

Reminder – Shut off all
pagers and cell phones

City of Medford Regular Meeting Agenda*

June 22, 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. Resolution 2026-08 A Resolution Accepting Donation from Marie and Paul Gillis in the amount of \$1,000.00 for the Medford Municipal Complex Fund
- VI. Council Committees/Reports
 - A. Planning and Zoning Board – did not meet
 - B. EDA Board – did not meet
- VII. Department Reports
 - A. Fire Department
 - B. City Attorney
 - C. City Engineer
 - i. Change Order #2 Heselton Construction in the amount of \$167,474.93
 - ii. Pay Request # 8 Heselton Construction in the amount of \$224,085.74
 - D. Administration Department
 - i. Mayor
 - ii. City Administrator
 - a. Public Works/General Updates
 - b. Ordinance 2026-04 An Ordinance Amending Section 3.03, Subd. 9 of the Medford City Code Governing Water Disconnections
 - c. Liquor Store Premises Use Policy
 - d. Ordinance 2026-05 Amending the Master Fee Schedule
 - e. Resolution 2026-08 Publication by Title and Summary the Ordinance Amending the Master Fee Schedule
 - f. Moh's Contracting, Inc Labor Pay Request 1 in the amount of \$1,275.37
 - g. Moh's Contracting, Inc Materials Pay Request 2 in the amount of \$16,339.09
 - h. Mathias Heinrichs Pay Rate
 - i. New Fire Hall Public Open House Meeting Date
 - j. Resolution 2026-09 Designating Election Judges for the 2026 Primary and General Elections
- XIII. Next Meeting Dates
 - A. Regular City Council Meeting – Monday, July 27, 2026, 7:00 p.m.
- XIV. Adjournment

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

Members present were Thomas, Muller, Winter, and Heaser

Members absent were Sorensen.

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

Others attending were Senator Jasinski, Matt Mullenbach, Tom Harris, Mary Stanley, Annette Duncan, Josh Ihlenfeld, Greg Sanborn, Brad Hager, and Bryan Duncan.

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

Pledge of Allegiance

Concerns/Requests from the General Public/Organizations – Medford Exchange Club gave a brief update on a meeting to discuss fundraising for the Medford Pool.

Agenda – change vehicle purchase to insurance liability discussion and add ATV repairs to the fire department reports. Add Senator Jasinski bill under Mayor reports.

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

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

Approval of the April 27, 2026 regular council meeting minutes.

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

Approval of the April check register numbers E6082-E6144, 54039-54134, and 18607-18638.

Approval of LMCIT liability coverage waiver form.

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

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

Zoning Board – Administrator Jackson gave a brief update.

EDA Board – Councilmember Mueller stated the Farmer’s Market would begin on June 10, 2026 from 5:00 p.m.-7:00 p.m.

Fire Department –

Trailer Purchase – motion by Thomas, seconded by Winter to authorize up to \$20,000.00 to purchase a new trailer. All members voted aye for approval. Motion carried.

Insurance liability – council consensus was to not change the procedure on personal vehicle use for City business/activities.

ATV Repairs – Administrator Jackson will approve the ATV repairs.

City Attorney – none

City Engineer – none.

Mayor –

Bonding Bill – Mayor Thomas gave a public thank you to Senator Jasinski for the getting \$400,000.00 included in the state bonding bill for purchase of land and designing for a new fire hall.

City Administrator –

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

Pay Request #1 Moh's Construction – motion by Thomas, seconded by Heaser to approve pay request #1 in the amount of \$19,361.90. All members voted aye for approval. Motion carried.

US Senator Klobuchar Email – Administrator Jackson presented an email from the Senator's office.

Ordinance 2026-xx An Ordinance Amending Section 3.03, Subd. 9 of the Medford City Code Governing Water Disconnections – official action will be taken at the June meeting.

Resolution 2026-07 A Resolution Approving a Procedure for Counting Write-In Votes for City Elective Office – motion by Mueller, seconded by Winter to approve Resolution 2026-07. All members voted aye for approval. Motion carried.

Medford Municipal Liquor Store Premises Use Policy – official action will be taken at the June meeting.

City Administrator After Hours Response Procedures – Administrator Jackson presented a memo.

Electric Bikes/Scooters on City Sidewalks – discussion about possible options.

Regular City Council Meeting – June 22, 2026, 7:00 p.m.

Motion by Mueller, seconded by Heaser to adjourn the regular council meeting at 7:45 p.m. All members voted aye for approval. Motion carried.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

Emergency Council Meeting
June 16, 2026
7:00 a.m.
City Hall

Members present were Thomas, Mueller, and Winter.

Members absent were Sorensen and Heaser.

City staff in attendance was Elizabeth Jackson.

Others attending the meeting – none.

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

Change Order #1 Moh's Contracting in the amount of \$18,187.02. Motion by Thomas, seconded by Winter to approve change order #1 up to \$22,000.00. All members voted aye for approval. Motion carried.

Change Order #2 Moh's Contracting in the amount of \$1,514.62. Motion by Winter, seconded by Mueller to approve change order #2 up to \$3,000.00. All members voted aye for approval. Motion carried.

Motion by Thomas, seconded by Mueller to adjourn the emergency council meeting at 7:08 a.m.

Minutes approved at _____ meeting.

Submitted by _____ City Clerk.

Signed by _____ Mayor.

CITY OF MEDFORD BILLS FOR MAY 2026

		<u>Paid</u>	<u>Unpaid</u>
Alex Air	fire dept	\$975.00	
Amazon	air filters, park cameras, banners.	\$663.65	
Ancom	fire dept	\$637.50	
Anhorn's Gas & Tire	public works	\$816.27	
Anhorn's Gas & Tire	fire dept	\$558.37	
Bussler Publishing	publications	\$2,094.00	
Ballstadt Enterprises	weed control	\$1,226.54	
Brad Hager	fire dept	\$335.86	
Block Plumbing	park	\$480.46	
B & B Pumping & Portables, Inc	handicap portable toilet	\$190.00	
BoundTree Medical	fire dept	\$32.36	
Caseys	fuel	\$70.60	
CCS	call service	\$110.35	
Cintas	public works	\$400.50	
Centerpoint		\$613.62	
City of Owatonna	monthly flow invoice	\$20,035.22	
Craig Helgeson	fire dept	\$733.39	
Danny Thomas	mileage	\$38.43	
Dinges Fire	fire dept	\$350.00	
Core & Main	public works	\$142.65	
Colonial Life		\$56.82	
Culligan		\$39.37	
Electric Pump	lift station pumps	\$35,856.00	
First Supply	public works	\$13.96	
Eric Finholdt	fire dept	\$60.84	
Health Equity	HAS	\$3.00	
Gopher State One	locates	\$164.70	
Google	emails	\$84.00	
Delta Dental	insurance	\$293.31	
Faribo Plumbing	RPZ testing	\$550.00	
Hawkins	chemical	\$2,011.05	
Freedom and Glory	flags	\$196.29	
Lowe's	public works	\$126.35	
Jaguar Communications	phone/internet	\$802.42	
Greg Sanborn	fire dept	\$32.19	
Kibble Equipment	public works	\$2,014.65	
Macqueen	fire dept	\$1,024.65	
M & W Blacktopping	street patching	\$10,900.00	
M2 Powersports	fire dept	\$357.71	
Midwest Machinery	broom kit	\$871.70	
MN Dept of Revenue	sales tax	\$19.00	
MN Fire Chief Assoc	fire dept	\$470.00	
Blue Cross	health insurance	\$6,342.49	
Medical & Safety Resources	fire dept	\$562.50	
Metro Sales	copies	\$120.62	
Moh's Construction	public works building	\$19,361.90	
Nagel Sod	black dirt	\$960.00	
Owatonna Auto Clinic	public works	\$1,539.09	
Prime Garage Door	move door operner/fire dept	\$1,640.00	
Postmaster	postage	\$305.00	
RCM	street patching	\$9,150.00	
Riverland Tech	fire dept	\$430.00	
RiverCity Refrigeration	pool heater	\$278.00	
Steve James Excavating	disconnect hydrant line	\$5,299.55	

CITY OF MEDFORD BILLS FOR MAY 2026

R&K Electric	public works	\$2,619.15	
Steele County Information Network	EDA Sign	\$400.00	
Steele Waseca		\$4,766.19	
St Marc Materials	public works storage	\$3,088.79	
Superior Sewer	jetting	\$13,746.40	
US Bank	city hall copy machine	\$285.37	
UPS	samples	\$292.12	
Utility Consultants	testing	\$125.92	
WHKS	engineering	\$9,508.00	
Sherwin Williams	paint	\$98.88	
Verizon Wireless	cell phones	\$206.45	
VIA Acturial	GASB 67/68	\$1,000.00	
Water bill refunds	water	\$136.35	
	Total	\$167,076.90	\$0.00

Approved by City Council on Monday, June 22, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR MAY 2026

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
Block Plumbing	\$366.17	
Jenny Amberg	\$100.00	
Amazon	\$415.61	
Breakthru		
Hy Vee	\$10.05	
Cashwise	\$12.52	
Centerpoint	\$124.70	
Cintas	\$234.44	
Culligan	\$79.64	
Midco	\$368.37	
Huber	\$215.15	
Shamrock	\$422.49	
Faribo Air	\$265.00	
Star Sports	\$309.00	
Kwik Trip	\$9.31	
Minnesota Dept of Revenue	\$4,301.00	
Erica Johnson	\$300.00	
Stuart Bohlman		
Nola Olson		
Dr Fresh Tap	\$130.00	
Lakes Co Eats		
Plunketts	525.16	
Townsquare Media	\$780.00	
Star Music		
Sams Club	\$197.95	
Shari Stromme	\$1,200.00	
RiverCity Refrigeration		
Steele Waseca	394.92	
Flom Disposal		
Walmart	\$146.99	
Total	\$10,908.47	\$0.00
 <u>FOOD</u>		
Kline Distributing		
Heggies Pizza	\$1,074.35	
Hermel Wholesale	\$3,060.43	
Lakes Co Eats	\$607.00	
Total	\$4,741.78	\$0.00
 <u>BEER</u>		
College City Beverage	\$20,235.03	
Northern Beverage	\$2,981.40	
Locher Bros Inc	\$2,375.35	
Total	\$25,591.78	\$0.00
TOTAL	\$41,242.03	\$0.00

Approved by City Council on Monday, June 22, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD BILLS FOR JUNE 2026

Alex Air	fire dept		\$1,999.66
Amazon	public works, fire dept, park, pool		
Anhorn's Gas & Tire	public works		\$785.63
Anhorn's Gas & Tire	fire dept		
Ballstadt	roundabouts	\$1,305.29	
B&B	handicap toilet		\$190.00
CCS	call service		
Cintas	public works/city hall		\$65.98
Centerpoint			\$427.80
City of Owatonna	sewer connection monthly	\$19,334.23	
Colonial Life			
Culligan			
Danny Thomas	mileage		
Delta Dental			
Electric Pump	lift station chains	\$1,255.23	
Fleet Farm	flowers, public works		
Flom Disposal	garbage	\$159.41	
Google	emails		
Gopher State One-Call	locates		
Groundsmaster	mosquito control		\$755.13
Hermel	pool candy, parade	\$298.76	
Hawkins	chemical		\$1,716.68
Jaguar Communications	phone/internet		\$876.43
Innovative Office	office supplies		
Imperial Dade	soap		\$164.40
MCFOA	membership		
Marathon Tech	computer support	\$780.00	
Blue Cross	health insurance	\$6,342.49	
MacQueen	fire dept		
Minnesota Dept of Revenue	May Sales tax	\$115.00	
Minnesota Dept of Revenue	2nd Qtr Water Tax		
Postmaster	stamps		
MN Dept of Health	connection fees	\$1,902.00	
Northland Bond Services	bond payment	\$23,245.00	
Sams Club	pool		
Marathon Tech	computer support		
St Marc Material	rental space	\$3,093.76	
Steve James Excavating	concrete repair	\$2,045.00	
Steele County Info	EDA Sign	\$400.00	
Steele Waseca			\$1,444.93
Thatcher Pools			\$1,209.26
Timm's Trucking	volleyball court sand		
UPS	samples		
Westbrack Marketing	fire dept		\$194.18
Verizon Wireless	cell phones/IPAD	\$206.46	
Utility Consultants	testing		
Wal Mart	pool candy, parade		
WHKS	engineering		
	Total	\$60,482.63	\$9,830.08

Approved by City Council on Monday, June 22, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

LIQUOR STORE BILLS FOR JUNE 2026

<u>MISCELLANEOUS</u>	<u>Paid</u>	<u>Unpaid</u>
<u>Aldi</u>		
Al Martin Canopies		
Amazon		
Freedom Stage		
Faribo Air		\$120.00
Bussler Publishing		
Shari Stromme	\$975.00	
Kwik Trip		
So MN Glazers	\$1,573.72	
Kevin Thiele		
Cashwise		
Jenny Amberg	\$100.00	
Culligan		
Menards		
Cintas		
Erica Johnson	\$350.00	
Lakes Co Eats		
Huber Supply		
Hy Vee		
Nola Olson	\$350.00	
Dr Fresh Tap		
Minnesota Dept of Revenue	\$4,062.00	
So River Rentals		998.00
Shamrock		\$135.50
Townsquare Media		
Midco	\$258.91	
Stuart Bohlman	\$50.00	
Star Sports		
Plunketts		
Steele Waseca		
Sams Club		
WalMart		
Flom Disposal	\$466.77	
Total	\$8,186.40	\$1,253.50
 <u>FOOD</u>		
Heggies Pizza		
Hermel Wholesale	\$882.32	\$1,566.21
Lakes Co Eats		\$296.00
Total	\$882.32	\$1,566.21
 <u>BEER</u>		
College City Beverage	\$3,405.98	\$5,926.53
Northern Beverage		\$944.05
Locher Bros Inc		
Total	\$3,405.98	\$6,870.58
 TOTAL	 \$12,474.70	 \$9,690.29

Approved by City Council on Monday, June 22, 2026

Elizabeth Jackson, City Clerk

Danny Thomas, Mayor

CITY OF MEDFORD

Checks for Month

10100 Cash
 Since MAY 2026
 Begin Balance (\$299,726.66)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
054130	CASH	4/30/2026	\$5,000.00	5-1-26atm	atm	-\$304,726.66
054131	CASH	4/30/2026	\$5,000.00	5-2-26atm	atm	-\$309,726.66
054135	CASH	5/4/2026	\$5,000.00	5-4-26atm	atm	-\$314,726.66
054136	CASH	5/4/2026	\$5,000.00	5-7-26atm	atm	-\$319,726.66
054137	OWATONNA AUTO CLINIC	5/11/2026	\$1,539.09	5-11-26Auto	1997 Chevy	-\$321,265.75
054138	CASH	5/14/2026	\$5,000.00	5-15-26atm	atm	-\$326,265.75
054139	CASH	5/14/2026	\$5,000.00	05/16/26atm	atm	-\$331,265.75
054140	ANCOM COMMUNICATIONS	5/20/2026	\$637.50	5-20-26Bills	fire dept	-\$331,903.25
054141	ANHORN'S GAS & TIRE	5/20/2026	\$816.27	5-20-26Bills	public works	-\$332,719.52
054142	BALLSTADT ENTERPRISES	5/20/2026	\$1,226.54	5-20-26Bills	weed control	-\$333,946.06
054143	BUSSLER PUBLISHING INC	5/20/2026	\$2,034.00	5-20-26Bills	publications	-\$335,980.06
054144	CCS	5/20/2026	\$110.35	5-20-26Bills	call service	-\$336,090.41
054145	CENTERPOINT	5/20/2026	\$738.32	5-20-26Bills	6044309	-\$336,828.73
054146	CINTAS	5/20/2026	\$273.51	5-20-26Bills		-\$337,102.24
054147	CITY OF OWATONNA	5/20/2026	\$20,035.22	5-20-26Bills	Monthly Flow Invoice	-\$357,137.46
054148	COLLEGE CITY BEVERAGE,	5/20/2026	\$11,440.52	5-20-26Bills		-\$368,577.98
054149	CULLIGAN WATER CONDITI	5/20/2026	\$51.47	5-20-26Bills	water softner	-\$368,629.45
054150	DAHLHEIMER BEVERAGE LL	5/20/2026	\$1,192.90	5-20-26Bills		-\$369,822.35
054151	DANNY THOMAS	5/20/2026	\$38.43	5-20-26Bills	mileage	-\$369,860.78
054152	DR. FRESH TAP	5/20/2026	\$65.00	5-20-26Bills		-\$369,925.78
054153	ELECTRIC PUMP	5/20/2026	\$35,856.00	5-20-26Bills	pumps	-\$405,781.78
054154	FIRST SUPPLY COMPANY	5/20/2026	\$13.96	5-20-26Bills	public works	-\$405,795.74
054155	GOPHER STATE ONE-CALL	5/20/2026	\$62.10	5-20-26Bills	locates	-\$405,857.84
054156	HAWKINS	5/20/2026	\$1,367.08	5-20-26Bills	chemical	-\$407,224.92
054157	HEGGIES PIZZA	5/20/2026	\$632.75	5-20-26Bills		-\$407,857.67
054158	HERMEL WHOLESALE	5/20/2026	\$2,399.30	5-20-26Bills		-\$410,256.97
054159	HUBER SUPPLY CO., INC	5/20/2026	\$148.37	5-20-26Bills		-\$410,405.34
054160	JENNIFER AMBERG	5/20/2026	\$100.00	5-20-26Bills		-\$410,505.34
054161	KIBBLE EQUIPMENT	5/20/2026	\$2,014.65	5-20-26Bills	John Deere Service	-\$412,519.99
054162	LAKES CO EATS	5/20/2026	\$355.00	5-20-26Bills	muni	-\$412,874.99
054163	LIMBERG PRODUCTIONS LL	5/20/2026	\$400.00	5-20-26Bills	digital sign	-\$413,274.99
054164	MARATHON TECH CO	5/20/2026	\$1,030.00	5-20-26Bills	computer support	-\$414,304.99
054165	MEDICAL & SAFETY RESOU	5/20/2026	\$562.50	5-20-26Bills	EMR Refresher	-\$414,867.49
054166	METRO FIBERNET LLC	5/20/2026	\$802.42	5-20-26Bills	1674166	-\$415,669.91
054167	MIDCONTINENT COMMUNIC	5/20/2026	\$368.37	5-20-26Bills		-\$416,038.28
054168	MOHS CONTRACTING	5/20/2026	\$19,361.90	5-20-26Bills	Pay Request #1 - Maintena	-\$435,400.18
054169	NAGELS SOD	5/20/2026	\$54.00	5-20-26Bills	black dirt	-\$435,454.18
054170	NORTHERN BEVERAGE DIS	5/20/2026	\$1,858.95	5-20-26Bills		-\$437,313.13
054171	PLUNKETT S INC.	5/20/2026	\$401.48	5-20-26Bills		-\$437,714.61
054172	PRIME GARAGE DOOR	5/20/2026	\$890.00	5-20-26Bills	garage door opener	-\$438,604.61
054173	R & K ELECTRIC INC	5/20/2026	\$1,736.24	5-20-26Bills	water plant light	-\$440,340.85
054174	SHAMROCK GROUP	5/20/2026	\$198.50	5-20-26Bills		-\$440,539.35
054175	ST. MARC MATERIALS	5/20/2026	\$3,088.79	5-20-26Bills	rental space	-\$443,628.14
054176	STEELE WASECA COOP EL	5/20/2026	\$5,161.11	5-20-26Bills	25164	-\$448,789.25
054177	steve james excavating	5/20/2026	\$5,299.55	5-20-26Bills	disconnect hydrant	-\$454,088.80
054178	SUPERIOR SEWER SERVIC	5/20/2026	\$1,190.00	5-20-26Bills	jetting	-\$455,278.80
054179	TOWNSQUARE MEDIA FARI	5/20/2026	\$780.00	5-20-26Bills	muni	-\$456,058.80
054180	US BANK EQUIPMENT FINA	5/20/2026	\$135.89	5-20-26Bills	city hall copier	-\$456,194.69
054181	UTILITY CONSULTANTS	5/20/2026	\$75.46	5-20-26Bills	testing	-\$456,270.15
054182	VERIZON WIRELESS	5/20/2026	\$206.45	5-20-26Bills	cell phones	-\$456,476.60
054183	WHKS	5/20/2026	\$9,508.00	5-20-26Bills	wastewater	-\$465,984.60
054184	CASH	5/21/2026	\$5,000.00	5-21-26atm	atm	-\$470,984.60
054185	CASH	5/21/2026	\$5,000.00	5-22-26atm	atm	-\$475,984.60
054186	DELTA DENTAL	5/21/2026	\$293.31	5-21-26Dental	Elizabeth	-\$476,277.91
054187	BLUE CROSS BLUE SHIELD	5/21/2026	\$6,342.49	5-21-26H Ins	Health Insurance	-\$482,620.40
054188	CASH	5/28/2026	\$5,000.00	5-28-26atm	atm	-\$487,620.40

CITY OF MEDFORD

Checks for Month

10100 Cash
Since MAY 2026
Begin Balance (\$299,726.66)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
	Deposits	\$0.00				
	Checks	-\$187,893.74	-\$187,893.74			

FILTER: ((([Act Year]='2026' and [period] in (5))) 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 MAY 2026
 Begin Balance (\$299,726.66)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
018639	Amberg, Jennifer	5/8/2026	\$184.88	PAY20260210.00		-\$299,911.54
018640	Bohlman, Angela	5/8/2026	\$932.89	PAY20260210.00		-\$300,844.43
018641	Butterfield, Paige	5/8/2026	\$177.53	PAY20260210.00		-\$301,021.96
018642	Evans, Andy	5/8/2026	\$554.50	PAY20260210.00		-\$301,576.46
018643	Heinrichs, Mathias	5/8/2026	\$1,719.21	PAY20260210.00		-\$303,295.67
018644	Jackson, Elizabeth	5/8/2026	\$3,774.71	PAY20260210.00		-\$307,070.38
018645	Johnson, Erica	5/8/2026	\$425.02	PAY20260210.00		-\$307,495.40
018646	Krogh, James	5/8/2026	\$3,787.54	PAY20260210.00		-\$311,282.94
018647	Olson, Nola	5/8/2026	\$466.06	PAY20260210.00		-\$311,749.00
018648	Will, Richard W	5/8/2026	\$256.07	PAY20260210.00		-\$312,005.07
018649	Finholdt, Eric	5/14/2026	\$115.44	PAY20260305.00		-\$312,120.51
018650	Hager, Richard	5/14/2026	\$115.44	PAY20260305.00		-\$312,235.95
018651	Heaser, Mark	5/14/2026	\$207.79	PAY20260305.00		-\$312,443.74
018652	Helgeson, Craig H	5/14/2026	\$230.87	PAY20260305.00		-\$312,674.61
018653	Mueller, Amanda	5/14/2026	\$207.79	PAY20260305.00		-\$312,882.40
018654	Sorensen, Nicholas	5/14/2026	\$207.79	PAY20260305.00		-\$313,090.19
018655	Thomas, Danny	5/14/2026	\$277.05	PAY20260305.00		-\$313,367.24
018656	Winter, Jason	5/14/2026	\$207.79	PAY20260305.00		-\$313,575.03
018657	Amberg, Jennifer	5/22/2026	\$367.78	PAY20260211.00		-\$313,942.81
018658	Bohlman, Angela	5/22/2026	\$925.75	PAY20260211.00		-\$314,868.56
018659	Butterfield, Paige	5/22/2026	\$84.58	PAY20260211.00		-\$314,953.14
018660	Evans, Andy	5/22/2026	\$785.22	PAY20260211.00		-\$315,738.36
018661	Heinrichs, Mathias	5/22/2026	\$1,719.21	PAY20260211.00		-\$317,457.57
018662	Jackson, Elizabeth	5/22/2026	\$3,774.71	PAY20260211.00		-\$321,232.28
018663	Johnson, Erica	5/22/2026	\$313.53	PAY20260211.00		-\$321,545.81
018664	Krogh, James	5/22/2026	\$3,555.79	PAY20260211.00		-\$325,101.60
018665	Olson, Nola	5/22/2026	\$165.64	PAY20260211.00		-\$325,267.24
018666	Will, Richard W	5/22/2026	\$270.82	PAY20260211.00		-\$325,538.06
	Deposits	\$0.00				
	Checks		-\$25,811.40			

FILTER: ((([Act Year]='2026' and [period] in (5))) and ((([Source] like 'PAY?????????.??'))) and [Cash Act]='10100')

Checks for Month

10100 Cash
 Since MAY 2026
 Begin Balance (\$299,726.66)

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
006117E	HEALTH EQUITY	5/11/2026	\$45.00	5-8-26hsa		-\$299,771.66
006118E	EFTPS	5/11/2026	\$2,725.24	5-8-26FED	Withholding	-\$302,496.90
006119E	STATE OF MINNESOTA	5/11/2026	\$364.12	5-8-26FED		-\$302,861.02
006120E	PUBLIC EMPLOYEES RETIR	5/11/2026	\$2,145.48	5-8-26FED		-\$305,006.50
006145E	EFTPS	5/18/2026	\$260.08	5-14-26fed	Withholding	-\$305,266.58
006146E	MINNESOTA DEPT OF REVE	5/19/2026	\$4,320.00	April 2026 tax	sales tax	-\$309,586.58
006147E	HEALTH EQUITY	5/26/2026	\$45.00	5-22-26hsa		-\$309,631.58
006148E	EFTPS	5/26/2026	\$2,718.31	5-22-26FED	Withholding	-\$312,349.89
006149E	STATE OF MINNESOTA	5/26/2026	\$352.55	5-22-26FED		-\$312,702.44
006150E	PUBLIC EMPLOYEES RETIR	5/26/2026	\$2,099.30	5-22-26FED		-\$314,801.74
006156E	POSTMASTER	5/11/2026	\$305.00	5-1-26post		-\$315,106.74
006157E	INTERNET PURCHASES	5/4/2026	\$84.00	5-4-26emails	google emails	-\$315,190.74
006158E	WALMART COMMUNITY/GE	5/6/2026	\$26.92	5-6-26wm		-\$315,217.66
006159E	UPS	5/6/2026	\$92.78	5-6-26ups	samples	-\$315,310.44
006160E	HEALTH EQUITY	5/8/2026	\$3.00	5-8-26heq		-\$315,313.44
006161E	UPS	5/12/2026	\$199.34	5-12-26ups	samples	-\$315,512.78
006162E	AMAZON.COM	5/13/2026	\$89.97	5-13-26am		-\$315,602.75
006163E	AMAZON.COM	5/13/2026	\$97.42	5-13-26am2	park cameras	-\$315,700.17
006164E	AMAZON.COM	5/13/2026	\$262.34	5-13-26am3	ball diamond base bags	-\$315,962.51
006165E	HY-VEE FOOD STORE	5/14/2026	\$10.05	5-14-26hy	muni	-\$315,972.56
006166E	AMAZON.COM	5/14/2026	\$47.97	5-14-26am2	muni	-\$316,020.53
006167E	AMAZON.COM	5/14/2026	\$84.96	5-14-26am3	air filters	-\$316,105.49
006168E	AMAZON.COM	5/15/2026	\$16.17	5-15-26am		-\$316,121.66
006169E	INTERNET PURCHASES	5/18/2026	\$196.29	5-18-26flags	flags	-\$316,317.95
006170E	SAM'S CLUB	5/18/2026	\$197.95	5-18-26sams		-\$316,515.90
006171E	AMAZON.COM	5/19/2026	\$42.98	5-19-26am	pool cameras	-\$316,558.88
006172E	CASEYS GENERAL STORE	5/21/2026	\$20.60	5-21-26caseys	fuel	-\$316,579.48
006173E	WALMART COMMUNITY/GE	5/22/2026	\$120.07	5-22-26qm		-\$316,699.55
006174E	KWIK TRIP	5/26/2026	\$9.31	5-26-26kt	muni	-\$316,708.86
006175E	CASEYS GENERAL STORE	5/26/2026	\$42.00	5-26-26casey		-\$316,750.86
006176E	AMAZON.COM	5/26/2026	\$85.98	5-26-26am	EDA Banners	-\$316,836.84
006177E	AMAZON.COM	5/26/2026	\$280.91	05-26-26am2	Straight River Days	-\$317,117.75
006178E	CASHWISE	5/28/2026	\$12.52	5-28-26cw		-\$317,130.27
006179E	AMAZON.COM	5/29/2026	\$18.93	5-29-26am	muni	-\$317,149.20
006180E	AMAZON.COM	5/29/2026	\$67.80	5-29-26am2	muni	-\$317,217.00
	Deposits	\$0.00				
	Checks	-\$17,490.34				-\$17,490.34

FILTER: (([Act Year]='2026' and [period] in (5))) and (([EFT])) and [Cash Act]='10100'

RESOLUTION 2026-08
A RESOLUTION ACCEPTING DONATION FROM
MARIE & PAUL GILLIS

WHEREAS, the City of Medford has received a donation of \$1000.00 from Marie & Paul Gillis; and

WHEREAS, the stated purpose of the donation is for the Medford Municipal Complex Fund; and

NOW, THEREFORE, BE IT RESOLVED, the City of Medford has received and accepts a donation of \$1000.00 from Marie & Paul Gillis for the Medford Municipal Complex Fund.

Passed and adopted on this 222nd day of June, 2026, with the following votes:

	AYE	NAY	ABSTAIN	ABSENT
Danny Thomas	_____	_____	_____	_____
Amanda Mueller	_____	_____	_____	_____
Mark Heaser	_____	_____	_____	_____
Jason Winter	_____	_____	_____	_____
Nick Sorensen	_____	_____	_____	_____

DANNY THOMAS
MAYOR

ATTEST:

ELIZABETH JACKSON
CITY ADMINISTRATOR

MEMORANDUM

TO: Medford City Council

FROM: Brandon Theobald, P.E.
WHKS & Co.

DATE: June 15th, 2026

RE: Wastewater Treatment Regionalization – Project Update

Project Update

This memorandum is intended to update the Council on the project changes and cost as the project approaches final completion.

Project Discussion

Staff has previously discussed the need to install a portion of the forcemain via open cut due to the contractor's inability to horizontal directionally drill a portion of the project. This installation method adds additional surface restoration costs. Staff has reviewed the contractor's submitted additional costs and have proposed a change order #2 to resolve the change in installation methods and other items. The directional drilling subcontractor has requested additional compensation; at this time staff is not recommending payment.

Funding

With these added costs the project is still projected to be on budget. Below is the anticipated cost breakdown and amount the City budgeted and bonded for. No additional funding is expected to be needed at this time.

Summary of Anticipated Project Cost

Item	Costs
Connection Charge to the City of Owatonna	\$1,196,000
Easement	\$100,000
Engineering	\$961,000
Construction Costs – Anticipated Approximate Future Final Payment	\$3,618,000
Total Anticipated Project Costs	\$5,875,000
Total Project Cost Budgeted and Bonded For	\$5,900,000

Request for Council Action

1. Approve Change Order #2
2. Approve Pay Request #8

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com



CHANGE ORDER

CHANGE ORDER NO.: 2 PROJECT NO.: 9906

PROJECT NAME: WW Regionalization with Owatonna

LOCATION: Medford, MN

CONTRACTOR: Heselton Company LLC

ADDRESS: 680 24th St NW, Faribault, MN 55021

TO CONTRACTOR:

You are hereby ordered to make the following change(s) in the plans and/or specifications for the above designated project:

1. Description of change(s) to be made:
 - a. Contractor open cut the forcemain from sta. 103+75 – 109+75 due to the horizontal directional drilling subcontractor unable to drill the pipe in this portion of the project. Costs include time and material costs to open cut the forcemain pipe, dewatering operations, additional traffic control, removal and replacement of existing bituminous driveways, driveway culverts and turf establishment for the disturbed areas, placement of insulation, and all other work required to complete the work as specified.
 - b. Payment for Contractor to remove and replace existing MnDOT fence during forcemain installation of air release structures and gravity sanitary sewer from sta. 100+00 – 800+00.
 - c. Payment for Contractor to repair existing subdrain lines at sta. 5+25 – 6+56, MH-03.
 - d. Payment for replacement of concrete driveway at 208 2nd Ave SW.
 - e. Payment for placing landscaping rock between new concrete curb & gutter and bathroom near lift station site.
 - f. Extension of intermediate completion date due to delays in procurement of electrical components.
2. Reason for ordering change:
 - a. Contractor unable to horizontally directionally drill the forcemain from sta. 103+75 – 109+75 due to existing cobbles and was required to open cut to install the pipe. No payment for the pipe under the horizontal directional drill bid item will be made for this item.
 - b. Existing fenceline along MnDOT ROW was required to be removed and reinstalled to complete the work as specified.
 - c. No bid item was provided in the contract to repair the existing subdrain encountered along County Road 45 to install the forcemain and structures.
 - d. No bid item was provided for replacement of existing concrete driveway.
 - e. Request by City for maintenance purposes.

2905 South Broadway
 Rochester, MN 55904-5515
 Phone: 507.288.3923
 Fax: 507.288.2675
 Email: rochester@whks.com
 Website: www.whks.com



- f. Procurement issues for the control panel for the lift station by City specified systems integrator. No other costs considerations will be made for this item.
- 3. Settlement for the cost of the above change is to be made as follows:
 - a. Cost changes of +\$144,067.27
 - b. Cost changes of +\$15,490.00
 - c. Cost changes of +\$3,402.38
 - d. Cost changes of +\$3,918.00
 - e. Cost changes of +\$597.28
 - f. No cost change.

4. This change order changes the interim completion date to March 1, 2026. Contract requirements for intermediate completion date were met on February 18, 2026.

5. Summary of Costs:

Original Contract Price	\$ <u>3,450,162.72</u>
Net increase of this Change Order	\$ <u>167,474.93</u>
Total increase of Previous Change Order(s)	\$ <u>16,775.00</u>
Total increase of all Change Orders to Date	\$ <u>184,249.93</u>
Total Revised Contract Price to Date	\$ <u>3,634,412.65</u>

Agreed to by: _____
 Owner's Authorized Rep. Title Date

Agreed to by: _____
 Contractor's Authorized Rep. Title Date

Recommended by: Digital signed by Brandon Theobald
 DN: cn=Brandon Theobald, o=Whks, ou=Whks, email=brandon.theobald@whks.com, serial=2026.06.16 11:19:47-0200
 Brandon Theobald CITY ENGINEER 6/15/26
 Engineer Title Date

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Email: rochester@whks.com
Website: www.whks.com

whks

engineers + planners + land surveyors

June 10, 2026

Ms. Elizabeth Jackson
City Clerk/Administrator
City of Medford
408 2nd Ave SE
Medford, MN 55049

RE: Medford, Minnesota
WW Regionalization with Owatonna
Pay Request No. 8

Dear Beth:

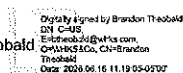
Enclosed is Pay Request No. 8 for work on the above referenced project. We recommend payment in the amount of \$224,085.74 to:

Heselton Construction, LLC
680 24th Street NW
Faribault, MN 55021

Please contact me if you have any questions.

Sincerely,

WHKS & co.


Brandon Theobald
DN: CN=US,
E=brthobald@whks.com,
O=WHKS & CO, CN=Brandon
Theobald
Date: 2026.06.16 11:19:05-0500

Brandon Theobald, P.E.

BT/cf

Enclosure

cc: Cory Felderman, WHKS (9906)
Jason Brandvold, Heselton Construction, LLC

2905 South Broadway
 Rochester, MN 55904
 Phone 507-288-3923



engineers + planners + land surveyors

PARTIAL PAYMENT ESTIMATE
 FOR CONSTRUCTION WORK COMPLETED

Project: WW Regionalization with Owatonna
 Project No.: 9906.00
 Location: Medford, Minnesota
 Contractor: Heselton Construction LLC

Bid Price: \$3,450,162.72
 Date: Jun. 10, 2026
 Estimate #: 8
 % Complete: 104%

Item No.	Description	Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1	Mobilization	1.00	L.S.	\$148,000.00	1.00	-	1.00	\$148,000.00
2	Sanitary Sewer Bypass	1.00	L.S.	\$17,400.00	-	1.00	1.00	\$17,400.00
3	Clearing and Grubbing	0.33	Acre	\$32,300.00	0.8007	-	0.8007	\$25,862.61
4	Remove Storm Manhole	1.00	Each	\$520.00	-	-	-	\$0.00
5	Remove Storm Sewer Pipe	25.00	L.F.	\$16.00	-	-	-	\$0.00
6	Remove Sanitary Sewer Pipe	35.00	L.F.	\$1.00	-	32.50	32.50	\$32.50
7	Demolition Existing Lift Station and WWTF	1.00	L.S.	\$270,000.00	0.95	-	0.95	\$266,500.00
8	Remove Conc. Curb & Gutter	38.00	L.F.	\$8.00	43.00	5.00	48.00	\$384.00
9	Remove Bituminous Street Pavement (P)	10,204.00	S.Y.	\$3.35	10,781.61	-	10,781.61	\$36,118.39
10	Remove Bit. Pavement - Driveway	60.00	S.Y.	\$10.00	-	-	-	\$0.00
11	Stabilized Aggregate (CV)	532.00	C.Y.	\$0.01	-	-	-	\$0.00
12	Exploratory Excavation	16.00	Hours	\$100.00	8.00	-	8.00	\$800.00
13	Aggregate Base Placed (CV), Class 5 (P)	3,495.00	C.Y.	\$31.00	3,495.00	-	3,495.00	\$108,345.00
14	Type SP 12.5 Wearing Course Mix SPWEB240B	1,360.00	Ton	\$105.00	1,113.04	168.61	1,281.65	\$134,573.25
15	Type SP 12.5 Non-Wearing Course Mix SPNWB230B	1,360.00	Ton	\$100.00	1,333.92	78.00	1,411.92	\$141,192.00
16	Common Excavation (P)	5,313.00	C.Y.	\$11.00	5,313.00	-	5,313.00	\$58,443.00
17	F&I 15" RCP, Class III	11.00	L.F.	\$117.00	-	-	-	\$0.00
18	F&I 18" RCP, Class III	5.00	L.F.	\$207.00	-	-	-	\$0.00
19	F&I 30" RCP, Class III	9.00	L.F.	\$290.00	-	-	-	\$0.00
20	Connect to Ex. Storm Sewer	3.00	Each	\$1,100.00	-	-	-	\$0.00
21	Connect to Existing Sanitary Sewer	3.00	Each	\$1,600.00	1.91	1.00	2.91	\$4,656.00
22	Construct Structure, Type 4 (72")	1.00	Each	\$7,925.00	1.00	-	1.00	\$7,925.00
23	8" HDPE DR 13.5 Forcemain by HDD	15,455.00	L.F.	\$45.00	14,992.00	-	14,992.00	\$674,640.00
24	8" PVC DR 18 Forcemain	4,148.00	L.F.	\$49.00	4,010.00	-	4,010.00	\$196,490.00
25	10" DIP Cl. 52 Sanitary Sewer	25.00	L.F.	\$222.00	-	-	-	\$0.00
26	12" DIP Cl. 52 Sanitary Sewer	30.00	L.F.	\$235.00	30.00	-	30.00	\$7,050.00
27	8" SDR 26 PVC Sanitary Sewer	700.00	L.F.	\$57.00	700.00	-	700.00	\$39,900.00
28	10" SDR 26 PVC Sanitary Sewer	15.00	L.F.	\$145.00	-	32.50	32.50	\$4,712.50
29	12" HDPE DIPS DR 17 Casing by HDD	221.00	L.F.	\$105.00	260.00	-	260.00	\$27,300.00
30	F&I Ductile Iron Fittings	552.00	LBS	\$21.00	828.00	-	828.00	\$17,388.00
31	Construct Structure, Type 3, Air Valve Manhole (48")	14.00	Each	\$18,200.00	14.00	-	14.00	\$254,800.00
32	Construct Structure, Type 3A, (48")	1.00	Each	\$21,460.00	0.75	0.25	1.00	\$21,460.00
33	Construct Structure, Type 3, (48")	2.00	Each	\$10,570.00	2.00	-	2.00	\$21,140.00
34	Construct Lift Station, Valve Vault, Flow Meter MH, and DIP Piping	1.00	L.S.	\$638,000.00	1.00	-	1.00	\$638,000.00
35	Electrical & Supervisory Control Install, and F&I Generator	1.00	L.S.	\$245,600.00	1.00	-	1.00	\$245,600.00
36	Supply Supervisory Control Equipment	1.00	L.S.	\$280,000.00	0.98	-	0.98	\$274,400.00
37	Adjust Frame & Ring Casting	10.00	Each	\$750.00	9.00	-	9.00	\$6,750.00
38	Adjust Gate Valve Box	6.00	Each	\$280.00	8.00	-	8.00	\$2,240.00
39	Concrete Curb & Gutter, Design B624	38.00	L.F.	\$79.00	-	70.00	70.00	\$5,530.00
40	Topsail Borrow (LV)	300.00	C.Y.	\$27.00	72.00	48.00	120.00	\$3,240.00
41	Turf Establishment	1.00	L.S.	\$19,000.00	0.75	0.20	0.95	\$18,050.00
42	Erosion Control	1.00	L.S.	\$11,430.00	0.75	0.20	0.95	\$10,858.50
CO 1	Traffic Control	1.00	L.S.	\$16,775.00	0.95	0.05	1.00	\$16,775.00
	F&I Sanitary Sewer Castings	7.00	Each	\$557.50	7.00	-	7.00	\$3,902.50
CO 2	Open cut HDD, Fence, Concrete Driveway, Landscaping	1.00	Each	\$167,474.93	-	1.00	1.00	\$167,474.93

Total Work Completed + Change Orders \$3,597,933.18

Less 5% Retainage \$179,896.66
 Less Previous Payments \$3,193,950.78

Net Payment this Estimate **\$224,085.74**

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: June 2026

RE: City Financial Report/Public Works and General Updates

Public Works Updates:

Daily Rounds
Water Testing
Safety Training
Equipment Repairs
Minor Street Sweeping
Mowing
Manhole Repair – Ritchie Bros.
Continued alarm issues/Automatic Systems meetings
Biweekly meeting on public works building

City Updates:

Municipal Fee Expense Report
Consumer Confidence Report Certification
Continued alarm issues/Automatic Systems meetings
Election Judge/Head judge training
Straight River Days Meetings with staff
Fire Hall meeting with Mayor Thomas/Chief Helgeson
Biweekly meeting on public works building
Casey's liquor license renewal

ORDINANCE NO. 2026-04

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 22nd day of June, 2026, by the City Council of the City of Medford.

By: _____
Danny Thomas
Mayor

ATTEST:

Elizabeth Jackson
City 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 22nd day of June, 2026.

ORDINANCE NO. 2026-05

**AN ORDINANCE AMENDING SECTION 2.65 MASTER FEE SCHEDULE
OF THE MEDFORD CITY CODE**

THE CITY COUNCIL OF THE CITY OF MEDFORD DOES ORDAIN:

Medford City Code Sections 4.65 Appendix A: Master Fee Schedule

WATER AND SEWER RATES

WATER RATES AND AVAILABILITY CHARGES

<u>Water Meter Size</u>	<u>Rate</u>
¾ inch meter:	\$7.00
1 inch meter:	\$8.75
1 ½ inch meter:	\$10.94
2 inch meter:	\$13.67
2 ½ inch meter:	\$17.09
3 inch meter:	\$21.36
4 inch meter:	\$26.70
6 inch meter:	\$33.38

Every meter will be charged a monthly fixed amount based on water meter size in addition to a per thousand gallon water usage charge of \$5.00.

WATER FLAT RATE **\$13.00**

SEWER RATES AND AVAILABILITY CHARGES

<u>Water Meter Size</u>	<u>Rate</u>
¾ inch meter:	\$7.80
1 inch meter:	\$9.75
1 ½ inch meter:	\$12.18
2 inch meter:	\$15.24
2 ½ inch meter:	\$19.05
3 inch meter:	\$23.80
4 inch meter:	\$29.74
6 inch meter:	\$37.19

Every meter will be charged a monthly fixed amount based on water meter size in addition to a per thousand gallon sewer usage charge of \$11.70

SEWER FLAT RATE **\$18.20**

LATE FEE – A 5% monthly late fee will be added to all delinquent balances.

WATER CONNECTION PERMIT FEES:

(Collect at the time of issuance of the building permit)

Size of Water Service Pipe

Up to and including 1"	\$1,670.00
1-1/4"	\$2,090.00
1-1/2"	\$2,510.00
2"	\$3,340.00
4"	\$6,690.00
6"	\$10,030.00
8"	\$13,370.00

SEWER CONNECTION PERMIT FEES:

(Collect at the time of issuance of the building permit)

Size of Sewer Service Pipe

4"	\$1,670.00
6"	\$2,510.00
8"	\$3,340.00

TRUNK SEWER AND WATER FEES:

(Collect at the time of the development agreement)

<u>Land Use:</u>	<u>2015 Rate</u>
Commercial	\$8,490.00 per adjusted gross acre*
Industrial	\$8,490.00 per adjusted gross acre*
Residential:	
Single Family:	\$1,270.00 per lot
Twinhome/Duplex/Townhome:	\$ 950.00 per unit
Multiple Family (Apartment):	\$ 640.00 per unit

FIRE CALL RATES CHARGED PER HOUR

<u>Time</u>	<u>Grass Fire</u>	<u>Structure Fire</u>
2 Hours or less (\$375.00 at Fire Chief's or Officer in Charge discretion)	\$750.00	\$750.00

Additional time @ \$75.00/truck per hour actively being used plus \$10.00/SCBA bottle filled

Extra Charges:

- Class A or Class B Foam used (Current price, 5 gallon minimum)
- Roof/Chainsaw carbide tooth chains, K Saw blades, bits, hole saws, and all consumable items
- Damaged hose, nozzles, lost and damaged rescue ropes and equipment, tools, cameras, gas monitors, damaged gear, boots, etc....all inclusive.
- Damages to vehicles due to no fault of MFD personnel. (Poorly maintained drives, etc)
- Fuel delivered to scene due to long duration incident.
- Fuel for mutual aid departments due to long duration incident
- Equipment rental, transportation, and operator fees for heavy equipment when needed to contain, assist in Extinguishment, overhaul, or aid in a rescue or recovery for fire/rescue scenes. (i.e excavators, skid loaders, grain Vacuums, other external agencies with specialized equipment if needed)

FIRE CALL RATES CHARGED A FLAT FEE

Motor Vehicle Accidents/Fires \$500.00

UTILITY/CONSTRUCTION FEES

Disconnect of Utility Service	\$50.00
Reconnect of Utility Service	\$50.00
Meter Testing Deposit	\$150.00
Right of Way Degradation Fee	Equal to degradation cost- Establish at time of permitting
Bulk Water	\$13.00 per 1,000 gallons
Sewage	\$16.50 + \$14.00 per 1,000 gallons
Water Service Prior to Meter Installation	\$75.00
Erosion Control Deposit	\$500.00
Annexation Deposit	Based upon acres annexed
Annexation Reimbursement	15 times tax revenue
Land Donation	Minimum of 10% of land annexed or 10% of market value of land
Engineering Fee	Percentage of cost of public improvements
Administrative Fee	Percentage of cost of public improvements

LIQUOR LICENSE FEES

On-Sale Liquor License	\$2,500.00 per year
Temporary Liquor License	\$50.00 per year
Sunday Liquor License	\$200.00 per year
Wine License	\$175.00 per year
3.2 Malt Liquor License	\$175.00 per year
Pre/Investigation Fees	\$250.00 per year
Municipal Liquor Store Rental	\$50.00 per event

PERMITS

Building Moving Permit	\$30.00
Building Removal Permit	\$30.00

Dance Permit	\$100.00
Food Permit	\$25.00
Parade Permit	\$50.00
Rental Housing (per unit)	
1 -14 units	\$200.00 per unit
15 + units	\$175.00 per unit
Sign Permit	\$30.00
Solicitor, Peddler, Transient Merchant Permit	\$30.00
Special Vehicle Permit (3-year permit)	\$20.00
Replacement Special Vehicle Sticker	\$5.00
Transient Merchant Permit Nonprofit/Service Organizations	\$0.00
Zoning/Fence Permit	\$30.00
Wind Energy Conversion System Permit	\$30.00
Right of Way Excavation Permit	\$50.00 plus management and engineering costs
Right of Way Obstruction Permit	\$50.00 plus management and engineering costs
Small Wireless Facility Permit	\$50.00 plus management and engineering costs
Food Truck Permit	\$30.00
Shipping/Moving Pod Permit	\$30.00

PARK FEES

Large Pavilion Rental	\$90.00 (\$50.00 deposit)
Small Pavilion Rental	\$75.00 (\$50.00 deposit)

OTHER FEES

Public Hearing Held on Regularly Scheduled Zoning Date (Conditional Use, Variance, Vacate, Rezone, Administrative Land Survey, etc.)	\$150.00
Public Hearing Held on a Special Zoning Date (Conditional Use, Variance, Vacate, Rezone etc.)	\$300.00
Mowing by Public Works Staff	\$60.00 per hour
Snow Removal by Public Works Staff	
Residential/Commercial Property	\$125.00 per hour
Collections and/or Legal Fees	Total of fees incurred by the City
Non-Sufficient Funds Checks	\$30.00 + all bank charges
Faxes	\$1.50 per page
Black and White Copies	\$0.25 per page
Color Copies	\$0.50 per page
Web Fusion Maps	\$2.00 per map
Dog License Registration Fee	\$5.00 per year
Dangerous Dog Registration Fee	\$500.00 per year

Passed and adopted this 22nd day of June 2026, with the following vote: Aye _____; No _____; Absent _____.

DANNY THOMAS
Mayor

ATTEST:

ELIZABETH JACKSON
City Clerk

CITY OF MEDFORD

RESOLUTION 2026-08

A RESOLUTION APPROVING THE PUBLICATION OF ORDINANCE BY TITLE AND SUMMARY

WHEREAS, on June 22, 2026, the City Council of the City of Medford adopted ordinances entitled, “An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code”; and

WHEREAS, the Ordinance is three pages in length; and

WHEREAS, Minnesota Statutes Section 412.191, Subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the Ordinance,

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD:

1. The City Council of the City of Medford has adopted an ordinance entitled “An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code.” The following summary clearly informs the public of the intent and effect of the Ordinance:

“AN ORDINANCE AMENDING SECTION 2.65 MASTER FEE SCHEDULE OF THE MEDFORD CITY CODE.”

The Medford City Council has passed an ordinance amending Section 2.65 of the Medford City Code, Establishing a Master Fee Schedule.” The ordinance amends a fee schedule for the city services, licensing, water and sewer rates that may be amended from time to time by the City Council.

This is a summary of the Ordinance “An Ordinance Amending Section 2.65 Master Fee Schedule of the Medford City Code.” A full text of this ordinance is available for public inspection at the Medford City Hall during regular office hours.”

2. The City Clerk is directed to publish this summary in lieu of publication of the entire ordinance.
3. The City Clerk is directed to post a copy of the entire text of the Ordinance on the City bulletin board at Medford City Hall for a period of not less than thirty (30) days. In addition, a printed copy of the Ordinance shall be made available for inspection by any person during regular office hours at the Medford City Hall.”

Adopted by the Medford City Council on this 22nd day of June 2026.

Number of Ayes: ____

Number of Nays: ____

Danny Thomas, Mayor

ATTEST:

Elizabeth Jackson, City Clerk

APPLICATION NO: 1
INVOICE NO: 1
PERIOD: 05/01/26 - 05/31/26
PROJECT NO: 26-007
CONTRACT DATE:

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

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

OWNER/CLIENT:
 City of Medford
 08 2nd Ave. SE
 Medford, Minnesota 55049

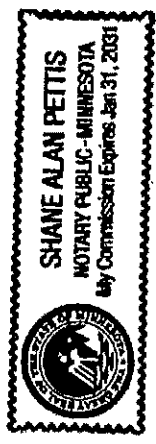
ROM CONTRACTOR:
 Mohs Contracting, Inc.
 330 State Ave. NW
 Watonna, Minnesota 55060

CONTRACT FOR: Medford Maintenance Garage - Labor

CONTRACTOR: Mohs Contracting, Inc.

By: *[Signature]* **Date:** 5/29/26

State of: MN
County of: Sibley
 Subscribed and sworn to before me this 29 day of May
 Notary Public: *[Signature]*
 My commission expires:



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.

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.

AMOUNT CERTIFIED: \$1,275.37
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER: *[Signature]* **Date:** 6-11-26

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.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$261,930.00		
2. Net change by change orders	\$0.00		
3. Contract Sum to date (Line 1 ± 2)	\$261,930.00		
4. Total completed and stored to date (Column G on detail sheet)	\$1,342.50		
5. Retainage:			
a. 5.00% of completed work	\$67.13		
b. 0.00% of stored material	\$0.00		
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$67.13		
6. Total earned less retainage (Line 4 less Line 5 Total)	\$1,275.37		
7. Less previous certificates for payment (Line 6 from prior certificate)	\$0.00		
8. Current payment due:	\$1,275.37		
9. Balance to finish, including retainage (Line 3 less Line 6)	\$260,654.63		

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

document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing contractor's signed Certification is attached.
 se Column I on Contracts where Variable retainage for line items apply.

APPLICATION NUMBER: 1
 APPLICATION DATE: 5/31/2026
 PERIOD: 05/01/26 - 05/31/26

Intract Lines

A TEM 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
				D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD				
1	01 00 00-01 31 00-01 31 13NR,O Project Coordination-Site Supervision,Other	General Conditions	\$40,164.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,164.00	\$0.00
2	02 00 00-02 41 00-02 41 00R,O Demolition,Other	Demolition Labor	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,000.00	\$0.00
3	03 00 00-03 05 00-03 05 00R,O Common Work Results For Concrete,Other	Concrete Labor	\$27,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,650.00	\$0.00
4	06 00 00-06 11 00-06 11 00R,O Wood Framing Labor (Retention Applied),Other	Wood Framing Labor	\$70,396.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,396.00	\$0.00
5	07 00 00-07 21 00-07 21 00R,O Thermal Insulation,Other	Insulation Labor	\$3,857.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,857.00	\$0.00
6	07 00 00-07 71 00-07 71 00R,O Gutters	Gutter Labor	\$2,038.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,038.00	\$0.00
7	07 00 00-07 92 00-07 92 00R,O Joint Sealants,Other	Joint Sealant Labor	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00
8	08 00 00-08 11 00-08 11 00R,O Door Install	Door Install	\$1,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,700.00	\$0.00
9	08 00 00-08 36 00-08 36 00R,O Panel Doors/Overhead Doors,Other	Sectional Doors Labor	\$6,135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,135.00	\$0.00
10	09 00 00-09 27 00-09 27 00R,O FRP Labor	FRP Labor	\$680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$680.00	\$0.00
11	09 00 00-09 29 00-09 29 00R,O Gypsum Board,Other	Drywall Labor	\$2,639.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,639.00	\$0.00
12	09 00 00-09 65 00-09 65 00R,O Resilient Flooring,Other	Flooring Labor	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$850.00	\$0.00
13	09 00 00-09 91 00-09 91 00R,O Painting,Other	Painting Labor	\$3,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,700.00	\$0.00
14	10 00 00-10 05 00-10 05 00R,O Specialties Install	Specialties Labor	\$340.00	\$0.00	\$0.00	\$0.00	\$0.00	\$340.00	\$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
				D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD				
15	22 00 00-22 05 00-22 05 00R.O Common Work Results For Plumbing,Other	Plumbing Labor	\$40,255.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,255.00	\$0.00
16	23 00 00-23 05 00-23 05 00R.O Common Work Results For HVAC,Other	HVAC Labor	\$4,676.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,676.00	\$0.00
17	26 00 00-26 05 00-26 05 00R.O Common Work Results For Electrical,Other	Electrical Labor	\$26,850.00	\$0.00	\$1,342.50	\$0.00	\$1,342.50	\$25,507.50	\$67.13
18	32 00 00-32 92 00-32 92 00R.O Hydroseeding	Hydroseeding Labor	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00
TOTALS:			\$261,930.00	\$0.00	\$1,342.50	\$0.00	\$1,342.50	\$260,587.50	\$67.13

and 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
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD				
GRAND TOTALS:			\$261,930.00	\$0.00	\$1,342.50	\$0.00	\$260,587.50	\$67.13

OWNER/CLIENT:
 City of Medford
 409 2nd Ave. SE
 Medford, Minnesota 55049

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

FORM CONTRACTOR:
 Mohs Contracting, Inc.
 330 State Ave. NW
 Watonwan, Minnesota 55060

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

CONTRACT FOR: Medford Maintenance Garage - Material

APPLICATION NO: 2
INVOICE NO: 2
PERIOD: 05/01/26 - 05/31/26
PROJECT NO: 26-007
CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.


1. Original Contract Sum	\$394,660.00
2. Net change by change orders	\$(976.50)
3. Contract Sum to date (Line 1 ± 2)	\$393,683.50
4. Total completed and stored to date (Column G on detail sheet)	\$37,579.99
5. Retainage:	
a. 5.00% of completed work	\$1,156.75
b. 5.00% of stored material	\$722.25
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$1,879.00
6. Total earned less retainage (Line 4 less Line 5 Total)	\$35,700.99
7. Less previous certificates for payment (Line 6 from prior certificate)	\$19,361.90
8. Current payment due:	\$16,339.09
9. Balance to finish, including retainage (Line 8 less Line 6)	\$357,982.51

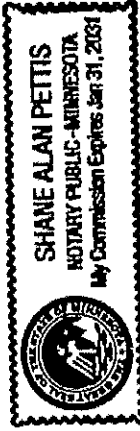
CHANGE ORDER SUMMARY	
ADDITIONS	DEDUCTIONS
\$0.00	\$0.00
\$0.00	\$(976.50)
\$0.00	\$(976.50)
Totals:	\$(976.50)
Net change by change orders:	

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: Mohs Contracting, Inc.

By:  Date: 5/28/26

State of: Minn
 County of: Starcher
 Subscribed and sworn to before me this 28 day of May
 Notary Public: 
 My commission expires: 5/31/2031



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.

AMOUNT CERTIFIED: \$16,339.09

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:



By: _____ Date: 6-11-26

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: 2
 APPLICATION DATE: 5/31/2026
 PERIOD: 05/01/26 - 05/31/26

Contract Lines

A ITEM NO.	B BUDGET CODE	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	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)						
1	01 00 00-01 31 00-01 31 13NR.O Project Coordination-Site Supervision,Other	General Conditions Materials	\$61,445.00	\$3,441.25	\$2,682.04	\$0.00	\$6,123.29	\$55,321.71	\$306.16	
2	01 00 00-01 78 00-01 78 33NR.O Bonds,Other	Bonds	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$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	\$72.00	\$0.00	\$72.00	\$6,928.00	\$3.60	
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	\$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	\$28,508.00	\$0.00	
6	07 00 00-07 21 00-07 21 00R.O Thermal Insulation,Other	Thermal Insulation Material	\$29,399.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,399.00	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$490.00	\$0.00	

ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	C	D		E		F	G		H	I
				FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)		% (G / C)	BALANCE TO FINISH (C - G)		
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	\$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	\$105,678.00	\$10,439.70	\$0.00	\$0.00	\$0.00	\$0.00	\$10,439.70	9.86%	\$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	\$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	\$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	\$14,445.00	\$0.00	\$14,445.00	50.44%	\$14,195.00	\$722.25
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	\$0.00	\$0.00	0.00%	\$2,840.00	\$0.00
TOTALS:			\$394,660.00	\$20,380.95	\$2,754.04	\$14,445.00	\$37,579.99	\$14,445.00	\$37,579.99	9.52%	\$357,080.01	\$1,879.00

Change Orders

ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	C	D		E		F	G		H	I
				FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)		% (G / C)	BALANCE TO FINISH (C - G)		
1	PCCO#001											
1:1	08 00 00-08 36 00-08 36 00R.O Panel Doors/Overhead Doors,Other Door Change to TM200C		\$(930.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(930.00)	\$0.00
1:2	01 00 00-01 31 00-01 31 28NR.O Construction Fee,Other fee		\$(46.50)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(46.50)	\$0.00
TOTALS:			\$(976.50)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(976.50)	\$0.00

Grand Totals

ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	C	D		E		F	G		H	I
				FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)		% (G / C)	BALANCE TO FINISH (C - G)		
GRAND TOTALS:			\$393,683.50	\$20,380.95	\$2,754.04	\$14,445.00	\$37,579.99	\$14,445.00	\$37,579.99	9.55%	\$356,103.51	\$1,879.00

TO: Council

FROM: Danny Thomas/Elizabeth Jackson
Mayor/City Administrator

DATE: June 2026

RE: Public Works Worker Wage

Background:

I recommend Council approve raising Mathias Heinrich's rate of pay to \$34.62 with an effective date of June 15, 2026

TO: Council

FROM: Elizabeth Jackson
City Administrator

DATE: June 2026

RE: Public Open House Dates

I recommend Council choose one of the following three dates to have a public open house regarding the potential new fire hall plan.

The dates would be July 22nd, July 29th, or August 5th.

**CITY OF MEDFORD RESOLUTION 2026-09
DESIGNATING ELECTION JUDGES FOR THE 2026 PRIMARY
AND GENERAL ELECTIONS**

BE IT RESOLVED by the City Council of the City of Medford as follows:

The following persons are appointed Election Judges for the Primary Election on August 11, 2026 and the General Election on November 3, 2026. The Election Judges will be compensated at the rate of \$10.50 per hour for Election Judge Training and for performing the duties of Election Judge. The Head Election Judge will be compensated at the rate of \$11.85 per hour for Election Judge Training including Head Election Judge Training and for performing the duties of Head Election Judge.

Head Election Judges: Gail Meinke

Election Judges: Elizabeth Jackson
 Kris Stinocher
 Betty Quiring
 Phil Heim
 Tom Harris

Substitutes:

Adopted by the City Council of the City of Medford this 22nd day of June, 2026.

BY:

Danny Thomas, Mayor

ATTEST:

Motion By

Elizabeth Jackson, City Clerk

Second By