

Organizational Council Meeting

January 5, 2021

5:00 p.m.

City Hall

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

Members absent: none.

City staff and consultants in attendance were Elizabeth Jackson and Mark Rahrck, and Joe Duncan.

Others in attendance were Annie Granlund.

Mayor Thomas called the meeting to order at 5:03 p.m.

Pledge of Allegiance.

The Oath of Office was given to newly elected officials; Danny Thomas, Amanda Mueller, and Chad Merritt.

Additions to the agenda – Item G, interim supervisor of employees, Item H, Capital Advisory Board, Item I, authorization for Chad Langeslag to get other bids for wastewater treatment plant, Item J, authorizing Mayor Thomas to work with Attorney Rahrck concerning City policy and procedure.

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

Resolution 2021-01 Stating Annual Designations – motion by Merritt, seconded by Bartlett to approve Resolution 2021-01. All members voted aye for approval. Motion carried.

Mayor Thomas made no new appointments to the City's Zoning and EDA Boards. Mayor Thomas recommended dissolving the Park Board. Mayor Thomas recommended hiring Marie Sexton as the City's Grant Writer.

Motion by Langeslag, seconded by Bartlett to approve Mayor Thomas' recommendations. All members voted aye for approval. Motion carried.

Mayor Thomas stated all City projects would be sent out for RFP.

City Administrator Vacancy – Mayor Thomas recommended Council create a new position, Administrative Director of Operations and post the position with a closing date of January 20, 2021, with interviews to be scheduled for January 21, 2021 beginning at 7:00 pm.

Motion by Bartlett, seconded by Merritt to approve Mayor Thomas' recommendation. All members voted aye for approval. Motion carried.

Resolution 2021-02 Ordering Preparation of Report on Improvement 2021-01 – Motion by Bartlett, seconded by Mueller to approve Resolution 2021-02. All members voted aye for approval. Motion carried.

Presentation of Report – Joe Duncan presented the report on Improvement 2021-01 and answered all Council members’ questions.

Resolution 2021-03 Receiving Feasibility Report and Calling Hearing on Improvement 2021-01 – Motion by Bartlett, seconded by Mueller to approve Resolution 2021-03. All members voted aye for approval. Motion carried.

Interim Supervisor of Employees – Motion by Langeslag, seconded by Merritt to authorize Mayor Thomas to be the Interim Employee Supervisor (non-paying position). All members voted aye for approval. Motion carried.

Capital Advisory Board – Mayor Thomas recommended creating a Capital Advisory Board consisting of Nick Sorensen, Todd Kavitz, Keith Maas, and Chad Merritt. Motion by Mueller, seconded by Langeslag to approve the Capital Advisory Board. All members voted aye for approval. Motion carried.

Authorization for Chad Langeslag to obtain additional quotes for the wastewater treatment plant upgrades/connection/new building. Motion by Merritt, seconded by Bartlett to authorize Chad Langeslag to obtain from outside engineers, bids and opinions on the wastewater treatment plant and bring back to Council. All members voted aye for approval. Motion carried.

Authorization of Mayor Thomas to spend time and money working with Attorney Rahrick on City policy and procedure until the Administrative Director of Operations position is filled. Motion by Langeslag, seconded by Bartlett to authorize Mayor Thomas to work with Attorney Rahrick on City policy and procedure. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Langeslag to adjourn the meeting at 5:57 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special Council Meeting  
January 21, 2021  
7:00 p.m.  
City Hall

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

Members absent were: none.

City staff and consultants in attendance were Elizabeth Jackson and James Wicks.

Others attending were Jed Petersen and Rich Kucera.

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

Motion by Langeslag, seconded by Bartlett to accept James Wicks resignation as Public Works Supervisor. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Mueller to hire James Wicks as a Public Works Worker at \$24.65 per hour. All members voted aye for approval. Motion carried.

Two interviews were conducted for the Administrative Director of Operations position for the City of Medford. The candidates were Jed Petersen and Rich Kucera.

Council consensus was to offer Jed Petersen the Administrative Director or Operations position with the City of Medford for \$85,000 for a 6-month probation period.

Motion by Merritt, seconded by Langeslag to adjourn the special council meeting at 8:54 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special Council Meeting  
January 25, 2021  
6: 00 p.m.  
Municipal Liquor Store

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

Members absent were: none.

City staff and consultants in attendance were Elizabeth Jackson and Joe Duncan.

Others attending were John Anhorn, Chris Baldwin, and Annie Granlund.

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

Improvement Project 2021-01, 2021 Street & Utility Improvements – Joe Duncan.

Joe Duncan led the discussion using a power point presentation. The purpose of tonight’s public hearing is to hear questions and comments in regards to the 2021 Street & Utility Improvement Project Feasibility Study and the calculation of the proposed assessments to the benefited properties.

Improvement No. 2021-01, the improvement of Main Street, including street, water, sewer, and other associated improvements from 2<sup>nd</sup> Ave NW to 5<sup>th</sup> Ave SE.

In order for the City to use assessments as an avenue to fund this project, two hearings are required. The Improvement Hearing and the Assessment Hearing.

Motion by Merritt, seconded by Bartlett to open the public hearing at 6:19 p.m. for questions and comments. All members voted aye for approval. Motion carried.

John Anhorn had a question about the appendices on the City’s website. Engineer Duncan clarified the numbers on the appendices. Anhorn also requested Council do everything possible to keep the project affordable for the residents.

Motion by Merritt, seconded by Langeslag to close the public hearing at 6:27 p.m. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to make final decisions on sidewalk width, stripping on the center turn lane, water main size, and lighting at a later date. All members voted aye for approval. Motion carried.

Resolution 2021-05 – Motion by Bartlett, seconded by Mueller to approve Resolution 2021-05. Mueller voted aye, Langeslag voted aye, Merritt voted aye, Bartlett voted aye, Thomas voted aye. Motion carried.

Motion by Merritt, seconded by Langeslag to adjourn at 6:32 p.m. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Regular City Council Meeting

January 25, 2021

7:00 p.m.

Municipal Liquor Store

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

Member absent were: none.

City staff and consultants in attendance were Elizabeth Jackson and Mark Rahrlick.

Others attending were Annie Granlund, Chris Baldwin, Brad Price, Steve Abbott and Jennifer Walsh (by phone).

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Jennifer Walsh expressed interest in saving the Piper House and not letting mini storage units be built upon the property.

Agenda – Add Item C under New Business, Administrative Director of Operations discussion. Motion by Langeslag, 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 January 5, 2021 Organizational Meeting minutes, the December 28, 2020 regular council minutes.

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

Approval of the December check register numbers E3995-E4022, 15994-16038, and 49359-49430.

Resolution 2021-04 Accepting Donation from Sarah Schmidt in the amount of \$24.00 and a donation from Julie and Eric Dressel in the amount of \$10.00 in memory of Pat Merritt for the Medford Park Endowment Fund.

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

Brad Price – Storage Sheds on Piper House Property – Mr. Price stated he had a purchase agreement for the Piper House property contingent on City annexation and commercial zoning. Price stated he would not need City water and sewer services on the property.

Council recommended Brad Price bring his annexation and commercial zoning requests to the Medford Planning & Zoning Board for consideration.

Planning & Zoning – did not meet.

EDA Board – did not meet.

EDA Commissioner Report – Council member Bartlett gave a brief update. Bartlett stated she would be receiving all of Donna Macks work papers on the City of Medford since the CEDA contract with Donna Mack was not renewed for 2021.

Park & Pool Commissioner Report – Council member Mueller stated Tim Larson’s woodworking class at the Medford School was working on new park signs for the City. Mueller stated she had begun reviewing pool maintenance items.

Water & Wastewater Commissioner Report – Council member Langeslag stated the City needs to plan for the future. The plants are aging. Langeslag is checking with other engineers for cost estimates for building a new plant. Langeslag will be meeting with a Mueller Systems Inc. representative about new meters. Langeslag stated he is also working on a new water bill payment policy.

Municipal Liquor Store Commissioner Report – Council member Bartlett stated she had been working on reviewing the financial reports for the liquor store, looking at the issues with the new flooring and bringing sidewalk safety issues to the Capital Advisory Board.

Streets Commissioner Report – Council member Merritt had no report on the streets for this meeting.

Capital Advisory Board – did not meet.

City Attorney – Attorney Rahrck stated the Council members would be receiving an email from Attorney Fitzsimmons regarding the union negotiations. Attorney Rahrck recommended all Council members be set up with City email addresses.

City Administrator/Mayor – Mayor Thomas had no report for this meeting.

City Clerk –

Bank Account Signatures/Safety Deposit Box – Clerk Jackson stated the new signature cards had been completed at the bank with Mayor Thomas and acting Mayor Langeslag.

Unemployment Expense 2020 – Clerk Jackson presented a memo stated the City’s unemployment expense was \$11,690.11 for 2020 and CARES Relief Funds paid \$6,619.49 of the expense.

Credit Card Machine – Clerk Jackson stated she had begun looking into a credit card machine for City Hall to process utility bill payments.

City Financial Report – Clerk Jackson presented a memo. Jackson stated the only unexpected expense so far for 2021 was a \$3,006.00 bill to James Bros. Construction for a water main break.

Capital Plans Review – Clerk Jackson presented a memo reviewing the Medford Capital Plans. No action was required by Council.

Fire Department – none.

New Business –

Medford Municipal Liquor Store Grant – motion by Bartlett, seconded by Merritt to authorize Mayor Thomas to sign and submit the Medford Municipal Liquor Store Grant forms. All members voted aye for approval. Motion carried.

Creation of Ad Hoc Negotiating Team – Motion by Bartlett, seconded by Mueller to create the Ad Hoc Negotiating Team consisting of Mark Rahrck, Brandon Fitzsimmons, Mayor Thomas, and the new Administrative Director of Operations (when the position is filled). All members voted aye for approval. Motion carried.

Administrative Director of Operations Discussion – Mayor Thomas gave an update. Jed Petersen would accept the position for \$85,000 to start. He would be increased to \$90,000 after a satisfactory 6-month probation period.

Council consensus was to table this discussion until further investigation into Jed Petersen’s wastewater licenses and be able to sign the reports.

Motion by Langeslag, seconded by Merritt to adjourn the regular council meeting at 8:09 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, February 22, 2021, 7:00 p.m. at Medford Liquor Store.

Board of Appeal & Equalization Meeting – Monday, April 26, 2021, 6:00 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special Council Meeting  
January 26, 2021  
7:00 p.m.

City Hall

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

Members absent were: none.

City Staff and Consultants in attendance were Elizabeth Jackson and Andrew Fischer.

Others attending were Eric Neister from Nero Engineering.

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

Eric Neister gave Council a presentation regarding the wastewater treatment plant.

Neister also gave a presentation on how a sample agreement could look between the City of Medford and a neighboring city if Medford moved forward with connection to another city.

No action was taken by Council at this meeting.

Motion by Mueller, seconded by Langeslag to adjourn the special council meeting at 8:31 p.m. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special Council Meeting  
January 30, 2021  
9:00 a.m.  
City Hall

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



Members absent were: none.

City staff and consultants in attendance were: none.

Mayor Thomas called the meeting to order at 9:01 a.m.

Council discussed the hiring of an individual for the Administrative Director of Operations position. Council members reviewed the two candidates.

Motion by Bartlett, seconded by Mueller to hire Jed Petersen for the Administrative Director of Operations position at a starting salary of \$85,000. All members voted aye for approval. Motion carried.

Mayor Thomas stated Jed Petersen would be able to start on Tuesday, February 16, 2021. Council reviewed the six-month review guidelines that would be used to evaluate Petersen's job performance. If the outcome of the evaluation is positive the salary would increase to \$90,000.

Motion by Langeslag, seconded by Merritt to adjourn the special council meeting at 9:06 a.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Regular Council Meeting  
February 22, 2021  
7:00 p.m.  
Medford Municipal Liquor Store

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

Members absent were: none.

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

Others attending were Lon Thiele, Ross Olson, John Anhorn, Matt Mullenbach, Annie Granlund, and Chris Baldwin.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – Ross Olson questioned why the Medford Liquor Store closed at 5:00 p.m. when the council meeting didn't begin until 7:00 p.m.

Agenda – Move Insurance Deductible Reimbursements to Item A under Council Committees/Reports, under City Administrator/Mayor change item B to Brad Price, add Item C, Ordinance 2021-01, add Item D, Resolution 2021-06, and add Item E, zoning. Under City Attorney add RFP. Capital Advisory Board will be included with report from the water/wastewater commissioner.

Motion by Merritt, seconded by Bartlett 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 January 5, 2021 Organizational meeting minutes, January 21, 2021 special council meeting minutes, the January 25, 2021 special and regular meeting minutes, the January 26, 2021 special meeting minutes, and the January 30, 2021 special meeting minutes.

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

Approval of the January check register numbers E4023-E4042, 16039-16063, and 49431-49461.

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

Lon Thiele addressed the Council with the annual report from the Steele County Sheriff's Department.

Mayor Thomas introduced the new Administrative Director of Operations, Jed Petersen.

Insurance Deductible Reimbursement – Matt Mullenbach explained his claim for the damage done to his home by the water main break. Mayor Thomas explained Vince Steinbauer's claim for the damage done to his home by the water main break.

Motion by Mueller, seconded by Langeslag to approve Vince Steinbauer's claim for the amount of \$600.00 and Matt Mullenbach's claim for \$7,678.00. All members voted aye for approval. Motion carried.

Planning & Zoning – did not meet.

EDA Board – Council member Bartlett gave an update on the February 10, 2021 EDA meeting.

EDA Commissioner Report – none.

Park & Pool Commissioner Report – Council member Mueller gave an update. Mueller stated she is working the City's grant writer on obtaining grants for the park and pool. Mueller also stated she is working on ideas to increase revenue for the Medford Swimming Pool.

Water & Wastewater Commissioner Report and Capital Advisory Board – Council member Langeslag stated Council would be meeting with SEH Engineering on March 4, 2021 to discuss options for the wastewater treatment plant.

Council member Langeslag stated the averaging of the sewer portion of the water bills should be stopped. Langeslag stated no other City that he talked to averaged sewer bills. Langeslag stated residents could purchase another meter for irrigation systems.

Motion by Thomas, seconded by Langeslag to discontinue the sewer averaging on the water bills, and residents could purchase a separate water meter for irrigation systems at the homeowner's expense. All members voted aye for approval. Motion carried.

Langeslag stated Mueller Systems had given the City a quote for new meters/radios and software for the entire town.

Council member Merritt stated the Capital Advisory Board recommended Council approve the quote from Mueller Systems.

Motion by Langeslag, seconded by Bartlett to proceed with Mueller Systems for 150 water meter/radios to start including software and installation and following with 50 meters/radios at a time after that. All members voted aye for approval. Motion carried.

Municipal Liquor Store Commissioner Report – Council member Bartlett stated Service Master would be clean and putting a protective coat on the new floor on March 2, 2021 and the Liquor Store would be closed that day.

Streets Commissioner Report – Council member Merritt stated the shop door needs to be replaced. Two quotes had been obtained. Albert Lea Overhead Door would be working with Director Petersen to get the door replaced.

Council member Merritt stated Steele County had sent an email regarding seal coating. Merritt stated Steele County is more expensive than Pearson Bros., who the City has used in the past.

City Attorney –

RFP – Add this to the March 4, 2021 special meeting.

City Administrator/Mayor –

Shop Roof Replacement – Thomas stated the bid to replace the roof had gone to Joe Maas. The League of MN Cities Insurance will cover the cost to replace the roof.

Brad Price – Mayor Thomas stated Brad Price had purchased the Piper House property and would be attending the Planning & Zoning meeting on March 15, 2021.

Ordinance 2021-01 Amending Section 2.14 of the Medford City Code, Establishing the Position of Administrative Director of Operations and Establishing the Responsibilities of the Administrative Director of Operations. Motion by Bartlett, seconded by Merritt to approve Ordinance 2021-01. All members voted aye for approval. Motion carried.

Resolution 2021-06 A Resolution Approving Publication of Ordinance by Title and Summary. Motion by Bartlett, seconded by Merritt to approve Resolution 2021-06. All members voted aye for approval. Motion carried.

Zoning – Mayor Thomas stated the Planning & Zoning meeting would be held at the Medford Fire Hall on March 15, 2021. Motion by Merritt, seconded by Mueller to pay Owatonna Live \$250.00 to live stream the Planning & Zoning meeting on March 15, 2021. All members voted aye for approval. Motion carried.

Council member Mueller stated she would look into being able to record the meetings at GoTo Meeting.

City Clerk –

General Capital Project Fund Transfer of \$104,000 – Clerk Jackson presented a memo. Jackson stated the transfer had been budgeted for 2020 and not completed. Council consensus was to complete the transfer in 2020 prior to the City’s Audit being completed.

Commissioner Protocols – Clerk Jackson presented a memo. Jackson stated commissioners should speak to each other about questions and concerns about various areas of the City.

City Financial Report – Clerk Jackson presented a memo. Jackson stated the City’s budget was inline except for the City Clerk overtime line item and the Street Maintenance Overtime line item. The City Auditors are aware of this.

Regular City Council Meeting – Monday, March 22, 2021, 7:00 p.m. Medford Liquor Store  
Board of Appeal & Equalization Meeting – Monday, April 26, 2021, 6:00 p.m.

Motion by Langeslag, seconded by Merritt to adjourn the regular city council meeting at 8:07 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special Council Meeting  
March 4, 2021  
7:00 p.m.  
City Hall

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

Members absent were: none.

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

Others attending were Steve Bushman, David Kruese, and Colin Marcusen.

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

The purpose of tonight's meeting is to discuss possible options for the wastewater treatment plant presented by SEH Engineering.

Ordinance 2021-02 An Ordinance Amending Medford City Code Section 3.03 Pertaining to Metering and Payment of Water and Sewer Services. Motion by Langeslag, seconded by Merritt to approve Ordinance 2021-02. All members voted aye for approval. Motion carried.

Bank Signatures – Mayor Thomas and Council member Langeslag – Motion by Bartlett, seconded by Mueller to approve Mayor Thomas and Council member Langeslag as signors to all City bank accounts and City safe deposit box as of January 6,2021. All members voted aye for approval. Motion carried.

Bank Signatures – Administrative Director of Operations, Jed Petersen – Motion by Bartlett, seconded by Langeslag to approve Administrative Director of Operations, Jed Petersen as a signor on all City bank accounts and City safe deposit box as of February 25, 2021. All members voted aye for approval. Motion carried.

RFP Engineer List – Motion by Langeslag, seconded by Merritt for Director Petersen, Clerk Jackson, and Council member Langeslag to send RFP to 6-8 engineering firms. All members voted aye for approval. Motion carried.

SEH Presentation – SEH gave a brief overview of the services they could provide and answered Council questions.

No action was taken by Council at this meeting.

Motion by Langeslag, seconded by Mueller to adjourn the special council meeting at 8:20 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Regular City Council Meeting  
March 22, 2021  
7:00 p.m.  
Medford Liquor Store

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

Members absent were: none.

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

Others attending were Marie Sexton, Annie Granlund, Rich Quiring, Todd Nelson, Lois Nelson, Ross Olson, John Anhorn, and Barb Kasper.

Mayor Thomas called the meeting to order at 7:02 p.m.

#### Pledge of Allegiance

Concerns/Requests from the General Public and Organizations – Lois Nelson addressed the Council concerning several articles in the Owatonna People's Press, the Wastewater Treatment Plant, and the Piper House.

Barb Kasper addressed the Council requesting the Piper House not be rezoned as commercial.

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

Auditors 2020 Final Audit Report – Erin Enstad went over the 2020 Financial Audit Statement (by phone). Erin gave a brief recap of how all the funds did for 2020. The cash balance of the water and sewer funds continued to increase.

A capital expenditures discussion will be scheduled with the City Auditors at a later date.

Todd Nelson addressed the Council regarding approval of Phase 2 of his development. City Attorney Rahrck will review the developer's agreement.

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

Approval of the February 22, 2021 regular meeting minutes and March 4, 2021 special meeting minutes.

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

Approval of the February check register numbers E4043-E4062, 16064-16093, and 49462-49523.

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

Planning & Zoning Board – Chairman Quiring gave a brief update of the meeting and public hearing held on March 15, 2021.

Planning & Zoning recommended Council approve the preliminary and final plat for Scenic Heights 3<sup>rd</sup> Addition.

Motion by Thomas, seconded by Merritt to approve the preliminary and final plat for Scenic Heights 3<sup>rd</sup> Addition. All members voted aye for approval. Motion carried.

Chairman Quiring stated Brad Price requested the Piper House be rezoned. Mr. Price did not provide Planning & Zoning with any developer's agreement or plat. No action was taken by Planning & Zoning.

EDA Board – did not meet.

EDA Commissioner Report – nothing new to report.

Park & Pool Commissioner Report – Council member Mueller gave an update. Mueller stated park grants were being applied for. Mueller and City staff were working on pool prices and increased attendance ideas. Maintenance quotes were also being looked at.

Computers & Technology – Mueller stated the City needs a new laptop to utilize the speakers and camera that were purchased for the meetings.

Motion by Merritt, seconded by Mueller authorizing Jed Petersen to purchase a laptop for up to \$1,500.00. All members voted aye for approval. Motion carried.

Water/Wastewater Commissioner Report –

SEH Facility Plan Scope Update – Council member Langeslag stated the SEH facility plan scope was for informational purposes only.

Council member Langeslag is obtaining the last 5 years of information concerning the wastewater treatment plant from Bolton & Menk.

Municipal Liquor Store Commissioner Report – Council member Bartlett gave an update. Bartlett stated the seal coating had been done on the floor. Bartlett and O’Hearn are working on ideas to increase revenue.

Streets Commissioner Report – Council member Merritt stated the curb corners need to be painted along with fire hydrants. Merritt also stated there is an erosion issue at the end of 3<sup>rd</sup> Ave SE.

Capital Advisory Board – did not meet.

City Attorney – none.

Administration Department –

Mayor –

Policy Changes – Mayor Thomas stated the union negotiations were over. The City will not be joining the Union. Thomas stated the employee handbook and procedures will begin being reviewed by City Staff.

Resolution 2021-06 A Resolution Rescinding the Declaration of Local Emergency –

Motion by Bartlett, seconded by Langeslag to approve Resolution 2021-06. All members voted aye for approval. Motion carried.

Resolution 2021-07 Outdoor Recreation Grant – Motion by Langeslag, seconded by

Mueller to approve Resolution 2021-07. All members voted aye for approval. Motion carried.

Administrative Director of Operations -

Employee Compensation – Director Petersen presented a memo. Petersen stated the Compensation Study completed by the City of Medford showed the City Clerk/Treasurer position should be at a minimum pay of \$29.36 per hour. Petersen stated Clerk Jackson had several years of experience and two Clerk’s Certificates and was currently making \$23.68 per hour. Director Petersen recommended Council increase Elizabeth Jackson’s wage to \$29.36 per hour effective March 15, 2021.

Motion by Bartlett, seconded by Merritt to approve increasing Elizabeth Jackson’s hourly wage to \$29.36 per hour effective March 15, 2021. All members voted aye for approval. Motion carried.

MPCA Letter – Director Petersen presented a letter from the MPCA. Petersen stated the City was being fined \$5,100 for the spills that occurred at the wastewater treatment plant. Petersen stated the City would need to install a screen to prevent further fines from the MPCA.

Motion by Langeslag, seconded by Merritt to approve the purchase of the wastewater treatment plant screen from Huber as outlined in the quote from Eric Meester and to authorize the engineering of the screen to be done by Nero Engineering. All members voted aye for approval. Motion carried.

City Clerk –

Procedures for Council Agendas – Clerk Jackson presented a memo to Council. Jackson requested all items needing to be on a Council agenda by received in City hall by the Wednesday before each Council meeting.

Financial Report – Clerk Jackson presented a memo. Jackson stated the 2021 City Budget is still in line. Jackson stated there are large expenditures coming in the near future and the City Auditors are aware of the expenditures. No action is required by Council.

Fire Department – John Anhorn stated the Fire Department is again stating the process to hire new fire fighters.

Regular City Council Meeting – Monday, April 26, 2021, 7:00 p.m. Fire Hall  
Board of Appeal & Equalization – Monday, April 26, 2021, 6:00 p.m. Fire Hall

Motion by Merritt, seconded by Langeslag to adjourn the Regular City Council meeting at 8:39 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

City Council Board of Appeal and Equalization  
April 26, 2021  
6:00 p.m.  
Fire Hall

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

Members absent were: none.

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

Others attending were Brian Anderson, William Effertz, and Lois Nelson (remotely).

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

William Effertz presented the highlights of the 2020 assessment report. The total estimated market value of the City of Medford increased by 4.4%. There were 13 home sales in Medford in 2020.



The Assessor's Office had two properties with concerns about possible reductions in value.

Public in attendance: Lois Nelson (remotely).

Motion by Langeslag, seconded by Bartlett to approve the Local Board of Appeal Listing with the Assessor's changes. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Langeslag to open the meeting for public comment at 6:10 p.m. All members voted aye for approval. Motion carried.

Public comments – none.

Motion by Merritt, seconded by Langeslag to close the meeting for public comment at 6:11 p.m. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Langeslag to adjourn the Board of Appeal & Equalization meeting at 6:12 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Regular City Council Meeting  
April 26, 2020  
7:00 p.m.  
Fire Hall

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

Members absent were: none.

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

Others attending were Joe Duncan, Erin Sammon, Ross Olson, Scott Limberg, John Anhorn, Brent Kavitz (remotely), Lois Nelson, (remotely), and Annie Granlund.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – none.

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

Todd Nelson – Phase 2 of Development Approval – City Attorney Rahrck presented the Phase 2 Developer’s Agreement. A slight wording change would be made on Page 7. Motion by Merritt, seconded by Langeslag to approve the Phase 2 Developer’s Agreement with the revision on page 7. All members voted aye for approval. Motion carried.

Joe Duncan, Bolton & Menk – Main Street Project – Engineer Duncan presented Resolution 2021-09 Approving Plans and Specifications and Ordering Advertisement for Bids for the Main Street (CSAH 45) Street and Utility Improvement Project. Motion by Bartlett, seconded by Langeslag to approve Resolution 2021-09. Thomas aye, Langeslag aye, Mueller aye, Bartlett aye, Merritt nay. Motion carried.

Straight River Days – Erin Sammon

Parade Permit Request – Erin Sammon presented the parade route map and permit request to Council. Motion by Merritt, seconded by Mueller to approve the parade permit request. All members voted aye for approval. Motion carried.

Golf Cart Passes- Erin Sammon stated in past years the City of Medford had waived the permits needed for golf carts for Straight River Days. Motion by Langeslag, seconded by Bartlett to waive the permits for golf carts for Straight River Days. All members voted aye for approval. Motion carried.

Temporary Liquor License – Clerk Jackson stated the Civic Club had expressed interest in the City of Medford having a beer garden in the park for Friday night and Saturday during the day for Straight River Days. This would require the City to obtain a temporary liquor license from the State of Minnesota. Motion by Langeslag, seconded by Bartlett for the City of Medford to obtain a temporary liquor license to operate a beer garden during Straight River Days. 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 March 22,2021 regular meeting minutes.

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

Approval of the March check register numbers E4063-E4092, 16094-16121, and 49524-49613.

Approval of the Medford Fire Relief Association Temporary Liquor License Application Request.

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

Planning & Zoning Board – did not meet.

EDA Board – did not meet.

EDA Commissioner Report – Council member Bartlett stated she was working on setting up a meeting with the Medford Outlet Mall.

Park & Pool Commissioner – Council member Mueller stated residents had contacted her concerning the speeding of drivers on the road by the park. Mueller will contact Steele County Sherriff. Mueller asked if something could be done with the old concrete slab that the Chalet used to be on.

Mueller stated the pool had been sandblasted and the crack filling and painting would be done before the pool opens.

Water & Wastewater Commissioner – Council member Langeslag stated the screen for the wastewater plant had been ordered along with the new water meters and radios. Langeslag stated that any council member that was interested in taking a tour of the wastewater plant could contact Jed Petersen or Andrew Fischer to schedule a time for a tour.

Liquor Store Commissioner – Council member Bartlett stated the liquor store revenues had been increasing as the Covid restrictions were being eased by the State of Minnesota.

Streets Commissioner – Council member Merritt had nothing new to report regarding the streets.

Capital Advisory Board – did not meet.

City Attorney – none.

Mayor –

City Auditors Capital Expenditures Discussion- Mayor Thomas stated the discussion with the City Auditors had taken place and the City Auditors were aware of the large expenditures the City is making.

Summer Hours – Mayor Thomas stated in previous years City Hall had been closed on Friday afternoons during the summer unless a resident had made an appointment. Council had no objections to City Hall being closed on Friday afternoons during the summer.

Administrative Director of Operations –

Employee Compensation – Administrative Director Petersen presented a memo. Petersen recommended Council increase Bryce Grinnell's hourly wage to \$24.00 per hour effective April 26, 2021. Motion by Thomas, seconded by Bartlett to approve Bryce Grinnell's increase in hourly wage. All members voted aye for approval. Motion carried.

Cost of Living Increase – Administrative Director Petersen presented a memo. Petersen recommended Council give the public works workers the cost of living raise effective April 26, 2021. Council denied Petersen's recommendation.

MPCA Letter – Administrative Director Petersen stated he had received communication from Steven Speltz that the case with the City of Medford and MPCA was closed.

SEH/WHKS RFP Proposals – Administrative Director Petersen presented a memo. Petersen recommended Council approve the RFP Proposal from WHKS Engineering. Motion by Merritt, seconded by Langeslag to approve WHKS Engineering as the new City Engineers. All members voted aye for approval. Motion carried.

On Call Pay – Administrative Director Petersen presented a memo. Petersen recommended Council increase the on call pay rate from \$50.00 per week to \$30 per day. Motion by Mueller, seconded by Bartlett to increase the on call pay rate from \$50.00 per week to \$100.00 per week. All members voted aye for approval. Motion carried.

Weekend Rounds – Administrative Director Petersen presented a memo. Petersen recommended Council approve the change of weekend rounds to include; clocking in at the beginning and clocking out at the end of rounds. Paid overtime for two hours during the winter, spring, and fall and extra time as needed during the summer up to four hours. Motion by Langeslag, seconded by Thomas to approve the recommended changes to the Weekend Rounds policy. All members voted aye for approval. Motion carried.

Mailbox Policy – Administrative Director Petersen presented a memo. Petersen recommended Council approve the following policy: The City may provide reimbursement for damaged mail boxes, but only if the mail box was properly installed, was in good condition, and the plow actually came in direct

contact with the mail box (not for damage from snow coming off the plow blade). At the discretion of the Administrative Director of Operation the City of Medford will pay up to \$50 for a damaged mail box one time per year. Motion by Langeslag, seconded by Merritt to approve the mailbox policy. All members voted aye for approval. Motion carried.

City Clerk –

Resolution 2021-08 A Resolution Approving the Preliminary and Final Plat of Scenic Heights Third Addition- Motion by Merritt, seconded by Bartlett to approve Resolution 2021-08. All members voted aye for approval. Motion carried.

Mike Bubany, City Financial Position Discussion- Clerk Jackson stated Administrative Director Petersen and Clerk Jackson had met with Mike Bubany. Mike Bubany will be giving Council a presentation at a later date to discuss the City's financial position and future projects.

2021 Pool Employees – Clerk Jackson presented a memo. Jackson recommended Council approve the hiring of the following 2021 pool staff:

Pool Manager & WSI	Morgan Langeslag	\$14.00/hour
Assistant Pool Manager	Mackenzie Kellen	\$11.50/hour
Returning Lifeguard	Mikayla Savig	\$10.50/hour
Returning Lifeguard	Peyton Ristau	\$10.50/hour
Returning Lifeguard	Grace Keller	\$10.50/hour
Returning Lifeguard	Tommy Stanoch	\$10.50/hour
New Lifeguard	Clara Kniefel	\$10.25/hour
New Lifeguard	Tate Hermes	\$10.25/hour
New Lifeguard	Morgan Jones	\$10.25/hour

Motion by Merritt, seconded by Bartlett to approve the recommended 2021 pool staff. All members voted aye for approval. Langeslag abstained.

2021 Pool Rates – Clerk Jackson presented a memo. Jackson recommended Council increasing the single session and all day pass by \$1.00, the resident family, resident individual, non-resident family, non-resident individual, and individual weekly pass each by \$5.00. Motion by Langeslag, seconded by Bartlett to approve the recommended increase in pool rates for 2021. Thomas aye, Langeslag aye, Mueller aye, Bartlett aye, Merritt nay. Motion carried.

City Financial Report – Clerk Jackson presented a memo. Jackson stated there had been no unexpected large expenses since the last City council meeting.

Fire Department- John Anhorn stated he would work on a plan for where the shipping containers will end up permanently.

Motion by Langeslag, seconded by Merritt to adjourn the regular city council meeting at 9:00 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, May 24, 2021, 7:00 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Regular City Council Meeting  
May 24, 2021  
7:00 p.m.  
Fire Hall

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

Members absent were: Thomas.

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

Others attending were Annie Granlund, John Anhorn, and Cathi Gasner.

Acting Mayor Langeslag called the meeting to order at 7:03 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – none.

Agenda – Add Item G under City Administrator, Main Street Cooperative Agreement.

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

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

Approval of the April 26, 2021 Board of Appeal & Equalization meeting minutes and the April 26, 2021 regular meeting minutes.

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

Approval of the April check register numbers E4093-E4118, 16122-16160, and 49614-49666.

Approval of LMCIT Liability Coverage – Waiver Form.

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

EDA Commissioner Report – Councilmember Bartlett stated the next EDA meeting would be June 9, 2021. Bartlett also stated Cathi Gasner was a new member of the EDA board.

Park/Pool Commissioner Report – Councilmember Mueller stated there were no updates on the park. Mueller stated the pool was in process of being ready to open by June 12, 2021.

Water/Wastewater Commissioner Report – Councilmember Langeslag stated the new meters and infrastructure was still arriving in several separate shipments. Installation of the new meters would begin when all new infrastructure and software has been received and installed.

Liquor Store Commissioner Report – Councilmember Bartlett stated there was nothing new to report.

Streets Commissioner Report – Councilmember Merritt stated there was nothing new to report.

Capital Advisory Board – did not meet.

City Attorney – none.

Mayor – none.

City Administrator –

WHKS Professional Services Contract – Motion by Langeslag, seconded by Merritt to approve the WHKS Contract. All members voted aye for approval. Motion carried.

Hiring of New Bartender – Motion by Merritt, seconded by Bartlett to hire Angela Bohlman at the rate of \$11.08. All members voted aye for approval. Motion carried.

Tessia Melvin, David Drown & Associates – Motion by Bartlett, seconded by Merritt to approve the Ongoing Maintenance commitment with David Drown & Associates for a total price of \$6683 for the 3-year commitment. All members voted aye for approval. Motion carried.

Policy Changes – Motion by Mueller, seconded by Bartlett to approve the policy change of On Call rate being \$100.00 per week. All members voted aye for approval. Motion carried.

Weekend Rounds – Motion by Mueller, seconded by Bartlett to approve the following policy change:

“An employee working weekend rounds shall clock in and out for each shift worked. The employee shall be paid for a minimum of two hours for each weekend shift worked, and shall be paid for the actual time worked to the extent that the actual time exceeds two hours.”

All members voted aye for approval. Motion carried.

Public Works Concerns – Administrator Petersen stated Public Works had expressed concern about the amount of wipes, feminine hygiene products and trash being flushed into the sewer system. Public works also asked the public to not use the grassy area between 3<sup>rd</sup> Ave SE and City Hall as a road.

Ordinance 2021-03 An Ordinance Amending Medford City Code Section 8.040 Relating Damage to Mailboxes – Motion by Langeslag, seconded by Merritt to approve Ordinance 2021-03. All members voted aye for approval. Motion carried.

2021 Main Street Cooperative Agreement – Motion by Langeslag, seconded by Bartlett to approve the agreement. All members voted aye for approval. Motion carried.

City Clerk –

Pool Rental/Party – Clerk Jackson presented a memo stating the Civic Club wanted to rent the pool for a pool party during Straight River Days. Council consensus was to allow free swim to everyone from 5:30 – 8:00 on June 19, 2021.

Special Council Meeting – Clerk Jackson requested Council have a special meeting on June 15, 2021 to award the winning bid for the 2021 Main Street Project. Motion by Langeslag, seconded by Bartlett to hold a special meeting on June 15, 2021 at 6:00 p.m. All members voted aye for approval. Motion carried.

Casey’s 3.2 Beer License Application – Motion by Langeslag, seconded by Merritt to approve the application. All members voted aye for approval. Motion carried.

Unemployment Expense – Clerk Jackson presented a memo stating the State of Minnesota had made an adjustment to the City of Medford’s unemployment account in the amount of \$7,078.65.

City Financial Report – Clerk Jackson presented a memo stating there had been no unexpected large expenditures during the month of April.

Fire Department – John Anhorn stated the fire department had restarted the hiring process for new firefighters.

Motion by Merritt, seconded by Bartlett to adjourn the meeting at 7:56 p.m. All members voted aye for approval. Motion carried.

Special City Council Meeting – Monday, June 28, 2021, 6:00 p.m.  
Regular City Council Meeting – Monday, June 28, 2021, 7:00 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special Council Meeting  
June 15, 2021  
6:00 p.m.  
City Hall

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

Members absent were: none.

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

Others in attendance were Lois Nelson, John Anhorn, and Annie Granlund.

Mayor Thomas called the meeting to order at 6:02 p.m.

Joe Duncan gave a brief overview of the bids received and the total amounts.

Resolution 2021-10 Accepting Bid for Improvement Project 2021-01 – Motion by Bartlett, seconded by Langeslag to approve Resolution 2021-10. Thomas voted aye, Langeslag voted aye, Mueller voted aye, Bartlett voted aye, Merritt voted nay. Motion carried.

Motion by Langeslag, seconded by Bartlett to adjourn the special council meeting at 6:12p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.



Special City Council Meeting  
June 28, 2021  
6:00 p.m.  
City Hall

Members present were Langeslag, Mueller, Bartlett, Merritt, and Thomas (by phone).

Members absent were: none.

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

Others attending were Marie Sexton and John Anhorn.

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

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

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

The Council discussed which projects should take priority and when they should happen in the City. No decisions were made at this work session.

Motion by Merritt, seconded by Bartlett to adjourn the special council meeting at 6:52 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Regular City Council Meeting  
June 28, 2021  
7:00 p.m.  
City Hall

Members present were Langeslag, Mueller, Merritt, Bartlett, and Thomas (by phone).

Members absent were: none.

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

Others attending were John Anhorn, Marie Sexton, and Annie Granlund.

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

Pledge of Allegiance.

Concerns/Requests from the General Public/Organizations: none.

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

Mike Bubany – Main Street Financing Recommendations – Bubany recommended Council approve Clerk Jackson submitting an application to Minnesota Rural Water for the 2021 Main Street Project financing.

Motion by Langeslag, seconded by Mueller to approve Bubany's recommendation. 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 May 24, 2021 regular minutes and the June 15, 2021 special meeting minutes.

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

Approval of the May check register numbers E4119-E4139, 16161-16190, and 49667-49761.

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

EDA Commissioner Report – Council member Bartlett stated there was not quorum for the last scheduled EDA meeting.

Park & Pool Commissioner Report – Council member Mueller stated the pool was up and running, the pool issues had been resolved.

Water & Wastewater Commissioner Report – Council member Langeslag stated the first 150 meters had arrived. The wastewater clarifier had been repaired and was operational.

Municipal Liquor Store Commissioner Report – Council member Bartlett stated the liquor store revenues were increasing in the last couple of months.

Streets Commissioner Report – Council member Merritt stated RFP’s for streets would be sent out soon. Merritt stated there were several trees on 5<sup>th</sup> Ave that needed to be trimmed.

Capital Advisory Board – Nick Sorenson stated the Capital Advisory Board had met and needed clarification from Council as to exactly what is expected of the board.

City Attorney – none.

City Engineer – Brandon Theobald, WHKS gave a brief update to Council on what WHKS is currently working on for the City.

Mayor –

MAOSC Membership Renewal – Council tabled renewing the membership until more information could be obtained as to exactly what MAOSC is and what benefit it provides to the City of Medford.

Irrigation Meters – Clerk Jackson presented a memo on behalf of Mayor Thomas. The memo stated Council could consider covering a portion of the cost for residents interested in installing an irrigation meter. Council consensus was to leave everything as is. Residents would need to cover the entire cost of installing an irrigation meter if interested.

City Administrator –

Wastewater Operator Contract Renewal – Administrator Petersen presented the new contract for Andrew Fischer. The contract removed all fees for the water plant. The contract would continue to be \$1100 per month for Mr. Fischer to perform the wastewater plant contract operator duties.

Motion by Langeslag, seconded by Bartlett to approve the new Contract Operator contract. All members voted aye for approval. Motion carried.

City Clerk –

City Financial Report – Clerk Jackson presented a memo. Clerk Jackson stated there were no new unexpected expenses incurred for the month of June.

Fire Department – none.

Regular City Council Meeting – Monday, July 26, 2021, 7:00 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special Council Meeting  
June 30, 2021  
7.00 p.m.  
City Hall

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

Members absent were: Thomas.

City staff and consultants in attendance were Jed Petersen and Mark Rahrick.

Others attending were Scott Prestegard.

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

The purpose of the meeting is to evaluate the Public Works Worker job performance.

Acting Mayor asked Scott Prestegard if he would prefer to have the meeting open or closed.

Prestegard requested the meeting be closed.

The basis for closing the meeting is to evaluate Prestegard's job performance and discuss possible disciplinary action pursuant to Minn Stat Sec 13d.05 Subd.3.

Acting Mayor Langeslag asked Scott Prestegard to exit the meeting room for the initial discussion. Scott Prestegard will be asked to join the meeting when the Council completes their discussion.

Motion by Mueller, seconded by Bartlett to close the meeting at 7:02 p.m.

Council asked Scott Prestegard to join the discussion at 7:22 p.m.

Council came out of closed session at 8:39 p.m.

Motion by Mueller, seconded by Langeslag to terminate Scott Prestegard's employment with the City of Medford effective immediately. All members voted aye for approval. Motion carried.

Motion by Bartlett, seconded by Merritt to adjourn the special council meeting at 8:44 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special City Council Meeting  
July 26, 2021  
5:30 p.m.  
City Hall

Members present were Thomas (remotely), Langeslag, Mueller, and Merritt.

Members absent were: Bartlett.

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

Others in attendance were John Anhorn.

Mayor Thomas called the meeting to order at 5:30 p.m.

Agenda – Motion by Langeslag, seconded by Merritt to approve the agenda. All members voted aye for approval. Motion carried.

2022 Preliminary Budget and Levy.

City Clerk Jackson presented a memo explaining the significant changes made from the 2021 budget. All changes over \$1,000.00 will be highlighted.

The 2022 Levy is propose4d at \$699,589.00

2022 Proposed Preliminary Levy

General Fund	\$598,711.00
Fire Relief	\$20,000.00
2014 Central Avenue	\$19,250.00
2015 Scenic Heights	\$1,200.00
2021 Main Street Project	\$30,000.00
2018 Street Project	\$17,143.00
EDA	<u>\$13,285.00</u>
Total	\$699,589.00

Total levy increase is 3.8% over 2021.

No action will be taken on the preliminary budget and levy. Final approval of the preliminary budget and levy will be at the August 23, 2021 regular City Council meeting.

Water/Sewer Rates:

City Clerk Jackson proposed a \$.10 increase per thousand gallons for the water usage rate and no change to the per thousand-gallon sewer usage rate.

The water usage rate would be \$4.50 per thousand gallons. The sewer usage rate would stay the same at \$6.40 per thousand gallons. The water and sewer flat rates would remain unchanged at \$13.00 and \$12.00 respectively.

The increased water usage rate will help cover inflation in operating cost and build reserves that will be needed for future water plant upgrades.

Ordinance 2021-04 Amending Section 2.65 of the Master Fee Schedule – Ordinance reflects the \$.10 increase for water usage and all other rates and charges remaining unchanged.

Motion by Langeslag, seconded by Mueller to approve Ordinance 2021-04. All members voted aye for approval. Motion carried.

Resolution 2021-11 Publication by Title & Summary the Ordinance Amending the Master Fee Schedule – Motion by Langeslag, seconded by Mueller to approve Resolution 2021-11. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Merritt to adjourn the special city council meeting at 6:07 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor

Regular City Council Meeting  
July 26, 2021  
7:00 p.m.  
City Hall

Members present were Thomas (remotely), Langeslag, Mueller, and Merritt.

Members absent were: Bartlett.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mike Bubany, and Mark Rahrick.

Others attending were Marie Sexton, John Anhorn, Lon Thiele, and Annie Granlund.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – Marie Sexton asked if the intersection of Main Street and Central Avenue could be completed soon as part of the 2021 Main Street Project to avoid problems when school and harvest season start.

Agenda – Addition of Item b under City Administrator – Paving Quote. Motion by Merritt, seconded by Langeslag to approve the agenda as amended. All members voted aye for approval. Motion carried.

Mike Bubany, David Drown & Associates, 2021 Main Street Project

Resolution 2021-12 Authorizing the Issuance, Sale and Delivery of \$1,074,000 G.O. Improvement Bond, Series 2021-A; 2021 Main Street Improvement 2021-01 – Motion by Thomas, seconded by Langeslag to approve Resolution 2021-12. All members voted aye for approval. Motion carried.

Mark Hawkin (R.A.W. Construction) – 2021 Main Street Project Update – Council and residents in attendance asked Mark several questions regarding the progress, schedule, business access signs, etc. relating to the 2021 Main Street Project.

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

Approval of the June 28, 2021 special and regular city council meeting minutes.

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

Approval of the June check register numbers E4140-E4155, 16191-16232, 49761-49800, and 48333-48383.

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

EDA Commissioner Report – none.

Park & Pool Commissioner Report – Council member Mueller stated the DNR grant was approved. Mueller stated pool attendance had been gone so far for the season.

Water/Wastewater Commissioner Report – Council member Langeslag stated the clay valve had been repaired. All infrastructure for the new water meters had arrived. The fine screen for the wastewater plant has not been delivered yet.

Municipal Liquor Store Commissioner – none.

Street Commissioner - none.

Capital Advisory Board – did not meet.

City Attorney – none.

City Engineer – none. Mayor Thomas requested Administrator Petersen have both Joe Duncan from Bolton & Menk and Brandon Theobald from WHKS attend every council meeting.

Mayor –

MAOSC Membership Renewal – Council consensus was to not renew membership.

Capital Advisory Board – Mayor Thomas gave a brief overview as to what he wants the Capital Advisory Board to be. The individual commissioners and Administrator Petersen are to put together a plan for various projects and bring to the Capital Advisory Board. The Capital Advisory Board will then decide if a recommendation to proceed with the specific project should be brought before Council for final approval.

Administrative Director of Operations Performance Evaluation – Mayor Thomas stated Administrator Petersen had gone above and beyond for the City of Medford and was a great asset. Mayor Thomas recommended Council approve the \$5,000 salary increase for Administrator Petersen effective August 16, 2021.

Motion by Thomas, seconded by Merritt to approve the salary increase for Administrator Petersen. All members voted aye for approval. Motion carried.

City Administrator –

Public Works Update - Administrator Petersen presented a memo giving an update on the Public Works Department.

Paving Quote – Administrator Petersen stated he had received a quote from LaCanne Paving for \$10,700 worth of street patching. Motion by Langeslag, seconded by Merritt to approve and award the street patching to LaCanne Paving in the amount of \$10,700. All members voted aye for approval. Motion carried.

City Clerk –

Illinois Casualty Insurance Quote for Liquor Liability Coverage – Clerk Jackson recommended Council approve the quote from Illinois Casualty Insurance for Liquor Liability Coverage in the amount of \$4,936. Motion by Merritt, seconded by Langeslag to approve the quote. All members voted aye for approval. Motion carried.

City Financial Report – Clerk Jackson presented a memo. Jackson stated the City of Medford had received notification the City of Medford would be receiving approximately \$26,074 from the State of Minnesota for Small Cities Assistance.



Resolution 2021-13 Accepting Minnesota DNR Grant in the Amount of \$21,6001 with a City of Medford Match of \$21,600. – Motion by Mueller, seconded by Langeslag to approve Resolution 2021-13. All members voted aye for approval. Motion carried.

Fire Department – none.

Lon Thiele reminded Council that Night to Unite is August 3, 2021.

Mayor Thomas requested Administrator Petersen choose the best 3 applications for the Public Works Worker position and interview those candidates with Council member Mueller and Merritt. Council will have final approval on which candidate is hired at the special meeting on August 9, 2021.

Regular City Council Meeting – Monday, August 23, 2021, 7:00 p.m.

Motion by Langeslag, seconded by Merritt to adjourn the regular council meeting at 8:10 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

7:00 p.m.  
City Hall

Members present were Langeslag, Merritt, and Mueller.

Members absent were: Thomas and Bartlett.

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

Others attending were Jamey Krogh, Marie Sexton, and John Anhorn.

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

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

Joe Duncan, Bolton & Menk – 2021 Main Street Project Update/Discussion – Engineer Duncan gave an update on the timeline and progress of the 2021 Main Street Project. Duncan answered several questions from Council members regarding sidewalks, bump outs, etc. Duncan stated any changes in the sidewalks and bump outs were for ADA requirements and State Aid approval.

Hiring of New Public Works Worker – Administrator Petersen recommended Council hire Aaron Little as the new Public Works Worker at a rate of \$24.16 per hour with a start date of August 30, 2021.

Motion by Langeslag, seconded by Merritt to hire Aaron Little at \$24.16 per hour. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Mueller to adjourn the special city council meeting at 7:46 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Regular City Council Meeting  
August 23, 2021  
7:00 p.m.  
City Hall

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

Members absent were Thomas.

City staff and consultants in attendance were Elizabeth Jackson, Ben Cass, Brandon Theobald, and Rick Hager.

Others attending were: Marie Sexton, John Anhorn, Tom Karnauskas, and Kristen Sailer.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – none.

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

Fire Department – Adoption of Steele County’s Emergency Management Operations Plan

Kristin Sailer, Emergency Management Director addressed Council concerning the operations plan. It is still in the process of being revised. Kristin will email Council the Emergency Management Operation Plan when it is complete.

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

Approval of the July 26, 2021 special and regular council meeting minutes and the August 9, 2021 special meeting minutes.

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

Approval of the July check register numbers E4156-E4183, 16233-16282, and 48384-48443.

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

EDA Commissioner Report – Council member Bartlett stated the EDA Board did not meet.

Park & Pool Commissioner Report – Council member Mueller stated the pool had a good season and had closed on August 20, 2021.

Water/Wastewater Commissioner Report – Council member Langeslag stated there was nothing new besides what was listed in Administrator Petersen’s public works memo.

Liquor Store Commissioner Report – Council member Bartlett stated the Public Works Department had done floor maintenance at the liquor store.

Streets Commissioner Report – Council member Merritt stated there were resident concerns with the 2021 Main Street Project.

City Attorney – none.

City Engineer – Brandon Theobald gave Council a brief update on what WHKS is currently working on for the City, this includes GIS mapping, a water and wastewater plant tour and a street maintenance plan.

Mayor – none.

City Administrator – Acting Mayor Langeslag presented Administrator Petersen’s memo. The memo including updates on the public works department and the 2021 Main Street Project.

City Clerk –

City Financial Report – Clerk Jackson presented a memo. Jackson stated the City of Medford had received the first half of the American Rescue Plan Funds in the amount of \$66,453.09.

Approval of 2022 Preliminary Budget – Clerk Jackson presented a memo. Jackson gave a brief overview of the 2022 budget. Motion by Mueller, seconded by Bartlett to approve the 2022 Preliminary Budget. All members voted aye for approval. Motion carried.

Resolution 2021-14, Resolution Adopting 2022 Preliminary Tax Levy of \$692,849, a 2.8% increase – motion by Langeslag, seconded by Bartlett to approve Resolution 2021-14. All members voted aye for approval. Motion carried.

Truth in Taxation Meeting – Motion by Langeslag, seconded by Merritt to set the Truth in Taxation Meeting for Monday, December 27, 2021 at 7: 00 p.m. before the Regular Council Meeting. All members voted aye for approval. Motion carried.

R.A.W. Pay Request – Clerk Jackson presented the first pay request from R.A.W. Construction in the amount of \$105,707.07 for the 2021 Main Street Project. Motion by Merritt, seconded by Langeslag to approve the R.A.W. Construction pay request in the amount of \$105,707.07. All members voted aye for approval. Motion carried.

DNR Grant Contract – Motion by Merritt, seconded by Mueller to authorize Acting Mayor Langeslag to sign the DNR Grant Contract. Mueller voted aye, Merritt voted aye, Bartlett voted aye, Langeslag abstained. Motion carried.

Regular City Council Meeting – Monday, September 27, 2021, 7:00 p.m.

Motion by Mueller, seconded by Bartlett to adjourn the regular council meeting at 7:45 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special City Council Meeting  
September 14, 2021  
5:00 p.m.  
City Hall

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

Members absent were Thomas.

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

Others attending were: none.

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

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

Approval of Contractor Bid for Fine Screen Installation – Administrator Petersen presented a memo. Petersen recommended Council approve the bid from Magney Construction in the amount of \$44,200 with authorization to spend up to an additional \$30,800 if the existing piping cannot be utilized, for a total not to exceed \$75,000.

Motion by Bartlett, seconded by Mueller to approve the contractor bid from Magney Construction for the fine scree installation, not to exceed \$75,000. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to adjourn the special council 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.

Regular City Council Meeting  
September 27, 2021  
7:00 p.m.  
City Hall

Members present were Thomas (remotely), Langeslag, Bartlett, Merritt, and Mueller.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Ben Cass, Brandon Theobald, Joe Duncan, Rick Hager, and Glenn Gustafson.

Others attending were Matt Peterson, Marie Sexton, John Anhorn, Karissa Bilitz, Dave Bilitz, Kristen Sailer, Annie Granlund, Mark Honken, and Rob Pietz.

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

Pledge of Allegiance.

Concerns/Requests from the General Public/Organizations – none

Mayor Thomas thanked Council and the general public work all the support during his illness.

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

Bilitz/Peterson Lot Split/Combination – Matt Peterson and Dave Bilitz addressed Council concerning a possible lot split/combination on the vacant lot at 563 Forest Lane. Council consensus was for Bilitz and Peterson to go to Planning & Zoning with the request.

Fire Department – Resolution 2021-15, A Resolution Authorizing Execution of the Steele County Emergency Operation Plan Agreement – Motion by Bartlett, seconded by Langeslag to approve Resolution 2021-15. All members voted aye for approval. Motion carried.

2021 Main Street Project Update – Joe Duncan, Bolton and Menk Engineer, and Rob Pietz, Bolton & Menk Inspector gave an update on the 2021 Main Street Project.

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

Approval of the August 23, 2021 regular meeting minutes and the September 14, 2021 special meeting minutes.

Approval of the August and September city and liquor store bills.

Approval of the August check register numbers E4185-E4208, 16283-16329, and 48444-48495.

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

EDA Commissioner Report – Council member Bartlett stated the next EDA meeting would be held on October 10, 2021 and the Medford Outlet Center would be attending.

Park & Pool Commissioner Report – Council member Mueller state the swimming pool had been drained and would be winterized in October.

Marie Sexton gave a brief update on the work being done on the trail by the swimming pool.

Water & Wastewater Commissioner Report – Council member Langeslag stated the fine screen at the wastewater treatment plant would be installed in October.

Municipal Liquor Store Commissioner Report – Council member Bartlett had no updates this month.

Streets Commissioner Report – Council member Merritt had no updates this month.

City Attorney – none.

City Engineer – Engineer Theobald presented a memo. Theobald gave Council an update on the walkthrough and review of past documents related to the wastewater treatment plant.

Mayor – none.

City Administrator –

Public Works/Mueller Water Meter Update – Administrator Petersen presented a memo.

Employee HSA Contributions for 2022 – Administrator Petersen presented a memo. Petersen recommended Council change the HSA policy to allow eligible employees to contribute to their HSA accounts biweekly through payroll deduction beginning January 1, 2022.

Petersen recommended Council change the HSA policy to have the City’s contribution to eligible employees’ HSA accounts be made in full on January 1 of every year.

Council consensus was to leave the policy as is for the City’s contribution to be made 50% January 1, and 50% July 1.

Council consensus was to allow employees to contribute to their HSA accounts through payroll deduction beginning January 1, 2022.

Delta Dental – Administrator Petersen presented a memo. Petersen recommended Council offer dental insurance to eligible employees through a Delta Dental Plan beginning January 1, 2022. Petersen recommended the City pay \$35 per month for single coverage and \$70 per month for family coverage. Motion by Thomas, seconded by Bartlett to approve Delta Dental insurance, with a City contribution of \$35 per month single and \$70 per month family. Thomas voted aye, Bartlett voted aye, Langeslag voted aye, Merritt voted aye, Mueller voted nay. Motion carried.

City Clerk –

City Financial Report – Clerk Jackson presented a memo.

R.A.W Pay Request #2 – Clerk Jackson presented the pay request. Motion by Merritt, seconded by Langeslag to approve pay request #2. All members voted aye for approval. Motion carried.

American Rescue Plan Authorization – Clerk Jackson presented a memo. Motion by Langeslag, seconded by Bartlett to report the City doesn’t have a project decided on at this time for the report due October 31, 2021. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, October 25, 2021, 7:00 p.m.

Truth in Taxation Meeting – Monday, December 27, 2021, 7:00 p.m.

Motion by Langeslag, seconded by Mueller to adjourn the regular council meeting at 8:43 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special Council Meeting  
September 30, 2021  
5.00 p.m.  
City Hall

Members present were Langeslag, Mueller, and Bartlett.

Members absent were: Thomas and Merritt.

City staff and consultants in attendance were Jed Petersen, Mark Rahrck, Craig O'Hearn, and Lisa Thoreson.

Others attending were none.

Acting Mayor Langeslag called the meeting to order at 5:01 p.m.

The purpose of the meeting is to evaluate the Municipal Liquor Store Janitor's job performance.



Acting Mayor asked Lisa Thoreson if she would prefer to have the meeting open or closed.

Thoreson requested the meeting be closed.

The basis for closing the meeting is to evaluate Thoreson's job performance and discuss possible disciplinary action pursuant to Minn Stat Sec 13d.05 Subd.3.

Acting Mayor Langeslag asked Lisa Thoreson to exit the meeting room for the initial discussion. Lisa Thoreson will be asked to join the meeting when the Council completes their discussion.

Motion by Mueller, seconded by Bartlett to close the meeting at 5:04 p.m.

Council asked Lisa Thoreson to join the discussion.

Motion by Mueller, seconded by Langeslag to open the meeting at 5:25 p.m.

Motion by Bartlett, seconded by Mueller to terminate Lisa Thoreson's employment with the City of Medford effective immediately. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Mueller to adjourn the special council meeting at 5:28 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Emergency Special Council Meeting  
October 21, 2021  
5:00 p.m.  
City Hall

Members present were Thomas (remotely), Merritt (remotely), Mueller, Bartlett, and Langeslag.

Members absent were: none.

City staff and consultants in attendance were Elizabeth Jackson.

Others attending were: none.

Mayor Thomas called the meeting to order at 5:03 p.m.

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

Resolution 2021-16, Resolution for Hearing on Proposed Assessment – motion by Mueller, seconded by Bartlett to approve Resolution 2021-16. Thomas voted aye, Langeslag voted aye, Mueller voted aye, Bartlett voted aye, Merritt voted aye. Motion carried.

Motion by Langeslag, seconded by Bartlett to adjourn the emergency special council meeting at 5:06p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Regular City Council Meeting  
October 25, 2021  
7:00 p.m.  
City Hall

Members present were Thomas(remotely), Mueller, Merritt, Langeslag, and Bartlett.

Members absent were: none.

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

Others attending were Marie Sexton and John Anhorn.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – none.

Agenda – Mayor Thomas added Donation for Christmas lights and donation to the Fire Department under Mayor.

Motion by Merritt, seconded by Bartlett 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 September 27, 2021 regular council meeting minutes.

Approval of the September and October city and liquor store bills.

Approval of the September check register numbers E4209-E4229, 16330-16367, and 48496-48569.

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

EDA Commissioner Report – Council member Bartlett stated a representative from the Ultra Outlet Center had attending the EDA meeting to discuss potential opportunities.

Park/Pool Commissioner Report – Council member Mueller stated the concrete and asphalt had been completed for the DNR Grant Trail.

Water/Wastewater Commissioner Report – Council member Langeslag stated the City is still waiting for the fine screen to be delivered for the wastewater treatment plant.

Liquor Store Commissioner Report– Council member Bartlett stated the Municipal Liquor Store was currently showing a profit for the year.

Streets Commission Report – Council member Merritt stated he wanted to be part of a meeting with Rob Pietz on a punch list for Main Street.

City Attorney – none.

City Engineer – Brandon Theobald presented a Professional Services Agreement for the Wastewater Treatment Plant Equipment Evaluation for Council Approval.

Motion by Langeslag, seconded by Bartlett to approve the Professional Services Agreement with WHKS subject to the City Attorney recommendations. All members voted aye for approval. Motion carried.

Mayor -

City Hall Part Time Help – Mayor Thomas stated City Hall needed part time help for the next 3 months during the audit season.

Motion by Thomas, seconded by Bartlett to authorize Administrator Petersen to hire part time help for City Hall if needed. Thomas voted aye, Bartlett voted aye, Merritt voted nay, Mueller voted nay, Langeslag voted nay. Motion failed.

Christmas Light Donation – Mayor stated he would be donating 3 months of Mayor Pay back to the City of Medford. \$450 will be donated for purchase of Christmas lights for Central Park and \$450 will be donated to the Medford Volunteer Fire Department.

City Administrator –

Accepting Steve Clark's Resignation – Administrator Petersen presented a memo stating Steve Clark had given his resignation October 4, 2021.

Motion by Bartlett, seconded by Mueller to accept Steve Clark's resignation. All members voted aye for approval. Motion carried.

Public Works Update – Administrator Petersen presented a memo updating Council on the Public Works Department for the month of October.

Employee Handbook Updates – Administrator Petersen presented a memo.

Motion by Bartlett, seconded by Langeslag to accept the Dental Policy and add it to the employee handbook. Thomas aye, Merritt aye, Langeslag aye, Bartlett aye, Mueller nay. Motion carried.

Motion by Merritt, seconded by Mueller to approve the HAS Policy and add it to the employee handbook. All members voted aye for approval. Motion carried.

R.A.W Pay Request #3 – Motion by Thomas, seconded Merritt to approve the R.A.W. pay request #3. All members voted aye for approval. Motion carried.

City Clerk -

City Financial Report – Clerk Jackson presented a memo detailing the individual line items that are over budget. No action required by Council.

Fire Department – none.

Regular City Council Meeting – Monday, November 22, 2021, 7:00 p.m.

Truth in Taxation Meeting – Monday, December 27, 2021, 7:00 p.m.

Motion by Langeslag, seconded by Merritt to adjourn the regular city council meeting at 7:40 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Special City Council Meeting  
November 10, 2021  
6:00 p.m.  
Medford Fire Hall

Members present were Thomas (remotely), Mueller (remotely), Langeslag, Bartlett, and Merritt.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mark Rahrick, and Joe Duncan.

Others attending were Lois Nelson, Dave Mueller, Greg and Karen Sanborn, John Anhorn, Jamey Krogh, and Marie Sexton.

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

Joe Duncan, Project Engineer stated all major items of work for the 2021 Main Street Improvement Project have been completed to the extent that final quantities can reliably be determined. Final assessments have been calculated according to the City's assessment policy, which provides for 50% of the project cost to be assessed to benefiting property owners on a front footage basis.

Motion by Langeslag, seconded by Bartlett to open the public hearing at 6:07 p.m.

Public Comments:

Lisa Full submitted a written objection to her assessment. Ms. Full stated she had already paid for the sidewalk with the Central Avenue assessments. Administrator Petersen stated no one was being charged an assessment for the sidewalks. The City of Medford was covering 100% cost of the sidewalks for the 2021 Main Street Improvement Project.

Jamey Krogh provided a written objection to sidewalks, curbs, and driveway approaches. Joe Duncan stated no one was being assessed for sidewalks. All driveway approaches were assessed to the individual property owner. Duncan stated the curbs were part of the 75/25 County/City cost share.

Dave Mueller provided written objection due to his assessment amount going from \$800 to approximately \$3200. Joe Duncan stated the extra cost was for the water connection.

Lois Nelson stated she was happy the project was completed.

Karen and Greg Sanborn stated they were taking notes for the Medford Congregational Church.

John Anhorn provided written objection to the shop assessment at 204 S Main. Anhorn stated the assessment outweighed the value.

Motion by Langeslag, seconded by Bartlett to close the public hearing at 6:27 p.m.

Council made no changes to the assessment roll.

Resolution 2021-17 Adopting Assessment Roll – motion by Merritt, seconded by Langeslag to approve Resolution 2021-17. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Langeslag to adjourn the special meeting at 6:42 p.m. All members voted aye for approval. Motion carried.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Regular Council Meeting  
November 29, 2021  
7:00 p.m.  
City Hall

Members present were Thomas, Mueller, Langeslag, Bartlett, and Merritt (remotely).

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, Mark Rahrick, and Rick Hager.

Others attending were Marie Sexton, John Anhorn, and Annie Granlund.

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

Pledge of Allegiance.

Concerns/Request from the General Public and Organizations – Marie Sexton asked about the condition of the roundabouts.

Agenda – Add Covid plan/employee pay and Main Street sidewalk snow removal to City Administrator as items D and E. Motion by Langeslag, seconded by Mueller 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 a separate action.

Approval of the October 21, 2021 Emergency Council meeting minutes, the October 25, 2021 regular council minutes, and the November 10, 2021 special council meeting minutes.

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

Approval of the October check register numbers E4230-e4263, 16368-16409, and 48570-48625.

Resolution 2021-19 Accepting Donation from Danny and Linda Thomas for Medford Christmas Lights in the amount of \$450.00.

Resolution 2021-20 Accepting Donation from Danny and Linda Thomas for the Medford Fire Department in the amount of \$450.00.

Resolution 2021-21 Accepting Donation from Compeer Financial for the Medford Fire Department for Emergency Response Equipment in the amount of \$3,000.00.

Motion by Merritt, seconded by Mueller to approve the consent agenda as presented. Merritt, Mueller, Langeslag, and Bartlett voted aye. Thomas abstained. Motion carried.

EDA Commissioner Report – Council member Bartlett did not have an update this month. The next EDA meeting is December 8, 2021.

Park & Pool Commissioner Report – Council member Mueller stated the Christmas light had been put up at Central Park. Mueller stated she was working on the Medford Pool needs for the 2022 pool season.

Water & Wastewater Commissioner Report – Council member Langeslag did not have any updates this month.

Municipal Liquor Store Commissioner – Council member Bartlett did not have any updates this month.

Streets Commissioner Report – Council member Merritt stated the catch basins by J&L Collision and the Todd Nelson Development needed to be cleaned out. Merritt also stated the storm sewers should be checked.

City Attorney – none.

City Engineer – none.

Fire Department – 2022 Township Fire Contracts –

Chief Hager presented a memo to council stating the Medford Township 2022 Fire Contract would be \$21,100.00. Chief Hager stated the Deerfield Township 2022 Fire Contract would be \$9,500.00.

Motion by Mueller, seconded by Bartlett to approve the 2022 Township Fire Contracts as presented. All members voted aye for approval. Motion carried.

Mayor –

Plexi-Glass/Masks – Mayor Thomas stated he thought the Medford Municipal Liquor Store employees should be mandated to wear masks while working. Motion by Bartlett, seconded by Thomas to mandate Liquor Store employees to wear masks while working until further notice. All members voted aye for approval. Motion carried.

Ice Rinks – Mayor Thomas stated the ice rinks should be open by January 1, 2022, weather permitting without a warming house attendant. Motion by Bartlett, seconded by Mueller to open the ice rinks by January 1, 2022 without a warming house attendant, weather permitting. All members voted aye for approval. Motion carried.

City Administrator –



City Administrator Update – Administrator Petersen presented a memo updating Council on the city hall and public works activities for the month.

Medford Fire Relief Association Contribution Request – Administrator Petersen presented a memo recommending Council request \$10,000 to offset operation and maintenance expenses at the Medford Pool. Motion by Merritt, seconded by Bartlett to approve the request for \$10,000 from the Medford Fire Relief Association. All members voted aye for approval. Motion carried.

R.A.W. Pay Request #4 – Administrator Petersen presented the pay request. Motion by Langeslag, seconded by Bartlett to approve the R.A.W. Pay Request #4. All members voted aye for approval. Motion carried.

Covid Plan/Employee Pay – Council consensus was for Administrator Petersen to put together a plan regarding employee work and pay if an employee tests positive for Covid-19 and bring the plan back to Council.

Main Street Sidewalk Snow Removal - Council consensus was for Administrator Petersen to research equipment needed for sidewalk snow removal on Main Street.

City Clerk –

City Financial Report – Clerk Jackson presented a memo. Jackson stated no changes or unexpected expenses had occurred during the month.

Resolution 2021-18 Designating the Polling Place for the 2022 Elections – motion by Mueller, seconded by Merritt to approve Resolution 2021-18. All members voted aye for approval. Motion carried.

2021 End of Year Pool Memo – Clerk Jackson presented a memo. Jackson stated the Medford Pool had significant unforeseen repairs that resulted in the Medford Pool losing \$33,154.54 for the 2021 season.

2022 Final Budget – Clerk Jackson presented the final budget for 2022. No changes had been made. Council will take official action at the December 27, 2021 meeting.

Main Street Financial Memo – Clerk Jackson presented a memo outlining the expenses relating to the Main Street project so far year to date.

Motion by Langeslag, seconded by Mueller to adjourn the regular council meeting at 8:01 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, December 27, 2021, 7:00 p.m.

Truth in Taxation Meeting – Monday, December 27, 2021, 7:00 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

Regular Council Meeting  
December 27, 2021  
7:00 p.m.  
City Hall

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

Members absent were: Bartlett.

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

Others attending were John Anhorn.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – none.

Add railroad discussion under Streets Commissioner Report. Add item G under City Administrator, meter update.

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

Truth in Taxation Hearing.

Clerk Jackson presented the Final 2022 Levy.

General Fund	\$591,971
Fire Relief	\$20,000
2014 Central Ave	\$19,250
2015 Scenic Heights	\$1,200
2018 Street Project	\$17,143
2021 Main Street	\$30,000
EDA	<u>\$13,285</u>

Total                               \$692,849

This is a 2.8% increase over the 2021 overall levy.

Clerk Jackson reviewed the 2022 budget and levy increase.

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

Public Comments – none.

Motion by Langeslag, seconded by Merritt to close the Truth in Taxation hearing at 7:04 p.m.

Motion by Merritt, seconded by Langeslag to approve Resolution 2021-22 adopting the 2022 Final Tax Levy. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Mueller to approve the 2022 City budget. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Merritt to approve the 2022 Employee Compensation, a step increase for all full time and part time employees. 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 June 20, 2021 special council meeting minutes, the September 30, 2021 special council meeting minutes, and the November 29, 2021 regular council meeting minutes.

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

Approval of the November check register numbers E4264-E4283, 16410-16437, and 48626-48703.

Resolution 2021-23 Accepting Donation from the Medford Fire Relief Association in the amount of \$100,000.00 for the Medford Fire Department Truck and Equipment Fund.

Resolution 2021-24 Accepting Donation from the Medford Fire Relief Association in the amount of \$10,000.00 for the Medford Pool.

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

EDA Commissioner Report – Administrator Petersen gave a brief update on the EDA meeting on December 10, 2021.

Park & Pool Commissioner Report – Council member Mueller gave an update. Mueller is working with grant writer Sexton on the DNR grant for the park trail and finishing up the work on the trail. Mueller is also working with Administrator Petersen on the needs and wants for the Medford Pool for the 2022 season.

Water & Wastewater Commissioner Report – Council member Langeslag stated the tarp that covers the aeration tank at the wastewater treatment plant had been ruined in the wind storm. A new tarp has been ordered and the insurance policy will pay for the new tarp. Langeslag stated the fine screen will be put into service once the new tarp is installed.

Liquor Store Commissioner Report – Council member Bartlett was absent from the council meeting.

Streets Commissioner Report – Council member Merritt stated he had received resident complaints about public works needing to plow closer to the curb. Merritt stated the pile of snow on the corner of Main street and 5<sup>th</sup> Ave needed to be cleaned up. Merritt stated Canadian Railroad had sold the unused railroad in Medford. The new company wants to have the railroad up and running within 5 years.

City Attorney – none.

City Engineer – Engineer Theobald gave a brief update. Theobald stated the wastewater treatment plan equipment evaluation had begun.

Fire Department – John Anhorn stated the fire department had sent out offers to new candidates for the fire department. The new hires will be brought to Council in January for approval.

Mayor –

Municipal Liquor Store Mask Policy – Manager O’Hearn stated the liquor store employees wanted the choice left up to the individual on whether to wear a mask or not. Motion by Langeslag, seconded by Merritt to leave mask wearing as a personal choice for Liquor Store employees. All members voted aye for approval. Motion carried.

Municipal Pool - Mayor Thomas stated he would like a plan in place by February for the 2022 pool season to be taken to the Capital Advisory Board.

AARP Funds – Mayor Thomas stated he would be doing more research into what is allowed for use of the AARP funds.

Roundabouts – Mayor Thomas stated he wanted the roundabouts to become maintenance free.

City Administrator –

PTO/Covid Pay Policy – Administrator Petersen stated surrounding cities were requiring employees to use paid time off for time missed from work due to Covid. Petersen recommended Council consider purchasing a laptop for Clerk Jackson in case of illness so she could work from home.

Organizational Meeting – Administrator Petersen stated the Organizational Meeting is scheduled for January 5, 2022 at 5:00 p.m.

Public Works/General Update – Administrator Petersen gave a brief update on public works and city hall activities for the past month.

2022 Meeting Schedules have been included in the Council packets and will be put on the City’s website.

Code Compliance Letters – Administrator Petersen stated several letters had been sent to residents that are out of compliance. Petersen is working with City Attorney Rahrack on changing the fines ordinance.

Sidewalk Snow Clearance – Mayor Thomas stated the previous Council had agreed to take care of snow removal from Mr. Kay’s residence to the railroad tracks. The Public Works department will take care of this. Petersen will check into purchasing a small snow blower for this area of sidewalk.

Meters – Administrator Petersen gave a brief update. Meters will begin being installed the second week of January 2022.

City Clerk –

Resolution 2021-25 Certifying unpaid utility bills to Steele County – motion by Thomas, seconded by Mueller to approve Resolution 2021-25. All members voted aye for approval. Motion carried.

City Financial Report – Clerk Jackson presented a memo.

Motion by Mueller, seconded by Langeslag to adjourn the regular council meeting at 8:34 p.m. All members voted aye for approval. Motion carried.

Organizational Meeting – Wednesday, January 5, 2022, 7:00 p.m.

Regular City Council Meeting – Monday, January 24, 2022, 7:00 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.