

Regular Meeting
January 2, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:01 p.m. All members were present. Others attending were Mark Holm, John Anhorn, Drew DeMars, Seth Peterson, Paul Borash, Rich Kucera, Ben Bullert, Mark Rahrlick, and Amber Kniefel.

Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried
Motion by Thomas, seconded by Sexton to approve the minutes as corrected. Carried
Motion by DeMars, seconded by Sexton to pay the city and liquor store bills. Carried
Motion by Thomas, seconded by DeMars to approved the November 2007 check register. Carried
Motion by Sexton, seconded by Corbin to accept the pool donation resolution as presented. Carried
Motion by Corbin, seconded by Thomas to accept the truck and equipment donation resolution as presented. Carried

Concerns from the Public. Mark Holm, Medford Diamond Association presented a request for charitable gambling. The Diamond Association will be selling calendars.

Motion by Corbin, seconded by Sexton to accept the request for charitable gambling without a waiting period. Carried

John Anhorn was present to discuss the decorating of the water tower. Mayor Kaiser informed Mr. Anhorn that after the process was started and it was discovered that the decorating was not being done in a safe manner. The Council was not against the decorating of the water tower. Mr. Anhorn was informed that the council did budget the same cost for 2008 as in past years. A decision of whether or not to decorate the water tower in future has not been made. The Street and Lights Commissioner will now be in charge of the holiday decorations.

Mayor Kaiser presented 2008 City Appointments for council approval. It was the consensus of the council to change the zoning inspector to Amber Kniefel.

Motion by Corbin, seconded DeMars to accept the 2008 appointments with the change to the zoning inspector. Carried

Mayor Kaiser informed the council that employee reviews were completed for City Hall staff. Mayor Kaiser is recommending an increase of 3.0% for the City Clerk and an increase of 3.25% for the deputy clerk.

Discussion on wages and employee reviews.

Motion by Kaiser, seconded by Sexton to increase the City Clerk's wage by 3.0% and increase the Deputy Clerk's wage by 3.25%. Ayes: Corbin, Sexton, Thomas, Kaiser. Nays: DeMars Motion Carried

Mayor Kaiser left the meeting and Acting Mayor Sexton took over the meeting

Planning and Zoning

Drew DeMars presented information from the public hearing that was held on December 17, 2007.

Discussion on the variance request and whether or not the state law would allow the variance because the property is being put to reasonable use without the variance.

Paul Borash was present to answer questions about the variance request. Mr. Borash waives the 60 day rule.

Motion by Thomas, seconded by DeMars to table the variance request and send the request back to Planning and Zoning for more information. Carried

City Engineer

Ben Bullert provided an update on the Ritchie Brothers Utility Extension. The project is passed the Nagels and Fabricated Woods. The crews are working on getting the drive-ways partially restored for the winter.

Seth Peterson provided an update on the wastewater treatment plant. There have been some changes with the piping and other issues. Bolton and Menk is working with the contractor to see if a change order will be necessary.

Motion by Corbin, seconded by DeMars to pay the seventh pay request. Carried

City Attorney

Mark Rahrck requested that the sign ordinance that was approved in 2002 be approved again so it can be published in the paper.

Motion by Sexton, seconded by Thomas to adopt the sign ordinance as presented. Carried

Motion by Sexton, seconded by Thomas to publish the summary for the water ordinance as presented. Carried

Mr. Rahrck also informed the council that now may be right time to complete ordinance codification. All of the ordinances have been typed into the computer and codification could be completed from that.

Water/Sewer

Motion by Thomas, seconded by DeMars to accept the water and sewer fees as presented. Carried

Motion by Thomas, seconded by Corbin to increase the water and sewer by 5%. Carried

The agreement for purchase of the Jetter Truck has been sent to Owatonna for their review.

Motion by Thomas, seconded by DeMars to send Rich Kucera to water school in March for a cost of \$167. Carried

Council member Thomas presented a quote for fencing around the water tower. The cost for the fence would be \$6,342.00. The council would like more bids before making a decision.

Street/Light

The Christmas lights looked fine.

Park

Motion by Sexton, seconded by DeMars to accept the park fees as presented. Carried

Liquor Store

Inventory was completed on January 1.

EDA

The winners for the second round of the Shop Medford Program were drawn. The winners were Jeannette Hasley, Ramona McGee, Lynda Rademacher, Judy Marik, Denise Rokke, Arlene Schmidt, Tiffany Thompson, and Mary Beth Schaufler

Discussion of the 2008 fees. It was the consensus of the council to add the erosion control fee to the fee schedule that was presented.

Motion by Thomas, seconded by Corbin to adopt the 2008 fee schedule as presented with addition of the erosion control fee. Carried

Discussion on the dependent coverage on health insurance.

Motion by Thomas, seconded by DeMars to pay 80/20 on all health insurance. Motion and seconded were withdrawn.

Motion by Thomas, seconded by DeMars to 80/20 on employee health insurance and 75/25 on dependent health insurance. Carried

A special meeting will be held on January 16 at 7:00 p.m. to continue discussion on the employee handbook.

Motion by Corbin, seconded by Thomas to adjourn at 8:35 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Special Meeting
January 16, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:01 p.m. All members were present. Others attending were Amber Kniefel, Dorian Cornelius, and Mark Rahrick.

The purpose of the meeting is to continue discussion on the employee handbook.

After the council reviews the handbook, a meeting will be scheduled to discuss the handbook with City staff.

Discussion on comprehensive time.

Parenting leave will be an unpaid leave and the employee will be responsible for the entire cost of the health insurance while on this leave.

Council members DeMars and Sexton will create a policy and chart for Paid Time Off instead of separate vacation and sick leave.

Any hours worked on a holiday will be paid 1.5 times the regular rate.

It was the consensus of the council not to have the employees turn over any jury duty pay.

The council would like to have a clothing allowance available for all employees. It was the consensus of the council to have a similar style and color shirt available for all employees.

Discussion of the on-call policy.

Motion by Corbin, seconded by Thomas to adjourn at 9:01 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
January 28, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending included Judy Wiersma, Mary Brandvold, Rick Hager, Seth Peterson, Paul Beiser, Paul Borash, Tim Finley, Dennis Burgess, John Anhorn, Pat Merritt, Mike Anderson, Amber Kniefel, Mark Rahrlick, Dave Maroney, and Ben Bullert.

Motion by Corbin, seconded by Thomas to approve the agenda as amended. Carried.
Motion by DeMars, seconded by Sexton to approve the minutes as corrected. Carried.
Motion by Sexton, seconded by Corbin to pay the city and liquor store bills. Carried.
Motion by DeMars, seconded by Sexton to accept the December 2007 check register. Carried.

Concerns from the public-none

John Anhorn presented information regarding the purchase of the shared driveway at his residence. Mr. Anhorn is requesting a letter stating compliance with the zoning requirements. Mark Rahrlick informed the council that the City ordinances do not allow for meets and bounds transfer but this is a unique situation. Discussion on whether or not the set backs on the other parcels that share the driveway would be affected and whether a hardship existed.

Motion by Corbin, seconded by Kaiser to deny the request. Carried.

Rick Hager, Medford Fire Chief, presented the annual report for the fire department.

Motion by Corbin, seconded by DeMars to accept the annual report. Carried.

Chief Hager also presented a request for the purchase of 20 pagers for the department for a cost of \$11,000.00.

Motion by Thomas, seconded by Corbin to approve the request as presented. Carried.

Chief Hager also extended an invitation to the Council to sit in on the interview board in April. Council member Thomas volunteered to sit on the interview board for the fire department.

The fire department will also be forming a committee to look at the future needs of the fire department and that committee will meet with the Council to discuss the needs of the department and city.

Tim Finley, Medford Civic Club President, presented the information on Straight River Days to be held on June 20-22. The Civic Club would like to have a carnival this year instead of a softball tournament. The proposed carnival should consist of ten rides on the ball field plus food stands and games.

Motion by DeMars, seconded by Corbin to accept the request for the carnival. Carried.

Mr. Finley asked if the food vendors in the park be allowed to operate under the Civic Club's food permit.

Motion by Thomas, seconded by Corbin to allow food vendors in the park to operate under the Civic Club's food permit. Carried.

Motion by Corbin, seconded by Thomas to grant a dance permit for the Civic Club. Carried.

Motion by Sexton, seconded by Corbin to grant a parade permit for the Civic Club. Carried.

Motion by DeMars, seconded by Corbin to grant a temporary liquor license for the Civic Club. Carried.

Planning and Zoning

Discussion on the Paul Borash variance request.

Motion by Corbin, seconded by Sexton to deny the variance request. Ayes: Corbin, Sexton, Kaiser. Nays: DeMars, Thomas. Motion Carried

The Zoning Board has reviewed the zoning map and would like a meeting with the City Council to discuss changes to the current map.

Mayor Kaiser requested the zoning board to review the language in the proposed zoning ordinance requiring hard surfaces under boats, campers, etc.

Dennis Burgess, Medford Affiliate of the Owatonna Chamber, provided an update on the activities of the group. They will continue to be in contact with Council member Corbin regarding any projects.

City Engineer

Ben Bullert presented the first pay request for the Ritchie Brothers Utility Extension project for \$167,282.65. The contractors were able to complete the work in front of Nagels and Fabricated Woods in 2007.

Motion by Corbin, seconded by DeMars to approved the first pay request. Carried.

Mr. Bullert also presented the pay request for the storm sewer project for \$13,332.50.

Motion by Thomas, seconded by Corbin to approve the pay request as presented. Carried.

Seth Peterson presented an update on the wastewater treatment facility project. The contractors are getting ready to complete the switch over and will meet the April 30 deadline.

Motion by Corbin, seconded by DeMars to accept the eighth pay request. Carried.

City Attorney

Mark Rahrlick and Dave Maroney presented information regarding the local sales tax and if the tax would apply to Ritchie Brothers. The tax would apply to anything that sales tax is paid on.

Motion by Thomas, seconded by Corbin to adopt the resolution for local sales tax with the following changes project costs of \$10,000,025, and a local sales tax of one-half of one percent for 20 years. Carried.

Mr. Maroney also presented information regarding the May 2006 compliance agreement with the Department of Health. Mr. Maroney along with Council member Thomas will continue to work with the Lazy U.

Water and Sewer

City Staff has been receiving some calls about disconnecting water at the curb stop. It was the consensus of the council to have the Deputy Clerk decide if the water can be disconnected.

Motion by Thomas, seconded by Corbin to set a disconnect fee of \$50.00. Carried

Motion by Thomas, seconded by DeMars to accept a quote of \$6,342.95 for fencing around the water tower. Carried.

Council member Thomas and Amber Kniefel will work with Mark Rahrlick to develop a policy regarding exemption from the administrative fee for no meter reading.

Council member Thomas informed the council that one of the maintenance staff is out on worker's comp and will be providing City Hall with doctor's note regarding return to work. Niles-Weise Construction has a guy that can help with snow removal at a cost of \$50.00 per hour.

Council member Thomas will also help with weekends checks when needed.

Motion by Thomas, seconded by Corbin to send Rich Kucera to four wastewater classes at a cost of \$99.00 per class. Carried.

Street and Light

Motion by Corbin, seconded by DeMars to purchase a truck vibrator for the sand truck at a cost of \$890.00. Carried.

Council member Corbin is working with Bruce Bullert and Steele County to develop a seal coating program for the next seven years.

PB & J have been paid for water tower Christmas lights and Council member Corbin is researching companies that would be able to decorate the water tower.

Park and Pool

Electric work for the small pavilion will be completed this week.

Funds were received from Steele County for lighting on the volleyball courts. Council member Sexton is working on getting quotes to complete this project.

Liquor Store

Motion by DeMars, seconded by Thomas to accept the wage considerations for the liquor store as following: Craig O'Hearn 4.75%, Joe Bauer 3.00%, Kristi Jorgenson 19.00%, Cindy Malecha 7.00%, Wilma Mueller 2.00%, Mike Risser 3.00%, and Pamela Mueller 2.00%. Ayes: DeMars, Sexton, Thomas, Kaiser. Nays: Corbin Motion Carried.

The smoking ban has affected business at the Liquor Store especially with the recent cold weather. There have been complaints of all the cigarette butts by the entrances of the Liquor Store.

Discussion on the Shop Medford program.

Motion by Corbin, seconded by DeMars to continue the Shop Medford Program. Carried.

Motion by Kaiser, seconded by DeMars to send Christiansen to the Minnesota Clerks and Finance Officers Association annual conference on March 11-14 in Alexandria. Carried.

Motion by Kaiser, seconded by Thomas to send Kniefel to the Minnesota Clerks and Finance Officers Association annual conference on March 11-14 in Alexandria if her schedule allows. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 9:07 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk

Regular Meeting
February 25, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:03 p.m. All members were present. Others attending were Mike Keogh, Pat Merritt, Seth Peterson, Brian Paulson, Jeff Karow, Darren Hagen, Chad Merritt, Paul Wencil, John Anhorn, Cindy Anhorn, Dave Maroney, Janell Lindblom, Dan Niles, Katie Nelsen, Bruce Bullert, Mark Rahrlick, and Amber Kniefel.

Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried.
Motion by Thomas, seconded by DeMars to approve the minutes as corrected. Carried.
Motion by DeMars, seconded by Corbin to pay the city and liquor store bills. Carried.
Motion by Thomas, seconded by Sexton to approve the January 2008 check register. Carried.

Concerns from the public. None

John Anhorn and Mike Keogh appeared to discuss the drive-way purchase.

Motion by DeMars, seconded by Thomas to reconsider. Discussion on the motion. Aye: DeMars, Thomas.
Nays: Sexton, Kaiser, Corbin. Motion Fails.

Discussion on the application submitted to City Hall from John Anhorn. Mr. Anhorn is requesting the council to allow the unidentified strip to be conveyed to Anhorn from Andrew Miller. The unidentified strip is located north of Miller's property and 30 feet in size.

Mayor Kaiser recommended that a meeting between the City Attorney, two Council members, Mr. Anhorn, and Mr. Anhorn's attorney be set up.

Planning and Zoning

The Planning and Zoning Board continued discussion on the zoning map and the land use ordinance.

City Engineer

Bruce Bullert presented the water emergency and conversation plan for council review. The water emergency and conversation plan will be submitted to the Department of Natural Resources after the Council approves the plan. Mr. Bullert will inform the Department of Natural Resources that the plan is under review by the Council.

Seth Peterson, Bolton and Menk, presented an update on the construction activities at the wastewater treatment plant. The switch over will be starting soon and the deadline for completion will be met.

Motion by Corbin, seconded by Thomas to approve the ninth pay request as presented. Carried.

Mr. Bullert presented a map showing when the streets in Medford were constructed along with a four year plan for seal coating through Steele County and was put into the 2008 budget.

Council member Sexton presented information regarding the school's water drainage proposal. The school would like to know if there are ordinances that would not allow the project to happen. Council member Sexton also asked if a meter could be installed on a fire hydrant for the watering of trees and the water donated from the City be used as in-kind match for the project.

Engineering Services

Mayor Kaiser, Bruce Bullert, and Dave Maroney have had conversations regarding the direction of the City and Community Partners. Mayor Kaiser is recommending to the City Council to terminate services with Community Partners. Community Partners will continue to serve as the engineer for the Ritchie Brothers Public Improvement project. With regards to the water project, Dave Maroney has ideas for funding and could work with Council member Thomas and Bolton and Menk.

Motion by Thomas, seconded by Corbin to terminate the services of Community Partners immediately according the contract and retain the services of Community Partners for the Ritchie Brothers Utility Extension. Carried.

Discussion on direction from here. Mayor Kaiser recommends the hiring of Bolton and Menk as City Engineers. Seth Peterson gave some background on Bolton and Menk along with the proposed fees for services.

Motion by Corbin, seconded by DeMars to hire the services of Bolton and Menk as city engineer at-will under the fee schedule as presented until a written contract is signed. Carried.

City Attorney

Mark Rahrck has been busy working on the codification of the city ordinances. Mr. Rahrck presented the table of contents for the ordinance codifications. The codification of the ordinances will make the ordinances easier to use. A special meeting will be scheduled to discuss the codification of ordinances.

Water and Sewer

Discussion on the proposed purchasing policy.

Motion by Thomas, seconded by Corbin to adopt the purchasing policy. Carried.

Discussion on the administrative fee on the water and sewer bills and the need for a town mailing. It was the consensus of the council to put a notice on the bills that go out each month.

It was the consensus of the council to have delinquent utility bill notices go out after 60 days.

Council member Thomas, Amber Kniefel, and Rich Kucera met with the Outlet Center to discuss the water meters. Some of the water meters are in cubic feet while others are in gallons.

Motion by Thomas, seconded by Sexton to purchase ten new water meters for the Outlet Center for a total cost of \$850.00. Carried.

Five minute recess

Motion by Thomas, seconded by Corbin to allow of the use of accrued sick leave, vacation leave or comprehensive time while on worker's comp leave. Carried

Street and Light

Discussion on the towing contract between the City and Dean's Towing and enforcement of the 48 hour parking rule. This is a contract for the removal of cars from private property. It was the consensus to handle the enforcement of the parking rule on a per call basis.

Discussion of the rebuilding of Central Avenue and Main Street.

Park and Pool

Nothing to report

Liquor Store

Texas Hold'em has started on Sunday.

The Liquor Store is still researching option for serving food.

Right now the Liquor Store is showing a profit but more information will be available after the audit is completed in April.

EDA

Council member Corbin attended the Owatonna Chamber of Commerce-Medford Affiliate meeting last week.

City Clerk gave an update on the status of the bills at State Legislature.

The fire department breakdown of calls and application for grant funds was received.

A special meeting will be held on March 18 at 6:00 p.m. Agenda will continue discussion of ordinance codification.

Motion by Corbin, seconded by Thomas to adjourn at 9:25 p.m. Carried

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Meeting
March 18, 2008
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. Four members were present with Council member Corbin arriving at 6:40 p.m. Others attending were Paul Wencil, Irvin Jenö, Darren Hagen, John Anhorn, Brad Meier, Chad Merritt, Seth Peterson, Carol Caron, Todd Kavitz, Amber Kniefel, Mark Rahrlick.

The purpose of the meeting was to consider the contract with the City Engineer, discuss plans for the Wencil property, and review the ordinance codification.

City Engineering Services Contract

Seth Peterson and Carol Caron reviewed the proposed contract with Bolton and Menk for city engineering services. The hourly rates were similar to that of Community Partners. One notable difference is that Bolton and Menk does not charge for mileage and reproduction costs.

Discussion on the representative from the city. Ms. Caron explained that this person would be able to give direction to the engineer in the event the engineer was not in attendance at a meeting. The representative from the City will be the City Clerk, who will follow the directions given by the Council.

Motion by DeMars, seconded by Thomas to enter into a contract with Bolton and Menk for city engineering services. Carried.

Carol Caron then gave a brief introduction and history to the council.

Ordinance Codification

Mark Rahrlick, City Attorney, explained the codification and the process for adopting the code.

Mr. Rahrlick reviewed of the ordinances that could be repealed. The following ordinances were repealed Ordinance 2 (Defining Drunkenness), Ordinance 5 (Licensing & Regulating Coin Operated Marble Machines, Pinball Machines), Ordinance 6 (Licensing & Regulating Gasoline Filling Stations), Ordinance 8 (Fire Limits-Characters of Building Erected, Brick or Stone), Ordinance 11 (Licensing & Regulating Junk Dealers, Rags, Iron, Brass, Lead Copper, Old Rope, Bones, Tin Ware, Rubber), Ordinance 28

(Licensing & Regulating Sale of Soft Drinks, Annual Fee, Date of Expiration), Ordinance 36 (Regulating the Mining & Sale of Gravel, Sand, Stone), Ordinance 44 (Requiring a License for Gas Fitting Work, Establishing Minimum Gas Fitting Standards, Penalties), Ordinance 60 (Adopting Minnesota Statute 609.175 Regulating Conspiracy), and Ordinance 61 (Adopting Minnesota Statute 609.72 Disorderly Conduct, Attempted Suicide).

Discussion on Ordinance 18 (Prohibiting the Shooting or Discharge of any Fire Arm or Explosive, Gun, Revolver, Pistol). Parts of this ordinance have been included in the new code. It was consensus of the Council to have language put in that would allow the discharge of a paint ball gun and a bb gun.

Discussion on Ordinance 22 (Licensing & Regulating Retail Sale of Cigarettes & Cigarette Wrapper). City Hall Staff was directed to research this.

Ordinance 165 (Regional Marketplace) and Ordinance 186 (Light Industrial Zoning Ordinance) were incorporated into the proposed land use (zoning) ordinance.

Mr. Rahrick informed the council that following sections were added or modified: Chapter 1 deals with general provisions of the Code, Section 2.08 deals with the general authority and purpose of the Code, Section 2.20-2.22 deals with departments, boards, and commissions appointed by the council, section 2.24 sets forth the powers and duties of the City Council designated as the Board of Adjustment, section 3.01 sets forth that municipal utility rates and charges will be set by Council resolution, sections 5.02 and 5.03 deals with requirements for building permits and that permit fees will be set by Council resolution, Chapter 8 deals with snow removal, street maintenance, and assessments policies for the City, section 8.04 provides that the City has no liability for the cost of repair or replacement to damaged mailboxes, section 5.20 addresses roof runoff and connection of sump pumps, and section 11.20 deals with weeds and grass over eight inches and noisy vehicles. Mr. Rahrick will research wording regarding the height of weeds and grass.

Discussion was held on the sections mentioned above.

Motion by Corbin, seconded by Sexton to have the first reading of the City Code for Medford. Carried.

Wencl Property

Paul Wencl, Todd Kavitz, Carol Caron, and Seth Peterson presented two plans for the old school property. Council member Thomas informed the Council that one plan did not include the opening of Third Street NE and the second plan did include the opening of Third Street NE. The Council needs to decide whether or not to have Third Street NE go through the property or not.

Discussion on the opening of Third Street NE. Council member Thomas is in favor of the opening of Third Street NE, Council member Sexton is in favor of the opening of Third Street NE, Council member Corbin is in favor of the opening of Third Street NE, Council DeMars is not in favor of the opening of Third Street NE, and Mayor Kaiser is not in favor of the opening of Third Street NE.

It was the consensus of the Council is to run Third Street NE through the property.

Council member Thomas informed the Council of a potential way to finance the construction of Third Street NE. The developer would pay fifty percent of the costs and the city would pay fifty percent of the costs.

Discussion on the financing. Council member Thomas is in favor of the proposed financing plan, Council member Sexton is in favor of the proposed financing plan, Council member Corbin is in favor of the proposed financing plan, Council member DeMars is in favor of the financing plan, and Mayor Kaiser is not in favor of the financing plan.

Council member DeMars is opposed to road but supports the financing to due the hardship on the developer.

Motion by Sexton, seconded by Thomas to have Third Street NE as part of the development and fifty percent of the total cost of Third Street NE from East Central to 1 Ave NE will be paid by the City. Ayes: Sexton, Corbin, DeMars, Thomas. Nyes: Kaiser

The next step is for the committee to meet and discuss the installation of the sidewalk, curb and gutter, storm sewer, and other items to finalize a developer's agreement.

The development will also have to go through the platting process, which is will require a public hearing at a planning and zoning meeting.

Motion by Corbin, seconded by DeMars to adjourn at 8:26 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk

Regular Meeting
March 24, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Lawrence Berkland, John Anhorn, Pat Merritt, Paul Wencil, Todd Kavitz, Gary Hanson, Seth Peterson, Michael Holmblard, Bill Holmblard, Darren Hagen, Ben Bullert, Jeff Karow, Katie Nelson, Ron Karow, Carol Caron, Mark Rahrick, Amber Kniefel.

Motion by Corbin, seconded by DeMars to approve the agenda as amended. Carried.
Motion by Thomas, seconded by Corbin to approve the minutes as corrected. Carried.
Motion by Sexton, seconded by DeMars to pay the city and liquor store bills. Carried.
Motion by Thomas, seconded by DeMars to approve the February 2008 check register. Carried.

Concerns from the Public. Jeff Karow asked if noise enforcement signs could be placed on the entrances to town. There are signs posted that should take care of the issue.

Larry Berkland with the Steele County Highway Department presented a presentation regarding the proposed rain garden at the Medford School. The project will be funded with a grant from the 2006 Clean Water Legacy Act. Steele County was awarded a grant of \$306,060.00 to complete the design and construction of the project.

Mr. Berkland answered questions from the public and Council. Some of the questions that were asked included the water in the ponds in regards to mosquitoes and the City of Medford in-kind portion, which will be water for the plants.

Discussion on the weed height. In the proposed code, weeds and grass would be violation if they are greater then eight (8) inches in height or have gone or are about to go to seed. Also, there were three exemptions to this and those exemptions would cover the proposed wetland.

Discussion on the water in the wetland. In the proposed code, a property is not allowed to have any ponds or pools of stagnant water. It was the consensus of the Council to have all ponds or pools of stagnant water that lack an inlet or outlet be a public nuisance affecting health.

Planning and Zoning

Mark Rahrlick presented a proposal for modifications to the City's zoning district of three commercial zones and two industrial zones. The commercial zones would include a Neighborhood Commercial District, Community Commercial District, and Regional Commercial District. The industrial zones would include a Light Industrial Zone and Heavy Industrial Zone. It was the consensus of the council to have the Planning and Zoning Board use the zones and to move forward with the update to the zoning map.

City Engineer

Ben Bullert provided an update on the Ritchie Brothers Utility Extension. A meeting was held between Mr. Bullert, BCM Construction, and Nagels regarding the restoration of the driveways to the Nagel's property. Mayor Kaiser informed Mr. Bullert that this needs to be resolved as soon as possible.

Wencl Property

Carol Caron, City Engineer, presented a memo detailing the items discussed at the March 19 committee meeting. The main discussion was on the installation of the sidewalk in the development. Ms. Caron did find out that the County has funding available for a sidewalk along the County Road.

Discussion on the linking the sidewalk from downtown to the school by the Wencl development along 2nd Ave to Central Ave. Council member Corbin is in favor of the plan, Council member DeMars is in favor of the plan, Council member Thomas is favor of the plan, Council member Sexton is favor of the plan, and Mayor Kaiser is opposed to the plan.

It is also possible to receive funding for a sidewalk along 2nd Ave to the stairs by the post office.

Discussion on the use of the open space funding for the cost of the sidewalk instead of having the total cost being paid by the developer. Council member Thomas is in favor of the plan, Council member Sexton is in favor of the plan, Council member Corbin is opposed to the plan, Council member DeMars is opposed to the plan, and Mayor Kaiser is opposed to the plan.

Discussion on the open space requirement and if the easements and drainage areas could be used as the dedication instead of monetary payment. Council member Sexton is in favor of the idea, Council member Thomas is in favor of the idea, Council member DeMars is opposed to the idea, Council member Corbin is opposed to the idea, and Mayor Kaiser is opposed to the idea.

Mayor Kaiser provided a summary of the Council's action. The sidewalk will be required in the development and the open space will be a monetary payment.

A developer's agreement will be discussed on the April 28 meeting of the City Council.

Seth Peterson presented a monthly update on the construction activities at the wastewater plant. The contractors are planning to begin the start-up of equipment this week with a majority of the start-up happening in April.

Council member Thomas and Mr. Peterson informed the Council of the potential problems with a test. The plant was without power for longer then thought and that caused a problem in the treatment process. Mr. Peterson will inform the Minnesota Pollution Control Agency about the situation. City staff will be testing this week and on March 31.

Motion by Corbin, seconded by DeMars to pay the tenth pay request for the wastewater treatment plant project. Carried.

City Attorney

Mark Rahrlick presented updates to various sections of the proposed Code.

Discussion on the use of firearms in the City. The proposed code makes it unlawful to discharge any firearm that utilizes an explosive power or substance to expel any pellets. The proposed code will have two exemptions to this section. Members of the military and law enforcement are authorized to discharge firearms in accordance of their duties and persons acting in self-defense when the use of firearms for that purpose would not be unlawful under the laws of the State of Minnesota.

Discussion on allowing the discharge of firearms in an indoor shooting range. Council member Thomas is in favor of the idea, Council member Sexton is in favor of the idea, Council member Corbin is in favor of the idea, Council member DeMars is opposed to the idea, and Mayor Kaiser is opposed to the idea.

Section 11.22 will be removed because there is a Minnesota Statutes that deals with the firecracker and fireworks.

Discussion on noises prohibited by law especially noise from vehicle operations. It would lawful to drive a vehicle to a service station for repair but it is unlawful to create a loud or unnecessary discharge.

Discussion on Section 2.21 dealing with boards and commissions generally and if board members can be employed by the City.

Mr. Rahrlick presented a no meter reading policy to be included from the code. This deals with the administrative fee that is added if a meter reading is not obtained from a property. The policy gives three exemptions to the fee and they are people who contact the City Hall about being gone for either the winter or summer, homes for sale, and people who have a medical reason that causes a hardship in reading the meter. People who are gone for an extended period of time either pay ahead or billed the minimum usage.

Mr. Rahrlick presented information regarding the maintenance of 32nd Ave between the City and Medford Township. Mr. Rahrlick will be developing an agreement stating what the responsibilities of the City and Township are.

Water and Sewer

Council member Thomas presented a letter that will go out to the four properties in Medford that are without a water meter.

Motion by Thomas, seconded by Corbin to accept Dorian Cornelius resignation effective April 7, 2008. Carried.

Motion by Thomas, seconded by Corbin to authorize Council members Thomas and Corbin to move forward with the hiring process. Carried.

Discussion on the steep basin on the corner of 3rd Ave and 2nd St NE. The City Engineer will research this.

Council member Thomas and Seth Peterson are working on the water project.

Street and Light

Council member Corbin and Carol Caron are working on the Central and Main road project.

Park and Pool

Motion by Sexton, seconded by Thomas to accept the pool fees as presented. Carried.

Liquor Store

Final numbers for the liquor store will be available following the audit in April.

EDA

Representatives from the Medford Affiliate of the Owatonna Chamber of Commerce presented a plan for the downtown beatification project. The group is looking at installing sixteen banners on the downtown light poles along with flowers pots on Main Street.

Discussion of the proposed downtown beatification. The Council would like more information regarding the following issues liability, ownership, storage, interest, funds, County regulations, and use of city staff. The Council is in favor of the concept.

Mayor Kaiser informed the Council of the upcoming Minnesota Municipal Clerks Institute to be held on July 7-11, 2008 and that City Clerk Christiansen received a \$350 scholarship to attend the Institute.

Motion by Kaiser, seconded by Corbin to have Christiansen attended the Minnesota Municipal Clerks Institute and pay expenses. Carried.

Mayor Kaiser will talk with the Fire Chief about possible dates for a joint meeting between representatives of the Fire Department and the City Council.

Upcoming Meetings:

April 16 at 6:00 p.m.-Employee Handbook
April 28 at 7:00 p.m.-Regular Meeting
April 30 at 7:00 p.m.-Board of Appeal and Equalization

Motion by Corbin, seconded by DeMars to adjourn at 9:31 p.m. Carried

Minutes approved at _____meeting.

Submitted by _____clerk

Special Meeting
April 16, 2008
City Hall

Mayor Kaiser called the meeting to order at 6:01 p.m. Four members were present with Council member Thomas arriving late. Others attending were Tim Finley, Mary Brandvold, Mark Rahrlick, and Amber Kniefel.

The purpose of the meeting is to consider gambling requests for the Medford Civic Club and continue review of the employee handbook.

Tim Finley, Medford Civic Club President, presented two gambling requests for Straight River Days. The gambling requests would allow the Civic Club to conduct a raffle and bingo.

Motion by Corbin, seconded by DeMars to approve the raffle application with no waiting period. Carried.

Motion by Corbin, seconded by DeMars to approve the bingo application. Carried

Employee Handbook

Discussion on the need for an ordinance on background checks. If an ordinance is needed, it will be added to the City Code.

Discussion on the proposed Paid Time Off Policy. At the end of the year, the unused PTO hours would be able to be paid out or a certain amount of hours would be able to carry-over and the remaining hours would be paid out. The PTO policy would start on January 1.

Discussion on holiday pay. The committee is recommending that all hours worked on a holiday (New Year's Day, Thanksgiving Day, or Christmas Day) would be paid double the regular wages. It was the consensus of the Council to pay time and half for all hours worked on New Year's Day, Thanksgiving Day, or Christmas Day.

Discussion on jury duty pay. It was the consensus of the Council to allow the employee to keep the money received from serving on jury duty.

Discussion of unpaid leave of absence. There would be separate sections dealing with leave of absence that would fall under the Family and Medical Leave Act, Worker's Compensation, and parenting leave. It was the consensus of the Council to have the city pay its portion of health insurance for two months while on unpaid leave of absence. The employee must continue to pay their portion. The employee would be required to use of accrued leave before going on unpaid leave of absence.

Discussion on safety equipment/uniforms. The reimbursement for steel-toed shoes will be one hundred fifty dollars a year with no carry-over. To receive the reimbursement the employee must show a receipt from the purchase of the shoes. If a commissioner would like to present a request for the employees in the department to receive clothing, the Council would make the decision then.

Discussion on substance abuse and drug testing policy. The City Attorney informed the Council that the policy was taken from the State Statutes. It was the consensus of the Council to leave the policy as is.

Discussion on the wage schedule. The current wages will be removed from the schedule and different levels on utility maintenance staff will be added.

Motion by Corbin, seconded by Sexton to adjourn at 8:10 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
April 28, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Seth Peterson, Todd Kavitz, Paul Wencl, Brent Kavitz, Carol Caron, Mary Brandvold, Tim Finley, Pat Merritt, Rich Kucera, Darren Hagen, John Anhorn, Katie Nelson, Dave and Lois Nelson, Amy Volkmann, Sarah Booe, Jody Anderson, Butch Schultz, Jeff Karow, Dennis Burgess, Amber Kniefel, Mark Rahrick, Ben Bullert.

Motion by Corbin, seconded by DeMars to approve the agenda as amended. Carried
Motion by Thomas, seconded by Corbin to approve the minutes as corrected. Carried
Motion by Corbin, seconded by DeMars to pay the city and liquor store bills. Carried
Motion by Thomas, seconded by Corbin to approve the March 2008 check register. Carried

Concern from public. None

Medford Civic Club

Tim Finley, Civic Club President, presented three requests for Straight River Days for Council consideration.

First request was for the use of the pool for the Amazing Race Event. Mr. Finley was asked to take the request to the regular Park Board meeting and the Council will consider the request at a special meeting on May 12.

Second request was for the City to pay the entire cost of the Showmobile. In past years, the cost was split between the City and Civic Club
Motion by Corbin, seconded by Sexton to deny the request. Carried

Third request was the City to pay the entire cost of the portable restrooms. In past years, the cost was split between the City and Civic Club.
Motion by Corbin, seconded by Thomas to deny the request. Carried

Planning and Zoning

A public hearing was held for the Wencil Old School Property Plat. Some of the concerns from the public hearing were drainage to the neighboring property. The property will have curb and gutter which should correct the drainage problems.

The Planning and Zoning also finished a review of the proposed zoning classifications for the City of Medford. It was the consensus of the Council to have Planning and Zoning hold a public hearing in May regarding the proposed land use and zoning map.

Wencil Property

A draft developer's agreement was included in the Council packet. The committee will meet with the developer and finalize the developer's agreement.

City Engineer

Carol Caron provided update on the permits and approvals needed from the Department of Labor and Industry for Ritchie Brothers. The City did send a letter stating that no discharge will be allowed in the sanitary sewer. Ritchie Brothers will be working with the Department of Labor and Industry to address this issue.

Ben Bullert provided an update on the utility extension project. The contractor has met with the Nagel's concerning the repair of the drive-ways and temporary drive-ways have been constructed and the permanent drive-ways will be constructed once it dries-out.

Wastewater Treatment Plant.

Seth Peterson provided an update on the wastewater treatment plant. The start-up has began and the electrician may not be ready by the April 30 deadline. If any violations occur, the violations will be the responsibility of the Gridor Construction. Mr. Peterson has explained the situation to MPCA and they are recommending that the City request a week extension.

Motion by Corbin, seconded by Thomas to file a two-week extension with the Minnesota Pollution Control Agency. Carried

Motion by Corbin, seconded by Thomas to pay the eleventh pay request. Carried

Mr. Peterson has presented a draft Water Emergency and Conservation Plan. The Council will review the plan and take action on the plan at the May meeting.

Medford Affiliate

Representatives from the Medford Affiliate group provided an update on the downtown beautification project. They are willing to take requests from business as to the placement of the banners. They also have to have nine banners sold before the project can start.

Motion by Corbin, seconded by DeMars to have the EDA continue involvement in the banner project and authorize the use of EDA funds for the banners. Ayes: Corbin, Kaiser, Thomas, DeMars. Nyes: Sexton

The Medford Affiliate group is also proposing to place ten planters along Main Street. This would be a majority of the expenditures for the project. There have been concerns raised about possible vandalism to the planters.

Motion by Corbin, seconded by Kaiser to adopt the EDA recommendation and authorize the maximum of \$3700.00 for the project. Ayes: Corbin, Sexton, DeMars, Kaiser. Nyes: Thomas

City Attorney

Mark Rahrlick and Amber Kniefel presented an updated sign ordinance language. The proposed language is content neutral and each individual sign size would count toward the total amount of the signs allowed on a parcel. It was the consensus of the Council to have Planning and Zoning review the proposed language.

City Code

Mr. Rahrlick presented updated language for the meter reading section. The updated language contains the exemptions from the meter reading policy.

Discussion on the employee cost for going out and reading a meter.

Motion by Thomas, seconded by DeMars to charge a fee of \$25.00 after two missed billing cycles with no meter reading. Carried

Updated language was also provided that ensures wetlands and drainage ponds to have an inlet and outlet to prevent water from becoming stagnant.

Updated language was also provided regarding the membership on a board or commissions.

Motion by Corbin, seconded by Thomas to have second reading of the Medford City Code. Carried

Motion by Corbin, seconded by Sexton to adopt the Medford City Code. Carried.

Discussion on code enforcement and the Steele County Sheriff's Department. The last signed contract with Steele County for police protection was in 1977 and a contract written 1982 was not signed by the City or County. It was the consensus of the Council to have Council member Corbin, City Hall Staff, and the City Attorney meet with representatives from Steele County to discuss what services the County provide.

Water/Sewer

The company hired to complete the Catch Basin project is out of business and Niles Wiese Construction will be finishing the project.

Butch Schultz was hired as part-time help to assist with general maintenance projects.

Council member Thomas informed the Council that no applications with a Class B license were received. Council member Thomas also presented three proposals for the operation of the wastewater plant until a Class B operator can be found.

Motion by Thomas, seconded by Corbin to hire Keith Maas to provide Class B wastewater operator services. Carried.

Council member Thomas presented a quote to install meters on the four properties within the City without a meter. He is recommending that City install the meters at no cost to the property owners.
Motion by Thomas, seconded by DeMars to install the four meters at no charge to the property owners.
Carried

Motion by Thomas, seconded by Corbin to rebuild a pump at the booster station at cost not to exceed \$12,000 and take the lower of the two bids. Carried

Council member Thomas and City Staff are still looking for storage options for the jetter truck and options for disposal of waste from the jetter truck.

An offer was made by someone to purchase the old platform scale at the wastewater plant for \$75.00.

Motion by Thomas, seconded by Corbin to increase Rich Kucera's wage to \$17.50 with \$0.48 retroactive to January 1 and increase to class B operator wages once a class B license is received. Carried

Council member Thomas also informed the council of a potential problem with the storm sewer on Main Street.

Full-time maintenance staff may need to work 55 hour weeks due to plant start-up and other projects.

Street and Lights

Discussion on pot hole repairs between rail road ties. Council member Corbin will draft a letter to the railroad company stating that it their responsibility to repair the pot holes.

Council member Corbin informed the Council of the quote to decorate the water tower for Christmas. It will cost between \$7500 and \$10000. Council member DeMars will also work on researching this.

Park and Pool

The park walk-through is scheduled for May 6 and summer registration will be held on May 5 at the school.

Council member Sexton will have new concrete poured at the pool which is a maintenance issue.

Liquor Store

Nothing to report.

EDA

Nothing to report.

Motion by Thomas, seconded by DeMars to approve the KC Lodge liquor license. Carried

Motion by Corbin, seconded by DeMars to approved the KC Lodge's dance permit. Carried

The May meeting will be held on May 27 at 7:00 p.m.. The following special meetings are also scheduled:
May 7 at 6:00 p.m. (Wencl Old School Property) and May 12 at 6:15 p.m. (Civic Club and Employee Handbook)

Motion by Corbin, seconded by DeMars to adjourn at 9:26 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Board of Appeal and Equalization
April 30, 2008
City Hall

Mayor Kaiser called the board of appeal and equalization to order at 7:01 p.m. Four members were present with Council member DeMars absent. Others attending were Glen Purdie and Steve Halverson.

The purpose of the meeting is for the property owners of Medford to express their concerns and ask questions about the estimated market value of their property.

Glen Purdie provided an overview on the valuation process.

Motion by Corbin, seconded by Sexton to accept the assessor's recommendation on parcel #16-100-3410. Carried.

Motion by Sexton, seconded by Thomas to accept the assessor's recommendation on parcel #16-111-0302. Carried

Discussion on tax rates and delinquent taxes.

Motion by Corbin, seconded by Thomas to adjourn at 7:25 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Council Meeting
May 7, 2008
City Hall

Mayor Kaiser called the meeting to order at 6:01 p.m. All members were present. Others attending were Pat Merritt, Brent Kavitz, Paul Wencil, Todd Kavitz, John Anhorn, Carol Caron, Mark Rahrnick, and Amber Kniefel.

The purpose of the meeting is to consider the developer's agreement and plat for the Wencil Old School Development.

Council member Sexton presented the proposed developer's agreement. The agreement is for phase 1 which will contain six residential lots.

The proposed fees in the developer's agreement will be for phase 1 and all future phases will be paid at the current rate at the time of development.

The construction of 3rd Street will a fifty-fifty split between the City and the developer. The road must be constructed by October 1, 2010. The developer will pay their portion at the time of construction but no later than October 1, 2010.

Discussion on the sidewalk along 1st Ave. The sidewalk may cause 1st Ave to be narrower than a normal street. Mayor Kaiser is opposed to a narrow street, Council member Corbin is in favor of the proposal, Council member Sexton is in favor of the proposal, Council member Thomas is in favor of the proposal, and Council member DeMars is in favor of the proposal. Carol Caron will write a letter regarding the sidewalk.

Discussion the engineering of the public improvements. The plans will be signed by a licensed engineer and developed by Kavitz. Bolton and Menk will review the plans using the design standards from previous project and will provide all of the construction services for the public improvements.

Discussion on storm water drainage. There will be a dedicated easement in the NE corner that will help with the drainage.

The engineering fees will be paid out of the interest bearing account that the city will set.

Motion by Thomas, seconded by DeMars to enter into the developer's agreements as amended and have Council member Corbin review the agreement prior the Mayor and Clerk's signature. Carried

Motion by Corbin, seconded by DeMars to approve the preliminary plat. Carried.

Motion by Corbin, seconded by Sexton to approve the final plat. Carried.

Motion by Corbin, seconded by Sexton to adjourn at 6:50 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Council Meeting

May 12, 2008

City Hall

Mayor Kaiser called the meeting to order at 6:15 p.m. All members were present. Others attending were Mary Brandvold, Rich Kucera, Craig O'Hearn, and Amber Kniefel.

The purpose of the meeting is to consider a request from the Medford Civic Club and review the employee handbook.

Civic Club Request

The Medford Civic Club is requesting the use of the pool during Straight River Days from 10:00 a.m. to 2:00 p.m. on June 21. The Civic Club would make a donation to the pool for the use of the pool and lifeguards. The Park Board is recommending the use of the pool and to waive the rental fee.

Discussion on the rental fee.

Motion by Sexton, seconded by DeMars to allow the use of the pool on June 21 from 10:00 a.m. to 2:00 p.m. and to waive the rental fee. Ayes: Sexton, Thomas, DeMars, Kaiser. Nays: Corbin

Discussion on lifeguards. The lifeguards will be paid by City and the City will bill the Civic Club for the cost of the lifeguards. The Council will require that two lifeguards be on duty.

Motion by Sexton, seconded by Thomas to provide two lifeguards and have the Civic Club pay for the lifeguards. Carried

Employee Handbook

A review of the employee handbook was done page by page for the full-time employees.

Council member Corbin provided an explanation of the Paid Time Off policy that will start on January 1, 2009. All unused sick leave and vacation at the end of the 2008 up to forty hours can be converted to PTO and the remaining hours will be paid out.

Discussion on working on holidays. It was the consensus of the council to pay time and half for hours worked on all holidays except the two floating holidays.

Motion by Corbin, seconded by Sexton to adopt the employee as amended. Carried.

Motion by Corbin, seconded by DeMars to adjourn at 7:16 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
May 27, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:01 p.m. All members were present. Others attending were Seth Peterson, John Anhorn, Jeff Karow, Paul Beiser, Ben Bullert, Amber Kniefel, and Mark Rahrck.

Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried.
Motion by Thomas, seconded by Sexton to approve the minutes as presented. Carried.
Motion by Corbin, seconded by DeMars to pay the City and liquor store bills. Carried.
Motion by Corbin, seconded by Thomas to approve April 2008 check register. Carried.

Concerns from the public. Pat Merritt asked for an update regarding the Woodfill property. Mayor Kaiser said nothing new to update on the property.

Reconsideration of Council Action. A reconsideration of council can only be done at the meeting in which the motion was made. A motion of renewal can be brought to the council at any later meeting. The public could ask for a renewal during the public concerns then the Council would decide if enough new information was presented to warrant further discussion at a later Council meeting.

Planning and Zoning

A public hearing was held in May regarding the proposed land use regulation and the hearing was recessed until the June meeting.

Council member Thomas requested that the Planning and Zoning relook at the setbacks for non-confirming uses.

City Engineer

Ben Bullert presented the second pay request for Ritchie Brothers Utility Extension project. The pay request is in the amount of \$105,569.63. Mr. Bullert informed the council that the mains by the Nagels have had to be redone and this has caused the drive-ways to become blocked. Council member Thomas informed the council that he has received complaints about the drive-ways.

Motion by Thomas, seconded by Sexton to pay the second pay request following the drive-ways being restored to the satisfaction of the Nagels. Carried.

Mr. Bullert then informed the Council about the large amount of organic material under the sewer and water pipes. Mr. Bullert would like to remove the material to make a good foundation. Mayor Kaiser informed Mr. Bullert that he will need to talk to Ritchie Brothers regarding any change orders.

Seth Peterson presented a memo from Carol Caron regarding various city projects. An initial estimate to repair the boat landing at the park is around \$6300. Mr. Peterson also informed the council that Steele County would do grading and placement of bituminous millings on First Ave SE. Mr. Peterson also informed the Council about a potential problem at the school. The water mains located near the rain garden may only have four feet of cover on them and the County would insulate the mains for the city.

Mr. Peterson provided an update regarding the Wastewater Treatment Plant Project. Start-up of the plant occurred on May 13 and the Minnesota Pollution Control Agency will be conducting a final inspection on May 29. Mr. Peterson presented a couple cost estimates for paving at the wastewater plant. The estimate for paving around the tank is \$9,700 and for paving up to the gate is \$23,400. Mr. Peterson will continue to research different options.

Motion by Corbin, seconded by Thomas to pay the twelfth pay request in the amount of \$67,500. Carried.

Mr. Peterson will continue to research cost to power the lift station across the river from the wastewater treatment plant.

Motion by Thomas, seconded by Corbin to adopt the water emergency and conservation plan as presented. Carried.

City Attorney

Mark Rahrick informed the Council that the City was sued regarding the billboard by the Outlet Center. The case has been forwarded to the League of Minnesota Cities. Mr. Rahrick also informed the Council that the City's insurance will provide coverage for any claims. The attorney that has been assigned to the case is Paul Reuvers.

Water and Sewer

A draft agreement between the City and Shane Yule for storage of the jetter truck was presented.

Motion by Thomas, seconded by Sexton to authorize the agreement with Yule and have Council member Thomas negotiate the terms of the agreement. Motion and seconded were withdrawn.

Council member Thomas will meet with Yule to go over the agreement and add any additional language if needed.

Council member Thomas informed the Council that City will need to purchase a dialer for the plant at a cost of \$1500.00.

Discussion on the proposed wage schedule. Council member Thomas explained the schedule and how the wages were figured as well as the proposed method for increase each year. The Council would like to see the wage schedule broken down into twelve steps.

Street and Light

Seal coating of the selected streets will begin in July.

Park and Pool

Discussion on the new regulation regarding pool drains.

The small pavilion needs to be sealed or stained in order to preserve the wood. The estimated cost would be around \$1300.00.

Motion by Sexton, seconded by Thomas to authorize a maximum expenditure of \$1300.00 for the sealing of the small pavilion. Carried.

Council member Sexton asked if the city pays for the training of a new Certified Pool Operator and normally the City does pay for training for licenses.

Liquor Store

Discussion on the possibility of selling food at the Liquor Store.

Economic Development Authority

Discussion on the Shop Medford Program and downtown beatification project was held at the May meeting.

Motion by Corbin, seconded by DeMars to adopt the election resolution as presented. Carried.

Discussion on the floodplain.

Discussion of selling food at the Liquor Store street dance by the MARC group. A food permit application would need to be presented before the Council can make a decision.

Motion by Corbin, seconded by Thomas to adjourn at 8:58 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Council Meeting

June 2, 2008

City Hall

Mayor Kaiser called the meeting to order at 6:01 pm. Three members were present with Council person DeMars and Corbin absent. Others attending were Amber Kniefel, Emma Kniefel, Julie Bruessel, and Pam Elzen.

The purpose of the meeting is to consider various permits requests.

Pam Elzen, Medford Wrestling Booster Club, presented a request for a gambling permit. The booster club is planning on selling 500 tickets. The booster club has also received approval from the Medford School.

Motion by Thomas, seconded by Sexton to approve the gambling permit application without a waiting period. Carried.

Julie Bruessel, Medford Area Recreation Committee, presented a request for a food permit. The MARC group would like to sell food during the Muni street dance for Straight River Days.

Motion by Thomas, seconded by Sexton to approve the food permit as presented. Carried.

Motion by Thomas, seconded by Sexton to adjourn at 6:04 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
June 23, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:06 p.m. All members were present. Others attending were Paul Wencil, Seth Peterson, Cindy Anhorn, John Anhorn, Butch Schultz, Andrew Colwell, Pat Merritt, Jeff Karow, Chad Merritt, Wayne Maas, Joyce Krall, Carol Caron, Mark Rahrick, Tom Olinger, Ben Bullert, Dave Maroney, and Amber Kniefel.

Motion by Corbin, seconded by DeMars to approve the agenda as amended. Carried.
Motion by Thomas, seconded by Sexton to approve the minutes as presented. Carried.
Motion by Corbin, seconded by DeMars to pay the City and liquor store bills. Carried.
Motion by Corbin, seconded by Sexton to approve May 2008 check register. Carried.

Concerns from the public. Pat Merritt asked if the center on County Road 12 by Lisa Full's shop could be repainted. Council member Corbin will follow up with Steele County regarding this.

John Anhorn asked to Council to revisit the purchase of the driveway. Mr. Anhorn believed that is a new issue and worth the Council's reconsideration. Mayor Kaiser provided a review of the discussion at the May meeting regarding reconsideration. Mr. Anhorn informed the Council that new information is available. It was a consensus of the Council that it is new issue. Mr. Anhorn's request will be placed on the July agenda and handled as a new issue.

Council member DeMars asked about getting more units at the recycling center. Mayor Kaiser said it was Steele County responsibility to make sure the recycling center is cleaned up.

Paul Wencil requested to Council to reconsider allowing the permits to be obtained for additional homes prior to the start of the public improvements. Mr. Wencil would like one additional permit immediately and another within thirty to sixty days. This would require an amendment to the developer's agreement.

Motion by Thomas, seconded by Sexton to amend the developer's agreement and allow the permitting of two additional homes in the Wencil Old School Addition. Carried.

Tom Olinger, Abdo Eick & Meyers, presented the audit for the year ended on December 31, 2007.

Motion by Corbin, seconded by DeMars to accept the audit as presented. Carried.

Planning and Zoning

A public hearing regarding a variance request from Wayne Maas was held. Mr. Maas is requesting a seven foot variance of the south boundary at the property located at 209 2nd Ave SE.

Motion by Sexton, seconded by Thomas to grant a seven foot variance. Ayes: Thomas, Kaiser, Sexton, DeMars. Nyes: Corbin. Motion Carried

A public hearing was held regarding the proposed land use regulation (zoning ordinance) and zoning map. This was a continuation of the public hearing that was held in May. Mayor Kaiser is recommending a joint meeting between the City Council and Planning and Zoning on July 21 at 7:15 p.m. to review the comments gathered during the public hearings.

A public hearing was held to consider a variance request for Joyce Krall to place a fence on the east property line. City code states that fences should be placed two feet off the property line.

Motion by Sexton, seconded by DeMars to grant the variance request. Ayes: DeMars, Sexton. Nyes: Thomas, Corbin, Kaiser. Motion Failed.

City Engineer

Ben Bullert provided an update on several issues regarding the Utility Extension project for Ritchie Brothers Auctioneers. The first issue that was discussed was a problem with the sewer pipe. The sand that is used to insulate the pipe has caused a blockage near Nagel's sod farm. The driveway will have to be torn up and the sand will have to be blasted around the pipe again and the cost will be the responsibility of the contractor.

The second issue that was discussed concerns sodding vs. seeding at Nagels and Fabricated Woods. Due to the slope of the ditch, Mr. Bullert is recommending that sod be used. The difference between using seed and sod is \$5,640.89. This potential change order would need to be discussed with Ritchie Brothers Auctioneers as per the developer's agreement.

The final issue that was discussed regarded the bad soils in the County Right of Way. A meeting was held on June 20 with representatives from Ritchie Brothers to discuss this issue. Mr. Bullert informed the Council that a deep area of organic material would have to be removed. The council recommended that Mr. Bullert get an estimate from a soil engineer on the amount of organic material that would have to be removed. A special meeting may be called after the estimate from the soil engineer is received.

Discussion regarding the temporary easement with Nagels. An extension is needed due to the problems with the sewer pipe.

Motion by Sexton, seconded by DeMars to extend the temporary easement. Carried.

Carol Caron presented a memo regarding the activities of the City Engineer. Ms. Caron presented an invoice from Niles-Wiese regarding the repair work done on the gate valves at the school and whether this was a city or school cost.

Motion by Thomas, seconded by Corbin to pay the invoice from Niles-Wiese. Carried.

Seth Peterson presented an update regarding the construction activity at the wastewater plant. Mr. Peterson also informed the council that the City has \$62,000 contingency fund with the financing from the Public Facilities Authority to fund eligible projects costs. Mr. Peterson presented a cost estimate to install electric lines from the main lift station to the new generator at a cost of \$36,971.

Motion by Corbin, seconded by Thomas to install the electrical lines. Carried.

Mr. Peterson presented a cost estimates for the driveway surfacing at the wastewater plant. To pave the smaller area around the tanks would cost \$9,721 and the larger area would cost \$23,409.

Motion by Thomas, seconded by DeMars to have the city quotes to pave the entire driveway at the wastewater plant. Carried.

Mr. Peterson also informed the council about additional monitoring requirements for the wastewater plant. The additional equipment that is need is to test oxygen levels and would be an eligible cost under the Public Facilities Authority loan.

Motion by Thomas, seconded by Sexton to purchase a DO meter. Carried.

City Attorney

Mark Rahrlick presented a maintenance agreement between the City and Medford Township for the maintenance of NW 32nd Avenue.

Motion by Corbin, seconded by Thomas to approve the maintenance agreement as presented. Carried.

Mr. Rahrlick also informed the council that the annexation agreement with the township expires in 2009.

Water/Sewer

Discussion on the wheel horse lawnmower. A new mower may need to be purchased due the wheel horse not be able to mow the hills.

Council member Thomas presented various options for storage of the jetter truck. The best option is to rent space from Shane Yule from September to June.

Motion by Thomas, seconded by DeMars to enter into an agreement with Shane Yule for the storage of the jetter truck. Carried.

Motion by Thomas, seconded by Sexton to hire Bolton and Menk to help research options for application of biosolids not to exceed a cost of \$2500. Carried.

Motion by Thomas, seconded by Corbin to hire Bolton and Menk to prepare a water feasibility study not exceed a cost of \$7500. Carried.

Street/Light

Motion by Corbin, seconded by Thomas to allow the painting of no parking area at Medford Township hall in front of the wheelchair ramp. Carried.

Carol Caron provided an update on the placement of the gravel on First Street and seal coating project. She will follow up with Steele County regarding these items.

Following Straight River Days, the Fire Hall was hit by a street sweeper. A claim has been submitted to the League of Minnesota Cities Insurance Trust.

Council members DeMars is still working on the purchase of the water tower Christmas lights.

Park and Pool

Motion by Sexton, seconded by Corbin to accept the bid from Cole's electric of \$2200 for lightning of the volleyball courts. Carried.

The cost to bring the pools into compliance with the new state law would be around \$1800.

Liquor Store

Council member DeMars still researching possibilities for selling food at the Liquor Store.

EDA

The banners and pots are up along Main Street.

Amber Kniefel informed the Council about the pattern developing among property owners regarding the utility bills. Some of the people are receiving letters every sixty days. It was consensus of the council to have all delinquent bills brought up to current and if that does not happen then the water gets shut off. The city will also have the option of certify the water to property. Also if no meter reading is given the \$25.00 fee will be added to the administration fee.

Motion by Corbin, seconded by Sexton not to waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 9:54 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Meeting
July 21, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:15 p.m. All members were present. Others attending were Ivan Cowell, Drew DeMars, Paul Beiser, Pat Merritt, Mark Rahrck, Amber Kniefel, Melanie Hagen, Darren Hagen, and John Anhorn.

The purpose of the meeting is to continue discussion on the proposed land use (zoning ordinance) regulations.

Mark Rahrck, Medford City Attorney, presented a letter that addressed the substantive changes that have been made to the land use regulations.

Discussion on grandfathering of non-conforming uses. Mr. Rahrck is recommending that the word lawful be added. The idea of grandfathering is to protect lawful non-conforming uses until they come into conformance. The Planning and Zoning Board is recommending to the Council to follow the recommendation of the City Attorney. It was consensus of the council to accept the recommendation of the City Attorney.

Discussion on recreational fires.

Discussion on accessory uses and the number of uses on a property. It was the consensus of the council to limit the number of accessory buildings but not the number of accessory uses on a property

Discussion on decks. Attached decks would be part of the principal structure and floating decks would have to follow the same requirements as an attached deck.

Discussion on the use of barbed wire or electric fences. An electric fence would not be allowed anywhere with city limits. Barbed wire or razor wire would only be allowed in the commercial and industrial zones and the wire should be a certain percentage of the fence. Barbed wire or razor wire would be allowed in residential zone for government security reasons.

Discussion on fence height. It was consensus of the council to allow a six foot fence in a residential zone and a maximum of ten foot fence in a non-residential zone.

Retaining walls currently follow the same regulations as fences. It was a consensus of the council to have the same regulations for a retaining wall as a fence.

Discussion on setbacks for town home. When a town home is sold either as part of an association or an individual parcel. The Council requested the Attorney to add language that will allow for a town home with a common to meet a majority of the setback requirements.

Discussion on a drive-up at a commercial business and whether that should be a permitted or conditional use. Council member Thomas permitted use in a commercial zone, Council member Corbin conditional use in a commercial zone; Council DeMars permitted use in a commercial zone, Council member Sexton conditional use in a commercial zone; and Mayor Kaiser permitted use in a commercial zone. It will be written in as a permitted use in a commercial zone.

Zoning Designations

Mr. Rahrck explained the difference between the proposed commercial zones and industrial zones.

Currently Zoned Commercial Properties.

The following properties were removed for the initial discussion of currently commercial zone properties: Kaiser—Office building, Turkey Store, and Americana Community Bank. Planning and Zoning chair Pat Merritt chose to abstain for discussion on properties owned by Darmel properties.

It was the consensus of the council to approve the recommendation for the planning and zoning board except the Kaiser property, Turkey Store, and Americana Community Bank.

Discussion on the Turkey Store with Council member Thomas abstaining. It was the consensus of the council to accept the recommendation of the planning and zoning board. The property was zoned C-2.

Discussion on the Americana Bank with Council member DeMars abstaining. It was the consensus of the council to accept the recommendation of the planning and zoning board. The property was zoned C-2.

Mayor Kaiser turned the meeting over to Acting Mayor Sexton for discussion of the Kaiser office building. It was the consensus of the council to accept the recommendation of the planning and zoning board. The property was zoned C-2.

Acting Mayor Sexton turned the meeting back over to Mayor Kaiser.

Discussion on the zoning of the Radel Park. The planning and zoning board is recommending that Radel Park be zoned C-1. It was the consensus of the Council to zone Radel Park R-1.

Currently Zoned Industrial Property

Discussion on the Cabelas property. The planning and zoning board is recommending that the property be zoned C-2. Council member Sexton feels that the property be zoned I-1 because it should present a hardship to the property owners. Council member DeMars believes that the property be zone I-1 and the city should let the ordinances take care of what can be used in a certain zone. Mayor Kaiser feels that all industrial development should west of the Interstate.

Council member DeMars is in favor of zoning the property I-1; Council member Sexton is in favor of zoning the property I-1; Council Corbin is in favor of zoning the property C-2; Council member Thomas is in favor of zoning the property I-1; and Mayor Kaiser is in favor of zoning the property C-2. The property was zoned I-1.

Discussion on the Tiger Town property. The planning and zoning board is recommending that the property be zoned C-1. A day center would be a permitted use in a commercial zone and conditional use in an industrial zone if the center was a part of the building on site. It was the consensus of the council to accept the recommendation of the planning and zoning board. The property was zoned C-1.

Melanie Hagen asked if the Council was zoning based on the building or the current use of the building.

Discussion of the Straight River Enterprise Property. Tiger Town and Straight River Enterprise are on the same parcel. The planning and zoning board is recommending that Straight River Enterprise be zone I-1. Council member Sexton is in favor of zoning the property I-1; Council member Thomas is in favor of zoning the property I-1; Council member Corbin is favor of zoning the property C-1; Council member DeMars is in favor of zoning the property I-1; and Mayor Kaiser is in favor of zoning the property C-1. Since a majority of the Council was in favor of zoning Straight River Enterprise I-1, Tiger Town is now zoned I-1.

Discussion on Tiger Town and grandfathering. A majority of Council has changed their positions on that parcel. The parcel will now be zoned C-1 with Straight River Enterprise being grandfathered in as they are currently a lawful use.

Discussion on the property owned by John Schlichter. The planning and zoning board is recommending the property be zoned as I-1. Council member Sexton is in favor of zoning the property I-1; Council member DeMars is in favor of zoning the property C-1; Council member Corbin is in favor of zoning the property C-1; Council member Thomas is in favor of zoning the property C-1; and Mayor Kaiser is in favor of zoning the property C-1. The property was zoned C-1.

Discussion on the Dempsey property. The recommendation from the planning and zoning board is the zone the property I-1. Council member Thomas is in favor of zoning the property I-1; Council member DeMars is in favor of zoning the property C-1; Council member Sexton is in favor of zoning the property I-1; Council member Corbin is in favor of zoning the property C-1 and Mayor Kaiser is in favor of zoning the property C-1. The property was zoned C-1.

Discussion on the City Shop. The recommendation from the planning and zoning board is the zone the property I-1. Council member Thomas is in favor of zoning the property C-1; Council member DeMars is in favor of zoning the property C-1; Council member Sexton is in favor of zoning the property I-1; Council member Corbin is in favor of zoning the property C-1 and Mayor Kaiser is in favor of zoning the property C-1. The property was zoned C-1

Discussion on the Turkey Store Maintenance building with Council member Thomas abstaining. The recommendation from the planning and zoning board is to zone the property I-1. Council member DeMars is in favor of zoning the property I-1; Council member Sexton is in favor of zoning the property I-1; Council member Corbin is in favor of zoning the property C-1; and Mayor Kaiser is in favor of zoning the property C-1. The property was I-1 due to the 2-2 tie.

The following properties were recommended by the planning and zoning board to be zoned R-2 and it was the consensus of the Council to zone them as R-1: Needham, Degroot, MMH, Exner, Wencl, and Hagen Duplex.

Motion by Corbin, seconded by Thomas to accept the 1st reading of the land use regulations. Carried.

Discussion on the enforcement of the ordinance.

Motion by Corbin, seconded by Sexton to adjourn at 9:54 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
July 28, 2008
City Hall

Acting Mayor Sexton called the meeting to order at 7:00 p.m. Four members were present with Mayor Kaiser absent. Others attending were Seth Peterson, Paul Wencl, Butch Schultz, Ben Bullert, Cindy Anhorn, John Anhorn, Michael Keogh, Rick Hager, Tony Renchin, Chad Merritt, Rich Kucera, Jeff Karow, Mark Rahrick, Julie Bruessel, Carol Caron, and Amber Kniefel.

Motion by Corbin, seconded by Thomas to approve the agenda as amended. Carried.

Motion by Thomas, seconded by DeMars to approve the minutes as corrected. Carried.

Motion by Corbin, seconded by Thomas to pay the city and liquor store bills. Carried.

Motion by DeMars, seconded by Thomas to pay the June 2008 check register. Carried.

Concerns from the public. None

John Anhorn driveway

John Anhorn and Michael Keogh presented a request for a letter from the City regarding the setback on driveway. The driveway is currently owned by Miller and will be purchased by John Anhorn. Mr. Miller's mortgage company is regarding a letter stating the remaining property owned by Miller meets the City's setback requirements. Amber Kniefel, Zoning Inspector, informed the council of the set back requirements

and that a garage will not meet the setback requirements. The garage has been non-conforming since it was constructed.

Motion by Thomas, seconded by DeMars to authorize attorney to draft a letter to the Miller's mortgage company stating the setback requirements are met. Carried.

Fire Department

Rick Hager, Medford Fire Chief, presented eight applicants for firefighter positions for the council's consideration.

Motion by Thomas, seconded by DeMars to appoint Trevor Davis, Eric Finholdt, Nicholas Goodnature, Bradley Hager, Matthew Mullenbach, Anthony Renchin, and Dan Simon as fire fighters. Carried.

A meeting between the fire department planning committee and the city council is scheduled for September 10 at 7:00 p.m.

Planning and Zoning

No report

City Engineer

Carol Caron presented a monthly memo detailing activities worked on since the June meeting.

Discussion on the construction on 3rd Street. The cost for the materials has gone up since the developer's agreement was signed. The main point of the discussion was when to complete the construction. It was the consensus of the council to wait until phase II before constructing the road.

Ben Bullert presented the third pay request for the Ritchie Brothers Utility Extension. The work done consisted of drive-way work and culvert work.

Motion by Corbin, seconded by DeMars to pay the third pay request. Carried.

Mr. Bullert also presented two change orders. The first change order consists of sod vs. seed in the right of way. Ritchie Brothers is not in favor of the change order. The second change order consists of costs to install water and sewer in the organic area. The cost of the change order number two is \$49,310.00. A cost of \$3,100 for the soil testing will also be added into the change order. Ritchie Brothers has been involved in the discussion regarding organic material.

A letter from Ben Bullert was received by the Council.

Motion by Corbin, seconded by Thomas to authorize Bolton and Menk to work on the Ritchie Brothers project. Carried.

Bolton and Menk is checking with Met-Con to see if they have the school as-builts.

Seth Peterson presented a memo that outlined the background of the wastewater improvement project, planned future improvements for the facility, and various operational issues. The total capacity of the facility has increased by 50,000 gallons after the interim improvement project.

Mr. Peterson presented an estimate to have additional chemical purchased to dewater the sludge storage tank. This would be a normal operational expense so no action is needed by the Council.

Mr. Peterson will be meeting City Staff on August 1 to discuss the application of bio-solids.

Mr. Peterson also presented the following requests: covers for the clarifier effluent boxes (\$850); Influent manual bar screen (\$3,000); and a new bituminous drive (\$25,000).

Motion by Thomas, seconded by Corbin to accept the bid by M & W Blacktopping for a new bituminous drive at the wastewater treatment plant. Carried.

Motion by Brenda, seconded by Corbin to purchase a cover for the clarifier effluent box at a cost of \$850. Carried.

Motion by Thomas, seconded by Corbin to authorize an expenditure of \$3,000 for an influent manual bar screen. Carried.

Mr. Peterson has received the information the Department of Health and would like to have any information that was created by Community Partners for the water study.

Carol Caron received a quote from Niles-Wiese to finish the work on the catch basins. The cost will be \$75.00 a square yard plus equipment and labor. Additional quotes will be received.

Water and Sewer Report

Motion by Thomas, seconded by DeMars to purchase a lawn mower at a cost of \$11,000. Carried.

Council member Thomas informed the council that the eight hydrants will be bid this year for the work being done next year.

The cost for a dump of the City owned dumpster will increase to \$24.00 a dump.

The tree farm in front of the wastewater plant has 50 to 75 trees that could be moved. The Council would like a notice to go into the paper to allow residents to take the trees but they are responsible for moving them.

Council member Thomas informed the council that the transmission went out on the boom truck. The cost to repair the transmission is \$3,248.45. The truck will be limped along for the remainder of the year and then budget for a replacement.

Council member Thomas also presented the projects that have been completed by the staff and the weekly meeting that are being held. Council member Thomas also presented an on-call policy as well as the cost associated with the various options.

Motion by Thomas, seconded by DeMars to approve the on-call policy as presented. Carried.

Motion by Thomas, seconded by DeMars to increase Rich Kucera's wage to \$19.50 with no raise until a Class B wastewater license is received. Aye: Thomas, DeMars, Sexton. Nyes: Corbin. Motion Carried.

Street and Lights

Nothing to report

Park

An inspection of the pool was completed on July 11, 2008. A full report on the inspection will be received shortly.

City Attorney

Mark Rahrck presented a League of Minnesota Cities memo regarding variance request for the Council information. Mr. Rahrck also updated the Council the billboard lawsuit and Nycore.

Liquor Store

A proposal regarding food will be presented at the August Meeting.

EDA

A special meeting of the EDA will be held on August 13 to discuss the shop Medford program.

Motion by Thomas, seconded by Corbin to accept the election judges as presented. Carried.

City Clerk Christiansen presented a clothing proposal from Mayor Kaiser. It was a consensus of the Council to table the clothing proposal.

The budget workshop will be held on August 27 at 7:00 p.m.

A special joint meeting with Planning and Zoning will held on August 18 at 7:15 p.m.

Motion by Corbin, seconded by Thomas to adjourn at 9:50 p.m. Carried.

Minutes approved at _____meeting.

Submitted by _____clerk

Emergency Meeting #1
July 31, 2008
City Hall

Mayor Kaiser called the meeting to order at 12:04 p.m. Four members were present with Council member Sexton absent. Others attending were Amber Kniefel, John Anhorn, and Jeff Karow.

The purpose of the meeting is to receive an initial update on the damage following a severe thunderstorm.

Mayor Kaiser has declared a local state of emergency.

John Anhorn, Incident Commander, provided an assessment on the local state of emergency. The roads leading into Medford have closed to limited access for non-residents. The city is without power and Alliant is on scene working to restore the power. A damage assessment is being completed by the Medford Fire Department and looks like a majority of the damage is tree damage. Assistance has been requested from the American Red Cross and Steele County CERT. Mutual Aid is also being provided by the Owatonna Fire Department and Faribault Fire Department. Gold Cross Ambulance is doing welfare checks as needed.

The spokesperson during the local state of emergency will be the Mayor. Mayor Kaiser requested any question from media be sent to him.

Mayor Kaiser will authorize the use of any outside contractors that may be needed.

Motion by Thomas, seconded by Corbin to authorize the use of Niles-Wiese for clean up. Carried

The City of Medford will clean-up the debris if placed on the curb.

Motion by Corbin, seconded by DeMars to authorize the city to clean-up the debris. Carried.

This information will be placed on the radio, website, and a door to door handout. Council member Corbin and DeMars will hand this information out to the public along with City Staff.

Motion by Corbin, seconded by Thomas to adjourn at 12:20 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Emergency Meeting #2
July 31, 2008
City Hall

Mayor Kaiser called the meeting to order at 5:00 p.m. All members were present. Others attending were Rick Hager, Jeff Karow, Rich Kucera, John Anhorn, and Representatives from Red Cross, CERT, Niles-Wiese, Alliant Energy, and Meixner Tree Service.

The purpose of the meeting is to assess where we are at and develop a game plan for clean-up.

Update from Alliant Energy.

- Main three phase lines are up and running
- Northwest quadrant of town was the hardest hit
- More crews are the way to town.
- Fire Department is aware of any issues regarding public safety.

The streets in the City are as cleared as they can be with some debris still in the roadway.

The City will reopen access to town except the Northwest quadrant, which will be accessible only to residents and emergency personnel.

Meixner Tree Services has been contracted to remove any low hanging branches over the roadway.

The American Red Cross will be providing a meal at 6:00 p.m. Meals have also been provided for the residents for the Medford Manor and Florence Maas.

Rich Kucera informed the Council that water and sewer services are running with the help of a generator.

Niles-Wiese Construction has started the removal of debris from the curb.

An emergency meeting will be held at August 1 at 9:00 a.m.

Motion by Corbin, seconded by Thomas to adjourn at 5:15 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Emergency Meeting #3
August 1, 2008
City Hall

Mayor Kaiser called the meeting to order at 9:05 a.m. All members were present. Others attending were representatives from the City, Fire Department, Niles-Wiese, Alliant Energy, Red Cross, Meixner Tree Service.

The purpose of the meeting is to provide an update on the local state of emergency.

Mayor Kaiser thanked every one for their hard work during the local state of emergency.

The Emergency Operations Center closed at 11:00 p.m. on July 31, 2008.

Alliant Energy stated that power is restored to all but four homes and they are continuing work to finish restoring power.

Red Cross reported that one senior citizen did have to take shelter at City Hall; water is being provided to those working in the community; and a noon meal will be provided today.

The City water and sewer are up and running.

The plan for continued clean-up is the following:

- Niles-Wiese has started street clean-up
- No clean-up on the weekend
- Cut off date for debris clean-up is August 11
- A street sweeper will be contracted to clean the curb
- There will no access for private citizens at the city dump site.
- Removal of tree stumps will be the responsibility of the homeowners.
- Meixner's services are completed.
- Private companies can't haul debris into the City Site.
- Utility mast repair is the responsibility of the homeowners.
- City equipment is not available for private use.
- The local state of emergency will continue though the weekend.

Motion by Corbin, seconded by DeMars to adjourn at 9:40 a.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Meeting
August 18, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:16 p.m. All members were present. Others attending were Mark Rahrick, Amber Kniefel, Pat Merritt, Ivan Cowell, Paul Beiser, Ross Olson, and Drew DeMars. John Schlichter, Ruth Dempsey, Rick Dempsey, Darren Hagen, Melanie Hagen, Jeff Karow, Lind Dusek, Jason Dusek, Kelley Ahrens, and Dustin Engbard.

The purpose of the meeting is to continue discussion on the proposed Land Use Ordinance and Sign Ordinance.

Mayor Kaiser provided a brief review of process to get to where we are at and structure of the meeting.

Public Input

Linda Dusek expressed concerns about the zoning of John Schlichter's property. Ms. Dusek would like the property industrial due to the building structure. Ms. Dusek also informed the council that J&L Collision would not be able to operate in a commercial zone.

John Schlichter asked the council for reconsideration on zoning of his properties. Mr. Schlichter would like to see the properties zoned Industrial.

Dustin Engbard expressed concerns about the zoning of the Schlichter property.

Rick Dempsey expressed concerns with the zoning of Dempsey's Shed. Mr. Dempsey believes that a change in zoning will have negative impact on any future use.

Melanie Hagen expressed concerns with a potential mix zoning in one area. Ms. Hagen would like to see the parcel that is home to Tiger Town and Straight River Enterprise zoned Industrial. Ms. Hagen also believed that the City was trying to limit small business from locating in Medford.

Darren Hagen expressed concerns about zoning based on what the type of business currently being conducted. Mr. Hagen would like the zoning decision to be based on the building structure. Mr. Hagen would also like to see parcel that is home to Tiger Town and Straight River Enterprises be zone Industrial.

Discussion on the John Schlichter property. The planning and zoning board recommended that the property be zoned I-1 and during the July 21 joint meeting the property was rezoned to C-1. It was the consensus of the zoning board to recommend that the property be zoned I-1. It was the consensus of the Council to zone the property I-1. The property was zoned I-1.

Discussion on Dempsey's Shed. The planning and zoning board recommended that the property be zoned I-1 and during the July 31 joint meeting the property was rezoned to C-1. It was the consensus of the zoning board to recommend that the property be zone I-1. It was the consensus of the Council to zone the property I-1. The property was zoned I-1.

Discussion of Tiger Town and Straight River Enterprise property. The planning and zoning board recommended that property be zone both I-1 and C-1 and during the July 21 joint meeting the property was rezoned to C-1. It was the consensus of the zoning board to zone the property I-1. It was the consensus of the Council to zone the property I-1. The property was zoned I-1.

After a lengthy discussion on whether to allow non-permitted uses in a particular zone, it was the consensus of the Council to change the language in the ordinance to grandfather all uses of real property that will not meet the new zoning designations, whether or not they meet the current zoning designations. The language grandfathering only structures that are currently lawful will be retained.

Mark Rahrack presented a list of items that were changed following the first reading. Mr. Rahrack will incorporate all the changes that were discussed into the final land use ordinance.

Motion by Corbin, seconded by Thomas to accept the 2nd reading of the land use ordinance as amended. Carried.

Motion by Corbin, seconded by DeMars to adopt the land use ordinance. Carried.

Mr. Rahrack presented a summary of the land use ordinance for Council review. The summary will be used for publication instead of publishing the entire ordinance.

Motion by Corbin, seconded by Sexton to accept the summary as presented and to publish the summary. Carried.

Sign Ordinance

A proposed sign ordinance was presented for discussion. The ordinance was drafted by a League of Minnesota Cities attorney and the City Attorney. The proposed ordinance is content neutral and doesn't limit the number of signs on a property but limits the size of signs.

Discussion on the proposed sign ordinance was tabled pending review by the Planning and Zoning Board.

Motion by Corbin, seconded by DeMars to adjourn at 8:49 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
August 25, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:01 p.m. All members were present. Others attending were Seth Peterson, Jeff Karow, Butch Schultz, Dan Sexton, Melanie Hagen, John Anhorn, Amber Kniefel, Carol Caron, and Mark Rahrlick.

Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried.
Motion by Corbin, seconded by DeMars to approve the minutes as amended. Carried.
Motion by Corbin, seconded by DeMars to pay the city and liquor store bills. Carried.
Motion by Thomas, seconded by Corbin to approve the July 2008 check register. Carried.

Concerns from the public. None.

Seth Peterson provided an updated on the activities that have occurred at the wastewater plant since the July meeting. Mr. Peterson also informed the Council about the meeting scheduled for August 26 with Owatonna Public Utilities regarding water improvements. A draft feasibility study will be presented at September meeting.

Planning and Zoning
Nothing to report

City Engineering
Carol Caron presented a monthly memo that detailed activities worked on since the July meeting.

Discussion on the Ritchie Brothers change order #1. This change order is for an addition of sod instead of seed. The total cost for the change order #1 is \$5,640.89.

Motion by DeMars, seconded by Kaiser to approve the change order at city cost. Carried.

Discussion on the Ritchie Brothers change order #2. This change order deals with the removal of the unsuitable material that was encountered in the county right-of-way. The total cost for the change order #2 is \$49,310.00.

Motion by Thomas, seconded by Corbin to approved the change order. Carried.

Ms. Caron also informed the council of a problem that occurred in the staking of the sanitary sewer line. The error has caused the sanitary sewer line to be installed at an angle instead of being straight. Ms. Caron is working on solutions for this problem.

The majority of the water and sewer have been installed on the Ritchie Brothers project.

City Attorney

Mark Rahrlick presented an ordinance that would update the City Code section that deals with the recording and conveying real property. This ordinance would allow for a property transfer in town as long as the lots that are created due to the transfer are considered buildable lots.

Motion by Corbin, seconded by Sexton to accept the 1st reading of the recording and conveying real property ordinance. Carried with Council member Thomas abstaining.

Mr. Rahrlick informed the Council that action against Ny-Core has been filed with the Secretary of State and that the attorney from League of Minnesota Cities involved in the billboard issue would like to meet with City at some point.

Water & Sewer

Council member Thomas presented a plan for the trees at North Park. The plan would move half of the trees and leave the rest for a park. Council member Thomas will work with the Park Board to develop a plan and ways to create a park.

Motion by Thomas, seconded by Sexton to send Rich Kucera to wastewater exam refresher course in St. Cloud and pay the expenses associated with the course. Carried.

Motion by Thomas, seconded by Corbin to adopt the on-call policy as presented. Carried.

Street and Light

Discussion on the round-a-bout and city's responsibility for maintenance. The City is responsible for the circle portion of the round-a-bout and the right of ways is not the responsibility of the City. Council member DeMars would like to thank the volunteers who cleaned up around the round-a-bout.

Park and Pool

Discussion on the request presented by Sexton Lawn Service. Council member Sexton abstained from the discussion. Dan Sexton presented a request for reimbursement of cost for equipment use to maintain the flowers at Straight River Park, Central Park, and City Hall. The total cost of the request is \$500.00 for the entire season.

Motion by Corbin, seconded by Kaiser to deny the request. Carried.

Liquor Store

Council member DeMars informed the Council that revenue at the liquor store is under budget for the year. Council member DeMars will be presenting a proposal regarding food at the liquor store at the September meeting.

EDA

The Shop Medford program will be starting soon and the prize periods and amounts are the same last year.

Mayor Kaiser presented a clothing proposal for city staff. The original plan called for two articles of clothing for City of Medford staff and clothing would not have to be worn every day.

Motion by Thomas, seconded by Corbin to accept the clothing proposal as presented. Carried.

Amber Kniefel informed the council on the research that was completed for additional phone line in City Hall. It was the consensus of the council to obtain an additional phone line for City Hall.

Motion by Corbin, seconded by DeMars to adopt resolution closing out funds and transfer of the funds. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 8:48 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Meeting
August 27, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:41 p.m. All members were present. Others attending were Amber Kniefel.

The purpose of the meeting is to discuss the 2009 budget.

A review of the proposed budget was done line by line.

Motion by Corbin, seconded by Thomas to adopt the preliminary levy for 2009 as follows:

General Fund	\$90,562.00
Fire Relief	\$15,000.00
EDA Levy	\$16,625.00
2004 Refinanced	\$55,000.00
2004 Refunding	\$50,000.00
1998 Street	\$75,000.00
1993 Sewer	\$100,000.00
PFA Loan	\$74,160.00
Total	\$476,347.00

and preliminary budget with total expenditures of \$863,986.00. Carried

This preliminary levy reflects a 12.08% increase from 2008 levy.

Discussion on the Municipal Liquor Store budget.

Motion by Corbin, seconded by Thomas to set the truth and taxation hearing on December 3, 2008 at 7:00 p.m. with a continuation hearing on December 10, 2008 at 7:00 p.m. Carried

Motion by Corbin, seconded by Thomas to adjourn at 9:07 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Meeting
September 10, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:03 p.m. Four members were present with Council member Thomas absent. Others attending were Pat Merritt, Keith Maas, John Anhorn, Rick Hager, Shane Yule, Jeff Karow, Amber Kniefel, Mark Rahrick, Todd Peterson, Clare Kennedy.

The purpose of the meeting is to discuss the recording and conveying of real property ordinance, discuss the sign ordinance, and city facility planning session with the fire department.

Recording and Conveying of Real Property

The first reading of the proposed ordinance was held at the August regular meeting. Mr. Rahrick informed the council that no changes have been made to the ordinance since the first reading.

Motion by Corbin, seconded by Sexton to accept the 2nd reading of the recording and conveying of real property ordinance. Carried.

Motion by Corbin, seconded by Sexton to adopt the recording and conveying of real property ordinance. Carried.

Mr. Rahrick presented a summary of the recording and conveying of real property. The summary will be used in publication instead of publishing the complete ordinance.

Motion by Corbin, seconded by DeMars to approve the summary and publish the summary as presented. Carried.

Sign Ordinance

A public hearing on the proposed sign ordinance was held at a special meeting of the planning and zoning board. The planning and zoning is recommending several changes. Mr. Rahrick presented a summary of the proposed changes to the ordinance.

Mr. Rahrick has added a definition of total area of all signs to ordinance. The area is now defined to include those sights that can be viewed from the public right of way. The definition attempts to address the issue of a property having signs internal to their property that are not seen from the public road.

Mr. Rahrick also informed the council that the definition of off-parcel (billboard) sign was amended. The definition was amended to make exception for abutting parcels under the same ownership. This definition would address a situation where a property is located on two or more parcels.

Discussion on the illuminated and electronic signs. It was consensus to have Council member Corbin work with the attorney to develop language regarding illuminated and electronic signs.

Motion by Corbin, seconded by DeMars to have 1st reading of the sign ordinance as presented. Carried.

Recess of five minutes.

City Facility Planning with Fire Department

The City Council met with members of the Fire Department to discuss the long range needs of both the city and fire department. Any project that may be completed will require council approval and it is a good idea to look all feasible options. Fire Chief Rick Hager informed the Council that the fire department is on the same page as the council.

Some of the potential ideas that were discussed were making the city hall/fire hall more visible in town, create a larger area for the maintenance department for equipment storage and maintenance, and a state of art training and meeting rooms. Some of the challenges that were presented involved finding a possible location, future capital projects that need to be completed, and funding considerations.

It was consensus of the council to have the fire department move forward with the process.

The fire department also informed the council that the roof is in need of major repairs.

Motion by Corbin, seconded by DeMars to adjourn at 8:06 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
September 22, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Jeff Hill, Pat Merritt, Irvin Jenó, Tony Durand, Jeff Karow, Rick Hager, Kurt Stadther, Butch Schultz, Seth Peterson, Carol Caron, Mark Rahríck, Craig O'Hearn and Amber Kniefel.

Motion by Corbin, seconded by DeMars to approve the agenda as amended. Carried.

Motion by Thomas, seconded by Sexton to approve the minutes as presented. Carried.

Motion by Corbin, seconded by DeMars to pay the city and liquor store bills. Carried.

Motion by Thomas, seconded by Sexton to approve the August 2008 check register. Carried.

Motion by DeMars, seconded by Thomas to approve the donation resolution for Niles-Wiese construction as presented. Carried.

Thank you to Niles-Wiese for the generous donation in response to the July 31 emergency.

Concerns from the Public.

Jeff Hill, 410 3rd St SW, addressed the council regarding the construction of a retaining wall on his property. Mr. Hill would like to continue with the construction since the construction was started prior to the Land Use Ordinance being passed. Mayor Kaiser informed the council that he had talked with Mr. Hill regarding this issue and would recommend that the Council consider this request a later meeting.

Fire Department

Rick Hager, Medford Fire Chief, presented an applicant for firefighter position for the council's consideration.

Motion by Corbin, seconded by Thomas to appoint John Rathai as a fire fighter. Carried.

Planning and Zoning

Nothing to report

City Engineer

Carol Caron, City Engineer, provided an update on the Ritchie Brothers Utility Extension project. The north casing will be repaired starting on September 24 and should be completed by September 30. Once this is complete, the sod work and paving of the driveways will take place. Ms. Caron also informed the council that the Ritchie Brothers water main is too close to the property line and an additional easement from Ritchie Brothers may be needed.

Ms. Caron also presented a monthly memo regarding activities worked on since the last meeting. Ms. Caron will contact Niles-Wiese about paving the boat landing.

Ms. Caron presented a pay request from Niles-Wiese for the catch basins. The amount of the pay request is \$14,676.25.

Motion by Corbin, seconded by DeMars to pay the request as presented. Carried.

Seth Peterson informed the Council that additional site work and electrical work was completed at the Wastewater Plant and treatment is looking good.

Mr. Peterson also informed the Council that the final draft of the water feasibility study will be available at the October meeting. Mr. Peterson then referred the Council to a memo for more specifics on the information regarding the water feasibility study. Mr. Peterson recommended that Council utilize an outside firm to help with financial issues of the potential project. A meeting between Lazy-U officials and Mr. Peterson will be held in late September/early October.

City Attorney

An updated draft of the sign ordinance was presented. The major changes to this draft were addition of definitions for electronic changeable copy signs, electronic graphic display signs, time and temperature signs, and video display signs. Other changes to the ordinance include flashing signs and video display signs are prohibited in all districts, and information regarding illuminated signs.

Motion by Corbin, seconded by Thomas to have the 2nd reading of the sign ordinance as presented. Carried.

Motion by Corbin, seconded by Thomas to adopt the sign ordinance as presented. Carried.

Mark Rahrlick presented a resolution that contains the summary of the ordinance that will be used for publication.

Motion by Sexton, seconded by DeMars to adopt the summary resolution as presented. Carried.

Water and Sewer

Council member Thomas presented different scenarios for staffing in the maintenance department. It was the consensus of the Council to continue the staffing of the maintenance as we have been, which is one full-time and 2 part-time employees.

Council member Thomas presented a proposal for snowplowing using the current staff. Mr. Thomas would like to increase wage of the employee operating the bobcat to \$15.00/hour and employee operating the big loader to \$17.00/hour. These wages would be used when snowplowing. It was the consensus of the council to consider this proposal at the October meeting.

Seth Peterson informed the Council that they are progressing on finding additional sites for applying biosolids.

Council member Thomas presented a quote to purchase an injector at a cost of \$55,000.00. A quote was received from Fergus Power Pump in the amount of \$8,415.00 to remove, haul, and apply the bio-solids.

Motion by Thomas, seconded by Sexton to accept the bid from Fergus Power Pump. Carried.

Street and Light

Discussion on police coverage and cost. A meeting between representatives from the City and Steele County will be held on September 24. The last signed agreement for police coverage was signed in 1977. Some of the issues that will be discussed will be what is the role of the County is enforcing the ordinance, and the cost for police coverage.

Council member Corbin informed the Council on a letter that was received from the Post Office and that he will respond to issues raised in the letter.

Park and Pool

A year-end report of the pool was given to the Council in the packets as well as information regarding inspections of the park grants that were received.

The Park Board will be soliciting for bids to water the city flowers and work at the roundabout.

EDA

Council member Corbin received a call about a potential buyer for the former Ny-Core building.

Information regarding a public hearing for Roger Borwege property, located by the wastewater plant was given. Mayor Kaiser will attend the meeting and see if the City needs to make any comments regarding the request.

A special meeting held on September 30, 2008 at 7:00 p.m. The agenda will include 410 3rd St SW retaining wall consideration, tree relocation from North Park, and Nelson Billboard Litigation.

Liquor Store Expansion

Council member DeMars and Craig O'Hearn, Liquor Store Manager, presented a possible options to bring food into the Liquor Store. The proposal would consist of an oven that heats food using air and is designed to fit in confined spaces. The cost of the oven is around \$5,000. and some remodeling would be needed. Council DeMars is asking for support in continuing to work to finds ways to bring in more revenue to the Liquor Store. A consensus of the council was to form a committee that would look at all potential options. The advisory committee will consist of Council Member DeMars, Council Member Thomas, and Craig, O'Hearn, Liquor Store Manager.

Motion by Corbin, seconded by DeMars to adjourn at 8:40 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Meeting

September 30, 2008

City Hall

Acting Mayor Sexton called the meeting to order at 7:00 p.m. Four members were present with Mayor Kaiser absent. Others attending were Jeff Karow, Pat Merritt, Jeff Hill, Jim Drache, Paul Reuvers, Mark Rahrlick, and Amber Kniefel.

The purpose of the meeting is to discuss the tree relocation program, 410 3rd St SW retaining wall consideration, and Nelson litigation.

Motion by Thomas, seconded by Corbin to approve the agenda as presented. Carried.

Tree Relocation

Jeff Karow and Amber Kniefel presented a proposal for tree removal at north park. There are fifty plus trees located in North Park and they are proposing to remove every other tree. A majority of the trees are ash trees. Mr. Karow and Ms. Kniefel are proposing to give the trees to any interested residents for boulevard trees. The cost for removal of the trees is about \$95.00 to \$125.00 depending on the size of the tree and the homeowner would be responsible for the cost of relocating the trees. Any interested homeowner is to contact City Hall to go pick out the tree they would like.

Motion by DeMars, seconded by Thomas to approve the tree relocation program as presented. Carried.

410 3rd St SW Retaining Wall

Jeff Hill presented a request to the City Council to allow the retaining wall at 410 3rd St SW to finish being constructed. Mr. Hill started the construction of the retaining wall prior the passage of the land use regulations. The land use regulations now requires that retaining walls be two feet off the property line and

the retaining wall is being constructed on the property line. Mark Rahrlick informed the Council that Mr. Hill may have a vested right, which considers how much progress was made at the time of ordinance adoption. Mr. Hill has the footings complete but has not started putting the stones in. It was the consensus of the Council that the retaining wall is not substantially complete and should not be grandfathered in.

Motion by Thomas, seconded by Corbin to have the retaining wall come into compliance with the zoning requirements. Ayes: Thomas, Corbin, Sexton. Nyes: DeMars. Motion Carried

Mr. Rahrlick explained criteria for variance to Mr. Hill.

Nelson Litigation

Motion by Corbin, seconded Thomas to enter into closed session at 7:20 p.m. Carried.

The purpose of the closed session is to discuss the ongoing litigation of Nelson vs. City of Medford. The meeting was closed under Minnesota Statutes 13D.05. Persons in attendance were the City Council, LMC Attorney, City Attorney, Deputy Clerk, and City Clerk.

Motion by Corbin, seconded by DeMars to reopen the meeting at 7:50 p.m. Carried.

Motion by Corbin, seconded by Thomas to adjourn at 7:50 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
October 27, 2008
City Hall

Mayor Kaiser called the meeting to order at 6:00 p.m. All members were present. Others attending were Bernie LaCanne, Dan Niles, Butch Schultz, Ernie and Audry Landon, Darren Shaw, Jeff Karow, Pat Merritt, Carol Caron, Seth Peterson, Mark Rahrlick, and Amber Kniefel.

Seth Peterson presented a PowerPoint that outlined the water feasibility study that was completed. The PowerPoint highlighted the existing water facilities, issues facing the city, system evaluation, proposed improvements, and evaluation of the proposed improvements.

Some of the questions that were asked were how wells exceed the level for radionuclides; what age should the water mains be replaced; and impact of the sanitary sewer system. Mr. Peterson responded that a majority of the wells exceed the limit for radionuclides; several conditions play a part of when to replace the water mains; and the impact on the sanitary sewer would be very minimal.

It was the consensus of the Council to continue the discussion on the water feasibility study once the new Council takes office.

Motion by Corbin, seconded by DeMars to approve the agenda as amended. Carried

Motion by DeMars, seconded by Corbin to approve the minutes as presented. Carried

Motion by DeMars, seconded by Thomas to reconsider the tree relocation program. Carried

Motion by Thomas, seconded by Corbin to pay the city and liquor store bills. Carried

Motion by Corbin, seconded by Thomas to approve September 2008 check register. Carried

Motion by Sexton, seconded by DeMars to approve the donation resolution for Medford Relief Association as presented. Carried

Concerns from the Public
None

Planning and Zoning

A public hearing was held regarding two variance requests from Ernie and Audry Landon at 406 South Main. The first variance request was for a three foot variance on the west side property to construct a porch.

Motion by Thomas, seconded by DeMars to grant a three foot variance on the west side of 406 S. Main St. Carried

The second variance request was to encroach on the two foot setback requirement on south side for a fence. Discussion regarding the request was held.

Motion by Corbin, seconded by Thomas to grant a variance to construct a wood privacy fence no closer than two inches from the property line with the boards facing the requesting property. Carried

City Engineer

Carol Caron provided an update on the Ritchie Brothers project. The casing on the north end has been repaired, paving of the driveways is completed, and placing of the sod will begin on either October 29 or 30.

Discussion regarding the water main that is within 7 feet to 9 feet of the easement lines. Ritchie Brothers is not willing to grant an additional easement. It was the consensus of the council to acknowledge this.

Ms. Caron presented the fourth pay request for Ritchie Brothers in the amount of \$206,704.99 and it includes the two change orders.

Motion by Corbin, seconded by Sexton by pay the fourth pay request. Carried

Mayor Kaiser informed the Council about concern he received from the land owner east of the Ritchie Brothers site. The land owner is concerned that creek on the property is dry. Ms. Caron informed the council that tile will have to be installed and the creek will be filled once the pond on Ritchie Brothers filled.

Motion by Sexton, seconded by Thomas to authorize Niles-Wiese Construction to pave the walk-way at the park on the basis of a donation. Carried.

Ms. Caron presented a pay request from Steele County for seal coating of the streets in the amount of \$27,205.49.

Motion by Corbin, seconded by Sexton to approve the pay request. Carried.

Ms. Caron then presented a pay request from Niles-Wiese construction from the sewer stub that was installed at an improper angle for the amount of \$2,358.30.

Motion by Corbin, seconded by Thomas to approve the pay request. Carried.

Seth Peterson provided an update regarding the interim improvements at the wastewater treatment plant.

Mr. Peterson also presented a quote from Pettipiece and Association for \$15,000 to serve as the city financial planners on upcoming water project.

City Attorney
Nothing to report

Wastewater and Water

Motion by Thomas, seconded by DeMars to send Rich Kucera to wastewater school on December 9-11 and pay expenses. Carried.

Motion by Thomas, seconded by DeMars to increase Butch Schultz's pay by \$3.00/hour for snow removal and Jeff Karow's pay by \$5.00/hour for snow removal. Carried

Street and Light

Council member Corbin informed the Council about the meeting held in late September between City representatives and County representatives regarding police protection. Currently, the City pays for three-fourths (6 hours) of a deputy for criminal service and would need to contract with the County for any ordinance (civil) enforcement. Mr. Corbin informed the council that a new contract is needed with Steele County and the City should look at keeping the current level of protection, asking for more or less protection. It was the consensus of the Council that current level of protection would be sufficient.

Ordinance enforcement by Steele County would be on public property and not on private property unless a separate contract is created.

Discussion on detection of ordinance violation. It was the consensus of the Council to have the new council work on creating a solution for ordinance violations.

Park and Pool

Motion by Sexton, seconded by Thomas to send Rich Kucera to CPO school on November 4 and 5. Carried.

Council member Sexton informed the council that a grant was submitted to the Department of Natural Resources to help with upgrades at the pool along with a proposed resolution, that will acted upon if funds are received.

Council member Sexton informed the Council that the Park Board would like to construct a warming house in the park for \$2,600 without windows and a heater. Possible donations may be received from the Relief Association, Civic Club, and the MARC group.

Motion by Sexton to construct a moveable warming house for an ice rink subject to receipt of funds. Motion dies for lack of a second.

A request was made to the park board for an Eagle Scout project at Woodfill Wildlife Refuge.

Liquor Store

The Liquor Store will be opening at 8:00 p.m. on Election Day.

EDA

The first period of the Shop Medford program has ended.

City Clerk Christiansen informed the Council that the family of Evelyn Brady has donated a painting of Medford Main Street to city.

Motion by Thomas, seconded by Corbin to acknowledge the painting donation. Carried.

Motion by Corbin, seconded by Sexton to approve LG555 Government Approval for Use of Gambling funds. Carried.

Tree Relocation

Discussion on tree relocation program that was approved in late September and if residents could place a tree anywhere on the property and not just in the boulevards. The Council requested that staff researches the detail of the grant that was awarded to purchase the tree to see if this would be allowed.

Council Vacancy

Following the November general election, a vacancy on council may occur. Mayor Kaiser informed the Council that appointment to fill the vacancy will be done by the new council. All members of the council including the Mayor will vote on the replacement and if there is a tie the Mayor will appoint a replacement.

The remaining 2008 council meetings are as follows:

November 5, 2008 at 6:30 p.m. (Canvass Election Results)

November 24, 2008 at 7:00 p.m. (Regular Meeting)

December 3, 2008 at 7:00 p.m. (Truth and Taxation)

December 10, 2008 at 7:00 p.m. (Continuation of Truth and Taxation)

December 16, 2008 at 7:00 p.m. (Special Council Meeting-budget adoption)

The regular meeting in December may be moved to January.

Motion by Corbin, seconded by Sexton to adjourn at 9:17 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Special Council Meeting

November 5, 2008

City Hall

Mayor Kaiser called the meeting to order at 6:35 p.m. All members were present. Others attending were Amber Kniefel.

The purpose of the meeting is to canvass the returns and declare the results of the general election for the positions of Mayor and Council members (two seats).

Mayor votes cast: Michael Corbin-124 votes
Danny Robert Thomas-499 votes
Write-in-9 votes

Motion by Sexton, seconded by DeMars to approve the results and declare Danny Robert Thomas as Mayor-Elect. Carried with Council members Corbin and Thomas abstaining.

Council members votes cast: Jessica Grayson-180 votes
Darren Shaw-243 votes
Brenda L. DeMars-453 votes
Dan Niles-256 votes
Write-ins-16

Motion by Corbin, seconded by Sexton to approve the results and declare Brenda L. DeMars and Dan Niles as council member-elect. Carried with Council member DeMars abstaining.

Motion by Corbin, seconded by Sexton to adjourn at 6:39 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
November 24, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:00 p.m. All members were present. Others attending were Joe and Barb Erler, Jeremy and Brittany Erler, Jeff Evans, Seth Peterson, Jeff Karow, Cheryl Clevenger, Matt Clevenger, Butch Schultz, Duane Gallea, Kyle Clevenger, Joe Haak, Brandon Hanson, Jon Wagaman, Zack Cates, Chase Hanson, Brandon Johnston, Hunter Beckstorm, Nate Carty, Tom Hanson, Cody Borwege, Boyd Johnston, Will Perry, Art Hansen, Kenneth Perry, Shelly Shaw, Rich Kucera, Carol Caron, Mark Rahrlick, and Amber Kniefel.

Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried.
Motion by Thomas, seconded by Corbin to approve the minutes as presented. Carried.
Motion by Sexton, seconded by Corbin to pay the city and liquor store bills. Carried.
Motion by Corbin, seconded by Thomas to approve the October 2008 check register. Carried.

Concerns from the public. Pat Merritt asked for an update regarding the Woodfill Wildlife Refuge. Mayor Kaiser said no new information is available.

Matt Clevenger presented an overview on the work done at the Woodfill Wildlife Refuge for an Eagle Scout Project. Mr. Clevenger created a picnic area, removed trees, and re-mulched the area. The work done by Mr. Clevenger is appreciated by the City.

Joe Erler informed the council that he will be purchasing the KC Hall. Mr. Erler will be incorporating a business called Celebrations that will carter special events as well as the community fundraisers that were done by the KC Hall. Mr. Erler also informed the Council that they would be applying for a liquor license and dance license similar to what the KC Hall has done in the past. Mayor Kaiser informed Mr. Erler to complete all the preliminary work before applying for the license.

Planning and Zoning

Discussion on the public hearing for a renewal of a conditional use permit. A conditional use permit stays with the property. Mark Rahrlick informed the council that the review of the permit is to find out if the property is meeting the conditions that are set in the permit. No action will be needed by the council unless certain conditions are not being met. If this is the case, then the property owners are to be notified. If a change to any conditions is needed then a process may need to be started to revoke the permit.

Duane Gallea, Medford Township, asked the council for the removal of the third condition which does not allow for the rental of the township hall. The township would like to rent the building to non-profits if needed. This may cause the conditional use permit process to start over. The request was withdraw.

City Engineer

Carol Caron provided an update on the Ritchie Brothers project. The sod was been laid and a punch list is being completed. Ms. Caron informed the council that Ben Bullert will be completing the as-builts for the projects. Ms. Caron also presented an invoice from Rapp Land Surveying for work that was completed that was not included in the original contract. The amount of the invoice was \$920.00.

Motion by Corbin, seconded by DeMars to pay the Rapp invoice as presented. Carried.

Seth Peterson presented the thirteenth pay request for the Wastewater Treatment Plant project. The amount of the pay request is \$122,052.00. This pay request also includes change order #1 in the amount of \$17,765.00. The change order is for paving work done at the wastewater plant.

Motion by Thomas, seconded by Sexton to approve change order #1 as presented. Carried.

Motion by Corbin, seconded by DeMars to approve the pay request as presented. Carried.

Water Feasibility Study

Mr. Peterson provided an update on the water feasibility study and a meeting with the Department of Health. The Department of Health is looking to line up projects for potential funding from the federal government. In order to utilize the potential funding, the projects would have to be ready to move forward and begin construction within 120 days.

Mr. Peterson also revised some of the water feasibility study based on the meeting with the Department of Health. The Department of Health suggested a treatment facility sized at 200 gpm instead of the 400 gpm that was originally presented. The size of the water tower was also reduced to 150,000 gallons instead of 200,000 gallons. The annual costs for the new water treatment facility and interconnect with Owatonna are really the same.

If the city does not move forward with a project to remedy the radium issues, the Department of Health may have to complete an Administrative Penalty Order.

City Attorney

Nothing to report.

Water and Sewer

Council member Thomas presented several options for cell phone service that would have internet and e-mail access. An additional line would cost \$9.99 and the total cost for the new cell phone plan would be \$109.89. It was the consensus of the council to have Council member Thomas move forward with the selected option.

Council member Thomas and Rich Kucera presented an update on the white service truck. The transmission is going out and bottom is beginning to rust out. A new truck and service body would cost \$72,000 plus tax. A new truck with the current service body would cost \$28,000. The cost to repair the white truck would cost between \$3,000 and \$5,000.

Motion by Thomas, seconded by Corbin to repair the white service truck at cost not to exceed \$5,000.00. Carried.

Street and Light

Council member Corbin presented a draft contract for the law enforcement between the Steele County and the City. This agreement would be criminal coverage provided by Steele County. The contract would require a minimum of 30 hours a week for coverage. The total cost of the contract would be \$53,000 (\$4,461/month). Without a signed contract, the City would still be entitled to the coverage. If the 30 hours of service is not provided, then a reduction in fees would occur. It was the consensus of the Council to move forward with the proposed contract.

Park and Pool

Council member Sexton informed the council that the City was awarded a DNR grant to help with the repairs at the pool. The grant amount received was \$1,500.

Motion by Sexton, seconded by Thomas to accept the resolution to authorize the pool upgrade grant agreement as amended. Carried.

Council member Sexton presented a proposal for the creation of the Medford Snow Park. The snow park would have an ice rink and warming house. The warming house would be available for rent during non-public skating hours with an attendant being available. The ice rink would be located on the lighted volleyball courts. The total costs of the Snow Park are between \$6200 to \$6968. Council member Sexton then went over the funding for the proposed park as well as potential attendants. The rentals of the warming house would be a signed agreement with the city and all park rules are to followed. The warming house would be located by volleyball courts and be available for all people using the park. The building would be moveable and stored by the city shop during the off-season. Viracon has donated a new window for the warming house. The use of alcohol would not be allowed at the snow park.

Motion by Sexton, seconded by Thomas to accept the proposal for Medford Snow Park as presented with no consumption of alcohol allowed. Ayes: Sexton, Kaiser, DeMars, Thomas. Nyes: Corbin. Motion Carried.

The removal of the trees at North Park will discussed in the spring

Liquor Store

The numbers are up for the year. The food proposal is on hold until January 2009.

EDA

The EDA would like a joint meeting between the EDA Board and the City Council after new year to discuss business promotion.

Audit Engagement Letter was tabled until the December meeting.

Health Insurance

The 2009 health insurance premium is being increased by 21% over 2008. Several options were presented for discussion.

Motion by Thomas, seconded by DeMars to keep the current health insurance at the new rates. Ayes: Sexton, Kaiser, DeMars, Thomas. Nyes: Corbin. Motion Carried.

The December meeting will be moved to December 16 with a Truth in Taxation hearing on December 3 at 7:00 p.m.

Council member DeMars would like to borrow the saw donated to the City from Evelyn Brady for the bank open house.

Motion by Corbin, seconded by Thomas to adjourn at 9:00 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Truth in Taxation
December 3, 2008
City Hall

Mayor Kaiser called the Truth in Taxation hearing to order at 7:01 p.m. All members were present. Others attending were Andrew Colwell and Amber Kniefel.

The purpose of this hearing is to review the preliminary budget and levy for 2009 and to give the public a chance to express concerns or questions on the city portion of their property taxes.

There no questions or concerns from the public.

Discussion on the budget and potential cuts to Local Government Aid program.

Motion by Corbin, seconded by DeMars to adjourn at 7:11 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk

Regular Meeting
December 16, 2008
City Hall

Mayor Kaiser called the meeting to order at 7:01 p.m. All members were present. Others attending were Ivan Cowell, Butch Schultz, Jeff Karow, Paul Beiser, Dan Niles, Amber Kniefel, Mark Rahrlick, and Carol Caron.

Motion by Corbin, seconded by Sexton to approve the agenda as amended. Carried.
Motion by Thomas, seconded by Corbin to approve the minutes as presented. Carried.
Motion by Corbin, seconded by DeMars to pay the City and Liquor Store bills. Carried.
Motion by Thomas, seconded by Sexton to approve the November 2008 check register. Carried.

Concerns from public. None

Planning and Zoning

Planning and Zoning representative, Paul Beiser, presented information regarding a public hearing that was held regarding the recording and conveying of real property located at 505 S Main. Council member Thomas abstained from the discussion. The result of the proposed lot spilt would create a buildable lot.

Motion by Corbin, seconded by DeMars to authorize the Steele County Auditor and Steele County Recorder to record the request as a separate lot. Motion Carried with Council member Thomas abstaining.

City Engineer

The Ritchie Brothers project has been wrapped up for the season and the contract will remain open to make sure the sod takes root and all other punchlist items are completed.

Carol Caron informed the council that Steele County is in the process of finalizing a five year capital improvement plan. The City was hoping that the plan would include a rebuild of CSAH 45 but the Steele County Engineer informed Ms. Caron that CSAH was not included in the plan. Carol Caron will get estimates to the repair of the sidewalks and the Council will relook at the issues in the spring.

City Attorney

The proposed law enforcement contract was presented to Steele County for review. It is hoped that the contract can be approved in January.

Mark Rahrlick provided an update on the transfer of the Woodfill property to the City. The property was given to the County in the 1960's for highway construction. The process may require Steele County to revoke the highway designation then the land would be transferred to the township which would also have to vacate the highway and finally the land would be given to the State. The City and County would petition the State for removal of the condition that the land be used as a highway. If this were to happen, the County could deed the land back to Medford, which would allow them to annexed the property.

Water and Sewer

Motion by Thomas, seconded by Corbin to adopt the resolution certifying unpaid bills to Steele County. Carried.

Council member Thomas informed the Council about the electric panels at the park that are no longer used. The City owns the panels and it is possible that they may be put out for bids in the springs.

Council member Thomas then presented a quote from R & K Electric for installation of generator outlets. The outlets are necessary to keep water flowing to the water tower and/or the hill in the event of a long term power outage.

Motion by Thomas, seconded by DeMars to replace the generator outlets as quoted by R & K Electric. Carried.

Street and Light

Council member Corbin informed the Council about a mailbox that was damaged by the snow plow. Council member Corbin is recommending that the city reimburse the homeowners for the cost to repair the mailbox up to \$50.00 upon receipt of the repairs being given to the City Hall.

Motion by Corbin, seconded by Thomas to replace the damaged mailbox at the home of Craig Vatsaas up to \$50.00. Carried.

Park and Pool

Construction has started on the warming house for Snow Park. The Park Commissioner has the authority to hire the attendants. It was the consensus of the Council to allow the attendants to have access to the chalet for emergency needs. Julie Bruessel has volunteered to coordinate the attendants at Snow Park.

Grant funding was received from Steele County for the Snow Park and the swimming pool.

Liquor Store

Nothing to report

EDA

Nothing to report

Motion by Corbin, seconded by DeMars to accept the audit engagement letter from Abdo, Eick, & Meyers. Carried.

The notification to broker and certification by broker pursuant to Minnesota Statutes Sections 118A.04 was tabled until January.

Budget

Mayor Kaiser presented the following revisions to the preliminary budget:

- Reduce the mayor and council member compensation by \$25 per month. The council took similar action back in 2003 when the state reduced LGA. Budget reduction of \$1,500: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Eliminate committee per diem payment to council members. Budget reduction of \$660: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Freeze all wages for full time, part time and seasonal employees. Governor Pawlenty has recommended cities consider a wage freeze. Budget reduction of \$32,819: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.

- Revise employee health insurance to reflect actual cost of the City's portion as approved by the City Council in November. Budget reduction of \$11,276: For informational purposes only.
- Eliminate City Hall office equipment purchases with the exception of possible replacement of our current copier. Purchase of a new copier is approximately \$3,000. Lease options are also available. Budget reduction of \$1,500: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Reduce City Hall telephone and fax to \$3,300. Current expense is approximately \$270/mo. Use of cell phone for long distance calls will help in reducing costs. Budget reduction of \$700: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Reduce City Hall postage to \$2,400. Current expense is approximately \$200/mo. Budget reduction of \$2,600: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Reduce insurance (Line #106) to \$6,000. This is more reflective of actual expense. Budget reduction of \$1,000: For informational purposes only.
- Reduce City Clerk training to \$700. This is more reflective of current expenses. Budget reduction of \$200: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Reduce police protection by \$1,000. This is more reflective of the new proposed contracted services. Note: This is NOT a reduction in actual services provided. Budget reduction of \$1,000: For informational purposes only.
- Transfer \$15,000 from the Public Safety Fund (current fund balance is approx. \$25,000) to partially fund police protection. Budget reduction of \$15,000: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Reduce street repairs to \$10,000. Place the Street Maintenance Program on hold. Budget reduction of \$27,000: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Reduce street tools and equipment to \$1,000. Only replace essential equipment. Budget reduction of \$1,000: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Reduce pool capital to \$5,000. Only replace essential equipment. Budget reduction of \$6,900: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Mayor Kaiser recommended reducing water rates to the rates charged in 2007. This reduces budgeted water revenue to \$105,000. Budget increase (reduction in revenue) of \$5,715: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is opposed to the recommendation and Mayor Kaiser is in favor of the recommendation.

- Mayor Kaiser recommended reducing sewer rates to the rates charged in 2007. This reduces budgeted sewer revenue to \$166,000. Budget increase (reduction in revenue) of \$28,840: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is opposed to the recommendation and Mayor Kaiser is in favor of the recommendation.
- Eliminate the PFA loan levy (\$74,160). Fund payment from water and sewer rates (\$45,000) and sewer fund transfer (\$29,160). Budget reduction of \$29,160: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin is opposed to the recommendation, and Mayor Kaiser is in favor of the recommendation.
- Increase transfer from Liquor Store to \$25,500. Budget reduction of \$5,500: Council member DeMars is in favor of the recommendation, Council member Thomas is in favor of the recommendation, Council member Sexton is in favor of the recommendation, Council member Corbin in favor of the recommendation, and Mayor Kaiser is in favor of the recommendation.

Motion by Corbin, seconded by Thomas to adopt the budget with the above recommendations. Carried

Motion by Corbin, seconded by Thomas to adopt the final levy for 2009 as follows :

General Fund	\$112,191.00
Fire Relief	\$15,000.00
EDA Levy	\$16,625.00
2004 Refinanced	\$55,000.00
2004 Refunding	\$50,000.00
1998 Street	\$75,000.00
1993 Sewer	\$100,000.00
 Total	 \$423,816.00

Motion carried

The Oath of Office was given to Danny Thomas, Brenda DeMars, and Dan Niles.

Mayor Kaiser presented a plaque to Council member Sexton for her years of service on the Council.
Council member Thomas presented a plaque to Mayor Kaiser for his years of service on the Council.

Motion by Corbin, seconded by DeMars to adjourn at 8:30 p.m. Carried.

Minutes approved at _____ meeting.

Submitted by _____ clerk