

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, FEBRUARY 15, 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 Thursday, February 15, 2024, at 6:00 p.m. at the Melrose Fire and Ambulance Station pursuant to due notice being given thereof. Present were Council Members Tony Klasen, Travis Frieler, Joelene Wieling, and Mayor Joe Finken, City Administrator Colleen Winter, and City Clerk Patti Haase. Council Member Justin Frieler 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

The following items were considered for approval under the Consent Agenda

- a. the minutes from the Council's January 4, 2024, Regular Meeting, and January 18, 2024, Regular Meeting
- b. List of bills in the amount of \$470,414.07
- c. List of investments for the month of January
- d. The Council to give consideration to approval for a tobacco license for Kwik Trip Inc. dba Kwik Trip Store #1215
- e. Donation Resolution No. 2024-11 1st Installment from Melrose Lions on the 2023 Pledge for the playground equipment at the Sauk River Park
Donation Resolution No. 2024-12 donation in the amount of \$5,000 from Arvig to the Melrose Fire Department Ladder Truck

A motion was made by Mr. Klasen, seconded by Ms. Wieling Frieler and unanimously carried to approve the Consent Agenda items.

A.I. #5 PUBLIC HEARING

- a. The Council held a public hearing to consider the request of Kwik Trip Inc dba Kwik trip Store #1215 for an Off-Sale 3.2% Malt Liquor License. A public hearing is required because of City Code Chapter 113 Liquor Regulations. The regulations require a public hearing before granting a new license or transfer of a license.

The City Administrator presented the Affidavit of Publication of the hearing notice which was published in January 24, 2024 edition of the Star Post.

City Administrator Winter provided a summary of the request of Kwik Trip for an Off Sale 3.2% Malt Liquor License.

Mayor Finken asked for public comment. There being none the Public Hearing was closed at 6:06 p.m.

A.I. #6 REPORTS

- a. Police Chief Craig Maus presented the Police Department's January 2024 report. He noted there were 323 calls for service during that month, compared to 253 for January 2023. A total of 15 citations were written for the month of January. There were 55 verbal warnings and 12 written warnings. The year-to-date number of calls is 323 compared to 253 in 2023. For the month of January 2023, the Department received 14 agency assist calls.
- b. During the period from January 11, 2024, through February 8, 2024, City Attorney Dymoke has not given significant attention to any projects on behalf of the City of Melrose.
- c. Community Development Director Sheila Hellermann provided the following update.

Ms. Hellermann thanked the Council for the productive work session on February 6th. We were able to cover several topics in greater depth and get direction to move forward. We are asking tonight to set a joint meeting between the Melrose Area Development Authority and the Council to discuss the special assessment/single family lot topic.

As noted last month, later this evening we will ask for action on a rezoning request. The Planning & Zoning Commission on February 26th will hold a public hearing on a conditional use permit request for the same parcel.

Riverside Flats held its first open house on February 2nd with strong attendance. There will be additional open houses upcoming as work continues.

Kwik Trip opens February 29th. There is a ribbon cutting with corporate attendees from Kwik Trip on Wednesday, March 13th.

We have had some really good discussions the past couple weeks with businesses who are planning projects to expand in Melrose, others looking for spaces to come to Melrose, and we are seeking to connect people with spaces to those who are looking for spaces. There is a great deal of interest – some exciting possibilities and we welcome businesses, residents, developers to continue reaching out to me and we will see what we can put together.

- d. City Engineer Dave Blommel was not in attendance at the meeting. City Administrator Winter gave an engineering update.

Main Street Design

SEH has continued to work on the design development for the 2024 Main Street project. We have completed the sanitary sewer design, water main design, and are at 90% on the street and storm sewer. There are some non-typical grades on the storm sewer (backflow), and we are looking to confirm the best replacement strategies for the project. Meetings with Stearn County over the

next couple of weeks will allow us to finalize those design details. We do expect the plans to be ready for bidding in advance of the City Council meeting in March. Staff would like council authorization to advertise for bids when the plans are done. Award of bids will not take place until the April City Council meeting to accommodate the grant award timeframe.

Tentative bidding schedule includes:

Advertisement for Bids	February 28 and March 13, 2024
Open bids and provide summary to the City Council	March 21, 2024
Anticipated Grant Announcement.....	March 25 to March 29, 2024
PUC Consider Award	April 8, 2024
Council Consider Award	April 18, 2024

The Open House for the 2024 Main Street project had a strong showing early in the event. The most common questions were related to timing, costs, and private services. Some valuable information regarding drainage problems and tree concerns were brought up by the residents and we are able to accommodate most of those concerns. Temporary construction access was also a common theme and below is our strategy in the event you are asked.

Residents west of 5th Ave will have the asphalt roadway in place for most of the summer. We will only remove the pavement on this portion of the roadway when the utilities on the east side of the project are completed. For residents between 5th Avenue West and 2nd Avenue East, the residents should plan on inability to access driveways fronting Main Street during the day. The contractor will be asked to ramp driveways on the roadway each night before leaving town so residents can access garages. Primary access will be provided by the alleys behind each property. We acknowledge there is limited parking available in the alleys, so we will need to make sure they are maintained in a passible condition during the work. Residents with larger boats, campers, and trailers should try and keep them at an alternative location so they are readily available when needed.

- e. City Administrator Colleen Winter stated that one of the items that has gained traction in recent weeks based on various articles in the Star Tribune and other places is that there may be legislation introduced that makes Minnesota a sanctuary state for immigrants. Administrator Winter did not have any additional information, however the Coalition of Greater MN Cities has heard from several of their members regarding this issue

A.I. #7 ACTION ITEMS

- a. The Council gave consideration to the request for an Off - Sale 3.2% Malt Liquor License to be issued to Kwik Trip Inc. dba Kwik Trip Store #1215. A background investigation has been conducted by the Melrose Police Department and no records have been found.

Minnesota law requires cities to obtain proof that all licensees provide workers' compensation insurance for their employees. Also, the City must obtain

licensees' social security numbers and Minnesota and federal tax identification numbers for the Department of Revenue's use. The documents have been received.

Approval of the license should be contingent upon receipt of the necessary certificates of insurance as to dram shop and general liability.

A motion was made by Mr. Klasen, seconded by Ms. Wieling and unanimously carried approving issuing of the Off Sale 3.2% Malt Liquor License for the remaining period of 2024 and the renewal period from March 1, 2024, to March 1, 2025, contingent upon receipt of necessary certificate of liquor liability insurance.

- b. At the Planning and Zoning Commission meeting held on January 29, 2024, the Commission held a public hearing on the request of Mike Youso to re-zone parcel # 66.36440.0000. This property is currently zoned as R-2 Residential. The request is to re-zone the property as Industrial. The Property is located between I-94 and Kraft Drive SW. The Planning Commission recommends to the Council that the re-zoning request be approved.

Council Member Wieling introduced Ordinance 02-15-2024 An Ordinance Amending City of Melrose Zoning Ordinance No 1989-1 A, as Amended and Adopted by Reference as Chapter 153 of the City of Melrose Code of Ordinances to Rezone Parcel No. 66.36440.0000 from R-2, Residential to I, Industrial Approving the Re-Zoning Request for Parcel # 66.36440.000. The motion was seconded by Mr. Travis Frieler with a roll call vote recorded as follows:

FOR: Council Member Wieling, Travis Frieler, Klasen, and Mayor Finken

AGAINST: None

ABSENT: Council Member Justin Frieler

- c. Police Chief Craig Maus has updated the Melrose Police Department Policy and Procedure Manual regarding juvenile custody. Chief Maus stated that the change is due to adding to the restraint policy – allowing police officers to put combative subjects in a padded system so when transporting them keeps the individual safe from harm.

A motion was made by Mr. Travis Frieler, seconded by Ms. Wieling and unanimously carried approving the revisions to the Melrose Police Department Policy and Procedure Manual

- d. SEH has continued to work on the design development for the 2024 Main Street project. They have completed the sanitary sewer design, water main design, and are at 90% on the street and storm sewer. There are some non-typical grades on the storm sewer (backflow), and they are confirming the best replacement strategies for the project. Meetings with Stearn County over the next couple of weeks will allow them to finalize those design details. They expect the plans to be ready for bidding in advance of the City Council meeting in March. SEH would like council authorization to advertise for bids when the plans are done. Award of bids will not take place until the April City Council meeting to accommodate the

grant award timeframe.

A motion was made by Mr. Klasen, seconded by Mr. Travis Frieler and unanimously carried authorizing staff to advertise for bids once the designs by SEH for the Main Street project are complete.

- e. Historically the City has hired a seasonal part-time worker to assist with the summer workload. Streets/Parks Supervisor Andrew Rousslange is requesting approval to hire a temporary summer/seasonal worker on an as needed basis, to assist with lawn and park maintenance, cleaning, etc. A portion of the wages are paid from the utility fund; therefore, staff is requesting Commission approval of the hiring of a seasonal/temporary part-time worker.

A motion was made by Mr. Travis Frieler, seconded by Ms. Wieling and unanimously carried approving the hiring of a seasonal/ temporary part-time worker.

- f. City Administrator Colleen Winter is requesting approval to hire a summer GIS intern position to assist all departments. It is proposed to be a 384-hour position (equivalent to 10 to 12 weeks) at the Temporary/Seasonal pay scale of \$15.34 - \$18.26/hr.

A motion was made by Ms. Wieling, seconded by Mr. Klasen and unanimously carried concurring with the Melrose Public Utilities Commission approving the hiring of a summer GIS intern.

- g. On Thursday, January 18th interviews were conducted for the Full-Time Police Officer position. We had three applicants. The interview committee included – City Administrator Colleen Winter, Police Chief Craig Maus, Police Sergeant Pat Nechanicky and Human Resource Generalist/Payroll Clerk Doris Rieland.

It is the Committee's recommendation to hire Ms. Kaelin Rainer at Step 1 of the Police Officer Wage Schedule. At twelve months of employment and a favorable job evaluation Ms. Rainer would be moved to Step 2, with further steps to be made annually.

Ms. Rainer informed us that she will accept the position. She understands that it is subject to final approval of the Council and a successful background check, psychological examination, and preemployment physical with drug screening.

A motion was made by Ms. Wieling, seconded by Mr. Klasen, and unanimously carried approving the hiring of Ms. Rainer at Step 1 on the Police Officer wage scale.

- h. On Wednesday, February 7th interviews were conducted for the Receptionist/Building Permit Tech position. We had thirty applicants. The interview committee included – City Administrator Colleen Winter, Finance Director Ryan Meyer, Community Development Director Sheila Hellermann, Police Office Assistant Stephanie Perez and Human Resource Generalist/Payroll Clerk Doris Rieland.

It is the Committee's recommendation to hire Ms. Alexandra Evenson at Step 1 of the Reception/Building Permit Tech Wage Schedule. At twelve months of employment and a favorable job evaluation Ms. Evenson would be moved to Step 2, with further steps to be made annually.

Ms. Evenson informed us that she will accept the position. She understands that it is subject to final approval of the Council and a successful background check.

A motion was made by Mr. Travis Frieler, seconded by Ms. Wieling and unanimously carried approving the hiring of Ms. Evenson at Step 1 of the Reception/Building Permit Tech Wage Schedule.

A.I. #8 OLD BUSINESS

- a. At the last regular meeting Mayor Finken had requested that a discussion regarding the new MN State Flag be put on the agenda. He has heard from some residents that have expressed concerns.

A motion was made by Mr. Klasen, seconded by Mr. Travis Frieler and unanimously carried directing staff to prepare a resolution in opposition to the Minnesota State flag redesign.

A.I.#9 NEW BUSINESS

- a. City Administrator Winter provided an update on the Legislation Session – Administrator Winter provided summaries from both LMC and CMGC regarding legislative topics for the 2024 session. Priorities are Water, Wastewater, and Road Infrastructure, Rural Emergency Medical Services. The LMC also supports additional increase in local government aid, housing, school resource officers, and public safety duty disability needs to be expanded and funded.
- b. The City currently contracts with RCB Collections for ambulance billing collection services. During the conversion to our new ambulance billing provider, EMS|MC made us aware of a collection service that they offer as well. There is a general interest by the Finance Department to keep collections related to our prior and current billing providers separate, so a quote was obtained from both RCB Collections and Lifeline Collections, which is EMS|MC's collection service.

The quote from RCB Collections amounts to 10% if collected in the first 30 days, and 25% thereafter. There is also increased rates of 45 and 50% if legal action is required. The quote from Lifeline Collections is a flat 20% contingency fee.

Finance Director Meyer is recommending using Lifeline Collections for claims submitted by EMS|MC. Claims that were submitted by our previous billing provider would continue to be sent to RCB Collections.

A motion was made by Mr. Klasen, seconded by Ms. Wieling and unanimously carried approving the quote from Lifeline Collections to provide ambulance billing collection services for claims submitted by EMS|MC.

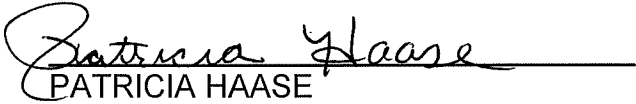
A.I. #10 INFORMATIONAL ITEMS

The following informational items were then reviewed:

- a. Utilities Commission's January 8, 2024, Regular Meeting minutes
- b. Kwik Trip Grand Opening will be held on Tuesday, March 13, 2024, at 10:00 a.m.

A.I. #10 ADJOURNMENT

A motion was made by Ms. Wieling, seconded by Mr. Klasen and unanimously carried to adjourn the meeting at 6:35 p.m.


PATRICIA HAASE