

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, JANUARY 16, 2025 – 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, January 16, 2025, at 6:00 p.m. pursuant to due notice being given thereof. Present were Council Members Tony Klasen, Travis Frieler, Joeline Wieling, Mark Niehoff, Mayor Joe Finken, City Administrator Colleen Winter, and City Clerk Patti Haase. 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. Klasen and unanimously carried to approve the agenda as presented.

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 8.12.2024 Special Joint Meeting, the 10.14.2024 Special Joint Meeting with the Melrose Public Utilities Commission, the 11.12.2024 Special Meeting, the 12.4.2024 Special Joint Meeting with the Public Utilities Commission, the 12.9.2024 Special Joint Meeting with the Public Utilities Commission, the 12.19.2024 Work Session, and the December 19, 2024, Regular Meeting
- b. List of bills in the amount of \$571,532.95.
- c. List of investments for the month of December 2024
- d. Donation Resolution
 - 1) Resolution No. 2025-3 Donation from Mark and Mary Monroe in the amount of \$100 towards the Melrose Fire Department.
 - 2) Resolution No. 2025-4 Donation in the amount of \$100 from Mark and Mary Monroe towards the Melrose Ambulance Department
 - 3) Resolution No. 2025-5 Donation in the amount of \$500.00 from the Holdingford Fire Department towards the Melrose Ambulance Department.
- e. Ambulance Coordinator Gina Eggert is requesting approval to be given to the appointment of Samantha Houseman as an EMT to the Ambulance Department Starting at the Start Step on the wage schedule. Contingent upon a successful pre-employment physical, drug screen and background check.
Ambulance Coordinator Gina Eggert is requesting approval to be given to the appointment of Samantha Weber as an EMT to the Ambulance Department Starting at the Start Step on the wage schedule. Contingent upon a successful pre-employment physical, drug screen and background check.
Ambulance Coordinator Gina Eggert is requesting approval to be given to the appointment of Alejandro Thompson as an EMT to the Ambulance Department

Starting at the Start Step on the wage schedule. Contingent upon a successful pre-employment physical, drug screen and background check.

Ambulance Coordinator Gina Eggert is requesting approval to be given to the appointment of Sheila Hellermann as an EMT to the Ambulance Department Starting at the Start Step on the wage schedule. Contingent upon a successful pre-employment physical, drug screen and background check.

Ambulance Coordinator Gina Eggert is requesting approval to be given to the appointment of Courtney Linn as an EMT to the Ambulance Department Starting at the Start Step on the wage schedule. Contingent upon a successful pre-employment physical, drug screen and background check.

Ambulance Coordinator Gina Eggert is requesting approval to be given to the appointment of Austin Eggert as an EMT to the Ambulance Department Starting at the Start Step on the wage schedule. Contingent upon a successful pre-employment physical, drug screen and background check.

A motion was made by Mr. Travis Frieler, seconded by Mr. Klasen and unanimously carried approving the consent agenda items.

A.I. #5 REPORTS

- a. Police Chief Craig Maus presented the Police Department's December 2024 report. He noted there were 205 calls for service during that month, compared to 187 for December 2023. A total of 20 citations were written for the month of December 2024. There were 61 verbal warnings and 2 written warnings. The year-to-date number of calls is 4,410 compared to 2,863 in 2023. The year-to-date number stated for 2024 is higher due to a new reporting system. For the month of December 2024, the Department received 13 agency assist calls.
- b. During the period from December 11, 2024 through January 9, 2025, we have given significant attention to the following projects on behalf of the City of Melrose:
 - Sign Regulations – Prepared ordinance amending sign regulations to accommodate e-billboards in the billboard overly district.
- c. Community Development Director Sheila Hellermann provided an update.

This month Planning & Zoning will be holding a public hearing on a request to move a single-family residential home into the city. In February we will be looking at amending the Planned Unit Development for Railroad West in advance of the Roach Development.

A goal for 2025 is to re-introduce the Commercial Rehabilitation Deferred Loan Program for businesses to work on their exteriors. We have had four (4) businesses receive these funds to date. The Melrose Area Development Authority has funds available for businesses looking to make improvements or changes to their storefronts either as a stand-only project or as part of a bigger project for their business.

Continuing discussions with several different businesses and developers about projects. It is exciting and hopefully there will be more to come on some of those fronts. We like to welcome new businesses and assist existing businesses with

expansion ideas. We are looking for those partnerships.

- d. City Engineer Dave Blommel provided an update.
Following budget approval at the December meeting, staff met to discuss the 2025 Street Improvement project. The proposed project will replace the pavement on 5th Avenue between Main Street and Railroad Avenue. In addition to pavement replacement, there are numerous pedestrian ramps along the west side of the roadway that are not in compliance with the Americans with Disabilities Act, and small segments of concrete curb and gutter that need replacement. There are currently a total of 15 pedestrian ramps requiring upgrades, some of which may be able to be transition to sidewalk without truncated domes following evaluation, others will need to be replaced. Estimated cost for the improvements on 5th Avenue, including the ramp replacement, is about \$275,000.

The second area of improvement for the 2025 street project is along 8th Street North between 2nd Avenue and the end of the cul de sac. This pavement has deteriorated to the point where maintenance no longer is economical. Cracking and pot holes are too frequent to patch. The project will remove the bituminous pavement, perform testing on the subgrade (roll testing), and subcut as needed to correct the soft subgrade. Assuming 25% subgrade replacement, the estimated cost of the improvements to 8th St NE is \$125,000.

An engineering agreement is included under action items for the design and construction of the 2025 Street Improvements.

- e. City Administrator Winter provided the following update:
We are currently hiring for the following positions:
Police Officer
Utility side – Electric Line Supervisor

A.I. #6 ACTION ITEMS

- a. The Council to give consideration to approval of the following renewal liquor license applications:
- 1) Intoxicating Liquor:
 - a. License #3 – Melrose Bowl Inc. DBA Melrose Bowl – On Sale, and License #3 – Sunday On Sale
 - b. License #4 – Whiskey Street LLC. DBA Whiskey Street – On Sale, License #2 – Off Sale, License #4 – Sunday On Sale
 - c. License #1 – LQR, Inc. DBA SPIRITZ Off Sale Liquor – Off Sale
 - d. License #1 – Meadowlark Country Club – On Sale, and License #2 – Sunday On Sale
 - e. License #2 – Ana Hernandez DBA El Portal – On Sale, License #6 – Sunday On Sale
 - f. License #3 – Coborn's Inc. DBA Coborn's Liquor – Off Sale
 - g. License #5 John Dough's Inc – DBA John Dough's Pizza/JD Taphouse -On Sale and #5 Sunday On-Sale
 - 2) Club and Sunday On Sale:
 - a. License #1 – American Legion Post #101 – Club On Sale License,

- and License #1 – Sunday On Sale
- 3) a. 3.2% Off Sale Malt Liquor License
 - License #1 – Martinez Meat & Grocery – 3.2% Off Sale Malt Liquor
 - License #2 -Coborn's – 3.2% Off Sale Malt Liquor
 - License #3 – Kwik Trip – 3.2% Off Sale Malt Liquor
- 4) a. Wine License & 3.2 % On Sale Malt Liquor
 - License #1 - Martinez Meat & Grocery – Wine License & 3.2% On Sale Malt Liquor

All applications must be executed, fees paid, and certificates of insurance as to liquor liability coverage obtained for Council approval.

Minnesota law requires cities to obtain proof that all licensees provide workers' compensation insurance for their employees. The city must also obtain licensees' social security numbers, and Minnesota and federal tax identification numbers for the Department of Revenue's use.

All of the Intoxicating Liquor License applications must be signed by the Police Chief.

The licenses to be effective March 1, 2025, to March 1, 2026.

A motion was made by Mr. Niehoff, seconded by Ms. Wieling and unanimously carried approving the liquor license renewal applications contingent upon receipt of all necessary documentation and payment of all necessary fees.

- b. The Planning & Zoning Commission at its October 28, 2024, meeting held at a public hearing to discuss amending the city's zoning ordinance to allow electronic billboards. This has been discussed by the Melrose Area Development Authority and Planning & Zoning Commission for several months. There has been interest from billboard companies to put billboards in the wellhead area on the southeast side of Melrose, as well as converting existing static boards on private property to electronic.

Council Member Wieling introduced Ordinance No. 01-16-2025 An Ordinance Amending Zoning Ordinance No. 1989-1-A As Amended, Adopted by Reference as Chapter 153 of the Melrose City Code, Amending Sign Regulations. The motion was seconded by Mr. Klasen with a roll call vote recorded as follows

FOR: Council Member Wieling, Klasen, Travis Frieler, Niehoff, and Mayor Finken
AGAINST: None

- c. The Original term of the solid waste agreement with West Central Sanitation expires on January 31, 2025. However, as part of the contract the original term can be extended for an additional one year or two years, January 31, 2026, and January 31, 2027, respectively. Don Williamson was present to answer any questions or concerns.

A motion was made by Mr. Klasen, seconded by Ms. Wieling and unanimously carried to extend the West Central Sanitation contract for two years to expire

January 31, 2027.

- d. At the last council meeting there was a discussion about changing the representation on the Park Board. The Council had discussed changing the representation from MADA and Planning & Zoning or expand the number of members on the Board to allow additional community member participation.

The Council by consensus directed staff to revise the city ordinance allowing 7 members on the Park and Recreation Board. This will be brought back for Council consideration.

- e. SEH has submitted an engineering agreement for the design and construction of the 2025 Street Improvements.

A motion was made by Mr. Travis Frieler seconded by Mr. Niehoff and unanimously carried approving the Standard Supplemental Letter Agreement with SEH

A.I. #7 OLD BUSINESS

None

A.I. #8 NEW BUSINESS

- a. The Melrose City Council will host the German students on Thursday, February 20, 2025, at 5:15 p.m. at the Melrose City Center. The Melrose City Council February 20 Regular Meeting will be held at the Melrose City Center. The meeting with the area township and city officials will be held at 7:30 p.m. that same evening at the Melrose Fire and Ambulance Station.
- b. Regular full-time employees who have completed ten (10) years of continuous full-time service with the City shall be paid \$0.50 per hour in addition to their regular hourly rate of pay. Regular full-time employees who have completed fifteen (15) years of continuous full-time service with the City shall be paid an additional \$1.00 per hour for a total of \$1.50 per hour in addition to their regular hourly rate of pay.

A motion was made by Ms. Wieling, seconded by Mr. Niehoff and unanimously carried approving the language change as noted above for all exempt and non-exempt employees effective as of the pay period beginning on January 13, 2025.

- c. Staff has updated the Ambulance Coordinator position job description. This was discussed during the budget meeting. The wage for 2025 is adjusted to \$25,875.73.

A motion was made by Mr. Klasen, seconded by Mr. Niehoff and unanimously carried approving the revised Ambulance Coordinator job description and 2025 salary as presented.

- d. Staff has made revisions to the Street/Parks Supervisor job description. After

further review, Supervisory positions are held to a higher standard and the Streets/Parks Supervisor position was not evaluated correctly based on the level of responsibility. We reevaluated this position and assigned additional points based on the revised job description and responsibilities using the JET system (pay equity system evaluation). Based on the additional points, it is recommended that the Street Supervisor position high salary be changed to \$98,500.00.

A motion was made by Ms. Wieling, seconded by Mr. Travis Frieler and unanimously carried approving the revised Streets/Parks Supervisor job description.

A motion was made by Mr. Niehoff, seconded by Ms. Wieling and unanimously carried approving the Street/Parks Supervisor wage scale

- e. The Council reviewed the 2025-2027 Ambulance Department Wages.

A motion was made by Mr. Travis Frieler, seconded by Ms. Wieling and unanimously carried approving the 2025-2027 Ambulance Department wages as presented.

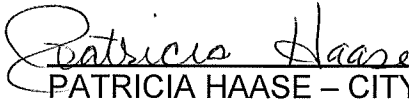
A.I. #9 INFORMATIONAL ITEMS

The following informational items were then reviewed:

- a. Utilities Commission's December 11, 2023, Regular Meeting minutes

A.I. #10 ADJOURNMENT

A motion was made by Mr. Travis Frieler, seconded by Ms. Wieling, and unanimously carried to adjourn the meeting at 6:30 p.m.


PATRICIA HAASE – CITY CLERK