

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

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

Members absent were: none.

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

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

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

Pledge of Allegiance.

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

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

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

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

Approval of the January 5, 2021 Organizational meeting minutes, January 21, 2021 special council meeting minutes, the January 25, 2021 special and regular meeting minutes, the January 26, 2021 special meeting minutes, and the January 30, 2021 special meeting minutes.

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

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

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

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

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

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

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

Planning & Zoning – did not meet.

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

EDA Commissioner Report – none.

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

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

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

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

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

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

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

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

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

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

City Attorney –

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

City Administrator/Mayor –

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

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

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

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

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

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

City Clerk –

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

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

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

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

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

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

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

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

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