

Regular City Council Meeting
October 22, 2018
7:00 p.m.
Medford School

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

Members absent were: None.

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

Others in attendance were: Grace Bartlett, John Anhorn, Chad Langeslag, Jeremy Smith, and Chris Baldwin.

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 – Motion by Sexton, seconded by Dempsey to approve the agenda as presented. 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 September 24, 2018 regular meeting minutes.

Approval of the September and October city and liquor store bills.

Approval of the September check register numbers E3313-E3340, 14938-14974, and 46779-46834.

Resolution 20148-25 Accepting Grant Award from FEMA for new SCBA packs for the Medford Fire Department in the amount of \$99,139.00

Approval of Regan Escrow refund.

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

Mayor's Report – Mayor Nelson presented her memo.

Planning & Zoning Board – did not meet.

EDA Board - Administrator Welti presented the minutes from the October 10, 2018 meeting.

2019 CEDA Contract – Motion by Nelson, seconded by Sexton to approve the 2019 CEDA contract. All members voted aye for approval. Motion carried.

Park Board – did not meet.

Fire Department – John Anhorn stated more extensive training had been done with the new fire truck.

City Attorney – none.

City Engineer -

Main Street reconstruction project 2021 – Administrator Welti presented a memo. Welti stated the proposed timeline is:

April-June 2019	Public Input Meeting (inform public of project, seek input and ideas to create draft version)
Nov. 2019-Feb. 2020	Preliminary engineering report with downtown beautification option for Council to act upon.
Mar. - April 2020	Final feasibility report with proposed assessments for Council to act upon.
Spring - Fall 2021	Construction.

Cooperative Agreement between Steele County and the City of Medford for Design and Construction of CSAH 45 – Administrator Welti stated the proposed agreement states that the preliminary engineering costs will be split 50/50 between the City and County. The final determination of the scope of work and cost split for the construction portion of the project will be determined after the Preliminary Engineering Report is presented for consideration. The initial proposal of the cost split to be considered for the construction portion of the project is included in the agreement.

Welti stated Bolton & Menk, the City’s Engineer would take the lead on the Main Street Project.

Motion by Dempsey, seconded by Sexton to approve the CSAH 45 cooperative agreement. All members voted aye for approval. Motion carried.

City Administrator – Administrator Welti presented a memo. Welti stated he attended the MAOSC meeting. Welti stated the Planning & Zoning Board will likely hold public hearings to review two conditional use permits for Medford Township Hall and the Medford Funeral Home and one interim use permit for Medford Senior Care. Welti stated the Mayor and Welti met with the owners of the Outlet Center.

City Clerk – Jackson presented the 2018 Year End Pool Report .

Jackson stated 2018 membership had decreased from 2017. Swimming lessons had increased slightly over 2017.

Public Works – Scott Prestegard presented a memo. Prestegard stated hydrant flushing and sewer line jetting was in progress. The pool has been winterized. Equipment is ready for winter.

New Business –

Updated Purchasing Policy – Administrator Welti presented a memo. Welti stated the proposed changes to the purchasing limit authorized by the City Administrator would allow the administrator to approve necessary Maintenance work on the water or wastewater system. The proposed threshold is increased from \$5,000 to \$10,000.

Purchases of less than \$500 are proposed to be increased to \$1,500.

Purchases from \$500 to \$10,000 are proposed to be increased to \$1,500 to \$25,000 (to align with changes made in state statute). Purchases in this range must be made by obtaining two quotes.

Administrator Welti stated the policy work group reviewed and recommended these changes. Motion by Sexton, seconded by Maas to approve the Purchasing Policy changes. Nelson, Sexton, Maas, Dempsey voted aye. Merritt voted nay. Motion carried.

Storm Damaged Trees Policy – Administrator Welti presented a memo. Welti stated the policy established procedures for City employees, Council, and residents’ responses to a severe weather occurrence.

Administrator Welti stated the policy work group reviewed and recommended Council consideration of the policy. Motions by Dempsey, seconded by Merritt too approve the Storm Damaged Trees Policy. All members voted aye for approval. Motion carried.

Health Insurance – Administrator Welti presented a memo. Welti stated the City’s current plan deductible will increase from \$3,600 to \$4,000 for individual coverage and increase from \$7,200 to \$8,000 for family coverage. The premium will increase by approximately \$40 per month for employees paying out of pocket premium expense above the amount the City covers for individual health insurance coverage, and \$50 per month for employees paying out of pocket premium expense above the amount the City covers for family health insurance coverage.

Employee-Only Coverage: The City of Medford’s “Employer Contribution” will be up to \$650 per month (Pre-Tax).
Family Coverage: The City of Medford’s “Employer Contribution” will be up to \$900 per month. (Pre-Tax)

Motion by Dempsey, seconded by Sexton to approve the increase in the City of Medford’s Employer Contribution amounts. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, November 26, 2018, 7:00 p.m.
Council Work Session to review WWTP connection study –
Truth in Taxation Meeting – Monday, December 17, 2018, 7:00 p.m.

Motion by Dempsey, seconded by Merritt to adjourn the Regular City Council Meeting at 8:25 p.m..

Minutes approved at _____meeting.

Submitted by _____City Clerk.

Signed by _____Mayor.