

Reminder – Shut off all
pagers and cell phones

City of Medford Special Meeting Agenda

January 10, 2018, 6:30 PM



- I. Call to Order
- II. Approval of Agenda
- III. New Business
 - A. 2017 Year End Review Summary
 - B. Resolution 2018-01 Stating Annual Designations
 - C. Resolution 2018-02 Establishing 2018 Equipment Rates
 - D. Ordinance 2018-01 Amending the Master Fee Schedule
 - E. Resolution 2018-03 Publication by Title & Summary the Ordinance Amending the Master Fee Schedule
 - F. Mayor's Recommendations for Board Appointments
- IV. Old Business
- VI. Adjournment

MEMORANDUM

TO: Council

FROM: Andy Welti
City Administrator

DATE: January 4, 2018

RE: Organizational Meeting Packet

Background

Resolution 2018-01

No changes from 2017.

Resolution 2018-02

No changes from 2017.

Ordinance 2018-01

Under Utility and Construction Fees, the sewage fee for septic service providers would increase from \$13 per 1,000 gallons to \$14 per 1,000 gallons. The City of Medford's charge for sewage is still below that of a nearby city that accepts sewage.

City of Medford 2018

The Mayor recommends Dennis Luebbe and Mary Brandvold be appointed to the Planning & Zoning Board.

Scott Prestegard is appointed as the Deputy Weed Inspector.

RESOLUTION 2018 - 01

A RESOLUTION STATING ANNUAL DESIGNATIONS

WHEREAS, at the first council meeting, certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2018:

1. The place, date and time of regular City Council meetings shall be the fourth Monday of the month at 7:00 p.m. in Medford City Hall. Special meetings shall be called as needed by the Mayor or two Council Members. Emergency meetings may be called by the Mayor or two Council Members in situations that warrant immediate attention and action. All City Council meetings are subject to the Open Meeting Law and agendas will be available at City Hall. In cases of emergency meetings, all reasonable attempts will be made to notify Council Members and the media. The Open Meeting Law may not apply in meetings concerning matters of personnel.

2. The official newspaper of the Medford City Council shall be the Owatonna People's Press.

3. The primary depository of Medford City funds shall be First State Bank of Red Wing, Medford Office. The secondary depositories shall be American Express Financial Advisors, the 4M Fund/4M Plus Fund sponsored through the LMC and RBC. City funds will be deposited in accounts and for terms that best fit the needs at the time.

4. The City of Medford's Consulting Engineer shall be Bolton and Menk.

5. The City Attorney for legal advising, litigation and prosecutions shall be Smith, Tollefson, Rahrlick & Cass.

6. The Acting Mayor who shall preside and perform duties in absence of the Mayor shall be Marie Sexton.

7. Council Advisor Roles:

EDA:	<u>Lois M Nelson</u>
EDA:	<u>Chad Merritt</u>
Streets & Maintenance	<u>Matt Dempsey</u>
Water/Wastewater	<u>Keith Maas</u>
Park & Recreation	<u>Marie Sexton</u>

8. The 2018 Medford Fire Department officers shall be:

Fire Chief:	<u>Rick Hager</u>
Assistant Fire Chief:	<u>Greg Sanborn</u>
Commander:	<u>John Anhorn</u>
Commander:	<u>Craig Helgeson</u>
Commander:	<u>Rich Kucera</u>
Commander:	<u>Mike Smith</u>
Emergency Management Coordinator:	<u>Rick Hager</u>

Passed by the Medford City Council this 10th day of January, 2018.

Lois M Nelson, Mayor

ATTEST:

Elizabeth Jackson, City Clerk
(SEAL)



RESOLUTION 2018-02

CITY OF MEDFORD

EQUIPMENT RATES

1 Ton Truck with Dumpbox	\$50/Hour
3/4 Ton 4X4 Truck	\$40/Hour
3/4 Ton Truck w/sander	\$60/Hour
1 Ton Truck with Utility Box & Crane	\$70/Hour
30' Bucket Truck	\$70/Hour
Single Axle Dump Truck (5 yard box)	\$85/Hour
JD 544 Wheel Loader (3 yard bucket)	\$125/Hour
Skid Steer Loader w/ Attachment	\$85/Hour
12 KW Portable Generator (gas)	\$15/Hour
5 KW Portable Generator (gas)	\$10/Hour
10,000 lb Utility Trailer with Ramps	\$100/Day
Single Axle Utility Trailer	\$20/Day
Trash Pump (gas) (includes hoses)	\$15/Hour
Sewer Cleaning: Jetter/Vac Truck	\$120/Hour
Snow Plow: 1 Ton Truck	\$85/Hour
Snow Plow: Truck Mounted (Larger than 1 Ton Truck)	\$100/Hour
Snow Plow: Wheel Loader Mounted	\$140/Hour
Labor Charges: Public Works Personnel, Regular	\$40/Hour
Labor Charges: Public Works Personnel, Overtime	\$60/Hour
Electric Pumps (includes hoses)	\$100/Day
Tractor with mower attachment	\$20/Hour
Handheld power equipment	\$20/Day

****Equipment rates do not include personnel.***

****Some equipment may require multiple operators.***

Passed and adopted by the Medford City Council on this 10th day of January, 2018.

Lois M Nelson, Mayor

ATTEST:

Elizabeth Jackson, City Clerk

ORDINANCE 2018-01

**AN ORDINANCE AMENDING THE MASTER FEE SCHEDULE UNDER SECTION 2.65
OF THE MEDFORD CITY CODE**

THE CITY COUNCIL OF THE CITY OF MEDFORD, MINNESOTA DOES ORDAIN:

1. The Master Fee Schedule referenced as Appendix A in Section 2.65 of the Medford City Code is hereby amended consistent with the attached Appendix A, which is hereby adopted as the fee schedule for city services and licensing.

Effective Date. This Amended Ordinance shall be in full force and effect from and after its passage and publication.

ADOPTED this 10th day of January, 2018, by the City Council of the City of Medford.

By: _____
Lois M. Nelson
Mayor

ATTEST:

Elizabeth Jackson
City Clerk

APPENDIX A: MASTER FEE SCHEDULE

Effective January 1, 2018 (After passage and publication)

WATER AND SEWER RATES

WATER RATES AND AVAILABILITY CHARGES

<u>Water Meter Size</u>	<u>Rate</u>
¾ inch meter:	\$7.00
1 inch meter:	\$8.75
1 ½ inch meter:	\$10.94
2 inch meter:	\$13.67
2 ½ inch meter:	\$17.09
3 inch meter:	\$21.36
4 inch meter:	\$26.70
6 inch meter:	\$33.38

Every meter will be charged a monthly fixed amount based on water meter size in addition to a per thousand gallon water usage charge of \$4.15.

WATER FLAT RATE \$12.00

SEWER RATES AND AVAILABILITY CHARGES

<u>Water Meter Size</u>	<u>Rate</u>
¾ inch meter:	\$6.00
1 inch meter:	\$7.50
1 ½ inch meter:	\$9.37
2 inch meter:	\$11.72
2 ½ inch meter:	\$14.65
3 inch meter:	\$18.31
4 inch meter:	\$22.88
6 inch meter:	\$28.61

Every meter will be charged a monthly fixed amount based on water meter size in addition to a per thousand gallon sewer usage charge of \$6.05.

SEWER FLAT RATE \$8.00

LATE FEE – A 5% monthly late fee will be added to all delinquent balances.

WATER CONNECTION PERMIT FEES:

(Collect at the time of issuance of the building permit)

Size of Water Service Pipe

Up to and including 1"	\$1,670.00
1-1/4"	\$2,090.00

1-1/2"	\$2,510.00
2"	\$3,340.00
4"	\$6,690.00
6"	\$10,030.00
8"	\$13,370.00

SEWER CONNECTION PERMIT FEES:

(Collect at the time of issuance of the building permit)

Size of Sewer Service Pipe

4"	\$1,670.00
6"	\$2,510.00
8"	\$3,340.00

TRUNK SEWER AND WATER FEES:

(Collect at the time of the development agreement)

<u>Land Use:</u>	<u>2015 Rate</u>
Commercial	\$8,490.00 per adjusted gross acre*
Industrial	\$8,490.00 per adjusted gross acre*
Residential:	
Single Family:	\$1,270.00 per lot
Twinhome/Duplex/Townhome:	\$ 950.00 per unit
Multiple Family (Apartment):	\$ 640.00 per unit

FIRE CALL RATES CHARGED PER HOUR

<u>Time</u>	<u>Grass Fire</u>	<u>Structure Fire</u>
1 Hour	\$150.00	\$200.00
1 ¼	175.00	225.00
1 ½	200.00	250.00
1 ¾	225.00	275.00
2 Hours	\$250.00	\$300.00
2 ¼	265.00	315.00
2 ½	280.00	330.00
2 ¾	295.00	345.00
3 Hours	\$310.00	\$360.00
3 ¼	320.00	370.00
3 ½	330.00	380.00
3 ¾	340.00	390.00
4 Hours	\$350.00	\$400.00

Additional time @ \$40.00/hour

FIRE CALL RATES CHARGED A FLAT FEE

Motor Vehicle Accidents/Fires \$500.00

UTILITY/CONSTRUCTION FEES

Disconnect of Utility Service	\$50.00
Reconnect of Utility Service	\$50.00
Meter Testing Deposit	\$150.00
Right of Way Degradation Fee	Equal to degradation cost – establish at time of permitting
Bulk Water	\$13.00 per 1,000 gallons
Sewage	<u>\$16.50 + \$14.00 per 1,000 gallons</u>
Water Service Prior to Meter Installation	\$75.00
Erosion Control Deposit	\$500.00
Annexation Deposit	Based upon acres annexed
Annexation Reimbursement	15 times tax revenue
Land Donation	Minimum of 10% of land annexed or 10% of market value of land
Engineering Fee	Percentage of cost of public improvements
Administrative Fee	Percentage of cost of public improvements

LIQUOR LICENSE FEES

On-Sale Liquor License	\$2,500.00 per year
Temporary Liquor License	\$50.00 per year
Sunday Liquor License	\$200.00 per year
Wine License	\$175.00 per year
3.2 Malt Liquor License	\$175.00 per year
Pre/Investigation Fees	\$250.00 per year

PERMITS

Building Moving Permit	\$25.00
Building Removal Permit	\$25.00
Dance Permit	\$100.00
Food Permit	\$25.00
Parade Permit	\$50.00
Rental Housing (per unit)	
1 unit	\$75.00
2 to 4 units	\$65.00
5 + units	\$35.00
Sign Permit	\$25.00
Solicitor, Peddler, Transient Merchant Permit	\$25.00
Special Vehicle Permit (3-year permit)	\$20.00
Replacement Special Vehicle Sticker	\$5.00
Transient Merchant Permit Nonprofit/Service Organizations	\$0.00
Zoning/Fence Permit	\$25.00
Wind Energy Conversion System Permit	\$25.00
Right of Way Excavation Permit	\$50.00 plus management and engineering costs
Right of Way Obstruction Permit	\$50.00 plus management and engineering costs
Small Wireless Facility Permit	\$50.00 plus management and engineering costs

PARK FEES

Large Pavilion Rental	\$75.00 (\$55.00 deposit)
Small Pavilion Rental	\$50.00 (\$40.00 deposit)

OTHER FEES

Public Hearing Held on Regularly Scheduled Zoning Date (Conditional Use, Variance, Vacate, Rezone, Administrative Land Survey, etc.)	\$125.00
Public Hearing Held on a Special Zoning Date (Conditional Use, Variance, Vacate, Rezone etc.)	\$250.00
Mowing by Public Works Staff	\$60.00 per hour
Snow Removal by Public Works Staff Residential/Commercial Property	\$125.00 per hour
Collections and/or Legal Fees	Total of fees incurred by the City
Non-Sufficient Funds Checks	\$30.00 + all bank charges
Faxes	\$1.50 per page
Black and White Copies	\$0.25 per page
Color Copies	\$0.50 per page
Web Fusion Maps	\$2.00 per map
Dog License Registration Fee	\$5.00 per year
Dangerous Dog Registration Fee	\$500.00 per year

CITY OF MEDFORD

RESOLUTION 2018-03

A RESOLUTION APPROVING THE PUBLICATION OF ORDINANCE BY TITLE AND SUMMARY

WHEREAS, on January 10, 2018, the City Council of the City of Medford adopted an ordinance entitled, “An Ordinance Amending the Master Fee Schedule Under Section 2.65 of the Medford City Code”; and

WHEREAS, the Ordinance is four pages in length; and

WHEREAS, Minnesota Statutes Section 412.191, Subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the Ordinance,

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD:

1. The City Council of the City of Medford has adopted an ordinance entitled “An Ordinance Amending the Master Fee Schedule Under Section 2.65 of the Medford City Code.” The following summary clearly informs the public of the intent and effect of the Ordinance:

“AN ORDINANCE AMENDING THE MASTER FEE SCHEDULE UNDER SECTION 2.65 OF THE MEDFORD CITY CODE.”

The Medford City Council has passed an ordinance amending Section 2.65 of the Medford City Code, Establishing a Master Fee Schedule.” The ordinance amends a fee schedule for the city services and licensing that may be amended from time to time by the City Council.

This is a summary of the Ordinance “An Ordinance Amending the Master Fee Schedule Under Section 2.65 of the Medford City Code.” A full text of this ordinance is available for public inspection at the Medford City Hall during regular office hours.”

2. The City Clerk is directed to publish this summary in lieu of publication of the entire ordinance.
3. The City Clerk is directed to post a copy of the entire text of the Ordinance on the City bulletin board at Medford City Hall for a period of not less than thirty (30) days. In addition, a printed copy of the Ordinance shall be made available for inspection by any person during regular office hours at the Medford City Hall.”

Adopted by the Medford City Council on this 10th day of January 2018.

Number of Ayes: ____

Number of Nays: ____

Lois M. Nelson, Mayor

ATTEST:

Elizabeth Jackson, City Clerk

CITY OF MEDFORD 2018

MAYOR – Lois M Nelson

City Hall 455-2866

Fax 455-2088

ACTING MAYOR – Marie Sexton Advisor
Park & Recreation

Mon. - Fri.

7:30 – 11:30 am & 12:30 – 4:00 p.m.

COUNCIL MEMBER – Chad Merritt EDA

Statutory City - Plan A

COUNCIL MEMBER – Matt Dempsey Streets & Maintenance

Council Meetings

4th Monday - 7:00 p.m.

COUNCIL MEMBER – Keith Maas Water/Wastewater

CITY ADMINISTRATOR – Andy Welti

OFFICIAL BANK – First State Bank of Red Wing

CLERK/TREASURER (Appointed) – Elizabeth Jackson

OFFICIAL NEWSPAPER – Owatonna People's Press

FIRE CHIEF - Rick Hager

EMERGENCY MANAGEMENT COORDINATOR -
Rick Hager

ZONING BOARD Robert Barbeau 2016-17-18
Dennis Luebbe 2016-17-18
3rd Monday Mary Brandvold 2018-19-20
7:00 p.m. Mathew Rosenbaum 2018-19-20
Odd Months Richard Quiring 2017-18-19

ASSISTANT FIRE CHIEF – Greg Sanborn
COMMANDER – John Anhorn
COMMANDER – Craig Helgeson
COMMANDER – Rich Kucera
COMMANDER – Mike Smith

PARK BOARD Missy Underdahl - 2016-17-18
Ben Goodwin - 2016-17-18
2nd Monday Steve McMahan - 2016-17-18
7:00 p.m. Jerry Paschke - 2017-18-19
Odd Months Grace Bartlett - 2017-18-19

WEED INSPECTOR – Lois M Nelson

DEPUTY WEED INSPECTOR – Scott Prestegard

CITY ATTORNEY – Smith, Tollefson, Rahrlick & Cass

ECONOMIC DEVELOPMENT AUTHORITY
Chad Merritt (Council Member)
Lois M Nelson (Mayor)

CITY ENGINEER – Bolton & Menk

2nd Wednesday Clayton Just 2013-14-15-16-17-18
5:00 pm Sharon Paulson 2014-15-16-17-18-19
Odd Months Bryan Duncan 2013-14-15-16-17-18
Tom Heisler 2014-15-16-17-18-19
Jerrie Wencl 2015-16-17-18-19-20