

Regular City Council Meeting  
April 26, 2020  
7:00 p.m.  
Fire Hall

Members present were Thomas, Langeslag, Bartlett, Merritt, and Mueller.

Members absent were: none.

City staff and consultants in attendance were Jed Petersen, Elizabeth Jackson, and Mark Rahrck.

Others attending were Joe Duncan, Erin Sammon, Ross Olson, Scott Limberg, John Anhorn, Brent Kavitz (remotely), Lois Nelson, (remotely), and Annie Granlund.

Mayor Thomas 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 Merritt, seconded by Bartlett to approve the agenda as presented. All members voted aye for approval. Motion carried.

Todd Nelson – Phase 2 of Development Approval – City Attorney Rahrck presented the Phase 2 Developer's Agreement. A slight wording change would be made on Page 7. Motion by Merritt, seconded by Langeslag to approve the Phase 2 Developer's Agreement with the revision on page 7. All members voted aye for approval. Motion carried.

Joe Duncan, Bolton & Menk – Main Street Project – Engineer Duncan presented Resolution 2021-09 Approving Plans and Specifications and Ordering Advertisement for Bids for the Main Street (CSAH 45) Street and Utility Improvement Project. Motion by Bartlett, seconded by Langeslag to approve Resolution 2021-09. Thomas aye, Langeslag aye, Mueller aye, Bartlett aye, Merritt nay. Motion carried.

Straight River Days – Erin Sammon

Parade Permit Request – Erin Sammon presented the parade route map and permit request to Council. Motion by Merritt, seconded by Mueller to approve the parade permit request. All members voted aye for approval. Motion carried.

Golf Cart Passes- Erin Sammon stated in past years the City of Medford had waived the permits needed for golf carts for Straight River Days. Motion by Langeslag, seconded by Bartlett to waive the permits for golf carts for Straight River Days. All members voted aye for approval. Motion carried.

Temporary Liquor License – Clerk Jackson stated the Civic Club had expressed interest in the City of Medford having a beer garden in the park for Friday night and Saturday during the day for Straight River Days. This would require the City to obtain a temporary liquor license from the State of Minnesota. Motion by Langeslag, seconded by Bartlett for the City of Medford to obtain a temporary liquor license to operate a beer garden during Straight River Days. 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 March 22, 2021 regular meeting minutes.

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

Approval of the March check register numbers E4063-E4092, 16094-16121, and 49524-49613.

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

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

Planning & Zoning Board – did not meet.

EDA Board – did not meet.

EDA Commissioner Report – Council member Bartlett stated she was working on setting up a meeting with the Medford Outlet Mall.

Park & Pool Commissioner – Council member Mueller stated residents had contacted her concerning the speeding of drivers on the road by the park. Mueller will contact Steele County Sheriff. Mueller asked if something could be done with the old concrete slab that the Chalet used to be on.

Mueller stated the pool had been sandblasted and the crack filling and painting would be done before the pool opens.

Water & Wastewater Commissioner – Council member Langeslag stated the screen for the wastewater plant had been ordered along with the new water meters and radios. Langeslag stated that any council member that was interested in taking a tour of the wastewater plant could contact Jed Petersen or Andrew Fischer to schedule a time for a tour.

Liquor Store Commissioner – Council member Bartlett stated the liquor store revenues had been increasing as the Covid restrictions were being eased by the State of Minnesota.

Streets Commissioner – Council member Merritt had nothing new to report regarding the streets.

Capital Advisory Board – did not meet.

City Attorney – none.

Mayor –

City Auditors Capital Expenditures Discussion- Mayor Thomas stated the discussion with the City Auditors had taken place and the City Auditors were aware of the large expenditures the City is making.

Summer Hours – Mayor Thomas stated in previous years City Hall had been closed on Friday afternoons during the summer unless a resident had made an appointment. Council had no objections to City Hall being closed on Friday afternoons during the summer.

Administrative Director of Operations –

Employee Compensation – Administrative Director Petersen presented a memo. Petersen recommended Council increase Bryce Grinnell's hourly wage to \$24.00 per hour effective April 26, 2021. Motion by Thomas, seconded by Bartlett to approve Bryce Grinnell's increase in hourly wage. All members voted aye for approval. Motion carried.

Cost of Living Increase – Administrative Director Petersen presented a memo. Petersen recommended Council give the public works workers the cost of living raise effective April 26, 2021. Council denied Petersen's recommendation.

MPCA Letter – Administrative Director Petersen stated he had received communication from Steven Speltz that the case with the City of Medford and MPCA was closed.

SEH/WHKS RFP Proposals – Administrative Director Petersen presented a memo. Petersen recommended Council approve the RFP Proposal from WHKS Engineering. Motion by Merritt, seconded by Langeslag to approve WHKS Engineering as the new City Engineers. All members voted aye for approval. Motion carried.

On Call Pay – Administrative Director Petersen presented a memo. Petersen recommended Council increase the on call pay rate from \$50.00 per week to \$30 per day. Motion by Mueller, seconded by Bartlett to increase the on call pay rate from \$50.00 per week to \$100.00 per week. All members voted aye for approval. Motion carried.

Weekend Rounds – Administrative Director Petersen presented a memo. Petersen recommended Council approve the change of weekend rounds to include; clocking in at the beginning and clocking out at the end of rounds. Paid overtime for two hours during the winter, spring, and fall and extra time as needed during the summer up to four hours. Motion by Langeslag, seconded by Thomas to approve the recommended changes to the Weekend Rounds policy. All members voted aye for approval. Motion carried.

Mailbox Policy – Administrative Director Petersen presented a memo. Petersen recommended Council approve the following policy: The City may provide reimbursement for damaged mail boxes, but only if the mail box was properly installed, was in good condition, and the plow actually came in direct contact with the mail box (not for damage from snow coming off the plow blade). At the discretion of the Administrative Director of Operation the City of Medford will pay up to \$50 for a damaged mail box one time per year. Motion by Langeslag, seconded by Merritt to approve the mailbox policy. All members voted aye for approval. Motion carried.

City Clerk –

Resolution 2021-08 A Resolution Approving the Preliminary and Final Plat of Scenic Heights Third Addition- Motion by Merritt, seconded by Bartlett to approve Resolution 2021-08. All members voted aye for approval. Motion carried.

Mike Bubany, City Financial Position Discussion- Clerk Jackson stated Administrative Director Petersen and Clerk Jackson had met with Mike Bubany. Mike Bubany will be giving Council a presentation at a later date to discuss the City's financial position and future projects.

2021 Pool Employees – Clerk Jackson presented a memo. Jackson recommended Council approve the hiring of the following 2021 pool staff:

Pool Manager & WSI	Morgan Langeslag	\$14.00/hour
Assistant Pool Manager	Mackenzie Kellen	\$11.50/hour
Returning Lifeguard	Mikayla Savig	\$10.50/hour
Returning Lifeguard	Peyton Ristau	\$10.50/hour
Returning Lifeguard	Grace Keller	\$10.50/hour
Returning Lifeguard	Tommy Stanoch	\$10.50/hour
New Lifeguard	Clara Kniefel	\$10.25/hour
New Lifeguard	Tate Hermes	\$10.25/hour
New Lifeguard	Morgan Jones	\$10.25/hour

Motion by Merritt, seconded by Bartlett to approve the recommended 2021 pool staff. All members voted aye for approval. Langeslag abstained.

2021 Pool Rates – Clerk Jackson presented a memo. Jackson recommended Council increasing the single session and all day pass by \$1.00, the resident family, resident individual, non-resident family, non-resident individual, and individual weekly pass each by \$5.00. Motion by Langeslag, seconded by Bartlett to approve the recommended increase in pool rates for 2021. Thomas aye, Langeslag aye, Mueller aye, Bartlett aye, Merritt nay. Motion carried.

City Financial Report – Clerk Jackson presented a memo. Jackson stated there had been no unexpected large expenses since the last City council meeting.

Fire Department- John Anhorn stated he would work on a plan for where the shipping containers will end up permanently.

Motion by Langeslag, seconded by Merritt to adjourn the regular city council meeting at 9:00 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, May 24, 2021, 7:00 p.m.

Minutes approved at \_\_\_\_\_ meeting.

Submitted by \_\_\_\_\_ City Clerk.

Signed by \_\_\_\_\_ Mayor.

