

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 Rahrlick.

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 Rahrlick 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.