

Special Council Meeting
 January 2, 2003
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Dorian Cornelius and Tom Gremms.

The purpose of this special meeting is for Board & Committees appointments, employee reviews and wages, and water and sewer rates.

Motion by Corbin, seconded by Clemmensen to accept the appointments and designations as presented. Carried.

Motion by Thomas, seconded by Clemmensen to raise Tom Gremms wages \$.70 per hour (\$.25 for licenses acquired, \$.45 for merit). Carried.

Motion by Thomas, seconded by Corbin to raise Dorian Cornelius wages \$.92 per hour (\$.50 for licenses acquired, \$.42 for merit). Carried.

Motion by Sexton, seconded by Thomas to raise Karen Sanborns wages \$.45 per hour. Carried.

Motion by Mayor Kaiser, seconded by Thomas to raise the fire chiefs wages from \$50 per month to \$75 per month. Carried.

Motion by Sexton, seconded by Thomas to have the boards & committees pay remain the same. Carried.

Motion by Corbin, seconded by Thomas to raise Randy Hrdlichkas wages by 1%. Motion fails

Motion by Thomas, seconded by Sexton to not change Randy Hrdlichkas wages at this time. Carried.

Motion by Corbin, seconded by Sexton to increase Brenda McGivneys wages by \$.37 per hour. Carried.

Motion by Corbin, seconded by Sexton to increase Pam Muellers wages by \$.36 per hour. Carried.

Motion by Corbin, seconded by Thomas to increase Wilma Muellers wages by \$.55 per hour. Carried.

Motion by Corbin, seconded by Clemmensen to increase the part-time bartends by \$.30 per hour. Carried.

Discussion of the water and sewer rates.

Motion by Thomas, seconded by Clemmensen to adopt a resolution increasing the water and sewer rates by 5%. Carried.

Hookup fees will be discussed at the next regular meeting.

Motion by Corbin, seconded by Clemmensen to adjourn at 6:43 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
January 14, 2003
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Todd Peterson, Greg Sanborn, and Rene Olson.

Motion by Corbin, seconded by Clemmensen to accept the agenda as revised. Carried.

Motion by Thomas, seconded by Sexton to accept the minutes as presented. Carried.

Motion by Sexton, seconded by Corbin to pay the city and liquor store bills as presented. Carried.

Water/Wastewater report. Discussion of travel time to seminars and training for the City. State law requires employees traveling time to be paid when attending training and seminars. Discussion of the on call hours.

Tom Grems went to a weed seminar on January 10th.

The main well pump went down. Repairs were done on January 13th.

EDA report.

Park report. Discussion of banners promoting Medford's 150th celebration. This will be tabled until the 150th committee presents a request and proposal to the City Council

Motion by Sexton, seconded by Thomas to keep the park fees the same as in 2002. Carried.

Park improvement project update.

Well Head Protection Committee report.

Liquor store report. Discussion of the liquor store employees use of the time clock. One employee has been given a reprimand for not using the time clock.

Discussion of the bad checks received at the liquor store.

Motion by Corbin, seconded by Sexton to limit checks to the amount of purchase only. Motion withdrawn.

Motion by Thomas, seconded by Sexton to limit customers to 1 check in the amount of \$30 per night. Carried.

Motion by Corbin, seconded by Thomas to not accept 2nd party or payroll checks for cashing. Carried.

Discussion of an ATM machine. Research is being done for the placement of a machine in the liquor store. There are still some jackets that have not been sold. Corbin is working with Randy to get rid of them as soon as possible.

Motion by Corbin, seconded by Kaiser to allow the Medford Civic Club to sell the food at the 150th Celebration Dance held at the muni. Carried.

A request was given to Corbin to place blow up rides in the park for Straight River Days. This request must go through the park board.

Streets report.

Motion by Clemmensen, seconded by Thomas to purchase new tires from Harland Tire for the snow plow at a total cost less trade in of \$415.76 for 4 tires. Carried.

Elected officials conference by the LMC.

Motion by Sexton, seconded by Clemmensen to send Corbin to the Newly Elected Officials Conference in Mankato and to pay the registration fee. Carried.

Motion by Kaiser, seconded by Clemmensen to appoint Pat Merritt to the Zoning & Planning Board to replace Jerry Roberts. Carried.

Water & Sewer hookup fees.

Motion by Clemmensen, seconded by Sexton to increase the hookup fees by 5%. Carried.

A resolution reflecting this will be considered at the next meeting.

Motion by Corbin, seconded by Clemmensen to adopt a resolution ordering the preparation of the report on improvement Oakridge Bluffs Fourth Addition. Carried.

Mayor Kaiser outlined the developments around the community for the council. This list included Oakridge Bluffs 4th Addition, Girl Scout Camp annexation, Eric Rutherford would like city services, Roger Hagen's proposal for annexing the land where the mud races have taken place, the Williams/Barta group (Kaiser meeting with this group next week), the school property, wastewater treatment plant, and the Jones lots.

The next meeting is January 27, 2003 at 7:00 p.m.

Motion by Corbin, seconded by Clemmensen to adjourn at 8:24 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
January 27, 2003
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Gary Ringhoffer, Mark Rahrlick, John Curran, Phil Heim, and Lois Nelson.

Motion by Corbin, seconded by Sexton to accept the agenda as revised. Carried.

Motion by Sexton, seconded by Thomas to accept the minutes as presented. Carried.

Sheriff Ringhoffer attended the meeting to update the council on the Sheriffs department and discuss any upcoming events or concerns about the city.

Phil Heim submitted an application for a gambling permit for the KC Lodge to hold a raffle on April 5th.

Motion by Clemmensen, seconded by Sexton to approve to gambling permit for the KC Lodge and to waive the waiting period. Carried.

Planning & Zoning report.

Water/Sewer/Maintenance report.

EDA report.

Motion by Corbin, seconded by Clemmensen to approve the website advertising letter. Carried.

Motion by Thomas, seconded by Sexton to approve the Fire Department Annual Report in the amount of \$8,076. Carried.

Park report. Clemmensen has been working in the Chalet cleaning the cedar walls. Sexton is working on getting a fish fry date for park improvements.

Liquor store report.

Motion by Corbin, seconded by Clemmensen to purchase the machinery and software (scanner for checks) at an approximate cost of \$500 without the check guarantee for the liquor store. Carried.

Motion by Corbin, seconded by Thomas to accept the cleaning proposal from Jill Olson and Lisa Thoreson for additional cleaning on Sundays for 2 to 3 hours at a cost of \$15 per hour, and for once per month for cleaning the chalet. Carried.

Motion by Clemmensen, seconded by Thomas to adopt the resolution increasing the water and sewer fees. Carried.

Lois Nelson presented the Medford Area Historical League's request to place banners along Main Street and Central Avenue promoting the 150th celebration.

Motion by Corbin, seconded by Sexton to grant the request for the placement of banners on city street light poles and provide the brackets and bands for these banners. Carried.

All requests for city employee involvement for the 150th celebration need to go through Council member Thomas.

Motion by Sexton, seconded by Clemmensen to adopt a resolution requesting a local sales tax from the State Legislature. Carried.

Discussion of the school project and the storm water gate.

Mayor Kaiser met with the Barta group to discuss potential residential development. Information shared was general and preliminary at this time.

NyBoard has been investigating annexation. The discussions have included Don Redman.

Motion by Corbin, seconded by Sexton to adjourn at 8:04 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
February 11, 2003
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Deputy Todd Swanke, Greg Sanborn, Bruce Bullert, and John Regitschnig.

Motion by Clemmensen, seconded by Corbin to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Sexton to accept the minutes as amended. Carried.

Motion by Sexton, seconded by Corbin to pay the city and liquor store bills as presented. Carried.

Greg Sanborn presented a draft of a food permit application form for the 150th celebration. The council will review this and discuss this at the next regular meeting.

Discussion of vehicle towing per city ordinance with Deputy Swanke. Discussion about the location of the impound lot and the liability insurance coverage responsibility for the lot. Clemmensen will contact the city attorney to review this issue. John Regitschnig stated his opinions and concerns about Ordinance Nos. 161 and 176.

Water and wastewater report. The water lines along the west side of South Main Street are starting to freeze. Sanborn will work with the maintenance department to get the residents between Tammy Calder and the Congregational United Church of Christ continuously run water to prevent the water mains from freezing.

EDA report.

Engineers report. The engineer is working with the Mayor on the developments as Mayor Kaiser stated at the last meeting. The well improvements for the Outlet Center well are in the planning stages. The transfer should be complete as far as the state goes soon.

Park report.

Motion by Sexton, seconded by Clemmensen to permit the Medford Civic Club to use cabinet space in the Chalet as stated in the written request. Carried.

Motion by Thomas, seconded by Clemmensen to approve the layout of the park area for Straight River Days as presented by the Medford Civic Club subject to there being no vehicles driven on the grass or the pathway including the delivery of equipment. Carried.

Motion by Sexton, seconded by Clemmensen to purchase 4 tables from Sam's Club at a cost of \$54 each for the Chalet. Carried.

Motion by Sexton, seconded by Corbin to keep the lifeguard pay scale the same as last year. Carried.

Motion by Sexton, seconded by Thomas to keep the pool fees (memberships, daily fee, swim lessons) the same as last year.

Motion by Sexton, seconded by Clemmensen to set the wages for the water aerobics instructor at \$12 per hour and charge participants \$2.00 per session. Carried.

The consensus of the council is to pay the lifeguards bi-weekly as done in the past.

The pool hours will be kept the same as last year due to budget issues.

The Council would like to thank and express appreciation to the Women's Club of Owatonna for the \$600 donation for new park benches. The benches can be built now.

Well Head Protection report. Art Parsons has met with the engineer.

Liquor store report. The check scanning equipment has been ordered. The cleaning service people have been contacted about the additional cleaning on Sundays. A sign has been posted for check limits of \$40 in the liquor store.

Motion by Corbin, seconded by Sexton to grant the Medford Civic Club a 3.2 beer permit, a food permit, and a dance permit for Straight River Days, June 6th 7th & 8th this year. Carried.

Motion by Corbin, seconded by Sexton to table the Medford Civic Club request for a food and beer permit for June 29th, the 150th celebration. Carried.

Motion by Clemmensen, seconded by Corbin to send Sanborn to the Minnesota Clerk's & Finance Officers Conference and pay the registration and expenses. Carried.

Review of Ordinance No. 159, Organizational ordinance.

Motion by Thomas, seconded by Clemmensen to amend Ordinance No. 159 to reflect that there will be one regular council meeting per month held on the fourth Monday. For: Thomas, Clemmensen, Corbin, and Kaiser. Against: Sexton. Motion carried.

The next regular meeting will be February 24th at 7:00 p.m.

Motion by Corbin, seconded by Clemmensen to adjourn at 8:07 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
February 24, 2003
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. Council member Thomas was absent. Others attending included Lyle Tuttle, Pat Merritt, Bruce Bullert, Dorian Cornelius, Todd Kavitz, Josh Christenson, Deb Mienke, Anna Brady, and Lois Nelson.

Motion by Corbin, seconded by Clemmensen to accept the agenda as amended. Carried.

Motion by Corbin, seconded by Sexton to accept the minutes as presented. Carried.

Motion by Sexton, seconded by Corbin to pay the city and liquor store bills as presented. Carried.

Concerns from the general public. Pat Merritt presented 3' X 5' flags donated by the American Legion Post #77. A 4' X 6' flag could be acquired for an approximate cost of \$42 from the Legion.

The Council are very appreciative to the Legion Club for the flags.

Planning & Zoning report. The planning & zoning expressed questions and concerns about metal or pole sheds being built in Medford. This type of building is not specifically regulated by ordinance and the council has not intention of changing the ordinance at this time.

Discussion of the request from Deb Meinke. The attorney, zoning chair, and Ms. Meinke will look at the ordinance book and come back to the council with findings.

Engineers report.

Jones 3rd Addition street improvement project. Motion by Clemmensen, seconded by Sexton to adopt a resolution approving the plans & specs and calling for bids for the Jones 3rd Addition Street Improvements. Carried.

Oakridge Bluffs 4th Addition. A draft of a feasibility study was presented to the council. Discussion of the proposed development followed. The developers included a petition for improvements and a petition for annexation from Lyle Tuttle. Both petitions were withdrawn from the council at this time. They will be discussed and reviewed at the March 11, 2003 council meeting.

Outlet Center well update. Bruce reported that the well is considered non-transient water system and as long as it serves commercial property it can be maintained as is until such a time as 15 residential homes or it is connected to the City water system..

Motion by Corbin, seconded by Clemmensen to maintain the existing water system at the outlet center at this time as recommended by city engineer Bruce Bullert. Carried.

Development issues will be on the agenda for the March 11th meeting including the impact developments will have on the city, the timing of development and looking forward 5 – 10 – 15 years for the city.

Attorney and zoning chair reviewed the ordinance for home occupation and the ordinance said that only the occupant of a dwelling could run a business in the home.

Street report. Towed car storage. Nothing new, this is being researched yet.
The banners for the 150th Celebration are up.

Park report. Options for a pool manager are being researched.

Sexton expressed sanitation concerns for the 150th Celebration. Medford Area Historical League will be contracting for dumpsters and portable toilets for the celebration.

Liquor store. The issues discussed at the last meeting have been addressed at the bar. Corbin will review the budget for 2002 with the staff.

Medford Area Historical League requested the pre-approval of 10 food permits for the 150th Celebration in June.

Motion by Clemmensen, seconded by Corbin to approve the MAHL request as stated and to transfer all permit fees to the MAHL. Carried.

The Medford Civic Club request for a food and beer permits for June 29th is still tabled.

Motion by Clemmensen, seconded by Sexton to accept as amended as the second reading of a proposed ordinance amending Ordinance No. 159. Carried.

Motion by Corbin, seconded by Clemmensen to adopt the proposed ordinance as amended, amending Ordinance No. 159. Carried.

Local Sales Tax. The city of Medford will be researching and requesting of the state legislature for a ½% local sales tax during this legislative session.

Review of the budget and the proposed state aid cuts.

Motion by Sexton, seconded by Karow for the Mayor and Council to take a voluntary reduction of pay of \$25 per month. Carried.

The next meeting will be a special meeting on March 11, 2003, at 6:00 p.m.

Motion by Corbin, seconded by Sexton to adjourn at 8:35 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting
 March 11, 2003
 City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. Council member Clemmensen was absent. Others attending were Greg Sanborn, Bruce Bullert, DeWayne Halverson, Todd Kavitz, Dorian Cornelius, Phil Heim, Ron Karow, Jodi Rogstad, Lyle Tuttle, Carla Davids, Ron Anderly, K Lynn Matthews, Kris Kadrmas, Lena Dahlin, Cassie Neumann, Noah Blum, Kyle Van Esch, Mark Percival, Sara Needham, Jessi Prondzinski, and Jake Hanson.

Motion by Corbin, seconded by Thomas to pay the city and liquor store bills as presented. Carried.

Motion by Sexton, seconded by Corbin to authorize the clerk to pay the bill as listed on the pre approval list when received. Carried.

Development overviews and the potential impact on the wastewater treatment facility.

Potential developments are as follows.

School additional parking lot at the new building site. The storm water outlet at the new school building site.

Oakridge Bluffs 4th Addition. This includes 13 lots in Oakridge and 6 lots plus the existing home site on the Tuttle property.

Met-Con development. The intent of Met Con is to have the project complete in 2003. The project consists of 12 lots for 24 townhouses and 2 commercial lots on the property that used to be the berry farm.

The impact of Met Con and Oakridge Bluffs 4th Addition on the wastewater treatment facility was discussed. The new facility plan has been approved by MPCA. The city is looking at funding options now. The plant is getting very close to capacity and is working a fine line for making permit.

Other development possibilities include the Girl Scout Camp, a light industrial area with a few possible locations, and the United Snack Group – Roger Hagen property. The last of which would need a lift station for the sanitary sewer. The existing athletic field and the existing school properties are also possibilities.

Break.

One funding source for the wastewater treatment facility that is being researched is a ½% sales tax. The city is asking the legislature to allow Medford to take this question to the voters of Medford.

Barta Property. Mayor Kaiser and Bruce Bullert met with the developers for this area 2 weeks ago. This development probably will not happen this year.

The possible realignment of County Road 12 west of the round-a-bout was mentioned. The City has not approached County officials with this idea.

The Furniture Outlet expansion is underway.

Other developments that are possible in the next 5 or so years are Oakridge Bluffs 5th Addition and Green Lawn Estates. Both are single family lot developments.

Possible water tower sites on the hill were reviewed. This water tower would work with the Outlet Center water tower once the system was looped.

Steele County has rezoned the Sexton Property to industrial. This is the property to the north of Jim's Garbage Service building just outside of town.

The key to Medford's growth is the treatment plant. Developments that are upcoming are Oakridge Bluffs 4th Addition and the Roger Hagen & United Snack Group locations.

The speed limit of County Road 12 past the new school will be discussed at the next meeting. A recommendation from the City Council will need to be given to Steele County.

There is a tour of the new school building on Monday at 6:30 p.m. for those interested.

Motion by Corbin, seconded by Thomas to adjourn at 8:25 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
March 24, 2003
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Pam Kniefel, Bruce Bullert, Dave Maroney, Lyle Tuttle, DeWayne Halverson, Rick Hager, Greg Sanborn, Mark Rahrlick, Todd Kavitz, Todd Peterson, Ron Karow, Rene Olson, Pat Olson, Lyle Tuttle, Kristin Matejcek, Mandi Bartsch, Morgan Thompson, Trisha Norland, and Bryce Bunkers.

Motion by Corbin, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Clemmensen, seconded by Thomas to accept the minutes as presented. Carried.

Motion by Corbin, seconded by Thomas to pay the city and liquor store bills as presented. Carried.

Fire department report. Medford and Deerfield Townships fire protection contracts are up for renewal at the end of 2003.

Motion by Corbin, seconded by Clemmensen to approve the proposed amounts for the fire protection contracts for 2003, 2004 and 2005. Carried.

Motion by Clemmensen, seconded by Corbin to approve the purchase of self contained breathing apparatus equipment as proposed by the fire department at an approximate cost of \$50,500. Carried.

Motion by Corbin, seconded by Sexton to approve up to \$15,000 for communications equipment for the fire department. Carried.

The funds for the purchases of this new fire department equipment will come from the fire department equipment fund.

Engineers report. Jones 3rd Addition Street Improvements.

Motion by Thomas, seconded by Clemmensen to adopt a resolution accepting the bids and awarding the contract to Bituminous Materials in the amount of \$108,623.45. Carried.

The project will start late April to early May.

There has been no information about the status of the local sales tax at this time.

Mayor Kaiser presented a Wastewater Treatment Facility Expansion Overview to the Council.

Park report.

Motion by Sexton, seconded by Thomas to allow the memorial for the benches as presented. Carried.

Motion by Sexton, seconded by Clemmensen to hire Pam Kniefel as the pool coordinator at a rate of \$10.50 per hour. Carried.

Motion by Corbin, seconded by Sexton to maintain the pool daycare policy as in 2002. Carried.

Planning & Zoning report.

The Council would like to thank & recognize John Curran for over 20 years of service on the Planning & Zoning Board.

Tuttle petition for annexation.

Motion by Sexton, seconded by Corbin to acknowledge the receipt of the petition for annexation from Lyle Tuttle. Carried.

Motion by Clemmensen, seconded by Kaiser to move forward with the Tuttle annexation and accept the amended petition for Improvements for Oakridge Bluffs 4th Addition. For: Sexton, Clemmensen, Kaiser. Against: Corbin, Thomas.

Motion carried.

The next steps for Oakridge Bluffs 4th Addition were discussed.

Water/Wastewater report.

Water billing adjustments will be done jointly between Karen Rene and Thomas.

A policy for softener salt allowance for people required to run water will be reviewed at the next meeting. Persons along Main Street South will continue to run water.

Streets report. Work is continuing on the towing & storage facility agreement.

Liquor store report.

Motion by Corbin, seconded by Thomas to withdraw the agreement for cleaning at the muni by Jill Olson and Lisa Thoreson. Carried.

Job descriptions for the bartenders should include cleaning responsibilities.

Motion by Sexton, seconded by Thomas to authorize 1 person to attend the Banyon training seminar at a cost of \$35. Carried.

Motion by Clemmensen, seconded by Corbin to request from Steele County to reduce the speed limit from 6th Street SE to Cedar Avenue from 55 mph to 45 mph. Carried.

Motion by Corbin, seconded by Clemmensen to allow the Turkey Store to use the council chambers for a meeting place as long as it does not interfere with City business. Carried. Thomas abstained.

Motion by Clemmensen, seconded by Corbin to adjourn at 9:35 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Board of Appeal & Equalization

April 16, 2003

City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Glen Purdie, Theresa Landher, Shirley Jenö, and Lois Nelson.

The purpose of this meeting is to allow property owners the opportunity to review the market values for tax purposes as set by the Steele County Assessors office.

Glen Purdie explained the process for evaluating properties and the process to appeal values. Medford residential values were increased by 10%; apartments increased by 8%; commercial properties were not increased.

Robert Barbeau called the Assessors office today with a question.

Shirley Jenö questioned her value because it is \$5,000 more than they purchased the property for in January of this year.

Lois Nelson questioned when representatives from the Assessors office would be through the Medford properties again.

Glen stated that they were 3 people short in the office as this time.

Motion by Corbin, seconded by Sexton to continue the Board of Appeal & Equalization to the April 28, 2003 Regular Council meeting. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Board of Appeal & Equalization
Regular Council Meeting
April 28, 2003
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Kyle Meyers, Pat Merritt, Todd Peterson, Glen Purdie, Rick Hager, Greg Sanborn, Carol & Steve Pumper, Amanda Waterstraat, Morgan Waterstraat, Mark Rahrck, Todd Kavitz, Lois Nelson, Bruce Bullert, and Lyle Tuttle.

The Board of Appeal & Equalization Continuation was opened.

Glen Purdie presented recommendations from the assessors office.

Motion by Corbin, seconded by Sexton to approve the changes to property values as recommended by Steele County Assessors office. Carried.

Motion by Corbin, seconded by Clemmensen to close the Board of Appeal and Equalization. Carried.

Mayor Kaiser called the regular council meeting to order at 7:05 p.m.

A 5 minute recess was called by the Mayor.

Motion by Corbin, seconded by Clemmensen to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Corbin to accept the minutes as presented. Carried.

Motion by Clemmensen, seconded by Corbin to pay the city and liquor store bills as presented. Carried.

Kyle Meyers, Abdo Eick & Meyers, presented the Audit report to the Council.

Fire department report.

Motion by Clemmensen, seconded by Corbin to accept the 5 fire fighters recommended by the Fire Chief, Rick Hager. Carried.

Planning & Zoning report.

Motion by Thomas, seconded by Clemmensen to accept as the first reading of a proposed light industrial ordinance. Carried.

Motion by Corbin, seconded by Clemmensen to approve the request by the Pumpers for the placement of a manufactured home at 202 2nd Avenue NE. Carried.

Planning & Zoning reviewed the conditional use permits issued in the City of Medford.

Engineers report.

A feasibility study for Oakridge Bluffs 4th Addition was presented by Bruce Bullert.

Motion by Sexton, seconded by Thomas to adopt a resolution receiving the report and declaring the project feasible.

Motion tabled for amended wording.

Park report.

Motion by Corbin, seconded by Sexton to set the family swim lesson rate at 3 or more kids (change from 4). Carried.

Motion by Sexton, seconded by Thomas to amend the motion adopting a resolution receiving the report and include #4 as read by the engineer. Carried.

Motion by Clemmensen, seconded by Sexton to adopt a resolution ordering the improvements and setting a bid letting date for Oakridge Bluffs 4th Addition. Carried.

A draft of the developers agreement for Oakridge Bluffs 4th addition was presented to the Council. Action will be taken at the next meeting.

Water/Wastewater report.

Motion by Thomas, seconded by Corbin to adopt the frozen water line policy as presented. Carried.

Motion by Thomas, seconded by Clemmensen to hire Watertower Paint & Repair Co to clean the city water towers at a cost of \$1,000 each. Carried.

Discussion of the sanitary sewer lines and the cost estimates for cleaning them

Motion by Thomas, seconded by Clemmensen to hire Braun Pump & Controls to run a scope through the line from the main lift station to the plant at a cost of \$1,000. Carried.

The contract with Aramark Uniform Service is being reviewed for possible cost saving.

Street report. A draft policy will be reviewed at the next meeting for towed cars. The park parking lot needs patching. The power line to the park restrooms is not working.

Park report continued.

Motion by Sexton, seconded by Clemmensen to renew the contract with Straight River Enterprises for general yard care on city properties. Carried.

Discussion of the compost site and the problems Jim's Garbage Service is having with people dropping off materials as all hours. This will be discussed further at a later meeting.

Economic Development Authority report.

Motion by Corbin, seconded by Thomas to authorize the EDA to send out Requests for Proposals for development. Carried.

A letter has been sent to the County Commissioners requesting a reduced speed limit by the new school.

Mayor Kaiser testified for a local sales tax for Medford at a Senate Committee. More information about the status of this issue will be given at the next meeting.

The next regular meeting will be May 20, 2003, at 7:00 p.m. Change due to Memorial Day Holiday.

A special meeting will be held on Friday, May 2, 2003, at 1:00 p.m. This will be a closed meeting for the preliminary consideration for irregularities in accounting at the Medford Liquor Store.

Motion by Clemmensen, seconded by Corbin to adjourn at 8:49 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting

May 2, 2003

City Hall

Mayor Kaiser called the meeting to order at 1:00 p.m. All members were present. Mark Rahrlick, City Attorney, was also present. Randy Hrdlichka was present at the end of the meeting.

The purpose of this meeting is to discuss the irregularities in accounting at the Medford Liquor Store.

The Meeting was closed.

The meeting was opened.

Mr. Hrdlichka was given a written notice for a pre-termination hearing scheduled for Thursday, May 8, 2003 at 8:00 a.m.

Motion by Corbin, seconded by Thomas to adjourn at 1:36 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Pre-termination Hearing
May 8, 2003
City Hall

Mayor Kaiser called the meeting to order at 8:00 a.m. All members were present. Others attending were Mark Rahrick, Randy Hrdlichka, Brenda McGivney, Kathy Reese, and Jacki Butler.

The purpose of this hearing is to review the issues at the Municipal Liquor Store and the management thereof. The notice of the pre-termination hearing was discussed and Mr. Hrdlichka was given an opportunity to respond.

Mr. Hrdlichka presented a written resignation.

5 minute break.

Motion by Corbin, seconded by Thomas to accept the immediate resignation of Randy Hrdlichka as liquor store manager. Carried.

Motion by Corbin, seconded by Sexton to adjourn at 8:23 a.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
May 20, 2003
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Troy Zheinski, DeWayne Halverson, Mark Rahrlick, Tony Durand, Jim Thon, Gary Hanson, Phil Heim, Jim Johnson, and Lois Nelson.

Motion by Corbin, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Clemmensen, seconded by Thomas to accept the minutes as amended. Carried.

Motion by Corbin, seconded by Thomas to authorize the Clerk to pay the bills at the end of the month. Carried.

Members of the Medford School Board along with Gary Hanson, School Superintendent, presented cost estimates for the extending of Woodland Trail for access to the additional parking area at the School. The School is requesting the extension of Woodland Trail to be done. The City's position has been to not participate in the cost to extend Woodland Trail. Discussions of the existing school building have been ongoing between the school board and the city council for the last year.

The city has some trees that are available to the school for transplanting. The only cost for the school would be to transplant them.

Met-Con is requesting to hire Community Partners Designs to do the engineering for their development project on the west side of the city. There would be a conflict of interest for the City Engineer to do this project. Met-Con withdrew their request.

Oakridge Bluffs 4th Addition.

The developers agreement was reviewed. There will be verbiage added for sump pump services. The agreement will be reviewed at the next meeting. The plat will be reviewed at the same time as the developers agreement.

Motion by Corbin, seconded by Thomas to adopt a resolution approving the plans and ordering the advertisement for bids. Carried.

Jones 3rd Addition Street Project. The preconstruction meeting will be held soon.

There is some patching and repair work needed at the parking lot for Straight River Park. Bruce will look at this area to get cost estimates.

Planning & Zoning report.

Motion by Clemmensen, seconded by Corbin to grant a 15 foot variance to James Johnson for a garage addition. Carried.

The food stand permit request from Paul Bunyon Foods was withdrawn late this afternoon.

Planning & Zoning questioned the attorney about manufactured homes.

Water Wastewater report.

Motion by Thomas seconded by Clemmensen to clean the sanitary sewer lines as recommended by the wastewater department at an approximate cost of \$1,500. Carried.

The contract with Aramark Uniform Services can be terminated. Discussion of a clothing allowance to replace this.

A tile line will be installed and connected to the storm water line at the owners expense. This is for the lot on Woodland Trail nearest the path.

Motion by Thomas, seconded by Clemmensen to purchase a 1989 model, 18 horsepower Wheel Horse lawn mower with a rear discharge at a price of \$2,000; and to sell the old mower, snow blades, and blower attachments. Carried.

Streets report. The car towing issue is still being worked on.

Park report.

Motion by Sexton, seconded by Corbin to purchase the garbage can lids as recommended by the park board. Carried.

The compost side was mentioned.

EDA report. The RFP results will be reported at the next regular meeting.

Liquor Store report.

Brenda McGivney is the acting manager until the application process completed.

Motion by Corbin, seconded by Sexton to set Brenda's wages to match the previous manager hourly rate and to be retroactive to May 2, 2003, when she was appointed. Carried.

Quotes for a new cash register system for the liquor store will be reviewed at the next meeting.

Corbin gave an update of the new gun law and how this may affect the liquor store.

The liquor store has lost 4 bartenders since the change in management.

Lois Nelson gave an update of the 150th Celebration agenda.

Motion by Sexton, seconded by Corbin to accept as presented as the second reading of the proposed light industry ordinance. Carried.

Motion by Corbin, seconded by Sexton to adopt the proposed light industry ordinance. Carried.

Local sales tax update. As of last Friday, the bill was still alive in both the Senate and the House.

A request for a school athletic sign has been received. The park board will work with these people on this request.

Williams property update.

Motion by Corbin, seconded by Thomas to adjourn at 8:51 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting

June 10, 2003

City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Brenda McGivney, Greg Sanborn, Bruce Bullert, and Ron Karow.

Motion by Corbin, seconded by Sexton to approve the agenda with the removal of the EDA and Zoning appointments. Carried.

Liquor Store Manager position. The process for interviewing and hiring for full time positions was discussed. The consensus of the council is to follow the same process as in the past.

Interviews with the 3 finalists will be scheduled for Thursday, June 19, at 6:00, 6:30, and 7:00 p.m. with the full council in attendance.

EDA will be having a special meeting on Wednesday, June 25 at 5:00 p.m. to review the received Request for Proposals.

Discussion of the LGA cuts for this year. The proposed cuts from earlier this year were reviewed. These cuts should be enough to cover the LGA cuts.

Williams property update. The developers are proposing commercial and residential development. This development may be put on hold due to the wastewater treatment plant situation.

Wastewater treatment plant funding. There will be no funding from the state for Medford this year. A subcommittee consisting of Bruce Bullert, Seth Peterson, Dorian Cornelius, and Danny Thomas will review the plant and options for the next 5 years while or until funding is available.

Intended Use Plan Request Letter.

Motion by Corbin, seconded by Clemmensen to request placement on the 2004 funding list for wastewater plant improvements with the Intended Use Plan Request Letter. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 6:34 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting
June 19, 2003
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Kristi Westberg, Becky Walderon, and Brenda McGivney.

The purpose of this meeting is to interview candidates for the position of Liquor Store Manager.

Kristi Westberg interview.

Becky Walderon interview.

Brenda McGivney interview.

Discussion of the interviews.

Motion by Corbin, seconded by Sexton to offer the position of Liquor Store Manager to Becky Walderon with a maximum salary of \$31,000 per year. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 7:24 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Mayor.

Regular Council Meeting
 June 23, 2003
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others in attendance were Gary Bruggeman, Dewayne Halverson, Nick Goodnature, Shannon Conway, Darren Shaw, Jeff Beede, Chris Sierakowski, Tom Federly, Jason Born, Steven McMahan, Seth Peterson, Luella Heim, Edgar Burmeister, Margie Burmeister, Paul Ryan, Shelly Ryan, Paul Borash, Todd Kavitz, Mark Rahrck, Bruce Bullert, Mary Ruth, and Dorian Cornelius.

Motion by Corbin, seconded by Clemmensen to accept the agenda as revised. Carried

Motion by Clemmensen, seconded by Corbin to accept the minutes as revised. Carried.

Motion by Clemmensen, seconded by Corbin to authorize the Clerk to pay the bills at the end of the month. Carried.

Mary Ruth gave a presentation of a new non-profit organization called Senior Care Connection. The purpose of the group is to provide neighborly help and safety for senior citizens to remain at home longer to avoid premature nursing home placement. Mary indicated they were looking for volunteers from the community and also asked for their endorsement.

Motion by Corbin, seconded by Clemmensen to endorse the Senior Care Connection's program. Carried.

Planning & Zoning Report.

Variance request by Steve McMahan was reviewed. The Council requested additional information including a site plan for review at the next Council meeting.

Additional information is still coming in on the Jimmy Davis garage.

Jones 3rd Addition - Discussions were held regarding possibly increasing the current driveway width from 26ft up to 30ft in the Jones 3rd Addition. Motion made by Sexton, seconded by Corbin, to form a committee of Thomas, Clemmensen, Bruce Bullert, and Dorian Cornelius to review individual requests and increase the widths at their discretion. Carried.

5-minute break.

Discussion regarding the request to reduce the speed limit by the new school. Speed study will be initiated by Gary Bruggeman and results will be back within 8-9 weeks.

City Engineer -

Wastewater Treatment Plant - Motion by Thomas, seconded by Clemmensen, to authorize Seth Peterson to negotiate with the MCPA regarding the treatment plant. Carried.

Oakridge Bluffs 4th Addition -

Motion by Clemmensen, seconded by Corbin, to adopt a resolution to approve final plat of the Oakridge Bluffs 4th Addition. Carried.

Motion by Corbin, seconded by Clemmensen, to enter into agreement with change to reduce park fees in the Oakridge Bluffs Developers Agreement from \$7,000 to \$6,000. Carried.

Motion by Corbin, seconded by Sexton, to adopt a resolution to accept bid from Niles-Wiese Construction for Oakridge Bluffs 4th Addition project. Carried.

Motion by Thomas, seconded by Corbin, to adopt adjusted water/sewer fees (Resolution 2003) from \$861 to \$1,400 each for residential developments. Carried.

Water & Sewer Report –

Motion by Thomas, seconded by Corbin, to accept uniform allowance of \$600.00 per person/per year, which includes 3 sweatshirts and 3 t-shirts. Carried.

Aramark contract will be terminated effective July 1st, 2003.

Discussion regarding Dean's Towing and legalities of removal of junk cars. Mark Rahrck will look into this.

Park Report –
Trashcan lids have been purchased.

Board looking into new bike rack for park.

Motion by Sexton, seconded by Thomas to refund \$35.00 to Jennifer Blais due to electrical problem at Straight River Park the day she had rented it. Carried.

The pool will be closed June 29th during the parade for the 150th Birthday Celebration.

Discussion regarding the legal issue of providing an interpreter to a deaf child enrolled in swimming lessons.

Council is invited to appear at the 150th Celebration opening ceremonies on Wednesday, June 25th.

Liquor Store Report –

Motion by Corbin, seconded by Clemmensen to hire Becky Walderon as Municipal Liquor Store Manager, at a base salary of \$30,000, plus standard City benefits. Carried.

Discussion regarding new cash register system. Corbin expressed interest in quote from Total Register System, but would like to renegotiate price.

New gun law and 2:00 a.m. closing will be reviewed by new liquor store manager.

City Clerk –

Motion by Thomas, seconded by Corbin not to waive monetary limits on Insurance Liability Waiver Form. Carried.

Motion by Sexton, seconded by Corbin to transfer \$20,000 to the general fund. Carried.

Motion by Thomas, seconded by Sexton to adopt proposed budget reductions. Carried.

Motion by Corbin, seconded by Clemmensen to appoint Ivan Colwell to the Planning & Zoning board, to finish John Curran's term. Carried.

Motion by Clemmensen, seconded by Thomas to adjourn at 9:24 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Mayor.

Regular Council Meeting
 July 28, 2003
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. Council member Corbin was absent, all other members were present. Others attending the meeting were Brenda McGivney, Rene Olson, Glen Meger, Pat Merritt, Becky Walderon, Diane Barta, Bruce Bullert, Mark Rahrick, and Steve McMahan.

Motion by Clemmensen, seconded by Sexton to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Clemmensen to accept the minutes as amended. A discussion of the suggested change by Michael Corbin about Brenda McGivney's wages, there was no change to the minutes as suggested. Carried.

Motion by Thomas, seconded by Sexton to pay the city and liquor store bills including the flowers planted in and around town. Carried.

Glen Meger from Medford Funeral Home addressed concerns from the Council about the berm and the wood chips. Mr. Meger stated that he would be removing the bottom 2 to 3 feet of wood chips and replacing them with sod.

Liquor store report.

Motion by Thomas, seconded by Clemmensen to pay Brenda McGivney interim manager wages through July 21, 2003 while she was training in the new manager. Carried.

Motion by Thomas, seconded by Sexton to keep closing time at the liquor store at 1:00 a.m. Carried.

Motion by Sexton, seconded by Clemmensen that pending the City Attorney opinion, the liquor store would be open on Sundays for football games. Carried.

Motion by Sexton, seconded by Thomas to authorize the purchase of an ice machine, under the bar coolers, and a freezer at the bar. Carried.

Motion by Thomas, seconded by Clemmensen to table the cash register purchase. Carried.

Motion by Thomas, seconded by Clemmensen to grant Steve McMahan a 13 foot variance on the north side of his property for a garage addition. Carried.

Treatment plant. Seth Peterson, Bolten & Menk, will have recommendations for the plant at the August meeting.

Engineers report.

Jones 3rd Addition paving has been done. Restoration will begin in August.

The school parking lot revised plan was presented to the Council.

Motion by Clemmensen, seconded by Sexton to approve the plan with the recommended changes from the City Engineer. Carried.

An outline of the final project costs for Oakridge Bluffs 3rd Addition and the Furniture Outlet were presented to the council. These will be discussed at the next meeting.

Planning & Zoning report. Planning & zoning will be working on a modular home ordinance. Shannon Jones is working on plans to build a home on Outlot A of Jones 2nd Addition. He will bring plans to planning & zoning and then council when complete.

Streets report.

Motion by Thomas, seconded by Clemmensen to allow Tom Federly to have a 32 foot curb cut for his driveway in the Jones 3rd Addition. Carried.

Discussion of sizes of garages and driveway widths. The issue of driveway width limited by size or a percentage of lot frontage will be given to planning & zoning for their consideration and recommendation to the council.

State Statutes allow what City Ordinance includes for towed car storage.

Motion by Clemmensen, seconded by Thomas to approve the agreement with Dean's towing nuisance vehicles that are tagged by the sheriffs department for towing. Carried.

Motion by Sexton, seconded by Clemmensen to approve the quote from Niles Excavating for the repairs to the street to and parking lot of Straight River Park. Carried.

Mayor Kaiser presented a letter from MNDOT about the mowing of the round-a-bout. The letter stated that the area should not be mowed. The weeding in the landscape area will be done by the contractor for the first 2 years.

Discussion of a tree on 5th Avenue NE in the boulevard.

Park report.

Safety issues discussed.

A budget meeting will be set at the August meeting.

Motion by Clemmensen, seconded by Thomas to adjourn at 8:28 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
 August 25, 2003
 City Hall

Mayor Kaiser called the meeting to order at 7: p.m. All members were present. Others attending were Andrew Miller, Pat Merritt, Greg Sanborn, Terry Yule, Mark Rahrlick, Eric Gulbransen, Shannon Jones, Lois Nelson, Bruce Bullert, Sylvia Lee, Seth Peterson, and Jim Yocum.

Motion by Corbin, seconded by Clemmensen to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Corbin to accept the minutes as presented. Carried.

Motion by Sexton, seconded by Corbin to pay the city and liquor store bills for August. Carried.

Medford fire Department.

Motion by Corbin, seconded by Thomas to enter into a rental agreement for pull tab sales at the Municipal Liquor Store for a two (2) year period beginning on November 1, 2003 and ending on October 31, 2005, with the amount to be 4% of the gross profits less any shortages. Carried.

The City Council would like to express appreciation to the Medford Firemen's Relief Association for the donation of \$5,000 to the city general fund.

Planning & Zoning Report.

Variance request – Eric Gulbransen. Motion by Corbin, seconded by Clemmensen to grant Eric Gulbransen, the edge of the eve must be 2 feet off the property line. Carried.

Variance request – Shannon Jones. A lengthy discussion of this request included Sylvia Lee stating her opposition to the request.

Motion by Sexton, seconded by Corbin to deny the variance request from Shannon Jones. For: Sexton, Crobin, and Clemmensen. Against: Thomas. Carried.

Engineers report. Seth Peterson gave an update of the wastewater treatment plant options and discussions he had with MPCA about the capacity of the facility.

Motion by Clemmensen, seconded by Corbin to move forward with the recommendations from Seth for improvements at the wastewater treatment facility. For: Corbin, Clemmensen, and Kaiser. Against: Thomas and Sexton. Carried.

The engineer and mayor had a meeting with a potential developer and purchaser of the Williams Barta property.

Jones 3rd Addition.

Motion by Corbin, seconded by Sexton to approve partial payment #1 in the amount of \$59,224.68 for the work completed to date. Carried.

Oakridge Bluffs 4th Addition.

Motion by Corbin, seconded by Sexton to approve partial payment #1 in the amount of \$96,970.30 for the work completed to date. Carried.

Restoration work will be done on both projects this fall.

Hydrants placed at the end of a development are temporary hydrants placed there for flushing purposes. Concerns have been expressed about these hydrants being damaged as they look to be in the middle of the right of way for street development. Dorian will check to see if these lines can be flushed without hydrants being there.

Attorney report. Mark is contacting Liquor Control about the municipal liquor store being open on Sunday. Mark and Corbin will review the ordinances to see if amendments may be needed.

Water & Sewer report. The main lift station pumps were replaced at an approximate cost of \$6,800. The new pumps are a better quality and more efficient.

Questions about setbacks for retaining walls. Currently there is no requirement for retaining walls in the city ordinances. This will be referred to planning & zoning to research and recommend to the city council.

Streets report. Bids for seal coating in the park have been received. These will be used for budgeting for next year.

Park report.

Motion by Sexton, seconded by Corbin to accept the memorials funds received for Jack and Cooper Schoenfeld. These funds will be placed in the park improvement fund. Carried.

Trees in the tree farm by the wastewater treatment plant can be transplanted to any public land, i.e. school property or boulevards.

Motion by Sexton, seconded by Thomas to charge Owatonna SAC \$1.50 per student brought to the pool this year. Total charges being \$289.50. Carried.

An estimate for placement of horseshoe pits has been received. The work will be done next year.

EDA report. Corbin shared information about things he will be presenting to the EDA board at the next meeting.

Liquor store report.

Motion by Corbin, seconded by Clemmensen to purchase a cash register system as quoted and presented from Total Register Equipment at a cost of \$7,999. Carried.

An unemployment claim was received for a former employee at the municipal liquor store. The initial claim was denied. The former employee has appealed this decision and there will be a hearing in September.

KC Lodge request and 3.2 Beer and Dance permits.

Motion by Corbin, seconded by Clemmensen to deny the KC request to waive the surety bond requirement for the Lodge. Carried.

Motion by Thomas, seconded by Corbin to grant a 3.2 beer permit and a dance permit to the Medford KC Lodge for the period July 1, 2003 to June 30, 2004. Carried.

Well Head Protection Plan. A public hearing is scheduled for Monday, September 22, 2003, at 6:30 p.m.

2004 Budget meeting will be held on Tuesday, September 9, 2003, at 6:00 p.m.

Discussion of the litigation and client attorney privilege and when a meeting can be closed.

Motion by Corbin, seconded by Sexton to adjourn the meeting at 9:22 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting
September 4, 2003
City Hall

Council member Sexton called the meeting to order at 6:00 p.m. Mayor Kaiser was absent. Becky Walderon was also in attendance.

The purpose of this meeting is to consider a proposed ordinance amending Ordinances Nos. 163 and 171.
Discussion of these ordinances and proposed amendments.

Motion by Thomas, seconded by Clemmensen to accept as presented as the first reading of a proposed ordinance amending Ordinance Nos. 163 and 171. Carried.

Motion by Corbin, seconded by Clemmensen to adjourn at 6:05 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting
September 5, 2003
Council Meeting

Mayor Kaiser called the meeting to order at 8:00 a.m. Council members Thomas and Corbin were absent. Becky Walderon was also present.

The purpose of this meeting is to consider a proposed ordinance amending Ordinances Nos. 163 and 171.

Motion by Clemmensen, seconded by Sexton to accept as presented as the second reading of a proposed ordinance amending Ordinance Nos. 163 and 171. Carried.

Motion by Sexton, seconded by Clemmensen to adopt the proposed ordinance amending Ordinance Nos. 163 and 171. Carried.

Motion by Sexton, seconded by Clemmensen to adjourn at 8:03 a.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Budget Meeting
September 9, 2003
City Hall

Mayor Kaiser called the meeting to order at 6:05 p.m. All members were present. Also present was John Champion.

The purpose of this meeting is to review the budget and set the 2004 Preliminary Budget, Levy, and Truth-in-Taxation hearing date.

Review of the liquor store budget.

Review of the general budget.

Motion by Corbin, seconded by Thomas to adopt a preliminary levy as follows:

General Fund	\$ 74,687
Fire Relief	10,000
EDA Levy	9,585
89-90-91 Projects	39,100
93 Sewer	48,900
94 Street	28,400
95 Street	16,000
Oakridge Bluffs	37,500
96 Water & Sewer	56,300
98 Street	59,000
2000 Improvements	37,750
Total	\$417,222

Motion Carried.

The Truth-in-Taxation hearing will be Monday, December 1, 2003, at 6:00 p.m. A continuation hearing if needed will be held on Monday, December 8, 2003, at 6:00 p.m.

Motion by Corbin, seconded by Sexton to adjourn at 7:05 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Public Hearing
September 22, 2003
City Hall

Mayor Kaiser called the public hearing to order at 6:30 p.m. Council member Clemmensen arrived late. Council member Corbin was absent. Others attending the hearing were Art Persons, DeWayne Halverson, and Edgar & Margie Burmeister.

The purpose of the public hearing is for the citizens of Medford to voice their concerns and ask questions regarding the Well Head Protection Plan Draft.

Art Persons gave an overview of the Well Head Protection Plan Draft. There are some name changes that need to be made to the draft. The following items will be kept with the plan when adopted: Comprehensive Plan, Zoning Ordinance, and Maps.

The council does express appreciation and thanks to the committee and Art Persons for the hard work in drafting this plan.

Motion by Sexton, seconded by Clemmensen to close the public hearing at 6:42 p.m. Carried.

Regular Council Meeting
September 22, 2003
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were John Champion, Pat Merritt, Ron Karow, Ruth Sanborn, Mary Ruth, Mark Rahrick, Eric Rutherford, Scott Balzer, Mitch Elzen, Lindsay Tenold, Mandy Brendemuehl, Leah Steinbauer, Melanie Smith, Steph Drake, Aaron Grubisch, Dustin Arndt, Clint Baldwin, Jason Dicks, Alyse Hager, Kara Smith, Brandon Kaster, Nicholas Harbel, Chris Johnson, and Jennifer Linse.

Motion by Corbin seconded by Sexton to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Clemmensen to accept the minutes as presented. Carried.

Motion by Thomas, seconded by Corbin to pay the city and liquor store bills for September. Carried.

Mary Ruth gave an update of the Senior Care Connection and what has accomplished for seniors in Medford.

Planning & Zoning report. Pat Merritt and DeWayne Halverson will be meeting with the city attorney to discuss ordinances 118 and 127.

Eric Rutherford, Triple E Manufacturing, is requesting to install a temporary sanitary sewer holding tank.

Motion by Clemmensen, seconded by Thomas to enter into an agreement with Eric Rutherford and Triple E Manufacturing to allow the installation of sanitary sewer holding tanks to be installed on his property and that once city services are available to his property he will hookup at his expense. Carried.

Engineers report. Quotes for the wastewater plant improvements will be presented at the next regular council meeting.

Motion by Corbin, seconded by Sexton to approve partial payment #2 for Oakridge Bluffs 4th Addition in the amount of \$40,389.25. Carried.

Motion by Thomas, seconded by Clemmensen to approve the wastewater operators contract with Dorian Cornelius with a 2 month trial period. Carried.

A special meeting will be held on Wednesday, October 1, 2003, at 6:00 p.m. to interview the candidates for the water/wastewater operator position.

Possible cooperative agreements for sharing a wastewater operator are being researched.

Motion by Sexton, seconded by Thomas to adopt the Well Head Protection Plan with the suggested changes. Carried.

The council thanks the Well Head Protection Committee for their hard work in preparing this plan to this point.

Park report.

Motion by Sexton, seconded by Corbin to reimburse 1/2 the cost to lifeguards for WSI training in the amount of \$45 to Amy Saufferer, Missy Bonde, and Rachel Bessel. Carried.

Discussion of the trees in North River Park and donating them to the school or other public spaces.

Liquor store report. The cash registers are being installed. Becky is requesting the purchase of a big screen tv for the liquor store. The council consensus was to not purchase a big screen tv at this time.

Motion by Corbin, seconded by Thomas to enter into a lease agreement for the placement of a cash machine in the liquor store along with the installation requirements. Carried.

The report from the State Auditors Office has been received. The report outlines ways for the Municipal Liquor Store to have more checks and balances in the record keeping.

Abdo Eick & Meyer are working with Karen Sanborn on the GASB 34 accounting requirements. A Capital Asset Policy will be reviewed at the next meeting.

Motion by Clemmensen, seconded by Corbin to approve the web site instruction through Owatonna Community Ed. The funds to pay for this will come from the EDA. Carried.

Development updates. There is nothing new to report for the Williams/Barta property.

MN JOBZ. Dave Maroney is looking at the information received. He will be working with Council member Corbin. Steele County is considering this and will be considering a resolution approving sub-zones and authorizing tax exemptions under this program that includes the City of Medford.

Further discussion of the tree farm.

Motion by Corbin, seconded by Sexton to adjourn at 7:56 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting
October 1, 2003
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present.

The purpose of this meeting is to interview candidates for the water/wastewater operator position.

Interviews:

- 1. Timothy Vaupel
- 2. Terence Kubat

Discussion of the candidates.

Motion by Thomas, seconded by Clemmensen to offer the position to Terence Kubat at a maximum of \$11.50 per hour with standard city benefits and a 6 month probation. Carried.

Motion by Thomas, seconded by Sexton to adjourn at 7:10 p.m.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting
October 10, 2003
City Hall

Mayor Kaiser called the meeting to order at 8:00 a.m. All members were present.

The purpose of this meeting is to review the maintenance position open with the City.

Discussion of the candidate offered the position.

Motion by Thomas seconded by Clemmensen to offer Terence Kubat \$13.00 per hour and increase Tom Grems wages \$1.50 per hour effective the first day of employment with the City for Terence Kubat. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 8:07 a.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
 October 27, 2003
 City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were John Champion, Pat Merritt, Ron Karow, Mark Rahrlick, Bruce Bullert, Jim Spinler, Shah Ashraf, and Glen Meger.

Motion by Corbin seconded by Clemmenson to accept the agenda as amended. Carried.

Motion by Thomas, seconded by Sexton to accept the minutes as amended. Carried.

Motion by Thomas, seconded by Corbin to pay the city and liquor store bills for October. Carried.

Glen Meger, Medford Funeral Home, asked for the Council's feedback on fencing for his property. It was recommended that Mr. Meger attend the next Planning and Zoning on November 17 and have them make a recommendation regarding possible solutions.

Medford Compost Site – Jim Spinler, Jim's Garbage Service, presented facts regarding the compost site and the time and effort he's contributed to keeping it open. He also indicated he can no longer keep it a free service to the residents of Medford. It was decided that Mr. Spinler will begin imposing a user fee, with rates set by him, for next season's compost dumping. The City does not own the property where the site is located and does not assume any liability for the service provided.

Planning & Zoning

Review of the Manufactured Home ordinance.

Changes to Ordinances 118, 127, and 177-2 need to be reviewed and recommendations made by the Planning and Zoning Board before any amendments will be made.

Engineer's Report

Review and discussion of the recent meeting with MPCA.

Jones 3rd Addition Street Improvement Project.

Motion by Corbin, seconded by Sexton to approve Request for Payment No. 2 and pay Bituminous Materials, LLC, \$38,552.06. Carried.

Motion by Thomas, seconded by Corbin to adopt resolution declaring the cost for the Jones 3rd Addition Street Improvement Project as \$126,634.48. Carried.

Motion by Thomas, seconded by Corbin to adopt resolution of Notice of Public Hearing on the 17th day of November 2003 at 6:00 p.m. for the purpose of passing on such assessment to property owners. Carried.

Oakridge Bluffs 4th Addition Utility & Street Improvement Project.

Motion by Corbin, seconded by Sexton to approve Request for Payment No. 3 and pay Bituminous Materials, LLC, \$12,860.91. Carried.

Motion by Thomas, seconded by Corbin, to adopt resolution declaring cost to be assessed for Oakridge Bluffs 4th Addition Utility and Street Improvements as \$268,418.79. Carried.

Motion by Sexton, seconded by Thomas to adopt resolution of Notice of Public Hearing on the 17th day of November, 2003, at 6:30 p.m. for the purpose of passing on such assessment to property owners. Carried.

City Attorney. Motion by Thomas, seconded by Corbin to enter into the Eric Rutherford Agreement. Carried.

Water & Sewer.

Motion by Thomas, seconded by Corbin, to pro-rate clothing allowance for the remainder of 2003. Carried.

Motion by Thomas, seconded by Corbin to change Tom Grems and Terry Kubat's job titles to "Waste Water & Street Operators. Carried.

Mr. Thomas reiterated that Terry Kubat's starting date with City would be October 29, 2003.

Discussions on why Maintenance Department needed to keep three existing cell phones. It was decided to only go with 2.

Spreader pump went bad. Options for purchasing a pump will be researched further.

Tom Grems' wage increase goes into effect October 29, 2003.

Park & Pool Report.

Discussion of the current Park & Pool Board members.

The Maintenance Checklist should be implemented asap for anyone renting the chalet.

Liquor Store Report.

New cash register system has been installed and working quite well overall.

ATM machine is being used heavily.

EDA Report.

Mike Corbin presented plan from the SE Minnesota Development Corp. on the Williams property. Motion by Corbin, seconded by Sexton to allow EDA to spend \$1,150 to perform consulting work on the property. Carried.

Mr. Corbin presented information on the program offered by the Minnesota Community Capital Fund. It is a buy-in membership that will allow EDA to issue larger business loans to worthy applicants (up to \$250,000). Motion by Corbin, seconded by Sexton, to enter into a Class C Membership with MCCF at a one-time cost of \$25,000 through the EDA revolving loan fund. Carried.

Motion by Corbin, seconded by Thomas, to apply for a free program offered by the University of Minnesota Extension Office, which will provide research assistance to the city. Research will focus on EDA development. Carried.

Motion by Corbin, seconded by Sexton, to appoint Joel Menden to the EDA Board. Carried.

City Clerk Report. Review of the Capital Asset Policy. Changes will be made at the next Council meeting.

LMC regional meeting information given to council.

Next meeting date November 17, 2003.

Next Council meeting November 24, 2003.

Motion by Corbin, seconded by Thomas to adjourn at 8:27 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Public Hearing
November 17, 2003
City Hall

Mayor Kaiser opened the Public Hearing at 6:00 p.m. Council member Thomas was absent. Others attending were Steve Maas, Dennis Correll, DeWayne Halverson, Bruce Bullert, and Todd Kavitz.

The purpose of this public hearing is to consider the proposed assessment role for the project in Jones 3rd Addition. Bruce Bullert explained the project and the assessments. The floor was opened for questions.

Steve Maas asked how the interest rate was determined. The interest rate is based on the interest rate of the bonds the city issued to do the project. The city charges 1% above the bond rate for special assessments.

Dennis Correll asked about the date the curb, first lift, and second lift were installed. He is questioning this because the lot he purchased did not get a curb cut for the driveway. Mr. Correll is questioning how the city will handle the curb cut for his proposed driveway now that the curb is in. Mr. Bullert stated that a letter was sent to all property owners on June 24, 2003 about location of driveways in this project. A meeting at the project site with the contractor, engineer, and property owners followed soon after the letter. Mr. Correll had a purchase agreement for the lot but did not close on the lot until early August. Therefore, the curb cut will be at his expense but done to city specifications.

Motion by Corbin, seconded by Clemmensen to adopt a resolution adopting the assessment role as presented. Carried.

Motion by Corbin, seconded by Sexton to close this public hearing at 6:30 p.m. Carried.

Public Hearing
November 17, 2003
City Hall

Mayor Kaiser opened the Public Hearing at 6:00 p.m. Council member Thomas was absent. Others attending were Dennis Correll, Bruce Bullert, Todd Kavitz, and DeWayne Halverson.

The purpose of this public hearing is to consider the proposed assessment role for Oakridge Bluffs 4th Addition. Bruce Bullert explained the project and the assessments. The floor was opened for questions. There were no questions about the proposed assessments.

Motion by Clemmensen, seconded by Corbin to adopt a resolution adopting the proposed assessment role as presented. Carried.

Motion by Corbin, seconded by Clemmensen to close the hearing at 6:35 p.m. Carried.

Special Council Meeting
November 17, 2003
City Hall

Mayor Kaiser called the meeting to order at 6:37 p.m. Council member Thomas was absent. Others attending were Dennis Correll, Bruce Wirth, and Bruce Bullert.

The purpose of this meeting is to review a quote for well and water tower improvements for the Outlet Center well and water tower.

Bruce Bullert gave a history of the issue at the water tower and well. Bruce Wirth explained the quote and the proposed improvements. The project includes the following:

Control Panel with installation and training	\$14,910
Relocate alarm dialer from Booster Station	2,726
Pump Starter replacement	1,988

Discussion of these improvements and payment for them. Negotiations of costs with Bruce Wirth.

The Council will review this and make a decision at the next regular meeting.

Motion by Clemmensen, seconded by Corbin to adjourn at 7:16 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
November 24, 2003
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Todd Kavitz, David Drown, Pat Merritt, Mike Price, Lois Nelson, and Mark Rahrick.

Motion by Corbin seconded by Thomas to accept the agenda as amended. Carried.

Motion by Clemmenson, seconded by Sexton to accept the minutes as amended. Carried.

Motion by Thomas, seconded by Clemmenson to pay the city and liquor store bills for November. Carried.

Discussion with David Drown regarding bond debt management. Review of 2 bonds that could be callable. Concensus is to proceed with this option to call bonds. Call date March 1, 2004.

Discussion with Mike Price, property owner at 565 Woodland Trail and a driveway encroachment issue on Lots 7 and 8. There will a special meeting of Planning and Zoning Board on Monday, December 1, 2003 at 6:00 p.m. as well as a special meeting of the City Council on Monday, December 1 at 6:30 following the Truth-In-Taxation hearing. Both these special meetings will be to discuss the driveway encroachment issue on Woodland Trail.

Planning & Zoning.

Discussion of ordinances for manufactured homes and Ordinances 177-1 and 177-2.

Discussion of zoning maps and the review of same by the Planning & Zoning board.

City Attorney – Agreement for Triple E Manufacturing has been amended to state the sanitary sewer and water systems will be “installed” and maintained on the property.

Water & Sewer report.

Motion by Thomas, seconded by Corbin to accept items as quoted from Automatic Systems Co. for \$18,642.00.

For – Clemmenson, Thomas, and Sexton. Against – Corbin. Motion carried.

The main well is experiencing problems with the pump motors. Necessary repairs will be completed as soon as possible.

Motion by Thomas, seconded by Sexton to reimburse out of pocket costs for first hepatitis shots and pay for shots through Public Health Nursing. Motion carried.

Streets & Lights report.

It was decided to leave the 150th Celebration banners up until further notice. Thomas will work with the 150th committee on this.

Stop signs - The County wants to remove the stop signs on 3rd Street NE and County Road 12.

Motion by Thomas, seconded by Sexton opposing the removal of that stop sign. Motion carried.

Motion by Clemmenson, seconded by Corbin to remove the east and west stop sign at the intersection of Central Avenue East and 2nd Street. Motion carried.

Liquor Store report.

Year-end inventory is scheduled for January 1st at 10:00 a.m.

Issues with the cash registers and computer system mentioned.

ATM is being used continually.

Discussion regarding what to do with the money collected from the aluminum cans.

Checking with County Attorney office regarding State Auditor’s investigation.

EDA report. The report from SEMNDC will be to EDA in January.

EDA has access to MCCF fund. The City could borrow MCCF funds to itself. Research of possible projects will be discussed next.

Motion by Clemmenson, seconded by Corbin to adopt the Capital Asset policy as presented. Motion carried.

Motion by Corbin, seconded by Clemmenson to accept the accounting proposal from Abdo in the amount of \$9,000. Motion carried.

Karen Sanborn will be attending Abdo seminar on Tuesday, November 25.

Truth in Taxation hearing will be on December 1st.

Special meeting scheduled for December 16th at 6:30 p.m.

Next regular council meeting will be December 22nd at 7:00 p.m.

Job reviews completed by next regular council meeting on December 22nd.

Motion by Clemmenson, seconded by Corbin to adjourn meeting at 8:55 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Truth-In-Taxation Hearing
December 1, 2003
City Hall

Mayor Kaiser called the hearing to order at 6:00 p.m. All members were present. Others attending were Lois Nelson and Andrew Colwell.

The purpose of this hearing is to review the preliminary budget and levy for 2004 and to give the public a chance to express concerns or question the city portion of property taxes.

The floor was opened for questions from the public.

The proposed increase in the levy is 1%.

The levy adoption hearing will be held on Monday, December 22, 2003.

Motion by Corbin, seconded by Sexton to close at 6:30 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Special Council Meeting
December 1, 2003
City Hall

Mayor Kaiser called the meeting to order at 6:31 p.m. All members were present. Others attending were Todd Kavitz, Pat Merritt, DeWayne Halverson, Drew DeMars, Ross Olson, Ivan Cowell, Lois Nelson, and Andy Colwell.

The purpose of this meeting is to review the driveway encroachment issue in Oakridge Bluffs Second Addition.

Planning & Zoning recommends option A as outlined in the memo from Todd Kavitz dated November 19, 2003.

Motion by Clemmensen, seconded by Corbin to accept the recommendation from the planning & zoning for the deeding of a portion of lot 7 to lot 8 in Oakridge Bluffs Second Addition. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 6:35 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Regular Council Meeting
December 22, 2003
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. Council member Sexton was absent, all others were present. Others attending were Pat Merritt, Mark Rahrlick, Brenda McGivney, Rick Hager, Jeremy Jackson, Emily Johnson, and Dominique Stadler.

Motion by Thomas, seconded by Corbin to accept the agenda as amended. Carried.

Motion by Clemmensen, seconded by Thomas to accept the minutes as presented. Carried.

Motion by Corbin, seconded by Clemmensen to pay the city and liquor store bills for December. Carried.

Planning & Zoning report.

Discussion of the zoning of property within the city of Medford. The zoning of the new school should be zoned residential. The city attorney presented a review of eminent domain.

The Jones family will be bringing an option for building on Outlot A to the next planning & zoning committee for their review and recommendation to the council.

Thomas gave an update of the main well. Bergerson Caswell will be pulling the pump tomorrow to investigate the issue.

Discussion of plowing of the church parking lots. City will continue to plow these areas but as part of the cleanup unless there is a funeral at the church.

Fire Chief Rick Hager presented fire protection contracts for Medford and Deerfield Townships.

Motion by Thomas, seconded by Clemmensen to enter into these agreements as presented. Carried.

Mr. Hager asked about restricting the parking across from the fire hall bay doors. Council member Clemmensen and Fire Chief Hager will work on getting "No Parking" signs for that area to make it easier to get the fire trucks in and out of the bays.

Park report. Council consensus is that unspent budget dollars cannot be carried over to the next budget year.

Liquor store report.

Inventory will be on January 1st at 8:00 a.m.

Motion by Corbin, seconded by Clemmensen to raise the manager, Becky Walderson, wage to \$14.71 per hour. Carried.

Motion by Corbin, seconded by Thomas to raise the Brenda McGivney's wage to \$9.80 per hour. Carried.

Motion by Corbin, seconded by Clemmensen to raise Wilma Mueller's wage to \$9.80 per hour. Carried.

Motion by Corbin, seconded by Thomas to raise Pam Mueller's wage to \$7.60 per hour. Carried.

Motion by Corbin, seconded by Clemmensen to raise Kathie Engbard's wage to \$8.56 per hour. Carried.

Motion by Corbin seconded by Thomas to raise Ann Kirkhus' wages to \$8.70 per hour. Carried.

Motion by Corbin, seconded by Clemmensen to raise Lewis Schmitz wages to \$8.70 per hour. Carried.

Motion by Corbin, seconded by Clemmensen to transfer \$30,000 from the liquor store fund to the general fund. Carried.

Water and sewer rates will be decided at a special meeting on January 5, 2004.

Motion by Kaiser, seconded by Clemmensen to increase Karen Sanborn's wages to \$16.70 per hour. Carried.

There will be a special council meeting on January 5, 2004, at 6:00 p.m. for appointments, designations, fees, and rates for 2004.

Motion by Corbin, seconded by Thomas to adjourn at 8:56 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.