

Organizational Council Meeting
January 10, 2018
6:30 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: none.

Mayor Nelson called the meeting to order at 6:31 PM.

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

2017 Year End Review Summary will be presented by Mayor Nelson at the January 22, 2018 Regular Council Meeting.

Resolution 2018-01 Stating Annual Designations.

Motion by Maas, seconded by Sexton to approve Resolution 2018-01 stating the annual city designations as presented. All members voted aye for approval. Motion carried.

Resolution 2018-02 Establishing 2018 City Equipment Rates. Motion by Sexton, seconded by Maas to approve Resolution 2018-02. All members voted aye for approval. Motion carried.

Ordinance 2018-01 Amending the Master Fee Schedule under Section 2.65 of the Medford City Code.

Administrator Welti stated the only change was the proposal to increase the sewage fee for septic providers from \$13 per 1,000 gallons to \$14 per 1,000 gallons.

Motion by Sexton, seconded by Maas to approve Ordinance 2018-01 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 2018-03 Publication by Title & Summary the Ordinance Amending the Master Fee Schedule under Section 2.65 of the Medford City Code.

Motion by Maas, seconded by Sexton to approve resolution 2018-03 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 Dennis Luebbe and Mary Brandvold to the Zoning Board.

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

Old Business: none.

Motion by Mass, seconded by Dempsey to adjourn the meeting at 6:36 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk

Signed by _____ Mayor

Regular Council Meeting
January 29, 2018
5:00 p.m.
Medford City Hall

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

Members Absent: Maas.

City staff present were: Andy Welti, Elizabeth Jackson, Scott Prestegard, and Mark Rahrlick.

Others in attendance were: Rick Hager, Greg Sanborn, and Chris Baldwin.

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

Pledge of Allegiance.

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

Approval of Agenda – motion by Dempsey, 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 member requests separate action.

Approval of the December 18, 2017 regular meeting minutes and the January 10, 2018 organizational meeting minutes.

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

Approval of the December check register numbers E3107-E3126, 46058-46142, and 14545-14613.

Resolution 2018-04 Accepting Donation from the Medford Fire Relief Association in the amount of \$22,000 for the Medford Fire Department Truck & Equipment Fund.

Resolution 2018-05 Accepting Donation from the Medford Fire Relief Association in the amount of \$8,700 for the Medford Pool.

Resolution 2018-06 Accepting Donation from Kristin Salvi in the amount of \$125.00 for the Veteran's Memorial.

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 – Administrator Welti presented the meeting minutes. Welti stated the 2018 elected officers were:

Richard Quiring – Chair

Rob Barbeau – Vice Chair

Mathew Rosenbaum – Secretary

EDA – Administrator Welti presented the meeting minutes. Welti stated the EDA Board meeting schedule would be changed starting in April. EDA will meet on even months instead of odd months. Welti stated the 2018 elected officers were:

Bryan Duncan – Chair

Tom Heisler – Vice Chair

Sharon Paulson – Secretary

Jerri Wencil – Treasurer

Park Board – Administrator Welti presented the meeting minutes. Welti stated the 2018 elected officers were;

Steve McMahan – Chair

Grace Bartlett – Vice Chair

Missy Underdahl – Secretary

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated he met with CEDA staff member Donna Mack to orientate her to Medford. Welti stated Joe Duncan would be presenting the 2018 Street Project plans and specs at the February Council meeting. Welti stated the Municipal Complex was not on the Governor’s bonding list. It would be up to local Senators and Representatives to get the bill passed. Welti stated Faribault had put consideration of a possible wastewater hookup with the City of Medford on the February agenda. Welti stated Owatonna would be scheduling the same item on their agenda soon.

Welti stated the City had an estimate from MacQueen Equipment for \$21,637.24 for repairs on the jetter truck, plus an additional \$544.00 for installation of a safety switch. Welti stated this is only an estimate. Welti stated the jetter truck should be repaired to retain resale value. Welti stated that a buying a used jetter truck would be approximately \$120,000

Motion by Sexton, seconded by Dempsey to approve the MacQueen Equipment estimate of \$21,637.24 for repairs and the additional \$544.00 for the safety switch installation. Nelson voted aye. Sexton voted aye. Dempsey voted aye. Merritt voted nay. Maas was absent. Motion carried.

City Clerk – none.

Public Works – Public Works Lead Prestegard presented a memo. Prestegard stated Public Works Staff had performed general maintenance on trucks and is completing Target Solutions safety trainings. Prestegard stated the freezing and thawing conditions were making it difficult to make and keep good ice on the ice rinks. Prestegard stated the Public Works staff had plowed several times and plowing had gone smoothly.

Fire Department – Fire Chief Hager gave a brief recap of 2017. Hager stated the Fire Department had received a FEMA grant for \$99,139. Hager stated there were 122 total calls received by the Medford Fire Department in 2017. Hager stated the total expenses to get the new truck #9408 in service was \$92,022.27. Hager stated the gear extractor grant was \$9,029.50. The training reimbursement through MBFTE was \$4,800.00. Hager stated the 2017 Fire Department payroll was \$19,384 for 24 firefighters.

Unfinished Business-

Project lead for Main Street reconstruction in 2021 – Administrator Welti presented a memo. Welti stated City Engineer, Joe Duncan, Bolton & Menk could serve as the project lead on the Main Street Reconstruction project. Motion by Merritt, seconded by Dempsey for City staff to work with Steele County to write an agreement stating the City would take the lead on the Main Street Reconstruction project. All members voted aye for approval. Motion carried.

Steele County reconstruction of CSAH 12 west of West Frontage Road update – Administrator Welti presented a memo. Welti stated the final plans would likely be completed by September 2018. Welti stated the County doesn’t anticipate the City of Medford incurring any cost. Welti stated Steele County would host an open house for the public, tentatively scheduled for February. The date, time and location are yet to be determined. The goal is to begin construction in approximately May of 2019.

New Business –

Proposed vacation and creation of utility easement on Block 30 – Administrator Welti presented a memo. Welti stated a title company was preparing title documents for the sale of a property located at 303 1st Ave NE, the title company found that a garage was built upon the City’s utility easement. Welti made a recommendation to

Council that the property owner of 303 1st Ave NE pay up to half of the cost of the survey and legal work necessary to provide a clean title since the property has a garage built upon the easement. Welti recommended the City pay for the remaining cost of the survey and legal work since the other property owners will be asked to provide easements to the City that are not currently in place and were not included in this process, since it was the survey that illustrated the City's current easement is not adequate. The City will benefit from a new easement being created that adequately covers the sewer line.

Motion by Sexton, seconded by Merritt to accept the recommendations made by Administrator Welti. All members voted aye for approval. Motion carried.

Regular City Council Meeting will be held on Monday, February 26, 2018 at 7:00 p.m.

LMC Legislative Conference will be held Thursday, March 22, 2018

Board of Appeal and Equalization Meeting will be held on Wednesday, April 25, 2018 at 7:00 p.m.

Motion by Dempsey, seconded by Merritt to adjourn the Regular City Council meeting at 6:45 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting

February 26, 2018

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, Mark Rahrlick, Rick Hager, and Joe Duncan.

Others attending were Lon Thiele, Annie Harman, and Chris Baldwin.

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 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 member requests separate action.

Approval of the January 29, 2019 regular meeting minutes.

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

Approval of the January check register numbers E3127-E3148, 14614-14645, and 46143-46224.

Healthy Seniors of Steele County Temporary Gambling Permit Application.

Resignation and Hiring of Public Works Worker.

Motion by Maas, 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 & 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 Mayor Nelson and Administrator Welti had presented the Medford Municipal Building project to the Senate Capital Investment Committee on February 12, 2018 during the Committee's stop in Faribault.

Welti stated he had attended the second project management team meeting for the Co Rd 12 reconstruction project.

Welti stated CEDA staff member Donna Mack had been conducting business retention and expansion visits and is working on several economic development initiatives.

Welti stated he had attended the second state work group meeting on behalf of MAOSC for the purpose of reviewing MPCA permit fees.

Welti stated the Three Rivers potential development is on hold after the Medford School Board indicated it is not willing to divide the 16 acre parcel.

Welti stated the annual audit will be presented to Council in April.

Welti stated the public works time had been spent plowing snow, taking care of routine maintenance, and preparing for the water tower repair that was completed on Wednesday, February 14, 2018.

Welti stated the pool season hiring had begun.

Welti stated Medford's WWTP had received The Minnesota Pollution Control Agency's 2017 Wastewater Treatment Facility Operational Award.

Welti stated the Steele County Parks and Recreation Board awarded Medford a \$2,500 grant for a fence to be installed at the water tower green space.

City Clerk – none.

Public Works – none.

Fire Department –

Township Fire Protection Contracts – Chief Hager presented a memo

Chief Hager stated the current fire protection contract for Medford Township and Deerfield Township ends on December 31, 2018. Chief Hager had some options for Council to consider.

Option 1 – Either enter into another 3 year contract with both Medford Township and Deerfield Township with an increase of 8%, 10%, and 12% each year of the contract.

Options 2 – Enter into a 1 year contract with both Medford Township and Deerfield Township with an increase of 8%, 10%, or 12%.

Chief Hager and Administrator Welti recommended Council approve a 1 year contract with both Medford Township and Deerfield Township with a 10% increase.

Motion by Maas, seconded by Merritt to approve the recommendation by Chief Hager and Administrator Welti. All members voted aye for approval. Motion carried.

Resolution 2018-07 Approving Plans and Specifications and Ordering Advertisement for Bids –City Engineer Joe Duncan presented the plans and specs to Council and discussed how the comments and questions raised by residents during the improvement hearing were being addressed in the 2018 project. Motion by Dempsey, seconded by Merritt to approve Resolution 2018-07. All members voted aye for approval. Motion carried.

Municipal Planning Services – Administrator Welti presented a memo.

Administrator Welti stated during the past year, the City received requests for variances and vacation of easements. Significant portions of the reviews were completed by the City Administrator, City Attorney, and City Engineer.

Welti stated upon review of past planning and zoning matters brought before the City, he believed the technical assistance of a municipal planner could have made the permitting and planning and zoning processes more efficient.

Administrator Welti made a recommendation to Council to authorize the City to utilize municipal planning services of Bolton & Menk on a limited, as needed basis. The fees would be paid out of the engineering fees line of the general fund.

Motion by Maas, seconded by Sexton to approve Administrator Welti's recommendation. All members voted aye for approval. Motion carried.

Bond Update – Administrator Welti presented a memo. Administrator Welti provided Council with the Debt Service schedules for the City's outstanding bonds. This was for informational purposes only. Council was not asked to take any action.

City Council regular meeting will be held on Monday, March 26, 2018 at 7:00 p.m.

LMC Legislative Conference will be held on Thursday, March 22, 2018

Board of Appeal and Equalization Meeting will be held on Wednesday, April 25, 2018 at 7:00 p.m.

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

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

March 19, 2018

5:15 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.

Others attending were Chris Baldwin and Annie Harman.

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

The purpose of tonight's special meeting is to discuss the resignation of Fernando Gonzales and the posting of the Public Works Supervisor position.

Administrator Welti presented a memo. Administrator Welti recommended Council accepts the resignation of Fernando Gonzales from his full time position and proceeds with posting the Public Works Supervisor position (\$20.00-\$27.97 per hour).

Motion by Sexton, seconded by Maas to accept Fernando Gonzales resignation. All members voted aye for approval. Motion carried.

Motion by Dempsey, seconded by Sexton to post the Public Works Supervisor position, requiring at least a Class D water and wastewater license, with the pay scale of \$20.00- \$27.97 per hour. All members voted aye for approval. Motion carried.

Council discussed strategies for filling the Public Works Supervisor position, and chose to continue the discussion at the Regular City Council meeting on March 26, 2018.

Motion by Sexton, seconded by Dempsey to adjourn the special meeting at 5:24 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 26, 2018
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, and Scott Prestegard.

Others attending were Annie Harman, John Anhorn, Erin Sammon, Chris Baldwin, Kelly Schwartz, Lisa Ernste, and Tom Karnauskas.

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 item L, Pictometry Flight to New Business. Motion by Sexton, seconded by Dempsey 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 26, 2018 regular meeting minutes and the March 19, 2018 special meeting minutes.

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

Approval of the February check register numbers E3149-E3174, 14646-14677, and 46225-46304.

Approval of the Medford Fire Relief Association Temporary Liquor License Request.

Approval of Scott Mittelstaedt being hired for the Public Works Worker position at \$17.75 per hour.

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.

Planning & Zoning Board – did not meet.

EDA Board – did not meet.

Park Board – Council member Sexton gave a brief update of the Park Board meeting. The Medford Basketball Association is working on a proposal to pay for and provide break away backboards for the basketball hoops at Straight River Park.

City Attorney – none

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated he attended the third project management team meeting for the Co Rd 12 reconstruction project. Welti stated he attended the third state work group meeting on behalf of MAOSC for the purpose of reviewing MPCA permit fees. Welti stated he attended the Community Growth Initiative meeting to listen to projects being proposed as a result of the Bright Ideas Workshop.

Administrator Welti and City Clerk Jackson had met with Sydney Langeslag to make preparations for the 2018 pool season.

Welti stated Joe Duncan would be attending the April City Council meeting. Mike Bubany will also be present to make recommendations for financing the 2018 Street Project.

Staff from Abdo, Eick, and Meyers will present the 2017 Audit at the April City Council meeting.

City Clerk – none.

Public Works – Scott Prestegard presented a memo. Prestegard stated Public Works staff had performed general maintenance on trucks. Public Works staff continues to work on pothole patching. Public Works staff started decanting at the WWTF. Prestegard stated he had attended the water class in Rochester. Prestegard stated he had updated the information for the DNR Water Supply Plan.

Fire Department – none.

Unfinished Business – none.

Medford CGI Sign Presentation – Administrator Welti presented a memo. Administrator Welti stated in order for the project to move forward, the City would have to take ownership of the signs and be responsible for future maintenance. The signs would be considered governmental signs and would not require a city zoning permit.

The MMGA (Make Medford Great Again) presented the new signage project to the Council. MMGA stated there would be 4 signs. The MMGA stated the signs would allow local businesses and groups to display community event signs in a clear and clean manner.

The MMGA stated the potential impact of the New Signage Project could include:

- Give a “face” to the City of Medford
- Draws traffic further in to town
- Possible boosting business downtown
- Brings awareness of local events to attend

- Adds “traffic” and boosts the possibilities of new business opportunities.

Motion by Dempsey, seconded by Sexton to accept the new signage project proposal and City acceptance of ownership and maintenance of the new signs. All members voted aye for approval. Motion carried.

Municipal Liquor Store HVAC Replacement – Administrator Welti presented a memo. Welti stated the 2018 Municipal Liquor Store budget included replacement of the Muni rooftop HVAC system. The City requested quotes from seven area HVAC contractors and received four quotes that ranged from \$10,812 (with additional options at additional cost) to \$27,857.

Administrator Welti reviewed the quotes with a councilmember (who has extensive HVAC experience) and made the recommendation that Council authorize BauernFeind Goedtel to replace the Muni rooftop HVAC unit for \$11,790.

Motion by Maas, seconded by Sexton to authorize BauernFeind Goedtel to replace the Muni HVAC unit for \$11,790. All members voted aye for approval. Motion carried.

Resolution 2018-08 Closing the 2004B Refunding Bond Fund #301, transferring the remaining cash balance to the 2018 Capital Project Fund, and transferring the special assessment receivable to the 2015 Scenic Heights Fund 304.

Motion by Sexton, seconded by Dempsey to approve Resolution 2018-08. All members voted aye for approval. Motion carried.

General Capital Projects Fund Balance – Administrator Welti presented a memo. Welti stated Council approved the creation of the 401 Depts. General Capital Projects Fund to begin saving money to pay for future capital expenses. The All Depts. fund was established to pay for a future municipal building, streets, or large capital project. Welti stated the current balance in the All Depts. fund is \$132,091. No action was taken by Council.

Resolution 2018-09 A Resolution Adopting a Five Year Multi-Hazard Mitigation Plan (Steele County)– Administrator Welti presented a memo. Welti stated relocation of park infrastructure, streambank stabilization, and mitigation of flood impact upon storm water infrastructure, homes, and the wastewater treatment plant were incorporated into the plan and /or included in the meeting documents section of the plan. Welti stated mitigation listed in the plan may be eligible for future mitigation funding if the City chose to mitigate and apply for FEMA mitigation funds.

Motion by Sexton, seconded by Dempsey to approve Resolution 2018-09. All members voted aye for approval. Motion carried.

Compensation Study – Administrator Welti presented a memo. Welti stated it is common for public, private, and nonprofit sectors to hire independent firms or individuals to complete classification and compensation studies to recommend changes to compensation plans.

Welti stated he contacted David Drown & Associates, Springsted, Fox Lawson, and Keystone Compensation Group for quotes for preparing a basic compensation and classification study for Medford. The quotes ranged from \$5,125 to \$7,200.

The HR Work Group and Administrator Welti proposed Council authorize David Drown and Associates to prepare a compensation and classification study for the City of Medford for \$6,750. The firm provides services to Cities throughout greater Minnesota and understands small communities, has experience working with small cities, proposed the most comprehensive survey process, and can complete the study so that recommendations may be included in the 2019 preliminary budget.

Motion by Nelson, seconded by Maas to authorize David Drown and Associated to prepare a compensation and classification study for the City of Medford for \$6,750. All members voted aye for approval. Motion carried.

Employee Class and Compensation Adjustment – Administrator Welti presented a memo. The HR Work Group and Administrator Welti recommended Council increase Scott Prestegard’s pay from \$19.06 to \$21.06 per hour because he has taken the lead on public works responsibilities. The increase would be effective upon the next pay period.

Welti stated the increase in pay is out of class. A new class or position will be developed during the Compensation Study to reflect Prestegard’s current responsibilities and the proposed increase in Prestegard’s compensation will be reevaluated, within the context of the new class or position, and after the new compensation plan is enacted, to determine if additional compensation is necessary.

Motion by Merritt, seconded by Sexton to approve the increase in Scott Prestegard’s hourly pay. All members voted aye for approval. Motion carried.

Process of Filling Public Works Vacancy – Administrator Welti presented a memo. Administrator Welti recommended that if the Public Works Supervisor Position is not filled by April 13, the City proceed with hiring a Public Works Worker utilizing applicants submitted through the current Public Works Worker posting.

City Council decided to leave the Public Works Supervisor Position open without a closing date to see what the City receives for applications.

Pool Wages – Administrator Welti presented a memo. Administrator Welti obtained pool wage information from neighboring communities of Kenyon, Hayfield, Wanamingo, and Owatonna. The City of Medford’s pool wages are comparable to the neighboring communities of similar size; however the wages are below Owatonna’s wages.

Administrator Welti recommended Council consider approving wage increases to reflect either Option 1, a \$.50 per hour increase, or Option 2, a \$.75 per hour increase.

Motion by Maas, seconded by Dempsey to approve Option 2, increasing the pool wages by \$.75 per hour. Nelson, Sexton, Maas, and Dempsey voted aye for approval. Merritt abstained. Motion carried.

Lawn Mowing – Administrator Welti presented a memo. Councilmember Merritt asked for a comparison of the cost of lawn mowing that is currently done by City staff with a quote provided by an outside contractor. The following information is provided for Council’s consideration.

2017 Lawn Mowing Expense incurred by the City was:

Labor (all inclusive)	\$6958
Lawn Mower Depreciation	\$1435
Fuel	\$797
Parts	<u>\$250</u>
Total	\$9440

A quote provided by Groundmasters was \$968 x 22 (times per season) = \$21,296

Request for Council Consideration – Administrator Welti presented a memo. Welti stated Fernando Gonzales intended to draw his Paid Time Off to below 40 hours during the last week of December 2017. However, he reported for snow removal duty on the day he intended to take off from work. At the end of the year Gonzales had 43.05 hours of PTO, and per City policy 40 hours of PTO were carried over to 2018, and the remaining 3.05 hours were deposited into EIB.

Fernando Gonzales is retiring on March 30, 2018 and requested the EIB balance of 3.05 hours be paid upon his last paycheck due to the fact he reported for snow plow duty.

Motion by Merritt, seconded by Sexton to pay Fernando Gonzales the EIB balance of 3.05 hours upon his last paycheck upon his retirement on March 30, 2018. All members voted aye for approval. Motion carried.

Pictometry for Steele County GIS – Administrator Welti presented a memo. Welti stated in 2016, Steele County’s participating communities paid \$900 (payable over three years) for the pictometry flight conducted once every 3

years to update aerial images for its geographic information system (GIS). Welti stated Steele County is asking the City of Medford contribute \$1,200 (payable over three years) towards the 2019 Pictometry Flight.

Administrator Welti stated the City of Medford staff uses the GIS system on a regular basis. The quality of the images continues to get better each time a flight is conducted and the additional \$100 per year would be well worth the investment.

Motion by Dempsey, seconded by Sexton to approve the additional \$100 per year for the 2019 Pictometry Flight. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, April 23, 2018, 7:00 p.m.

Board of Appeal and Equalization Meeting – Wednesday, April 25, 2018, 7:00 p.m.

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

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
April 23, 2018
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, Scott Prestegard, Mark Rahrick, Joe Duncan, Tom Olinger, and Mike Bubany.

Others in attendance were Scott Kozelka, Chris Baldwin, Erin Sammon, Annie Harman, and Kelly Schwartz.

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 14-16, 2018. Thursday evening is the 5th annual Miss Medford Pageant. Friday will be the parade and the party in the park with a band. Saturday will be many events throughout the City.

Parade Permit Request and waiving the parade permit fee.

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

Motion by Dempsey, seconded by Merritt to approve the parade permit and golf cart passes 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 2017 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 2017. General Fund revenues came in higher than expenditures. Expenditures were lower than budgeted.

The cash balance of the water and sewer funds is increasing. The Municipal Liquor Store Fund had an increase in cash of approximately \$14,000.00

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

Approval of the March 26, 2018 regular meeting minutes.

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

Approval of the March check register numbers E3175-E3197, 14678-14708, and 46305-46378.

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 – did not meet.

EDA Board – Administrator Welti presented the minutes. The EDA Board made a recommendation to Council to approve a contribution up to \$2,000.00 of EDA funds to the Medford CGI Sign Project.

Motion by Merritt, seconded by Dempsey to approve the EDA Board's recommendation for the City to contribute up to \$2,000.00 of EDA funds to the Medford CGI Sign Project. All members voted aye for approval. Motion carried.

CEDA Coordinator Report – Administrator Welti presented the report.

Park Board – did not meet.

Veterans Committee – Clerk Jackson presented the minutes. The Veterans Committee approved paying for 3 directional signs to be purchased.

City Attorney – none.

City Engineer – City Engineer Joe Duncan gave a brief recap of the bids received for the 2018 Street Project. The lowest responsible bidder for the full contract in the amount of \$298,198.79, which includes the base bid and alternate #1 (3rd Ave SE street repair) and alternate #2 (street patching throughout the City) was R.A.W. Construction of Faribault.

Resolution 2018-01 Accepting Bid – Motion by Sexton, seconded by Maas to approve Resolution 2018-01. All members voted aye for approval. Motion carried.

Mike Bubany, David Drown & Associates, 2018 Street Project financing recommendations – Mike Bubany presented recommendations to Council for financing the 2018 Street Project. The preferred recommendation was to use a MIDI loan with a 10 year term. Bubany recommended Council authorize City staff to submit a loan application to MN Rural Water Association for funding for the 2018 Street Project.

Motion by Maas, seconded by Dempsey to approve the recommendations and authorize staff to submit a loan application to MN Rural Water Association. All members voted aye for approval. Motion carried.

City Administrator – Administrator Welti presented a memo.

Administrator Welti stated he attended the monthly project management team meeting for the Co Rd 12 reconstruction project. Welti stated he attended the April state work group meeting on behalf of MAOSC for the purpose of reviewing MPCA permit fees. Welti stated he attended the MAOSC meeting to provide a report on the MPCA advisory group work.

Welti stated interviews of lifeguards for the 2018 pool season had been conducted. Welti will continue to make contacts in an attempt to recruit and hire lifeguards for the 2018 season.

Welti stated the former school football field site and a parcel of land to the south of the Medford Schools had generated interest from local builders and developers who have inquired about development in Medford.

City Clerk – none.

Public Works – Scott Prestegard presented a memo. Public works staff performed general maintenance on the trucks. Prestegard stated training of the new public works employee was going well. Both public works employees attended the MSHA class in Owatonna. Public works is working on potholes.

Fire Department – none.

New Business –

Classification and compensation study benchmarks – Administrator Welti presented a memo. Welti stated Tessia Melvin with David Drown & Associates had developed a list of benchmark cities. These cities will be surveyed and the data collected will be used to create a set of recommendations for compensation.

Tessia Melvin also proposed the jobs to be benchmarked. All jobs will be evaluated; however, additional survey work will be conducted on the benchmark jobs.

The goal would be to have the recommendations presented to Council by the end of June so they could be incorporated into the preliminary budget.

Motion by Maas, seconded by Merritt to approve the benchmark cities and jobs recommended by Tessia Melvin with David Drown & Associates, with the addition of Blooming Prairie and Dundas to the benchmark cities. All members voted aye for approval. Motion carried.

2018 pool staffing – Administrator Welti recommended to the City Council to hire Sydney Langeslag, pool manager, Morgan Langeslag, assistant pool manager, Ben Sutcliffe, Madison Schletty, Mikayla Savig, Halli Zumbrenen, Brock Merritt, and Brayden Beede as lifeguards.

2018 Pool Season Staff Wages:

- Pool Manager \$13.50/hour
- Assistant Pool Manager \$11.50/hour
- WSI & Teach Lessons \$11.00/hour
- WSA (if applicable) \$10.50/hour
- Returning Lifeguard \$10.50/hour
- New Lifeguard \$10.25/hour

Motion by Sexton, seconded by Dempsey to approve the recommendations for the hiring of the 2018 pool season employees. Nelson, Sexton, Maas, and Dempsey voted aye for approval. Merritt abstained. Motion carried.

Lifeguard Training – Administrator Welti presented a memo. Welti obtained lifeguard training fee information from neighboring communities. Lifeguards are required to obtain Lifeguard/First Aid/CPR/AED certification, which must be renewed every two years.

To teach swimming lessons, lifeguards must also obtain Water Safety Instructor Certification, which must be renewed every two years.

Lifeguards – City 1: Certification \$150 – No reimbursement.

- Recertification \$75 (non-resident), \$29(resident), If recertifying, City will cover cost for the 10 hour course.

- City 2: Certification \$185 – Reimbursed \$150 after 3 months, Recertification \$29

WSI - City 1: Certification \$150 – if already a lifeguard, City will reimburse

- City 2: Certification \$250 – City reimburses up to \$100, Community Ed reimburses up to \$100, can renew online for free.

Suggested Lifeguard and WSI Certification Reimbursement Policy –

- A lifeguard who has obtained an initial lifeguard certification is eligible for reimbursement of up to \$125 for the cost of the initial certification. The guard must work an entire pool season to receive the reimbursement. A copy of the invoice for the course must be submitted to the City within a month of the end of the pool season.

A lifeguard who has obtained an initial WSI certification is eligible for reimbursement of up to \$150 for the cost of the initial certification. The guard must work an entire pool season as a WSI to receive the reimbursement. A copy of the invoice for the course must be submitted to the City within a month of the end of the pool season.

Council tabled the Lifeguard Training Reimbursement policy.

Process of filling public works vacancy – Administrator Welti presented a memo. Welti stated interview for the Public Works Supervisor position were conducted on April 11, 2018. The City received three applicants.

An offer was made to the top candidate, who chose to stay with his current City. The second applicant came to the interview and informed the panel that the applicant would no longer be in the running because of circumstances beyond our control. The third applicant withdrew his application the day of the interview.

Administrator Welti recommended to Council to leave the position open in an effort to recruit a Public Works Supervisor. At a later date, a special meeting could be called to move to hiring a worker or pursuing other options.

Council consensus was to continue discussions on additional options for the Public Works vacancy.

Regular City Council Meeting – Monday, May 21, 2018, 7:00 p.m.

Board of Appeal & Equalization Meeting – Wednesday, April 25, 2018, 7:00 p.m.

Annual League of Minnesota Cities Conference – June 20-22, St Cloud

Motion by Maas, seconded by Dempsey to adjourn the Regular City Council meeting at 8:45p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

City Council Board of Appeal and Equalization

April 25, 2018

7:00 p.m.

City Hall

Members present were Nelson, Sexton, and Dempsey.

Members absent were Maas and Merritt.

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

Others attending were William Effertz, Steele County Assessor's Office, Tyler Diersen, Assistant County Assessor, Brian Anderson, Steele County Appraiser, John Iverson, and Jason Brandvold.

Mayor Nelson called the meeting to order at 7:17 pm.

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.

William Effertz presented highlights of the 2017 assessment report. The total market value of the City of Medford increased from \$70 million to \$80.4 million, which is an increase of 15%. The median value increased from \$147,050 to \$169,050, which is an increase of 14.96%.

John and Lylia Iverson, parcel #16-100-1708. John Iverson asked for an explanation of the increased market value of his home. A meeting will be set-up for the assessor to visit the property. Tonight's recommendation from the assessor would be to not adjust the market value at this time.

Jason and Terry Brandvold, parcel #16-122-0201. Jason Brandvold asked for an explanation of the increased market of his home. A meeting will be set-up for the assessor to visit the property. Tonight's recommendation from the assessor would be to not adjust the market value at this time.

Motion by Nelson, seconded by Sexton not to make adjustments to the market value of the Iverson property and the Brandvold property and defer to the County. All members voted aye for approval. Motion carried.

Seven property owners contacted Steele County before tonight's meeting. The assessor's office made recommendations on the following properties:

Jason Underdahl, parcel #16-100-3420. Steele County is not recommending an adjustment to the market value at this time.

Richard and Betty Quiring, parcel #16-114-0302. Steele County is not recommending an adjustment to the market value at this time.

Jay and Betsy Chambers, parcel #16-115-0405. Steele County is not recommending an adjustment to the market value at this time.

Robert and Stephanie Bonner, parcel #16-114-0301. Recommendation to decrease market value from \$379,100 to \$305,000

Andrew and Whitney Winkels, parcel #16-115-0407. Recommendation to decrease market value from \$437,400 to \$388,000.

Ryan and Anne Hemann, parcel #16-117-0107. Recommendation to decrease market value from \$396,000 to \$354,300.

William and Clara Heyer, parcel #16-118-0102. Recommendation to decrease market value from \$370,300 to \$332,900.

Motion by Dempsey, seconded by Sexton to approve the recommendations as presented from the Steele County Assessor's office. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Dempsey to adjourn the Board of Appeal and Equalization meeting at 7:37 p.m.

Minutes approved at _____ meeting.

Submitted by _____ Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
May 21, 2018
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, Scott Prestegard, Mark Rahrlick, and Mike Bubany.

Others in attendance were Rick Hager, Greg Sanborn, Rich Kucera, Kelly Schwartz, and Chris Baldwin.

Mayor Nelson called the meeting to order at 7:01 p.m.

Pledge of Allegiance.

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

Agenda – Motion by Sexton, seconded by Nelson 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 23, 2018 regular meeting minutes and the April 25, 2018 Board of Appeal and Equalization meeting minutes.

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

Approval of the April check register numbers E3198-E3218, 14709-1477, and 46379-46453.

Approval of LMCIT Liability Coverage – Waiver Form

Motion by Maas, 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.

Planning & Zoning Board – Administrator Welti stated the Planning and Zoning Board had a public hearing on a lot combination request from Andrew Nevils. Nevils requested Lot 7, Block 40, Johnson & Company’s Addition (Parcel No. 16-101-4007) and Lot 1, Block 3, Jones First Addition (Parcel No. 16-105-0301) be combined.

Welti stated the Planning and Zoning Board recommended Council approve the lot combination request from Andrew Nevils. Motion by Sexton, seconded by Maas to approve the lot combination. All members voted aye for approval. Motion carried.

Administrator Welti presented the minutes from the Planning and Zoning Board. Welti stated the Planning and Zoning Board discussed fence setbacks for I-1. The Planning and Zoning Board discussed the distance, possible reasons for a 10 foot setback and wanted more information as to fence setback distances of similar districts in other communities.

Administrator Welti stated he reviewed with the Planning and Zoning Board, a memo drafted by the City Attorney, and a memo created by the League of Minnesota Cities regarding variances.

EDA Board – did not meet.

Park Board – did not have quorum.

City Attorney – none.

City Engineer –

Mike Bubany, David Drown & Associates, 2018 Street Project

Resolution 2018-11, Authorizing the Issuance, Sale and Delivery of \$308,000 G.O. Improvement Bond, Series 2018-A; 2018 Street Improvement 2018-01

Mike Bubany gave Council an updated overview on the G.O. Improvement Bond process.

Administrator Welti stated one change to Resolution 2018-11 upon verification from bond counsel. Section 2.01, Interest Rate and Principal Maturities needed to be amended to read “The Note shall bear interest at the annual rate of 3.90 percent and shall mature on the dates and in the installment amounts shown below:

Motion by Maas, seconded by Sexton to approve Resolution 2018-11 as amended. All members voted aye for approval. Motion carried.

City Administrator – Administrator Welti presented a memo. Welti stated he attended the monthly project management team meeting for the Co Rd 12 reconstruction project. Welti stated the engineers discussed whether to upsize and replace a culvert directly south of the Outlet Center.

Welti stated he attended the May state work group meeting on behalf of MAOSC for the purpose of reviewing MPCA permit fees.

Welti stated City Engineer, Joe Duncan will provide an update to Council as soon as the initial project management meeting has been scheduled with the contractor who will be completing the 2018 Street Improvement Project. It is tentatively scheduled to begin mid-July 2018.

Welti stated he met with a developer who had made an offer on the former school athletic field site.

Welti stated the HVAC system was replaced at the Muni. City staff has been preparing for Straight River Days. Welti stated he plans on attending the League of Minnesota Cities annual conference June 20-22 in St. Cloud.

Welti stated a Planning and Zoning special meeting will be held on June 4, 2018 to hear a variance request for a proposed principal structure setback.

City Clerk – Jackson gave Council a brief update on the Minnesota Municipal Clerk’s Institute that she attended April 30-May 4.

Public Works – Scott Prestegard presented a memo. Prestegard stated staff continued to repair potholes, and perform general maintenance on trucks. Scott Mittelstaedt attended a CPO class in Rochester. Prestegard stated staff was preparing the pool for the season. Prestegard stated the street sweeping was completed.

Fire Department -

Bid SCBAs – Administrator Welti presented a memo. The Medford Fire Department had been awarded a FEMA grant to purchase SCBA packs. The FEMA grant will cover approximately 95% of the cost. The Fire Department and Administrator Welti have coordinated the bid effort.

Motion by Sexton, seconded by Merritt authorizing the City to prepare and publish the bid request for the purchase of the Medford Fire Department SCBA equipment. All members voted aye for approval. Motion carried.

2018 Pool Staffing – Administrator Welti presented a memo. Administrator Welti and Clerk Jackson recommend Council approve the hiring of the following 2018 Pool Staff:

Pool Manager & WSI	Sydney Langeslag
Assistant Pool Manager	Morgan Langeslag
Returning Lifeguard & WSI	Allie Keilen
Returning Lifeguard & WSI	Ben Sutcliffe
Returning Lifeguard	Madison Schletty
Returning Lifeguard	Mikayla Savig
New Lifeguard	Halli Zumbrenen
New Lifeguard	Brock Merritt
New Lifeguard	Brayden Beede
New Lifeguard	Gunner White

Motion by Maas, seconded by Sexton to approve the hiring of the 2018 Pool Staff. Nelson, Sexton, and Maas voted aye for approval. Merritt abstained. Motion carried.

Lifeguard training – Administrator Welti presented a memo. Administrator Welti presented a potential Lifeguard and WSI Certification Reimbursement Policy as follows:

A lifeguard who has obtained an initial lifeguard certification is eligible for reimbursement of up to half of the cost of the initial certification. The guard must work an entire pool season to receive the reimbursement. A copy of the invoice for the course must be submitted to the City within a month of the end of the pool season.

A lifeguard who has obtained an initial WSI certification is eligible for reimbursement of up to half of the cost of the initial certification. The guard must work an entire pool season as a WSI to receive the reimbursement. A copy of the invoice for the course must be submitted to the City within a month of the end of the pool season.

Motion by Maas, seconded by Sexton to approve the Lifeguard and WSI Certification Reimbursement Policy as stated. Nelson, Maas, and Sexton voted aye for approval. Merritt abstained. Motion carried.

Medford Beautification Committee request - A memo was sent to Administrator Welti requesting \$1,400 to pay 2017's outstanding debts and to kick off the project for 2018. The Medford Beautification Committee organizes and maintains the planters on Main Street.

Council consensus wanted more information on the planter project, costs, and donations.

CGI signs-easement expense – Administrator Welti presented a memo. Welti stated the CGI sign project is moving forward and had obtained permission from property owners to place signs upon properties. City Attorney Rahrlick provided an estimate of approximately \$1,000 to draft three easements for the CGI project to move forward.

Motion by Maas, seconded by Sexton to cover \$1,000 of the easement expense with the EDA contribution approved at the April Council meeting. All members voted aye for approval. Motion carried.

Public Works pickup truck purchase – Administrator Welti presented a memo. Welti and City staff recommended purchasing a ½ ton pickup truck; it will be able to pull a trailer and haul equipment or materials. Staff will proceed with selecting the pickup truck, obtaining quotes, and presenting quotes to Council at the June meeting.

Public Works job posting – Administrator Welti presented a memo. Welti recommended the City proceed with posting and hiring a PT Public Works Worker (temporary position, pay based on experience, approximately 10-20 hours per week). Council consensus was to post the position as temporary seasonal and 20+ hours a week.

Motion by Sexton, seconded by Merritt to post and hire a PT public Works Worker (temporary seasonal position, pay based on experience, 20+ hours a week). All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, June 25, 2018, 7:00 p.m.

League of Minnesota Cities Annual Conference – June 20-22, St. Cloud

Motion by Maas, seconded by Merritt to adjourn at 8:23 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting
June 25, 2018
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, Mark Rahrlick, Scott Prestegard, and Joe Duncan.

Others in attendance were Kelly Schwartz, Rich Kucera, Rick Hager, Annie Granlund, Chris Baldwin, Mark Ristau, Madison Krenske, Rich Quiring, Craig Helgeson, Sylvia Archer, Jenny Jones, Richard Dicks, and Jackie Berg.

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

Pledge of Allegiance.

Mayor Nelson recognized Madison Krenske as the 2018 Miss Medford.

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

Agenda – Motion by Sexton, 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 separate actions.

Approval of the May 21, 2018 regular meeting minutes.

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

Approval of the May check register numbers E3219-E3239, 14745-14775, and 46454-46534.

Resolution 2018-16 Accepting Donation from Medford CGI in the amount of \$5,000.00 for the Medford CGI Sign Project.

Medford Municipal Liquor Store Temporary Liquor License.

Resolution 2017-17 Accepting Donation from Medford CGI in the amount of \$20,000.00 for the Medford CGI Projects.

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

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

Planning & Zoning Board – Chairman Quiring presented the minutes from the Joe Maas variance request public hearing.

Resolution 2018-13; Recommendation to Council to deny Joe Maas, front & rear yard setbacks variance request 311 3rd St NE; Lot 5 and N 20' of Lot 6 Block 28, Medford.

Motion by Sexton, seconded by Nelson to approve Resolution 2018-13; denying Joe Maas, front and rear yard setbacks variance. Sexton voted aye, Merritt voted nay, Dempsey voted nay, Maas abstained, Nelson voted aye. Motion failed.

Motion by Dempsey, seconded by Merritt to grant Joe Maas, front & rear yard setbacks variance request 311 3rd St NE; Lot 5 and N 20' of Lot 6 Block 28, Medford. Sexton voted nay, Merritt voted aye, Maas voted aye, Dempsey voted aye, Nelson voted nay. Motion carried.

EDA Board – Administrator Welti presented the minutes from the EDA meeting. Welti stated Donna Mack from CEDA presented a façade improvement program. EDA members reviewed the program description and forms. The program would provide a minimum of \$500 and a maximum of \$2,500 of assistance to a business that would improve the façade of a building within the city limits of Medford. The assistance cannot exceed 50% of the total project cost.

The EDA Board recommended Council approve the Business Façade Improvement Program. Motion by Nelson, seconded by Merritt to approve the Business Façade Improvement Program. All members voted aye for approval. Motion carried.

Administrator Welti presented the CEDA's Coordinator's Report.

Park Board – did not meet.

City Attorney – none.

City Engineer –

- A. 2018 Street Project Update – Joe Duncan stated the preconstruction meeting is set for July 10, 2018. The 2018 Street Project is tentatively slated to begin the week of July 16, 2018.
- B. Former school football field site development – The developer that has a purchase agreement with the Medford School District for the former school football field site has soil sampling and preliminary engineering analysis conducted. The developer's engineer contacted the City and spoke with engineer Joe Duncan about the findings. The engineer recommended the developer not proceed with development of the site unless an emergency over flow or another solution to address the site's storm water is provided.

In 2015, Council initiated a Preliminary Engineering Report, 2015 Street & Utility Improvements, Southeast Area Storm Sewer Third Ave SE to Second Ave NE. The report did not include an emergency over flow nor specifically addressed providing a solution for storm water generated from the site upon it being developed.

Joe Duncan and Administrator Welti discussed possible storm water solutions, however, without survey data, final solutions cannot be determined.

Motion by Sexton, seconded by Nelson to authorize up to one-third of the cost to investigate possible solutions, with the remaining cost being split between the developer and the Medford School District. All members voted aye. Motion carried.

City Administrator – Administrator Welti presented a memo. Welti stated he attended the monthly project management team meeting for the Co Rd 12 reconstruction. Welti attended the MPCA Water Fee Advisory Committee meeting on behalf of MAOSC.

Administrator Welti stated the 2018 pool season started strong with initial swimming lesson registrations exceeding 2017.

Administrator Welti stated Straight River Days was a success and thanked the staff and volunteers for their dedication.

City Clerk –

Resolution 2018-15 Designating Election Judges for the 2018 Primary and General Elections.

Motion by Merritt, seconded by Dempsey to approve Resolution 2018-15. All members voted aye for approval. Motion carried.

Public Works – Scott Prestegard presented a memo. Prestegard stated Public Works staff performed general maintenance on trucks, the pool was up and running, staff is working on keeping up with pot holes, and bio solids application was completed.

Fire Department -

Resolution 2018-14 awarding contract for purchase of SCBA equipment for the Medford Fire Department to Alex Air Apparatus Inc. for \$108,473.

Motion by Merritt, seconded by Dempsey to approve Resolution 2018-14. All members voted aye for approval. Motion carried.

Old Business –

Public works pickup truck purchase – Administrator Welti presented a memo. Welti stated City staff recommended purchasing the ½ ton extended cab 4WD Ford F150 from Midway Ford through the State of MN Cooperative Purchasing Venture, for \$29,962.40 (includes license, tax, and fees).

Motion by Merritt, seconded by Dempsey to approve the City staff recommended purchase of the Public Works pickup truck. All members voted aye for approval. Motion carried.

New Business -

Resolution 2018-12 Closing Fund 406 Scenic Heights Project and Fund 408 Central Ave Project.

Administrator Welti presented a memo. Welti stated both funds are construction funds and no further transactions will occur for either fund.

Motion by Maas, seconded by Merritt to approve Resolution 2018-12. All members voted aye for approval. Motion carried.

City Council regular meeting will be held on Monday, July 23, 2018 at 7:00 p.m.

Council work session/budget review will be held Monday, July 23, 2018 at 5:30 p.m.

Motion by Dempsey, seconded by Merritt to adjourn the Regular City Council meeting at 9:02 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting Work Session
July 10, 2018
5:00 p.m.
City Hall

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

Members absent: Maas.

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

Others attending were Tessia Melvin and Chris Baldwin.

Mayor Nelson called the meeting to order at 5:05 p.m.

The purpose of this special council meeting is to discuss the Classification and Compensation Report.

Administrator Welti presented a memo. Welti stated the preliminary recommendations from the classification and compensation study conducted by David Drown Associates were presented to the HR work group for review. The HR work group recommended implementing Option D beginning in December 2018. The Pay Equity report will be based on the new system. The new system would meet the Pay Equity requirements.

Tessia Melvin, with David Drown & Associates presented the Classification and Compensation Report to the City Council. Four options were presented to Council.

Tessia Melvin also presented Council with an Ongoing Maintenance Agreement. The maintenance agreement included updating of job descriptions, market comparison of job descriptions; benefit review, annual update of the salary plan, pay equity reporting, salary reporting, and payroll implementation.

Motion by Merritt, seconded by Sexton to approve Option D beginning with the first payroll of December, upon successful performance evaluations. Option D – Cost into Step System with Hybrid Tenure Adjustment. This would provide a 2% COLA to all employees and all employees would be placed into the proposed system and eligible for a step increase. In addition, two employees with tenure more than 7 years would receive an extra step increase. All members voted aye for approval. Motion carried.

Administrator Welti presented a job description for a Public Works Lead position. Motion by Sexton, seconded by Dempsey to create the Public Works Lead position and adopt the job description. All members voted aye for approval. Motion carried.

Administrator Welti gave a brief update on the development of the former school football field. Welti stated the developer is unwilling to pay 1/3 of the cost of the next phase of engineering work to analyze storm water solutions.

Motion by Dempsey, seconded by Merritt to adjourn the Special Council meeting at 6:38 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting
July 23, 2018
5:30 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 and Elizabeth Jackson.

Others in Attendance were Rick Hager.

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

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

2019 Preliminary Budget and Levy.

Administrator Welti presented a memo explaining the significant changes made from the 2018 budget. All changes over \$300.00 will be highlighted.

The General Fund Levy is proposed at \$644,264.00.

2019 Proposed Preliminary Levy

General Fund	\$574,605.00
Fire Relief	\$20,000.00
2014 Central Avenue	\$19,250.00
2015 Scenic Heights	\$1,200.00
2018 Street Project	\$15,924.00
EDA	<u>\$13,285.00</u>
Total	\$644,264.00

Total levy increase is 3.8% over 2018.

No action taken on the preliminary budget and levy. Final approval of the Preliminary Budget and Levy will be at the August 27, 2018 regular City Council meeting.

Water/Sewer Rates:

Administrator Welti proposed a \$.15 increase per thousand gallons for water usage rate and \$.20 increase per thousand gallons for sewer usage rate.

The water usage rate would be \$4.30 per thousand gallons. The sewer usage rate would be \$6.25 per thousand gallons.

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

Ordinance 2018-02 Amending Section 2.65 of the Master Fee Schedule – Ordinance reflects the \$.15 increase for water usage rate and the \$.20 increase for sewer usage rate per thousand gallons.

Motion by Sexton, seconded by Maas to approve Ordinance 2018-02 Amending Section 2.65 of the Master Fee Schedule as presented. All members voted aye for approval. Motion carried.

Resolution 2018-20 Approving the Publication of Ordinance by Title and Summary. Motion by Maas, seconded by Dempsey to approve Resolution 2018-20. All members voted aye for approval. Motion carried.

Motion by Maas, seconded by Dempsey to adjourn the work session at 6:45p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

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

Members absent were: None.

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

Others in attendance were Kelly Schwartz, Annie Granlund, Rich Quiring, Rick Hager, Greg Sanborn, Rick Dicks, Chris Baldwin, 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 – Add liquor liability insurance to Item A under New Business and add item C; right of way acquisition, to New Business.

Motion by Sexton, seconded by Dempsey 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 June 25, 2018 regular meeting minutes and the July 10, 2018 special meeting minutes.

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

Approval of the June check register numbers E3240-E3261, 14776-14837, and 46535-46611.

Resolution 2018-18 Accepting Grant Award from CenterPoint Energy for New Pagers and a New Cut Off Saw for the Medford Fire Department in the amount of \$2,000.

Motion by Sexton, 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.

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

EDA Board – did not meet.

Park Board – Chairman McMahan presented the minutes from the Park Board meeting.

Former water tower greenspace playground proposal – McMahn stated the Park Board requested approval to seek grants and other funding necessary to construct a playground at the water tower greenspace. The current initial estimated cost of the playground would be \$43,000.

Council consensus was for the Park Board to continue exploring options and funding for the water tower greenspace.

Smart Membership – Motion by Sexton, seconded by Dempsey to approve the Park Board's recommendation of joining SMART (Southeastern Minnesota Association Regional Trails) for an annual membership fee of \$25.00. All members voted aye for approval. Motion carried.

City Attorney – none.

City Engineer –

2018 Street Project Update - Administrator Welti presented the 2018 Street Improvements Construction Information sheet that was sent out by Bolton & Menk. Welti stated the construction contract reflects that all work shall be completed by September 15, 2018.

City Administrator – Administrator Welti presented a memo. Welti stated the County engineers have prepared the proposed scope of potential right of way acquisition for the Co Rd 12 west of the West Frontage Road reconstruction project.

Administrator Welti stated that Joe Duncan with Bolton & Menk facilitated the Pre Construction meeting of the 2018 Street Project.

Administrator Welti stated he and Mayor Nelson met with the owners of the Outlet Center for an update.

City Clerk –

Resolution 2018-19 Designating Election Judges for the 2018 Primary and General Election – motion by Merritt, seconded by Dempsey to approve Resolution 2018-19. All members voted aye for approval. Motion carried.

Public Works Department – Administrator Welti presented a memo. Public works performed general maintenance on trucks, continue on pothole patching, trimmed up trees, completed the trail project, and installed the bike repair station.

Fire Department – Greg Sanborn, Medford Volunteer Firemen's Relief Association Treasurer, presented a memo. Sanborn stated the Relief Association is requesting City Council approval of the retirement payouts of \$1,700 per year of active service of each firefighter, and recognizing the minimum total contribution that needs to be made by the City of \$1,640.

Motion by Dempsey, seconded by Maas to approve the Medford Fire Relief Association request. All members voted aye for approval. Motion carried.

Unfinished Business -

Former school football field site development update – Administrator Welti presented a memo. Welti stated the developer who has a purchase agreement with the Medford School District for the former school football field site has told the realtor that he will not spend any additional funds on an engineering analysis.

Motion by Sexton, seconded by Nelson to authorize the City to pay up to half the cost of the \$12,000 engineering study if the Medford School District pays the other half. All members voted aye for approval. Motion carried.

New Business –

Sale of Barstools/Tables – Thirty barstools and two tables were replaced at the Medford Municipal Liquor Store. Motion by Maas, seconded by Dempsey to authorize the City to sell the used barstools and tables. All members voted aye for approval. Motion carried.

Liquor Liability Insurance – Administrator Welti presented a memo. Welti stated Dave Effertz of TPS Insurance obtained several quotes for liquor liability insurance coverage for the Medford Municipal Liquor Store. The best quote received was from Illinois Union Insurance Company in the amount of \$7,779.52.

Motion by Dempsey, seconded by Sexton to accept the quote from Illinois Union Insurance Company in the amount of \$7,779.52. All members voted aye for approval. Motion carried.

Right of Way Acquisition – Administrator Welti stated a study would need to be done to determine potential right of way acquisition for a potential Lazy U utility corridor. Motion by Sexton, seconded by Dempsey to request Bernie LaCanne Sr. pay the \$750 cost of the right of way acquisition study. All members voted aye for approval. Motion carried.

Public Works Supervisor Position – Administrator Welti presented a memo. Welti stated the position remains vacant. Administrator Welti suggested reposting the current Public Works Supervisor position with a wage of \$52,936-\$73,757 DOE. Motion by Merritt, seconded by Dempsey to approve Administrator Welti’s suggestion. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, August 27, 2018, 7:00 p.m.

Motion by Maas, seconded by Dempsey to adjourn the regular City Council meeting at 9:10pm.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
August 27, 2018
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, Scott Prestegard, Mark Rahrick, and Joe Duncan.

Others in attendance were Kelly Schwartz, Chad Langeslag, Rick Hager, Chris Baldwin, and Annie Granlund.

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 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 separate action.

Approval of the July 23, 2018 regular and special meeting minutes.

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

Approval of the July check register numbers E3262-E3295, 46612-46689, and 14838-14887.

Resolution 2018-20 Accepting Donation from Luella Heim (\$10.00) for the Medford Park Endowment Fund.

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 had no questions concerning Mayor Nelson's report.

Planning and Zoning Board – did not meet.

EDA Board – Administrator Welti presented the minutes from the August 8, 2018 EDA board meeting.

Administrator Welti stated Medford Senior Care had been sold and the EDA loan had been paid in full.

Park Board – did not meet.

Fire Department – Chief Hager stated the Medford Fire Department had received a \$4,500 grant. The grant was used for hoses and nozzles on the new truck.

City Attorney – none.

City Engineer –

2018 Street Project Update – City Engineer Joe Duncan stated the 2018 Street Project was nearly complete. Duncan stated there is some turf repair that needs to be finished.

Pay Request – Motion by Merritt, seconded by Dempsey to approve the 2018 Street Project Contractor Pay Request in the amount of \$259,605.31. All members voted aye for approval. Motion carried.

Wastewater connection study – Administrator Welti presented a memo. Welti stated Bolton & Menk would complete the Wastewater Treatment Regionalization Study for a cost of \$12,400. Motion by Merritt, seconded by Sexton to authorize the Wastewater Treatment Regionalization Study for a cost of \$12,400 to be completed by Bolton & Menk. All members voted aye for approval. Motion carried.

City Administrator – Administrator Welti presented a memo. Administrator Welti gave an update on the Co Rd 12 reconstruction project, west of the West Frontage Road. Administrator Welti stated the owner of the Lazy U Community agreed to pay for the engineering analysis to determine potential right of way acquisition for a potential Lazy U utility corridor and whether the City should acquire any right of way at this time. City Engineer, Joe Duncan completed the analysis and no additional right of way needs to be acquired.

Welti stated the 2018 Street Project has progressed well.

Welti stated August 24, 2018 was the last day of the 2018 pool season. Swimming lesson registrations and revenue were similar to 2017. Family memberships and daily passes were down from 2017. A summary of the 2018 pool season will be presented at a future Council meeting.

Administrator Welti stated the easements for the City signs being constructed by the CGI sign group had been drafted and the signs should be constructed soon.

Administrator Welti stated the end of summer Muni street dance would be August 25, 2018.

City Clerk – City Clerk Jackson gave a brief update on the Primary. Jackson stated 104 voters participated in the 2018 Primary held on August 14, 2018. Jackson stated 3 candidates had filed for the two open Council member terms. The candidates are Chad Langeslag, Corey Samora, and Grace Bartlett.

Public Works – Scott Prestegard stated fire hydrant painting had begun.

Unfinished Business –

Former school football field site development – Mayor Nelson stated the School Board had tabled any further discussions during the August 20, 2018 School Board Meeting, to see what the developer's response may be, as the purchase agreement is expiring in early September.

New Business – Administrator Welti reviewed the 2019 Preliminary Budget and Levy with the Council. Administrator Welti stated no changes had been made since the budget work session.

Approval of the 2019 Preliminary Budget – Motion by Sexton, seconded by Maas to approve the 2019 Preliminary Budget. All members voted aye for approval. Motion carried.

2019 Preliminary Tax Levy

General Fund	\$574,605
Fire Relief	\$20,000
2014 Central Ave	\$19,250
2015 Scenic Heights	\$1,200
2018 Street Project	\$15,924
EDA	<u>\$13,285</u>
Total	\$644,264

Resolution 2018-21, Resolution Adopting 2019 Preliminary Tax Levy – Motion by Dempsey, seconded by Sexton to approve Resolution 2018-21. All members voted aye for approval. Motion carried.

Motion by Maas, seconded by Dempsey to set the Truth and Taxation meeting for December 17, 2018 at 7:00 p.m. during the regular City Council meeting. All members voted aye for approval. Motion carried.

Approval of Ordinance 2018-03 Amending Section 2.58 Mayor and Council Member Salaries – Motion by Nelson, seconded by Merritt to approve Ordinance 2018-03. All members voted aye for approval. Motion carried.

Biosolids Application – Administrator Welti presented a memo. Welti stated the City of Medford obtained two quotes from area biosolids applicators. Welti stated City staff recommended awarding biosolids application to Buscho Enterprises, LLC for a rate of approximately \$.052 per gallon. Motion by Maas, seconded by Dempsey to award fall biosolids application to Buscho Enterprises, LLC. All members voted aye for approval. Motion carried.

Water and wastewater operator contract – Administrator Welti presented a memo. Welti stated Mr. Olson has asked that his monthly wastewater operator rate be increased from \$644.88 to \$718.58 per month and his monthly water operator rate be increased from \$230.12 to \$256.42 per month. The compensation for unscheduled operator services will remain at \$29 per hour. Motion by Merritt, seconded by Sexton to approve the updated contract with Richard Olson, with the increased rates taking effect October 1, 2018. All members voted aye for approval. Motion carried.

Public Works Vacancy – Administrator Welti presented a memo. Administrator Welti made a recommendation for the City to proceed with reposting the public works worker position and hiring a third public works worker is the Supervisor position remained unfilled. Council consensus was to table this until the September meeting.

Regular City Council Meeting – Monday, September 24, 2018, 7:00 p.m.

Motion by Maas, seconded by Merritt to adjourn the regular city council meeting at 8.15 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 24, 2018
7:00 p.m.
City Hall

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

Members absent were: None.

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

Others attending were Kelly Schwartz, Richard Quiring, Chad Langeslag, Grace Bartlett, Rick Hager, Annie Granlund, and Cory Samora.

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

Pledge of Allegiance.

Mayor Nelson presented a press release for disposal of tree branches from the September 20, 2018 storm. Residents of Sunrise Drive must pile brush on the curb by Sunday, September 30, 2018. Residents in the remainder of the City must take their brush to Medford City Hall parking lot by Sunday, September 30, 2018.

Motion by Dempsey, seconded by Merritt to proceed with the disposal of tree brush from the September 20, 2018 storm. All members voted aye for approval. Motion carried.

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

Agenda – Motion by Sexton, 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 separate action.

Approval of the August 27, 2018 regular council meeting minutes.

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

Approval of the August check register numbers E3296-E3312, 14888-14937, and 46690-46778.

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

Mayor's Report – Mayor Nelson presented her memo.

Planning & Zoning Board – Chairman Quiring presented the minutes from the September 17, 2018 Planning & Zoning Board meeting.

EDA Board – did not meet.

Park Board – Grace Bartlett presented the minutes from the September 10, 2018 meeting. Bartlett stated the Park Board is encouraging a nonprofit for proposed trail system in Medford. Bartlett stated the Park Board will be proceeding with a public open house to discuss options for development of Water Tower Park.

Bartlett stated the Medford Civic Club would like to cover the cost of installing horseshoe pits at Straight River Park. Motion by Sexton, seconded by Maas to approve the installation of horseshoe pits at Straight River Park to be paid for by the Medford Civic Club. All members voted aye for approval. Motion carried.

Fire Department –

Fire Contracts – Chief Hager presented a memo. Hager stated the Medford Fire Department recommended Council approve the following township fire service contract rate for one year:

Medford Township – 10.4% increase from \$5,525.00 to \$6,100.00 for the year 2019.

Deerfield Township – 10.25% increase from \$5,850.00 to \$6,400.00 for the year 2019.

Motion by Merritt, seconded by Maas to approve the Medford Fire Department's recommendation for the increase in fire protection contract rates. All members voted aye for approval. Motion carried.

City Attorney – none.

City Engineer – 2018 street project update – Administrator Welti presented a memo from Bolton & Menk. Welti stated Bolton & Menk continues to respond to minor questions, requests, and concerns from residents along the 2018 Street Project.

Resolution 2018-22, Resolution for Hearing on Proposed Assessment – Motion by Merritt, seconded by Dempsey to approve Resolution 2018-22. All members voted aye for approval. Motion carried. The 2018 Street Project assessment hearing will be held at the Medford School Choir Room on October 22, 2018 at 6:00 p.m.

City Administrator – Administrator Welti presented a memo. Welti stated the easements for the City signs being constructed by the CGI sign group have been drafted and signed, the signs should be constructed soon.

Welti stated he would be attending the MAOSC meeting in Grand Marais on October 5.

Welti stated the CSAH 45 cooperative agreement is nearly complete and will likely be presented for Council review at the October council meeting.

Welti stated the Wastewater Connection Study will likely be completed toward the end of October or early November.

City Clerk – none.

Public Works – Scott Prestegard presented a memo. Prestegard stated tree trimming, line jetting, and fire hydrant painting had begun. Prestegard stated the walk path was completed with dirt and seed. The pool was drained and ready to be winterized. Prestegard stated there are blower issues at the WWTF that are being worked on.

New Business –

MMBA Resolution 2018-23 Opposing legislation allowing the sale of strong beer, spirits, and wine in grocery and convenience stores. Administrator Welti presented a memo. Welti stated if a convenience store began selling strong beer, spirits, and wine, sales may be negatively impacted at the Medford Municipal Liquor Store.

Motion by Merritt, seconded by Sexton to approve Resolution 2018-23. All members voted aye for approval. Motion carried. The resolution will be sent to the City's State Representative and Senator.

Liquor Store Update – Administrator Welti presented a memo from Liquor Store Manager, Craig O'Hearn. The Straight River Days street dance was a success, with \$16,933.00 in total gate and bar sales. The "end of summer" street dance produced \$4,306.75 in total gate and bar sales. The Liquor Store will likely only organize one summer street dance in the future.

Snow Blower – Administrator Welti presented a memo. Welti stated the Public Works crew is requesting a snow blower attachment for the skid loader. Welti stated the v plow attachment is fine for light snow but the snow blower attachment is needed for heavy snow. Welti stated the public works staff is recommending the City purchase a used Erskine 73" attachment in very good condition from Northland Farm Systems for \$4,150. Welti stated the Streets Department budget has funds available to cover the cost of the purchase.

Motion by Merritt, seconded by Dempsey to approve the purchase of the Erskine 73" attachment for \$4,150 for Northland Farm Systems. All members voted aye for approval. Motion carried.

Policy Work Group – Mayor Nelson requested Councilmember Sexton and Mayor Nelson review the City's purchasing policy and report back to Council.

Mayor Nelson requested the HR Work Group review the vacant Public Works position and report back to Council.

Proposed Assessment Hearing - Monday, October 22, 2018, 6:00 p.m. - Medford School Choir Room.

Regular City Council Meeting – Monday, October 22, 2018 , 7:00 p.m. – Medford School Choir Room

Truth In Taxation Meeting – Monday, December 17, 2018, 7:00 p.m.

Motion by Merritt, seconded by Dempsey to adjourn the regular city council meeting at 8:15 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

October 22, 2018

6:00 p.m.

Medford School Choir Room

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

Members absent were: none.

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

Others attending were Grace Bartlett, David Pike, Jim Drache, John Anhorn, Diane Schultz, Butch Schultz, Jeremy Smith, Rochelle Chavie Voegele, and Chad Langeslag.

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

Mayor Nelson welcomed everyone to the public hearing and explained the procedure for the assessment hearing. Public comment is welcomed during the public hearing portion of the assessment hearing and everyone will be given approximately 3 minutes each to address Council.

Joe Duncan, Project Engineer presented a memo. Duncan stated all major items of work for the 2018 Street Improvement Project have been completed to the extent that final quantities can reliably be determined. Final Assessments have been calculated according to the City's assessment policy, which provides for 50% of the project cost to be assessed to benefiting property owners on a front footage basis. Duncan stated all assessments had decreased slightly compared to preliminary amounts.

Mayor Nelson opened the public hearing.

Rochelle Chavie Voegele asked why the assessments couldn't be added to the property owner's property taxes. Administrator Welti stated the assessments will be added to the property tax statements unless the property owner pays the assessment in full before November 21, 2018.

Jim Drache asked if partial and/or full payments without interest can be made up until November 1, 2018. Administrator Welti stated payments can be made up until November 21, 2018 without penalty of interest. Any partial payment made will have all of 2019 interest added after November 21, 2018.

Rochelle Chavie Voegele asked if there was any more work that would need to be done and charged to the property owners. Joe Duncan, Project Engineer stated only grass seeding and turf repair still needed to be completed, which had already been calculated into the assessments and there would be no additional charge to the property owners.

Mayor Nelson closed the public hearing at 6:13 p.m.

Administrator Welti presented a note from Charles Speiker regarding requested reimbursement for the following needed repairs due to the 2018 Street Improvement Project:

1. Partial destruction of sprinkling system.
2. Repair of mailbox.
3. Repair of brick work and plants surrounding mailbox.
4. Reimbursement of lost new cement work and parking area.

Engineer Duncan addressed construction related items earlier in the meeting. Several of these items were construction and not assessment related items. They will be addressed by the engineer and contractor. Administrator Welti also stated Mr. Speiker could follow the assessment appeals process for any assessment items.

Resolution 2018-24 Adopting Assessment Roll – motion by Sexton, seconded by Merritt to approve Resolution 2018-24. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Maas to adjourn the special meeting at 6:18 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
October 22, 2018
7:00 p.m.
Medford School

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

Members absent were: None.

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

Others in attendance were: Grace Bartlett, John Anhorn, Chad Langeslag, Jeremy Smith, and Chris Baldwin.

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 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 separate action.

Approval of the September 24, 2018 regular meeting minutes.

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

Approval of the September check register numbers E3313-E3340, 14938-14974, and 46779-46834.

Resolution 20148-25 Accepting Grant Award from FEMA for new SCBA packs for the Medford Fire Department in the amount of \$99,139.00

Approval of Regan Escrow refund.

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

Mayor's Report – Mayor Nelson presented her memo.

Planning & Zoning Board – did not meet.

EDA Board - Administrator Welti presented the minutes from the October 10, 2018 meeting.

2019 CEDA Contract – Motion by Nelson, seconded by Sexton to approve the 2019 CEDA contract. All members voted aye for approval. Motion carried.

Park Board – did not meet.

Fire Department – John Anhorn stated more extensive training had been done with the new fire truck.

City Attorney – none.

City Engineer -

Main Street reconstruction project 2021 – Administrator Welti presented a memo. Welti stated the proposed timeline is:

April-June 2019	Public Input Meeting (inform public of project, seek input and ideas to create draft version)
Nov. 2019-Feb. 2020	Preliminary engineering report with downtown beautification option for Council to act upon.
Mar. - April 2020	Final feasibility report with proposed assessments for Council to act upon.
Spring - Fall 2021	Construction.

Cooperative Agreement between Steele County and the City of Medford for Design and Construction of CSAH 45 – Administrator Welti stated the proposed agreement states that the preliminary engineering costs will be split 50/50 between the City and County. The final determination of the scope of work and cost split for the construction portion of the project will be determined after the Preliminary Engineering Report is presented for consideration. The initial proposal of the cost split to be considered for the construction portion of the project is included in the agreement.

Welti stated Bolton & Menk, the City's Engineer would take the lead on the Main Street Project.

Motion by Dempsey, seconded by Sexton to approve the CSAH 45 cooperative agreement. All members voted aye for approval. Motion carried.

City Administrator – Administrator Welti presented a memo. Welti stated he attended the MAOSC meeting. Welti stated the Planning & Zoning Board will likely hold public hearings to review two conditional use permits for Medford Township Hall and the Medford Funeral Home and one interim use permit for Medford Senior Care. Welti stated the Mayor and Welti met with the owners of the Outlet Center.

City Clerk – Jackson presented the 2018 Year End Pool Report .

Jackson stated 2018 membership had decreased from 2017. Swimming lessons had increased slightly over 2017.

Public Works – Scott Prestegard presented a memo. Prestegard stated hydrant flushing and sewer line jetting was in progress. The pool has been winterized. Equipment is ready for winter.

New Business –

Updated Purchasing Policy – Administrator Welti presented a memo. Welti stated the proposed changes to the purchasing limit authorized by the City Administrator would allow the administrator to approve necessary Maintenance work on the water or wastewater system. The proposed threshold is increased from \$5,000 to \$10,000.

Purchases of less than \$500 are proposed to be increased to \$1,500.

Purchases from \$500 to \$10,000 are proposed to be increased to \$1,500 to \$25,000 (to align with changes made in state statute). Purchases in this range must be made by obtaining two quotes.

Administrator Welti stated the policy work group reviewed and recommended these changes. Motion by Sexton, seconded by Maas to approve the Purchasing Policy changes. Nelson, Sexton, Maas, Dempsey voted aye. Merritt voted nay. Motion carried.

Storm Damaged Trees Policy – Administrator Welti presented a memo. Welti stated the policy established procedures for City employees, Council, and residents’ responses to a severe weather occurrence.

Administrator Welti stated the policy work group reviewed and recommended Council consideration of the policy. Motions by Dempsey, seconded by Merritt too approve the Storm Damaged Trees Policy. All members voted aye for approval. Motion carried.

Health Insurance – Administrator Welti presented a memo. Welti stated the City’s current plan deductible will increase from \$3,600 to \$4,000 for individual coverage and increase from \$7,200 to \$8,000 for family coverage. The premium will increase by approximately \$40 per month for employees paying out of pocket premium expense above the amount the City covers for individual health insurance coverage, and \$50 per month for employees paying out of pocket premium expense above the amount the City covers for family health insurance coverage.

Employee-Only Coverage: The City of Medford’s “Employer Contribution” will be up to \$650 per month (Pre-Tax).
Family Coverage: The City of Medford’s “Employer Contribution” will be up to \$900 per month. (Pre-Tax)

Motion by Dempsey, seconded by Sexton to approve the increase in the City of Medford’s Employer Contribution amounts. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, November 26, 2018, 7:00 p.m.

Council Work Session to review WWTP connection study –

Truth in Taxation Meeting – Monday, December 17, 2018, 7:00 p.m.

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

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting
November 8, 2018
4:45 p.m.
City Hall

Members present were Nelson, Maas, and Merritt.

Members absent were Sexton and Dempsey.

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

Others attending were Chris Baldwin.

Mayor Nelson called the meeting to order at 4:48 p.m.

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

Employment – Administrator Welti presented a memo. Welti stated the City offered Cory Franek, based on his experience, the full-time position of Public Works Supervisor, at a salaried rate of \$32.40 per hour. Paid Time Off will begin at year 3. Cory Franek’s start date will be December 10, 2018.

Motion by Nelson, seconded by Merritt to approve the hiring of Cory Franek as the full time Public Works Supervisor. All members voted aye for approval. Motion carried.

Wastewater Connection Study Addition – Administrator Welti presented a memo. Welti stated the wastewater connection study is within a week of being completed. Welti stated a commercial growth projection could be added to the study for no more than \$2,000.

Motion by Merritt, seconded by Maas to add the commercial growth projection to the wastewater connection study being done by Bolton & Menk for no more than a cost of \$2,000. All members voted aye for approval. Motion carried.

Canvassing of November 6, 2018 Election Results – Jackson presented the resolution certifying the 2018 election results. The General Election had 532 persons voting, including 59 absentee votes.

Council Members – Four Year term votes cast: Chad Langeslag – 369 votes

Corey Samora – 183 votes

Grace Bartlett – 236 votes

Write-In – 9 votes

Resolution 2018-26, Approval of Resolution Certifying November 6, 2018 Election Results – Motion by Maas, seconded by Merritt to approve Resolution 2018-26 canvassing the election results from the November 6, 2018 general election and declaring Chad Langeslag and Grace Bartlett as council members-elect. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Maas to adjourn the special Council meeting at 4:55 p.m. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
November 26, 2018
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 Rahrick, and Scott Prestegard.

Others attending were Chad Langeslag, Grace Bartlett, Richard Quiring, and Chris Baldwin.

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 Fire Relief Contribution under New Business, Item D to the agenda.

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

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

Approval of the October 22, 2018 regular and special meeting minutes, and the November 8, 2018 special meeting minutes.

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

Approval of the October check register numbers E3341-E3368, 14975-15004, and 46835-46919.

Resolution 2018-29 Accepting Grant Award from Compeer Financial for a new 6 person communication system for the Medford Fire Department in the amount of \$3,000.00.

Employee wages as established in Compensation Study and policy addition to employee handbook.

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

Mayor's Report – Mayor Nelson presented her memo.

Planning & Zoning Board –

Medford Funeral Home CUP Review – Motion by Maas, seconded by Dempsey to approve Medford Funeral Home Conditional Use Permit 2018-01. All members voted aye for approval. Motion carried.

Medford Township Town Hall CUP – Motion by Sexton, seconded by Maas to approve Medford Township Town Hall Conditional Use Permit 2018-02. All member voted aye for approval. Motion carried.

Medford Senior Care CUP for a restaurant– Motion by Dempsey, seconded by Merritt to approve Medford Senior Care Conditional Use Permit 2018-03. All members voted aye for approval. Motion carried.

Resolution 2018-27 Vacating Utility Easement of Block 30 Johnson & Company Addition – Motion by Merritt, seconded by Dempsey to approve Resolution 2018-27. All members voted aye for approval. Motion carried.

Chairperson Quiring presented the minutes from the Planning & Zoning Board meeting held on November 19, 2018. Quiring stated the Planning & Zoning Board recommended to leave the fence setbacks unchanged.

EDA Board – did not meet.

Park Board – Council member Sexton presented the minutes from the meeting held on November 5, 2018.

Fire Department – none.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Welti stated he had attended the MAOSC meeting. Welti also attended the State Disaster Assistance Fund application meeting and submitted invoices for the storm brush/tree removal. The City will be eligible for 75% reimbursement from the state.

Administrator Welti stated the Medford Park Board will host an open house at 7:00 p.m. on Wednesday, December 12, 2018, to allow the public to view and comment on the playground project that has been proposed for the former water tower park greenspace.

City Clerk – none.

Public Works – Scott Prestegard presented a memo. Prestegard stated hauling of bio solids had been completed. Winterizing is complete, the aeration tent is installed, Christmas lights are hung, street sweeping is finished, and all fire hydrants had been flushed.

Unfinished Business -

2019 Final Budget – Administrator Welti presented a memo highlighting the changes made to the final budget. No change in the preliminary levy is proposed. Official action will occur at the December meeting.

New Business-

Resolution 2018-28 Approving Plans for Project No. SAP 074-612-038; Co. Rd. 12, west of the West Frontage Road – Administrator Welti presented a memo. Welti stated Greg Illka, Steele County’s Engineer, requested the City of Medford pass Resolution 2018-28 to approve plans for Project No. SAP 074-612-038, CSAH 12 West of the West Frontage Road. The only portion of the project within Medford City limits is the section located south of the Outlet Center and north of Design Homes.

Motion by Dempsey, seconded by Sexton to approve Resolution 2018-28. All members voted aye for approval. Motion carried.

Health Insurance Deductibles – Administrator Welti presented a memo. Welti stated the HR work group recommended Council approve the City of Medford providing a health insurance deductible payment to City employees who are enrolled in the City’s health insurance plan for 2019. An employee enrolled in a family plan would receive a \$1,000 payment and an employee enrolled in an individual plan would receive a \$500 payment. The payments would only be made to employees employed on January 1, 2019; payments would be split evenly and made on the first paycheck in January and July of 2019.

Council tabled the discussion on Health Insurance Deductibles until the December meeting.

Paid Time Off-Administrator Welti presented a memo. Welti stated the HR work group recommended Council consider paying out the PTO, over the 40 hours allowed to be carried over at the end of the year, for public works workers because the City has been without a third public works employee since March. Currently, a combined total of 136 hours of PTO is unused between the two employees (over the 40 hours each is allowed to carry over). Both employees have been instructed to use as much of the PTO as possible before the end of the year.

Motion by Merritt, seconded by Dempsey to approve the HR work group recommendation of paying out the PTO, over the 40 hours allowed to be carried over at the end of the year, for the public works workers. All members voted aye for approval. Motion carried.

Fire Relief Contribution – Administrator Welti asked for Council approval to request up to \$7,000 from the Medford Fire Relief Association for the Medford Swimming Pool operations and maintenance improvements.

Motion by Dempsey, seconded by Sexton to authorize the City of Medford to request up to \$7,000 from the Medford Fire Relief Association for the Medford Swimming Pool operations and maintenance improvements. All members voted aye for approval. Motion carried.

Council will have a WWTF study workshop session at 5:30 p.m. on December 17, 2018 at City Hall.

Truth in Taxation and Regular City Council Meeting – Monday, December 17, 2018, 7:00 p.m.
LMC’s Newly Elected Officials Conference – January 25-26 (Mankato), February 1-2 (Plymouth)

Motion by Merritt, seconded by Maas to adjourn the Regular City Council Meeting at 8:52 p.m.

Minutes approved at _____meeting.

Submitted by _____City Clerk.

Signed by _____Mayor.

Special Council Meeting

December 17, 2018

5:30 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, Cory Franek, Scott Prestegard, and Seth Peterson.

Others attending were Grace Bartlett and Chad Langeslag.

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

The purpose of this special council meeting was to discuss the Wastewater Treatment Options Study.

The Wastewater Treatment Regionalization Report provides recommendations to the City of Medford on whether they should make improvements to their Wastewater Treatment Facility to be able to treat future increased flows and loadings or if they should regionalize wastewater services with either Faribault or Owatonna.

The existing capacity of the WWTF would allow approximately 33 new homes and an allocation for future commercial businesses of 2,000 gallons per day (gpd) before the WWTF would need to be upgraded.

The Regionalization Report is organized into five sections that are described below.

Section 1 – Introduction: Provides the purpose of the Regionalization Report and background information on the WWTF.

Section 2 – Summary: Presents an overall summary of the Regionalization Report.

Section 3 – Design Conditions: Presents the 2040 design flows and loadings.

Section 4 – Wastewater Alternatives: Identifies and evaluates wastewater alternatives and presents cost opinions for each alternative.

Section 5 – Recommendations: Provides recommendations based on the results of the wastewater alternatives analysis.

Seth Peterson from Bolton & Menk presented the Wastewater Treatment Options Study to the City Council.

The summary of the report is as follows:

To compare upgrading the City's WWTF to regionalizing with another city, 20-year life-cycle costs were developed for each of the three alternatives. Three wastewater flows and loadings scenarios for 2040 were considered for each alternative as well. The Lazy U Report summarized projected 2037 wastewater flows and loadings for the two scenarios of the City and City plus Lazy U. Those projections were extended to 2040 for this Report. Since the completion of the Lazy U Report, a

developer has approached the City about connecting to the City's wastewater collection system for a potential development project. The developer provided the City with estimated wastewater flows that would almost double the City's projected wastewater flows. Therefore, a third wastewater flows and loadings scenario was developed consisting of the City plus Lazy U and new development.

Upgrading the City's WWTF would consist of the same general treatment process improvements for all three flows and loadings scenarios: new pretreatment facility, activated sludge process expansion with a new aeration basin, new blower building, and new sludge storage tank. The aeration basin would be designed to treat the entire flow and include biological phosphorus removal so less chemical phosphorus removal would be required to meet the effluent limit. There is limited land available at the WWTF, so it is recommended that the new pretreatment facility, aeration basin and blower building be located outside of the current plant boundary to the east. The new sludge storage tank could be located south of the existing sludge storage tank.

Regionalizing wastewater services would require constructing a new lift station and forcemain to pump Medford's wastewater to Faribault's or Owatonna's wastewater collection system. For planning purposes, it was assumed that the new lift station would be located at the City's WWTF site. Each city would charge Medford with a Sewer Access Charge and/or the cost to upgrade that city's collection system and WWTF to accommodate Medford's wastewater. They would also charge Medford a monthly fee, most likely consisting of a flat monthly fee plus wastewater rates based on actual flow.

The analysis of the 20-year life-cycle costs for all three alternatives showed that upgrading the City's WWTF and regionalizing with Faribault have similar costs, whereas regionalizing with Owatonna had the highest life-cycle cost. Since there are significant unknowns associated with regionalizing with Faribault, it is recommended that Medford has further discussions with Faribault to determine the Sewer Access Charge, the wastewater rates that Medford would be charged, and if Faribault's collection system and WWTF have sufficient capacity for Medford's wastewater. After receiving this information, the 20-year life-cycle cost should be recalculated to determine if it is still comparable to upgrading the City's WWTF.

As part of the decision-making process of whether to regionalize, the City will also need to choose a flow scenario to move forward with since the different flows and loadings influence which alternative has the lower life-cycle cost. After choosing a flow scenario and receiving more detailed information from Faribault, the City can make an informed decision on whether they should upgrade their WWTF or regionalize with Faribault.

Council took no official action at this meeting.

The special council meeting was adjourned at 6:59 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting

December 17, 2018

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, and Cory Franek.

Others attending were Kelly Schwartz, Grace Bartlett, Chad Langeslag, Chris Baldwin, Todd Borwege, Brian Paulson, and Andrew Colwell.

Mayor Nelson called the meeting to order at 7:05 p.m.

Pledge of Allegiance.

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

Agenda - Mayor Nelson stated Item D under New Business would be deleted from the agenda.

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

Truth in Taxation Hearing

Administrator Welti presented the Final 2018 Levy.

General Fund	\$574,605
Fire Relief	\$20,000
2014 Central Ave	\$19,250
2015 Scenic Heights`	\$1,200
2018 Street Project	\$15,294
EDA	<u>\$13,285</u>

Total Levy	\$644,264
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This is a 3.8% increase over 2018 overall levy.

Administrator Welti reviewed the 2019 budget and levy increase.

Mayor Nelson opened the Truth in Taxation Hearing at 7:19 p.m.

Public Comment - Brian Paulson stated he didn't agree with the estimated market value on his proposed property tax statement. Mayor Nelson stated Paulson needed to contact the County Assessor regarding the valuation of his property.

Andrew Colwell stated he felt it is getting harder to afford to live in Medford. Colwell didn't agree with the valuation of his property. Colwell was instructed to contact the County Assessor.

Todd Borwege stated he didn't agree with the estimated value of his property. Borwege stated he had contacted the County Assessor.

Motion by Sexton, seconded by Dempsey to close the Truth in Taxation Hearing at 6:31 p.m.

Motion by Sexton, seconded by Merritt to approve Resolution 2018-30 adopting the 2019 Final Tax Levy. All members voted aye for approval. Motion carried.

Motion by Sexton, seconded by Maas to adopt the final 2019 City Budget. 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 November 26, 2018 regular Council meeting minutes.

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

Approval of the November check register numbers E3369-E3391, 15005-15046, and 46920-47022.

Approval of hiring of ice rink attendants.

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 & Zoning Board – did not meet.

EDA Board – Administrator Welti presented the minutes from the December 12, 2018 EDA Board Meeting.

Park Board – did not meet.

City Attorney – none.

City Engineer – none.

City Administrator – Administrator Welti presented a memo. Administrator Welti stated he attended the FEMA Risk MAP Discovery Meeting for the Cannon River Watershed. Welti stated the representative confirmed that FEMA funding would not be available to relocate park infrastructure because the project would not meet the cost/benefit test.

Welti stated the Medford Park Board hosted an open house at 7:00 p.m. on December 12, 2018, to allow the public to view and comment on the playground project that has been proposed for the former water tower park greenspace.

Four residents attended. One resident asked questions about how the project will be funded. A second resident provided an opinion about vandalism and questioned if the proposed park is too close to homes.

Welti stated the Steele County Board of Commissioners approved the Cooperative Agreement between Steele County and the City of Medford for Design and Construction of CSAH 45.

Welti stated councilmembers elect had been provided with a brief orientation of the City and Council.

Welti stated Cory Franek, the new City of Medford Public Works Supervisor, began on December 10, 2018 and had begun working on tasks needing to be addressed.

City Clerk – Clerk Jackson presented Resolution 2018-31 Certifying Unpaid Utility Bills to Steele County. Motion by Sexton, seconded by Dempsey to approve Resolution 2018-31. All members voted aye for approval. Motion carried.

Public Works – Cory Franek, Public Works Supervisor introduced himself to Council and gave a brief update. Franek stated repairs had been done at the water building and the salt shed.

Fire Department – none.

Unfinished Business – none.

New Business –

Pay Equity Report – Administrator Welti presented a memo. Welti stated Council approval was needed to submit the report.

Motion by Maas, seconded by Sexton to submit the Pay Equity Report. All members voted aye for approval. Motion carried.

Health Insurance Deductible – Administrator Welti presented a memo. Welti stated the City of Medford could contract with Further, a benefits administrator for the Health Care Savings Accounts at a cost of \$72 for the annual administrator fee.

Motion by Dempsey, seconded by Sexton to proceed with establishing the Health Savings Accounts, with Further. All members voted aye for approval. Motion carried.

Resolution 2018-32 Rescinding the closing of 2004B Refunding Bond Fund 301 and rescinding the transfer of the special assessments receivable to 2015 Scenic Heights Fund 304.

Administrator Welti presented a memo. Welti stated after speaking with the City's financial advisor, he recommended using the assessment portion of the funds to apply to a future capital project rather than using the assessment portion of the funds to pay off a current bond given the rising interest rates.

Resolution 2018-32 would keep the 2004B Refunding Bond Fund #301 open and the special assessments receivable would continue to accumulate in the fund until Council takes action to use the funds for a future capital project.

Motion by Sexton, seconded by Dempsey to approve Resolution 2018-32. All members voted aye for approval. Motion carried.

Mayor Nelson stated the Organization Meeting would be held Monday, January 14, 2019 at 4:00 p.m.

Mayor Nelson presented Years of Service plaques to Keith Maas and Chad Merritt. Mayor Nelson thanked both Councilmembers for the years of valuable service to the City of Medford.

Motion by Merritt, seconded by Maas to adjourn the Regular City Council meeting at 8:01 p.m.

Organizational City Council Meeting – Monday, January 14, 2019, 4:00 p.m.

Regular City Council Meeting – Monday, January 28, 2019, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting

December 27, 2018

3:45 p.m.

City Hall

Members present were Nelson, Maas, and Merritt.

Members absent were Sexton and Dempsey.

City staff and consultants in attendance were Elizabeth Jackson.

Others attending were: none.

Mayor Nelson called the meeting to order at 4:18 p.m.

Motion by Maas, seconded by Merritt to accept the resignation of Scott Mittelstaedt effective December 31, 2018. All members voted aye for approval. Motion carried.

Resolution 2018-33 Designating the Polling Place for the 2019 Elections. Motion by Maas, seconded by Merritt to approve Resolution 2018-33. All members voted aye for approval. Motion carried.

Motion by Merritt, seconded by Maas to adjourn at 4:21 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.