

Organizational Council Meeting
January 4, 2016
4:30 PM
Medford City Hall

Members present: Sexton, Maas, and Dusek.

Members absent: Nelson and Merritt

City staff and consultants in attendance were Andy Welti and Amber Kniefel.

Acting Mayor Sexton called the meeting to order at 4:30 PM.

2015 Year End Review Summary submitted by Mayor Nelson.

Resolution 2016-01 Stating Annual Designations.

Motion by Dusek, seconded by Maas to approve Resolution 2016-01 stating the annual city designations as presented. All members voted aye for approval. Motion carried.

Resolution 2016-02 Establishing 2016 City Equipment Rates.

Motion by Maas, seconded by Dusek to approve Resolution 2016-02 establishing 2016 city equipment rates as presented. All members voted aye for approval. Motion carried.

Ordinance 2016-01 Establishing a Master Fee Schedule.

Administrator Welti presented amended fees for 2016. The purpose of establishing a master fee schedule is to incorporate the City fees into the City Code.

Motion by Sexton, seconded by Dusek to approve Ordinance 2016-01 establishing a master fee schedule. All members voted aye for approval. Motion carried.

Resolution 2016-03 Publication by Title and Summary the Ordinance Establishing a Master Fee Schedule.

Motion by Dusek, seconded by Sexton to approve Resolution 2016-03 publication by title and summary the ordinance establishing a master fee schedule. All members voted aye for approval. Motion carried.

Ordinance 2016-02 Amending Sections from Chapters 2,3,4,5,6,7,8,9, & 11 of City Code.

The amendments presented reflect the establishment of a master fee schedule in ordinance form versus resolution.

Motion by Dusek, seconded by Sexton to approve Ordinance 2016-02 Amending Sections from Chapters 2,3,4,5,6,7,8,9, & 11 of City Code as presented. All members voted aye for approval. Motion carried.

Resolution 2016-04 Publication by Title & Summary from Chapters 2,3,4,5,6,7,8,9, & 11 of City Code to Establish a Master Fee Schedule.

Motion by Dusek, seconded by Sexton to approve resolution 2016-04 publication by title & summary from Chapters 2,3,4,5,6,7,8,9, & 11 of City Code to establish a master fee schedule as presented. All members voted aye for approval. Motion carried.

Ordinance 2016-03 Establishing a Master Fine Schedule.

Motion by Sexton, seconded by Dusek approving Ordinance 2016-03 establishing a master fine schedule as presented. All members voted aye for approval. Motion carried.

Resolution 2016-05 Publication by Title & Summary the Ordinance Establishing a Master Fine Schedule.

Motion by Dusek, seconded by Sexton to approve resolution 2016-05 publication by title & summary the ordinance establishing a master fine schedule as presented. All members voted aye for approval. Motion carried.

Mayor Nelson's recommendations for the open board seats are to appoint Grace Bartlett to the Park Board and Tom Heisler to the EDA.

Motion by Dusek, seconded by Mass to accept the Mayor's recommendations of appointments as presented. All members voted aye for approval. Motion carried.

Motion by Dusek, seconded by Maas to adjourn the meeting at 4:50 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk

Signed by _____ Mayor

Regular Council Meeting
January 25, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Rich Hager and Mark Rahrlick.

Others attending were Ashley Stewart, Edna Ringhofer, Anna Segner, Pat Merritt, Sheriff Lon Thiele, and Jerry Paschke.

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 – Add Healthy Seniors Gambling Request after IV.

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

Edna Ringhofer shared with the Council information about Healthy Seniors and various services that are offered.

Edna Ringhofer presented a gambling request to hold a raffle fundraiser for the Dancing with the Steele County Stars event held up at that the Medford School on Saturday, April 30, 2016.

Motion by Maas, seconded by Dusek to approve the gambling permit request from Healthy Seniors as presented. All members voted aye for approval. Motion carried.

Fire Department Commander Compensation – Administrator Welti explained why the fire department 2015 wages exceeded what was budgeted. Administrator Welti met with Chief Hager to discuss this and a few factors played into the increases in the wages. Along with an increased number of fire department staff, there was increased training, increased medical appointments, and increased calls, causing the budgeted amount to be surpassed. Hager did inform Welti that the commanders will also receive \$500.00 per year/per person for all the extra duties associated with commander.

A few of the duties include: the commanders are expected to run incidents, additional meetings and trainings, public relations, authority to make purchases, run truck checks, and the state/federal reporting requirements.

The fire department averages about 91 calls per year. There is a point system set up now for fire calls. The firefighters need to make a certain percentage of fire calls, meetings, trainings, etc. or there could be grounds for dismissal.

Chief Hager also wanted to give a thank you to the commanders and the fire fighters spouses and families for their support.

Councilmember Maas stated that Chief Hager has done a tremendous job with the fire department and the restructuring efforts.

Motion by Maas, seconded by Sexton to approve the wage increase of an additional \$500.00 per year for the commanders and the assistant fire chief. All members voted aye for approval. Motion carried.

Mayor Nelson inquired about the fire call billing for 2015. Chief Hager stated that there were no calls in 2015 that warranted the \$500.00 bill to be issued. The Chief and the Commanders will have the discretion on when to send the bills out. For instance, if there is a call and the fire department does not need to act at the scene, then the bill will not be issued.

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

Approval of the December 21, 2015 special meeting minutes, the December 21, 2015 regular meeting minutes and the January 4, 2016 organizational meeting minutes.

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

Approval the December check register numbers E2558-E2582, 13534-13593, and 44039-44157.

Resolution 2016-08 Accepting Donation from Gary & Judy Slarks (\$100.00) and the VFW Post #3723 (\$1,000.00) for the Medford Veterans Memorial.

Resolution 2016-09 Accepting Donations from Patrick Jeher (\$5.00), Dan Bowe (\$5.00), Matthew William (\$5.00), and Lewis Woclks (\$5.00) for the Medford Park Endowment Fund.

Resolution 2016-10 Accepting Donation from the Medford Fire Relief Association in the amount of \$40,000.00 for the Medford Fire Department Truck and Equipment Fund.

Resolution 2016-11 Accepting the AgStar Grant Award in the amount of \$5,000.00 for the Medford Municipal Complex Architectural Design Documents.

Consent agenda questions.

Minutes - Councilmember Sexton asked for the special meeting minutes to be amended to address that the referendum for the municipal complex was a recommendation from the facilities committee and that the City was going to contact the County and inquire about a portion of the Redman land to be designated for preservation.

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

Mayor's Report – None.

Planning & Zoning Board – Administrator Welti presented the minutes from the January 11, 2016 Planning & Zoning meeting. The Board re-elected the same officers as 2015. Administrator Welti will be presenting the Zoning Board the Shoreland Ordinance to review within the next couple of months.

EDA – Administrator Welti presented the EDA minutes from the January, 13, 2016 EDA meeting. The EDA Board elected officers for 2016. President will remain Bryan Duncan, the Vice President will be Tom Heisler, the Secretary will be Linda Dusek and the Treasurer will be Jerrie Wencil.

Park Board – Jerry Paschke presented the minutes from the January 6, 2016 Park Board meeting. There will be a public meeting on March 9, 2016 at 6:00 p.m. to receive community input on the parks and the master park plan.

The Park Board would like to continue having monthly meetings through June to continue working on the park plan. The day of the week for the meeting will be discussed as to possibly move the night for the meetings to Tuesday. This would allow for Councilmember Sexton to attend the meetings.

City Attorney – None.

City Engineer – None.

City Administrator – Administrator Welti informed the City Council that the 2015 audit has begun.

The warming house is open.

Administrator Welti discussed a meeting that he attended about establishing a County EDA. A few concerns that the group shared was duplication between a City and County EDA, making sure the City and County are aligned with the decisions made, the overall cost to run an EDA. Benefits would be for the agri-business since the townships do not have access to EDA funds, housing and being able to compete with neighboring counties that have an EDA.

Administrator Welti will continue researching a point of sale system for the Municipal Liquor Store.

The housing study is still moving forward.

Councilmember Merritt inquired about the RFP's sent out for the Municipal Complex architectural drawings. Administrator Welti sent the RFP's to five firms requesting bids for the drawings.

Public Works Director – Rich Kucera informed the Council that the reimbursement request for the storm sewer outfall repairs has been sent to the State, but has not been forwarded to FEMA as of yet.

Unfinished Business –

City Facility Update – the RFP's will be presented to a subset of the facilities committee and a recommendation will be made to the Council in February.

New Business –

Knights of Columbus Temporary Liquor License Request

Motion by Maas, seconded by Dusek to approve the request for a temporary liquor license to the Knights of Columbus as presented. All members voted aye for approval. Motion carried.

Minnesota Pheasants, Inc. Gambling Permit Request

Motion by Sexton, seconded by Dusek to approve the request for a gambling permit from Minnesota Pheasants, Inc. as presented. All members voted aye for approval. Motion carried.

Railroad Crossings Memo

One landowner east of the 5th Ave SE railroad crossing wanted to move forward with a possible development. MNDOT has jurisdiction over this crossing. MNDOT initially felt it would be acceptable to keep the stop signs and move on with development. Administrator Welti continued researching and asking questions to find out if MNDOT had thresholds which would require crossing arms and lights. After reviewing a preliminary development design, MNDOT determined that lights and crossing arms would be required.

There are grant possibilities available in 2019 that would match approximately 50% of the cost to upgrade the railroad crossing. The landowner indicated that if there was a substantial cost for the upgrade to the crossing that they would not be moving forward with that project.

Resolution 2016-06 Transferring \$26,003.35 of Debt from the Water Fund (601) to the Central Ave Fund (305)

Motion by Sexton, seconded by Merritt to approve Resolution 2016-06 transferring \$26,003.35 of debt from the water fund (601) to the Central Ave Fund (305). All members voted aye for approval. Motion Carried.

Safety Training

Medford is in a regional safety group with the City of Owatonna. The City of Owatonna is contracting with Target Solutions to provide on-line safety training to all its employees. Medford has the opportunity to be included under the City of Owatonna for its public works staff to be trained on the on-line system. The cost to the City of Medford would be \$55.36 per participant per year.

Motion by Dusek, seconded by Maas to approve the recommendation from Administrator Welti to enroll the public works staff under the City of Owatonna for the Target Solutions on-line training at \$55.36 per participant per year as presented. All members voted aye for approval. Motion Carried.

Payment of Bonds 2014A Central Avenue and 2015A Scenic Heights

Administrator Welti consulted with the city bond consultant and the city auditor to verify that a prepayment of both the 2014A bond and the 2015A would be feasible. There is a small prepayment penalty, but with all the assessment prepayments from the residents, Administrator Welti felt a prepayment of the bond would be beneficial especially when looking at the interest payments of the City.

Administrator Welti is recommending to the Council to pay \$81,000.00 in addition to the \$37,992.50 that is currently due for the 2014A Central Ave Bond and a payment of \$25,000.00 in addition to the \$1,096.67 interest payment due for the 2015A Scenic Heights Bond.

Motion by Sexton, seconded by Merritt to approve the bond payments for the 2015A Scenic Heights project of a \$25,000.00 prepayment and the interest of \$1,096.67 as recommended by the city administrator. All members voted aye for approval. Motion Carried.

Motion by Maas, seconded by Sexton to approve the bond payments for the 2014A Central Avenue project of an \$81,000.00 prepayment and current principle and interest payment of \$37,992.50 as recommended by the city administrator. All members voted aye for approval. Motion Carried.

2016 Council Workshop – The Council will not hold a special workshop, but will continue holding workshops as needed throughout the year.

The next regular City Council meeting will be held on Monday, February 22, 2016 at 7:00 p.m.

Board of Appeal and Equalization will be held on Tuesday, April 12, 2016 at 7:00 p.m.

Motion by Dusek, seconded by Merritt 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
February 22, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, Joe Duncan and Mark Rahrlick.

Others attending were Ashley Stewart, Anna Segner, Pat Merritt, and Jerry Paschke.

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 – Add “F” under new business for appointment of board members.

Motion by Sexton, seconded by Merritt 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 25, 2016 regular meeting minutes.

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

Approval the January check register numbers E2583-E2608, 13594-13628, and 44158-44236.

Resolution 2016-07 Accepting Donations from John Antrum (\$5.00), Garret Jedeloh (\$5.00), Wagner’s Lunch (\$5.00), and Ron Schouweler (\$5.00) for the Medford Park Endowment Fund.

Consent agenda questions.

Bills - Councilmember Sexton asked about the bill from Faribo Air Conditioning and Heating at the Liquor Store. The bill was for the repairs to the roof top heating unit at the Liquor Store.

Councilmember Merritt stated that the next time a furnace, air conditioner, etc. needs repairs that the City get a quote for a new one to compare the cost of a new one versus repair costs.

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

Mayor’s Report.

Mayor invited the Council to join her on a visit to the Capital on March 16, 2016 to visit our legislators about the needs of Medford.

Casey’s anticipates that they will be open in early April.

The City Administrator has been with the City for just about one year. The council will hold an employee evaluation at the March City Council meeting. City Attorney Rahrlick will supply the Council with an outline of the process.

Senator Vicki Jensen gave the City Council an update of what will be going on at the Capital during this session. The first day of the session is March 8 and will be 10 weeks long. 2016 is a bonding year. Senator Jensen will be focusing on a bonding bill of 200 million dollars for local bridges and roads for cities and counties.

Mayor Nelson addressed the Municipal Complex Facility Plan and the possibility of a bonding bill for the City of Medford.

If the council chooses to move in the direction of a Municipal Complex Facility, the question will be on the ballot for the voters this November 2016.

The City would know if they were approved for a bonding bill by May and would be able to inform the public before the vote.

The legislators want to know that the City is committed and really invested.

Senator Jensen spoke about the Local Government Aid formula. Mayor Nelson would like to see the formula changed so that Medford's disbursement is similar to other cities our size and in our area.

Park Board – Jerry Paschke presented the minutes from the February 3, 2016 Park Board meeting. There will be a public meeting on March 9, 2016 at 6:00 p.m. to receive community input on the parks and the master park plan.

The Park Board changed the April meeting date to Monday, April 4, 2016 at 7:00 p.m.

Councilmember Merritt asked the Park Board to discuss a permanent location for the ice rink.

Councilmember Sexton informed the Council that the Steele County Park Board approved a grant of \$5,000.00 to the City for a new pergola at the Medford Pool.

Veterans Committee – Public Works Director Kucera presented the Veterans Committee minutes from the February 10, 2016 regular meeting.

The Veterans Committee made a recommendation to the City Council not have the Memorial Site cleared of snow during the winter months. They reported that other Veterans Memorials in the area do not clear the snow.

Councilmember Sexton clarified that the Relief Association donation that is addressed in the minutes is about the meat raffle.

City Attorney – Rahrck explained how the Council could run the employee evaluation meeting. The Council may conduct a closed meeting. The employee has the option to have the entire meeting open to the public. The Council may call the employee into the closed meeting at any point.

The Council set the special meeting for the employee evaluation of Administrator Welti for Monday, March 28, 2016 at 6:00 p.m.

City Engineer – Joe Duncan presented information on a potential 2017 street project. The feasibility study for the 2017 street project can be initiated either before or after Council chooses to put the Municipal Complex up for referendum. If the referendum were to pass, the project could be scaled back or not implemented. If the referendum were to fail, then the 2017 street project could be implemented in 2017.

Councilmember Maas and Sexton asked about the streets highlighted for the project. Administrator Welti stated that no decisions will be made at this council meeting. The Council will have time to absorb the information and walk the streets.

Councilmember Mass asked if there are any property owners currently paying assessments that would be affected again by the 2017 project. City staff will look into this.

City Administrator – Administrator Welti informed the City Council about the proposed 2016 wastewater treatment facility maintenance project. Seth Peterson, Bolton & Menk, will prepare a memo describing the project for the next City Council meeting. In addition, Administrator Welti and Public Works Director Kucera met with Quality Flow involving the maintenance projects for the electrical panel and pumps. Information will be given in the near future.

Posting for lifeguard positions for the 2016 pool season will go out within the next couple of weeks.

Administrator Welti presented a breakout of the cost associated with alley vacations. The approximate cost for the City to implement an alley vacation is \$852.00. The City receives \$125.00 for the public hearing fee from the property owner requesting an alley vacation.

Resolution 2016-14 Certifying Unpaid Bills to Steele County.

Motion by Sexton, seconded by Merritt to approve Resolution 2016-14 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Department – Public Works Director Kucera informed the City Council that he has not heard anything back from FEMA on the storm sewer outfall repairs reimbursement.

The City received a check list from the DNR for the draft shoreland ordinance. Kucera will continue working on this.

Unfinished Business –

City Facility Update – a subset of the city facility committee met to discuss the proposals that came in from the RFP request for the Municipal Complex facility design.

The recommendation from the group is for the City to contract with Brunton Architects to complete the preliminary design, a schematic of concept design, and develop reasonable cost estimates for the construction of the Municipal Complex.

Motion by Maas, seconded by Sexton to contract with Brunton Architects to complete the preliminary design, a schematic of concept design, and develop reasonable cost estimates for the construction of the Municipal Complex. All members voted aye for approval. Motion carried.

Councilmember Merritt brought the design of the outside of the building to everyone's attention. Merritt would like to see the building fit with the look of a residential district. Merritt does not want an industrial looking building sitting in the middle of a residential zoned district.

New Business –

Liquor Store Hours – Administrator Welti and Craig O'Hearn, the Liquor Store Manager, did research on the opening hours and determined that the Muni should open later by one hour.

The recommendation is to open the Muni on Monday, Tuesday, Wednesday, and Thursday at 11:00 a.m. instead of 10:00 a.m. Friday will stay the same and open at 10:00 a.m. and Saturday would open at 10:00 a.m. instead of 9:00 a.m.

Councilmember Maas asked about opening Saturday mornings and hour later.

Motion by Sexton, seconded by Dusek to approve the opening time changes for the Muni of M-TH opening at 11:00 a.m. and Saturday opening at 10:00 a.m. Friday will continue opening at 10:00 a.m. All members voted aye for approval. Motion carried.

Resolution 2016-12 Supporting Dedicated State Funding for City Streets.

Motion by Sexton, seconded by Merritt to approve Resolution 2016-12 supporting dedicated state funding for city streets as presented by the City Administrator. All members voted aye for approval. Motion carried.

Resolution 2016-13 Supporting Increased LGA Funding. In addition to increased funding, the resolution is also requesting for a change in the LGA formula.

Motion by Maas, seconded by Dusek to approve Resolution 2016-13 supporting the increase of LGA funding in the 2016 legislative session and changing the formula used to make LGA funding more equitable. All members voted aye for approval. Motion carried.

Administrator Welti asked the City Council if they would like to pursue state bonding for the Municipal Complex.

Councilmember Merritt is concerned with asking for bonding before the question for building a Municipal Complex goes on the ballot for the voters.

Council consensus is to move forward with a request for state bonding.

Motion by Maas, seconded by Sexton to pursue state bonding for the Municipal Complex in the amount of \$2.4 million. All members voted aye for approval. Motion carried.

Resignation and Posting of Full-Time Public Works Position.

Jason Biesterfeld has submitted a letter of resignation for March 1, 2016. Biesterfeld has agreed to work part-time until a new public works worker has been hired.

Motion by Sexton, seconded by Merritt to accept the resignation letter from Jason Biesterfeld effective March 1, 2016. All members voted aye for approval. Motion carried.

Motion by Dusek, seconded by Sexton to allow Biesterfeld to remain on part-time until the City hires his replacement. All members voted aye for approval. Motion carried.

Biesterfeld will continue with the on-call on weekends, snow events, etc. at the rate of pay he is currently at.

Councilmember Merritt asked about overtime hours and pay for the public works staff. Administrator Welti is not anticipating the need to require the staff to work overtime at this time.

Motion by Maas, seconded by Dusek to allow Administrator Welti to post for the full-time public works position with a salary range of \$13.50-\$18.99 per hour. All members voted aye for approval. Motion carried.

Muni Janitor Resignation – Michelle Hendrickson submitted her resignation letter. Liquor Store Manager, O’Hearn hired Lisa Thoreson for her replacement.

Motion by Dusek, seconded by Merritt to accept Hendrickson’s resignation letter and hire Lisa Thoreson as the Muni janitor at \$9.00 per hour. All members voted aye for approval. Motion carried.

Gambling Permit Application - Ducks Unlimited of Steele County

Motion by Sexton, seconded by Dusek to approve the gambling permit application from Ducks Unlimited of Steele County at Ritchie Bros. as presented. All members voted aye for approval. Motion carried.

Board Appointments – Recommendation from Mayor Nelson to appoint Steve McMahan to the Park Board and Rich Quiring to the Planning & Zoning Board.

Motion by Maas, seconded by Sexton to approve the appointment of Steve McMahan and Rich Quiring as presented. All members voted aye for approval. Motion carried.

Special meeting of the City Council will be held on Monday, March 28, 2016 at 6:00 p.m.

The next regular City Council meeting will be held on Monday, March 28, 2016 at 7:00 p.m.

Board of Appeal and Equalization will be held on Tuesday, April 12, 2016 at 7:00 p.m.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 8:46 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor

Special Council Meeting
March 7, 2016
7:00 PM
Medford City Hall

Members present: Nelson, Merritt, Sexton, Maas, and Dusek.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, and Adam Jirak.

Other in attendance: Ashley Stewart and Rich Quiring.

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

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

The purpose of this special meeting is to discuss the staffing within the public works department specifically the Public Works Director position.

Administrator Welti stated that Kucera has been with the city for over 10 years and has brought many positive aspects to the community. Public Works Director Kucera has received an offer from a larger neighboring city.

Mayor Nelson, Councilmember Maas, and Administrator Welti met with Kucera to discuss the City's options and receive input from Kucera on possible wage negotiations. Administrator Welti informed the council that Kucera made an offer back to the city in the mid \$30.00's. The mid \$30.00's exceeds the current wage scale. Neither the budget, nor the wage scale would allow for the city to go that high.

Mayor Nelson shared appreciation for Kucera's skills and stated that he is an asset to the City. Kucera represents the City well. Mayor Nelson wishes Kucera the very best and realizes that this will leave a hole in the community.

Councilmember Maas stated that the City is in a position that can't compete with larger cities. Small towns struggle with this constantly.

Councilmember Sexton acknowledges that the entire public works staff.

Kucera indicated he would stay until the end of March.

Administrator Welti will be searching for a contract operator due to the fact that no staff will have the proper licenses to run the wastewater treatment facility or the water treatment facility. Several small cities contract for operators.

Administrator Welti is asking for approval to post for a public works director position with the wage range as set in the City's wage scale.

Councilmember Merritt asked if we needed to keep the public works director position or if we should have a public works supervisor position.

Administrator Welti recommends staying on the same course and posting for a public works director position. If it happens that we do not receive qualified applicants, then look at options of switching to a public works supervisor.

Motion by Maas, seconded by Merritt to allow Administrator Welti to post the position for public works director with the wage range as set in the City's wage scale. All members voted aye for approval. Motion carried.

Administrator Welti thanked Kucera for his years of experience and work with the City.

Motion by Dusek, seconded by Sexton to adjourn the meeting at 7:25 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk

Signed by _____ Mayor

Special Council Meeting
March 28, 2016
6:00 PM
Medford City Hall

Members present: Nelson, Merritt, Sexton, Maas, and Dusek.

Members absent: None.

City staff and consultants in attendance were Andy Welti and Amber Kniefel

Other in attendance: None.

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

The purpose of this special meeting is to conduct Andy Welti's annual performance appraisal as City Administrator.

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 asked Andy Welti and Amber Kniefel to exit the meeting room for the initial discussion. Andy Welti will be asked to join the meeting when the Council completes their discussion.

Motion by Maas, seconded by Sexton to close the meeting at 6:05 p.m. All members voted aye for approval. Motion carried.

Council asked Andy Welti to join the meeting at 6:45 p.m.

Motion by Dusek, seconded by Merritt to come out of closed session at 7:05 p.m.

Motion by Maas, seconded by Merritt to adjourn the meeting at 7:05 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk

Signed by _____ Mayor

Regular Council Meeting
March 28, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rich Kucera, and Mark Rahrlick.

Others attending were Anna Segner, Pat Merritt, Jerry Paschke, Joe Maas, Brenda DeMars, and Rich Quiring.

Mayor Nelson called the meeting to order at 7:14 p.m.

Pledge of Allegiance.

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

Motion by Dusek, seconded by Maas 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 February 22, 2016 regular meeting minutes and the March 7, 2016 special meeting minutes.

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

Approval the February check register numbers E2609-E2630, 13629-13667, and 44237-44319.

Resolution 2016-15 Accepting Grant Award from Insty Prints for \$100.00 for Donation Envelopes.

Resolution 2016-16 Accepting Donations from Pat & Kay Merritt (\$25.00 in memory of LaVonne Merritt), Don Dagne (\$5.00), Dean Lechner (\$5.00), Mac Bowman (\$5.00), and Al Jirele (\$5.00) for the Medford Park Endowment Fund.

Resolution 2016-17 Accepting Donations from the Gregory Quick Family (\$100.00), Dave & Mary Zabel (\$100.00), and the Heim Family (\$137.00) for the Medford Veterans Memorial.

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

Mayor's Report.

The Mayor attended the Coalition of MN Cities meeting.

Planning & Zoning Board.

Lot Split Request from Priscilla Parrish and Joe Maas for Lots 2, 3, and 4, Block 28. Planning & Zoning Board recommendation is to approve the lot split request as presented.

Motion by Sexton, seconded by Dusek to approve the lot split request for lots 2, 3, and 4, Block 28 as presented. All members voted aye for approval. Motion carried.

Conditional Use Permit request from Joe Maas for a townhome to be built on the two lots that were previously approved for the lot split. Planning & Zoning Board recommendation is to approve the conditional use permit as requested.

Councilmember Sexton asked about the common wall agreement and whether or not the council will be reviewing the agreement. Administrator Welti stated that the common wall agreement and the covenants will be approved by the staff before issuance of a building permit. The agreements are to be filed with the County.

Motion by Dusek, seconded by Sexton to approve the conditional use permit for parts of lots 2, 3, and 4, Block 28 as presented. All members voted aye for approval. Motion carried.

EDA Board – Councilmember Dusek presented the minutes from the March 9, 2016 EDA meeting.

Tim Penny was in attendance to give information to the EDA Board on SMIF.

The next EDA networking event is this Thursday at the Medford Bus Company from 5:30-6:30 p.m.

Park Board – Jerry Paschke recapped the Park Board Open House that was held on March 9, 2016. Citizens were invited to give input on the different parks. Seven community members were in attendance. A possible eagle scout project was discussed involving a trail to be added at the Frank Woodfill Wildlife Refuge. They will be coming to the next Park Board meeting to discuss further.

Veterans Committee – Public Works Director Kucera presented the Veterans Committee minutes from the March 9, 2016 regular meeting.

The Veterans Committee is done with fundraising. The committee has raised enough funds to finish the Memorial.

Councilmember Sexton inquired about the donation sign and if it will remain in its current location. Sexton would like to see the donation sign moved as to not take away from the Veterans Memorial. Kniefel will add the placement of the donation sign to the next Veterans Committee meeting agenda.

City Administrator – Administrator Welti informed the City Council that the final audit will be presented at the regular April meeting.

POS System at the Muni – After considerable research, Administrator Welti has decided to postpone the purchase of a new POS system for one or two years. Administrator Welti stated that the unknown effect of new competition with non-liquor sales may have a significant impact on profits in 2016. In addition, improvements to the flooring and bar must be made in the near future. Proper planning needs to occur before purchasing a new point of sales systems for approximately \$9,000.00.

Administrator Welti contacted Steele County Administrator Elvebak to inquire about interest in working to obtain funds to preserve a portion of the former Girl Scout Camp property which is currently outside City limits. The request was taken to a committee and the result was that there was no interest from the County to either secure funding or establish new green space.

Resolution 2016-18 Certifying Unpaid Bills to Steele County.

Motion by Dusek, seconded by Maas to approve Resolution 2016-18 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Department – Public Works Director Kucera Memo.

No update on the appeal from the Minnesota Department of Public Safety for the cost overrun on the storm sewer outfall repair project.

The City of Medford needs to update the Water Supply Plan for the Minnesota Department of Natural Resources by October 15, 2017.

2016 Capital and Equipment Items:

Replace the 2007 JD Lawn Mower X748. Trade in value for the 2007 John Deere lawn mower is \$4,500.00. AgPower Enterprises came in with the low bid for a John Deere X758 for \$12,500.00. With the trade in, the total cost would be \$8,000.00, a \$5,390.00 savings from the budgeted amount. Public Works Director Kucera recommends to the City Council to purchase the John Deere X758 for \$8,000.00.

Motion by Nelson, seconded by Sexton to purchase a John Deere X758 for \$8,000.00 with the trade in of the John Deere X748 for \$4,500.00 as presented. Aye: Nelson, Sexton, Dusek, Maas Nay: Merritt. Motion carried.

Councilmember Merritt asked about hiring out the City mowing. Public Works Director Kucera stated that he did analyze hiring out the mowing and it remains more cost effective to have City staff mow.

Crack Repair/Seal Coat Walkways (Oakridge Bluffs, Straight River Park, Round a Bout). Kucera received quotes to perform the crack repairs and seal coating. The low bid came in from Seykora Asphalt Maintenance and Paving for \$5,714.00. Kucera recommends to the City Council to hire Seykora Asphalt Maintenance and Paving for \$5,714.00. This is a savings of \$8,036.00 from budgeted amounts.

Motion by Merritt, seconded by Dusek to approve contracting with Seykora Asphalt Maintenance and Paving for \$5,714.00 as presented. All members voted aye for approval. Motion carried.

Replace Roofing on the sludge building and the disinfection building at the wastewater plant. Councilmember Merritt has recused himself due to the fact that one of the bids for the wastewater roofs was from a company that he works for.

The low bids came in very close. Kucera considered the materials that were quoted in the bids in order to pick the best option for the City. Kucera recommended to the City Council to hire Schwickert's for \$8,970.00 to replace the roof of sludge building and the disinfection building at the wastewater plant.

Motion by Maas, seconded by Dusek to approve the bid from Schwickert's for \$8,970.00 to replace the roof of the sludge building and the disinfection building as presented. Aye: Nelson, Sexton, Maas, Dusek Abstain: Merritt. Motion carried.

Lift Station 3 Remodel. Kucera requested quotes to replace the control panel, pumps, and floats. The new panel will have variable frequency drives (VFD's) to allow us to install three phase pumps like all the other pumps in the City. The low bid came in from Quality Flow Systems, Inc. for a total price of \$21,980.00 This is a \$19,220.00 savings from what was budgeted. Kucera recommends to the City Council to hire Quality Flow Systems, Inc. for \$21,980.00.

Motion by Maas, seconded by Merritt to approve the low bid from Quality Flow Systems, Inc. for \$21,980 for the lift station remodel as presented. All members voted aye for approval. Motion carried.

Crack Repair/Seal Coat Asphalt. Kucera received quotes to perform crack repairs and seal coat with emulsion at the wastewater plant. The low quote came in from Seykora Asphalt Maintenance and Paving for \$1,713.00. Kucera is recommending to the City Council to approve the low quote from Seykora Asphalt Maintenance and Paving for \$1,713.00. This is a savings of \$1,287.00 from what was budgeted.

Motion by Merritt, seconded by Dusek to approve the low quote from Seykora Asphalt Maintenance and Paving for \$1,713.00 as presented. All members voted aye for approval. Motion carried.

Crack Repair and Seal Coat Streets. Kucera obtained quotes for two areas this year. The base area is scheduled for 2016. The additional area is scheduled for 2017. The 2017 area is small so to maximize funds, Kucera is recommending to the City Council to do both areas this year. The base area total quote for crack repairs and seal coating is \$40,982.90. The additional area total quote is \$7,184.57. The total would be \$48,167.47 for both the base area and the additional area. Total budgeted for 2016 is \$45,000.00. The \$3,167.47 that the quote is over the budgeted amount will be covered by the savings realized from the park crack repair/seal coat of the walkways.

Seykora Asphalt Maintenance and Paving came in with the low quote for the crack repair for both the base area and the additional area at \$11,471.54. Kucera is recommending to the City Council to approve the low quote from Seykora Asphalt Maintenance and Paving for \$11,471.54 for both the base area and the additional area.

Motion by Maas, seconded by Sexton to approve the recommendation to hire Seykora Asphalt Maintenance and Paving for the crack repair of both the base area and the additional area for \$11,471.54. All members voted aye for approval. Motion carried.

Pearson Bros. came in with the low quote for seal coating for both the base area and the additional area at \$36,695.93. Kucera is recommending to the City Council to approve the low quote from Pearson Bros. for \$36,695.93 for both the base area and the additional area.

Motion by Maas, seconded by Merritt to approve the recommendation to hire Pearson Bros. for the seal coating of both the base area and the additional area for \$36,695.93. All members voted aye for approval. Motion carried.

Replace 2002 Dodge 2500. Kucera has been researching used service trucks to replace the 2002 Dodge. Kucera found a 2008 Ford F450 XL package for \$19,950.00. The total cost of the truck would be \$21,356.75 including the sales tax, title transfer, and the license plates. This is a savings of \$7,493.25 from what was budgeted. Kucera is recommending to the City Council to purchase the 2008 Ford F450 XL for \$21,36.75.

The City Council reviewed the need of another service truck, the color of the truck, and place the truck will be stored.

Motion by Nelson, seconded by Sexton to approve the purchase of the 2008 Ford F450 XL for \$21,346.75 as presented. Aye: Nelson, Dusek, Sexton Nay: Maas and Merritt. Motion carried.

Mayor Nelson presented Rich Kucera with a plaque thanking him for his 11.5 years of service with the City of Medford.

Unfinished Business –

City Facility Update – Brunton Architects estimated the project based upon the initial square footage and preferred construction materials at \$2.8-\$3.1 million to build the facility. The City's debt limit is \$2.45 million.

Administrator Welti recommends that representatives from the fire department and/or the City contact Medford and Deerfield Townships to discuss the project and potential contributions.

Council consensus is to allow Administrator Welti to move forward with contacting Medford and Deerfield Townships.

New Business –

County Road Construction Updates. The County anticipates that County Road 12 west of the freeway, not within City limits, to be started in 2018 or 2019.

County Road 45 (Main Street) is currently scheduled for 2019 or beyond. The City will need to decide on infrastructure. The project will be done when both the City and the County agree upon the project.

Resignation of Public Works Director and Hiring of Public Works Worker.

Motion by Dusek, seconded by Merritt to accept the resignation of Rich Kucera from the City of Medford's Public Works Director position effective March 31, 2016. All members voted aye for approval. Motion carried.

Administrator Welti made a recommendation to the City Council to hire Fernando Gonzales, pending HR checks, for \$16.00 per hour for the full-time Public Works Worker position. Gonzales indicated that he could start employment on March 29, 2016.

Motion by Merritt, seconded by Dusek to hire Fernando Gonzales at \$16.00 per hour with a start date of March 29, 2016. All members voted aye for approval. Motion carried.

Administrator Welti informed the Council that there could be another public works worker position open due to an employee leaving. If the position opens, Administrator Welti recommends proceeding with hiring a public works worker, salary range of \$13.50-\$18.99, following the rank and order of the recent public works worker hiring process.

Motion by Dusek, seconded by Maas to approve proceeding with hiring a public works worker, salary range of \$13.50-\$18.99, following the rank and order of the recent public works worker hiring process. All members voted aye for approval. Motion carried.

Jason Biesterfeld is willing to continue part-time until the positions are filled.

Motion by Maas, seconded by Dusek to approve allowing Biesterfeld to continue working at the City on a part-time basis until the positions are filled. All members voted aye for approval. Motion carried.

Water and Wastewater Contract Operator. The City of Medford needs to contract with a licensed water and wastewater operator until the City has a licensed operator on staff to run the facilities. Administrator Welti received three bids for a contract operator. Administrator Welti is recommending to the City Council to contract with Richard Olson with the low bid of \$789 per month, plus \$28.00 per hour for time above the monthly contract rate. Richard Olson is able to start on March 29, 2016 with hourly orientation and April 1, 2016 with the monthly contracting.

Motion by Maas, seconded by Sexton to approve the contract operator award to Richard Olson for \$789 per month plus \$28.00 per hour for time above the monthly contract rate effective March 29 for the hourly orientation and April 1 for the monthly contract. All members voted aye for approval. Motion carried.

HR Working Group Recommendations.

The HR working group reviewed the salary wage scale and is recommending approving Adam Jirak's wage increase by \$.75 per hour raising his wage from \$16.16-\$16.91. The increase is due to added work load and responsibilities.

The HR working group is recommending to increase an employee's wage by \$.50 per hour for each water and wastewater license obtained while working for the City of Medford. Licenses obtained before employment with the City of Medford would not be included. Also, any licenses obtained for water and wastewater that are over and above the required licenses would not be eligible for the hourly increase.

The HR working group is recommending to create and post for a Public Works Supervisor position depending on the applications received for the Public Works Director position.

Motion by Sexton, seconded by Maas to approve the wage increase of \$.75 per hour for Adam Jirak going from \$16.16 to \$16.91 due to added work load and responsibilities effective immediately. All member voted aye for approval. Motion carried.

Motion by Maas, seconded by Dusek to approve the \$.50 per hour increase for each water and wastewater license obtained while being employed by the City of Medford. All members voted aye for approval. Motion carried.

Motion by Dusek, seconded by Merritt to create and post for a public work supervisor if the City does not receive qualified applicants for the public works director position. All members voted aye for approval. Motion carried.

Board of Appeal and Equalization will be held on Tuesday, April 12, 2016 at 7:00 p.m.
The next regular City Council meeting will be held on Monday, April 25, 2016 at 7:00 p.m.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 9:17 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor

City Council Board of Appeal and Equalization
April 12, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, and Dusek.

Members absent: Merritt.

City staff and consultants in attendance were Andy Welti and Amber Kniefel

Others attending were Greg Nelson, Steele County Assessor's Office.

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

There was no public in attendance and no citizens contacted the County directly regarding their market value.

Greg Nelson presented the 2016 assessment report. The overall average market value of the City of Medford increased by 1.85%. The City of Medford had a total of 11 good sales in the testing year.

Forclosures in the County are trending downward. Medford had one bank sale to a new owner. Last year, Medford had five bank sales to new owners and twelve the year before that.

Councilmember Maas inquired about the effect of decreased market value of ag land and how that effects the commercial, industrial, and residential property taxes.

Mr. Nelson explained that estimated market value is driven only by sales. With the ag land and some commercial property market values going down, a tax shift happens to take on the that burden.

Motion by Dusek, seconded by Sexton to adjourn the Board of Appeal and Equalization meeting at 7:30 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
April 25, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Mark Rahrlick, Joe Duncan, Craig O'Hearn and Tom Olinger.

Others attending were Pat Merritt, Jerry Paschke, Rich Quiring, Phil Heim, Greg Sanborn, Erin Sammon, Alyse Hager, and Mindy Cammock.

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

Pledge of Allegiance.

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

Agenda: Additions to the presented agenda – Add under New Business D: Pergola Bid, E: Steele County Highway Packet, F: Steele County Planning Commission Public Hearing. Also, to move the Civic Club up on the agenda to before the presentation of the 2015 final audit.

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

Straight River Days Update and Civic Club Requests – The chairperson of the Civic Club, Erin Sammon along with Alyse Hager presented the different events that will be held during Straight River Days, June 16-18, 2016. Thursday evening is the 3rd annual Miss Medford Pageant held up at the Medford School. Friday will be the parade and the party in the park with a band and Saturday will be all the other events. There will be no events on Sunday.

Parade Permit Request waiving the parade permit fee. The parade will have the same route as in the past.

Motion by Maas, seconded by Sexton to approve the parade permit and waiving the permit fee as presented. All members voted aye for approval. Motion carried.

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

Motion by Merritt, seconded by Dusek to approve the use of four temporary golf cart passes for the weekend of Straight River Days. All members voted aye for approval. Motion carried.

Gambling Request for the Raffles and Bingo.

Motion by Sexton, seconded by Merritt to approve the gambling request for the raffles and bingo with no waiting period as presented. All members voted aye for approval. Motion carried.

Straight River Days signs will be put up around town.

Auditors 2015 Final Audit Report – Tom Olinger presented the management letter to the City Council. Mr. Olinger explained GASB 68 and went through all the funds and how they did for 2015. General Fund revenues came in higher than expenditures. Expenditures were higher than budgeted mainly due to the storm sewer outfall project, but will be reimbursed from FEMA hopefully in 2016.

Mr. Olinger spoke to the council about consolidating the savings accounts into possibly two accounts. The Fund Accounting system will keep all the funds separate on the bookkeeping side. Olinger will draft a resolution to approve the consolidation.

We will need a resolution to close out debt service bonds that will be finished in 2017.

The water and sewer funds are increasing in cash. The Municipal Liquor Store had an increase in cash of approximately \$32,000.00.

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

Approval of the March 28, 2016 special meeting minutes, the March 28, 2016 regular meeting minutes and the April 12, 2016 Board of Appeal and Equalization minutes.

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

Approval the March check register numbers E2631-E2651, 13668-13700, and 44320-44426.

Resolution 2016-19 Accepting Donations from John C Dillumuth (\$5.00), Gary A Ringhofer (\$6.00), Al Kubat (\$5.00), and Bruce Butler (\$5.00) for the Medford Park Endowment Fund.

Resolution 2016-20 Accepting Donation from Jeff Sexton (\$500.00) for the Medford Municipal Complex Fund.

Medford Fire Relief Association Liquor License Application Request.

Brain Russel – Urban Finds Bistro Liquor License Renewal.

Administrator Welti explained that the Carquest bill that was described as an expense for the Dodge truck was for tornado siren batteries.

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

Mayor's Report.

The Mayor attended the Entrepreneurial Roundtable co-hosted by SCORE, Riverland and Owatonna Area Business Development Center. The group is encouraging entrepreneurs looking to start a business or have been in business for less than 3 years to attend the sessions.

The Mayor reminded the City Council that the grand opening for Casey's is Friday, April 30, 2016 at 10:00 a.m.

j.jules FASHION and J & L Collision will be celebrating their 10th anniversary this year.

The Mayor gave a recap of her visit to the Capital to deliver the Governor a letter asking for support of our Senator and Representative's bill asking for bonding monies for the complex.

Park Board – Chairperson Jerry Paschke presented the minutes from the April 4, 2016 regular meeting.

The Park Board discussed the results from the open house. The Park Board would like to begin with addressing the lower cost, high use projects.

Mayor Nelson asked about a "Water Tower Park" sign.

The swimming lesson scholarship program was discussed and to possibly allow kids outside of the Medford School District. Administrator Welti explained that this is the first year of a scholarship program and that we should keep it restricted to the Medford School District at least this year for purposes of verifying eligibility.

Veterans Committee – Councilmember Maas presented the minutes from the April 5, 2016 meeting.

The five sided middle stone has been installed and Met-Com donated the use of the crane for the installation.

Nagel's Sod Farm will be donating all of the landscaping and labor for the Veterans Memorial site.

City Administrator – Administrator Welti presented a memo.

The Medford EDA will be considering the Steele County Economic Development Creation Committee recommendations and whether to recommend to the Council to pass a resolution supporting and electing to participate in the Steele County EDA.

The housing study is moving forward. The EDA will review the housing study proposal at the May meeting and make its recommendations to the Council.

The Mayor and City Administrator have had an initial discussion with a residential developer who is considering purchasing land and developing housing. The developer asked about TIF or other possible financing.

Administrator Welti and Fire Chief Rick Hager attended the Medford and Deerfield Township meetings and provided the officers with an overview of the Municipal Complex. They asked the townships if they would consider making a contribution toward the fire hall portion of the project if it moves forward.

Resolution 2016-21 Certifying Unpaid Bills to Steele County.

Motion by Sexton, seconded by Dusek to approve Resolution 2016-21 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Department – Administrator Welti updated the Council that the biosolids have been applied and Adam’s major focus is training the new employees.

Administrator Welti spoke with Al Buscho, the person contracted to apply the biosolids. Mr. Buscho informed the City that he will be updating his equipment and will no longer have the pump needed for the Medford facility. Mr. Buscho is recommending that the City purchase a new pump that can be used at biosolid application time.

Unfinished Business –

City Facility Update – The subset of the City Facilities Committee met to discuss the square footage. The approximate cost at this time is 3.1 million. Administrator Welti was informed that the fire hall portion of the project does not count towards the city debt limit.

Councilmember Sexton is wondering if the water and sewer funds could be used to help pay for the water and sewer portion of the project instead of bonding for it entirely. The financing of the facility needs to be worked out.

MNDOT Community Partnership Landscape Project at the Round-a-bout – Resolution 2016-22 would approve the agreement to finish the west round-a-bout this spring. It would be handled the same as the 2015 project where MNDOT would allocate up to \$8,000.00, the City would purchase all the plants, and then get reimbursed.

Motion by Sexton, seconded by Dusek to approve Resolution 2016-22 approving the MNDOT agreement for the finishing of the west round-a-bout. All member voted aye for approval. Motion carried.

New Business –

Public Works Staffing – Adam Jirak submitted his resignation from the full-time public works worker position effective May 4, 2016.

Scott Prestegard accepted the public works worker full-time position and will begin working for the City on Tuesday, April 26, 2016 at \$16.00 per hour.

Jed Peterson accepted the public works supervisor position with a starting wage of \$22.50 per hour and once he gets his water and wastewater licenses through reciprocity will be at \$23.50 per hour. Mr. Peterson will start on May 16, 2016.

Motion by Dusek, seconded by Sexton to accept Adam Jirak’s resignation effective May 4, 2016, to approve the hiring of Scott Prestegard for the full-time public works worker position at \$16.00 per hour and to approve the hiring of Jed Peterson for the public works supervisor position starting at \$22.50 per hour. All member voted aye for approval. Motion carried.

2016 Pool Season Staff – Administrator Welti recommended to the City Council to hire Sara Thofson, pool manager, Sydney Langeslag, assistant pool manager, Mariah Berg, Kelcey Gerlach, Allie Keilen, Alex Gengler, Sam Larson, Ben Sutcliffe, Madison Schletty, Jacob Gasner, and Bailey Duchene.

The recommended wages were presented as, pool manager \$12.50/hour, assistant pool manager \$11.25/hour, WSI \$9.75/hour, WSA \$9.50/hour, returning lifeguards \$9.25/hour to 9.75 beginning August 1, and new lifeguards \$9.00/hour to \$9.50/hour beginning August 1. Administrator Welti also proposed to increase the pool manager and assistant manager wages by \$.25 on August 1, 2016.

Motion by Maas, seconded by Dusek to approve the recommendations for the pool staff hiring and wages as presented. Abstain: Sexton. Aye: Maas, Dusek, Nelson, Merritt. Motion carried.

Swimming Lesson Scholarship – Administrator Welti presented the application that will be used for the scholarship program. As stated earlier, the City will keep the restriction for qualification of a scholarship to Medford School District children because of verification of eligibility.

Motion by Sexton, seconded by Merritt to approve the swimming lesson scholarship application process as presented. All members voted aye for approval. Motion carried.

Pergola Bid – Christopher Schauer Construction submitted a bid for \$5,134.00. Councilmember Sexton feels that the pergola should have the premium brown treated lumber and the sun shade screen which will increase the cost by \$573.00. Councilmember Sexton stated that the City could request the additional expense be covered by a contribution from MARC.

The bid did not include the cost of the building permit.

Motion by Maas, seconded by Merritt to approve the bid from Christopher Schauer Construction for \$5,134.00 to be paid by the City and the additional cost of \$573.00 to be requested from MARC as presented. All members voted aye for approval. Motion carried.

Steele County Highway Packet – Anita Benson submitted the proposed Steele County Highway project list. The only projects with dates listed are the project slated to happen from 2016-2017. Councilmember Merritt asked about the portion of the County Road north of the bank.

Steele County Planning Commission Public Hearing – The County inquired if the City has any comments in regards to a public hearing set for a parcel outside city limits that is currently zoning General Business and is requested to be zoned Residential. The Council can attend the meeting or contact the County if they have a comment.

City Council Work Session will be held on Monday, May 23, 2016 from 5:00-7:00 p.m.
City Council regular meeting will be held on Monday, May 23, 2016 at 7:00 p.m.
League of MN Cities Annual Conference in St. Paul June 14-17, 2016.

Motion by Dusek, seconded by Merritt 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 Work Session

May 10, 2016

5:00 p.m.

City Hall

Members present were Nelson, Sexton, Maas, Merritt, and Dusek.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Rick Hager, and Greg Sanborn.

Others attending were Rich Kucera, Jerry Roberts, Grace Bartlett, Missy Underdahl, Ahren Backman, Anna Segnar, and Janita Paulson.

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

Agenda

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

Municipal Complex/City Facility Update – Administrator Welti gave an overview on the purpose of the tonight’s meeting. The goal is to receive comments on the preliminary design of the municipal complex. Brunton Architects completed the preliminary design based upon the square footage and space allocation spreadsheets the working group presented.

The preliminary design exceeds the \$2.4 million goal as thought of originally. The working group felt that obtaining feedback from the Council and the City Facilities Committee before moving forward with a near final design was the next step.

All figures presented are estimates. All estimates can continue to fluctuate until there is a final design.

The four recommendations made to the Council from the City Facilities Committee were to address identified needs and the lack of space, address future needs, construct a building that residents can afford and will support, and a contract with an architect to prepare an alternative design with a project ceiling of \$2.4 million.

The City Facilities Committee strongly recommends building a pre-cast concrete building for a storm shelter in case of emergencies.

Fire Chief Rick Hager mentioned a couple changes that he would like to see made to the preliminary design. The members of the fire department did not meet prior to this council meeting to discuss the preliminary design, but will schedule a meeting in the near future.

Councilmember Sexton inquired about a possible street running between the city land and Medford Senior Care.

Mayor Nelson commends the City Facilities Committee for their due diligence on getting the Municipal Complex project where it is today.

Mayor Nelson would like to see space incorporated in the plans for a library and historical memorabilia.

The fire department and the city facilities committee will need to be strong advocates to the public supporting this facility.

Each of the committee members shared their comments of support for the Municipal Complex.

Potential 2017 Street Project Update – A question was raised at an earlier City Council meeting about the homes along the roads included for the 2017 street project and whether they are currently paying special assessments for previous street projects. Administrator Welti informed the council that four properties on the potential 2017 street project are currently paying assessments for previous projects.

Motion by Dusek, seconded by Merritt to adjourn the special meeting at 6:25 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____meeting.

Submitted by _____City Clerk.

Signed by _____Mayor.

Special Council Meeting Work Session
May 23, 2016
5:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Merritt, and Dusek.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Jed Petersen, Joe Duncan.

Others attending were Ashley Stewart.

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

Agenda

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

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 capital improvement plan. The plan illustrates three main projects and the impact to the levy with each one. The projects focused on are, the municipal complex, the 2017 street project and the Main Street project. Mr. Bubany has developed an interactive presentation that shows the impact to the levy and property taxes with every change the council wants to see.

The Council discussed which projects should take priority and when they should happen in the City.

No decisions were made at this work session.

Motion by Sexton, seconded by Dusek to adjourn the work session at 6:26 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
May 23, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Jed Petersen, Mark Rahrlick, and Joe Duncan.

Others attending were Jerry Paschke, Ashley Stewart, Brian Sontheimer, and Luke Johnston.

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 Dusek, seconded by Maas 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 25, 2016 regular meeting minutes and the May 10, 2016 special work session minutes.

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

Approval the April check register numbers E2652-E2665, 13701-13733, and 44427-44508.

Resolution 2016-24 Accepting Donations from Patrick Jeher (\$5.00), Dan Bowe (\$6.00), Matthew William (\$5.00), and Lewis Waclka (\$5.00) for the Medford Park Endowment Fund.

LMC liability coverage waiver form – Administrator Welti explained that this is the form the Council takes action on every year and the recommendation would be to not waive the monetary limits.

Councilmember Sexton inquired about the Centerpoint Energy bill for the Liquor Store. Kniefel will check on this and get back to the Council.

Mayor Nelson inquired about the resolution combining funds from the auditor and the FEMA reimbursement from the storm sewer outfall project. Staff will be following up.

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

Mayor's Report – The regular legislative session ended without a bonding bill. There may be a special session.

Councilmember Sexton thanked the Mayor for all her time spent working with the legislatures on the bonding bill request.

EDA – Administrator Welti presented the recommendations from the last EDA meeting.

The EDA recommended to support Resolution 2016-23 electing to participate in the Steele County EDA.

The County EDA would be composed of nine members. The focus of the County EDA would be workforce development, business retention, business recruitment, and housing.

The initial budget request shall be for \$10,000.00 from County funds.

The Medford EDA will not be required to participate in funding at this time.

Motion by Dusek, seconded by Sexton to approve Resolution 2016-23 electing to participate in the Steele County EDA. All members voted aye for approval. Motion carried.

EDA recommendation to participate in the housing study.

The housing study will be completed for \$17,500.00. Blooming Prairie and Ellendale have also requested to be part of the housing study with Owatonna and Medford. Medford's share of the cost would be \$3,000.00. The Council budgeted \$5,000.00 in this year's budget for the housing study.

Motion by Sexton, seconded by Maas to proceed with the housing study initiated through Maxwell Research. All members voted aye for approval. Motion carried.

Main Street Flower Planters – The EDA recommended to not reimburse the Medford Beautification Committee for the cost of the plants and maintenance of the planters for \$1,000.00. The suggestion was made that the businesses could take care of the planter in front of their business.

Council did not take action. Council suggested the Beautification Committee return to Council with a reimbursement request if one is needed.

Park Board – Chairperson Jerry Paschke presented the minutes from the May 2, 2016 regular meeting.

Eagle Scouts Brian Sontheimer and Luke Johnston were in attendance to present to the City Council an Eagle Scout project they would like to do at Frank Woodfill Wildlife Refuge. The project would include a walking path along the north side of the parking area extending approximately 400 feet long, 1-2 benches, and a small treated lumber bridge.

The Eagle Scouts are asking for the City to donate the walking path materials, whether it be wood chips, gravel, or bituminous and also the treated lumber for the bridge and benches.

The Council asked the Scouts if they have requested donated material from any of the surrounding businesses. The Scouts wrote down the suggested contacts and said they would give them a call. The Council is willing donate funds to purchase the needed materials.

Motion by Maas, seconded by Sexton to allot up to \$300.00 for the materials needs for the Eagle Scout project. All members voted aye for approval. Motion carried.

City Engineer Duncan has concerns with the bridge and permitting.

The Council had many questions concerning the bridge, the DNR, walking path materials, etc.

Mayor Nelson suggested to the Eagle Scouts to research the ideas and questions asked by the City Council and return to the next Park Board meeting to present a detailed plan.

Veterans Committee – Kniefel presented the minutes from the April 27, 2016 meeting.

The landscaping has begun, the eagles have been delivered.

The dedication ceremony is slated for June 17, 2016 before the parade.

City Administrator – Administrator Welti presented a memo.

Estimates and solutions for the wastewater biosolids pump is continuing.

All the new public works staff have completed the certified pool operator training and have their CPO license.

Public Works Department – Jed Petersen, Public Works Supervisor, introduced himself to the City Council.

Unfinished Business –

City Facility Update – Rahrick presented a memo explaining the procedures the City Council will need to follow when issuing bonds to construct a municipal complex. The Council can either take action itself to authorize the bonds or the Council may submit the question to the voters during the election.

The election timeline was presented stating that the resolution calling for a November 8, 2016 election on an issue is due August 22, 2016. Written notice for a ballot question must be submitted to the Steele County Auditor no later than August 26, 2016.

Councilmember Maas suggested holding off making any decisions on the 2017 street project until after the referendum.

Administrator Welti suggested having the projects on the June meeting agenda to see if the Council can come to a consensus on which project(s) to proceed with.

MNDOT Community Partnership Landscape Project and Round-a-Bout bids.

Motion by Sexton, seconded by Maas to approve the bid from Biowood Processing for 200 cubic yards of mulch for \$3,990.00. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Merritt to approve the bid from Gertens for \$2,506.00 for finishing the planting on the west round-a-bout. All members voted aye for approval. Motion carried.

City Council regular meeting will be held on Monday, June 27, 2016 at 7:00 p.m.

League of MN Cities Annual Conference in St. Paul June 14-17, 2016.

Medford Straight River Days Parade, Friday, June 17, 2016 at 7:00 p.m.

EDA Networking Event Thursday, May 26, 2016 at TES.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 8:20 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor

Regular Council Meeting
June 27, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Jed Petersen, Mark Rahrlick, and Joe Duncan.

Others attending were Senator Vicki Jensen, Jerry Paschke, Ashley Stewart, Ashley Brunton, Cory Brunton, Rick Hager, Greg Sanborn, Nick Goodnature, Darren Hagen, Matt Mullenbach, Trevor Davis, Troy Noble, Mark Ristau, Ben Maas, Eric Finholdt, Tim Amberg, Chris Ditlevson, Rich Kucera, Dan Simon, John Anhorn, Craig Helgeson, Rick Ellingson, Kevin Sedivy, and Jim Slifka.

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

Legislative Update – Senator Vicki Jensen was in attendance to give the City Council an update on the legislative session. The bonding bill that included Medford's projects did not get signed. The bonding bill made it to the Senate, but failed to pass. The likelihood of the legislatures having a special session is very minimal.

Mayor Nelson asked about the possibility of adding Medford's projects to a future bonding bill. Senator Jensen was encouraged this year on how far the bill went, but the transportation bill needed to be passed.

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

Approval of the May 23, 2016 special work session minutes and the May 23, 2016 regular meeting minutes.

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

Approval of the May check register numbers E2667-E2700, 13734-13770, and 44509-44592.

Resolution 2016-27 Accepting Donations from June Uselman (\$150.00), Dale & Lynne Hobgood (\$250.00), Phyliss L Kern (\$100.00), and the Class of 1965 (\$300.00) for the Medford Veterans Memorial.

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

Mayor's Report – Mayor Nelson thanked the public works staff and the Civic Club for their work done for Straight River Days.

Park Board – Chairperson Jerry Paschke presented the minutes from the June 6, 2016 regular meeting.

Administrator Welti, Public Works Supervisor Petersen, and Brian with the Eagle Scouts met at Frank Woodfill Wildlife Refuge and walked the area to plan a path for Brian's Eagle Scout project. The group found an alternate path for the trail that would involve less bridges and maintenance.

The Park Board has determined two areas to focus on, the tennis courts and the possibility of pickle ball, and Radel Park.

Paschke inquired about the budget and what the Park Board would be able to work with. Mayor Nelson asked for the Park Board to pick a project or an item and research the cost and bring it to the Administrator for the possibility of being added to the 2017 budget.

City Administrator – Administrator Welti presented a memo.

Administrator Welti also thanked the public works staff for all their work with Straight River Days.

The pool is up and running and all three public works staff is CPO certified.

The 2017 budget is underway.

City Clerk – Kniefel presented two resolutions for this year’s coming elections.

Kniefel stated that the only change made from previous years is a different rate of pay for the Head Election Judge.

Resolution 2016-25 Designating Election Judges for the 2016 Primary and General Elections.

Motion by Sexton, seconded by Dusek to approve resolution 2016-25 designating election judges for the 2016 Primary and General Elections. All members voted aye for approval. Motion carried.

Resolution 2016-26 Designating the Polling Place for the 2016 Primary and General Elections.

Motion by Maas, seconded by Merritt to approve resolution 2016-26 designating the polling place for the 2016 Primary and General Elections. All members voted aye for approval. Motion carried.

Public Works Department – Jed Petersen, Public Works Supervisor, presented a memo.

The valve at the Outlet Center has been repaired.

The round-a-bout plants have been planted and the woodchips have been installed.

Seykora Asphalt will be finishing sealing the wastewater treatment facility pavement and the trails.

The roof at the sludge building and the disinfection building has been replaced.

Unfinished Business –

City Facility Update – Administrator Welti stated that the Council is at the point where the fire department comments and input need to be submitted to Brunton Architects to develop the final plan.

Discussion as to whether the Council should have two referendum questions on the ballot. One referendum question asking for the Fire Department and the second referendum question asking for both the Fire Department and City Hall together.

The City Facilities Committee recommended to the City Council to keep the City Hall and the Fire Hall together.

The estimated numbers presented to the City Council for a 16,267 sq. ft. building with a contingency would be approximately \$3,589,249.

Mayor Nelson, Councilmember Sexton and Councilmember Maas support keeping the Municipal Complex as a City Hall and Fire Hall.

The Fire Department has plans that have not been reviewed by Brunton Architects. Mayor Nelson would like Brunton Architects to review the drawings and figure final estimates.

Councilmember Merritt and Councilmember Dusek would like to see the Fire Hall built with the possibility of phasing in City Hall at a later date.

Cory Brunton stated that phasing a project in later to add onto the Fire Hall could possibly double the cost of the additional section.

Councilmember Maas stated that the current building is not going to last the next 100 years. The plan to have public works move into the current fire hall/city hall and having equipment parked next to City Hall with only a wall dividing the two is not acceptable.

Cory Brunton did state that he could make two separate designs. One that would include both the fire hall and city hall and one with only the fire hall.

Motion by Maas, seconded by Sexton to authorize Brunton Architects to design a 16,267 sq. ft. building that would include both a city hall and fire hall with a not to exceed cost of \$3,589,249.

Aye: Nelson, Maas, Sexton Nay: Dusek, Merritt Majority voted aye on the motion. Motion carried.

Capital Improvement Plan – Potential 2017 Street Project.

Administrator Welti presented the possibility of moving forward with a feasibility study for the 2017 street project so that the City would be ready if the referendum on the Municipal Complex does not go through. This would allow for early bid letting and possibly lower costs. The feasibility study would cost approximately \$8,200.00 and would last about 2 years.

Council consensus is to wait on the street project until after the November election.

New Business

Resolution 2016-28 Combining the Debt Service Savings Account Funds with the General Saving Account Funds.

Motion by Dusek, seconded by Sexton to approve resolution 2016-28 combining funds of the Debt Service Savings Account with the General Saving Account. All members voted aye for approval. Motion carried.

Compost Site – Jim Spinler informed the City that the Medford Compost Site will be closing after this season. Administrator Welti is looking for direction as to what the City would want to do.

Administrator Welti will research the options in more depth and present at a later council meeting.

Consultation Services for Training and Technical Support – Rich Kucera has volunteered his time and provided training and technical support for pool start up procedures and answered water and wastewater system technical questions for city staff. Kucera has requested compensation for additional training and technical support. Kucera has agreed to \$50/hour.

Motion by Merritt, seconded by Dusek to allow the City to contract with Kucera and to be compensated at \$50/hour on a very limited basis for training or technical support as our Public Works Supervisor requests for up to \$2,000.00 for the year. All members voted aye for approval. Motion carried.

City Clerk Resignation – Amber Kniefel submitted her resignation from the full-time clerk position effective July 28, 2016. Kniefel offered to continue working on a part time basis until a new employee is trained to fill the position.

Administrator Welti recommends to the City council to accept Amber Kniefel’s resignation from her full-time position and allow her to continue working part time to train her replacement.

Administrator Welti recommends to allow staff to proceed with posting an opening for a full time clerk position with a salary range of \$16.00 to \$22.38 per hour.

Councilmember Sexton proposed the idea of splitting the position into two part time positions. For the purpose of training, at this time, staff would like to keep the one full time position, but this can be looked into at a later date.

Motion by Merritt, seconded by Dusek to accept Amber Kniefel’s resignation and allow staff to post the position at the stated salary range and the authority to re-post if needed. All members voted aye for approval. Motion carried.

City Council regular meeting will be held on Monday, July 25, 2016 at 7:00 p.m.
Council Work Session – 2017 Budget Review – Possibly July 27, 2016 at 5:00 p.m.

Motion by Merritt, seconded by Dusek to adjourn the regular city council meeting at 9:12 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor

Special Council Meeting Work Session
July 25, 2016
5:30 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Merritt, and Dusek.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Corey Brunton, and Ashley Brunton.

Others attending were Ashley Stewart, Josh Zimmer, Grace Bartlett, Greg Sanborn, Rick Hager, Rich Kucera, Craig Helgeson, and John Anhorn.

Mayor Nelson called the meeting to order at 5:35 p.m.

The purpose of tonight's special council meeting work session is for the City Council, the Fire Department committee, the City Facility Committee and the Architects to discuss the Municipal Complex. The group is working to narrow down a concept plan that meets everyone's needs and the dollar figure needed for that building.

Mayor Nelson gave the history of the Municipal Complex process.

Administrator Welti presented a memo and the concept plans that been received to date.

Rick Hager stated that the fire department needs a minimum of 13,500 sq. ft. on the main floor with a 3,000 sq. ft. mezzanine.

Corey Brunton presented three concept plans.

Concept A – the majority of the fire department offices were located in the mezzanine. The plan would leave little room for storage in the mezzanine.

Concept B – the fire department offices were moved back to the main floor and leaving the mezzanine empty.

Concept C – there are no load bearing walls on the main floor. All offices are located on the main floor, with an open mezzanine.

The fire department and city council likes the way that Concept C has the city hall portion and the training room laid out. Rick Hager would like the City Council to support Concept B with a few amendments. The main amendment would be to design the floor space of Concept B the same or close to the design in Concept C.

Final comment of each councilmember was found to be a consensus of having concept plan B with the city hall portion designed like concept plan C.

No decisions were made at this work session.

Motion by Merritt, seconded by Sexton to adjourn the work session at 6:58 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
July 25, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, Jed Petersen, Mark Rahrlick, and Craig O'Hearn.

Others attending were Jerry Paschke, Ashley Stewart, Ashley Brunton, Cory Brunton, Rick Hager, Greg Sanborn, Rich Kucera, John Anhorn, Craig Helgeson, Grace Bartlett, and Josh Zimmer.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. Grace Bartlett brought a concern to the City Council involving the arrow sign at the west end of 2nd Ave NE/County Rd 12. The arrow sign gives drivers the idea that the road comes to an end and that they can turn either direction. Drivers cannot turn south because that is Evapco's private drive. The drivers then turn north and realize they don't want to be on Sunrise. Some drivers are turning around in Bartlett's lawn. Bartlett would like more appropriate signage placed at the end of the street.

Agenda. Add Biosolids Application Options under New Business Item B, add the MARC donation under Parks.

Motion by Dusek, seconded by Sexton 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.

Councilmember Sexton asked a question about the bill from Marvin Purrier for concrete. There was a section on the Central Avenue trail that was heaving and in need of repair.

Approval of the June 27, 2016 regular meeting minutes.

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

Approval the June check register numbers E2701-E2724, 13771-13827, and 44593-44688.

Resolution 2016-29 Accepting Donation from the Medford Fire Relief Association of \$450.00 for the Portable Bathrooms used during Straight River Days.

Resolution 2016-31 Accepting Grant Award from the Steele County Parks and Recreation Department of \$5,000.00 for the pergola at the Medford Pool.

Resolution 2016-32 Accepting Donation from Wayne & Mae Maas (\$200.00) for the Medford Veterans Memorial.

Motion by Merritt seconded by Dusek 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 from the Planning & Zoning Board. The board had a general discussion on Land Use and training.

EDA – Administrator Welti presented the minutes from the EDA board meeting. The 2017 preliminary budget and levy were discussed and left the same as 2016.

The Housing Study is moving forward.

Park Board – Chairperson Jerry Paschke presented the minutes from the July 11, 2016 regular meeting.

The Park Board recommended to the City Council to include the pickle ball retractable nets and line painting in the 2017 park budget to be done along with the resurfacing of the courts.

The Park Board would like to have both Radel Park and Water Tower Park surveyed to locate the lot lines for those properties.

Medford Area Recreation Committee donated \$1,000.00 to the construction of the pergola at the Medford Pool.

The Eagle Scout and City Staff coordinated to lay out a path that does not include bridges.

Veterans Memorial Committee – Kniefel presented the minutes from the Veterans meeting. The Veterans Committee voted to purchase the last two name tablets for the Memorial.

Mayor Nelson informed the City Council that the Vietnam Memorial will be moving through Medford at the end of August. Mayor Nelson contacted Butch Schultz to see if the committee would organize something for that event.

City Administrator – Administrator Welti presented a memo.

Administrator Welti presented that he has had correspondence with FEMA on the storm sewer outfall project.

Administrator Welti and Kniefel attended the election judge training and will be ready for the Primary Election in August.

The new minimum wage will be in effect on August 1, 2016. City staff wages that are currently less than minimum wage will be increased to the new amount on August 1, 2016.

City Clerk – Kniefel presented two resolutions for the Council to act upon.

Resolution 2016-30 Certifying Unpaid Utility Bills to Steele County.

Motion by Sexton, seconded by Dusek to approve resolution 2016-30 certifying unpaid utility bills to Steele County. All members voted aye for approval. Motion Carried.

Kniefel presented an updated resolution appointing election judges for both the Primary and General Elections. The new resolution includes the new City Clerk and the removal of election judge that withdrew her name.

Resolution 2016-33 Designating Election Judges for the 2016 Primary and General Elections.

Motion by Dusek, seconded by Maas to approve resolution 2016-33 designating election judges for the 2016 Primary and General Elections. All members voted aye for approval. Motion carried.

Public Works Department – Jed Petersen, Public Works Supervisor, presented a memo.

The Outlet Center dug up and terminated nine non-metered connections at the corp stop.

Seal coating has been finished.

Bergerson-Caswell is working on Well 1 to assess the condition of the well and pump.

Peterson did receive reciprocity for his Class C Water Operations Certification and the Class SB Wastewater Collections Operator certification. Peterson will be testing for the Wastewater Treatment Class C this fall.

Liquor Store – Straight River Days Report and Update.

Craig O’Hearn presented a spreadsheet showing the Straight River Days Dance revenue. Everything went very well. Straight River Days is scheduled for the same weekend next year.

Unfinished Business –

City Facility Update – City Council needs to provide Corey Brunton with one aspect of the project, whether it be the cost of the project or the square footage amount.

Motion by Nelson, seconded by Sexton to draft a concept plan with a total project cost not to exceed \$3,950,000.00.

Aye: Nelson, Sexton, Maas Nay: Dusek and Merritt. The majority of the Council voted in favor of the motion. Motion Carried.

Motion by Maas, seconded by Sexton to instruct staff to work with the bond counsel for the referendum question at a project cost of not to exceed \$3,950,000.00.

Aye: Nelson, Sexton, Maas Nay: Dusek and Merritt. The majority of the Council voted in favor of the motion. Motion Carried.

New Business

City Clerk Staffing – Administrator Welti made a recommendation to the City Council to hire Elizabeth Jackson for the full-time City Clerk/Treasurer position at a rate of pay of \$18.94 per hour. Jackson will be starting on August 2, 2016.

Kniefel will remain with the City part-time to train.

Motion by Merritt, seconded by Sexton to hire Elizabeth Jackson at \$18.94 per hour for the full-time City Clerk/Treasurer position beginning August 2, 2016. All members voted aye for approval. Motion Carried.

Biosolids Application Options – Administrator Welti presented a memo explaining the research done involving biosolids application this fall. The City’s current biosolids applicator is trading in his current equipment. He will no longer have a vacuum tanker that was used to pump biosolids from the wastewater treatment facility to the semi holding tank.

In order for the City to purchase a new pump, the MPCA needs to review the plans and specs of the pump. The City would need to hire an engineer to draw up the plans and specs. Bolton and Menk would be able to draw up the plans and specs for \$7,500.00.

Councilmember Maas would like to meet with Welti and Peterson before making any decisions and talk about a solution.

City Council regular meeting will be held on Monday, August 22, 2016 at 7:00 p.m.

Council Work Session – 2017 Budget Review – July 27, 2016 at 5:00 p.m.

EDA Networking Event – Thursday, July 28, 2016 5:30-6:30 p.m.

Motion by Dusek, seconded by Sexton to adjourn the regular city council meeting at 8:25 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor

Special City Council Meeting
July 27, 2016
5:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, and Dusek.

Members absent: Merritt.

City staff and consultants in attendance were Andy Welti, Amber Kniefel, and Jed Peterson.

Others attending were Ashley Stewart and Josh Zimmer.

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

2017 Preliminary Budget and Levy

Administrator Welti presented a memo explaining the significant changes made from the 2016 budget. All changes over \$200.00 will be highlighted.

With direction from the City Auditor, Administrator Welti presented the creation of a capital outlay fund. This fund would be used to keep track of the capital outlay budgeted for each department. These reserves will be used to fund future projects.

The General Fund Levy is proposed at \$543,332.00.

The City Council would like to see a bond schedule.

2017 Proposed Preliminary Levy

General Fund	\$543,332.00
Fire Relief	\$15,000.00
2004B Refunding	\$23,000.00
2014 Central Ave	\$19,250.00
2015 Scenic Heights	\$1,200.00
EDA	<u>\$13,285.00</u>
Total	\$615,067.00

Total levy increase is 2.85% over 2016.

Administrator Welti received direction from the City Council on the park surveys that have been recommended by the Park Board. Each survey will be approximately \$1,000.00. City staff will do what they can to find the pins. Council consensus was to have Administrator Welti add this expense into the 2017 budget.

No action taken on the preliminary budget and levy. Final approval will be at the August 22, 2016 regular City Council meeting.

Water/Sewer Rates

Administrator Welti explained the WAC, SAC, and flat rates. Administrator Welti recommended no change to these fees. The flat rates will remain stable for the next 2-3 years before there is an amendment and that will depend on the sales tax revenue.

Administrator Welti proposed a \$.20 increase per thousand gallons for both the water and sewer usage rates.

The water usage rate would be \$4.00 per thousand gallons. The sewer usage rate would be \$5.90 per thousand gallons.

There was no increase in the usage rate for 2015/2016 cycle. The increase will help with the increasing costs of operation and maintenance in those funds.

Ordinance 2016-04 Amending Section 2.65 of the Master Fee Schedule – Ordinance reflects the \$.20 increase for both the water and sewer usage rates per thousand gallons.

Motion by Sexton, seconded by Maas to approve Ordinance 2016-04 Amending Section 2.65 of the Master Fee Schedule as presented. All members in attendance voted aye for approval. Motion carried.

Motion by Dusek, seconded by Maas to adjourn the work session at 6:25 p.m. All members in attendance voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
August 22, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

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

Others attending were Jerry Paschke, Rick Hager, Greg Sanborn, John Anhorn, Kylie Rice, Matt Dempsey.

Mayor Nelson called the meeting to order at 7:01 p.m.

Pledge of Allegiance.

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

Agenda. Add setting the date of the Truth and Taxation Meeting before the notice of the December 19, 2016 Regular City Council Meeting.

Motion by Sexton, seconded by Dusek 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 July 25, 2016 regular meeting minutes, July 25, 2016 Special City Council meeting minutes, and Special Council Meeting Work Session minutes.

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

Approval the July check register numbers E2725-E2749, 13828-13883, and 44689-44771.

Resolution 2016-37 Accepting Donation Award from the Medford Area Recreation Committee in the amount of \$1,000.00 for a Pergola at the Medford Pool.

Resolution 2016-38 Accepting Donation from Allan & Randee Radel Family in the amount of \$100.00 for the Medford Veterans memorial.

Resolution 2016-39 Accepting Donations from Ron Schouweler (\$5.00), Wagner's Lunch (\$5.00), John Ankum (\$5.00), Garret Jeddelloh (\$5.00), and Pat & Kay Merritt (\$20.00) for the Medford Park Endowment Fund.

Resolution 2016-40 Accepting Donations from Don Dagne (\$10.00), Dean Lechner (\$5.00), Mac Bowman (\$5.00), and Al Jirele (\$5.00) for the Medford Park Endowment Fund.

Motion by Dusek seconded by Maas to approve the consent agenda as presented. Nelson, Maas, Merritt and Dusek voted aye. Sexton abstained from Resolution 2016-37. Motion carried.

Mayor's Report - There should have been an official press release for the Halloween Plus store that will be in the former Liz Claiborne building in the outlet mall. Nelson also acknowledged the round of rainfall in the past few days. Nelson wants to revisit Emergency Response logistics. Merritt had a question about Mayor Nelson's meeting with Mike Nelson. Mayor Nelson indicated the meeting was to discuss permitting process and expectations regarding the former KC lodge and Creamery.

Planning & Zoning Board – Did not meet.

EDA – Did not meet.

Park Board – Chairperson Jerry Paschke presented the minutes from the August 1, 2016 regular meeting.

The Park Board would like to have the lines for the Pickle Ball courts to be included in the bidding process. The Board proposes the pulley system for the nets were to be operated by the City. Nelson asked if the Park Board would be working with Community Ed to offer tennis and pickle ball lessons. Paschke indicated yes.

Park Board has decided that Radel Park doesn't need a survey, too small of a space. Water Tower Park doesn't have a proposal yet. Needs some sort of survey to clarify the property lines.

Park Board did discuss creating a uniform sign design for all parks. The members are looking at different designs and costs. The members want to preserve the sign at Straight River Park.

The pool closes August 27, 2016. Merritt asked if there was a warranty on the resealing that was done last year at the pool, since there are cracks in it again. Welti will be looking into it.

Veterans Memorial Committee – Welti said main issue was if people could request a certain placement of a name on the tablet. The Veterans Memorial Committee decided that was ok if it was a feasible request.

Mayor Nelson informed the City Council that the Vietnam Memorial will be moving through Medford on August 31st. Mayor Nelson contacted Butch Schultz to see if the committee would organize something for that event.

City Attorney – Rahrlick reviewed the legal process for preparing for a referendum and stated that the city can't expend public funds to promote a "yes" vote for the referendum; it is ok to expend public funds for informational forums. It is ok for Council members to express their individual opinion as long as they state that it is only their opinion and not the opinion of the entire City.

City Administrator – Administrator Welti presented a memo.

Administrator Welti presented that the last day of the pool season would be August 27, 2016. Attendance had been increased in the past few days with the closure of the Owatonna pool.

Administrator Welti stated that Maxfield Research has begun working on the housing study.

Administrator Welti stated that his priority will be preparing for information sessions/open houses if the Council chooses to place the referendum question on the ballot.

Public Works Department – Jed Petersen, Public Works Supervisor, was absent. Administrator Welti recommended R&K Electric quote for \$4,700.00 to repair the light pole that was damaged last winter.

Motion by Sexton, seconded by Dusek to approve R&K Electric's quote for \$4,700.00 for light pole repairs. All voted aye. Motion carried.

Staff has been trimming trees. Sexton stated the tree at the intersection of 3rd Street and 12 needs to be trimmed as soon as possible.

Staff borrowed a root cutter from Owatonna to remove a root mass in the pipe that discharges into the river. In the future the City may need to look at replacing or lining the last 20-30 feet of pipe.

Unfinished Business –

Biosolids Applications Options – Administrator Welti stated the City's current biosolids applicator is trading in his equipment and the new equipment will not include a vacuum tanker. Oyer Trucking gave a quote of \$.41 per gallon, for a minimum of 250,000 gallons. The City's current biosolids applicator's rate, Buscho Enterprises, is approximately \$1,000-\$1,500 less per application.

Administrator Welti also stated the current pump needs repairs at approximately \$2,000-\$3,000.00. Administrator Welti received a quote from Doda Pumps for \$25,560.00 to install a new pump capable of pumping 1,000 gallons/minute. Maas believes the City only needs a 500 gallons/minute pump. Maas feels that a larger pump could cause problems. Maas would like to see a quote for a 500 gallon/minute pump.

Motion by Maas, seconded by Sexton to table replacement sludge pump. All members voted aye. Motion carried.

Motion by Maas, seconded by Sexton to approve Oyer Trucking quote. All members voted aye. Motion carried.

New Business-

Motion by Sexton, seconded by Maas to approve the 2017 Preliminary Budget. All members voted aye. Motion carried.

2017 Preliminary Tax Levy

General Fund	\$543,332.00
Fire Relief	\$15,000.00
2004B Refunding	\$23,000.00
2014 Central Ave	\$19,250.00
2015 Scenic Heights	\$1,200.00
EDA	\$13,285.00
Total	\$615,067.00

Resolution 2016-35, Resolution Adopting 2017 Preliminary Tax Levy. - Motion by Sexton, seconded by Merritt to approve Resolution 2016-35. All members voted aye. Motion carried.

Resolution 2016-34, Amending the 2016 Budget. – To move all departments Capital Outlay Reserves, Park Areas Capital Outlay, and the Highways, Streets, Roads Capital Outlay to the all departments Transfers and create a 401 Fund for Revenues and Expenditures. Motion by Dusek, seconded by Maas to approve Resolution 2016-34. All members voted aye. Motion carried.

Resolution 2016-36, Resolution Calling for an Election on \$3,950,000 General Obligation Bonds. Motion by Nelson, seconded by Maas to approve Resolution 2016-36. Aye: Nelson, Maas, Sexton. Nay: Merritt and Dusek. The majority of the Council voted in favor of the motion. Motion Carried.

Dram Shop Insurance-Recommendation from Administrator Welti to approve Founders Insurance as our insurer of dram shop coverage for the Municipal Liquor Store at the rate of \$9,079.00. Motion by Maas, seconded by Dusek to approve Founders Insurance for dram shop coverage for the Municipal Liquor store. All members voted aye. Motion carried.

Motion by Dusek, seconded by Sexton to have Truth and Taxation meeting held during the beginning of the Regular City Council Meeting on December 19, 2016. All members voted aye. Motion carried.

The next regular City Council meeting will be held on Monday, September 26, 2016 at 7:00 p.m.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 8:00 p.m. All members voted aye. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor

Regular Council Meeting
September 26, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

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

Others attending were Jerry Paschke, Ashley Stewart, Matt Dempsey, Casey Goff, Kristin Haberman, and Matt Walerius.

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. Add flood updates to City Administrator reports. Motion by Sexton, seconded by Dusek 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 August 22, 2016 regular meeting minutes.

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

Approval the August check register numbers E2755-E2780, 13884-13942, and 44773-44840.

Resolution 2016-41 Accepting Donation Award from Webber Recreational Design in the amount of \$200.00 for the Medford Fire Department.

Resolution 2016-42 Accepting Donation from Russ & Theresa Cumberland in the amount of \$150.00 for the Medford Veterans Memorial.

Resolution 2016-43 Accepting Donation from Patrick Jeher (\$5.00), Dan Bowe (\$10.00), Matthew William (\$5.00), and Lewis Wiclka (\$5.00) for the Medford Park Endowment Fund.

Juan Villarreal Jr. Memorial Temporary Liquor License Application Request

Councilmember Sexton and Councilmember Merritt asked for a couple of updates.

Motion by Dusek, seconded by Merritt 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 from the Planning & Zoning Board. The board made a recommendation to Council to adopt Ordinance 2016-05, Opting-out of the requirements of MN Statute, Section 462.3593. Motion by Sexton, seconded by Dusek to approve Ordinance 2016-05. All members voted aye for approval. Motion carried.

Planning and Zoning Board also made a recommendation to Council to approve a two-foot fence(retaining wall) and impervious surface variance requests for all of Lot 8, and part of Lot 9, Block 34 for Casey Goff Property located at 211 Sunrise Drive. Casey Goff was present, made a statement and answered questions. Motion by Dusek, seconded by Maas to grant both variance requests. All members voted aye for approval. Motion carried.

EDA – Administrator Welti presented the minutes from the EDA board meeting. Bill Owens Executive Director from Owatonna Area Business Development Center spoke about what they offer. Administrator Welti gave a brief overview of the referendum to EDA and the Park Board.

Park Board – Chairperson Jerry Paschke presented the minutes from the September 19, 2016 regular meeting.

Jerry Paschke thanked Sexton for the efforts in obtaining the bike racks for Central Park. Sexton needed the paid bill by October 1, 2016 to get reimbursement. Motion by Sexton, seconded by Maas to authorize payment of bike rack invoice. All members voted aye for approval. Motion carried.

Park Board made a recommendation that 2 yards of concrete be installed under the bike racks next spring.

Chairperson Jerry Paschke gave updates on pickle ball courts.

Veterans Memorial Committee – did not meet.

City Administrator – Administrator Welti presented a memo.

Administrator Welti presented that FEMA did award the storm sewer outfall project. The award covers the full cost overrun of the project.

Administrator Welti and Petersen met with Mike Johnson, Owatonna's Fire Chief, to review emergency response procedures for natural disasters.

Administrator Welti and Mayor Nelson met with the new owners of the Outlet Center to receive an update on their plans.

Administrator Welti stated that referendum presentations, election preparations, and working with new staff to transition to fall and winter will be the main priorities in the next month.

Administrator Welti presented a memo on the debt service schedules for the City's outstanding bonds.

City Clerk – Jackson presented Resolution 2016-44 Designating Election Judges for the 2016 General Election.

Motion by Merritt, seconded by Sexton to approve resolution 2016-44 designating election judges for the 2016 General Election. All members voted aye for approval. Motion carried.

Public Works Department – Jed Petersen, Public Works Supervisor, presented a memo.

Public Works Supervisor Petersen gave updates on the light pole, seal coating, streets/trails, and parks/pools.

Public Works Supervisor Petersen stated preparations are being done for fall bio solids land application.

Public Works Supervisor Petersen stated the vac truck had been repaired by Sirek Hydraulic for a cost of \$1,100.00.

New Business

John Deere Loader Lease – Administrator Welti presented a memo on options of either entering into a new lease for a new loader or paying off the current lease (purchase the loader).

Public Works Supervisor Petersen feels the current loader is in good condition and could be used for the next 10-15 years. Petersen and Administrator Welti recommend paying off the current lease.

Councilmember Merritt stated the loader is worth more than what is owed against it currently. Sexton stated leasing is a "known cost" and is easier to budget for.

Motion by Merritt, seconded by Dusek to pay off current lease and purchase current loader. All members voted aye for approval. Motion carried.

Monarch Pledge – Mayor Nelson asked for support of the Monarch Pledge. Motion by Merritt, seconded by Dusek to support Monarch Pledge. All members voted aye for approval. Motion carried.

Referendum Open House that was cancelled on September 22, 2016 is rescheduled for October 6, 2016 from 6:30 to 8:30 p.m.

City Council regular meeting will be held on Monday, October 24, 2016 at 7:00 p.m.
Truth in Taxation and Regular City Council Meeting – Monday, December 19, 2016 at 7 p.m.
LMC Regional Meeting – North Mankato – Wednesday, October 26, 2016.

Motion by Dusek, seconded by Maas to adjourn the regular city council meeting at 8:25 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor

Regular Council Meeting
October 24, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, and Mark Rahrck.

Others attending were Jerry Paschke, Ashley Stewart, Joseph Chavis, Isaiah Chavis, Rich Quirring, Rick Hager, Greg Sanborn, Matthew Mullenbach, John Anhorn, and Lon Thiele

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations. Joseph Chavis spoke for a few minutes about his ties to the community and wanting to volunteer.

Agenda. Move Fire Department – Truck Purchase to beginning of New Business. Motion by Dusek, seconded by Sexton 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 September 26, 2016 regular meeting minutes.

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

Approval the September check register numbers E2781-E2801, 13943-13980, and 44841-44914.

Resolution 2016-45 Accepting Donation Award from Sonja Stadler in the amount of \$100.00 for the Medford Fire Department.

Resolution 2016-46 Accepting Donation from MHS Class of 1966 in the amount of \$400.00 for the Medford Veterans Memorial.

Resolution 2016-47 Accepting Donation from Garret Jeddelloh (\$5.00), Ron Schouweler (\$5.00), John Ankum (\$5.00), and Wagner's Lunch (\$5.00) for the Medford Park Endowment Fund.

Councilmember Sexton asked for clarification on Worker's Compensation Payment.

Motion by Sexton, seconded by Merritt 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 – Did not meet

Steele County EDA Board – Motion by Sexton, seconded by Dusek to appoint Administrator Welti to the new Steele County EDA Board. All members voted aye. Motion carried.

Park Board – Chairperson Jerry Paschke stated the next Park Board Meeting will be November 7, 2016 at 7 p.m.

Jerry Paschke gave a short update on bike racks and Steele County Park Board Grant.

Veterans Memorial Committee – did not meet.

City Administrator – Administrator Welti presented a memo.

Administrator Welti and Chief Hager presented referendum information for the purposed Medford Municipal Complex at three open houses.

Administrator Welti reported the new estimate for Medford's public infrastructure response and recovery of \$47,500. This estimate is lower than the initial estimate reported to Steele County. Administrator Welti stated he expected the cost to the City of Medford to continue to decrease.

Administrator Welti stated the Institution Community Work Crew from Faribault helped with woodchip removal and sandbag disposal on Friday, October 21, 2016.

Administrator Welti stated that he had received a call from a developer interested in residential development in Medford. .

Administrator Welti stated that preparations for the general election on November 8, 2016 are continuing.

Public Works Department – Jed Petersen, Public Works Supervisor, presented a memo.

Public Works Supervisor Petersen gave updates on the light pole, streets, and parks/pool.

Public Works Supervisor Petersen made a recommendation to sell a slightly damaged, used service body that the City of Medford owns. Motion by Sexton, seconded by Dusek to authorize Public Works Supervisor Petersen to advertise and sell the service body. All members voted aye. Motion carried.

Public Works Supervisor Petersen stated bio solids will be applied as soon as the crops are out.

Public Works Supervisor Petersen stated he attended MWOA Section Meeting on October 12, 2016.

New Business

Fire Department Truck Purchase – Chief Hager stated the Fire Department would not be going forward with the purchase of the 1998 E-Cyclone II Rescue Pumper that was presented in his memo to the City Council.

Chief Hager stated the Fire Department does need to replace the 1973 GMC pumper and would like to purchase a replacement truck using the funds in the truck & equipment fund.

Chief Hager asked for the authority to purchase a used truck up to \$70,000. Motion by Sexton, seconded by Maas to authorize Chief Hager to purchase a used truck up to \$70,000. All members voted aye. Motion carried.

On Call Policy-Administrator Welti presented a memo on the current on call policy. Administrator Welti and the HR Work Group made a recommendation that the City of Medford implement compensation of \$50 per week for an employee who is required to be on call effective January 1, 2017. This would apply to salaried and unsalaried employees. Motion by Sexton, seconded by Dusek to implement the \$50 per week on call pay effective January 1, 2017. All members voted aye. Motion carried.

Liquor Store Manager Classification-Administrator Welti presented a memo on the U.S. Department of Labor's new rule on minimum salary requirements for salary employees. Effective December 1, 2016 salaried, exempt employees earning less than \$47,476 per year must either receive a salary increase to meet or exceed the set amount or be converted to an hourly rate with overtime eligibility.

Administrator Welti and the HR Work Group made a recommendation to switch the Liquor Store Manager's position to an hourly pay position at his current rate beginning with the November 28, 2016 pay period. Motion by Merritt, seconded by Dusek to change the Liquor Store Manager to an hourly pay position at his current rate effective with the November 28, 2016 pay period. Merritt, Dusek, Sexton, Nelson voted aye. Maas abstained. Motion carried.

Health Insurance Policy-Administrator Welti presented a memo stating the City's current health insurance plan premiums through Gallagher Benefits and BCBS will increase approximately 19% in 2017.

Administrator Welti and the HR Work Group made a recommendation that the City of Medford make the following changes to the health care policy effective January 1, 2017:

1. The City of Medford's "Employer Contribution" will be up to \$600 per month for employee-only coverage (Pre-Tax).
2. The City of Medford's "Employer Contribution" will be up to \$800 per month for family coverage (Pre-Tax). The City will pay 50% of pediatric dental insurance.
3. The Employer Retention Benefit will be deleted because no current employees are eligible.

Motion by Dusek, seconded by Maas to accept Administrator Welti and the HR Work Group's recommended changes to the health care policy. All members voted aye. Motion carried.

2016 Pool Season Report-Administrator Welti presented a pool memo.

Administrator Welti stated that 2016 pool memberships were slightly less than budgeted. Swimming lessons were slightly more than budgeted. Administrator Welti stated there may be a need to adjust rates next year.

Administrator Welti stated that the City received very few to no negative comments about the pool for the season.

Motion by Sexton, seconded by Merritt for the City of Medford to request \$10,000 from the Medford Volunteer Firemen's Relief Association to offset the operations shortfall for the Medford Pool for the 2016 season. Sexton, Merritt, Nelson, Dusek voted aye. Maas voted no. Motion carried.

Ballot Canvassing Special City Council Meeting was set for Wednesday, November 16, 2016 at 6:00 p.m.

City Council regular meeting will be held on Monday, November 28, 2016 at 7:00 p.m.

Truth in Taxation and Regular City Council Meeting – Monday, December 19, 2016 at 7:00 p.m.

Motion by Dusek, seconded by Maas to adjourn the Regular City Council meeting at 8:44 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
November 16, 2016
6:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

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

Others attending were Emily Schoenbeck.

Mayor Nelson called the meeting to order at 6:01 p.m.

The purpose of the meeting is to discuss Resolution 2016-49 canvassing the returns and declaring the results of the November 8, 2016 general election for the positions of Council Member (two seats-four year terms) and Mayor (one seat-four year term).

City Clerk, Elizabeth Jackson, presented the resolution certifying the 2016 election results. The General Election had 679 persons voting, including 48 absentee votes.

Council Members-Four Year Term votes cast: Matt Dempsey – 490 votes
Marie Sexton – 375 votes
Write-in – 43 votes

Mayor – Four Year Term votes cast: Lois Nelson – 413 votes
Write-in – 155 votes

Motion by Dusek, seconded by Sexton to approve Resolution 2016-49 canvassing the election results from the November 8, 2016 general election and declaring Marie Sexton and Matt Dempsey as council members - elect, and declaring Lois Nelson as mayor-elect. All voted aye. Motion carried.

Administrator Welti presented Resolution 2016-48 canvassing the returns and declaring the results of the November 8, 2016 general election for the ballot question of “Shall the City of Medford, Minnesota, be authorized to issue its general obligation bonds in an amount not to exceed \$3,950,000 to finance the acquisition and betterment of a municipal building consisting of a fire hall and city hall?”

Votes Yes – 206 votes
Votes No – 463 votes
Spoiled or Blank Ballots – 10
Total Votes – 679

Motion by Dusek, seconded by Merritt to approve Resolution 2016-48 canvassing the returns of the election results from the November 8, 2016 general election for the ballot question. All voted aye. Motion carried.

Motion by Dusek, seconded by Merritt to adjourn at 6:27 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
November 28, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, and Mark Rahrck.

Others attending were Jerry Paschke, Ashley Stewart, Rick Hager, Rich Quiring, Greg Sanborn, John Anhorn, Matt Dempsey, Joe Duncan, and Emily Schoenbeck.

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. Add liquor store manager classification as item F under new business. Motion by Sexton, seconded by Dusek to add liquor store manager classification to agenda. All voted aye. Motion carried.

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

Approval of the October 24, 2016 regular meeting minutes and the November 16, 2016 special city council meeting minutes.

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

Approval the October check register numbers E2802-E2826, 13981-14016, and 44915-44991.

Resolution 2016-54 Accepting Donation from Mike & Mary Ann Jensen in the amount of \$100.00 for the Medford Veterans Memorial.

Resolution 2016-53 Accepting Donation from Rick & Laurie Hager in the amount of \$100.00 for the Medford Veterans Memorial.

Resolution 2016-52 Accepting Donation from Mac Bowman (\$5.00), Al Jirele (\$5.00), Dean Lechner (\$5.00), Don Dagne (\$10.00), and Pat & Kay Merritt (\$20.00) for the Medford Park Endowment Fund.

Resolution 2016-55 Accepting Donation from Mike Hager & Coleen Zimmerman in the amount of \$200.00 for the Medford Veterans Memorial.

Councilmember Sexton pointed out two changes to be made to the October 24, 2016 regular meeting minutes.

Motion by Merritt, seconded by Dusek 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 – Vice Chairman Quiring gave a short update. Quiring stated the Planning & Zoning Board had a discussion on a shore land ordinance and will move forward with reviewing the ordinance and consider it for adoption. The City of Medford currently doesn't have a shore land ordinance.

EDA – Administrator Welti gave a short update. The EDA board had a discussion on the direction of the EDA board. EDA members will continue the discussion at the January meeting.

Park Board – Chairperson Jerry Paschke gave a short update. A grant request was made to Steele County Park & Rec Board for updates to the tennis/pickle ball courts.

Chairperson Paschke requested authorization to purchase 2 adjustable nets for the tennis/pickle ball courts, not to exceed \$150.00. Motion by Sexton, seconded by Maas to authorize purchase of 2 adjustable nets for the tennis/pickle ball courts not to exceed \$150.00. All voted aye. Motion carried.

Veterans Memorial Committee – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated the election went well.

Administrator Welti and Public Works Supervisor Petersen attended a FEMA briefing and received instructions on applying for flood response and recovery reimbursement.

Administrator Welti stated that he is looking at options for saving and investing for the City of Medford.

Administrator Welti stated that RDO completed the final inspection and repaired a minor leak on the loader. The loader will be purchased in the beginning of December.

Resolution 2016-51 Certifying Unpaid Bills to Steele County.

Motion by Sexton, seconded by Merritt to approve Resolution 2016-51 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Department – Jed Petersen, Public Works Supervisor, presented a memo.

Public Works Supervisor Petersen gave updates on the street sweeping, streets, and parks.

Public Works Supervisor Petersen stated bio solids application is complete.

Public Works Supervisor Petersen stated he will be attending training in December to obtain his class C Wastewater license

Administrator Welti presented a memo on Well #1.

Administrator Welti asked Seth Peterson of Bolton and Menk to provide a recommendation as to what the City should do with the well.

Seth Peterson recommended the well be sealed and abandoned. City staff will be working with MDH and researching grants for well sealing.

Public Works Supervisor Petersen will list the service body on an online auction site, since the City did not receive any bids for it.

New Business

Hiring of warming house/rink attendants – Administrator Welti made a recommendation to hire Kory Dodge and Tye Carsten at \$9.50 per hour. Motion by Merritt, seconded by Dusek to hire Kory Dodge and Tye Carsten at \$9.50 per hour as ice rink/warming house attendants. All voted aye. Motion carried.

Municipal complex or 2017 streets - Administrator Welti presented a memo on the potential 2017 street project. Administrator Welti asked Joe Duncan for an estimate to complete the feasibility report. Joe Duncan's estimate for the PER is \$8,200.00 and assumes there is only one set of 429 process hearings.

Resolution 2016-50 Ordering Preparation of Report on Improvement.

Motion by Sexton, seconded by Nelson to approve Resolution 2016-50 ordering preparation of report on improvement as presented. All members voted aye for approval. Motion carried.

Compost site update – Administrator Welti presented a memo. Administrator Welti and Public Works Supervisor Petersen proposed the City consider creating a compost drop off site at the current city hall/maintenance site. The City would construct a holding area; install lighting and a 24 hour surveillance system. City Council stated concerns of residents dropping off items other than yard waste if the compost site was not attended at all times.

The City will continue to explore options for a compost site.

Potential donation – Administrator Welti stated there will be a letter along with a check for \$100,000 coming before the December Council meeting as a donation for a new fire hall.

2017 final budget proposal – the 2016 final levy was set at \$598,105 which was the same as 2015. The 2017 final levy proposal is set at \$608,476 which is an increase of 1.7%.

Levy Summary –

The General Fund levy is increased from \$518,992 to \$536,741.

The Fire Relief and EDA levies will remain the same as last year.

The 2004B Refunding and Central Avenue levies were decreased due to the City's prepayments of bonds.

The 2015 Scenic Heights levy of \$1,200 is new. This levy is necessary to offset the 3.5% interest revenue which the City will not realize from approximately half of the assessments being prepaid.

The Council will take official action certifying the levy at the December 19, 2016 meeting.

Liquor Store Manager Classification-Administrator Welti presented a motion to restore the Liquor Store Manager's pay status to that of a salaried exempt employee at his current salary rate. At such time the U.S. Department of Labor's salary threshold for an exempt employee exceeds the Liquor Store Manager's current salary, the Liquor Store Manager's status shall be changed to non-exempt commencing the first day of the next pay period, and the Liquor Store Manager shall thereafter be compensated as an hourly employee.

Motion by Merritt, seconded by Dusek to approve the Liquor Store Manager's Classification motion. All members vote aye for approval. Motion carried.

Truth in Taxation and Regular City Council Meeting – Monday, December 19, 2016 at 7:00 p.m.

LMC Experienced Official Leadership Conference, January 27-28, Bloomington.

LMC Newly Elected Officials Training, January 20-21, Mankato or January 27-28, Bloomington

Motion by Dusek, seconded by Maas to adjourn the Regular City Council meeting at 8:35 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
December 19, 2016
7:00 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Dusek, and Merritt.

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, and Mark Rahrck.

Others attending were Jerry Paschke, Ashley Stewart, Rick Hager, Matt Dempsey, and Joe Duncan

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 Dusek, seconded by Sexton to approve the agenda as presented. All members voted aye. Motion carried.

Truth in Taxation Hearing started at 7:03 p.m.

Administrator Welti presented the Final 2017 Levy:

General Fund	\$536,741
Fire Relief	\$15,000
2004B (Jones, Outlet Center, Oakridge)	\$23,000
2014A Central Avenue	\$19,250
2015 Scenic Heights	\$1,200
EDA	<u>\$13,285</u>
Total	\$608,476

This is a 1.7% increase over 2016 overall levy.

Administrator Welti reviewed reasons for budgeting a levy increase.

Public Comments – none.

Motion by Sexton, seconded by Dusek to close Truth in Taxation Hearing at 7:15 p.m.

Motion by Sexton, seconded by Maas to approve Resolution 2016-59 adopting the 2017 Final Tax Levy. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dusek to adopt the final 2017 City 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 28, 2016 regular meeting minutes.

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

Approval the November check register numbers E2827-E2846, 14017-14050, and 44992-45086.

Knights of Columbus Temporary Liquor License Application Request.

Resolution 2016-5 Accepting Donation from the Paul & Jean Gillis Family in the amount of \$100,000.00 for the Medford Municipal Complex.

Councilmember Sexton pointed out one change to be made to the November 28, 2016 regular meeting minutes.

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

Mayor Nelson publicly recognized the donation from the Paul & Jean Gillis Family and thanked the family for its donation to the Medford Municipal Complex.

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

Planning & Zoning Board – did not meet.

EDA – did not meet.

Park Board – Chairperson Jerry Paschke gave a short update. The Park Board will be reviewing the Comp Plan at the next meeting.

Veterans Memorial Committee – did not meet.

City Attorney – none.

City Engineer – Joe Duncan presented the Preliminary Engineering Report for the 2017 Street Improvement Project. The project would include repaving of streets, the cost of which is 50% assessable to the abutting properties. The project estimate is \$763,840. Duncan answered several questions from council members.

Administrator Welti presented a memo providing details about financing the project.

Medford City Council tabled the 2017 Street Improvement Project until the January 4, 2017 Organizational Meeting.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated the public works department had successfully responded to the season's first snow fall. The City hadn't received any complaints about snow plowing.

Administrator Welti stated audit preparations are underway.

Administrator Welti stated that he met with Councilmember-elect Matt Dempsey and provided him with an overview of the City.

Administrator Welti stated ice rink preparations are underway.

Resolution 2016-60 Certifying Unpaid Bills to Steele County.

Motion by Sexton, seconded by Maas to approve Resolution 2016-51 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

Public Works Department – Jed Petersen, Public Works Supervisor, presented a memo.

Public Works Supervisor Petersen requested authorization to purchase playground wood chips from Earl F. Anderson. Quote price of \$1,700.

Public Works Supervisor Petersen requested authorization to purchase Red Ball Diamond Aggregate from Bryan Rock Products. Quote price of \$4,382.

Public Works Supervisor Petersen requested authorization to approve R & K Electric's quote of \$1,455 to furnish and install electrical panel with new GFCI, new breakers, and Midwest boxes.

Councilmember Merritt asked if the quotes for the woodchips and ball diamond aggregate would be honored until the Spring. Public Works Supervisor Petersen will check on the expiration date of the quotes.

Motion by Merritt, seconded by Maas to approve R & K Electric's quote of \$1,455 for electrical work needed due to the flood. All members voted aye for approval. Motion carried.

Authorization of the playground woodchips and the Red Ball Diamond Aggregate are tabled until January 23, 2017 meeting.

New Business

Employees Wages/Salaries—Administrator Welti presented a memo. Administrator Welti stated employee performance evaluations have been completed. Administrator Welti stated the 2017 budget includes a 2% increase for employees.

Administrator Welti made a recommendation for the Council's support to authorize a 2% increase for Medford's employees beginning January 1, 2017 for employees who were employed by the City prior to September 1, 2016.

Administrator Welti stated he was not making a recommendation for his salary to be increased 2%.

Motion by Dusek, seconded by Merritt to approve the 2% increase effective January 1, 2017 for employees hired prior to September 1, 2016. All members voted aye for approval. Motion carried.

Mayor Nelson asked if Council would approve a 2% increase for Administrator Welti effective January 1, 2017.

Motion by Merritt, seconded by Maas to approve a 2% increase for Administrator Welti effective January 1, 2017. All members voted aye for approval. Motion carried.

Mayor Nelson presented Councilmember Dusek with an appreciation certificate for her dedication to the Medford City Council.

Organizational Meeting – Wednesday, January 4, 2017, 5:30 p.m.

Regular City Council Meeting – Monday, January 23, 2017, 7:00 p.m.

LMC Experienced Official Leadership Conference, January 27-28, Bloomington.

LMC Newly Elected Officials Training, January 20-21, Mankato or January 27-28, Bloomington

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

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.