

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

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

Members absent: Dempsey.

City Staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Scott Prestegard, Mark Rahrick, and Mike Bubany.

Others in attendance were Rick Hager, Greg Sanborn, Rich Kucera, Kelly Schwartz, and Chris Baldwin.

Mayor Nelson called the meeting to order at 7:01 p.m.

Pledge of Allegiance.

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

Agenda – Motion by Sexton, seconded by Nelson 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 April 23, 2018 regular meeting minutes and the April 25, 2018 Board of Appeal and Equalization meeting minutes.

Approval of the April and May City and Liquor Store bills.

Approval of the April check register numbers E3198-E3218, 14709-1477, and 46379-46453.

Approval of LMCIT Liability Coverage – Waiver Form

Motion by Maas, 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 – Administrator Welti stated the Planning and Zoning Board had a public hearing on a lot combination request from Andrew Nevils. Nevils requested Lot 7, Block 40, Johnson & Company's Addition (Parcel No. 16-101-4007) and Lot 1, Block 3, Jones First Addition (Parcel No. 16-105-0301) be combined.

Welti stated the Planning and Zoning Board recommended Council approve the lot combination request from Andrew Nevils. Motion by Sexton, seconded by Maas to approve the lot combination. All members voted aye for approval. Motion carried.

Administrator Welti presented the minutes from the Planning and Zoning Board. Welti stated the Planning and Zoning Board discussed fence setbacks for I-1. The Planning and Zoning Board discussed the distance, possible reasons for a 10 foot setback and wanted more information as to fence setback distances of similar districts in other communities.

Administrator Welti stated he reviewed with the Planning and Zoning Board, a memo drafted by the City Attorney, and a memo created by the League of Minnesota Cities regarding variances.

EDA Board – did not meet.

Park Board – did not have quorum.

City Attorney – none.

City Engineer –

Mike Bubany, David Drown & Associates, 2018 Street Project

Resolution 2018-11, Authorizing the Issuance, Sale and Delivery of \$308,000 G.O. Improvement Bond, Series 2018-A; 2018 Street Improvement 2018-01

Mike Bubany gave Council an updated overview on the G.O. Improvement Bond process.

Administrator Welti stated one change to Resolution 2018-11 upon verification from bond counsel. Section 2.01, Interest Rate and Principal Maturities needed to be amended to read “The Note shall bear interest at the annual rate of 3.90 percent and shall mature on the dates and in the installment amounts shown below:

Motion by Maas, seconded by Sexton to approve Resolution 2018-11 as amended. All members voted aye for approval. Motion carried.

City Administrator – Administrator Welti presented a memo. Welti stated he attended the monthly project management team meeting for the Co Rd 12 reconstruction project. Welti stated the engineers discussed whether to upsize and replace a culvert directly south of the Outlet Center.

Welti stated he attended the May state work group meeting on behalf of MAOSC for the purpose of reviewing MPCA permit fees.

Welti stated City Engineer, Joe Duncan will provide an update to Council as soon as the initial project management meeting has been scheduled with the contractor who will be completing the 2018 Street Improvement Project. It is tentatively scheduled to begin mid-July 2018.

Welti stated he met with a developer who had made an offer on the former school athletic field site.

Welti stated the HVAC system was replaced at the Muni. City staff has been preparing for Straight River Days. Welti stated he plans on attending the League of Minnesota Cities annual conference June 20-22 in St. Cloud.

Welti stated a Planning and Zoning special meeting will be held on June 4, 2018 to hear a variance request for a proposed principal structure setback.

City Clerk – Jackson gave Council a brief update on the Minnesota Municipal Clerk’s Institute that she attended April 30-May 4.

Public Works – Scott Prestegard presented a memo. Prestegard stated staff continued to repair potholes, and perform general maintenance on trucks. Scott Mittelstaedt attended a CPO class in Rochester. Prestegard stated staff was preparing the pool for the season. Prestegard stated the street sweeping was completed.

Fire Department -

Bid SCBAs – Administrator Welti presented a memo. The Medford Fire Department had been awarded a FEMA grant to purchase SCBA packs. The FEMA grant will cover approximately 95% of the cost. The Fire Department and Administrator Welti have coordinated the bid effort.

Motion by Sexton, seconded by Merritt authorizing the City to prepare and publish the bid request for the purchase of the Medford Fire Department SCBA equipment. All members voted aye for approval. Motion carried.

2018 Pool Staffing – Administrator Welti presented a memo. Administrator Welti and Clerk Jackson recommend Council approve the hiring of the following 2018 Pool Staff:

Pool Manager & WSI	Sydney Langeslag
Assistant Pool Manager	Morgan Langeslag
Returning Lifeguard & WSI	Allie Keilen
Returning Lifeguard & WSI	Ben Sutcliffe
Returning Lifeguard	Madison Schletty
Returning Lifeguard	Mikayla Savig
New Lifeguard	Halli Zumbrenen
New Lifeguard	Brock Merritt
New Lifeguard	Brayden Beede
New Lifeguard	Gunner White

Motion by Maas, seconded by Sexton to approve the hiring of the 2018 Pool Staff. Nelson, Sexton, and Maas voted aye for approval. Merritt abstained. Motion carried.

Lifeguard training – Administrator Welti presented a memo. Administrator Welti presented a potential Lifeguard and WSI Certification Reimbursement Policy as follows:

A lifeguard who has obtained an initial lifeguard certification is eligible for reimbursement of up to half of 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 half of 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.

Motion by Maas, seconded by Sexton to approve the Lifeguard and WSI Certification Reimbursement Policy as stated. Nelson, Maas, and Sexton voted aye for approval. Merritt abstained. Motion carried.

Medford Beautification Committee request - A memo was sent to Administrator Welti requesting \$1,400 to pay 2017's outstanding debts and to kick off the project for 2018. The Medford Beautification Committee organizes and maintains the planters on Main Street.

Council consensus wanted more information on the planter project, costs, and donations.

CGI signs-easement expense – Administrator Welti presented a memo. Welti stated the CGI sign project is moving forward and had obtained permission from property owners to place signs upon properties. City Attorney Rahrlick provided an estimate of approximately \$1,000 to draft three easements for the CGI project to move forward.

Motion by Maas, seconded by Sexton to cover \$1,000 of the easement expense with the EDA contribution approved at the April Council meeting. All members voted aye for approval. Motion carried.

Public Works pickup truck purchase – Administrator Welti presented a memo. Welti and City staff recommended purchasing a ½ ton pickup truck; it will be able to pull a trailer and haul equipment or materials. Staff will proceed with selecting the pickup truck, obtaining quotes, and presenting quotes to Council at the June meeting.

Public Works job posting – Administrator Welti presented a memo. Welti recommended the City proceed with posting and hiring a PT Public Works Worker (temporary position, pay based on experience, approximately 10-20 hours per week). Council consensus was to post the position as temporary seasonal and 20+ hours a week.

Motion by Sexton, seconded by Merritt to post and hire a PT public Works Worker (temporary seasonal position, pay based on experience, 20+ hours a week). All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, June 25, 2018, 7:00 p.m.
League of Minnesota Cities Annual Conference – June 20-22, St. Cloud

Motion by Maas, seconded by Merritt to adjourn at 8:23 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.