

**MELROSE CITY COUNCIL
REGULAR MEETING
MONDAY, JANUARY 4, 2024 – 6:00 P.M.**

A.I. #1 CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Melrose City Council met in a Regular Meeting on Monday, January 4, 2024 at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Council Members Justin Frieler, Travis Frieler, Joelene Wieling, Mayor Joe Finken, City Administrator Colleen Winter, and City Clerk Patti Haase. Council Member Tony Klasen was absent. Mayor Finken presided thereat.

The Council then recited the Pledge of Allegiance.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 OPEN FORUM

Mayor Finken then opened the floor to public comment. There were no comments.

A.I. #4 APPROVAL OF CONSENT AGENDA

- a. 1) Assistant Weed Inspector
Mayor to appoint for a one-year term. Streets/Parks Supervisor Andrew Rousslange will serve in this position.
- 2) City Forester
Mayor to appoint for a one-year term. Streets/Parks Supervisor Andrew Rousslange will serve in this position.
- 3) Animal Control Officer
Mayor to appoint for a one-year term the Melrose Police Department as the City Animal Control Officer.
- b. 1) Official Newspaper
The Council to give consideration to designating the City's official newspaper for 2024. In the past the Star Post has served in this capacity.
- c Resolution No 2024-1, Resolution Designating Official Depository and Supplemental Depositories for City Funds. This resolution designates Magnifi Financial – Melrose as the official depository for 2024 and the Finance Director is given the authority to name additional depositories for the deposit of funds.

The Council may wish to again grant the Finance Director the authority to name the depositories. This could be done with the understanding that UBS Financial Services , and Freeport State Bank – Melrose would also be used as depositories.

The motion designating the depositories of City funds should include the following, "For the purpose of being certain that all funds in financial institutions will be insured, the Finance Director shall have the authority

pursuant to Minnesota Statutes 118A.02, Subd. 1, to name depositories for the deposit of funds so as to make certain that all City funds are either insured or collateral has been pledged by the depository as security, as permitted by M.S., Chapter 118A."

The Council to take action on the proposed resolution.

d. **Gambling Resolution**

1) Resolution No. 2024-2 Approving Gambling License to the Melrose Lions for an exemption from lawful gambling to conduct a paddlewheel on January 21, 2024, at the American Legion Post 101, located at 265 County Road 173, Melrose MN 56352

2) Resolution No. 2024-3 Approving Gambling License to the Church of St. Mary's for an exemption from lawful gambling license to hold a bingo on March 17, 2024, at the Church of St. Mary's located at 755 Kraft Drive SE in Melrose, MN.

A motion was made by Mr. Travis Frieler seconded by Mr. Justin Frieler and unanimously carried to approve the Consent Agenda items.

A.I. #5 REPORTS

None

A.I. #6 ACTION ITEMS

a. Consideration to be given to the following appointments:

1) **Acting Mayor**

Council to take action appointing an Acting Mayor for a one-year term. Council Member Tony Klasen served as Acting Mayor 2023.

A motion was made by Mr. Justin Frieler, seconded by Mr. Travis Frieler and unanimously carried reappointing Mr. Klasen as Acting Mayor for 2024.

2) **Public Utilities Commission**

The Council to appoint a Council Representative for a one-year term to the Public Utilities Commission. Joe Finken served as the Council Representative for 2023.

A motion was made by Ms. Wieling, seconded by Mr. Travis Frieler and unanimously carried reappointing Mr. Finken as the Council Representative for a one-year term.

3) **Planning and Zoning Commission**

The Council to appoint two members for a four-year term. Incumbents Jason Seanger and Jean McDonald are seeking reappointment to the Planning and Zoning Commission. The Commission to appoint one member for a three-year term. Shawn Mayers term expired at the end of 2022; however the reappointment did not occur at the January 2023 meeting, therefore it is

recommended that Mr. Mayers be reappointed for a three-year term. Mr. Mayers is seeking reappointment. No other applications have been received.

A motion was made by Ms. Wieling, seconded by Mr. Justin Frieler and unanimously carried reappointing Jason Seanger and Jean McDonald to the Planning and Zoning Commission for a four-year term, and Mr. Mayers to the Planning and Zoning Commission for a three-year term.

A motion was then made by Mr. Travis Frieler, seconded by Mr. Justin Frieler and unanimously carried reappointing Joelene Wieling as the Council Representative for a one-year term.

4) Melrose Area Development Authority (MADA)

The Council to appoint a Council Representative for a one-year term to the Melrose Area Development Authority. For 2023 Travis Frieler served as the Council Representative.

A motion was made by Ms. Wieling, seconded by Mr. Justin Frieler and unanimously carried reappointing Mr. Travis Frieler as the Council Representative.

5) Parks and Recreation Board

Mayor to appoint and Council to concur appointing a Council Representative to the Parks and Recreation Board to serve a one-year term. For 2023, Justin Frieler served as the Council Representative.

A motion was made by Ms. Wieling, seconded by Mr. Travis Frieler and unanimously carried reappointing Mr. Justin Frieler as the Council Representative.

6) Melrose Fire Relief Association

Council to appoint a Council Representative to the Fire Relief Association. Justin Frieler served as the Representative in 2023.

A motion was made by Ms. Wieling, seconded by Mr. Travis Frieler and unanimously carried reappointing Mr. Justin Frieler as the Council Representative.

7) Melrose Housing and Redevelopment Authority

Council to appoint one member for a five-year term. Rachael Dymoke is not seeking reappointment. Linda Braegelmann has submitted an application.

Mayor Finken appointed Ms. Braegelmann to the Melrose Housing and Redevelopment Authority. A motion was made by Ms. Wieling, seconded by Mr. Travis Frieler and unanimously carried approving Mayor Finken's appointment of Ms. Braegelmann to the Melrose Housing and

Redevelopment Authority.

Council to appoint a Council Representative to serve a one-year term to the Melrose Housing and Redevelopment Authority. Joelene Wieling served as Council Representative for 2023

A motion was made by Mr. Justin Frieler, seconded by Mr. Travis Frieler and unanimously carried adopting Resolution No. 2024-4 Resolution Approving Appointments to the Housing and Redevelopment Authority of the City of Melrose MN.

- b. 1) The Council gave consideration to designating the Grievance Representative for 2024. The Utilities Commission will also designate their Grievance Representative for 2024 at its January 8, 2024, meeting. For 2023, Travis Frieler was the Council representative and Jeremy Kraemer was the Utilities Commission representative. The Council to take action appointing a Council Member to serve as Grievance Representative for 2024.

A motion was made by Ms. Wieling, seconded by Mr. Justin Frieler and unanimously carried reappointing Travis Frieler as the Grievance Representative for 2024.

- 2) The Council next gave consideration to appointing a member to the Ad Hoc Labor & Personnel Committee for future labor discussions. In 2023 Council Member Tony Klasen served as Council Representative and Eric Seanger served as the Utilities Commission representative for this Committee. The Utilities Commission will be appointing a representative at its January 8, 2024, meeting. The Council to take action appointing a representative to the Ad Hoc Labor & Personnel Committee for 2024.

A motion was made by Mr. Travis Frieler, seconded by Ms. Wieling and unanimously carried reappointing Mr. Kalsen to the Ad Hoc Labor & Personnel Committee for 2024.

- c. The Albany Police Department has a 2018 Dodge Durango for sale. The vehicle would come with all the police equipment, except for the camera system, radar unit, squad radio and firearms. The vehicle currently has 65,000 miles on it and would be a replacement for the 2012 Ford SUV we have been trying to replace since December 2021. The price would be \$20,000. Funds currently budgeted for the 2012 squad car replacement would be used to purchase the vehicle, install our remaining equipment and switch graphics on the vehicle.

A motion was made by Mr. Travis Frieler, seconded by Ms. Wieling and unanimously carried authorizing the purchase of the 2018 Dodge Durango from the Albany Police Department in the amount of \$20,000.

- d. Police Chief Craig Maus is requesting council approval of the quote from Motorola Solutions for the purchase of 5 – M500 model squad car video systems. These would be replacing the current video system, Watchguard 4REs. The 4RE systems have been in use since 2016. Watchguard was bought by Motorola Solutions and is

the same company and system we have our Body Worn Cameras with. Due to the recent investment, approximately \$25,000 in 2021, in software and hardware to add our Body Worn Cameras to the Motorola Solutions systems, Chief Maus recommends staying with Motorola Solutions and has not sought quotes from other companies. This is a budgeted expense

A motion was made by Ms. Wieling, seconded by Mr. Justin Frieler and unanimously carried authoring the purchase of 5 – M500 model squad car video systems from Motorola Solutions totaling \$31,050. This includes the cost of the cameras, set up fee and the licensing and support fees for the first year.

- e. Police Chief Maus is requesting Council consideration for the hire of Adam Kaeter to the Police Reserves contingent upon a successful background, physical and drug test. Mr. Kaeter is an Avon native and attending Alexandria Technical & Community College for Law Enforcement. He has been part of the Stearns County Explorers Program as well.

A motion was made by Mr. Travis Frieler, seconded by Ms. Wieling and unanimously carried approving the hire of Mr. Kaeter to the Melrose Police Reserve.

- f. Mayor Finken stated that Felicia Mundis has submitted her letter of resignation effective January 12, 2024. The Office Assistant III position was posted internally with a closing date of January 4, 2024. Staff conducted an interview with Stephanie Perez and is recommending the hiring of Ms. Perez as Office Assistant III.

A motion was made by Mr. Travis Frieler, seconded by Mr. Justin Frieler and unanimously carried approving the hiring of Ms. Perez to the Office Assistant III position.

A motion was then made by Ms. Wieling, seconded by Mr. Travis Frieler and unanimously carried authorizing staff to advertise for the Receptionist/Building Permit Technician

A.I.#7 NEW BUSINESS

- a. Mayor Finken stated that the five-year lease the city had with Butch Bauer for the land on the north side of the Melrose I-94 Industrial Park expires December 31, 2023. Staff met with Mr. Bauer. He is interested in continuing. Mr. Bauer has been very good to work with – especially with the city's needs after storms and with street sweepings. We have discussed with Mr. Bauer the potential development in the park and have adjusted the lease accordingly. If the city has other interest in the park, the lease can be terminated with 60 days' notice by either party. Aside from the number of acres, all other terms are identical.

A motion was made by Mr. Travis Frieler, seconded by Mr. Justin Frieler and unanimously carried approving the lease extension with Mr. Bauer – for adjusted acreage and otherwise following the same terms as previously.

- b. Finance Director Meyer has completed cash flow forecasts in accordance with the City's Investment Policy and has identified the total investment funds available as of

12/31/2023. The City's long-term investments currently exceed the policy's threshold of 30% of available investment funds as of January 1st, however funds are available for investment in short-term opportunities. Finance Director Meyer proposes to move funds from the General Savings Account to short-term investments in Certificates of Deposits with maturity dates corresponding with upcoming City projects.

A motion was made by Mr. Travis Frieler, seconded by Ms. Wieling and unanimously carried concurring with Finance Director Meyer's proposed investment activity with UBS and to re-evaluated at the June 2024 meeting.

A.I. #8 OLD BUSINESS

- a. The Council to consider Letter of Intent and Site Access Agreement for a potential redevelopment project.

Purchase or sale of real or personal property Minn. Stat. § 13D.05, subd. 3 (c). A public body may close a meeting to determine the asking price for real or personal property to be sold by the public body. • Review confidential or protected nonpublic appraisal data. • Develop or consider offers or counteroffers for the purchase or sale of real or personal property. Before holding a closed meeting under this exception, the public body must identify on the record the particular real or personal property that is the subject of the closed session. The closed meeting must be recorded. The recording must be preserved for eight years and must be made available to the public only after all real or personal property discussed at the meeting has been purchased or sold, or after the public body has abandoned the purchase or sale. The real or personal property that is being discussed must be identified on the recording. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. The actual purchase or sale of the real or personal property must be approved at an open meeting, and the purchase or sale price is public data.

The following parcels will be discussed for the purpose of redevelopment:

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A motion was made by Ms. Wieling, seconded by Mr. Travis Frieler and unanimously carried to close the meeting.

Present were Council Member Justin Frieler, Travis Frieler, Joeline Wieling, Mayor Joe Finken, City Administrator Colleen Winter, Community Development Director Sheila Hellermann. Finance Director Ryan Meyer, City Attorney Scott Dymoke, and City Clerk Patti Haase.

Community Development Director Hellermann provided an overview and update on the Letter of Intent and Access Site Agreement. The Council discussed the terms of the Letter of Intent and Access Site Agreement.

A motion was made by Ms. Wieling, seconded by Mr. Travis Frieler and unanimously carried to open the meeting at 6:36 p.m.

A motion was then made by Ms. Wieling, seconded by Mr. Justin Frieler and unanimously carried authorizing Mayor Finken to execute the Letter of Intent and Access Site Agreement.

A.I. #9 INFORMATIONAL ITEMS

None

A.I. #10 ADJOURNMENT

A motion was made by Ms. Wieling, seconded by Mr. Travis Frieler and unanimously carried that the meeting be adjourned at 6:36 p.m.

PATRICIA HAASE – CITY CLERK