

Special Council Meeting Work Session
May 23, 2016
5:00 p.m.
City Hall

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

Members absent: None.

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

Others attending were Ashley Stewart.

Mayor Nelson called the meeting to order at 5:00 p.m.

Agenda

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

Capital Improvement Plan – Administrator Welti gave an overview on the purpose of tonight’s meeting. The capital improvement plan will assist the City Council with future planning of capital projects.

Mike Bubany, David Drown Associates, presented the capital improvement plan. The plan illustrates three main projects and the impact to the levy with each one. The projects focused on are, the municipal complex, the 2017 street project and the Main Street project. Mr. Bubany has developed an interactive presentation that shows the impact to the levy and property taxes with every change the council wants to see.

The Council discussed which projects should take priority and when they should happen in the City.

No decisions were made at this work session.

Motion by Sexton, seconded by Dusek to adjourn the work session at 6:26 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
 May 23, 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 Jerry Paschke, Ashley Stewart, Brian Sontheimer, and Luke Johnston.

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 Maas 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 separate action.

Approval of the April 25, 2016 regular meeting minutes and the May 10, 2016 special work session minutes.

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

Approval the April check register numbers E2652-E2665, 13701-13733, and 44427-44508.

Resolution 2016-24 Accepting Donations from Patrick Jeher (\$5.00), Dan Bowe (\$6.00), Matthew William (\$5.00), and Lewis Wacika (\$5.00) for the Medford Park Endowment Fund.

LMC liability coverage waiver form – Administrator Welti explained that this is the form the Council takes action on every year and the recommendation would be to not waive the monetary limits.

Councilmember Sexton inquired about the Centerpoint Energy bill for the Liquor Store. Kniefel will check on this and get back to the Council.

Mayor Nelson inquired about the resolution combining funds from the auditor and the FEMA reimbursement from the storm sewer outfall project. Staff will be following up.

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

Mayor's Report – The regular legislative session ended without a bonding bill. There may be a special session.

Councilmember Sexton thanked the Mayor for all her time spent working with the legislatures on the bonding bill request.

EDA – Administrator Welti presented the recommendations from the last EDA meeting.

The EDA recommended to support Resolution 2016-23 electing to participate in the Steele County EDA.

The County EDA would be composed of nine members. The focus of the County EDA would be workforce development, business retention, business recruitment, and housing.

The initial budget request shall be for \$10,000.00 from County funds.

The Medford EDA will not be required to participate in funding at this time.

Motion by Dusek, seconded by Sexton to approve Resolution 2016-23 electing to participate in the Steele County EDA. All members voted aye for approval. Motion carried.

EDA recommendation to participate in the housing study.

The housing study will be completed for \$17,500.00. Blooming Prairie and Ellendale have also requested to be part of the housing study with Owatonna and Medford. Medford's share of the cost would be \$3,000.00. The Council budgeted \$5,000.00 in this year's budget for the housing study.

Motion by Sexton, seconded by Maas to proceed with the housing study initiated through Maxwell Research. All members voted aye for approval. Motion carried.

Main Street Flower Planters – The EDA recommended to not reimburse the Medford Beautification Committee for the cost of the plants and maintenance of the planters for \$1,000.00. The suggestion was made that the businesses could take care of the planter in front of their business.

Council did not take action. Council suggested the Beautification Committee return to Council with a reimbursement request if one is needed.

Park Board – Chairperson Jerry Paschke presented the minutes from the May 2, 2016 regular meeting.

Eagle Scouts Brian Sontheimer and Luke Johnston were in attendance to present to the City Council an Eagle Scout project they would like to do at Frank Woodfill Wildlife Refuge. The project would include a walking path along the north side of the parking area extending approximately 400 feet long, 1-2 benches, and a small treated lumber bridge.

The Eagle Scouts are asking for the City to donate the walking path materials, whether it be wood chips, gravel, or bituminous and also the treated lumber for the bridge and benches.

The Council asked the Scouts if they have requested donated material from any of the surrounding businesses. The Scouts wrote down the suggested contacts and said they would give them a call. The Council is willing donate funds to purchase the needed materials.

Motion by Maas, seconded by Sexton to allot up to \$300.00 for the materials needs for the Eagle Scout project. All members voted aye for approval. Motion carried.

City Engineer Duncan has concerns with the bridge and permitting.

The Council had many questions concerning the bridge, the DNR, walking path materials, etc.

Mayor Nelson suggested to the Eagle Scouts to research the ideas and questions asked by the City Council and return to the next Park Board meeting to present a detailed plan.

Veterans Committee – Kniefel presented the minutes from the April 27, 2016 meeting.

The landscaping has begun, the eagles have been delivered.

The dedication ceremony is slated for June 17, 2016 before the parade.

City Administrator – Administrator Welti presented a memo.

Estimates and solutions for the wastewater biosolids pump is continuing.

All the new public works staff have completed the certified pool operator training and have their CPO license.

Public Works Department – Jed Petersen, Public Works Supervisor, introduced himself to the City Council.

Unfinished Business –

City Facility Update – Rahrlick presented a memo explaining the procedures the City Council will need to follow when issuing bonds to construct a municipal complex. The Council can either take action itself to authorize the bonds or the Council may submit the question to the voters during the election.

The election timeline was presented stating that the resolution calling for a November 8, 2016 election on an issue is due August 22, 2016. Written notice for a ballot question must be submitted to the Steele County Auditor no later than August 26, 2016.

Councilmember Maas suggested holding off making any decisions on the 2017 street project until after the referendum.

Administrator Welti suggested having the projects on the June meeting agenda to see if the Council can come to a consensus on which project(s) to proceed with.

MNDOT Community Partnership Landscape Project and Round-a-Bout bids.

Motion by Sexton, seconded by Maas to approve the bid from Biowood Processing for 200 cubic yards of mulch for \$3,990.00. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Merritt to approve the bid from Gertens for \$2,506.00 for finishing the planting on the west round-a-bout. All members voted aye for approval. Motion carried.

City Council regular meeting will be held on Monday, June 27, 2016 at 7:00 p.m.
League of MN Cities Annual Conference in St. Paul June 14-17, 2016.
Medford Straight River Days Parade, Friday, June 17, 2016 at 7:00 p.m.
EDA Networking Event Thursday, May 26, 2016 at TES.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 8:20 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor