

Regular Council Meeting  
March 26, 2018  
7:00 p.m.  
City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, and Scott Prestegard.

Others attending were Annie Harman, John Anhorn, Erin Sammon, Chris Baldwin, Kelly Schwartz, Lisa Ernste, and Tom Karnauskas.

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

Pledge of Allegiance.

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

Agenda. Add item L, Pictometry Flight to New Business. Motion by Sexton, seconded by Dempsey to approve the agenda as amended. All members voted aye for approval. Motion carried.

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

Approval of the February 26, 2018 regular meeting minutes and the March 19, 2018 special meeting minutes.

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

Approval of the February check register numbers E3149-E3174, 14646-14677, and 46225-46304.

Approval of the Medford Fire Relief Association Temporary Liquor License Request.

Approval of Scott Mittelstaedt being hired for the Public Works Worker position at \$17.75 per hour.

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

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

Planning & Zoning Board – did not meet.

EDA Board – did not meet.

Park Board – Council member Sexton gave a brief update of the Park Board meeting. The Medford Basketball Association is working on a proposal to pay for and provide break away backboards for the basketball hoops at Straight River Park.

City Attorney – none

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated he attended the third project management team meeting for the Co Rd 12 reconstruction project. Welti stated he attended the third state work group meeting on behalf of MAOSC for the purpose of reviewing MPCA permit fees. Welti stated he attended the Community Growth Initiative meeting to listen to projects being proposed as a result of the Bright Ideas Workshop.

Administrator Welti and City Clerk Jackson had met with Sydney Langeslag to make preparations for the 2018 pool season.

Welti stated Joe Duncan would be attending the April City Council meeting. Mike Bubany will also be present to make recommendations for financing the 2018 Street Project.

Staff from Abdo, Eick, and Meyers will present the 2017 Audit at the April City Council meeting.

City Clerk – none.

Public Works – Scott Prestegard presented a memo. Prestegard stated Public Works staff had performed general maintenance on trucks. Public Works staff continues to work on pothole patching. Public Works staff started decanting at the WWTF. Prestegard stated he had attended the water class in Rochester. Prestegard stated he had updated the information for the DNR Water Supply Plan.

Fire Department – none.

Unfinished Business – none.

Medford CGI Sign Presentation – Administrator Welti presented a memo. Administrator Welti stated in order for the project to move forward, the City would have to take ownership of the signs and be responsible for future maintenance. The signs would be considered governmental signs and would not require a city zoning permit.

The MMGA (Make Medford Great Again) presented the new signage project to the Council. MMGA stated there would be 4 signs. The MMGA stated the signs would allow local businesses and groups to display community event signs in a clear and clean manner.

The MMGA stated the potential impact of the New Signage Project could include:

- Give a “face” to the City of Medford
- Draws traffic further in to town
- Possible boosting business downtown
- Brings awareness of local events to attend
- Adds “traffic” and boosts the possibilities of new business opportunities.

Motion by Dempsey, seconded by Sexton to accept the new signage project proposal and City acceptance of ownership and maintenance of the new signs. All members voted aye for approval. Motion carried.

Municipal Liquor Store HVAC Replacement – Administrator Welti presented a memo. Welti stated the 2018 Municipal Liquor Store budget included replacement of the Muni rooftop HVAC system. The City requested quotes

from seven area HVAC contractors and received four quotes that ranged from \$10,812 (with additional options at additional cost) to \$27,857.

Administrator Welti reviewed the quotes with a councilmember (who has extensive HVAC experience) and made the recommendation that Council authorize BauernFeind Goedtel to replace the Muni rooftop HVAC unit for \$11,790.

Motion by Maas, seconded by Sexton to authorize BauernFeind Goedtel to replace the Muni HVAC unit for \$11,790. All members voted aye for approval. Motion carried.

Resolution 2018-08 Closing the 2004B Refunding Bond Fund #301, transferring the remaining cash balance to the 2018 Capital Project Fun, and transferring the special assessment receivable to the 2015 Scenic Heights Fund 304.

Motion by Sexton, seconded by Dempsey to approve Resolution 2018-08. All members voted aye for approval. Motion carried.

General Capital Projects Fund Balance – Administrator Welti presented a memo. Welti stated Council approved the creation of the 401 Depts. General Capital Projects Fund to begin saving money to pay for future capital expenses. The All Depts. fund was established to pay for a future municipal building, streets, or large capital project. Welti stated the current balance in the All Depts. fund is \$132,091. No action was taken by Council.

Resolution 2018-09 A Resolution Adopting a Five Year Multi-Hazard Mitigation Plan (Steele County)– Administrator Welti presented a memo. Welti stated relocation of park infrastructure, streambank stabilization, and mitigation of flood impact upon storm water infrastructure, homes, and the wastewater treatment plant were incorporated into the plan and /or included in the meeting documents section of the plan. Welti stated mitigation listed in the plan may be eligible for future mitigation funding if the City chose to mitigate and apply for FEMA mitigation funds.

Motion by Sexton, seconded by Dempsey to approve Resolution 2018-09. All members voted aye for approval. Motion carried.

Compensation Study – Administrator Welti presented a memo. Welti stated it is common for public, private, and nonprofit sectors to hire independent firms or individuals to complete classification and compensation studies to recommend changes to compensation plans.

Welti stated he contacted David Drown & Associates, Springsted, Fox Lawson, and Keystone Compensation Group for quotes for preparing a basic compensation and classification study for Medford. The quotes ranged from \$5,125 to \$7,200.

The HR Work Group and Administrator Welti proposed Council authorize David Drown and Associates to prepare a compensation and classification study for the City of Medford for \$6,750. The firm provides services to Cities throughout greater Minnesota and understands small communities, has experience working with small cities, proposed the most comprehensive survey process, and can complete the study so that recommendations may be included in the 2019 preliminary budget.

Motion by Nelson, seconded by Maas to authorize David Drown and Associated to prepare a compensation and classification study for the City of Medford for \$6,750. All members voted aye for approval. Motion carried.

Employee Class and Compensation Adjustment – Administrator Welti presented a memo. The HR Work Group and Administrator Welti recommended Council increase Scott Prestegard’s pay from \$19.06 to \$21.06 per hour because he has taken the lead on public works responsibilities. The increase would be effective upon the next pay period.

Welti stated the increase in pay is out of class. A new class or position will be developed during the Compensation Study to reflect Prestegard’s current responsibilities and the proposed increase in Prestegard’s compensation will be reevaluated, within the context of the new class or position, and after the new compensation plan is enacted, to determine if additional compensation is necessary.

Motion by Merritt, seconded by Sexton to approve the increase in Scott Prestegard’s hourly pay. All members voted aye for approval. Motion carried.

Process of Filling Public Works Vacancy – Administrator Welti presented a memo. Administrator Welti recommended that if the Public Works Supervisor Position is not filled by April 13, the City proceed with hiring a Public Works Worker utilizing applicants submitted through the current Public Works Worker posting.

City Council decided to leave the Public Works Supervisor Position open without a closing date to see what the City receives for applications.

Pool Wages – Administrator Welti presented a memo. Administrator Welti obtained pool wage information from neighboring communities of Kenyon, Hayfield, Wanamingo, and Owatonna. The City of Medford’s pool wages are comparable to the neighboring communities of similar size; however the wages are below Owatonna’s wages.

Administrator Welti recommended Council consider approving wage increases to reflect either Option 1, a \$.50 per hour increase, or Option 2, a \$.75 per hour increase.

Motion by Maas, seconded by Dempsey to approve Option 2, increasing the pool wages by \$.75 per hour. Nelson, Sexton, Maas, and Dempsey voted aye for approval. Merritt abstained. Motion carried.

Lawn Mowing – Administrator Welti presented a memo. Councilmember Merritt asked for a comparison of the cost of lawn mowing that is currently done by City staff with a quote provided by an outside contractor. The following information is provided for Council’s consideration.

2017 Lawn Mowing Expense incurred by the City was:

Labor (all inclusive)	\$6958
Lawn Mower Depreciation	\$1435
Fuel	\$797
Parts	<u>\$250</u>
Total	\$9440

A quote provided by Groundmasters was \$968 x 22 (times per season) = \$21,296

Request for Council Consideration – Administrator Welti presented a memo. Welti stated Fernando Gonzales intended to draw his Paid Time Off to below 40 hours during the last week of December 2017. However, he reported for snow removal duty on the day he intended to take off from work. At the end of the year Gonzales had 43.05 hours of PTO, and per City policy 40 hours of PTO were carried over to 2018, and the remaining 3.05 hours were deposited into EIB.

Fernando Gonzales is retiring on March 30, 2018 and requested the EIB balance of 3.05 hours be paid upon his last paycheck due to the fact he reported for snow plow duty.

Motion by Merritt, seconded by Sexton to pay Fernando Gonzales the EIB balance of 3.05 hours upon his last paycheck upon his retirement on March 30, 2018. All members voted aye for approval. Motion carried.

Pictometry for Steele County GIS – Administrator Welti presented a memo. Welti stated in 2016, Steele County’s participating communities paid \$900 (payable over three years) for the pictometry flight conducted once every 3 years to update aerial images for its geographic information system (GIS). Welti stated Steele County is asking the City of Medford contribute \$1,200 (payable over three years) towards the 2019 Pictometry Flight.

Administrator Welti stated the City of Medford staff uses the GIS system on a regular basis. The quality of the images continues to get better each time a flight is conducted and the additional \$100 per year would be well worth the investment.

Motion by Dempsey, seconded by Sexton to approve the additional \$100 per year for the 2019 Pictometry Flight. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, April 23, 2018, 7:00 p.m.

Board of Appeal and Equalization Meeting – Wednesday, April 25, 2018, 7:00 p.m.

Motion by Maas, seconded by Dempsey to adjourn the Regular City Council Meeting at 8:40 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.