

Regular Council Meeting  
February 22, 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, Joe Duncan and Mark Rahrlick.

Others attending were Ashley Stewart, Anna Segner, Pat Merritt, and Jerry Paschke.

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 – Add “F” under new business for appointment of board members.

Motion by Sexton, seconded by Merritt to approve the agenda as amended. 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 January 25, 2016 regular meeting minutes.

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

Approval the January check register numbers E2583-E2608, 13594-13628, and 44158-44236.

Resolution 2016-07 Accepting Donations from John Antrum (\$5.00), Garret Jedeloh (\$5.00), Wagner’s Lunch (\$5.00), and Ron Schouweler (\$5.00) for the Medford Park Endowment Fund.

Consent agenda questions.

Bills - Councilmember Sexton asked about the bill from Faribo Air Conditioning and Heating at the Liquor Store. The bill was for the repairs to the roof top heating unit at the Liquor Store.

Councilmember Merritt stated that the next time a furnace, air conditioner, etc. needs repairs that the City get a quote for a new one to compare the cost of a new one versus repair costs.

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

Mayor’s Report.

Mayor invited the Council to join her on a visit to the Capital on March 16, 2016 to visit our legislators about the needs of Medford.

Casey’s anticipates that they will be open in early April.

The City Administrator has been with the City for just about one year. The council will hold an employee evaluation at the March City Council meeting. City Attorney Rahrlick will supply the Council with an outline of the process.

Senator Vicki Jensen gave the City Council an update of what will be going on at the Capital during this session. The first day of the session is March 8 and will be 10 weeks long. 2016 is a bonding year. Senator Jensen will be focusing on a bonding bill of 200 million dollars for local bridges and roads for cities and counties.

Mayor Nelson addressed the Municipal Complex Facility Plan and the possibility of a bonding bill for the City of Medford.

If the council chooses to move in the direction of a Municipal Complex Facility, the question will be on the ballot for the voters this November 2016.

The City would know if they were approved for a bonding bill by May and would be able to inform the public before the vote.

The legislators want to know that the City is committed and really invested.

Senator Jensen spoke about the Local Government Aid formula. Mayor Nelson would like to see the formula changed so that Medford's disbursement is similar to other cities our size and in our area.

Park Board – Jerry Paschke presented the minutes from the February 3, 2016 Park Board meeting. There will be a public meeting on March 9, 2016 at 6:00 p.m. to receive community input on the parks and the master park plan.

The Park Board changed the April meeting date to Monday, April 4, 2016 at 7:00 p.m.

Councilmember Merritt asked the Park Board to discuss a permanent location for the ice rink.

Councilmember Sexton informed the Council that the Steele County Park Board approved a grant of \$5,000.00 to the City for a new pergola at the Medford Pool.

Veterans Committee – Public Works Director Kucera presented the Veterans Committee minutes from the February 10, 2016 regular meeting.

The Veterans Committee made a recommendation to the City Council not have the Memorial Site cleared of snow during the winter months. They reported that other Veterans Memorials in the area do not clear the snow.

Councilmember Sexton clarified that the Relief Association donation that is addressed in the minutes is about the meat raffle.

City Attorney – Rahrck explained how the Council could run the employee evaluation meeting. The Council may conduct a closed meeting. The employee has the option to have the entire meeting open to the public. The Council may call the employee into the closed meeting at any point.

The Council set the special meeting for the employee evaluation of Administrator Welti for Monday, March 28, 2016 at 6:00 p.m.

City Engineer – Joe Duncan presented information on a potential 2017 street project. The feasibility study for the 2017 street project can be initiated either before or after Council chooses to put the Municipal Complex up for referendum. If the referendum were to pass, the project could be scaled back or not implemented. If the referendum were to fail, then the 2017 street project could be implemented in 2017.

Councilmember Maas and Sexton asked about the streets highlighted for the project. Administrator Welti stated that no decisions will be made at this council meeting. The Council will have time to absorb the information and walk the streets.

Councilmember Mass asked if there are any property owners currently paying assessments that would be affected again by the 2017 project. City staff will look into this.

City Administrator – Administrator Welti informed the City Council about the proposed 2016 wastewater treatment facility maintenance project. Seth Peterson, Bolton & Menk, will prepare a memo describing the project for the next City Council meeting. In addition, Administrator Welti and Public Works Director Kucera met with Quality Flow involving the maintenance projects for the electrical panel and pumps. Information will be given in the near future.

Posting for lifeguard positions for the 2016 pool season will go out within the next couple of weeks.

Administrator Welti presented a breakout of the cost associated with alley vacations. The approximate cost for the City to implement an alley vacation is \$852.00. The City receives \$125.00 for the public hearing fee from the property owner requesting an alley vacation.

Resolution 2016-14 Certifying Unpaid Bills to Steele County.

Motion by Sexton, seconded by Merritt to approve Resolution 2016-14 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Department – Public Works Director Kucera informed the City Council that he has not heard anything back from FEMA on the storm sewer outfall repairs reimbursement.

The City received a check list from the DNR for the draft shoreland ordinance. Kucera will continue working on this.

Unfinished Business –

City Facility Update – a subset of the city facility committee met to discuss the proposals that came in from the RFP request for the Municipal Complex facility design.

The recommendation from the group is for the City to contract with Brunton Architects to complete the preliminary design, a schematic of concept design, and develop reasonable cost estimates for the construction of the Municipal Complex.

Motion by Maas, seconded by Sexton to contract with Brunton Architects to complete the preliminary design, a schematic of concept design, and develop reasonable cost estimates for the construction of the Municipal Complex. All members voted aye for approval. Motion carried.

Councilmember Merritt brought the design of the outside of the building to everyone's attention. Merritt would like to see the building fit with the look of a residential district. Merritt does not want an industrial looking building sitting in the middle of a residential zoned district.

New Business –

Liquor Store Hours – Administrator Welti and Craig O'Hearn, the Liquor Store Manager, did research on the opening hours and determined that the Muni should open later by one hour.

The recommendation is to open the Muni on Monday, Tuesday, Wednesday, and Thursday at 11:00 a.m. instead of 10:00 a.m. Friday will stay the same and open at 10:00 a.m. and Saturday would open at 10:00 a.m. instead of 9:00 a.m.

Councilmember Maas asked about opening Saturday mornings and hour later.

Motion by Sexton, seconded by Dusek to approve the opening time changes for the Muni of M-TH opening at 11:00 a.m. and Saturday opening at 10:00 a.m. Friday will continue opening at 10:00 a.m. All members voted aye for approval. Motion carried.

Resolution 2016-12 Supporting Dedicated State Funding for City Streets.

Motion by Sexton, seconded by Merritt to approve Resolution 2016-12 supporting dedicated state funding for city streets as presented by the City Administrator. All members voted aye for approval. Motion carried.

Resolution 2016-13 Supporting Increased LGA Funding. In addition to increased funding, the resolution is also requesting for a change in the LGA formula.

Motion by Maas, seconded by Dusek to approve Resolution 2016-13 supporting the increase of LGA funding in the 2016 legislative session and changing the formula used to make LGA funding more equitable. All members voted aye for approval. Motion carried.

Administrator Welti asked the City Council if they would like to pursue state bonding for the Municipal Complex.

Councilmember Merritt is concerned with asking for bonding before the question for building a Municipal Complex goes on the ballot for the voters.

Council consensus is to move forward with a request for state bonding.

Motion by Maas, seconded by Sexton to pursue state bonding for the Municipal Complex in the amount of \$2.4 million. All members voted aye for approval. Motion carried.

Resignation and Posting of Full-Time Public Works Position.

Jason Biesterfeld has submitted a letter of resignation for March 1, 2016. Biesterfeld has agreed to work part-time until a new public works worker has been hired.

Motion by Sexton, seconded by Merritt to accept the resignation letter from Jason Biesterfeld effective March 1, 2016. All members voted aye for approval. Motion carried.

Motion by Dusek, seconded by Sexton to allow Biesterfeld to remain on part-time until the City hires his replacement. All members voted aye for approval. Motion carried.

Biesterfeld will continue with the on-call on weekends, snow events, etc. at the rate of pay he is currently at.

Councilmember Merritt asked about overtime hours and pay for the public works staff. Administrator Welti is not anticipating the need to require the staff to work overtime at this time.

Motion by Maas, seconded by Dusek to allow Administrator Welti to post for the full-time public works position with a salary range of \$13.50-\$18.99 per hour. All members voted aye for approval. Motion carried.

Muni Janitor Resignation – Michelle Hendrickson submitted her resignation letter. Liquor Store Manager, O’Hearn hired Lisa Thoreson for her replacement.

Motion by Dusek, seconded by Merritt to accept Hendrickson’s resignation letter and hire Lisa Thoreson as the Muni janitor at \$9.00 per hour. All members voted aye for approval. Motion carried.

Gambling Permit Application - Ducks Unlimited of Steele County

Motion by Sexton, seconded by Dusek to approve the gambling permit application from Ducks Unlimited of Steele County at Ritchie Bros. as presented. All members voted aye for approval. Motion carried.

Board Appointments – Recommendation from Mayor Nelson to appoint Steve McMahan to the Park Board and Rich Quiring to the Planning & Zoning Board.

Motion by Maas, seconded by Sexton to approve the appointment of Steve McMahan and Rich Quiring as presented. All members voted aye for approval. Motion carried.

Special meeting of the City Council will be held on Monday, March 28, 2016 at 6:00 p.m.

The next regular City Council meeting will be held on Monday, March 28, 2016 at 7:00 p.m.

Board of Appeal and Equalization will be held on Tuesday, April 12, 2016 at 7:00 p.m.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 8:46 p.m.

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

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

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