

City of Medford Regular Meeting Agenda*

September 23, 2024, 7:00 PM



- I. Call to Order
- II. Pledge of Allegiance
- III. Concerns/Requests from the General Public and Organizations
- IV. Approval of Agenda
- V. Approval of Consent Agenda *(All items listed are considered routine or non-controversial by the Council and will be approved by one motion. There will be no separate motion on these items unless a council member, city staff, or citizen so requests, in which case the item will be removed from the consent agenda and be considered in its normal sequence of the agenda. All items approved by majority vote unless noted.)*
 - A. Approval of Minutes
 - B. Approval of City and Liquor Store Bills
 - C. Approval of Check Register
 - D. Resolution 2024-22 A Resolution Accepting Donation from Steele Waseca Cooperative Electric in the amount of \$2000.00 for the Medford Fire Department
- VI. Council Committees/Reports
 - A. Planning & Zoning Report – did not meet
 - B. EDA Commissioner Report – did not meet
- VII. Department Reports
 - A. Fire Department
 - B. City Engineer
 - C. City Attorney
 - D. Administration Department
 - i. Mayor
 - a. Small Cities Assistance
 - i. City Administrator
 - a. Public Works/City General Updates
 - b. FEMA Update – Park Flooding
 - c. Ordinance 2024-06 An Ordinance Amending Section 6.01, Subd. 5 of the Medford City Code Regulating Hours of Operation of the Municipal Liquor Dispensary
 - d. Resolution 2024-21 A Resolution Approving Publication of Ordinance by Title and Summary
 - e. Main Street Sidewalk Repair Estimates
- XIII. Next Meeting Dates
 - A. Regular City Council Meeting – Monday, October 28, 2024, 7:00 p.m.
- XIV. Adjournment

Regular Council Meeting
August 26, 2024
7:00 p.m.
City Hall

Members present were Thomas, Merritt, Mueller, Sorensen, and Winter.

Members absent were: none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrick, Brandon Theobald, Tom Harris, and Craig Helgeson.

Others attending were Tony Durand, Dyann Reinhard, Marie Sexton, Phil Kasperek, Roberta Fitzgerald, Kay Fate, Jenny Kath, and Bryan Duncan.

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

Pledge of Allegiance

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

Anthony Durand – Street Light Concern – Mr. Durand stated he would like a light added to the pole at the corner of 2nd Ave and Central Ave. Mayor Thomas stated Steele Waseca had been contacted and a light would be installed.

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

2025 Preliminary Budget – motion by Mueller, seconded by Merritt to approve the 2025 Preliminary Budget as presented. All members voted aye for approval. Motion carried.

Resolution 2024-18 A Resolution Adopting 2025 Preliminary Levy – motion by Mueller, seconded by Winter to approve Resolution 2024-18. 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 July 22, 2024 regular council meeting minutes.

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

Approval of the July check register numbers E5244-E5338, 17652-17707, and 52133-52264.

Resolution 2024-19 A Resolution Accepting Grant Award from CenterPoint Energy for the Medford Fire Department in the amount of \$2500.00

Resolution 2024-20 A Resolution Accepting Donation from the Medford Bus Company in the amount of \$500.00 for the Medford Fire Department.

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

Zoning Board – did not meet.

EDA Board

Jennifer Kath EDA Revolving Loan Request – the EDA Board recommended Council approve Jennifer Kath’s request for a \$40,000 EDA Revolving Loan. Motion by Mueller, seconded by Winter to approve the \$40,000 Revolving Loan request. All members voted aye for approval. Motion carried.

Fire Department

Medford Volunteer Fireman’s Relief Association Updated Bylaws with Benefit Increase – motion by Thomas, seconded by Winter to approve the update bylaws with benefit increase. All members voted aye for approval. Motion carried.

City Engineer – none.

City Attorney

Resolution 2024-16 A Resolution Approving Easement Agreement – motion by Mueller, seconded by Sorensen to approve Resolution 2024-16. All members voted aye for approval. Motion carried.

Mayor

Roundabout – Administrator Jackson and Engineer Theobald will work with MNDOT on developing a new landscape plan for the Medford roundabouts.

City Administrator

Public Works/City General Updates – Administrator Jackson presented a memo.

Mueller Meter Systems Data Collector – Administrator Jackson presented a memo. Jackson recommended Council consider purchasing a backup data collector for the new water meters. Council consensus was not to purchase a backup data collector.

Regular City Council Meeting – Monday, September 23, 2024, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 7:44 p.m. All members voted aye. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

CITY OF MEDFORD BILLS FOR AUGUST 2024

Paid Unpaid

Alden Pool	pool repairs	\$651.00
Alex Air	fire dept grant writing services	\$320.00
Ancom	fire department	\$13,337.50
Anhorn's Gas & Tire	fire department	\$1,121.99
Anhorn's Gas & Tire	public works	\$581.45
B & B Pumping & Portables, Inc	handicap toilet	\$160.00
Batteries Plus	public works	\$172.44
Block Plumbing	city hall toilet/ park toilets	\$249.62
CCS	call service	\$105.05
Colonial Life	insurance	\$113.64
Cintas	public works	\$280.50
Ballstadt	fertilizer/weed control	\$1,035.60
Delta dental	insurance	\$273.16
Centerpoint		\$796.46
Electric Pump	Baker Lift station, service contract	\$3,901.38
Culligan		\$156.52
Earl F Andersen	signs	\$267.73
First Supply	public works	\$191.88
Fame Awards	fire dept grant writing services	\$30.00
Fleet Farm	public works	\$30.05
Flom Disposal	garbage	\$589.14
Hagen Excavation	park flooding	\$1,211.25
Google	emails	\$100.80
Gopher State One	locates	\$51.30
Hawkins	chemical	\$5,645.38
Hermel	pool candy/ice cream	\$421.70
Imperial Dade	public works	\$391.71
Jaguar Communications	phone/internet	\$778.59
Hydro Tech Service	booster station repairs	\$1,600.00
Innovative	office supplies	\$27.27
Integrity Material Sales	concrete recycling	\$28.60
Flores Services Inc	sidewalk repair	\$650.00
Karin Anderson	fire dept grant writing services	\$500.00
Blue Cross	health insurance	\$4,702.72
Marathon Tech	computer support	\$490.36
Mechanical Systems	water plant	\$3,120.00
Lowe's	public works	\$677.47
Minnesota Dept of Health	connection fees	\$1,215.00
McQueen	fire department	\$138,462.43
Minnesota Dept of Revenue	Sales Tax	\$72.00
Minnesota Dept of Labor & Industry	pressure vessel	\$10.00
MEG Electric	fire department	\$1,551.25
Metro Sales	copier	\$102.46
Medical & Safety Resources	fire department	\$825.00
Northland Farm	public works	\$53.43
Postmaster	postage	\$794.55
Owatonna Heating	public works	\$629.20
Riteway	payroll checks, disconnect, postcar	\$690.86
R & K	park, booster station	\$1,986.57
Sams Club	pool	\$184.03
Steve James Excavation	3" road stone	\$854.60
Steele County Information	EDA Sign	\$400.00
Steele Waseca		\$13,863.90
Steele County Landfill	public works	\$46.62
Steele County	election equipment	\$337.65
Utility Consultants	testing	\$1,871.62
UPS	samples	\$96.77

CITY OF MEDFORD BILLS FOR AUGUST 2024

US Bank	city hall copy machine	\$285.37	
Vessco	WWTP blower service	\$2,393.43	
Verizon Wireless	cell phones	\$215.26	
WHKS	engineering	\$121,582.21	
	Total	\$333,286.47	\$0.00

Approved by City Council on Monday, September 23, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR AUGUST 2023

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Angela Bohlman	\$50.00	
Faribo Air	\$216.30	
Centerpoint	\$59.91	
Culligan	\$79.64	
Cintas	\$342.45	
Amazon	\$192.95	
Cashwise	\$8.07	
Huber Supply	\$107.68	
Minnesota Department of Revenue	\$4,005.00	
Paige Butterfield	\$50.00	
Jenny Amberg	\$50.00	
Midco	\$272.56	
Nola Olson	\$1,600.00	
Shari Stromme	\$700.00	
Plunketts	\$382.72	
Wal Mart	\$116.25	
Midco	\$272.56	
DR Fresh Tap	\$65.00	
Stuart Bohlman	\$300.00	
Steele Waseca	\$1,581.37	
Shamrock Group	\$420.75	
Southern MN Glazers	\$285.14	
Townsquare Media	\$285.96	
Flom Disposal	\$480.00	
Total	\$11,924.31	\$0.00
<u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$1,033.25	
Hermel Wholesale	\$3,462.98	
Pepsi		
Total	\$4,496.23	\$0.00
<u>BEER</u>		
College City Beverage	\$16,572.77	
Northern Beverage	\$3,568.00	
Locher Bros Inc	\$1,765.00	
Total	\$21,905.77	\$0.00
TOTAL	\$38,326.31	\$0.00

Approved by City Council on Monday, September 23, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR SEPTEMBER 2024

		<u>Paid</u>	<u>Unpaid</u>
Alex Air	fire dept		\$1,711.94
Aflac			
Anhorn's Gas & Tire	public works		\$486.13
Anhorn's Gas & Tire	fire dept		\$262.72
B & B Pumping & Portables, Inc	handicap portable toilet		\$160.00
Block Plumbing	city hall repairs		\$141.95
CFS	roundup		
CCS	call service		\$100.05
Carrot Top	flags		
Batteries & Bulbs	public works		\$137.85
Cintas	public works		\$40.47
Earl F Andersen	signs		\$155.60
Centerpoint			
Culligan			\$78.26
Delta Dental			
Dakota Ellingson	fire dept		\$92.11
Dinges Fire Company	fire dept		\$307.50
Imperial Dade	public works		\$137.60
Fire Dept	recertifications/training		
First Supply	public works		
Flom Disposal	garbage		
Gopher State One-Call	locates		\$37.80
Google	email		
Hach	testing supplies		\$191.99
HM Craig	public works		
Hawkins	chemical		\$1,750.07
Jaguar Communications	phone/internet		\$810.59
Insty Prints	envelopes		\$137.99
Innovative	office supplies		\$48.48
Lowe's	fire dept		
Lowe's	public works		
League of MN Cities Insurance	PC/WC	\$53,254.00	
Kurita	water plant media		\$239.93
Kibble	mower blades		
Blue Cross	health insurance		\$4,702.72
Mid America Backflow	public works		
MN Fire Service	certification		\$52.50
Midwest LED Signb	eda sign		
Medford Township	jetter storage		
Miscellaneous	pool certifications reimbursements		\$580.00
MN AWWA	water class		
MN Pollution Control	testing		
Metro Sales	copies		
Pool reimbursements	lifeguards		
Northland Farm	public works		\$26.99
Postmaster	postage		
Owatonna Peoples Press	publications		
R & K	data collector		\$100.00
Riteway	checks		
Rice County	hazardous material		
Steele County Landfill	public works		\$204.37
Steele County Information	EDA Sign		\$400.00
Steele Waseca			
Stewart Sanitation			
Richard Olson	training		
Rekon	computer support		
US Bank	city hall copy machine		

CITY OF MEDFORD BILLS FOR SEPTEMBER 2024

Utility Consultants	testing		
US Plastic	public works		
Verizon Wireless	cell phones		\$215.26
Vessco	wwtp blowers		\$1,750.00
WHKS	engineering fees		
	Total	\$53,254.00	\$15,060.87

Approved by City Council on Monday, September 23, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR SEPTEMBER 2024

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Amazon		
Andy Evans		\$257.41
MN Dept of Revenue		
Centerpoint		
Block Plumbing		\$389.62
Culligan		\$39.82
Erica Johnson		150.00
Huber Supply		206.68
Tim Amberg		100.00
Thomas Sticha	\$450.00	
Jenny Amberg		100.00
Plunketts		119.02
Dr Fresh Tap		65.00
Walmart		
Steele Waseca		
Townsquare Media		
Shamrock		167.50
Flom Disposal		\$480.00
Total	\$450.00	\$2,075.05
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza		\$355.95
Hermel Wholesale		\$1,101.50
Pepsi		
Total	\$0.00	\$1,457.45
 <u>BEER</u>		
College City Beverage		\$5,664.74
Northern Beverage		\$1,688.40
Locher Bros Inc		\$519.80
Total	\$0.00	\$7,872.94
 TOTAL	 \$450.00	 \$11,405.44

Approved by City Council on Monday, September 23, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

Checks for Month

10100 Cash

Since AUGUST 2024

Begin Balance (\$734,762.09)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
052266	CASH	8/1/2024	\$5,000.00	8-1-24atm	atm	-\$739,762.09
052267	CASH	8/5/2024	\$5,000.00	8-5-24atm	atm	-\$744,762.09
052270	ALDEN POOL & MUNICIPAL	8/13/2024	\$651.00	8-13-24 Bills		-\$745,413.09
052271	ANGELA BOHLMAN	8/13/2024	\$50.00	8-13-24 Bills		-\$745,463.09
052272	ANHORNS GAS & TIRE	8/13/2024	\$581.45	8-13-24 Bills	public works	-\$746,044.54
052273	B & B PUMPING & PORTABL	8/13/2024	\$160.00	8-13-24 Bills	handicap toilets	-\$746,204.54
052274	BATTERIES PLUS BULBS	8/13/2024	\$29.85	8-13-24 Bills		-\$746,234.39
052275	BLOCK PLUMBING & HEATIN	8/13/2024	\$249.62	8-13-24 Bills	park bathroom	-\$746,484.01
052276	CCS	8/13/2024	\$105.05	8-13-24 Bills		-\$746,589.06
052277	CINTAS	8/13/2024	\$394.65	8-13-24 Bills	22867780	-\$746,983.71
052278	COLLEGE CITY BEVERAGE,	8/13/2024	\$6,004.84	8-13-24 Bills		-\$752,988.55
052279	COLONIAL LIFE	8/13/2024	\$56.82	8-13-24 Bills		-\$753,045.37
052280	CULLIGAN WATER CONDITI	8/13/2024	\$236.16	8-13-24 Bills	water softner	-\$753,281.53
052281	DAHLHEIMER BEVERAGE LL	8/13/2024	\$492.95	8-13-24 Bills		-\$753,774.48
052282	DR. FRESH TAP	8/13/2024	\$65.00	8-13-24 Bills		-\$753,839.48
052283	EARL F. ANDERSEN	8/13/2024	\$267.73	8-13-24 Bills	Misc Signs	-\$754,107.21
052284	ELECTRIC PUMP	8/13/2024	\$3,901.38	8-13-24 Bills	service contract	-\$758,008.59
052285	FARIBO AIR CONDITIONING	8/13/2024	\$216.30	8-13-24 Bills	Reissue Lost Ck #52015	-\$758,224.89
052286	FIRST SUPPLY COMPANY	8/13/2024	\$191.88	8-13-24 Bills		-\$758,416.77
052287	FLOM DISPOSAL SERVICE	8/13/2024	\$807.30	8-13-24 Bills		-\$759,224.07
052288	GOPHER STATE ONE-CALL	8/13/2024	\$51.30	8-13-24 Bills	locates	-\$759,275.37
052289	HAGEN EXCAVATION	8/13/2024	\$1,211.25	8-13-24 Bills	Park Flooding	-\$760,486.62
052290	HAWKINS	8/13/2024	\$2,024.18	8-13-24 Bills		-\$762,510.80
052291	HEGGIES PIZZA	8/13/2024	\$238.65	8-13-24 Bills		-\$762,749.45
052292	HERMEL WHOLESAL	8/13/2024	\$1,857.24	8-13-24 Bills		-\$764,606.69
052293	HUBER SUPPLY CO., INC	8/13/2024	\$107.68	8-13-24 Bills		-\$764,714.37
052294	HYDRO TECH SERVICE	8/13/2024	\$1,600.00	8-13-24 Bills	Booster Station Repairs	-\$766,314.37
052295	imperial dade	8/13/2024	\$154.69	8-13-24 Bills	public works	-\$766,469.06
052296	INTEGRITY MATERIAL SALE	8/13/2024	\$28.60	8-13-24 Bills	crushed concrete	-\$766,497.66
052297	LOWES BUSINESS ACCOUN	8/13/2024	\$161.61	8-13-24 Bills		-\$766,659.27
052298	MARATHON TECH CO	8/13/2024	\$173.68	8-13-24 Bills		-\$766,832.95
052299	MECHANICAL SYSTEMS, IN	8/13/2024	\$3,120.00	8-13-24 Bills		-\$769,952.95
052300	MIDCONTINENT COMMUNIC	8/13/2024	\$272.56	8-13-24 Bills		-\$770,225.51
052301	MN DEPT OF LABOR AND IN	8/13/2024	\$10.00	8-13-24 Bills	pressure valve	-\$770,235.51
052302	NOLA OLSON	8/13/2024	\$850.00	8-13-24 Bills	muni cleaning	-\$771,085.51
052303	NORTHERN BEVERAGE DIS	8/13/2024	\$1,381.20	8-13-24 Bills		-\$772,466.71
052304	NORTHLAND FARM SYSTEM	8/13/2024	\$53.43	8-13-24 Bills	public works	-\$772,520.14
052305	PAIGE BUTTERFIELD	8/13/2024	\$50.00	8-13-24 Bills		-\$772,570.14
052306	R & K ELECTRIC INC	8/13/2024	\$1,986.57	8-13-24 Bills	park bathroom	-\$774,556.71
052307	RITWAY	8/13/2024	\$158.73	8-13-24 Bills	payroll checks	-\$774,715.44
052308	SHAMROCK GROUP	8/13/2024	\$152.25	8-13-24 Bills		-\$774,867.69
052309	SHARI STROMME	8/13/2024	\$450.00	8-13-24 Bills		-\$775,317.69
052310	SOUTHERN GLAZERS OF M	8/13/2024	\$188.14	8-13-24 Bills		-\$775,505.83
052311	STEELE COUNTY INFORMAT	8/13/2024	\$400.00	8-13-24 Bills	EDA Sign	-\$775,905.83
052312	STEELE COUNTY PROPERT	8/13/2024	\$337.65	8-13-24 Bills	election equipment	-\$776,243.48
052313	STEELE WASECA COOP EL	8/13/2024	\$7,697.52	8-13-24 Bills	25164	-\$783,941.00
052314	steve james excavating	8/13/2024	\$854.60	8-13-24 Bills	3" road rock	-\$784,795.60
052315	US BANK EQUIPMENT FINA	8/13/2024	\$285.37	8-13-24 Bills	city hall copier	-\$785,080.97
052316	UTILITY CONSULTANTS	8/13/2024	\$1,031.60	8-13-24 Bills	testing	-\$786,112.57
052317	VERIZON WIRELESS	8/13/2024	\$215.26	8-13-24 Bills	cell phones	-\$786,327.83
052318	WHKS	8/13/2024	\$75,723.21	8-13-24 Bills		-\$862,051.04
052319	BLUE CROSS BLUE SHIELD	8/14/2024	\$4,702.72	8-14-24H Ins	Health Insurance	-\$866,753.76
052325	SHARI STROMME	8/30/2024	\$100.00	Bar Cleaning		-\$866,853.76
052326	JENNIFER AMBERG	8/30/2024	\$50.00	Bar Cleaning		-\$866,903.76
052327	STUART BOHLMAN	8/30/2024	\$300.00	Bar Cleaning		-\$867,203.76
052328	NOLA OLSON	8/30/2024	\$750.00	Bar Cleaning		-\$867,953.76

Checks for Month

10100 Cash
Since AUGUST 2024
Begin Balance (\$734,762.09)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
	Deposits	\$0.00				
	Checks		-\$133,191.67			

FILTER: ((([Act Year]='2024' and [period] in (8))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??'))) and [Cash Act]='10100')

Checks for Month

10100 Cash

Since AUGUST 2024

Begin Balance (\$734,762.09)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
017708	Amberg, Jennifer	8/2/2024	\$69.13	PAY20240216.00		-\$734,831.22
017709	Amberg, Meghan	8/2/2024	\$434.38	PAY20240216.00		-\$735,265.60
017710	Bohlman, Angela	8/2/2024	\$697.65	PAY20240216.00		-\$735,963.25
017711	Butterfield, Paige	8/2/2024	\$436.69	PAY20240216.00		-\$736,399.94
017712	Conway, Kathleen	8/2/2024	\$261.52	PAY20240216.00		-\$736,661.46
017713	Evans, Andy	8/2/2024	\$521.06	PAY20240216.00		-\$737,182.52
017714	Fischer, Andrew	8/2/2024	\$566.20	PAY20240216.00		-\$737,748.72
017715	Heinrichs, Mathias	8/2/2024	\$1,576.54	PAY20240216.00		-\$739,325.26
017716	Hermes, Tate	8/2/2024	\$500.44	PAY20240216.00		-\$739,825.70
017717	Jackson, Elizabeth	8/2/2024	\$3,018.76	PAY20240216.00		-\$742,844.46
017718	Johnson, Erica	8/2/2024	\$250.08	PAY20240216.00		-\$743,094.54
017719	Keller, Grace	8/2/2024	\$214.83	PAY20240216.00		-\$743,309.37
017720	Kniefel, Clara	8/2/2024	\$790.16	PAY20240216.00		-\$744,099.53
017721	Krogh, James	8/2/2024	\$1,728.41	PAY20240216.00		-\$745,827.94
017722	Langeslag, Morgan	8/2/2024	\$528.94	PAY20240216.00		-\$746,356.88
017723	Laue, Jade	8/2/2024	\$303.96	PAY20240216.00		-\$746,660.84
017724	Laue, Lexi	8/2/2024	\$165.42	PAY20240216.00		-\$746,826.26
017725	Limon, Justin	8/2/2024	\$278.64	PAY20240216.00		-\$747,104.90
017726	Olson, Nola	8/2/2024	\$318.40	PAY20240216.00		-\$747,423.30
017727	Ristau, Payton	8/2/2024	\$671.80	PAY20240216.00		-\$748,095.10
017728	Stinocher, Bennett	8/2/2024	\$908.04	PAY20240216.00		-\$749,003.14
017729	Ulrich, Holly	8/2/2024	\$49.54	PAY20240216.00		-\$749,052.68
017730	Ward, Olivia	8/2/2024	\$217.49	PAY20240216.00		-\$749,270.17
017731	Wegner, James	8/2/2024	\$249.54	PAY20240216.00		-\$749,519.71
017732	Will, Richard W	8/2/2024	\$232.02	PAY20240216.00		-\$749,751.73
017733	Amberg, Jennifer	8/16/2024	\$33.42	PAY20240217.00		-\$749,785.15
017734	Amberg, Meghan	8/16/2024	\$273.76	PAY20240217.00		-\$750,058.91
017735	Bohlman, Angela	8/16/2024	\$794.53	PAY20240217.00		-\$750,853.44
017736	Butterfield, Paige	8/16/2024	\$370.50	PAY20240217.00		-\$751,223.94
017737	Conway, Kathleen	8/16/2024	\$308.20	PAY20240217.00		-\$751,532.14
017738	Evans, Andy	8/16/2024	\$429.33	PAY20240217.00		-\$751,961.47
017739	Fischer, Andrew	8/16/2024	\$566.20	PAY20240217.00		-\$752,527.67
017740	Heinrichs, Mathias	8/16/2024	\$1,672.38	PAY20240217.00		-\$754,200.05
017741	Hermes, Tate	8/16/2024	\$546.03	PAY20240217.00		-\$754,746.08
017742	Jackson, Elizabeth	8/16/2024	\$3,018.76	PAY20240217.00		-\$757,764.84
017743	Johnson, Erica	8/16/2024	\$237.05	PAY20240217.00		-\$758,001.89
017744	Keller, Grace	8/16/2024	\$255.20	PAY20240217.00		-\$758,257.09
017745	Kniefel, Clara	8/16/2024	\$542.29	PAY20240217.00		-\$758,799.38
017746	Krogh, James	8/16/2024	\$1,711.91	PAY20240217.00		-\$760,511.29
017747	Langeslag, Morgan	8/16/2024	\$775.03	PAY20240217.00		-\$761,286.32
017748	Laue, Jade	8/16/2024	\$251.59	PAY20240217.00		-\$761,537.91
017749	Laue, Lexi	8/16/2024	\$253.69	PAY20240217.00		-\$761,791.60
017750	Limon, Justin	8/16/2024	\$289.04	PAY20240217.00		-\$762,080.64
017751	Olson, Nola	8/16/2024	\$341.54	PAY20240217.00		-\$762,422.18
017752	Ristau, Payton	8/16/2024	\$237.54	PAY20240217.00		-\$762,659.72
017753	Stinocher, Bennett	8/16/2024	\$675.17	PAY20240217.00		-\$763,334.89
017754	Ulrich, Holly	8/16/2024	\$54.15	PAY20240217.00		-\$763,389.04
017755	Ward, Olivia	8/16/2024	\$331.98	PAY20240217.00		-\$763,721.02
017756	Wegner, James	8/16/2024	\$285.93	PAY20240217.00		-\$764,006.95
017757	Will, Richard W	8/16/2024	\$248.68	PAY20240217.00		-\$764,255.63
017763	Helgeson, Craig H	8/22/2024	\$115.44	PAY20240308.00		-\$764,371.07
017764	Merritt, Chad W	8/22/2024	\$207.79	PAY20240308.00		-\$764,578.86
017765	Mueller, Amanda	8/22/2024	\$207.79	PAY20240308.00		-\$764,786.65
017766	Sorensen, Nicholas	8/22/2024	\$207.79	PAY20240308.00		-\$764,994.44
017767	Thomas, Danny	8/22/2024	\$277.05	PAY20240308.00		-\$765,271.49
017768	Winter, Jason	8/22/2024	\$207.79	PAY20240308.00		-\$765,479.28
017769	Amberg, Jennifer	8/30/2024	\$360.43	PAY20240218.00		-\$765,839.71
017770	Amberg, Meghan	8/30/2024	\$715.72	PAY20240218.00		-\$766,555.43

Checks for Month

10100 Cash

Since AUGUST 2024

Begin Balance (\$734,762.09)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
017772	Butterfield, Paige	8/30/2024	\$460.56	PAY20240218.00		-\$767,015.99
017773	Conway, Kathleen	8/30/2024	\$465.71	PAY20240218.00		-\$767,481.70
017774	Evans, Andy	8/30/2024	\$421.74	PAY20240218.00		-\$767,903.44
017775	Fischer, Andrew	8/30/2024	\$566.20	PAY20240218.00		-\$768,469.64
017776	Heinrichs, Mathias	8/30/2024	\$1,594.10	PAY20240218.00		-\$770,063.74
017777	Hermes, Tate	8/30/2024	\$1,141.59	PAY20240218.00		-\$771,205.33
017778	Jackson, Elizabeth	8/30/2024	\$3,045.30	PAY20240218.00		-\$774,250.63
017779	Johnson, Erica	8/30/2024	\$99.08	PAY20240218.00		-\$774,349.71
017780	Keller, Grace	8/30/2024	\$601.48	PAY20240218.00		-\$774,951.19
017781	Kniefel, Clara	8/30/2024	\$982.93	PAY20240218.00		-\$775,934.12
017782	Krogh, James	8/30/2024	\$2,019.57	PAY20240218.00		-\$777,953.69
017783	Langeslag, Morgan	8/30/2024	\$1,616.34	PAY20240218.00		-\$779,570.03
017784	Laue, Jade	8/30/2024	\$752.25	PAY20240218.00		-\$780,322.28
017785	Laue, Lexi	8/30/2024	\$728.26	PAY20240218.00		-\$781,050.54
017786	Limon, Justin	8/30/2024	\$745.45	PAY20240218.00		-\$781,795.99
017787	Olson, Nola	8/30/2024	\$428.63	PAY20240218.00		-\$782,224.62
017788	Ristau, Payton	8/30/2024	\$894.84	PAY20240218.00		-\$783,119.46
017789	Stinocher, Bennett	8/30/2024	\$1,016.64	PAY20240218.00		-\$784,136.10
017790	Ulrich, Holly	8/30/2024	\$51.84	PAY20240218.00		-\$784,187.94
017791	Ward, Olivia	8/30/2024	\$590.54	PAY20240218.00		-\$784,778.48
017792	Wegner, James	8/30/2024	\$681.68	PAY20240218.00		-\$785,460.16
017793	Will, Richard W	8/30/2024	\$114.23	PAY20240218.00		-\$785,574.39
017794	Heim, Phil	8/28/2024	\$73.50	PAY20240402.00		-\$785,647.89
017795	Meinke, Gail	8/28/2024	\$275.87	PAY20240402.00		-\$785,923.76
017796	Quiring, Betty	8/28/2024	\$105.95	PAY20240402.00		-\$786,029.71
017797	Stinocher, Kristina	8/28/2024	\$84.00	PAY20240402.00		-\$786,113.71
017798	Bohlman, Angela	8/30/2024	\$735.89	PAY20240218.00		-\$786,849.60
	Deposits	\$0.00				
	Checks		-\$52,087.51			

FILTER: (([Act Year]='2024' and [period] in (8))) and ((([Source] like 'PAY?????????.???')) and [Cash Act]='10100')

Checks for Month

10100 Cash

Since AUGUST 2024

Begin Balance (\$734,762.09)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
005298E	FURTHER	8/5/2024	\$45.00	8-2-24hsa		-\$734,807.09
005299E	EFTPS	8/5/2024	\$3,565.44	8-2-24FED	Withholding	-\$738,372.53
005300E	STATE OF MINNESOTA	8/5/2024	\$640.05	8-2-24FED		-\$739,012.58
005301E	PUBLIC EMPLOYEES RETIR	8/5/2024	\$1,757.83	8-2-24FED		-\$740,770.41
005302E	FURTHER	8/19/2024	\$45.00	8-16-24hsa		-\$740,815.41
005303E	EFTPS	8/19/2024	\$3,438.70	8-16-24FED	Withholding	-\$744,254.11
005304E	STATE OF MINNESOTA	8/19/2024	\$607.98	8-16-24FED		-\$744,862.09
005305E	PUBLIC EMPLOYEES RETIR	8/19/2024	\$1,771.90	8-16-24FED		-\$746,633.99
005306E	MINNESOTA DEPT OF REVE	8/20/2024	\$3,885.00	July 2024 Tax		-\$750,518.99
005341E	EFTPS	8/26/2024	\$202.70	8-22-24fed	Withholding	-\$750,721.69
005344E	FURTHER	9/3/2024	\$45.00	88-30-24hsa		-\$750,766.69
005345E	EFTPS	9/3/2024	\$5,440.77	8-30-24fed	Withholding	-\$756,207.46
005346E	STATE OF MINNESOTA	9/3/2024	\$1,057.92	8-30-24fed		-\$757,265.38
005347E	PUBLIC EMPLOYEES RETIR	9/3/2024	\$1,869.47	8-30-24fed		-\$759,134.85
005355E	UPS	8/1/2024	\$74.71	8-1-24ups	samples	-\$759,209.56
005356E	INTERNET PURCHASES	8/1/2024	\$100.80	8-1-24google	emails	-\$759,310.36
005357E	POSTMASTER	8/2/2024	\$426.00	8-2-24postage		-\$759,736.36
005358E	FLEET FARM	8/5/2024	\$30.05	8-5-24Fleet	public works	-\$759,766.41
005359E	SAM'S CLUB	8/5/2024	\$184.03	8-5-24sams	pool	-\$759,950.44
005360E	WALMART COMMUNITY/GE	8/6/2024	\$19.59	8-6-24wm	muni	-\$759,970.03
005361E	CASHWISE	8/9/2024	\$8.07	8-9-24cash	muni	-\$759,978.10
005362E	AMAZON.COM	8/13/2024	\$192.95	8-13-24amazon	Muni	-\$760,171.05
005363E	UPS	8/14/2024	\$22.06	8-14-24ups	samples	-\$760,193.11
005364E	AMAZON.COM	8/15/2024	\$16.17	8-15-24amazon	prime	-\$760,209.28
005365E	WALMART COMMUNITY/GE	8/19/2024	\$50.43	8-19-24wm		-\$760,259.71
005366E	STEELE COUNTY LANDFILL	8/23/2024	\$46.62	8-23-24landfill	public works	-\$760,306.33
005367E	WALMART COMMUNITY/GE	8/26/2024	\$38.31	8-26-24wm		-\$760,344.64
005368E	WALMART COMMUNITY/GE	8/27/2024	\$7.92	8-27-24wm		-\$760,352.56
005369E	LOWES	8/27/2024	\$99.00	8-27-24lowes	city hall	-\$760,451.56
005370E	Batteries Plus Bulbs	8/27/2024	\$142.59	8-27-24batteries	public works	-\$760,594.15
005371E	LOWES	8/27/2024	\$220.56	8-27-24lowes 2	city hall	-\$760,814.71
005372E	POSTMASTER	8/29/2024	\$368.55	8-29-24postage		-\$761,183.26
	Deposits	\$0.00				
	Checks		-\$26,421.17			

FILTER: (((Act Year]='2024' and [period] in (8))) and (((EFT))) and [Cash Act]='10100'

RESOLUTION 2024-22
A RESOLUTION ACCEPTING DONATION FROM
STEELE WASECA COOPERATIVE ELECTRIC

WHEREAS, the City of Medford has received a donation in the amount of \$2000.00 from Medford Bus Company for the Medford Fire Department

WHEREAS, the stated purpose of the donation is for the Medford Fire Department; and

NOW, THEREFORE, BE IT RESOLVED, the City of Medford has received and accepts a donation from Steele Waseca Cooperative Electric in the amount of \$2000.00 for the Medford Fire Department.

Passed and adopted on this 23rd day of September 2024, with the following votes:

	AYE	NAY	ABSTAIN	ABSENT
Danny Thomas	_____	_____	_____	_____
Jason Winter	_____	_____	_____	_____
Chad Merritt	_____	_____	_____	_____
Manda Mueller	_____	_____	_____	_____
Nick Sorensen	_____	_____	_____	_____

DANNY THOMAS
MAYOR

ATTEST:

ELIZABETH JACKSON
CITY CLERK

From: John Jasinski <john.jasinski@met-con.com>
Sent: Thursday, September 5, 2024 3:27 PM
To: danny.thomas@medfordminnesota.com
Cc: cityclerk@medfordminnesota.com
Subject: Small Cities Assistance Program for streets

Danny/Elizabeth,

Just wanted to follow up on our conversation yesterday. Last year I authored a bill that will give dedicated funding to small cities below 5,000 in population. Prior to my bill going into affect, some years cities would get funding an in other years they did not, it was just kinda dependent on each session. Now that it is dedicated there is a formula so each year you will get money. This year one payment should have come in July. After this year the payments will be split in half with half coming in July and the other half in December. Below is the past payments received as well as what is projected in the future. The payments should keep growing since it id dependent on the increase of capturing the auto parts sales tax.

2018	\$11,588
2019	\$0
2020	\$0
2021	\$26,074
2022	\$0
2023	\$26,074
2024	\$21,318
2025*	\$28,362 (Proposed)
2026*	\$34,550 (Proposed)
2027*	\$37,928 (Proposed)

This money can be used for actual projects or the money can be used for bond payments for larger projects.

Hope this helps, if you have any questions, let me know.

John R. Jasinski

Vice President/Broker

MDC Real Estate

507.291.1341

john.jasinski@mdcrealestate.com



TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: September 2024

RE: City Financial Report/Public Works and General Updates

Public Works Updates:

Mowing/Trimming
Hydrant Flushing – Week of Sept 23
Water Plant Media inspected and tested
Pool Winterized
Pot Hole Patching
Street Patching Completed
Blower Issues at WWTP
Flowmeter Issues at WWTP
Water Tower Inspection Estimates
Miscellaneous Muni Repairs

City Updates:

Muni Customer Appreciation
Meeting with Fire Chief and City Insurance Agent
FEMA Meeting
Main Street Sidewalk Repair Estimates
MNDOT Landscape Meeting for Roundabouts
Code Compliance Letters
Cold Weather Postcards
Non- Reading Water Meter Issue Resolved
Work Comp Audit
2025 Budget and Levy changes
General Election Preparation
Meeting with City Engineer about WWTP Connection

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: September 2024

RE: FEMA Meeting – Park Flooding

Background:

I met with several representatives from FEMA on September 3, 2024 to discuss the costs associated with the flooding at Straight River Park in June.

I will be submitting the required documentation to get the City reimbursed for all of the expenses associated with the flooding.

I have also started the discussion of possible mitigation plans that would alleviate some of the replacements of mulch and landscape timbers in the park when the river floods.

I will have further updates as FEMA gives the City of Medford more direction.

ORDINANCE NO. 2024-06

CITY OF MEDFORD

AN ORDINANCE AMENDING SECTION 6.01, SUBD. 5 OF THE MEDFORD CITY CODE REGULATING HOURS OF OPERATION OF THE MUNICIPAL LIQUOR DISPENSARY

THE CITY COUNCIL OF THE CITY OF MEDFORD, ORDAINS:

1. Medford City Code Section 6.01, Subd. 5 is hereby amended as follows (deletions are ~~crossed-out~~, additions are underlined):

“Subdivision 5. Hours of Operation.

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

B. *Sunday licenses.* On-sales pursuant to a Sunday license are permitted in conjunction with the sale of food between ~~11:00 a.m.~~ 8:00 a.m. Sunday and 2:00 a.m. on Monday.

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

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

2. This Ordinance shall be effective immediately upon its passage and publication.

ADOPTED this 23rd day of September, 2024, by the City Council of the City of Medford.

By: _____
Danny Thomas
Mayor

ATTEST:

Elizabeth Jackson
City Clerk/Administrator

**CITY OF MEDFORD
RESOLUTION NO. 2024-21
A RESOLUTION APPROVING PUBLICATION OF
ORDINANCE BY TITLE AND SUMMARY**

WHEREAS, on September 23, 2024, the City Council of the City of Medford adopted an ordinance entitled “An Ordinance Amending Section 6.01, Subd. 5 of the Medford City Code Regulating Hours of Operation of the Municipal Liquor Dispensary”; and

WHEREAS, the Ordinance is an entire page in length; and

WHEREAS, Minnesota Statutes, Section 412.191, Subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the Ordinance,

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD:

1. The City Council of the City of Medford has adopted an ordinance entitled “An Ordinance Amending Section 6.01, Subd. 5 of the Medford City Code Regulating Hours of Operation of the Municipal Liquor Dispensary”. The following summary clearly informs the public of the intent and effect of the Ordinance:

**“ AN ORDINANCE AMENDING SECTION 6.01, SUBD. 5
OF THE MEDFORD CITY CODE
REGULATING HOURS OF OPERATION
OF THE MUNICIPAL LIQUOR DISPENSARY**

The Medford City Council has passed an ordinance that amends Section 6.01, Subd. 5 of the Medford City Code. The amendment changes the Sunday hours of operation of the Municipal Liquor Dispensary from between 11 a.m. Sunday and 2:00 a.m. Monday to 8:00 a.m. Sunday and 2:00 a.m. Monday.

This is a summary of the Ordinance Amending Section 6.01 Subd. 5 of the Medford City Code regulating Sunday hours of operation of the Medford Liquor Dispensary. A full text of this ordinance is available for public inspection at Medford City Hall during regular office hours.”

2. The City Clerk is directed to publish this summary in lieu of publication of the entire ordinance.
3. The City Clerk is directed to post a copy of the entire text of the Ordinance on the City bulletin board at Medford City Hall for a period of not less than thirty (30) days. In addition, a printed copy of the Ordinance is available for inspection by any person during regular office hours at the Medford City Hall.

Adopted by the Medford City Council on this 23rd day of September, 2024.

CITY OF MEDFORD:

By: _____
DANNY THOMAS
Mayor

ATTEST:

ELIZABETH JACKSON
City Clerk/Administrator

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: September 2024

RE: Main Street Sidewalk Repairs

Background:

The Main Street sidewalk from Full Service Station to the Post Office has 3 areas that need repairs.

I contacted Steele County and the City Engineer about the issues with the sidewalk. Steele County stated the Main Street sidewalk is 100% the City's responsibility. The City Engineer stated the one year warranty time frame has passed and RAW Construction, who installed the sidewalk is no longer in business.

I have included an estimate from Marvin Purrier concrete detailing the 3 areas that repairs are needed. I met with Mr. Purrier and looked at the 3 areas with him.

I recommend Council approve the estimate for the sidewalk repairs for \$11,100.00

ESTIMATE

Marvin Purrier Concrete and Masonry Construction LLC

Marvin Purrier
 PO Box 127
 Medford mn 55049
 (507) 291-0713 (Phone)
 marvinpurrier@gmail.com

For City of Medford **Estimate #** EST253
 Medford mn.55045 **Date** 09/10/2024

Description	Quantity	Rate	Amount
*Concrete repairs			
Sidewalk and curb repairs by full service station \$ 5,850.00 5x35 35' curb	1	\$11,100.00	\$11,100.00
Sidewalk repairs by old CJs \$2,500.00 5x20			
Sidewalk repairs by post office \$ 2,750.00 5x25			

* Indicates non-taxable item

Acceptance of the price, specifications and conditions are satisfactory and are hereby accepted, you are authorized to do the work. Any alterations to the above contract will become an extra charge over the estimate. 50% down when contract is signed. Payment to be made upon completion of work. We accept credit cards 3.5% charge. Estimate good for 30 days.

Subtotal	\$11,100.00
Tax1(8.75%)	\$0.00
Total	\$11,100.00

Customer Signature _____

Date _____