

Special Council Meeting
March 7, 2016
7:00 PM
Medford City Hall

Members present: Nelson, Merritt, Sexton, Maas, and Dusek.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, and Adam Jirak.

Other in attendance: Ashley Stewart and Rich Quiring.

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

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

The purpose of this special meeting is to discuss the staffing within the public works department specifically the Public Works Director position.

Administrator Welti stated that Kucera has been with the city for over 10 years and has brought many positive aspects to the community. Public Works Director Kucera has received an offer from a larger neighboring city.

Mayor Nelson, Councilmember Maas, and Administrator Welti met with Kucera to discuss the City's options and receive input from Kucera on possible wage negotiations. Administrator Welti informed the council that Kucera made an offer back to the city in the mid \$30.00's. The mid \$30.00's exceeds the current wage scale. Neither the budget, nor the wage scale would allow for the city to go that high.

Mayor Nelson shared appreciation for Kucera's skills and stated that he is an asset to the City. Kucera represents the City well. Mayor Nelson wishes Kucera the very best and realizes that this will leave a hole in the community.

Councilmember Maas stated that the City is in a position that can't compete with larger cities. Small towns struggle with this constantly.

Councilmember Sexton acknowledges that the entire public works staff.

Kucera indicated he would stay until the end of March.

Administrator Welti will be searching for a contract operator due to the fact that no staff will have the proper licenses to run the wastewater treatment facility or the water treatment facility. Several small cities contract for operators.

Administrator Welti is asking for approval to post for a public works director position with the wage range as set in the City's wage scale.

Councilmember Merritt asked if we needed to keep the public works director position or if we should have a public works supervisor position.

Administrator Welti recommends staying on the same course and posting for a public works director position. If it happens that we do not receive qualified applicants, then look at options of switching to a public works supervisor.

Motion by Maas, seconded by Merritt to allow Administrator Welti to post the position for public works director with the wage range as set in the City's wage scale. All members voted aye for approval. Motion carried.

Administrator Welti thanked Kucera for his years of experience and work with the City.

Motion by Dusek, seconded by Sexton to adjourn the meeting at 7:25 p.m. All members voted aye for approval.
Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk

Signed by _____ Mayor

Special Council Meeting
March 28, 2016
6:00 PM
Medford City Hall

Members present: Nelson, Merritt, Sexton, Maas, and Dusek.

Members absent: None.

City staff and consultants in attendance were Andy Welti and Amber Kniefel

Other in attendance: None.

Mayor Nelson called the meeting to order at 6:00 PM.

The purpose of this special meeting is to conduct Andy Welti's annual performance appraisal as City Administrator.

Administrator Welti requested the meeting be closed to the public. The basis for closing the meeting is to conduct a performance appraisal pursuant to Minn Stat Sec 13D.05 Subd. 3.

Mayor Nelson asked Andy Welti and Amber Kniefel to exit the meeting room for the initial discussion. Andy Welti will be asked to join the meeting when the Council completes their discussion.

Motion by Maas, seconded by Sexton to close the meeting at 6:05 p.m. All members voted aye for approval.
Motion carried.

Council asked Andy Welti to join the meeting at 6:45 p.m.

Motion by Dusek, seconded by Merritt to come out of closed session at 7:05 p.m.

Motion by Maas, seconded by Merritt to adjourn the meeting at 7:05 p.m. All members voted aye for approval.
Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk

Signed by _____ Mayor

Regular Council Meeting
March 28, 2016
7:00 p.m.
City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, and Mark Rahrlick.

Others attending were Anna Segner, Pat Merritt, Jerry Paschke, Joe Maas, Brenda DeMars, and Rich Quiring.

Mayor Nelson called the meeting to order at 7:14 p.m.

Pledge of Allegiance.

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

Motion by Dusek, seconded by Maas 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 February 22, 2016 regular meeting minutes and the March 7, 2016 special meeting minutes.

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

Approval the February check register numbers E2609-E2630, 13629-13667, and 44237-44319.

Resolution 2016-15 Accepting Grant Award from Insty Prints for \$100.00 for Donation Envelopes.

Resolution 2016-16 Accepting Donations from Pat & Kay Merritt (\$25.00 in memory of LaVonne Merritt), Don Dagne (\$5.00), Dean Lechner (\$5.00), Mac Bowman (\$5.00), and Al Jirele (\$5.00) for the Medford Park Endowment Fund.

Resolution 2016-17 Accepting Donations from the Gregory Quick Family (\$100.00), Dave & Mary Zabel (\$100.00), and the Heim Family (\$137.00) for the Medford Veterans Memorial.

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

Mayor's Report.

The Mayor attended the Coalition of MN Cities meeting.

Planning & Zoning Board.

Lot Split Request from Priscilla Parrish and Joe Maas for Lots 2, 3, and 4, Block 28. Planning & Zoning Board recommendation is to approve the lot split request as presented.

Motion by Sexton, seconded by Dusek to approve the lot split request for lots 2, 3, and 4, Block 28 as presented. All members voted aye for approval. Motion carried.

Conditional Use Permit request from Joe Maas for a townhome to be built on the two lots that were previously approved for the lot split. Planning & Zoning Board recommendation is to approve the conditional use permit as requested.

Councilmember Sexton asked about the common wall agreement and whether or not the council will be reviewing the agreement. Administrator Welti stated that the common wall agreement and the covenants will be approved by the staff before issuance of a building permit. The agreements are to be filed with the County.

Motion by Dusek, seconded by Sexton to approve the conditional use permit for parts of lots 2, 3, and 4, Block 28 as presented. All members voted aye for approval. Motion carried.

EDA Board – Councilmember Dusek presented the minutes from the March 9, 2016 EDA meeting.

Tim Penny was in attendance to give information to the EDA Board on SMIF.

The next EDA networking event is this Thursday at the Medford Bus Company from 5:30-6:30 p.m.

Park Board – Jerry Paschke recapped the Park Board Open House that was held on March 9, 2016. Citizens were invited to give input on the different parks. Seven community members were in attendance. A possible eagle scout project was discussed involving a trail to be added at the Frank Woodfill Wildlife Refuge. They will be coming to the next Park Board meeting to discuss further.

Veterans Committee – Public Works Director Kucera presented the Veterans Committee minutes from the March 9, 2016 regular meeting.

The Veterans Committee is done with fundraising. The committee has raised enough funds to finish the Memorial.

Councilmember Sexton inquired about the donation sign and if it will remain in its current location. Sexton would like to see the donation sign moved as to not take away from the Veterans Memorial. Kniefel will add the placement of the donation sign to the next Veterans Committee meeting agenda.

City Administrator – Administrator Welti informed the City Council that the final audit will be presented at the regular April meeting.

POS System at the Muni – After considerable research, Administrator Welti has decided to postpone the purchase of a new POS system for one or two years. Administrator Welti stated that the unknown effect of new competition with non-liquor sales may have a significant impact on profits in 2016. In addition, improvements to the flooring

and bar must be made in the near future. Proper planning needs to occur before purchasing a new point of sales systems for approximately \$9,000.00.

Administrator Welti contacted Steele County Administrator Elvebak to inquire about interest in working to obtain funds to preserve a portion of the former Girl Scout Camp property which is currently outside City limits. The request was taken to a committee and the result was that there was no interest from the County to either secure funding or establish new green space.

Resolution 2016-18 Certifying Unpaid Bills to Steele County.

Motion by Dusek, seconded by Maas to approve Resolution 2016-18 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Department – Public Works Director Kucera Memo.

No update on the appeal from the Minnesota Department of Public Safety for the cost overrun on the storm sewer outfall repair project.

The City of Medford needs to update the Water Supply Plan for the Minnesota Department of Natural Resources by October 15, 2017.

2016 Capital and Equipment Items:

Replace the 2007 JD Lawn Mower X748. Trade in value for the 2007 John Deere lawn mower is \$4,500.00. AgPower Enterprises came in with the low bid for a John Deere X758 for \$12,500.00. With the trade in, the total cost would be \$8,000.00, a \$5,390.00 savings from the budgeted amount. Public Works Director Kucera recommends to the City Council to purchase the John Deere X758 for \$8,000.00.

Motion by Nelson, seconded by Sexton to purchase a John Deere X758 for \$8,000.00 with the trade in of the John Deere X748 for \$4,500.00 as presented. Aye: Nelson, Sexton, Dusek, Maas Nay: Merritt. Motion carried.

Councilmember Merritt asked about hiring out the City mowing. Public Works Director Kucera stated that he did analyze hiring out the mowing and it remains more cost effective to have City staff mow.

Crack Repair/Seal Coat Walkways (Oakridge Bluffs, Straight River Park, Round a Bout). Kucera received quotes to perform the crack repairs and seal coating. The low bid came in from Seykora Asphalt Maintenance and Paving for \$5,714.00. Kucera recommends to the City Council to hire Seykora Asphalt Maintenance and Paving for \$5,714.00. This is a savings of \$8,036.00 from budgeted amounts.

Motion by Merritt, seconded by Dusek to approve contracting with Seykora Asphalt Maintenance and Paving for \$5,714.00 as presented. All members voted aye for approval. Motion carried.

Replace Roofing on the sludge building and the disinfection building at the wastewater plant. Councilmember Merritt has recused himself due to the fact that one of the bids for the wastewater roofs was from a company that he works for.

The low bids came in very close. Kucera considered the materials that were quoted in the bids in order to pick the best option for the City. Kucera recommended to the City Council to hire Schwickert's for \$8,970.00 to replace the roof of sludge building and the disinfection building at the wastewater plant.

Motion by Maas, seconded by Dusek to approve the bid from Schwickert's for \$8,970.00 to replace the roof of the sludge building and the disinfection building as presented. Aye: Nelson, Sexton, Maas, Dusek Abstain: Merritt. Motion carried.

Lift Station 3 Remodel. Kucera requested quotes to replace the control panel, pumps, and floats. The new panel will have variable frequency drives (VFD's) to allow us to install three phase pumps like all the other pumps in the City. The low bid came in from Quality Flow Systems, Inc. for a total price of \$21,980.00 This is a \$19,220.00 savings from what was budgeted. Kucera recommends to the City Council to hire Quality Flow Systems, Inc. for \$21,980.00.

Motion by Maas, seconded by Merritt to approve the low bid from Quality Flow Systems, Inc. for \$21,980 for the lift station remodel as presented. All members voted aye for approval. Motion carried.

Crack Repair/Seal Coat Asphalt. Kucera received quotes to perform crack repairs and seal coat with emulsion at the wastewater plant. The low quote came in from Seykora Asphalt Maintenance and Paving for \$1,713.00. Kucera is recommending to the City Council to approve the low quote from Seykora Asphalt Maintenance and Paving for \$1,713.00. This is a savings of \$1,287.00 from what was budgeted.

Motion by Merritt, seconded by Dusek to approve the low quote from Seykora Asphalt Maintenance and Paving for \$1,713.00 as presented. All members voted aye for approval. Motion carried.

Crack Repair and Seal Coat Streets. Kucera obtained quotes for two areas this year. The base area is scheduled for 2016. The additional area is scheduled for 2017. The 2017 area is small so to maximize funds, Kucera is recommending to the City Council to do both areas this year. The base area total quote for crack repairs and seal coating is \$40,982.90. The additional area total quote is \$7,184.57. The total would be \$48,167.47 for both the base area and the additional area. Total budgeted for 2016 is \$45,000.00. The \$3,167.47 that the quote is over the budgeted amount will be covered by the savings realized from the park crack repair/seal coat of the walkways.

Seykora Asphalt Maintenance and Paving came in with the low quote for the crack repair for both the base area and the additional area at \$11,471.54. Kucera is recommending to the City Council to approve the low quote from Seykora Asphalt Maintenance and Paving for \$11,471.54 for both the base area and the additional area.

Motion by Maas, seconded by Sexton to approve the recommendation to hire Seykora Asphalt Maintenance and Paving for the crack repair of both the base area and the additional area for \$11,471.54. All members voted aye for approval. Motion carried.

Pearson Bros. came in with the low quote for seal coating for both the base area and the additional area at \$36,695.93. Kucera is recommending to the City Council to approve the low quote from Pearson Bros. for \$36,695.93 for both the base area and the additional area.

Motion by Maas, seconded by Merritt to approve the recommendation to hire Pearson Bros. for the seal coating of both the base area and the additional area for \$36,695.93. All members voted aye for approval. Motion carried.

Replace 2002 Dodge 2500. Kucera has been researching used service trucks to replace the 2002 Dodge. Kucera found a 2008 Ford F450 XL package for \$19,950.00. The total cost of the truck would be \$21,356.75 including the sales tax, title transfer, and the license plates. This is a savings of \$7,493.25 from what was budgeted. Kucera is recommending to the City Council to purchase the 2008 Ford F450 XL for \$21,36.75.

The City Council reviewed the need of another service truck, the color of the truck, and place the truck will be stored.

Motion by Nelson, seconded by Sexton to approve the purchase of the 2008 Ford F450 XL for \$21,346.75 as presented.

Aye: Nelson, Dusek, Sexton Nay: Maas and Merritt. Motion carried.

Mayor Nelson presented Rich Kucera with a plaque thanking him for his 11.5 years of service with the City of Medford.

Unfinished Business –

City Facility Update – Brunton Architects estimated the project based upon the initial square footage and preferred construction materials at \$2.8-\$3.1 million to build the facility. The City's debt limit is \$2.45 million.

Administrator Welti recommends that representatives from the fire department and/or the City contact Medford and Deerfield Townships to discuss the project and potential contributions.

Council consensus is to allow Administrator Welti to move forward with contacting Medford and Deerfield Townships.

New Business –

County Road Construction Updates. The County anticipates that County Road 12 west of the freeway, not within City limits, to be started in 2018 or 2019.

County Road 45 (Main Street) is currently scheduled for 2019 or beyond. The City will need to decide on infrastructure. The project will be done when both the City and the County agree upon the project.

Resignation of Public Works Director and Hiring of Public Works Worker.

Motion by Dusek, seconded by Merritt to accept the resignation of Rich Kucera from the City of Medford's Public Works Director position effective March 31, 2016. All members voted aye for approval. Motion carried.

Administrator Welti made a recommendation to the City Council to hire Fernando Gonzales, pending HR checks, for \$16.00 per hour for the full-time Public Works Worker position. Gonzales indicated that he could start employment on March 29, 2016.

Motion by Merritt, seconded by Dusek to hire Fernando Gonzales at \$16.00 per hour with a start date of March 29, 2016. All members voted aye for approval. Motion carried.

Administrator Welti informed the Council that there could be another public works worker position open due to an employee leaving. If the position opens, Administrator Welti recommends proceeding with hiring a public works worker, salary range of \$13.50-\$18.99, following the rank and order of the recent public works worker hiring process.

Motion by Dusek, seconded by Maas to approve proceeding with hiring a public works worker, salary range of \$13.50-\$18.99, following the rank and order of the recent public works worker hiring process. All members voted aye for approval. Motion carried.

Jason Biesterfeld is willing to continue part-time until the positions are filled.

Motion by Maas, seconded by Dusek to approve allowing Biesterfeld to continue working at the City on a part-time basis until the positions are filled. All members voted aye for approval. Motion carried.

Water and Wastewater Contract Operator. The City of Medford needs to contract with a licensed water and wastewater operator until the City has a licensed operator on staff to run the facilities. Administrator Welti received three bids for a contract operator. Administrator Welti is recommending to the City Council to contract with Richard Olson with the low bid of \$789 per month, plus \$28.00 per hour for time above the monthly contract rate. Richard Olson is able to start on March 29, 2016 with hourly orientation and April 1, 2016 with the monthly contracting.

Motion by Maas, seconded by Sexton to approve the contract operator award to Richard Olson for \$789 per month plus \$28.00 per hour for time above the monthly contract rate effective March 29 for the hourly orientation and April 1 for the monthly contract. All members voted aye for approval. Motion carried.

HR Working Group Recommendations.

The HR working group reviewed the salary wage scale and is recommending approving Adam Jirak's wage increase by \$.75 per hour raising his wage from \$16.16-\$16.91. The increase is due to added work load and responsibilities.

The HR working group is recommending to increase an employee's wage by \$.50 per hour for each water and wastewater license obtained while working for the City of Medford. Licenses obtained before employment with the City of Medford would not be included. Also, any licenses obtained for water and wastewater that are over and above the required licenses would not be eligible for the hourly increase.

The HR working group is recommending to create and post for a Public Works Supervisor position depending on the applications received for the Public Works Director position.

Motion by Sexton, seconded by Maas to approve the wage increase of \$.75 per hour for Adam Jirak going from \$16.16 to \$16.91 due to added work load and responsibilities effective immediately. All member voted aye for approval. Motion carried.

Motion by Maas, seconded by Dusek to approve the \$.50 per hour increase for each water and wastewater license obtained while being employed by the City of Medford. All members voted aye for approval. Motion carried.

Motion by Dusek, seconded by Merritt to create and post for a public work supervisor if the City does not receive qualified applicants for the public works director position. All members voted aye for approval. Motion carried.

Board of Appeal and Equalization will be held on Tuesday, April 12, 2016 at 7:00 p.m.
The next regular City Council meeting will be held on Monday, April 25, 2016 at 7:00 p.m.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 9:17 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor