

**MELROSE CITY COUNCIL
SPECIAL MEETING
THURSDAY, AUGUST 21, 2025 – 4:30 P.M.**

A.I. #1 CALL TO ORDER/ROLL CALL

The Melrose City Council met in a Special Meeting on Thursday, August 21, 2025, at 4:30 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Council Members Tony Klasen, Travis Frieler, Joelene Wieling, Mark Niehoff, Mayor Joe Finken, City Administrator Colleen Winter, Finance Director Jackie Niehaus, Police Chief Craig Maus, Streets/Parks Supervisor Andrew Rousslange, Community Development Director Sheila Hellermann, and City Clerk Patti Haase. Mayor Finken presided thereat.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Ms. Wieling seconded by Mr. Niehoff and unanimously carried to approve the agenda as submitted.

NEW BUSINESS

- a. Finance Director Niehaus presented the preliminary proposed 2026 budget for the General Fund, and non-major funds, along with the 2026-2030 Five-Year Capital Improvement Plan. The draft budget presented includes all requested items from the various departments. Ms. Niehaus reviewed the revenue resources and expenditures.

The total proposed tax levy for 2026 is \$1,674,000, an increase of 9% over the 2025 levy. Of this total, \$1,594,000 is proposed for the General Levy and \$80,000 for the debt levy.

To give the City some protection during this time of unforeseen changes, it is requested to adopt the preliminary tax levy resolution at a higher amount of \$1,774,000 total levy (\$1,694,000 General Levy and \$80,000 Debt levy) with the assumption that the Final Levy approved will be in line with the proposed amount discussed above and shown in the financial projections in the Budget Document.

Finance Director Niehaus stated that the annual changes to the property tax capacity rate are driven by the following factors: 1) changes to the certified property tax levy; 2) changes in assessed property valuations; and 3) changes to tax increment. The Council has a significant impact on the property tax capacity rate by what is certified for the tax levy, however the Council has no control over how taxes are spread across the various properties in the City.

State law requires that the city certify the proposed tax levy to the County Auditor by no later than September 30; therefore, it will be necessary to review the budget in detail and take action on adoption of the proposed budget and the proposed tax levy at the September 18 regular Council meeting. Mr. Meyer also noted that the tax levy cannot increase from the certified proposed tax levy.

Community Development Director Sheila Hellermann presented the Council with potential development opportunities in 2026.

The Council by consensus supported using the Centracare funds for development as long as the funds were repaid with interest.

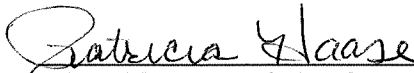
The Council by consensus supported a six-member police department, adding an additional full-time officer.

The Council by consensus supported purchasing the snowblower for the loader prior to year end to realize the cost savings.

Finance Director Niehaus presented the proposed 2026-2030 Five Year Capital Improvement Plan. The plan included anticipated improvements for the full period of 2026 through 2030. The Council reviewed and concurred with the 2026 and 2027 scheduled improvements.

A.I. #4 ADJOURNMENT

A motion was made by Mr. Frieler seconded by Ms. Wieling and unanimously carried to adjourn the meeting at 6:00 p.m.



PATRICIA HAASE – CITY CLERK