

Special Council Meeting Work Session
 July 25, 2016
 5:30 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, Corey Brunton, and Ashley Brunton.

Others attending were Ashley Stewart, Josh Zimmer, Grace Bartlett, Greg Sanborn, Rick Hager, Rich Kucera, Craig Helgeson, and John Anhorn.

Mayor Nelson called the meeting to order at 5:35 p.m.

The purpose of tonight's special council meeting work session is for the City Council, the Fire Department committee, the City Facility Committee and the Architects to discuss the Municipal Complex. The group is working to narrow down a concept plan that meets everyone's needs and the dollar figure needed for that building.

Mayor Nelson gave the history of the Municipal Complex process.

Administrator Welti presented a memo and the concept plans that been received to date.

Rick Hager stated that the fire department needs a minimum of 13,500 sq. ft. on the main floor with a 3,000 sq. ft. mezzanine.

Corey Brunton presented three concept plans.

Concept A – the majority of the fire department offices were located in the mezzanine. The plan would leave little room for storage in the mezzanine.

Concept B – the fire department offices were moved back to the main floor and leaving the mezzanine empty.

Concept C – there are no load bearing walls on the main floor. All offices are located on the main floor, with an open mezzanine.

The fire department and city council likes the way that Concept C has the city hall portion and the training room laid out. Rick Hager would like the City Council to support Concept B with a few amendments. The main amendment would be to design the floor space of Concept B the same or close to the design in Concept C.

Final comment of each councilmember was found to be a consensus of having concept plan B with the city hall portion designed like concept plan C.

No decisions were made at this work session.

Motion by Merritt, seconded by Sexton to adjourn the work session at 6:58 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
 July 25, 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 Craig O'Hearn.

Others attending were Jerry Paschke, Ashley Stewart, Ashley Brunton, Cory Brunton, Rick Hager, Greg Sanborn, Rich Kucera, John Anhorn, Craig Helgeson, Grace Bartlett, and Josh Zimmer.

Mayor Nelson called the meeting to order at 7:10 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. Grace Bartlett brought a concern to the City Council involving the arrow sign at the west end of 2nd Ave NE/County Rd 12. The arrow sign gives drivers the idea that the road comes to an end and that they can turn either direction. Drivers cannot turn south because that is Evapco's private drive. The drivers then turn north and realize they don't want to be on Sunrise. Some drivers are turning around in Bartlett's lawn. Bartlett would like more appropriate signage placed at the end of the street.

Agenda. Add Biosolids Application Options under New Business Item B, add the MARC donation under Parks.

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

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

Councilmember Sexton asked a question about the bill from Marvin Purrier for concrete. There was a section on the Central Avenue trail that was heaving and in need of repair.

Approval of the June 27, 2016 regular meeting minutes.

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

Approval the June check register numbers E2701-E2724, 13771-13827, and 44593-44688.

Resolution 2016-29 Accepting Donation from the Medford Fire Relief Association of \$450.00 for the Portable Bathrooms used during Straight River Days.

Resolution 2016-31 Accepting Grant Award from the Steele County Parks and Recreation Department of \$5,000.00 for the pergola at the Medford Pool.

Resolution 2016-32 Accepting Donation from Wayne & Mae Maas (\$200.00) for the Medford Veterans Memorial.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – Administrator Welti presented the minutes from the Planning & Zoning Board. The board had a general discussion on Land Use and training.

EDA – Administrator Welti presented the minutes from the EDA board meeting. The 2017 preliminary budget and levy were discussed and left the same as 2016.

The Housing Study is moving forward.

Park Board – Chairperson Jerry Paschke presented the minutes from the July 11, 2016 regular meeting.

The Park Board recommended to the City Council to include the pickle ball retractable nets and line painting in the 2017 park budget to be done along with the resurfacing of the courts.

The Park Board would like to have both Radel Park and Water Tower Park surveyed to locate the lot lines for those properties.

Medford Area Recreation Committee donated \$1,000.00 to the construction of the pergola at the Medford Pool.

The Eagle Scout and City Staff coordinated to lay out a path that does not include bridges.

Veterans Memorial Committee – Kniefel presented the minutes from the Veterans meeting. The Veterans Committee voted to purchase the last two name tablets for the Memorial.

Mayor Nelson informed the City Council that the Vietnam Memorial will be moving through Medford at the end of August. Mayor Nelson contacted Butch Schultz to see if the committee would organize something for that event.

City Administrator – Administrator Welti presented a memo.

Administrator Welti presented that he has had correspondence with FEMA on the storm sewer outfall project.

Administrator Welti and Kniefel attended the election judge training and will be ready for the Primary Election in August.

The new minimum wage will be in effect on August 1, 2016. City staff wages that are currently less than minimum wage will be increased to the new amount on August 1, 2016.

City Clerk – Kniefel presented two resolutions for the Council to act upon.

Resolution 2016-30 Certifying Unpaid Utility Bills to Steele County.

Motion by Sexton, seconded by Dusek to approve resolution 2016-30 certifying unpaid utility bills to Steele County. All members voted aye for approval. Motion Carried.

Kniefel presented an updated resolution appointing election judges for both the Primary and General Elections. The new resolution includes the new City Clerk and the removal of election judge that withdrew her name.

Resolution 2016-33 Designating Election Judges for the 2016 Primary and General Elections.

Motion by Dusek, seconded by Maas to approve resolution 2016-33 designating election judges 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 Outlet Center dug up and terminated nine non-metered connections at the corp stop.

Seal coating has been finished.

Bergerson-Caswell is working on Well 1 to assess the condition of the well and pump.

Peterson did receive reciprocity for his Class C Water Operations Certification and the Class SB Wastewater Collections Operator certification. Peterson will be testing for the Wastewater Treatment Class C this fall.

Liquor Store – Straight River Days Report and Update.

Craig O'Hearn presented a spreadsheet showing the Straight River Days Dance revenue. Everything went very well. Straight River Days is scheduled for the same weekend next year.

Unfinished Business –

City Facility Update – City Council needs to provide Corey Brunton with one aspect of the project, whether it be the cost of the project or the square footage amount.

Motion by Nelson, seconded by Sexton to draft a concept plan with a total project cost not to exceed \$3,950,000.00. Aye: Nelson, Sexton, Maas Nay: Dusek and Merritt. The majority of the Council voted in favor of the motion. Motion Carried.

Motion by Maas, seconded by Sexton to instruct staff to work with the bond counsel for the referendum question at a project cost of not to exceed \$3,950,000.00. Aye: Nelson, Sexton, Maas Nay: Dusek and Merritt. The majority of the Council voted in favor of the motion. Motion Carried.

New Business

City Clerk Staffing – Administrator Welti made a recommendation to the City Council to hire Elizabeth Jackson for the full-time City Clerk/Treasurer position at a rate of pay of \$18.94 per hour. Jackson will be starting on August 2, 2016.

Kniefel will remain with the City part-time to train.

Motion by Merritt, seconded by Sexton to hire Elizabeth Jackson at \$18.94 per hour for the full-time City Clerk/Treasurer position beginning August 2, 2016. All members voted aye for approval. Motion Carried.

Biosolids Application Options – Administrator Welti presented a memo explaining the research done involving biosolids application this fall. The City’s current biosolids applicator is trading in his current equipment. He will no longer have a vacuum tanker that was used to pump biosolids from the wastewater treatment facility to the semi holding tank.

In order for the City to purchase a new pump, the MPCA needs to review the plans and specs of the pump. The City would need to hire an engineer to draw up the plans and specs. Bolton and Menk would be able to draw up the plans and specs for \$7,500.00.

Councilmember Maas would like to meet with Welti and Peterson before making any decisions and talk about a solution.

City Council regular meeting will be held on Monday, August 22, 2016 at 7:00 p.m.

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

EDA Networking Event – Thursday, July 28, 2016 5:30-6:30 p.m.

Motion by Dusek, seconded by Sexton to adjourn the regular city council meeting at 8:25 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor

Special City Council Meeting
 July 27, 2016
 5:00 p.m.
 City Hall

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

Members absent: Merritt.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, and Jed Peterson.

Others attending were Ashley Stewart and Josh Zimmer.

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

2017 Preliminary Budget and Levy

Administrator Welti presented a memo explaining the significant changes made from the 2016 budget. All changes over \$200.00 will be highlighted.

With direction from the City Auditor, Administrator Welti presented the creation of a capital outlay fund. This fund would be used to keep track of the capital outlay budgeted for each department. These reserves will be used to fund future projects.

The General Fund Levy is proposed at \$543,332.00.

The City Council would like to see a bond schedule.

2017 Proposed Preliminary Levy

General Fund	\$543,332.00
Fire Relief	\$15,000.00
2004B Refunding	\$23,000.00
2014 Central Ave	\$19,250.00
2015 Scenic Heights	\$1,200.00
EDA	<u>\$13,285.00</u>
Total	<u>\$615,067.00</u>

Total levy increase is 2.85% over 2016.

Administrator Welti received direction from the City Council on the park surveys that have been recommended by the Park Board. Each survey will be approximately \$1,000.00. City staff will do what they can to find the pins. Council consensus was to have Administrator Welti add this expense into the 2017 budget.

No action taken on the preliminary budget and levy. Final approval will be at the August 22, 2016 regular City Council meeting.

Water/Sewer Rates

Administrator Welti explained the WAC, SAC, and flat rates. Administrator Welti recommended no change to these fees. The flat rates will remain stable for the next 2-3 years before there is an amendment and that will depend on the sales tax revenue.

Administrator Welti proposed a \$.20 increase per thousand gallons for both the water and sewer usage rates.

The water usage rate would be \$4.00 per thousand gallons. The sewer usage rate would be \$5.90 per thousand gallons.

There was no increase in the usage rate for 2015/2016 cycle. The increase will help with the increasing costs of operation and maintenance in those funds.

Ordinance 2016-04 Amending Section 2.65 of the Master Fee Schedule – Ordinance reflects the \$.20 increase for both the water and sewer usage rates per thousand gallons.

Motion by Sexton, seconded by Maas to approve Ordinance 2016-04 Amending Section 2.65 of the Master Fee Schedule as presented. All members in attendance voted aye for approval. Motion carried.

Motion by Dusek, seconded by Maas to adjourn the work session at 6:25 p.m. All members in attendance voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.