

City of Medford Regular Meeting Agenda

April 24, 2017, 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. Straight River Days – Erin Sammon
 - A. Parade Permit Request
 - B. Temporary Golf Cart Passes
 - C. Raffle Requests
- VI. Presentation of 2016 Audit – Abdo, Eick & Meyers
- VII. 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. Resolution 2017-22 Accepting Donations from Pat & Kay Merritt (\$10.00), John C Dillemath (\$5.00), Gary Ringhofer(\$5.00), and Bryce Butler (\$5.00) for the Medford Park Endowment Fund.
- VIII. Council Committees/Reports
 - A. Mayor's Report
 - B. Planning and Zoning Board – did not meet
 - C. EDA Board – did not meet
 - D. Park Board – did not meet
- IX. Department Reports
 - A. City Attorney
 - B. City Engineer
 - C. Administration Department
 - i. City Administrator
 - ii. City Clerk
 - D. Public Works Department
 - i. Public Works Director
 - E. Fire Department
- XI. Unfinished Business
- XII. New Business
 - A. 2017 pool staffing
 - B. Computer Use Policy
 - C. Vacation of street and sale of land
 - D. Tennis court resurfacing
 - E. Trail to the Lazy U/ Co Rd 12 construction project planning
 - F. Ordinance 2017-02 Amending Sunday Off-Sale Liquor Requirements for the Municipal Liquor Store
 - G. Compost site
- XIII. Next Meeting Dates
 - A. Council Workshop/Special Meeting – Monday, May 22, 2017, 6:30 – 7:00 p.m.
 - B. Regular City Council Meeting – Monday, May 22, 2017, 7:00 p.m.
 - C. LMC Annual Conference, June 14-16, Rochester
- XIV. Adjournment

CITY OF MEDFORD
PARADE PERMIT

Applicant Medford Civic Club E-Mail straightriverdays@gmail.com

Name of Business or Organization Medford Civic Club - ERIN SAMMON

Phone 507-450-5119 cell (W) _____ FAX _____

Address P.O. BOX 25 - Medford, MN 55049

Location where parade will line-up Old Football Field.

Location where parade will end SAME.

Beginning time of parade 530 pm line up - 7pm start

Erin Sammon
APPLICANT SIGNATURE

3-10-17
DATE

CITY OFFICIAL SIGNATURE

APPROVAL DATE

Special City Council Meeting
March 27, 2017
5:30 p.m.
Wastewater Treatment Plant/City Hall

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

Members absent: None.

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

Others attending were Ashley Stewart.

The purpose of tonight's tour of the Waste Water Treatment Plant is to discuss the necessary and possible capital expenditures at the waste water treatment plant.

Administrator Welti stated the \$207,000 in trunk fees received from Ritchie Brothers was not included in the Sanitary Sewer Capital Outlay Plan. Welti stated that if all the maintenance issues at the waste water treatment plant were corrected it would be over \$200,000.

Decanting System-

Public Works Supervisor Petersen gave the tour of the waste water treatment plant. Petersen stated the decanting system is broken. Petersen stated the roof was not made for walking on other than for routine maintenance. Repairing the current decanting system would be approximately \$5,000 however the current decanting system had operational issues acknowledged by Bolton & Menk. The cost for engineers to design a new system is approximately \$4,000.

Biosolids Pump-

Public Works Supervisor Petersen stated the internal biosolids pump is broken. The approximate estimate to replace it is \$40,000. Petersen stated the current broken pump is not sufficient, even if the pump was working it would take days to load the trucks. Petersen stated using the current external pump is not the preferred method for biosolids removal.

Grinder or Screen-

Public Works Supervisor stated the grinder stopped working a couple of years ago. The current large screen only catches a small portion of the non-biodegradable materials (approximately 25%). The non-biodegradable material that is not caught plugs up parts of the system.

A new screen would remove nearly 100% of the plastic materials and non-biodegradable materials entering the waste water treatment plant. The cost of a screen is a minimum of \$100,000.

Effluent Pipe-

The current effluent pipe used to discharge treated water into the river has tree roots growing into the pipe and needs to be replaced. The cost for a new effluent pipe is approximately \$3,500.00

Float and Pump System-

Public Works Supervisor Petersen stated that during floods, water treated by the wastewater treatment plant does not flow into the river. Public works staff has to use temporary pumps that have to be monitored 24 hours a day to discharge the treated water. Installing a float and pump system would address this issue. The approximate cost would be \$10,000(very low end).

Dome for Aeration Tank-

Public Works Supervisor Petersen stated the aeration tank currently has a canvass that is used to cover it during the winter to prevent freezing. The canvass requires repair every year. The canvass also traps gases that are causing the cement to erode. A dome for the aeration tank is approximately \$100,000.

Holding Tank for Septage-

Currently the City of Medford accepts septage from area septic haulers. This generates approximately \$23,000 in revenue yearly, which covers the cost of the City's annual biosolids application. A holding tank would allow public works staff to slowly feed the septage into the waste water treatment plant, rather than it being dumped directly into the plant. A holding tank is approximately \$20,000(very low end).

Review of Capital Plans at City Hall.

Administrator Welti gave a brief overview of each capital improvement plan.

Administrator Welti stated there was no change in the capital improvement plan for the Park Department.

Administrator Welti stated there was no change to the Municipal Liquor Store capital improvement plan. Welti stated replacement of the rooftop HVAC system is planned for 2018.

Administrator Welti gave a brief update on the changes to the Public Works capital improvement plan. Welti stated a used 2008 Ford F450 with man lift truck and the 2011 John Deere Loader purchased in 2016 were included in the water plan. Welti also stated replacement of the 2002 Dodge Service Pickup Truck is planned for 2018.

Administrator Welti gave a brief update on the Water Plant. Welti stated the City of Medford had received \$207,000 in trunk fees from Ritchie Brothers in 2016 and these funds were included in the capital plan. Welti stated well pump #1 had been removed from the capital improvement plan.

Administrator Welti gave an update on the Sanitary Sewer capital improvement plan. Welti stated the \$207,000 of trunk fees from Ritchie Brothers had not been added to the capital improvement plan due to the major deferred maintenance items that need to be addressed at the wastewater treatment plant. Welti stated the next big expenditure would be recoating the inside of the sludge tank and replacement of the jetter truck.

Fire Chief Hager presented the Fire Department capital improvement plan. Hager stated the capital improvement plan contained 14 items. Hager stated he is still waiting to hear if grants were awarded for the SCBA Packs/Bottles. Chief Hager stated the fire department had recently purchased a used cascade system. Hager stated the fire department had been denied a grant for buying gear extractor equipment twice.

No decisions were made at this work session.

Motion by Sexton, seconded by Merritt to adjourn the work session at 6:49 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
March 27, 2017
7:00 p.m.
City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, and Mark Rahrlick.

Others attending were Ashley Stewart, Lon Thiele, Rick Hager, and Rich Quiring.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations: None.

Agenda. Add training for Welti and Jackson and AED for swimming pool to the end of new business.

Motion by Sexton, seconded by Merritt 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.

Approval of the February 27, 2017 regular meeting minutes and the special work session minutes.

Approval of the February and March city and liquor store bills.

Approval of the February check register numbers E2887-E2906, 14145-14180, and 45260-45305.

Resolution 2017-21 Accepting Donations from Pat & Kay Merritt (\$10.00), Don Dagne (\$10.00), Dea Lechner (\$10.00), Mac Bowman (\$10.00), and Al Jirele (\$5.00) for the Medford Park Endowment Fund.

Councilmember Sexton inquired about the Access Tonna Lock bill for master padlocks. Public Works Supervisor Petersen stated all padlocks in the City had been changed after the pool shack break in.

Motion by Sexton, seconded by Merritt 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 – Richard Quiring gave a brief update. Quiring stated the Shoreland Ordinance continued to be reviewed at the March 20, 2017 meeting. The Planning and Zoning Board received comments from the general public on the shoreland ordinance. Quiring stated the Planning & Zoning Board discussed off parcel signs. The general consensus of the Board was to leave the ordinance as is.

EDA Board – Administrator Welti presented the minutes from the EDA board meeting. Cris Gasner and Joya Stetson provided a CEDA presentation. Gasner and Stetson also provided the EDA with a First Impressions Proposal that highlighted economic development opportunities in Medford that CEDA could implement if the City of Medford entered into a contract with the organization.

Administrator Welti stated that J Merchants had their grand opening at the Medford Outlet Mall. A pop up garden pottery store will also be opening in the Outlet Center.

Administrator Welti stated residential development continues to be discussed with local developers.

Park Board- Public Works Supervisor Petersen gave a brief update on the Park Board. Petersen stated the new pool manager; Sydney Langeslag had given an update at the meeting about possible pool activities, pool hours, and rate changes.

Petersen stated the Park Board discussed the ice rink season.

City Attorney – None.

City Engineer – None.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated Contract Operator Rick Olson and Public Supervisor Jed are moving forward with the process of certifying sites for biosolids application. Ordean Oyer is available to apply biosolids for the City this spring.

Administrator Welti stated that Bernie LaCanne, owner of the Lazy U had requested Council consider allowing the Lazy U to hook up to City water and sewer service. This will be discussed during a Council workshop/special meeting on Monday, April 24, 2017 at 5:30 p.m.

Administrator Welti stated a copy of the Steele County Housing Study had been sent to several area developers and Welti had followed up with calls and invitations to meet and discuss the results.

Administrator Welti attended the Steele County Hazard Mitigation Plan meeting and provided a list of mitigation projects the City may want to consider implementing in the future. The mitigation projects need to be listed in the Hazard Mitigation plan to be eligible for FEMA reimbursement.

Resolution 2017-20 Certifying Unpaid Utility Bills to Steele County.

Motion by Sexton, seconded by Maas to approve Resolution 2017-20 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

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

Supervisor Petersen stated the RAS pump 2 had failed and is being rebuilt. Petersen stated Automatic Systems had ordered the wrong VFD for blower 2 and he is patiently waiting for the new one.

Supervisor Petersen stated pot hole repair continues. Seykora Asphalt will be sweeping the streets within two weeks.

Supervisor Petersen stated all picnic tables in the Straight River Park had been repainted. Petersen stated as the weather warms up, Public Works will be focusing on getting the entire Straight River Park back to its original glory for the season.

Supervisor Petersen stated a new ice machine was purchased for the Municipal Liquor Store and installed for under \$3,200.00

Fire Department – None.

New Business

City Council Chamber Furnace – Administrator Welti presented a memo. Welti stated the US EPA action level for indoor radon is 4.0 pCi/L. The initial short term radon test result was 7.9 pCi/L. The intermediate radon test result was 14.2 pCi/L. Welti stated he had contacted area HVAC contractors after receiving the results of the initial radon test and asked for quotes to fix the cold air return system by installing above ground ducts. All the contractors stated

that cold air return systems similar to the council chamber furnace system were built prior to radon being linked to cancer.

Administrator Welti made a recommendation for the Council to approve the quote of \$1,495 submitted by Deml Heating & Air Conditioning to install a new cold air return system in the council chambers.

Motion by Sexton, seconded by Dempsey to approve the quote of \$1,495 from Deml Heating & Air Conditioning. All members voted aye for approval. Motion carried.

Resolution 2017-18 Authorizing Membership in the 4M Fund.

Administrator Welti presented a memo on the 4M Fund. Welti stated he had spoken with City staff from three other communities which recently invested funds in CDs through the 4M Fund. All City staff he spoke with was pleased with the rates and service.

Resolution 2017-18 will authorize the City Administrator to utilize the services of the 4M Fund and to invest in the 4M Funds when rates are higher than those offered through First State Bank.

Motion by Maas, seconded by Sexton to approve Resolution 2017-18 Authorizing Membership in the 4M Fund. All members voted aye for approval. Motion carried.

North Boulevard along Central Avenue – Administrator Welti presented a memo.

Administrator Welti stated there is approximately 486 square yards of sod that has died or become inundated with weeds. Homeowners were provided with recommendations to care for the sod when it was installed in the spring of 2015. The suggestion of a local landscape company is to seed the area. Welti stated precedent will be set if and when the City takes action.

Administrator Welti made a recommendation the City could either take no action or make grass seed available for any property owners who want to try to reestablish lawn in the boulevard.

Council decided to take no action. Council feels the grass is the homeowner's responsibility.

2017 Pool Rates and Hours of Operation – Administrator Welti presented a memo. Welti stated after reviewing the hours and rates with the pool manager and the city clerk, the following changes are proposed:

Evening break would be 5:00 – 5:30 p.m.

Open swim would be 5:30 – 7:30 p.m. Monday through Friday

Open swim would be 12:30-5:00 p.m. and 5:30-8:00 p.m. Saturday and Sunday

Water aerobics would be 7:30-8:30 p.m. Monday through Thursday

Motion by Sexton, seconded by Dempsey to approve the change in pool hours. All members voted aye for approval. Motion carried.

Administrator Welti proposed the following rate changes:

Pool Parties:

\$50.00 for first hour

\$80.00 for 2 hours

\$110 for 3 hours

Swimming Lessons:

\$80.00 for city families with 3 or more children

\$90.00 for non-city families with 3 or more children

Motion by Sexton, seconded by Dempsey to approve the pool rate changes. All members voted aye for approval.
Motion carried.

Social Media Policy – Administrator Welti presented a memo. Administrator Welti made a recommendation the Council adopt the Medford Social Media Policy to establish standards of conduct, rules of use, data ownership, etc. for social media accounts created to provide residents with City information.

Motion by Dempsey, seconded by Merritt to approve the Social Media Policy. All members voted aye for approval.
Motion carried.

Steele County Housing Study Highlights – Administrator Welti reviewed the highlights of the study. The price of housing in Medford is generally affordable, but there is a lack of supply.

Resolution 2017-19 Supporting Local Government Decision-Making Authority - This resolution supports local decision-making authority and opposes legislation that removes the ability for local elected officials to respond to the needs of their businesses and constituents. The resolution will be forwarded to local legislators.

Motion by Sexton, seconded by Dempsey to approve Resolution 2017-19. All members voted aye for approval.
Motion carried.

Training – Administrator Welti stated City Clerk Jackson would be attending the Clerks Institute on May 1-5, 2017. Welti stated he would like to attend Minnesota City and County Manager training May 3-5, 2017. Administrator Welti asked for approval to close City Hall on the afternoon of May 3 through Friday, May 5, 2017 so staff could attend training. Council agreed to close City Hall on the afternoon of May 3 through Friday, May 5, 2017.

Pool AED – Administrator Welti stated the pool needs a new AED. The AED at the pool is being taken out of commission. The Fire Department is trying to get one or two new AEDs. Welti will put in a grant request to the Fire Relief Association to pay for part of a new AED.

Council Workshop/Special Meeting - Monday, April 24, 2017, 5:30 – 7:00 p.m.

Regular City Council Meeting – Monday, April 24, 2017, 7:00 p.m.

Council Workshop/Special Meeting – Tuesday, April 11, 2017, 5:00 – 7:00 p.m.

Board of Appeal and Equalization Meeting – Tuesday, April 11, 2017. 7:00 p.m.

LMC Annual Conference, June 14-16, Rochester

Motion by Maas, seconded by Merritt to adjourn the Regular City Council meeting at 8:33 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
April 11, 2017
5:00 p.m.
City Hall

Members present were Nelson, Sexton, Merritt, Maas, and Dempsey

Members absent: none.

City Staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, and Craig O'Hearn.

Others attending were Pam Bishop and Rick Hager.

Mayor Nelson called the meeting to order at 5:17 p.m.

The purpose of tonight's special council meeting work session is to decide the 5-6 top goals to work on in the next two years. City Council members and City Staff had completed goal sheets prior to the meeting

The meeting was facilitated by Pam Bishop. Bishop presented the initial results of the completed goal sheets. There was discussion on each of the areas indicated on the goal sheets.

Each Council member and City Staff was allowed to vote for 4 goals. The results of the voting were:

- Municipal Complex
- Street Projects
- Residential Development
- Commercial & Industrial Development
- Updates to the Waste Water Treatment Plant

Administrator Welti presented a list of policy and maintenance items that were also stated on the goal sheets completed by City Council and City Staff.

Administrator Welti stated the items on the policy and maintenance item list would be addressed by City Staff as time allowed.

Motion by Merritt, seconded by Dempsey to adjourn the special city council meeting at 6:51 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Council Board of Appeal and Equalization
April 11, 2017
7:00 p.m.
City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti and Elizabeth Jackson.

Others in attendance were Greg Nelson, Steele County Assessor's Office.

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

The purpose of Board of Appeal and Equalization is to allow property owners the opportunity to review their market value for tax purposes as set by the Steele County Assessor's Office.

There was no public in attendance and no citizens contacted the County directly regarding their market value.

Greg Nelson presented the 2017 assessment report. The overall average market value of the City of Medford increased by 5.93%. The City of Medford had a total of 21 good sales in the testing year.

Foreclosures in the County continued to trend downward. However, Medford had 4 bank sales to a new owner. Last year, Medford only had one bank sale to a new owner and 5 the year before that.

Medford has had steady growth in residential value the last 4 years.

Motion by Maas, seconded by Sexton to adjourn the Board of Appeal and Equalization meeting at 7:40 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

CITY OF MEDFORD BILLS FOR MARCH 2017

Aflac		\$506.78
Access Tonna Lock	key	\$7.50
Anhorn's Gas & Tire	public works	\$522.17
Anhorn's Gas & Tire	fire department	\$147.59
Automated Systems Co	water treatment power surge repair	\$308.85
Automated Systems Co	WWTP blower #2 VFD replacement	\$6,990.00
B & B Pumping & Portables, Inc	handicap portable toilet	\$125.00
Blue Cross Blue Shield	health insurance	\$3,846.36
Carquest	shop supplies	\$48.80
Caseys	pizza for meeting	\$51.74
Centerpoint		\$1,039.83
City of Owatonna	housing needs analysis	\$3,000.00
Craig Helgeson	training	\$217.50
Culligan		\$76.37
DPC Industries	chemical	\$1,595.65
Earl F Anderson	signs and posts	\$868.87
Fastenal	gloves	\$32.06
Gopher State One-Call	locates	\$21.60
Hawkins	potassium permanganate	\$522.85
Hillyard	shipping & handling	\$24.00
Hometown Garage Doors	door repair	\$110.00
IFACS	transport chain	\$45.60
Innovative Office Solutions	office supplies	\$96.51
Jaguar Communications	phone/internet	\$592.60
Lowe's	public works	\$136.41
Medford Township	jetter storage	\$300.00
Minnesota Dept of Revenue	Sales Tax	\$24.00
Minnesota Dept of Revenue	1st Qtr Water Tax	\$478.00
Minnesota Human Services	janitorial services	\$38.00
Minnesota State Colleges	MN Municipal Clerk Training	\$145.00
Minnesota State Fire Chief Assoc	annual membership renewal	\$378.00
Minnesota State Fire Dept Assoc	annual membership renewal	\$74.00
Minnesota Fire Service Cert. Board	K Sedivy/B Hager	\$140.00
Minnesota Fire Service Cert. Board	Anhorn certification	\$80.00
Minnesota Fire Service Cert. Board	certification training	\$250.00
Mytech Partners	computer/server service	\$339.33
Northland Farm Systems Inc	Loader steering orbital rebuild	\$430.73
Northland Farm Systems Inc	seals on loader steering	\$1,329.77
Owatonna Fire & Safety	annual inspection	\$272.00
Owatonna Peoples Press	publications	\$108.68
Postmaster	stamps	\$464.00
Praxair Distribution	fire department	\$62.50
Recreonics	pool backboard	\$558.00
Richard Olson	contract operator	\$581.85
Sherwin Williams	paint	\$135.84
South Central College	Fire Training	\$630.00
Steele Waseca		\$4,203.66
Stewart Sanitation	city garbage disposal	\$47.74
Synchrony Bank	High Vis Jackets	\$198.80
Total Quality Logistics	fire truck delivery	\$2,000.00
Trevor Davis	training	\$193.88
UPS Store	samples	\$17.20
US Bank	city hall copy machine	\$133.77
Utility Consultants	sample testing/biosolids soil testing	\$2,370.50
Verizon Wireless	cell phones	\$113.74

CITY OF MEDFORD BILLS FOR MARCH 2017

Village of Clevelan	Fire Truck	\$70,000.00	
Webicine	annual service agreement	\$325.00	
Wal-Mart	frames, tape, kleenix, microwave	\$73.32	
	Total	\$106,395.50	\$0.00

Approved by City Council on Monday, April 24, 2017

Elizabeth Jackson, City Clerk

Lois M Nelson, Mayor

LIQUOR STORE BILLS FOR MARCH 2017

MISCELLANEOUS

Breakthru Beverage	\$3,691.93	
Centerpoint	\$193.42	
Craig O Hearn	\$163.85	
Culligan	\$34.14	
G & K Services	\$411.16	
Minnesota Dept of Revenue	\$3,424.00	
Minnesota Human Services-Janitorial	\$342.00	
Owatonna Fire & Safety	\$80.00	
Performance Draft Beer	\$40.00	
Plunkett's	\$99.25	
Retrofit Companies	\$35.85	
Star Music	\$380.00	
Steele Waseca	\$308.13	
U.S. Culinary Equipment & Supplies	\$151.44	
Waste Management	\$192.75	
Total	\$9,547.92	\$0.00

FOOD

Kline Distributing	\$342.95	
Heggies Pizza	\$633.95	
Hermel Wholesale	\$1,345.00	
Pepsi	\$327.50	
Total	\$2,649.40	\$0.00

BEER

College City Beverage	\$4,170.77	
Northern Beverage	\$1,239.90	
Locher Bros Inc	\$2,127.00	
Total	\$7,537.67	\$0.00

TOTAL	\$19,734.99	\$0.00
-------	-------------	--------

Approved by City Council on Monday, April 24, 2017

Elizabeth Jackson, City Clerk

Lois M Nelson, Mayor

CITY OF MEDFORD BILLS FOR APRIL 2017

Aflac			
Anhorn's Gas & Tire	public works		\$623.52
Anhorn's Gas & Tire	fire department		
B & B Pumping & Portables, Inc	handicap portable toilet	\$125.00	
Blue Cross Blue Shield	health insurance	\$3,846.36	
Caseys	pizza for meeting	\$38.82	
Centerpoint			\$940.91
ChemDry	carpet cleaning	\$239.80	
Culligan		\$83.87	
Deml Heating & Air Conditioning	furnace/cold air return		\$1,495.00
DPC Industries	chemical		\$1,262.56
Earl F Anderson	wood chips		\$1,715.00
Fastenal	safety glasses		
Gopher State One-Call	locates		
Hillyard	wastewater descaler		
Innovative Office Solutions	paper, tape		\$36.15
Jaguar Communications	phone/internet		
KP Electronics, Inc.	software support		
MCMA	training - Andy	\$395.00	
Medford Township	jetter storage	\$300.00	
Metro Sales	city hall copies	\$252.90	
Minnesota Dept of Revenue	Sales Tax		
Minnesota Human Services	janitorial services		
Minnesota Human Services	garbage bags		
Minnesota Pipe & Equipment	curb box repair		\$99.75
Minnesota Pollution Control	wastewater annual permit	\$1,450.00	
Mytech Partners	Remote support		\$66.80
Owatonna Fire & Safety	annual inspections		
Owatonna People's Press	employment, auditor reports		
Pop's Garage	chain saw blade		\$8.00
Postmaster	stamps	\$49.00	
Quality Flow Systems Inc	service check		\$500.00
Quality Flow Systems Inc	pump repair		\$2,274.00
Richard Olson	contractor	\$735.85	
Seykora Asphalt Maintenance & Paving	spring street sweeping		\$1,795.00
Smith, Tollefson, Rahrlick & Cass	1st quarter attorney fees		\$2,836.40
Steele County Treasurer	16-117-001		\$74.58
Steele Waseca			
Stewart Sanitation	city garbage disposal		
US Bank	city hall copy machine		
Utility Consultants	ww testing		
Van Iwaarden Associates	GASB 67/68	\$1,200.00	
Verizon Wireless	cell phones		
Walmart	office supplies, safe	\$34.06	
	Total	\$8,750.66	\$13,727.67

Approved by City Council on Monday, April 24, 2017

Elizabeth Jackson, City Clerk

Lois M Nelson, Mayor

LIQUOR STORE BILLS FOR APRIL 2017

MISCELLANEOUS

Breakthru Beverage	\$542.83	\$649.04
Centerpoint		\$166.07
Collection Bureau		\$7.52
Culligan	\$39.70	
D & R Vending		
Electro Watchman, Inc		\$261.97
G & K Services	\$205.58	
Minnesota Dept of Revenue		
Minnesota Human Services-Janitorial		
Owatonna Fire & Safety		
Performance Draft Beer		
Star Music	\$190.00	\$190.00
Steele County	\$200.00	
Steele Waseca		
Waste Management	\$192.41	
Total	\$1,370.52	\$1,274.60

FOOD

Kline Distributing		
Heggies Pizza	\$315.15	\$158.75
Hermel Wholesale	\$303.12	\$509.29
Pepsi		
Total	\$618.27	\$668.04

BEER

College City Beverage	\$2,977.32	\$3,031.60
Northern Beverage	\$1,274.30	
Locher Bros Inc	\$577.30	
Total	\$4,828.92	\$3,031.60

TOTAL	\$6,817.71	\$4,974.24
-------	------------	------------

Approved by City Council on Monday, April 24, 2017

Elizabeth Jackson, City Clerk

Lois M Nelson, Mayor

CITY OF MEDFORD

04/19/17 8:09 AM

Page 1

***Check Summary Register©**

MARCH 2017 to APRIL 2017

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002907E WEBSTAUANT STORE	3/1/2017	\$3,107.20	Muni Ice Machine
Paid Chk# 002908E U.S. BANK (MERCHANT SERVIC	3/2/2017	\$174.36	credit card fees
Paid Chk# 002909E UPS	3/3/2017	\$17.20	Samples
Paid Chk# 002910E REVTRAK	3/7/2017	\$58.43	Fees Paid
Paid Chk# 002911E FIRST STATE BANK OF RED WIN	3/7/2017	\$86.44	Deposit Slips
Paid Chk# 002912E MINNESOTA DEPT OF REVENUE	3/7/2017	\$2,722.00	muni sales tax
Paid Chk# 002913E EFTPS	3/15/2017	\$2,593.69	Withholding
Paid Chk# 002914E STATE OF MINNESOTA	3/15/2017	\$348.75	Withholding
Paid Chk# 002915E PUBLIC EMPLOYEES RETIREME	3/15/2017	\$1,737.36	Retirement
Paid Chk# 002916E MINNESOTA DEFERRED COMPE	3/15/2017	\$300.00	MDCP Payroll Deduction
Paid Chk# 002917E AMERICAN RED CROSS	3/17/2017	\$300.00	Learn To Swim
Paid Chk# 002918E FIRST STATE BANK OF RED WIN	3/20/2017	\$9,162.76	transfer from checking
Paid Chk# 002919E POSTMASTER	3/22/2017	\$49.00	stamps
Paid Chk# 002920E MCFOA Region VI	3/22/2017	\$145.00	MN Muni. Clerk Training
Paid Chk# 002921E RECREONICS	3/22/2017	\$558.00	backboard
Paid Chk# 002922E WALMART COMMUNITY/GECRB	3/22/2017	\$65.93	supplies
Paid Chk# 002923E EFTPS	3/23/2017	\$126.34	Withholding
Paid Chk# 002924E PUBLIC EMPLOYEES RETIREME	3/23/2017	\$60.00	Retirement
Paid Chk# 002925E MINNESOTA FIRE SERVICE	3/28/2017	\$115.00	Firefighter II Brad Hager
Paid Chk# 002926E MINNESOTA FIRE SERVICE	3/28/2017	\$25.00	Recertification Kevin Sedivy
Paid Chk# 002927E CASEYS GENERAL STORE	3/28/2017	\$51.74	pizza for meeting
Paid Chk# 002928E URBAN FINDS BISTRO	3/29/2017	\$98.00	EDA Networking Event
Paid Chk# 002929E EFTPS	3/29/2017	\$2,600.14	Withholding
Paid Chk# 002930E STATE OF MINNESOTA	3/29/2017	\$349.08	Withholding
Paid Chk# 002931E PUBLIC EMPLOYEES RETIREME	3/29/2017	\$1,728.32	Retirement
Paid Chk# 002932E MINNESOTA DEFERRED COMPE	3/29/2017	\$300.00	MDCP Payroll Deduction
Paid Chk# 002933E POSTMASTER	3/31/2017	\$170.00	postage
Paid Chk# 002934E POSTMASTER	3/31/2017	\$245.00	postage
Total Checks		\$27,294.74	

FILTER: None

CITY OF MEDFORD

04/19/17 8:09 AM

Page 1

*Check Summary Register©

MARCH 2017 to APRIL 2017

Name	Check Date	Check Amt
10100 Cash		
Paid Chk# 014181 Bromley, Michelle	3/15/2017	\$122.82
Paid Chk# 014182 Clark, Steven P	3/15/2017	\$11.35
Paid Chk# 014183 DeMars, Brenda	3/15/2017	\$59.91
Paid Chk# 014184 Gonzales, Fernando Y	3/15/2017	\$964.87
Paid Chk# 014185 Jackson, Elizabeth	3/15/2017	\$1,275.69
Paid Chk# 014186 Jorgenson, Kristi	3/15/2017	\$483.26
Paid Chk# 014187 McGivney, Brenda	3/15/2017	\$201.53
Paid Chk# 014188 OHearn, Craig J	3/15/2017	\$1,168.46
Paid Chk# 014189 Petersen, Jed	3/15/2017	\$1,634.14
Paid Chk# 014190 Prestegard, Scott E	3/15/2017	\$831.06
Paid Chk# 014191 Reinhard, Dyann	3/15/2017	\$301.98
Paid Chk# 014192 Thoreson, Lisa	3/15/2017	\$65.59
Paid Chk# 014193 Welte, Andy	3/15/2017	\$1,795.65
Paid Chk# 014194 Will, Richard W	3/15/2017	\$104.40
Paid Chk# 014195 Dempsey, Matthew	3/22/2017	\$174.70
Paid Chk# 014196 Hager, Richard	3/22/2017	\$115.44
Paid Chk# 014197 Maas, Keith	3/22/2017	\$187.10
Paid Chk# 014198 Merritt, Chad W	3/22/2017	\$184.70
Paid Chk# 014199 Nelson, Lois M	3/22/2017	\$207.79
Paid Chk# 014200 Sexton, Marie	3/22/2017	\$187.10
Paid Chk# 014201 Bromley, Michelle	3/30/2017	\$214.07
Paid Chk# 014202 Clark, Steven P	3/30/2017	\$18.55
Paid Chk# 014203 DeMars, Brenda	3/30/2017	\$59.08
Paid Chk# 014204 Gonzales, Fernando Y	3/30/2017	\$964.87
Paid Chk# 014205 Jackson, Elizabeth	3/30/2017	\$1,275.69
Paid Chk# 014206 Jorgenson, Kristi	3/30/2017	\$487.51
Paid Chk# 014207 McGivney, Brenda	3/30/2017	\$177.37
Paid Chk# 014208 OHearn, Craig J	3/30/2017	\$1,168.46
Paid Chk# 014209 Petersen, Jed	3/30/2017	\$1,598.39
Paid Chk# 014210 Prestegard, Scott E	3/30/2017	\$864.43
Paid Chk# 014211 Reinhard, Dyann	3/30/2017	\$259.42
Paid Chk# 014212 Thoreson, Lisa	3/30/2017	\$75.44
Paid Chk# 014213 Welte, Andy	3/30/2017	\$1,795.65
Paid Chk# 014214 Will, Richard W	3/30/2017	\$84.23
Total Checks		\$19,120.70

FILTER: None

CITY OF MEDFORD

04/19/17 8:10 AM

Page 1

*Check Summary Register©

MARCH 2017 to APRIL 2017

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 045306 ABDO EICK & MEYERS, LLP	3/1/2017	\$10,000.00	2016 Audit Progress Bill
Paid Chk# 045307 AFLAC	3/1/2017	\$506.78	Aflac
Paid Chk# 045308 ANHORNS GAS & TIRE	3/1/2017	\$2,471.42	fuel/operating supplies
Paid Chk# 045309 BATTERIES PLUS BULBS	3/1/2017	\$26.88	Muni Light Bulbs
Paid Chk# 045310 BOLTON & MENK, INC	3/1/2017	\$7,480.50	engineering fees
Paid Chk# 045311 BREAKTHRU BEVERAGE MN	3/1/2017	\$545.48	liquor for re sale
Paid Chk# 045312 CENTERPOINT	3/1/2017	\$1,640.23	6044309
Paid Chk# 045313 COLLECTION BUREAU OF LITTL	3/1/2017	\$3.52	check recovery
Paid Chk# 045314 COLLEGE CITY BEVERAGE, INC	3/1/2017	\$4,458.25	
Paid Chk# 045315 COMPASS GROUP USA INC	3/1/2017	\$62.95	Muni coffee
Paid Chk# 045316 COMPASS MINERALS AMERICA	3/1/2017	\$2,064.27	Street Salt
Paid Chk# 045317 CRAIG HELGESON	3/1/2017	\$60.19	Fire Dept Supply Reimbursement
Paid Chk# 045318 DEPT OF HUMAN SERVICES	3/1/2017	\$380.00	janitorial services
Paid Chk# 045319 G & K SERVICES	3/1/2017	\$205.58	
Paid Chk# 045320 GRAINGER	3/1/2017	\$85.06	Muni Vinyl Tiles
Paid Chk# 045321 HACH COMPANY	3/1/2017	\$375.90	Testing Supplies
Paid Chk# 045322 HEGGIES PIZZA	3/1/2017	\$158.50	
Paid Chk# 045323 HERMEL WHOLESALE	3/1/2017	\$1,241.94	
Paid Chk# 045324 HILLYARD/Hutchinson	3/1/2017	\$139.60	descaler
Paid Chk# 045325 JAGUAR COMMUNICATIONS	3/1/2017	\$590.34	507-451-3101
Paid Chk# 045326 John Anhorn	3/1/2017	\$207.57	Mileage Reimbursement
Paid Chk# 045327 LOCHER BROS INC	3/1/2017	\$628.70	
Paid Chk# 045328 LOWES	3/1/2017	\$209.86	Public Works Supplies/Muni
Paid Chk# 045329 MINNESOTA DEPT OF HEALTH	3/1/2017	\$767.00	Connection Fees
Paid Chk# 045330 MYTECH PARTNERS, INC.	3/1/2017	\$233.79	Remote Support
Paid Chk# 045331 NORTHERN BEVERAGE DIST C	3/1/2017	\$777.40	
Paid Chk# 045332 THE GILLETTE GROUP	3/1/2017	\$332.72	Muni Pop
Paid Chk# 045333 PERFORMANCE DRAFT COMPA	3/1/2017	\$40.00	
Paid Chk# 045334 POPS GARAGE	3/1/2017	\$30.00	Mower Blade Sharpening
Paid Chk# 045335 PRAXAIR	3/1/2017	\$1.86	Fire Dept
Paid Chk# 045336 R & K ELECTRIC INC	3/1/2017	\$85.00	South Clarifier Motor Repair
Paid Chk# 045337 RAYMOND W. HOEVE	3/1/2017	\$450.00	Muni Floor Repair
Paid Chk# 045338 RIVERLAND COMMUNITY COLLE	3/1/2017	\$300.00	Fire Instructor I Class
Paid Chk# 045339 STEELE WASECA COOP ELECT	3/1/2017	\$4,910.74	1064784
Paid Chk# 045340 CASH	3/3/2017	\$163.95	muni petty cash
Paid Chk# 045341 D & R STAR	3/6/2017	\$100.00	Dart Tournament
Paid Chk# 045342 VILLAGE OF CLEVELAND	3/8/2017	\$70,000.00	Fire Truck
Paid Chk# 045343 CASH	3/8/2017	\$2,000.00	atm
Paid Chk# 045344 CASH	3/9/2017	\$137.19	muni petty cash
Paid Chk# 045345 Access Tonna Lock Service	3/15/2017	\$7.50	Muni Keys
Paid Chk# 045346 AFLAC	3/15/2017	\$506.78	Aflac
Paid Chk# 045347 ANHORNS GAS & TIRE	3/15/2017	\$522.17	Public Works
Paid Chk# 045348 B & B PUMPING & PORTABLES, I	3/15/2017	\$125.00	Handicap Toilet
Paid Chk# 045349 BLUE CROSS BLUE SHIELD	3/15/2017	\$3,846.36	Jed Water
Paid Chk# 045350 BREAKTHRU BEVERAGE MN	3/15/2017	\$725.45	liquor for re sale
Paid Chk# 045351 CENTERPOINT	3/15/2017	\$69.14	9244692-1

CITY OF MEDFORD

04/19/17 8:10 AM

Page 2

*Check Summary Register©

MARCH 2017 to APRIL 2017

Name	Check Date	Check Amt
Paid Chk# 045352 COLLEGE CITY BEVERAGE, INC	3/15/2017	\$1,049.40
Paid Chk# 045353 CULLIGAN WATER CONDITIONI	3/15/2017	\$110.51 water softner
Paid Chk# 045354 DPC INDUSTRIES, INC.	3/15/2017	\$1,595.65 Ferric Chloride
Paid Chk# 045355 G & K SERVICES	3/15/2017	\$411.16
Paid Chk# 045356 GOPHER STATE ONE-CALL	3/15/2017	\$1.35 Locates
Paid Chk# 045357 HAWKINS, INC	3/15/2017	\$522.85 Potassium Permanganate
Paid Chk# 045358 HEGGIES PIZZA	3/15/2017	\$371.45
Paid Chk# 045359 HERMEL WHOLESale	3/15/2017	\$492.80
Paid Chk# 045360 INNOVATIVE OFFICE SOLUTION	3/15/2017	\$75.99 Office Supplies
Paid Chk# 045361 KLINE DISTRIBUTING, LLC	3/15/2017	\$342.95 pizza
Paid Chk# 045362 LOCHER BROS INC	3/15/2017	\$1,179.70 beer
Paid Chk# 045363 MEDFORD TOWNSHIP	3/15/2017	\$300.00 March Jetter Storage
Paid Chk# 045364 MYTECH PARTNERS, INC.	3/15/2017	\$339.33 Computer/Server Service
Paid Chk# 045365 NORTHERN BEVERAGE DIST C	3/15/2017	\$457.50 Beer
Paid Chk# 045366 OWATONNA FIRE & SAFETY LLC	3/15/2017	\$80.00 annual fire extingusiher inspe
Paid Chk# 045367 THE GILLETTE GROUP	3/15/2017	\$170.00 Muni pop
Paid Chk# 045368 PLUNKETT'S INC.	3/15/2017	\$99.25 Pest Control
Paid Chk# 045369 RICHARD W OLSON	3/15/2017	\$581.85 Contract Operator
Paid Chk# 045370 STAR MUSIC, INC	3/15/2017	\$190.00
Paid Chk# 045371 STEWART SANITATION	3/15/2017	\$47.74 city garbage disposal
Paid Chk# 045372 SYNCHRONY BANK	3/15/2017	\$198.80 Public Works - high vis coats
Paid Chk# 045373 US BANK	3/15/2017	\$133.77 City Hall Copier
Paid Chk# 045374 UTILITY CONSULTANTS	3/15/2017	\$612.00 Testing
Paid Chk# 045375 VERIZON WIRELESS	3/15/2017	\$113.97 cell phones
Paid Chk# 045376 WASTE MANAGEMENT OF	3/15/2017	\$192.75 muni garbage disposal
Paid Chk# 045377 CASH	3/17/2017	\$3,000.00 atm
Paid Chk# 045378 CASH	3/22/2017	\$154.04 muni petty cash
Paid Chk# 045379 D & R STAR	3/22/2017	\$100.00 Dean Elzen Pool Team
Paid Chk# 045380 D & R STAR	3/22/2017	\$100.00 Doug Morgan Pool Team
Paid Chk# 045381 ANHORNS GAS & TIRE	3/28/2017	\$147.59 Fire Department
Paid Chk# 045382 AUTOMATIC SYSTEMS CO.	3/28/2017	\$308.85 WTP Power Surge
Paid Chk# 045383 BREAKTHRU BEVERAGE MN	3/28/2017	\$2,273.31 liquor for re sale
Paid Chk# 045384 CENTERPOINT	3/28/2017	\$1,164.11 6044309
Paid Chk# 045385 CITY OF OWATONNA	3/28/2017	\$3,000.00 Housing Needs Analysis
Paid Chk# 045386 COLLEGE CITY BEVERAGE, INC	3/28/2017	\$3,025.37
Paid Chk# 045387 CRAIG HELGESON	3/28/2017	\$217.50 Training Reimbursement
Paid Chk# 045388 CRAIG O'HEARN	3/28/2017	\$163.85 St Patty's Reimbursement
Paid Chk# 045389 DEPT OF HUMAN SERVICES	3/28/2017	\$380.00 janitorial services
Paid Chk# 045390 FARIBO AIR CONDITIONING & H	3/28/2017	\$220.11 Muni Ice Machine Repair
Paid Chk# 045391 FASTENAL COMPANY	3/28/2017	\$32.06 gloves
Paid Chk# 045392 G & K SERVICES	3/28/2017	\$205.58
Paid Chk# 045393 HEGGIES PIZZA	3/28/2017	\$262.50
Paid Chk# 045394 HERMEL WHOLESale	3/28/2017	\$577.63 Misc merch
Paid Chk# 045395 HOMETOWN GARAGE DOORS	3/28/2017	\$110.00 Salt/Sand Door Repair
Paid Chk# 045396 IFACS	3/28/2017	\$45.60 Repl. Chain - Snow Plows
Paid Chk# 045397 INNOVATIVE OFFICE SOLUTION	3/28/2017	\$11.92 copy paper
Paid Chk# 045398 JAGUAR COMMUNICATIONS	3/28/2017	\$592.60 507-451-9702-LS3
Paid Chk# 045399 LOCHER BROS INC	3/28/2017	\$947.30

CITY OF MEDFORD

04/19/17 8:10 AM

Page 3

***Check Summary Register©**

MARCH 2017 to APRIL 2017

	Name	Check Date	Check Amt	
Paid Chk# 045400	LOWES	3/28/2017	\$136.41	Public Works
Paid Chk# 045401	MINNESOTA FIRE SERVICE	3/28/2017	\$330.00	Anhorn, Ellingson, Hager
Paid Chk# 045402	MINNESOTA STATE FIRE CHIEF	3/28/2017	\$378.00	Annual Membership
Paid Chk# 045403	MSFDA - REGION 15	3/28/2017	\$74.00	Annual Membership
Paid Chk# 045404	NORTHERN BEVERAGE DIST C	3/28/2017	\$1,898.75	Beer
Paid Chk# 045405	NORTHLAND FARM SYSTEMS	3/28/2017	\$430.73	Loader Stering Orbital Rebuild
Paid Chk# 045406	THE GILLETTE GROUP	3/28/2017	\$157.50	Muni pop
Paid Chk# 045407	PERFORMANCE DRAFT COMPA	3/28/2017	\$40.00	
Paid Chk# 045408	PRAXAIR	3/28/2017	\$62.50	Fire Department
Paid Chk# 045409	RETROFIT RECYCLING INC.	3/28/2017	\$35.85	Disposal Muni Ice Machine
Paid Chk# 045410	SHERWIN WILLIAMS CO	3/28/2017	\$135.84	Picnic Table Paint
Paid Chk# 045411	SOUTH CENTRAL COLLEGE	3/28/2017	\$630.00	Fire Training
Paid Chk# 045412	STAR MUSIC, INC	3/28/2017	\$190.00	
Paid Chk# 045413	STEELE WASECA COOP ELECT	3/28/2017	\$4,511.79	25164
Paid Chk# 045414	TOTAL QUALITY LOGISTICS	3/28/2017	\$2,000.00	Shipping of new fire truck
Paid Chk# 045415	TREVOR DAVIS	3/28/2017	\$193.88	Training Reimbursement
Paid Chk# 045416	WALMART COMMUNITY/GECRB	3/28/2017	\$7.39	water
Paid Chk# 045417	WEBICINE	3/28/2017	\$325.00	annual service
Paid Chk# 045418	FAME AWARDS	3/29/2017	\$0.00	Fire Department 5K
Paid Chk# 045419	CASH	3/29/2017	\$3,000.00	atm
	Total Checks		\$160,923.90	

FILTER: None

RESOLUTION 17 – 22
A RESOLUTION ACCEPTING DONATION FROM
JOHN C. DILLEMUTH, PAT & KAY MERRITT, GARY A RINGHOFFER,
AND BRUCE BUTLER

WHEREAS, the City of Medford has received a \$5.00 donation from John C. Dillumuth; a \$5.00 donation from Gary A Ringhofer; a \$10.00 donation from Pat & Kay Merritt; and a \$5.00 donation from Bruce Butler; and

WHEREAS, the stated purpose of the donation is for the Medford Park Endowment Fund; and

NOW, THEREFORE, BE IT RESOLVED, the City of Medford has received and accepts a \$5.00 donation from John C. Dillumuth; a \$10.00 donation from Pat & Kay Merritt; a \$5.00 donation from Gary A Ringhofer; and a \$5.00 donation from Bruce Butler for the Medford Park Endowment Fund.

Passed and adopted on this 24th day of April 2017, with the following votes:

	AYE	NAY	ABSTAIN	ABSENT
Lois M Nelson	_____	_____	_____	_____
Keith Maas	_____	_____	_____	_____
Chad Merritt	_____	_____	_____	_____
Marie Sexton	_____	_____	_____	_____
Matt Dempsey	_____	_____	_____	_____

LOIS M NELSON
MAYOR

ATTEST:

ELIZABETH JACKSON
CITY CLERK

April Council Lines

See my first tulip this morning..a sign that we have many things underway and pushing to the surface!

A quick recap of meetings/events this past month. We did have the EDA networking session at Ashley Furniture and MN Furniture Outlet last month. Thanks to Matt, Marie and Chad for stopping by. Guessing there are a few pending furniture sales resulting?! Looking for suggestions for other possible hosts for the rest of the year too.

Both PB member Grace Bartlett and I have been involved in several meetings organizing the county-wide Bike Workshop that the county was awarded earlier this year by the state Bike Pedal Minnesota group. This session will be on Tues, May 16, and includes civic leaders, organizations, businesses and bike enthusiasts. The agenda draft is attached-includes a bike ride around Owatonna that includes 26th Street with discussion on the MN Prairie Wildflower Trail someday as a regional connecting piece. If you are interested and available let me know, we may be able to add one or two more people. This effort is to raise the consciousness of all individuals as we work on design and planning for streets, road and bridge projects. Co Rd 12 to the west and discussion about trail addition from Lazy U and certainly throughout Medford and regional connections is a part of a long-term process.

Habitat for Humanity Director Pat and new associate, Ellen, met with me on the 3rd to share the expansion of services their organization is making in both Steele and Waseca Counties. This past Tuesday's OPP paper included the "Brush with Kindness" program that is to assist home owners who for whatever reason need assistance-painting the exterior, adding a ramp etc and are on a limited income. Information on this program and others is in the entry way of City Hall. A good program if you wish to refer anyone to it!

KRFO radio program on the 5th included information about the Medford Community Garden effort. I did a PSA about the effort prior to leaving the station. Jenny Kath is the contact person and can be reached via email: jennifermkath@gmail.com or by phone: 475-1832. There is a slight fee charged to the vendors to cover their insurance and promotion. Jenny assures me that they have had good interest and are working on extra programming available through the summer to draw even more people. Their goal is to have about 75% veg/fruit vendors and others.

Good effort on the goal setting exercise for this community on the 11th. No surprise about multi-purpose building and infrastructure as major commitments. I do plan on visiting the Kenyon City Hall & Fire Hall sometime next month with their mayor in absorbing their experience, costs etc. I still feel strongly that our own department will have to downsize their identified needs before we can really progress in our discussion...so it goes.

Pete Connor invited me to a meeting with Rep John Petersburg about the transportation bill and proposed funding on trails and biking on the 13th. Attended and my emphasis was to come through with a bill and funding this year! How the House, Senate and Governor all work out the proposed differences will be interesting!

Monday, the 17th, I also attended the board meeting and hosted workshop at OPU by the Greater MN Regional Parks & Trails Commission. Grace Bartlett attended the afternoon session as well as the emphasis is on planning of regional destination sites of parks and trails. I'm also trying to understand all the "Trails" organizations in the state as a member of SMART. This group is similar in geography to the MNDOT Districts. We are in Region 6 and they are looking for more representation from the western part of the district in case you have interest!

Wednesday morning, Andy and I met with Supt Rich about the transition in his move to Winona. The elementary position for Mark Ristau will be posted this week. We do have a meeting with both Rich and Mark in early June as they transition responsibilities. Graduation is the May 26 for the 54 grads and next year's kindergarten registration right now is 66—good growth continues! The District has extended the realtor contract for the old football field property for another year. We have talked about segmenting this acreage for developer who would prefer to phase construction and the district is supportive—just need to find the right personality.

Dave and I are taking a two-week vacation departing the 27th and returning May 10 on an Amtrak tour to Washington State to catch up with our grandson stationed in Everett. Lots of sight seeing and visiting with extended family and friends. Will have cell phone and computer along so connected to the City even some miles away. Happy spring. Lois

MEMORANDUM

TO: Council

FROM: Andy Welti
City Administrator

DATE: April 19, 2017

RE: Update

The City received FEMA reimbursement of \$22,448.84 for the park recovery based upon the estimates submitted.

Several permits for fences and small buildings have been submitted. One permit for the construction of a new home on Forest Ln has been approved.

I continue to contact residential developers in our area to discuss the housing study. I met with a representative from Three Rivers Community Action, a nonprofit that serves as a developer of residential housing, to discuss housing in Medford. The representative will be attending a future EDA meeting to determine Medford's needs and whether the organization can be of assistance. In addition, I will be meeting with a developer who has been constructing several forms of residential housing in the region.

The spring newsletter was mailed at the beginning of April and several residents contacted the City with questions and requests as a result of the information contained in the newsletter.

Planning & Zoning will be considering an amendment to Medford's pool code at the May meeting. The amendment is the result of discussions between the City and Steele County Building Inspections regarding the enforcement of the pool code.

I will be attending the MN Assoc. of Small Cities meeting on Wednesday, April 19, to discuss the 2017 legislative session.

Beth will be attending the Minnesota Clerk's Institute May 1-5. I will be attending the MCMA Conference May 3-5. The City Hall office will be closed from noon on May 3 through the end of the day on May 5.

Date: April 19, 2017
To: Medford City Council
From: Jed Petersen, Public Works Supervisor
Re: Public Works Update



- Wastewater
 - Treatment Plant
 - Ras pump 2 failed, had it rebuilt, put back into service, and failed again
 - We will have our new bio solids land application permit by April 21st and hope to be hauling and land applying by the 26th of April
- Streets
 - Pot Holes
 - We are trying out a new pothole patch material called Aquaphalt that is supposed to harden and last for years
 - Street Sweeping
 - Seykora Asphalt swept all the streets and overall looks great
- Public Works
 - Parks
 - SRP bathrooms are open
 - Drinking fountain is not operating, we are working on a solution

MEMORANDUM

TO: Council

FROM: Andy Welti
City Administrator

DATE: April 17, 2017

RE: 2017 Pool Season Staff

After completing interviews, Pool Manager Sydney Langeslag and I recommend that Council approve the hiring of the following 2017 Pool Staff:

Pool Manager	Sydney Langeslag
Assistant Pool Manger	Allie Keilen
WSI/Lifeguard	Kelcey Gerlach
Returning Lifeguard	Bailey DuChene
Returning Lifeguard	Jacob Gasner
Returning Lifeguard	Ben Sutcliffe
Returning Lifeguard	Madison Schletty
New Lifeguard	Morgan Langeslag
New Lifeguard	Abbigail Schroeder
New Lifeguard	Mikayla Savig

Proposed 2017 Season Staff Wages:

Pool Manager \$12.75/hour
Assistant Pool Manager \$11.50/hour
WSI & Teach Lessons \$10.00/hour – increase to \$10.25/hour
WSA (if applicable) \$9.75/hour
Returning Lifeguard \$9.75/hour
New Lifeguard \$9.50/hour

I recommend to Council that the wage for Water Safety Instructor (WSI) certified guards who teach swimming lessons increases from \$10.00 to \$10.25 per hour.

MEMORANDUM

TO: Council

FROM: Andy Welti
City Administrator

DATE: April 19, 2017

RE: Computer Use Policy

Background

The League of Minnesota Cities advises Cities to adopt a computer use policy in combination with the social media policy the Council adopted in March.

The following Computer Use Policy was provided by the League of Minnesota Cities and was reviewed by Medford's City Attorney.

Recommendation

I recommend Council adopt the Computer Use Policy to establish standards of conduct, rules of use, data ownership, etc.

City of Medford Computer Use Policy

General Information

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by the City Administrator or designee.

Beyond this policy, the City Administrator or designee may distribute information regarding precautions and actions needed to protect City systems; all employees are responsible for reading and following the guidance and directives in these communications.

Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from their supervisor. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.
- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. Your supervisor will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by your supervisor to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to City Administrator or designee for a determination.

Hardware

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your supervisor, who will forward the request to the City Administrator or designee.

The City will not supply laptop computers based solely on the desire of employees to work offsite.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Software

In general, the City will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your supervisor, who will forward the request to the City Administrator or designee.

Employees shall not download or install any software on their computer without the prior approval of their supervisor. Exceptions to this include updates to software such as Microsoft updates, Adobe Reader, and Adobe Flash. Your supervisor may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Electronic Mail: The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your supervisor, other employees, members, city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic Calendars: A shared calendar environment may be provided as part of the City's email software program. If the shared calendar is provided and required, all employees are required to keep their electronic calendar up to date and, at a minimum, must grant all staff the ability to view their calendar.

Instant Messaging: Due to data retention concerns, the City does not provide employees with resources or tools to communicate by instant messaging (IM) when conducting City business. Employees are not allowed to use IM as a mechanism for personal communication through the City's computer network or when using City equipment, and are not allowed to download or install any IM software on their City computer.

Personal Devices: Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City's email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Security

Passwords: Employees are responsible for maintaining and securing computer/network passwords.

Network access: Non-City-owned computer equipment used in the City's building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City's computer network via a network cable. Exceptions may be granted by the City Administrator or designee.

Personal computer equipment may not be connected to the City's network without prior approval of your supervisor. Personal equipment may be subject to password requirements or other electronic security measures as determined by your supervisor.

Remote Access to the Network: Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections. While connected to City computer resources remotely, all aspects of the City's Computer Use Policy will apply, including the following:

- With the exception of Outlook Web Access, remote access to the City's network requires a request from a supervisor.
- Remote access privileges may be revoked at any time by an employee's supervisor.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the City network remotely. Failure to comply could result in the termination of remote access privileges.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include those over cellular networks and wireless access points, regardless of the technology used to connect.

Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee's use of the Internet is compromising the integrity of the City's network, your supervisor may temporarily restrict that employee's access to the Internet. If your supervisor does restrict access, they will notify the employee, and the City Administrator as soon as possible, and work with the employee and manager to rectify the situation.
- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's supervisor in consultation with the Administrator.

Data Retention

Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and Transferring Files: If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your supervisor. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the City Administrator or designee.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on network drives. The City will not back up documents stored on local computer hard drives, and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City's network. If there is a need to take confidential information offsite, it must be stored on encrypted media.

Employee signature

I have received and read the above policy and have had an opportunity to ask any questions. I understand that my failure to follow this policy may result in disciplinary action, including revocation of system privileges or disciplinary action, including but not limited to termination of employment.

Adopted by the Medford City Council this 24th day of April 2017.

Lois M. Nelson, Mayor

Elizabeth Jackson, Clerk

MEMORANDUM

TO: Council

FROM: Andy Welti
City Administrator

DATE: April 10, 2017

RE: Vacation of Street

Background

The owner of 204 2nd Ave SE asked whether the City would be interested in vacating the portion of undeveloped 1st St SE south of 2nd Ave SE. It is a triangular piece of property on which no street could be developed. The land is currently undeveloped.

Upon initial inspection, no water, sewer, or storm water utilities are located upon this parcel of land.

If there is consensus among council to explore the vacation and possible sale of this piece of property, City staff will begin the process.



MEMORANDUM

TO: Council

FROM: Andy Welte
City Administrator

DATE: April 10, 2017

RE: Tennis Court Resurfacing

Background

Public Works Worker Prestegard and I attended a tennis court resurfacing seminar in Mankato earlier this spring. The presenter of the seminar had decades of experience resurfacing tennis courts. The main point that we brought back from the seminar was that water causes the greatest amount of damage to tennis court surfaces and the pavement or concrete to which the surfaces are adhered. Given the court area is prone to flooding, low-cost resurfacing solutions and the majority of high-cost solutions will eventually crack and peel, and the pavement to which they are applied will crack.

Rust spots that are showing over the entire surface of the Straight River Park courts are caused by iron content contained within the pavement. Attempting to prevent rust spots from reemerging in the new surface would cost a minimum of an additional \$8,000; a new court surface that would address the rust issue would cost \$30,000 - \$50,000.

In the short-term, I would recommend resurfacing the existing courts in 2017 with a less expensive surface. One tennis court user recently told me that it is difficult to play tennis on the courts because the balls veer in different directions than intended when the balls hit the cracks. Also, resurfacing the courts and including pickle ball lines will likely result in higher use of the courts.

The life expectancy of the current pavement is likely 10-15 years. It became clear that the future court surface should be reconstructed to address flood waters and iron content in the pavement. The current capital budget includes funding for resurfacing the courts every five years, which is the industry standard. I would suggest that the next resurfacing not occur for 10-15 years and the annual capital plan budget allocation for tennis court resurfacing be left to accumulate so that the courts can be reconstructed.

The City's Parks Capital budget includes \$13,792 for tennis court resurfacing in 2017. The City of Medford has been awarded a \$5,000 Steele County Recreation Assistance Program grant to help cover the cost of the resurfacing. I recommend Council approve the quote from Tim Carlson of C & H Sport Surfaces, Inc. for \$ 14,400 to resurface the tennis and basketball courts; and install tennis, pickle ball and basketball court lines.

MEMORANDUM

TO: Council

FROM: Andy Welte
City Administrator

DATE: April 17, 2017

RE: Possible Trail along County Road 12 west of Medford

Background

Steele County Engineer, Anita Benson, reported the County will begin planning the repavement/reconstruction of County Road 12 west of Medford within the next month. She asked if the City wanted a trail built along the north side of County Road 12 that would connect the Lazy U to the Outlet Center.

If the shoulder of the road was paved and designated for a trail and bike use, the county would be responsible for all maintenance due to dual use as road shoulder and bike trail.

If a trail was constructed that was separated from the road, the City would be responsible for maintenance. Under current County policy sealcoating, crack-filling, brushing, plowing, and mowing of the trail would be the responsibility of the City. Reconstruction would not be a City responsibility.

I asked whether the trail had to be maintained throughout the year. Benson stated the City should develop a trail maintenance policy to address this issue. In addition, the issue of snowmobile use should be stipulated.

If the trail is not used, or used very little, in the winter, the City may want to develop a policy that states this section of trail will not be plowed in the winter. This will reduce time spent maintaining the trail. Benson did not feel that snow cover would have a significant impact on the lifespan of the trail.

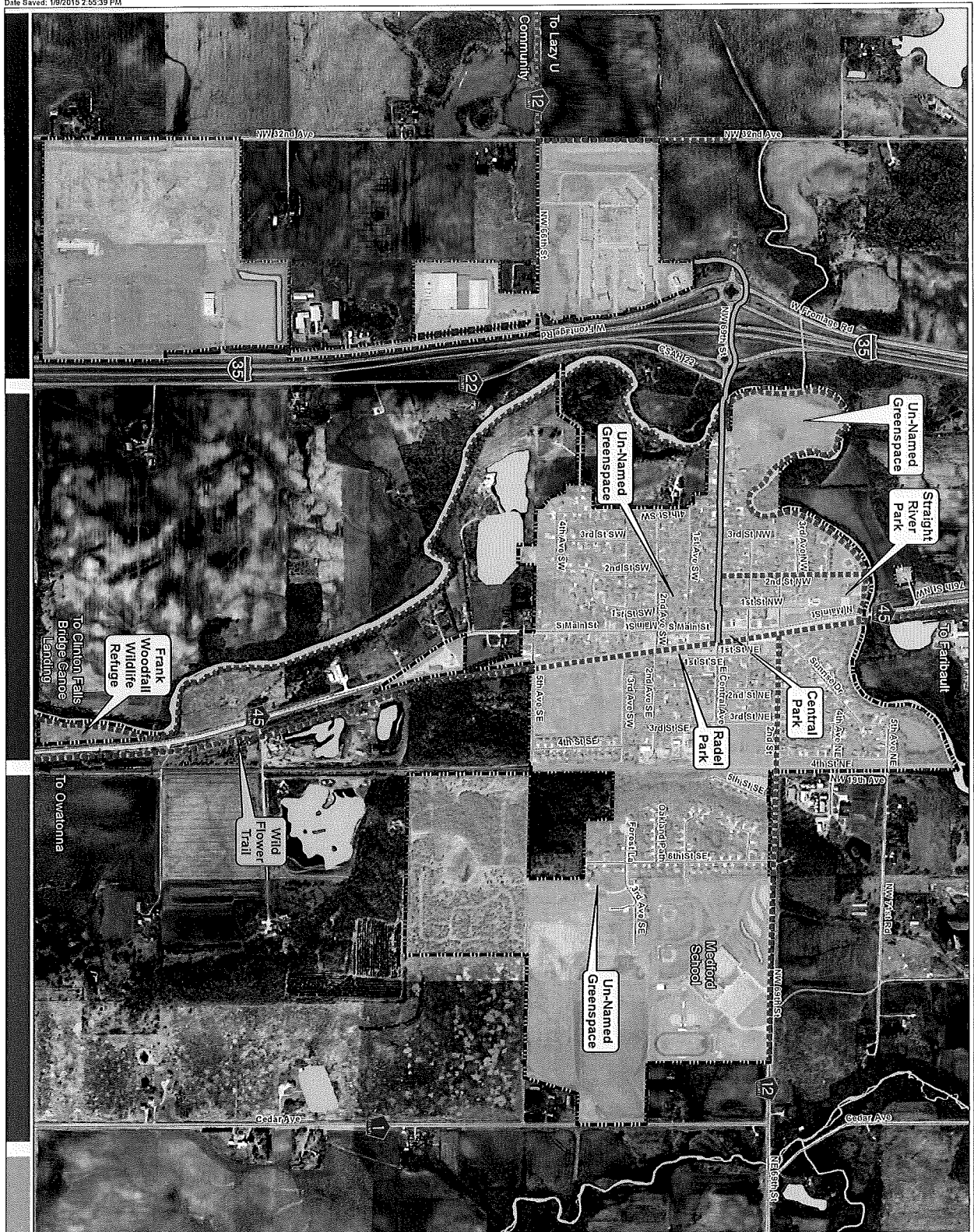
The City's trail plan does include a future trail between the Outlet Center and the Lazy U. I have heard from a couple individuals that people walk the stretch of highway between the Lazy U and the Outlet Center. These individuals feel people walking the road are putting their safety at risk.

Construction of the Trail:

Benson stated "I thought it may be helpful to share some of the basic criteria the CSAH 12 roadway design must meet. The 2015 traffic count was 1550 ADT, average daily traffic. This puts us in a category where we are required to provide 12 ft. driving lanes, 6 – 8 ft. shoulders, 1:4 in-slopes and a 30-ft. clear zone.

MNDOT's Bikeway Facility Manual is in the process of being updated. Currently, if the roadway is designated as a bicycle facility, a minimum of 4 ft. of the shoulder would need to be paved.

The County wants an answer from the City by early May so staff can plan to include or omit the trail."

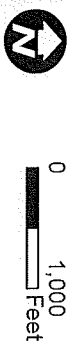


Medford, MN
 Master Trail Map

Legend

- Existing Trail
- Proposed Trail
- Roads
- City Limits
- Lakes
- Rivers

Source: Steele County, MNDNR, City of Medford



City of Medford
 Trail Map

Figure 1.0

January, 2015



MEMORANDUM

TO: Council

FROM: Andy Welti
City Administrator

DATE: April 17, 2017

RE: Ordinance 2017-02 Amending Sunday Off-Sale Liquor Requirements for the
Municipal Liquor Store

Background

Medford City Attorney Rahrlick prepared Ordinance 2017-02. The Ordinance amends City code to allow the Medford Municipal Liquor Store to sell off-sale liquor on Sundays, which reflects legislative action taken by the State of Minnesota in 2017.

The Medford Municipal Liquor Store is currently only open on Sundays during football season. Passing this ordinance will not change the hours of operation; it will allow off-sale liquor to be sold during the allowed hours when the Medford Municipal Liquor Store is open.

ORDINANCE NO. 2017-02
CITY OF MEDFORD
AN ORDINANCE AMENDING
SUNDAY OFF-SALE
LIQUOR REQUIRMENTS FOR THE MUNICIPAL LIQUOR STORE
UNDER
MEDFORD CITY CODE SECTION 6.01

THE CITY COUNCIL OF THE CITY OF MEDFORD, ORDAINS:

1. Medford City Code Section 6.01 Subdivision 5, Paragraph A. is hereby deleted in its entirety and the following shall be substituted in its stead:

A. On-sale intoxicating liquor. No on-sale of intoxicating liquor may be made between 2:00 a.m. and 8:00 a.m. on the days Monday through Saturday, nor after 2:00 a.m. Sunday except pursuant to a Sunday license.

B. Sunday licenses. On-sales pursuant to a Sunday license are permitted in conjunction with the sale of food between 11:00 a.m. Sunday and 2:00 a.m. on Monday.

C. Off-sale intoxicating liquor. No off-sale is permitted:

- (1) On Sunday prior to 11:00 a.m. and after 6:00 p.m.”;
- (2) Before 8:00 a.m. or after 10:00 p.m. on Monday through Saturday;
- (3) On Thanksgiving Day;
- (4) On Christmas Day, December 25; or
- (5) After 8:00 p.m. Christmas Eve, December 24.”

2. This Ordinance shall be effective July 1, 2017 upon its passage and publication.

ADOPTED this _____ day of _____, 2017, by the City Council of the City of Medford.

By: _____
Lois M. Nelson
Mayor

ATTEST:

Elizabeth Jackson
City Clerk

MEMORANDUM

TO: Council

FROM: Andy Welte
City Administrator

DATE: April 19, 2017

RE: Compost Site

Background:

Jed and I propose the City consider creating a compost drop off site at the current city hall/maintenance site. The compost drop off site would be located in the northeast corner of the City Hall parking lot, where the recycling dumpsters are located.

The City would construct a holding area. Using the City truck and loader, the City would transport the compost to a long-term composting site. Only City staff would have access to the permanent location.

The City also has a need for a site to store soil, street maintenance materials, branches, etc. The long-term site would serve as a storage site for these materials.

Current Quotes:

Option 1

Todd Reinke	.2 acres of land for long-term composting, storage of soil, gravel, etc.	\$1,200/year
All Systems	1 security camera, effective day and night, clearly shows faces and license plate, digital system, includes installation	\$3,200
Legacy Signs	4x8, surveillance and fine sign	\$380
Cemstone	Concrete blocks (shipping not included)	\$2310
	Total Site Preparation	\$5890

Option 2

Todd Reinke	.2 acres of land for long-term composting, storage of soil, gravel, etc.	\$1,200/year
All Systems	1 security camera, effective day and night, clearly shows faces and license plate, digital system, includes installation	\$3,200
Legacy Signs	4x8, surveillance and fine sign	\$380
	Steel or Chain link Fencing	\$7,000 - \$8,000
Cemstone	Concrete blocks (shipping not included)	\$2310
	Total Site Preparation	\$12,890 - \$13,890

Recommendation:

Jed and I would recommend to Council to proceed with Option 1

Additional background information provide to Council in the past:

There are two operators of compost facilities nearby, the closest is SMC Compost Services, located 5 miles south of Medford at 26th St NW in Owatonna. The other site is Owatonna's yard waste compost site.

The City of Medford's website lists SMC's Compost Services and Owatonna's yard waste compost site, and staff have directed residents to those services. The City will continue to direct residents to the two remaining locations.

I contacted the current waste and recycling haulers that provide services to Medford residents. None of them provide or will provide yard waste collection for residents. I also asked waste haulers and current businesses associated with composting whether they would be interested in providing composting services to Medford residents. Only one service provided me with an option.

SMC, located on 26th St NW in Owatonna, stated it would charge the City a fee, for taking compost materials from residents who drop off materials at their site, of \$.75 per bag or \$4.50 a cubic yard for leaves, grass and garden waste etc. and \$8.00 per cubic yard for brush; any trees over 12" in diameter have a fee of \$15.00 per cubic yard.

If the City had a compost site and would pay SMC to haul the compost away, SMC would charge the same rates as listed above and charge a hauling fee of \$50.00 per 30 cubic yard load.

Building Permits 2017				
Zone	Building Type	Valuation	Month	
1 Church	remodel	\$20,000.00	January	January
2 Residential	Windows	\$5,200.00	January	January
3 Residential	building maintenance	\$3,000.00	February	February
4 Utility	Garage	\$12,672.00	February	February
5 Residential	windows	\$4,675.00	March	March
6 Residential	Windows	\$3,200.00	March	March
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				

37				
38				
39				
40				
41				
42				
43				
44				
			Total Valuation	\$48,747.00
			Total City Has Received	\$0.00