

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, JUNE 16, 2022– 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Open Forum
4. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills/Purchase Orders
 - c. Approval of Investments
 - d. Resolution No. 2022-36 Appointing Election Judges for the 2022 State Primary Election
 - e. Donation Resolutions
 - 1) Resolution No. 2022-37 Donation to the Melrose Fire Department
 - f. Fire Department Hire
 - g. Gambling Resolution
 - 1) Resolution No. 2022-38 Gambling Resolution – Melrose Lions
 - h. Stearns County Invoice for the RDB Project/CSAH 13 Building Demo Final
 - i. Stearns County Invoice for RDB Project Voucher #5 and Engineering Invoice
5. Reports
 - a. Police Department Monthly
 - b. City Attorney Report
 - c. City Engineer Report
 - d. City Administrator Report
6. Action Items
 - a. Naming CSAH 13 Bridge in Melrose
 - b. Sauk River Park Improvement
 - c. Appointment to the Planning and Zoning Commission
7. Old Business
 - a. City Planner Hire
 - b. Felling Land Option Agreement Extension
8. New Business
 - a. Exercise Option Theiler Property

9. Informational Items
 - a. Utilities Commission Meeting Minutes
 - b. Boards and Commission Pay Schedules
 - c. CGMC Update

10. Adjournment

**MELROSE CITY COUNCIL
REGULAR MEETING
THURSDAY, JUNE 16, 2022 – 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, June 16, 2022 at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Council Members Tony Klasen, Justin Frieler, and Mayor Joe Finken, City Administrator Colleen Winter, and City Clerk Patti Haase. Council Member Mark Hill and Travis Frieler were absent. Mayor Finken presided thereat.

The Council then recited the Pledge of Allegiance.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried to approve the agenda as submitted.

A.I. #3 OPEN FORUM

Mayor Finken then opened the floor to public comment. Council Member Klasen stated that by donating to the Melrose Area Public School improvement project mixes two government agencies. Mr. Klasen wants it to be clear that he believes the levy referendum needs to be decided by the voters. Mr. Dave Sand addressed the Council regarding the bond levy referendum. Mr. Sand has attended one of the Melrose Area School Bond Referendum Community meetings and it is being stated that the city supports the referendum. He believes this is a stand-alone issue and does not believe the city should be an influencer. The school district should not be using the city to push the referendum. Mr. Sand is upset about the donation to the school district and questioned what kind of control will be in place to safeguard the community investment into the school improvement projects.

A.I. #4 CONSENT AGENDA

The following items were considered for approval under the Consent Agenda:

- a. The minutes from the May 19 Regular Meeting
- b. List of bills in the amount of \$406,293.92 See attached list)
- c. List of investments for the month of May (See attached list)
- d. Proposed Resolution No. 2022-36, Resolution Appointing Election Judges. The election judge appointments are for the Primary Election that will be held on Tuesday, August 9, 2022.
- e. Donation Resolutions
 - 1) Resolution No. 2022-37 Donation in the amount of \$500 from Karen Sunderman to the Melrose Fire Department.
- f. Fire Chief Tom Budde is requesting Council approval to hire Tyler Welle, Alejandro Thompson, Isaac Stumler, and Hallie Feldewerd. The interviews and physical fitness tests have been completed. The hiring of Mr. Welle, Mr. Thompson, Mr. Stumler and Ms. Feldewerd are contingent upon successful background investigations and passing pre-employment physicals. Pre-employment/drug screening has been scheduled for the month of June. Mr. Welle had a pre-employment/drug screen in 2022 for his hire as an EMT.

- g. Gambling Resolution
 - 1) Proposed Resolution No. 2022-38, Resolution Approving Gambling License that would grant a gambling license permit to the Melrose Lions at Whiskey Street – 319 Main Street E
- h. Stearns County has submitted the final invoice for the CSAH 13 Building Demo
- i. Stearns County has submitted invoices for the RDB project of which \$ 9,282.73 is the Utility share, and \$39,231.41 is the general share.

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

A.I. #5 REPORTS

- a. Police Chief Craig Maus presented the Police Department's May 2022 report. He noted there were 373 calls for service during that month, compared to 378 for May 2021. A total of 29 citations were written for the month of May. There were 56 verbal warnings and 0 written warning. The year-to-date number of calls is 1,421 compared to 1,647 in 2021. For the month of May 2022, the Department received 29 agency assist calls. Ordinance checks have been completed
- b. City Attorney Scott Dymoke reported on projects he has been working on for the city:
 - School District Improvements – Received and reviewed proposed resolution for contribution of funds for improvements at Melrose schools. Reviewed state statutes and MN Attorney General's opinions regarding legal authority to contribute city funds for school district improvements. Revised proposed resolution to conform with requirements of MN Statutes Ch. 471 regarding jointly operated recreational facilities.
 - Nuisance Properties – Received and reviewed nuisance property reports from Chief Maus. Reviewed Stearns County property records. Prepared initial drafts of hearing notice and service list.
- c. City Engineer Dave Blommel presented the engineering report.:
 - Housing - We continued to help MADA with the housing priorities to a limited extent. Once developer proposals are received, we expect to have additional time to further improve the estimates and move forward.
 - Sauk River Park Camping – We are working with the park commission to develop a final plan for the camp sites at Sauk River Park. With the LCCMR funding the options for using the money to offset costs has been the primary priority.
 - We also continue to work with the electric utility to help with survey needs for the 2022 project.
- d. City Administrator Winter provided an update on the RDB project:

LCCMR report –The city has received \$350,000 from LCCMR for the Sauk River Park. The work plan has been submitted for final approval and includes the following improvements:

- Road, campground sites
- Electric and water installations at the camp sites
- Engineering/consulting costs
- Canoe/kayak launch
- Fishing pier
- Educational signage
- Partial funding for shower/bathroom facility

Housing – RFP postcards have been mailed out to developers, real estate brokers, lumberyards and contractors. The housing RFP is also on the City's FB page, website and was in the Star Post. . MADA met on Monday, June 13th and is recommending approved exercising the option to purchase the Thieler property. MADA has also recommended entering into a developer's agreement with Gohman Construction for the Kraft Lot. The developer's agreement will be presented to the Council for approval next month.

A.I. #6 ACTION ITEMS

- a. The CSAH 13 bridge over the Sauk River is currently being replaced. Construction is expected to be complete in November 2022. Roger Paschke and Henry Gruber from the Melrose Area Historical Society have approached the city and county requesting to name the new bridge the Edwin Clark Memorial Bridge. The Highway Department would install standard brown and white highway signs on each side of the bridge. The Stearns County Board approved naming the CSAH 13 bridge over the Sauk River the Edwin Clark Memorial Bridge contingent on the Melrose City Council taking official action approving the naming.

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried approving the naming of the CSAH 13 bridge over the Sauk River Park the Edwin Clark Memorial Bridge.

- b. Landwehr Construction has submitted a proposal for the road, grading and creation of the campsites and WSB has submitted a proposal for the river work. Staff is requesting approval of this part of the project now before the price increases. Staff did not have the bids for some of the other items yet. Council Member Klasen asked if local bids had been obtained for the road, grading and creation of the campsites. Administrator Winter stated that since Landwehr is already mobilized staff felt that utilizing Landwehr would be the most economical. Mr. Klasen stated that he objected to not obtaining local bids.

A motion was made by Mr. Justin Frieler to approve the proposal from Landwehr Construction for Sauk River Park improvements. The motion was seconded by Mr. Finken with a roll call vote recorded as follows:

FOR: Council Member Justin Frieler, and Mayor Finken

AGAINST: Council Member Klasen

ABSENT: Council Member Hill and Travis Frieler

A motion was made by Mr. Frieler, seconded by Mr. Finken and unanimously carried approving the proposal from WSB for the river work portion of the Sauk River Park Improvements.

- c. Planning and Zoning Commission member Adam Paulson and Mike Klaphake term expired January 2022. Mr. Paulson submitted his application and was reappointed to the Planning and Zoning Commission. There is still a vacancy on the Commission. Nick Shaw has submitted his application to fill this vacancy.

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried appointing Mr. Shaw to the Planning and Zoning Commission.

A.I. #7 OLD BUSINESS

- a. Staff posted the job opportunity for the City Planner position. Three applications were received. Two of the candidates were interviewed on Friday June 10, by City Administrator Colleen Winter, Streets/Parks Supervisor Gary Middendorf, Planning and Zoning Chair Jason Seanger, City Clerk Patti Haase, and Payroll Clerk and Building Permit Tech Doris Rieland. An offer was extended to Sheila Hellermann subject to City Council approval and background check. It is the Committee's recommendation to hire Ms. Hellermann at Step 1 of 4. At six months employment and a favorable job evaluation, she would move to Step 2, with further steps to be made annually from that date. It is also recommended to start Ms. Hellermann at 3 weeks of vacation.

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried approving the hire of Ms. Hellermann at Step 1 of 4, and 3 weeks of vacation. At six months employment and a favorable job evaluation, she would move to Step 2, with further steps to be made annually from that date.

- b. City Administrator Colleen Winter is requesting authorization to sign an extension to the John Felling Option Agreement. The extension would expire on November 1, 2022.

A motion was made by Mr. Justin Frieler, seconded by Mr. Klasen and unanimously carried authorizing Administrator Winter to sign an extension to the Felling Option Agreement.

A.I.#8 NEW BUSINESS

- a. The option for the Theiler property is set to expire soon and rather than extend it another 6 months, Administrator Winter and Consultant Ryan are requesting that MADA purchase the property as described under the terms in Appendix B as attached. The property can be purchased through the Land Acquisition fund that MADA has for such purposes.

A motion was made by Mr. Justin Frieler seconded by Mr. Klasen and unanimously carried approving the Purchase Agreement with David, Bonnie and Jeron Theiler.

A.I. #9 INFORMATIONAL ITEMS

The following informational items were then reviewed:

- a. Utilities Commission's May 9, 2022, Regular Meeting minutes.
- b. There has been some guidance released to cities this month regarding Council, Boards, and Commission pay. The League of MN Cities has stated that employees need to be paid once every 31 days. Many cities did not designate these position as employees, but in speaking with the LMC, their interpretation is that this requirement applies to those individuals. The City Council and Public Utility Commission has been on a quarterly pay schedule, and other boards were paid annually. Starting in July, these will switch to be paid once a month, on the second payroll of the month.
- c. CGMC Update

A.I. #10 ADJOURNMENT

A motion was made by Mr. Klasen, seconded by Mr. Justin Frieler and unanimously carried to adjourn the meeting at 6:40 p.m.

PATRICIA HAASE – CITY CLERK