

Reminder – Shut off all
pagers and cell phones

City of Medford Regular Meeting Agenda

March 25, 2024, 7:00 PM



- I. Call to Order
- II. Pledge of Allegiance
- III. Concerns/Requests from the General Public and Organizations
- IV. Approval of Agenda
- V. Approval of Consent Agenda *(All items listed are considered routine or non-controversial by the Council and will be approved by one motion. There will be no separate motion on these items unless a council member, city staff, or citizen so requests, in which case the item will be removed from the consent agenda and be considered in its normal sequence of the agenda. All items approved by majority vote unless noted.)*
 - A. Approval of Minutes
 - B. Approval of City and Liquor Store Bills
 - C. Approval of Check Register
 - D. Resolution 2024-10 A Resolution Accepting Donation from Olmsted Medical Center in the amount of \$200.00 for the Medford Fire Department
 - E. Resolution 2024-11 A Resolution Accepting Donation from SE Minnesota EMS in the amount of \$500.00 for the Medford Fire Department
 - F. Resolution 2024-12 A Resolution Accepting Donation from Linda Peterson in the amount of \$100.00 for the Medford Fire Department
- VI. Council Committees/Reports
 - A. Planning and Zoning Board -
 - i. Shipping Containers/Pods Recommendation
 - ii. Ordinance 2024-03 An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code
 - iii. Resolution 2024-08 A Resolution Approving Publication of Ordinance by Title and Summary
 - B. EDA Board
 - i. Digital Sign Permit Form
 - ii. Ordinance 2024-04 An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code
 - iii. Resolution 2024-09 A Resolution Approving Publication of Ordinance by Title and Summary
- VII. Department Reports
 - A. Fire Department
 - i. Fire Department Job Descriptions
 - B. City Attorney
 - i. Ordinance 2024-01 An Ordinance Creating Section 11.30 of the Medford City Code Regulating Use of Cannabis on Public Property
 - C. City Engineer
 - D. Mayor
 - i. Animal Control Update
 - E. Administration Department
 - i. City Administrator
 - a. Public Works/General Updates
 - b. Resolution 2024-06 A Resolution Closing the Scenic Heights 304 Fund and Transferring the Remaining Balance to the Central Avenue 305 Fund
 - c. Resolution 2024-07 A Resolution Approving Publication of Ordinance by Title and Summary regarding Section 7.03 of the Medford City Code Governing Registration and Regulation of Rental Units
 - d. Estimate for Park Improvements
 - e. Estimate for Well House Repairs
- XIII. New Business
- XIV. Next Meeting Dates
 - A. Regular City Council Meeting – Monday, April 22, 2024, 7:00 p.m.
- XV. Adjournment

Regular Council Meeting
February 26, 2024
7:00 p.m.
City Hall

Members present were Thomas, Mueller, Merritt, Winter, and Sorensen.

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrlick, Brandon Theobald, and Craig Helgeson.

Others attending were Marie Sexton, Vern Owens, Judy Bauer, Dyann Reinhard, Kay Fate and Scott Limberg.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – none.

Agenda – add animal control discussion after consent agenda.

Agenda – motion by Winter, seconded by Sorensen to approve the amended agenda. All members voted aye for approval. Motion carried.

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

Approval of the January 3, 2024 and January 29, 2024 special council meeting minutes and the January 22, 2024 regular council meeting minutes.

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

Approval of the January check register numbers E5054-E5107, 17432-17461, and 51652-51709.

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

Animal Control Discussion – Mayor Thomas stated concerns from residents are cats that are being allowed to roam free around the City. Administrator Jackson will put a slide on the digital sign and a message on the utility bills stated animals must be kept on a leash or within the owner's yard.

Planning & Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department – Chief Helgeson gave an update on the Fire Department.

City Attorney –

Ordinance 2024-02 An Ordinance Amending Section 7.03 of the Medford Code Governing Registration and Regulation of Rental Units – motion by Thomas, seconded by Winter to approve Ordinance 2024-02. All members voted aye for approval. Motion carried.

Ordinance 2024-01 An Ordinance Creating Section 11.30 of the Medford City Code Regulating Use of Cannabis on Public Property – Council instructed Attorney Rahrick to make revisions and bring to next Council meeting.

City Engineer –

Municipal Liquor Store Bids for Floor – Motion by Merritt, seconded by Winter to approve the bid from Mohs Construction for \$24,906.00. All members voted aye for approval. Motion carried.

Connection Memo with Lazy U – City Council instructed Engineer Theobald to continue moving forward with the Lazy U being part of the wastewater connection to Owatonna.

Public Hearing on Facility Plan –

Engineer Theobald presented a memo to update Council on the Facility Plan.

Motion by Winter, seconded by Mueller to open the public hearing at 7:51 p.m. All members voted aye for approval. Motion carried.

Public Comments:

- i. Question from Marie Sexton:
 1. Will there be restrictions for Medford's expansion in the treatment agreement with Owatonna?
- ii. Answer from Brandon Theobald:
 1. Owatonna staff have recommended we pay for existing connections when the agreement is finalized. Then as growth leads to new connections in Medford, we would pay Owatonna's SAC charges accordingly. There are currently no restrictions on residential growth in the agreement. However, there will be limits on industrial growth, as there are waste strength limits, Medford will be subject to.
- iii. Question from Marie Sexton:
 1. Is the draft treatment agreement predicated?
- iv. Answer from Brandon Theobald:
 1. WHKS has mediated an agreement for Mantorville/Kasson's regionalization - the provisions for which are conceptually similar.
- v. Question from Marie Sexton:
 1. Why is there an alternative forcemain route?
- vi. Answer from Brandon Theobald:
 1. Main Street was recently refinished, and it would be preferred to avoid installation in that area. However, the alternative route requires easements to access County Road 45 (and those are still in the works).
- vii. Question from Chad Merrit:

1. What will be the extent of Medford City staff involvement after the completion of the project?
- viii. Answer from Brandon Theobald:
1. The City of Medford will be responsible for their own collection system and the proposed lift station and forcemain.

Motion by Mueller, second by Sorensen to close the public hearing at 8:10 p.m. All members voted aye for approval. Motion carried.

Resolution 2024-05 A Resolution Approving Facilities Plan Report for Wastewater Regionalization with Owatonna – motion by Winter, seconded by Merritt to approve Resolution 2024-05. All members voted aye for approval. Motion carried.

Mayor – none.

City Administrator –

Public Works/General Updates – Administrator Jackson presented a memo.

Sale of Jetter Truck – Administrator Jackson presented a memo. Motion by Thomas, seconded by Winter to authorize Administrator Jackson to sell the City's Jetter truck the best possible way. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, March 25, 2024, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 8:26 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

CITY OF MEDFORD BILLS FOR FEBRUARY 2024

| | | <u>Paid</u> | <u>Unpaid</u> |
|--------------------------------|---------------------------|-------------|---------------|
| Amazon | office | \$16.17 | |
| Ancom | fire dept | \$786.00 | |
| Anhorn's Gas & Tire | public works | \$711.05 | |
| Anhorn's Gas & Tire | fire dept | \$1,268.48 | |
| Batteries Pllus | water plant | \$27.22 | |
| B & B Pumping & Portables, Inc | handicap portable toilet | \$170.00 | |
| Blue Cross Blue Shield | health insurance | \$3,000.32 | |
| CCS | call service | \$102.19 | |
| Centerpoint | | \$2,382.94 | |
| Colonial Life | | \$56.82 | |
| Culligan | | \$78.26 | |
| Calibration & Controls | well repairs | \$1,250.00 | |
| Delta Dental | dental insurance | \$273.16 | |
| DVS | tabs renewals | \$163.18 | |
| First Supply | public works | \$26.29 | |
| Flom Disposal | garbage | \$229.11 | |
| Gopher State One | locates | \$71.60 | |
| Google | emails | \$78.00 | |
| Hach | testing supplies | \$569.25 | |
| Hawkins | ferric chloride, ice melt | \$2,077.99 | |
| Jaguar Communications | phone/internet | \$788.54 | |
| Medford Township | jetter storage | \$300.00 | |
| Medical & Safety Resources | fire dept | \$3,000.00 | |
| Minnesota Dept of Health | connection fee | \$1,215.00 | |
| Minnesota Pollution Control | water permit fees | \$1,450.00 | |
| Mueller | meters service agreement | \$9,640.18 | |
| MN DNR | water permit | \$405.77 | |
| Napa | public works | \$6.99 | |
| Postage | | \$280.00 | |
| R & K | trail light | \$389.95 | |
| Riteway | vendor checks | \$236.91 | |
| Sandry Fire Supply | fire dept | \$9,765.00 | |
| Steele County Auditor | audit reports | \$50.00 | |
| Steele County Highway Dept | CSAH 12 payment | \$16,520.24 | |
| Steele CIN | EDA Sign | \$400.00 | |
| Steele Waseca | | \$5,900.22 | |
| Sherwin Williams | paint - well house | \$195.89 | |
| US Bank | city hall copy machine | \$135.89 | |
| UPS Store | samples | \$152.78 | |
| Utility Consultants | testing | \$1,104.18 | |
| Verizon Wireless | cell phones | \$215.27 | |
| WalMart | office supplies | \$19.20 | |
| WHKS | Engineering Services | \$34,115.50 | |
| | Total | \$99,625.54 | |

Approved by City Council on Monday, March 25, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR FEBRUARY 2024

| <u>MISCELLANEOUS</u> | <u>Paid</u> | <u>Unpaid</u> |
|---------------------------|-------------|---------------|
| Dr Fresh Tap | \$65.00 | |
| Amazon | \$155.17 | |
| Cashwisee | \$5.13 | |
| Centerpoint | \$459.27 | |
| Nola Olson | \$800.00 | |
| ABATE | \$50.00 | |
| City Laundering CO | \$522.70 | |
| Culligan | \$39.82 | |
| Huber Supply | \$91.11 | |
| Erica Johnson | \$250.00 | |
| Fairbo Air | \$1,001.00 | |
| Melissa Schulz | \$300.00 | |
| Menards | \$16.19 | |
| Minnesota Dept of Revenue | \$3,984.00 | |
| Sean Benz | \$300.00 | |
| Walmart | \$317.20 | |
| Shamrock Group | \$455.50 | |
| Pryes Brewing | \$132.00 | |
| Townsquare Media | \$56.00 | |
| Steele Waseca | \$543.97 | |
| Southern MN Glazers | \$75.00 | |
| Waste Management | \$461.12 | |
| Wutschke Construction | \$565.00 | |
| Total | \$10,645.18 | \$0.00 |
| <u>FOOD</u> | | |
| Kline Distributing | \$92.00 | |
| Heggies Pizza | \$1,154.49 | |
| Hermel Wholesale | \$3,253.67 | |
| Pepsi | | |
| Total | \$4,500.16 | \$0.00 |
| <u>BEER</u> | | |
| College City Beverage | \$11,830.66 | |
| Northern Beverage | \$2,241.75 | |
| Locher Bros Inc | \$1,162.75 | |
| Total | \$15,235.16 | \$0.00 |
| TOTAL | \$30,380.50 | \$0.00 |

Approved by City Council on Monday, March 25, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR MARCH 2024

| | | <u>Paid</u> | <u>Unpaid</u> |
|-----------------------------------|---------------------------|-------------|---------------|
| ABDO | audit | \$17,000.00 | |
| Ace Industrial | welding | \$2,243.87 | |
| Anhorn's Gas & Tire | public works | \$365.54 | |
| Anhorn's Gas & Tire | fire department | \$164.27 | |
| Automatic Systems | water plant | \$1,161.20 | |
| Carquest | public works | \$96.64 | |
| Centerpoint | | | |
| Cintas | uniforms | \$155.92 | |
| Culligan | | \$136.10 | |
| D & D Yard | Rose Vick | \$852.84 | |
| Dalco | public works | \$744.47 | |
| Delta Dental | dental insurance | | |
| Fastenal | public works | | |
| First Supply | public works | \$18.97 | |
| Gopher State One | locates | \$2.70 | |
| Google | email | \$78.00 | |
| Hach | testing supplies | | |
| Hawkins | LPC-AM/ Ferric Chloride | \$2,674.36 | |
| Jaguar Communications | phone/internet | | |
| Medford Sand | recycled concrete | \$83.65 | |
| Metro Sales | city hall copies | \$98.55 | |
| Marathon Tech | computer support | \$86.50 | |
| Blue Cross | health insurance | \$3,000.32 | |
| Medford Township | jetter storage | \$300.00 | |
| Minnesota State Fire Chief Assoc | annual membership renewal | | |
| MN Pollution Control | water permit | | |
| Owatonna Peoples Press | publications | \$84.03 | |
| Norhtland Farm | public works | \$38.99 | |
| Rekon IT | computer support | | |
| SASCS | fire dept | | |
| Steele Waseca | | \$524.19 | |
| Steele County Information Network | eda sign | \$400.00 | |
| Synchrony Bank | public works | | |
| Tri M Graphics | business cards | | |
| US Bank | city hall copy machine | \$271.78 | |
| Utility Consultants | testing | \$751.98 | |
| Verizon Wireless | cell phones | \$215.27 | |
| WHKS | engineering fees | | |
| Water Conservation | leak locator | | |
| Webicine | website | | |
| | Total | \$31,550.14 | \$0.00 |

Approved by City Council on Monday, March 25, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR MARCH 2024

| <u>MISCELLANEOUS</u> | <u>Paid</u> | <u>Unpaid</u> |
|-----------------------|-------------|---------------|
| Jenny Amberg | \$150.00 | |
| Erica Johnson | \$150.00 | |
| Angie Bohlman | \$100.00 | |
| Centerpoint | | |
| City Laundering | | |
| Nola Olson | \$700.00 | |
| Paige Butterfield | \$100.00 | |
| Culligan | \$39.82 | |
| Huber Supply | \$149.23 | |
| Shari Stromme | \$550.00 | |
| Faribo Air | \$3,303.00 | |
| Malo Roofing | \$300.00 | |
| Plunketts | \$114.52 | |
| Star Sports | \$114.75 | |
| Shamrock | | |
| Owatonna Fire | \$45.00 | |
| Steele Waseca | | |
| Southern Glazers | \$103.50 | |
| Pryes Brewing | \$66.00 | |
| Waste Management | \$449.99 | |
| Total | \$6,435.81 | \$0.00 |
| <u>FOOD</u> | | |
| Kline Distributing | | |
| Heggies Pizza | \$253.50 | |
| Hermel Wholesale | \$1,818.60 | |
| Pepsi | | |
| Total | \$2,072.10 | \$0.00 |
| <u>BEER</u> | | |
| College City Beverage | \$8,332.55 | |
| Northern Beverage | \$1,833.10 | |
| Locher Bros Inc | \$863.80 | |
| Total | \$11,029.45 | \$0.00 |
| TOTAL | \$19,537.36 | \$0.00 |

Approved by City Council on Monday, March 25, 2024

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

Checks for Month

10100 Cash

Since FEBRUARY 2024

Begin Balance \$84,528.44

| CHECK | Vendor Name | Check Date | Check Amt | Source | Comment | Balance |
|--------|--------------------------|------------|-------------|---------------|--------------------------|--------------|
| 051710 | CASH | 2/1/2024 | \$5,000.00 | 2-2-24atm | atm | \$79,528.44 |
| 051711 | CASH | 2/1/2024 | \$5,000.00 | 2-5-24atm | atm | \$74,528.44 |
| 051712 | CASH | 2/1/2024 | \$5,000.00 | 2-9-24atm | atm | \$69,528.44 |
| 051713 | ABDO | 2/1/2024 | \$8,000.00 | 2-1-24bills | 2023 audit | \$61,528.44 |
| 051714 | ANGELA BOHLMAN | 2/1/2024 | \$50.00 | 2-1-24bills | | \$61,478.44 |
| 051715 | B & B PUMPING & PORTABL | 2/1/2024 | \$170.00 | 2-1-24bills | handicap toilet | \$61,308.44 |
| 051716 | CCS | 2/1/2024 | \$392.37 | 2-1-24bills | | \$60,916.07 |
| 051717 | CENTERPOINT | 2/1/2024 | \$2,076.89 | 2-1-24bills | 6044309 | \$58,839.18 |
| 051718 | CITY LAUNDERING CO | 2/1/2024 | \$261.35 | 2-1-24bills | | \$58,577.83 |
| 051719 | COLLEGE CITY BEVERAGE, | 2/1/2024 | \$7,801.36 | 2-1-24bills | | \$50,776.47 |
| 051720 | COLONIAL LIFE | 2/1/2024 | \$56.82 | 2-1-24bills | | \$50,719.65 |
| 051721 | DAHLHEIMER BEVERAGE LL | 2/1/2024 | \$522.00 | 2-1-24bills | | \$50,197.65 |
| 051722 | DR. FRESH TAP | 2/1/2024 | \$65.00 | 2-1-24bills | | \$50,132.65 |
| 051723 | ELECTRO WATCHMAN INC. | 2/1/2024 | \$298.02 | 2-1-24bills | | \$49,834.63 |
| 051724 | ELIZABETH JACKSON | 2/1/2024 | \$42.38 | 2-1-24bills | office supplies | \$49,792.25 |
| 051725 | FLOM DISPOSAL SERVICE | 2/1/2024 | \$98.19 | 2-1-24bills | | \$49,694.06 |
| 051726 | HAWKINS | 2/1/2024 | \$2,318.71 | 2-1-24bills | | \$47,375.35 |
| 051727 | HEGGIES PIZZA | 2/1/2024 | \$167.90 | 2-1-24bills | | \$47,207.45 |
| 051728 | HERMEL WHOLESALE | 2/1/2024 | \$1,896.40 | 2-1-24bills | | \$45,311.05 |
| 051729 | HILLYARD | 2/1/2024 | \$131.04 | 2-1-24bills | | \$45,180.01 |
| 051730 | HUBER SUPPLY CO., INC | 2/1/2024 | \$65.00 | 2-1-24bills | muni | \$45,115.01 |
| 051731 | IIMC | 2/1/2024 | \$185.00 | 2-1-24bills | | \$44,930.01 |
| 051732 | JENNIFER AMBERG | 2/1/2024 | \$50.00 | 2-1-24bills | | \$44,880.01 |
| 051733 | KIM HALVORSON | 2/1/2024 | \$100.00 | 2-1-24bills | extra dates | \$44,780.01 |
| 051734 | MINNESOTA STATE FIRE CH | 2/1/2024 | \$520.00 | 2-1-24bills | fire school | \$44,260.01 |
| 051735 | MN PUBLIC FACILITIES AUT | 2/1/2024 | \$8,239.00 | 2-1-24bills | | \$36,021.01 |
| 051736 | NORTHERN BEVERAGE DIS | 2/1/2024 | \$2,037.00 | 2-1-24bills | | \$33,984.01 |
| 051737 | RITEWAY | 2/1/2024 | \$253.97 | 2-1-24bills | tax forms | \$33,730.04 |
| 051738 | ROCIO MENDOZA | 2/1/2024 | \$140.00 | 2-1-24bills | 4 EDA Meetings 2023 | \$33,590.04 |
| 051739 | SHAMROCK GROUP | 2/1/2024 | \$281.20 | 2-1-24bills | | \$33,308.84 |
| 051740 | SHARI STROMME | 2/1/2024 | \$400.00 | 2-1-24bills | cleaning | \$32,908.84 |
| 051741 | SMITH,TOLLEFSON,RAHRIC | 2/1/2024 | \$6,272.30 | 2-1-24bills | 4th Qtr | \$26,636.54 |
| 051742 | STEELE WASECA COOP EL | 2/1/2024 | \$6,366.43 | 2-1-24bills | 25164 | \$20,270.11 |
| 051743 | WHKS | 2/1/2024 | \$18,911.60 | 2-1-24bills | | \$1,358.51 |
| 051744 | DELTA DENTAL | 2/1/2024 | \$273.16 | 2-1-24dental | Elizabeth | \$1,085.35 |
| 051745 | CASH | 2/15/2024 | \$5,000.00 | 2-15-24atm | atm | -\$3,914.65 |
| 051746 | MELISSA SCHULZ | 2/15/2024 | \$300.00 | schulz | | -\$4,214.65 |
| 051747 | A.B.A.T.E. | 2/15/2024 | \$50.00 | Muni Promo | muni promo | -\$4,264.65 |
| 051748 | CASH | 2/16/2024 | \$5,000.00 | 2-16-24atm | atm | -\$9,264.65 |
| 051749 | DELTA DENTAL | 2/16/2024 | \$273.16 | 2-16-24dental | Elizabeth | -\$9,537.81 |
| 051750 | BLUE CROSS BLUE SHIELD | 2/16/2024 | \$3,000.32 | 2-16-24h ins | Health Insurance | -\$12,538.13 |
| 051751 | CALIBRATIONS AND CONTR | 2/16/2024 | \$1,250.00 | 2-16-24Bills | well | -\$13,788.13 |
| 051752 | CITY LAUNDERING CO | 2/16/2024 | \$522.70 | 2-16-24Bills | | -\$14,310.83 |
| 051753 | COLLEGE CITY BEVERAGE, | 2/16/2024 | \$6,192.09 | 2-16-24Bills | | -\$20,502.92 |
| 051754 | CULLIGAN WATER CONDITI | 2/16/2024 | \$118.08 | 2-16-24Bills | water softner | -\$20,621.00 |
| 051755 | DAHLHEIMER BEVERAGE LL | 2/16/2024 | \$599.55 | 2-16-24Bills | | -\$21,220.55 |
| 051756 | ERICA JOHNSON | 2/16/2024 | \$250.00 | 2-16-24Bills | muni cleaning | -\$21,470.55 |
| 051757 | FARIBO AIR CONDITIONING | 2/16/2024 | \$771.00 | 2-16-24Bills | muni | -\$22,241.55 |
| 051758 | FIRST SUPPLY COMPANY | 2/16/2024 | \$26.29 | 2-16-24Bills | public works | -\$22,267.84 |
| 051759 | GOPHER STATE ONE-CALL | 2/16/2024 | \$71.60 | 2-16-24Bills | locates | -\$22,339.44 |
| 051760 | HEGGIES PIZZA | 2/16/2024 | \$616.75 | 2-16-24Bills | | -\$22,956.19 |
| 051761 | HERMEL WHOLESALE | 2/16/2024 | \$1,690.12 | 2-16-24Bills | | -\$24,646.31 |
| 051762 | HUBER SUPPLY CO., INC | 2/16/2024 | \$91.11 | 2-16-24Bills | muni | -\$24,737.42 |
| 051763 | KLINE DISTRIBUTING, LLC | 2/16/2024 | \$92.00 | 2-16-24Bills | pizza | -\$24,829.42 |
| 051764 | MEDFORD TOWNSHIP | 2/16/2024 | \$300.00 | 2-16-24Bills | jetter truck storage | -\$25,129.42 |
| 051765 | METRO FIBERNET LLC | 2/16/2024 | \$678.42 | 2-16-24Bills | 507-455-2866, 0053, 3812 | -\$25,807.84 |
| 051766 | MUELLER SYSTEMS | 2/16/2024 | \$9,640.18 | 2-16-24Bills | | -\$35,448.02 |
| 051767 | NOLA OLSON | 2/16/2024 | \$800.00 | 2-16-24Bills | muni cleaning | -\$36,248.02 |

Checks for Month

10100 Cash
 Since FEBRUARY 2024
 Begin Balance \$84,528.44

| CHECK | Vendor Name | Check Date | Check Amt | Source | Comment | Balance |
|--------|-------------------------|------------|---------------|--------------|-----------------------|---------------|
| 051768 | NORTHERN BEVERAGE DIS | 2/16/2024 | \$1,012.00 | 2-16-24Bills | | -\$37,260.02 |
| 051769 | PRYES BREWING CO | 2/16/2024 | \$66.00 | 2-16-24Bills | MUNI | -\$37,326.02 |
| 051770 | SHAMROCK GROUP | 2/16/2024 | \$156.50 | 2-16-24Bills | | -\$37,482.52 |
| 051771 | SHERWIN WILLIAMS CO | 2/16/2024 | \$195.89 | 2-16-24Bills | well house paint | -\$37,678.41 |
| 051772 | SOUTHERN GLAZERS OF M | 2/16/2024 | \$75.60 | 2-16-24Bills | muni | -\$37,754.01 |
| 051773 | STEELE COUNTY AUDITOR | 2/16/2024 | \$50.00 | 2-16-24Bills | | -\$37,804.01 |
| 051774 | STEELE COUNTY HIGHWAY | 2/16/2024 | \$16,520.24 | 2-16-24Bills | 2nd CSAH 12 payment | -\$54,324.25 |
| 051775 | STEELE COUNTY INFORMAT | 2/16/2024 | \$400.00 | 2-16-24Bills | eda sign | -\$54,724.25 |
| 051776 | US BANK EQUIPMENT FINA | 2/16/2024 | \$135.89 | 2-16-24Bills | city hall copier | -\$54,860.14 |
| 051777 | UTILITY CONSULTANTS | 2/16/2024 | \$1,104.18 | 2-16-24Bills | testing | -\$55,964.32 |
| 051778 | VERIZON WIRELESS | 2/16/2024 | \$215.27 | 2-16-24Bills | cell phones | -\$56,179.59 |
| 051779 | WASTE MANAGEMENT | 2/16/2024 | \$461.12 | 2-16-24Bills | muni garbage disposal | -\$56,640.71 |
| 051780 | CASH | 2/20/2024 | \$5,000.00 | 2-20-24atm | atm | -\$61,640.71 |
| 051781 | CASH | 2/23/2024 | \$5,000.00 | 2-23-24atm | atm | -\$66,640.71 |
| 051782 | CASH | 2/26/2024 | \$5,000.00 | 2-26-24atm | atm | -\$71,640.71 |
| 051783 | ANHORNS GAS & TIRE | 2/28/2024 | \$711.05 | 2-28-24bills | public works | -\$72,351.76 |
| 051784 | B & B PUMPING & PORTABL | 2/28/2024 | \$170.00 | 2-28-24bills | handicap toilet | -\$72,521.76 |
| 051785 | CCS | 2/28/2024 | \$102.19 | 2-28-24bills | | -\$72,623.95 |
| 051786 | CENTERPOINT | 2/28/2024 | \$2,842.21 | 2-28-24bills | 6044309 | -\$75,466.16 |
| 051787 | COLLEGE CITY BEVERAGE, | 2/28/2024 | \$5,638.57 | 2-28-24bills | | -\$81,104.73 |
| 051788 | COLONIAL LIFE | 2/28/2024 | \$56.82 | 2-28-24bills | | -\$81,161.55 |
| 051789 | DAHLHEIMER BEVERAGE LL | 2/28/2024 | \$563.20 | 2-28-24bills | | -\$81,724.75 |
| 051790 | DR. FRESH TAP | 2/28/2024 | \$65.00 | 2-28-24bills | | -\$81,789.75 |
| 051791 | FARIBO AIR CONDITIONING | 2/28/2024 | \$230.00 | 2-28-24bills | muni | -\$82,019.75 |
| 051792 | FLOM DISPOSAL SERVICE | 2/28/2024 | \$229.11 | 2-28-24bills | | -\$82,248.86 |
| 051793 | HAWKINS | 2/28/2024 | \$2,077.99 | 2-28-24bills | chlorine | -\$84,326.85 |
| 051794 | HEGGIES PIZZA | 2/28/2024 | \$537.74 | 2-28-24bills | | -\$84,864.59 |
| 051795 | HERMEL WHOLESAL | 2/28/2024 | \$1,563.54 | 2-28-24bills | | -\$86,428.13 |
| 051796 | MEDICAL & SAFETY RESOU | 2/28/2024 | \$3,000.00 | 2-28-24bills | fire dept | -\$89,428.13 |
| 051797 | METRO FIBERNET LLC | 2/28/2024 | \$110.12 | 2-28-24bills | 1705912 | -\$89,538.25 |
| 051798 | MINNESOTA DEPT OF HEAL | 2/28/2024 | \$1,215.00 | 2-28-24bills | connection fees | -\$90,753.25 |
| 051799 | MINNESOTA POLLUTION CO | 2/28/2024 | \$1,450.00 | 2-28-24bills | water permit fees | -\$92,203.25 |
| 051800 | NORTHERN BEVERAGE DIS | 2/28/2024 | \$1,229.75 | 2-28-24bills | | -\$93,433.00 |
| 051801 | PRYES BREWING CO | 2/28/2024 | \$66.00 | 2-28-24bills | muni | -\$93,499.00 |
| 051802 | R & K ELECTRIC INC | 2/28/2024 | \$389.95 | 2-28-24bills | trail light | -\$93,888.95 |
| 051803 | RITWAY | 2/28/2024 | \$236.91 | 2-28-24bills | vendor checks | -\$94,125.86 |
| 051804 | SANDRY FIRE SUPPLY LLC | 2/28/2024 | \$9,765.00 | 2-28-24bills | fire dept | -\$103,890.86 |
| 051805 | SHAMROCK GROUP | 2/28/2024 | \$299.00 | 2-28-24bills | | -\$104,189.86 |
| 051806 | STEELE WASECA COOP EL | 2/28/2024 | \$6,444.19 | 2-28-24bills | 25164 | -\$110,634.05 |
| 051807 | TOWNSQUARE MEDIA FARI | 2/28/2024 | \$56.00 | 2-28-24bills | | -\$110,690.05 |
| 051808 | WHKS | 2/28/2024 | \$34,115.50 | 2-28-24bills | | -\$144,805.55 |
| 051809 | WUTSCHKE CONSTRUCTIO | 2/28/2024 | \$565.00 | 2-28-24bills | bathroom tiles - muni | -\$145,370.55 |
| | Deposits | \$0.00 | | | | |
| | Checks | | -\$229,898.99 | | | -\$229,898.99 |

FILTER: ((([Act Year]='2024' and [period] in (2)))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY??????????')) and [Cash Act]='10100')

Checks for Month

10100 Cash

Since FEBRUARY 2024

Begin Balance \$84,528.44

| CHECK | Vendor Name | Check Date | Check Amt | Source | Comment | Balance |
|--------|--------------------|------------|--------------|----------------|---------|-------------|
| 017462 | Amberg, Jennifer | 2/2/2024 | \$97.94 | PAY20240203.00 | | \$84,430.50 |
| 017463 | Bohlman, Angela | 2/2/2024 | \$756.95 | PAY20240203.00 | | \$83,673.55 |
| 017464 | Conway, Kathleen | 2/2/2024 | \$137.83 | PAY20240203.00 | | \$83,535.72 |
| 017465 | Evans, Andy | 2/2/2024 | \$585.49 | PAY20240203.00 | | \$82,950.23 |
| 017466 | Fischer, Andrew | 2/2/2024 | \$566.20 | PAY20240203.00 | | \$82,384.03 |
| 017467 | Heinrichs, Mathias | 2/2/2024 | \$1,727.15 | PAY20240203.00 | | \$80,656.88 |
| 017468 | Jackson, Elizabeth | 2/2/2024 | \$2,972.47 | PAY20240203.00 | | \$77,684.41 |
| 017469 | Johnson, Erica | 2/2/2024 | \$290.22 | PAY20240203.00 | | \$77,394.19 |
| 017470 | Krogh, James | 2/2/2024 | \$1,761.40 | PAY20240203.00 | | \$75,632.79 |
| 017471 | Olson, Nola | 2/2/2024 | \$560.41 | PAY20240203.00 | | \$75,072.38 |
| 017472 | Schienbein, Paige | 2/2/2024 | \$186.07 | PAY20240203.00 | | \$74,886.31 |
| 017473 | Ulrich, Holly | 2/2/2024 | \$52.99 | PAY20240203.00 | | \$74,833.32 |
| 017474 | Will, Richard W | 2/2/2024 | \$178.49 | PAY20240203.00 | | \$74,654.83 |
| 017475 | Amberg, Jennifer | 2/16/2024 | \$194.73 | PAY20240204.00 | | \$74,460.10 |
| 017476 | Bohlman, Angela | 2/16/2024 | \$817.48 | PAY20240204.00 | | \$73,642.62 |
| 017477 | Butterfield, Paige | 2/16/2024 | \$281.55 | PAY20240204.00 | | \$73,361.07 |
| 017478 | Conway, Kathleen | 2/16/2024 | \$535.06 | PAY20240204.00 | | \$72,826.01 |
| 017479 | Evans, Andy | 2/16/2024 | \$429.34 | PAY20240204.00 | | \$72,396.67 |
| 017480 | Fischer, Andrew | 2/16/2024 | \$566.20 | PAY20240204.00 | | \$71,830.47 |
| 017481 | Heinrichs, Mathias | 2/16/2024 | \$1,562.85 | PAY20240204.00 | | \$70,267.62 |
| 017482 | Jackson, Elizabeth | 2/16/2024 | \$2,967.77 | PAY20240204.00 | | \$67,299.85 |
| 017483 | Johnson, Erica | 2/16/2024 | \$284.80 | PAY20240204.00 | | \$67,015.05 |
| 017484 | Krogh, James | 2/16/2024 | \$1,711.91 | PAY20240204.00 | | \$65,303.14 |
| 017485 | Olson, Nola | 2/16/2024 | \$481.29 | PAY20240204.00 | | \$64,821.85 |
| 017486 | Ulrich, Holly | 2/16/2024 | \$49.54 | PAY20240204.00 | | \$64,772.31 |
| 017487 | Will, Richard W | 2/16/2024 | \$240.35 | PAY20240204.00 | | \$64,531.96 |
| 017488 | Helgeson, Craig H | 2/22/2024 | \$115.44 | PAY20240302.00 | | \$64,416.52 |
| 017489 | Merritt, Chad W | 2/22/2024 | \$207.79 | PAY20240302.00 | | \$64,208.73 |
| 017490 | Mueller, Amanda | 2/22/2024 | \$207.79 | PAY20240302.00 | | \$64,000.94 |
| 017491 | Sorensen, Nicholas | 2/22/2024 | \$207.79 | PAY20240302.00 | | \$63,793.15 |
| 017492 | Thomas, Danny | 2/22/2024 | \$277.05 | PAY20240302.00 | | \$63,516.10 |
| 017493 | Winter, Jason | 2/22/2024 | \$207.79 | PAY20240302.00 | | \$63,308.31 |
| | Deposits | \$0.00 | | | | |
| | Checks | | -\$21,220.13 | | | |

FILTER: ((([Act Year]='2024' and [period] in (2)))) and ((([Source] like 'PAY?????????.??')) and [Cash Act]='10100')

Checks for Month

10100 Cash

Since FEBRUARY 2024

Begin Balance \$84,528.44

| CHECK | Vendor Name | Check Date | Check Amt | Source | Comment | Balance |
|---------|-------------------------|--------------|--------------|-----------------|------------------|-------------|
| 005088E | FURTHER | 2/1/2024 | \$45.00 | 2-2-24hsa | | \$84,483.44 |
| 005089E | EFTPS | 2/1/2024 | \$2,555.16 | 2-2-24fed | Withholding | \$81,928.28 |
| 005090E | STATE OF MINNESOTA | 2/1/2024 | \$428.31 | 2-2-24fed | Withholding | \$81,499.97 |
| 005091E | PUBLIC EMPLOYEES RETIR | 2/1/2024 | \$1,797.10 | 2-2-24fed | Retirement | \$79,702.87 |
| 005092E | MINNESOTA DEPT OF REVE | 2/15/2024 | \$3,831.00 | Jan 2024 Tax | Muni Sales Tax | \$75,871.87 |
| 005093E | FURTHER | 2/20/2024 | \$45.00 | 2-16-24hsa | | \$75,826.87 |
| 005094E | EFTPS | 2/20/2024 | \$2,575.79 | 2-16-24fed | Withholding | \$73,251.08 |
| 005095E | STATE OF MINNESOTA | 2/20/2024 | \$435.36 | 2-16-24fed | Withholding | \$72,815.72 |
| 005096E | PUBLIC EMPLOYEES RETIR | 2/20/2024 | \$1,835.31 | 2-16-24fed | Retirement | \$70,980.41 |
| 005108E | EFTPS | 2/26/2024 | \$202.70 | 2-22-24pay1 | Withholding | \$70,777.71 |
| 005120E | INTERNET PURCHASES | 3/21/2024 | \$78.00 | MAR24 GOOGLE | email | \$70,699.71 |
| 005121E | POSTMASTER | 3/21/2024 | \$280.00 | 2-1-24post | | \$70,419.71 |
| 005122E | WALMART COMMUNITY/GE | 3/21/2024 | \$72.64 | 2-5-24wm | muni | \$70,347.07 |
| 005123E | WALMART COMMUNITY/GE | 3/21/2024 | \$28.63 | 2-7-24wm | muni | \$70,318.44 |
| 005124E | AMAZON.COM | 3/21/2024 | \$139.00 | 2-7-24amazon | prime | \$70,179.44 |
| 005125E | CASH | 3/21/2024 | \$5.13 | 2-9-24cashwised | cashwise - muni | \$70,174.31 |
| 005126E | DEPARTMENT OF NATURAL | 3/21/2024 | \$405.77 | 2-14-24DNR | water permit | \$69,768.54 |
| 005127E | DVS RENEWAL | 3/21/2024 | \$163.18 | 2-14-24tabs | tabs | \$69,605.36 |
| 005128E | AMAZON.COM | 3/21/2024 | \$16.17 | 2-15-24amazon | | \$69,589.19 |
| 005129E | UPS | 3/21/2024 | \$59.58 | 2-15-24ups | samples | \$69,529.61 |
| 005130E | WALMART COMMUNITY/GE | 3/21/2024 | \$55.67 | 2-20-24wm | muni | \$69,473.94 |
| 005131E | MENARDS | 3/21/2024 | \$16.19 | 2-21-24menards | muni | \$69,457.75 |
| 005132E | FIRST STATE BANK OF RED | 3/21/2024 | \$4.00 | olson nsf ub | Ken Olson NSF UB | \$69,453.75 |
| 005133E | UPS | 3/21/2024 | \$93.20 | 2-29-24ups | samples | \$69,360.55 |
| | Deposits | \$0.00 | | | | |
| | Checks | -\$15,167.89 | -\$15,167.89 | | | |

FILTER: ((([Act Year]='2024' and [period] in (2))) and (([EFT])) and [Cash Act]='10100')

RESOLUTION 2024-10
A RESOLUTION ACCEPTING DONATION FROM
OLMSTED MEDICAL CENTER

WHEREAS, the City of Medford has received a donation in the amount of \$200.00 from Olmsted Medical Center for the Medford Fire Department

WHEREAS, the stated purpose of the donation is for the Medford Fire Department; and

NOW, THEREFORE, BE IT RESOLVED, the City of Medford has received and accepts a donation from Olmsted Medical Center in the amount of \$200.00 for the Medford Fire Department.

Passed and adopted on this 25th day of March 2024, with the following votes:

| | AYE | NAY | ABSTAIN | ABSENT |
|---------------|-------|-------|---------|--------|
| Danny Thomas | _____ | _____ | _____ | _____ |
| Jason Winter | _____ | _____ | _____ | _____ |
| Chad Merritt | _____ | _____ | _____ | _____ |
| Manda Mueller | _____ | _____ | _____ | _____ |
| Nick Sorensen | _____ | _____ | _____ | _____ |

DANNY THOMAS
MAYOR

ATTEST:

ELIZABETH JACKSON
CITY CLERK

RESOLUTION 2024-11
A RESOLUTION ACCEPTING DONATION FROM
SE MINNESOTA EMS

WHEREAS, the City of Medford has received a donation in the amount of \$500.00 from SE Minnesota EMS for the Medford Fire Department

WHEREAS, the stated purpose of the donation is for the Medford Fire Department; and

NOW, THEREFORE, BE IT RESOLVED, the City of Medford has received and accepts a donation from SE Minnesota EMS in the amount of \$500.00 for the Medford Fire Department.

Passed and adopted on this 25th day of March 2024, with the following votes:

| | AYE | NAY | ABSTAIN | ABSENT |
|---------------|-------|-------|---------|--------|
| Danny Thomas | _____ | _____ | _____ | _____ |
| Jason Winter | _____ | _____ | _____ | _____ |
| Chad Merritt | _____ | _____ | _____ | _____ |
| Manda Mueller | _____ | _____ | _____ | _____ |
| Nick Sorensen | _____ | _____ | _____ | _____ |

DANNY THOMAS
MAYOR

ATTEST:

ELIZABETH JACKSON
CITY CLERK

RESOLUTION 2024-12
A RESOLUTION ACCEPTING DONATION FROM
SE MINNESOTA EMS

WHEREAS, the City of Medford has received a donation in the amount of \$100.00 from Linda Peterson for the Medford Fire Department

WHEREAS, the stated purpose of the donation is for the Medford Fire Department; and

NOW, THEREFORE, BE IT RESOLVED, the City of Medford has received and accepts a donation from Linda Peterson in the amount of \$100.00 for the Medford Fire Department.

Passed and adopted on this 25th day of March 2024, with the following votes:

| | AYE | NAY | ABSTAIN | ABSENT |
|---------------|-------|-------|---------|--------|
| Danny Thomas | _____ | _____ | _____ | _____ |
| Jason Winter | _____ | _____ | _____ | _____ |
| Chad Merritt | _____ | _____ | _____ | _____ |
| Manda Mueller | _____ | _____ | _____ | _____ |
| Nick Sorensen | _____ | _____ | _____ | _____ |

DANNY THOMAS
MAYOR

ATTEST:

ELIZABETH JACKSON
CITY CLERK

ORDINANCE NO. 2024-03

**AN ORDINANCE AMENDING SECTION 2.65 MASTER FEE SCHEDULE
OF THE MEDFORD CITY CODE**

THE CITY COUNCIL OF THE CITY OF MEDFORD DOES ORDAIN:

Medford City Code Sections 4.65 Appendix A: Master Fee Schedule

WATER AND SEWER RATES

WATER RATES AND AVAILABILITY CHARGES

| <u>Water Meter Size</u> | <u>Rate</u> |
|-------------------------|-------------|
| ¾ inch meter: | \$7.00 |
| 1 inch meter: | \$8.75 |
| 1 ½ inch meter: | \$10.94 |
| 2 inch meter: | \$13.67 |
| 2 ½ inch meter: | \$17.09 |
| 3 inch meter: | \$21.36 |
| 4 inch meter: | \$26.70 |
| 6 inch meter: | \$33.38 |

Every meter will be charged a monthly fixed amount based on water meter size in addition to a per thousand gallon water usage charge of \$5.00.

WATER FLAT RATE **\$13.00**

SEWER RATES AND AVAILABILITY CHARGES

| <u>Water Meter Size</u> | <u>Rate</u> |
|-------------------------|-------------|
| ¾ inch meter: | \$7.80 |
| 1 inch meter: | \$9.75 |
| 1 ½ inch meter: | \$12.18 |
| 2 inch meter: | \$15.24 |
| 2 ½ inch meter: | \$19.05 |
| 3 inch meter: | \$23.80 |
| 4 inch meter: | \$29.74 |
| 6 inch meter: | \$37.19 |

Every meter will be charged a monthly fixed amount based on water meter size in addition to a per thousand gallon sewer usage charge of \$11.70

SEWER FLAT RATE **\$18.20**

LATE FEE – A 5% monthly late fee will be added to all delinquent balances.

WATER CONNECTION PERMIT FEES:

(Collect at the time of issuance of the building permit)

Size of Water Service Pipe

| | |
|------------------------|-------------|
| Up to and including 1" | \$1,670.00 |
| 1-1/4" | \$2,090.00 |
| 1-1/2" | \$2,510.00 |
| 2" | \$3,340.00 |
| 4" | \$6,690.00 |
| 6" | \$10,030.00 |
| 8" | \$13,370.00 |

SEWER CONNECTION PERMIT FEES:

(Collect at the time of issuance of the building permit)

Size of Sewer Service Pipe

| | |
|----|------------|
| 4" | \$1,670.00 |
| 6" | \$2,510.00 |
| 8" | \$3,340.00 |

TRUNK SEWER AND WATER FEES:

(Collect at the time of the development agreement)

| <u>Land Use:</u> | <u>2015 Rate</u> |
|------------------------------|-------------------------------------|
| Commercial | \$8,490.00 per adjusted gross acre* |
| Industrial | \$8,490.00 per adjusted gross acre* |
| Residential: | |
| Single Family: | \$1,270.00 per lot |
| Twinhome/Duplex/Townhome: | \$ 950.00 per unit |
| Multiple Family (Apartment): | \$ 640.00 per unit |

FIRE CALL RATES CHARGED PER HOUR

| <u>Time</u> | <u>Grass Fire</u> | <u>Structure Fire</u> |
|-------------|-------------------|-----------------------|
| 1 Hour | \$150.00 | \$200.00 |
| 1 ¼ | 175.00 | 225.00 |
| 1 ½ | 200.00 | 250.00 |
| 1 ¾ | 225.00 | 275.00 |
| 2 Hours | \$250.00 | \$300.00 |
| 2 ¼ | 265.00 | 315.00 |
| 2 ½ | 280.00 | 330.00 |
| 2 ¾ | 295.00 | 345.00 |
| 3 Hours | \$310.00 | \$360.00 |
| 3 ¼ | 320.00 | 370.00 |
| 3 ½ | 330.00 | 380.00 |
| 3 ¾ | 340.00 | 390.00 |
| 4 Hours | \$350.00 | \$400.00 |

Additional time @ \$40.00/hour

FIRE CALL RATES CHARGED A FLAT FEE

Motor Vehicle Accidents/Fires \$500.00

UTILITY/CONSTRUCTION FEES

| | |
|---|--|
| Disconnect of Utility Service | \$50.00 |
| Reconnect of Utility Service | \$50.00 |
| Meter Testing Deposit | \$150.00 |
| Right of Way Degradation Fee | Equal to degradation cost- Establish at time of permitting |
| Bulk Water | \$13.00 per 1,000 gallons |
| Sewage | \$16.50 + \$14.00 per 1,000 gallons |
| Water Service Prior to Meter Installation | \$75.00 |
| Erosion Control Deposit | \$500.00 |
| Annexation Deposit | Based upon acres annexed |
| Annexation Reimbursement | 15 times tax revenue |
| Land Donation | Minimum of 10% of land annexed or 10% of market value of land |
| Engineering Fee | Percentage of cost of public improvements |
| Administrative Fee | Percentage of cost of public improvements |

LIQUOR LICENSE FEES

| | |
|--------------------------|---------------------|
| On-Sale Liquor License | \$2,500.00 per year |
| Temporary Liquor License | \$50.00 per year |
| Sunday Liquor License | \$200.00 per year |
| Wine License | \$175.00 per year |
| 3.2 Malt Liquor License | \$175.00 per year |
| Pre/Investigation Fees | \$250.00 per year |

PERMITS

| | |
|------------------------|---------|
| Building Moving Permit | \$30.00 |
|------------------------|---------|

| | |
|---|---|
| Building Removal Permit | \$30.00 |
| Dance Permit | \$100.00 |
| Food Permit | \$25.00 |
| Parade Permit | \$50.00 |
| Rental Housing (per unit) | |
| 1 unit | \$75.00 |
| 2 to 4 units | \$65.00 |
| 5 + units | \$35.00 |
| Sign Permit | \$30.00 |
| Solicitor, Peddler, Transient Merchant Permit | \$30.00 |
| Special Vehicle Permit (3-year permit) | \$20.00 |
| Replacement Special Vehicle Sticker | \$5.00 |
| Transient Merchant Permit Nonprofit/Service Organizations | \$0.00 |
| Zoning/Fence Permit | \$30.00 |
| Wind Energy Conversion System Permit | \$30.00 |
| Right of Way Excavation Permit | \$50.00 plus management and engineering costs |
| Right of Way Obstruction Permit | \$50.00 plus management and engineering costs |
| Small Wireless Facility Permit | \$50.00 plus management and engineering costs |
| Food Truck Permit | \$30.00 |
| Shipping/Moving Pod Permit | \$30.00 |

PARK FEES

| | |
|-----------------------|---------------------------|
| Large Pavilion Rental | \$85.00 (\$60.00 deposit) |
| Small Pavilion Rental | \$60.00 (\$45.00 deposit) |

OTHER FEES

| | |
|---|------------------------------------|
| Public Hearing Held on Regularly Scheduled Zoning Date (Conditional Use, Variance, Vacate, Rezone, Administrative Land Survey, etc.) | \$150.00 |
| Public Hearing Held on a Special Zoning Date (Conditional Use, Variance, Vacate, Rezone etc.) | \$300.00 |
| Mowing by Public Works Staff | \$60.00 per hour |
| Snow Removal by Public Works Staff Residential/Commercial Property | \$125.00 per hour |
| Collections and/or Legal Fees | Total of fees incurred by the City |
| Non-Sufficient Funds Checks | \$30.00 + all bank charges |
| Faxes | \$1.50 per page |
| Black and White Copies | \$0.25 per page |
| Color Copies | \$0.50 per page |
| Web Fusion Maps | \$2.00 per map |
| Dog License Registration Fee | \$5.00 per year |
| Dangerous Dog Registration Fee | \$500.00 per year |

Passed and adopted this 25th day of March, 2024, with the following vote: Aye _____; No _____; Absent _____.

DANNY THOMAS
Mayor

ATTEST:

ELIZABETH JACKSON
City Clerk

CITY OF MEDFORD

RESOLUTION 2024-08

A RESOLUTION APPROVING THE PUBLICATION OF ORDINANCE BY TITLE AND SUMMARY

WHEREAS, on March 25, 2024, the City Council of the City of Medford adopted ordinances entitled, “An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code”; and

WHEREAS, the Ordinance is three pages in length; and

WHEREAS, Minnesota Statutes Section 412.191, Subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the Ordinance,

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD:

1. The City Council of the City of Medford has adopted an ordinance entitled “An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code.” The following summary clearly informs the public of the intent and effect of the Ordinance:

“AN ORDINANCE AMENDING SECTION 2.65 MASTER FEE SCHEDULE OF THE MEDFORD CITY CODE.”

The Medford City Council has passed an ordinance amending Section 2.65 of the Medford City Code, Establishing a Master Fee Schedule.” The ordinance amends a fee schedule for the city services, licensing, water and sewer rates that may be amended from time to time by the City Council.

This is a summary of the Ordinance “An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code.” A full text of this ordinance is available for public inspection at the Medford City Hall during regular office hours.”

2. The City Clerk is directed to publish this summary in lieu of publication of the entire ordinance.
3. The City Clerk is directed to post a copy of the entire text of the Ordinance on the City bulletin board at Medford City Hall for a period of not less than thirty (30) days. In addition, a printed copy of the Ordinance shall be made available for inspection by any person during regular office hours at the Medford City Hall.”

Adopted by the Medford City Council on this 25th day of March 2024.

Number of Ayes: _____

Number of Nays: _____

Danny Thomas, Mayor

ATTEST:

Elizabeth Jackson, City Clerk



City of Medford
 408 2nd Avenue SE
 Medford, MN 55049
 Email: cityclerk@medfordminnesota.com
 Website: medfordminnesota.com

DIGITAL SIGN ADVERTISING PERMIT APPLICATION

Form must be completed with payment received to city hall at least 5 business days prior to Advertisement/event date

| | | | |
|---|-------|-------------------------------|----------|
| SECTION A: Applicant Information | | | |
| Name – Last, first, MI (please print) | | Business Name (if Applicable) | |
| Street Address | City | State | Zip Code |
| Email | Phone | | |

| | |
|--|--|
| SECTION B: Sign Advertising Fees (non-refundable) | |
| | \$25 – Personal/Individual (Birthday, Anniversary, Etc) up to 1 week |
| | \$60 - Medford Business - for up to 30 days |
| | \$100 - Business (outside of Medford) -for up to 30 days |
| | \$0 - Medford Non-Profit : Exempt (May be required to show Non-profit/exempt status if requested for reduced advertising rate) |

| |
|--|
| SECTION C: |
| Advertisement/ Slide(If advertisement is already created, email in correct requested format |
| |
| |
| |

| | |
|-----------------------|---------------------|
| Requested START Date: | Requested END Date: |
|-----------------------|---------------------|

| | |
|---|------|
| SECTION D: Consent and Signature | |
| Applicant Signature | Date |

Date Received _____ Payment _____ City Staff Initials _____

Submit application to City of Medford, 408 2nd Avenue SE, Medford, MN 55049.

ORDINANCE NO. 2024-04

**AN ORDINANCE AMENDING SECTION 2.65 MASTER FEE SCHEDULE
OF THE MEDFORD CITY CODE**

THE CITY COUNCIL OF THE CITY OF MEDFORD DOES ORDAIN:

Medford City Code Sections 4.65 Appendix A: Master Fee Schedule

WATER AND SEWER RATES

WATER RATES AND AVAILABILITY CHARGES

| <u>Water Meter Size</u> | <u>Rate</u> |
|-------------------------|-------------|
| ¾ inch meter: | \$7.00 |
| 1 inch meter: | \$8.75 |
| 1 ½ inch meter: | \$10.94 |
| 2 inch meter: | \$13.67 |
| 2 ½ inch meter: | \$17.09 |
| 3 inch meter: | \$21.36 |
| 4 inch meter: | \$26.70 |
| 6 inch meter: | \$33.38 |

Every meter will be charged a monthly fixed amount based on water meter size in addition to a per thousand gallon water usage charge of \$5.00.

WATER FLAT RATE **\$13.00**

SEWER RATES AND AVAILABILITY CHARGES

| <u>Water Meter Size</u> | <u>Rate</u> |
|-------------------------|-------------|
| ¾ inch meter: | \$7.80 |
| 1 inch meter: | \$9.75 |
| 1 ½ inch meter: | \$12.18 |
| 2 inch meter: | \$15.24 |
| 2 ½ inch meter: | \$19.05 |
| 3 inch meter: | \$23.80 |
| 4 inch meter: | \$29.74 |
| 6 inch meter: | \$37.19 |

Every meter will be charged a monthly fixed amount based on water meter size in addition to a per thousand gallon sewer usage charge of \$11.70

SEWER FLAT RATE **\$18.20**

LATE FEE – A 5% monthly late fee will be added to all delinquent balances.

WATER CONNECTION PERMIT FEES:

(Collect at the time of issuance of the building permit)

Size of Water Service Pipe

| | |
|------------------------|-------------|
| Up to and including 1" | \$1,670.00 |
| 1-1/4" | \$2,090.00 |
| 1-1/2" | \$2,510.00 |
| 2" | \$3,340.00 |
| 4" | \$6,690.00 |
| 6" | \$10,030.00 |
| 8" | \$13,370.00 |

SEWER CONNECTION PERMIT FEES:

(Collect at the time of issuance of the building permit)

Size of Sewer Service Pipe

| | |
|----|------------|
| 4" | \$1,670.00 |
| 6" | \$2,510.00 |
| 8" | \$3,340.00 |

TRUNK SEWER AND WATER FEES:

(Collect at the time of the development agreement)

| <u>Land Use:</u> | <u>2015 Rate</u> |
|------------------------------|-------------------------------------|
| Commercial | \$8,490.00 per adjusted gross acre* |
| Industrial | \$8,490.00 per adjusted gross acre* |
| Residential: | |
| Single Family: | \$1,270.00 per lot |
| Twinhome/Duplex/Townhome: | \$ 950.00 per unit |
| Multiple Family (Apartment): | \$ 640.00 per unit |

FIRE CALL RATES CHARGED PER HOUR

| <u>Time</u> | <u>Grass Fire</u> | <u>Structure Fire</u> |
|-------------|-------------------|-----------------------|
| 1 Hour | \$150.00 | \$200.00 |
| 1 ¼ | 175.00 | 225.00 |
| 1 ½ | 200.00 | 250.00 |
| 1 ¾ | 225.00 | 275.00 |
| 2 Hours | \$250.00 | \$300.00 |
| 2 ¼ | 265.00 | 315.00 |
| 2 ½ | 280.00 | 330.00 |
| 2 ¾ | 295.00 | 345.00 |
| 3 Hours | \$310.00 | \$360.00 |
| 3 ¼ | 320.00 | 370.00 |
| 3 ½ | 330.00 | 380.00 |
| 3 ¾ | 340.00 | 390.00 |
| 4 Hours | \$350.00 | \$400.00 |

Additional time @ \$40.00/hour

FIRE CALL RATES CHARGED A FLAT FEE

| | |
|---|--|
| <u>Motor Vehicle Accidents/Fires</u> | \$500.00 |
| <u>UTILITY/CONSTRUCTION FEES</u> | |
| Disconnect of Utility Service | \$50.00 |
| Reconnect of Utility Service | \$50.00 |
| Meter Testing Deposit | \$150.00 |
| Right of Way Degradation Fee | Equal to degradation cost- Establish at time of permitting |
| Bulk Water | \$13.00 per 1,000 gallons |
| Sewage | \$16.50 + \$14.00 per 1,000 gallons |
| Water Service Prior to Meter Installation | \$75.00 |
| Erosion Control Deposit | \$500.00 |
| Annexation Deposit | Based upon acres annexed |
| Annexation Reimbursement | 15 times tax revenue |
| Land Donation | Minimum of 10% of land annexed or 10% of market value of land |
| Engineering Fee | Percentage of cost of public improvements |
| Administrative Fee | Percentage of cost of public improvements |
| <u>LIQUOR LICENSE FEES</u> | |
| On-Sale Liquor License | \$2,500.00 per year |
| Temporary Liquor License | \$50.00 per year |
| Sunday Liquor License | \$200.00 per year |
| Wine License | \$175.00 per year |
| 3.2 Malt Liquor License | \$175.00 per year |
| Pre/Investigation Fees | \$250.00 per year |
| <u>PERMITS</u> | |
| Building Moving Permit | \$30.00 |

| | |
|---|---|
| Building Removal Permit | \$30.00 |
| Dance Permit | \$100.00 |
| Food Permit | \$25.00 |
| Parade Permit | \$50.00 |
| Rental Housing (per unit) | |
| 1 unit | \$75.00 |
| 2 to 4 units | \$65.00 |
| 5 + units | \$35.00 |
| Sign Permit | \$30.00 |
| Solicitor, Peddler, Transient Merchant Permit | \$30.00 |
| Special Vehicle Permit (3-year permit) | \$20.00 |
| Replacement Special Vehicle Sticker | \$5.00 |
| Transient Merchant Permit Nonprofit/Service Organizations | \$0.00 |
| Zoning/Fence Permit | \$30.00 |
| Wind Energy Conversion System Permit | \$30.00 |
| Right of Way Excavation Permit | \$50.00 plus management and engineering costs |
| Right of Way Obstruction Permit | \$50.00 plus management and engineering costs |
| Small Wireless Facility Permit | \$50.00 plus management and engineering costs |
| Food Truck Permit | \$30.00 |
| Shipping/Moving Pod Permit | \$30.00 |
| Digital Sign Permit | |
| Personal/Individual | \$25.00 |
| Medford Business | \$60.00 |
| Non Medford Business | \$100.00 |
| Medford Non Profit | No Charge |

PARK FEES

| | |
|-----------------------|---------------------------|
| Large Pavilion Rental | \$85.00 (\$60.00 deposit) |
| Small Pavilion Rental | \$60.00 (\$45.00 deposit) |

OTHER FEES

| | |
|---|------------------------------------|
| Public Hearing Held on Regularly Scheduled Zoning Date (Conditional Use, Variance, Vacate, Rezone, Administrative Land Survey, etc.) | \$150.00 |
| Public Hearing Held on a Special Zoning Date (Conditional Use, Variance, Vacate, Rezone etc.) | \$300.00 |
| Mowing by Public Works Staff | \$60.00 per hour |
| Snow Removal by Public Works Staff | |
| Residential/Commercial Property | \$125.00 per hour |
| Collections and/or Legal Fees | Total of fees incurred by the City |
| Non-Sufficient Funds Checks | \$30.00 + all bank charges |
| Faxes | \$1.50 per page |
| Black and White Copies | \$0.25 per page |
| Color Copies | \$0.50 per page |
| Web Fusion Maps | \$2.00 per map |
| Dog License Registration Fee | \$5.00 per year |
| Dangerous Dog Registration Fee | \$500.00 per year |

Passed and adopted this 25th day of March, 2024, with the following vote: Aye _____; No _____; Absent _____.

DANNY THOMAS
Mayor

ATTEST:

ELIZABETH JACKSON
City Clerk

CITY OF MEDFORD

RESOLUTION 2024-09

A RESOLUTION APPROVING THE PUBLICATION OF ORDINANCE BY TITLE AND SUMMARY

WHEREAS, on March 25, 2024, the City Council of the City of Medford adopted ordinances entitled, "An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code"; and

WHEREAS, the Ordinance is three pages in length; and

WHEREAS, Minnesota Statutes Section 412.191, Subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the Ordinance,

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD:

1. The City Council of the City of Medford has adopted an ordinance entitled "An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code." The following summary clearly informs the public of the intent and effect of the Ordinance:

"AN ORDINANCE AMENDING SECTION 2.65 MASTER FEE SCHEDULE OF THE MEDFORD CITY CODE."

The Medford City Council has passed an ordinance amending Section 2.65 of the Medford City Code, Establishing a Master Fee Schedule." The ordinance amends a fee schedule for the city services, licensing, water and sewer rates that may be amended from time to time by the City Council.

This is a summary of the Ordinance "An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code." A full text of this ordinance is available for public inspection at the Medford City Hall during regular office hours."

2. The City Clerk is directed to publish this summary in lieu of publication of the entire ordinance.
3. The City Clerk is directed to post a copy of the entire text of the Ordinance on the City bulletin board at Medford City Hall for a period of not less than thirty (30) days. In addition, a printed copy of the Ordinance shall be made available for inspection by any person during regular office hours at the Medford City Hall."

Adopted by the Medford City Council on this 25th day of March 2024.

Number of Ayes: _____

Number of Nays: _____

Danny Thomas, Mayor

ATTEST:

Elizabeth Jackson, City Clerk



Medford Fire Department Department Policy



#107 – Fire Chief Job Description

Date Issued: 1/1/2016

Date Last Revised: 3/4/2024

Typical duties performed

- A. Plans, coordinates, supervises, and evaluates, Fire and EMS operations.
- B. Establishes policies and procedures for Fire and EMS in order to implement directives from the City Council.
- C. Plans and implements Fire and EMS programs for the City in order to better carry out the policies and goals of the City; review departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- D. Supervises and coordinates the preparation and presentation of annual budget for the Fire department; plans for and reviews specifications for new or replaced equipment.
- E. Responds to alarms and will direct activities at the scene of emergencies as required.
- F. Supervises the inspections of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- G. Directs the operation of departmental in-service training activities.
- H. Controls the expenditure of departmental appropriations.
- I. Handles grievances, maintains departmental discipline and conducts and general behavior of assigned personnel in conjunction with the department bylaws.
- J. Keeps abreast of possible funding sources such as grants, loans and donations used to augment City financial resources and makes application and / or assist in applying for such funding.
- K. Prepares and submits reports to the town board regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- L. Plans departmental operation in respect to equipment, apparatus, and personnel; supervises implementation of such plans.
- M. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends.
- N. Meets with elected or appointed officials, other Fire and EMS officials, community and business representatives and the public on all aspects of the department activities.
- O. Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department at a variety of meetings.
- P. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Q. Performs the duties of a fire fighter.
- R. Serves as a member of various employee committees.

Knowledge, skills and abilities

- A. Thorough knowledge of modern fire prevention, suppression, hazardous materials, and EMS procedures, techniques and equipment.
- B. Knowledge of applicable Federal and State laws, city ordinances, and departmental policies and procedures, and relevant reference materials.
- C. Knowledge of City geography, business and residential areas.
- D. Thorough knowledge of fire department administration.
- E. Ability to maintain appropriate level of discretion with confidential information.
- F. Ability to train and supervise subordinate personnel in the duties of their position.

- G. Ability to perform work requiring good physical condition.
- H. Ability to effectively communicate ideas, explanations, and recommendation, orally and in writing.
- I. Ability to exercise sound judgment evaluating situations and in making decisions.
- J. Ability to effectively give and receive verbal and written instructions.
- K. Ability to motivate and supervise firefighters.
- L. Ability to remain calm when dealing with difficult people/ situations and exemplify an enthusiastic, resourceful and effective service attitude.
- M. Ability to establish and maintain effecting working relationships with community groups, commissions, elected officials, employees, and the general public.

Position Requirements

Eligible members may apply for an open Fire Chief position, provided they meet **all** of the requirements in the sections listed below:

- A. Member of Medford Fire Department for 7 years minimum
- B. Must meet all other requirements for Assistant Chief job description policy #

Desired Qualifications

- A. National Fire Academy Courses
- B. Current Minnesota Fire Certification Board certified Fire Instructor and/or Officer
- C. Member of Medford Fire Department for 10 years
- D. Leadership and emergency management experience
- E. Member of Committees
- F. Completed MBFTE Leadership Development Course or equivalent



Medford Fire Department

Department Policy



#107 – Assistant Chief Job Description

Date Issued: 1/1/2016

Date Last Revised: 3/4/2024

Typical duties performed

- A. Assistant Fire Chief assumes the duties of the Fire Chief in the absence of the Fire Chief.
- B. Assists the Fire Chief in planning, coordinating, supervising, and evaluating the fire department operations.
- C. Assists the Fire Chief in preparation of the annual budget.
- D. Assists the Fire Chief in planning and review of specifications of new or replacement of equipment.
- E. Coordinates with the Fire Chief in planning and implementation of fire drills and in service trainings.
- F. Assigns personnel and equipment for such duties as needed with direction from Fire Chief.
- G. Performs the duties of a firefighter.
- H. Performs physical demands and work environment requirement for this position.
- I. Effective and respectful communications and interactions with other employees, supervisor's individuals from other organization and citizen customers.
- J. Attendance during regularly scheduled work hours and outside regular hours as necessary.
- K. Participates in professional staff development, training and education opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Associates with agents and department form other cities and states to learn about and maintain professionalism.
- L. Participates in training and education opportunities to maintain improve proficiency.
- M. Attends and participates in professional organizations.
- N. Represents the Department in local, state and other meetings.
- O. Performs other related functions as assigned or apparent.

Knowledge, skills and abilities

- A. Knowledge of applicable Federal and State laws, city ordinances, City and departmental policies and procedures, and relevant reference materials.
- B. Knowledge of Medford geography, business and residential areas.
- C. Knowledge of modern firefighting methods and techniques.
- D. Knowledge of operating principles and practices.
- E. Ability to maintain appropriate level of discretion with confidential information.
- F. Ability to complete work in a timely manner including during stressful situations and under deadlines.
- G. Ability to instruct subordinates in all phases of fire prevention and protection.
- H. Ability to analyze problems and recommend procedural change based on this information.
- I. Ability to prepare reports and documentation as required by rules and regulations.
- J. Ability to work independently without supervision.
- K. Ability to motivate and supervise firefighters.
- L. Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful and effective service attitude.
- M. Ability to effectively communicate ideas, explanations and recommendations, orally and in writing.
- N. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the general public.

Position Requirements

Eligible members may apply for an open Assistant Chief position, provided they meet **all** of the requirements in the sections listed below:

- A. Member of Medford Fire Department for 5 years minimum
- B. Must meet all other requirements for Commander job description policy #

Desired Qualifications

- A. National Fire Academy Courses
- B. Current Minnesota Fire Certification Board certified Fire Instructor and/or Officer
- C. Member of Medford Fire Department for 7 years
- D. Leadership and emergency management experience
- E. Member of Committees



Medford Fire Department

Department Policy



#107 – Commander Job Description

Date Issued: 1/1/2016

Date Last Revised: 3/4/2024

Typical duties performed

- A. Assumes the duties of Incident Command in the absence of the Fire Chief and / or Assistant Fire Chief.
- B. Determines methods of fire suppression, including supervising laying of hose lines, directing water streams, pressure of streams, placing of ladders, ventilation of buildings, rescuing of persons and placing of salvage covers.
- C. Assists supervising maintenance of departmental equipment, supplies and facilities.
- D. Instructs and drills firefighters in the training exercise, both external and in service to maintain a safe working environment.
- E. Monitors and observes departmental activities to ensure that conduct and performance conforms to department standards.
- F. Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- G. Directs routes to be taken and directs work pending the arrival of superior officer.
- H. Assumes the duties of the assistant Fire Chiefs in their absence.
- I. Performs the duties of a firefighter.
- J. Performs physical demands and work environment requirement for this position.
- K. Effective and respectful communications and interactions with other employees, supervisor's individuals from other organization and citizen customers.
- L. Coordinates activities with other supervisors or other City department and exchanges information with officers in other fire departments.
- M. Participates in professional staff development, training and education opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Associates with agents and department from other cities and states to learn about and maintain professionalism.
- N. Represents the Department in local, state and other meetings.
- O. Performs other related functions as assigned or apparent.

Knowledge, skills and abilities

- A. Five years' experience as a firefighter
- B. Knowledge of applicable Federal and State laws, city ordinances, City and departmental policies and procedures, and relevant reference materials.
- C. Knowledge of City's geography, business and residential areas.
- D. Knowledge of modern firefighting methods and techniques.
- E. Knowledge of operating principles and practices.
- F. Ability to maintain appropriate level of discretion with confidential information.
- G. Ability to complete work in a timely manner including during stressful situations and under deadlines.
- H. Ability to instruct subordinates in all phases of fire prevention and protection.
- I. Ability to analyze problems and recommend procedural change based on this information.
- J. Ability to prepare reports and documentation as required by rules and regulations.
- K. Ability to work independently without supervision.
- L. Ability to motivate and supervise firefighters.
- M. Ability to remain calm when dealing with difficult people/situations and exemplify an enthusiastic, resourceful and effective service attitude.

- N. Ability to effectively communicate ideas, explanations and recommendations, orally and in writing.
- O. Ability to establish and maintain effective working relationships with community groups, commissions elected officials, employees, and the general public.

Position Requirements

Eligible members may apply for an open Commander position, provided they meet **all** of the requirements in the sections listed below:

- A. Maintains all requirements of a firefighter per firefighter job description
- B. Member of Medford Fire Department for 3 years minimum
- C. In good standing with participation requirements policy #103
- D. Pump Operator Certification

Desired Qualifications

- A. National Fire Academy Courses
- B. Certified Fire Instructor 1 and Officer 1
- C. Member of Medford Fire Department for 5 years
- D. Leadership and emergency management experience
- E. Member of Committees

ORDINANCE NO. 2024-01

CITY OF MEDFORD

**AN ORDINANCE CREATING SECTION 11.30 OF THE MEDFORD CITY CODE
REGULATING USE OF CANNABIS ON PUBLIC PROPERTY**

THE CITY COUNCIL OF THE CITY OF MEDFORD, ORDAINS:

- 1. Medford City Code Section 11.30 is hereby created and the same shall be inserted into the Medford City Code as follows:**

“SECTION 11.30. USE OF CANNABIS ON PUBLIC PROPERTY.

Subdivision. 1. Prohibition.

It is unlawful to use cannabis flower or cannabis products on Public Property anywhere in the City.

Subdivision. 2 “Public Property” Defined.

As used in this Section, “Public Property” means real property upon which a city park or the city municipal pool is located.

Subdivision. 3 Violation.

Violation of this Section is a petty misdemeanor as defined by Minnesota law.”

- 2. This Ordinance shall be effective immediately upon its passage and publication.**

ADOPTED this ____ day of _____, 2024, by the City Council of the City of Medford.

By: _____
Danny Thomas
Mayor

ATTEST:

Elizabeth Jackson
City Clerk/Administrator

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: February 2024

RE: City Financial Report/Public Works and General Updates

Public Works Updates:

GIS Map Updates

Water Main Break by Vet's Memorial

Water Main Break by 6th St

Well House Repairs

Flowmeter – Water Plant

Safety Training

Daily Rounds

Removal Ash Trees – Straight River Park

Pool Shack Renovations

City Updates:

2024 Straight River Days Planning - Muni

2024 Pool season preparations have begun

Presidential Primary Election

Insurance Claim – Damage to City Hall

Insurance Claim – Damage to Muni HVAC

Contractor Meeting – Muni Foundation Issues

Muni Promotions Planning

RESOLUTION 2024 – 06

**RESOLUTION CLOSING THE SCENIC HEIGHTS 304 FUND AND
TRANSFERRING THE REMAINING BALANCE TO THE
CENTRAL AVE 305 FUND**

WHEREAS, the need exists to close the Scenic Heights 304 Fund; and,

WHEREAS, the Scenic Heights Fund 304 has a fund balance of \$4,952,

NOW, THEREFORE, BE IT RESOLVED, by the Medford City Council that the City Clerk is hereby authorized to close the Scenic Heights 304 Fund, and transfer the \$4,952 to the Central Avenue 305 Fund effective December 31, 2023.

Passed and adopted on this 25th day of March, 2024, with the following votes:

Ayes: _____

Nays: _____

DANNY THOMAS
MAYOR

ATTEST:

ELIZABETH JACKSON
CITY CLERK

CITY OF MEDFORD
RESOLUTION NO. 2024-07
A RESOLUTION APPROVING PUBLICATION OF
ORDINANCE BY TITLE AND SUMMARY

WHEREAS, on February 26, 2024, the City Council of the City of Medford adopted an ordinance entitled “An Ordinance Amending Section 7.03 of the Medford City Code Governing Registration and Regulation of Rental Units”; and

WHEREAS, the Ordinance is fifteen pages in length; and

WHEREAS, Minnesota Statutes, Section 412.191, Subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the Ordinance,

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD:

1. The City Council of the City of Medford has adopted an ordinance entitled “An Ordinance Amending Section 7.03 of the Medford City Code Governing Registration and Regulation of Rental Units”. The following summary clearly informs the public of the intent and effect of the Ordinance:

“ AN ORDINANCE AMENDING SECTION 7.03
OF THE MEDFORD CITY CODE
GOVERNING REGISTRATION AND REGULATION OF RENTAL UNITS

The Medford City Council has passed an ordinance that amends Section 7.03 of the Medford City Code. The amendment to Section 7.03 requires registration of rental dwellings that contain four or more rental dwelling units and updates the requirements for rental dwellings within the City. The new requirements go into effect on November 1, 2024.

This is a summary of the Ordinance Amending Section 7.03 of the Medford City Code Governing Registration and Regulation of Rental Units. A full text of this ordinance is available for public inspection at Medford City Hall during regular office hours.”

2. The City Clerk is directed to publish this summary in lieu of publication of the entire ordinance.
3. The City Clerk is directed to post a copy of the entire text of the Ordinance on the City bulletin board at Medford City Hall for a period of not less than thirty (30) days. In addition, a printed copy of the Ordinance is available for inspection by any person during regular office hours at the Medford City Hall.

Adopted by the Medford City Council on this 25th day of March, 2024.

CITY OF MEDFORD:

By: _____
DANNY THOMAS
Mayor

ATTEST:

ELIZABETH JACKSON
City Clerk/Administrator

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: February 2024

RE: Tennis/Basketball Courts – SR Park

Background:

The City received a quote from Purrier Concrete for the tennis and basketball courts at Straight River Park.

This quote is for informational purposes only. If City Council wants to repairs the courts I will need to budget the cost for 2025.

ESTIMATE

Marvin Purrier Concrete and Masonry Construction LLC

Marvin Purrier
 PO Box 127
 Medford mn 55049
 (507) 291-0713 (Phone)
 marvinpurrier@gmail.com

For City of Medford
 Medford mn.55045

Estimate # EST187
Date 03/04/2024

| Description | Quantity | Rate | Amount |
|--|----------|--------------|--------------|
| *Basketball court and tennis courts. Demo asphalt haul away. Bring in fill and grade to pour Concrete. Setup pour Concrete with rebar 2ft on center broom finish and saw cut. | 1 | \$148,585.00 | \$148,585.00 |
| Waiting on bid to install acrylic emulsion coating over Concrete to have the correct ball speed. | | | |
| * Indicates non-taxable item | | | |

Acceptance of the price, specifications and conditions are satisfactory and are hereby accepted, you are authorized to do the work. Any alterations to the above contract will become an extra charge over the estimate. 50% down when contract is signed. Payment to be made upon completion of work. We accept credit cards 3.5% charge. Estimate good for 30 days.

| | |
|--------------|--------------------|
| Subtotal | \$148,585.00 |
| Tax1(8.75%) | \$0.00 |
| Total | \$148585.00 |

Customer Signature _____
 Date _____

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: February 2024

RE: Well House Repairs

Background:

Public Works discovered a leak in the well house. A contractor was brought in to repair the leak. Another leak was discovered.

After discussion with the public works department it was decided to bring in Bergerson-Caswell Inc. to look at the continued issues at the well house. Bergerson-Caswell put together a quote for items that need repair/replacement at the well house. The total cost of all repairs/replacement is \$35,401.00

I recommend City Council authorize the City Administrator to proceed with the estimate from Bergerson-Caswell in the amount of \$35,401.00 to repair/replace the well head, the leaking valve gate, the well pump and motor, and the water level monitoring equipment.



Bergerson - Caswell Inc.
5115 Industrial Street
Maple Plain, MN 55359
(763) 479-3121 Fax: (763) 479-2183

March 19, 2024

CITY OF MEDFORD

Attn: Mathias Heinrichs
408 2nd Avenue SE
P.O. Box 127
Medford, MN 55049-0127

RE: WELL PUMP #2 INSPECTION & PERFORMANCE REPORT

Mr. Heinrichs;

Bergerson Caswell Inc. appreciated the opportunity to assist you with your well and pumping equipment needs. We were at site this week to disassemble the well head and attempt to fix a leak what we discovered was that the pipe coming through the plate had holes in it in the threaded area of the pipe therefore we located another 90 degree threaded elbow and reinstalled that in the existing location in an attempt to minimize the leak, but also to give us time and come up with new parts so we could remanufacture this head in all stainless steel so this would not happen again. What I have itemized below are the current costs for remanufacturing this well head on site. We would remove the head then reuse the plate by cutting out the existing pipe out the inserting the new stainless Steel 5" pipe with an elbow welded on it and a Certaloc drop pipe stainless adapter so we can set the elevation and discharge height then re-weld it to the Top plate at the same time if you decide to pump the pump and replace the motor, pump and wire we can complete this task in one day. During which time you will be out of Water, but by the time the head is welded up the pump should be reinstalled and ready for. Also I have provided a price to replace the leaking valve in the pump house.

Project Cost To Date :

6 hrs at 375.00 **\$ 2,250.00**

All materials we used we will get back when the SS well head is installed so nothing else

Project Cost for replacing the well head with Stainless Steel at well #2:

5" 304 SS Certaloc adapter, 5" x 3' sch40 304 SS pipe section, 5" 304 SS elbow weld fitting,
5" x 6" sch 40 304 SS pipe section. \$2,000.00

Assemble these components in our shop welding them in preparation to for being on site \$ 500.00

Mobilize to site lift well head and swap out the head with the new one set height and weld to existing Plate, then reinstall and weld the discharge flange to the new stainless horizontal pipe

Estimate 8 hrs @ 375.00 \$ 3,000.00

TOTAL COST TO REPLACE WELL HEAD **\$5,500.00**

Project Cost to replace the leaking gate valve: I cannot get internal parts for that valve

Replace the valve with a 8" Pratt Figure 601N1AGHW Ballcentric Plug Valve \$3,710.00

(2) sets of 8" flange Gaskets and bolts/nuts for the valve @ \$55.00/each \$ 110.00

Labor to install Valve if done during other services \$ 750.00

If done on its own or by itself \$2,000.00

TOTAL COST TO INSTALL VALVE **\$4,570.00**

Project Cost for replacing the well pump and motor at well #2

| | | |
|--|-------------|--------------------|
| Remove, inspect, and reinstall well pump #2 | \$ 3,500.00 | |
| Furnish 40Hp 460/3/60 6" Franklin submersible motor | \$ 6,100.00 | |
| Furnish Grunfos 385S400-5 | \$ 6,250.00 | |
| Furnish 190' of AWG #4-3 conductor, w/grnd submersible cable at \$ 8.40/ft | \$ 1,596.00 | |
| Furnish 5" Flowmatic 80 DIX check valve | \$ 1,150.00 | |
| Furnish electric cable splice kits 4 each at \$75.00/each | \$ 300.00 | |
| Furnish splines & set screws for certaloc couplings, 10 each at \$17.50/each | \$ 175.00 | |
| 1" PVC Stilling tube 180' at \$2.00/ft | \$ 360.00 | |
| Obtain water sample | \$ 100.00 | |
| Startup and test Installation | \$ 400.00 | |
| Total project cost to replace pump and motor at well #2 | | \$19,931.00 |

****Note**** to do this inspection the well will be down during the time frame required to remove and replace the components in the system ALSO there was a building installed next to the pump house where we normally would have set up our hoist truck. it might be best to relocate this shed building.

WATER LEVEL MONITORING QUOTE(Digital display in pump house)

| | | |
|--|-----------------|-------------------|
| Well #2: KPSI Sealed pressure transducer | \$1,250.00 | |
| Simpson Hawk digital display | \$500.00 | |
| 200' of cable @ 3.00/ft | \$600.00 | |
| Labor to install and verify program | <u>\$800.00</u> | |
| TOTAL AMOUNT FOR LEVEL TRANSDUCER | | \$3,150.00 |

If you have any questions, require other information, or would like to discuss the proposed different services, please do not hesitate to contact us at (763) 479-3121, or cell (612) 369-3652,

Sincerely;

BERGERSON CASWELL INC.

Tim D. Berquam
Project Manager/Geologist