

Organizational Meeting

January 6, 2025

6:00 p.m.

City Hall

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

Members absent were none.

City Staff and consultants in attendance were Elizabeth Jackson.

Others attending were Kay Fate, and Mark Heaser.

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

The Oath of Office was given to newly elected officials, Danny Thomas, Amanda Mueller, and Jason Winter.

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

Resolution 2025-01 Stating Annual Designations – motion by Mueller, seconded by Winter to approve Resolution 2025-01. All members voted aye for approval. Motion carried.

Ordinance 2025-01 Amending the Master Fee Schedule – motion by Winter, seconded by Sorensen to approve Ordinance 2025-01. All members voted aye for approval. Motion carried.

Resolution 2025-02 Publication by Title and Summary the Ordinance Amending the Master Fee Schedule – motion by Sorensen, seconded by Winter to approve Resolution 2025-02. All members voted aye for approval. Motion carried.

2025 Board Appointments – motion by Sorensen, seconded by Mueller to approve the 2025 Board Appointments. All members voted aye for approval. Motion carried.

Resolution 2025-03 A Resolution Appointing Person to Fill the Vacant Council Position Formerly Held by Paige Butterfield – motion by Muller, seconded by Winter to appoint Mark Heaser to fill the Council Vacancy. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Winter to adjourn the organizational meeting at 6:07 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

January 27, 2025

6:00 p.m.

City Hall

Members present were Thomas, Mueller, and Heaser.

Members absent were Winter and Sorensen.

City Staff and consultants in attendance were Elizabeth Jackson, Craig Helgeson, Eric Finholdt, Matthew Mullenbach and Tom Harris.

Others attending were none.

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

The purpose of the meeting was to discuss creation of a new fire hall/municipal complex committee and potential sites for a new fire hall.

Several members of the Medford Fire Department and Medford City Council discussed several options.

Council consensus was to wait until the 2024 audit was completed and schedule a work session with Mike Bubany, David Drown and Associates to discuss capital planning for upcoming projects.

Motion by Mueller, seconded by Heaser to adjourn the special council meeting at 6:34 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

January 27, 2025

7:00 p.m.

City Hall

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

Members absent were none.

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

Others attending were Marie Sexton and Chloe Kucera.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – none.

Agenda – Add rental inspections update as item J under City Administrator. Add Nelson property update as item ii under City Engineer. Motion by Mueller, seconded by Winter 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 December 23, 2024 regular council meeting minutes and the January 6, 2025 special council meeting minutes.

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

Approval of the December check register numbers E5450-E5553, 17898-17957, and 52623-52720.

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

Zoning Board – Tom Harris stated the Zoning board had met and elected officers for 2025.

EDA Board – Councilmember Mueller stated the EDA board had met and elected officers for 2025.

Fire Department – Motion by Mueller, seconded by Sorensen to accept Richard Kucera's resignation from the Medford Fire Department. All members voted aye for approval. Motion carried.

Chief Helgeson updated Council on the grants the fire department had obtained.

City Attorney –

CSAH 12 Railroad Crossing – motion by Sorensen, seconded by Winter to proceed with litigation against Union Pacific Railroad for the dangerous crossing. All members voted aye for approval. Motion carried.

City Engineer –

WWTP Connection Agreement Update- Attorney Rahrick stated a meeting is scheduled for Wednesday with Owatonna’s attorney to discuss the draft agreement.

Todd Nelson Properties – Engineer Theobald stated an updated punch list had been sent to Todd Nelson regarding his properties.

Council Concerns – none.

Mayor – none.

City Administrator –

General Update Memo – Administrator Jackson presented a memo.

2025 Straight River Days Parade Route – motion by Winter, seconded by Heaser to approve the 2025 Straight River Days Parade Route. All members voted aye for approval. Motion carried.

Pay Equity Report – Administrator Jackson presented a letter for the State of Minnesota stating the City of Medford had passed the Pay Equity Report requirements.

Resolution 2025-04 A Resolution Requesting a Modification of Speed Limit at the Location of a Public School – motion by Mueller, seconded by Sorensen to approve Resolution 2025-04. All members voted aye for approval. Motion carried.

Resolution 2025-05 A Resolution Delegating Registration Responsibility for Cannabis Licensing to Steele County – motion by Mueller, seconded by Winter to approve Resolution 2025-05. All members voted aye for approval. Motion carried.

Ordinance 2025-02 An Ordinance Regulating Cannabis Businesses – the Medford Zoning Board will discuss Ordinance 2025-02 and bring any recommended changed to Council at the March Council meeting.

Northfield WIFI Lease – consensus was for Attorney Rahrick to draft a lease agreement.

Employee Handbook Updates – motion by Winter, seconded by Sorensen to approve the overtime language changes for the employee handbook. All members voted aye for approval. Motion carried.

MNDOT Update – Administrator Jackson presented an email from MNDOT District 6 regarding releasing Medford from the roundabout maintenance contract.

Rental Inspections Update – Administrator Jackson presented emails from Peace of Mind regarding the rental inspections.

Regular City Council Meeting – Monday, February 24, 2024, 7:00 p.m.

Motion by Mueller, seconded by Heaser to adjourn the regular council meeting at 7:35 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
February 24, 2025
7:00 p.m.
City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrick, Brandon Theobald, and Tom Harris.

Others attending were Marie Sexton and Phil Heim.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Phil Heim stated there would be volunteers cleaning up from Medford to Clinton Falls. He will be getting the information to the City Administrator to put on the digital sign.

Agenda – motion by Mueller, seconded by Winter 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 27, 2025 regular and special council meeting minutes.

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

Approval of the January check register numbers E5488-E5563, 17958-18008, and 52721-52769.

Motion by Mueller, seconded by Sorensen to approve the consent agenda with a change to the liquor store bills for Heggie's Pizza. All members voted aye for approval. Motion carried.

Zoning Board – did not meet.

EDA Board – did not meet. Mayor Thomas requested the EDA Board get the Welcome Packets completed as soon as possible.

Fire Department – Motion by Mueller, seconded by Heaser to authorize the purchase of a new SCBA air compressor and fill station for up to \$53,000. All members voted aye for approval. Motion carried.

City Attorney –

Northfield WIFI Lease – Council consensus was to change the lease to require Northfield WIFI to purchase their own electricity meter. Motion by Winter, seconded by Heaser to approve the amended lease agreement. All members voted aye for approval. Motion carried.

City Engineer –

Todd Nelson Properties Update – Engineer Theobald stated he was waiting for a response from Todd Nelson on the status of the punch list.

WWTP Connection – Engineer Theobald stated the construction plans and resolution to send the plans out for bids would be presented at the March council meeting.

Councilmember Concerns- none.

Mayor –

City Administrator Salary – Mayor Thomas presented a memo outlining area City Administrator wages and city hall office hours. Motion by Mueller, seconded by Winter to approve a \$10,000 raise effective February 24, 2025 for the City Administrator. All members voted aye for approval. Motion carried.

Part Time Office Assistant – Motion by Mueller, seconded by Heaser to make the office position a “float position” and hire Andy Evans to fill the office position when the City Administrator is out of the office. All members voted aye for approval. Motion carried.

City Administrator –

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

Rental Inspection Update- Administrator Jackson presented emails from Peace of Mind Home Inspections stating the inspections were scheduled to start March 4, 2025.

Public Works CDL – motion by Mueller, seconded by Heaser for the City of Medford to pay for the class for public works employees to obtain a CDL license, with the requirement the employee stay with the City of Medford for a year after obtaining the CDL license. If the employee leaves in less than a year, the employee will need to reimburse the City for a prorated amount of the license. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, March 24, 2025, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 7:41 p.m. All members voted aye approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting

March 24, 2025

7:00 p.m.

City Hall

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

Members absent were none.

City Staff and consultants in attendance were Elizabeth Jackson, Mark Rahrick, Brandon Theobald, Abby Schmidt, Tom Harris, and Craig Helgeson.

Others in attendance were Larry and Nancy Paul, Dyann Reinhard, Judy Bauer, Chloe Kucera, Marie Sexton, Jeff Karow, Carol and Vern Strusz, Theresa Wetmore, and Joanne and Richard Grunlee.

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

Pledge of Allegiance.

Concerns/Request from General Public/Organizations – Larry Paul presented photos showing the drainage issue at the end of his driveway.

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

2024 Audit Presentation - Abby Schmidt with ABDO went over the 2024 Financial Audit Statements. Abby gave a brief recap of how all the funds did for 2024. The cash balance of the water fund increased slightly. The cash balance of the sewer fund decreased due to the substantial amount of engineering fees paid regarding the connection to Owatonna.

Jeff Karow Parcel 16-101-0910 – Mr. Karow requested City Council allow cement barriers along the north edge of the parcel to prevent residents from “cutting” through the parking lot behind the building. Council consensus was to allow the barriers with Medford Public Works and Mr. Karow deciding where the best placement of the barriers would be.

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

Approval of the February 24, 2025 regular council meeting minutes.

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

Approval of February check register numbers E5564-E5596, 18006-18040, and 52770-52889.

Resolution 2025-06 A Resolution Accepting Donation from Casey’s General Store in the amount of \$1,000.00 for the Medford Fire Department.

Resolution 2025-07 A Resolution Accepting Donation from Steelhead Americas in the amount of \$2,000.00 for the Medford Fire Department.

Resolution 2025-08 A Resolution Accepting Donation from Lori Markham in the amount of \$50.00 for the Medford Fire Department.

Administrator Jackson presented a revised Resolution 2025-06. Motion by Winter, seconded by Sorensen to approve the consent agenda with the revised Resolution 2025-06. All members voted aye for approval. Motion carried.

Zoning Board – Ordinance 2025-02 An Ordinance Regulating Cannabis Business – the Zoning Board discussed possible changes to the Ordinance. Council consensus was to have the Zoning Board hold another public hearing for Ordinance 2025-02.

Potential City Code Ordinance Changes – the Zoning Board asked Council for further direction on changing the ordinances for landscaping in public right of ways, impervious surface requirements, and camper regulations. Council direction was for the Zoning Board to continue discussing possible changes to landscaping in right of ways and impervious surface requirements.

EDA Board – Councilmember Mueller stated the welcome packets were complete and being sent to new Medford residents.

Fire Department –

SCBA Air Compressor, Fill Station, and Tanker Update – Chief Helgeson requested Council approve a sealed bid with a minimum of \$2500 for the sale of the old compressor and fill station. Chief Helgeson also recommended Council post and take sealed bids for the old tanker once the new tanker is put into service, with a \$10,000 minimum bid. Motion by Mueller, seconded by Winter to approve Chief Helgeson’s recommendations. All members voted aye for approval. Motion carried.

City Attorney –

Northfield WIFI Lease Agreement – Attorney Rahrlick presented a revised lease agreement. Motion by Winter, seconded by Sorensen to approve the lease agreement with language being added to monitor the electricity consumption and pay in yearly increments. Motion by Winter, seconded by Sorensen to approve the revised lease agreement. All members voted aye for approval. Motion carried.

Mayor Thomas asked Attorney Rahrlick about the progress on the Park Endowment Fund Bylaws. Attorney Rahrlick stated he would have an update by the end of April.

City Engineer –

WWTP Connection Plans – Engineer Theobald presented the final plans.

Resolution 2025-09 Approving Final Plans and Specifications for Wastewater Regionalization with Owatonna and Authorizing Bidding – Motion by Mueller, seconded by Winter to approve Resolution 2025-09. All members voted aye for approval. Motion carried.

Councilmember Concerns – Councilmember Mueller started a discussion about potentially changing City Hall hours. Topic was tabled until the next meeting.

Councilmember Winter started a discussion about the part time office help position. Topic was tabled until the next meeting.

Mayor –

Medford School Speed Limit – Mayor Thomas gave an update. Thomas publicly thanked Senator Jasinski and John Anhorn for helping the City of Medford address the State legislature regarding the speed limit for the school zone.

City Administrator –

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

Rental Inspection Reports – Council tabled the reports and will schedule a special council meeting to discuss the reports.

Mueller Interface Quote – Administrator Jackson presented a quote from Mueller Systems for \$10,250.00 to build the interface needed for the Mueller meters to communicate with Banyon Utility Billing. Council consensus was to purchase the interface in 2026 when it could be included in the budget.

Sidewalk Snow Removal Ordinance – Council consensus was for Attorney Rahrack to revise the ordinance and bring to the next Council meeting.

Regular City Council Meeting – Monday, April 28, 2025, 7:00 p.m.

Special City Council Meeting – Tuesday, April 1, 2025, 5:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 9:12 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

April 1, 2025

5:00 p.m.

City Hall

Members present were Thomas, Sorensen, and Mueller.

Members absent were Winter and Heaser.

City Staff and consultants in attendance were Elizabeth Jackson, Rick Hager, Eric Finholdt, Craig Helgeson, Greg Sanborn, and Mike Bubany.

Others attending were Marie Sexton.

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

Capital Expenditure Discussion/Presentation - Capital Expenditures Presentation – Mike Bubany, David Drown & Associates presented the Capital Expenditures plan to Council. Several major projects were discussed and the costs, taxes and impact on the City were shown by Bubany.

Motion by Mueller, seconded by Sorensen to adjourn the special council meeting at 6:16 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting

April 9, 2025

5:00 p.m.

City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Craig Helgeson and Mark Rahrick.

Others attending were Jim Peterson, Theresa Wetmore, Vern and Carol Strusz, Joanne Grunlee, and Chloe Kucera.

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

Jim Peterson with Peace of Mind Home Inspections Inc. presented the rental inspection reports and discussed several items with Council. Fire Chief Helgeson stated he would be talking to Mr. Nelson about CO2 detectors and the fire doors.

Attorney Rahrick stated Mr. Nelson has 6 months to bring everything into compliance.

Mayor Thomas stated the City of Medford can only enforce compliance on the items in Medford City Code regarding rental properties.

Motion by Mueller, seconded by Sorensen to adjourn the special council meeting at 5:36p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting
April 28, 2025
7:00 p.m.
City Hall

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

Members absent were none.

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

Others attending were Marie Sexton, Scott Limberg, Chloe Kucera, and Kay Fate.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Administrator Jackson stated Marvin Purrier’s mom had planned on attending with a request to do something in memory of Marvin.

Agenda – add 6th Street SE speed limit signs to Mayor Reports. Motion by Mueller, seconded by Winter 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 March 24, 2025 regular council meeting minutes and the April 1, 2025 and April 9, 2025 special council meeting minutes.

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

Approval of the March check register numbers E5597-E5631, 18041-18071, and 52890-52955.

Approval of the Medford Municipal Liquor Store Temporary Liquor License Request for Straight River Days.

Resolution 2025-10 A Resolution Accepting Donation from Custom Building Components in the amount of \$300.00 for the Medford Fire Department.

Resolution 2025-11 A Resolution Accepting Donation from Medford Fire Relief Association/Anderson Family in the amount of \$4,200.00 for the Medford Fire Department.

Resolution 2025-12 A Resolution Accepting Donation from the Lazy U Community in the amount of \$100.00 for the Medford Fire Department.

Resolution 2025-13 A Resolution Accepting Donation from Straight River Cable equaling \$660.27 for the Medford Fire Department.

Resolution 2025-14 A Resolution Accepting Donation from Olmsted Medical Center in the amount of \$1,000.00 for the Medford Fire Department.

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

Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department –

Motion by Mueller, seconded by Winter to approve the annual Medford Fireman’s street dance. All members voted aye for approval. Motion carried.

Lucas Device Purchase – motion by Mueller, seconded by Heaser to authorize the Lucas Device purchase. All members voted aye for approval. Motion carried.

City Attorney –

Revised Jones Easement Agreement – Motion by Winter, seconded by Mueller to approve the revised easement agreement. All members voted aye for approval. Motion carried.

Agreement to Execute Easement Agreement – motion by Winter, seconded by Heaser to approve the agreement to execute easement agreement. Thomas voted aye, Winter voted aye, Heaser voted aye, Sorensen voted aye, Mueller voted nay. Motion carried.

Jones Easement Payment – motion by Heaser, seconded by Winter to authorize Jones Easement Payment by May 12, 2025. Thomas voted aye, Sorensen voted aye, Winter voted aye, Heaser voted aye, Mueller voted nay. Motion carried.

Park Endowment Bylaws Update – Attorney Rahrck stated the documents had been signed by Administrator Jackson to have a court hearing to change the park endowment fund bylaws.

City Engineer –

Engineer Theobald gave a brief update on the wastewater connection project.

Mayor –

Public Works Building – Mayor Thomas requested approval to go forward with obtaining quotes for a potential new public works building. Council consensus was to allow Mayor Thomas to proceed.

6th St SE speed limit signs – motion by Thomas, seconded by Winter to approve the 25 mph speed limit signs on 6th St SE. All members voted aye for approval. Motion carried.

City Administrator –

Administrator Jackson presented a memo regarding public works and city updates for the month.

City Hall Hours – motion by Sorensen, seconded by Mueller to change Medford City Hall hours to Monday-Thursday 7:00 a.m. – 11:30 a.m. and 12:30 p.m. – 4:30 p.m., closed Fridays. All members voted aye for approval. Motion carried.

Ordinance 2025-xx An Ordinance Amending Section 8.01 of the Medford Zoning Code Governing Snow Removal – ordinance will be posted for 10 days and officially voted on in the May Council meeting.

2025 Pool Rates – motion by Mueller, seconded by Sorensen to approve the 2025 Pool Rates. All members voted aye for approval. Motion carried.

2025 Pool Employees/Wages – motion by Mueller, seconded by Heaser to approve the 2025 pool employees and wages. All members voted aye for approval. Motion carried.

Pool Co-Manager	Bennett Stinocher
Pool Co-Manager	Olivia Ward
Returning Lifeguard/WSI	Jade Laue
Returning Lifeguard/WSI	Lexi Laue
Returning Lifeguard/WSI	Justin Limon
Returning Lifeguard	Meghan Amberg
Returning Lifeguard	James Wegner
New Lifeguard	Liam Ahrens
New Lifeguard	Brielle Goodnature
New Lifeguard	Bo Wilson

2025 Pool Season Staff Wages:

Pool Co-Manager \$16.00/hour

WSI & Teach Lessons \$14.50/hour

Returning Lifeguard \$14.00/hour

New Lifeguard \$13.50/hour

Medford Liquor Store Roof – motion by Sorensen, seconded by Heaser to approve the estimate for Malo Roofing in the amount of \$34,000 to replace the roof. All members voted aye for approval. Motion carried.

Medford Liquor Store Cooler – motion by Sorensen, seconded by Winter to approve the estimate from RiverCity Refrigeration in the amount of \$18,500 to replace the cooler. All members voted aye for approval. Motion carried.

Street Sweeper – motion by Winter, seconded by Heaser to authorize the purchase of the 2008 Elgin Sweeper plus refurbishing costs for the total of \$35,712.85. All members voted aye for approval. Motion carried.

Parcel 16-101-4113 Accepted Uses for Premises – Council consensus was to have the Zoning Board look at the parcel and city code and come back with a recommendation to City Council.

Medford Liquor Store Performance 2023 – Administrator Jackson and Mayor Thomas publicly thanked the Medford Liquor Store staff for all of their efforts in making the liquor store #1 in the State for 2023.

Medford Liquor Store Temporary Extension of Premises – Parking Lot – motion by Mueller, seconded by Winter to approve the temporary extension of premises. All members voted aye for approval. Motion carried.

Medford Liquor Store Temporary Extension of Premises - Patio Area – motion by Mueller, seconded by Sorensen to approve the temporary extension of premises. All members voted aye for approval. Motion carried.

Medford Liquor Store Temporary Extension of Premises – Street Dance – motion by Mueller, seconded by Winter to approve the temporary extension of premises. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 8:15 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – May 19, 2025, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

May 6, 2025

5:30 p.m.

City Hall

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

Members absent were none.

City Staff in attendance was Elizabeth Jackson.

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

Public Works Service Truck – motion by Sorensen, seconded by Winter to authorize the purchase of a public works service truck up to the amount of \$70,000.00. All members voted aye for approval. Motion carried.

Straight River Park Volleyball Court Sand – motion by Mueller, seconded by Heaser to approve the purchase of 16 yards of sand for the volleyball courts. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Winter to adjourn the special council meeting at 5:49 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

May 19, 2025

7:00 p.m.

City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrick, Brandon Theoabald, Dennie Luebbe, and Craig Helgeson.

Others attending were Dyann Reinhard, Chad Podratz, Chloe Kucera, Marie Sexton, and Drew DeMars.

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

Pledge of Allegiance

Concerns/Requests from the General Public/Organizations – Dennis Luebbe asked if the City Council was looking at other options for more housing in Medford and possibly annexing in more land to make buildable lots.

Agenda – motion by Mueller, seconded by Sorensen 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 April 28, 2025 regular council meeting minutes and the May 6, 2025 special council meeting minutes.

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

Approval of the April check register numbers E5632-E5661, 18072-18103, and 52956-53103.

Approval of the LMCIT liability coverage – waiver form.

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

Approval of Resolution 2025-15 A Resolution Accepting In-Kind Donation from Faribo Power Coating in the amount of \$5,000.00 for the Medford Fire Department.

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

Zoning Board –

Recommended Ordinance Changes

C2 District – Zoning recommendation was to upgrade the streets in a C2 district to handle the weight of vehicles allowed in a C2 district.

Fence Permit – Motion by Mueller, seconded by Heaser to leave the fence permit setbacks at 2 feet from the property lines. Thomas voted nay, Mueller voted aye, Heaser voted aye, Winter voted aye, Sorensen voted aye. Motion carried.

Expired Vehicle Tabs being an inoperable vehicle – Zoning recommended that be removed from City Code. Council consensus was for Attorney Rahrick to make the “inoperable vehicles” description more specific in city code.

Tree Service Companies Permit – Zoning recommendation was not to have a permit. Council agreed.

Impervious Surface Permits for campers, boats, etc – Zoning recommended no changes.

Public ROW Landscaping – Zoning recommended an ordinance making ROW landscaping be done at the “resident’s own risk”. The City would not be liable for damages.

Camper Regulations- Zoning recommended no changes.

Boulevard Signs – Zoning recommended no changes.

Ordinance 2025-02 An Ordinance Regulating Cannabis Business – motion by Sorensen, seconded by Winter to approve Ordinance 2025-02. All members voted aye for approval. Motion carried.

EDA Board –

brief update on last EDA Meeting. EDA Board working on trying to get Dollar General to possibly come to Medford. Also working on a possible farmers market for next summer.

Fire Department-

Reserve Firefighter Job Description – motion by Sorensen, seconded by Mueller to proceed with the job description for a reserve firefighter. All members voted aye for approval. Motion carried.

DJ Medin Architects Approval – motion by Mueller, seconded by Winter to approve the authorization for the Medford Fire Department to work with DJ Medin Architects on budgeting for a new fire hall. All members voted aye for approval. Motion carried.

City Attorney –

Court hearing on Park Endowment Fund Bylaws court case on July 2, 2025.

City Engineer –

June 18, 2025 will be the bid opening for the WWTP connection project.

Mayor –

Main Street Parking Painting – motion by Thomas, seconded by Heaser to approve Seykora Striping to paint parking spots on Main Street not to exceed \$3,000. All members voted aye for approval. Motion carried.

Chickens within City limits – Mayor Thomas presented a memo stating allowing chickens within city limits would force Jennie O Turkey to move somewhere else.

City Administrator –

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

Roundabout update – Administrator Jackson presented emails that had been sent to MNDOT regarding the City of Medford not maintaining the roundabouts due to safety issues.

UV Light Update – Administrator Jackson presented an email Andrew Fischer sent to MN Pollution Control regarding the UV lights being outdated and unable to be repaired.

Resolution 2025-16 A Resolution Awarding and Approving the 2025 Street Patching Quote Bid – motion by Heaser, seconded by Mueller to approve Resolution 2025-16 awarding the 2025 Street Patching Bid to M&W Blacktopping. All members voted aye for approval. Motion carried.

Ordinance 2025-03 An Ordinance Amending Section 8.01 of the Medford Zoning Code Governing Snow Removal – motion by Mueller, seconded by Winter to approve Ordinance 2025-03. All members voted aye for approval. Motion carried.

Water Tower Greenspace – Administrator Jackson presented a memo outlining the issues public works is finding in the water tower greenspace. Council consensus was to send out a city wide mailing reminding residents of the dog nuisance ordinance.

Regular City Council Meeting – June 23, 2025, 7:00 p.m.

Motion by Mueller, seconded by Sorensen to adjourn the regular city council meeting at 8:36 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

June 23, 2025

7:00 p.m.

City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrick, and Brandon Theoabald.

Others attending were Michael Sorensen, Tom Sexton, John Iverson, Kay Fate, Marie Sexton, Jake Jablonski, Chloe Kucera, Mark Selbrade, and Richard Bartosch.

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

Pledge of Allegiance.

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

Agenda – Motion by Mueller, seconded by Sorensen 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 May 19, 2025 regular city council meeting minutes.

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

Approval of the May check register numbers E5643-E5701, 18104-18133, and 53053-53148.

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

Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department –

Nelson Rental Property Update- Chief Helgeson presented a memo.

Medford Volunteer Fireman's Relief Bylaw Update – motion by Mueller, seconded by Heaser to update the bylaws as presented. All members voted aye for approval. Motion carried.

Portable Radio Purchase Authorization – motion by Mueller, seconded by Sorensen to approve the portable radio purchase of up to \$37,000. All members voted aye for approval. Motion carried.

City Attorney –

Inoperable Vehicle Ordinance Update – council consensus was to remove the current vehicle tabs requirement from the description.

ROW Landscaping Ordinance Update- Zoning and the City Attorney will continue to work on this ordinance.

City Engineer –

Wastewater Regionalization with Owatonna:

Memo – Engineer Theobald presented a memo with a brief update on the project.

Bid Worksheet – Engineer Theobald presented the bid worksheet.

Resolution 2025-17 A Resolution Awarding and Approving Wastewater Regionalization with Owatonna – motion by Winter, seconded by Sorensen to approve Resolution 2025-17. All members voted aye for approval. Motion carried.

Signed Waiver – motion by Thomas, seconded by Heaser to approve the waiver. All members voted aye for approval. Motion carried.

ROW Map – Engineer Theobald presented the right of way map.

Mayor –

4th St NE Trees – Mayor Thomas presented a letter that had been sent to residents along 4th St NE regarding trees that were starting to crowd together. Council consensus was for Administrator Jackson to obtain bids to remove the dead trees and overgrowth.

Lifeguard Supervisor – Mayor Thomas presented a memo asking for Council approval to hire a part time swimming pool supervisor. Motion by Thomas, seconded by Heaser to authorize Administrator Jackson to hire a pool supervisor up to 20 hours a week at \$17.00 per hour. All members voted aye for approval. Motion carried.

Speed Bumps on 6th St SE – Mayor Thomas presented a memo asking Council to consider installing speed bumps on 6th St SE. Council consensus was not to proceed at this time.

Casey's General Store Greenspace – Attorney Rahrck stated Zoning would need to hold a public hearing and an ordinance would need to be adopted to allow the greenspace to be used for agricultural purposes.

City Administrator –

General Updates – Administrator Jackson presented a memo.

Straight River Days Recap – Administrator Jackson presented a memo with the revenue generated by Straight River Days for the Medford Liquor Store. Administrator Jackson publicly thanked all of the City of Medford employees for all the hard work during Straight River Days.

Resolution 2025-18 A Resolution Adopting the 2024 Steele County Hazard Mitigation Plan – motion by Mueller, seconded by Winter to approve Resolution 2025-18. All members voted aye for approval. Motion carried.

Sundays Off Pool Edging – Council consensus was for Administrator Jackson to update Attorney Rahrick on the work being completed.

Resolution 2025-19 A Resolution Approving Publication of Ordinance by Title and Summary – motion by Mueller, seconded by Winter to approve Resolution 2025-19. All members voted aye for approval. Motion carried.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 8:40 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, July 28, 2025, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting

July 28, 2025

7:00 p.m.

City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Mark Rahrlick, Brandon Theobald, Dennis Luebbe, and Michael Bubany.

Others attending were Annette Duncan, Bryan Duncan, Amelia Duncan, Kaylynn Gordon, Roberta Fitzgerald, Marie Sexton, Judy Bauer, Chloe Kucera, and Susan Zick.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Jeff Karow addressed Council with parking concerns outside the new bakery. Council consensus was to have a curb line stripe painted.

Kaylynn Gordon addressed Council requesting permission to have a memorial bench installed at Central Park in memory of her son, Marvin Purrier.

Annette Duncan invited Medford leadership members to participate in the System Design Clinic on September 10, 2025.

Agenda – add item “a” to Mayor – speed bumps on 6th St. SE. Remove rental discussion from Planning and Zoning. Motion by Mueller, seconded by Winter 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 June 23,2025 regular council meeting minutes.

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

Approval of the June check register numbers E5702-E5778, 53149-53252, and 18134-18177.

Resolution 2025-21 A Resolution Accepting In Kind Donation from J&L Collision & Sales Inc in the amount of \$8,723.26 for the Medford Fire Department

Resolution 2025-22 A Resolution Accepting Donation from Land O'Lakes Foundation in the amount of \$2,500.00 for the Medford Fire Department

Resolution 2025-23 A Resolution Accepting Donation from Central Farm Service in the amount of \$2,500.00 for the Medford Fire Department

Resolution 2025-24 A Resolution Accepting Donation from Randy & Holly Sobrack in the amount of \$100.00 for the Medford Fire Department

Resolution 2025-25 A Resolution Accepting Donation from Straight River Cable in the amount of \$1,500.00 for the Medford Fire Department

Resolution 2025-26 A Resolution Accepting Donation from Westbrach Marketing in the amount of \$150.00 for the Medford Fire Department

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

Mike Bubany – David Drown & Associates

Resolution 2025-20 Providing for the Issuance and Sale of a \$1,000,000 General Obligation Sewer Revenue Bond, Series 2025A and Pledging Net Revenues for the Security and Payment Thereof – motion by Winter, seconded by Sorensen to approve Resolution 2025-20. All members voted aye for approval. Motion carried.

Zoning Board – Ordinance 2025-04 An Ordinance Amending Section 4.33 of the Medford City Code Regulating Performance Standards – Ordinance will be brought to August Council meeting for formal approval.

EDA Board –

Farmer's Market - Council member Mueller stated the first Farmer's Market would be held August 6, 2025, at 5:30 p.m.

Dollar General Update – Council consensus was for the EDA Board to pursue the next steps in contacting Dollar General about a possible store in Medford.

Fire Department –

Administrator Jackson presented a memo from DJ Medin Architects, Inc pertaining to a Fire Station Conceptual Estimate

City Attorney –

Park Endowment Fund Bylaws Update – Attorney Rahrlick stated the court hearing had been a success and the City of Medford is now able to use the Park Endowment Fund principal for updates to the Straight River Park.

City Engineer –

Owatonna Wastewater Connection Agreement – Motion by Winter, seconded by Heaser to approve the Owatonna Wastewater Connection Agreement. All members voted aye for approval. Motion carried.

Lead Service Line Update – Engineer Theobald presented a memo detailing the work plan and cost estimate to finish identifying potential lead service lines within Medford City Limits.

Mayor –

Speed Bumps on 6th St SE – Mayor Thomas presented a cost estimate to install “removable” speed bumps on 6th St SE. After Council discussion, it was decided to install stop signs on the corner of 6th St SE and Woodland Trail to make the intersection a 4-way stop.

City Administrator –

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

Nelson Development Rental Permit Fee Discussion – Council consensus was for Administrator Jackson and Attorney Rahrck to coordinate information and send Mr. Nelson a letter pertaining to the unpaid fees and rental permit requirements.

December Council Meeting Date Change – motion by Mueller, seconded by Heaser to move the December Council meeting to December 15, 2025, at 7:00 p.m. All members voted aye for approval. Motion carried.

City Administrator Jackson reminded Council she would be taking unscheduled time off in September when her first grandson is born.

Regular City Council Meeting – Monday, August 25, 2025, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 8:36 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting

August 25, 2025

6:00 p.m.

City Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson.

Others attending were Marie Sexton.

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

Administrator Jackson presented the recommended 2026 Preliminary Levy

Administrator Jackson presented the 2026 preliminary budget.

Motion by Mueller, seconded by Heaser to adjourn the special council meeting at 6:35p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting

August 25, 2025

7:00 p.m.

City Hall

Members present were Thomas, Muller, Sorensen, Winter, and Heaser.

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Craig Helgeson, and Tom Harris.

Others attending were Marie Sexton, Tom Sexton, Birdy Fitzgerald, Kay Fate, Josh Ihlenfeld, John Jasinski, and Chloe Kucera.

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

Pledge of Allegiance.

Concerns/Requests from the General Public/Organizations – Representative Sexton and Senator Jasinski stated they are each glad to serve the area.

Kristin Sailer – Steele County Emergency Operations Plan Approval – postponed to September Council meeting.

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

G.O. Sewer Revenue Bond, Series 2025A – Administrator Jackson presented a summary and closing letter from Mike Bubany, David Drown & Associates.

6th St SE Stop Sign Concerns – Todd Borwege presented an article from the Owatonna People's Press about stop signs being removed from Elm Avenue in Owatonna. Craig Helgeson stated he didn't feel the stop signs would slow down the speeding motorists on 6th St SE. Council consensus was to schedule a special meeting to discuss 6th St SE safety and speed concerns.

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

Approval of the July 28, 2025 regular council meeting minutes.

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

Approval of the July check register numbers E5715-E5824, 53253-53325, and 18200-18249.

Approval of Resolution 2025-28 A Resolution Accepting Donation from Medford Bus Company in the amount of \$500.00

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

Zoning Board –

Ordinance 2025-05 An Ordinance Amending Section 11.20 of the Medford City Code Regulating Nuisances – motion by Mueller, seconded by Winter to approve Ordinance 2025-05. All members voted aye for approval. Motion carried.

Ordinance 2025-04 An Ordinance Amending Section 4.33 of the Medford City Code Regulating Performance Standards – motion by Mueller, seconded by Winter to approve Ordinance 2025-04. All members voted aye for approval. Motion carried.

Ordinance 2025-06 An Ordinance Amending Section 4.33 of the Medford City Code Regulating Performance Standards – council will take official action at the September 22, 2025 council meeting.

EDA Board –

Councilmember Mueller gave an update on the EDA Board continuing with the Farmer’s Market and continuing with trying to get Dollar General to come to Medford.

Fire Department –

Chief Helgeson stated the 2026 Fireman’s Dance would be moved to the Medford Outlet Center.

City Engineer-

Pay Request #1 in the amount of \$248,507.41 to Heselton Construction LLC – motion by Mueller, seconded by Winter to approve pay request #1. All members voted aye for approval. Motion carried.

Change Order Request #1 in the amount of \$16,775.00 to Heselton Construction LLC – motion by Sorensen, seconded by Mueller to approve Change Order #1. All members voted aye for approval. Motion carried.

City Attorney – not present.

Mayor –

Mayor Thomas presented the memo from the League of MN Cities recognizing Senator Jasinski as a 2025 Legislator of Distinction.

City Administrator –

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

Roundabout Maintenance – Motion by Thomas, seconded by Winter to have D&D Landscape mow and trim the roundabouts once more for the season. All members voted aye for approval. Motion carried.

Ancom Estimate for Warning Siren Repairs – motion by Sorensen, seconded by Heaser to approve the Ancom estimate in the amount of \$21,563.00. All members voted aye for approval. Motion carried.

Penalties Discussion for not obtaining required zoning permits – council consensus was to have the Zoning Board discuss this and come back with a recommendation for Council.

2026 Budget – motion by Mueller, seconded by Winter to approve the 2026 Preliminary Budget. All members voted aye for approval. Motion carried.

Resolution 2025-27 A Resolution Adopting 2026 Preliminary Tax Levy in the amount of \$842,086. All members voted aye for approval. Motion carried.

Regular City Council Meeting – September 22, 2025, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 7:59 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

September 15, 2025

5:30 p.m.

City Hall

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

Members absent were Heaser.

City staff and consultants in attendance were Lon Thiele, Mike Smith, and Elizabeth Jackson.

Others in attendance were Tom Harris, Craig Helgeson, August and Shirley Zahn, Rich Quiring, Cathi Gasner, Todd and Koreen Borwege, Jerrie and Chuck Wencil, Ed and LaVonne Cervenka, Luke Beucler, Dennis Fox, Greg and Kim Chester, Kay Fate, Matt Peterson, Jenny and Tim Amberg, and Kris Norton.

6th St SE Concerns – several residents expressed concerns and ideas to Council regarding the 6th St speed limits, stop signs, parking, bus parking, and plowing. Council will take official action at the September meeting.

Medford Beautification – Mayor Thomas shared an email from a Medford resident with ideas for beautifying Medford. Council will discuss further options at the September meeting.

Motion by Mueller, seconded by Winter to adjourn the special council meeting at 6:28 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
September 22, 2025
7:00 p.m.
City Hall

Members present were Thomas, Winter, Heaser, Mueller, and Sorensen(remotely).

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson, Brandon Theobald, and Kristin Sailer.

Others attending were Tom Harris, Lon Thiele, Birdy Fitzgerald, Bryan Duncan, Shelby Hauge, Rich Quiring, Chloe Kucera, Karen Jorgensen, Josh Ihlenfeld, Marie Sexton, and Paul Byrge.

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

Pledge of Allegiance.

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

Steele County Sherriff's Contract – Sheriff Thiele answered several questions from City Council regarding the sheriff's contract with the City. Council consensus was to not make any changes.

Medford Beautification Ideas – Council directed Administrator Jackson to contact Diane Ristau about assembling a committee and leading the committee on ideas for beautifying Medford.

Kristin Sailer – Steele County Emergency Operations Plan Approval

Resolution 2025-30 Authorizing Execution of the Steele County Emergency Operations Plan – motion by Mueller, seconded by Winter to approve Resolution 2025-30. All members voted aye for approval. Motion carried.

Parcel 11-016-4400 Possible Annexation – Josh Ihlenfeld addressed Council with his desire to possibly annex in part of parcel 11-016-4400. Mr. Ihlenfeld will work with Administrator Jackson to possibly continue the annexation process.

Agenda – motion by Winter, seconded by Mueller 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 25, 2025 regular and special meeting minutes and the September 15, 2025 special meeting minutes.

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

Approval of the August check register numbers E5780-E5854, 53326-53434 and 18250-18336.

Approval of Resolution 2025-29 A Resolution Accepting Donation from Medford Bus Company in the amount of \$2,500.00 for the Medford Fire Department.

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

Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department – nothing to report.

City Engineer – nothing to report.

City Attorney – not present.

Mayor –

WWTP Regionalization Concerns –

Council consensus was to have a construction meeting once a week with the public works department, the City Administrator, once Council member, WHKS representatives, and Heselton representatives. All residents are welcome to attend.

Any resident concerns/requests on the project should be forwarded to Brandon Theobald or Cory Felderman from WHKS.

6th St SE Recommendations –

Council consensus was to leave the intersection of 6th St SE and Woodland Trail as a 4-way stop. A crosswalk will be painted at the intersection. The Zoning Board will hold a special meeting to discuss making 6th St SE one-sided parking.

City Administrator –

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

Municipal Liquor Store Special Hours - Council consensus was to allow the liquor store to open early for 2 Vikings games being held September 28 and October 5.

Ordinance 2025-06 An Ordinance Amending Section 4.33 of the Medford City Code Regulating Performance Standards – motion by Mueller, seconded by Heaser to approve Ordinance 2025-06. All members voted aye for approval. Motion carried.

Special City Council Meeting – Monday, September 29, 2025, 6:00 p.m.

Regular City Council Meeting – Monday, October 27, 2025, 7:00 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 8:08 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

September 29, 2025

6:00 p.m.

City Hall

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

Members absent were none.

City Staff and consultants in attendance were Elizabeth Jackson, Craig Helgeson, Eric Finholdt, Matt Mullenbach, Rick Hager, Greg Sanborn, and Nick Goodnature.

Others attending were none.

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

Mike Bubany, David Drown & Associates Capital Planning Presentation.

City Council and the Medford Fire Department members asked several questions regarding options for the City to build and finance a fire hall.

No decisions were made at this workshop meeting.

Motion by Mueller, seconded by Winter to adjourn the special council meeting at 7:18 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting

October 27, 2025

6:00 p.m.

City Hall

Members present were Thomas, Mueller, Winter, Heaser, and Sorensen (remotely).

Members absent were none.

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

Others attending were John Anhorn, Rick Hager, Dan & Mona Kaiser, Eric Frank, Marie Sexton, Karen Jorgensen, Brad Hager, and Tom Harris.

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

Administrator Jackson gave a recap of the Capital Planning Meeting held on September 29, 2025.

Dan Kaiser addressed Council regarding the building he has for sale.

Administrator Jackson presented a report from Voight & Associates, Inc. regarding the inspection of the public works maintenance shop.

No action was taken at this work session.

Motion by Mueller, seconded by Winter to adjourn the special meeting at 6:50 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 27, 2025
7:00 p.m.
City Hall

Members present were Thomas, Mueller, Winter, Heaser, and Sorensen (remotely).

Members absent were none.

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

Others attending were John Anhorn, Tom Harris, Cathi Gasner, and Shane Cobb.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – none.

Agenda – add item 3, Straight River Park parking lot and Nelson Development under City Engineer.
Motion by Mueller, seconded by Winter 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 September 22, 2025 regular council meeting minutes.

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

Approval of the September check register numbers E5831-E5888, 53435-53489, and 18326-18355.

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

Zoning Board –

6th St SE – Motion by Mueller, seconded by Heaser for the Zoning Board to decide which side of 6th St SE from CSAH 12 to 3rd Ave SE will be no parking. All members voted aye for approval. Motion carried.

Motion by Heaser, seconded by Winter to have a crosswalk painted at the beginning of 6th St SE. All members voted aye for approval. Motion carried.

EDA Board – did not meet.

Fire Department – Chief Helgeson stated he met with the ISO representative and the City of Medford will keep a 5 rating.

City Engineer –

Heselton Construction Pay Request #2 – motion by Winter, seconded by Mueller to approve pay request #2 in the amount of \$945,788.51. All members voted aye for approval. Motion carried.

Resolution 2025-31 A Resolution for MN Public Finance Authority Grant Funding Assistance for Wastewater Regionalization with Owatonna – motion by Mueller, seconded by Winter to approve Resolution 2025-31. All members voted aye for approval. Motion carried.

Straight River Park Parking Lot – Engineer Theobald will check on the condition of the parking lot after the construction is complete.

Todd Nelson Development – Engineer Theobald will contact Mr. Nelson about the outstanding items on the punch list.

City Attorney – nothing.

Mayor - none.

City Administrator –

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

MN Paid Leave – motion by Sorensen, seconded by Winter for the City to cover the whole premium for the MN Paid Leave Law. All members voted aye for approval. Motion carried.

Maintenance Shop Rental Space – motion by Winter, seconded by Heaser to enter into a month to month lease with St Marc Materials for maintenance shop space. All members voted aye for approval. Motion carried.

Liquor Store Transfer 2026 – Administrator Jackson presented an email from Mike Bubany stating the City would be able to transfer money from the liquor store fund into the water and sewer funds. This will allow the water and sewer rates to remain unchanged for 2026.

Wastewater Connection Project Payments – Administrator Jackson presented a memo from Mike Bubany advising the City to transfer money from the City's savings

account to make the contractor payments on the project until the State of Minnesota reimburses the City.

Resolution 2025-32 A Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code – motion by Winter, seconded by Heaser to approve Resolution 2025-32. All members voted aye for approval. Motion carried.

Regular City Council Meeting – Monday, November 24, 2025, 7:00 p.m.

Motion by Mueller, seconded by Heaser to adjourn the regular council meeting at 7:53 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special City Council Meeting

November 17, 2025

5:30 p.m.

Fire Hall

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

Members absent were none.

City staff and consultants in attendance were Elizabeth Jackson and Mark Rahrlick.

Others attending were Cathi Gasner, Todd & Koreen Borwege, Shane Cobb, Karen Jorgensen, Jerrie & Chuck Wencl, Greg & Kim Chester, Tom & Donna Harris, Marie Sexton, Matt Mullenbach, Greg Sanborn, Betsy Chambers, Josh Hanzlicek, Amy Hanzlicek, Tony Cassen, John Kay, Jason & Joy Holmgren, Gerald Borwege, Sammy Miranda, Scott Schroeder, Mona & Dan Kaiser, Gavin Hermes, Bianca Ward, Chad Merritt, Craig Helgeson, Allen Chalmers, Luke Beucler, Paul Byrge, Nick & Sue Neumann, and Jackie Gillis.

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

Agenda – remove the fire hall/city shop discussion. Motion by Mueller, seconded by Winter to approve the amended agenda. All members voted aye for approval. Motion carried.

Mayor Thomas opened the meeting for any residents that wanted to express their concerns. The following is the list of residents that spoke:

1. Josh Hanzlicek – parking restrictions are not needed.
2. Jackie Gillis – commends Council on the changes. Parking restrictions should stay.
3. Gerald Borwege – parking restrictions should stay.
4. Corey Samora – wants to know who enforces the parking restrictions, also asked if these restrictions would be placed on other narrow streets in Medford.
5. Todd Borwege – believes it is safer with parking restrictions.
6. Jerrie Wencl – keep the parking restrictions.
7. Cathi Gasner – agrees with all the changes and restrictions.

8. Tony Cassen – parking restrictions are not needed.

9. Allen Chalmers – parking restrictions makes the speeding worse. Is concerned about mail delivery.

10. Paul Byrge – parking restrictions will increase the speeding. Makes it more difficult to back out of his driveway.

11. Luke Beucler – parking restrictions will increase the speeding. Also concerned the stop signs will be difficult when roads are icy.

12. Greg Chester – East side of 6th St SE will get plowed in with parking restrictions.

13. Sammy Miranda – asked for the data that supports all the changes on 6th St SE. Parking restrictions will make the speeding worse.

No action was taken by Council during this work session.

Motion by Mueller, seconded by Sorensen to adjourn the special council meeting at 6:43p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Special Council Meeting

November 24, 2025

6:00 p.m.

City Hall

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

Members absent were none.

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

Others in attendance were Eric Finholdt, Matt Mullenbach, Dan & Mona Kaiser, Cathi Gasner, Shane Cobb, Marie Sexton, Greg Sanborn, Rick Hager, and Tom Harris.

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

The purpose of tonight's meeting is to discuss options for a public works building and a fire hall building.

No decisions were made by Council at this meeting.

Motion by Sorensen, seconded by Winter to adjourn the special council meeting at 6:53 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular City Council Meeting

November 24, 2025

7:00 p.m.

City Hall

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

Members absent were none.

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

Others in attendance were Marie Sexton, Tom Harris, Amy & Josh Hanzlicek, Cathi Gasner, Shane Cobb, John Anhorn, Chloe Kucera, Tony Cassen, Ron Burr and Karen Jorgensen.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Ron Burr addressed Council about a potential liquor license for a bar/grill that he is opening at the Medford Outlet Center.

Josh Hanzlicek address Council about a possible letter to everyone about the no parking on the west side of 6th St SE

Agenda – add repair estimates to fire department reports. Add video recording to City Administrator reports.

Motion by Mueller, seconded by Winter 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 September 29, 2025 special meeting minutes, the October 27, 2025 special and regular council meeting minutes, and the November 17, 2025 special meeting minutes.

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

Approval of the October check register numbers E5860-E5920, 53490-53597, and 18356-18384.

Resolution 2025-33 A Resolution Accepting Donation from Lori Clark for the Medford Veteran's Committee in the amount of \$800.00 in memory of Steven Clark.

Resolution 2025-34 A Resolution Accepting Donation from John & Lylia Iverson for the Medford Veteran's Committee in the amount of \$25.00 in memory of Steven Clark.

Resolution 2025-35 A Resolution Accepting In-Kind Donation from Straight River Cable for the Medford Fire Department in the amount of \$573.36.

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

Zoning Board – Tom Harris gave a brief recap of the last meeting.

EDA Board – Council member Mueller stated the EDA Board recommended City Council approve the letter to be sent to Dollar General.

Fire Department –

2026 Township Contracts – motion by Heaser, seconded by Sorensen to approve the 2026 Township Fire Contracts. All members voted aye for approval. Motion carried.

Fire Relief Association Benefit Level – motion by Mueller, seconded by Winter to approve the \$3500 benefit level. All members voted aye for approval. Motion carried.

October Fire Department Memo – Chief Helgeson presented a memo.

Engine Repair Estimates – motion by Heaser, seconded by Winter to authorize up to \$32,000 to replace the transmission in the fire truck. All members voted aye for approval. Motion carried.

City Engineer –

Pay Request #3 – motion by Mueller, seconded by Winter to approve pay request #3 in the amount of \$990,884.62 to Heselton Construction. All members voted aye for approval. Motion carried.

City Attorney –

MN Paid Leave – motion by Sorensen, seconded by Winter to approve the Minnesota Paid Leave Policy for the City's Employee Handbook. All members voted aye for approval. Motion carried.

Mayor –

City Administrator Evaluation – Mayor Thomas and Councilmember Mueller will complete the performance evaluation.

6th St SE – Motion by Thomas, seconded by Sorensen to remove one stop sign on 6th St SE. All members voted aye for approval. Motion carried.

Potential Sale of City Properties – motion by Thomas, seconded by Winter to authorize Administrator Jackson to have the “old water tower” site and the Vet’s Memorial parcel appraised. All members voted aye for approval. Motion carried.

City Administrator –

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

Pool Memo – Administrator Jackson presented the end of the year pool memo for the 2025 pool season.

Donation Request – motion by Sorensen, seconded by Thomas to approve the donation request to the Relief Association for \$10,000 for the Medford Pool. All members voted aye for approval. Motion carried.

Resolution 2025-36 Designating Polling Place for the 2026 Elections – motion by Winter, seconded by Sorensen to approve Resolution 2025-36. All members voted aye for approval. Motion carried.

Lead Notices – Administrator Jackson presented the notices that were sent out by WHKS as regulated by the Minnesota Department of Health.

Plowing Procedures – Administrator Jackson presented a memo outlining the plowing procedure for the season.

Remote Meeting Attendance – Administrator Jackson presented an email from Attorney Rahrnick outlining the requirements for the remote attendance by Council members.

Video Recording of Meetings – Administrator Jackson presented an email from Limberg Productions stating the company would not continue recording Council meetings.

Motion by Mueller, seconded by Winter to adjourn the regular council meeting at 8:28 p.m. All members voted aye for approval. Motion carried.

Truth in Taxation Meeting – Monday, December 15, 2025, 7:00 p.m.

Regular Council Meeting – Monday, December 15, 2025, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Regular Council Meeting

December 15, 2025

7:00 p.m.

City Hall

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

Members absent were none.

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

Others attending were Marie Sexton, Tom Harris, Chloe Kucera, Jeff Karow, and Karen Jorgensen.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – Jeff Karow stated he is being charged by the postal service for the asphalt work that was done on over the summer. The area that was repaired is City property. The asphalt company that did the repair work did not obtain authorization from the City of Medford.

Agenda – add pay rates to Fire Department reports. Motion by Winter, seconded by Sorensen to approve the amended agenda. All members voted aye for approval. Motion carried.

Truth in Taxation Hearing:

Administrator Jackson presented the 2026 Final Levy.

General Fund	\$726,829
Fire Relief	\$22,500
2014 Central Ave	\$19,250
2021 Main Street	\$48,344
2018 Street Project	<u>\$17,143</u>
Total	\$834,066

This is a 4.0% increase over the 2025 overall levy.

Administrator Jackson reviewed the 2026 budget and levy increases.

Motion by Mueller, seconded by Winter to open the truth in taxation hearing at 7:11 p.m.

Public Comments – none.

Motion by Mueller, seconded by Winter to close the public hearing at 7:12 p.m.

Resolution 2025-37 Adopting 2026 Final Levy – motion by Mueller, seconded by Winter to approve Resolution 2025-37. All members voted aye for approval. Motion carried.

2026 Budget – motion by Sorensen, seconded by Winter to approve the 2026 revenue and expense budgets. All members voted aye for approval. Motion carried.

2026 Employee Compensation Rates – motion by Winter, seconded by Sorensen to approve the 2026 employee compensation rates. All members voted aye for approval. Motion carried.

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

Approval of the November 24, 2025 special and regular council meeting minutes.

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

Approval of the November check register numbers E5894-E5957, 53598-53656, and 18385-18414.

Resolution 2025-39 A Resolution Accepting Donation from the Medford Fire Relief Association in the amount of \$75,000.00 for the Medford Fire Department Truck and Equipment Fund.

Resolution 2025-40 A Resolution Accepting Donation from the Medford Fire Relief Association in the amount of \$10,000.00 for the Medford Pool.

Resolution 2025-38 A Resolution Accepting Donation from the Medford Fire Relief Association in the amount of \$100,000.00 for the Medford Municipal Complex Fund.

Resolution 2025-41 A Resolution Accepting Donation from Nagel Sod for holiday planters for Medford City Hall valued at \$150.00.

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

EDA Board – did not meet.

Zoning Board – did not meet.

Fire Department –

Portable Radio Purchase Authorization – motion by Sorensen, seconded by Winter to authorize the portable radio purchase up to \$80,000.00. All members voted aye for approval. Motion carried.

Fire Department Training and Call Pay Rate- motion by Sorensen, seconded by Winter to approve the pay rate of \$15.00 per call and training for the Medford Fire Department beginning with the 2025 year end payroll. All members voted aye for approval. Motion carried.

City Engineer –

Pay Request #4 Heselton Construction LLC in the amount of \$98,556.32. Motion by Mueller, seconded by Winter to approve pay request 4. All members voted aye for approval. Motion carried.

City Attorney –

Ordinance 2025-07 An Ordinance Amending Section 8.01 of the Medford Zoning Code Governing Snow Removal on Sidewalks – ordinance will be posted at City hall and action taken at the Organizational Meeting in January 2026.

Mayor –

Mayor/Council Pay Increase – Administrator Jackson will complete a comparison study of Council/Mayor wages for similar sized communities and bring back to Council.

Public Works Building- Engineer Theobald will discuss a plan for a public works building with an architect.

Outsourced Memo – memo was presented detailing the services that are contracted out by the City of Medford and the reasons why.

City Administrator –

General Update/PW Memo – Administrator Jackson presented a memo.

Ordinance 2025-08 An Ordinance Amending Section 10.01 of the Medford Zoning Code Governing Snow Emergencies - ordinance will be posted at City hall and action taken at the Organizational Meeting in January 2026.

Resolution 2025-42 Certifying Unpaid Utility Bills to Steele County – motion by Mueller, seconded by Sorensen to approve Resolution 2025-42. All members voted aye for approval. Motion carried.

Dollar General Update – Administrator Jackson presented an email from Dollar General representatives.

2026 Meeting/Holiday Schedules

Organizational Meeting- will be January 5, 2026 at 5:30 p.m.

Motion by Mueller, seconded by Winter to adjourn the regular city council meeting at 7:58 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – January 26, 2026, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.