

City of Medford Regular Meeting Agenda*

July 25, 2022, 7:00 PM



- I. Call to Order
- II. Pledge of Allegiance
- III. Concerns/Requests from the General Public and Organizations
- IV. Approval of Agenda
- V. Code Violations Hearing
- VI. Approval of Consent Agenda *(All items listed are considered routine or non-controversial by the Council and will be approved by one motion. There will be no separate motion on these items unless a council member, city staff, or citizen so requests, in which case the item will be removed from the consent agenda and be considered in its normal sequence of the agenda. All items approved by majority vote unless noted.)*
 - A. Approval of Minutes
 - B. Approval of City and Liquor Store Bills
 - C. Approval of Check Register
- VII. Council Committees/Reports
 - A. Planning & Zoning Report
 - i. Recommendation to Council to approve Kasi and David Bilitz's request for split/combination of 563 Forest Lane, Lot 2, Block 2 Oakridge Bluffs Fourth Addition
 - B. EDA Commissioner Report – did not meet
 - C. Park & Pool Commissioner Report
 - D. Water & Wastewater Commissioner Report
 - E. Municipal Liquor Store Commissioner Report
 - F. Streets Commissioner Report
- VIII. Department Reports
 - A. City Attorney
 - B. City Engineer
 - C. Administration Department
 - i. Mayor
 - a. Employee Retention
 - b. Administrator Director of Operations Performance Appraisal Summary from June 27, 2022 meeting.
 - ii. City Administrator
 - a. Public Works Department Update
 - b. Security Camera Installations
 - ii. City Clerk
 - a. City Financial Report
 - D. Fire Department
- XIII. Next Meeting Dates
 - A. Regular City Council Meeting – Monday, August 22, 2022, 7:00 p.m.
- XIV. Adjournment

Regular City Council Meeting/Public Hearing
June 27, 2022
7:00 p.m.
City Hall

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

Members absent were: none.

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

Others attending were Corey Samora, Whitney Bartsch, Deb Bartsch, Marie Sexton, and John Anhorn.

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

Pledge of Allegiance.

Public Hearing to Amend Medford Zoning Code Governing Corner Lots:

Motion by Bartlett, seconded by Mueller to open the public hearing at 7:01p.m. All members voted aye for approval. Motion carried.

Public Comments – none.

Motion by Mueller, seconded by Bartlett to close the public hearing at 7:02 p.m. All members voted aye for approval. Motion carried.

Ordinance 2022-02 An Ordinance Amending Sections of the Medford Zoning Code Governing Corner Lots – Motion by Mueller, seconded by Bartlett to approve Ordinance 2022-02. All members voted aye for approval. Motion carried.

Concerns/Requests from the General Public/Organizations – Corey Samora addressed City Council will several questions regarding the wastewater treatment plant, current rate of City growth, state grants and funding for capital projects, and the letter that was sent to residents in June.

Agenda – Add Item D, Jed Vacation procedures, under Mayor. Motion by Bartlett, seconded by Mueller 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 May 23, 2022 special and regular Council meeting minutes.

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

Approval of the May check register numbers E4423-E445, 16614-16647, and 50074-50116.

Approval of Resolution 2022-10 A Resolution Accepting Grant Award from CenterPoint Energy in the amount of \$2,300 for the purchase of a battery operated fan and chainsaw for the Medford Fire Department.

Approval of Resolution 2022-11 Accepting Donation from the Minnesota State Fire Department Association for reimbursement of health screens/PPE in the amount of \$750 for new firefighters for the Medford Fire Department.

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

Planning & Zoning Board – none.

EDA – Anhorn’s Façade Grant Request in the amount of \$2500. Motion by Bartlett, seconded by Mueller to approve the Façade Grant Request. All members voted aye for approval. Motion carried.

EDA is still discussing the digital sign.

Park/Pool Commissioner Report – Council member Mueller stated Straight River Days was a success. Council consensus is to research the cost of total new basketball hoops for Straight River Park.

Water/Wastewater Commissioner Report – none.

Liquor Store Commissioner Report – Council member Bartlett stated the Municipal Liquor store had an approximate profit of \$25,000 for 2022 so far. Bartlett will bring operating hour suggestions to the next Council meeting.

Streets Commissioner – Council member Merritt stated several drains and grates needed to be cleaned out. Weeds need to be sprayed and the sod needs to be repaired where the water main break occurred.

Capital Advisory Board – motion by Langeslag, seconded by Bartlett to dissolve the Capital Advisory Board. All members voted aye for approval. Motion carried.

City Attorney - Mark Rahrlick reported the owner has not returned a phone call regarding possible land annexation.

City Engineer – none.

Administration Department –

Mayor –

Thank you – Mayor Thomas publicly thanked Chad Merritt, Chad Langeslag, and the Langeslag family for all their work on repairing the Medford Swimming Pool.

City Attorney Procedures – Mayor Thomas stated only Administrator Petersen and Clerk Jackson should be calling the City Attorney with questions regarding City matters.

City/Resident Issues – Mayor Thomas stated all City and resident issues should go directly to Administrator Petersen.

Administrator Vacation Procedures – Mayor Thomas stated he would like to be approved to be in charge of the City employees when Administrator Petersen is on vacation. Petersen stated a public works employee would be put in charge when Petersen is on vacation.

City Administrator –

Public Works/General Update – Administrator Petersen presented a memo updating Council on the previous month’s activities.

City Clerk –

Resolution 2022-09 Designating Election Judges for the 2022 Primary and General Elections – motion by Bartlett, seconded by Merritt to approve Resolution 2022-09. All members voted aye for approval. Motion carried.

City Financial Report – Clerk Jackson presented a memo. Jackson stated the 2023 Preliminary Budget and Levy would be presented at a special council meeting on July 25, 2022 at 5:30 p.m.

Fire Department – John Anhorn stated the new firefighters were doing well.

Administrative Director of Operations Performance Appraisal – Administrator Petersen requested the meeting be closed to the public. Motion by Bartlett, seconded by Mueller to close the meeting at 8:15 p.m. All members voted aye for approval. Motion carried.

Motion by Langeslag, seconded by Merritt to come out of closed session at 9:10 p.m. All members voted aye for approval. Motion carried.

Mayor Thomas will present a brief summary of the performance appraisal at the July 25, 2022 Council meeting.

Motion by Langeslag, seconded by Bartlett to adjourn the City Council meeting at 9:11 p.m. All members voted aye for approval. Motion carried.

Special City Council Meeting – Monday, July 25, 2022, 5:30 p.m.

Regular City Council Meeting – Monday, July 25, 2022, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
July 12, 2022
5:00 p.m.
City Hall

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

Members absent were Langeslag.

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

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

Motion by Merritt, seconded by Mueller to accept James Wicks verbal resignation from public works worker. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Mueller to post the Full Time Public Works Worker position starting at \$21.64 per hour dependent upon qualifications. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Bartlett to adjourn the special council meeting at 5:04 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

CITY OF MEDFORD BILLS FOR JUNE 2022

Aflac		\$415.13	
Alex Schwartz	fire dept	\$980.00	
Alex Air	fire dept	\$1,692.00	
Amazon	time clock ink, park	\$75.06	
Andrew Fischer	contract operator	\$1,100.00	
Anhorn's Gas & Tire	public works	\$910.30	
Anhorn's Gas & Tire	fire dept	\$1,249.34	
B& B		\$160.00	
Bank of Zumbrota	bond payment	\$86.05	
Bolton & Menk	main street engineering	\$8,006.00	
Caseys	pool	\$6.49	
Centerpoint		\$76.79	
Christine Madson	WSI training	\$571.65	
Culligan		\$77.13	
Delta Dental	insurance	\$352.50	
Elizabeth Jackson	mileage	\$94.77	
Election Judges		\$73.41	
Faribo Plumbing	pool repairs	\$514.00	
Faribo Fleet	public works	\$110.53	
First Supply	public works	\$414.02	
Fire Safety	fire dept	\$110.00	
Ferguson	park and pool	\$186.51	
Gopher State One-Call	locates	\$110.70	
Hach	testing supplies	\$501.62	
Hawkins	chemical	\$1,287.03	
Heims Truck	service truck repairs	\$3,343.49	
Hermel	pool candy/ice cream	\$1,575.81	
Jaguar Communications	phone/internet	\$781.26	
Jed Petersen	reimbursement	\$13.12	
Lowe's	public works supplies	\$138.62	
Lumberjack Landscaping	park benches	\$800.00	
MJM Medical	fire dept	\$500.00	
MacQueen	fire dept	\$61.82	
Marvin Purrier Concrete	park, water main break	\$10,935.00	
MN PEIP	health insurance	\$4,434.12	
Metro Sales	copier	\$251.11	
Medford Township	jetter storage	\$300.00	
Mike Repair	fire dept	\$1,303.00	
Minnesota Dept of Health	janitorial	\$44.00	
Milbank Winwater	meters	\$5,805.17	
Postmaster	stamps	\$432.00	
Poly-Tex	pool shade cloth	\$220.80	
R & K	water tower, pool	\$4,958.25	
Smith, Tollefson, Rahrlick, & Cass	attorney fees	\$3,007.70	
Sherwin Williams	paint	\$73.40	
Steele Waseca		\$5,113.03	
Stewart Sanitation	city garbage disposal	\$63.27	
Synchrony Bank	public works	\$309.10	
TruGreen	park	\$587.00	
US Bank	city hall copy machine	\$135.89	
Utility Consultants	testing	\$930.95	
Verizon Wireless	cell phones	\$46.21	
Wal Mart	pool candy, parade	\$605.13	
WHKS	engineering fees	\$3,249.97	
	Total	\$69,180.25	\$0.00

Approved by City Council on Monday, July 25, 2022

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR JUNE 2022

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Breakthru Beverage	\$268.95	
Bussler Publishing	\$90.00	
C & S		
Centerpoint		
Collection Bureau	\$30.00	
Craig O Hearn		
Culligan	\$36.19	
City Laundering	\$454.15	
Four Seasons	\$961.13	
Hillyard	\$144.75	
Huber Supply	\$28.70	
Johnson Bros		
Minnesota Dept of Revenue		
Minnesota Human Services-Janitorial	440.00	
Performance Draft Beer		
Plunkett's	\$108.03	
Southern Glazers of MN	\$122.80	
Star Music		
Steele Waseca	473.84	
Waste Management	\$275.18	
	<hr/>	
Total	\$3,433.72	\$0.00
<u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$287.70	
Hermel Wholesale	\$2,710.38	
Pepsi		
	<hr/>	
Total	\$2,998.08	\$0.00
<u>BEER</u>		
College City Beverage	\$5,599.70	
Northern Beverage	\$1,372.70	
Locher Bros Inc	\$1,532.03	
	<hr/>	
Total	\$8,504.43	\$0.00
	<hr/>	
TOTAL	\$14,936.23	\$0.00

Approved by City Council on Monday, July 25, 2022

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR JULY 2022

		<u>Paid</u>	<u>Unpaid</u>
Abdo		\$825.00	
Aflac		\$415.13	
Andrew Fischer	contract operator	\$1,100.00	
Anhorn's Gas & Tire	public works	\$1,791.53	
Anhorn's Gas & Tire	fire department		
Alden Pool	UV Lights	\$905.26	
American Engineering	main street	\$1,767.00	
B & B Pumping & Portables, Inc	handicap portable toilet	\$1,060.00	\$160.00
Carquest	public works		
Centerpoint		\$26.16	\$421.65
Compcare	drug screen		\$47.00
Delta Dental			\$303.85
Earl F Anderson	street signs	\$164.35	
Culligan		\$106.48	
Fastenal	public works	\$151.48	
First Independent Bank	Central Ave interest bond payment	\$4,488.00	
First Independent Bank	2018 Street Project interest payme	\$4,426.50	
First Independent Bank	2021 Main Street interest payment	\$16,907.15	
First Supply	public works	\$191.75	
Further		\$3,000.00	
Gopher State One-Call	locates	\$126.90	
H.M. Cragg	generator maintenance	\$1,688.00	
Harty Mechanical	pool repairs	\$2,461.81	
Hawkins	chemical	\$2,682.75	
Hermel	pool candy	\$1,088.68	
Innovative Office	office supplies		
Insty Prints	scans		
Jaguar Communications	envelopes		\$255.81
League of MN Cities	workers comp/property casualty		
Lowe's	public works		
MN PEIP	health insurance	\$4,434.12	
Medford Township	jetter storage		
MacQueen	fire dept	\$300.00	
Mid America Backflow	backflow tests		\$150.00
Metro Sales	copier		
Minnesota Dept of Revenue	Sales Tax		
Minnesota Public Facilities	PFA Payment	\$237,568.00	
MN Dept of Human Services	janitorial		
Milbank Winwater	meters	\$26,364.00	
PolyPak	garbage bags	\$154.44	
Postmaster	postage		
R & K Electric	park		
Owatonna Peoples Press	publications	\$460.43	
Schaefer Lettering	veterans memorial	\$400.00	
Sherwin Williams	paint		\$308.89
Smith, Tollefson, Rahrick & Cass	2nd quarter attorney's fees		\$4,258.00
Steele County	2nd quarter law enforcement	\$21,159.00	
Steele County	annual election maintenance		
Steele Waseca			
Sandry Fire Supply	fire dept		
Stewart Sanitation	garbage	\$542.89	
US Bank	city hall copy machine	\$135.89	
Utility Consultants	testing	\$839.28	
Verizon Wireless	cell phones	\$46.21	
	Total	\$336,953.19	\$5,905.20

Approved by City Council on Monday, July 25, 2022

CITY OF MEDFORD BILLS FOR JULY 2022

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR JULY 2022

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Bauernfeind Goedtel	\$193.75	
Breakthru Beverage	\$1,080.72	
Centerpoint		\$63.85
Electro Watchman, Inc		\$261.97
City Laundering	\$182.22	
Huber Supply	\$27.77	
Culligan	\$36.19	
Steele County Sheriff		\$315.00
MMBA		
Minnesota Dept of Revenue		
Illinois Casualty		5292.00
Tiffany Drummer	\$275.00	
Performance Draft Beer		
Steele Waseca		
Southern Glazers		
Townsquare Media		525.00
Waste Management	<u>\$557.98</u>	
Total	\$2,353.63	\$6,457.82
 <u>FOOD</u>		
Kline Distributing	\$288.00	
Heggies Pizza	\$680.15	
Hermel Wholesale	\$512.40	\$349.15
Pepsi		
Total	<u>\$1,480.55</u>	\$349.15
 <u>BEER</u>		
College City Beverage	\$4,290.15	
Northern Beverage		
Locher Bros Inc	\$336.05	
Total	<u>\$4,626.20</u>	\$0.00
TOTAL	\$8,460.38	\$6,806.97

Approved by City Council on Monday, July 25, 2025

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

Checks for Month

10100 Cash

Since JUNE 2022

Begin Balance \$194,403.23

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
004446E	LOWES	6/3/2022	\$16.26	6-2-22lowes	pool	\$194,386.97
004447E	POSTMASTER	6/3/2022	\$200.00	6-2-22post	postage	\$194,186.97
004448E	LOWES	6/3/2022	\$42.56	6-3-22lowes	public works	\$194,144.41
004449E	REVTRAK	6/6/2022	\$261.68	6-6-22tevfee	Fees Paid	\$193,882.73
004450E	FLEET FARM	6/7/2022	\$130.44	6-3-22fleet	pool supplies	\$193,752.29
004451E	LOWES	6/7/2022	\$86.18	6-6-22Lowe	pool repairs	\$193,666.11
004452E	LOWES	6/9/2022	\$7.47	6-8-22lowes	pool	\$193,658.64
004453E	LOWES	6/9/2022	\$10.35	6-8-22lowes2	pool	\$193,648.29
004454E	FERGUSON ENTREPRISES #	6/9/2022	\$46.71	6-9-22ferguson	pool	\$193,601.58
004455E	AMAZON.COM	6/9/2022	\$15.90	6-8-22amazon	time clock ribbons	\$193,585.68
004456E	FURTHER	6/13/2022	\$220.00	6-10-22hsa		\$193,365.68
004457E	EFTPS	6/13/2022	\$3,635.70	6-10-22FED	Withholding	\$189,729.98
004458E	STATE OF MINNESOTA	6/13/2022	\$713.10	6-10-22FED	Withholding	\$189,016.88
004459E	PUBLIC EMPLOYEES RETIR	6/13/2022	\$2,343.31	6-10-22FED	Retirement	\$186,673.57
004460E	MINNESOTA DEPT OF REVE	6/21/2022	\$3,040.00	6-21-22tax	Sales Tax	\$183,633.57
004461E	FERGUSON ENTREPRISES #	6/27/2022	\$53.37	6-10-22Ferg	Pool	\$183,580.20
004462E	WALMART COMMUNITY/GE	6/27/2022	\$112.06	6-13-22WM	pool candy and pop	\$183,468.14
004463E	POSTMASTER	6/27/2022	\$232.00	6-13-22post	postage	\$183,236.14
004464E	FARIBAULT FLEET SUPPLY	6/27/2022	\$71.92	6-13-22Fleet	filters	\$183,164.22
004465E	WALMART COMMUNITY/GE	6/27/2022	\$253.24	6-17-22WM	pool candy/parade candy	\$182,910.98
004466E	WALMART COMMUNITY/GE	6/27/2022	\$55.75	6-21-22WM	parade candy	\$182,855.23
004467E	FERGUSON ENTREPRISES #	6/27/2022	\$45.09	6-22-22ferg	pool	\$182,810.14
004468E	WALMART COMMUNITY/GE	6/27/2022	\$63.35	6-23-22WM	laptop memory	\$182,746.79
004469E	WALMART COMMUNITY/GE	6/27/2022	\$120.73	6-24-22WM	pool candy	\$182,626.06
004470E	AMAZON.COM	6/27/2022	\$59.16	6-27-22amazon	dog bags - park	\$182,566.90
004471E	FARIBAULT FLEET SUPPLY	6/27/2022	\$38.61	6-27-22fleet	Miscellaneous	\$182,528.29
004472E	CASEYS GENERAL STORE	6/27/2022	\$6.49	6-27-22Caseys	water - pool	\$182,521.80
004473E	EFTPS	6/28/2022	\$202.70	6-22-22FED	Withholding	\$182,319.10
004474E	FURTHER	6/28/2022	\$220.00	6-24-22hsa		\$182,099.10
004475E	EFTPS	6/28/2022	\$4,492.79	6-24-22FED	Withholding	\$177,606.31
004476E	STATE OF MINNESOTA	6/28/2022	\$869.21	6-24-22FED	Withholding	\$176,737.10
004477E	PUBLIC EMPLOYEES RETIR	6/28/2022	\$2,534.79	6-24-22FED	Retirement	\$174,202.31
	Deposits	\$0.00				
	Checks	-\$20,200.92				
			-\$20,200.92			

FILTER: ([[Act Year]='2022' and [period] in (6)]) and ([[EFT]]) and [Cash Act]='10100'

Checks for Month

10100 Cash

Since JUNE 2022

Begin Balance \$194,403.23

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
050004	MSFDA - REGION 15	4/6/2022	-\$50.00	4-6-22Bills	membership dues	\$194,453.23
050114	ST OLAF COLLEGE	6/2/2022	\$1,125.00	St Olaf	pool rental - WSI	\$193,328.23
050115	CASH	6/3/2022	\$4,000.00	6-3-22atm	atm	\$189,328.23
050117	CASH	6/3/2022	\$258.16	6-3-22petty	muni petty cash	\$189,070.07
050118	CASH	6/6/2022	\$75.00	CityPetty	City Hall Petty cash	\$188,995.07
050119	AFLAC	6/6/2022	\$415.13	6-6-22bills	Aflac	\$188,579.94
050120	ANDREW FISCHER	6/6/2022	\$1,100.00	6-6-22bills	contract operator	\$187,479.94
050121	ANHORNS GAS & TIRE	6/6/2022	\$865.26	6-6-22bills	public works	\$186,614.68
050122	ATLAS OUTFITTERS	6/6/2022	\$1,826.00	6-6-22bills	FIRE DEPT	\$184,788.68
050123	B & B PUMPING & PORTABL	6/6/2022	\$320.00	6-6-22bills	handicap toilet	\$184,468.68
050124	BOLTON & MENK, INC	6/6/2022	\$3,141.50	6-6-22bills	engineering fees	\$181,327.18
050125	BREAKTHRU BEVERAGE MN	6/6/2022	\$908.78	6-6-22bills	liquor for re sale	\$180,418.40
050126	CITY LAUNDERING CO	6/6/2022	\$393.04	6-6-22bills		\$180,025.36
050127	COLLECTION BUREAU OF LI	6/6/2022	\$30.00	6-6-22bills		\$179,995.36
050128	COLLEGE CITY BEVERAGE,	6/6/2022	\$7,248.65	6-6-22bills		\$172,746.71
050129	CULLIGAN WATER CONDITI	6/6/2022	\$224.42	6-6-22bills	water softner	\$172,522.29
050130	DEPT OF HUMAN SERVICES	6/6/2022	\$506.00	6-6-22bills	janitorial services	\$172,016.29
050131	FIRE SAFETY USA INC	6/6/2022	\$1,484.60	6-6-22bills	fire dept	\$170,531.69
050132	FIRST SUPPLY COMPANY	6/6/2022	\$69.14	6-6-22bills	public works	\$170,462.55
050133	GOPHER STATE ONE-CALL	6/6/2022	\$110.70	6-6-22bills	locates	\$170,351.85
050134	HACH COMPANY	6/6/2022	\$501.62	6-6-22bills	testing supplies	\$169,850.23
050135	HAWKINS	6/6/2022	\$2,335.78	6-6-22bills	CHEMICAL	\$167,514.45
050136	HEGGIES PIZZA	6/6/2022	\$772.85	6-6-22bills		\$166,741.60
050137	HERMEL WHOLESALE	6/6/2022	\$908.86	6-6-22bills		\$165,832.74
050138	HILDEGARD KEHLER	6/6/2022	\$30.00	6-6-22bills	2.5 hours @ \$12	\$165,802.74
050139	HUBER SUPPLY CO., INC	6/6/2022	\$96.70	6-6-22bills	muni	\$165,706.04
050140	INNOVATIVE OFFICE SOLUT	6/6/2022	\$25.84	6-6-22bills		\$165,680.20
050141	KLINE DISTRIBUTING, LLC	6/6/2022	\$357.60	6-6-22bills	pizza	\$165,322.60
050142	LOCHER BROS INC	6/6/2022	\$1,813.90	6-6-22bills		\$163,508.70
050143	MARVIN PURRIER CONCRET	6/6/2022	\$4,700.00	6-6-22bills	park trail/water main break	\$158,808.70
050144	MEDFORD TOWNSHIP	6/6/2022	\$300.00	6-6-22bills	June Jetter storage	\$158,508.70
050145	MEDICAL & SAFETY RESOU	6/6/2022	\$1,575.00	6-6-22bills	fire dept	\$156,933.70
050146	METRO FIBERNET LLC	6/6/2022	\$675.03	6-6-22bills	507-455-2866, 0053, 3812	\$156,258.67
050147	METRO SALES INC.	6/6/2022	\$81.11	6-6-22bills	city hall copies	\$156,177.56
050148	MILBANK WINWATER WORK	6/6/2022	\$3,107.09	6-6-22bills	meters	\$153,070.47
050149	MINNESOTA DEPT OF HEAL	6/6/2022	\$1,215.00	6-6-22bills	connection fees	\$151,855.47
050150	MINNESOTA PUMP WORKS	6/6/2022	\$290.00	6-6-22bills	KSB Mixer	\$151,565.47
050151	MUELLER SYSTEMS	6/6/2022	\$3,003.90	6-6-22bills	annual maintenance agree	\$148,561.57
050152	NAOMI UBER	6/6/2022	\$43.41	6-6-22bills	2.75 hours @ \$12.00	\$148,518.16
050153	NORTHERN BEVERAGE DIS	6/6/2022	\$1,444.60	6-6-22bills		\$147,073.56
050154	PLUNKETT S INC.	6/6/2022	\$108.03	6-6-22bills	pest control	\$146,965.53
050155	R & K ELECTRIC INC	6/6/2022	\$780.92	6-6-22bills	water tower/wastewater pla	\$146,184.61
050156	SMITH,TOLLEFSON,RAHRIC	6/6/2022	\$3,007.70	6-6-22bills	2021 4th qtr attorney fees	\$143,176.91
050157	STEELE WASECA COOP EL	6/6/2022	\$5,763.27	6-6-22bills	25164	\$137,413.64
050158	SYNCHRONY BANK	6/6/2022	\$309.10	6-6-22bills		\$137,104.54
050159	US BANK EQUIPMENT FINA	6/6/2022	\$135.89	6-6-22bills	city hall copier	\$136,968.65
050160	VERIZON WIRELESS	6/6/2022	\$46.21	6-6-22bills	cell phones	\$136,922.44
050161	W.S. DARLY & CO	6/6/2022	\$1,045.85	6-6-22bills	fire dept	\$135,876.59
050163	DELTA DENTAL	6/6/2022	\$48.65	6-6-22Dental	Elizabeth	\$135,827.94
050164	REGION 15 - MSFDA	6/7/2022	\$50.00	REG15	membership dues	\$135,777.94
050165	CASH	6/9/2022	\$4,000.00	6-9-22atm1	atm	\$131,777.94
050166	CASH	6/10/2022	\$100.00	poolpetty	Pool Petty Cash	\$131,677.94
050167	TIFFANY DRUMMER	6/15/2022	\$275.00	Can Coolies	can coolies	\$131,402.94
050168	CASH	6/16/2022	\$8,000.00	6-16-22atm	atm	\$123,402.94
050169	JAY JAQUES	6/16/2022	\$2,975.00	2022SRDBand	Band Straight River Days	\$120,427.94
050170	CASH	6/16/2022	\$15,000.00	2022Gate Cash	SRD Gate Money	\$105,427.94
050171	CASH	6/21/2022	\$437.76	6-21-22petty	muni petty cash	\$104,990.18
050172	FURTHER	6/22/2022	\$3,000.00	6-22-22Further	Health Savings 2022	\$101,990.18

Checks for Month

10100 Cash

Since JUNE 2022

Begin Balance \$194,403.23

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
050173	CHRISTINE MADSON	6/27/2022	\$571.65	WSI Train	WSI Training	\$101,418.53
050174	AFLAC	6/29/2022	\$415.13	6-29-22Bills	Aflac	\$101,003.40
050175	ALEX AIR APPARATUS INC	6/29/2022	\$1,692.00	6-29-22Bills	fire dept	\$99,311.40
050176	ALEX SCHWARTZ	6/29/2022	\$980.00	6-29-22Bills	fire dept	\$98,331.40
050177	ANHORNS GAS & TIRE	6/29/2022	\$2,159.64	6-29-22Bills	fire dept/public works	\$96,171.76
050178	B & B PUMPING & PORTABL	6/29/2022	\$160.00	6-29-22Bills	handicap toilet	\$96,011.76
050179	BANK OF ZUMBROTA	6/29/2022	\$86.05	6-29-22Bills	Scenic Heights Bond Intere	\$95,925.71
050180	BOLTON & MENK, INC	6/29/2022	\$8,006.00	6-29-22Bills	engineering fees	\$87,919.71
050181	BREAKTHRU BEVERAGE MN	6/29/2022	\$268.95	6-29-22Bills	liquor for re sale	\$87,650.76
050182	BUSSLER PUBLISHING INC	6/29/2022	\$90.00	6-29-22Bills	SRD	\$87,560.76
050183	CENTERPOINT	6/29/2022	\$76.79	6-29-22Bills		\$87,483.97
050184	CITY LAUNDERING CO	6/29/2022	\$454.15	6-29-22Bills		\$87,029.82
050185	COLLEGE CITY BEVERAGE,	6/29/2022	\$5,599.70	6-29-22Bills		\$81,430.12
050186	CULLIGAN WATER CONDITI	6/29/2022	\$113.32	6-29-22Bills	water softner	\$81,316.80
050187	DEPT OF HUMAN SERVICES	6/29/2022	\$484.00	6-29-22Bills	janitorial services	\$80,832.80
050188	FARIBO PLUMBING & HEATI	6/29/2022	\$514.00	6-29-22Bills	pool repairs	\$80,318.80
050189	FIRE SAFETY USA INC	6/29/2022	\$110.00	6-29-22Bills	fire dept	\$80,208.80
050190	FIRST SUPPLY COMPANY	6/29/2022	\$344.88	6-29-22Bills	public works	\$79,863.92
050191	FOUR SEASONS CENTRE	6/29/2022	\$961.13	6-29-22Bills	stage rental	\$78,902.79
050192	HAWKINS	6/29/2022	\$1,287.03	6-29-22Bills	chemical	\$77,615.76
050193	HEGGIES PIZZA	6/29/2022	\$284.70	6-29-22Bills		\$77,331.06
050194	HEIMS TRUCK & TRAILER LL	6/29/2022	\$3,343.49	6-29-22Bills	service truck repairs	\$73,987.57
050195	HERMEL WHOLESALE	6/29/2022	\$3,897.82	6-29-22Bills		\$70,089.75
050196	HILLYARD	6/29/2022	\$144.75	6-29-22Bills	Muni supplies	\$69,945.00
050197	JED PETERSEN	6/29/2022	\$13.12	6-29-22Bills	ups reimbursement	\$69,931.88
050198	LOCHER BROS INC	6/29/2022	\$1,532.03	6-29-22Bills		\$68,399.85
050199	LUMBERJACK LANDSCAPIN	6/29/2022	\$800.00	6-29-22Bills	park DNR Grant	\$67,599.85
050200	MACQUEEN EMERGENCY G	6/29/2022	\$61.82	6-29-22Bills	fire dept	\$67,538.03
050201	MARVIN PURRIER CONCRET	6/29/2022	\$6,235.00	6-29-22Bills	pool repairs	\$61,303.03
050202	MEDFORD TOWNSHIP	6/29/2022	\$300.00	6-29-22Bills	July 2022 Jetter Storage	\$61,003.03
050203	METRO FIBERNET LLC	6/29/2022	\$781.26	6-29-22Bills	507-455-2866, 0053, 3812	\$60,221.77
050204	METRO SALES INC.	6/29/2022	\$170.00	6-29-22Bills	city hall copier	\$60,051.77
050205	MIKES REPAIR	6/29/2022	\$1,303.00	6-29-22Bills		\$58,748.77
050206	MILBANK WINWATER WORK	6/29/2022	\$2,698.08	6-29-22Bills	meters	\$56,050.69
050207	MJM MEDICAL DIRECTION	6/29/2022	\$500.00	6-29-22Bills	Fire dept	\$55,550.69
050208	MN PUBLIC FACILITIES AUT	6/29/2022	\$237,568.00	6-29-22Bills	Water/Wastewater Bond P	-\$182,017.31
050209	NORTHERN BEVERAGE DIS	6/29/2022	\$1,372.70	6-29-22Bills		-\$183,390.01
050210	R & K ELECTRIC INC	6/29/2022	\$4,177.33	6-29-22Bills	pool repairs	-\$187,567.34
050211	SHERWIN WILLIAMS CO	6/29/2022	\$73.40	6-29-22Bills	pool paint	-\$187,640.74
050212	SOUTHERN GLAZERS OF M	6/29/2022	\$122.80	6-29-22Bills		-\$187,763.54
050213	STEELE WASECA COOP EL	6/29/2022	\$5,586.87	6-29-22Bills	1061687	-\$193,350.41
050214	STEWART SANITATION	6/29/2022	\$63.27	6-29-22Bills	city garbage disposal	-\$193,413.68
050215	TRUGREEN PROCESSING C	6/29/2022	\$587.00	6-29-22Bills	park weed spraying	-\$194,000.68
050216	UTILITY CONSULTANTS	6/29/2022	\$930.95	6-29-22Bills	testing	-\$194,931.63
050217	WASTE MANAGEMENT	6/29/2022	\$275.18	6-29-22Bills	muni garbage disposal	-\$195,206.81
050218	WHKS	6/29/2022	\$3,249.97	6-29-22Bills	engineering fees	-\$198,456.78
050219	DELTA DENTAL	6/29/2022	\$303.85	6-29-22Dental	Elizabeth	-\$198,760.63
050220	MN PEIP	6/29/2022	\$4,434.12	6-29-22Hins	Health Insurance	-\$203,194.75
050221	CASH	6/30/2022	\$4,000.00	6-30-22atm	atm	-\$207,194.75
	Deposits	\$0.00				
	Checks		-\$401,597.98			

FILTER: ((([Act Year]='2022' and [period] in (6)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.???')) and [Cash Act]='10100')

CITY OF MEDFORD

Checks for Month

10100 Cash

Since JUNE 2022

Begin Balance \$194,403.23

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
016648	Bohlman, Angela	6/10/2022	\$290.88	PAY20220212.00		\$194,112.35
016649	Brannan, Miles	6/10/2022	\$1,666.29	PAY20220212.00		\$192,446.06
016650	Grinnell, Bryce	6/10/2022	\$1,731.12	PAY20220212.00		\$190,714.94
016651	Jackson, Elizabeth	6/10/2022	\$2,483.75	PAY20220212.00		\$188,231.19
016652	Jorgenson, Kristi	6/10/2022	\$152.50	PAY20220212.00		\$188,078.69
016653	Keller, Grace	6/10/2022	\$45.02	PAY20220212.00		\$188,033.67
016654	Langeslag, Morgan	6/10/2022	\$630.92	PAY20220212.00		\$187,402.75
016655	McGivney, Brenda	6/10/2022	\$293.22	PAY20220212.00		\$187,109.53
016656	Mettler, Megan	6/10/2022	\$734.86	PAY20220212.00		\$186,374.67
016657	O'Hearn, Craig J	6/10/2022	\$1,522.27	PAY20220212.00		\$184,852.40
016658	Petersen, Jed	6/10/2022	\$2,490.43	PAY20220212.00		\$182,361.97
016659	Reinhard, Dyann	6/10/2022	\$182.83	PAY20220212.00		\$182,179.14
016660	Wicks, James	6/10/2022	\$1,796.81	PAY20220212.00		\$180,382.33
016661	Will, Richard W	6/10/2022	\$156.61	PAY20220212.00		\$180,225.72
016662	Ahrens, Aiden	6/24/2022	\$464.59	PAY20220213.00		\$179,761.13
016663	Amberg, Meghan	6/24/2022	\$125.96	PAY20220213.00		\$179,635.17
016664	Bohlman, Angela	6/24/2022	\$307.22	PAY20220213.00		\$179,327.95
016665	Brannan, Miles	6/24/2022	\$1,639.40	PAY20220213.00		\$177,688.55
016666	Grinnell, Bryce	6/24/2022	\$1,743.80	PAY20220213.00		\$175,944.75
016667	Hermes, Tate	6/24/2022	\$134.46	PAY20220213.00		\$175,810.29
016668	Jackson, Elizabeth	6/24/2022	\$2,712.20	PAY20220213.00		\$173,098.09
016669	Jorgenson, Kristi	6/24/2022	\$381.71	PAY20220213.00		\$172,716.38
016670	Keller, Grace	6/24/2022	\$388.86	PAY20220213.00		\$172,327.52
016671	Kniefel, Clara	6/24/2022	\$496.42	PAY20220213.00		\$171,831.10
016672	Langeslag, Morgan	6/24/2022	\$1,110.44	PAY20220213.00		\$170,720.66
016673	McGivney, Brenda	6/24/2022	\$556.12	PAY20220213.00		\$170,164.54
016674	Mettler, Megan	6/24/2022	\$890.40	PAY20220213.00		\$169,274.14
016675	O'Hearn, Craig J	6/24/2022	\$1,522.27	PAY20220213.00		\$167,751.87
016676	Petersen, Jed	6/24/2022	\$2,490.43	PAY20220213.00		\$165,261.44
016677	Reinhard, Dyann	6/24/2022	\$457.84	PAY20220213.00		\$164,803.60
016678	Ristau, Payton	6/24/2022	\$497.90	PAY20220213.00		\$164,305.70
016679	Wicks, James	6/24/2022	\$1,924.22	PAY20220213.00		\$162,381.48
016680	Will, Richard W	6/24/2022	\$188.16	PAY20220213.00		\$162,193.32
016681	Bartlett, Grace	6/22/2022	\$207.79	PAY20220306.00		\$161,985.53
016682	Hager, Richard	6/22/2022	\$115.44	PAY20220306.00		\$161,870.09
016683	Langeslag, Chad	6/22/2022	\$207.79	PAY20220306.00		\$161,662.30
016684	Merritt, Chad W	6/22/2022	\$207.79	PAY20220306.00		\$161,454.51
016685	Mueller, Amanda	6/22/2022	\$207.79	PAY20220306.00		\$161,246.72
016686	Thomas, Danny	6/22/2022	\$277.05	PAY20220306.00		\$160,969.67
	Deposits	\$0.00				
	Checks		-\$33,433.56			

FILTER: ((([Act Year]='2022' and [period] in (6))) and ((([Source] like 'PAY?????????.???')) and [Cash Act]='10100'

MEMORANDUM

TO: Council

FROM: Jed Petersen
Administrative Director of Operations

DATE: July 2022

RE: Update

Public Works:

Water

- Serviced the pressure regulating pressure reducing valve in the booster station
- Training staff on the day-to-day operations of the water plant

Wastewater

- Mixer should be put back in service this week

Streets/Park/Pool

- Prepped area from water main break on hill
- Weeded the round-a-bout
- Trimmed trees and sprayed weeds around town still a lot of weeds to take care of
- clean storm sewer
- painted park bathrooms
- Located city infrastructure for several communication utilities coming through town

TO: Council
FROM: Elizabeth Jackson
City Clerk
DATE: July 2022
RE: City Financial Report/General Updates

Background:

The 2022 City budget is currently over budget in the following areas and amounts:

City Clerk Overtime	\$1,480.88
Other Repair Supplies – Streets	\$1,086.25
Engineering Fees – Water	\$5,511.52
Overtime Wages – Water	\$3,641.29
Engineering Fees – Sewer	\$3,740.00
Overtime Wages – Sewer	\$7,746.94
Other Repair Supplies – Pool	\$11,901.72

Most of the Other Repair Supplies – Pool will be reimbursed by the insurance claim that was filed.

The 2023 budget has been increased for these items to hopefully prevent budget overages for 2023.

The preliminary budget and levy will require official Council action at the August 2022 council meeting.

No action required by Council.