

Regular City Council Meeting
July 25, 2022
7:00 p.m.
City Hall

Members present were Thomas, Bartlett, Langeslag, and Mueller.

Members absent were: Merritt.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mark Rahrick, Brandon Theobald, and Glen Gustouson and Emma Nulanborgth.

Others attending were John Anhorn, Andrew Lee, Rich Quiring, Dave and Kasi Bilitz, and Matt and Rachel Peterson.

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

Pledge of Allegiance.

Concerns/Request from the General Public/Organizations – none.

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

Code Violation Hearing –

Andrew Lee addressed City Council concerning the code violation with his backyard pool. Lee paid the \$25 permit fee at the Council meeting. Council will contact Lee when a decision has been made regarding City code concerning fences around pools.

Terry Duncan addressed City Council concerning the code violation with his property. Duncan stated he was working as fast as possible to get his yard cleaned up. Motion by Mueller, seconded by Langeslag to give Duncan 10 business days to bring his yard into compliance or a \$50 administrative fine will be imposed. All members voted aye for approval. Motion carried.

Andrew Colwell was not present for the hearing. Motion by Mueller, seconded by Bartlett to impose a \$50 administrative fine on Andrew Colwell for the code violation on his property. All members voted aye for approval. Motion carried.

Tim Schlund was not present for the hearing. Motion by Thomas, seconded by Langeslag to impose a \$50 administrative fine on Tim Schlund for Schlund Automotive's code violation. All members voted aye for approval. Motion carried.

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

Approval of the June 27, 2022 regular council meeting minutes and the July 12, 2022 special council meeting minutes.

Approval of the June and July city and liquor store bills.

Approval of the June check register numbers E4446-E4477, 16648-16686, and 50114-50221.

Planning & Zoning Board –

Recommendation to approve Bilitz Lot Split - Motion by Bartlett, seconded by Langeslag to approve the Bilitz lot split request. Langeslag voted aye, Bartlett voted aye, Thomas voted nay, Mueller voted nay. Motion fails.

Pool Ordinance – Council consensus was to have the City Attorney review the requirements stated in City Code regarding swimming pools.

EDA Report – EDA didn't meet.

Park/Pool Commissioner Report – Councilmember Mueller stated the swimming pool was doing well and had been busy with the hot weather.

Water/Wastewater Commissioner Report – Councilmember Langeslag had nothing new to report.

Liquor Store Commissioner Report – Councilmember Bartlett reported the liquor store had a year to date profit of \$26,085. Bartlett stated the City of Medford pays for a large portion of all the expenses for Straight River Days (port a potties, trash cans, stage rentals, etc.). This will be looked at and discussed at a later date.

Streets Commissioner Report – Councilmember Merritt was absent.

City Attorney – none.

City Engineer – Engineer Theobald and Gustouson presented Council with the wastewater treatment facility updates and equipment evaluations and the water system equipment evaluation reports. WHKS will prepare a professional services agreement for Council consideration to complete a facility plan.

Mayor –

Employee Retention – Mayor Thomas stated the City is currently looking at paid time off, pay, salaried employee rules, clothing and shoe allowances, etc. to ensure the City of Medford is staying competitive in the current job market.

Administrator Director of Operations Evaluation Summary - Mayor Thomas stated the evaluation went well and will be reviewed again in December.

City Administrator –

U Turn Sign by Post Office – Motion by Thomas, seconded by Langeslag to recommend to Steele County that a No U Turn sign be installed by the Medford Post Office. All members voted aye for approval. Motion carried.

Public Works Update – Administrator Petersen presented a memo to Council with public works update for the previous month.

Cameras – Administrator Petersen stated security cameras had been installed at the swimming pool and would be installed in the liquor store.

City Clerk –

City Financial Report – Clerk Jackson presented a memo to Council outlining the budget line items that were currently over budget. The 2023 Preliminary Levy and Budget will be voted on by City Council at the August Council meeting.

Fire Department – John Anhorn stated the annual Fireman’s Dance is July 30, 2022.

Regular City Council Meeting – Monday, August 22, 2022, 7:00 p.m.

Motion by Mueller, seconded by Langeslag to adjourn the regular council meeting at 8:45 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.