

Organizational Council Meeting
January 4, 2017
5:30 PM
Medford City Hall

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

Members absent: None.

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

Others in attendance were Ashley Stewart.

Mayor Nelson called the meeting to order at 5:32 PM.

The Oath of Office was given to the newly elected and re-elected officials; Matt Dempsey, Marie Sexton, and Lois Nelson.

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

2016 Year End Review Summary presented by Mayor Nelson.

Resolution 2017-01 Stating Annual Designations.

Motion by Sexton, seconded by Merritt to approve Resolution 2017-01 stating the annual city designations as presented. All members voted aye for approval. Motion carried.

Resolution 2017-02 Establishing 2017 City Equipment Rates.

Resolution 2017-02 was tabled until the January 23, 2017 Regular City Council Meeting.

Ordinance 2017-01 Amending the Master Fee Schedule under Section 2.65 of the Medford City Code .

Motion by Merritt, seconded by Maas to approve Ordinance 2017-01 amending the Master Fee Schedule under Section 2.65 of the Medford City Code as presented. All members voted aye for approval. Motion carried.

Resolution 2017-03 Publication by Title & Summary the Ordinance Amending the Master Fee Schedule under Section 2.65 of the Medford City Code.

Motion by Sexton, seconded by Merritt to approve resolution 2017-03 Publication by Title & Summary the Ordinance 2017-01 amending the Master Fee Schedule under section 2.65 of the Medford City Code as presented. All members voted aye for approval. Motion carried.

Mayor Nelson's recommendations for the open board seats are to appoint Jerry Paschke and Grace Bartlett to the Park Board and Matthew Rosenbaum to the Zoning Board.

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

Old Business:

Council members discussed the proposed 2017-01 Street Improvements. Council reviewed the preliminary engineering report and proposed to include the following streets in the improvement:

4th St SW from 3rd Ave SW to Valley View Ln SW, 3rd St SW from 3rd Ave SW to approximately 435 ft. south of the intersection, 2nd St SW from 3rd Ave SW to approximately 445 ft. south of the intersection, 1st St SW from 3rd Ave SW to 4th Ave SW, 3rd Ave SW from Main St to 4th St SW, 4th Ave SW from 2nd St SW to 1st St SW, 5th Ave SE from Main St to approximately 66 feet west of RR tracks

Resolution 2017-04 Reimburse Certain Expenditures from the Proceeds of Bonds to be issued by the City for the 2017-01 Street Improvement.

Motion by Merritt, seconded by Dempsey to approve resolution 2017-04 Reimburse Certain Expenditures from the Proceeds of Bonds to be issued by the City for the 2017-01 Street Improvement. All members voted aye for approval. Motion carried.

Resolution 2017-05 Receiving Feasibility Report and Calling Hearing on Improvement.

Motion by Sexton, seconded by Dempsey to approve Resolution 2017-05 Receiving Feasibility Report and Calling Hearing on Improvement. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Dempsey to adjourn the meeting at 7:08 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk

Signed by _____ Mayor

City Council Improvement Hearing for Streets
January 23, 2017
6:30 PM
Medford Public Schools

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

Members absent: None.

City staff and consultants in attendance were: Andy Welti, Elizabeth Jackson, Jed Petersen, Joe Duncan, and Mark Rahrnick.

Others attending were: Jim Drache, Butch Schultz, Ashley Stewart, Don Schultz, Steve & Rosy Schmitz, John Anhorn, Rich Hager, Cory Luettel, Brian Paulson, Brian Schull, Andrew Miller, Ernest Reinhard, Edna Ringhofer, and Rich Quiring.

Mayor Nelson called the meeting to order at 6:30 p.m.

City Engineer's Overview of the Feasibility Study – Joe Duncan.

Joe Duncan led the discussion using a power point presentation. The purpose of tonight's public hearing is to hear questions and comments in regards to the 2017 Street Improvement Project Feasibility Study and the calculation of the proposed assessments to the benefitted properties.

In order for the City to use assessments as an avenue to fund this project, two hearings are required, The Improvement Hearing and the Assessment Hearing.

Duncan went through the estimated cost of the project and the calculations used for the assessments.

Mayor Nelson opened the public hearing for questions and comments at 6:47 p.m.

Brian Paulson, lives at 209 4th Ave SW, didn't feel his street needed to be repaired. Paulson also asked if the assessment could be more than the value of the improvement. Paulson does not feel his property value would increase as much as the proposed assessment.

John Anhorn, lives at 427 S Main St, didn't feel his street needed to be repaired.

Don Schultz, lives at 118 5th Ave SE, asked if the large tree on the corner is causing problems with the street and if so, will the tree be taken care of. Mayor Nelson stated the City and Duncan are aware of the tree and would further research the issue.

Andrew Miller, lives at 425 S Main St, said he thought his street was fine.

James Drache, lives at 310 3rd Ave SW, asked if curb and gutter would be installed. Also, asked when the last time the street had been repaired. Drache also wanted to know if the project could be changed, streets added or removed. Duncan stated that the project scope could be changed but there are processes to go through.

Ernest Reinhard, lives at 206 3rd Ave SW, asked why the assessments were different on the same sized lots. Duncan explained that some corner lots have both streets being repaired while others only have one street being repaired.

Brian Schull, lives at 202 3rd Ave SW, asked who decides if the project goes forward. Mayor Nelson stated the City Council decides.

After all residents who chose to speak were heard, Mayor Nelson closed the public hearing at 7:18 p.m.

Resolution 2017-06 Ordering Improvement and Preparation of Plans – motion by Nelson, seconded by Sexton to approve Resolution 2017-06 Ordering Improvement and Preparation of Plans. Maas voted nay, Dempsey voted nay, Merritt voted aye, Sexton voted aye, Nelson voted aye. Motion needed 4/5 approval to pass. Motion did not pass.

Motion by Merritt, seconded by Sexton to adjourn the public hearing at 7:35p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Signed by _____ Mayor.

Regular Council Meeting
January 23, 2017
7:00 p.m.
Medford Public Schools

Members present were: Nelson, Sexton, Dempsey, Maas, and Merritt.

Members Absent: None.

City staff present were: Andy Welti, Elizabeth Jackson, Jed Petersen, Joe Duncan, and Mark Rahrlick.

Others in attendance were: John Anhorn, Rick Hager, Greg Sanborn, Rich Quiring, Edna Ringhofer, Ashley Stewart, Josh Hobart, and Matthew Johnson.

Mayor Nelson called the meeting to order at 7:47 p.m.

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations: Edna Ringhofer presented a Gambling Permit Application for Dancing with the Steele County Stars on April 29, 2017. Action on the gambling permit will be taken at the February 27, 2017 Regular City Council Meeting.

Approval of Agenda – motion by Sexton, seconded by Merritt to approve agenda as presented. All members voted aye for approval. Motion carried.

Mayor Nelson asked to remove item I from consent agenda and discuss it before the Council Committees/Reports.

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

Approval of the December 19, 2016 regular meeting minutes and the January 4, 2017 organizational meeting minutes.

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

Approval of the December check register numbers E2847-E2865, 14051-14107, and 45087-45172.

Resolution 2017-09 Accepting Donation from the Medford Fire Relief Association in the amount of \$35,000 for the Medford Fire Department Truck & Equipment Fund.

Resolution 2017-10 Accepting Donation from Marie Sexton in the amount of \$20.00 for the Medford Municipal Complex.

Resolution 2017-11 Accepting Donations from Barb Steinbauer (\$200.00) and Diane Drache (\$20.00) for the Medford Veterans Memorial.

Resolution 2017-12 Accepting Donation from William Quick in the amount of \$100.00 for the Medford Volunteer Fire Department.

Resolution 2017-13 Accepting Donations from Pat & Kay Merritt (\$100.00), Al Kubat (\$5.00), Bruce Butler (\$5.00), Gary Ringhofer (\$5.00), and John Dillemath (\$5.00) for the Medford Park Endowment Fund.

Councilmember Sexton had a question on the December bills.

Motion by Maas, seconded by Dempsey to approve consent agenda as amended. All members voted aye for approval. Motion carried.

Knight of Columbus Temporary Liquor License Application and Minnesota Pheasants Gambling Permit Application – Matt Johnson and Josh Hobart from Minnesota Pheasants gave a brief history of the organization and presented the Gambling Permit Application.

Motion by Maas, seconded by Merritt to approve the Knight of Columbus Temporary Liquor License Application and the Minnesota Pheasants Gambling Permit Application. All members voted aye for approval. Motion carried.

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

Planning & Zoning Board – Chairperson Quiring gave a brief update. Quiring stated the Planning and Zoning Board had elected the following 2017 officers:

Rich Quiring – Chair
Rob Barbeau – Vice Chair
Kris Stinocher – Secretary

Quiring stated the 2017 Street Improvement Project does meet the comprehensive plan requirements and is in compliance with it. Quiring also stated the Board discussed the shoreland ordinance and had received comments from the general public on their concerns. The Board will continue reviewing the shoreland ordinance at future meetings.

EDA – Administrator Welti stated the EDA Board had postponed officer election until the next meeting. Welti stated the EDA Board had discussed future initiatives that included focusing on the housing study, choosing one or two projects and doing them well, expanding commercial and industrial businesses, mapping community assets through SMIF, and developing a community foundation.

Park Board – Public Works Supervisor Petersen and Councilmember Sexton gave brief updates. The Park Board elected the following 2017 officers:

Steve McMahan – Chair
Grace Bartlett – Vice Chair
Missy Underdahl – Secretary

Public Works Supervisor Petersen stated the Park Board changed their meetings to every other odd month on the second Monday of the month.

City Attorney – None.

City Engineer – None.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated the reimbursement for the park recovery expenditures had been submitted to FEMA for final approval based on the estimates provided.

Administrator Welti stated the first field audit conducted by the City's audit firm went smoothly. Audit staff will return in February.

Administrator Welti stated that Maxfield Research had completed the rough draft version of the housing study.

Administrator Welti stated the Planning & Zoning Board began reviewing a DNR model Shoreland Ordinance, and would be continuing review during the next two meetings.

Administrator Welti stated the City would need to find a new land owner for bio solids application.

Administrator Welti stated the municipal liquor store would like to have a comedian on February 16, 2017. Welti stated it would be a fundraiser for the Civic Club and would require the liquor store to be closed from approximately 6-9 p.m. City Council gave consent.
Resolution 2017-14 Certifying Unpaid Utility Bills to Steele County.

Motion by Sexton, seconded by Merritt to approve Resolution 2017-14 certifying unpaid utility bills to Steele County as presented. All members voted aye for approval. Motion carried.

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

Public Works Supervisor Petersen requested authorization to have Automatic Systems replace the Variable Frequency Drive for blower No. 2 at an estimated cost of \$6,990.00 plus tax. Supervisor Petersen recommended Automatic Systems rather than R&K Electric, because Automatic Systems has history/knowledge of our system and the ability to run diagnostics after installation.

Motion by Maas, seconded by Sexton to give Supervisor Petersen authorization to have Automatic Systems replace the Variable Frequency Drive for blower No.2. All members voted aye for approval. Motion carried.

Supervisor Petersen stated he had attended the Wastewater Treatment Tech Seminar and passed the test for the Class C Wastewater Treatment Operator Certification.

Supervisor Petersen stated the pool shack had been broken in to, a key was obtained, and the door was damaged. Law enforcement were notified and a report was filed.

Resolution 2017-02 Establishing 2017 Equipment Rates.

Motion by Sexton, seconded by Dempsey to approve Resolution 2017-02 establishing 2017 equipment rates. All members voted aye for approval. Motion carried.

Administrator Welti presented an Equipment Rental Policy. Welti recommended Council approve the Equipment Rental Policy. Motion by Sexton, seconded by Dempsey to approve the Equipment Rental Policy. All members voted aye for approval. Motion carried.

Administrator Welti gave brief update on the compost site. Welti stated he had contacted 3 owners about leasing/renting land for a compost site. None of the owners responded. Welti requested permission to put an ad in CAST, stating the City was interested in purchasing ½ - 1 acre of land for a compost site. Council gave consent.

Resolution 2017-07 Resolution Authorizing the City of Medford to submit the MNDOT Landscape Partnership Application.

Motion by Sexton, seconded by Nelson to approve Resolution 2017-07. Nelson voted aye, Maas voted aye, Sexton voted aye, Dempsey voted aye, Merritt voted nay. Motion carried.

Resolution 2017-08 Resolution in Support of Increasing Local Government Aid and Changing the Formula to Make Local Government Aid Funding More Equitable.

Motion by Maas, seconded by Sexton to approve Resolution 2017-08. All members voted aye for approval. Motion carried.

Fire Chief Rick Hager gave a brief update on the purchase of a new fire truck. Chief Hager stated the Fire Department had found a used truck in the Village of Cleveland, New York that the Fire Department will be purchasing for \$70,000 in mid to late February.

City Council Work Session will be held on Monday, February 27, 2017 at 5:30p.m.

City Council regular meeting will be held on Monday, February 27, 2017 at 7:00 p.m.

Board of Appeal and Equalization Meeting will be held on Tuesday, April 11, 2017 at 7:00 p.m.

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

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting Work Session
February 27, 2017
5:30 p.m.
City Hall

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

Members absent: None.

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

Others attending were Rich Kucera, Rick Hager, Greg Sanborn, John Anhorn, Ashley Stewart, and Lon Thiele.

Mayor Nelson called the meeting to order at 5:30 p.m.

The purpose of this special council meeting is to discuss the Municipal Complex.

Mayor Nelson gave the history of the Municipal Complex process.

Mayor Nelson asked each councilmember for individual thoughts on the Municipal Complex.

Councilmember Sexton stated the need and intention of the Municipal Complex has not changed. Councilmember Sexton stated the need for fundraising.

Councilmember Merritt asked why the proposed Municipal Complex is bigger than Faribault, Northfield, or Owatonna, considering Medford is much smaller than those communities. Merritt stated the only way to get the price down is to reduce the square footage.

Councilmember Maas stated that some residents of Medford have stated approval if there was only the fire hall in the proposed design. Maas stated that the Fire Department and the City Council have to agree on the Municipal Complex design for it to get approved by the Medford residents.

Councilmember Dempsey stated Medford residents are concerned about the price tag of the Municipal Complex. Dempsey asked is the office portion could be a steel or wood building with the apparatus bay area being precast walls.

Mayor Nelson asked the Fire Department for thoughts on the Municipal Complex.

Chief Hager stated the Fire Department needs all the space of the current design.

Assistant Chief Sanborn stated the difficulties of the chief, assistant chief, and commanders sharing one office and one computer.

Commander Anhorn stated the idea of taking out the City Hall portion to see if Medford residents would approve of the design.

Mayor Nelson asked the City employees for thoughts on the Municipal Complex.

Public Works Supervisor Petersen stated that any additional space for public works would be helpful.

Administrator Welti stated the challenge will be finding a design that will be passed by the Medford residents. Welti stated there must be a unified effort and an advocacy group to push the design.

No decisions were made at this work session.

Meeting was adjourned at 6:54 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
February 27, 2017
7:00 p.m.
City Hall

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

Members Absent: None.

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

Others attending were Ashley Stewart, Lon Thiele, Amanda Mueller, Travis Mueller, and Wilma Mueller.

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

Pledge of Allegiance.

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

Agenda. Add Municipal Liquor Store Ice Machine under Public Works.

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

Employee Retirement and Recognition. Mayor Nelson recognized and presented a plaque to Wilma Mueller for 34 years of dedicated service to the Medford Municipal Liquor Store.

Sherriff Lon Thiele. Sherriff Thiele referenced the contract with the City of Medford. Steele County Sherriff's Department is giving more than the contracted hours. Administrator Welti stated Sherriff Thiele responds promptly to any complaints or calls that Welti forwards to Sherriff Thiele.

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

Councilmember Sexton asked a question about the reimbursement to Jed Petersen. The reimbursement was for mileage and work boots.

Approval of the January 23, 2017 Improvement Hearing for Streets Minutes and the January 23, 2017 regular meeting minutes.

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

Approval of the January check register numbers E2866-E2886, 14109-14144, and 45173-45259.

Resolution 2017-16 Accepting Donations from Pat & Kay Merritt (\$100.00), Patrick Jeher (\$5.00), Lewis Woclka (\$5.00), and Matthew William (\$10.00) for the Medford Park Endowment Fund.

Ducks Unlimited of Steele County Temporary Gambling Permit Application.

Healthy Seniors of Steele County Temporary Gambling Permit Application.

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

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

Planning and Zoning Board – did not meet.

EDA Board – did not meet.

Park Board – did not meet.

City Attorney – None.

City Engineer – None.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated the City would be receiving reimbursement from FEMA for debris removal, labor, equipment, etc. for \$4,736 and \$3,689 for sand and initial sandbag removal from properties.

Administrator Welti stated the second field audit for the City went smoothly. The audit will be presented at the April council meeting.

Administrator Welti stated business retention and expansion meetings with Medford businesses have been conducted. Businesses are reporting increases in sales and are satisfied with city services.

Administrator Welti met with Sherriff Thiele to review the City's law enforcement contract and to discuss general public safety issues.

Administrator Welti and City Clerk Jackson met with the pool manager to discuss the 2017 pool season; preparations are underway.

Administrator Welti met with a representative from MNDOT. Other than routine maintenance of state infrastructure, MNDOT does not have any major construction project planned for the Medford area during the next four years.

Administrator Welti stated Mayor Nelson and Administrator Welti had met with Representative Daniels, and provided a copy of the LGA resolution and asked for assistance in changing the formula to make it more equitable.

Administrator Welti stated he would be attending the Steele County Hazard Mitigation Plan meeting on Wednesday, March 15, 2017 at 6:00 p.m.

City Clerk – Jackson presented Resolution 2017-17 Certifying Unpaid Utility Bills to Steele County.

Motion by Sexton, seconded by Maas to approve Resolution 2017-17 Certifying Unpaid Utility Bills to Steele County. All members voted aye for approval. Motion carried.

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

Supervisor Petersen stated Administrator Welti and Supervisor Petersen had been looking for suitable biosolids application sites.

Supervisor Petersen stated the south clarifier had been repaired and was functioning correctly.

Supervisor Petersen stated public works staff is continuing to identify and fill pot holes.

Supervisor Petersen requested authorization to purchase playground wood chips from Earl F. Anderson for \$1,715.00 and Red Ball Diamond Aggregate from Bryan Rock Products for \$4,382.00

Motion by Sexton, seconded by Dempsey to authorize Supervisor Petersen to purchase playground wood chips and Red Ball Diamond Aggregate. All members voted aye for approval. Motion carried.

Supervisor Petersen stated the public works staff is working on replacing broken and missing vinyl tiles at the Municipal Liquor Store.

Supervisor Petersen stated the floor under the ice machine was replaced by a contractor.

Supervisor Petersen requested authorization to purchase a new ice machine for the municipal liquor store at a price not to exceed \$5,450.00.

Motion by Merritt, seconded by Dempsey to authorize the purchase of a new ice machine for the municipal liquor store at a price not to exceed \$5,450.00. All members voted aye for approval. Motion carried.

Fire Department – None.

New Business

LMC Training/Conference Reports – Councilmember Dempsey gave a brief update on his attendance at the LMC Training.

Resolution 2017-15 A resolution closing the Tax Increment Debt Service Fund #376 and transferring the remaining balance to the 2004B Bond Fund #301.

Motion by Sexton, seconded by Merritt to approve Resolution 2017-15. All members voted aye for approval. Motion carried.

Hiring of Personnel – Administrator Welti made a recommendation to Council to hire Michelle Bromley, pending HR checks, at a rate of \$9.50 per hour for the part-time bartender position.

Motion by Merritt, seconded by Dempsey to approve the recommendation to hire Michelle Bromley. All members voted aye for approval. Motion carried.

Exposure Control Plan – Administrator Welti presented a memo giving the background on the Exposure Control Plan for blood borne pathogens.

Administrator Welti made a recommendation that Council approve the Exposure Control Plan to comply with OSHA regulations.

Motion by Merritt, seconded by Dempsey to approve the Exposure Control Plan. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Maas to allow any Medford Public employee to receive a Hepatitis B Vaccination, paid for by the City. All members voted aye for approval. Motion carried.

East Roundabout Plan – Administrator Welti presented a memo.

Administrator Welti made a recommendation for Council to authorize the City to spend up to \$8,000 on plants, mulch, compost, and miscellaneous materials to complete the roundabout project. MNDOT will reimburse the City up to \$8,000 for the plants, mulch, compost, and miscellaneous materials.

Motion by Sexton, seconded by Maas to authorize the City to spend up to \$8,000 to complete the roundabout project. Nelson voted aye, Maas voted aye, Sexton voted aye, Dempsey voted aye, Merritt voted nay. Motion carried.

City Council Work Session will be held on Monday, March 27, 2017 at 5:30p.m.

City Council regular meeting will be held on Monday, March 27, 2017 at 7:00 p.m.

Board of Appeal and Equalization Meeting will be held on Tuesday, April 11, 2017 at 7:00 p.m.

Motion by Merritt, seconded by Dempsey to adjourn the Regular City Council meeting at 8:08 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
March 27, 2017
5:30 p.m.
Wastewater Treatment Plant/City Hall

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

Members absent: None.

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

Others attending were Ashley Stewart.

The purpose of tonight's tour of the Waste Water Treatment Plant is to discuss the necessary and possible capital expenditures at the waste water treatment plant.

Administrator Welti stated the \$207,000 in trunk fees received from Ritchie Brothers was not included in the Sanitary Sewer Capital Outlay Plan. Welti stated that if all the maintenance issues at the waste water treatment plant were corrected it would be over \$200,000.

Decanting System-

Public Works Supervisor Petersen gave the tour of the waste water treatment plant. Petersen stated the decanting system is broken. Petersen stated the roof was not made for walking on other than for routine maintenance. Repairing the current decanting system would be approximately \$5,000 however the current decanting system had operational issues acknowledged by Bolton & Menk. The cost for engineers to design a new system is approximately \$4,000.

Biosolids Pump-

Public Works Supervisor Petersen stated the internal biosolids pump is broken. The approximate estimate to replace it is \$40,000. Petersen stated the current broken pump is not sufficient, even if the pump was working it would take days to load the trucks. Petersen stated using the current external pump is not the preferred method for biosolids removal.

Grinder or Screen-

Public Works Supervisor stated the grinder stopped working a couple of years ago. The current large screen only catches a small portion of the non-biodegradable materials (approximately 25%). The non-biodegradable material that is not caught plugs up parts of the system.

A new screen would remove nearly 100% of the plastic materials and non-biodegradable materials entering the waste water treatment plant. The cost of a screen is a minimum of \$100,000.

Effluent Pipe-

The current effluent pipe used to discharge treated water into the river has tree roots growing into the pipe and needs to be replaced. The cost for a new effluent pipe is approximately \$3,500.00

Float and Pump System-

Public Works Supervisor Petersen stated that during floods, water treated by the wastewater treatment plant does not flow into the river. Public works staff has to use temporary pumps that have to be monitored 24 hours a day to discharge the treated water. Installing a float and pump system would address this issue. The approximate cost would be \$10,000(very low end).

Dome for Aeration Tank-

Public Works Supervisor Petersen stated the aeration tank currently has a canvass that is used to cover it during the winter to prevent freezing. The canvass requires repair every year. The canvass also traps gases that are causing the cement to erode. A dome for the aeration tank is approximately \$100,000.

Holding Tank for Septage-

Currently the City of Medford accepts septage from area septic haulers. This generates approximately \$23,000 in revenue yearly, which covers the cost of the City's annual biosolids application. A holding tank would allow public

works staff to slowly feed the septage into the waste water treatment plant, rather than it being dumped directly into the plant. A holding tank is approximately \$20,000(very low end).

Review of Capital Plans at City Hall.

Administrator Welti gave a brief overview of each capital improvement plan.

Administrator Welti stated there was no change in the capital improvement plan for the Park Department.

Administrator Welti stated there was no change to the Municipal Liquor Store capital improvement plan. Welti stated replacement of the rooftop HVAC system is planned for 2018.

Administrator Welti gave a brief update on the changes to the Public Works capital improvement plan. Welti stated a used 2008 Ford F450 with man lift truck and the 2011 John Deere Loader purchased in 2016 were included in the water plan. Welti also stated replacement of the 2002 Dodge Service Pickup Truck is planned for 2018.

Administrator Welti gave a brief update on the Water Plant. Welti stated the City of Medford had received \$207,000 in trunk fees from Ritchie Brothers in 2016 and these funds were included in the capital plan. Welti stated well pump #1 had been removed from the capital improvement plan.

Administrator Welti gave an update on the Sanitary Sewer capital improvement plan. Welti stated the \$207,000 of trunk fees from Ritchie Brothers had not been added to the capital improvement plan due to the major deferred maintenance items that need to be addressed at the wastewater treatment plant. Welti stated the next big expenditure would be recoating the inside of the sludge tank and replacement of the jetter truck.

Fire Chief Hager presented the Fire Department capital improvement plan. Hager stated the capital improvement plan contained 14 items. Hager stated he is still waiting to hear if grants were awarded for the SCBA Packs/Bottles. Chief Hager stated the fire department had recently purchased a used cascade system. Hager stated the fire department had been denied a grant for buying gear extractor equipment twice.

No decisions were made at this work session.

Motion by Sexton, seconded by Merritt to adjourn the work session at 6:49 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
March 27, 2017
7:00 p.m.
City Hall

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

Members absent: None.

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

Others attending were Ashley Stewart, Lon Thiele, Rick Hager, and Rich Quiring.

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

Pledge of Allegiance.

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

Agenda. Add training for Welti and Jackson and AED for swimming pool to the end of new business.

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

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

Approval of the February 27, 2017 regular meeting minutes and the special work session minutes.

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

Approval of the February check register numbers E2887-E2906, 14145-14180, and 45260-45305.

Resolution 2017-21 Accepting Donations from Pat & Kay Merritt (\$10.00), Don Dagne (\$10.00), Dea Lechner (\$10.00), Mac Bowman (\$10.00), and Al Jirele (\$5.00) for the Medford Park Endowment Fund.

Councilmember Sexton inquired about the Access Tonna Lock bill for master padlocks. Public Works Supervisor Petersen stated all padlocks in the City had been changed after the pool shack break in.

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

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

Planning & Zoning Board – Richard Quiring gave a brief update. Quiring stated the Shoreland Ordinance continued to be reviewed at the March 20, 2017 meeting. The Planning and Zoning Board received comments from the general public on the shoreland ordinance. Quiring stated the Planning & Zoning Board discussed off parcel signs. The general consensus of the Board was to leave the ordinance as is.

EDA Board – Administrator Welti presented the minutes from the EDA board meeting. Cris Gasner and Joya Stetson provided a CEDA presentation. Gasner and Stetson also provided the EDA with a First Impressions Proposal that highlighted economic development opportunities in Medford that CEDA could implement if the City of Medford entered into a contract with the organization.

Administrator Welti stated that J Merchants had their grand opening at the Medford Outlet Mall. A pop up garden pottery store will also be opening in the Outlet Center.

Administrator Welti stated residential development continues to be discussed with local developers.

Park Board- Public Works Supervisor Petersen gave a brief update on the Park Board. Petersen stated the new pool manager; Sydney Langeslag had given an update at the meeting about possible pool activities, pool hours, and rate changes.

Petersen stated the Park Board discussed the ice rink season.

City Attorney – None.

City Engineer – None.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated Contract Operator Rick Olson and Public Supervisor Jed are moving forward with the process of certifying sites for biosolids application. Ordean Oyer is available to apply biosolids for the City this spring.

Administrator Welti stated that Bernie LaCanne, owner of the Lazy U had requested Council consider allowing the Lazy U to hook up to City water and sewer service. This will be discussed during a Council workshop/special meeting on Monday, April 24, 2017 at 5:30 p.m.

Administrator Welti stated a copy of the Steele County Housing Study had been sent to several area developers and Welti had followed up with calls and invitations to meet and discuss the results.

Administrator Welti attended the Steele County Hazard Mitigation Plan meeting and provided a list of mitigation projects the City may want to consider implementing in the future. The mitigation projects need to be listed in the Hazard Mitigation plan to be eligible for FEMA reimbursement.

Resolution 2017-20 Certifying Unpaid Utility Bills to Steele County.

Motion by Sexton, seconded by Maas to approve Resolution 2017-20 certifying unpaid bills to Steele County as presented. All members voted aye for approval. Motion carried.

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

Supervisor Petersen stated the RAS pump 2 had failed and is being rebuilt. Petersen stated Automatic Systems had ordered the wrong VFD for blower 2 and he is patiently waiting for the new one.

Supervisor Petersen stated pot hole repair continues. Seykora Asphalt will be sweeping the streets within two weeks.

Supervisor Petersen stated all picnic tables in the Straight River Park had been repainted. Petersen stated as the weather warms up, Public Works will be focusing on getting the entire Straight River Park back to its original glory for the season.

Supervisor Petersen stated a new ice machine was purchased for the Municipal Liquor Store and installed for under \$3,200.00

Fire Department – None.

New Business

City Council Chamber Furnace – Administrator Welti presented a memo. Welti stated the US EPA action level for indoor radon is 4.0 pCi/L. The initial short term radon test result was 7.9 pCi/L. The intermediate radon test result was 14.2 pCi/L. Welti stated he had contacted area HVAC contractors after receiving the results of the initial radon test and asked for quotes to fix the cold air return system by installing above ground ducts. All the contractors stated that cold air return systems similar to the council chamber furnace system were built prior to radon being linked to cancer.

Administrator Welti made a recommendation for the Council to approve the quote of \$1,495 submitted by Deml Heating & Air Conditioning to install a new cold air return system in the council chambers.

Motion by Sexton, seconded by Dempsey to approve the quote of \$1,495 from Deml Heating & Air Conditioning. All members voted aye for approval. Motion carried.

Resolution 2017-18 Authorizing Membership in the 4M Fund.

Administrator Welti presented a memo on the 4M Fund. Welti stated he had spoken with City staff from three other communities which recently invested funds in CDs through the 4M Fund. All City staff he spoke with was pleased with the rates and service.

Resolution 2017-18 will authorize the City Administrator to utilize the services of the 4M Fund and to invest in the 4M Funds when rates are higher than those offered through First State Bank.

Motion by Maas, seconded by Sexton to approve Resolution 2017-18 Authorizing Membership in the 4M Fund. All members voted aye for approval. Motion carried.

North Boulevard along Central Avenue – Administrator Welti presented a memo.

Administrator Welti stated there is approximately 486 square yards of sod that has died or become inundated with weeds. Homeowners were provided with recommendations to care for the sod when it was installed in the spring of 2015. The suggestion of a local landscape company is to seed the area. Welti stated precedent will be set if and when the City takes action.

Administrator Welti made a recommendation the City could either take no action or make grass seed available for any property owners who want to try to reestablish lawn in the boulevard.

Council decided to take no action. Council feels the grass is the homeowner's responsibility.

2017 Pool Rates and Hours of Operation – Administrator Welti presented a memo. Welti stated after reviewing the hours and rates with the pool manager and the city clerk, the following changes are proposed:

Evening break would be 5:00 – 5:30 p.m.

Open swim would be 5:30 – 7:30 p.m. Monday through Friday

Open swim would be 12:30-5:00 p.m. and 5:30-8:00 p.m. Saturday and Sunday

Water aerobics would be 7:30-8:30 p.m. Monday through Thursday

Motion by Sexton, seconded by Dempsey to approve the change in pool hours. All members voted aye for approval. Motion carried.

Administrator Welti proposed the following rate changes:

Pool Parties:

\$50.00 for first hour

\$80.00 for 2 hours

\$110 for 3 hours

Swimming Lessons:

\$80.00 for city families with 3 or more children

\$90.00 for non-city families with 3 or more children

Motion by Sexton, seconded by Dempsey to approve the pool rate changes. All members voted aye for approval. Motion carried.

Social Media Policy – Administrator Welti presented a memo. Administrator Welti made a recommendation the Council adopt the Medford Social Media Policy to establish standards of conduct, rules of use, data ownership, etc. for social media accounts created to provide residents with City information.

Motion by Dempsey, seconded by Merritt to approve the Social Media Policy. All members voted aye for approval. Motion carried.

Steele County Housing Study Highlights – Administrator Welti reviewed the highlights of the study. The price of housing in Medford is generally affordable, but there is a lack of supply.

Resolution 2017-19 Supporting Local Government Decision-Making Authority - This resolution supports local decision-making authority and opposes legislation that removes the ability for local elected officials to respond to the needs of their businesses and constituents. The resolution will be forwarded to local legislators.

Motion by Sexton, seconded by Dempsey to approve Resolution 2017-19. All members voted aye for approval. Motion carried.

Training – Administrator Welti stated City Clerk Jackson would be attending the Clerks Institute on May 1-5, 2017. Welti stated he would like to attend Minnesota City and County Manager training May 3-5, 2017. Administrator Welti asked for approval to close City Hall on the afternoon of May 3 through Friday, May 5, 2017 so staff could attend training. Council agreed to close City Hall on the afternoon of May 3 through Friday, May 5, 2017.

Pool AED – Administrator Welti stated the pool needs a new AED. The AED at the pool is being taken out of commission. The Fire Department is trying to get one or two new AEDs. Welti will put in a grant request to the Fire Relief Association to pay for part of a new AED.

Council Workshop/Special Meeting - Monday, April 24, 2017, 5:30 – 7:00 p.m.
Regular City Council Meeting – Monday, April 24, 2017, 7:00 p.m.
Council Workshop/Special Meeting – Tuesday, April 11, 2017, 5:00 – 7:00 p.m.
Board of Appeal and Equalization Meeting – Tuesday, April 11, 2017. 7:00 p.m.
LMC Annual Conference, June 14-16, Rochester

Motion by Maas, seconded by Merritt to adjourn the Regular City Council meeting at 8:33 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
April 11, 2017
5:00 p.m.
City Hall

Members present were Nelson, Sexton, Merritt, Maas, and Dempsey

Members absent: none.

City Staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, and Craig O’Hearn.

Others attending were Pam Bishop and Rick Hager.

Mayor Nelson called the meeting to order at 5:17 p.m.

The purpose of tonight’s special council meeting work session is to decide the 5-6 top goals to work on in the next two years. City Council members and City Staff had completed goal sheets prior to the meeting

The meeting was facilitated by Pam Bishop. Bishop presented the initial results of the completed goal sheets. There was discussion on each of the areas indicated on the goal sheets.

Each Council member and City Staff was allowed to vote for 4 goals. The results of the voting were:

- Municipal Complex
- Street Projects
- Residential Development
- Commercial & Industrial Development
- Updates to the Waste Water Treatment Plant

Administrator Welti presented a list of policy and maintenance items that were also stated on the goal sheets completed by City Council and City Staff.

Administrator Welti stated the items on the policy and maintenance item list would be addressed by City Staff as time allowed.

Motion by Merritt, seconded by Dempsey to adjourn the special city council meeting at 6:51 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Council Board of Appeal and Equalization
April 11, 2017
7:00 p.m.
City Hall

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

Members absent: None.

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

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

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

The purpose of Board of Appeal and Equalization is to allow property owners the opportunity to review their market value for tax purposes as set by the Steele County Assessor's Office.

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

Greg Nelson presented the 2017 assessment report. The overall average market value of the City of Medford increased by 5.93%. The City of Medford had a total of 21 good sales in the testing year.

Foreclosures in the County continued to trend downward. However, Medford had 4 bank sales to a new owner. Last year, Medford only had one bank sale to a new owner and 5 the year before that.

Medford has had steady growth in residential value the last 4 years. New construction was down 23.58%.

Motion by Maas, seconded by Sexton to adjourn the Board of Appeal and Equalization meeting at 7:40 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Council Special Meeting
April 24, 2017
5:30 p.m.
City Hall

Members present were Nelson, Sexton, Maas, Merritt, and Dempsey

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, and Seth Peterson.

Others attending were Bernie LaCanne Sr., Bernie LaCanne Jr., and Jeff Jackson.

Mayor Nelson called the special meeting to order at 5:30 p.m.

The purpose of tonight's meeting is to discuss the request from Bernie LaCanne Sr., owner of the Lazy U Community to hook up to City water and sewer services.

Administrator Welti stated this request had been made by Bernie LaCanne Sr. two years ago. At that time Bernie LaCanne had decided it was not feasible to move forward with connecting to the City water and sewer.

Administrator Welti presented the different options for annexation, connection of city water services, connection of city sewer services, etc.

Administrator Welti reviewed the new items that were added to the cost/benefit analysis of the Lazy U Community. Welti stated the development revenue generated by new residential lots is \$4,610 per new home. Welti stated the City would need to determine whether the Lazy U would pay all, a portion, or none of these fees.

Administrator Welti stated that if the Lazy U Community was annexed into the City, the City of Medford would receive an estimated \$2,000 of additional LGA per year.

Administrator Welti stated the City's outstanding debt payments for water and wastewater total \$2,849,000 and are scheduled to be paid in full in 2030.

Administrator Welti stated in 2014, Bolton and Menk estimated the following construction costs for hook up to the Lazy U Community:

Sewer Extension	\$653,863
Water Extension	<u>\$528,760</u>
Total Construction	\$1,182,263

Administrator Welti stated the water and sewer utility billing for the Lazy U Community could range from \$75,000-\$100,000 per year depending upon which method the City uses to calculate the property's bill.

Public Works Supervisor Petersen presented a memo on the possible points of impact on the City of Medford's wastewater collection system and wastewater treatment plant if the Lazy U Community is connected.

Supervisor Petersen stated possible upgrades to the lift stations, both clarifiers would need to be put into operation, the City may need a larger storage tank for sludge, and a larger tank/room for Ferric Chloride storage.

Council consensus was to continue to explore the option of connecting the Lazy U Community to City water and sewer. An estimate to complete an engineering study to determine the financial impact of a Lazy U hookup upon the wastewater and water system and will be presented at the May meeting by Bolton and Menk.

Motion by Merritt, seconded by Dempsey to adjourn at 6:30 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
April 24, 2017
7:00 p.m.
City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Jed Petersen, Craig O'Hearn, and Mark Rahrck and Tom Olinger

Others attending were Lon Thiele, Richard Quiring, and Erin Sammon.

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

Pledge of Allegiance.

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

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

Straight River Days and Civic Club Requests – The chairperson of the Civic Club, Erin Sammon presented the different events that will be held during Straight River Days, June 15-17, 2017. Thursday evening is the 4th annual Miss Medford Pageant. Friday will be the parade and the party in the park with a band. Saturday will be many other events.

Parade Permit Request waiving the parade permit fee.

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

Gambling Request for Raffles and Bingo.

Motion by Sexton, seconded by Merritt to approve the parade permit, golf cart passes, and the gambling request for the Civic Club for Straight River days, waiving the parade and golf cart permit fees. All members voted aye for approval. Motion carried.

Auditors 2016 Final Audit Report – Tom Olinger presented the management letter to the City Council. Mr. Olinger gave a brief recap of how all the funds did for 2016. General Fund revenues came in higher than expenditures. Expenditures were higher than budgeted mainly due to debt service principal expenditures. The John Deere Loader lease was paid off in 2016.

The cash balance of the water and sewer funds is increasing. The Municipal Liquor Store had an increase in cash of approximately \$21,000.00.

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

Approval of the March 27, 2017 special meeting minutes, the March 27, 2017 regular meeting minutes, the April 11, 2017 special meeting minutes, and the April 11, 2017 Board of Appeal and Equalization minutes.

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

Approval of the March check register numbers E2907-E2934, 14181-14214, and 45306-45419.

Resolution 2017-22 Accepting Donations from Pat & Kay Merritt (\$10.00), John C Dillemath (\$5.0), Gary Ringhofer (\$5.00), and Bryce Butler (\$5.00) for the Medford Park Endowment Fund.

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

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

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated the City received the FEMA reimbursement of \$22,448.84 for the park recovery.

Several permits for fences and small building have been submitted. One permit for construction of a new home on Forest Lane has been approved.

Administrator Welti stated he continues to contact residential developers in the area to discuss the housing study. Welti met with a representative from Three Rivers Community Action, a nonprofit that serves as a developer of residential housing, to discuss housing in Medford. The representative will be attending a future EDA meeting.

Administrator Welti stated the spring newsletter had been mailed the beginning of April and several residents contacted the City with questions and requests.

Planning & Zoning will be considering an amendment to Medford's pool code at the May meeting.

Administrator Welti attended the MN Association of Small Cities meeting on Wednesday, April 19. The 2017 legislative session was discussed.

City Clerk Jackson will be attending the Minnesota Clerk's Institute May 1-5. Administrator Welti will be attending the MCMA Conference May 3-5. City Hall will be closed from noon on May 3 through the end of the day on May 5.

City Clerk – none.

Public Works Department- Public Works Supervisor Petersen presented a memo.

Supervisor Petersen gave updates on the treatment plant, pot holes, street sweeping, and parks.

Supervisor Petersen stated the Ras pump 2 had failed, been rebuilt, put back into service, failed again, and has been repaired again and is functioning properly.

Supervisor Petersen stated the City received the new bio solids land application permit on April 24, 2017.

Supervisor Petersen stated the public works department is using a new pothole patch material called Aquaphalt that is supposed to harden and last for years. Petersen stated Seykora Asphalt had swept all the streets and overall the streets looked great.

Supervisor Petersen stated the bathrooms are open at Straight River Park. The drinking fountain is not operating, and a solution is being worked on.

Pool Staff – Administrator Welti presented a memo.

Administrator Welti recommended to the City Council to hire Sydney Langeslag, pool manager, Allie Keilen, assistant pool manager, Kelcey Gerlach, Bailey DuChene, Jacob Gasner, Ben Sutcliffe, Madison Schletty, Morgan Langeslag, Abbigail Schroeder, and Mikayla Savig as lifeguards.

Administrator Welti recommended increasing the WSI certified guards who teach swimming lessons wage by \$.25 an hour, from \$10.00/hour to \$10.25/hour.

Motion by Sexton, seconded by Maas to approve the \$.25/hour wage increase for WSI certified guards who teach swimming lessons. All members voted aye for approval. Motion carried.

Computer Use Policy – Administrator Welti presented a memo.

Administrator Welti stated The League of Minnesota Cities advises Cities to adopt a computer use policy in combination with the social media policy the Council adopted in March.

Administrator Welti recommended Council adopt the Computer Use Policy to establish standards of conduct, rules of use, data ownership, etc.

Motion by Dempsey, seconded by Sexton to adopt the Computer Use Policy. All members voted aye for approval. Motion carried.

Vacation of street and sale of land – Administrator Welti presented a memo. Welti stated the owner of 204 2nd Ave SE asked whether the City would be interested in vacating the portion of undeveloped 1st St SE south of 2nd Ave SE. It is a triangular piece of property on which no street could be developed.

Council consensus was to continue to explore the option of vacating and possible sale of the triangular piece of undeveloped property.

Tennis Court Resurfacing - Administrator Welti presented a memo. Administrator Welti recommended resurfacing the existing courts in 2017 with a less expensive surface.

Administrator Welti recommended Council approve the quote from Tim Carlson of C & H Sport Surfaces, Inc. for \$14,400 to resurface the tennis and basketball courts; and install tennis, pickle ball and basketball court lines.

Motion by Sexton, seconded by Merritt to approve the quote from Tim Carlson of C & H Sport Surfaces, Inc. for \$14,400. All members voted aye for approval. Motion carried.

Trail to the Lazy U/Co Rd 12 construction project planning – Administrator Welti presented a memo. Welti stated if a trail was constructed that was separated from the road, the City would be responsible for maintenance. Under current County policy sealcoating, crack-filling, brushing, plowing, and mowing of the trail would be the responsibility of the City. If the shoulder of the road was paved and designated for a trail and bike use, the county would be responsible for all maintenance due to dual use as road shoulder and bike trail.

Council consensus was to continue looking at possible trail options and discussions with Anita Benson.

Ordinance 2017-02 Amending Sunday Off-Sale Liquor Requirements for the Municipal Liquor Store – Administrator Welti presented a memo. Welti stated that currently the Municipal Liquor Store is only open on Sunday during the football season. Passing this ordinance will not change the hours of operation; it will allow off-sale liquor to be sold during the allowed hours when the Medford Municipal Liquor Store is open.

Motion by Sexton, seconded by Merritt to approve Ordinance 2017-02 Amending Sunday Off-Sale Liquor Requirements for the Municipal Liquor Store. All members voted aye for approval. Motion carried.

Compost Site- Administrator Welti presented a memo. Administrator Welti and Public Works Supervisor Petersen proposed the City consider creating a compost drop off site at the current city hall/maintenance site. The City would construct a holding area. Only City staff would have access to the permanent location.

Motion by Sexton, seconded by Merritt to table the compost site discussion. All members voted aye for approval. Motion carried.

Lon Thiele stated National Night to Unite is August 1, 2017.

Council Workshop/Special Meeting – Monday, May 22, 2017, 6:30-7:00 p.m.

Regular City Council Meeting-Monday, May 22, 2017, 7:00 p.m.

LMC Annual Conference, June 14-16, Rochester

Motion by Merritt, seconded by Dempsey to adjourn the Regular City Council meeting at 8:22 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
May 22, 2017
6:30 p.m.
City Hall

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

Members Absent: None.

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

Others attending were Rick Hager and Ashley Stewart.

Mayor Nelson called the meeting to order at 6:30 p.m.

The purpose of the meeting is to discuss assigning funds. Administrator Welti presented a memo. Welti stated the Truck & Equipment Fund is not currently an assigned fund. Council could assign the Truck & Equipment fund in order for it to be separately designated as an assigned fund in the City's audit.

Welti stated Resolution 2017-25 assigning \$403,038 of the unassigned General Fund balance as of January 1, 2017, to the Fire Department Truck and Equipment Fund, was part of the Regular City Council Meeting. Council would be able to take action during the Regular City Council Meeting. .

Administrator Welti presented a memo on Fund Balances. Welti stated in the past, Medford City Clerks created a spreadsheet to track accrued interest of funds that former City Councils had designated. The funds were never officially assigned to be reflected as assigned funds in the City's audit.

Welti gave a brief overview of what each fund was for. Welti made a recommendation that Council consider taking official action through a motion and designate the following funds as unassigned general funds:

101-10403	Public Safety Fund
101-10404	Christmas Decoration Fund
101-10406	Park Improvements
101-10407	Capital Improvements
101-10408	Straight River Bridge Fund
101-10409	Street Lights Improvements
101-10410	Truck & Equipment (not the same fund as the Fire Department Truck and Equipment Fund)

Former Mayor Pat Merritt requested the Straight River Bridge Fund be deposited into the Park Endowment.

Council discussed the various funds and Council consensus was to have further discussion of this at a later meeting.

Motion by Maas, seconded by Sexton to adjourn at 6:55 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
May 22, 2017
7:00 p.m.
City Hall

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

Members absent: None.

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

Others in attendance were Rick Hager, Ashley Stewart, Bernie LaCanne Sr., Bernie LaCanne Jr., Richard Quiring, Jennifer Kath, and Greg Sanborn.

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

Pledge of Allegiance.

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

Jennifer Kath from the Medford Farmers Market gave a brief overview of the upcoming Farmers Market. The Medford Farmers Market will be Thursdays from 3-7 p.m. at Christ the King Church. The Medford Farmers Market will be held June 1st through October.

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

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

Approval of the April 24, 2016 special and regular meeting minutes.

Approval of the April and May City and Liquor Store bills.

Approval of the April check register numbers E2935-2958, 14215-14248, and 45420-45495.

Approval of LMCIT Liability Coverage – Waiver Form

Resolution 2017-23 Accepting Donation from Pat & Kay Merritt (\$20.00) for the Medford Park Endowment Fund.

Resolution 2017-24 Accepting Donation from the Medford Fire Relief Association (\$1,700.00) for the AED for the Medford Swimming Pool.

Resolution 2017-27 Accepting Donations from Pat & Kay Merritt (\$20.00), Don Dagne (\$5.00), and Lois & David Nelson (\$25.00 in Memory of Wilma Mueller) for the Park Endowment Fund.

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

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

Council member Sexton publicly thanked Grace Bartlett for taking the time to attend the Bike Workshop.

Planning and Zoning Board – Richard Quiring stated the Planning and Zoning Board had a public hearing on a sign height variance request from Ultra Outlets MN LLC. Ultra Outlets MN LLC requested a 23 foot sign height variance. The proposed height of the digital reader board structure is 73 feet. Quiring stated the Planning and Zoning Board recommended Council approve the sign height variance for Ultra Outlets MN LLC.

Motion by Sexton, seconded by Merritt to approve the sign height variance for Ultra Outlets MN LLC. All members voted aye for approval. Motion carried.

Quiring stated the Planning and Zoning Board had a public hearing on May 15, 2017 on a proposed amendment to the Medford Pool Code.

Administrator Welti presented a memo on the amendment to the Medford Pool Code. The proposed amendment to the pool code would create the following tiered requirements:

- a. A swimming pool designed to hold no more than a maximum of 1,100 gallons of water shall not require a zoning or building permit, and shall be exempt from the requirements of this Section.
- b. A swimming pool designed to hold a maximum of no more than 5,000 gallons of water but more than 1,100 gallons of water shall require a zoning permit prior to construction.
- c. A swimming pool designed to hold in excess of a maximum of 5,000 gallons of water shall require a zoning permit and a building permit prior to construction.

Quiring stated the Planning and Zoning Board recommended Council adopt Ordinance 2017-03, amending the requirements of swimming pools under Medford City Code.

Motion by Merritt, seconded by Dempsey to adopt Ordinance 2017-03, amending the requirements of swimming pools under Medford City Code. All members voted aye for approval. Motion carried.

Quiring gave a brief update of the regular Planning and Zoning Board meeting. Quiring stated the Planning and Zoning Board made a motion to move forward with the Shore Land Ordinance. Welti will bring an update to the next Council meeting on the estimated costs of the City Attorney and the City Engineer preparing the ordinance for official action.

EDA – Welti gave a brief update. Welti stated the following slate of officers were nominated and elected by unanimous ballot:

President: Bryan Duncan
Vice President: Tom Heisler
Secretary: Sharon Paulson
Treasurer: Jerri Wencil

CEDA staffing proposal – Administrator Welti presented a memo. Welti stated CEDA had provided the following quote for economic development staff to work in Medford:

One day every other week would be - \$11,800
One day every week would be - \$23,600

Welti stated the EDA members discussed contracting with CEDA for economic development assistance one day every other week for a year. EDA members felt CEDA could increase the City's presence, provide economic development assistance, and provide a positive return on investment. The approximate cost would be \$11,800, which could be split between the EDA and the general fund. General consensus among the EDA Board was to include the cost of the contract in the 2018 budget which will be discussed at the July EDA meeting.

Park Board – Public Works Supervisor Petersen gave a brief update. Petersen stated the Park Board discussed the green space by Casey's, the survey at Water Tower Park, and the cement pad/bike rack.

City Attorney – None.

City Engineer – None.

City Administrator – Administrator Welti presented a memo. Welti stated the Outlet Center owners had met with Welti and Mayor Nelson. They provided updates on the infrastructure improvements and the plans for additional improvements.

Welti stated Supervisor Peterson and Administrator Welti had met with Anita Benson, Steele County Engineer, to review future projects.

Welti stated he had attended the Medford Township meeting and updated township officials on recent City activity. Welti stated he attended a follow up Hazard Mitigation meeting as part of Steele County's process to update its mitigation plan.

Welti stated Bill Regan is in the process of purchasing the parcel of land located directly east of the Medford school site. Regan intends to build a bus garage on a portion of the parcel.

Diamond Association provided the City with its schedule for Straight River Park Ballfield.

Staff are beginning preparations for Straight River Days.

City Clerk – none.

Public Works – Supervisor Petersen presented a memo. Petersen stated 290,000 gallons of biosolids had been hauled and applied.

Petersen stated the baseball diamond's infield had been tilled and sprayed for weeds.

Petersen stated the shallow end of the pool had been repainted.

Petersen stated the East Roundabout has been tilled and weeds sprayed, and is ready to be planted.

Fire Department – Chief Hager gave a brief update on the new fire truck. Hager stated the new truck is here and being prepped and will be painted. Hager stated the in-service date of the new truck would be approximately the middle of July.

Engineering estimates for WWTP maintenance/upgrades and Lazy U impact analysis – Administrator Welti presented a memo. Welti stated that once Bolton & Menk completes a study of the cost to upgrade the City's water and sewer infrastructure to meet the increased demand associated with connecting the Lazy U to City sewer and water services, the City should complete a financial impact analysis. Welti stated Mike Bubany, the City's Financial Advisor, would be available to complete the study. He would charge \$1,000 to complete the analysis and would be available to present it at a future Council meeting.

Seth Peterson from Bolton & Menk presented a Proposed Scope and Fee for Engineering Services.

Seth Peterson presented the 4 tasks as follows:

- Task 1 – Evaluate Lazy U Mobile Home Park Impacts. The cost is \$16,000
- Task 2 – New Sludge Decanter System. The cost is \$6,500
- Task 3 – New Biosolids Handling Pump
 - Doda pump – cost would be \$1,500
 - Alternative pump – cost would be \$6,000
- Task 4 – Influent Screening Equipment. The cost is \$10,500

Administrator Welti made a recommendation, if Council chooses to proceed with studying a potential Lazy U water and sewer connection to the City of Medford, Welti recommended Council contract with Bolton & Menk and Mike Bubany of David Drown and Associates, to prepare the studies.

Motion by Nelson, seconded by Merritt to approve recommendation to contract with Bolton and Menk for the Lazy U Mobile Home Park Impact Study with a cost of \$16,000 and Mike Bubany of David Drown and Associates for the financial analysis with a cost of \$1,000. The total cost of \$17,000 to be split in half, \$8,500 in an escrow account from Lazy U owner, Bernie LaCanne Sr. and \$8,500 from the City of Medford's sewer fund. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Dempsey to contract with Bolton & Menk to prepare plans for a New Sludge Decanter System with a cost of \$6,500. All members voted aye for approval. Motion carried.

Motion by Maas, seconded by Sexton to contract with Bolton & Menk to prepare plans for a New Biosolids Handling Pump with a cost of either \$1,500 for the DODA pump or a cost of \$6,000 for an alternative pump. All members voted aye for approval. Motion carried.

Sealing Well #1 – Administrator Welti presented a memo. Based upon the recommendation of the City’s Engineer and MDH, Supervisor Petersen and Administrator Welti made a recommendation that Well #1 be sealed. Petersen and Welti recommended the City award Bergerson-Caswell the well-sealing contract for up to \$8,670.00

Motion by Maas, seconded by Dempsey to approve the recommendation of sealing Well #1 and awarding the contract to Bergerson-Caswell for up to \$8,670.00. All members voted aye for approval. Motion carried.

Trail to the Lazy U/Co Rd 12 construction project planning- Welti presented a memo. Welti stated he had presented the trail option to the Medford Township Board. The consensus among the township board officers was to include a trail within the shoulder of the road. The board did not support sharing the cost of maintaining a trail. Welti stated he provided background information to Commissioner Brady, who stated the County would be discussing this at a future meeting. City Council consensus was to have Welti ask Steele County to provide at least 2 plans for the trail.

Fire Department washer/extractor – Chief Hager presented a memo. Hager requested approval from the Council to purchase from BDS Laundry Systems, 1 UniMac 40 lb Cabinet Washer with mounting base and installation for \$8,752.00. Chief Hager stated the Medford Fire Department had been awarded a grant for \$8,597.95 from the Turnout Gear Washer/Extractor Award program with a local match requirement of \$1,336.05.

Motion by Merritt, seconded by Dempsey to approval the purchase from BDS Laundry Systems of the washer/extractor for \$8,752.00. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dempsey to authorize staff to obtain and award quotes for the installation of the washer/extractor not to exceed \$6,500.00. All members voted aye for approval. Motion carried.

Resolution 2017-25 Assigning \$403,038 of the unassigned General Fund balance as of January 1, 2017, to the Fire Department Truck and Equipment Fund- Motion by Maas, seconded by Sexton to approve Resolution 2017-25. All members voted aye for approval. Motion carried.

R & K Electric invoice for flood mitigation work at Straight River Park – Administrator Welti presented a memo. Welti stated Council had accepted R&K Electric’s original bid in the amount of \$1,455 for flood mitigation work to be completed in Straight River Park. R & K Electric found the electrical work at the park was more extensive than originally anticipated. R & K Electric submitted an invoice for an additional \$500 after completing the work. Council consensus was to honor the original bid of \$1,455 and pay only that amount. Council consensus was that R & K Electric should have notified the City of the additional expense before completing the work.

Resolution 2017-26 Authorizing submission of the City of Medford’s application for capital bounding request for a municipal building – Motion by Merritt, seconded by Dempsey to approve Resolution 2017-26. All members voted aye for approval. Motion carried.

Employee Compensation – Administrator Welti presented a memo. Welti stated in March of 2016, Council approved a policy to increase an employee’s wage for each wastewater or water license obtained to operate the City’s wastewater and water facilities.

Welti stated City Clerks can obtain a certificate upon completing three years of one-week Clerk’s Institute trainings. Welti proposed a policy of compensation for completing a year (one week) of Clerk’s Institute Training. The City will provide a \$.35 per hour increase in a Clerk’s wage for each year (one week) of Clerk’s Institute Training completed. The wage increase will take effect in the pay period immediately following the completion of the week-long training.

Motion by Dempsey, seconded by Sexton to approve the proposed policy of compensation for completing a year (one week) of Clerk’s Institute Training. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, June 26, 2017, 7:00 p.m.
LMC Annual Conference, June 14-16, Rochester

Motion by Maas, seconded by Dempsey to adjourn at 9:54 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
June 26, 2017
7:00 p.m.
City Hall

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

Members absent: None.

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

Others in attendance were Bill Regan, Kelly, Schwartz, Linda Dusek, Greg Sanborn, Lorice Wilkie, Mark Walbren, Greg Lambers, and Ashley Stewart.

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

Pledge of Allegiance.

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

Agenda: Additions to the presented agenda – Add under Council Committees/Reports E: Veterans Report. Add under New Business D: Public Works Supervisor Resignation, make 2017 streets and municipal building Council questionnaire results E. Pull out G from consent agenda and make separate motion of appreciation for the in kind contribution from J & L Collision and Sales. Move New Business A: William Regan LLC Developer's Agreement to after the consent agenda.

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

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

Approval of the May 22, 2017 special meeting minutes and the May 22, 2017 regular meeting minutes.

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

Approval of the May check register numbers E2959-E2977, 14249-14282, and 45496-45581.

Resolution 2017-30 Accepting Donation from Pat & Kay Merritt (\$20.00) for the Medford Park Endowment Fund.

Resolution 2017-31 Accepting Donation from Faribault Foundation (\$250.00) for the Medford Veteran's Committee.

Motion by Sexton, seconded by Merritt to approve items A-F on the consent agenda. All members voted aye for approval. Motion carried.

Consent Agenda Item G – Motion by Maas, seconded by Dempsey thanking J & L Collision and Sales for the in-kind contribution of \$8,650.00 for painting of the new fire truck for the Medford Fire Department. All members voted aye for approval. Motion carried.

William Regan LLC Developer's Agreement – Administrator Welti presented a memo. Welti stated the City had received the draft Developer's Agreement for William E Regan, LLC's bus garage development. The City had also received the petition for annexation. A preliminary site plan was also presented for Council's review.

William E Regan addressed the Council. Regan gave a brief history of the bus company and gave a brief summary of his plans for the bus garage.

Greg Lambers gave a brief explanation of the site plans.

Motion by Merritt, seconded by Dempsey to approve the Developer's Agreement as presented. All members voted aye for approval. Motion carried.

Joint Resolution between the Township of Medford and the City of Medford for Annexation of Part of Area Designated for Orderly Annexation – Motion by Maas, seconded by Dempsey to approve the Joint Resolution between the Township of Medford and the City of Medford for Annexation. All members voted aye for approval. Motion carried.

Mayor's Report – no questions.

Veteran's Committee – City Clerk Jackson stated the Veteran's committee had agreed to move forward with installing 2 new concrete pads for the picnic tables at the Veterans Memorial. Jackson also stated all engraving was currently complete on the Memorial Stones.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti thanked the organizers and City Staff for making Straight River Days a success.

Welti stated the application requesting state bonding for the Municipal building had been submitted to Minnesota Management and Budget.

Welti stated the engineering study for the potential connection of the Lazy U Community to City water and sewer would likely be completed in mid to late July and be presented to Council in August.

Welti stated the pool kickoff was a success. Swimming lesson registrations and pool memberships were near the receipts from last year.

Welti stated he had been preparing the preliminary 2018 budget. It will be ready for presentation at the end of July.

Welti stated the City would receive \$11,687 in Small Cities Assistance for street repair/maintenance in 2017 and a similar amount in 2018.

City Clerk – City Clerk Jackson presented a memo. Jackson and Welti stated several City employees had asked for payroll to be changed from semi-monthly to biweekly. Welti stated Jackson had discussed all the steps in changing to biweekly payroll with the City Auditors, PERA, Minnesota Revenue, Internal Revenue Service and Blue Cross.

Welti stated he had contacted the League of Minnesota Cities and the League stated most cities paid on a biweekly basis and there were no issues with changing the payroll.

Administrator Welti and Clerk Jackson made a recommendation that Council approve the amended policy changing the City payroll from semi-monthly to biweekly beginning July 1, 2017, with the first biweekly payroll being paid on Friday, July 14, 2017.

Motion by Sexton, seconded by Maas to approve the recommendation to change the City payroll from semi-monthly to biweekly. All members voted aye for approval. Motion carried.

Public Works – Public Works Supervisor Petersen presented a memo.

60 tons of new Ag Lime had been applied to the baseball diamond. Sand was added to the volleyball courts.

The wading pool at the pool has a broken pipe on the main drain and is in the process of being fixed.

All hydrant flushing is complete.

Fire Department – none.

Trail to Lazy U/Co Rd 12 construction project planning – Administrator Welti presented a memo. Welti and Steele County Engineer, Anita Benson discussed posing the question to the County Commissioners as to which trail option

the County Board was willing to support. An interim county engineer will likely advise the Board on options at a future committee meeting.

Welti stated he had spoken with Bernie LaCanne Sr. about the trail. LaCanne stated he would be willing to seal coat and mow a trail if one was built separate from the road. The City would need to crack fill.

Resolution 2017-28 MNDOT Cooperative Landscaping Agreement – Motion by Sexton, seconded by Dempsey to approve Resolution 2017-28 MNDOT Cooperative Landscaping Agreement for the acquisition of landscape materials to be placed along Trunk Highway No. 35 from 69th St./35 to 69th St./E. Frontage Road. Nelson, Sexton, Maas, and Dempsey voted aye. Merritt voted nay. Motion carried.

Shoreland Ordinance – Administrator Welti presented a memo. Welti stated the City is waiting for final word as to whether Steele County’s Shoreland Ordinance must be implemented in the absence of a City shoreland ordinance.

SMIF Community Growth Initiative – SMIF Community Growth Initiative program supports asset-based community development efforts that lead to economic growth and prosperity. Mayor Nelson asked Council to support the application process for SMIF.

Motion by Sexton, seconded by Maas to support the application process for the Community Growth Initiative grant. All members voted aye for approval. Motion carried.

Public Works Supervisor Resignation/Posting of Position – Supervisor Petersen has resigned his position as Public Works Supervisor effective July 20, 2017. Motion by Sexton, seconded by Maas to accept Petersen’s resignation and post the position as open until the position is filled. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Dempsey to appoint Richard W Olson, pending a new contract, as the Water Contract Operator. All members voted aye for approval. Motion carried.

2017 Streets/Municipal Complex – Administrator Welti presented a memo. Welti stated he had discussed the 2017 streets and the municipal building with each councilmember.

A future meeting will be set for Council to physically look at the streets together and discuss further action.

A future meeting will be set for Council and the Fire Department to discuss the Municipal Complex.

The 2018 Budget Overview Meeting will be July 24, 2017 at 5:30 p.m. at City Hall.

Motion by Merritt, seconded by Dempsey to adjourn the regular city council meeting at 9:25 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Signed by _____ Mayor.

Special City Council Meeting
July 24, 2017
5:30 p.m.
City Hall

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

Members absent: None.

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

Others in Attendance: None.

Mayor Nelson called the meeting to order at 5:31 p.m.

2018 Preliminary Budget and Levy

Administrator Welti presented a memo explaining the significant changes made from the 2017 budget. All changes over \$300.00 will be highlighted.

The General Fund Levy is proposed at \$571,910.00.

2018 Proposed Preliminary Levy

General Fund	\$571,910.00
Fire Relief	\$15,000.00
2014 Central Avenue	\$19,250.00
2015 Scenic Heights	\$1,200.00
EDA	<u>\$13,285.00</u>
Total	\$620,645.00

Total levy increase is 2.00% over 2017.

No action taken on the preliminary budget and levy. Final approval of the Preliminary Budget and Levy will be at the August 28, 2017 regular City Council meeting.

Water/Sewer Rates

Administrator Welti proposed a \$.15 increase per thousand gallons for both the water and sewer usage rates.

The water usage rate would be \$4.15 per thousand gallons. The sewer usage rate would be \$6.05 per thousand gallons.

The increase will help cover inflation in operating costs and decrease the funding gap of the capital plan.

Ordinance 2017-04 Amending Section 2.65 of the Master Fee Schedule – Ordinance reflects the \$.15 increase for both water and sewer usage rates per thousand gallons.

Motion by Sexton, seconded by Dempsey to approve Ordinance 2017-04 Amending Section 2.65 of the Master Fee Schedule as presented. All members voted aye for approval. Motion carried.

Motion by Maas, seconded by Sexton to adjourn the work session at 6:40 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
July 24, 2017
7:00 p.m.
City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrlick, and Craig O'Hearn.

Others in attendance were Richard Quiring, Mark Walbran, Greg Sanborn, Rick Hager, and William Regan.

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

Pledge of Allegiance.

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

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

Liquor Store Manager, Craig O'Hearn gave a review of Straight River Days. O'Hearn stated that rain was an issue for the first time in his history of Straight River Days. O'Hearn was happy with the gate admissions and liquor sales for the evening, considering the weather was not ideal.

O'Hearn stated possibly having another street dance in September.

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

Approval of the June 26, 2017 regular meeting minutes.

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

Approval of the June check register numbers E2978-2996, 14283-14337, and 45582-45668.

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

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

Planning and Zoning Board – Chairman Quiring presented the minutes from the Planning & Zoning Board.

William E. Regan LLC's preliminary and final plat and zoning designation – Quiring stated the Planning and Zoning Board held a public hearing on July 17, 2017. The purpose of the public hearing was for the citizens of Medford to address any questions or concerns regarding William E. Regan's Preliminary and Final Plat and Zoning Designation.

Quiring stated a couple citizens had concerns for surface water runoff. Regan assured citizens a pond would be constructed to make sure runoff did not occur.

Another concern was where the entrance of the driveway would be located. Site models showed citizens the proposed location of the driveway and street easement. Steele County must approve the location of the driveway and future street.

The Planning and Zoning Board made a recommendation to City Council to approve the preliminary and final plat and recommended that the City zone Lot 1 Block 1 of the Agnes Addition as I-1, and Lot 2 Block 1 of the Agnes Addition as R-2.

Motion by Maas, seconded by Sexton to approve the preliminary and final plat as recommended by the Planning and Zoning Board. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Maas to approve the Planning and Zoning Board's recommendation to zone Lot 1 Block 1 of the Agnes Addition as I-1, and Lot 2 Block 1 of the Agnes Addition as R-2. All members voted aye for approval. Motion carried.

EDA Board – Administrator Welti presented the minutes from the EDA board meeting. The 2018 preliminary levy was discussed and left the same as 2017. The 2018 EDA budget was reviewed and reflected in the preliminary budget.

Welti stated that Leah Hall, Director of Development with Three Rivers Community Action had given the EDA Board a slide presentation about housing. Welti stated the EDA Board approved pursuing additional information from Leah Hall and Three Rivers Community Action.

Park Board – Administrator Welti presented the minutes from the Park Board meeting. Welti stated the Park Board had scheduled a Special Meeting for July 26, 2017 at 7:00 p.m. at the old water tower green space to determine the best usage for the space.

City Attorney – None.

City Engineer – Administrator Welti presented the memo that Seth Peterson had provided. Welti stated Bolton and Menk recommended the City move forward with installing the Doda pump.

Bolton and Menk is still working on developing the technical specifications and quote package for the City staff's preferred piping option for the decanting system. It is expected that the specifications and quote package will be complete in two to three weeks.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated Staff had been preparing for the public works supervisor transition.

Welti stated City Clerk Jackson had completed the payroll transition to bi-weekly payments.

Welti stated Bill Regan's bus garage development proposal is expediently moving through the process.

Welti state family pool membership sales are slightly above last year.

City Clerk – None.

Public Works – Administrator Welti presented a memo from Supervisor Petersen. Welti stated Blower #1 had failed. Welti asked Council for authorization up to \$7,500 to replace Blower #1. Motion by Maas, seconded by Dempsey to authorize up to \$7,500 to replace Blower #1. All members voted aye for approval. Motion carried.

Administrator Welti stated RAS pump #1 is in poor shape, can't be rebuilt, and needs to be replaced. Welti stated the impeller on pump 1 of lift station 1 needs to be replaced. Welti asked Council to authorize the replacement of RAS pump #1 and replacement of the impeller on pump 1 of lift station 1. Motion by Sexton, seconded by Merritt to authorize replacement of RAS pump #1 and the impeller on pump 1 of lift station 1. All members voted aye for approval. Motion carried.

Welti stated the Public Works staff is continuing to work on a solution for the leaking water valve in the intersection of 2nd Avenue and 2nd Street SW.

Fire Department – Chief Hager presented a memo.

Chief Hager requested approval from Council to purchase 2 AEDs, the funds for the AEDs would come from the Medford Firemen's Relief Association charitable grant fund, for \$2,300.00. Motion by Sexton, seconded by Maas to authorize the purchase of 2 AEDs for \$2,300.00, with the funds coming from the Medford Firemen's Relief Association charitable grant fund. All members voted aye for approval. Motion carried.

Chief Hager requested approval from Council to proceed with the electrical installation for the Cascade/Air Compressor System, not to exceed \$6,000.00. Motion by Maas, seconded by Dempsey to authorize the electrical installation for the Cascade/Air Compressor System, not to exceed \$6,000.00. All members voted aye for approval. Motion carried.

Shoreland Ordinance – Administrator Welti presented a memo. Welti stated the League of Minnesota Cities and the DNR had confirmed that a county land use ordinance has no jurisdiction within a municipality unless the city specifically adopts the county ordinance. This holds true for a shoreland ordinance as well.

Motion by Maas, seconded by Merritt to table the shoreland ordinance consideration. All members voted aye for approval. Motion carried.

Pregnancy and Parenting Leave Policy – Administrator Welti presented a memo.

Welti recommended Council adopt an updated version of the pregnancy and parenting leave policy to be in compliance with state law.

Motion by Sexton, seconded by Merritt to approve the updated pregnancy and parenting leave policy to be in compliance with state law. All members voted aye for approval. Motion carried.

Water and Wastewater Contract Operator Agreement – Administrator Welti presented a memo.

Welti stated the City’s current contract operator, Richard W. Olson, had requested his monthly wastewater operator rate be increased from \$581.85 to \$644.88 per month and his monthly water operator rate be increased from \$207.15 to \$230.12 per month.

Welti recommended Council approve the updated contract with Richard W. Olson to be the City’s water and wastewater contract operator. The increased rate would take effect August 1, 2017.

Motion by Dempsey, seconded by Merritt to approve the updated contract with Richard W Olson. Nelson voted aye, Sexton voted aye, Dempsey voted aye, Merritt voted aye, Maas abstained.

Co Rd 45 Speed Study – Administrator Welti presented a memo.

Administrator Welti stated MNDOT had conducted a speed study of Steele County CSAH 45. The City’s response to MNDOT’s recommendations will be forwarded to MNDOT for consideration.

Currently a 40 mph speed limit is posted for motorists entering the City from a point south of the Piper House to 5th Ave SE. MNDOT recommends increasing this to 50 mph.

Welti stated the City wants to maintain the 30 mph speed limit zone from a point at Straight River Bridge to 2nd Ave NW. Welti will inform MNDOT and Steele County that a pedestrian crossing exists at 2nd Ave NW and CSAH 45, which is used by many people under the age of 18 every day during the summer to cross over and access the Medford Pool.

Council recommends MNDOT leave the current 40 mph speed limit from the point south of the Piper House to 5th Ave SE.

Motion by Sexton, seconded by Merritt to adjourn the regular City Council meeting at 7:54 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting Work Session
July 31, 2017
4:30 p.m.
City Hall and Streets throughout Medford

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

Members absent: None.

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

Others in attendance were Emily Schoenbeck.

Mayor Nelson called the meeting to order at 4:36 p.m.

Public Works Staffing – the City received two applicants for the Public Works Supervisor position. An interview committee interviewed both candidates.

The committee and Administrator Welti recommended Council hire current Public Works Worker, Scott Prestegard as lead public works worker with additional supervisor related responsibilities of the City’s public works. The committee and Administrator Welti recommended Council increase Prestegard’s rate of pay to \$18.50 per hour. The increased responsibilities and pay will be reviewed throughout a 6 month probation period. Prestegard would need to obtain a Class D Water and Class D Wastewater license prior to a promotion.

The committee and Administrator Welti recommended Council hire Anthony Jelen, based on his experience, for the position of Public Works Worker, pending required HR checks, at the rate of \$16.25 per hour for the full-time Public Works Worker position, with a start date of August 14, 2017.

The committee and Administrator Welti recommended Council increase Fernando Gonzales’ pay to \$16.82 per hour as it expects that he will be taking on additional public works worker responsibilities.

Motion by Maas, seconded by Merritt to approve all recommendations made by the committee and Administrator Welti. All members voted aye for approval. Motion carried.

Tour of streets throughout Medford – Council took a walking tour of the streets throughout Medford. Upon seeing the condition of the streets, Council is considering street improvements on 3rd Ave SW from Main St to 4th St SW, 1st Ave NE from Main St to 1st St NE, 1st Ave NE from 1st St NE to 3rd St NE, 2nd St NE from Central Ave to 2nd Ave NE, 2nd St NE from 2nd Ave NE to Sunrise Dr, 5th Ave SE from Main St to approximately 66 feet west of Canadian Pacific RR tracks, and 2nd Ave SE from Main St to 3rd St SE.

Motion by Merritt, seconded by Dempsey to adjourn the meeting at 6:33 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting Work Session
August 10, 2017
5:00 p.m.
Fire Hall

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

Members absent: None.

City Staff and consultants in attendance were Andy Welti and Elizabeth Jackson

Others attending were Rick Hager, Rich Kucera, Greg Sanborn, John Anhorn, and Mike Smith.

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

The purpose of tonight's meeting was to discuss the Municipal Building.

Mayor Nelson gave a brief history of the proposed Municipal Complex and the defeat of the referendum in November 2016's election.

The City Council and members of the Medford Fire Department discussed the design, price, size, and building materials of the proposed Municipal Building.

No consensus was reached.

Motion by Dempsey, seconded by Nelson to adjourn the meeting at 6:29 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
August 28, 2017
6:00 p.m.
City Hall

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

Members absent: None.

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

Others in attendance were Bryan Duncan, Annie Harman, and Leah Hall.

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

Administrator Welti provided a brief overview of conversations with area developers, and the Medford EDA Board's meeting with Leah Hall, Director of Development with Three Rivers Community Action.

Leah Hall presented a powerpoint presentation that focused on several of Three Rivers southern Minnesota housing developments. Leah answered several questions from Council members on the various aspects of financing, maintenance, and the process of housing development with Three Rivers.

Leah Hall stated Three Rivers Community Action is a non-profit developer that has been in business for over 50 years. Three Rivers Community Action prides itself on developing quality affordable housing.

Motion by Sexton, seconded by Merritt to support further investigation by Administrator Welti and Leah Hall into development possibilities in the City of Medford. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dempsey to adjourn the special City Council meeting at 7:08 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
August 28, 2017
7:00 p.m.
City Hall

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

Members absent were: None.

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

Others in attendance were Annie Harman, Steve McMahn, and Kelly Schwartz.

Mayor Nelson called the meeting to order at 7:15 p.m.

Pledge of Allegiance.

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

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

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

Approval of the July 24, 2017 regular meeting minutes, the July 31, 2017 special meeting minutes, and the August 10, 2017 special meeting minutes.

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

Approval of the July check register numbers E2997-E3010, 45669-45742, and 14338-14390.

Resignation and hiring of a Municipal Liquor Store employee.

Resolution 2017-35 Accepting Donation from the Medford Fire Relief Association (\$2,300.00) for the AED's for Medford Fire Department.

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

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

Park Board – Chairperson Steve McMahn presented the minutes from the special park board meeting on July 28, 2017.

City Attorney – none.

City Engineer – Administrator Welti stated Seth Peterson, with Bolton & Menk, had completed the engineering portion of the Lazy U study. Review of the study will be completed at a September Council meeting.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated the 2017 pool season ended on Friday, August 25, 2017. Daily admittance, season passes, and lesson revenues were similar to 2016. Concession sales were lower than 2016.

Welti stated the Interim Steele County Engineer indicated that right-of-way would need to be acquired at a potential cost of \$200,000 to the City for a trail to be built separate from the road between the Medford city limits and the Lazy U. The Steele County Public Works Committee felt the trail should be included within the shoulder of the road, not built separate from the road.

Administrator Welti stated he met with Steele County's Interim Highway Engineer and a representative from MNDOT to review the speed study. Welti stated it is likely only minor changes will occur. MNDOT and Steele County will make the final decision.

Administrator Welti stated there is \$5,000 in the budget for street patching. There is also \$11,687 in State Aid.

Motion by Maas, seconded by Dempsey to authorize Administrator Welti to accept a quote and spend up to \$15,000 for street patch work upon receiving the quotes.

Administrator Welti stated he and Mayor Nelson would be meeting with Sheriff Thiele to update the Steele County Sheriff's contract.

Administrator Welti asked for Council approval for a special meeting at 5:00 p.m. on September 25, 2017 to review the Lazy U updates. Council agreed to the special meeting date and time.

Public Works – Scott Prestegard presented a memo.

Prestegard stated decanting had started.

Prestegard stated the VFD for Blower #1 is defective and is in the process of being replaced and warrantied.

Prestegard stated Quality Flow replaced the RAS pump and the VFD drive is not compatible with the new RAS pump. Quality Flow quoted a new VFD for the new pump for \$2,634.00 with a 2 year warranty.

Motion by Maas, seconded by Merritt to authorize \$2,634.00 to Quality Flow for the VFD for the new RAS pump if no other option is available upon further investigation by Prestegard and Administrator Welti. All members voted aye for approval. Motion carried.

Prestegard stated the impeller on pump 1 had been replaced.

Prestegard stated the water valve on 2nd Ave SW had been replaced and everything went smoothly.

Prestegard stated bids are out for street sweeping. Prestegard stated new Public Works employee, Tony Jelen is catching on quickly.

Fire Department – none.

Approval of 2018 Preliminary Budget – Motion by Maas, seconded by Sexton to approve the 2018 Preliminary Budget. All members voted aye for approval. Motion carried.

2018 Preliminary Tax Levy

General Fund	\$571,910
Fire Relief	\$15,000
2014 Central Ave	\$19,250
2015 Scenic Heights	\$1,200
EDA	<u>\$13,285</u>
Total	\$620,645

Resolution 2017-33, Resolution Adopting 2018 Preliminary Tax Levy – Motion by Maas, seconded by Dempsey to approve Resolution 2017-33. All members voted aye for approval. Motion carried.

Motion by Maas, seconded by Dempsey to set the Truth and Taxation meeting for December 18, 2017 at 7:00 p.m. during the regular City Council meeting. All members voted aye for approval. Motion carried.

Resolution 2017-34, Ordering Preparation of Report on Improvement – Motion by Dempsey, seconded by Sexton to approve Resolution 2017-34. All members voted aye for approval. Motion carried.

House Bonding Committee Tour – The Committee will be at Medford City Hall on September 6, 2017 at 2:50 p.m.

Administrator Welti stated information for the training for the Board of Appeal and Equalization was included in each Council members meeting packet.

Motion by Maas, seconded by Sexton to adjourn at 8:27 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
September 25, 2017
5:00 P.M.
Medford City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Seth Petersen, Mike Bubany, and Richard Olson.

Others attending were Bernie LaCanne Sr. and Bernie LaCanne Jr.

Mayor Nelson called the meeting to order at 5:02 p.m.

The purpose of the special council meeting is to discuss the Lazy U Engineering and Financial Studies.

Seth Petersen from Bolton and Menk gave a power point presentation on the impact of providing water and wastewater services to the Lazy U. Petersen stated the total project costs for the wastewater treatment facility improvements would be approximately \$3,160,000 without connecting the Lazy U and approximately \$3,590,000 with the Lazy U connecting. Petersen stated upgrades to the wastewater treatment facility would be needed by 2027 even without the Lazy U being connected.

Petersen stated the City's water system has sufficient capacity to provide water service to the Lazy U. A new water main connecting the Lazy U to the existing distribution system and a booster station would need to be constructed to provide water service to the Lazy U.

Petersen stated the total project costs for utility connections for the Lazy U would be approximately \$1,222,000 for the water main extension and sanitary sewer extension.

Mike Bubany from David Drown & Associates gave a presentation on the cost benefit analysis of utility connection to the Lazy U Mobile Home Park.

Bubany stated the following findings:

without LAZY U CONNECTION

\$1,086,972	Present Value of Revenues
\$(3,160,000)	Present Value of Capital Outlay
\$0	PV of Additional Operational Costs
\$(2,073,028)	NET PRESENT VALUE

with LAZY U CONNECTION

\$3,061,430	Present Value of Revenues
\$(4,812,000)	Present Value of Capital Outlay
\$(182,026)	PV of Additional Operational Costs
\$(1,932,596)	NET PRESENT VALUE

Bubany stated there is not a significant difference between connecting or not connecting the Lazy U, as long as the Lazy U pays for the approximate \$1,222,000 utility connection cost for the water main extension and sanitary sewer extension.

Council discussed whether the City should consider asking the City of Owatonna & Faribault if the cities would be willing to consider allowing the City of Medford to connect to their wastewater system. The engineering report illustrating the City's current plant needing to be upgraded, and the lack of certified wastewater operators were two of the reasons Council members felt it should approach neighboring communities with larger facilities.

The City of Medford compared expanding its wastewater treatment plant to connecting its wastewater system to neighboring communities prior to the last expansion.

Council's consensus was to explore that option again prior to making a decision on upgrading the current plant.

Motion by Merritt, seconded by Maas to adjourn the special council meeting at 6:45 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
September 25, 2017
7:00 p.m.
City Hall

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

Members absent were: None.

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

Others attending were Grace Bartlett, Richard Quiring, Annie Harman, Bryan Duncan, and Steve McMahn.

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

Pledge of Allegiance.

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

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

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

Approval of the July 24, 2017 special council meeting minutes, and the August 28, 2017 special council and regular council meeting minutes.

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

Approval of the August check register numbers E3011-E3040, 14391-14441, and 45743-45819.

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

Mayor's Report – None.

Planning & Zoning Board – Chairman Quiring presented the minutes from the Planning & Zoning Board.

The Planning & Zoning Board made a recommendation to City Council to approve the Jean and Paul Gillis request for split/combination of lots 1, 2, and 3, Block 3, Scenic Heights. Motion by Sexton, seconded by Merritt to approve the recommendation of the Planning & Zoning Board. All members voted aye for approval. Motion carried.

The Planning & Zoning Board made a recommendation to City Council to approve William E. Regan LLC's request for a Conditional Use Permit for Lot 2, Block 1, Agnes Addition. Motion by Sexton, seconded by Merritt to approve the recommendation of the Planning & Zoning Board. All members voted aye for approval. Motion carried.

EDA Board – Administrator Welti presented the minutes from the EDA board meeting. Welti stated Ron Zeigler, President of CEDA would be attending the October City Council Meeting to discuss the staffing arrangement and answer questions. Welti stated the EDA board had reviewed the list of priorities developed by Administrator Welti and had added priority #9.

The priorities are as follows:

1. Applying for economic development grants to assist businesses and the City.
2. Conducting business retention and expansion visits.
3. Following up on new business inquires.
4. Assisting entrepreneurs.
5. Recruitment of new industrial and commercial businesses.
6. Assisting with residential development.
7. Marketing.
8. Redevelopment of existing properties.

9. Quality of life, the development of trails, parks by obtaining grants.

Park Board – Grace Bartlett and the Park Board requested approval from City Council to submit the SHIP grant request for the purchase of bike rack repair station with potential installation at Central Park.

Motion by Dempsey, seconded by Sexton to approval the Park Board’s request. All members voted aye for approval. Motion carried.

Chairperson McMahn presented the minutes from the Park Board meeting. McMahn requested approval from City Council to proceed with submitting a grant request to Steele County Park and Rec for a fence to be installed at Water Tower Park.

Motion by Sexton, seconded by Maas to approve the Park Board’s request for submitting a grant request to Steele County Park and Rec. All members voted aye for approval. Motion carried.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated he and the Mayor have been meeting with property owners whose land is being considered for a potential residential development with Three Rivers Community Action.

Administrator Welti and Mayor Nelson met with Sheriff Thiele to review the Law Enforcement Agreement.

The Minnesota House of Representatives Capital Investment Committee visited Medford City Hall and the Fire Hall.

The City of Medford’s NPDES/SDS permit for the wastewater treatment plant is up for renewal. The draft permit will be placed on the MPCA’s public comment website for the next 60 days. If after 60 days, no comments have been made that result in changes to the permit, the permit will be renewed for another 5 years.

M& W Blacktopping LLC was awarded the pavement patching work.

Wingham Trucking & Excavating was awarded the street sweeping work for the fall 2017 and spring 2018 season.

All FEMA applications for the 2016 flood have been closed and final payment has been received by the City.

Administrator Welti will be attending MAOSC meeting in Moose Lake on October 6, 2017. Welti plans to discuss the lack of certified wastewater and water operators with the advocacy group.

City Hall will be closed the morning of Thursday, October 12, 2017 as Welti and Jackson will be attending an MCFOA regional meeting.

Public Works Lead Prestegard and the public works staff have been busy tackling maintenance issues at the WWTF, in addition to training a new staff member.

The roundabout will be planted the week of September 25.

City Clerk – none.

Public Works – none.

Fire Department – none.

New Business

Joe Duncan presented an updated 2018 Street Improvement Project Preliminary Engineering Report. Duncan stated

Resolution 2017-36 Receiving Feasibility Report and Calling Hearing on Improvement. Motion by Merritt, seconded by Dempsey to approve Resolution 2017-36. All members voted aye for approval. Motion carried.

2018 Street Improvement Public Hearing – Monday, October 23, 2017, 6:00 p.m. – Choir Room, Medford School
Regular City Council Meeting – Monday, October 23, 2017, 7:00 p.m. – Choir Room, Medford School
Truth in Taxation and Regular City Council Meeting – Monday, December 18, 2017, 7:00 p.m.

Motion by Maas, seconded by Sexton to adjourn the regular city council meeting at 8:05 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Council Improvement Hearing for Streets
October 23, 2017
6:00 PM
Medford Public Schools

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

Members absent: Dempsey.

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

Others attending were: Linda Dusek, John Anhorn, Lon Thiele, Don Schultz, Brian Schull, Annie Harman, Ernest Reinhardt, Dan Sexton, Amanda Mueller, Judith Bauer, and Jim Drache.

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

Improvement Project 2018-01, 2018 Streets – Joe Duncan

Joe Duncan led the discussion using a power point presentation. The purpose of tonight's public hearing is to hear questions and comments in regards to the 2018 Street Improvement Project Feasibility Study and the calculation of the proposed assessments to the benefitted properties.

Improvement No. 2018-01, improvement to streets, parking lanes, drainage, utilities and associated items in conjunction with roadway improvements, 3rd Ave SW from Main St to 4th St SW, 1st Ave NE from Main St to 1st St NE, 1st Ave NE from 1st St NE to 3rd St NE, 2nd St NE from Central Ave to 2nd Ave NE, 2nd St NE from 2nd Ave NE to Sunrise Dr, 5th Ave SE from Main St to approximately 66 feet west of Canadian Pacific RR tracks, and 2nd Ave SE from Main St to 3rd St SE.

In order for the City to use assessments as an avenue to fund this project, two hearings are required, The Improvement Hearing and the Assessment Hearing.

Duncan went through the estimated cost of the project and the calculations used for the assessments. The estimated cost of the project is \$372,000.

Mayor Nelson opened the public hearing for questions and comments at 6:17 p.m.

Ernest Reinhardt, lives at 206 3rd Ave SW, asked if his street would be widened and/or straightened. Duncan answered that without a full design, the question was hard to answer. Duncan stated potentially the street could be somewhat wider and more uniform.

Amanda Mueller, lives at 209 2nd Ave SE, asked if 3 ½' of bituminous would be thick enough to handle the truck traffic on her street. Mueller asked if her street would be widened. Mueller asked if the street was being done all the way to City Hall. Also, asked if her sewer service line could be hooked up in front of her house in the street instead of running through the back yard for approximately 250 feet. Duncan stated that 3 ½" of bituminous should be appropriate. Without a full design Duncan could not answer if the street would be wider. Duncan stated the street was not being done all the way to City Hall. Duncan stated it would be Mueller's cost to tie her sewer into the street before the project started.

Linda Dusek, lives at 302 2nd Ave SE, asked if curb and gutter would be installed on her street when there isn't any present now. Duncan stated that curb and gutter would not be added.

John Anhorn, business at 216 S Main, asked if the drain in the railroad right of way behind the service station would be paved. Also, asked if paving 2nd Ave now would mean part of it being paved again when Main Street is paved. Duncan stated the drain in the railroad right of way would be looked at, and a permit would be needed from the railroad. Duncan stated the paving would come up to the turn around.

Dan Sexton, lives at 308 1st Ave NE, asked what the current width of his street is. Duncan stated he didn't have the information on how wide the street was. The street would potentially be made wider if possible.

Don Schultz, lives at 118 5th Ave SE, asked if the big tree on his street is what caused the pavement to deteriorate. Duncan stated the tree wasn't the issue for the pavement deterioration. The street had never been seal coated and that was the cause of the pavement deterioration.

After all residents who chose to speak were heard, Mayor Nelson closed the public hearing.

Motion by Merritt, seconded by Sexton to close the public hearing at 6:38 p.m. Aye: Nelson, Sexton, Merritt, Maas
Absent: Dempsey. Motion carried.

Resolution 2017-37 Ordering Improvement and Preparation of Plans – motion by Merritt, seconded by Maas to table Resolution 2017-37 until a future meeting when all Council members are present to vote. Aye: Nelson, Sexton, Merritt, Maas. Absent: Dempsey. Motion carried.

Motion by Maas, seconded by Sexton to adjourn the public hearing at 6:39 p.m.

Minutes approved at _____ meeting.

Submitted by _____ clerk.

Signed by _____ Mayor.

Regular City Council Meeting
October 23, 2017
7:00 p.m.
Medford School

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

Members absent were: Dempsey.

City staff and consultants in attendance were: Andy Welti, Elizabeth Jackson, Scott Prestegard, and Mark Rahrlick.

Others attending were: Lon Thiele, Annie Harman, Todd Borwege, Koreen Borwege, Ron Zeigler, Judy Wiersma, and Rich Quiring.

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

Pledge of Allegiance.

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

Agenda. Add Fiscal Agent for CGI Process as item C under new business. Move item A: approval of law enforcement protection contract between the City of Medford and Steele County, after approval of agenda. Move Old Business, item A, Ron Zeigler – CEDA, to after approval of law enforcement contract.

Motion by Sexton, seconded by Merritt to approve agenda as amended. Aye: Nelson, Sexton, Merritt, Maas. Absent: Dempsey. Motion carried.

Approval of law enforcement protection contract between the City of Medford and Steele County – Sheriff Thiele was in attendance and addressed Council. Motion by Merritt, seconded by Maas to approve the law enforcement contract that will renew annually with an inflation factor built in to the contract. Aye: Nelson, Sexton, Merritt, Maas. Absent: Dempsey.

Ron Zeigler – CEDA – Zeigler gave a brief overview of CEDA's grant writing and community and economic development services. Zeigler stated they currently had 19 team members and the newest contract was with the City of Jackson. Zeigler stated CEDA would provide semi-monthly reports to the City of Medford on the work CEDA would do for Medford. CEDA would also provide reports at the City of Medford EDA meetings if the City of Medford chose to enter into a contract with CEDA.

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

Approval of the September 25, 2017 special and regular meeting minutes.

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

Approval of the September check register numbers E3041-E3059, 14442-14480, and 45820-45890.

Resolution 2017-40 Accepting Donation from Ramy Turf Products (\$200.00) for the Medford Veteran's Committee.

Motion by Sexton, seconded by Maas to approve the consent agenda as presented. Aye: Nelson, Sexton, Merritt, Maas. Absent: Dempsey.

Mayor's Report –

The Council set the special meeting for the employee evaluation of Administrator Welti for Monday, November 27, 2017 at 6:00 p.m.

Planning & Zoning Board – Chairman Quiring presented the minutes from the Planning & Zoning Board special meeting held on October 16, 2017.

The Planning & Zoning Board made a recommendation to City Council to approve the Todd and Koreen Borwege request for a variance for a fence to be built at a height of 6 feet; 52 feet setback from Woodland Trail and 25 feet setback from 6th St SE as measured from the street, and 4 feet setback measured from the north and west property lines, to be built upon the property located at 535 Woodland Trail. Motion by Merritt, seconded by Maas to approve the recommendation of the Planning & Zoning Board. Aye: Nelson, Sexton, Merritt, Maas. Absent: Dempsey.

The Planning & Zoning Board made a recommendation to City Council to approve Resolution 2017-39 A Resolution Vacating Utility Easements located at block 3, lots 1, 2, and 3, Scenic Heights Addition. Motion by Sexton, seconded by Maas to approve Resolution 2017-39 A Resolution Vacating Utility Easements. Aye: Nelson, Sexton, Merritt, Maas. Absent: Dempsey.

EDA Board – did not meet.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated M&W Blacktopping LLC completed the pavement patching.

Administrator Welti, Mayor Nelson, Keith Maas, and Seth Petersen met with staff from the Cities of Owatonna and Faribault to discuss whether the cities would consider the City of Medford connecting to one of the wastewater treatment systems. Both cities will present the information and topic to committees and councils within the next month and provide Medford with an update.

Administrator Welti stated Three Rivers Community Action is continuing to work on the development concept for a potential project in the City of Medford.

Administrator Welti stated the 2017 legislature passed legislation allowing small cell wireless utilities to be installed in cities' right of way throughout the state. The Planning & Zoning Board will consider and discuss the League of Minnesota Cities model ROW ordinance at the November meeting. Upon Planning & Zoning making a recommendation to Council, the ordinance will be presented to Council for consideration.

Administrator Welti stated the Work Comp premium through the League of Minnesota Cities was renewed with a premium increase of \$1,251 to \$20,479. Property casualty liability insurance through the League of Minnesota Cities was renewed with a premium increase of \$1,326 to \$26,842.

City Clerk Jackson presented the 2017 End of Year Pool Memo.

Jackson stated 2017 membership and swimming lesson revenue slightly increased over 2016.

Administrator Welti stated that the City received very few to no negative comments about the pool for the season. It was operated and managed well in 2017.

The City of Medford will request \$8,700 from the Medford Fire Relief Association to offset the cost of pool operations and maintenance.

Public Works – Scott Prestegard presented a memo.

Prestegard stated the mixer, all pumps, VFD's, etc. are installed and operating properly.

Prestegard stated the concrete slab had been poured at Central Park.

Prestegard stated the water service line on 3rd Ave SE would be repaired on October 24, 2017.

Prestegard stated the Public Works staff had started winterizing the pool and park bathroom.

Fire Department – John Anhorn stated the new fire truck was in service.

Fiscal Agent for CGI Process – Motion by Sexton, seconded by Merritt to appoint CEDA as the fiscal agent for the CGI process. Aye: Nelson, Sexton, Merritt, Maas. Absent: Dempsey.

Special City Council Meeting – Monday, November 27, 2017, 6:00 p.m.

Regular City Council Meeting – Monday, November 27, 2017, 7:00 p.m.

Truth in Taxation and Regular City Council Meeting – Monday, December 18, 2017, 7:00 p.m.

Motion by Maas, seconded by Sexton to adjourn the Regular City Council Meeting at 8:13 p.m.

Minutes approved at _____meeting.

Submitted by _____clerk.

Signed by _____Mayor.

Special Council Meeting
November 27, 2017
6:00 PM
Medford City Hall

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

Members absent: None.

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

Others in attendance: None.

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

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

Administrator Welti requested the meeting be closed to the public. The basis for closing the meeting is to conduct a performance appraisal pursuant to Minn Stat Sec 13D.05 Subd. 3.

Mayor Nelson asked Andy Welti and Elizabeth Jackson to exit the meeting room for the initial discussion. Andy Welti will be asked to join the meeting when the Council completes their discussion.

Motion by Sexton, seconded by Maas to close the meeting at 6:02 p.m. All members voted aye for approval. Motion carried.

Council asked Andy Welti to join the meeting at 6:54 p.m.

Motion by Sexton, seconded by Dempsey to come out of closed session at 7:00 p.m.

Mayor Nelson gave a brief summary of the meeting. Mayor Nelson stated Administrator Welti was doing a great job and everyone was happy to have him working for the City of Medford.

Motion by Maas, seconded by Dempsey to adjourn the meeting at 7:03 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____meeting.

Submitted by _____City Clerk.

Signed by _____Mayor.

Regular City Council Meeting
November 27, 2017
7:00 p.m.
City Hall

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

Members absent: None.

City staff and consultants in attendance were Andy Welti, Elizabeth Jackson, Mark Rahrlick, and Scott Prestegard.

Others attending were Richard Quiring, Annie Harman, Leah Hall, Michael Sorensen, and Lorice Wilkie.

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

Pledge of Allegiance.

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

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

Three Rivers Potential Development Update – Administrator Welti presented a memo. Welti stated the current concept is for a rental property of 30 townhomes to be developed on 6 acres of land. The majority of the units would be 2-4 bedrooms.

Welti stated the Medford EDA reviewed TIF and abatement policy at the November meeting in preparation for future discussions about possible City allocation of TIF or abatement for a potential future development.

Three Rivers will provide an update to the City as soon as more details of the preliminary concept are finalized.

Leah Hall was present and answered questions from Council regarding the preliminary concept.

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

Approval of the October 23, 2017 regular and special meeting minutes.

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

Approval of the October check register numbers E3060-E3080, 14481-14512, and 45891-45967.

Approval of hiring Boden Devoe as an Ice Rink/Warming House Staff

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

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

Planning & Zoning Board – Chairman Quiring presented the minutes from the Planning & Zoning Board meeting held on November 20, 2017.

The Planning & Zoning Board made a recommendation to City Council to deny the variance request for a 2 foot impervious surface by Mike Sorensen located at 307 4th St. NE. Mr. Sorensen was present to make a statement and answer questions. Motion by Sexton, seconded by Merritt to approve the Planning & Zoning Board's recommendation to deny the impervious surface variance request. All members voted aye for approval. Motion carried.

The Planning & Zoning Board made a recommendation to City Council to adopt Ordinance 2017-05, Enacting a new section of Chapter 4 of the Medford City Code to administer and regulate public rights-of-way. Motion by Merritt, seconded by Dempsey to adopt Ordinance 2017-05. All members voted aye for approval. Motion carried.

The Planning & Zoning Board made a recommendation to City Council to adopt Ordinance 2017-06, Amending Chapter 4 of the Medford City Code to add zoning designations for small wireless facilities. Motion by Sexton, seconded by Maas to adopt Ordinance 2017-06. All members voted aye for approval. Motion carried.

The Planning & Zoning Board made a recommendation to City Council to adopt Ordinance 2017-07, Amending Section 2.65 of the Master Fee Schedule of the Medford City Code. Motion by Sexton, seconded by Merritt to adopt Ordinance 2017-07. All members voted aye for approval. Motion carried.

The Planning & Zoning Board made a recommendation to City Council to adopt Ordinance 2017-08, Amending Section 2.70 of the Master Fine schedule of the Medford City Code. Motion by Sexton, seconded by Dempsey to adopt Ordinance 2017-08. All members voted aye for approval. Motion carried.

Resolution 2017-42, Approving the publication of ordinance by title and summary of the Ordinance to enact a new section of the Medford City Code to administer and regulate the public rights-of-way. Motion by Dempsey, seconded by Merritt to approve Resolution 2017-42. All members voted aye for approval. Motion carried.

Resolution 2017-43, Approving the publication of ordinance by title and summary of the Ordinance to amend section 2.65 Master Fee Schedule of the Medford City Code. Motion by Maas, seconded by Sexton to approve Resolution 2017-43. All members voted aye for approval. Motion carried.

Resolution 2017-44, Approving the publication of ordinance by title and summary of the Ordinance to amend section 2.70 Master Fine Schedule of the Medford City Code. Motion by Sexton, seconded by Dempsey to approve Resolution 2017-44. All members voted aye for approval. Motion carried.

EDA Board – The EDA Board made a recommendation to City Council to approve the CEDA contract and CEDA Staff Work Plan for 2018. Motion by Sexton, seconded by Nelson to approve the CEDA contract and CEDA Staff Work Plan for 2018. Nelson voted aye, Sexton voted aye, Maas voted aye, Dempsey voted aye, Merritt voted nay. Motion carried.

Park Board – Council member Sexton presented the minutes from the Park Board meeting held on November 13, 2017.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Administrator Welti stated he had met with Greg Ilkka, Steele County's new Highway Engineer. Greg's preliminary plan is to host a public meeting regarding the reconstruction of CSAH 12 west of the west frontage road, within the first couple months of 2018

Administrator Welti stated he had attended the initial meeting of the Community Growth Initiative. Christina Wetmore initially volunteered to be the Community Coordinator for the initiative. Administrator Welti stated the City of Medford would be the Fiscal Agent for the Community Growth Initiative.

Bill Regan's bus garage development final plans were approved and the site work will likely be completed this fall.

Administrator Welti stated the proposed 2018 final budget was included in Council packets, and unless there were changes, it will be presented to Council at December's meeting for approval.

City Clerk – City Clerk Jackson presented Resolution 2017-41 Designating the Polling Place for the 2018 Primary and General Elections. Motion by Maas, seconded by Merritt to approve Resolution 2017-41. All members voted aye for approval. Motion carried.

Public Works- Public Works Supervisor Prestegard presented a memo. Prestegard stated the street sweeping was complete.

Prestegard stated bio solids application would begin soon. Prestegard stated the Public Works Staff had attended MRWA training.

Motion by Maas, seconded by Sexton to authorize up to \$5,000 to replace 100 feet of the affluent line, and up to \$12,000 if the whole line needs to be replaced. All members voted aye for approval. Motion carried.

Fire Department – none.

2018 Final Budget – the 2017 final levy was set at \$608,476, which was a 1.7% increase from 2016. The 2018 final levy proposal is set at \$620,645.

Levy Summary –

The General Fund Levy is increased from \$536,741 to \$571,910
The Fire Relief and EDA levies will remain the same as last year.
The 2014 Central Ave levy will be \$19,250.
The 2015 Scenic Heights Levy will remain the same as last year.

The Council will take official action certifying the levy at the December 18, 2017 meeting.

Motion by Nelson, seconded by Sexton to approve an update to the 2018 budget to include a 1.5% raise for Administrator Welti. All members voted aye for approval. Motion carried. The revised 2018 budget will be presented to Council at December's meeting for final approval.

Resolution 2017-37 Ordering Improvement and Preparation of Plans – Motion by Merritt, seconded by Dempsey to approve Resolution 2017-37. Mayor Nelson asked for a roll call vote. Sexton voted aye, Merritt voted aye, Maas voted aye, Dempsey voted aye, Nelson voted aye. Motion carried.

Resolution 2017-38 Reimbursement of Expenditures from Proceeds of Bonds to be Issued by the City – Motion by Merritt, seconded by Sexton to approve Resolution 2017-38. All members voted aye for approval. Motion carried.

Truth in Taxation and Regular City Council Meeting – Monday, December 18, 2017, 7:00 p.m.

Motion by Maas, seconded by Dempsey to adjourn the Regular City Council meeting at 9:40 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
December 18, 2017
7:00 p.m.
City Hall

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

Members absent: Dempsey.

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

Others attending were Kelly Schwartz, Stan Frank, Mary Brandvold, and Annie Harman.

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

Pledge of Allegiance.

Concerns/Requests from the General Public and Organizations – Stan Frank asked about the possible development of the old football field by Three Rivers Community Action, and where in the process the City was. Mary Brandvold also wanted to know about the possible development. Mayor Nelson stated the City was still in the very preliminary stages of a possible development with Three Rivers Community Action.

Agenda – Administrator Welti requested the well sealing invoice from Bergeson-Caswell be added to the agenda under item D – Public Works.

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

Truth in Taxation Hearing – motion by Sexton, seconded by Maas to open the Truth in Taxation Hearing at 7:22 p.m. All members voted aye for approval. Motion carried.

Administrator Welti presented the Final 2018 Levy:

General Fund	\$571,910
Fire Relief	\$15,000
2014 Central Ave	\$19,250
2015 Scenic Heights	\$1,200
EDA	<u>\$13,285</u>
Total Levy	\$620,645

This is a 2.0% increase over 2017 overall levy.

Administrator Welti reviewed the 2018 budget and levy increase.

Public Comment – Stan Frank asked what LGA stood for. Mayor Nelson responded that LGA stands for Local Government Aid.

Motion by Sexton, seconded by Maas to close the Truth in Taxation Hearing at 7:23 p.m.

Motion by Maas, seconded by Sexton to approve Resolution 2017-45 adopting the 2018 Final Tax Levy. All members voted aye for approval. Motion carried.

Motion by Nelson, seconded by Sexton to adopt the final 2018 City Budget. All members voted aye for approval. Motion carried.

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

Approval of the November 27, 2017 regular and special Council meeting minutes.

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

Approval of November check register numbers E3081-E3106, 45968-46057, and 14513-14544.

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

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

Planning & Zoning Board – did not meet.

EDA Board – did not meet.

Park Board – did not meet.

City Attorney – none.

City Engineer – Administrator Welti presented a memo. Welti stated Greg Ilkka, Steele County Engineer had asked if the City would be interested in taking the lead on the reconstruction of Main Street (CSAH 45) project. Welti stated he asked Engineer Duncan to prepare a memo for Council.

Engineer Joe Duncan presented a memo. Duncan stated he personally had served as the lead engineer on numerous State-Aid projects for various other cities. Duncan stated he would be happy to further discuss taking the lead engineer role with the City Council as they feel appropriate. Council took no official action.

City Administrator – Administrator Welti presented a memo. Administrator Welti stated the NPDES/SDS permit for the wastewater treatment plant had been renewed for another five years. Welti stated Donna Mack will be serving as the City's CEDA staff member under the 2018 CEDA contract.

Administrator Welti stated the first preliminary audit day was conducted and the audit would continue through January and wrap up in mid-February.

Welti stated Well #1 was sealed on Tuesday. Welti stated he would be attending the MAOSC meeting in Paynesville on January 11th in preparation for the 2018 Legislative Session. MAOCS had asked Welti to be the representative to a state work group reviewing MPCA permit fees. This would require Welti attending 3-5, 4 hour meetings throughout 2018.

City Clerk – Clerk Jackson presented Resolution 2017-47 Certifying unpaid utility bills to Steele County. Motion by Maas, seconded by Sexton to approve Resolution 2017-47. All members voted aye for approval. Motion carried.

Public Works – Scott Prestegard presented a memo. Prestegard stated bio solids application was complete. Prestegard stated the effluent pipe had been replaced.

Ice Rinks were dependent on the weather staying below 30 degrees during the day. The trail on top of the hill had been closed due to icy conditions. Bids are being asked for to reroute the water.

Prestegard stated the Public Works crew had attended MN DOT snow plow training.

Prestegard stated Piepho Roofing was awarded the project for repairing the park bathroom roofs and the project would be done in the spring.

Bergerson-Caswell Invoice – Administrator Welti stated he had just received the invoice for the sealing of Well #1. The invoice was for \$10,225. Council had previously approved the quote of \$8,670. Welti asked if Council wanted to pay the full invoice or the original quoted price.

Motion by Merritt, seconded by Maas to approve payment of \$8,670 to Bergerson-Caswell for sealing Well #1. All members voted aye for approval. Motion carried.

Fire Department – none.

Unfinished Business –

Resolution 2017-46 Adopting finding of fact and reasons for denial for variance application. City Attorney Rahrick suggested Council adopt Resolution 2017-46 to have an official findings of fact on file for the denial of the impervious surface variance request for the property located at 307 4th St NE.

Motion by Sexton, seconded by Merritt to approve Resolution 2017-46. All members voted aye for approval.
Motion carried.

New Business-

DNR Local Water Supply Plan – Minnesota Department of Natural Resources had approved the plan enclosed in the Council packets and requested that the City adopt the approved Local Water Supply Plan.

Motion by Maas, seconded by Merritt to adopt the Local Water Supply Plan. All members voted aye for approval.
Motion carried.

The Organizational City Council meeting will be Wednesday, January 10, 2018 at 6:30 p.m.

Regular City Council Meeting – Monday, January 22, 2018, 7:00 p.m.

Motion by Merritt, seconded by Maas to adjourn the Regular City Council meeting at 8:25 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.