

Reminder -- Shut off all
pagers and cell phones

City of Medford Regular Meeting Agenda*

May 18, 2026, 7:00 PM



- I. Call to Order
- II. Pledge of Allegiance
- III. Concerns/Requests from the General Public and Organizations
- IV. Approval of Agenda
- V. Approval of Consent Agenda *(All items listed are considered routine or non-controversial by the Council and will be approved by one motion. There will be no separate motion on these items unless a council member, city staff, or citizen so requests, in which case the item will be removed from the consent agenda and be considered in its normal sequence of the agenda. All items approved by majority vote unless noted.)*
 - A. Approval of Minutes
 - B. Approval of City and Liquor Store Bills
 - C. Approval of Check Register
 - D. Approval of LMCIT Liability Coverage – Waiver Form
 - E. Medford Fire Relief Association Temporary Liquor License Request
- VI. Council Committees/Reports
 - A. Planning and Zoning Board
 - B. EDA Board-did not meet
- VII. Department Reports
 - A. Fire Department
 - i. Trailer Purchase Authorization
 - ii. Vehicle Purchase Authorization
 - B. City Attorney
 - C. City Engineer
 - D. Administration Department
 - i. Mayor
 - ii. City Administrator
 - a. Public Works/General Updates
 - b. Pay Request #1 Moh's Construction in the amount of \$19,361.90
 - c. US Senator Klobuchar Email
 - d. Ordinance 2026-XX An Ordinance Amending Section 3.03, Subd. 9 of the Medford City Code Governing Water Disconnections
 - e. Resolution 2026-07 A Resolution Approving a Procedure for Counting Write-In Votes for City Elective Office
 - f. Medford Municipal Liquor Store Premises Use Policy
 - g. City Administrator After Hours Response Procedures
 - h. Electric Bikes/Scooters on City Sidewalks
- XIII. Next Meeting Dates
 - A. Regular City Council Meeting – Monday, June 22, 2026, 7:00 p.m.
- XIV. Adjournment

Regular City Council Meeting
April 27, 2026
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, and Brandon Theobald.

Others attending were Tom Harris, John Anhorn, Matt Mullenbach, Karen Jorgensen, Marie Sexton, Bryan Duncan, and Mary Lee.

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

Pledge of Allegiance.

Concerns/Requests from General Public/Organizations – none.

Agenda – add exchange club after agenda approval. Add pay request #7 to City Engineer.

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

Medford Exchange Club – Mary Lee gave a brief overview of what the Exchange Club is. The meeting dates are the 1st and 3rd Thursday of each month at 6:00 p.m. at Whistle Stop.

Consent agenda – consent agenda items are approved by one motion unless a councilmember requests separate action.

Approval of the March 23, 2026 regular council meeting minutes.

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

Approval of the March check register numbers E6048-E6109, 18575-18606, and 53937-54038.

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

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

Zoning Board – did not meet.

EDA Board – did not meet.

Fire Department – none.

City Attorney – none.

City Engineer –

Pay Request #7 Heselton Construction in the amount of \$109,321.25. Motion by Mueller, seconded by Winter to approve pay request #7. All members voted aye for approval. Motion carried.

Mayor –

Child Abuse Prevention Proclamation – motion by Thomas, seconded by Heaser to approve the proclamation. All members voted aye for approval. Motion carried.

City Administrator –

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

Ordinance 2026-03 An Ordinance Creating Chapter 12 of the Medford City Code Regulating Charitable Gambling – motion by Sorensen, seconded by Heaser to approve Ordinance 2026-03. All members voted aye for approval. Motion carried.

Resolution 2026-06 A Resolution Approving Publication of Ordinance by Title and Summary - motion by Winter, seconded by Sorensen to approve Resolution 2026-06. All members voted aye for approval. Motion carried.

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

Electric Pump Estimate for Baker Lift Station Pumps – motion by Mueller, seconded by Winter to approve the Electric Pump estimate. All members voted aye for approval. Motion carried.

Chip Sealing Estimate – motion by Sorensen, seconded by Mueller to authorize up to \$25,000 of chip sealing. All members voted aye for approval. Motion carried.

Pool Analysis – Administrator Jackson and Councilmember Sorensen presented an analysis of pool expenses and revenues for the last three years.

2026 Pool Rates – motion by Heaser, seconded by Sorensen to approve the 2026 pool rates. All members voted aye for approval. Motion carried.

2026 Pool Employees – motion by Mueller, seconded by Winter to approve the 2026 pool employees and wages. All members voted aye for approval. Motion carried.

Returning Lifeguard/WSI	Bennett Stinocher
Returning Lifeguard/WSI	Olivia Ward
Returning Lifeguard/WSI	Jade Laue
Returning Lifeguard/WSI	Lexi Laue
Returning Lifeguard/WSI	Justin Limon
Returning Lifeguard	Liam Ahrens
Returning Lifeguard	James Wegner
New Lifeguard	Julia Anhorn
New Lifeguard	Jared Sheeler
New Lifeguard	Gabe Mullenbach

WSI & Teach Lessons \$14.50/hour

Returning Lifeguard \$14.00/hour

New Lifeguard \$13.50/hour

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 Winter 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.

Termination of wastewater permit – Administrator Jackson presented the letter for MN Pollution Control stating the wastewater permit had been terminated.

Andrew Fischer Resignation – motion by Mueller, seconded by Heaser to accept Andrew Fischer’s resignation effective April 17, 2026. All members voted aye for approval. Motion carried.

Compost Site – Administrator Jackson presented a memo stating the issues occurring at the Medford compost site.

Motion by Mueller, seconded by Sorensen to adjourn the regular council meeting at 7:50 p.m. All members voted aye for approval. Motion carried.

Regular City Council Meeting – May 18, 2026, 7:00 p.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

CITY OF MEDFORD BILLS FOR APRIL 2026

		<u>Paid</u>	<u>Unpaid</u>
Ace Industrial	loader welding	\$772.06	
Auto Value	bucket truck	\$167.31	
Anhorn's Gas & Tire	public works	\$1,033.40	
Bass Pro Shops	compost site cameras	\$182.52	
B & B Pumping & Portables, Inc	handicap bathroom	\$190.00	
Bussler Publications	publications	\$203.00	
ABDO	audit	\$1,100.00	
CCS	call center	\$297.20	
Centerpoint		\$1,064.67	
Cintas	public works	\$213.15	
Colonial Life	insurance	\$56.82	
City of Owatonna	sewer fees	\$20,656.32	
Delta Dental	dental insurance	\$293.31	
Electric Pump	baker lift station pump issues	\$945.00	
Elizabeth Jackson	mileage - Pine Island Meeting	\$48.58	
First Supply	public works	\$110.10	
Flom Disposal	garbage	\$159.41	
Gary Wiersma	water bill refund	\$109.55	
First State Bank	deposit slips	\$175.64	
Google	emails	\$84.00	
Hach	testing supplies	\$165.40	
IFACS	public works	\$39.98	
Imperial Dade	paper products	\$366.80	
Hawkins	chemical	\$20.00	
Heselton Construction	pay request 7	\$109,321.25	
Lowe's	public works	\$676.44	
Jaguar Communications	phone/internet	\$1,285.56	
Innovative Office	office supplies	\$56.00	
Blue Cross	health insurance	\$6,342.49	
Kim Halvorsen	compost site	\$80.00	
Marathon Tech	computer support		\$1,030.00
MN Dept of Revenue	water tax	\$348.00	
MN Dept of Revenue	sales tax	\$8.00	
Miscellaneous	erosion control deposit refunds	\$2,000.00	
Northland Farm	public works	\$925.77	
Owatonna Fire & Safety	city hall	\$372.00	
Postmaster		\$400.00	
R&K Electric	lights	\$303.58	
St Marc Materials	public works storage space	\$3,203.26	
Smith, Tollefson, Rahrlick & Cass	legal fees	\$3,829.10	
Steele County Auditor	1st quarter law enforcement fees	\$24,280.44	
Steele County Information Network	EDA Sign	\$400.00	
Steele County Treasurer	16-101-0923	\$396.10	
Steele Waseca		\$6,006.20	
Thatcher Pools	chlorine chemical feed	\$1,371.94	
Venture Hydraulics	public works	\$217.97	
Temple Electric	water plant fan	\$314.50	
Utility Consultants	testing	\$75.46	
WHKS	Engineering Fees	\$19,023.50	
	Total	\$209,691.78	\$1,030.00

Approved by City Council on Monday, May 18, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR APRIL 2026

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Amazon	\$114.80	
Breakthru Beverage	\$586.15	
Caseys	\$19.41	
Bruce Burniece	\$300.00	
Electro Watchman, Inc	\$310.52	
Culligan	\$11.65	
Cintas	\$234.44	
Jenny Amberg	\$100.00	
Centerpoint	\$242.70	
Huber Supply	\$99.00	
Minnesota Dept of Revenue	\$4,500.00	
Southern MN Glazers	\$135.20	
Cashwise	\$19.69	
Fareway	\$26.27	
Dr Fresh Tap	\$65.00	
Kwik Trip	\$7.16	
Shamrock	\$198.50	
Nola Olson	\$450.00	
Restaurant Supply	\$1,475.00	
Flom Disposal	\$466.77	
Dollar Tree	\$8.86	
Sams Club	\$204.45	
Steele Waseca	\$521.35	
Walmart	\$19.33	
Star Sports	\$322.36	
Total	\$10,438.61	\$0.00
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$200.40	
Hermel	\$1,519.37	
Lakes Co Eats	\$427.50	
Total	\$2,147.27	\$0.00
 College City Beverage	 \$10,852.67	
Northern Beverage	\$2,391.15	
Locher Bros.	\$251.20	
Total	\$13,495.02	\$0.00
 TOTAL	 \$26,080.90	 \$0.00

Approved by City Council on Monday, May 18, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR MAY 2026

		<u>Paid</u>	<u>Unpaid</u>
Ancom	fire dept		\$ 637.50
Anhorn's Gas & Tire	public works		\$ 816.27
Anhorn's Gas & Tire	fire dept		
Bussler Publishing	publications		\$ 60.00
Ballstadt Enterprises	weed control		\$ 1,226.54
Bound Tree Medical	fire dept		
Block Plumbing	pool bathrooms		
B & B Pumping & Portables, Inc	handicap portable toilet		
D&D Yard	railroad track cleanup		
Delta Dental	insurance		
CCS	call service		
Cintas	public works		\$ 92.36
Centerpoint			\$ 56.25
City of Owatonna	monthly flow invoice		\$ 20,035.22
Curts Truck & Diesel	fire dept		
Danny Thomas	mileage		\$ 38.43
Colonial Life			
Culligan			
Electric Pump	lift station pumps		\$ 35,856.00
Faribo Powder Coating	fire dept		
Flom Disposal	garbage		
Gopher State One	locates		\$ 62.10
Flow Measurement	flow meter testing		
Fire Hose Direct	fire dept		
Hawkins	chemical		
Heiman Fire	fire dept		
JJD Companies	loader maintenance		
Jaguar Communications	phone/internet		\$ 802.42
Imperial Dade	public works		
Innovative	office supplies		
KA Commercial	public works service truck		
Kibble Equipment	public works		\$ 1,759.37
Lowe's	public works		
Blue Cross	health insurance		\$ 6,342.49
Medical & Safety Resources	fire dept		\$ 562.50
Nagel Sod	black dirt		\$ 54.00
Owatonna Auto Clinic	public works	\$1,539.09	
Steve James Excavating	disconnect hydrant line		\$ 5,299.55
R&K Electric	public works		\$ 1,736.24
Steele County Information Network	EDA Sign		\$ 400.00
St Marc Materials	public works storage		\$ 3,088.79
US Bank	city hall copy machine		\$ 135.89
Utility Consultants	testing		\$ 75.46
WHKS	engineering		
Vessco	WWTP		
Verizon Wireless	cell phones		206.45
Virginia Jones Estate	WWTP Easement		
Webicine	web hosting		
	Total	\$1,539.09	\$79,343.83

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Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR MAY 2026

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Block Plumbing		
Jenny Amberg		\$ 100.00
Tim Amberg		
Breakthru		
Imperial Dade		
Cashwise		
Centerpoint		
Cintas		\$ 117.22
Culligan		\$ 51.47
Midco		368.37
Huber		\$ 65.00
Pryes Brewing		
Faribo Air		
Star Sports		
Kwik Trip		
Minnesota Dept of Revenue		
Erica Johnson	\$300.00	
Stuart Bohlman		
Nola Olson		
Dr Fresh Tap		\$ 65.00
Lakes Co Eats		
Plunketts		\$ 401.48
Townsquare Media		\$ 780.00
Star Music		
Sams Club		
Shari Stromme	\$1,200.00	
RiverCity Refrigeration		
Steele Waseca		
Flom Disposal		
Walmart		
Total	<u>\$1,500.00</u>	<u>\$1,948.54</u>
<u>FOOD</u>		
Kline Distributing		
Heggies Pizza		\$ 632.75
Hermel Wholesale		\$ 1,755.39
Lakes Co Eats		\$ 235.00
Total	<u>\$0.00</u>	<u>\$2,623.14</u>
<u>BEER</u>		
College City Beverage		\$ 10,668.47
Northern Beverage		\$ 1,858.95
Locher Bros Inc		\$ 1,192.90
Total	<u>\$0.00</u>	<u>\$13,720.32</u>
TOTAL	\$1,500.00	\$18,292.00

Approved by City Council on Monday, May 18, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

Checks for Month

10100 Cash

Since APRIL 2026

Begin Balance (\$72,814.96)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
054039	CASH	4/2/2026	\$5,000.00	4-2-26atm	atm	-\$77,814.96
054040	ERICA JOHNSON	4/2/2026	\$300.00	March Cleaning		-\$78,114.96
054041	NOLA OLSON	4/2/2026	\$700.00	March Cleaning		-\$78,814.96
054042	JENNIFER AMBERG	4/2/2026	\$50.00	March Cleaning		-\$78,864.96
054043	SHARI STROMME	4/2/2026	\$750.00	March Cleaning		-\$79,614.96
054044	ELIZABETH JACKSON	4/6/2026	\$110.00	Sams Club Reim	Sams Club Membership Re	-\$79,724.96
054046	ACE INDUSTRIAL SERVICES	4/9/2026	\$91.70	4-9-26bills	wedding on loader	-\$79,816.66
054047	CINTAS	4/9/2026	\$209.58	4-9-26bills	Laundry & Supplies	-\$80,026.24
054048	CITY OF OWATONNA	4/9/2026	\$20,656.32	4-9-26bills	March 2026 Sewer Fees	-\$100,682.56
054049	COLLEGE CITY BEVERAGE,	4/9/2026	\$7,042.78	4-9-26bills		-\$107,725.34
054050	DAHLHEIMER BEVERAGE LL	4/9/2026	\$921.30	4-9-26bills		-\$108,646.64
054051	ELIZABETH JACKSON	4/9/2026	\$48.58	4-9-26bills	mileage - Pine Island Meeti	-\$108,695.22
054052	FIRST SUPPLY COMPANY	4/9/2026	\$110.10	4-9-26bills	public works	-\$108,805.32
054053	GOPHER STATE ONE-CALL	4/9/2026	\$45.90	4-9-26bills	locates	-\$108,851.22
054054	HACH COMPANY	4/9/2026	\$676.99	4-9-26bills	testing supplies	-\$109,528.21
054055	HAWKINS	4/9/2026	\$770.26	4-9-26bills	chemical	-\$110,298.47
054056	HEGGIES PIZZA	4/9/2026	\$191.70	4-9-26bills		-\$110,490.17
054057	HERMEL WHOLESAL	4/9/2026	\$851.33	4-9-26bills		-\$111,341.50
054058	HUBER SUPPLY CO., INC	4/9/2026	\$246.46	4-9-26bills		-\$111,587.96
054059	INNOVATIVE OFFICE SOLUT	4/9/2026	\$56.00	4-9-26bills	office supplies	-\$111,643.96
054060	KIM HALVORSON	4/9/2026	\$80.00	4-9-26bills	2026 compost site extensio	-\$111,723.96
054061	LAKES CO EATS	4/9/2026	\$210.00	4-9-26bills		-\$111,933.96
054062	LIMBERG PRODUCTIONS LL	4/9/2026	\$400.00	4-9-26bills	digital sign	-\$112,333.96
054063	LOWES BUSINESS ACCOUN	4/9/2026	\$669.46	4-9-26bills	public works	-\$113,003.42
054064	MARATHON TECH CO	4/9/2026	\$1,185.00	4-9-26bills	computer support	-\$114,188.42
054065	NORTHERN BEVERAGE DIS	4/9/2026	\$1,805.80	4-9-26bills		-\$115,994.22
054066	R & K ELECTRIC INC	4/9/2026	\$303.58	4-9-26bills	lights	-\$116,297.80
054067	ROCHESTER RESTAURANT	4/9/2026	\$1,475.00	4-9-26bills	Muni bar stools	-\$117,772.80
054068	ST. MARC MATERIALS	4/9/2026	\$3,203.26	4-9-26bills	public works storage	-\$120,976.06
054069	STAR MUSIC, INC	4/9/2026	\$255.00	4-9-26bills		-\$121,231.06
054070	STEELE WASECA COOP EL	4/9/2026	\$7,298.27	4-9-26bills	25164	-\$128,529.33
054071	TEMPLE ELECTRIC MOTOR	4/9/2026	\$314.50	4-9-26bills	water plant fan	-\$128,843.83
054072	UTILITY CONSULTANTS	4/9/2026	\$75.46	4-9-26bills	testing	-\$128,919.29
054073	VERIZON WIRELESS	4/9/2026	\$206.47	4-9-26bills	cell phones	-\$129,125.76
054074	BLUE CROSS BLUE SHIELD	4/9/2026	\$6,342.49	4-9-26 H Ins	Health Insurance	-\$135,468.25
054075	CASH	4/9/2026	\$5,000.00	4-9-26atm	atm	-\$140,468.25
054076	CASH	4/9/2026	\$5,000.00	4-10-26atm	atm	-\$145,468.25
054077	CASH	4/15/2026	\$5,000.00	4-15-26atm	atm	-\$150,468.25
054078	CASH	4/15/2026	\$5,000.00	4-17-26atm	atm	-\$155,468.25
054079	CASH	4/15/2026	\$5,000.00	4-18-26atm	atm	-\$160,468.25
054080	CASH	4/23/2026	\$5,000.00	4-23-26ATM	atm	-\$165,468.25
054081	CASH	4/23/2026	\$5,000.00	4-24-26ATM	atm	-\$170,468.25
054082	CASH	4/23/2026	\$5,000.00	4-25-26ATM	atm	-\$175,468.25
054083	MEDFORD VOLUNTEER FIR	4/27/2026	\$2,000.00	Pension Reimb	Pension reimbursement	-\$177,468.25
054085	ABDO	4/28/2026	\$1,100.00	4-28-26Bills	state auditor report	-\$178,568.25
054086	ACE INDUSTRIAL SERVICES	4/28/2026	\$680.36	4-28-26Bills	welding services	-\$179,248.61
054087	ANHORNS GAS & TIRE	4/28/2026	\$1,033.40	4-28-26Bills	public works	-\$180,282.01
054088	AUTO VALUE - OWATONNA	4/28/2026	\$167.31	4-28-26Bills	bucket truck	-\$180,449.32
054089	B & B PUMPING & PORTABL	4/28/2026	\$190.00	4-28-26Bills	handicap toilet	-\$180,639.32
054090	BREAKTHRU BEVERAGE MN	4/28/2026	\$586.15	4-28-26Bills	liquor for re sale	-\$181,225.47
054091	BUSSLER PUBLISHING INC	4/28/2026	\$203.00	4-28-26Bills	notices	-\$181,428.47
054092	CCS	4/28/2026	\$297.20	4-28-26Bills	call service	-\$181,725.67
054093	CENTERPOINT	4/28/2026	\$1,307.37	4-28-26Bills	6044309	-\$183,033.04
054094	CINTAS	4/28/2026	\$355.23	4-28-26Bills		-\$183,388.27
054095	COLE KAVITZ	4/28/2026	\$500.00	4-28-26Bills	erosion control deposit refu	-\$183,888.27
054096	COLLEGE CITY BEVERAGE,	4/28/2026	\$6,994.21	4-28-26Bills	1245465A	-\$190,882.48
054097	COLONIAL LIFE	4/28/2026	\$56.82	4-28-26Bills		-\$190,939.30
054098	CULLIGAN WATER CONDITI	4/28/2026	\$11.65	4-28-26Bills	water softner	-\$190,950.95

Checks for Month

10100 Cash

Since APRIL 2026

Begin Balance (\$72,814.96)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
054099	DAHLHEIMER BEVERAGE LL	4/28/2026	\$251.20	4-28-26Bills		-\$191,202.15
054100	DR. FRESH TAP	4/28/2026	\$65.00	4-28-26Bills		-\$191,267.15
054101	ELECTRIC PUMP	4/28/2026	\$945.00	4-28-26Bills	Baker Lift station	-\$192,212.15
054102	ELECTRO WATCHMAN INC.	4/28/2026	\$310.52	4-28-26Bills		-\$192,522.67
054103	FLOM DISPOSAL SERVICE	4/28/2026	\$626.18	4-28-26Bills		-\$193,148.85
054104	GARY WIERSMA	4/28/2026	\$109.55	4-28-26Bills	overpayment of final water	-\$193,258.40
054105	HAWKINS	4/28/2026	\$20.00	4-28-26Bills	chemical	-\$193,278.40
054106	HEGGIES PIZZA	4/28/2026	\$200.40	4-28-26Bills		-\$193,478.80
054107	HERMEL WHOLESale	4/28/2026	\$1,135.53	4-28-26Bills		-\$194,614.33
054108	HESELTON CONSTRUCTIO	4/28/2026	\$109,321.25	4-28-26Bills	pay request 7	-\$303,935.58
054109	HUBER SUPPLY CO., INC	4/28/2026	\$99.00	4-28-26Bills		-\$304,034.58
054110	IFACS	4/28/2026	\$39.98	4-28-26Bills	fire dept	-\$304,074.56
054111	imperial dade	4/28/2026	\$366.80	4-28-26Bills	paper products	-\$304,441.36
054112	JENNIFER AMBERG	4/28/2026	\$100.00	4-28-26Bills		-\$304,541.36
054113	LAKES CO EATS	4/28/2026	\$217.50	4-28-26Bills		-\$304,758.86
054114	MAAS RESTORATION	4/28/2026	\$1,000.00	4-28-26Bills	511 3RD St SW	-\$305,758.86
054115	METRO FIBERNET LLC	4/28/2026	\$1,285.56	4-28-26Bills	1674166	-\$307,044.42
054116	NORTHERN BEVERAGE DIS	4/28/2026	\$1,093.55	4-28-26Bills		-\$308,137.97
054117	NORTHLAND FARM SYSTEM	4/28/2026	\$925.77	4-28-26Bills	public works	-\$309,063.74
054118	OWATONNA FIRE & SAFETY	4/28/2026	\$372.00	4-28-26Bills	fire extinguishers	-\$309,435.74
054119	SHAMROCK GROUP	4/28/2026	\$198.50	4-28-26Bills		-\$309,634.24
054120	SMITH,TOLLEFSON,RAHRIC	4/28/2026	\$3,829.10	4-28-26Bills	1st Quarter Legal Fees	-\$313,463.34
054121	SOUTHERN GLAZERS OF M	4/28/2026	\$135.20	4-28-26Bills		-\$313,598.54
054122	STAR SPORTS AND APPARE	4/28/2026	\$317.75	4-28-26Bills	muni	-\$313,916.29
054123	STEELE COUNTY PROPERT	4/28/2026	\$24,280.44	4-28-26Bills	1st Quarter law enforceme	-\$338,196.73
054124	STEELE COUNTY PROPERT	4/28/2026	\$396.10	4-28-26Bills	property taxes	-\$338,592.83
054125	STEELE WASECA COOP EL	4/28/2026	\$6,527.55	4-28-26Bills	25164	-\$345,120.38
054126	TODD NELSON	4/28/2026	\$500.00	4-28-26Bills	EROSION CONTROL DEP	-\$345,620.38
054127	WHKS	4/28/2026	\$22,122.00	4-9-26bills	engineering fees	-\$367,742.38
054128	DELTA DENTAL	4/28/2026	\$293.31	4-28-26dental	Elizabeth	-\$368,035.69
054129	CASH	4/30/2026	\$5,000.00	4-30-26atm	atm	-\$373,035.69
054132	ERICA JOHNSON	4/30/2026	\$300.00	April Cleaning		-\$373,335.69
054133	NOLA OLSON	4/30/2026	\$450.00	April Cleaning		-\$373,785.69
054134	SHARI STROMME	4/30/2026	\$1,200.00	April Cleaning		-\$374,985.69
	Deposits	\$0.00				
	Checks		-\$302,170.73			

FILTER: ((([Act Year]='2026' and [period] in (4))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??')) and [Cash Act]='10100'

CITY OF MEDFORD

Checks for Month

10100 Cash

Since APRIL 2026

Begin Balance (\$72,814.96)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
018607	Amberg, Jennifer	4/10/2026	\$263.86	PAY20260208.00		-\$73,078.82
018608	Bohlman, Angela	4/10/2026	\$876.00	PAY20260208.00		-\$73,954.82
018609	Butterfield, Paige	4/10/2026	\$149.67	PAY20260208.00		-\$74,104.49
018610	Evans, Andy	4/10/2026	\$644.54	PAY20260208.00		-\$74,749.03
018611	Fischer, Andrew	4/10/2026	\$550.07	PAY20260208.00		-\$75,299.10
018612	Heinrichs, Mathias	4/10/2026	\$1,719.62	PAY20260208.00		-\$77,018.72
018613	Jackson, Elizabeth	4/10/2026	\$3,775.45	PAY20260208.00		-\$80,794.17
018614	Johnson, Erica	4/10/2026	\$327.07	PAY20260208.00		-\$81,121.24
018615	Krogh, James	4/10/2026	\$2,536.34	PAY20260208.00		-\$83,657.58
018616	Olson, Nola	4/10/2026	\$353.47	PAY20260208.00		-\$84,011.05
018617	Ulrich, Holly	4/10/2026	\$82.00	PAY20260208.00		-\$84,093.05
018618	Will, Richard W	4/10/2026	\$293.67	PAY20260208.00		-\$84,386.72
018619	Amberg, Jennifer	4/24/2026	\$15.62	PAY20260209.00		-\$84,402.34
018620	Bohlman, Angela	4/24/2026	\$984.91	PAY20260209.00		-\$85,387.25
018621	Butterfield, Paige	4/24/2026	\$246.19	PAY20260209.00		-\$85,633.44
018622	Evans, Andy	4/24/2026	\$507.44	PAY20260209.00		-\$86,140.88
018623	Fischer, Andrew	4/24/2026	\$550.07	PAY20260209.00		-\$86,690.95
018624	Heinrichs, Mathias	4/24/2026	\$1,719.62	PAY20260209.00		-\$88,410.57
018625	Jackson, Elizabeth	4/24/2026	\$3,775.45	PAY20260209.00		-\$92,186.02
018626	Johnson, Erica	4/24/2026	\$559.13	PAY20260209.00		-\$92,745.15
018627	Krogh, James	4/24/2026	\$3,561.47	PAY20260209.00		-\$96,306.62
018628	Olson, Nola	4/24/2026	\$432.93	PAY20260209.00		-\$96,739.55
018629	Ulrich, Holly	4/24/2026	\$93.71	PAY20260209.00		-\$96,833.26
018630	Will, Richard W	4/24/2026	\$328.54	PAY20260209.00		-\$97,161.80
018631	Finholdt, Eric	4/23/2026	\$115.44	PAY20260304.00		-\$97,277.24
018632	Hager, Richard	4/23/2026	\$115.44	PAY20260304.00		-\$97,392.68
018633	Heaser, Mark	4/23/2026	\$207.79	PAY20260304.00		-\$97,600.47
018634	Helgeson, Craig H	4/23/2026	\$230.87	PAY20260304.00		-\$97,831.34
018635	Mueller, Amanda	4/23/2026	\$207.79	PAY20260304.00		-\$98,039.13
018636	Sorensen, Nicholas	4/23/2026	\$207.79	PAY20260304.00		-\$98,246.92
018637	Thomas, Danny	4/23/2026	\$277.05	PAY20260304.00		-\$98,523.97
018638	Winter, Jason	4/23/2026	\$207.79	PAY20260304.00		-\$98,731.76
	Deposits	\$0.00				
	Checks	-\$25,916.80				-\$25,916.80

FILTER: ((([Act Year]='2026' and [period] in (4))) and ((([Source] like 'PAY?????????.??'))) and [Cash Act]='10100')

Checks for Month

10100 Cash

Since APRIL 2026

Begin Balance (\$72,814.96)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
006082E	HEALTH EQUITY	4/15/2026	\$45.00	4-10-26HSA		-\$72,859.96
006083E	EFTPS	4/15/2026	\$3,260.27	4-10-26fed	Withholding	-\$76,120.23
006084E	STATE OF MINNESOTA	4/15/2026	\$497.91	4-10-26fed		-\$76,618.14
006085E	PUBLIC EMPLOYEES RETIR	4/15/2026	\$2,140.64	4-10-26fed		-\$78,758.78
006086E	MINNESOTA DEPT OF REVE	4/20/2026	\$348.00	1st Qtr 2026 Wat	1st Quarter Water Tax	-\$79,106.78
006087E	MINNESOTA DEPT OF REVE	4/20/2026	\$4,508.00	March 2026 tax	March Sales Tax	-\$83,614.78
006110E	HEALTH EQUITY	4/28/2026	\$45.00	4-24-26HSA		-\$83,659.78
006111E	EFTPS	4/28/2026	\$2,935.12	4-24-26fed	Withholding	-\$86,594.90
006112E	STATE OF MINNESOTA	4/28/2026	\$413.75	4-24-26fed		-\$87,008.65
006113E	PUBLIC EMPLOYEES RETIR	4/28/2026	\$2,250.50	4-24-26fed		-\$89,259.15
006114E	EFTPS	4/28/2026	\$260.08	4-23-26fed	Withholding	-\$89,519.23
006115E	MINNESOTA UC FUND	4/28/2026	\$0.00	1st Qtr MN Paid L	MN Paid Leave	-\$89,519.23
006116E	MINNESOTA UC FUND	4/28/2026	\$910.96	1st Qtr Paid Leav		-\$90,430.19
006121E	WALMART COMMUNITY/GE	4/1/2026	\$19.33	4-1-26wm		-\$90,449.52
006122E	POSTMASTER	4/1/2026	\$400.00	4-1-26post		-\$90,849.52
006123E	CASHWISE	4/2/2026	\$8.78	4-2-26cw		-\$90,858.30
006124E	CASH	4/2/2026	\$26.27	4-2-26fare	fareway - muni	-\$90,884.57
006125E	INTERNET PURCHASES	4/2/2026	\$84.00	4-2-26google	emails	-\$90,968.57
006126E	VENTURE HYDRAULICS, INC	4/2/2026	\$217.97	4-2-26venture	public works	-\$91,186.54
006127E	HACH COMPANY	4/6/2026	\$82.70	4-6-26hach	testing supplies	-\$91,269.24
006128E	WALMART COMMUNITY/GE	4/6/2026	\$244.80	4-6-26wm	power suppl	-\$91,514.04
006129E	CASEYS GENERAL STORE	4/8/2026	\$19.41	4-8-26caseys	muni	-\$91,533.45
006130E	KWIK TRIP	4/13/2026	\$4.49	4-13-26kt	muni	-\$91,537.94
006131E	WALMART COMMUNITY/GE	4/13/2026	\$10.83	4-13-26wm		-\$91,548.77
006132E	SAM'S CLUB	4/13/2026	\$204.45	4-13-26sams		-\$91,753.22
006133E	HEALTH EQUITY	4/14/2026	\$3.00	4-14-26hsa		-\$91,756.22
006134E	AMAZON.COM	4/15/2026	\$16.17	4-15-26am		-\$91,772.39
006135E	CABELAS	4/16/2026	\$182.52	4-16-26Trail	trail cameras	-\$91,954.91
006136E	DOLLAR TREE	4/20/2026	\$8.86	4-20-26dt	muni	-\$91,963.77
006137E	CASHWISE	4/20/2026	\$10.91	4-20-26cw		-\$91,974.68
006138E	LOWES	4/21/2026	\$6.98	4-21-26lowes	public works	-\$91,981.66
006139E	AMAZON.COM	4/21/2026	\$34.68	4-21-26am		-\$92,016.34
006140E	KWIK TRIP	4/22/2026	\$2.67	4-22-26kt	muni	-\$92,019.01
006141E	FIRST STATE BANK OF RED	4/23/2026	\$175.64	4-23-26Deposit	deposit slips	-\$92,194.65
006142E	AMAZON.COM	4/27/2026	\$9.99	4-27-26am		-\$92,204.64
006143E	AMAZON.COM	4/27/2026	\$53.96	4-27-26am2		-\$92,258.60
006144E	WALMART COMMUNITY/GE	4/30/2026	\$47.40	4-30-26wm		-\$92,306.00
	Deposits	\$0.00				
	Checks	-\$19,491.04				-\$19,491.04

FILTER: ((([Act Year]='2026' and [period] in (4)))) and ((([EFT]))) and [Cash Act]='10100'



League of Minnesota Cities Insurance Trust
Liability Coverage Waiver Form

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Use the submit button below, otherwise, print and email to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

Select one of the options below.

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04
- The member **WAIVES** monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT

LMCIT Member Name: City of Medford

Date of member's governing body meeting: May 18, 2026

Name and title of person completing this form: Elizabeth Jackson, City Administrator

Signature of person completing this form: 

SUBMIT



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization	Tax exempt number
Medford Volunteer Firemen's Relief Association		12/29/1989	41-1600827
Organization Address (No PO Boxes)	City	State	Zip Code
408 2nd Ave SE	Medford	MN	55049
Name of person making application		Business phone	Home phone
Craig Helgeson			5073300257
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
07/18/2026	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Michael Prondzinski	Medford	MN	55049
Organization officer's name	City	State	Zip Code
Alex Schwartz	Medford	MN	55049
Organization officer's name	City	State	Zip Code
Ben Maas	Medford	MN	55049

Location where permit will be used. If an outdoor area, describe.
Parking Lot of Medford Outlet Center at 6750 Frontage Rd West, Medford, MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
No we will not be contracting it out.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
MN Joint Underwriting Assocaion Coverage \$310,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Medford
City or County approving the license

Date Approved

Fee Amount

Permit Date

Event in conjunction with a community festival Yes No

cityclerk@medfordminnesota.com

1200
Current population of city

City or County E-mail Address

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

MEDFORD FIRE DEPARTMENT

408 2nd Ave SE, Medford, MN 55049
www.medfordfire.com

Craig Helgeson

FIRE CHIEF

Date: ___5/12/2026_____

The City of Medford currently has a trailer that is only used 1x a year for Straight River Days and needs work. The Fire Department needs a trailer to pull our ATV to calls that are a longer distance from our hall, vs driving it to them. This will save wear and tear on our ATV and extend the life of it.

I have spoken with city maintenance staff, and we agree that a new trailer would benefit the city. I am requesting approval to spend up to \$22,000 from the fire department capital expenditures budget for new 22' trailer.

This trailer will be stored in the same location as the current trailer. I also would request that we sell or offer the trailer in on trade for the new one.

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: May 2026

RE: City Financial Report/Public Works and General Updates

Public Works Updates:

Pool Preparations
Daily Rounds
Water Testing
Safety Training
Equipment Repairs
Minor Street Sweeping
Mowing

City Updates:

New online payment site – swimming lessons, pool passes
Lifeguard orientation
Swimming Lesson Sign-up
Zoning Meeting
EDA Meeting
1st Quarter filing – MN Paid Leave
Park Rentals
Straight River Days Preparations

APPLICATION NO: 1
INVOICE NO: 1
PERIOD: 04/01/26 - 04/30/26
PROJECT NO: 26-007
CONTRACT DATE:

PROJECT:
 Medford Maintenance Garage
 409 2nd Ave. SE
 Medford, Minnesota 55049

VIA ARCHITECT/ENGINEER:
 Tim Auringer (Olson & Hobbie Architects)
 330 Stadium Road Suite 202
 Mankato, Minnesota 56001

TO OWNER/CLIENT:
 City of Medford
 408 2nd Ave. SE
 Medford, Minnesota 55049

FROM CONTRACTOR:
 Mohs Contracting, Inc.
 1330 State Ave. NW
 Owatonna, Minnesota 55060

CONTRACTOR: Mohs Contracting, Inc.

CONTRACT FOR: Medford Maintenance Garage - Material

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

By: [Signature] Date: 4/29/26

State of: mn
 County of: Stake
 Subscribed and sworn to before me this 29 day of April
 Notary Public: [Signature]
 My commission expires: _____

1. Original Contract Sum	\$394,660.00
2. Net change by change orders	\$0.00
3. Contract Sum to date (Line 1 ± 2)	\$394,660.00
4. Total completed and stored to date (Column G on detail sheet)	\$20,380.95
5. Retainage:	
a. 5.00% of completed work	\$1,019.05
b. 0.00% of stored material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$1,019.05
6. Total earned less retainage (Line 4 less Line 5 Total)	\$19,361.90
7. Less previous certificates for payment (Line 6 from prior certificate)	\$0.00
8. Current payment due:	\$19,361.90
9. Balance to finish, including retainage (Line 3 less Line 6)	\$375,298.10



ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	\$0.00

AMOUNT CERTIFIED: \$19,361.90
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are charged to confirm the amount certified.)

ARCHITECT/ENGINEER: [Signature] Date: 5-7-26

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 1

APPLICATION DATE: 4/30/2026

PERIOD: 04/01/26 - 04/30/26

Contract Lines

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)		
1	01 00 00-01 31 00-01 31 13NR.O Project Coordination-Site Supervision.Other	General Conditions Materials	\$61,445.00	\$0.00	\$3,441.25	\$0.00	\$3,441.25	5.60%	\$58,003.75	\$172.06
2	01 00 00-01 78 00-01 78 33NR.O Bonds.Other	Bonds	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00	100.00%	\$0.00	\$325.00
3	01 00 00-01 41 00-01 41 35NR.O Building Permit.Other	Building Permit	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,000.00	\$0.00
4	02 00 00-02 41 00-02 41 00R.O Demolition.Other	Demolition Materials	\$5,840.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,840.00	\$0.00
5	03 00 00-03 05 00-03 05 00R.O Common Work Results For Concrete.Other	Concrete Materials	\$28,508.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$28,508.00	\$0.00
6	07 00 00-07 21 00-07 21 00R.O Thermal Insulation.Other	Thermal Insulation Material	\$28,399.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$28,399.00	\$0.00
7	07 00 00-07 71 00-07 71 00R.O Gutters	Gutter Materials	\$2,038.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,038.00	\$0.00
8	07 00 00-07 92 00-07 92 00R.O Joint Sealants.Other	Joint Sealants Materials	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$200.00	\$0.00
9	08 00 00-08 11 00-08 11 00NR.O Metal Doors And Frames.Other	Frame Door and Hardware Material	\$12,807.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,807.00	\$0.00
10	08 00 00-08 36 00-08 36 00R.O Panel Doors/Overhead Doors.Other	Sectional Door Material	\$27,095.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$27,095.00	\$0.00
11	09 00 00-09 27 00-09 27 00NR.O FRP Materials	FRP Material	\$760.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$760.00	\$0.00
12	09 00 00-09 29 00-09 29 00R.O Gypsum Board.Other	Drywall Material	\$1,444.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,444.00	\$0.00
13	09 00 00-09 65 00-09 65 00R.O Resilient Flooring.Other	Flooring Material	\$2,350.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,350.00	\$0.00
14	09 00 00-09 91 00-09 91 00R.O Painting.Other	Painting Material	\$490.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$490.00	\$0.00

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
15	10 00 00-10 05 00-10 05 00NR.O Specialties Materials	Specialties Material	\$964.00	\$0.00	\$0.00	\$0.00	\$0.00	\$964.00	\$0.00
16	13 00 00-13 34 00-13 34 00NR.O Fabricated Engineered Structures.Other	Post Framed Building Material	\$105,878.30	\$0.00	\$10,439.70	\$0.00	\$10,439.70	\$95,438.30	\$521.99
17	22 00 00-22 05 00-22 05 00R.O Common Work Results For Plumbing.Other	Plumbing Material	\$31,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,300.00	\$0.00
18	23 00 00-23 05 00-23 05 00R.O Common Work Results For HVAC.Other	HVAC Material	\$39,162.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,162.00	\$0.00
19	26 00 00-26 05 00-26 05 00R.O Common Work Results For Electrical.Other	Electrical Material	\$28,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,640.00	\$0.00
20	32 00 00-32 92 00-32 92 00R.O Hydroseeding	Hydroseeding Materials	\$2,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,840.00	\$0.00
TOTALS:			\$394,660.00	\$0.00	\$20,380.95	\$0.00	\$20,380.95	\$374,279.05	\$1,019.05

Grand Totals

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
GRAND TOTALS:			\$394,660.00	\$0.00	\$20,380.95	\$20,380.95	\$374,279.05	\$1,019.05

cityclerk@medfordminnesota.com

From: Spending, Congressional (Klobuchar)
<Congressional_Spending@klobuchar.senate.gov>
Sent: Friday, May 8, 2026 4:01 PM
To: cityclerk@medfordminnesota.com
Subject: Congressionally Directed Spending Update

Dear Beth Jackson,

I am reaching out to provide an update on your Fiscal Year 2027 congressionally directed spending (CDS) request, and I am happy to share that **City of Medford – City of Medford New Fire Station** was successfully submitted by Senator Klobuchar to the Senate Appropriations Committee for funding consideration.

Submission of your application to the Committee does not guarantee that funding will be awarded. We will keep you updated as the budget process moves forward. Please do not hesitate to reach out with any questions or concerns to cds@klobuchar.senate.gov.

We look forward to staying in touch.

Megan

Megan Lahr
State Director
Office of U.S. Senator Amy Klobuchar

ORDINANCE NO. 2026- _____

CITY OF MEDFORD

AN ORDINANCE AMENDING SECTION 3.03, SUBD. 9 OF THE MEDFORD CITY
CODE GOVERNING WATER DISCONNECTIONS

THE CITY COUNCIL OF THE CITY OF MEDFORD ORDAINS:

1. **Medford City Code Section 3.03, Subdivision 9, Paragraph B, is hereby amended to read as follows** (new material is underlined; deleted material is ~~lined out~~; subdivisions that are not proposed to be amended are omitted):
 - ~~2. B. Disconnection. Accounts in arrears for two months or more may be subject to water disconnection. Disconnection and reconnection fees may be charged as set by the Master Fee Schedule set forth in Chapter 2, Section 2.65 of the Medford City Council.~~
2. **This Ordinance shall be effective immediately upon its passage and publication.**

ADOPTED this _____ day of _____, 2026, by the City Council of the City of Medford.

By: _____
Danny Thomas
Mayor

ATTEST:

Elizabeth Jackson
City Clerk

RESOLUTION NO. 2026-07
CITY OF MEDFORD
COUNTY OF STEELE
STATE OF MINNESOTA

A RESOLUTION APPROVING A PROCEDURE
FOR COUNTING WRITE-IN VOTES
FOR CITY ELECTIVE OFFICE

WHEREAS, Minnesota Statute 204B.09, Subdivision 3, allows for the governing body of a statutory city to adopt a resolution governing the counting of write-in votes for local elective office; and

WHEREAS, the current write-in counting process is overly time consuming and unnecessary. Counting only registered write-in candidates aligns the write-in process with Federal, State, and County offices.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
MEDFORD, MINNESOTA:

1. Write-In Candidates for the City of Medford local elective offices must file a written request with the city clerk and/or filing officer no later than the time prescribed by Minnesota Statute 204B.09, Subd. 3, if the candidate wants to have the candidate's write-in votes individually recorded.

Adopted by the council this 18th day of May, 2026.

Danny Thomas
Mayor

Elizabeth Jackson
City Administrator/Clerk

LIQUOR STORE PREMISES USE POLICY

THIS LIQUOR STORE PREMISES USE POLICY is hereby created by the City of Medford, through its duly elected City Council.

RECITALS

- A. From time to time patrons of the Municipal Liquor Store (“Liquor Store”) bring food into the Liquor Store. On occasion, patrons utilize the back room of the Liquor Store to host events.
- B. The City desires to create the policy set forth herein to govern use of the Liquor Store and provide for rental of the Liquor Store’s back room (the “Premises”).

POLICY

1. **Outside Food at Liquor Store.** Patrons shall be prohibited from bringing food into the Liquor Store, subject to the following two exceptions:
 - a. Patrons may bring cake, cupcakes, cookies, or other deserts into the Liquor Store for a private celebration. Doing so does not entitle the patrons to exclusive use of the back room.
 - b. Patrons may rent out the back room in accordance with this policy. Upon rental of the back room, Patrons may bring food into the back room so long as the food is restricted to the back room.
2. **Rental of Premises.** Upon the conditions set forth herein, Liquor Store staff is authorized to rent the Premises.
3. **Private Events.** The Premises will only be made available for private events.
4. **Exclusivity.** Rental of the Premises shall entitle the applicant to exclusive use of the back room. Rental of the Premises does not include exclusive use of the bar or the room in which the bar is located.
5. **Scheduling.** To reserve the Premises, an applicant must submit to the City a Rental Application in the form prescribed by the City. Applications will not be accepted more than one year in advance of an event.
6. **Rental Fee.** The Rental Fee for exclusive use of the Premises shall be as follows. Rental of the Premises shall be as set forth on the Master Fee Schedule, as amended from time to time. See rental shall entitle the applicant to a four-hour block of time. The rented time period shall include the time necessary for set up and clean up. Refunds will be made if a cancellation is submitted to the city at least seven (7) days prior to the scheduled event.

7. **Scheduling of Use.** The City shall not be required to rent out the Premises at any time or in any manner that may interfere with the City's use of the Liquor Store. Scheduling shall be made on a first come first serve basis.
8. **Maximum Occupancy.** The maximum occupancy of the Premises for any event is _____. Occupancy beyond the maximum occupancy is strictly prohibited.
9. **Prohibition of Smoking.** Smoking in the Premises shall be prohibited at all times.
10. **Liability.** Applicants shall be responsible for any and all damages to the Premises during the time that the Premises is rented, and shall indemnify, defend, and hold the City harmless from any and all claims regarding the use of the Premises. The applicant shall also replace or pay the cost of replacement of any missing items.
11. **Clean Up.** Applicants shall be responsible for leaving the Premises in as good or better condition than found. All tables and chairs must be returned to their original position. No garbage may be left at the Premises.
12. **Restricting Use.** The City shall have the authority, subject to appeal to the City Council, to prohibit or limit use of the Premises by a particular applicant based upon knowledge that the applicant has caused damage to other public facilities or when disruption, damage, theft or other unfavorable history is recorded from previous use of the Premises.
13. **No Discrimination.** The City will not deny access to the Premises on the basis of race, religion, sex, creed, age, sexual orientation or national origin. Allowing any group to use the Premises does not imply endorsement of a group's views by the City.
14. **Personal Property.** The City will not be responsible for any personal property belonging to the applicant or the applicant's guests.

Approved by the Medford City Council this ____ day of _____, 2026.

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: May 2026

RE: City Administrator After Hours Response Procedures

I will be implementing the following procedures for calls and text messages received on nights, weekends, holiday, scheduled days off, and after office hours. I will be only answering phone calls and texts from public works staff, the lead bartenders, law enforcement, and the fire chief.

These are the only people that would have an actual emergency that would need my immediate attention.

It has become increasingly difficult for me to have any "off" time from the City. I receive phone calls and texts at all times of the night, weekends, holidays, etc.

I want to be the most effective City Administrator I can be, therefore I need to have time away from work that is uninterrupted.

I ask for Council approval to allow these procedures to be effective immediately.

cityclerk@medfordminnesota.com

From: Mark Rahrick <Mark@owatonnalaw.com>
Sent: Wednesday, May 13, 2026 8:54 AM
To: cityclerk@medfordminnesota.com
Subject: RE: electric bikes/scooters

Beth,

This does seem to be a new problem. In particular, the electric bikes are blurring the line between bicycles and electric motorcycles.

I think the best you could do is post signs on bike paths and sidewalks, something to the effect of no motorized vehicles allowed. But it would still be up to your local deputies to enforce, which would be hit or miss. And when kids are involved, the likelihood of them following the signage is probably low.

Mark J. Rahrick
Smith, Tollefson, Rahrick & Cass
108 West Park Square, Suite A
P.O. Box 271
Owatonna, MN 55060
Phone: (507) 451-6540
Facsimile: (507) 451-1846
Email: mark@owatonnalaw.com

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From: cityclerk@medfordminnesota.com <cityclerk@medfordminnesota.com>
Sent: Wednesday, May 13, 2026 7:58 AM
To: Mark Rahrick <Mark@owatonnalaw.com>
Subject: electric bikes/scooters

Mark,
The City is receiving concerns about kids on electric scooters/bikes on City sidewalks. I am guessing there isn't anything we can do about these "toys"? The concerns on a lot of these bikes/scooters seem to go fairly fast and business owners are afraid of customers getting hit when they walk out of a store front.

Elizabeth Jackson, CMC, MCMC
Medford City Administrator
408 2nd Ave SE
Medford, MN 55049
507-455-2866
507-273-7133 (cell)
cityclerk@medfordminnesota.com

cityclerk@medfordminnesota.com

From: Gaines, Ronald <ronald.gaines@steeleCountyMN.gov>
Sent: Wednesday, May 13, 2026 1:26 PM
To: cityclerk@medfordminnesota.com
Subject: RE: Medford Main Street Sidewalk

Let me look into it and get back to you.

From: cityclerk@medfordminnesota.com <cityclerk@medfordminnesota.com>
Sent: Wednesday, May 13, 2026 9:27 AM
To: Gaines, Ronald <ronald.gaines@steeleCountyMN.gov>
Subject: Medford Main Street Sidewalk

Ron,

I am not sure if you are the correct person to ask, Medford has an issue with children on electric bikes/scooters on the Main street sidewalks. Do I need permission from Steele County to put up signs on the sidewalk that state "no motorized vehicles"? I always want to ask because I know Main Street is a CSAH road.

Thank you

Elizabeth Jackson, CMC, MCMC
Medford City Administrator
408 2nd Ave SE
Medford, MN 55049
507-455-2866
507-273-7133 (cell)
cityclerk@medfordminnesota.com