

Regular City Council Meeting
May 22, 2017
7:00 p.m.
City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, Mark Rahrlick, and Seth Peterson.

Others in attendance were Rick Hager, Ashley Stewart, Bernie LaCanne Sr., Bernie LaCanne Jr., Richard Quiring, Jennifer Kath, and Greg Sanborn.

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

Pledge of Allegiance.

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

Jennifer Kath from the Medford Famers Market gave a brief overview of the upcoming Farmers Market. The Medford Farmers Market will be Thursdays from 3-7 p.m. at Christ the King Church. The Medford Farmers Market will be held June 1st through October.

Agenda – Motion by Merritt, seconded by Dempsey to approve the agenda as presented. All members voted aye for approval. Motion carried.

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

Approval of the April 24, 2016 special and regular meeting minutes.

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

Approval of the April check register numbers E2935-2958, 14215-14248, and 45420-45495.

Approval of LMCIT Liability Coverage – Waiver Form

Resolution 2017-23 Accepting Donation from Pat & Kay Merritt (\$20.00) for the Medford Park Endowment Fund.

Resolution 2017-24 Accepting Donation from the Medford Fire Relief Association (\$1,700.00) for the AED for the Medford Swimming Pool.

Resolution 2017-27 Accepting Donations from Pat & Kay Merritt (\$20.00), Don Dagne (\$5.00), and Lois & David Nelson (\$25.00 in Memory of Wilma Mueller) for the Park Endowment Fund.

Motion by Merritt, seconded by Maas to accept 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.

Council member Sexton publicly thanked Grace Bartlett for taking the time to attend the Bike Workshop.

Planning and Zoning Board – Richard Quiring stated the Planning and Zoning Board had a public hearing on a sign height variance request from Ultra Outlets MN LLC. Ultra Outlets MN LLC requested a 23 foot sign height

variance. The proposed height of the digital reader board structure is 73 feet. Quiring stated the Planning and Zoning Board recommended Council approve the sign height variance for Ultra Outlets MN LLC.

Motion by Sexton, seconded by Merritt to approve the sign height variance for Ultra Outlets MN LLC. All members voted aye for approval. Motion carried.

Quiring stated the Planning and Zoning Board had a public hearing on May 15, 2017 on a proposed amendment to the Medford Pool Code.

Administrator Welti presented a memo on the amendment to the Medford Pool Code. The proposed amendment to the pool code would create the following tiered requirements:

- a. A swimming pool designed to hold no more than a maximum of 1,100 gallons of water shall not require a zoning or building permit, and shall be exempt from the requirements of this Section.
- b. A swimming pool designed to hold a maximum of no more than 5,000 gallons of water but more than 1,100 gallons of water shall require a zoning permit prior to construction.
- c. A swimming pool designed to hold in excess of a maximum of 5,000 gallons of water shall require a zoning permit and a building permit prior to construction.

Quiring stated the Planning and Zoning Board recommended Council adopt Ordinance 2017-03, amending the requirements of swimming pools under Medford City Code.

Motion by Merritt, seconded by Dempsey to adopt Ordinance 2017-03, amending the requirements of swimming pools under Medford City Code. All members voted aye for approval. Motion carried.

Quiring gave a brief update of the regular Planning and Zoning Board meeting. Quiring stated the Planning and Zoning Board made a motion to move forward with the Shore Land Ordinance. Welti will bring an update to the next Council meeting on the estimated costs of the City Attorney and the City Engineer preparing the ordinance for official action.

EDA – Welti gave a brief update. Welti stated the following slate of officers were nominated and elected by unanimous ballot:

President: Bryan Duncan
Vice President: Tom Heisler
Secretary: Sharon Paulson
Treasurer: Jerri Wencil

CEDA staffing proposal – Administrator Welti presented a memo. Welti stated CEDA had provided the following quote for economic development staff to work in Medford:

One day every other week would be - \$11,800
One day every week would be - \$23,600

Welti stated the EDA members discussed contracting with CEDA for economic development assistance one day every other week for a year. EDA members felt CEDA could increase the City's presence, provide economic development assistance, and provide a positive return on investment. The approximate cost would be \$11,800, which could be split between the EDA and the general fund. General consensus among the EDA Board was to include the cost of the contract in the 2018 budget which will be discussed at the July EDA meeting.

Park Board – Public Works Supervisor Petersen gave a brief update. Petersen stated the Park Board discussed the green space by Casey's, the survey at Water Tower Park, and the cement pad/bike rack.

City Attorney – None.

City Engineer – None.

City Administrator – Administrator Welti presented a memo. Welti stated the Outlet Center owners had met with Welti and Mayor Nelson. They provided updates on the infrastructure improvements and the plans for additional improvements.

Welti stated Supervisor Peterson and Administrator Welti had met with Anita Benson, Steele County Engineer, to review future projects.

Welti stated he had attended the Medford Township meeting and updated township officials on recent City activity. Welti stated he attended a follow up Hazard Mitigation meeting as part of Steele County's process to update its mitigation plan.

Welti stated Bill Regan is in the process of purchasing the parcel of land located directly east of the Medford school site. Regan intends to build a bus garage on a portion of the parcel.

Diamond Association provided the City with its schedule for Straight River Park Ballfield.

Staff are beginning preparations for Straight River Days.

City Clerk – none.

Public Works – Supervisor Petersen presented a memo. Petersen stated 290,000 gallons of biosolids had been hauled and applied.

Petersen stated the baseball diamond's infield had been tilled and sprayed for weeds.

Petersen stated the shallow end of the pool had been repainted.

Petersen stated the East Roundabout has been tilled and weeds sprayed, and is ready to be planted.

Fire Department – Chief Hager gave a brief update on the new fire truck. Hager stated the new truck is here and being prepped and will be painted. Hager stated the in-service date of the new truck would be approximately the middle of July.

Engineering estimates for WWTP maintenance/upgrades and Lazy U impact analysis – Administrator Welti presented a memo. Welti stated that once Bolton & Menk completes a study of the cost to upgrade the City's water and sewer infrastructure to meet the increased demand associated with connecting the Lazy U to City sewer and water services, the City should complete a financial impact analysis. Welti stated Mike Bubany, the City's Financial Advisor, would be available to complete the study. He would charge \$1,000 to complete the analysis and would be available to present it at a future Council meeting.

Seth Peterson from Bolton & Menk presented a Proposed Scope and Fee for Engineering Services.

Seth Peterson presented the 4 tasks as follows:

- Task 1 – Evaluate Lazy U Mobile Home Park Impacts. The cost is \$16,000
- Task 2 – New Sludge Decanter System. The cost is \$6,500
- Task 3 – New Biosolids Handling Pump
 - Doda pump – cost would be \$1,500
 - Alternative pump – cost would be \$6,000
- Task 4 – Influent Screening Equipment. The cost is \$10,500

Administrator Welti made a recommendation, if Council chooses to proceed with studying a potential Lazy U water and sewer connection to the City of Medford, Welti recommended Council contract with Bolton & Menk and Mike Bubany of David Drown and Associates, to prepare the studies.

Motion by Nelson, seconded by Merritt to approve recommendation to contract with Bolton and Menk for the Lazy U Mobile Home Park Impact Study with a cost of \$16,000 and Mike Bubany of David Drown and Associates for the financial analysis with a cost of \$1,000. The total cost of \$17,000 to be split in half, \$8,500 in an escrow account from Lazy U owner, Bernie LaCanne Sr. and \$8,500 from the City of Medford's sewer fund. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Dempsey to contract with Bolton & Menk to prepare plans for a New Sludge Decanter System with a cost of \$6,500. All members voted aye for approval. Motion carried.

Motion by Maas, seconded by Sexton to contract with Bolton & Menk to prepare plans for a New Biosolids Handling Pump with a cost of either \$1,500 for the DODA pump or a cost of \$6,000 for an alternative pump. All members voted aye for approval. Motion carried.

Sealing Well #1 – Administrator Welti presented a memo. Based upon the recommendation of the City's Engineer and MDH, Supervisor Petersen and Administrator Welti made a recommendation that Well #1 be sealed. Petersen and Welti recommended the City award Bergerson-Caswell the well-sealing contract for up to \$8,670.00

Motion by Maas, seconded by Dempsey to approve the recommendation of sealing Well #1 and awarding the contract to Bergerson-Caswell for up to \$8,670.00. All members voted aye for approval. Motion carried.

Trail to the Lazy U/Co Rd 12 construction project planning- Welti presented a memo. Welti stated he had presented the trail option to the Medford Township Board. The consensus among the township board officers was to include a trail within the shoulder of the road. The board did not support sharing the cost of maintaining a trail. Welti stated he provided background information to Commissioner Brady, who stated the County would be discussing this at a future meeting. City Council consensus was to have Welti ask Steele County to provide at least 2 plans for the trail.

Fire Department washer/extractor – Chief Hager presented a memo. Hager requested approval from the Council to purchase from BDS Laundry Systems, 1 UniMac 40 lb Cabinet Washer with mounting base and installation for \$8,752.00. Chief Hager stated the Medford Fire Department had been awarded a grant for \$8,597.95 from the Turnout Gear Washer/Extractor Award program with a local match requirement of \$1,336.05.

Motion by Merritt, seconded by Dempsey to approval the purchase from BDS Laundry Systems of the washer/extractor for \$8,752.00. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dempsey to authorize staff to obtain and award quotes for the installation of the washer/extractor not to exceed \$6,500.00. All members voted aye for approval. Motion carried.

Resolution 2017-25 Assigning \$403,038 of the unassigned General Fund balance as of January 1, 2017, to the Fire Department Truck and Equipment Fund- Motion by Maas, seconded by Sexton to approve Resolution 2017-25. All members voted aye for approval. Motion carried.

R & K Electric invoice for flood mitigation work at Straight River Park – Administrator Welti presented a memo. Welti stated Council had accepted R&K Electric's original bid in the amount of \$1,455 for flood mitigation work to be completed in Straight River Park. R & K Electric found the electrical work at the park was more extensive than originally anticipated. R & K Electric submitted an invoice for an additional \$500 after completing the work. Council consensus was to honor the original bid of \$1,455 and pay only that amount. Council consensus was that R & K Electric should have notified the City of the additional expense before completing the work.

Resolution 2017-26 Authorizing submission of the City of Medford's application for capital bounding request for a municipal building – Motion by Merritt, seconded by Dempsey to approve Resolution 2017-26. All members voted aye for approval. Motion carried.

Employee Compensation – Administrator Welti presented a memo. Welti stated in March of 2016, Council approved a policy to increase an employee’s wage for each wastewater or water license obtained to operate the City’s wastewater and water facilities.

Welti stated City Clerks can obtain a certificate upon completing three years of one-week Clerk’s Institute trainings. Welti proposed a policy of compensation for completing a year (one week) of Clerk’s Institute Training. The City will provide a \$.35 per hour increase in a Clerk’s wage for each year (one week) of Clerk’s Institute Training completed. The wage increase will take effect in the pay period immediately following the completion of the week-long training.

Motion by Dempsey, seconded by Sexton to approve the proposed policy of compensation for completing a year (one week) of Clerk’s Institute Training. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, June 26, 2017, 7:00 p.m.
LMC Annual Conference, June 14-16, Rochester

Motion by Maas, seconded by Dempsey to adjourn at 9:54 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.