

Regular Council Meeting  
April 23, 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, Scott Prestegard, Mark Rahrlick, Joe Duncan, Tom Olinger, and Mike Bubany.

Others in attendance were Scott Kozelka, Chris Baldwin, Erin Sammon, Annie Harman, and Kelly Schwartz.

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

Straight River Days and Civic Club Requests – The chairperson of the Civic Club, Erin Sammon presented the different events that will be held during Straight River Days, June 14-16, 2018. Thursday evening is the 5<sup>th</sup> annual Miss Medford Pageant. Friday will be the parade and the party in the park with a band. Saturday will be many events throughout the City.

Parade Permit Request and waiving the parade permit fee.

The Civic Club is requesting temporary golf cart permits for the weekend of Straight River Days.

Motion by Dempsey, seconded by Merritt to approve the parade permit and golf cart passes for the Civic Club for Straight River Days, waiving the parade and golf cart permit fees. All members voted aye for approval. Motion carried.

Auditors 2017 Final Audit Report – Tom Olinger presented the management letter to the City Council. Mr. Olinger gave a brief recap of how all the funds did for 2017. General Fund revenues came in higher than expenditures. Expenditures were lower than budgeted.

The cash balance of the water and sewer funds is increasing. The Municipal Liquor Store Fund had an increase in cash of approximately \$14,000.00

Consent Agenda- Agenda items are approved by one motion unless a Council members requests separate action.

Approval of the March 26, 2018 regular meeting minutes.

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

Approval of the March check register numbers E3175-E3197, 14678-14708, and 46305-46378.

Motion by Sexton, seconded by Merritt 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 – Administrator Welti presented the minutes. The EDA Board made a recommendation to Council to approve a contribution up to \$2,000.00 of EDA funds to the Medford CGI Sign Project.

Motion by Merritt, seconded by Dempsey to approve the EDA Board's recommendation for the City to contribute up to \$2,000.00 of EDA funds to the Medford CGI Sign Project. All members voted aye for approval. Motion carried.

CEDA Coordinator Report – Administrator Welti presented the report.

Park Board – did not meet.

Veterans Committee – Clerk Jackson presented the minutes. The Veterans Committee approved paying for 3 directional signs to be purchased.

City Attorney – none.

City Engineer – City Engineer Joe Duncan gave a brief recap of the bids received for the 2018 Street Project. The lowest responsible bidder for the full contract in the amount of \$298,198.79, which includes the base bid and alternate #1 (3<sup>rd</sup> Ave SE street repair) and alternate #2 (street patching throughout the City) was R.A.W. Construction of Faribault.

Resolution 2018-01 Accepting Bid – Motion by Sexton, seconded by Maas to approve Resolution 2018-01. All members voted aye for approval. Motion carried.

Mike Bubany, David Drown & Associates, 2018 Street Project financing recommendations – Mike Bubany presented recommendations to Council for financing the 2018 Street Project. The preferred recommendation was to use a MIDI loan with a 10 year term. Bubany recommended Council authorize City staff to submit a loan application to MN Rural Water Association for funding for the 2018 Street Project.

Motion by Maas, seconded by Dempsey to approve the recommendations and authorize staff to submit a loan application to MN Rural Water Association. All members voted aye for approval. Motion carried.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated he attended the monthly project management team meeting for the Co Rd 12 reconstruction project. Welti stated he attended the April state work group meeting on behalf of MAOSC for the purpose of reviewing MPCA permit fees. Welti stated he attended the MAOSC meeting to provide a report on the MPCA advisory group work.

Welti stated interviews of lifeguards for the 2018 pool season had been conducted. Welti will continue to make contacts in an attempt to recruit and hire lifeguards for the 2018 season.

Welti stated the former school football field site and a parcel of land to the south of the Medford Schools had generated interest from local builders and developers who have inquired about development in Medford.

City Clerk – none.

Public Works – Scott Prestegard presented a memo. Public works staff performed general maintenance on the trucks. Prestegard stated training of the new public works employee was going well. Both public works employees attended the MSHA class in Owatonna. Public works is working on potholes.

Fire Department – none.

New Business –

Classification and compensation study benchmarks – Administrator Welti presented a memo. Welti stated Tessia Melvin with David Drown & Associates had developed a list of benchmark cities. These cities will be surveyed and the data collected will be used to create a set of recommendations for compensation.

Tessia Melvin also proposed the jobs to be benchmarked. All jobs will be evaluated; however, additional survey work will be conducted on the benchmark jobs.

The goal would be to have the recommendations presented to Council by the end of June so they could be incorporated into the preliminary budget.

Motion by Maas, seconded by Merritt to approve the benchmark cities and jobs recommended by Tessia Melvin with David Drown & Associates, with the addition of Blooming Prairie and Dundas to the benchmark cities. All members voted aye for approval. Motion carried.

2018 pool staffing – Administrator Welti recommended to the City Council to hire Sydney Langeslag, pool manager, Morgan Langeslag, assistant pool manager, Ben Sutcliffe, Madison Schletty, Mikayla Savig, Halli Zumbrenen, Brock Merritt, and Brayden Beede as lifeguards.

2018 Pool Season Staff Wages:

- Pool Manager \$13.50/hour
- Assistant Pool Manager \$11.50/hour
- WSI & Teach Lessons \$11.00/hour
- WSA (if applicable) \$10.50/hour
- Returning Lifeguard \$10.50/hour
- New Lifeguard \$10.25/hour

Motion by Sexton, seconded by Dempsey to approve the recommendations for the hiring of the 2018 pool season employees. Nelson, Sexton, Maas, and Dempsey voted aye for approval. Merritt abstained. Motion carried.

Lifeguard Training – Administrator Welti presented a memo. Welti obtained lifeguard training fee information from neighboring communities. Lifeguards are required to obtain Lifeguard/First Aid/CPR/AED certification, which must be renewed every two years.

To teach swimming lessons, lifeguards must also obtain Water Safety Instructor Certification, which must be renewed every two years.

Lifeguards – City 1: Certification \$150 – No reimbursement.

Recertification \$75 (non-resident), \$29(resident), If recertifying, City will cover cost for the 10 hour course.

City 2: Certification \$185 – Reimbursed \$150 after 3 months, Recertification \$29

WSI - City 1: Certification \$150 – if already a lifeguard, City will reimburse

City 2: Certification \$250 – City reimburses up to \$100, Community Ed reimburses up to \$100, can renew online for free.

Suggested Lifeguard and WSI Certification Reimbursement Policy –

A lifeguard who has obtained an initial lifeguard certification is eligible for reimbursement of up to \$125 for the cost of the initial certification. The guard must work an entire pool season to receive the reimbursement. A copy of the invoice for the course must be submitted to the City within a month of the end of the pool season.

A lifeguard who has obtained an initial WSI certification is eligible for reimbursement of up to \$150 for the cost of the initial certification. The guard must work an entire pool season as a WSI to receive the reimbursement. A copy of the invoice for the course must be submitted to the City within a month of the end of the pool season.

Council tabled the Lifeguard Training Reimbursement policy.

Process of filling public works vacancy – Administrator Welti presented a memo. Welti stated interview for the Public Works Supervisor position were conducted on April 11, 2018. The City received three applicants.

An offer was made to the top candidate, who chose to stay with his current City. The second applicant came to the interview and informed the panel that the applicant would no longer be in the running because of circumstances beyond our control. The third applicant withdrew his application the day of the interview.

Administrator Welti recommended to Council to leave the position open in an effort to recruit a Public Works Supervisor. At a later date, a special meeting could be called to move to hiring a worker or pursuing other options.

Council consensus was to continue discussions on additional options for the Public Works vacancy.

Regular City Council Meeting – Monday, May 21, 2018, 7:00 p.m.

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

Annual League of Minnesota Cities Conference – June 20-22, St Cloud

Motion by Maas, seconded by Dempsey to adjourn the Regular City Council meeting at 8:45p.m.

Minutes approved at \_\_\_\_\_meeting.

Submitted by \_\_\_\_\_City Clerk.

Signed by \_\_\_\_\_Mayor.

