

Special Council Meeting
 January 5, 2009
 City Hall

Mayor Thomas called the meeting to order at 7:04 p.m. Four members were present. Others attending were Don Clemmenson, Marie Sexton, Seth Peterson, Jeff Karow, Butch Schultz, Rich Kucera, Amber Kniefel, Carol Caron, and Mark Rahrlick.

The purpose of the meeting is to make appointments and designations, set fees and council committee priorities for 2009.

Discussion on the vacant council seat. Mayor Thomas nominated Marie Sexton to fill the open council seat for the remaining 2-years.

Motion by Thomas, seconded by Niles to appoint Marie Sexton to the open council seat. Ayes: DeMars, Niles, Thomas. Nyes: Corbin Motion Carried

Oath of Office was given to Marie Sexton.

Motion by Niles, seconded by Sexton to appoint Americana Bank as the official city bank. All Ayes with Council person DeMars abstaining. Motion Carried.

Motion by DeMars, seconded by Sexton to appoint Bolton and Menk as City engineer pending Attorney's approval of contract. Carried

Motion by Niles, seconded by DeMars to approve the 2009 appointments as presented. Carried.

Motion by Niles, seconded by Sexton to approve the water and sewer fees as presented. Ayes: DeMars, Niles, Thomas, Sexton. Nyes: Corbin. Carried

Motion by Sexton, seconded by Niles to keep the water and sewer trunk and hook-up fees at the 2008 rates. Ayes: DeMars, Niles, Thomas, Sexton. Nyes: Corbin. Carried

Motion by DeMars, seconded by Niles to approve the permit fees as presented. Carried.

Motion by Niles, seconded by DeMars to approved the public hearing fees as presented. Carried.

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

Motion by Niles, seconded by Sexton to approve the rental housing fees as presented. Carried.

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

Motion by Sexton, seconded by Niles to approve the dog catcher wage as presented. Carried.

Motion by Sexton, seconded by Niles to approve the board/commissions per diem as presented. Carried.

Motion by Sexton, seconded by DeMars to approve the erosion control rate as presented. Carried.

Mayor Thomas went over the 2009 council and committee priority list and notable information .

Motion by Thomas, seconded by DeMars to have a 30 minute minimum of all meetings not including a public hearing to be paid. Carried.

Motion by Corbin, seconded by DeMars to adjourn at 8:04 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk

Regular Council Meeting
January 26, 2009
City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. All members were present. Others attending were Seth Peterson, Jeff Karow, Butch Schultz, Rich Kucera, Amber Kniefel, Carol Caron, Mark Rahrlick, Malcolm Hall, Joe Erler, Keith Maas, Mary Brandvold, Chad Langeslag, Pat Merritt, Jeff Evans, Toby Erler, Rick Hager, and Tony Durand.

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

Motion by Sexton, seconded by Niles to approve the minutes as read. Carried

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

Motion by Sexton, seconded by Corbin to approve the December 2008 check register to include the City Attorney bill. Carried

Motion by DeMars, seconded by Niles to accept the warming house donation resolution as presented. Sexton abstained. Carried

Corbin asked about previous donations for the warming house. Kniefel will need to research all the donations and if resolutions were written for each one.

Medford Civic Club. Mary Brandvold is the new president of the Medford Civic Club. Ms. Brandvold presented food, liquor, dance, and gambling permits for approval from the Council for Straight River Days.

Motion by Niles, seconded by DeMars to grant the food permit and to waive the permit fee. Carried

Motion by Niles, seconded by DeMars to grant the dance permit and to waive the permit fee. Carried

Motion by Sexton, seconded by DeMars to grant the parade permit and to waive the permit fee. Carried

Motion by Sexton, seconded by DeMars to grant the gambling permit for raffle tickets and to waive the fee with no waiting period. Carried

Motion by Niles, seconded by DeMars to grant the bingo permit and to waive the fee. Carried

Ms. Brandvold informed the Council that the Civic Club is looking at having large inflatable jumping games on the ball diamonds. Sexton stated that the Civic Club should attend a Park Board meeting and they would make a recommendation to the Council. Ms. Brandvold asked if there were any council members that could attend a Civic Club meeting. Niles offered to attend.

Motion by Niles, seconded by Sexton to grant the alcohol permit with the fee waived. Carried

Celebrations presented a permit request for a 3.2 malt liquor license which does allow for set-ups and a request for a dance permit.

Motion by Sexton, seconded by DeMars to grant the permit request for a 3.2 malt liquor license for Celebrations. Carried

Motion by DeMars, seconded Sexton to grant the dance permit request. Carried

Mr. Erler asked the Council about the \$175 permit fee and the ability to pay a pro-rated amount due to the license being in effect from February to June. Kniefel will reimburse at the pro-rated amount.

Mr. Erler asked about the possibility of a full liquor license and that they would like to proceed with a full liquor license in June.

Medford Fire Department – Rick Hager

Motion by DeMars, seconded by Corbin to approve the 2008 Annual Fire Department Payroll. Carried

Discussion on the rural contracts for Medford and Deerfield.

Motion by Corbin, seconded by Sexton to approve the rural contracts for Medford and Deerfield. Carried

Motion by Sexton, seconded by Niles to approve the purchase of rescue tools for the Fire Department. Carried

The Fire Department is looking for one council member to volunteer to be on the planning committee for the future. Marie Sexton volunteered to be on the committee.

Corbin asked if someone from the Fire Department could attend the next council meeting and answer questions regarding Fire Department retirement. Hager said the president of the Relief Association would attend.

No concerns from the public.

Planning and Zoning

The Planning and Zoning Chairperson, Pat Merritt, presented the minutes from the January meeting. Discussion on the rezone request submitted to the Zoning Board on January 12, 2009. The rezone request was from Malcolm Hall to rezone his property located at Block 3, Lot 2, Jones Second Addition. He requested the property to be rezoned from R-1 to R-2. The Zoning Board recommendation was to approve the rezone request. Mark Rahrlick gave background information on the property and the ability to sell each living unit of a townhome separately. The R-2 section of the Zoning Ordinance has a specification in there that townhomes that share a common wall shall be exempt from the side yard regulations on that side of the lot on which a common wall is located, but shall meet all other side yard requirements. Sexton was concerned with splitting duplexes and spot zoning and would rather see a change to the ordinance. Thomas was also not in favor of the rezone and would like to see a change to the ordinance.

Motion by Sexton, seconded by Corbin to deny the rezone request of Malcolm Hall. Carried

This will be directed back to the Planning and Zoning Board. The Zoning Board, Mark Rahrlick and Amber Kniefel will work on the verbiage of the ordinance.

Motion by DeMars, seconded by Corbin to revoke all inactive conditional use permits. Carried

On behalf of the Medford Civic Club, Pat Merritt presented \$300 to deposit into the Medford Park Endowment Fund.

Motion by Sexton, seconded by Niles to accept the \$300 check from the Civic Club. Carried

City Engineer

Carol Caron gave an update on the Ritchie Bros. project. There are just a few punch list items to finish up. Sexton asked if all the permits for the site are in line. Ms. Caron replied, yes, as far as she knows.

Seth Peterson updated the Council on the Water Feasibility Study. A water committee was formed to determine a plan to address the City's radium levels in the water. The committee met with the Department of Health. The Department of Health will be testing the Outlet Center wells. Mr. Peterson will continue to research funding for the water project. Mr. Peterson presented three options for the City. Option 1 will be to loop the system and use the Outlet Center well as the City's primary well. This option only exists if the tests come back in compliance. Option 2 is to build a new water treatment facility in the City. Option 3 would be to interconnect with Owatonna and buy water from them.

Motion by Niles, seconded by DeMars to move forward with option 1 and wait for the test results, if the results are not in compliance, then proceed with option 2. Carried

Bolton & Menk recommended to the City Council to hire Pettipiece & Associates to assist the City with the PFA loan application. Mayor Thomas commented that he has heard good things about Pettipiece & Assoc. He asked Mr. Peterson if there was a way to have incentives for finding grants. Mr. Peterson replied that there really is no way to do that.

Motion by Sexton, seconded by Niles to accept the Pettipiece & Assoc. proposal. Carried.

The City of Medford received a letter from I & S Group concerning a tile line that was damaged. According to I & S, the tile was damaged during the construction of the sanitary and water lines. During the construction of the turn lanes, the damaged tile were located and repaired for a cost of \$1,769.74. I & S proposed that the City deduct the \$1,769.74 from the sanitary and water contractor's payment and be added to the escrow balance to be refunded to Ritchie Bros.

City Engineer, Carol Caron's recommendation to the Council was to deny this request.

Motion by Corbin, seconded by Sexton to deny the I & S request. Niles abstained. Carried

Discussion of the Water Supply Plan. The City must incorporate demand reduction procedures.

Motion by Corbin, seconded by Niles to formally adopt the Water Supply Plan. Carried

Motion by Thomas, seconded by DeMars to have Corbin and Niles attend a Tim Walz session in Mankato with mileage and meals paid. Carried

City Attorney

Discussion of the Law Enforcement Agreement between the City and Steele County.

Motion by Corbin, seconded by Sexton to approve the Law Enforcement Agreement. Carried

Water/Sewer

Discussion of the Wastewater Operator Contract.

Motion by Niles, seconded by Sexton to give Keith Maas a written 30 day notice to end the Wastewater Operator Contract between him and the City. Carried

Sexton asked if Mr. Maas would still work on-call on the weekends. Niles will continue working on the maintenance staff schedule.

Thomas asked Niles to research and get more details on the possibility of buying gas on bulk for the City.

Discussion of the proposed sales tax resolution.

Motion by Niles, seconded by Corbin to approve the sales tax resolution. Carried

Street/Light

Nothing.

Park

Rich Kucera is in need of renewing his Certified Pool Operator license.

Motion by Sexton, seconded by DeMars to approve Rich Kucera and one other maintenance staff to attend CPO training with the training and expenses paid by the City. Carried

Sexton discussed with the Council an option to hire someone to help clean large amounts of snow off the ice at Snow Park. Thomas directed Sexton to stay within the budgeted plan. Maintenance staff is not to be cleaning off the ice in the evenings.

Sexton will be presenting plans for a pool updating project at next month's meeting.

The Park Board updated the park policies.

Sexton inquired about needing a food permit for pot luck events at the park. City Attorney, Rahrlick, says no permit is needed.

Discussion of the flow meter at the wastewater plant which is not being used. The City has an offer from Szymanski, from Alden Pool & Municipal Supply, to purchase the flow meter for \$300.

Motion by Corbin, seconded by Sexton to sell the flow meter to Szymanski for \$300. Carried

Liquor Store

Inventory went well. Final numbers for 2008 will be coming in April or May. Pull tabs are going very well.

EDA

Joint meeting between the EDA and the Council will be on Wednesday, March 18, 2009 at 6:30 p.m.

City Clerk Resignation. Mark Rahrlick drew up a separation agreement that states all PTO days will be paid out, the City will not protest unemployment requests, and salary and insurance will be paid to the end of January.

Motion by Niles, seconded by DeMars to accept the resignation and authorize the Mayor to sign the separation agreement. Yeas: Niles, DeMars, Thomas, and Sexton, Nays: Corbin. Carried

Discussion of posting for the Clerk position. Mayor Thomas asked the council to think about the future for the City Hall and discuss this at the February meeting.

Motion by Thomas, seconded by Sexton to make Amber Kniefel temporary acting City Clerk. Carried

Motion by Niles, seconded by DeMars to accept the bid for a new copy machine in the City Hall. Carried

Discussion on training for Amber Kniefel.

Motion by Thomas, seconded by Sexton to approve training for Amber Kniefel not to exceed \$1000. Carried.

Motion by Corbin, seconded by Niles to adjourn at 9:19 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
February 23, 2009
City Hall

Mayor Thomas called the meeting to order at 5:15 p.m. All members were present. Others attending were Jeff Karow, Butch Schultz, Rich Kucera, Mark Rahrlick, Pat Merritt, Steve Rue, and Bill Goldy.

Purpose of this meeting is to discuss City staffing issues.

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

Discussion of City Hall staffing. The Mayor presented to the council that the City back pay Amber Kniefel \$16.00 per hour from the date the previous clerk left.

Motion by Sexton, seconded by DeMars to back pay Amber Kniefel \$16.00 per hour from January 23, 2009 forward. Carried.

Discussion pertaining to training for Amber Kniefel on the Banyon Data Systems Software. The Mayor presented three main options. The options are 1) Manpower – Manpower has two people that have experience using the Banyon Software. The cost for Manpower would be \$20.72 per hour. 2) Karen Sanborn – The City could fly Karen Sanborn home for a week and pay all expenses. The cost for Karen Sanborn would \$1600 for the week. 3) Claremont – The City of Claremont uses Banyon and the City Clerk would be willing to spend some time in Medford training. The cost would be \$25.00 hour. The Clerk would be an independent contractor. There would be no extra cost for mileage.

Motion by Sexton, seconded by Niles to enter into agreement with the City of Claremont for \$25.00 per hour, including mileage. Carried.

Discussion of posting the City Clerk position. Mayor Thomas presented to the Council to promote Amber Kniefel to the City Clerk position for \$17.00 per hour.

Councilperson Corbin asked about the Administrator option. He felt this would not be a realistic long term solution. He added that LGA would be cut again and in turn, the City personnel would then need to be cut.

Introduction of Bill Goldy. Bill Goldy is the City Administrator for the City of Claremont. The council discussed Bill Goldy's professional history. The City Attorney presented a sample agreement between the City of Medford and the City of Claremont. The council discussed the proposal for a shared administrator position between the City of Medford and the City of Claremont. Mr. Goldy would work part-time in each location.

Motion by Niles, seconded by Sexton to hire Bill Goldy part-time and to enter into the agreement as presented by the City Attorney. Carried.

Motion by Sexton, seconded by DeMars to appoint Amber Kniefel to the City Clerk position at \$17.00 per hour and to retain the six month review period. Carried.

Discussion on overtime for City staff. Rich Kucera asked about changing the work week. The consensus of the council is to not allow any overtime. There will be no working over 40 hours per week without the consent of any council member.

Maintenance Department Discussion. A possibility was presented to have Rich Kucera work at both the City of Medford's and the City of Claremont's wastewater plant. This would now be a problem if Bill Goldy gets approval to work part-time in both City's. Dependant upon the approval from the City of Claremont's council, Mr. Goldy will work on the City of Medford's job description, pay scale, employee handbook, etc.

Sexton asked about the clerk position and taking time off. The City Hall office will need to be closed sometimes.

Motion by Corbin, seconded by Sexton to adjourn at 6:35 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
February 23, 2009
City Hall

Mayor Thomas called the meeting to order at 7:02 p.m. All members were present. Others attending were Jeff Karow, Rich Kucera, Mark Rahrick, Pat Merritt, Bill Goldy, Seth Peterson, Carol Caron, Mike Smith, Craig Helgeson, Todd Peterson, John Anhorn, and Jeffrey Smith.

Motion by Corbin, seconded by DeMars to approve the agenda as amended. Carried
Motion by Sexton, seconded by DeMars to approve the minutes as amended. Carried
Motion by DeMars, seconded by Niles to pay the city and liquor store bills. Carried
Motion by Corbin, seconded by DeMars to approve the January 2009 check register. Carried

Concerns from the general public. None.

Motion by Sexton, seconded by Niles to accept the donation resolution for \$1500 from Steele County for construction of a warming house. Carried

Motion by Sexton, seconded by Niles to accept the donation resolution for \$2900 from Steele County for the construction of a concrete sitting area at the Medford Pool. Carried

Motion by Corbin, seconded by DeMars to accept the donation resolution for \$300 from the Medford Civic Club for the Park Endowment Fund. Carried

Medford Civic Club Parade. Mayor Thomas asked the council to participate in the Straight River Days Parade together as a group. The Council agreed.

Relief Association – Todd Peterson gave the council an explanation on the retirement plan through the Relief Association. Corbin was concerned that the information was not being given to the council for review. Peterson added that the clerk and mayor are invited to the annual meetings. The Clerk signs the forms and the forms are to be given to the council every year for review. Mayor Thomas requested the Relief Association to present these forms to the council each year.

Fire Department is separate from the Relief Association. John Anhorn told the council of the three ways to add money to the retirement fund. 1) Municipal Contribution. 2) State Aid. 3) Making money on current money. Pull tab money cannot be donated to the retirement fund.

Planning and Zoning

The Planning and Zoning Chairperson, Pat Merritt, presented the minutes from the February meeting. Planning and Zoning is recommending to the City Council to have the City Attorney help draft correct verbiage to fix the ordinance pertaining to R-1 and R-2 districts. Council discussed multiple family dwellings. Consensus of the Council is to keep two dwelling residences R-1 and to change the ordinance to allow a zero lot line and lot splits.

City Attorney will get information on administrative fines to Amber Kniefel before the next Zoning Board Meeting.

Mayor Thomas asked the Zoning Board to do research on wind turbines.

City Engineer

Carol Caron gave an update on the Ritchie Bros. project. Discussion on the tile payment of \$1726.00 that Ritchie Bros. has requested be deducted from BCM's contract. Community Partner's plan did not show this tile line at all.

Motion by Thomas, seconded by Corbin to have the City pay this bill for fixing the tile line. Ayes: Thomas, Corbin, DeMars Nay: Sexton Abstain: Niles Motion Carried.

Ms. Caron presented change order #3 for the sod placed in front of Nagel's and Fabricated Wood Products. The City originally agreed to pay the difference between seed and sod. The original measurement done by Community Partners was incorrect. This resulted in a large cost difference of \$3303.00.

Motion by Corbin, seconded by Niles to have the City pay for change order #3 for \$3303.00. Carried

Ms. Caron presented Pay Request #5.

Motion by Corbin, seconded by DeMars to accept the Pay Request #5 excluding the deduction. Carried.

Seth Peterson presented the Pettipiece Resolution of Application.

Motion by Corbin, seconded by DeMars to approve the Resolution of Application Carried

The results to the testing done at Well 2 at the Outlet Center should be in by the March Council meeting.

City Attorney

Presented a City Administrator Ordinance. This ordinance establishes the City Administrator position and administrator duties.

Motion by Corbin, seconded by Sexton to accept a first reading of this ordinance. Carried

Law Enforcement agreement is signed and in place.

Water/Sewer

Niles spoke with Dick Day and the Sales Tax Resolution is in.

Niles also spoke with John Anhorn about bulk storage of gasoline. It was determined that without a storage facility, bulk storage would not be feasible for the City.

Street/Light

Corbin updated the council on Steele County's five year plan. The Main Street light and sidewalk renovations are not included in the five year plan. Ms. Caron will be presenting a report at the March meeting concerning Main Street.

Corbin also discussed the meeting he attended with Tim Walz. There is no grant money available for projects. However, there is loan money.

Park/Pool

Sexton reported that both Rich Kucera and Jeff Karow received their CPO licenses.

Discussion on the mandated pool upgrades. Sexton would like to begin the pool improvements at the end of April. Pool needs about \$10,500 for the improvements. Sexton will do more research and present at the March meeting.

Liquor Store

DeMars will be having a meeting with Joe Erler of Celebrations about a possible agreement for the parking lot. The City will continue to clear the snow out of that parking lot.

EDA

Joint meeting between the EDA and the Council will be on Wednesday, March 18, 2009 at 6:30 p.m.

City Clerk

Kniefel presented a Volunteer Accident Plan from Dave Rubey.

Motion by Corbin, seconded by Sexton to pay the \$150 for the coverage of volunteers for the City. Carried

CD Rates Discussion. The City has \$114,112.63 and the Council needs to decide what to do with the money. Corbin mentioned to look into on-line savings. Kniefel presented a list of rates through Americana Community Bank. Discussion of putting the money into the City savings account until the administrator can start working.

Motion by Niles, seconded by Corbin to put both checks from Stifle Nicolas into the City savings account. Abstain: DeMars. Carried

Board of Appeal and Equalization Meeting is scheduled for April 29, 2009 at 7:00 p.m.

Special Joint Meeting between the Council and the EDA is scheduled for March 18, 2009 at 6:30 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:26 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk.

Special Council Meeting
 March 23, 2009
 6:30 p.m.
 City Hall

Nelson Litigation

Persons in attendance were the City Council, LMC Attorneys, City Attorney, and City Clerk.

Motion by Niles, seconded Corbin to enter into closed session at 6:30 p.m. Carried.

The purpose of the closed session is to discuss the ongoing litigation of Nelson vs. City of Medford. The meeting was closed under Minnesota Statutes 13D.05.

Motion by Corbin, seconded by Sexton to come out of closed session at 6:55 p.m. Carried.

Motion by Corbin, seconded by DeMars to adjourn the special meeting at 6:58 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Council Meeting
 March 23, 2009
 City Hall

Mayor Thomas called the meeting to order at 7:02 p.m. All members were present. Others attending were Mark Rahrlick, Pat Merritt, Bill Goldy, Seth Peterson, Carol Caron, Jon Wagaman, Chase Hanson, Donna Ihlenfeld, Michele Hanson, Kallen Hanson and Steve Pumper.

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

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

Motion by DeMars, seconded by Niles to pay the city and liquor store bills and look up the R & K bill. Carried

Motion by Sexton, seconded by Niles to approve the February 2009 check register. Carried

Concerns from the general public. None.

Medford Civic Club -- Storage Shed -- There was no one from the Civic Club present.

Boy Scouts – The Boy Scout Troop of Medford are now holding weekly meetings in the chalet at the Medford Park. Jon Wagaman, Chase Hanson, and Donna Ihlenfeld were present with requests to the council. The first request was to be able to hang a United States flag and a plaque on the wall of the chalet. Council directed the Boy Scouts to research the appropriate way to hang a flag and bring the information to the Park Board for discussion. The second request was to put a large aluminum can collecting bin at the recycling center. The council suggested that the Straight River Park might be a better location. Council asked for this request to go to the Park Board also. The Boy Scouts also asked for an aluminum can drive throughout the city. They would pick up cans that the residents would set out for them. Mark Rahrlick stated that this would not need to involve the City.

Fire Department – Savings Transfer – During the years, 2007-2008, fire department Capital Outlay expenses were being paid out of the general fund without transferring the funds out of the Fire Department Truck & Equipment Fund.

Motion by Sexton, seconded by Corbin to transfer the funds out of the Fire Department Truck & Equipment Fund and put back into the general fund. Carried.

Planning and Zoning

The Planning and Zoning Chairperson, Pat Merritt, presented the minutes from the March meeting. Planning and Zoning is recommending to the City Council an administrative fine schedule. Zoning Board recommended 105 days consisting of

four notices for non-compliance of an ordinance. The council feels this is too long. Corbin suggested to go down to two letters; first notice with a \$50 fine and a second notice with a \$200 fine. Discussion on the staff that will enforce the ordinance. Council decided to direct the City Administrator to implement the fine schedule. Mark Rahrck will draft an Administrative Fine Ordinance for the Zoning Board to review at the April meeting.

The Zoning Board will be discussing Wind Energy Conversion Systems at the April meeting. They will be reviewing Fergus Falls ordinance pertaining to this.

River View Drive Sign – Zoning Board received complaints about people driving down into the River View Drive cul-de-sac and not realizing it is not a through street. Zoning Board recommended to the City Council to install a sign at the entrance. Council directs city personnel to install a “Not a Through Street” sign or a “Dead End” sign at the entrance of River View Drive.

Township Annexation Agreement – Zoning Board recommended to the City Council to extend the annexation agreement to the west to include the Lazy-U and south to County Road 9 and to the north into Walcott Township. Discussion of the Council included all the way west to the edge of the township. Zoning Board will look at a map to discuss the northern boarder in more detail.

Discussion on the question of placing a manufactured home on a lot for a temporary living space while remodeling the primary living space. Zoning Board will research this more.

City Engineer

Carol Caron – Geo Eng Consultants – A bill that was sent to the City in June of 2008 still had not been paid. Recommendation from the city engineer is for the City to pay the bill and get reimbursed from Ritchie Bros.

Motion by Sexton, seconded by Corbin to pay the Geo Eng Consultants bill for \$3,100. Carried.

Ms. Caron reported that there are many options for the Main Street lights. She is working with Alliant Energy and will have more information for the April meeting.

City Attorney

Ordinance establishing a City Administrator position within the City of Medford.

Motion by Corbin, seconded by Niles to approve the second reading of this ordinance. Carried

Motion by Sexton, seconded by DeMars to adopt the City Administrator Ordinance. Carried

Motion by Corbin, seconded by Sexton to approve the ordinance summary for publication in lieu of publishing the entire ordinance and that the summary adequately reflects the entire ordinance. Carried

Discussion on the agreement to share services of city administrator. Only change that was made included that a 90 day written notice for termination was not needed if the termination was due to misconduct or gross negligence.

Motion by Niles, seconded by Sexton to approve the agreement to share service of city administrator to include that a 90 day written notice for termination was not needed if the termination was due to misconduct or gross negligence. Carried

Annexation Agreement – Discussion on the Council’s involvement with land use decisions outside the city limits of Medford. Council would like to be more involved. Attorney will draft a Joint Resolution and have the Zoning Board review at their April meeting.

Mayor

Administrator Update – Mayor Thomas asked Bill Goldy to meet with each commissioner and talk about each department. He reminded the Council to always be aware of the Open Meeting Law.

Employee Mileage – Bill Goldy will work on a policy to establish the payment of mileage for the use of personal vehicles being used for City business. Kniefel talked with Dave Rubey, Americana Insurance Agency, and he said the City could pay \$10 per employee per year for insurance coverage. Kniefel was directed by the Council to get the policy for the Council to review.

Fire Department ATV – Council would like to have the Fire Chief present this information at the next council meeting.

Water Project – Mayor Thomas would like to call a special meeting to discuss the water project. The results from the Outlet Center Well have not been received yet. Mr. Peterson is hopeful that the results will be in by Monday, March 30. The special meeting for the water project will be Monday, March 30, 2009 at 6:30 p.m.

Water/Sewer

Utility Truck – the utility truck is in need of repairs.

Motion by Niles, seconded by DeMars to approve the repairs to the utility truck not to exceed \$1400. Carried

Sales Tax Resolution – Councilperson Niles was informed that there is a sales tax moratorium in place until May 10, 2010.

City Insurance Proposal – Leroy Taggart made a presentation to the council asking the council to consider him to be the insurance agent for the City. Mayor Thomas directed Bill Goldy to meet with Leroy Taggart and our current insurance agent, Dave Rubey, and report back to the council.

Street/Light

None.

Park/Pool

Flower Pots – Mayor recommends that the City staff handle of the watering instead of bidding this work out. DeMars reported that at bid for watering the plants will be coming to the EDA. Consensus of the council is to have all bids go through the Park Board.

Pool Project

Carol Caron announced that Caron Fencing will be donating the labor to install a new fence around the pool extension.

Sexton presented the Pool Renovations List 2009 to the Council. After taking out the money received from grants, donations, and the budgeted amount, the total needed to make all the updates to the pool was \$9,559.50. The Fire Department granted a total of \$8,000 leaving \$1,559.50. Corbin felt the pool loses a large amount of money every year and the citizens of Medford need to start paying for it if they want the pool to remain open. He added that LGA could be cut again and what would the City do then. DeMars added that new laws are affecting the cost of the update. DeMars agrees with the need for the updates and added that as a Council, they need to start planning for repairs and maintenance. Thomas, Niles, and Sexton support the pool and the updates.

Motion by Thomas, seconded by Niles to transfer \$10,000 from the general fund to the pool fund to pay for the improvements as presented, in addition, the Fire Department donation will be returned. Ayes: Thomas, Niles, Sexton, DeMars Nays: Corbin Carried

Sexton inquired about the difference between sponsorships and donations. Bill Goldy will work with Sexton on this matter.

Liquor Store

DeMars met with Joe Erler of Celebrations about a possible agreement for the parking lot. He was not in favor of signing an agreement at this time. DeMars will work on answering his liability questions.

EDA

None.

City Clerk

Donation Resolution.

Motion by Sexton, seconded by Niles to accept the donation resolution in the amount of \$110.50 from the Medford Congregational Church for pool improvements. Carried

Motion by Corbin, seconded by Niles to adjourn at 9:20 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
 March 30, 2009
 6:30 p.m.
 City Hall

Water Improvement Project

Mayor Thomas called the meeting to order at 6:34 p.m. All members were present with Dan Niles arriving late. Others attending were Mark Rahrlick, Seth Peterson, and Rich Kucera.

Purpose of the special meeting is to discuss the City's decision to build a water treatment facility to comply with the Minnesota Department of Health regulations for radium concentration in drinking water.

City Engineer, Seth Peterson, presented two water treatment facility options and two schedules in which to build these.

The first option includes the water treatment facility, Medford interconnect between the Outlet Center well and the main well, an elevated tower, and miscellaneous watermain improvements.

The second option includes the water treatment facility and the Medford interconnect.

The first schedule starts with the authorization of design in March 2009 and ends with complete construction in June 2011.

The second schedule starts with the authorization of design in March 2009 and ends with complete construction in October 2011.

Schedule one is very tight, but does allow for the City to try for a one time grant of 10% of the project cost. In order to receive this grant portion of 10%, the City must use federal wage rates and follow the Buy American requirements. This could possibly increase the project cost significantly.

Mayor Thomas informed the council that the water committee choose option one including the water treatment facility, Medford interconnect and an elevated tower.

Motion by Corbin, seconded by DeMars to authorize the engineer to move forward with option one and schedule two.
 Carried

Motion by Corbin, seconded by Sexton to authorize the Mayor to sign the engineering contract after review by the City Attorney. Carried

Motion by Corbin, seconded by DeMars to adjourn the special meeting at 7:04 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Council Meeting – Joint meeting between City Council and EDA
April 15, 2009
6:30 p.m.
City Hall

Mayor Thomas called the meeting to order at 6:30 p.m. All members of the City Council were present. EDA members present were Corbin, DeMars, Colwell, Luedtke, absent, Heim. Others attending were Bill Goldy.

Discussion of the Council's expectations of the EDA. Corbin stated that the EDA, in its current form, is an advisory board. Going out and seeking and trying to attract businesses to this community is a lot to ask from a small group of volunteers. The EDA is here as a resource to businesses.

Sexton stated that, within reason, the EDA loan is available to businesses to expand or repair their property, not for operating expenses. Corbin explained the situation involving the Nycore loan.

Discussion on how to promote "Snow Week" and how the Medford Merchant money benefits Medford. Colwell stated that we want to find ways to keep businesses in Medford. Sexton questioned whether or not the merchant money was beneficial to the businesses. DeMars stated that it was helping the businesses by having that money be spent in the community. Even if they winners were not coming back to spend the money, the City is not losing anything for that.

Niles asked about hiring a consultant for the EDA to work with. Corbin stated that was done in the past and was very expensive and nothing really came out of it.

Discussion on different incentives to make coming to Medford more appealing. Thomas stated that we need to get the EDA more active and have the City Administrator, Bill Goldy, get involved. Thomas added that maybe we need to develop more ways for the City to make money. Possibly City owned restaurants or nursing homes. Thomas would like to see Bill Goldy guide and help reenergize the EDA. Corbin gave background information on the Enabling Resolution. Bill Goldy stated that he would be the EDA's executive director. He will research all the information such as revolving loan funds, the enabling resolution, applications. This will be a 5-7 hour per week commitment to get this started. Bill Goldy will be able to meet with the EDA every other month. Everyone is in agreement that Bill Goldy and the EDA will work together and start moving forward.

Motion by Corbin, seconded by DeMars to adjourn the special meeting at 7:15 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Council Meeting
 April 27, 2009
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. All members were present with Mike Corbin arriving late. Others attending were Mark Rahrlick, Seth Peterson, Rich Kucera, Chad Langeslag, Butch Schultz, Pat Merritt, Lyle Tuttle, Shannon Jones, Rick Hager, Nick Goodnature, John Anhorn, Jeff Karow, and Drew DeMars.

Motion by Sexton, seconded by Niles to approve the agenda as amended. Carried
 Motion by Sexton, seconded by Niles to approve the minutes as amended. Carried
 Motion by Sexton, seconded by Niles to pay the city and liquor store bills. Carried
 Motion by DeMars, seconded by Niles to approve the March 2009 check register. Carried

Concerns from the general public. None.

Planning and Zoning

The Planning and Zoning Chairperson, Pat Merritt, presented the minutes from the April meeting. Planning and Zoning held a public hearing for Shannon Jones. Shannon Jones had two variance requests for his property located at 204 4th Ave SW. The first variance is to the front yard setback requirement of 5 feet for a setback of 20 feet. The second variance is to the rear yard setback requirement of 8 feet 5 inches for a setback of 16 feet 7 inches. Sylvia Lee sent back a response to the Zoning Board. Ms. Lee was not opposed to the request as long as the deck extends only to the North and no further East than the East wall of the house. Also, that the deck did not obstruct the easement on the North end of Shannon Jones' property. The Zoning Board made a recommendation to the Council to approve the two variance requests.

Motion by Sexton, seconded by DeMars to approve the two variance requests made by Shannon Jones at the property located at 204 4th Ave SW for installation of a deck. Carried

Lyle Tuttle made a request to allow the City to install signs on 3rd Ave SE and Forest Lane. The pedestrian and car traffic has increased on that private drive and Mr. Tuttle has concerns that someone will get hurt. He feels it is a safety issue for both walkers and drivers. The Zoning Board also discussed adding a walking path along the private drive. The Zoning Board recommended to the Council to install the signs.

Motion by Niles, seconded by Sexton to install a "Dead End" sign on 3rd Ave SE and to install a "Private Drive/No Through Traffic" sign on Forest Lane. Carried

Council discussion on the possibility of a walking path along 3rd Ave SE and Forest Lane. Consensus of the Council is to discuss this at a later time.

Wind Generators – Zoning Board made a recommendation to the Council to draft an ordinance based on the Fergus Fall Ordinance. Council directed the City Attorney to draft an ordinance for review.

Discussion on R-1 and R-2 verbiage in the Land Use. Zoning Board made a recommendation to the Council to approve the changes drafted by the attorney. Mark Rahrlick presented the changes to the ordinance.

Motion by Niles, seconded by DeMars to accept this draft as the first reading of the proposed changes to the Land Use. Carried

Pat Merritt asked the Council for approval to have city maintenance staff locate a sewer line on a property that is asking for a variance.

EDA

The EDA Board elected their chairperson, vice chairperson, secretary, and treasurer. Also, discussed the "Shop Medford" program.

Park Board

The Boy Scout Troop that has been using the chalet for meetings asked the Park Board about hanging a flag in the chalet along with a small plaque saying where the donation came from. Park Board recommended to the Council to approve the request of the Boy Scouts.

No action needed from the council. The Boy Scouts are allowed to hang the flag.

Fire Department – Rick Hager – ATV/Rhino. The fire department would like to participate in a Law Loan Program offered by YAMAHA Motor Corporation, USA. For six months, the fire department will be using the Rhino with no cost to the City. After the six month trial period, the Rhino may be purchased. If the City chooses not to purchase the ATV, the fire department may continue to use it at no cost.

Motion by Niles, seconded by DeMars to allow the fire department to participate in the program and get the Rhino. Carried

The fire department would also like the opportunity to put the city's name in to receive a used ambulance from Gold Cross.

Motion by Niles, seconded by DeMars to approve the fire department to put the city's name in to receive a used ambulance donated to the fire department with a \$3,000 paint limit to repaint the ambulance.

Motion rescinded.

Motion by Niles, seconded by DeMars to approve the fire department to put the city's name in to receive a used ambulance which would be donated to the fire department. Carried

City Engineer

Seth Peterson presented on behalf of Carol Caron.

Discussion of the Steele County Cost Participation Policy. Council had no comments or changes.

Discussion of paving 1st Ave SE. Three options were presented. 1. Continue doing the short term maintenance on the gravel. 2. Complete an interim improvement (This option is not recommended by the engineer) 3. Complete a full reconstruction project and assess the property owners.

Niles would like to look into using millings/recycled bituminous material.

Thomas would like to get chloride on the gravel to help with dust.

Goldy asked Seth Peterson to get preliminary cost estimates for options 1, 2, and the millings option.

Discussion on 3rd St SE – there could be opportunities to combine this project with other projects to help with the cost.

Thomas and Goldy will meet with Paul Wencl to discuss this situation.

Street Lights and Sidewalks presentation. Goldy and Corbin will work together and assess the situation along Main Street.

City Attorney

None.

City Clerk

Amber Kniefel presented information about the MN Warn system. This is a program set up to help cities during a disaster. There is no cost to the City. Council directed Kniefel to move forward and get the City enrolled in the program.

City Administrator

Bill Goldy presented his Administrator's Report.

-LGA cuts may not be as severe as first thought.

-Goldy will be meeting with the Steele County sheriff to discuss the Law Enforcement Contract.

-Explanation of the role of the administrator. City Council members are not direct supervisors of the city staff. They do not need to get involved in the day to day operations of the City.

Liquor Store

Drew DeMars presented a plan for the Muni to build a patio in the back and between the old fire hall on the concrete slab by the parking lot. The estimated cost of the project would not exceed \$3,000.

Sexton and Corbin are concerned with security and patrons walking on the sidewalk with alcohol. DeMars moved the placement of the gate to include the off sale door.

Motion by Niles, seconded by DeMars to approve the construction of the patio not to exceed \$3,000 as long as all codes are met. Ayes: Niles, DeMars, Thomas, Sexton Nays: Corbin. Carried

Discussion of the kitchen idea at the Muni. A liquor store committee was formed to discuss this idea further. The liquor store committee consists of Bill Goldy, Brenda DeMars, Drew DeMars, Craig O'Hearn, and Marie Sexton.

Park & Pool
None.

Mayor

Mayor Thomas gave a thank you to the City staff and the great job snow plowing this past winter. Also, a thank you to the council for all their efforts and flexibility with all the changes as a City.

Mayor Thomas gave an update on the Dan Barker property concerns. Dan Barker contacted the Mayor and City Hall about concerns with his property not getting water flowing through a creek on his property. Mr. Barker believes the creek is dry due to the Ritchie Bros. site. Mayor Thomas stated that the City will not be getting involved, this is a civil issue between Dan Barker and Ritchie Bros.

Mayor Thomas would like the May council meeting to be changed. He will be out of town during the regular meeting date.

Old Business

Discussion of the administrative fines ordinance drafted by the City Attorney.

Motion by Niles, seconded by DeMars to accept this draft as the first reading with changes about collection of court costs. Carried

Discussion of the annexation agreement. Council consensus is to authorize Bill Goldy to communicate with the townships about the annexation agreements. City Attorney needs to change the compensation to townships to \$150 per gross acre for residential, commercial, and industrial.

Discussion of extra insurance coverage for when city staff uses their personal vehicles for city business.

Thomas would like to pay the \$10/year/person for the extra coverage.

Motion by Niles, seconded by DeMars to pay the \$10 per year per person for Amber Kniefel, Bill Goldy, Rich Kucera, Jeff Karow, Brenda DeMars, Dan Niles, Danny Thomas, Marie Sexton, Mike Corbin, and Pat Merritt for extra insurance coverage for the use of personal vehicles for city business. Carried

New Business

Resolution for donation from Caron Fencing for the labor of installation of new fencing around the pool extension.

Motion by Sexton, seconded by Niles to accept the donation resolution for labor from Caron Fencing. Carried

Travel Reimbursement Policy - Bill Goldy presented a travel reimbursement policy to the council.

Motion by DeMars, seconded by Niles to approve the travel reimbursement policy as presented. Carried

City Wage Scale – Bill Goldy presented a City Wage Scale. This wage scale will bring the City into compliance with Pay Equity.

Motion by Niles, seconded by DeMars to approve the wage scale as presented. Carried

Public Works Director – Bill Goldy presented a job description creating a new Public Works Director position for the City of Medford. Rich Kucera has all the licenses to run a public works department and every piece of equipment within the City. He has all the responsibilities without the managerial responsibilities. The City is in need of two full time people that can handle all the heavy maintenance duties.

Bill Goldy made a recommendation to the Council to create the Public Works Director position and make Rich Kucera the Public Works Director. Rich Kucera would be the public works department's direct supervisor. This would be a salaried

position. In addition, Goldy recommended that we change the employee handbook on how the City handles salaried positions. Goldy's recommendation is to change the handbook so that salaried positions work up to 47 hours per week. After the 47 hours, comp time would be earned, hour for hour.

Bill Goldy recommended to the council to hire another full time maintenance worker. He suggested to post a position for a full time maintenance worker that will do everything Rich Kucera does, aside from the management responsibilities, with a rate of pay of \$13.50 to \$15.45 per hour.

Discussion of the Straight River Enterprises Contracts. The contracts are for mowing, cleaning the bathrooms at the park, the chalet, the muni, and City Hall. Mayor Thomas is recommending not to enter into agreement in June with Straight River Enterprises. He would like the City maintenance staff to do all the mowing and cleaning.

Watering of the flower pots. Marie Sexton abstained from all discussion. Thomas stated that he would not want to contract out for these services and let the maintenance staff handle all of the watering.

Mayor Thomas asked the council to think very carefully about all the decisions and about being fair to all employees.

Motion by Niles, seconded by DeMars to adopt the job description and create the position of Public Works Director. Carried

Motion by Niles, seconded by Corbin to promote Rich Kucera into the Public Works Director position at range 16 step 2. Carried

Motion by Niles, seconded by DeMars to changed the handbook to allow salaried employees to earn comp time hour for hour after 47 hours worked in a week. Carried

Motion by Niles, seconded by Corbin to authorize Bill Goldy to post for a full time maintenance position at the wage range of \$13.50-\$15.45 per hour. Carried

Motion by Niles, seconded by Corbin not to renew the contracts with Straight River Enterprises. Carried

Next regular council meeting will be Wednesday, May 20, 2009 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 10:05 p.m. Carried

Minutes approved at _____ meeting.

Board of Appeal & Equalization
 April 29, 2009
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. All members were present. Also in attendance were Glen Purdie and Steve Halverson – County Assessors, Jim and Patty Beucler, Chad Langeslag, Monique Johnson, Andy Colwell, and Arthur Hanson.

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.

Mike Corbin has been trained on Board of Appeal and Equalization. His certification will expire on May 4, 2009. He is willing to go to the training again. At least one voting member of the council must be trained in order for the City of Medford to hold a Board of Appeal and Equalization meeting.

Chad Langeslag questioned the value of his property located at 209 Sunrise Dr., parcel #16-100-3410.

Motion by Corbin, seconded by Sexton to accept the assessor's recommendation on parcel #16-100-3410. Carried.

Monique Johnson inquired about the possibility of not having to pay property taxes do to health and financial reasons. Mr. Purdie explained a program run by the Department of Revenue that does allow for people to apply and following the set criteria would not have to pay property taxes. The State would pay the taxes and the taxes would then become a lean against the property. Ms. Johnson was directed to go to the administration center for the application.

Andy Cowell questioned the value of his property located at 512 3rd St SW, parcel #16-112-0402. The assessor's office will review his property and make a recommendation to the council.

Jim and Patty Beucler questioned the value of their property located at 336 6th St SE, parcel #16-115-0501. The assessor's office will review their property and make a recommendation to the council.

Arthur Hanson questioned the value of his property located at 301 1st Ave NE, parcel #16-101-3002. There was no change from the assessors valuation.

Glen Purdie presented a list of property owners who called the assessor's office before the meeting.

Motion by Sexton, seconded by Corbin to accept the assessor's recommendation on parcel #16-101-1213. Carried

Motion by Corbin, seconded by Niles to accept the assessor's recommendation on parcel #16-112-0302. Carried

Motion by Corbin, seconded by Niles to accept the assessor's recommendation on parcel # 16-115-0504. Carried

Motion by Corbin, seconded by DeMars to accept the assessor's recommendation on parcel #16-118-0102. Niles abstained. Carried.

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

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting
 May 11, 2009
 City Hall

Mayor Thomas called the meeting to order at 6:00 p.m. All members were present. Also in attendance were Amber Kniefel, Bill Goldy, Mark Rahrlick, Rich Kucera, and Butch Schultz.

The purpose of this meeting is to discuss city staffing and operations and the role of the City Administrator.

Discussion of the full time public works worker job description. Bill Goldy, City Administrator, and Rich Kucera, Public Works Director, drafted a new full time public works worker job description.

Motion by Corbin, seconded by DeMars to approve the full time public works worker job description as amended. Carried.

Discussion of the motion made at the April 27, 2009 meeting to post the full time public works worker position.

Thomas gave background as to why the motion needs to be talked about again.

Motion by Niles, seconded by DeMars go into closed session during the sections of the agenda that involve reconsideration of the motion and the proposal to promote Jeff Karow to the public works worker full time position. Carried

Rich Kucera, Public Works Director, will be present during the closed session.

Motion by Sexton, seconded by Corbin to re-open the special meeting. Carried

The proposal on the table is to promote Jeff Karow into the full time public works worker position.

Motion by Sexton, seconded by Corbin to rescind the motion to post the full time public works worker position. Ayes: Thomas, Niles, Sexton, Corbin Nay: DeMars

Motion by Sexton, seconded by Corbin to promote Jeff Karow into the full time public works worker position at range 9, step 4 (\$15.45/hour). Carried

Discussion of the role of the city administrator. Mark Rahrlick, City Attorney, gave background on the roles of the commissioners in the City of Medford.

Minnesota State Statute states that a council member does not have the authority to direct city staff. Council members need to set policies for the City.

Thomas agrees that Bill Goldy needs to be dealing with the city employees on a day to day basis.

Goldy gave a presentation on how the council, city staff and the city administrator can interact together.

The city staff will take care of the day to day operations of the city and if needed do all the research to make presentations to the council. The council members will always be informed and aware of the issues of the City.

The council decided to meet again in six months and re-evaluate how everything is working.

Rahrlick suggested that Goldy add the "chain of command" information to the handbook.

Discussion on the new format of the agenda. Goldy explained what the sections entailed. The chairpersons of each board, Park Board, Zoning Board, and EDA, need to be present at the council meetings to give reports.

Motion by Corbin, seconded by Niles to adjourn the meeting at 7:36. Carried

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
 May 20, 2009
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. All members were present with Mike Corbin arriving late. Others attending were Mark Rahrlick, Carol Caron, Rich Kucera, Jason Underdahl, Gene Luedtke, Andy Colwell, Mary Brandvold, Pat Merritt, and Malonna Krogh.

Motion by DeMars, seconded by Sexton to approve the agenda as amended. Carried
 Motion by DeMars, seconded by Niles to approve the minutes as presented. Carried
 Motion by Sexton, seconded by DeMars to pay the May city and liquor store bills. Carried
 Motion by DeMars, seconded by Niles to approve the April 2009 check register. Carried

Concerns from the general public/requests from organizations.

Celebrations – Liquor License Renewal and Dance Permit for 2009-2010.

Motion by DeMars, seconded by Niles to approve the liquor license renewal pending all the proper signatures. Carried

Motion by Sexton, seconded by Niles to approve the dance permit. Carried

Civic Club – “Show Mobile”. The “Show Mobile” is the stage used during Straight River Days. Usually the cost is shared between the City and the Civic Club. For 2008, the City paid the deposit of \$150 and the Civic Club paid the rest of the fee of \$652.50. For 2009, the Civic Club has paid the deposit of \$160. The Civic Club is requesting the City pay the remainder of \$640.

Motion by Niles, seconded by DeMars for the City to pay the \$640 for the “Show Mobile” this year. Carried

Medford Area Recreation Committee – The MARC group is asking for a food permit dated June 20 to sell food at the Muni Straight River Days street dance.

Motion by Niles, seconded by DeMars to approved the food permit for the MARC group. Sexton abstained. Carried

EDA – Andy Colwell, EDA chairperson, presented to the Council two requests for EDA funding.

The first request was from Custom Building Components, Inc. This company purchased the NyCore building north of town. This land is not within the corporate city limits of Medford. They are requesting a loan amount of \$25,000. Thomas asked questions about securities for the loan.

Consensus of the council is to get more information before making a final decision. Goldy will get the loan application to the city attorney.

The second request was from Civil Enterprises, Inc. and New Traditions Realty. Todd Kavitz is asking for \$30,000 for exterior and interior renovations to his building on Main Street. Thomas asked questions about securities for the loan.

Consensus of the council is to get more information on both loans and discuss at a special meeting.

Park Board

Brief discussion of the use of Central Park for a Farmer’s Market. The Americana Bank is organizing a Farmer’s Market that will be held in their parking lot.

Civic Club brought a request to the Park Board for the Civic Club to use the Medford Pool again this year for the Amazing Race event.

Motion by Sexton, seconded by Niles to approve the request of the Civic Club to allow them to use the Medford Pool on Saturday morning for the Amazing Race event and to pay for the wages of two lifeguards. Carried

New appointment to the Park Board. Thomas recommends to the council to appoint Theresa Sierakowski to the Medford Park Board.

Motion by Niles, seconded by Sexton to appoint Theresa Sierakowski to the Park Board. Carried

Planning and Zoning

The Planning and Zoning Chairperson, Pat Merritt, presented the minutes from the May meeting. Planning and Zoning held a public hearing for Jason Underdahl. Jason Underdahl is asking for a three foot variance request for his property located at 105 Sunrise Drive. The variance is needed for the north end of a new garage on the east property line.

Motion by Sexton, seconded by Niles to approve the three foot variance request by Jason Underdahl. Carried

Zoning Board discussed the "Notice to Residents" information that Kniefel is putting together. The Zoning Board would like this information put in the CAST also.

City Engineer - Carol Caron presented information regarding the paving of 1st Ave SE. Caron's recommendation is to hire a GeoTech firm to do soil testing of the area to determine the most beneficial option to fix this problem.

Consensus of the council is to have city staff send a letter to all the property owners involved explaining the situation and the estimated costs to pave that road.

City Attorney
None.

City Clerk
None.

City Administrator
None.

Liquor Store

DeMars discussed the lease agreement for the parking lot between the City and Celebrations. Celebrations would prefer an annual agreement.

The patio idea is put on hold for a little while. Different improvement ideas are being researched.

Park & Pool
None.

Mayor
None.

Old Business
Administrative Fines Ordinance – 2nd Reading.

Rahrick determined that a City cannot certify most administrative fines to property taxes. There are other remedies that will need to be used if someone refuses to pay the fines.

Motion by Corbin, seconded by DeMars to approve the 2nd reading of the Administrative Fines Ordinance. Carried

Motion by Corbin, seconded by Niles to adopt the Administrative Fines Ordinance. Carried

Discussion of the annexation agreement. Letters went out to the townships. Medford Township is having their attorney review the agreement.

Land Use R-1 and R-2 verbiage change – 2nd Reading.

Motion by Sexton, seconded by Corbin to approve the 2nd reading of the verbiage changes to the R-1 and R-2 districts in the Land Use. Carried

Motion by Corbin, seconded by Niles to adopt the changes to the R-1 and R-2 sections of the Land Use. Carried

New Business

Discussion on the need to have two readings for any ordinance change. The City Code outlines that the City needs to have two readings for any changes to any ordinances.

Thomas would like to have one reading and then the ability to adopt changes.

Rahrick will amend the current ordinance to read that the City will not have to have two readings for future changes to the ordinance.

Fire Department – Special Meeting is set for Wednesday, June 3, 2009 at 6:00 p.m.

Internal Control Procedures – Bill Goldy presented an Internal Control Procedure Policy.

Motion by Corbin, seconded by DeMars to approve the Internal Control Procedure Policy. Carried

Investment Policy – Bill Goldy presented an Investment Policy.

Motion by Corbin, seconded by DeMars to approve the Investment Policy. Carried

Purchasing Policy – Bill Goldy presented an updated Purchasing Policy.

Motion by Niles, seconded by DeMars to approve the Purchasing Policy. Carried

Posting of the part-time public works worker position. Bill Goldy is requesting of the City Council the approval of posting for a part-time public works worker.

Motion by Niles, seconded by Corbin to post the part-time public works worker position. Carried

Bill Goldy presented the job description for the part-time public works worker.

Motion by Niles, seconded by DeMars to approve the job description for the part-time public works worker. Carried

Bill Goldy presented the job description for the seasonal public works worker.

Motion by Niles, seconded by Corbin to approve the job description for the seasonal public works worker. Carried

Discussion on the maintenance at the Frank Woodfill Wildlife Refuge. Lorice Wilkie has been getting paid by the City for many years to maintain this park. John Hager has been spraying for weeds. This property is not within the corporate City limits. In order for Frank Woodfill Wildlife Refuge to become part of the City, the county needs to give it to the State, the State will then need to deed it to the City. Right now, it is in the County's hands.

The City will not take any action regarding this property until it is part of the City.

Next regular council meeting will be Monday, June 22, 2009 at 7:00 p.m.

Motion by Corbin, seconded by Niles to adjourn at 8:30 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
June 3, 2009
City Hall

Mayor Thomas called the meeting to order at 6:00 p.m. All members were present. Others attending were Bill Goldy, Amber Kniefel, Paul Wencil, Keith Maas, Todd Peterson, Rick Hager, Shane Yule, and John Anhorn.

Purpose of this meeting is to discuss municipal facilities.

Mayor Thomas thanked the Medford Fire Department for the exceptional work that they do.

Discussion of the quotes received for the building repairs to the existing fire hall. There were three quotes received ranging in cost of \$9,165 to \$32,150. The costs all involve different aspects of repair and need in different areas of the building.

Discussion of authorizing the drafting of plans to build a new Fire hall/City Hall. Goldy expressed to the Council that the fire hall is getting to the point of being unable to fulfill the spacing needs of the fire department. If the City wants to start applying for grants to help fund a new facility, we need to have plans drawn up and in place. Building a new facility is a long range plan of 5-10 years. Goldy is requesting authorization of using up to \$3500 for the drafting of architectural plans.

Discussion of the purchase of land from Paul Wencil (Old School Property). Paul Wencil's proposal to the City is the north block along County Road 12. This is 3 plus acres of land for \$160,000. The terms presented were \$10,000 down, 4.9% interest, and payments of \$1,500 per month.

Thomas discussed the option of making the current fire hall/city hall the public works building. A plan needs to be put together and we need to determine what the City needs in a new building. Different ideas would be the City Hall, meeting area, community center, senior center, etc.

Corbin does not feel \$3500 is enough for the drafting of the plans. He also added that the County may have a problem with the additional traffic entering and exiting on County Road 12.

The fire department representatives did not feel the County would be too concerned since the use would basically be for emergency vehicles.

Consensus of the Council is that the Wencil land would be the best choice for the placement of the new facility.

Motion by Corbin, seconded by DeMars to authorize Goldy to proceed with architectural plans for a cost not to exceed \$3500. Carried

Council authorizes DeMars, Thomas, and Goldy to enter into discussions with Paul Wencil involving the possible land purchase.

Discussion of the fire department radio communications. Rick Hager, Fire Chief, presented to the Council that by 2013, all the City's fire department radio communications need to narrow band. This involves a cost to the City of approximately \$75,000. The City needs to contact Tom Shea of Steele County and inform him of the City's decision to purchase the new narrow band radios. The Council decided that basically \$25,000 per year will be budgeted in order to pay for this expense.

Goldy will contact Tom Shea.

Discussion of the municipal liquor store. DeMars, Liquor Store Commissioner, presented to the council that she would like authorization to use up to \$3500 for architectural plans for liquor store improvements. DeMars explained ideas of tearing down the old fire hall that is located west of the Muni and adding on in that direction. A new addition on the west side of the Muni would be used for a kitchen and restaurant.

Thomas explained that he is in favor of bringing food into the Muni. He stated that he did not think this was a big enough area and that this type of restaurant is not what he feels the people are looking for.

Sexton stated that we need to keep in mind that the dumpsters in the back are not fully on City property. If we build to fill up the area that we have, we could get stuck in the future with no place for the dumpsters. Also, updates to an old building have to come into compliance with massive state and federal regulations that get to be very costly.

Corbin added that he feels the construction costs would be astronomical and the City cannot afford it. This would be a limited amount of space with a limited number of people that would go there just to eat.

Niles would like to see the Muni explore the original idea of the patio.

Thomas asked DeMars to get cost estimates on the stainless steel sinks.

No decisions about Muni improvements will be made at this time.

Motion by Corbin, seconded by Niles to adjourn at 7:12 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
June 22, 2009
City Hall

Mayor Thomas called the meeting to order at 6:30 p.m. All members were present. Others attending were Bill Goldy, Amber Kniefel, Paul Wencil, and Mark Rahrlick.

Purpose of this meeting is to discuss a possible land purchase from Paul Wencil at the Old School Addition Lot 3.

Motion by Corbin, seconded by DeMars to go into closed session. Carried.

The meeting went into closed session at 6:31 pm upon the grounds permitted under Minnesota Statute Section 13D.05 subdivision 3. Persons in attendance included the City Council, City Attorney, City Administrator, and City Clerk. The closed portion of the meeting was being recorded. Items discussed were the negotiations between Paul Wencil and the committee formed by the council.

Motion by Corbin, seconded by Sexton to reopen the meeting. Carried.

Council consensus is to get an appraisal of the property before making any further decisions.

Motion by Corbin, seconded by DeMars to authorize the City Administrator to contract for an appraisal not to exceed a cost of \$2,000. Carried.

Motion by Corbin, seconded by DeMars to adjourn the special meeting at 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 June 22, 2009
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. All members were present. Others attending were Mark Rahrick, Carol Caron, Andy Colwell, Mary Brandvold, Pat Merritt, Dave Rubey, Leroy Taggart, Jeff Karow, Tom Olinger, Paul Wencil, Malcolm Hall and Robert Jirele.

Motion by Corbin, seconded by DeMars to approve the agenda as amended. Carried
 Motion by Corbin, seconded by DeMars to approve the minutes as amended. Carried
 Motion by Sexton, seconded by Niles to pay the June city and liquor store bills. Carried
 Motion by DeMars, seconded by Niles to approve the May 2009 check register. Carried

Concerns from the general public/requests from organizations.

Civic Club – Mary Brandvold

On behalf of the City Council, Mayor Thomas thanked Mary Brandvold and the Civic Club for their hard work and dedication they gave to Straight River Days.

Tom Olinger – 2008 City Audit – Mr. Olinger gave an overview of the 2008 audit. Overall the audit went well. There are a few issues with separation of duties. The city administrator has already started drafted policies that will help with this.

Planning and Zoning Board – Pat Merritt presented the minutes for the June Planning and Zoning public hearing and regular meetings. The Board held a public hearing for Malcolm Hall's requests. Mr. Hall is requesting a conditional use permit and a lot split for the property located at Block 3, Lot 2, Jones Second Addition. The zoning board recommended to the city council to approve both requests.

Motion by Niles, seconded by DeMars to approve the conditional use permit and lot split request for Block 3, Lot 2, Jones Second Addition. Carried

Council discussed tarp/canvas structures and the sign ordinance.

Discussion of the recommendation from the zoning board concerning the two reading requirement for changes to the code. The zoning board recommended the code not be changed and to keep the two reading requirement.

EDA – Two Loan Requests

Custom Building Components, Inc. is requesting a \$25,000 EDA loan. The loan would be secured by the bridge crane and each partner signing a personal guarantee for the total EDA loan. The term of loan would be 10 years, rate of 2.5%, and monthly payments would be \$235.67.

DeMars stated that it would be difficult for the City to attach to a particular piece of property for security, the company's bank would be first.

Corbin commented on the EDA's enabling resolution and the fact that this property is not within corporate city limits.

Motion by Corbin, seconded by Sexton to deny the loan request from Custom Building Components, Inc. Carried

Todd Kavitz, Civil Enterprises, is requesting a \$30,000 EDA loan. The loan would be used to renovate the outside and inside of his building located at 108 S Main St. The term of the loan would be 15 years, rate of 2.5%, monthly payments of \$200.04. The loan would be secured by Lot 2, Block 4 of Oakridge 4th.

Motion by Niles, seconded by DeMars to approve the loan requests from Todd Kavitz, Civil Enterprises, subject to satisfactory title and contract. Carried

City Engineer
None.

City Attorney – Annexation Agreement Update – Clinton Falls Township responded to the City regarding a proposed annexation agreement. They stated that they are not interested in an annexation agreement at this time. Council directed Goldy to contact the Clinton Falls Township officials.

Medford Township's attorney contacted Rahrlick and gave feedback concerning the annexation agreement. Rahrlick was confident that we would be able to work out an agreement.

City Clerk – PERA Correction – Three of the new city staff hired last year were never added to the PERA retirement benefits. Kniefel reported all the information and PERA responded back to the City with a bill. Kniefel will research how to properly report the back payments.

City Administrator

The 1st Ave SE letters went out to all the property owners regarding the cost to pave and curb and gutter that gravel road. One property owners responded back and expressed concern about the project during these economic times. Goldy stated that the city needs an updated assessment policy to address the maintenance of gravel roads.

Thomas requested a meeting to be held with the property owners once the assessment policy is updated.

Goldy informed the council that he has been working with Pettipiece and Associates on how the city is going to cash flow paying for the current and upcoming water and sewer projects.

Council was given a new form of the budget that the city is going to be using from now on.

Discussion of the pathways to the new pavilion. This project may be able to be combined with another project in town. Discussion was tabled.

Liquor Store

The Muni Straight River Days street dance went really well.

Water & Sewer

None.

Street & Lights

None.

Park & Pool

Resolution for the donation from the MARC committee will be on next month's agenda.

Mayor

None.

Old Business

Insurance Agent of Record – Dave Rubey, of Americana Insurance Agency, spoke to the council. Dave Rubey has been the city's agent of record since the early 90's.

Leroy Taggart, of RJF Agencies, Inc., spoke with the council on different ways the city could benefit by using RJF Agencies, Inc.

Thomas suggested that the City stay with the current agent due to current situations.

Resolution adopting fines for code violations.

Motion by Corbin, seconded by DeMars to approve the resolution adopting fines for administrative violations. Carried

Frank Woodfill Wildlife Refuge Update – Mark Rahrlick contacted the county attorney. The county attorney said that the county transportation committee will discuss this situation on July 11, 2009.

New Business

Christ the King Church has sent a request to city asking for \$790 to help pay for the maintenance done to Pool Street. Corbin stated that the city was not involved with the timing of the maintenance, the contractor choice, or the type of work to be done.

Council consensus is to have Rahrlick look at the lease agreement and draft an agreement for yearly maintenance between the church and the city.

Zoning Enforcement – Goldy presented an idea to the council to hire somebody for a couple hours per week to look at all the properties in town and make a list of the violations. This person would be trained on code enforcement and city hall staff would send out the letters.

Thomas added that the intent is to have the new part time public works worker do this in addition to the rest of the job description for that position.

Goldy stressed the importance of the council to stand behind the staff in enforcing the code.

Goldy used an example in town of an industrial zoned property using the property for a commercial use. A letter will go out stating that the property is zoned industrial and cannot be used for commercial purposes. If the property is used for commercial purposes, there will be an administrative fine and/or the owners will be issued a citation. The full council agreed.

A summary resolution amending Chapter 4 of city code was presented.

Motion by Corbin, seconded by Sexton to approve the summary resolution amending Chapter 4 of the city code. Carried

A summary resolution adopting the Administrative Fines Ordinance was presented.

Motion by Niles, seconded by Corbin to approve the summary resolution adopting the Administrative Fines Ordinance. Carried

The League of Minnesota Cities attorney would like to meet with the council regarding the billboard litigation before the next regular council meeting.

There will be a special meeting at 6:30 p.m. before the regular meeting the billboard litigation.

Next regular council meeting will be Monday, July 27, 2009 at 7:00 p.m.

Motion by Corbin, seconded by Niles to adjourn at 8:37 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk.

Special Council Meeting
 July 22, 2009
 City Hall

Mayor Thomas called the meeting to order at 6:00 p.m. All members were present. Others attending were Bill Goldy, Amber Kniefel, Paul Wencil, Mark Rahrlick, Jeff Karow, Rick Hager, John Anhorn, Terrance Yule, and Pat Merritt.

Purpose of this meeting is to discuss a possible land purchase from Paul Wencil at the Old School Addition Lot 3.

Motion by Corbin, seconded by Sexton to go into closed session. Carried.

The meeting went into closed session at 6:01 pm upon the grounds permitted under Minnesota Statute Section 13D.05 subdivision 3. Persons in attendance included the City Council, City Attorney, City Administrator, and City Clerk. The closed portion of the meeting was being recorded. Items discussed were the appraisal of the land and funding for the land.

Motion by Corbin, seconded by DeMars to reopen the meeting. Carried.

Mayor called for a five minute recess.

The offer from the City Council to Paul Wencil is \$141,094.56 for Lot 3 of the Old School Addition. This amount is the original offer of \$150,000 excluding the open space dedication payment that Wencil needs to pay to the City per the developer's agreement. The City would pay \$15,000 down and payments of approximately \$12,000 per year for five years, with a balloon payment at the end of five years. Interest rate will be 3.5% and will start accruing after closing. Payments would be made annually with the first payment being in March of 2010.

Motion by DeMars, seconded by Niles to purchase the Wencil Old School Addition Lot 3 for \$141,094.56 according to the terms stated. Yes: Thomas, DeMars, Sexton, Niles, Nay: Corbin Carried.

Motion by Corbin, seconded by Sexton to adjourn the special meeting at 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
July 27, 2009
City Hall

Mayor Thomas called the meeting to order at 6:30 p.m. Members present were Thomas, DeMars, Corbin and Sexton. Member absent was Niles. Others attending were Bill Goldy, Amber Kniefel, Mark Rahrck, and the League of Minnesota Cities attorney, Jason Kuboushek.

Purpose of this meeting is to discuss the Nelson billboard litigation.

Motion by Corbin, seconded by DeMars to go into closed session. Carried.

The meeting went into closed session at 6:31 pm upon the grounds permitted under Minnesota Statute Section 13D.05 subdivision 3. Persons in attendance included the City Council, City Attorney, League Attorney, City Administrator, and City Clerk. The closed portion of the meeting was being recorded. Item discussed was the Nelson billboard litigation.

Motion by Corbin, seconded by DeMars to reopen the meeting. Carried.

Motion by Corbin, seconded by DeMars to adjourn the special meeting at 7:10 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 July 27, 2009
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:17 p.m. Members present were Thomas, DeMars, Corbin and Sexton. Member absent was Niles. Others attending were Bill Goldy, Amber Kniefel, Mark Rahrlick, Pat Merritt, Carol Caron, Dave Rubey, and Melanie Hagen.

Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried
 Motion by Corbin, seconded by DeMars to approve the minutes as amended. Carried
 Motion by DeMars, seconded by Sexton to approve the July city and liquor store bills. Carried
 Motion by DeMars, seconded by Sexton to approve the June 2009 check register. Carried

Concerns from the general public/requests from organizations.

Melanie Hagen – Ms. Hagen expressed concerns on how a rezone for the property located at 106 E Central would affect the leasing or selling of the property. The property is zoned industrial. Ms. Hagen would like the property to be used for a consignment and thrift shop. The property would need to be zoned commercial for the property to be used in that way. Ms. Hagen asked if the property could be given a conditional use permit. The attorney addressed the question and informed the council that a conditional use permit would not be in compliance with the city code. Ms. Hagen is asking for dialogue between her and the city to try to come to an agreement to get this business running. Otherwise, litigation would be the next step. Ms. Hagen is asking to try this business for a trial period to see if it works.

Rahrlick stated that the City Council absolutely wants to see the businesses in town succeed. The City is required to enforce our ordinances. There is no such thing as allowing somebody to conditionally use a property as commercial but then retain the industrial designation. The property either has to be zoned commercial or industrial and the uses that you put to the property are determined by what zoning designation the property has. Zoning it to commercial would allow you to use the property as a consignment and thrift shop.

Ms. Hagen asked about the section in the code that relates to an appeals board given the power to grant exceptions to established rules.

Thomas added that what Rahrlick has stated is correct. We cannot make exceptions to the ordinances. The ordinances do not allow that.

Rahrlick stated that the board of appeals is available if you feel something hasn't been applied correctly. This is to ensure you have due process. The board of appeals is not going to allow the council to violate the ordinances.

Sexton stated that if the property would need to go back industrial after being zoned commercial, she would be conducive to that. Sexton asked why not just ask to zone the property commercial?

Hagen answered that their fear is that somebody would want to buy it and use it as a welding shop and not be able to go back to the industrial designation.

Goldy explained that if the zoning request for commercial was approved and then somebody else buys it and wants the property industrial, they would need to apply for a rezone. That would be heard by the planning and zoning board and the council again. The city would like to see the business thrive; we just need to follow our code.

Council gave Ms. Hagen the opportunity to leave the meeting to look up a section of the code and bring it back to the council when she retrieves it.

Americana Agency – Dave Rubey presented the city's liquor liability insurance and worker's compensation insurance renewal information.

Discussion on the worker's compensation insurance. Currently the City does not pay a deductible on the worker's comp insurance. Consensus of the council is to stay with current plan with no deductible for the worker's compensation insurance.

Discussion on liquor liability. The City could choose to pay an extra \$456 to receive a higher liability coverage.

Motion by DeMars, seconded by Sexton to pay the extra \$456 and go with the higher limits for liquor liability coverage. Carried

Planning and Zoning Board – Pat Merritt presented the minutes for the July Planning and Zoning regular meeting. No action of the council is needed.

Council discussed the issue brought up by the Planning & Zoning Board about altering non-conforming structures. No action was taken.

EDA – Bill Goldy presented the EDA minutes. No action was needed.

Park Board – Marie Sexton presented the Park Board minutes.

Motion by Sexton, seconded by DeMars to make the membership fee \$40 for the rest of the season. Carried

City Engineer – Carol Caron

Ritchie Bros. – BCM was at the site working through the punch list items to finalize the project.

3rd St Extension – Paul Wencil has asked Bolton & Menk to do the private engineering work on the last three houses in the 2nd phase of his development. Ms. Caron asked the council for their thoughts about Bolton & Menk engineering for Paul Wencil. Consensus of the council was that this would be looked at by a case by case instance. The council gave the approval for Bolton & Menk to do the private engineering work for Mr. Wencil.

Thomas asked about the stated cost of engineering services. The contract needs to be reviewed.

Construction of the second phase of the project triggers the need to construct 3rd Street. Bituminous prices have gone down since last year. Ms. Caron explained the two options for beginning this project. Whether the City opens the project up for the bidding process, or take quotes. Corbin would like to open the 3rd Street project up for bids. Bolton & Menk would be in control of the process with either way the city chooses.

Motion by Corbin, seconded by DeMars to commence the construction of 3rd Street and let out for bids. Carried

Ms. Hagen returned to the council chambers with the section of the code that she needed clarification on. With regard to the Board of Adjustment section, Ms. Hagen interprets the ordinance to read that she could request a “no use” variance. This would allow a use that is not a permitted use in the code.

Mr. Rahrlick explained that the code regulates “use” variances. This section states that no “use” variances are allowed. Example was that a property owner could not ask for a variance based on how a property is to be used. The uses for property are specifically listed in the code for each zoning designation.

If the Hagen’s decide to apply for a rezone request, the council agreed to have the Planning & Zoning Board call a special meeting for a public hearing. The council will also call a special meeting to follow the public hearing.

City Attorney – Annexation Agreement Update – Medford Township’s attorney drafted a response to the draft annexation agreement. Rahrlick and Goldy will meet with the township’s attorney.

City Administrator

The three property owner’s that would be assessed for the sidewalk improvements on Main Street received letters. The letters explained the estimated cost of the project and the estimated amounts that would be assessed to each property. Goldy heard back from all three property owners and all of them were not in support of the sidewalk reconstruction at this time.

Pettipiece & Assoc. will be attending the August meeting to speak with the council on the PFA loan for the water project.

Goldy and Rahrlick will be working on a data request policy.

Goldy, DeMars and Craig O’Hearn will work to develop a check writing policy for the liquor store.

Discussion on a budget/finance committee. The preliminary budget will need to be to the county in September. Goldy would like to form a budget/finance committee. The committee would consist of Goldy, Kniefel, Kucera, O'Hearn and two council members. Corbin and DeMars offered to be on the committee.

Mayor Thomas – Proposal for ordinance enforcement. Thomas presented to have Goldy work on code enforcement on Fridays. He would not go over the 20 hours that were agreed upon in the shared administrator agreement. Any meetings that Goldy would be required to attend would be paid out separately at the rate of \$25 per meeting. The City Administrator Ordinance states that Goldy is responsible for enforcement of the City Code.

Motion by Thomas, seconded by Corbin to pay Goldy \$25 per public meeting above his contracted salary of 20 hours per week. Carried

Old Business

Frank Woodfill Wildlife Refuge – Doug Ruth, County Attorney, affirmed to Rahrick that the county does want the city of Medford to have the wildlife refuge. Rahrick is continuing to work with MnDOT.

New Business

Amendment to code – Goldy presented a change to the code that would take out the requirement to have two readings for every ordinance amendment. This would enable the council to amend an ordinance and adopt the ordinance in one council meeting. Thomas explained that he was in favor of this change due to the time it takes currently to amend ordinances. If there is an issue that requires more time or more research, the council could always choose to have two readings.

Motion by Thomas, seconded by DeMars to accept this as the 1st reading amending the ordinance requirement of two readings for every ordinance change. Carried

Rental Units Ordinance – Goldy and Rahrick drafted changes to the rental ordinance.

Motion by Corbin, seconded by DeMars to accept this as the 1st reading amending the rental units ordinance. Carried

Dog Kennels at the City Shop – Addressing recent issues with dog control in the City, the Mayor has suggested some changes that would benefit the kennels at the city shop. Kucera received quotes to install fencing over the top of the outdoor kennels to prevent dogs from climbing out.

Goldy and Kniefel visited the Faribault Vet Clinic and presented an agreement the city could use to help with dog control. The Faribault Vet Clinic would be used as back-up if needed and the costs associated would be the dog owner's responsibility.

Motion by Sexton, seconded by Corbin to approve the bid to install the fencing over the top of the outdoor kennels at the shop. Carried

Bulk Water Rate – The bulk water rate has not been adjusted for many years. Current charges are \$4.00 per thousand gallons. Goldy proposed an increase to \$6.00 per thousand gallons and an additional \$10.00 service fee per day that water is taken.

Motion by Corbin, seconded by DeMars to increase the bulk water rate to \$6.00 per thousand gallons and a \$10.00 additional service fee per day that water is taken. Carried

Motion by Corbin, seconded by Sexton accept the flag donation resolution. Carried

Mayor Thomas gave a thank you to the VFW for the flags and to Pat Merritt for his time spent on getting the donation.

Motion by Corbin, seconded by DeMars to accept the MARC donation for the pool. Abstains: Sexton. Carried

Additional City Concerns – Mayor Thomas stated that the chairpersons for each of the committees need to be in attendance at the council meetings to present the minutes. If there are no representatives present, the item will be removed from the agenda and the extra pay given per meeting will be revoked.

Next regular council meeting will be Monday, August 24, 2009 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 9:20 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
August 12, 2009
City Hall

Mayor Thomas called the meeting to order at 6:30 p.m. Members present were Thomas, DeMars, Corbin, Niles and Sexton. Others attending were Bill Goldy, Amber Kniefel, Ivan Cowell, Darren and Melanie Hagen.

The two items on the agenda are the 2nd reading and adoption of the code amendment and the rezone request of the property located at 106 E Central Ave.

Goldy gave an overview of the ordinance change. The proposed amendment to the code is to the requirement to have two readings before adopting any code changes. Section 2.13, Subdivision 1 proposed change would read "Subdivision 1. Readings. Every ordinance and resolution shall be presented in writing. Every ordinance shall receive one reading before the council prior to final adoption. An ordinance or resolution need not be read in full unless a member of the council requests such a reading."

Motion by Sexton, seconded by DeMars to accept this reading as the 2nd reading to the ordinance change. Carried.

Motion by Niles, seconded by Corbin to adopt the ordinance change of Section 2.13, Subdivision 1. Carried.

Discussion of the rezone request made by Darren and Melanie Hagen for the property located at 106 E Central Ave. Ivan Cowell presented on behalf of the Zoning Board. Cowell stated that the Zoning Board voted to recommend to the City Council to approve the rezone request of I-1 to C-2 for the property located at 106 E Central Ave.

Thomas added that Dan Kaiser stopped by City Hall and wanted the boards to know that he was not opposed to the rezone.

Melanie Hagen addressed the council. Her past experiences with the council have not been positive. At the last council meeting, she left feeling good and she appreciates the changes she noticed.

Motion by Sexton, seconded by Niles to approve the rezone request from I-1 to C-2 for the property located at 106 E Central Ave. Carried.

Motion by DeMars, seconded by Corbin to approve the zoning map change. Carried.

Motion by Corbin, seconded by Niles to adjourn the meeting at 6:40 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
August 24, 2009
7:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, Niles, and Sexton. Others attending were Bill Goldy, Amber Kniefel, Mark Rahrlick, Pat Merritt, Rich Kucera, Tony Renchin, and Chuck Pettipiece.

Motion by Sexton, seconded by DeMars to approve the agenda as amended. Carried
Motion by DeMars, seconded by Corbin to approve the minutes as presented. Carried
Motion by Niles, seconded by Sexton to approve the August city and liquor store bills. Carried
Motion by DeMars, seconded by Sexton to approve the July 2009 check register. Carried

Concerns from the general public/requests from organizations.

Pat Merritt asked the council for an update on the Frank Woodfill Wildlife Refuge and it's status on becoming City of Medford property. Mark Rahrlick, city attorney, has given all the information to MnDOT and is waiting to hear back from them.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning public hearing and regular meeting. No action of the council is needed.

EDA – The “Shop Medford” program will be starting soon. No action was needed.

Park Board – Tony Renchin presented a summary of the last Park Board meeting. No action needed.

Nelson Billboard Litigation.

Motion by Corbin, seconded by DeMars to go into closed session. Carried.

The meeting went into closed session at 7:12 pm upon the grounds permitted under Minnesota Statute Section 13D.05 subdivision 3. Persons in attendance included the City Council, City Attorney, League Attorney (via telephone), City Administrator, and City Clerk. The closed portion of the meeting was being recorded. Item discussed was the Nelson billboard litigation.

Motion by Corbin, seconded by Niles to come out of closed session at 7:34 p.m. Carried

Rick Hager – Medford Fire Department. Hager presented a request to the council for the fire department to purchase seven new pagers with the cost not to exceed \$3500. The fire department received a grant of \$1500. A resolution accepting this grant will be on next month's agenda.

Motion by Sexton, seconded by DeMars to approve the fire department's request to purchase seven new pagers with a cost not to exceed \$3500. Carried

Medford Fire Department is hosting this year's Steele County Disaster Drill at the Medford School auditorium. All council members are invited to participate. The date of the event is September 29, 2009 at 8:00 AM.

Hager spoke with the council about NIMS training. All city council and city staff need to have NIMS training. The city also needs to approve a resolution adopting NIMS plan.

PFA Loan Application – Chuck Pettipiece. Pettipiece presented information on a tier system to apply to the water rates in order for the city to make debt service payments on the new water project. Approximately \$75,000 would come from increased water rates and \$75,000 would come from reserves. This is only an option for the first one or two years.

Goldy, city administrator, is recommending to the council to go with the flat base scenario.

Sexton would like to have a public meeting to explain to the public why water rates are increasing. Thomas suggested that the city hold the meeting at the Medford School. Council agreed to have the public meeting in October and possibly implementing the water rate increase November 1, 2009.

City Engineer – Bill Goldy presented a memo on behalf of Carol Caron. The memo illustrated a time line for the 3rd St construction and the Wencil Old School 2nd Addition.

Goldy, Rahrick and the City Engineers have been working on the engineers contract for services with the city.

City Attorney – Annexation Agreement Update – Rahrick presented the points of the agreement that the township's attorney recommended to change.

- The township did not want to expand the area included in the annexation agreement to include sections 6,7,and 18. Consensus of the council is to leave those sections out of the annexation agreement.
- The agreement on road maintenance between city and township when the road divides city and township. Township would like the city to maintain both sides of the road. Consensus of the council is to continue to have the township maintain both sides and the city will reimburse the township for half the maintenance costs.
- Discussion on the amount of reimbursement the city gives to the township in the instance of an annexation. City proposed \$150 per gross acre. Township would like 15 times the township's annual tax revenue. Council consensus is to change it to the township's option of calculation.
- Township would like to establish a joint annexation board in conjunction with the city.

City Administrator

City Operations – Goldy gave the council a reminder about the Open Meeting Law.

Concerns about council boards and commissions – Boards are not allowed to make decisions without making the recommendations to the council for approval. Boards are not to authorize work to be done by city staff.

Code Enforcement – Goldy plans on working on code enforcement every Friday. Goldy will go street by street taking down addresses that are violating city code. Any code violation that affects health and safety should be brought to Goldy immediately.

Rental Units Ordinance amendment – 2nd Reading.

Motion by Sexton, seconded by Niles to accept the 2nd reading of the amendment to the rental units ordinance. Carried

Motion by Corbin, seconded by DeMars to adopt the rental units ordinance amendments. Carried

Motion by Corbin, seconded by DeMars to accept the resolution approving publication of the ordinance by title and summary. Carried

City Group Health Plan – Goldy presented a proposal that involves the payment of a stipend to full-time employees in lieu of a group health insurance plan. Stipends would be set by the council. Goldy's recommendation to the council is to terminate the city's current health insurance plan and pay a \$475 stipend per full-time employee per month. This arrangement would save the city approximately \$18,000 a year.

Corbin agrees with paying the stipend because he feels the city is over paying for a group health plan.

Sexton would like to see more research before making a final decision. Sexton is not in agreement with the stipend.

Niles agrees with the stipend. He feels it saves the city \$18,000 while taking care of the employees.

DeMars agrees with the stipend and feels \$475 is not out of line when talking about the amount of the stipend.

Thomas recommended to the council to table the discussion until the city has a chance to meet with the current insurance agent.

Corbin did not feel this should wait.

Motion by Corbin, seconded by Niles to terminate the group health policy and pay a stipend of \$475 per month per full-time employee. Yes: Corbin, Niles, DeMars Nay: Thomas and Sexton Motion Carried.

Old Business

None.

New Business

Budget Discussion – The budget planning committee consisting of DeMars, Corbin, Goldy, Kucera, and Kniefel met to discuss the budget. A preliminary budget along with the levy must be submitted to the county by September 15, 2009.

Thomas would like to call a special meeting to go over the budget line by line.

Motion by Corbin, seconded by DeMars to adopt the proposed 2010 budget. Carried

Motion by Niles, seconded by DeMars to approve the resolution to adopt the 2010 levy. Carried

Next regular council meeting will be Monday, September 28, 2009 at 7:00 p.m.

December council meeting will be moved to Monday, December 21, 2009 at 7:00 p.m. Public comment on the 2010 budget and levy will be accepted at the December 21, 2009 regular council meeting.

Special council meeting to discuss the final budget will Tuesday, October 20, 2009 at 7:00 p.m.

Motion by Corbin, seconded by Niles to adjourn at 9:55 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
September 14, 2009
City Hall

Mayor Thomas called the meeting to order at 6:00 p.m. Members present were Thomas, DeMars, Corbin, Niles and Sexton. Others attending were Bill Goldy, Amber Kniefel, and Rich Kucera.

The purpose of tonight's meeting is to discuss the city's options in filling the city administrator position.

The shared administrator's agreement between the City of Claremont and the City of Medford has been terminated by the City of Claremont. Bill Goldy, City Administrator, has given the City of Medford his notice to terminate employment. Goldy's last day with the city will be December 7, 2009.

Goldy presented four options to the council.

Option 1 – Eliminating the city administrator position and returning to the city clerk/deputy clerk format.

Option 2 – Eliminating the city administrator position and forming a zoning administrator position.

Option 3 – Posting for a part-time city administrator.

Option 4 – Posting for a full-time city administrator.

Discussion of the council on changes to the public works staff, changing the number of hours of the full-time staff, and how to cut down on attorney's fees.

Thomas went around to each council member and asked for input regarding each of the presented options.

Corbin stated that he felt options 2 and 3 should be taken off the table. Corbin did not feel the city would find the right person to fill a part-time position and that \$50,000 would not be enough to hire a well qualified administrator. He is favoring the city clerk/deputy clerk option.

Sexton does not want to go back to the city clerk/deputy clerk format. Sexton felt that the city might be able to find another part-time administrator. She added that the city may not be ready for a full-time administrator but that might be the only viable option.

Niles would like to post for a part-time and see if we get any qualified applicants. He also suggested to look at another possible sharing situation between another city.

DeMars felt that the city cannot afford a full-time administrator at this time. DeMars asked to have Amber Kniefel's input on the options.

Kniefel stated that going to the city clerk/deputy clerk administration again would not be beneficial to the city. Now that the city has had some experience with the way everything works with an administrator, she felt the city should not go backwards. When looking at options 3 and 4, Kniefel urged the council to find a well qualified individual whether it be a part or full time position.

Kucera stated that he felt the city should continue with an administrator. It is well organized and much more efficient for everyone.

Thomas recommended posting for a part-time.

Goldy stated that the city could post for a part-time and see what kind of response we get. He will also check around and see if there are any sharing possibilities with other cities.

Thomas suggested an increase in part-time hours from 20 to 24 hours per week.

Each council member will be involved with ranking the applicants. The ranking of the applicants will be on October's agenda where the council will narrow down the applicants to the ones they choose to interview. Interviews will follow shortly after October's regular meeting.

Motion by Corbin, seconded by DeMars to adjourn the meeting at 6:47 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
September 28, 2009
7:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, Niles, and Sexton. Others attending were Bill Goldy, Amber Kniefel, Mark Rahrlick, Pat Merritt, Rich Kucera, Carol Caron, Rich Quiring, and Seth Peterson.

Motion by Corbin, seconded by DeMars to approve the agenda as amended. Carried
Motion by Corbin, seconded by DeMars to approve the minutes as amended. Carried
Motion by Sexton, seconded by Corbin to approve the September city and liquor store bills. Carried
Motion by DeMars, seconded by Niles to approve the August 2009 check register. Carried

Concerns from the general public/requests from organizations.
None.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning public hearing and regular meeting.

Public Hearing for the Wencil Old School 2nd Addition preliminary and final plat. Zoning Board recommendation to the City Council is to approve the preliminary and final plat request.

Discussion of the Wencil Old School 2nd Addition developer's agreement. Rahrlick gave an overview of the changes for the developer's agreement.

Motion by Niles, seconded by Sexton to approve the preliminary and final plat subject to the signing and execution of the developer's agreement. Carried

Discussion of the Wind Energy Conversion Systems ordinance. The Zoning Board had a few subject points that needed explanation. Rahrlick will address these points and send a new draft to the Zoning Board for the October meeting.

Discussion of the amendment to the 4.25 and 4.26 sections of the code. Zoning Board recommended to change the term "floor area" to "exterior foundation dimension".

Motion by DeMars, seconded by Niles to approve the amendments to sections 4.25 and 4.26 of the City Code. Carried.

Motion by Sexton, seconded by Corbin to approve the resolution to publish the 4.25 and 4.26 amendment by summary and title. Carried.

Discussion of the amendment to section 4.50 of the City Code. The Zoning Board recommended to the City Council to approve an amendment to update the minimum lot size requirements of the Subdivision and Platting Ordinance. The minimum lot size would be changed to 75 X 120.

Motion by Corbin, seconded by DeMars to approve the amendment to section 4.50 of the City Code. Carried.

Motion by Niles, seconded by Corbin to approved the resolution to publish the 4.50 amendment by summary and title. Carried.

Discussion of the changes to the sign ordinance section 4.84 of the City Code. Rahrlick went through the proposed changes.

Motion by Corbin, seconded by Niles to approve the changes to section 4.84 of the City Code. Carried.

Motion by Niles, seconded by Corbin to approve the resolution to publish the 4.84 amendments by summary and title. Carried.

EDA – None.

Park Board – Citizen petition to plant a memoriam tree in Central Park for Ernie Reinhard, Sr. Park Board recommended to the City Council to approve the request of the citizen petition.

Motion by Niles, seconded by DeMars to approve the request of the petition pending city approval of placement of the tree and the plaque is no larger than one foot by one foot. Carried

City Engineer – 3rd Street Project bid opening. Bids were open on Monday, September 28, 2009 at 10:00 a.m. The City received four bids:

- Wencil Construction - \$50,550.00
- Heselton Construction, LLC - \$51,975.25
- Neisen's Paving & Excavating - \$55,960.00
- BCM Construction, Inc. - \$58,729.00

Motion by Niles, seconded by Corbin to award the bid to Wencil Construction pending the letter of credit from Paul Wencil's bank. Carried.

Seth Peterson gave an update on the upcoming water project. The water project and the new water tower are both eligible for low interest funding through PFA.

Discussion of the city engineer contract naming Bolton & Menk the city engineers.

Motion by Corbin, seconded by DeMars to approve the engineer contract and authorize the appropriate signatures. Carried.

City Administrator – presented a memo addressing the health insurance stipend amount approved at the last regular council meeting.

The special meeting to discuss water rate adjustments will be on Thursday, October 22, 2009 at 7:00 p.m. in the Medford School Auditorium.

Investment of two CD's that are maturing. Americana Community Bank offered to renew both CD's at 2.25% for 13 months. City staff will renew both CD's at the Americana Community Bank.

Public Works Department – Rich Kucera is working with the city engineer to draft an RFP for biosolid application.

Liquor Store Commissioner – Brenda DeMars – The liquor store manager would like to have a yearend street dance.

DeMars also asked the council about hiring Straight River Enterprises back to clean the liquor store again. Council consensus was to approve the request and hire Straight River Enterprises to clean the muni once a week.

Mayor – Danny Thomas – Discussion on code enforcement and administrating fines. Once a fine is administered, the property owner has the option to challenge the fine. If a fine is challenged, it is up the City to charge the property owner criminally. City staff and the city attorney need to be in agreement before a fine is administered. Every fine that is challenged will be charged criminally.

Discussion on Straight River Days and the parade. The Medford Civic Club has decided not to hold Straight River Days or the parade for 2010. Thomas spoke with the Knights of Columbus and they are discussing the possibility of organizing the parade. The city will do nothing about Straight River Days at this time.

Discussion on the Christmas lights on the water tower. Thomas recommended that the Park Board discuss this at the next Park Board meeting.

Senior Care Connection representatives and the County Commissioner will be meeting on Wednesday, September 30 at 1:00 p.m. Thomas will be attending the meeting and is requesting one other member of the council attend also. DeMars offered to attend the meeting with Thomas.

Thomas and DeMars will also attend the volunteer recognition event for Senior Care Connection volunteers on October 15, 2009.

Old Business

Nelson Billboard Litigation.

Motion by Corbin, seconded by Niles to approve the settlement agreement between Steve Nelson and the City of Medford and to authorize the signatures needed on the documents. Carried.

New Business

Motion by DeMars, seconded by Niles to approve the resolution approving pull tabs at the liquor store. Carried.

Motion by Sexton, seconded by Corbin to approve the donation resolution for the Medford Fire Department from the Department of Natural Resources for pagers. Carried.

Motion by Sexton, seconded by DeMars to approve the donation resolution for the Medford Pool from the Department of Natural Resources for unblockable drain covers. Carried.

Next regular council meeting will be Monday, October 26, 2009 at 7:00 p.m.

Motion by Corbin, seconded by Niles to adjourn at 8:34 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk.

Special Council Meeting
October 22, 2009
Medford Public School

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, and Sexton. Absent: Niles. Others attending were Bill Goldy, Amber Kniefel, Butch Schultz, and Seth Peterson.

The purpose of tonight's meeting is to discuss the new water system improvements and water rate adjustments.

Seth Peterson gave an overview of the water system improvements. The cost estimate of the water treatment facility is \$1,831,280. Also in the plans is the construction of a new water tower. The cost estimate of the water tower is \$600,000.

Motion by Corbin, seconded by Sexton to add into the total project cost an upgrade to automatic meter readers for the city and the decommissioning and removal of the old water tower. Carried.

Bill Goldy, city administrator, gave an overview of the water rate adjustments for 2010. The projected debt service payment per year will be approximately \$150,000. The city needs to made adjustments now to generate at least 50% of the anticipated debt service payment which is about \$75,000. Each utility account will be charged a monthly flat water rate of \$13.25 per month. The new flat rate will generate approximately \$75,843 annually.

A resolution for the water rate adjustments will be included with the November packet. Rate adjustments will be implemented starting January 2010.

Motion by Corbin, seconded by DeMars to adjourn the meeting at 7:46 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 October 26, 2009
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, Niles, and Sexton. Others attending were Bill Goldy, Amber Kniefel, Mark Rahrnick, Pat Merritt, Rich Kucera, Carol Caron, Rich Quiring, Paul Wencil, Jeff Karow, Andy Colwell, and Seth Peterson.

Motion by Corbin, seconded by DeMars to approve the agenda as amended. Carried
 Motion by DeMars, seconded by Niles to approve the minutes as amended. Carried
 Motion by Sexton, seconded by Niles to approve the October city and liquor store bills. Carried
 Motion by DeMars, seconded by Corbin to approve the September 2009 check register. Carried

Concerns from the general public/requests from organizations.
 None.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning regular meeting. No action by the council is needed.

EDA – Winners of the 2009 first session of the “Shop Medford” program were drawn.

- \$400 – Kelli Asfeld
- \$250 – Bev Dahle
- \$100 – Lorlee Steever
- \$100 – Andrea Classon
- \$100 – Rebecca Hoffman
- \$100 – Alicia Meland
- \$100 – Peggy Biwer
- \$100 – John Prondzinski

Park Board – Marie Sexton gave the Park Board report.

Discussion of the warming house and ice rink at Straight River Park. Mayor Thomas stated that the ice rink needs a border around the edges. Council asked Rich Kucera to figure out the best way to address this. Julie Bruessel managed the warming house/ice rink last winter. She has declined managing this year. Mayor Thomas asked if Vern Wheeler, city part time public works worker, would be interested in taking on the management of the warming house/ice rink. Council discussed different options, but feels city staff should be involved.

Discussion on the Christmas lights around town. The Park Board would like to continue looking into possible solutions for the water tower lights. Mayor Thomas stated that is not an option. The city will review the possibility of purchasing new lights for the poles at the budget meeting.

City Engineer – Carol Caron presented the first pay request for the 3rd Street construction project.

Goldy addressed the council concerning the Wencil Old School Addition Phase 1 developer’s agreement. The fees outlined in the first developer’s agreement have not been paid. The total amount due to the city is \$40,568.47. Goldy recommended taking the \$40,568.47 off the purchase price of the land the city is purchasing from Paul Wencil. Final purchase price would then be \$100,526.09. If for some reason, the city does not purchase the land, the entire amount of the fees owed to the city will need to be paid by Paul Wencil.

Motion by Sexton, seconded by DeMars to approve the deductions as presented to bring the final purchase price of the land down to \$100,526.09. Carried.

Motion by Corbin, seconded by DeMars to approve the first pay request for the 3rd Street construction project. Yes: Thomas, Corbin, Sexton, DeMars Abstain: Niles Carried

Discussion of Wencil Old School Addition Phase Two developer’s agreement. Mark Rahrnick went through changes to the agreement since the last meeting.

- Wencil continues to have the obligation to construct all the sidewalks that were required within the first developer's agreement.
- The north lot adjacent to the future city property will have a 25' set back.
- If the city constructs a private drive along the north lot, said lot will not be assessed for the improvement.
- The curb & gutter will be extended along the southern lot along Central running east.
- The City will be responsible for the construction of a storm drainage pond that would run along the east side of the properties.

Motion by DeMars, seconded by Niles to approve the Wencil Old School Addition Phase Two developer's agreement. Carried.

Water Treatment Facility – Seth Peterson informed the council that pilot water testing has been completed using a mini water treatment facility that was set up at the main city well. The test results will be available in about a month.

City Attorney – Medford Township Annexation Agreement – Medford Township approved the agreement. The city needs to publish the agreement at least 10 days before official approval. Rahrnick will work with Kniefel to get the publishing done and the final approval will be on November's agenda.

Water Project Title Issues – The city attorney and the city engineer found some title issues around the city hall area where the new water facility will be located. Parts of the area were never recorded into the City's name. The fire hall was also found to be over the property line.

Motion by Corbin, seconded by DeMars to authorize the city attorney to fix the title problems and address the street vacation issue for the fire hall. Carried.

Public Works Director – Rich Kucera would like to install stop signs at east Central and 2nd St SE running east and west. Council consensus was to allow Kucera to install the signs.

Mayor – Danny Thomas – EDA Appointment.

Motion by Thomas, seconded by Niles to remove Phil Heim from the EDA board. Carried.

Mayor Thomas appointed Lois Nelson to the EDA board. Carried.

Old Business
None.

New Business

Select Interview Candidates for the City Administrator Position. Goldy recommended to have the interviews on Monday, November 2, 2009 starting at 6:00 PM

Thomas addressed the council concerning candidate #24. Candidate #24 did not include all the information wanted the council to consider with his application. The council will need to decide if the additional information should be included.

Sexton would like the additional information included. She feels this is a strong candidate that should be interviewed.

Corbin feels the council should not add the information. If this would get added, all the candidates should get the opportunity to add additional information.

Niles did not feel the information should be added.

DeMars did not feel the information should be added.

Council will not allow the additional information to be reviewed at this time.

The candidates to be interviewed will be candidate #2, #4, #6, #20, and #26. Interviews will begin at 5:00 PM on Monday, November 2, 2009.

There is a Steele County Board of Adjustment Hearing on Wednesday, November 4 at 7:30 PM.

Motion by Sexton, seconded by DeMars to approve the donation resolution for the Medford Park Endowment Fund from Pat and Kay Merritt. Carried.

Motion by Sexton, seconded by Corbin to approve the donation resolution for the Medford Park Endowment Fund from the Medford Civic Club. Carried.

Motion by Sexton, seconded by Niles to approve the donation resolution for the Medford Straight River Park from the Telecom Pioneers. Carried.

Special meeting to discuss the 2010 budget will be on Monday, November 30, 2009 at 6:00 PM.

Next regular council meeting will be Monday, November 23, 2009 at 7:00 p.m.

Motion by Corbin, seconded by Niles to adjourn at 8:33 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk.

Special Council Meeting
November 2, 2009
Medford City Hall

Mayor Thomas called the meeting to order at 5:00 p.m. Members present were Thomas, DeMars, Corbin, Niles, and Sexton. Others attending were Bill Goldy, Amber Kniefel, and Rich Kucera.

The purpose of tonight's meeting is to interview candidates for the city administrator position.

Candidates interviewed:

Jerry Carrier
Todd Bodem
Marcia Honold

Discussion of the interviews.

Another round of interviews will be held on Monday, November 9, 2009 at 5:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn the meeting at 7:25 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
November 9, 2009
Medford City Hall

Mayor Thomas called the meeting to order at 5:00 p.m. Members present were Thomas, DeMars, Corbin, Niles, and Sexton. Others attending were Bill Goldy, Amber Kniefel, and Rich Kucera.

The purpose of tonight's meeting is to interview candidates for the city administrator position.

Candidates interviewed:

Sarah Friesen
Pete Connor

Discussion of the interviews.

The council will take time to review all the interviews over the next couple weeks. Further discussion will be held at the next council meeting.

Motion by Corbin, seconded by DeMars to adjourn the meeting at 7:00 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 November 23, 2009
 7:00 p.m.
 City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, Niles, and Sexton. Others attending were Bill Goldy, Amber Kniefel, Mark Rahrnick, Pat Merritt, Rich Kucera, Seth Peterson, Paul Wencil, Jeff Karow, Andy Colwell, Butch Schultz, Trish Dougherty, Tony Renchin, Rick Hager, and Wayne Maas.

Motion by Corbin, seconded by DeMars to approve the agenda as amended. Carried
 Motion by Sexton, seconded by DeMars to approve the minutes as presented. Carried
 Motion by Sexton, seconded by Niles to approve the November city and liquor store bills. Carried
 Motion by DeMars, seconded by Corbin to approve the October 2009 check register. Carried

Concerns from the general public/requests from organizations.
 None.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning regular meeting.

Wayne Maas attended the regular zoning board meeting to request a special use permit to move a house into town. The house would be moved from Janesville and would be inspected and brought up to code in accordance with the State Building Code. The zoning inspector and the building inspector would be involved throughout the process. Zoning Board recommendation to the council is to approve the special use permit request.

Motion by Niles, seconded by Sexton to approve the special use permit for Wayne Maas to move a house into city limits in accordance with city and state code. Carried.

Wind Energy Conversion Ordinance. The Planning and Zoning Board made a recommendation to the council to approve the wind energy ordinance. The zoning board now needs to hold a public hearing. After the public hearing, the council will act on the ordinance.

Liquor License Ordinance. The Planning and Zoning Board was asked to review the liquor license ordinance and the requirements in place. One stipulation in being approved for a liquor license is that the license cannot be within 300 feet of a church or school. The ordinance needs to be clarified regarding the procedure to measure the 300 feet. Mayor Thomas asked that this be discussed again at the next zoning meeting. Merritt is asked to contact church representatives to receive their feedback.

EDA – Andy Colwell presented the EDA minutes. A Shop Medford update was given.

EDA would like city administrative staff to update the community profile for the City of Medford on the DEED website.

EDA also recommended that the business list be updated on the City website.

Park Board – Tony Renchin presented the Park Board minutes. No council action is needed.

Tony Renchin will be resigning from the Park Board effective January 1, 2010. Mayor Thomas gave a thank you to Tony for his time served on the board.

Weston Group – Trish Dougherty – Assisted Living Facility presentation. Ms. Dougherty gave a presentation on the options concerning the construction of an assisted living facility in Medford. The next step would be a feasibility study.

Thomas formed a committee to focus on the possibility of an assisted living facility. Dan Niles and Brenda DeMars volunteered to be council representation. Thomas also suggested one zoning board person and two community members, one possibly being Mona Kaiser.

Fire Department – Rick Hager presented a quote to purchase new turn out gear for the new firefighters.

Motion by DeMars, seconded by Niles to approve the purchase request of new turn out gear for the fire department. Carried.

City Engineer – Seth Peterson presented pay request #2 for the 3rd Street project in the amount of \$16,569.75.

Motion by Sexton, seconded by DeMars to approve pay request #2 for the third street project in the amount of \$16,569.75. Carried.

City Attorney – Medford Township Annexation Agreement – The agreement has been published. After approval, the agreement needs to be signed by the both the township representatives and city representatives.

Motion by Corbin, seconded by Sexton to approve the Medford Township Annexation Agreement. Carried.

Rahrick also gave an update of the progress concerning the title issues for the water treatment project.

City Administrator – Bill Goldy spoke with Gary Hanson from the Medford School. Hanson would like have council representation at school board meetings quarterly. Hanson will also have someone representing the school at council meetings quarterly. The council agreed this is a good idea. Brenda DeMars and Mike Corbin volunteered to be council representation.

Public Works Director – Rich Kucera – Discussion on the ice rink and warming house. Sexton will be applying for grant funding for the ice rink improvements. City staff will be in charge of managing of the warming house. There will be no hiring of additional employees to staff the warming house.

Mayor – Danny Thomas will no longer be carrying a city cell phone. The public is always welcome to contact Thomas on his home phone.

Old Business

None.

New Business

Handbook Revisions – Bill Goldy presented an update to the handbook incorporating a few new guidelines as well as all the changes that have been made throughout the year. Goldy recommended to the council to approve the handbook changes effective January 1, 2010.

Motion by Sexton, seconded by DeMars to approve the handbook changes effective January 1, 2010. Carried.

US Cable Franchise Ordinance – The franchise agreement has expired. The city administrator recommended to the council to extend the agreement to July 26, 2014.

Motion by DeMars, seconded by Niles to approve the franchise agreement term extension until July 26, 2014. Carried.

FEMA will be holding an informational meeting concerning flood plains and mapping at the Administration Center on Wednesday, December 9 from 2-4 PM.

Motion by Sexton, seconded by Corbin to approve the donation resolution for the Medford Park Endowment Fund from Pat and Kay Merritt in memory of David Wobschall. Carried.

Motion by Corbin, seconded by Sexton to approve the donation resolution for the Medford Park Endowment Fund from Pat and Kay Merritt in memory of George Dietz. Carried.

City Administrator Position – Council discussed the hiring of Bill Goldy to be Medford's full-time city administrator. The position would follow the current wage scale starting at \$52,000 per year.

Mayor Thomas stated that he feels Medford needs a full time city administrator.

Niles stated that he agrees that Medford needs a full time city administrator.

DeMars stated that she also agrees that Medford needs a full time city administrator.

Corbin stated that he does have concerns about the budget and paying for a full time administrator, but he does agree that Medford needs one.

Sexton agrees with the full time city administrator.

Motion by Thomas, seconded by Niles to appoint Bill Goldy to a full time city administrator position starting January 1, 2010 or sooner if necessary. Carried.

Next regular council meeting will be Monday, December 21, 2009 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:42 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk.

Special Council Meeting
November 30, 2009
Medford City Hall

Mayor Thomas called the meeting to order at 6:00 p.m. Members present were Thomas, DeMars, Corbin, Niles, and Sexton. Others attending were Bill Goldy, Amber Kniefel, Rich Kucera, Chuck Wencl, Joan Pirkl, Jeff Karow, and Amy Hellevik.

The purpose of tonight's meeting is the 2010 city budget.

Members of the public were present to ask the council about funding for the maintenance of the Christ the King parking lot and Pool Street. The city attorney will review the agreement and this will be discussed at the next regular council meeting.

Bill Goldy presented the sewer rate portion of the budget. The city has a debt service payment due for the wastewater treatment plant of \$95,000 annually. Current sewer revenues total \$157,000 annually. Current sewer expenditures are \$241,500 annually. This leaves an annual deficit of \$84,500.

Goldy proposed that a flat rate for the sewer be added to each metered account in the amount of \$13.25. This would still leave a deficit of approximately \$9,000.

The new minimum water/sewer bill will be \$58.48 for up to 3,000 gallons. The town average of 6,000 gallons will have a water/sewer bill of approximately \$75.43.

Thomas suggested using \$50,000 from reserves to cut the sewer flat rate in half. After a large amount of discussion, the council consensus was not to pull any more from reserves.

Motion by Corbin, seconded by Niles to approve the flat rate sewer increase of \$13.25 per metered account effective January 1, 2010. Yes: Corbin, Niles, DeMars, Sexton Nay: Thomas. Carried.

Revenue budget. The fire department donated \$13,000 to the city. Goldy recommended to the council to use \$10,000 for the pool and \$3,000 for the land purchase. Council consensus agrees with Goldy's recommendation.

Levy discussion – the breakdown of the levy will state the Medford Pool receiving \$16,625 instead of the Medford EDA. Sexton expressed concerns with this. Goldy gave an option to split up the \$16,625 into both the EDA and the pool. Council consensus was to leave the levy as submitted originally.

Discussion of the expenditure budget.

DeMars asked about the payments to the board members and the council members attending separate board meetings. Council consensus is to leave it the same as last year.

Motion by Corbin, seconded by Niles to adjourn the meeting at 7:33 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk.

Regular Council Meeting
December 21, 2009
7:00 p.m.
City Hall

Mayor Thomas called the meeting to order at 7:00 p.m. Members present were Thomas, DeMars, Corbin, and Sexton. Members absent: Niles. Others attending were Bill Goldy, Amber Kniefel, Mark Rahrick, Pat Merritt, Rich Kucera, Seth Peterson, Jeff Karow, Dan and Mona Kaiser, and Claire Kennedy.

Addition to the agenda: Dan Niles' resignation from the Medford City Council. Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried

Bill Goldy, City Administrator, read a letter from Dan Niles stating his resignation from the Medford City Council effective immediately.

Motion by Corbin, seconded by DeMars to accept the resignation of Dan Niles from the Medford City Council effective immediately. Carried

Discussion of the process of filling the open seat on the council. With more than two years remaining on the term, the city will need to hold a special election. The council can appoint to fill the seat and hold the special election at the regular state election in November. Administrator Goldy recommended to the council to open the seat up to applications for the council to consider. Mayor Thomas would like to fill the seat by the application process. Corbin inquired about holding a special election along with the scheduled special election next month. The fast turn around and the cost may make that option less feasible.

Council consensus is to open the seat up to applications that the council can consider. Application deadline will be January 20, 2009. The applications will be discussed at the January 25, 2010 regular meeting.

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

Motion by Sexton, seconded by DeMars to approve the December city and liquor store bills. Carried

Motion by DeMars, seconded by Sexton to approve the November 2009 check register. Carried

Public comment on the 2010 City Budget and City Levy.

Dan Kaiser asked a question on the budgeted number for local government aid and how that number was figured. Goldy answered that the number was based on Governor Pawlenty's unallotment of local government aid projection for 2010.

Concerns from the general public/requests from organizations.
None.

Planning and Zoning Board – Pat Merritt presented the minutes from the Planning and Zoning public hearing and regular meeting.

Planning and Zoning Board held a public hearing on the Wind Energy Conversion Systems Ordinance. The Board recommended to the city council to approve and adopt the ordinance.

Motion by Corbin, seconded by DeMars to adopt the Wind Energy Conversion Systems Ordinance Section 4.85 as written. Carried.

Discussion of the change to the Land Use concerning the zoning designation for WECS.

Motion by DeMars, seconded by Corbin to amend sections 4.25, 4.26, and 4.32 as presented. Carried

Liquor License Ordinance. Merritt summarized letters that were submitted to the Zoning Board from the three churches in town. Church representatives gave their feedback and concerns in relation to the 300 foot setback requirement of liquor licenses from churches.

Mayor Thomas called on Dan Kaiser for comments/concerns about the 300 foot requirement. The Kaiser's are not opposed to the proposed idea of a new business on Main Street. Mr. Kaiser does have concerns about changing ordinances for a single situation. The Zoning Board's recommendation is to possibly change the requirement to 250 feet, which would

exclude Dan Kaiser's building from being able to obtain a liquor license. Mr. Kaiser asked the council to consider his business when determining a possible footage change; not to exclude the business from being able to obtain a liquor license.

DeMars asked about parking along Main Street. This will need to be addressed in the future.

Goldy recommended holding a public hearing about the possible change to the ordinance and the footage between liquor licenses and churches and schools.

Council consensus was in agreement to hold a public hearing to receive feedback from the public.

EDA – None.

Park Board – Marie Sexton reiterated the Park Board's concerns about not hiring attendants for the warming house. Goldy responded that city staff and law enforcement will be checking periodically on the ice rink and warming house. Council agreed to keep it going without constant staffing to see how it works.

City Engineer – Seth Peterson presented pay request #3 for the 3rd Street project in the amount of \$1,983.60.

Motion by Corbin, seconded by DeMars to approve pay request #3 for the third street project in the amount of \$1,983.60. Carried.

Seth Peterson informed the council that the pilot testing on the well came back with excellent results. Both medias removed the radium well beyond the requirements and the city can move forward with the least costly form of removal.

City Attorney – "Pool Street" agreement – The agreement between Christ the King Church and the city of Medford was signed in 2002. The agreement states that Pool Street will be maintained at the City's discretion. Rahrick has a few more issues to research on this situation.

Rahrick gave an update on the property line issues at the City Hall/City Shop area. George Dietz's family is being very coropertaive with the City to resolve the title issues. Rahrick's office will begin the probate procedure. Dietz's family ran into a few minor finance issues that will be added into the probate proceeding. Rahrick needed council consensus that the George Dietz estate will not be charged for adding the finance issues into probate. Council agreed that the Dietz family will not be charged.

City Administrator – Bill Goldy informed the council of the abatement of the conditions at the apartment complex on 2nd Ave SE. The city will be cleaning up the area and the property will be charged.

Public Works Director – Rich Kucera presented information on automatic meter readers. Basically, there are two different types of reader systems. The mobile system and the fixed system. Council consensus is to move forward with the fixed network.

Old Business

Assisted Living Facility committee met last Wednesday. The members in attendance were Administrator Goldy, Mona Kaiser, Lois Nelson, and councilmember Brenda DeMars. Recommendation to the council is to not expend the funds for a feasibility study on a public owned facility. The committee recommends to the council to exhaust all possible options of a privately owned assisted living facility first.

Council consensus is to look at privately owned facilities first and keep the committee working on different options.

Administrator Goldy needs to send a letter to the Weston Group informing them of the status of the City concerning assisted living facilities.

Motion by Corbin, seconded by DeMars to adopt the resolution adding a flat water and flat sewer rate to utility bills. Carried

Motion by Corbin, seconded by DeMars to adopt the 2010 city budget. Carried

Motion by Corbin, seconded by Sexton to adopt the 2010 city levy. Carried

Motion by Corbin, seconded by DeMars to approve the resolution to certify unpaid bills water/sewer bills to Steele County. Carried.

Motion by Corbin, seconded by DeMars to approve the resolution setting a public hearing for vacation on the Niles/Heyer subdivision on February 8, 2010 at 7:00 PM. Carried

Motion by Corbin, seconded by DeMars to approve the resolution setting a public hearing for vacation on 2nd Ave SE on February 8, 2010 at 7:00 PM. Carried

Administrator Goldy recommended to the council to approve the cell phone policy.

Motion by DeMars, seconded by Corbin to approve the cell phone policy. Carried.

Motion by DeMars, seconded by Sexton to accept the donation from Pat and Kay Merritt to the Park Endowment Fund in memory of Ruth Nowak. Carried

Motion by Sexton, seconded by DeMars to accept the donation from the Fire Relief Association to the Medford Pool in the amount of \$10,000. Carried

Motion by Sexton, seconded by DeMars to accept the donation for the Fire Relief Association for the land purchase in the amount of \$3,000. Carried

Special meeting on January 4, 2010 at 6:00 PM - Organizational meeting.

Next regular council meeting will be Monday, January 25, 2010 at 7:00 p.m.

Motion by Corbin, seconded by DeMars to adjourn at 8:22 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk.