

Regular Council Meeting
January 9, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Bruce Bullert, Mona Kaiser, Don Clemmensen, Todd Kavitz, Ben Bullert, Brent Kavitz, Lois Nelson, Greg Sanborn, Tom Prondzinski, Pat Merritt, Mark Rahrlick, Keith Maas, Gary Wiersma, and Jodi Kvaas.

Motion by Paulson, seconded by Sexton to accept the agenda with additions. Carried.

Motion by Sexton, seconded by Karow to accept the minutes as presented. Carried.

Motion by Paulson, seconded by Sexton to pay the city bills as presented. Carried.

Motion by Karow, seconded by Paulson to pay the liquor store bills as presented. Carried.

Motion by Sexton, seconded by Paulson to accept the appointments as presented. Carried.

Discussion of the request by employees for reimbursement for attending meetings in 1999 and 2000.

Motion by Karow, seconded by Sexton to approve the requests as presented upon the condition that the employees will sign a release that there will not be any further requests for reimbursements for years 2000 and previous. Carried.

The council reviewed a draft of the policy to clarify employee attendance requirements. Any committee assignments will be paid at the hourly wage and not the stipend as previously. Discussion and clarification as to employees overtime or comp time and when taken.

Attorney. High Density Residential Ordinance. The city attorney will talk with Dave Maroney about this ordinance.

Lee request to place fill. Motion by Sexton, seconded by Thomas to adopt the resolution to deny the request to place fill on property in Medford. Carried.

Motion by Karow, seconded by Paulson to accept as presented the first reading of a proposed ordinance for on sale wine licenses. Carried.

Motion by Sexton, seconded by Thomas to accept as presented the first reading of a proposed ordinance for on sale 3.2 beer licenses. Carried.

The information from the LMC for data practices policy was given to the attorney to review and advise the council.

The park board asked the attorney about requirements for the city to hold a raffle to raise funds for new park equipment. The attorney will research this and advise the park board.

Motion by Sexton, seconded by Karow to approve the change order for the Furniture Outlet Project in the amount of \$12,369.40. Carried. The total project is still within the original project estimates.

Motion by Paulson, seconded by Karow to approve the pay estimate for the Furniture Outlet Project in the amount of \$25,938.99. Carried. This amount includes the change order difference.

Motion by Sexton, seconded by Karow to approve the common barrow payments for the Furniture Outlet Project and distribute to the Barta Family as requested by Robert Barta. Carried.

A fax has been received from Tom Rumptz that the agreement should be signed by mid to late January.

Options for the I35 Utilities project were reviewed by the council. The feasibility study will be presented to the council at the next meeting.

The council requested that Bruce use the 2001 industry averages for the hookup fees resolution and bring a drafted resolution for the council to review to the next meeting.

The council discussed the spring in Oakridge Bluffs with Todd Kavitz. A fence is installed around the trench. Due to the frost depth, there cannot be any more digging without disturbing utilities. Council would like a written plan with a

completion date for the next meeting. Mayor Kaiser would like the council to consider including consequences if the work is not done by the agreed upon completion date.

Discussion with Bruce about the communication between the council and engineer during projects. Bruce will go to Thomas or Karow if decisions need to be made in the field so that the council will know what is happening.

Streets. Karow will be looking at streets for possible crack repair needs. The path lights in Oakridge Bluffs will be changed as soon as the maintenance department can get the needed help and equipment to fix them. The new lenses have been received.

Park report. Sexton mentioned that the park board is still looking into requesting the possibility that some of the street dance proceeds from an additional dance go to the park equipment fund.

Motion by Karow, seconded by Paulson to leave the park fees the same as 2000. Carried.

Sexton gave an update of the status of the park improvement grant application submitted in 2000. It is still a valid application unless the city wants to revise the request. There will be funds this year for this type of grant.

Liquor store. Paulson will be meeting with Craig, manager, at least every 2 weeks. Paulson does not plan to have Craig at council meetings. The bathroom project progress given. The condition of the ice machine reviewed.

The council was informed that a privacy fence was knocked down. This fence is on private property to the west of the parking lot between the muni and the KC Hall. The property owner notified the police and has called city hall about this.

PERA Defined Contribution Plan for council members. Mayor Kaiser will be joining.

Motion by Paulson, seconded by Thomas to increase the part time park maintenance/mowing personnel be increased 2.25% and 3.75% as previously recommended. Carried.

Paulson has suggested that the pull tab monies be included in the hourly wage instead of a lump sum payment at the end of the year. He will bring a more specific recommendation to the next meeting.

Discussion of the 150th Anniversary Committee being a part of the city or a separate entity. The committee will bring more information about this to the next meeting.

Motion by Kaiser to no longer pay the park commissioner for attending park board meetings. Motion dies for lack of a second.

MnDoT meeting dates. The first choice for a date is January 31st. Second choice is January 24th. The meeting will be at 3:00 p.m. and Steele County staff and Commissioners, Medford Township, and owners of adjoining land will be invited to attend. Mayor Kaiser and Council Member Karow will represent the City.

Sanborn will do preliminary bill reports to be included in the council packets.

Motion by Karow, seconded by Thomas to adjourn at 9:31 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
January 22, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Bob Brown, Seth Peterson, Bruce Bullert, Greg Sanborn, Don Morris, John Curran, Todd Kavitz, Keith Maas, and Lois Nelson.

Motion by Karow, seconded by Sexton to accept the agenda as presented. Carried.

Motion by Paulson, seconded by Thomas to accept the minutes as amended. Carried.

There were no concerns from the public at this time.

Planning & Zoning report.

Motion by Sexton, seconded by Karow to accept and approve the fire department annual report in the amount of \$3,449.00. Carried.

The City Council would like to recognize and thank the fire department for the \$1,000 donation to the 150th Celebration Committee.

The fire departments annual meeting is on Monday, February 12, at 7:15 p.m. All council members are invited to attend.

Motion by Karow, seconded by Thomas to adopt a resolution setting the water and sewer hookup fees and include the clarification as noted. Carried.

Bruce Bullert presented the feasibility study for the I35 Utilities Project.

Motion by Sexton, seconded by Paulson to adopt a resolution receiving the feasibility study and calling for a hearing on February 13, at 6:30 p.m. Carried.

Todd Kavitz presented a plan for the Oakridge Bluffs spring.

Motion by Thomas, seconded by Sexton to accept the plan with the completion date of June 1, 2001. Carried.

Maps of the city will be presented at the next council meeting.

Bob Brown and Seth Peterson presented the wastewater facility plan. The consensus of the council is to update this plan and submit it to MPCA for review.

Thomas presented a new time card for the councils review. Discussion of this new form will be at the next meeting.

Discussion of project worksheets or a monthly log of activities were discussed. Thomas will bring more information to the next meeting.

Streets. Concerns about the snow piled in intersections were expressed. Karow will look into this and discuss it with Dorian.

Parks. Sexton is working on getting bids for cleaning the chalet.

Liquor store. Motion by Paulson, seconded by Sexton that starting 1/26/01 all bartenders will receive a one time salary adjustment of \$.25 per hour for selling pull tabs with the understanding that these funds are no longer tied to the pull tab lease money. Carried.

The ice machine should be serviced monthly. Bathrooms update given.

Motion by Paulson, seconded by Thomas to authorize Paulson to spend \$2,551 for the floor tile and installation for the bathrooms. Carried.

The partitions should be in the second week of February.

Motion by Karow, seconded by Paulson to send Karen Sanborn to the Minnesota Clerks and Finance Officers Association annual meeting in Alexandria March 20 – 23. Carried.

Discussion of employee meeting attendance requirements.

Motion by Sexton, seconded by Karow to adopt the policy for meeting attendance requirements as presented and set a minimum compensation of 1 hour and to attach this policy to the job descriptions. Carried.

Motion by Sexton, seconded by Paulson to authorize the payment of \$2,000 to attorney Mike Corbin for to do the necessary work for the 150th Celebration committee to file for 501 (3) C. Carried.

Motion by Karow, seconded by Thomas to authorize the release of the \$500 budgeted for the 150th Celebration Committees use with a purchase order signed by the committee treasurer. Carried.

Motion by Sexton, seconded by Paulson to accept the second reading as presented the proposed ordinance for wine licensing. Carried.

Motion by Thomas, seconded by Karow to adopt the wine license ordinance as presented. Carried.

Motion by Karow, seconded by Sexton to accept the second reading as presented the proposed ordinance for 3.2 beer licensing. Carried.

Motion by Paulson, seconded by Thomas to adopt the 3.2 beer licensing ordinance as presented. Carried.

The meeting with MnDoT will be on January 31, at 3:00 p.m. This will be a special City Council Meeting.

The Medford Civic Club membership drive dinner is Saturday, February 3 at the KC Hall. The Council is invited to participate and help with clean up if they so choose.

Discussion of council members having keys to the city hall office.

Motion by Sexton to table this issue for further discussion with the city attorney at the next meeting.

Motion by Thomas, seconded by Paulson to adjourn at 9:37 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
February 7, 2001
City Hall

Mayor Kaiser called the meeting to order at 3:13 p.m. Council member Thomas arrived late. All other members were present. Others attending were Jim Wegner, Bob Barta, Pat Merritt, Bruce Kubicek, Dennis Hughes, Les Spitzak, Lois Nelson, Lee Amundson, John Hammer, Dorian Cornelius, Scott Bradley, Bruce Bullert, Jim Schull, Jerry & Diane Barta, Jodi Kvaas, Elliot Eisman, Glen Purdie, Steve Kirsch, Larry Berglund, Robert Pryfferon, Dave Hall, Scott Robinson, Rick Gnemi, and Greg Sanborn.

The purpose of this meeting is to review the draft of the aesthetics of the Round-A-Bout project with MnDoT.

MnDoT has hired a consultant, TKDA & Associates, to design the project. Bid letting for the project will be in September 2001 with the project complete in the fall of 2002.

Bridge construction and aesthetic view given by Dave Hall. Lighting and aesthetics for the bridge will be allowed at no cost to the city as long as the amount does not exceed 7% of the bridge construction costs.

An agreement between Steele County, the City of Medford, and MnDoT must be signed prior to the bid letting in September.

Landscaping options of the round-a-bout areas presented by Scott Robinson.

MnDoT needs feed back from the City about these aesthetic options: color and type of walls, lighting on the bridge, trees, shrubs and grass types, and a final decision for the west leg into the Barta property. The Council will discuss this at the February 26 regular meeting and send decisions to MnDoT shortly there after. MnDoT will then prepare a cost estimate of the project to present to Steele County and the City of Medford.

Motion by Paulson, seconded by Sexton to adjourn at 5:14 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Public Hearing and Regular Council Meeting
February 13, 2001
City Hall

Mayor Kaiser opened the Public Hearing at 6:34 p.m. All members were present. Others attending Diane Wheeler, Jeff Davis, Jerry & Diane Barta, Bob & Kathy Barta, Todd Kavitz, Bruce Bullert, Ben Bullert, Elliot Eisman, Donald Clemmensen, Mark Rahrlick, Don Morris, Pat Merritt, John Bodger, and Lois Nelson.

The purpose of the public hearing is to consider City Project 2000-4, the Round-A-Bout Utilities Improvement.

Bruce Bullert explained the project and projected assessments for the improvements.

The floor was opened for questions.

Motion by Sexton, seconded by Paulson to close the hearing at 6:52 p.m. Carried. A review of the next steps for this project followed. Requests for notification of future actions will be emailed to Karen at City Hall.

Mayor Kaiser called the Regular Council Meeting to order at 7:04 p.m.

Motion by Paulson, seconded by Thomas to accept the agenda with revisions. Carried.

Motion by Karow, seconded by Paulson to accept the minutes as presented. Carried.

Motion by Sexton, seconded by Thomas to pay the city bills as presented. Carried.

Motion by Paulson, seconded by Karow to pay the liquor store bills as presented. Carried.

Bill Board Sign Request. Discussion with John Bodger about his request for a billboard sign to be constructed just south of the Outlet Center. This will be discussed again at the next regular meeting.

Don Morris had concerns and questions about telephone calls he has received. These calls were not from city officials.

Attorney.

- Drafts of residential and high density residential ordinances were presented to the council. These drafts will be referred to the zoning & planning board.
- The city has no policy for data practices at this time.
Motion by Karow, seconded by Thomas to direct the Mark Rahrlick, attorney, to draft a data practices policy for the City of Medford. Carried.
- Lee Assessment Appeal. The judge has sent the assessment back to the council for a review of the assessment. Mark has contacted the Lee's to discuss this issue. He will bring an option from the Lee to the next council meeting.
- Outlet Center well. The lender has not signed off for this yet.
- Unlicensed vehicles and towing. This issue will be on the next agenda.

Engineer. Todd Kavitz presented maps to the council. The zoning map will be referred to the planning & zoning board for their review.

Project 2000-4, round-a-bout utilities. Review of the project hearing.

Motion by Sexton, seconded by Thomas to adopt a resolution ordering the project and the preparation of the plans and specs. Carried. A brief discussion of options for this project followed.

The multi family lots from Oakridge Bluffs that were replotted with Oakridge Bluffs 3rd Addition are subject to the standard hookup charges.

After review of the existing Maintenance Work Order form, there will be no changes made at this time.

Thomas, Kaiser, and Maas will be meeting with the Dept of Health to discuss alternatives to lower the radium levels in the city water system. The meeting is on February 15, at 10 a.m., at city hall.

Water/Wastewater schools March 6 – 8 and 21 – 23 respectively. Motion by Thomas, seconded by Karow to authorize Keith Maas to attend the water school March 6 - 8 and the wastewater school March 21 - 23 and pay the expenses associated with it. Carried.

The city will have a person with 220 hours of community service working here. Thomas and Karow will have a list for this person to do.

Streets report. Sanding and plowing of streets continues.

Park. Sexton will be updating the park equipment grant and resubmitting it.

Liquor store report. The restrooms are virtually complete. The building inspector issue has been resolved. Brenda has not submitted hours of meeting attendance yet. The items returned from the restroom project were credited prior to the bill approvals.

The community service worker may do the cleaning in the chalet that Sexton was getting bids for. The basement of the liquor store needs to be cleaned out. The black chairs from city hall should also be removed. These tasks can be done by the community service person.

Mark Rahrlick will make changes to the wine and 3.2 beer license application for the city to use.

A copy of the pay grid with updated wages was given to the clerk to verify. If these amounts are correct then copies of this will be in the next packets.

Discussion of keys to the city hall office.

Motion by Thomas, seconded by Sexton to give keys to the office to the elected officials that request one and to get a lockable file for one cabinet for files that are not public information. Carried.

A draft proposed ordinance for Sunday liquor sales beginning hour will be presented at the next meeting.

TIF legislation. Motion by Thomas, seconded by Sexton to pursue legislation authorizing commercial TIF use in the City of Medford. Carried.

Mark Rahrlick will work with Mark Hanson to draft a resolution stating reasons for requesting TIF for the city to consider at the February 26th meeting.

Discussion of the billboard request. Mark Rahrlick explained where the court case is at this time and some options for the council to consider. The consensus of the council is to send a letter with an offer from the city with conditions for Regdob Investments, Inc. to consider and then review this issue at the next meeting.

Motion by Paulson, seconded by Karow to adjourn at 9:48 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
February 26, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Greg Sanborn, Jodi Kvaas, Bruce Bullert, and Lois Nelson.

Motion by Paulson, seconded by Sexton to accept the agenda as presented. Carried.

Motion by Karow, seconded by Thomas to accept the minutes with the clarification to the motion for water and wastewater school included both classes. Carried.

The council reviewed the correspondence from Regdob Investments, Inc concerning the billboard sign request.

Motion by Sexton, seconded by Thomas to not accept the Regdob offer dated February 22, 2001. Carried.

EDA report.

Attorney.

- Outlet Center well agreement. Lender has not signed off on the loan yet.
- Lee Assessment appeal – the attorney will bring an offer from the Lee's to the next meeting.
- Unlicensed vehicles.

Motion by Karow, seconded by Paulson to accept as presented as the first reading of a proposed ordinance amending Ordinance 161. Carried.

- Beer & Wine on-sale license applications. Attorney will have a revised copy at the next meeting.
- Data Practices Policy. A draft policy was presented for the council to review and discuss at the next meeting.
- Sunday Liquor sales.

Motion by Paulson, seconded by Thomas to accept as presented as the first reading of a proposed ordinance amending Ordinance 171. Carried.

Engineer.

- Wastewater facility plan update. Review of options outlined by Bruce Bullert.
- Main Street project. Bruce informed the council of his discussions with Lee Amundson about where this project is with Steele County. The County will be making a final decision about this project in the fall of 2001.

Water/Wastewater. Thomas and Paulson are continuing to work on the time card format. The Council will start the next meeting at 6:00 p.m. at the wastewater treatment facility for a tour. The regular meeting will start at 7:00 at City Hall.

Streets. The condition of the street lights owned by the city were discussed. Concerns about the amount of snow on the ground. If much more accumulates, the city will need to look at hauling the snow away.

A concern about the condition of the front end loader tires. Karow will bring the price to replace the tires to the next meeting.

Park. The community service worker will clean the chalet.

Motion by Sexton, seconded by Paulson to authorize the payment to Medford School for the 2000 park & rec program in the amount of \$2,250. Carried.

The park board found that the city is not allowed to hold a raffle. The board is researching other options.

Liquor Store. Brenda has not submitted a request for pay for attending meetings. There is a broken door in the fireside room. Paulson will investigate this.

Motion by Sexton, seconded by Thomas to transfer 3rd quarter water collections in the amount of \$25,951.39. Carried.

Motion by Karow, seconded by Paulson to authorize the interest payment for the loan for the plow in the amount of \$1,389.68. Carried.

Round-A-Bout project. Motion by Karow, seconded by Thomas to recommend the MnDoT round-a-bout scheme 3 with 4 light poles and field stone quarter turns, a raised Medford sign with lighting from the ground, trees of hardwood (slow growing), red brick paving stones, and black poles for the lights. Carried.

Motion by Karow, seconded by Paulson to accept the bridge aesthetics as presented by MnDoT at the February 7, 2001 meeting (black railing and field stone). Carried.

Thomas expressed a voter concern about the cats in town. He will investigate cat ordinances for the next meeting. Concerns has also been expressed about snowmobilers traveling on the boulevards. The city ordinance allows snowmobiles on boulevards and rights-of-way in Medford.

TIF Legislation Proposed Resolution discussed.

Motion by Sexton, seconded by Paulson to adopt the resolution with the change that the request is for the City of Medford to be granted the status of a small city. Carried.

There will be a meeting with the school about the plans for the new school as soon as the school officials contact Dan Kaiser.

Questions about the budget.

Motion by Paulson, seconded by Thomas to adjourn at 9:07 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 March 13, 2001
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. at the wastewater treatment plant. All members were present. Keith Maas was also in attendance.

The purpose of meeting here was to tour the plant and to review the operations of the plant.

Meeting recessed at 6:50 p.m.

Mayor Kaiser reconvened the meeting at 7:00 p.m. at City Hall. All members were present. Also in attendance were James Drache, Drache, Don Morris, Lois Nelson, Tom Prondzinski, Bruce Bullert, Mark Rahrlick, and Greg Sanborn.

Motion by Sexton, seconded by Thomas to accept the agenda as changed. Carried.

Motion by Paulson, seconded by Karow to accept the minutes with clarification that the TIF legislation request is for Medford to be granted small city status. Carried.

Motion by Sexton, seconded by Thomas to pay the city bills as presented. Carried.

Motion by Paulson, seconded by Karow to pay the liquor store bills as presented. Carried.

Concerns from the public:

- Lois Nelson shared information about the 150th Celebration Committee's first fund raising event.
- Questions about the budget for the year 2000.
- Lois Nelson also questioned the city about the long range financial planning work that was budgeted for 2001 to work with David Drown. Mayor Kaiser stated that he has already met with Mr. Drown and that the work has been started and that it was about 6 weeks before it would be completed.
- Lois Nelson wanted the council to be aware of the school's plans and the affect the bond referendum will have on the taxes. Mayor Kaiser stated that he and Karen Sanborn had met with Steele County staff and Medford School Superintendent to discuss the forecasted levies for all three.

Attorney.

- There was no agreement with Regdob Investments for the sign request. The courts have not given a decision yet.
- The judges decision for the Lee assessment appeal has been received. The judge has stated that the city council should review the assessment. Mayor Kaiser will contact the Lees to try to negotiate a compromise.
- A review of the drafted Data Practices Policy was done. Mark and Karen will work together on the next draft to present to the council next month.
- A pre trial for the title of property dispute with John Regitschnig is scheduled for tomorrow. The trial will probably be set in the summer to late fall. The city will need to decide what to do in that time.

Engineer. Discussion of the wastewater facility plan schedule. A presentation will be given to the council at the March 26th meeting with a public hearing scheduled for April 10th. The council reviewed their discussion at the wastewater treatment plant from earlier this evening. The council does not want to push to submit a plan the MPCA by the April 13, 2001 deadline. More review is necessary.

Motion by Thomas, seconded by Paulson to purchase a flow meter for the wastewater treatment plant, to check the flow into the plant, at a cost not to exceed \$500. Carried.

Keith Maas won the Southeast Minnesota Operators award and is now eligible for the state award.

Motion by Thomas, seconded by Sexton to authorize the city attorney to review the material for control substance testing and advise the council as to the city's requirements for random drug testing. Carried.

Thomas and Paulson will research time clocks and a policy for their use.

Thomas is recommending a day to day coordinator. The council questioned who should this be – Council member or employee. No action towards this will be taken at this time.

It is the consensus of the council that employees attend council meetings only as arranged with any council member.

Break.

Time card forms will be tabled until the time clock issue is settled.

The cost of 2 new tires for the front-end loader is \$2,246. Dorian would not recommend purchasing new tires at this time. The city is on the list for used tires.

Concerns about the snow on the streets. Employees have been doing a good job trying to stay on top of this.

Park report.

Motion by Sexton, seconded by Karow to have the swimming lesson sign up on May 2nd at 6:30 p.m. and have the sessions run from June 11 through August 17. Carried.

Motion by Sexton, seconded by Paulson to set the swim lesson rates as recommended by the park board. Carried.

The Park board will benefit from the April 6th fish fry at the KC Hall.

Motion by Sexton, seconded by Karow for the council to support the resubmission of the application for a matching funds Outdoor recreation grant. Carried.

Liquor store. Paulson will be holding regular meetings with Craig on Monday mornings. Review of maintenance work and repairs.

Sanborn informed the council that the Clerk's conference is next week in Alexandria, MN. Karen will be leaving sometime on Tuesday and be gone the rest of the week. Agenda and packet items need to be submitted by Monday so Karen can prepare the packets before leaving. The agenda will be finalized on Monday, March 26th.

Motion by Karow, seconded by Thomas to accept as presented as the second reading of a proposed ordinance amending Ordinance 161. Carried.

Motion by Paulson, seconded by Sexton to adopt the proposed ordinance amending Ordinance 161. Carried.

Motion by Sexton, seconded by Karow to accept as presented as the second reading of a proposed ordinance amending Ordinance 171. Carried.

Motion by Paulson, seconded by Sexton to adopt the proposed ordinance amending Ordinance 171. Carried.

Mayor Kaiser appeared before a House of Representative committee yesterday to testify for the TIF Legislation the city is requesting. The bill passed this committee and will move to the next committee now.

Motion by Sexton, seconded by Karow to authorize anyone interested in attending the LMC Loss Control Workshop to attend. Carried.

The wine and 3.2 beer application form has been completed and can be sent to the KC Hall.

Review of the budget. All questions should be given to Karen so that she would have time to look up answers away from a meeting.

History of the Assessment appeal shared with council.

There has been no word from the Outlet Center in regards to the water system.

Motion by Sexton, seconded by Karow to cancel the regular council meeting scheduled for March 26, 2001. Carried.

Motion by Paulson, seconded by Thomas to adjourn at 9:29 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting

April 10, 2001

City Hall

Mayor Kaiser called the meeting to order at 7:05 p.m. Council member Sexton arrived a few minutes late. All members were present. Others attending were John Tjernagel, Greg Sanborn, Bruce Bullert, Seth Peterson, Tom Prondzinski, Jodi Kvaas, Keith Maas, Mona Kaiser, Kyle Meyers, and Mark Rahrlick.

Motion by Karow, seconded by Thomas to accept the agenda with additions. Carried.

Motion by Paulson, seconded by Karow to accept the minutes as presented. Carried.

Motion by Thomas, seconded by Karow to pay the city bills as presented. Carried.

Motion by Paulson, seconded by Thomas to pay the liquor store bills as presented. Carried.

Kyle Meyers, Abdo Eick & Meyers, presented the Audit report for the year ended December 31, 2000.

Park report.

Motion by Sexton, seconded by Karow to send Dorian to the Certified Pool Operator training in Rochester at a cost of \$190. Carried.

Motion by Sexton, seconded by Karow to donate 2 family memberships to the Raffle being held to benefit the playground equipment fund as recommended by the park board. Carried.

Discussion of the Community Ed representative from the Medford Park Board. Mayor Kaiser will appoint someone to represent the city on this board.

EDA report.

Motion by Karow, seconded by Sexton to grant Lisa Full – Full Service Station – an EDA loan of \$17,500 for equipment as recommended by the EDA board. Carried.

Planning & Zoning Report.

Review of the proposed ordinance amending Ordinance No. 99. Sanborn to get copies of Ordinance No. 99 to the council for the next meeting.

Attorney.

- Outlet Center water agreement. The lender has given the ok for the city to take over the system. The contract of sale should be completed in the next couple of weeks. A walk through of the water system will be done prior to signing the agreement.
- Regdob Investments. The judges opinion has been received.
Motion by Karow, seconded by Paulson to issue a sign permit as requested. Carried. A letter will be sent out to Regdob stating the request for a meeting with city engineer to discuss exact placement of the sign, inform of the easements with city service lines, and explain that the building permit will be issued by Steele County.
- Lee Assessment appeal. Mayor Kaiser has begun discussion with the Lees.
- Data Practices Policy. Draft presented for the council to review for discussion at the next meeting.
- Controlled substance testing. City does not have to do this but can if so desired. Attorney will draft a policy.

Break

Engineer.

- Wastewater treatment facility plan. A review of the status and plans will continue and the council will analyze situation in 3 months.
- Main Street Project.
- Round-A-Bout project. Estimated costs for aesthetics including lighting is \$84,200. The preliminary numbers indicate there will be no city cost in this project.
- SJ Louis Construction will be starting construction work in 10 days to 2 weeks for the projects not completed last fall.
- Karow will with Bruce on a policy for builders to clean up the street areas while building homes. This policy will be reviewed at the next meeting.

Water/Wastewater. Funds to purchase time clocks will be put on the budget for next year. A policy for use of time clocks will be drafted between now and then.

Motion by Thomas, seconded by Karow to send Keith Maas to the Land Application school and pay the expenses. Carried.

Motion by Thomas, seconded by Sexton to purchase a fax machine/printer for the wastewater treatment plant with a cost not to exceed \$350. Carried.

Mayor Kaiser and Sanborn will work on internet access in the city.

Streets.

Motion by Karow, seconded by Thomas to hire Owatonna Groundskeeper to sweep the streets at a cost of \$64 per hour. Carried.

Karow and Cornelius will review the streets for seal coating project with Steele County this year.

Liquor store. Paulson gave an update of activities at the liquor store. The Muni is 50 years old in 2001.

Motion by Thomas, seconded by Paulson to transfer 4th quarter water collections in the amount of \$28,823.43. Carried.

The Board of Review is April 18, 2001, at 7:00 p.m.

The application for beer and wine has been completed. The clerk will get the application to Duane Gallea soon.

TIF Legislation. Mayor Kaiser and Mark Hanson went in front of a Senate Committee with this bill. The bill was passed onto the next committee.

Discussion of the cat ordinance research.

Motion by Sexton, seconded by Thomas to approve the Knights of Columbus raffle and waive the waiting period. Carried.

Motion by Sexton, seconded by Thomas to approve the Knights of Columbus raffle to benefit the Medford Park Equipment Fund and waive the waiting period. Carried.

Paulson reported that wages for a couple of employees for the years 98 and 99 were missing from the Social Security Administration. Sanborn will check into this further.

Mayor Kaiser and Engineer Bullert met with school and county representatives to discuss the new school and extension of services. There will be more meetings with city representatives being Mayor Kaiser, Council Member Karow and Engineer Bullert.

Sanborn is working on the keys yet.

Sexton noted that with the cost of Dorian's CPO training plus the reimbursement of lifeguards training that item will probably be over budget for 2001.

Sanborn to include a notice for grass clippings and yard waste not to be raked into gutters but taken to the compost site in the next CAST issue.

Motion by Paulson, seconded by Thomas to adjourn at 10:34 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Board of Review
April 18, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:01 p.m. All members were present. Others attending were Glen Purdie, Dave Wavrin, Terica Landherr, Lois Nelson, Sally & Lowell Walburn.

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.

Mayor Kaiser explained the appeal process. Glen Purdie gave an overview of the county wide assessment process. The assessors office appraised properties in Medford in 1997. Appraisals are based on sales and changes. Properties in Medford were raised 8% on average.

Lowell Walburn asked about the 1997 evaluations, reasons for his neighbors having lesser increases, and how the new housing on the hill will affect his taxes. Purdie explained how new houses help the tax base. Mr. Walburn then asked about how the school will affect his property specifically. Purdie explained how the dollar levy relates to individual tax capacity. Landherr explained that Mr. Walburn's property was not inspected in 1997.

Mr. Walburn verbally requested a review of his valuation.

The council will review the recommendations from the Assessors Office at the April 23, 2001 council meeting. If a property owner does not agree with the action of the city council, they may go to Steele County Board.

Mr. Walburn asked about predicting increases in values. Purdie explained the many variables involved with this.

Lois Nelson asked about commercial valuation increases in Medford and graphing in written material.

Wavrin explained inflation and resale effect on property valuation. Purdie gave example of levy/tax capacity/tax rate relationship.

Correspondence from Assessors Office presented.

Motion by Karow, seconded by Thomas to recess at 7:47 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 April 23, 2001
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Greg Sanborn, Bruce Bullert, Lisa Full, and Lois Nelson.

Board of Review. Motion by Karow, seconded by Thomas to accept the recommendations from the Assessor's office as to the market values as outlined in correspondence. Carried.

Motion by Karow, seconded by Sexton to close the Board of Review. Carried.

Motion by Paulson, seconded by Sexton to approve the agenda with additions. Carried.
 Motion by Sexton, seconded by Paulson to accept the minutes with corrections. Carried.

Planning & Zoning Report.

Motion by Paulson, seconded by Thomas to take action to repeal Ordinance No. 99. Carried.

Motion by Karow, seconded by Sexton to accept as the 1st reading a proposed ordinance repealing Ordinance No. 99. Carried.

The single family residential and the high density draft ordinances will be sent to the planning & zoning for review.

Engineer.

- Policy for builders cleaning up streets during construction. Refer this to zoning for recommendation to council.
- Mall erosion. The contractor and engineer will discuss and review the area to address this.
- The Oakridge Bluffs spring will be re directed as soon as the area dries out some. It will be complete by June 1st.
- The contractor for Oakridge Bluffs 3rd Addition and Furniture outlet has moved his equipment in and will commence with work shortly.
- A permit was issued and a builder has requested to start construction of a home in Oakridge Bluffs 3rd Addition. Home construction cannot start until services are in and the road is constructed.
- Review of the timeline for the Furniture Outlet to hook into the municipal water system.

Water/Wastewater.

Time clocks. A review of other cities policies will be done for discussion at the next meeting.

Thomas will be meeting with Keith and Bruce every other Wednesday to review the wastewater facility estimated costs.

An Infiltration/Inflow study would be helpful with the research for the facility plan. A cost estimate for this study will be brought to the next meeting.

Thomas, Keith, & Bruce will be looking into the gross alpha limits also.

Streets.

Street sweeping is being done now. Once completed a review of the streets will be done to determine which if any streets should be seal coated this summer.

A question of when the path lighting from Oakridge Bluffs will be repaired was asked.

Park & Pool.

The park board is having a special meeting to discuss the raffle.

The quote for a freezer will be table to review the requirements from the Dept of Health.

Motion by Sexton, seconded by Karow to spend up to \$150 for new flags for the city. Carried.

Community Ed Boards wants someone from the city to attend meetings on a regular basis.

Liquor store.

Motion by Paulson, seconded by Sexton to apply for a tobacco license renewal from Steele County at a cost of \$200.

Carried.

The celebration for the 50th anniversary of the Muni will be forth coming.

Motion by Karow, seconded by Thomas to grant the Medford Civic Club a food, dance, and beer permit for Straight River Days 2001 (June 1-3). Carried.

The data practices policy is tabled until the next meeting.

The cat ordinance issue will be referred to the planning and zoning board..

LMC annual conference is in Duluth this year.

All community service persons are to contact city hall or Mayor Kaiser to set up duties.

May Council meetings. A financial planning workshop with David Drown will be scheduled for May 23rd, at 6:00 p.m.
The second regular council meeting in May falls on Memorial Day. This will be discussed at the next meeting.

Motion by Karow, seconded by Thomas to adjourn at 8:26 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 May 8, 2001
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members present. Others attending were Greg Sprick, Jayson & Rachelle Pilcher, Mark Rahrick, Bruce Bullert, Ben Bullert, Greg Sanborn, Don Morris, and Keith Maas.

Motion by Sexton, seconded by Thomas to accept the agenda with additions and changes. Carried.

Motion by Paulson, seconded by Karow to accept the minutes as amended. Carried.

Motion by Karow, seconded by Thomas to pay the city bills as presented. Carried.

Motion by Paulson, seconded by Karow to pay the liquor store bills as presented. Carried.

Discussion of a request for the placement of a modular (manufactured) home in the Bluff View Addition.

Park report.

Motion by Sexton, seconded by Paulson to set the lifeguard wages, WSI wages, and the pool managers wages as recommended by the park board. Carried.

Motion by Sexton, seconded by Thomas to spend an additional \$100 to purchase flags for the City poles. Motion and second withdrawn.

Discussion of the freezer for the pool. Research showed that any freezer would work. Sexton will look into using the Civic Clubs freezer that is in the back room of the Chalet. Carried.

Quotes for moving a tree from North River Park to Straight River Park will be brought to the next meeting.

Motion by Sexton, seconded by Paulson to obtain a freezer, not to exceed \$300, if the Civic Club freezer does not work. Carried.

Attorney.

- Outlet Center water system. Tom Rumptz has given the go ahead for the hooking into the water lines for testing. The signed release has not been received back from the lender as of yet.
- Mayor Kaiser has opened discussion with the Lee's in the assessment appeal.
- Motion by Sexton, seconded by Paulson to adopt the data practices procedure policy as presented. Carried.
- A draft of a controlled substance testing policy was presented by the attorney. This will be reviewed and discussed at the 1st meeting in June.

Motion by Paulson, seconded by Thomas to accept as the second reading a proposed ordinance repealing Ordinance No. 99. Carried.

Motion by Karow, seconded by Sexton to adopt the proposed ordinance repealing Ordinance No. 99. Carried.

Jones 3rd Addition. Mention of the property to be deeded to the city from this development.

Motion by Sexton, seconded by Karow to approve the pay estimate for SJ Louis Construction in the amount of \$33,448.07 for work completed so far. Carried.

Thomas, Maas, and Bullert will be working on the water drinking standard compliance for the City of Medford.

Bullert will review the correspondence from Olympic Fire Protection.

Paulson mentioned that the phone lines installed for the Jones 3rd Addition by going through the 2nd Addition disturbing yards, with the yards not having been restored yet. Bruce will check with the Jones about this.

City officials met with the school to discuss the school project.

Bruce Bullert will be meeting with MnDoT on May 17th to discuss the round-a-bout.

Paulson gave an update of the liquor store activities.

City snow plowing behind the post office. The consensus of the council is to forgive the bill for this year and negotiate a price for next year.

The street department is working on installing street signs and getting the lights fixed on the path.

EDA. Steve Groseth is the representative for Medford from the Southeastern Minnesota Development Corporation.

Water/Wastewater.

Motion by Thomas, seconded by Sexton to purchase 3 time clocks from S & T Office Products (item C, page E47). Motion withdrawn.

Motion by Karow, seconded by Thomas to authorize the attorney to draft a time clock policy for the city to review at the June 12, 2001, meeting. Carried.

Motion by Thomas, seconded by Karow to authorize the attorney to draft a proposed ordinance for inflow and infiltration to the wastewater treatment facility. Carried.

Motion by Thomas, seconded by Sexton to authorize Keith Maas to attend wastewater training to obtain a Class B license at a cost of \$250. Carried. This is a 7 week course in Faribault.

The TIF bill for Medford died in the House.

The city will hold a planning workshop on Wednesday, May 23, 2001, at 6:00 p.m. to work on capital planning.

Mayor Kaiser has been working with Rick Hager on the Emergency Plan. When complete it will be presented to the Council.

Motion by Thomas, seconded by Sexton to purchase 1 four drawer locking filing cabinet for City Hall and 1 two drawer filing cabinet for the wastewater treatment plant not to exceed the quote by S & T Office Products. Carried.

The SWAT team will be doing clean up projects around town this Saturday. Please give your ideas for them to Karen Sanborn.

Concern from the public about the existing school buildings purpose once the new building is built.

Motion by Thomas, seconded by Sexton to authorize the attorney to draft a letter in response to the question about the delinquent water bill certification. Carried.

The policy for water accounts that experience a water leak causing an unusually large bill during winter quarter (January 1 to March 31) when the sewer rate is set is that the current quarter will not be adjusted, but future quarters will be adjusted to reflect actual uses.

The second meeting this month will be held on Tuesday, May 29 at 7:00 p.m. due to the 4th Monday being Memorial Day.

Motion by Paulson, seconded by Karow to adjourn at 9:21 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Council Workshop
May 23, 2001
City Hall

Mayor Kaiser opened the workshop at 6:00 p.m. All members were present. Others attending were David Drown, Elizabeth Blakesley, Bruce Bullert, and Lois Nelson.

The purpose of this workshop is capital planning. David Drown presented a cash flow study of the City of Medford outlining the history of the city levy and projected levy. He also showed the impact of capital projects to the levy and utility bills.

Break 7:00 – 7:05.

Back to the presentation by David Drown.

Adjourned workshop at 7:45 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
May 29, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were John Curran, Jodi Kvaas, and Lois Nelson.

Motion by Paulson, seconded by Karow to accept the agenda as amended. Carried.

Motion by Karow, seconded by Sexton to accept the minutes but to include more information in the May 23 workshop minutes. Carried.

A request for the placement of the Woodland Trail street sign was received.

Zoning report.

Motion by Karow, seconded by Thomas to accept as changed as the first reading of a proposed ordinance for High Density Residential Ordinance. Discussion: question of the number of units allowed per acre. Carried.

Motion by Sexton, seconded by Paulson to accept as changed as the first reading of a proposed ordinance for Single Family Residential Ordinance. Carried.

An erosion control policy draft will be presented at the next council meeting.

The council would like the zoning & planning board to look at the existing school property and the zoning for it. Also to look at the new school property to determine what the zoning should be.

Round-A-Bout update. The plans are progressing towards the final stages. The landscaping and aesthetics are all under the dollar amount allotted by MnDoT. The Medford Sign, however, will need to be paid for by the City.

Wastewater treatment facility update.

Motion by Thomas, seconded by Sexton to authorize extra testing at the wastewater treatment plant for the next 3 months at a cost of approximately \$600. The results from this testing will be used by the city in evaluating the future needs of the wastewater treatment plant. Carried.

Todd Nobel and Bud Miller have expressed concerns about existing standing water in their back yards in the Jones 2nd Addition and the storm water plan for the 3rd Addition and its affect on the this problem. The city will ask Bruce Bullert to look into this.

Streets. There has been no contact with Alliant about the Main Street Lights as of yet.

Park. The tree quote will be tabled to the next meeting so the park board can research this more.

The fire department donated \$300 to the pool for the purchasing of a backboard for the pool.

Motion by Sexton, seconded by Karow to authorize the purchase of a backboard and head restraints for an amount not to exceed \$375 with \$300 from the fire department included in that amount. Carried.

Sexton expressed concerns with the condition of Oakridge Path. It needs to be swept and cleaned up. The American Flag has not been put up in Central Park yet due to some concerns. There is a bridge leading to Oakridge Path that is on private property but looks as though it is part of the path system.

Discussion of the wood chip pile by the wastewater treatment plant.

Liquor store. Paulson gave an update of operations.

Paulson is working on the cable in the Jones 2nd Addition that was not finished last fall. Lawns were not returned to original condition and there are still cables exposed.

Motion by Sexton, seconded by Karow to set City Hall summer hours of 7:00 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m. Monday through Friday. Carried.

Motion by Paulson, seconded by Thomas to grant the KC Lodge a 3.2 beer license for July 1, 1999 to June 30, 2002. Carried.

Motion by Karow, seconded by Sexton to grant the KC Lodge a dance permit for July 1, 2000 to June 30, 2002. Carried.

These issues will be on the next agenda: Oakridge Bluffs Spring, and the fire hydrant that was moved within Oakridge Bluffs Addition.

Concerns for coverage at city hall for the time the clerk will be on vacation this summer. Mayor Kaiser and Sanborn are working a recommendation for coverage at city hall for when Karen is on vacation this summer.

The negotiations in the assessment appeal have come to an end. The city will ask the attorney what the next step is.

The city council acknowledges the receipt of the petition for annexation received from the Medford School for the property where the new school will be located.

A meeting with representation from the school board, township officials, and the city to discuss the school project will be set up.

The next regular meeting is June 12, 2001, at 7:00 p.m.

Motion by Thomas, seconded by Paulson to adjourn at 7:50 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
June 12, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Todd Kavitz, Greg Sanborn, Duane Gallea, Jim Schull, Tony Durand, Keith Maas, Bruce Bullert, Mark Rahrlick, and Jodi Kvaas.

Motion by Thomas, seconded by Sexton to adopt the agenda as amended. Carried.

Discussion with Medford Township about the annexation of the property where the new school will be built.
Motion by Kaiser, seconded by Paulson to agree to pay Medford Township the residential rate for the annexation of the school property with the payment schedule to be set once the city and the school have come to agreement for the annexation. This agreement is contingent upon the property being annexed. FOR: Thomas, Paulson, Sexton, Kaiser; AGAINST: Karow. Motion carried.

Be it noted: there is no definition for a gross acre in the agreement for orderly annexation. Mayor Kaiser requested that both parties consider adding a definition to the agreement.

Motion by Karow, seconded by Sexton to accept the minutes as presented. Carried.

Motion by Thomas, seconded by Paulson to pay the city bills as presented. Carried.

Motion by Paulson, seconded by Karow to pay the liquor store bills as presented. Carried.

Concerns from the public. The Medford Civic Club is requesting to place a 10' by 12' storage shed on city property. This shed would be moveable and not permanently placed.

Engineers report.

- Oakridge Bluffs Spring. The pipes have been installed. The restoration of the land not completed yet due to the saturated ground. It will be smoothed out once it dries out some.
- Fire Hydrant moved in Oakridge Bluffs. This is a temporary hydrant that is used at the end of the line for maintenance and construction purposes.
- Drainage situation in Jones 2nd Addition. Bruce will talk to the 2 property owners that expressed concerns and bring a recommendation to the council.
- Oakridge Bluffs Storm Water Drainage.

Motion by Thomas, seconded by Sexton to extend the tile line from the catch basin in Oakridge 3rd Addition to run along the east side of the pathway with a perforated line and to extend sump lines to the property line the same as done for other properties in Oakridge Bluffs. Motion withdrawn.

Motion by Karow, seconded by Sexton to install a perforated tile line on the east side of the pathway and install 3 stub outs with the costs to be assessed to the 3rd Addition. Carried.

Thomas and Kavitz will discuss options for the sump pump drainage with the property owner involved.

Break

- Oakridge 3rd Addition has sump pump lines on the north side of Oakland Path to serve the north lots (1 – 4, block 2).
- Motion by Karow, seconded by Sexton to delay the curb gutter and bituminous installation for Oakridge Bluffs 3rd Addition until next year to let the gravel settle over a winter. Carried.
- Qwest has requested to place in the public right of way a fiber optic line on 2nd Avenue NW from Main Street to 2nd Street NW then long 2nd Street NW from 2nd Avenue NW to Central Avenue then along Central Avenue to I35. The city will request a Qwest representative to attend a council meeting to discuss this.
- Bruce looked into the issue brought up by Olympic Fire in a letter from Olympic. There is not a problem with the size of the water line.
- Jones 3rd Addition. A survey has been received for the property to be deeded to the city. The survey sites an access easement. The Jones will be invited to the next meeting to discuss this land.
- Motion by Sexton, seconded by Karow to approve the partial pay estimate in the amount of \$20,950.64. Carried.

Wastewater plant update. The flow study was presented. The extra testing authorized at the last meeting will not cost the city \$600.

Motion by Thomas, seconded by Sexton to purchase 2 meters to replace the obsolete meters at the wastewater treatment plant at a cost of \$1,551. Carried.

Park report. Estimated profit from the raffle is \$1700 to \$1800.

Sexton presented a contract with Straight River Enterprises for the maintenance of the pathway and pond areas in Oakridge Bluffs.

Motion by Sexton, seconded by Thomas to authorize the city attorney to contact Sarah Booe to discuss this contract as to the pay per hour and the liability insurance. Carried.

The backboard for the pool has been received.

EDA report.

Motion by Karow, seconded by Thomas to approve spending up to \$400 for the development of the City web page by Joe Hoffman. Carried.

Motion by Karow, seconded by Thomas to order 3000 brochures from Insty Prints at an approximate cost of \$276. Carried.

Attorney

- Control Substance Testing Policy draft. This will be discussed at the 1st meeting in July.
- Time Reporting Policy for Employees. Changes will be made as discussed and then reviewed at the 1st meeting in July. Prior to adopting this policy, the employees will be asked to review this.
- Inflow & Infiltration draft ordinance. Table this until later
- Lee Assessment appeal. Consensus of the council to do nothing at this time. This will be placed on the agenda for the 1st meeting in July.
- Outlet Center water system. The attorney is asking the courts to have this issue placed back on the court schedule. Mark will request that a walk through of the system be done now.

Liquor store report. The Straight River Days dance had a profit of approximately \$7,000 to \$8,000. The 50th anniversary and fall dance are the next events to plan.

The cable installation that was not finished last fall has been completed now.

Streets report. A decision has not been made about which streets will be seal coated this year.

Motion by Karow, seconded by Paulson to order the streets lights for Oakridge Bluffs 3rd Addition. Carried.

Motion by Karow, seconded by Paulson to authorize Sanborn to attend the regional clerks meeting in Rochester on June 26. Carried.

The Capital Planning report has been received and reflects the discussion had at the council workshop.

Motion by Paulson, seconded by Thomas to accept as the second reading the proposed ordinance Single family Residential Zoning. Carried.

Motion by Karow, seconded by Sexton to adopt the Single Family Zoning ordinance. Carried.

Motion by Paulson, seconded by Thomas to accept as the second reading the proposed ordinance for High Density Zoning. Carried.

Motion by Karow, seconded by Sexton to adopt the High Density Zoning ordinance. Carried.

There has been no meeting with the school yet. The city is waiting for their plan.

Bruce, Mayor Kaiser, & Council person Karow attended the Steele County Transportation Committee meeting to discuss issues of transportation in Medford and to keep the lines of communication open.

Council Person Danny Thomas will be the engineer accountability person. He will have regular contact with Bruce to review any issues that arise during a project.

The next meeting is June 25, 2001, at 7:00 p.m.

Motion by Paulson, seconded by Thomas to adjourn at 10:29 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
June 25, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. Council person Thomas was absent. Others attending were Chad Hemphill, Ben Schmidt, John Curran, Don Clemmensen, Bud Miller, Joanne Kay, Jeff Gustafson, Glen Meger, Bruce Bullert, Brenda & Mike McGivney, and Greg Sanborn.

Motion by Paulson, seconded by Karow to accept the agenda with additions. Carried.
Concerns from the public – There is a “Keep Right” sign that is not visible on East Central Avenue due to a trees foliage.
Motion by Sexton, seconded by Karow to accept the minutes as presented. Carried.

EDA report. Ben Schmidt and Chad Hemphill gave a presentation for a senior housing development they are proposing the city to partner with Farr Development to place on the existing school property. A committee will be formed to investigate this possibility further.

Planning & Zoning report.

Motion by Sexton, seconded by Paulson to adopt the Erosion Control Policy as recommended by the Planning & Zoning Board. Further discussion of how and who would monitor this policy if adopted. By consensus of the council the motion was withdrawn for further discussion.

Discussion of the recommendation by the Planning & Zoning to grant a Conditional Use Permit to Glen Meger for a Funeral Home built on the existing school parking lot.

Motion by Sexton, seconded by Paulson to grant a Conditional Use Permit to Glen Meger for a funeral home with the following conditions:

1. The set backs for the High Density Residential Ordinance are followed.
2. The permit is contingent upon Mr. Meger’s ownership of the property and the stated use of a funeral home.
3. There will be no crematorium at this site.
4. The operations shall be conducted in compliance to all municipal, state, and federal laws and regulations.
5. This permit will be reviewed every 3 years.

This Permit is subject to the city attorney drafting and the approval of Mr. Meger’s attorneys approval. Carried.
Any changes to the lighting of this area should be reviewed by the City Council. The signage will need to be reviewed by the city also.

Fred Smith has resigned from the Planning & Zoning Board.

Motion by Karow, seconded by Paulson to appoint DeWayne Halverson to fill out Fred Smith’s term that expires December 31, 2001. Carried.

Engineers Report.

Review of the request from Qwest to place fiber optic cable through Medford. Jeff Gustafson represented Qwest and explained the request.

Motion by Sexton, seconded by Karow to approve the permit and authorize the city engineer to sign the permit on behalf of the city. Carried.

Jones 2nd Addition Storm water drainage issue. Possible solutions were discussed. A perforated tile line from the catch basin to the south side of Nobles property at a cost of approximately \$9,000. Drill holes could be placed in the yard to give the water a way to get to the sand and gravel level to drain away is the other option. There is no guarantee that either solution will solve the problem. The city does not have easements through the back yards to put either solution in place. The city does not have the funds to spend but is willing to work with the property owners if they want to do something.

The engineer has not spoken with the Menden’s about the sump pump lines yet.

Liquor store.

Motion by Paulson, seconded by Sexton to accept the resignation of the liquor store manager Craig O’Hearn. Carried.

Discussion of how to fill this position and whether to advertise the position.

Motion by Paulson, seconded by Sexton to advertise the liquor store manager position in the Owatonna and Faribault papers along with the LMC website. Carried.

Motion by Paulson, seconded by Karow to appoint Brenda McGivney as the interim manager and set her wages at \$12 per hour starting June 26, 2001 and ending when a manager has been hired. Carried.

Break.

The appreciation gift for Craig was shown to the council.

Motion by Paulson, seconded by Karow to accept the pull tab lease with the Fire Relief Association with the annual lease amount of \$2,500 for a 2 year period. Carried.

Motion by Paulson, seconded by Sexton to transfer \$10,000 from the liquor store to the general fund. Carried.

Streets report.

Motion by Karow, seconded by Sexton to remove the "No Parking" signs on 2nd Avenue SW between 1st Street and 2nd Street SW. Carried.

Park/Pool report.

Motion by Sexton, seconded by Paulson to enter into the agreement with Straight River Enterprises for the maintenance of the Oakridge Pond and pathway areas. Carried.

The pool has been doing good business with this hot weather. The pool will be closed the evening of July 4.

Sexton will check with Crane Creek about the resurfacing of the tennis courts that they were going to do this year at their own expense.

Status of the park after the recent flooding was discussed.

Motion by Karow, seconded by Sexton to grant the Medford Women's Club a parade permit, a food permit, and a 3.2 beer permit for the Independence Day parade on June 28. Carried.

Mayor Kaiser and Karen will have at the next meeting a proposal for the coverage at city hall while Karen is on vacation this summer.

The Outlet Center water system should be finalized very soon.

A copy of the letter sent by Mike Nelson, Steele County Building Official, to Eugene Sander regarding the condition of the storage building on the creamery was given to the council. Action may be needed if Mr. Sander does not contact Mike Nelson.

Agenda reminders for the next meeting: Jones attending meeting, policies for drug testing and time clocks and erosion control, inflow and infiltration proposed ordinance.

The next meeting is July 10, 2001.

The budget process will be starting soon.

Review of the plans for the extension of services through the round-a-bout construction area.

Motion by Paulson, seconded by Sexton to adjourn at 10:27 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 July 10, 2001
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Greg Sanborn, Bruce Bullert, Virginia Jones, Rick Jones, Mark Rahrlick, and Lois Nelson.

Motion by Paulson, seconded by Thomas to accept the agenda with additions. Carried.

Motion by Karow, seconded by Paulson to accept the minutes with corrections. Carried.

Motion by Thomas, seconded by Karow to pay the city bills including the bill from Don Kent for \$60 and liquor store bills as presented. Carried.

Engineers report.

- Motion by Sexton, seconded by Karow to approve Change order #2 in the amount of \$12,329.39. Carried.
- Discussion of deleting the bituminous curb and gutter from the SJ Louis contract and do with the bituminous curb and gutter for the Jones 3rd Addition. Bruce will discuss this with SJ and get back to the council.
- Motion by Karow, seconded by Sexton to approve partial pay estimate #5 to SJ Louis Construction in the amount of \$34,627.60. Carried.
- A preliminary plan was received from the school. Mayor Kaiser, Karow and Bruce will review this and meet with the school.
- Bruce will be meeting with Keith to discuss the improvements needed for the well at the outlet center.

Jones 3rd Addition. Discussion of the outlot deeded to the city. The developers agreement provides for this transfer of property. The ingress & egress easement was discussed. The Jones will review the documents the City Attorney prepared for the transfer with their attorney. This will be on the agenda for the 1st meeting in August if there are any questions. The stock pile of material on the outlot at this time. This material will be used on the lots along 5th Avenue SW as the homes are built.

A wastewater plan will be reviewed at the 1st meeting in August.

Park report.

Beth Grote has returned as a lifeguard and WSI instructor. Liz Eden will remain the pool manager.

Motion by Sexton, seconded by Thomas to approve spending \$400 for lifeguard apparel for the pool. Carried.

Motion by Sexton, seconded by Paulson to reduce the membership fee to \$35 (resident & non resident) as of July 20, 2001. Carried.

Sexton has not gotten word from Crane Creek Construction about the resurfacing of the tennis courts yet.

The city just missed grant funds for the park this year. The park board will review this at their next meeting.

EDA tour to LeRoy to see the senior housing is scheduled for Wednesday, July 11, at 1p.m.

Attorney.

- The control substance testing policy is ready to share with the employees. Time clock policy is ready to share with the employees. A staff meeting to discuss both of these policies is scheduled for Tuesday August 21st at 8:00 a.m.
- Inflow and Infiltration ordinance. Mark and Bruce will review it together. Mark will then rewrite it and bring it to the council at the 1st meeting in August.
- Review of the Lee assessment appeal.
 Motion by Thomas, seconded by Paulson to reassess the property that appealed at a rate of \$0. Motion carried in a 3 to 1 vote with Paulson Thomas and Karow For and Sexton Against..

The Outlet Center water system has been transferred to the City.

The Furniture Outlet is questioning the water quality and would like to discuss this with the Council. Jim Matthews and Bill Hinks will be at the July 23rd meeting.

A question about the building permit for the billboard sign and whether that triggers a building permit for the Outlet Center and its effect on the assessment agreement. The attorney will review the agreement and let the council know how this affects it.

The attorney is working on the conditional use permit for the Funeral Home.

Liquor store. The liquor store received a violation for selling tobacco to a minor.

The ad has been placed in the paper for the manager position. Applications will be accepted until July 27.

An appreciation/celebration of 50 years will be held on August 11. More details to come.

Paulson disappointed with the way the transition from Craig O'Hearn to interim manager Brenda McGivney happened.

Craig had scheduled others to cover his shifts the last week and took sick time.

Streets.

Motion by Karow, seconded by Sexton to approve 2 stalls of "10 Minute Parking" with appropriate signs to be placed in front of the Medford Post Office. Carried.

The creamery building that had caved in has been removed.

Budget update was included in the packets. This update is through June.

The printer at city hall was replaced because the HP printer no longer operated. The new one cost \$100.

The erosion control policy will be discussed at the 1st meeting in August.

Agenda reminders: The Furniture Outlet owners will be at the next meeting; the zoning board will be having a public hearing to consider a Conditional Use Permit for Medford Township and the preschool building.

Concerns about the extension of services through the round-a-bout area were expressed. An alternative plan would be to take the services to the southeast corner of the Barta property.

Motion by Karow, seconded by Paulson to adjourn at 9:33 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 July 23, 2001
 City Hall

Mayor Kaiser called the meeting to order at 7:00 pm. All members present. Others attending were Kim Karsten sitting in for Karen, Don Clemmensen, Duane Halvorsen, Duane Gallea, Dan Needham, Lois Nelson, Elizabeth Grote, Elizabeth Eden, Bruce Bullert, Dan Gasner, et. al.

Motion by Thomas, seconded by Sexton to accept the agenda with additons. Carried.
 Motion by Paulson, seconded by Karow to accept the minutes with corrections. Carried.

Engineers Report:

Motion by Karow, seconded by Sexton for SJ Louis to finish according to their contract, except for the final overlay. Carried. Paulson opposed.

School water and sanitary sewer plans were presented by Bruce Bullert for review. It was the City's opinion that they would like to see the sewer and water line go East down Cty Rd 12 and South at the end of the School's property line. Roundabout update and approval to be presented at the last meeting in August.

Planning and Zoning:

Motion by Mayor Kaiser, seconded by Paulson to issue a conditional use permit to Medford Township. Motion carried with the following conditions:

1. The permit is contingent upon the ownership of the property by Medford Twsp.
2. The permit will be reviewed every 3 years.
3. Medford Township cannot rent out the building to any others.
4. Medford Township is responsible for any assessments.
5. Legal description of the property included.

Park Report:

Motion by Sexton, seconded by Thomas to set the wages of Elizabeth Grote to \$8.00 per hour for Lifeguard work and \$9.50 per hour for giving swim lessons, also to increase Elizabeth Eden's wages to a flat rate of \$10.25 per hour, with Elizabeth Eden's wages retro from the pools opening date in the summer of 2001. Motion carried.

Marie Sexton talked with Dean Sammon at Crane Creek about the resurfacing of the Tennis Court.

Water and Sewer:

Keith Maas submitted his resignation, Keith will be giving a 3 week notice and taking a one week vacation. Keith's last day will be Friday, August 10, 2001.

Motion by Thomas, seconded by Sexton to hire Keith as an independent contractor at the rate of \$600.00 per month, until he can be replaced. Motion carried. Karow abstained.

Street and Lights:

All the street lights on Main Street are working.

Liquor Store:

Wilma Mueller went to court for her violation of selling tobacco to a minor and was fined \$340.00.

Applications for Liquor Store Manager closed on July 27, 2001, Brian Paulson will be interviewing potential Managers and presenting his findings to the Council at the next meeting.

City Clerk:

Motion by Paulson, seconded by Sexton to accept the LMCIT liability coverage waiver form (checked does not wave). Motion carried.

Motion by Paulson, seconded by Sexton to transfer 1st Quarter water collection in the amount of \$30221.67 with \$3004.84 going into the wastewater improvement fund. Carried.

Motion by Kaiser to adjourn, seconded by Sexton to adjourn at 9:15 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
August 14, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Greg Sanborn, Mark Rahrlick, Bruce Bullert, and Lois Nelson.

Motion by Sexton, seconded by Paulson to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Sexton to accept the minutes as amended. Carried.

Motion by Paulson, seconded by Sexton to pay the city and liquor store bills as presented. Carried.

The Jones family has concerns about the access easement and will attend the next meeting to discuss this.

Engineer's report.

- Bruce Bullert asked the council to reconsider the motion from the July 23 regular council meeting to complete the paving of Oakland Path this fall.
Motion by Sexton, seconded by Paulson to delay the completion of the Oakridge Bluffs 3rd Addition to the spring of 2002. The work to begin as soon as possible in the spring. Carried.
- Motion by Karow, seconded by Thomas to approve partial payment #6 to SJ Louis Construction in the amount of \$33,496.41. Carried.
- Oakridge 3rd Addition and the drainage problem were discussed. Bruce will get the status of this and let the council know where it is at.
- The council questioned whether the spring area along the sidewalk in Oakridge Bluffs would be seeded.

School update. Bruce Ron and Dan met with the school officials after the last school board meeting. The school should have a plan to present to the city very shortly. The discussion included the possibility of a Chapter 429, special assessment project, for the extending of services. No decision has been made for this option.

Bruce did some research of the costs to extend water and wastewater to the school property and he did this at no charge to the City or School. The City thanks Bruce and is very appreciative of his efforts.

The wastewater facility plan will be at the next meeting.

Thomas would like the council to start thinking about billing water and sewer monthly instead of quarterly.

Keith Maas asked Thomas about being paid for his accumulated sick leave. Discussion with the attorney about this request.

5 minute break.

Ordinance No. 114, pool ordinance, is to be referred to the planning & zoning board for their review.

Park report. A request for an early reservation of the park was received.

Motion by Sexton to consider a 1 time request for reserving the park prior to February 1 for a family reunion in June of 2002. Motion dies for lack of a second.

Motion by Sexton, seconded by Kaiser to deny the request to reserving the park early for June 2002. Carried.

There is no information on the resurfacing of the tennis courts.

Concerns about beer bottles being broken in the park expressed. Mayor Kaiser will contact the sheriffs department about this problem.

EDA report. A trip to LeRoy to tour the senior housing project will be either August 29th or 30th at 4:30 p.m.

Attorney report.

- Inflow/Infiltration proposed ordinance review. When/If this ordinance is adopted it will be given to the building inspector. This proposed ordinance will be reviewed at the first meeting in September.
- Outlet Center assessment agreement. Tom Rumpitz called Mark Rahrlick stating that these parcels are to be sold.
- The Furniture Outlet was required to hook up to the water system by July 1, 2001. Mark will send a letter requesting they do this and give them a deadline of 2 weeks for completion.

Liquor store. There were 12 applicants for the manager position. Paulson did 7 preliminary interviews and has chosen 3 finalists. The interviews will be done on Tuesday August 21, 2001 starting at 6:00 p.m. with the full council doing the interviews.

The street dance on Saturday was a success. Profits were approximately \$5000. Dorian has been great help at the muni.

TIF seminar will be discussed at the next meeting.

The council will continue to work on the erosion control policy draft.

Motion by Sexton, seconded by Karow to approve the Schedules 1 and 2 of the Firemen's Relief Association retirement lump sum pension payment increase. Carried.

The sick leave/comp time portions of the benefits policy will reviewed for changes in the near future.

The budget meeting will be on September 6, 2001, at 6:00 p.m.

There will be a special meeting on Monday, August 20, 2001, 6:00 p.m. to review the request for payment of sick leave accumulated to the time of termination of employment.

The claim for the damaged fence from last winter has been reopened and the city insurance provider is reconsidering the denial of the claim and has negotiated a split of costs with the property owner.

A letter has been received from the Furniture Outlet requesting tax abatement for the expansion of the business. This request will be sent to David Drown for his comments.

Motion by Thomas, seconded by Sexton to adjourn at 10:26 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
 August 21, 2001
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present.

The purpose of this meeting is to interview candidates for the liquor store manager position.

Interview of William Manahan.
 Interview of Randy Hrdlichka.
 Interview of Brenda McGivney.

Motion by Paulson, seconded by Sexton to offer the Liquor Store Manager position to Randy Hrdlichka, with the 1st alternative Brenda McGivney, 2nd alternative William Manahan. Carried.

Interviews ended at 7:50 p.m.

Meeting adjourned at 8:06 p.m.

Regular Council Meeting
 August 27, 2001
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Greg Sanborn, Don Clemmensen, John Curran, Dorian Cornelius, Todd Kavitz, Bruce Bullert, Dave Maroney, and Lois Nelson.

Motion by Paulson, seconded by Sexton to accept the agenda with additions. Carried.
 Motion by Sexton, seconded by Thomas to accept the minutes with amendments. Carried.

The Jones family has decided to accept the access easement for the land donation as presented to them.

Planning & Zoning Report.

Motion by Thomas, seconded by Paulson to increase Dorian Cornelius' wages by \$2.00 per hour for as long as he is the only full time employee and until another person is hired with the rate being retroactive to August 16, 2001. Carried.

Review of the hiring process for the wastewater position. Thomas has completed preliminary interviews of the candidates. Interviews for the finalists will be after September 10th.
 It has been the policy of the city to pay for training and memberships to professional organizations.

Streets report. Karow is getting estimates for street repairs.

Park and Pool report. The tennis courts resurfacing by Crane Creek mentioned. Sexton is working on this.
 The pool will be open through August 31st.

The park has been awarded a \$38,000 matching funds grant from the DNR for the park improvements.
 Motion by Sexton, seconded by Thomas to authorize Todd Kavitz to submit the necessary paperwork to accept the grant for Straight River Park improvements. Carried.

The rock around the pavilion in Central Park should be removed and wood chips should be installed. Dorian will see to this.

Liquor Store report.

Motion by Paulson, seconded by Karow to hire Randy Hrdlichka at \$13.25 per hour with \$200 per month for insurance benefit as the liquor store manager starting September 10, 2001. Carried.

Motion by Paulson, seconded by Sexton to maintain Brenda McGivney's wage of \$12.00 per hour as interim manager through September 28 at which time she will go back to her wage as a full time bartender. Carried.

Wastewater/Water report.

The wastewater facility plan was presented by Bruce Bullert and Dave Maroney. The next step is to set up a workshop to review the overall plan including the rate structures.

Oakridge Bluffs 3rd Addition drainage update. Bruce and Todd are evaluating the situation and will bring to the next meeting an outline of the work to be done this year.

There are no plans to seed or sod the Oakridge Bluffs spring area. The lot has been sold by the developer.

The final payment request to Meadowvale Construction will be presented at the next meeting.

Medford School project update and review of correspondence. The council reviewed the draft of the utility agreement as presented from the school. Mayor Kaiser will respond to the school for the city.

Motion by Paulson, seconded by Karow to send the clerk to the TIF seminar on September 6 in Mankato at a cost of \$90. Carried.

Motion by Sexton, seconded by Thomas to send the clerk to the Regional Clerk's meeting in Plainview on August 29th at a cost of \$9. Carried.

The Furniture Outlet would like to understand what the city is looking for as evidence that tax abatement is essential to their proposed expansion. Mayor Kaiser will contact

The request for a food permit from the Medford Area Historical League is being withdrawn at this time.

Motion by Thomas, seconded by Paulson to set City Hall Office Hours at 7:30 to 11:30 and 12:30 to 4:00 year round. Carried.

The budget meeting will be September 6th at 6:00 p.m.

Motion by Karow, seconded by Paulson to patch a pot hole on 4th Street SW as recommended by the engineer. Carried.

Motion by Thomas, seconded by Paulson to adjourn at 10:09 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Budget & Special Council Meeting
September 6, 2001
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Gary Hanson, Jim Thon, and Jeff Smith.

Motion by Sexton, seconded by Thomas to add the School District utility agreement to the agenda. Carried.

A review of the utility agreement with the school representative. A point by point review of the drafted agreement was done.

There is a consensus of agreement by the city and the school representatives at this meeting. Gary Hanson will amend the agreement as discussed tonight. Both parties will then have their respective attorneys review it for final adoption of both parties.

The annexation process was reviewed.

Break at 9:10 p.m.

The council reviewed the budget line by line.

Motion by Karow, seconded by Paulson to continue this meeting on Wednesday, September 12, 2001, at 5:00 p.m. Carried.

Regular Council Meeting
September 11, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Jim Thon, Dan Sexton, Sam Mielke, Joe Wegner, Chad Mifek, Brandon Balzer, Don Clemmensen, Jeff Smith, Phil Heim, Gary Hanson, Brian Hellevik, Virginia Jones, Rick Jones, Mark Rahrlick, Todd Kavitz, Greg Brendemuehl, Kyle Engbard, Bruce Bullert, and Curt Rapp.

Mayor Kaiser welcomed the high school students attending tonight's meeting.

Motion by Thomas, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Sexton, seconded by Paulson to approve the city and liquor store bills as presented. Carried.

Motion by Karow, seconded by Paulson to accept the minutes as presented. Carried.

Discussion with Virginia and Rick Jones about the land donation to the City. The Jones family will agree to the access easement as presented to them by the City. The Jones will be provided a statement about the land donation to the City for tax purposes.

The stockpile of dirt that is on the land donated to the City may be completely removed by next spring.

Motion by Thomas, seconded by Sexton to allow the dirt stockpile to stay where it is until the City deems it should all be removed. Carried.

Survey irons were found to be missing after the utilities were installed in the Jones Addition. Rick Jones will get the number of missing irons and the cost estimate for replacement for the council to review.

Rick expressed concerns about the subcontractors done for Meadowvale that have not been paid. The council is considering a partial payment at this meeting.

School Utility Agreement. Review of draft received from the school on September 10, 2001. It is a consensus that the city engineering fees is \$13,000 with anything over that amount being split 50/50 with the school district.

Concerns were expressed by the adjacent developer concerning the school being one lot. The council discussed this issue. Council person Sexton expressed concerns about the agreement in place with the developer in relationship with the school.

Motion by Sexton, seconded by Karow to grant a food permit to C & M Concessions – Paula Freiheit – to sell food from a food wagon on the corner of Central Avenue and Main Street. The permit is good through December 31, 2001. Carried.

Motion by Thomas, seconded by Paulson to approve the partial payment to Meadowvale Construction for the work on Jones 3rd Addition in the amount of \$7,722.00. Carried.

Motion by Karow, seconded by Sexton to approve the payment for common barrow from the Barta property in the amount of \$2,700. Carried.

There has been no contact with the MnDoT office concerning the Round-A-Bout project. The city project for extending services will be delayed until early next year.

Streets report.

Motion by Karow, seconded by Sexton to send a bill to the Medford Post Office \$400 for snow removal for the 2001 – 2002 season. The bill will be sent out on April 15, 2002. Carried.

Keith Maas has requested to be a City of Medford employee, not contract labor and to be paid \$600 for over seeing the land application process this fall. The council will investigate employment status requirements and discuss these requests at the next meeting.

Discussion with the school board as to the proposed amendment to the utility agreement as amended tonight.

The Developer stated his position on the utility agreement between the city and the school as it relates to his development on the adjacent property to the school.

Motion by Karow, seconded by Kaiser for the city to enter into a utility agreement with the Medford School District as discussed and amended tonight. Carried.

Break.

The Developer for Oakridge Bluffs presented correspondence for the council to consider as to the developers agreement for the 2nd addition. The council will review and discuss this at the next regular council meeting.

Street lights for Oakridge Bluffs 3rd Addition have not been ordered yet.

Engineers report.

- Oakridge Bluffs Drainage update. This is not resolved yet. Options have been discussed with the developer. This will be discussed with the developer at the next meeting.
- There is a erosion control problem in Oakridge Bluffs. This is due to the small utilities being installed. Bruce will be talking to them to fix the problem.
- Review of the school plans. Bruce's concerns are the storm water drainage plan takes everything to the northwest corner of the property; the proposed depth of the sanitary sewer lines; and details are lacking in the plans.

Water/Wastewater report. The wastewater treatment workshop will be September 26, at 6:00 p.m.

Quotes have been received for running the plant. Bolten & Menk gave a quote of \$2000 per month for a temporary solution. Peoples Service would take over the running of the plant at a cost of \$96,000 per year.

Monthly billing was discussed. Sanborn will present the cost to prepare water bills each quarter for the council to review.

No park report.

Attorney report.

- The proposed Inflow & Infiltration ordinance was presented by the attorney. This will be placed on the agenda for the next meeting for a 1st reading.
- Furniture Outlet water connection. This connection has not been made yet. The city can authorize this to be done and charge the store the cost. The attorney will draft a letter to Bill Hinks stating that the city will have this connection made and be billing them for the cost.
- The well and property acquired by the city from the outlet center will be tax exempt automatically.

Liquor store report. Randy Hrdlichka started on Sunday. The transition has begun.

Motion by Paulson, seconded by Thomas to adopt the Probationary Period Policy as presented. Carried.

The erosion control policy will be reviewed at the next meeting.

Agenda reminder – Continuation Budget meeting is set for Wednesday at 5:00 p.m.

Motion by Paulson, seconded by Thomas to adjourn at 9:45 p.m. Carried.

Budget Meeting Continued & Special Council Meeting
September 12, 2001
City Hall

Mayor Kaiser reconvened the budget meeting at 5:00 p.m. All members were present.

Review of the budget.

Motion by Thomas, seconded by Sexton to adopt the budget with total expenditures of \$527,704. Carried.

Motion by Paulson, seconded by Karow to adopt the preliminary levy as follows:

General Fund	\$ 85,336
Fire Relief Association	8,000
EDA Levy	7,440
97 Refinanced	41,300
93 Sewer	40,800
94 Street	21,700
95 Street	16,000
Oakridge Bluffs	36,400
96 Water & Sewer	59,600
98 Street	58,500
2000 Improvements	37,750
Total	\$412,826

Carried.

Budget Meeting closed at 6:20 p.m.

Interviews for the water/wastewater position. Meeting called to order at 6:25 p.m.

Interview of Timothy Vaupel.

Interview of Tom Grems.

Interview of Dorian Cornelius.

Interviews ended at 7:45 p.m. Discussion followed.

Motion by Thomas, seconded by Karow to table the decision until a later time.

Meeting adjourned at 8:35 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
September 26, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were John Curran, John & Cindy Anhorn, Ione & Steve, Lois Nelson, Bruce Kubicek, Andrew Miller, Jessica Shallow-Miller, Bruce Bullert, Keith Maas, and Dorian Cornelius.

Motion by Sexton, seconded by Karow to accept the agenda with amendments. Carried.

Motion by Sexton, seconded by Thomas to accept the minutes as amended. Carried.

Concerns from the public. A question was raised about splitting a parcel of property and leaving less than the minimum square footage. This would have to go through the planning & zoning with a variance request. The status of the school annexation was questioned. This is on the agenda for this evening.

Planning & Zoning report.

Motion by Paulson, seconded by Sexton to grant a conditional use permit to Andrew & Jessica Miller for a Bed & Breakfast at 425 S Main Street. This permit will expire in 3 years. Carried.

Engineer Report.

- Meadowvale payment discussed.
- Medford School Project. The meeting with school officials and engineers was scheduled for September 19 but was cancelled due to the bomb threat that day. The city expressed concerns that bids will be opened tomorrow without a consensus of the utility plan. The meeting has been rescheduled for next week.
- The drainage issues in Oakridge Bluffs by the pathway between 2nd and 3rd additions will be negotiated at the same time as the discussions about the reimbursement for development occurs.
- Erosion of the road in Oakridge Bluffs 3rd Addition. This is caused by the small utilities installation. The barriers were disturbed and the area was not repaired by the utilities after installation. The utilities will be in to restore this area soon.

Water/Wastewater. The wastewater facility plan workshop will be Wednesday, October 10 at 6:00 p.m. Keith Maas and Bolten & Menk will be asked to attend.

The school has not applied for any of the MPCA or Dept of Health permits required for extending of services. The city will draft a letter stating concerns for this.

Motion by Sexton, seconded by Karow that the replacement of property irons removed by small utility installation is the responsibility of the developer. Carried.

Wastewater operator position.

Motion by Thomas, seconded by Paulson to not hire any of the applicants at this time but to re-evaluate the position and advertise again. Carried.

Street lights for Oakridge Bluffs 3rd Addition. SWEC is working on a street light policy and hope to have it in place by October 4, 2001. SWEC would like the city to wait until this time to order lights.

Park report. There is no information on the tennis courts resurfacing yet.

Motion by Sexton, seconded by Karow to refund a \$60 pool membership to Karen Dornbusch as requested. Carried. The bathrooms on the hill will be locked during the week, open only on the weekends.

Liquor store report. Goals for the new manager are being considered. So far it is going well with the new manager.

David Drown presented an opportunity for refunding city bonds.

Motion by Sexton, seconded by Thomas to direct the financial advisor David Drown to contact the local bank to see if they are interested in negotiating a sale for the refunding bonds, 1993 Sewer improvement and 1994 Street improvement, and possibly include an additional amount for funding a utilities extension project. Carried.

Streets.

Motion by Karow, seconded by Sexton to authorize the transmission repairs for the loader to be done by Keck's Repair and Dealers Exchange as quoted and to purchase 4 tires from Poms Tire Service. The funds will come from the Capital Improvement Fund and the Truck & Equipment Fund evenly. Carried.

Appreciation was expressed for the flags being up during the last couple of weeks.

Motion by Karow, seconded by Paulson to authorize the hiring of Owatonna Groundskeeper to sweep the streets at a cost of \$66 per hour.

Motion by Thomas, seconded by Karow to accept as the preliminary and final plat for the school property. Carried.

Motion by Karow, seconded by Sexton to authorize the City Attorney to draft a joint resolution for the annexation of the school. Concerns were expressed about this process and the city uninformed about what is going on. Carried.

Discussion with Keith Maas about his employment status.

Motion by Sexton, seconded by Karow to accept as presented as the first reading of a proposed ordinance for the prohibitions of sanitary discharges and storm water drainage. Carried.

The erosion control policy will be reviewed at the next meeting.

Motion by Paulson, seconded by Thomas to terminate the contract with SEMDC (Southeastern Minnesota Development Corporation) as of October 31, 2001. Carried.

The next meeting is October 9, 2001 at 7:00 p.m.

Break.

Keith Maas employment status continued discussion. If Keith were hired as a contract employee the rate would be \$800 per month with no weekend work. If Keith were hired as a part-time employee the rate would be \$650 per month with weekend work.

Motion by Thomas, seconded by Sexton to hire Keith Maas as a part-time employee and pay him \$650 for 25 hours per month pending the approval of the city attorney.

Motion withdrawn to consult the attorney regarding this matter.

Keith will attend the wastewater facility plan workshop and be paid \$25 for attending the meeting.

Motion by Paulson, seconded by Thomas to adjourn at 9:10 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
October 9, 2001
City Hall

Council Member Karow called the meeting to order at 7:05 p.m. Mayor Kaiser and Clerk Sanborn arrived at the meeting at 7:30 p.m. All other members were present. Others attending were Krista Gillen, Bethany Schwiesthal, Danielle Langerfeld, Cooper Hager, Allyson Tenold, Bernenice Mora, Jodi Kvaas, David Drown, Mark Rahrick, Lois Nelson, Elaine Johnston, and Greg Sanborn.

Motion by Sexton, seconded by Thomas to accept the agenda as amended. Carried.
Motion by Paulson, seconded by Sexton to accept the minutes as amended. Carried.
Motion by Thomas, second by Paulson to pay the city bills as presented. Carried.
Motion by Paulson, seconded by Thomas to pay the liquor store bills as presented. Carried.

Cooper Hager introduced a class project from MSU. The other high school students were welcomed.

EDA report. A discussion with David Drown about the Farr Development and the city's role for a development of this type. EDA board has not been paid for the 1st half of the years meetings.

Park report.

Liquor store report. The liquor store will be opening at 8:00 a.m. on October 20 for a golf outing. This is one of the new things being tried by the manager.

Streets report.

Motion by Sexton, seconded by Paulson to repair 4th Street SW at the corner of Central Avenue, a 50' by 6' area, at a cost of \$600 as quoted by Crane Creek. Carried.

Oakridge Bluffs 3rd Addition street lights discussed. Steele Waseca has not completed their street light plan yet and suggested that the City use the same procedure for Oakridge 1st & 2nd Additions. Steele Waseca will do temporary lights if it gets too late in install the permanent lights. The lights were ordered on October 10th.

There are 5 street lights on Main Street that are not working. Alliant cannot fix them again. Cedar Lake Electric will look at them and install temporary wiring above ground if necessary.

Alliant Energy will present a new street light plan for Main Street with lights matching the City standard. An audience member questioned if there were grants for this work and if the city would apply.

David Drown presented information for refunding the 1993 G.O. Sewer Improvement Bond. The 1994 G.O. Street Improvement Bond is not feasible to refund at this time. The local bank is not interested in a negotiated sale of this size at this time so a competitive sale is recommended.

Motion by Sexton, seconded by Thomas to adopt a resolution to sell bonds on Wednesday, October 24, 2001 at 6:00 p.m. to refund the 1993 Sewer improvement bond and to include funds to extend utilities to serve McDonalds and the Barta Property. Carried.

A review of the Far Development information as discussed earlier was done for the benefit of Mayor Kaiser who arrived at 7:30 p.m. The city would finance the project and be the owner of the facility. The Farr group would act as developer, manage the facility, and market and lease the facility.

Motion by Karow, seconded by Sexton to accept as the second reading of a proposed ordinance for prohibitions of sanitary discharges and storm water drainage as presented. Carried.

Motion by Paulson, seconded by Thomas to adopt the ordinance for prohibitions of sanitary discharges and storm water drainage as presented. Carried.

The Furniture Outlet has received bids for connecting to the municipal water system and plan to complete the project yet this fall.

Motion by Sexton, seconded by Karow to adopt a joint resolution for the annexation of the new school project. Carried. The Attorney left to take the resolution to the Township meeting for their consideration.

Motion by Thomas, seconded by Paulson to refuse the No Fault Sewer Backup coverage offered by LMCIT. Carried.

Motion by Karow, seconded by Sexton to accept the Erosion Control Policy as presented. This policy will be given to the building inspector to give out to persons requesting a building permit. The motion was withdrawn for further discussion with the city engineer.

The School Building ground breaking ceremony will be on Monday, October 15.

Water/Wastewater report.

Motion by Karow, seconded by Paulson to authorize the water department to increase security for the wells and well house areas immediately. Carried.

A letter was sent to Keith Maas outlining his duties at the wastewater treatment plant.

The workshop tomorrow night will discuss the following: Affordability; Options based on needs; and Financing of a project.

A meeting will be held with the developer of Oakridge Bluffs to discuss the drainage issue along the pathway between the 2nd and 3rd Additions and the developers agreement for Oakridge Bluffs 2nd Addition . This meeting will be Wednesday, October 24, at 6:00 p.m.

The open city position will be re-evaluated and advertised again. Thomas will write a job description and present it to the council.

A closed city council meeting will be held on Monday, October 15, 2001 at 4:30 p.m. to evaluate allegations against an employee.

The conditional use permit for the B & B was presented. It will be revised to state off street parking for at least 5 vehicles.

Virginia Jones has signed the deed for the land donation to the city for Jones 3rd Addition. A letter was provided to her for tax purposes for the donation.

Break.

Employment status for Keith Maas was reviewed.

Motion by Sexton, seconded by Thomas to rescind the motion to pay Keith Maas \$600 per month for wastewater treatment plant responsibilities. Karow abstained. Carried.

Motion by Thomas, seconded by Paulson to hire Keith Maas as a part-time employee at a rate of \$650 per month to run the wastewater treatment plant and the land application process this fall retroactive to August 11, 2001, and to pay him \$25 for attending the wastewater workshop on October 10, 2001. Karow abstained. Carried.

Scheduled meetings are October 15th at 4:30 p.m. and October 24th at 6:00 p.m.

A review of the street lights information was shared.

The Minnesota Department of Health is sending out health alerts via faxes. The city will maintain these in a file.

It has been reported that the Barta property has been sold to a developer. There is not much information to share at this time.

The expansion at the Furniture Outlet may be done in the spring.

Dorian has been in contact with the Minnesota Dept of Health in regards to the Outlet Center well system. A plan for improving the well is currently being developed by the city engineer.

Motion by Paulson, seconded by Thomas to adjourn at 8:49 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Wastewater Facility Plan Workshop
October 10, 2001
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Bruce Bullert, Dorian Cornelius, Keith Maas, Seth Peterson, and Dave Maroney.

Discussion of the wastewater treatment facility options, affordability, and financing.

The next workshop will be held on Wednesday, November 28, at 6:00 p.m.

Motion by Thomas, seconded by Paulson to adjourn at 7:45 p.m. Carried.

Special Council Meeting
October 15, 2001
City Hall

Mayor Kaiser called the meeting to order at 4:30 p.m. All members were present. Others attending were Mark Rahrlick, Kim Karsten, and Randy Hrdlichka.

The meeting was closed at 4:31 p.m.

The meeting was opened at 4:54 p.m.

The meeting was closed at 5:10 p.m.

The meeting was opened at 5:17 p.m.

Motion by Paulson, seconded by Thomas to do nothing. Carried.

Motion by Thomas, seconded by Karow to adjourn at 5:27 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
 October 22, 2001
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. Council member Thomas was absent, other members were present. Other persons attending were John Curran, Greg Sanborn, Elizabeth Smith, Randi Morgan, Brent Reinhard, Steve Maas, James Hensrud, Brent Glende, Jake Hanson, and Jodi Kvaas.

Motion by Paulson, seconded by Karow to accept the agenda as presented. Carried.

Motion by Sexton, seconded by Paulson to accept the minutes as presented. Carried.

There were no concerns from the public.

Zoning & Planning report. The legal notice that was in the paper for a business in a home was discussed. The person has sold the residence and has moved out of Medford.

Don Redman approached the planning & zoning about building a house on the unplatted land that is within the city limits. There are no city services to this parcel. Mr. Redman would hook into the well that serves his residence and install a separate septic system. Zoning told Mr. Redman to contact the city engineer to discuss this.

Streets. The street lights on Main Street are working now. Karow is working with Alliant Energy towards a street light program for Main Street.

Park. The paperwork has been completed and sent in for the grant. A request will be sent to Steele County for funds for this project also.

Motion by Sexton, seconded by Paulson to purchase 3 tables with a maximum cost of \$350 for the chalet and to pay mileage to the person who goes to get them from Sam's club. Carried.

Liquor Store. Paulson and the manager are working on policies and procedures for the bar. These will be developed and implemented on a timely basis and will not need the councils approval for all of them.

Motion by Karow, seconded by Sexton to transfer 2nd quarter water receipts in the amount of \$31,597.16. Carried.

There is a special meeting on Wednesday at 6:00 p.m. The purpose of this meeting is to consider competitive bids for general obligation bonds and to meet with the developer of Oakridge Bluffs.

Engineers report.

- Oakridge Bluffs 3rd Addition. Discussion of the assessment amounts and rates
 Motion by Sexton, seconded by Karow to adopt a resolution ordering the preparation of the assessment role for Oakridge Bluffs 3rd Addition. Carried.
 Motion by Paulson, seconded by Sexton to adopt a resolution calling for a hearing on the assessment role on Tuesday, November 13, at 6:45 p.m. Carried.
- Outlet Center water system. The estimated cost of a video inspection of the well is \$6,000. Once it is video tapped there may be parts of the well that will need to be repaired immediately. This is one of the first steps for developing plans for the improvement project. Bids will be let next spring.
- Security for this water system was discussed. The water system should be secured as soon as possible.
- Furniture Outlet water hookup. A date for this is unknown.
- Patching of 4th Street SW at the corner of Central Avenue W will be done soon. Crane Creek is trying to schedule this work.
- Builders in Oakridge has expressed concerns about there being no street lights and the erosion of the street. Steele Waseca will install temporary lights if permanent ones cannot be installed this fall. Bruce is working on getting a grader in to grade the road in the next couple of weeks.
- School project. The city has not received any revised plans for the project. The underground work is being planned for next spring. Mayor Kaiser will request a timeline for the project from the school.
- Erosion Control Policy. The engineer is reviewing this to give recommendations to the council about the escrow procedure.

MnDoT Round-A-Bout project. The city has not seen a cooperative agreement for this. Sanborn will check with Steve Kirsch about this.

Motion by Paulson, seconded by Karow to adjourn at 7:59 p.m. Carried.

Special Council Meeting
October 24, 2001
City Hall

Mayor Kaiser called the special meeting to order at 6:00 p.m. All members were present. Others attending were David Drown, Todd Kavitz, and Lois Nelson.

The purpose of this meeting is to consider the sale of general obligation bonds and to meet with the Oakridge Bluffs Developer.

David Drown presented the bid for the general obligation bond. David also explained to process if the council chose not to do this at this time.

The amount of interest savings by refunding the 93 Sewer Improvement bond is \$20,000.

Motion by Karow, seconded by Paulson to accept the bid as received. Carried.

Motion by Sexton, seconded by Thomas to adopt a resolution to award the sale of \$635,000 in General Obligation bonds as bid. Carried.

Motion by Paulson, seconded by Karow to adopt a resolution to allow for term bonds. Carried.

Discussion with developer of Oakridge Bluffs.

Water drainage issue on the pathway was discussed. A motion was made at the June 12, 2001 meeting to install a perforated tile line on the east side of the pathway and install 3 stub outs with the costs to be assessed to the 3rd Addition. This work has not been done as of this time.

Developers agreement for the 2nd Addition discussed. A review of the previous discussions regarding the reimbursement to the developer for adjacent property development. Todd will prepare an option for the council to review.

A special meeting will be held on Wednesday, November 7, 2001, at 6:00 p.m. to further discuss this issue.

Motion by Sexton, seconded by Karow to adjourn at 7:56 p.m. Carried.

Special Council Meeting
November 5, 2001
City Hall

Mayor Kaiser called the meeting to order at 5:00 p.m. All members were present.

The purpose of this meeting is to interview candidates for the maintenance position for the city of Medford.

Discussion of the job position.

Interview of Tim Schroht.

Interview of Eric McCarty.

Interview of Thomas Grems.

Motion by Thomas, seconded by Karow to hire Thomas Grems for this position at \$11.79 per hour with a 6 month probationary period. First alternative is Eric McCarty. Carried unanimously.

Motion by Thomas, seconded by Paulson to adjourn. Carried.

Special Council Meeting
November 7, 2001
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Todd Kavitz and Greg Sanborn.

The purpose of this meeting is to discuss the Oakridge Bluffs development and the developers agreement for the 2nd Addition with the developer.

Mr. Kavitz explained the memo dated October 31, 2001. This memo is from the developer to the council.

Discussion of the issue of item #16 of the developers agreement for Oakridge Bluffs 2nd Addition.

Motion by Sexton to accept the proposal by developer as presented. Motion dies for lack of a second.

8:30 Break

8:35 meeting reconvened.

Motion by Thomas, seconded by Sexton to assess Outlot B of Oakridge Bluffs 3rd Addition \$27,250.61; assess Outlot C \$2,484.77; Oakridge Bluff Properties, LLP, agrees to pay the City \$2,484.77; the City and the developer agree that item #16 of the Oakridge Bluffs 2nd Addition Developers Agreement will become null and void; and Oakridge Bluffs 4th Addition will be charged all fees per city policies. Carried unanimously.

Motion by Paulson, seconded by Thomas to adjourn at 9:24 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Public Hearing and Regular Council Meeting
November 13, 2001
City Hall

The public hearing was opened at 6:49 p.m. All members were present. Others attending were Bruce Bullert and Tom Lester.

The purpose of this hearing is to consider the proposed assessment role for Oakridge Bluffs 3rd Addition. Bruce Bullert, city engineer, explained the project and the proposed role. The floor was opened to questions. Tom Lester asked about the interest accruing with the project not yet complete. The reasons for not doing the curb, gutter, and street black topping were explained. Also explained were the progress on the street lights and the grading plan of the streets for this fall. Mr. Lester was pleased with these explanations.

Motion by Sexton, seconded by Karow to close the hearing at 7:07 p.m. Carried.

Mayor Kaiser called the regular meeting to order at 7:08 p.m. All members were present. Others attending were Bruce Bullert, Tom Lester, John Curran, Mark Rahrck, Tracey Robb, Don Redman, Glen Meger, Rick Hager, Greg Sanborn, Jodi Kvaas, and John Tjernagel.

Motion by Paulson, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Karow, seconded by Paulson to accept the minutes as amended. Carried.

Motion by Sexton, seconded by Thomas to pay the city and liquor store bills as presented. Carried.

Motion by Sexton, seconded by Paulson to adopt a resolution approving the assessment role as presented. Carried.

Motion by Sexton, seconded by Karow to accept addendum to the Oakridge Bluffs 2nd Addition Developers Agreement. Carried.

Fire Department.

Motion by Sexton, seconded by Karow to approve Schedules 1 and 2 of the Firemen's Relief Association retirement lump sum pension payment increase retroactive to August 14, 2001. Carried.

Motion by Karow, seconded by Sexton to amend the August 14, 2001 minutes to reflect this action. Carried.

Motion by Paulson, seconded by Thomas to approve the Fire Relief Association by laws as submitted. Carried.

Motion by Karow, seconded by Thomas to revise the Fire Fighter job description as recommended by the fire chief Rick Hager. Carried.

The fire department is looking at purchasing new turn out gear. Quotes will be presented to the council soon. The funds will come from the fire department equipment fund.

Tracey Robb would like to build a house on property in the city limits but without city services. The council is not opposed to this possibility but would like a concept of a preliminary plat to be presented to planning & zoning.

EDA report. A letter was received from senior citizens in support of a senior housing development as Farr Development presented. The EDA will form a committee and recommend this to the council along with goals defined for this committee. Dave Maroney could be a resource for funding options.

Glen Meger – Funeral Home Conditional Use Permit. Discussion of a sign for this business since the property is zoned residential.

Break

Mark Rahrck and Karen Sanborn researched ordinances for requirements for signs. A variance will not be needed for the funeral home. A final design of the sign will be presented to the council for the council to consider.

Discussion of water billing - quarterly billing versus monthly billing. The council is considering starting monthly billing at the first of the year. Rates will be brought to the next meeting.

Park report. There are no park minutes available yet. The Radel Park sign is missing. The park board will get cost estimates for replacing. Sexton will contact Kevin Steinbauer about decorating the water tower this year.

Discussion of park deposit procedure for refunding deposits.

A meeting is scheduled for November 20 with Todd Kavitz to discuss the time table for the park improvements and tennis court resurfacing.

Furniture Outlet is the next job on the contractors list for hooking up to the city water system. Kaiser will check on this.

Liquor store. Paulson will be on vacation from November 16 to the 23 so Randy can contact the mayor during that time.

Streets. Lights are being installed in Oakridge Bluffs now. The repairs on 4th Street SW at the corner of Central Avenue have been completed. The loader repairs should be completed in the next 2 weeks. The perforated drain tile along the pathway in Oakridge Bluffs has not been completed yet. The streets are being swept now.

Sexton will check with Sarah Booe, Straight River Enterprises, for costs of contracting for the cleaning of the chalet.

Motion by Thomas, seconded by Paulson to accept the estimate from Bergerson-Caswell for video tapping the wells at the Outlet Center in the amount of \$6,105.00. Carried.

Bids for improvements of the well will be let next spring. This video tapping will help in the design of those improvements needed.

Medford School update. Sanborn will contact Gary Hanson to let him know the process for recording a plat that will include the easements for the city. Discussions with School Board members were discussed.

Bruce is still working on the erosion control policy.

The land donation from the Jones 3rd Addition has been transferred to the city.

Motion by Paulson, seconded by Karow to approve the audit confirmation letter as presented. Carried.

Motion by Sexton, seconded by Thomas to pay Medford School \$2,250 for the park & rec program in 2001. Carried.

Motion by Sexton, seconded by Karow to authorize the payment for the CAST support in the amount of \$2,200 for the 2001 – 2002 school year. Carried.

Discussion of the compost site at Jim's Garbage Service. Jim has expressed concerns that it has not been turned yet this fall. Karow will talk to him about the loader being out of service and that as soon as it is completed the compost will be turned.

Agenda reminder: Wastewater workshop scheduled for November 28th at 6:00 p.m.

Motion by Paulson, seconded by Karow to adjourn at 9:44 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
November 26, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Greg Sanborn, Pat Merritt, and Bruce Bullert.

Motion by Paulson, seconded by Karow to accept the agenda as presented. Carried.

Motion by Thomas, seconded by Paulson to accept the minutes as amended. Carried.

Water & Sewer report. Tom Grems started working with Keith Maas on the weekends. He will work with weekends with Keith until January 1st. Keith will no longer work weekends after that.

Streets report. The loader was returned on Friday. The Christmas decorations will be installed this week. The loader is needed to install these.

The compost pile can be turned now that the loader is back.

Complaints have been received about the storm sewer in Oakridge Bluffs. The catch basins will be cleaned out.

There have also been complaints about low water pressure. Dorian is looking into these.

Motion by Sexton, seconded by Thomas to adopt a resolution adjusting the water and sewer rates for 2002. Carried.

Park report. Kevin Steinbauer will not be decorating the water tower this year due to a lack of volunteers.

A quote was received from Crane Creek for resurfacing the tennis courts. Sexton will take this to the park board to discuss.

The timetable for the park improvements was presented to the council.

Motion by Sexton, seconded by Paulson to award Webber Recreation Design the bid for the Tots Choice play system by Miracle Recreation at a cost of \$7,025 with the delivery after 5/15/02. Carried.

Motion by Sexton, seconded by Thomas to award Webber Recreation Design the bid for the Kids Choice play system by Miracle Recreation at a cost of \$23,175 with the delivery after 5/15/02. Carried.

Motion by Sexton, seconded by Karow to award Webber Recreation Design the bid for a 6 Seat Swing Set w/1-Ther., 1-360 degree tot, and 4-Belt Seats at a cost of \$1,580 with the delivery after 5/15/02. Carried.

Motion by Sexton, seconded by Thomas to authorize Marie Sexton to sign the Recreational Grant Agreement with the DNR. Carried.

Discussion of park rentals during the improvement project. The clerk will notify people inquiring about park rentals during the park project and also include a notice in the CAST for December and January. The park board will mention this in any public presentations to community groups also.

Engineers report.

Bruce is still working on the erosion control policy.

Oakridge 3rd Addition – the storm sewer was modified today and straw bales were added to block erosion.

The video tapping of the Outlet Center wells will probably be next week.

There has been no information about the round-a-bout project for the last 3 to 4 weeks.

The furniture outlet water connection will be starting tomorrow.

The Medford School project was to start this week but with the weather it may be delayed.

Liquor Store report. Paulson gave an update of activities at the muni.

Sanborn will be attending a Regional Clerks meeting on Wednesday.

Motion by Sexton, seconded by Karow to purchase a computer through Abraham Consulting as quoted. Carried.

Employee reviews should be done by year end.

The next meeting is the workshop on November 28 at 6:00 p.m. December 11th is the next regular meeting.

Motion by Thomas, seconded by Sexton to cancel the 2nd regular meeting in December. Carried.

Pat Merritt asked about automatic payments for water bills. This will be checked into.

A holiday party was mentioned. Mayor Kaiser and Sanborn will work on this.

Motion by Paulson, seconded by Karow to adjourn at 8:40 p.m. Carried.

Wastewater Treatment Facility Workshop
November 28, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:05 p.m. Member Paulson was absent. Others attending were Bruce Bullert, Dave Maroney, and Seth Peterson.

The purpose of this workshop is to review the facility plans for the wastewater treatment plant.

Seth Peterson explained the options under consideration for a treatment facility.

Bruce Bullert and Dave Maroney explained strategies for building and funding this project. The council reviewed the rating system for the funding list from MPCA. The higher the ranking the better chance at getting funding. Other financing options looked at WIF grant.

Option of expanding the current site versus a new plant at a new site were discussed.

The letter to residents about the change from quarterly billing to monthly billing needs to be refined.

Motion by Thomas, seconded by Karow to adjourn. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Regular Council Meeting
December 11, 2001
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Lois Nelson, Bruce Bullert, and Greg Sanborn.

Motion by Thomas, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Sexton, seconded by Paulson to accept the minutes as presented. Carried.

Motion by Sexton, seconded by Karow to pay the city and liquor store bills as presented. Carried.

Lois Nelson questioned whether the city would be holding a truth-in-taxation hearing. The city will not be holding a hearing this year because it is not required.

EDA report. The committee reviewed the senior housing development and the forming of a committee for this. This committee recommended that Brian Paulson be the council representative for this committee.

Water/Wastewater report. The draft for the informational letter to the public about the change from quarterly billing to monthly billing was reviewed. This draft will be sent out.

A quote from Braun Pump for an automatic dialer was received. Thomas will develop a plan for all the dialers and then present this along with the quote when completed.

New employee Tom Grems is adjusting to the job.

Fire Department report. Quotes for turnout gear were presented.

Motion by Karow, seconded by Thomas to authorize the fire department to order new turnout gear (including jackets, pants, boots, and helmets) for 20 firemen at a cost of \$1,343 per fireman. Funds to come from the fire equipment fund. Carried. The council questioned when the clown car was to be moved. The fire department hopes to get it moved soon.

Park report.

Motion by Sexton, seconded by Karow to express appreciation to Kevin Steinbauer for all of his years decorating the water tower. Carried.

Motion by Sexton to transfer the unused budget amount of \$500 for the water tower decorations to the Christmas decorations fund. Motion dies for lack of a second.

Motion by Kaiser, seconded by Karow to not move the unused budget amount of \$500 from the water tower decorations to the Christmas decorations fund. Carried.

Sexton presented the park improvement design plan. A presentation was given to the County Park Board requesting funds for this project.

Attorney report. The Furniture Outlet water connection has not been completed yet.

Liquor store report. Manager Randy will do the inventory on January 1st and meet with Sanborn and the auditor at 1:00 p.m. Paulson will contact council if needed for help in counting.

Paulson asked for clarification for the recording of the profits seen in the liquor store in the last couple of months. The profits are seen in the checkbook balance.

Street report. Karow and Kaiser have been working with Alliant on the street light replacement for Main Street.

Motion by Karow, seconded by Thomas to purchase an extended trimmer at a cost of approximately \$550. Carried.

Discussion of the tree farm by the wastewater treatment facility.

Engineer report.

- Erosion Control Policy is still in process. The council feels that this is important to have in place.
- Repairs at 4th Street SW at Central Avenue W have been completed. The cost to install curb & gutter along 4th Street SW would be \$35 per foot. This will not be done at this time.
- MNDOT is ready to come before the council with the final plans and the cost sharing agreement.
- A copy of the letter sent to the Furniture Outlet about the requested installation of a fire hydrant by the building was presented to the council. The hydrant was not installed.

Motion by Sexton, seconded by Paulson to approve the final payment for the Jones 3rd Addition with the conditions as noted and recognizing that the lean waiver for Hagen excavation has not been signed yet. Carried.

The MPCA permit was received for the sanitary sewer extension to the school project. The east easement has been finalized with the Spinler property.

Motion by Paulson, seconded by Thomas to transfer \$20,000 from the liquor store fund to the general fund. Carried.

Motion by Sexton, seconded by Paulson to adopt as the final levy the following:

General Fund	85,336
Fire Relief	8,000
EDA Levy	7,440
97 Refinanced Bond	41,300
93 Sewer Improvement	40,800
94 Street Improvement	21,700
95 Street Improvement	16,000
Oakridge Bluffs	36,400
96 Water & Sewer	59,600
98 Street Improvement	58,500
2000 Improvements	37,750
Total Levy	412,826

Carried.

Motion by Thomas, seconded by Sexton to make the following budgeted transfers:

Economic Development Fund	3,000
Truck/Loader Fund	2,500
Capital Improvement Fund	3,000
Police Car Fund	500
Christmas Decorations Fund	250
Park Equipment Fund	5,000
Street Light Improvements Fund	1,500

Carried.

The annexation of the school should be finalized on Friday.

Motion by Thomas, seconded by Sexton to adopt a resolution authorizing the Mayor and City Clerk to seek legislation authorizing the establishment of a local sales tax. Carried.

The second regular council meeting was cancelled for this month. There is a strong possibility a special meeting will be needed for the Round-A-Bout project or a meeting with local legislators about the local sales tax. If needed a special meeting will be held on Wednesday, December 19, 2001.

The well head protection committee is meeting on December 12 to finish the current plan. Sexton suggested that the council representative for this board be changed to the water commissioner for next year.

The compost pile located at Jim's Garbage Service has been turned for this fall.

The pay grid will be adjusted now that the insurance benefit is the same for all employees.

Motion by Paulson, seconded by Karow to adjourn at 8:34 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Council Meeting
December 19, 2001
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. Council member Thomas arrived late. All members were present. Others attending were Steve Kirsch, Bob Pyfferoen, Bruce Bullert, Lois Nelson, Pat Merritt, Bruce Kubicek, and Gary Bruggeman.

The purpose of this meeting is to meet with MNDOT to review the final plans and timetable for the Round-A-Bout project.

Steve Kirsch explained the plan development process and the delays from the original plan. Bid letting will be on February 22. Work will begin 4 to 6 weeks later. Completion date is June 15, 2002.

Steele County costs for road improvements have been absorbed by MNDOT.

Total estimated cost of the project is \$2.3 million. The city cost will be the community signs estimated at \$17,700. The funding of this project should be dedicated by the state and should not be cut during the state budget situation now.

The city project to extend city services through the round-a-bout area should not cause any conflict between projects.

Steele County Engineer Gary Bruggeman expressed concerns about the snow removal and storage for this area.

The plans for the round-a-bout were reviewed. The Medford community sign will be approximately 2 ½ feet above the ground.

The city is requesting that the grass type on the round-a-bout is a low maintenance type, low growing.

The maintenance of the community signs, lighting for signs, and the bridge lighting, including the power bill, will be at the city's expense.

Motion by Karow, seconded by Sexton to authorize the city engineer Bruce Bullert to sign the title page of the plans for the Round-A-Bout project. Carried.

Motion by Thomas, seconded by Paulson to adjourn at 8:00 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

