

Organizational Council Meeting
January 4, 2016
4:30 PM
Medford City Hall

Members present: Sexton, Maas, and Dusek.

Members absent: Nelson and Merritt

City staff and consultants in attendance were Andy Welti and Amber Kniefel.

Acting Mayor Sexton called the meeting to order at 4:30 PM.

2015 Year End Review Summary submitted by Mayor Nelson.

Resolution 2016-01 Stating Annual Designations.

Motion by Dusek, seconded by Maas to approve Resolution 2016-01 stating the annual city designations as presented. All members voted aye for approval. Motion carried.

Resolution 2016-02 Establishing 2016 City Equipment Rates.

Motion by Maas, seconded by Dusek to approve Resolution 2016-02 establishing 2016 city equipment rates as presented. All members voted aye for approval. Motion carried.

Ordinance 2016-01 Establishing a Master Fee Schedule.

Administrator Welti presented amended fees for 2016. The purpose of establishing a master fee schedule is to incorporate the City fees into the City Code.

Motion by Sexton, seconded by Dusek to approve Ordinance 2016-01 establishing a master fee schedule. All members voted aye for approval. Motion carried.

Resolution 2016-03 Publication by Title and Summary the Ordinance Establishing a Master Fee Schedule.

Motion by Dusek, seconded by Sexton to approve Resolution 2016-03 publication by title and summary the ordinance establishing a master fee schedule. All members voted aye for approval. Motion carried.

Ordinance 2016-02 Amending Sections from Chapters 2,3,4,5,6,7,8,9, & 11 of City Code.

The amendments presented reflect the establishment of a master fee schedule in ordinance form versus resolution.

Motion by Dusek, seconded by Sexton to approve Ordinance 2016-02 Amending Sections from Chapters 2,3,4,5,6,7,8,9, & 11 of City Code as presented. All members voted aye for approval. Motion carried.

Resolution 2016-04 Publication by Title & Summary from Chapters 2,3,4,5,6,7,8,9, & 11 of City Code to Establish a Master Fee Schedule.

Motion by Dusek, seconded by Sexton to approve resolution 2016-04 publication by title & summary from Chapters 2,3,4,5,6,7,8,9, & 11 of City Code to establish a master fee schedule as presented. All members voted aye for approval. Motion carried.

Ordinance 2016-03 Establishing a Master Fine Schedule.

Motion by Sexton, seconded by Dusek approving Ordinance 2016-03 establishing a master fine schedule as presented. All members voted aye for approval. Motion carried.

Resolution 2016-05 Publication by Title & Summary the Ordinance Establishing a Master Fine Schedule.

Motion by Dusek, seconded by Sexton to approve resolution 2016-05 publication by title & summary the ordinance establishing a master fine schedule as presented. All members voted aye for approval. Motion carried.

Mayor Nelson's recommendations for the open board seats are to appoint Grace Bartlett to the Park Board and Tom Heisler to the EDA.

Motion by Dusek, seconded by Mass to accept the Mayor's recommendations of appointments as presented. All members voted aye for approval. Motion carried.

Motion by Dusek, seconded by Maas to adjourn the meeting at 4:50 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk

Signed by _____ Mayor

Regular Council Meeting
January 25, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Rich Hager and Mark Rahrck.

Others attending were Ashley Stewart, Edna Ringhofer, Anna Segner, Pat Merritt, Sheriff Lon Thiele, and Jerry Paschke.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. None.

Agenda – Add Healthy Seniors Gambling Request after IV.

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

Edna Ringhofer shared with the Council information about Healthy Seniors and various services that are offered.

Edna Ringhofer presented a gambling request to hold a raffle fundraiser for the Dancing with the Steele County Stars event held up at that the Medford School on Saturday, April 30, 2016.

Motion by Maas, seconded by Dusek to approve the gambling permit request from Healthy Seniors as presented. All members voted aye for approval. Motion carried.

Fire Department Commander Compensation – Administrator Welti explained why the fire department 2015 wages exceeded what was budgeted. Administrator Welti met with Chief Hager to discuss this and a few factors played into the increases in the wages. Along with an increased number of fire department staff, there was increased training, increased medical appointments, and increased calls, causing the budgeted amount to be surpassed. Hager did inform Welti that the commanders will also receive \$500.00 per year/per person for all the extra duties associated with commander.

A few of the duties include: the commanders are expected to run incidents, additional meetings and trainings, public relations, authority to make purchases, run truck checks, and the state/federal reporting requirements.

The fire department averages about 91 calls per year. There is a point system set up now for fire calls. The firefighters need to make a certain percentage of fire calls, meetings, trainings, etc. or there could be grounds for dismissal.

Chief Hager also wanted to give a thank you to the commanders and the fire fighters spouses and families for their support.

Councilmember Maas stated that Chief Hager has done a tremendous job with the fire department and the restructuring efforts.

Motion by Maas, seconded by Sexton to approve the wage increase of an additional \$500.00 per year for the commanders and the assistant fire chief. All members voted aye for approval. Motion carried.

Mayor Nelson inquired about the fire call billing for 2015. Chief Hager stated that there were no calls in 2015 that warranted the \$500.00 bill to be issued. The Chief and the Commanders will have the discretion on when to send the bills out. For instance, if there is a call and the fire department does not need to act at the scene, then the bill will not be issued.

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

Approval of the December 21, 2015 special meeting minutes, the December 21, 2015 regular meeting minutes and the January 4, 2016 organizational meeting minutes.

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

Approval the December check register numbers E2558-E2582, 13534-13593, and 44039-44157.

Resolution 2016-08 Accepting Donation from Gary & Judy Slarks (\$100.00) and the VFW Post #3723 (\$1,000.00) for the Medford Veterans Memorial.

Resolution 2016-09 Accepting Donations from Patrick Jeher (\$5.00), Dan Bowe (\$5.00), Matthew William (\$5.00), and Lewis Woclks (\$5.00) for the Medford Park Endowment Fund.

Resolution 2016-10 Accepting Donation from the Medford Fire Relief Association in the amount of \$40,000.00 for the Medford Fire Department Truck and Equipment Fund.

Resolution 2016-11 Accepting the AgStar Grant Award in the amount of \$5,000.00 for the Medford Municipal Complex Architectural Design Documents.

Consent agenda questions.

Minutes - Councilmember Sexton asked for the special meeting minutes to be amended to address that the referendum for the municipal complex was a recommendation from the facilities committee and that the City was going to contact the County and inquire about a portion of the Redman land to be designated for preservation.

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

Mayor's Report – None.

Planning & Zoning Board – Administrator Welti presented the minutes from the January 11, 2016 Planning & Zoning meeting. The Board re-elected the same officers as 2015. Administrator Welti will be presenting the Zoning Board the Shoreland Ordinance to review within the next couple of months.

EDA – Administrator Welti presented the EDA minutes from the January, 13, 2016 EDA meeting. The EDA Board elected officers for 2016. President will remain Bryan Duncan, the Vice President will be Tom Heisler, the Secretary will be Linda Dusek and the Treasurer will be Jerrie Wencil.

Park Board – Jerry Paschke presented the minutes from the January 6, 2016 Park Board meeting. There will be a public meeting on March 9, 2016 at 6:00 p.m. to receive community input on the parks and the master park plan.

The Park Board would like to continue having monthly meetings through June to continue working on the park plan. The day of the week for the meeting will be discussed as to possibly move the night for the meetings to Tuesday. This would allow for Councilmember Sexton to attend the meetings.

City Attorney – None.

City Engineer – None.

City Administrator – Administrator Welti informed the City Council that the 2015 audit has begun.

The warming house is open.

Administrator Welti discussed a meeting that he attended about establishing a County EDA. A few concerns that the group shared was duplication between a City and County EDA, making sure the City and County are aligned with the decisions made, the overall cost to run an EDA. Benefits would be for the agri-business since the townships do not have access to EDA funds, housing and being able to compete with neighboring counties that have an EDA.

Administrator Welti will continue researching a point of sale system for the Municipal Liquor Store.

The housing study is still moving forward.

Councilmember Merritt inquired about the RFP's sent out for the Municipal Complex architectural drawings. Administrator Welti sent the RFP's to five firms requesting bids for the drawings.

Public Works Director – Rich Kucera informed the Council that the reimbursement request for the storm sewer outfall repairs has been sent to the State, but has not been forwarded to FEMA as of yet.

Unfinished Business –

City Facility Update – the RFP's will be presented to a subset of the facilities committee and a recommendation will be made to the Council in February.

New Business –

Knights of Columbus Temporary Liquor License Request

Motion by Maas, seconded by Dusek to approve the request for a temporary liquor license to the Knights of Columbus as presented. All members voted aye for approval. Motion carried.

Minnesota Pheasants, Inc. Gambling Permit Request

Motion by Sexton, seconded by Dusek to approve the request for a gambling permit from Minnesota Pheasants, Inc. as presented. All members voted aye for approval. Motion carried.

Railroad Crossings Memo

One landowner east of the 5th Ave SE railroad crossing wanted to move forward with a possible development. MNDOT has jurisdiction over this crossing. MNDOT initially felt it would be acceptable to keep the stop signs and move on with development. Administrator Welti continued researching and asking questions to find out if MNDOT had thresholds which would require crossing arms and lights. After reviewing a preliminary development design, MNDOT determined that lights and crossing arms would be required.

There are grant possibilities available in 2019 that would match approximately 50% of the cost to upgrade the railroad crossing. The landowner indicated that if there was a substantial cost for the upgrade to the crossing that they would not be moving forward with that project.

Resolution 2016-06 Transferring \$26,003.35 of Debt from the Water Fund (601) to the Central Ave Fund (305)

Motion by Sexton, seconded by Merritt to approve Resolution 2016-06 transferring \$26,003.35 of debt from the water fund (601) to the Central Ave Fund (305). All members voted aye for approval. Motion Carried.

Safety Training

Medford is in a regional safety group with the City of Owatonna. The City of Owatonna is contracting with Target Solutions to provide on-line safety training to all its employees. Medford has the opportunity to be included under the City of Owatonna for its public works staff to be trained on the on-line system. The cost to the City of Medford would be \$55.36 per participant per year.

Motion by Dusek, seconded by Maas to approve the recommendation from Administrator Welti to enroll the public works staff under the City of Owatonna for the Target Solutions on-line training at \$55.36 per participant per year as presented. All members voted aye for approval. Motion Carried.

Payment of Bonds 2014A Central Avenue and 2015A Scenic Heights

Administrator Welti consulted with the city bond consultant and the city auditor to verify that a prepayment of both the 2014A bond and the 2015A would be feasible. There is a small prepayment penalty, but with all the assessment prepayments from the residents, Administrator Welti felt a prepayment of the bond would be beneficial especially when looking at the interest payments of the City.

Administrator Welti is recommending to the Council to pay \$81,000.00 in addition to the \$37,992.50 that is currently due for the 2014A Central Ave Bond and a payment of \$25,000.00 in addition to the \$1,096.67 interest payment due for the 2015A Scenic Heights Bond.

Motion by Sexton, seconded by Merritt to approve the bond payments for the 2015A Scenic Heights project of a \$25,000.00 prepayment and the interest of \$1,096.67 as recommended by the city administrator. All members voted aye for approval. Motion Carried.

Motion by Maas, seconded by Sexton to approve the bond payments for the 2014A Central Avenue project of an \$81,000.00 prepayment and current principle and interest payment of \$37,992.50 as recommended by the city administrator. All members voted aye for approval. Motion Carried.

2016 Council Workshop – The Council will not hold a special workshop, but will continue holding workshops as needed throughout the year.

The next regular City Council meeting will be held on Monday, February 22, 2016 at 7:00 p.m.

Board of Appeal and Equalization will be held on Tuesday, April 12, 2016 at 7:00 p.m.

Motion by Dusek, seconded by Merritt to adjourn the regular city council meeting at 8:10 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor