



City of Medford Veterans Committee Meeting Minutes

February 10, 2016

The City of Medford Veterans Committee meeting was called to order at 4:00 PM by Butch Schultz.
Present: Vern Jenö, Steve Clark, Larry Houghlum, Pat Merritt, Jacob Spinler and Rich Kucera.

Motion by Vern Jenö and seconded by Steve Clark to approve the agenda. Motion passed.

Motion by Steve Clark and seconded by Butch Schultz to approve the minutes from the November 18, 2015 regular meeting. Motion passed.

Treasurers report: Balance of \$28,469.72. Upcoming expenditures of \$19,297.50. Balance after upcoming expenditures of \$9,172.22.

Bills:

- a) Motion by Steve Clark and seconded by Vern Jenö to pay Phil Heim \$136.46 for memorial lighting. Motion passed.

Old Business:

- a) RK&T Bill for ADA Access: No bill has been received yet.

New Business:

- a) Rich will work with Butch to write a donation request to the Medford Fire Relief Association for 2016.
- b) Grandpa's Old Home Meats: Tabled, no update.
- c) Landscaping: Tabled, waiting for spring.
- d) Possible Middle Light for the Top of the Archway: Consensus was to leave as is.
- e) Space for Additional Names – Purchasing of Donation Sign and Tablet: Tabled until there is a need for it.
- f) Cleaning the Site of Snow: Motion by Vern Jenö and seconded by Steve Clark to recommend to the City Council to not remove the snow from the site in the winter months unless there is a special event to occur there. Motion passed.

The next Regular Veterans Committee Meeting will be March 9, 2016 at 4:00 PM.

Motion by Vern Jenö and seconded by Steve Clark to adjourn at 4:18 PM. Motion passed.



City of Medford Veterans Committee Meeting Minutes

March 10, 2016

The City of Medford Veterans Committee meeting was called to order at 4:00 PM by Butch Schultz.
Present: Vern Jenö, Roger Hagen, John Hager, Steve Clark, Larry Houglum, Pat Merritt, Ben McAdams and Rich Kucera.

Motion by John Hager and seconded by Vern Jenö to approve the agenda with the additions of b) Parade and c) Donation Sign under new business. Motion passed.

Motion by Vern Jenö and seconded by Roger Hagen to approve the minutes from the February 10, 2016 regular meeting. Motion passed.

Treasurers report: Balance of \$28,734.29. Upcoming expenditures of \$22,412.50. Balance after upcoming expenditures of \$6,321.79.

Bills:

- a) Motion by Butch Schultz and seconded by Vern Jenö to pay RK&T Construction, Inc. \$1,000.00 for the ADA access. Motion passed.

Old Business:

- a) Medford Muni Meat Raffles: Consensus of the group is to not ask for a donation this year but to offer assistance to the Firemans Relief Association if needed.
- b) Grampa's Meat Raffle: No Update. Tabled.
- c) Landscaping: Members of the committee will be meeting with Amy from Nagel's to discuss a design to bring back to the committee.

New Business:

- a) Straight River Days Raffle: Motion by Butch Schultz and seconded by Steve Clark to not conduct a raffle during Straight River Days. Motion passed.
- b) Straight River Days Parade: Consensus of the group is to not be in the parade this year.
- c) Donation Sign: Motion by Vern Jenö and seconded by John Hager to approve \$250.00 for an additional donation sign from Sign Pro that will be added to the existing sign frame. Motion passed.

The next Regular Veterans Committee Meeting is to be determined.

Motion by Steve Clark and seconded by Roger Hagen to adjourn at 4:28 PM. Motion passed.



City of Medford Veterans Committee Meeting Minutes

April 5, 2016

The City of Medford Veterans Committee meeting was called to order at 3:30 PM by Butch Schultz.

Members Present: Schultz, Hager, Hagen, and Jenó.

Members Absent: Clark.

Others Present: Larry Houglum, Keith Maas, Marie Sexton, and Amber Kniefel.

Meeting called to order by Chairperson Schultz at 3:30 p.m.

Motion by Hager and seconded by Jenó to approve the agenda as presented. All members voted aye for approval. Motion carried.

Motion by Schultz and seconded by Hager to approve the minutes from the March 10, 2016 regular meeting. All members voted aye for approval. Motion carried.

Treasurers report: Balance of \$27,984.29. Upcoming expenditures of \$15,462.50. Balance after upcoming expenditures of \$12,521.79.

Motion by Hager and seconded by Schultz to approve the treasurer's report as presented. All members voted aye for approval. Motion carried.

Bills:

- a) Motion by Jenó and seconded by Schultz to pay Owatonna Granite and Monument \$14,112.50 for the second half payment of the middle stone. All members voted aye for approval. Motion carried.
- b) Motion by Hager and seconded by Jenó to pay Met-Con Construction \$500.00 for the use of a crane for the installation of the middle stone. All members voted aye for approval. Motion carried.
- c) Motion by Hager and seconded by Jenó to pay Nagel's Sod \$600.00 for two eagles for placement at the Veterans Memorial. All members voted aye for approval. Motion carried.

Moving of the Donation Sign: Marie Sexton is in attendance to discuss the placement of the donation sign. The committee felt that they should address this topic before acting on the landscaping.

Marie Sexton addressed the committee on the location of the donation sign. Ms. Sexton thought that the placement of the donation sign was temporary. Ms. Sexton asked the committee to consider moving the sign further away from the memorial. John Hager talked about a future sidewalk running along the Memorial.

Motion by Schultz and seconded by Hagen to leave the donation right where it is. All members voted aye for approval. Motion carried.

Old Business:

- a) Landscaping: Nagel's Sod will be donating all the materials and labor for the landscaping at the Veterans Memorial. The committee is entirely grateful for this generous donation.

Motion by Jen0 and seconded by Hager to approve the landscaping design as submitted. All members voted aye for approval. Motion carried.

b) Dedication Ceremony: Tabled.

New Business:

- a) Painting of the Handicap Access Entrance Area: Schultz was wondering if the steel plate at the entrance needed to be painted. Keith Maas said that the steel plate should not be painted because it could make it slippery.

The next Regular Veterans Committee Meeting will be held on Wednesday, May 11, 2016 at 3:30 p.m.

Motion by Jen0 and seconded by Hager to adjourn at 4:02 PM. Motion passed.



**City of Medford
Veterans Committee
Special Meeting Minutes**

April 27, 2016

Members Present: Schultz, Hager, Clark, and Jenó.

Members Absent: Hagen.

Others Present: Larry Houglum, Amber Kniefel, Danny Thomas, Ben McAdams, and Pat Merritt.

Meeting called to order by Chairperson Schultz at 3:27 p.m.

Motion by Hager and seconded by Jenó to approve the agenda as presented. All members voted aye for approval. Motion carried.

Motion by Clark and seconded by Hager to approve the minutes from the April 5, 2016 regular meeting. All members voted aye for approval. Motion carried.

Treasurers report: Balance of \$13,909.97. Upcoming expenditures of \$2,350.00. Balance after upcoming expenditures of \$11,559.79.

Motion by Schultz and seconded by Hager to approve the treasurer's report as presented. All members voted aye for approval. Motion carried.

Bills:

Discussion on having three eagles at the site.

Clark would like the committee to think about adding two concrete slabs out closer to the entrance of the memorial to set the Nagel's eagles on.

The committee would like to have the landscaping finished then decide where to place the two eagles.

Motion by Schultz, seconded by Clark to purchase the bronze eagle from Owatonna Granite and Monument for \$1,500.00. All members voted aye for approval. Motion carried.

After the landscaping is finished, the committee would like to put an ad in the CAST thanking Nagel's Sod for their donation of the landscaping.

Old Business:

- a) Dedication Ceremony – will be set up and held after the landscaping is finished.

New Business:

- a) New Design of the Donation Sign

Motion by Clark, seconded by Jenó to approve the new design of the donation sign. All members voted aye for approval. Motion carried.

- b) Purchase of the Third Tablet – The committee would like to hold off until the first two tablets are filled.

The next Regular Veterans Committee Meeting will be held after the landscaping is finished.

Motion by Jenó and seconded by Clark to adjourn at 3:40 PM. Motion passed.



City of Medford Veterans Committee Special Meeting Minutes

July 12, 2016

Members Present: Schultz, Hager, Hagen, and Jenó.

Members Absent: Clark.

Others Present: Larry Houglum, Amber Kniefel, Danny Thomas, and Jake Spinler.

Meeting called to order by Chairperson Schultz at 3:35 p.m.

Motion by Hagen and seconded by Hager to approve the agenda as presented. All members voted aye for approval. Motion carried.

Motion by Hagen and seconded by Hager to approve the minutes from the April 27, 2016 regular meeting. All members voted aye for approval. Motion carried.

Treasurers report: Balance of \$15,997.61 currently in the Veterans Fund.

Motion by Hager and seconded by Hagen to approve the treasurer's report as presented. All members voted aye for approval. Motion carried.

Bills:

Motion by Hager, seconded by Hagen to approve the M Peters Enterprises bill for the flags for \$88.00. All member voted aye for approval. Motion carried.

Motion by Hagen, seconded by Hager to approve the Sign Pro bill for the donation name for \$15.00. All member voted aye for approval. Motion carried.

Motion by Hager, seconded by Hagen to approve the Schaefer Lettering bill for the name engraving for \$1,600.00. All member voted aye for approval. Motion carried.

New Business:

- a) Purchase of last two name tablets.

Schultz received two quotes for the name tablets. One quote was for a 4ft. tablet cut straight across for \$6,246.00 a piece. The other quote was for a 5 ft. tablet cut at an angle for \$7,560 a piece. The group discussed the funds and thought the tablet cut at an angle would look very nice. Mr. Heerema stated that if the tablets were ordered by the middle of July, they could be here before the end of the year.

New names for the tablets will be collected and then sent to be engraved in St. Cloud.

Motion by Hagen, seconded by Hager to order two 5 ft. tablets cut at an angle for a total purchase price of \$15,120.00. All members voted aye for approval. Motion Carried.

Vern Jenö addressed the committee on his work done with the donation sign. In lieu of submitting a bill, he would like Jenö Welding on the donation sign.

The committee agreed that Jenö Welding will be added to the donation sign.

Motion by Hager and seconded by Hagen to adjourn at 3:59 PM. Motion passed.



City of Medford Veterans Committee Special Meeting Minutes

August 10, 2016

Members Present: Schultz, Hager, Clark, and Jenó.

Members Absent: Hagen.

Others Present: Larry Houglum, Amber Kniefel, and Elizabeth Jackson.

Meeting called to order by Chairperson Schultz at 3:31 p.m.

Motion by Hager and seconded by Jenó to approve the agenda as presented. All members voted aye for approval. Motion carried.

Motion by Clark and seconded by Schultz to approve the minutes from the July 12, 2016 regular meeting. All members voted aye for approval. Motion carried.

Treasurers report: Balance of \$9,458.48 currently in the Veterans Fund.

Bills:

Motion by Clark, seconded by Jenó to approve the Sign Pro bill for a donation name for \$15.00. All members voted aye for approval. Motion carried.

Old Business:

Schultz spoke with John Heerema and the last two tablets could be here yet this fall.

New Business:

- a) Spider mites on the evergreen trees. – Clark asked Mayor Nelson to look at the trees and it was verified that the evergreen trees do have spider mites. The Veterans Committee asked Clark if he wanted to check with Amy Volkmann on the right chemical to use on the trees.

Motion by Hager, seconded by Jenó to approve Clark to purchase the chemical for the spider mites on the evergreen trees. All members voted aye for approval. Motion carried.

- b) Placement of new names on the tablets. – The Committee discussed the option for people to request where their name will be on the tablets. As long as the request is a logical possibility, requests for a particular spot for a name will be allowed.

Vietnam Memorial Wall Processional Escort – August 31, 2016 between 3-4 p.m. the wall processional will be going along Main Street in Medford. The committee is going to get the word out and get as many people as possible to stand along Main Street in honor. Kniefel will see about getting something out on Facebook. Kniefel will look into the cost of little flags to hand out.

Motion by Hager and seconded by Clark to adjourn at 3:55 PM. Motion passed.