

Organizational Council Meeting
January 14, 2019
4:00 p.m.
City Hall

Members present: Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent: None.

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

Others in attendance were Heidi Langeslag, Morgan Langeslag, Dusty Mollenhauer, Annie Grunlund, and Chris Baldwin.

Mayor Nelson called the meeting to order at 4:02 p.m.

Pledge of Allegiance.

The Oath of Office was given to the newly elected officials; Chad Langeslag and Grace Bartlett.

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

2018 Year End Review Summary was presented by Mayor Nelson.

Administrator Welti presented a memo. Welti stated the Labor Charges for Public Works Personnel associated with equipment rental rates on Resolution 2019-02 would increase \$10/hr. for regular time and \$25/hr. for overtime.

Resolution 2019-01 Stating Annual Designations – Motion by Langeslag, seconded by Sexton to approve Resolution 2019-01 as presented. All members voted aye for approval. Motion carried.

Resolution 2019-02 Establishing 2019 Equipment Rates – Motion by Dempsey, seconded by Sexton to approve Resolution 2019-02 as presented. All members voted aye for approval. Motion carried.

Mayor Nelson recommended Tim Finley and Nick Sorensen be appointed to the Park Board. Mayor Nelson recommended Corey Samora and Mary Cronin be appointed to the EDA Board. Cory Franek was appointed as Deputy Weed Inspector.

Mayor Nelson's Board Appointment Recommendations – Motion by Sexton, seconded by Dempsey to approve the Board appointments as presented. All members voted aye for approval. Motion carried.

Motion by Dempsey, seconded by Langeslag to adjourn the meeting at 4:17 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 28, 2019

6:00 p.m.

City Hall

Members present were Nelson, Sexton, Bartlett, Dempsey, and Langeslag.

Members absent: none.

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

Others attending were Richard Quiring, Todd Nelson, Ethan Wilkie, and Annie Granlund.

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

Todd Nelson presented a potential concept plan for apartment complexes, townhomes, and residential lots to be developed on the former school football field. Nelson stated the apartments would be for people 50 years of age and older.

Todd Nelson stated it would be 8-10 years for the total concept plan to be completed.

Council asked several questions regarding sidewalks, pond placement, amenities included in the complexes and rent rates.

No decisions were made at this meeting.

Mayor Nelson adjourned the meeting at 6:54 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
January 28, 2019
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Cory Franek, and Mark Rahrick.

Others in attendance were Annie Granlund, Richard Quiring, Ethan Wilkie, Greg Sanborn, and Kelly Schwartz.

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

Pledge of allegiance.

Agenda – Add item D, sale of Dodge Pickup to New Business. Motion by Dempsey, seconded by Langeslag 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 December 17, 2018 special and regular meeting minutes, the December 27, 2018 special meeting minutes, and the January 14, 2019 organizational meeting minutes.

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

Approval of the December check register numbers E3392-E3414, 15047-15100, and 47023-47103.

Resolution 2019-03 Accepting Donation from Dave and Lois Nelson in the amount of \$25.00 in memory of Ivan Cowell for the Medford Park Endowment Fund.

Resolution 2019-04 Accepting Donation from the Medford Fire Relief Association in the amount of \$20,000.00 for the Medford Fire Department Truck and Equipment Fund.

Resolution 2019-05 Accepting Donation from the Medford Fire Relief Association in the amount of \$7,000.00 for the Medford Pool.

Resolution 2019-06 Accepting Donation from Steele County Parks and Recreation Department in the amount of \$2,500.00 for the Medford Park Improvements.

Employment – Hiring of Dave Schwichtenberg, for the Public Works Worker position at a rate of \$20.41 per hour, beginning February 4, 2019.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet due to not having quorum.
EDA Board – did not meet.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Administrator Welti stated Steele County is proceeding with the intersection control evaluation of CSAH 45 and CSAH 12 as the first step of the preliminary engineering of the CSAH 45 reconstruction project. Welti stated he asked Seth Peterson and Joe Duncan, the City Engineers from Bolton & Menk if the City should delay moving forward with the CSAH 45 reconstruction project because of the Medford Wastewater Regionalization Study. The City Engineers suggested the CSAH 45 reconstruction project proceed as scheduled.

Welti stated Steele County was approved for disaster assistance funding from the State Disaster Assistance Fund on December 3, 2018. The City will be receiving reimbursement for the severe weather event that occurred in September 2018.

Welti stated Mike Bubany will present the updated CIP to Council on Monday, February 4, 2019 at 5:00 p.m.

Welti stated final on-site audit work will be conducted on January 30-31 and the City's annual audit will likely be presented in March or April.

City Clerk – none.

Public Works – Supervisor Franek presented a memo. Franek stated his first month with the City had included a lot of observation and settling in. Franek stated Scott Prestegard had been very helpful during the transition.

Franek stated Public Works had been out a handful of times with minimal snow and ice control and the first order of salt/sand had been placed.

Fire Department – none.

Unfinished Business –

Wastewater Treatment Memo – Administrator Welti presented a memo. Welti stated the sewer PFA loan will be paid in full in 2026 and the water PFA loan will be paid in full in 2030.

Welti stated the City of Medford could apply for financial assistance for a water project in 2019. An application would need to be submitted by May. Very little/no grant funds are available for a water project. Financial assistance may be available to buy down the interest rate of the loan. The City Engineer could go through the process and it would require very little additional engineering or planning.

Welti stated the earliest the City of Medford would be ready to apply for financial assistance for a wastewater project would be March 2020. A formal submission would need to be prepared for MPCA, which would likely cost around \$15,000. Grant funding is more likely if a City is expanding a current facility, less likely if regionalizing.

Welti stated wastewater financial assistance is very competitive. Receiving grant funds is very unlikely. Receiving funding for the purpose of buying down interest rate payments is more likely, but not guaranteed.

New Business –

Wastewater or water licenses compensation policy clarification – Administrator Welti presented a memo. Welti recommended Council approve the amended language for the policy as follows:

“The wage increase will take effect in the pay period immediately following the employee providing documentation that the license was earned. The increase will not be calculated from the date of the exam”.

Motion by Bartlett, seconded by Sexton to approve amending the language for the Compensation for Obtaining Wastewater or Water Licenses as recommended. All members voted aye for approval. Motion carried.

Request for Planning & Zoning to consider changing sign ordinance for C-3 District – Administrator Welti presented a memo. Welti stated the owners of the Outlet Center had discussions with the City regarding advertising public service announcements, sporting events, and products such as soft drinks on the digital sign. Current City Code does not allow this form of advertisement. To allow this form of advertising, Planning & Zoning would need to hold a public hearing and prepare a recommendation for Council; the City Council would need to amend the City’s ordinance to allow the advertising.

Motion by Sexton, seconded by Dempsey to proceed with Planning & Zoning reviewing the sign ordinance for C-3 Districts and holding a public hearing. All members voted aye for approval. Motion carried.

Right-of-Way/Boulevard tree maintenance – Administrator Welti suggested reviewing the proposed policy with Mayor Nelson and Councilmember Sexton. Nelson and Sexton agreed to review the policy.

Sale of Dodge Pickup – Administrator Welti presented a memo. Welti stated Staff is requesting Council authorization to sell the City’s Dodge pickup truck.

Motion by Dempsey, seconded by Langeslag to authorize City Staff to put the Dodge pickup truck up for sale. All members voted aye for approval. Motion carried.

Special City Council Meeting/Workshop – Monday, February 4, 2019, 5:00 p.m.

Special City Council Meeting /Workshop – Monday, February 25, 2019, 5:30 p.m.

Regular City Council Meeting – Monday, February 25, 2019, 7:00 p.m.

Motion by Langeslag, seconded by Dempsey to adjourn the Regular City Council meeting at 7:52 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting Work Session
February 4, 2019
5:00 pm.
City Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag

Members absent: none.

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

Others attending were Mike Bubany, Ethan Wilkie, Chris Baldwin, and Rick Hager.

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

Updated Capital Improvement Plan – Administrator Welti gave an overview on the purpose of tonight’s meeting. The capital improvement plan will assist the City Council with future planning of capital projects.

Mike Bubany, David Drown Associates, presented the updated capital improvement plan. The plan illustrates four main projects and the impact to the levy with each one. The projects focused on are, CSAH 45 (Main Street) reconstruction project, the municipal complex, the water treatment project, and the wastewater treatment project. Mr. Bubany has developed an interactive presentation that shows the impact to the levy and property taxes with scenarios proposed by Council.

Council discussed the priority of and timeline of projects.

No decisions were made at this work session.

Mayor Nelson adjourned the work session at 6:20 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
February 22, 2019
3:50 p.m.
City Hall

Members present were Nelson, Sexton, Bartlett, and Langeslag.

Members absent were Dempsey.

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

Others attending were: none.

Mayor Nelson called the meeting to order at 3:50 p.m.

The purpose of this special meeting was to approve the resignation of Dave Schwichtenberg and the hiring of Miles Brannan.

Motion by Sexton, seconded by Bartlett to accept Dave Schwichtenberg's resignation from the full-time Public Works Worker position effective February 11, 2019. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett to approve hiring Miles Brannan for the position of Public Works Worker, at a rate of \$20.41 per hour effective February 22, 2019. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Langeslag to adjourn the special council meeting at 3:53 pm. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
February 25, 2019
5:30 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Seth Petersen, Joe Duncan, and Cory Franek.

Others attending were Rick Hager.

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

The purpose of this special meeting is to discuss wastewater and water utilities.

Mayor Nelson reviewed the history of projects and topics discussed over the past several years.

City Council had a question and answer period with Bolton & Menk engineer, Seth Petersen.

A summary of the questions asked were:

1. What things would be needed to update the current wastewater treatment facility?
2. Would the City need to purchase more land to update the current wastewater treatment facility?
3. Would the City of Medford stay a Class B license wastewater treatment facility?
4. Is a 250,000 gallon flow enough for the next 20 years?
5. Are both Owatonna and Faribault still open to the idea of the City of Medford connecting?
6. What would happen to the current wastewater treatment facility if the City of Medford connected to a neighboring community?

No official action was taken at this meeting.

Motion by Langeslag, seconded by Sexton to adjourn the special Council meeting at 6:37 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
February 25, 2019
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti and Cory Franek, Mark Rahrick, Rick Hager, and Joe Duncan.

Others attending were Dan Meier, Jon Stelter, Kelly Schwartz, and Chris Baldwin.

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

Pledge of Allegiance.

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

Agenda – with additions of motions for wastewater options and developers agreements. Motion by Sexton, seconded by Dempsey to approve the agenda as amended. All members voted aye for approval. Motion carried.

Steele Waseca Co-op Electric – Dan Meier and Jon Stelter presented the street light proposal to Council. Two options were presented to Council. Option 1 would install 93 new LED lights in the City of Medford and Steele Waseca Co-Op Electric would be responsible for the maintenance. Option 1 had an estimated project cost of \$36,761, with an estimated rate reduction over the next 2 ½ years of \$75.72.

Option 2 would install 93 new LED lights in the City of Medford and the City of Medford would be responsible for the maintenance. Option 2 had an estimated project cost of \$36,761, with an estimated rate reductions over the next 2 ½ years of \$3,439.91.

Motion by Sexton, seconded by Bartlett to proceed with Option 1. 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 28, 2019 special meeting and regular meeting minutes. Approval of the February 4, 2019 special meeting minutes.

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

Approval of the January check register numbers E3415-E3434, 15101-15130, and 47104-47179.

Healthy Seniors of Steele County Temporary Gambling Permit Application.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

EDA Board – Administrator Welti presented the meeting minutes from February 13, 2019. Welti stated the 2019 elected officers were:

Tom Heisler – President
Corey Samora – Vice President
Grace Bartlett – Secretary
Mary Cronin – Treasurer

Park Board – did not meet.

City Attorney – none.

City Engineer –

2018 Street Improvement Project – Contractor’s Pay Request (Estimate No. 2) – City Engineer Joe Duncan, Bolton & Menk stated Estimate No. 2 had been reviewed with Administrator Welti and recommended Council approve the pay request in the amount of \$25,543.81. Motion by Sexton, seconded by Dempsey to proceed with the pay request No. 2 in the amount of \$25,543.81. All members voted aye for approval. Motion carried.

Main Street Reconstruction Project – 2021 – City Engineer Joe Duncan presented a memo. Duncan’s memo listed the preliminary schedule as follows:

April-June 2019	Schedule, Advertise, and Conduct Public Open House.
August-September 2019	Compile Results from Open House and present options and related estimated costs at a City Council work session.
Mar. - April 2020	Prepare feasibility report that incorporated final project scope, cost participation and proposed assessments.
May-December 2020	Final Plan Preparation and State-Aid Approval
January-March 2021	Conduct Bidding Process and Concurrent Approval of Bid
April 2021-July 2022	Construction

Motion by Dempsey, seconded by Sexton authorizing City Engineer Joe Duncan to proceed with the Main Street Reconstruction Project as outlined in the memo. All members voted aye for approval. Motion carried.

City Administrator – Administrator Welti presented a memo. Welti stated he attended the MAOSC meeting. Welti stated the City’s annual audit is being prepared. Welti stated Mayor Nelson and Administrator Welti met with Superintendent Ristau for the regular meeting updates. Welti stated preparations for the 2019 pool season are underway and lifeguard positions are being posted. Welti stated the Orderly Annexation Agreement between the City of Medford and Medford Township is up for review. Welti proposed that Planning & Zoning review the agreement at the March meeting and provide recommendations for Council’s consideration.

City Clerk – none.

Public Works – Public Works Supervisor Franek presented a memo. Franek stated the Minnesota Department of Health was here for an inspection of the water plant, wells, towers, and booster station. The City of Medford passed very well with just a couple of minor suggestions. Franek stated Public Works continues to keep up with general maintenance in between snow events. Franek stated the annual report for the Department of Natural Resources had been completed.

Fire Department – none.

Old Business –

Motion by Nelson, seconded by Sexton authorizing Seth Petersen, Bolton & Menk to continue with engineering analysis of wastewater options. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Sexton authorized Administrator Welti to start preliminary developer agreement discussions with potential developers. All members voted aye for approval. Motion carried.

New Business –

Ordinance 2019-01 Boulevard Tree Maintenance – Administrator Welti presented a memo. Welti stated at this time City Attorney Mark Rahrck was still working on the ordinance and it would be presented at a later Council meeting.

Bond Update – Administrator Welti presented a memo. Welti updated Council with the various City’s bonds, balances, and payoff dates for informational purposes.

Motion by Dempsey, seconded by Langeslag to adjourn the meeting. Motion carried.

Regular City Council Meeting – Monday, March 25, 2019, 7:00 p.m.

Board of Appeal and Equalization – Wednesday, April 24, 2019, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent: none.

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

Others in attendance were Simon Hellevik, Rick Hager, Greg Sanborn, Chris Baldwin, Tom Olinger, and Kelly Schwartz.

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

Pledge of Allegiance.

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

Agenda - Addition of Item E under New Business, Council member for policy work group. Motion by Sexton, seconded by Dempsey to approve the agenda as amended. All members voted aye for approval. Motion carried.

Auditors 2018 Final Audit Report – Tom Olinger presented the management letter to the City Council. Mr. Olinger gave a brief recap of how all the funds did for 2018. General Fund revenues came in higher than expenditures.

The cash balance of the water and sewer funds continued to increase.

Motion by Sexton, seconded by Dempsey to accept the 2018 Final Audit as presented by Tom Olinger. All members voted aye for approval. Motion carried.

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

Approval of the February 22, 2019 special meeting minutes and the February 25, 2019 special and regular meeting minutes.

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

Approval of the February check register numbers E3435-E3456, 15131-15161, and 47180-47248.

Medford Firemen's Relief Association Gambling Permit Request.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – Administrator Welti presented the minutes. Welti stated the Planning & Zoning Board held a Public Hearing for Proposed Ordinance Amending the Prohibition Against Off-Parcel Signs, Medford City Code Section 4.84.

Planning & Zoning recommended Council amend the ordinance as presented in Ordinance 2019-02. Motion by Sexton, seconded by Langeslag to approve Ordinance 2019-02. All members voted aye for approval. Motion carried.

Orderly Annexation Agreement review – Planning & Zoning recommended Council consider appointing two representatives of the City to meet with two representatives of the township to discuss these modifications:

1. Modifications to the language to not restrict the designated area to only that which is included in the comprehensive plan.
2. Modifications changing the extension to a period of greater than five years.
3. Modifications to section 8B. Revisit this provision to determine intent.
4. Modifications to the phrase “The City and Township shall establish a Joint Planning Board” to “The City and Township may establish a Joint Planning Board”.
5. Request Medford Township consider adding sections on the western edge of the current designated sections to the agreement.

Motion by Langeslag, seconded by Sexton to set a meeting with the Township to discuss the possible modification points. All members voted aye for approval. Motion carried.

EDA Board – did not meet.

Park Board – Councilmember Sexton presented the minutes from the March 11, 2019 Park Board meeting.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated Steele County submitted an application for the Local Road Improvement Program for the 2021 Main Street Project.

Administrator Welti stated the Minnesota Pollution Control Agency notified the City that the wastewater operator and facility qualify for the Minnesota Pollution Control Agency’s Wastewater Treatment Facility Operation Award.

Administrator Welti stated Public Works had spent the majority of the week of March 11 preparing for potential flooding.

Administrator Welti stated Congressman Hagedorn’s staff will be at City Hall from 12:00-2:00 on Thursday, April 4, 2019 to provide constituent services.

Mike, Johnson, Steele County’s Emergency Management Director is planning and Emergency Management training session on April 16, 2019.

City Clerk – none.

Public Works – Supervisor Franek presented a memo. Franek Public Works had been focusing on opening catch basins, preparing for potential flooding, monitoring the pump and line plug in the effluent line at the wastewater treatment plant, and preparing to repair potholes.

Fire Department- none.

New Business-

Ordinance 2019-01, Establishing Medford City Code Section 8.10, Regulating Tree Maintenance – Administrator Welti presented a memo. Welti stated there are approximately 550 trees located within boulevards of the City of Medford. Welti stated the ordinance would serve as a reference or guide for the City’s employees and residents when questions arise regarding the responsibility and cost of maintaining boulevard trees.

Motion by Langeslag, seconded by Bartlett to approve Ordinance 2019-01. All members voted aye for approval. Motion carried.

Frozen Water Lines – Administrator Welti presented a memo. Welti stated the City received a call from a resident living in the NW section of Medford informing the City the property owner’s water line was frozen. The City notified residents that water line freezing could be an issue and asked residents to take the temperature of their water and advise City Hall if the resident was running their water to prevent line freezing.

City Staff recommended Council authorize using residents’ February water and sewer usage to determine their water and sewer charges for March.

Motion by Dempsey, seconded by Bartlett to authorize City Staff to use February water and sewer usage to determine March water and sewer charges. All members voted aye for approval. Motion carried.

General Capital Projects Fund Balance – Administrator Welti presented a memo and spreadsheet for informational purposed only to Council.

Resolution 2019-07 Supporting the 2020 Census Partnership. Motion by Dempsey, seconded by Sexton to approve Resolution 2019-07. All members voted aye for approval. Motion carried.

Addition of Councilmember to Policy Review Group – Any Councilmember interested in joining the Policy Review Group will contact Administrator Welti.

Regular City Council Meeting – Monday, April 22, 2019, 7:00 p.m.

Board of Appeal & Equalization Meeting – Wednesday, April 24, 2019, 7:00 p.m.

Motion by Bartlett, seconded by Dempsey to adjourn the Regular City Council meeting at 8:40 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
April 11, 2019
4:00 p.m.
City Hall

Members present were Nelson, Langeslag, and Sexton.

Members absent were Bartlett and Dempsey.

City staff and consultants in attendance were: none.

Others attending were: none.

Mayor Nelson called the meeting to order at 4:04 p.m.

Motion by Langeslag, seconded by Sexton to accept the resignation of Cory Franek effective April 30, 2019. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Langeslag to post the Public Works Supervisor position at the rate of \$26.27-\$35.46 per hour and if the position is not filled by the May meeting with a viable candidate to discuss alternative possibilities. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Sexton to adjourn at 4:08 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
April 22, 2019
5:45 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Joe Duncan, and Seth Peterson.

Others attending were Rick Hager.

Mayor Nelson called the meeting to order at 5:45 p.m.

The purpose of this special council meeting was to discuss interim public works responsibilities, public works policy proposal, and wastewater and water utilities update.

Interim public works responsibilities – Administrator Welti presented a memo. Welti recommended Council proceed with posting and hiring a part time Public Works Worker (temporary position, pay based on experience).

Motion by Nelson, seconded by Langeslag to post and hire a part time Public Works Worker (temporary position, pay based on experience). All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Bartlett authorizing Administrator Welti and one Council member to interview and hire an individual for the part time temporary Public Works Worker position. All members voted aye for approval. Motion carried.

Public Works Rounds Policy – Administrator Welti presented a memo. Welti stated the HR work group and Welti met to discuss the issue of public works rounds.

The HR work group and Welti proposed Council approve the following policy:

“The employee responsible for working weekend rounds will take one day off during the week and work in 4 hours on Saturday and 4 hours on Sunday.”

Motion by Sexton, seconded by Dempsey to approve the Public Works Rounds Policy and recommended by the HR work group and Administrator Welti. All members voted aye for approval. Motion carried.

Wastewater and Water Utilities Update – Seth Peterson, Bolton & Menk presented a memo. Peterson presented updated costs for the three options assuming a future flow of 250,000 gallons per day. The costs were updated based on the discussions had with both communities.

The Life-Cycle Present Worth Cost of Capital and Operations (20 year period) of the three options was:

Medford Upgrade Wastewater Treatment Facility = \$17,000,000

Regionalize with Faribault = \$13,600,000

Regionalize with Owatonna = \$15,800,000

Based on the information provided, the option of regionalizing with Faribault is the most cost-effective option by over \$2 million.

Motion by Dempsey, seconded by Bartlett to thank Owatonna for the information and cooperation and inform Owatonna that Medford will no longer pursue regionalizing with the City of Owatonna. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dempsey to adjourn the Special Council Meeting at 6:45 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
April 22, 2019
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrick, and Joe Duncan.

Others attending were Rick Hager, Annie Granlund, John Anhorn, Ron Karow, Braxton Skalicky, Ben Aase, Cartier Oatway, Alex Oatway, Vicki Oatway, Chris Baldwin, Aslin Aase, and Matt Skalicky.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – Ron Karow asked what the City's plan was for fixing the potholes in the City of Medford. Administrator Welti explained the cold patch had just been delivered and pothole repair was a priority for the Public Works Department.

John Anhorn stated that Anhorn's Service Station is having a 70th anniversary celebration on June 15, 2019 during Straight River Days. Anhorn asked for Council approval to close Main Street in front of Anhorn's Service Station on Saturday, June 15, 2019 for the various activities planned for the 70th anniversary celebration. Council gave approval for John Anhorn's request.

Agenda – Mayor Nelson stated Item E under New Business, City Administrator Performance Evaluation requested by the City Administrator would be added to the agenda.

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

Straight River Days Update -

Parade Permit Request and waiving the parade permit fee.

The Civic Club is requesting temporary golf cart permits for the weekend of Straight River Days.

Motion by Sexton, seconded by Dempsey to approve the parade permit and golf cart passes for the Civic Club for Straight River Days, waiving the parade and golf cart permit fees. 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 25, 2019 regular meeting minutes and the April 11, 2019 special meeting minutes.

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

Approval of the March check register numbers E3457-E3481, 15162-15193, and 47249-47330.

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

Mayor's Report – City Council has no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

EDA Board – meeting was cancelled due to weather.

Park Board – did not meet.

City Attorney – none

City Engineer –

Main Street open house proposed agenda – Joe Duncan, City Engineer from Bolton & Menk gave a brief update. Duncan stated the Main Street open house could possibly be the third week of June. Administrator Welti and City Engineer Duncan will set the final date and venue for the Main Street open house.

City Administrator – Administrator Welti presented a memo. Administrator Welti stated Medford's CGI Sign Group announced the unveiling and dedication of the new signs would be held on June 2, 2019 at the sign by the Medford Pool.

Administrator Welti stated the meeting with representatives of the Medford Township Board and the City of Medford to discuss the orderly annexation agreement had occurred. Welti stated the Township Board did not agree with expanding the "designated area" of the orderly annexation agreement but said the Board would be willing to discuss annexation of the identified area of possible development if or when development is proposed within those parcels.

Administrator Welti stated swimming lesson registration will be held at the Medford School on Monday, May 13, 2019 from 5:30-6:30 p.m.

Administrator Welti stated discussions had taken place regarding a potential sand bag or flood response policy.

City Clerk – none.

Public Works – Administrator Welti presented a memo. Administrator Welti stated Midnight Sun Spas were scheduled to install the pool heater for the kids' pool.

Welti stated the cold mix had been purchased and pothole repair would continue.

Welti stated the well pump quit at the wastewater plant and had to be replaced, in addition, the sump pump had to be replaced in the basement of the sludge building.

Welti stated the pavilions at the park have been swept and the picnic tables put back in place.

Welti stated Miles Brannan had taken the CPO class and is now a Certified Pool Operator.

Fire Department – none.

New Business –

2019 Pool Season Staffing – Administrator Welti recommended the City Council hire Morgan Langeslag, pool manager, Madison Schletty, assistant pool manager, Ben Sutcliffe, Mikayla Savig, Brock Merritt, Brayden Beede, Gunner White, Jacob Gasner, MacKenzie Kellen, and Justin Ristau as lifeguards.

2019 Pool Season Staff Wages:

- Pool Manager \$13.50/hour
- Assistant Pool Manager \$11.50/hour
- WSI & Teach Lessons \$11.00/hour
- WSA (if applicable) \$10.50/hour
- Returning Lifeguard \$10.50/hour
- New Lifeguard \$10.25/hour

Motion by Dempsey, seconded by Bartlett to approve the recommendations for the hiring of the 2019 pool season employees. Nelson, Sexton, Dempsey, and Bartlett voted aye for approval. Langeslag abstained. Motion carried.

Biosolids Capacity – Administrator Welti presented a memo for informational purposes only. Welti stated if the City moves forward with the proposed development of housing upon the Medford athletic field site, an event center and/or a restaurant prior to a wastewater solution being online, the City will likely exceed biosolids capacity in the spring and fall.

Welti stated two biosolids solutions to allow development to continue were:

- 1) Haul up to (35,000 gallons) to Faribault’s wastewater treatment plant. The City of Faribault would charge the City \$.065/gallon or up to \$2275. The cost to transport the biosolids would be approximately \$1700.
- 2) Install a permanent decanter system on the biosolids storage tank. If the City connected to a neighboring community, the decanter system would not be needed. If the City upgraded its current facility, the decanter system would likely be used. An estimate to install the system is approximately \$44,000-\$48,000.
- 3)

No action was taken by Council concerning biosolids capacity.

Capital Plans – Administrator Welti presented a memo. Administrator Welti stated the capital plans for Public Works, Parks, and the Liquor Store were for Council review only. No action is required by Council.

Planning & Zoning consideration of amendment to R-2 district – Administrator Welti presented a memo. Welti stated upon reviewing Medford City Code, R-2 ordinance (multi-family housing), the code does not appear to be clearly written. Current City Code only allows one accessory building up to 1,000 sq. feet (garage) to be built upon a parcel. Current code requires 3 parking spaces per unit. Welti recommended Council request Planning & Zoning to review the R-2 ordinance.

Motion by Dempsey, seconded by Langeslag to request Planning & Zoning review the R-2 ordinance. All members voted aye for approval. Motion carried.

City Administrator Requested Performance Evaluation –

Administrator Welti requested the meeting be closed to the public. The basis for closing the meeting is to conduct a performance appraisal pursuant to Minn Stat Sec 13D.05 Subd.3.

Mayor Nelson requested Elizabeth Jackson exit the meeting room for the discussion.

Motion by Langeslag, seconded by Bartlett to close the meeting at 7:47 p.m. All members voted aye for approval. Motion carried.

Council came out of closed session at 8:30 p.m.

Mayor Nelson gave a brief summary of the meeting. No official action was taken.

Motion by Sexton, seconded by Langeslag to adjourn the meeting at 8:33 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, May 20, 2019, 7:00 p.m.

Board of Appeal and Equalization – Wednesday, April 24, 2019, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Council Board of Appeal and Equalization
April 24, 2019
7:00 p.m.
City Hall

Members present were Nelson, Sexton, and Langeslag.

Members absent were Dempsey and Bartlett.

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

Others attending were William Effertz, Steele County Assessor's Office, and Brian Anderson, Steele County Appraiser.

Mayor Nelson called the meeting to order at 7:01 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 2018 assessment report. The total estimated market value of the City of Medford increased 1.37%. There were 21 home sales in Medford in 2018. New construction increased.

The Assessor's Office made no recommendations concerning any properties in the City of Medford.

Public in attendance: none.

Mayor Nelson stated there were no public in attendance for comment.

Motion by Langeslag, seconded by Sexton to close the meeting to public comment at 7:35 p.m. All members voted aye for approval. Motion carried.

No action taken by Council.

Motion by Sexton, seconded by Langeslag to adjourn the Board of Appeal and Equalization meeting at 7:37 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
May 20, 2019
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent were: none.

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

Others attending were Kelly Schwartz, Brenden Mueller, Henry Hanender, Amanda Mueller, Rich Quiring, Chris Baldwin, and Greg Sanborn.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – Brenden Mueller read a letter to Council requesting a “children at play” sign to be placed on 2nd Avenue SE. Administrator Welti stated the Steele County Sheriff’s department would be contacted and asked to patrol 2nd Avenue.

Richard Quiring asked Council about the maintenance of the roundabouts. Administrator Welti stated the City’s employee responsible for lawn mowing had been on vacation and the roundabouts would be taken care of as soon as possible.

Agenda – Motion by Sexton, seconded by Dempsey 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 April 22, 2019 regular and special meeting minutes, and the April 24, 2019 Board of Appeal and Equalization meeting minutes.

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

Approval of the April check register numbers E3482-E3507, 15194-15225, and 47331-47416.

Approval of hiring of part-time temporary Public Works Worker, Scott Mittelstaedt at a rate of \$20.41 per hour with \$100 per week on-call pay.

Approval of LMCIT Liability Coverage – Waiver Form.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – Chairman Quiring gave a brief overview of the Public Hearing held on May 13, 2019.

Planning & Zoning recommended Council adopt Ordinance 2019-03, amendments to the R-2 district.

Motion by Dempsey, seconded by Bartlett to approve Ordinance 2019-03 along with amending the maximum garage door height to not exceed 10 feet. All members voted aye for approval. Motion carried.

Resolution 2019-08 Publication by title and summary the ordinance amending Section 4.26, and ordinance governing R-2 districts. Motion by Langeslag, seconded by Dempsey to approve Resolution 2019-08. All members voted aye for approval. Motion carried.

Chairman Quiring presented the minutes from the Planning & Zoning Board meeting on May 13, 2019.

EDA Board – did not meet.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated the City of Medford would host an open house for the proposed Main Street reconstruction project at the Medford School on Wednesday, June 19, from 5:00-7:00 p.m.

Administrator Welti stated swimming lesson registration was held at the Medford School on Monday, May 13, 2019. The pool is scheduled to open June 8, 2019.

Administrator Welti stated he is planning on attending the annual LMC meeting June 26-28.

Administrator Welti stated he attended the regional Clerks/Finance Officers Training in Janesville on May 2, 2019.

Administrator Welti congratulated City Clerk Jackson on completing her third and final year of the Minnesota Clerk's Institute.

City Clerk – Clerk Jackson stated swimming lesson registration was approximately the same in past years. Jackson stated family pool passes were below last year.

Public Works – Administrator Welti presented Scott Prestegard's memo to Council. Welti stated the Public Works department had opened the park bathrooms for the season. Biosolids had been completed. Public Works continues to prepare for the pool season and patch potholes.

Fire Department – none.

New Business –

AWAIR and Right to Know Program Policy Updates – Administrator Welti presented a memo. Welti stated the City’s AWAIR program was updated to reflect the programs and trainings offered by the City for work performed by employees, and the processes that have been implemented in the past by the City. The safety committee meeting information was updated to reflect the process currently being implemented. The Right to Know Program was updated by inserting references to positions rather than names of employees. In addition, the program has been updated to reflect current training.

Motion by Dempsey, seconded by Bartlett to approve the updates to the City’s AWAIR and Right to Know Programs. All members voted aye for approval. Motion carried.

Wastewater rate study – Administrator Welti presented a memo. Welti stated Seth Peterson and Administrator Welti propose the following timeline:

Obtain answers to wastewater capacity questions and rate charges from Faribault.

Create a rate analysis for Council review.

Draft an agreement with Faribault.

Create a timeline for project implementation.

Welti stated Mike Bubany, the City’s financial advisor would create a wastewater rate study for the potential Faribault wastewater connection. Bubany would charge a fee not to exceed \$5,000.

Motion by Bartlett, seconded by Sexton to proceed with contracting with Mike Bubany for a wastewater rate study not to exceed \$5,000. All members voted aye for approval. Motion carried.

Public Works – Administrator Welti presented a memo. Welti stated the HR work group met to discuss the public works responsibilities during the interim as the City works to fill the Public Works Supervisor position. The HR work group and Administrator Welti recommended Council approve increasing Scott Prestegard’s pay by \$3 an hour (which would be the equivalent of the first step of the Public Works Supervisor position) as Scott is taking on the increased responsibilities due to the Public Works Supervisor vacancy. Scott Prestegard’s pay would return to his current wage upon the Public Works Supervisor position being filled.

Motion by Langeslag, seconded by Bartlett to approve the recommendation of increasing Scott Prestegard’s pay by \$3 per hour. Nelson, Bartlett, and Langeslag voted aye. Dempsey and Sexton voted nay. Motion carried.

Wastewater and Water Contract Operator Contract – Administrator Welti presented a memo. Welti stated he contacted six contract operators and received three quotes for contract operations. Andrew Fischer, a qualified and licensed operator, provided the quote at the best rate.

Andrew Fischer - \$995 per month, plus \$45 per hour for time above monthly contract rate. Administrator Welti stated he felt Fischer met the qualifications to be a water and wastewater contract operator for the City of Medford.

Administrator Welti recommended Council contract with Andrew Fischer to be the City’s wastewater and water contract operator beginning June 17, 2019. Welti recommended Council allow Andrew Fischer to begin orientation the week prior, and that Andrew Fischer be paid at his hourly rate stipulated in the contract for time spent in orientation.

Motion by Dempsey, seconded by Bartlett to approve the contract with Andrew Fischer beginning June 17, 2019 with orientation beginning the week prior. All members voted aye for approval. Motion carried.

Lift Station Rebuild – Administrator Welti presented a memo. Welti stated the company Medford hired to perform annual lift station inspections completed the review. During inspection of the “Baker” lift station, the rails were found to be rusted through and one of the pumps was in need of replacement.

Welti stated he sought quotes from two companies. The second company indicated it would have a quote available after Monday, May 20, 2019. Welti stated Council could either choose to call a special meeting to approve a quote or authorize the City Administrator to set a dollar threshold not to be exceeded. Welti recommended the threshold not to exceed \$24,000.

Motion by Sexton, seconded by Dempsey to authorize Administrator Welti to accept and approve a quote for the Baker Lift Station repairs/rebuild not to exceed \$24,000. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Dempsey to adjourn the Regular City Council meeting at 8:25 p.m.

Regular City Council Meeting – Monday, June 24, 2019, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting Work Session
June 24, 2019
6:00 p.m.
City Hall

Members present were Nelson, Sexton, Bartlett, Langeslag, and Dempsey.

Members absent: None.

City Staff and consultants in attendance were Andy Welti and Elizabeth Jackson

Others attending were Rick Hager, Rich Kucera, Greg Sanborn, John Anhorn, and Kelly Schwartz..

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

The purpose of tonight's meeting was to discuss the Municipal Building.

Mayor Nelson gave a brief history of the proposed Municipal Complex and the defeat of the referendum in November 2016's election.

The City Council and members of the Medford Fire Department discussed the design, price, size, and building materials of the proposed Municipal Building.

City Council and members of the Medford Fire Department also discussed if the project should still be a Municipal Complex, containing a fire hall and city hall or if the project should be just a fire hall.

No consensus was reached.

Motion by Dempsey, seconded by Nelson to adjourn the meeting at 7:00 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 24, 2019
7:00 p.m.
City Hall

Member present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent were: none.

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

Others attending were Kelly Schwartz, Todd Nelson, Annie Granlund, and Chris Baldwin.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – John Anhorn reminded Council they have veto power, especially for things like the Main Street Reconstruction Project.

Agenda - Motion by Dempsey, seconded by Langeslag 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 May 20, 2019 regular meeting minutes.

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

Approval of the May check register numbers E3508-E3533, 15226-15270, and 47417-47501.

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

Approval of Resolution 2019-10 Accepting Grant Award from Central Farm Service Foundation Inc. for new grain rescue equipment for the Medford Fire Department in the amount of \$2,500.00

Approval of Medford CGI Sign Project Fund Account.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

EDA Board – Council member Bartlett presented the minutes from the June 5, 2019 EDA Board Meeting.

Park Board – did not meet.

City Attorney - none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated the open house for the proposed Main Street reconstruction project was held on Wednesday, June 19, 2019. City Engineer, Joe Duncan will present a summary to Council likely in July.\

Welti stated the pool season started on June 8, 2019 and thanked Chad and Heidi Langeslag for volunteering to paint and install diaper changing stations in the bathrooms. Welti also thanked Chad Langeslag for his maintenance expertise and assistance with the heating systems at the pool.

Welti thanked community members, Civic Club, Fire Department, City Staff, and other volunteers for making Straight River Days 2019 a success.

Welti stated Dan Murphy had been hired as a building official for Steel County.

City Clerk – none.

Public Works – Administrator Welti presented Scott Prestegard's memo. Public works staff worked on pot hole patching, painted the entire pool and all the prep and cleaning to get the pool ready for the season.

Fire Department – none.

New Business –

Todd Nelson Developer Agreement – Administrator Welti presented a memo. Welti stated upon Council's approval of the developer's agreement, Mr. Nelson would seek to rezone the majority of the property as an R-2 (multi-family housing) district. After the property is rezoned, Mr. Nelson will submit a preliminary plat, final plat, required plans, and pay the fees prior to construction occurring on the property.

Administrator Welti gave a brief overview of the main points in the Developer's agreement. Welti stated a wording change under Item B, Water Meter Installation was needed. "The cost of each dwelling shall be determined at the time of installation"

Motion by Sexton, seconded by Bartlett to approve the Developer's Agreement with the wording change outlined by Administrator Welti. All members voted aye for approval. Motion carried.

Resolution 2019-09 Accepting work of Improvement No. 2018-01. – Moved to the July 22, 2019 Regular City Council Meeting.

Performance standards code amendment for multi-family housing parking requirements – Administrator Welti presented a memo. Welti stated the parking standards in Section 4.33 of City Code need to be

updated to match the parking standards recently adopted by Council for Section 4.26, Multi-family residential district (R-2).

Welti stated to amend the ordinance, Planning & Zoning would need to hold a public hearing, prepare a recommendation to Council, and City Council would need to amend the City's ordinance.

Motion by Langeslag, seconded by Dempsey to refer this to the Planning & Zoning Board for consideration. All members voted aye for approval. Motion carried.

Sale of 2002 Dodge Pickup – Administrator Welti presented a memo. Welti stated the City received 7 bids for the pickup. The highest bid amount was received from Reed Sands for \$2850.

Motion by Dempsey, seconded by Bartlett to award the sale of the 2002 Dodge Pickup to Reed Sands for the amount of \$2850. All members voted aye for approval. Motion carried.

2019 Street Maintenance – Administrator Welti presented a memo. Welti recommended Council authorize the bid from Pearson Bros. Inc. for \$37,037.30. In addition, Welti recommended Council authorize Pearson Bros. Inc. to also perform maintenance of the streets identified by the City's Engineer for a total amount not to exceed \$40,000.

City Engineer, Joe Duncan identified 2nd Street SE from 2nd Ave SE to 3rd Ave SE, 3rd Ave NE from 2nd Street NE to 3rd Street NE, and 3rd Street NE from 1st Ave NE to 2nd Ave NE.

Motion by Sexton, seconded by Bartlett to approve the bid from Pearson Bros. Inc. not to exceed \$40,000 for street maintenance. All members voted aye for approval. Motion carried.

Wastewater treatment option update – Administrator Welti presented a memo. Welti stated Seth Peterson from Bolton & Menk had the following update for the City of Medford

“ For the per 1,000/gal rate we used the Roberd's Lake agreement that charged a 5% surcharge. Based on Travis' email below the City will be charging Medford a 50% surcharge. The impact is an additional \$120,000/year in rate fees. See the tables below....Even with this rate change the option of going to Faribault is still the most cost effective option”

Council consensus was to move forward with the rate analysis from Mike Bubany.

Regular City Council Meeting – Monday, July 22, 2019, 7:00 p.m.

Council Work Session/Budget Review – Monday, July 22, 2019, 5:00 p.m.

Motion by Langeslag, seconded by Bartlett to adjourn the Regular City Council Meeting at 8:30 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
July 11, 2019
4:00 p.m.
City Hall

Members present were Nelson, Bartlett, and Sexton.

Members absent were Langeslag and Dempsey.

City staff and consultants in attendance were Andy Welti.

Others attending were: none.

Mayor Nelson called the meeting to order at 4:00 p.m.

Motion by Bartlett, seconded by Sexton to approve hiring of James Wicks, pending verifications, the full-time position of Public Works Supervisor, at a salaried rate of \$27.29 per hour (\$56,763). James anticipated start days is Monday, July 15, 2019. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Bartlett to adjourn at 4:07 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 22, 2019
5:30 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent were: none.

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

Others in attendance were Rick Hager.

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

2020 Preliminary Budget and Levy.

Administrator Welti presented a memo explaining the significant changes made from the 2019 budget. All changes over \$300.00 will be highlighted.

The 2020 Levy is proposed at \$657,893.00.

2020 Proposed Preliminary Levy

General Fund	\$587,015.00
Fire Relief	\$20,000.00
2014 Central Ave	\$19,250.00
2015 Scenic Heights	\$1,200.00
2018 Street Project	\$17,143.00
EDA	<u>\$13,285.00</u>
Total	\$657,893.00

Total levy increase is 2.1% over 2019.

No action was taken on the preliminary budget and levy. Final approval of the Preliminary Budget and Levy will be at the August 26, 2019 regular City Council meeting.

Water/Sewer Rates:

Administrator Welti proposed a \$.05 increase per thousand gallons for water usage rate and \$.05 increase per thousand gallons for sewer usage and a \$3.00 increase in flat sewer fee.

The water usage rate would be \$4.35 per thousand gallons. The sewer usage rate would be \$6.30 per thousand gallons. The sewer flat fee would be \$11.00.

The increased usage rates will help cover inflation in operating costs. The increased sewer flat fee will build reserve funds that will be needed to pay for a future wastewater plant upgrade or connection.

Ordinance 2019-04 Amending Section 2.65 of the Master Fee Schedule – Ordinance reflects the \$.05 increase for water usage and sewer usage rates per thousand gallons and the \$3.00 increase in the sewer flat fee.

Motion by Dempsey, seconded by Bartlett to approve Ordinance 2019-04. All members voted aye for approval. Motion carried.

Resolution 2019-11 Publication by Title & Summary the Ordinance Amending the Master Fee Schedule – Motion by Langeslag, seconded by Dempsey to approve Resolution 2019-11. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dempsey to adjourn the work session at 6:40 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 22, 2019
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrick, Craig O'Hearn, and James Wicks.

Others in attendance were Rick Hager, Kelly Schwartz, Michael Koranda, Rich Quiring, Stan Frank, Kathy Fedder, Michael Prondzinski, Amanda Mueller, Nikki Ardolf, Travis Ardolf, Sheri Quamme, Jake Thelan, Erin Sammon, Mary Brandvold, Tim Schlund, David Langen, Luke Brown, and Nick Sorensen.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – Many residents were in attendance to ask questions and make comments about the rezoning of the old football field from R-1 to R-2.

The following is a list of questions or statements made by residents concerning the rezoning.

Once the zoning is approved, can the developer rent to anyone? Response: Yes. The City does not regulate who the property is rented to.

Why does the back side of the apartment complex face the east? The two sides of the apartment complex are mirror images of each other, there isn't a "backside".

What would prevent a person from reselling the property to be developed in a different manner than the development presented by Mr. Nelson. The City does not regulate sales of properties; sales are private transactions. The developer would need to enter into a developer's agreement and submit plans to be approved by the City.

Lot 9 is in a flood area, is there a plan to address the storm water? The City's engineer will review storm water plans and the storm water plans must meet City requirements before being approved.

What determined the size of the lots that are proposed for the single family homes? The lots meet the City's minimum size requirements. Mr. Nelson determined the size of the lots.

Has Mr. Nelson contracted with a builder? Does Mr. Nelson have a timeframe for the development? Mr. Nelson will be working with various contractors. He will develop the apartment within the next year and future phases as the City allows. He indicated he would prefer to move forward with a second phase within 3 years.

Will the developer pay for the cost of the wastewater upgrade? Mr. Nelson will be paying the required development trunk fees and hook-up fees to the City.

Who pays for the cost of the sewer mains, water mains, etc. that are necessary to develop the site? The developer is responsible for all infrastructure costs necessary to develop the site as outlined in the developer's agreement.

Property values will decline once the apartments are built. Administrator Welti and Mayor Nelson contacted an assessor. The assessor reported that based on past transactions, single family property values did not decrease because apartments or multifamily units were built across the street from single family homes.

How will all the extra traffic be handled? The apartment building units will be rented to 50+. The increase in traffic should not be an issue.

How will the garbage dumpsters be handled? Todd Nelson stated the dumpsters are hidden behind a fenced in area.

Why are the apartments being built first? Todd Nelson stated the apartment complex will generate the most revenue to continue will the other phases of the development.

Agenda – Motion by Langeslag, seconded by Dempsey 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 June 24, 2019 special and regular city council meeting minutes and the July 11, 2019 special council meeting minutes.

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

Approval of the June check register numbers E3534-E3562, 15271-15322, and 47502-47594.

Resolution 2019-11 Accepting Grant Award from MN Forestry Division for new firefighter boots and fire hose for the Medford Fire Department in the amount of \$4,500.00

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – Chairman Quiring presented the minutes from the Planning and Zoning Board meeting.

Todd Nelson's request to rezone property from R-1 to R-2 – Todd Nelson gave a brief overview of his plan for the property.

Planning and Zoning recommended City Council approve the rezone request from R-1 to R-2 on a preliminary basis; the exact boundaries will be defined and approved on the plat. Motion by Nelson, seconded by Sexton to approve the Planning and Zoning Board's recommendation. Nelson voted aye, Sexton voted aye, Dempsey voted nay, Langeslag voted aye, Bartlett voted aye. Motion carried.

EDA Board – did not meet.

EDA Micro Grant Program – Administrator Welti presented an overview of the Micro Grant Program. Motion by Sexton, seconded by Bartlett to approve the Micro Grant Program with no more than \$2,500 given out per year. All members voted aye for approval. Motion carried.

Park Board – the minutes from the July 8, 2019 meeting were presented.

Municipal Liquor Store – Manager O'Hearn presented a report on Straight River Days 2019. The total 2019 Straight River Days profit was \$4,169.56.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated Mayor Nelson, Council member Sexton and Administrator Welti attended the League of MN Cities annual meeting on June 26-28.

Administrator Welti stated the City received another serious inquiry from a commercial developer.

The City welcomes James Wicks as the new Public Works Supervisor.

Administrator Welti stated Pearson has tentatively scheduled crack filling for Friday, July 19, 2019 and seal coating August 8, 2019.

Administrator Welti stated the City of Faribault is conducting an analysis of the wastewater system to determine whether Medford's wastewater flow could be accommodated within its system. The results of the analysis should be available within 3 months.

City Clerk – none.

Public Works – Public Works Supervisor gave a brief update to City Council on his first few weeks with the City.

Fire Department – Chief Hager thanked City Council for the time spent in the work session on June 24, 2019.

Resolution 2019-09 Accepting work of Improvement No. 2018-01 – tabled until the August meeting.

Golf carts on sidewalks – Administrator Welti presented a memo. Welti stated he had received phone calls from a couple of residents informing the City that golf carts or other special vehicles are being driven on the West Central Avenue sidewalk/trail. Welti stated current City Code does not state where special vehicles are prohibited from being driven.

Consensus of Council was to prohibit motorized vehicles on sidewalks with some exceptions. City staff will draft an ordinance amendment for Council consideration.

Water Tower Park – Administrator Welti presented a memo. Welti stated Council could pass a motion to support the project and establish a grant funding target with the understanding that the City would cover the remaining portion.

Park Board member, Nick Sorensen addressed the Council. Sorensen asked Council to set a dollar amount that Council would support for the project. Council requested the Park Board rework the proposal, working on obtaining grant funding and present it to Council at a later date.

Regular City Council Meeting – Monday, August 26, 2019, 7:00 p.m.

Council Work Session/Main Street Planning Session – Monday, August 26, 2019, 5:30 p.m.

Motion by Dempsey, seconded by Bartlett to adjourn the regular City Council meeting at 9:20 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
August 21, 2019
4:30 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Seth Peterson, Mike Bubany, and James Wicks.

Others attending were Annie Granlund.

Mayor Nelson called the meeting to order at 4:30 p.m.

The purpose of the special council meeting is to discuss the potential wastewater connection to Faribault rate study.

Mike Bubany from David Drown & Associates gave a presentation with 4 scenarios with various increases in sewer rates to finance a wastewater project potential connection with Faribault. Bubany presented rate increase scenarios as follows:

1. 70% the first year, then 2.5% each year after (assuming significant development).
2. 50% the first year, then 5% for 4 years, and 3 % each year after.
3. 11% for 8 years, then 1% each year after.
4. 75% the first year, then 5% each year (after assuming no significant development nor sales tax).

Bubany's presentation stated payments would begin in 2022 based on a 2021 construction project. Flow payments (charges to Faribault) would begin in 2023.

Council consensus was to wait for Faribault capacity information before proceeding with discussions with Faribault.

Motion by Sexton, seconded by Bartlett to adjourn the special council meeting. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting/Workshop
August 26, 2019
5:30 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Langeslag, and Bartlett.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, Joe Duncan, and Greg Ilkka.

Others in attendance were Ted Stadler, Andrew Miller, Cathi Gasner, Pete Roberts, Jamey Krogh, Malonna Krogh, John Anhorn, Tom Prondzinski, Michael Prondzinski, Jason Winter, Jerri Wencil, Chuck Wencil, Lisa Full, Angela Wener, Todd Borwege, Chad Merritt, Kandi Roberts, Don Schultz, Gary Wiersma, Judy Wiersma, Amanda Mueller, Mike Hager, John Prondzinski, and Michael Koranda.

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

The purpose of the special council meeting/workshop is to discuss the Main street open house summary and the Main street reconstruction project 2021.

Mayor Nelson gave the general public an opportunity to express any concerns regarding the Main Street Reconstruction Project.

The following list of concerns were expressed to Council:

1. 9 residents opposed the roundabout.
2. 4 residents had concerns on extending sidewalks and locations of sidewalks.
3. 3 residents had concerns about parking for downtown businesses.
4. 1 residents asked if the street would be made wider?
5. 2 residents asked about trees on Main Street.

Joe Duncan from Bolton & Menk gave a brief update on the survey results from the Open House. Duncan stated 87% of the responses were not in favor of a roundabout. Opinions were split 50/50 as to whether to include a sidewalk/trail along S. Main Street.

Council member Sexton stated she was not in favor of a roundabout but felt the sidewalk was necessary.

Council member Bartlett had no questions for Engineer Duncan.

Council member Dempsey asked if the entire sidewalk on Main Street would be replaced.

Council member Langeslag asked if the reconstructed Main St. would keep the same footprint as the current Main Street. Langeslag also asked if the water lines would be replaced to the curb stops or all the way into the homes.

Mayor Nelson asked if a traffic study had been done. Nelson questioned if the flashing red light at the 4-way stop was useful and if it can be solar powered. Nelson asked about better signage alerting vehicles to the crosswalk by the post office. Nelson asked about diagonal parking. Nelson asked about a bike lane on Main Street, and the sidewalk around the Medford Municipal Liquor Store.

Engineer Duncan stated this is only the very early stages of the project and no absolute decisions have been made at this point.

Council consensus was to not proceed with a roundabout or planting of trees within the business district of Main Street.

Motion by Dempsey, seconded by Langeslag to adjourn the special council meeting at 6:57 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
August 26, 2019
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Langeslag, Dempsey, and Bartlett.

Members absent were: None.

City Staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrick, and James Wicks.

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

Mayor Nelson called the meeting to order at 7:10 p.m.

Pledge of Allegiance.

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

Agenda – Motion by Sexton, seconded by Dempsey 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 July 22, 2019 special council and regular council meeting minutes.

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

Approval of the July check register numbers E3563-E3593, 15323-15376, and 47595-47689.

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

Mayor's Report – Mayor Nelson recognized Senator Jasinski for being recognized by the League of MN Cities for his work on City and League issues.

Council had no other questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

Vacancy and Appointment – Mayor Nelson stated Robert Barbeau had resigned from the Planning & Zoning Board. Nelson recommended appointing Kris Stinocher immediately to the Planning & Zoning Board.

Motion by Langeslag, seconded by Sexton to approve appointing Kris Stinocher to the Planning & Zoning Board. All members voted aye for approval. Motion carried.

EDA Board –

Business Façade Improvement Program Application – Administrator Welti stated John Anhorn submitted a Business Façade Improvement Application. Anhorn is requesting \$2499.50 to replace the entry door, and two garage doors. He will also replace dented tin and replace shingles with steel.

Welti stated the Medford EDA recommended Council approve the Business Façade Improvement grant request. Motion by Sexton, seconded by Dempsey to approve the grant request. All members voted aye for approval. Motion carried.

Park Board – did not meet.

Fire Department – John Anhorn stated the Medford Fire Department had received the grain bin rescue equipment that a grant was awarded to buy.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated Pearson completed the crack filling and seal coating. Welti stated the City submitted an insurance claim for \$3,298.50 to the LMCIT for repair of the lift station VFDs that were damaged by loss of power due to severe storms.

Welti stated August 23, 2019 was the last day of the 2019 pool season and the end of season report would be presented to Council at a future meeting. Welti also stated the large heater in the pool is 10 years old and failed twice during the season. City staff will be evaluating whether to replace the heater prior to the 2020 pool season.

Welti stated a permit was approved for construction of storage units on the site of the former United Snack property located on South Main Street.

City Clerk – none.

Public Works – Supervisor Wicks presented a memo. Wicks stated City Staff had been busy with street repair, pool maintenance, investigation and preparing for bio solids application, minor repairs at the WWTF, tree maintenance in Straight River Park, mowing and weed whipping at Frank Woodfill Refuge and equipment maintenance for the upcoming winter season.

Unfinished Business:

Public Hearing for Adoption of Joint Resolution Between the Township of Medford and the City of Medford, Designating an Area for Orderly Annexation. Administrator Welti gave a brief overview of the agreed upon modifications to the agreement.

Welti stated the following changes had been agreed upon:

1. The current comprehensive plan does not align 100% with the “Designated Area” of the agreement. Language of the agreement was modified to reflect the difference.

2. The agreement shall be extended for 10 years instead of 5 years.
3. Language clarifying the definition of feedlot and the method used to measure a setback.
4. The phrase "The City and Township shall establish a Joint Planning Board" was changed to "The City and Township may establish a Joint Planning Board".

Motion by Sexton, seconded by Bartlett to open the Public Hearing at 7:21 p.m. All members voted aye for approval. Motion carried.

Public Comments – none.

Motion by Langeslag, seconded by Dempsey to close the Public Hearing at 7:23 p.m. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Langeslag to approve the Joint Resolution Between the Township of Medford and the City of Medford, Designating an Area for Orderly Annexation. All members voted aye for approval. Motion carried.

New Business:

Ordinance Amending Medford City Code Section 7.10, An Ordinance Governing Sales and Use Tax. Administrator Welti presented a memo. Welti stated Department of Revenue suggested a review and update of the Ordinance to include language that will clarify the collection of sales and use taxes. Welti stated City Attorney Rahrack drafted Ordinance 2019-05 for Council consideration.

Motion by Dempsey, seconded by Langeslag to approve Ordinance 2019-05 as presented. All members voted aye for approval. Motion carried.

Approval of 2020 Preliminary Budget – Administrator Welti presented a memo. Welti gave a brief overview of the 2020 Preliminary Budget.

Motion by Sexton, seconded by Dempsey to approve the 2020 Preliminary Budget. All members voted aye for approval. Motion carried.

Resolution 2019-13, Resolution Adopting 2020 Preliminary Tax Levy of \$657,893, a 2.1% increase – motion by Dempsey, seconded by Sexton to approve Resolution 2019-13. All members voted aye for approval. Motion carried.

Truth in Taxation Meeting – Motion by Dempsey, seconded by Langeslag to set the Truth in Taxation Meeting for Monday, December 23, 2019 at 7:00 p.m. before the Regular Council Meeting. All members voted aye for approval. Motion carried.

Renewal of Franchise Agreement with Center Point Energy – Administrator Welti presented a memo. Welti stated the Franchise Agreement is up for renewal. The franchise agreement allows the City to charge a franchise fee. No franchise fee is currently charged on gas energy.

Motion by Dempsey, seconded by Sexton to include in the proposed Franchise Agreement Renewal the addition of negotiating and adding a 3% franchise fee. All members voted aye for approval. Motion carried.

HR Work Group – Mayor Nelson, Council member Bartlett, and Administrator Welti will be looking at health insurance options to bring forward for Council consideration at a future meeting.

Regular City Council Meeting – Monday, September 23, 2019, 7:00 p.m.

Motion by Dempsey, seconded by Langeslag to adjourn the regular council meeting at 7:47 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 23, 2019
5:30 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Joe Duncan, and James Wicks.

Others in attendance were Jamey Krogh, Malonna Krogh, Danny Thomas, John Anhorn, Amanda Mueller, Mark Heaser, Ty Svenby, James Brady, and Kelly Schwartz, Chad Merritt, and Greg Ilkka.

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

The purpose of the special council meeting/workshop is to discuss the Main Street reconstruction project 2021.

City Engineer, Joe Duncan presented a list of items that were discussed at the meeting on September 4, 2019.

Items discussed included:

- Reconnection of CSAH 12 at 2nd Ave NE
- Crosswalk at 2nd Ave NE
- Overhead flasher at Central Ave
- Traffic control at Central Ave
- Deflection/curve between 2nd Ave NW and River Bridge
- Center left turn lane
- CSAH 12 bike/pedestrian path
- Bump outs/crosswalks
- Modality
- Parking lanes in residential area
- Project limits
- Curb and gutter
- Lighting suggestion
- Pavers at Post Office
- Parking configuration
- Driveway locations and dimensions

Possible extension of city services south of 5th Ave SE

Council consensus was to send a letter to Residents south of 5th Ave SE asking about interest in connecting to city services.

The general public was given time to express concerns and ask questions.

No action was taken at this meeting.

Motion by Dempsey, seconded by Bartlett to adjourn at 6:57 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 23, 2019
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent were: none.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, and Mark Rahrick.

Others in attendance were Chris Baldwin, Annie Granlund, Todd Borwege, Deb Arlt, Kelly Schwatz, Ty Svenby, Joe Round, and Cathi Gasner, and Bill Singer.

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

Pledge of Allegiance.

Concerns/Requests from General Public and Organizations – Todd Borwege stated he opposed the special assessment policy of assessment property owners on corner lots for both streets if work has been done on both streets. Mayor Nelson stated the assessment policy is being reviewed.

Agenda – Move New Business Item A – 2020 Health Insurance, Bill Singer from AT Group, to after presentation by Deb Arlt, U of M Extension.

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

Presentation by Deb Arlt, U of M Extension – information about Emerald Ash Borer was presented. Emerald Ash Borer has been found in the City of Medford. Administrator Welti presented a memo. Welti stated a survey of green ash trees in the parks within Medford showed 4 ash trees in Central Park, 7 ash trees in Radel Park, and 41 - 46 ash trees in Straight River Park. More information is available at Medford City Hall.

Presentation by Bill Singer from AT Group on the Public Employees Insurance Program (PEIP).

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

Approval of the August 21, 2019 special council meeting minutes and the August 26, 2019 special and regular council meeting minutes.

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

Approval of the August check register numbers E3594-E3621, 15377-15427, and 47690-47764.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning – did not meet.

EDA Board – did not meet.

Park Board – Council member Sexton presented the minutes from the September 9, 2019 meeting.

Motion by Sexton, seconded by Nelson to officially designate and name the park at the former water tower site as Old Water Tower Park. Dempsey, Bartlett, and Langeslag voted nay, Nelson and Sexton voted aye. Motion did not carry.

Fire Department – none.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated the large water tower is scheduled to be inspected in October. The City's proposed site for biosolids for the fall of 2019 had been approved. Welti stated he would be attending the MAOSC meeting in October.

City Clerk – Clerk Jackson stated the paperwork had been filed for her to receive her Certified Municipal Clerk designation.

Public Works – Supervisor Wicks presented a memo. Wicks stated Public Works had been working on winterized the swimming pool, meeting with contractors for future improvements to Straight Rive Park and the pool, decanting at the wastewater treatment plant, equipment maintenance, and meeting with contractors for repairs to the Baker lift station and the Outlet mall water tower.

Resolution 2019-09 Accepting work of Improvement No. 2018-01 – motion by Dempsey, seconded by Langeslag to approve Resolution 2019-09 and pay final contractor’s pay request of \$15,011.53. All members voted aye for approval. Motion carried.

New Business –

2020 Health Insurance – Administrator Welti presented a memo. Welti stated several cities are now covered through the Public Employees Insurance Program (PEIP). Welti stated the HR work group reviewed the information obtained and recommended the City proceed with offering PEIP Health Insurance through the AT Group.

Welti stated under the PEIP plans and proposed 2020 health insurance policy, the City would pay up to 100% of an individual’s health insurance premium. The City would continue to pay up to \$900 of a family health insurance premium.

Welti stated the proposed 2020 health insurance policy includes a waiting period prior to new employees being enrolled in the City’s health insurance plan. Welti stated the proposed 2020 health insurance plan would provide annual health savings account contributions by the City if an employee enrolls in the PEIP HSA Compatible Option. An employee enrolled in a family plan would receive a \$2,000 deposit in an HSA and an employee enrolled in an individual plan would receive a \$1,000 deposit in an HSA.

Motion by Dempsey, seconded by Langeslag to approve the 2020 Health Insurance Policy. All members voted aye for approval. Motion carried.

Motion by Dempsey, seconded by Bartlett to enroll with AT Group and PEIP. All members voted aye for approval. Motion carried.

Ordinance 2019-06 Amending Section 9.06, an Ordinance Regulating Special Vehicles – Ordinance 2019-06 prohibits special vehicles from being operated on city sidewalks and trails, and makes an exception for City staff who are performing city related duties.

Motion by Dempsey, seconded by Sexton to approve Ordinance 2019-06. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, October 28, 2019, 7:00 p.m.

Truth in Taxation Meeting – Monday, December 23, 2019, 7:00 p.m.

Motion by Dempsey, seconded by Langeslag to adjourn the Regular City Council meeting at 8:55 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
October 28, 2019
7:00 p.m.
City Hall

Members present were: Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent were: None.

City staff and consultants in attendance were: Andy Welti, Elizabeth Jackson, James Wicks, and Mark Rahrick.

Others in attendance were: Kelly Schwartz, Mary Urch, Rich Quiring, Danny Thomas, Jeremy Stadler, Amy Caron, John Iverson, Greg Sanborn, Annie Granlund, Chris Baldwin, and John Anhorn.

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

Pledge of Allegiance.

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

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

Presentation by Mary Urch, Steele County Public Health – Mary Urch gave Council a presentation on education regarding the vaping issue and potential next steps for the City.

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

Approval of the September 23, 2019 special and regular meeting minutes.

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

Approval of the September check register numbers E3622-E3644, 15428-15468, 47765-47800.

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

Mayor's Report – Mayor Nelson presented her memo.

Planning & Zoning Board – Chairman Quiring presented the minutes from the Public Hearing held on October 21, 2019 for Jeremy Stadler’s front yard setback variance request.

Motion by Dempsey, seconded by Bartlett to approve the variance request to reduce the front yard setback by 11 feet (14-foot front yard setback) to place an accessory structure (utility/storage shed) located at 411 4th St NE, Medford. Planning & Zoning Board finds that the proposed variance is in harmony with the general purposes and intent of the Land Use Ordinance, the variance is consistent with the comprehensive plan, the property owner proposes to use the property in a reasonable manner, the landowner’s problem is due to circumstances unique to the property not caused by the landowner (the property is 70 ft. X 100 ft., less than the minimum lot size of 75 ft. X 120 ft. established by the City), and granting the variance will not alter the essential character of the locality. All members voted aye for approval. Motion carried.

EDA Board – Administrator Welti presented the minutes from the October 9, 2019 meeting. Welti stated the EDA Board approved and recommended Council approve printing 1,000 copies of the City of Medford brochure at an amount not to exceed \$1,250.

Motion by Sexton, seconded by Bartlett to approve printing 1,000 copies of the City of Medford brochure at an amount not to exceed \$1,250. All members voted aye for approval. Motion carried.

Park Board – did not meet.

Fire Department – none.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated he attended the MAOSC meeting. Welti stated the electrical contractor had been scheduled to add electrical outlets to Straight River Park to accommodate vendors for Straight River Days. The contractor had been scheduled to install the polyaspartic type floor covering in the pool and park restroom bathrooms. Welti stated the Steele County Recreation Assistance grant request had been submitted. Welti stated the Medford Fire Department intends to begin recruiting firefighters and accepting applications.

City Clerk – Clerk Jackson presented Resolution 2019-14 Designating Polling Places for the 2020 Primary and General Elections.

Motion by Sexton, seconded by Langeslag to approve Resolution 2019-14. All members voted aye for approval. Motion carried.

Public Works Department – Supervisor Wicks presented a memo. Wicks stated public works staff had been busy with hydrant flushing, Baker Lift Station rebuild, new water tower inspection, tree trimming in Central Park and Straight River Park, jetting on 3rd St SW, inventory of fading and missing street signs, wastewater certification testing and training, and EAB awareness.

Unfinished Business –

Main Street water line improvements – Administrator Welti presented a memo. Welti stated upon consulting with the City’s financial advisor, he was informed that “Unless the City wishes to take over maintenance responsibility of the line from the curb to the house, we cannot include that in our

TAX EXEMPT bond issue. The line from the curb to the house is private and not eligible for tax exempt status.”

Motion by Sexton, seconded by Nelson to have the contract state that the City’s general contractor must coordinate/cooperate on the installation of water services, with an identified, privately secured contractor to perform the installation from the curb stop into the home for homeowners that choose to install new water lines on Main Street during the reconstruction project. The contractor would bill the individual home owners for the work performed. All members voted aye for approval. Motion carried.

Invitation to extend water and sewer services to property owners south of Medford city limits – Administrator Welti stated only 2 home owners responded to the invitation and there was not enough interest to proceed.

New Business –

Methods for calculating assessments – Administrator Welti presented a memo showing a possible change in the ordinance regarding irregular lots. The City Attorney drafted the proposed language for Council consideration.

The language being proposed is frontage of irregular lots would be assessed at 2/3 that of a regular lot. The 2/3 amount is based upon the formula used for corner lots, and is in near the amount negotiated by the owner of the Central Avenue irregular lot.

Council consensus was to continue with preparing an ordinance for Council consideration.

2019 Medford Pool season report – Clerk Jackson presented the 2019 Year End Pool Report.

Jackson stated the membership had decreased from 2019. Swimming lessons had increased slightly over 2018.

Medford Fire Relief Association request –Administrator Welti presented a memo. Welti recommended Council request \$9,100 to offset operation and maintenance expenses at the Medford Pool and \$900 to offset the purchase of the replacement Muni popcorn machine.

Motion by Sexton, seconded by Dempsey to approve the recommended request to the Medford Fire Relief Association. All members voted aye for approval. Motion carried.

Drinking Water Service Connection Fee – Administrator Welti presented a memo. Welti stated the Minnesota Department of Health will be increasing the drinking water service connection fee from \$6.36 to \$9.72 annually, per connection, beginning January 1, 2020.

Welti stated the City of Medford currently includes a surcharge on the monthly utility bill of \$0.53. the monthly surcharge would need to be increased to \$0.81, beginning on the January utility bill, to cover the cost of the new drinking water service connection fee.

Motion by Sexton, seconded by Langeslag to increase the utility bill surcharge from \$0.53 to \$0.81 beginning on the January 2020 utility bill. All members voted aye for approval. Motion carried.

Lease Agreement for brush site – Administrator Welti presented a memo. Welti stated upon Council approval, the City had a lease agreement that would allow City employees only to access and maintain a brush and compost site for City generated brush and compost.

Welti stated the City had contacted a couple of property owners to find a spot for the public to use. At this time, no one is willing to lease or sell property for public use. Council consensus was to put another ad in the CAST looking for property for public use if another option isn't found.

Motion by Langeslag, seconded by Sexton to approve the lease agreement if no other option is available by January 1, 2020. All members voted aye for approval. Motion carried.

Resolution 2019-15 Authorizing Participation in a Regional Safety Group – Administrator Welti presented a memo. Welti stated the regional safety group includes the communities of Mantorville, Claremont, Byron, Brownsdale, Hayfield, and West Concord. By joining the regional safety group, the City will be provided with the benefits and training materials provided through the League of Minnesota Cities Regional Safety Group program at a savings to the City.

Motion by Bartlett, seconded by Dempsey to approve Resolution 2019-15 Authorizing Participation in a Regional Safety Group. All members voted aye for approval. Motion carried.

Emerald Ash Borer plan for City Parks – Supervisor Wicks presented a memo. Wicks stated 5 trees would be good candidates for treatment, and 25 trees in Straight River Park would need to be replaced. Wicks stated it would cost approximately \$900 to treat the 5 trees once every 3 years. Wicks stated the cost to replace the 25 trees would be approximately \$1500.

Council consensus was to include in the 2020 budget \$1500 for tree replacement and \$900 for tree treatment.

Regular City Council Meeting – Monday, November 25, 2019, 7:00 p.m.

Truth in Taxation Meeting – Monday, December 23, 2019, 7:00 p.m.

Motion by Bartlett, seconded by Langeslag to adjourn the Regular City Council Meeting at 9:10 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
November 25, 2019
6:00 p.m.
City Hall

Members present were Nelson, Sexton, Langeslag, and Dempsey.

Members absent were Bartlett.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Joe Duncan, and James Wicks.

Others attending were Greg Ilkka, Malonna Krogh, Jamey Krogh, Amanda Mueller, Danny Thomas, John Anhorn, Chad Merritt, Mark Heaser, and Don Schultz.

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

The purpose of the special council meeting/workshop is to discuss the Main Street reconstruction project 2021.

City Engineer, Joe Duncan presented an area overview and potential options for the north and south segment of Main Street.

Topics discussed included:

- Sidewalks
- Parking Lanes
- Width of driving lanes and parking lanes
- Design of the street/sidewalk sections.

Council consensus was to move forward with the preliminary feasibility study and include the North segment of Main Street having a 19' sidewalk, 12' driving lanes, and 10' parking lanes (each side). The South segment of Main Street would include 12' driving lanes, 10' parking lanes (each side), 6' sidewalks (each side), and 8' boulevards (each side).

The general public was given time to express concerns and ask questions.

No action was taken at this meeting.

Meeting was adjourned at 7:01 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
November 25, 2019
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Dempsey, and Langeslag.

Members absent were Bartlett.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, James Wicks, and Mark Rahrick.

Others attending were Kelly Schwartz, Annie Granlund, Chad Merritt, Greg Sanborn, Rick Hager, Danny Thomas, Richard Quiring, and Chris Baldwin, Jamie Catike, and Simone Hellevik.

Mayor Nelson called the meeting to order at 7:09 p.m.

Pledge of Allegiance.

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

Agenda – Motion by Langeslag, seconded by Dempsey 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 October 28, 2019 regular meeting minutes.

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

Approval of the October check register numbers E3645-E3671, 15469-15500, and 47801-47892.

Resolution 2019-18 Accepting Donation from the Medford Fire Relief Association in the amount of \$10,000.00 for the Medford Pool and Medford Municipal Liquor Store.

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

Mayor's Report – Mayor Nelson presented her memo.

Planning & Zoning Board – Chairman Quiring presented the minutes from the November 18, 2019 meeting.

Chairman Quiring presented the minutes from the November 18, 2019 Public Hearing for Lot Combination and Vacation of Utility and Drainage Easements Request.

Planning & Zoning recommended City Council approve the administrative land survey, lot combination, and vacation of utility and drainage easements for the properties located at 602 and 608 3rd Ave SE Medford, MN as requested by Todd and Camille Kavitz.

Motion by Sexton, seconded by Langeslag to approve the Planning and Zoning Board recommendation to approve the administrative land survey, lot combination, and vacation of utility and drainage easements for the properties located at 602 and 608 3rd Ave. SE Medford, MN. All members voted aye for approval. Motion carried.

Resolution 2019-17 Resolution Vacating Public Utility and Drainage Easements on Property Located at 602 and 608 3rd Ave SE, Medford, MN. Motion by Sexton, seconded by Langeslag to approve Resolution 2019-17. All members voted aye for approval. Motion carried.

Chairman Quiring gave a brief review of the Public Hearing held on November 25, 2019 on Amending Sections 4.32, Commercial Uses, and 4.33, Performance Standards of Medford City Code to allow pet stores and zoos within City limits.

The Planning and Zoning Board recommended City Council approve amending City Code to allow pet stores and zoos within the specified commercial districts of City limits. Motion by Dempsey, seconded by Langeslag to approve the Planning and Zoning Board's recommendation. All members voted aye for approval. Motion carried.

EDA Board – did not meet.

Park Board – did not meet.

Fire Department -

Township Fire Service Contracts – Chief Hager presented a memo. Chief Hager recommended City Council approve a one-year fire protection contract for the year 2020 with the Medford Township for \$7,500 and Deerfield Township for \$11,100. Motion by Sexton, seconded by Dempsey to approve Chief Hager's recommendation. All members voted aye for approval. Motion carried.

Firefighter Applications – Chief Hager presented a memo. Chief Hager stated the Medford Fire Department would be accepting applications until January 3, 2020.

Fire Hall – Chief Hager presented a memo. Chief Hager asked Council about a future meeting to discuss the planning for a new building/ renovation of existing buildings.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated he attended an update/training presented by the City's auditor. The City's audit will begin December 6, 2019 and continue through the last week of January.

Welti stated the park and pool bathroom flooring project had been put on hold until Spring due to the cold weather. Welti stated he met with a couple Medford Businesses as part of business retention and expansion outreach. Both businesses continue to be satisfied with City services.

Welti stated the Mayor and Welti presented the potential wastewater connection project to the Senate Bonding Committee. The goal of the presentation was to raise awareness of the project among the legislature so that the City would be in a position to request funding if the project moves forward.

City Clerk – none.

Public Works – Supervisor Wicks presented a memo. Wicks stated Public Works had been busy with bio solids application, outlet mall water tower flow meter replacement, installation of two new home meters, radio repairs, snow plowing, pothole patching, and valve cover adjustments.

Unfinished Business –

Ordinance 2019-08 Ordinance Amending Section 8.03, City Assessment Policy – Administrator Welti presented a memo. Welti stated the language being proposed is written to address the parcels that are located behind other parcels but receive access or utilities from the street being repaired. Frontage of these lots would be assessed at 2/3 that of a regular lot. The 2/3 amount is based upon the formula used for corner lots.

Motion by Sexton, seconded by Dempsey to approve Ordinance 2019-08. All members voted aye for approval. Motion carried.

Center Point Franchise Agreement Update – Administrator Welti presented a memo. Welti stated if Council did not object, the City would present the draft to Center Point to begin the process of drafting a final franchise agreement. Motion by Dempsey, seconded by Langeslag to proceed with the process of drafting a final franchise agreement with Center Point, subject to negotiation and final adoption. All members voted aye for approval. Motion carried.

New Business –

Resolution 2019-16 Closing and Transferring Funds – Administrator Welti presented a memo. Welti stated Resolution 2019-16 authorizes the City to close the 2018 Street Project Fund #404 and transfer the remaining balance to the 2018 Street Project Bond Fund #310. Motion by Dempsey, seconded by Sexton to approve Resolution 2019-16. All members voted aye for approval. Motion carried.

2020 Final Budget – Administrator Welti presented a memo. Welti reviewed the adjustments that had been made to the preliminary budget to establish the final budget that will have action taken in December. Motion by Dempsey, seconded by Nelson to proceed with the proposed changes to the budget. All members voted aye for approval. Motion carried.

Newspaper Quote – Administrator Welti presented a memo. Welti stated he received publishing rates from the Owatonna People's Press and from the Steele County Times. The Owatonna People's Press is a daily paper and the Steele County Times is a weekly paper.

Welti received the following quotes from the papers:

Owatonna People's Press - \$12.50/column inch, index price of 1.495

Steele County Times - \$10.00/column inch, index price of .833

Welti stated several times throughout the year, the City publishes notices in which a day or two is critical in calling for a public hearing or implementing an ordinance change. Due to the timing issues associated with a weekly paper, Welti recommended the City continue with the Owatonna People's Press, daily paper, as the City's Official Paper. Motion by Sexton, seconded by Langeslag to accept the quote from the Owatonna People's Press. All members voted aye for approval. Motion carried.

Truth in Taxation and Regular City Council Meeting – Monday, December 23, 2019, 7:00 p.m.

Motion by Dempsey, seconded by Langeslag to adjourn the Regular City Council Meeting at 8:10 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
December 23, 2019
7:00 p. m.
City Hall

Members present were Nelson, Sexton, Dempsey, Bartlett, and Langeslag.

Members absent were: none.

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

Others attending were Kelly Schwartz, Greg Sanborn, Amanda Mueller, and John Anhorn.

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

Pledge of Allegiance.

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

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

Truth in Taxation Hearing

Administrator Welti presented the Final 2020 Levy.

General Fund	\$587,015
Fire Relief	\$20,000
2014 Central Ave	\$19,250
2015 Scenic Heights	\$1,200
2018 Street Project	\$17,143
EDA	<u>\$13,285</u>
Total Levy	\$657,893

This is a 2.1% increase over the 2019 overall levy.

Administrator Welti reviewed the 2020 budget and levy increase.

Motion by Langeslag, seconded by Sexton to open the Truth in Taxation Hearing at 7:05 p.m.

Public Comment – none.

Motion by Sexton, seconded by Dempsey to close the Truth in Taxation Hearing at 7:06 p.m.

Motion by Bartlett, seconded by Sexton to approve Resolution 2019-19 adopting the 2020 Final Tax Levy. All members voted aye for approval. Motion carried.

Motion by Nelson, seconded by Bartlett to approve the final 2020 City Budget including approval of wages for regular (non-seasonal) full time and part time employees hired prior to June 1, 2019 be adjusted for a step increase of the City's Classification and Compensation System. Approval of wages for liquor store employees be adjusted for a ½ step increase of the City's Classification and Compensation System as included in the budget.

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 November 25, 2019 regular and special Council meeting minutes.

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

Approval of the November check register numbers E3672-E3700, 15501-15545, and 47893-47975.

Approval of Bernie LaCanne Escrow refund.

Approval of hiring Paige Davis and Brielle Smith as Ice Rink/Warming House Staff.

Approval of wages for regular (non-seasonal) full time and part time employees hired prior to June 1, 2019 be adjusted for a step increase of the City's Classification and Compensation System.

Approval of wages for liquor store employees be adjusted for a ½ step increase of the City's Classification and Compensation System.

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

Mayor's Report – City Council had no questions concerning Mayor Nelson's report.

Planning & Zoning Board – did not meet.

EDA Board – Administrator Welti presented the minutes from the December 11, 2019 meeting.

CEDA Contract – The EDA Board made a recommendation to City Council to approve the CEDA contract. Motion by Bartlett, seconded by Nelson to approve the CEDA contract. Nelson voted aye, Dempsey voted aye, Bartlett voted aye, Sexton voted aye, Langeslag voted nay. Motion carried.

Advertising at the Chicago Travel and Adventure Show and purchase of EDA/City brochure holders – The EDA Board made a recommendation to City Council to purchase up to \$200 of rack cards to be displayed at the 2020 Travel and Adventure Show in Chicago. The EDA Board made a recommendation to City Council to approve EDA authorization to purchase up to \$35 worth of brochure holders.

Motion by Nelson, seconded by Sexton to approve advertising at the 2020 Travel and Adventure Show in Chicago and to approve the purchase of up to \$35 worth of brochure holders. All members voted aye for approval. Motion carried.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated the preliminary audit work had begun. Welti stated the preliminary plat is nearly complete for the former football/athletic field site and would likely be reviewed by Planning and Zoning in January.

Administrator Welti stated he spoke to a couple of contractors regarding potential upgraded to the Medford Municipal Liquor Store.

Administrator Welti stated the inspection of the 200,000-gallon water tower on top of the hill was completed.

City Clerk – Clerk Jackson presented Resolution 2019-21 Certifying Unpaid Utility Bills to Steele County. Motion by Langeslag, seconded by Dempsey to approve Resolution 2019-21. All members voted aye for approval. Motion carried.

Public Works – Welti presented a memo. Welti stated bio solid soil testing for spring application site had been done. The recirculation pump was installed in the new water tower. A chemical feed pump repair had been completed. Welti stated there had been 3 snow events and 3 salt sand events. Welti stated prep for the ice rink had begun.

Fire Department –

Fire Relief Association Retirement Benefit – Administrator Welti presented a memo. Welti stated the Medford Fire Relief Association asked for Council approval to increase the benefits multiplier from \$1,700 per year of service to \$2,200 per year of service.

Greg Sanborn gave a brief overview of the retirement process and the Medford Fire Relief Association's funds and balances. Sanborn also gave an overview of the bylaw changes that would be necessary if the benefits multiplier was increased.

Motion by Bartlett, seconded by Sexton to increase the benefits multiplier from \$1,700 per year of service to \$2,200 per year of service and to approve the necessary bylaw changes. All members voted aye for approval. Motion carried.

Unfinished Business –

Ordinance 2019-09 Renewing and Amending a Franchise Agreement with Center Point Energy. Motion by Dempsey, seconded by Langeslag to approve Ordinance 2019-09. All members voted aye for approval. Motion carried.

Ordinance 2019-10 Establishing a Franchise Fee with CenterPoint Energy. Motion by Dempsey, seconded by Bartlett to approve Ordinance 2019-10. All members voted aye for approval. Motion carried.

Resolution 2019-20 Publication by title & summary the ordinances renewing and amending franchise agreement, and establishing a Franchise Fee, with CenterPoint Energy. Motion by Dempsey, seconded by Bartlett to approve Resolution 2019-20. All members voted aye for approval. Motion carried.

New Business –

Hearing Conservation Plan – Administrator Welti presented a memo. Welti stated the City of Medford’s AWAIR program includes a hearing conservation program, which is an OSHA requirement. Welti stated the City would incur a cost of approximately \$200-\$350 per year for the required testing. Motion by Dempsey, seconded by Langeslag to accept and implement the Hearing Conservation Plan. All members voted aye for approval. Motion carried.

DOT drug and alcohol testing policy for commercial driver’s update – Administrator Welti presented a memo. Welti stated the Federal Department of Transportation had implemented a Federal Motor Carrier Safety Administration Clearinghouse program would begin in 2020. The City currently contracts with Minnesota Municipal Utilities Association to be included in a drug testing consortium administered by St. Louis MRO. The MRO will be providing the services needed to be in compliance with the new requirements.

New language was inserted into the City’s current drug and alcohol testing policy to reflect the requirements of the new program. Motion by Langeslag, seconded by Dempsey to proceed with the updates to the City’s drug and alcohol testing policy. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Sexton to adjourn the Regular City Council meeting at 8:20 p.m.

Organizational City Council Meeting – Wednesday, January 8, 2020, 4:30 p.m.
Regular City Council Meeting – Monday, January 27, 2020, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.