

Reminder -- Shut off all
pagers and cell phones

City of Medford Regular Meeting Agenda

January 23, 2023, 7:00 PM



- I. Call to Order
- II. Pledge of Allegiance
- III. Concerns/Requests from the General Public and Organizations
- IV. Approval of Agenda
- V. Approval of Consent Agenda *(All items listed are considered routine or non-controversial by the Council and will be approved by one motion. There will be no separate motion on these items unless a council member, city staff, or citizen so requests, in which case the item will be removed from the consent agenda and be considered in its normal sequence of the agenda. All items approved by majority vote unless noted.)*
 - A. Approval of Minutes
 - B. Approval of City and Liquor Store Bills
 - C. Approval of Check Register
 - D. Healthy Seniors of Steele County Temporary Gambling Permit Application Request
- VI. Council Committees/Reports
 - A. Planning and Zoning Board – did not meet
 - B. EDA Board/Commissioner Report – did not meet
 - C. Park & Pool Commissioner Report
 - D. Water & Wastewater Commissioner Report
 - E. Municipal Liquor Store Commissioner Report
 - F. Streets Commissioner Report
- VII. Department Reports
 - A. Fire Department
 - B. City Attorney
 - C. City Engineer
 - i. Resolution 2023-02 A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
 - D. Mayor
 - i. Direct Deposit Discussion
 - ii. Fire Hall Committee
 - iii. Civic Club Discussion
 - iv. Medford School Speed Limit Update
 - v. Ice Rink Discussion
 - vi. Employee Retention/City Wages
 - vii. Enterprise Fund Transfers
 - E. Administration Department
 - i. City Administrator
 - a. Public Works/General Updates
 - b. Contract Operator Resignation
 - ii. City Clerk
 - a. City Financial Report
 - b. Accepting Checks at the Medford Liquor Store
- XII. New Business
- XIII. Next Meeting Dates
 - A. Regular City Council Meeting – Monday, February 27, 2023, 7:00 p.m.
 - B. Board of Appeal and Equalization Meeting – Monday, April 24, 2023 6:00 p.m.
- XIV. Adjournment

Organizational Meeting
January 10, 2023
5:00 p.m.
City Hall

Members present were Thomas, Mueller, Helgeson, and Sorensen.

Members absent were Merritt.

City staff and consultants in attendance were Jed Petersen and Elizabeth Jackson.

Others in attendance were Rick Hager, Jason Winter, Dan Simon, and Paula Simon.

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

Pledge of Allegiance.

The Oath of Office was given to newly elected officials; Craig Helgeson and Nicholas Sorensen.

Agenda – Motion by Mueller, seconded by Helgeson to approve the agenda as presented. All members voted aye for approval. Motion carried.

Resolution 2023-01 Stating Annual Designations – motion by Mueller, seconded by Helgeson to approve Resolution 2023-01. All members voted aye for approval. Motion carried.

Board Appointments – Mayor Thomas made recommendations to fill the vacancies in the Planning & Zoning Board and the EDA Board. Motion by Helgeson, seconded by Mueller to approve Mayor Thomas' recommendations. All members voted aye for approval. Motion carried.

Part Time Bartenders – Motion by Mueller, seconded by Sorensen to hire Erica Johnson and Paige Schienbein as part time bartenders for the Medford Liquor Store at \$12.09 per hour. All members voted aye for approval. Motion carried.

Motion by Helgeson, seconded by Mueller to adjourn the Organizational Meeting at 5:06 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
December 19, 2022
6:00 p.m.
City Hall

Members present were Thomas, Bartlett, Langeslag, Merritt, and Mueller.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Brandon Theobald, and Mark Rahrick.

Others attending were Steve Schmitz, Rosy Schmitz, Marie Sexton, Pete Osthund, Andrew Miller, Toni Olson, Michael Carr, John Anhorn, Craig Helgeson, and Nick Sorensen.

Mayor Thomas called the meeting to order at 6:00 p.m.

Improvement Project 2023-01 Street Improvements –
Engineer Theobald presented the 2023-01 Improvement Project to Council.

Motion by Mueller, seconded by Merritt to open the public hearing at 6:14 p.m. All members voted aye for approval. Motion carried.

Public Comments:

Several residents had questions about their individual proposed assessment amounts. John Anhorn asked about a sidewalk on CSAH 12 being part of the project. Andrew Miller stated he was in favor of the street improvement project.

Motion by Mueller, seconded by Langeslag to close the public hearing at 6:41 p.m. All members voted aye for approval. Motion carried.

Resolution 2022-20 Ordering Improvement and Preparation of Plans – motion by Mueller, seconded by Bartlett to approve Resolution 2022-20. Langeslag aye, Merritt aye, Bartlett aye, Thomas aye, Mueller aye. Motion carried

Motion by Merritt, seconded by Bartlett to adjourn the special council meeting at 6:42 pm. All members voted aye for approval. Motion carried.

Minutes approve at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
December 19, 2022
7:00 p.m.
City Hall

Members present were Thomas, Langeslag, Merritt, Mueller and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mark Rahrick, and Brandon Theobald.

Others attending were Marie Sexton, Craig Helgeson, and Nick Sorensen.

Mayor Thomas called the meeting to order at 7:00 p.m.

Pledge of Allegiance.

Agenda – add item D, Liquor Store Employment under City Administrator. Add item C, City Administrator’s review under Mayor.

Motion by Bartlett, seconded by Langeslag to approve the amended agenda. All members voted aye for approval. Motion carried.

Truth in Taxation Hearing

Clerk Jackson present the Final 2023 Levy.

General Fund	\$572,742
Fire Relief	\$20,000
2014 Central Ave	\$19,250
2021 Main Street	\$92,000
2018 Street Project	\$17,143
EDA	<u>\$13,285</u>
Total	\$734,420

This is a 6.0% increase over the 2022 overall levy.

Clerk Jackson reviewed the 2023 budget and levy increases.

Motion by Langeslag, seconded by Bartlett to open the Truth in Taxation hearing at 7:02 p.m.

Public Comments – none.

Motion by Langeslag, seconded by Bartlett to close the Truth in Taxation hearing at 7:03 p.m.

Resolution 2022-20A Adopting 2023 Final Tax Levy – motion by Bartlett, seconded by Merritt to approve Resolution 2022-20A. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to approve the 2023 City Budget. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Langeslag to approve the 2023 Employee Compensation. 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 November 17, 2022 special council meeting minutes and the November 28, 2022 regular council meeting minutes.

Approval of the November and December city and liquor store bills.

Approval of the November check register numbers E4909-E4628, 16850-16887, and 50490-50547.

Resolution 2022-21 Accepting Donation from the Medford Fire Relief Association in the amount of \$90,000.00 for the Medford Fire Department Truck & Equipment Fund.

Resolution 2022-22 Accepting Donation from the Medford Fire Relief Association in the amount of \$10,000.00 for the Medford Pool.

Resolution 2022-23 Accepting Donation from the Medford Fire Relief Association in the amount of \$250.00 for the Medford Municipal Liquor Store.

Resolution 2022-24 Accepting Donation of Christmas Lights valued at \$100.00 from the City of Faribault for the City of Medford.

Resolution 2022-25 Accepting Donation of Trees valued at \$500.00 from Nagel's Sod & Tree for the City of Medford.

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

EDA Commissioner Report –

Anhorn's Service State Façade Grant Reimbursement – motion by Bartlett, seconded by Mueller to approve Anhorn's Service State Façade Grant Reimbursement. All members voted aye for approval. Motion carried.

Park & Pool Commissioner Report - Council member Mueller stated she was still working on a potential park bathroom improvement project.

Water & Wastewater Commissioner Report – Council member Langeslag had nothing new to report to Council.

Municipal Liquor Store Commissioner Report – Council member Bartlett stated the liquor store was potentially having an ugly sweater contest for Christmas. Motion by Thomas, seconded by Mueller to have the Municipal Liquor Store close on Christmas Eve 30 minutes after the end of the Vikings football game. All members voted aye for approval. Motion carried.

Streets Commissioner Report – Council member Merritt requested the City Administrator look at finding something smaller to clean the sidewalks in town.

City Attorney – none.

City Engineer – Engineer Theobald gave Council a brief update on the wastewater treatment plant. Theobald stated there was a conversation started with the City of Owatonna again about possible regionalization.

Fire Department – none.

Mayor –

School Speed Limit Update – Mayor Thomas requested the City Attorney have a conversation with the Medford School and the County regarding the speed limit by the school.

Outgoing Councilmember Recognition – Mayor Thomas presented plaques to outgoing Council members Bartlett and Langeslag and thanked them for their service to the City of Medford.

City Administrator Review – motion by Mueller, seconded by Langeslag to authorize Mayor Thomas to complete Administrator Petersen’s annual performance review with written input from Council members. All members voted aye for approval. Motion carried.

City Administrator –

Public Works/General Update – Administrator Petersen presented a memo.

Handbook Policy Changes – Administrator Petersen recommended Council consider changing the PTO/EIB policy to allow employees to carry over 80 hours of PTO yearly and to terminate the EIB. Motion by Bartlett, seconded by Langeslag to approve Administrator Petersen’s recommendations. All members voted aye for approval. Motion carried.

Administrator Petersen recommended Council consider changing the safety boot allowance to \$200.00 per calendar year effective January 1, 2023. Motion by Merritt, seconded by Mueller to change the safety boot allowance per Petersen’s recommendation. All members voted aye for approval. Motion carried.

Municipal Liquor Store Tap Equipment – Administrator Petersen recommended Council consider purchasing new beer tap equipment for the Medford Liquor Store not to exceed \$1500.00. Council consensus was to purchase the beer tap equipment not to exceed \$1500.

Medford Liquor Store Employment – Administrator Petersen recommended Council accept the resignation of Brenda McGivney and hire Holly Ulrich as a part time bartender at the rate of \$12.09 per hour and to post 2-part time bartender position to be filled at \$12.09 per hour.

Motion by Mueller, seconded by Bartlett to approve Administrator Petersen’s recommendations for the Medford Liquor Store. All members voted aye for approval. Motion carried.

City Clerk –

Resolution 2022-26 Certifying unpaid utility bills to Steele County – motion by Mueller, seconded by Bartlett to approve Resolution 2022-26. All members voted aye for approval. Motion carried.

City Financial Report – Clerk Jackson presented a memo. Jackson stated the final audit would be conducted in January and would likely be presented to Council in March.

Organizational Meeting – Clerk Jackson stated the Organizational Meeting would be held January 4, 2023 at 5:00 p.m.

Clerk Jackson presented the meeting schedules for 2023 to Council.

EOY Pool Memo – Clerk Jackson presented the end of year pool memo. The Medford Swimming Pool had above budgeted revenue for swimming lessons for 2022. The overall loss for 2022 was \$23,971.80.

Motion by Mueller, seconded by Langeslag to adjourn the regular council meeting at 8:02 p.m. All members voted aye for approval. Motion carried.

Organizational Meeting – Wednesday, January 4, 2023, 5:00 p.m.
Regular City Council Meeting – Monday, January 23, 2023, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

CITY OF MEDFORD BILLS FOR DECEMBER 2022

		<u>Paid</u>	<u>Unpaid</u>
Aflac		\$262.99	
Amazon	fire dept		
Amanda Mueller	EDA/Capital	\$175.00	
Angela Wegner	EDA Board	\$190.00	
Andrew Fischer	contract operator	\$1,100.00	
Anhorn's Gas & Tire	public works	\$1,727.85	
Anhorn's Gas & Tire	fire dept	\$2,750.41	
B & B Pumping & Portables, Inc	handicap portable toilet	\$170.00	
Blue Cross	health insurance	\$2,721.59	
Bradley Hager	fire truck storage	\$1,500.00	
Bolton & Menk	engineering	\$609.00	
Bound Tree Medical	fire dept	\$316.07	
Carquest	public works	\$134.11	
Centerpoint		\$1,685.70	
Core & Main	public works	\$219.20	
Culligan		\$169.70	
Craig Helgeson	fire dept		
Dennis Luebbe	zoning board	\$140.00	
Delta Dental	dental premium	\$467.22	
Eaton Bros	biosolids	\$8,457.38	
Elizabeth Jackson	printer reimbursement	\$63.35	
Fame Awards	plaques	\$116.00	
Fette Electronics	warming house locks	\$1,610.00	
Finholdt Repair	fire dept	\$1,732.65	
Fire Safety	fire dept		
Fleet Farm	public works	\$106.44	
Further	H.S.A. Contributions	\$2,500.00	
Gopher State One-Call	locates	\$27.00	
Hach	testing supplies	\$818.87	
Hawkins	ferric chloride	\$2,327.64	
Hillyard	supplies	\$512.80	
Innovative	office supplies	\$361.97	
Jaguar Communications	phone/internet	\$694.74	
Jed Petersen	copy paper reimbursement		
John Anhorn	façade	\$2,083.77	
John Anhorn	EDA Board	\$175.00	
Kim Halvorsen	compost site lease	\$520.00	
LaQuinta	jed training	\$212.20	
Little Falls Machine	loader	\$1,298.94	
Lowe's Business Account	public works	\$430.84	
MN DVS	tab renewal	\$30.25	
Mary Brandvold	P&Z Board		
Milbank Winwater	meters	\$26,042.76	
MCFOA	membership	\$50.00	
Medford Township	jetter storage	\$300.00	
Metro Sales	city hall copies		
Minnesota Dept of Health	connection fees	\$1,215.00	
Minnesota Dept of Human Services	janitor services	\$22.00	
Owatonna Peoples Press	publications	\$186.40	
Postmaster	postage	\$356.00	
Polypak	garbage bags	\$400.45	
Rich Quiring	zoning board	\$160.00	
Riteway	tax forms	\$226.00	

CITY OF MEDFORD BILLS FOR DECEMBER 2022

SportStitch	fire dept	\$716.00	
Steele County	election	\$119.75	
Steele County Auditor	law enforcement	\$21,159.00	
Steele Waseca		\$4,838.85	
Stewart Sanitation	city garbage disposal	\$146.03	
Tom Harris	P&Z board	\$140.00	
UPS Store	samples		
US Bank	city hall copy machine	\$135.89	
Utility Consultants	testing	\$603.20	
Verizon Wireless	cell phones	\$92.28	
WS Darly	fire dept	\$88.40	
Wigham Trucking	street sweeping	\$2,400.00	
WHKS	engineering	\$12,289.06	
WYZE	cameras	\$14.99	
	Total	\$110,120.74	\$0.00

Approved by City Council on Monday, January 23, 2023

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR DECEMBER 2022

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Artisan Beer	\$207.50	
Breakthru Beverage	\$1,681.16	
C & S Vending		
Centerpoint	\$498.24	
Collection Bureau of Little Falls		
Culligan	\$79.64	
D & R Star		
D & R Vending		
Electro Watchman Inc		
City Laundering	\$426.22	
Faribault Fleet Supply		
Huber Supply	\$124.87	
Megan Mettler	\$500.00	
Johnson Brothers		
Minnesota Dept of Health		
Minnesota Dept of Revenue		
Minnesota Human Services-Janitorial	\$396.00	
Owatonna Heating		
Southern Glazers		
Plunkett's	\$114.50	
Performace Draft		
PolyPak		
SESAC	\$553.00	
Star Music, Inc	\$625.00	
Steele Waseca	416.37	
TPS Insurance		
U.S. Bank		
Waste Management	\$269.90	
Total	\$5,892.40	\$0.00
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$175.75	
Hermel Wholesale	\$2,250.79	
Pepsi		
Total	\$2,426.54	\$0.00
 <u>BEER</u>		
College City Beverage	\$10,334.95	
Northern Beverage	\$1,709.40	
Locher Bros Inc	\$1,421.55	
Total	\$13,465.90	\$0.00
TOTAL	\$21,784.84	\$0.00

Approved by City Council on Monday, January 23, 2023

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR JANUARY 2023

		Paid	Unpaid
Abdo	audit		
Access Tonna Lock	master padlocks		
Adventure Specialities	fire dept		
Aflac			
Amazon	amazon prime		
Andrew Fischer	contract operator	\$1,100.00	
Anhorn's Gas & Tire	public works	\$2,908.25	
Anhorn's Gas & Tire	fire department		
B & B Pumping & Portables, Inc	handicap portable toilet		
Banyon Data Systems	UB Meter Support		
Bank of Zumbrota	2015A bond payment	\$7,323.38	
Bank of Zumbrota	2015A interest payment	\$86.05	
Blue Cross	health insurance	\$3,616.57	
Centerpoint		\$313.43	
Culligan			
Edarly Fire	fire dept		
Fastenal	public works	\$59.59	
Fleet Farm	public works		
First Independent Bank	2014A Bond	\$30,000.00	
First Independent Bank	2014A Interest	\$4,488.00	
First Independent Bank	2021A bond	\$92,000.00	
First Independent Bank	2021A Interest	\$8,645.70	
First Independent Bank	2018 A Interest	\$4,426.50	
First Independent Bank	2018A Bond	\$29,000.00	
Frandsen Bank			
Gopher State One-Call	locates, operator fee		
Hach	testing supplies	\$63.84	
Hawkins	LPC-AM, ferric chloride		
Hillyard	public works		
IFACS	public works		
Innovative	office supplies		
Jaguar Communications	phone/internet		
Lowe's	public works		
Little Falls Machine	public works	\$252.03	
MN PEIP	health insurance		
Medford Township	January jetter storage	\$300.00	
Minnesota Dept of Human Services	janitorial services		
Minnesota Municipal Utilities Assoc	Water Utility Member Dues		
Minnesota Public Facilities Authority	water and sewer interest		
MN State Fire Chiefs	fire dept		
Postmaster	stamps/postage		
Steele Waseca			
Synchrony Bank	public works		
Sundry Fire Supply	fire dept		
US Bank	city hall copy machine	\$135.89	
Utility Consultants	testing		
Verizon Wireless	cell phones		
WHKS	engineering fees		
	Total	\$184,719.23	\$0.00

Approved by City Council on Monday, January 23, 2023

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR JANUARY 2023

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Angela Bohlman	\$39.64	
Breakthru Beverage		
C & S Vending		
Centerpoint		
Collection Bureau of Little Falls		
Culligan		
City Laundering CO	\$325.44	
Electro Watchman		
Hillyard		
Huber Supply		
Minnesota Dept of Revenue		
Minnesota Human Services-Janitorial		
Megan Mettler	\$100.00	
Old Dutch	\$18.72	
Steele Waseca		
Waste Management		
Wal Mart		
	Total	
	\$483.80	\$0.00
<u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$86.65	
Hermel Wholesale	\$402.05	
Pepsi		
	Total	
	\$488.70	\$0.00
<u>BEER</u>		
College City Beverage	\$2,898.07	
Northern Beverage	\$320.40	
Locher Bros Inc	\$422.05	
	Total	
	\$3,640.52	\$0.00
	TOTAL	
	\$4,613.02	\$0.00

Approved by City Council on Monday, January 23, 2023

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

Checks for Month

10100 Cash

Since DECEMBER 2022

Begin Balance \$207,605.52

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
050548	AFLAC	12/5/2022	\$262.99	12-5-22bills	Aflac	\$207,342.53
050549	ALEX AIR APPARATUS INC	12/5/2022	\$3,066.19	12-5-22bills		\$204,276.34
050550	ALEX SCHWARTZ	12/5/2022	\$540.00	12-5-22bills	fire dept	\$203,736.34
050551	ANDREW FISCHER	12/5/2022	\$1,100.00	12-5-22bills	contract operator	\$202,636.34
050552	ANHORNS GAS & TIRE	12/5/2022	\$1,771.27	12-5-22bills	public works	\$200,865.07
050553	B & B PUMPING & PORTABL	12/5/2022	\$170.00	12-5-22bills	handicap toilet	\$200,695.07
050554	BOLTON & MENK, INC	12/5/2022	\$210.00	12-5-22bills	engineering fees	\$200,485.07
050555	BREAKTHRU BEVERAGE MN	12/5/2022	\$349.45	12-5-22bills	liquor for re sale	\$200,135.62
050556	CAR QUEST	12/5/2022	\$357.87	12-5-22bills	public works -	\$199,777.75
050557	CENTERPOINT	12/5/2022	\$854.33	12-5-22bills	6044309	\$198,923.42
050558	CITY LAUNDERING CO	12/5/2022	\$426.22	12-5-22bills		\$198,497.20
050559	COLE S ELECTRIC, INC.	12/5/2022	\$1,000.00	12-5-22bills	lights on poles for xmas lig	\$197,497.20
050560	COLLEGE CITY BEVERAGE,	12/5/2022	\$8,011.42	12-5-22bills		\$189,485.78
050561	CONTINENTAL RESEARCH C	12/5/2022	\$303.35	12-5-22bills	tefla pent	\$189,182.43
050562	CORE & MAIN, LP	12/5/2022	\$17.48	12-5-22bills	hex bolt	\$189,164.95
050563	CULLIGAN WATER CONDITI	12/5/2022	\$169.56	12-5-22bills	water softner	\$188,995.39
050564	DAHLHEIMER BEVERAGE LL	12/5/2022	\$849.70	12-5-22bills		\$188,145.69
050565	DAVID DROWN ASSOCIATE	12/5/2022	\$1,823.00	12-5-22bills	Ongoing Maintenance - co	\$186,322.69
050566	DEPT OF HUMAN SERVICES	12/5/2022	\$484.00	12-5-22bills	janitorial services	\$185,838.69
050567	EATON BROS LLC	12/5/2022	\$8,457.38	12-5-22bills	Biosolids	\$177,381.31
050568	EXPRESS PRESSURE WASH	12/5/2022	\$143.91	12-5-22bills	fire dept	\$177,237.40
050569	FIRE SAFETY USA INC	12/5/2022	\$1,030.00	12-5-22bills	fire dept	\$176,207.40
050570	GOPHER STATE ONE-CALL	12/5/2022	\$27.00	12-5-22bills	locates	\$176,180.40
050571	HAWKINS	12/5/2022	\$1,143.23	12-5-22bills	ferric chloride	\$175,037.17
050572	HEGGIES PIZZA	12/5/2022	\$891.35	12-5-22bills		\$174,145.82
050573	HERMEL WHOLESALE	12/5/2022	\$2,246.49	12-5-22bills	Misc merch	\$171,899.33
050574	IFACS	12/5/2022	\$6.67	12-5-22bills	public works	\$171,892.66
050575	JED PETERSEN	12/5/2022	\$32.98	12-5-22bills	reimbursement	\$171,859.68
050576	KLINE DISTRIBUTING, LLC	12/5/2022	\$474.90	12-5-22bills	pizza	\$171,384.78
050577	LOWES BUSINESS ACCOUN	12/5/2022	\$84.20	12-5-22bills	public works	\$171,300.58
050578	MEDFORD TOWNSHIP	12/5/2022	\$300.00	12-5-22bills	December Jetter Storage	\$171,000.58
050579	MEGAN METTLER	12/5/2022	\$200.00	12-5-22bills	muni cleaning	\$170,800.58
050580	METRO FIBERNET LLC	12/5/2022	\$677.93	12-5-22bills	507-455-2866, 0053, 3812	\$170,122.65
050581	METRO SALES INC.	12/5/2022	\$93.17	12-5-22bills	city hall copies	\$170,029.48
050582	MINNESOTA DEPT OF HEAL	12/5/2022	\$1,215.00	12-5-22bills	connection fees	\$168,814.48
050583	MINNESOTA FIRE SERVICE	12/5/2022	\$350.00	12-5-22bills	recertification	\$168,464.48
050584	MINNESOTA STATE FIRE DE	12/5/2022	\$225.00	12-5-22bills	fire dept membership dues	\$168,239.48
050585	NAGELS SOD	12/5/2022	\$306.32	12-5-22bills	black dirt	\$167,933.16
050586	NORTHERN BEVERAGE DIS	12/5/2022	\$794.40	12-5-22bills		\$167,138.76
050587	NORTHLAND FARM SYSTEM	12/5/2022	\$753.50	12-5-22bills	excavator rental	\$166,385.26
050588	OWATONNA FIRE & SAFETY	12/5/2022	\$129.69	12-5-22bills	fire dept	\$166,255.57
050589	PHILIP HEIM	12/5/2022	\$42.91	12-5-22bills	vets memorial	\$166,212.66
050590	QUALITY FLOW SYSTEMS IN	12/5/2022	\$7,422.00	12-5-22bills	flow meter system - wwtp	\$158,790.66
050591	RACHEL HEINRICHS	12/5/2022	\$184.81	12-5-22bills		\$158,605.85
050592	RICHARD HAGER	12/5/2022	\$948.86	12-5-22bills	fire dept	\$157,656.99
050593	STEELE COUNTY AUDITOR	12/5/2022	\$21,159.00	12-5-22bills	3rd Qtr Law enforcement fe	\$136,497.99
050594	STEELE COUNTY LANDFILL	12/5/2022	\$27.00	12-5-22bills	recycling	\$136,470.99
050595	STEELE COUNTY TREASUR	12/5/2022	\$400.00	12-5-22bills	Pictometry payment	\$136,070.99
050596	STEELE WASECA COOP EL	12/5/2022	\$5,796.04	12-5-22bills	25164	\$130,274.95
050597	TOWNSQUARE MEDIA FARI	12/5/2022	\$225.00	12-5-22bills		\$130,049.95
050598	US BANK EQUIPMENT FINA	12/5/2022	\$135.89	12-5-22bills	city hall copier lease	\$129,914.06
050599	UTILITY CONSULTANTS	12/5/2022	\$853.23	12-5-22bills	testing	\$129,060.83
050600	W.S. DARLY & CO	12/5/2022	\$4,962.25	12-5-22bills	fire dept	\$124,098.58
050601	WHKS	12/5/2022	\$1,385.49	12-5-22bills		\$122,713.09
050602	DELTA DENTAL	12/6/2022	\$265.81	12-5-22dental	Elizabeth	\$122,447.28
050603	CASH	12/6/2022	\$4,000.00	12-6-22atm	atm	\$118,447.28
050604	CASH	12/12/2022	\$5,000.00	12-12-22atm	atm	\$113,447.28
050605	CASH	12/15/2022	\$5,000.00	12-15-22atm	atm	\$108,447.28

Checks for Month

10100 Cash

Since DECEMBER 2022

Begin Balance \$207,605.52

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
050606	CASH	12/20/2022	\$6,000.00	12-20-22atm	atm	\$102,447.28
050607	AFLAC	12/27/2022	\$262.99	12-27-22bills	Aflac	\$102,184.29
050608	AMANDA MUELLER	12/27/2022	\$175.00	12-27-22bills	EDA	\$102,009.29
050609	ANGELA WEGNER	12/27/2022	\$190.00	12-27-22bills	EDA	\$101,819.29
050610	ANHORNS GAS & TIRE	12/27/2022	\$2,083.77	12-27-22bills	Façade Grant Reimburse	\$99,735.52
050611	ANHORNS GAS & TIRE	12/27/2022	\$4,478.26	12-27-22bills	fire dept/public works	\$95,257.26
050612	BOLTON & MENK, INC	12/27/2022	\$609.00	12-27-22bills	engineering fees	\$94,648.26
050613	BOUND TREE MEDICAL	12/27/2022	\$316.07	12-27-22bills	fire dept	\$94,332.19
050614	BRAD HAGER	12/27/2022	\$1,500.00	12-27-22bills	truck storage	\$92,832.19
050615	BREAKTHRU BEVERAGE MN	12/27/2022	\$1,681.16	12-27-22bills	liquor for re sale	\$91,151.03
050616	CENTERPOINT	12/27/2022	\$2,183.94	12-27-22bills	6044309	\$88,967.09
050617	CITY LAUNDERING CO	12/27/2022	\$426.22	12-27-22bills		\$88,540.87
050618	COLLEGE CITY BEVERAGE,	12/27/2022	\$5,068.78	12-27-22bills		\$83,472.09
050619	CORE & MAIN, LP	12/27/2022	\$219.20	12-27-22bills	credit balance	\$83,252.89
050620	CULLIGAN WATER CONDITI	12/27/2022	\$127.42	12-27-22bills	water softner	\$83,125.47
050621	DAHLHEIMER BEVERAGE LL	12/27/2022	\$715.65	12-27-22bills		\$82,409.82
050622	DENNIS LUEBBE	12/27/2022	\$140.00	12-27-22bills	zoning	\$82,269.82
050623	DEPT OF HUMAN SERVICES	12/27/2022	\$418.00	12-27-22bills	janitorial services	\$81,851.82
050624	DVS RENEWAL	12/27/2022	\$30.25	12-27-22bills		\$81,821.57
050625	ELIZABETH JACKSON	12/27/2022	\$63.35	12-27-22bills	Muni printer reimbursement	\$81,758.22
050626	FAME AWARDS	12/27/2022	\$116.00	12-27-22bills		\$81,642.22
050627	FETTE ELECTRONICS	12/27/2022	\$1,610.00	12-27-22bills		\$80,032.22
050628	FINHOLDT REPAIR LLC	12/27/2022	\$1,732.65	12-27-22bills	fire dept	\$78,299.57
050629	FIRE SAFETY USA INC	12/27/2022	\$150.00	12-27-22bills	fire dept	\$78,149.57
050630	FURTHER	12/27/2022	\$2,500.00	12-27-22bills	Health Savings 2023	\$75,649.57
050631	HACH COMPANY	12/27/2022	\$567.85	12-27-22bills	testing supplies	\$75,081.72
050632	HAWKINS	12/27/2022	\$2,287.64	12-27-22bills	chemicals	\$72,794.08
050633	HEGGIES PIZZA	12/27/2022	\$175.75	12-27-22bills		\$72,618.33
050634	HERMEL WHOLESALE	12/27/2022	\$1,200.07	12-27-22bills		\$71,418.26
050635	HILLYARD	12/27/2022	\$257.88	12-27-22bills	supplies	\$71,160.38
050636	HUBER SUPPLY CO., INC	12/27/2022	\$27.77	12-27-22bills		\$71,132.61
050637	INNOVATIVE OFFICE SOLUT	12/27/2022	\$361.97	12-27-22bills		\$70,770.64
050638	JOHN ANHORN	12/27/2022	\$175.00	12-27-22bills	EDA Board	\$70,595.64
050639	JOHNSON BROTHERS LIQU	12/27/2022	\$207.50	12-27-22bills	zing zang	\$70,388.14
050640	KIM HALVORSON	12/27/2022	\$520.00	12-27-22bills	2023 Compost Site Lease	\$69,868.14
050641	LITTLE FALLS MACHINE, INC	12/27/2022	\$1,074.99	12-27-22bills	loader repair	\$68,793.15
050642	LOWES BUSINESS ACCOUN	12/27/2022	\$430.84	12-27-22bills	public works	\$68,362.31
050643	MCFOA	12/27/2022	\$50.00	12-27-22bills	membership	\$68,312.31
050644	MEGAN METTLER	12/27/2022	\$400.00	12-27-22bills	Muni Cleaning	\$67,912.31
050645	METRO FIBERNET LLC	12/27/2022	\$694.74	12-27-22bills	507-455-2866, 0053, 3812	\$67,217.57
050646	MILBANK WINWATER WORK	12/27/2022	\$26,042.76	12-27-22bills	meters	\$41,174.81
050647	NORTHERN BEVERAGE DIS	12/27/2022	\$1,059.00	12-27-22bills		\$40,115.81
050648	PLUNKETT S INC.	12/27/2022	\$114.50	12-27-22bills	pest control	\$40,001.31
050649	RICHARD QUIRING	12/27/2022	\$160.00	12-27-22bills	zoning	\$39,841.31
050650	SESAC	12/27/2022	\$553.00	12-27-22bills	music license	\$39,288.31
050651	SPORTSTITCH & MORE INC.	12/27/2022	\$716.00	12-27-22bills	fire dept	\$38,572.31
050652	STEELE COUNTY AUDITOR	12/27/2022	\$119.75	12-27-22bills	election cost	\$38,452.56
050653	STEELE WASECA COOP EL	12/27/2022	\$5,255.22	12-27-22bills	25728	\$33,197.34
050654	STEWART SANITATION	12/27/2022	\$97.35	12-27-22bills	city garbage disposal	\$33,099.99
050655	TOM HARRIS	12/27/2022	\$140.00	12-27-22bills	zoning	\$32,959.99
050656	VERIZON WIRELESS	12/27/2022	\$46.16	12-27-22bills	cell phones	\$32,913.83
050657	W.S. DARLY & CO	12/27/2022	\$88.40	12-27-22bills	fire dept	\$32,825.43
050658	WASTE MANAGEMENT	12/27/2022	\$269.60	12-27-22bills	muni garbage disposal	\$32,555.83
050659	WHKS	12/27/2022	\$12,289.06	12-27-22bills	engineering fees	\$20,266.77
050660	WIGHAM TRUCKING & EXCA	12/27/2022	\$2,400.00	12-27-22bills	street sweeping	\$17,866.77
050661	DELTA DENTAL	12/27/2022	\$467.22	12-27-22Dental	Elizabeth	\$17,399.55
050662	BLUE CROSS BLUE SHIELD	12/27/2022	\$2,721.59	12-27-22HINS	Health Insurance	\$14,677.96
050663	MEDFORD VOLUNTEER FIR	12/28/2022	\$140.00	2022 Fire Dues	union dues	\$14,537.96

CITY OF MEDFORD

Checks for Month

10100 Cash

Since DECEMBER 2022

Begin Balance \$207,605.52

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
050664	VOLUNTEER FIREFIGHTER'	12/28/2022	\$280.00	2022 Fire Ins		\$14,257.96
050665	CASH	12/30/2022	\$5,000.00	12-30-22atm	atm	\$9,257.96
	Deposits	\$0.00				
	Checks	-\$198,347.56	-\$198,347.56			

FILTER: ((([Act Year]='2022' and [period] in (12)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??')) and [Cash Act]='10100')

Checks for Month

10100 Cash

Since DECEMBER 2022

Begin Balance \$207,605.52

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
016888	Bohlman, Angela	12/9/2022	\$435.25	PAY20220225.00		\$207,170.27
016889	Brannan, Miles	12/9/2022	\$1,744.81	PAY20220225.00		\$205,425.46
016890	Grinnell, Bryce	12/9/2022	\$1,498.76	PAY20220225.00		\$203,926.70
016891	Heinrich, Mathias	12/9/2022	\$666.64	PAY20220225.00		\$203,260.06
016892	Heinrichs, Rachel	12/9/2022	\$825.91	PAY20220225.00		\$202,434.15
016893	Jackson, Elizabeth	12/9/2022	\$2,424.02	PAY20220225.00		\$200,010.13
016894	Jorgenson, Kristi	12/9/2022	\$66.96	PAY20220225.00		\$199,943.17
016896	McGivney, Brenda	12/9/2022	\$435.66	PAY20220225.00		\$199,507.51
016897	Petersen, Jed	12/9/2022	\$2,830.38	PAY20220225.00		\$196,677.13
016898	Reinhard, Dyann	12/9/2022	\$218.69	PAY20220225.00		\$196,458.44
016899	Will, Richard W	12/9/2022	\$165.62	PAY20220225.00		\$196,292.82
016900	Krogh, James	12/9/2022	\$1,331.67	PAY20220225.00		\$194,961.15
016907	Bartlett, Grace	12/15/2022	\$207.79	PAY20220312.00		\$194,753.36
016908	Hager, Richard	12/15/2022	\$115.44	PAY20220312.00		\$194,637.92
016909	Langeslag, Chad	12/15/2022	\$207.79	PAY20220312.00		\$194,430.13
016910	Merritt, Chad W	12/15/2022	\$207.79	PAY20220312.00		\$194,222.34
016911	Mueller, Amanda	12/15/2022	\$207.79	PAY20220312.00		\$194,014.55
016912	Thomas, Danny	12/15/2022	\$277.05	PAY20220312.00		\$193,737.50
016913	Bohlman, Angela	12/23/2022	\$403.23	PAY20220226.00		\$193,334.27
016914	Brannan, Miles	12/23/2022	\$1,628.74	PAY20220226.00		\$191,705.53
016915	Heinrich, Mathias	12/23/2022	\$1,388.29	PAY20220226.00		\$190,317.24
016916	Heinrichs, Rachel	12/23/2022	\$825.91	PAY20220226.00		\$189,491.33
016917	Jackson, Elizabeth	12/23/2022	\$2,338.95	PAY20220226.00		\$187,152.38
016918	Jorgenson, Kristi	12/23/2022	\$57.95	PAY20220226.00		\$187,094.43
016919	Krogh, James	12/23/2022	\$1,331.67	PAY20220226.00		\$185,762.76
016920	McGivney, Brenda	12/23/2022	\$495.37	PAY20220226.00		\$185,267.39
016921	Petersen, Jed	12/23/2022	\$2,685.73	PAY20220226.00		\$182,581.66
016922	Reinhard, Dyann	12/23/2022	\$277.39	PAY20220226.00		\$182,304.27
016923	Will, Richard W	12/23/2022	\$182.52	PAY20220226.00		\$182,121.75
016924	Amberg, Timothy	12/28/2022	\$1,180.01	PAY20220501.00		\$180,941.74
016925	Anhorn, John T	12/28/2022	\$1,964.98	PAY20220501.00		\$178,976.76
016927	Davis, Trevor	12/28/2022	\$642.54	PAY20220501.00		\$178,334.22
016928	Ditlevson, Christopher J	12/28/2022	\$893.72	PAY20220501.00		\$177,440.50
016929	Ellingson, Dakota J	12/28/2022	\$779.21	PAY20220501.00		\$176,661.29
016930	Ellingson, Richard	12/28/2022	\$376.56	PAY20220501.00		\$176,284.73
016932	Finholdt, Eric	12/28/2022	\$829.08	PAY20220501.00		\$175,455.65
016933	Goodnature, Nicholas	12/28/2022	\$912.19	PAY20220501.00		\$174,543.46
016934	Hagen, Darren D	12/28/2022	\$686.86	PAY20220501.00		\$173,856.60
016935	Hager, Bradley	12/28/2022	\$659.15	PAY20220501.00		\$173,197.45
016936	Hager, Richard	12/28/2022	\$1,771.05	PAY20220501.00		\$171,426.40
016938	Helgeson, Craig H	12/28/2022	\$1,163.39	PAY20220501.00		\$170,263.01
016939	Kucera, Richard J	12/28/2022	\$197.40	PAY20220501.00		\$170,065.61
016941	Maas, Benjamin J	12/28/2022	\$867.87	PAY20220501.00		\$169,197.74
016942	Markham, Kelly B	12/28/2022	\$1,257.58	PAY20220501.00		\$167,940.16
016943	Mullenbach, Matthew	12/28/2022	\$1,996.38	PAY20220501.00		\$165,943.78
016945	Noble, Troy R	12/28/2022	\$27.70	PAY20220501.00		\$165,916.08
016948	Ristau, Mark E	12/28/2022	\$686.86	PAY20220501.00		\$165,229.22
016949	Sanborn, Gregory E	12/28/2022	\$1,442.28	PAY20220501.00		\$163,786.94
016951	Simon, Daniel	12/28/2022	\$823.53	PAY20220501.00		\$162,963.41
016952	Smith, Michael S	12/28/2022	\$1,288.99	PAY20220501.00		\$161,674.42
016953	Taylor, Ross	12/28/2022	\$302.90	PAY20220501.00		\$161,371.52
016954	Broin, David	12/28/2022	\$1,111.67	PAY20220501.00		\$160,259.85
016955	Finholdt, Benjamin	12/28/2022	\$1,133.83	PAY20220501.00		\$159,126.02
016956	Heinrichs, Mathias J	12/28/2022	\$993.47	PAY20220501.00		\$158,132.55
016957	Lawson, Jonathan	12/28/2022	\$1,540.17	PAY20220501.00		\$156,592.38
016958	Noble, Bo	12/28/2022	\$1,159.70	PAY20220501.00		\$155,432.68
016959	Nowak, Tavis	12/28/2022	\$1,047.02	PAY20220501.00		\$154,385.66
016960	Prondzinski, Michael	12/28/2022	\$1,401.65	PAY20220501.00		\$152,984.01

CITY OF MEDFORD

Checks for Month

10100 Cash

Since DECEMBER 2022

Begin Balance \$207,605.52

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
016961	Schwartz, Alex	12/28/2022	\$1,333.31	PAY20220501.00		\$151,650.70
016962	Krogh, James	12/30/2022	\$115.38	PAY20220226.01		\$151,535.32
	Deposits	\$0.00				
	Checks	-\$56,070.20	-\$56,070.20			

FILTER: (([Act Year]='2022' and [period] in (12))) and ((([Source] like 'PAY?????????.?')) and [Cash Act]='10100')

Checks for Month

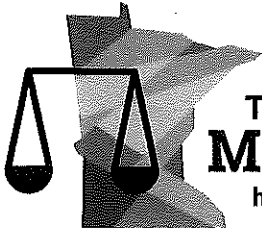
10100 Cash

Since DECEMBER 2022

Begin Balance \$207,605.52

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
004629E	FURTHER	12/12/2022	\$220.00	12-9-22HSA		\$207,385.52
004630E	EFTPS	12/13/2022	\$2,940.82	12-9-22fed	Withholding	\$204,444.70
004631E	STATE OF MINNESOTA	12/13/2022	\$552.42	12-9-22fed	Withholding	\$203,892.28
004632E	PUBLIC EMPLOYEES RETIR	12/13/2022	\$2,207.42	12-9-22fed	Retirement	\$201,684.86
004633E	EFTPS	12/19/2022	\$202.70	12-15-22FED	Withholding	\$201,482.16
004634E	MINNESOTA DEPT OF REVE	12/20/2022	\$3,717.00	12-20-22tax	muni sales tax	\$197,765.16
004635E	FURTHER	12/27/2022	\$20.00	12-23-22HSA		\$197,745.16
004636E	EFTPS	12/27/2022	\$2,602.65	12-23-22FED	Withholding	\$195,142.51
004637E	STATE OF MINNESOTA	12/27/2022	\$466.30	12-23-22FED	Withholding	\$194,676.21
004638E	EFTPS	12/28/2022	\$5,117.90	12-28-22FED	Withholding	\$189,558.31
004639E	FIRST STATE BANK OF RED	12/29/2022	\$35,000.00	2022FD Savings	2022 transfer from checkin	\$154,558.31
004640E	PUBLIC EMPLOYEES RETIR	1/3/2023	\$2,037.74	12-23-22FED	Retirement	\$152,520.57
004641E	PUBLIC EMPLOYEES RETIR	1/3/2023	\$18.82	12-30-22FEDE	Retirement	\$152,501.75
004642E	EFTPS	1/3/2023	\$20.56	12-30-22FEDE	Withholding	\$152,481.19
004647E	U.S. BANK (MERCHANT SER	1/11/2023	\$120.03	12-2-22ccfee	credit card fees	\$152,361.16
004648E	REVTRAK	1/17/2023	\$153.92	12-7-22revfee	Fees Paid	\$152,207.24
004649E	INTERNET PURCHASES	1/17/2023	\$48.00	12-1-22google	Google email	\$152,159.24
004650E	POSTMASTER	1/17/2023	\$296.00	12-2-22postage	postage	\$151,863.24
004651E	FIRST STATE BANK OF RED	1/17/2023	\$408.00	D Elzen NSF	Dean Elzen NSF	\$151,455.24
004652E	INTERNET PURCHASES	1/17/2023	\$14.99	12-13-22wyze	WYZE securty cams	\$151,440.25
004653E	U.S. BANK (MERCHANT SER	1/17/2023	\$39.95	12-13-22PCI	credit card fees	\$151,400.30
004654E	WALMART COMMUNITY/GE	1/17/2023	\$50.23	12-15-22walmart	muni	\$151,350.07
004655E	INTERNET PURCHASES	1/17/2023	\$212.20	12-15-22LaQuinta	Hotel - Jed Test	\$151,137.87
004656E	WALMART COMMUNITY/GE	1/17/2023	\$114.30	12-20-22walmart	Muni	\$151,023.57
004657E	POSTMASTER	1/17/2023	\$60.00	12-21-22postage		\$150,963.57
004658E	WALMART COMMUNITY/GE	1/17/2023	\$103.64	12-27-22walmart	muni	\$150,859.93
	Deposits	\$0.00				
	Checks	-\$56,745.59	-\$56,745.59			

FILTER: ((([Act Year]='2022' and [period] in (12)))) and ((([EFT])) and [Cash Act]='10100')



The Office of
Minnesota Attorney General Keith Ellison
helping people afford their lives and live with dignity and respect • www.ag.state.mn.us

April 01, 2022

Edna Ringhofer
Owatonna Healthy Seniors Program
P.O. Box 1089
Owatonna, MN 55060-

**Re: Owatonna Healthy Seniors Program (EIN: 411885511)
Charitable Organization Annual Report Accepted**

Dear Edna Ringhofer:

I thank you for submitting the December 31, 2021 annual report for Owatonna Healthy Seniors Program, as required by the Minnesota Charitable Solicitation Act, Minn. Stat. §§ 309.50-.61.

This letter confirms that this Office has received these materials and re-registered your organization for the upcoming year. You may wish to retain this letter as evidence that your annual report has been accepted by this Office.

Please note that acceptance of these materials is not an endorsement of your organization or an approval or attestation regarding the accuracy or completeness of the submitted documents. See Minn. Stat. § 309.55, subd. 3.

The organization's next annual report for December 31, 2022 is due on July 17, 2023. Please visit www.ag.state.mn.us/Charity/DownloadForms.asp to download Minnesota annual report forms, to request an extension of the date by which your annual report must be filed, or to review additional information about your reporting obligations.

Sincerely,

JULIE BRENGMAN
Charities Registrar

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Owatonna Healthy Seniors Program dba Healthy Seniors Previous Gambling Permit Number: X-35142-19-009

Minnesota Tax ID Number, if any: 3382119 Federal Employer ID Number (FEIN), if any: 41-1885511

Mailing Address: P.O. Box 1089

City: Owatonna State: MN Zip: 55060 County: Steele

Name of Chief Executive Officer (CEO): Edna Ringhofer

CEO Daytime Phone: (507)774-7648 CEO Email: edna@healthyseniorsmn.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Medford High School

Physical Address (do not use P.O. box): 750 2nd Ave SE

Check one:
 City: Medford Zip: 55060 County: Steele
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 29, 2023

Check each type of gambling activity that your organization will conduct:

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Echra Ringhofer Date: 11/18/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Echra Ringhofer

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> a copy of your proof of nonprofit status; and <input checked="" type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; Individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

RESOLUTION 2023-02 APPROVING PLANS AND
SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS

WHEREAS, the consulting engineers for the City have prepared final plans and specifications for the construction of 2023 Street Improvement Project in the City, and such plans and specifications have been presented to this Council for approval;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Medford, Minnesota:

1. Such plans and specifications are hereby approved and ordered placed on file in the office of the City Clerk.
2. The City Clerk shall prepare and cause to be inserted in the official city newspaper and Quest Construction Document Network an advertisement for bids upon the making of such improvements under such approved plans and specifications.

The advertisement shall be published in each of said publications at least once not less than three weeks before the date set for opening bids, shall specify the work to be done, shall state that bids will be publicly opened on February 21, 2023 at 9:00 o'clock A.M. at City Hall in said City and that no bids will be considered unless accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

The motion for the adoption of the foregoing resolution was seconded by member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF STEELE) ss
CITY OF MEDFORD)

I, the undersigned, being the duly qualified and acting Clerk of the City of Medford Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original minutes on file and of record in my office, and the same is a true and correct transcript of the minutes of a meeting of the City Council held on the date therein indicated, insofar as the same relates to a resolution approving plans and specifications and ordering advertisement for bids for on 2023 Street Improvement Project for said City.

WITNESS my hand as such Clerk and the seal of said City this _____ day of _____, 2023.

City Clerk

(SEAL)

PROPOSED PROJECT SCHEDULE

PROJECT: 2023 Street Improvements WHKS JOB NO.: 9288.22
 CLIENT: City of Medford
 LOCATION: Medford, Minnesota
 DATE: January 18, 2023

Item	Name	Date
Present Feasibility Report to Council	WHKS	November 28, 2022
Resolution approving Feasibility Report	City Council	November 28, 2022
Resolution calling public hearing	City Council	November 28, 2022
Send public notice to newspaper	City Staff	December 5, 2022
Notice of public hearing appears in newspaper (twice)		December 8, 2022
		December 15, 2022
Mail notices to residents	Clerk	December 5, 2022
Public hearing	City Council	December 19, 2022
Resolution ordering improvement and directing preparation of plans and specifications	City Council	December 19, 2022
Present plans and specifications to Council	WHKS	January 23, 2023
Resolution approving plans and specifications and directing solicitation of bids	City Council	January 23, 2023
Send Advertisement for Bids to newspaper	City Staff	January 23, 2023
Advertisement appears in newspaper		January 26, 2023
Receive bids at City Hall	WHKS & City Staff	February 21, 2023
Present bids to Council	WHKS	February 27, 2023
Resolution setting amount to be assessed resolution for Public Hearing	City Council	February 27, 2023
Send Public Hearing Notice to residents and newspaper	Clerk	March 6, 2023

Public Notice appears in newspaper		March 9, 2023
Hold Public Hearing on Final Assessments	City Council	March 27, 2023
Residents may appeal assessment to district court by serving notice to the Mayor or Clerk 30 days after adoption of assessment		April 26, 2023
Final notice with the court ends 10 days after such appeal to the Mayor or Clerk		May 6, 2023
Resolution receiving bids and awarding contract, resolution to adopt assessment	City Council	March 27, 2023
Preconstruction meeting	WHKS & City Staff	Spring 2023
Begin construction	Contractor	Spring, 2023
Complete construction	Contractor	Fall, 2023
Certify Assessments to Steele County	City Clerk	Before November 30, 2023

MEMORANDUM

TO: Council

FROM: Jed Petersen
Administrative Director of Operations

DATE: January 2023

RE: Update

Public Works:

Water

- Have all components needed and have started installing meters

Wastewater

- Mixer failed will need to be completely rebuilt or replaced

Streets/Park/Pool

- Snow removal: Public works has spent majority of the month clearing snow with the weekly snow storms

Muni

- Installed new POS system working out the bugs
- Refinish Muni Floor Monday January 30th weather permitting

SUN 29 MON 30 TUE 31 WED Feb 1 THU 2 FRI 3 SAT 4

5 Mathias on call
 Weekend rounds W
 Locates
 Refinish Muni Floor
 Rounds wtp, wwtp,
 Setup sampler at W

6 miles on call
 Collect samples an
 Exercise Booster pi
 Locates
 Rounds wtp, wwtp,
 O 10am Annual Utili

7 miles on call
 Collect samples an
 Locates
 Rounds wtp, wwtp,
 Setup sampler at W

8 Locates
 Rounds wtp, wwtp,
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9 Locates
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 Rounds wtp, wwtp,
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13 Weekend rounds W

	SUN	MON	TUE	WED	THU	FRI	SAT
1	Jan 1	2	3	4	5	6	7
	Jamey on call	Mathias on call	Mathias on call				Weekend rounds W
	Weekend rounds W	Snow removal	Collect samples an	Locates	maintain ice rinks	Locates	
	New Year's Day	Locates	Locates	Rounds wtp, wwtp,	Locates	Rounds wtp, wwtp,	
		Rounds wtp, wwtp,	Rounds wtp, wwtp,				
		2 more	3 more				
2	8	9	10	11	12	13	14
	Mathias on call	miles on call	miles on call				
	Weekend rounds W	Snow Removal	Snow Removal		Jed PTO		Weekend rounds W
		Locates	Collect samples an	Locates	maintain ice rinks		
		Rounds wtp, wwtp,	Locates	Rounds wtp, wwtp,	call and install met	Call and install met	
		Setup sampler at W	Rounds wtp, wwtp,		7 more	4 more	
3	15	16	17	18	19	20	21
	miles on call	Jamey on call	Jamey on call				
	Weekend rounds W	Locates	Clear ice from roads	Locates	snow removal		Weekend rounds W
		Rounds wtp, wwtp,	Collect samples an	Locates	Locates	Locates	
		Setup sampler at W	Locates	Meter installs	Meter installs	Rounds wtp, wwtp,	
		Martin Luther King	Rounds wtp, wwtp,	Rounds wtp, wwtp,	4 more		
4	22	23	24	25	26	27	28
	Jamey on call	Mathias on call	Mathias on call				
	Weekend rounds W	Locates	Collect samples an	Locates	Locates	Locates	Weekend rounds W
		Rounds wtp, wwtp,	Locates	Rounds wtp, wwtp,	Rounds wtp, wwtp,	Rounds wtp, wwtp,	
		Setup sampler at W	Rounds wtp, wwtp,		Spray down Clarifite		
		1pm Medford <->					
5							
	Mathias on call	miles on call	miles on call				
	Weekend rounds W	Locates	Collect samples an	Locates	Locates	Locates	Weekend rounds W
		Refinish Muni Floor	Exercise Booster pi	Rounds wtp, wwtp,	Rounds wtp, wwtp,	Rounds wtp, wwtp,	
		Rounds wtp, wwtp,	Locates		Spray down Clarifite		
		Setup sampler at W	Rounds wtp, wwtp,		O 10am Annual Utili		

To: Mr. Jed Petersen, Administrative Director of Operations

From: Andrew Fischer, Contract Operator

Date: December 28, 2022

Subject: Resignation of Services

Mr. Petersen,

I am writing this letter to inform you of my 60-day notice to resign as Contract Operator for the City of Medford wastewater duties. My last day will be February 28, 2023. While I understand that it is difficult to secure a staff member with the proper license(s) to fulfill certain requirements and I am not intending to present a hardship for The City, I would be willing to continue my services for a reasonable amount of time for a monthly fee of \$1750.00, if needed, starting March 1, 2023. Please let me know if you have any additional questions.

Thank you,

Andrew Fischer

X Andrew Fischer

Andrew Fischer

TO: Council

FROM: Elizabeth Jackson
City Clerk

DATE: January 2023

RE: City Financial Report/General Updates

Background:

The City auditors will be in City Hall on January 24-25, 2023 to conduct the rest of the City's yearly audit. Currently I am completing the rest of 2022 year end reports and tax documents.

No action is required by Council.

TO: Council

FROM: Elizabeth Jackson
City Clerk

DATE: January 2023

RE: Accepting Check at the Medford Liquor Store

Background:

Currently the City of Medford accepts checks as a form of payment at the Medford Liquor Store. Over the last few months we have had several checks returned from the bank for insufficient funds. The liquor store accepts credit cards as payment and also has an ATM on site.

When checks are returned for insufficient funds it is an additional expense to the City of Medford to get these checks resolved by the patron that wrote the check. Very few bars and restaurants still accept checks as a form of payment.

I recommend Council consider changing the City of Medford's policy to no longer accept checks at the Medford Liquor Store effective March 1, 2023.