions with the City regarding advertising public service announcements, sporting events, and products such as soft drinks on the digital sign. Current City Code does not allow this form of advertisement. To allow this form of advertising, Planning & Zoning would need to hold a public hearing and prepare a recommendation for Council; the City Council would need to amend the City’s ordinance to allow the advertising.

Motion by Sexton, seconded by Dempsey to proceed with Planning & Zoning reviewing the sign ordinance for C-3 Districts and holding a public hearing. All members voted aye for approval. Motion carried.

Right-of-Way/Boulevard tree maintenance – Administrator Welti suggested reviewing the proposed policy with Mayor Nelson and Councilmember Sexton. Nelson and Sexton agreed to review the policy.

Sale of Dodge Pickup – Administrator Welti presented a memo. Welti stated Staff is requesting Council authorization to sell the City’s Dodge pickup truck.

Motion by Dempsey, seconded by Langeslag to authorize City Staff to put the Dodge pickup truck up for sale. All members voted aye for approval. Motion carried.

Special City Council Meeting/Workshop – Monday, February 4, 2019, 5:00 p.m.

Special City Council Meeting /Workshop – Monday, February 25, 2019, 5:30 p.m.

Regular City Council Meeting – Monday, February 25, 2019, 7:00 p.m.

Motion by Langeslag, seconded by Dempsey to adjourn the Regular City Council meeting at 7:52 p.m.

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

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

Signed by \_\_\_\_\_ Mayor.

