

Regular Council Meeting
June 27, 2016
7:00 p.m.
City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Jed Petersen, Mark Rahrick, and Joe Duncan.

Others attending were Senator Vicki Jensen, Jerry Paschke, Ashley Stewart, Ashley Brunton, Cory Brunton, Rick Hager, Greg Sanborn, Nick Goodnature, Darren Hagen, Matt Mullenbach, Trevor Davis, Troy Noble, Mark Ristau, Ben Maas, Eric Finholdt, Tim Amberg, Chris Ditlevson, Rich Kucera, Dan Simon, John Anhorn, Craig Helgeson, Rick Ellingson, Kevin Sedivy, and Jim Slifka.

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.

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

Legislative Update – Senator Vicki Jensen was in attendance to give the City Council an update on the legislative session. The bonding bill that included Medford’s projects did not get signed. The bonding bill made it to the Senate, but failed to pass. The likely hood of the legislatures having a special session is very minimal.

Mayor Nelson asked about the possibility of adding Medford’s projects to a future bonding bill. Senator Jensen was encouraged this year on how far the bill went, but the transportation bill needed to be passed.

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

Approval of the May 23, 2016 special work session minutes and the May 23, 2016 regular meeting minutes.

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

Approval the April check register numbers E2667-E2700, 13734-13770, and 44509-44592.

Resolution 2016-27 Accepting Donations from June Uselman (\$150.00), Dale & Lynne Hobgood (\$250.00), Phyllis L Kern (\$100.00), and the Class of 1965 (\$300.00) for the Medford Veterans Memorial.

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

Mayor’s Report – Mayor Nelson thanked the public works staff and the Civic Club for their work done for Straight River Days.

Park Board – Chairperson Jerry Paschke presented the minutes from the June 6, 2016 regular meeting.

Administrator Welti, Public Works Supervisor Petersen, and Brian with the Eagle Scouts met at Frank Woodfill Wildlife Refuge and walked the area to plan a path for Brian’s Eagle Scout project. The group found an alternate path for the trail that would involve less bridges and maintenance.

The Park Board has determined two areas to focus on, the tennis courts and the possibility of pickle ball, and Radel Park.

Paschke inquired about the budget and what the Park Board would be able to work with. Mayor Nelson asked for the Park Board to pick a project or an item and research the cost and bring it to the Administrator for the possibility of being added to the 2017 budget.

City Administrator – Administrator Welti presented a memo.

Administrator Welti also thanked the public works staff for all their work with Straight River Days.

The pool is up and running and all three public works staff is CPO certified.

The 2017 budget is underway.

City Clerk – Kniefel presented two resolutions for this year's coming elections.

Kniefel stated that the only change made from previous years is a different rate of pay for the Head Election Judge.

Resolution 2016-25 Designating Election Judges for the 2016 Primary and General Elections.

Motion by Sexton, seconded by Dusek to approve resolution 2016-25 designating election judges for the 2016 Primary and General Elections. All members voted aye for approval. Motion carried.

Resolution 2016-26 Designating the Polling Place for the 2016 Primary and General Elections.

Motion by Maas, seconded by Merritt to approve resolution 2016-26 designating the polling place for the 2016 Primary and General Elections. All members voted aye for approval. Motion carried.

Public Works Department – Jed Petersen, Public Works Supervisor, presented a memo.

The valve at the Outlet Center has been repaired.

The round-a-bout plants have been planted and the woodchips have been installed.

Seykora Asphalt will be finishing sealing the wastewater treatment facility pavement and the trails.

The roof at the sludge building and the disinfection building has been replaced.

Unfinished Business –

City Facility Update – Administrator Welti stated that the Council is at the point where the fire department comments and input need to be submitted to Brunton Architects to develop the final plan.

Discussion as to whether the Council should have two referendum questions on the ballot. One referendum question asking for the Fire Department and the second referendum question asking for both the Fire Department and City Hall together.

The City Facilities Committee recommended to the City Council to keep the City Hall and the Fire Hall together.

The estimated numbers presented to the City Council for a 16,267 sq. ft. building with a contingency would be approximately \$3,589,249.

Mayor Nelson, Councilmember Sexton and Councilmember Maas support keeping the Municipal Complex as a City Hall and Fire Hall.

The Fire Department has plans that have not been reviewed by Brunton Architects. Mayor Nelson would like Brunton Architects to review the drawings and figure final estimates.

Councilmember Merritt and Councilmember Dusek would like to see the Fire Hall built with the possibility of phasing in City Hall at a later date.

Cory Brunton stated that phasing a project in later to add onto the Fire Hall could possibly double the cost of the additional section.

Councilmember Maas stated that the current building is not going to last the next 100 years. The plan to have public works move into the current fire hall/city hall and having equipment parked next to City Hall with only a wall dividing the two is not acceptable.

Cory Brunton did state that he could make two separate designs. One that would include both the fire hall and city hall and one with only the fire hall.

Motion by Maas, seconded by Sexton to authorize Brunton Architects to design a 16,267 sq. ft. building that would include both a city hall and fire hall with a not to exceed cost of \$3,589,249.

Aye: Nelson, Maas, Sexton Nay: Dusek, Merritt Majority voted aye on the motion. Motion carried.

Capital Improvement Plan – Potential 2017 Street Project.

Administrator Welti presented the possibility of moving forward with a feasibility study for the 2017 street project so that the City would be ready if the referendum on the Municipal Complex does not go through. This would allow for early bid letting and possibly lower costs. The feasibility study would cost approximately \$8,200.00 and would last about 2 years.

Council consensus is to wait on the street project until after the November election.

New Business

Resolution 2016-28 Combining the Debt Service Savings Account Funds with the General Saving Account Funds.

Motion by Dusek, seconded by Sexton to approve resolution 2016-28 combining funds of the Debt Service Savings Account with the General Saving Account. All members voted aye for approval. Motion carried.

Compost Site – Jim Spinler informed the City that the Medford Compost Site will be closing after this season. Administrator Welti is looking for direction as to what the City would want to do.

Administrator Welti will research the options in more depth and present at a later council meeting.

Consultation Services for Training and Technical Support – Rich Kucera has volunteered his time and provided training and technical support for pool start up procedures and answered water and wastewater system technical questions for city staff. Kucera has requested compensation for additional training and technical support. Kucera has agreed to \$50/hour.

Motion by Merritt, seconded by Dusek to allow the City to contract with Kucera and to be compensated at \$50/hour on a very limited basis for training or technical support as our Public Works Supervisor requests for up to \$2,000.00 for the year. All members voted aye for approval. Motion carried.

City Clerk Resignation – Amber Kniefel submitted her resignation from the full-time clerk position effective July 28, 2016. Kniefel offered to continue working on a part time basis until a new employee is trained to fill the position.

Administrator Welti recommends to the City council to accept Amber Kniefel's resignation from her full-time position and allow her to continue working part time to train her replacement.

Administrator Welti recommends to allow staff to proceed with posting an opening for a full time clerk position with a salary range of \$16.00 to \$22.38 per hour.

Councilmember Sexton proposed the idea of splitting the position into two part time positions. For the purpose of training, at this time, staff would like to keep the one full time position, but this can be looked into at a later date.

Motion by Merritt, seconded by Dusek to accept Amber Kniefel's resignation and allow staff to post the position at the stated salary range and the authority to re-post if needed. All members voted aye for approval. Motion carried.

City Council regular meeting will be held on Monday, July 25, 2016 at 7:00 p.m.

Council Work Session – 2017 Budget Review – Possibly July 27, 2016 at 5:00 p.m.

Motion by Merritt, seconded by Dusek to adjourn the regular city council meeting at 9:12 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor