

City of Medford Regular Meeting Agenda*

October 28, 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
- 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
 - i. Steele County Road 23 Project – Special Assessments
 - ii. Wastewater Regionalization Project – 2nd Street Special Assessments
 - iii. Wastewater Regionalization Project – Discuss adding curb and gutter on 2nd Street from Central to 3rd Avenue
 - C. City Attorney
 - D. Administration Department
 - i. Mayor
 - i. City Administrator
 - a. Public Works/City General Updates
 - b. FEMA Update – Park Flooding
 - c. Drug Policy Handbook Update
- XIII. Next Meeting Dates
 - Regular City Council Meeting – Monday, November 25, 2024, 7:00 p.m.
 - Canvassing Meeting - TBD
- XIV. Adjournment

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

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

Members absent were none.

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

Others attending were Marie Sexton, John Prondzinski, Tom Harris, Ollie Schmidt, and Mark Heaser.

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

Pledge of Allegiance.

Concerns/Requests from the General Public/Organizations – John Prondzinski addressed Council with concerns about the speeding on Main Street and Central Avenue. Mayor Thomas stated the City of Medford has been working diligently with the Steele County's Sheriff's Department about the speeding.

Agenda – motion by Mueller, seconded by Winter to approve the agenda as presented. 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 August 26, 2024, regular council meeting minutes.

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

Approval of the August check register numbers E5298-E5372, 17708-17798, and 52266-52328.

Resolution 2024-22 A Resolution Accepting Donation from Steele Waseca Cooperative Electric in the amount of \$2,000.00 for the Medford Fire Department.

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

Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department – Chief Helgeson stated another connex box had been delivered and was donated by Tralo Companies. Chief Helgeson also stated the Fire Department had received a grant for the purchase of new pagers.

City Engineer – Engineer Theobald gave a brief update on the wastewater treatment plant connection to Owatonna. Engineer Theobald and Administrator Jackson will work with MNDOT on a landscape plan for the roundabouts.

City Attorney – none.

Mayor – Mayor Thomas presented an email from Senator Jasinski stating proposed amounts of small cities assistance the legislature put into effect.

City Administrator –

General Updates – Administrator Jackson presented a memo.

FEMA Update – Administrator Jackson presented a memo. Administrator Jackson stated the documentation needed for the city to be reimbursed from the flooding expenses was being submitted. Administrator Jackson also started a possible mitigation discussion/project with FEMA to reduce the replacement costs of mulch and landscape timbers at Straight River Park every time the Straight River floods.

Ordinance 2024-06 An Ordinance Amending Section 6.01, Subd.5 of the Medford City Code Regulation Hours of Operation of the Municipal Liquor Dispensary – motion by Mueller, seconded by Winter to approve Ordinance 2024-06. All members voted aye for approval. Motion carried.

Resolution 2024-21 A Resolution Approving Publication of Ordinance by Title and Summary – motion by Mueller, seconded by Sorensen to approve Resolution 2024-21. All members voted aye for approval. Motion carried.

Main Street Sidewalk Repairs – Administrator Jackson presented a memo and an estimate from Marvin Purrier Concrete for repairs needed. Administrator Jackson stated there are 3 areas of the sidewalk that have settled and created a tripping hazard. Motion by Sorensen, seconded by Merritt to approve the estimate from Marvin Purrier Concrete in the amount of \$13,245.00. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, October 28, 2024, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 7:27 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

CITY OF MEDFORD BILLS FOR SEPTEMBER 2024

		<u>Paid</u>	<u>Unpaid</u>
Amazon	mailbox, fire dept	\$907.55	
Alex Air	fire dept	\$1,711.94	
Automatic Systems	wwtp blowers	\$777.50	
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	
Core & Main	hydrant oil	\$138.60	
CCS	call service	\$100.05	
Carquest	public works	\$539.26	
Colonial life	insurance	\$56.82	
Batteries & Bulbs	public works	\$137.85	
Cintas	public works	\$268.77	
Earl F Andersen	signs	\$155.60	
Centerpoint		\$920.45	
Culligan		\$78.26	
Delta Dental		\$273.16	
Dakota Ellingson	fire dept	\$92.11	
Dinges Fire Company	fire dept	\$307.50	
Imperial Dade	public works	\$137.60	
D & D Yard	tree removal	\$1,500.00	
Flom Disposal	garbage	\$163.65	
Gopher State One-Call	locates	\$37.80	
Google	email	\$83.37	
Hach	testing supplies	\$1,402.89	
HM Craig	public works	\$762.62	
Hawkins	chemical	\$4,346.66	
Jaguar Communications	phone/internet	\$810.59	
Imperial Dade	public works	\$171.93	
Insty Prints	envelopes	\$137.99	
Innovative	office supplies	\$131.24	
Lowe's	public works	\$750.85	
League of MN Cities Insurance	PC/WC	\$53,254.00	
Kurita	water plant media	\$239.93	
Blue Cross	health insurance	\$4,702.72	
MN Fire Service	certification	\$52.50	
Miscellaneous	pool certifications reimbursements	\$580.00	
Northland Farm	public works	\$26.99	
Postmaster	postage	\$336.00	
Owatonna Peoples Press	publications	\$142.65	
R & K	data collector	\$100.00	
Steele County Landfill	public works	\$204.37	
Steele County Information	EDA Sign	\$400.00	
Steele Waseca		\$6,270.56	
Thatcher Pool	pool winterization	\$489.00	
US Bank	city hall copy machine	\$135.89	
UPS	samples	\$51.72	
Utility Consultants	testing	\$840.02	
USA Blue Book	public works	\$46.41	
Verizon Wireless	cell phones	\$215.26	
Vessco	wwtp blowers	\$1,750.00	
WHKS	engineering fees	\$27,159.00	
	Total	\$114,042.88	\$0.00

Approved by City Council on Monday, October 27, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR SEPTEMBER 2024

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Amazon	\$695.15	
Cashwise	\$24.02	
Midco	\$380.89	
Andy Evans	\$257.41	
MN Dept of Revenue	\$3,957.00	
Centerpoint	\$59.36	
Block Plumbing	\$829.62	
Culligan	\$39.82	
Erica Johnson	\$350.00	
Huber Supply	\$361.47	
Tim Amberg	\$100.00	
Thomas Sticha	\$450.00	
Jenny Amberg	\$100.00	
Kwik Trip	+31.83+12.18	
Plunketts	\$119.02	
Dr Fresh Tap	\$65.00	
Sams Club	\$319.01	
Shari Stromme	\$500.00	
Nola Olson	\$600.00	
Star Sports	\$185.00	
Walmart	\$164.23	
Steele Waseca	\$707.41	
Townsquare Media	\$456.00	
Paige Butterfield	\$100.00	
Shamrock	\$569.85	
Flom Disposal	\$480.00	
Total	\$11,870.26	\$0.00
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$905.90	
Hermel Wholesale	\$2,775.22	
Pepsi		
Total	\$3,681.12	\$0.00
 <u>BEER</u>		
College City Beverage	\$9,285.41	
Northern Beverage	\$2,603.60	
Locher Bros Inc	\$2,422.95	
Total	\$14,311.96	\$0.00
TOTAL	\$29,863.34	\$0.00

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Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR SEPTEMBER 2024

		<u>Paid</u>	<u>Unpaid</u>
Amazon	mailbox, fire dept	\$907.55	
Alex Air	fire dept	\$1,711.94	
Automatic Systems	wwtp blowers	\$777.50	
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	
Core & Main	hydrant oil	\$138.60	
CCS	call service	\$100.05	
Carquest	public works	\$539.26	
Colonial life	insurance	\$56.82	
Batteries & Bulbs	public works	\$137.85	
Cintas	public works	\$268.77	
Earl F Andersen	signs	\$155.60	
Centerpoint		\$920.45	
Culligan		\$78.26	
Delta Dental		\$273.16	
Dakota Ellingson	fire dept	\$92.11	
Dinges Fire Company	fire dept	\$307.50	
Imperial Dade	public works	\$137.60	
D & D Yard	tree removal	\$1,500.00	
Flom Disposal	garbage	\$163.65	
Gopher State One-Call	locates	\$37.80	
Google	email	\$83.37	
Hach	testing supplies	\$1,402.89	
HM Craig	public works	\$762.62	
Hawkins	chemical	\$4,346.66	
Jaguar Communications	phone/internet	\$810.59	
Imperial Dade	public works	\$171.93	
Insty Prints	envelopes	\$137.99	
Innovative	office supplies	\$131.24	
Lowe's	public works	\$750.85	
League of MN Cities Insurance	PC/WC	\$53,254.00	
Kurita	water plant media	\$239.93	
Blue Cross	health insurance	\$4,702.72	
MN Fire Service	certification	\$52.50	
Miscellaneous	pool certifications reimbursements	\$580.00	
Northland Farm	public works	\$26.99	
Postmaster	postage	\$336.00	
Owatonna Peoples Press	publications	\$142.65	
R & K	data collector	\$100.00	
Steele County Landfill	public works	\$204.37	
Steele County Information	EDA Sign	\$400.00	
Steele Waseca		\$6,270.56	
Thatcher Pool	pool winterization	\$489.00	
US Bank	city hall copy machine	\$135.89	
UPS	samples	\$51.72	
Utility Consultants	testing	\$840.02	
USA Blue Book	public works	\$46.41	
Verizon Wireless	cell phones	\$215.26	
Vessco	wwtp blowers	\$1,750.00	
WHKS	engineering fees	\$27,159.00	
	Total	\$114,042.88	\$0.00

Approved by City Council on Monday, October 28, 2024

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Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR OCTOBER 2024

		<u>Paid</u>	<u>Unpaid</u>
Ace Industrail	welding		\$1,106.81
Ancom	Fire dept		\$451.71
Alex Air	Fire dept	\$223.30	
Anhorn's Gas & Tire	public works		\$521.09
Anhorn's Gas & Tire	Fire dept		\$121.46
Ballstadt	weed control- roundabouts	\$285.87	\$1,035.60
B & B Pumping & Portables, Inc	handicap portable toilet	\$160.00	
Blue Cross	health insurance		\$4,702.72
CCS	call service	\$100.05	
Cintas	public works		\$215.46
Eaton Bros	biosolids	\$15,000.00	
Centerpoint		\$548.57	\$1,332.53
Culligan			\$78.26
Delta Dental	insurance		\$273.16
Fastenal	public works		\$220.33
Gopher State One-Call	locates	\$29.70	
Google	emails		
IFACS	public works		
Hach	testing supplies		
Hawkins	chemical	\$2,026.99	\$40.00
Imperial Dade	public works		\$284.37
Innovative	office supplies		
Jaguar Communications	phone/internet		\$682.56
Lowe's	public works		
League of MN Cities	membership dues	\$623.00	
Marathon Tech	computer support		
MacQueen Emergency	Fire dept	\$4,670.57	
Mike Prondzinski	Fire dept		\$32.19
MN Rural Water	membership dues		\$498.75
Integrity Materials	concrete recycling	\$52.06	
Marathon Tech	computer support	\$114.18	
MN Dept of Revenue	3rd qtr water tax	\$463.00	
MN Fire Service	recertifications - fire dept		\$52.50
Morton Salt	road salt		\$2,469.80
Owatonna People's Press	publications		
Owatonna Fire & Safetyt	maintenance		
Postmaster	postage		
Steve James Excavating	water value		\$158.75
Smith, Tollefson, Rahrlick, & Cass	attorney fees		
Steele County GIS	GIS Maps		\$400.00
Steele County Auditor	3rd Qtr Law Enforcement		
Steele Waseca			
Steele County Information Network	EDA Sign	\$400.00	
Sherwin Williams	paint		\$88.76
Purrier Concrete	sidewalk repairs		\$10,875.00
US Bank	city hall copier		
Utility Consultants	testing		
Utility Billing	refunds		
Verizon	cell phones	\$215.86	
WHKS	engineering		\$66,610.00
	Total	\$24,913.15	\$92,251.81

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Danny Thomas, Mayor

LIQUOR STORE BILLS FOR OCTOBER 2024

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Angela Bohlman		
Walmart		
Jenny Amberg		\$100.00
Centerpoint		\$65.16
Dr Fresh Tapp	\$65.00	
Dollar Tree		
Culligan		\$110.81
Electro Watchman Inc		\$298.02
Cintas		114.15
Amazon		
Huber Supply		
Faribo AC & Heating	\$721.00	
Minnesota Dept of Revenue		
Breakthru Beverage	\$257.20	
Stuart Bohlman	\$250.00	
MN Dept Public Safety		
Tips For Cancer	\$250.00	
Southern MN Glazers	\$325.94	
Shamrock		331.25
Steele Waseca		
Townsquare Media		240.00
Flom Disposal	\$480.00	
Total	\$2,349.14	\$1,259.39
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza		\$440.60
Hermel Wholesale	\$996.19	\$1,365.07
Pepsi		
Total	\$996.19	\$1,805.67
 <u>BEER</u>		
College City Beverage	\$3,373.18	\$5,893.33
Northern Beverage	\$836.80	\$1,377.00
Locher Bros/Dahlheimer Inc	\$104.00	\$439.80
Total	\$4,313.98	\$7,710.13
TOTAL	\$7,659.31	\$10,775.19

Approved by City Council on Monday, October 28, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

Checks for Month

10100 Cash

Since SEPTEMBER 2024

Begin Balance (\$845,572.37)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
052330	ALEX AIR APPARATUS 2 LLC	9/4/2024	\$320.00	9-3-24Bills	fire dept	-\$845,892.37
052331	ANCOM COMMUNICATIONS	9/4/2024	\$13,337.50	9-3-24Bills	fire dept	-\$859,229.87
052332	ANHORNS GAS & TIRE	9/4/2024	\$1,121.99	9-3-24Bills	fire dept	-\$860,351.86
052333	BALLSTADT ENTERPRISES	9/4/2024	\$1,035.60	9-3-24Bills	fertilizer and weed control	-\$861,387.46
052334	CENTERPOINT	9/4/2024	\$856.37	9-3-24Bills	6044309	-\$862,243.83
052335	CINTAS	9/4/2024	\$228.30	9-3-24Bills		-\$862,472.13
052336	COLLEGE CITY BEVERAGE,	9/4/2024	\$10,567.93	9-3-24Bills		-\$873,040.06
052337	COLONIAL LIFE	9/4/2024	\$56.82	9-3-24Bills		-\$873,096.88
052338	DAHLHEIMER BEVERAGE LL	9/4/2024	\$1,272.05	9-3-24Bills		-\$874,368.93
052339	FAME AWARDS	9/4/2024	\$30.00	9-3-24Bills	fire dept	-\$874,398.93
052340	FLOM DISPOSAL SERVICE	9/4/2024	\$261.84	9-3-24Bills		-\$874,660.77
052341	FLORES SERVICES INC	9/4/2024	\$650.00	9-3-24Bills	sidewalk repair - main stree	-\$875,310.77
052342	HAWKINS	9/4/2024	\$3,621.20	9-3-24Bills	chlorine/ferric	-\$878,931.97
052343	HEGGIES PIZZA	9/4/2024	\$794.60	9-3-24Bills		-\$879,726.57
052344	HERMEL WHOLESALE	9/4/2024	\$2,027.44	9-3-24Bills		-\$881,754.01
052345	imperial dade	9/4/2024	\$237.02	9-3-24Bills		-\$881,991.03
052346	INNOVATIVE OFFICE SOLUT	9/4/2024	\$27.27	9-3-24Bills		-\$882,018.30
052347	KARIN ANDERSON GRANT	9/4/2024	\$500.00	9-3-24Bills	fire dept	-\$882,518.30
052348	LOWES BUSINESS ACCOUN	9/4/2024	\$196.30	9-3-24Bills		-\$882,714.60
052349	MACQUEEN EMERGENCY G	9/4/2024	\$138,462.43	9-3-24Bills	fire dept - turn out gear	-\$1,021,177.03
052350	MARATHON TECH CO	9/4/2024	\$316.68	9-3-24Bills	computer support	-\$1,021,493.71
052351	MEDICAL & SAFETY RESOU	9/4/2024	\$825.00	9-3-24Bills	fire dept	-\$1,022,318.71
052352	MEG ELECTRIC LLC	9/4/2024	\$1,551.25	9-3-24Bills	fire dept	-\$1,023,869.96
052353	METRO FIBERNET LLC	9/4/2024	\$778.59	9-3-24Bills	1674166	-\$1,024,648.55
052354	METRO SALES INC.	9/4/2024	\$102.46	9-3-24Bills	city hall copier	-\$1,024,751.01
052355	MIDCONTINENT COMMUNIC	9/4/2024	\$272.56	9-3-24Bills	Muni	-\$1,025,023.57
052356	MINNESOTA DEPT OF HEAL	9/4/2024	\$1,215.00	9-3-24Bills	Connection Fees	-\$1,026,238.57
052357	NORTHERN BEVERAGE DIS	9/4/2024	\$2,186.80	9-3-24Bills		-\$1,028,425.37
052358	OWATONNA HEATING & CO	9/4/2024	\$629.20	9-3-24Bills		-\$1,029,054.57
052359	PLUNKETT S INC.	9/4/2024	\$382.72	9-3-24Bills		-\$1,029,437.29
052360	RITWAY	9/4/2024	\$532.13	9-3-24Bills		-\$1,029,969.42
052361	SHAMROCK GROUP	9/4/2024	\$268.50	9-3-24Bills		-\$1,030,237.92
052362	SHARI STROMME	9/4/2024	\$200.00	9-3-24Bills		-\$1,030,437.92
052363	SOUTHERN GLAZERS OF M	9/4/2024	\$97.00	9-3-24Bills		-\$1,030,534.92
052364	STEELE WASECA COOP EL	9/4/2024	\$7,747.75	9-3-24Bills	25164	-\$1,038,282.67
052365	TOWNSQUARE MEDIA FARI	9/4/2024	\$285.96	9-3-24Bills		-\$1,038,568.63
052366	UTILITY CONSULTANTS	9/4/2024	\$840.02	9-3-24Bills		-\$1,039,408.65
052367	VESSCO, INC	9/4/2024	\$2,393.43	9-3-24Bills	wwtp repairs	-\$1,041,802.08
052368	WHKS	9/4/2024	\$45,859.00	9-3-24Bills		-\$1,087,661.08
052373	LEAGUE OF MN CITIES INSU	9/9/2024	\$53,254.00	9-9-24LMC Ins	Property Casualty/Work Co	-\$1,140,915.08
052374	THOMAS STICHA	9/9/2024	\$450.00	9-14-24Music	Customer Appreciation	-\$1,141,365.08
052376	CASH	9/9/2024	\$350.00	9-14-24 Bag Tour	Customer Appreciation Bag	-\$1,141,715.08
052378	ALEX AIR APPARATUS 2 LLC	9/17/2024	\$1,711.94	9-17-24Bills	fire dept	-\$1,143,427.02
052379	andy evans	9/17/2024	\$257.41	9-17-24Bills	cust appreciation food	-\$1,143,684.43
052380	ANGELA WEGNER	9/17/2024	\$150.00	9-17-24Bills	lifeguard certification	-\$1,143,834.43
052381	ANHORNS GAS & TIRE	9/17/2024	\$748.85	9-17-24Bills		-\$1,144,583.28
052382	B & B PUMPING & PORTABL	9/17/2024	\$160.00	9-17-24Bills	handicap toilet	-\$1,144,743.28
052383	BATTERIES PLUS BULBS	9/17/2024	\$137.85	9-17-24Bills	public works	-\$1,144,881.13
052384	BLOCK PLUMBING & HEATIN	9/17/2024	\$531.57	9-17-24Bills	city hall	-\$1,145,412.70
052385	CCS	9/17/2024	\$100.05	9-17-24Bills		-\$1,145,512.75
052386	CINTAS	9/17/2024	\$40.47	9-17-24Bills	public works	-\$1,145,553.22
052387	COLLEGE CITY BEVERAGE,	9/17/2024	\$5,664.74	9-17-24Bills		-\$1,151,217.96
052388	CULLIGAN WATER CONDITI	9/17/2024	\$118.08	9-17-24Bills	water softner	-\$1,151,336.04
052389	DAHLHEIMER BEVERAGE LL	9/17/2024	\$519.80	9-17-24Bills		-\$1,151,855.84
052390	DAKOTA ELLINGSON	9/17/2024	\$92.11	9-17-24Bills	fire dept	-\$1,151,947.95
052391	DINGES FIRE COMPANY	9/17/2024	\$307.50	9-17-24Bills	fire dept	-\$1,152,255.45
052392	DR. FRESH TAP	9/17/2024	\$65.00	9-17-24Bills		-\$1,152,320.45
052393	EARL F. ANDERSEN	9/17/2024	\$155.60	9-17-24Bills	signs	-\$1,152,476.05

Checks for Month

10100 Cash

Since SEPTEMBER 2024

Begin Balance (\$845,572.37)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
052394	ERICA JOHNSON	9/17/2024	\$150.00	9-17-24Bills		-\$1,152,626.05
052395	FLOM DISPOSAL SERVICE	9/17/2024	\$480.00	9-17-24Bills		-\$1,153,106.05
052396	GOPHER STATE ONE-CALL	9/17/2024	\$37.80	9-17-24Bills	locates	-\$1,153,143.85
052397	HACH COMPANY	9/17/2024	\$191.99	9-17-24Bills		-\$1,153,335.84
052398	HAWKINS	9/17/2024	\$1,750.07	9-17-24Bills	ferric chloride	-\$1,155,085.91
052399	HEGGIES PIZZA	9/17/2024	\$355.95	9-17-24Bills		-\$1,155,441.86
052400	HERMEL WHOLESALE	9/17/2024	\$1,101.50	9-17-24Bills		-\$1,156,543.36
052401	HUBER SUPPLY CO., INC	9/17/2024	\$206.68	9-17-24Bills		-\$1,156,750.04
052402	imperial dade	9/17/2024	\$137.60	9-17-24Bills	public works	-\$1,156,887.64
052403	INNOVATIVE OFFICE SOLUT	9/17/2024	\$48.48	9-17-24Bills	office supplies	-\$1,156,936.12
052404	INSTY PRINTS	9/17/2024	\$137.99	9-17-24Bills	ENVELOPES	-\$1,157,074.11
052405	JENNIFER AMBERG	9/17/2024	\$100.00	9-17-24Bills	euchre tourney	-\$1,157,174.11
052406	JUSTIN LIMON	9/17/2024	\$150.00	9-17-24Bills	lifeguard certification	-\$1,157,324.11
052407	KURITA AMERICA INC.	9/17/2024	\$239.93	9-17-24Bills	water plant media test	-\$1,157,564.04
052408	LEXI LAUE	9/17/2024	\$150.00	9-17-24Bills	lifeguard certification	-\$1,157,714.04
052409	MEGHAN AMBERG	9/17/2024	\$130.00	9-17-24Bills	lifeguard certification	-\$1,157,844.04
052410	METRO FIBERNET LLC	9/17/2024	\$810.59	9-17-24Bills	1674166	-\$1,158,654.63
052411	MINNESOTA FIRE SERVICE	9/17/2024	\$52.50	9-17-24Bills	recertification	-\$1,158,707.13
052412	NORTHERN BEVERAGE DIS	9/17/2024	\$1,688.40	9-17-24Bills		-\$1,160,395.53
052413	NORTHLAND FARM SYSTEM	9/17/2024	\$26.99	9-17-24Bills	public works	-\$1,160,422.52
052414	PLUNKETT S INC.	9/17/2024	\$119.02	9-17-24Bills		-\$1,160,541.54
052415	R & K ELECTRIC INC	9/17/2024	\$100.00	9-17-24Bills	date collector	-\$1,160,641.54
052416	SHAMROCK GROUP	9/17/2024	\$167.50	9-17-24Bills		-\$1,160,809.04
052417	STEELE COUNTY INFORMAT	9/17/2024	\$400.00	9-17-24Bills	EDA Sign	-\$1,161,209.04
052418	STEELE COUNTY LANDFILL	9/17/2024	\$204.37	9-17-24Bills	public works	-\$1,161,413.41
052419	TIM AMBERG	9/17/2024	\$100.00	9-17-24Bills	euchre	-\$1,161,513.41
052420	VERIZON WIRELESS	9/17/2024	\$215.26	9-17-24Bills	cell phones	-\$1,161,728.67
052421	VESSCO, INC	9/17/2024	\$1,750.00	9-17-24Bills	wwtp blowers	-\$1,163,478.67
052422	BLUE CROSS BLUE SHIELD	9/17/2024	\$4,702.72	9-17-24hins	Health Insurance	-\$1,168,181.39
	Deposits	\$0.00				
	Checks		-\$322,609.02			

FILTER: ((([Act Year]='2024' and [period] in (9))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??')) and [Cash Act]='10100')

Checks for Month

10100 Cash

Since SEPTEMBER 2024

Begin Balance (\$845,572.37)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
017799	Bohlman, Angela	9/13/2024	\$741.63	PAY20240219.00		-\$846,314.00
017800	Butterfield, Paige	9/13/2024	\$275.02	PAY20240219.00		-\$846,589.02
017801	Conway, Kathleen	9/13/2024	\$191.52	PAY20240219.00		-\$846,780.54
017802	Evans, Andy	9/13/2024	\$525.98	PAY20240219.00		-\$847,306.52
017803	Fischer, Andrew	9/13/2024	\$879.52	PAY20240219.00		-\$848,186.04
017804	Heinrichs, Mathias	9/13/2024	\$1,562.85	PAY20240219.00		-\$849,748.89
017805	Jackson, Elizabeth	9/13/2024	\$3,018.76	PAY20240219.00		-\$852,767.65
017806	Johnson, Erica	9/13/2024	\$243.57	PAY20240219.00		-\$853,011.22
017807	Krogh, James	9/13/2024	\$1,744.90	PAY20240219.00		-\$854,756.12
017808	Olson, Nola	9/13/2024	\$413.66	PAY20240219.00		-\$855,169.78
017809	Ulrich, Holly	9/13/2024	\$49.54	PAY20240219.00		-\$855,219.32
017810	Will, Richard W	9/13/2024	\$279.63	PAY20240219.00		-\$855,498.95
017811	Helgeson, Craig H	9/18/2024	\$115.44	PAY20240309.00		-\$855,614.39
017812	Merritt, Chad W	9/18/2024	\$207.79	PAY20240309.00		-\$855,822.18
017813	Mueller, Amanda	9/18/2024	\$207.79	PAY20240309.00		-\$856,029.97
017814	Sorensen, Nicholas	9/18/2024	\$207.79	PAY20240309.00		-\$856,237.76
017815	Thomas, Danny	9/18/2024	\$277.05	PAY20240309.00		-\$856,514.81
017816	Winter, Jason	9/18/2024	\$207.79	PAY20240309.00		-\$856,722.60
017817	Amberg, Jennifer	9/27/2024	\$178.46	PAY20240220.00		-\$856,901.06
017818	Bohlman, Angela	9/27/2024	\$779.23	PAY20240220.00		-\$857,680.29
017819	Butterfield, Paige	9/27/2024	\$332.53	PAY20240220.00		-\$858,012.82
017820	Conway, Kathleen	9/27/2024	\$160.89	PAY20240220.00		-\$858,173.71
017821	Evans, Andy	9/27/2024	\$287.86	PAY20240220.00		-\$858,461.57
017822	Fischer, Andrew	9/27/2024	\$566.20	PAY20240220.00		-\$859,027.77
017823	Heinrichs, Mathias	9/27/2024	\$1,562.85	PAY20240220.00		-\$860,590.62
017824	Jackson, Elizabeth	9/27/2024	\$3,018.76	PAY20240220.00		-\$863,609.38
017825	Johnson, Erica	9/27/2024	\$398.71	PAY20240220.00		-\$864,008.09
017826	Krogh, James	9/27/2024	\$1,814.19	PAY20240220.00		-\$865,822.28
017827	Olson, Nola	9/27/2024	\$559.33	PAY20240220.00		-\$866,381.61
017828	Ulrich, Holly	9/27/2024	\$49.54	PAY20240220.00		-\$866,431.15
017829	Will, Richard W	9/27/2024	\$298.67	PAY20240220.00		-\$866,729.82
	Deposits	\$0.00				
	Checks	-\$21,157.45				-\$21,157.45

FILTER: ((([Act Year]='2024' and [period] in (9))) and ((([Source] like 'PAY?????????.??'))) and [Cash Act]='10100')

Checks for Month

10100 Cash

Since SEPTEMBER 2024

Begin Balance (\$845,572.37)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
005350E	FURTHER	9/16/2024	\$45.00	9-13-24hsa		-\$845,617.37
005351E	EFTPS	9/16/2024	\$2,531.90	9-13-24fed	Withholding	-\$848,149.27
005352E	STATE OF MINNESOTA	9/16/2024	\$433.83	9-13-24fed		-\$848,583.10
005353E	PUBLIC EMPLOYEES RETIR	9/16/2024	\$1,801.99	9-13-24fed		-\$850,385.09
005354E	MINNESOTA DEPT OF REVE	9/17/2024	\$4,076.00	9-17-24tax	Sales Tax August 2024	-\$854,461.09
005373E	EFTPS	9/24/2024	\$202.70	9-18-24fed	Withholding	-\$854,663.79
005374E	HEALTH EQUITY	9/30/2024	\$45.00	9-27-24hsa		-\$854,708.79
005375E	EFTPS	9/30/2024	\$2,498.82	9-27-24fed	Withholding	-\$857,207.61
005376E	STATE OF MINNESOTA	9/30/2024	\$421.65	9-27-24fed		-\$857,629.26
005377E	PUBLIC EMPLOYEES RETIR	9/30/2024	\$1,806.88	9-27-24fed		-\$859,436.14
005385E	INTERNET PURCHASES	9/3/2024	\$83.37	9-3-24Google	emails	-\$859,519.51
005386E	AMAZON.COM	9/3/2024	\$679.16	9-3-24amazon	barstools	-\$860,198.67
005387E	UPS	9/5/2024	\$51.72	9-5-24ups	samples	-\$860,250.39
005388E	WALMART COMMUNITY/GE	9/6/2024	\$36.85	9-6-24wm	muni	-\$860,287.24
005389E	POSTMASTER	9/6/2024	\$336.00	9-6-24post		-\$860,623.24
005390E	AMAZON.COM	9/6/2024	\$504.99	9-6-24amazo	mailbox	-\$861,128.23
005391E	SAM'S CLUB	9/9/2024	\$304.37	9-9-24sams	muni	-\$861,432.60
005392E	WALMART COMMUNITY/GE	9/10/2024	\$10.07	9-10-24wm	office supplies	-\$861,442.67
005393E	LOWES	9/10/2024	\$15.95	9-10-24lowes	public works	-\$861,458.62
005394E	HEALTH EQUITY	9/10/2024	\$3.00	H Equity	fee	-\$861,461.62
005395E	SAM'S CLUB	9/13/2024	\$14.64	9-13-24sams		-\$861,476.26
005396E	WALMART COMMUNITY/GE	9/13/2024	\$41.53	9-13-24wm		-\$861,517.79
005397E	AMAZON.COM	9/16/2024	\$16.17	9-16-24prime	prime	-\$861,533.96
005398E	WALMART COMMUNITY/GE	9/16/2024	\$30.43	9-16-24wm		-\$861,564.39
005399E	KWIK TRIP	9/16/2024	\$31.83	9-16-24Kwik	muni	-\$861,596.22
005400E	HACH COMPANY	9/17/2024	\$605.45	9-17-24hach	testing supplies	-\$862,201.67
005401E	AMAZON.COM	9/23/2024	\$15.99	9-23-24amazon	muni	-\$862,217.66
005402E	AMAZON.COM	9/25/2024	\$203.56	9-25-24amazon	fire dept	-\$862,421.22
005403E	CASHWISE	9/27/2024	\$24.02	9-27-24cashwise	Muni	-\$862,445.24
005404E	AMAZON.COM	9/27/2024	\$199.00	9-27-24am2	fire dept	-\$862,644.24
005405E	KWIK TRIP	9/30/2024	\$12.18	9-30-24kwik	muni	-\$862,656.42
005406E	WALMART COMMUNITY/GE	9/30/2024	\$45.35	9-30-24wm	muni	-\$862,701.77
	Deposits	\$0.00				
	Checks	-\$17,129.40				-\$17,129.40

FILTER: ((([Act Year]='2024' and [period] in (9)))) and ((([EFT])) and [Cash Act]='10100')

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: October 2024

RE: City Financial Report/Public Works and General Updates

Public Works Updates:

Mowing/Trimming
Pot Hole Patching
Plow Truck Belly Scraper Installed
Water Tower Cleaned
Biosolids Application
Safety Training
Pool Shack prepared to be warming shack for winter

City Updates:

FEMA Meeting
MNDOT Landscape Meeting for Roundabouts
Code Compliance Letters
2025 Budget and Levy changes
General Election Preparation
Muni Promo Meeting
Year End/Audit Preparations

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: October 2024

RE: FEMA Meeting – Park Flooding

Background:

I met with a FEMA representative on October 10, 2024 to finish submitting the required documentation for the flood expenses.

The project has now moved to the review stage and FEMA will contact the City of Medford if anything further is needed.

Possible mitigation project is also in the review stage.

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

SUBSTANCE ABUSE AND DRUG TESTING POLICY

The City of Medford is committed to maintaining a work environment which is free from the influence of alcohol and/or illegal drugs to protect the health, safety, and well-being of the employees and the citizens of Medford. The City has therefore adopted this drug and alcohol testing policy for its employees, in accordance with Minnesota Statutes 181.950-957.

The City prohibits the use and possession of alcohol, and/or illegal drugs while working or while operating any vehicle, machinery, or equipment owned by the City of Medford. The City also prohibits reporting for work or working anywhere on behalf of the City under the influence of alcohol and/or illegal drugs. These prohibitions against the possession of alcohol shall not apply to those individuals working at the Medford Municipal Liquor Store.

Violation of this policy may result in discipline, up to and including discharge.

“Illegal drugs Drugs” means marijuana, controlled substances, or other drugs that affect the employee’s alertness, coordination, reaction, response, judgment, decision-making or safety, and includes prescription medications which contain a controlled substance and which are used for a purpose or by a person for which they are not prescribed or intended. The City encourages employees in safety sensitive positions to notify their supervisor if they are taking medically prescribed drugs which may impair job performance.

This policy does not prohibit:

The moderate consumption of alcoholic beverages at City sponsored events, if any, where the City has authorized alcoholic beverages to be served, and

The possession of sealed bottles or cans of alcoholic beverages in an employee’s vehicle on premises owned by the City so long as this possession would be in compliance with State law if the vehicle were on a public street.

Voluntary Disclosure

Employees are encouraged to voluntarily disclose the excessive use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol related discipline or proceedings. An individual who does so may be granted time off for treatment, rehabilitation, or counseling. Employees who voluntarily disclose the excessive use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol related discipline or proceedings will not be discriminated against because of this disclosure.

Scope

This policy is applicable to all employees employed by the City of Medford.

Grounds for Testing.

Testing will be requested or required only under the circumstances described below. No test will be sought for the purpose of harassing an employee. All tests are conducted by a laboratory licensed by the State of Minnesota and certified by the National Institute on Drug Abuse. No test will be conducted by a testing laboratory owned or operated by the City of Medford. The laboratory will notify the City only of the presence of or absence of controlled substances and the metabolites and/or alcohol in the sample tested.

Reasonable Suspicion.

An employee may be requested or required to undergo a drug and/or alcohol test if there is a reasonable suspicion that the employee:

Is under the influence of alcohol and/or ~~illegal~~ drugs,
Has violated the policy statement above,
Has caused himself/herself or another employee to sustain a personal injury,
Has caused a work-related accident, or
Has operated or helped operate machinery, equipment, or vehicles involved in a work-related accident.

Treatment Program.

An employee may be requested or required to undergo drug and/or alcohol testing if the employee has been referred by the City for chemical dependency treatment or evaluation. An employee may be requested or required to undergo drug and/or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following the referral for chemical dependency treatment or evaluation.

Notification

Before requesting or requiring an employee to undergo drug and/or alcohol testing, the City will provide the employee with a copy of this drug and alcohol testing policy and provide the employee with an opportunity to read the policy.

Right to Refuse to Undergo Drug and Alcohol Testing and the Effect Thereof

An employee has the right to refuse to undergo drug and/or alcohol testing. An employee who refuses to be tested or whose behavior prevents meaningful completion of drug and/or alcohol testing will be subject to discharge or other disciplinary action. If an employee refuses to undergo drug and/or alcohol testing, no test will be administered.

Rights in Case of a Positive Test

If the initial result on the drug and/or alcohol test is positive, the sample which was tested will be subject to a second, confirmatory test. No employee will be discharged, disciplined, discriminated against, or requested or required to undergo rehabilitation solely on the basis of an

initial test result which is positive. If the confirmatory test result is also positive, the employee may be subject to disciplinary action, up to and including discharge, in accordance with the following:

First Positive Test Result on Confirmatory Test.

An employee will not be discharged based on a first time positive result on a confirmatory test for alcohol and/or illegal drugs requested or required by the City unless he or she has been given the opportunity to participate in a drug or alcohol counseling or rehabilitation program and has refused to participate or has failed to successfully complete the counseling program.

Subsequent Positive Result on Confirmatory Test.

An employee who receives a positive result on a confirmatory test for alcohol and/or illegal drugs requested or required by the City and who has previously received a positive result on a confirmatory test for alcohol and/or illegal drugs requested or required by the City may be discharged, so long as a previous positive result occurred within the three preceding years.

If the result of the confirmatory test is positive, an employee has a right to explain the reasons for the positive test and to request a confirmatory retest of the sample, to be conducted at the employee's expense. Any employee wishing to exercise these rights must do so within five working days.

If the initial result of the drug and/or alcohol test is negative or the confirmatory test result is negative, the employee is considered to have satisfactorily completed the drug and/or alcohol test.

Additional Rights of Employees.

An employee who is requested or required to undergo alcohol and/or drug testing will be provided with a copy of the test results upon request. An employee who is suspended without pay will be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

Confidentiality.

The fact that an employee has been requested or required to take a drug and/or alcohol test, the result of the test, and information acquired in the alcohol and/or illegal drug testing process shall be treated in a manner consistent with the City's treatment of other private and confidential information concerning employees. Voluntary disclosure by an employee of the excessive use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol related discipline or proceedings will also be treated in a manner consistent with the City's treatment of other private and confidential information concerning employees. This information will not be communicated by the City to individuals outside of the City's council and administrative personnel without the employee's consent except to those who need to know this information to perform their job functions, and as permitted or required by law or regulation.

