

**MELROSE CITY COUNCIL AND
MELROSE PUBLIC UTILITIES COMMISSION
SPECIAL JOINT MEETING
MONDAY, APRIL 13, 2026 – 5:30 P.M.**

1. CALL TO ORDER/ROLL CALL

The Melrose City Council and Public Utilities Commission met in a Special Meeting April 13, 2026 at 5:30 P.M. at the Melrose City Center pursuant to due notice being given thereof. Present were Public Utilities Commission members Jeremy Kraemer and Eric Seanger, City Council Members Mark Niehoff, Travis Frieler, Joeline Wieling, and Mayor Joe Finken, Police Chief and City Point of Contact Craig Maus, Human Resources Coordinator Doris Rieland, and Finance Director Jackie Niehaus. Pat Melvin from David Drown Associates was also present. Council Member Tony Klasen was absent. Mayor Finken presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Secretary Kraemer, seconded by Vice Chair Seanger, and unanimously carried to approve the agenda for the Public Utilities Commission.

A motion was made by Council Member Niehoff, seconded by Council Member Wieling, and unanimously carried to approve the agenda for the City Council.

3. NEW BUSINESS

3a. City Administrator Position Salary Discussion

Police Chief Maus presented. City Administrator Winter has left her position as of April 3. The city has selected David Drown Associates to conduct the hiring of the next City Administrator. Pat Melvin from DDA is preparing the Melrose City Administrator Position Profile for the job opening. He also prepared a salary comparison for the Melrose City Administrator salary as compared to the city administrator salary in similar cities. The Council and Commission will discuss any changes to be made to the city administrator's salary. Maus stated that Melvin found in his salary comparison that the starting salary for city administrator in Melrose is higher than the average for comparable cities, but the top salary is about 8 percent lower than the average.

Council Member Niehoff asked how the benefit package compared to similar cities? Vice Chair Seanger stated that usually benefits like healthcare end up being pretty similar no matter where you go. Secretary Kraemer stated that we have to look at outliers too, and there are some cities that really are above or below the average of similar size cities in terms of their city administrator compensation. Finance Director Niehaus stated that if you remove cities that are closer to the metro from the comparison, Melrose fits right into the average of the rest of the cities that were compared. Melrose also has less salary steps, some cities will go over 10 steps before someone is making the top salary, Melrose has four steps. Each year, all City of Melrose employees also receive a cost-of-living adjustment regardless of which salary step they are at.

Vice Chair Seanger asked if Melvin had any data on salary changes for city administrators in the past few years? Melvin stated that three to three and a half percent

increases in salary on average, in line with the Melrose cost of living adjustment, is what he and DDA have seen in the last year.

Melvin asked if anyone had proposed changes to the Position Profile, whether it was the pictures or text or any information about the city to be added or changed? Members stated that the Profile as Melvin had prepared it looked good. Members stated that they did want to make an adjustment to the city administrator salary range. Vice Chair Seanger proposed raising the top salary to \$150,000. Several members agreed with this idea.

A motion was made by Council Member Niehoff, seconded by Council Member Frieler, and unanimously carried to raise the top pay for the city administrator position to \$150,000 for the City Council.

A motion was made by Secretary Kraemer, seconded by Vice Chair Seanger, and unanimously carried to raise the top pay for the city administrator position to \$150,000 for the Public Utilities Commission.

4. ADJOURNMENT

A motion was made by Council Member Niehoff, seconded by Council Member Wieling, and unanimously carried to adjourn the meeting at 5:39 P.M. for the City Council.

A motion was made by Secretary Kraemer, seconded by Vice Chair Seanger, and unanimously carried to adjourn the meeting at 5:39 P.M. for the Public Utilities Commission.

A handwritten signature in black ink, appearing to read "Connor Kockler", written over a horizontal line.

CONNOR KOCKLER – CITY CLERK