

Regular Council Meeting  
January 12, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. Council member Yule was absent. Others in attendance included Diane Wilson, Mary Overlee-Olson, Keith Maas, Craig O'Hearn, Bruce Bullert, and Mark Rahrck.

Mayor Nelson extended a welcome to Diane Wilson and Mary Overlee-Olson.

Diane Wilson was introduced to the council. Diane is the representative from the Southeast Minnesota Development Corporation who will be working for the City for economic development.

Motion by Clemmensen, seconded by Sexton to accept the agenda with additions to new business: e. Snow removal and f. Nuisance ordinance. Carried.

Motion by Sexton, seconded by Karow to accept the minutes as presented. Carried.

Motion by Clemmensen, seconded by Sexton to pay the city bills as presented. Carried.

Motion by Karow seconded by Clemmensen to pay the liquor store bills as presented. Carried.

Mary Overlee-Olson presented the changes in the recycling program that will start on March 1, 1999.

Motion by Karow, seconded by Clemmensen to authorize the permanent placement of recycling barrels on the north side of city hall parking lot. Carried.

Motion by Sexton, seconded by Clemmensen for the placement of these barrels on or about March 1, 1999. Carried.

A household hazardous waste collection in Medford is tentatively in the plans for 1999.

Park and pool report. The sign at the Frank Woodfill Wildlife Refuge was discussed.

Well Head Protection report.

Liquor Store. Inventory was completed. The Minnesota Beverage Association evaluations will need to be completed to be sent in. The smoke eater is still not working properly.

There was no zoning and planning report except that this board met with Todd Kavitz and Lois Nelson last evening and will now begin working on a commercial zoning ordinance.

Attorney. The deposition with Mr. Woodfill went all right and the attorney will refer to this deposition so Mr. Woodfill will not have to be at the trial. Mr. Regitschnig has indicated a willingness to discuss the possibility of selling the trailer court. An appraisal of the property will need to be completed. The Attorney will bring two quotes from appraiser for the city to consider.

A letter from the Outlet Center has been received and shared with the Council.

The draft copy for the on-sale liquor license ordinance was reviewed.

Break.

Engineers report. The crossing permits have been received from the UP railroad. The work will continue in March. Green Lawn Estates will present a preliminary plot to the zoning and planning in February or March. The plans for street improvements for 1999 are being worked on for a bid letting in February or March.

Motion by Karow, seconded by Clemmensen to authorize a preliminary report for the improvements to Riverview Drive, Project 99-1. Carried.

The wastewater plant facility plan needs to be started. The timeline for the comprehensive plan was discussed. The redrafting of the orderly annexation agreement will be completed for presentation to townships in March.

A meeting with MNDOT will be held on January 20, 1999, for discussion of a regional transportation study.

Discussion of I & M Rail Link as to the crossing permits and sign requirements.

Motion by Sexton, seconded by Clemmensen to accept as presented the 2<sup>nd</sup> reading of a proposed ordinance for increasing water rates. Carried.

Motion by Sexton, seconded by Karow to adopt the proposed ordinance for increased water rates. Carried.

Motion by Clemmensen, seconded by Sexton to purchase a printer-fax-copier from Business Ware Solution at a cost of \$549 plus tax. Carried.

Motion by Clemmensen, seconded by Sexton to authorize Keith Maas to attend a 16 hour training session for excel at an approximate cost of \$100. Carried.

Motion by Sexton, seconded by Clemmensen to purchase from Aramark Uniform Services uniforms – cotton shirts & denim pants – at a cost of \$10.50 per employee per week and to eliminate the coveralls from the same company. Carried.

Motion by Karow, seconded by Clemmensen to attend a TIF Seminar in Brooklyn Center on February 10 & 11 at a cost of \$150. Carried.

Motion by Nelson, seconded by Clemmensen to thank Loren Tenold, Gary Wiersma, Rose Pitan, Kim Neumann for their dedication to the City and the boards they served. Carried.

Motion by Sexton, seconded by Karow to accept the committee and board appointments as presented and include the City engineer Community Partners Designs – Bruce Bullert. Carried.

There will be no changes to the organizational ordinance this year.

The information was shared for the labor relations seminar sponsored by LMC.

Snow removal. The post office and real estate office will be billed once per month. Clerk to send out notices about removal of snow from sidewalks to all property owners that have a sidewalk.

Motion by Karow, seconded by Clemmensen to set the following rates for city equipment use: Loader \$90 per hour – minimum cost \$45; Skid Loader \$60 per hour – minimum cost \$30. Carried.

A reminder will need to go into the Medford news about snow removal also.

Discussion of junk cars on a property. Clerk to contact the attorney about this.

Motion by Sexton, seconded by Clemmensen to adjourn at 11:10 p.m. Carried.

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

Submitted by Karen Sanborn, City Clerk/Treasurer.

Regular Council Meeting  
January 25, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Other attendees: Keith Maas, Greg Sanborn, Cheryl Paquin, Bruce Bullert, and Mark Rahrlick.

There is no open forum.

Motion by Sexton, seconded by Karow to accept the agenda with additions as follows: III e Fire department; IV b2 Annexation agreement; VI b Clerk's Conference, c. Association of Emergency Managers membership. Carried.

Motion by Clemmensen, seconded by Sexton to accept the minutes as presented. Carried.

Nelson and Karow gave a summary of the meeting with MNDOT that was held on January 20.

Water and Wastewater. Motion by Yule seconded by Clemmensen to transfer 4<sup>th</sup> quarter water collections in the amount of \$21,854.71. Carried.

The motor for the well pump burned out. The repairs will cost around \$2,000. The spare pump was installed while repairs were being done.

Liquor Store. The survey information is all together and will be mailed out by the end of the week.

Zoning & Planning. This board will be meeting tomorrow to work on a commercial zoning ordinance.

Motion by Clemmensen, seconded by Sexton to approve the report and the payment in the amount of \$3,455 for the fire department 1998 activities. Carried.

Attorney. Motion by Yule, seconded by Karow to proceed with a letter to the Medford Outlet Center to acknowledge their letter dated January 15, 1999 and respond that Keith Maas will need access to the stores to investigate the placement of water meters. Carried.

A discussion of connection charges and user fees for commercial vs. residential followed.

Appraisal quotes for the Medford Trailer Court were presented to the council, Gnemi \$500 for an Income Approach to Value plus \$250 for an Market Approach to Value, Wendell Engelstad \$1800 for a comprehensive narrative appraisal.

Motion by Sexton, seconded by Yule to hire Gnemi Appraisal to appraise the Medford Trailer Court by both the Income Approach and the Market Approach for Value. Carried.

Liquor Licensing Ordinance reviewed.

Motion by Clemmensen, seconded by Sexton to set a public hearing for public review of a proposed liquor licensing ordinance for February 22, 1999 from 6:30 to 7:30 p.m. at Medford City Hall. The regular council meeting will follow. Carried.

The cable television agreement was mentioned.

Break 8:45-8:50 p.m.

Engineer. There has been no response from I & M Rail Link as to the request for a crossing permit at 5<sup>th</sup> Avenue SE. The crossing at Central Avenue, the original driveway to farmstead, has been removed by the railroad. The railroad has the authority to remove crossings if the use changes. The City will have to request a new crossing for pedestrians at this site. Bruce Bullert will proceed with this request.

Motion by Sexton, seconded by Karow to authorize the Attorney to notify Medford Township that an orderly annexation draft agreement and a draft comprehensive plan will be submitted to them by March 1 for their review and comments. An extension of 60 days of the current annexation agreement with Medford Township is requested, so the new agreement can be completed and agreed upon. Carried.

The rest of the Y2K booklet will be in the next council packet for the council's review.

Discussion of the sign requirements along I & M Rail Link.

Motion by Clemmensen, seconded by Karow to support the participation in the signing of the Official Memorandum of Agreement for Project Impact. Carried. Signing ceremony is on January 28, 1999.

Motion by Sexton, seconded by Clemmensen to authorize the clerk to go to the Annual Clerk's Conference and to cover the conference fee, travel, and accommodations. Carried.

Motion by Sexton, seconded by Yule to pay the \$20 membership fee for the Emergency Manager Association for Doug Johnson. Carried.

Motion by Clemmensen, seconded by Yule to increase the wastewater operator insurance benefit \$50 per month and decrease wages by the same amount. Carried.

Motion by Clemmensen, seconded by Yule to adjourn at 10:17 p.m. Carried.

Summary Check Registers		
CHECK #	PAYABLE TO	AMOUNT
	CITY	
21147	Postmaster	6.40
21148	Minnesota Benefit Association	410.03
21149	Aramark Services	136.18
21150	Culligan Water Conditioning	40.35
21151	Wenger Corporation	130.00
21152	CJ Foods	54.42
21153	MWOA	25.00
21154	Target	9.57
21155	Gopher State One-Call	12.00
21156	Ron Karow	250.00
21157	Tony Durand	150.00
21158	Edgar Burmeister	175.00
21159	DeWayne Halverson	125.00
21160	Marie Sexton	175.00
21161	Keith Maas	280.80
21162	Robert Anhorn	200.00
21163	Loren Tenold	50.00
21164	John Curran	150.00
21165	Daniel Needham	50.00
21166	Wendy Calder	50.00
21167	Drew DeMars	75.00
21168	License Bureau	13.50
21169	Community Partners	3,025.75
21170	Medford Printing Company	60.71
21171	Southeastern MN Development Corp	3,275.00
21172	Creative Computers	4,185.46
21173	Display Sales	71.89
21174	S & T Office Products	70.93

21175	IIMC	80.00
21176	First Star	187.00
21177	First Star	40,195.00
21178	Steele County CAER	20.00
21179	Crane Creek Construction	717.90
21180	Matejceks	3,775.43
21181	Earl F. Andersen	484.71
21182	Alexander Lumber	5.84
21183	IFACS	160.65
21184	Running's Supply	28.90
21185	Car Quest	107.22
21186	Folsom's Communication	40.36
21187	Westburne Supply Inc	858.19
21188	Sioux Valley Environmental	144.58
21189	UC Lab	443.00
21190	Jim's Garbage	196.56
21191	US West Communications	499.10
21192	MCI	30.48
21193	Alliant Utilities	2,013.35
21194	Steele Waseca Electric	147.83
21195	Minnegasco	512.34
21196	Dorian Cornelius	15.00
21197	Publicorp Inc	165.00
21198	Payroll Account	2,451.43
21199	Gleason Automotive	130.41
21200	Anhorn's Service	48.86
21201	John Anhorn	27.20
21202	PERA	352.51
21203	Business Ware Solutions	584.68
21204	Payroll Account	592.14
21205	PERA	60.50
21206	Payroll Account	2,607.61
21207	PERA	387.06
21208	Americana Community Bank	2,224.20
21209	Minnesota Dept. Of Revenue	425.56

## LIQUOR STORE

16231	D & R Star	250.00
16232	Vogelsberg Trucking	32.60
16233	Target	8.51
16234	Wal-Mart	30.27
16235	Fait Tap Service	70.32
16236	Aramark Service	265.97
16237	Praxair	8.52
16238	Minnesota Benefit Association	258.34
16239	Minnesota Dept of Revenue	3,566.00
16240	Jim's Garbage	269.10
16241	US West Communications	52.36
16242	MCI	6.84
16243	Alliant Utilities	365.99
16244	Minnegasco	86.23
16245	CJ Foods	68.40
16246	Laker Sales	3,239.90

16247	Old Dutch Foods	30.04
16248	Kraft Pizza	526.30
16249	Kenyon Locker	317.51
16250	Pepsi-cola	285.75
16251	College City Beverage	16,334.35
16252	Gopher Distributing Co	1,870.86
16253	H & S Distributing Co	2,620.45
16254	Shea Dist Co Inc	115.90
16255	Tri County Beverage	80.00
16256	Postmaster	33.00
16257	Payroll Account	2,445.51
16258	PERA	255.21
16259	Total Restaurant	100.62
16260	Evergreen Knoll	520.16
16261	Griggs Cooper & Co	1,501.29
16262	Payroll Account	2,630.36
16263	PERA	252.30
16264	Americana Community Bank	1,759.38
16265	Minnesota Dept of Revenue	334.33

Regular Council Meeting  
February 9, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Greg Sanborn was taking minutes. Others attending were Craig O'Hearn, and Bruce Bullert.

No open forum.

Motion by Yule, seconded by Sexton to accept the agenda with the addition of the letter from Billy Kriesel as Item D under New Business. Carried.

Motion by Clemmensen, seconded by Karow to accept the minutes with two corrections, space pump should be spare pump and Clinton Falls Township should be struck from the motion at the top of page 1308. Carried.

Motion by Sexton, seconded by Yule to pay the city bills as presented. Carried.

Motion by Karow, seconded by Clemmensen to pay the liquor store bills as presented. Carried.

Park report.

Downtown Development Task Force. This board will discuss to possibility of planters and bring a recommendation to the Council.

There is no zoning report. A draft of the commercial zoning ordinance will be presented at the 2<sup>nd</sup> meeting in February.

Summary of the meeting with Medford Township on Monday, February 8, for discussion of the orderly annexation agreement.

Motion by Karow, seconded by Clemmensen to adopt the resolution to extend the orderly annexation agreement to May 11, 1999. Carried.

There has been no response to the letter dated January 28 sent to the Outlet Center.

Discussion of the cable television franchise agreement. Mayor Nelson will contact the cable company about a survey.

A letter of hire was sent to Gnemi Appraisal. A completed appraisal will take at least 60 days.

Liquor Store. Discussion of the air filtration system purchased from Lockerby. The history of the discussions with Lockerby as to the system need to be put together for further action.

A public hearing is scheduled for February 22, 1999 from 6:30 – 7:30 p.m. to review the proposed liquor licensing ordinance. Sanborn to post signs and also put a notice in the paper.

Wiring in the old fire hall will need to be updated prior to the street dance scheduled on June 4.

Motion by Yule, seconded by Karow to do a promotion with Power 96 for St. Patrick's Day weekend activities at the Muni at a cost up to \$300. Carried.

Karow reported that I & M has ordered stop signs on February 2. Railroad warning signs are the responsibility of city and or county. Clemmensen will see that flags are added to the stop signs.

DNR Grants: Oakridge Pond submitted for \$3,200. Tennis Courts approximately \$15,000. Interstate Beautification approximately \$4,500. The tennis courts and interstate beautification grants will need to be submitted by the end of the month.

Y2K. Nothing new to present. All employees will continue to work on this.

Engineers report. Maps are not completed yet. Each council member is to review and make comments or questions on their copy of the comprehensive plan. A meeting with Medford Township to present this plan will be held on Thursday, February 25 at 7:00 p.m. The annual meetings for Medford Township and Clinton Falls Township will both be held on March 9. The City will be on the Clinton Falls agenda at 8:05 p.m. and Medford agenda at 8:45 p.m.

The regular meeting in March will be on March 2, at 7:00 p.m. instead of March 9.

A Crossing permit from I & M Rail Link will cost the City \$475 per year for the water and sewer crossing at 5<sup>th</sup> Avenue SE. The Attorney will review the permit.

A 60 foot concrete crossing with walkway across the Union Pacific Railroad at 5<sup>th</sup> Avenue SE will cost \$57,478. This may be a TIF cost.

Discussion of the reconstruction of Riverview Drive. A public hearing for the proposed improvements to Riverview Drive will be held on March 22 at 6:30 p.m.

Break 9:38 to 9:43 p.m.

The levy projection was reviewed. The LMC Safety & Loss Control Workshops are coming up.

Motion by Clemmensen, seconded by Yule to send Eugene Sander a bill in the amount of \$1,096.50 for the excess water used by the creamery due to a water line break inside the building from January 31 through February 3. Carried.

Billy Kriesel reported that there has been cars parked on the north side of the parking lot beyond the striped parking areas. The school would like the law enforcement center to check into this and either ticket or tow cars that are illegally parked. Karow will contact the law enforcement center about this.

Discussion of other problem vehicles in town.

Clemmensen will attend the Highway 14 meeting. Sanborn will RSVP for him.

Power fluctuations last Wednesday evening were caused by trees hitting the power lines behind Panos property. Karow will contact Alliant Energy with this information.

Motion by Clemmensen, seconded by Yule to adjourn at 10:20 p.m. Carried.

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

Submitted by \_\_\_\_\_, Clerk.



Public Hearing & Regular Council Meeting  
 February 22, 1999  
 City Hall

Mayor Nelson called the public hearing to order at 6:30 p.m. All members were present. Others attending were John Curran, Peter Kauffer, Mark Rahrck, Keith Maas, Dorian Cornelius, Greg Sanborn, Craig O'Hearn, Tracy DuChene, Josh Corpi, and Bruce Bullert.

The purpose of this public hearing is to review the drafted liquor licensing ordinance. Mayor Nelson summarized the drafted ordinance. The floor was then opened for questions, comments, or concerns from the audience. Discussion of the KC Hall as to the eligibility for a license with the stipulation for the distance from any church. Discussion of the investigation fee and the license fee that will be set by a separate ordinance.

The hearing was closed at 7:16 p.m.

Mayor Nelson called the regular council meeting to order at 7:30 p.m.

Open forum: Tracy DuChene and Josh Corpi requested of the council the possibility of the City having its own police force.

Motion by Sexton, seconded by Yule to accept the agenda with the additions of the Well Head Protection Committee and Park Inquiries. Carried.

Motion by Clemmensen, seconded by Yule to accept the minutes as presented. Carried.

Zoning and Planning report.

Well Head Protection report. Discussion of the household hazardous waste collection being planned.

Liquor store report. An employee meeting is scheduled for February 28 at 10 a.m. There will be a promotion on March 13, with Power 96 for St. Patrick's Day. A muscular dystrophy dart tournament is being planned now.

Streets report. Discussion of the MNDOT funding sources and the transportation study meeting scheduled for February 26 that was postponed for a date yet to be set. Karow and Clemmensen will be attending the Highway 14 meeting.

Water and wastewater report. The wastewater facility will receive a certificate of commendation at an award ceremony on March 17 at 3:15 p.m. at the Thunderbird in Bloomington. Keith Maas is unable to attend. If anyone on the council or Dorian Cornelius is able to attend please notify Karen Sanborn so she can RSVP. Ultra tech has arrived and will be working on the UV system.

Motion by Karow, seconded by Clemmensen to approve the expenditure for the maintenance and water/wastewater employees to have physicals done at the city's cost. Carried.

There has been no response from the Outlet Center as to the water system as of yet.

Park Inquiry. A request to have a co-ed volleyball league in Straight River Park was received. Discussion of this possibility and a request for more information from individual that would organize this followed.

Comprehensive Plan and the orderly annexation agreement were discussed with the engineer. A meeting is scheduled with Medford Township for Thursday, February 25, at 7:00 p.m. to present a draft of the comprehensive plan and to discuss the major points to be included in the annexation agreement.

Motion by Karow, seconded by Yule to adopt a resolution receiving the report and calling for hearing on the improvement project 99-1 (Riverview Drive). Carried.

The public hearing for the Riverview Drive improvement will be on March 22, at 6:30 p.m.

A T & T representative, Mike Stinocher, contacted the city about the crossing of I & M Rail Link at 5<sup>th</sup> Ave SE. He is concerned about the city's plans. Bruce Bullert will contact him.

The city attorney is reviewing the crossing permits and will have comments at the next meeting.

TIF workshop summary that was attended by Sanborn.

Minnesota Planning workshops. Council to review this for possible attendance, action taken at next meeting.

Budget for year-end unaudited reviewed.

Y2K is still being worked on by city employees.

Bruce Bullert and Seth Peterson (Bolten & Menk) met with the City of Faribault and will be meeting with Owatonna about of the regionalization of wastewater facilities.

Karow reported that Harvey Riess (I & M Rail Link) reported that the stop signs have been received and will be installed today or tomorrow. Karow to follow up is signs not installed tomorrow. Clemmensen will have flags for these stop signs tomorrow also.

Motion by Clemmensen, seconded by Sexton to adjourn at 10:10 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
March 2, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:02 p.m. All members were present. Others attending were Deputies Dave Clark and Tony David, Bruce Bullert, and Mark Rahrick.

Motion by Yule, seconded by Clemmensen to approve the agenda with the following additions: Committee – Liquor Store, Attorney – Barta Annexation, and New Business – EDA Training and Deputies Attendance. Carried.

Motion by Clemmensen, seconded by Karow to accept the minutes as presented. Carried.

Motion by Sexton, seconded by Clemmensen to pay the city bills as presented. Carried. Motion by Yule, seconded by Karow to pay the liquor store bills as presented. Carried. There will be a bill report at the March 22 meeting due to this first meeting being on the 2<sup>nd</sup>.

Deputies Dave Clark and Tony David. Items discussed: I & M Rail stop signs, Parking on the street by the school, Parking tickets, Liquor Store, Disorderly Conduct ordinance update, Patrol Car replacement, and Speed zones/stop signs enforcement.

Liquor store report. A summary of the employee meeting was given by Yule.

Barta Annexation request. Attorney will contact Cambridge Realty and follow up that conversation with a letter about the request received and the fact that the City cannot act on it with the contingency included.

Outlet Center Well system. Mark Rahrick spoke with the Vice President of Horizon about their concerns with the City taking over the water system. Clemmensen will research the costs of water meters and installation costs.

The appraisal of the Trailer Court has been received. Sanborn to have copies made for the Council.

Liquor licensing proposed ordinance and the fee structure proposed ordinance discussed.

Motion by Yule, seconded by Clemmensen to accept as the first reading the proposed ordinances for liquor licensing and establishing a fee structure for liquor licensing as presented. Carried.

Bruce Bullert is checking with railroad about the crossing permit fees.

Engineers report. Discussion of the draft of the comprehensive plan.

Motion by Karow, seconded by Yule to annex the north 33 feet of 5<sup>th</sup> Avenue SE for easement for the road improvements. Carried.

Dave Maroney and Bruce Bullert will meet with Chuch Pettipiece to author the annexation agreement between the City of Medford and Medford Township. Todd Kavitz is still working on the updated maps of the City.

The stop signs and flags have been installed at the railroad crossings. Clemmensen is planning to attend the LMC Loss Control Workshop in St. Cloud in April. Karow and Clemmensen gave a summary of the Highway 14 meeting they attended.

Motion by Clemmensen, seconded by Sexton for Mayor Nelson to attend the legislative conference on March 25 and pay the registration costs. Carried.

EDA workshop on Saturday, March 27. Clemmensen and Nelson will be attending. Anyone else who wished to attend need to contact Karen Sanborn by Friday, March 12.

The KCs have designated the profits from their fish fry on March 26 to the Tennis Courts Project. The KCs have requested the City to advertise this designation.

There has been no response from I & M Rail about the repairs the City did to the crossing at 2<sup>nd</sup> Avenue SE. A bill for snow plowing in has not been sent out yet. There is a problem of people parking along the south side County Road 12 across from the restaurant which is a no parking zone. Clemmensen to try to get more visible "No Parking" signs.

Motion by Karow, seconded by Clemmensen to adjourn at 10:20 p.m. Carried.

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

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

Public Hearing & Regular Council Meeting  
 March 22, 1999  
 City Hall

Mayor Nelson opened the hearing at 6:50 p.m. All members of the council were present. Others attending were Dave Fuchs, Scott Kilness, Cheryl Paquin, Bruce Bullert, John Curran, Gary Wiersma, Dorian Cornelius, Jackie Berg, Dan Kaiser, Craig O'Hearn, and Greg Sanborn.

The purpose of this hearing is to review the proposed improvement project on Riverview Drive. Bruce Bullert explained the proposed improvement and the city policies for special assessments for improvements. The floor was opened for questions.

The Hearing was closed at 7:22 p.m.

Mayor Nelson called the regular council meeting to order at 7:22 p.m.

Open Forum: A request for a stop sign on the north end of 4<sup>th</sup> St SE. Concerns about the garbage blowing from the Bluff View construction. A request for additional street lighting on 3<sup>rd</sup> Ave SE closer to the railroad. The Council will look at these things for recommendation.

Question about the 1998 Street Improvement Project and when construction will begin this spring and also concerns about a standing water problem at the end of driveway. Bruce and Ron will look at this again this spring.

Motion by Karow, seconded by Sexton to accept the agenda with additions. Carried.

Motion by Sexton, seconded by Yule to accept the minutes with the correction of the annexation of the south 33 feet of 5<sup>th</sup> Ave SE and not the north 33 feet. Carried.

Motion by Yule seconded by Karow to pay the liquor store bills as presented. Carried.

Motion by Clemmensen, seconded by Yule to pay the city bills as presented. Carried.

Liquor store report. The St. Patrick's Day celebration was a great day. April 10 there will be a MS Dart Tournament. There will be dart machines in the old fire hall. Other promotional activities are being planned. MMBA will be making a site visit on April 8 to review the liquor store. The health insurance questions are still being worked on for more information to employees.

Motion by Karow, seconded by Yule to transfer \$25,000 from the liquor store fund to the general fund. Carried.

Zoning and Planning report. This board is working on a draft of a commercial zoning ordinance. Karow, Sexton, and Dave Maroney will work with them on this draft.

Park report. The next meeting for this board will be at 6:30 at the Frank Woodfill Wildlife Refuge.

Motion by Sexton, seconded by Clemmensen to support the advertising of recreational sand volleyball league, pool information, swimming lesson, and tennis lesson information in the community education booklet. Carried.

The old fencing from the tennis courts will be used along the East Side of the ball field. Quotes for installation will be presented at the next meeting.

Streets report. There has been no new discussion with MNDOT. A request for a "Children at Play" sign installed by 207 2<sup>nd</sup> Ave SE.

Motion by Karow, seconded by Clemmensen to set a policy for citizen requests for "Children at Play" signs to charge a cost of \$55 for the installation of said sign. Installation being done after a written request is presented to the City Council. Carried.

Street sweeping was discussed.

Clemmensen and Karow attended the recognition ceremony for the wastewater award Medford received.

Break 8:33 – 8:38.

Engineers report. Comprehensive plan presentations to the townships discussed. The townships need to be notified of a comment period with a deadline of April 19 for any comments they would like considered in the plan.

A town meeting is scheduled for April 27 at 7:00 p.m. at the KC Hall for final review of the comprehensive plan.

The wastewater treatment facility plan mentioned.

Street Projects. Bruce Bullert has been negotiating with UP Railroad about the costs of the crossing at 5<sup>th</sup> Ave SE. He will continue talking with UP. There has been no response from I & M Rail about the crossing fee questions.

Riverview Drive proposed improvement. Motion by Karow, seconded by Clemmensen to adopt a resolution to order the improvement plans and specs for this project with the cul-de-sac getting an overlay only. Carried.

Motion by Clemmensen, seconded by Yule to table the 2<sup>nd</sup> reading of the liquor licensing and fees schedule until the next meeting. Carried.

Y2K. Working on these things yet. The fire department, water and wastewater departments will be working on getting the documentation from vendors about equipment compliance.

A tentative date for household hazardous waste collection in Medford has been set for July 19 from 2 – 6 p.m. Mary Overlee-Olson will need volunteers from Medford and confirmation about this date. The permanent recycling bins will be installed as soon as the recycling company has received the new trucks with the equipment for emptying the bins.

The board of review is April 21, at 7:00 p.m.

Motion by Karow, seconded by Yule to purchase prairie grass seeds at a cost of \$98 plus shipping and tax for planting at Oakridge Pond in Mid April. Carried.

A quote for texturing the Council room was discussed. A quote will be presented at the next meeting.

Quotes for white boards. Motion by Clemmensen, seconded by Sexton to purchase a 4' by 8' white board as bid by PC Office Supply. Carried.

Question raised about the billing of the street lights. The trailer court appraisal has been received by all council members. The next step for this will be discussed at the next meeting.

The school requested that the city help improve the ball field at the school by hauling and disposing of the waste materials. The township will do the scraping of the field.

Motion by Clemmensen, seconded by Sexton to adjourn at 10:12 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
 April 13, 1999  
 City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Gary Wiersma, Cheryl Paquin, Bruce Bullert, Keith Maas, Mona Kaiser, Seth Peterson, and Bob Brown.

There was no open forum.

Motion by Karow, seconded by Sexton to accept the agenda as presented. Carried.

Motion by Clemmensen, seconded by Yule to accept the minutes as presented. Carried.

Motion by Karow, seconded by Yule to pay the city bills as presented. Carried. Motion by Yule, seconded by Clemmensen to pay the liquor store bills as presented. Carried.

Park Report. Motion by Sexton, seconded by Yule to set the following pool rates:

Swimming Lessons	Resident of City	\$20
	Non Resident of City	25
Tiny Tots	Resident of City	15
	Non Resident of City	20
Family Lessons	Resident of City	60
(4 or more children)	Non Resident of City	75
Pool membership	Resident of City	60
	Non Resident of City	70
Gate fees	4 years and older	3
	3 years and younger	1
Moonlight swim		2

Motion carried.

The definition of a family was discussed.

Motion by Sexton, seconded by Yule to acknowledge with much appreciation the grant for \$2,000 from Alliant Energy. Carried.

Engineers report. The land usage maps for the comprehensive plan was reviewed. The joint resolution for orderly annexation was review as Bruce will be taking this to the Township this evening to present to them.

I & M Rail Link crossing discussed. Option 1 – one time fee of \$3,750 each for the water and sewer lines. Option 2 – yearly fee of \$150 each for water and sewer lines.

Motion by Clemmensen, seconded by Yule to accept Option 2 with the yearly fee. Carried.

Mona Kaiser presented a plan for the Junior Civic Club and a Community Clean up Day on May 1. Lois Nelson and Shane Yule will participate in this event.

Break 8:35 – 8:40 p.m.

Attorney. Well system at the outlet center was discussed.

Motion by Clemmensen, seconded by Karow to proceed with the estimated costs for 10 water meters and installation to include shut off valves with all the usage from these meters billed directly to the Outlet Center. Carried.

The Attorney will be contacting Mr. Regitschnig about the appraisal done on the trailer court.

Motion by Yule, seconded by Sexton to accept as the 2<sup>nd</sup> reading of the proposed ordinances for liquor licensing and the fee structure as presented. Carried.

Motion by Sexton, seconded by Karow to adopt the above ordinances as presented. Carried.

The Attorney will work on an application form to go along with these ordinances. Mark Rahrick is also working on the annexing of the south 33 feet of 5<sup>th</sup> Avenue SE.

The zoning board is working on the commercial zoning ordinance.

The quote for texturing has not been received as of yet. Will have for the next meeting. Discussion of the emergency generator and lighting for City Hall and Fire Hall.

A meeting with Cambridge Realty to discuss a traffic study for the Barta property is scheduled for Wednesday, April 21, at 8:05 p.m.

The LMC Annual Conference will be in Rochester on June 15 – 18.

Information from the EDA seminar held on March 27 was shared by Nelson and Sexton.

The Facility Plan was presented by Bob Brown and Seth Peterson from Bolten & Menk. Alternatives reviewed by council. The council feels no need to push to submit a plan to MPCA by April 30, the deadline for being placed on the list.

Electrical quotes for the liquor store, tennis courts, and street lights were presented. Motion by Clemmensen, seconded by Yule to hire Park Electric for the street light work and Cole Electric for the liquor store and park work. Carried.

Motion by Karow, seconded by Sexton to order poles and fixtures for Oakridge Bluffs 2<sup>nd</sup> addition. Carried.

Discussion of the street lights for Bluff View Phase 2. Motion by Karow, seconded by Yule to request from Alliant Energy 3 additional lights on the existing poles along 5<sup>th</sup> Avenue SE. Carried.

The township's reaction to the closing of the crossing at 5<sup>th</sup> Avenue NE was stated to the council. At this time the closing of this crossing is not feasible.

The township's reaction to the annexation was briefly given to the council.

Motion by Karow, seconded by Clemmensen to adjourn at 11:40 p.m. Carried.

#### Board of Review & Planning Session

April 21, 1999

City Hall

Mayor Nelson called the Board of review to order at 7:00 p.m. All members were present. Others attending were Glen Purdie, Dave Wavrin, DeWayne Halverson, Andy & Marilyn Gasner, and Sharon Hagen.

The purpose of this meeting is for the property owners could ask questions or state concerns about the estimated market value as set by the Assessors Office of Steele County.

The process was explained and the floor opened for questions. Andy & Marilyn Gasner questions the estimated market value of their property. DeWayne Halverson questioned the increases of all property values, Sharon Hagen questioned the homestead status of her property.

Motion by Karow, seconded by Yule to recess this meeting until May 11. Carried.

Mayor Nelson called to planning session to order at 8:05 p.m. Persons attending this were Rick Tollefson, John Sheehan, John Wiesner, Neil Weber, Bruce Bullert, Duane Gallea, Sandy Kucera, Jim Schull, Chuck Pettipiece, Tony Durand, and DeWayne Halverson.



The Barta property and a traffic study for the property were discussed.

Annexation Agreement discussed with Medford Township Officials. Draft #1 was reviewed jointly. This discussion will continue. Both parties will consider a 30 day extension of the current orderly annexation agreement at their next meeting.

Motion by Yule, seconded by Sexton to adjourn at 10:37 p.m. Carried.

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

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

Regular Council Meeting  
April 26, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Keith Maas, John Curran, Dorian Cornelius, Cheryl Paquin, Bruce Bullert, Terry Yule, Craig O'Hearn, and Diane Wilson.

Open forum. A check was presented to the City by Keith Maas on behalf of the Medford KC's for the proceeds of the fish fry held at the KC Hall to benefit the tennis courts project, in the amount of \$183.93. Motion by Yule, seconded by Sexton to accept this donation to the tennis courts fund with much appreciation. Carried.

Motion by Sexton, seconded by Yule to accept the agenda with the addition of the transfer of water collections and set specific times for the new business items. Carried.

Motion by Clemmensen, seconded by Sexton to accept the minutes as presented. Carried.

Zoning & Planning report. This board is still working on the regional market place ordinance.

Clemmensen attended the watershed seminar.

A joint public hearing of the city council and zoning & planning will be held on Tuesday April 27 to review the comprehensive plan draft.

MNDOT has collected all the information for the bridge design over I 35. Once compiled they will call the city to set up a meeting.

Motion by Karow, seconded by Clemmensen to install a stop sign on the north end of 4<sup>th</sup> Street SE at the 3<sup>rd</sup> Avenue SE intersection. Carried.

The poles for the new street lights have been ordered.

Keith will have information about a fuel tank for the wastewater generator at the next meeting.

There is a pool meeting that the council is invited to on May 4, at 6:00 p.m.

Motion by Karow, seconded by Sexton to transfer the water collections in the amount of \$20,771.86. Carried.

Y2K. Sanborn to type letter to be sent out to all vendors for city equipment.

The tennis courts are retaining water. This will be asked of the engineer once he arrives.

Saturday, May 1, is Community Cleanup Day. Everyone participating with the Junior Civic Club should meet at City Hall at 9:00 a.m.

Motion by Clemmensen, seconded by Yule to hire Dennis Mielke to paint and texture the council chambers for a cost of \$670.00 Carried.

There has been no new information about the emergency lighting or generator for City/Fire Hall building.

Break to wait for the engineer.

Engineers report. Discussion of the comprehensive plan public hearing tomorrow evening.

The extension of the township orderly annexation agreement will be approved at the next regular meeting. The language change recommendations from Chuck Pettipiece were reviewed and discussed.

Motion by Clemmensen, seconded by Sexton that if now or in the future the property owned by Terry & Kari Yule and being purchased by Rob Barbeau should be destroyed by fire or by some other natural cause, the residential home would be allowed to be 100% rebuilt at the same location. Carried.

Diane Wilson brought to the council from the CHAT group the option of participating in a housing market study for the purpose of attracting a developer of some multi unit rental housing. The council is interested but would like some more information about the purpose and cost of this study and would like to see at least 3 communities involved.

Liquor Store. The MS Dart tourney went well. \$400 was raised for the MS foundation with 45 – 50 dart players being involved.

There will be a promotion at the liquor store on Saturday, May 8, for the muni softball team. The team is trying to raise enough money for uniforms. This promotion will be held on the county road between the muni and CJ Foods from 5 – 8 p.m.

If the ice machine is not moved out of the liquor store office by the next council meeting the council will look into possibilities of hiring this job out.

Discussion of the new annexation agreement wording and the flat rate per acre for the annexation of land.

The crossing permit for I & M Rail Link will be sent in. The fee is a one time fee not an annual fee. There has been no follow up with Union Pacific Railroad.

Brief discussion of the storm sewer policy.

Bids for the new street project will be let at the June 8 council meeting.

With the final work to be done on the tennis courts the standing water problem will be solved.

Dorian Cornelius will research options for the replacement of the front end loader and bring to the council next month.

Motion by Sexton, seconded by Yule to adjourn at 10:26 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Joint City Council and Zoning & Planning Board Public Hearing  
April 27, 1999  
Medford Knights of Columbus Hall

Mayor Nelson and Zoning Chairman called the meeting to order at 7:04 p.m. All the council members were present. Zoning & Planning members present were John Curran, Wendy Calder, Danny Thomas, and Drew DeMars. Others attending were Bruce Bullert, Dave Maroney, Doug Hughes, Cheryl Paquin, DeWayne and Gert Halverson, Todd Kavitz, Tom & Elaine Hill, Gwen Buscho, Keith Maas, Dorothy Lee, Alice Panos, John Tjernagel, Diane Wheeler, and Elliot Eisman.

The purpose of this hearing is to review the drafted comprehensive plan for the City of Medford to collect additional input from the community.

Mayor Nelson introduced the members of the Zoning Board. Then she gave a summary of the contributing and supporting information used in the development of this draft (ie: Minnesota Design Team & CHAT Study).

The comp plan was explained by Dave Maroney. The contributing factors for the map development explained by Bruce Bullert.

The floor was opened for questions, comments, and concerns.

The Zoning Board and the City Council closed the hearing. Motion by Yule, seconded by Karow to close the hearing for the City Council. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
 May 11, 1999  
 City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Gary Wiersma, Keith Maas, Cheryl Paquin, mark Rahrlick, Bruce Bullert, and Jerry Eick.

Motion by Yule, seconded by Sexton to accept the agenda as presented. Carried.

Motion by Clemmensen, seconded by Yule to accept the minutes as presented. Carried.

Motion by Sexton, seconded by Yule to pay the city bills as presented. Carried. Motion by Yule, seconded by Sexton to pay the liquor store bills as presented. Carried.

Park report. Motion by Sexton, seconded by Clemmensen to set the following pool wages:

Lifeguards	1 <sup>st</sup> year	\$6.30/hour
	2 <sup>nd</sup> year	6.60/hour
	3 <sup>rd</sup> year	7.00/hour
	4 <sup>th</sup> year +	7.50/hour
WSI Instructors	1 <sup>st</sup> year	\$7.50/hour
	2 <sup>nd</sup> year	8.00/hour
	3 <sup>rd</sup> year	8.75/hour
	4 <sup>th</sup> year	9.50/hour

Carried.

Downtown development task force report.

Zoning & Planning. No report

Joint Resolution for orderly annexation agreement changes reviewed.

Motion by Sexton, seconded by Yule to adopt a joint resolution extending the current resolution for orderly annexation until June 9, 1999. Carried.

1999 street improvement project update. Bids will be let for this project on June 8.

Motion by Clemmensen, seconded by Karow to adopt a resolution for the 1999 street improvement projects 98-2 and 99-1, approving the plans and specs and calling for bids for June 8, 1999. Carried.

Discussion of the access to the girl scout camp. Girl scouts will be using the camp for the next 3 weekends and day camp will start the end of June. The girl scout council wants to be kept informed about construction project and the best way to get to the camp. Also a bus will need to get to the camp for the day camps starting in June. Bruce Bullert will be in contact with Deb Tenold about these concerns.

A request to annex the south 33 feet of 5<sup>th</sup> Avenue SE will not be made until the adoption of the orderly annexation agreement.

A meeting with MNDOT has been scheduled for June 7. Nelson Karow and Bruce Bullert will attend.

Audit report presented by Jerry Eick. A workshop for the audit and capital planning will be held on June 15 from 6 to 8 p.m. Jerry Eick will be in attendance and Bill Fahey will be invited to attend also.

5 minute break.

Outlet Center water system. Keith Maas reported that the cost of meter including installation would be for a 2 inch meter is \$750 each for 7 meters, and 1 ½ meter is \$595 each for 3 meters. The attorney is working on a letter to the owners that will include this information.

Trailer Court. Rick Tollefson met with John Regitschnig about the trailer court and the possible sale to the City of Medford. More meetings will be scheduled regarding this.

The liquor licensing application process was outlined by Mark Rahrlick. Information needed by the attorney is the question language from the ballot, vote results, and a copy of the signed ordinance. Sanborn to get this information to the attorney.

The attorney is working of the paper work needed by the County for the annexations of the Kilness and Panos properties.

Bruce Bullert reported about the meeting with the township as to the changes to the orderly annexation agreement language. The city council will meet with the township to discuss this further. Sanborn will contact Jim Schull to schedule this.

Barta property was mentioned.

Sanborn reported that the market study for rental housing would be valid information for 3 years, not six months. Currently there are only 2 communities that are interested. The CHAT group will try to contact a third community to be included in this. More information as to the cost and communities involved will be at the second meeting in June.

Motion by Sexton, seconded by Karow to acknowledge the painting of the garbage cans with thanks and appreciation to Girl Scout Troop 508. The cans look great. Carried.

Funds have been applied for for the city emergency generator for the city hall and fire hall.

Motion by Karow, seconded by Yule to pay the costs for Mayor Nelson to attend the LMC annual conference in Rochester on the 16 and 17. Carried.

Motion by Clemmensen, seconded by Yule to accept the recommendations as presented by the County Assessor from the Board of Review. Carried.

Motion by Clemmensen, seconded by Yule to adjourn at 10:20 p.m. Carried.

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

Submitted by \_\_\_\_\_ city clerk.

Regular Council Meeting  
 May 24, 1999  
 City Hall

Mayor Nelson called the meeting to order at 6:00 p.m. All council members were present. Others attending were Duane Gallea, Jim Schull, Tony Durand, Sandy Kucera, Chuck Pettipiece, Keith Maas, John Curran, Dorian Cornelius, Greg Sanborn, and Bruce Bullert.

The purpose of the first part of the meeting is to discuss the proposed orderly annexation agreement with Medford Township officials.

Discussion of Exhibit "B" and the reimbursement options.

Close this portion of the meeting at 7:05 p.m.

Regular meeting called to order at 7:10 p.m.

Open forum: none.

Motion by Yule, seconded by Karow to accept the agenda as presented. Carried.

Motion by Clemmensen, seconded by Sexton to accept the minutes as presented. Carried.

Zoning report.

Streets. The stop sign on 4<sup>th</sup> Street SE needs to be raised up higher.

Comprehensive Plan. Mixed use areas will be more defined prior to the adoption of the comprehensive plan.

Outlet Center water billing discussed. Motion by Karow, seconded by Yule to combine all the water meter usage into one (1) single bill at the 2" meter rates with one minimum usage of 10,000 gallons, excess would be billed at the rate per 1,000 gallons over 10,000. Carried.

Motion by Karow, seconded by Yule to purchase a 110 gallon fuel tank for the wastewater generator at a cost of \$287 plus a hand pump at a cost of \$48. Carried.

Motion by Clemmensen, seconded by Sexton to purchase 2 cellular phones at a cost of \$100 each with an activation fee of \$35. Monthly charges will be \$18.95 for 40 minutes of air time. Carried.

Liquor store report. Summary of the May 8<sup>th</sup> Dart tourney. Discussion of the dance on June 4, 1999 with the Killer Hayseeds.

Emergency Management report from Doug Johnson. A presentation of the responsibilities of elected officials by Jerry Rosenthal will be scheduled for the 2<sup>nd</sup> meeting in June.

Break.

1999 Street project. Bid opening will be at the June 8 meeting.

Motion by Sexton, seconded by Clemmensen to pay the cost for upgrading the street crossing at 5<sup>th</sup> Avenue SE to the railroad. Carried.

Tennis Courts project. The project is complete. Nets need to be installed.

Motion by Yule, seconded by Sexton to purchase 3 – 18" by 24" – signs reading "Absolutely no bicycles, rollerblades, skateboards, or roller skates. Tennis shoes only" to be installed around the tennis courts. Carried.

Discussion of the furniture outlet.

Motion by Yule, seconded by Sexton to table the adoption of the comprehensive plan. Carried.

The annexation agreement with Medford Township was discussed. A consensus of the council to send Bruce to talk to Township about the reimbursement option, any further discussion will be done by a subcommittee (Nelson and Karow).

Budget review.

Motion by Karow, seconded by Yule to change city hall hours to the summer hours of 7:00 – 11:30 a.m. and 1:00 – 4:00 p.m. from June 1 through August 31. Carried.

Motion by Clemmensen, seconded by Yule to grant a food permit, dance permit, and 3.2 beer permit to Medford Civic Club for Straight River Days on June 4 – 6. Carried.

Pictures are needed for the new Medford brochure. Please get them to city hall by Thursday.

Motion by Karow, seconded by Yule to adjourn at 10:12 p.m. Carried.

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

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



MNDOT Meeting  
 June 7, 1999  
 City Hall

The meeting opened at 3:40 p.m. with the following in attendance: Tony Hemes, Nelrae Succio, Steve Alderson, Dale Maul, Steve Kirsch, Tom Shea, Dave Serverson, Lee Amundson, Les Oeltjenbruns, Jim Wagner, Todd Kavitz, Bruce Bullert, Ron Karow, Lois Nelson, and Karen Sanborn.

Status of the MNDOT bridge design analysis was given by Dale Maul. A Round-A-Bout design was presented as an option. A video and information packets were provided to the City and County officials. The timeline for this project is that construction of the bridge and round-a-bout could happen in 2001. It may be more realistic that construction would be done in 2002.

At this time MNDOT needs the support of both the County and the City for the round-a-bout design. Then this information will be taken to the geometric design team for the development of plans and alternatives for pedestrian flows.

The City needs to have a sidewalk and pedestrian plan and policy in place in order to ensure the alternatives offered by MNDOT will be compatible with any plans along County Road 12.

Transportation study. Solid commitments are needed from all the governing bodies participating in this study. The commitments must include financial support also.

This group will meet again in about 30 days to review the round-a-bout plans progress.

Adjourned 5:25 p.m.

Regular Council Meeting  
 June 8, 1999  
 City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Gary Wiersma, Mark Rahrck, Keith Maas, Bruce Bullert, Dave Maroney, Karen Linders, and Steve Johnson.

Open forum: None

Motion by Sexton, seconded by Yule to accept the agenda with changes as stated. Carried.

Motion by Clemmensen, seconded by Yule to accept the minutes as presented. Carried.

Motion by Karow, seconded by Clemmensen to pay the city bills as presented. Carried. Motion by Yule, seconded by Sexton to pay the liquor store bills as presented. Carried.

Liquor Store weekend results (activities in conjunction with Straight River Days) were shared.

Motion by Yule, seconded by Sexton to acknowledge with appreciation all city employees efforts to make this dance a success. Carried.

Park/Pool report.

Motion by Karow, seconded by Sexton to move one bleacher with appropriate safety measures installed to the pool on the grass area. Carried.

Two iron posts need to be installed at the Frank Woodfill Wildlife Refuge to stop cars from driving down by the canoe landing.

Motion by Sexton, seconded by Yule to pay the budgeted amount for the 1998 Park & Rec program through Medford School. Carried.

Keith Maas presented the site plan for the new home construction on existing property owned by Curt & Kathy Rapp. Attorney will review this and inform Keith in the morning as to the best way to handle the private sewer line to existing residence.

Motion by Sexton, seconded by Karow that upon the verbage recommendation from the City Attorney to approve the building permit contingent that a document will be recorded putting any future buyer on notice of hte need for an easement for the private sewer line that goes through that property. Carried.

Tax Increment Financing reviewed.

Motion by Yule, seconded by Sexton to adopt the joint resolution for orderly annexation with Medford Township. Carried.

Break

Discussion with US Cable about the survey results. Motion by Yule, seconded by Clemmensen to accept as the first reading of a proposed ordinance extending the franchise agreement with US Cable for 5 years. Carried.

Bruce Bullert returned with signed copies of the orderly annexation agreement.

More discussion about Tax Increment Financing in conjunction with Bluff View and 5<sup>th</sup> Avenue SE.

A summary of the meeting with MNDOT representatives on June 7 was given by Mayor Nelson and Council Member Karow. Motion by Karow, seconded by Clemmensen to support the MNDOT Round-A-Bout option for the design of the interchange of I 35 and County Road 12. Carried.

1999 Street projects. Bid letting will postponed to the 15<sup>th</sup> of June unless this does not work with plan holders. A later date will be used if the 15<sup>th</sup> is not possible.

Motion by Clemmensen, seconded by Yule to approve the final payment for the tennis courts project in the amount of \$8,470.40. Carried.

Motion by Karow, seconded by Sexton to approve the partial payment for the Bluff View and Oakridge Bluffs projects in the amount of \$76,566.58. Carried.

Water system at the Outlet Center. There will be action from Horizon within 2 weeks.

Discussion of the options for the trailer court. No new information at this time.

City Hall coverage. Consensus of the council is to pay between \$8.00 and \$8.50 per hour.

Motion by Yule, seconded by Karow to grant for food and dance and beer sales to the Medford Women's Club but request that all requests must be in writing and received 30 days prior to the event. Carried.

Motion by Yule, seconded by Clemmensen to adopt a resolution in support of the Safe Start grant application Steele County is filing. Carried.

Cooperative Purchasing Venture. Motion by Yule, seconded by Clemmensen to table this item to the next meeting. Carried.

Motion by Clemmensen, seconded by Yule to adjourn at 11:33 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
June 28<sup>th</sup>, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Dorian Cornelius, Keith Maas, Craig O'Hearn and Bruce Bullert.  
Minutes recorded by Kimberly J. Karsten.

Open forum: None

Motion by Yule, seconded by Karow to accept the agenda with changes as stated. Carried.

Motion by Sexton, seconded by Clemmensen to accept MN Dot minutes and regular June 8<sup>th</sup> council meeting as presented. Carried.

Mayor Nelson brought some discussion on the Regional Marketplace Zoning Review there was some conflict on items 4, 5 & 7, under No. 3 of Performance Standards. Also some discussion on the outdoor sign issues.

Green Lawn Estates Plat meeting was rescheduled to Tuesday, June 29, 1999, due to lack of quorum at prior meeting.

The EDA has the community profile finished and is having new brochures printed up to entice tourists to the City OF Medford. We will be holding EDA meetings the 4<sup>th</sup> Thurs. of the Month.

The streets are looking great all of the curbs and walks have been painted along County Road 45. 1998 street projects are complete.

A fax request came before the Council from Horizon Group Properties in regards to installing Meters for water usage, Horizon Group is requesting to make payments over a 5 year period, however the council felt that the cost would not be that abundant and they should be able to make payment in 90 days. Bruce Bullert, Keith Maas and Don Clemmensen are going to get together and see how other surrounding communities charge for this type of hook-up. The council showed concern in regards to easements, legal descriptions and time frame to make all of this happen, Bruce Bullert is going to check on this information.

There was also some concern as to State guidelines in regards to the chemicals and the storage thereof.

Straight River Days was a great success !!!, and also provided the City with some exceptional extra revenue. There was some talk of having an appreciation party for City employees and volunteers for a job well done at the end of the summer.

A Lottery Machine has been installed in the Municipal Liquor Store for purchasing Powerball, Gopher 5 etc. Tickets Craig O'Hearn thought that it would be o.k. to try for a couple months and see how it goes.

Tentative Date set as August 28, 1999 for Street Dance due to availability of the band the Tropical T-Birds.

Motion made by Karow, seconded by Sexton to set Aug. 28, 1999 as tentative date for Street Dance due to availability of band. Carried.

Bid letting proceeded at 8:00pm.

There were 2 bids received for Resolution No. 99, Street and Utility improvements on City project No. 98-2 and City project No. 99-1. Heselton Construction came with a bid of \$280,777.00 and Crane Creek Construction came in with a bid of \$273,440.75.

Motion by Karow, seconded by Clemmensen to award the bid to Crane Creek Construction for \$273,440.75. Carried.

Break.

Adoption of Comprehensive Plan was discussed with the exception that a map of the City be included within the book. The charge for this book would be \$15.00 and a charge for a map alone would be \$5.00. The books would be distributed free of charge to certain entities. Mention made of purchasing 70 books and 50 maps.

Motion by Yule, seconded by Karow to charge a fee of \$15.00 per book and \$5.00 for map. Carried.

Motion by Yule, seconded by Sexton to adopt Comprehensive Plan with slight changes. Carried.

Motion by Clemmensen, seconded by Karow not to participate in Cooperative Purchasing Venture. Carried.

Motion by Yule, seconded by Karow to accept the 2<sup>nd</sup> reading of the extension of cable franchise agreement to US Cable of Coastal-Texas, Limited Partnership, as read.

Motion by Karow, seconded by Sexton to adopt the extension of cable franchise agreement to US Cable of Coastal Texas, Limited Partnership to July 17, 2004.

Mayor Nelson gave a brief discussion of various meetings she attended while at the convention for the League of MN Cities. There was some discussion on Downtown Development, Volunteer Fire Depts. & Sidewalk Ordinances and where the responsibilities lie as far as owners vs. cities for repairs.

Keith Maas sent a returned a survey that was requesting how far the Water System is in regard to the Y2K.

The Posts placed in adjacent to Frank Woodfill Park has helped the problem of dropping off garbage.

Medford Civic Club presented a bill for \$566.50, however there was a charge for \$60.00 for pumping 4 City out houses during Straight River Days, which none of the Cities outhouses were used for Straight River Days.

Motion by Yule, seconded by Sexton to pay the Medford Civic Club \$506.50, which is minus the \$60.00 over charge. Carried.

A Household Hazardous Waste Collection date has been set for Mon. July 19, 1999 from 2pm to 6pm in the School parking lot.

Keith Maas and Don Clemmensen attended the meeting with the Design Team, Medford was praised for putting their suggestions for a Comprehensive Plan, Well Head and the upcoming round about off ramp.

Keith Maas brought the need to purchase a Line Locator for the Utilities, he will check out the prices.

The pool will be closed on the evening of July 9, 1999.

Concerns expressed over a number of instances throughout the City in violation of current ordinances regarding size and placement of sheds, lots sales in unplatted areas, and chicken raising.

Motion by Karow, seconded by Yule to adjourn at 10:16 p.m. Carried.

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

Submitted by \_\_\_\_\_Clerk.

Regular Council Meeting  
July 13, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Jaime Larson, John Curran, Todd Kavitz, Keith Maas, Mark Rahrnick, Gary Wiersma, Bruce Bullert, Jerry Rosenthal, Doug Johnson, and Bill Fahey.

Open forum: None.

Motion by Sexton, seconded by Yule to accept the agenda as presented. Carried.

Motion by Clemmensen, seconded by Karow to accept the minutes as presented. Carried.

Motion by Karow, seconded by Sexton to pay the city bills as presented. Carried.

Motion by Yule, seconded by Karow to pay the liquor store bills as presented. Carried.

Planning & Zoning report. Regional Market Place draft ordinance discussed.

Motion by Yule, seconded by Sexton to grant a zoning variance as requested to Kevin Kewatt. Carried.

The concept plan for Green Lawn Estates is still being developed. It will be presented to Planning & Zoning when complete.

Motion by Karow, seconded by Clemmensen to accept the resignation of Wendy Calder from the Planning & Zoning Board and express the council's appreciation for her commitment and time serving on this board. Carried.

Zoning board will be looking into the LMC code information book in the next meetings.

Motion by Sexton, seconded by Clemmensen to accept the proposal from Civil Enterprises to update the mapping for the City with an amount not to exceed \$5000. Completion date schedule: Map #1 – August 2, 1999; Map #2 – September 1, 1999; Map #3,4,&5 – November 1, 1999. Funds will come from the Wastewater improvement fund. Carried.

Park & Pool report. Motion by Karow to table the purchasing of the Frank Woodfill Wildlife Refuge sign until more information received.

Motion by Clemmensen, seconded by Yule to accept the proposal from Civil Enterprises for the park site plan for a cost not to exceed \$1,800. Funds to come from the park improvement fund. Carried.

Discussion of the playground equipment replacement plans and the tennis courts dedication ceremony.

Motion by Sexton, seconded by Yule to acknowledge, with great appreciation, the donation of the white sand for the volleyball courts from Crane Creek Construction, value of \$517.06. Carried.

EDA report.

Well system at outlet center was discussed.

The Orderly Annexation Agreement with Medford Township will be filed with the Municipal Board on July 14, 1999.

Discussion of ordinance violations and notices to go to the property owners. These notices will go out tomorrow.

Further discussion of the water system at the outlet center.

Emergency Management and the elected officials role presentation by Jerry Rosenthal, Steele County Emergency Management Director.

A quote for the improvements to the warning siren by the water tower discussed. This will be added to the 2000 budget.

Break

Agenda items "New Development" and "2000 Budget" have nothing new to report at this time.

Cable Locator quotes presented. Motion by Karow, seconded by Yule to purchase an Infertech cable locator from Radio Detection of Brooklyn Park at a cost of \$2910 plus tax. Wastewater improvement funds will be used. Carried.

Street Improvement Projects report. Motion by Clemmensen, seconded by Sexton to approve the partial pay estimate #3 in the amount of \$33,070.45 to Crane Creek Construction. Carried.

Oakridge Bluffs 2<sup>nd</sup> Addition and 5<sup>th</sup> Avenue SE work will start in approximately 1 week. The project just bid will begin as soon as the permit for storm sewer improvements has been received from the UP railroad.

Lengthy discussion of the long term financial planning for the city including all current projects and any future projects being contemplated.

Motion by Clemmensen, seconded by Yule to adjourn at 11:00 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular City Council Meeting  
July 26, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Keith Maas, Todd Kavitz, Dorian Cornelius, Dan Needham, Virginia Jones, Rick Jones, John Hosfield, Don Redman, Bruce Bullert, Craig O'Hearn, Kevin Gallagher, Greg Sanborn and Rick Hager.

Open forum: none.

Motion by Karow, seconded by Yule to accept the agenda as presented. Carried.

Motion by Clemmensen, seconded by Sexton to approve the minutes as presented. Carried.

Planning & Zoning report. A preliminary plat of the Jones 3<sup>rd</sup> Addition was presented to the Council.

Motion by Clemmensen, seconded by Karow to approve the preliminary plat with the following conditions: inclusion of a storm water pond outlet, street designation to east (4<sup>th</sup> Street SW), condition of the zoning being approved, and the proceeding with a petition for annexation. Carried.

Concept plan for Green Lawn Estates was presented to the Council. Motion by Clemmensen, seconded by Sexton to accept the concept plan B as presented and encourage the proceeding with preliminary plat. Carried.

Driveway widths discussed. Requests for driveways wider than the 22 foot standard will be handled on an individual basis.

Motion by Yule, seconded by Sexton to grant the variance as requested by Dennis Deets. Carried.

Break.

Liquor Store. Liquor liability quotes reviewed. More information is needed about the Mount Vernon Fire Insurance Co prior to a decision being made.

August street dance will be on the 28<sup>th</sup> with the East Side Pharoah's band from Mankato. Scott & Brenda Ahlman will have the food stand there.

Review of the report from the Minnesota Municipal Beverage Association's visit to Medford.

The air exchange system is still not working properly. Sanborn to research history in minutes and bills. Maas and Cornelius to find out if the new motors were ever installed.

Motion by Karow, seconded by Sexton to have the awning cleaned and sealed at a cost of \$125. Carried.

The cement for the dumpsters needs to be poured. Improvements to the bathrooms need to be looked into.

Motion by Yule, seconded by Clemmensen to purchase 2 new cash registers for the liquor store at a cost of \$600 each plus tax. Carried.

Fire Department report. Motion by Clemmensen, seconded by Sexton to appoint 4 new firefighters as recommended by Rick Hager, Fire Chief. This will bring the roster up to 26 firefighters. Carried.

The policy for the selection process for firefighters will be reviewed by the council. Discussion of the charges for the Turkey Store for watering turkeys.

Motion by Sexton, seconded by Karow to charge \$100 per hour per truck for the fire truck use plus \$4 per 1000 gallons of water used for watering the turkeys. Carried.

Deerfield Township has approached the fire department about fire protection coverage. Rick Hager will bring a recommendation to the council about this possibility.

Motion by Clemmensen, seconded by Karow to authorize Keith Maas and Rick Hager to proceed with the rehab of the tanker truck at a cost not to exceed \$15,000. Carried.

Ordinance violations update – chickens gone; shed is still there.

The outlet center water system site descriptions are done and the drawing will be done by the end of this week. Motion by Clemmensen, seconded by Yule to proceed with the utility and drainage easements as recommended by the city engineer. Carried.

Comprehensive plan mapping was presented by the engineer.

Street improvement projects will start soon. The crossing permits from UP and I & M Rail have not been received as of yet. The policies for new development need to be reviewed.

Correspondence from the Barta property developers was shared with the council.

Water/Wastewater report. The council acknowledges the Wastewater Manager of the Year for Southeastern Minnesota award presented to Keith Maas.

Motion by Yule, seconded by Sexton to transfer 1<sup>st</sup> quarter water collections in the amount of \$22,331.50. Carried.

Hazardous waste collection in Medford went very well.

Discussion of the citizen notification of the copper and lead program that will be mailed out in October.

Budget for 2000.

Keith & Karen will continue to work on getting written confirmations about Y2K compliance.

There has been no input from Mike Caron for the Regional Market Place Ordinance.

City Hall coverage mentioned and possibilities discussed with more discussion to come.

Steele County may help with the sign for the Frank Woodfill Wildlife. Sexton is checking into this.

Motion by Sexton, seconded by Karow to not waive the monetary limits for cities for insurance purposes. Carried.

Motion by Clemmensen, seconded by Sexton to approve Sanborn attending the Banyon Data Systems seminar on August 25 in Burnsville to learn about the window version of the fund accounting and utility billing programs. Carried.

An invitation to the Clinton Falls picnic was shared with the council.

Motion by Clemmensen, seconded by Sexton to adjourn at 11:16 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.



Regular Council Meeting  
 August 10, 1999  
 City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. Council member Yule was absent. Others attending were John Hosfield, Rick Jones, Clayton Just, and Bruce Bullert.

Motion by Sexton, seconded by Karow to accept the agenda as presented. Carried.

Motion by Clemmensen, seconded by Sexton to accept the minutes but add the names of the 4 new fire fighters hired, Todd Peterson, Kurt Edel, Tim Amberg, and Rich Kucera. Carried.

Motion by Karow, seconded by Sexton to pay the city bills as presented. Carried. Motion by Sexton, seconded by Karow to pay the liquor store bills as presented. Carried.

Park report. Steele County has approved the request for paying half the cost of the sign for Frank Woodfill Wildlife Refuge.

Motion by Sexton, seconded by Clemmensen to order the sign as quoted from Concept 4 with Steele County paying half the cost. Carried.

Downtown Development Task Force Report.

Clayton Just requests for his driveway in Oakridge Bluffs to be up to 32 feet in width. Standard policy is 22 feet.

Motion by Clemmensen seconded by Sexton to approve a driveway with a maximum width of 26 feet with keeping the driveway 5 feet from the property line. Carried.

The site plans for the water system at the outlet center have been completed.

Ordinance violation update. A building permit has been applied for and a site plan approved by Keith Maas.

5<sup>th</sup> Avenue SE annexation discussion. The owner needs to consent to the annexation and there has been no response from the girl scout council.

A letter was received from Cambridge Realty about proceeding with the plans for development without annexation. The attorney stated that the City could apply its subdivision ordinance beyond its territorial limits as is permitted by statute. But in this case the County's zoning and subdivision ordinance may have exclusive jurisdiction. If this is the case then the city cannot apply its subdivision ordinance beyond its territorial limits.

The orderly annexation agreement with Medford Township has been accepted by the Municipal Board.

The building permit issued for the property located at 301 1<sup>st</sup> Ave NE has expired. Discussion of the next steps.

A preliminary plat for the Jones 3<sup>rd</sup> Addition was presented. A joint resolution with the City and Township must be acted upon before a preliminary plat can be approved. Rick Jones and John Hosfield went to the township meeting to request this and then come back to this meeting.

Engineer report. 5<sup>th</sup> Avenue SE improvement progress discussed. I & M Rail Link has sent correspondence with the cost of improving the 5<sup>th</sup> Avenue crossing. The city's portion is approximately \$47,000. Bruce will negotiate with them for another option. The crossing permit will not be issued until this has been resolved.

Street improvement projects. Curb crew will be here next week and the street work will begin around the week of the 23<sup>rd</sup>. Once the construction has started it will continue until the work is completed. Street widths were also discussed.

A crossing permit for 5<sup>th</sup> Avenue NE for storm water improvements is being sent to the Union Pacific Railroad.

The City of Medford assessment policies need to be reviewed.

Rick Jones and John Hosfield returned. Motion by Karow, seconded by Clemmensen to accept the petition for annexation and enter into a joint resolution with Medford Township for the annexation of the property pursuant to the orderly annexation agreement. Carried.

Further discussion of the development and assessment policies. Bruce presented some samples from other communities. The standard street width will be 36 feet. Karow and Sexton will work with Bruce, Keith, and Dorian on the assessment and development policies to bring a recommendation back to the council.

Clemmensen and Nelson will work with Bruce on the regional marketplace ordinance.

Comprehensive plan maps given to the council to review.

A special meeting will be held on Tuesday, August 17, 1999 with the following agenda items: 1. Tax Increment Financing; 2. Budget; 3. Bonding; and 4. Railroad Permits.

Brief review of the budget.

A preliminary look at the general liability policy for the city. Motion by Sexton, seconded by Karow to accept the liquor liability insurance through Americana Agency for \$500,000 coverage at a cost of \$6,604. Carried.

Motion by Clemmensen, seconded by Sexton to approve the premise permit and waive the 60 day waiting period for charitable gambling at the Medford Municipal. Carried.

There have been rollerbladers on the tennis courts that have been asked to leave.

Motion by Karow, seconded by Clemmensen to adjourn at 10:30 p.m. Carried.

Special Meeting  
August 17, 1999  
City Hall

Mayor Nelson called the meeting to order at 5:35 p.m. All members were present. Others attending were Dave Maroney, Bruce Bullert, and Bill Fahey.

Agenda for this meeting:

- Railroad crossing permits
- Bonding
- Tax Increment Financing
- Budget

Union Pacific Railroad crossing permit for 5<sup>th</sup> Avenue NE. Motion by Karow, seconded by Yule to adopt a resolution for the crossing permit for 5<sup>th</sup> Avenue NE for storm water improvements with a license fee of \$1,500 and insurance fee of \$500. Carried.

I & M Rail has agreed to review the crossing improvement costs for the possibility of different options to make the improvement more cost effective.

Review of the existing bonds held by the city. Bill Fahey will bring a recommendation to the next meeting for combining the street improvement bonds together and the utility improvement bonds together.

Tax Increment Financing discussion. Projected revenues and expenses were presented. Discussion of what the TIF monies can be used for. Discussion of the possible extending of the district to include Green Lawn Estates. Bruce and Dave will bring some preliminary numbers for this option to the meeting on Monday.

Break

Budget discussion.

Motion by Clemmensen, seconded by Yule to adjourn at 9:45 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
 August 23, 1999  
 City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Briar Buscho, Jim Matthews, Bill Hinks, Bill Hinks Jr., Diane Wilson, John Curran, Jaime Larson, Les Oeltjenbruns, Dick Day, Dave Maroney, Bruce Bullert, Steve Sviggum, Todd Kavitz, Don Redman, Dorian Cornelius, Craig O'Hearn, and Keith Maas.

Mayor Nelson welcomed Senator Dick Day, County Commissioner Les Oeltjenbruns, and Representative Steve Sviggum to the meeting. A copy of the new city brochure and the adopted Comprehensive Plan were presented and a review of the maps followed. The happenings in and around Medford were discussed along with TIF, Sales tax for Cities, and Wastewater funding.

Break from 8:00 to 8:10.

Motion by Sexton to accept the agenda with additions for the annexation request and to acknowledge the contribution from Steele Waseca Electric for EDA. Carried.

Motion by Clemmensen, seconded by Karow to accept the minutes as presented. Carried.

A Petition for Annexation has been received from the Medford Furniture Outlet. Motion by Karow, seconded by Sexton to accept the petition. Carried.

Zoning & Planning report. Motion by Yule, seconded by Clemmensen to grant the variance of 7 and ½ feet as requested by Paula Lambert for the placement of a deck. Carried.

Motion by Yule, seconded by Clemmensen to set a non refundable fee of \$125 for all variance requests effective January 1, 2000. Carried.

Motion by Sexton, seconded by Yule to approve the preliminary plat for Green Lawn Estates as presented. Carried. This project may be started yet this fall.

Streets. Motion by Karow, seconded by Clemmensen to place 5<sup>th</sup> Avenue NE two (2) feet off center to the north. Carried.

A verbal quote has been received to trade in the skid loader for a new skid loader with a 1 year warranty for a cost of \$500. Dorian will get this quote in writing for the next meeting. The crosswalks are being painted by the school.

Briar Buscho is requesting that the stop sign and curb in front of his residence be moved to the west. Currently 1<sup>st</sup> Street NW is 36 feet wide at the south end of the block and 41 feet wide at the north end.

Motion by Sexton, seconded by Yule to make 1<sup>st</sup> Street NW a uniform 36 feet wide for the block between Central Avenue and 1<sup>st</sup> Avenue NW. Carried.

Water & Wastewater report. The facility plan will be reviewed in late September when a town meeting will be scheduled.

Liquor Store. There will be no karaoke at the street dance on the 28<sup>th</sup>. The dance will run from 8:00 to midnight. Scott and Brenda Ahlman will have their food stand there. The new tills will be installed tomorrow. The cement has been done for the dumpsters.

Engineers report. The street projects are underway. The Outlet Center water systems legals should be done tomorrow. Nothing new from the railroads as of yet.

The breakdown by department for the city insurance was presented to the council.

The regional market place draft ordinance is to be given to Rick Tollefson for his review and opinion to be given at the next council meeting.

The subcommittee reviewing the assessment policies will meet one more time before bringing a recommendation to the rest of the council.

Commercial development activity reviewed.

Nothing new for the budget at this time. A preliminary levy will need to be adopted at the next meeting.

Motion by Yule, seconded by Clemmensen to acknowledge the contribution to the EDA representative from Steele Waseca Electric in the amount of \$500 with thanks and appreciation. Carried.

The replacement of the warming house window is in progress. Mention of the Jones 3<sup>rd</sup> Addition and the lots and their intended uses. A meeting has been scheduled with the Barta representatives for tomorrow.

Motion by Yule, seconded by Karow to adjourn at 10:12 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
September 14, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Chuck Schuler, Lance Fox & sons, John Tjernagel, Gary Wiersma, Mark Rahrnick, Bruce Bullert, Dan Wiles, Greg Sanborn, Paul Wencl, and Craig O'Hearn.

Open forum – none.

Motion by Yule, seconded by Karow to accept the agenda with these additions: Chuck Schuler annexation request, Park spraying quote, skid loader, township reimbursement, CAST and calendar payments. Carried.

Motion by Clemmensen, seconded by Sexton to accept the minutes as presented. Carried.

Motion by Sexton, seconded by Clemmensen to pay the liquor store bills and include the bill for the stage rental. Carried. Motion by Karow, seconded by Yule to pay the city bills as presented. Carried.

Park/Pool report. Motion by Karow, seconded by Yule to table the discussion of a ceiling being installed in the Central Park Pavilion. Carried.

A quote in the amount of \$825.30 from Sexton Lawn Service was received for the spraying of all city grounds for weeds. Clemmensen is to get another quote and find out the cost for licensing to spray weeds.

EDA report. Web site presentation by Lance Fox. Cost to design this is \$150 for design work, \$100 license fee, and \$20 per month. Motion by Sexton, seconded by Yule to proceed with the design of a web page for the City. Carried.

An economic development brainstorming session with the council, EDA, And the Downtown Development Task Force with Larry Nelson, Alliant Energy, as facilitator will be scheduled for either October 6<sup>th</sup> or 27<sup>th</sup> depending on Larry Nelson availability.

The agreement for the well system at the outlet center has been drafted and is ready to be sent out.

Motion by Karow, seconded by Sexton to proceed with the agreement with the outlet center for the water system with their insurance monies from the lightning strike going towards the new panel for the well. Carried.

Motion by Clemmensen, seconded by Karow to adopt the joint resolution for the annexation of the Medford Furniture Outlet subject to the agreement in which the furniture outlet will provide their own water until such time as the City purchases the outlet centers water system and improves it to state standards. Carried.

Motion by Karow, seconded by Yule to adopt a joint resolution for the annexation of the road right of way along the south side of 5<sup>th</sup> Avenue SE. Carried.

The street dance held at the liquor store on August 28 cleared about \$2600 after the expenses.

Break.

Mark Rahrnick has returned from Medford Township meeting with the signed joint resolutions.

Paul Wencl would like to annex his property south of the city limits. Discussion of how this annexation would affect Joanne Cain property.

Motion by Yule, seconded by Clemmensen to authorize the city engineer to do a preliminary report for the extending services to Paul Wencl's property (old cenex property) south of town. Carried.

Chuck Schuler is requesting annexation of just the house. The legal description is not complete. Council will wait for the complete legal description and put this request on the agenda for the next meeting.

Regional Market Place Ordinance draft with the recommendations from the attorney reviewed. Draft referred to the zoning for clarification of some questions of the council.

Status of the trailer court mentioned.

Engineers report. An update of the progress of the street improvements given. Motion by Karow, seconded by Yule to make a partial payment to Crane Creek Construction in the amount of \$109,783.19. Carried.

Motion by Clemmensen, seconded by Yule to make a partial payment for the 98-5 and 98-6 projects in the amount of \$44,016.06. Carried.

The draft of the assessment policies was given to council for review at the next meeting.

Wastewater facility plan. Seth cannot attend the next regular meeting but will supply an updated facility plan for the October 12 meeting and the town meeting on October 13 or 27.

Motion by Sexton seconded by Karow to adopt a resolution ordering the preparation of a preliminary report for the improvements and extension of services to the Medford Furniture Outlet. Carried.

Break.

Discussion of the bonds and possible refunding and refinancing of bonds followed with Dan Wiles.

Motion by Karow, seconded by Clemmensen to set the preliminary levy less HACA aid at \$296,794. Carried.

A financial planning workshop will be held on November 10<sup>th</sup> from 6:30 – 9:00 p.m.

Truth-In-Taxation hearing will be held on Wednesday December 8 at 7:00 p.m. with a continuation hearing if needed on December 15 at 7:00 p.m.

Motion by Yule, seconded by Karow to pay the school the budgeted support of \$2,000 for the CAST publication. Carried.

Motion by Yule, seconded by Clemmensen to pay 1/3 the cost to print the calendar with EDA funds and 1/3 the cost from the city general fund for a total of \$626.80. Carried.

Motion by Clemmensen, seconded by Sexton to pay 1/2 of the property tax reimbursement for the Outlet Center to Medford Township in the amount of \$12,186.82 and the total reimbursement for Oakridge Bluffs in the amount of \$406. Carried.

Motion by Karow, seconded by Clemmensen to purchase a new skid loader from Matecjek's in Faribault with trade in allowance at a cost of \$500. Carried.

Minnesota Cities Week is October 10<sup>th</sup> – 16<sup>th</sup> which coincides with the town meeting on the 13<sup>th</sup> and Mayor Nelson would like to have an open house on October 9.

The LMC regional meeting information and the Small Cities Planning Seminar information discussed.

The payment to the Medford Civic Club for the rental of the portable toilets that was approved in June has not been paid yet. Sanborn to get this sent out.

Motion by Clemmensen, seconded by Yule to adjourn at 11:45 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
September 27, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were John Curran, Dorian Cornelius, Bruce Bullert, and Dave Maroney.

There was no open forum. Motion by Yule, seconded by Sexton to accept the agenda with additions. Carried.

Motion by Clemmensen, seconded by Yule to accept the minutes with the spelling correction of spray. Carried.

Zoning & Planning report.

EDA report. Motion by Sexton, seconded by Yule to approve the Revolving Loan Fund Guidelines as recommended by the EDA. Carried.

October 6<sup>th</sup> EDA planning & strategy meeting will meet from 6:30 – 9:00 p.m. The council, EDA board, Downtown Development Task Force, and John Curran are all invited to attend.

Streets report. Sanborn to get the bill to Todd Kavitz for the street lights for Oakridge Bluffs 2<sup>nd</sup> Addition.

Water and Wastewater report. Medford Printing is printing the copper & lead awareness and the Minnesota Department of Health information that needs to be mailed out in October.

Dorian will work on getting quotes for street sweeping this fall. The new bobcat has been ordered.

Engineers report. An update of the street improvement projects given.

Motion by Sexton, seconded by Clemmensen that any work outside of the city project done by the contractor for driveway or sidewalk improvement must be kept between the property owner and the contractor for payment of work. Carried.

5<sup>th</sup> Avenue SE will not be paved until the railroad issues have been resolved. There has been no communication from I & M Rail as to the crossing at 5<sup>th</sup> Avenue SE.

A Town Meeting is scheduled for Wednesday, October 13, 1999 at the KC Hall. The comprehensive plan, residential development, and the wastewater treatment facility will be topics discussed.

Motion by Karow, seconded by Yule to adopt the proposed assessment policy as presented but to exclude 3<sup>rd</sup> Avenue SE from these policies and have the previous policies apply for improvements that have been postponed due to the construction traffic on this road. Carried.

Discussion of the Furniture Outlet annexation. Costs of the extension of services has not been determined as of yet. Tax Increment Financing versus Tax abatement options discussed.

A sample Business Subsidy Policy drafted by Briggs & Morgan was presented by Dave Maroney to the council for their review. A public hearing would have to be held in order to adopt a business subsidy policy. This policy is needed due to a state statute that was adopted and became effective August 1, 1999.

A public hearing for the assessment for the 1998 street improvements will be held on November 17. The assessment hearing for Oakridge Bluffs 2<sup>nd</sup> Addition and Bluff View Phase 2 will be held on November 9, 1999, at the regular council meeting.

Review of the Regional Marketplace proposed ordinance followed with a clarification from Dave Maroney and John Curran. Changes made will be faxed to attorney for his review of current draft.

Motion by Karow, seconded by Clemmensen to authorize Sanborn to attend the Small Cities Planning seminar in Mankato on October 7 at a cost of \$80. Carried.



Council members interested in attending the LMC Regional meeting in Lonsdale on October 27 should know for sure by the next council meeting so action can be taken.

The spraying of city property was done by Sexton Lawn Service as they are licensed for this task. Investigation of licensing someone from the city staff for this will be done in the next few months.

Discussion of tree trimming, cleaning catch basins, and scheduling of regular maintenance of city areas followed.

Steele County Emergency Management Director is requesting telephone contacts for New Year's Eve. This will need to be someone that can be contacted after 1:00 a.m. on January 1<sup>st</sup> for verifying that everything is working properly. This information will then be passed on to the state and eventually to FEMA. Council will discuss this further.

A meeting has been set up with MNDOT to discuss the bridge replacement and the round-a-bout on Wednesday, October 20, 1999 at 2:30 p.m. This will not be a full council meeting.

A full legal description for the property Chuck Schuler would like to annex as of yet. No action can be taken by the City until this has been received.

A petition for annexation has been received from Paul Wencl and forwarded to the City Attorney so a draft of a joint resolution for annexation can be placed on the agenda of the next meeting.

The expired permit of John Regitschnig will be an item for the next agenda.

Motion by Clemmensen, seconded by Sexton to adjourn at 10:10 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
 October 12, 1999  
 City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Rick Tollefson, Jaime Larson, Keith Maas, Bruce Bullert, and Seth Peterson.

Motion by Sexton, seconded by Yule to accept the agenda and remove the park/pool report. Carried.

Motion by Clemmensen, seconded by Yule to accept the minutes as presented. Carried.

Motion by Karow, seconded by Clemmensen to pay the city bills as presented. Carried.

Motion by Yule, seconded by Sexton to pay the liquor store bills as presented. Carried.

EDA workshop written summary reviewed.

Attorney. Last week the proposed agreement for the water system at the outlet center was sent to the owners. In discussions with the Horizon Properties the proposed agreement was agreeable to them.

Motion by Clemmensen, seconded by Sexton to enter into the agreement with Horizon Properties for the water system at the Outlet Center as outlined in the proposed agreement. Carried.

Discussion of the petition for annexation received at the last meeting from Paul Wencl. The estimated costs for extending city services to the property is \$50,000 for wastewater and \$54,000 for water.

Motion by Clemmensen, seconded by Yule to table the annexation request in order to discuss the cost estimates with Mr. Wencl. Carried.

Discussion of the extending city services to the Furniture Outlet. Wastewater lines will need to be in service by July 1, 2000. Estimated costs for extending water, wastewater lines, storm water management, road improvements totals approximately \$650,000. The council will discuss trunk fees for commercial development.

Motion by Clemmensen, seconded by Sexton to bring the Wencl annexation request back for further discussion. Carried.

Motion by Karow, seconded by Clemmensen to adopt a joint resolution to annex Paul Wencl's property as petitioned. Carried.

Regional Market Place Proposed Ordinance. Motion by Sexton, seconded by Karow to accept the regional marketplace proposed ordinance with change as recommended by city attorney as the first reading. Carried.

The expired building permit of J. Regitschnig has been turned over to the City Attorney for further action. The Steele County Building Official has gotten no response from the letters sent.

Motion by Karow, seconded by Yule to accept the franchise agreement proposed by Minnegasco – Reliant Energy with the change as recommended by the City Attorney. Carried.

Break 8:21 – 8:30 p.m.

A review of the presentation of the wastewater facility plan for the town meeting scheduled for October 13 at the KC Hall.

Street Projects update.

Motion by Yule, seconded by Clemmensen to officially accept the 1996 Oakridge Bluffs Improvement as complete and approve the final payment of \$22,930.03 as long as the 3 pieces of documentation are received. Carried. The 1 year warranty starts now.

Motion by Karow, seconded by Sexton to approve a partial payment for project 99-1 in the amount of \$133,940.90. Carried.

Motion by Yule, seconded by Sexton to approve a partial payment for projects 98-5 and 98-6 in the amount of \$44,644.19. Carried.

Olympic Fire has requested an area from the school to be used for parking at Olympic. The city has requested to be included in any discussions regarding this matter.

A summary of the MAOSC planning seminar was given by Sanborn.

LMC Regional Meeting. Nelson will be attending both the afternoon and evening programs. Clemmensen, Karow, and Sexton will attend the evening program.

Quotes were presented for street sweeping: D & M \$60 per hour, Super Sweep \$85 per hour, Owatonna Groundsmaster \$53 per hour. Also a quote of \$2,000 for the use of a sweeper from Minneapolis for 1 month with unlimited hours was received.

Motion by Karow, seconded by Yule to contract with Owatonna Groundsmasters at \$53 per hour. Carried.

Brief mention of the broom for the skid loader.

Review of the water billing structure and system. This will need more discussion as to possible changes.

Motion by Sexton, seconded by Yule to upgrade the utility billing and fund accounting programs to windows based software at a cost of \$525. Carried.

Discussion of the duplex being built in the Jones 2<sup>nd</sup> addition. There is a second service needed at this lot.

Motion by Karow, seconded by Yule to charge a hook up fee for this second service being installed, \$800 water and \$800 wastewater, and a meter fee for both meters of \$100 per meter, for a total of \$1,800. Carried.

A sample of the hook up fees charged in Savage Minnesota were given to the council.

Discussion of tree trimming needed in town followed.

The walkway from Oakridge Bluffs 2<sup>nd</sup> Addition to 5<sup>th</sup> Street SE will be kept open in the winter months. Motion by Karow, seconded by Sexton to purchase 2 sign "No Motorized Vehicles Allowed" to be installed at either end of the walkway. Carried.

The City will have a table at the Business & Professional Women's luncheon celebrating National Business Women's Week on Tuesday, October 19. The cost will be \$12.50 per person for eight people. Mayor Nelson has been nominated for the Woman of Achievement Award that will be presented at the luncheon.

Motion by Clemmensen, seconded by Yule to adjourn at 11:00 p.m.

Town Meeting  
October 13, 1999  
KC Hall

Mayor Nelson opened the meeting with introductions of the engineers working with the city on the facility plan for wastewater treatment. All council members were present.

The purpose of this meeting is to present the drafted wastewater treatment facility plan to the public. Seth Peterson and Bob Brown from Bolten & Menk Engineering presented the plan so far. Discussion of the plan with questions from the floor.

Meeting adjourned.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
 October 25, 1999  
 City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were John Hosfield, Dorian Cornelius, John Curran, Virginia Jones, Rick Jones, Craig O'Hearn, Paul Wencl, and Keith Maas.

No open forum.

Motion by Sexton, seconded by Yule to accept the agenda with the additions under new business of meeting schedule and acknowledgements. Carried.

Motion by Karow, seconded by Clemmensen to accept the minutes with the correction that the pathway is to 5<sup>th</sup> Street SE and that it should be trunk fees not truck fees. Carried.

Zoning & Planning report. This board will work with Todd and Bruce to draft a residential zoning ordinance.

Jones 3<sup>rd</sup> Addition. Discussion of 4<sup>th</sup> Avenue SW going along block 5 lot 2 to the east end of the lots. Discussion of the cemetery road and the development costs. We will need to check with Rick Tollefson about funds for this. Discussion of possible covenants and a developer's agreement. The annexation is complete.

Motion by Karow, seconded by Yule to approve the final plat of the Jones 3<sup>rd</sup> Addition. Carried.

Motion by Karow, seconded by Yule to rescind the motion approving the final plat of the Jones 3<sup>rd</sup> Addition. Carried.

A hearing must be held by the Zoning & Planning Board to zone the property and to review the preliminary plat and or final plat.

Streets. Still waiting for a trial with a broom for the skid loader.

Water/Wastewater report. Motion by Clemmensen, seconded by Karow to transfer 2<sup>nd</sup> Quarter 1999 water collections in the amount of \$24,785.84. Carried.

Liquor Store Report. Discussion of the dissatisfaction with the air filtration system purchased from Lockerby Sheet Metal. All employees are asked to put into writing the problems they see with the system. Sanborn has found documentation from when the system was purchased and the upgrade to the system to help it. This information will be given to the attorney for further action.

There is a Halloween party at the muni this weekend. The bathrooms need repairs. Bids for these should be brought to the next meeting.

Break

Engineers report. Wencl property annexation request discussed. The possibility of an agreement to annex the property but not extend city services for a period of time if the septic system is improved to county code. The city attorney would need to draft such an agreement and it should also include a statement that the city would not be required to extend services until such a time that development occurs. This will be on the agenda for the next meeting.

Street project updates.

Motion by Clemmensen, seconded by Yule to adopt a resolution declaring the amount to be assessed for the 98-6 Improvement project, \$293,751.48, and set the hearing date of November 17, 1999 at 7:00 p.m. Carried.

Motion by Sexton, seconded by Yule to adopt a resolution declaring the amount to be assessed for the 98-5 Improvement project and set the hearing date for November 17, 1999, at 7:15 p.m. Carried.

Motion by Clemmensen, seconded by Karow to adopt a resolution declaring the amount to be assessed for the 98-2 and 99-1 Improvement Projects, \$274,731.35, and set the hearing date for November 17, 1999, at 7:30 p.m. Carried.

Further discussion of the improvement projects. I & M Rail sent a letter for the improvement to the 5<sup>th</sup> Avenue SE crossing. Bruce will respond back that the city contractor will do the work if the railroad will extend the timbers themselves. Sodding will be done soon. The pad in Radel Park was discussed. City employees will cement this next year. The wear coarse for Oakridge 2<sup>nd</sup> Addition, 5<sup>th</sup> Avenue SE, and 3<sup>rd</sup> Street NE will be held off until next spring. Any problems will shop up by then and will be corrected prior to the wear coarse installation.

A recap of the town meeting was shared. The Council would like to compliment Bob Brown and Seth Peterson for the presentation.

The City Council would like to thank Project Impact for the award of the monies to install a generator system at the City Hall/Fire Hall.

Keith and Marie will attend the Y2K Operations Plan meeting sponsored by Jerry Rosendahl on November 4<sup>th</sup> at 4 p.m. at the Owatonna Fire Department.

Motion by Clemmensen, seconded by Yule to accept the Regional Marketplace Ordinance as presented as the 2<sup>nd</sup> official reading. Carried.

LMC Regional meeting. Clemmensen will be unable to attend.

The water and sewer billing process will remain as is for now.

A signed agreement with the Medford Furniture Outlet for the extending of services has been received.

MNDOT meeting report.

Pay Equity compliance report. Changes need to be effective December 8, 1999, and a new report submitted by January 10, 2000.

Discussion of the upcoming meetings. Motion by Yule, seconded by Clemmensen to move the regular council meeting from the November 22<sup>nd</sup> to the 29<sup>th</sup>. Carried.

The council and employees acknowledged Lois' as the recipient of the 1999 Woman of Achievement award with congratulations.

Motion by Karow, seconded by Sexton to adjourn at 11:37 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
November 9, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were John Curran, Francis Porter, Danny Thomas, John Hosfield, Bruce Bullert, Virginia Jones, Rick Jones, Mark Rahrlick, and Paul Wencil.

Open forum: none.

Motion by Yule, seconded by Karow to accept the agenda with additions. Carried.

Motion by Sexton, seconded by Yule to pay the city bills as presented. Carried. Motion by Clemmensen, seconded by Karow to pay the liquor store bills as presented. Carried. Motion by Karow, seconded by Yule to accept the minutes with corrections. Carried.

Park/Pool Report. Motion by Karow, seconded by Sexton to send an acknowledgement with special thanks to the Medford Volunteer Firemen's Relief Association for the donation of \$8000 towards the Tennis Courts Improvement Project. Carried.

Motion by Clemmensen, seconded by Sexton to hire Meixner to put up the street light Christmas decorations as a cost of \$45 to \$60 per hour. Carried.

Zoning & Planning Report. Discussion of the Jones 3<sup>rd</sup> Addition and potential development of Francis Porter's property with an access from the Jones property.

Motion by Sexton, seconded by Clemmensen to change the zoning in the Jones 3<sup>rd</sup> Addition to residential and include extending 5<sup>th</sup> Avenue SW to the east line of Jones property. Carried.

Motion by Yule, seconded by Karow to approve the preliminary plat and to include the extending of 5<sup>th</sup> Avenue SW to the east line of the Jones property. Carried.

Motion by Karow, seconded by Clemmensen to approve the final plat with the extension of 5<sup>th</sup> Avenue SW to the east line of the Jones property on the conditions of a signed developers agreement and utility and drainage easements of 10 feet on all sides of the lots will be platted on the final plat map. Carried.

Discussion of the corridor to the Outlet Center and the moving of the road to the cemetery to that corridor.

Downtown Development Task Force Report.

EDA Report. Motion by Karow, seconded by Sexton to extend thanks and appreciation to Steele County for the \$7500 for economic development. Carried.

Motion by Sexton, seconded by Yule to table any action for the pending contract with Southeast Development Corporation until after the truth-in-taxation hearing. Carried.

Break

Attorney Report. An update of the conference call with the Horizon Group representative Tom Rumps was given by Mark Rahrlick and Lois.

Discussion of the Paul Wencil annexation request. Discussion of the city extending services vs. private well and septic system if Steele County would enforce regulations.

Motion by Clemmensen, seconded by Karow to rescind to action of October 12, 1999, in the adoption of a Joint Resolution for the annexing the Wencil property. Carried.

This issue will be discussed at the November 29 meeting.

Schuler annexation request. Motion by Clemmensen, seconded by Yule to decline the request for annexation from Charles Schuler. Carried. The attorney will send a letter to Charles Schuler with this decision.

Discussion of the Regitschnig expired permit. Rick Tollefson is still working on this.

Break.

Motion by Yule, seconded by Sexton to accept the audit confirmation letter from Abdo, Abdo, Eick & Meyers. Carried.

Motion by Karow, seconded by Clemmensen to adopt the Regional Marketplace Ordinance. Carried.

Motion by Yule, seconded by Sexton to transfer \$20,000 from the Municipal Liquor Store fund to the General Fund. Carried.

Motion by Sexton, seconded by Karow to table all other unfinished business and new business until the next meeting. Carried.

Engineer's Report. 98-2 & 99-1 Improvement project. A review of the proposed assessment role was done.

Mention of the Panos/Dillen, Kilness, and Nicolai properties annexation paperwork uncompleted.

98-5 & 98-6 Improvement projects. A review of the proposed assessment role was done.

Bruce Bullert shared the correspondence he sent to I & M Rail about the improvements to the crossing at 5<sup>th</sup> Avenue SE.

Motion by Clemmensen, seconded by Karow to approve the final pay estimate for the 98-2 project in the amount of \$14,824.45. Carried.

Motion by Karow, seconded by Yule to approve the partial pay estimate for the 98-2 & 99-1 projects in the amount of \$36,422.51. Carried.

Motion by Sexton, seconded by Yule to approve the partial pay estimate for the 98-5 & 98-6 projects in the amount of \$3,992.38. Carried.

Motion by Karow, seconded by Clemmensen to adopt a resolution ordering the preparation of a Report on Improvements for 3<sup>rd</sup> Avenue SE and 4<sup>th</sup> Street SE, City Project 2000-1. Carried.

Discussion of the preliminary plan to extend services to the Medford Furniture Outlet.

The meeting scheduled for December 14, 1999 will start with a Public Hearing for the potential 2000-1 Street improvements at 6:30 p.m.; Public Hearing for the extension of services to the Medford Furniture Outlet at 7:00 p.m.; and the Regular Council Meeting at 7:30 p.m.

Motion by Karow, seconded by Clemmensen to authorize the Furniture Outlet to start some grading work this fall subject to the any modifications based on the final plan submittal & review by the Council. Carried.

Motion by Clemmensen, seconded by Sexton to adjourn at 11:46 p.m. Carried.

Financial Planning Workshop  
November 10, 1999  
City Hall

Mayor Nelson called the meeting to order at 6:30 p.m. Council member Yule was absent. Others attending were Bill Fahey, Dan Wiles, Dave Maroney, and Bruce Bullert.

A review of the financial position of the city and its outstanding improvement bonds was the purpose of this meeting. This exercise is the start of the capital improvement plan process.

Meeting adjourned at 8:24 p.m.

#### Public Hearing

November 17, 1999

Medford Public School Cafeteria

Mayor Nelson opened the assessment hearing for Oakridge Bluffs 2<sup>nd</sup> Addition at 7:00 p.m. All members were present. Others attending were Marilyn Warner, Marian Houglum, Bert Phillips, Gert Halverson, DeWayne Halverson, Ed Stadler, Ted Stadler, Evelyn Brady, James Brady, Sylvia Lee, David Lee, Mary Cowell, Ivan Cowell, Dave Nelson, and Dan Kaiser.

The project was reviewed by the engineer. The floor was opened for questions.

Motion by Yule, seconded by Karow to adopt a resolution approving the assessment role as presented. Carried.  
Hearing closed 7:10 p.m.

Mayor Nelson opened the assessment hearing for Bluff View Phase 2 at 7:15 p.m. The project was reviewed by the engineer. The floor was opened for questions.

Motion by Clemmensen, seconded by Sexton to adopt a resolution approving the assessment role as presented. Carried.  
Hearing closed 7:22 p.m.

Mayor Nelson opened the assessment hearing for the 98-2 and 99-1 Improvement Projects at 7:30 p.m. The projects and the assessment policies were reviewed by the engineer. Mayor Nelson acknowledged the letters received from Ed Stadler, David & Sylvia Lee, and Ted Stadler. The floor was opened for questions.

- James & Evelyn Brady questioned the footage for their assessment.
- Ed Stadler questioned why the cul-de-sac was reconstructed instead of overlaid and he challenged the amount of black dirt that was removed from the cul-de-sac. Mr. Stadler also questioned the amount of the assessment for lot 5. A lot which cannot be built upon.
- Ted Stadler questioned the footage for his assessment. Also, Mr. Stadler questioned the difference between the assessment for 1995 street improvements to this assessment. He still has a standing water problem on the north side of his property that he would like taken care of from the 1995 street improvements.
- David & Sylvia Lee questioned the 2/3 corner lot policy. They have as of today combined 2 parcels into 1 and would like this entire parcel to be given the 2/3 corner lot discount. The Lee's question the installation of a water service and the lack of a curb cut.
- Marilyn Warner questioned why the street was so much lower now. There is a dip at the end of her driveway she did not have before.
- Marian Houglum questioned the amount of footage she was assessed and if the 2/3 discount was used for her property.
- Bert Phillips questioned the amount of footage in the assessment.
- DeWayne & Gert Halverson had a question about the percentage of the improvement was paid by assessments vs. city portion. There is a joint in his driveway that has separated and would like this fixed.
- Ivan & Mary Cowell question the footage used in the assessment and also why the cul-de-sac was reconstructed. Also, how long does a street last. They have concerns about the gravel that was replaced under existing curb. If the curb starts to deteriorate due to the removal and then replacement of gravel who will have to pay for the correction.
- Dan Kaiser stated that there is still a standing water problem at the end of his driveway that was better until the sod was replaced. He also questioned when the road would be seal coated. The engineer stated that in 5 years seal coating would be appropriate.
- Dave Nelson had no comment.



The floor was then opened for any other specific questions about this project.

The Council reviewed the letters submitted with specific questions.

Motion by Karow, seconded by Sexton to table the issue of the assessment for Ed Stadler's extra lot until the regular council meeting on November 29, at 7:00 p.m. Carried.

Ted Stadler. The only way the standing water can be fixed at this time would be to reconstruct the entire street to lower the street. The council cannot do this at this time.

Motion by Sexton, seconded by Clemmensen to table the issue of assessments for David & Sylvia Lee until the regular meeting on November 29, at 7:00 p.m. Carried.

Motion by Sexton, seconded by Clemmensen to table the Marian Houglum and Bud Phillips assessment amounts for further review at the November 29 meeting. Carried.

Motion by Sexton, seconded by Karow to continue this hearing on November 29, 1999, at 7:00 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
November 29, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Todd Kavitz, John Curran, Bert Phillips, Marian Houglum, Ed Stadler, DeWayne Halverson, Marilyn Warner, Sylvia Lee, Mark Hanson, Keith Maas, Paul Wencil, and Dorian Cornelius.

The Continuation of the Special Assessment Hearing for Projects 98-2 and 99-1 was opened.

Bert Phillips questioned the amount of the assessment was for Sunrise Drive which was overlaid in 1996. Motion by Karow, seconded by Sexton to reduce the assessment for Bud & Bert Phillips by \$524.28 as credit for assessment in 1996. Carried.

Marian Houglum. There have been no street improvements to these streets since they were originally paved. The Council empathizes with the expense but no changes will be made to the assessment.

Ed Stadler questioned the black dirt that was removed from the cul-de-sac on Riverview Drive. Also the assessment on lot 5.

Motion by Yule, seconded by Clemmensen to reduce the assessment for 16-106-0105 to \$1600 which is the assessment market value of the lot in 1998. Carried.

Marilyn Warner has no further questions.

DeWayne Halverson is requesting that that portion of his driveway that has separated be replaced. The engineer and council will look at this further.

The letter dated November 17, 1999, received from David & Sylvia Lee was reviewed.

Motion by Sexton, seconded by Yule to make no changes to the assessments for parcels 16-100-0801, 16-100-3301, and 16-100-1203. Carried.

Motion by Karow, seconded by Sexton to adopt the assessment role with changes as stated above. Carried.

Motion by Yule, seconded by Clemmensen to close the hearing.

Mayor Nelson called the regular council meeting to order at 8:07 p.m. There was no open forum.

Motion by Sexton, seconded by Yule to accept the agenda with the addition of the annexation procedure. Carried.

Motion by Sexton, seconded by Yule to accept the minutes with changes. Carried.

EDA overview from the planning workshop. Mark Hanson should focus on the I 35 development.

Motion by Sexton, seconded by Karow to dissolve the Downtown development Task Force and increase the EDA to 7 members. Carried.

Zoning & Planning Report.

Streets Report. A request for the removal of a tree along Main Street was received. Karow will check with Alliant and Steele County about the removal.

Motion by Sexton, seconded by Yule to purchase a broom unit for the skid loader and trade in the current broom at the purchase price \$3184. Price of new broom \$3996. Cost to City \$812 plus tax. Carried.

Mention of the agreement between Olympic Fire Protection and the School District. DeWayne Halverson explained the reasoning of this agreement.

Street sweeping is done. Meixner's have installed the street decorations.

Water/Wastewater report. Quotes for a flow meter will be brought to the next meeting.

Liquor Store report. Discussion of the air quality system. All reports have not been received from employees to give to attorney for further action. The ducts will be cleaned out on December 13<sup>th</sup>.

Break 8:10 – 8:15.

Attorney's report. Discussion of the Wencel petition for annexation. Steele County will regulate and monitor the well and septic system even if it is annexed into the city. Discussion of the precedence setting action the council may take.

Motion by Yule, seconded by Sexton to approve the petition for annexation from Paul Wencel on the condition of the agreement with the added language to the agreement that it would apply to any future owner or owners and that if one owner requests services all owners would be responsible for costs to extend services to the property or properties. Carried.

Outlet Center well system. There has been no response from Horizon Group as of yet.

Motion by Yule, seconded by Sexton to accept the procedure for annexation as discussed with a deposit amount of \$2500 plus \$100 per acre. Carried.

Engineers report. Discussion of the Jones 3<sup>rd</sup> Addition.

Project 2000-1 feasibility study reviewed. Motion by Karow, seconded by Yule to adopt a resolution receiving the report and call for a hearing. Carried.

Furniture Outlet Project. Motion by Sexton, seconded by Yule to adopt a resolution receiving the report and calling for a hearing. Carried.

Further discussion of the Furniture Outlet and the preliminary ground work being done.

The sidewalk along 5<sup>th</sup> Avenue SE was finished .

Mayor Nelson gave a report on the LMC regional meeting attended. Concern for the compliance for safety for bleachers discussed.

Project Impact grant reviewed. Mayor Nelson and Keith Maas will be working on a modification to the grant for a line from the well house generator and 2 additional generators.

December 31 Y2K. Mayor Nelson will be at City Hall from 11:00 p.m. to 1:00 or 1:30 a.m. Clemmensen will also be here. Keith Maas will be in town for the evening.

A request for an extension to April 10, 2000 for the pay equity report has been submitted.

Motion by Karow, seconded by Clemmensen to accept as presented as the official first reading of a proposed ordinance for Minnegasco franchise. Carried.

Motion by Sexton, seconded by Yule to accept as presented as the official first reading of a proposed ordinance to increase water rates. Carried.

Discussion of staff review process, benefits, and wages.

Motion by Sexton, seconded by Clemmensen to set the Christmas and New Years Holidays for December 24, 27, and 31. Carried.

Motion by Sexton, seconded by Yule to write a letter of acknowledgement of agreement to Cynthia Osmundson of the DNR. Carried.

Yule proposes that the council set a time line for meetings in 2000.

Motion by Clemmensen, seconded by Karow to adjourn at 12:18 a.m. Carried.

Truth-In-Taxation Hearing  
December 8, 1999  
City Hall

Mayor Nelson called the hearing to order at 7:00 p.m. All members were present. Others in attendance were Loren Tenold, Dan Kaiser, and Jeff Smith.

The budget process was explained by the Mayor.

Questions by the public about the trend of increasing taxes. Budget differences from 1998 to 1999 were explained.

After all questions about the budget and taxes were answered the individuals in attendance wanted to see the drawing for the round-a-bout being proposed for the I 35 interchange.

Motion by Sexton, seconded by Yule to close the hearing at 7:49 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Public Hearings and Regular Meeting  
December 14, 1999  
City Hall

Mayor Nelson opened the public hearing for City Project 2000-1, street improvements at 6:30 p.m. All members were present. Others attending were Bruce Bullert, Linda & Bill Sorenson, Ann Bishop, Dorothy Buecksler, Cory Reiff, Bob Condon, and Jodi Kvaas.

Mayor Nelson explained the process for this hearing. Bruce Bullert, City Engineer, outlined the project. Estimated costs for street reclamation \$24.80 per foot, curb & gutter \$17.50 per foot. The floor was then opened for questions. Questions included existing water problem and options for entire driveway improvements, sidewalk development, elevation of the finished street, and driveway widths.

Motion by Sexton, seconded by Karow to continue the hearing at the January 11, 2000 regular council meeting. Carried.

Mayor Nelson opened the public hearing for City Project 2000-2, extension of city services on the west side of the interstate, at 7:14 p.m. Persons attending were Bruce Bullert, Jim Matthews, John Hammer, and Jodi Kvaas.

Bruce Bullert explained the project of extending city services to the furniture outlet. The floor was then opened for questions. Questions included were about the cost per acre and the amount of acres charged. Furniture Outlet has 18.3 net acres, Medford Outlet Center has 3.9 net acres.

Motion by Yule, seconded by Clemmensen to continue this hearing at the January 11, 2000 regular council meeting. Carried.

Mayor Nelson opened the regular council meeting at 7:50 p.m. Others attending were John Hosfield, Mark Rahrck, John Curran, Virginia Jones, Rick Jones, Keith Maas, and Rick Hager.

No open forum.

Motion by Sexton, seconded by Clemmensen to accept the agenda as presented. Carried.

Motion by Clemmensen, seconded by Sexton to accept the minutes as presented. Carried.

Motion by Karow, seconded by Clemmensen to pay the city bills as presented. Carried.

Motion by Yule, seconded by Karow to pay the liquor store bills as presented. Carried.

Motion by Karow, seconded by Clemmensen to pay the boards and committees stipends as submitted. Carried.

Park Report. Motion by Sexton, seconded by Clemmensen to allow the Medford Civic Club to use the Chalet for their montly meetings at no cost as long as there is no conflict with paying users. Carried.

Motion by Sexton, seconded by Yule to purchase the tennis courts appreciation sign from Designing signs for a cost of \$115. Carreid.

Zoning & Planning Report. Motion by Karow, seconded by Clemmensen to grant a 14 foot variance to Greg & Karen Sanborn for the placement of a deck. Carried.

Attorney. Motion by Clemmensen, seconded by Sexton to authorize the attorney to immediately file a suit against Horizon Group and proceed with legal action in regards to the water system at the Outlet Store. Carried.

Fire Department Report. Motion by Clemmensen, seconded by Sexton to enter into a contract with Deerfield Township for fire protection services for the year 2000. Carried.

The Municipal Board approved the annexation of the Medford Furniture Outlet on December 3<sup>rd</sup>.

A letter to Mr. Regitschnig will go out tomorrow for the permit expiration and incompletion.

Final paperwork for Kilness, Panos, and Nicolai annexations will be done tomorrow.

Jones 3<sup>rd</sup> Addition. Motion by Sexton, seconded by Yule that 5<sup>th</sup> Avenue SW adjacent to Lot 2 block 5 and 2<sup>nd</sup> St SW adjacent to Lot 11 block 2 will not be constructed at this time and will become the responsibility of any future developer. Carried.

Motion by Karow, seconded by Yule to accept the developer's agreement for the Jones 3<sup>rd</sup> Addition with the language changes made tonight. Carried.

Mr. Schuler has contacted the attorney about the annexation of the house built on the west side of town.

Furniture Outlet project timetable discussed.

Motion by Yule, seconded by Clemmensen to approve the partial payment for projects 98-2 & 99-1 in the amount of \$17,682.24. Carried.

Motion by Karow, seconded by Yule to approve the partial payment for projects 9-5 & 98-6 in the amount of \$21,055.09. Carried.

Project 2000-1. The engineer will bring more detailed information for the storm sewer and curb & gutter issues to the continued hearing scheduled for January 11.

Information for the financial plan for the wastewater treatment facility was given to the council for discussion in January.

New Year's Eve. City Hall will be open from 9:00 p.m. to 1:00 or 1:30 a.m. The public will be welcome. The Fire Department will be discussing the coverage of Y2K at their next meeting. The City is ready with generators in place.

The next regular meeting will be held on Tuesday, December 28<sup>th</sup>, at 7:00 p.m. instead of Monday the 27<sup>th</sup>. The agenda will be kept to the minimum items.

Flow Meter Quotes. Motion by Yule, seconded by Karow to purchase a flow meter from Vesco at a cost of \$1822 plus tax. Carried.

Project Impact Update. 2 generators have been received and the wiring will be in place from the well house to City/Fire Hall by December 31<sup>st</sup>.

Motion by Clemmensen, seconded by Yule to pay to the Medford Civic Club \$316 for advertising of the June 4, 1999 street dance. Carried.

Staff reviews and benefits will be discussed at the December 28<sup>th</sup> meeting.

The contract with Southeast Development Corporation will be reviewed at the January meeting.

Motion by Yule, seconded by Karow to accept as the 2<sup>nd</sup> reading of a proposed ordinance for Minnegasco as presented. Carried.

Motion by Karow, seconded by Yule to adopt the proposed ordinance for Minnegasco. Carried.

Motion by Clemmensen, seconded by Sexton to accept as the 2<sup>nd</sup> reading of a proposed ordinance for increase water rates. Carried.

Motion by Yule, seconded by Sexton to adopt the proposed ordinance for increased water rates. Carried.

The Well Head Protection Committee is working on the state report.

Motion by Sexton, seconded by Yule to make the following payments and transfers:

Payments:	Medford Township	\$12,186.81
	Kevin Steinbauer	500.00

	Medford School	2,250.00
Transfers	Economic Development Fund	3,000.00
	Truck/Loader Fund	2,000.00
	Capital Improvement Fund	3,000.00
	Police Car	2,000.00
	Christmas Decorations Fund	250.00
	Park Equipment Fund	3,000.00
	Street Light Improvement Fund	1,500.00
	Contingency Fund	5,000.00

Carried.

Motion by Clemmensen to adopt the preliminary levy as the final levy. Motion dies for lack of a second.

Motion by Karow, seconded by Yule to adopt the following levy as final:

FUND	NET LEVY
General Fund	62,855
Fire Relief	6,327
84 Storm Swr	24,547
84 Street	4,893
97 Refinanced	46,564
93 Sewer	30,958
94 Street	20,583
95 Street	13,497
Oakridge	33,573
Bluffs	
96 Wtr & Swr	47,998
Total Levy	291,794

Carried.

Council room chair quotes. Motion by Yule, seconded by Clemmensen to purchase 8 chairs at a cost of \$182 each, total \$1,456 plus tax. Carried.

The stacking chairs for the audience will not be purchased at this time.

Discussion of the Holiday party date and location discussed.

Motion by Clemmensen, seconded by Yule to adjourn at 11:05 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.

Regular Council Meeting  
December 28, 1999  
City Hall

Mayor Nelson called the meeting to order at 7:00 p.m. All members were present. Others attending were Jodi Kvaas, Keith Maas, Craig O'Hearn, and Dorian Cornelius.

Motion by Sexton, seconded by Yule to accept the agenda with additions. Carried.

Motion by Karow, seconded by Sexton to accept the minutes with the correction that the project is 98-5. Carried.

An update of the correspondence to Ed Stadler concerning the special assessment for the street improvements.

The developers agreement for the Jones 3<sup>rd</sup> Addition has been signed. The final plat has not been signed as of yet.

Motion by Karow, seconded by Clemmensen to adopt a joint resolution for the annexation of Paul Wencil's property. Carried.

Y2K. A meeting was held at the Owatonna Fire Hall today. Mayor Nelson and Keith Maas attended. The city is ready the generator has been wired and is ready to go.

Discussion of the wastewater program presented by Community Partners Designs. Council will check references listed prior to the next meeting.

A meeting with Bill Hinks of the Medford Furniture Outlet has been set up for January 12, 2000, at 3:30 p.m. Mayor Nelson and Council Person Karow will be attending.

Motion by Yule, seconded by Sexton to distribute the pull tab lease monies as recommended. Carried. A reminder to all liquor store staff that the pull tab monies are a part of the salary package.

Discussion of the benefits and other options for employees.

Motion by Yule, seconded by Karow to pay all the current part time bartenders \$7.25 per hour starting January 1, 2000. Carried.

Motion by Yule, seconded by Clemmensen to increase the janitor for the liquor store and park to \$6.80 per hour and to make no change to the part time bartender Wilma Mueller starting January 1, 2000. Carried.

Motion by Yule, seconded by Sexton to increase the full time bartenders wage to \$8.56 per hour starting January 1, 2000. Carried.

Motion by Yule, seconded by Clemmensen to increase the liquor store managers wages by 3.5% starting January 1, 2000. Carried.

Motion by Nelson, seconded by Sexton to increase the clerk/treasurers wages by 3% and increase the insurance allowance to \$2400 per year starting January 1, 2000. Carried.

Motion by Clemmensen, seconded by Yule to increase the wastewater/water superintendents wages by 3% and increase the insurance allowance to \$2600 per year starting January 1, 2000. Carried.

Motion by Karow, seconded by Sexton to increase the street superintendents wages 3.5% starting January 1, 2000. Motion denied.

Motion by Yule, seconded by Clemmensen to increase the street superintendents wages 5.6% starting January 1, 2000. Carried.

Motion by Yule, seconded by Karow to change the wage increases for the clerk and wastewater superintendent to 4% and to leave the insurance allowances as increased previously. Carried.



Discussion of a daily log used for employees.

Motion by Sexton, seconded by Yule to increase the part time park maintenance wages to \$9.00 per hour. Clemmensen abstains. Motion carried.

Motion by Karow, seconded by Clemmensen to adjourn at 10:07 p.m. Carried.

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

Submitted by \_\_\_\_\_ clerk.