

Regular Council Meeting
February 27, 2017
7:00 p.m.
City Hall

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

Members Absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, Craig O'Hearn, and Mark Rahrick.

Others attending were Ashley Stewart, Lon Thiele, Amanda Mueller, Travis Mueller, and Wilma Mueller.

Mayor Nelson called the meeting to order at 7:03 p.m.

Pledge of Allegiance.

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

Agenda. Add Municipal Liquor Store Ice Machine under Public Works.

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

Employee Retirement and Recognition. Mayor Nelson recognized and presented a plaque to Wilma Mueller for 34 years of dedicated service to the Medford Municipal Liquor Store.

Sherriff Lon Thiele. Sherriff Thiele referenced the contract with the City of Medford. Steele County Sherriff's Department is giving more than the contracted hours. Administrator Welti stated Sherriff Thiele responds promptly to any complaints or calls that Welti forwards to Sherriff Thiele.

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

Councilmember Sexton asked a question about the reimbursement to Jed Petersen. The reimbursement was for mileage and work boots.

Approval of the January 23, 2017 Improvement Hearing for Streets Minutes and the January 23, 2017 regular meeting minutes.

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

Approval of the January check register numbers E2866-E2886, 14109-14144, and 45173-45259.

Resolution 2017-16 Accepting Donations from Pat & Kay Merritt (\$100.00), Patrick Jeher (\$5.00), Lewis Wocika (\$5.00), and Matthew William (\$10.00) for the Medford Park Endowment Fund.

Ducks Unlimited of Steele County Temporary Gambling Permit Application.

Healthy Seniors of Steele County Temporary Gambling Permit Application.

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

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

Planning and Zoning Board – did not meet.

EDA Board – did not meet.

Park Board – did not meet.

City Attorney – None.

City Engineer – None.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated the City would be receiving reimbursement from FEMA for debris removal, labor, equipment, etc. for \$4,736 and \$3,689 for sand and initial sandbag removal from properties.

Administrator Welti stated the second field audit for the City went smoothly. The audit will be presented at the April council meeting.

Administrator Welti stated business retention and expansion meetings with Medford businesses have been conducted. Businesses are reporting increases in sales and are satisfied with city services.

Administrator Welti met with Sherriff Thiele to review the City's law enforcement contract and to discuss general public safety issues.

Administrator Welti and City Clerk Jackson met with the pool manager to discuss the 2017 pool season; preparations are underway.

Administrator Welti met with a representative from MNDOT. Other than routine maintenance of state infrastructure, MNDOT does not have any major construction project planned for the Medford area during the next four years.

Administrator Welti stated Mayor Nelson and Administrator Welti had met with Representative Daniels, and provided a copy of the LGA resolution and asked for assistance in changing the formula to make it more equitable.

Administrator Welti stated he would be attending the Steele County Hazard Mitigation Plan meeting on Wednesday, March 15, 2017 at 6:00 p.m.

City Clerk – Jackson presented Resolution 2017-17 Certifying Unpaid Utility Bills to Steele County.

Motion by Sexton, seconded by Maas to approve Resolution 2017-17 Certifying Unpaid Utility Bills to Steele County. All members voted aye for approval. Motion carried.

Public Works Department – Public Works Supervisor Petersen presented a memo.

Supervisor Petersen stated Administrator Welti and Supervisor Petersen had been looking for suitable biosolids application sites.

Supervisor Petersen stated the south clarifier had been repaired and was functioning correctly.

Supervisor Petersen stated public works staff is continuing to identify and fill pot holes.

Supervisor Petersen requested authorization to purchase playground wood chips from Earl F. Anderson for \$1,715.00 and Red Ball Diamond Aggregate from Bryan Rock Products for \$4,382.00

Motion by Sexton, seconded by Dempsey to authorize Supervisor Petersen to purchase playground wood chips and Red Ball Diamond Aggregate. All members voted aye for approval. Motion carried.

Supervisor Petersen stated the public works staff is working on replacing broken and missing vinyl tiles at the Municipal Liquor Store.

Supervisor Petersen stated the floor under the ice machine was replaced by a contractor.

Supervisor Petersen requested authorization to purchase a new ice machine for the municipal liquor store at a price not to exceed \$5,450.00.

Motion by Merritt, seconded by Dempsey to authorize the purchase of a new ice machine for the municipal liquor store at a price not to exceed \$5,450.00. All members voted aye for approval. Motion carried.

Fire Department – None.

New Business

LMC Training/Conference Reports – Councilmember Dempsey gave a brief update on his attendance at the LMC Training.

Resolution 2017-15 A resolution closing the Tax Increment Debt Service Fund #376 and transferring the remaining balance to the 2004B Bond Fund #301.

Motion by Sexton, seconded by Merritt to approve Resolution 2017-15. All members voted aye for approval. Motion carried.

Hiring of Personnel – Administrator Welti made a recommendation to Council to hire Michelle Bromley, pending HR checks, at a rate of \$9.50 per hour for the part-time bartender position.

Motion by Merritt, seconded by Dempsey to approve the recommendation to hire Michelle Bromley. All members voted aye for approval. Motion carried.

Exposure Control Plan – Administrator Welti presented a memo giving the background on the Exposure Control Plan for blood borne pathogens.

Administrator Welti made a recommendation that Council approve the Exposure Control Plan to comply with OSHA regulations.

Motion by Merritt, seconded by Dempsey to approve the Exposure Control Plan. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Maas to allow any Medford Public employee to receive a Hepatitis B Vaccination, paid for by the City. All members voted aye for approval. Motion carried.

East Roundabout Plan – Administrator Welti presented a memo.

Administrator Welti made a recommendation for Council to authorize the City to spend up to \$8,000 on plants, mulch, compost, and miscellaneous materials to complete the roundabout project. MNDOT will reimburse the City up to \$8,000 for the plants, mulch, compost, and miscellaneous materials.

Motion by Sexton, seconded by Maas to authorize the City to spend up to \$8,000 to complete the roundabout project. Nelson voted aye, Maas voted aye, Sexton voted aye, Dempsey voted aye, Merritt voted nay. Motion carried.

City Council Work Session will be held on Monday, March 27, 2017 at 5:30p.m.

City Council regular meeting will be held on Monday, March 27, 2017 at 7:00 p.m.

Board of Appeal and Equalization Meeting will be held on Tuesday, April 11, 2017 at 7:00 p.m.

Motion by Merritt, seconded by Dempsey to adjourn the Regular City Council meeting at 8:08 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.