

Regular City Council Meeting
May 20, 2019
7:00 p.m.
City Hall

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

Members absent were: none.

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

Others attending were Kelly Schwartz, Brenden Mueller, Henry Hanender, Amanda Mueller, Rich Quiring, Chris Baldwin, and Greg Sanborn.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – Brenden Mueller read a letter to Council requesting a “children at play” sign to be placed on 2nd Avenue SE. Administrator Welti stated the Steele County Sheriff’s department would be contacted and asked to patrol 2nd Avenue.

Richard Quiring asked Council about the maintenance of the roundabouts. Administrator Welti stated the City’s employee responsible for lawn mowing had been on vacation and the roundabouts would be taken care of as soon as possible.

Agenda – Motion by Sexton, seconded by Dempsey to approve the agenda as presented. 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 April 22, 2019 regular and special meeting minutes, and the April 24, 2019 Board of Appeal and Equalization meeting minutes.

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

Approval of the April check register numbers E3482-E3507, 15194-15225, and 47331-47416.

Approval of hiring of part-time temporary Public Works Worker, Scott Mittelstaedt at a rate of \$20.41 per hour with \$100 per week on-call pay.

Approval of LMCIT Liability Coverage – Waiver Form.

Motion by Sexton, seconded by Dempsey 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 – Chairman Quiring gave a brief overview of the Public Hearing held on May 13, 2019.

Planning & Zoning recommended Council adopt Ordinance 2019-03, amendments to the R-2 district.

Motion by Dempsey, seconded by Bartlett to approve Ordinance 2019-03 along with amending the maximum garage door height to not exceed 10 feet. All members voted aye for approval. Motion carried.

Resolution 2019-08 Publication by title and summary the ordinance amending Section 4.26, and ordinance governing R-2 districts. Motion by Langeslag, seconded by Dempsey to approve Resolution 2019-08. All members voted aye for approval. Motion carried.

Chairman Quiring presented the minutes from the Planning & Zoning Board meeting on May 13, 2019.

EDA Board – did not meet.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated the City of Medford would host an open house for the proposed Main Street reconstruction project at the Medford School on Wednesday, June 19, from 5:00-7:00 p.m.

Administrator Welti stated swimming lesson registration was held at the Medford School on Monday, May 13, 2019. The pool is scheduled to open June 8, 2019.

Administrator Welti stated he is planning on attending the annual LMC meeting June 26-28.

Administrator Welti stated he attended the regional Clerks/Finance Officers Training in Janesville on May 2, 2019.

Administrator Welti congratulated City Clerk Jackson on completing her third and final year of the Minnesota Clerk's Institute.

City Clerk – Clerk Jackson stated swimming lesson registration was approximately the same in past years. Jackson stated family pool passes were below last year.

Public Works – Administrator Welti presented Scott Prestegard's memo to Council. Welti stated the Public Works department had opened the park bathrooms for the season. Biosolids had been completed. Public Works continues to prepare for the pool season and patch potholes.

Fire Department – none.

New Business –

AWAIR and Right to Know Program Policy Updates – Administrator Welti presented a memo. Welti stated the City's AWAIR program was updated to reflect the programs and trainings offered by the City for work performed by employees, and the processes that have been implemented in the past by the City. The safety committee meeting information was updated to reflect the process currently being implemented. The Right to Know Program was updated by inserting references to positions rather than names of employees. In addition, the program has been updated to reflect current training.

Motion by Dempsey, seconded by Bartlett to approve the updates to the City's AWAIR and Right to Know Programs. All members voted aye for approval. Motion carried.

Wastewater rate study – Administrator Welti presented a memo. Welti stated Seth Peterson and Administrator Welti propose the following timeline:

Obtain answers to wastewater capacity questions and rate charges from Faribault.

Create a rate analysis for Council review.

Draft an agreement with Faribault.

Create a timeline for project implementation.

Welti stated Mike Bubany, the City's financial advisor would create a wastewater rate study for the potential Faribault wastewater connection. Bubany would charge a fee not to exceed \$5,000.

Motion by Bartlett, seconded by Sexton to proceed with contracting with Mike Bubany for a wastewater rate study not to exceed \$5,000. All members voted aye for approval. Motion carried.

Public Works – Administrator Welti presented a memo. Welti stated the HR work group met to discuss the public works responsibilities during the interim as the City works to fill the Public Works Supervisor position. The HR work group and Administrator Welti recommended Council approve increasing Scott Prestegard's pay by \$3 an hour (which would be the equivalent of the first step of the Public Works Supervisor position) as Scott is taking on the increased responsibilities due to the Public Works Supervisor vacancy. Scott Prestegard's pay would return to his current wage upon the Public Works Supervisor position being filled.

Motion by Langeslag, seconded by Bartlett to approve the recommendation of increasing Scott Prestegard's pay by \$3 per hour. Nelson, Bartlett, and Langeslag voted aye. Dempsey and Sexton voted nay. Motion carried.

Wastewater and Water Contract Operator Contract – Administrator Welti presented a memo. Welti stated he contacted six contract operators and received three quotes for contract operations. Andrew Fischer, a qualified and licensed operator, provided the quote at the best rate.

Andrew Fischer - \$995 per month, plus \$45 per hour for time above monthly contract rate. Administrator Welti stated he felt Fischer met the qualifications to be a water and wastewater contract operator for the City of Medford.

Administrator Welti recommended Council contract with Andrew Fischer to be the City's wastewater and water contract operator beginning June 17, 2019. Welti recommended Council allow Andrew Fischer to begin orientation the week prior, and that Andrew Fischer be paid at his hourly rate stipulated in the contract for time spent in orientation.

Motion by Dempsey, seconded by Bartlett to approve the contract with Andrew Fischer beginning June 17, 2019 with orientation beginning the week prior. All members voted aye for approval. Motion carried.

Lift Station Rebuild – Administrator Welti presented a memo. Welti stated the company Medford hired to perform annual lift station inspections completed the review. During inspection of the "Baker" lift station, the rails were found to be rusted through and one of the pumps was in need of replacement.

Welti stated he sought quotes from two companies. The second company indicated it would have a quote available after Monday, May 20, 2019. Welti stated Council could either choose to call a special meeting to approve a quote or authorize the City Administrator to set a dollar threshold not to be exceeded. Welti recommended the threshold not to exceed \$24,000.

Motion by Sexton, seconded by Dempsey to authorize Administrator Welti to accept and approve a quote for the Baker Lift Station repairs/rebuild not to exceed \$24,000. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Dempsey to adjourn the Regular City Council meeting at 8:25 p.m.

Regular City Council Meeting – Monday, June 24, 2019, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

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