

**MELROSE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
MONDAY, APRIL 13, 2026 – 4:45 P.M.**

1. CALL TO ORDER/ROLL CALL

The Melrose Public Utilities Commission met in a Regular Meeting April 13, 2026 at 4:45 P.M. at the Melrose City Center pursuant to due notice being given thereof. Present were Public Utilities Commission members Joe Finken, Jeremy Kraemer and Eric Seanger, Police Chief Craig Maus, Human Resources Coordinator Doris Rieland, Finance Director Jackie Niehaus, Water/Wastewater Supervisor Jeremy Schrantz, and Journey Lineworker Seth Ryan. Chair Finken presided thereat.

2. APPROVAL OF THE AGENDA

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

3. CONSENT AGENDA

The following items were considered for approval under the Consent Agenda.

- a. Approval of Minutes
- b. Approval of Bills / Purchase Orders
- c. Approval of Investments
- d. Step Increase for Andrew Klaphake
- e. Step Increase for Alexandra Evenson

A motion was made by Vice Chair Seanger, seconded by Secretary Kraemer, and unanimously carried to approve the Consent Agenda.

4. REPORTS

4a. Water/Wastewater Supervisor Report

Water/Wastewater Supervisor Schrantz provided the following update. The Water/Wastewater Department started hauling last Thursday, and they have hauled 78 loads so far. Hydrants will also be flushed for the next few weeks. Locates and maintenance are also being done. He met with the new owners of Jennie-O, the meeting went well. Also met with Land O' Lakes with Nero Engineering. Land O' Lakes asked if they could increase the amount of discharge they are sending to the Water/Wastewater Treatment Facility. Nero Engineering is reviewing the facility to see how much of an increase would currently be able to be safely handled.

4b. Electric Department Update

Journey Lineworker Ryan provided the following update. The Electric Department

installed the new emergency siren. The old siren that was replaced in that location will be put up near Jennie-O on a new pole as well. A new customer on Highlands Boulevard was connected to the power grid.

4c. City Point of Contact Report

Police Chief Maus provided the following update. On the 25th, had a meeting with DGR about the County Road 169 underground electric line project. We are starting to receive documents from them to get started on this. He is also working with City Clerk Kockler to get the final SIU agreements drafted and sent out to the industries so those are signed and completed.

5. ACTION ITEMS

5a. Melrose Solids Thickening Alternatives Analysis Proposal

Eric Meester from Nero Engineering presented. Nero Engineering has submitted an Engineering Services Agreement for the Melrose Solids Thickening Alternatives Analysis as part of the Water/Wastewater Treatment Facility. In discussions with Jeremy, this was identified as an area that has not been addressed in previous improvement projects.

A motion was made by Secretary Kraemer, seconded by Vice Chair Seanger, and unanimously carried to approve the Engineering Services Agreement for the Melrose Solids Thickening Alternatives Analysis from Nero Engineering.

5b. WWTF Pump and Blower Improvements Project, Selection of CMAR Contractor

Water/Wastewater Supervisor Schrantz presented. Following submissions by contractors and interviews conducted at the Melrose Public Utilities Special Meeting on April 6, 2026, we have received a letter of recommendation from Nero Engineering, primary engineer on this project, to select Rice Lake Construction Group as the CMAR contractor on this project. Following the interviews, the Commission members and city staff also were in favor of awarding the contract to Rice Lake.

A motion was made by Secretary Kraemer, seconded by Vice Chair Seanger, and unanimously carried to approve of the recommendation of Nero Engineering and award the CMAR contract for the WWTF Pump and Blower Improvements Project to Rice Lake Construction Group.

5c. Hiring of Seasonal/Temporary Streets & Parks Worker

On April 9, 2025, Streets/Parks Supervisor Andrew Rousslange along with Doris Rieland (HR) and Brent Hellermann (Streets/Parks) interviewed 4 candidates for Streets & Parks Worker Seasonal/Temporary positions. After careful consideration a unanimous decision was reached to offer the position to Neil Nathe with a start date of May 4, 2026. Starting wage will be Step 2 on the 2026 wage schedule.

A motion was made by Vice Chair Seanger, seconded by Secretary Kraemer, and unanimously carried to approve the hiring of Mr. Nathe as a Seasonal/Temporary Streets & Parks Worker as presented.

6. NEW BUSINESS

- 6a. Commission Consideration of Resolution 2026-18, Approving Labor Agreement and Memorandum of Understanding Between the City of Melrose and American Federation of State, County, and Municipal Employees, Council No. 65, Local 0748.

Police Chief Maus presented. A proposed contract between the City of Melrose and AFSCME Council No. 65, Local 0748 has been received to be considered for approval. A MOU regarding the Minnesota Paid Leave Law has also been received to be considered for approval.

A motion was made by Vice Chair Seanger, seconded by Secretary Kraemer and unanimously carried to approve Resolution 2026-18, Approving Labor Agreement and Memorandum of Understanding Between the City of Melrose and American Federation of State, County, and Municipal Employees, Council No. 65, Local 0748.

- 6b. Strategy For Labor Negotiations Pursuant to Minnesota Statutes, Section 13D.03, Subdivision 1.

This section of the meeting will be closed to discuss labor negotiation strategy under Minnesota Statutes, Section 13D.03, Subdivision 1.

A motion was made by Secretary Kraemer, seconded by Vice Chair Seanger, and unanimously carried to close the meeting at 5:02 P.M.

The Commission discussed labor negotiation strategy under Minnesota Statutes, Section 13D.03, Subdivision 1.

A motion was made by Vice Chair Seanger, seconded by Secretary Kraemer, and unanimously carried to re-open the meeting at 5:13 P.M.

The Commission also discussed preparing an MOU for additional compensation to be provided to Journey Lineworker Seth Ryan. He has been temporarily taking on the duties of the Electric Supervisor in the current absence of a permanent employee in this position.

A motion was made by Vice Chair Seanger, seconded by Secretary Kraemer, and unanimously carried to direct Human Resources to work with Seth Ryan on an MOU to provide additional compensation to Ryan.

6c. Electric Supervisor Position Information

Police Chief Maus presented. He stated at the last PUC meeting, there was a discussion about modifying the Electric Supervisor position duties or raising the wages to make the position more attractive. The top step for the position on the wage scale is currently around \$109,000, about \$52 per hour. Secretary Kraemer asked if there was a way to clean up the wage information, as with the on-call pay that increases the pay. Vice Chair Seanger said it would be tough to reflect that in the formal wage information. Discussion continued about how compensation for the position compares to the Electric Supervisor in Sauk Centre. Secretary Kraemer and Vice Chair Seanger said that raising the top wage to \$60 per hour plus on call pay would be something they would support.

A motion was made by Vice Chair Seanger, seconded by Secretary Kraemer, and unanimously carried to post for the Electric Supervisor position and raise the top of the wage scale to \$60 per hour.

6d. City Administrator Position Profile Discussion

Pat Melvin with David Drown Associates (DDA) has provided a City Administrator Position Profile for discussion and posting by DDA as part of the search process for the next City Administrator.

A motion was made by Vice Chair Seanger, seconded by Secretary Kraemer, and unanimously carried to approve the City Administrator position profile.

7. OLD BUSINESS

7a. Water/Wastewater Treatment Facility Update from SEH

There was no update provided by SEH.

7b. Well 7 Replacement Progress Report from SEH

Water/Wastewater Supervisor Schrantz presented. There was a pay application for this project that SEH recommended that we hold off on. The drawdown on the well was really low, and so they checked the well with a camera and saw that grout had plugged the screen. Traut will try to clean up the well. If they cannot clear the well then a new one might need to be drilled.

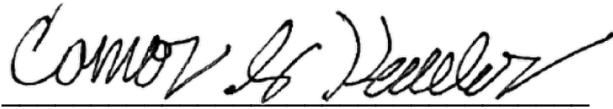
8. INFORMATIONAL ITEMS

The following informational items were then reviewed:

8a. The next PUC meeting will be held on Monday, May 11 at 4:45pm.

9. ADJOURNMENT

A motion was made by Vice Chair Seanger, seconded by Secretary Kraemer, and unanimously carried to adjourn the meeting at 5:26 P.M.

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

CONNOR KOCKLER – CITY CLERK