

**MELROSE PUBLIC UTILITIES COMMISSION
SPECIAL MEETING
TUESDAY, SEPTEMBER 23, 2025– 6:30 A.M.**

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

The Melrose Public Utilities Commission met in a Special Meeting on Tuesday, September 23, 2025, at 6:30 a.m. pursuant to due notice being given thereof. Present were Commission Members Eric Seanger, Jeremy Kraemer, City Administrator Colleen Winter, Finance Director Jackie Niehaus, Human Resource/Payroll Clerk Doris Rieland, Water/Wastewater Supervisor Jeremy Schrantz, Journey Lineworker Justin Lundblad, and Seth Ryan, and City Clerk Patti Haase. Commission Member Joe Finken was absent. Chair Kraemer called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Mr. Seanger, seconded by Mr. Kraemer and unanimously carried to approve the agenda as submitted.

A.I. #3 OLD BUSINESS

- a. The Commission reviewed the hourly breakdown of the Water/Wastewater Operator and the Water/Wastewater Maintenance worker. The Commission believes that many of the tasks listed as water/wastewater tasks could also be done by a water/wastewater maintenance person.

A motion as made by Mr. Kraemer, seconded by Mr. Seanger and unanimously carried authorizing the hiring of a Water/Wastewater Maintenance worker.

A.I. #4 NEW BUSINESS

- a. City Administrator Colleen Winter stated that Justin Henrichs last day with the Melrose Public Utilities was Wednesday, September 17. Journey Line Worker Pat Lomax has announced his retirement. Line Worker Justin Lundblad is the acting interim Electric Line Supervisor. Administrator Winter has spoken with Sauk Centre and they will assist with on-call time as needed. Jeff Bechtold also is at the plant 2 days per month. City Administrator Winter will also be meeting with Stearns Electric as to whether they may also be able to provide back-up. Staff presented the Commission with various salary scenarios. Administrator Winter believes the wage needs to be increased in order to find a qualified candidate. Mr. Seanger stated he would support a salary increase for the position, providing the candidate has supervisory experience and does not require training.

A motion was made by Mr. Seanger, seconded by Mr. Kraemer and unanimously carried approving the wage scale of \$101,337.50 - \$120, 640.00 and call time to remain as it currently stands.

A.I. #5 ADJOURNMENT

A motion was made by Mr. Seanger seconded by Mr. Kraemer and unanimously carried that the meeting be adjourned at 6:45 a.m.

Patricia Haase
PATRICIA HAASE – CITY CLERK