

Regular City Council Meeting  
March 28, 2022  
7:00 p.m.  
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, and Mark Rahrlick.

Others attending were Rich Quiring, Marie Sexton, and John Anhorn.

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

Pledge of Allegiance.

Concerns/Requests from General Public and Organizations – none.

Agenda – Motion by Langeslag, seconded by Bartlett 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 a separate action.

Approval of the February 28, 2022 regular council meeting minutes and the March 21, 2022 special council meeting minutes.

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

Approval of the February check register numbers E4342-E4368, 16515-16542, and 49840-49892.

Resolution 2022-06 Accepting Donation from SE Minnesota EMS in the amount of \$500.00 for the Medford Fire Department.

Resolution 2022-05 Accepting Donation from Evapco in the amount of \$200.00 for the Medford Park Trail Project.

Healthy Seniors of Steele County Temporary Gambling Permit Application Request.

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

Planning & Zoning Board – Chairman Quiring gave Council an update of the Planning & Zoning Meeting.  
Corner Lot Ordinance Recommendation – Chairman Quiring stated the Planning & Zoning Board recommended Council have the City Attorney review the City Code pertaining to corner lots and fence permit regulations. Motion by Bartlett, seconded by Langeslag to approve the Planning & Zoning Board recommendation. All members voted aye for approval. Motion carried.

EDA Board/Commissioner Report – Board did not meet.

Park & Pool Commissioner Report – Commissioner Mueller stated the Medford Park Trail project was almost complete. There was meeting with Ty Svenby about possible landscaping by the pool and tree removal in the park.

Water/Wastewater Commissioner Report – Commissioner Langeslag stated new meters were still being installed. There was a water main break that had been repaired.

Municipal Liquor Store Commissioner Report – Commissioner Bartlett stated the liquor store would have new credit card machines by the end of the week.

Streets Commissioner Report – Commissioner Merritt stated the street in the Jones addition were in terrible condition.

Capital Advisory Board – did not meet.

City Attorney – none.

City Engineer – none.

Fire Department – none.

Administrative Department –

Mayor –

Roundabouts – Mayor Thomas stated the State of Minnesota is looking at the current contract with the City and possible updates to the contract.

Administrative Director of Operations –

City Hall Summer Hours – Administrator Petersen presented a memo recommending Council approve summer hours for City Hall beginning the Friday of Memorial Day weekend. Motion by Bartlett, seconded by Merritt to approve City Hall closing on Fridays at 11:30 a.m. from Memorial Day weekend to Labor Day weekend. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Bartlett to change City Hall hours on Mondays to be 7:00 a.m. to 5:00 p.m. year round beginning May 2, 2022. All members voted aye for approval. Motion carried.

Public Works/General Update – Administrator Petersen presented a memo giving a brief update on public works and general city activities for the previous month.

Resolution 2022-07 A Resolution to Accept the Coronavirus Local Fiscal Recovery Fund Established under the American Rescue Plan Act – motion by Thomas, seconded by Bartlett to approve Resolution 2022-07. All members voted aye for approval. Motion carried.

Seasonal Public Works Worker Wage Discussion – Council consensus was to allow the full time public works workers to handle the lawn mowing for the 2022 season.

Park Bathroom Quotes – Administrator Petersen presented the quotes the City received regarding updates to the park bathrooms. No action was taken by Council.

Digital Sign Quotes – Administrator Petersen presented the quotes the City received regarding the digital sign. Council consensus was to ask the EDA Board for a contribution toward the cost of the sign at the next EDA meeting.

Valve Replacement Contractor Recommendation – Administrator Petersen presented the quotes the City received for the valve replacements. Administrator Petersen recommended Council approve P & R Construction’s bid of \$34,638 for valve replacements. Motion by Langeslag, seconded by Merritt to award the valve replacement to P & R Construction for the bid price of \$34,638. All members voted aye for approval. Motion carried.

City Clerk –

Resolution 2022-03 Designation Election Judges for the 2022 Special, Primary, and General Elections. Motion by Bartlett, seconded by Merritt to approve Resolution 2022-03. All members voted aye for approval. Motion carried.

Resolution 2022-04 Reestablishing Precincts and Polling Places – motion by Bartlett, seconded by Merritt to approve Resolution 2022-04. All members voted aye for approval. Motion carried.

City Financial Report – Clerk Jackson presented a memo.

Pool Wage Memo – Clerk Jackson presented a memo. Jackson stated she would be inquiring with neighboring communities about pool wages for the 2022 season and would be recommendations to Council at the April meeting.

Regular City Council Meeting – Monday, April 25, 2022, 7:00 p.m.

Board of Appeal & Equalization – Monday, April 25, 2022 6:00 p.m.

Motion by Mueller, seconded by Bartlett to adjourn the regular council meeting at 8:29 p.m.

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

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

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