

Regular Council Meeting
March 25, 2019
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, and Cory Franek.

Others in attendance were Simon Hellevik, Rick Hager, Greg Sanborn, Chris Baldwin, Tom Olinger, and Kelly Schwartz.

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

Pledge of Allegiance.

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

Agenda - Addition of Item E under New Business, Council member for policy work group. Motion by Sexton, seconded by Dempsey to approve the agenda as amended. All members voted aye for approval. Motion carried.

Auditors 2018 Final Audit Report – Tom Olinger presented the management letter to the City Council. Mr. Olinger gave a brief recap of how all the funds did for 2018. General Fund revenues came in higher than expenditures.

The cash balance of the water and sewer funds continued to increase.

Motion by Sexton, seconded by Dempsey to accept the 2018 Final Audit as presented by Tom Olinger. All members voted aye for approval. Motion carried.

Consent Agenda – Agenda items are approved by on motion unless a Council member requests a separate action.

Approval of the February 22, 2019 special meeting minutes and the February 25, 2019 special and regular meeting minutes.

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

Approval of the February check register numbers E3435-E3456, 15131-15161, and 47180-47248.

Medford Firemen's Relief Association Gambling Permit Request.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – Administrator Welti presented the minutes. Welti stated the Planning & Zoning Board held a Public Hearing for Proposed Ordinance Amending the Prohibition Against Off-Parcel Signs, Medford City Code Section 4.84.

Planning & Zoning recommended Council amend the ordinance as presented in Ordinance 2019-02. Motion by Sexton, seconded by Langeslag to approve Ordinance 2019-02. All members voted aye for approval. Motion carried.

Orderly Annexation Agreement review – Planning & Zoning recommended Council consider appointing two representatives of the City to meet with two representatives of the township to discuss these modifications:

1. Modifications to the language to not restrict the designated area to only that which is included in the comprehensive plan.
2. Modifications changing the extension to a period of greater than five years.
3. Modifications to section 8B. Revisit this provision to determine intent.
4. Modifications to the phrase “The City and Township shall establish a Joint Planning Board” to “The City and Township may establish a Joint Planning Board”.
5. Request Medford Township consider adding sections on the western edge of the current designated sections to the agreement.

Motion by Langeslag, seconded by Sexton to set a meeting with the Township to discuss the possible modification points. All members voted aye for approval. Motion carried.

EDA Board – did not meet.

Park Board – Councilmember Sexton presented the minutes from the March 11, 2019 Park Board meeting.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated Steele County submitted an application for the Local Road Improvement Program for the 2021 Main Street Project.

Administrator Welti stated the Minnesota Pollution Control Agency notified the City that the wastewater operator and facility qualify for the Minnesota Pollution Control Agency’s Wastewater Treatment Facility Operation Award.

Administrator Welti stated Public Works had spent the majority of the week of March 11 preparing for potential flooding.

Administrator Welti stated Congressman Hagedorn’s staff will be at City Hall from 12:00-2:00 on Thursday, April 4, 2019 to provide constituent services.

Mike, Johnson, Steele County’s Emergency Management Director is planning and Emergency Management training session on April 16, 2019.

City Clerk – none.

Public Works – Supervisor Franek presented a memo. Franek Public Works had been focusing on opening catch basins, preparing for potential flooding, monitoring the pump and line plug in the effluent line at the wastewater treatment plant, and preparing to repair potholes.

Fire Department- none.

New Business-

Ordinance 2019-01, Establishing Medford City Code Section 8.10, Regulating Tree Maintenance – Administrator Welti presented a memo. Welti stated there are approximately 550 trees located within boulevards of the City of

Medford. Welti stated the ordinance would serve as a reference or guide for the City's employees and residents when questions arise regarding the responsibility and cost of maintaining boulevard trees.

Motion by Langeslag, seconded by Bartlett to approve Ordinance 2019-01. All members voted aye for approval. Motion carried.

Frozen Water Lines – Administrator Welti presented a memo. Welti stated the City received a call from a resident living in the NW section of Medford informing the City the property owner's water line was frozen. The City notified residents that water line freezing could be an issue and asked residents to take the temperature of their water and advise City Hall if the resident was running their water to prevent line freezing.

City Staff recommended Council authorize using residents' February water and sewer usage to determine their water and sewer charges for March.

Motion by Dempsey, seconded by Bartlett to authorize City Staff to use February water and sewer usage to determine March water and sewer charges. All members voted aye for approval. Motion carried.

General Capital Projects Fund Balance – Administrator Welti presented a memo and spreadsheet for informational purposed only to Council.

Resolution 2019-07 Supporting the 2020 Census Partnership. Motion by Dempsey, seconded by Sexton to approve Resolution 2019-07. All members voted aye for approval. Motion carried.

Addition of Councilmember to Policy Review Group – Any Councilmember interested in joining the Policy Review Group will contact Administrator Welti.

Regular City Council Meeting – Monday, April 22, 2019, 7:00 p.m.

Board of Appeal & Equalization Meeting – Wednesday, April 24, 2019, 7:00 p.m.

Motion by Bartlett, seconded by Dempsey to adjourn the Regular City Council meeting at 8:40 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.